

Selby District Council



Agenda

Meeting: **Executive**
Date: **Thursday 1 October 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 3 September 2015 (pages 1 to 8 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.

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. Phase 2 Housing Development Strategy – delivery of HRA funded development – Key Decision

Report E/15/19 provides the outline business cases for the construction of eighteen new build accommodation units for vulnerable people on eight council owned sites. The Executive is asked to agree in principal to the construction, delegate authority to the Executive Director (s151) as set out in the report, and recommend to Council that it approve the additional funding required (pages 9 to 38 attached).

5. Disposal of sites and offer of loans to Selby and District Housing Trust for the development of affordable housing – Phase 2– Key Decision

Report E/15/20 provides the outline business cases for the disposal of land and the making of loans and overdraft facilities for the development of affordable housing as set out in the report. The Executive is asked to agree in principal to the disposals, the necessary funding arrangements, and to delegate authority to the Executive Director (s151) as set out in the report (pages 39 to 68 attached).

6. Potential sale of Units 1 and 2 Hurricane Close – Key Decision

Report E/15/21 asks the Executive to consider the sale of units at Hurricane Close, Sherburn Industrial Estate and to delegate authority to the Executive Director (s151) to negotiate and agree the terms of the sale (pages 69 to 72 attached).

7. Selby and District Housing Trust – Request for a grant for the proposed development at Riccall

Report E/15/22 asks the Executive to approve a grant to the Selby and District Housing Trust to support the delivery of three units of affordable housing at Riccall (pages 73 to 78 attached).

8. National Non-Domestic Rates Discretionary Reliefs

Report E/15/23 asks the Executive to consider the National Non-Domestic Rates scheme, including comments from the Policy Review Committee, and to approve the draft policy (pages 79 to 112 attached).

9. National Non-Domestic Rates Transitional Relief Scheme

Report E/15/24 asks the Executive to consider and approve the draft National Non-Domestic Rates Transitional Relief policy (pages 113 to 124 attached).

10. Localism Rate Relief Church Fenton Airfield

Report E/15/25 asks the Executive to give delegated authority to the Executive Director (s151), after consultation with the Leader of the Council, to determine applications for rate relief, and to recommend to Council that an appropriate amount of funding be drawn down from the Business Rate Relief Reserve to cover the costs of relief in 2015/16 (pages 125 to 128 attached).

11. Co-location and partnership working opportunity with North Yorkshire Police

Report E/15/26 updates the Executive on proposals to co-locate North Yorkshire Police officers and staff at the Civic Centre, and asks the Executive to approve the proposal in principal and authorise the Deputy Chief Executive to enter into the necessary legal and financial negotiations prior to final approval (pages 129 to 132 attached).

12. Selby Homelessness Strategy & Action Plan 2015-20

Report E/15/27 asks the Executive to approve the final draft Selby Homelessness Strategy and Action Plan 2015-20 (pages 133 to 228 attached).

13. Taxi Licensing Policy (Hackney carriage and private hire vehicles, drivers and operators)

Report E/15/28 updates the Executive on changes to the Taxi Licensing Policy required as a consequence of the Deregulation Act 2015 and asks the Executive to approve the amended policy (pages 229 to 266 attached).

14. Electronic Payments: Customer Self-Serve / Channel Shift – Key Decision

Report E/15/29 asks the Executive to approve the funding for the electronic payments project (pages 267 to 270 attached).

15. Leisure Planned Maintenance Programme (Year 7) – Key Decision

Report E/15/30 asks the Executive to approve the Year Seven Landlord Planned Maintenance Programme for Selby Park, and to fund the programme from the Building Repairs Reserve within the budget proposals for 2016/17(pages 271 to 275 attached)

Mary Weastell
Chief Executive

Dates of next meetings
15 October 2015 - Executive Briefing, 10.30am
15 October 2015 – Executive Briefing, 2pm
5 November 2015 – Executive, 4pm

For enquiries relating to this agenda please contact Palbinder Mann,
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Selby District Council



Minutes

Executive

Venue:	Committee Room, Civic Centre, Selby
Date:	Thursday 3 September 2015
Time:	4pm
Present:	Councillors M Crane (Chair), J Mackman (Vice Chair), C Lunn, C Metcalfe, and D Peart.
Officers present:	Chief Executive, Deputy Chief Executive, Executive Director (s151), Director of Community Services, Solicitor to the Council, Lead Officer – Finance (items 4 to 5), Housing Development Manager (item 9), Executive Director – Communities (items 10 to 11), Project Manager, Customer and Communities and Democratic Services Manager.
Also Present:	Councillors J Crawford and B Packham
Public:	1
Press:	0

NOTE: Only minute numbers 30 to 38 are subject to call-in arrangements. The deadline for call-in is 5pm on Tuesday 15 September 2015. Decisions not called in may be implemented from Wednesday 16 September 2015.

27. Apologies for Absence

There were no apologies for absence.

28. Minutes

The Executive considered the minutes from the last meeting on 2 July 2015.

It was agreed to replace the word 'brought' with the word 'bought' in the second paragraph of item 23.

RESOLVED:

To approve the minutes of the meeting held on 2 July 2015 with the above amendment.

29. Disclosure of Interest

Councillor Mackman declared an "other interest" in item 9 "A Review of Temporary Accommodation Requirements" arising from his appointment by the Council to the Selby and District Housing Trust.

30. Financial Results and Budget Exceptions Report to 30 June 2015 – Key Decision

Councillor Lunn presented the report which provided the financial results and budget exceptions to 30 June 2015.

Councillor Lunn explained that there had been a successful start to the financial results for 2015/16 and the capital programme was progressing well however there was expected to be slippage relating to ICT projects and the Portholme Road culvert.

It was clarified that the estimated surplus in section 1.1 should read as £133k and not £89k.

In response to a query concerning the amalgamation of Citizenlink between the District and County Council, it was confirmed that an agreement had been reached for the current edition however not on future editions.

RESOLVED:

To endorse the actions of officers and note the contents of the report.

Reasons for the decision

To ensure that budget exceptions are brought to the attention of the Executive with explanations from officers; in order to approve remedial action if necessary.

31. Treasury Management – Monitoring Report to June 2015 – Key Decision

Councillor Lunn presented the report which reviewed the Council's Treasury Management activity for the three months period 1 April 2015 to 30 June 2015 and presented performance against the Prudential Indicators.

Councillor Lunn explained that most of the District Council's money was invested through North Yorkshire County Council. In response to a query concerning borrowing, it was confirmed that the Council's borrowing was governed by the Prudential Code.

It was clarified that the Operational Borrowing Limit in section 2.16 of the report should read as £71m and not £79m. It was also stated that the principal sums invested for over 364 days in 1 to 2 years at Appendix B should read £5m and not £50m.

RESOLVED:

To endorse the actions of officers on the Council's treasury activities for the period ending 30 June 2015 and approve the report.

Reason for the decision

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

32. Medium Term Financial Strategy – Key Decision

Councillor Lunn presented the report which provided an update to the revised Medium Term Financial Strategy (MTFS) approved by Council in December 2014

The Executive Director (s151) explained three scenarios had been prepared outlining possible cuts in Government funding of 25% through to 40%. The Executive were informed that there was uncertainty regarding the New Homes Bonus and there was a risk with the Business Rates system with the current situation around Eggborough Power Station.

It was confirmed that the Strategy would be presented to the Policy Review Committee at their next meeting,

The Executive Director (s151) explained that as the accounts for 2014/15 were still be finalised, it was expected that the reserves

appendix would change. It was agreed that the table would be circulated to the Executive as soon as it was finalised.

RESOLVED:

To submit the draft update to the Medium Term Strategy to Council for approval, subject to comments from the Policy Review Committee.

Reasons for the decision

To set the framework for the 2016/17 budget and 2016 – 2018/19 Medium Term Financial Plan.

33. Renewable Energy Feasibility – Key Decision

Councillor Lunn presented the report on the findings of a feasibility study on the potential for renewable energy projects which was part of the Council's Programme for Growth and its approved savings plan.

Councillor Lunn explained that a number of options had been considered and the most viable option was a Solar Farm on the land at Burn Airfield. The Executive were informed that Burn Parish Council had already been contacted to discuss the proposals and if the proposal was developed then a planning application would have to be submitted. It was acknowledged that a detailed business case would have to be prepared in the first instance.

Concerns were raised around the financial subsidies for solar energy and how the Government's changing attitude might affect the proposals. It was agreed to seek guidance from the Association of Public Service Excellence (APSE) regarding this issue.

RESOLVED:

- i) To have a detailed business case prepared for a ground mounted 5MW solar farm on the site at Burn Airfield, with a report back to the Executive in October/November;**
- ii) To commence a consultation with local stakeholders;**
- iii) To submit a planning application at risk, as soon as reasonably practicable with the cost (subject to quotes and virement limits) met from the Programme for Growth Contingency;**

- iv) **To submit a report at a later date on the detailed business case for a building based scheme(s).**
- v) **To seek advice from the Association of Public Service Excellence (APSE) regarding the Government's stance on solar farms.**

Reason for the decision

To enable the Council to deliver a solar power scheme in accordance with the aspirations of the Programme for Growth, and to take advantage of the current subsidy arrangements that are available to deliver the approved savings target of £150k p.a.

34. A Review of Temporary Accommodation Requirements

Councillor Peart presented the report that reviewed the current temporary accommodation provision at Edgerton Lodge and Ousegate Lodge and looked at the options for future provision for the service as part of a wider review of the council's assets.

Councillor Peart explained that the occupancy rate at Edgerton Lodge was 34% last year and the future demand was not expected to increase.

The Executive accepted that the building was used less for accommodation and were of the view that it could be put to better use.

RESOLVED:

- i) **To approve the decommissioning of the use of Edgerton Lodge as temporary accommodation.**
- ii) **To approve the future use of dispersed temporary accommodation.**

Reason for the decision

To make best use of Council assets and supplement the use of Ousegate Lodge with dispersed accommodation using our own housing stock. Dispersed accommodation will allow the service to be flexible when responding to changing demands.

35. Housing Development Strategy Phase 2 Update

Councillor Peart presented the report on the further work which has been undertaken on the viability of sites included in phase 2 of the delivery of the housing strategy.

Councillor Peart clarified that there would be four general units for Camblesforth instead of two vulnerable and two general as stated in the report.

RESOLVED:

To approve the revised phase 2 programme as detailed in paragraph 4.3 of the report.

Reasons for the decision

- *To enable the target of 40 homes for intermediate rent to be achieved in phase 2*
- *To ensure clarity about the delivery targets for phase 2*

36. Customer Strategy

Councillor Metcalfe presented the report which outlined the feedback and responses to the draft Customer Strategy consultation and sought the approval of a draft Customer Strategy.

Councillor Metcalfe explained the strategy was created out of the Better Together programme between Selby District Council and North Yorkshire County Council and the vision was for the District Council to implement the strategy within five years.

It was stated that the move to more online services should not take away the option of a face to face or telephone service for residents who were not able use the internet.

RESOLVED:

- i) To note the feedback and responses to the draft Customer Strategy**
- ii) To adopt the Customer Strategy from October 1st 2015**

Reasons for the decision

To ensure that the adopted Customer Strategy is fit for purpose and proper regard is had to the consultation responses

37. Community Engagement Forums – Review of Arrangements and Changes to the Constitution

Councillor Metcalfe presented the report on the findings of a review of the Community Engagement Forums (CEFs) and on the minor constitutional changes to strengthen transparency and governance arrangements that would be proposed to Council at its meeting on 8th September.

Councillor Metcalfe explained that this was an opportunity to review the governance arrangements for the CEFs and provide a more consistent approach. The proposal involved bringing back the administration of CEFs within the Council and conducting a procurement exercise to find a third party to carry out the community development function of CEFs.

The Executive Director, Communities explained that alternative methods to administer the CEFs had been considered including working with North Yorkshire County Council however it had been decided that the most effective solution was via the Democratic Services team at the District Council.

The Executive discussed the proposed minor changes to the constitution but had no substantive observations to present to Council.

RESOLVED:

To note and endorse the proposed future arrangements for Community Engagement Forums, the arrangements for supporting them and the constitutional changes.

Reason for the decision

To ensure that Council is aware that the Executive have no specific observations to make before the matter is considered.

38. York, North Yorkshire and East Riding (YNYER) Spatial Plan

Councillor Crane presented the report on the York, North Yorkshire and East Riding (YNYER) Spatial Plan.

The Executive were supportive of the document and it was stated that the document was useful to provide a position statement of where each authority was at in terms of their local plans.

RESOLVED:

To endorse the York, North Yorkshire and East Riding (YNYER) Spatial Plan.

Reason for the decision

To support the York, North Yorkshire and East Riding Spatial Plan.

39. Amendments to the Constitution

Councillor M Crane presented the report on the proposed changes to the Financial Procedure Rules, the Terms of Reference of Audit and Governance Committee, the delegations to the Monitoring Officer and the Code of Practice for dealing with Planning Matters in the Constitution.

Concern was raised regarding the proposals for planning site visits and it was felt that members of the public and local members should be allowed to attend to point out any salient features on the site. It was also felt that landowner's may have an advantage during site visits as they would know when they were taking place and the public would not be informed or may not be granted access to the site. It was proposed and seconded to add a resolution outlining this point. Upon being put to the vote, this motion was agreed.

RESOLVED:

- 1) To note the report and;**
- 2) To raise concern that the proposals suggested by the Audit and Governance Committee would limit the essential effectiveness of planning site visits, curtail the legitimate contribution of local representation and be poorly perceived by the public. It would be better if the existing procedure could be adapted to limit abuse but allow material planning issues to be identified.**

Reason for the decision

To enable these further comments to be taken into consideration by Council.

The meeting closed at 5.50pm

Selby District Council

REPORT

Reference: E/15/19

Item 4 - Public



To: The Executive
Date: 1 October 2015
Status: Key decision
Report Published: 23 September 2015
Author: Sally Rawlings
Executive Member: Cllr Dave Peart
Lead Officer: Karen Iveson

Title: Phase 2 Housing Development Strategy – delivery of HRA funded development

Summary:

This report provides the outline business cases for the construction of new build accommodation for vulnerable people on council owned sites within Phase 2 of the Housing Development Programme to provide an estimated 18 units across eight sites, in line with previously agreed policies.

The business cases have been developed by the shared Housing Development Manager in line with the Asset Transfer Policy. This has included consideration of whether the sites are suitable for general needs and could be offered to Selby and District Housing Trust to develop (within the Asset Transfer Policy). Please see report E/15/20 (on this agenda) concerning sites which fall within this category. This report only covers sites identified as suitable for development of homes for vulnerable persons, and how they can be developed within the affordable housing strategy and the Housing Revenue Account (HRA). The proposed development takes into account local needs for accommodation, any site constraints, build costs and overall scheme viability.

Recommendations:

- i. To agree in principle to the construction of Council owned housing on the following sites;**
- ii. To authorise the Executive Director (s151 Officer) after consultation with the Lead Member for Housing to:**
 - a. proceed with planning applications and tenders in order to prepare the detailed business cases
 - b. manage any necessary budget virement up to a maximum of £15,000 per site and within the anticipated overall development costs of £1,827k;
- iii. To recommend Council to approve an additional £277k to be funded as appropriate from borrowing, capital receipts and s106 monies.**

Reasons for recommendations

- To increase the provision of affordable housing in Selby District Council area in line with the Housing Development Strategy and the Asset Transfer Policy
- To maximise the use of under-utilised sites in accordance with the Asset Management Strategy.

1 Introduction and background

- 1.1 The Council owns a number of sites which are under-utilised and which it has agreed should be considered for development under the terms of the Asset Management Strategy, the Housing Development Strategy and the Asset Transfer Policy. The sites included in this report were approved to be brought forward in Phase 2 of the Housing Development programme by the Executive at their meeting of 4 December 2014.
- 1.2 For each site the business case indicates the level of any potential subsidy required in the form of the optimum number of units and bed spaces that are considered to be deliverable on the site, anticipated costs, whether the build requires additional subsidy through the development of housing for market sale or by applications for HCA grant, s106 monies or further borrowing by Selby District Council.

2 The Report

- 2.1 Using the experience gained in the pilot schemes and Phase 1 sites, each site identified in this report has been considered by the Housing Development Manager and an outline business case has been developed which meets the policy requirements and is considered economically viable.
- 2.2 The details of each site and the outline business case supporting it are included as Appendices to this report.

- 2.3 It is anticipated that the schemes which are approved will be the subject of a consultation and negotiation with SDHT to explore the advantages of joint procurements and site bundling with the aim of achieving economies of scale. However, if this is not possible (e.g. if SDHT cannot meet the Council's timescales) then these schemes will be developed within the overall timescales for this phase – assuming the successful tenderer has the capacity to develop all sites concurrently (see appendix H for indicative timescales). The indicative timescales are also dependent on the procurement approach, and may change if an alternative approach is found to be preferable.
- 2.4 There was public consultation on the overall policy of disposal of under-utilised sites for housing development. As the business case for each site has been developed there has been discussion with the relevant District Councillor(s) and the Parish Council. It is anticipated that further detailed public consultation may take place as part of any future planning application.
- 2.5 Phase 2 of the Housing Development Programme covers 13 potential sites with the objective of delivering 40 units. The proposal outlined in this report will deliver 18 units on seven sites for the HRA. A further 22 units of affordable housing are proposed to be delivered by Selby & District Housing Trust on six sites. The sites under consideration in this report have been assessed under the Asset Transfer Policy and identified as being suitable for development by the Council rather than being the subject of a disposal to Selby and District Housing Trust.
- 2.6 A budget virement of £15,000 per scheme has been requested to cover any costs of progressing with these schemes to detailed business cases, which are then not approved to go ahead. These funds will only be expended if any schemes **do not** proceed. For schemes which **do** proceed, the costs incurred to achieve detailed business cases, will usually be met through the normal scheme costs.
- 2.7 It is considered that the delegations sought in this report allow development of the detailed business cases as long as the schemes remain within this budget, and further approvals will not be needed unless the total costs of the schemes are exceeded.

3 Legal issues

- 3.1 The ownership of each site is with the Council. Each site has been assessed to see whether there are any covenants or other rights which would prevent development. Work has been or is being undertaken to ensure that there are no other barriers to development by terminating any licence rights or preventing any unauthorised use.

3.2 Planning and building regulations consents will be required for each scheme and delegations are requested to enable these to proceed.

4 Financial issues

4.1 A construction costs benchmarking exercise has been undertaken by the Council's design consultants who have been employed on Phase 1 and the results have been used in these outline business cases. An element of inflation has also been included. Costs include demolition, construction costs, fees and contingency for each scheme. A financial summary of the schemes shows the loan and subsidy required for this phase, details per scheme are included in the appendices.

4.2 The financial implications for Selby District Council are summarised as follows:

Site	Anticipated number of homes	Anticipated SDC borrowing	Anticipated subsidy required			Anticipated total costs
			Capital receipts	S106 commuted sums	Total	
Highfield Villas, Sherburn	3	£252k	£21k	£28k	£49k	£301k
Moor Lane, Sherburn	2	£168k	£14k	£19k	£33k	£201k
North Crescent, Sherburn	3	£252k	£21k	£25k	£46k	£298k
Site 1, Firtree Crescent, Tadcaster	2	£170k	£14k	£19k	£33k	£203k
Site 2, Firtree Crescent, Tadcaster	2	£170k	£14k	£18k	£32k	£202k
Kelcbar Close, Tadcaster	3	£254k	£21k	£52k	£73k	£327k
Site 2, Barff View, Burn	3	£203k	£21k	£71k	£92k	£295k
Total	18	£1,469k	£126k	£232k	£358k	£1,827k

4.3 Following the Government Budget announcements on 8 July 2015, the Council's rent setting policy has been changed to a decrease of -1% per year from April 2016 for four years. This has also been applied to the financial modelling for these schemes which has negatively impacted on their viability,

meaning that breakeven falls outside the 30 years required - falling between 38 and 51 years. As a consequence, all of the schemes require additional subsidy. It is expected that both capital receipts from council house sales and S106 commuted sums will provide this additional subsidy.

- 4.4 Selby District Council has entered an agreement with the Government to use Right to Buy receipts locally. In order to do this the Council must meet certain conditions. These are:
- a. The right to buy receipts used for replacement homes must form no more than 30% of the expenditure on replacement stock;
 - b. The receipts must be used within 3 years otherwise they must be returned to the Government with interest at 4% above the base rate.

This report shows the use of receipts accrued up to the end of quarter 2 2015/2016, with the balance of the subsidy required coming from alternative sources as highlighted above.

- 4.5 The outline business cases have been subject to financial modelling over 30 and 60 years using the estimated development costs, financing costs, lifecycle costs, annual running costs and expected rental incomes. The modelling is based on 20 units that meet HCA space standards, with a combined floor space of 1200 m² and 60 bedspaces. Using additional subsidy, the aim is to achieve a viable scheme which breaks-even over 30 years using an internal rate of return (IRR) equivalent to cost of capital plus 0.5% risk factor i.e. 5.0% IRR for these schemes under consideration.
- 4.6 Increases in construction and finance costs are likely to negatively impact on scheme viability. Each business case includes consideration of selling properties and/or bidding for grants to fund the scheme. Any additional subsidy from the Council would need to be the subject of further approval. Additional funding could also come from the Homes and Communities Agency (HCA) programme which supports the provision of new council housing.

5 Risks

If any of the schemes do not proceed there will be some abortive costs to be borne. It is estimated that these will be a maximum of £15,000 per scheme. These include the costs of feasibility studies, applying for planning permission and tendering each scheme. Under normal circumstances these costs are included in the scheme costs and are covered if the scheme proceeds.

6 Impact Assessment

- 6.1 The Housing Development Strategy and Asset Transfer Policy have been subject to screening for equality, diversity and community impact. The general impact is positive as they deliver housing that meets the needs of individuals within the District.

7 Conclusion

7.1 Highfield Villas, Sherburn

This proposed scheme is for 3 x two-bedroomed bungalows (at 60m² each) on a garage site which has 10 garages on it, and retaining the access to the adjacent flats owned by Chevin Housing Association. This scheme is only viable with an anticipated subsidy of £49k. Without this subsidy it would breakeven in year 38 – some eight years beyond that required to be viable.

7.2 Moor Lane, Sherburn

This proposed scheme is for 2 x two-bedroomed bungalows (at 60m² each) on a garage site which has 4 garages on it, adjacent to existing council-owned bungalows. This scheme is only viable with an anticipated subsidy of £33k. Without this subsidy it would breakeven in year 38 – some eight years beyond that required to be viable.

7.3 North Crescent, Sherburn

This proposed scheme is for 3 x two-bedroomed bungalows (at 60m² each) on a garage site which has 5 garages on it, adjacent to existing bungalows. This scheme is only viable with an anticipated subsidy of £46k. Without this subsidy it would breakeven in year 38 – some eight years beyond that required to be viable.

7.4 Site 1, Firtree Crescent, Tadcaster

This proposed scheme is for 2 x two-bedroomed bungalows (at 60m² each) on a garage site which has 6 garages on it, adjacent to existing council-owned bungalows. This scheme is only viable with an anticipated subsidy of £33k. Without this subsidy it would breakeven in year 38 – some eight years beyond that required to be viable.

7.5 Site 2, Firtree Crescent, Tadcaster

This proposed scheme is for 2 x two-bedroomed bungalows (at 60m² each) on a garage site which has 8 garages on it, adjacent to existing council-owned bungalows. This scheme is only viable with an anticipated subsidy of £32k. Without this subsidy it would breakeven in year 38 – some eight years beyond that required to be viable.

7.6 Kelcbar Close, Tadcaster

This proposed scheme is for 3 x two-bedroomed bungalows (at 60m² each) on an area of green space which also has up to five garage plots on it, adjacent to existing council-owned bungalows. This scheme is only viable with an anticipated subsidy of £73k. Without this subsidy it would breakeven in year 42 – some 12 years beyond that required to be viable.

7.7 Site 2, Barff View, Burn

This proposed scheme is for 3 x two-bedroomed bungalows (at 60m² each) on an area of green space, adjacent to existing council-owned bungalows. This scheme is only viable with an anticipated subsidy of £92k. Without this subsidy it would breakeven in year 51 – some 21 years beyond that required to be viable.

7.8 These schemes will help deliver the target (set out in the Housing Development Strategy) of developing 106 affordable homes over five years and make a positive contribution to the delivery of the District Affordable Housing Strategy.

8 Background Documents

The following documents provide background to this proposal:

- Selby District Council Housing Development Strategy - report to Council – 10 September 2013 (pp 115 – 122) http://www.selby.gov.uk/upload/Council_Agenda_10.9.13_PUBLIC.pdf
- Selby District Council Housing Development Sites - report to Council – 10 September 2013 (pp 84 – 114) http://www.selby.gov.uk/upload/Council_Agenda_10.9.13_PUBLIC.pdf
- Housing Development Strategy Phase 1 progress report – report to Executive - 5 June 2014 (pp 6 – 10) http://www.selby.gov.uk/upload/Exec_Agenda_5.6.14.pdf
- Phase 2 Housing Delivery Programme – report to Executive – 4 December 2015 (pp79-86) http://www.selby.gov.uk/sites/default/files/Documents/Committees/Agendas/Executive_Agenda_4.12.14_PUBLICV2.pdf

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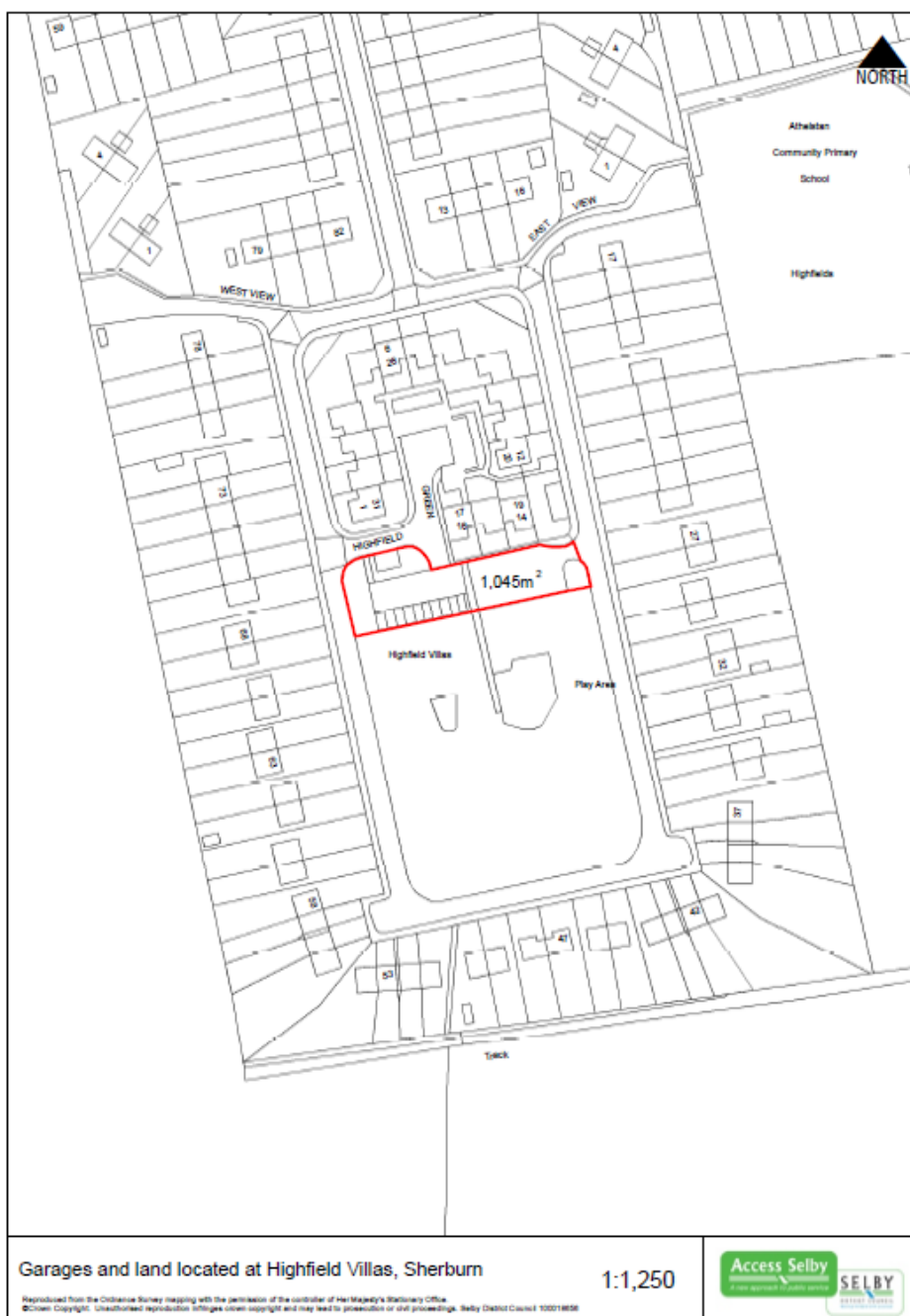
Appendices:

- APPENDIX A - Highfield Villas, Sherburn**
- APPENDIX B - Moor Lane, Sherburn**
- APPENDIX C - North Crescent, Sherburn**
- APPENDIX D - Site 1, Fir Tree Crescent, Tadcaster**
- APPENDIX E - Site 2, Fir Tree Crescent, Tadcaster**
- APPENDIX F - Kelcbar Close, Tadcaster**
- APPENDIX G - Barff View, Burn**
- APPENDIX H – Indicative timescales for phase 2**

APPENDIX A – Highfield Villas, Sherburn

Site Description

This site currently houses 10 garages of which one is currently let, as well as a small grassed area, an area of former garages as well as a small grassed area. It is proposed that the tenant of the garages on this site is relocated to the vacant garage on Eversley Mount, Sherburn. It is proposed to redevelop the site using the existing access off Highfields Green. The access is adequate for the proposed development as it is adopted highway. Vehicular access over the site has been granted to numbers 14 – 19 Highfield Green and this will be maintained.



(not to scale)

The Council's housing stock in Sherburn consists of:

House type	Total	%
1 bed bungalow	34	10.0%
2 bed bungalow	80	23.5%
3 bed bungalow	4	1.2%
2 bed flat	70	20.6%
2 bed house	42	12.3%
3 bed house	105	30.9%
4 bed house	4	1.2%
5 bed house	1	0.3%
Total	340	100

The data available from HomeChoice shows that there are 109 bidders who have expressed a preference for Sherburn as their first choice - of these 14 are aged 60 or over and would be eligible for vulnerable persons bungalows. 51.4% are looking for 1 bedroomed homes, 35.8% are looking for 2-bedroomed homes and 12.8% are looking for homes with 3 or more bedrooms.

As at 1st April 2015 there were outstanding planning permissions for 645 houses and no outstanding applications or permissions for bungalows. In view of the private sector not providing ground floor accommodation within the settlement it is proposed that the proposed redevelopment will consist of 3 x two-bedroomed bungalows, which would be added to the SDC Housing Revenue Account and age-restricted to residents aged 60 or over unless they have a disability with mobility issues.

It may be possible to develop a larger area on Highfield Villas by using some of the designated recreation open space. However this will need to be explored and may not be possible until after the Local Plan policy for recreation open space has been reviewed and this site considered following that review. It is likely that this will not be possible until after 2017/18.

One of the local ward members has expressed concern about the lack of car-parking in the area, and if five additional parking spaces a total cost of £5,750, will need to be added the scheme costs, and require increased subsidy.

Preferred Option for Development

- This proposal is for two bedroomed bungalows (number of bedspaces to be determined at design stage) for vulnerable persons.
- No market housing to cross-subsidise this scheme has been included due to the lack of space on the site.
- The level of additional funding required for this site is £57,500, which equates to £28,750/unit.

- Prior to the Government policy of rent reduction for four years from April 2016 being announced, this scheme would have been able to service a higher loan and therefore would not have required any additional subsidy.

Outline Business case

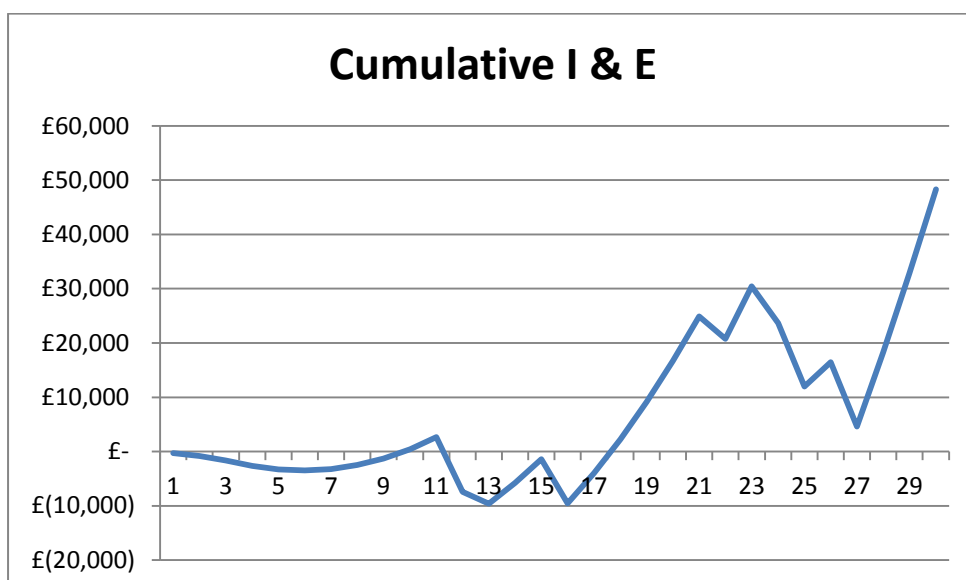
Loan/Internal borrowing amount required: £252k

Total level of additional funding required: £49k

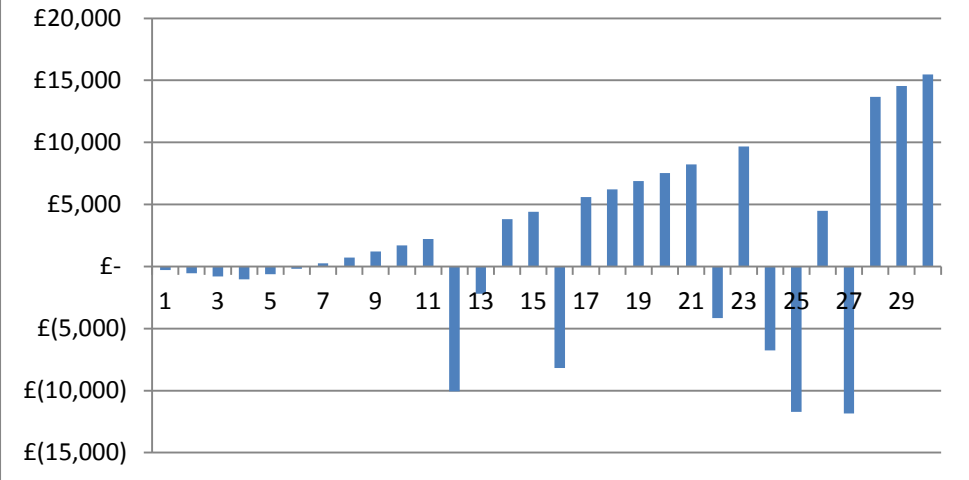
Capital works (inc. demolition and fees)	£284k
Contingency	£17k
<i>Total</i>	<i>£301k</i>
Additional funding required	£49k
Loan/internal borrowing required	£252k

The table below shows that this scheme passes the viability threshold when the additional subsidy is included.

	Output	Benchmark	Test	Pass/Fail
30 Year Net Present Value (£)	£33.29	0	Output>Benchmark	PASS
60 Year Net Present Value (£)	£161k	0	Output>Benchmark	PASS
Payback Year	30	30	Output<Benchmark	PASS
30 Year IRR%	4.50%	4.50%	Output>Benchmark	PASS
60 Year IRR%	6.86%	4.50%	Output>Benchmark	PASS



Annual Profit and Loss



APPENDIX B – Moor Lane, Sherburn

Site Description

This site currently houses four garages of which two are currently let, as well as a small grassed area. It is proposed that the tenants of the garages on this site are relocated to the vacant garages on Beechwood Close, Sherburn.

It is proposed to redevelop the site using the existing access off Moor Lane. The access is adequate for the proposed development as it is off an adopted highway.



(not to scale)

The Council's housing stock in Sherburn consists of:

House type	Total	%
1 bed bungalow	34	10.0%
2 bed bungalow	80	23.5%
3 bed bungalow	4	1.2%
2 bed flat	70	20.6%
2 bed house	42	12.3%
3 bed house	105	30.9%
4 bed house	4	1.2%
5 bed house	1	0.3%
Total	340	100

The data available from HomeChoice shows that there are 109 bidders who have expressed a preference for Sherburn as their first choice - of these 14 are aged 60 or over and would be eligible for vulnerable persons bungalows. 51.4% are looking for 1 bedroomed homes, 35.8% are looking for 2-bedroomed homes and 12.8% are looking for homes with 3 or more bedrooms. As at 1st April 2015 there were outstanding planning permissions for 645 houses and no outstanding applications or permissions for bungalows. In view of the private sector not providing ground floor accommodation within the settlement it is proposed that the proposed redevelopment will consist of 3 x two-bedroomed bungalows, which would be added to the SDC Housing Revenue Account and age-restricted to residents aged 60 or over unless they have a disability with mobility issues.

Preferred Option for Development

- This proposal is for two bedroomed bungalows (number of bedspaces to be determined at design stage) for vulnerable persons.
- No market housing to cross-subsidise this scheme has been included due to the low market values in this area.
- The level of additional funding required for this site is £33,000, which equates to £16,500/unit.
- Prior to the Government policy of rent reduction for four years from April 2016 being announced, this scheme would have been able to service a higher loan and therefore would not have required any additional subsidy.

Outline Business case

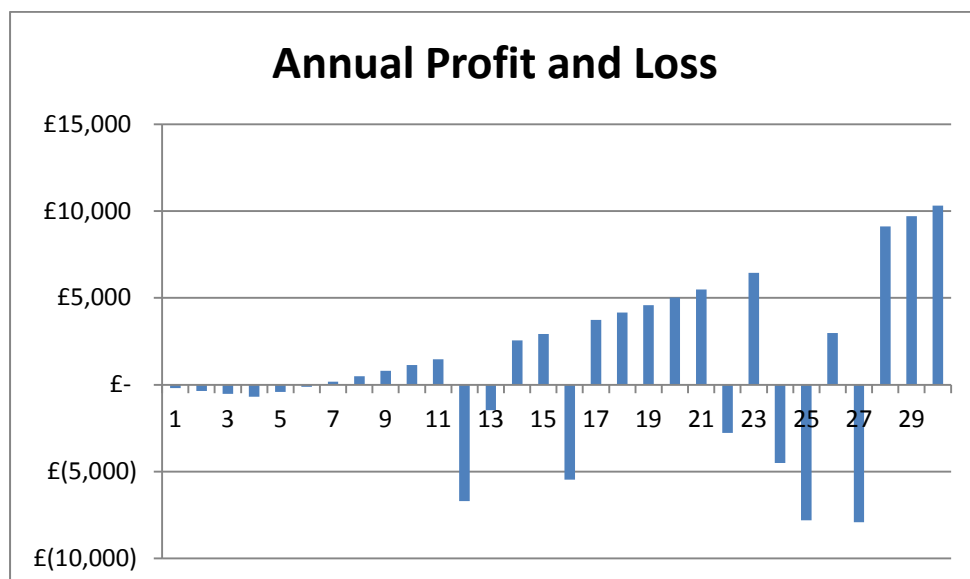
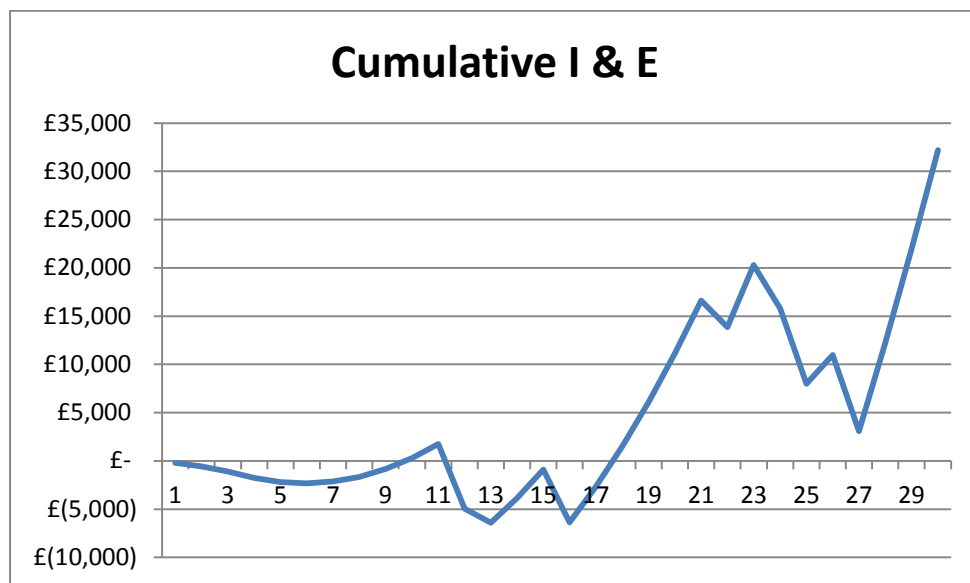
Loan amount required: £168k

Total level of additional funding required: £33k

Capital works (inc. demolition and fees)	£189k
Contingency	£12k
<i>Total</i>	<i>£201k</i>
Additional funding required	£33k
Loan/internal borrowing required	£168k

The table below shows that this scheme passes the viability threshold when the additional subsidy is included:

	Output	Benchmark	Test	Pass/Fail
30 Year Net Present Value (£)	£28.19	0	Output>Benchmark	PASS
60 Year Net Present Value (£)	£107k	0	Output>Benchmark	PASS
Payback Year	30	30	Output<Benchmark	PASS
30 Year IRR%	4.50%	4.50%	Output>Benchmark	PASS
60 Year IRR%	6.86%	4.50%	Output>Benchmark	PASS



APPENDIX C - North Crescent, Sherburn

Site Description

This site consists of a grassed area adjacent to number 50 North Drive and five garages of which three are let. It is proposed to offer one of the tenants a vacant garage on the site on the other side of North Crescent. Other garages are available at Beechwood Close, Sherburn. The site can be developed by using the existing access off North Crescent or by taking a new access off North Drive. Both options will be considered as part of the feasibility process. Either access would be suitable as a private drive to the development.



(not to scale)

The Council's housing stock in Sherburn consists of:

House type	Total	%
1 bed bungalow	34	10.0%
2 bed bungalow	80	23.5%
3 bed bungalow	4	1.2%
2 bed flat	70	20.6%
2 bed house	42	12.3%
3 bed house	105	30.9%
4 bed house	4	1.2%
5 bed house	1	0.3%
Total	340	100%

The data available from HomeChoice shows that there are 109 bidders who have expressed a preference for Sherburn as their first choice - of these 14 are aged 60 or over and would be eligible for vulnerable persons bungalows. 51.4% are looking for 1 bedroomed homes, 35.8% are looking for 2-bedroomed homes and 12.8% are looking for homes with 3 or more bedrooms. As at 1st April 2015 there were outstanding planning permissions for 645 houses and no outstanding applications or permissions for bungalows. In view of the private sector not providing ground floor accommodation within the settlement it is proposed that the proposed redevelopment will consist of 3 x two-bedroomed bungalows, which would be added to the SDC Housing Revenue Account and age-restricted to residents aged 60 or over unless they have a disability with mobility issues.

Preferred Option for Development

- This proposal is for two bedroomed bungalows (number of bedspaces to be determined at design stage) for vulnerable persons.
- No market housing to cross-subsidise this scheme has been included due to the lack of space on the site.
- The level of additional funding required for this site is £46,000, which equates to £15,333/unit.
- Prior to the Government policy of rent reduction for four years from April 2016 being announced, this scheme would have been able to service a higher loan and therefore would not have required any additional subsidy.

Outline Business case

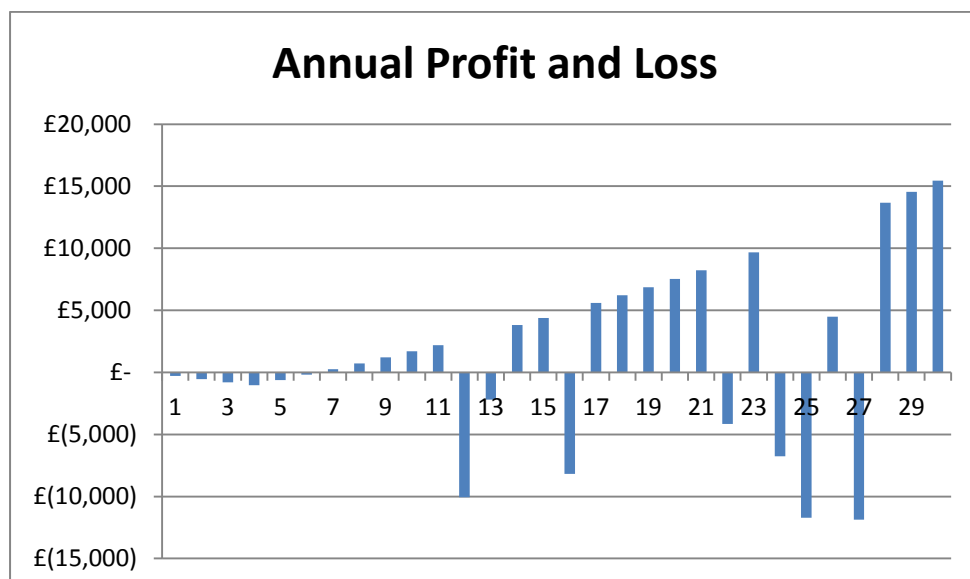
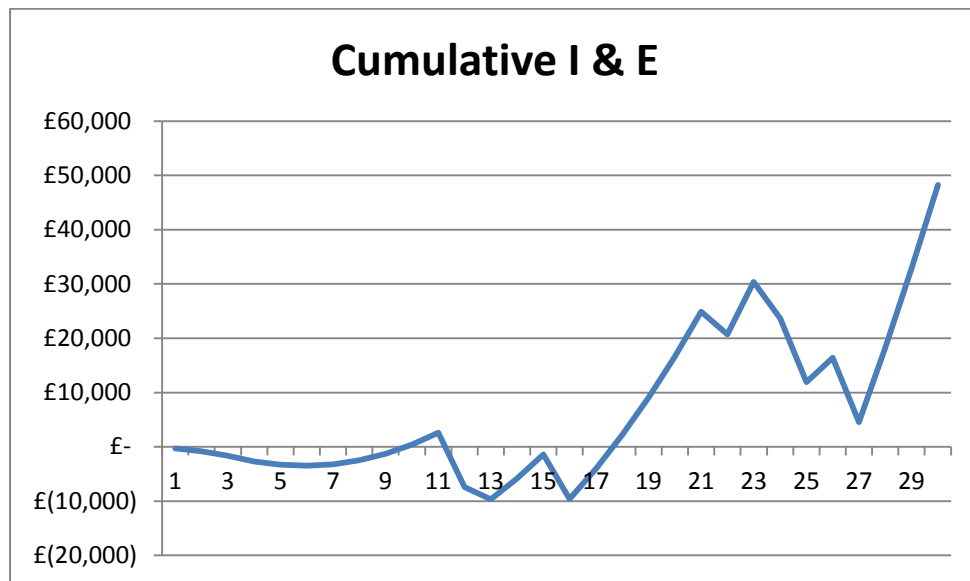
Loan amount required: £252k

Total level of additional funding required: £46k

Capital works (inc. demolition and fees)	£281k
Contingency	£17k
<i>Total</i>	<i>£298k</i>
Additional funding required	£46k
Loan/internal borrowing required	£252k

The table below shows that this scheme passes the viability threshold when the additional subsidy is included:

	Output	Benchmark	Test	Pass/Fail
30 Year Net Present Value (£)	£1.29	0	Output>Benchmark	PASS
60 Year Net Present Value (£)	£161k	0	Output>Benchmark	PASS
Payback Year	30	30	Output<Benchmark	PASS
30 Year IRR%	4.50%	4.50%	Output>Benchmark	PASS
60 Year IRR%	6.86%	4.50%	Output>Benchmark	PASS



APPENDIX D - Site 1, Fir Tree Crescent, Tadcaster

Site Description

This site consists of a medium sized grassed areas and six garages – all of which are let. It is proposed to relocate the tenants to vacant garages nearby at Windmill Rise which are not suitable for redevelopment. The site is accessed by an adopted road and has an access to the adjacent scout hut across the eastern edge. There appears to be no formal agreement in place for this access, although it is likely that it has been used for more than twenty years and so has become a deemed right of access as a prescriptive easement.



(not to scale)

The Council's Housing stock in Tadcaster (as at 01 April 2015) is detailed below:

House type	Number
1 bed bungalow	149
2 bed bungalow	115
3 bed bungalow	1
2 bed house	9
3 bed house	69
4 bed house	3
Bedsit	15
1 bed flat	49
2 bed flat	65
3 bed flat	1
Total	476

The data available from HomeChoice shows that there are 143 bidders who have expressed a preference for Tadcaster. Of these 21 are aged over 59 and are eligible for vulnerable persons bungalows, with the remainder (122) being eligible for general needs housing. Of the total bidding for Tadcaster, 89 (62.2%) require 1 bed properties, 41 (28.7%) require 2 bed properties and 13 (9.1%) require 3 or more bed properties.

Tadcaster is situated to the North East of the District and the SHMA(2009) (NB - revised SHMA likely to be published in draft format late June/early July 2015) and Core Strategy identify that 4.5% (115) of households are in housing need (the mean average across the District is 7.7%). The SHMA 2009 concluded that a variety of affordable housing should be provided, with particular emphasis on delivering affordable housing for general needs.

Preferred option for development

- This proposal is for two bedroomed bungalows (number of bedspaces to be determined at design stage) for vulnerable persons.
- No market housing to cross-subsidise this scheme has been included due to the lack of space on the site.
- The level of additional funding required for this site is £33,250, which equates to £11,083/unit.
- Prior to the Government policy of rent reduction for four years from April 2016 being announced, this scheme would have been able to service a higher loan and therefore would not have required any additional subsidy.

Outline business case

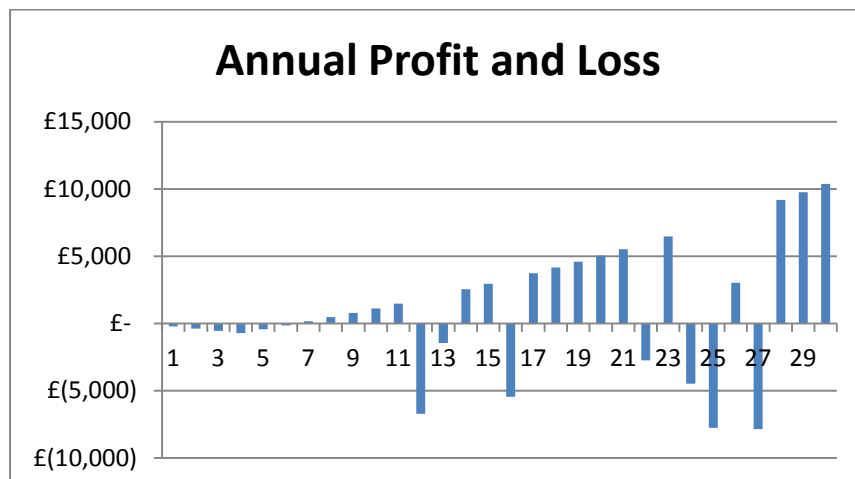
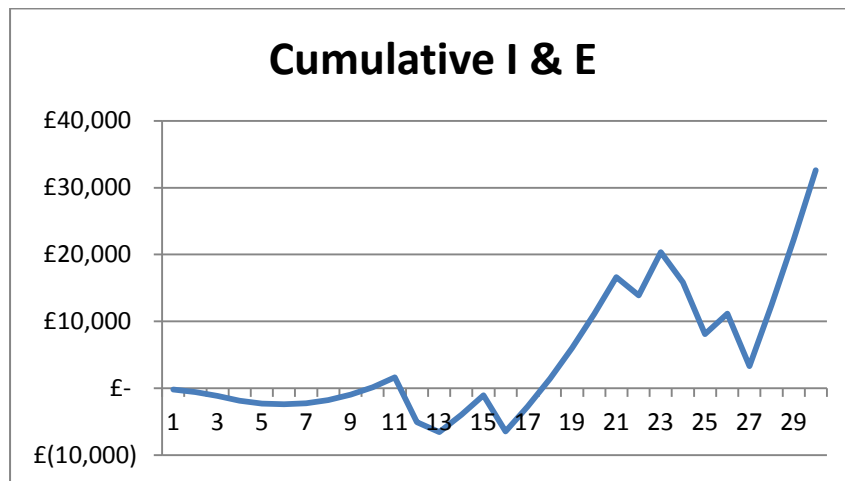
Loan amount required: £170k

Total level of additional funding required: £33k

Capital works (inc. demolition and fees)	£191k
Contingency	£12k
<i>Total</i>	<i>£203k</i>
Additional funding required	£33k
Loan/internal borrowing required	£170k

The table below shows that this scheme passes the viability threshold when the additional subsidy is included:

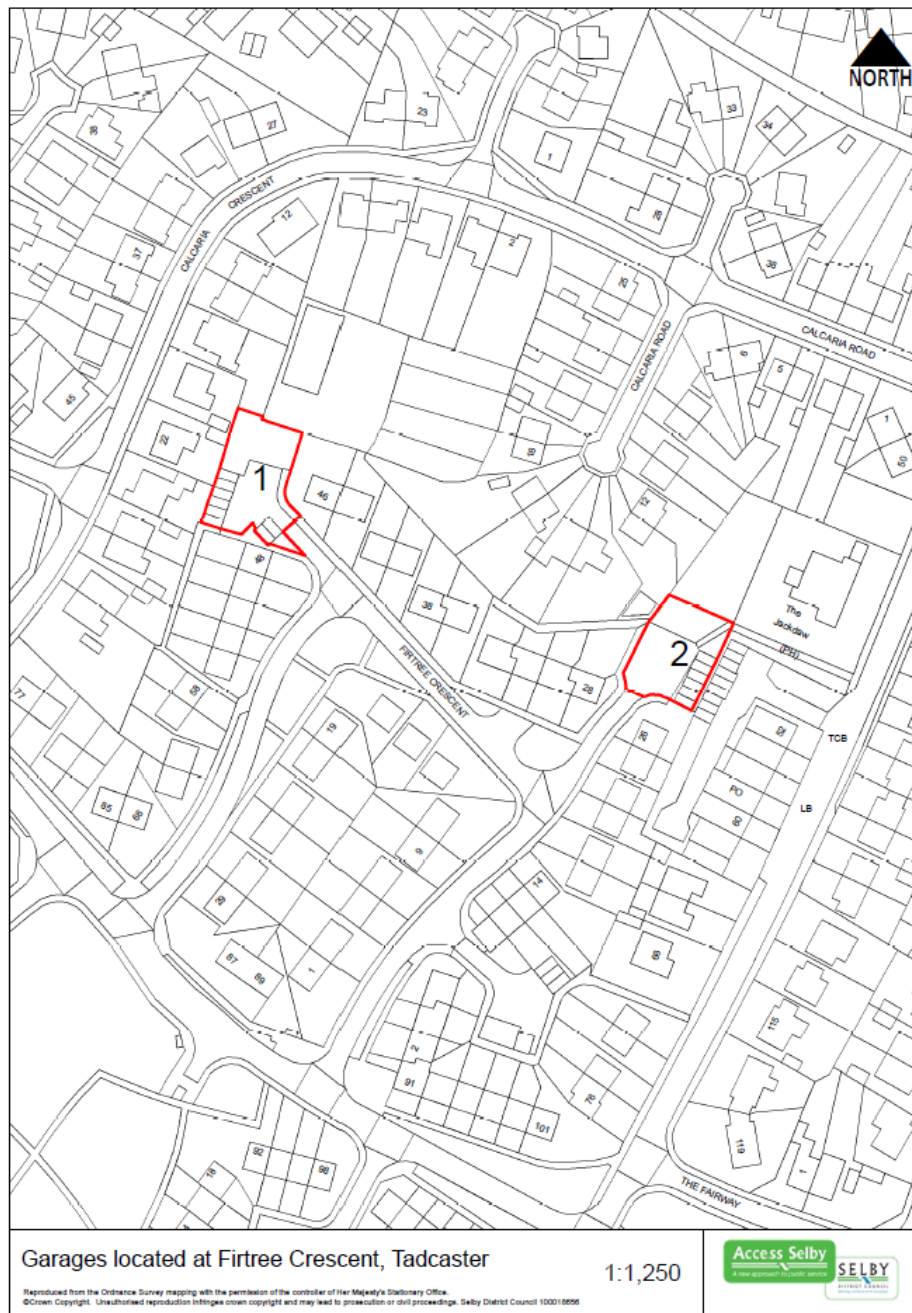
	Output	Benchmark	Test	Pass/Fail
30 Year Net Present Value (£)	£6.22	0	Output>Benchmark	PASS
60 Year Net Present Value (£)	£108k	0	Output>Benchmark	PASS
Payback Year	30	30	Output<Benchmark	PASS
30 Year IRR%	4.50%	4.50%	Output>Benchmark	PASS
60 Year IRR%	6.86%	4.50%	Output>Benchmark	PASS



APPENDIX E - Site 2, Fir Tree Crescent, Tadcaster

Site Description

This site consists of eight garages – all of which are let. It is proposed to relocate the tenants to vacant garages nearby at Windmill Rise which are not suitable for redevelopment. The site is accessed by an adopted road. The owner of the adjacent pub (the Jackdaw) has expressed interest in acquiring part of the site to enable access to the rear of his property which would enable them to develop that area for residential properties. It may be more cost effective than developing the site ourselves. This will be considered as part of the detailed business case for this site.



(not to scale)

The Council's Housing stock in Tadcaster (as at 01 April 2015) is detailed below:

House type	Number
1 bed bungalow	149
2 bed bungalow	115
3 bed bungalow	1
2 bed house	9
3 bed house	69
4 bed house	3
Bedsit	15
1 bed flat	49
2 bed flat	65
3 bed flat	1
Total	476

The data available from HomeChoice shows that there are 143 bidders who have expressed a preference for Tadcaster. Of these 21 are aged over 59 and are eligible for vulnerable persons bungalows, with the remainder (122) being eligible for general needs housing. Of the total bidding for Tadcaster, 89 (62.2%) require 1 bed properties, 41 (28.7%) require 2 bed properties and 13 (9.1%) require 3 or more bed properties.

Tadcaster is situated to the North East of the District and the SHMA(2009) (NB - revised SHMA likely to be published in draft format late June/early July 2015) and Core Strategy identify that 4.5% (115) of households are in housing need (the mean average across the District is 7.7%). The SHMA 2009 concluded that a variety of affordable housing should be provided, with particular emphasis on delivering affordable housing for general needs.

Preferred option for development

- This proposal is for two bedroomed bungalows (number of bedspaces to be determined at design stage) for vulnerable persons.
- No market housing to cross-subsidise this scheme has been included due to the lack of space on the site.
- The level of additional funding required for this site is £32,000, which equates to £16,000/unit.
- Prior to the Government policy of rent reduction for four years from April 2016 being announced, this scheme would have been able to service a higher loan and therefore would not have required any additional subsidy.

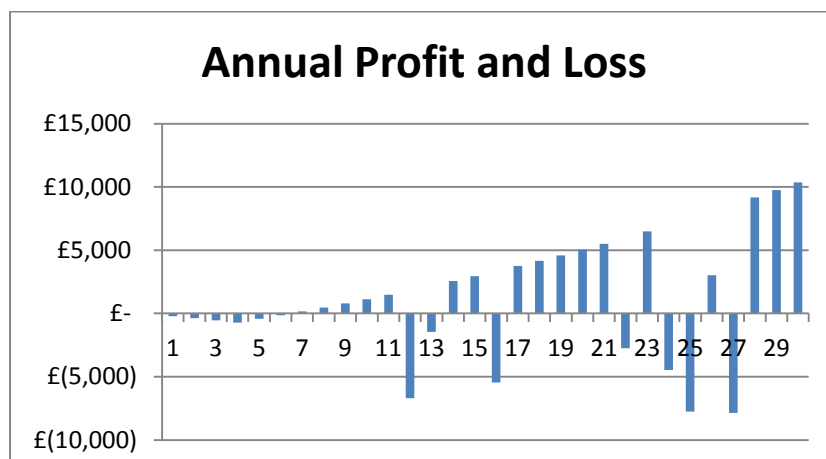
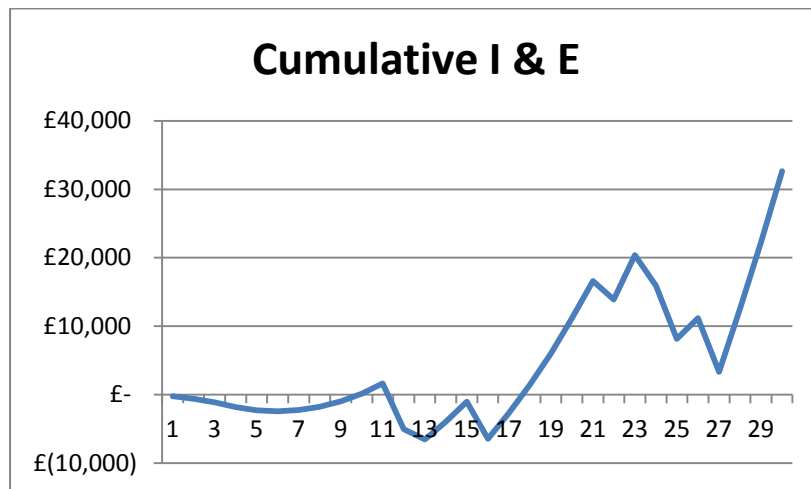
Outline business case

Loan amount required: £32k
 Total level of additional funding required: £170k

Capital works (inc. demolition and fees)	£190k
Contingency	£12k
<i>Total</i>	<i>£202k</i>
Additional funding required	£32k
Loan/internal borrowing required	£170k

The table below shows that this scheme passes the viability threshold when the additional subsidy is included:

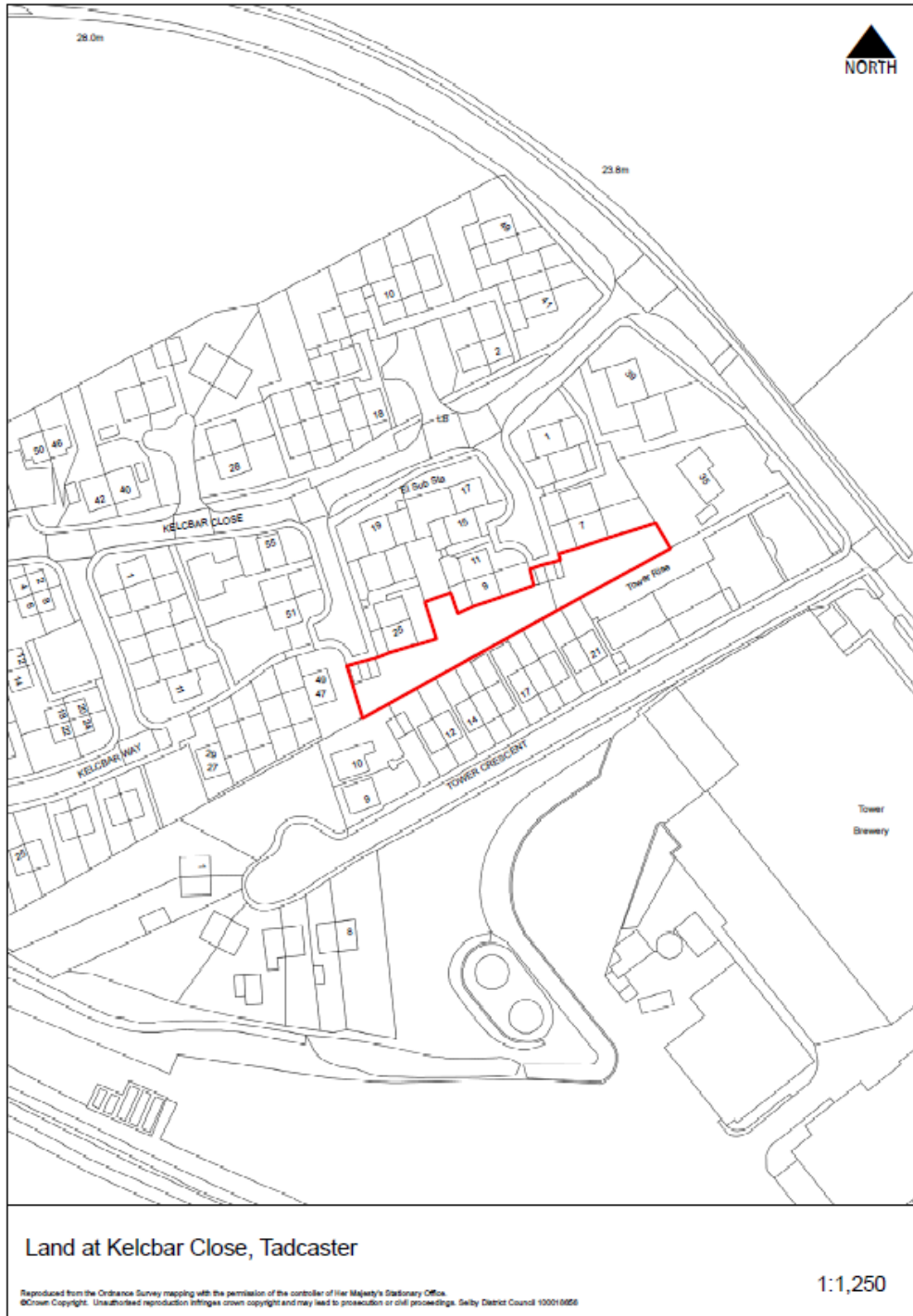
	Output	Benchmark	Test	Pass/Fail
30 Year Net Present Value (£)	£23.42	0	Output>Benchmark	PASS
60 Year Net Present Value (£)	£108k	0	Output>Benchmark	PASS
Payback Year	30	30	Output<Benchmark	PASS
30 Year IRR%	4.50%	4.50%	Output>Benchmark	PASS
60 Year IRR%	6.86%	4.50%	Output>Benchmark	PASS



APPENDIX F - Kelcbar Close, Tadcaster

Site Description

This site is potentially difficult due to the changing levels and an allowance has been made for this in the costings, however, the majority of the site is open grassed area. There are five garages on the site and investigations are on-going about whether these are just garage plots or whether the structures are also owned by SDC. This will be clarified as part of the detailed business case.



(not to scale)

The Council's Housing stock in Tadcaster (as at 01 April 2015) is detailed below:

House type	Number
1 bed bungalow	149
2 bed bungalow	115
3 bed bungalow	1
2 bed house	9
3 bed house	69
4 bed house	3
Bedsit	15
1 bed flat	49
2 bed flat	65
3 bed flat	1
Total	476

The data available from HomeChoice shows that there are 143 bidders who have expressed a preference for Tadcaster. Of these 21 are aged over 59 and are eligible for vulnerable persons bungalows, with the remainder (122) being eligible for general needs housing. Of the total bidding for Tadcaster, 89 (62.2%) require 1 bed properties, 41 (28.7%) require 2 bed properties and 13 (9.1%) require 3 or more bed properties.

Tadcaster is situated to the North East of the District and the SHMA(2009) (NB - revised SHMA likely to be published in draft format late June/early July 2015) and Core Strategy identify that 4.5% (115) of households are in housing need (the mean average across the District is 7.7%). The SHMA 2009 concluded that a variety of affordable housing should be provided, with particular emphasis on delivering affordable housing for general needs.

Preferred option for development

- This proposal is for two bedroomed bungalows (number of bedspaces to be determined at design stage) for vulnerable persons.
- No market housing to cross-subsidise this scheme has been included due to the lack of space on the site.
- The level of additional funding required for this site is £72,650, which equates to £24,217/unit.
- Prior to the Government policy of rent reduction for four years from April 2016 being announced, this scheme would have been able to service a higher loan and therefore would have required £4,600/unit additional subsidy.

Outline business case

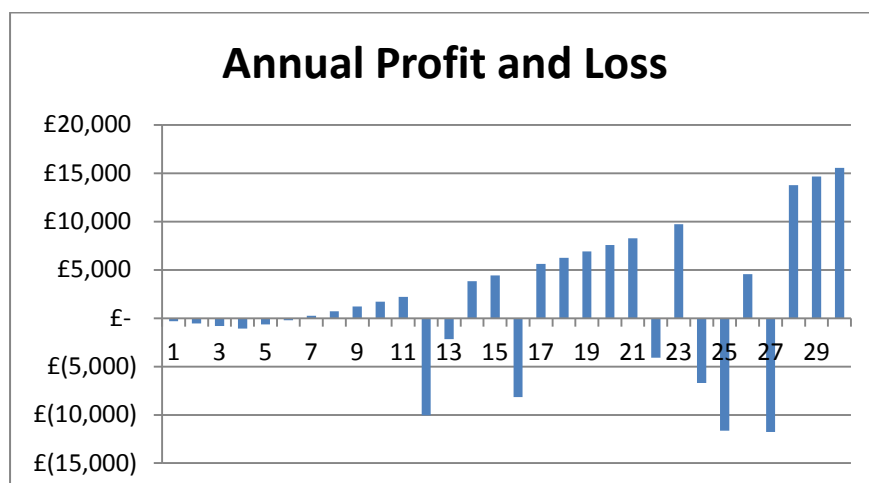
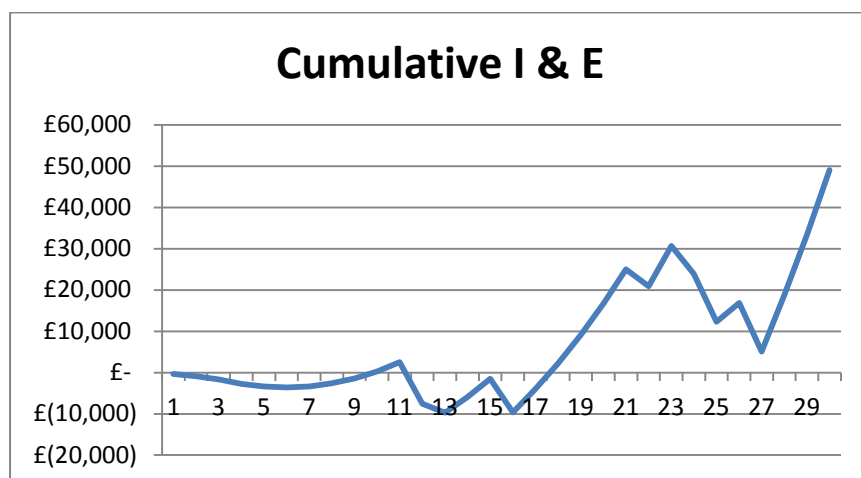
Loan amount required: £254k

Total level of additional funding required: £73k

Capital works (inc. demolition and fees)	£307k
Contingency	£20k
<i>Total</i>	<i>£327k</i>
Additional funding required	£73k
Loan/internal borrowing required	£254k

The table below shows that this scheme passes the viability threshold when the additional subsidy is included:

	Output	Benchmark	Test	Pass/Fail
30 Year Net Present Value (£)	£87.53	0	Output>Benchmark	PASS
60 Year Net Present Value (£)	£163k	0	Output>Benchmark	PASS
Payback Year	30	30	Output<Benchmark	PASS
30 Year IRR%	4.50%	4.50%	Output>Benchmark	PASS
60 Year IRR%	6.86%	4.50%	Output>Benchmark	PASS



APPENDIX G - Barff View, Burn

This site is situated at the end of Barff View cul-de-sac and is currently a medium-sized grassed area with small trees and shrubs on part of it. It also has a sewage pumping station on part of the site which is currently being investigated as it is not owned by SDC and may restrict the developable area of the site. It is accessed via Barff View which is an adopted road. Several neighbours appear to have created accesses over part of the site and legal services have confirmed that the deeds show no permissions have been given to create these accesses, consequently, the relevant householders will be contacted and requested to desist from using these accesses and to restore the rear boundaries. If these have to be accommodated it may result in the loss of one unit.



(not to scale)

The Council's housing stock in Burn consists of 6 x three bed houses, 6 x two bed bungalows and 2 x one bed bungalows. It is proposed to develop either five or six two bedroomed bungalows for general needs (final numbers will depend on design) to start to redress the balance. The data available from HomeChoice shows that there are 61 bidders who expressed their first preference for Burn. Of these 13% are aged over 59 years, and so are eligible for vulnerable persons housing. This data also shows that 39.3% of households are looking for a minimum of 1 bedroom properties, 41% are looking for a minimum of 2 bedroom properties and 19.7% are looking for a minimum of 3 bedroom properties (and over).

Preferred option for development

- This proposal is for 3 x two bedroomed bungalows (number of bedspaces to be determined at design stage) for vulnerable persons. There is an additional site on Barff View which is proposed to be offered to SDHT for the development of five general needs bungalows (see separate report).
- No market housing to cross-subsidise this scheme has been included due to the lack of space on site.
- The level of additional funding required for this site is £92,050, which equates to £30,683/unit.
- Prior to the Government policy of rent reduction for four years from April 2016 being announced, this scheme would have been able to service a higher loan and therefore would have required £13,833/unit additional subsidy.

Outline business case

Loan amount required: £203k

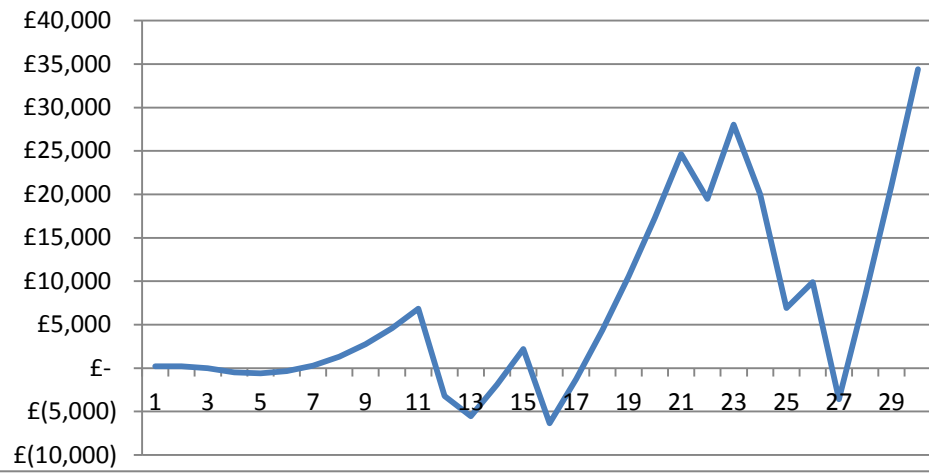
Total level of additional funding required: £92k

Capital works (inc. demolition and fees)	£277k
Contingency	£18k
<i>Total</i>	<i>£295k</i>
Additional funding required	£92k
Loan/internal borrowing required	£203k

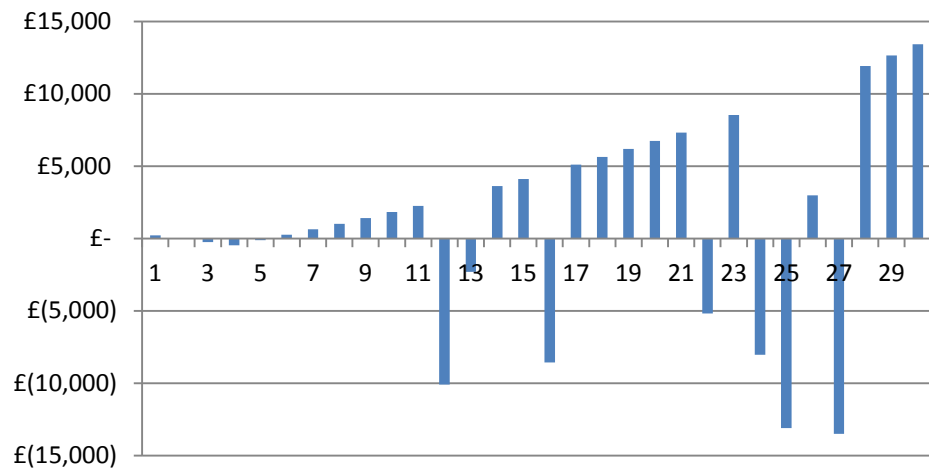
The table below shows that this scheme passes the viability threshold when the additional subsidy is included:

	Output	Benchmark	Test	Pass/Fail
30 Year Net Present Value (£)	£73.34	0	Output>Benchmark	PASS
60 Year Net Present Value (£)	£130k	0	Output>Benchmark	PASS
Payback Year	30	30	Output<Benchmark	PASS
30 Year IRR%	4.50%	4.50%	Output>Benchmark	PASS
60 Year IRR%	6.89%	4.50%	Output>Benchmark	PASS

Cumulative I & E



Annual Profit and Loss



APPENDIX H – Indicative timescales for phase 2

Activity	2015												2016												2017				
	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J
Preparation of outline business cases	█	█	█	█	█	█	█																						
Outline business cases to Executive							█	█																					
Preparation of design feasibility									█	█	█	█																	
Local design consultation – pre-app												█																	
Planning application submitted												█																	
Anticipated planning committee date														█															
Tender process														█	█	█													
Detailed business case to Executive															█		█												
Pre-contract meeting																			█										
Contract signed																			█										
Start on site																				█									
Construction period																				█	█	█	█	█	█	█	█	█	
Snagging																									█				
Practical completion																											█		
Handover																											█		

- The timescales are dependent upon the procurement process used – which has not yet been determined
- The timescales also assume that all schemes are tendered and constructed together by the same contractor

Selby District Council

REPORT

Reference: E/15/20

Item 5 - Public



To: The Executive
Date: 1 October 2015
Status: Key decision
Report Published: 23 September 2015
Author: Sally Rawlings
Executive Member: Cllr Dave Peart, Lead Member for Housing,
Lead Officer: Karen Iveson, Executive Director (and s151 officer)

Title: Disposal of sites and offer of loans to Selby and District Housing Trust for the development of affordable housing – Phase 2

Summary:

This report provides the outline business cases for the disposal of land and the making of loans and overdraft facilities for the development of affordable housing on sites within Phase 2 of the Housing Development Programme in line with previously agreed policies.

The report recommends in principle approval of an offer to Selby and District Housing Trust covering the disposal of 6 sites and the granting of loans of up to £1,822k which will fund an estimated 22 units of affordable housing (based on 88 bed spaces with the exact number of bedspaces to be confirmed at detailed design stage). Final approval is delegated to the Executive Director (s151 Officer) after consultation with the Lead Member (Finance and Resources) and the Solicitor to the Council.

Recommendations:

- i. To agree in principle to dispose of the freehold of the sites detailed in paragraph 4.3 (subject to contract) to Selby and District Housing Trust for the purpose of housing development at an undervalue under the provisions of General Consent AA of the general consents issued under section 25 of the Local Government Act 1988 with final approval of the terms and conditions of the transfer, including the amount of the undervalue, being delegated to the s151 Officer after consultation with the Lead Member for Finance and Resources and the Solicitor to the Council;**
- ii. To approve the offer of a loan or loans (subject to contract) to Selby and District Housing Trust to cover the costs of acquiring the freehold interest in the sites and for the costs of construction together with an overdraft facility to provide working capital with agreement on the final sum and terms being delegated to the s151 Officer after consultation with the Lead Member for Finance and Resources and the Solicitor to the Council.**
- iii. To delegate any decision regarding additional subsidy requirements to the s151 Officer (in line with agreed policies) after consultation with the Lead Member for Finance and Resources and the Solicitor to the Council.**

Reasons for recommendations

- To increase the provision of affordable housing in Selby District Council area in line with the Housing Development Strategy and the Asset Transfer Policy
- To maximise the use of under-utilised sites in accordance with the Asset Management Strategy.

1 Introduction and background

- 1.1 The Council owns a number of sites which are under-utilised and which it has agreed should be considered for disposal under the terms of the Asset Management Strategy, the Housing Development Strategy and the Asset Transfer Policy. The sites included in this report were approved to be brought forward in Phase 2 of the Housing Development programme by the Executive at their meeting of 4 December 2014.
- 1.2 The business cases have been developed with input from the Selby and District Housing Trust (the Trust) in the form of analysis by the shared Housing Development Manager in line with the Asset Transfer Policy. However it is open to the Trust to reject an offer of any site or to suggest an alternative configuration subject to refinement of the business case and scheme viability.
- 1.3 For each site the business case indicates the level of potential subsidy required in the form of disposal of the land at undervalue, the optimum number of units and bed spaces that are considered to be deliverable on the site, anticipated costs, whether the build requires additional subsidy through the development of

housing for market sale or by applications for HCA grant (subject to registered provider status), or s106 monies or a further loan or grant from Selby District Council.

2 The Report

- 2.1 Using the experience gained in the pilot schemes and Phase 1 sites, each site identified in this report has been considered by the Housing Development Manager and an outline business case has been developed which meets the policy requirements and is considered economically viable.
- 2.2 The details of each site and the outline business case supporting it are included as Appendices. The Executive may choose to offer some, all or none of the sites listed to the Trust.
- 2.3 It is anticipated that the schemes which are approved will be the subject of further consultation and negotiation with the Trust to explore the advantages of joint procurements and site bundling with the aim of achieving economies of scale across this phase.
- 2.4 There was public consultation on the overall policy of disposal of under-utilised sites for housing development. As the business case for each site has been developed there has been discussion with the relevant District Councillors and the Town/Parish Councils which have identified some local issues with the sites. It is anticipated that further detailed public consultation may take place as part of any future planning application taken forward by the Trust.
- 2.5 Phase 2 of the Housing Development Programme covers 13 potential sites with the objective of delivering 40 units. The proposal outlined in this report will deliver 22 units on six sites. A further 18 units of affordable housing are proposed to be delivered within the HRA on seven sites. These sites have been assessed under the Asset Transfer Policy and identified as being suitable for development by the Council rather than being the subject of a disposal to the Trust.

3 Legal issues

- 3.1 The ownership of each site is with the Council. Each site has been assessed to see whether there are any covenants or other rights which would prevent development. Work has or is being undertaken to ensure that there are no other barriers to development by terminating any licence rights or preventing any unauthorised use.
- 3.2 As the sites at Hambleton and Burn appear to be open space ¹and used for public recreation, any disposal of these sites will need to be advertised under section 123(2A) of the Local Government Act 1972, and any objections will need to be taken into account prior to disposal. This will need to be done after any 'in principle' decision to dispose of these sites is made, and prior to any actual disposal.
- 3.3 If these sites (which are on land held for housing purposes) are to be disposed of at less than market value, the consent of the Secretary of State is required. The Secretary of State has issued some general consents which are subject to certain terms and conditions. If the disposal is within those terms and conditions then no application for a specific consent is required. It is possible to dispose of the sites at less than market value under General Consent AA – the general consent under section 25 of the Local Government Act 1988. This consent was revised in April 2014 to provide additional flexibilities to councils who wish to dispose of their assets for new housing to any body or organisation excluding wholly or partly owned local authority organisations.
- 3.4 This consent (which is applicable in this report) is deemed to have been given by the Secretary of State provided that the benefit is for the development of the land as housing accommodation/facilities to benefit mainly the occupiers of housing accommodation, provided that the disposal is by transfer of the freehold or a lease for the minimum of 99 years; the development begins not less than three years after the transfer (this can be extended) and the local authority are not, under any agreement or other arrangement made on or before disposal, entitled to manage or maintain any of the housing accommodation to be developed on that land. Whilst Selby District Council may seek to win any contract to manage and maintain any properties built on these sites, the Council recognises that they are not entitled to do so.

¹ 'open space' within the meaning of the Town and Country Planning Act, means any land laid out as a public garden, or used for purposes of recreation, or land which is a disused burial ground;

4 Financial issues

4.1 A construction costs benchmarking exercise has been undertaken by the Council's and the Trust's joint design consultants, who have been employed on Phase 1 and the results have been used in these outline business cases. An element of anticipated inflation has also been included. Costs include demolition, construction costs, fees and contingency for each scheme. A financial summary of the schemes shows the loan and subsidy required for this phase and details per scheme are included in the appendices.

4.2 The modelling for these schemes assumes that the Housing Trust is not registered as a provider of affordable housing with the HCA (i.e. they maintain their current status). If the Trust were to register prior to this phase being developed, then the impact of the rent settlement of -1%/year from 2016 – 2020 will also need to be taken into account.

4.3 The financial implications for Selby District Council are summarised as follows:

Site	Anticipated number of units	Anticipated amount of loan	Anticipated subsidy levels	Anticipated total costs	Gross income from loan repayments
Oaklands Crescent, Camblesforth	4	£333k	£153k	£486k	£649k
Station Road, Hambleton	4	£323k	£133k	£456k	£630k
Westfield Crescent, Tadcaster	3	£324k	£31k	£355k	£632k
Barley Horn Road, Ulleskelf	2	£137k	£99k	£236k	£268k
Site 1, Barff View, Burn	5	£399k	£170k	£569k	£779k
Beech Grove, Burton Salmon	4	£306k	£154k	£460k	£596k
Total	22	£1,822k	£740k	£2,562k	£3,554k
Ave unit costs		£82.8k	£33.6k	£116.4k	

4.4 Over the thirty-year loan periods, total loan repayments will equal £3,554k against total loan amounts of £1,822k. This means the Council will earn a total amount of £1,732k in interest over the thirty-year period. This calculation is based on a chargeable interest rate of 5% which is taken from an estimate of the PWLB rate plus 1% at the time of borrowing.

- 4.5 Housing needs in the District are such that the new draft Strategic Housing Market Assessment (SHMA) has upheld the requirement for open market housing sites to provide 40% of the total number of homes on each site for affordable housing as 'there remains a significant affordable housing need across the district'. In some areas the market is even less likely to meet the need for affordable housing as the sale or rental values of the accommodation in those areas is low. Consequently in these areas a higher level of subsidy is required in order to deliver affordable homes for local people whilst making best use of the Council's under-utilised assets.
- 4.6 The development offers to the Trust include financing in the form of 30 year annuity loans and temporary overdraft facilities from Selby District Council. The loan interest rate has been included at the forecasted future PWLB annuity rate at the time the development is expected to commence, plus 1% giving an interest rate of 5.00%. The actual terms of the loans will be subject to confirmation following acceptance of the offers by the Trust and officer endorsement of the Trust's detailed business case, and the agreed contract sum.
- 4.7 The outline business cases have been subject to the Council's financial modelling over 30 and 60 years using the estimated development costs, financing costs, lifecycle costs, annual running costs and estimated rental incomes. The modelling is based on 22 units that meet HCA space standards, with a combined floor space of 1340 m² and 80 bedspaces. The aim is to achieve a viable scheme which breaks even over 30 years using an internal rate of return (IRR) equivalent to cost of capital plus 0.5% risk factor i.e. 5.5% IRR for these schemes under consideration.
- 4.8 Increases in construction and finance costs are likely to negatively impact on scheme viability. Each business case includes consideration of selling properties and/or bidding for funding to fund the scheme. Any additional subsidy from the Council would need to be the subject of further approval.

5 Impact Assessment

- 5.1 The Housing development Strategy and Asset Transfer Policy have been subject to screening for equality, diversity and community impact. The general impact is positive as they deliver housing that meets the needs of individuals within the District.

6 Conclusion

6.1 Oaklands Crescent, Camblesforth

This proposed scheme is for 4 x two-bedroomed bungalows (at 67m² each) for general needs, on a garage site which has six garages on it. This scheme is only viable with a subsidy of £153k. Without this subsidy it would breakeven in year 59 – some 29 years beyond that required to be viable.

6.2 Station Road, Hambleton

This proposed scheme is for 4 x two-bedroomed bungalows (at 67m² each) for general needs, on open space adjacent to existing council owned bungalows. This scheme is only viable with a subsidy of £133k. Without this subsidy it would breakeven in year 56 – some 26 years beyond that required to be viable.

6.3 Westfield crescent, Tadcaster

This proposed scheme is for 3 x two-bedroomed bungalows (at 67m² each) for general needs, on a garage site which has twelve garages on it. This scheme is only viable with a subsidy of £31k. Without this subsidy it would breakeven in year 35 – some five years beyond that required to be viable.

6.4 Barley Horn Road, Ulleskelf

This proposed scheme is for 2 x two-bedroomed bungalows (at 67m² each) for general needs, on a garage site which has four garages on it. This scheme is only viable with a subsidy of £99k. Without this subsidy it would breakeven beyond year 60 – over 30 years beyond that required to be viable.

6.5 Site 1, Barff View, Burn

This proposed scheme is for 5 x two-bedroomed bungalows (at 67m² each) for general needs, on open space adjacent to former Council-owned properties. This scheme is only viable with a subsidy of £170k. Without this subsidy it would breakeven in year 56 – some 26 years beyond that required to be viable.

6.6 Beech Grove, Burton Salmon

This proposed scheme is for 4 x two-bedroomed bungalows (at 67m² each) for general needs, on a garage site which has four garages on it. This scheme is only viable with a subsidy of £154k. Without this subsidy it would breakeven beyond year 60 – over 60 years beyond that required to be viable.

6.7 These schemes will help deliver the target (set out in the Housing Development Strategy) of developing 106 affordable homes over five years, contributing to the delivery of the District's affordable housing strategy.

7 Background Documents

The following documents provide background to this proposal:

- Selby District Council Housing Development Strategy - report to Council – 10 September 2013 (pp 115 – 122) http://www.selby.gov.uk/upload/Council_Agenda_10.9.13_PUBLIC.pdf
- Selby District Council Housing Development Sites - report to Council – 10 September 2013 (pp 84 – 114) http://www.selby.gov.uk/upload/Council_Agenda_10.9.13_PUBLIC.pdf
- Housing Development Strategy Phase 1 progress report – report to Executive - 5 June 2014 (pp 6 – 10) http://www.selby.gov.uk/upload/Exec_Agenda_5.6.14.pdf
- Phase 2 Housing Delivery Programme – report to Executive – 4 December 2015 (pp79-86) http://www.selby.gov.uk/sites/default/files/Documents/Committees/Agendas/Executive_Agenda_4.12.14_PUBLICV2.pdf

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Selby District Council

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01757 292237

Appendices:

APPENDIX A -	Oaklands Crescent, Camblesforth
APPENDIX B -	Station Road, Hambleton
APPENDIX C -	Westfield Crescent, Tadcaster
APPENDIX D -	Barley Horn Road, Ulleskelf
APPENDIX E -	Site 1, Barff View, Burn
APPENDIX F -	Beech Grove, Burton Salmon

APPENDIX A – Oaklands Crescent, Camblesforth

Site Description

This site currently houses 6 garages of which all are currently let, as well as a medium sized grassed area. It is proposed that the tenants of the garages on this site are relocated to the 8 vacant garages on Prospect Walk Camblesforth, which will result in no net change to SDC income. It is proposed to redevelop the site using the existing access off Oaklands Crescent. The access is adequate for the proposed development as it is adopted highway.



(not to scale)

There are two covenants on the land - that fences needed to be erected to secure the boundaries and that the site could only be used as dwelling houses with curtilages or agricultural or horticultural purposes.

The Council's housing stock in Camblesforth consists of 15 x 3 bed houses, 1 x two-bedroomed house, 9 x one-bedroomed bungalows and 1 x two-bedroomed bungalow.

The data available from HomeChoice shows that there are 47 bidders who have expressed a preference for Camblesforth as their first choice - of these 5 are aged 60 or over and would be eligible for vulnerable persons bungalows. 30% are looking for 1 bedroomed homes, 51% are looking for 2-bedroomed homes and 20% are looking for homes with 3 or more bedrooms. Hence the proposed development is to build 4x two-bedroomed bungalows for general needs to start to redress the balance.

Preferred Option for Development

- This proposal is for two bedroomed bungalows (number of bedspaces to be determined at design stage) for general needs. Bungalows are proposed as:
 - Rental values are higher;
 - HCA space standards are lower in m² for single storey properties with comparable bed spaces to two or three-storey properties;
 - Lack of land constraints ensure that there are no additional costs in developing bungalows;
- No market housing to cross-subsidise this scheme has been included due to the low market values in this area.
- The level of **additional** subsidy required for this site is £80,700 (£40,350/unit), which, when taken with the whole of Phase 2 subsidy should be acceptable to **potential funders**.

Outline Business case

The outline business case is estimated and has been modelled using the Council's financial parameters and it would be up to the Housing Trust to determine whether these are appropriate for its needs

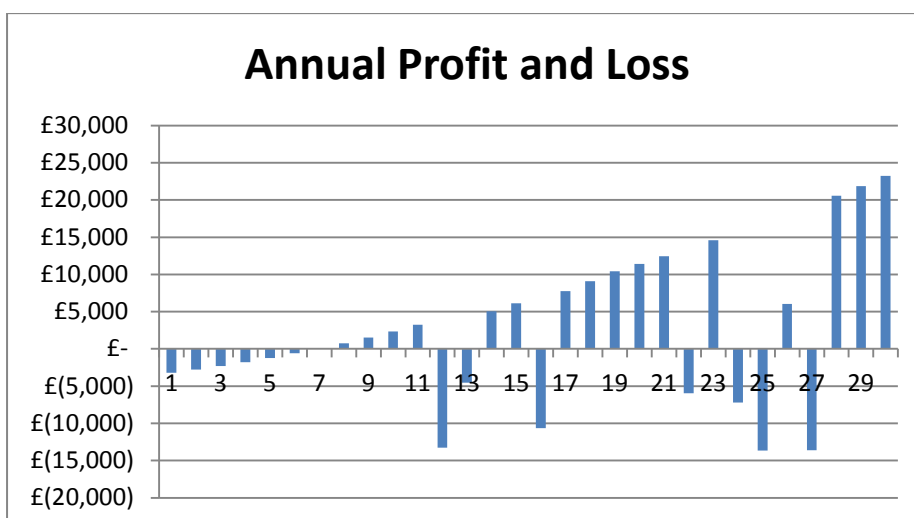
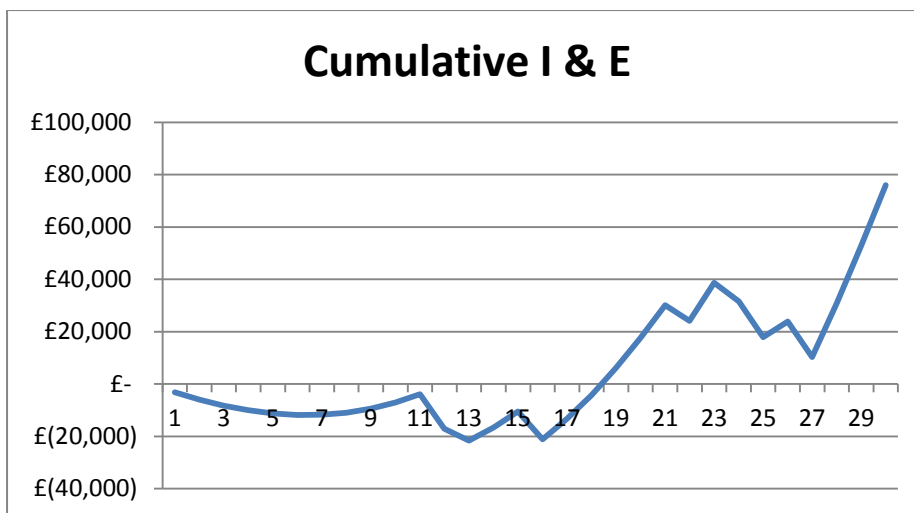
Estimated total scheme costs: £486k
Estimated loan amount required: £333k
Estimated total level of subsidy required: £153k

Land cost	£nil
Capital works (inc. demolition and fees)	£452k
Contingency	£28k
Capitalised interest	£6k
<i>Total</i>	<i>£486k</i>

Additional funding required	£153k
Loan/internal borrowing required	£333k

The table below shows that this scheme passes viability threshold based on the loan available and required subsidy shown above:

	Output	Benchmark	Test	Pass/Fail
30 Year Net Present Value (£)	£36.10	0	Output>Benchmark	PASS
60 Year Net Present Value (£)	£161k	0	Output>Benchmark	PASS
Payback Year	30	30	Output<Benchmark	PASS
30 Year IRR%	5.50%	5.50%	Output>Benchmark	PASS
60 Year IRR%	7.58%	5.50%	Output>Benchmark	PASS



APPENDIX B – Station Road, Hambleton

Site Description

This site is currently vacant grassed open space fronting on to Station Road and to the side of Church Close, which is informally used for parking in a couple of areas which has not been authorised by the Council. Overall the site area is approximately 1,165m², as detailed on the plan below.



(not to scale)

The site has previous planning history having been given planning permission in 1978 for a total of nine bungalows to be built. Six of the bungalows in Church Close were built, but the remaining three were never built on this site.

A planning application was submitted in 2003 for four x two storey houses to be built on the site by South Yorkshire Housing Association. This application generated a number of objections, including a petition from village hall users. The main objections were over the loss of parking, the potential increase in parking issues and the loss of green space. The parish council also objected to the scheme on these grounds. The planning application was subsequently withdrawn as the site was deemed to be a greenfield site.

Since then, the Selby Local Plan was adopted in 2005 and this site is showing as being within the development boundary and with no protected designation, so it is likely that the reason used for withdrawing the previous application will not apply now. The issues raised in the objections to the previous application have been addressed during the consultation process (which has started) with the Parish Council and the ward member.

The SHMA (2009) (NB - revised SHMA likely to be published in draft format late June/early July 2015) and the Core Strategy identify that 4.6% (138 households) of the district's affordable need is in the Southern sub-area. The SHMA 2009 concluded that a variety of affordable housing should be provided, with particular emphasis on delivering affordable housing for general needs.

The data available from HomeChoice shows that there are 61 bidders who expressed their first preference for Hambleton. Of these 87% are aged between 18 and 59 years, and so are eligible for general needs housing. This data also shows that 39.3% of households are looking for a minimum of 1 bedroom properties, 41% are looking for a minimum of 2 bedroom properties and 19.7% are looking for a minimum of 3 bedroom properties (and over).

Whilst there is an even split of those on the lists for Hambleton between those bidding for a single bed-roomed property and those bidding for two-bedroomed properties, past experience has shown that over the longer term, single bed-roomed properties become 'hard to let' in rural areas. This may well be different going forward due to the spare room subsidy, however there is a risk that this policy may be subject to change and if single roomed properties were to be built they may need redevelopment prior to the end of their useful life.

The Council's remaining stock in Hambleton consists of 8 x 3 bed houses; 2 x 2 bed houses and 9 x 2 bed bungalows and 7 x 1 bed bungalows, with all of the bungalows restricted to over 60's or those who are eligible for higher rate DLA/PIP mobility allowance.

Preferred option for development

- Four x two bedroomed bungalows for general needs rent at sub-market rent levels. Bungalows are proposed as:
 - Rental values are higher;
 - HCA space standards are lower in m² for single storey properties with comparable bed spaces to two or three-storey properties;
 - Lack of land constraints ensure that there are no additional costs in developing bungalows;
- No market housing to cross-subsidise this scheme has been included due to the low market values in this area.
- The level of additional subsidy required for this site is £133,400 (£33,350/unit), which, when taken with the whole of Phase 2 subsidy it is believed should be acceptable to the potential funders.

Outline business case

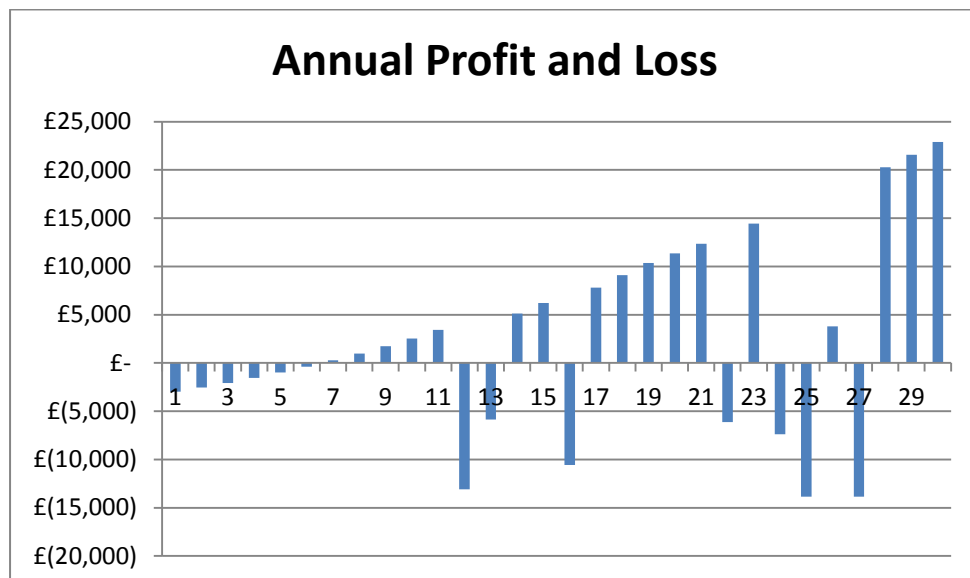
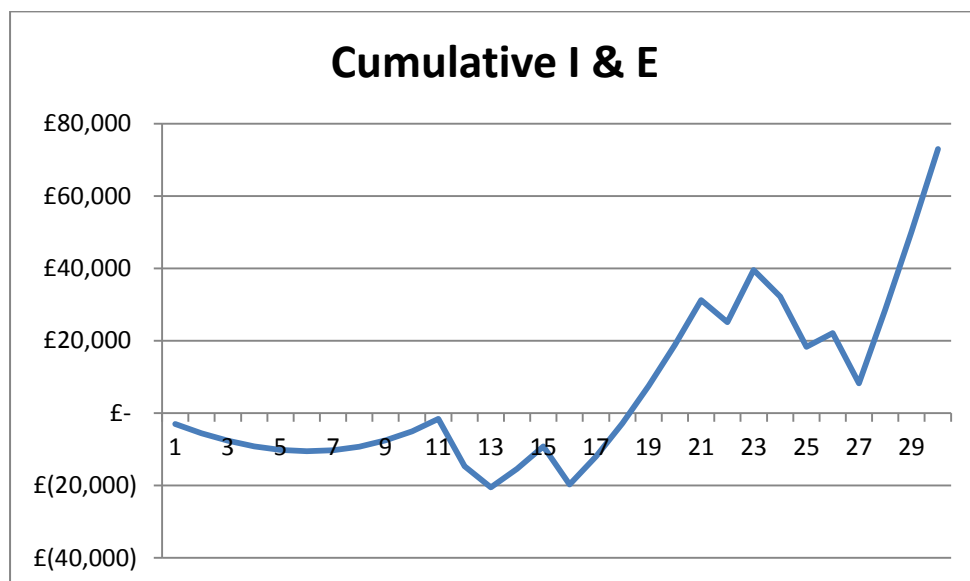
The outline business case is estimated and has been modelled using the Council's financial parameters and it would be up to the Housing Trust to determine whether these are appropriate for its needs

Estimated total scheme costs: £456k
Estimated loan required: £323k
Estimated total amount of subsidy required: £133k

Land cost	£nil
Capital works (inc. demolition and fees)	£424k
Contingency	£26k
Capitalised interest	£6k
<i>Total</i>	<i>£456k</i>
Additional funding required	£133k
Loan/internal borrowing required	£323k

The table below shows that this scheme passes viability threshold based on the loan available and required subsidy shown above:

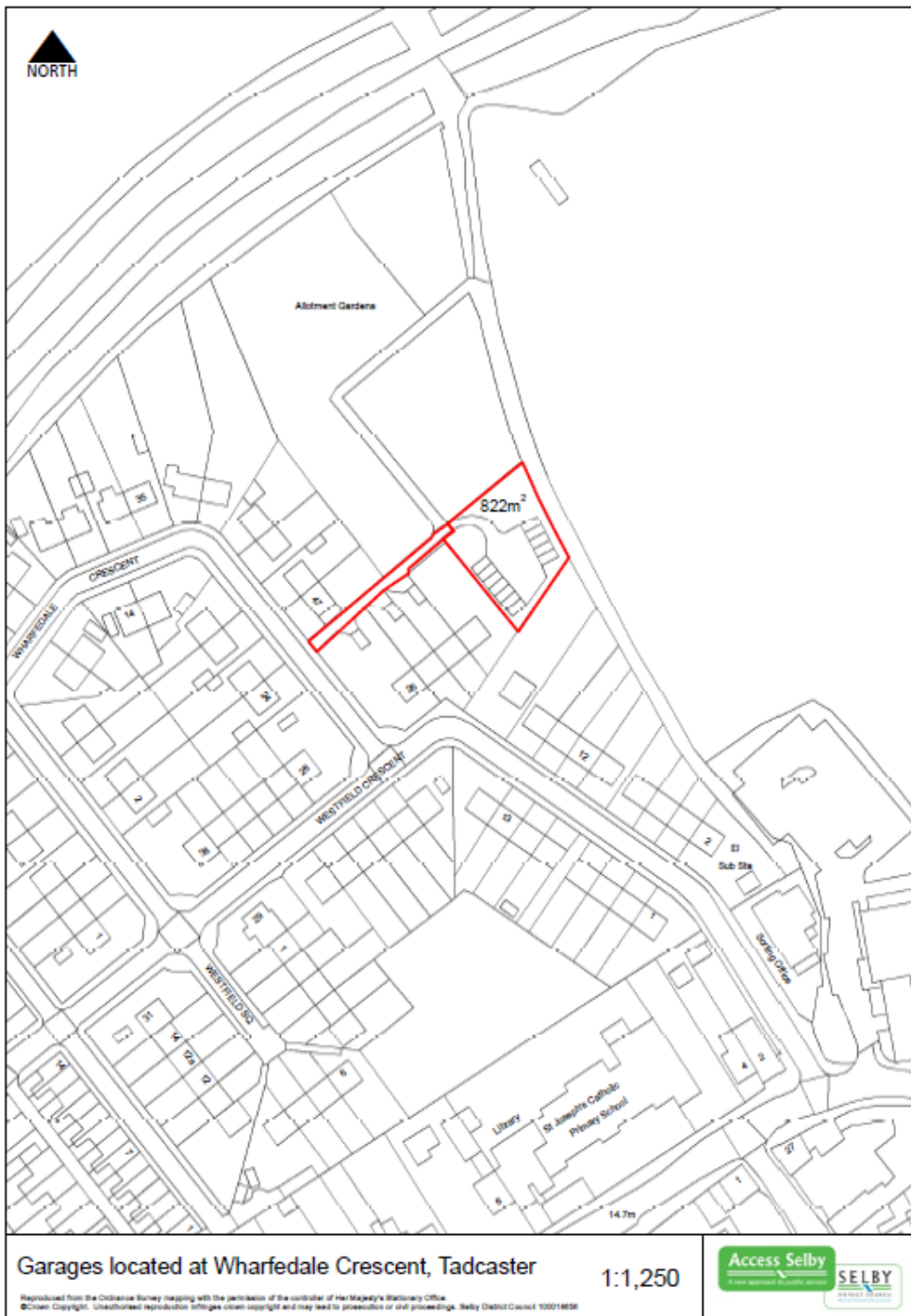
	Output	Benchmark	Test	Pass/Fail
30 Year Net Present Value (£)	£121.42	0	Output>Benchmark	PASS
60 Year Net Present Value (£)	£156k	0	Output>Benchmark	PASS
Payback Year	30	30	Output<Benchmark	PASS
30 Year IRR%	5.50%	5.50%	Output>Benchmark	PASS
60 Year IRR%	7.58%	5.50%	Output>Benchmark	PASS



APPENDIX C – Westfield Crescent, Tadcaster

Site description

This site currently houses 12 garages of which five are currently let, as well as a small grassed area. It is proposed that the tenants of the garages on this site are relocated to the vacant garages on Windmill Rise, Tadcaster. It is proposed to redevelop the site using the existing access off Wharfedale Crescent. The access is adequate for the proposed development as it is classed a private drive.



(not to scale)

Tadcaster is situated to the North East of the District and the SHMA(2009) (NB - revised SHMA likely to be published in draft format late June/early July 2015) and Core Strategy identify that 4.5% (115) of households are in housing need (the mean average across the District is 7.7%). The SHMA 2009 concluded that a variety of affordable housing should be provided, with particular emphasis on delivering affordable housing for general needs.

The Council's Housing stock in Tadcaster (as at 01 April 2015) is detailed below:

House type	Number
1 bed bungalow	149
2 bed bungalow	115
3 bed bungalow	1
2 bed house	9
3 bed house	69
4 bed house	3
Bedsit	15
1 bed flat	49
2 bed flat	65
3 bed flat	1
Total	476

The data available from HomeChoice shows that there are 143 bidders who have expressed a preference for Tadcaster. Of these 21 are aged over 59 and are eligible for vulnerable persons bungalows, with the remainder (122) being eligible for general needs housing.

Of the total bidding for Tadcaster, 89 (62.2%) require 1 bed properties, 41 (28.7%) require 2 bed properties and 13 (9.1%) require 3 or more bed properties.

Option for development

- This proposal is for three x two-bedroomed bungalows (number of bed spaces to be determined at design stage) for general needs. Bungalows are proposed as:
 - Rental values are higher;
 - HCA space standards are lower in m² for single storey properties with comparable bed spaces to two or three-storey properties;
 - Lack of land constraints ensure that there are no additional costs in developing bungalows;
- No market housing to cross-subsidise this scheme has been included due to the lack of space on site.

- The level of additional subsidy required for this site is £30,900 (£10,300/unit), which, when taken with the whole of Phase 2 subsidy should be acceptable to potential funders.

Outline business case

The outline business case is estimated and has been modelled using the Council's financial parameters and it would be up to the Housing Trust to determine whether these are appropriate for its needs

Estimated total scheme costs: £355k

Estimated loan amount required: £324k

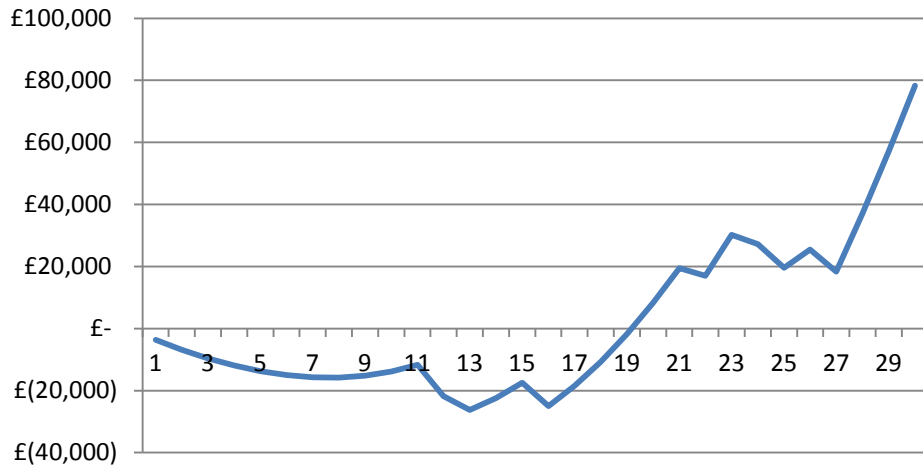
Estimated total level of subsidy required: £31k

Land cost	£nil
Capital works (inc. demolition and fees)	£329k
Contingency	£20k
Capitalised interest	£6k
<i>Total</i>	<i>£355k</i>
Additional funding required	£31k
Loan/internal borrowing required	£324k

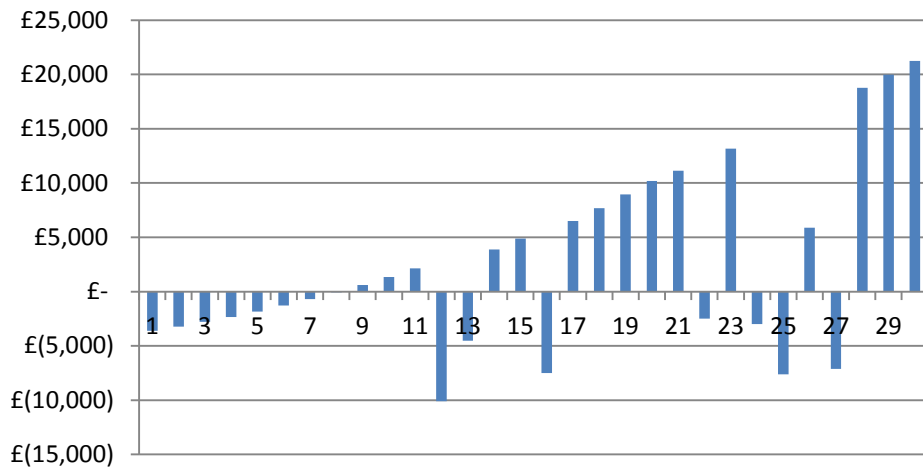
The table below shows that this scheme passes viability threshold based on the loan available and required subsidy shown above:

	Output	Benchmark	Test	Pass/Fail
30 Year Net Present Value (£)	£128.62	0	Output>Benchmark	PASS
60 Year Net Present Value (£)	£157k	0	Output>Benchmark	PASS
Payback Year	30	30	Output<Benchmark	PASS
30 Year IRR%	5.50%	5.50%	Output>Benchmark	PASS
60 Year IRR%	7.56%	5.50%	Output>Benchmark	PASS

Cumulative I & E



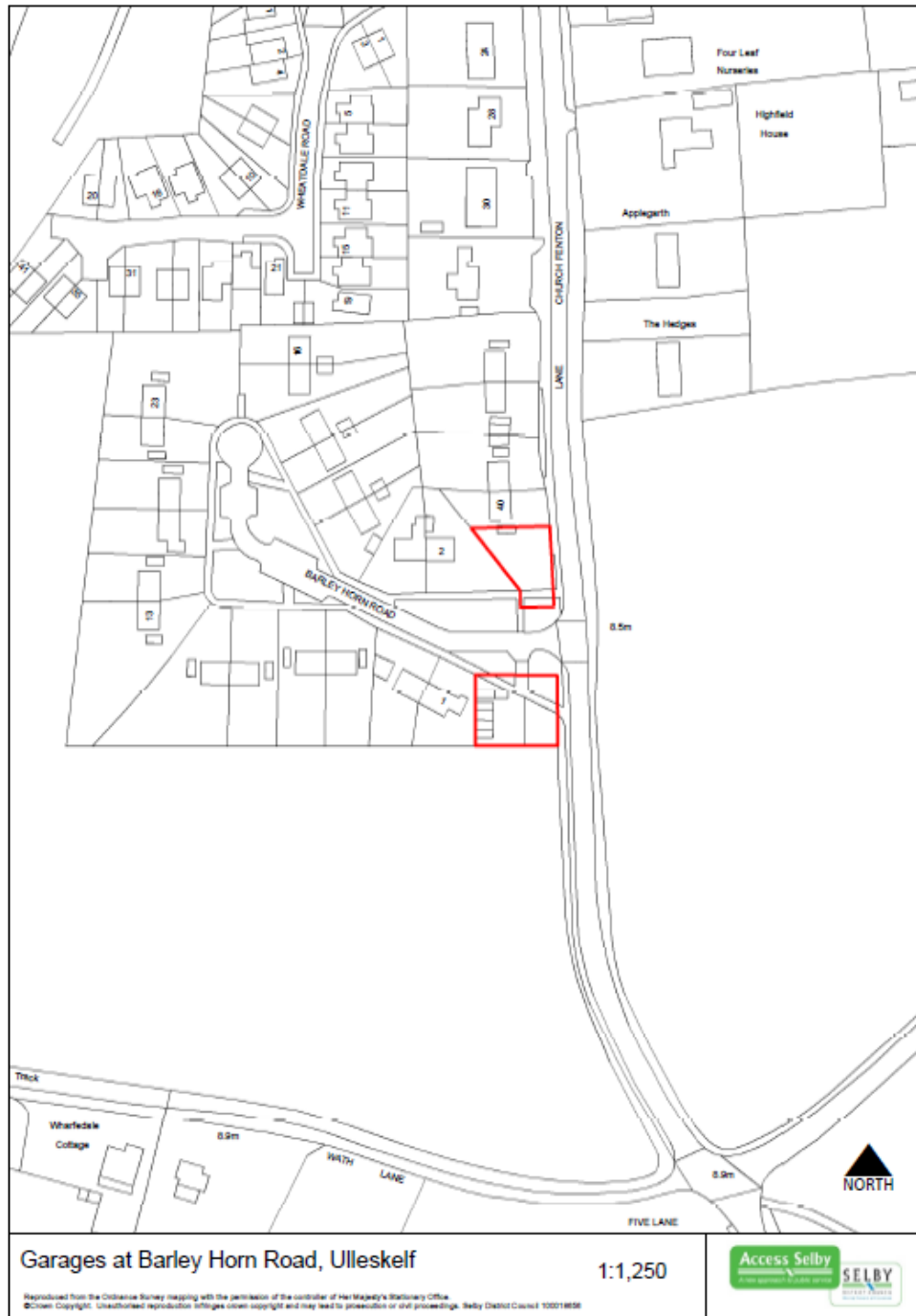
Annual Profit and Loss



APPENDIX D – Barley Horn Road, Ulleskelf

Site description

This site currently houses 4 garages of which one is currently let, as well as a former garden to an SDC property. The access from Barley Horn Road is adequate for the proposed development. In addition it is proposed to incorporate part of the existing grass verge into the development. This has been checked with NYCC highways and they do not perceive there to be a problem with taking this approach.



(not to scale)

The council has registered title to the majority of the site as part of the site has been purchased as a prescriptive easement by the adjacent property owner (1, Barley Horn Road) and access will need to be maintained to the garage which has been erected on that property.

The Council's housing stock in Ulleskelf consists of 16 x three-bed houses and 4 x one bed bungalows. It is proposed to build 2 x two-bed bungalows for general needs to part redress the balance.

The data available from HomeChoice shows that there are 43 bidders who have expressed a preference for Ulleskelf – of these eight are aged 60 or over and would be eligible for vulnerable persons bungalows. Of the total, 39.5% are looking for one bedroomed homes, 41.9% are looking for two-bedroomed homes and 18.7% are looking for homes with three or more bedrooms.

Preferred option for development

This proposal is for 2 x two bed-roomed bungalows (number of bedspaces to be determined at design stage) for general needs, with the possibility of an additional two bed-roomed bungalow if the tenanted garden of 2, Barleyhorn Road were to become available. There are other properties in Barleyhorn Road which are owned by SDC which also have very large gardens which could be sub-divided to provide further sites. Legally this is preferable to do on change of tenancy or if the tenant requests the garden to be reduced in size as then there would be no compensation payable.

- Bungalows are proposed as:
 - Rental values are higher;
 - HCA space standards are lower in m² for single storey properties with comparable bed spaces to two or three-storey properties;
 - Lack of land constraints ensure that there are no additional costs in developing bungalows;
- No market housing to cross-subsidise this scheme has been included due to the low market values in this area.
- The level of additional subsidy required for this site is £98,570 (£49,285/unit), which, when taken with the whole of Phase 2 subsidy should be acceptable to potential funders.

Outline business case

The outline business case is estimated and has been modelled using the Council's financial parameters and it would be up to the Housing Trust to determine whether these are appropriate for its needs

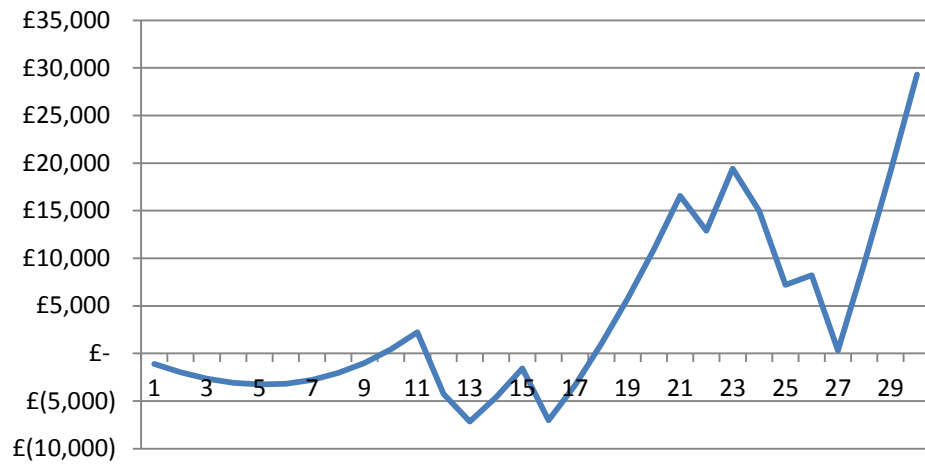
Estimated total scheme costs:	£236k
Estimated loan amount required:	£137k
Estimated total level of subsidy required:	£99k

Land cost	£nil
Capital works (inc. demolition and fees)	£220k
Contingency	£13k
Capitalised interest	£3k
<i>Total</i>	<i>£236k</i>
Additional funding required	£98,570
Loan/internal borrowing required	£137,285

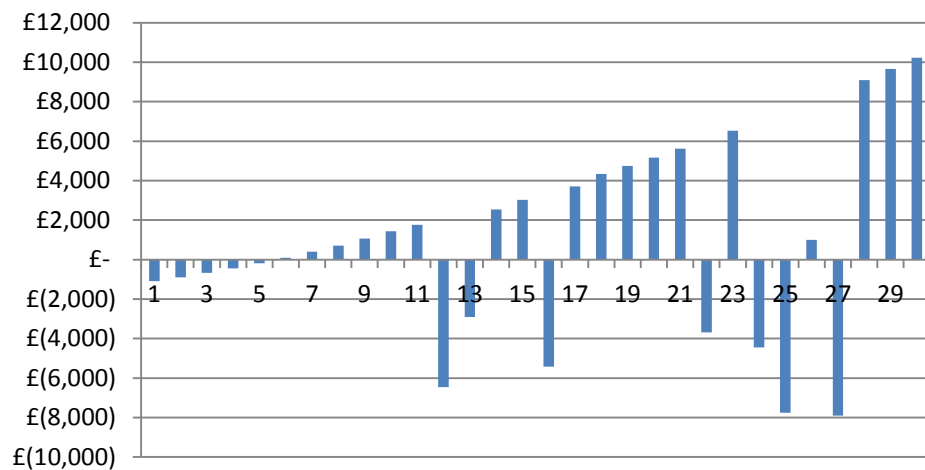
The table below shows that this scheme passes viability threshold based on the loan available and required subsidy shown above:

	Output	Benchmark	Test	Pass/Fail
30 Year Net Present Value (£)	£0.69	0	Output>Benchmark	PASS
60 Year Net Present Value (£)	£66k	0	Output>Benchmark	PASS
Payback Year	30	30	Output<Benchmark	PASS
30 Year IRR%	5.50%	5.50%	Output>Benchmark	PASS
60 Year IRR%	7.59%	5.50%	Output>Benchmark	PASS

Cumulative I & E



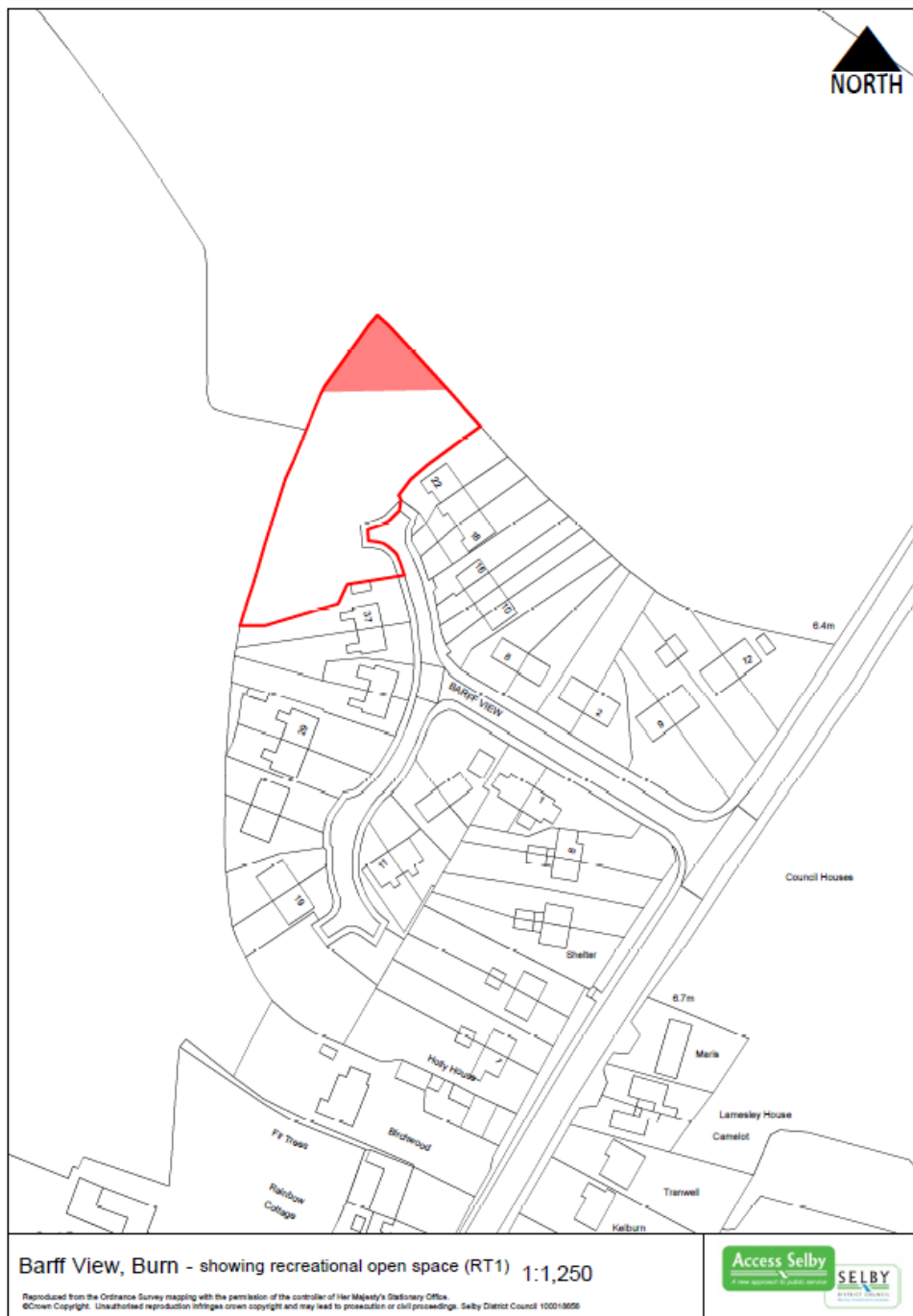
Annual Profit and Loss



APPENDIX E – Site 1, Barff View, Burn

Site description

The site at the end of Barff View cul-de-sac is currently used as a play area. The shaded area on the plan below is designated in the local plan as recreational open space (policy RT1). Consequently it is proposed to work with the parish council to move the play equipment into this area as part of the development. It is proposed to redevelop the site using the existing access from Barff View which is adopted highway.



(not to scale)

The SHMA (2009) (NB – revised SHMA likely to be published in draft format late June/early July 2015) and the Core Strategy identify that 4.6% (138 households) of the district's affordable need is in the Southern sub-area. The SHMA 2009 concluded that a variety of affordable housing should be provided, with particular emphasis on delivering affordable housing for general needs.

The data available from HomeChoice shows that there are 61 bidders who expressed their first preference for Burn. Of these 87% are aged between 18 and 59 years, and so are eligible for general needs housing. This data also shows that 39.3% of households are looking for a minimum of 1 bedroom properties, 41% are looking for a minimum of 2 bedroom properties and 19.7% are looking for a minimum of 3 bedroom properties (and over).

Whilst there is an even split of those on the lists for Burn between those bidding for a single bed-roomed property and those bidding for two-bedroomed properties, past experience has shown that over the longer term, single bed-roomed properties become 'hard to let' in rural areas. This may well be different going forward due to the spare room subsidy, however there is a risk that this policy may be subject to change and if single roomed properties were to be built they may need redevelopment prior to the end of their useful life.

The Council's housing stock in Burn consists of 6 x three bed houses, 6 x two bed bungalows and 2 x one bed bungalows. It is proposed to develop either five or six two bedroomed bungalows for general needs (final numbers will depend on design) to start to redress the balance.

Preferred option for development

- This proposal is for two bedroomed bungalows (number of bedspaces to be determined at design stage) for general needs. Bungalows are proposed as:
 - Rental values are higher;
 - HCA space standards are lower in m² for single storey properties with comparable bed spaces to two or three-storey properties;
 - Lack of land constraints ensure that there are no additional costs in developing bungalows;
- No market housing to cross-subsidise this scheme has been included due to the low market values in this area.
- The level of additional subsidy required for this site is £169,250 (£33,850/unit), which, when taken with the whole of Phase 2 subsidy should be acceptable to potential funders.
- There is an additional site on Barff View which is proposed to be developed for three vulnerable persons bungalows for the HRA (see separate report).

Outline business case

The outline business case is estimated and has been modelled using the Council's financial parameters and it would be up to the Housing Trust to determine whether these are appropriate for its needs

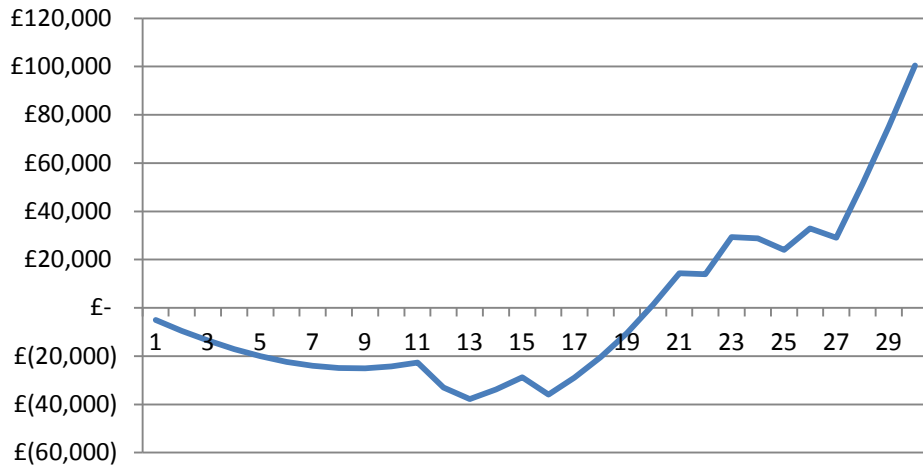
Estimated total scheme costs:	£569k
Estimated loan amount required:	£399k
Estimated total level of subsidy required:	£170k

Land cost	£nil
Capital works (inc. demolition and fees)	£528k
Contingency	£33k
Capitalised interest	£8k
<i>Total</i>	<i>£569k</i>
Additional funding required	£170k
Loan/internal borrowing required	£399k

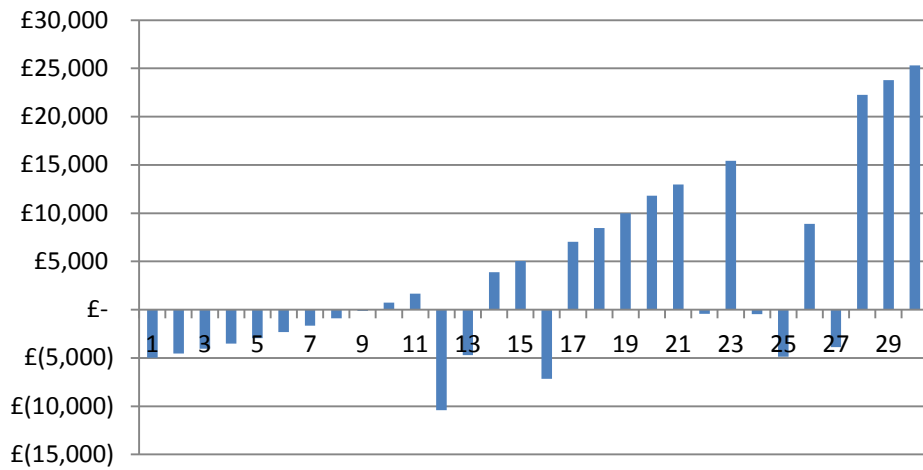
The table below shows that this scheme passes viability threshold based on the loan available and required subsidy shown above:

	Output	Benchmark	Test	Pass/Fail
30 Year Net Present Value (£)	£19.35	0	Output>Benchmark	PASS
60 Year Net Present Value (£)	£196k	0	Output>Benchmark	PASS
Payback Year	30	30	Output<Benchmark	PASS
30 Year IRR%	5.50%	5.50%	Output>Benchmark	PASS
60 Year IRR%	7.56%	5.50%	Output>Benchmark	PASS

Cumulative I & E



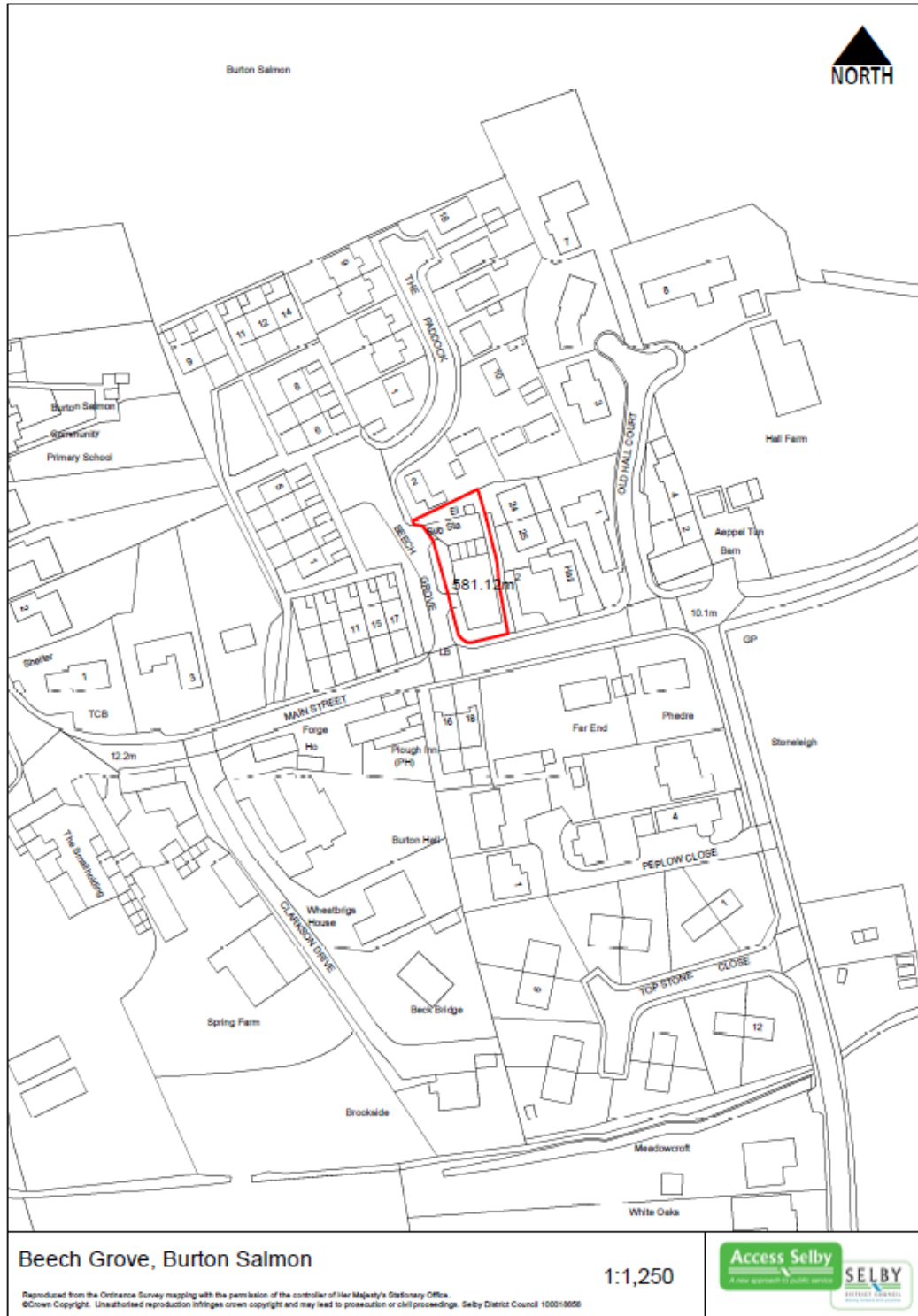
Annual Profit and Loss



APPENDIX F – Beech Grove, Burton Salmon

Site description

This site currently houses 4 garages of which none are currently let, as well as a parking area and a small grassed area. It is proposed to redevelop the site using the existing access off Beech Grove which is adopted highway.



(not to scale)

The Council's housing stock in Burton Salmon consists of 3 x three bed houses; 2 x two bed houses; 2 x two bed bungalows; 8 x one bed bungalows; and 4 x two-bed flats. It is proposed to develop either four x two bedroomed bungalows for general needs (final numbers will depend on design) to meet the needs identified below.

The data available from HomeChoice shows that there are 83 bidders who have expressed a preference for Burton Salmon – of these 10 are aged 60 or over and would be eligible for vulnerable persons bungalows. Of the total, 46% are looking for one bedroomed homes, 39% are looking for two-bedroomed homes and 15% are looking for homes with three or more bedrooms.

Preferred option for development

- This proposal is for 4 x two bedroomed bungalows (number of bedspaces to be determined at design stage) for general needs. Bungalows are proposed as:
 - Rental values are higher;
 - HCA space standards are lower in m² for single storey properties with comparable bed spaces to two or three-storey properties;
 - Lack of land constraints ensure that there are no additional costs in developing bungalows;
- No market housing to cross-subsidise this scheme has been included due to the low market values in this area.
- The level of additional subsidy required for this site is £154,050 (£38,513/unit), which, when taken with the whole of Phase 2 subsidy should be acceptable to the potential funders.

Outline business case

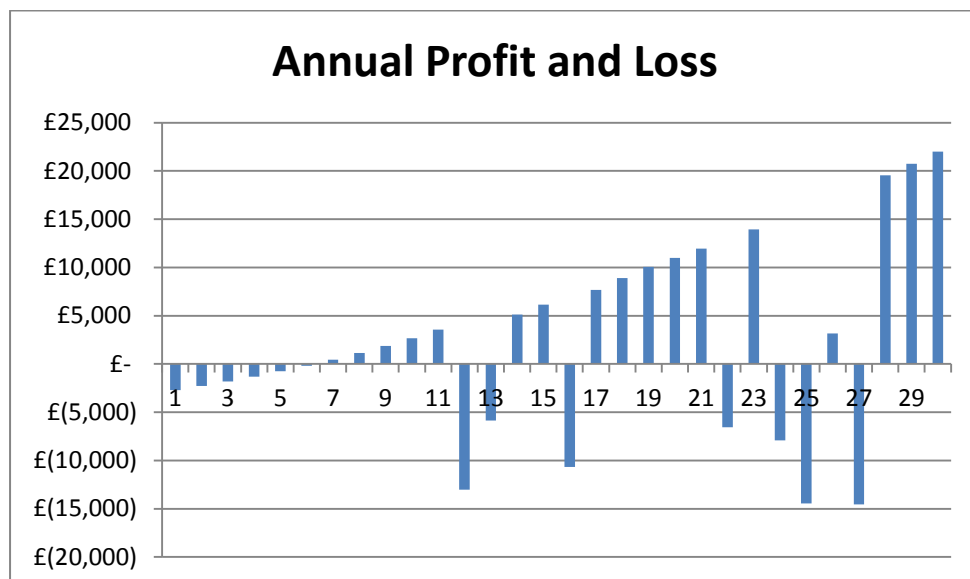
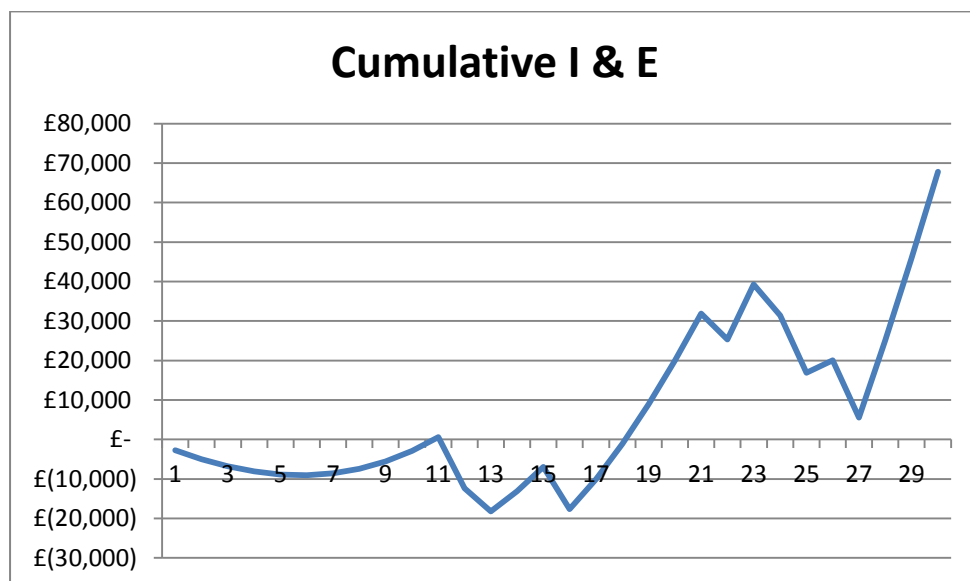
The outline business case is estimated and has been modelled using the Council's financial parameters and it would be up to the Housing Trust to determine whether these are appropriate for its needs

Estimated total scheme costs: £460k
Estimated loan amount required: £306k
Estimated total level of subsidy required: £154k

Land cost	£nil
Capital works (inc. demolition and fees)	£428k
Contingency	£26k
Capitalised interest	£6k
<i>Total</i>	<i>£460k</i>
Additional funding required	£154k
Loan/internal borrowing required	£306k

The table below shows that this scheme passes viability threshold based on the loan available and required subsidy shown above:

	Output	Benchmark	Test	Pass/Fail
30 Year Net Present Value (£)	£40.88	0	Output>Benchmark	PASS
60 Year Net Present Value (£)	£148k	0	Output>Benchmark	PASS
Payback Year	30	30	Output<Benchmark	PASS
30 Year IRR%	5.50%	5.50%	Output>Benchmark	PASS
60 Year IRR%	7.58%	5.50%	Output>Benchmark	PASS



Selby District Council

REPORT

Reference: E/15/21

Item 6 - Public



To: The Executive
Date: 1 October 2015
Status: Key Decision
Report Published: 23 September 2015
Author: Dave Maycock
Executive Member: Councillor C Lunn
Lead Officer: Karen Iveson

Title: Potential sale of Units 1 and 2 Hurricane Close

Summary:

The council has been approached by a tenant of one of the 2 industrial units on Hurricane Close on the Sherburn industrial estate advising that he would like to purchase both the units that are owned by SDC. The units were initially built by SDC in partnership with Yorkshire Forward to open up a new phase of Sherburn industrial estate. The report explores the options available to the council.

Recommendations:

- i The asset is declared surplus to the requirements of the Council
- ii. Authority is delegated to Executive Director (S151 Officer) after consultation with Councillor C Lunn to negotiate and agree terms for a sale of the units to the interested party subject to valuation.

Reasons for recommendation

The premises have served their purpose and therefore are surplus to requirements.

1. Introduction and background

- 1.1 The Hurricane Close Units were constructed in partnership with Yorkshire Forward in 2002 under a former European funding programme to open up a new phase of the Sherburn industrial estate by developing two 10,000 sq. ft. units for medium sized companies and associated infrastructure works including a spine road. The development has been successful in achieving the Council's key objectives; the provision of medium sized accommodation and facilitating the development of the rest of the site. Recently a tenant

approached the Council enquiring if he could purchase both units, including the unit leased to his company, Yorpower (PPS Power). They have also indicated that Powerlink and Yorpower would look to move to other premises potentially outside the district if they were unable to purchase these units.

2. The Report

- 2.1 As part of the Asset Management Strategy 2012 - 15 the Council seeks to review all assets that are achieving less than an internal rate of return of 3% the current Internal Rate of Return is 12.52%. This review is not as a result of AMS review but is as a result of the expression of interest received by an existing tenant.
- 2.2 The property is located within a commercial area with limited prospects for redevelopment due to its location and as the income is producing rents broadly in line with market rent, the market value is the same as the existing use value.
- 2.3 Currently there are two tenants both are excluded from the Landlords and Tenant Act and it would be for the purchaser to determine future terms and conditions of any lease to another tenant although the prospective purchaser has indicated he would prefer vacant possession of unit I and any purchase would need to take account of this.
- 2.4 The potential sale of the Sherburn Units would reduce the annual income to the General Fund. This loss of income would be offset by a capital receipt for the Council (minus any payments to our partner). See Financial section for more detail.
- 2.5 Since 2002 the Industrial estate has expanded due to the Council's initiative and the private sector offer freehold and leasehold opportunities. It is therefore the officer's view the private sector does not require any further intervention by the Council and we do not need to retain the units to encourage investment and job creation into this site.

There are three potential options

1. Sell to Tenant/Interested associated company
 2. Place on to the open market
 3. The Council retains and let the units.
- 2.6 Sell to interested party. The Interested Party is currently a tenant of one of the units, looking to expand and could move out. The company have a business partnership with Powerlink a similar company also located on Hurricane Close. There is another tenant on a licence currently paying but there is an aged debt which will be subject to another report.
 - 2.7 Place on open market. If the units were purchased by someone other than the interested party there is a possibility that the occupying businesses could be given notice to quit, this could result in two companies relocating from Sherburn (the tenant and the adjoining business).
 - 2.8 Retain the units
The units have served their initial purpose which was to open up the site with the provision of infrastructure and 2,000 sq.m of industrial space. Since they

were developed the rest of site has expanded resulting in building out the rest of the Industrial Estate, resulting in attracting companies such as Optare and Debenhams to the area. Demand for new bespoke units is such that the private sector is actively engaged. The council does not have a waiting list for units of this size and if they were vacated the council could potentially lose the rental income and also be liable for the NNDRs whilst the properties were unoccupied.

2.9 Conclusion

The units have served their initial purpose and although they currently provide a good rate of return they also present a financial risk if they become vacant. The sale of the units would provide a capital receipt to the council.

3. Legal/Financial Controls and other Policy matters

Legal Issues

- 3.1 Unit 1 is let to NYTRUC on a month to month Licence which has been in place since October 2008 and Unit 2 is let to Brimlow Ltd until 3 January 2021. Any sale would be subject to all three parties being in agreement.
- 3.2 The development was a joint initiative with Yorkshire Forward (interest now taken over by HCA and is subject to an overage agreement). The overage is in two parts; SDC to pay 20% of the income until the first trigger and a percentage formula on any disposal. The first trigger has been passed.
- 3.3 The Council has written to BIS to inform them of the potential purchaser. We have also sought their understanding and figures for the overage calculation as they were not a party to the original agreement.

4. Financial Issues

- 4.1 The units were valued in June 2014 and would be revalued to facilitate any sale.
- 4.2 During the lifetime of the Units lettings have been mixed with the combined rental level starting at £78,400 but reduced following a revaluation taking into account the economic recession to the current level of £65,665.(£3195 for unit 1 and £33750 for unit 2).
- 4.3 When the asset was built it was done so in conjunction with an investment partner who invested 20% of the original capital cost. There was an initial period of profit share of the rent as part of the arrangement, which has now passed. However there was an overage clause attached to the asset in the event of a sale. Sale proceeds for the asset are expected to be up to £1,000,000, with a percentage of up to 20% payable to the investment partner.
- 4.4 Based on current estimates of income and expenditure and dependant upon the percentage of sale proceeds paid to the partner, it is expected the council would retain capital receipts of between £600k to £800k if the asset were to be sold. The estimated net present value of the asset over the period of the next 10 years is approx. £668k.

4.5 Risks

The loss of rental income if the units were to be sold. If the present tenants were to vacate these previously difficult to let premises as there are other options available on the estate. Not only would SDC lose potential rental income but after a 6 month exemption would also become liable for the NNDR which currently stands at £24k p.a for each of the units (total £48k p.a).

5. Conclusion

The premises have served their original objective in opening up the industrial estate and encouraging private investment. It is therefore recommended the premises are sold to an existing tenant.

6. Background Documents

None

Contact Details

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Selby District Council
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Appendices

None

Selby District Council

REPORT

Reference: E/15/22

Item 7 - Public



To:	The Executive
Date:	1 October 2015
Status:	Non Key Decision
Report Published:	23 September 2015
Author:	Eileen Scothern
Executive Member:	Councillor Lunn
Lead Officer:	Karen Iveson

Title: Selby and District Housing Trust – Request for a grant for the proposed development at Riccall.

Summary:

On the 2nd September the Council received a letter (see Appendix) from the Selby and District Housing Trust (The Trust), responding to the offer of the site together with a development loan requesting an additional indicative grant of £72,500 to support the delivery of 3 units of affordable housing. A copy of the letter is attached.

Since the Council considered the outline Business Case there has been an increase in inflation costs of both material and labour and the likely introduction of Community Infrastructure Levy (CIL) on the market houses from 1st January 2016 on new developments. In addition following the Government's Budget announcement of extending Right to Buy to Registered Providers (RPs) and a requirement for RPs to include a 1% rent reduction means the Trust is unlikely to apply for Registered Providers status in the immediate future.

Recommendations:

- i. **The Executive approves a grant of up to £72,500 to support the development at Riccall and authorises the Executive Director (s151 Officer) to fund grant from the most appropriate budget.**

Reasons for recommendation

The Executive is asked to agree the recommendation to facilitate the delivery of Housing Development Strategy.

1. Introduction and background

- 1.1 The Council own the garage site at Landing Lane Riccall which was approved to be brought forward in Phase 1 of the Housing Development programme by Council at their meeting of 13 September 2013.
- 1.2 The Executive on 5th June 2014 considered an outline business case for the above site and resolved to make an offer to Selby & District Housing Trust (SDHT) for the development of the garage site at Landing Lane, Riccall for general needs housing.
- 1.3 The Trust has undertaken a reappraisal of the site following the Government Budget announcement, the proposed introduction of CIL in January 2016 and taking into account 2015 construction costs.

2. The Report

- 2.1 This report considers the request by the Trust and whether providing a grant is the most efficient way of helping the Council to deliver the Housing Development Strategy.
- 2.2 Since June 2014 there has been an increase in inflation costs of circa 5.6% for both material and labour and the likely introduction of Community Infrastructure Levy (CIL) from 1st January 2016 on new developments also adds to costs. In addition the Government's Budget announcement of extending Right to Buy to Registered Providers (RPs) and a requirement for RPs to include a 1% rent reduction means the Trust is unlikely to apply for Registered Providers status in the immediate future.
- 2.3 Only Registered Providers, Local Authorities and Arms Length Management Organisations (ALMOs) are eligible to apply for the Homes and Communities Agency (HCA) Affordable Homes Programme. If the Trust does decide not to register this potential source of funding is not available to them.
- 2.4 The Trust has written to the Council to request a grant to fund the projected subsidy required in 2014 and the additional gap identified as a result of increased material and labour costs and the likely introduction of CIL.
- 2.5 The financial reappraisal carried out by the Trust has been assessed by our finance department and their views are the assumptions included in the appraisal are as accurate as they can be at outline business case stage.

3. Legal/Financial Controls and other Policy matters

Legal Issues

- 3.1 The ownership of the site is with the Council
- 3.2 Any grant given must only subsidise the affordable units otherwise the transaction will fall outside the block exemption for State Aid purposes. It will be necessary to provide for this in the legal agreements.

Financial Issues

- 3.3 In June 2014 The outline business case assumed a loan of circa £325K however the Executive did recognise increases in construction and finance costs are likely to negatively impact on scheme viability and any requests for additional subsidy from the Council would need to be the subject of further approval.
- 3.4 The scheme now requires a grant of £72.5k; this is £36.6k higher than the original grant estimate of £35.9k. The increased costs are a result of inflation in build costs (both materials & labour) and this has impacted both HRA & SDHT schemes & £5.5k of the increase relates to the likely introduction of CIL.
- 3.5 It was originally expected that the trust would apply to the HCA for the grant, however due to the new 1% rent reduction policy applied to registered providers it is unlikely that the Trust will register at the stage as it will make it financially unviable.
- 3.6 Under the original proposal the Council would receive a capital receipt of £45K from the sale of the land to the trust, the changes mean the net cost of scheme to the Council will be £27.5 K and full consideration will need to be given to the structuring of the agreement to ensure they are tax efficient and it doesn't raise any state aid issues.
- 3.7 This scheme requires a £24.2k grant per unit which is one of the more viable schemes we have seen from all the ones looked at.
- 3.8 It is recommended the Executive Director (s151 officer) be authorised to make the grant from the most appropriate funding stream.

Impact Assessment

- 3.9 The Housing Development Strategy and Asset Transfer Policy have been subject to screening for equality, diversity and community impact. The general impact is positive as they deliver housing that meets the needs of individuals within the District.

4. Conclusion

- 4.1 This scheme requires a £24.2k grant per unit which is one of the more viable schemes we have seen from all the ones looked at.

5. Background Documents

None

Contact Officer:

*Eileen Scothern
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escothern@selby.gov.uk*

Appendices:

Letter from Selby and Housing Trust



**ITEM 7
APPENDIX A**

Please ask for: Sally Rawlings
Direct Dial No: 01757 292237
Mobile No: 07976 025683
Fax No: 01757 292020 Email: srawlings@selby.gov.uk

2 September 2015

Cllr Mark Crane
Leader
Selby District Council
Civic Centre
Doncaster Road
Selby
YO8 9FT

Dear Mark,

Re: Council Offer – Landing Lane, Riccall

Further to your offer letter of 27 June 2014, we have undertaken further financial modelling for this scheme which demonstrates a level of additional grant subsidy needed to ensure scheme viability. At the time of the Council's original offer to the Housing Trust, we were expecting to become a registered provider with the Homes and Communities Agency and therefore eligible for funding under their Affordable Housing Programme. However, in considering the Government's Budget announcement in July 2015 and the negative impact this would have on the Housing Trust's viability, the Housing Trust Board now considers that it is unlikely to register with the HCA in the immediate future (or if at all) and therefore will not be eligible for HCA funding for this scheme.

The following points have influenced the Housing Trust's Board in its decision not proceed with registration in the immediate future (or if at all):

- a. The potential extension of the Right to Buy scheme to registered providers would seriously affect the viability of the Trust's Business Plan.
- b. The requirement for a 1% rent reduction year on year for a period of 4 years, means that the individual schemes and the business plan as a whole would no longer be viable without a greatly increased subsidy which we understand is unachievable.
- c. The Trust would not be able to meet the HCA's governance and financial viability standards required for successful registration with the 1% year on year rent reduction.

Consequently, following our reappraisal of costs of the scheme using the latest benchmark figures, in order to progress this scheme as originally intended and to meet the objectives of the District's Housing Development Strategy, I write to request an indicative total grant of £72,500 (approximately £24k/unit) for this scheme - with the final amount to be agreed when tenders for the scheme have been returned.

Your consideration of this request would be appreciated and I look forward to what I hope will be a mutually positive response.

Yours sincerely



John Mackman
Chairman

cc Gillian Marshall, Selby District Council
Eileen Scothern, Selby District Council

Selby District Council

REPORT

Reference: E/15/23

Item 8 - Public



To: The Executive
Date: 1 October 2015
Status: Non-key decision
Report Published: 23 September 2015
Author: Ralph Gill, Benefits & Taxation Lead Officer
Executive Member: Cliff Lunn – Executive Lead (Finance and Resources)
Lead Officer: Karen Iveson – Executive Director

Title: National Non-Domestic Rates Discretionary Reliefs

Summary:

The current National Non-Domestic Rates (NNDR) scheme has been in operation for over two years and this report considers proposed improvements to the current policy and makes recommendations for changes.

Recommendations:

Subject to any comments from Policy Review Committee, to approve the revised Policy set out at Appendix A in the report.

Reasons for recommendation

To ensure a robust policy framework is in place so that decisions regarding the award of discretionary rate relief are taken in a fair, consistent and transparent manner giving due consideration to the interests of local tax payers.

1. Introduction and background

- 1.1 NNDR is the form of property rating that applies to any property which is not a domestic dwelling. This could be anything from an advertising hoarding to a power station.
- 1.2 Local Authorities have the power to grant Discretionary Rate Relief to organisations that meet certain criteria. The amount of relief granted is used to reduce the amount the organisation owes. A Discretionary Relief Policy

sets out what reliefs are available to businesses, the qualifying criteria and how awards are determined.

- 1.3 The current policy was approved in June 2013 and covers awards of rate relief for charities, non-profit making organisations and businesses located in small rural settlements.
- 1.4 The Council has the ability to grant discretionary rate relief, either to 'top up' mandatory rate relief (80% in the case of charitable bodies; non-profit making organisations and community amateur sports clubs; 50% for rural), or to give discretionary relief alone for certain non-profit making organisations or rural properties (up to 80%) where mandatory relief does not apply.
- 1.5 Other reliefs such as localism, hardship and S44a part-occupation are also available to commercial properties.
- 1.6 The objective of discretionary rate relief is to give assistance to organisations that may, for example, have difficulty in paying their rates and are of benefit to the local community.
- 1.7 The current scheme has been in operation for over two years and this report considers proposed improvements to the current policy and makes recommendations for changes.

2. The Report

- 2.1 Overall the Discretionary Rate Relief Policy has worked well and those organisations entitled to relief have continued to benefit. However, two years into the new policy, experience has shown that there are some changes that would improve the administration and transparency of the reliefs. The proposed revised policy is attached at appendix A.
- 2.2 The first proposed change relates to relief under Section 44a of the Act for partly occupied premises. This is a discretionary relief which is not specifically referred to in the current policy because, although award is at the discretion of the Council, it is subject to consideration by the Valuation Office Agency. It is recommended that this be corrected and added to the Council's policy in order to emphasise that awards are subject to State Aid limits and to define time limits for making an application. Time limits for application are required for verification purposes.
- 2.3 Secondly, the current policy saw the introduction of caps based on Rateable Value (RV) removing entitlement to discretionary relief for properties where the RV exceeded a prescribed value.
- 2.4 The caps were introduced alongside Business Rates Retention in order to guard against the cost of reliefs increasing significantly and becoming a financial burden to the Council. However, this has not happened in practice.

- 2.5 Until recently there has only been one property (Tadcaster Swimming Pool, operated by a charitable trust), that has been impacted upon by the cap. However, because of the benefit of this property to the community, the Council has provided a separate grant to the trust to cover the shortfall.
- 2.6 The new Selby Leisure Centre is also impacted by the cap and the cost of business rates is included within the operator's contract sum and ultimately borne by council tax-payers.
- 2.7 Given that the two properties impacted by the cap continue to be supported through public funds and there is no current prospect of any other properties being affected it is proposed that the cap is removed.

Localism Relief

- 2.8 The current policy introduced a general Localism Relief to allow the Council the discretion to award rate relief to all types of businesses where it was felt that doing so would be of benefit to the community. It was anticipated that this would include:
- Businesses relocating to or expanding their activities in the district thereby increasing their NNDR liability whilst creating employment for residents (who had been unemployed for a minimum of 6 months and receiving Jobseeker's Allowance or Employment & Support Allowance);
 - Organisations providing facilities to certain priority groups such as the elderly, disabled, minority or disadvantaged within the district;
 - Businesses or organisations providing residents of the district with services, opportunities or facilities that cannot be obtained locally or are not provided by another organisation.
- 2.9 To date there has only been one application for relief under this provision, which was awarded for one financial year on the basis that it created employment opportunities for residents. No other application or enquiry had been received up to August 15. The policy is available on the Council's website and although it is not actively promoted, businesses are advised of the policy when they contact the Council seeking support for their rates.
- 2.10 Officers are not currently proposing any changes to the operation of this relief.

Monitoring the effectiveness of the policy

- 2.11 Officers will continue to monitor and review the effectiveness of this policy and may suggest further changes in the future.
- 2.12 Policy Review Committee considered the amended policy as its meeting on 14 July 2015. The minutes from this meeting are attached and appendix B and the Executive are asked to consider these in their decision making.

- 2.13 Appendix B shows that the Policy Review Committee is supporting the changes to the Policy. In respect of Policy Review Committee's recommendation ii) Revenues and Benefits service administer the scheme and upon an application for relief consider each case on an individual basis and undertake appropriate checks to ensure claims are valid. When awarding this discretionary relief consideration is only given to local charities benefiting the residents of Selby District. Revenues and Benefits Service reviewed charity compliance in 2014 and will continue to do so.

3. Legal/Financial Controls and other Policy matters

Legal Issues

- 3.1 The decision to award S44a relief is at the discretion of Selby District Council as the Billing Authority. However, the Council's discretion ends as soon as it applies to the Valuation Office Agency for valuations of the occupied and unoccupied split of the hereditament. The Council has no say over the values that are set by the VOA. Therefore, the operation of de minimis State Aid limits is based on the Council's estimation of the value of relief.
- 3.2 Under current legislation the authority has to give 12 months' notice to a rate payer before changing the operation of any relief and changes can only be implemented from the start of a financial year. As such the removal of the caps may only be introduced from April 2017.

Financial Issues

- 3.3 There are no financial issues with regards to the changes to S44a reliefs.
- 3.4 Removal of caps will allow additional relief to be awarded although currently this only impacts on the larger leisure facilities operated by charitable trusts in the district. In respect of Tadcaster Swimming Pool and Selby Leisure Centre the Council is already funding 100% of the NNDR not covered by rate relief through a top-up grant and the operating contract, respectively. Removal of the cap will allow inclusion of these sums within the rate relief policy which in turn will give greater transparency for taxpayers.
- 3.5 Under Rates Retention the Council bears 40% of the cost of all relief given. The remainder of the cost is split between the government (50%); County (9%) and the Fire & Rescue Authority (1%).
- 3.6 However, where any organisations claim discretionary relief in the future for a high value property that would have been refused relief because of the caps, the Council will additionally bear 40% of the cost incurred over the previous cap limit.

Impact Assessment

- 3.7 The inclusion of S44a reliefs does not change the way in which these properties are currently being dealt with, it formalises current practice.

- 3.8 The removal of the RV cap against various discretionary reliefs will allow a greater amount of relief to be given to the rate payer.
- 3.9 Equality, diversity, and community impact screenings have been undertaken on the policy, these identify the granting of relief as having a positive effect on the businesses affected.

4. Conclusion

- 4.1 The policy updates are seen as necessary to provide a robust framework for dealing with discretionary rate requests and remove limitations to the award of relief which have not had the intended effect and continue to be funded through public funds.

5. Appendices

Appendix A – Discretionary Relief Policy

Appendix B – Policy Review Committee Minutes Extract

Contact Officer:

Ralph Gill
Benefits & Taxation Lead Officer
Selby District Council
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Selby District Council

National Non Domestic Rates (NNDR)

Discretionary Rate Relief Policy

September 2015

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1. Background

Local Authorities have the power to grant Discretionary Rate Relief to organisations that meet certain criteria. The amount of relief granted is used to reduce the amount the organisation owes in Non Domestic Rates.

2. Legislation

The law governing the granting of Discretionary Rate Relief is found in Section 47 of the Local Government Finance Act 1988 and subsequent amending legislation and Section 69 of the Localism Act 2011.

3. Purpose of the Policy

The purpose of this Policy is to specify how the Council will operate its discretionary powers under the Local Government Finance Act 1988 and to indicate the factors it will consider when deciding if relief can be awarded.

Through this policy, Selby District Council is providing a mechanism to reduce, or remove the business rate liability from such charities, non - profit making organisations, certain rural businesses and other businesses that are providing valuable facilities and services to communities within Selby District.

The policy is intended to provide a simple transparent process that aligns awards of discretionary rate relief with the council's corporate priorities.

4. Types of Relief Awarded

The Council will consider awarding Discretionary Rate Relief to all organisations that meet the qualifying criteria as specified in this Policy. The amount of any award is at the discretion of the Council.

Discretionary Rate Relief will be awarded after taking in to consideration all other reliefs an organisation may qualify for.

It will consider each individual application against set criteria. This process ensures that all applications are considered on a fair and transparent basis.

In the first instance organisations that meet the qualifying criteria for Small Business Rates Relief will be considered for this type of relief.

4.1 Charitable Bodies

Mandatory relief is given to institutions, organisations or trusts established for charitable purposes in respect of property used wholly or mainly for charitable purposes. Mandatory relief is 80% of the rates chargeable.

Charitable bodies can be awarded 20% discretionary relief 'top up', but only where there is significant evidence that the charitable activities provide a significant benefit to local residents.

Appendix 1: Explanatory Notes - Mandatory and Discretionary Rate Relief for Charitable Bodies outlines the conditions that apply.

4.2 Non-Profit Making Organisations

Non-profit making bodies (ineligible for mandatory relief) can be awarded up to 80%.

Appendix 2: Explanatory Notes - Rate Relief for Non Profit Making Organisations outlines the conditions that apply.

4.3 Community Amateur Sports Clubs (CASC)

Both mandatory and discretionary relief are available to registered Community Amateur Sports Clubs (CASC). They can receive 80% mandatory rate relief and up to 20% discretionary relief. Thus, up to 100% relief may be achieved.

Appendix 1: Explanatory Notes - Rate Relief for Non Profit Making Organisations and Community Amateur Sports Clubs (CASC) outlines the conditions that apply

4.4 Rural Rate Relief

Both mandatory and discretionary relief are available for businesses in rural areas. They can receive 50% mandatory rural relief and up to 30% discretionary rural relief. Thus, up to 80% relief may be achieved.

Appendix 3: Explanatory Notes - Rural Rate Relief outlines the conditions that apply.

4.5 Localism Relief

Section 69 of the Localism Act 2011 amends the Local Government Finance Act 1988 to allow local authorities the discretion to award rate relief to all types of businesses.

Selby District Council has the discretion to award relief where it is in the Council Tax payer's interests to do so.

Ratepayers submitting an application shall set out, as part of the application; the benefits that the ratepayer considers will accrue to the District Council Taxpayers as a result of the award.

Relief will be considered on the individual merits of each case.

Appendix 4: Explanatory Notes – Localism Relief outlines the factors which will be considered when assessing applications

4.6 Hardship Relief

Where the business is suffering hardship that has been caused through exceptional circumstances the Council can grant discretionary relief. When considering an application the Council will require some form of financial statement. Audited accounts are preferred, but if these aren't available, other documents such as bank statements or cash books etc may be accepted. In the case of an individual, the Council may also require a statement of means.

To back up an application the Council will also need to know what exceptional circumstances have led to a particular situation and why, in the applicant's view, the Council should reduce their liability.

Each application shall be determined upon its own merits.

Appendix 5: National Non-Domestic Rates - Hardship Relief provides further information.

4.7 S44a Part-Occupation

A ratepayer is liable for the full National Non-Domestic Rate charge whether the property is fully or only partly used.

Where the premises are both occupied and unoccupied the ratepayer has two options:

1. If it is likely to be a long period of time they may apply to the Valuation Office Agency (VOA) for the hereditament (property) to be split, or
2. If it is likely to be for a short time only they may apply to the Council for relief under S44a Local Government Finance Act 1988

It is then at the Council's discretion whether or not it makes an application to the VOA to issue a certificate temporarily dividing the RV between the occupied and unoccupied parts.

Section 44(a) and can only be awarded for a maximum of 3 months, or 6 months in the case of industrial properties.

Examples where Billing Authority may exercise its discretion under S44a:

- Where there are problems in occupying a property
- To assist with phased occupations or vacations
- To avoid raising proposals

Where a property is partly occupied for a short time, in certain circumstances, the Council can apply to the Valuation Office Agency to award a temporary reduction for the part that is not in use.

The Council as Billing Authority may at its discretion request the VOA to apportion the RV of the hereditament between occupied & unoccupied parts & provide certificate.

Once a certificate is requested from VOA the Council must give effect to the apportionment. The Council's discretion ends once a certificate has been applied for.

Applications will only be considered if made within 28 days of the property becoming temporarily vacant and a visit will be required to verify the request.

As S44a reliefs are subject to the discretion of the Local Authority they are subject to the legislation regarding State Aid.

5. Claiming Discretionary Rate Relief

5.1 State Aid and Reliefs

European Union competition rules generally prohibit Government subsidies to businesses.

Relief from taxes, including non-domestic rates, can constitute state aid. We need to bear this in mind when granting discretionary rate reliefs.

Any form of discretionary relief can constitute state aid, and this needs to be taken into account with any other state aid that the organisation is receiving.

Rate relief shall not be awarded in any circumstances where it appears that an award will result in the ratepayer receiving state aid that is above the current de minimis level of €200,000 aid in a three year period (consisting of the current financial year and the two previous financial years). For a road transport concern the limit is €100,000.

Any assistance you have received or are due to receive from a public body may be a de minimis aid. This could be any aid, grant or support from central, regional, devolved governments or agencies or a local council.

When looking at a business that is part of a larger chain or group it is the chain or group as a whole that the declaration needs to be made for, not just that part of the business directly operating the premises in question.

5.2 Claim Forms

A claim must be made on an application form approved and issued without charge by the Council. Applications forms can be downloaded from the Council website.

We will issue application forms on request or in circumstances where we consider an organisation may be entitled to relief.

The form must be completed by the ratepayer or a person authorised to sign on behalf of the ratepayer.

A person authorised to sign on behalf of the ratepayer is:

- a partnership - a partner of the partnership;
- a trust - a trustee of that trust;
- a body corporate – a director of that body, and
in any other case a person duly authorised to sign on behalf of the ratepayer.

5.3 Information required

The information required will depend upon the type of relief being applied for. Where an organisation is required to provide information, this should be submitted with the application. No applications will be considered without the appropriate supporting information. Evidence required may include:

- The rules of the organisation or its Memorandum and Articles of Association.
- The last two years' audited accounts (If the organisation is a new organisation and audited accounts are not available, the organisation should provide a statement on their finances, showing the income and expenditure)

We may, in some cases, verify the information given by the organisation applying by contacting third parties and other organisations.

We may request any reasonable evidence in support of the application.

All information supplied will be dealt with in the strictest confidence.

5.4 Deadline for applications

The deadline for submission of applications for discretionary rate relief is 01 January, except in the case of applications for general relief and hardship relief.

The start date of the relief will normally be determined as follows:-

Applications submitted by 01 January will receive awards from 01st April of the year the application is made.

Applications received after 01 January will receive awards from 01st April of the start of the following financial year.

This timescale has been introduced in order that the budget available for awarding rate relief can be fairly and consistently shared amongst applicants. Therefore, where the total relief assessed exceeds the available budget the Council will reduce all awards proportionally.

Applications for general relief in respect of a new liability may be submitted from the date the liability commences. Where relief is awarded, it will commence from the date of valid application or the first date of occupation, whichever is the later date.

Awards of discretionary relief cannot be backdated.

5.5 Period of Award

All awards will be made for a set period only.

The Council will decide the period that Discretionary Rate Relief will be awarded for, dependent on the circumstances of the application.

In general the period of award may be up to 36 months for charitable organisations and 24 months for all others (this may be subject to change at any time during the period of the award), after which it will be again subject to review. Continuation of relief will be subject to reapplication. Organisations who do not reapply will not be granted relief and a non domestic rate bill for the full amount will be issued.

Each amount of rate relief awarded under general rate relief policy shall only apply for twelve months.

An award of Discretionary Rate Relief at any time does not guarantee that a further award will be made at a later date even if the circumstances of the organisation have not changed.

5.6 Changes in Liability

The Council may review the award in line with any increase or decrease in liability.

6. Payment of Awards

All relief awarded will be paid to help with the Non Domestic Rate liability. We will credit the relief direct to the organisation's Non Domestic Rate account.

7. Notifications

The Council will inform the organisation applying in writing of the outcome of their application for Discretionary Rate Relief.

Where the application is not successful, the notification will provide full reasons why we have decided not to award Discretionary Rate Relief and details of the applicant's right to ask us to look at the decision again.

Where the application is successful, the notification will include the following information:-

- The period of the award
- The percentage of the rate liability awarded for that period.
- The amount of Rate Relief to be awarded for the period.
- An amended Non Domestic Rate Demand.
- The right to ask us to look again at the decision.

8. Overpayments

The Council will recover all overpayments of Discretionary Rate Relief through the organisation's Non Domestic Rate account.

9. Right of Appeal

Whilst there is no formal right of appeal, an applicant may write and tell us why they consider the decision is wrong, i.e. if they consider we have not taken all relevant information into account. We will check Discretionary Rate Relief applications thoroughly and take account of any information provided by the applicant. This is called 'reconsidering' the decision.

We will write to advise the applicant of the outcome of our reconsideration and if we are not changing the decision, we will explain why.

10. Fraud

The Council is committed to the fight against fraud in all its forms. An organisation who tries to fraudulently apply for Discretionary Rate Relief by falsely declaring their circumstances or providing a false statement or evidence in support of their application, may have committed an offence under the Theft Act 1968. Where we suspect that such an offence may have occurred, the matter will be investigated in line with the Council's Enforcement Policy. This may lead to criminal proceedings being instigated.

11. Publicity

The Council will include information about Discretionary Rate Relief with Non Domestic Rate Demands and within the Non Domestic Rate Section of the Council's website.

12. Review

This policy will be reviewed periodically, taking into account Council policies and priorities and any changes in legislation.

Explanatory Notes

Mandatory and Discretionary Rate Relief for Charitable Bodies and Community Amateur Sports Clubs (CASC)

Mandatory and Discretionary Rate Relief may be granted under **Sections 43, 45, 47 and 48 of the Local Government Finance Act 1988**.

Mandatory Rate Relief

Occupied Rates

Mandatory Relief of 80% may be granted to a **Charity** under **Section 43 (occupied rates)**, provided that the property concerned is wholly or mainly used for charitable purposes.

Unoccupied Rates

If the property is unoccupied such relief may also be granted to a **Charity** under **Section 45 (unoccupied rates)** if it appears that when **next in use** the property will be wholly or mainly used for charitable purposes.

Definition of a Charity

Firstly we have to establish if the organisation is a **Charity**. The definition of a **Charity** comes under **Section 67 of the Local Government Finance Act 1988** as “*an institution or other organisation established for charitable purposes only, or a person administering a trust established for charitable purposes only*”. Registration with the Charity Commission under the **Charities Act 1960** is proof of Charity status.

Absence from the Register does not mean that an organisation has not been established for charitable purposes, as certain organisations are exempt from registration. These include Church Commissioners, Boy Scouts or Girl Guides, any registered society within the meaning of the **Friendly Societies Acts 1896-1974** and voluntary schools within the meaning of **the Education Act 1944 – 1980**.

Established for Charitable Purposes

If none of the above are applicable, and in the absence of any other information, the following will be considered:

Are the main objectives of the organisation:

- the relief of poverty; or
- the advancement of religion; or
- the advancement of education; or
- other purposes that is beneficial to the local community

Wholly or Mainly Used for Charitable Purposes

Secondly we have to consider if the property concerned is used wholly or mainly for charitable purposes. The use must be charitable, i.e. in meeting the objectives of the Charity. "Wholly or mainly" covers either: use of over half the property all of the time; use of the property for over half of the time; or a combination of both amounting to more than 50%.

Relief can only be granted, therefore, if **either** more than 50% of the property is used for charitable purposes **or** the property is used for more than 50% of the time for charitable purposes **or** there is a combination of both amounting to more than 50%.

Charity Shops

In addition **Section 64 of the Local Government Finance Act 1988** provides that **Charity Shops** are only entitled to 80% Mandatory Relief if they use the premises:

- Wholly or mainly for the sale of goods **DONATED** to the Charity; and
- The net proceeds of the sale of goods are applied to the purpose of the Charity.

Community Amateur Sports Clubs (CASCs)

Mandatory Relief for CASCs

Registered CASCs can receive 80% mandatory rate relief. To qualify as a CASC, a sports club must be open to the whole community, be run as an amateur club, be a non profit making organisation and aim to provide facilities for, and encourage people to take part in, eligible sport. For further details please see <http://www.inlandrevenue.gov.uk/casc/index.htm> or call the Inland Revenue Sports Club Unit on 0131 777 4147.

Appeals Against Refusal to Grant Relief

Please direct any appeal to the Executive Director, Selby District Council, Doncaster Road, Selby, North Yorkshire YO8 9FT

Discretionary Rate Relief Top Up

Discretionary Rate Relief may be granted in addition to Mandatory Rate Relief, i.e. a “top up” of up to the remaining 20%. This may be granted under **Section 47** for occupied properties and **Section 48** for unoccupied properties. If you wish to apply for this relief please provide details of the main objectives of the organisation and any other purposes for which the property is used.

Charitable Bodies

A 20% ‘top up’ of discretionary relief may be applied to charities but will normally only be awarded if the charity is a local one, not a national one (a local charity is defined to be one who operates in the particular Council area or whose charitable objects benefit residents of the district or who are part of a national charity but whose charitable objects benefit the district to a greater extent than other parts of the country). If the premises are operated by a national charity that does not exist to wholly or mainly benefit the residents of the local area, then discretionary relief will not normally be awarded to ‘top up’ the 80% mandatory award.

Community Amateur Sports Clubs

If there is any commercial activity the amount of the award may be limited by up to 50%.

Appeal Against Refusal to Grant Discretionary Relief

Please direct any appeal to the Executive Director Selby District Council,
Doncaster Road, Selby, North Yorkshire YO8 9FT

**If you require any further information, please contact a member of the
Local Taxation Section on**

(01757) 292161/292181 (6 lines)

or by email on

localtaxation@selby.gov.uk

**ALL INFORMATION SUPPLIED WILL BE DEALT WITH IN THE
STRICTEST CONFIDENCE**

Explanatory Notes

Rate Relief for Non Profit Making Organisations

Discretionary Rate Relief may be granted under **Sections 43, 45, 47 and 48 of the Local Government Finance Act 1988.**

Discretionary Relief for other Non Profit Making Organisations Occupied Properties

Discretionary Relief of up to 80% may be granted for occupied properties under **Section 47** if the following criteria are met:

a) Where the property is not an **excepted** property (see below) and all or part is occupied by one or more institutions or organisations which are:

- Not established or conducted for profit, and
- Whose aims are charitable or otherwise philanthropic, religious or concerned with the promotion of social welfare, education, science, literature or the fine arts.

OR

b) Where the property is not an **excepted** property (see below) and is wholly or mainly used for:

- The purpose of recreation, and
- All or part of the property is occupied for the purpose of a club, society or other organisation not established or conducted for profit.

Excepted Properties

An excepted property is one occupied by a Billing or Precepting Authority, e.g. Selby District Council, North Yorkshire County Council, the Police Authority, Parish Councils.

Unoccupied Properties

Discretionary Relief of up to 80% may also be granted for unoccupied properties under **Section 48** if it appears that when **next in use** the property will be used as detailed in a) and b) above.

Points System

A Points System has been introduced to ensure that all applications have been treated fairly and in accordance with Council Policy. Please find below details of the points system.

Restriction of Membership	Points (0 - 3)
Major Restrictions	0
Average Restrictions	1
Very Limited Restrictions	2
No restrictions	3

Membership Charges	Points (1 - 5)
Above Average	1
Below Average	3
Average	5

Concessions	Points (5)
Reduced rate fees/subscriptions for all or any of the following - elderly, disabled, unemployed and children	5

Local Membership Level	Points (0 - 5)
Not over 25%	0
25% to 50%	1
50% to 75%	3
Over 75%	5

Finances General (Fund Balance as % of Yearly Expenditure) %	Points (0 - 10)
Over 200	0
181 – 200	1
161 - 180	2
141 - 160	3
121 – 140	4
101 - 120	5
81 - 100	6
61 - 80	7
41 – 60	8
21 - 40	9
0 - 20	10

Net Income from Gaming Machines (Income as % of Yearly Expenditure) %	Points (0 - 10)
Over 15	0
11 – 15	3
6 - 10	5
1 - 5	7
NIL	10

Gross Income from Bar £	Points (-) 25 - 10
Over 36,000	-25
30,001 - 36,000	-20
24,001 - 30,000	-15
22,801 - 24,000	-10
21,601 - 22,800	-9
20,401 - 21,600	-8
19,201 - 20,400	-7

18,001 - 19,200	-6
16,801 - 18,000	-5
15,601 - 16,800	-4
14,401 - 15,600	-3
13,201 - 14,400	-2
12,001 - 13,200	-1
10,801 - 12,000	0
9,601 - 10,800	1
8,401 - 9,600	2
7,201 - 8,400	3
6,001 - 7,200	4
4,801 - 6,000	5
3,601 - 4,800	6
2,401 - 3,600	7
1,201 - 2,400	8
1 - 1,200	9
NIL	10

The total points relate directly to the amount of relief as follows:

Range	% Relief	Range	% Relief
43 to 48	80	19 to 24	40
37 to 42	70	13 to 18	30
31 to 36	60	7 to 12	20
25 to 30	50	1 to 6	10

Appeal Against Refusal to Grant Discretionary Relief

Please direct any appeal to the Executive Director, Selby District Council,
Doncaster Road, Selby, North Yorkshire YO8 9FT.

**If you require any further information, please contact a member of the
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(01757) 292161/292181 (6 lines)

or by email on

localtaxation@selby.gov.uk

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STRICTEST CONFIDENCE**

Explanatory Notes

Rural Rate Relief

There are currently two types of relief available for businesses in rural areas. These are **Mandatory Rural Rate Relief** and **Discretionary Rural Rate Relief** and an outline of the conditions that apply are listed below.

Mandatory Rural Rate Relief (Granted at 50%)

Village Rate Relief

- The property must be located in a **rural settlement** with a population of less than 3,000. A Rural Settlement List for Selby's area is available at the Customer Contact Centre (Access Selby) in Selby.
- The property concerned is the **sole** general store or **sole** post office in the settlement and the rateable value does not exceed **£8,500 or**
- The property concerned is the **sole** public house or **sole** petrol filling station in the settlement and the rateable value does not exceed **£12,500 , or**
- The property concerned is **any** food shop in the settlement and the rateable value does not exceed **£8,500**.

A food shop is defined as wholly or mainly selling food on a retail basis for human consumption. The supply of confectionery and of food in the course of catering is **excluded**. Catering is defined as the supply of food for consumption on the premises or of hot food that is eaten off the premises. Therefore such establishments as restaurants, cafes, tea-rooms and fast food shops are **excluded** – but not food shops that sell only small amounts of such items.

A general store is defined as one in which there is carried on a trade or business consisting wholly or mainly of the sale by retail of **both** food for human consumption (excluding confectionery) **and** general household goods.

NB

Relief can be granted to a post office, which is not a general store, and a separate general store in the same settlement. Where a post office also trades as a general store then a second general store in the settlement will not qualify for this relief.

Discretionary Rural Rate Relief

This relief may be granted as a “**top up**” to **Mandatory Rural Rate Relief** or in its own right. The amount of any award is at the discretion of the Council and may be any amount up to 80% of the rates due (50% mandatory and 30% discretionary).

The cost of any award of this relief falls in part on the Council Taxpayers of the District as a whole.

The **criteria** that must be met before an award can be considered are as follows:

- The **property** concerned must be located **in a rural settlement** with a population of less than 3,000;
- The **property** concerned has a **rateable value** of not more than **£16,500**
- The property concerned is used for **purposes** which are of **benefit to the local community** and that the cost to the Council Taxpayer is justified.

Please find below details of the points system for Discretionary Rural Rate Relief.

	Percentage Applicable
Starting Point	50
Is there a similar facility or business within the settlement? If so	-50
OR	
Does the business primarily provide an important service to the local community and is it in the interests of local council tax payers to support it? If not,	-100
Employment of Local Residents	+5
Does the business provide a free delivery service to any of the local community?	+5
Proximity to nearest similar business. if 2 miles or more	+15
Poor availability of public transport (buses not available at regular intervals each day, i.e. only geared to school/work hours). (Where relevant the nature of the business)	+15
Opening Hours (if the business is open 7 days for long hours)	+5
Provision of additional services (unconnected to the nature of	+5

the business and provided to assist the local community)

**If you require any further information, please contact a member of the
Local Taxation Section on**

(01757) 292181

or by email on

localtaxation@selby.gov.uk

All information supplied will be dealt with in the strictest confidence

Explanatory Notes

Localism Relief Criteria

Section 69 of the Localism Act 2011 has amended **Section 47 of the Local Government Finance Act 1988** so that any organisation can apply for discretionary rate relief.

Any ratepayer applying for discretionary rate relief who does not meet the criteria for relief under the specifically named categories mentioned in this policy, may apply for general rate relief. Relief will be considered on the individual merits of each case, having due regard to:

The ratepayer must not be entitled to mandatory rate relief (Charity or Rural Rate Relief)

The ratepayer must not be an organisation that could receive relief as a non profit making organisation or as Community Amateur Sports Club.

The ratepayer must occupy the premises - no relief will be granted for unoccupied properties

If the ratepayer is a new business coming into the District

If the ratepayer creates new employment opportunities for a minimum period of twelve months for individuals:

- who reside in the Selby District and
- who have been unemployed* for a period of six months (continuous)

The premises and the organisation must be of significant benefit to the residents of the District

If the ratepayer provides:

- Facilities to certain priority groups such as elderly, disabled, minority or disadvantaged groups
- Significant employment or employment opportunities to residents of the District
- Residents of the District with such services, opportunities or facilities that cannot be obtained locally or are not provided by another organisation

If the ratepayer complies with all legislative requirements and operates in an ethical, sustainable and environmentally friendly manner at all times

The impact and best interests of the Council Tax payers of the District

The financial status of the applicant

* Unemployed refers to those in receipt of Job Seekers Allowance or Employment Support Allowance.

Applications in respect of a new liability may be submitted from the date the liability commences and for existing liability can be submitted at anytime throughout the year.

Each amount of rate relief awarded under this policy shall only apply for **twelve months**.

If you require any further information, please contact a member of the Local Taxation Section on

(01757) 292181

or by email on

localtaxation@selby.gov.uk

All information supplied will be dealt with in the strictest confidence

NATIONAL NON-DOMESTIC RATES - HARDSHIP RELIEF

General Information

Section 49 of the Local Government Finance Act 1988 gives Selby District Council as a billing authority, discretion to reduce or remit payment of rates where it is satisfied that the ratepayer would sustain hardship if it did not do so, and where it is reasonable for the Authority to do so having regard to the interest of its Council Tax Payers.

In making decisions on whether to grant relief, the Authority follows guidance issued by the Office of the Deputy Prime Minister (ODPM). The ODPM has said that whilst it is for each billing authority to decide on the facts of each case whether to exercise its powers under Section 49 – and to judge the extent of those powers – authorities may wish to bear the following guidance in mind:

1. Although authorities may adopt rules for the consideration of hardship cases, they should not adopt a blanket policy either to give or not to give relief, each case should be considered on its own merits.
2. Reduction or remission of rates on grounds of hardship should be the exception rather than the rule.
3. The test of 'hardship' need not be confined strictly to financial hardship; all relevant factors affecting the ability of a business to meet its liability for rates should be taken into account.
4. The 'interests' of Council Tax Payers in an area may go wider than direct financial interests. For example, where the employment prospects in the area would be worsened by a company going out of business, or the amenities of an area might be reduced by, for instance, the loss of the only shop in a village.
5. Where the granting of relief would have an adverse effect on the financial interest of Council Tax Payers, the case for a reduction or remission of rates payable may still on balance outweigh the cost to them.

How to apply for Hardship Relief

Please complete the attached application form. If you have any difficulties completing the form, please contact the Local Taxation Section on 01757 292181.

All applications for hardship relief are submitted to the Authorities appeals panel for consideration. When we receive your application form we will acknowledge receipt and let you know when a decision will be made. If we require any further information to progress your application we will contact you. Once the appeals panel has made a decision on whether or not to grant relief, we will write to you to let you know the decision and the reasons for that decision. Please note that the decision of the appeals panel is final.

Once completed, this form should be returned to:

Local Taxation Section
Selby District Council
Civic Centre
Doncaster Road
Selby
YO8 9FT

Policy Review Committee 14 July 2015 – Minutes Extract**6. PR/15/5 - NATIONAL NON-DOMESTIC RATES DISCRETIONARY RELIEFS**

The Committee was advised that local authorities had the power to grant Discretionary Rate Relief to organisations that met certain criteria.

Overall, the Discretionary Rate Relief Policy had worked well and those organisations entitled to relief had continued to benefit. However, experience had shown that there were some changes that could improve administration and transparency.

Councillors were asked to consider a revised Policy, as set out in Appendix A of the report.

The Benefits and Taxation Officer was asked if the three months Business Rate Relief for unoccupied shop premises could be extended in order to encourage landlords to let premises to businesses as well as charity shops. In response, the Benefits and Taxation Officer reported that the Council had no discretion in relation to premises valuations, as these were set by the Valuation Office Agency (VOA). Therefore, the three month exemption could not be extended unless the use of the premise changed and the premise was re-evaluated by the VOA.

The Committee also discussed the 80% Mandatory Relief available to charities.

RESOLVED:

- I. To approve the following changes to the Council's Discretionary Rate Relief Policy:**
 - **S44a relief (part occupation of premises) be added to the Policy; and**
 - **The award cap relating to rateable values be removed.**
- II. To recommend that the Executive consider charity shops' compliance with the Discretionary Rate Relief scheme.**

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Selby District Council

REPORT

Reference: E/15/24

Item 9 - Public



To: The Executive
Date: 1 October 2015
Status: Non-key decision
Report Published: 23 September 2015
Author: Ralph Gill, Benefits & Taxation Lead Officer
Executive Member: Cliff Lunn – Executive Lead (Finance and Resources)
Lead Officer: Karen Iveson – Executive director

Title: National Non-Domestic Rates Transitional Relief Scheme

Summary:

Transitional Relief dampens the effect of business property revaluation every five years. However, the Government extended the life of the Ratings List that was due to end in March of this year to March 2017. They have asked Billing Authorities to introduce their own Transitional Relief Policy for 2015/16 and 2016/17. The report sets out the Council's proposed scheme which is based on DCLG Guidance.

Recommendations:

To approve the scheme at appendix A.

Reasons for recommendation

To allow applications for Transitional Relief for National Non-Domestic Rates (NNDR) to be assessed in accordance with Government guidance

1. Introduction and background

1.1 National Non-Domestic Rates (NNDR) is the form of property rating that applies to any property which is not a domestic dwelling. This could be anything from an advertising hoarding to a power station.

1.2 Business properties are generally re-valued every five years and given a new

Rateable Value (RV) in a revised ratings list. As revaluation may lead to large increases or decreases for some businesses, the Government introduces, at the start of a list, a transitional relief scheme that limits the amount by which a business's rates can be increased or decreased. Typically RVs increase at each revaluation and a system of Transitional Relief (TR) provides tapered support for those that experience increases.

- 1.3 The previous TR scheme was introduced in 2010 to help those NNDR ratepayers who were faced with higher bills following revaluation from the 2005 Ratings List. The 2010 Ratings List was originally established for a five year period up to 31 March 2015. The original intention was that a new Ratings List would be introduced from 1 April 2015 and that new valuations would have been applied from then. Those qualifying for TR would then have qualified under the new statutory scheme.
- 1.4 The Government announced in 2012 that they would delay revaluation until April 2017. The mandatory TR scheme, established following the 2010 revaluation, ended on 31 March 2015 and, as a result, a small number of ratepayers potentially faced a jump to their full rates bill from 1 April 2015.
- 1.5 The Chancellor announced in the autumn statement on 3rd December 2014 that this was not the intention of the Government and, as a result, it would extend TR for small and medium size businesses with a rateable value of up to £50,000 for 2015-16 and 2016-17 but this would be through local schemes adopted by individual billing authorities. Legislation states that properties with a RV in excess of £50,000 cannot access the scheme.
- 1.6 A new Ratings List will be introduced by central government in April 2017 at which point it is expected that a mandatory relief scheme will come into force.

2. The Report

- 2.1 The proposed policy is attached at appendix A. It follows guidance issued by the Department for Communities and Local Government. Properties with a RV below £50,000 that would have received TR under the old scheme can be assessed for TR under the local scheme. This new scheme differs from the previous scheme in that under the statutory scheme TR was assessed on the gross liability before all other reliefs were awarded. Because the new scheme operates under the Localism Act TR is assessed after all other reliefs are awarded. The policy provides the methodology under which awards are assessed.
- 2.2 Policy Review Committee considered the policy as its meeting on 14 July 2015 and resolved to recommend that the Executive approve the scheme.

3. Legal/Financial Controls and other Policy matters

Legal Issues

- 3.1 As a result of the temporary nature of this scheme the government has not changed the NNDR legislation. Instead, this scheme operates as a discretionary relief under Section 47 of the Local Government Finance Act 1988, as amended by the Localism Act 2011.
- 3.2 It is for individual billing authorities to adopt a local scheme and decide in each individual case when to grant relief under Section 47.
- 3.3 The scheme directly follows DCLG guidance but the scope of its operation is narrowly defined by S47 of the LGFA 1988 (as amended by the Localism Act).

Financial Issues

- 3.4 Central Government will fully reimburse local authorities for the local share of the discretionary relief using a Section 31 grant. In view of the fact that such expenditure will be reimbursed it is expected that billing authorities will grant discretionary relief to eligible ratepayers.
- 3.5 The Council will award the relief as outlined and will then claim the loss of income back from central government via a grant claim later in the financial year. There will be cash flow implications but the amounts involved are not significant.
- 3.6 Each of the Local authorities that benefit from Rates Retention (SDC, NYCC, NYFRA) will receive a S31 grant for their share to compensate them for reduced income.

Relief Given	Govt 50%	SDC 40%	NYCC 9%	NYFRA 1%
100%		S31 Grant	S31 Grant	S31 Grant
£11,028.60	£5,514.30	£4,411.44	£992.57	£110.29

Impact Assessment

- 3.7 It is anticipated that the impact of this will be low because it excludes properties with a RV in excess of £50,000.
- 3.8 To date the Council has had one enquiry following the end of the mandatory scheme in March. Although the property did previously receive relief, as the property concerned has a RV in excess of £50,000, it cannot qualify under the new local scheme.
- 3.9 It is estimated that around 20 properties may qualify under this scheme with total relief awarded being around £11k. Where relief is awarded it will be backdated to 1st April 2015.

4. Conclusion

- 4.1 The policy is necessary to provide a framework for the granting of Transitional Relief for 2015/16 and 2016/17 when the mandatory Policy is not applicable.

5. Appendices

Appendix A – Transitional Relief Policy

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Selby District Council

National Non Domestic Rates (NNDR)

Transitional Relief Policy

April 2015

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1. Background

The transitional relief scheme was introduced in 2010 to help those ratepayers who were faced with higher bills following revaluation from the 2005 List.

The scheme ended on 31 March 2015 and as a result a small number of ratepayers faced a jump to their full rates bill from 1 April 2015.

The Government announced in the Autumn Statement on 3 December 2014 that it would extend to March 2017 the transitional relief scheme for properties with a rateable value up to and including £50,000.

2. Legislation

As this is a measure for 2015-16 and 2016-17 only, the government has not changed the legislation around transitional relief.

Instead the government will, in line with the eligibility criteria set out in this policy, reimburse local authorities that use their discretionary relief powers, under Section 47 of the Local Government Finance Act 1988, as amended by the Localism Act 2011, to grant relief.

Under the existing statutory transition scheme which ended on 31 March 2015, transitional relief is measured **before** all other reliefs. But because the extension of transitional relief into 2015/16 and 2016/17 will be delivered via Section 47 of the Local Government Finance Act 1988 (as amended by the Localism Act) transitional relief will be measured **after** other reliefs (including other Localism Act delivered reliefs such as retail relief).

It is for individual local billing authorities to adopt a local scheme and decide in each individual case when to grant relief under Section 47.

Central government will fully reimburse local authorities for the local share of the discretionary relief (using a grant under Section 31 of the Local Government Act 2003).

In view of the fact that such expenditure can be reimbursed, the government expects local government to grant discretionary relief to qualifying ratepayers and local authorities are therefore encouraged to inform the ratepayers affected that relief is available.

The Non-Domestic Rating (Discretionary Relief) Regulations 1989 (S.I. 1989/1059) require authorities to provide ratepayers with at least one year's notice in writing before any decision to revoke or vary a decision so as to increase the amount the ratepayer has to pay takes effect.

Such a revocation or variation of a decision can only take effect at the end of a financial year.

But within these regulations, local authorities may still make decisions which are conditional upon eligibility criteria or rules for calculating relief which allow the amount of relief to be amended within the year to reflect changing circumstances.

3. Which properties will benefit from the relief?

Properties that will benefit are those with a rateable value up to and including £50,000 who would have received transitional relief in 2015/16 or 2016/17 had the existing transitional relief scheme continued in its current format.

In line with the existing thresholds in the transitional relief scheme, the £50,000 rateable value threshold should be based on the rateable value shown for 1/4/10 or the substituted day in the cases of splits and mergers.

This policy applies to transitional relief only (i.e. those moving to higher bills).

As the grant of the relief is discretionary, the authority may choose not to grant the relief if they consider that appropriate, for example where granting the relief would go against the authority's wider objectives for the local area.

4. How much relief will be available?

The Government will fund Localism Act discounts to ensure eligible properties receive the same level of protection they would have received had the transitional relief scheme extended into 2015/16 and 2016/17. The transitional relief scheme should be assumed to remain¹ except that:

- a) the cap on increases for small properties (with a rateable value of less than £18,000) in both 2015/16 & 2016/17 should be assumed to be 15% (before the increase for the change in the multiplier)², and
- b) the cap on increases for other properties (up to and including £50,000 rateable value) in both 2015/16 and 2016/17 should be assumed to be 25% (before the increase for the change in the multiplier)³.

As explained above, the scheme applies only to properties up to and including £50,000 rateable value based on the value shown for 1/4/10 or the substituted day in the cases of splits and mergers. Changes in rateable value which take effect from a later date should be calculated using the normal rules in the transitional relief scheme⁴.

¹ As prescribed in the Non-Domestic Rating (Chargeable Amounts) (England) Regulations 2009 No. 3343

² Specifically, X in regulation 8(3) for the years commencing 1 April 2015 and 1 April 2016 should be assumed to be 115. Q should be assumed to be 1.019.

³ Specifically X in regulation 8(2) for years commencing 1 April 2015 and 2016 should be assumed to be 125. Q should be assumed to be 1.019.

⁴ i.e. "N over J" for reductions or "N minus J" for increases

For the avoidance of doubt, properties whose rateable value is £50,000 or less on 1 April 2010 (or the day of merger) but increase above £50,000 from a later date will still be eligible for the relief. Where necessary the Valuation Office Agency will continue to issue certificates for the value at 31 March 2010⁵ or 1 April 2010⁶. The relief should be calculated on a daily basis.

A detailed explanation and illustration of how the relief (and the associated Section 31 grant) should be calculated is at 7 below.

5. Recalculations of relief

As with the current transitional relief scheme, the amount of relief awarded should be recalculated in the event of a change of circumstances. This could include, for example, a backdated change to the rateable value or the hereditament. This change of circumstances could arise during the year in question or during a later year.

The Non-Domestic Rating (Discretionary Relief) Regulations 1989 (S.I. 1989/1059) require authorities to provide ratepayers with at least one year's notice in writing before any decision to revoke or vary a decision so as to increase the amount the ratepayer has to pay takes effect.

Such a revocation or variation of a decision can only take effect at the end of a financial year. But within these regulations, local authorities may still make decisions which are conditional upon eligibility criteria or rules for calculating relief which allow the amount of relief to be amended within the year to reflect changing circumstances.

6. State Aid

State Aid law is the means by which the European Union regulates state funded support to businesses. Providing discretionary relief to ratepayers is likely to amount to State Aid. However the extension of transitional relief will be State Aid compliant where it is provided in accordance with the De Minimis Regulations (1407/2013).

The De Minimis Regulations allow an undertaking to receive up to €200,000 of De Minimis aid in a three year period (consisting of the current financial year

⁵ Regulations 15 or 16, SI 2009 No. 3342

⁶ Regulation 14 SI 2009 No.3343

and the two previous financial years). Local authorities should familiarise themselves with the terms of this State Aid exemption, in particular the types of undertaking that are excluded from receiving De Minimis aid (Article 1), the relevant definition of undertaking (Article 2(2)10) and the requirement to convert the aid into Euros.

To administer De Minimis it is necessary for the local authority to establish that the award of aid will not result in the undertaking having received more than €200,000 of De Minimis aid (€100,000 for road transport concerns).

Note that the threshold only relates to aid provided under the De Minimis Regulations (aid under other exemptions or outside the scope of State Aid is not relevant to the De Minimis calculation).

7. Calculation for the extension of transitional relief

Under the existing statutory transition scheme which ended on 31 March 2015, transitional relief is measured **before** all other reliefs. But because the extension of transitional relief into 2015/16 and 2016/17 will be delivered via Section 47 of the Local Government Finance Act 1988 (as amended by the Localism Act) transitional relief will be measured **after** other reliefs (including other Localism Act delivered reliefs such as retail relief).

Therefore, for the purposes of awarding relief and claiming Section 31 grant, we have to measure the extension of transitional relief after all other reliefs.

Therefore the following steps must be followed:

1. Identify those eligible properties which would have qualified for transitional relief in 2015/16,
2. Calculate the actual rates bill for those properties in 2015/16 after all other reliefs assuming transitional relief has ended,
3. Calculate the rates bill for those properties in 2015/16 after all other reliefs assuming transitional relief continued (in line with the assumptions in this guidance), and
4. Calculate the difference between stage 2 and 3 and award a Localism Act discount to that value.

Authorities will be asked to report the cost of extending the transitional relief scheme using this methodology from which the associated Section 31 grant will be calculated (using the appropriate local share).

Examples

1. No other reliefs

If a ratepayer would have been eligible for transitional relief of 25% caps in 2015/16 then their bill is calculated as follows (ignoring inflation):

	Step 1 2014/15	Step 2 2015/16	Step 3 2015/16	Step 4 2015/16
Bill before any reliefs	£10,000	£10,000	£10,000	£10,000
Transitional relief (had the original scheme continued)	-£4,000	£0	-£2,500	£0
Net bill before Localism Act discount	£6,000	£10,000	£7,500	£10,000
Localism Act Transitional Relief	£0	£0	£0	-£2,500
Net Rates Bill	£6,000	£10,000	£7,500	£7,500

For illustration we have assumed the multiplier does not change between years.

This is the simple case. The value of the transitional relief had the scheme continued is £2,500. In practice extending transitional relief will be achieved by awarding a Localism Act discount which is calculated at the end of the bill. But because there are no other reliefs the value of the discount to ensure in practice transitional relief continues is also £2,500.

2. Other reliefs

If, for example, the same ratepayer would otherwise have fallen out of transitional relief in 2015/16 also receives 80% charitable mandatory relief then their bill is calculated as follows (ignoring inflation):

	Step 1 2014/15	Step 2 2015/16	Step 3 2015/16	Step 4 2015/16
Bill before any reliefs	£10,000	£10,000	£10,000	£10,000
Transitional relief (had the original scheme continued)	-£4,000	£0	-£2,500	£0
Net bill before other reliefs	£6,000	£10,000	£7,500	£10,000
Charitable Relief	-£4,800	-£8,000	-£6,000	-£8,000
Localism Act Transitional Relief	£0	£0	£0	-£500
Net Rates Bill	£1,200	£2,000	£1,500	£1,500

For illustration we have assumed the multiplier does not change between years.

8. Notifying the decision

The Non-Domestic Rating (Discretionary Relief) Regulations 1989 (S.I. 1989/1059) require authorities to provide ratepayers with at least one year's notice in writing before any decision to revoke or vary a decision so as to increase the amount the ratepayer has to pay takes effect.

Such a revocation or variation of a decision can only take effect at the end of a financial year.

But within these regulations, local authorities may still make decisions which are conditional upon eligibility criteria or rules for calculating relief which allow the amount of relief to be amended within the year to reflect changing circumstances.

Accordingly all properties benefiting from an award of transitional relief must be sent a notice stating that the award is to the end of the relevant financial year only.

9. Right of Appeal

There is no formal right of appeal against this decision.

However we will check the calculation to make sure it has been done correctly in line with this policy.

We will write to advise the applicant of the outcome of our reconsideration and if we are not changing the decision, we will explain why.

10. Publicity

The Council will include information about transitional relief within the Non-Domestic Rate section of the Council's website.

11. Review

This policy shall only have effect for NNDR liabilities up to 31 March 2016.

As such there is no requirement for this policy to be reviewed.

Selby District Council

REPORT

Reference: E/15/25

Item 10 - Public



To: The Executive
Date: 1 October 2015
Status: Non Key Decision
Report Published: 23 September 2015
Author: Glenn Shelley – Business Manager
Executive Member: Councillor Cliff Lunn – Lead for Finance
Lead Officer: Karen Iveson – Executive Director

Title: Localism Rate Relief Church Fenton Airfield

Summary:

This report seeks a view from the Executive on the provision of National Non Domestic Rate Relief (NNDR) under the Localism Act 2011. Enquiries have been made of the Council about the potential to apply Localism Rate Relief to the former RAF Church Fenton Site to help encourage the establishment of buildings at the site at, Busk Lane, Church Fenton as a film and television studio.

Recommendations:

- i. **Subject to applications meeting the criteria in the Council's Discretionary Rate Relief Policy, to give delegated authority to the Executive Director S151 after consultation with the Leader of the Council to determine applications for rate relief as appropriate.**
- ii. **To recommend to Full Council that an appropriate amount of funding be drawn down from the Business Rate Relief Reserve to cover the costs of the relief in 2015/16.**

Reasons for recommendation

To ensure the Executive support the use of Localism Rate Relief in the circumstances outlined in the report and that appropriate funding is made available.

1. Introduction and background

- 1.1 National Non-Domestic Rates Localism Relief was introduced for Selby District Council under the Localism Act 2011 to enable the Council to offer a financial incentive to businesses to move into the area or expand their operations. Subject to qualification, any organisation can apply for this discretionary relief where granting it would be of direct benefit to the local community.
- 1.2 The Council's Discretionary Rate Relief Policy allows the award of Localism Relief where the ratepayer creates new employment opportunities for a minimum period of twelve months for individuals who reside in Selby District and have been unemployed for a period of six months continuously.

2. The Report

- 2.1 An application for rate relief under the Localism Act has been received from Screen Yorkshire, a production company based in Leeds, to establish buildings at the former RAF Church Fenton Site, Busk Lane, Church Fenton as a film and television studio.
- 2.2 The Council understands that Screen Yorkshire would develop the site in the first instance for other production companies to use in film and television production.
- 2.3 Preliminary discussions with Screen Yorkshire indicate that there could be significant interest in the site from production companies and that there are no similar sized studios within Yorkshire. One new television project could create employment for up to 80 people. Ancillary suppliers to the industry such as caterers, hotels, taxis and security staff could also be secured locally. It is also common for production companies to provide traineeships which could create exciting opportunities for young people in the district.
- 2.4 Whilst Screen Yorkshire has made the initial contact with the Council regarding rate relief, it is for the production company using the facility to make a formal claim for relief. At this stage, the Council has not received such an application, but officers are asking for a steer from the Executive whether such an application is acceptable if it meets the criteria for relief as set out in the Council's policy and, if so, what level of relief should be given.
- 2.5 The Council's policy on Discretionary Relief under the Localism Act sets out a number of factors for consideration in applying relief, these include:
 - If the ratepayer creates new employment opportunities for a minimum period of twelve months for individuals: who reside in the Selby District and who have been unemployed for a period of six months (continuous).

- The premises and the organisation must be of significant benefit to the residents of the District.
- If the ratepayer provides:
 - Facilities to certain priority groups such as elderly, disabled, minority or disadvantaged groups
 - Significant employment or employment opportunities to residents of the District
 - Residents of the District with such services, opportunities or facilities that cannot be obtained locally or are not provided by another organisation

2.6 Any award made must be in the interests of Council Tax payers within the District.

2.7 As Localism Relief is discretionary the Council may award relief as it feels appropriate. Whilst it is difficult to give an estimate of the costs to the Council without knowing the rateable value or NNDR assessment of the production facilities, the current rates value for the whole of the applicable premises is £128,100.00 and some realistic illustrative examples for individual companies are set out in the table below:

Company Name	Business Rates Liability	Percentage Relief Awarded	Costs to the Council (40% of the total)
Company A	£10k	25	£1,000
		50	£2,000
		75	£3,000
		100	£4,000
Company B	£25k	25	£2,500
		50	£5,000
		75	£7,500
		100	£10,000

2.8 Additionally, any Discretionary Rate Relief is classed as State Aid and is therefore subject to State Aid limits. Any award made must have regard to all State Aid awarded to the parent company and any other applications for State aid that are pending.

2.9 If supportive of the principal of providing relief in the circumstances outlined above, the Executive may wish to delegate decision making on individual cases to the Executive Director S151 after consultation with the Leader of the Council.

3. Legal/Financial Controls and other Policy matters

Legal Issues

3.1 None as a direct result of this report.

Financial Issues

3.2 The level of award proposed may not be sufficient to attract the production companies however resources are limited and therefore awards need to be pitched at a level which is prudent for the Council. There is a reserve of £300k for Discretionary Reliefs but approval from full Council is required to access the necessary funding. Like other Discretionary Reliefs, the cost of any award of Localism Relief is split across the relevant authorities as 50% central government; 40% district council; 9% NYCC; 1% fire authority.

3.3 However, if the Council goes into a Safety Net position the Council's proportion of Localism Relief awarded in that financial year is added back into the rates collected when calculating the Safety Net amounts.

Impact Assessment

3.4 Equality, diversity, and community impact screenings have been undertaken on the policy, these identify the granting of relief as having a positive effect on the businesses affected. Any award made should be on the basis that it creates employment opportunities for residents of the District.

4. Conclusion

4.1 This report asks the Executive for its view on the award of Discretionary Rate Relief under the Localism Act in the circumstances set out above. The award of such relief can only be made if certain benefits to the district are clearly demonstrable.

5. Background Documents

None

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Appendices:

None

Selby District Council

REPORT

Reference: E/15/26

Item 11 - Public



To: The Executive
Date: 1 October 2015
Status: Non key decision
Report Published: 23 September 2015
Author: Drew Fussey – Business Development Officer
Executive Member: Cllr Cliff Lunn
Lead Officer: Jonathan Lund, Deputy Chief Executive

Title: Co-location and partnership working opportunity with North Yorkshire Police

Summary:

In November 2014 the Council entered in to dialogue with North Yorkshire Police (NYP) exploring the opportunity to co-locate officers and staff located at Selby police station within the Civic Centre. These discussions have now led to the development of a formal proposal.

The proposal is being considered by the NYP Executive Board on the 22nd September and following approval by the Police and Crime Commissioner further discussion on terms, agreement with third parties and planning permissions will be progressed.

This report invites the Executive to indicate whether it supports the proposal.

Recommendations:

The Executive support the proposal in principle and authorise the Deputy Chief Executive to enter into the necessary legal and financial negotiations prior to Executive approval.

Reasons for recommendations

To enable the necessary legal and financial details to be determined so the officers with delegated authority can enter into the negotiations prior to Executive approval.

1. Introduction and background

- 1.1 North Yorkshire Police (NYP) is carrying out a review of their Estate Strategy. As part of this process NYP are having exploratory discussions with all North Yorkshire Councils and other potential partners to identify areas where estate assets could be shared.
- 1.2 Johnathan Lund (Deputy Chief Executive), with support from Legal and Finance have had initial discussions with the NYP Lead for the Estate Strategy and the NYP Estates team. Having identified accommodation within the Civic Centre which could be made available to meet NYP's needs, both parties have started to explore the opportunities in detail and are seeking to make a formal proposal for Executive approval.

2. The Report

- 2.1 The Council has identified accommodation within the Civic Centre which could be made available to meet NYP's needs for policing Selby district (see Appendix 1). The proposal is for NYP to enter into a contractual agreement with SDC to lease space at the Civic Centre on a long term lease, under a Heads of Terms agreement.
- 2.2 NYP is seeking to occupy approximately 230m² of space (or 8% of the existing building) In addition the proposal includes a new single storey extension to provide facilities not currently available in the Civic Centre (locker rooms / showers/ secure storage and a separate operational access into the building) and car parking facilities for police vehicles. The car park access would be over land owned by the NHS and therefore would be subject to further negotiations around this provision. The car park and extension would be subject to receiving planning permission.
- 2.3 There is an opportunity for the Council to build a second floor to the police extension. An assessment of this opportunity will be included in a subsequent report to Councillors.

This proposal would also enable the existing police station and the Council's retained land at Portholme Road to be jointly marketed. This should enhance the attractiveness of both sites to developers.

- 2.4 Details of the financial implications of the proposals are still being developed. It is anticipated that the capital costs of the necessary works would be funded by NYP and the ownership of the building would be retained by SDC. However options are still being considered as to the best route that will ensure the best financial outcome for both organisations. NYP would pay a rental sum to the Council in accordance with the terms of the lease. Savings are anticipated for

both organisations however, some running costs are likely to increase due to insurance, heating, lighting, cleaning etc. given the Police will operate 24/7 these costs will be covered within the rental sum paid by NYP.

- 2.5 If the proposal is accepted the necessary actions will be taken to enable the police to move in at the earliest opportunity. It is envisaged that the building works would begin in the spring of 2016 and that NYP will begin to occupy the building towards the end of 2016.

2.6 Impacts

- There will be some need to reorganise the layout of the Civic Centre to accommodate NYP. The Police Estates team will provide support to help plan this reorganisation. This is timely and will enable the Council to respond to feedback from the staff survey and reflect any recommendations from the organisational review.
- NYP will share the use of some existing Civic Centre facilities including the reception area, meeting rooms and refreshment facilities.
- Operational access for police vehicles and officers will be via a new entrance shared with the Ambulance Station. Staff vehicles will, however, park in the existing Civic Centre Car Park.
- NYP have conducted a risk assessment and will implement their operational procedures to ensure that there is no disruption to the operation of the Civic Centre and its reception area and that the safety and security of visitors and staff is not compromised.
- The Council and the NHS entered into an overage agreement when the Council purchased the Civic Centre site from the NHS. Negotiations are to take place, but if a payment is to be made to the NHS to reflect any enhancement of the value of the Council's site, we will be requesting NYP bear these costs as the extension is needed as result of these proposals to enable the police to operate from the Civic Centre.
- Selby Police already have a very good working relationship with Selby DC and this move will further enhance the positive outputs from this working relationship and help develop new ways of delivering services.
- This proposal should deliver savings for both the Council and NYP in respect of the cost of utilities, management and on-going maintenance.

3. Legal/Financial Controls and other Policy matters

Legal Issues

- 3.1 The Council and the NHS entered into an overage agreement when the Council purchased the Civic Centre site from the NHS. Depending on the outcome of legal discussions a payment may have to be made to the NHS to reflect any enhancement of the value of the Council's site as a result of these proposals. It is our intention to pass any such costs onto NYP.

Contractual agreements with both Health and Police will be required and are currently being negotiated subject to approval to continue.

Financial Issues

- 3.2 More work is needed to ensure both parties can financially benefit from the co-location.

4. Conclusion

- 4.1 By sharing estates the with the Police and other Public sector partners the Council can reduce its operating costs and potentially improve efficiency across a number of service delivery areas through closer more integrated working.

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Selby District Council

REPORT

Reference: E/15/27

Item 12 - Public



To: The Executive
Date: 1 October 2015
Status: Key decision
Report Published: 23 September 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:

A new York, North Yorkshire & East Riding Housing Strategy 2015-2021 has been developed which was approved by Executive on 4th June 2015, and formally launched by the York, North Yorkshire & East Riding Housing Board on 14th September 2015.

Beneath this overarching sub-regional strategy, each district is required to formulate its own Homelessness Strategy and Action Plan to address local issues, and in particular to continue the successful focus on homelessness prevention and housing advice.

Following approval by Executive on 4th June for the draft Selby district Homelessness Strategy and Action Plan to be consulted, feedback has now been considered and the documents have been reviewed and adjusted for final approval.

Recommendations:

- i) That the Selby Homelessness Strategy & Action Plan 2015-20 be approved

Reasons for recommendation

The Executive is asked to agree the recommendation to ensure that Selby district has an up to date Homelessness Strategy and Action Plan to meet its statutory duty.

1. Introduction and background

- 1.1 The previous Homelessness Strategy for Selby District was contained within the North Yorkshire sub-regional Housing and Homelessness Strategy 2010-2015. However, the new York, North Yorkshire & East Riding (YNYER) Housing Strategy 2015-21 launched on 14th September 2015 provides a framework beneath which districts can develop their own Homelessness Strategies to address local issues.
- 1.2 The YNYER Housing Strategy sets out priorities under 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
- 1.3 The prevention of homelessness is the focus of our Housing Options work; it is more cost effective than dealing with its consequences, and delivers far better outcomes for those concerned. In Selby over the last few years we have successfully prevented and relieved homelessness in an increasing number of cases, and despite an increase in the number of formal homeless approaches being made, the number of homeless acceptances has remained fairly low.
- 1.4 A small officer working group was established to consider how the overarching Strategy's priorities should shape a Selby Homelessness Strategy and Action plan for 2015-2020, and a desktop review of our service and outcomes was completed to inform an initial draft.
- 1.5 This draft Homelessness Strategy and Action Plan for 2015-20 (the maximum period able to be covered by a Homelessness Strategy is 5 years) was approved for consultation by Executive on 4th June 2015.

2. The Report

- 2.1. As part of the consultation process, we sought the views of both service users and partner agencies in the district who can continue to help us deliver positive outcomes for our residents.
- 2.2. Consultation on the draft Selby Homelessness Strategy and Action plan ran between 15th June and 3rd August 2015, and comprised:
- publishing a copy on our website for electronic/paper responses
 - highlighting it to partners at our Selby Homelessness Group/Forum

- looking at the feedback from pledge cards, provided to all our customers
- carrying out surveys with all households who approached our services during July 2015
- with more detailed surveys carried out with households we placed in temporary accommodation
- In addition, as part of our work towards achieving the Gold Standard for our Housing Options Service, we underwent a Diagnostic Peer Review on 24th -26th June, which also fell within the consultation period.

2.3 Details of the consultation feedback can be found at Appendix B of the Strategy, but in summary:

- partner agencies were given the opportunity to comment on and discuss the draft, and in particular the joint action plan, when they met on 20th July.
- there was limited response from service users through the pledge cards but all respondees reported receiving a good 😊 service from the team.
- 11 customer satisfaction surveys were completed, all recent clients who have been through the service, of whom 7 used our temporary accommodation. As part of the feedback we also asked for areas of improvement to be identified, which highlighted issues around repairs, staffing levels and the standard of accommodation.
- The survey results were very useful in highlighting particular aspects of our service and guide planned improvements, and officers plan to repeat the process now on a monthly basis by telephone, with the aim of capturing 15-20% of customers who access our Housing Options service.
- The peer review provided a detailed assessment of the draft Strategy as part of the process, and some adjustments have been made in particular to the Review section and the action plan, to include more information about the services we provide in the district, and to demonstrate closer links with the main document. The Gold Standard peer review resulted in very positive feedback about the front facing services offered by our Housing Options Team and their homeless prevention work.

2.4 We aim to achieve a Gold Standard Housing Options service by March 2017, and have already started work to achieve Bronze Standard by the end of 2015. This involves demonstrating the quality of our front line housing services through a 10 step continuous improvement approach that starts with a pledge for local authorities aspiring to '*strive for continuous improvement in front line housing services*' and culminates in an application for the Gold Standard Challenge. The first challenge we plan to address relates to the use of bed and breakfast for 16/17 year olds, and involves 43 questions and 14 pieces of evidence.

2.5 Following consideration of the responses and comments received through the consultation process for the Strategy, we have revisited the draft, concentrating on the areas for improvement which have informed our action

plan. Both have been finalised in consultation with the working group and key officers.

3. Legal/Financial Controls and other Policy matters

Legal Issues

- 3.1 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

- 3.2 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.

4 Impacts

- 4.1 A clear approach to housing advice and homeless prevention services will provide better outcomes for households approaching us for assistance, and will ensure that resources are targeted where they can make the greatest impact.
- 4.2 An Equality, Diversity, and Community Impact Assessment has been completed.

5 Conclusion

Consultation on our draft Homelessness Strategy and Action Plan 2015-20 is now complete and adjustments have been made to this final draft which will enable us to continue working closely with local partner agencies to provide an approach to homelessness and housing options work which meets local need.

Background Documents

Equality, Diversity, and Community Impact Assessment 9th September 2015

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Appendices:

Appendix A. Selby Homelessness Strategy 2015-2020 Final Draft
Appendix B. Selby Homelessness Strategy Action Plan 2015-2020 Final Draft

Access Selby
A new approach to public service

SELBY
DISTRICT COUNCIL
Moving forward with purpose

Consultation Final

Selby District Council

**HOMELESSNESS
STRATEGY**

2015 - 2020

Post Consultation Final Draft



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Foreword

I am very pleased to introduce Selby District Council's new Homelessness Strategy, which sets out our plans for 2015-2020.

The Strategy is set against the backdrop of unprecedented change in public spending, welfare benefits and social housing. The implications of these changes are not yet fully understood but there is broad consensus that they will increase pressure on homelessness services at a time when resources are facing cuts.



The Council's corporate commitment to the Housing Options service will continue with consideration of bids for additional funding where necessary to achieve our aims. In Selby we have an ongoing commitment to early intervention and prevention to ensure the best possible outcomes for our residents, with the support of our Lead Officers in respect of joint working and involvement of staff in both permanent and time limited working groups.

We have a long history of working together in partnership and in collaboration with key local agencies and the voluntary sector to drive change and introduce new ways of working to ensure that we provide the best service we can. In particular we have seen an increase in prevention work which assists people to either stay in their own homes or find other suitable accommodation. This approach is fundamental in ensuring that households are assisted wherever possible to avoid homelessness, and officers from a number of service areas work together to offer a joined up approach to advice and assistance.

We have consulted with our local Homelessness Steering Group/Forum in producing this strategy, in particular regarding our joint Action Plan which we will deliver through continued local partnership working. Formal consultation of the strategy took place between 15th June – 3rd August, and included analysis of user surveys from all households who approached our service within that period, and more detailed surveys for those we placed in temporary accommodation. Following analysis of the feedback, we have reviewed and adjusted our plans.

We are working towards achieving a 'Gold Standard' Options service by March 2017, and underwent a peer review by neighbouring authorities 24th – 26th June. A review of the draft strategy formed part of the assessment, and feedback has been reviewed as part of the wider consultation process. In particular, the peer review was very positive about the front facing services offered by our Housing Options Team.

We recognise that we face a challenging task, with the number of contacts to our team increasing. However, we are determined that the actions set out in this Strategy, delivered together with the support of our partners, will enable us to provide a co-ordinated approach to the provision of services, to effectively tackle and reduce the risk of homelessness in Selby district.

Councillor Dave Peart

Member of the Executive - Lead Councillor for Housing, Leisure, Health and Culture

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 York, North Yorkshire & East Riding Housing Strategy (2015-21) and a desktop review of homelessness and the homeless services provided in Selby over the past few years. It has also taken into account 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 our 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 initially, 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 have been involved and had the opportunity to shape our approach, including through consultation on the draft strategy at the Selby Homelessness Steering Group/Forum. This Group includes housing staff and members of our own Housing Options Team, local homeless service providers, and advice and support agencies (for a list of local partner agencies see Appendix D). Wider consultation was completed between June and August, and service user feedback about both the accommodation and the services we provide has been considered and 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/Forum, 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 – 4/9/15	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 (which were introduced from 1st 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 an 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 modifyng 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 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, 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 accessing 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.
- 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 in the private rented sector 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.
- In Selby, Universal Credit is being rolled out for new applicants in November 2015, and 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 begin to manage their own 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 York, North Yorkshire & East Riding Housing Strategy 2015 - 2021

Selby District's Homelessness Strategy is underpinned by the York, North Yorkshire & East Riding Housing Strategy 2015-21. This document is the culmination of close working between the North Yorkshire Housing Board and the York, North Yorkshire & 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, and the evidence base presented in the York and North Yorkshire & East Riding Strategic Economic Plan. It can be found on the partnership's website:

<http://www.northyorkshirestrategichousingpartnership.co.uk/>

The strategy includes nine shared strategic priorities for 2015-21, 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 5.

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 all 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.

<http://www.nycyerhousing.co.uk/housing-strategy/tenancy-strategy/>

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 had been in operation for 12 months, and a revised policy was agreed in 2013 when 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.

<http://www.northyorkshirehomechoice.org.uk/>

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. This Plan is the single, overarching plan for North Yorkshire County Council's Children's Trust, and 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

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'

This Strategy will transform services to ensure that 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. It replaces the out of date 'Our Future

Lives Policy' and reflects changes in economic circumstances and the County Council's Extra Care ambitions.

The Strategy 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. In addition 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

The Plan has close links to the York, North Yorkshire & East Riding Housing Strategy 2015-21, and our Homelessness Strategy 2015-20 with many of the targets being cross cutting and delivered in partnership.

<http://www.northyorks.gov.uk/article/30736/Our-care-and-support-where-I-live-strategy>

Children and Young People's Plan 2014-17: Young and Yorkshire

This plan has three priorities 2014-17:

- Ensuring that education is our greatest liberator, with a greater proportion of pupils attending a good or outstanding school or setting
- Helping all children enjoy a happy family life, with a safe reduction in the looked after child population
- Ensuring a healthy start to life, with more children and young people leading healthy lifestyles

All of these priorities are assisted through children and young people having access to safe and secure accommodation which is appropriate to their needs.

<http://m.northyorks.gov.uk/CHttpHandler.ashx?id=2725&p=0>

North Yorkshire and City of York Domestic Abuse Strategy 2014 - 2018

This sets out a vision for how domestic abuse should be addressed across York & North Yorkshire with implementation plans designed to achieve the aims of the strategy. We recognise the negative impact that Domestic Abuse has on families, children and communities, and are committed to providing effective and consistent support and interventions to meet the needs of

those affected. In Selby district, violent and non-violent domestic violence is one of the top reasons for homelessness.

From 31st March 2013, the Government have changed the definition of 'domestic violence and abuse' to:

Controlling behaviour includes a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

Coercive behaviour includes an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used by perpetrators to harm, punish, or frighten their victim. This includes issues of concern to black and minority ethnic (BME) communities such as so-called honour based violence, forced or early marriage and female genital mutilation.

All forms of domestic abuse involve perpetrators seeking to exert power and control over their partners or family member and often incorporate a range or variety of abusive behaviours.

<http://m.northyorks.gov.uk/CHttpHandler.ashx?id=27848&p=0>

Selby District Context

Social Housing Stock

The Council retains its housing stock, and manages 3,099 properties in the district (at 31st March 2015), although this is currently reducing with the rate of Right to Buy sales increasing to 25 for 2014/15. 12% of the local market overall is social rented (9% local authority stock, and 3% Housing Association (Registered Provider)), with just 6% of the market being private rented.

On 31st March 2015 there were 671 applicants on the waiting list for social rented homes in Selby district (including 142 transfer applications). This reduced number has resulted partly from the HomeChoice allocations review in 2013 which requires a tighter local connection, and makes homeowners with no housing need ineligible to join the list.

Selby District Council Tenancy Policy

Our Tenancy Policy sets out how we offer fixed term tenancies for some new Council Tenants; we aim to assist those residents who most need our support as the supply of housing at a low rent for life is a limited resource.

We aim to balance the needs of all of our residents against this scarce resource; whilst people may at some stage of their life need social housing (because for example they have become homeless) this may only be a short term need. In the longer term, many new tenants may not need the assistance of a lifetime tenancy at a low rent, and at some point in the future may be able to consider other housing options such as shared ownership, shared equity or renting privately.

From 1st April 2015, most new tenants moving into Selby District Council properties will be offered a 5 year flexible tenancy unless they meet the criteria for a lifetime (secure) tenancy. We will be monitoring the effect of flexible tenancies on an annual basis, both in terms of

allocations, and longer term outcomes. We hope to be able to free up under used homes for households who need them.

<http://www.selby.gov.uk/housing-policies>

3. Review of Homelessness in Selby District 2010-14

We have carried out a desktop review of the service we have provided over the period covered by our last Homelessness Strategy, 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 the review considered both prevention work and homeless outcomes between 2010-14.

A copy of the detailed review can be found at Appendix A.

4. Consultation

In order to ensure that our Strategy is effective, and that we are able to improve the services offered by our Housing Options Team on an ongoing basis, we work closely with local partner agencies through the Selby Homelessness Steering Group/Forum. A partnership approach is taken to service improvement, with adjustments in working practices taking effect as they are identified.

We consulted on a draft of this strategy document between 15th June and 3rd August 2015; details can be found in Appendix B.

5. 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 and review explores the services and initiatives currently set 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 York, North Yorkshire & East Riding 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 York, North Yorkshire & East Riding Strategic Housing Partnership which is led by the Local Government York, North Yorkshire & East Riding Housing Board. This Board comprises political members from each North Yorkshire local authority, East Riding of Yorkshire Council, 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 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, including significantly for this strategy, the York, North Yorkshire and East Riding Homelessness Group. This comprises a group of Housing Managers and Homelessness 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 York, North Yorkshire and East Riding Homelessness 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 York, North Yorkshire & East Riding 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 Forum 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 D 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.
- However, despite this we may find that the number of homeless acceptances for single people increases slightly in the near future. A recent Supreme Court ruling *Kanu v LBC Southwark 2015* has changed the 'vulnerability test' that is applied to single homeless people. This ruling has lowered the threshold used by Councils to determine whether single homeless people are in priority need for assistance. It is predicted by many organisations, including the Chartered Institute of Housing, that this ruling will significantly increase the demands on Local Authorities to provide accommodation for single homeless people.

Priorities

We will continue to work with our partners to ensure that we share good practice and continue collaborative working through membership of the York, North Yorkshire & East Riding Housing Partnership.

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 support agencies which are Supporting People funded) and other agencies such as the Police and Probation.

Continue joint working with County to provide effective advice and assistance for those with drug, alcohol and mental health problems.

Maintain close working relationships with colleagues within the Council including Housing Benefits, Planning, Environmental Health and Legal.

Continue to ensure that our partners together with our Housing Options Team are able to take up training opportunities (see Appendix E for recent training completed).

Desired Outcomes

- To jointly develop the best holistic outcomes for our clients.
- To further improve and develop services in the district in an environment of reduced funding.

Key Actions

- Remain a partner of the York, North Yorkshire & East Riding Strategic Partnership and North Yorkshire HomeChoice, and continue close working to share resources and best practice.
- Increase access to settled accommodation in the social sector, 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.
- Promote Moving Forward pre-tenancy training.
- Continue to offer training hours about homelessness for local groups, partner agencies, colleagues and Councillors.

Post Consultation Final

Priority 2 Improve access to prevention and Housing Options services

Key Issues

- Recent footfall into the Housing Options Service was 735 (14 per week) in 2013/14, and 656 (13 per week) in 2014/15.
- In Selby the top three reasons why households became homeless in 2014 were:
 - Parents/family/friends could no longer accommodate them
 - violent relationship breakdown
 - loss of a private sector assured shorthold 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 numbers 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' (NSNO) joint protocol alongside other districts in North Yorkshire, which provides a single service offer tailored to customers needs. Alongside this, we offer a service to all those who are roofless during periods of severe weather (Severe Weather Emergency Provision SWEP). 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 and assisted in seeking a longer term solution.
- The York, North Yorkshire and East Riding 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

Further improve the information and advice we provide - so it is universal, clear, transparent and accessible to all.

Ensure that households, landlords and mortgage providers are aware of the service we offer, and encourage early approaches.

Continue to work closely with the Integrated Domestic Abuse Service.

Explore how the needs of sharers might be met.

Pursue opportunities to fund assistance for households.

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.
- Continue to focus a higher proportion of resources on prevention.

- Reduced numbers of approaches due to domestic violence.
- 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, 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.
- Continue to employ a full time officer (Housing Options Development Officer). We are a leader sub-regionally in our working relationships with the private sector, 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.
- Consider how this funding might be replaced if it were to be withdrawn in the future.
- 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.
- University College London is carrying out research through NSPCC and the NHS Foundation Trust to work out how best to support young parents and babies in the first two years of life. As part of this research, a number of new parents in Selby district aged between 14-25 have the opportunity to access a 'Minding the Baby' visiting service. Further details are available from our Housing Options Team.
- For those young people at risk of homelessness, our Housing Options 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

Funding needs to be prioritised to continue with the Pathway and Hub approach to the service we offer to young people.

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 mediation and advice on housing issues.

Ensure that awareness raising with young people continues around homelessness issues. Maintain our record of no 16/17 year olds in B&B by ensuring that where temporary accommodation is required other options are available.

Desired Outcomes

- Continue to provide homeless advice for young people under one roof.
- 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.
- Continue to signpost to opportunities for employment, education and training.

Key Actions

- 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).
- We have recently restructured resources and increased the number of high need units in Selby under the Pathway. We need to consider whether these units are required in the longer term; a Project Review group has been set up for this purpose.

- 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.
- Work with SASH to increase the number of hosts in the district.
- 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.

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. 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. In particular we work with the South Yorkshire Credit Union, who in addition to offering a range of savings accounts, provide assistance with budgeting and access to low cost loans, and help in purchasing white goods and finding the best rates for gas and electricity services.
- 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.
- Ensure that the mortgage rescue scheme, Breathing Space, is offered where appropriate.
- In 2014/15 the government awarded Selby District Council a grant of £88,562 in Discretionary Housing Benefit Payments (DHP), and the total sum was used to assist 175 households to stay in their existing home rather than have to look for alternative accommodation. The DHP for the district is £85,563 for 2015/16 and is likely to decrease in the future as previously mentioned. If so, consideration will need to be given to alternative funding streams or a new approach to these payments.
- We have worked with private sector landlords to increase access to suitable accommodation for our clients. The Homelessness Review at Appendix A 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 A).

Priorities

Highlight the range of interventions our Housing Options Team can offer.

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).

Raise awareness of the South Yorkshire Credit Union, and in particular their ability to offer a lump sum payment to meet rent or mortgage arrears.

Continue to assess feedback from customers regarding our use of private sector properties to improve and extend the service.

Offer mortgage rescue through the Breathing Space scheme, which is run by Wakefield Council. This 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.

Raise awareness of the Breathing Space scheme to lenders and landlords to prevent repossessions, and complement signposting by CAB.

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.
- 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.
- 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.
- 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.
- 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 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 partner agencies 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 increase affordable housing stock.

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 new Final Draft SHMA 2015 found a continuing need for affordable housing in the district, and supported our current requirement of 'up to 40%' affordable housing on market schemes of 10 units or more.
- This impacts on our ability to find appropriate housing; at 31st March 2015 following review in 2014, Selby had 671 households registered on its waiting list (including transfers).
- 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. From discussion with developing RP partners, it is unlikely that their position on this will change, although the possibility of flexibly sized accommodation eg large 1 bed units which could later be converted to 2 beds could be considered. 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 for older people particularly with the numbers in the district predicted 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 and flexibly sized 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

- Continue to let homes to those households in most need through HomeChoice.
- Provide more settled accommodation for single people and improve their housing choices.
- 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.
- Double housebuilding (compared to 2012/13 and 2013/14 rates) and triple delivery of affordable housing (LEP target).

Key Actions

- Continue as an active member of HomeChoice.
- 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.
- Explore the possibility of flexibly sized accommodation eg large 1 bed units which could later be converted to 2 beds.
- Continue to increase access to the private rented sector including consideration of the use of Houses in Multiple Occupation where these are properly managed.
- 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.

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.
- A one off review of our average occupancy rates in 2014/15 found usage at 67% at Ousegate Lodge and 45% at Edgerton Lodge.
- We have recently improved our offer at both of these schemes, but the peer review found that internet access and access to a telephone point are still required.
- The peer review also raised concerns about the very small office space at the hostel, which is used for support meetings – in addition they suggested that the use of individual rooms would not be appropriate.
- 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, however there are occasions where B&B will be the most appropriate accommodation even where we have vacancies in our hostels.

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.

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 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.
- Consider the use of direct offers where households have been in temporary accommodation for 28 days.
- Review our temporary housing offer.
- Explore discharging our homeless duties into the private sector with tenancies of 12 months or more. (Landlords will need to be persuaded to offer tenancies longer than the usual initial 6 month period).

Post Consultation Final

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 where appropriate.

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.

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 York, North Yorkshire and East Riding 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.
- To ensure wherever possible that rough sleeping is avoided.
- Development of specialist housing provision to meet identified need.

Key Actions

- Continue to support and participate in a joint working approach with our partner agencies.
- Work more closely with health and mental health colleagues.

- 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.
- Consider adopting severe weather provision throughout the year.

Post Consultation Final

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.
- 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 all client groups are aware of the services we offer.
- Ensure that our services are suitable for all client groups including Gypsies, Roma, Travellers and Showpeople.
- To ensure that illegal encampments are avoided, and that alternatives are available to the travelling community.

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.

6. Delivering the Homeless Strategy

Resources

Frontline Homeless Prevention Fund

This fund was developed in 2013 to support our proactive “spend to save” approach towards homelessness prevention 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 ideally 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.

All awards are issued as non-repayable grants, and money will not be given directly to the customer but items will either be purchased by Access Selby, or Access Selby will be invoiced directly. In most instances, there will only be one payment made per household.

Officers can consider any or a combination of the following options up to a maximum cost of £500 per household (exceptions are considered). This list below is not seen as exhaustive as the purpose of the fund is to enable officers to identify innovative ways to prevent homelessness:

- Purchase of duplicate Identity Documents
- Tenancy administration fees
- Land registry search fees
- Private Sector rent where entitled to or awaiting a decision on Discretionary Housing Payments (money paid to the landlord)
- Travel allowance
- Provide funding to prevent an Assured Shorthold Tenancy ending
- To provide target hardening measures to enable a customer to remain in their home
- Mortgage arrears payments where the cause is temporary and unavoidable, and where payments are sustainable afterwards (and where the Breathing Space Scheme is not appropriate)
- Mediation for age 18 and over
- Purchase of equipment to sustain a tenancy
- Rent in advance (1 month or equivalent up to a maximum £500). Monies will only be provided on production of a signed tenancy agreement. This will *not* be available if there is unpaid debt from a Bond Guarantee Scheme (BGS – see down) or there are significant arrears from the tenancy the BGS secured
- Rent deposits or bond authorisation (1 month or equivalent up to a maximum £500 and only *if* this funding is not accessible through the Bond Guarantee Scheme). This will

not be available if there is unpaid debt from a Bond Guarantee Scheme or there are significant arrears from the tenancy the BGS secured

- Any other requests as deemed appropriate by the Housing Officer/Lead Officer Housing

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 opportunities for 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 to the following year.

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, we set up a Bond Guarantee Scheme in 2005 to assist 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 £500.

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.

We do not have separate budget for this scheme as it is a guarantee, but any payments required are funded through the Private Sector Assistance Fund. On average we pay out around £1,200 pa, which equates to 3-4 cases.

Personalisation Fund - For rough sleepers or sofa surfers (6 months+). This is sub regional funding to assist non priority households into the private rented sector. The total budget is £30,000, and up to £1000 can be allocated per person.

Spot Purchase Scheme - Generic Floating Support for rough sleepers and street drinkers – contracts with Horton, Foundation and Salvation Army. This can assist where accommodation is newly provided and would usually be used with the Personalisation Fund.

Young Persons Housing Solutions Hub - Includes Supporting People funding for Foundation and Horton Housing.

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. Where circumstances are unlikely to result in a change, such as a disability, DHPs are awarded for a year.

Reduced funding of £85,563 was received for 2015/16, and at 30th June 2015, almost 40% of this funding had been either paid out or committed, leaving approximately 60% unallocated with three quarters of the year left.

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, 2015/16 and spend is subject to individual bids being worked up by the Housing Options Team.

Homelessness Grant

Homelessness Grant funding has reduced from £112,830 in 2013/2014 to £111,142 2014/2015, 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 individual business cases. More information can be found in the Review Section of this Strategy.

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 or 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 1st April 2015. This reduces actual funding from £180,343 to £146,979 in 2015/16.

Funding for our own temporary accommodation at Ousegate Lodge and Edgerton Lodge has reduced from £25,813 to £21,037 for 2015/16, 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

Moving Forward - Pre-tenancy training

We are working in partnership with North Yorkshire County Council Adult Learning and Skills Team to deliver pre tenancy training for people approaching the housing service where it has been identified individuals would benefit from additional training and support to sustain their tenancies in social or private housing.

The main purpose of the scheme is to develop learners to a stage where they are 'tenant ready', to prepare people for the transition to independent living, and to create sustainable tenancies within our own stock and across all tenures within Selby district. Eligibility criteria are:

- Aged 19 and over
- Evidence that the customer needs additional preparation for transition into independent living or additional skills to manage their existing tenancy
- History of failed tenancies
- Willing to engage with the training

The scheme covers 5 modules over 5 weeks:

- Housing Options
- Understanding a tenancy
- Preparing to Move
- Independent Living
- Settling Down – Getting involved

Further training needs, such as Budgeting Skills, may be identified during these sessions and the programme is accredited; on successful completion of the course, learners will receive a certificate confirming their achievement. The learner can then use this training to build up their skill set on a CV, or it can be used when they approach landlords, employers, or voluntary organisations to evidence their commitment and the successful learning they have undertaken.

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 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.

Accessing the Private Sector

To complement the work of our Housing Options Team, the Housing Options Development Officer has built up good working relationships with private sector landlords in the district, to help them find suitable tenants.

Accessing the private rented sector in order to source additional local homes to meet the needs of our customers has become more successful once landlords understand that the most common causes of homelessness are relationship breakdown, health issues or a sudden change in economic circumstances. This service is available to all suitable client groups, and where necessary we can provide support to individuals to move forward and sustain their tenancies.

We provide landlords with a tenant finding service, ensuring that the property is affordable, giving access to the Bond Guarantee scheme (providing peace of mind regarding the deposit), rent in advance, administration fees and/or tenancy set up costs, proof of income/references, and a named Council Officer for the landlord to contact should there be any problems.

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 our 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/Forum meet quarterly and the group is regularly attended by more than 20 agencies. Members of the Steering Group/Forum include representatives from the local job centre, local training and support providers, providing an embedded approach to the education, employment and training needs of our customers.

Monitoring, Review and Implementation

We have identified a number of tasks which are set out in our Action Plan which we will need to complete in order to deliver our ambitions. 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 Steering Group to monitor and review progress against key milestones and targets on a regular basis. An annual action plan review will be completed jointly to ensure that our approach is up to date, and that new ways of working are integrated into our plans.

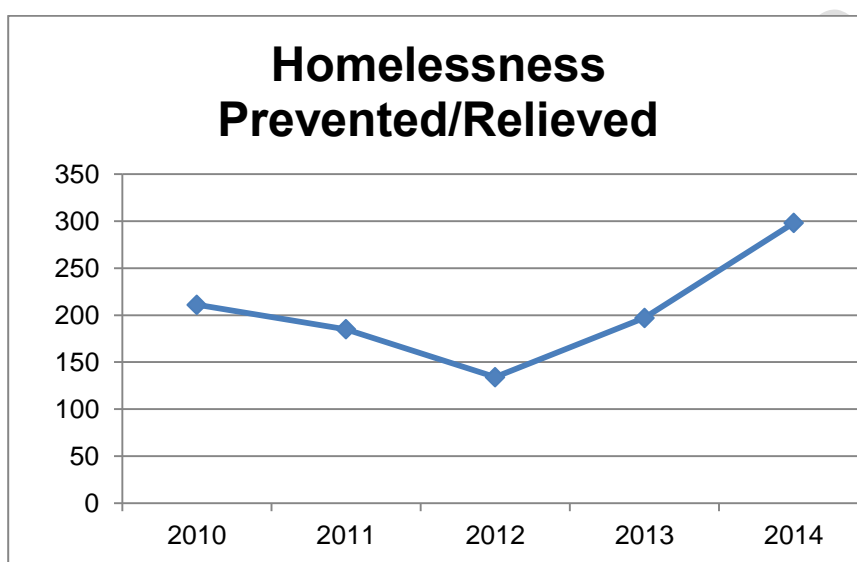
Funding opportunities will also be shared in this forum with opportunities for joint commissioning considered as they arise.

Review of Homelessness in Selby District 2010-14

We have carried out a desktop review of our service 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 over the last few years. Our aim is always to avoid households becoming homeless wherever possible, and this review will consider both prevention work and homeless outcomes between 2010-14.

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.



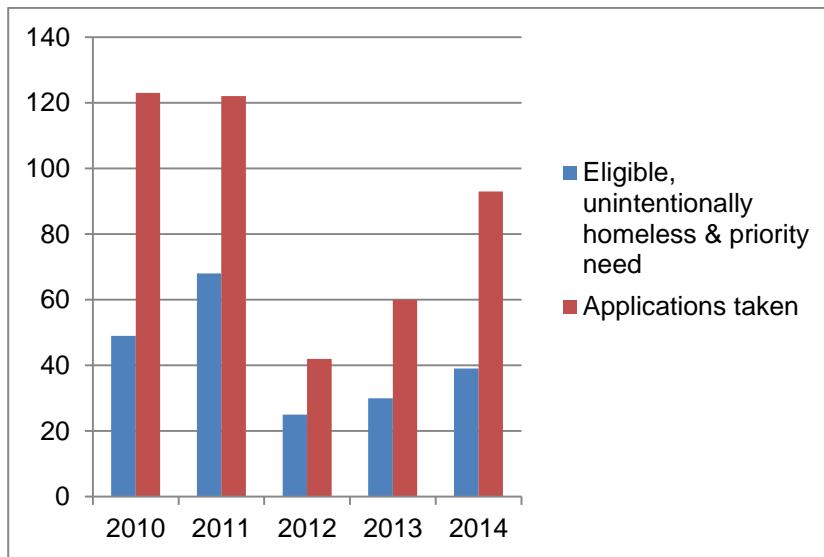
During 2010 our Housing Options Team prevented or relieved 211 cases of homelessness, and following a reduction in 2011 and 2012, this number has risen year on year by 47% in 2013, and a further 51% between 2013 and 2014 by which time 298 households were helped.

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 this preventative approach to homelessness, the numbers of both applications and acceptances reduced after 2011, and have remained relatively 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 most recent outcomes were 30 homeless acceptances in 2013, and 39 in 2014.

Homeless Applications v homeless acceptances



Whilst we were well on target as the year progressed 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 aged 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 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.

Top reasons for homelessness	2010	2011	2012	2013	2014
Termination of AS	7	4	5	6	7
Parents/friends/family no longer willing to accommodate	17	10	8	4	10
Rel B/down (NV)		4	4	4	3
Rel B/down (V)	7	4		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/Forum, 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 due 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 23rd March 2015 (the last full week not affected by rent free weeks) the households affected in Selby district can be broken down as follows:

Effect of the spare room subsidy at 23rd March 2015

	14% 1 bed restriction	Reduction
Local authority	218 households	£8.82- £12.20
Housing association	150 households	£0.73 - £20.09
	25% 2 bed restriction	Reduction
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. Our allocations policy, NY HomeChoice, gives additional priority to households who have spare bedroom/s. If the applicant living in a local authority or housing association home situated in the partnership area, moves to a property with at least 2 fewer bedrooms, they receive priority through a Gold banding. Similarly if they move to a home with at least 1 bedroom less, they will be given a Silver priority. Our Community Officers have helped to identify, advise and assist those tenants who are in this position. However, the smaller homes which are available are not necessarily attractive to them, and this has put additional pressure on the demand for some of the more popular smaller homes in the district.

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. Over time, most households would choose to have an additional bedroom to meet changing need eg for family, children or carers to stay overnight. The possibility of flexibly sized accommodation eg large 1 bed units which could later be converted to 2 beds could be considered.

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 district the median price of homes sold in 2014 was £187,200, 28% below the national average. (Final Draft Strategic Housing Market Assessment 2015). However, both purchasing a property, with the requirement for a deposit and funding for fees etc, and accessing the private sector, with the requirement for a deposit and rent in advance, remains problematic for many households. Additional administration fees and credit check fees for rented units 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 for private lettings 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 6).

For the first time in around 2 years, two homeless 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.

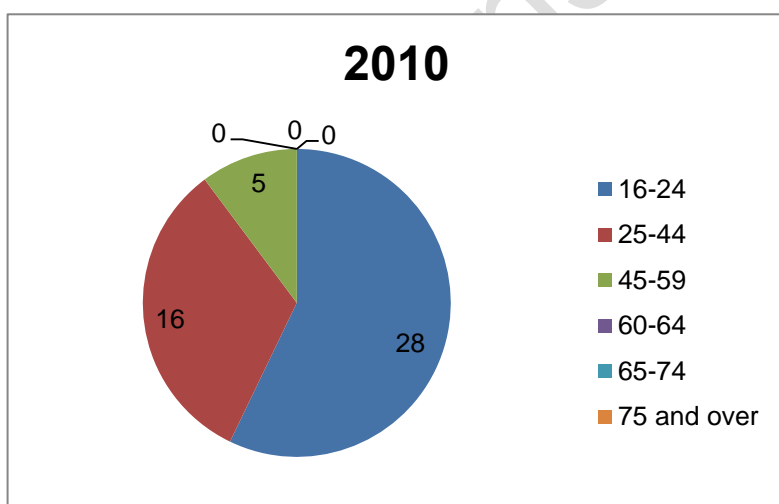
In response, we have recently signed up to a regional mortgage assistance loan scheme, Breathing Space, administered by Wakefield District Council on behalf of participating local authorities in Yorkshire and Humberside. The scheme provides for owner occupiers who are in difficulty with their mortgage 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.

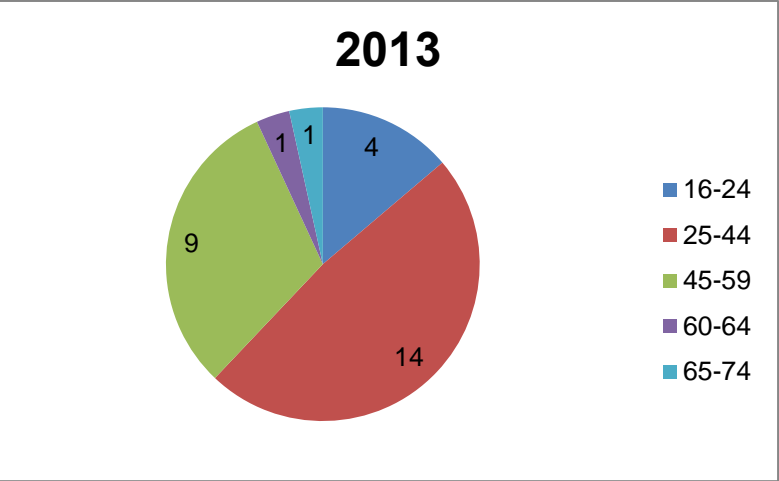
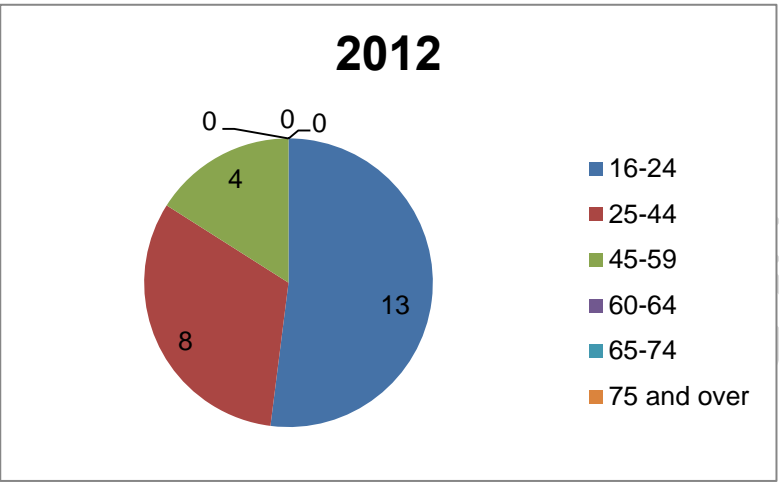
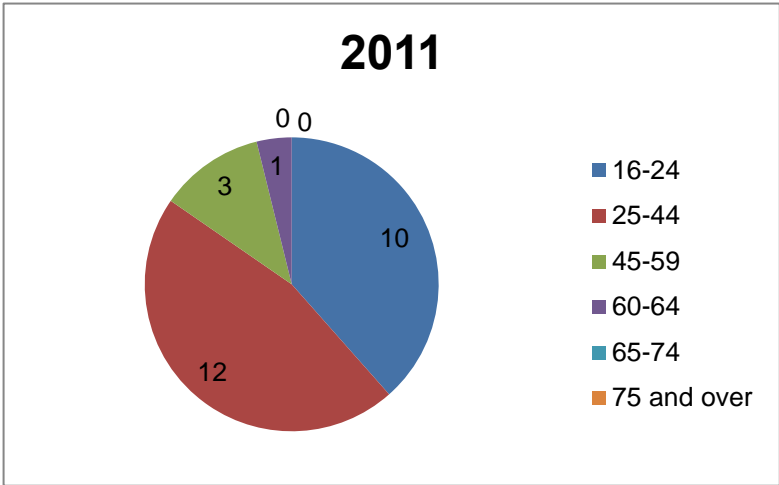
It is likely that at least one of the homeless cases due to mortgage arrears could have been prevented if the scheme had been in place already and a referral could have been made. We do make use of the National Homelessness Advice Service (NHAS) helpline and refer customers on for independent advice around mortgages where it is appropriate.

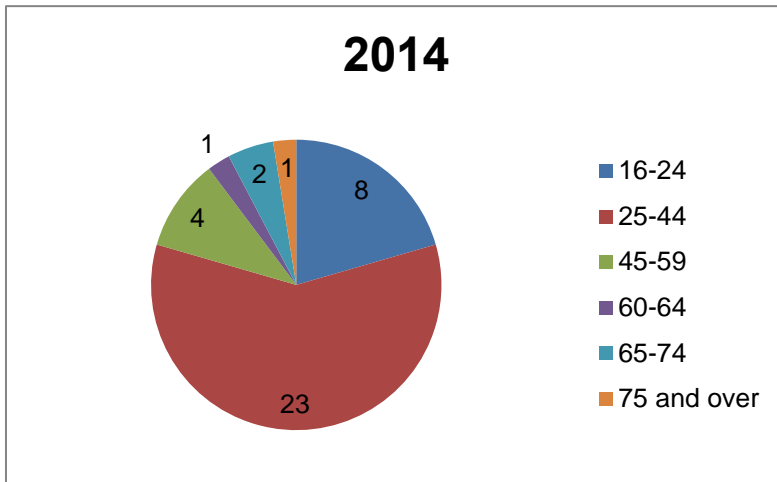
Over the last few years there has been a large reduction in the number of 16-24 year olds accepted as homeless, from over 50% of the total in 2010, to 14% in 2013 and 21% in 2014. This has largely been a result of our joined up approach to youth homelessness and the offer of new services set up for young people, set out below. However, there is an increasing percentage of 25-44 year olds found to be homeless (some as a result of families or friends being no longer willing to accommodate them), from 33% in 2010, to 59% in 2014.

These trends are evidenced in the pie charts below.

Age of applicants accepted as homeless







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.

Homelessness Grant Funding

Selby's Homelessness Grant allocation provides a budget for homeless prevention work of £60k per year, with the net remainder of the grant held within the General Fund for the Housing Options Team to bid against if projects are identified and need financial input to progress. If it is not used in the year, any remainder is held within General Fund Reserves for future usage.

The grant allocation and spend is set out below:

Year	Allocation	Spend
2010/11	£61,050	£48,861
2011/12	£113,470	£84,386
2012/13	£113,460	£55,665
2013/14	£112,830	£61,973
2014/15	£111,142	£81,959

Temporary Accommodation

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, and since 2011, 3 of the units at Ousegate have been taken out of use for homelessness, and have provided transition accommodation as part of the young Persons Pathway. 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.

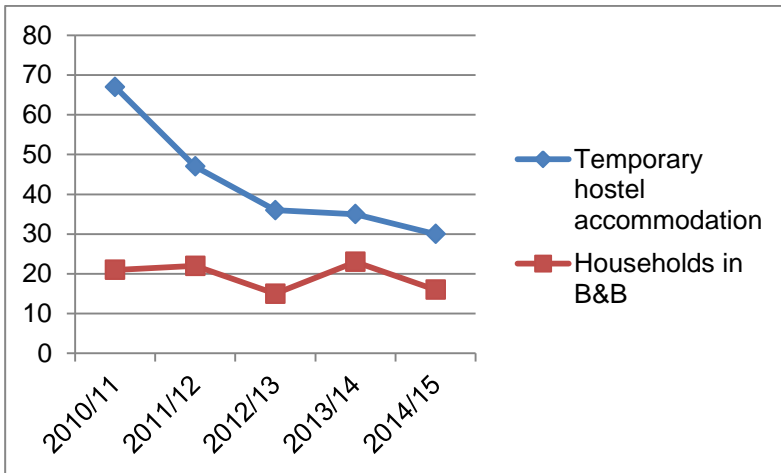
Where level access is required for a homeless household, we have identified a suitable B&B, but if this is not appropriate or available we can access the guestroom in our own sheltered accommodation in Selby, subject to an assessment of risk.

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%, although usage was as high as 89% and 62% respectively. In 2015 we plan to carry out a review of our provision, including an assessment of whether alternative properties and/or reduced numbers of units would be appropriate.

Looking at the last 2 years, during 2013-14, a total of 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 as self contained accommodation is always preferable, 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.

Number of households using temporary accommodation



During 2013/14 and 2014/15, the average length of time a household remained in temporary accommodation was 12 weeks.

Our spend on the provision of the hostels during 2014/15 was £30,496 for Ousegate Lodge, and £42,410 for Edgerton Lodge ie for council tax, utilities, the provision of fixtures and fittings, repairs and maintenance and general insurance.

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, and they do have additional priority under the HomeChoice allocation scheme. 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.

However, as a stock holding authority we are able to consider the use of direct offers through HomeChoice where a household has been in temporary accommodation for 28 days, and this is something we could consider more often.

Bed and Breakfast

Over the past few years 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.

Concentrating on the last 2 years, the average stay in B&B was 3 nights in 2013/14, and 5 nights in 2014/15. 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.

However, whilst B&B may not always be the best option for the customer, our costs are relatively low, with charges starting at £20 per night for a single room, £40 for a double/twin room, and £48 for a family room. Our total spend on B&B during 2014/15 was £3,111 against a budget figure of £4,860.

Supply and demand for temporary accommodation

As outlined above, we currently have 17 units of our own temporary accommodation available to us, with B&B placements available on an ad hoc basis.

Again, concentrating on the last 2 years, 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.

Average length of stay (in weeks) in temporary accommodation

A quarter by quarter analysis of the numbers in temporary accommodation in the last 2 years demonstrates the fluctuating nature of demand for this service.

2013/14

Quarter 1 - 01/04/2013 - 30/06/2013

11 - This is a new PI and there is no historical data by which to compare this value.

Quarter 2 01/07/2013 - 30/09/2013

15 - The increase is due to 2 households in temporary accommodation requesting reviews of our homeless decisions and agreement to accommodate for the period of the review (which

can take up to 56 days beyond the initial decision). In both instances, SDC's homeless decisions were upheld.

Quarter 3 - 01/10/2013-31/12/2013 - **10**

Quarter 4 - 01/01/2014 - 30/03/2014 - **12**

2014/15

Quarter 1 - 01/04/2014 - 30/06/2014

17.5 - The average length of stay for someone in temporary accommodation had risen to 17.5 weeks this quarter, from 12 the previous quarter. This can be attributed to specific complex investigations of individual cases that had an impact on the overall average. Management of cases in temporary accommodation is now a priority for the team in order to address rent arrears, turn around homeless decisions quickly and find suitable alternative accommodation as soon as possible for those who are owed a duty by using direct offers through North Yorkshire Home Choice.

Quarter 2 - 01/07/2014 - 30/09/2014

18.25 - There has been an increase in the average length of time spent in temporary accommodation. Two longstanding cases of 34 and 43 weeks respectively had significantly impacted on the figures for this quarter. In the first instance (34 weeks), this was a particularly complex case whereby several other local authorities had been involved and it required a significant amount of investigation. Alongside this, current arrears on the account delayed move on as they were not entitled to bid for properties advertised under the HomeChoice policy. The latter case (43 weeks) was a sensitive MAPPA (Mulit Agency Public Protention Arrangments) case and was mainly caused by a lack of suitable move on accommodation in the areas needed to provide the customer with the support required. One offer was made and then deemed not suitable due to the remoteness of the location. Again, arrears also prevented move on. This case would now be managed in a much more proactive fashion and long standing cases in temporary accommodation are reviewed regularly. If these two cases are extracted, the average would be around 11 weeks.

Quarter 3 - 01/10/2014 - 31/12/2014

8 - A significant reduction in the length of time spent in temporary accommodation and is at it lowest point in over two years. As mentioned in previous commentaries, this is likely to be as a result of the proactive manner in which licences are now managed and move on accommodation is sourced. Low occupancy rates have also meant that there is more resource to manage households in temporary accommodation.

Quarter 4 - 01/01/2015 - 31/03/2015

5 - A further reduction in the time spent in temporary accommodation. However, the average figure will have been significantly affected by two cases that only stayed for 19 and 5 nights respectively. If these figures are discounted, it gives an average stay of 8 weeks which is still very low. Both this and last quarter are a reflection on the excellent work done within the Housing Options team to reduce time for customers in temporary accommodation and achieve effective move on.

In 2014/15 we have seen a marginal increase 1.56% in the length of time spent by our customers in temporary accommodation. However, the trend shows this has reduced significantly over the last two quarters.

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 2010, 2011, 2012, 2013 and 2014 (not the same individual). 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 through a bespoke single service offer 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 (see below), which included 19 nights in B&B

The longer term outcomes for these individuals were that one was assisted to move into private sector accommodation locally, whilst the other was offered and accepted accommodation through Emmaus, a homeless charity based in Leeds who offer communal living with a strong work ethic.

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.

This option has been taken up in the last 2 years and 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.

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 would 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 rolled out 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 outlined to us. 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 programme 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 grown with the number of available hosts, and since the Pathway started in 2011/12 has remained fairly consistent over the past 3 years – see below:

	Referrals	Bed nights
2010/11	5	8
2011/12	13	26
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, usually in B&B accommodation, 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. In Selby we usually offer B&B.

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 – in conjunction with the NYCC Adult Learning and Skills Service – no homeless duty required to access this service. This is used in conjunction with the Housing Options service and Housing Options Development Officer role

No Wrong Door

This is a new service which has been developed by North Yorkshire County Council to improved the life chances of some of the County's most vulnerable and challenging young people. Two Hubs exist, in Harrogate and Scarborough, with a dedicated team including life coach and communication support worker who 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 are 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 develop 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.

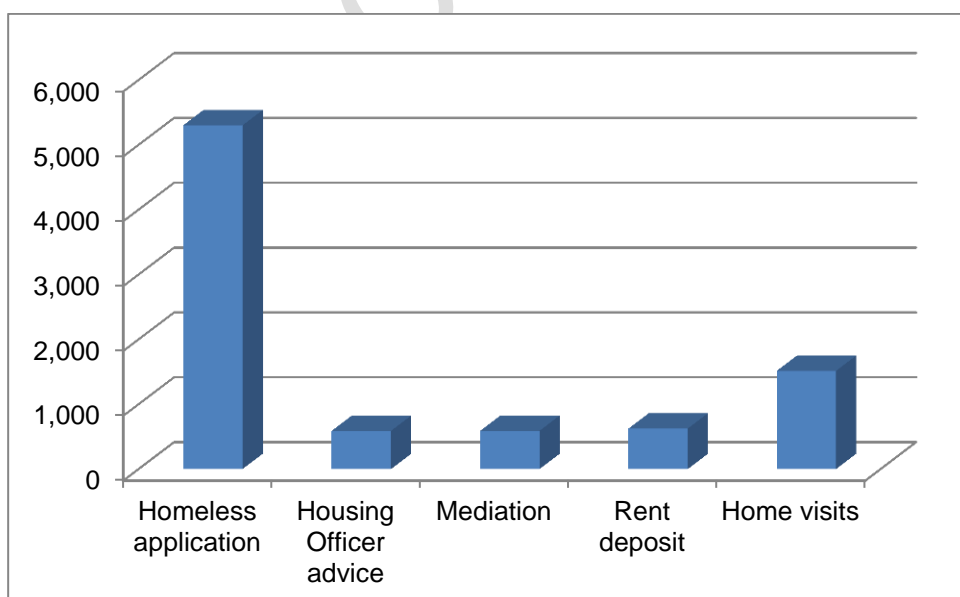
Value for Money Assessment

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.

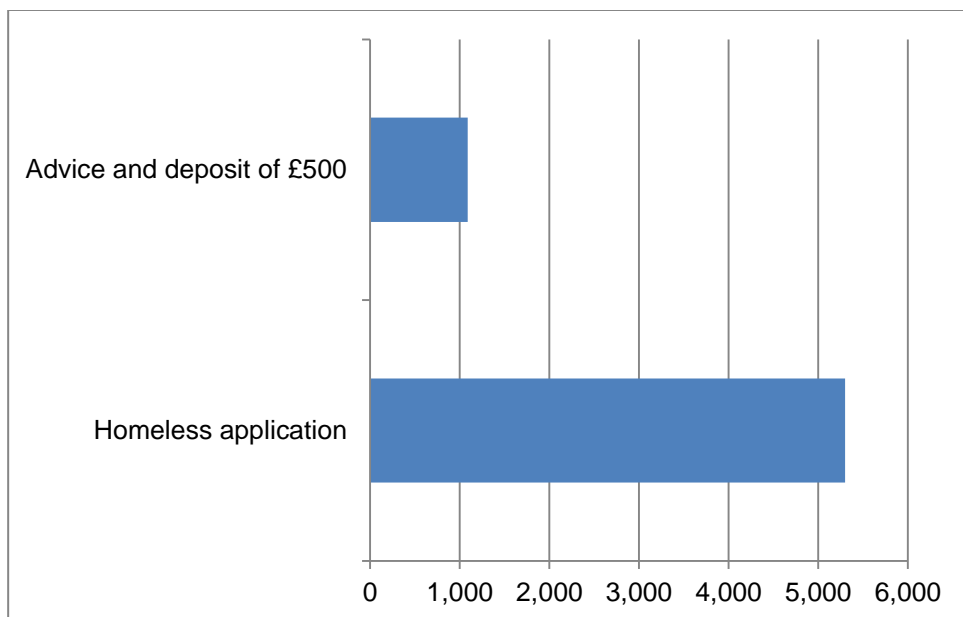
The report concludes that the savings achieved through prevention work compared to acceptance of a main homeless duty are as follows (with reference to work carried out in Selby district) :-

Housing Officer advice (9 x less), mediation (9 x less), rent deposit scheme (8.5 x less), home visits (3.5 x less).

Comparison of the cost of a homeless application v other interventions



So for a typical case which involved Housing Options advice to access accommodation and the offer of a rent deposit, there would be a potential saving of £4,087.



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 31st 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, which equates to a saving of £43,200 just from the Frontline Prevention Fund. Unfortunately our records do not allow an easy assessment of savings achieved through our other services.

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/Forum 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; 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 D.

Food Bank

Since 2013, along with other local agencies, we have issued food bank vouchers, and we have also contributed by running a food 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, but further work is needed to identify a choice of accommodation within the district.
- The shortage of smaller properties has been mentioned in the review, although this is difficult to resolve in the short term. Initial discussions with RP partners have evidenced a reluctance to develop more than small numbers of 1 bed properties as they are considered to be unsustainable in the longer term. We will explore opportunities to meet this shortage through either the redesignation of own properties where this fits with our Business Plan, or through further work with 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
- 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

The Statistical Compiler goes back to 2012/13, and we have reviewed the published information in order to assess our service outcomes 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
Selby	68%	44%
Yorkshire and Humber	34%	33%
Nationally	47%	46%

% Acceptances by ethnic origin (13/14 only)

	Selby					Y&H	National						
	%Pop	Q1	Q2	Q3	Q4		Q1	Q2	Q3	Q4			
White	98.4	100	100	100	n/a	78.6	77.9	78.3	n/a	63.6	63	61.5	n/a
Black	0.3	0	0	0	n/a	4.9	5.7	6.2	n/a	14.8	15.7	16.5	n/a
Asian	0.6	0	0	0	n/a	7.7	5.6	6.6	n/a	8.3	8.5	9.2	n/a
Mixed	0.8	0	0	0	n/a	2.3	3.6	2.1	n/a	3.4	3	3.3	n/a
Other	0	0	0	0	n/a	3.1	3.3	3.7	n/a	4	4	4.5	n/a
Not stated	0	0	0	0	n/a	3.5	4.1	3.1	n/a	5.9	5.8	5	n/a

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	73	34	46	48	34	46
Eligible, homeless, priority need but intentional	5	4	7	9	5	7
Eligible, homeless, not in priority need	16	25	17	29	25	18
Eligible but not homeless	6	34	27	15	34	26
Ineligible	0	2	2	0	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
Selby	75	25	86	13	92	8	97	3	94	6
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
Selby	56	44	22	78	44	56	55	48	60	40
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 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/ 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.

Consultation

We consulted on a draft of this strategy document between 15th June and 3rd August 2015, by publishing a copy on our website for electronic/paper responses, and highlighting in particular the actions for partners at our local Steering Group at their meeting on 20th July. As part of our work towards achieving the Gold Standard for our Housing Options Service, we underwent a Diagnostic Peer Review (DPR) on 24th -26th June, which also fell within the consultation period.

A review of the draft strategy formed part of the assessment, and feedback has been assessed as part of the wider consultation process. In particular, the peer review was very positive about the front facing services offered by our Housing Options Team.

All customers who visit the contact centre are given a pledge card to measure customer satisfaction, and in relation to our Housing Options service 50 responses were received during 2013/14, and 3 for 2014/15. A significantly larger number of cards were distributed by the team, but it would appear that responses in relation to our Housing Options Service have been included in the general figures; this is something that we will be looking to resolve. However, all responses reported receiving a good 😊 service from the team.

In addition to the pledge cards we carried out surveys with all households who approached our service during July 2015, a process which is repeated at regular intervals during the year. In addition, more detailed surveys were carried out with households we placed in temporary accommodation, and this is where most of the responses originated.

A copy of the survey form and responses can be found at Appendix C. To summarise these:

- There were 11 customer satisfaction surveys completed, all recent clients who have been through the service, of whom 7 used our temporary accommodation
- All those responding found the service easy to access, found our approach to be understanding and polite, and understood how to progress with what they wanted
- 9 (82%) were happy with the length of time they waited initially to speak with someone
- 10 (91%) found our advice useful, the information given easy to understand, and were happy with the waiting time for an appointment

7 of the respondents used our temporary accommodation, with

- 3(43%) satisfied with the standard of accommodation, and
- 2 (28.5%) unsatisfied
- The other 2 did not respond to this question

Question 14 asks what was good about the service, and we received the following comments:

- Roof over my head
- Staff constantly in touch
- Found a place to live really quickly
- Helpful staff
- Moving forward
- Getting accommodation and been understood

- Attitude of staff brilliant
- Support and helpfulness of staff

Question 15 asks for areas of improvement to be identified, and received the following comments:

- Two people mentioned repairs
- More staff in housing
- No contact centre
- Temp accommodation was better previously and was disappointed with standard
- When ring and leave message on answerphone say what it's for

What have we done in response?

Some of the comments identify issues which relate to areas of work we already have planned, but others raise some areas of concern which will feed into our new Action Plan –

- We will review the condition of our temporary accommodation
- Review our voids procedure for this stock, in particular relating to the timing of any repairs required
- We have an additional staff input of 0.5 FTE from September when a full time supervisor starts

With reference to leaving a message advising the reason for our contact, this is something we usually do as a matter of course. This particular call related to completion of this survey, so we did not request a callback.

These survey results have been very useful in highlighting particular aspects of our service, and we plan to repeat it now on a monthly basis by telephone, with the aim of capturing 15-20% of customers who access our Housing Options service.

Consultation Form

Customer Satisfaction Survey – Housing Options

If you have visited Housing Options recently we would like your feedback to ensure that we are offering the best service possible. The survey takes a few minutes and any answers you give will be completely confidential and will not in any way affect your housing situation.

Q1. How did you find out about our service?

Family/friends	<input type="checkbox"/>	GP surgery	<input type="checkbox"/>
Information leaflets	<input type="checkbox"/>	Website	<input type="checkbox"/>
Health visitor	<input type="checkbox"/>	Advice service (e.g. CAB)	<input type="checkbox"/>
Adult/Children's Social Care	<input type="checkbox"/>	Foundation/Horton	<input type="checkbox"/>
Other	<input type="checkbox"/>		

Q2. How did you first make contact with us?

Phone	<input type="checkbox"/>	Email	<input type="checkbox"/>
Letter	<input type="checkbox"/>	Visit to Office	<input type="checkbox"/>
Other	<input type="checkbox"/>		

Q3. How easy was it for you to access the service?

Very easy	<input type="checkbox"/>	Fairly easy	<input type="checkbox"/>
Fairly difficult	<input type="checkbox"/>	Very difficult	<input type="checkbox"/>
Neither easy or difficult	<input type="checkbox"/>		

Q4. Why did you first need to contact us?

Actual/threatened homeless	<input type="checkbox"/>	General housing advice	<input type="checkbox"/>
HomeChoice advice	<input type="checkbox"/>	HO contacted me following referral from another agency	<input type="checkbox"/>
Young Persons Pathway	<input type="checkbox"/>	Other	<input type="checkbox"/>

Comments :-

Q5. When you first contacted us, were you happy with the length of time you waited to speak to someone?

Yes	<input type="radio"/>	No	<input type="radio"/>
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Comments :-

Q6. Was the advice you were given useful?

Yes No

Comments :-

Q7. Was the person understanding and polite?

Yes No

Comments :-

Q8. Did you find the information given to you was useful and easy to understand?

Yes No

Comments :-

Q7. After you contacted us, did you feel that you understood how to progress with what you wanted?

Yes No

Comments :-

Q8. If you needed an appointment to see an officer, were you happy with the length of time you waited for an appointment?

Yes No

Comments:-

Q9. What type of support were you offered?

- | | | | |
|-------------------------------------------|--------------------------|---------------------------------------|--------------------------|
| Advice and assistance | <input type="checkbox"/> | A homelessness assessment | <input type="checkbox"/> |
| Temporary accommodation | <input type="checkbox"/> | Help to stay in your home | <input type="checkbox"/> |
| Help to find a social rented home | <input type="checkbox"/> | Help to find a private rented home | <input type="checkbox"/> |
| Help to move into supported accommodation | <input type="checkbox"/> | Help to let your property with a Bond | <input type="checkbox"/> |
| Other | <input type="checkbox"/> | Referral to partner | <input type="checkbox"/> |

Q10. Were you provided with temporary accommodation?

Yes No

(Q11-12 only if accommodated in temporary accommodation)

Q11. How satisfied were you with the standard of temporary accommodation?

Very satisfied	<input type="checkbox"/>	Satisfied	<input type="checkbox"/>
Unsatisfied	<input type="checkbox"/>	Very unsatisfied	<input type="checkbox"/>
Neither satisfied nor dissatisfied	<input type="checkbox"/>		

Q12. How satisfied were you with the level of support received whilst in temporary accommodation?

Very satisfied	<input type="checkbox"/>	Satisfied	<input type="checkbox"/>
Unsatisfied	<input type="checkbox"/>	Very unsatisfied	<input type="checkbox"/>
Neither satisfied nor dissatisfied	<input type="checkbox"/>		

Q13. Overall, what do you think of the service you received from the Housing Options?

Very satisfied	<input type="checkbox"/>	Satisfied	<input type="checkbox"/>
Unsatisfied	<input type="checkbox"/>	Very unsatisfied	<input type="checkbox"/>
Neither satisfied nor dissatisfied	<input type="checkbox"/>		

Q14. Please tell us any part of the service you received that you particularly appreciated

Q15. Please tell us about any areas of the service you think we could do better

We want to make sure everyone’s views are heard, so we would appreciate it if you could provide some additional details about you and your household

Q16. Are you:

Male

Female

Q17. What age were you on your last birthday?

----- please select ----- ----- please select ----- ----- please select -----

Q18. Do you consider yourself to have a disability?

----- please select ----- ----- please select ----- ----- please select -----

Q19. Which ethnic group do you consider yourself to belong to?

----- please select -----

----- please select -----

----- please select -----

Q20. How would you define your sexual orientation?

----- please select ----- ----- please select ----- ----- please select -----

Q21. What is your religion or belief?

----- please select ----- ----- please select ----- ----- please select -----

Customer Satisfaction Survey Results

1. How did you find out about the service?	
Family/friends	4
Information leaflets	1
Health visitor	
Adult/Children’s Social Care	
Other	3
GP surgery	1
Website	1
Advice service (e.g. CAB)	
Foundation/Horton	1

2. How did you first make contact with us ?	
Phone	3
Letter	
Email	
Visit to Office	8

3. How easy was it for you to access the service?	
Very easy	7
Fairly easy	5
Fairly difficult	
Very Difficult	
Neither easy or difficult	

4. Why did you first need to contact us?	
Actual/ threatened homeless	7
General housing advice	1
Home Choice Advice	1
Young persons pathway	2
HO contacted me following a refferal from another agency	
Other	

5. When you first contacted us, were you happy with the length of time you waited to speak to someone?	
Yes	9
No	2

6. Was the advice you were given useful?	
Yes	10
No	1

7. Was the person understanding and polite	
Yes	11
No	0

8. Did you find the inforamtion given to you was useful and easy to understand?	
Yes	10
No	1

9. After you contacted us, did you feel that you understood how to progress with what you wanted?	
Yes	11

No	0
----	---

10. If you needed an appointment to see an officer, was you happy with wait time?	
Yes	10
No	1
11. What type of support was you offered?	
Advice and Assistance	2
Temporary accomodation	8
Help to find social rented home	
Help to move into supported accomdoation	
Homeless Assessment	8
Help to stay in your home	
Help to find a privately rented property	5
Referral to partner	

12. Were you provided with temp accomdoation?	
Yes	7
No	4

13. How satisfied were you wth the standard of accomodation?	
Very satisfied	
Satisfied	3
Unsatisfied	1
Very unsatisfied	1
Neither	2

12. How satisfied were you with the level of support received whilst in temporary accomodation?	
Very satisfied	2
Satisfied	5
Unsatisfied	
Very unsatisfied	
Neither	

13.Overall, what do you think to the service received from housing options?	
Very satisfied	4
Satisfied	7
Unsatisfied	
Very unsatisfied	
Neither	

14. Please tell us any part of the service you received that you particularly appreciated ?	
----------------------------------------------------------------------------------------------------	--

15. Please tell us about any areas we could improve on ?	
-----------------------------------------------------------------	--

16. Are you	
Male	4
Female	7

17. Age	
16-25	3
26-35	3
36-50	5

18. Do you consider yourself to have a disability	
Yes	3
No	8

19. What ethnic group do you consider yourself to be	
White	4
British	4
Irish	1

20. How would you define your sexual orientation?	
Hetrosexual	7
Gay	
Perfer not to say	4

21. What is your religion or belief	
Christian	1
Perfer not to say	5
Catholic	1
None	4

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)
South Yorkshire Credit Union
Stepping Stones
Stonewater (including Jephson Housing)
Supporting People
Together Group (including Chevin Housing Association)
York Mental Health
Yorkshire Housing
Young Persons Housing Pathway Co-ordinator
Youth Justice
Youth Offending Team

Post Consultation Final

Details of training courses the Housing Options Team have attended

1st April 2014 – 25th August 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

Dementia Friends

Breathing Space – Wakefield Council

Homeless and Vulnerability The New Law – August 2015

Drug Awareness Training – NYCC

Legal Highs

Domestic Abuse championship scheme

Post Consultation Final - Selby Homelessness Action Plan 2015-2020

ITEM 12 APPENDIX B

Reviewed and updated annually by the Selby Homelessness Group

Target	Why	How	Baseline position	Actions	Resource
1. Continue and improve partnership working to prevent homelessness					
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, York, North Yorkshire and East Riding Homelessness Group and the Selby Homeless Steering Group	Full partner attending regular meetings	Continue to consider opportunities for shared services and approach	Lead Officer Housing. Housing Officer. Housing Options team Other NY and East Riding districts
Increase access to settled accommodation in the social sector, and seek to make better use of the private rented sector	To ensure that customers are able to move on from temporary accommodation in a timely manner	Review the NYHC allocations policy to ensure homelessness remains a priority Improve access to housing advice for landlords and provide effective floating support services for vulnerable clients Work to increase the provision of affordable housing in the district – see Priority 4	HODO has established good working links with local landlords and agencies 15 homeless households were housed through HomeChoice during 2014/15	Continue to work with current partners, advertise the services we can offer Continue to increase the provision of affordable and settled housing options - see Priority 4	Housing Options Team. Housing Options Development Officer. Housing Policy Officer. Rural Housing Enabler.

Target	Why	How	Baseline position	Actions	Resource
Provide the best service we can to customers with the benefit of experience of partners both in Selby and other districts	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 and find new opportunities with other partners, such as Public Health to exploit future opportunities	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
Build on the success of the Young People's Pathway	To provide a tailored solution to all client groups and 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 and currently under review	Review Pathways for non-statutory homeless and Rough sleepers in 2016	Lead Officer Housing. Housing Officer. Housing Options Team. Homelessness Steering Group
Enable successful tenancies to be established	To avoid repeat homelessness cases	Continue to promote Moving Forward pre-tenancy training by the Housing Options Team	Pre-tenancy training available for some groups 5 individuals have completed the training in 2015/16 so far	Work with housing support partners to identify suitable customers and extend the service. Target of 10 Customers for 2016	Lead Officer Housing. Housing Officer
Raise awareness of our services and of homeless issues	To ensure early and effective signposting	Continue to offer training to local groups, partner agencies, colleagues and Councillors	Regular training in place	Ensure that additional opportunities are taken up	Housing Options Team

Target	Why	How	Baseline position	Actions	Resource
Extend our offer of 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 focus on the issues	6 weekly Housing and Revenues meetings ongoing which continue to monitor the impact of Welfare Reform	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
2. Improve access to prevention and Housing Options services					
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. Peer review completed June 2015	Achieve Bronze Standard by the end of 2015	NY Partnership. Lead Officer Housing. Housing Officer. Housing Options Team
Extend our work with lenders and private sector landlords	To offer choice and potentially avoid a homelessness application	Continue to employ a Housing Options Development Officer	We are a leader sub-regionally in our working relationships with the private sector, contract runs until April 2016	Ensure ongoing commitment from Homeless Grant Continue to negotiate wherever possible with lenders and/or landlords	Lead Officer Housing. Housing Officer Housing Options Development Officer, £29,400 from annual budget

Target	Why	How	Baseline position	Actions	Resource
Provide information and advice which is universal, clear, transparent and accessible to all	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, including letting agents and RP partners	Information reviewed during 2014/15	Prevention leaflet updated on an annual basis.	Housing Options Supervisor. Housing Officer and budget
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. Housing Officer. Housing Options Supervisor Homeless Prevention Fund £15,000 York, North Yorkshire and East Riding Homelessness Group £5,000
Plan for alternative funding if necessary	Homelessness Grant and other funding is reducing and may be subject to future cuts	Consider how funding might be replaced if it were to be withdrawn	We have reconfigured our services to manage with reducing budgets	Carry out a risk assessment of individual funding streams reducing or ending as part of annual budget planning	Lead Officer Housing. Housing Officer

Target	Why	How	Baseline position	Actions	Resource
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 or increase high number of enquiries, maintain or reduce low level of homeless acceptances	Housing Options Team. Homelessness Steering Group
Reduce the number of households presenting as a result of domestic violence	Early prevention work gives better outcomes to households and is more cost effective	Promoting services more widely	10 homeless applications during 2014	Fewer than 10 applications during 2015. Continue to fund IDAS	Housing Options Team. IDAS £8,000pa from Homeless Prevention allocation
Ensure that vulnerable people are not sleeping rough	To ensure the health and safety of individuals at risk	Consider extending our severe weather provision offer. Formalise our NSNO single service offer and rough sleeper pathway	Severe Weather Emergency accommodation only available where temperature falls below certain levels There is currently no formalised single service offer or defined pathway for rough sleepers	Extend Severe Weather provision to all year round using additional trigger criteria (high winds, heavy rain etc) in 2015 Create a rough sleeper pathway and formal single service offer for No Second Night Out by 2016	Lead Officer Housing. Housing Officer

Target	Why	How	Baseline position	Actions	Resource
Access shared support, education and training opportunities	To share best practice and training in a climate of reduced resources	Joint training for LA teams and partners on local response to homelessness and the importance of prevention work	Ongoing training accessed through the York, North Yorkshire and East Riding Homelessness Training Group and identified locally.	Continue to access this training	Housing Options Team. Other local authority teams. Homelessness Steering Group
3. Improve support for Young People					
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 x 16/17 year olds presented as homeless	Target 2 or less. Full review of Young Persons Pathway in 2015/16 Consider whether the increased number of units are required through Project Review group	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 to assist with benefits, debt advice, mental health issues, drug and alcohol issues etc	Ensure that services are maintained for those most in need	Lead Officer Housing. Housing Officer. Local partners. Supporting People SP funding for Selby District 2015/16 £143,979

Target	Why	How	Baseline position	Actions	Resource
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 including identifying opportunities through Moving Forward	Lead Officer Housing
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 through the Selby Young Persons Hub to avoid B&B placements	Nil in 2014/15 5 SASH hosts in 2014/15	Target Nil Work with SASH to increase the number of hosts in the district.	Housing Options Team
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 including with schools	Homeless Prevention Officers (NYCC) visit schools across the Selby District as part of their work within the district Housing Options Team also raise awareness	Sessions in schools continuing Awareness Raising Pathway session September 2015	Homeless Prevention Officers (NYCC) Housing Options Supervisor

Target	Why	How	Baseline position	Actions	Resource
4. Increase suitable housing options					
Information accessible to all	To ensure an awareness of the services we offer	Improve our website and literature to make the information easier to understand	The website has recently been reviewed, but further improvements could be made	Review the webpages and literature	Housing Options Supervisor. Housing Officer
Extend work with private sector landlords	To improve access and improve services across the private rented sector	Provision of free advice and assistance regarding housing issues and in particular help to manage tenancies	Basic advice and assistance provided	Expand contact with applicants and private landlords through use of new technology including Twitter and Facebook Consider the use of shared accommodation or HMOs in 2016	Lead Officer Housing Housing Officer Housing Options Development Officer
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 26 households to private rented tenancies during 2014/15	Increase the numbers assisted into PR year on year	Housing Options Development Officer
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

Target	Why	How	Baseline position	Actions	Resource
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
Continue to assist homeowners who are in financial difficulty	To ensure that wherever possible households are able to stay put	Continue to be involved in the Breathing Space scheme. Raise awareness of the scheme.	Joined Breathing Space in 2015	Review our webpages and literature, and promote the service in Citizenlink during 2015	Housing Options Supervisor
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 pa	Housing Options Team
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 pa Explore ways to increase accessibility to 1 bed stock Deliver another Extra care scheme Support low cost purchase schemes	Policy Officer Housing. Rural Housing Enabler. RP Partners

Target	Why	How	Baseline position	Actions	Resource
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 and look to exploit future opportunities through the implementation of the NY HomeChoice Business Plan	Regular review of policy through NY Project Board meetings	Regular reviews and minor amendments made on an ongoing basis in response to government steer and case law	Lead Officer Housing. Housing Officer.
5. Reduce the use of temporary accommodation and improve quality					
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 2016	Housing Options Supervisor
Maintain minimal use of B&B	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	Sustain or reduce numbers in temporary accommodation (excepting those accommodated through SWEP and NSNO)	Housing Options Team Funding for hostels £21,037, and £4,860 for B&B during 2015/16

Target	Why	How	Baseline position	Actions	Resource
Best use of hostel space	To minimise use and free it up for other households, avoiding use of B&B	Assisting households to move on as soon as is practical	Some households in temporary for longer than necessary due to reliance on HomeChoice bidding process	<p>Continue to make use of direct offers where households are in temporary accommodation.</p> <p>Consider the use of discretion within NY HomeChoice policy to paying off arrears as a loan to assist</p> <p>Explore discharging into the private sector with tenancies of 12 months or more. 2016 subject to resources.</p>	<p>Lead Officer Housing.</p> <p>Housing Officer</p> <p>Housing Officer</p> <p>Housing Options Development Officer</p>
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	Review usage and consider how our provision might be improved 2015	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

Target	Why	How	Baseline position	Actions	Resource
6. Identify new and improved opportunities to provide housing and support for households with special needs					
Continue to work closely with local colleagues in the Police, health and 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 suitable housing 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	Ensure that awareness is raised of various local initiatives – links to work on leaflets, website Priority 4	Horton Housing, Adult Learning and Skills in partnership with Housing Options
Provide housing suitable for vulnerable client groups	Current choices are limited	Consider opportunities for the development of specialist housing provision eg for those with mental health difficulties or Learning disabilities.	No schemes of this type	Continue to consider opportunities as they arise	Housing Policy Officer
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. Raise awareness of what we can offer 2015	Lead Officer Housing. Housing Officer. Policy Officer Equalities

Target	Why	How	Baseline position	Actions	Resource
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
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 £8,000pa to IDAS
7. Continue the good practice and joint working across the sub region in relation to Gypsies, Roma, Travellers and Showpeople					
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 where required Explore the provision of gypsy/traveller sites in the district	Horton provide a service at Burn Initial options considered	Ensure that the service continues to be provided Further options to be considered as part of Local Plan work	Lead Officer Housing. Horton Lead Officer Housing. Planning Policy Team

Selby District Council

REPORT

Reference: E/15/28

Item 13 - Public



To: The Executive
Date: 1 October 2015
Status: Non key decision
Report Published: 23 September 2015
Author: Michelle Dinsdale - Policy Officer
Executive Member: Cllr Dave Peart
Lead Officer: James Cokeham

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

Summary:

The Executive approved the Taxi Licensing Policy on 4th June 2015. The purpose of this report is to make Members aware of policy changes required in relation to the duration of licences, licence fees and vehicle inspections. Selby District Council currently issues Hackney carriage and private hire drivers' licences and private hire operators' licences for a period of one year. However, with effect from 1 October 2015, in order to comply with Section 10 of the Deregulation Act 2015 (the Act) the Council will no longer be able to have a blanket one year policy. The changes relating to the duration of licences will have an impact on licensing fees charged and Officers are currently carrying out a review of these fees. Following completion of the review a separate report outlining the proposed licence fee changes will be presented to the Executive in November. Amendments to the policy are also required in respect of Section 11 of the Act which now permits operators to transfer bookings. At the time of writing the contract for the inspection of taxis vehicles is currently out to tender and in order to ensure that the policy reflects the new service specification a number of minor amendments are proposed to the policy.

Recommendations:

- i. That amendments to the Taxi Licensing Policy be approved
- ii. That the Council implements the grant of three or five year licences as standard once the new licence fees have been agreed.

Reasons for recommendations

To ensure the Taxi Licensing Policy complies with Sections 10 and 11 of the Deregulation Act 2015 and reflects the vehicle inspection service specification.

1. Introduction and background

- 1.2 Following public consultation, the Executive approved the Taxi Licensing Policy on 4th June 2015.
- 1.3 At the time of the consultation, Officers were aware of proposed changes to the duration of licences as part of the then Deregulation Bill. Therefore, in addition to consulting on the draft policy, Officers took the opportunity to consult on the duration of licences. The majority of respondents stated they would welcome a change in the duration of licences, with 72% of those who responded to the on-line survey in favour of the Council issuing drivers' and operator licences for a longer duration.

2. The Report

2.1 Duration of Licences

- 2.2 With effect from 1 October 2015, Section 10 of the Act states that *'drivers' licences should remain in force for a period of three years and operators' licences for five years or for such lesser period, specified in the licence, as the district council thinks appropriate in the circumstances of the case'*.
- 2.3 As yet there has been no guidance issued by the Department for Transport (DfT) in relation to these changes.
- 2.4 Selby District Council currently issues Hackney carriage and private hire drivers' licences and private hire operators' licences for a period of one year.
- 2.5 It is therefore proposed that the Taxi Licensing Policy be amended to reflect the change in legislation. Where Officers consider circumstances are appropriate for a lesser period than the standard three/five years, the Council will consider issuing a licence for a lesser period. The decision will be referred to the Licensing Committee, who will consider each application on a case by case basis.

2.6 Officers are currently reviewing internal procedures in order to implement the changes to the policy. In terms of drivers and operators being checked, respectively, every three and five years, this issue raises no concerns of public safety as individuals will continue to be subject to yearly Driver and Vehicle Licensing Agency (DLVA) checks and three yearly Disclosure and Barring Service (DBS) checks.

2.7 **Licence Fees**

2.8 Whilst the changes are due to take place on 1 October 2015, with notice having only been given in April 2015, coupled with the lack of guidance from the DfT, the Council will not be in a position to implement the new licence periods with effect from this date.

2.9 Selby District Council currently has no fees set for three yearly drivers' and five yearly operators' licences. The licence fee regime requires fees to be set to cover the costs of administering the licensing process. An assessment must therefore be made of the impact of a three or five year regime as there is likely to be a saving in administrative time. Officers are currently carrying out a review of licence fees and a report will be submitted to the Executive in November outlining the proposed fee changes.

2.10 The Council will therefore be required to continue to grant annual licences until the new fees have been agreed. This is not unique; there are numerous local authorities both locally and nationally that are in the same position.

2.11 **Private Hire Vehicle Sub Contracting**

2.12 Section 11 of the Act makes provision for the holder of an operator's licence who has accepted a booking in one district, to pass that booking to another operator to fulfil. This can involve operators exchanging bookings both within and outside the district. This may result in person(s) or vehicle(s) which may not necessarily have been licensed by Selby District Council conducting such bookings. The Council has no ability to influence this matter of sub-contracting.

2.14 Permissive cross-border hiring (which was previously unlawful) could raise issues of public safety and the situation will be closely monitored by the Enforcement section. There is a close working relationship between Selby and all adjoining local authorities and, indeed, with those within North Yorkshire that will mitigate these risks. The policy has been updated to reflect the need for operators to keep accurate records in relation to receiving from or passing a booking to another operator.

2.15 **Licensing Committee**

2.16 Officers presented a report to the Licensing Committee on 7 September 2015 regarding taxi-related proposals contained within the Act and how the Council intends to deal with them.

2.17 **Taxi Vehicle Inspections**

2.18 Officers have reviewed the vehicle inspection contract and at the time of writing the contract is out to tender and will be dealt with in a separate report to the Executive. In order to ensure that the policy reflects the new vehicle inspection service specification a proposed minor amendment to the policy, in relation to safety requirements, is the condition for all taxis to carry a first aid kit and replacement bulb kit.

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

Legal Issues

3.1 Sections 10 and 11 of The Deregulation Act come into force on 1 October and the Council has a duty to comply with this legislation.

Financial Issues

3.2 The changes relating to the duration of licences will have an impact on licensing fees charged. The Council is only able to recover its costs associated with administering the licensing regime. At the time of writing a review of the costs involved in issuing the new three and five year licences is being carried out. The outcome of the review, including the financial issues for both licence holders and the Council will be addressed in the report to the Executive on 5th November 2015.

Impact Assessment

3.3 The Act provides for the removal or reduction of burdens on business and individuals and public sector bodies.
The proposals will benefit the licensed trade with longer licence periods for Hackney carriage drivers, private hire drivers and private hire operators. An equality, diversity and community impact screening has been carried out in respect of the proposed policy changes; no adverse impact has been identified. There will be no impact on the travelling public.

4. **Conclusion**

With effect from 1 October 2015, in order to comply with Section 10 of the Act, the Council will be required to issue taxi drivers' licences for three years and operator licences for five years. A discretionary one

year licence may be issued on a case by case basis, where it can be justified. The Taxi Licensing Policy has been amended to reflect this change and also the change in legislation allowing operators to transfer bookings. The changes relating to the duration of licences will have an impact on licensing fees charged. Officers are currently carrying out a review of the licence fees and therefore the Council will not be in a position to implement the new licence periods with effect from 1 October 2015. A report will be submitted to the Executive in November 2015 outlining the proposed fee changes. The proposals within this report will enable the Council to comply with the provisions of the Act whilst maintaining public safety.

5. Background Documents

The Local Government (Miscellaneous Provisions) Act 1976
<http://www.legislation.gov.uk/ukpga/1976/57/enacted>

The Deregulation Act 2015
<http://www.legislation.gov.uk/ukpga/2015/20/contents/enacted>

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Appendices:

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



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 DVLA¹ is a **“driving licence”**.

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

¹ Driver and Vehicle Licensing Agency:
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
Bookings		
Can be pre-booked	✓	✓
Can wait in a taxi rank	✗	✓
Can be hailed down	✗	✓
Fares		
Set by the council	✗	✓
Uses a taximeter ²	✗	✓
Visual differences		
Illuminated roof sign	✗	✓
“Black cab” type allowed	✗	✓
Licence plate	Red	Blue
Colour:	Red	Blue
Shape:	Rectangular	Semi-circular
Position:	Front and rear	Rear

2. Application process

2.1. Duration of licence

We issue hackney carriage and private hire drivers’ licences for three years and operators’ licences for five years. Licences may be granted for one year, but only where it is justifiable to do so, based on the circumstances of an individual case. The decision to grant a one year licence will be made by the Licensing Committee. 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.

² 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.

Licence type	Duration
Hackney carriage driver's licence	3 years
Private hire driver's licence	3 years
Private hire vehicle operator's licence	5 years
Vehicle between 0–5 years old	1 year
Vehicle between 5–7 years old	6 months
Vehicle 7+ years old	4 months

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. Checks

Every year 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, spent³ 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. 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

³ 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.

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

Selby Council's Testing Standards are based on the Freight Transport Association Hackney Carriage and Private Hire Vehicle National Inspection Standards Best Practice Guide (August 2012). 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 carry a fire extinguisher. If safety equipment is not clearly visible, then signs must be in place to indicate its location.

A first aid kit must be carried and kept in an accessible position inside the vehicle. The first aid kit may be carried out of view, i.e. in the glove compartment provided there is a clear sign on the dashboard stating the location. The following list, recommended by the Health and Safety Executive, is for the guidance of drivers and proprietors:

- A leaflet giving general guidance on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- sterile eye pads
- individually wrapped triangular bandages
- safety pins
- 2 large, individually wrapped, sterile, un-medicated wound dressings
- medium-sized, individually wrapped, sterile, un-medicated wound dressings
- a pair of disposable gloves

The vehicle must also carry a replacement bulb kit.

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, 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, including where the booking has been received or passed to another operator. 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)
- 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 for three years 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
- equipped with a first aid kit
- equipped with a spare bulb kit
- 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

- Knowingly sub-contracting a booking to another operator who is not complying with the relevant legislation

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	Driver 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/15/29

Item 14 - Public



To:	The Executive
Date:	1 October 2015
Status:	Key Decision
Report Published:	23 September 2015
Author:	Keith Cadman, Lead Officer Contracts
Executive Member:	Councillor Cliff Lunn
Lead Officer:	Karen Iveson, Executive Director

Title: Electronic Payments – Customer Self-Serve / Channel Shift

Summary

The recent development of the Councils web site and customer relationship management system (CRM) with NYCC has provided the digital foundations for the development of our electronic payment systems. The investment in electronic payment systems will enhance the customer journey from initial contact to resolution via the facility to request services and make a payment. This project forms part of the customer and community better together project with particular regard to channel shift.

The Council has a 10 year ICT strategy funded through annual revenue contributions to an ICT reserve to ensure future ICT investment is both funded and planned. However, planned projects can require re-scheduling due to dependencies and linkages to other projects. The ICT strategy reserve in 15/16 has sufficient balances providing the opportunity to re-schedule the electronic payments project in 17/18 to be brought forward to 15/16. Electronic payments is a fundamental part of the CRM development and by bringing the project forward as an integral part of the migration of services to the website will realise future planned efficiencies sooner.

Recommendations:

i. To agree the re-phasing of £100,000 from the approved ICT strategy programme from 2017 / 2018 to 2015 / 2016 for the implementation of electronic payments.

ii. To fund the £100,000 from current balances within the ICT reserve for 2015 / 2016.

Reasons for recommendations

To ensure the continued development of the councils CRM and migration of services to the councils website supporting channel shift and the customer strategy. The opportunity to implement electronic payments sooner than originally planned will allow customers to make online payments for council services that currently require manual intervention whilst also allowing current electronic payments to be channelled through a single council payment system.

1. Introduction and background

1.1 The better together programme includes a customer and community project with a work package to deliver a new website, open data and CRM to provide the foundations for customer self-serve and associated interaction with both Authorities.

1.2 The website went live in February 2015, followed by the CRM in July 2015 as part of phase 1 towards customer self-serve and channel shift.

1.3 The second phase will bring the website and CRM closer together enabling further automation of processes and links into the back office.

1.4 A key strand of phase two is to simplify payment processes for existing services that can be paid on line and adding services that currently are not available for on line self-serve and payment.

1.5 Providing electronic payment functionality integral to the CRM will provide a modern digital interface for customers to request services, record issues and pay for services online. This will significantly reduce the need for customers to contact the council by phone or on foot to interact with the council.

1.6 This phase of the project is designed to deal with high volume transaction services such as council tax, NNDR and council house rents by April 2016.

2. The Report

2.1. The current income management system supplied by Northgate is an application called PARIS and currently operates two main functions – cash receipting and electronic income transaction processing. Although the system also has internet and telephone payment processing capability, this has not been fully implemented.

2.2 The system currently handles approximately 131,000 transactions with an annual value of £26.8 Million, requiring interfaces or manual data input from a number of sources including housing benefit, sundry debts and rent collection systems etc.

2.3 To implement internet and telephone payment processing functionality requires the development of a modern customer friendly website allowing customers to interact with the council for service requests, make payments or record issues.

2.4 The mapping and associated analysis of current payment processes as part of the CRM implementation has provided an opportunity to bring forward the implementation of electronic payments subject to availability of ICT funding.

2.5 The timeframe for implementation of electronic payments including payment process mapping supports the agreed management actions within the recent audit report regarding PCI DSS compliance.

2.6 The balance of funding available within the ICT reserve in 2015 / 2016 presents the opportunity to re-phase an electronic payments project planned for 2017 / 2018 to this year. The interdependencies of CRM and electronic payments are clear and logically the ideal time to implement electronic payments is as an integral phase of the CRM implementation.

2.7 Future efficiencies will be made as all payment processes are channelled through the electronic payment system enabling the council to terminate/scale down current payment services and manual payment processing.

3. Legal/Financial Controls and other Policy matters

3.1 Legal Issues

None

3.2 Financial Issues

The 10 year ICT strategy is a programme of known or anticipated ICT projects including estimated costs for each and is funded through an annual revenue contribution of £200,000 into an ICT reserve account. As projects are approved and costs are known funding is drawn down from the reserve. In year balances are carried forward which on occasion enable the delivery of projects requiring investment greater than the value of the annual contribution.

The ICT reserve account has a current balance exceeding £100,000 after allowing for planned projects, enabling the re-phasing of electronic payments from 17/18 to 15/16.

The funding of £100,000 for the delivery of Electronic payments can be drawn down from the ICT reserve without impacting on other planned ICT projects.

4. Impact assessment

The mapping of current payment channels and customer utilisation has identified services with highest customer use that could be moved to a single electronic payment system. This will assist the management of customer expectations whilst removing legacy payment systems sooner rather than later.

5. Conclusion

Bringing forward the implementation of electronic payments will deliver channel shift, support and underpin the developing customer strategy, deliver efficiencies through the removal of legacy systems and manual processes sooner than originally planned.

6. Background Documents

None

Contact Officer

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Selby District Council

REPORT

Reference: E/15/30

Item 15 - Public



To: The Executive
Date: 1 October 2015
Status: Key Decision
Report Published: 23 September 2015
Author: Keith Cadman, Lead Officer Contracts
Executive Member: Councillor Cliff Lunn
Lead Officer: Karen Iveson, Executive Director

Title: Leisure Planned Maintenance Programme – Year 7

Summary

In the contract with Wigan Leisure and Culture Trust (WLCT) the Council holds landlord responsibility for Selby Leisure Centre, Tadcaster Leisure Centre and Selby Park. The contract includes an indicative planned maintenance programme to 2024 / 2025, which is reviewed each year when the Council refreshes its Medium Term Financial Plan and rolling Capital Programme. The revised programme reflects the landlord responsibility for Selby leisure centre, Tadcaster leisure centre and Selby Park.

The proposal for Year 7 includes work to the car park, bandstand and pavilion roofs in Selby Park. There are no required planned works for either Tadcaster or Selby leisure Centres.

Recommendations:

- i. To agree that the Year Seven Landlord Planned Maintenance Programme for Selby Park**
- ii. To fund the Year 7 programme from the Building Repairs Reserve within the budget proposals for 2016/17.**

Reasons for recommendations

To ensure essential maintenance work required at the Council's leisure facilities is included in the Council's capital programme to enable the Council to discharge its duties as a landlord and ensure the facilities are maintained to an appropriate standard.

1.0 Introduction and background

1.1 The planned maintenance programme has been revised using recent condition survey data for Tadcaster leisure centre and Selby park plus a 30 year lifecycle model for the new facility. Each planned maintenance programme sets out both 'landlord' and 'tenant' responsibilities and we are now approaching Year 7 of the programme. The Year 7 Planned Maintenance Programme has been drawn up which now needs to be considered by the Executive for inclusion in the 2016/17 capital programme.

2.0 The Report

2.1. The revised Planned Maintenance Programme includes estimated costs that may be subject to change as formal tenders are required when the actual work is procured. It is reviewed on an annual basis as decisions are made regarding actual works required. The revised Maintenance Programme presented to the Executive for consideration Selby Park is attached at Appendix 1.

2.2 Work initially identified for 2014/2015 in Selby Park for repairs to the car park and bandstand and Pavilion roofs have been deferred for the last two years and after inspection the works to the bandstand roof can be deferred for a further year. The remaining works are necessary for completion in 2016/2017.

2.3 The proposed Year 7 Maintenance Programme is attached at Appendix 2. The costs included are a 'best known' at this stage and will be confirmed following a formal tender exercise. There will be no loss of income associated with any of the works proposed.

3.0 Legal/Financial Controls and other Policy matters

3.1 Legal Issues

3.1 The Council, as Landlord, is required under the terms of the contract to ensure that essential maintenance work is carried out at the facilities leased by WLCT.

3.2 Financial Issues

3.2.1 A detailed breakdown of indicative costs are contained in the Year 7 Maintenance Programme at Appendix 2. In summary, they include;

Selby Park

Pavilion roof inspect and repair £2,000

Car park patch repairs and line marking £5,000

Total = £7,000

Funding for the Council's landlord responsibilities within the terms of the contract with WLCT is contained within the buildings repairs reserve.

4. Impact assessment

4.1 PPM for each facility is specific to the site and associated structures and is designed to provide a safe well maintained facility for the benefit of all customers and staff and can be regarded as providing a positive impact.

5. Conclusion

5.1 In the contract with WLCT the Council holds landlord responsibility for Selby leisure centre, Tadcaster leisure centre, Selby park. The repairs detailed in the report fulfil the landlord obligations contained within the contract that enable continuity of service from the facilities.

6. Background Documents

None

Appendices

Appendix A – Indicative Planned Maintenance Programme for Selby Park

Appendix B – Proposed Year 7 Planned Maintenance Programme

Contact Officer

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**ITEM 15
APPENDIX A**

**Selby Park
Indicative Fifteen Year Planned Maintenance Programme**

	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6	Yr 7	Yr 8	Yr 9	Yr 10	Yr 11	Yr 12	Yr 13	Yr 14	Yr 15	Total
Element	2010 / 2011	2011 / 2012	2012 / 2013	2013 / 2014	2014 / 2015	2015 / 2016	2016 / 2017	2017 / 2018	2018 / 2019	2019 / 2020	2020 / 2021	2021 / 2022	2022 / 2023	2023 / 2024	2024 / 2025	Total
Pavilion Roof					Deferred	Deferred	Inspect and repair Essential £2,000								Inspect and Repair Essential £2,000	
Timber Cladding						Replace Defective Panels - LH Side Essential £850					Inspect Panels Essential £500					
Car Parking					Deferred	Deferred	Patch repair and line markings Essential £5,000			Line Markings Essential £2,000					Patch repair and line markings Essential £5,000	
Crazy Golf Course		Deferred	Deferred	Deferred	Renew surfacing to individual holes Essential £6,300									Renew surfacing to individual holes Essential £6,300		
Bandstand					Deferred	Deferred	Deferred	Roof Repair and Inspection Essential £3,000							Roof Repair and Inspection Essential £3,000	
Condition survey				Condition survey Essential £1,785							Condition survey Essential £1,785					
Total	£0	£0	£0	£1,785	£6,300	£850	£7,000	£3,000	£0	£2,000	£2,285	£0	£0	£6,300	£10,000	£39,521

ITEM 15
APPENDIX B

Wigan Leisure and Culture Trust							
Selby DC Year Seven Landlord Planned Maintenance							
Cost Plan: September 2015							
Site	Element	Best Known Cost	Property Consultant Fee (12%)	WLCT Fee (2%)	Loss of Income	Total Costs (excluding fees)	Comments
Selby Park	Inspect & repair pavilion roof	£1,746.50	£214.29	£39.22	£0.00	£2,000.00	
	Car park patch repairs and line marking	£4,366.25	£535.71	£98.04	£0.00	£5,000.00	
Total		£6,112.75	£750.00	£137.25	£0.00	£7,000.00	

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