



Executive Cabinet

Agenda and Reports

For consideration on

Thursday, 21st March 2013

In the Council Chamber, Town Hall, Chorley

At 6.00 pm

PROCEDURE FOR PUBLIC QUESTIONS/SPEAKING AT EXECUTIVE CABINET MEETINGS

- Questions should be submitted to the Democratic Services Section by midday, two working days prior to each Executive Cabinet meeting to allow time to prepare appropriate responses and investigate the issue if necessary.
- A maximum period of 3 minutes will be allowed for a question from a member of the public on an item on the agenda. A maximum period of 30 minutes to be allocated for public questions if necessary at each meeting.
- The question to be answered by the Executive Member with responsibility for the service area or whoever is most appropriate.
- On receiving a reply the member of the public will be allowed to ask one supplementary question.
- Members of the public will be able to stay for the rest of the meeting should they so wish but will not be able to speak on any other agenda item upon using their allocated 3 minutes.

PROCEDURE FOR 'CALL-IN' OF EXECUTIVE DECISIONS

- Each of the executive decisions taken at the Executive Cabinet meeting are subject to the adopted 'call-in' procedure within 10 working days of the Executive Cabinet meeting at which the decision is made, unless the decision has been implemented as a matter of urgency.
- Guidance on the 'call-in' procedure can be accessed through the following internet link: <http://democracy.chorley.gov.uk/mgCommitteeDetails.aspx?ID=117>
- If you require clarification of the 'call-in' procedure or further information, please contact either:
Ruth Rimmington (Tel: 01257 515118; E-Mail: ruth.rimmington@chorley.gov.uk) or
Carol Russell (Tel: 01257 515196, E-Mail: carol.russell@chorley.gov.uk)
in the Democratic Services Section.

13 March 2013

Dear Councillor

EXECUTIVE CABINET - THURSDAY, 21ST MARCH 2013

You are invited to attend a meeting of the Executive Cabinet to be held in the Council Chamber, Town Hall, Chorley on Thursday, 21st March 2013 at 6.00 pm.

AGENDA

1. **Apologies for absence**

2. **Minutes (Pages 1 - 8)**

To confirm as a correct record the minutes of the meeting of the Executive Cabinet held on 21 February 2013 (enclosed).

3. **Declarations of Any Interests**

Members are reminded of their responsibility to declare any pecuniary interest in respect of matters contained in this agenda.

If you have a pecuniary interest you must withdraw from the meeting. Normally you should leave the room before the business starts to be discussed. You do, however, have the same right to speak as a member of the public and may remain in the room to enable you to exercise that right and then leave immediately. In either case you must not seek to improperly influence a decision on the matter.

4. **Public Questions**

Members of the public who have requested the opportunity to ask a question(s) on an item(s) on the agenda will be asked to put their question(s) to the respective Executive Member(s). Each member of the public will be allowed to ask one supplementary question within his/her allocated 3 minutes.

ITEM OF EXECUTIVE LEADER AND EXECUTIVE MEMBER (ECONOMIC DEVELOPMENT AND GOVERNANCE) (INTRODUCED BY COUNCILLOR ALISTAIR BRADLEY)

5. **Introduction of a capital grant scheme for existing businesses - Chorley Business Investment for Growth (Pages 9 - 12)**

To receive and consider the report of the Director of Partnerships, Planning and Policy (enclosed).

ITEM OF DEPUTY EXECUTIVE LEADER AND EXECUTIVE MEMBER (RESOURCES, POLICY AND PERFORMANCE) (INTRODUCED BY COUNCILLOR PETER WILSON)

6. **Exceptional Hardship Policy (outside the Council Tax Support Scheme)** (Pages 13 - 18)

To receive and consider the report of the Chief Executive (enclosed).

7. **Adoption of a Discretionary Housing Payments Policy** (Pages 19 - 28)

To receive and consider the report of the Chief Executive (enclosed).

ITEM OF EXECUTIVE MEMBER (PEOPLE) (INTRODUCED BY COUNCILLOR BEV MURRAY)

8. **Chorley Council Young People Engagement Programme** (Pages 29 - 32)

To consider and receive the report of the Director of People and Places (enclosed).

9. **Core Funding 2013/14** (Pages 33 - 40)

To receive and consider the report of the Chief Executive (enclosed).

10. **Contract for provision of generalist debt advice and support services in Chorley** (Pages 41 - 44)

To receive and consider the report of the Chief Executive (enclosed).

11. **Update - Chorley Remembers HLF Project** (Pages 45 - 48)

To receive and consider the report of the Director of People and Places (enclosed).

ITEM OF EXECUTIVE MEMBER (PLACES) (INTRODUCED BY COUNCILLOR TERRY BROWN)

12. **Neighbourhood Priorities** (Pages 49 - 60)

To receive and consider the report of the Director of People and Places (enclosed).

ITEM OF EXECUTIVE MEMBER (HOMES AND BUSINESS) (INTRODUCED BY COUNCILLOR ADRIAN LOWE)

13. **Draft Select Move Common Allocations Policy** (Pages 61 - 92)

To receive and consider the report of the Director of Partnerships, Planning and Policy (enclosed).

14. **Home Energy Conservation Act (HECA) Report 2013** (Pages 93 - 104)

To receive and consider the report of the Director of Partnerships, Planning and Policy (enclosed).

15. **Exclusion of the Public and Press**

To consider the exclusion of the press and public for the following items of business on the ground that it involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972.

ITEM OF DEPUTY EXECUTIVE LEADER AND EXECUTIVE MEMBER (RESOURCES, POLICY AND PERFORMANCE) (INTRODUCED BY COUNCILLOR PETER WILSON)

16. **Bengal Street Depot: Proposed Sharing of Site** (Pages 105 - 108)

To receive and consider the report of the Chief Executive (enclosed).

17. **98 - 102 Market Street: Refurbishment** (Pages 109 - 118)

To receive and consider the report of the Chief Executive (enclosed).

ITEM OF EXECUTIVE MEMBER (HOMES AND BUSINESS) (INTRODUCED BY COUNCILLOR ADRIAN LOWE)

18. **Capital contribution towards the costs of the conversion for affordable housing at St George's St Chorley** (Pages 119 - 126)

To receive and consider the report of the Director of Partnerships, Planning and Policy (enclosed).

19. **Capital contribution for the provision of Affordable housing (6 x 1bed flats at Halliwell St Chorley)** (Pages 127 - 132)

To receive and consider the report of the Director of Partnerships, Planning and Policy (enclosed).

20. **Any other item(s) that the Chair decides is/are urgent**

Yours sincerely



Gary Hall
Chief Executive

Dianne Scambler
Democratic and Member Services Officer
E-mail: dianneb.scambler@chorley.gov.uk
Tel: (01257) 515034
Fax: (01257) 515150

Distribution

1. Agenda and reports to all Members of the Executive Cabinet, Lead Members and Directors Team for attendance.

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આ માહિતીનો અનુવાદ આપની પોતાની ભાષામાં કરી શકાય છે. આ સેવા સરળતાથી મેળવવા માટે કૃપા કરી, આ નંબર પર ફોન કરો: 01257 515822

ان معلومات کا ترجمہ آپکی اپنی زبان میں بھی کیا جاسکتا ہے۔ یہ خدمت استعمال کرنے کیلئے براہ مہربانی اس نمبر پر ٹیلیفون
کیجئے: 01257 515823

Executive Cabinet

Minutes of meeting held on Thursday, 21 February 2013

Present: Councillor Alistair Bradley (Executive Leader in the Chair), Councillor Peter Wilson (Deputy Leader of the Council) and Councillors Terry Brown, Dennis Edgerley and Adrian Lowe

Also in attendance

Lead Members: Councillors Matthew Crow and Marion Lowe

Other Members: Councillors Eric Bell, Henry Counce, John Dalton, David Dickinson, Anthony Gee, Alison Hansford, Harold Heaton, Steve Holgate, Paul Leadbetter, June Molyneaux, Greg Morgan, Mick Muncaster, Geoffrey Russell and John Walker

Officers: Gary Hall (Chief Executive), Jamie Carson (Director of People and Places), Chris Moister (Head of Governance), Simon Clark (Head of Health, Environment & Neighbourhoods), Chris Sinnott (Head of Policy and Communications), Jennifer Moore (Head of Planning), Asim Khan (Head of Customer, ICT and Transactional Services), Andrew Daniels (Communications Manager), Kath Knowles (Housing Manager (Strategy)), Michael Coogan (Strategic Housing Officer), Alison Marland (Principal Planning Officer), Victoria Willett (Partnership Officer) and Ruth Rimmington (Democratic and Member Services Officer)

Members of the public: Two.

13.EC.12 APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillor Beverley Murray.

13.EC.13 MINUTES

RESOLVED - The minutes of the meeting of the Executive Cabinet held on 17 January 2013 be confirmed as a correct record and signed by the Executive Leader.

13.EC.14 DECLARATIONS OF ANY INTERESTS

No Members declared an interest in respect of items on the agenda.

13.EC.15 PUBLIC QUESTIONS

The Executive Leader reported that there had been no requests from members of the public to speak on any of the meeting's agenda items.

13.EC.16 NEIGHBOURHOOD WORKING - PRIVATE PROPERTY IMPROVEMENT SCHEME

The Executive Leader presented a report which sought approval to recommend to Council the adoption of a scheme and supporting policy to address issues of privately owned accommodation in a poor state of repair but where the threshold for statutory nuisance enforcement or planning enforcement was not met.

The first stage would be about the resident "self-helping". Should they fail to demonstrate that they had properly engaged with these services they would not be permitted to progress on the scheme. If the Council was satisfied that the resident had properly taken all the steps to resolve the issue through engagement with other support agencies the Council would assess the need for the work.

However, the scheme was not to resolve neighbour disputes or to simply improve someone's home but to provide support to neighbourhoods as a whole. The subject issue must have an impact on not just the bounding properties but the street scene as

a whole. A recommendation would be made by a Council Officer on the appropriateness of intervention but ultimately the decision would lie with the Executive Cabinet.

The purpose of the scheme was not to provide an avenue for residents to improve their home. They would be expected to repay to the Council the financial value of the works undertaken. A repayment scheme would be arranged with the Council. In exceptional cases, the debt could be secured as a charge against the property, to be discharged on any sale or transfer.

A report would be presented to Council in April to set out the detailed policy. It was noted that a separate piece of work was being undertaken in relation to empty properties.

Decision made

Executive Cabinet recommend to Full Council the adoption of a trial scheme and supporting policy, based on the principles outlined in this report, to address amenity issues that arise as a result of privately owned properties that are in poor repair.

Reason(s) for decision

The proposed scheme ties into the Neighbourhood Working agenda. It has some links to ensuring that properties remain in occupation to provide continuation of housing provision in the borough.

Alternative option(s) considered and rejected

Do nothing to address this issue. For the reasons within this report it is felt appropriate to take this action.

13.EC.17 CHORLEY COUNCIL PERFORMANCE MONITORING - THIRD QUARTER 2012/13

The Executive Member for Resources, Policy and Performance presented a monitoring report which set out the performance against the delivery of the Corporate Strategy and key performance indicators during the third quarter of 2012/13.

Although the report related to the third quarter this was the first report on the new Corporate Strategy. Performance of new key projects was excellent, with all of the projects on track or scheduled to start later in the year. Performance on the Corporate Strategy measures and key service delivery indicators was good with 88% of the Corporate Strategy measures performing above target or within the 5% tolerance, and 80% of the key service measures are performing above target or within the 5% tolerance.

The Corporate Strategy measure performing below target was the percentage of customers dissatisfied with the way they were treated by the Council. This was a new target and the new questions provided a greater opportunity for users to express dissatisfaction. An email survey had also replaced the previous face to face or telephone survey.

The key service delivery measure performing below target was the processing of minor planning applications. The issues which affected performance, as reported in quarter one, continued to impact on the performance of this indicator, which was likely to remain below target for the rest of the financial year. The issues included a significant increase in the volume of minor applications and problems with printing and indexing.

In both cases an action plan had been developed to outline what action would be taken to improve performance.

Decision made

To note the report.

Reason(s) for decision

To facilitate the on-going analysis and management of the Council's performance in delivering the Corporate Strategy.

Alternative option(s) considered and rejected

None.

13.EC.18 CHORLEY PARTNERSHIP PERFORMANCE MONITORING - THIRD QUARTER 2012/13

The Executive Member for Resources, Policy and Performance presented a report updating Executive Cabinet on the performance of the Chorley Partnership during the third quarter of 2012/2013.

Performance in achieving the key performance targets remained good. Latest figures available for alcohol related hospital admissions showed a reduction of 5.4% at quarter one 2012/13 compared to quarter one 2011/12. Primary fires in Chorley were lower than anticipated and although crime overall had increased by 3.0% in quarter three compared to the same period last year, there had however been a significant decrease in anti-social behaviour and robbery. Domestic abuse detections were performing above target.

Members noted that several figures were missing within the All Crime table on paragraph 11 of the report. This was due to the way the figures had been provided by the Police, although the Police had since committed to provide the information as requested by the Council to enable effective reporting. There was a geographical spike in crime which the Police were investigating.

Discussions were ongoing with the Police in relation to cross border crime. There was a need for agencies to work together to tackle this.

Decision made

To note the report.

Reason(s) for decision

To facilitate the on-going analysis and management of the Chorley Partnership's performance and delivery of funded projects.

Alternative option(s) considered and rejected

None.

13.EC.19 GENERAL FUND REVENUE AND CAPITAL BUDGET AND COUNCIL TAX 2013/14

The Executive Member for Resources, Policy and Performance presented a report which sought approval of the Executive's budget proposal including the Council Tax yield to be received in 2013/14. The proposals would be presented to Council on 28 February 2013. An investment package was proposed alongside a 0% increase in Council Tax and a balanced budget.

There had been an excellent response to the consultation on the proposed budget. Residents had been asked to provide their opinions on the specific key investment areas aligned with the Council's corporate strategy priorities and the future level of Council Tax given the impact of a reduction in Council funds. The consultation ranked

the first priority as “Supporting businesses”, followed by “Improving the Town Centre” and thirdly “Neighbourhood working”.

The Capital Programme continued to progress the Medium Term Financial Strategy (MTFS) objective of setting aside monies to restructure the Council’s debt position. This enabled the budget gap to be reduced without an impact on service provision.

The new budget investment package was focussed on the new corporate strategy and priorities. It was consistent with the findings of the budget consultation process, including Neighbourhood working, supporting the expansion of local businesses and improving the health of residents.

It was clarified that New Homes Bonus (NHB) due to be received post 2012/13 had not been built into the base budget as recurring funding to retain flexibility as the grant was temporary in nature.

Decision made

The Executive recommends that Council approves the budget and proposals set out in the report including:

1. **The Council’s Pay Policy (at Appendix A2) and publication on the Council’s website from April subject to the changes proposed in the Medium Term Financial Strategy attached to this report (at Appendix F).**
2. **Maintain fees and charges at current 2012/13 levels (at Appendix A3).**
3. **Approve the Capital Programme to 2015/16 (Appendices B1, B2, B3 and B4).**
4. **Approve the Budget Investment Package Report (Appendix C and C1).**
5. **Approve the Treasury Management Strategy and its core principles set out in Appendix D.**
6. **Note the advice of the Statutory Finance Officer in relation to the robustness of the budget and the risks contained in the budget set out in the Statutory Report at Appendix E.**
7. **Approve the Council’s Medium Term Financial Strategy (MTFS) (at Appendix F and F1).**
8. **Note Significant Budget Movements from the 2012/13 budget (at Appendix G).**
9. **Note the Budget Consultation 2013/14 report (at Appendix I).**
10. **Note the Assessing the Impact of Budget Proposals 2013/14 report (at Appendix J).**

Please note the Council Tax set out in the resolutions (Appendix A1) and Special Expenses and Parish Precepts (at Appendix H) was not before Executive Cabinet but would be considered by Council.

Reason(s) for decision

To ensure that the Council complies with the requirement to set the budget for 2013/14.

Alternative option(s) considered and rejected

None.

13.EC.20 REVENUE BUDGET MONITORING 2012/13 REPORT 3 (END OF DECEMBER 2012)

The Executive Member for Resources, Policy and Performance outlined a report which set out the current financial position of the Council as compared against the budgets and efficiency savings targets it set itself for the financial year 2012/13.

The Council expected to make overall target savings of £200,000 in 2012/13 from management of the establishment. Excellent progress had been made in this area

and the full savings target for 2012/13 had been achieved. The projected revenue outturn showed a forecast underspend of around £ 564,000 against the budget.

In response to a query Members discussed the different mechanisms to measure the impact of the schemes introduced to increase the number of people in the Town Centre, including numbers of people parking and for how long, and footfall surveys as part of a wider piece of work in this area.

Decision made

To note the report.

Reason(s) for decision

To ensure the Council's budgetary targets are achieved.

Alternative option(s) considered and rejected

None.

13.EC.21 CAPITAL PROGRAMME MONITORING 2012/13 AND CAPITAL PROGRAMME 2013/14 TO 2015/16

The Executive Member for Resources, Policy and Performance updated Executive Cabinet on updates to the Capital Programme for 2012/13 to take account of proposed budget changes and the rephrasing of expenditure between years.

The report updated capital budgets for 2013/14 to take account of rephrasing of expenditure and other changes.

Decision made

1. **Executive Cabinet recommend to Full Council to approve the proposed amendments to the Capital Programme for 2012/13, as presented in columns (2) and (3) of Appendix 1.**
2. **Executive Cabinet recommend to Full Council to approve the proposed amendments to the Capital Programme for 2013/14, as presented in columns (2) and (3) of Appendix 2.**

Reason(s) for decision

1. The 2012/13 and 2013/14 Capital Programmes should be amended to reflect the rephrasing of expenditure between years.
2. An increase in the budget for play facilities by £11,000 needs to be reversed, because the funding would not be received by the Council, but the scheme would still receive the benefit.
3. Recharges from revenue in 2012/13 should be reduced by £56,440 to reflect the reduced value of the programme. A 2013/14 play facilities budget should be reduced by £7,300 because it would be used to finance appropriate expenditure charged to the revenue budget in 2012/13.

Alternative option(s) considered and rejected

None.

13.EC.22 LANCASHIRE SINGLE HOMELESSNESS INITIATIVE

The Executive Member for Homes and Business presented a report which updated Executive Cabinet on the Lancashire Single Homelessness Initiative, including the funding methodology to be applied, and the measures to be funded using the grant.

In 2012, £20 million funding was made available by the DCLG to be targeted for services for single homeless people and intended to mitigate the impact of a series of welfare reform measures, including the extension of the single room rent to those aged 25 to 35 years of age.

The DCLG selected lead authorities to act as coordinators within specific regions and Chorley Council has been selected to coordinate the Lancashire programme, with grant allocation of £504,000. This would cover the 14 authorities across Lancashire.

The funding methodology used population to determine how the main pot of funding would be distributed. The key purpose of the grant was to ensure single people (to whom the Council did not owe a statutory duty to) were provided with a service to enable them to access accommodation either in the private rented sector or the social sector, which was affordable to them and therefore prevented the need to sleep rough.

Decision made

1. **Approval granted to the proposals for the programme and the funding methodology.**
2. **Approval granted to the procurement approach proposed for the three measures.**

Reason(s) for decision

This programme will provide services specifically for single people and will mitigate the impact of welfare reform.

Alternative option(s) considered and rejected

No other options have been considered.

13.EC.23 DRAFT CENTRAL LANCASHIRE HIGHWAYS AND TRANSPORT MASTERPLAN JANUARY 2013

The Executive Member for LDF and Planning introduced a report which informed Executive Cabinet about the content of the draft Central Lancashire Highways and Transport Masterplan. The report also sought approval for the Council's consultation response.

The Council supported Option 3, improve and extend Central Lancashire's highway and transport network. However, concerns were expressed about the limited schemes identified for Chorley, the funding expectations through CIL and omission of proposals from the masterplan.

Members supported the draft response and echoed concerns raised, particularly relating to the lack of proposals to deal with areas on congestion, parking at Chorley railway station, infrastructure to support employment centres or to re-open Coppull railway station.

Decision made

To note the report and the consultation response to be sent to Lancashire County Council.

Reason(s) for decision

So that members are fully aware of the work in relation to the Local Transport Plan; Local Plan Review and Community Infrastructure Levy preparation.

Alternative option(s) considered and rejected

None.

13.EC.24 EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED - To exclude the press and public for the following items of business on the ground that it involved the likely disclosure of exempt

information as defined in Paragraphs 1 and 3 of Part 1 of Schedule 12A to the Local Government Act 1972.

13.EC.25 OUTCOME FOR PROCUREMENT OF HYBRID MAIL

The Executive Member for Resources, Policy and Performance presented a confidential report which updated Executive Cabinet with the outcome of the Councils procurement of the hybrid mail service. The report also sought approval to award the contract.

Decision made

- 1. Approval to appoint UK Mail who achieved the highest scoring tender as the preferred supplier of the Councils outbound mail service for a term of three years subject to completion of contract terms (i.e. trial period) being met satisfactorily.**
- 2. Approval that UK Mail initially undertakes the printing, packaging and posting of the annual council tax bills for 2013/14 before extending to incorporate other Council services.**

Reason(s) for decision

1. To enable the Council to secure a competitive mail handling service to help drive efficiency savings.
2. That the Council is confident in its appointment of UK Mail as the supplier of these services by ensuring the successful completion of a trial period as part of its contract terms.
3. To help support the already approved changes to the organisational structure and those required in the future.
4. To help support improvements in the Councils disaster recovery and business continuity arrangements.

Alternative option(s) considered and rejected

Executive Cabinet approval was given to this approach on 22 November 2012.

13.EC.26 PROPOSED DISPOSAL OF COUNCIL LAND AT HODDER AVENUE, CHORLEY

The Executive Member for Resources, Policy and Performance presented a confidential report which sought approval to the disposal of the above council owned land to an approved Registered Provider for the construction and letting of affordable rented housing.

Decision made

Approval granted to the transfer of the above site on the terms proposed and detailed in the Executive Summary for the provision of affordable rented homes, subject to the addition of “and 50% on lets thereafter” to the end of the Nominations paragraph.

The paragraph to read The Council’s preference is 100% nomination rights on the first lets and 100% on all subsequent lets of the properties in perpetuity. However 100% nomination rights on the first lets and 100% on all subsequent lets for 20 years would be acceptable and 50% on lets thereafter.

Reason(s) for decision

The transfer of the sites will result in the construction of 24 new Affordable rented residential properties to be advertised and let through the Select Move choice based lettings system.

Alternative option(s) considered and rejected

If the site is not transferred to a Registered Provider the council may fall short of its own targets for the delivery of affordable homes within the Borough.

13.EC.27 RESTRUCTURING OF SHARED ASSURANCE SERVICES

The Executive Member for Resources, Policy and Performance presented a confidential report which sought approval for proposed staffing changes in Shared Assurance Services (SAS).

The proposals had been considered by the Shared Services Joint Committee on 24 January 2013 and were now recommended for approval by both host authorities.

Decision made

Approval granted to the staffing changes proposed within the report.

Reason(s) for decision

To present a quality, sustainable and cost effective service delivery model for members' approval.

Alternative option(s) considered and rejected

The proposals contained within this report were subject to detailed examination and consultation at officer level and incorporate the requirements of both authorities' Chief Executives / S151 Officers.

Executive Leader



Report of	Meeting	Date
Director of Partnerships, Planning and Policy (Introduced by the Executive Member for Economic Development and Governance)	Executive Cabinet	21 March 2013

INTRODUCTION OF A CAPITAL GRANT SCHEME FOR EXISTING BUSINESSES, CHORLEY BUSINESS INVESTMENT FOR GROWTH (BIG)

PURPOSE OF REPORT

1. To set out the details for the introduction of a new capital grant scheme for existing businesses in Chorley from April 2013.

RECOMMENDATION(S)

2. It is recommended that the contents of the report are noted and that members approve the introduction of the Chorley BIG scheme.

EXECUTIVE SUMMARY OF REPORT

3. Chorley Council currently provides a diverse range of support services to local businesses to deliver its key commitment of 'Developing a Strong Local Economy'. This grant scheme will complement existing Council, and partners, grant schemes and will provide financial support towards capital investments for businesses with a vision for growth and job creation.

This report presents an overview of the scheme, eligibility criteria, application and approval process.

Confidential report Please bold as appropriate	Yes	No
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Key Decision? Please bold as appropriate	Yes	No
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REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

4. Supporting businesses through Chorley BIG will encourage and enable local businesses to invest in growth activities, helping to create jobs, high quality commercial space and strong and sustainable local supply chains.
5. The eligibility criteria, application and approval process is designed to be business friendly with a straight forward and timely application process whilst enabling the Authority to apply due diligence and transparency to applications to ensure sound grant decisions are made.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- 6. The following options were considered;
 - 6.1. Do nothing – rejected as this would not support economic growth
 - 6.2. Variations of intervention levels, percentage contributions and payment terms – rejected as this may present barriers to applications and reduce the appeal of BIG
 - 6.3. Provide funding as a mix of grant and loan – rejected as the focus is to enable additional growth in Chorley at times when lending is constrained, and for the applicant to be able to use the BIG funding to leverage additional loan, grant or equity funding that they require to deliver their plans.

CORPORATE PRIORITIES

7. This report relates to the following Strategic Objectives:

Involving residents in improving their local area and equality of access for all		A strong local economy	X
Clean, safe and healthy communities		An ambitious council that does more to meet the needs of residents and the local area	

BACKGROUND

8. In 2012 Chorley’s Economic Development Strategy highlighted economic development in Chorley as the key to improving the quality of life in the borough and as such has been identified as one of the Council’s top priorities.

Chorley Council’s Corporate Strategy focuses on developing a Strong Local Economy with aims being to have;

- A vibrant town centre and villages
- A strong and expanding business sector

In order to achieve these aims Chorley Council has developed a range of support services for businesses. This includes the provision of two qualified business advisers offering support to individuals looking to start a business or those running existing ventures. A calendar of events is also available for businesses which include a variety of workshops and networking opportunities.

All the business support services are promoted widely including through a quarterly ‘Choose Chorley for Business’ newsletter which is circulated to businesses in the borough.

The Chorley BIG complements the starting in business grant, shop front improvement grant and vacant property grant which are currently available from Chorley Council. This grant is targeted to provide financial support for existing businesses in the borough that have a vision for growth and increasing employment levels and it fills a gap in the packages of grant funding available from partner organisations.

CHORLEY BIG

9. The BIG scheme will provide financial support to expanding Small to Medium sized Enterprises (SME’s) in the Chorley Borough and is provided to enable and support the creation of new jobs. The grant will be used for the construction of new buildings; the refurbishment/ adaptations of existing business premises; site engineering works; the purchase of plant and machinery; signage; hard/soft landscaping and security improvements.

10. It is intended the Scheme will be open from the 1st April 2013 and funds will be allocated on a first come first served basis. The award of financial assistance will be discretionary and will be dependent on the quality of the project and the outputs it delivers. An appraisal panel appointed by the Council will assess applications against a range of economic criteria relevant to the application. The economic criteria considered will be:
- Floorspace improved/ created (Sq ft)
 - No of jobs created (which will lead to a net increase within the business)
 - No of jobs accessed by a Chorley resident
 - Private sector investment
 - Businesses signed up to Employment Charter
 - Businesses supported by sector
11. Businesses will be able to apply for 50% of total eligible project costs and up to a maximum of £10,000. Grants will be based on £2,000 per job created but ultimately the programme aspires to achieve far greater job creation than this level. For example, if a business is investing £30,000 in eligible expenses which will create 2 jobs then they would be able to access up to £4,000 (2x £2000) whilst if they are creating 10 jobs their BIG funding would be capped at £10,000 (the maximum amount available through the scheme).
12. Application to, and receipt of funding from, the BIG grant will not exclude the businesses from applying to, and receiving funds from other Chorley Council grant schemes up to the de minimus threshold. Grant assistance will be conditional on receiving business advice and support from the Council's Business Advisor to promote the sustainability of the business. Applicants must ensure that there is no environmental health, business rate enforcement or legal issues outstanding with Chorley Council at the time of their application. Successful applicants will also be asked to be involved in joint publicity to promote the BIG scheme which could include the preparation of press releases and case studies.
13. Businesses will be required to complete a grant application form and provide other supporting information in relation to the viability of the business. The grant application will be considered by an appraisal panel headed by the Executive Member Lead for Economic Development. An Executive Member Decision report, signed by the Executive Member Lead for Economic Development, will be issued for all successful applications and will be published on the Council website, as a restricted access report, and will be subject to a 10 day call-in period.
14. Grants will be paid on defrayed expenditure and evidence of jobs being created. In recognising that jobs may not be created, and filled, for a period after the works are carried out the grant will be paid out on the following terms;
- 40% paid on physical completion of the eligible works/ purchases. (Usually within 3 to 6 months of the date of the offer letter.)
 - 60% paid when evidence of the jobs to be created has been provided. (Usually within 3 months of physical completion or a date to be agreed.)

IMPLICATIONS OF REPORT

15. This report has implications in the following areas and the relevant Directors' comments are included:

Finance	X	Customer Services	
Human Resources		Equality and Diversity	
Legal	X	Integrated Impact Assessment required?	
No significant implications in this area		Policy and Communications	

COMMENTS OF THE STATUTORY FINANCE OFFICER

16. Funding for Chorley BIG up to the value of £100,000 has been agreed through the budget allocation process.

COMMENTS OF THE MONITORING OFFICER

17. No concerns raised.

LESLEY-ANN FENTON,
DIRECTOR OF PARTNERSHIPS, PLANNING AND POLICY

Report Author	Ext	Date	Doc ID
Alice Grieve	x5905	27/2/13	***



Report of	Meeting	Date
Chief Executive (Introduced by the Executive Member for Resources, Policy and Performance)	Executive Cabinet	21 March 2013

EXCEPTIONAL HARDSHIP POLICY (OUTSIDE THE COUNCIL TAX SUPPORT SCHEME)

PURPOSE OF REPORT

1. To seek approval of the Executive Cabinet for the attached new Exceptional Hardship policy.

RECOMMENDATION(S)

2. The Executive Cabinet is asked to approved the attached Exceptional Hardship policy which sets out the way Chorley Council would deal with requests for a reduction in Council Tax liability under Section 13A (1) (c) of the Local Government Finance Act 1992.

EXECUTIVE SUMMARY OF REPORT

3. Council Tax legislation was amended under Section 76 Local Government Act 2003, effective from April 2004, to allow Councils the discretion to reduce the amount a Council Tax Payer is liable to pay to nil, by way of allowing a discretionary discount or exemption in specific ad-hoc cases.
4. Chorley Council does not currently have a policy for dealing with any such requests. Chorley Council is therefore at risk of an ombudsman challenge if it does not have a policy in place.
5. We also expect that we will receive applications reduction in Council Tax liability under this rule from April 2013 when the Council Tax technical changes come into force.
6. The attached Council Tax Exceptional Hardship Policy details how we would deal with an application for a reduction in liability under Section 13A (1) (c) of the Local Government Finance Act 1992.
7. The granting of hardship relief is wholly discretionary and a reduction or remission of council tax on grounds of hardship is the exception rather than the rule.
8. The policy sets the formal approach to be used with criteria providing guidance for officers should such cases arise.
9. The cost of granting relief in such cases is borne 100% by the Council.
10. Any requests for Council Tax liability reductions for Council Tax Support customers will not be dealt with under this policy but instead will be dealt with under the Discretionary Hardship Policy within the Council Tax Support Scheme. The cost of reductions for Discretionary Hardship awards within the Council Tax Support scheme are not borne 100% by the Council.

11. The criteria for being awarded an Exceptional Hardship award is summarised below:
- Each case will be considered on ‘its merits’, however the following criteria should be met for each case;
 - Requests for reductions in Council Tax liability must be in writing from the customer, their appointee, or a recognised third party acting on their behalf;
 - The tax payer must be able to satisfy the billing authority that they are not able to meet their full council tax liability or part of their liability;
 - There must be evidence of hardship or personal circumstance that justifies a reduction in Council Tax liability;
 - The Council must be satisfied that the customer has taken reasonable steps to resolve their situation prior to application;
 - The Council’s finances must allow for a reduction to be made;
 - The customer must not have access to other assets that could be realised and used to pay Council Tax;
 - All other eligible discounts/reliefs must have been awarded to the customer;
 - Relief will not be granted in order to prevent recovery action being instigated by the Council or to stop bankruptcy or committal proceedings commenced by the Council or any other body;
 - Receipt of an application for relief will not negate in any way the taxpayer’s obligation to pay the council tax as demanded;
 - The taxpayer must show that the current circumstances are unlikely to improve in the following 12 months, making payment of the council tax impossible;

Confidential report Please bold as appropriate	Yes	No
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Key Decision? Please bold as appropriate	Yes	No
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Reason Please bold as appropriate	1, a change in service provision that impacts upon the service revenue budget by £100,000 or more	2, a contract worth £100,000 or more
	3, a new or unprogrammed capital scheme of £100,000 or more	4, Significant impact in environmental, social or physical terms in two or more wards

REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

12. In January 13, the amended Corporate Debt Recovery policy was approved, the Council Tax Support scheme (CTS) and, as part of the CTS scheme a Discretionary Hardship policy within the CTS scheme was approved which is for Tax Payers who are receiving CTS but who are still suffering exceptional hardship.
13. As a separate issue, Section 13A (1)(c) of the LGFA 1992 – (under the section Billing Authority’s power to reduce amount of tax payable) also states that we can also reduce, to such extent as the billing authority thinks fit, the amount of tax payable for any tax payer. This means that any tax payer could ask for a reduction in liability whether they receive CTS or not. This is not a new rule – but Chorley does not currently have a policy in place for dealing with requests for a reduction in liability under this discretionary power.

- 14. It is recommend that the attached Exceptional hardship policy to deal with non CTS claimants is approved which sets out how we would deal with any requests made under this Section. This is only for Council Tax Payers (not receiving Council Tax Support) who can show that they are suffering extreme financial hardship.
- 15. If we do not have a policy in place for dealing with requests under Section 13A (1)(c) we may be subject to challenge from the ombudsman. It is expected that this year (with the Ctax Technical reform) we will get some applications for reductions in Council Tax Liability under this rule. Chorley has already had one appeal in advance of the April 13 bill from a tax payer (not on CTS) who has a second home in Chorley and who is already considering applying for a discretionary reduction in liability under this rule.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- 16. The alternative is to not have a policy in place but any applications would still need to be considered because it is set in legislation that customers can ask for us to use our discretionary powers to reduce liability where necessary.

CORPORATE PRIORITIES

- 17. This report relates to the following Strategic Objectives:

Involving residents in improving their local area and equality of access for all		A strong local economy	x
Clean, safe and healthy communities	x	An ambitious council that does more to meet the needs of residents and the local area	x

IMPLICATIONS OF REPORT

- 18. This report has implications in the following areas and the relevant Directors' comments are included:

Finance	x	Customer Services	
Human Resources		Equality and Diversity	
Legal	x	Integrated Impact Assessment required?	
No significant implications in this area		Policy and Communications	

COMMENTS OF THE STATUTORY FINANCE OFFICER

- 19. The report details that as the scheme is discretionary under the current regulations the whole cost of any awards would need to be funded by the Council. To date, the Council has not received any applications of this nature, so at this stage I believe the financial risk of expense would be small. We may need to review this after 12 months in the light of the experience we have and are better able to understand the impact of changes to the welfare and council tax charging system.

COMMENTS OF THE MONITORING OFFICER

- 20. It is desirable to have such a policy as it assists in providing consistent decision making. This policy falls outside the Council's policy framework and can be adopted by the Executive Cabinet.

GARY HALL
CHIEF EXECUTIVE

Background Papers			
Document	Date	File	Place of Inspection
Council Tax Exceptional Hardship Policy (Section 13A(1)(c) LGFA 1992	16 Feb 2013	***	***

Report Author	Ext	Date	Doc ID
Julie Riding	5421	16 Feb 2013	***



Council Tax Exceptional Hardship Policy (Section 13A(1)(c) Local Government Finance Act 1992)

Council Tax legislation was amended under Section 76 Local Government Act 2003, effective from April 2004, to allow Councils the discretion to reduce the amount a Council Tax Payer is liable to pay to nil, by way of allowing a discretionary discount or exemption in specific ad-hoc cases.

The Council does not have a blanket policy of refusal for applications in relation to this discretionary power. The council will treat each application on its individual merits, measured against a set of agreed criteria.

The granting of hardship relief is wholly discretionary and a reduction or remission of council tax on grounds of hardship is the exception rather than the rule.

This policy sets the formal approach to be used with criteria providing guidance for officers should such cases arise.

CRITERIA

- Each case will be considered on 'its merits', however the following criteria should be met for each case;
- Requests for reductions in Council Tax liability must be in writing from the customer, their appointee, or a recognised third party acting on their behalf;
- The tax payer must be able to satisfy the billing authority that they are not able to meet their full council tax liability or part of their liability;
- There must be evidence of hardship or personal circumstance that justifies a reduction in Council Tax liability;
- The Council must be satisfied that the customer has taken reasonable steps to resolve their situation prior to application;
- The Council's finances must allow for a reduction to be made;
- The customer must not have access to other assets that could be realised and used to pay Council Tax;
- All other eligible discounts/reliefs must have been awarded to the customer;
- Relief will not be granted in order to prevent recovery action being instigated by the Council or to stop bankruptcy or committal proceedings commenced by the Council or any other body;
- Receipt of an application for relief will not negate in any way the taxpayer's obligation to pay the council tax as demanded;
- The taxpayer must show that the current circumstances are unlikely to improve in the following 12 months, making payment of the council tax impossible;

DECISION MAKING PROCESS

Upon receipt of a written request all supporting information must be included for consideration.

Initial applications will be considered by a Revenues and Benefits Team Leader who will liaise with the customer in each case to obtain sufficient detail (in line with the criteria) to make a decision.

The Revenues and Benefits Team Leader will make a recommendation after considering each case on its merits and the information provided by the tax payer.

Once a decision has been made, the council tax payer will be advised in writing of the decision.

REVIEW OF DECISION

Chorley Council will accept a council taxpayer's request for a re-determination of its decision.

The appeal must be made within one month of the date of the notification letter confirming the original decision.

Appeals must be made in writing and must give the reasons why it is believed the decision should be amended. New or additional information may be included but only if it is relevant to the decision making process.

An officer, other than the original decision maker, will consider the appeal by reviewing the original application and any other additional information and/or representation made and will make a decision within 14 days of referral or as soon as practicable. The outcome of the appeal will be set out in writing, detailing the reasons for the decision or upholding the original decision.

FINANCIAL /LEGAL IMPLICATIONS

The cost of granting relief in such cases is borne 100% by the Council.

IMPACT STATEMENTS

The introduction of a set of eligible criteria together with a decision making process ensures that Council Tax payers in all areas of the Chorley are treated fairly and consistently in applications to the Council for discretionary relief.

Contact Officer: Julie Riding
Designation: Revenues and Benefits Manager
Extension: 5421 **Date:** 29 January 2013



Report of	Meeting	Date
Chief Executive Introduced by the Executive Member for (Resources, Policy and Performance)	Executive Cabinet	21 March 2013

ADOPTION OF DISCRETIONARY HOUSING PAYMENTS POLICY

PURPOSE OF REPORT

1. To seek the approval of the Executive Cabinet for the revised Discretionary Housing Payment Policy.

RECOMMENDATION(S)

2. The Executive Cabinet is asked to approve the attached amended Discretionary Housing Policy which has been amended to meet the requirements of new Department for Work and Pensions guidance.

EXECUTIVE SUMMARY OF REPORT

3. The Council receives an amount of money from the Government each year to award Discretionary Housing Payments to residents of Chorley who are in receipt of Housing Benefit to meet additional housing costs that the customer may have. These costs may be weekly housing costs or one-off housing costs.
4. The awards of Discretionary Housing Payments are made at the discretion of the Council subject to the rules contained within the Discretionary Financial Assistance Regulations 2001 (SI/2001/1167) and the Council's Discretionary Housing Payments policy. The regulations give details of the qualifying criteria of when payments can or cannot be made and the Council's policy provides details of the aims of the scheme and items to be taken into consideration when considering a request for an award.
5. The awards that can be made are subject to a cash limit of 2.5 times the government funding with the liability for any payments made above the Government funding falling to the Council.
6. The Government contribution for 2013/2014 is £126,621.00 which is four times that allocated previously. The additional sum is in response to the anticipated increase in demand following the welfare reform changes. This means that the maximum that can be awarded is £316,552.00. In the event of awards exceeding the Government funding of £126,621.00 any awards above this amount would need to be funded by the Council, at this stage, no provision has been made in the Council's budget over and above the grant allocated.

Confidential report Please bold as appropriate	Yes	No
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Key Decision? Please bold as appropriate	Yes	No
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Reason Please bold as appropriate	1, a change in service provision that impacts upon the service revenue budget by £100,000 or more	2, a contract worth £100,000 or more
	3, a new or unprogrammed capital scheme of £100,000 or more	4, Significant impact in environmental, social or physical terms in two or more wards

REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

- 3. To update the Discretionary Housing Payment Policy (last updated May 2006) to reflect new guidance from the Department for Work and Pensions regarding what items Discretionary Housing payments can meet and to update the Council’s priorities regarding who should receive Discretionary Housing Payments.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- 4. Nil.

CORPORATE PRIORITIES

- 5. This report relates to the following Strategic Objectives:

Involving residents in improving their local area and equality of access for all		A strong local economy	x
Clean, safe and healthy communities	x	An ambitious council that does more to meet the needs of residents and the local area	x

BACKGROUND

- 6. The Department for Work and Pensions (DWP) has produced new draft guidance for the administration of Discretionary Housing Payments from 1 April 2013.

This guidance reflects the fact that Discretionary Housing payments can now be awarded for:

- Weekly shortfall’s between Housing Benefit awarded and rent charged
 - Including rent shortfalls by way of general rent restriction, the applicants income or non-dependant deductions.
 - Support for those subject to the benefit cap (from summer 2013)
 - Support for those subject to the size criteria measure (from April 2013)
 - Support for those subject to local housing allowance restrictions (from April 2011)
- One-off payments for rent deposits/rent in advance
- One-off payments for rent on up to two homes
- One-off payments for lump sum costs associated with a housing need

DISCRETIONARY HOUSING PAYMENTS POLICY

- 7. The Cabinet is asked to accept the attached background papers as the Council’s Policy for considering applications for Discretionary Housing Payments.

8. The Cabinet is recommended to accept the following policy objectives set out in the Discretionary Housing Payments Policy:
 - Sustaining a tenancy for a period of time whilst other solutions can be put in place
 - Preventing homeless, for example delaying or prevention an eviction
 - Preventing families and young people living in temporary accommodation including B&B accommodation
 - Helping those who are trying to help themselves
 - Keeping families together
 - Supporting domestic violence victims who are trying to move to a place of safety
 - Supporting young people in the transition to adult life

9. All applications for Discretionary Housing Payments must be decided on their individual merits. However, the following categories of applicants will be considered favourably to prevent them becoming statutorily homeless:
 - A customer is pregnant or a person with whom they reside is pregnant
 - A customers with whom dependent children reside
 - A customer who is vulnerable as a result of old age, mental illness, disability or for some other reason
 - A person who is homeless or threatened with homelessness as a result of an emergency such as flood, fire or other disaster
 - A child aged 16 or 17
 - A young person under 21 who has been looked after, accommodated or fostered but who is not a student in full time education
 - A person over 21 who is vulnerable as a result of having been looked after, accommodated or fostered
 - A person who is vulnerable as a result of having served in the armed forces
 - A person who is vulnerable as a result of having been imprisoned
 - A person who is vulnerable as a result of ceasing to occupy accommodation because of actual or threatened violence

10. Discretionary Housing Payments for weekly rent liability can be made if the person claiming the payment is in receipt of Housing Benefit and has a shortfall between the level of that Housing Benefit award and the rent that they are charged. The exception to this is if the shortfall is caused by ineligible service charges (those charges included in the rent that are not eligible for Housing Benefit e.g. heating/lighting costs), provision of meals within the rent, or by the recovery of overpayments of Housing Benefit from the current housing Benefit entitlement.

11. The Cabinet is asked to accept that payments are only to be made in unusual or extreme circumstances where additional help with current rent will have a significant impact on alleviating hardship, reducing a risk of homelessness or alleviating difficulties experienced in moving from long-term unemployment to work. Examples of such circumstances would be:
 - Costs that are beyond the applicant's control.
 - Housing choices forced on the applicant by an emergency or serious health issue.
 - Extreme, temporary situations, which make it difficult to move in the short-term.
 - Imminent loss of the home where meeting some / the entire shortfall between benefit and rent will prevent the applicant from becoming homeless.

12. The Benefits Section recommends the criteria set out in the attached background papers (Discretionary Housing Payment Policy) is used to consider and decide applications for weekly awards of Discretionary Housing Payments.

13. Discretionary Housing Payments for one-off housing costs (rent in advance/deposits/other lump sum housing costs) can only be made if the person claiming the payment has current entitlement to Housing Benefit at any address.

14. The Benefits Section recommends the criteria set out in the attached background papers (Discretionary Housing Payment Policy) is used to consider and decide applications for one-off awards of Discretionary Housing Payments for one-off housing costs.
15. In the event that the annual Government funding of £126,621.00 was to be exceeded any application that was recommended for approval by the Benefits Section would be passed to the executive member for a delegated executive member decision.

IMPLICATIONS OF REPORT

16. This report has implications in the following areas and the relevant Directors' comments are included:

Finance	x	Customer Services	
Human Resources		Equality and Diversity	
Legal	x	Integrated Impact Assessment required?	
No significant implications in this area		Policy and Communications	

COMMENTS OF THE STATUTORY FINANCE OFFICER

17. The Government have recognised that the impact of welfare reform changes may impact on the level of discretion applied for, and have increased the funding accordingly. At present we are not able to forecast whether or not the sums awarded will be sufficient and whether there will be any call upon the Council's own funds. Members will be provided with an update through budget monitoring reports during the year and we will have to re-evaluate the position in the light of the first 12 months experience.

COMMENTS OF THE MONITORING OFFICER

18. The legal framework for the Policy is correctly contained within the body of the report.

GARY HALL
CHIEF EXECUTIVE

Background Papers

Document	Date	File	Place of Inspection
Discretionary Housing Payment Policy	12/02/2013		Attached

Report Author	Ext	Date	Doc ID
Keith Parkinson	5427	12/02/2013	***



Discretionary Housing Payment Policy (DHP)

Discretionary Housing Payments (DHPs) can be awarded to meet the following housing costs when the customer is in receipt of Housing Benefit or Universal Credit, has a liability to pay rent and requires further assistance with housing costs:

- shortfall in rental liability (except ineligible housing costs);
- liability to pay rent on two homes;
- rent in advance;
- rent deposits;
- lump sum costs associated with housing.

Policy Objectives

The Council will consider the following to be key objectives when making decisions regarding applications for award:

- sustaining a tenancy for a period of time whilst other solutions can be put in place;
- preventing homeless, for example delaying or prevention an eviction;
- preventing families and young people living in temporary accommodation including bed and breakfast accommodation;
- helping those who are trying to help themselves;
- keeping families together;
- supporting domestic violence victims who are trying to move to a place of safety;
- supporting young people in the transition to adult life.

Priority Considerations

Any customer who meets the qualifying criteria may apply for a DHP award. All applications must be decided based on their individual merits, however, the following categories of applicants listed will be considered favourably to prevent them becoming statutorily homeless, when making a decision on a DHP application;

- a person who is pregnant (or where a person with whom they reside is pregnant)s;
- a person with whom dependent children reside;
- a person who is vulnerable as a result of old age, mental illness, disability or for some other reason;
- those who are homeless or threatened with homelessness as a result of an emergency such as flood, fire or other disaster;
- a person who is aged 16 or 17;
- a young person under 21 who has been looked after, accommodated or fostered but who is not a student in full time education;
- a person over 21 who is vulnerable as a result of having been looked after, accommodated or fostered;
- a person who is vulnerable as a result of having served in the armed forces;
- a person who is vulnerable as a result of having been imprisoned;
- a person who is vulnerable as a result of ceasing to occupy accommodation because of actual or threatened violence

The Council will consider each application for a DHP on its own merits, taking into account the applicant's household composition, financial and medical circumstances.

Payments and awards for Weekly Rent Liability

The Council expects payments only to be made in unusual or extreme circumstances where additional help with current rent will have a significant effect in alleviating hardship, reducing the risk of homelessness or alleviating difficulties that may be experienced in moving from long term unemployment into work, for example:

- costs that are beyond the applicant's control;
- housing choices which are forced on the applicant by an emergency or by serious health issues;
- extreme, temporary situations which make it difficult to move in the short term;
- imminent loss of the home where meeting some or the entire current shortfall between the benefit and eligible rent will prevent the applicant from becoming homeless.

In considering awards under this provision the Council will have regard to the reasons any debts arose and the involvement of other advisory services engaged in providing assistance to the customer to manage the debt.

Payments are expected to be made to meet current needs rather than past debts. No significant degree of payment for past periods is anticipated as requests for payment should be made promptly within the benefit period of the main benefit to which they relate and within a reasonable time of knowing the outcome of a claim for the main benefit.

However, retrospective payments may be appropriate to reduce rent arrears to avert eviction where there are grounds for confidence that this will enable the claimant to deal effectively with the remaining arrears in the longer term.

Key Considerations

As part of the application assessment process, officers will consider if the following would apply and therefore complement the award of a DHP:

- there is scope for the landlord to reduce the rent;
- the Housing Options team could help the customer to negotiate a lower rent if the customer feels unable to attempt to do so themselves;
- the customer has a fixed term tenancy and the date it ends;
- whether the tenant could leave the tenancy without incurring a financial penalty;
- whether the tenant could afford the tenancy before they took it on;
- whether a DHP would enable the accommodation to become affordable in the interim, allowing the tenant time to find alternative accommodation;
- whether the customer is taking long-term action to help their problems in meeting their housing costs;
- whether the customer could afford to pay the rent when they moved in;
- the possibility of the customer increasing their hours worked or overtime;
- the level of any high travel costs of getting to work, for example due to split shifts.

Medical circumstances

The Council will take into account a customer's medical circumstances when assessing an application for award including:

- the household's health or support needs which require them to remain in a particular property;
- whether the household has health problems which means that the choice of housing is restricted either temporarily or permanently;

- whether the customer or a member of their household requires an extra room because of a health problem;
- whether the household has to live where they do because of the need for access to medical or support services – for example closeness to a particular hospital;
- whether the household has extra health-related expenses, such as the need for therapeutic classes or non-prescription medicine.

Other Considerations

The Council will take into account a customer's medical circumstances when assessing an application for award including;

- the customer is fleeing domestic violence so they do not have time to shop around for a reasonably priced property;
- the household has to live in a particular area because the community gives them support or helps them;
- the customer is expecting a child and had her Housing Benefit restricted to that of smaller accommodation until the child is born?
- the customer a single person living in an area where there is a shortage of shared accommodation;
- the customer is a care leaver who has a reduction in their Local Housing Allowance rate after becoming 22 years old;
- the property is the cheapest available in the area for the household's needs;
- the income the customer has available after expenses to meet housing costs. All income and expenses will be taken into account when making a decision except Disability Living Allowance/Personal Independence Payments.
- Disability Living Allowance (Mobility)/Personal Independence Payments for Mobility will be taken into account if the applicant has transport costs/needs.
- Disability Living Allowance (Care)/Personal Independence Payments for Care will be taken into account if the applicant has care costs/a care need (including an additional bedroom requirement due to a disability need).

Payments and awards for One-Off Housing Costs

When considering a request for a one-off housing cost, the following criteria for considering awards will apply:

- evidence of the amount of the one-off cost required (deposit/rent in advance/other housing cost);
- whether the housing cost required is in respect of a change of address to a new property, or if the rent for the new property is affordable with Housing Benefit. i.e. that the move will prevent further possibility of homelessness;
- whether there are any savings to meet amount required;
- If the request is for a deposit payment for a new property, whether the customer cannot get a rent bond guarantee from the Council's Housing Options Section or why the landlord will not accept the guarantee;
- whether the customer entitled to any other monies from housing;
- if the customer is asking for a payment of a deposit, evidence that payment of the deposit will give the applicant access to the property;
- any other steps taken to secure the deposit required;
- whether there is any money to come back on a bond/deposit from the existing rental agreement;
- whether they have received assistance with bonds from any other scheme previously (and if so the reason why they need another bond/deposit).

When making payment of a deposit

- Payment will be made directly to the new landlord.
- The landlord and customer must be notified of the landlord's duty to protect the deposit in a tenancy deposit protection scheme.

What DHPs cannot cover

These are the elements of a person's rent, and shortfalls in benefit that **cannot be met by DHP under the legislation.**

Ineligible charges: service charges that are not eligible for HB cannot be covered by a DHP. These are as specified in Schedule 1 to the Housing Benefit Regulations 2006 and Schedule 1 to the Housing Benefit (Persons who have attained the qualifying age for state pension credit) Regulations 2006. Nor can DHPs cover charges for water, sewerage, and environmental services – as defined and calculated under the HB provisions.

Increases in rent due to outstanding rent arrears: Regulation 11(3) of the Housing Benefit Regulations 2006 and Regulation 11(2) of the Housing Benefit (Persons who have attained the qualifying age for state pension credit) Regulations 2006 refer. This refers to those cases where a customer's rent is increased on account of outstanding arrears which are owed by the customer in respect of their current or former property.

Sanctions and reductions in benefit: DHPs cannot meet these because to do so would undermine the effectiveness of the sanctions or reduction in benefit. These are any reduction in Income Support (IS) or income-based Jobseeker's Allowance (JSA(IB)) due to a Reduced Benefit Direction (RBD) for failure to comply with the Child Support Agency in arranging maintenance. The RBD is a reduction in benefit of 40% of the personal allowance and only applies to IS or JSA(IB) any reduction in benefit as a result of non-attendance at a work-focused interview. This applies both where the person's HB/CTB is reduced and when any other benefit that the person is receiving, such as subject to a sanction

Any reduction or loss of benefit due to a JSA employment sanction. JSA is not payable for the period of sanction if they have contributed towards their unemployed status, for example, by leaving employment voluntarily or failing to attend a prescribed training scheme. In such cases, it may be possible for a reduced rate of JSA to be paid under the JSA hardship provisions

Any reduction in benefit due to a JSA sanction for 16/17 year olds – for certain young people who receive JSA under a Severe Hardship Direction. JSA is not payable for the period of the sanction if they have contributed towards their unemployed status, for example, by leaving

Unemployment voluntarily or failing to attend a prescribed training scheme, or any restriction in benefit due to a breach of a community service order.

Benefit suspensions: HB can be suspended either because there is a general doubt about entitlement or because a customer has failed to supply information pertinent to their claim. In such cases, it would not be permissible to pay DHPs instead. One of the intentions of the suspension provisions is to act as a lever to ensure that the customer takes the necessary steps to provide the authority with the necessary information/evidence - paying DHPs could reduce the effectiveness of this lever.

Rent, when the person is getting council tax support but not HB or help with housing costs in UC: in other words, when a person is only getting local council tax support, you should not take into account any financial assistance that they may require with their council tax, when considering the award of a DHP.

Shortfalls caused by HB overpayment recovery: Where Housing Benefit is reduced by a weekly amount collected from on-going entitlement to pay against an overpayment, the amount of this reduction cannot be met by Discretionary Housing Payment.

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Report of	Meeting	Date
Director of People and Places (Introduced by the Executive Member for People)	Executive Cabinet	21 March 2013

CHORLEY COUNCIL YOUNG PEOPLE'S ENGAGEMENT PROGRAMME

PURPOSE OF REPORT

1. For Executive Cabinet to approve proposals for the roll out of an innovative programme of work to enhance engagement of young people in the working of Chorley Council, including a programme of meetings, an ambassador scheme and an annual Chorley Council Young People's conference.

RECOMMENDATION(S)

2. Executive Cabinet are asked to approve the recommendations within this report, specifically the establishment of a programme of meetings, an ambassador scheme and an annual Chorley Council Young People's conference.

EXECUTIVE SUMMARY OF REPORT

3. The Corporate Strategy for the Council includes a project to establish a Chorley Council Youth Council. The purpose of this project being to enhance the levels of engagement between young people and Chorley Council.

Confidential report Please bold as appropriate	Yes	No
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Key Decision? Please bold as appropriate	Yes	No
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REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

4. To enhance levels of engagement between young people and Chorley Council.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

5. Various options were considered including a different mix of contact with young people, for example, more meetings, less use of social media, more large scale events etc.. These were rejected in favour of the proposals in this report.

CORPORATE PRIORITIES

6. This report relates to the following Strategic Objectives:

Involving residents in improving their local area and equality of access for all	√	A strong local economy	
Clean, safe and healthy communities		An ambitious council that does more to meet the needs of residents and the local area	

BACKGROUND

7. Within the 2013/14 Corporate Strategy there is a project to establish a Chorley Council Youth Council in order to enhance engagement between young people and Chorley Council.
8. It is proposed that a young people’s ambassador project is created. Young people will apply online to become a Chorley Council Youth Ambassador. In signing up to be an ambassador the young people will make a number of commitments, for example:
 - I will volunteer within my community
 - I will report enviro crime eg litter, graffiti, fly tipping to the Council
 - I will champion my local neighbourhood
 - I will champion the good work of young people
 - I will share information with other young people
 - I will keep in touch with my local councillors and share the views of young people with them
9. In return for signing up to the ambassador scheme young people will receive a certificate. This will be developed by having additional certificates in recognition of excellent work undertaken by young people in their community.
10. The ambassadors would be encouraged to use social media, for example, Twitter, to share information with other young people. We would encourage young people to use an appropriate hashtag that identified all of the ambassador work going on in the Borough. This ties in with information received from other young people who have told us that the use of social media amongst young people in Chorley is underutilised and is one of the best ways to contact them.
11. It is also proposed that the ambassadors are invited to meetings throughout the year. This is an opportunity for the young people to meet with people at the Council, face to face. These meetings include have the following agenda items, for example:
 - Regular standing items, for example, how the ambassador project is going, how safe people feel in their neighbourhoods, whether there are enough things to do/places to go etc
 - They can cover adhoc topics, for example, consultation on a specific issue
 - They can be used to raise awareness of how young people can get involved in community life and politics within their neighbourhood
 - They can also be used by young people themselves to present ideas and make requests of the Council
12. It is also proposed that we bring together the ambassadors for an annual Chorley Council Young People’s conference. The conference will celebrate what has been achieved in the past 12 months, give young people and elected members an opportunity to talk and present certificates for excellent work carried out by ambassadors. to elected members.

- 13. The proposals outline in this report will work alongside, and compliment, other forms of engagement with young people in Chorley.
- 14. The Lead Member for Young People, Councillor Matt Crown, has been instrumental in the recommendations contained within the report.

IMPLICATIONS OF REPORT

- 15. This report has implications in the following areas and the relevant Directors' comments are included:

Finance		Customer Services	
Human Resources		Equality and Diversity	
Legal		Integrated Impact Assessment required?	
No significant implications in this area		Policy and Communications	

COMMENTS OF THE STATUTORY FINANCE OFFICER

- 16. The approach outlined will result in very little if any additional costs, as the organisation and running of the scheme will be contained within current staffing levels. If there are any additional costs these are likely to be small and will be contained within current cash budgets.

COMMENTS OF THE MONITORING OFFICER

- 17. There are no comments.

JAMIE CARSON
 DIRECTOR OF PEOPLE AND PLACES

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Jamie Carson	5815	4 March 2013	***

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Report of	Meeting	Date
Chief Executive (Introduced by the Executive Member for People)	Executive Cabinet	21 March 2013

CORE FUNDING 2013/14

PURPOSE OF REPORT

- To consider and approve the Core Funding allocation for 2013/14.

RECOMMENDATION

- That the recommendations in Appendix A be approved, subject to agreeing and signing contracts and or grants with the organisations listed in Appendix A.

EXECUTIVE SUMMARY OF REPORT

- Core Funding is provided to local voluntary, community and faith sector organisations whose activities contribute towards the delivery of the Sustainable Community Strategy. A panel has assessed all applications received and this report provides recommendations for funding for 2013/14.

Confidential report Please bold as appropriate	Yes	No
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Key Decision? Please bold as appropriate	Yes	No
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REASONS FOR RECOMMENDATION

(If the recommendations are accepted)

- To provide local voluntary, community and faith sector organisations with Core Funding for 2013/14, to enable them to deliver services in the borough which contribute towards the delivery of the Sustainable Community Strategy.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- Not to award Core Funding Grants in 2013/14.

CORPORATE PRIORITIES

- This report relates to the following Strategic Objectives:

Involving residents in improving their local area and equality of access for all		A strong local economy	x
Clean, safe and healthy communities	x	An ambitious council that does more to meet the needs of residents and the local area	x

THE CORE FUNDING PROCESS

7. Core Funding is provided to local voluntary, community and faith sector organisations whose activities contribute towards the delivery of the Sustainable Community Strategy.
8. The process of allocating, managing and monitoring this Core Funding was revised in 2011/12 to ensure the achievement of value for money through an effective proportionate process. This approach proved to be highly effective in achieving a more outcome focussed delivery, and therefore has been adopted as the annual process.
9. The twenty contracts and grants approved in 2012/13 have been successfully delivering over the past year, and regular monitoring has been received from all organisations. A final report of outcomes achieved through core funding in 2012/13 will be provided to the Executive Cabinet after the end of the financial year.

APPLICATIONS 2013/14

10. The application process opened in January, and a guidance pack was provided with the application forms to give information to applicants. A briefing session was attended by twenty one people in January which provided the opportunity for applicants to ask questions.
11. Fifty applications were received by the closing date at the end of February, as detailed in Appendix A. A panel scored them against assessment criteria as set out in the guidance, and recommendations have been made. Full details of the projects will be available in the Members Room following the decision of this meeting.
12. Two principles were adhered to when the panel considered the applications. The first was not to fund meeting room hire, but instead to consider offering meeting rooms within the Town Hall or Community Centres. The second principle concerned cases where there was a successful applicant reapplying, where the panel recommended to provide no increase in the contract if the applicant provided no sustainable evidence for the rise.
13. An Executive Member Decision was taken in January 2013 to allocate the Core Funding budget currently spent on generalist debt advice and support services in Chorley through a separate procurement exercise. This exercise has now been completed and is presented in a separate accompanying report.

RECOMMENDATIONS

14. The recommendations include twenty five contracts and or grants for approval. This includes nineteen organisations who received core funding through this process in 2011/12, as well as six additional organisations who didn't receive funding last year.
15. If these recommendations are approved, contracts will be drawn up for the Large Core Funding and the Project Funding, and agreed and signed with the organisations. The performance against these contracts will then be monitored on a quarterly basis. Grant agreements will be developed for the Small Community Grants and monitored at mid-way and conclusion.
16. Contracts will include a clause stating the necessity for funding to be used in Chorley and for the benefit of Chorley residents.

IMPLICATIONS OF REPORT

17. This report has implications in the following areas and the relevant Directors' comments are included:

Finance	x	Customer Services	
Human Resources		Equality and Diversity	x
Legal	x	Integrated Impact Assessment required?	
No significant implications in this area		Policy and Communications	

COMMENTS OF THE STATUTORY FINANCE OFFICER

18. The approval of the grants will mean that the awards are contained within the Council's budget, with a small sum left over should the outstanding clarification currently being sought result in further awards being made.

COMMENTS OF THE MONITORING OFFICER

19. The proposed grants have been allocated in accordance with Council policy.

COMMENTS OF THE HEAD OF POLICY AND COMMUNICATIONS

20. All applications have been proportionally assessed in terms of equality to ensure that we meet the requirements of the Equality Act 2010 and the Council's Equality Scheme. Where required, more information will be obtained on a case by case basis.

GARY HALL
CHIEF EXECUTIVE

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Sarah James	5779	28/02/13	Core Funding 12/13

Appendix A
Large Core Funding - Contracts

Organisation	2012/13 Amount Funded	2013/14 Amount Requested	2013/14 Amount Proposed	Recommendation
Chorley Street Pastors	7,000	9,085	7,000	Funded to the same as 2012/13
Homestart	20,000	20,000	20,000	Funded to the full amount
Age UK – Lifestyle Centre	10,000	10,000	10,000	Funded to the full amount
Groundwork	0	10,000	5,000	Part funded as there are other projects connected with young people, employability and skills in the budget for 2013/14
Circle Counselling	10,728	11,488	10,728	Funded to the same as 2012/13
Central Lancs Dial a Ride	4,000	6,400	4,000	Funded to the same as 2012/13
Chorley Women’s Centre	4,641	4,734	4,641	Funded to the same as 2012/13
Genesis Care	11,450	7,100	7,100	Funded to the full amount
Chorley Sports Forum	2,000	6,050	2,000	Funded to the same as 2012/13
Chorley and South Ribble Crossroads Care	4,050	3,793	3,793	Funded to the full amount
Chorley and South Ribble Disability Forum	0	6,275	500	Part funded for £500 for their input into the Equality Forum, as well as in kind support for meeting room hire (£360) and project funding
Long Shaw Kids Fund	0	7,000	0	Not funded - the application did not meet the criteria
The Arts Partnership	7,000	10,000	7,000	Funded to the same as 2012/13
Asian Women’s Forum	10,000	23,500	-	Awaiting decision from panel on revised application with a more defined focus and outcomes.
Lancashire Sport Partnership	0	5,800	0	Not funded - the application did not meet the criteria
The Legacy Rainbow House	0	9,000	0	Not funded - the application did not meet the criteria
Relate Lancashire	0	9,340	0	Not funded - the application did not meet the criteria

Active Nation	0	9,000	0	Not funded – Sports development team will work with Active Nation to consider ways to deliver this additional service
Chorley Heritage Centre Support Group	0	4,460	0	Not funded - the application did not meet the criteria
Chorley Methodist Church	0	25,000	0	Not funded - the application did not meet the criteria
Houghton Cricket Club	0	2,400	0	Not funded - the application did not meet the criteria
Total			81,762	

Project Funding - Contracts

Organisation	2012/13 Amount Funded	2013/14 Amount Requested	2013/14 Amount Proposed	Recommendation
Chorley Heritage Support Group	0	4,500	-	Part funded for use of the Lancastrian Suite for 5 days
Music and Arts for Creative Youth (MACY)	7,650	4,780	1,000	Part funded (25%) and a request to the Early Intervention Panel to fund the remaining 75%
Chorley and South Ribble Disability Forum	1,500	1,885	1,500	Funded to the same as 2012/13
You're Amazing	1,889	4,281	4,281	Funded in full
Genesis Care	0	830	-	Lancashire County Council to fund in full
The Arts Partnership	1,500	4,650	1,000	Part funded (25%) and a request to the Early Intervention Panel to fund the remaining 75%
The Chorley Ramblers	0	10,000	0	Not funded - the application did not meet the criteria
Chorley United Reformed Church	0	3,000	0	Not funded - the application did not meet the criteria
Freestyle Urban Soccer	0	23,500	0	Not funded - the application did not meet the criteria
Chorley Ladies Football Club	0	2,370	0	Not funded - the application did not meet the criteria
Jennings Community Boxing Academy	0	4,300	0	Not funded - the application did not meet the criteria
4 th Chorley St Peters Brownies	0	3,428	0	Not funded - the application did not meet the criteria
Total			7,781	

Small Community Funding - Grants

Organisation	2012/13 Amount Funded	2013/14 Amount Requested	2013/14 Amount Proposed	Recommendation
Aspire Clayton Brook	0	1,500	1,340	Part funded as a contribution towards overall costs
Music and Arts for Creative Youth (MACY)	1,800	1,320	620	Part funded as a contribution towards overall costs (setting up and training of a youth committee and arts awards advisor training)
SambAriq	1,586	1,326	500	Part funded as a contribution towards overall costs
Jennings Community Boxing Academy	0	1,460	1,000	Part funded as a contribution towards overall costs
Help the Homeless (Chorley)	0	2,000	2,000	Funded in full
MS Society – Chorley and District Branch	0	725	275	Part funded as a contribution towards overall costs (transport)
Chorley Pensioners Association	460	460	460	Funded in full
Lancashire Bushcraft / Iwama Ryu North West	0	2,000	0	Not funded - the application did not meet the criteria
Chorley and South Ribble Mood Swings	0	390	0	Not funded - the application did not meet the criteria. To offer the provision of a free meeting room.
St Peters Brownies	0	584	0	Not funded - the application did not meet the criteria
Chorley Clients Forum	0	2,000	0	Not funded - the application did not meet the criteria. Lancashire County Council to provide officer support.
Chorley FM	0	1,920	0	Not funded - the application did not meet the criteria. To offer the provision of a free meeting room.
Chorley Sea Cadets	0	1,750	0	Not funded - the application did not meet the criteria.
Cruse Bereavement Care Lancashire	0	1,000	0	Not funded - the application did not meet the criteria. To offer the provision of a free meeting room.
Wymott Art Group	0	1,795	0	Not funded – the application did not meet the criteria
Elderberries	0	500	0	Not funded - the application did not meet the criteria. To offer the provision of a free meeting room.
Bretherton Bowling Club	0	596.81	0	Not funded - the application did not meet the criteria.
Lancashire Constabulary	0	1,500	0	Not funded - the organisation did not meet the criteria as it is not a voluntary, community or faith sector group.
Total			6,195	

Total

Core Funding Type	Total Contracts / Grants awarded	Total
Large Core Funding (Contracts)	12	81,762
Project Funding (Contracts)	6	7,781
Small Community Grants (Grants)	7	6,195
Total	25	95,738



Report of	Meeting	Date
Chief Executive (Introduced by the Executive Member for People)	Executive Cabinet	21 March 2013

CONTRACT FOR PROVISION OF GENERALIST DEBT ADVICE AND SUPPORT SERVICES IN CHORLEY

PURPOSE OF REPORT

1. This report proposes that the quote of £75,000 from Lancashire West Citizens Advice Bureaux for provision of generalist debt advice and support services in Chorley be accepted and the contract awarded to Lancashire West Citizens Advice Bureaux (previously known as Chorley and South Ribble Districts Citizens Advice Bureaux) to commence on 01 April 2013, in line with specified performance monitoring requirements.

RECOMMENDATION

2. That the contract for provision of generalist debt advice and support services be awarded to Lancashire West Citizens Advice Bureaux.

EXECUTIVE SUMMARY OF REPORT

3. A procurement exercise has been completed for the provision of generalist debt advice and support services in Chorley. Lancashire West Citizens Advice Bureaux (CAB) were approached (in line with the approved procurement waiver) and have submitted a quote of £75,000 which successfully meets the criteria specified in the Invitation to Quote. This report proposes that this quote be accepted and the CAB awarded this contract to commence on 01 April 2013.

Confidential report Please bold as appropriate	Yes	No
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Key Decision? Please bold as appropriate	Yes	No
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REASONS FOR RECOMMENDATION

(If the recommendations are accepted)

4. Awarding the contract for generalist debt advice and support services to the CAB will ensure that this service is maintained for the residents of Chorley and delivered by an organisation with evidence of providing good value for money.
5. Last year, the Lancashire West Citizens Advice Bureaux demonstrated excellent performance in contract monitoring and to date have delivered 918 advice appointments, well exceeding their year to date target of 702. They provided generalist advice to 3952 clients, also exceeding their year to date target of 3750 (this was through a number of contact types including telephone or walk in). They have achieved over £8,000,000 of financial benefits for clients through benefit take up and debts rescheduled.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- 6. The alternative option would be not to allocate this contract to the CAB however this would mean a lengthy tendering process to identify a suitable alternative provider. This would be counter-productive given that Chorley Council have developed a good working relationship with the CAB who have been delivering this crucial service successfully Chorley for a number of years and shown to be providing good value for money.

CORPORATE PRIORITIES

- 7. This report relates to the following Strategic Objectives:

Involving residents in improving their local area and equality of access for all		A strong local economy	x
Clean, safe and healthy communities	x	An ambitious council that does more to meet the needs of residents and the local area	x

BACKGROUND

- 8. Previously, the core funding budget has allocated funding for generalist debt advice and support services in Chorley, comprising a large part of the allocation at £75,000 which is approximately 40% of the overall core funding budget.
- 9. An Executive Member Decision was taken in January 2012 to allocate core funding currently spent on generalist debt advice and support services through a separate procurement exercise to enable more effective monitoring and contract management. The ability to prepare a clear and separate specification for this provision also prevents the potential for duplication of activity with existing advice services.
- 10. A value for money review undertaken in November 2011 demonstrated that the CAB were providing a value for money service, therefore a procurement waiver was approved to enable officers to approach the CAB alone for the provision of this service.
- 11. A procurement exercise was completed and the contract awarded to CAB for 2012/13. The CAB has delivered this service successfully over the last year as evidenced in paragraph 5.
- 12. Following the successful delivery of the service in 2012/13, and the additional performance monitoring that it provided, an Executive Member Decision was taken in January 2013 to allocate the funding through another procurement exercise.

PROVISION OF SERVICES

- 13. A maximum budget of £75,000 was approved for the provision of generalist debt advice and support services in Chorley along with a set of specific outputs and outcomes as detailed in the Invitation to Quote (available from Policy and Communications).
- 14. Lancashire West CAB submitted a quote of £75,000 (copies available from Policy and Communications) to deliver the required services and outputs in accordance with the specified criteria. The proposal document has been evaluated and is considered to provide 'comprehensive and strong information indicating the proposal is capable of delivering outcomes to the required standard'. This has been verified by the Head of Policy and Communications.

- 15. If this recommendation is approved, a formal contract will be prepared to be agreed and signed by the CAB in line with timescales proposed for the distribution of Core Funding contracts.
- 16. The contract will include detailed performance measures (outputs and outcomes), and expected client numbers, which the provider will be required to provide information on a quarterly basis. The contract will commence from 1st April 2013 and run for one year, to be renewed annually with funding paid in two instalments as per 2012/13.

IMPLICATIONS OF REPORT

- 17. This report has implications in the following areas and the relevant Directors' comments are included:

Finance	x	Customer Services	
Human Resources		Equality and Diversity	
Legal	x	Integrated Impact Assessment required?	
No significant implications in this area		Policy and Communications	

COMMENTS OF THE STATUTORY FINANCE OFFICER

- 18. The value of the commission of £75,000 is within the budget the Council has allocated for grants to the VCFS sector, and should be considered alongside the sums allocated through the core funding process shown elsewhere on this agenda.

COMMENTS OF THE MONITORING OFFICER

- 19. To clarify, whilst the contract specification was prepared, no tender (or procurement) exercise was undertaken. The granting of a waiver was appropriate in this matter and Best Value is demonstrated by the Value For Money review.

GARY HALL
CHIEF EXECUTIVE

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Sarah James	5348	01/03/2013	Contract for provision of advice services

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Report of	Meeting	Date
Director of People and Places (Introduced by the Executive Member for People)	Executive Cabinet	21 March 2013

UPDATE - CHORLEY REMEMBERS HLF PROJECT

PURPOSE OF REPORT

- To provide an update on the Chorley Remembers HLF (Heritage Lottery Fund) project.

RECOMMENDATION(S)

- That the Executive Cabinet notes the progress to date and approves the Council's continued involvement as detailed in the report.
- That £36,082.77 is allocated from the £250K 2013-13 capital budget for Astley Park to fund the remedial work to the arch including the repair and restoration of the main gates, side gates and cobbled area.

EXECUTIVE SUMMARY OF REPORT

- The report provides an update on the Chorley Remembers HLF project. The recommendation is to note the progress to date and to approve the further actions detailed in the report for the elements of project that involve Chorley Council assets.

Confidential report Please bold as appropriate	Yes	No
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Key Decision? Please bold as appropriate	Yes	No
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REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

- To provide an update on progress to date and seek approval for the further actions for the elements of project that involve Chorley Council assets.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- Not to approve the progress and further actions outlined in the report.

CORPORATE PRIORITIES

- This report relates to the following Strategic Objectives:

Involving residents in improving their local area and equality of access for all		A strong local economy	
Clean, safe and healthy communities		An ambitious council that does more to meet the needs of residents and the local area	✓

BACKGROUND

8. Following the success of the Chorley Pals Memorial statue, the Trustees of the Chorley Pals Memorial have secured HLF funding for a Remembrance Project in Chorley.
9. The Remembrance Project has a four strands that involve Chorley Council assets, namely:
 - Enhancement to the Chorley Cenotaph.
 - Remedial works to the Memorial Arch at the Park Road entrance to Astley Park.
 - Expansion and enhancement of the Memorial Room at Astley Hall.
 - Enhancements to the Chorley Pals Memorial statue.
10. Chorley Council and Chorley Remembers have been working closely to delivery these four elements of the project. This report provides an update on the project to date.

UPDATE - ENHANCEMENT TO THE CHORLEY CENOTAPH

11. This element of the project has now been completed and was ready in time for Remembrance Day on 11th November 2012
12. As previously approved, in the Executive Member Decision taken on 28th August 2012, the Councils' Streetscene team has now commissioned a piece of work to resurface the footpath at the rear of the cenotaph to include benches and a widened path at the top to provide a standing area. A detailed design and specification is currently being prepared with a view to undertaking the work later in the year following a procurement and tendering process.

UPDATE - REMEDIAL WORKS TO THE MEMORIAL ARCH

13. The remedial work to the memorial arch has had listed building consent approved by Secretary of State on 13th November 2012.
14. The remedial work identified for the main arch from the specialists report has now been tendered and this will include:
 - Removing all vegetation and plant growth and treating with biocide.
 - Repointing stone joints, cracks, fractures and fissures in lime mortar.
 - Lifting the top two courses of stonework to enable cramp replacement and subsequent re-bedding / realignment of dislodged stones.
 - Removing and replacing the existing iron cramps where necessary.
 - Fitting of a stainless steel capping to the head of the arch to protect the structure from further erosion and water penetration.
 - Repair gate hinges and metal runners.
15. An additional option has also been tendered to include repair and restoration of the main gates, side gates and cobbled area including stone kerbs. This additional work falls outside the original scope of the project that focused on remedial work to the main structure (as outlined in paragraph 14).
16. Specialist advice has indicated that the main gates and two side gates are likely to need repairing within the next five years and to undertake this work as a one-off would be more expensive than undertaking it with together with the work to the arch. It would also mean that access through the arch would be prevented on two rather than one occasions.

17. The cost to undertake the work is as follows:
 - a. Remediate the main arch structure: £30,105.90 (as outlined in paragraph 14)
 - b. Cost to repair and restore gates and cobbles: £23,685.20 (as outlined in paragraph 15)
18. This work is scheduled to start on 22nd April 2013 over a six week period until 31st May 2013. During this period the arch gateway will be shut with pedestrian access diverted further along Park Road and the Queens Road Car Park entrance. Vehicular access will be diverted through the Astley Hall entrance and Ackhurst Lodge entrance as required. Given the age and condition of the memorial arch, it is possible that additional work may be identified during the scheduled remedial works and this may extend the period that the arch remains closed. Prolonged periods of wet weather and / or unseasonal temperatures may also delay work. Provision has therefore been made to work weekends, if necessary, to minimise the impact of any delays in the work programme.
19. There is currently £17,708.33 of funding from Chorley Remembers available for this element of the project. Therefore, further funding of £12,397.57 is required to fund the work in 17a (main arch) and a further £23,685.20 to fund the work in 17b (gates & cobbles). As this work will be undertaken in the new financial year (2013-14) is it proposed that the additional costs to fund both 17a and 17b, a total of £36,082.77, is funded from the £250K Capital budget for Astley Park development. The £11,606.37 remaining from the £20K contingency fund will be taken back into the general balances at the 2012-13 year end.

UPDATE – CHORLEY REMEMBERS EXHIBITION

20. The work to fit out the new Chorley Remembers exhibition is underway and is scheduled to open in April 2013. The new exhibition will include a mix of inter-changeable information boards, display cases, multi-media displays and a recreation of a First World War trench including officers quarters. The exhibition will cover Chorley's involvement in wars and conflicts over the years, as well as life in Chorley for those left behind or affected and it will also include some details on the Royal Ordnance Factory.
21. The memorial room at Astley Hall is also being redecorated and new lighting is being installed. The memorial room will highlight the work undertaken by Susannah Knight and the Golden Books will remain on display as the key feature and part of the memorial exhibition. The Golden Books are being digitised and will also be available in electronic format as part of the Chorley Remembers exhibition in the Coach House.
22. Initial design work to adapt the Farmhouse to provide additional exhibition space for local groups has also been commissioned and Council Officers are working closely with the Astley Advisory Group and local groups to develop this space and other options such as maximising the exhibition space in Astley Hall and the Coach House.

UPDATE - ENHANCEMENTS TO THE CHORLEY PALS MEMORIAL STATUE

23. The works to the Chorley Pals Memorial Statue are complete and the advertising unit on the site has recently been relocated next to Booths.
24. The site was licensed to Chorley Remembers and now the work has been completed this will transfer back to the Council. The statue and plinth will now be covered under the Council's insurance policy.

IMPLICATIONS OF REPORT

25. This report has implications in the following areas and the relevant Directors' comments are included:

Finance	✓	Customer Services	
Human Resources		Equality and Diversity	
Legal	✓	Integrated Impact Assessment required?	
No significant implications in this area		Policy and Communications	

COMMENTS OF THE STATUTORY FINANCE OFFICER

26. The £250,000 Astley Hall and Park development budget was added to the 2013/14 Capital Programme by Special Council on 28th February 2013. The intended source of financing is capital receipts due to be received during 2013/14. If use of the budget to finance the works to the Memorial Arch is approved, the budget would also be grossed up to include the value of work to be funded with a contribution from Chorley Remembers.

COMMENTS OF THE MONITORING OFFICER

27. No further comments to add to the report.

JAMIE CARSON
DIRECTOR OF PEOPLE & PLACES

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Jamie Dixon	5250	01-03-2013	EC 21-03-2013 CRUpdate



Report of	Meeting	Date
Director of People and Places (Introduced by the Executive Member for Places)	Executive Cabinet	21 March 2013

NEIGHBOURHOOD PRIORITIES

PURPOSE OF REPORT

- To seek Executive Cabinet approval to progress the 24 neighbourhood priorities that were put forward at the recent neighbourhood area meetings and to agree a budget where appropriate.

RECOMMENDATION(S)

- Members are asked to approve the 24 priorities and actions identified through the recent round of Neighbourhood Area meetings and listed as Appendix 1 to this report.

EXECUTIVE SUMMARY OF REPORT

- Following a review of neighbourhood working in 2012, the round of meetings in January and February 2013 has determined a total of 24 priorities across the eight neighbourhood areas.
- The table attached as Appendix 1 to this report summarises the priorities and provides an indication of actions, resource and lead service area required for each priority.
- It is recognised that there is a diverse range priorities and that some will require further consultation to fully understand and determine community needs.
- Funding for the delivery of the priorities will be through existing budgets, business as usual resources, leveraging in partner resources and approaching Parish Councils to release a proportion their precept.
- The priorities cover a range of issues, however some priorities do have similarities across neighbourhoods and some also fall within programmes of work planned for 2013/14. Where this is the case the respective programmes of work will take into account the respective priorities and seek to deliver them in those terms.

Confidential report Please bold as appropriate	Yes	No
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Key Decision? Please bold as appropriate	Yes	No
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Reason Please bold as appropriate	1, a change in service provision that impacts upon the service revenue budget by £100,000 or more	2, a contract worth £100,000 or more
	3, a new or unprogrammed capital scheme of £100,000 or more	4, Significant impact in environmental, social or physical terms in two or more wards

REASONS FOR RECOMMENDATION

(If the recommendations are accepted)

- 8. To progress the priorities determined by the neighbourhood area representatives for the benefit of the communities within their respective neighbourhood areas.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- 9. None

CORPORATE PRIORITIES

- 10. This report relates to the following Strategic Objectives:

Involving residents in improving their local area and equality of access for all		A strong local economy	
Clean, safe and healthy communities	√	An ambitious council that does more to meet the needs of residents and the local area	√

BACKGROUND

- 11. In November 2012 Executive Cabinet agreed improvements to neighbourhood working and a change to the way neighbourhood area meetings were conducted, following a review earlier in 2012.
- 12. Neighbourhood Areas were invited to submit three key priorities or actions for their areas during the round of meetings in January/February 2013.
- 13. The neighbourhood area priorities have been collated into a table and are attached as Appendix 1 to this report together with an indication of what actions might be required to deliver each priority, which service areas, partners and agencies might be involved in that delivery and an indicative cost. The table also indicates the service area best placed to lead on each priority.
- 14. Members will note that there is a range of priorities submitted by the neighbourhood areas from discrete work packages involving the installation of infrastructure to more developmental priorities involving engagement and support for communities.
- 15. It is believed that all priorities are deliverable to a greater or lesser extent during 2013/14, although some will require a level of local consultation to establish exactly what the communities needs are. This may delay the ultimate delivery or even change the focus of the priority but it is anticipated that the priorities will be delivered in a phased approach during 2013/14 to ensure the best use of officer time and partner resources.

DELIVERY

- 16. Each neighbourhood area meeting has nominated a chairperson for the meetings and each priority has a lead service assigned to it. For a number of priorities the lead service will need to liaise closely with the chairperson of the neighbourhood area in order to properly scope the priority.
- 17. Each priority will be managed through the Councils internal project management process with a set of objectives and tasks against which the successful delivery of the priority can be measured.

18. There is currently a base budget of £100K in the Neighbourhoods budget, a proportion of which is earmarked for community clean up days, delivering on environmental ‘grot spots’ and completing outstanding commitments to Members ‘Expressions of Interest’ submitted in 2012/13.
19. Members will note that there are similarities and themes emerging across neighbourhood areas with respect to the priorities as follows:
20. Five of the priorities across four neighbourhood areas relate to play and open space provision. There is currently a piece of work being undertaken to develop a new Play and Open Space Strategy and these priorities will be factored into that work.
21. Two priorities across two neighbourhood areas relate to the development of a service to deal with overgrown hedges and trees on private land. It is envisaged that some of this development work will be resourced through existing budgets and if an operational element becomes part of that service then it could be cost neutral, cost shared with other agencies or fall under the pilot Private Property Improvement Scheme.
22. Four priorities across three neighbourhood areas relate to community development work and will require some start up budget to establish a flood action group in Western Parishes Neighbourhood Area and network of health improvement focussed community groups in Chorley Town East Neighbourhood Area and a community food growing group in South East Parishes as well as improving the networking of existing community groups.
23. Two priorities across two neighbourhood areas seek to improve access to the business community in those areas. This is essentially an economic development activity and will form part of a wider piece of economic development work outside the Chorley Town Centre focus. Hence this will be delivered through the existing work programme in this service area together with sources of external funding as appropriate.
24. Three priorities across two neighbourhood areas relate to road safety issues including speed reduction and improved off street parking. This will require close partnership work with police and LCC Road Safety Teams.
25. Six priorities across four neighbourhood areas relate to general environmental improvements including planting programmes, footpath enhancements and improvements on derelict land.
26. Two priorities across two neighbourhood areas seek to improve back and side streets.
27. Overall it is anticipated that all the priorities can be delivered to some extent over the year 2013/14 subject to effective engagement with the partners, agencies and groups that are identified in Appendix 1 against each priority.

IMPLICATIONS OF REPORT

28. This report has implications in the following areas and the relevant Directors’ comments are included:

Finance	√	Customer Services	
Human Resources		Equality and Diversity	
Legal	√	Integrated Impact Assessment required?	
No significant implications in this area		Policy and Communications	

COMMENTS OF THE STATUTORY FINANCE OFFICER

29. The Council has allocated a sum of £100,000 in its budget for Neighbourhood Schemes. The report sets out that further work is required to cost out the priorities and to look for matched and alternative funding streams to support the projects. The Councils costs should be contained within the approved budget.

COMMENTS OF THE MONITORING OFFICER

30. Legal issues have been raised and properly addressed within the body of the report.

JAMIE CARSON
DIRECTOR OF PEOPLE AND PLACES

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Simon Clark	5732	28 February 2013	N'hoodpriorities2013

Appendix 1

Eastern Parishes Neighbourhood Area – Chair Cllr M Gray				
<u>Priority</u>	<u>Outline</u>	<u>Possible Actions?</u>	<u>Who's Involved?</u>	<u>Lead Service</u>
Business Map Website for Eastern Parish Villages	Develop a website that provides details and promotes local business in the Eastern Parishes	Consult with local business Website design Identify local community group or volunteer effort to engage Establish control/editorship of site	Comm and Engagement Neighbourhood Team Local business Community groups	Econ Dev
Provision of open space amenity on currently derelict packet of land at Hoghton	Consultation with Cllr D Dickenson before progressing	Awaiting instruction from Cllr Dickinson	Liberata Legal Team Streetscene Team	TBA
Repair cobble/set walkway at Victoria Street Wheelton	Areas of side street and backstreet entrance (adopted and unadopted) are surfaced with setts. Small areas of disrepair or alternate toppings exist which need repair/replacement to provide a consistent finish	Consult with local resident to establish areas for repair Liaise with LCC to determine responsibility and budget. Develop programme of work.	Community Payback LCC Highways Streetscene Team	SLC – Streetscene Team

Chorley Town East Neighbourhood Area – Chair Cllr M Lowe				
<u>Priority</u>	<u>Outline</u>	<u>Possible Actions?</u>	<u>Who's Involved?</u>	<u>Lead Service</u>
Alleys and Back Streets	Improve the cleanliness, environment and feeling of alleys and back streets through a combination of interventions including resurfacing; weed spraying, patrol and clean up and use of alley gates.	Prioritised list of alleys and back streets. Seek residents views on possible actions Extent weed spray contract to include identified alleys	Community Safety Team Streetscene Team Neighbourhood Officers Members	HEN – Neighbourhood and Community Safety Teams
Improving health literacy and access to health/wellbeing activities	Creating a health hub in the neighbourhood area using existing community assets. Using voluntary and expanding existing health provision to provide health and wellbeing services locally. Using a canal improvement activity to mobilise the community into exercise.	Engage PCT/CCG and CRT Identify community assets – Tatton etc. Identify and support existing groups to extend their offer Create a programme of health related services using existing provision and new provision Support using a canal clean up as a starting community activity.	Communication and Engagement. Members CCH P4P Public Protection Team PCT/CCG LCC CRT Scouts Friends Healey Nab	HEN – Public Protection Team and Neighbourhood Team
South Ave – Environmental Improvements	Area of land requiring improvement through the provision of managed open space including the possible provision of allotments	Consult residents on a range of possible improvements Draw up a scheme that meets the results of the consultation. Plan the delivery of the scheme Undertake works	Members Communication and Engagement Team Streetscene Team CCH LWT	SCL Parks and Open Space Team

Chorley Town West Neighbourhood Area – Chair Cllr P Phipps				
<u>Priority</u>	<u>Outline</u>	<u>Possible Actions?</u>	<u>Who's Involved?</u>	<u>Lead Service</u>
Utilisation of existing recreation and open space with particular reference to Coronation Recreation Ground and Buttermere Green	Increase and encourage greater community use of space. Provide a programme of event and activity Improve maintenance	Change in maintenance regime Improvements for tennis courts -safety issues to be addressed Consultation with residents about potential utilisation schemes	Comms and Engagement Streetscene Team Sports and Play Activity Team Local community groups	SLC – Parks and Open Space Team HEN – Sports and Play Activity Team
Action to improve hedge and trees on private land that give rise to light interference issues and anxiety in relation to safety.	Several areas of private land have overgrown trees/planting impacting on neighbouring land and property. Establish a FOC or subsidised tree service with info to landowners on impact of overgrown vegetation	Determine extent of issue Review tree policy Develop information programme Consult LCC, RSL's and residents Design service	Streetscene Comms and Engagement RSL's LCC	SLC – Streetscene Team
Improvement to land at end of Moor Road leading to Southlands school site	Environmental improvement possible community food growing scheme/ linked with school	Identify land ownership Consult School, LCC, local residents, CCH Design a scheme	LCC Streetscene Comms and Engagement Community Safety Team School	SLC – Streetscene Team and Parks Open Space

Southeast Parishes Neighbourhood Area – Chair Cllr J Molyneaux				
<u>Priority</u>	<u>Outline</u>	<u>Possible Actions?</u>	<u>Who's Involved?</u>	<u>Lead Service</u>
Road Safety – Speed control and road safety awareness	Procure and deploy SPIDs on a programmed rota of sites using trained CBC, community and PC people. Develop a local speed awareness campaign utilising existing road safety resources	Purchase SPID machines Develop programme for deployment, and train staff to fix at existing fitted locations. Start campaign to raise speed awareness in identified areas.	Police LCC Community Safety Team Parish Councils Comms and Engagement Local Schools RSL's	HEN Community Safety Team
Estate Parking -	Joint work with LCC and CCH to tackle increasing parking issues on some estates in the area.	Identify priority estates/streets for action. Agree consistent policy for drop kerb and verge crossings. Awareness campaign for considerate parking	CCH CBC Comms and Engagement LCC Dev Control Team	Streetscene and Leisure Contracts
Community Food Growing	Chester Place identified as food growing area. Work with CCH and LWT to start a community food growing group	Provision of raised beds Provision of equipment/plants Mobilise community group and volunteer effort	LWT Community Groups Neighbourhood Team CCH Parish Council	HEN Neighbourhood Team with LWT

Southern Parishes Neighbourhood Area – Chair Cllr H Heaton				
<u>Priority</u>	<u>Outline</u>	<u>Possible Actions?</u>	<u>Who's Involved?</u>	<u>Lead Service</u>
Play and Open Space provision in the area with particular reference to establishing a play area in Charnock Richard area and additional provision in Coppull	Proposal to create a parking area for the church and community centre and a woodland retreat area at Orchard Garden Charnock Richard. Additional provision of play equipment already recognised for Coppull-Longfield	Simon Forster to generate plans from basic drawing provided by Parish Council, to include possible infant play equipment and a bandstand. Quotes to be obtained for works.	Parks and Open Spaces team, Parish Council, consult with community & church Planning department for info on Dog and Partridge 106 money	Streetscene and Leisure Contracts – Parks and Open Space
Redevelopment of land with garages at Byron Crescent.	Area of land with dilapidated garages being a source of ASB. Seek demolition of garages and establish future use of the land	Confirm land ownership and use of garages. Seek demolition of buildings and clear land. Consult on possible future uses of land.	Liberata CCH Comms and Engagement Dev Control	HEN N'hood Team
Review and improve accessibility to the Southern parishes villages in relation to parking provision and accessibility of shops and amenities	Extend economic development activity to outlying villages with more targeted promotion of village centres.	Establish needs and consult on actions required to support villages. Provide small grants to enhance shop fronts Review accessibility and parking provision	Economic Development LCC RSL's Comms and Engagement	Econ Dev

Western Parishes Neighbourhood Area – Chair Cllr D Dickinson				
<u>Priority</u>	<u>Outline</u>	<u>Possible Actions?</u>	<u>Who's Involved?</u>	<u>Lead Service</u>
Increasing community resilience to flood risk and improving community flood response in the event of a flood.	Croston is a recognised flood risk area and is subject to proposals to improve flood defence both from surface water and river flooding through projects being undertaken by UU and the EA. However there is an additional need to support the community resilience to flood events and response during a flood as well as in the recovery stage.	Bid into Community Pathfinder fund. Support establishment of FAG. Public meetings/engagement Support survey/mapping work Improve sandbag provision	Env Agency United Utilities LCC Streetscene Team Comms and Engagement Team	Health Environment and Neighbourhoods
Resolve the use of Back Lane/Sarah Lane/ Bamford Lane Bretherton as a 'Rat Run' past the village	This minor road is used repeatedly as a cut through Bretherton despite 'access only' signs. Action required to deter its use	Enforcement of existing traffic Order. Awareness raising of the status of the road Deterrent measures installed	LCC Police Community Safety Team Parish Council	HEN – Community Safety Team
Social Isolation – Improve the range of village events and the ability to network between community groups across villages. Increase participation in activities to reduce isolation particularly amongst the elderly population and young families.	There is a fragmented and uncoordinated offer of activities and groups in the western parish villages. There is a potential for social isolation within the community particularly elderly people and young families. Networking existing groups and activities; increasing volunteering capacity and publicising offers would address this	Establish the current offer and range of community groups. Transport links between villages at times of activities Increase/encourage volunteer effort Facilitate networking of groups Review and extend activity offer	PC LCC Adult/CYP Services VCFS – Help Direct, Age UK Comms/Engagement Neighbourhood Team Sport and Activity Team CCH	HEN – Neighbourhoods Team

WLW and CLW Parishes Neighbourhood Area – Chair Cllr E Bell				
<u>Priority</u>	<u>Outline</u>	<u>Possible Actions?</u>	<u>Who's Involved?</u>	<u>Lead Service</u>
Footpath network around Martins Farm WLW – path no.s 15, 16, 17 and 18. Area of path missing and requires making up.	Complete the footpath network in WLW area where the path is missing	Establish the extent of new path required and works involved. Explore range of local community groups who would support work Cost the works required Either contract works , utilise supervised volunteering effort or a combination	Members Neighbourhood Officers Streetscene team Parish Council	Streetscene and Leisure Contracts – Parks and Open Space Team
Provision of a Youth Shelter in WLW area	Provide a youth shelter at an agreed location	Consult residents, youth groups and young people on preferred location; style and design of youth shelter. Draft a scheme Seek external funded support	Parish Council Communications and Engagement. Neighbourhood Team. Sports and Play activity Team LCC CYP Team Planning Streetscene team	HEN – Sports and Play Activity Team
Tree maintenance programme in Clayton Brook	Utilise existing tree management capability to introduce a programme of tree maintenance and removal in Clayton Brook area	Establish partner tree maintenance programmes Seek to combine and coordinate programmes. Consult residents on additional tree work required Implement programme	LCC P4P Streetscene team Members Parish Council	Streetscene and Leisure Contracts

Euxton Astley and Buckshaw Parishes Neighbourhood Area – Chair Cllr A Platt				
<u>Priority</u>	<u>Outline</u>	<u>Possible Actions?</u>	<u>Who's Involved?</u>	<u>Lead Service</u>
Enhancing the eastern approach to Euxton village with environmental screening.	Proposal to undertake some planting/screening on the approach to Euxton from Ackhurst. Use of trees, planting and other environmental screening	Meeting arranged with Cllr Goldsworthy to scope. Explore orchard planting. Boundary 'welcome' stone	Streetscene team Groundwork Environmental funding streams LCC Highways Euxton PC Lancs Wildlife Trust	Streetscene and Leisure Contracts – Parks and Open Space Team
Improving the roadside planting to Chancery Road Astley including work to the green space at the school entrance.	Improve 'blind spot' on exit from school to Chancery Road. Assess current planting in area and replace some tree planting with low level plants	Scope applicable work Engage school, LCC, PC Scheme design Implementation	Streetscene team Community Payback Astley PC Community Groups Buckshaw Primary School LCC	Streetscene and Leisure Contracts – Streetscene Team
Review the parking, planting and footpath provision at Greenside Euxton with a view to developing a multi-agency scheme of improvements.	Assessment of area with respect to parking, pedestrian and open space provision.		Cllr D Gee CCH LCC highways Streetscene Team Resident consultation Comms Engagement Team	Health Environment and Neighbourhood Team



Report of	Meeting	Date
Director of Partnerships, Planning and Policy (Introduced by the Executive Member for Homes and Business)	Executive Cabinet	21 March 2013

THE DRAFT SELECT MOVE COMMON ALLOCATIONS POLICY

PURPOSE OF REPORT

1. The Select Move Steering Group has reviewed its allocations policy and this report seeks permission to consult on the new draft policy

RECOMMENDATION(S)

2. i) That the Executive Cabinet approves the policy enabling the Select Move partnership to consult on the policy.

ii) Any other minor changes to the policy prior to consultation are delegated for approval to the Executive Member for Homes and Business.

EXECUTIVE SUMMARY OF REPORT

3. In order to respond to the Localism Act 2011 and meet the aims of partners the Select Move Common Allocations Policy has been re-written
4. Localism allowed more freedom to determine which groups of people don't qualify to join the housing register – and changes have been made in the policy to reflect this. Households without a local connection to the three council's in the Select Move partnership are one group of people who will not qualify, and a change to short listing allowing Local Authority connection to give priority within each band will help more Chorley properties to be allocated to Chorley households.
5. Changes have been made to assist armed forces by allowing them to qualify regardless of local connection and awarding additional preference through banding date.
6. Banding categories have been added to assist those households under and over-occupying gain priority with a view to mitigating welfare reform changes, and households in no priority have less chance of being allocated a property due to a change in the quota and removal of the good tenant priority category.
7. It is hoped the changes will ensure higher percentage of Chorley properties are allocated to Chorley households, and more assistance will be available for households affected by welfare reform.

Confidential report Please bold as appropriate	Yes	No
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Key Decision? Please bold as appropriate	Yes	No
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Reason Please bold as appropriate	1, a change in service provision that impacts upon the service revenue budget by £100,000 or more	2, a contract worth £100,000 or more
	3, a new or unprogrammed capital scheme of £100,000 or more	4, Significant impact in environmental, social or physical terms in two or more wards

REASONS FOR RECOMMENDATION(S)

- 8. To respond to changes in legislation whilst fulfilling Chorley Council’s Part VI statutory duties and maximising the allocation of Chorley properties to households with a local connection to the borough.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- 9. No other options considered.

CORPORATE PRIORITIES

- 10. This report relates to the following Strategic Objectives:

Involving residents in improving their local area and equality of access for all	✓	A strong local economy	
Clean, safe and healthy communities		An ambitious council that does more to meet the needs of residents and the local area	✓

BACKGROUND

- 11. Each Local Authority is required to publish an allocations policy under Part VI of the Housing Act 1996, and the policy should demonstrate how the Local Authority will co-ordinate access to social housing in its area. Select Move is a partnership including the three Central Lancashire councils (Chorley, Preston and South Ribble) and 9 housing associations which operate in the area, and the Select Move Common Allocations Policy fulfils Chorley’s Part VI obligation.
- 12. Select Move allocates properties using Choice Based Letting methodology which replaced waiting on a housing list to be allocated a property. Properties are advertised on the Select Move website each week, and applicants can express interest on the homes in which they wish to live. Applicants are then short listed depending on need (determined by band) and time in the band.
- 13. It has been necessary to re-write the allocations policy due to the Localism Act 2011, which gives Local Authorities scope to decide who qualifies to be on the Housing Register, and required changes to assist Armed Forces personnel (including ex armed forces and their families).
- 14. The report concentrates on the main changes between the 2013 draft policy and the current 2010 policy.

15. The Draft Policy is almost finalised with all partners. However because there is not an Executive Cabinet meeting after March until June it was considered appropriate to seek Executive Cabinet approval to the policy changes to date, and any other minor changes that may arise between now and the end of March can be signed off by the Executive Member for Homes and Business. This approach will ensure there is no delay in commencing the consultation once the consultation draft is finalised.

THE DRAFT SELECT MOVE COMMON ALLOCATIONS POLICY

16. The current Select Move Common Allocations Policy was published in April 2010. The Select Move steering group has been re-writing the policy over several months, and as part of this group Chorley Council has been seeking to help maximise the lets of properties in the borough to households with a local connection to Chorley whilst meeting our statutory duties.

Qualifying Households

17. The Localism Act 2011 gave more scope for Local Authorities to determine who qualifies for the Housing Register – which in our case is Select Move.
18. The draft policy sets out that households who do not have a ‘local connection’ to any of the three Local Authorities in the Select Move area do not qualify to join the Select Move common housing register.
19. Local connection qualification is not needed by Armed Forces if they are currently serving or apply within 5 years of their service ending – they will be given automatic local connection for each of the three Local Authorities in the Select Move area.
20. Home owners will not qualify, unless the Local Authority has a statutory duty to assist (e.g. homelessness cases where an applicant can’t return home because of domestic violence but is still a joint owner) – or unless their housing needs can only be met by social housing (e.g. example sheltered).
21. Applicants with a gross household income of £60k or more or £30k savings/assets will not qualify.
22. The household will not qualify any member has been convicted of a serious offence that has not been spent and is likely to pose a threat or risk to any partner of the scheme, tenants, local community or staff
23. In certain circumstances the households will not qualify if a member of the household has engaged in anti-social behaviour such that action has been taken, or could have been taken, against the person – such as an injunction, ASBO, demotion order or possession order.
24. A household will not qualify if they have housing related debts of £1,000 or over (e.g. rent arrears or sundry debts) that can be proven by the landlord. In the case of Private Sector debt a County Court Judgement or proven court action will be needed as evidence of the debt.
25. A household will not qualify if they have housing related debts under £1,000 and an appropriate payment plan is not in place and maintained.
26. A household will not qualify that passes the habitual residency test and does not have access to public funding and has insufficient income or savings to sustain a tenancy.

27. Mitigating circumstances will be taken into account in individual cases for reasons on non-qualification e.g. households owed a duty under homelessness legislation who have housing related debts.

Local Connection Changes to Shortlisting

28. As well a local connection needed to access the common housing register, local connection to individual local authority will be used to give priority within each band when shortlisting. The following will be used to shortlist properties in order of priority:
- Households with a minimum bedroom need that matches the property size
 - Households in a matching band
 - Households with a local connection to the local authority within each band
 - Households with the oldest effective banding date
29. Bidders in the band the property is advertised in will be shortlisted first, however the next band to be shortlisted will be the highest the property was not advertised in, and then the remaining bands in descending order of priority (A to E). For example a property advertised in Band C will be shortlisted C, A, B D, then E. After Band E applicants with a matching bedroom size have been shortlisted, those households under-occupying by 1 bedroom will be shortlisted using the same criteria if applicable, and then the 2 bedroom under-occupiers using the same method. Under-occupying households would only ever be offered a property if they could demonstrate economic viability.
30. The only change to shortlisting is the local connection to Local Authority criteria used to give priority within each band, and this applies within each band only. For example a property located in Chorley advertised in Band A would give priority to Band A applicants with a local connection to Chorley before short listing those with only a local connection to at least one of the two other Local Authorities within Band A. After all Band A applicants have been shortlisted then Band B applicants with a local connection to Chorley would be shortlisted before other Band B applicants and so on.

Non-Qualifying Households

31. Applicants who don't qualify for reasons such as local connection, homeowners or savings/assets, but pass verification checks may apply directly to a partner RP to go on an Open Market Register for properties that were unable to be let through Select Move. Chorley Council will not process any applications once it has been established that the applicants do not qualify for the Select Move common housing register.

Changes to Banding Criteria

32. Tenants of partner landlords who are under-occupying by one bedroom and will face hardship due to this because of benefit changes will be awarded Band D – this is additional to those under-occupying by two or more bedrooms being awarded band B. Currently households of partner landlords under-occupying by one bedroom get no priority.
33. Households of any tenure over-occupying by one bedroom will be awarded band D. Currently over-occupying by one bedroom gave no priority.
34. It is hoped the two changes directly above will assist households affected by benefit changes to move into suitably sized properties by helping to re-balance household size and need. Also good tenants of partner landlords are currently awarded Band D; however this has been removed in the draft strategy in order to allow households in housing need have better chance of obtaining a property.

35. The draft policy awards Band B to prospective foster carers and adopters if they require larger accommodation if this has been recommended by Children’s Service – this scenario is not covered in the current policy.

Banding Quotas

36. A quota system for allocating properties will still be used however the 5% allocated to Band E will be reduced to zero and the allocation to Band C will be increased from 15 to 20%. The way the bands are shortlisted has not been changed from the current policy, and the proposed banding for the draft policy are as follows:

- Band A – 40%
- Band B – 30%
- Band C – 20% (previously 15%)
- Band D – 10%
- Band E – 0% (previously 5%)

Armed Forces priority

37. Current or former UK Armed Forces who qualify to join the common allocations policy will have their effective banding date back dated by a period of time equivalent to their length of service time in order to afford them additional priority within their respective band.

Objectives

It is expected that the policy changes will ensure that a higher percentage of properties let in the borough are allocated to households with a Chorley Local Connection, due to the changes in shortlisting and qualification that are proposed. Alterations to banding categories awarded priority should give the opportunity to households affected by welfare reform to move to more suitable properties. The draft allocations policy aims to fulfil Chorley Council’s Part VI obligation as well as post-localism requirements, whilst assisting the Council to meet its statutory duty to homeless households.

IMPLICATIONS OF REPORT

38. This report has implications in the following areas and the relevant Directors’ comments are included:

Finance	✓	Customer Services	
Human Resources		Equality and Diversity	
Legal	✓	Integrated Impact Assessment required?	
No significant implications in this area		Policy and Communications	✓

COMMENTS OF THE STATUTORY FINANCE OFFICER

39. There are no costs associated with amending the Policy, but updates will need to be provided by the software supplier which will be shared amongst Partners and will be contained within the Council’s current cash budgets.

COMMENTS OF THE MONITORING OFFICER

40. There are no legal restrictions that prevent the proposed alterations to the Allocations Policy.

COMMENTS OF THE HEAD OF POLICY AND COMMUNICATIONS

41. It is appropriate to revise the policy given the legislative requirements, and that the changed policy should be consulted on with key stakeholders before it is finalised

LESLEY-ANN FENTON
DIRECTOR OF PARTNERSHIPS, PLANNING AND POLICY

Background Papers			
Document	Date	File	Place of Inspection
Select Move Common Allocations Policy	6 th March 2013	***	Mod.Gov

Report Author	Ext	Date	Doc ID
Mick Coogan	5552	6 th March 2013	***



DRAFT COMMON ALLOCATIONS POLICY

**LOCAL AUTHORITY AREAS OF PRESTON, SOUTH
RIBBLE AND CHORLEY TOGETHER WITH
PARTNER HOUSING ASSOCIATIONS**

DRAFT

Partners To The Scheme

This policy represents the allocations policy for social housing in the Preston, South Ribble and Chorley local authority areas.

The following housing associations (registered providers) have also adopted the allocations policy as a means of allocating 100% of their properties within the local authority areas of Preston, South Ribble and Chorley:

- Community Gateway Association
- Great Places
- New Progress Housing Association
- Manchester and District Housing Association
- Places For People - Homes
- Adactus Housing Association
- Chorley Community Housing
- Accent Foundation
- Contour Homes

The local authorities and housing associations are regarded as partner organisations to the Select Move scheme.

Any housing association with stock within the local authority areas of Preston, South Ribble and Chorley who are not a partner of Select Move will be subject to local nomination agreements in order to allocate accommodation. Nominations will be assessed in accordance with this policy. Any existing partner of the scheme that subsequently leaves the scheme will be required to follow local nominations agreements and nominations will be assessed in accordance with this policy.

Management Of The Select Move Scheme

The Select Move scheme is subject to a 'Partnership Agreement'.

Steering Group – JM to move to memo

The steering group is made of senior representatives from all partners to the Select Move scheme and meets at least six times a year. The steering group is responsible for:

- Monitoring the operation of the allocations policy;
- Reviewing the allocations policy to meet national good practice, local priorities and legislative and statutory guidance requirements;
- Recommending amendments to the allocation policy for approval by the relevant Boards, Committees or management teams of each partner;
- Ensuring compliance with any promises or commitments made locally;
- Quality assurance and consistency of the scheme across all partners;
- Make decisions relating to new members to be admitted to the scheme;

- Recommending future funding requirements of the scheme for approval by each partner;
- Agreeing amendments to Select Move IT systems to enhance or improve service delivery.

Operational Group – JM to move to memo

The operational group is made up of operational managers and staff from each partner of the Select Move scheme.

The operational group is responsible for:

- Recommending changes to processes or procedures to the steering group;
- Recommending amendments or enhancements to the Select Move IT system to the Steering Group;
- Recommending amendments to standard scheme wide letter templates and forms;
- Ensuring that procedures and processes follow Select Move policy;
- Ensuring consistent interpretation of the allocations policy and of procedures across all partners.
- Refer issues to the steering group that cannot be resolved.

Policy Statement

The aim of this allocations policy is to ensure that homes are allocated to eligible and qualifying people in a fair, consistent and accountable way in accordance with the relevant legislation and guidance. Taking account of their housing needs and choices and having regard to the communities in which the homes are located.

The partners are committed to equality of opportunity and anti-discriminatory practice in service provision and seek to promote social inclusion. Applicants who are seeking, accessing or applying will not be discriminated against in accordance with the general equality duty set out in the Equality Act.

Partners will ensure that everyone has an equal opportunity to seek, access or apply to the service and is responsive to any special needs of applicants.

An allocation will be defined for the purposes of this policy as:

- A nomination of a person to be a secure or introductory tenant of accommodation held by another housing authority or
- A nomination of a person to be an assured tenant of accommodation held by a registered provider or registered social landlord in England and Wales.

For the purpose of this policy this includes transfers within the partners stock.

Policy Aims

The overall aim of the policy is to offer applicants real housing choice, while ensuring reasonable preference for re-housing those in the most urgent need whilst making best use of the housing stock.

The Policy's key objectives are to:

- Ensure that those in the greatest housing need are prioritised in line with legislation, code of guidance on allocations, using good practice and ensuring statutory obligations are met.
- Foster partnership working with other housing associations, local authorities, other agencies and voluntary organisations working in the Preston, South Ribble and Chorley areas to provide the widest possible choice and options to all applicants.
- Create and stimulate new markets and interest in rented housing in the sub region to tackle problems of empty and unpopular stock as well as sustaining demand for popular areas and supporting sustainable communities.
- Ensure that support is provided for vulnerable people with special needs and that extension of choice to these applicants promotes wider social inclusion.
- Increase customer satisfaction through a one stop approach.
- Ensure applicants are treated fairly and sensitively.
- Support and contribute towards local authorities strategic objectives in particular in relation to homelessness and tenancy strategies
- Comply with all equal opportunities legislations and guidance, including the Equality Act 2010.
- To work towards the development of a common disabled adaptations register and allocation process.

Eligibility Criteria

Persons aged 16 and over are able to join the Select Move choice based lettings scheme provided they meet the qualifying criteria and are not an ineligible person.

The following persons are ineligible to join the Select Move scheme:

- Persons from abroad who the Secretary of State for Communities and Local Government has deemed ineligible for allocation of housing under statute;
- Those persons subject to immigration control;
- Persons from abroad other than a person subject to immigration control;

Where there are two or more applicants and one or more is deemed ineligible a tenancy will only be granted to the applicant(s) who is/are eligible.

Under the Housing Act 1996, as amended by the Homelessness Act 2002, local authorities have a legal duty to make enquiries into an applicants eligibility and

whether any duties are owed under the Act to secure accommodation for applicants who are homeless or at risk of being homeless.

Qualifying Criteria

Applicants will qualify if they:

- Are an eligible person(s) and;
- Persons aged 16 and 17 can qualify to join the Select Move scheme but will not be made an offer of accommodation without evidence of an appropriate support package being in place that is agreed with the local authority and housing association.
- Can demonstrate that they have a local connection to the local authority areas of Preston, South Ribble or Chorley subject to the conditions set out below or;
- Are UK armed forces personnel or their spouse or civil partner subject to the conditions set out below.

In determining local connection the following criteria will be applied:

- The applicant(s) can demonstrate that they have lived 6 out of the last 12 months or 3 out of the last 5 years in the Preston, South Ribble or Chorley areas;
- The applicants have close relatives or immediate family who permanently reside in the Preston, South Ribble or Chorley areas. Immediate family includes mother, father, sister, brother, son or daughter;
- The applicants have permanent employment in the Preston, South Ribble or Chorley areas. Permanent employment is employment that is not temporary or seasonal and is for at least 16 hours per week
- The applicants have made a positive community contribution or undertaken voluntary work within the Preston, South Ribble or Chorley areas for at least 10 hours per month over the last 12 months;
- The applicant provides long term care to a person who permanently resides within Preston, South Ribble or Chorley who could not manage without the care provided and the need to move into the Preston, South Ribble or Chorley areas is directly related to the need to provide the care and be near the person to whom care is provided. The applicant must be able to demonstrate that they are a long term carer and that they receive the relevant benefits.
- In determining qualification for current and former UK armed forces personnel or their spouse or civil partner the following will apply:
- At the time of application the applicant is serving or has formerly served in the UK regular forces within the last 5 years.
- The applicant applies for housing whilst they are serving, or has served in the last 5 years of making the application, in the UK regular forces and is suffering from a serious injury, illness or disability which is attributable, wholly or partly, to their service or; The applicant has ceased or will cease to be entitled to reside in accommodation provided by the UK Government following the death of his or her spouse or civil partner who has served in the UK

regular forces within the last 5 years and whose death was attributable, wholly or partly, to that service.

- Make and maintain a payment plan for any housing related debts below £999.99. The plan must be maintained for a minimum of 3 months of debts up to £500, and 6 months for debts from £501 to £999.99. Such as rent arrears or sundry debts that can be proved by a landlord. In the case of a private tenancy a County Court Judgement needs to be provided or proven court action.

Applicants will not qualify if:

- The applicant(s) are home owners (whether or not the property is located in the UK) – consideration will be given where there is a statutory duty to assist by the local authority or where the applicant's housing needs can only be met by social housing;
- The applicant(s) have a gross annual income of £60,000 or more or have savings or assets of £30,000 or more;
- In certain circumstances applicant(s) or anyone included on the application form will not qualify if they have engaged in anti social behaviour such that action has been taken, or could have been taken, against the person – such as an injunction, ASBO, demotion order or possession order.
- The applicant(s) or anyone on the application form has been convicted of a serious offence that has not been spent and is likely to pose a threat or risk to any partner of the scheme, tenants, local community or staff;
- The applicant(s) has a housing related debt or debt's that is/are £1,000 or more – such as rent arrears or sundry debts that can be proved by a landlord. In the case of a private tenancy a County Court Judgement needs to be provided or proven court action.
- Applicants who have a housing related debt up to £999.99 who have not made a payment plan to repay the debt or made a repayment plan and not maintained the payments in accordance with the plan.
- Anyone who passes the habitual residency test and does not have access to public funding and has insufficient income or savings to sustain a tenancy.

Officers will consider the circumstances of individual cases and applicants are entitled to present any mitigating circumstances for consideration.

Consideration will be given to those applicant(s) with housing related debts where there is a statutory duty to assist by the local authority but even in these cases the applicant(s) will be required to demonstrate a commitment to the reduction of the debt which will be determined on a case by case basis.

Applicants Who Don't Qualify

Applicants who don't qualify but are eligible after verification checks have been carried out can apply directly to the partner Landlord of their choice to be placed on the Open Market Register (OMR) for hard to let properties that can't be let via this

policy due to lack of demand by suitable households due to the size or age restrictions. OMR properties will not be subject to this policy, and only be used as a last resort. For further information please see the Open Market Register policy.

Verification

At the time of application the applicant(s) will be required to provide proof of eligibility for all persons named on the application (and also provide proof for any applicants subsequently added to the application). The following will be required to prove identity:

- Current passport or;
- Current national identity card or;
- Photo driving licence or;
- Birth certificate or;
- Written confirmation of identity from a professional person or support agency

Until the verification checks have been completed and accepted by a partner to the Select Move scheme as satisfactory then an applicant will not be able to express and interest on any property advertised on the Select Move scheme.

As part of the registration process verification checks will be carried out by the partners to the scheme. It will be the applicant(s) responsibility to provide evidence that is requested. This process can involve:

- Evidence from the applicant(s) that they have a local connection to the Preston, South Ribble or Chorley local authority areas;
- References from the current landlord;
- Requesting information about current or former housing related debts;
- Requesting information about current or previous anti social behaviour;
- Undertaking inspections of the current property to ensure conditions of tenancy are being complied with and/or details given on the application form are correct.
- Evidence of successful completion of pre tenancy training.

False Or Withheld Information

It is a criminal offence for applicants to knowingly give false information or to withhold information relevant to their application. An offence may be committed if an applicant knowingly gives false information or knowingly withholds information which has reasonably been requested on the housing application form, in response to correspondence at the renewal of an application, or relating to any other review of the application. An offence is also committed if the applicant allows a third party to provide false information on his or her behalf, or at his or her instigation. In these circumstances action may be taken with regard to the tenancy awarded and/or their application.

Planning Restrictions

Planning requirements may restrict which applicants can be considered for a particular property. These restrictions will be clearly set out in the advertisement by the partner and eligibility and short listing decisions will be made by the partner in accordance with the requirements of the planning consent.

Local Lettings Policies

Partners to the Select Move scheme may draw up local lettings policy that are aimed at creating and maintaining sustainable communities which are:

- Time limited ;
- Consulted with the Local Authority and stakeholders and;
- Agreed with the Steering group

Applicants may, as part of a local lettings plan be required to attend training to demonstrate their ability to sustain a tenancy. Where training is identified as being necessary, applicants will need to successfully complete this training before an offer of accommodation is confirmed.

Local lettings policies must be formally publicised by the partner implementing the policy who must also carry out an equality impact assessment.

An annual audit of all local lettings policies will be carried out by the Steering Group of Select Move.

High Risk Ex-Offenders

Applicants who are considered by relevant agencies as high risk ex-offenders will be subject to appropriate risk assessments with partner agencies before an offer of accommodation is made. The aim will be to ensure that appropriate support and/or supervision is in place to allow for a planned and managed offer of accommodation in terms of property type and location based on the risk assessment carried out. This may mean that restrictions will be placed on the property type and/or location offered.

Vulnerable Applicants

Each partner is committed to equality of access to the Select Move choice based lettings scheme. Applicants with special or specific needs or who are vulnerable will be provided with appropriate assistance. They will be signposted to appropriate support agencies and advocacy services. Assistance may also include, but is not restricted to auto bidding, bidding by telephone, staff assisted bidding, newsletter of available properties being sent by post.

Where a proxy is needed or requested to make bids on behalf of vulnerable applicants suitable arrangements will be put into place to facilitate this following

written agreement by the applicant or other persons who can give legal written agreement on their behalf.

Priority

Priority will be allocated by:

- Banding – Select Move operates with five bands – Band A to E with band A being the highest priority and band E being the lowest and;
- Those with a Local Connection to the Local Authority area of the advertised property will be given preference within the band.
- The use of an ‘effective date’ which will determine an applicant’s position within the awarded priority band after local connection to the Local Authority area has been taken into account.
- All the above criteria will apply first to households whose minimum bedroom need matches the bedroom size of the property

In determining the ‘effective date’ the following criteria will be used:

- For new applicants the effective date will be the date the application is accepted onto the Select Move scheme;
- If an application is subsequently awarded a higher band priority the effective date will be the date the higher band priority was awarded;
- If an application is subsequently awarded a lower band priority then the effective date will be the date the application was accepted onto the Select Move scheme – i.e. the original effective date;
- Applicants given priority because they are ‘moving on’ from supported housing will have an effective date of the date they moved into the supported housing scheme from which they are moving on;
- For qualifying and eligible current or former UK service personnel or their spouse or civil partner in urgent housing need, the effective date will be backdated to equal their total period of service in the UK armed forces (or the service of spouse or civil partner);
- Where applicants become homeless unintentionally within 2 years of accepting a homeless duty private sector tenancy the effective date will be the date of the new application.

Banding priority will be allocated using the following criteria:

BAND A: Urgent Need Band	
Medical/Welfare Grounds GLOBAL	<ul style="list-style-type: none"> • An immediate life threatening or progressive condition which is seriously affected by the current housing and where re-housing would solve or alleviate that medical condition or make it significantly easier to manage.

	<ul style="list-style-type: none"> • A member of the household seeking accommodation cannot be discharged from hospital or rehabilitation accommodation until suitable housing is provided and: The household had settled accommodation in a Partners' area prior to hospital admission. • A member of the household is elderly, disabled or has a progressive illness and is likely to require admission to hospital or residential/nursing care in the immediate future and re-housing would enable that person to remain living at home. • The household seeking accommodation has welfare needs so severe that the protection of vulnerable adults or children is only possible if the household were to move to a new home and where the present circumstances could deteriorate to such an extent as to place household members at risk, or in need of residential care unless re-housing is offered.
<p>Care Leavers</p> <p>GLOBAL</p>	<p>Care leavers who are threatened with homelessness and who will continue to be supported by their local Leaving Care Team assessed through the agreed protocol.</p> <ul style="list-style-type: none"> • Applicants are awarded this category in accordance with protocols between the Council's Housing and County Council Children Services Department. Applicants must be a former relevant child as defined by the Children Leaving Care Act 2002. They must have vulnerability and urgent housing need that is best met by the provision of long term settled housing
<p>Release Adapted properties</p> <p>GLOBAL</p>	<ul style="list-style-type: none"> • Where a Partner tenant does not require a specially adapted property for disabled use, and there is demand for its use.
<p>Exceptional need to move, determined by partners with agreed procedures</p>	<ul style="list-style-type: none"> • Agreed in exceptional circumstances due to significant problems associated with the tenants' occupation of a dwelling in the social or private rented sector and there is high risk

<p>Domestic Violence/MARAC, Racial, Homophobic or Transgender Harassment, witness or child protection, management transfers</p> <p>GLOBAL</p>	<p>to the tenant or their family's safety if they remain in the dwelling/areas. For social housing tenants transfers will be to properties of the same size and type where required, but locations or areas are likely to change. A list of cases that could qualify is detailed in the policy.</p> <ul style="list-style-type: none"> • Emergency need to move due to exceptional circumstances where there is high risk to the tenant or family's safety if they remain in the dwelling/area. Urgent management transfer cases accepted by a participating landlord or waiting list cases accepted by a participating Local Authority.
<p>Statutory overcrowded</p> <p>GLOBAL</p>	<ul style="list-style-type: none"> • Those that are statutory overcrowded as defined by the Housing Act 2004
<p>Private Sector properties unsanitary or unfit.</p> <p>GLOBAL</p>	<ul style="list-style-type: none"> • A private sector property either owned or rented where a statutory notice has been issued by the environmental health department that an unfit property is to be demolished under the Housing Act 2004 • They are a private sector tenant and the Council's Public Health Team has decided that the property poses a category 1 hazard under the Health and Safety Fitness Rating and the Council are satisfied that the problem cannot be resolved by the landlord within 6 months and as a result continuing to occupy the accommodation will pose a risk to the applicants health. This includes a property that has severe damp, major structural defects including subsidence, flooding, collapse of roof, or have living conditions which are a statutory nuisance, and there is no prospect of the problems being remedied within a 6 month time period
<p>Supported Accommodation</p> <p>GLOBAL</p>	<ul style="list-style-type: none"> • Applicants' leaving supported accommodation and have been assessed by the support provider as ready for independent living by the approved route in each local authority and the resulting vacancy can be used by someone else who needs the support.

<p>Band B:</p>	
<p>Homeless Households owed a full homeless duty</p>	<p>Statutory Homeless Cases accepted by Local Authorities within the Scheme</p>

<p>under section 193(2) or 195(2)</p> <p>LOCAL</p>	
<p>Under Occupying</p> <p>GLOBAL</p>	<p>Tenants of the partner Housing Associations under occupying family accommodation by two or more bedrooms in comparison with the bedroom standard Or Tenants of a partner organisation seeking a move to non family housing that will free up a house to enable use by a family.</p>
<p>Over Crowded by the bedroom standard for overcrowding</p> <p>(Refer to 5.3, if accepted)</p> <p>GLOBAL</p>	<p>Applicants who need to move due to severe over crowding – short by 2 or more bedrooms.</p>
<p>Medical Mobility Cases / Medical grounds</p> <p>GLOBAL</p>	<p>Applicants who have an urgent need to move on medical grounds because their current home is having a severe adverse effect on the health of a member of the household but who do not qualify for Band A urgent medical priority.</p> <ul style="list-style-type: none"> • The household includes a child or young person with a disability or learning difficulty, who needs to access specialist education or training facilities and cannot do so from their present home. Supporting evidence must be provided.
<p>Essential Care</p> <p>LOCAL</p>	<ul style="list-style-type: none"> • The household includes a person who provides essential care to someone in another part of the region and they cannot deliver that care effectively from their current location • Prospective foster carers and adopters who require larger accommodation on the recommendation of children’s services. • The applicant is elderly or disabled and needs to move to a specific area to receive essential care or support from a close relative who lives there. Supporting evidence must be provided.
<p>Homeless Prevention option being chosen</p> <p>LOCAL</p> <p>Priority will be awarded by LA after a 3 month period.</p>	<p>An applicant has children or is pregnant, or is a single person who would likely to be found to be in priority need and the Council consider they will be physically homeless within 28 days and they accept a prevention option from the Council’s Housing Options Team.</p>

Band C	
Applicants who are entitled to reasonable preference as being non-priority homeless, intentionally homeless or homeless within the meaning of part 7. - LOCAL	Applicants who are entitled to reasonable preference as being non priority homeless, intentionally homeless or homeless within part 7 of the Act. This will be assessed by the Local Authority.
Hardship LOCAL	Applicants' who need to move to a particular locality where failure to meet that need would cause significant hardship to themselves or to others where a financial assessment has been undertaken.
Applicants living in Housing with children that lacks level access GLOBAL	Applicants without ground level access or in upper floor accommodation with children under the age of 10.
Applicants living in unsatisfactory Housing that lack basic facilities GLOBAL	Applicants without access to any of the following: <ol style="list-style-type: none"> 1. Bath or Shower 2. A toilet 3. Cooking facilities 4. Running hot water supplies 5. Electric/gas needed for essential activities <p>Subject to verification by the Local Authority.</p>
Homeless Prevention option being chosen LOCAL Priority will be awarded for a 3 month period.	An applicant has children or is pregnant, or is a single person who would likely to be found to be in priority need and the Council consider they will be physically homeless within 28 days and they accept a prevention option from the Council's Housing Options Team.

Band D	
Applicants not assessed as being owed reasonable preference but who meet the partnership positive community criteria GLOBAL	<ul style="list-style-type: none"> • Applicants employed or undertaking training within the borough to which they are applying • Applicants that can demonstrate a contribution to the local community such as voluntary work. This could be specific to the area where the work

	<p>takes place or could be tenants on an estate with positive work on that estate</p> <ul style="list-style-type: none"> • Applicants with a family connection to the specific area required due to caring or specific support purposes • Applicants who are key workers
<p>Under-Occupancy and affected by benefit changes.</p> <p>GLOBAL</p>	<ul style="list-style-type: none"> • Partner tenants who are under-occupying and likely to face hardship due to benefit changes.
<p>Households Over-Occupying by 1 bedroom.</p>	<ul style="list-style-type: none"> • Households over-occupying by 1 bedroom according to the bedroom standard regardless of household type or landlord.

E Band	
<p>No Housing Need or non-qualifying applicants</p> <p>GLOBAL</p>	<ul style="list-style-type: none"> • Applicants that do not qualify for additional preference but would like to move to alternative accommodation.

Applicants becoming homeless unintentionally within 2 years of accepting a private sector tenancy will retain their priority need status and banding priority.

Global & Local Banding Categories

Every application is awarded a local and global band, these may differ. The local band will reflect the priority awarded for housing within the applicant’s local authority area only. The global band reflects the priority awarded across the partnership.

Quota System

When advertising properties on the Select Move scheme, partners will use the following quota system:

BAND A	40%
BAND B	30%
BAND C	20%
BAND D	10%
BAND E	0%

Direct Matches

A direct match will occur where a property has been identified for a particular applicant and have been approved by a Senior Manager in the partner organisation.

Direct matches are used in exceptional circumstances for emergency re-housing such as fire, flood, major incident, urgent major repairs, witness protection, child protection, serious domestic abuse or other exceptional housing management reason. Instances of direct matching will be monitored via the operational group for compliance with the shortlisting and offers procedure.

Numbers Of Expressions Of Interest, Numbers Of Offers And Other Restrictions

Applicants can express an interest in a maximum of 5 properties within each advertising cycle.

Applicants who have been accepted as statutory homeless by a local authority will receive one suitable offer of accommodation which can be from the social rented or private rented sectors or as determined by the local authority. If a homeless applicant refuses one suitable offer of accommodation then the applicant will lose their reasonable preference priority banding and will be placed in a lower band to reflect their housing needs. The local authority will have no further legal duty to re-house. If an applicant wishes to request a review in relation to the suitability of an offer or their status as a homeless applicant they must make an application to the relevant local authority.

Applicants awarded band A or band B priority may lose their priority status if they refuse an offer of accommodation for which they, or their proxy, bid and the property is considered suitable taking into account:

- The size of the property;
- The physical access to the property and the internal layout;
- Facilities;
- Location;
- Accurate description on the Select Move advert.

Applicants in band A and band B will have their application reviewed every 10 weeks to ensure that the applicant is expressing an interest on suitable vacancies and using the maximum 5 expressions of interest each advertising cycle. Where the applicant is not expressing an interest or not using the 5 expressions of interest in each advertising cycle then the priority banding will be reviewed formally and if appropriate bidding will take place on the applicants behalf.

Offers Of Accommodation

Offers of accommodation may be made:

- In writing
- By telephone
- By email

It is the responsibility of the applicant to ensure that their contact details are kept up to date or if they are going away on holiday that their contact details are updated.

If an applicant does not reply to an offer within 48 hours, or 24 hours if the property is ready to let, the offer is deemed to be withdrawn and a further attempt will be made to contact them within 10 working days to ask if they want to remain on the list. If there is still no response, the application will be deemed to be closed.

If an applicant who fails to reply is in banded A to C the relevant Local Authority should be informed so further efforts can be made to contact the applicant.

Change Of Circumstances

Applicants are required to notify a partner of any change in circumstances – for example:

- A change of address for themselves or any person on the application;
- Any additions to the application;
- Any member of family or any other person on the application has left;
- Any other change that might affect eligibility, qualification, banding or effective date.

Where the applicant has not notified a partner of a change of circumstances and this would have affected eligibility, qualification, banding or effective date any other partner will be entitled to:

- Withdraw an offer of accommodation;
- Skip the application as part of short listing for offer.

Deliberately Worsening Or Changing Circumstances

Where an applicant has deliberately worsened or changed their circumstances to gain additional priority, gain a more favourable effective date, gain eligibility or qualification, they will be assessed on their circumstances before their situation changed.

Examples of this are:

- An applicant has moved from suitable accommodation which was reasonable for them to continue to reside in to accommodation that is less suitable;
- Homeowners who have transferred their property to another person within the last five years from the date of their application;
- An applicant who has dispersed, transferred or deprived themselves of assets or money which could have been used to secure suitable accommodation within the last five years from the date of their application;
- An applicant who has moved family members or other people into their property that is unsuitable for their needs when suitable accommodation was being occupied elsewhere.

Sheltered Housing

Applicants for sheltered housing must normally be aged 55 or over or have a need for sheltered accommodation due to vulnerability or disability. An assessment of the applicants needs will be undertaken. It is a condition of all tenancies in sheltered housing schemes that tenants agree to take the Support Service. Separate charges are made for these services on top of the rent.

Supported Accommodation

There is a range of supported accommodation provided in each district for people with housing related support needs, and apart from older people's accommodation this is not available through Select Move. Applicants wishing to access supported accommodation should contact their district council's Housing Options team for more information.

Care and Support Needs

If an application indicates high care or support needs, a Needs Assessment carried out under section 47 NHS and Community Care Act 1990 would include the housing needs of the household e.g. adaptations, property type, support and location. Select Move can make a referral to social services requesting a needs assessment if there is not already one place. Select Move will work with social services to allocate accommodation in accordance with an assessments care and support plan, but there may be cases where there will be no prospect of Select Move partners being able to offer accommodation.

Child Access

Applicants with children who have access arrangements in place for children will not be allocated bedrooms for children unless evidence of claiming the child benefit can be provided.

Tenant Management Organisations (TMO's)

The allocation of housing accommodation by the TMO must be in accordance with Select Move Allocations Scheme Policy under Part 6 of the Housing Act 1996.

The TMO will agree to operate an allocations policy in line with this Policy. Should a TMO at any time decide to alter this or introduce a Local Lettings Policy then agreement to do so must first be obtained from Select Move Allocations Scheme Steering Group. Any scheme proposed must be mutually agreed.

Under these arrangements, the TMO should ensure that, overall, additional and reasonable preference is given to applicants in the categories listed and that the TMO has arrangements in place to monitor the allocation procedures and that these have been agreed with Select Move Allocations Scheme Partners' Manager.

Closing Or Cancelling Applications

An application will be closed from the housing register in the following circumstances:

- At the request of the applicant;
- If the applicant becomes ineligible or no longer qualifies under this policy;
- When the applicant has been housed through the scheme;
- When a tenant of social housing completes a mutual exchange;
- Where an applicant does not maintain their application through the re-registration process, or where they move and do not provide a contact address;
- If the applicant fails to respond to a request for further information within 28 days;
- Where an applicant has refused two reasonable offers within the past 12 months, their application may be closed if the applicant persistently refuses offers of accommodation. In these cases the applicant will be required to re-register, thus losing their time on the waiting list. This is in place to prevent offers being made for properties they do not want and to keep the register up to date. By reducing wasted offers, waiting times will also be reduced for those people who do still need and want a home.
- Where an applicant fails to respond to the annual review of their application.

Where there are reasonable reasons for non-contact from an applicant or repeat refusal, or where there may be new information, an applicant can request to be reinstated on the Register. Upon reinstatement to the register their original banding and effective date will be assessed. Requests to be reinstated on the Register must be made within 3 months of removal.

Should an applicant whose application has been closed wish to re-join the housing register they will receive a new effective date according to the Select Move Allocations Policy. However, if an applicant contacts the Partner within 3 months of the closing of their application, the application can be reinstated without the loss of their waiting time.

Requesting A Review

An applicant has the right to request a review of any decision made on their application if they are not satisfied with the decision.

The applicant, or an advocate, must set out the reasons for the review by making with contact the Select Move Partner dealing with their application within 28 days of the date beginning with the day on which he/she is notified of any decision. The review will be based on the reasons set out by the applicant or their advocate. The relevant local authority will deal with any decisions about homelessness duty or housing options.

The review should be carried out by a member of staff of the partner organisation dealing with the applicant who is senior to the person who made the original decision. The review will exclude any staff that may have had any influence or involvement in the original decision. The applicant will be given the opportunity to submit any further information that they may want the reviewing officer to consider. The applicant will also be informed of the right to make oral representations as well as written representations.

The review is a reconsideration of the case and is not limited to the conduct of the original decision. The review decision will be made on the relevant information available at the time of the review. In addition to any information provided by the applicant, the Partner may ask for further information if this is needed to make a decision. The merits of each case will be considered on an individual basis.

Select Move Allocations Scheme Partners' aim to complete all reviews within 28 days of all information being received by the reviewing officer unless a longer period has been agreed with the applicant. If the reviewing officer decides that there is deficiency or irregularity in the original decision, or the manner in which it was made, but still decides to make a decision which is against the interests of the applicant on one or more issues, the reviewing officer shall notify the applicant (a) that the reviewer is so minded and the reasons why; and (b) that the applicant, or someone acting on his behalf, may make representations to the reviewer orally or in writing or both orally and in writing.

The applicant will be informed of the outcome in writing. If the original decision is upheld, the applicant will be fully informed of the reasons for this decision. If the applicant is still unhappy following the review they will follow the partners' internal complaints procedure.

Annual Review Of Applications

Every application on the Register will be reviewed at least annually, on the anniversary of its entry on the register.

Consultation

Any significant changes to this policy will be approved by the relevant Board, Committee or portfolio holder for each participating local authority. The relevant decision-making bodies of RPs, will also need to consider and endorse any changes that partners agree to make to the policy. Any significant changes will also be subject to consultation with relevant statutory and voluntary sector organisations and tenant representatives and applicants.

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Appendix A

Shortlisting Criteria

When short listing those applicants who have expressed an interest in a property advertised on the Select Move scheme the following criteria will be followed:

<p>1. Bedroom Need</p>	<p>The overriding criteria which will be used to shortlist applicants who have expressed an interest on a property whose minimum bedroom need matches the number of bedrooms the property has.</p> <p>Applicants whose minimum need is higher than the number of bedrooms in a property will not be able to bid on the property as they would be over-occupying.</p> <p>Applicants with a lower than minimum bedroom need please see the foot of this table</p>
<p>2. Banding</p>	<p>Properties will be advertised in housing need bands in accordance with the quotas in the Allocations Policy.</p> <p>Applicants who bid will be given priority if they are awarded the band that the property is advertised in (subject to matching bedroom criteria). Applicants not in the band the property it advertised in will be considered in descending order starting with the highest band the property was not advertised in with A being the highest and E being the lowest. For example for a property advertised in band B, applicants with B band would be prioritised followed by A, C, D and E bands.</p>
<p>3. Local Connection to Local Authority</p>	<p>Priority of applicants within each band will be given first to applicants who have a proven and verified 'local connection' to the Local Authority (i.e. Borough or City Council) where the advertised property is located –</p>

	<p>and this applies to all bands and sub-categories. Local connection is defined in the Allocations Policy.</p> <p>Applicants without a local connection to the Local Authority to which the property is advertised, but have a local connection to at least one of the three Select Move Local Authorities with then be short listed.</p> <p>It is possible for an applicant/household to have a local connection to more than one Local Authority.</p>
<p>4. Effective Banding Date</p>	<p>Within bands, and after local connection priority has been taken into account, applicants will be short listed in order of the earliest effective banding date.</p> <p>In certain circumstances the effective banding date may precede the application date.</p>
<p>Each property shortlist follows the above criteria for applicants with a matching bedroom need. The process will then be repeated for applicants who will be under-occupying with the closest bedroom need. Although under-occupying applicants will be short listed under no circumstances is there any obligation on a partner landlord to under-occupy a property as this is not effective use of housing stock. Applicants who would be under occupying a property would only be offered the property if they can demonstrate it is economically viable. Applicants deemed to be under-occupying will be required to sign a disclaimer acknowledging that benefits may not cover the full housing cost of their property.</p>	

In determining the minimum bedroom need the following criteria will be taken into account:

<p>Single people and couples</p>	<p>One bedroom accommodation need unless one of the following apply:</p> <ul style="list-style-type: none"> • The need for an additional bedroom for a carer is evidenced as determined by the Welfare Reform Act • Proof of pregnancy is provided by MatB1
<p>Families</p>	<ul style="list-style-type: none"> • One bedroom for each applicant over the age

	<p>of 16. A couple will be allocated one room;</p> <ul style="list-style-type: none"> • One bedroom for children of the same sex (up to a maximum of 2 children per room) up the age of 16; • One bedroom for children of different sexes up to the age of 10 (up to a maximum of 2 children per room).
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Appendix B

Data Protection

The Select Move Allocations Scheme and its Partners will make every effort to keep information provided by applicants safe and confidential. They will comply with Policies on Data Protection. The Data Protection Act 1998 gives applicants the right to request a copy of their records held on the Select Move Allocations System. Applicants wishing to see and receive a copy of their records should make a written request to the Partners responsible for registering their application.

All information received relating to an applicant's housing application will be treated as confidential. The Data Protection Act 1998 prevents the disclosure of information about you to any other person without your consent and prevents disclosure to you without their consent, information disclosed by other people.

Information may be shared about the individual and their history irrespective of whether their consent has been obtained in exceptional circumstances, which will include:-

- in accordance with the provisions of the Crime and Disorder Act 1998 (section 115)
- For the purposes of the prevention or detection of crime and fraud
- Where there is a serious threat to the applicant or a third party including staff or contractors
- Where information is relevant to the management or support duties of the proposed landlord or support organisation to ensure the health and safety of the applicant, a member of his or her household, or a member of staff

Any application that has a cancelled, closed or suspended status for 6 years will be archived off the system.

Appendix C

Allocations – Maintaining standards of probity

Section 122 of the Housing and Regeneration Act 2008 restricts the making of a gift, and the payment of a dividend and bonus, by a non-profit registered provider to-

- a. A member or former member of the registered provider
- b. A member of the family of a member or former member
- c. A company which has as a director a person within paragraph (a) or (b).

To ensure compliance with the act and best practice in the granting of tenancies all applicants are asked to disclose any relationship that exists between them and a members and employees of the partners to the Select Move scheme.

The granting of a tenancy is a benefit and, therefore, before any family member can be accepted on to the scheme or offered a tenancy, each Partner's procedure in relation to these matters must be followed.

Local Authorities must ensure that all applicants are treated fairly therefore any applications for housing from the following applicants must be disclosed on the application form:

- Members of the Council or their immediate families
- Employees, or their immediate families of any of the participating Councils or Partner Housing Associations or any other Housing Associations operating in the partnership area

These applications will be assessed in the normal way but registration, eligibility, the assessment of housing need and any offer of accommodation will require special approval by a senior manager of the Council.

A 'family member' is not defined in the Act

The Select Move Partnership considers that someone's husband, wife, partner, parents, grandparents, children, grandchildren, brothers; sisters would be included and that similar relations by marriage or other partnership would also count as a 'family member'. This should not be confused with the definition of close family members as detailed in the local connection determination.

Appendix D

Domestic Abuse

Applicants will be awarded band A priority for domestic abuse where it can be assessed that they are in imminent danger if they remain at the address. Band A priority will also be awarded where the applicant has had to move to temporary accommodation or a Women's Refuge.

Other cases will not automatically be awarded band A priority but may be awarded band A priority depending on the circumstances of the case. Band A for other cases may be awarded band A priority where:

- The local MARAC panel has discussed the case and the applicant has been assessed as needing re-housing urgently;
- The applicant has been assessed as requiring an immediate move;

Additional priority will not be awarded where:

- The perpetrator is included on the application form;
- The applicant is requesting a move to an area which is near to where the alleged perpetrator is living or where the alleged perpetrator has close family networks.

Additional priority awarded will be time limited and reviewed by the partner organisation that awarded the priority on a regular basis. Priority will be removed where:

- The need for an immediate or urgent move is no longer there;
- Suitable vacancies arise and the applicant does not bid;
- A suitable offer has been made and refused.

Where the applicant is a tenant of a partner organisation and the partner organisation has suitable properties in the areas requested by the applicant then band A priority will not be awarded. In these cases the partner organisation will arrange a 'direct match' of the applicant to the property.



Report of	Meeting	Date
Director of Partnerships, Planning and Policy (Introduced by the Executive Member for Homes and Business)	Executive Cabinet	21 March 2013

HOME ENERGY CONSERVATION ACT (HECA) REPORT 2013

PURPOSE OF REPORT

1. To explain the Council's requirements in respect of the Home Energy Conservation Act (HECA), to advise on HECA-related activity carried out to date, and to set out the proposed HECA-related activity for the future.

RECOMMENDATION(S)

2. This report has been approved by the Executive Leader, Executive Member (Economic Development and Governance), effective from 23rd February 2013.
3. Therefore the report is submitted to Executive Cabinet for information.
4. The report sets out the Council's suggested HECA-related activities and priorities for the next two years.

EXECUTIVE SUMMARY OF REPORT

5. The summary of the HECA report is attached as Appendix 1, using the reporting template recommended by DECC.

Confidential report Please bold as appropriate	Yes	No
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Key Decision? Please bold as appropriate	Yes	No
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REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

6. By accepting the HECA report the Council has ensured that it is meeting its statutory obligations to publish such a report by 31st March 2013.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

7. There were no alternative options to be considered in terms of providing a HECA report, because the Council has a statutory obligation to publish one.

CORPORATE PRIORITIES

8. This report relates to the following Strategic Objectives:

Involving residents in improving their local area and equality of access for all		A strong local economy	
Clean, safe and healthy communities	X	An ambitious council that does more to meet the needs of residents and the local area	X

BACKGROUND

9. Recognising the key role that local authorities have to play in improving the energy efficiency of the residential accommodation in their areas, and thereby achieving reductions in domestic carbon emissions, the Government has decided to request further reports pursuant to the provisions in the Act.
10. Using powers under section 5(1)(b) of the Act, the Secretary of State for Energy and Climate Change requires all English authorities to prepare further reports by 31st March 2013 setting out the energy conservation measures that the authority considers practicable, cost-effective and likely to result in significant improvement in the energy efficiency of residential accommodation in its area. See Background paper 1 below.
11. To promote transparency and accountability to local communities and partners, the Secretary of State requires all authorities to publish progress reports electronically on their website and with a link to be forwarded to the Secretary of State at two yearly intervals ie by 31st March 2015, 31st March 2017 and so on, up to and including 31st March 2027.
12. DECC issued a consultation document in September 2012 (see background paper 2 below) which highlighted that, following the Hills Review ("Getting the measure of Fuel Poverty: Final Report of the Fuel Poverty Review by John Hills) they are considering changing the method of defining Fuel Poverty. See Background paper 3 below.
13. The existing definition of Fuel Poverty is "*where a household would need to spend more than 10% of its income on energy to keep warm*". The proposed new definition would classify a household as fuel poor if:
 - They have required fuel costs that are above the median level; and
 - Were they to spend that amount they would be left with a residual income below the official poverty line.
14. DECC have recommended that the Government publish a new Fuel Poverty Strategy and definition during 2013. No firm timescale has been set for this revised Strategy.
15. Rates of carbon emissions and incidence of fuel poverty within the Chorley area are as follows:
 - 5.2% per capita Carbon Dioxide emissions – based on the most recent figures from 2010. This compares with a national average of 6.6% per capita (source:

DECC 2010 '*Emissions within the scope of influence of Local Authorities for 2005-2010*'.)

- 16.8% of homes (approximately 7,490 households) in the borough of Chorley are experiencing fuel poverty – based on the most recent figures from 2010. This compares with a national average of 16.4% and a regional average of 20.3% (source: DECC interactive charts and maps – see background paper 4).

PRIVATE SECTOR HOUSE CONDITION SURVEY FINDINGS (2010)

16. The Council commissioned a Private Sector House Condition survey in 2010. The findings indicated that the Standard Assessment Procedure (SAP-Energy) rating for privately owned housing in Chorley was 61, significantly better than the national average of 48 for all private housing in England.
17. Average CO2 emissions totalled 5.53 tonnes per annum which was significantly better than the national average of 7.1 tonnes for all private housing in England. See Background paper 6.
17. The survey also revealed that the highest levels of fuel poverty were identified in single parent families and households with elderly people, and also in households whose head of household was under 25 years old.
18. Within the private housing stock, rates of fuel poverty were higher in the rural areas and in the private rented sector.

WARM HOME HEALTHY PEOPLE ACTIVITY 2011-2012 AND 2012-2013

19. Older people in Chorley have had the opportunity to 'keep warm and well' during the winters of 2011-12 and 2012-13 due to the Council successfully obtaining Department of Health Funding.
20. The scheme is intended to assist people aged over 65 and who struggle to pay their heating bills.
21. The scheme is made up of three key elements:
 - For your home – warm homes checks for households including carrying out draught exclusion work and heating system service and maintenance.
 - For your health – transport to make sure people are able to keep medical appointments during the winter months.
 - For your wallet – Energy advice sessions for older people, including fuel poverty checks together with advice on energy suppliers, benefits and personal finances.
22. In 2011-12 the scheme targeted 1900 'vulnerable' households - i.e. people aged over 75 identified at risk during cold weather. The Council made direct contact with around 250 people with requests for services.
23. 71 'Warm Homes' checks / boiler services were completed by our delivery partners Preston Care & Repair. This included boiler servicing, repairs to central heating

system, and radiator maintenance. They also completed 156 household jobs – mainly draught proofing doors and windows.

24. Under this scheme, in 2011-12, 24 fuel poverty checks were completed by Citizens Advice Bureau – including energy advice, assessment of household fuel bills, advice on switching suppliers and eligibility for benefits/discounts on tariffs.

LOCAL PLAN 2012-2016

25. Tackling climate change is a cross cutting theme of the Core Strategy. Improving the energy efficiency of new developments and encouraging renewable and low carbon energy generation in the Borough are key aims of the Core Strategy (see background paper 7).
26. The Core Strategy requires all new developments to be designed and built in a sustainable way and requires new buildings to reach specific levels of the Code for Sustainable Homes and BREEAM. Although the policies within the Core Strategy are not site specific, the potential of a site to be supplied with decentralised, renewable or low carbon energy will be taken into account when determining planning applications.

GREEN DEAL AND THE ENERGY COMPANY OBLIGATION (ECO)

27. The Green Deal will be offered by the private sector to enable homeowners and businesses to implement energy efficiency improvements at little or no upfront cost with payment recouped through customers' energy bills. See background Paper 8 for further details.
28. The Energy Company Obligation (ECO) will focus on providing energy efficiency measures to low income and vulnerable consumers and those living in 'hard to treat' properties, such as period homes. See Background paper 8.
29. The ECO will be replacing the Carbon Emissions Reduction Target (CERT) and the Community Energy Saving Programme (CESP) after the introduction of the Green Deal in early 2013. See Background paper 8.
30. In the past three years, the Council has operated a successful energy efficiency scheme with contractors Rheingold Insulations which has provided low cost or no cost cavity wall insulation and loft insulation for private sector households. A total of 977 measures have been installed since the contract with Rheingold commenced in September 2010, to the end of the CERT funding in December 2012, broken down into financial years as follows:

September 2010 to March 31st 2011: 130 Loft insulation and 155 cavity walls = 285 total

April 2011 to March 31st 2012: 206 Loft insulation and 208 cavity walls = 414 total

April 2012 to December 2012: 124 Loft insulation and 154 cavity walls = 278 total
31. There are some households for whom the "**Green Deal Golden Rule**" – where monthly repayments are less than or the same as the energy bill savings that property owners make from the resulting efficiency improvements – will not apply, and ECO is designed to support these cases.

32. The ECO will focus on:

- Properties needing cost-effective measures that do not meet the Golden Rule – for example, solid wall insulation
- Lower income and vulnerable consumers

COLLECTIVE ENERGY SWITCHING SCHEME

33. The Council, alongside partner Councils across Lancashire, has secured funding from DECC to promote a collective energy switching scheme.
34. The Council has recently established a collective energy switching scheme for the Borough to enable households across Chorley to easily engage with the gas and electricity market and get the best deal for the energy they use.
35. A high profile promotional campaign is currently underway to encourage as many customers as possible to register for the collective energy switch, which is branded as ‘People power’. Customers can register for free, and without obligation, via www.peoplepower.co.uk Customers without access to the internet can visit the Council’s Union st offices or Help Direct offices, where staff will be able to assist them in registering.
36. An ‘auction’ will take place on 9th April 2013, after which customers who have registered will receive an offer from the winning energy company.

IMPLICATIONS OF REPORT

37. This report has implications in the following areas and the relevant Directors’ comments are included:

Finance	X	Customer Services	
Human Resources		Equality and Diversity	
Legal	X	Integrated Impact Assessment required?	
No significant implications in this area		Policy and Communications	

COMMENTS OF THE STATUTORY FINANCE OFFICER

38. There are no additional costs with meeting the requirements to produce the new report required by HECA. Costs will potentially be incurred in dealing with associated issues. However, these will be dealt with through the Council’s normal budget cycle.

COMMENTS OF THE MONITORING OFFICER

39. There are no legal implications in adopting these recommendations although further consideration should be given at contract stage.

LESLEY-ANN FENTON
 DIRECTOR OF PLANNING, PARTNERSHIPS AND POLICY

Background Papers			
Document	Date	File	Place of Inspection
1. Guidance to English Energy Conservation Authorities issued pursuant to the Home Energy Conservation Act 1995	July 2012		http://www.decc.gov.uk/assets/decc/11/tackling-climate-change/saving-energy-co2/5992-guidance-to-english-energy-conservation-authoritie.pdf
2. Fuel Poverty: changing the framework for measurement – taking forward the recommendations from the Hills Review – DECC	September 2012		http://www.decc.gov.uk/assets/decc/11/consultation/fuel%20poverty/6406-fuel-poverty-changing-the-framework-for-measureme.pdf
3. "Getting the measure of Fuel Poverty" Final Report of the Fuel Poverty Review by John Hills	March 2012		http://www.decc.gov.uk/assets/decc/11/funding-support/fuel-poverty/4662-getting-measure-fuel-pov-final-hills-rpt.pdf
4. DECC fuel poverty statistics	2012		http://www.decc.gov.uk/en/content/cms/statistics/local_auth/interactive/fuelpoverty/index.html
5. "Fair Society, Healthy Lives", The Marmot Review	February 2010		http://www.instituteofhealthequity.org/Content/FileManager/pdf/fairsocietyhealthyives.pdf
6. "Chorley Council Private Sector House Condition Survey 2010" by David Adamson	February 2011		Summary of survey findings available at http://democracy.choorley.gov.uk/documents/s19950/Appendix%201%20Private%20Sector%20Housing.pdf.pdf
7. Chorley Council Local Plan 2012-2016	September 2012		http://chorley.gov.uk/Documents/Chorley%20Local%20Plan%202012-2026%20publicatio

			n%20document.pdf
8. Green Deal and Energy Company Obligation guides from Department of Energy & Climate Change	January 2013		http://www.decc.gov.uk/assets/decc/11/tackling-climate-change/green-deal/6634-the-green-deal-a-new-way-to-pay.pdf http://www.decc.gov.uk/assets/decc/11/tackling-climate-change/green-deal/6631-get-help-to-keep-your-home-warm-the-energy-company.pdf

Report Author	Ext	Date	Doc ID
Martin Sample	5704	27/2/13	***

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APPENDIX ONE : HECA Report for Chorley Council, March 2013

ACTION	OUTCOMES	TIMING
i) LOCAL ENERGY EFFICIENCY AND FUEL POVERTY AMBITIONS AND PRIORITIES		
Lancashire Health & Wellbeing Board ~ Emerging Strategy	The Lancashire Shadow Health and Wellbeing emerging strategy identifies affordable warmth as one of ten 'early-win' interventions. Actions proposed here will help to deliver all four of the strategies priority outcomes informed by intelligence from the Lancashire Joint Strategic Needs Assessment, these are: mental health and wellbeing; long term conditions; improving the health and independence of older people; and maternal and child health.	Early Interventions during 2013/14 Priority outcomes: 2020
Lancashire Climate Change Strategy	The Lancashire Climate Change Strategy sets out the long-term vision that Lancashire is "low carbon and well adapted by 2020" with a target to reduce carbon dioxide emissions by at least 34% (relative to 1990) by that time.	2020
Carbon Reduction	5.2% per capita Carbon Dioxide emissions – based on the most recent figures from 2010. This compares with a national average of 6.6% per capita (source: DECC 2010 ' <i>Emissions within the scope of influence of Local Authorities for 2005-2010</i> ').	2020
ii) MEASURES WE ARE TAKING TO RESULT IN SIGNIFICANT ENERGY EFFICIENCY IMPROVEMENT OF OUR RESIDENTIAL ACCOMODATION		
Green Deal and Energy Company Obligation (ECO)	There are currently no plans for Chorley Council to become a Green Deal Provider but discussions on an approach to Green Deal and securing ECO funding are being discussed through the Lancashire Home Energy Officers Group. It is expected that actions will be developed during 2013.	Preparatory work during 2013

External Funding	The Council's HIA has obtained "Warm Homes Healthy People" funding via Department of Health & Foundations 'FILT' scheme in 2012-13 to provide financial contributions to customers needing heating measures such as boiler replacements, between January & 31 st March 2013.	2012-13
Feed-in Tariffs scheme	Signposting to information sources concerning Feed-in Tariffs via HIA	
Minimum standards in the private rental sector	The Council's Neighbourhoods team carries out HHSRS inspections	ongoing
iii) MEASURES WE PROPOSE TO COST EFFECTIVELY DELIVER ENERGY EFFICIENCY IMPROVEMENTS IN RESIDENTIAL ACCOMODATION BY USING AREA BASED / STREET BY STREET ROLL OUT		
ECO	The Council will examine the feasibility of area and/or street by street-based energy efficiency schemes under ECO	2013-14
iv) FUEL POVERTY ACTIONS		
Collective Energy Switching	Lancashire authorities are working together to develop a Collective Energy Switching Scheme and funding had been secured from the DECC Cheaper Energy Together fund to support the project. The campaign launched on 19 th February 2013 with a reverse auction taking place on 9 th April 2013. Households can register at www.peoplepower.co.uk	2012-13 & ongoing
Warm Homes Healthy People Projects	Across Lancashire £716,818 has been secured from the Department of Health this Winter to support local projects which reduce the levels of deaths and illness of vulnerable people living in cold housing. County-wide this funding is being used to raise awareness of the issues of cold housing and poor health amongst key frontline staff in the health and social care sectors, and to provide them with contact details to refer vulnerable households to the practical help available.	Dec 2012-March 2013
DECC Fuel Poverty Funding	Funding has been secured to continue to provide free cavity wall & loft insulation to Lancashire residents up until March 2013. The measures will be targeted at vulnerable groups and those on low incomes.	Jan-March 2013

v) NATIONAL AND LOCAL PARTNERS

NW Carbon Action Network	The Council links into the NW CAN network to share knowledge on reducing domestic-sector carbon footprint and tackling fuel poverty across the region.	Ongoing
Lancashire Health and Wellbeing Board	The Council works with other partners to deliver the current Health and Wellbeing Strategy which identifies Affordable Warmth as one of the key interventions.	Ongoing
Lancashire Home Energy Officers Group	The Lancashire Home Energy Group consists of representatives from the 12 district councils in Lancashire, Blackburn with Darwen Council, Blackpool Council, Lancashire County Council and Lancashire County Developments Ltd. The Group was established in 2007 and works in partnership to improve the energy efficiency of Lancashire Homes, address health inequalities exacerbated by living in cold damp homes, reduce fuel poverty, tackle seasonal excess deaths and reduce carbon emissions from the domestic sector.	Ongoing

Signed off by	
Position	

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