



**HOUSING, PLANNING AND REGENERATION, AND REGULATORY SERVICES
SCRUTINY COMMITTEE**

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To: Councillors S. Bradshaw, Brennan, Capleton, Grimley (Chair), Needham, Ranson (Vice-Chair) and Gerrard (For attention)

All other members of the Council
(For information)

You are requested to attend the meeting of the Housing, Planning and Regeneration, and Regulatory Services Scrutiny Committee to be held in Council Offices on Tuesday, 3rd March 2020 at 6.00 pm for the following business.

Chief Executive

Southfields
Loughborough

24th February 2020

AGENDA

1. APOLOGIES
2. MINUTES OF THE PREVIOUS MEETING 4 - 7
To approve the minutes of the previous meeting.
3. DISCLOSURES OF PECUNIARY AND PERSONAL INTERESTS

4. DECLARATIONS - THE PARTY WHIP
No declarations of the existence of the Party Whip were made.
5. QUESTIONS UNDER SCRUTINY COMMITTEE PROCEDURE 11.16
No questions were submitted.
6. WORK PROGRAMME 8 - 12
A report of the Head of Strategic Support enabling the Committee to review and agree the Scrutiny Work Programme.
7. QUARTERLY PERFORMANCE MONITORING REPORT 13 - 30
A report of the Strategic Director providing performance monitoring information and results for the third quarter of 2019-20 in respect of the Corporate Plan objectives and key performance indicators, including anti-social behaviour and housing repairs complaints.
8. FIVE YEAR HOUSING LAND SUPPLY UPDATE 31 - 33
A report of the Head of Planning and Regeneration to update the Committee on the progress of the Council's five year housing land supply.
9. LOCAL DEVELOPMENT SCHEME 34 - 52
A report of the Head of Planning and Regeneration to present the revised Local Development Scheme.
10. UPDATE ON UNIVERSAL CREDIT IMPLEMENTATION 53 - 58
A report of the Head of Landlord Services to advise the Committee of the progress of the implementation of Universal Credit for the Council and its tenants.

SCRUTINY QUESTIONS

What topics to choose?

- What difference will scrutiny make?
- Is this an area of concern – public/performance/risk register?
- Is this a corporate priority?
- Could scrutiny lead to improvements?
- What are the alternatives to pre-decision scrutiny?

Pre-decision scrutiny

- What is Cabinet being asked to agree?
- Why?
- How does this relate to the overall objective? Which is ...?
- What risks have been identified and how are they being addressed?
- What are the financial implications?

- What other options have been considered?
- Who has been consulted and what were the results?
- Will the decision Cabinet is being asked to take affect other policies, practices etc.?

Basic Questions

- Why are you/we doing this?
- Why are you/we doing it in this way?
- How do you/we know you are making a difference?
- How are priorities and targets set?
- How do you/we compare?
- What examples of good practice exist elsewhere?

HOUSING, PLANNING AND REGENERATION, AND REGULATORY SERVICES SCRUTINY COMMITTEE 10TH DECEMBER 2019

PRESENT: The Chair (Councillor Grimley)
The Vice Chair (Councillor Ranson)
Councillors S. Bradshaw, Capleton, Needham,
Gerrard and Bolton

Councillor Mercer (Cabinet Lead Member for
Housing)

Strategic Director of Housing, Planning,
Regeneration and Regulatory Services
Head of Landlord Services
Head of Planning and Regeneration
Head of Regulatory Services
Head of Strategic and Private Sector Housing
Democratic Services Officer (NA)

APOLOGIES: Councillor Brennan

The Chair stated that the meeting would be recorded and the sound recording subsequently made available via the Council's website. He also advised that, under the Openness of Local Government Bodies Regulations 2014, other people may film, record, tweet or blog from this meeting, and the use of any such images or sound recordings was not under the Council's control.

16. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 3rd September 2019 were approved.

17. DISCLOSURES OF PECUNIARY AND PERSONAL INTERESTS

No disclosures were made.

18. DECLARATIONS - THE PARTY WHIP

No declarations were made.

19. QUESTIONS UNDER SCRUTINY COMMITTEE PROCEDURE 11.16

No questions were submitted.

20. WORK PROGRAMME

A report of the Head of Strategic Support was submitted to enable the Committee to review and agree its work programme (item 6 on the agenda filed with these minutes).

The Strategic Director for Housing, Planning and Regeneration and Regulatory Services and the Democratic Services Officer assisted the Committee with its consideration of the report.

RESOLVED That the current position with the Committee's Work Programme be noted.

Reason

To enable the Council's new scrutiny arrangements to operate efficiently and effectively.

21. QUARTERLY PERFORMANCE MONITORING REPORT

A report of the Strategic Director providing performance information for the second quarter of 2019 -20, in respect of the Corporate Plan objectives and Key Performance Indicators was submitted (item 7 on the agenda filed with these minutes).

The Strategic Director for Housing, Planning and Regeneration and Regulatory Services attended the meeting and assisted with consideration of the item.

RESOLVED That the performance results, associated commentary and the explanations provided be noted.

Reason

To record the information contained in the 2019-20 Quarter two Performance Monitoring Information report.

22. FIVE YEAR HOUSING LAND SUPPLY UPDATE

A report of the Head of Planning and Regeneration updating the Committee on the current status of the Council's five year housing land supply was submitted (item 8 on the agenda filed with these minutes).

The Strategic Director for Housing, Planning and Regeneration and Regulatory Services and the Head of Planning and Regeneration assisted with consideration of the item.

Summary of discussion:

- (i) The Council now had a housing land supply of 6.1 years and was not expecting the level to drop below 5 years.
- (ii) There was a stable trend moving forward which the Committee was pleased to hear.

RESOLVED that the update be noted.

Reason

To acknowledge the Committee's consideration of the item.

23. UPDATE ON THE HOUSING, EMPTY HOMES AND HOMELESSNESS STRATEGIES ACTION PLAN

A report of the Head of Strategic and Private Sector Housing updating the Committee on the delivery of the Housing, Homelessness and Empty Homes Strategies was submitted (item 9 on the agenda filed with these minutes).

The Cabinet Lead Member for Housing and the Head of Strategic and Private Sector Housing assisted with consideration of the item.

Summary of discussion:

- (i) The Council would complete regular housing needs surveys to determine the housing need in rural areas such as parishes. This was completed along with a resident's survey and identifying available land for development. There is also a link to the local neighbourhood plan and the housing allocations policy to ensure a joined-up approach.
- (ii) The Council had completed a Rough Sleeper count earlier in the year which identified three people sleeping rough. The Committee was advised that this figure changed throughout the course of the year and depending on the weather. Any rough sleepers were always approached and offered advice and support and the Council worked hard to ensure it looked after any rough sleepers.
- (iii) The eviction process was explained to the Committee and that every opportunity was given to tenants to retain their property.
- (iv) The Committee praised the Council's Lightbulb Service as being effective and receiving a high level of satisfaction from residents.
- (v) The Council was on target to recover 50 empty homes by the end of the year which would ensure they were on target to achieve over 250 empty homes by the end of the period.

RESOLVED that the report be noted.

Reason

To acknowledge the Committee's consideration of the item.

NOTES:

1. No reference may be made to these minutes at the Council meeting on 20th January 2020 unless notice to that effect is given to the Democratic Services Manager by five members of the Council by noon on the fifth working day following publication of these minutes.

2. These minutes are subject to confirmation as a correct record at the next meeting of the Housing, Planning and Regeneration, and Regulatory Services Scrutiny Committee.

HOUSING, PLANNING, REGENERATION, AND REGULATORY SERVICES SCRUTINY COMMITTEE - 3RD MARCH 2020

Report of the Head of Strategic Support

ITEM 06 SCRUTINY WORK PROGRAMME

Purpose of the Report

To enable the Committee to review and agree the scrutiny work programme.

Actions Requested

1. To review and amend the scrutiny work programme to ensure that it is fit for purpose and that any items which no longer warrant scrutiny are removed and any items requiring scrutiny are added (see Appendix 1).
2. To note the removal of Housing Capital Programme (high level figures) from the Work Programme:

Reasons

1. To enable the Council's new scrutiny arrangements to operate efficiently and effectively.
2. To enable the Committee to fulfil the decision by the Scrutiny Commission that pre-decision scrutiny items set out in the Directorate based Committee work programmes be removed from its work programme (minute 46.1 2019-20 refers)

Policy Justification and Previous Decisions

The Corporate Plan commits the Council to review and improve its approach to the delivery of services to ensure it is constantly working to achieve a better service, providing better value for money and enhancing the performance and commitment to service delivery.

This Committee can identify and schedule items for its own work programme without needing the approval of the Scrutiny Commission if those items fall within its area of responsibility. If the committee identifies a topic for scrutiny that is outside its area of responsibility, it can make a recommendation to the Scrutiny Commission that it is added to the work programme of the relevant scrutiny committee, or that a scrutiny panel be established.

Implementation Timetable including Future Decisions and Scrutiny

Issues identified by the Committee within its own remit will be reflected in an updated work programme. Issues identified for scrutiny outside of the Committee's remit will be recommended to the Scrutiny Commission.

Appendices

Appendix 1: Scrutiny Work Programme (Housing Planning Regeneration and Regulatory Scrutiny Committee)

Background Papers: None

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Housing, Planning and Regeneration, and Regulatory Services Scrutiny Committee Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
HPRRS	23 June 2020 (standing item at every meeting)	Work Programme	To consider items for future meetings.	To allow the Committee to identify items for which scrutiny is required.	N. Conway/ Lead Officer	
HPRRS	23 June 2020 (standing item at every meeting)	Five Year Housing Land Supply - update	To provide an update to the Committee on the status of the five year Housing Land Supply irrespective of whether it drops below 5.5 years.	To ensure that, when necessary, the figures are scrutinised on a regular basis and any actions can be identified if required.	Lead Member / R. Bennett	Agreed by SMB on 24 October 2018 (min 25.3) in response to a recommendation by the Five-Year Housing Land Supply Scrutiny Panel. Agreed by HPRR on 03 September 2019 to receive regular updates.
HPRRS	23 June 2020	Private Sector Licensing Scheme	To provide the Committee with an update on the consultation responses for the licensing scheme options.	To ensure that timely scrutiny takes place.	Lead Member/ A. Simmons	Agreed by Scrutiny Commission at its meeting on 13th January 2020.
HPRRS	23 June 2020	Housing Allocations Policy review	To provide the Committee with an update on the implementation of the revised Allocations Policy at its one year mark.	To scrutinise timely and effective scrutiny of the new policy and to ensure it is working well.	Lead Member/ A. Simmons	Requested by the Chair and Vice Chair following the December meeting.

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
HPRRS	23 June 2020	Decent Homes Contract Update	To provide the Committee with an update on the progress of the Council's Decent Homes Contract with Fortem.	To ensure targets are being met and to identify any areas of concern.	Lead Member/ P. Oliver	Requested by the Chair and Vice Chair following the December meeting.

Housing, Planning and Regeneration, and Regulatory Services Scrutiny Committee Work Programme

HPRRS	23 June 2020 (annual item)	Full Performance Information (Quarter 4 Report – Year End)	Monitoring of Performance Indicator information and Corporate Plan Objectives and Initiatives. To also include reports on any anti- social or	To ensure targets and objectives are being met. To identify areas where performance might be improved.	Relevant Lead Members & Heads of Service / A. Ward & H. Gretton	Item amended by SC at its meeting on 3 rd June 2019. Quarter 4 Report considered at the same time annually.
HPRRS	15 Sep 2020 (annual item)	Full Performance Information (Quarter 1 Report)	Monitoring of Performance Indicator information and Corporate Plan Objectives and Initiatives. To also include reports on any anti-	To ensure targets and objectives are being met. To identify areas where performance might be improved.	Relevant Lead Members & Heads of Service / A. Ward & H. Gretton	Item amended by SC at its meeting on 3 rd June 2019. Quarter 1 Report considered at the same time annually.
HPRRS	15 Sep 2020 (annual item)	Climate Change Strategy Action Plan	Monitoring of the Climate Change Strategy Action Plan.	Monitoring of progress on Action Plan.	Lead Member / M. French / C. Clarke	Amended by SC at its meeting on 3 rd June 2019: report to be reviewed by the Committee and possibly deleted after its meeting if no longer relevant.
HPRRS	08 December 2020 (annual item)	Full Performance Information (Quarter 2 Report)	Monitoring of Performance Indicator information and Corporate Plan Objectives and Initiatives. To also include reports on any anti- social or housing repairs complaints	To ensure targets and objectives are being met. To identify areas where performance might be improved.	Relevant Lead Members & Heads of Service / A. Ward & H. Gretton	Item amended by SC at its meeting on 3 rd June 2019. Quarter 3 Report considered at the same time annually.
HPRRS	03 March 2021 (annual item)	Full Performance Information (Quarter 3 Report)	Monitoring of Performance Indicator information and Corporate Plan Objectives and Initiatives. To also include reports on any anti- social or housing repairs	To ensure targets and objectives are being met. To identify areas where performance might be improved.	Relevant Lead Members & Heads of Service / A. Ward & H. Gretton	Item amended by SC at its meeting on 3 rd June 2019. Quarter 3 Report considered at the same time annually.
HPRRS	To be scheduled as required (ongoing item)	Five Year Housing Land Supply	If the Council's housing land supply falls below 5.5 years, a quarterly report to be provided and the Lead Member to attend to explain what actions are in place to return the five-year housing supply to a	To ensure that, when necessary, the figures are scrutinised on a regular basis and any actions can be identified if required.	Lead Member / R. Bennett	Agreed by SMB on 24 October 2018 (min 25.3) in response to a recommendation by the Five-Year Housing Land Supply Scrutiny Panel.

HOUSING, PLANNING, REGENERATION & REGULATORY SCRUTINY COMMITTEE 3RD MARCH 2020

Report of the Director of Housing, Planning, Regeneration & Regulatory Services Lead Member: Various

ITEM 07 2019-20 QUARTER 3 PERFORMANCE MONITORING REPORT

Purpose of Report

To provide performance monitoring information and results for the third quarter of 2019-20, in respect of the Corporate Plan Objectives and Key Performance Indicators for the Housing, Planning, Regeneration & Regulatory Services Directorate.

Action Requested

The Committee is requested to note the performance results; associated commentary and the explanations provided.

Reason

To ensure that targets and objectives are being met, and to identify areas where performance might be improved.

Policy Context

Quarterly reporting of performance is a key element of monitoring progress towards delivering the Council's Corporate Objectives and Initiatives as set out in the Corporate Plan and Annual Business Plan.

Background

The Committee receives performance reports on a quarterly basis to allow it to monitor progress against achieving the agreed targets which support the delivery of the Council's objectives as set out in the Corporate Plan (2016-2020). As part of the scrutiny arrangements it is envisaged that the Committee will be forward and outward looking and review performance through investigating how performance can be improved, for example by visiting Council's where performance exceeds that of Charnwood.

The attached report presents detailed performance results for quarter three 2019-20, of the fourth and final year of the Corporate Plan (2016-2020) for the Housing, Planning, Regeneration & Regulatory Services Directorate. It provides explanations and commentary in respect of poor performance or non- achievement of targets and details of remedial actions being taken where appropriate. The report focuses on detailed information and dashboard reporting in order to provide the Committee with the information required to sufficiently scrutinise performance.

Options Available with Reasons

The Committee has the option to use the performance information to suggest new items for the scrutiny work programme of the Scrutiny Commission.

Financial and Legal Implications

None directly arising from this report.

Risk Management

The risks associated with the options available and proposed actions to mitigate those risks are set out in the table below.

Risk Identified	Likelihood	Impact	Overall Risk	Risk Management Actions Planned
Failure to maintain a rigorous and embedded performance management framework could adversely impact on the achievement of the outcomes and objectives set out in the Council's Corporate Plan.	Unlikely (2)	Significant (2)	Low (4)	Quarterly performance monitoring, including reporting to the Senior Management Team, and to this Panel.

Background Papers: None

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Charnwood Borough Council

Housing, Planning & Regeneration and Regulatory
Services Directorate

Corporate Performance Report Quarter 3: 2019-2020



Corporate Plan (2016-2020) Priorities



Creating a Strong and Lasting Economy

“A strong growing and diverse economy is good for every business, community and household.”

New businesses, new homes and improved infrastructure will be key features in the next four years, with a range of affordable homes, new schools, shops and leisure facilities being planned to accommodate growth. We will support our rural communities, maintaining the characteristics that make them special, whilst encouraging the rural economy through small business investment and tourism opportunities. We will embrace innovation and technology so that Charnwood can compete on a worldwide platform at the highest level. We will maintain our commitment to our environment, celebrating its significance to both our heritage and future.



Every Resident Matters

“Every resident is important to us. Our vision is to make sure that Charnwood is a great place to live for families by creating a safe, secure & caring environment.”

We want everyone to feel valued, have a sense of belonging, share in our successes and enjoy life. We will provide opportunities to participate in social, leisure and cultural activities and in community life. We will also look after the more vulnerable members of our community and give support to those who need it most, especially older people and those less able to cope. We will nurture our young people and celebrate our rich cultural mix. We will welcome new communities so that we can all celebrate and enjoy our diverse culture.



Delivering Excellent Services

“We will maintain our focus on meeting our customers’ and residents’ needs.”

We will provide high quality, affordable and responsive services and improve online access to them. We are always seeking to improve the services that we deliver, by providing strong community leadership, being well governed, accountable, open and transparent. We will maintain the financial stability of the Council whilst continuing to seek ways to deliver better services as efficiently as possible.

Performance Overview

Quarterly reporting of performance is a key element of monitoring progress towards delivering the Council's Corporate Objectives and Initiatives as set out in the Corporate Plan (2016-2020) and Annual Business Plan (2019-2020). This report presents detailed performance results for the Quarter 3 of 2019-2020, in respect of the Corporate Plan Objectives and Key Performance Indicators for the **Housing, Planning & Regeneration and Regulatory Services Directorate**. It provides explanations and commentary in respect of poor performance, or non-achievement of targets, and details of remedial actions being taken where appropriate.

Corporate Performance Objectives: Quarter 3 2019-2020

Overall, at Quarter 3 there are **52** activities in the Annual Business Plan (2019-2020) which address the objectives outlined in the Corporate Plan. There are **11** objectives reported as red, **4** objectives graded as amber in status this quarter and **32** are assessed as green. In addition, **4** objectives have been completed this quarter and **1** has closed.

Housing, Planning & Regeneration and Regulatory Services Directorate Performance Objectives: Quarter 3 2019-2020

At Quarter 3 there are **19** activities which are assigned to and are the responsibility of the **Housing, Planning & Regeneration and Regulatory Services Directorate**. There are **4** objectives rated as red in status, **2** objectives graded as amber and **9** are assessed as green. In addition, **3** objectives have been completed this quarter and **1** has closed.

Corporate Performance Indicators: Quarter 3 2019-2020

Corporate performance against the Business Plan Indicators at Quarter 3 includes **4** indicators assessed as amber, **8** are green and **14** have not yet started (as they are scheduled for reporting in future quarters).

Performance against the Key Indicators associated with the Corporate Plan at Quarter 3 includes **1** assessed as red, **4** indicators rated at amber, **7** indicators are green and **5** have not yet started (as they are scheduled for reporting in future quarters).

Housing, Planning & Regeneration and Regulatory Services Directorate Indicators: Quarter 3 2019-2020

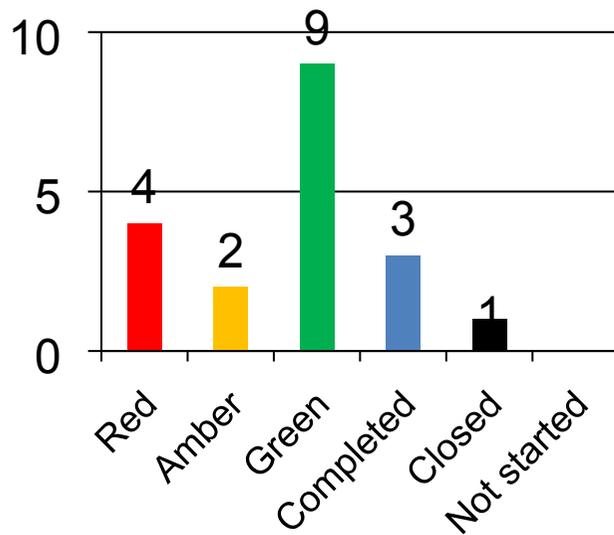
At Quarter 3 there are **5** Business Plan Indicators which are assigned to and are the responsibility of the **Housing, Planning & Regeneration and Regulatory Services Directorate**. At Quarter 3, **1** indicator is rated as amber, and **4** have not yet started (as they are scheduled for reporting in future quarters).

Directorate performance against the Council's Key Indicators, at Quarter 3, includes **1** indicator assessed as amber, **6** indicators graded as green, and **4** have not yet started (as they are scheduled for reporting in future quarters).

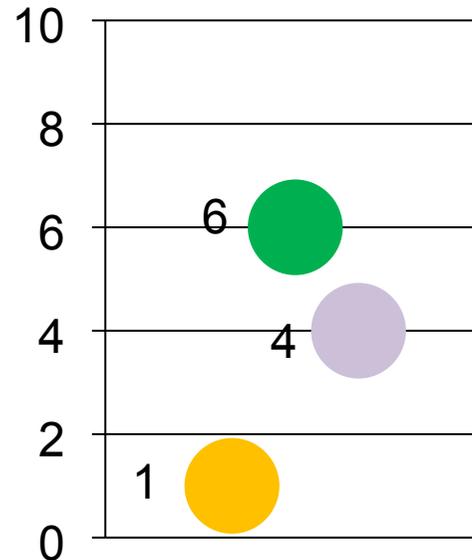
Housing, Planning and Regeneration and Regulatory Services Directorate Dashboard

Quarter 3: 2019-2020

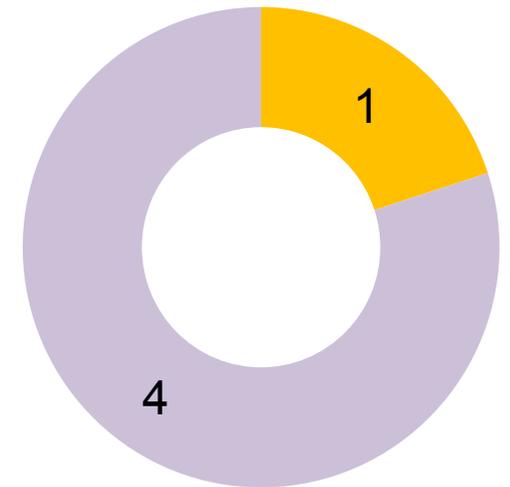
Business Plan Objectives



Key Performance Indicators

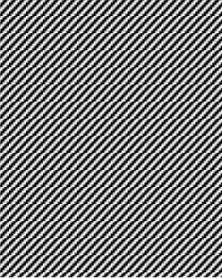
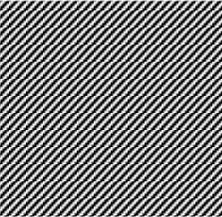
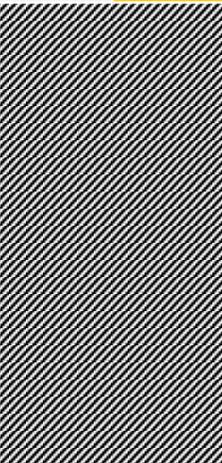


Business Plan Indicators

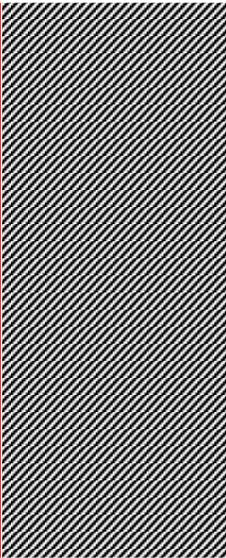
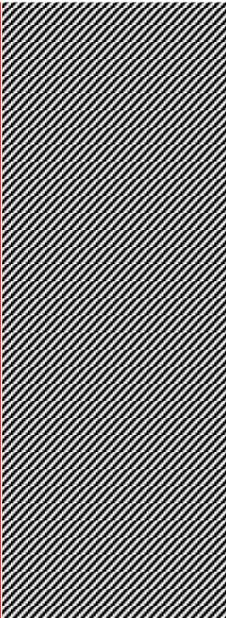


Creating a Strong and Lasting Economy

Corporate Plan Outcome (2016-2020)	Business Plan Action (2019-2020)	Measurable Success Criteria	Progress	RAG	Linked Indicators
<p>SLE1 - PR (1) - Encourage new jobs to the Borough through promoting the delivery of the Science Park and Enterprise Zone and encouraging new businesses to towns and villages.</p>	<p>Further inward investment opportunities to the Borough sought by employing the INCharnwood brand as a promotional tool.</p>	<p>A) Business event promoting the INCharnwood brand held with a minimum of 100 businesses in attendance.</p> <p>B) Promotional video showcasing Charnwood to investors released by December 2019. Complete at Q1.</p>	<p>We continue to respond to investor enquiries and work closely with Loughborough Science & Enterprise Park, and Charnwood Campus, to court investors to the Enterprise Zone.</p> <p>A) Planning has continued throughout Quarter 3, with LATi, to develop the business event “Charnwood 2020: An Insight In To The Future” (due to be held on 12 February 2020). The event will look at the future for business in Charnwood, highlight the successful science, tech, engineering and associated enterprises located in the borough.</p> <p>B) Complete at Quarter 1.</p>	G	
<p>SLE1 - PR (2) - Encourage new jobs to the Borough through promoting the delivery of the Science Park and Enterprise Zone and encouraging new businesses to towns and villages.</p>	<p>Establish the governance mechanism and investment plan for the delivery of the Charnwood Campus and Loughborough University Science and Enterprise Park as part of the Loughborough and Leicester Enterprise Zone.</p>	<p>Agreement in place with the Councils delivery partners, being Leicester City Council and the Leicester and Leicestershire Enterprise Partnership by December 2019.</p>	<p>Discussions are on-going with Leicester and Leicestershire Strategic Enterprise Partnership, Leicester City Council and Leicestershire County Council about the governance structure. To progress further in Quarter 4.</p>	R	

<p>SLE2 - PR (1) - Ensure that a growth in homes and infrastructure benefits residents through improved community facilities, affordable housing and superfast broadband.</p>	<p>Draft local plan completed for consultation, to guide the provision of homes and jobs across the Borough.</p>	<p>Draft local plan published for consultation by December 2019.</p>	<p>The Draft Charnwood Local Plan was published for consultation on 4 November 2019 following Cabinet approval on 17 October 2019. A six-week public consultation finished on 16 December 2019 and work will continue to develop the Charnwood Local Plan.</p>	<p>C</p>	
<p>SLE2 - PR (2) - Ensure that a growth in homes and infrastructure benefits residents through improved community facilities, affordable housing and superfast broadband.</p>	<p>Establish a Housing Delivery Company to provide a vehicle for investment in land and property.</p>	<p>Housing Delivery Company fully established by September 2019.</p>	<p>Indicator closed due to change in Council's approach to meeting this priority.</p>	<p>CL</p>	
<p>SLE2 - HOU - Ensure that a growth in homes and infrastructure benefits residents through improved community facilities, affordable housing and superfast broadband.</p>	<p>Bring Empty Homes back into use through housing advice/ assistance and partnership grants.</p>	<p>50 Empty Homes brought back into use as a result of action by the Council.</p>	<p>In Quarter 3, 22 Empty Homes (against a quarterly target of 30) have been brought back into use as a direct result of advice and assistance from the Council's Empty Homes Officer</p>	<p>A</p>	<p>BP3</p> <p>A</p>
<p>SLE3 - PR (1) - Take action to protect the environment for future generations and ensure a clean borough for all to enjoy.</p>	<p>Implement the actions in the Carbon Management Plan to achieve the carbon reduction target by 2020.</p>	<p>15% reduction in CO2 emissions by 2020 (from a baseline of 2,133 tCO2 in 2012/13).</p>	<p>Carbon Management Plan projects have delivered sustained reductions in carbon emissions. In 2012/13 the Council's carbon footprint was 2,133 tCO2e with associated costs of £730,020. In 2018/19 the Council's carbon footprint was 1,346 tCO2e, with associated costs of £697,533.</p> <p>This represents a 37% decrease in emissions and a 4% decrease in nominal costs since 2012/13. A 10-year Carbon Management Plan, setting out the actions and</p>	<p>C</p>	

			milestones required to deliver carbon neutrality by 2030 is scheduled to be launched in March 2020.		
SLE3 - PR (2) - Take action to protect the environment for future generations and ensure a clean borough for all to enjoy.	Promote high quality design in new developments to raise design standards.	<p>A) Design Guide published by April 2020.</p> <p>B) Charnwood Design Awards held by March 2020. Complete at Quarter 3.</p>	<p>A) A six-week public consultation on the Design Supplementary Planning Document closed on 11 November 2019 and a Statement of Consultation has been prepared explaining how the representations received have informed the final proposed document. The Design Supplementary Planning Document is due to be considered by Cabinet on 16 January 2020 and subject to approval will be adopted and published by the end of January 2020.</p> <p>B) The Charnwood Design Awards took place on 28 November 2019. The 2019 winners are Loughborough University Student Village, Fowke Street, Rothley and Mountsorrel Memorial Centre. Complete at Quarter 3.</p>	G	
SLE3 - RS - Take action to protect the environment for future generations and ensure a clean borough for all to enjoy.	Review the Charnwood Borough Council Dog Control Public Spaces Protection Order 2017 to retain the existing controls and extend controls, if appropriate.	Review completed by December 2019 and Order in place for a further 3-year period.	Charnwood Borough Council Dog Control PSPO has been extended and is now in place for 3 years. Bradgate Park Dog Control PSPO is in Notice of Intention Stage and will complete on 16 January 2020.	G	

<p>SLE4 - PR (1) - Promote the Borough to increase tourism and support initiatives to help our towns and villages to thrive. Develop new and revitalised Town Centre Masterplans for Loughborough and Shepshed.</p>	<p>Establish a scheme of capital works to extend and improve the Shepshed public realm.</p>	<p>Shepshed scheme approved for implementation by December 2019.</p>	<p>There continues to be delays to this project due to the unexpected need to commission consultants to undertake design work in Quarter 2.</p> <p>In Quarter 3, a specification has been prepared and procurement is underway for appropriate consultants to undertake the design work and a bid for funding for £600,000 from the Business Rates Pool administered by the LLEP has been successful.</p> <p>A revised programme is being drafted and it is envisaged this will not be complete in the 2020-2021 Business Plan year.</p>	<p>R</p>	
<p>SLE4 - PR (2) - Promote the Borough to increase tourism and support initiatives to help our towns and villages to thrive. Develop new and revitalised Town Centre Masterplans for Loughborough and Shepshed.</p>	<p>Establish a scheme of capital works to extend and improve the Bedford Square/Wards End public realm.</p>	<p>Bedford Square/Wards End scheme approved for implementation by December 2019.</p>	<p>There continues to be delays to this project due to the unexpected need to commission consultants to undertake design work in Quarter 2.</p> <p>In Quarter 3, the Project Consultants have prepared initial designs and engaged with Loughborough Town Team Task and Finish Group. The Project Executive Team is now overseeing the preparation of detailed costed designs. A bid to the LLEP for Business Rates Pool funding for further revenue for the project has been successful.</p> <p>Cabinet decision regarding the scheme is scheduled for the close of the financial year.</p>	<p>R</p>	

SLE4 - RS (1) - Promote the Borough to increase tourism and support initiatives to help our towns and villages to thrive. Develop new and revitalised Town Centre Masterplans for Loughborough and Shepshed.

Complete improvements to Browns Lane, Southfields Office, Syston and Woodhouse Eaves car parks to maintain the long-term viability of the car parks and increase customer car parking facilities across the Borough.

4 car parks resurfaced and repaired in line with the Council's Capital Programme.

Quote obtained for Browns Lane Leisure Centre car park and work to progress in Quarter 4. Tender Document for other works developed by Property Services, with the aim of advertising in early January 2020, with schedule start date March 2020.

G

SLE4 - RS (2) - Promote the Borough to increase tourism and support initiatives to help our towns and villages to thrive. Develop new and revitalised Town Centre Masterplans for Loughborough and Shepshed.

Complete phase 1 of the Beehive Lane car park improvements and refurbishment scheme to maintain the long-term viability of the car park and encourage increased customer car parking in Loughborough.

Installation of new car park railings on the top floor of Beehive Lane car park completed by March 2020.

Final Tender Documents collated by Property Services with the aim of advertising in early January 2020, with schedule start date March-April 2020. A new specification and design for fencing has been developed.

R

Every Resident Matters

					Linked Indicators	
ERM1 - LS - Keep our residents safe through implementing a new community safety plan, combatting ASB and investing in emergency planning, food safety and safeguarding.	Undertake the 2019/20 programme of works to install 21 new communal door entry systems in order to provide enhanced security for tenants.	21 new communal door entry systems installed.	Programme has progressed ahead of schedule. 22 communal door entry systems installed at the close of Quarter 3.	C	BP16	NS
ERM1 - RS (1) - Keep our residents safe through implementing a new community safety plan, combatting ASB and investing in emergency planning, food safety and safeguarding.	Review the Hackney Carriage and Private Hire Licensing Policy to continue to ensure the safety/ protection of those using Taxis and Private Hire Vehicles within Charnwood.	Final Policy agreed and published by March 2020.	Draft Licensing Policy approved at the Licensing Committee on 22 October 2019. Consultation with Taxi trade completed during Quarter 3. Final Policy to be considered by Licensing Committee on the 11 February 2020, along with comments received.	G		
ERM1 - RS (2) - Keep our residents safe through implementing a new community safety plan, combatting ASB and investing in emergency planning, food safety and safeguarding.	Create and undertake an inspection programme for all new Animal Activity Licences issued under the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018, to ensure that all premises comply with the minimum legal standards.	<p>A) 100% of planned inspections are completed during the year.</p> <p>B) 80% of Licences held achieve a level of 3 Stars or above as determined under the Animals Activity Star Rating System.</p>	<p>A) 3 licence visits and 2 renewal visits, due in Quarter 3, were completed.</p> <p>B) 98% (64 out of 65) of all Licences held achieve a level of 3 stars or above.</p>	G	BP10	NS

ERM2 - LS (1) - Make Charnwood an attractive place for all through investment in our housing stock, funding community groups, and providing a range of diverse opportunities and events.

Invest in our housing stock through the delivery of (an estimated total of) 537 kitchens, bathrooms and heating installations to provide high quality homes for Council tenants.

- A)** 108 kitchens, 239 bathrooms, and 190 heating installations.
- B)** K15: 0% non-decent council general needs homes.

A) To date, delivery totals:

Bathroom and level access shower replacements: 219 have started (217 are handed over and 2 are completed awaiting handover). This programme is expected to be completed.

Heating: 176 have started, (142 are handed over and 34 are completed awaiting handover). This programme is expected to be completed.

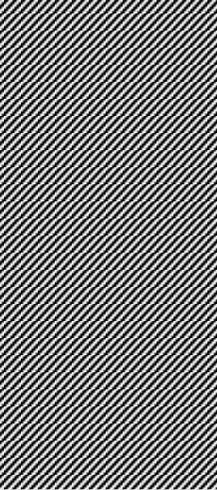
Kitchens: 36 have started (29 are handed over and 7 are completed awaiting handover). There has been a high level of refusals on this stream. It is likely there will be some slippage on the volume of completions with around 29 kitchens completed early in 2020/21. A revised programme has been provided by the contractor.

B) Not scheduled to report until Quarter 4.

A

K15

NS

<p>ERM2 - LS (2) - Make Charnwood an attractive place for all through investment in our housing stock, funding community groups, and providing a range of diverse opportunities and events.</p>	<p>Refurbish 10 communal areas on the Bell Foundry estate to provide an enhanced environment for tenants, residents and visitors.</p>	<p>Completion of works, with 10 communal areas refurbished.</p>	<p>Work will commence in Quarter 4 at Freehold Street and Russel Street. This programme is expected to be completed by the close of the financial year.</p>	<p>G</p>	<p>BP19</p>	<p>NS</p>
<p>ERM2 - HOU (1) - Make Charnwood an attractive place for all through investment in our housing stock, funding community groups, and providing a range of diverse opportunities and events.</p>	<p>Deploy available resources from the Right to Buy Receipts to acquire additional properties to meet the housing needs of households on the housing register</p>	<p>Purchase between 10 and 12 properties in 2019-2020 to meet the housing needs of the Borough.</p>	<p>Sales have been completed on 10 properties:</p> <ul style="list-style-type: none"> - (5) 2 bed houses - (1) 3 bed house - (1) 4 bed house - (1) 2 bed bungalow - (1) 3 bed bungalow - (1) 2 bed flat <p>A further 4 properties are also being processed. This includes (2) 2 bed houses and (2) 4 bed houses. To date £2,301,159 of the budget for 2019/2020 has been spent or committed leaving a remaining balance of £495,841.</p>	<p>G</p>		
<p>ERM2 - HOU (2) - Make Charnwood an attractive place for all through investment in our housing stock, funding community groups, and providing a range of diverse opportunities and events.</p>	<p>Provide suitable temporary accommodation (excluding bed & breakfast) within Charnwood that meets the needs of homeless applicants.</p>	<p>50% of suitable temporary accommodation (excluding bed & breakfast) meeting the needs of homeless applicants.</p>	<p>86% of temporary accommodation placements for homeless households as at 31 December 2019 were in the Council's housing stock and deemed to be suitable.</p>	<p>G</p>	<p>BP21</p>	<p>NS</p>

Business Plan Indicators

The Business Plan indicators below are those which Charnwood Borough Council directly impacts:

Indicator	Quarter 1	Quarter 2	Quarter 3	Target	Commentary	
BP3 - Number of Empty Homes brought back into use <i>(Cumulative Target)</i>		16 Homes	22 Homes	A	30 Homes	In Quarter 3, 22 Empty Homes have been brought back into use as a direct result of advice and assistance from the Council's Empty Homes Officer.
BP10 - Percentage of planned inspection for Animal Activity Licenses				NS		Annual Target- to be reported in Quarter 4. See <i>ERM1 RS2</i> for further information.
BP16 - Number of communal door entry systems installed				NS		Annual Target- to be reported in Quarter 4. See <i>ERM1 LS</i> for further information.
BP19 - Number of communal areas refurbished on Bell Foundry Estate				NS		Annual Target- to be reported in Quarter 4. See <i>ERM2 - LS (2)</i> for further information.
BP21 - Percentage of suitable temporary accommodation for homeless applicants		86%		NS		Profiled Target- to be reported in Quarter 2 and Quarter 4 only. See <i>ERM2 - HOU (2)</i> for further information.

Key Corporate Indicators

The key indicators below are those which Charnwood Borough Council directly impacts:

Indicator	Quarter 1	Quarter 2	Quarter 3	Target	Commentary	
KI3 - Percentage of food establishments that achieve level 3 (broadly compliant) within the Charnwood Food Hygiene Rating System	97.70%	97.70%	97.70%	G	92.00%	1456 (97.7%) out of a total of 1491 registered food businesses have been rated at Level 3 and above at the close of Quarter 3.
KI5 - Percentage non-decent council general needs homes				NS		Annual Target- to be reported in Quarter 4.
KI6 - % rent collected (including arrears brought forward) (<i>Cumulative Target</i>)	90.09%	93.90%	95.83%	G	95.31%	Target exceeded by 1.83%.
KI11 - Percentage rent loss from void properties (<i>Proxy Target</i>)	2.15%	2.30%	2.44%	A	2.20%	<p>Performance at end of Quarter 3 is 2.44%, rent loss of £392,725 against available rent of £1,611,978. The rent loss breakdown equates to £203,049 for General Needs and £189,676 for Sheltered Housing Accommodation.</p> <p>Void turnaround times were impacted by 30 properties during the period that were under major works for a combined total of 1,441 days.</p> <p>The Voids Working Groups continue to meet regularly to discuss processes and individual properties. The Sheltered Housing Review is underway to consider options to reduce long term voids within the Sheltered Schemes. A review of other low demand / difficult to let properties is being carried out.</p>

The key indicators below are those which Charnwood Borough Council indirectly impacts:

Indicator	Quarter 1	Quarter 2	Quarter 3	Target	Commentary	
KI1 - Net additional homes provided (Cumulative Target)	226 Homes	586 Homes	816 Homes	G	615 Homes	Exceeded target for the Quarter. With over 1200 dwellings currently under construction it is expected that the target will be reached in Quarter 4.
KI2 - Number of affordable homes delivered (gross) (Cumulative Target)	45 Homes	91 Homes	154 Homes	G	132 Homes	Exceeded target for the Quarter. With over 100 affordable dwellings currently under construction it is expected that the target will be reached in Quarter 4.
KI13 - Percentage of Major Planning applications determined in 13 week or agreed timescale				NS		Annual Target- to be reported in Quarter 4. 100% achieved at Quarter 3.
KI14 - Percentage of Minor Planning applications determined within 8 weeks or agreed timescale				NS		Annual Target- to be reported in Quarter 4. 97% achieved at Quarter 3.
KI15 - Percentage of Other Planning applications determined within 8 weeks or agreed timescale				NS		Annual Target- to be reported in Quarter 4. 99% achieved at Quarter 3.
KI16 - Number of years housing Supply	6.41 Years			G	5 Years	Annual Target- to be reported in Quarter 1. At Quarter 1 2019/20 the 6.41 years Housing Supply was 6.41, therefore exceeding target.
KI17 - Direction of travel to 5-year housing supply				G		Attainment of KI16 will be maintained over the remaining quarters.

HOUSING, PLANNING AND REGENERATION AND REGULATORY SERVICES SCRUTINY COMMITTEE 3RD MARCH 2020

Report of the Head of Planning and Regeneration

ITEM 08 FIVE YEAR HOUSING LAND SUPPLY UPDATE

Purpose of the Report

To provide an update on the Council’s housing land supply to enable Housing, Planning and Regeneration and Regulatory Services Scrutiny Committee to determine whether further scrutiny is required.

Briefing Summary

Title	Five Year Housing Land Supply Update
Aims/Objectives	To oversee the council’s 5-year supply of housing land.
Background	<p>The Council is required to publish an annual statement setting out its assessment of 5 years housing supply covering the period from 1st April – 31st March.</p> <p>The housing land supply is measured against the Council’s current housing requirement which is set out in the Charnwood Local Plan Core Strategy and is 820 homes per year.</p> <p>The Council’s current housing land supply is 6.41 years as of 1st April 2019.</p>
Required outcomes	To ensure that, when necessary, the housing supply figures are scrutinised on a regular basis and any actions can be identified if required.
Measures to evaluate outcomes	<p>The following information is used to measure land supply:</p> <ul style="list-style-type: none"> ○ planning permissions granted in monitoring year ○ completions in monitoring year ○ intelligence from housing developers about anticipated build out rates for housing sites

Implications for customers	<p>The implications for local communities of less than 5 years of housing land supply is the Council having less control over planning decisions for housing proposals.</p> <p>The National Planning Policy Framework indicates that the “presumption in favour of sustainable development” is engaged where an authority cannot demonstrate a 5 year supply of housing land and this means decision makers should grant planning permission for proposals unless “any adverse impacts of doing so would significantly and demonstrably outweigh the benefits, when assessed against the policies in this Framework taken as a whole”.</p>
Alternative options	N/A
Emerging issues	<p>The Council has been successful in demonstrating a 5 year supply at a number of planning appeals since the 2015/16 monitoring year.</p> <p>The Council’s robust position on housing supply has resulted in fewer speculative housing proposal being granted planning permission in the current monitoring year.</p> <p>It is currently anticipated that the Council will be able to demonstrate a 5 year supply as of 1st April 2020. This is, however, based on incomplete evidence on completions, permissions and up-to-date intelligence from housing developers.</p>
Timetable/Future events	The five year supply update will be undertaken in April 2020 and published in May 2020 to provide certainty for planning decisions.
Cost and staff requirements	N/A

Risks	<p>Paragraph 73 of the National Planning Policy Framework requires housing supply to be calculated from housing requirement in plans that are less than 5 years old. Where plans are more than 5 years old, housing supply should be calculated using the Government's Local Housing Need Figure.</p> <p>Five year supply is currently calculated against the Core Strategy housing requirement of 820 homes a year. The Core Strategy was adopted on 9th November 2015. The Local Housing Need figure for Charnwood is currently 1,082 homes per year and this will therefore have implications for five year supply. The Local Housing Need figure will change before November 2020 to take account of new household projections and an updated affordability ratio for the Borough and the implications of this will need to be assessed as the new data becomes available.</p> <p>The Council is preparing a new Charnwood Local Plan to plan for the increased housing need in the Borough up to 2036.</p>
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Background Papers:

None

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HOUSING, PLANNING AND REGENERATION AND REGULATORY SERVICES SCRUTINY COMMITTEE 3RD MARCH 2020

Report of the Head of Planning and Regeneration

ITEM 09

LOCAL DEVELOPMENT SCHEME

Purpose of the Report

To present the revised Local Development Scheme (LDS), which sets out the programme for the preparation of planning documents for Charnwood.

Action Requested

The committee to consider the revised Local Development Scheme due to be presented to Cabinet on 12th March 2020.

Policy Context

The Local Development Scheme (LDS) is a statutory document that sets out a three-year programme for the production of the Charnwood Local Plan and other planning documents.

The Local Plan will be an important tool in helping to deliver key aspects of the Corporate Plan, particularly for 'Creating a Strong and Lasting Economy' and 'Every Resident Matters'. An up to date local plan is the primary means to encourage new jobs and businesses, ensure growth in homes and infrastructure benefits residents and to protect the environment for future generations. An up to date local plan will also support the Council's work to increase tourism and support initiatives to help our towns and villages to thrive and provide sports facilities and green spaces.

The legislative provisions for the Local Plan are set out in the Planning and Compulsory Purchase Act 2004 and the Localism Act 2011. Further regulation is provided by the Town and Country Planning (Local Development) (England) Regulations 2004. Amendments to the 2004 Act and Regulations in 2008, 2009 and 2012 provide further specificity around the requirements for LDS and Local Plan production. The Localism Act 2011 requires the LDS to be made available to the community and other interested parties so they understand what policy work will be done and when it is programmed to take place. This then helps them to time their own activities around engagement and promote their objectives at the appropriate time.

Background

The Council adopted its first LDS in October 2005 and revisions have been made a number of times since. The LDS is now reviewed on an annual basis and presented to Cabinet. The current LDS was approved by Cabinet in March 2019 (minute 100 18/19 refers).

A revised version of the LDS is attached in the Appendix and covers the period from 1st April 2020 to 31st March 2023. The revised LDS includes a programme that focuses on preparing a Local Plan for Charnwood that is based on robust evidence and stakeholder engagement so that it can be found 'sound' by the Planning Inspectorate when it is examined. The LDS also signals the intention to prepare a Supplementary Planning Document to provide additional guidance on the Council's policies on developer contributions.

The 2016 LDS signalled the commencement of a single local plan to cover the period to 2036 to respond to the Leicester and Leicestershire Strategic Growth Plan and the government's priority to significantly boost housing delivery. Consultation was undertaken on the scope of the plan in 2016 and in 2018 the key issues and options for the future development in the Borough. A Draft Charnwood Local Plan was published for six weeks consultation on 4th November 2019. The consultation ended on the 16th December. This was four months later than set out in the current LDS and reflects reduced resources in the Local Plans Team and the pressure from competing priorities particularly related to supporting Neighbourhood Planning, supporting the delivery of strategic developments and contributing to and influencing strategic planning matters.

The next draft of the local plan will be called the Pre-Submission Draft and it will be published for a further six weeks of public consultation. This will be a formal statutory stage of consultation. At end of the Pre-Submission consultation, the Council will submit the plan and the responses received to the independent inspector appointed by the Secretary of State.

This stage is called Submission and it marks the beginning of the examination process. The inspector will review the plan and the responses received through consultation and hold a number of public hearings on key topics. The Council will be invited to attend the hearings to explain and defend the proposed policies and respondents will be invited to attend and explain their objections or support for the plan. The inspector will produce a report and any modification recommended will be consulted on before the plan is adopted.

Options Available with Reasons

It is essential that work on the local plan continues to be given high priority to maintain a positive planning framework for growth and to engage positively in strategic planning matters for Leicester and Leicestershire. Options to progress more quickly and more slowly were considered and the proposed programme is considered to be the most appropriate balance to ensure the LDS programme is realistic and challenging.

The proposed programme for the preparation of the new Local Plan is set out in the LDS and summarised below:

- Pre-submission Consultation – October 2020
- Submission – January 2021
- Inspector's report published – December 2021

- Adoption of Local Plan – January 2022

The proposed timetable is based on a detailed work programme which maps out the key tasks required ahead of publishing the plan for pre-submission consultation to satisfy legal requirements, the National Planning Policy Framework and tests of soundness. These include:

- Publish the Statement of Consultation for the Draft Local Plan consultation
- Assess new sites proposed through consultation (including sustainability appraisal)
- Review the overall scale of development, development strategy and proposed and rejected sites in light of representations received
- Refine the draft policies based on representations and evidence
- Test and refine the final strategy and sites
- Prepare an Infrastructure Delivery Plan (informed by on-going engagement with infrastructure providers)
- Prepare a Monitoring Framework
- Prepare a Statement of Common Ground (informed by on-going Duty to Cooperate discussions)

The last bullet point is particularly important for the timetable. Leicester City Council were due to publish a draft local plan last autumn but it has been delayed and is due to be published in March 2020. This consultation will set out the evidence of the unmet need for housing in the city and provide a basis for agreement between the Leicester and Leicestershire authorities about how this need will be met elsewhere in the County.

In addition to the Duty to Cooperate, the National Planning Policy Framework requires the preparation and review of all policies to be positively prepared, justified using proportionate evidence, effective and deliverable and consistent with national policy. There are also several key pieces of evidence required before finalising the local plan, in addition to the suite of evidence already prepared, this includes:

- Transport Modelling (proposed allocations and required mitigation)
- Housing Needs Assessment (housing requirement, affordable, specialist)
- Flood Risk Assessment (new sites, cumulative impacts, climate change)
- Landscape Sensitivity Assessment (new sites, cumulative impact)
- Sustainable Transport (inform policy development)
- Air Quality Assessment (proposed allocations and required mitigation)
- Self-Build Register Survey (inform policy development)
- Whole Plan Viability (cumulative impact of proposed policies)
- Sustainability Appraisal (new sites, proposed policies)

To progress the plan more quickly to Pre-Submission consultation would carry significant risk of the plan failing the duty to cooperate or not being found sound. To progress more slowly will prevent the Council creating a positive planning framework which ensures the Council has control over the future development of the Borough.

The programme also takes account of research undertaken on how long the Planning Inspectorate are currently taking to examine a submitted plan, hold hearings and prepare a report. Data from the Planning Inspectorate for the authorities in the East Midlands suggests that it is likely it will take 16 months to progress a plan from pre-submission consultation to adoption and the previous LDS programmed 10 months.

The programme for the Local Development Scheme will be monitored through the Annual Monitoring Report. Managing performance against this programme is important given community and stakeholder expectations and powers available to the Secretary of State to intervene in poor performing authorities.

Financial and Legal Implications

Provision is made in the budget for the work required on the final elements of the evidence base, consultation and examination to enable work identified by the Local Development Scheme to progress in 2020/21. Potential costs of the detailed programme of activity under years two and three will be identified ahead of the appropriate budget setting periods, taking into account the relevant Local Development Scheme review and prevailing circumstances. These will be identified as one-off budget pressures in the relevant budget rounds in line with normal working practice.

The total costs of producing a Local Plan consist of the consultancy costs and establishment staff costs over the period of plan preparation and the costs of the planning inspectorate. Members should be aware that the LDF draws on staff resources from across the council and that staff in the Planning and Regeneration Service are engaged in other tasks and it is difficult to establish exact costs. However, a response has previously been given to Council (Item 6: 6.3 on 29 June 2015) in respect of the last local plan process dating back to 2007 of around £1.5m in staff costs (or an average of about £190k a year over the eight year period) (minute 16.3 15/16 refers). The consultancy costs amounted to c£1m over the same period although it should be noted that these costs were high due to changes in circumstances as the plan progressed. The costs of the Planning Inspectorate are set by Regulation. The examination of the Core Strategy, which ended in November 2015, cost £111k.

Risk Management

The risks associated with the decision Cabinet is asked to make and proposed actions to mitigate those risks are set out in the table below.

Risk Identified	Likelihood	Impact	Overall Risk	Risk Management Actions Planned
Failure to publish a Local Development Scheme prejudices the effective programming of	Unlikely (2)	Significant (2)	Moderate (4)	Maintain effect project management through the LDF Project Board

Risk Identified	Likelihood	Impact	Overall Risk	Risk Management Actions Planned
planning documents and the timely preparation of a sound Local Plan.				

Background Papers:

None

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Appendix A: Revised Local Development Scheme

CHARNWOOD LOCAL PLAN
LOCAL DEVELOPMENT SCHEME

APRIL 2020 TO MARCH 2023

APRIL 2020

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1. Introduction

- 1.1. The Charnwood Local Development Scheme sets out the Council's programme for preparing the Charnwood Local Plan.
- 1.2. Local plans are the key to delivering sustainable development that reflects the vision and aspirations of local communities. They set the development strategy and policies for delivering the vision of the area. Having an up to date local plan is important because applications for planning permission must be determined in accordance with the development plan unless material considerations indicate otherwise. In this respect, local plans provide clarity for development proposals and a degree of predictability for the community.
- 1.3. Charnwood Borough Council is committed to maintaining an up to date local plan in accordance with National Planning Policy Framework. The programme set out in this Local Development Scheme covers the period 2020 to 2023. It identifies the stages the local plan will go through and the timetable for key activity.

2. Local Plans

- 2.1. The adopted Charnwood Local Plan is made up of the Core Strategy (2015) and the detailed 'saved' policies from the Borough of Charnwood Local Plan (2004). The Core Strategy sets the strategic planning framework for Charnwood for the period 2011-2028.
- 2.2. Whilst the proposals in the Core Strategy provide for the period up to 2028, and a number of the strategic growth sites contained within it will continue beyond 2028, the Council has a duty to maintain an up to date local plan. As a consequence, the Council is preparing a single Charnwood Local Plan document to extend the Core Strategy to 2036 and to replace the remaining 'saved' policies from the Borough of Charnwood Local Plan.
- 2.3. The Core Strategy also signals our intent to prepare Supplementary Planning Documents to provide guidance on how policies should be interpreted and a number of these are included in this programme.
- 2.4. Progress made on the Charnwood Local Plan is published each year in the Council's Annual Monitoring Report. The Annual Monitoring Report for 2020 will provide details on the Council's work towards the programme set out in this Local Development Scheme.
- 2.5. The planning system uses a raft of technical names for different documents and the status they enjoy. Although every attempt has been made to avoid technical terminology there are occasions where names which have a legislative meaning are used. Where this is the case a glossary of terms is provided at Appendix C to assist the reader. The relationship between different documents is shown in Appendix A.

3. Programme of work for 2020-2023

Local Plan

- 3.1 The Council's priority within the three year period is to prepare and submit a new Local Plan and see it examined by the Secretary of State.
- 3.2 The Local Plan will build on the strategy contained within the Core Strategy, setting out the strategic and detailed policies to deliver the Council's vision for Charnwood up to 2036. It will take account of the commitments for housing, employment and other developments across Charnwood, including the existing strategic allocations for Sustainable Urban Extensions and the Loughborough Science and Enterprise Park. It will identify and allocate further sites in the borough needed to meet the needs of the community, including specific sites for development, and designations that reflect special character or that require protection. It will also set out specific policies and criteria against which planning applications for the development and use of land and buildings will be considered. The Local Plan will include a policies map for the whole Borough.
- 3.3 Full details of the Local Plan and its milestones are set out at Appendix B. The Local Plan has been prepared to respond to the Leicester and Leicestershire Strategic Growth Plan which has been approved by all ten partner organisations. The Growth Plan was approved by this Council at the Council meeting on 5th November 2018. Consultation was undertaken on the scope of the new Local Plan in 2016 (in accordance with Regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012. In April 2018 an informal consultation was undertaken on the issues and options available for the new plan; titled 'Towards a Local Plan for Charnwood'. A Draft Local Plan was then prepared and consulted upon in November 2019 and is available to view here: https://www.charnwood.gov.uk/local_plan_review. The next stage in the preparation of the Local Plan will be the preparation of a Pre-submission Local Plan for further consultation prior to submission. The long term programme for the preparation of the Local Plan is:
- Draft Local Plan – October 2019
 - Pre-submission consultation – October 2020
 - Submission to the Secretary of State – January 2021
 - Inspector's Report published – December 2021
 - Adoption – January 2022

Leicester and Leicestershire Strategic Growth Plan

- 3.4 Charnwood is part of the wider housing market for Leicester and Leicestershire and all of the Councils in this area work together to understand the need for homes and jobs and how to plan for them through their local plans in a coordinated way. A Strategic Growth Plan has been prepared which sets out the amount of homes and jobs needed and the agreement on their distribution across Leicester and Leicestershire between 2011 and 2050. A Strategic Growth Statement was published in Summer 2016 and a draft plan was the subject of consultation in Spring 2018. Following consultations with residents, businesses, organisations and other key

stakeholders the plan was approved by all Councils at a series of meetings held during November and December 2018.

- 3.5 The relationship between the Charnwood Local Plan and the Strategic Growth Plan is an important one, as the local plan takes its lead from the Growth Plan's broader strategy and the numbers of homes and jobs required in Charnwood. The development strategy for Charnwood is a key component of the local plan and can only be identified and tested now the Strategic Growth Plan has been approved. The Council will continue to be heavily engaged in this strategic work during the period covered by this Local Development Scheme, including a Statement of Common Ground, which is currently being prepared with the other authorities in the HMA and the programme for the Charnwood Local Plan reflects this. The relationship between the Charnwood Local Plan and the Strategic Growth Plan is recognised in the risk assessment in Section 5.

Supplementary Planning Documents

- 3.6 Supplementary Planning Documents provide guidance on how existing planning policy should be used and interpreted when developing proposals and taking decisions on planning applications. The Core Strategy identified a need for three Supplementary Planning Documents and the first of these, a Housing SPD was adopted in May 2017. The second, a Design SPD was recently adopted in January 2020. The remaining SPD is to provide guidance on:

- **Planning Obligations:** to provide guidance on the interpretation and use of Core Strategy Policy CS24: Infrastructure and Delivery

- 3.7 The Council expects to significantly advance the Planning Obligations SPD within the three year programme of this Local Development Scheme.

Community Infrastructure Levy (CIL)

- 3.8 The Council has previously explored the potential for introducing a Community Infrastructure Levy charging schedule and infrastructure list. The Community Infrastructure Levy is a charge that local authorities can levy on most types of new development in their areas based on the size, type and location of the development proposed. The funding secured can be used towards delivery of infrastructure set out on the infrastructure list. However, the Council's major growth proposals set out in the existing Core Strategy are supported by individual Section 106 legal agreements to secure the infrastructure necessary to mitigate their impacts. As a result, the benefits of a CIL Charging Schedule are much reduced. The Council will consider whether CIL is necessary to deliver the proposals set out in the new Local Plan, but substantive work is not programmed within the three year programme set out in this Local Development Scheme.

Statement of Community Involvement

- 3.9 A Statement of Community Involvement (SCI) sets out how a Council intends to consult and involve the community in the preparation and review of local development documents and in development management decisions. The

Charnwood Statement of Community Involvement was published in January 2014. The Council will consider whether to review the SCI within the three year programme set out in this Local Development Scheme.

Neighbourhood Development Plans

- 3.9 The Localism Act makes provisions for Neighbourhood Development Plans to be prepared. More commonly referred to simply as Neighbourhood Plans, they are a community-led document initiated through a Parish/Town Council or Neighbourhood Forum and ultimately adopted by the Council as part of the development plan.
- 3.10 A number of parishes have or are in the process of producing Neighbourhood Plans. The Council provides support to Neighbourhood Forums to help them prepare these plans and will work with Town and Parish Councils and other designated groups to accommodate this work within the existing and emerging policy framework. This Local Development Scheme does not prescribe a timetable for those documents as they are community led by the appropriate Neighbourhood Forum and not Charnwood Borough Council. However, within the three year period covered by this Local Development Scheme significant work is anticipated for at least six Neighbourhood Plans for Anstey, Queniborough, Rearsby, Rothley, Woodhouse and The Wolds Villages. These plans have the potential to join the Neighbourhood Plans for Thurcaston and Cropston, Barrow upon Soar, Quorn, Sileby and Thrussington as being 'made' by the Council and forming part of the development plan for the relevant parish area.

4. Project Management and Resources

- 4.1. The Local Plan is managed day to day by the Group Leader of the Plans, Policy and Place Making Group under the direction of the Head of Planning and Regeneration. The Local Development Framework Project Board (LDF Board) provides oversight and is made up of the Chief Executive, the Strategic Director for Housing, Planning & Regeneration and Regulatory Services, the Lead Cabinet Member for Planning, Inward Investment and Tourism and the Leader of the Council.
- 4.2. The Planning Policy Team provides the bulk of the Council's resource to progress the Local Plan but specialist expertise is drawn from across the Plans, Policies and Place-making Group and elsewhere across the Service when required. The close relationship between the Local Plan and the Council's corporate priorities allows additional support to be drawn from across the Council on specific corporate activities.
- 4.3. Budgetary provision is sought on an annual basis based on the Service Delivery Plan and Local Development Scheme programme. Specific costs relating to the submission of documents and the Examination process are identified in the Council's Medium Term Financial Plan.
- 4.4. The challenge of delivering growth is recognised. The Council is delivering the Local Development Scheme in a project managed environment, supported by appropriate resources.

5. Risk Assessment

- 5.1. An assessment has been carried out of the factors that could affect the ability of the council to deliver the Local Plan in accordance with the indicated programme. Actions to manage these risks have been identified.

Risk Identified	Likelihood/Impact	Management Action
Programme slippage	<p>Medium/Medium</p> <p>The Council is expected to meet the milestones in the Local Development Scheme. Failure to deliver against the key milestones will be damaging to the reputation of the local planning authority and the absence of up to date planning policies will hamper the realisation of the Council's vision and lead to unplanned developments in the Borough. The deadlines for preparing the Local Plan are very challenging given the emphasis on community engagement and the potential for development industry interest.</p>	<p>The Local Development Framework Project Board will carefully monitor progress and give priority to achieving the key milestones set out in the Local Development Scheme.</p>
Staff resources	<p>Low/High</p> <p>The Planning Policy Team currently has a stable and experienced staff resource. However, staff changes will impact on the production of the local plan.</p>	<p>Ensure that sufficient staff resources with the necessary experience and expertise are available for the production of the local plan, supplementary planning documents and manage competing work priorities, utilising agency resources as required</p>
Financial resources	<p>Low/High</p> <p>Sufficient financial resources are required to prepare the local plan and supplementary planning documents including for consultancy support, consultation and the examination process.</p>	<p>Ensure the Local Development Scheme informs the council's Medium Term Financial plan.</p>
Competing work priorities	<p>High/Medium</p> <p>The Planning and Regeneration Service is involved in a wide range of spatial policy work. Work to implement the Core Strategy, engage and support the Strategic</p>	<p>The high priority of the Local Plan is recognised and at certain times other work will have to take a much lower priority. Where this is not possible</p>

Risk Identified	Likelihood/Impact	Management Action
	Growth Plan, Neighbourhood Plans and any major unplanned developments will weigh heavily on staff resources especially with respect to appeals.	consideration is given to outsourcing work to other local planning authorities or consultants.
Level of public interest cause delays	Medium/High Public interest in the Local Plan has been high during previous consultations	Resources are drawn from across the Planning and Regeneration Service at appropriate times to ensure representations are dealt with.
Lack of capacity of statutory agencies to respond and/or engage	Low/High Decisions taken nationally to change the resources of statutory agencies, and their capacity to manage local plan consultations and other work, may cause delays to the programme	The Local Development Scheme provides forward notice of the council's Local Plan programme. Maintain contact with key agencies to minimise prospect of slippage
Change in national policy/legislation	Medium/High Changes to the statutory process or new substantive policy which affects the content and direction of local policy preparation and decisions may cause delays to the programme.	The Council will carefully monitor new policy and legislation and give priority to managing any impacts on the key milestones set out in the Local Development Scheme
Slippage in strategic evidence/planning or Duty to Cooperate Matters	Medium/High Strategic evidence for homes, jobs and transport will help define the relationship between Charnwood and the wider housing market area and the role of the Charnwood Local Plan. Any delays to this strategic work may cause Duty to Cooperate issues and cause delays to the programme.	The Council will be represented in this strategic work and will carefully monitor and give priority to managing any impacts on the key milestones set out in the Local Development Scheme. A Statement of Common Ground is currently being prepared with the other authorities in the HMA.

Appendix A: Charnwood Local Plan and Supporting Documents



Appendix B: Local Plan Profile

Overview	
Title	Charnwood Local Plan
Role and content	<p>Sets out the strategic policies to deliver the Council's vision for Charnwood up to 2036 within the strategic framework set by the Strategic Growth Plan 2011 - 2050</p> <p>Addresses the spatial implications of strategies prepared by other key bodies including the Strategic Growth Plan for Leicester and Leicestershire to be prepared jointly by the local authorities for the area.</p> <p>Identifies land use sites needed to meet development needs to 2036.</p> <p>Sets out specific criteria against which planning applications will be considered.</p> <p>Provides land use designations for the protection and management of natural resources.</p> <p>Includes a proposals map on ordnance survey base to identify specific policies and proposals for development or use of land.</p>
Coverage	Borough wide
Status	Development Plan Document
Chain of Conformity	In accordance with legislation, case law and national planning policies.

Timetable	
Start	April 2016
Scoping and Issues <i>(Regulation 18)</i>	July/August 2016
Draft plan consultation	November 2019
Publication (Pre-Submission Consultation) <i>(Regulation 27)</i>	October 2020
Submission <i>(Regulation 30)</i>	January 2021
Examination hearings	Summer 2021
Adoption and publication of the DPD	January 2022

Management arrangements	
Organisational Lead	Head of Planning and Regeneration Services
Lead Officer	Group Leader Plans, Policies and Place-making
Management Arrangements	LDF Project Board; Cabinet and Full Council; Growth Advisory Group

Resources required	Charnwood Senior & Core Management Team; Planning and Regeneration Service; Housing Service; Neighbourhood Services; Open Space and Waste Service; Leisure and Culture Service; Finance and Property Services; Strategic Support Service; Leicestershire County Council including Highway Authority and Education Authority; Leicester City Council including Highway Authority and Education Authority.
Community and Stakeholder involvement	Parish and Town Councils, partner organisations, and others as identified in the Regulations and the Statement of Community Involvement.
Monitoring and review	Annual Monitoring Report

Appendix C: Glossary of Terms

Annual Monitoring Report (AMR)	An annual document that reports the progress made on plan preparation compared to the Local Development Scheme and the delivery of local plan policies including housing and employment delivery.
Core Strategy	A statutory planning document setting out the spatial vision and strategy for the Borough including key policies, proposals and strategic allocations to deliver the vision.
Development Plan Document (DPD)	Statutory documents prepared by the local planning authority with rigorous community involvement and consultation. They are subject to an examination in public by an independent Planning Inspector appointed by the Secretary of State.
Development Plan	Any adopted Development Plan Documents make up the Development Plan. Under the Planning Acts the Development Plan is the primary consideration in deciding planning applications.
Local Development Framework (LDF)	A binder of documents that provide the planning policies for the area.
Local Development Scheme (LDS)	A document that outlines the Council's three year programme for preparing the Local Development Framework.
Local Plan	The plan for the future development of the local area, drawn up by the local planning authority in consultation with the community. In law this is described as the development plan documents adopted under the Planning and Compulsory Purchase Act 2004. Current core strategies or other planning policies, which under the regulations would be considered to be development plan documents, form part of the local plan. The term includes old policies which have been saved under the 2004 Act.
Neighbourhood Development Plan	The Regulatory title for a planning document which may be initiated and prepared by Parish and Town Councils or Neighbourhood Forums. Following robust consultation, independent examination and a local referendum they

	become 'made' (essentially adopted) by the Council as part of the statutory development plan. They are generally referred to as Neighbourhood Plans and must be prepared in general conformity with the Local Plan.
Spatial planning	A more comprehensive approach to town planning than simple 'land-use' planning, it coordinates the development and use of land with other policies and programmes to benefit places and how they function.
Statement of Community Involvement (SCI)	A document outlining the approach of the authority to involving the community in preparing planning policy and considering significant planning applications.
Strategic Growth Plan	A non-statutory planning document that sets out the spatial planning framework for Leicester and Leicestershire.
Supplementary Planning Documents (SPD)	Documents that provide guidance on how to use and interpret planning policies when developing proposals or taking decisions.
Sustainability Appraisal (SA)	An appraisal of the social, economic and environmental implications of a strategy, policies and proposals. Will ensure that proposals contribute to the achievement of sustainable development.
Sustainable development	Meeting our own needs without prejudicing the ability of future generations to meet their needs.

**HOUSING, PLANNING AND REGENERATION, AND REGULATORY SERVICES
SCRUTINY COMMITTEE - 3RD MARCH 2020**

**Report of the Head of Landlord Services
Lead Member: Councillor Paul Mercer**

ITEM 10 UPDATE ON UNIVERSAL CREDIT IMPLEMENTATION

1. Purpose of Report

To advise the Committee of the progress of the implementation of universal credit for the Council and its tenants.

2. Recommendation

That the Committee consider and comment on the position set out in the update.

3. Reason

To provide the Committee with the opportunity to influence the delivery of the Council's landlord services in respect of universal credit.

4. Background

4.1 Universal credit (UC) was introduced as part of a range of changes to welfare benefits through the Welfare Reform Act 2012. It brings together several working-age benefits (including housing benefit) into a single payment. UC is a significant change to the way the benefits system for working age people operates.

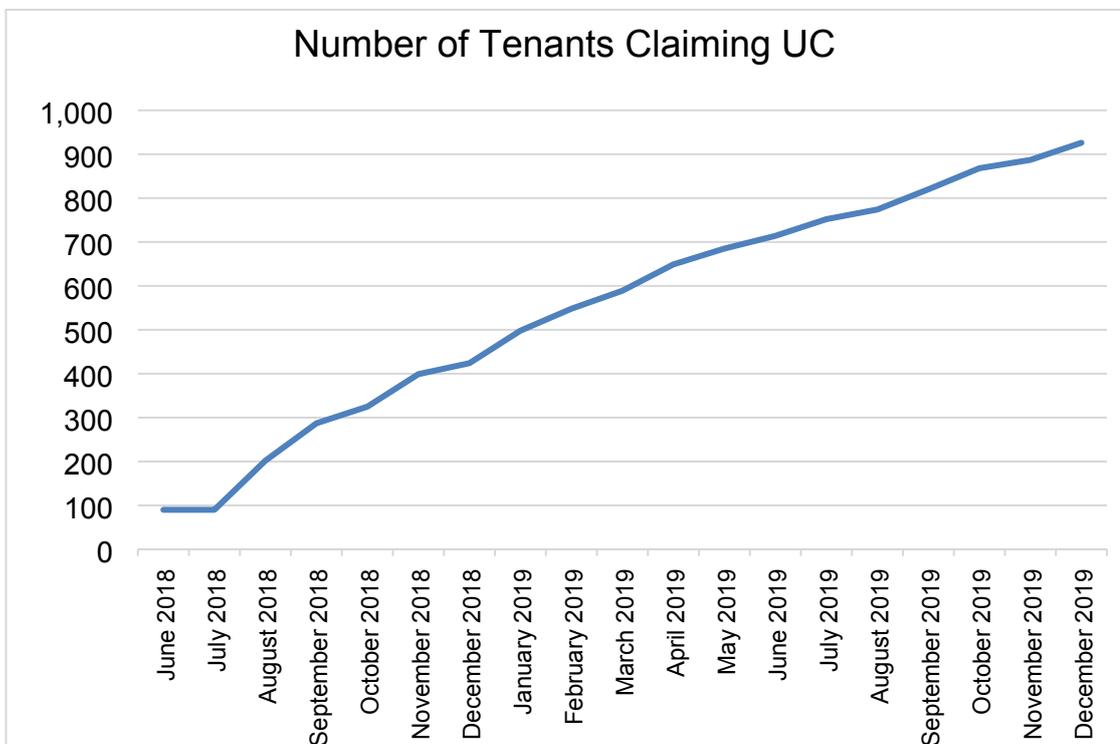
4.2 Some of the main differences between UC and the old welfare system (which includes housing benefit) relate to the way in which benefits are claimed and paid.

These include:

Old Welfare System	Universal Credit
<p>For Council tenants, housing benefit is a distinct benefit, paid weekly, directly to the Council in advance to cover all or part of the rent for a Council home, without it ever touching the tenant /claimant.</p> <p>Other benefits are paid to the claimant separately.</p>	<p>Claimants receive just one monthly UC payment (combining several benefits, including those relating to housing costs), one month in arrears, paid into a bank account in the same way as a monthly salary.</p> <p>Support with housing costs goes direct to the claimant as part of their monthly payment. The</p>

	tenant then must pay rent to the Council.
Many applications for housing benefit are made using paper-based application forms.	<p>Most people apply online and manage their claim through an online account.</p> <p>There are extremely limited circumstances in which claims can be made via paper forms or on the telephone.</p>

- 4.3 In July 2018 the Department For Work and Pensions implemented its UC 'full service' throughout the borough. Under this arrangement, if claimants on a range of benefits (including housing benefit) have a change in circumstances, they then must claim UC (with some exceptions, such as moving home within the borough or from another full-service area).
- 4.4 Prior to July 2018 the only (fewer than one hundred) tenants in receipt of UC were those single people eligible for job seekers allowance who were part of the UC 'live service', which was effectively a non-digital, trial version of the full service.
- 4.5 There has therefore been a steady increase in the number of council tenants claiming UC. At the end of December 2019 926 tenants were known to be receiving UC as the below graph illustrates:



5. Actions Taken in Preparation for the Introduction of UC

The introduction of UC full service was known well in advance. Actions taken to prepare tenants and the Council in this respect include:

- The development of an excellent working relationship with the co-located DWP through the establishment of monthly liaison meetings. These meetings started nine months before the introduction of the full service. Accredited 'trusted partner' status was also obtained, allowing the Council to access the DWP through what is called the 'landlord portal', enabling the Council to manage and verify rent for new UC claims.
- Increasing the size of the Council's Financial Inclusion and Income Team, to provide additional capacity to provide advice and support to tenants, and where necessary to undertake enforcement activity for non-payment of rent.
- The recruitment of a specialist Universal Credit Officer in the housing income team whose role is to:
 - manage and administer the internal systems developed above, especially monitoring and recording the transition of tenants onto universal credit; and
 - provide specialist support to tenants in applying for universal credit and maintaining their claim.
- Delivering comprehensive training on UC for staff.
- Publishing articles in the tenants magazine to advise of the changes to benefits and where support can be obtained.
- Development of internal systems and procedures to manage, monitor, record and report on the introduction of UC and its effect on rental income.
- An officer from the housing income, tenancy support or financial inclusion team attends all new tenant sign-ups in order that claims for UC can be made immediately and to provide advice, support and guidance to new tenants on universal credit.

6. Performance

6.1 Rent arrears and collection rates have behaved in line with common themes that have emerged from housing providers across the country, namely:

- More tenants on UC tenant are in arrears compared to those on housing benefit or no benefit.
- The average debt of a UC-paid tenant is generally higher than that of a non-UC-paid tenant.

- Rent collection rates decrease as more tenants move to universal credit: the loss of housing benefit receipts is not matched by the increase in UC receipts.

6.2 The below table sets out data relating to the Council's tenants, and the performance trend comparing December 2018 with December 2019 across a range of indicators.

Indicator	December 2018	December 2019
Percentage of tenants on UC and in arrears	64.5%	61.8%
Percentage of tenants not on UC and in arrears	19.9%	23.7%
Rent arrears: tenants on UC	£169,812	£323,969
Rent arrears: tenants not on UC	£340,792	£241,129
Average debt of UC-paid tenant in arrears	£598	£566
Average debt of non-UC-paid tenant in arrears	£341	£230
Rent collection (incl arrears brought forward)	96.17%	95.83%
Rent arrears as % of annual in-year rent debit	2.40%	2.63%
Evictions – total (year to March 2018/year to December 2019)	16	17
Evictions – solely attributed to UC	0	0
Housing benefit receipts (actual to March 2019/projected to March 2020)	£10.33 million	£9.17 million
Percentage housing benefit receipts to total rental income (actual to March 2019/projected to March 2020)	49.21%	46.32%

6.3 The Housing Quality Network is collating rent data from social housing providers to enable benchmarking.

6.4 The below table shows the national average position (albeit from a relatively small sample of 36 organisations) compared to that of the Council at the end of quarter 2 2019 (i.e. the end of September 2019).

Indicator	HQN Q2 2019	CBC Q2 2019
Percentage of tenants on UC and in arrears	67.18%	74.8%
Average debt of UC-paid tenant in arrears	£671	£554
Rent collection (incl arrears b/f)	96.30%	93.90%
Rent arrears as % of annual in-year rent debit	3.38%	2.94%

6.5 It should be noted that generally, benchmarking around UC is challenging, as different providers are at different stages of implementation. Most of the Council's housing stock is in an area that was relatively late in the date of UC full service, whilst other organisations have been dealing with full service much earlier; fewer will have been significantly later.

7. Reasons for the Increase in Rent Arrears

7.1 UC is paid one month in arrear unlike housing benefit, which is paid weekly in advance. Applicants must wait a minimum of five weeks for their first payment to be made. This is one of the two principal reasons why rent arrears have risen when tenants have moved onto UC. Those moving to UC who are in receipt of housing benefit get two weeks' housing benefit paid as part of the transition to universal credit in addition to their universal credit housing allowance [rent]. In cases of hardship applicants can be given an advance of universal credit that can be up to one month's allowance. This advance must be paid back within a year, however, and is deducted from subsequent monthly payments. All claims must be managed online through the claimant's 'journal'.

7.2 The second principal reason why rent arrears have risen as a result of tenants moving onto UC is because, unlike housing benefit, which is paid directly to the landlord, UC is paid directly to the claimant, including the element in the total award that relates to rent or, as the DWP refers to it - 'housing costs'. Although the Council can, in cases of vulnerability or if arrears exceed eight weeks', ask the DWP to pay those housing costs directly for a temporary period, in all other cases the tenant will get their rent paid to them directly and the Council then relies upon the tenant to pay the rent to the Council. Unfortunately, in a number of cases the rent is not paid, and ultimately, where appropriate, enforcement action is taken by the Council for non-payment.

8. Managed Migration

In July 2020 what is termed the 'managed migration' will begin. This is the process that will move the remaining working-age tenants from housing benefit to UC. On the basis that a little more than 1,000 tenants will have moved over by the end of this financial year, we estimate that a further 1,200 or so will be moved over in the managed migration (less those who move on to UC though a change in circumstances in the meantime). Although the precise details of the managed migration have yet to be agreed by the DWP, the migration itself is

scheduled to occur. The risk to the Council's rental income through this process will increase. It is projected that there will be a drop in housing benefit receipts from £10.33 million in 2018-2019 to £7.99 million in 2020-2021.

9. New Actions to Support the Protection of Rental Income

- 9.1 A further Tenancy Support Officer is being recruited for a fixed term period of two years. This will provide additional capacity in the provision of support to tenants moving on to UC.
- 9.2 In March 2020 the Landlord Services Income Management Team will begin using a new web-based arrears management application called *RentSense*. This application is owned by a company called Mobyssoft and is based on what is termed 'predictive analytics' to assist Income Officers to focus the management of their 'patch' by targeting those cases the application's sophisticated algorithms suggest they target and so to work more efficiently. *RentSense* is increasingly being adopted by social housing providers and has developed a track record of enabling local authorities and housing associations reduce their arrears. To date over 150 providers have adopted this product, and it is expected that through the use of the system the risk of non-payment of rent to the Council will be reduced.
- 9.3 The options open to those tenants who pay their rent by direct debit have been increased. Historically, the service was only able to offer weekly direct debits on a Tuesday and monthly ones on the 8th, 15th and 25th of the month. At the end of January 2020 Allpay (which already provides the Landlord Services' card-payment services) were engaged to manage direct debits. Allpay can offer direct debits to be taken on any day of the working week and at any frequency. This is a positive service development since it increases payment methods; but it is especially significant for tenants who are on UC, who have their own personal payment date (based on the date of their claim). This is the same date every calendar month. By enabling someone to specify any day of the working week or any day of a calendar month for their direct debit the likelihood of rent being paid to the Council can be increased by ensuring that the money tenants receive in their payment that is for their housing costs [rent] is taken from their bank account as soon as possible after their payment is credited to that account. Any-day direct debits will make this possible.

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