



BROMSGROVE DISTRICT COUNCIL

MEETING OF THE OVERVIEW AND SCRUTINY BOARD

MONDAY 23RD APRIL 2012
AT 6.00 P.M.

COMMITTEE ROOM, THE COUNCIL HOUSE, BURCOT LANE, BROMSGROVE

MEMBERS: Councillors S. R. Colella (Chairman), P. Lammas (Vice-Chairman), C. J. Bloore, J. S. Brogan, Dr. B. T. Cooper, Mrs. R. L. Dent, K. A. Grant-Pearce, Mrs. J. M. L. A. Griffiths, R. J. Laight, P. M. McDonald, S. P. Shannon, Mrs. C. J. Spencer and L. J. Turner

AGENDA

1. Apologies for Absence
2. Declarations of Interest and Whipping Arrangements
3. To confirm the accuracy of the minutes of the meeting of the Overview and Scrutiny Board held on 26th March 2012 (Pages 1 - 6)
4. Presentation on the affect of the Government Housing Reforms and Impact Assessment
5. Tenancy Strategy - pre-scrutiny Report (Pages 7 - 36)
6. Enforcement and Fixed Penalty Notices Update Report (Pages 37 - 42)
7. Burglary and Vehicle Crime in Bromsgrove Update Report (Pages 43 - 48)
8. Cabinet Interim Response to the Planning Policy Task Group Report (to follow)
9. Forward Plan of Key Decisions (to follow)
10. Overview and Scrutiny Board Work Programme (Pages 49 - 50)

11. WCC Health Overview and Scrutiny Committee (for information) (Pages 51 - 60)
12. To consider any other business, details of which have been notified to the Head of Legal, Equalities and Democratic Services prior to the commencement of the meeting and which the Chairman, by reason of special circumstances, considers to be of so urgent a nature that it cannot wait until the next meeting.

K. DICKS
Chief Executive

The Council House
Burcot Lane
BROMSGROVE
Worcestershire
B60 1AA

13th April 2012



Bromsgrove
District Council
www.bromsgrove.gov.uk

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A Member has a **PERSONAL INTEREST** if the issue being discussed at a meeting affects the well-being or finances of the Member, the Member's family or a close associate more than most other people who live in the ward affected by the issue.

Personal interests are also things relating to an interest the Member must register, such as any outside bodies to which the Member has been appointed by the Council or membership of certain public bodies.

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- The finances, or
- A regulatory function (such as licensing or planning)

Of the Member, the Member's family or a close associate **AND** which a reasonable member of the public with knowledge of the facts would believe likely to harm or impair the Member's ability to judge the public interest.

Declaring Interests

If a Member has an interest they must normally declare it at the start of the meeting or as soon as they realise they have the interest.

EXCEPTION:

If a Member has a **PERSONAL INTEREST** which arises because of membership of another public body the Member only needs to declare it if and when they speak on the matter.

If a Member has both a **PERSONAL AND PREJUDICIAL INTEREST** they must not debate or vote on the matter and must leave the room.

EXCEPTION:

If a Member has a prejudicial interest in a matter being discussed at a meeting at which members of the public are allowed to make representations, give evidence or answer questions about the matter, the Member has the same rights as the public and can also attend the meeting to make representations, give evidence or answer questions **BUT THE MEMBER MUST LEAVE THE ROOM ONCE THEY HAVE FINISHED AND CANNOT DEBATE OR VOTE.**

However, the Member must not use these rights to seek to improperly influence a decision in which they have a prejudicial interest.

For further information please contact Committee Services, Legal, Equalities and Democratic Services, Bromsgrove District Council, The Council House, Burcot Lane, Bromsgrove, B60 1AA

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BROMSGROVE DISTRICT COUNCIL

MEETING OF THE OVERVIEW AND SCRUTINY BOARD

MONDAY, 26TH MARCH 2012 AT 6.00 P.M.

PRESENT: Councillors S. R. Colella (Chairman), P. Lammas (Vice-Chairman), C. J. Bloore, Dr. B. T. Cooper, Mrs. R. L. Dent, Mrs. J. M. L. A. Griffiths, Mrs. H. J. Jones (Substitute for K. A. Grant-Pearce), R. J. Laight, S. P. Shannon, Mrs. C. J. Spencer and L. J. Turner

Observers: Councillors M. A. Bullivant and C. B. Taylor

Officers: Ms. J. Pickering, Ms. A. De Warr, Mr. A. Coel, Mr. M. Dunphy, Ms. R. Dunne and Ms. A. Scarce

103/11 **APOLOGIES**

Apologies for absence were received from Councillors J. S. Brogan, K. A. Grant-Pearce and P. M. McDonald.

104/11 **DECLARATIONS OF INTEREST AND WHIPPING ARRANGEMENTS**

Councillor Mrs. C. J. Spencer declared a personal interest as a member of the board of Bromsgrove District Housing Trust (BDHT) and Councillor S. P. Shannon declared a personal interest as a member of the board of B. H. I. (a subsidiary of BDHT), in respect of item 4 Pre-scrutiny Longbridge Statement of Principles Affordable Housing Provision Report.

105/11 **MINUTES**

The minutes of the Overview and Scrutiny Board meeting held on 27th February 2012 were submitted.

RESOLVED that the minutes be approved as a correct record.

106/11 **Longbridge Statement of Principles Affordable Housing Provision Report**

The Chairman invited the Portfolio Holder for Planning, Core Strategy, Regulatory Services and Strategic Housing together with the Strategic Housing Manager and Strategic Planning Manager to introduce the report.

The Strategic Housing Manager provided Members with background information on the Statement of Principles which covered such issues as the proportion of affordable housing to be provided, the expected size, type and

tenure and the way in which the properties would be allocated under nomination arrangements. Members discussed the following areas in detail:

- The allocation of properties and the Choice Based Letting Scheme
- The methodology used to calculate the 35% affordable housing target
- The condition of the site and the infrastructure needed to support its development.
- The Area Action Plan and Core Strategy
- The commitment of Birmingham City Council to the Statement of Principles.
- The allocation of the first phase of units which were expected to be delivered shortly.

Whilst Members recognised the need for such a Statement it was concerned that insufficient time and information had been provided to enable the Board to contribute to the decision making process. After further discussion it was

RECOMMENDED that Cabinet delay the approval of the Statement of Principles regarding the Provision of Affordable Housing at Longbridge pending a more detailed report being received.

RESOLVED that the Board receive a more detailed report on the Statement of Principles regarding the Provision of Affordable Housing at Longbridge, to enable a detailed pre-scrutiny exercise to be carried out.

107/11 **QUARTER 3 PERFORMANCE MONITORING REPORT**

The Chairman invited the Portfolio Holder for Policy, Performance, Communications, Customer Services, Legal, Equalities, Democratic Services and Human Resources together with the Policy Manager to introduce the report. The Policy Manager provided Members with background information on the report and explained that future Performance Reports would concentrate more on “measures” rather than performance indicators which would span a time period and be produced in a chart format. An example of this format would be provided to the Board for comment at a future meeting. This format would provide Members with a more responsive view at any one particular time and each department would be responsible for its own data and be able to access this on a daily basis.

Members noted the indicators which had improved, in particular the time taken to process Housing Benefit and Council Tax Claims. This service area had recently been subject to transformation/intervention and it was anticipated that this would lead to further improvements. The indicator which was giving some concern was the number of households living in temporary accommodation and Members were informed that work was being carried out to closely monitor this as future legislative changes could impact further on it.

The Policy Manager provided the Board with the figures in respect of the number of British Crime Survey comparator crimes reported. For the period 1st April 2010 to 31st December 2010 the total amounted to 2,034 and for 2011 these had decreased to 1,838. The Board discussed the following areas

of performance in more detail and the Policy Manager agreed to pass on the Board's concerns to the relevant Heads of Service and noted that if no improvement was shown in Quarter 4 the Board would request further detailed information.

- Residual waste per household
- The percentage of household waste re-used, recycled or composted (Members discussed the possibility that this could be a seasonal decline).
- Processing of planning applications within specified timescales and how a small number of applications could dramatically change these figures. Members agreed that it would be helpful if details of actual numbers of applications were provided to give a more contextual view.
- Number of households living in temporary accommodation and the cost implications for the Council.

The Board discussed in detail the complaints procedure, the number of complaints reported and the Council's improvement in responding to complaints within the agreed timescales. Members also commented on the Satisfaction Poll on the opening page of the Council's website and improvements which could be made in order to make the website more accessible. The Head of Customer Service informed Members that this was being addressed, although currently the Council was in a partnership with other authorities and Worcestershire County Council (WCC) and largely funded by WCC which made it difficult to make major changes. After further discussion it was

RESOLVED that the Quarter 3 Performance Monitoring Report be noted.

108/11 **PLANNING POLICY TASK GROUP REPORT (CHAIRMAN COUNCILLOR S. R. COLELLA)**

Councillor S. R. Colella, as Chairman of the Planning Policy Task Group, introduced the report and provided Members with background information on the reasons for the Task Group being set up and its terms of reference. The Chairman also took the opportunity to formally thank Members of the Task Group, residents and officers for their support and co-operation throughout the investigation and with the preparation of the report.

The Board discussed the following areas in more detail:

- The scope of the Task Group's investigations and make up of membership.
- The role of monitoring groups
- Mistakes which had been made by the Council in respect of the Marlbrook Tip site.
- The reports provided by Faber Maunsell.
- The role of individual officers
- The lack of clarity in respect of service requests and customer complaints.

The Board acknowledged the difficulties which had been and continued to be faced by the residents of the Marlbrook Tip site and supported the work of the Head of Planning and Regeneration in bring this matter to a satisfactory conclusion for everyone concerned.

After further discussion it was

RESOLVED that the Planning Policy Task Group Report and recommendations be submitted to the Cabinet for approval.

109/11 **FORWARD PLAN OF KEY DECISIONS**

The Forward Plan of Key Decisions was considered by the Board. Members discussed the items in respect of the Countywide Homelessness Strategy and the Tenancy Strategy and accepted that the preparation of these reports was in the early stages and not expected to be considered by Cabinet until July 2012. However, in order for the Board to provide the Cabinet with its comments, at the earliest opportunity, details of the work to date on both strategies were requested.

After further discussion it was

RESOLVED:

- (a) that a report in respect of the current position on the Countywide Homelessness Strategy be provided to the meeting to be held on 23rd April 2012 for pre-scrutiny purposes; and
- (b) that a report in respect of the current position on the Tenancy Strategy be provided to the meeting to be held on 23rd April 2012 for pre-scrutiny purposes.

110/11 **OVERVIEW AND SCRUTINY BOARD WORK PROGRAMME**

The Board discussed the Work Programme and officers confirmed that all reports as detailed were expected to be received at the meeting to be held on 23rd April 2012 with the exception of the Annual Review of Call In.

RESOLVED that, subject to the above, the Overview and Scrutiny Board Work Programme be noted.

111/11 **WCC HEALTH OVERVIEW AND SCRUTINY COMMITTEE (FOR INFORMATION)**

Councillor Dr. B. T. Cooper the Council's representative on the Worcestershire County Council Health Overview and Scrutiny Committee (HOSC) informed Members that he had attended its meeting on 13th March 2012. The main focus of the work of HOSC was the strategic service review of the Acute Services in Worcestershire, a timetable had been formulated and the consultation period was expected to begin in July 2012. However, there had already been delays so it was anticipated that some slippage would occur

within the timetable. Members of HOSC had also received presentations on the role of both Clinical Commissioning Groups and Worcestershire Health and Wellbeing Board and the relationship of these bodies with HOSC moving forward.

Members discussed the funding of services and a recent presentation on the Joint Service Review which had been hosted by WCC in the Council Chamber on 29th February 2012. Members commented that this presentation had not been well publicised which had resulted in poor attendance. Councillor Dr. Cooper confirmed that there were cost pressures and the financial support of the delivery of the services and quality of care would be the main drivers of the strategic service review.

The meeting closed at 7.38 p.m.

Chairman

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Overview and Scrutiny Board 23rd April 2012

BROMSGROVE DISTRICT COUNCIL TENANCY STRATEGY 2012 – 2014

Relevant Portfolio Holder	Cllr Kit Taylor
Portfolio Holder Consulted	Yes
Relevant Head of Service	Angie Heighway
Wards Affected	All
Ward Councillor Consulted	N/A
Key Decision	

1. SUMMARY OF PROPOSALS

- 1.1 The Localism Act 2011 introduces a number of housing reforms including the ability for local authorities and social landlords to grant fixed term tenancies with limited security of tenure and changes to the allocation of housing and the law relating to homelessness.
- 1.2 The Localism Act places a duty on the Local Authority to prepare and publish a Tenancy Strategy within 12 months of its enactment.
- 1.3 A Tenancy Strategy has been developed in close consultation with our Registered Providers, stakeholders and the Strategic and Housing Management Department of Redditch Borough Council.
- 1.4 The Tenancy Strategy (Appendix 1) sets out the matters to which Registered Providers (RPs) of social housing in the District should have regard when formulating their tenancy policies.
- 1.5 The Tenant Services Authority (TSA) has produced a draft regulatory framework for social housing in England which takes effect from April 2012. Currently there is a specific expectation that social housing providers shall publish clear and accessible policies which outline their approach to tenancy management, including interventions to sustain tenancies and prevent unnecessary evictions and tackling tenancy fraud. When formulating their policies Registered Providers of social housing should have due regard to the Tenancy Strategy set by the local authority.

2. RECOMMENDATIONS

- 2.1 That the Members of the Overview and Scrutiny Board note the report and the contents of Appendix 1 Bromsgrove District Council Tenancy Strategy 2012-2014.

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3. KEY ISSUES

Financial Implications

- 3.2 There are no financial implications for the Council in implementing the Tenancy Strategy and Policy.

Legal Implications

- 3.3 The Localism Act 2011 has placed a duty on Local Authorities to introduce a Tenancy Strategy. This strategy sets out the matters to which the registered providers of social housing in the District are to have regarded to in formulating their tenancy policies relating to
- the kinds of tenancies they grant,
 - the circumstances in which they will grant a tenancy of a particular kind,
 - where they grant tenancies for a term certain, the lengths of the terms, and
 - the circumstances in which they will grant a further tenancy on the coming to an end of an existing tenancy
- 3.4 The Regulatory Framework for social housing produced by the TSA requires social housing providers to develop a Tenancy Policy.

Service / Operational Implications

- 3.5 Although this is a new strategy there are no service or operational implications arising from the implementation of the Tenancy Strategy.
- 3.6 All social housing providers in the District will be required to have regard to this strategy in the formalisation of their own individual Tenancy Policies.
- 3.7 The Tenancy Strategy is intended to provide guidance to social housing providers, when developing their tenancy policies and practices, upon the Council's aims and objectives to produce lettings that meet local housing need and improve market functioning. The legislation requires the strategy to explain:
- What kind of tenancies should be offered.
 - Circumstances in which the landlord will grant a tenancy of a particular kind.
 - Where a tenancy is set for a term, the length of the term.

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- Circumstances where the landlord will grant a further tenancy on the ending of the existing tenancy.
- 3.8 The aim of the strategy is to provide the right home, at the right time and in the right place, by making best use of limited stock by offering tenancies not necessarily for life but supporting sustainable communities.

Customer / Equalities and Diversity Implications

- 3.09 Consultation has taken place with relevant stakeholders in the production of the Council's Tenancy Strategy and Bromsgrove hosted a stakeholder event to facilitate maximum levels of uniformity in respect of the Tenancy Strategies being developed across Worcestershire.
- 3.10 The Strategy sets out how the Council expects partner Registered Providers (RP's) to meet the housing needs of the District and make best use of existing stock. It recognises that those on low incomes may be adversely affected by the introduction of affordable rents and makes recommendations as to how Registered Providers should advise households prior to allocation so that they can make informed choices. In addition it is likely that mainly middle aged tenants whose children have left home, which may mean predominantly more women than men, will be affected adversely by an RP's decision to end a fixed term tenancy. However, the shortage of affordable accommodation in the District justifies the need to ensure scarce properties are occupied by those who need it most and thereby making best use of the existing social housing stock. The Strategy sets out the Council's expectation that RP's will avoid making households homeless as a result of this wherever possible.

4. RISK MANAGEMENT

- 4.1 There is a risk that the number of properties that are re-let will reduce, due to people being nervous about the changes to tenancies and housing benefits. We will need to effectively monitor this and provide clear advice to residents on the changes.
- 4.2 There is a risk of repeat homelessness linked to the placing of more people into the private rented sector. We will need to assess that the people we place in the private rented sector are able to maintain that type of tenancy. We will also need to ensure we maintain and strengthen our relationships with private landlords.

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5. APPENDICES

Appendix 1 - Tenancy strategy 2012 - 2014

6. BACKGROUND PAPERS

Localism Act 2011

Regulatory framework for social housing in England April 2010

7. KEY

TSA – Tenant Services Authority

AUTHOR OF REPORT

Name: Angie Heighway – Head of Community Services

E Mail: a.heigway@bromsgroveandredditch.gov.uk

BROMSGROVE **DISTRICT COUNCIL**

DRAFT TENANCY **STRATEGY** **2012-2014**

1. Introduction

1.1 The Localism Act places a duty on the Local Authority to prepare and publish a Tenancy Strategy by November 2012. This Strategy has been developed for Bromsgrove District in its strategic role by working in close consultation with Registered Providers.

1.2 The Localism Act 2011 introduces a number of housing reforms including the ability for local authorities to grant fixed term tenancies, changes to the allocation of housing and the law relating to homelessness.

1.3 The Localism Act (clause 126) will include new powers relating to allocations and flexible tenancies; it requires local authorities to produce a Tenancy Strategy that sits alongside the Housing Strategy, Homelessness Strategy and Allocations Policy.

1.4 Building on our strong and established working relationships within the County, this document has been developed collaboratively between the 6 councils in our strategic role and our registered providers and other key stakeholders. The strategy sets out a consistent framework and agreed set of principles across the county; each individual local authority will also provide more detailed guidance setting out their own specific principles according to their local conditions and need.

2. Background Policy

2.1 The Government's key housing policy goal is to ensure that everyone has the opportunity of living in a decent home, which they can afford, in a community where they want to live. To achieve this, the Government is seeking to:

- Achieve a wide choice of high quality homes both, affordable and market housing, to address the requirements of the community,
- Widen opportunities for home ownership and ensure high quality housing for those who cannot afford market housing, in particular those who are vulnerable or in need,
- Improve affordability across the housing market, including by increasing the supply of housing and;
- Create sustainable, inclusive, mixed communities in all areas, both urban and rural.

2.2 Definitions of Affordable Housing

National Planning Policy (June 2011) defines and includes 3 types of affordable housing:

- a) Social housing up until the introduction of affordable rents was the main model provided by Registered Providers and refers to housing that is subject to strict rent controls, which are around 50% of the market rents.
- b) The new affordable rents which is up to a maximum of 80% of market rent.
- c) Intermediate housing, which includes shared ownership.

It also states that affordable housing should:

- Meet the needs of eligible households including availability at a cost low enough for them to afford, determined with regard to local incomes and local house prices.
- Includes provision for the home to remain at an affordable price for future eligible households or, if these restrictions are lifted, for the subsidy to be re-cycled for alternative affordable housing provision.

2.3 Delivery of New Homes

Alongside the requirements of the Localism Act the Homes and Communities Agency (HCA) is agreeing programmes for the delivery of new affordable housing over the next 4 years with Registered Providers and local authorities.

The level of subsidy provided by the HCA for new affordable homes has significantly reduced and the ability for RP's to deliver with the reduced availability of grant has to be made up in the following ways.

- All new homes built with HCA subsidy are expected to be offered at affordable rents: up to 80% of the market rent.
- In addition RP's are offering to increase rents on a percentage of relet properties.
- They have also been encouraged to take a more pro-active approach to managing their stock, including the disposal of stock where this will bring funds to invest in new homes.

3. Aims and Scope of the Strategy

3.1 The aims and objectives of the Strategy are:

- To ensure that affordable housing meets local housing need
- To provide guidance and direction to RP partners in the development of their tenancy policies
- To provide a framework for up to date knowledge of the housing market in Worcestershire that can then be used to inform policy and practice.
- To indicate to tenants and prospective tenants what they can expect from their tenancy.

The Strategy will provide guidance to RP's in the following areas:

- The kind of tenancies that they grant.
- The circumstances in which different tenancies should be granted.
- The length of fixed term tenancies.
- The criteria to consider when reviewing tenancies at the end of the fixed term.
- How disposals of stock should be managed.
- How the Worcestershire district councils will give consideration to new government guidance in relation to allocations of social housing.

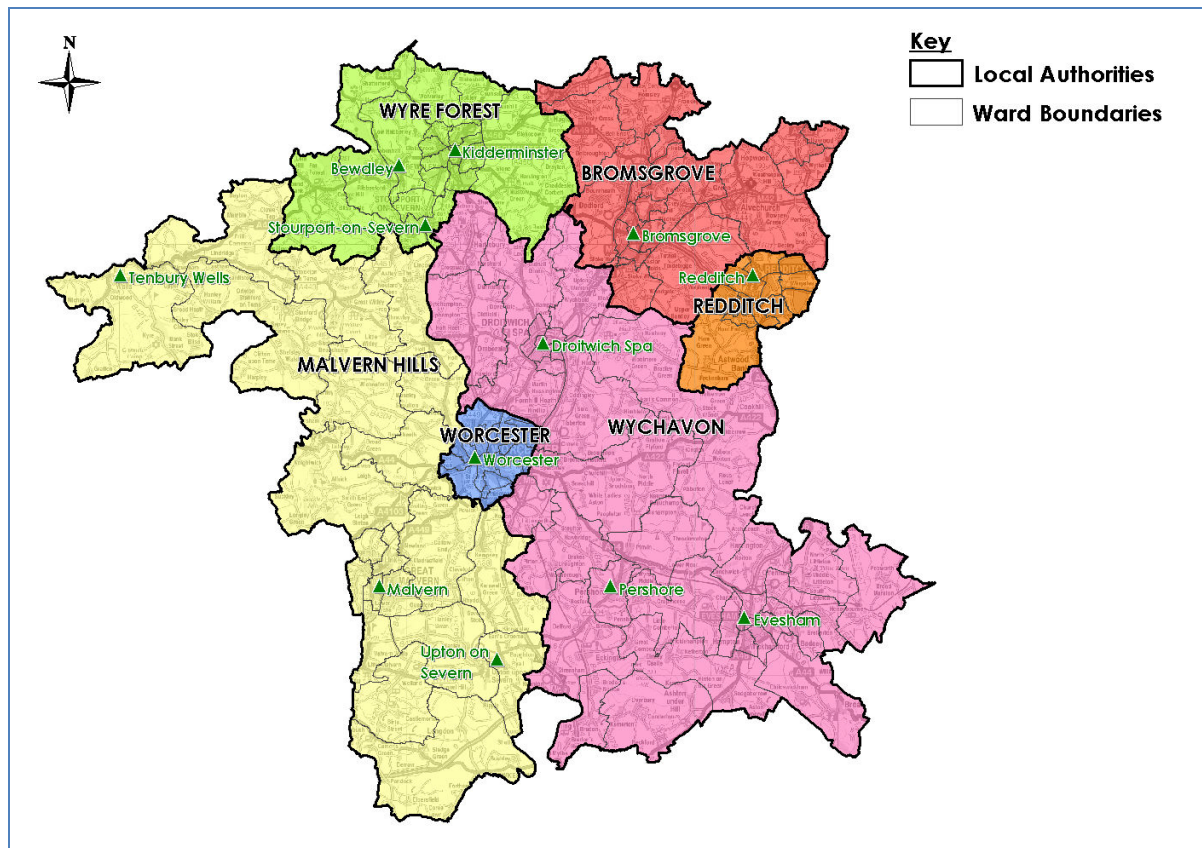
The Tenancy Strategy relates to lettings to all social and affordable rented properties to include adapted and sheltered housing. It does not cover lettings to hostels, temporary accommodation or supported housing.

3.2 Although local authorities are not required to include an assessment of affordability in their Tenancy Strategy, the Worcestershire district councils recognise the importance of ensuring that affordable housing continues to be available and accessible to those who need it most and must therefore remain affordable, as defined by locally defined thresholds. The Worcestershire Strategic Housing Market Assessment published in 2012 provides a detailed assessment of income and affordability in each district area and this information will be used to determine each district's guidance to RPs in their area.

3.3 The strategy will also set out the local authorities' approach to maximising the use of private rented sector tenancies, particularly in relation to the new power to discharge homelessness through this tenure.

3.4 The strategy has been developed as a result of consultation with a range of partners and stakeholders, including RPs, Social Care, local councillors and voluntary and community organisations. Also key to the development of the principles underpinning this strategy was an examination of the nature of the housing market across the county of Worcestershire., looking at detailed information around the issues of need, supply and affordability locally.

4. The County of Worcestershire in Context



Source: GVA 2011 (Worcestershire SHMA)

4.1 Worcestershire is a large and diverse county, including both urban areas, market towns and rural areas, all of which present different issues in terms of availability, accessibility and affordability of accommodation. The county covers an area of 173,592 hectares with much of this being rural and sparsely populated.

4.2 Worcestershire is a two tiered authority area, with a county council and 6 local councils comprising of a city council, a borough council and 4 district councils. The only local authority to have retained its housing stock is Redditch Borough Council; the other 5 local authorities have all transferred their housing stock to housing associations, but continue to have a strategic housing responsibility.

4.3 The population of Worcestershire was estimated to stand at 556,000 in 2009. The County has seen growth of just below 9 per cent in its population since 1991, above average for the West Midlands but on a par with the national growth rate. The Worcestershire SHMA 2012 shows that the population will continue to grow over the next 20 years, with a significant growth in the older people population in particular areas.

4.4 Worcestershire Vision

The vision of the Worcestershire Housing Strategy is

“The right home, at the right time, in the right place”

4.5 This means that we want every household in Worcestershire to be able to access housing that suits their needs and circumstances when they need it. It is implicit in the vision that we want all housing to reach an appropriate standard, currently the Decent Homes Standard, and that the right home means one that is affordable to the household’s budget. However, we do not mean that changing household circumstances should always result in the need to move home. Our vision embraces a much wider approach which always involves a housing options assessment to ensure household needs are met.

4.6 How our Worcestershire Housing Strategy Goals link to the Tenancy Strategy:

4.7 How our Worcestershire Housing Strategy Goals “Link to Tenancy Strategy Issues & Outcomes

	Worcestershire Housing Strategy Goals	Key Strategic Issues
1	Better use of existing homes	Offering tenancies that meet the households needs but can be reviewed to ensure that best use of stock is achieved. Allocation Policy and Local Lettings Plans to create move on opportunities. Fixed term tenancies can help get turnover in adapted properties where adaptation no longer needed.
2	Deliver new housing	Support the development of new homes through affordable rents.
3	Improve the condition of existing homes	Work with private landlords to achieve suitability standards to enable more housing pathways into the private rented sector.
4	Providing housing related support	Good housing options advice Link the review of tenancies with support and tenancy sustainment, or pathways into alternative accommodation prioritising homelessness prevention. Make best use of new build opportunities by targeting at specific groups ie older people, lifetime homes, supported housing

		Monitor access to housing and tenancies by these groups – and monitor potential discrimination
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Housing is important to everybody and is essential to achieving a good quality of life. This may mean something different to each of us and may vary throughout our lives but generally involves a safe, secure and affordable home with the right support. It is true that many people are able to solve their own housing issues without help and support from councils and other agencies but the Worcestershire Housing Strategy is about providing the right type of housing and support to those who need assistance.

5.0 Profile of Housing Supply and Need in Worcestershire

- 5.1 There are currently just under 250,000 dwellings in Worcestershire. The Census (2001) shows that the largest proportions of dwellings in the County are either detached (37.7%) or semi-detached (36%). Terraced housing only accounts for a significant proportion of the total stock in Redditch and Worcester, in the latter reflecting the urban nature of much of the city. In Redditch the new town development between 1964 and 1985 also involved a significant amount of terrace style properties which served to increase the proportion of this stock type.
- 5.2 A full breakdown of the housing stock by type across the County is provided in the table below:

Fig. 1 Housing Stock by Type in Worcestershire

Property Type	Bromsgrove	Malvern Hills	Redditch	Worcester	Wychavon	Wyre Forest
Converted flats	0.6%	2.2%	0.8%	1.5%	0.9%	0.9%
Purpose built flats	4.0%	4.3%	6.5%	7.2%	4.2%	4.7%
Terraced	13.5%	10.6%	29.1%	23.8%	17.0%	18.1%
Semi-detached	39.1%	33.1%	31.8%	39.3%	31.1%	41.5%
Detached	41.4%	48.1%	31.2%	27.0%	45.2%	33.3%
Other	1.5%	1.7%	0.4%	1.0%	1.6%	1.6%

Source: Census, 2001

5.3 The tenure breakdown of the stock in each district is shown in the table below:

Fig. 2 Dwelling Stock by Tenure

District	Total Dwelling Stock	LA Dwelling Stock		RP Dwelling Stock		Other Public Sector Dwelling Stock		Owner Occupied and Private Rented Dwelling Stock	
		No.	%	No.	%	No.	%	No.	%
Bromsgrove	39,080	0	0.0	3,886	9.9	6	0.0	35,190	90.0
Malvern Hills	33,410	0	0.0	4,452	13.3	0	0.0	28,950	86.7
Redditch	35,160	6,079	17.3	1,657	4.7	17	0.0	27,410	78.0
Worcester	42,470	8	0.0	6,738	15.9	17	0.0	35,710	84.1
Wychavon	51,190	18	0.0	7,434	14.5	28	0.1	43,710	85.4
Wyre Forest	43,980	0	0.0	6,382	14.5	35	0.1	37,570	85.4
Worcestershire	245,290	6,105	2.5	30,549	12.5	103	0.0	208,540	85.0

Source: Communities and Local Government, 2011

- 5.4 In terms of social rented stock the 2001 Census showed that this tenure constituted 15.3% of all households across the County, with this varying between 10.6% in Bromsgrove and 22.7% in Redditch.
- 5.5 Right to buy activity has continued to reduce this proportion with approximately 31,000 properties being sold from 1994 to 2010. New properties have, however, also added to the social housing stock.

5.6 Fig. 3 Social Housing Stock by District and Size

The social housing stock in the county is split by district and size as follows:

District	1 bed		2 bed		3 bed		4+bed		Total	
	No.	%	No.	%	No.	%	No.	%	No.	%
Bromsgrove	1,364	36.3	1,055.0	28.1%	1,290	34.3	47	1.3	3,756	90.0
Malvern Hills	1,272	29.7	1,582.0	36.9%	1,357	31.7	73	1.7	4,284	86.7
Redditch	2,873	38.3	2,126.0	28.3%	2,281	30.4	22	3.0	7,502	78.0
Worcester	2,025	31.9	1,810.0	28.5%	2,356	37.2	14	2.4	6,340	84.1
Wychavon	2,081	29.3	2,390.0	33.7%	2,487	35.0	14	2.0	7,099	85.4
Wyre Forest	728	16.1	1,515.0	33.6%	2,161	47.9	10	2.3	4,508	85.4
Worcestershire	10,343	30.9%	10,478	31.3%	11,932	35.6%	736	2.2%	33,489	85.0%

Source: Communities and Local Government, 2011

Fig. 4 Social Housing Lettings 2009/10

Lettings (Bedrooms)	Bromsgrove	Malvern Hills	Redditch	Worcester	Wychavon	Wyre Forest
0/1 Bedroom	48%	46%	57%	51%	49%	48%
2 Bedrooms	36%	37%	27%	32%	35%	35%
3 Bedrooms	14%	17%	14%	16%	16%	16%
4+ Bedrooms	2%	1%	1%	1%	1%	1%
Total Lettings	309	291	574	512	484	526

5.7 In total, there were 2,122 social lettings to households on the waiting list across Worcestershire during 2009/10. The majority of lettings were to smaller 1 and 2 bedroom properties, with only an average of 17% of lettings being to 3 and 4+bedroom properties.

Housing Need

5.8 There are nearly 24,000 households on waiting lists for social housing in Worcestershire.

5.9 The following tables show a breakdown of these households:

Fig. 5 Households on the Waiting List by Household Type

District	Total Households	Couple	Family	Other	Pensioner	Single
Bromsgrove	3,324	8%	42%	5%	15%	30%
Malvern Hills	2,285	11%	37%	3%	15%	33%
Redditch	3,598	N/A	N/A	N/A	N/A	N/A
Worcester	4,501	9%	42%	1%	9%	39%
Wychavon	4,801	10%	35%	3%	16%	36%
Wyre Forest	5,210	9%	38%	0%	22%	31%
Worcestershire	23,719					

Source: Housing Waiting Lists, GVA Analysis 2011

5.10 This data shows that the household type most frequently requiring affordable housing are family households, followed by single person households.

Fig. 6 Households on the Waiting List by Age

Local Authority	18-24	25-34	35-64	65+	Under 18
Bromsgrove	17%	29%	41%	13%	0.0%
Malvern Hills	17%	23%	44%	15%	0.2%
Worcester City	21%	32%	39%	7%	0.4%
Wychavon	19%	28%	41%	12%	0.3%
Wyre Forest	19%	24%	41%	15%	0.4%

Source: Local Authority Waiting Lists

5.11 This data shows that the age group most frequently requiring affordable housing are 35-64 year olds, followed by 25-34 year olds.

Fig. 7 Households on the Waiting List by Household Type

District	Total Households	Owner Occupied	Social Rent	Private Rent	Sharing/Lodging	Other/Not Specified
Bromsgrove	3,324	11%	29%	21%	7%	32%
Malvern Hills	2,285	7%	36%	23%	6%	28%
Redditch	3,598	8%	36%	22%	30%	5%
Worcester	4,501	5%	29%	24%	13%	28%
Wychavon	4,801	7%	23%	16%	6%	48%
Wyre Forest	5,210	12%	26%	22%	6%	33%
Worcestershire	23,719					

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5.12 This table illustrates the pressures on households in market tenures, with a relatively high demand from other tenures, in particular the private rented tenure. There are also significant numbers of households on the waiting list who are seeking to transfer from a social housing tenancy.

Fig. 8 Households on the Waiting List in 'Significant Need'

5.13 Households in 'Significant Need' are defined as those households in bandings of Silver and above on the two choice based lettings schemes in Worcestershire; Home Choice and Home Choice Plus.

District	Households in 'Significant Need'	Proportion of Total Waiting List (Authority)	Proportion of Total Number of Households (Authority)
Bromsgrove	499	15.0%	1.3%
Malvern Hills	479	20.9%	1.5%
Redditch	929	25.8%	2.8%
Worcester	1,061	23.5%	2.6%
Wychavon	1,153	24.0%	2.3%
Wyre Forest	986	18.9%	2.3%
Worcestershire	5,107	21.5%	2.1%

Source: Housing Waiting Lists, GVA Analysis 2011

5.14 There are a total of 5,107 households categorised as having a significant level of need for affordable housing, representing approximately 22% of the total number of households on waiting lists across Worcestershire.

5.15 Of those households in significant need, their estimated property size requirements are as follows:

Fig. 9 Estimated Property Size Requirements

District	1 bedroom	2 bedrooms	3 bedrooms	4+ bedrooms
Bromsgrove	45%	33%	14%	7%
Malvern Hills	66%	25%	5%	3%
Redditch	43%	29%	14%	14%
Worcester	52%	34%	9%	4%
Wychavon	44%	37%	14%	4%
Wyre Forest	60%	29%	9%	2%

- 5.16 There are slight variances in the size of affordable housing required going forward over the next five years within Worcestershire. Overall, however, a relatively consistent trend is evident; there is a predominant requirement for smaller 1 and 2 bedroom dwellings across all authorities within Worcestershire. However, there is still a continued requirement for 3 and 4+ bedroom units in all districts, particularly since these property types do not become available as frequently as smaller units (see fig. 4).
- 5.17 Taking into account the levels of need and supply of affordable housing in the county, the Worcestershire SHMA published in 2012 has concluded that there is an annual requirement for an additional 1,354 affordable properties in Worcestershire over the next 5 years.
- 5.18 Figure 10 below shows how this requirement is broken down by district and affordable tenure:

Fig. 10 Annual Affordable Housing Need over next 5 years

Authority	Net Affordable Housing Requirement - by Tenure (Annual - next 5 years)					
	Social Rented			Intermediate		
	Supply	Net Need (Total)	Net Need (%)	Supply	Net Need (Total)	Net Need (%)
Bromsgrove	227	186	85%	26	33	15%
Malvern Hills	220	127	97%	31	4	3%
Redditch	405	100	60%	20	67	40%
Worcester	366	297	83%	15	61	17%
Wychavon	372	221	82%	7	48	18%
Wyre Forest	404	154	73%	8	56	27%
Worcestershire	1,994	1,085	80%	107	269	20%

6.0 Profile of Rents and Affordability in Worcestershire

- 6.1 This section provides information on the rent levels across Worcestershire for market, affordable and social rents and provides an assessment of each tenure's affordability relative to average household income in each district.
- 6.2 In assessing the affordability of different tenures, the following principles have been applied:
- Housing is considered to be affordable where the rent payable would constitute no more than 25% of a household's gross income
 - Rent payable is defined as the entire rent due, even if it is partially or entirely met by housing benefit

- Annual social housing rents are calculated from an average taken of RSL rental levels (RSR dataset)
- A household income of £30,000 is the benchmark for entry into market housing across the authorities
- Income data has been derived from CACI 2010

Fig. 11 Average Monthly Private Rental Levels & Income Required by Property Size

District	1 bedroom Apartment		2 bedroom		3 bedroom House		4 bedroom House		% of All Households Earning Less than £30,000
	Rent	Income Required	Rent	Income Required	Rent	Income Required	Rent	Income Required	
Bromsgrove	£433	£20,784	£578	£27,744	£690	£33,120	£941	£45,168	43%
Malvern Hills	£485	£23,280	£571	£27,408	£660	£31,680	£675	£32,400	51%
Redditch	£453	£21,744	£577	£27,672	£669	£32,112	£1,173	£56,304	50%
Worcester	£493	£23,664	£608	£29,160	£696	£33,408	£987	£47,376	53%
Wychavon	£466	£22,368	£577	£27,672	£730	£35,040	£929	£44,592	48%
Wyre Forest	£400	£19,200	£500	£24,000	£608	£29,184	£795	£38,160	55%

Source: Rightmove.co.uk, 2011

6.3 There is a relatively strong consistency across authorities in terms of rental levels. Worcester records a strong market for smaller properties, in particular 2 bed properties. Wyre Forest consistently records a lower monthly rental level across all property types.

Figure 12 Average Monthly Social Rental Levels & Income Required by Property Size

District	1 bedroom Apartment		2 bedroom		3 bedroom House		4 bedroom House		% of All Households Earning Less than £30,000
	Rent	Income Required	Rent	Income Required	Rent	Income Required	Rent	Income Required	
Bromsgrove	£275	£13,200	£319	£15,312	£346	£16,608	£379	£18,192	43%
Malvern Hills	£306	£14,688	£342	£16,416	£383	£18,384	£431	£20,688	51%
Redditch	£339	£16,272	£339	£16,272	£369	£17,712	£417	£20,016	50%
Worcester	£282	£13,536	£319	£15,312	£332	£15,936	£381	£18,288	53%
Wychavon	£293	£14,064	£337	£16,176	£369	£17,712	£394	£18,912	48%

Wyre Forest	£298	£14,304	£329	£15,792	£338	£16,224	£361	£17,328	55%
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Source: RSR 'Guide to Local Rents Part II', 2011

6.4 As would be expected, there is a high level of consistency in rental levels across the authorities.

Figure 13 Average Affordable Rent Levels (80% market rent) & Income Required by Property Size

District	1 bedroom Apartment		2 bedroom		3 bedroom House		4 bedroom House		% of All Households Earning Less than £30,000
	Rent	Income Required	Rent	Income Required	Rent	Income Required	Rent	Income Required	
Bromsgrove	£346	£16,627	£462	£22,195	£552	£26,496	£753	£36,134	43%
Malvern Hills	£388	£18,624	£457	£21,926	£528	£25,344	£540	£25,920	51%
Redditch	£362	£17,395	£461	£22,138	£535	£25,690	£938	£45,043	50%
Worcester	£394	£18,931	£486	£23,328	£557	£26,726	£790	£37,901	53%
Wychavon	£373	£17,894	£461	£22,138	£584	£28,032	£743	£35,674	48%
Wyre Forest	£320	£15,360	£400	£19,200	£486	£23,347	£636	£30,528	55%

Source: GVA, 2011

6.5 Having set out the rent levels for the three rental tenures, the following table shows the difference between the average social and affordable rent levels in each district by property size.

Figure 14 Difference between Monthly Social and Affordable Rent Levels by Property Size

District	1 bedroom	2 bedroom	3 bedroom	4 bedroom
Bromsgrove	£71	£143	£206	£374
Malvern Hills	£82	£115	£145	£109
Redditch	£23	£122	£166	£521
Worcester	£112	£167	£225	£409
Wychavon	£80	£124	£215	£349
Wyre Forest	£22	£71	£148	£275

6.6 Figure 14 shows that the introduction of affordable rent as a replacement for social rent would generate significantly higher rental

returns for RPs than traditional social rents. Worcester City in particular records the greatest average differential. This is likely to pose an affordability challenge to many households within lower income bands.

- 6.7 It is therefore essential that an analysis of affordability is considered in terms of access to affordable rent. The following table sets out the proportion of households in each district who would be unable to afford an affordable rent level:

Figure 15 Proportion of Households Unable to Afford Affordable Rent Housing

Authority	% Unable to Afford 80% Market Rent, 1-bed Apartment	% Unable to Afford 80% Market Rent, 2-bed Apartment	% Unable to Afford 80% Market Rent, 3-bed House	% Unable to Afford 80% Market Rent, 4-bed House
Bromsgrove	25%	35%	43%	59%
Malvern Hills	31%	41%	51%	51%
Redditch	30%	41%	50%	77%
Worcester City	33%	43%	53%	68%
Wychavon	29%	39%	48%	64%
Wyre Forest	34%	34%	45%	63%

Source: CACI 2010, GVA Analysis 2011

- 6.8 These figures suggest that the effectiveness of affordable rent as a product to meet housing need will vary considerably across districts and property types and there will still be a need to ensure that the traditional, lower cost tenure of social rent continues to be provided to meet the needs of those households on lower incomes who are unable to afford affordable rent. In providing guidance to RPs on how the local authority would prefer to see the affordable rent model utilised, each district will take into consideration the difference between the rent levels for social and affordable rent, the proportion of households unable to afford affordable rent, the Local Housing Allowance levels in the district, the stock profile and the specific demographics and geography of the district.

7. Principles for Registered Providers on Tenancy Policy

- 7.1 Having considered the nature of the housing supply, demand and need in the County, this section will set out the principles that the Worcestershire district councils expect RPs to have regard to when developing their own tenancy policy:

Tenancy Types Background Information

- 7.2 The Localism Act enables RPs to let properties to new tenants using fixed term tenancies rather than lifetime assured tenancies. Fixed term tenancies should usually be offered for a minimum of 5 years, unless there is an exceptional reason to reduce the term to 2 years.
- 7.3 Fixed term tenancies can be offered at either social or affordable rent.
- 7.4 RPs are not obliged to offer fixed term tenancies and lifetime tenancies can continue to be offered.
- 7.5 At the end of the fixed term, the RP will have the option to review the tenant's circumstances and the conduct of the tenancy and can either terminate or extend the tenancy. RPs are required to develop and publish a Tenancy Policy and the criteria to be taken into account when deciding whether to extend or terminate a fixed term tenancy should be clearly set out in this policy.
- 7.6 Where a RP chooses to terminate a fixed term tenancy at the end of the period, the RP must give notice of their decision 6 months before the end of the tenancy and must also ensure that the tenant is provided with advice and assistance with finding suitable alternative accommodation.
- 7.7 Existing allocation and nomination arrangements will continue, with properties offered on fixed term tenancies being advertised and let through existing schemes, e.g. choice based lettings schemes.
- 7.8 RPs will continue to be able to offer introductory tenancies.
- 7.9 Existing tenants will retain their security of tenure whether they remain in their current home or not. However, their rent may change if they move to a property which the RP has chosen to let at affordable rent levels.

Worcestershire Principles

- 7.10 The local authorities in Worcestershire welcome the introduction of fixed term tenancies as a means of ensuring that best possible use is made of the limited social housing stock in the County. However, it is essential that the use of fixed term tenancies should not undermine the sustainability of communities and neighbourhoods and care must therefore be taken in determining in what circumstances such tenancies will be offered and what review criteria will be applied at the end of the tenancy.
- 7.11 The Worcestershire district councils consider that where flexible tenures are to be used, they should be generally offered for a minimum of five years in order to provide stability and security and only in exceptional circumstances offered for the minimum 2 year period.
- 7.12 It is also expected that unless there has been a significant change in circumstances following a review, the tenancy will be renewed for a further period. The circumstances in which a local authority considers a tenancy may not be renewed will be set out by each district according to their local conditions, but all RPs should ensure that they clearly publish the criteria and conditions they intend to apply to the allocation and review of fixed term tenancies and that this information should be provided to tenants prior to their tenancy commencement. RPs should also make clear whether they intend to terminate fixed term tenancies if

any or all of the specified conditions are met and in what circumstances they will renew a tenancy even though some or all of the conditions are met.

Overcrowding and Under-occupation

- 7.13 The Worcestershire Local Housing Authorities encourage landlords to take positive action to facilitate a move to more suitable accommodation where tenants' circumstances change and their current home is too large or indeed where the accommodation is too small.
- 7.14 The proposed housing benefit restrictions on bedroom size being applied from April 2013 for working age households will add further pressure to ensure that properties are not under occupied. Those who are underoccupying their social housing will be placed into a reasonable preference banding on Home Choice Plus if they make an application to transfer to a smaller property.
- 7.15 The Home Choice Plus Allocations Policy awards reasonable preference to families who are overcrowded.
- 7.16 It is important that the best possible use is made of existing housing stock.

Properties with Adaptations

- 7.17 It is important that properties with adaptations are used appropriately due to the limited resources available to meet a growing need for adapted properties. Many of the authorities in Worcestershire have a significant number of older people living in their locality and this figure is projected to increase. It is therefore important to ensure that if the circumstances or needs of a tenant with an adapted property change, meaning that they no longer require a property with an adaptation then the tenant will be moved to a more suitable property. The adapted property should then be allocated to someone requiring such an adaptation.
- 7.18 The Home Choice Plus Allocation Policy gives reasonable preference to households occupying an adapted property and wishing to move to a more suitable property.

Bromsgrove District Council Principles

- 7.19 Bromsgrove District Council expects RPs to consider the following factors in determining the criteria to be used for allocating and reviewing fixed term tenancies:
 - Due to the shortage of social housing in the District, the Council supports the use of fixed term tenancies for properties with two or more bedrooms in order to ensure that this scarce resource can be used most effectively.
 - In order to ensure the best possible use of stock, the Council supports the use of fixed terms tenancies for properties with specialist adaptations.

- The Council considers that all fixed term tenancies should be renewed unless the household's circumstances have changed to such an extent that the property is no longer suitable for their needs, or they are able to meet their needs through market tenure housing. Examples of this include:
 - The household income or savings exceeds the thresholds specified by the Home Choice Plus allocations policy. This currently stands at income of over £60,000 per annum and/or savings/assets/equity exceeding £50,000 (unless their needs can only be met through housing that is not available as a market tenure)
 - The household is under-occupying their property, particularly in the case of family housing.
 - There have been repeated serious breaches of the tenancy conditions set out at the commencement of the tenancy and appropriate support has been offered to the tenant to address these breaches, but there has been a consistent failure on the part of the tenant to do so. In the case of rent arrears, the RP should take into account where arrears have accrued as a result of the introduction of the new working age bedroom size limit to those claiming housing benefit. In these circumstances, the Council expects RPs to be flexible in its approach and to assist tenants to find more affordable accommodation within its own stock.
- Where a tenancy is not renewed at the end of a fixed term, the RP should ensure that adequate and appropriate advice and assistance is provided to the tenant to enable them to secure alternative accommodation. This may include assisting them to move within the RP's own stock (either rented or shared ownership) or moving into a market tenure. The tenant should be given a notice period of at least 6 months and the RP should also notify the Council's Housing Options Team of any intended tenancy terminations that are likely to lead to homelessness as soon as notice is given.
- The Council expects that very few, if any, homeless approaches should be generated by an RP terminating a fixed term tenancy, as appropriate advice should have been provided to the tenant to enable them to meet their own needs, but where a former tenant does approach the Council for homeless assistance, the RP should assist the council with its enquiries where requested.
- In most cases (unless the property conditions would make it unsuitable), the Council expects that RPs should allow the tenant to remain in their property at the end of a tenancy until a suitable alternative has been found.

- RPs should ensure that tenants are provided with clear and adequate information about the reasons why their tenancy has been terminated, and clear guidance should be provided on the way in which they can request a review of any decision to seek possession.
- Where a household is found to be significantly over-crowded at the time of a fixed term tenancy review and the household does not meet any of the other criteria for tenancy termination, the Council expects that the RP should assist the household to find suitable alternative accommodation within its own stock.

Affordable Rent

Background Information

- 7.20 The new tenure of affordable rent was introduced in 2010 following the Comprehensive Spending Review and enables RPs who have entered into a contract with the Homes and Communities Agency to charge rents of up to 80% of market rent levels on all new build properties funded through the 2011-15 HCA programme. These RPs may also convert a proportion of their existing properties to affordable rent.
- 7.21 RPs not in receipt of HCA development funding must continue to let properties at social rent levels. RPs in receipt of funding will also be able to continue charging social rent on existing properties if they choose to.
- 7.22 Existing tenants remaining in the same home will not be affected by this change. However, they may be affected if they transfer to a new home.
- 7.23 Properties at affordable rent levels will continue to be eligible for Housing Benefit rather than Local Housing Allowance.
- 7.24 Existing allocation and nomination arrangements will continue, with properties offered at affordable rent being advertised and let through existing schemes, e.g. choice based lettings schemes.

Worcestershire Principles

- 7.25 The Worcestershire district councils expect RPs to take into consideration the affordability calculations included in the Worcestershire Strategic Housing Market Assessment (tables included in section 4 of this document) and the specific demographics of its operating area in determining the rent levels to set and the proportion of its existing stock that it will convert to affordable rent. RPs should also take into account the availability of affordable and market accommodation in specific areas and the need to ensure sustainable communities in determining rent levels – e.g. some rural areas may have very limited affordable housing stock and introducing affordable rent in these areas may make the stock unaffordable to the majority of local people. Each local authority will specify its preferences for areas for areas which should be excluded from the affordable rent model.

Bromsgrove District Principles

- 7.26 It is recognised that affordable rent will meet the needs of some of those in housing need in the District. However, it is more likely that this product will assist the wider housing waiting list as opposed to those in significant need, who are likely to have fewer resources available to them. This is because although households in properties charged at affordable rent levels will be eligible for housing benefit, those households on a low income and not in receipt of housing benefit may struggle to afford these rent levels. The Government is keen that benefit dependence and worklessness levels should be reduced and it is therefore also vital that rent levels should not act as a barrier or disincentive to entering employment. In addition, when the Benefit Cap of £26,000 is introduced in April 2013, households may struggle to afford the affordable rent levels; in Bromsgrove, this is particularly true of larger family sized accommodation (3 and 4+ bedroom properties).
- 7.27 Although Bromsgrove Council must consider the whole housing market and ensure the needs of all households are provided for, the conversion of social rent properties to affordable rent which are then let to households not in significant need will not serve to reduce the affordable housing requirement for the Council, in fact it will increase it.
- 7.28 The SHMA affordability calculations reproduced in section 5 of this document demonstrate that affordable housing will only meet the needs of 15% of those in significant need registered with Home Choice Plus.
- 7.29 The Council therefore expects RPs to carefully consider the affordability of its stock for local people when determining which properties should be converted to affordable rent and, as a minimum, expects that RPs should not let 4+ bedroom properties or family sized properties in high value areas at affordable rent.
- 7.30 The Council expects that RPs should publish its criteria for determining which of its existing stock it intends to let at affordable rent levels and should also publish the valuation information it uses to determine the affordable rent level.
- 7.31 The Council expects that in all cases the affordable rent level should be lower than the local housing allowance level for the District.
- 7.32 The Council expects that RPs will provide its tenants who are likely to be affected by changes to welfare benefits with appropriate advice regarding how it will impact them and how they can address any resulting affordability issues.
- 7.33 The Council expects that all affordable rent properties should be advertised through the Home Choice Plus choice based lettings scheme and that the rent level should be clearly indicated on the advert. The RP should also ensure at the allocation stage that the tenant understands the difference in the rent level prior to them making a decision regarding whether to accept the property.

Section 106 developments

- 7.34 Due to the large differential between social and affordable rent in the District, the Council considers that there is still a significant requirement for the delivery of new build properties at social rent. The Worcestershire SHMA has identified that in order to meet the backlog and emerging housing need in the city, new development should deliver 85% social and 15% intermediate housing. The Council will therefore continue to seek social rented housing on sites where affordable housing is secured through a Section 106 agreement.
- 7.35 The Council also expects that all properties subject to existing Section 106 agreements should continue to be offered at social rent levels and not be converted to affordable rent. The Council will monitor allocations of properties subject to a Section 106 agreement to ensure that they are offered at the correct rent levels.

Mobility in Social Housing

Background Information

- 7.36 The Localism Act promotes mobility in social housing. The Secretary of State and the regulator has been given the powers to give directions making it easier for tenants to change homes should their circumstances change. All RPs are obliged to participate in a mutual exchange scheme to allow tenants to move more easily.

Worcestershire Principles

- 7.37 Worcestershire recognises the need for tenants to be able to move to be closer to work, family support within the partnership boundaries etc. and supports the Government's efforts to facilitate easier movement within the sector.
- 7.38 Applicants are able to apply to Home Choice Plus from anywhere within the United Kingdom. However, in order to ensure that Home Choice Plus meets the needs of the local community, reduced priority will be given to those applicants without a Local Connection to the relevant Local Authority.
- 7.39 Local connection will be assessed having regard to the definition of local connection contained in Section 199 Housing Act 1996.
- 7.40 The following factors as set out in s199 Housing Act 1996 will be taken into consideration in determining whether or not an applicant has a local connection with the Local Authority area. An application is awarded a local connection if an applicant or a member of their household included in their application:
- has lived in the relevant Local Authority area by choice for a certain time (usually for six months out of the last 12 months or for three years out of the last five years);
 - has close family living in the relevant Local Authority area, who have been permanently resident for at least the previous five years;
 - has permanent employment in the relevant Local Authority area
 - has special circumstances that give rise to a local connection

- 7.41 In determining permanent employment the policy gives consideration to the Local Government Association guidelines which state that this is employment other than that of a casual nature.
- 7.42 For the purposes of determining Local Connection, living in the Local Authority area will not include the following:
- Occupation of a mobile home, caravan or motor caravan where it is not their only or principal home
 - Occupation of a holiday letting (which includes a permanent building, hotel or bed and breakfast accommodation) for the purposes of a holiday.
 - Resident of a HMP, Bail Hostel or other such accommodation.
 - In-Patient of Hospitals/specialist centres

Bromsgrove District Principles

- 7.43 The Council expects that all RPs operating in the District should participate in a national mutual exchange scheme to enable tenants to move more easily, e.g. Homeswapper. In order to encourage and facilitate mobility, the Council also expects that existing social tenants should be allowed to retain their security when they move to a new property.
- 7.44 The Council expects that RPs should publish a mutual exchange policy, setting out any conditions it may apply to tenants who wish to exchange.
- 7.45 The Council expects RPs to offer flexibility in allowing exchanges and to clearly explain how tenants' exchange rights will be affected by different tenancy types, including fixed term and introductory tenancies. The Council also expects RPs to offer flexibility to tenants who need to move because they are under-occupying their current home and have faced a reduction in Housing Benefit as a result. This may mean relaxing conditions around the ability to exchange with rent arrears, if this will resolve the household's affordability issues and prevent further arrears from accruing.

Disposal of Stock

Worcestershire Principles

- 7.46 The Worcestershire Local Housing Authorities do not wish to see the disposal of housing stock. However, it is recognised that in certain circumstances this may be justifiable providing it allows for future investment within the individual local authority area in providing more appropriate housing. Agreement would have to be gained from the local authority for any disposal of stock in accordance with legislative requirements and stock transfer agreements. This would include any payment in respect of the disposals claw back agreement.

Bromsgrove District Principles

- 7.47 The Council expects that RPs should have a disposal strategy which clearly sets out their approach to the disposal of stock and how this benefits the organisation and the local authority area(s) in which it operates. The Council also expects that all disposal decisions should

be taken at RP Board level. If RPs wish to dispose of stock within Bromsgrove District, the Council will require them to provide the following information to the Strategic Housing Team with any request for support for disposal:

- Address of property
- Type and size of property
- Whether the property is currently tenanted and if so, how the current tenant will be assisted to find suitable alternative accommodation
- The projected income from the disposal
- How and where this income will be used

Local Lettings Plans

Worcestershire Principles

- 7.48 Local Lettings Plans are currently used across the County in order to facilitate community sustainability and good housing management. Local Lettings Plans may be used by RPs in some areas to set out how and why particular properties will be let at affordable rent levels or offered on a fixed term basis.
- 7.49 Local Lettings Plans should always be developed in partnership with the local housing authority.

Bromsgrove District Principles

- 7.50 All local lettings plans should be need based and have clear and robust evidence to support this need. The plan should clearly set out what the RP is aiming to achieve in applying restrictions on allocations and how these restrictions will assist to meet these objectives. The plan should also have a set review date, at which time, the RP should assess whether the objectives have been achieved and whether the plan should be extended or amended.
- 7.52 All local lettings plans should be published by the RP and should also be agreed by the Council before use. The Council will publish all local lettings plans on the Home Choice Plus website and any advert which restricts allocations based on a local lettings plans should clearly reference the title of the plan in order that customers are able to make informed choices about their bidding.

8. Social Housing Allocations

- 8.1 All the Worcestershire district councils operate choice based lettings (CBL) schemes to determine how priority should be awarded in the allocation of social housing. Redditch Borough Council operates its own CBL scheme called Home Choice, while the 5 remaining Worcestershire district councils (along with Stratford on Avon District Council) operate a sub-regional CBL scheme called Home Choice Plus.
- 8.2 The Localism Act 2011 offers local authorities greater freedom in framing their allocations policies which:
- Allow them to restrict access to waiting lists
 - Make it easier for existing social tenants to move to more suitable accommodation

- Encourage local authorities to make use of the existing flexibilities within the allocation legislation to ensure that social homes go to people who need and deserve them the most, e.g. introducing priority for economically active households and those who contribute to their local community
- Ensuring that former Service men and women who have urgent housing needs are given 'additional preference' (i.e. high priority) for social housing

8.3 Once the Government statutory guidance has been published, a further review will be undertaken to consider what further changes, if any, are needed. Redditch Borough Council's Home Choice scheme will also be reviewed in line with the new government guidance.

9. Use of Private Rented Sector Tenancies

9.1 Local Authorities will be able to discharge their duty to homeless households with an offer of suitable accommodation in the private rented sector provided the tenancy is for a minimum of one year and is suitable for the household. The government will be developing new guidance on assessing suitability to accompany this new power.

Worcestershire Principles

9.2 The private rented sector in the county is complex and differs in availability and affordability between the districts. Market research undertaken as part of the Worcestershire SHMA 2012 highlighted a countywide trend of a lettings market restricted by the lack of available property due to both the withdrawal of the buy to let investor from the market and the growing trend for people to remain within their rental property for increasing amounts of time.

9.3 This market research further identified the following district specific trends:

Worcester City

9.4 Within Worcester the University of Worcester has changed the private rental market in recent years with increased demand from buy to let landlords which seek to cater for the student market. Overall across Worcester the lettings market is performing well with increasing demand. The absence of available supply was noted as being further compounded by the declining numbers of forced landlords who are beginning to move their property on to the sales market. The market remains very price sensitive and rental levels are a determining factor in whether a property is let.

Malvern Hills

9.5 In Malvern Hills the rental market in the area was coming under increasing pressure not only from first time buyers priced out of the market in the authority but also from an increasing number of households relocating into the authority. Rental demand for houses is particularly strong and is likely to reflect a desire for couples and families to settle in the area but who are waiting until prices re-align themselves and for the sale market to provide greater choice. There is a need

throughout the district for more rental properties as demand continues to outstrip supply.

Bromsgrove

- 9.6 Within Bromsgrove the lettings market remains buoyant with 3 bedroom houses with gardens being in particular demand. Flats are less popular and there is a high turnover rate associated with this property type. There is high demand throughout Bromsgrove and areas close to transport hubs are always popular.

Wychavon

- 9.7 The market in Wychavon should be considered in terms of the individual settlements, given the geographical distance between them and the different market links with adjacent areas. The lettings market has slowed down in Droitwich over the last 12 months but rents have remained stable. In Evesham, the supply of rental properties has started to grow as a result of investors purchasing competitively priced properties. Within Pershore the lettings market is performing well, with all property types in demand.

Wyre Forest

- 9.8 In Wyre Forest there is a high demand for rental properties in Kidderminster in particular but overall rental transactions are relatively low, although demand is considered likely to pick up as a result of pressures not only from would be first time buyers in the authority but those looking to settle in the area and commute to the larger urban areas.
- 9.9 All the Worcestershire district councils offer some form of private rental sector (PRS) access scheme to facilitate households to enter this tenure and reduce the demand on social housing. There are also various schemes offered by partner and voluntary agencies across Worcestershire, providing PRS access services to specific client groups such as single homeless people and ex-offenders. The district councils are all planning to extend their PRS access schemes in the future and see this sector as offering a suitable alternative tenure for those households who would traditionally have entered social housing. The use of the private rented sector will, however, be determined by the local market.

Bromsgrove District Principles

- 9.10 Bromsgrove Council operates a rent bond scheme for over 25's and funds an additional scheme for under 25's through an organisation that specialises in dealing with young people.
- 9.11 The Authority regulates the licensing of 3 storey Houses in Multiple Occupation and licenses are granted to properties achieving the required standards.
- 9.12 The current rent bond scheme operated by the Council is prioritised to assist customers who are at risk of becoming homeless, rather than those to whom a full homeless duty is owed. However, with the enactment of the Homelessness provisions within the Localism Act

2011, it is anticipated that the Council will be able to use the private rented sector to discharge its homeless duty in the future.

- 9.13 Any use of the private rented sector in this way will always involve a rigorous assessment of the suitability of this option, including an assessment of affordability, and the Council will only exercise this power where it considers that the private rented sector represents an appropriate solution to a household's housing need. Any decision to discharge duty in this way will be subject to the usual homeless appeal process. The use of this power will be closely monitored to ensure that private rented sector tenancies can be sustained over a medium to long term and do not result in repeat homelessness.
- 9.14 All properties let through the Council's private rented sector access schemes must be in good repair, warm, secure and free from health and safety hazards. The rent charged should also be at or below local housing allowance levels for the District. Where rent charged exceeds local housing allowance, the Council's agent must be satisfied that the property is affordable for the tenant and that any top up is reasonable.

10. Governance

- 10.1 The Worcestershire Strategic Tenancy Framework and principles will be reviewed annually by the Worcestershire Strategic Housing Managers Group to ensure that it remains consistent with the sub regional allocations policy and the Worcestershire Homelessness Strategy.
- 10.2 The individual RP's are responsible for their individual tenancy policies which will be published to provide transparency, enabling local communities to understand clearly how social landlords are responding to local needs and priorities.

11. Legislation

In addition to the Localism Act 2011, Bromsgrove District Council expects Registered Providers to have regard to the Welfare Reform Act 2012, the Equalities Act 2010, Human Rights Act 1998, Articles 6 & 8 of the European Convention on Human Rights and any other relevant legislation framing their tenancy policies.

12. Consultation

This draft strategy will be subject to a consultation period running from XXX April until XXX May 2012. Relevant partners, stakeholders and housing applicants will be included in this consultation process and their feedback will be used to develop the final strategy.

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Update on the use of Enforcement & Fixed Penalty Notices within Environmental Services

Relevant Portfolio Holder	Mike Webb
Portfolio Holder Consulted	(Provided with a copy)
Relevant Head of Service	Guy Revans
Wards Affected	All Wards
Non-Key Decision	

1. SUMMARY OF PROPOSALS

- 1.1 This report provides the Board with an update on the environmental enforcement service that has been operational in the District since 1st October 2011.

2. RECOMMENDATIONS

- 2.1 **That Members note the content of the report.**

3. KEY ISSUES

Financial Implications

- 3.1 Enforcement and publicity work is met through existing budgets and there are no direct financial implications in this report.

Legal Implications

- 3.2 Under the Environmental Protection Act (EPA) 1990, the Council has a duty to keep streets and public spaces clean and clear of litter and refuse and to collect municipal waste. Government guidance recognises the importance of enforcement, awareness raising and campaign work in delivering street scene and waste collection services.

- 3.3 There are no direct legal implications in this report.

Service/Operational Implications

- 3.4 On 5th April 2011 this Board received a report and copy of the Joint Environmental Enforcement Strategy and details of levels of Fixed Penalty Notice amounts relating to environmental enforcement prior to a report to Cabinet in June 2011.
- 3.5 Members were provided with information on the proposals to use enforcement action to tackle environmental problems such as fly-tipping and dog fouling and the opportunities for continued improvement to street cleaning performance and improved environmental enforcement. The Strategy includes a staged approach,

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where the enforcement officer will use their discretion to take appropriate enforcement action based on the following:

Stage 1	Advice given
Stage 2	Verbal warning
Stage 3	Written warning
Stage 4	Fixed penalty notice
Stage 5	Court proceedings

- 3.6 Since the April report to this Board, the Council has adopted the Joint Environmental Enforcement Strategy and levels of Fixed Penalty Notices and the Waste and Street Scene Publicity Plan. This plan recognises the importance of campaigning and awareness raising as part of a holistic approach to tackling environmental crimes like littering, fly-tipping and dog fouling. Additionally, regular publicity to promote enforcement activities takes place, including when there is a positive outcome to a specific event.
- 3.7 Last year four target areas were chosen to deliver quarterly awareness raising campaigns including food waste, dog fouling, recycling and fly-tipping. The campaigns all used a variety of different media to convey the messages and aim to use novel ways of making contact with target audiences. For 2012-13 the two high profile topics of littering and dog fouling will be focussed on with an emphasis on recycling over the Christmas period. The litter and dog fouling campaigns (running April to September) plan to involve direct input of enforcement staff allowing them to engage with residents in a positive way, for example rewarding residents seen to be using litter bins.
- 3.8 The new environmental enforcement service began on 1st October 2011, delivered by the Community Safety Team. Whilst funding was allocated for the equivalent of one full-time enforcement officer post, all of the officers within the team were able to deliver the enforcement service alongside the delivery of community safety functions. From 1st April 2012, a fully shared Community Safety Enforcement Service has been implemented.
- 3.9 Below is a summary of the actions taken from 1st October 2011 to the end of March 2012 in relation to the key environmental enforcement areas of abandoned vehicles, dog fouling, waste, fly-tipping/waste, fly-posting and graffiti.
- 3.10 Abandoned Vehicles
Nine reported incidents have resulted in three vehicles being removed to storage. One case resulted in partnership working with a Housing Association where the vehicle was on private land and consequently was removed by the owner after notifications were served by the Community Safety Enforcement Team. All other vehicles reported as abandoned were claimed by their owners following initial enquiries; it is

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common to find that vehicles that are perceived to be abandoned are not.

3.11 Dog Fouling

There have been two reports where witness statements have been provided and verbal warnings issued. In response to another reported case, the team has worked in partnership with a local Housing Association to tackle the issue of dog fouling with its tenants. 'No dog fouling' signs have been requested when appropriate to raise awareness and assist enforcement. Targeted patrols in conjunction with the dog fouling campaign will be scheduled in specific areas during the forthcoming dog fouling campaign (September 2012 to February 2013) and FPNs will be issued when offences are witnessed. The team is working closely with the street cleansing teams, gathering information and monitoring areas to assess where enforcement patrols should be targeted.

3.12 Fly-Tipping/Waste

The team carry out a weekly audit of five fly-tipping hotspots and have conducted forty nine investigations to date. Two FPNs have been issued and two written warnings have been given. Additionally, on four occasions advice has been given to offenders who have then removed their rubbish – thus resulting in the Council not having to remove the fly-tip. In one case the fly-tip was linked to a business waste offence and appropriate action was taken and advice provided. Two investigations are ongoing as evidence is being pursued in relation to household fly-tips. Most of the fly-tipped waste is garden waste such as tree cuttings and shrubbery.

To support the publicity and campaign work, joint operations are being carried out where the team link up with local policing officers and VOSA (Vehicle & Operators Services Agency) to check waste carrier licences and tackle the problem of fly-tipping. Two successful enforcement days in March resulted in thirty two vehicles being stopped and seven notices, requiring the production of waste carrier licences, were issued. Two FPNs were also issued for related offences. Alongside this, as the team patrols across the District, all hot food snack bars are being checked to ensure the required trade waste agreements are in place. Two FPNs have already been issued in relation to trade waste Duty of Care requirements. In addition to this all garden landscapers and tyre fitting service businesses were written to requesting a producer as evidence the business had a trade waste contract. These business types were selected due to the frequency of fly tipped garden waste and tyres recorded within the district.

3.15 Fly-Posting

Fifty one warning letters have been issued, along with nine verbal warnings and six cases of advice given to businesses involved. One

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repeat offender has been issued with a FPN. As of 31st March 2012 all fly posting reported to Bromsgrove District Council has been removed by the enforcement team or the businesses themselves; this includes banners, placards and A-Frames.

3.16 Graffiti

One report of offensive graffiti on the walls of private homes in an alleyway has been received. As a result of a successful partnership project with West Mercia Probation Trust's Community Payback service, the alleyway has been cleaned, repainted and all broken fencing repaired. Property walls along the alleyway have been coated with an anti graffiti covering to prevent and aid removal of any future graffiti. Another report of graffiti on a private housing estate has resulted in the housing developer agreeing to remove the graffiti and make essential repairs to the fence line to prevent further access. Work is ongoing to determine ownership of another fence line which also needs securing to prevent access.

Customer / Equalities and Diversity Implications

- 3.13 Informal feedback from customers is supportive and positive of the work that is being carried out.

4. RISK MANAGEMENT

- 4.1 The risk of having an effective approach to environmental enforcement is that the number of reports of these types of offences and demand to take enforcement action will increase. However, failure to have an effective awareness raising and enforcement approach may risk in increased offences and a reduction in the quality of the local environment. Perceptions of the quality of the local environment and feelings of well being and safety in the local community may improve as more enforcement action is publicised.

5. APPENDICES

Appendix 1: Summary of Enforcement Action Taken
October 2011 to March 2012

6. BACKGROUND PAPERS

Report to Overview & Scrutiny Committee 5th April 2011
Report to Cabinet 1st June 2011 (**Enforcement Action & Fixed Penalty Notices For Environmental Services**)
Report to Cabinet 7th September 2011 (**Waste & Street Scene Publicity Plan 2011 – 2013**)

7. KEY

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FPN – Fixed Penalty Notice

AUTHOR OF REPORT

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Appendix 1

Summary of Environmental Enforcement Action Taken
October 2011 – March 2012

Crime Type	Vehicle Removed	Outcome Pending	No Further Action	Advice Given	Verbal Warning	Written Warning	Fixed Penalty Notices	Court Proceedings	Total
Abandoned Vehicles	3		5	1					9
Dog Fouling			11	1	2				14
Fly Posting			8	6	9	50	1		74
Fly Tipping		2	52	4		2	2		62
Graffiti			1	1					2
Trade Waste (Duty of Care)							2		2
Authority to Transport Waste			25			5	2		32
TOTALS		2	102	13	11	60	7		195

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REPORT: BURGLARY AND VEHICLE CRIME IN BROMSGROVE – UPDATE REPORT FROM BROMSGROVE COMMUNITY SAFETY PARTNERSHIP

Relevant Portfolio Holder	Cllr Margaret Sherry – Portfolio Holder for Community Safety
Portfolio Holder Consulted	INFORMED
Relevant Head of Service	Angela Heighway – Head of Community Services
Wards Affected	All Wards
Non-Key Decision	

1. SUMMARY OF PROPOSALS

- 1.1 This report provides members with an update on levels of burglary and vehicle crime in Bromsgrove district including volume of offences and detection rates. On 24th October 2011 members of the board received a summary report on burglary and vehicle crime based on data provided by West Mercia Police. Following this board meeting members requested an updated report in 6 months; this report provides that update.

2. RECOMMENDATIONS

- 2.1 That members note the contents of this report.
- 2.2 That members note the restrictions of the Police & Justice Act 2006 with regard to scrutiny of individual community safety partners and give consideration to alternative forums for raising concerns regarding specific police performance matters.

3. KEY ISSUES

Financial Implications

- 3.1 There are no financial implications in relation to this report.

Legal Implications

- 3.2 Section 19 of the Police and Justice Act 2006 places a duty on the local authority to review or scrutinise decisions made, or other action

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taken, in connection with the discharge by the responsible authorities of their crime and disorder functions as outlined in section 6 of the Crime and Disorder Act 1998.

- 3.3 This legislation gives local authorities powers to scrutinise only the work of Community Safety Partnership rather than the functions and performance of individual partners and agencies within it.
- 3.4 The detection of burglary and vehicle crime is exclusively a policing matter with very little involvement from the Community Safety Partnership or any of its other partners. Therefore, the board is asked to consider whether any future performance issues raised in relation to the data presented in this report should be referred to the West Mercia Police Authority representative on the Overview and Scrutiny Board, who may be able to redirect any concerns to a more appropriate forum.

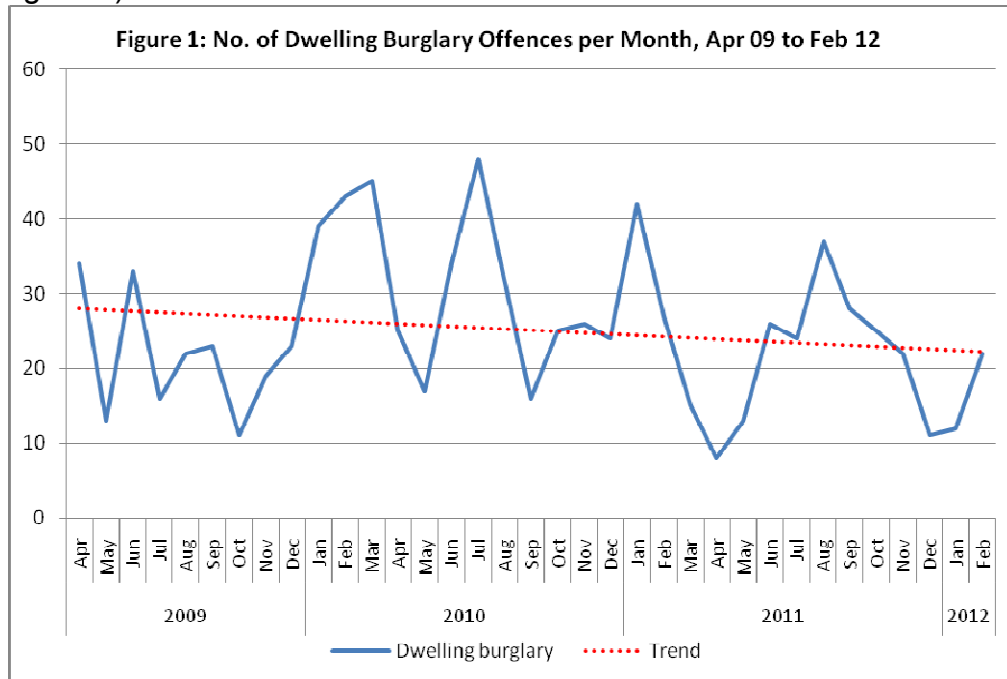
Service / Operational Implications

- 3.5 On 24th October the Overview and Scrutiny Board received a verbal report summarising figures provided by West Mercia Police which highlighted the current levels of burglary and vehicle crime offences. The report also looked at detection rates in relation to these offences.
- 3.6 Members noted this update and asked that an updated report be received in 6 months.
- 3.7 Dwelling burglary figures in the district continue to vary dramatically month by month. In the last three years, the volume per month has ranged from a peak at 48 offences in July 2010, to a low of just 8 offences in April 2011.
- 3.8 The sporadic nature of burglary offences is related in part to seasonality where historically burglary offences will increase between October and March with the longer nights. However, fluctuations in the volume of offences also have a significant correlation to periods when known burglary offenders are in the community or in custody.
- 3.9 As reported to the board in October 2011 Bromsgrove is vulnerable to cross border crime due to its proximity to major conurbations such as Birmingham and Sandwell and the existence of a vast motorway network within the district which aids the movement of offenders.
- 3.10 The average number of offences per month between April 2009 and February 2012 was 25. Despite peaks and troughs, the general level of offending in 2011 appears to have been much lower than that of 2010 and the general trend in offending is decreasing over time. (See

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figure 1).

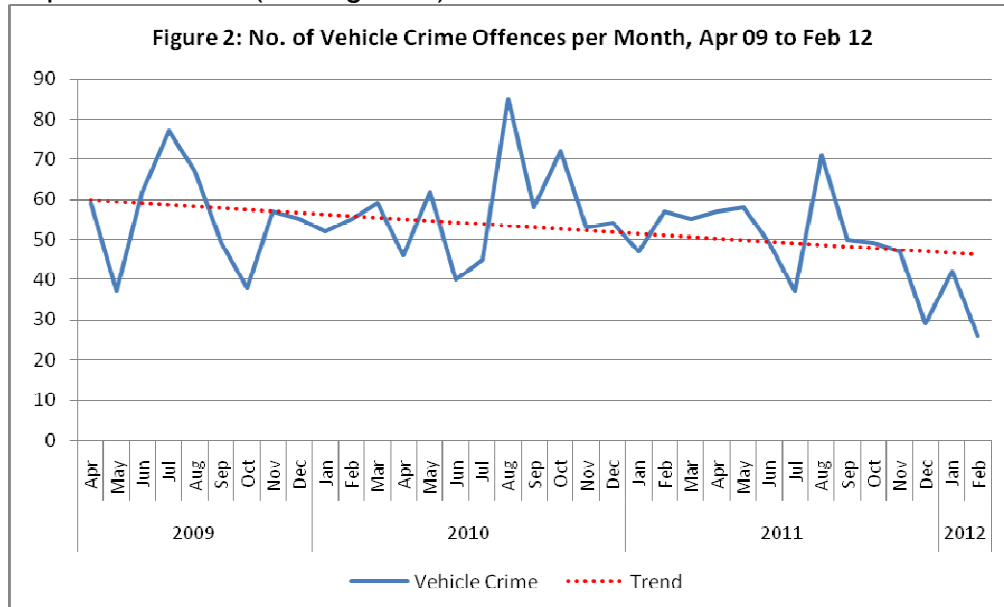


- 3.11 There was 244 burglary offences reported in Bromsgrove between 1st April 2011 and 27th March 2012; that is 84 fewer offences than the same period last year. This is a 25.5% decrease in reported dwelling burglary which is the greatest improvement in the county and means the volume of offences in Bromsgrove is no longer the highest in the county. This performance is very promising when compared to the 3.4% increase in offending that was seen between 2009/10 and 2010/11.
- 3.12 In 2011/12, 45 dwelling burglary offences have been detected out of 244 reported offences; that's a detection rate of 18.5%. This is slightly below average for North Worcestershire, the County and West Mercia. There is a difference of 16 offences between the Bromsgrove detection rate when compared to the district with the highest detection rate.
- 3.13 Dwelling Burglary is highlighted as a strategic priority in both the Bromsgrove Community Safety Partnership Plan and in the current West Mercia Police Control Strategy. West Mercia Police are committed to reducing the number of dwelling burglaries and bringing to justice those individuals who commit such crimes.
- 3.14 West Mercia Police has ensured that each of the North Worcestershire Districts has a specialist burglary team so that an investigation into every reported burglary in Bromsgrove is carried out by a dedicated burglary detective and the appropriate support given to victims.

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- 3.15 Vehicle Crime which includes theft of a vehicle and theft from a vehicle is also reducing and is low compared to most other Worcestershire districts. The overall trend in vehicle crime over the last three years has been fairly static with notable increases in offending during the summer months each year. There were 560 vehicle crimes in Bromsgrove between 1st April 2011 and 27th March 2012; that's 113 fewer than the same period last year, a 17% reduction.
- 3.16 Offending peaked at 85 offences in August 2010, and was lowest in February 2012 when there were just 26 offences. The average number of offences per month from April 2009 to February 2012 was 53. The number of offences per month has been declining steadily since September 2011 (See figure 2).



- 3.17 The detection rate for vehicle crime in Bromsgrove for the period 1st April 2011 to 27th March 2012 is 7.5% as 42 out of 560 offences were detected. Whilst this looks a low value it is higher than all but one Worcestershire district and better than the County and West Mercia average.
- 3.18 80% of vehicle crime is theft from the motor vehicle as oppose to theft of a motor vehicle. This is predominantly due to motorists leaving valuables on show and/or leaving vehicles unlocked.
- 3.19 Vehicle crime is not currently in either the West Mercia Police Control Strategy or the Bromsgrove Community Safety Partnership Plan. As such, responses to vehicle crime issues tend to be more reactive to emerging trends than strategically planned. When a specific need for action is identified, appropriate resource is allocated through tasking processes.

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- 3.20 An example of a recent initiative to tackle vehicle crime included joint patrols between the police and the Council's Community Safety Team during icy mornings to deter potential thieves who were looking for opportunities to offend whilst unattended cars were left to defrost by their owners.

Customer / Equalities and Diversity Implications

- 3.21 The impact of burglary on victims including the longer-term emotional and physiological effect will vary enormously between individuals. The impact on our older and more vulnerable residents can be severe and sometimes fatal.
- 3.22 It is in recognition of this impact that Bromsgrove Community Safety Partnership has committed officer and financial resources towards a home security initiative which aims to provide residents with the know-how and support to secure their homes to reduce the likelihood of becoming a victim of burglary.
- 3.23 This home security initiative has already produced a comprehensive home security guide for residents which has been accessed by over 1500 households. The initiative is currently developing a scheme where officers will be able to carry out home security assessments on the most vulnerable properties within the district and offer some residents financial support to make essential improvements.
- 3.24 West Mercia Police and Bromsgrove Community Safety Partnership will continue to monitor the levels of vehicle crime within the district and take action when necessary. They will also continue to provide advice and support to motorists to encourage them to secure their vehicles and remove their valuables.

4. RISK MANAGEMENT

- 4.1 Responsible authorities such as Bromsgrove District Council have a duty to work together through the Community Safety Partnership to tackle local crime and disorder as part of its obligations under the Crime and Disorder Act 1998 and subsequent amendments. In terms of dwelling burglary and vehicle crime this duty is being met through the Council's Community Safety Team working with West Mercia Police and other agencies to deliver preventative initiatives that deter offenders and support victims.

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5. APPENDICES

None

6. BACKGROUND PAPERS

None

7. KEY

AUTHOR OF REPORT

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OVERVIEW & SCRUTINY BOARD

WORK PROGRAMME

2011-12

This Work Programme consists of two sections: Items for future meetings (including updates) and Task Group Reviews.

RECOMMENDATIONS:

(a) To consider and agree the work programme and update it accordingly.

ITEMS FOR FUTURE MEETINGS

Date of Meeting	Subject	Other Information
23rd April 2012	Enforcement and Fixed Penalty Notices for Environmental Services	Review following implementation of new scheme (requested at April 2011 meeting).
	Burglary and Vehicle Crime In Bromsgrove – 6 month update report from West Mercia Police/Community Safety Partnership	Update following initial report received 24th October 2011.
	Presentation on the affect of the Government Housing Reforms and the Impact Assessment carried out.	Requested at meeting 27th February 2012.
	Longbridge Statement of Principles Affordable Housing Provision Report (Deferred to meeting on 18th June 2012 due to level of work required in preparation of report)	Detailed report requested following meeting 26th March 2012.
	Countywide Homelessness Strategy – pre-scrutiny Report (Deferred to meeting on 18th June 2012 as currently still out to consultation)	Picked up from Forward Plan at meeting 26th March 2012.
	Tenancy Strategy	Picked up from Forward Plan at meeting 26th March 2012.

	Cabinet Interim Response to the Planning Policy Task Group Report	
	Forward Plan of Key Decisions	
	WCC Health Overview & Scrutiny Committee – Update	

Scrutiny of Crime & Disorder Partnership Meeting Dates
TBC

Reports not allocated

Write Off of Debts – Quarterly Report
Sustainable Community Strategy Annual Report (September 2012)

OVERVIEW & SCRUTINY TASK GROUP/INQUIRY REVIEWS 2011-12

Investigation/Task Group	Date of Review
Recreation Road South Car Park Task Group	September 2012
Reduction in Bus Services Task Group	October 2012
Planning Policy Task Group	



Health Overview and Scrutiny Committee Tuesday, 17 April 2012 (2.00pm), County Hall, Worcester

Membership

Worcestershire County Council Mr A C Roberts (Chairman), Mr M H Broomfield,
Mrs M Bunker, Mr B F Clayton, Mr A P Miller,
Mrs P J M Morgan, Mr J W Parish, Mr T Spencer.

Bromsgrove District Council Dr B T Cooper
Malvern Hills District Council Mrs J Marriott
Redditch Borough Council Mrs B Quinney
Worcester City Council Mr R Berry
Wychavon District Council Mr G O'Donnell
Wyre Forest District Council Mrs F M Oborski

Agenda

Item No	Subject	Page Nos
1	Apologies	-
2	Declarations of Interest and of any Party Whip	-
3	Public Participation <i>Members of the public wishing to take part should notify the Director of Resources in writing or by e-mail indicating the nature and content of their proposed participation no later than 9.00am on the working day before the meeting (in this case 16 April 2012). Enquiries can be made through the telephone number/e-mail address below.</i>	-
4	Confirmation of Minutes – 13 March 2012	Previously circulated
5	Worcestershire Health and Care NHS Trust Foundation Trust Application – Pre Consultation Supporting Information: • Report on Worcestershire Health and Care NHS Trust's Foundation	1

Agenda produced and published by the Director of Resources, County Hall, Spetchley Road, Worcester WR5 2NP

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☎ Worcester (01905) 76 6606 (direct) or Worcester (01905) 763763, Kidderminster (01562) 822511
or minicom: Worcester (01905) 766399 email: sconnolly@worcestershire.gov.uk

The above reports and supporting information can be accessed via the Council's website at
<http://www.worcestershire.gov.uk/cms/democratic-services/minutes-and-agenda.aspx>

Date of Issue: 4 April 2012

	Trust application, including forthcoming Public, Stakeholder and Staff Consultation – Appendix 1	
6	Worcestershire's Emergency Ophthalmology Service Supporting Information: <ul style="list-style-type: none"> • Emergency Ophthalmology Service, Worcestershire Acute Hospitals NHS Trust, HOSC Briefing, July 2011 – Appendix 1 • Worcestershire LINK Report of Enter and View Visit: Emergency Ophthalmology Service – Appendix 2 • Emergency Ophthalmology Service, Worcestershire Acute Hospitals NHS Trust, HOSC Briefing, April 2012 – Appendix 3 • Pilot Evaluation – Appendix 4 • Acute Ophthalmology Service – GP Survey – Appendix 5 	10
7	Salaried Dental Services Supporting Information: <ul style="list-style-type: none"> • Salaried Dental Services Commissioning Intentions, Briefing, March 2012 – Appendix 1 • Dental Access Centres Patient Survey, February 2012 – Appendix 2 	28
8	Health Overview and Scrutiny Committee Round-up	65

Health Overview and Scrutiny Committee

13 March 2012, County Hall, Worcester – 2.00pm

Minutes

Present:

Worcestershire County Council:
Mr A C Roberts (Chairman), Mr M Broomfield,
Mrs M Bunker, Mr A P Miller, Mrs P J M Morgan, Mr J W
Parish, Mr T Spencer

Bromsgrove District Council: Dr B Cooper
Malvern Hills District Council: Mrs J Marriott
Worcester City Council: Mr R Berry
Wychavon District Council: Mr G O'Donnell
Wyre Forest District Council: Mrs F M Oborski

Officer Support:
Suzanne O'Leary – Overview and Scrutiny Manager
Samantha Morris – Overview and Scrutiny Officer

Available papers:

- A. The Agenda papers and appendices referred to therein (previously circulated);
- B. Presentation on Clinical Commissioning Groups (circulated at the meeting)
- C. Presentation on Health and Wellbeing Board (circulated at the meeting)
- D. The minutes of the meeting held on 21 February 2012 (previously circulated).

A copy of documents A-C will be attached to the signed Minutes.

Chairman's Announcements

The Chairman welcomed guests and members of the public in attendance.

The Overview and Scrutiny Manager advised Members that further to their query at the 21 February 2012 meeting about why the Director of Children's Services did not sit on the Worcestershire Clinical Senate, clarification had been received from the Director and circulated to Members. The response clarified that although unable to regularly attend clinical senate meetings this does not prevent the Director from engaging or being aware of key issues. The Director of Adult and Community Services regularly attended the Meeting and had agreed to feedback any issues related to child health. The Director had also undertaken to

	<p>write separately to Dr Anthony Kelly to clarify this matter with him and to see if there were any issues which he believed were lost through the Director not being able to attend these meetings.</p>
542. (Agenda item 1) Apologies	<p>Apologies were received from Brandon Clayton.</p>
543. (Agenda item 2) Declarations of Interest and of any Party Whip	<p>None.</p>
544. (Agenda item 3) Public Participation	<p>None.</p>
545. (Agenda item 4) Confirmation of Minutes	<p>The Minutes of the meeting held on 21 February 2012 were confirmed as a correct record and signed by the Chairman.</p>
546. (Agenda item 5) The Role of Clinical Commissioning Groups, Their Establishment in Worcestershire and Relationship with the Health Overview and Scrutiny Committee	<p>Attending for this item from South Worcestershire Clinical Commissioning Group were Dr Carl Ellson, Chairman and Simon Trickett, Chief Operating Officer and for Redditch and Bromsgrove CCG and Wyre Forest CCG was Simon Hairsnape, Chief Operating Officer.</p> <p>Dr Richard Harling, Joint Director of Public Health also attended.</p> <p>Members of the Health Overview and Scrutiny Committee (HOSC) received a presentation outlining the development of the CCGs in Worcestershire.</p> <p>Members were reminded that the White Paper, 'Equity and Excellence: Liberating the NHS' detailed the Government's vision to create a NHS which was a clinically-driven commissioning system which was more sensitive to the needs of the patient. Working in partnership with local communities and local authorities, clinical commissioning groups (CCGs) would commission the majority of NHS services for their patients.</p> <p>Following the initial phase of the subsequent Health and Social Care Bill, there was a further listening exercise in the summer of 2011. Members were advised that primary care trusts (PCTs) would be abolished by 1 April 2013 and were therefore working in a transition phase, with NHS Worcestershire being part of the West Mercia</p>

Cluster which also included Herefordshire, Shropshire and Telford and Wrekin PCTs. The Government had committed to establishing CCGs which would include a broader clinical representation. NHSW would help the three local CCGs to be established by April 2013, although they could be authorised from July 2012.

The 3 CCGs being established in Worcestershire were:

- Wyre Forest CCG
- Redditch and Bromsgrove CCG
- South Worcestershire CCG

The CCGs would broadly have the role of the current PCTs. Wyre Forest/Redditch and Bromsgrove would have a shared management team with locality offices and GP Chairman and South Worcestershire would have a GP in the 'accountable officer' role and a separate GP Chairman. It was envisaged that the 'back office' functions would be outsourced.

They would focus on co-operative and collaborative county-wide working, as there were insufficient resources to do everything. Worcestershire were advanced in terms of the establishment of the CCGs compared to other areas of the country and had passed the initial assessments.

The main challenges being faced were:

- the current Joint Services Review;
- significant performance issues in certain areas e.g. stroke and A&E waiting times;
- development of new organisations and cultures;
- meeting the financial challenge;
- using primary care to improve health services;
- making clinical commissioning work.

During the ensuing discussion, the following main points were raised:

- It was suggested that county-wide collaborative working would be more difficult with 3 separate CCGs. In response Members were advised that the 3 CCGs were a totally new approach to dealing with local problems with local solutions but that there would also be collective working.
- Members asked how it had been decided that there would be 3 CCGs in Worcestershire and what consultation there had been. It was explained that the process had been clinically led, with GPs determining the CCGs.

- In terms of management costs, members were advised that it was necessary to look at what could be shared and avoid duplication.
- It was suggested that in order for GPs to lead the CCGs, there would be an increase in the number of locums employed to cover and as a result there would be a lack of continuity of care for patients. Members were advised that although employing locums was costly, it was a cost that would need to be incurred in order to have clinical leads for CCGs. GPs were very conscious of the importance of continuity of care and strove to achieve this.
- It was noted that the Wyre Forest, Redditch and Bromsgrove CCG were being set up in a slightly different way to the South Worcestershire CCG. In response, members were advised that there were freedoms and flexibilities for GPs to set up the CCG in different ways.
- It was questioned how it was envisaged that the patient stakeholder relationship would be developed. Government had not prescribed the way in which this should be done so each CCG could look at different ways of linking with the community avoiding duplication. There was an inherent legal duty to involve the public and to ensure that there were processes in place to involve stakeholders. Additionally, each CCG would have two lay members.
- Wyre Forest CCG was holding a launch event on 27 March 2012; the other CCGs may choose to launch their services in the same or a different way.
- It was confirmed that the creation of the CCGs should not materially affect the finances of Worcestershire Acute Hospitals Trust. The 3 CCGs were developing a single contracting mechanism with the Acute Trust.
- It was confirmed that patient choice would not be affected by the creation of the CCGs.
- Concern was expressed that the changes were effectively a 'slimming down' of the Service and what would be the potential impact of this on patients. Members were reassured that the changes being made would all genuinely benefit the patients.
- The Committee explored the role of the private sector. It was confirmed that there had always been a role for the private sector in the NHS and that the CCGs would

commission services as appropriate and that although there would continue to be a role, it wasn't envisaged that this would rapidly expand. The private sector was only in a position to provide certain services and the CCGs would wish to work with all providers and would only look towards increasing the use of the private sector if they were not receiving an effective service. The importance of maintaining viable NHS Trusts in Worcestershire was recognised.

- Concern was expressed about whether there would be a 'postcode lottery' with the new arrangements in terms of equality of access to services. Members were reassured that although the CCGs would have differences which reflected local need, they would still work collaboratively.
- It was suggested that the Out of Hours GP Service would benefit from sharing medical histories. Currently different GP Practices use different computer systems which weren't always compatible but it was a future aspiration.
- It was noted, that the Acute Trust were mindful that they were not currently meeting the required standards in terms of delayed discharges.
- It was suggested that if the community hospitals extended some of their services e.g. X-Ray, it could relieve some of the pressure on A & E. In response it was explained that although a logical suggestion, Radiographers were a scarce resource and as a result the allocation of service needed to be considered within the context of meeting the needs of the whole service.
- It was questioned how involved other professionals such as midwives, occupational therapists and pharmacists had been with the consultation on clinical commissioning. In response members were advised that in addition to the GP lead there was a senior nurse and a secondary care specialist on the Board.
- It was confirmed that CCG meetings would be held in public.
- It was envisaged that there would be some national framework to assist with the selection of lay members.
- It was noted that the JSR was clinically led.

The Chairman thanked all guests for their attendance and the very useful session.

**547. (Agenda item 6)
The Role of
Worcestershire
Health and
Wellbeing Board,
its
Establishment in
Worcestershire
and Relationship
with the Health
Overview and
Scrutiny
Committee**

Dr Richard Harling, Simon Hairsnape and Simon Trickett also attended for this item. Members were advised that Marcus Hart, CMR for Health and Well-being had been unable to attend the Meeting.

The HOSC was asked to consider the role of Worcestershire Health and Well-being Board (HWB), in particular how it was evolving in Worcestershire and its relationship with the HOSC.

Members of the HOSC received a presentation outlining the background to the Health and Well-being Board (HWB).

The core purpose of the HWBs was to integrate public services to secure better health outcomes, better quality of care and better value for money. To do this they would undertake four functions:

- oversee the production of the statutory Joint Strategic Needs Assessment (JSNA) by the local authority and CCGs to provide a clear statement of the health and well-being needs of the local population;
- develop the statutory Joint Health and Well-being Strategy (JHWS) on behalf of the local authority and CCGs to provide a framework for how the population's needs are assessed;
- consider whether the commissioning plans of the local authority and CCGs are consistent with the JSNA and JHWS;
- support the development of joint commissioning and pooled budgets

Since May 2011, the Worcestershire HWB had been operating in shadow form and five meetings had taken place so far. A Stakeholder Event would be held on 30 May 2012 followed by the first public meeting and then bi-monthly meetings in 2012/13.

Board membership would consist of the CMR for Health and Well-being (Chairman), the Leader of the Council, the Directors of Adult and Community Services, Children's Services and Public Health, NHS Worcestershire Director and Non Executive Director, CCG leads, one member from the District Councils in each CCG area, Chair of LINKs/Healthwatch and a voluntary and community services member.

During the ensuing discussion, the following main points were raised:

- It was confirmed that there wouldn't be any additional funding available for the HWB; the main resource would be from officers' time.
- The HOSC's future role and relationship with the HWB was questioned. In response members were advised that although the HOSC's relationship needed to be worked out, ultimately it held the system to account and it was envisaged that the role would develop as the HWB became more established.
- It was suggested that there was a democratic deficit in the suggested structure. Although there was district council representation it was questioned whether the HOSC should be represented. Members were advised that one district council representatives from each CCG would be a member of the HWB and that the district councils would decide who the representative would be.
- The importance of the District Council involvement with the HWB was emphasised.
- It was emphasised that HWB had a key role in areas covered by 3 overview and scrutiny committees: Health, Adult and Community Services, and Children and Young People.
- Members were advised that the structure of the HWB was evolving and that the detail was still being worked on.
- It was suggested that, as the HWB was a county council committee, it should link clearly with Council.
- Concern was expressed about how the public could be engaged in a meaningful way given the complexities of the structure. In response members were advised that the health reforms were very complex and it was very important for all partners to work together to aid understanding.
- It was noted that engaging with the CCGs had so far gone well.
- It was important to ensure that in lean economic times preventative work was still prioritised.
- The HWB would sit above everything in the structure and would have a view about how a service was commissioned, but it wouldn't be in a position to comment on the detail of commissioning strategies, such as that for drugs and alcohol.

**541. (Agenda item 6)
Health Overview
and Scrutiny
Committee
Round-up**

It was agreed that the Committee would receive a further update in early summer 2012.

The Chairman thanked all guests for their attendance.

Ongoing issues around the County were discussed:

- in Malvern Hills, there was no health-related news to report;
- in Bromsgrove, there was no health-related news to report;
- in Worcester, the Overview and Scrutiny Committee were due to receive a report about the parking difficulties experienced by health and community staff when delivery community services in Worcester;
- in Wychavon, Cllr O'Donnell advised that the HOSC representative was currently being considered.
- in Wyre Forest, there was no health-related news to report.

The meeting ended at 3.55pm.

Chairman