



SCRUTINY COMMISSION

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To: Councillors Bailey, Baines, Bolton, Draycott (Vice-Chair), Hadji-Nikolaou, Parsons and Rattray (Chair) (For attention)

All other members of the Council
(For information)

You are requested to attend the meeting of the Scrutiny Commission to be held in Preston Room - Woodgate Chambers on Monday, 9th December 2019 at 6.00 pm for the following business.

Chief Executive

Southfields
Loughborough

29th November 2019

AGENDA

1. APOLOGIES
2. MINUTES OF THE PREVIOUS MEETING 5 - 11

To approve the minutes of the meeting of the Commission held on 11th November 2019.

3. DECLARATIONS OF PECUNIARY AND PERSONAL INTERESTS

4. DECLARATIONS OF THE PARTY WHIP

5. QUESTIONS UNDER SCRUTINY COMMITTEE PROCEDURES
11.16

No questions were submitted.

6. PRE-DECISION SCRUTINY OF ANY SPECIFIC FINANCIAL
MATTERS TO BE CONSIDERED BY CABINET

There are no items of this nature on the Cabinet agenda for the Commission to consider.

7. CABINET ITEMS FOR PRE-DECISION SCRUTINY

The following item has been identified for pre-decision scrutiny from the Cabinet agenda for 16th December 2019:

- (a) Homelessness and Rough Sleepers Strategy 12 - 91
A report of the Head of Strategic and Private Sector Housing to present the proposed Homelessness and Rough Sleepers Reduction Strategy 2019-2022 and Action Plan setting out the approach for tackling homelessness and rough sleeping in the Borough will be considered for pre-decision scrutiny in order to make recommendations as appropriate to the Cabinet.

8. SCRUTINY COMMISSION PRE-DECISION SCRUTINY - CABINET 92 - 93
RESPONSE

A report of the Cabinet setting out its responses to recommendations of the Committee on pre-decision scrutiny items.

9. PROGRESS WITH PANEL WORK 94 - 104

A report of the Head of Strategic Support to review progress with Scrutiny Panels.

10. SCRUTINY WORK PROGRAMME 105 - 114

A report of the Head of Strategic Support enabling the Commission to review and agree the scrutiny work programme.

11. SCRUTINY COMMISSION WORK PROGRAMME 115 - 130

A report of the Head of Strategic Support setting out the list of forthcoming Executive Key Decisions and the Group's Work Programme for consideration, in order to identify items for future scrutiny.

For information, further meetings of the Group are scheduled as follows:

13th January 2020
10th February 2020
9th March 2020

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?

SCRUTINY COMMISSION 11TH NOVEMBER 2019

PRESENT: The Chair (Councillor Rattray)
The Vice Chair (Councillor Draycott)
Councillors Bailey, Baines, Bolton, Hadji-Nikolaou
and Parsons

Councillor Barkley (Deputy Leader of the Council
and Cabinet Lead Member for Finance and
Property Services)

Head of Planning and Regeneration
Strategic Director of Corporate Services
Head of Landlord Services
Democratic Services Manager and Democratic
Services Officer (NA)

APOLOGIES: Councillor Hunt (Cabinet Lead Member for
Planning, Inward Investment & Tourism Strategy)

The Chair stated that the meeting would be recorded and the sound recording subsequently made available via the Council's website. She 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.

60. MINUTES OF THE PREVIOUS MEETING

The Commission was advised that following the last meeting the Head of Strategic Support had been consulted regarding the selection of Chairs for the Scrutiny Panels. It was highlighted to the Commission that under the Council's Constitution it stated that only Chairs and Vice-chairs of the Scrutiny Committees could act as Chair for a Scrutiny Panel. The Commission was advised that although this was the case it had been agreed that the Chairs selected would remain but in future priority would be given to all Chairs and Vice-chairs from within the pool of the Scrutiny Committees before other Members were approached.

The minutes of the last meeting were then agreed.

61. DECLARATIONS OF PECUNIARY AND PERSONAL INTERESTS

No disclosures were made.

62. DECLARATIONS OF THE PARTY WHIP

No declarations were made.

63. QUESTIONS UNDER SCRUTINY COMMITTEE PROCEDURES 11.16

No questions were submitted.

64. STATUTORY GUIDANCE ON OVERVIEW AND SCRUTINY IN LOCAL AND COMBINED AUTHORITIES

A report of the Head of Strategic Support was considered by the Commission in relation to the guidance from the Ministry of Housing, Communities and Local Government, clarifying the role and benefits of scrutiny to local authorities (item 05 on the agenda filed with these minutes).

The Democratic Services Manager attended the meeting to assist with consideration of the item and gave the following responses to issues raised:

- (i) The guidance provided focused on culture, resourcing and the members in relation to scrutiny.
- (ii) It was thought that no changes would be necessary for the Council's constitution in relation to the publication of the guidance as it was felt that since the Centre for Public Scrutiny review took place a lot of the guidance was being followed or had been implemented.
- (iii) It was proposed that under 3(b) "Relationship between Cabinet and Scrutiny" three of the protocol items: (iv), (v) and (vi) be removed as they were no longer relevant. It was felt that the Commission had ample mechanisms to be able to communicate with Cabinet as well as to ensure that their views were taken into consideration.
- (iv) The Commission was interested in "Following the Council Pound" (page 29) that referred to contractors supplying information to scrutiny or appearing before the committee, where appropriate. This idea was welcomed by the Commission as they felt that scrutiny had a role to play in some situations.

RESOLVED

1. That items (iv), (v) and (vi) under 3(b) of the Scrutiny Protocol be removed.
2. That the Democratic Services Manager will speak to the Procurement Manager about including a statement in any relevant contracts for scrutiny to be involved in the procurement process.
3. That an update be provided to the Commission regarding involvement from scrutiny with external contracts when a new contract had been procured.

Reason

1. It was no longer relevant to the Council's scrutiny structure.
2. To provide best practice in relation to the new guidance.
3. To keep the Commission updated with any progress so far.

65. PRE-DECISION SCRUTINY OF ANY SPECIFIC FINANCIAL MATTERS TO BE CONSIDERED BY CABINET

On this occasion there was one item of this nature on the Cabinet agenda for the Commission to consider (item 8b on the agenda filed with these minutes).

66. TENANCY SUPPORT POLICY 2019-2024

A Cabinet report of the Head of Landlord Services was considered to approve the Tenancy Support Policy 2019-2024 for pre-decision scrutiny (item 8a on the agenda filed with these minutes).

The Head of Landlord Services attended the meeting to assist with consideration of the item and gave the following responses:

- (i) The Commission praised the report as being very informative and showing how much work the team was doing.
- (ii) The Commission was given a reassurance about the level of resources available to administer the migration of more tenants over to Universal Credit (UC). A budget pressure had been submitted to extend the Universal Credit Officer post, and a new Tenancy Support Officer was being recruited for a fixed two-year period to provide further resilience in the team.
- (iii) The rent arrears were being monitored on a weekly basis to ensure that any changes were being identified.
- (iv) The Council was aware of its GDPR responsibilities in relation to vulnerable tenants and used the privacy notice and conditions of tenancy to set out how tenants' information would be used. Tenancy support risk assessments were undertaken pre-tenancy to identify any tenants who required extra support. If any issues arose into a tenancy additional support could be offered at any time to support the tenant to remain in their property.
- (v) It was believed that whilst rent arrears would initially rise due to the additional tenants on Universal Credit the level of rent arrears would ease off in the medium term and return to an expected level.

RESOLVED

That the Cabinet be informed that the Scrutiny Commission supports the recommendations as set out in the report of the Head of Landlord Services.

Reason

The Commission, having carefully considered and asked questions on the report felt the Cabinet should approve the recommendations set out.

67. VIREMENT - PLANNING AND REGENERATION SERVICE

A Cabinet report of the Head of Planning and Regeneration was considered to seek approval for the virement of budget in cost centres in the Planning and Regeneration Service for pre-decision scrutiny (item 8b on the agenda filed with these minutes).

The Head of Planning and Regeneration attended the meeting to assist with consideration of the item and gave the following responses:

- (i) The virement of budget was to cover an underspend in salary which would be used to pay for agency staff to cover vacant posts. The virement had been requested for the past two years due to difficulties recruiting to specific posts due to the expert nature of the roles. It was hoped that the few remaining posts would eventually be filled.
- (ii) The Commission did feel that the focus of the service should be on recruiting permanent posts rather than paying for agency staff but understood the difficulties in recruiting to some posts.

RESOLVED

That the Cabinet be informed that the Scrutiny Commission supports the recommendations as set out in the report of the Head of Planning and Regeneration.

Reason

The Commission, having carefully considered and asked questions on the report felt the Cabinet should approve the recommendations set out.

68. SCRUTINY COMMISSION PRE-DECISION SCRUTINY - CABINET RESPONSE

A report of the Cabinet was considered setting out its responses to the recommendations of the Commission on pre-decision scrutiny items (item 9 on the agenda filed with these minutes).

The Commission was informed that the Cabinet wanted to thank the members for their hard work and appreciated their input into the reports.

RESOLVED that the Cabinet's responses to the Commission's recommendations be noted.

Reason

The Commission was satisfied that it added value where appropriate and welcomed the Cabinet's consideration of the Commission's views and recommendations as part of its decision making process.

69. PROGRESS WITH PANEL WORK

A report of the of the Head of Strategic Support was received to review progress with Scrutiny Panels (item 10 on the agenda filed with these minutes).

The Commission was provided with an update on the Scrutiny Panels currently ongoing and their progress.

The Commission decided to make no further changes to any of the Panels.

70. SCRUTINY WORK PROGRAMME

A report of the Head of Strategic Support enabling the Commission to review and agree the scrutiny work programme (item 11 on the agenda filed with these minutes).

The Commission was given an update regarding the status of the Council's Local Plan. A report on the consultation responses was due to be presented to the Housing, Planning and Regeneration and Regulatory Services Scrutiny Committee on 10th December but the consultation was not to end until 16th December meaning that the report would not be available in time for the meeting. It was proposed that the report came to the Scrutiny Commission instead at their January meeting to ensure that scrutiny was involved in the consultation process.

RESOLVED

1. that that the Scrutiny Work Programme set out in the Appendix to the report, and scheduled scrutiny of those matters, be noted, and that further items be scheduled for scrutiny as follows:
 - (i) Local Plan – Scrutiny Commission – 13th January 2020.
2. That the following items be removed from the Scrutiny Work Programme:
 - (i) Local Plan – Housing, Planning and Regeneration and Regulatory Services Scrutiny Committee – 10th December 2019.

Reasons

1. To ensure timely and effective scrutiny. The Commission considered that it would be beneficial for the Scrutiny Commission to review the consultation responses received for the Local Plan to ensure scrutiny was involved in the consultation process.
2. The Commission considered that it would not add value for the Housing, Planning and Regeneration and Regulatory Services Scrutiny Committee to review the Local Plan at that time due to the delay in the consultation.

71. SCRUTINY COMMISSION WORK PROGRAMME

A report of the Head of Strategic Support was considered, to enable the Commission to consider its work programme and forthcoming Key Decisions and decisions to be taken in private by the Cabinet in order to schedule items for pre-decision scrutiny (item 12 on the agenda filed with these minutes).

RESOLVED

1. that forthcoming Executive Key Decisions or decisions to be taken in private by the Executive, set out in Appendix 2 to the report, and scheduled scrutiny of those matters, be noted, and that further items be scheduled for scrutiny as follows:

- (i) A report of the Budget Scrutiny Panel detailing their recommendations be provided to the Commission at their January meeting.
 - (ii) Corporate Plan 2020-2024 – 13th January 2020.
 - (iii) Homelessness and Rough Sleepers Strategy – 9th December 2019.
 - (iv) An update on the Council's Air Quality Plan for 2019 – 13th January 2020.
2. that the Commission's current work programme be noted and updated following this meeting, in accordance with the decisions taken during consideration of this item and at this meeting and any items of pre-decision scrutiny that require changing due to their reprogramming by the Cabinet.

Reasons

1. To ensure timely and effective scrutiny.
2. To ensure effective and timely scrutiny, either to provide Cabinet with advice prior to it taking a decision or to ensure that the Council and external public service providers and partners were operating effectively for the benefit of the Borough

72. EXEMPT INFORMATION

It was resolved that members of the public be excluded from the meeting during the consideration of this item on the grounds that it involved the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972, and the public interest in maintaining the exemption outweighed the public interest of disclosing the information.

At this point in the meeting the sound recording was switched off.

73. DISPOSAL OF LAND HOLDING KNOWN AS PLOT 5 WELDON ROAD, LOUGHBOROUGH

An exempt report of the Strategic Director for Corporate Services to approve the sale in the Council's land interest in Loughborough was considered for pre-decision scrutiny (item 14 on the agenda filed with these minutes).

The Lead Member for Finance and Property Services and the Strategic Director for Corporate Services attended the meeting to assist with consideration of the item.

A summary of the Group's discussion on this matter is provided in the exempt minute (Scrutiny Commission 73E 2019/20).

At this point in the meeting the sound recording was switched back on.

RESOLVED that the Cabinet be informed that the Commission supports the recommendations as set out in the report of the Strategic Director for Corporate Services.

Reason

The Commission, having carefully considered and asked questions on the report felt Cabinet should approve the recommendations set out in the report.

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 Scrutiny Commission.

CABINET – 16TH DECEMBER 2019

Report of the Head of Strategic and Private Sector Housing Lead Member: Councillor Paul Mercer

Part A

ITEM HOMELESSNESS AND ROUGH SLEEPERS REDUCTION STRATEGY 2019-2022

Purpose of Report

This report presents the proposed Homelessness and Rough Sleepers Reduction Strategy 2019-2022 and Action Plan setting out the approach for tackling homelessness and rough sleeping in the Borough.

The Strategy aims to prevent homelessness, rough sleeping and ensure that accommodation and support is available for people who become homeless within the Borough.

Recommendations

1. That the Homelessness and Rough Sleepers Reduction Strategy 2019-2022 and Action Plan, attached as Appendix 1, be approved.
2. That delegated authority be given to the Head of Strategic and Private Sector Housing in consultation with the Lead Member for Housing to update the Homelessness and Rough Sleepers Reduction Strategy Action Plan on an annual basis subject to there being no financial or human resource implications arising from the proposals.
3. That in the event of there being financial implications outside the existing approved budgets or resource implications exceeding the existing approved establishment arising from proposed revisions to the Action Plan, a further report on the proposed Action Plan be brought to Cabinet at the appropriate time.

Reasons

1. To ensure that the Council can meet its obligations in respect of the strategic housing needs of the Borough.
2. To ensure that the Action Plan remains relevant and responsive during the lifetime of the Strategy.
3. To ensure appropriate approvals are sought before finalising changes to the Action Plan that have financial or human resource implications.

Policy Justification and Previous Decisions

There is a statutory requirement under the Homelessness Act 2002 for a Local Authority to produce a Homelessness and Rough Sleepers Strategy. The Homelessness and Rough Sleepers Reduction Strategy for 2019-2022 sets out how the Council aims to prevent homelessness, rough sleeping and ensure that accommodation and support is available for people who become homeless within the Borough.

Implementation Timetable including Future Decisions and Scrutiny

The proposed Homelessness and Rough Sleepers Reduction Strategy covers the period December 2019 to March 2022 with the Action Plan detailing the actions that will be taken during this period of time.

Report Implications

The following implications have been identified for this report.

Financial Implications

There are no additional financial implications outside existing budget provision associated with this report. Recommendation 3 ensures that any additional financial implications are subject to a further report to Cabinet.

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 implement actions identified in the Action Plan	Likely (3)	Serious (3)	Moderate (9)	Regular meetings of the multi agency Homelessness Strategy Steering Group will ensure that the delivery of all the identified actions is monitored Lead organisations/people have been identified in the Action Plan and this will ensure accountability for each key action

Equality and Diversity

An equalities impact assessment of the Strategy has been carried out. No adverse impacts have been identified

Key Decision: Yes

Background Papers: None

Officer to contact: Alison Simmons
Head of Strategic and Private Sector Housing
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alison.simmons@charnwood.gov.uk

Part B

1 Background

- 1.1 The Homelessness Act 2002 placed a legal obligation on all Local Housing Authorities to carry out a review of homelessness in their areas and in consultation with local partners and stakeholders, to develop a Strategy for tackling and preventing homelessness. In response to this, Charnwood's first Homelessness Strategy was developed in 2003, with subsequent Strategies in 2008, 2013 and 2018.
- 1.2 The Homelessness Reduction Act 2017 set out the framework for the most significant changes to homelessness legislation in 20 years, proposing several new duties, many of which required a change in working practices, and additional resources. The Homelessness Reduction Bill received Royal Assent on the 27th April 2017 and the date of enactment was the 3rd April 2018. The Council approved the Homelessness Strategy to meet the demands of the new Act in March 2018.
- 1.3 The aim of the Act was to propose improvements to the legal framework in order to prevent and tackle single homelessness more effectively in England, without undermining the rights people currently have under the existing system.
- 1.4 In August 2018 the Government introduced the new Rough Sleeping Strategy, including a 3 part approach of prevention, intervention and recovery. The Strategy includes a commitment to halve rough sleeping over the next 2 years and eradicate it by 2027.
- 1.5 In December 2018 the Government published its Rough Sleeping Strategy Delivery Plan which provided the following updates:
 - All Local Authorities must update their Homelessness Reviews and Strategies and rebrand them as Homelessness and Rough Sleeping Strategies
 - Strategies are made available online and submitted to Ministry for Housing and Communities and Local Government
 - Local Authorities report progress in delivering these strategies and publish annual Actions Plans.
- 1.6 The Council have undertaken a Homelessness Review and the Homelessness and Rough Sleepers Reduction Strategy 2019-2022 (Appendix 1) sets out the way the Council will deliver services to:
 - Ensure compliance with the Homelessness Reduction Act 2017 and the Rough Sleeper Strategy 2018
Ensure we remain focused on continuous improvement in the way we respond to homelessness
 - Support reform across the wider system and improve the support available to local residents who find themselves in difficulty

1.7 The Strategy will be delivered effectively, efficiently, and in keeping with the Council's Corporate values and commitment to excellence in customer care.

2 Consultation

2.1 The Council have consulted on the Homelessness and Rough Sleepers Reduction Strategy through the Homelessness Strategy Steering Group, Registered Providers and Benefit Liaison Group.

2.2 Consultees were encouraged to consider what actions were required to deliver the objectives identified within the Strategy along with suggestions about who would be best placed to deliver those actions.

3 Delivering the Homelessness Strategy

3.1 In order to successfully deliver the Homelessness and Rough Sleepers Reduction Strategy, the Council will utilise all available resources across its own services and its external partners. The key resources required to deliver the Strategy include:

- Housing Needs Team
- A close working relationship with our external partners
- Government Homelessness Grants
- Discretionary Housing Payments.

4 Performance Monitoring

4.1 The Homelessness and Rough Sleepers Reduction Strategy Objectives and Action Plan will be monitored by the multi agency Homelessness Strategy Steering Group and the Council's Housing Planning Regeneration and Regulatory Scrutiny Committee.

4.2 The Action Plan will be reviewed and updated every 12 months to ensure it reflects changes or developments in National or Local Policy or service provision.

4.3 The Council will regularly review this performance information to develop a clearer understanding of the local causes of homelessness, the support and housing needs of local homeless households and to assess the effectiveness of local services and identify any gaps in provision.

Appendices

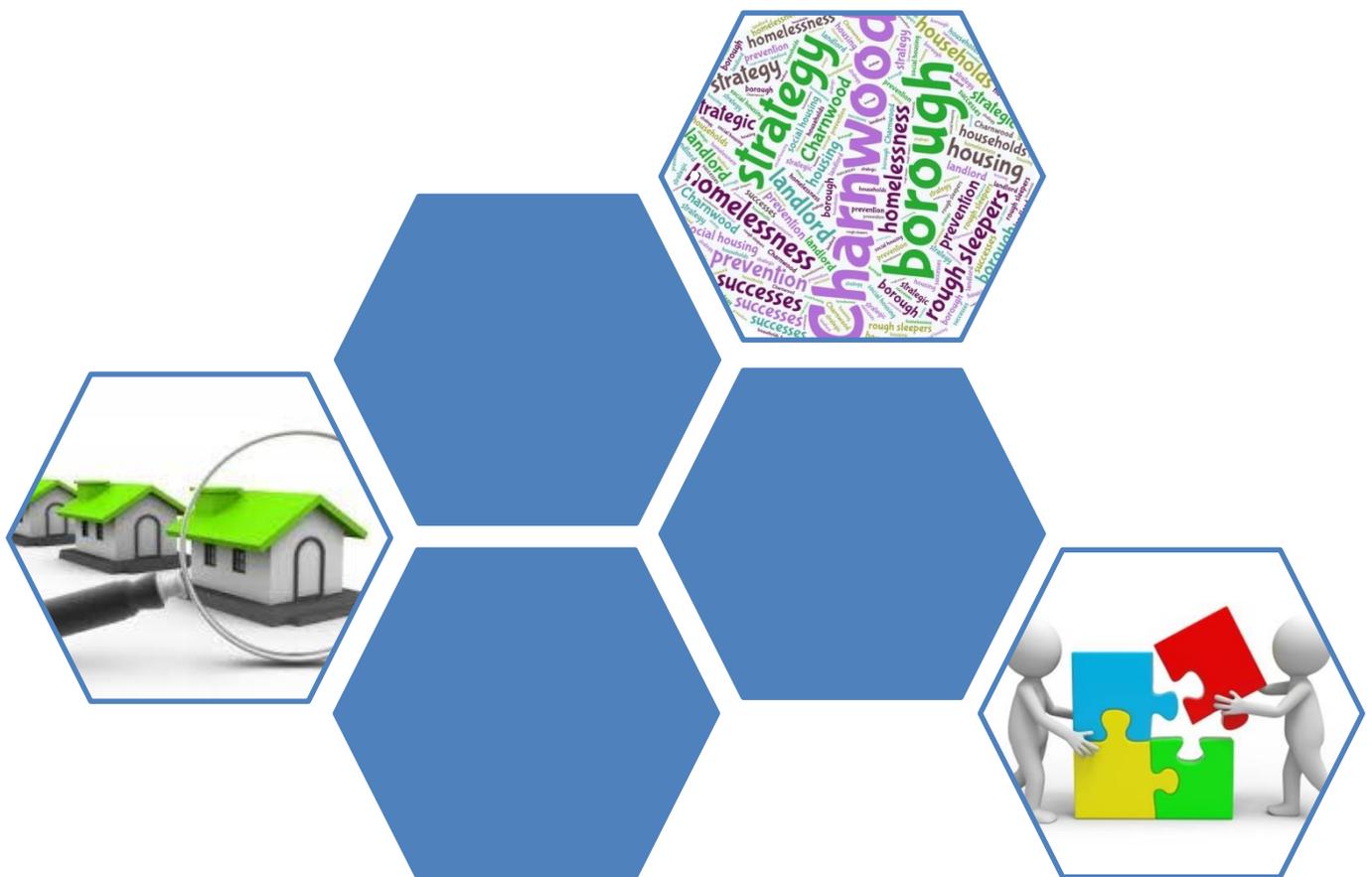
Appendix 1 Homelessness and Rough Sleepers Reduction Strategy 2019-2022 and Action Plan

Appendix 2 Equality Impact Assessment



Homelessness and Rough Sleepers Reduction Strategy

2019-2022





Welcome to the Council's new Homelessness and Rough Sleepers Reduction Strategy for 2019-2022.

This Strategy sets out our approach for tackling homelessness and rough sleeping in the Borough.

This Strategy aims to prevent homelessness, rough sleeping and ensure that accommodation and support is available for people who become homeless within the Borough.

This Strategy sets out our key objectives and provides the framework to enable us to deal with homelessness and rough sleepers, clearly setting out the Council's approach and commitment to tackling this issue over the next 3 years.

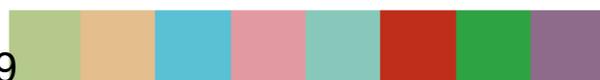
The Strategy will concentrate on 6 key objectives:

1. Strong and effective partnership working
2. Early targeted advice and intervention to prevent the loss of accommodation
3. Effective action to relieve homelessness
4. Support for Rough Sleepers
5. Support to sustain tenancies and prevent repeat homelessness
6. Protect and increase local housing options.

Councillor Paul Mercer
Lead Member for Housing



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The Homelessness and Rough Sleepers Reduction Strategy for 2019-2022 sets out how the Council aims to prevent homelessness and ensure that accommodation and support is available for people who become homeless within the Borough



*Every
Resident
Matters*

The Strategy is consistent with the Council's current Housing Strategy 2015-2020 and Housing Allocations Policy 2019 and contributes to the Council's Corporate Plan 2016-2020 and achievement of the Council's 3 key aims to make Charnwood:

- A safer, more secure and caring environment
- A Borough with a strong, diverse economy
- A place served by a Council which puts customers at the heart of everything it does



*Creating
a Strong
and Lasting
Economy*

The Strategy has been developed in consultation with key partners following a review of homelessness in Charnwood and takes into account recent developments in housing legislation and policy.



*Delivering
Excellent
Services*

Through the previous Homelessness and Rough Sleepers Reduction Strategy and Action Plan 2018-2019 the Council and its partners have achieved successful outcomes and improvements to services for homeless persons in Charnwood.

Homelessness Reduction Act April 2018

The Council successfully implemented changes to the Housing Options Service relating to the Homelessness Reduction Act and has:

- Successfully prevented the homelessness of 99 households who applied during 2018-2019
- Successfully relieved the homelessness of 128 households who applied during 2018-2019
- Introduced Personal Housing Plans for all applications
- Provided advice on the prevention of homelessness and securing accommodation when homeless

Duty to Refer

A new online referral form has been created to all enable partners (including those who are under a Duty to Refer from October 2018) to refer individuals who are homeless or at risk of becoming homeless to Charnwood Borough Council's Housing Options Team.

Housing Protocols and Pathways

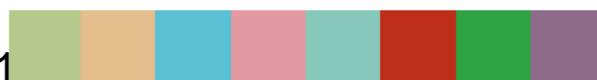
The Leicestershire District and Borough Councils are developing countywide homelessness protocols and pathways for each of the groups identified as being at particular risk of homelessness:

- 16 and 17 year olds (Charnwood is the lead Authority)
- Care Leavers (Charnwood is the lead Authority)
- Prison Releases (Harborough is the lead Authority)
- Hospital Discharges (Blaby is the lead Authority)
- Drug or Alcohol Misuse (North West Leicestershire are the lead Authority)
- Armed Forces (Oadby and Wigston are the lead Authority)
- Domestic Violence (Hinckley and Bosworth are the lead Authority)

Housing Register

The Council introduced a new Housing Allocation Policy on 1st April 2019. The Policy provides a framework for assessing housing need, prioritising actions and determining who will be allocated social housing. Some of the criteria in the new policy has been designed to support the prevention and relief of homelessness.

The Council have developed and introduced a new online Housing Register application system, to enable customers to submit, update and access information about their applications both inside and outside of office opening hours.



CBC Lettings

The Council launched 'CBC Lettings' at the Private Landlords Forum on the 17th April 2019. This is a Social Lettings Service designed to make renting out a property easier in the private rented sector. It has been set up to provide landlords with a range of different options to let out their property whilst working to improving the standards of accommodation within the sector and improve access to the sector for homeless and vulnerably housed households.

In May 2019, a successful bid was made to the Rapid Rehousing Pathway fund. The bid was to expand the CBC Lettings Service across the County. The successful bid has meant the creation of 2 new posts, a CBC Lettings Officer and a CBC Lettings Liaison Officer. These posts will provide a professional and comprehensive service to customers and provide intensive support at the beginning of the tenancy and at points of crisis.

Empty Homes Strategy

In 2017, the Council's Cabinet approved a new Empty Homes Strategy for 2017-2022. In 2016-2017, 46 Empty Homes were brought back into use, 2017-2018 43 and in 2018-2019 55 making a total of 144 empty homes brought back into use across the Borough.

Property Acquisitions

Since 2016-2017, the Council has utilised receipts from Right to Buy sales to acquire 21 properties to increase the Council's social housing stock.

Supported Accommodation

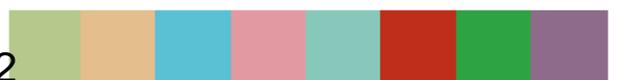
The Council commissioned a 10 bed space supported accommodation scheme, with 24 hours staff presence, on the 1st April 2019 with its partner agency Falcon Support Services.

This scheme supports the prevention, relief and reduction of homelessness within Charnwood as individuals accommodated within this scheme are supported to build up the skills to sustain an independent tenancy, accommodated up until they are ready to move on to an independent tenancy and assisted to secure and set up an independent tenancy.

Rough Sleepers

The Council commissioned an emergency bed for rough sleepers within Charnwood on 1st April 2018 with its partner agency Falcon Support Services.

A rough sleeper database has been developed in order to improve intelligence about rough sleeping and the provision of support to rough sleepers across Leicester, Leicestershire and Rutland. The database is being trialled by The Bridge East Midlands and is due to be introduced in 2020.



Since the implementation of the previous Homelessness Strategy, there have been significant changes in housing policy at a national level

Private Sector Housing Reforms

The Government has introduced a number of reforms providing Local Authorities with some additional tools to tackle rogue landlords and letting agent's behaviour.

The reforms include powers for Civil Penalty Notices, Banning Orders and extension of rent repayment orders, which the Council has adopted in the Private Sector Housing Enforcement Policy adopted in 2018.

Ministry of Housing, Communities and Local Government - Rough Sleeping Strategy

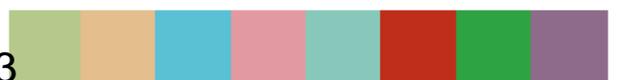
In August 2018, the Government introduced the new Rough Sleeping Strategy, including a 3 part approach of prevention, intervention and recovery.

The Strategy stated that the first of these preventions is at the heart of the Government's approach, focussing on timely support before someone becomes homeless. The second intervention sets out how the Strategy will help people who are already in crisis get swift, targeted support to get them off the street. The final recovery stage talks about supporting people to find a new home quickly and rebuild their lives.

The Strategy includes a commitment to halve rough sleeping over the next 2 years and eradicate it by 2027.

In December 2018, the Government published a Rough Sleeping Strategy Delivery Plan, which provided the following updates:

- All Local Authorities must update their Homelessness Reviews and Strategies and rebadge them as Homelessness and Rough Sleeping Strategies
- Strategies are made available online and submitted to Ministry for Housing and Communities and Local Government
- Local Authorities report progress in delivering these strategies and publish annual Actions Plans



A review of homelessness in 2018-2019 within Charnwood was carried out to inform this Strategy (see Appendix 3 for more details).

The main findings:

Homeless Applications

609 homeless applications were made to Charnwood Borough Council’s Housing Options Team during 2018-2019 following the implementation of the Homelessness Reduction Act. 45% of these applications were from individuals who were at risk of becoming homeless and 55% were from individuals who were already homeless.

Age

The majority of homeless applicants during 2018-2019 were aged between 25 and 44 years (56%) and a high proportion were aged between 18 and 24 (20%) years.

Gender

A higher proportion of homeless applicants during 2018-2019 were female (59%) than male (41%).

Sexuality

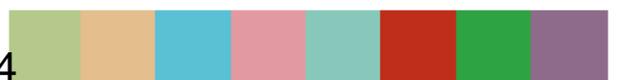
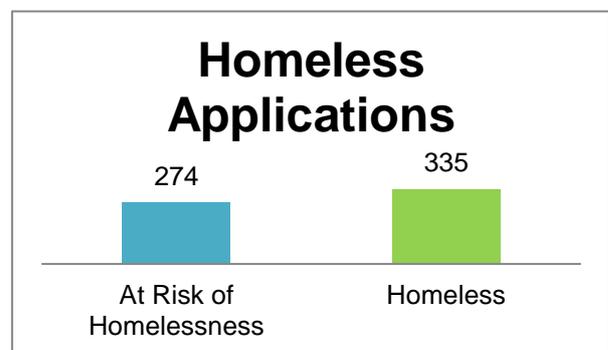
The majority of homeless applicants during 2018-2019 identified themselves as heterosexual/straight (88%). A low proportion of homeless applicants during 2018-2019 identified themselves as bisexual (2%), homosexual/gay/lesbian (1%) or transgender (0%).

Ethnicity

The majority of homeless applicants during 2018-2019 were from white ethnic groups (86%), which reflects the higher proportion of people from white ethnic groups recorded within the overall population of Charnwood in the 2011 Census. The proportion of homeless applicants from Asian ethnic groups (6%) was lower than that within the overall population of Charnwood and the proportions from black (3%) and mixed (3%) ethnic groups were higher than those within the overall population of Charnwood in the 2011 Census.

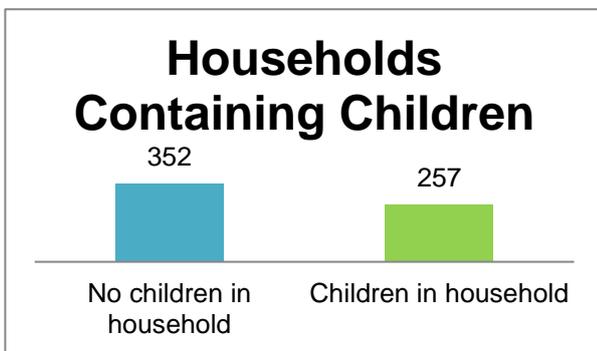
Religion

A high proportion of homeless applicants during 2018-2019 had no religion (41%), which is significantly higher than the proportion with no religion recorded within the overall population of Charnwood in the 2011 Census. The proportions of homeless applicants who were Christian (26%), Hindu (1%), Sikh (0.16%) and Jewish (0%) were lower than those within the overall population of Charnwood in the 2011 Census.



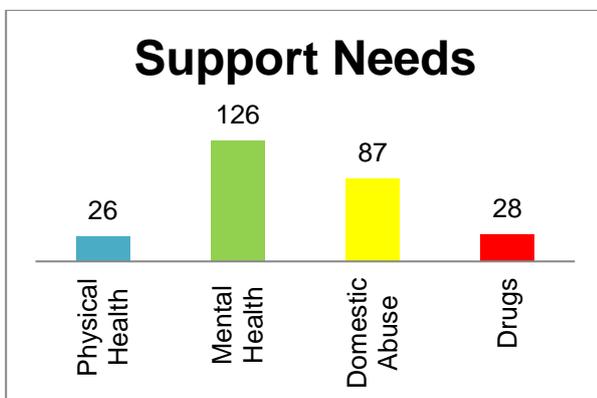
Household Types

The majority of homeless applications made during 2018-2019 were from households containing no children under the age of 18 years (58%). 50% of all homeless applications were from single persons. Of the households that did contain children under the age of 18 years, the majority contained just 1 child (64%).



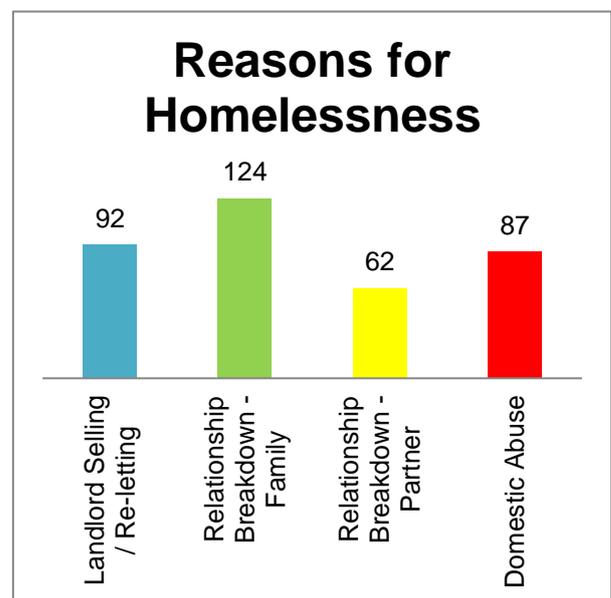
Household Support Needs

The most common support needs of homeless households during 2018-2019 were mental health problems (126(21%) households), domestic abuse (87(14%) households), drug dependency (28(5%) households) and physical health problems (26(4%) households).



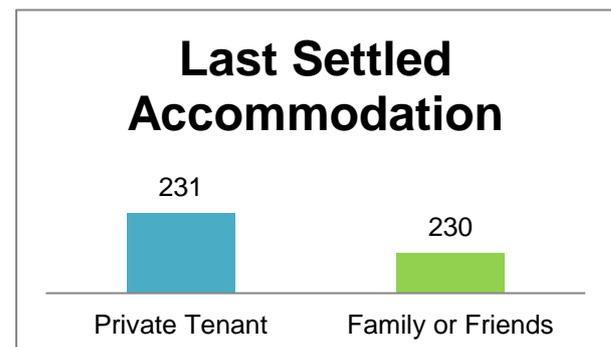
Reasons for Homelessness

The main reasons for homelessness during 2018-2019 were nonviolent breakdown of relationship with family (124(20%)), loss of Assured Shorthold Tenancy due to the landlord wishing to sell or relet the property (92(15%)), domestic abuse (87(14%)) and nonviolent breakdown of relationship with partner (62(10%)).



Last Settled Accommodation

The majority of homeless applicants during 2018-2019 were living in the private rented sector (38%) or with family or friends (38%) before they became homeless.

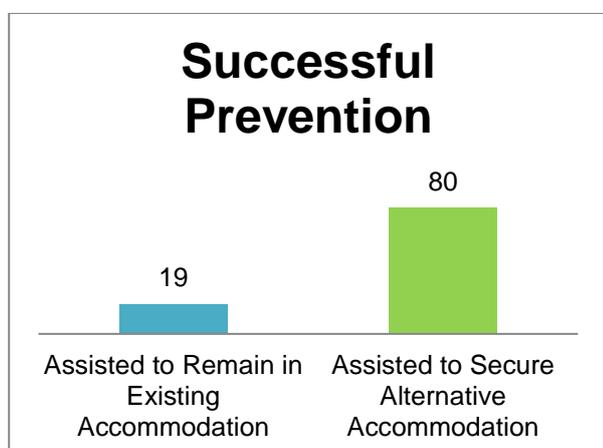


Homelessness Prevention

During 2018-2019, the Housing Options Team and partner agencies successfully prevented 99 applicants from becoming homeless. A significantly higher proportion of these applicants were assisted to secure alternative accommodation (80(81%)) than to remain in their existing accommodation (19 (19%)).

The main activities that resulted in the successful prevention of homelessness during 2018-2019 were the provision of advice (64(65%) applicants), alternative accommodation secured by the Local Authority (17(17%) applicants) and negotiation/mediation to prevent eviction (7(7%) applicants).

The main accommodation outcomes for new cases during 2018-2019 were Private Rental accommodation (35(35%)), Council accommodation (26(26%)), Registered Provider accommodation (15) and living with family (10(10%)).

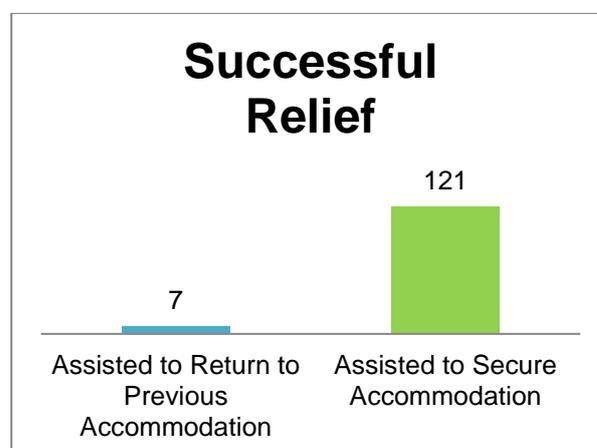


Homelessness Relief

During 2018-2019, the Housing Options Team and partner agencies successfully relieved the homelessness of 128 applicants from becoming homeless. A significantly higher proportion of these applicants were assisted to secure accommodation (121(95%)) than to return to their previous accommodation (7(5%)).

The main activities that resulted in the successful relief of homelessness during 2018-2019 were the provision of advice (56(44%) applicants), accommodation secured by the Local Authority (28(22%) applicants) and supported accommodation (28(22%) applicants).

The main accommodation outcomes for relief cases during 2018-2019 were Supported accommodation (52(41%)), Council accommodation (26(20%)), Registered Provider accommodation (17(13%)) and Private Rental accommodation (15(12%)).



Main Housing Duty Acceptances

121 of the Homeless Applications made during 2018-2019 progressed through to the Main Housing Duty stage. This means that it was not possible to prevent their homelessness or relieve their homelessness during 56 days. 80% of these cases were found to be eligible, unintentionally homeless and have a priority need, 12% did not have a priority need and 7% became homeless intentionally (ie due to their own actions).

Temporary Accommodation

The number of households who were being temporarily accommodated by Charnwood Borough Council on the last day of each quarter during 2018-2019 increased up until the 31st March 2019, when the number decreased slightly. However the number of households being temporarily accommodated on the 31st March 2019 (63 households) was 43% higher than on the 31st March 2018 (44 households).

The majority of these households were being temporarily accommodated within self contained properties within the Council's own housing stock.

In addition, the number of households who were being temporarily accommodated in Bed and Breakfast increased up until quarter 4, when the number decreased slightly. However the number of households being temporarily accommodated in Bed and Breakfast on the 31st March 2019 (5 households) was

67% higher than on the 31st March 2018 (3 households).

The Council's expenditure on Bed and Breakfast accommodation placements and overall expenditure on temporary accommodation increased significantly in 2018-2019.

On the 1st April 2019, the Council decommissioned a 5 bed space temporary accommodation scheme and commissioned a 10 bed space supported accommodation scheme. This scheme focuses on the prevention, relief and reduction of homelessness within Charnwood as individuals accommodated within this scheme are supported to build up the skills to sustain an independent tenancy, accommodated up until they are ready to move on to an independent tenancy and assisted to secure and setup an independent tenancy. It is anticipated that this will reduce demand for temporary accommodation in the long term.

Social Housing

On the 31st March 2019, the Council had a total of 5,571 social rented properties and a number of Registered Providers collectively had 3,037 affordable rental properties within Charnwood.

Due to Right to Buy sales, the Council's housing stock has reduced in every year since 2015-2016 (5,700 properties) to 2018-2019 (5,571 properties).

The Council used receipts from Right to Buy sales to purchase 11 properties during 2018-2019. In addition, the Council has negotiated 27 gifted units from property developers during 2018-2019.

The number of active applications on the Council's Housing Register on the 31st March increased each year from 2015-2016 (2,029 households) to 2018-2019 (2,816 households). The Council introduced a new Housing Allocations Policy on the 1st April 2019. Applicants who do not have a verified Housing Need no longer qualify for the Housing Register.

Private Rented Sector

The number of homeless households who were successfully assisted to secure accommodation in the private sector during 2018-2019 (50) was low in comparison to the number of homeless applicants who became homeless/at risk of homelessness from accommodation in the Private Sector (231 households) during 2018/19.

The Council introduced a Social Lettings Service (CBC Lettings) in Charnwood in 2018-2019 and expanded the service across Leicestershire County and Rutland County in 2019-2020. The primary aim of this service is to increase access to suitable affordable private rental accommodation for homeless and vulnerably housed households.

Rough Sleepers

Since 2016, the Council has carried out annual Rough Sleeper Counts. 1 rough sleeper was identified in 2016, 0 rough sleepers were identified in 2017 and 3 rough sleepers were identified in 2018.

During periods of severe weather, the Council activates a Severe Weather Emergency Protocol (SWEP) under which emergency accommodation is provided to rough sleepers, regardless of whether there is a duty to provide them with temporary accommodation under Part 7 of the Housing Act 1996. 25 individuals were accommodated under SWEP during 2018-2019.

Falcon Support Services have provided a Festive Shelter for rough sleepers since 2015-2016. They have accommodated at least 15 individuals under this scheme in each year.

The Rough Sleeper Programme ended in March 2019. However, the Borough and District Councils within Leicestershire continue to work in partnership with agencies including The Bridge East Midlands and Falcon Support Services to support rough sleepers.

A rough sleeper database is being developed, in order to improve intelligence about rough sleeping and support to rough sleepers across Leicester, Leicestershire and Rutland.



Summary

The Council successfully prevented the homelessness of 16% of applicants and relieved the homelessness of 21% of applicants. The Council accepted the Main Housing Duty to 16% of applicants. The majority of these applicants were unintentionally homeless. This indicates that it is difficult to prevent or relieve homelessness in the majority of cases, even where the applicant has become homeless through no fault of their own.

Most homeless applications, during 2018-2019, were made by individuals who are already homeless, rather than when they were at risk of becoming homeless.

Increases in Bed and Breakfast placements and expenditure indicate an increase in emergency homeless presentations. This suggests that some applicants may not be aware that the Council can provide assistance with the prevention of homelessness.

More than a third all homeless applications made during 2018-2019 were due to the loss of/risk of losing settled accommodation with family or friends. The non violent breakdown of a relationship with family or friends was the main cause of homelessness for 24% of all homeless applicants.

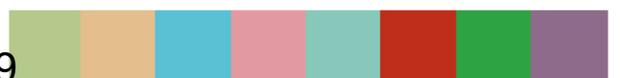
Mediation/negotiation resulted in a

relatively small number of applicants successfully remaining/returning to live with family or friends (6).

More than a third of all homeless applications made during 2018-2019 were due to the loss of/risk of losing settled accommodation in the private sector. A private sector landlord wishing to sell or relet their property was the main cause of homelessness for 15% of all homeless applicants. A relatively small number of homeless applicants were successfully assisted to secure accommodation in the private sector (13).

A high proportion of the cases where homelessness was successfully prevented or relieved was via the applicant being assisted to secure Council or Registered Provider accommodation (84 applications). Levels of demand for the limited amounts of Social Housing within Charnwood are increasing. Council housing stock levels continue to decrease due to Right to Buy sales.

Supported accommodation has been key to the relief of homelessness in Charnwood during 2018-2019.



The key objectives for the Homelessness Strategy are:

1. Strong and effective partnership working

Partnership working has been key to the successful prevention of homelessness in Charnwood.

Strong relationships, referral routes and jointly delivered services will continue to lead to better outcomes for the homeless.

2. Early targeted intervention and advice to prevent the loss of accommodation

Early identification of problems and the provision of high quality advice and assistance will ensure people have the best chance of staying in their home.

Some groups are more likely than others to experience homelessness within Charnwood so require advice and assistance that is tailored to meet their needs

3. Effective action to relieve homelessness

Strong and effective pathways ensure that suitable accommodation can be secured as soon as possible.

Suitable local temporary accommodation can minimise the negative effects of homelessness.

4. Support for Rough Sleepers

Rough sleeping is dangerous and can have serious detrimental effects upon physical and mental health.

The Council aims to work with partners to identify rough sleepers within Charnwood and support them to successfully transition out of homelessness.

5. Support to sustain tenancies and prevent repeat homelessness

Many homeless applicants need support to sustain independent accommodation in the long-term.

Access to Supported Housing, transitional, longer term and crisis support services can reduce the risk of repeat homelessness.

6. Protect and increase local housing options

Demand for the limited amounts of Social and Supported Housing within Charnwood is high and some households have difficulty accessing the private rented sector.

The Council aims to work with partners to make the best use of existing resources, improve access to available housing options, increase supply and identify and address gaps in provision.



Strong and effective partnership working

Partnership working has been key to the successful prevention of homelessness in Charnwood.

Strong relationships, referral routes and jointly delivered services will continue to lead to better outcomes for the homeless.

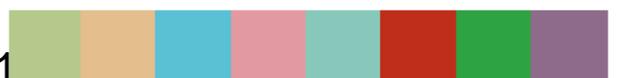
Challenges

Many services are seeing increases in demand and pressures, coupled with reductions in funding. This often leads to changes in eligibility criteria and increased thresholds for access to services, resulting in some groups of people “falling through the gaps” and being unable to access services.

There are multiple advice and support services and supported/semi independent accommodation schemes within Charnwood. It can sometimes be difficult for vulnerable people (and the agencies who support them) to navigate between these, leading to an individual being passed between multiple services before they receive meaningful assistance.

The Public Body Referral duty introduced under the Homelessness Reduction Act means that a larger number of agencies, some of whom may have limited knowledge of the issues affecting homeless persons or the nature of available services, are required to assist homeless households to access advice and assistance.

ACTIONS
Objective 1: Strong and effective partnership working
<ul style="list-style-type: none"> • Work with partners to develop and deliver effective advice, prevention and homelessness services within Charnwood • Work with partners to ensure efficient referral mechanisms are in place • Explore options for the joint development and delivery advice, prevention and homelessness services within Charnwood • Explore options for the joint development and delivery of advice, prevention and homelessness services across Leicester, Leicestershire and Rutland



Early targeted advice and intervention to prevent the loss of accommodation

Early identification of problems and the provision of high quality advice and assistance will ensure people have the best chance of staying in their home. Some groups are more likely than others to experience homelessness within Charnwood so require advice and assistance that is tailored to meet their needs.

Challenges

Lack of awareness of housing advice and prevention services within Charnwood can mean that households do not access assistance until after they have lost their home.

Vulnerable groups may have additional needs and may require more specialist advice and prevention services, or more support and encouragement to access or engage with services.

Households may have difficulty adjusting to changes to the benefit system, such as direct payments under Universal Credit, and may suffer financial hardship and homelessness as a result.

Loss of rental income has a major impact on both Social and Private Sector Landlords, who will often need to commence possession action in the event of serious or persistent rent arrears.

ACTIONS
<p>Objective 2: Early targeted advice and intervention to prevent the loss of accommodation</p>
<ul style="list-style-type: none"> • Ensure effective advice on the prevention of homelessness and local housing options is available and accessible for all households within Charnwood • Ensure tailored advice on the prevention of homelessness and local housing options is available and accessible for groups who are particularly at risk of homelessness in Charnwood • Ensure housing pathways and protocols are in place for groups who are particularly at risk of homelessness in Charnwood • Ensure effective welfare, debt, budgeting and employment advice is available for households within Charnwood • Ensure households who are at risk of becoming homeless within 56 days are referred to the Housing Options Team for advice and assistance • Ensure the housing and support needs of all homeless applicants who are at risk of becoming homeless within 56 days are assessed and effective Personalised Housing Plans are developed • Ensure effective Eviction Prevention Protocols are in place



Effective action to relieve homelessness

Strong and efficient pathways ensure that accommodation can be secured as soon as possible. Suitable local temporary accommodation can minimise the negative effects of homelessness.

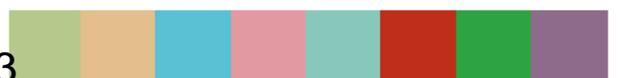
Challenges

Low income households often lack the funds or references required to secure accommodation in the Private Rented Sector within Charnwood.

Bed and Breakfast accommodation is not suitable for applicants who are aged 16 and 17 years of age, pregnant women or households containing dependent children. However, there are limited temporary accommodation options within Charnwood for households who require accommodation in an emergency. As a result, households often need to be accommodated within Bed and Breakfasts that are located outside of the Charnwood area, away from their existing networks.

There is a need for more suitable temporary accommodation options within Charnwood, particularly those that can be accessed outside of normal office opening hours.

ACTIONS
<p>Objective 3: Effective action to relieve homelessness</p> <ul style="list-style-type: none"> • Ensure homeless households are referred to the Housing Options Team for advice and assistance • Ensure the housing and support needs of homeless applicants are assessed and effective Personalised Housing Plans are developed • Ensure homeless households are assisted to access suitable, affordable long-term housing in the Social Sector or Private Sector • Ensure vulnerable single homeless applicants are referred to supported accommodation schemes at the earliest possible opportunity • Ensure a sufficient supply of suitable temporary accommodation within Charnwood



Support for rough sleepers

Rough sleeping is dangerous and can have serious detrimental effects upon physical and mental health. The Council aims to work with partners to identify rough sleepers within Charnwood and support them to successfully transition out of homelessness.

Challenges

There is limited reliable information available about rough sleeping within Charnwood.

The results of the Council’s annual rough sleeper counts and local intelligence suggest that rough sleeping within Charnwood is increasing.

Rough sleeping is often transient and many of the rough sleepers who have been identified within Charnwood do not have a local connection to the area.

Long-term housing options for rough sleepers who do not have a local connection are limited.

Some individuals are reluctant to work with the Council or other statutory agencies to resolve their situation.

ACTIONS
Objective 4: Support for rough sleepers
<ul style="list-style-type: none"> • Identify rough sleepers within Charnwood • Support rough sleepers within Charnwood to transition out of homelessness • Ensure effective support services are available for rough sleepers within Charnwood • Ensure a sufficient supply of emergency accommodation for rough sleepers within Charnwood • Ensure an effective Severe Weather Emergency Protocol is in place • Ensure annual rough sleeper counts are successfully carried out



Support to sustain tenancies and prevent repeat homelessness

Many homeless applicants need support to sustain independent accommodation in the long term. Access to Supported Housing, transitional, longer term and crisis housing support services can reduce the risk of repeat homelessness.

Challenges

Vulnerable people can experience difficulties in the initial stages and at multiple times throughout an independent tenancy, which can lead to financial difficulties and tenancy failure.

Some tenancies fail because vulnerable people have moved into independent accommodation before they have acquired the necessary skills for independent living.

There are a small number of households within Charnwood who repeatedly experience tenancy failure and homelessness.

ACTIONS
<p>Objective 5: Support to sustain tenancies and prevent repeat homelessness</p>
<ul style="list-style-type: none"> • Ensure there is sufficient availability of Tenancy Support Services for vulnerable households within Charnwood • Ensure vulnerable households who may have difficulty sustaining independent accommodation can be identified and referred to appropriate support services at the earliest possible opportunity • Ensure vulnerable households who reside in supported accommodation schemes within Charnwood ‘move-on’ into suitable independent accommodation when ready to do so, and have access to effective transitional support services • Explore options for developing ‘Housing First’ schemes within Charnwood • Prevent repeat homelessness within Charnwood



Protect and increase local housing options

Demand for the limited amounts of Social and Supported Housing within Charnwood is high and some households have difficulty accessing the Private Rented Sector.

The Council aims to work with partners to make the best use of existing resources, improve access to available options, increase supply and identify and address gaps in provision.

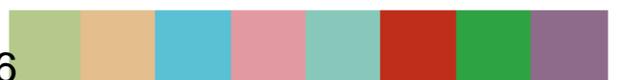
Challenges

Some Private Sector Landlords and Lettings Agents are reluctant to accept Tenants who are on low incomes or who claim welfare benefits.

Council housing stock levels within Charnwood are decreasing due to Right to Buy sales. With reduced funding for new affordable housing, it will be more difficult to meet the housing needs of households who are unable to access home ownership or the Private Rented Sector.

There is a need for more Supported Accommodation within Charnwood, particularly for those who have complex support needs.

ACTIONS
<p>Objective 6: Protect and increase local housing options</p>
<ul style="list-style-type: none"> • Work with partners to ensure there are sufficient supported accommodation units to meet demand and to meet the needs of groups who are particularly at risk of homelessness in Charnwood • Increase the supply of affordable Social Housing within Charnwood, particularly accommodation that is let at social rent level • Make the best use of existing Council housing stock within Charnwood • Improve access to suitable, affordable housing within the Private Rented Sector within Charnwood for homeless households



The Homelessness Strategy Objectives and Action Plan will be monitored by the multi-agency Homelessness Strategy Steering Group and the Council's Performance Scrutiny Group.

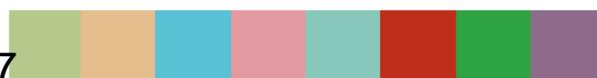
The Action Plan will be reviewed and updated every 12 months to ensure it reflects changes or developments in National or Local Policy or service provision.

Since April 2018, all Housing Authorities have been required to collect and submit detailed case level performance information relating to all homeless applications, known as H-Clic data.

The Council will regularly review this performance information to develop a clearer understanding of the local causes of homelessness and the support and housing needs of local homeless households, in order to assess the effectiveness of local services and identify any gaps in provision.

9 performance indicators will be used to assess the effectiveness of this Homelessness Strategy:

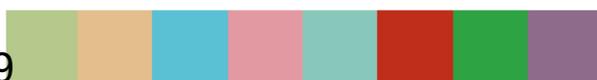
Performance Indicators	
1	Number of homeless applications
2	Number of homeless applications where homelessness is successfully prevented
3	Number of homeless applications where homelessness is successfully relieved
4	Number of homeless applications where the Council accepts the full homeless duty
5	Number of homeless applicants who are placed into temporary accommodation
6	Number of homeless applicants who are placed into Bed and Breakfast accommodation
7	Number of homeless applicants who successfully move on from supported to independent accommodation
8	Number of homeless applicants who successfully sustain independent accommodation in the Social or Private Sector for at least 6 months
9	Number of repeat homeless applications (made within 2 years of original application closure date)
10	Number of rough sleepers identified in annual rough sleeper estimates



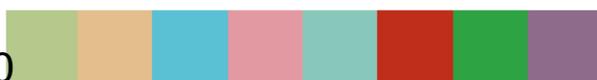
homelessness strategy action plan 2018-2020 update			
	ACTION	PROGRESS UPDATED AND OUTCOMES	COMPLETED
1	Objective 1:		
1.1	Work with Partners to develop and deliver effective advice, prevention and homelessness services within Charnwood	The Homelessness Strategy Steering Group continues to work together to identify local challenges or gaps in service provision and potential solutions. The Group has an independent chair, elected annually by the members of the Group. Membership of the Group is reviewed annually, to ensure that partners who deliver relevant services within Charnwood are invited to attend.	In progress
1.2	Work with Partners to ensure efficient referral mechanisms are in place	The Homelessness Strategy Steering Group were provided with information in relation to the Homelessness Reduction Act and related changes to the Housing Options Service duties and procedures. An online referral mechanism is in place for all partners (including those who are under a Duty to Refer as from October 2018) to refer individuals who are homeless or at risk of becoming homeless to the Housing Options Team.	In progress



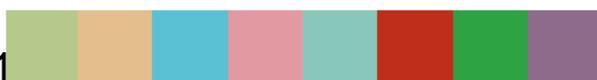
		<p>Referral processes and forms for services provided by The Bridge East Midlands and Falcon Support Services. Single referral forms have been developed for all support /advice services provided by The Bridge East Midlands and for all accommodation schemes provided by Falcon Support Services, in order to speed up referrals made in relation to homeless applicants.</p> <p>The Leicestershire Homeless Delivery Group is developing Countywide protocols and pathways for groups who are risk of becoming homeless (see item 2.2), which include referral processes. Charnwood led on the development of the protocols and pathways for 16 and 17 year olds and Care Leavers, which have been agreed and are due to be introduced in 2020.</p>	
1.3	Explore options for the joint development and delivery of prevention services within Charnwood	Service Level Agreements /Contracts for commissioned prevention services provided by The Bridge, Falcon Support Services and Charnwood Citizens Advice Bureau have been reviewed/renewed to ensure continued effective joint working to prevent homelessness.	In progress



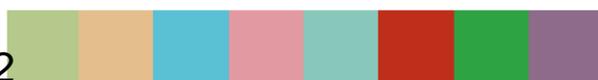
1.4	Explore options for joint working between Housing Authorities and partners across Leicester, Leicestershire and Rutland	<p>The Leicestershire Homeless Delivery Group is developing Countywide protocols and pathways for groups who are particularly at risk of becoming homeless (see item 2.2). Charnwood led on the development of the protocols and pathways for 16 and 17 year olds and Care Leavers, which have been agreed and are due to be introduced in 2020.</p> <p>The Leicestershire Homeless Delivery Group has submitted a number of joint bids for funding to enable the provision of services across Leicestershire and Rutland. These include the MHCLG Rapid Rehousing Fund and MHCLG Private Sector Access Fund. Additional bids to the MHCLG Rough Sleeping Initiative Fund, MHCLG Cold Weather Fund, MHCLG Move On Fund and MHCLG Rapid Rehousing Fund are being developed.</p> <p>The Leicestershire Homeless Delivery Group utilised funding from a successful bid to the MHCLG Homelessness Prevention Trailblazer Fund to develop the MyHOME Homelessness Prevention mobile</p>	In progress
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		<p>application and website for customers across Leicester, Leicestershire and Rutland, which was launched in October 2019.</p> <p>The Leicestershire Homeless Delivery Group utilised funding from the MHCLG Rapid Rehousing Fund to provide Supported Lettings and Social Lettings services across Leicestershire and Rutland, Charnwood are leading on the development and delivery of the Social Lettings service.</p> <p>The Leicestershire Homeless Delivery Group utilised funding from a successful bid to the MHCLG Rough Sleeper Fund to develop a Rough Sleeper Database to enable support to be provided to Rough Sleepers across Leicester, Leicestershire and Rutland. The database is being trialled by The Bridge and is due to launch in 2020.</p>	
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2	Objective 2:		
2.1	Ensure effective homelessness prevention advice is available for all households within Charnwood	<p>The Housing Options Team are available to provide advice on homelessness prevention to all households who are homeless or at risk of becoming homeless. Personalised Housing Plans are developed for homeless applicants who are at risk of homelessness, which include written information and advice on the prevention of homelessness.</p> <p>Information and advice on the prevention of homelessness is available on the Council's website. This includes general advice on housing options, targeted advice for groups who are particularly at risk of homelessness in Charnwood (see 2.2) and information about local advice and prevention services. This information and advice will be reviewed regularly to ensure it continues to be effective and reflect local need/service provision.</p> <p>The MyHOME Homelessness Prevention mobile application and website, which includes information and advice on the prevention of</p>	In progress



		homelessness, was launched in October 2019. The Council continues to provide funding to the Bridge East Midlands and Charnwood Citizen's Advice Bureau to support the provision of independent advice on the prevention of homelessness.	
2.2	<p>Ensure targeted homelessness advice and prevention pathways are in place and accessible for groups who are particularly at risk of homelessness in Charnwood, including:</p> <ul style="list-style-type: none"> • 16 and 17 year olds • Care leavers • Former Armed Forces members • Persons being released from prison and youth detention centres • Victims of domestic abuse • Persons being discharged from hospital • Persons with mental health problems • Persons with drug misuse problems 	<p>Information and advice on the prevention of homelessness is available on the Council's website. This includes general advice on housing options and targeted advice for all of these groups who have been identified as being particularly at risk of homelessness in Charnwood. This information and advice will be reviewed regularly to ensure it continues to be effective and reflect local need/service provision.</p> <p>The Leicestershire Homeless Delivery Group is developing Countywide protocols and pathways for all of these groups, which include referral processes. Charnwood led on the development of the protocols and pathways for 16 and 17 year olds and Care Leavers, which have been agreed and are due to be introduced in 2020.</p>	In progress



		<p>Information has been collated about levels of demand on homelessness services within Charnwood from persons with mental health problems, in order to demonstrate the need for/support a recommendation for the introduction of a homeless mental health outreach service within Charnwood.</p> <p>Detailed case level information about homeless applications, actions and outcomes has been recorded since April 2018, and the information for homeless applications during 2018-2019 has been assessed in order to identify trends. No additional groups were identified as being particularly at risk of homelessness within Charnwood during 2018-2019.</p>	
2.3	Ensure all eligible households who are at risk of homelessness within 56 days are referred to the Council's Housing Options Team to make a homeless application	Members of the Homeless Strategy Steering Group have been encouraged to refer households who are at risk of homelessness within 56 days and require assistance to Charnwood to make a homeless application as soon as possible.	In progress



		<p>Homeless applications are being taken at earliest possible opportunity following presentation and referral.</p> <p>New online agency referral form has been created.</p>	
2.4	Ensure the housing and support needs of all applicants who are at risk of becoming homeless within 56 days are assessed and effective Personalised Housing Plans are developed	<p>Personalised Housing Plans are developed for homeless applicants.</p> <p>Detailed case level information about homeless applications, actions and outcomes has been recorded since April 2018. The data about homeless applications during 2018-2019 and successful outcomes has been assessed in order to identify the most successful actions.</p>	In progress
2.5	Mitigate the negative impacts of Welfare Reform and ensure sufficient welfare, debt and budgeting advice is available	Continuing to work with partners including Charnwood Citizens Advice Bureau to ensure that effective budgeting, benefit and debt advice is available to residents of Charnwood.	In progress
2.6	Ensure effective Eviction Prevention Protocols are in place	The Leicestershire Homeless Delivery Group is developing an Eviction Prevention Protocol for Registered Providers.	In progress



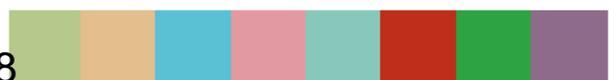
2.7	Ensure that groups who are particularly at risk of homelessness and have housing needs can be identified and supported to secure accommodation in a planned way, before a crisis situation arises	The Leicestershire Homeless Delivery Group is developing Countywide protocols and pathways for all of these groups, which include referral processes. Charnwood led on the development of the protocols and pathways for 16 and 17 year olds and Care Leavers, which have been agreed and are due to be introduced in 2020.	In progress
3	Objective 3:		
3.1	Ensure homeless households are supported to access long-term affordable housing in the Social or Private Sectors	<p>A new Housing Allocations Policy was introduced in April 2019, alongside the introduction of a new online Housing Register and Choice Based Lettings System.</p> <p>The Council's Discretionary Housing Payments Policy has been revised to enable use for rent in advance, deposits and removal costs for Private Sector Tenancies</p> <p>A new Social Lettings Coordinator post was created and Social Lettings Service (CBC Lettings) established. New Tenant Finder and Tenancy Management Services for Private Sector Landlords have been developed. Funding received from the MHCLG Rapid Rehousing Fund is</p>	In progress



		being utilised to expand the CBC Lettings Service across Leicestershire and Rutland.	
3.2	Ensure vulnerable single homeless applicants are referred to Supported Accommodation Schemes as appropriate, at the earliest possible opportunity	<p>Need and eligibility for supported and semi-independent schemes being identified through homelessness application needs assessments and referrals are included within Personal Housing Plans, as appropriate.</p> <p>A 10 bed space supported accommodation scheme for single homeless persons in Charnwood was commissioned in April 2019.</p>	In progress
3.3	Ensure there is a sufficient supply of suitable temporary accommodation within Charnwood that meets the needs of homeless applicants	<p>Review of existing Bed and Breakfast accommodation providers was completed.</p> <p>A new Bed and Breakfast accommodation provider located within Charnwood was identified.</p> <p>Lingdale House and vacant council properties within Charnwood continue to be used for temporary accommodation placements where possible / suitable.</p>	In progress
3.4	Work in partnership with Housing Authorities and Partners in Leicester, Leicestershire and Rutland to deliver the Rough Sleeper Project	The Rough Sleeper Programme, including a Homelessness Transitions Service and No Second Night Out provision, delivered positive outcomes for rough sleepers across	In progress



		<p>Leicestershire and Rutland. The Rough Sleeper Programme was funded through an MHCLG grant. This funding and the programme came to an end in March 2019</p> <p>A rough sleeper database has been developed in order to assist with identification and support for rough sleeper across Leicester, Leicestershire and Rutland. The database is being trialled by The Bridge and is due to be launched in January 2020.</p> <p>An emergency bed space for rough sleepers in Charnwood was commissioned in April 2019.</p> <p>The Leicestershire Homeless Delivery Group utilised funding from the MHCLG Rapid Rehousing Fund to provide Supported Lettings and Social Lettings services across Leicestershire and Rutland for rough sleepers, which launched in October 2019. Charnwood are leading on the development and delivery of the Social Lettings service. The Bridge are leading on the development and delivery of the Support Lodgings service.</p>	
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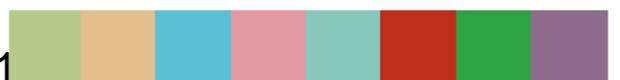
4	Objective 4:		
4.1	Ensure sufficient availability of Tenancy Support Services within Charnwood for vulnerable households	<p>Tenancy Support Services are currently available for households who reside in independent accommodation within Charnwood and these are providing vulnerable tenants with effective support to ensure sustainment of accommodation (Charnwood Borough Council's Tenancy Support Service and the Housing Matters Housing Support Service).</p> <p>There has been a significant increase in demand for Charnwood Borough Council's Tenancy Support Service, believed to be related to the introduction of the Homelessness Reduction Act and the Universal Credit rollout. Consideration is being given to an increase in the Tenancy Support provision for Council tenants.</p> <p>The County Council commissioned Housing Matters Housing Support Service is in the process of being reviewed. Charnwood are feeding into this review process to try to ensure a suitable provision continues.</p>	In progress



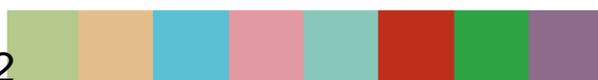
4.2	Ensure vulnerable households who may have difficulty sustaining independent accommodation are identified and referred to support services at the earliest possible opportunity	Potential need for tenancy support being identified and referrals to support services being made for homeless applicants, including whilst resident in temporary accommodation and at point of permanent accommodation offer.	In progress
4.3	Ensure vulnerable households who reside in Supported Accommodation Schemes within Charnwood are supported to develop independent living skills and have access to effective transitional support services when they are moving into independent accommodation	A new Housing Allocations Policy was introduced in April 2019. Applicants who reside in supported accommodation schemes within Charnwood for which there is a move-on agreement in place are given additional priority on the register. There is an exemption to the local connection criteria for applicants who reside in supported accommodation schemes who did have a connection prior to entering schemes. Move on agreements for Supported Accommodation schemes within Charnwood to be reviewed.	In progress
5	Objective 5		
5.1	Work with partners to ensure that there are sufficient Supported Accommodation units within Charnwood to meet demand and that meet the needs of groups who are identified as being particularly at risk of homelessness	The County commissioned supported accommodation provision does not currently accept referrals for homeless applicants who have a Priority Need under the homeless legislation. There is a shortage of supported accommodation provision	In progress



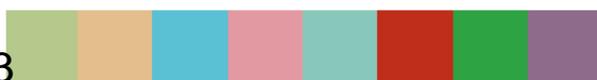
5.1		<p>for this group, resulting in high Bed and Breakfast use and spend for the Council.</p> <p>A 10 bed space supported accommodation scheme for single homeless persons in Charnwood was commissioned in April 2019.</p> <p>The County Council commissioned supported accommodation provision for homeless 16 and 17 year olds has been reviewed, and replaced with an accommodation framework. Charnwood fed into this review process to try to ensure a suitable provision continues.</p>	
5.2	Increase the supply of affordable Social Housing within Charnwood	<p>During 2018-2019:</p> <ul style="list-style-type: none"> • 192 new affordable properties have been delivered. • Right to Buy receipts have been utilised to acquire 11 additional properties via open market purchases. • 27 gifted units have been negotiated through Section 106 Agreements 	In progress



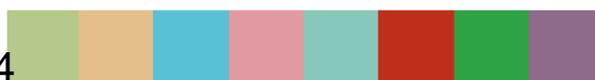
5.3	Make the best use of existing Council housing stock within Charnwood	<p>Options for improving Sheltered Housing Schemes are currently being considered.</p> <p>Review of 45+ properties is being completed.</p> <p>Review of 2 bedroom duplex flats has been completed. These properties are being utilised for temporary accommodation placements were possible and suitable. A minimum household member age criteria (16+) has been introduced for new long-term lets to these properties, to ensure more suitable and sustainable allocations.</p>	In progress
5.4	Improve access to affordable Private Rented Sector housing within Charnwood for homeless households	<p>A new Social Lettings Coordinator post was created and Social Lettings Service (CBC Lettings) established. New Tenant Finder and Tenancy Management Services for Private Sector Landlords have been developed. Funding received from the MHCLG Rapid Rehousing Fund is being utilised to expand the CBC Lettings Service across Leicestershire and Rutland.</p>	In progress



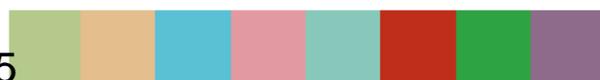
		<p>Social Lettings Coordinator building up relationships and links with local landlords and letting agents, to improve access to available private rented properties for homeless households.</p> <p>Since 1st April 2018, 43 Empty homes have been brought back into use.</p>	
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homelessness strategy action plan 2019-2022				
	ACTION	LEAD	OUTCOMES	DELIVERY BY
1	Objective 1: Strong and effective partnership working			
1.1	Work with Partners to develop and deliver effective advice, prevention and homelessness services within Charnwood		<p>Membership of the Homelessness Strategy Steering Group is regularly reviewed and all Partners who deliver relevant services within Charnwood are invited to join the group.</p> <p>The Homelessness Strategy Steering Group work together to identify challenges or gaps in services and potential solutions.</p>	<p>Throughout the lifetime of the Strategy</p> <p>First review March 2020</p>
1.2	Work with Partners to ensure efficient referral mechanisms are in place		<p>Members of the Homelessness Strategy Steering Group are provided with information about the nature of and criteria for the available advice, prevention and homelessness services within Charnwood.</p> <p>Referral mechanisms for the Housing Options Service are efficient and effective.</p> <p>Referral mechanisms for advice and prevention services within Charnwood are efficient and effective.</p> <p>Referral mechanisms for supported accommodation schemes within Charnwood are efficient and effective.</p>	<p>Throughout the lifetime of the Strategy</p> <p>First review March 2020</p>



1.3	Explore options for the joint development and delivery advice, prevention and homelessness services within Charnwood		<p>Joint service provision opportunities are identified and explored</p> <p>Joint funding opportunities are identified and explored</p> <p>Joint training opportunities identified and explored</p>	<p>Throughout the lifetime of the Strategy</p> <p>First review March 2020</p>
1.4	Explore options for the joint development and delivery of advice, prevention and homelessness services across Leicester, Leicestershire and Rutland		<p>Joint service provision opportunities are identified and explored</p> <p>Joint funding opportunities are identified and explored</p> <p>Joint training opportunities identified and explored</p>	<p>Throughout the lifetime of the Strategy</p> <p>First review March 2020</p>
2	Objective 2: Early targeted advice and intervention to prevent the loss of accommodation			
2.1	Ensure effective advice on the prevention of homelessness and local housing options is available and accessible for all households within Charnwood		<p>The Housing Options Service is accessible for all households</p> <p>Advice on the prevention of homelessness and local housing options is available for all households, and is available online</p> <p>Advice on the prevention of homelessness and local housing options is reviewed regularly to ensure it continues to be effective and reflect local services</p> <p>Advice on the prevention of homelessness and housing options across Leicester, Leicestershire and Rutland is accessible via the MyHome application and website</p>	<p>Throughout the lifetime of the Strategy</p> <p>First review March 2020</p>



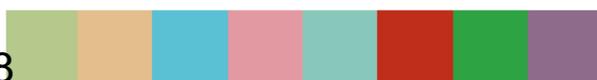
2.2	<p>Ensure tailored advice on the prevention of homelessness and local housing options is available and accessible for groups who are particularly at risk of homelessness in Charnwood, including:</p> <ul style="list-style-type: none"> • 16 and 17 year olds • Care leavers • Former Armed Forces members • Persons being released from prison/youth detention centres • Victims of domestic abuse • Persons being discharged from hospital • Persons with mental health problems • Persons with drug misuse problems 		<p>Tailored advice on the prevention of homelessness and local housing options is available for each of these groups</p> <p>Tailored advice on the prevention of homelessness and local housing options for each of these groups is reviewed regularly to ensure it continues to be effective and reflect local services</p> <p>Any additional groups who are particularly at risk of homelessness within Charnwood are identified and tailored advice on the prevention of homelessness and local housing options is developed for them</p> <p>Partners who provide services that are likely to be accessed by these groups are aware that tailored advice on the prevention of homelessness and local housing options is available and encourage them to access this advice when required</p>	
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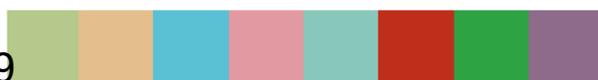
2.3	<p>Ensure housing pathways / protocols are in place for groups who are particularly at risk of homelessness in Charnwood, including:</p> <ul style="list-style-type: none"> • 16-17 year olds • Care leavers • Former Armed Forces members • Persons being released from prison/youth detention centres • Victims of domestic abuse • Persons being discharged from hospital • Persons with mental health problems • Persons with drug misuse problems 		<p>Housing pathways and protocols are in place for each of these groups</p> <p>Housing pathways and protocols for each of these groups is reviewed regularly to ensure they continue to be effective</p> <p>Any additional groups who are particularly at risk of homelessness within Charnwood are identified and housing pathways and protocols are developed for them</p> <p>Partners who provide services that are likely to be accessed by these groups are aware of the housing pathways and protocols and encourage them to access these when required</p>	
2.4	<p>Ensure effective welfare, debt, budgeting and employment advice is available for households within Charnwood</p>		<p>Effective welfare, debt and budgeting advice services are available within Charnwood</p> <p>Effective advice on education, training and employment is available within Charnwood</p>	
2.5	<p>Ensure households who are at risk of becoming homeless within 56 days are referred to the Housing Options Team for advice/assistance</p>		<p>Partners refer households who are at risk of homelessness within 56 days to the Housing Options Team for advice and assistance</p>	<p>Throughout the lifetime of the Strategy First review March 2020</p>



			<p>All households who are referred to the Housing Options Team are provided with advice and assistance on the prevention of homelessness and housing options</p> <p>Increase in the proportion of homeless applications made by households who are at risk of homelessness (as opposed to applications made by households after they have become homeless)</p> <p>Decrease in “crisis” homelessness presentations and emergency temporary accommodation placements</p>	
2.6	Ensure the housing and support needs of all homeless applicants who are at risk of becoming homeless within 56 days are assessed and effective Personalised Housing Plans are developed		<p>Personalised Housing Plans are developed for all applicants who are at risk of becoming homeless within 56 days</p> <p>Personalised Housing Plans are reviewed regularly to ensure they continue to be effective</p>	Throughout the lifetime of the Strategy First review March 2020
2.7	Ensure effective Eviction Prevention Protocols are in place		<p>Eviction Prevention Protocols are in place with all Registered providers within Charnwood</p> <p>Eviction Prevention Protocols are in place with all supported accommodation providers within Charnwood</p>	Throughout the lifetime of the Strategy First review March 2020



3	Objective 3: Effective action to relieve homelessness			
3.1	Ensure homeless households are referred to the Housing Options Team for advice / assistance		Partners refer households who are homeless to the Housing Options Team for advice and assistance All homeless households who are referred to the Housing Options Team are provided with advice and assistance	Throughout the lifetime of the Strategy First review March 2020
3.2	Ensure the housing and support needs of homeless applicants are assessed and effective Personalised Housing Plans are developed		Personalised Housing Plans are developed for all applicants who are homeless Personalised Housing Plans are reviewed regularly to ensure they continue to be effective	Throughout the lifetime of the Strategy First review March 2020
3.3	Ensure homeless households are supported to access suitable, affordable long-term housing in the Social Sector or Private Sector	CBC	The Housing Allocations Policy supports the prevention and relief of homelessness Discretionary Funds are accessed to assist low income households with rent in advance/deposits for Private Sector Tenancies	Throughout the lifetime of the Strategy First review March 2020
3.4	Ensure vulnerable single homeless applicants are referred to Supported Accommodation Schemes at the earliest possible opportunity		Need and eligibility for available schemes identified and referrals made at early opportunity Referral routes are efficient and effective	Throughout the lifetime of the Strategy First review March 2020



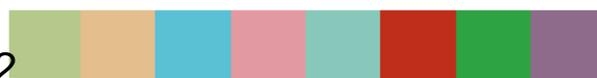
3.5	Ensure there is a sufficient supply of suitable temporary accommodation within Charnwood that meets the needs of homeless applicants		Sufficient availability of Bed and Breakfast accommodation within Charnwood to meet demand from households who become homeless in an emergency Suitable alternative to Bed and Breakfast accommodation is available for 16 and 17 year olds who become homeless in an emergency Sufficient availability of self-contained temporary accommodation within Charnwood for homeless households containing dependent children or pregnant women	Throughout the lifetime of the Strategy First review March 2020
4	Objective 4: Support Rough Sleeper			
4.1	Identify rough sleepers within Charnwood		Charnwood Rough Sleeper Group work together to identify rough sleeper sites and rough sleepers within Charnwood EMTHINK Rough Sleeper database is in use and assists with the identification of rough sleeper sites and rough sleepers	Throughout the lifetime of the Strategy First review March 2020
4.2	Support rough sleepers within Charnwood to transition out of homelessness		Charnwood Rough Sleeper Group work together to support rough sleepers within Charnwood to transition out of homelessness	



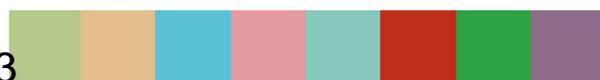
4.3	Ensure effective support services are available for rough sleepers within Charnwood		Review the availability of support and facilities for rough sleepers in Charnwood to identify gaps in provision and potential solutions Explore options for the provision of outreach support services for rough sleepers within Charnwood Explore options for the provision of outreach support services for rough sleepers across Leicester, Leicestershire and Rutland	Throughout the lifetime of the Strategy First review March 2020
4.4	Ensure a sufficient supply of emergency accommodation for rough sleepers within Charnwood		Ensure emergency accommodation is available within Charnwood for rough sleepers Demand for emergency accommodation within Charnwood for rough sleepers is regularly reviewed to ensure there is sufficient provision	Throughout the lifetime of the Strategy First review March 2020
4.5	Ensure an effective Severe Weather Emergency Protocol is in place		Severe Weather Emergency Protocol is regularly reviewed to ensure it continues to be effective	
4.6	Ensure annual rough sleeper estimates are successfully carried out		Work with partners to conduct annual rough sleeper estimates Ensure locations visited during count-based estimates include known rough sleeping sites and take into account reports from partners and members of the public	



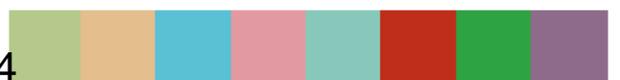
5	Objective 5: Support to sustain tenancies and prevent repeat homelessness			
5.1	Ensure sufficient availability of Tenancy Support Services within Charnwood for vulnerable households		Review of services regularly completed to ensure that gaps in provision are identified and options for increasing provision are explored	Throughout the lifetime of the Strategy First review March 2020
5.2	Ensure vulnerable household who may have difficulty sustaining independent accommodation are identified and referred to support services at the earliest possible opportunity		Vulnerable households who reside in independent accommodation within Charnwood are identified and have access to effective support services to ensure they are able to sustain their accommodation	Throughout the lifetime of the Strategy First review March 2020
5.3	Ensure vulnerable households who reside in Supported Accommodation Schemes within Charnwood are supported to develop independent living skills and have access to effective transitional support services when they are moving into independent accommodation		Move-on agreements for supported accommodation schemes reviewed and remain effective Sufficient transitional support services in place to assist with tenancy sustainment Vulnerable households who have left supported accommodation successfully sustain their tenancies for at least 6 months	Throughout the lifetime of the Strategy First review March 2020
5.4	Explore options for delivering 'Housing First' schemes within Charnwood		Potential accommodation, support and funding options explored	Throughout the lifetime of the Strategy First review March 2020



5.5	Prevent repeat homelessness within Charnwood		Monitor incidents of repeat homelessness within Charnwood and identify underlying causes and potential solutions	Throughout the lifetime of the Strategy First review March 2020
6	Objective 6: Protect and increase local housing options			
6.1	Work with partners to ensure that there are sufficient Supported Accommodation units within Charnwood to meet demand and that meet the needs of groups who are identified as being particularly at risk of homelessness		Review of existing provision completed, gaps in provision and potential options to address needs are identified Accurate information and evidence collected about value and need for schemes, used to support future funding bids/decisions	Throughout the lifetime of the Strategy First review March 2020
6.2	Increase the supply of affordable Social Housing within Charnwood, particularly accommodation that is let at social rent level		New affordable housing schemes developed within Charnwood Right to Buy receipts utilised to acquire additional Council properties Other options for acquiring/building new Council properties within Charnwood explored	Throughout the lifetime of the Strategy First review March 2020
6.3	Make the best use of existing Council housing stock within Charnwood		Sheltered housing review completed and options considered Review of 45+ properties completed and options considered Review of 2 bedroom duplex flats completed and options considered	Throughout the lifetime of the Strategy First review March 2020

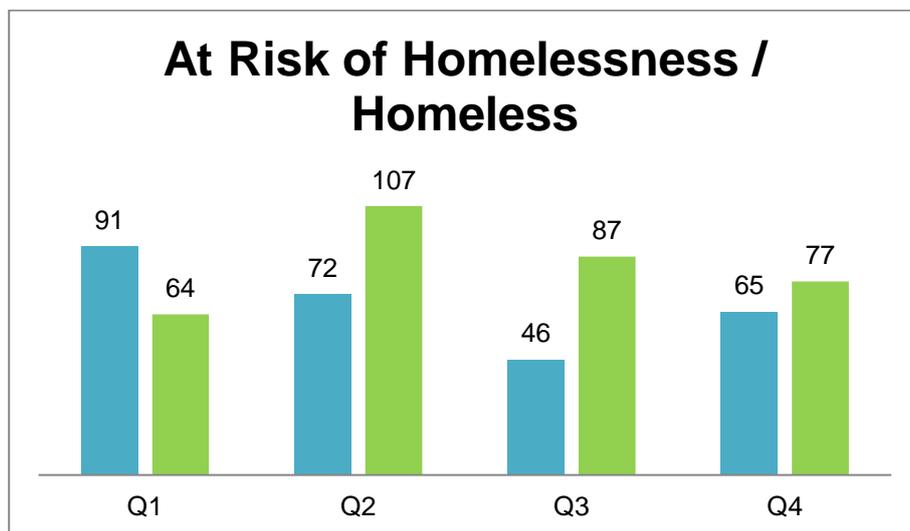
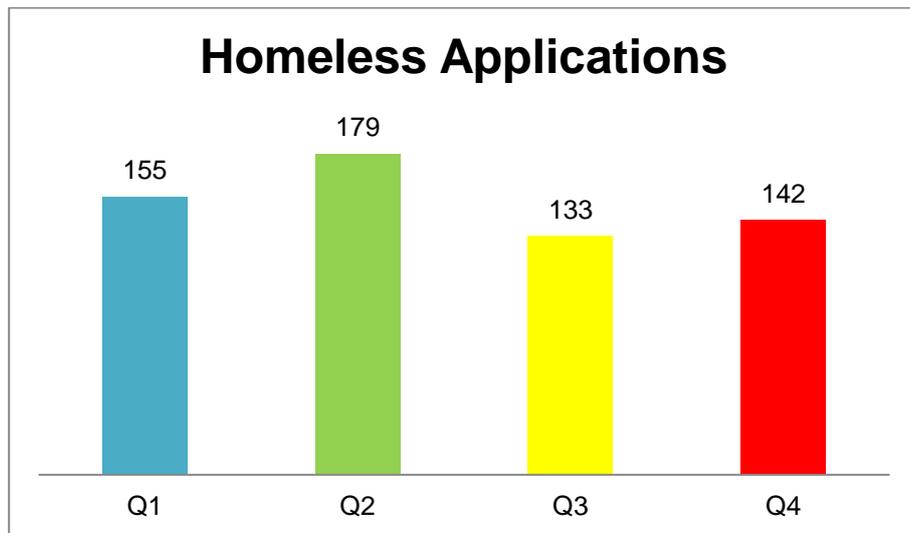


6.3	Improve access to suitable, affordable housing within the Private Rented Sector Charnwood for homeless households	CBC	CBC Lettings service identifying rental properties in the Private Sector within Charnwood for homeless households Increase in successful homelessness prevention and relief outcomes via securing private rental accommodation Empty homes brought back into use	Throughout the lifetime of the Strategy First review March 2020
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Homeless Applications 2018/2019

Homeless Applications	Q1	Q2	Q3	Q4	Total
At risk of homelessness	91	72	46	65	274
Homeless	64	107	87	77	335
Total	155	179	133	142	609



Homeless Applicants 2018/2019

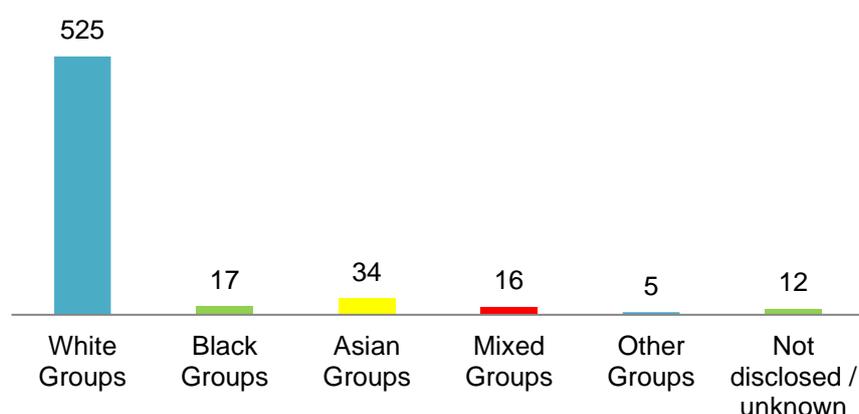
Age of Applicant	Q1	Q2	Q3	Q4	Total
16-17 years	0	0	0	0	0
18-24 years	28	46	22	24	120
25-44 years	92	98	66	86	342
45-59 years	27	24	31	23	105
60 years +	8	9	12	7	36
Not disclosed / unknown	0	2	2	2	6
Total	155	179	133	142	609

Gender of Applicant	Q1	Q2	Q3	Q4	Total
Male	55	67	63	63	248
Female	100	110	68	79	357
Other	0	0	0	0	0
Not disclosed / unknown			2	2	4
Total	155	177	133	144	609

Sexuality of Applicant	Q1	Q2	Q3	Q4	Total
Heterosexual / straight	145	154	115	122	536
Homosexual / gay / lesbian	1	1	3	4	9
Bisexual	2	4	2	3	11
Other	0	0	0	0	0
Not disclosed / unknown	7	20	13	13	53
Total	155	179	133	142	609

Ethnicity of Applicant	Q1	Q2	Q3	Q4	Total
White Groups	131	149	118	127	525
Black Groups	5	8	1	3	17
Asian Groups	14	8	5	7	34
Mixed Groups	4	7	3	2	16
Other Groups	1	2	1	1	5
Not disclosed / unknown	0	5	5	2	12
Total	155	179	133	142	609

Ethnicity of Applicants

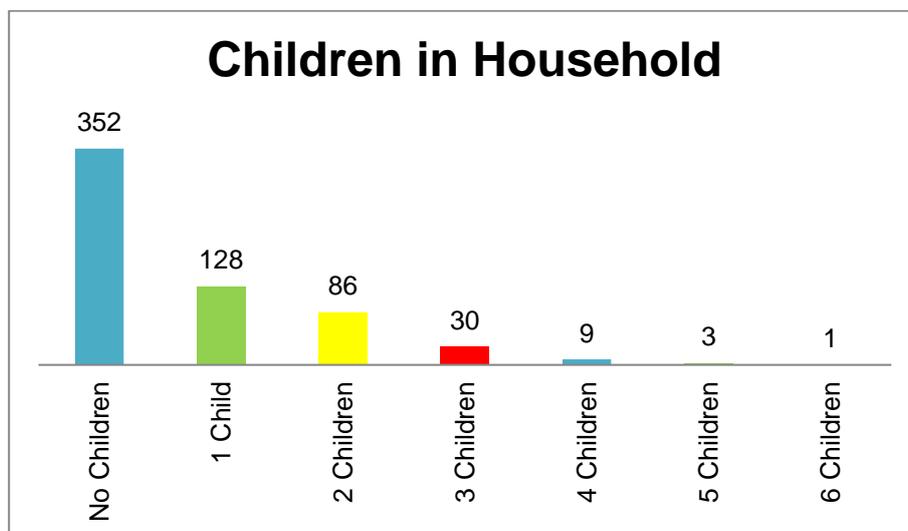


Religion of Applicant	Q1	Q2	Q3	Q4	Total
No Religion	65	71	56	57	249
Christian	40	48	31	37	156
Muslim	6	5	1	2	14
Buddhist	0	1	0	1	2
Hindu	3	2	0	1	6
Sikh	1	0	0	0	1
Jewish	0	0	0	0	0
Pagan	0	0	1	1	2
Jedi	0	0	1	0	1
Other	1	1	3	3	8
Not disclosed / unknown	39	51	40	40	170
Total	155	179	133	142	609

Homeless Households 2018/2019

Household Type	Q1	Q2	Q3	Q4	Total
1 Adult (no children)	60	93	84	69	306
2 Adults (no children)	15	7	9	7	38
3 Adults (no children)	3	1	0	3	7
4 Adults (no children)	0	0	1	0	1
1 Adult + Dependent Child(ren)	49	53	27	36	165
2 Adults + Dependent Child(ren)	20	21	12	23	76
3 Adults + Dependent Child(ren)	7	3	0	2	12
4 Adults + Dependent Child(ren)	0	1	0	1	2
5 Adults + Dependent Child(ren)	1	0	0	1	2
Total	155	179	133	142	609

Children in Household	Q1	Q2	Q3	Q4	Total
No Children	78	101	94	79	352
1 Child	42	38	18	30	128
2 Children	24	28	11	23	86
3 Children	8	6	8	8	30
4 Children	2	5	1	1	9
5 Children	1	1	1	0	3
6 Children	0	0	0	1	1
Total	155	179	133	142	609



Support Needs of Homeless Households 2018/2019

Support Needs	Q1	Q2	Q3	Q4	Total
Young Person - 16 to 17 years	0	0	0	0	0
Young Person - 18 to 25 years	8	11	1	2	22
Young Person - Parent requiring support	2	3	1	2	8
Care Leaver - 18 to 20 years	0	4	2	1	7
Care Leaver - 21+ years	0	1	1	1	3
Old Age	3	3	3	2	11
Physical Health Problems / Disability	6	10	8	2	26
Mental Health Problems / Disability	30	37	29	30	126
Learning Difficulty / Disability	3	4	1	2	10
Sexual Abuse / Exploitation	0	2	0	0	2
Domestic Abuse / violence	23	32	21	11	87
Other Abuse / Violence	3	3	0	0	6
Drug Dependency	7	7	8	6	28
Alcohol Dependency	9	7	1	1	18
Former Armed Forces / Reserve Forces	0	0	0	1	1
Former Asylum Seeker	0	0	0	0	0
History of Offending	6	5	5	6	22
History of Repeat Homelessness	1	1	1	1	4
History of Rough Sleeping	7	6	1	3	17
Education / employment / training	1	0	0	1	2
Total	109	136	83	72	400

* some households had more than one support need so are counted more than once



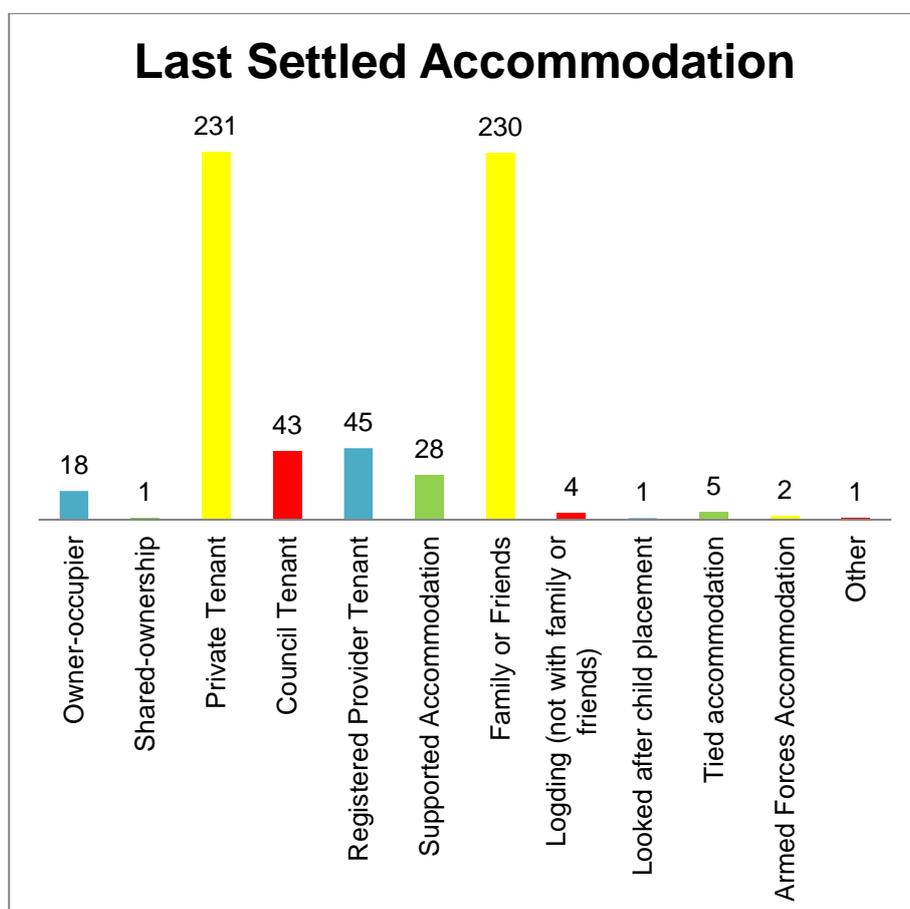
Reasons for Homelessness / Risk of Homelessness 2018/19

Reasons for Homelessness / Risk of Homelessness	Q1	Q2	Q3	Q4	Total
Mortgage Repossession	1	1	1	2	5
Private Rented AST - Landlord Selling / Re-letting	26	26	14	26	92
Private Rented AST - Rent Arrears	16	13	10	8	47
Private Rented AST - ASB / Other Tenancy Breach	3	3	1	2	9
Private Rented AST - Other Reason	10	5	7	6	28
Private Rented Non-AST	5	7	2	3	17
Social Rented - Rent Arrears	5	5	3	9	22
Social Rented - ASB / Other Tenancy Breach	2	4	7	3	16
Social Rented - Other Reason	2	6	7	2	17
Supported Housing - Rent Arrears	0	1	2	2	5
Supported Housing - ASB / Other Tenancy Breach	2	7	2	1	12
Supported Housing - Other Reason	1	5	2	1	9
Non-Violent Relationship Breakdown - Family	31	39	23	31	124
Non-Violent Relationship Breakdown - Friends	4	7	8	6	25
Non-Violent Relationship Breakdown - Partner	17	11	14	20	62
Domestic Abuse / Violence	23	32	21	11	87
Racial Violence / Harassment	0	0	2	0	2
Other Violence / Harassment	5	2	0	4	11
Fire / Flood / Other Emergency	0	1	0	0	1
Disrepair	0	0	5	1	6
Other	2	4	2	4	12
Total	155	179	133	142	609



Last Settled Accommodation 2018/19

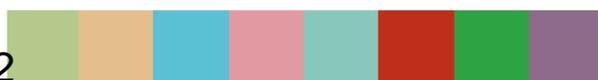
Last Settled Accommodation prior to Homelessness	Q1	Q2	Q3	Q4	Total
Owner-occupier	3	5	5	5	18
Shared-ownership	0	1	0	0	1
Private Tenant	74	63	44	50	231
Council Tenant	8	12	14	9	43
Registered Provider Tenant	8	10	13	14	45
Supported Accommodation	3	15	6	4	28
Family or Friends	56	69	50	55	230
Lodging (not with family or friends)	1	0	0	3	4
Looked after child placement	0	1	0	0	1
Tied accommodation	1	2	0	2	5
Armed Forces Accommodation	1	0	1	0	2
Other	0	1	0	0	1
Total	155	179	133	142	609



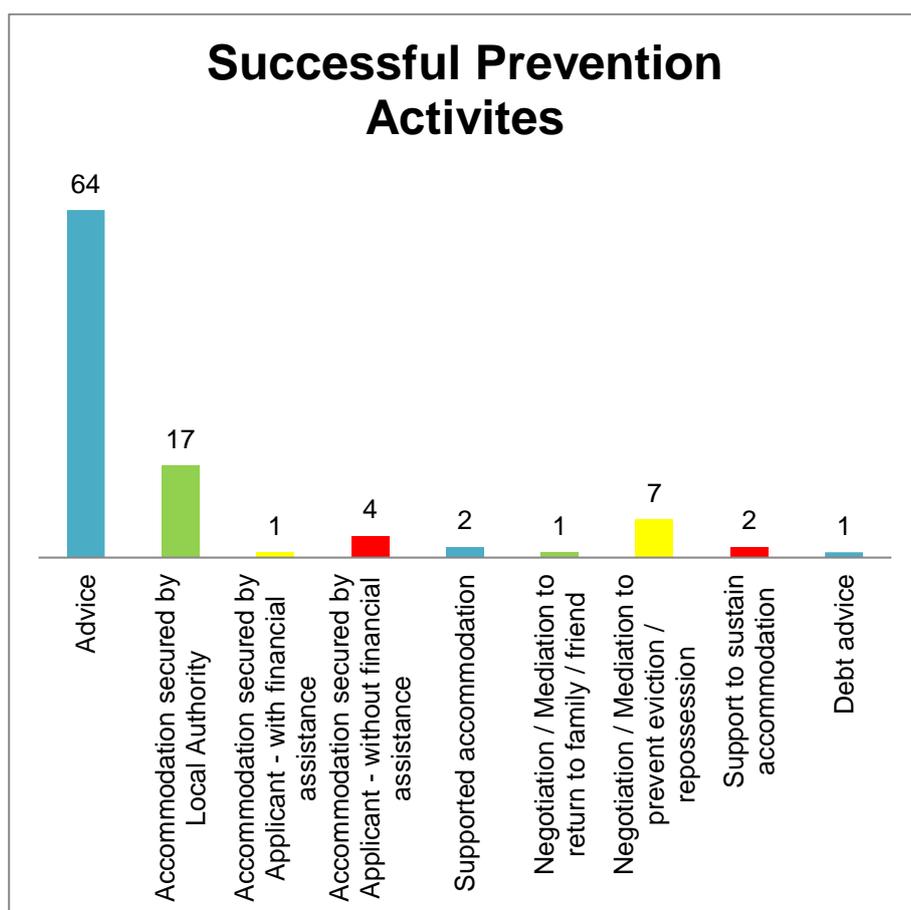
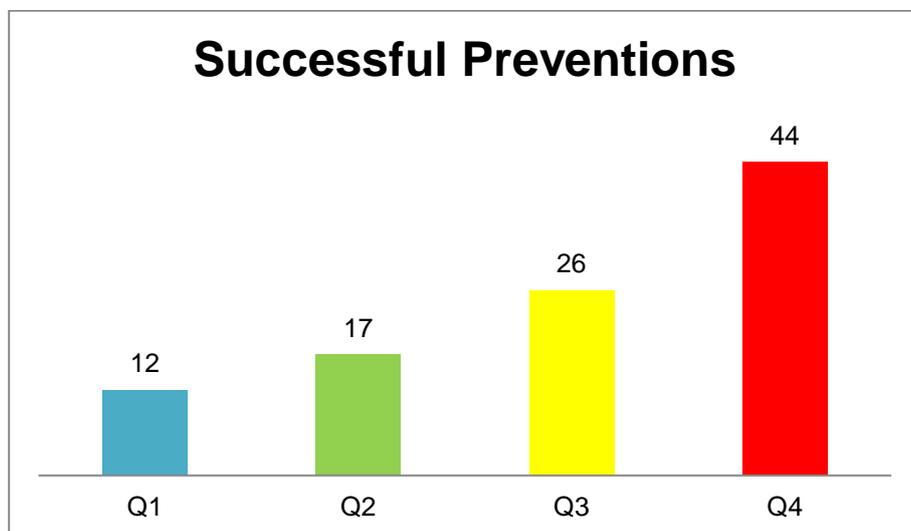
Successful Prevention Outcomes 2018/2019

Successful Preventions	Q1	Q2	Q3	Q4	Total
Assisted to Remain in Accommodation	1	0	3	15	19
Assisted to Secure Accommodation	11	17	23	29	80
Total	12	17	26	44	99

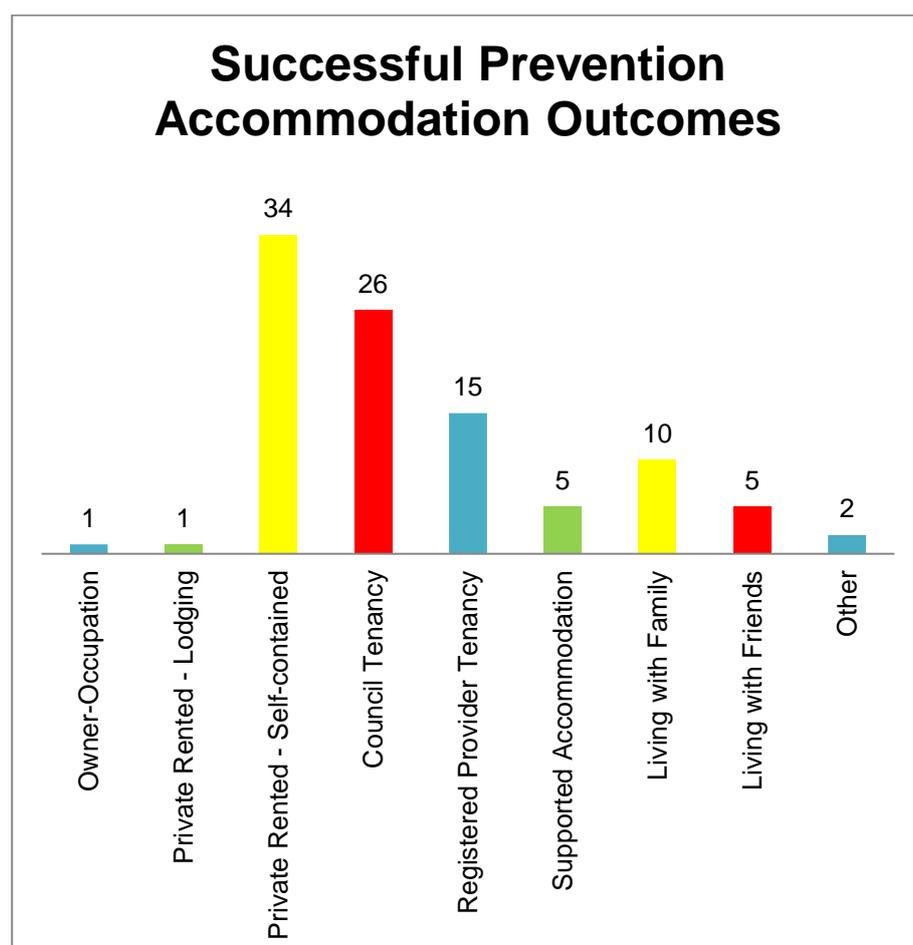
Successful Prevention Activities	Q1	Q2	Q3	Q4	Total
Advice provided	1	10	18	35	64
Accommodation secured by Local Authority	6	6	3	2	17
Accommodation secured by Applicant - with financial assistance	1	0	0	0	1
Accommodation secured by Applicant - without financial assistance	1	0	2	1	4
Supported accommodation	1	0	0	1	2
Negotiation / Mediation to return to family / friend	0	0	1	0	1
Negotiation / Mediation to prevent eviction / repossession	1	0	2	4	7
Support to sustain accommodation	0	1	0	1	2
Debt advice	1	0	0	0	1
Total	12	17	26	44	99



Successful Prevention Outcomes 2018/2019



Successful Prevention Accommodation Outcomes	Q1	Q2	Q3	Q4	Total
Owner-Occupation	0	1	0	0	1
Private Rented Sector - Lodging	0	1	0	0	1
Private Rented Sector - Self-contained	14	6	10	4	34
Council Tenancy	13	8	3	2	26
Registered Provider Tenancy	6	4	2	3	15
Supported Accommodation	1	0	1	3	5
Living with Family	1	6	2	1	10
Living with Friends	0	2	3	0	5
Other	1	1	0	0	2
Total	36	29	21	13	99



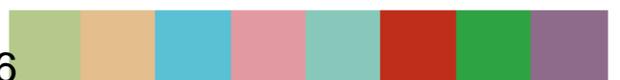
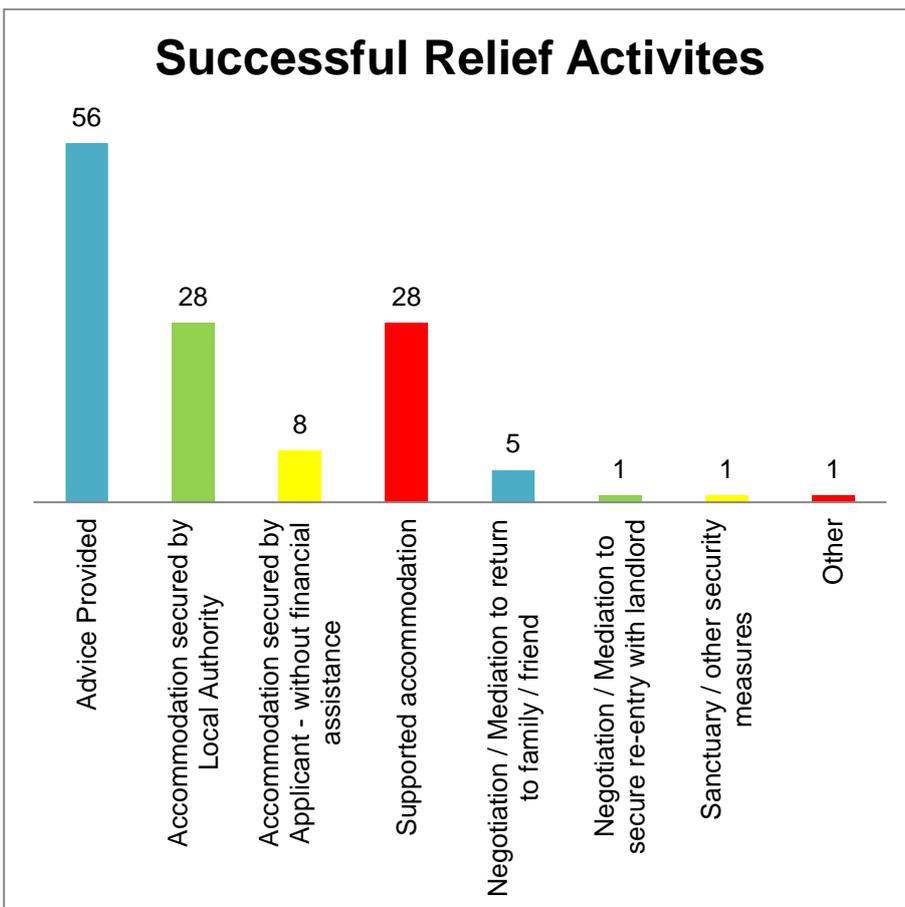
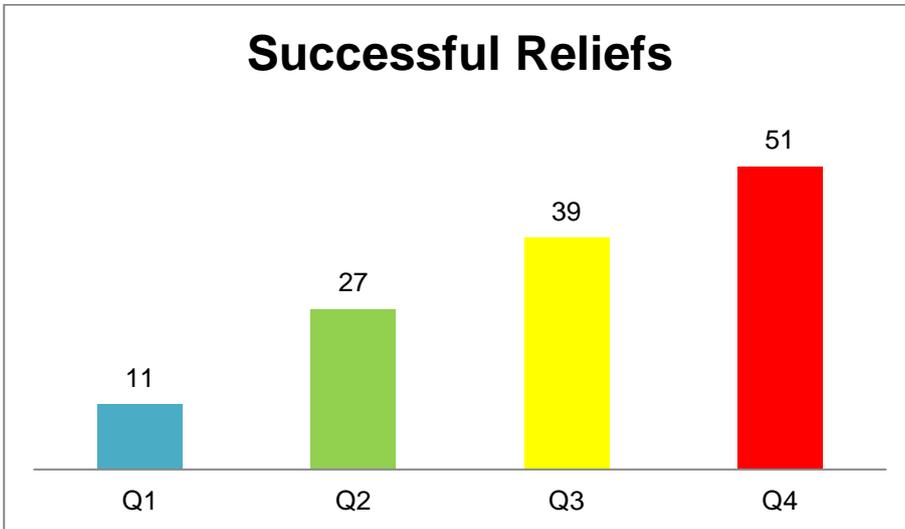
Successful Relief Outcomes 2018/2019

Successful Relief Outcomes	Q1	Q2	Q3	Q4	Total
Assisted to Return to Accommodation	0	0	2	5	7
Assisted to Secure Accommodation	11	27	37	46	121
Total	11	27	39	51	128

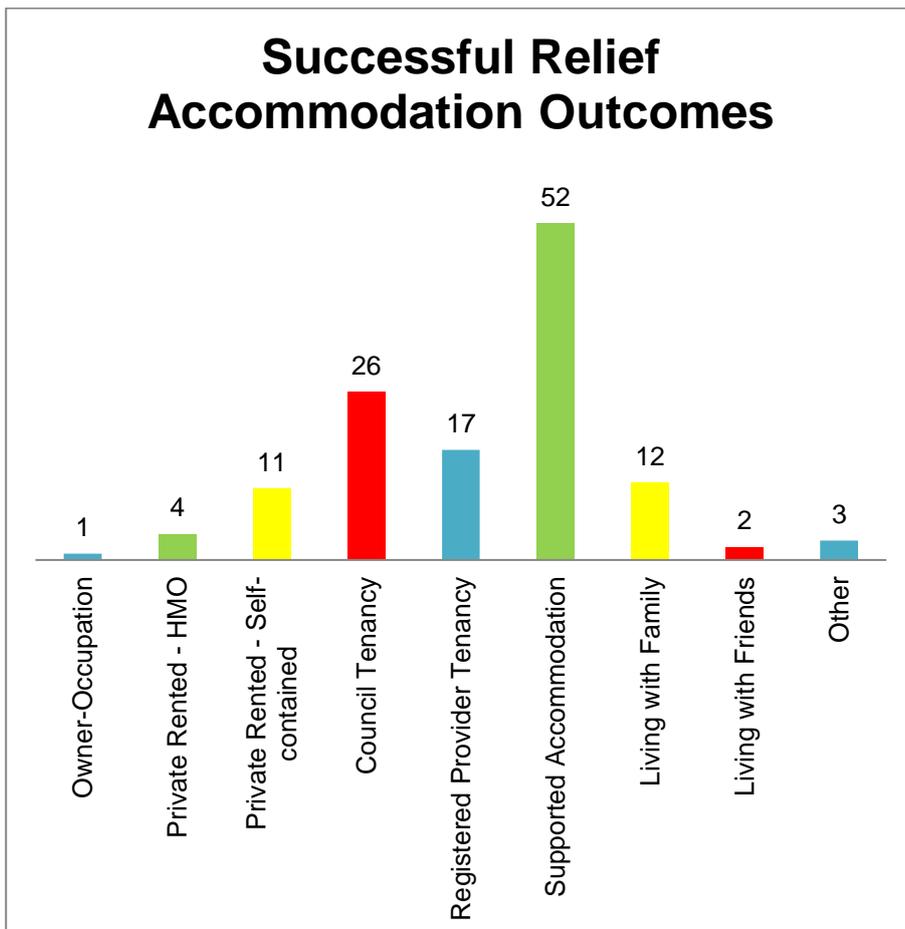
Successful Relief Activities	Q1	Q2	Q3	Q4	Total
Advice Provided	2	10	22	22	56
Accommodation secured by Local Authority	3	4	6	15	28
Accommodation secured by Applicant - without financial assistance	2	4	1	1	8
Supported accommodation	4	8	8	8	28
Negotiation / Mediation to return to family / friend	0	0	1	4	5
Negotiation / Mediation to secure re-entry with landlord	0	0	1	0	1
Sanctuary / other security measures	0	0	0	1	1
Other	0	1	0	0	1
Total	11	27	39	51	128



Successful Relief Outcomes 2018/2019

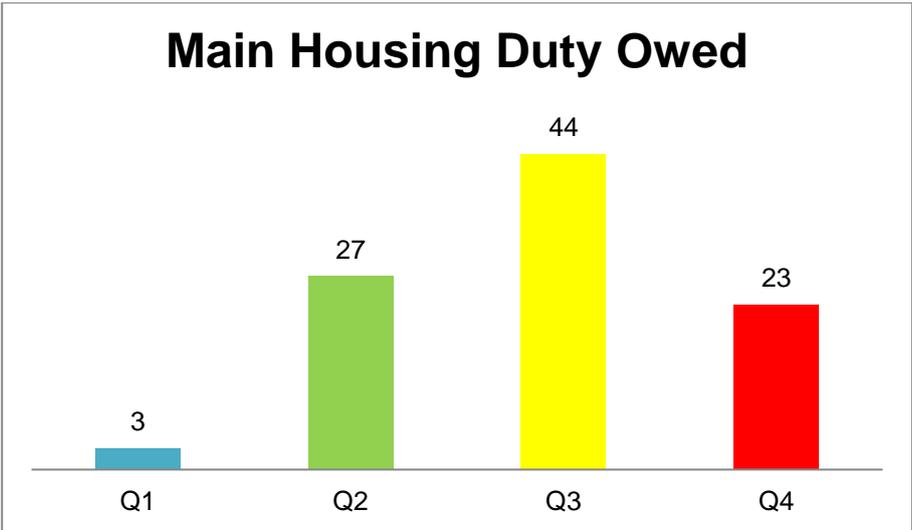
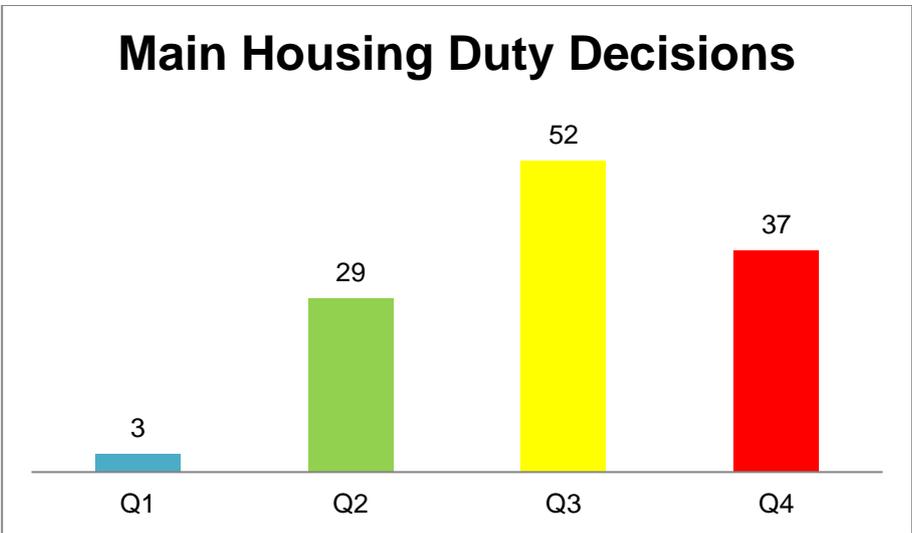


Successful Relief Accommodation Outcomes	Q1	Q2	Q3	Q4	Total
Owner-Occupation	0	0	1	0	1
Private Rented - HMO	2	1	0	1	4
Private Rented - Self-contained	2	4	5	0	11
Council Tenancy	5	6	12	3	26
Registered Provider Tenancy	9	6	1	1	17
Supported Accommodation	13	13	15	11	52
Living with Family	4	3	5	0	12
Living with Friends	0	2	0	0	2
Other	2	1	0	0	3
Total	37	36	39	16	128



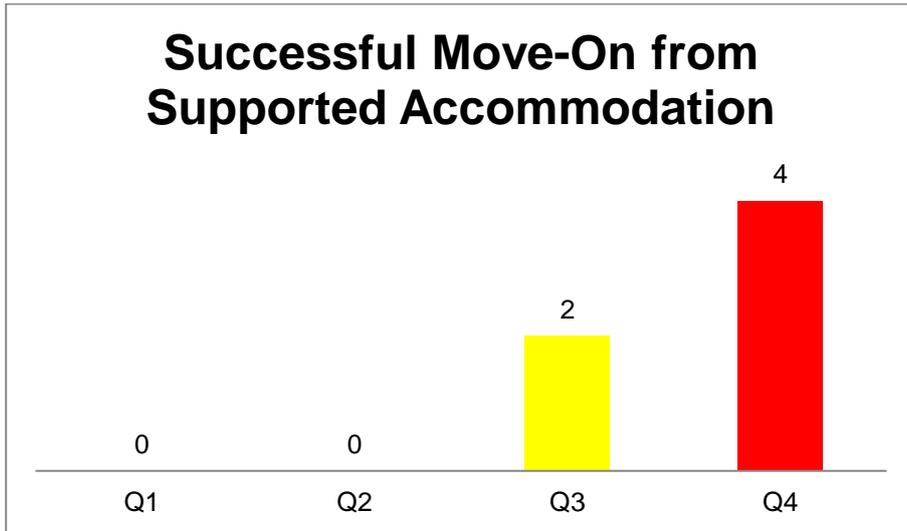
Main Housing Duty Decisions 2018/19

Main Housing Duty Decisions	Q1	Q2	Q3	Q4	Total
No Longer Eligible	0	0	0	1	1
No Priority Need	0	2	7	5	14
Intentionally Homeless	0	0	1	8	9
Main Housing Duty Owed	3	27	44	23	97
Total	3	29	52	37	121

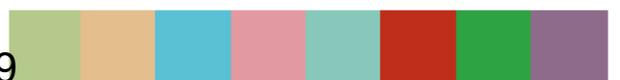
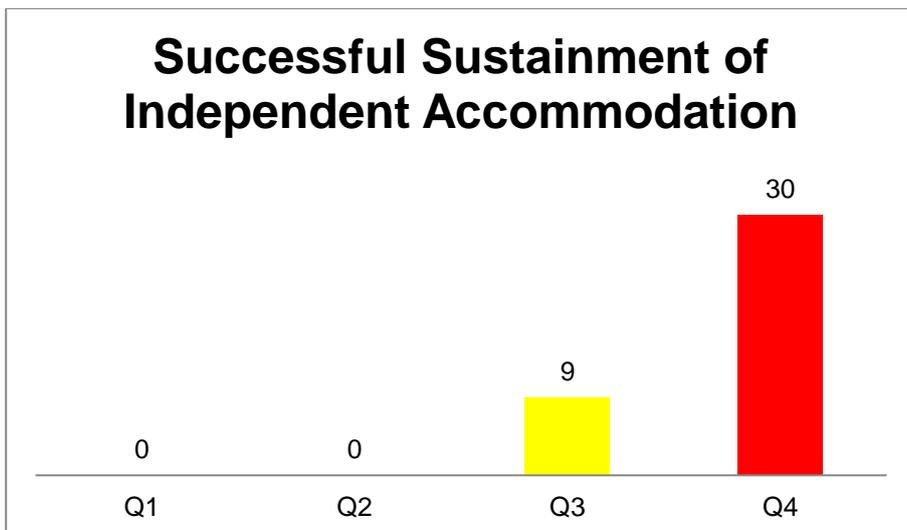


Homeless Applicants Sustainment of Accommodation 2018/19

Homeless Applicants Successfully Moved-On from Supported to Independent Accommodation	Q1	Q2	Q3	Q4	Total
Total	0	0	2	4	6

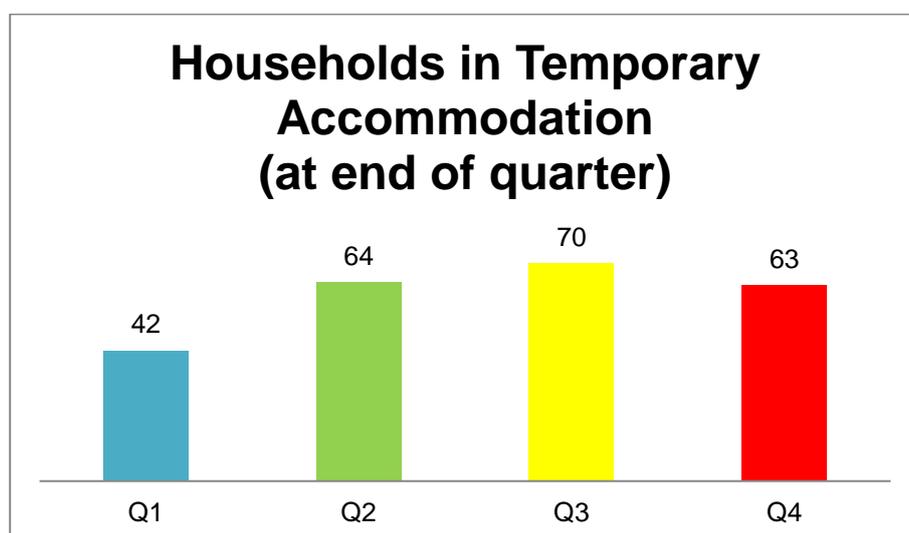
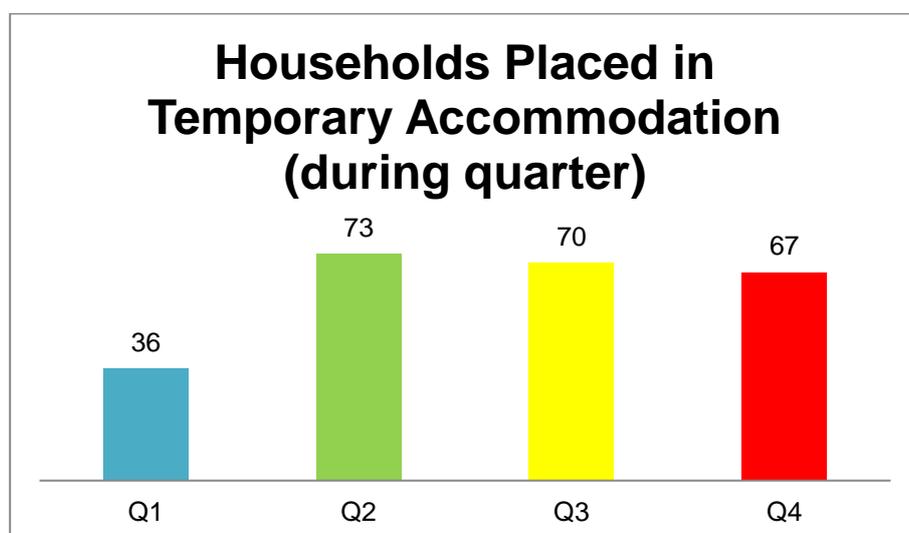


Homeless Applicants Successfully Sustained Independent Accommodation for at least 6 months	Q1	Q2	Q3	Q4	Total
Total	0	0	9	30	39



Households in Temporary Accommodation 2018/19

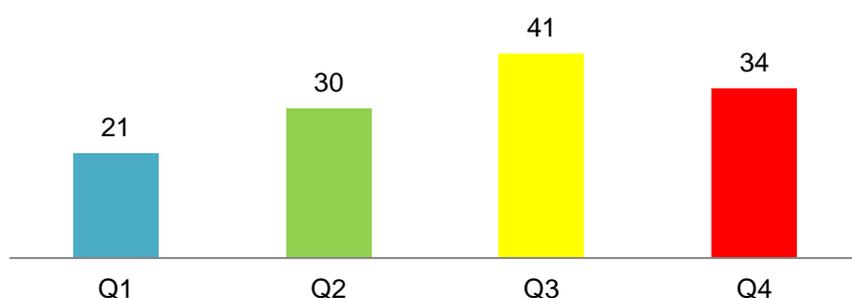
Households in Temporary Accommodation	Q1	Q2	Q3	Q4
Households Placed in Temporary Accommodation (during quarter)	36	73	70	67
Households in Temporary Accommodation (at end of quarter)	42	64	70	63



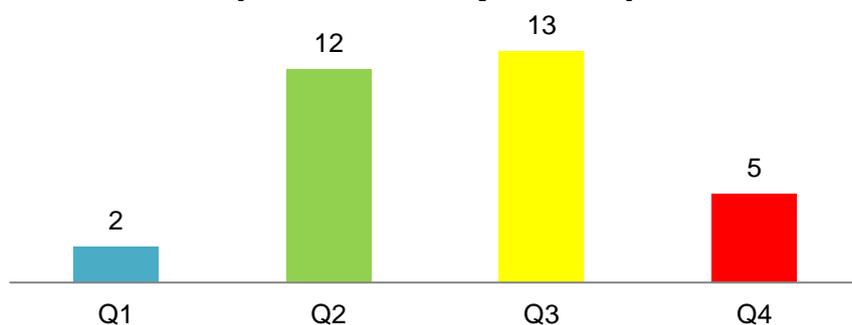
Households in Bed and Breakfast Accommodation 2018/19

Households in Bed and Breakfast Accommodation	Q1	Q2	Q3	Q4
Households Placed in Bed and Breakfast Accommodation (during quarter)	21	30	41	34
Households in Bed and Breakfast Accommodation (at end of quarter)	2	12	13	5

Households Placed in Bed and Breakfast Accommodation (during quarter)

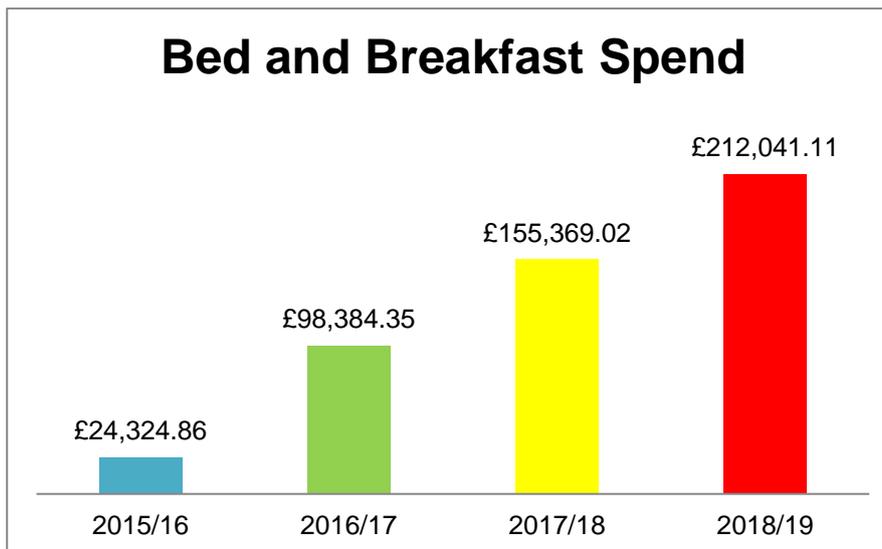
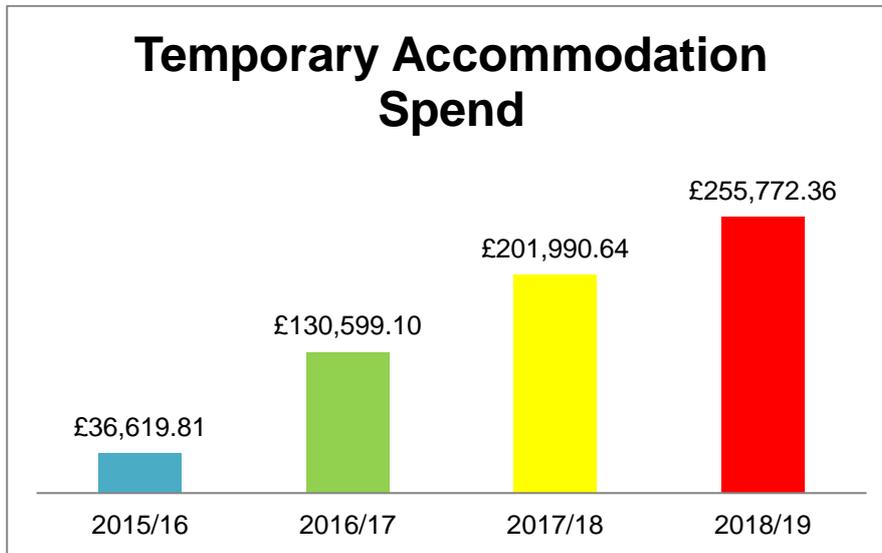


Households in Bed and Breakfast Accommodation (at end of quarter)



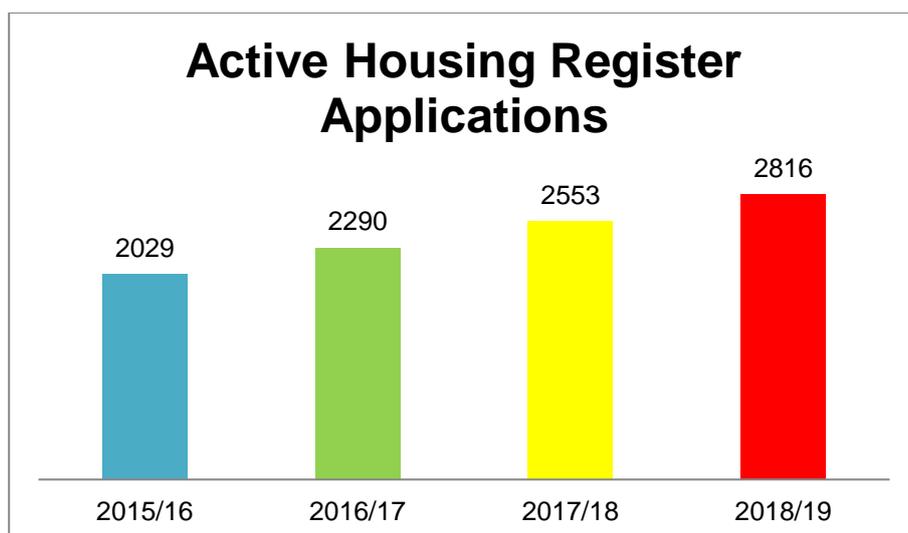
Temporary Accommodation Spend 2018/2019

Temporary Accommodation Spend	2015/16	2016/17	2017/18	2018/19
B&B	£24,324.86	£98,384.35	£155,369.02	£212,041.11
Hostel / Supported Accommodation	£0.00	£19,954.68	£39,909.36	£43,425.55
Private Sector Lease Properties	£12,294.95	£12,260.07	£6,712.26	£305.70
Total	£36,619.81	£130,599.10	£201,990.64	£255,772.36



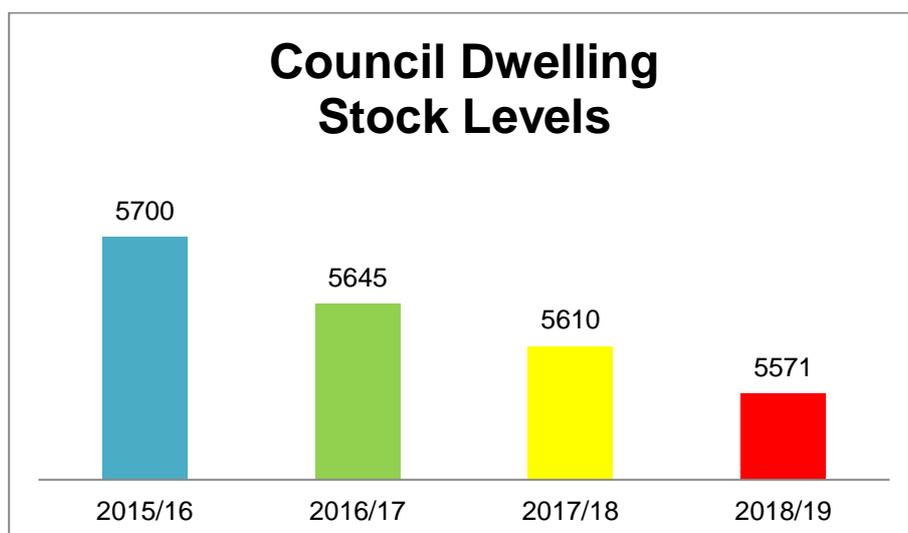
Social Housing Demand 2015/16 to 2018/19

Active Housing Register Applications	2015/16	2016/17	2017/18	2018/19
Total (as at 31 st March)	2029	2290	2553	2816



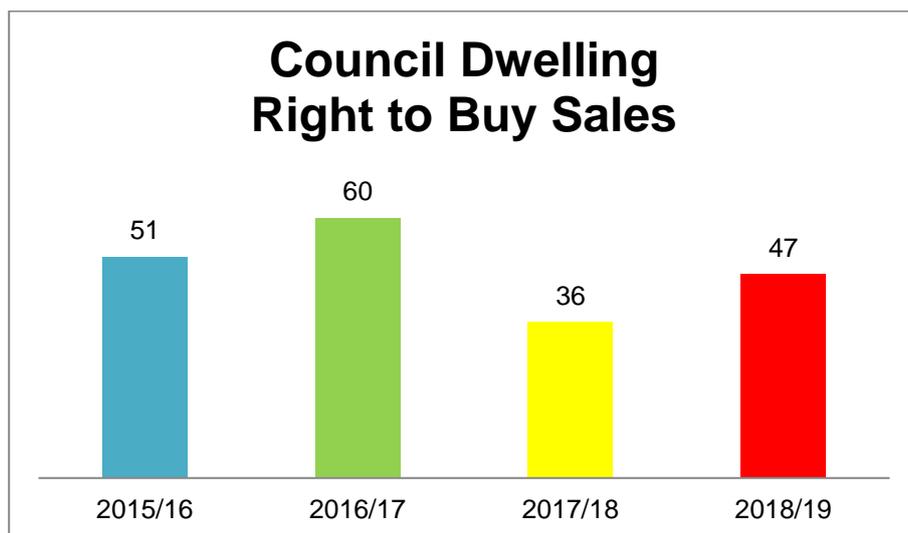
Council Housing Supply 2015/16 to 2018/19

Council Dwelling Stock Levels	2015/16	2016/17	2017/18	2018/19
Total (as at 31 st March)	5700	5645	5610	5571



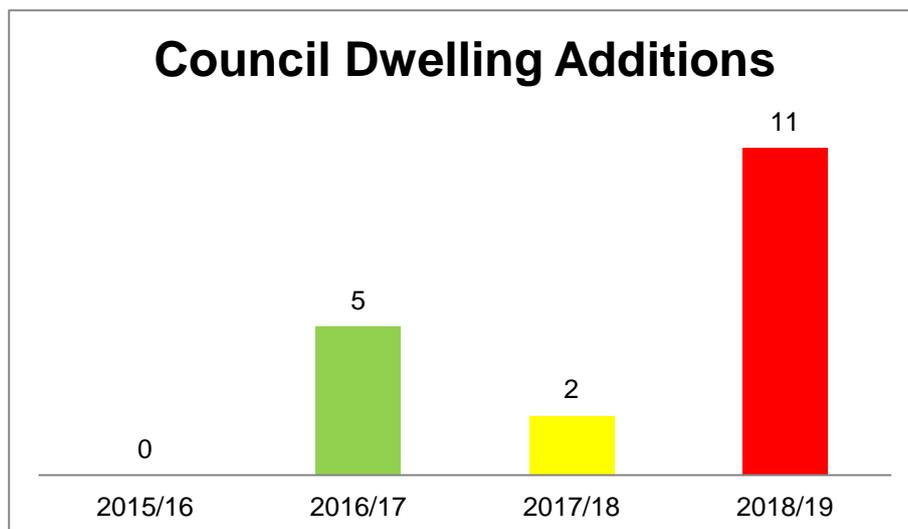
Council Dwelling Right to Buy Sales 2015/16 to 2018/19

Council Dwelling Right to Buy Sales	2015/16	2016/17	2017/18	2018/19
Total (during year)	51	60	36	47



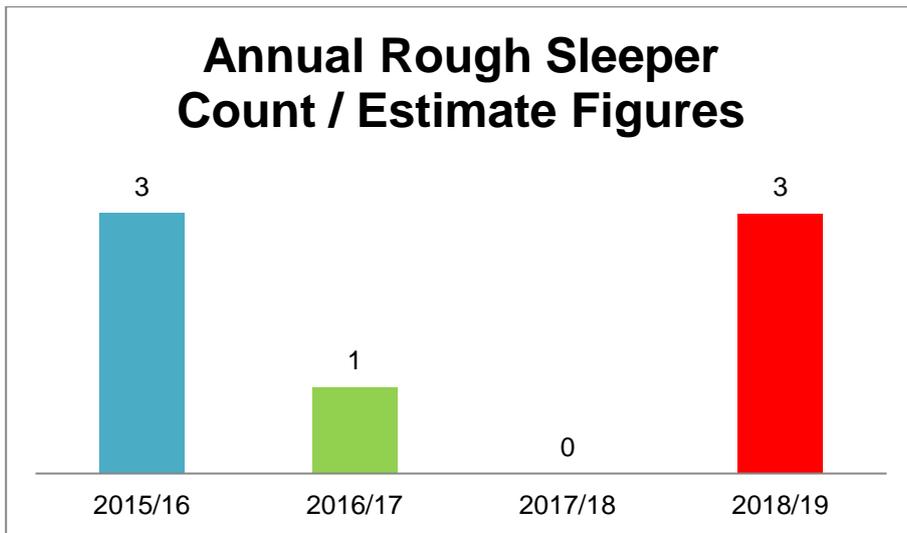
Council Dwelling Additions 2015/16 to 2018/19

Council Dwelling Additions	2015/16	2016/17	2017/18	2018/19
Acquired units	0	0	2	11
Gift	0	5	0	0
Total (during year)	0	5	2	11

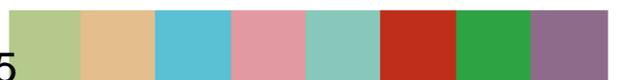
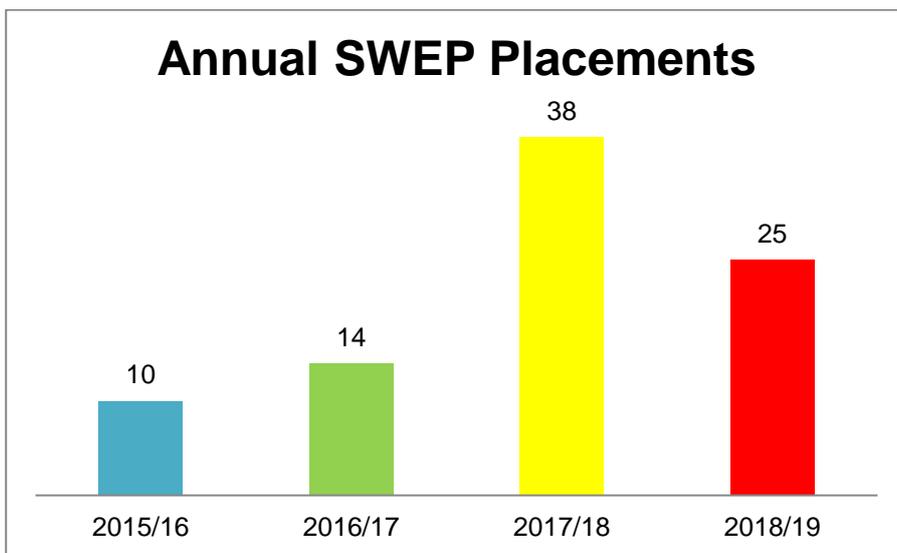


Rough Sleeping in Charnwood 2015/16 to 2018/19

Annual Rough Sleeper Count / Estimate	2015/16	2016/17	2017/18	2018/19
Total	3	1	0	3



Annual Severe Weather Emergency Protocol (SWEP) placements	2015/16	2016/17	2017/18	2018/19
Total	10	14	38	25





Equality Impact Assessment 'Knowing the needs of your customers and employees'

■ Background

An Equality Impact Assessment is an improvement tool. It will assist you in ensuring that you have thought about the needs and impacts of your service/policy/function in relation to the protected characteristics. It enables a systematic approach to identifying and recording gaps and actions.

■ Legislation- Equality Duty

As a local authority that provides services to the public, Charnwood Borough Council has a legal responsibility to ensure that we can demonstrate having paid due regard to the need to:

- ✓ Eliminate discrimination, harassment and victimisation
- ✓ Advance Equality of Opportunity
- ✓ Foster good relations

For the following protected characteristics:

1. Age
2. Disability
3. Gender reassignment
4. Marriage and civil partnership
5. Pregnancy and maternity
6. Race
7. Religion and belief
8. Sex (Gender)
9. Sexual orientation

What is prohibited?

1. Direct Discrimination
2. Indirect Discrimination
3. Harassment
4. Victimisation
5. Discrimination by association
6. Discrimination by perception
7. Pregnancy and maternity discrimination
8. Discrimination arising from disability
9. Failing to make reasonable adjustments

Note: Complete the action plan as you go through the questions

Step 1 – Introductory information

Title of the policy	Homelessness and Rough Sleepers Reduction Strategy 2019-2022
Name of lead officer and others undertaking this assessment	Alison Simmons
Date EIA started	21 st October 2019
Date EIA completed	18 th November 2019

Step 2 – Overview of policy/function being assessed:

Outline: What is the purpose of this policy? (Specify aims and objectives)
The purpose of the Homelessness and Rough Sleepers Reduction Strategy is to ensure the focus is on: <ul style="list-style-type: none"> • Strong and effective partnership working • Early targeted advice and intervention to prevent the loss of accommodation • Effective action to relieve homelessness • Rough Sleeping • Support to sustain tenancies and prevent repeat homelessness • Protect and increase local housing options
What specific group/s is the policy designed to affect/impact and what is the intended change or outcome for them?
The Strategy is designed to support all residents who find themselves homeless and those threatened with homelessness. The intended outcome is to prevent or relieve homelessness.
Which groups have been consulted as part of the creation or review of the policy?
The Council has consulted with partner agencies working with the homeless who attend the Homelessness Strategy Steering group.

Step 3 – What we already know and where there are gaps

List any existing information/data do you have/monitor about different diverse groups in relation to this policy? Such as in relation to age, disability, gender reassignment, marriage and civil partnership, pregnancy & maternity, race, religion or belief, sex, sexual orientation etc.
Data/information such as: <ul style="list-style-type: none"> ▪ Consultation ▪ Previous Equality Impact Assessments ▪ Demographic information ▪ Anecdotal and other evidence
The race, age and gender of homeless applicants are routinely recorded as part of the quarterly H-Clic statutory return to the Ministry of Housing, Communities and Local Government.
609 homeless applications were made to Charnwood Borough Council's Housing Options Team during 2018-2019 following the implementation of the Homelessness Reduction Act. 45% of these applications were from individuals who were at risk of becoming homeless and 55% were from individuals who were already homeless.
The majority of homeless applicants during 2018-2019 were from white ethnic groups (86%), which

reflects the higher proportion of people from white ethnic groups recorded within the overall population of Charnwood in the 2011 Census. The proportion of homeless applicants from Asian ethnic groups (6%) was lower than that within the overall population of Charnwood and the proportions from black (3%) and mixed (3%) ethnic groups were higher than those within the overall population of Charnwood in the 2011 Census.

The majority of homeless applicants during 2018-2019 were aged between 25 and 44 years (56%) and a high proportion were aged between 18 and 24 (20%) years.

A higher proportion of homeless applicants during 2018/19 were female (59%) than male (41%).

What does this information / data tell you about diverse groups? If you do not hold or have access to any data/information on diverse groups, what do you need to begin collating / monitoring? (Please list)

There seems to be a higher proportion of mid-aged homeless applicants (25-44) however this is possibly due to the fact that this is the broadest age range of the groups spanning 19 years. In addition, people within this age range could have been affected by the welfare reforms only being eligible for the LHA room rate up until the age of 35 will limit people's housing options.

■ **Step 4 – Do we need to seek the views of others? If so, who?**

In light of the answers you have given in Step 2, do you need to consult with specific groups to identify needs / issues? If not please explain why.

As individual services are developed through the Homeless and Rough Sleepers Reduction Strategy Action Plan, it is intended that this will be with the full involvement of external partners, stakeholders and service users. Appropriate groups specific to the service will be consulted at this time, for example, the Police, Probation and Prison Services will be consulted when developing Housing Pathways for offenders.

■ **Step 5 – Assessing the impact**

In light of any data/consultation/information and your own knowledge and awareness, please identify whether the policy has a positive or negative impact on the individuals or community groups (including what barriers these individuals or groups may face) who identify with any 'protected characteristics' and provide an explanation for your decision (please refer to the general duties on the front page).

	Comments
Age	Potential positive impact, as reported above, people may face barriers to private rented housing based on their age (such as under 35s only eligible for room rate LHA). Homelessness legislation protects 16-17 year olds and people who are vulnerable because of old age
Disability (Physical, visual, hearing, learning disabilities, mental health)	People who are vulnerable as a result of mental illness, learning disability or physical disability are protected through the Homeless Legislation
Gender Reassignment (Transgender)	No impact/neutral impact
Race	No impact/neutral impact
Religion or Belief (Includes no belief)	No impact/neutral impact
Sex (Gender)	No impact/neutral impact
Sexual Orientation	No impact/neutral impact

Other protected groups (Pregnancy & maternity, marriage & civil partnership)	Homeless Legislation protects pregnant women and households with dependent children
Other socially excluded groups (carers, low literacy, priority neighbourhoods, health inequalities, rural isolation, asylum seeker and refugee communities etc.)	Homeless Legislation protects care leavers, people from other institutionalised backgrounds, those vulnerable due to drug/alcohol misuse and others deemed vulnerable due to other circumstances.

Where there are potential barriers, negative impacts identified and/ or barriers or impacts are unknown, please outline how you propose to minimise all negative impact or discrimination.

Please note:

- If you have identified adverse impact or discrimination that is illegal, you are required to take action to remedy this immediately.
- Additionally, if you have identified adverse impact that is justifiable or legitimate, you will need to consider what actions can be taken to mitigate its effect on those groups of people.

The Homelessness and Rough Sleepers Reduction Strategy has been written recognising the current economic climate which demands services are commissioned and managed to suit the needs of the service users. It specifically targets vulnerable, deprived and excluded groups to ensure effective services are provided to suit their needs. There is a requirement under the Homelessness Reduction Act for tailored advice and pathways for groups who are particularly at risk of homelessness.

Summarise your findings and give an overview as to whether the policy will meet Charnwood Borough Council's responsibilities in relation to equality and diversity (please refer to the general duties on the front page).

The Homelessness and Rough Sleepers Reduction Strategy does not discriminate against any of the protected characteristics. It has been identified that certain groups may need extra assistance or additional protocols to ensure that their specific needs and requirements are taken into account to ensure they are dealt with in an effective way. For example a Prison Release Protocol will ensure early intervention by the service with the aim of preventing homelessness.

Step 6- Monitoring, evaluation and review

Are there processes in place to review the findings of this Assessment and make appropriate changes? In particular, how will you monitor potential barriers and any positive/ negative impact?

The outcome of this EIA will be monitored and reviewed alongside the Strategy. Monitoring data will continue to be collected to ensure any service deliver and implementation of the Strategy, remains fit for purpose.

How will the recommendations of this assessment be built into wider planning and review processes? e.g. policy reviews, annual plans and use of performance management systems.

Recommendations to be considered as part of the ongoing Strategy review process.

Step 7- Action Plan

Please include any identified concerns/actions/issues in this action plan:

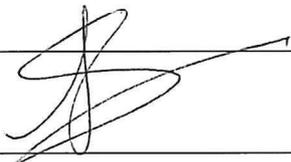
The issues identified should inform your Service Plan and, if appropriate, your Consultation Plan

Reference Number	Action	Responsible Officer	Target Date
001	Ensure completion of EIAs on any individual services and/or project arising from this Strategy and associated Action Plan.	A. Simmons	Ongoing

■ **Step 8- Who needs to know about the outcomes of this assessment and how will they be informed?**

	Who needs to know (Please tick)	How they will be informed (we have a legal duty to publish EIA's)
Employees		This EIA will be published on the CBC website.
Service users		
Partners and stakeholders		
Others		
To ensure ease of access, what other communication needs/concerns are there?		

■ **Step 9- Conclusion (to be completed and signed by the [Service Head](#))**

Please delete as appropriate	
I agree /	with this assessment / action plan
If <i>disagree</i> , state action/s required, reasons and details of who is to carry them out with timescales:	
Signed (Service Head):	
Date:	18th November 2019

[Please send completed & signed assessment to Suzanne Kinder for publishing.](#)

SCRUTINY COMMISSION – 9th DECEMBER 2019

Report of the Cabinet

ITEM 8 SCRUTINY COMMISSION PRE-DECISION SCRUTINY – CABINET RESPONSE

Purpose of Report

To set out the Cabinet’s responses to the recommendations of the Commission on pre-decision scrutiny items.

Action Requested

To note the Cabinet’s responses to the recommendations submitted by the Commission on items considered for pre-decision scrutiny.

Policy Context

One of the principles of effective scrutiny, identified by the Centre for Public Scrutiny, is “provide a constructive critical friend challenge to the Executive”.

Pre-decision Scrutiny

Since the November meeting of the Commission, the Cabinet has considered the following items on which the Commission undertook pre-decision scrutiny:

- A. TENENACY SUPPORT POLICY 2019-2024
- B. VIREMENT – PLANNING AND REGENERATION SERVICE
- C. EXEMPT – DISPOSAL OF LANDHOLDING KNOWN AS PLOT 5 WELDON ROAD, LOUGHBOROUGH

Details of the Commission’s consideration of the items as reported to the Cabinet on the 14th November 2019 can be found in the minutes from the Commission’s meeting on 11th November 2019.

The Chair of the Commission, Councillor Rattray, attended the Cabinet’s meeting on the 14th November 2019 to present the Commission’s report to the Cabinet.

Cabinet Response

The Cabinet considered the Commission’s report and acknowledged the work undertaken and the views of the Commission.

Tenancy Support Policy 2019-2024

The Cabinet adopted the officer recommendations as set out in the report, which the Commission had supported.

Virement – Planning and Regeneration Service

The Cabinet adopted the officer recommendations as set out in the report, which the Commission had supported.

Exempt – Disposal of Land known as Plot 5 Weldon Road, Loughborough

The Cabinet adopted the officer recommendations as set out in the report, which the Commission had supported.

Report Implications

The following implications have been identified for this report:

Financial Implications

None.

Risk Management

No risks have been identified in connection with this report.

Background Papers: None

Officer to contact: Sally Watson
Democratic Services Officer
01509 634969
sally.watson@charnwood.gov.uk

SCRUTINY COMMISSION – 9th DECEMBER 2019

Report of the Head of Strategic Support

ITEM 9 SCRUTINY PANELS

Purpose of the Report

To review progress with Scrutiny Panels and approve the detail of the Scoping Document for the 'How the Council can generate commercial income' Panel.

Actions Requested

1. To review the progress with Scrutiny Panels and make any amendments the Commission feel necessary.
2. To approve the content of the Scoping Document for the 'How the Council can generate commercial income' Panel as set out in appendix 2.

Reasons

1. To ensure timely and effective scrutiny of the matter/subject.
2. To ensure timely and effective scrutiny of the matter/subject, noting on this occasion that the Panel has commenced its work in the interests of expediency.

Scrutiny Panels

At its meeting on 11th November 2019, the Commission did not make any changes to the existing panels.

Appendices: Appendix 1 – Scrutiny Panels
 Appendix 2 – Scoping Document

Background Papers: None

Officer to Contact: Karen Widdowson
 Democratic Services Manager
 01509 634785
 karen.widdowson@charnwood.gov.uk

SCRUTINY COMMISSION – 9th DECEMBER 2019

APPENDIX 1

PROGRESS WITH PANEL WORK

The CfPS 4 Principles:

- Provides a ‘critical friend’ challenge to the executive – policy development, policy review and performance management.
- ‘Enables’ the voice and concerns of the public and its community to be heard.
- Independent and Member Driven.
- “Drives improvement” for the Local Authority.

We welcome proposals for scrutiny from Members, whether on the appropriate committee or not; outside bodies; and the Charnwood residents.

This will be a living document, so as new ideas and proposals arise, they may take priority over proposals that have been on the list for a longer period.

Only 4 panels (express or full panel) can be held at any one time, so timings will need to take account of this. Informal meetings will be conducted without Democratic Service officer time and can therefore be run concurrently.

Directorate	Scrutiny Type	Topic	Scope	Terms of Reference	Timing
CS	Formal	Generating commercial income/surplus	To identify areas where our income could be maximised, or further improved. The scoping document is set out in appendix 2.	Peer councils	5 Nov (informal) 28 Nov 23 Jan 5 March

CS	Formal	Digitalisation and transformation of services	<p>This is a panel to determine how we go about inserting a personalised front end to our website, so that individual residents can log in, book; order; complain; compliment; and pay for services and can immediately see what their status is for all the services and payments they have with the council. This is to promote the 80:20 rule, that 80% of residents will be able to carry out all their transactions with the council through this route, while the remaining 20% who cannot will have better access to people and facilities who are freed up from dealing with residents who would be better served helping themselves.</p> <p>To identify options and costs. To identify economies of scale and potential savings.</p>	<p>Outside bodies who already have this facility.</p> <p>Councils who have this facility.</p> <p>IT and CRM (Customer Relationship Management) companies.</p> <p>Individuals with skills in this area.</p> <p>Our current key partners such as Capita and Serco to understand how they will integrate their services.</p>	Winter 2019
CS	Formal	Budget Scrutiny	To closely review all aspects of the proposed budget for the following year and to monitor the	Interview Lead Members and CMT for each department.	25 Sep 4 Dec 8 Jan

			performance of the budget from the previous year. Identify areas where improvements could be made, including reviewing capital projects which have been proposed many years ago but have not yet been taken up.		
CS	Formal	Future of Local Government in Leicestershire	The scoping document is currently being drafted.		Jan to March 2020

Directorate	Scrutiny Type	Topic	Scope	Terms of Reference	Timing
HPRRS	Express	Parking enforcement enhancement	Further detail required from the Member who raised this topic.		Jan to April 2020
HPRRS	Informal	Funding for small businesses	Further detail required from the Member who raised this topic.		Feb to April 2020

Directorate	Scrutiny Type	Topic	Scope	Terms of Reference	Timing
NCW	Informal	Waste services and waste management	<p>To understand the current position of national policy on waste management and what issues/ opportunities this presents for the council in future years.</p> <p>Establish what practices are in place in other councils that have a higher recycling rate than CBC.</p> <p>Reference: Letsrecycle.com puts CBC 135th in the league table for overall performance 2017/18 with 45.5%. Rushcliffe are 80th at 50.2%.</p> <p>Are there any specific actions CBC could take to improve the recycling rate? [I think the national target is 50%.]</p>	<p>Peer councils, such as Rushcliffe.</p> <p>Key partners such as Serco and Leicestershire County Council.</p>	Autumn 2019
NCW	Informal	Children's Centres	<p>Carry out a review of Children Centre services.</p> <p>What impact has there been on CBC residents following the reorganisation of services and the closure of some physical buildings?</p>	<p>Interview the Lead Member for Children Services at LCC a year after the new service was put in place.</p> <p>Interview key partners such as Social</p>	Spring 2020

			What specific actions could CBC take to support their residents with children 0 to 5? What are the costs involved and statutory responsibilities of county and borough?	Services; and Health Visitors.	
NCW	Express	Child mental health and obesity.	What steps can be taken by CBC to assist in supporting our children with mental health difficulties and in tackling obesity in the young.	Interview key stakeholders and charities. Meet with Public Health representatives and County Council lead.	Autumn 2020
NCW	Informal	Combatting loneliness	Undertake desk based and interviewing research to understand what the level of loneliness is in the Borough currently and in what age groups. Identify activities already undertaken by the council to combat loneliness. What can be done to promote these facilities with hard to reach groups? Identify specific actions that could be undertaken by CBC to combat loneliness that are not currently being undertaken. What actions/discussions could we have	Seek residents' individual views through social media and press. Interview local charities and support groups. Interview Leicestershire County Council Adult Social Care representatives and CAMHs.	Autumn 2020

			with our partners to support this project?		
NCW	Formal Panel	Promoting tourism in Charnwood	<p>Identify our key attractions to the area, both physical buildings and special events. What is CBC doing to promote and support these venues/ events? What else could be done? Do we have a unique selling point that we are not exploiting? How do people travel to the area? Where do they stay? What specific actions could CBC take to encourage more people to visit the area; spend more money on local businesses; and to stay for a longer period?</p>	<p>Approach and/ or interview peer councils to see what they do. Look at specific events around the country to see if they could be adapted for CBC, e.g.: Congleton Makers Market, or Stockton on Tees Comedy Festival.</p>	Autumn 2020



SCRUTINY REVIEW: SCOPE Commercialisation

REVIEW TITLE: How the Council can generate commercial income

SCOPE OF ITEM / TERMS OF REFERENCE

The Panel will:

- consider if there are any areas for improvement or change in the Council's existing commercialisation strategy, and whether other policies require updating, and how they relate to national policy framework.
- put forward recommendations for future strategy.
- undertake informal factfinding research to establish what income generating activities are already in place at the Council and compare with information gathered from other similar types of Councils locally and nationally.

REASON FOR SCRUTINY

Charnwood Borough Council has identified significant challenges within the MTFs and as some future income is highly uncertain, a need has been identified for potential new sources of revenue and to make recommendations as appropriate.

The Panel topic was suggested at the meeting of the Scrutiny Commission on 3th June 2019 and agreed to be taken forward as an informal Panel at its meeting on 4th August 2019. On 14th October 2019 it was resolved by the Commission to change the type of panel to a formal panel.

MEMBERSHIP OF THE GROUP

Councillor Baines (Chair)
Councillors Boldrin, Bolton, Charles, Hamilton, Ranson,

WHAT WILL BE INCLUDED

All non-statutory activity that generates income.

WHAT WILL BE EXCLUDED

All statutory activity that generates income.

KEY TASKS ** including consideration of efficiency savings

- Evaluate existing Council commercialisation initiatives and procedures
- Make recommendations on future strategy
- Review other Local Authority commercialisation programmes to learn best practice
- Provide input into the Council's Commercialisation Strategy
- Interviewing witnesses and Council officers

STAKEHOLDERS, OUTSIDE AGENCIES, OTHER ORGANISATIONS *

Other Local Authorities
 Local Government Association
 Strategic Director Charnwood Borough Council
 Relevant Borough Council departments
 Residents

EQUALITY IMPLICATIONS

Is an impact needs assessment required? – not required

LINKS/OVERLAPS TO OTHER REVIEWS

Digital Transformation Panel

RESOURCE REQUIREMENTS

Support from Democratic Services

REPORT REQUIREMENTS (Officer information)

REVIEW COMMENCEMENT DATE

COMPLETION DATE FOR DRAFT REPORT

March 2020

* Key tasks and stakeholders may be subject to change as the review progresses.

PROGRESS OF PANEL WORK

MEETING DATE	PROGRESS TO DATE
5th November 2019 (informal)	Scope updated Discussion of Council's existing commercialization strategy Review of research to be undertaken
Thursday 28th November 2019	
Thursday 23rd January 2019	

Thursday 5th March 2020	

REPORT SUBMITTED TO SCRUTINY COMMISSION	
The Panel should aim to complete its work and submit its report to the Scrutiny Commission meeting on 6th April 2020.	

SCRUTINY COMMISSION – 9th DECEMBER 2019

Report of the Head of Strategic Support

ITEM 10 SCRUTINY WORK PROGRAMME

Purpose of the Report

To enable the Commission to review and agree the Scrutiny Work Programme. This includes reviewing the changes made by the other three Scrutiny Committee's and adding items to their individual work programmes.

Actions Requested

1. To review the Scrutiny Committees, Work Programme and make any amendments the Commission feel necessary.
2. To agree that the Scrutiny Work Programme be updated in accordance with the decisions taken during consideration of this item and any further decisions taken during the course of this meeting (see Appendix 1).

Reasons

1. To ensure timely and effective scrutiny of the matter/subject.
2. To ensure that the information contained within the Work Programme is up to date.

Policy Context

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.

Updates on the individual Scrutiny Committee work programmes

The Neighbourhoods and Community Wellbeing Scrutiny Committee met on 26th November 2019 and made the following changes:

- The scope of the Children's and Families Wellbeing services amended to take into account external partnership
- Bulky Waste Collection Charges added to the July 2020 meeting
- Charnwood Community Lottery added to the July 2020 meeting.

There have been no changes to any of other the individual Scrutiny Committee work programmes.

Scrutiny Work Programme

The current Scrutiny Work Programme, as it stood at the time of the publication of this agenda, is attached as Appendix 1 to enable the Commission to decide which scrutiny body should consider new items and currently unscheduled items, and when those should be considered.

Any decisions taken by the Commission during the meeting will be reflected in an updated Work Programme.

Appendices: Appendix 1 – Scrutiny Work Programme

Background Papers: None

Officer to Contact: Karen Widdowson
Democratic Services Manager
01509 634785
karen.widdowson@charnwood.gov.uk

Corporate Services Scrutiny Committee Work Programme

APPENDIX A

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
CS	03 Dec 2019 (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.	L. Strong/ Lead Officer	
CS	03 Dec 2019 (annual item)	Performance Information (Quarter 2 Report)	Monitoring of Performance Indicator information and Corporate Plan Objectives and Initiatives.	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	Quarter 2 Report considered at the same time annually.
CS	03 Dec 2019 (Period 7 - annual item)	Revenue Monitoring (General Fund and HRA)	Monitoring of Council's revenue position.	To compare actual income and expenditure against budget, find out why variances have occurred and, where necessary, ensure corrective actions are in place.	Lead Member/ L. Tansey	Three reports to be considered through the year. Reports to be considered at the same time annually.
CS	25 Feb 2020 (annual item)	Performance Information (Quarter 3 Report)	Monitoring of Performance Indicator information and Corporate Plan Objectives and Initiatives.	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	Quarter 3 Report considered at the same time annually.

Corporate 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
CS	25 Feb 2020 (Period 9 - annual item)	Revenue Monitoring (General Fund and HRA)	Monitoring of Council's revenue position.	To compare actual income and expenditure against budget, find out why variances have occurred and, where necessary, ensure corrective actions are in place.	Lead Member/ L. Tansey	Three reports to be considered through the year. Reports to be considered at the same time annually.
CS	07 July 2020 (annual item)	Capital Monitoring including Outturn	Monitoring of position with the Council's Capital Plan.	To ensure progress to the Council's Capital Plan and its financing are satisfactory.	Lead Member/ L. Tansey	Annual report.
CS	07 July 2020 (annual item)	Revenue Monitoring (General Fund and HRA) Outturn	Monitoring of Council's revenue position.	To compare actual income and expenditure against budget, find out why variances have occurred and, where necessary, ensure corrective actions are in place.	Lead Member/ L. Tansey	Annual report.
CS	07 July 2020 (annual item)	Performance Information (Quarter 4 Report – Year End)	Monitoring of Performance Indicator information and Corporate Plan Objectives and Initiatives.	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	Quarter 4 Report considered at the same time annually.

Corporate 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
CS	08 Sept 2020 (annual item)	Performance Information (Quarter 1 Report)	Monitoring of Performance Indicator information and Corporate Plan Objectives and Initiatives.	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	Quarter 1 Report considered at the same time annually.
CS	08 Sept 2020 (Period 4 - annual item)	Revenue Monitoring (General Fund and HRA)	Monitoring of Council's revenue position.	To compare actual income and expenditure against budget, find out why variances have occurred and, where necessary, ensure corrective actions are in place.	Lead Member/ L. Tansey	Three reports to be considered through the year. Reports to be considered at the same time annually.

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	10 Dec 2019 (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	10 Dec 2019 (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	10 Dec 2019	Update on the Housing, Empty Homes and Homelessness Strategies Action Plan	To scrutinise progress of the Housing, Empty Homes and Homelessness Strategies Action Plan, details of the objectives for the new Homelessness and Rough Sleeping Reduction Strategy going to Cabinet in December 2019, and the outline and objectives for the new Housing Strategy going to Cabinet in Spring 2020	To ensure appropriate scrutiny of the Housing, Empty Homes and Homelessness strategies.	Lead Member/ A. Simmons	Added by SMB 25 October 2017, see min 26.1. Scope of item amended in consultation with Chair and Vice-chair 03 September 2019
HPPRS	10 Dec 2019 (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 2 Report considered at the same time annually.

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	03 March 2020 (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 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	July 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 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 4 Report considered at the same time annually.
HPRRS	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-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 1 Report considered at the same time annually.
HPRRS	Sep 2020 (annual item)	Climate Local 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	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 satisfactory level.	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.

Neighbourhoods and Community Wellbeing Scrutiny Committee Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
NCW	10 March 2019 (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.	Democratic Services / Lead Officer	
NCW	10 March 2020	Children and Families Wellbeing Service	To scrutinise how the service model provided by Leicestershire County Council impacts Charnwood Borough Council and how officers work with the service.	To allow the Committee to understand the terms of the relationship and whether further scrutiny is required.	External Partner	SMB 06 March 2019, Minute 39.1 refers. Terms of scrutiny amended at its meeting 26 Nov 2019
NCW	10 March 2020 (annual item)	Performance Information (Quarter 3 Report)	Monitoring of Performance Indicator information and Corporate Plan Objectives and Initiatives.	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	Quarter 3 Report considered at the same time annually.

Neighbourhoods and Community Wellbeing Scrutiny Committee Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
NCW	10 March 2020 (six-monthly item)	Community Safety Partnership	To review the work of the Community Safety Partnership on a six-monthly basis, to enable any issues to be identified for further scrutiny by the appropriate scrutiny body and to enable incidences of violent crime to be monitored.	To ensure effective scrutiny of the work of the Community Safety Partnership.	CSP Chair/ J. Robinson / T. McCabe	
NCW	July 2020	Charnwood Lottery	To review the performance of the Charnwood Lottery after initial six month review in July 2019. To include information distinguishing between number of players and number of tickets sold	To scrutinise the Charnwood Lottery once it had been implemented to monitor its performance and ability to provide money for good causes.	Relevant Lead Member / Head of Neighbourhood Services	Requested by NCW at its meeting 26 Nov 2019 to be added to Work programme (minute 24.3 refers)
NCW	July 2020 (annual item)	Performance Information (Quarter 4 Report – Year End)	Monitoring of Performance Indicator information and Corporate Plan Objectives and Initiatives.	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	Quarter 4 Report considered at the same time annually.
NCW	July 2020	Bulky Waste Collection Charges	To review the introduction (in October 2019) of charges for all bulky waste collections.	6 monthly review was requested by Cabinet at its meeting in July 2019 to enable how the charge is operating in practice to be assessed.	Relevant Lead Member & Head of Cleansing and Open Spaces	Added to the Work Programme at its meeting on 26 Nov 2019.

Neighbourhoods and Community Wellbeing Scrutiny Committee Work Programme

NCW	Sept 2020 (annual item)	Performance Information (Quarter 1 Report)	Monitoring of Performance Indicator information and Corporate Plan Objectives and Initiatives.	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	Quarter 1 Report considered at the same time annually.
NCW	Nov 2020 (annual item)	Performance Information (Quarter 2 Report)	Monitoring of Performance Indicator information and Corporate Plan Objectives and Initiatives.	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	Quarter 2 Report considered at the same time annually

SCRUTINY COMMISSION – 9TH DECEMBER 2019

Report of the Head of Strategic Support

ITEM 11

SCRUTINY COMMISSION WORK PROGRAMME

Purpose of Report

To enable the Commission to review its own work programme, including considering the list of forthcoming Executive Key Decisions in order to schedule items for pre-decision scrutiny.

Work Programme

The Commission's current work programme is attached at Appendix 1. Currently the work programme consists of items concerned with the Commission's roles in overseeing the scrutiny function and undertaking pre-decision scrutiny, and two items to be scrutinised.

Following the last meeting on 11th November 2019 the following items were added by members of the Committee:

- i. Homelessness and Rough Sleepers Strategy – 9th December 2019*
- ii. Budget Scrutiny Panel – 13th January 2020*
- iii. Corporate Plan 2020-2024 – 13th January 2020*
- iv. Draft Local Plan Consultation – 13th January 2020*

The following item had been added to the Work Programme, but has now been deferred to a later date:

- i. Private Sector Licensing – from 9th December 2019 to 13th January 2020.*

Key Decisions

To enable the Commission to be aware of the Key Decisions to be taken by the Cabinet over the coming months and to determine which, if any, of these items should be programmed for pre-decision scrutiny, details of forthcoming Exempt and Key Decisions to be taken by the Cabinet are attached as Appendix 2.

Items dated prior to this meeting have been removed from the Appendix to avoid confusion.

Appendices:

Appendix 1 – Scrutiny Commission Work Programme

Appendix 2 – Notice of Key Decisions

Background Papers:

None

Officer to Contact:

Karen Widdowson
Democratic Services Officer
(01509) 634785
Karen.widdowson@charnwood.gov.uk

Scrutiny Commission Work Programme

APPENDIX 1

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
Scrutiny Commission	13th January 2020 (standing item)	Scrutiny Work Programme and Requests from Scrutiny Committees		<p>To review the Commission's Work Programme.</p> <p>To consider the Scrutiny Work Programme in its entirety to ensure the Commission's role in managing that programme is undertaken.</p> <p>To consider any requests from scrutiny committees that items be added to the work programme which are not within their own remit or that scrutiny panels be established.</p>	K.Widdowson (report) Lead Officer (meeting)	
Scrutiny Commission	13th January 2020 (standing item)	Cabinet items for pre- decision scrutiny		To allow identification of items from the latest Key Decisions Notice for pre- decision scrutiny by the Commission.	K.Widdowson (report) Lead Officer (meeting)	<p>Items may also be determined by the Chair and Vice-chair in consultation with the Democratic Services Manager.</p> <p>Further items may also be added following publication of</p>
Scrutiny Commission	13th January 2020 (if applicable, standing item)	Pre-decision scrutiny of any specific financial matters to be considered by Cabinet		To ensure pre-decision scrutiny of any <u>out-turn reports, virements and in-year service pressures</u> , particularly when they are related to additional costs arising from decisions by other	K.Widdowson (report) Lead Officer (meeting)	<p>Agreed by SMB 23 January 2019 (see minute 31.2) (supports recommendation of Budget Scrutiny Panel Jan 2019).</p> <p>To be identified from the Key Decisions Notice or from the Cabinet agenda.</p>

Scrutiny Commission Work Programme

Scrutiny Commission	13 th January 2020 (standing item)	Pre-decision scrutiny – Cabinet Response		To consider the response of Cabinet to recommendations by the Commission on pre-decision scrutiny items.	K.Widdows on (report) Lead Officer (meeting)	<i>*Not applicable to first meeting of the Commission.</i>
Scrutiny Commission	13 th January 2020	Progress with Panel Work		To review progress with Scrutiny Panels.	K Widdowson	Scrutiny Commission
Scrutiny Commission	13 th January 2020	Air Quality Review and Assessment Report 2019		Update on Council's air Quality Plan for 2019	Alan Twells (report) and Lead Officer (meeting)	Agreed by the Commission at its meeting on 11 th November 2019.
Scrutiny Commission	13 th January 2019	Draft Local Plan		To ensure appropriate scrutiny of the development of the Local Plan and consultation responses.	Richard Bennett.	Agreed by the Commission at its meeting on 11 th November 2019.
Scrutiny Commission	13 th January 2020	Building Control Alternative Service Delivery		To agree on the report to request approval of the preferred delivery model for the provision of future building control services.	Richard Bennett	Agreed by the Commission at its meeting on 14 th October 2019.

Scrutiny Commission Work Programme

Scrutiny Commission	13th January 2020	Budget Scrutiny Panel		A report of the Budget Scrutiny Panel following its scrutiny of the Council's draft budget for 2020/21.	S. Jackson	Agreed by the Commission at its meeting on 11 th November 2019.
Scrutiny Commission	13 th January 2020	Corporate Plan 2020 – 2024		To consider the 2020 – 2024 Corporate Plan.	R. Mitchell/ H. Gretton.	Agreed by the Commission at its meeting on 11 th November 2019.
Scrutiny Commission	13th January 2020	Private Sector Licensing Scheme			Alison Simmons	
Scrutiny Commission	10th February 2020 (annual item)	Business Plan 2020/21		Consideration of draft plan to ensure scrutiny input. Plan due to be considered by and agreed by Cabinet in March 2020.	Leader/ R.Mitchell/S. Kinder	<i>*Short timescale between committee and Cabinet consideration.</i>
Scrutiny Commission	09 March 2020 (annual item)	Draft Annual Scrutiny Report 2019-20	To report on the activities of Scrutiny and look forward to the forthcoming year.	To agree on the content of a report to Council on the workings of scrutiny over the past year.	Dem. Services Manager	
Scrutiny Commission	06 April 2020	Draft Annual Scrutiny Report 2019-20			Dem Services Manager	

Scrutiny Commission Work Programme

Scrutiny Commission	As required	Scrutiny Commission or Scrutiny Committee Recommendations – Cabinet Response and Monitoring Implementation		To consider the response of Cabinet to recommendations made to it by the Commission or by scrutiny committees and to decide how implementation of agreed recommendations will be monitored by the Commission.	S.Watson (report) Lead Officer (meeting)	
Scrutiny Commission	As required	Scrutiny Panel Reports		To consider recommendations set out in Scrutiny Panel reports before they are referred by the Commission to Cabinet, Council or a committee.	Panel's Democratic Services Officer (report) Panel Chair (meeting)	
Scrutiny Commission	As required	Scrutiny Panels – Cabinet Response and Monitoring Implementation		To consider the response of Cabinet to Scrutiny Panel recommendations and to decide how implementation of agreed recommendations will be monitored by the Commission.	Panel's Democratic Services Officer (report) Lead Officer and Relevant Officers (meeting)	

Scrutiny Panels

Due to officer capacity there is an agreement that no more than 4 scrutiny panels (formal and express) should be convened during any given period.

Currently, there are two formal/express scrutiny panels underway and one informal scrutiny:

Generating commercial income/surplus (Formal) – Chair Cllr Baines

Meetings scheduled for 5 Nov (informal), 28 Nov, 23 Jan and 5 March

Budget Scrutiny Panel (Formal) – Chair Cllr Parsons

Meetings scheduled for 4 December 2019 and 8 January 2020.

Waste Services and Waste Management (Informal) – Chair Cllr Rattray

No meetings scheduled yet but intention to complete end January 2020



**FORTHCOMING KEY
DECISIONS AND DECISIONS
TO BE TAKEN IN PRIVATE
BY CHARNWOOD BOROUGH
COUNCIL'S EXECUTIVE**

**Published
13th November 2019**

What is a Key Decision?

A key decision is one which:

- commits the Council to expenditure, savings or increases or reductions in income of £150,000 or more in any financial year;
- makes proposals in relation to the budget or the policy framework under Budget and Policy Framework Procedure 14.2(a); or
- will result in the closure of any facility from which Borough Council services are provided or a reduction by more than 10% in the level of a discrete service provided.

In other cases, the impact of the decision will be considered in terms of the strategic nature of the decision, the effect on the amenity of the community or quality of service provided by the Council to a significant number of people living or working in the locality affected, the size of the area affected and the likely public interest in the decision.

What is a Private Meeting?

Meetings of the Council's Cabinet are open to the public to attend. All or part of a meeting may be held in private, where the item of business to be considered may result in confidential or exempt information being disclosed. Definitions of confidential and exempt information are set out in the Access to Information Procedures in the Council's Constitution.

Representations

Members of the public are able to make representations about forthcoming key decisions to be taken by the Council's Executive, these should be made in writing (including via e-mail) to the responsible officer (details are listed for each proposed key decision). Members of the public are also able to make representations concerning proposals to hold a meeting in private, these should be made in writing (including via e-mail) to Democratic Services (contact details below). In both cases, representations should be submitted by midday on the working day preceding the date on which the decision is due to be taken.

Other information

This document supersedes all previous Forward Plans.

If you have any general queries, please contact:

Karen Widdowson
Democratic Services Manager
Charnwood Borough Council,
Southfield Road, Loughborough, Leicestershire, LE11 2TX
Tel: 01509 634785
Email: democracy@charnwood.gov.uk

FORTHCOMING EXECUTIVE KEY DECISIONS

Decision Item	What is the nature of decision to be taken?	Who will take the decision?	When is the earliest a decision will be taken?	Documents to be considered?	Will the report be considered in public?	Who can give me more information?
Disposal of Landholding known as Plot 5, Weldon Road, Loughborough	To consider approval for the disposal of the freehold interest in land known as Plot 5, Weldon Road, Loughborough.	Cabinet	14th November 2019	Report	No	Lesley Tansey Head of Finance and Property Services Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
Tenancy Support Policy 2019-2024	To consider approval of a Tenancy Support Policy 2019-2024.	Cabinet	14th November 2019	Report	Yes	Peter Oliver Head of Landlord Services Tel: 01509 634952 peter.oliver@charnwood.gov.uk
Medium Term Financial Strategy 2020-2023	To present a revised MTFs to Cabinet and Council for approval.	Cabinet Council	14th November 2019 20th January 2020	Report Report	Yes Yes	Lesley Tansey Head of Finance and Property Services Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
Homelessness and Rough Sleepers Strategy	To consider approval of the Homelessness and Rough Sleepers Strategy and Action Plan setting out priorities for the next 5 years.	Cabinet	16th December 2019	Report	Yes	Alison Simmons Head of Strategic and Private Sector Housing Tel: 01509 634780 alison.simmons@charnwood.gov.uk
Draft Capital Plan 2020/21 – 2022/23	To consider the draft Capital Plan for consultation.	Cabinet	16th December 2019	Report	Yes	Lesley Tansey Head of Finance and Property Services Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
Charnwood Grants	To enable Cabinet to consider applications for funding received in round three of the Community Facilities Capital Grants and Community Development Grants Schemes for 2019/20.	Cabinet	16th December 2019	Report	Yes	Julie Robinson Head of Neighbourhood Services Tel: 01509 634590 julie.robinson@charnwood.gov.uk

Decision Item	What is the nature of decision to be taken?	Who will take the decision?	When is the earliest a decision will be taken?	Documents to be considered?	Will the report be considered in public?	Who can give me more information?
Draft General Fund and HRA 2020-21 Budgets	To seek approval to the Draft Revenue Budget for 2020-21 as a basis for consultation.	Cabinet	16th December 2019	Report	Yes	Lesley Tansey Head of Finance and Property Services Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
Capital Plan Amendment Report	To consider and approve amendments to the Capital Plan.	Cabinet Council	16th December 2019 20th January 2020	Report	Yes	Lesley Tansey Head of Finance and Property Services Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
Amendments to Annual Procurement Plan	To consider possible amendments to the Annual Procurement Plan.	Cabinet	16th December 2019	Report	Yes	Lesley Tansey Head of Finance and Property Services Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
Private Sector Licensing Scheme	To consider options to decide on the introduction of a Private Sector Licensing Scheme.	Cabinet	16th January 2020	Report	Yes	Alison Simmons Head of Strategic and Private Sector Housing Tel: 01509 634780 alison.simmons@charnwood.gov.uk
Charnwood Grants – Strategic Partners (2020/21 – 2021/22)	To consider recommendations regarding the proposed levels of Strategic Partner Grant funding for the next two years.	Cabinet	16th January 2020	Report	Yes	Julie Robinson Head of Neighbourhood Services Tel: 01509 634590 julie.robinson@charnwood.gov.uk
Corporate Plan 2020-2024	To consider approval of the 2020-2024 Corporate Plan.	Cabinet Council	16th January 2020 20th January 2020	Report	Yes	Rob Mitchell Chief Executive Tel: 01509 634600 chief.executive@charnwood.gov.uk

Decision Item	What is the nature of decision to be taken?	Who will take the decision?	When is the earliest a decision will be taken?	Documents to be considered?	Will the report be considered in public?	Who can give me more information?
Sheltered Housing and Support Review	To outline on a scheme by scheme basis the recommended proposals of the Project Board and detail the next steps for implementation.	Cabinet	16th January 2020	Report	Yes	Alison Simmons Head of Strategic and Private Sector Housing Tel: 01509 634780 alison.simmons@charnwood.gov.uk
Building Control Alternative Service Delivery Project	To request approval of the preferred delivery model for the provision of future building control services.	Cabinet	16th January 2019	Report	No	Richard Bennett Head of Planning and Regeneration Tel: 01509 634763 richard.bennett@charnwood.gov.uk
Insurance Arrangements	To approve the most cost-effective future option for the provision of the Council's insurance cover.	Cabinet	13th February 2020	Report	Yes	Adrian Ward Head of Strategic Support Tel: 01509 634573 adrian.ward@charnwood.gov.uk
Capital Strategy, Treasury Management Strategy Statement, Minimum Revenue Provision Policy and Annual Investment Strategy 2020-21	To seek approval to a Capital Strategy, Treasury Management Strategy Statement, Annual Investment Strategy and Minimum Revenue Provision Policy for 2020-21 and the annual report on the Prudential Code, for recommendation to Council.	Cabinet Council	13th February 2020 24th February 2020	Report	Yes	Lesley Tansey Head of Finance and Property Services Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
2020-21 General Fund and HRA Revenue Budgets and Council Tax	To seek approval to the Revenue Budget, Capital Plan, Financial Plan for 2020-21 and to propose the Council Tax for approval by Council.	Cabinet Council	13th February 2020 24th February 2020	Report	Yes	Lesley Tansey Head of Finance and Property Services Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
New Capital Plan 2020-21 to 2022-23	To approve the Capital Plan.	Cabinet Council	13th February 2020 24th February 2020	Report	Yes	Lesley Tansey Head of Finance and Property Services Tel: 01509 634828 lesley.tansey@charnwood.gov.uk

Decision Item	What is the nature of decision to be taken?	Who will take the decision?	When is the earliest a decision will be taken?	Documents to be considered?	Will the report be considered in public?	Who can give me more information?
Charnwood Grants	To consider applications for revenue funding received in round four (additional) of the Community Facilities Capital Grants and Community Development Grant Schemes for 2019/20.	Cabinet	12th March 2020	Report	Yes	Julie Robinson Head of Neighbourhood Services Tel: 01509 634590 julie.robinson@charnwood.gov.uk
Capital Plan Amendment Report	To consider and approve amendments to the current Capital Plan.	Cabinet Council	12th March 2020 27th April 2020	Report	Yes	Lesley Tansey Head of Finance and Property Services Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
Annual Procurement Plan 2020/21	To seek approval to the Annual Procurement Plan for 2020/21.	Cabinet	12th March 2020	Report	Yes	Lesley Tansey Head of Finance and Property Services Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
Housing Capital Programme	To approve the annual investment programme for improvements to the Council's housing stock.	Cabinet	12th March 2020	Report	Yes	Peter Oliver Head of Landlord Services Tel: 01509 634952 peter.oliver@charnwood.gov.uk
Local Development Scheme	To approve a revised Local Development Scheme (LDS) so that the programme for the preparation of planning documents for Charnwood is agreed.	Cabinet	12th March 2020	Report	Yes	Richard Bennett Head of Planning and Regeneration Tel: 01509 634763 richard.bennett@charnwood.gov.uk
Business Plan 2020/21	To set out the Council's principal activities in delivering the Corporate Plan for the Council Year 2019/20.	Cabinet	12th March 2020	Report	Yes	Adrian Ward Head of Strategic Support Tel: 01509 634573 adrian.ward@charnwood.gov.uk

Decision Item	What is the nature of decision to be taken?	Who will take the decision?	When is the earliest a decision will be taken?	Documents to be considered?	Will the report be considered in public?	Who can give me more information?
Charnwood Grants	To consider applications for revenue funding received in round one of the Community Facilities Capital Grants and Community Development Grant Schemes for 2020/21.	Cabinet	4th June 2020	Report	Yes	Julie Robinson Head of Neighbourhood Services Tel: 01509 634590 julie.robinson@charnwood.gov.uk
Capital Plan Outturn 2019/20	To report the Council's capital expenditure results for 2019/20 subject to audit.	Cabinet	2nd July 2020	Report	Yes	Lesley Tansey Head of Finance and Property Services Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
General Fund and HRA Revenue Outturn Report (2019/20) and Carry Forward of Budgets	To report the Council's revenue expenditure results for 2019/20 subject to audit.	Cabinet	2nd July 2020	Report	Yes	Lesley Tansey Head of Finance and Property Services Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
Capital Plan Amendment Report	To consider and approve amendments to the Capital Plan.	Cabinet Council	2nd July 2020 7th September 2020	Report	Yes	Lesley Tansey Head of Finance and Property Services Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
Amendments to Annual Procurement Plan	To consider possible amendments to the Annual Procurement Plan.	Cabinet	2nd July 2020	Report	Yes	Lesley Tansey Head of Finance and Property Services Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
Charnwood Grants	To consider applications for revenue funding received in round two of the Community Facilities Capital Grants and Community Development Grants Schemes for 2020/21.	Cabinet	17th September 2020	Report	Yes	Julie Robinson Head of Neighbourhood Services Tel: 01509 634590 julie.robinson@charnwood.gov.uk

Decision Item	What is the nature of decision to be taken?	Who will take the decision?	When is the earliest a decision will be taken?	Documents to be considered?	Will the report be considered in public?	Who can give me more information?
Amendments to Annual Procurement Plan	To consider possible amendments to the Annual Procurement Plan.	Cabinet	17th September 2020	Report	Yes	Lesley Tansey Head of Finance and Property Services Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
Capital Plan Amendment Report	To consider and approve amendments to the Capital Plan.	Cabinet Council	17th September 2020 9th November 2020	Report	Yes	Lesley Tansey Head of Finance and Property Services Tel: 01509 634828 lesley.tansey@charnwood.gov.uk

EXECUTIVE MEETINGS TO BE HELD IN PRIVATE

The following items are due to be considered by the Council's Cabinet and the public could potentially be excluded since exempt or confidential information could be considered.

Decision Item	What is the nature of decision to be taken?	Who will take the decision?	When is the earliest a decision will be taken?	Documents to be considered?	Will the report be considered in public?	Who can give me more information?
Disposal of Landholding known as Plot 5, Weldon Road, Loughborough	To consider approval for the disposal of the freehold interest in land known as Plot 5, Weldon Road, Loughborough.	Cabinet	14th November 2019	Report	No	Lesley Tansey Head of Finance and Property Services Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
Building Control Alternative Service Delivery Project	To request approval of the preferred delivery model for the provision of future building control services.	Cabinet	16th January 2020	Report	No	Richard Bennett Head of Planning and Regeneration Tel: 01509 634763 richard.bennett@charnwood.gov.uk

When items are considered in exempt or confidential session, the reasons for exemption would fall into one or more of the following categories:

1. Information relating to any individual.
2. Information which is likely to reveal the identity of an individual.
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6. Information which reveals that the authority proposes—
 - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - (b) to make an order or direction under any enactment.
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

CABINET MEMBERS

Members of the Council's Cabinet are as follows:

Name (Group)	Lead Member Responsibilities
Councillor Morgan (Conservative)	Leader of the Council Whole Council, Strategic Partnerships and Communications
Councillor Barkley (Conservative)	Deputy Leader of the Council Finance and Property
Councillor Bokor (Conservative)	Loughborough
Councillor Harper-Davies (Conservative)	Performance of Major Contracts
Councillor Hunt (Conservative)	Planning, Inward Investment and Tourism Strategy
Councillor Mercer (Conservative)	Housing
Councillor Poland (Conservative)	Equalities, Member and Strategic Services
Councillor Rollings (Conservative)	Transformation
Councillor Smidowicz (Conservative)	Regulatory Services, Enforcement and Licensing
Councillor Taylor (Conservative)	Communities, Safety and Wellbeing