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06 October 2020

To: All Councillors

As a Member or Substitute of the **Community & Environment Committee**, please treat this as your summons to attend a meeting on **Wednesday 14 October 2020 at 6.00pm** via the Zoom application. (Joining details will be provided separately).

Under Regulations made under the Coronavirus Act 2020, the meeting will be held virtually. As a member of the public you can view the virtual meeting via the District Council's website at www.derbyshiredales.gov.uk or via our YouTube channel.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'James McLaughlin', written over a light blue circular stamp.

James McLaughlin
Director of Corporate Services

AGENDA

1. APOLOGIES/SUBSTITUTES

Please advise the Committee Team on 01629 761133 or email committee@derbyshiredales.gov.uk of any apologies for absence and substitute arrangements.

2. APPROVAL OF MINUTES OF PREVIOUS MEETING

19 August 2020

3. PUBLIC PARTICIPATION

Public Participation, as provided for in the Constitution, is suspended temporarily and is replaced with an alternative mechanism for the public to bring matters to the Council's attention.

Members of the public will be able to comment on any agenda item or matters in the wider public interest and will be invited to submit their questions or comments in writing, before 12 noon on the working day prior to the meeting by:

Web-form: [Make your submission here](#)

Email: committee@derbyshiredales.gov.uk

Post: Democratic Services, Derbyshire Dales District Council, Town Hall, Matlock DE4 3NN

The Committee Team will assist any member of the public without access to electronic means by capturing their concerns over the telephone.

Phone: 01629 761133 (working days only 9am – 5pm)
Any such correspondence will be read out at the meeting.

The public will not be admitted to the meeting through virtual means. All meeting proceedings open to the public will be streamed live on our YouTube channel when all non -exempt items are being considered. Recordings of the meeting will also be available after the event on the District Council's website.

4. INTERESTS

Members are required to declare the existence and nature of any interests they may have in subsequent agenda items in accordance with the District Council's Code of Conduct. Those interests are matters that relate to money or that which can be valued in money, affecting the Member her/his partner, extended family and close friends. Interests that become apparent at a later stage in the proceedings may be declared at that time.

5. QUESTIONS PURSUANT TO RULE OF PROCEDURE NUMBER 15

To answer questions from Members who have given the appropriate notice.

Page No.

6. ANNUAL LEISURE REPORT 2019/20

04 - 44

To note the Annual Leisure Report issued by Freedom Leisure for 2019/20, which includes participation figures and the CO2 savings through the Leisure Energy Project.

7. HOUSING RENEWAL POLICY 2020 - 2023

45 - 65

To consider approval of an update to the District Council's Housing Renewal Policy for 2020 to 2023 as detailed in the report.

8. ASHBOURNE NEIGHBOURHOOD PLAN – REGULATION 16 PUBLIC CONSULTATION

66 - 83

To receive a report informing Members of the contents of the draft Ashbourne Neighbourhood Plan, the representations received during the six week period of public consultation and to allow the District Council's representations on its contents, to be made prior to the commencement of an examination in public.

9. AFFORDABLE HOUSING DEVELOPMENT PROGRAMME

84 - 88

To note a report on the Affordable Housing Programme for 2020 onwards, the outturn for 2019/20 and the projected completions for 2020/21.

10. HOME-OPTIONS ALLOCATION POLICY

89 - 232

To consider approval for a recommendation to Council to changes to the Home-Options Allocation Policy as detailed in the report

11. THE USE OF GLYPHOSATE

233 - 245

To receive a report outlining the current use of Glyphosate by the District Council within the District and the particular alternatives available. Also to seek approval for the continuation of discussions with Derbyshire County Council, Parish and Town Councils, on changes in the management of weed control throughout the District, with a view to further reduce the use of Glyphosate through the future review of Clean and Green Service Standards.

Members of the Committee - Councillors: Sue Bull, Matthew Buckler, Martin Burfoot, Helen Froggatt (Vice Chair), Chris Furness (Chair), Clare Gamble, Susan Hobson, David Hughes, Tony Morley, Peter O'Brien, Joyce Pawley, Garry Purdy, Mike Ratcliffe, Andrew Statham, Alasdair Sutton, Steve Wain and Mark Wakeman.

Substitutes – Councillors: Robert Archer, Jason Atkin, Richard Bright, Sue Burfoot, Neil Buttle, Tom Donnelly, Richard FitzHerbert, Alyson Hill, Claire Raw and Peter Slack

COMMUNITY AND ENVIRONMENT
14 OCTOBER 2020

Report of the Director of Community & Environmental Services

ANNUAL LEISURE REPORT 2019/20

PURPOSE OF REPORT

This is an annual report to update the performance of the four leisure centres within the district, from 1 April 2019 – 30 March 2020. These leisure centres are now operated by Freedom Leisure.

RECOMMENDATION

1. To note the annual report provided by Freedom Leisure for 2019/20, appendix 1
2. To note the rise in participation figures for 2019/20
3. To note the CO2 savings through the Leisure Energy Project for 2019/20

WARDS AFFECTED

All

STRATEGIC LINK

The provision of leisure facilities links with climate change to improving Place and to improve the health and wellbeing of residents linking with all the Council's corporate priorities.

1 BACKGROUND

- 1.1 The District Council has four leisure centres. These are sited in Ashbourne, Bakewell, Matlock and Wirksworth.
- 1.2 Following a review and options appraisal, the management and development of the service was outsourced to Freedom Leisure in August 2018.
- 1.3 The Community Development Manager also manages the contract with Freedom Leisure to ensure the centres are operating in line with the contract.
- 1.4 Freedom Leisure provide the District Council every quarter with a report that captures headline data and key outcomes during that period. These reports then form an annual report at the end of the financial year, see Appendix 1 for 2019/20 annual report.
- 1.5 The concept behind this report is to demonstrate the work that has taken place throughout 2019/20 financial year and the performance of the four leisure centres.

1.6 This is the first annual report to be presented to committee due to year one of the contract starting August 2018 to March 2019. This is the first full financial year that Freedom Leisure have managed the centres (2019/20).

2 REPORT

Contract Management

2.1 The Community Development Manager who also manages the leisure contract completes site visits at each of the four leisure centres every two months and meets with each centre manager monthly on site. These site checks include a full walk around the centres inspecting:

- Cleanliness
- Health & Safety Management
- Customer Service
- Incident Reporting
- Environment & Energy Management

2.2 The above 5 areas are produced into a monthly report as detailed in the service specification to identify any high risk areas that could ultimately result in penalty charges. See Appendix 2, February monthly report.

2.3 During 2019/20 financial year there were no penalty charges awarded to Freedom Leisure. Whilst completing spot checks onsite a number of issues have been identified that required rectification by Freedom Leisure. These issues were corrected within the time frames specified by the contract, however with one exception on cleanliness at Arc Leisure Matlock. The contract specifies that non-rectified performance failures shall be calculated according to the performance adjustments points. On this occasion the calculated points was 5 resulting in no performance adjustment.

Performance Adjustment Points	Monthly Performance Adjustment
Up to 10 points	No adjustment
11 – 50 points	£25 per point
51 – 100 points	£50 per point
More than 100 points	£100 per point

2.4 Quarterly meetings take place with Freedom Leisure and Derbyshire Dales District Council officers. These meetings give an opportunity for Freedom Leisure to present a report on the performance over the previous quarter and to address any issues from both Derbyshire Dales District Council and Freedom Leisure. Items on the agenda can include capital spend and leisure centre improvement works, Active Communities Plan, consultation results and areas of concern.

2.5 The Community Development Manager works very closely with Freedom Leisure's Area Manager. This means there are very few issues within the contract as these get addressed through regular communication.

2.6 Wirksworth Leisure Centre is a dual use site with Anthony Gell School and therefore termly meetings are held between Derbyshire Dales District Council, Freedom Leisure and Anthony Gell School to ensure strong partnership working continues and

develops. This partnership has enabled Anthony Gell School students to access the facility more so during lessons and also after school.

Participation

- 2.7 Freedom Leisure track participation through both total usage and active usage. Over the past year the total usage of the 4 leisure centres is **866,413** and active usage is **654,257**.
- 2.8 Due to the contract starting in August 2018 there is not a full year of data to compare 2019/20 to. However for the 3 comparative quarters compared to 2018/19 there has been an increase of 38.6% in total usage and an 8% increase in active usage.
- 2.9 This data is very encouraging as during December 2019 Bakewell Swimming Pool was closed for an entire month to complete capital works and a 10 day closure period at the end of March due to coronavirus at all four sites, despite this there has been an increase in both active usage and total usage.
- 2.10 The KPI set for the total number of visits to Derbyshire Dales leisure centres in 2019/20 was **738,684**, an increase of over 17% above the target set.
- 2.11 Freedom Leisure deliver the Exercise by Referral programme across the district and is managed by the Active Communities Manager. This is a 12 week programme where GPs refer clients with underlying health conditions to become more active. Clients receive 12 weeks of free access to the leisure centres and one to one support by fully qualified GP referral instructors. The annual target for 12 week referral completions is 150 per year. For quarter 1 and 2 there has been 78 completers which demonstrates Freedom Leisure are on track to achieve this target.

Active Communities

- 2.12 Within the leisure contract Freedom Leisure have an Active Communities Manager who works very closely with Derbyshire Dales District Council's Physical Activity & Sport Development Team, with the local sports clubs and more rural areas within the district.
- 2.13 Active Communities has worked in partnership with Derbyshire Dales District Council to host free swimming sessions during the school holidays for children from the Hurst Farm Holidays project. This also included a 30 minute swimming lesson with a teacher to develop water confidence.
- 2.14 Active Communities have attended a number of events across the district to promote the centres to a wider audience and targeted specific groups to sign up to a free day pass at the centres. A number of on site events have also been hosted to attract new members and to raise money for charities.
- 2.15 A total of £10,000 of external funding has been secured by the Active Communities Manager or through support with local sports clubs. These funding bids include initiatives to get more people physically active and also new pool hoists at Ashbourne and Bakewell to enable the pools to be more user friendly.

Capital Works

- 2.16 As part of the contract Derbyshire Dales District Council have pledged to invest just over £1.1M in capital refurbishment works across the 4 leisure centres. The majority of this spend has now been spent or allocated with around £83,000 remaining.
- 2.17 Derbyshire Dales District Council funded capital refurbishment works include:
- State of the art soft play with seating area, new studio and revised reception area at Arc Leisure Matlock
 - Reception Costa Coffee bar & refurbishments of the spin studio and squash courts at Ashbourne
 - Bakewell changing village refurbishment including improvements to showering facilities, vanity units, lockers and lighting
 - Energy saving works across the 4 sites.
- 2.18 Freedom Leisure as part of the bid also pledged to invest in their own capital investment works including:
- Wirksworth and Bakewell fitness equipment (£80,000)
 - Boiler replacement at Bakewell (£44,000) & replacement filter vessel (£18,000)
 - Arc fitness studio air conditioning system (£13,600)
 - Wirksworth auto belays for the climbing wall (£6,500) approved prior to lockdown, works are currently being evaluated

Environment & Energy Management

- 2.19 Full responsibility for the procurement, management, cost and use of gas, water electricity and pool chemicals transferred to Freedom Leisure, who are required to operate the facilities in an environmentally sensitive and sustainable manner, to reduce energy consumption, minimise chemical usage, and recycle appropriate non-hazardous wastes.
- 2.20 As part at the capital spend in 2.16 £233,434 has been invested in energy saving measures at the facilities in order to reduce the carbon footprint and reduce energy consumption.
- 2.21 Below is a summary of the energy savings work carried out at the sites:

Arc Leisure Matlock

- LED lighting upgrades to the Pool Hall, Sports Hall & Spin Studio
- Pool circulation controls upgrades and optimisation to allow modulating pump speeds
- Water controls upgrades to include eco/low flow shower units and waste water recycling of pre-heated pool sample water
- Upgrade of gas and electric meters to Automatic Meter Reading units

Ashbourne

- LED lighting upgrades in the Sports Hall & Gym
- Upgrade of gas and electric meters to Automatic Meter Reading units

- NB – Wet side boiler, Air Handling Unit, pool circulation controls and significant LED upgrades completed by DDDC prior to transfer

Bakewell

- LED lighting upgrades in the Pool Hall
- Complete replacement of 30 year old pool Air Handling Unit for new high efficiency Air Handling Unit & Building Management System controls upgrade
- Water control – waste water recycling of pre-heated pool sample water.
- Upgrade of gas and electric meters to Automatic Meter Reading units

Wirksworth

- Upgrade of gas and electric meters to Automatic Meter Reading units
- NB - LED lighting upgrade to the Sports Hall completed by DDDC prior to transfer

2.22 The 2019/20 figures shown within the annual report (appendix 1) compare against 2018/19 however the 2018/19 figures only show 8 months of data due to the contract start date from 1 August, whereas 2019/20 figures are for the full year.

2.23 In terms of Tonnes of CO2 saved, Derbyshire Dales reduced by 114 Tonnes comparing August 19 to Feb 20 to August 18 to February 19. March saved quite a bit more, but these stats have been excluded due to Covid-19 closures.

2.24 The Leisure Energy projects offered up 127 Tonnes per year. The 114 Tonnes saved in seven months, compare this to a full year, saved closer to 200 Tonnes. Those same seven months represent a near 10% reduction in electricity across the contract.

Operational Income & Expenditure

2.25 Over the 2019/20 financial year Freedom Leisure have generated £413,763 more income than the predicted levels set out in the bid. The expenditure for the same period is £228,025 higher than bid resulting in deficit of £164,208. However this is £185,738 ahead of the deficit bid position for the same period.

2.26 The management fee that the Council paid to Freedom Leisure in 2019/20 was in accordance with the contract and within the amount included in the revenue budget.

Officer's comments

2.27 Management of the leisure contract with Freedom Leisure has been successful in the first 18 months. There has been a change in management for this contract at both Derbyshire Dales District Council since April 2019 and at Freedom Leisure since July 2019 which has seen a huge improvement in the reporting and the communication.

2.28 Derbyshire Dales District Council will continue to work even closer with Freedom Leisure over this next financial year to monitor what impact the pandemic has had on the performance of the leisure centres. There has been clear communication throughout the pandemic and Derbyshire Dales District Council have supported Freedom Leisure throughout.

3 RISK ASSESSMENT

3.1 Legal

This report is an annual review to update the performance of the four leisure centres within the district, from 1 April 2019 – 30 March 2020 operated by Freedom Leisure. The Legal risk at the current time has been assessed as low.

3.2 Financial

The management fee paid to Freedom Leisure in 2019/20 was in accordance with the contract and within the amounts included in the revenue budget.

Capital expenditure in 2019/20 was less than planned and, at its meeting on 27 August 2020, Council agreed that the capital programme underspend (totalling £275,000 for leisure centres) would be carried forward to 2020/21 as “slippage”.

There are no financial risks arising from this report.

4 OTHER CONSIDERATIONS

In preparing this report, the relevance of the following factors has also been considered: prevention of crime and disorder, equalities, environmental, climate change, health, human rights, personnel and property.

5 CONTACT INFORMATION

Ash Watts, Director of Community & Environmental Services
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Email: ashley.watts@derbyshiredales.gov.uk

Becky Bryan, Community Development Manager.
Telephone: 01629 761385
Email: becky.bryan@derbyshiredales.gov.uk

6 BACKGROUND PAPERS

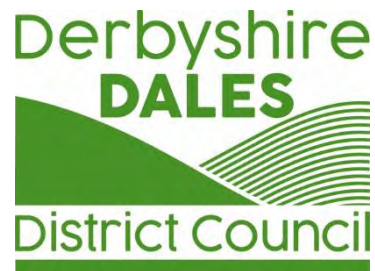
None

7 ATTACHMENTS

Appendix 1 – Annual Freedom Leisure Report
Appendix 2 – February Monthly Report

Return to Agenda

FREEDOM LEISURE
LEISURE MANAGEMENT ANNUAL REPORT
2019-20
YEAR 2



For the

Derbyshire Dales District Council, Leisure Operating Contract

Covering

- Arc Leisure
- Bakewell Swimming Pool
- Ashbourne Leisure Centre
- Wirksworth Leisure Centre
- Active Communities Derbyshire Dales



AUTHOR: ANDY HARRIS, AREA MANAGER

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1. Circulated To

- Derbyshire Dales District Council (DDDC)
 - Becky Bryan – Community Development Manager
 - Ashley Watts – Director of Community and Environmental Services
 - Mike Galsworthy – Estates and Facilities Manager

- Freedom Leisure
 - Ivan Horsfallturner- Managing Director
 - David Talbut- Finance Director
 - Ian Morey- Business Development Director
 - Jackie Turner- Robinson- Human Resources Director
 - Karen Burrell- Sales & Marketing Director
 - Matt Hunt- Operations Director
 - Jeremy Rowe- Regional Director (Wales & West)
 - Steve Jefferies – Technical Manager

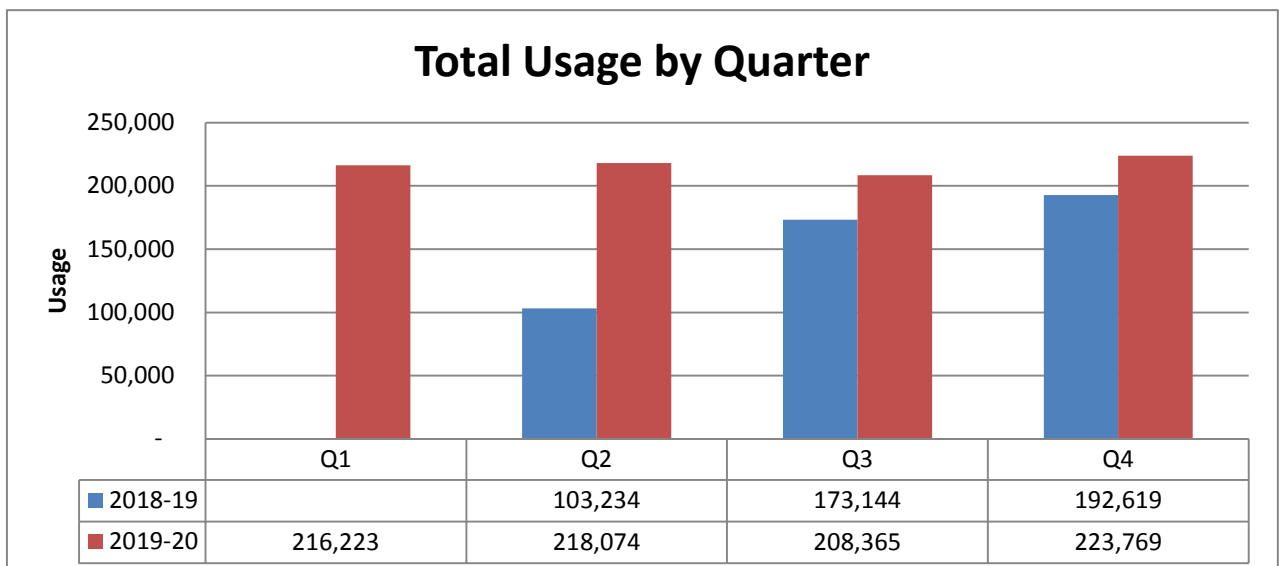
2. Executive Summary

- 2.1 This annual report covers the period 1 April 2019 – 31 March 2020.
(Contract Year 2)
- 2.2 The annual report captures headline data and key outcomes for the contract year.
- 2.3 The final trading position is £185,738 in surplus compared to the 12m deficit bid position.
- 2.4 The facilities closed on **March 20 2020** as a government instruction due to the outbreak of Coronavirus.
- 2.5 The headline usage data for 2019-20 is as follows:
 - Total usage for 2019-20 is 866,431.
 - Physical Usage for 2019-20 is 654,257.

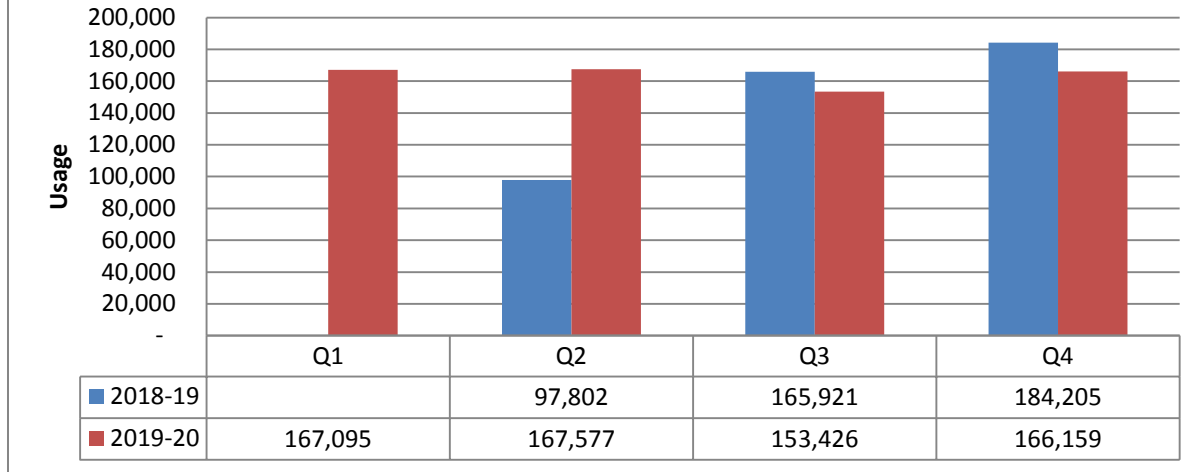
3. Participation Data

Participation

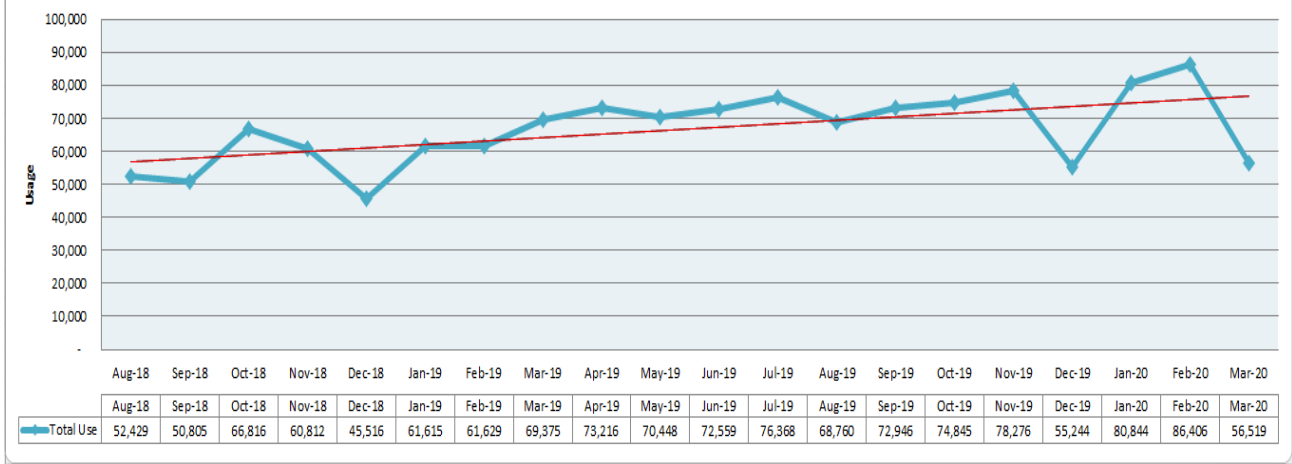
- 3.1 Freedom Leisure ('we') are committed to increasing the participation rates in physical activity as outlined with the Contract specification.
- 3.2 Sport England's *Active Lives Survey* is a key document to enable us to analyse health and activity and levels within the County. The table identified in the **Appendix** outlines key KPI information as outlined within the contract specification with progress to date.
- 3.3 'We' are committed to play a partnering role and help DDDC deliver a distinct, high quality rural environment for people of all ages who are healthy and safe, as well as contribute to the achievement of:
- Improving health and wellbeing across the district
 - Providing opportunities for children young people
 - Supporting clean, safe and thriving communities
 - Supporting and providing opportunities for vulnerable people and underrepresented groups
 - Providing local economic benefit
 - Effective community engagement
 - Providing high quality services
 - Sustainability / environmental improvements
- 3.4 The following graphs identify the numbers recorded for total usage and active participation across the four facilities from the contract start date in August 2018.



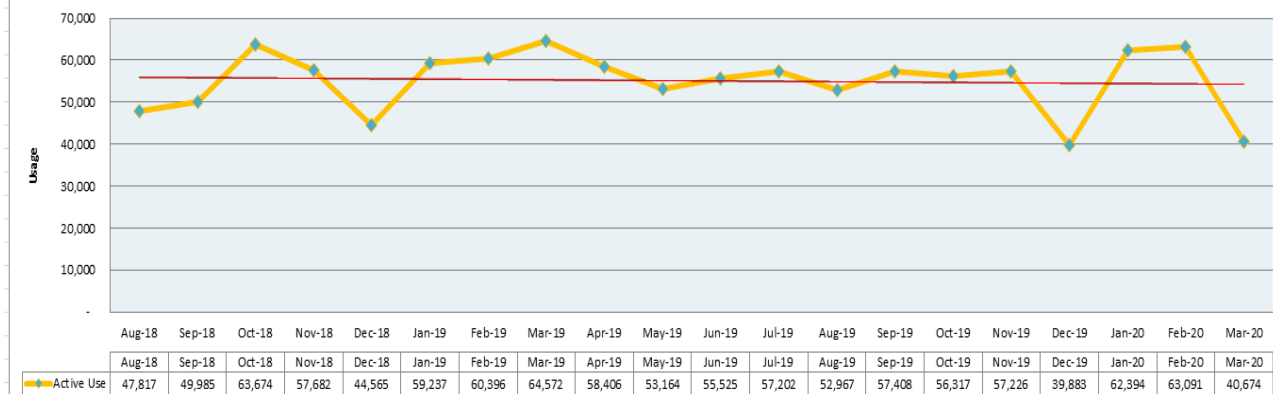
Active Usage by Quarter



Total Usage Derby Dales



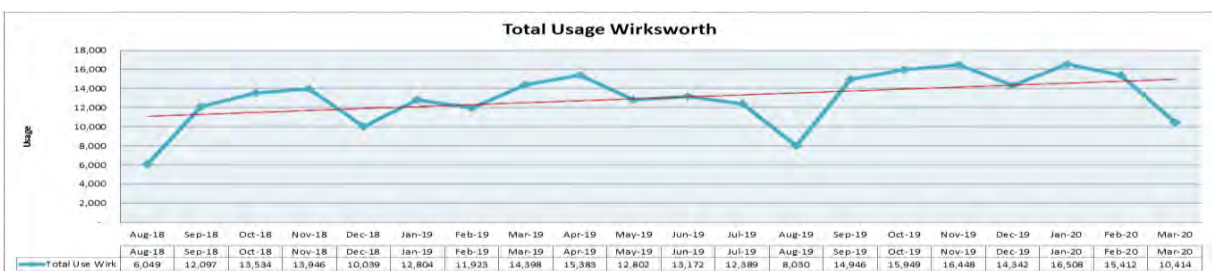
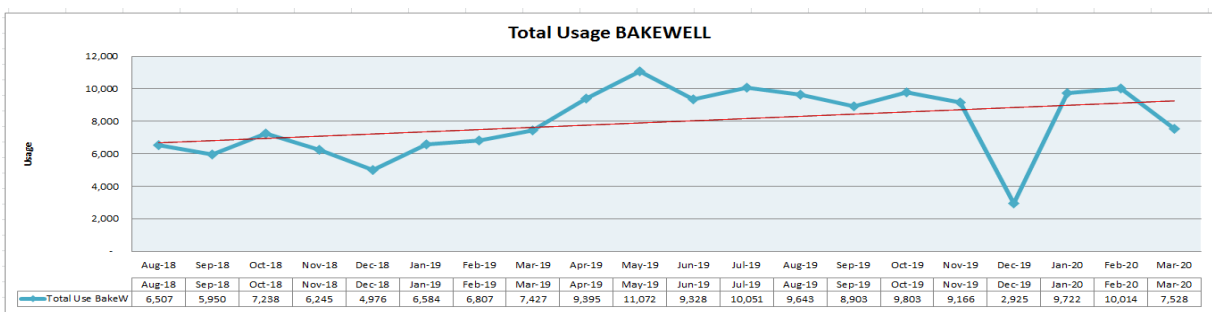
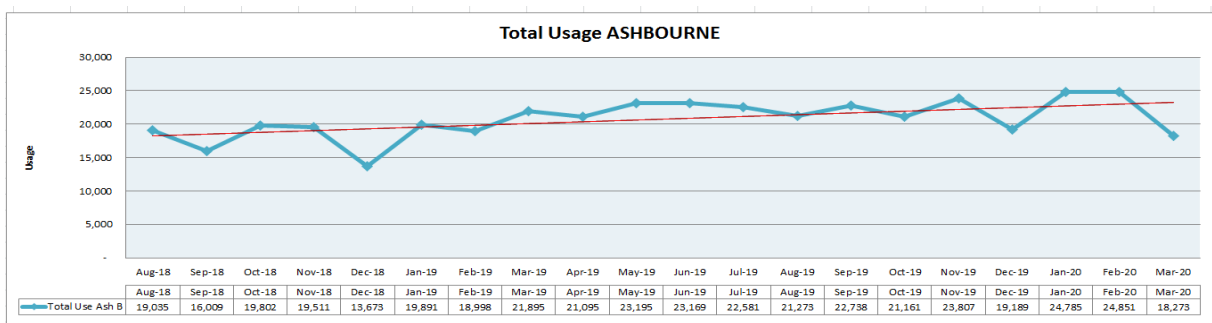
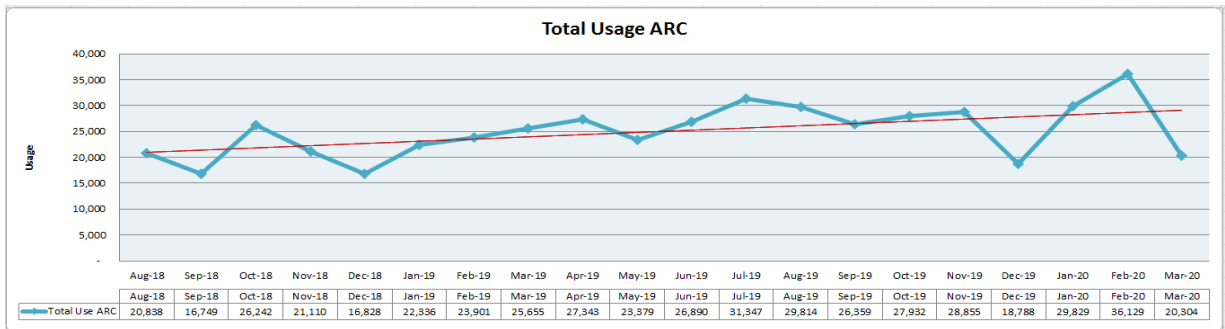
Active Usage Derby Dales



Headlines

- Total usage for 2019-20 is 866,431. For the 3 comparative Quarters compared to 2018-19 total usage has increased by 38.6%.
- Physical Usage for 2019-20 is 654,257. For the 3 comparative Quarters compared to 2018-19 physical usage has increased by 8%.
- This data is encouraging as despite a month closure at Bakewell for capital works and the reduction in usage of the final month of the year due to Coronavirus both total and physical usage has increased.

Total Usage by Site



4. Active Communities and Facilities

Active Communities 'Highlights'

- 4.1 On **Sunday 19 May** Ashbourne Leisure Centre was delighted to host the Ashbourne Triathlon which attracted over 250 competitors and many more spectators.
- 4.2 Through funding secured as a result of Freedom Leisure's partnership with Badminton England the contract received 7 new nets, 18 new rackets and over 50 new shuttlecocks which will be available for club use and casual hire.
- 4.3 From the **16 – 22 September** 'We' hosted a wellbeing week for Derbyshire Dales District Council staff to promote the membership offer available to them. During the week District Council staff was able to use all 4 of the centres for free.
- 4.4 On **Tuesday 1 October** 'We' organised a Wellbeing Day to recognise National Older People's Day. This event attracted 15 new customers to the taster sessions and received very positive feedback from the health partners who attended.
- 4.5 Between the **7 October and 10 November** 'We' supported Public Health England's 'Every Mind Matters' campaign by offering people referred from the Every Mind Matters website free swimming on Monday afternoons throughout the campaign.
- 4.6 All of the centres supported Children in Need on **Friday 15 November** with a total of £734.08 raised by staff and customers across the contract.
- 4.7 Fitness staff from the Arc delivered health & wellbeing day for employees at the Youth Hostel Association head office in Matlock on **Friday 15 November**. Throughout the day 16 staff undertook a health and fitness assessment while 18 staff that were not members signed up for a one day pass.
- 4.8 Continuing our partnership with the Hurst Farm youth group 'We' have been delighted to host the group for a free holiday swim session during the school holidays this year. Starting in the **October** half-term holiday we have provided a swim teacher so that members of the group could participate in a 30 minute swim session to develop their confidence, the uptake and positive feedback from this session has been very encouraging.
- 4.9 During **January** staff at the Arc delivered fitness taster sessions and a facility tour to the 2 weight management groups based at the centre. With input from the AC Manager, fitness and sales staff this approach was very successful with a total of 20 guest passes handed out to weight management clients to encourage them to try new activities in the centres. We intend to continue this partnership with the weight management group and hope to expand the offer to encourage them to be active in the centres.
- 4.10 During **February** 'We' were delighted to host a Go Tri novice swim course at the Arc in partnership with British Triathlon, these sessions proved very successful and British Triathlon continued to fund them through March to support the participants and increase numbers.

- 4.11 During the year 2019/20 a total of £10,000 has been secured in grants either directly by the AC Manager or by clubs based in the centres with support from the AC Manager. This funding has been a mix of capital funding towards new pool hoists (Ashbourne and Bakewell) and project funding for initiatives to engage more people in physical activity.
- 4.12 The annual target for 12 week referral completions in Derbyshire Dales is 150 per year. For Quarter 1 and Quarter 2 there has been 78 completing the 12 week referral course. The outstanding data for Quarter 3 and 4 is still to be finalised, however 'we' are on course to achieve the target.

Quarter 1 - 1st April - 30th June 2019
Quarter 2 - 1st July - 30th September 2019

Local Authority Area	Annual Target 12 wk Completers	Quarterly Target 12 wk Completers	Actual Referrals Quarter 1	Quarter 1 Actual 12 wk Completers	Actual Number Increased Activity at 52 wks	Actual Referrals Quarter 2	Quarter 2 Actual 12 wk Completers	Actual Number Increased Activity at 52 wks
Amber Valley	301	75	125	56	35	202	0	0
Bolsover	261	65	67	60	65	64	22	22
Chesterfield	525	131	189	79	71	185	55	55
Derbyshire Dales	127	31	82	40	40	71	38	38
Erewash	332	86	88	0	16	103	30	18
High Peak	205	51	133	0		122		
North East	235	58	197	73	67	194	73	67
South Derbyshire	200	50	109	30		100	19	4
County Total	2186	547	990	338	294	1041	237	204

Facility 'Highlights'

- 4.13 Arc Matlock hosted two Water Polo events, one of which was for the National Junior League. Due to the central location and the quality of the facilities this national tournament has become an annual booking. There were over 600 admissions for these events.
- 4.14 Belper Marlins and Chesterfield SC once again held their Open Meets at the Arc attracting over 1500 admissions. In addition around 400 people turned out for Matlock & District Swimming Clubs evening galas.
- 4.15 The new studio at the Arc goes from strength to strength and the programme continues to develop. To support the programme a wide range of Les Mills classes are on offer.
- 4.16 Wirksworth saw thousands of homes left without gas for over a week after a burst water pipe had damaged the gas supply. Although the leisure centre had disruptions for a day luckily we were mainly unaffected. In the community spirit of Wirksworth we took the decision to let local people without hot water use our showers. 'We' received excellent publicity for this throughout the town with the community showing their gratitude and giving us our highest ever Facebook like post.
- 4.17 Wirksworth held a climbing wall bouldering competition in Quarter 3. This proved very successful with 32 memberships and 62 score cards sold.
- 4.18 The new gym at Wirksworth and Bakewell opened in **November** with extended Black Friday offers.
- 4.19 Staff from Wirksworth supported the ever popular Annual carnival. The team were on hand to promote health and wellbeing activities and issue promotional information regarding the centre.
- 4.20 Elections returned to Wirksworth following an 8 year gap. The centre was the destination for the count for the local and European elections and we were delighted to accommodate.

the **Appendix includes a number of images relating to 'highlights' throughout the year.*

5.0 Customer Service, Engagement and Quality Assurance.

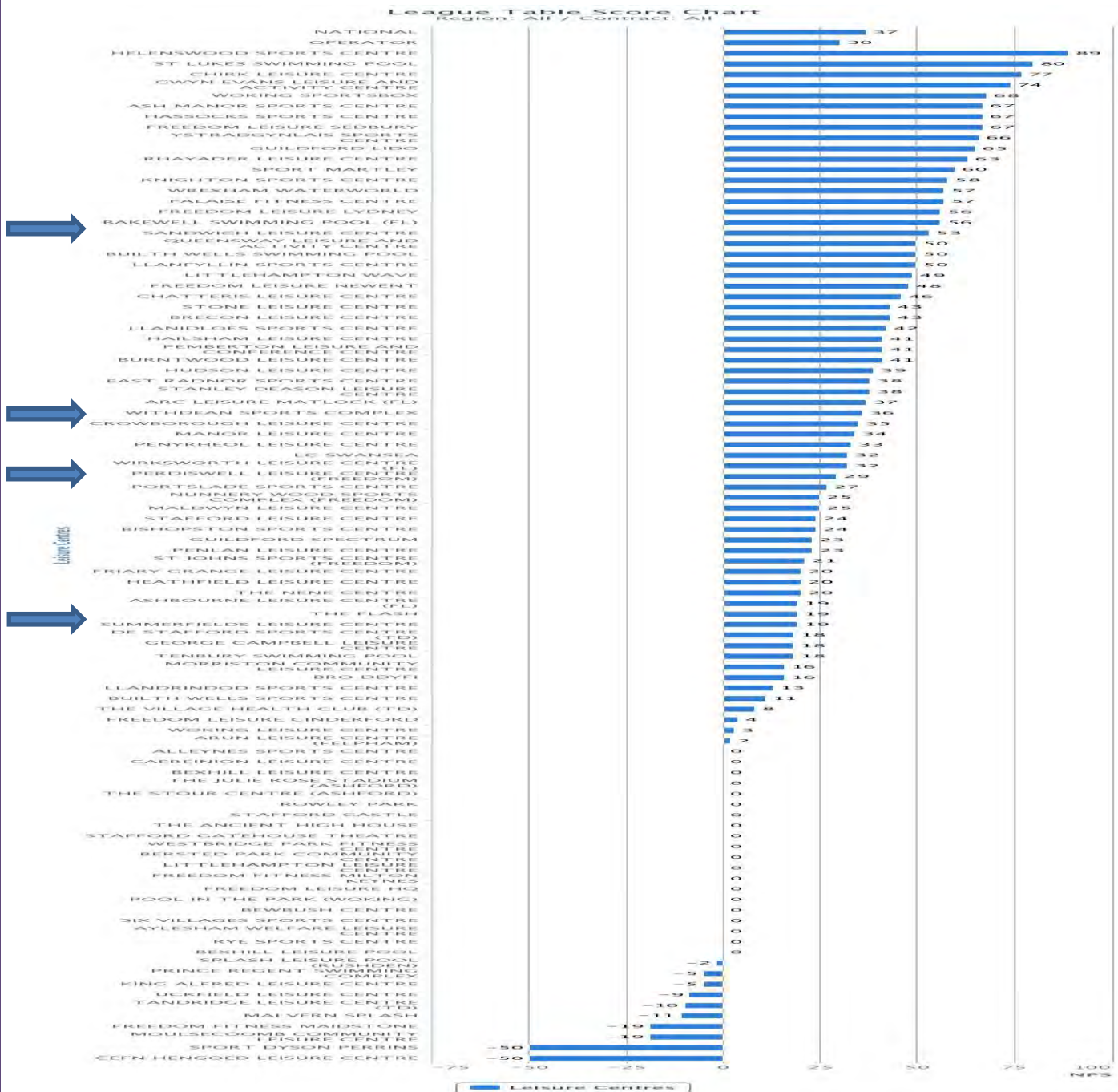
- 5.1 Excellent customer care is a strategic aim of *Freedom Leisure*. The ability to effectively deal with customers and to satisfy their needs is fundamental to our success.
- 5.2 Our Customer Engagement plan is a key element of our business without which we would not achieve this aim and continually improve. A copy of the plan for 2019-20 has been provided to DDDC.
- 5.3 Measuring the quality of the overall customer experience has key importance within our industry. ‘We’ use a combination of software developed by industry experts Leisure-Net Solutions to deliver a robust and clear Customer Insight Programme with the ability to store, record and report on findings and action accordingly.
- 5.4 The following table identifies the customer engagement plan scheduled for the 4 sites in 2019-20.

Facility	Mystery Calls	Mystery Visits	Net Promoter Score (NPS)	Email Focus	Feedback Focus	Sales Focus	Swim Focus
ARC	2 per site per year <i>July 2019</i> <i>March 2020</i>	Tour <i>Jan 2020</i>	2 per year <i>May 2019</i> <i>Nov 2019</i>	1 per site per year <i>Dec 2019</i>	<i>Ongoing by site for full year</i>	<i>Ongoing by site for full year</i>	<i>Ongoing by site for full year</i>
ASHBOURNE		Tour <i>Jan 2020</i>	2 per year <i>May 2019</i> <i>Nov 2019</i>				
BAKEWELL		X	1 per year <i>May 2019</i>				
WIRKSWORTH		X	1 per year <i>May 2019</i>				

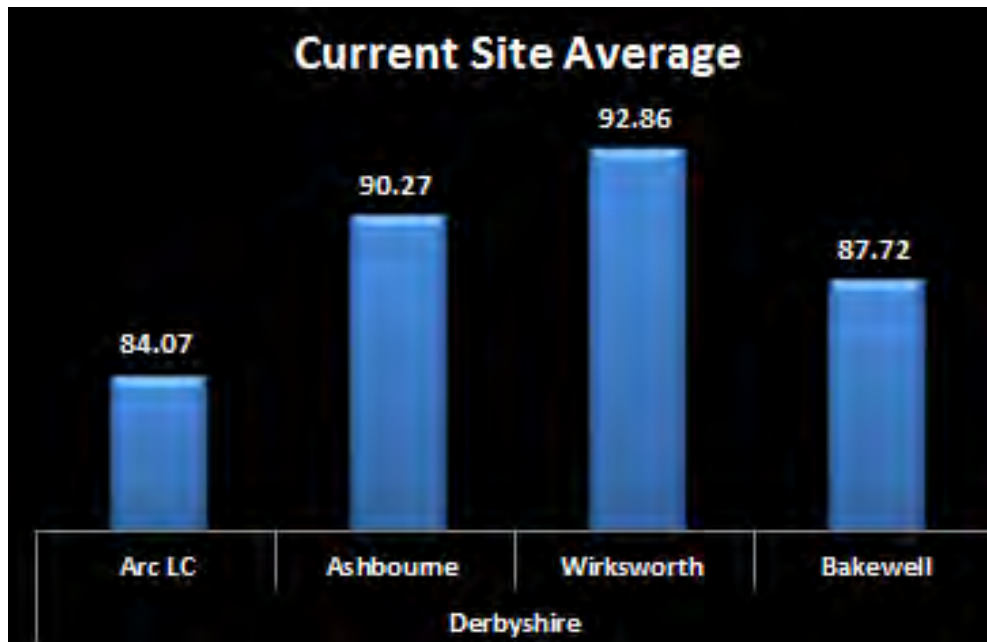
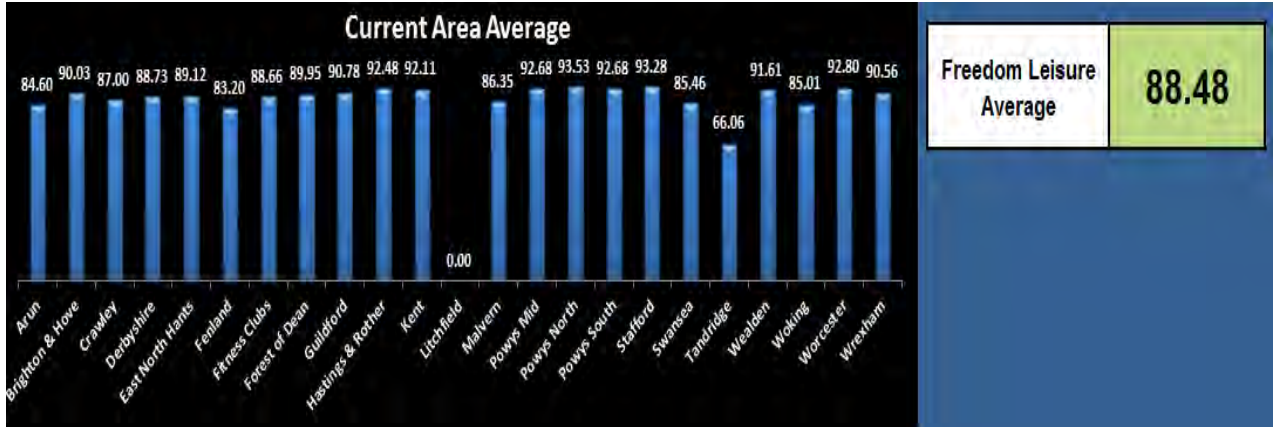
5.5 A key area of auditing customer satisfaction is the **NET PROMOTER SCORE (NPS)**. The descriptor for NPS is contained within the **Appendix**.

The average NPS results for the year are captured below. The place for Derbyshire Dales sites are ranked across the Freedom group:

- Bakewell 56 (17th)
- Arc 37 (33rd)
- Wirksworth 32 (38th)
- Ashbourne 20 (51st)



5.6 A minimum of two internal area audits are conducted by 'our' Area Managers each year. To ensure consistency an Area Manager from another contract is used to audit. The audit is conducted across a wide range of criteria including cleanliness, finance, catering, marketing and customer feedback, health and safety etc. All sites scores have improved through the year and the current scores are the highest since the contract commenced.

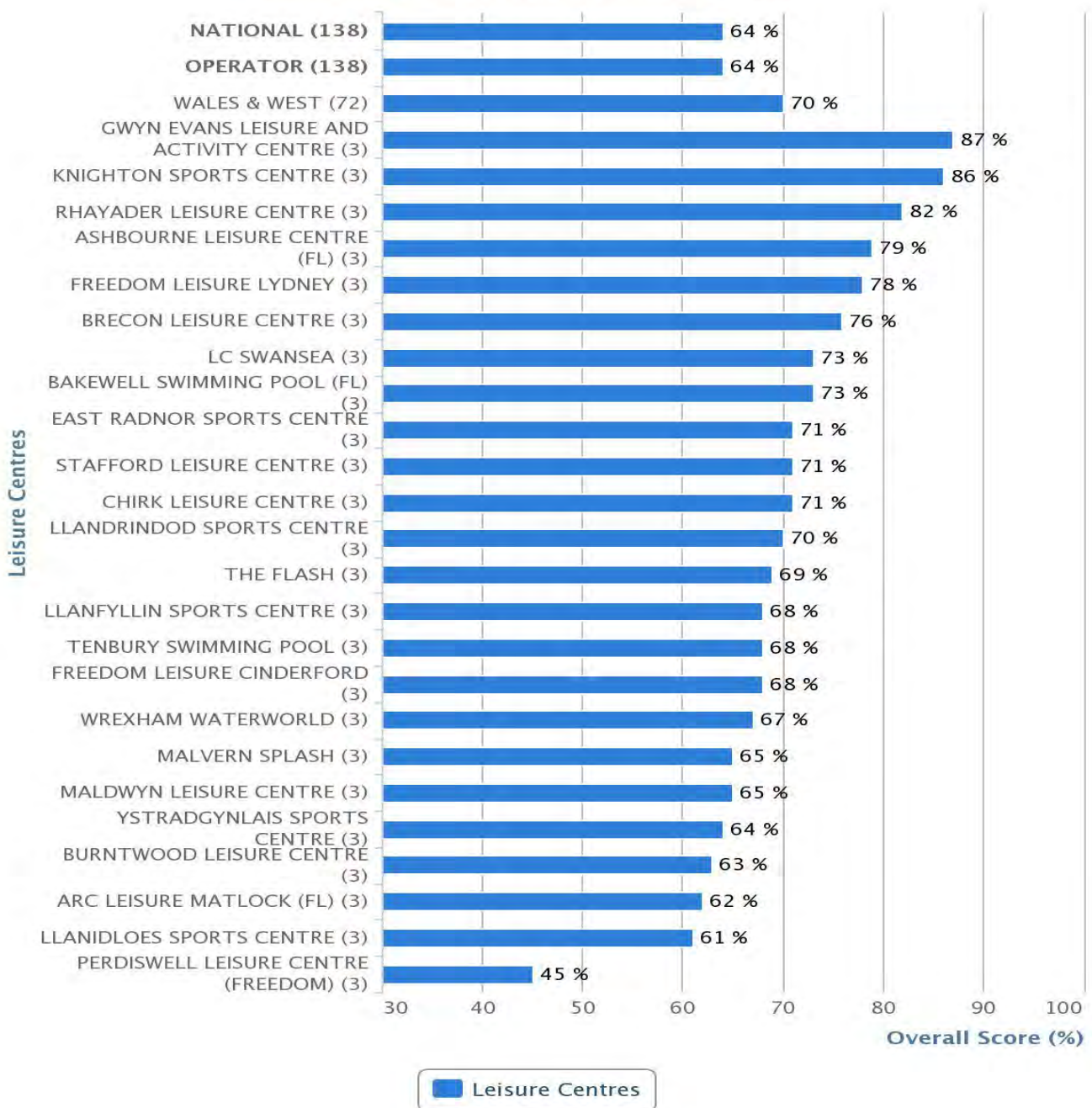


5.7 Mystery calls are completed twice per year. The table below identifies the mystery calls for swim lessons completed this year across the three Derbyshire Dales pools. Ashbourne and Bakewell Pool were both above the national and operator average with Arc Leisure Matlock 2% below the national and operator average.

League Table Score Chart

RE: WALES & WEST / CO: All

Start Date: 01-04-2019 / End Date: 31-03-2020



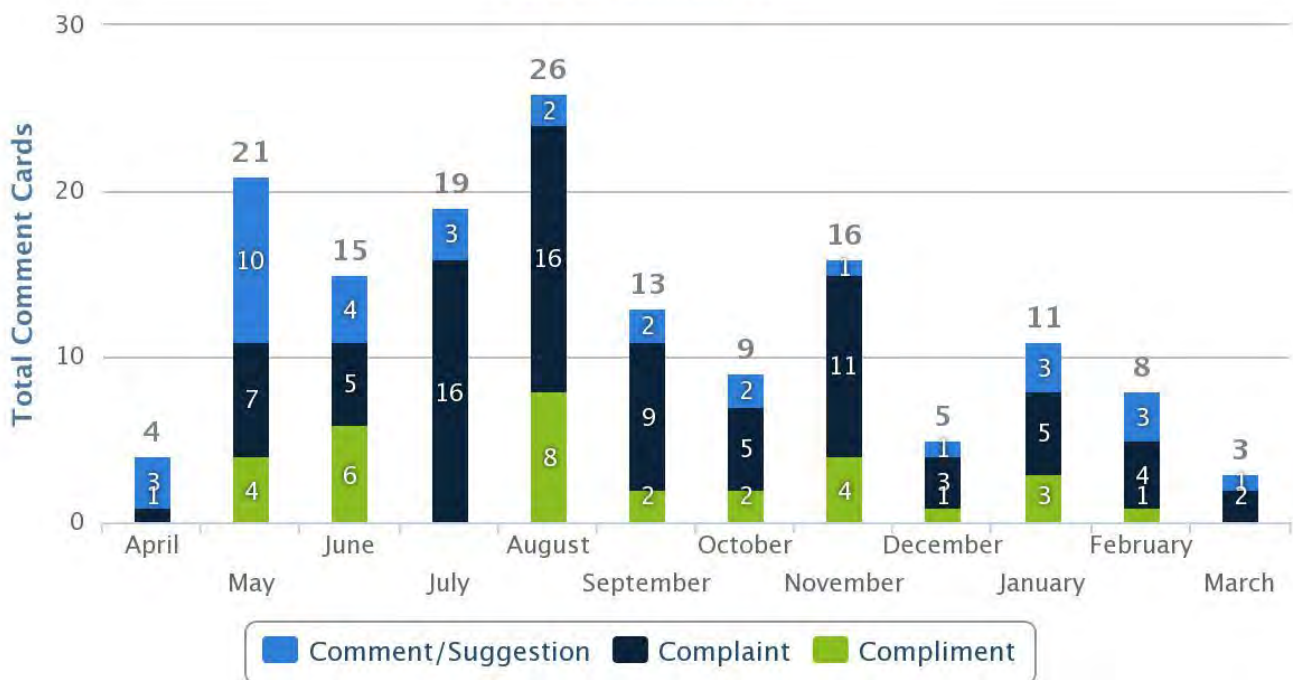
5.8 The monitoring of customer feedback is monitored by using *e focus*, the online assessment tool that records comments, complaints and compliments. The graphs below identify the number of comments received during the year

The number of comments for the year is 150 with 84 being complaints (56%). The Wales and West table identifies the total comments received within the region (1,511) of which 645 were complaints with 84 from Derbyshire Dales (13%).

Derbyshire Dales

Total Comment Cards

Start Date: 01-04-2019 / End Date: 31-03-2020
 RE: WALES & WEST / CO: DERBYSHIRE DALES / LC: All
 Type of Comment: All



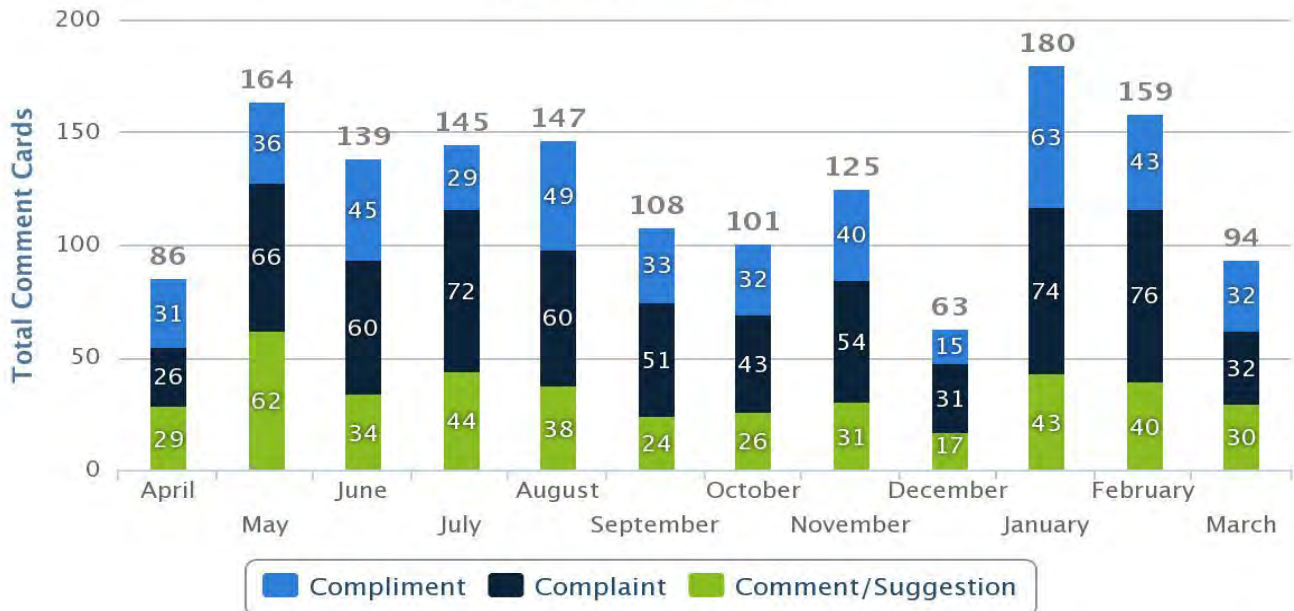
Wales and the West Region (Freedom Leisure)

Total Comment Cards

Start Date: 01-04-2019 / End Date: 31-03-2020

RE: WALES & WEST / CO: All / LC: All

Type of Comment: All



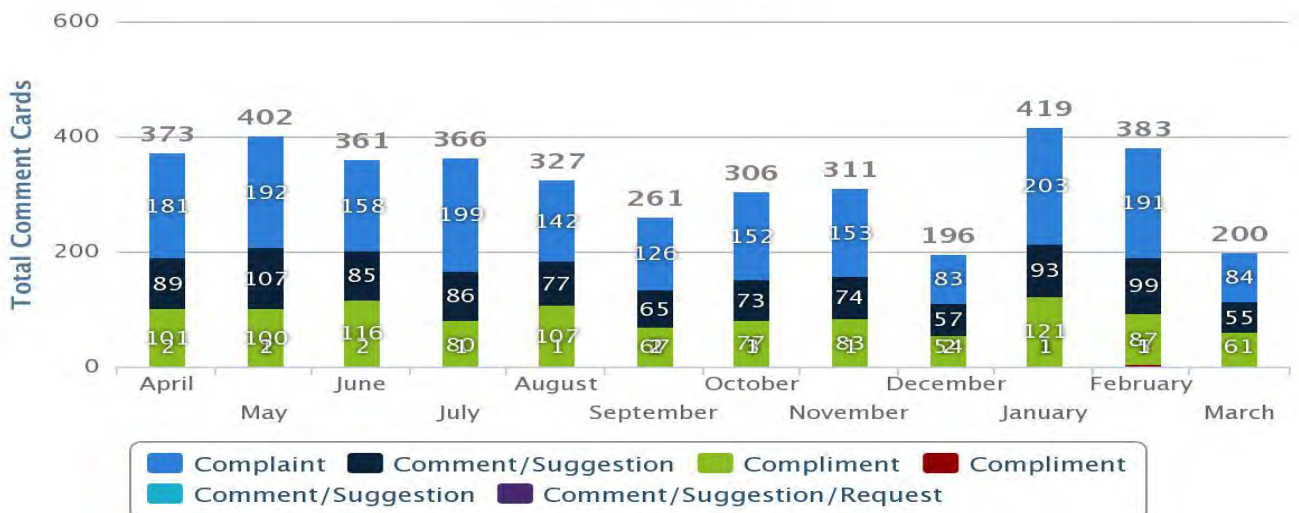
Freedom Leisure

Total Comment Cards

Start Date: 01-04-2019 / End Date: 31-03-2020

RE: All / CO: All / LC: All

Type of Comment: All



6.0 Health and Safety Management

6.1 Accidents are reported through the STITCH national database system. **Table 1** outlines the accident summary for *Freedom Leisure* across the company and **Table 2** has a breakdown for the period by site.

There were 285 accidents in total and 0 were reportable. This is 11.2 % of the number of accidents recorded in Wales and the West (2,543) and 4.6% of the total number of accidents reported across the whole of Freedom Leisure.

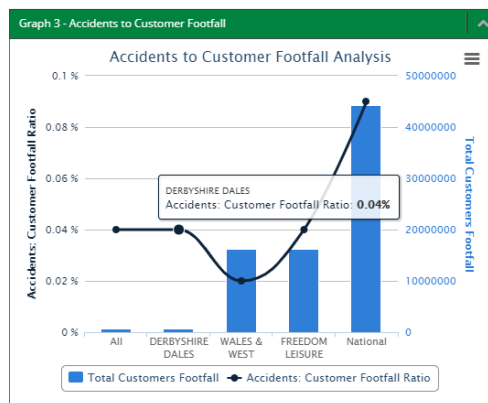
Table 1

Accident								
	Total Accident	Reportable	Non-Reportable	Usage	% Monthly Usage	Staff	% Monthly Staff Hours	Total Injury - All
LC: All	285	0	285	650,953	0.04 %	110,956	0.26 %	316
CM: DERBYSHIRE DALES	285	0	285	650,953	0.04 %	110,956	0.26 %	316
RM: WALES & WEST	2,543	7	2,536	16,231,842	0.02 %	2,679,940	0.09 %	2668
OP: FREEDOM LEISURE	6,206	15	6,191	16,231,842	0.04 %	2,679,940	0.23 %	6059
National	38,047	219	37,828	44,233,373	0.09 %	5,484,824	0.69 %	38893

Table 2

Leisure Centres								
	Total Accident	Reportable	Non-Reportable	Usage	% Monthly Usage	Staff	% Monthly Staff Hours	Total Injury - All
ARC LEISURE MATLOCK (FL)	168	0	168	225,571	0.07 %	42,977	0.39 %	184
ASHBOURNE LEISURE CENTRE (FL)	52	0	52	226,660	0.02 %	30,981	0.17 %	56
BAKEWELL SWIMMING POOL (FL)	33	0	33	66,976	0.05 %	19,413	0.17 %	41
WIRKSWORTH LEISURE CENTRE (FL)	32	0	32	131,746	0.02 %	17,585	0.18 %	35

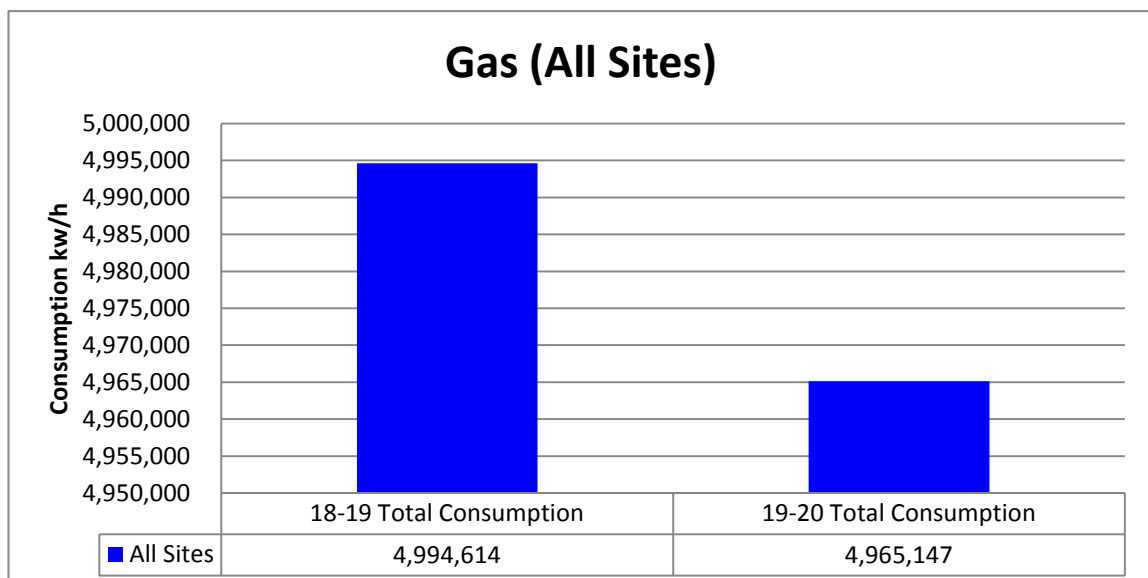
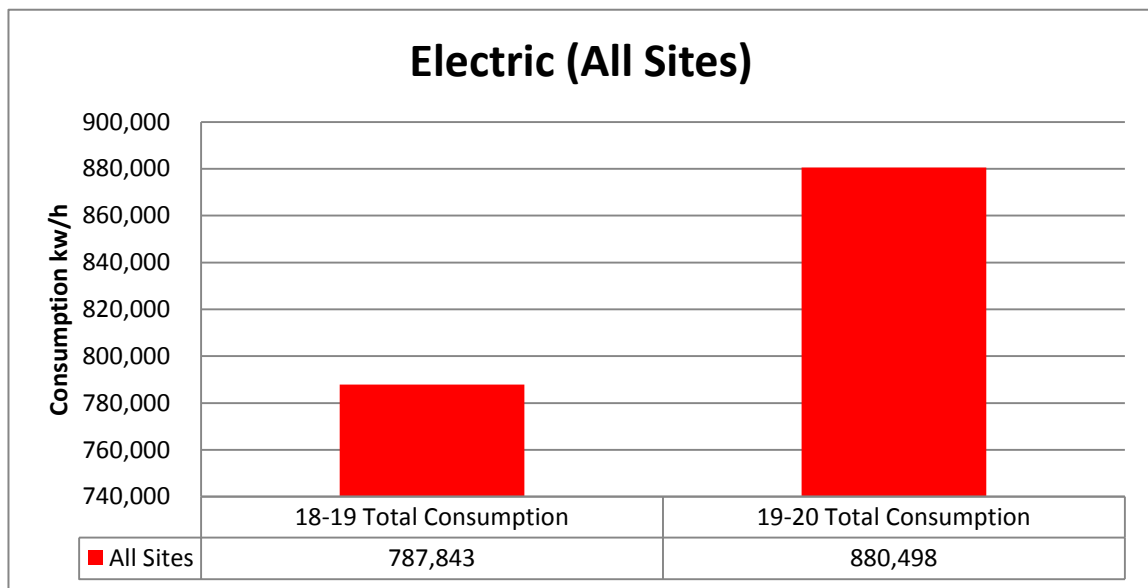
Table 3



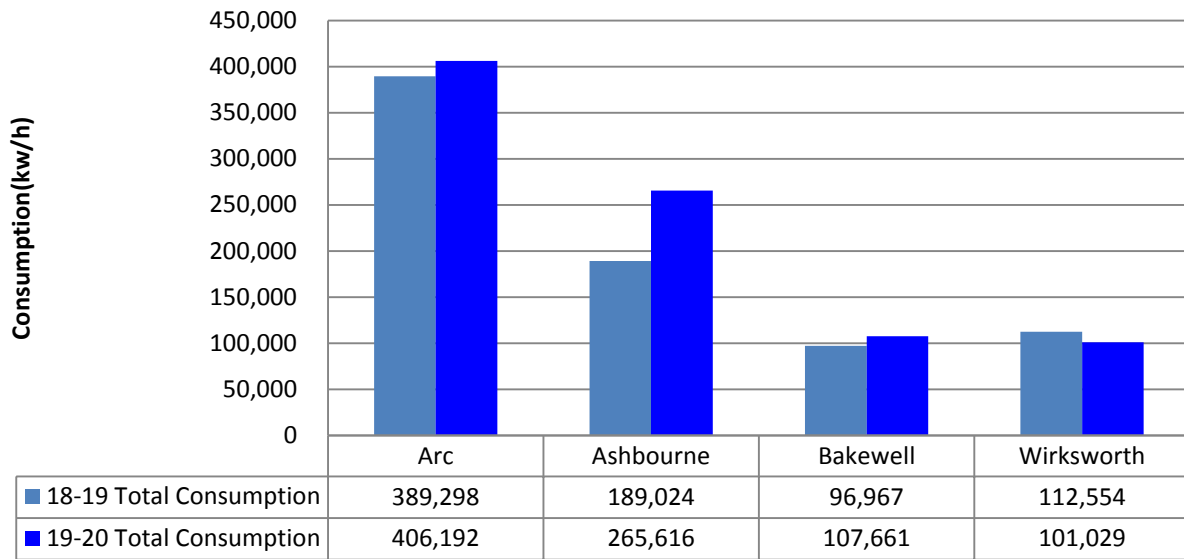
7. Energy Management and Capital Works

Energy Management

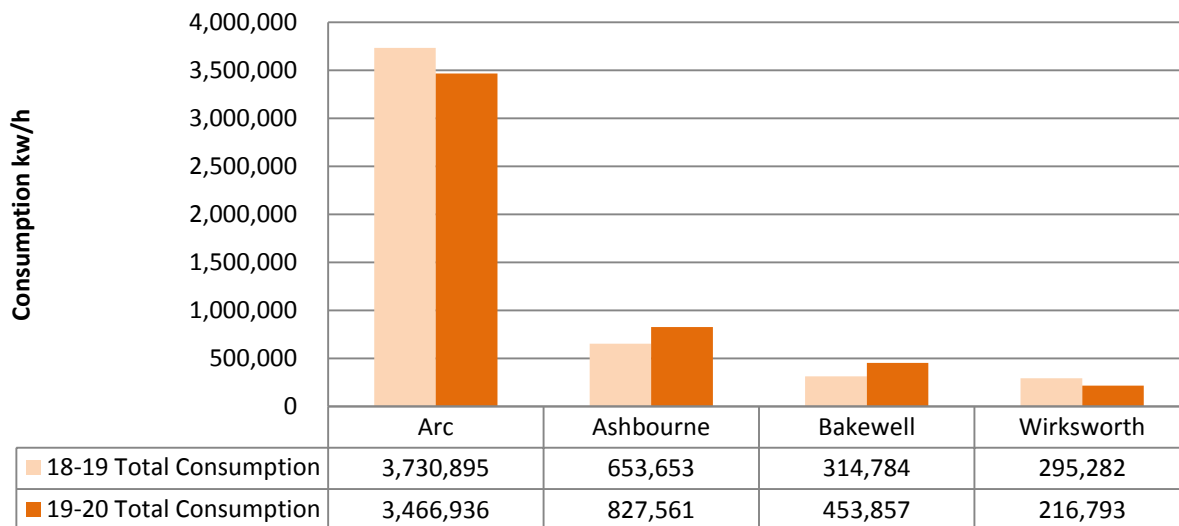
- 7.1** Following the completion of the 'Leisure Energy' capital works we are now realising some of the energy improvement savings across the four sites. A key focus for the Freedom Group in 2019-20 is energy efficiency and the site measures that are being implemented will see a further improvement in energy reduction during 2019-20. In addition each site has an Energy Management Action Plan
- 7.2** STARK is our online energy data portal allowing measuring, monitoring and reporting of all utility usage. This enables us to act and respond and demonstrate the impact of our energy capital scheme.



Electric (Year)



Gas (Year)



*n.b. a full comparison is not possible with the previous year as the leisure management contract did not commence in August 2018

7.3 The contract has also seen an improvement in CO2 saved. As a comparison from August 18 – Feb 19 to August 19 – February 20 (March excluded due to impact of COVID) we have 114 tonnes. The carbon reduction project forecast a saving of 127 tonnes per year so with a full year analysis we would forecast the level to have been closer to 200 tonnes.

Capital Works

7.3 DDDC Funded Capital Refurbishment Works

- Arc capital project completed within budget in May 2019 to include a state of the art soft play with seating area, new studio and revised reception area.
- Ashbourne - various capital projects completed within budget during 2019 to include reception Costa Coffee bar install and refurbishments of the spin studio and squash courts
- Bakewell Changing Village Refurbishment completed within budget in Jan 2020 to include improvements to showering facilities, vanity units, lockers and lighting.
- Circa £83,000 remaining capital budget. Allocation of these funds will be agreed and spent in financial year 2020-21.

7.4 Freedom Leisure Capital Investment

- Wirksworth & Bakewell Fitness Equipment – A combined £80,000 investment into both facilities to upgrade CV equipment and add diversity to strength equipment.
- Bakewell Boiler Replacement – £44,000 upgrade from single boiler to 2 high efficiency boilers completed in Dec 2019.
- Bakewell Filter – £18,000 replacement filter vessel completed in December.
- Arc Fitness Studio Air conditioning System – £13,600 invested to replace the whole system in June 2019 due to complete failure.
- Wirksworth replacement boiler flue approved at Circa £6,000
- Arc Pool Cover Gliders installed £1,400
- Wirksworth Auto Belays £6,550 approved prior to lockdown. Works currently being evaluated.

range of visuals contained in the **Appendix*

8.0 Operational Income & Expenditure

8.1 Income for the financial year is £413,763 in surplus compared to bid.

This has been influenced by the additional management fee of £75,989 relating to the staff pension and bond underpayment in 2018-19 and a strong income position across the sites following the capital schemes and investment in equipment. This income increase following the capital schemes was quicker than forecast in our bid and would have assisted with the significant rise in income levels expected in year three of the contract to March 2021 where the customer income forecast rises to £2.8m and then £3.0m the following year.

Expenditure for the same period is £228,025 higher than bid resulting in deficit of £164,208. This position is £185,738 ahead of the 12m deficit bid position. This compares to a loss of £327,000 for the first 8 months of the contract to March 2019 which was £22,770 worse than bid.

Freedom Leisure				
Derbyshire Dales Contract Summary				
April 2019 to March 2020		Actual		Bid
		12m		12m
Income		2,582,959		2,400,802
Contract Recharges		19,628		0
Management Fee		561,978		350,000
Total Income		3,164,565		2,750,802
Expenditure		3,328,773		3,100,748
Total Surplus / (Deficit)		(164,208)		(349,946)

Derbyshire Dales Contract Sum	Arc	Ashbourne	Bakewell	Virksworth	Active Comms	Total
Income						
Membership	406,521	281,870	36,876	115,445	55	940,767
Swimming	497,896	256,053	271,378	6,572	0	1,031,897
Catering	15,292	22,955	3,772	12,401	0	54,420
Main Hall	39,958	89,192	1,282	89,746	0	220,268
Studio	32,839	33,082	3,593	10,043	0	79,567
Outside	0	0	0	3,412	0	3,412
Fitness	36,021	25,941	1,365	3,539	0	72,866
Children's Activities	57,070	11,887	2,053	16,457	0	87,467
Bowling	0	0	0	0	0	0
Events	822	3,702	13,256	53,755	0	71,535
Goods For Resale	22,898	14,259	14,655	2,369	0	54,171
Room Hire	0	0	0	1,501	0	1,501
Other	18,361	6,444	10,925	28,282	978	65,086
Turnover	1,127,868	745,385	359,253	349,622	1,031	2,582,959
Management Fees	152,884	152,782	94,826	161,486	0	561,978
Contract Recharges	19,628	0	0	0	0	19,628
Total Income	1,300,180	898,167	454,079	511,108	1,031	3,164,565
Expenditure						
Staffing Costs	756,581	518,064	310,476	277,266	24,225	1,887,132
Other Employee Costs	8,614	3,116	3,623	2,381	408	18,142
Repairs and Maintenance	82,517	72,120	45,292	44,599	0	244,528
Utilities	185,334	86,820	41,070	26,827	0	340,051
Cleaning	21,391	11,493	4,731	3,578	0	41,193
Administration	3,817	2,390	1,265	1,339	0	8,811
Marketing and Advertising	29,871	8,829	8,182	9,666	291	57,579
ICT	7,899	7,310	5,491	5,245	218	26,163
Events	961	3,729	13,256	52,306	0	70,252
Goods For Resale	13,686	7,273	6,613	1,540	0	29,312
Equipment	44,136	19,935	14,432	20,514	271	99,288
Catering	7,879	16,894	2,559	7,052	0	34,385
Contract Costs	19,628	0	0	0	0	19,628
Rent & Rates	35,028	18,349	6,300	10,282	0	69,959
Insurance	13,002	8,982	4,641	5,111	10	31,646
Finance Charges	95,181	44,797	24,408	29,802	183	194,371
Professional Fees	10,030	7,860	2,257	3,301	0	23,448
Central Overhead Recovery	59,766	39,505	19,040	18,530	45	136,887
Total Expenditure	1,394,321	877,365	511,476	519,960	25,651	3,328,773
Surplus / (Deficit)	(94,141)	20,802	(57,397)	(8,852)	(24,620)	(164,208)

APPENDIX

Appendix – Net Promoter Score



$$\% \text{ PROMOTERS} - \% \text{ DETRACTORS} = \text{NPS (NET PROMOTER SCORE)}$$

NPS (Net Promoter Score)

This month we have been asking our members whether they would promote our service to others.

What is Net Promoter?

Net Promoter Score®, or NPS®, measures customer experience and predicts business growth. This proven metric transformed the business world and now provides the core measurement for customer experience management programs the world round.

The NPS Calculation

Calculate your NPS using the answer to a key question, using a 0-10 scale: How likely is it that you would recommend our service to a friend or colleague?

Respondents are grouped as follows:

Promoters (score 9-10) are loyal enthusiasts who will keep buying and refer others, fuelling growth.

Passives (score 7-8) are satisfied but unenthusiastic customers who are vulnerable to competitive offerings.

Detractors (score 0-6) are unhappy customers who can damage your brand and impede growth through negative word-of-mouth.

Subtracting the percentage of Detractors from the percentage of Promoters yields the Net Promoter Score, which can range from a low of -100 (if every customer is a Detractor) to a high of 100 (if every customer is a Promoter)

Appendix – Key Performance Indicators

	Description	Progress/Change	Source
% of adults undertaking 150+ minutes exercise per week	% of adults (16+) undertaking 150+ minutes of moderate exercise per week in the Derbyshire Dales	Nov 15/16 – 67.9% Nov 16/17 – 72.2% Nov 17/18 – 67.8% Change over this period - 0.1%	Sport England Active Lives Survey
% of the population who are physical inactive	% of the population (16+) in the Derbyshire Dales who are physically inactive (undertaking less than 30 minutes moderate exercise per week)	Nov 15/16 – 21.3% Nov 16/17 – 18.8% Nov 17/18 – 21.3% Change over this period – no change	Sport England Active Lives Survey
Health inequalities	The health of people in Derbyshire Dales is generally better than the England average; however, many people in the district experience health and associated inequalities and in particular challenges that are unique in rural communities	Engaging with the rural community is listed in the Active Communities plan as an area of focus working in partnership with the District Council's Sport & Health team. 'We' attended Derbyshire Dales CVS's 5 Way to Wellbeing event in December and made connections with a number of community organisations from rural communities in the Dales. Launched new 'Fit Street' initiative which will be rolled out to rural areas. Engaging with the rural community is listed in the Active Communities plan as an area of focus working in partnership with the District Council's Sport & Health team. 'We' delivered activity taster sessions with weight management groups based at the Arc in January, these groups attract individuals from across the District. We hope to replicate this approach at Ashbourne Leisure Centre in the future.	
Children's obesity levels	% of children in the Derbyshire Dales who are classed as obese, this measure is taken at Reception and Year 6 ages.	Obese children, Reception – 8.9% Obese children, Year 6 – 13.2%	2018 Area Summary Health Profile – Derbyshire Dales
Increasing participation through engagement with those who are currently inactive	There is significant scope to increase participation by developing a compelling offer within the four Leisure Centres and out in the wider community, which will engage elements of the population that are currently inactive	Hurst Farm youth group have participated in a free swim session at the Arc during October half-term which also incorporated a 30 minute swim lesson	Freedom Leisure quarterly report
Key Health Priorities	Include: - Starting well - Addressing inequalities in health - Addressing the impact of alcohol - Supporting the ageing population	Starting Well - The new "Arc Adventure" soft play opened at the Arc in May 2019 - Promotion of the free swimming for under 5's initiative - Reduced entry Halloween event in the Arc adventure soft play - New tots football session run by an external company being hosted at the Arc - New toddler swim sessions added to the learn to swim programme this quarter Addressing inequalities in health - Health referral scheme has achieved xx completers since April 2019 - Concessionary pricing options in place for those in receipt of benefits etc. Addressing the impact of alcohol - Partnership formed with County Council's 'Live Life Better Derbyshire' service which incorporates alcohol awareness Supporting the ageing population - Promotion of the over 75's unlimited swim pass - Supported new Pickleball group at the Arc which is a sport suited to older people - Wellbeing day held at the Arc in line with Older Peoples Day on the 1st October	Freedom Leisure quarterly report

<p>Increasing participation through engagement with the most deprived residents in the Derbyshire Dales</p>	<p>The most deprived people in Derbyshire Dales can expect to die approximately 5 years before the least deprived, and these can be identified mainly in the west of the District</p>	<p>Hurst Farm youth group have continued to attend free swim session during school holidays with an integrated swimming lesson for non-swimmers. During February and March we hosted a Go Tri novice swim course in partnership with British Triathlon.</p>	<p>Freedom Leisure quarterly report</p>
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Appendix

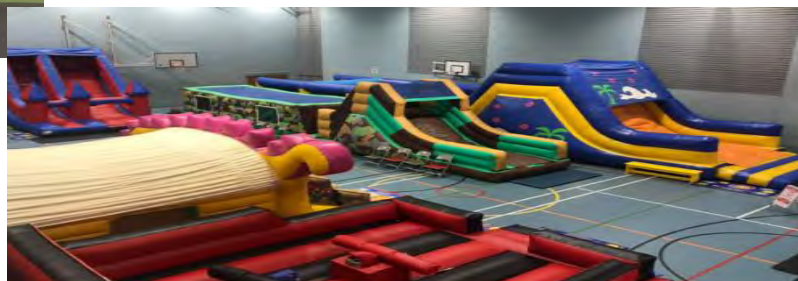
a selection of events, outreach and out and about.....



Arc Diabetes and Wellbeing Event



Ashbourne Xmas Fitness Class & Bounce House



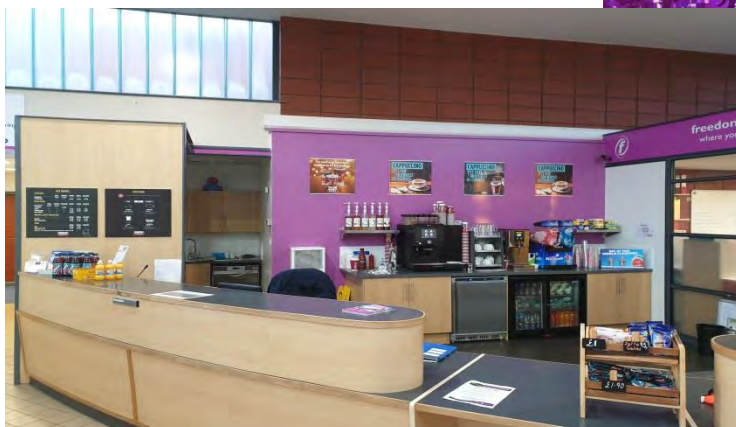
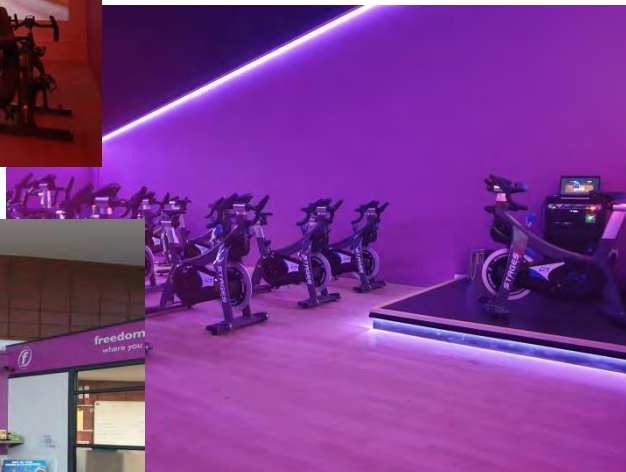
Toy Story Disney Swim Sessions

Capital Works

Matlock Arc Leisure Soft Play

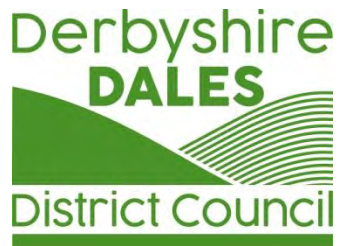


Ashbourne Spin Studio and Coffee Shop



Bakewell Changing Room Refurbishment





February 2020

Part 1C – Monthly Performance Requirements

This report considers the following reporting elements and will be provided to the client each month:

- Cleaning
- Environmental and Energy Management
- Customer Service
- Major Incident Reporting
- Health and Safety Management

a. Cleaning	<p>Reporting Requirements <i>The Contractor shall produce monthly cleaning reports within the Monthly Performance Monitoring Report on the frequency and completion of any reactive cleaning tasks and the time period for containment/Rectification from initial notification.</i></p>
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- Business case approved and advert being prepared to appoint 2 x 20 hour cleaners at Arc
- Cleaning monitoring for February – failure notice

Area	On Track (RAG)	Issues	Date/time to resolve	Resolved?
Catering & Vending		<ul style="list-style-type: none"> • Vending machine needs restocking. Both vending machines have numerous empty shelves 	24 hours (5 points)	Resolved 4 hours later
Cleaning		<ul style="list-style-type: none"> • Outside bins need emptying • Full bin bag next to the bench • All windows ledges in reception and at the top of the stairs dusty • Upstairs disabled toilet, deep clean (floor, toilet, sink) • Upstairs and downstairs studio, floors dirty and mirrors need cleaning • Upstairs disabled toilet on pool viewing, needs cleaning • Spin studio, bin overflowing and floor dirty • Bottom corridor floor dirty • Female dry changing room floor dirty • Male dry urinals, changing room floor, shower area dirty • Wet change disabled toilet on left, floors and toilet dirty • Pool side underneath the spectator chairs dirty 	4 hours (5 points)	The majority of areas had been resolved however 2 areas within the centre were still not clean even after being attempted.
Check carried out at 11.30am on Wednesday 12 February 2020				
2 light bulbs out in the first aid room and 1 light bulb out at the water machine on the bottom corridor, making these areas dark. Numerous lights out in the gym.				

b. Environmental And Energy Management

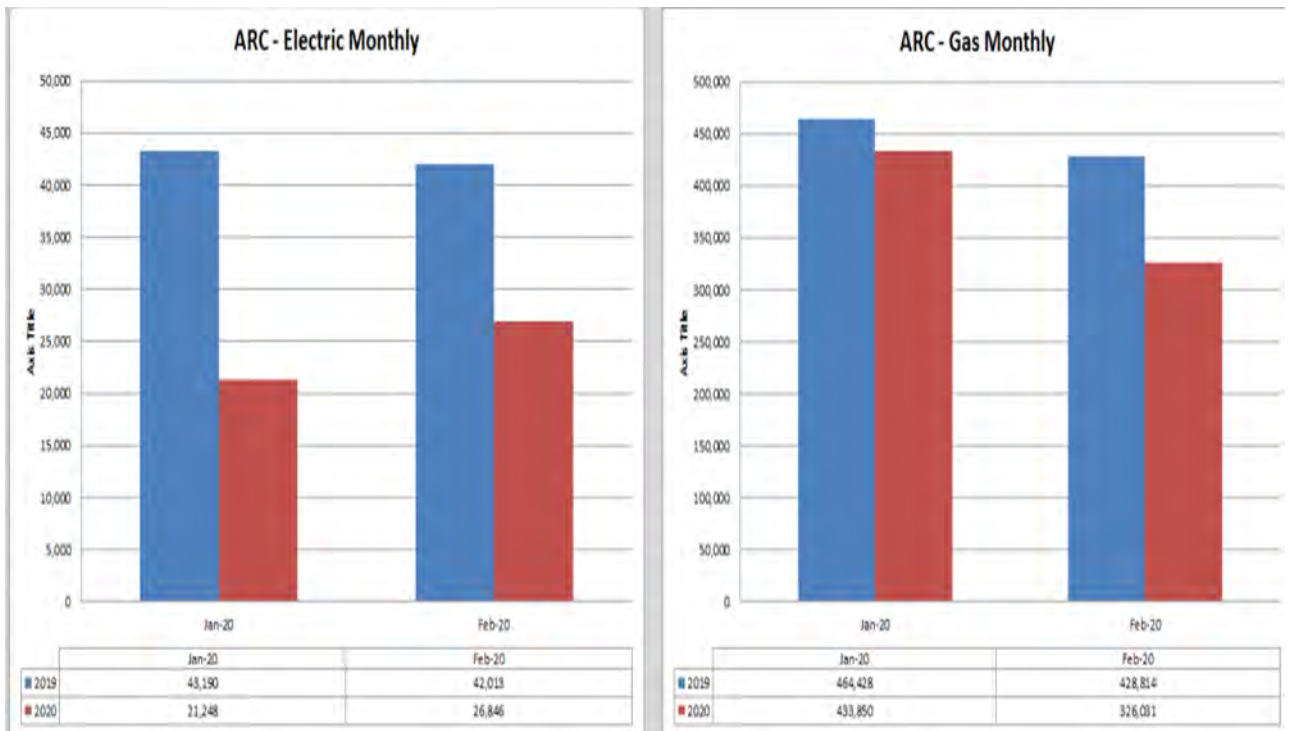
Reporting Requirements

The Contractor shall ensure that a monthly report detailing achievements against the Environmental and Energy Management Plan and contributions to the Authority's wider policies for safeguarding the environment and promoting sustainability is submitted as part of the Monthly Performance Monitoring Report. The Contractor shall ensure that energy consumption for gas and electricity for each Facility is included within this report.

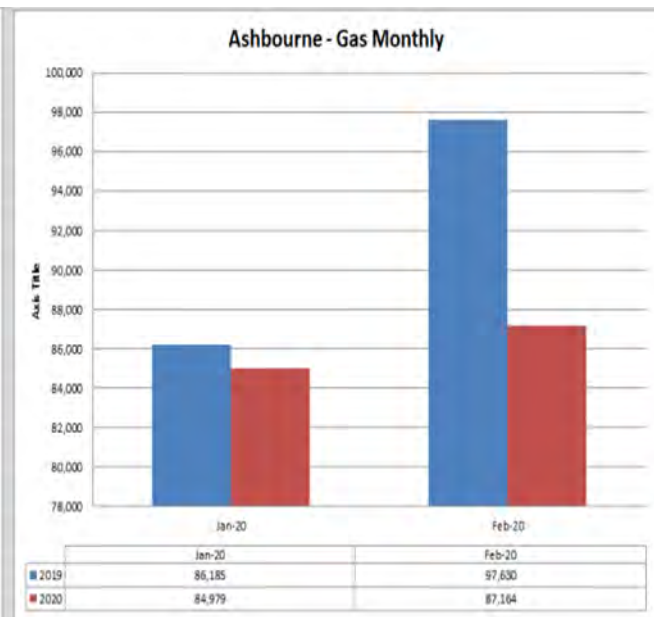
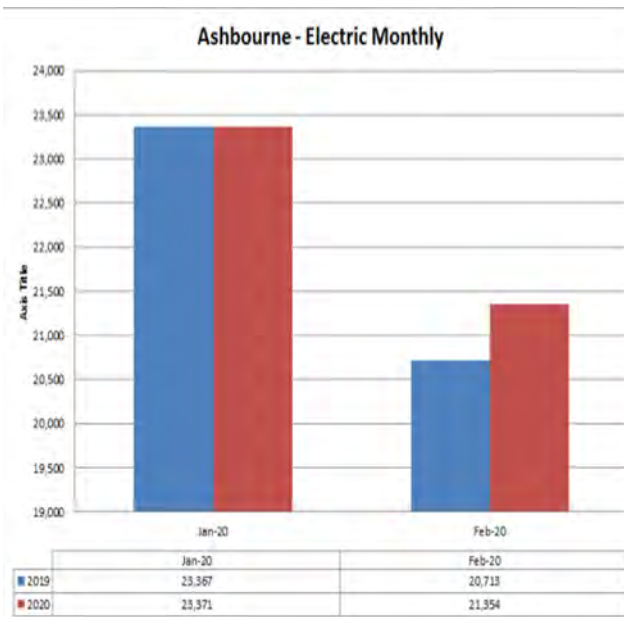
- Each site has an Energy Management plan containing key focus areas and this has been provided to DDDC.
- The key focus area for Energy and Environmental Management in January/February is Waste Management. The relevant staff briefing notes, posters and guides accompany this report

Utility Readings for February (Electricity and Gas)

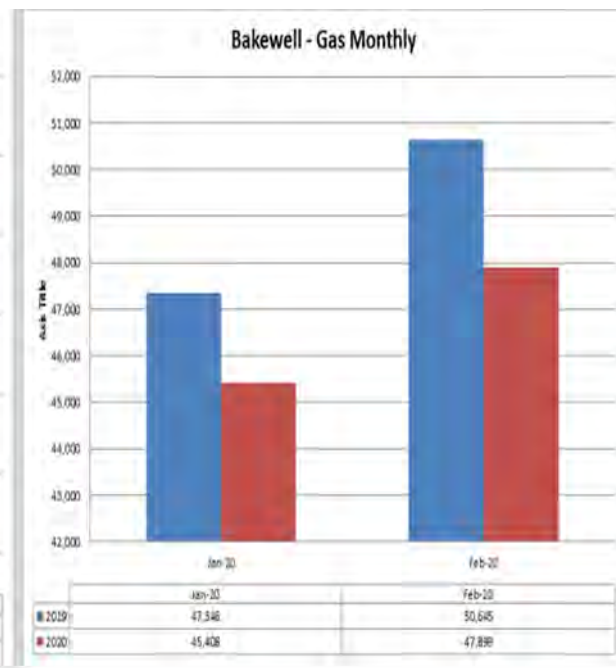
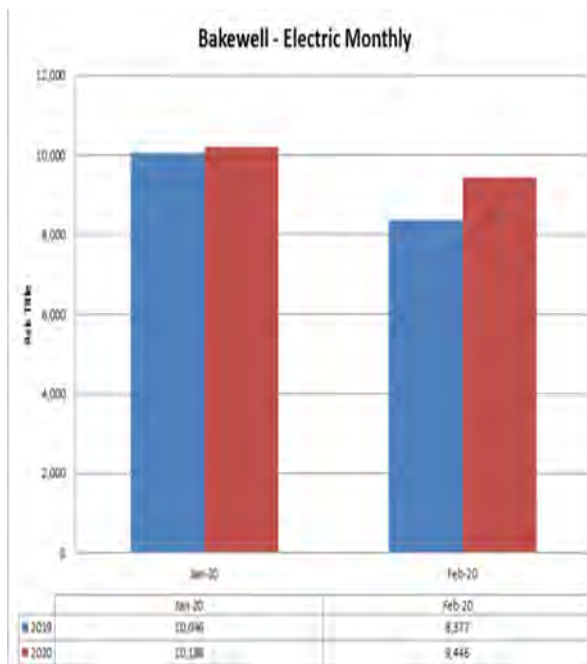
Arc



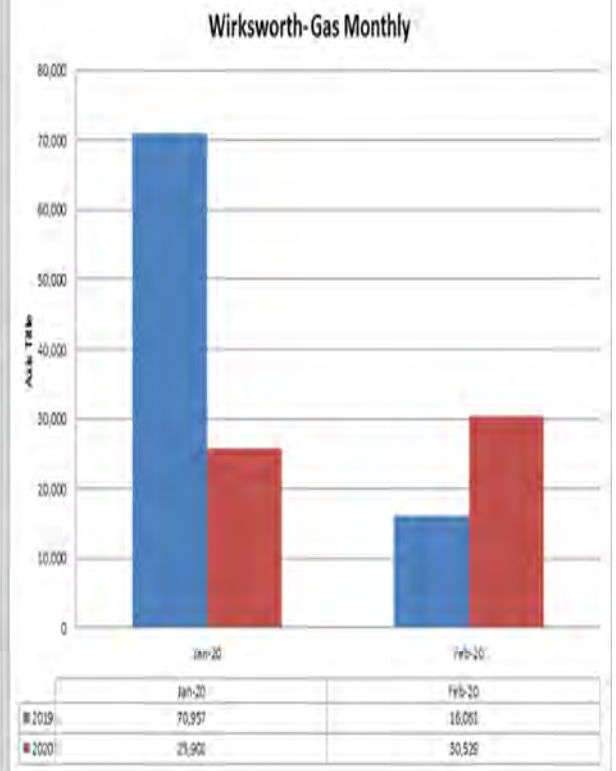
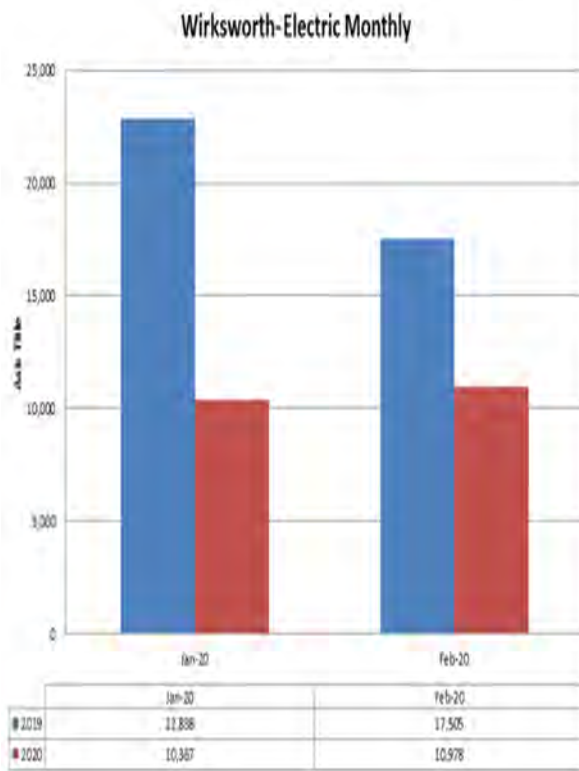
Ashbourne



Bakewell



Wirksworth



c. Health and Safety Management

Reporting Requirements

The Contractor shall report details of any accidents, incidents and evacuations reportable under the RIDDOR regulations to the Authority and any other required organisation (i.e. the Health and safety Executive (HSE)) within the time restraints prescribed by the regulations. Records of accidents and actions taken are to be made available for inspection by the Authority. The Contractor shall make a formal record of all inspections or visits made by Environmental Health Officers, the Health and Safety Executive and any other person or body who, in the proper execution of their duties requires or is entitled to access to the relevant Facility site. A copy of this record shall be supplied by the Contractor to the Authority within 48 hours of receipt. The Contractor shall provide a summary of all accidents and incidents occurring at the Facilities as part of the Monthly Performance Monitoring Report.

Accident Reports - February

Person

Print Save Search:

	Total	%	Reportable	Non-Reportable
Customer	28	100.00%	0	28
Total	28	100.00%	0	28

Showing 1 to 1 of 1 entries



Gender

Print Save Search:

	Total	%	Reportable	Non-Reportable
Female	16	57.14%	0	16
Male	11	39.29%	0	11
Unknown	1	3.57%	0	1
Total	28	100.00%	0	28

Showing 1 to 3 of 3 entries

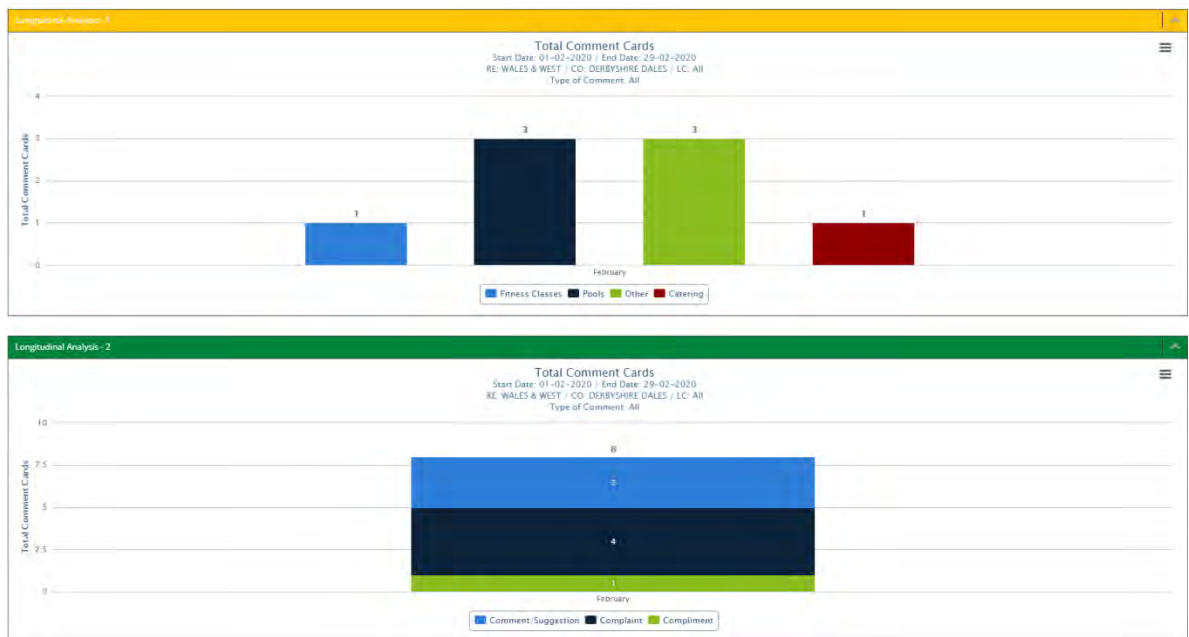


d. Customer Service

Reporting Requirements

The Contractor shall ensure that an annual report detailing the outcomes of the User feedback system is submitted to the Authority

Customer Comment System - February



<p>e. Major Incident Reporting</p>	<p>Reporting Requirements <i>The Contractor shall maintain an up to date log of all major incidents and severe injuries as defined by RIDDOR and their response to them.</i></p> <p><i>The Contractor shall ensure that within three days following any emergency, a full account of the actions taken and the implications for future training are provided by the Contractor to the Authority's Representative. In the event of the Authority or its insurers wishing to undertake an investigation, then the Contractor shall fully comply with any reasonable requests for information of staff attendance at such an inquiry.</i></p> <p><i>The Contractor shall provide a summary of all accidents and incidents occurring at the Facilities as part of the Monthly Performance Monitoring Report.</i></p>
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- No Major Incidents to report
- Accident data contained in c.

COMMUNITY AND ENVIRONMENT COMMITTEE
14 OCTOBER 2020

Report of the Director of Regulatory Services

HOUSING RENEWAL POLICY

PURPOSE OF REPORT

This report seeks approval to update the District Council's Housing Renewal Policy, which sets out the ways in which the Council will work to improve the existing stock of good quality private sector housing. In particular it recommends some amendments to the way in which disabled facilities grants may be processed and approved.

RECOMMENDATION

That the draft Housing Renewal Policy 2020-2023 is approved.

WARDS AFFECTED

All

STRATEGIC LINK

Decent housing is a key determinant of health and as such links with all the Council's corporate priorities. The provision of disabled facilities grants links with supporting better homes for our residents.

1 SUMMARY

- 1.1 The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 requires local housing authorities to adopt a Housing Renewal Policy setting out the ways in which they intend to interact with the private housing sector. In particular the Housing Renewal Policy must set out the ways in which a local housing authority intends to offer financial assistance to private households, which now equates to the offer of disabled facilities grants.
- 1.2 Derbyshire Dales District Council adopted its first Housing Renewal Policy in March 2003 and has updated the policy through Committee, when amendments have been required. Systems have worked well and relatively few amendments have been required in recent years. However, there is now an opportunity to enhance the level of support given to disabled facilities grants applicants who are unable to afford smaller financial contributions towards their adaptations.

2 REPORT

- 2.1 The proposed Housing Renewal Policy is attached to this report as Appendix 1. The bulk of the policy remains unaltered and amendments are highlighted. The significant

amendments are summarised in this section of the report.

- 2.2 In the section titled 'Principles of the Policy' it is noted that the Council has just undertaken a private sector housing stock condition survey. This work was undertaken in partnership with Derbyshire County Council, Derby City Council and all the Derbyshire district and borough councils. As this report was being drafted, the survey report was still be considered by officers and will be reported to Committee in due course. It may be necessary to further amend the Policy in light of the findings of the survey, which will also require Committee approval.
- 2.3 The section on 'Affordable Warmth Support' has been amended to take account of recent announcements in relation to the Green Homes Grant programme and to take account of the on-going work in relation to non-traditional homes that has previously been approved by Council.
- 2.4 The section on 'Enforcement' has been amended to take account of the recent approval of the use of civil penalties and Banning Orders.
- 2.5 Appendix A of the Policy, which details how the Council approaches its duties in relation to disabled facilities grants has been amended, with the intention of bringing more people on lower incomes into scope for grant. As the Policy explains, all disabled facilities grants for adults are subject to a test of resources, which determines whether the applicant needs to make a financial contribution towards the cost of the adaptation. Up until now, the Council has applied these rules rigidly, as was necessary in order to prevent overall expenditure exceeding the Government provided budget. Whilst the mandatory scope of disabled facilities grants is prescribed in law, councils actually have considerable flexibility to offer additional provisions under the terms of the Regulatory Reform Order.
- 2.6 In recent years, Government has provided considerably more budget both nationally and locally for this service, through the Better Care Fund. When these changes were first made, in 2016/17 the additional supply was met by increased demand, particularly from social housing tenants, which meant that whilst the Council was able to continue to offer mandatory grants in a timely manner, there was no scope to make additional provision. It is worth noting that Derbyshire Dales District Council is the only Derbyshire authority that has found itself in this position, where all of its Better Care Fund allocation has consistently been spent on mandatory disabled facilities grants.
- 2.7 The financial position in relation to disabled facilities grants has now stabilised and the year 2019/20 showed an underspend of £34,601 against the Better Care Fund allocation. Derbyshire Dales District Council received further funding of £530,326 from the Better Care Fund for 2020/21 (the same as 2019/20) and it now possible to consider minor changes to the Policy, in order to assist more households to access disabled facilities grants. To this end, it is recommended that the District Council waives all test of resources contributions where applicants are assessed as having to pay up to the first £5,000 of grant costs. Experience has shown that these applicants often can't actually afford to raise these contributions and as a consequence many have not proceeded with the recommended adaptations. This is the most significant amendment to the Policy at present, and is the main reason why the report has been brought at this time.

3 RISK ASSESSMENT

3.1 Legal

The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 requires the Council to have a policy on Housing Renewal and the approval of the policy satisfies these requirements. The legal risk has been assessed as low.

3.2 Financial

The financial risk arising from this report is low. Disabled Facilities Grants are funded from the Better Care Fund; the cost of officer time can be accommodated from existing budgets.

4 OTHER CONSIDERATIONS

In preparing this report, the relevance of the following factors has also been considered: prevention of crime and disorder, equalities, environmental, climate change, health, human rights, personnel and property.

5 CONTACT INFORMATION

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6 BACKGROUND PAPERS

None

7 ATTACHMENTS

Appendix 1: Draft Housing Renewal Policy 2020-2023

Return to Agenda



HOUSING RENEWAL POLICY

(2020 – 2023)



Draft October 2020

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INTRODUCTION

The purpose of this Policy is to set out the principles by which Derbyshire Dales District Council will assist owner-occupiers, tenants and landlords in the private sector with housing renewals in light of the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 made by Government on 18 July 2002 and the changes introduced by the Housing Act 2004 in April 2006.

The Regulatory Reform Order repealed much of the previous prescriptive range of home improvement grants, together with the associated detailed rules, procedures and conditions. The exception to this statement is the system of Mandatory Disabled Facilities Grants, which remains largely unaltered. To replace the previous prescriptive grant system the Council now has a general power to provide grants, loans, advice, materials, or to directly carry out works, for the purpose of repairing, improving, extending, converting or adapting housing accommodation. The Council also has discretion to decide on rates of grant, grant conditions and all other such issues

The Housing Act 2004 introduced new methods of enforcing housing standards, including the Housing Health and Safety Rating System (HHSRS) and the mandatory licensing of certain types of houses in multiple occupation.

LINKS TO CORPORATE OBJECTIVES AND STRATEGIES

This Housing Renewal Policy forms an integral part of the Council's wider Housing Strategy and through it links with corporate objectives. In particular private sector housing renewal contributes to:

Affordable, decent housing (**Corporate Plan**)

Enabling independent living (**Corporate Plan**)

Providing adaptations to the homes of disabled people (**Corporate Plan**)

Improving energy efficiency and reducing fuel poverty (**Home Energy Conservation Act Report and Action Plan**)

PRINCIPLES OF THE POLICY

Government has made it clear with previous renewal policies that the responsibility to maintain private property rests firmly with the owner. Therefore it is not desirable for the District Council to offer assistance for all private sector housing problems. In addition financial constraints are such that this would not be possible even if it were desirable. Nevertheless it is recognised that the private sector housing stock is a major public asset. Previously the District Council has offered assistance as a form of investment for long-term public benefit as well as to directly assist vulnerable groups to remain in their own homes and to address certain high priority themes.

The total amount of assistance that can be offered is directly related to the levels of funding that are available. Derbyshire Dales District Council will work to ensure that it levers in the maximum amount of finance from all sectors to make the best improvement in private sector housing conditions that it can. In the past the majority of this funding has come from the Department for Communities and Local Government via the Regional Housing Group. In more recent times this source of funding has ceased and as a consequence there is currently no general discretionary housing grant fund.

Derbyshire Dales District Council will continue to investigate sources of funding for one-off housing projects and for low-level repairs. As and when these funding streams become available the Housing Renewal Policy will be updated to reflect their availability.

Derbyshire Dales District Council does not suffer from well-defined, large-scale areas of housing disrepair. Properties in poor repair tend to be scattered around the district, either individually or in small pockets. For this reason it is difficult to adopt a Policy that is based on a large-scale area renewal approach (which is not to say that small 'group repair' schemes would not be appropriate in certain circumstances). The Council is committed to the collection of housing data through the commissioning of local house condition surveys from time-to-time and as funding allows. **The last such survey was undertaken in 2019/20 and finalised in August 2020. This results of this survey are still being considered and this Policy will be reviewed in light of the findings of the survey in due course.**

The priorities for assistance set out in this Policy have been informed by the principles set out in the Council's Housing Strategy, by Central Government priorities and by previous renewal approaches. They may be summarised as follows:

- The provision of affordable housing;
- Adapting homes for disabled residents.
- Addressing category 1 hazards under the HHSRS;
- Removing households from fuel poverty;
- Bringing empty properties and under-used properties back into use;
- Dealing with local housing problems;

Whilst the provision of affordable housing is addressed by other means this Policy sets out the mechanisms by which the Council will achieve the other priorities and outlines the general procedures to be followed. The detailed procedures and conditions are contained in a series of appendices to this Policy. In this way it will be easier to add, amend and remove mechanisms as they are developed or taken out of use.

REVIEWING THE POLICY

The Policy will be reviewed formally at annual intervals to ensure that it remains responsive to local needs and makes best use of the funding available. However, the Policy is a 'live' document and it is intended that the mechanisms by which the Council offers assistance will be kept under development throughout the life of the Policy. The modular nature of the appendices will enable the removal and addition of ways of offering assistance as new mechanisms become available and are tested. As such, revisions may be made at any time.

MAIN PRIORITIES FOR ASSISTANCE

As stated above the Council has identified 6 priorities for assistance and intends to address them as follows:

1. Adapting Homes for Disabled Residents

Mandatory Disabled Facilities Grants will continue to be provided to adapt the homes of disabled people so that their needs are met. Typical works include the installation of stairlifts and bathroom adaptations. The Council works closely with Derbyshire County Council Social Services and Architects in order to ensure that the best possible service is offered.

Discretionary grants will continue to be offered as finances permit. In recent times the level of funding has only allowed the Council to offer mandatory DFG and consequently all applications for discretionary grant will require additional scrutiny. As DFG funding is now provided through the Better Care Fund and is monitored locally by the Better Care Fund Board, any spend other than on mandatory DFG has to be approved and then monitored through the Board.

2. Addressing Category 1 Hazards

The Housing Act 2004 changed the way in which local authorities enforce housing standards. The long-established fitness standard was replaced by a system called the Housing Health and Safety Rating System (HHSRS). Under this system any housing defects have to be considered in relation to 29 separate hazards and a process undertaken to determine how likely the hazards are to result in harm. A score is allocated and action may be taken depending upon which category the hazard falls into. Some form of enforcement action must be taken for category 1 hazards, whereas enforcement action is discretionary for category 2 hazards.

Derbyshire Dales District Council will use the full range of enforcement tools to ensure that hazards are remedied in the most appropriate manner, in line with its Enforcement Policy.

3. Removing Households from Fuel Poverty

Fuel poverty is the set of circumstances where a lower income household is living in a home that they cannot afford to keep warm at reasonable cost. Households in fuel poverty are likely to live in non-decent homes, as the Decent Homes Standard requires a dwelling to have reasonable levels of thermal comfort. The Government's main route for bring

vulnerable households out of fuel poverty is by imposing and regulating the Energy Company Obligation.

This Strategy sets out the ways in which Derbyshire Dales District Council will try to help those households who are in fuel poverty to access the means by which they can be removed from fuel poverty. In the main this is through strategic intervention with the Local Authorities' Energy Partnership and other partners to shape the schemes that are on offer, and by then signposting to those services.

In addition the Council will continue to offer advice and referral services to all, regardless of whether they are fuel poor or fuel rich.

4. Empty Properties

Empty properties often attract vandalism, crime, and rubbish dumping and can easily become detrimental to the amenity of an area. They are also a waste of valuable housing accommodation. Within the Derbyshire Dales there are approximately 400 to 500 long-term empty properties at any one time. Their re-use can reduce pressure for development on Greenfield sites and contribute towards sustainable development.

This Strategy indicates the ways in which the Council will bring these properties back into use. In addition the Council will use the full range of enforcement tools to secure the re-use of empty property, including the provision of advice, the use of Empty Dwelling Management Orders and, where appropriate, the use of enforced sale and compulsory purchase powers. The District Council intends applying the Council Tax premium on long-term empty properties from April 2019.

Actions in relation to empty properties are managed across the District Council through a cross-departmental Hub.

5. Dealing with Local Housing Problems

Where local issues arise that have an impact on the housing stock this Policy will be used to formulate and monitor appropriate responses. In the past much work has been done in connection with radon in homes and whilst this issue has declined in profile in recent years this Policy enables the District Council to respond to other local housing problems as appropriate and to amend this Policy to ensure that its actions are effective in tackling them as they emerge.

GRANTS AND OTHER FORMS OF ASSISTANCE

In recent times the amount of recurrent funding available to the District Council to provide home improvement grants has reduced dramatically. As a consequence the only housing grant funding that is now available on a regular basis is Disabled Facilities Grant.

The District Council will continue to look for sources of funding as they become available and this Policy will be amended as and when any such funding becomes available.

The information below provides an oversight of the funding available at the current time.

1. Disabled Facilities Grants (DFG)

These are the only grants remaining that are mandatory and the rules for their provision are given in the Housing Grants, Construction and Regeneration Act 1996 and further explained in the publication 'Delivering Housing Adaptations for Disabled People: A Good Practice Guide' issued by the Office of the Deputy Prime Minister. Provision is made to undertake works over and beyond those required by the mandatory system. Both mandatory and discretionary assistance are explained in detail in Appendix A.

DFGs are provided to adapt the homes of disabled people to meet their needs. The need for the adaptation is determined by an occupational therapist (OT) from Derbyshire County Council Social Services Department. Applications for grant will only be considered following a recommendation from an OT. All such applications will be assessed by the Council's Public Health and Housing Team to ensure that the work is necessary and appropriate.

DFGs may also be provided to assist disabled people to move to a more suitable property where this is more cost effective than adapting their current properties.

All DFG applications are subject to a test of the financial resources of the grant applicant. The form of this test is prescribed in legislation and is not under the control of the Council. Applicants will be screened using a 'cut-down' preliminary test of financial resources where appropriate, before progressing to a full test at the time of formal application, in order to simplify the process for applicants.

The grants cover any reasonable costs in excess of the applicant's assessed contribution, subject to a mandatory grant limit of £30,000.

To be referred for a DFG assessment applicants should contact Derbyshire County Council's Call Derbyshire on:

Telephone: 01629 533190

2. Handyperson Services

The District Council supports a Handyperson service based covering the whole of the Derbyshire county area. This service is available to older residents and other vulnerable groups and aims to assist those groups to maintain an independent life by undertaking jobs around the house that would otherwise cause difficulty.

The service is free at the point of delivery, but applicants are able to make a donation if they feel they can afford to do so.

3. Affordable Warmth Support

The District Council is committed to helping residents to be able to live comfortably in their own homes. The resource that the Council is able to provide towards this issue is mainly strategic in nature and most actual interventions are provided through other agencies. In particular the Council is a member of the Nottinghamshire and Derbyshire Local Authorities' Energy Partnership (LAEP) and is able to make use of the Healthy Homes scheme provided through Derbyshire County Council's Public Health service.

Wherever possible the District Council will look to take advantage of funding provided through schemes such as the Energy Company Obligation (ECO) and the Green Homes Grant (GHG), although again this work will often be undertaken in partnership with others, such as the LAEP.

Current work is concentrating on improving the energy efficiency of non-traditional housing on a number of estates that were formerly owned by the Council. Whilst work on social housing is being led by the Registered Provider, work on privately owned homes in these areas is being led by the Council.

Through its work with Metropolitan Care and Repair the District Council is able to provide a signposting service to other energy based improvement works, as funding permits.

ADVICE

Derbyshire Dales District Council offers a comprehensive range of advice through its Environmental Health and Housing teams.

The Community Housing Section offers advice on various housing options and is able to provide support for those seeking accommodation within the District. The Environmental Health Section offers advice on private sector renewal (that is: grants and enforcement in the private sector, including advice on illegal eviction and harassment) and on affordable warmth and fuel poverty issues.

The District Council is committed to working with landlords and tenants to maintain and improve housing standards in the private rented sector, including houses in multiple occupation.

LICENSING OF HOUSES IN MULTIPLE OCCUPATION

Through its Public Health and Housing Team Derbyshire Dales District Council operates a licensing scheme for houses in multiple occupation (HMOs), in accordance with Part 2 of the Housing Act 2004. Only those HMOs that require mandatory licensing are covered by the scheme at the present time.

The categories of HMO covered by mandatory licensing are those:

- Occupied by 5 or more persons forming more than one household;
- With shared facilities such as bathrooms, WCs or kitchens; or comprising flats provided by conversion before 1 June 1992.

This system of licensing is supported by a full inspection and enforcement service as detailed below.

ENFORCEMENT

The Housing Act 2004 introduced the new statutory minimum standard for housing called the Housing Health and Safety Rating System. This system works by assigning housing defects to one or more of 29 separate hazards and by then assigning scores to the hazards based on the risks they present to the potential occupants of the house. These scores are then divided them into categories 1 and 2.

Where a hazard falls into category 1 the Council has a duty to take some form of enforcement action and where it falls into category 2 the Council may take enforcement action at its discretion. In these circumstances emergency measures cannot be used and authorities cannot make demolition orders or declare clearance areas.

The actions available to the Council are:

- Improvement Notice;
- Prohibition Order;
- Hazard Awareness Notice;
- Emergency Remedial Action*;
- Emergency Prohibition Order*;
- Demolition Order*;
- Clearance Area*
- Civil Penalties
- Banning Orders.

(* not available where a property contains category 2 hazards only).

Derbyshire Dales District Council is committed to dealing with housing hazards within its area and intends to use the whole range of enforcement options where appropriate. In the main it is expected that enforcement action will be centred on the private rented sector. All decisions on enforcement action will be taken in accordance with the Council's Enforcement Policy.

Enforcement action can take many forms and Derbyshire Dales District Council is committed to a phased approach to enforcement. Wherever possible housing issues are resolved without the need to serve notices and pursue formal enforcement through the Courts and/or works in default. However, where no other option is open to the Council the appropriate notices will be served. The service of certain notices attracts a charge to cover the Council's costs in taking formal enforcement action. These costs are agreed each year through the review of the Council's Fees and Charges and are published on the District Council's website.

The issue of radon in private rented sector homes is one that is likely to affect Derbyshire Dales District Council more than the vast majority of other local authorities. The District Council is committed to ensuring its residents are protected from radon and it intends to use these enforcement powers to require landlords to assess their properties for the presence of radon and to take remedial action where levels are found to exceed the action level of 200Bq/m³.

COMMENTS AND COMPLAINTS ABOUT THE POLICY

The Council welcomes any comments, complaints, queries or suggestions about this Policy. You should set out any such matters in writing to the following address:

Environmental Health Manager
 Derbyshire Dales District Council
 Town Hall
 Matlock
 Derbyshire
 DE4 3NN

All comments will be carefully considered and you will receive a written reply. Where appropriate the Council may contact you to discuss the views you have put forward.

APPEALS

Appeals about how the Policy is operated in individual cases will be considered initially by a Review Panel consisting of the Head of Regulatory Services and the Principal Officer - Environmental Health. The purpose of the panel is to ensure consistency of decisions and to provide a forum for the consideration of the merits of each individual appeal.

Appeals must be set out in writing and must include the specific grounds on which the appeal is based. Appeals will only be considered on the following grounds:

- That the Policy has been incorrectly applied in the case in question; or
- That the case in question is exceptional in some way that justifies an exception to the general policy.

Appeals will not be considered on the grounds that the appellant disagrees with the Policy. Any such comments should be dealt with under the mechanism for comments and complaints.

A written response will be given in all cases where an appeal is heard. The reasons for the decision reached by the Review panel will be fully explained in the written response.

All appeals will be carefully reviewed to ensure that any lessons that are learned are incorporated into this Policy.

APPENDIX A: DISABLED FACILITIES GRANTS

Purpose of Disabled Facilities Grants

The main purpose of disabled facilities grants is to improve the dwellings of disabled people so that it is easier for them to use their properties. This may mean enabling disabled people to be more able to care for themselves or making it easier for carers to look after a disabled person.

The Good Practice Guide specifies the types of works that fall into the scheme as follows:

- **Facilitating access and provision** – these include works to remove or overcome any obstacles that prevent a disabled person moving freely into and around the dwelling and enjoying its use. The presumption is that a disabled person should have reasonable access into his home, to its main habitable rooms and to the bathroom or shower room. Grants for stairlifts are given under this section;
- **Making a dwelling or building safe** – It is considered inappropriate to be prescriptive on the particular works that might be carried out under this section as the specification will depend on circumstances. However, they may include improving a lighting system, providing an enhanced alarm system or adapting the dwelling to minimise the risk of danger where a disabled person has behavioural problems which occasionally cause him to act in a boisterous or violent manner damaging the dwelling, himself or other people;
- **Room usable for sleeping** – the provision of a room usable for sleeping may be considered if the adaptation of an existing room or the access to that room is unsuitable;
- **Bathroom** – a disabled person should have access to a wash-hand basin, a WC and a shower or a bath (or if appropriate, a shower and a bath). This section may be used to provide these facilities and/or to facilitate their use;
- **Facilitating preparation and cooking of food** – this section allows the Council to offer disabled facilities grant to adapt kitchens to enable a disabled person to cater independently. It should be noted that where most of the cooking and preparation is done by another family member it will not normally be appropriate to carry out full adaptation of the kitchen;
- **Heating, lighting and power** – this section provides for the provision or improvement of a heating system to meet a disabled person's needs. Heating will not normally be provided in rooms that the disabled person does not use and the installation of a full central heating system should only be considered where the well-being and mobility of the disabled person would otherwise be affected. In addition this section allows for the adaptation of heating, lighting and power controls to make them suitable for use by a disabled person;
- **Dependent residents** – disabled facilities grant may be given for works to enable a disabled occupant better access and movement around the dwelling in order to care for another person who normally resides there;
- **Common parts** – disabled facilities grant may be given for works to facilitate access to a dwelling through the common parts of a building.

DISCRETIONARY ASSISTANCE FOR DISABLED FACILITIES AND ADAPTATIONS

Article 3 of the Regulatory Reform Order enables local authorities to give discretionary assistance in any form for adaptations or to help the occupant to move to alternative living accommodation.

Derbyshire Dales District Council may give such assistance in the form of grants according to the financial resources available at the time of the application and at the discretion of the **Environmental Health Manager**. Works that may qualify for discretionary disabled facilities grants include:

- Particularly expensive works costing above the normal maximum of £30,000, where the applicant cannot fund the additional costs by any other reasonable means;
- Providing adaptations to allow disabled occupants to receive specialised care or medical treatment in their own homes;
- Adapting or providing a room to be used by a disabled person who is housebound but is able to work from home;
- Providing more satisfactory internal living arrangements for a disabled occupant where the works are of direct benefit to the disabled occupant rather than other members of the household. Such works might include extending or enlarging a dwelling that is already suitable for the disabled person in all other respects;
- Assisting a disabled person to move to a more suitable property where it is more cost effective than adapting the current home to make it suitable for the occupant's present and future needs, even though the new property may require some adaptation.

Eligibility

In all cases it is necessary that the works specified in a disabled facilities grant scheme will meet the needs of the disabled person. For this reason it is essential that close liaison is maintained with the social services authority. The Good Practice Guide sets out the exact roles that both Social Services and Environmental Health should take, but in general terms Social Services will determine the needs of a disabled person and Environmental Health will determine whether it is reasonable and practicable to carry out the proposed works.

In practice this means that grant applications will normally be accompanied by a referral (Derbyshire Adaptation Partnership Referral form, or DAPR) from Derbyshire County Council's Social Services Department. Occasionally a referral may be provided by another agency, such as the Disability Resource Team and in these cases it is required that the grants officer will also liaise with Social Services.

In all cases it is essential that the wishes of the disabled person and, where applicable his or her family, are taken into account in designing the adaptation. Whilst there are necessary limits on what may be provided in terms of what will meet the disabled person's needs, and what is reasonable and practicable, wherever possible all efforts should be made to accommodate the disabled person's wishes.

Disabled facilities grants are available for owner-occupiers and tenants. The circumstances in which each of these groups of people may be eligible for grant are set out in the 1996 Act and the Good Practice Guide. This section summarises these rules but in any situation where there is doubt as to eligibility reference must be made to the two main documents.

- **Owner-occupiers** – may apply for disabled facilities grants subject to a test of financial resources. There is no prior qualification period and the property does not have to have been a dwelling for 10 years, as is the case with some discretionary renovation grants. Whilst there is no grant condition requiring repayment of the grant an ‘owner’s certificate’ must be provided;
- **Tenants** – may also apply for disabled facilities grants subject to the conditions above and the provision of a ‘tenant’s certificate’. In addition the landlord of the dwelling should provide an ‘owner’s certificate’ unless it is considered to be unreasonable to require him to do so.

Amount of Grant

The amount of grant offered to applicants will depend on the result of their test of financial resources calculation but is subject to a maximum of £30,000.

Occasionally applications are received from disabled people whose conditions are degenerative and in these cases it may be anticipated that further adaptations may be required in the future. The 1996 Act provides for this situation by allowing Councils to reduce the amount of an applicant’s contributions by the amount that was contributed to a previous adaptation. This means that if the second application is made during the period of the notional loan assumed for the first application (10 years for owners and 5 years for tenants), then the amount of the second contribution should be reduced by the amount that the applicant contributed to the first adaptation. Thus if an applicant contributed £8,000 towards an adaptation and then made an application for further works towards which his contribution was £10,000 the second contribution would be reduced by the amount of the first leaving a contribution of £2,000.

Test of Resources

Adult applicants for disabled facilities grants are subject to a test of financial resources. The full details are given in the Circular, but can be summarised as follows:

The relevant person for the purposes of a disabled facilities grant is:

- the disabled occupant for whom the works are to be undertaken; and
- his/her spouse or partner; or

Where the person for whom the adaptation is intended is a child or young person 18 years old or younger then no test of resources is applied to him/her or to his/her parents.

This definition of a relevant person recognises that other members of the household do not benefit from the provision of adaptations for a disabled occupant.

Experience has shown that the Test of Resources is not an exact tool and that applicants who are required to make a relatively small contribution towards the cost of an adaptation are often unable to do so, resulting in no adaptation being made. In recognition of this, from 1 April 2020 Derbyshire Dales District Council will waive Test of Resources contribution where the applicant is assessed as having to make a contribution of less than £5,000 and in those circumstances will fund the full cost of the eligible works, where ongoing Better Care Funding permits.

Grant Conditions and Repayment

DFG will be provided for the only or main residence of an applicant. They are given subject to the following condition:

- If the grant recipient disposes of the property within 10 years of the date on which the local authority certifies that the works have been completed the local housing authority may demand repayment of that part of the grant that exceeds £5,000, subject to a maximum demand of £10,000

Repayment will only be demanded where the local housing authority is satisfied that it is reasonable to do so, having regard to:

- The extent to which the recipient would suffer financial hardship;
- Whether the disposal of the property is to enable the recipient to take up employment or to change the location of his/her employment;
- Whether the disposal is made for reasons connected with the physical or mental health or well being of the recipient or of a disabled occupant of the property; and
- Whether the disposal is made to enable the recipient to live with, or near, any person who is disabled or infirm and in need of care, which the recipient is intending to provide, or who is intending to provide care which the recipient is in need by reason of disability or infirmity.

APPENDIX B: HANDYPERSON SCHEME

Purpose of Handyperson Scheme

The main purpose of the Handyperson scheme is to provide a free, low level housing maintenance service aimed at helping older people and other vulnerable groups, to remain in their homes, whilst living as independent a life as possible. Some of the works that may be covered by the scheme are:

- Small-scale housing repairs
- Changing light bulbs
- Securing carpets
- Shifting furniture
- Fitting grab rails
- Putting up shelves and cabinets
- Fitting and repairing locks
- Fitting smoke alarms etc

Eligibility for the Scheme

In order to be eligible for the Handyperson scheme an applicant must either own and occupy, or rent his or her property, must be over 60 years old or otherwise vulnerable, and should be unable to otherwise complete the required service himself.

Amount of Grant

There is no financial limit on the service, but it is expected that works requiring more than 2 person hours will not be eligible.

Grant Conditions and Repayment

There are no conditions attached to the service that could trigger repayment.

COMMUNITY AND ENVIRONMENT COMMITTEE
14 OCTOBER 2020

Report of Director of Director of Regeneration and Policy

ASHBOURNE NEIGHBOURHOOD PLAN – REGULATION 16 PUBLIC CONSULTATION

PURPOSE OF REPORT

The purpose of this report is to advise Members of the contents of the draft Ashbourne Neighbourhood Plan, the representations received during the six week period of public consultation and to allow the District Council representations on its contents to be made prior to the commencement of an examination in public.

RECOMMENDATION

1. That the representations received during the statutory publicity period for the Ashbourne Neighbourhood Plan, as set out in Section 2 of this report be noted, and forwarded to the examiner appointed to undertake the Examination of the Ashbourne Neighbourhood Plan.
2. That the comments made in respect of the policies and proposals contained within the Ashbourne Neighbourhood Plan set out in Section 3 are noted and that they be forwarded to the examiner appointed to undertake the Examination of the Ashbourne Neighbourhood Plan.
3. That further comments received from statutory consultees and other stakeholders be forwarded to the examiner appointed to undertake the Examination of the Ashbourne Neighbourhood Plan.
4. That a further report be presented to the Community and Environment Committee that sets out the Examiner's Report findings and any recommended modifications to the Ashbourne Neighbourhood Plan.

WARDS AFFECTED

Ashbourne North
Ashbourne South

STRATEGIC LINK

The implementation of the Ashbourne Neighbourhood Plan will provide a wider planning framework for the Derbyshire Dales, focused within Ashbourne. The Neighbourhood Plan will complement policies set out within the Derbyshire Dales Local Plan (Adopted 2017) and form part of the development plan for the District.

1 BACKGROUND

- 1.1 The District Council received an application for Neighbourhood Area status from Ashbourne Town Council under section 61G of the Town and Country Planning Act 1990 (As amended by the Localism Act 2011) which sought the designation of the

whole of the Parish of Ashbourne as a Neighbourhood Area. This request was considered by the District Council's Corporate Committee on 20th March 2014, at which it was resolved to designate the whole of the Parish of Ashbourne as a Neighbourhood Area.

- 1.2 Since that time Ashbourne Town Council, with the help of the Neighbourhood Plan Steering Group and the local community, have prepared a draft Neighbourhood Development Plan for their parish. The Plan sets out a vision for the future of the parish and planning policies which, if 'made' will be used to help determine planning applications in the area.
- 1.3 In accordance with Regulation 15 of the Neighbourhood Planning (General) Regulations (2012), Ashbourne Town Council submitted the draft Ashbourne Neighbourhood Plan to the District Council on 23rd January 2019. Since that time the accompanying documents have been updated to reflect in more detail the consultation carried out and comments received.
- 1.4 Public consultation on the draft Ashbourne Neighbourhood Plan consultation was undertaken for a period of six weeks, commencing on 14th August 2020 and finishing on 25th September 2020. Further to this a press release alerted the local media.
- 1.5 The draft Ashbourne Neighbourhood Plan and supporting documents were made available to view at the Ashbourne Visitor Information Centre on Mondays, Tuesdays, Thursdays and Fridays from 10:00 am to 2:00 pm – by appointment only.
- 1.6 The documents were also made available on the District Council's website on the following page: www.derbyshiredales.gov.uk/ashbournenp. To enable residents of Ashbourne to make any representations on the draft Ashbourne Neighbourhood Plan an online survey was made available on the District Council's website and hard copies made available at the Visitor Information Centre.
- 1.7 Towards the end of the six week consultation period ending on 25th September the District Council became aware that the requirements to consult those consultees identified in the Town Council's Consultation Statement had not been undertaken. To ensure compliance with the relevant legislation a separate six week consultation period commenced on 25th September 2020 and will end on 6th November 2020.

2 CONSULTATION RESPONSES TO ASHBOURNE NEIGHBOURHOOD PLAN

- 2.1 During the initial six week statutory consultation period for the Ashbourne Neighbourhood Plan there were a total of 12 submissions of which 9 are considered to be complete representations. The complete representations were received from 9 individuals and organisations. 7 complete representations were received from local residents. Of the 9 complete representations there were 2 in support of the Neighbourhood Plan, 3 objections, and 4 general comments. All the representations received have been published on the District Council's website for transparency, and can be viewed at www.derbyshiredales.gov.uk/ashbournenp

2.2 A summary of the representations received during the first six week consultation are set out as follows:

- The plan needs updating, because there has been a significant downward change to the town centre in the 12-18 months since the plan was written. A radical re-think is required in order to “rescue” the town centre.
- The past 20 years has seen a real decline in the town. Road and parking infrastructure has seen no significant changes despite a massive increase in housing. The growth of new estates has been poorly managed. There are now huge estates on the outskirts of Ashbourne which are unsustainable and have limited affordable housing to buy and rent. Despite these estates being a long way from the centre of town pedestrian shortcuts have not been considered along with cycle lanes to link with other estates and the town centre. The town centre now has too many shops which have closed and this is caused by the out-of-town shopping centres. The town does not feel vibrant and the Council needs to support local businesses and community services.
- Strongly object to the continuing development of the airfield, specifically building houses on green fields, extending down to Bradley Wood. Affordable housing needs to be provided for local young people but building should take place on brownfield land. Many of the homes that have been built recently are very expensive and beyond the reach of local people. I don't think that anyone who genuinely cares about Ashbourne would want the green fields down to Bradley Wood building upon. I think Ashbourne Town Council are doing their very best and reflecting the will of the people of Ashbourne in their plan, and this development is being forced upon the town by Derbyshire Dales District Council as part of meeting house building requirement quotas. It appears that Ashbourne is being disproportionately singled out for mass house building. The town is already adversely affected by heavy traffic and therefore pollution, thus spoiling the ambience of the town, and this is going to make the problem worse still. It is good that people in Ashbourne are consulted, but if their opinions are ignored continually then it is merely a meaningless formality. In the past five years many green fields surrounding Ashbourne have already been built on, and the town extended greatly.
- Support for the proposed bike hub being successful, especially if infrastructure development focuses on providing cyclists safe transfer around the town centre and to the Tissington Trail. This would create jobs and increase tourism. The overall aim of making Ashbourne pedestrian centred is also hugely welcome and needed
- With all these extra houses being built and schools being expanded, where are the plans for child based and family based leisure facilities. So many families go outside of Ashbourne to Derby and Uttoxeter for example, for the cinema and other leisure activities. Resident families and visitor families should have a reason to come to or stay in Ashbourne that isn't just a luxurious shopping or a quick cafe pit stop. Please listen to residents over the parking issue - Marks and Spencer were allowed to come to Ashbourne, now due to parking attendants in the town centre it's a nuisance to risk a ticket for a pint of milk or a piece of cheese and so much easier to pop to the supermarket rather than using our lovely independent delis
- A bypass may be a way off but in the near term, much can be done to force the HGVs to drive more carefully through town and so improve pedestrian safety.
- Objection to Policy HOU1 - Housing Mix. The Ashbourne Housing Needs Assessment (included in the evidence document supporting the Neighbourhood Plan) indicates that, based on Census data for Ashbourne, there will be demand for housing suitable for older people into the future. It is acknowledged that the choice

of housing for older people needs to increase in the future in line with expected demographic changes and there will also need to be opportunities for specialist and extra care housing (Table 20, p.260). Notwithstanding this acknowledgement in the Neighbourhood Plan evidence base, there is no specific reference to such housing in Policy HOU1. Given the identified need, it would be appropriate for the policy to make provision for specialist and extra care housing to be brought forward on sites within or adjoining Ashbourne's settlement boundaries, where there is a proven and unmet local need. Therefore, Policy HOU1 should be amended to read: "Housing schemes must provide a mix of housing types and tenures that meet local housing needs, including starter homes, accommodation for older people and homes for downsizing". It is considered that that this change is necessary to ensure that the Neighbourhood Plan meets the Basic Conditions tests, specifically: Basic condition d (achievement of sustainable development): addressing identified local housing needs contribute to the achievement of sustainable development and basic condition e (conformity with the strategic policies contained in the development plan): meeting the housing needs of all sectors of the community by providing a range and choice of housing is strategic objective of the Council.

- The plan is majorly outdated and certain pieces of information published within the plan are contradictory; with preliminary research dating back to 2014, the overall lifetime of this plan is 19 years. What would be considerably more beneficial to the community and local businesses, would be a plan which has objectives which are then confined to time frames, which could then be re-examined, refined and re-thought when necessary and continuously. The report states several ambitions for what the town will be like in 2033 but fails to pinpoint exactly how this will be executed, subsequently suggesting that improvements/changes will fail to materialize until the year 2033.
- It is argued that the wording on 'a superb range of independent, high-quality shops' is now outdated, with a suggested rewording along the lines of - 'superb independent retail and hospitality, which is varied but not extensive'.
- The Plan holds onto various aspects such as Ashbourne Royal Shrovetide Football and the ever-failing market as a lifeline for the town, failing to illustrate that Ashbourne can expand itself and its inhabitants both culturally and traditionally, forming new traditions and events which will further entice tourists and give residents a feeling of pride in their town.
- The word 'Bypass' is glorified throughout the plan as the saviour of the town, it is heavily suggested that if the Bypass is funded then the majority of problems within Ashbourne will be solved, unfortunately this is far from the case. Continuous traffic management is necessary in order to create a smooth traffic flow within the town and surrounding areas, whilst if the construction of the Bypass is permitted the town itself will have to try even harder to make the stop worthwhile. The construction of the bypass should, of course be built without infiltrating any 'green zones' in order for the objectives of the plan to be met accordingly. Over the last 5 years, high streets across the UK have taken a dive, due to the increasingly popular e-commerce option, in section 5 it is highlighted that the "core retail leisure" must 'be protected and enhanced'. The state of core retail, leisure both recreational and commercial is lackluster, to say the least. With several shops standing empty, with little to no plans for these shops to be filled to create an interesting and worth-while high street which Ashbourne was once renowned for.
- Ashbourne Methodist Church (AMC) want to express support for the Vision and Aims of the Ashbourne Neighbourhood Plan and also to offer support in tackling some of the issues identified in the SWOT analysis. AMC have been working on a Link Development Project for 5 years now. We now have a scheme which is ready

to be submitted as a Planning Application, which it is considered fits in with the policies in the Ashbourne NP.

- 2.3 In the interests of expediency it is recommended that those comments received during the second six week period of consultation, identified in Paragraph 1.8 above be sent direct to the examiner appointed to under the Examination of the Ashbourne Neighbourhood Plan.

3 DERBYSHIRE DALES DISTRICT COUNCIL RESPONSE TO ASHBOURNE NEIGHBOURHOOD PLAN

- 3.1 A detailed review of the policies and proposals contained within the Ashbourne Neighbourhood Plan was undertaken by Officers during the local consultation on the Ashbourne Neighbourhood Plan (Regulation 14 Stage). The consultation period ran for a period of six weeks from 6th November 2017.
- 3.2 The District Council's response provided at that time indicated some support for the contents of the draft Ashbourne Neighbourhood Plan but made a number of detailed comments in respect of the text and policy content. These comments were taken into account by the Ashbourne Neighbourhood Plan Group in redrafting the Ashbourne Neighbourhood Development Plan in readiness for submission to the District Council.
- 3.3 In order for the District Council's comments on the revised draft to be taken into account by the Independent Examiner, the District Council was required to formally submit the comments by 25th September 2020. Therefore Officers consulted with and obtained agreement from the Leader, Deputy Leader, Chair and Vice Chair of this Committee and Ward Members for Ashbourne to submit the comments as detailed in Table 1 in Appendix 1 before the close of the statutory consultation.

4 NEXT STEPS

- 4.1 To enable the Ashbourne Neighbourhood Plan to come into force it must meet the following 'basic conditions' as set out in Paragraph 8(2) of Schedule 4B to the Town and Country Planning Act 1990 as applied to Neighbourhood Plans by section 38A of the Planning and Compulsory Purchase Act 2004:
1. Have regard to national policies and advice contained in guidance issued by the Secretary of State.
 2. The making of the neighbourhood plan contributes to the achievement of sustainable development.
 3. The making of the neighbourhood plan is in general conformity with the strategic policies contained in the development plan for the area of the authority (or any part of that area).
 4. The making of the neighbourhood plan does not breach, and is otherwise compatible with, EU obligations.
 5. The making of the Neighbourhood Development Plan does not breach the requirements of Chapter 8 of Part 6 of the Conservation of Habitats and Species Regulations 2017.¹

¹ The 5th basic condition arises from the coming into force, on 28th December 2018, of the Conservation of Habitats and Species and Planning (various amendments) (England and Wales) Regulations 2018.

- 4.2 The next step is for the Ashbourne Neighbourhood Plan to be subject to an Examination by an Independent Examiner who will consider whether the statutory requirements and basic conditions have been met. At the time of writing this report an Examiner has indicated his willingness to undertake the Examination in Public of the Ashbourne Neighbourhood Plan. Appointment is awaiting agreement from the Town Council.
- 4.3 The Examiner will produce a report with his recommendations, the reasons for them and a summary of findings. The report can recommend;
- a. The draft plan is subject to a referendum,
 - b. Modifications as specified in the Report are made to ensure that the basic conditions are met and that the draft report as modified is submitted to a referendum, or
 - c. The proposal is refused.
- 4.4 Although the District Council has provided advice and support to the Ashbourne Town Council throughout the preparation of the plan to ensure that the basic conditions are being met, the policies and proposals contained within the plan are an expression of how Ashbourne Town Council envisages the issues identified through their consultation should be addressed in the determination of planning applications.
- 4.5 Taking account of liaison with the Independent Examiner, the examination of the Ashbourne Neighbourhood Plan is anticipated to commence in mid November 2020. Following the examination, a further report will be presented to the Community and Environment Committee that sets out the Examiner's Report findings, any recommended modifications to the Ashbourne Neighbourhood Development Plan, and, potentially, final steps towards referendum and subsequent planned adoption.

5 RISK ASSESSMENT

5.1 Legal

In compliance with Paragraph 6(2) of the Schedule, the Council designated Ashbourne as a Neighbourhood Area. Since this designation the Ashbourne Neighbourhood Plan Steering Group and Ashbourne Town Council have prepared a Neighbourhood Plan for consideration.

The Council has followed the consultation requirements set out within The Neighbourhood Planning (General) Regulations 2012 and before submitting the Neighbourhood Plan to an independent examiner the Local Authority must be satisfied that the conditions set out in Schedule 4B of the Town and Country Planning Act have been met. These conditions are set out above and have been considered in depth within the contents of this report.

The recommendation is to refer the Neighbourhood Plan for an independent examination; if the examiner is satisfied the criteria is met the Neighbourhood Plan will then be referred for consideration at a final referendum therefore at this stage the legal risk is considered low.

5.2 Financial

The costs associated with the Neighbourhood Plan (mainly officer time, publicity and the independent examination and referendum (if appropriate) can be reclaimed from MHCLG. The financial risk is, therefore, assessed as low.

6 OTHER CONSIDERATIONS

6.1 In preparing this report, the relevance of the following factors has also been considered: prevention of crime and disorder, equalities, environmental, climate change, health, human rights, personnel and property.

7 CONTACT INFORMATION

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8 BACKGROUND PAPERS

8.1 Ashbourne Neighbourhood Plan Regulation 16 Consultation Document

9 BACKGROUND PAPERS

9.1 Appendix 1 – Schedule of Representations

Return to Agenda

APPENDIX 1 – DISTRICT COUNCIL SCHEDULE OF REPRESENTATIONS

SECTION/PAGE/POLICY	COMMENTS
Section 2 Ashbourne's Neighbourhood Plan	
Page 11 Para 2.4	<p>The National Planning Practice Guidance sets out that the Basic Conditions that a Neighbourhood Plan has now to contribute towards are:</p> <p>a. having regard to national policies and advice contained in guidance issued by the Secretary of State it is appropriate to make the order (or neighbourhood plan).</p> <p>b. the making of the order (or neighbourhood plan) contributes to the achievement of sustainable development</p> <p>c. the making of the order (or neighbourhood plan) is in general conformity with the strategic policies contained in the development plan for the area of the authority (or any part of that area).</p> <p>d.. the making of the order (or neighbourhood plan) does not breach, and is otherwise compatible with, EU obligations</p> <p>e. prescribed conditions are met in relation to the Order (or plan) and prescribed matters have been complied with in connection with the proposal for the order (or neighbourhood plan).</p> <p>The Neighbourhood Plan should be updated to ensure that the Basic Conditions reflects the guidance from the NPPG.</p>
Section 4 - Key Evidence & Data	
Page 19 Para 4.6	<p>The statutory requirements for the preparation of NPs require that they comply with national and local strategic policy - this statement does not reflect the pro-development stance of the NPPF, nor does it sit well in conformity with the Derbyshire Dales Local Plan because most new development has either been allocated or granted planning permission to the south and east of the town centre. The District Council consider if it should be removed from the Neighbourhood Plan.</p>
Page 20 Para 4.8	<p>There is a need to ensure that there is adequate evidence of support for such an approach of designating LGS, and that the areas included can satisfy the requirements of Para 100 of the NPPF 2019 - or whatever 2012 NPPF said!</p>
Page 21 Diagram After Para 4.9	<p>Formatting Required so that all text is visible.</p>
Page 23 Para 4.20	<p>This contains unsubstantiated comments about the extent to which the loss of Ashbourne cattle market has had on encouraging visitors into the area. There does not appear to</p>

SECTION/PAGE/POLICY	COMMENTS
	be any evidence in the evidence base to support this supposition?
Page 23 Para 4.23	<p>NP should acknowledge that DDLP contains policies which seek to address this issue - no specific policies are required in the NP to cover this issue.</p> <p>Although saying that could be seen as a general principle which could apply across the plan area - maybe not make big issue with this statement??</p>
Page 24 Para 4.25	<p>Derbyshire County Council as Local Education Authority have advised that when proposals for Phase 2 comes forward it will seek a new Primary School, on land outside of the Neighbourhood Area.</p> <p>Policy DS8 in the adopted Local Plan makes it clear that any development on the site would need to ensure that it provides for education facilities proportionate to the needs of future needs of residents of the site.</p>
Page 25 Para 4.27 (Last Sentence)	Suggest delete - Reg 14 consultation document did not include anything relating to school organisation and land use changes of/to existing schools.
Page 25 Para 4.28	Delete - this has nothing to do with any planning matter and land use issues - this is more about procedural matters related to DCC as Education Authority rather than DDDC as planning authority - this is not needed to be included in the Neighbourhood Plan.
Page 28 Para 4.37	<p>The whole paragraph is unsubstantiated and is suggested to be changed to</p> <p>Ashbourne Airfield Industrial Estate is the most significant employment cluster within Derbyshire Dales and indeed its potential to support economic growth is recognised by the Local Economic Partnership D2N2 through its funding commitment towards new highway infrastructure, providing a second access to the site and unlocking further employment land. It is therefore critically important for the future employment and skills agenda in Ashbourne that good quality employment is attracted to Ashbourne to support the significant proposed growth in housing.</p>
Page 30 Para 4.41 from end of second sentence to end	<p>This is beyond the jurisdiction of the Town Council - better expressed as "Town Council will be fully engaged with any developer of the whole site prior to the submission of any formal planning application."</p> <p>As the vast majority of this Airfield site is situated outside of the Neighbourhood Area and it should be deleted from the text here.</p>
Page 32 Para 4.48 - Last sentence	<p>There are no firm proposals for the Ashbourne Bypass which would be brought forward in the lifetime of the Neighbourhood Plan. This could be couched in a way which makes it clear that the Town Council will work with relevant agencies to support the delivery of the Bypass in future years.</p> <p>Given that advice is that only proposals with the likely prospect of being delivered during the plan period should be included in future Local and Neighbourhood Plans it is</p>

SECTION/PAGE/POLICY	COMMENTS
	therefore considered that any reference to the construction of a Bypass in the ANP should be qualified in such a way that avoids the potential for any issues over conformity.
Page 32 Para 4.51 Last Sentence	Funding for the Bypass cannot be guaranteed and as such it is highly unlikely that the bypass will be delivered during the plan period.
Page 32 Para 4.52	It is suggested that there should be a cross reference to the evidence base to demonstrate the point about junction deficiencies.
Page 33 Para 4.54 Final Sentence	There is no specific requirement in Policy TRA1 which requires all town centre development schemes to demonstrate that required parking be included on site or be parking free. If the intention that this be a requirement the policy should be amended accordingly or else this sentence should be deleted.
Page 34 Para 4.57	It is questionable whether this project is deliverable, unless the Town Council have got substantive evidence of funding for it going forward over the lifetime of the Neighbourhood Plan including agreement from the landowner to development.
Page 35 Section 4 Housing	<p>The whole tenet of this section is in effect a criticism of the Derbyshire Dales Local Plan Housing policy - the Town Council made representations and appeared at the Derbyshire Dales Local Plan EIP where they had the opportunity to set out their case about the level of development within the town.</p> <p>As the Neighbourhood Plan does not seek to allocate land it is considered that this section serves very little purpose, and does not sit in conformity with the Derbyshire Dales Local Plan nor does it sit well as taking account of Government policy in the NPPF.</p> <p>Given the evidence that has been presented to the Derbyshire Dales Local Plan EIP on housing need going forward it is considered wholly inappropriate for the NP to include anything other than reference to the provisions set out in the Derbyshire Dales Local Plan, otherwise the plan could be considered not to be in conformity with the Local Plan.</p>
Page 36 Para 4.64	Delete text - out of date and not relevant to the Neighbourhood Plan.
Page 36 Para 4.65 after final comma	The uplift is not relevant because what the Derbyshire Dales Local Plan has sought to do is to identify the OAN requirement - which could have been 1% or 100% uplift - whatever it was wouldn't have made any difference.
Page 36 Para 4.66 after final comma	Not considered relevant - Derbyshire Dales Local Plan seeks to address strategic housing requirements in sustainable locations such as Ashbourne, hence why figure are higher than what the Ashbourne Needs Study indicates.
Page 36 Para 4.67 Final Sentence	The comments which refers to "urban development corridor" are misleading and should be corrected. Residential development granted planning and situated within the plan area consolidates existing development rather than extend the town further south and east.
Page 37 Para 4.68	This paragraph implies that the residential development will occur on greenfield sites, this should be clarified to say within the plan area. As the Neighbourhood Plan sets out

SECTION/PAGE/POLICY	COMMENTS
	development on the Ashbourne Airfield is primarily beyond the plan area, and is a predominantly brownfield site.
Page 37 Para 4.69	The approach to the provision of housing in the Local Plan has been endorsed by the Inspector in his report. It is considered that this Para should be deleted from the plan.
Page 38 Para 4.74	The investment in new infrastructure to account for growth in Ashbourne and the rest of Derbyshire Dales was addressed in the Infrastructure Delivery Plan which was endorsed by the Inspector who undertook the examination of the Derbyshire Dales Local Plan. The two examples mentioned in this paragraph did not feature in that infrastructure plan, and as such it can be assumed that the agencies responsible do not consider that the level of growth necessitate such changes. If however the Town Council consider that these are essential required infrastructure they have the opportunity to set out in the Neighbourhood Plan how they may address these concerns - for example by working in partnership with the relevant agencies to secure funding for improvements in both capital infrastructure and service delivery.
Section 5 Neighbourhood Plan Policies	
Page 42 Para 5.5	2013-2033 not 2016-33
Para 5.5 Final Sentence	The Derbyshire Dales Local Plan is the Local Strategic policy. Alternative wording could be: In preparing the Neighbourhood Plan the strategic policies of the adopted Derbyshire Dales Local Plan have been taken into account.
Page 43 Section 5 - Growth Agenda (General Comments)	It was suggested that for this whole Section there should be a rationalisation of text because of duplication. The Consultation Statement suggests this would be done but nothing has changed from Reg14 version without any explanation.
Para 5.11 Third Bullet Point	This is the same approach that is advocated in the adopted Derbyshire Dales Local Plan.
Page 44 Para 5.16	Although this is the most recent localised study commissioned by the District Council it dates from 2007, and not 2009 as stated. Caution should therefore be exercised when using this source. Although not localised to Ashbourne for example the evidence base for the Derbyshire Dales Local Plan on housing and employment land requirements dates from 2016 and is therefore more up to date.
Page 46 Para 5.21	The reference to the Atkins Study, and its relevancy should be removed as this was superseded by the GL Hearn study for the Derbyshire Dales Local Plan in 2016.
Page 47 Para 5.27	The District Council recognises the advice that the Town Council have been given but still consider that the policies duplicate those within the Derbyshire Dales Local Plan, and are not necessary for inclusion within the Neighbourhood Plan, and they should be re-written to be something more aspirational for the Town Council in respect of the redevelopment of the airfield.
Page 47 Airfield Site Masterplan	The vast majority of the site is outside the Neighbourhood Area and therefore no policies in the Neighbourhood Plan can legally apply to that area.
Page 48 Policy EMP1 - Ashbourne Airfield	The District Council recognises the advice the Town Council has been given, however it considers that the same comments

SECTION/PAGE/POLICY	COMMENTS
	<p>apply as per Reg 14 version.. Essentially the majority of the airfield is outside of the Neighbourhood Area and therefore the Neighbourhood Plan has no legal jurisdiction - Policy EMP1 also duplicates policies DS1 and DS8 in the Local Plan and should be deleted.</p> <p>If the Town Council wish to have a policy in the Neighbourhood Plan which compliments the Local Plan and seeks to achieve its objective of higher quality employment development on the site within the context of a masterplan then one option is for a more generic and aspirational policy which supports that ambition.</p>
Page 48 Interpretation	The District Council does not disagree with the sentiments in this section, however all of them are included in Policy within the Local Plan and do not need to be included within the ANP.
Page 49 Policy EMP2 - Existing Employment Land and Premises	Although the District Council recognises the advice the Town Council have received from their consultants in respect of Policy EMP2 - Existing Employment Land and Premises this duplicates the requirements of Policy EC3 in the Derbyshire Dales Local Plan as such the District Council considers that the policy should be deleted from the ANP.
Page 50 Para 5.42 & Para 5.43	Replace 2016 with 2013. Delete the phrase 'Emerging' & replace with 'Adopted'
Page 52 Policy ATC1 - Ashbourne Town Centre	<p>The extent of the 'defined' town centre boundary is the same as that set out in the Regulation 14 consultation document, and much broader than that set out in the DDLP. The justification given in the Consultation Statement is that it is based upon "sound local knowledge and is justified, and the Local Plan boundary may need to be reviewed accordingly"</p> <p>The adopted town centre boundary in the DDLP complies with the definition in the NPPF. Any variation from the adopted town centre boundary should be justified on the basis of an assessment against the definition in the NPPF</p> <p>Furthermore as set out in response to the Regulation 14 document Policy ATC1 essentially duplicates Policy EC6 in the adopted DDLP - as this is an important policy for safeguarding the town centre the District Council consider that the policy should set out criteria for use in the determination of planning applications that reflect the issues that are unique to Ashbourne town centre. If this cannot be achieved then consideration should be given to the deletion of this policy</p>
Page 53 Para 5.50 Second Bullet Point	The NPPF refers to vitality and viability of the town centre, as does the wording within Policy EC6 - it is not clear what is meant by economic impact.
Page 53 Para 5.50 Final Paragraph	<p>The threshold of 200 sq. metres is less than that in the adopted Derbyshire Dales Local Plan, for which there would appear to be no justification for - the Consultation Statement suggests that the justification is to reflect Ashbourne's small retail outlets based ANPG assessment of retail outlets.</p> <p>There appears to be no substantive evidence to warrant the reduction in the threshold to 200 sq. metres.</p>

SECTION/PAGE/POLICY	COMMENTS
Page 53 Para 5.52	See comment above - the threshold is unjustified and less than set out in the adopted Derbyshire Dales Local Plan.
Page 54 Para 5.55	The District Council does not disagree that there is likely to be a need for affordable housing in Ashbourne. However Shared Ownership falls within the definition of affordable housing as set out in the NPPF and whilst the number of shared ownership properties has risen this will more than likely reflect an increase in supply (facilitated by the District Council) rather than a lack of affordable housing. Any lack of affordable housing would be highlighted by a mismatch between the level of demand and the level of supply.
Page 54 Para 5.56	There does not seem to be any substantive evidence to justify these comments. A similar comment was made at Reg 14 stage. The response on the Consultation Statement to Reg 14 comments was - clarify. There has not been any change in the text justifying this. Final Sentence - Whilst it may be a potential solution to unlocking new affordable homes - there is no evidence provided to substantiate this comment and as it is unlikely to be something taken forward within the context of the NP as such consider it should be deleted.
Page 55 Para 5.61 - Table	Whilst this is accepted that this Table comes from the Ashbourne NP Evidence Base the ratios do not reflect those in the Local Plan and seek to encourage especially the provision of larger property Market Housing which is at odds with the needs of the local communities. The policy should be more positive on smaller properties in the Market sector.
Page 56 Para 5.66	This passage will require modification as the Derbyshire Dales Local Plan from 2005 has been superseded. Any cross reference to the previously adopted Local Plan should be deleted. The Consultation Statement suggests that as it says at the time of the research its fact of the time ! The Legal requirement is for the NP to be compliant with adopted Strategic Policies - it is considered better to include a passage from the adopted Local Plan rather than one which is out of date.
Page 56 Para 5.68	This Para needs to be made much clearer as it confusing as to what policy and document it is referring to. Should this be PD1 in the adopted DDLP or should is it meant to say Policy DES1 ? Should it read Policy DES1 - Design as this is the title of the policy set out below on Page 58 ? Nothing in the Local Plan preamble suggests that Policy PD1 has been influenced by the BFL 12 standard - previous version of NP talks about the NP Policy DES1 being influenced by BFL 12 - should this reference revert back to policy DES1 not DC 1 ??
Page 57 Para 5.68 - Third line from end of Para	Replace with Policy (upper case not lower case)
Page 57	This section and the next one appear to have been inserted into the ANP randomly, following comments from Derbyshire

SECTION/PAGE/POLICY	COMMENTS
Renewable Energy and Low Carbon Energy Technologies	<p>County Council, because the proceeding flows much better into Policy DES 1 below..</p> <p>It is acknowledged that Renewable Energy/Low Carbon and Dark Skies have been requested for inclusion by Derbyshire County Council - however it is not clear from the evidence base whether these two topic areas have any basis in the evidence base or the previous rounds of public consultation. If there is no substantial justification it is considered that these two elements of the plan should be removed as there does not appear to be any reason for it to be included.</p>
Page 58 Dark Skies	<p>There does not appear to be any justification in the evidence base for this policy ? It appears to have been inserted into the Plan after comments made by Derbyshire County Council and not as a result of local consultation.</p>
Page 58 Policy DES1 - Design	<p>This policy is welcomed but it is considered that in the interests of clarity 'superior environmental performance' should be defined. It's wording could be improved and made appropriate to use in the determination of planning applications by being revised along the lines of "Planning permission will be granted for new development where they incorporate high quality and sustainable design and where they are able to satisfy the following criteria:..."</p> <p>Consideration should be given about how to demonstrate just what is meant by 'high quality' in the intro to the policy..</p>
Page 59 Policy DES2 - Conservation Area	<p>This policy intends to set out and guide development within the Ashbourne Conservation Area. It does, however, fail to set out what criteria will be taken into account when the local planning authority determine planning applications in the Ashbourne Conservation Area.</p> <p>Furthermore it makes reference to the potential impact upon the listed buildings and structures many of which are situated outside the Ashbourne Conservation Area. As such the policy appears to be confused as to its purpose.</p> <p>Notwithstanding the advice of the Town Councils consultants the District Council consider that Policy PD2 in the Derbyshire Dales Local Plan is sufficient for the local planning authority to determine where they have the potential to have an impact upon a heritage asset, and as such Policy DES2 should be deleted from the Neighbourhood Plan.</p>
Page 60 Para 5.81	<p>The phrase imitation has been taken out of the policy, as such it is not clear how relevant the use of this phrase is in this Para</p>
Page63 Ultra-Low Vehicle Emission Infrastructure	<p>Whilst the District Council supports proposals that seek to address Climate Change this section appears to have been inserted into the Neighbourhood Plan in what appears to be a random manner and interrupts the flow of the document as the previous paragraph on transport flows better into Policy TRA1 - Transport rather than being interrupted by text of Ultra-Low Vehicle Emission Infrastructure.</p> <p>Also there does not appear to be any evidence that this has been seen as an issue from the consultation undertaken - if</p>

SECTION/PAGE/POLICY	COMMENTS
	not then is it something that should be included within the Neighbourhood Plan.
Page 63 Policy TRA1 - Transport	As currently written it does not set out any relevant criteria for use in the determination of planning applications. Furthermore the District Council consider that Policy HC19 and HC20 in the Derbyshire Dales Local Plan provide sufficient criteria to ensure that the traffic and transportation issues associated with new development are taken into account when the local planning authority determine a planning application. As such the District Council consider that this policy should be deleted from the ANP.
Page 65 Para 5.98	The second sentence reference to school improvements etc has now been completed and the Neighbourhood Plan should be updated accordingly.
Page 67 Policy COM1 – Community Facilities	The District Council considers that Policy HC15 and other policies in the Derbyshire Dales Local Plan provides sufficient criteria for the determination of applications for planning permission involving the provision or loss of community facilities and that as such this policy is not considered necessary for inclusion in the ANP.
Page 68 Para 5.108	Weblink is broken
Page 68 Para 5.111	Policy COM2 is worded in a very similar manner and as such it is suggested that this Para is superfluous and not required within the Neighbourhood Plan.
Page 68 Para 5.112	The reference to Page 21 should be Page 20
Page 69 Para 5.114	This should be rewritten to ensure that it says the same as it does in the Spatial Vision as set out on Page 23 (not Page 24) of the adopted Derbyshire Dales Local Plan 2013-2033
Page 69 Para 5.115	This should make reference to Policy PD4 in the adopted Local Plan which is found on Page 60 of the adopted Derbyshire Dales Local Plan 2013-33
Page 69 Para 5.116	Delete text “these sentiments were carried forward into the 2017 Local Plan”..as it adds nothing to the Neighbourhood Plan.
Page 70 Para 5.117	The Neighbourhood Plan should recognise that only a small proportion of Bradley Wood is situated within the Neighbourhood Area. Bradley Wood has been designated a Local Wildlife Site on the Derbyshire Wildlife Sites Register - it does not have any designation by Natural England.
Page 70 Para 5.118	So long as the Town Council can justify each designation as a Local Green Space in accordance with the criteria in the NPPF this policy is supported. Page 21 should x-refer to page 20 It is not clear the extent to which the designation of the Local Green Spaces meets the definition set out in the NPPF
SECTION 6: IMPLEMENTATION AND COMMUNITY ACTION	
Page 71 Para 6.1	In principle the District Council considers that a Community Infrastructure Plan would provide the basis for supporting

SECTION/PAGE/POLICY	COMMENTS
	<p>the growth of Ashbourne. However this should provide a broad overview of what is required and how it may be achieved rather than be a detailed plan. There are too many uncertainties to allow it to come forward as a detailed plan because of the extent to which there are numerous different agencies involved in infrastructure provision in the town. The CIP preparation could be led by the Town Council. This would be a non-statutory document and sit outside the Local Plan and Neighbourhood Plan process - this should be made clear within the Neighbourhood Plan</p> <p>As indicated previously - s106 funding can only be secured where it satisfies the statutory tests set out in Reg 123 of the CIL Regulations - it cannot be used to secure general funding for infrastructure which is the purpose of CIL</p>
Page 72 Para 6.4	The first sentence could be clearer - is it suggested that a Traffic Management Plan is going to be prepared or is currently being prepared ? An update on this project would benefit the reader
Page 73 Ashbourne Cycle Hub	<p>This section has the feel of a project that is capable of being implemented in the next few years. If this is the case then the Neighbourhood Plan could help to safeguard land to meet this facility by allocating it, and having a policy which safeguards the site and which sets out the criteria by which planning permission would be granted, rather than being part of the non-statutory section of the Plan.</p> <p>If this is only aspirational the plan should include suggestions about how the Town Council envisage it being brought to fruition. If it has the opportunity to be delivered within the plan period then it is suggested that the Neighbourhood Plan should include an indication of how the proposal will be delivered - including funding opportunities.</p>
Page 74 Airfield Masterplan	The Derbyshire Dales Local Plan includes a strategic policy which seeks to act as a framework for guiding new development of the whole Airfield site for mixed-use development, and interludes a requirement for a masterplan to set out how the site will be developed on a comprehensive basis - as such it is considered that there is no necessity for this within the NP.
Page 75 Implementation Para 6.15	<p>A review is underway of the healthcare facilities by the CCG. This will consider the condition, space and utilisation as well as opportunities for extension taking account of future populations. Once this work has been completed an Estates Strategy will be prepared with a view to determining what facilities are required, and where. It may therefore be a bit premature at this stage to say that there a significant need for investment in healthcare facilities at this time.</p> <p>The District Council is working on making improvements to the Bandstand and Pavilion with the local community groups.</p>
Page 76 Para 6.18	Dove Service Station - still under consideration 19/00977/FUL from August 2019. As such there is no s106 agreement for this site.
Page 76 Para 6.20	Regulation 122 of the Community Infrastructure Levy Regulation 2010 set out that:

SECTION/PAGE/POLICY	COMMENTS
	<p>A planning obligation may only constitute a reason for granting planning permission for the development if the obligation is-</p> <p>(a) necessary to make the development acceptable in planning terms;</p> <p>(b) directly related to the development; and</p> <p>(c) fairly and reasonably related in scale and kind to the development.</p> <p>They are not solely for agreeing financial contributions for off-site payments as often they relate to on-site provisions as well. This sentence should be reviewed and re-written accordingly.</p> <p>Furthermore the view of the District Council is that at the present time there is very little requirement for affordable housing in Ashbourne, but is likely to require some affordable housing in the medium-long term. As such it is considered that this should be reflected in the approach set out in the NP or the proposed Community Infrastructure Plan.</p>
Page 76 Para 6.21	<p>Derbyshire County Council have advised that Ashbourne bypass is not currently included in their list of either Major Road Network schemes (because the A515 is not on the MRN) or their Large Local Major schemes (because the minimum scheme size is £50m). this reinforces the point that has been made that because there is no secured funding for the route that there is no guarantee that it will be brought forward over the life of the NP. As such it is considered that any reference to it should be to indicate support but not to seek to have it 'allocated' within the NP.</p>
Page 77 Para 6.23	<p>There is now only one CCG which is known as the Derby and Derbyshire CCG</p>
Page 77 Para 6.24 & Para 6.25	<p>The use of agreements under s106 and S278 have to be reasonably, related to the development and necessary to make the development happen. Whilst the Neighbourhood Plan indicates that Town and Parish Councils can comment on s106 agreements it is not the District Council's practice to discuss the contents of s106 and s278 negotiations with third party stakeholders.</p> <p>If such a practice were to be introduced it is likely to result in a breakdown of negotiations, and add considerable delay to the issuing of decisions. The District Council has committed that any financial contributions secured through s106 agreements will be reported on in the annual Authority Monitoring Report on a Parish by Parish area. This section needs re-writing to reflect the legal position with regards to the use of S106 agreements..</p> <p>There is no indication that the Town Council have put aside any resources to address this point.</p>
Page 78 Para 6.30	<p>See comments made above about the Bypass and the lack of funding for it.</p>
Page 79	<p>This should be Neighbourhood Area - the definition of which is the area that the Neighbourhood Plan covers.</p>

SECTION/PAGE/POLICY	COMMENTS
Definition of Designated Area	
Page 81 Point 2	Should read: 2013-2033 Adopted December 2017
Page 81 Point 7	Delete - Local Plan from 2005 no longer in use
Page 81 Point 8	Delete - Saved policies superceded by adopted policies from 2017 version of Derbyshire Dales Local Plan.

Community and Environment Committee

14 October 2020

Report of the Director of Housing

AFFORDABLE HOUSING DEVELOPMENT PROGRAMME

PURPOSE OF REPORT

This report sets out the details of the current and proposed affordable housing programme.

RECOMMENDATION

1. That the outturn for 2019/20 be noted
2. That the projected completions for 2020/21 be noted
3. The affordable housing programme for 2020 onwards be noted

WARDS AFFECTED

All wards

STRATEGIC LINK

Enabling the development of affordable housing supports the District Council's priority of providing housing which meets local needs.

1 BACKGROUND

- 1.1 This report sets out the affordable housing completions for 2019/20, the projected completions for 2020/21 and the delivery programme of affordable housing for 2020-23.

2 REPORT

- 2.1 The completion target for 2019/20 of 51 was exceeded with **82** affordable homes completed. The schemes are listed in Table 1 below. The affordable homes are owned and managed by a Registered Provider (also known as a Housing Association) or a Community Land Trust (CLT).

2.2 Table 1: Affordable Housing Completions 2019/20

Completions 2019/20			2019/20
Scheme	RP/CLT	No. of Affordable	quarter of completion
Ashbourne, land south of Derby Road (48 in total)	Platform	13	Q1
Matlock, Dimple Road	Platform	12	Q1
Barmote Croft, Wirksworth (conversion)	Platform	7	Q2
Doveridge, Derby Rd East of Baker's Lane (Bellways)	Plexus/Mearns Group	11	Q4
Hulland Ward, Biggin View (Cameron homes)	Derwent	9	Q4
Taddington	PDRHA	4	Q4
Bradwell, 12 tenanted properties	PDRHA & Bradwell CLT	12	Q3
Ashbourne, 1 buy back of a RTB	Platform	1	Q4
Ashbourne, Lathkill Drive (Chevin)	Futures	13	Q4
Total		82	

2.3 The completion target for 2020/21 is 80 affordable homes. A number of schemes have slipped due to the Covid-19 pandemic and current projections are that 12 affordable homes will complete this year, 4 on land off Florence Gladwyn Close in Winster (PDRHA) and 8 at Land south of Derby Road, Ashbourne (Platform).

2.4 The current affordable housing programme is a mixture of housing association and community led schemes, as well as, affordable homes coming through on private developer led sites through a s106 legal agreement. Table 2 below shows a significant programme of 331 affordable homes coming through in the next 2/3 years.

Table 2: Affordable Housing Programme - completions 2020 onwards

Pipeline schemes		No. of units						
Village/Town	Scheme	AR*	SO*	Total	s106 site	Status	Completion due	Registered Provider/CLT
Ashbourne	Land south of Derby Road (48 affordable phased, 19 completed)	8		8	√	On site	Dec-20	Platform
Ashbourne	Leys Farm	7		7	√	on site		DDDC?
Ashbourne	Purchase and refurb	1		1	x	Purchased		Platform
Bakewell	Lady Manners School	27	3	30	Exception	on site	May-21	Platform
Bradwell	Newburgh Engineering	12		12	√	Planning approved	1st 8 units mid 21	PDRHA & Bradwell CLT
Bradwell	Newburgh Hall	4		4	x	Pre-app	Sep-21	PDRHA & Bradwell CLT
Brailsford	Luke Lane/Mercaston	7	4	11	√	On site		NCHA
Darley Dale	Bakewell Road	16	41	57	x	On site	Feb-22	NCHA
Darley Dale	Dale Road South (Persimmon)	15	5	20	√	Planning approved		NCHA?
Darley Dale	Old Hackney Lane	2		2	√	Pre-app		
Hartington	Former Hartington Creamery site	4		4	√	Planning approved		Platform?
Les Ardenes site	Hulland Ward	4	2	6	√	On site	July&Sept 21	PDRHA
Marston Montgomery	Old Hall Farm	3	2	5	√	on site	mid 21	PDRHA
Matlock	Foyer scheme & general needs	104		104	x	Pre-app		NCHA & YMCA
Tideswell	Sherwood Road/Richard Lane	23		23	Exception	Pre-app		NCHA
Winster	Florence Gladwyn Close	4		4	Exception	on site	Oct-20	PDRHA
Wirksworth	Garage site, Wash Green	1		1	Exception	Pre-app		Platform
Wirksworth	Miller's Green	2		2	√	Planning approved		
Wirksworth	Haarlem Mills	24	6	30	x	Pre-app		Platform
				331				

*AR = Affordable Rent

*SO = Shared Ownership

2.5 The Council's House building programme includes new build, purchase of s106 units and empty homes which will add to the total programme. Further information on this will follow in future reports to the Council.

2.6 In addition to the pipeline schemes above, there are a number of other private developer led sites which have outline or full planning permission. These schemes may potentially deliver an additional 124 affordable homes.

Table 3: Additional private developer led sites with outline or full planning permission

Scheme	No. of Affordable	Planning Reference
Ashbourne Airfield	39	14/00074/OUT
Ashbourne, land adjacent Hill Top	8	16/0711/OUT
Ashbourne, Mayfield Road (former Dove Garage)	13	16/00700/OUT
Doveridge, Cavendish Cottage and Derby Road	8	15/00570/OUT
Hulland Ward, Wheeldon Way	8	14/00698/OUT; 19/00159/REM
Matlock, Harveydale Quarry	9	15/00305/OUT
Tansley House Gardens	15	16/00397/FUL
Tansley Thatcher's Croft	8	16/00134/OUT & 20/00037/FUL
Tansley, Whitelea Nursery	8	17/00850/FUL
Two Dales, Ladygrove Mill	8	11/00545/EXF(1)
	124	

2.7 If we combine schemes coming through from housing associations and Community Land Trusts, and private developer led schemes with outline or full planning permission (tables 2 and 3) there are a total of **455** affordable homes in the development pipeline. This is a significant development pipeline which is only possible through the joint funding of housing association schemes and a corporate approach to housing delivery. However, it should be noted that the government is proposing reforms to the planning system, which may impact on the delivery of affordable housing on private developer led sites.

3 RISK ASSESSMENT

3.1 Legal

The report is noting the progress by the Council in providing affordable housing. The report is not asking members to make any decisions thus the legal risk is low.

3.2 Financial

Capital financing for this proposed affordable housing programme is currently available from unallocated Section 106 contributions, capital receipts and capital grants, subject to Council's approval at the meeting on 26 November. Given the pressures on the Council's resources, the financial risk is assessed as high.

4 OTHER CONSIDERATIONS

- 4.1 In preparing this report, the relevance of the following factors has also been considered: prevention of crime and disorder, equalities, environmental, climate change, health, human rights, personnel and property.

5 CONTACT INFORMATION

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- 5.2 Robert Cogings, Director of Housing,
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Email: robert.cogings@derbyshiredales.gov.uk

6 BACKGROUND PAPERS

- 6.1 Affordable Housing Development Programme report 12 July 2018 Community and Environment Committee.

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Community & Environment Committee
Wednesday 14 October 2020

Report of Director of Housing

HOME-OPTIONS ALLOCATION POLICY

PURPOSE OF REPORT

This report sets out the proposed changes to the Home-Options Allocation Policy – the joint policy with a number of Derbyshire authorities and registered providers of social housing (including Platform Housing Group) – which determines how applicants for housing are assessed and prioritised for accommodation in a fair and transparent manner.

RECOMMENDATION

That Committee approve the proposed changes to the Policy.

WARDS AFFECTED

All

STRATEGIC LINK

The Home-Options Policy (attached at Appendix 6A) helps those residents who are less able to secure accommodation on the open market to make informed choices about where to live.

1 BACKGROUND

- 1.1 The Council works with ten registered providers of social housing, who provide a range of accommodation across the district. Properties that are available to rent are advertised using the Council's choice-based lettings scheme – Home-Options.
- 1.2 In addition, the Council works in partnership with neighbouring authorities in addressing housing needs and homelessness, and so the Allocation Policy is a joint one that covers Derbyshire Dales as well as Amber Valley, Chesterfield, Erewash, High Peak and Staffordshire Moorlands.
- 1.3 By law, the Council must have an Allocation Policy that sets out how applicants for housing will be assessed and awarded priority, and how properties will be allocated. The Policy must be drawn up according to the Housing Act 1996, Part VI and Part VII as amended by the Homelessness Act 2002, the Homelessness Reduction Act 2017 and the Localism Act 2011, in addition to any statutory guidance and instruments.
- 1.4 The Allocation Policy was last fully reviewed in 2015. The proposed amendments reflect changes in legislation, case law and good practice.

2 REPORT

2.1 Context

There are currently 981 registered applicants seeking housing in the Derbyshire Dales (767 applicants registered with the Council and 214 registered with Platform Housing Group, who have manage their transfer register for their existing tenants).

Priority Band	Count
A	64
B	146
C	430
D	341
Total	981

2.2 In 2019/20 there were 318 lets by registered providers in the Derbyshire Dales.

2.3 Legal and Statutory Guidance Changes

The Allocation Policy has been updated to reflect the following legal changes and statutory guidance:

- The Homelessness Reduction Act 2017 was implemented in 2018, with an expanded role for local authorities to try to prevent and relieve homelessness. Because of changes to the way in which homeless applications are processed, additional pressure has been placed on temporary accommodation.
- The Homelessness Reduction Act 2017 also amended local connection criteria for care leavers, to assist them in securing accommodation when exiting the care system.
- Improving Access to Social Housing for Victims of Domestic Abuse in Refuges or Other Types of Temporary Accommodation - Statutory guidance on social housing allocations for local authorities in England (2018) – this guidance aims to assist people who move into a refuge as a result of domestic abuse to secure accommodation.
- Improving access to social housing for members of the Armed Forces (2020) – this consolidated earlier guidance to ensure that members of the armed forces are not disadvantaged when applying for social housing. This also helps the Council to meet its commitments under the Armed Forces Covenant.

2.4 Proposed Changes to the Allocation Policy

The key proposed changes to the Home-Options Allocation Policy are as follows:

- A new priority band for homelessness – B+ - which will assist the Council in meeting its legal duties to homeless applicants
- A reduction in the period of time required for applicants who are moving to give or receive support to a vulnerable person

- The award of priority on medical grounds has been simplified and an additional category of priority – High Medical Needs - has been introduced to better balance the needs of those who need to move on medical grounds
- Where a member of a household is pregnant, an additional bedspace will be awarded from the 25th week of pregnancy to enable the household to move into family accommodation
- The age of dependent children is increased from 18 to 21 to enable households with older children to access family accommodation, reflecting accessing the housing market is more difficult and young adults are living at home longer
- Applicants who refuse five reasonable offers in a 12 month period will have their circumstances reviewed and may be removed from the housing register.

2.5 Public Consultation

The proposed changes were subject to public consultation from Thursday 21 May to Sunday 2 August 2020. The changes were advertised on the Home-Options website and applicants were contacted directly to make them aware of the consultation. Additional promotion took place across the Council's social media channels and online panel.

2.6 More than 100 responses were received to the consultation, from applicants, members of the public, third sector agencies and registered providers across the Home-Options partnership area. The responses were broadly in favour of the proposed changes (attached at Appendix 6B, Home-Options Allocation Policy Consultation report for further details).

2.7 Impact of Changes

An Equality Impact Assessment (EIA) has been completed that shows no detrimental impact on any groups with protected characteristics. The EIA is attached at Appendix 6C.

2.8 The main groups of applicants who will be affected by the changes will be:

- Homeless applicants who would be awarded additional priority to secure accommodation. In 2019/20 this would have included 24 applicants.
- Applicants who are currently awarded Band B on the basis of multiple needs (71 applicants). With the introduction of additional medical priority, the multiple needs reason will be deleted, although it is expected that a number of applicants will qualify for Band B Higher Medical Needs.

3 RISK ASSESSMENT

3.1 Legal

Updating the Home-Option Allocation Policy ensures that the Policy is in line with current legislation and guidance, which reduces the likelihood of legal challenge to the authority. The legal risk is therefore low.

3.2 Financial

The Home-Options Project is supported by contributions from Registered Providers of Social Housing. The cost of amendments to the software used for the delivery of the

Home-Options service will be met from these contributions. The financial risk is therefore assessed as low.

4 OTHER CONSIDERATIONS

- 4.1 In preparing this report, the relevance of the following factors has also been considered: prevention of crime and disorder, equalities, environmental, climate change, health, human rights, personnel and property.

5 CONTACT INFORMATION

- 5.1 Phil Campbell, Home-Options Coordinator
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6 BACKGROUND PAPERS

- 6.1 Homelessness Reduction Act 2017
(<https://www.legislation.gov.uk/ukpga/2017/13/contents/enacted>)
- 6.2 Improving access to social housing for victims of domestic abuse in refuges or other types of temporary accommodation (Statutory Guidance 2018 - <https://www.gov.uk/government/publications/improving-access-to-social-housing-for-victims-of-domestic-abuse>)
- 6.3 Improving access to social housing for members of the Armed Forces (Statutory Guidance 2020 - <https://www.gov.uk/government/publications/improving-access-to-social-housing-for-members-of-the-armed-forces>)

7 ATTACHMENTS

- 7.1 Draft Home-Options Allocation Policy (version 14.0)
- 7.2 Home-Options Allocation Policy Consultation
- 7.3 Equality Impact Assessment

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Home-Options Policy

Choice-based Lettings Scheme



in partnership with



This policy relates to the management of the housing register and the allocation of tenancies in Amber Valley, Derbyshire Dales, Erewash and High Peak.

The management of the housing register and the allocation of tenancies in Staffordshire Moorlands are covered by the Staffordshire Moorlands Home-Options Policy.

The management of the housing register and the allocation of tenancies in Chesterfield are covered by the Chesterfield Home-Options Policy.

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Document Version	Revision	Date	Author(s)	Change Reference
14.0	Draft	28 January 2020.	Phil Campbell	Draft.

2. Introduction

Overview

Derbyshire Dales District Council, High Peak Borough Council, Amber Valley Borough Council, Erewash Borough Council, Staffordshire Moorlands District Council and Chesterfield Borough Council have established a partnership called Home-Options. This will deliver greater choice to all those seeking housing and to enable people to make well-informed decisions about their housing options.

This policy document sets out the priorities and procedures for accessing affordable housing under Home-Options.

The principal Home-Options partners are:

Amber Valley Borough Council	Futures Housing Group
Chesterfield Borough Council	High Peak Borough Council
Derbyshire Dales District Council	Staffordshire Moorlands District Council
emh homes	Platform Housing Group (formerly Waterloo Housing Group)
Erewash Borough Council	Your Housing Limited

For the purposes of this document 'Home-Options' refers to all the above partners.

This policy meets the requirements set out in Part VI Housing Act 1996 (as amended by the Homelessness Act 2002 and the Localism Act 2011) and statutory guidance (see Part 2: The Legal Framework) by giving reasonable preference to those applicants in greatest need. The policy has been drawn up with reference to partners' tenancy strategies and homelessness strategies (where they are in existence at the time of drafting).

Under Home-Options, 'homeseekers' and transfer applicants are placed in one of five broad bands of housing need according to their circumstances. Vacant properties will be advertised and applicants are able to bid for properties. Adapted properties will be advertised as suitable for applicants with matching mobility needs.

Home-Options provides choice for applicants. Homes are advertised and applicants can express an interest for the properties they like. Applicants can see what is available and will have a better understanding of their chances of finding a home.

Acceptance onto the Home-Options register is not a guarantee that an applicant will be offered accommodation.

Home-Options is unlikely to meet the needs of all homeseekers and transferring tenants looking for accommodation. Alternative housing options are advertised such as private rent and mutual exchanges. We also advertise low-cost home ownership and shared ownership properties. Please note that some registered providers who advertise their homes through Home-Options may have restrictions about who they offer properties to. For example, some will not offer a tenancy to an applicant under the age of 18.

How the Home-Options scheme works

The Home-Options scheme applies to both 'homeseekers' and to applicants seeking a transfer.

There are two ways in which Home-Options can allocate a property; through choice based lettings (see Part 7: Choice for applicants) or, in exceptional circumstances, through a direct let (see section 10(ix) Direct lets).

Home-Options is under a legal duty to award priority for housing to certain categories of people. Priority for housing may be briefly summarised as follows:

An applicant is placed into one of five bands, depending on his or her needs (A is the highest priority; D is the lowest)

The type of property for which the applicant and his or her household are eligible is also assessed, including the size of property he or she can bid for.

When a property becomes available, it will be advertised. The advert will show the number of bedrooms and the number of people it is suitable for. From all the bids, a shortlist of applicants who want the property will be created.


Award of tenancies through Home-Options

The award of a tenancy is decided by:

- (i) local connection to the local authority area
- (ii) priority band
- (iii) priority date within the band.

The diagram below shows the order in which we consider the bids for properties:

The order in which bids are considered

	The applicant has a connection with the local authority area where the advertised property is located	
1	Band A (by Priority Date)	
2	Band B+ (Band B+1 by Priority Date, then Band B+2 by Priority Date)	
3	Band B (by Priority Date)	
4	Band C (by Priority Date)	
5	Band D (by Priority Date)	
	The applicant has a local connection with a Home-Options area (except Chesterfield) but not the local authority area where the advertised property is located	
6	Band A (by Priority Date)	
7	Band B+ (Band B+1 by Priority Date, then Band B+2 by Priority Date)	
8	Band B (by Priority Date)	
9	Band C (by Priority Date)	
10	Band D (by Priority Date)	
11	All other registered applicants with any local authority area within the Home-Options area (except those who are registered with Chesterfield Borough Council but who do not have a local connection)	
12	Band A (by Priority Date)	
13	Band B+ (Band B+1 by Priority Date, then Band B+2 by Priority Date)	
14	Band C (by Priority Date)	
15	Band D (by Priority Date)	

In certain circumstances, we may allocate properties under a Local Lettings Policy. Please see section 10(vi) for further information about Local Lettings Policies.

There are circumstances in which Home-Options will help applicants bid. There are also circumstances in which Home-Options will make a direct offer of accommodation if it is considered necessary (see section 10(ix) Direct lets, for further advice).

3. The Legal Framework

Overview

This policy takes the following into account:

- Part 6 of the Housing Act 1996 (as amended) governs the allocation of local authority housing stock in England; it was substantially amended, with effect from 31 January 2003, by the Homelessness Act 2002 and, more recently, by the Localism Act 2011. Statutory guidance was issued in 2012: the Allocation of Accommodation: guidance for local authorities in England (2012) and in 2013: Providing social housing for local people: Statutory guidance on social housing allocations for local authorities in England (2013). Together, this sets out the legal framework for the allocation of accommodation by local authorities
- Part VII of the Housing Act 1996 (as amended by the Homelessness Act 2002 and the Homelessness Reduction Act 2017) and the Code of Practice 2018, in so far that it relates to the assessment of those who are homeless, in priority need and who may be considered to be homeless intentionally.
- Improving access to social housing for members of the Armed Forces (Statutory Guidance - 2020), which cover the framework for dealing with applications from current or former members of the armed forces and their families
- Eligibility to join the Home-Options housing register is determined by the Government under the Allocation of Housing and Homelessness (Eligibility)(England) Regulations 2006 as amended by Allocation of Housing and Homelessness (Eligibility) (England) (Amendment) Regulations 2018. This is set out in more detail in section 6(ii) below
- The Right to Move Regulations (2015) and Right to Move statutory guidance on social housing allocations for local housing authorities in England (2015) sets out how social housing tenants wishing to move to be closer to their work, or to take up a job offer, or apprenticeship will be assisted
- Improving Access to Social Housing for Victims of Domestic Abuse in Refuges or Other Types of Temporary Accommodation - Statutory guidance on social housing allocations for local authorities in England (2018).

Authorities must ensure that when allocating their stock they only allocate to “qualifying persons”. Subject to the centrally determined eligibility criteria, set out in the Localism Act 2011, and any regulations made by the Secretary of State, authorities are free to decide what classes of person are and are not “qualifying persons” for the purposes of the allocation scheme.

Each housing authority has a duty to ensure that it gives ‘reasonable preference’ to applicants in housing need. In addition, the Home-Options scheme also reflects local priorities.

We have to publish a summary of the Home-Options policy. This has to be available on request and free of charge. We do this by summarising the policy on our website. This Home-Options policy is available to view at any of the principal partners. It is also free to download from the Home-Options website.

In framing the policy to offer a choice of accommodation to applicants, Home-Options will also ensure its policies and procedures are compatible with obligations imposed on it by other existing legislation. In addition to Part 6 of the 1996 Act, including but not limited to:

- The Human Rights Act 1998
- The Freedom of Information Act 2000 (in particular s.19)
- The Race Relations Amendment Act 2000
- The Equality Act 2010
- The General Data Protection Regulations 2018.

Reviewing the Home-Options Policy

The Home-Options Policy will be reviewed every three years, unless there is a change to Government policy or guidance, or a local policy change or guidance in the interim.

4. Equality and Diversity Statement

Strong communities will thrive and prosper if individuals and groups are treated fairly, with respect, and given access to rights and services. Home-Options' aim is to create an environment where this is possible and to put equality and diversity at the heart of everything that it does.

Home-Options will promote equality and diversity by:

- encouraging individuals to take part and gain full access to services to which they are entitled
- recognising that some individuals and certain communities are particularly disadvantaged and will need extra help and support.

Home-Options' aims are:

- to improve social cohesion and balanced communities through the use of local lettings plans where appropriate
- to protect the rights of individuals and groups by ensuring that abuse, mistreatment or discrimination is recognised and properly dealt with.

5. Registration

Overview

All applicants seeking housing will need to register with Home-Options. This includes existing tenants of a Home-Options partner who want to transfer. Applications may be made via the on-line application form or by contacting one of the Home-Options partners.

In certain circumstances, applicants may need to attend an interview with their local Home-Options team before their application for housing is accepted.

Information to support an application may be asked for at any time. If the information is not provided, the application may be removed from Home-Options and any offers of accommodation withdrawn.

All applicants will be offered help and advice to complete their application. This includes translation and interpreting facilities where required.

Documentation required for entry onto the Housing Register

Applicants may be asked to provide documentation before they can register to establish:

- That the applicant is eligible to register for housing
- The identity of the applicant and other members of the household who might reasonably be expected to live with them
- That the applicant and other household members live where they say they do and the terms on which they live there (e.g. licence, tenancy, etc.)
- That children being registered are the responsibility of the applicant or their partner.

See Appendix 1 for a list of appropriate documentation.

It is the applicant's responsibility to provide any information that is requested in a timely manner (normally 28 days). If the information is not supplied, the application will not be registered.

Information regarding an applicant's health

The Home-Options Partnership does not usually expect applicants to ask their Doctor or other medical professional to write in support of their application. If a confirmation of a health condition is required, Home-Options will contact the applicant's Doctor or medical professional directly.

Data protection and the detection and prevention of fraud

Applicants must give their name, address and relevant personal details. We may also collect information from applicants if they complete any other forms on the

Home-Options website or if they contact us with comments or specific requests. This information will only be used to calculate applicants' eligibility for housing and to provide targeted information through our website and other media. If we wish to use it for any other purpose we will ask the applicant's permission first.

The Home-Options partners are under a duty to protect the public funds they administer, and to this end may use applicants' information for the prevention and detection of fraud. They may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

If an applicant bids on a property advertised on Home-Options, their data will be shared with the council or housing association that owns the property to enable the accurate and fair matching of people to properties to take place. Home-Options partners and housing associations may also make enquires with Council housing benefit departments and other agencies such as medical practitioners, DWP, support agencies, police and landlords to confirm the details provided by applicants.

With an applicant's agreement, Home-Options may also share their details with support providers who can help them to find accommodation or help them not to lose their existing home.

Home-Options will take every precaution to protect applicants' information both online and offline, in accordance with current data protection regulations. Any data that is collected or used is protected in accordance with industry standards.

Validation of Applications

All applications undergo checks to make sure that the information provided is accurate and complete. Incomplete applications will not be registered. This includes where supporting information has not been supplied. We may use third party referencing agencies to confirm details that the applicant has supplied.

Once the application checks are complete, the applicant will be advised that they can bid on Home-Options. If we need more information, we will tell the applicant what they need to provide. Their application will be given a status of pending until the information is provided.

If the information is not provided within twenty working days, the application will be removed from the housing register.

6. Eligibility and Qualification to join the Housing Register

Overview

There are two tests that all applicants must pass to be able to register with Home-Options.

Firstly, an applicant must be eligible for an allocation of housing. The eligibility criteria are set by central Government and are determined by the applicant's nationality and their right to reside in the UK. This is set out in more detail in section 6(ii) below.

Secondly, an applicant must qualify to join Home-Options. The qualification criteria are set by the Home-Options partnership. It includes whether the applicant has a connection to the Home-Options area, their behaviour and how they conducted any previous tenancies they may have had. This is set out in more detail in section 6(iii) below.

If an applicant passes both tests, they will be able to register for housing with Home-Options. If they are unable to register, we will write to the applicant and explain the reasons why. The applicant has the right to ask for a review of this decision – see Part 13: Home-Options review procedure for more information.

Registration with Home-Options is not a guarantee that the applicant will be offered accommodation.

Eligibility for an allocation of housing

The UK Government sets the rules that determine who can be allocated housing in the UK. These rules are set out in the Allocation of Housing and Homelessness (Eligibility)(England) Regulations 2006 (as amended).

Under the Housing Act 1996, local authorities must consider whether applicants are eligible for help with housing. This relates to some people who have been living abroad, those without a right to reside, or those who do not have permission to remain in the UK.

By law, Home-Options cannot offer housing to anyone who is subject to immigration control within the meaning of the Asylum and Immigration Act (1996), unless they:

- already hold a secure or introductory tenancy with a local authority;
- already hold an assured or starter tenancy allocated to them by a registered provider; or
- are in a class prescribed by regulations made by the Secretary of State.

Any person making an application who is identified as falling under the Asylum and Immigration Act 1996 will be ineligible for housing unless he or she is within a prescribed class prescribed by regulations as being eligible.

(a) UK citizens

Generally speaking, if the applicant is a UK national and they live in the UK (referred to as being 'habitually resident'), they will be eligible to apply for housing.

If they have just returned to live in the UK, they will have to pass a 'habitual residence test'. See Appendix 2 for further details.

(b) European Union citizens

The rights of EU and EEA citizens to UK housing are complicated and subject to change. Eligibility will depend upon whether he or she has a right to reside in the UK, or is the family member of such a person. Each application will be subject to individual assessment to determine whether the applicant is eligible.

(c) Citizens of other countries

A citizen of another country is anyone who is not a citizen of the UK and/or the European Union. Citizens of other countries will only be eligible to apply for housing in the UK in very limited circumstances. We will assess each case separately.

If two or more people apply together and only one is eligible, only the eligible person will be entitled to take up a tenancy.

Qualification to join the Home-Options register

Social tenants applying for a transfer should apply as a household so that when a new tenancy is accepted, their existing home will be vacated. In cases of family breakdown or where members of a tenant's household wish to apply in their own right, applicants will be determined as 'homeseekers'.

Applicants who hold a tenancy elsewhere but are not currently living there i.e. because they have fled violence, harassment or domestic abuse, should seek advice from their local Home-Options office about giving up that tenancy as it may prevent them taking up another tenancy, should one be offered through Home-Options.

The Localism Act 2011 allows housing authorities to make their own rules about who qualifies to join Home-Options. The rules about who qualifies are decided by the Home-Options Partnership.

When we decide who qualifies to join Home-Options we look at:

- (a) whether the applicant lives in, or has a connection to, the Home-Options area (the Local Residency Requirement)
- (b) whether the applicant owns or has previously owned any property
- (c) whether unacceptable behaviour means that the applicant is unsuitable
- (d) other reasons why the applicant may be unable to manage a tenancy.

Applicants re-housed through Home-Options or by Chesterfield Borough Council will not normally qualify to re-join the register within a period of two years from the date their tenancy started, except where there are significant changes that affect their housing circumstances. The test we use is that an applicant will qualify if they would meet the criteria for an award of priority bands A, B+, B or C (see section 8 Priority on the Housing Register for details).

Qualifying to join Home-Options is not a guarantee that an applicant will be offered accommodation. Every year we have many more applications than we have available homes. Many homes in many areas are in short supply and applicants can face a long wait until they are re-housed. Band D applicants in particular may find their options very limited.

Local Residency Requirement

To qualify to join Home-Options, applicants must meet the Local Residency Requirement i.e. they must live in, or have a connection with Derbyshire Dales, the High Peak, Amber Valley, Erewash or Staffordshire Moorlands.

To qualify for a local residency requirement, an applicant must:

- live in one of the areas listed above, or
- if they do not currently live in one of the areas, they must have previously lived in one of the areas for three out of the last five years, or
- have been permanently employed in one of the areas for at least six months (in cases where an applicant works across a number of areas or works for an employer located in area but works in another, the Local Residency Requirement will be determined by the employee's main base of operations). Permanent employment is considered to be a contract with an employer that is not fixed-term. Where an employee does not work a regular number of hours per week, they will need to show that they have a regular pattern of work.
- have been accepted by Amber Valley Borough Council, Derbyshire Dales District Council, Erewash Borough Council, High Peak Borough Council or Staffordshire Moorlands District Council as homeless or threatened with homelessness and that partner owes the applicant a duty under Part 7 of the Housing Act 1996.
- need to move to one of the above areas to give or receive support. The person they are giving support to or receiving support from, must have lived in that area for a continuous period of at least six months. Evidence of the support required must be provided.
- have a family connection with Derbyshire Dales, the High Peak, Amber Valley, Erewash or Staffordshire Moorlands (this includes parents, adult children, siblings and other family members such as step-parents, grandparents, grandchildren, aunts or uncles provided there are sufficiently close links – the family member must also have lived in that area for a continuous period of at least six months).

Where the applicant has an identified learning disability and there is evidence of a need to move to or within one of the above areas for reasons which may include access to day centres or be-friending groups or to take up or sustain a volunteering or work opportunity.

Applicants who are living in the Home-Options area only because they are in prison or hospital do not meet the local residency requirement.

Exemptions to the Local Residency Requirement

The following groups of applicants are exempt from the Local Residency Requirement:

(a) Armed Forces applicants

Under Improving access to social housing for members of the Armed Forces (2020) an applicant does not need to meet the Local Residency Requirement to join Home-Options if they are a:

- person who is serving in the regular forces or has done so in the five years preceding their application for housing;
- bereaved spouse or civil partner of someone serving in the regular forces where their spouse or partner's death is attributable (wholly or partly) to their service and the their entitlement to reside in Ministry of Defence accommodation then ceases;
- seriously injured, ill or disabled reservist (or former reservist) whose injury, illness or disability is attributable wholly or partly to their service.

“Regular forces” and “reserve forces” have the meanings given by section 374 of the Armed Forces Act 2006.

Additionally, in response to the Derbyshire Armed Forces Covenant, applicants who wish to settle in the Home-Options area following a divorce or separation within a service family, do not need to meet the Local Residency Requirement in order to register.

(b) Social housing tenants with the Right to Move

Under The Allocation of Housing (Qualification Criteria for Right to Move) (England) Regulations 2015 social housing tenants who are moving to be closer to work or who are moving to take up work, do not need to meet the Local Residency Requirement in order to join Home-Options, provided that they can demonstrate that they would suffer hardship were they unable to move (see Appendix 3).

(c) Care leavers

Care leavers who are owed a duty by Derbyshire County Council (for Amber Valley, Derbyshire Dales, Erewash or High Peak) or Staffordshire County Council (for

Staffordshire Moorlands) under section 23C of the Children Act 1989 (continuing functions in respect of former relevant children) will meet the Local Residency Requirement.

Also if an applicant under the age of 21 who was provided with accommodation under section 22A of the Children Act 1989 (provision of accommodation for children in care) was living in one the Home-Options areas for a continuous period of two years (some or all of which was before the applicant reached the age of 16) then they will meet the Local Residency Requirement.

The relevant County Councils may be asked to confirm the status of any care leavers before an application can be accepted.

(d) Applicants staying away from their home due to violence or abuse

Applicants who meet the criteria for current residence in Amber Valley, Derbyshire Dales, Erewash, High Peak or Staffordshire Moorlands but who are staying away from their home because of domestic violence, racial harassment, etc. will keep their local connection.

(e) Former residents now forced to live away from the Home-Options area

Applicants who would normally be living in Amber Valley, Derbyshire Dales, Erewash, High Peak or Staffordshire Moorlands but are not currently able to, e.g. students, people living away to receive specialist medical treatment, prisoners, etc., may still meet the Local Residency Requirement, provided that they were normally resident for three out of the last five years before they had to move out of the Home-Options area.

(f) Applicants living in refuge accommodation

In accordance with Improving Access to Social Housing for Victims of Domestic Abuse in Refuges or Other Types of Temporary Accommodation: Statutory guidance on social housing allocations for local authorities in England, applicants who are resident in a refuge in Amber Valley, Derbyshire Dales, Erewash, High Peak or Staffordshire Moorlands will automatically meet the Local Residency Requirement.

(g) Applicants aged 50 or over who are willing to accept low-demand accommodation

If an applicant is willing to accept a low demand property (a bedsit or one bedroom flat) then we may accept their application even though they do not normally meet the Local Residency Requirement. Applicants must be aged 50+ and willing to accept sheltered accommodation. Such applications will be accepted entirely at the discretion of the Home-Options Partnership.

Existing and Former Home-Owners

People who own their own homes will only qualify to join Home-Options in exceptional circumstances. These circumstances could include owner-occupiers who:

- live in conditions of disrepair or in unsuitable accommodation who are vulnerable due to age, long-term medical condition or disability,
- experienced a change of circumstances so that their home is at risk. An assessment of the applicant's long-term ability to maintain their home will be undertaken and if there is no prospect of preventing their home being lost then they will qualify to join. Factors taken into consideration will be any legal remedies to secure the property for their long-term occupation, their ability to meet the mortgage and any other relevant issues.
- may need low-level support and who are eligible to move to Extracare accommodation (subject to an assessment of their needs).

We will take all the resources available to applicants into account. This could include the value of the property as well as any grants available for repair, etc. Options other than re-housing through Home-Options may be more appropriate. If so, the applicant may also be referred to other agencies. We may also seek advice from professionals who currently assess the housing needs of older/disabled people.

The average house prices¹ are:

	Average house price	Home-Options equity level
Amber Valley	£169,426	£84,713
Chesterfield	£156,845	£78,423
Derbyshire Dales	£283,321	£141,661
Erewash	£162,520	£81,260
High Peak	£199,753	£99,877
Staffordshire Moorlands	£182,340	£91,170

It is expected that property owners and former property owners with equity above the Home-Options Equity Level will use their equity to secure suitable accommodation for themselves (all tenure options should be considered, including further purchase of property and privately rented accommodation). For this reason, they may receive lower priority on the housing register. Each case will be assessed upon its own

¹ Source: UK House Price Index: average Price for All property Types – April 2019.

merits, including the applicant's long-term needs, their ability to raise a mortgage or access other housing options.

The decision about equity will be based upon a level equivalent to half the average house price in the Home-Options area in which the property is located based on Land Registry figures, adjusted annually (if the property is not located within the Home-Options area, it will be judged against the area with which the applicant has a local connection). The availability of suitable accommodation in the area where the applicant needs to live will be taken into account.

The priority to be granted to any owner-occupier, former owner or those with equity is set out in Part 8: Priority on the housing register.

Applicants who own, or used to own, property and those with equity must declare any interests in land, property or equity that they have. Property owners who are rehoused through Home-Options are expected to take reasonable steps to sell the property they own. Applicants should take advice about the implications for affordability of any future rented property as disposal of property can have an impact on claims for welfare benefits.

Any compensation payment received by a member of the Armed Forces for an injury or disability sustained on active service will be disregarded when calculating the equity available to an applicant.

Unacceptable behaviour

Applicants assessed as being unsuitable to be a tenant due to 'unacceptable behaviour' will not normally qualify to register for Home-Options.

Home-Options will take into account all relevant factors when making these decisions.

The Home-Options Partnership defines 'unacceptable behaviour' as behaviour that includes (but may not be limited to):

- Breach of the terms and conditions of a tenancy agreement, including using, or allowing the property to be used, for illegal or immoral purposes
- Causing wilful damage to property or allowing it to deteriorate significantly
- Anti-social and/or criminal behaviour including harassment, arson, drug-dealing, violence or threats of violence (convictions considered as 'spent' under The Rehabilitation of Offenders Act 1974 will not be taken into account)
- Perpetrating domestic violence
- Violence, or threats of violence, to staff or agents of any of the principal partners (as stated in section 1(i)), previous landlords, the police or any other statutory or voluntary agency

- Obtaining a tenancy by giving false information or failing to provide information that is reasonably requested.

This is not an exhaustive list. Special consideration may be given to cases where an appropriate multi-agency plan is in place.

The test of 'unacceptable behaviour' is that, if the applicant were a tenant of a council, registered provider or private landlord, their behaviour (or that of their joint applicant or a member of their household) would be likely to entitle the landlord to a possession order or similar legal injunction. Home-Options will also consider when the unacceptable behaviour took place and we will consider the length of time that has elapsed. We will also look at evidence of any change in circumstances or behaviour.

Applicants who do not qualify due to unacceptable behaviour will not be able to register for Home-Options for a period of 12 months. They will be informed of this decision in writing and of what they can do to qualify in future. For example, the applicant could show that the circumstances or behaviour that made them unsuitable to be a tenant has changed. If the applicant reappplies after 12 months but their behaviour or circumstances have not changed, then they may be considered for further periods of exclusion from Home-Options.

Applicants with rent arrears or other tenancy-related debts

Applicants with rent arrears or other tenancy-related debts of £1,000 or more may not qualify to join Home-Options (tenancy-related debts could be court costs, former tenant arrears, re-chargeable repairs, etc.). Applicants with tenancy-related debts of less than £1,000 may only be considered if they have a payment plan in place to repay the arrears, and there is a track record of regular payments (a minimum of 16 weeks).

Applicants with arrears from a previous tenancy will be subject to an assessment as to how their arrears accrued. Specifically where an applicant was unable to pay their rent due to a shortfall in housing benefit or the housing element of universal credit, then they may qualify to join the housing register following an assessment.

Where an applicant has insufficient income to pay their current rent, or to make an arrangement to pay any arrears, and the only way to prevent the arrears increasing is for the applicant to move, then they will qualify to join Home-Options. This decision will be subject to an assessment of the applicant's financial situation and only if a move will prevent the arrears accruing further will the applicant qualify. Applicants who are subject to this caveat would be expected to make an arrangement to repay any arrears following a move to more affordable property.

Evidence to support our decision and to help to manage any tenancies will be requested. Each case will be judged upon its merits, taking into consideration any mitigating factors, such as availability of housing benefit, or family circumstances.

Other reasons

Other reasons why applicants may not qualify to join the housing register include:

(a) The applicant is unable to sustain a tenancy

This may be due to the capacity of the applicant to manage a tenancy or a lack of relevant support that the applicant would require. Each case will be judged upon its merits.

(b) The applicant has deliberately worsened their housing situation to gain a higher priority on Home-Options.

Where there is evidence that an applicant has deliberately worsened their circumstances in order to increase their priority for housing, they will not qualify to join Home-Options.

Deliberate worsening of circumstances will arise where Home-Options decides that an applicant has given up accommodation that was suitable for their needs where there was no requirement or obligation to do so. There must be evidence that it would have been reasonable for the applicant to have remained in their original accommodation, i.e. that the property was a suitable size for the applicant's household and that it was affordable.

The reasons for the applicant giving up their accommodation will be taken into account. Where an applicant has little or no control over their move to alternative accommodation, this should not be considered as a deliberate worsening of circumstances.

Examples of where someone may have deliberately worsened their circumstances may include:

- selling a property that is affordable and suitable for the applicant's needs
- moving family, friend and/or any other household into the property in order to create overcrowding
- giving up an affordable and suitable tenancy which they are able to maintain, to move in with friends or relatives, creating a situation of overcrowding and sharing of bathroom/kitchen and a split household
- requesting or colluding with a landlord or family member to issue the applicant with a notice to quit
- giving up a suitable adapted property to move into a property which doesn't meet the applicant's needs
- causing damage to, or failing to maintain, their property to the extent that they lack facilities or the property becomes hazardous

- ignoring or failing to follow qualified advice as a result of which, the applicant has lost their home
- be required to leave service accommodation as a result of being dishonourably discharged from HM Armed Forces.

This is not an exhaustive list.

- (c) The applicant has knowingly given false or misleading information in order to gain accommodation

It is a criminal offence for an applicant or anyone providing information on their behalf to knowingly or recklessly make false statements or to knowingly withhold information that is reasonably requested by Home-Options. This includes but is not limited to information requested at the time of application, any change of circumstances or subsequent review of the application.

A criminal offence is also committed if a third party provides false information, whether requested to by the applicant or not. This applies at any stage of the process.

Where information is withheld or falsely provided, the applicant's application may be removed and the applicant may be considered not to qualify to join the housing register for a further period of up to 12 months. The applicant may also face criminal prosecution. Applicants have the right to ask for a review of a decision to remove their application from the housing register.

Where false or withheld information has resulted in the applicant obtaining a tenancy, the relevant landlord may bring legal proceedings to recover possession of the property as well as any costs incurred.

The decision that an applicant does not qualify will be subject to review. The applicant will be informed in writing of the decision and of their right to ask for a review.

In exceptional circumstances, we will allow people to register who would not normally meet the qualification criteria. For example, intimidated witnesses who need to move quickly to another local authority area. We will normally only accept such applications if they are supported by the police, local authority or other statutory agency.

Applications may also be refused from applicants who have previously been registered with Home-Options but whose applications were removed because they refused five offers within one 12 month period (see Section 12(v)).

Sixteen and seventeen year old applicants

Where a 16 or 17 year old applicant applies to join the register, their application will remain pending while we determine if they are capable of managing a tenancy. If

they are not considered capable, their application will remain pending until they have reached the age of 18.

Where there are concerns about the applicant's ability to manage a tenancy, Home-Options will work with other agencies to seek a resolution of the problem. In such circumstances, the application will remain pending unless:

- the applicant is accepted as a priority nomination from Social Care,
- the applicant is accepted as requiring move-on accommodation following a successful period of sustained tenancy from a support provider accredited by the local authority,
- a move-on support package is in place at the point of offer,
- the applicant is accepted as homeless by the local authority.

The Law of Property Act 1925 prevents minors holding a legal estate in land. However the Act does not prevent minors from holding an equitable interest in the land, i.e. an equitable tenancy.

It will be for landlords to determine the type of tenancy to be issued to an applicant under the age of 18. Applicants will require a trustee to hold the tenancy in trust on their behalf. Applicants who are 16 or 17 and accepted onto the housing register will be able to express an interest in accommodation. Unless the property advert states an age restriction, 16 or 17 year old applicants should be offered an appropriate tenancy if they successfully bid for the advertised accommodation.

Applicants applying from prison or institutional care

Home-Options recognises the important role of accommodation in the successful rehabilitation and reintegration into society of applicants leaving prison or institutional care.

Applicants who are eligible and qualify to join Home-Options but do not have a release or discharge date will have their application status set to 'pending' so that they can accrue waiting time – see section 6(xvi). Applicants who qualify and who have a release date will have their application status set to 'live' so they are able to place bids. Applicants should be aware that an offer of accommodation may be withdrawn if they are not in a position to attend a viewing and sign up for the tenancy.

Such applicants may not meet the local residency requirement for the Home-Options area. See section 6(iv) Local Residency Requirement for more details.

Entry onto the Housing Register

Where Home-Options decides that an applicant is not eligible or does not qualify to join the housing register, we will write to the applicant to explain:

- the reasons why they were not eligible or did not qualify
- their right to a review of the decision
- their right to reapply if their circumstances have significantly changed.

Where an applicant chooses to re-apply, it is their responsibility to prove that their circumstances have significantly changed. Re-applications will be considered on a case by case basis.

Applicants will be informed in writing when their application is accepted. Applicants will also be reminded of their responsibility to inform Home-Options of any changes in circumstances that may affect their application for housing. We will write to applicants to tell them about any changes to their registration (unless they are minor changes made at their own request).

Applicants will be given information about their relative priority for re-housing when their application is registered and periodically thereafter. Information given is confidential. Upon request, applicants will be supplied, free of charge, with a copy of their own registration details.

The fact that a person is registered with Home-Options will not be revealed to any other member of the public.

Ineligible and non-qualifying applicants

Applications from ineligible applicants will not be registered. We will notify the applicant in writing of the decision and explain the reasons for the decision. If we accept an applicant onto the register, but they subsequently become ineligible, we will cancel the housing application and inform the applicant.

Applicants who are ineligible have a right to ask for a review of the decision (see Part 14: Home-Options review procedure).

Periodic Reviews of Housing Applications

Applications on the housing register will be reviewed every twelve months. Applicants in higher priority bands may be reviewed on a more regular basis. Applicants will be contacted to determine if they wish to remain on the register and that their circumstances have not changed. Applicants who do not respond within 28 days will be removed from the housing register without further notice.

Other than in exceptional circumstances, applications can only be reinstated within a period of three months following removal. After this time, a new application has to be made. Exceptional circumstances may include where the applicant was not aware that he had been removed from the register or where he was removed from it because of an administrative error.

Removal from the Housing Register

Applicants can request to have their entry removed from the housing register.

Home-Options can also, at its discretion and in line with its normal policies, remove someone from the housing register. An application can be reviewed at any time.

There is a legal duty to remove an applicant from the housing register if it appears:

- that they are not an 'eligible person' – see section 6(ii),
- that they no longer qualify to join Home-Options – see section 6(iii),
- that they have deliberately worsened their housing situation to gain a higher priority on Home-Options – see section 6(ix).

If an applicant is accepted onto the register, but subsequently becomes non-qualifying due to unacceptable behaviour, they will have their housing application removed. The applicant will be notified in writing of this decision.

A decision that an applicant no longer qualifies to be registered with Home-Options can be imposed at any stage if information is obtained that proves the applicant or applicant's family have been guilty of unacceptable behaviour.

Where an application is removed other than at the applicant's request or because the applicant has not responded to the annual review, Home-Options will write to the applicant explaining the decision and the reasons for it. The applicant will have the right to ask for the decision to be reviewed.

Pending Applications

An application may be deemed 'pending' in certain circumstances. Where an application is pending, the applicant remains on the housing register and continues to accumulate waiting time within their priority band (see Part 7: Priority on the Housing Register). They cannot, however, express interest in a property or receive a direct offer of accommodation. An application may be pending for a number of reasons, including:

- waiting for verification information,
- property owners awaiting an equity assessment,
- investigation of incomplete or inconsistent details on the application,
- awaiting proof of change of circumstances,
- the applicant has notified that they are seeking their own accommodation,
- the applicant is exercising their Right to Buy (deferring a transfer application only takes place once an applicant has formally accepted the Right to Buy offer),

- applicants in supported accommodation who are not ready to move-on,
- applicants who are in prison or institutional care, where they have not yet been given a date upon which they will be discharged,
- 16 or 17 year old applicants waiting for assessment of their ability to manage a tenancy (see section 6(x) Sixteen and seventeen year old applicants),
- applicants not ready to move but who wish to accrue waiting time.

Should an applicant not provide any requested information within 28 days, without good reason, their application will be removed.

Priority Date

An applicant's priority date will normally be the date upon which they first applied to join Home-Options. Applicants should provide any information relevant to their application within two weeks of applying. If they do not, then Home-Options reserves the right to change the priority date to that date when the information was provided.

If an applicant's priority for housing increases, then their priority date will be changed to the date when the higher priority came into effect. If an applicant's priority decreases, then their priority date will revert back to the date they had when previously awarded that priority for housing (or to the date when they first applied, whichever is the earlier).

7. Local Connection

Overview

When properties are let, priority is usually given to applicants who have a local connection.

Local connection is defined in s.199, Housing Act 1996 (See Appendix 3). For the purposes of priority award it means applicants who are:

- currently living in a Home-Options area (either Chesterfield, Derbyshire Dales, the High Peak, Amber Valley, Erewash or Staffordshire Moorlands) and have been for a continuous period of 6 months or more; or
- not currently living in a Home-Options area but have previously lived in a Home-Options area for at least three years out of the last five years; or
- a person currently living outside of the Home-Options area who supports or requires support from a family member or carer who has been resident in a Home-Options area for at least six months (evidence of the support provided/needed will be required); or
- in permanent employment in a Home-Options area for the last six months (in cases where an applicant works across a number of areas or works for an employer located in area but works in another, local connection will be determined by the employee's main base of operations). Permanent employment is considered to be a contract with an employer that is not fixed term. Where an employee does not work a regular number of hours per week, they will need to show that they have a regular pattern of work to qualify for a local connection; or
- given a local connection status by either Amber Valley Borough Council, Chesterfield Borough Council, Derbyshire Dales District Council, Erewash Borough Council, High Peak Borough Council or Staffordshire Moorlands District Council because of an accepted homelessness duty with that Home-Options partner (see Section 13 and Appendix 10 for more details).

For rough sleepers, a local connection will be verified by emergency hostel, support agency, assessment by Housing Options Service, registration with the DWP, day centre or non-mobile soup kitchen or any other relevant agency.

Care leavers who are owed a duty by Derbyshire County Council (for Amber Valley, Chesterfield, Derbyshire Dales, Erewash or High Peak) or Staffordshire County Council (for Staffordshire Moorlands) under section 23C of the Children Act 1989 (continuing functions in respect of former relevant children) will be awarded a local connection to all districts in their relevant county.

If an applicant under the age of 21 was provided with accommodation under section 22A of the Children Act 1989 (provision of accommodation for children in care) was living in one the Home-Options areas for a continuous period of two years (some or

all of which was before the applicant reached the age of 16) then they will be awarded a local connection to the area in which they were living.

The relevant County Councils may be asked to confirm the status of any care leavers before local connection is awarded.

Applicants who would normally meet the criteria for current residence in the Home-Options area but who are staying away from their home because of domestic violence, racial harassment, etc. will retain their local connection.

This also applies to applicants who would normally live in the Home-Options area but who, because of their circumstances, are not currently able to. This could include:

- students,
- people living away to receive specialist medical treatment,
- prisoners who lived in the Home-Options area before they were sent to prison.

For these purposes, the definition of normally resident is having lived in the Home-Options area for at least three out of the last five years, prior to living away from the Home-Options area.

If an applicant normally lives outside of the Home-Options area but is resident in the area due to being in prison or medical/institutional care, then this time will not be considered when assessing their local connection.

Applicants who are vulnerable due to a learning disability and who need to access day centres, volunteering opportunities, befriending groups, etc. may qualify for a local connection where such facilities are not available in the area in which they currently live.

In accordance with Improving access to social housing for members of the Armed Forces (2020), a local connection will be granted to applicants who:

- are serving in the regular forces or who have served in the regular forces within the previous five years
- has recently ceased, or will cease to be entitled, to reside in armed forces accommodation provided following the death of that person's spouse or civil partner where—
 - (i) the spouse or civil partner has served in the regular forces; and
 - (ii) their death was attributable (wholly or partly) to that service; or
- (c) is serving or has served in the reserve forces and who is suffering from a serious injury, illness or disability which is attributable (wholly or partly) to that service.

(“Regular forces” and “reserve forces” are defined by section 374 of the Armed Forces Act 2006(b).

Local connection will also be granted to divorced or separated spouses or civil partners of armed forces personnel who are required to move out of armed forces accommodation.

Applicants who have fled domestic abuse and are currently accommodated in a refuge or other temporary accommodation, will be granted a local connection for the area in which their accommodation is located.

Applicants who are accepted onto the register because they are moving under the Right to Move will only be awarded local connection after they have worked in the Home-Options area for a period of six months, unless they qualify for a local connection in another way.

Where applicants are moving to give or receive support we will take into account the wishes of the applicant and the person(s) to whom they will give support to or receive support from. We will also consider what help is available to the person requiring support and whether that support is essential and proportionate to their needs. Evidence of support provided or needed will be required.

Where applicants work in a Home-Options area on a seasonal basis, they will not be eligible for local connection on the grounds of employment. Home-Options defines seasonal work as short-term or temporary that does not occur all year round. The applicant’s permanent place of residence will also be taken into account when considering local connection for seasonal workers.

Local connection and shortlisting

Properties will normally be advertised by relevant local authority area within the Home-Options area. All Home-Options applicants are entitled to bid for any property they are eligible for and interested in. They do not have to have a local connection to the area where the property is located.

Properties are shortlisted in order of the applicant’s local connection. Applicants with a local connection to the area where the property is situated will be considered first. Should there be no applicants with a local connection to that local authority area, then applicants with a local connection to other local authority areas within the Home-Options area will be considered. If there are no applicants from within the Home-Options sub-region, then any other applicants who are registered with Home-Options may be considered.

For example, if a property is advertised in Long Eaton (in the Erewash area):

- Applicants with a local connection to Erewash will be considered first

- If there are no applicants with a local connection to Erewash, then applicants with a connection to the remaining Home-Options areas (Amber Valley, Derbyshire Dales, High Peak and Staffordshire Moorlands) will be considered next
- If there are no applicants with a connection to any of the Home-Options areas, then any other registered applicants will be considered (except for applicants registered with Chesterfield Borough Council, who have no local connection).

See 'The Order in Which Bids are Considered' in section 2(iii) for further clarification.

The Peak District National Park Planning Authority apply additional local connection requirements for properties in the Peak District National Park. Typically, this means an applicant will require a ten year connection to the settlement (or a neighbouring settlement) in order to be considered. The requirement will be set out in the property advert.

For more information about these local connection requirements, please see Appendix 9.

8. Priority on the Housing Register

Prioritising applicants

The Housing Act 1996 as amended by Homelessness Act 2002, the Localism Act 2011 and the Homelessness Reduction Act 2017 and statutory guidance requires that 'reasonable preference' be given to certain groups of applicants. All eligible and qualifying applications for housing are placed onto one housing register, which comprises both new applicants ('homeseekers') and transfer applicants. All registered households are grouped together in five bands according to the priority awarded. Band A has the highest priority and band D the lowest.

The date the relevant priority is awarded becomes the priority date within that band. Priority for an offer will first be determined by the applicant's local connection to a Home-Options area and then by band. Priority within the band will be determined by the relevant priority date within that band. See 'The Order in Which Bids are Considered' on page 6 for further clarification. No distinction is made between the different priority reasons within each band, only the priority date within the band. In the event that applicants cannot be separated by priority date, the applicant with the earlier registration date will take priority.

One exception to this will be if the property is let subject to a local lettings policy (see section 10(vi)).

There may be occasions when it is necessary for a Home-Options partner to make a direct let (see section 10(ix) for more information).

Priority for housing is based upon the urgency of an applicant's need to move. If an applicant is awarded priority for a move but then fails to bid or take up offers of accommodation, then their priority may be re-assessed and downgraded.

In certain cases Home-Options may attach conditions to an award of priority for housing. For example, we may give an applicant priority to move closer to their place of work or for a particular type of property that meets their needs. If the applicant wanted to move to a different area that was not closer to their place of work, then that priority would not apply. Where Home-Options applies such conditions, they will be explained to the applicant, who has the right to request a review if they think that the conditions are unfair.

Additional Preference for Armed Forces

Under Improving access to social housing for members of the Armed Forces (2020) we give additional preference to the following groups of applicants who can demonstrate that they have urgent housing needs (as defined by Section 4.13 of the Allocation of Accommodation Guidance 2012):

- applicants serving in the regular forces who are suffering from a serious injury, illness or disability which is attributable (wholly or partly) to their service,

- applicants who formerly served in the regular forces (this is not time-limited so applies to anyone who has served with HM Forces at any time),
- applicants who have recently ceased, or will cease to be entitled, to reside in accommodation provided by the Ministry of Defence following the death of that applicant's spouse or civil partner who has served in the regular forces and whose death was attributable (wholly or partly) to that service (the reference to 'spouse or civil partner' discounts unmarried partners – the same criteria is applied to the allocation of service family accommodation), or
- applicants who are serving or have served in the reserve forces and are suffering from a serious injury, illness or disability which is attributable (wholly or partly) to the applicant's service.

'Regular forces' and 'reserve forces' are defined by Section 374 of the Armed Forces Act 2006.

Additional preference applies only to applicants in urgent housing need, namely:

- those who need to move urgently because of a life threatening illness or sudden disability
- families in severe overcrowding which poses a serious health hazard
- those who are homeless and require urgent re-housing as a result of violence or threats of violence, including intimidated witnesses, and those escaping serious anti-social behaviour or domestic violence.

The Home-Options Policy meets the requirement of the regulations by granting the highest priority to applicants in urgent housing needs, namely:

Urgent Housing Need	Home-Options Priority Reason
<ul style="list-style-type: none"> • those who need to move urgently because of a life threatening illness or sudden disability 	<ul style="list-style-type: none"> • A-1 Urgent Medical Priority
<ul style="list-style-type: none"> • families in severe overcrowding which poses a serious health hazard 	<ul style="list-style-type: none"> • A-2 Major Property Factors
<ul style="list-style-type: none"> • those who are homeless and require urgent re-housing as a result of violence or threats of violence, including intimidated witnesses, and those escaping serious anti-social behaviour or domestic violence 	<ul style="list-style-type: none"> • A-4a. Urgent Social Priority - Personal protection/harassment

Applicants are prioritised in each band according to the date they became registered in it, irrespective of their priority reason unless household size preference or local lettings criteria apply.

Priority for housing on medical grounds

Home-Options recognises that an applicant's housing circumstances can have a direct impact upon their health and that of their household. Where this can be proved to have an impact the health of the applicant or their household, then they may be considered for additional priority for a move.

Priority will not be awarded for a medical condition, however severe, if an applicant's present home does not effect their medical condition or their ability to live there. Where health is affected by issues such as damp or disrepair, Home-Options will take these into consideration only where it can be shown that these issues cannot be resolved.

If issues are found to be attributable to the applicant's behaviour/lifestyle, then no additional priority can be awarded. An example of this may be where an applicant has caused condensation in his/her home by drying clothes inside and not ensuring the property is properly ventilated.

The treatment and support available to applicants will also be taken into account. The Home-Options Partnership does not expect applicants to ask their Doctor or other medical professional to write in support of their application. If a confirmation of a health condition is required, Home-Options will contact the applicant's Doctor or medical professional directly.

Information to support an application may be asked for at any time. If the information is not provided, the application may be removed from Home-Options and any offers of accommodation withdrawn.

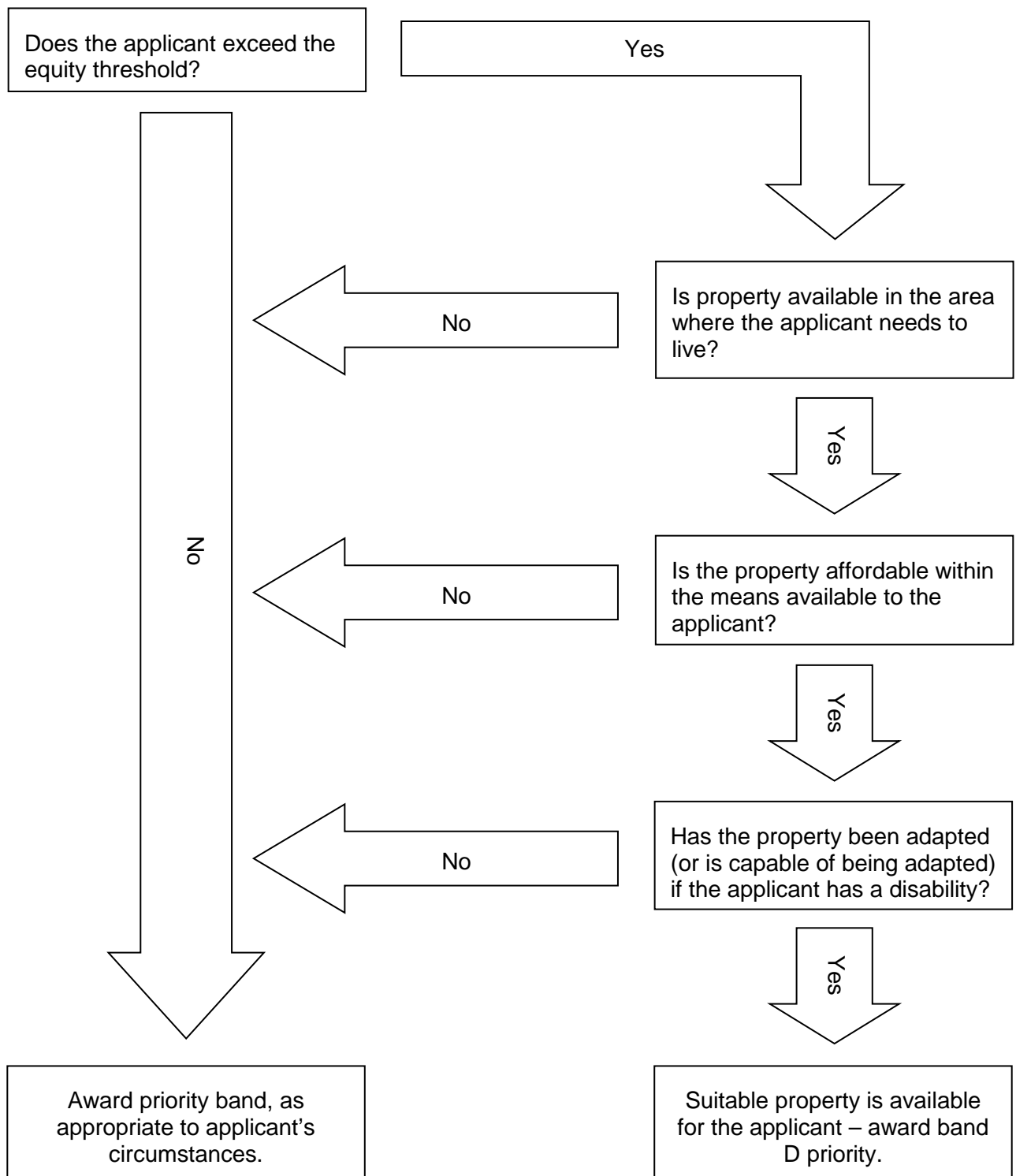
The factors we take into account when determining priority on medical grounds, are set out in Appendix 5.

Whilst Home-Options will take medical and social care advice into consideration, the final assessment of housing priority is made by the Home-Options partners.

Priority for owner-occupiers or applicants with equity

The priority for applicants with equity in excess of the Home-Options equity limit (see section 6(iii) Qualification to join the Home-Options register) will generally be lower, as they are expected to be able to use the equity available to them to help to resolve their own housing issues. This can include using their available equity to purchase a property (either outright sale, mortgaged or shared ownership) or to rent a home in the private rented sector.

Home-Options recognises however, that suitable accommodation is not always available in all areas. In such cases, the availability of property will be taken into account when deciding an applicant's priority, as follows:



Explanation of Priority Reasons – Band A

Band A	
1	Urgent medical priority
2	Major property factors (Decant, Enforcement of the Housing Act 2004 likely to lead to homelessness or Statutory overcrowding)
3	Social housing tenants who are under-occupying
4	Urgent social priority
5	Temporary accommodation move

Applicants are awarded this band in recognition of their urgent need for re-housing. As such, they may be set a time limit within which they are expected to bid. Failure to bid may result in Home-Options placing bids on suitable properties on an applicant's behalf or re-assessing their priority for housing.

A-1. Urgent medical priority

Applicants who have a permanent (life-long) medical condition, illness, physical disability or learning disability and as a result are unable to continue occupation in their current accommodation will be considered for urgent medical priority. An applicant's accommodation MUST be assessed as no longer being accessible or suitable. ONLY where urgent re-housing is vital can applicants be awarded urgent medical priority.

The possibility of adapting the applicant's home will be considered, along with any available equity, grants or other resources the applicant may have available to pay for the work.

Examples include:

- hospital discharge where the applicant cannot return home,
- applicant is unable to access crucial parts of their home, e.g. bathroom, toilet,
- accommodation assessed as life-threatening to the applicant, e.g. fall hazard,
- moving to an adapted property to resolve/improve the applicant's living conditions (an assessment of the need must be provided by an occupational therapist)
- a serving member of HM Forces who is seriously injured or disabled as a result of their service and they need to move to more suitable accommodation.

See section (iii) Priority for housing on medical grounds for further details.

A-2. Major property factors

'Property factors' priority reason applies to applicants who are living in a property, which is:

- subject to a Demolition Order
- subject to Environmental Health Action – such as statutory overcrowding or an irresolvable category 1 hazard which requires the applicant to leave their home.

The 'property factors' priority reason also applies to tenants of Chesterfield Borough Council, emh homes, Futures Housing Group, High Peak Borough Council, Platform Housing Group, or Your Housing Limited who are required to leave their home as a result of a regeneration scheme or whose properties are subject to major renovation/rehabilitation or extensive repairs and where they cannot remain in the property for the duration of the works.

Inclusion in this category is decided by Amber Valley Borough Council, Chesterfield Borough Council, Derbyshire Dales District Council, emh homes, High Peak Borough Council, Platform Housing Group or Your Housing Limited, in consultation with the relevant local authority. Environmental Health departments in the Home-Options area local authorities will refer tenants of private sector landlords for consideration. Other registered provider tenants may also be eligible for this priority.

A-3. Social housing tenants who are under-occupying

This priority reason applies to tenants of Chesterfield Borough Council, emh homes, Futures Housing Group, High Peak Borough Council, Platform Housing Group, or Your Housing Limited. Tenants of other registered providers may also be eligible for this priority where the vacated property will be advertised through Home-Options.

Only those tenants willing to move to a one-bedroom home or give up at least two bedrooms will be considered in this category e.g. where a tenant moves from a three-bed house to a one-bed bungalow.

Applicants may not qualify for this band where the accommodation was originally under-occupied at the point of letting e.g. if a family with one child was offered a three-bed house. Each case will be assessed on its own merits.

Participation by tenants in this scheme is on a voluntary basis.

A-4. Urgent social priority

a. Personal protection/harassment

This priority reason applies to applicants who have been assessed as being at significant risk in their current home and where no other alternatives are available to alleviate the risk. This can be for reasons of harassment, racial harassment, police witness protection, etc. Priority will only be granted by a senior officer of Home-Options following referral or advice from the relevant statutory agency, including the Police.

Home-Options reserves the right not to offer accommodation in areas where the applicant may be at further risk.

b. Emergency fire or flood

Tenants of a Home-Options partner who are unable to return to their tenancy due to extensive works required following a fire or flood.

c. Exceptional circumstances

Where exceptional circumstances arise and there is an urgent need to move. Such applications will be considered by the Home-Options Review Panel.

A-5. Temporary accommodation move

Where an applicant is placed in temporary accommodation by one of the Home-Options partners and requires accommodation in discharge of a duty under the Housing Act 1996 (as amended).

This applies to applicants who are eligible for assistance and threatened with homelessness, and who have a priority need for accommodation. The applicant must not have unreasonably refused an offer of accommodation, have become homeless intentionally or deliberately refused to co-operate with a Home-Options partner.

This priority may be awarded to applicants who are owed a relief duty or a full duty under the homelessness legislation. The timing of this award of priority will be at the discretion of the local authority assisting the applicant with their homelessness, depending upon the applicant's circumstances and the duty owed to them.

Homeless applicants should always seek advice about the implications of turning down an offer of accommodation from their local homelessness team as it may affect the duty that they are owed.

Explanation of Priority Reasons – Band B+

Band B+	
1	Applicants owed the main duty under the Housing Act 1996
2	Applicants owed the relief duty under S189B of the Housing Act 1996 (priority need)

Band B+1. Applicants owed the main duty under the Housing Act 1996

Applicants to whom a main duty is owed by one of the Home-Options partner authorities under Part VII of the Housing Act 1996 (as amended).

This priority reason applies to applicants who have been accepted to be in priority need and not intentionally homeless who are eligible for assistance and threatened with homelessness, and who have a priority need for accommodation. The applicant must not have unreasonably refused an offer of accommodation under the

homelessness legislation, have become homeless intentionally or deliberately refused to co-operate with a Home-Options partner.

This award of priority is time-limited and may be withdrawn if the homelessness duty changes. Homeless applicants should always seek advice about the implications of turning down an offer of accommodation from their local homelessness team as it may affect the duty that they are owed.

Band B+2. Applicants owed the relief duty under S189B the Housing Act 1996

Applicants to whom a Home-Options partner owes a duty to relieve their homelessness under S189B of the Housing Act 1996 (as amended).

This priority reason applies to applicants who have been accepted to be in priority need and not intentionally homeless who are eligible for assistance and threatened with homelessness, and who have a priority need for accommodation. The applicant must not have unreasonably refused an offer of accommodation, have become homeless intentionally or deliberately refused to co-operate with a Home-Options partner.

This award of priority is time-limited and may be withdrawn if the homelessness duty changes. Homeless applicants should always seek advice about the implications of turning down an offer of accommodation from their local homelessness team as it may affect the duty that they are owed.

Explanation of Priority Reasons – Band B

Band B	
1	Move-on from specialist and supported accommodation
2	Prevention of homelessness (priority need)
3	Overcrowding – requiring two or more bedrooms to solve overcrowding
4	Higher medical needs
5	Social housing tenants under-occupying – freeing one bedroom
6	Overcrowded social housing tenants – freeing two bedroom houses

Applicants are prioritised in each band according to the date they became registered in it, irrespective of their priority reason, unless household size preference or local lettings criteria apply.

Applicants are awarded this band in recognition of their urgent need for re-housing. As such, they may be set a time limit within which they are expected to bid. Failure to bid may result in Home-Options placing bids on suitable properties on an applicant’s behalf or re-assessing their priority for housing.

B-1. Move-on from specialist and supported accommodation

Applicants will be placed into this band at the point they move into supported accommodation or at the point an initial application is made to Home-Options. Applications will not be back-dated and therefore it is important for support agencies to assist applicants to register at the earliest opportunity. Applicants will be given a deferred status on Home-Options until they are ready to move. They will not be able to express interest in advertised properties while the application is deferred.

An applicant's status will be set to 'live' once Home-Options is satisfied by the accommodation provider or support provider that an applicant has:

- sustained a satisfactory term of supported living, and
- a move-on support package in place to help the applicant to sustain their tenancy.

The applicant will be awarded the priority date in which they were awarded band B – Move-on status - and not the date in which the applicant was set to live. It is in the interest of Home-Options to promote move-on. Applicants will therefore benefit from the date they move into supported accommodation to assist a quicker move into independent living. This enables support providers to provide supported accommodation to those in the greatest need.

Qualifying supported accommodation will only be those projects signed up to the Derbyshire Move-On Plans Protocol and at the discretion of the local Home-Options Team. In accordance with the move on protocol, applicants who did not have a local connection to the area prior to moving in to supported accommodation will not be awarded this banding unless there are exceptional circumstances for doing so. Instead they will be encouraged to re-connect with the area where they lived previously.

B-2. Prevention of homelessness (priority need)

Applicants to whom a Home-Options partner owes a duty to prevent their homelessness under S195 of the Housing Act 1996, who have bidding for social housing identified as an action in their Personalised Housing Plan.

This priority reason applies to applicants who have been accepted to be in priority need and not intentionally homeless who are eligible for assistance and threatened with homelessness, and who have a priority need for accommodation. The applicant must not have unreasonably refused an offer of accommodation, have become homeless intentionally or deliberately refused to co-operate with a Home-Options partner.

This award of priority is time-limited and may be withdrawn if the homelessness duty changes. Homeless applicants should always seek advice about the implications of

turning down an offer of accommodation from their local homelessness team as it may affect the duty that they are owed.

B-3. Overcrowding – requiring two or more bedrooms

This category applies to all applicants who are lacking two or more bedrooms in their current home.

For the purposes of the Home-Options Policy, the following groups of applicants are classed as overcrowded:

- child/children sharing with a parent,
- cohabitating couple who share a bedsit,
- adults over the age of 18 that are not a couple and are not siblings sharing a bedroom,
- children of the opposite sex sharing a bedroom where at least one child is over seven years,
- two children of the same sex sharing a bedroom, one of which is aged ten years or older; and there is an age gap of five years or more.

Regard will be taken of accommodation available to all members of the applicant's household (e.g. split households where each partner has an interest in a different property):

- unless exceptional circumstances apply, the household will be assessed as if they were living in the most favourable property (in terms of housing needs) available to any member of the household,
- if a member of the household owns a property, the application will be deferred until they have been assessed as in Section 6(vi),
- this also applies where households are living apart.

Applicants may also be awarded an additional bedroom need where it helps to address a medical need. In such cases, no additional medical priority will be awarded.

B-4. Higher medical needs

See 'Priority for housing on medical grounds' for information about the award of Band B medical priority.

B-5. Social housing tenants under-occupying – freeing one bedroom

The purpose of this band is to free-up family accommodation with the household downsizing by one bedroom. Those accepted into this band will be vacating

designated family accommodation and moving to accommodation not designated as family accommodation (See section 10(i) Property designation).

Applicants may not qualify for this band where the accommodation was originally under-occupied at the point of letting e.g. a family with one child offered a three-bed house. Each case will be assessed on its own merits.

This priority reason applies to tenants of Chesterfield Borough Council, emh homes, Futures Housing Group, High Peak Borough Council, Platform Housing Group or Your Housing Limited. Tenants of other registered provider may also be eligible for this priority where the vacated property is to be advertised through Home-Options.

Participation by tenants in this scheme is on a voluntary basis.

B-6. Overcrowded social housing tenants – freeing two bedroom houses

The purpose of this band is to give tenants living in two bedroom houses additional preference for a move to larger accommodation to free up two bedroom houses for people in housing need. This helps us increase the number of smaller properties available for people affected by changes to housing benefit size criteria in 2013.

The following groups of applicants are classed as overcrowded:

- child/children sharing with a parent,
- cohabitating couple who share a bedsit,
- adults over the age of 18 that are not a couple and are not siblings sharing a bedroom,
- children of the opposite sex sharing a bedroom where at least one child is over seven years,
- two children of the same sex sharing a bedroom, one of which is aged ten years or older; and there is an age gap of five years or more.

This priority reason applies to tenants of Chesterfield Borough Council, emh homes, Futures Housing Group, High Peak Borough Council, Platform Housing Group or Your Housing Limited. Tenants of other registered providers may also be eligible for this priority where the vacated property is to be advertised through Home-Options.

Participation by tenants in this scheme is on a voluntary basis.

Explanation of Priority Reasons – Band C

Band C	
1	Applicants who lack or share basic facilities
2	Overcrowding – lacking one bedroom
3	Living with family, friends or ex-partner
4	Medium medical needs
5	Medium social needs
6	Homeless Prevention and Relief (no priority need)
7	Intentional homeless
8	Social housing tenants under-occupying – freeing one bedroom

Applicants are prioritised in each band according to the date they became registered in it, irrespective of their priority reason, unless household size preference or local lettings criteria apply.

Applicants are awarded this band in recognition of their urgent need for re-housing. As such, they may be set a time limit within which they are expected to bid. Failure to bid may result in Home-Options placing bids on suitable properties on an applicant's behalf or re-assessing their priority for housing.

C-1. Applicants who lack or share basic facilities

This priority band applies to applicants who lack bathroom facilities, kitchen facilities, inside WC, permanent hot water supply or electrical supply. This also applies to applicants who live in a shared house with their own room but with communal bathing or cooking facilities.

C-2. Overcrowding – lacking one bedroom

This category applies to all applicants who are lacking one bedroom only in their current home (except for those social housing tenants covered by B-7 Overcrowded Social Housing Tenants – Freeing Two Bedroom Houses).

The following groups of applicants are classed as overcrowded:

- child/children sharing with a parent,
- cohabitating couple who share a bedsit,
- adults over the age of 18 that are not a couple and are not siblings sharing a bedroom,
- children of the opposite sex sharing a bedroom where at least one child is over seven years,
- two children of the same sex sharing a bedroom, one of which is aged ten years or older; and there is an age gap of five years or more.

Regard will be taken of accommodation available to all members of the applicant's household (e.g. split households where each partner has an interest in a different property):

- unless exceptional circumstances apply, the household will be assessed as if they were living in the most favourable property (in terms of housing needs) available to any member of the household,
- if a member of the household owns a property, the application will be deferred until they have been assessed as in section 6(vi),
- this also applies where households are living apart.

C-3. Living with family, friends or ex-partner

This category applies to applicants who have lived as part of a household with family, friends or an ex-partner but who now wish to live independently. The applicant must share facilities with the family, friends or an ex-partner.

The shared facilities taken into account in this priority band are:

- bathroom
- kitchen
- living room.

C-4. Medium medical need

See 'Priority for housing on medical grounds' for information about the award of Band C medical priority.

C-5. Medium social need

Applicants who are suffering hardship and need to move to alleviate that hardship, which could include households:

- experiencing harassment or anti-social behaviour,
- who need to access specialised medical treatment, or
- who need to move to take up employment, education or training opportunities
- which include a person (or persons) who are experiencing harassment or anti-social behaviour but where there is not a significant risk
- who need to move to another area to receive or provide support to a family member where that support is not already available in your area

- suffering financial hardship that results in a long-term inability to meet their housing costs who need to move to more affordable accommodation. The affordability of a property will be judged upon the applicant's income and essential outgoings. The final decision about whether a property is affordable will be made by Home-Options. When carrying out a financial assessment, Home-Options will consider whether a move to social rented accommodation is more affordable.

Evidence to support the award of priority must be provided and must in the opinion of Home-Options be incapable of being resolved. Applicants wishing to move on the grounds of harassment or anti-social behaviour must have worked with anti-social behaviour teams, police or other agencies to try to resolve their problems, if appropriate.

Confirmation that a move is the only option available to alleviate the situation will be required to support the award of this priority.

C-6. Homeless Prevention and Relief (no priority need)

Applicants who are owed a prevention or relief duty by one of the Home-Options local authority partners, but who are not assessed to be in priority need.

This award of priority is time-limited and may be withdrawn if the homelessness duty changes.

Homeless applicants should always seek advice about the implications of turning down an offer of accommodation from their local homelessness team as it may affect the duty that they are owed.

C-7. Intentionally homeless

Applicants who have made a homeless application to a Home-Options partner and who are being assisted by that partner but who are considered to have made themselves homeless intentionally will be considered in this category.

This award of priority is time-limited and may be withdrawn if the homelessness duty changes.

C-8. Social housing tenants under-occupying – freeing one bedroom

The purpose of this band is to assist working age social housing tenants to meet the challenges of welfare reform by downsizing to accommodation in line with the Housing Benefit size criteria restrictions for working age claimants from 1 April 2013.

This band is awarded to applicants who are freeing up one bedroom and are eligible to remain in family accommodation. Where an applicant is affected by the DWP Size Criteria and wishes to downsize from a three bedroom house, they will be considered for a two bedroom property where the DWP Size Criteria states that their children are of an age where they can share.

This priority reason applies to tenants of Chesterfield Borough Council, emh homes, Futures Housing Group, High Peak Borough Council, Platform Housing Group or Your Housing Limited. Tenants of other registered providers may also be eligible for this priority where the vacated property is to be advertised through Home-Options.

Participation by tenants in this scheme is on a voluntary basis.

Explanation of Priority Reasons – Band D

Band D	
1	Private tenants with a desire to live in social housing
2	Social housing tenants with a desire to move
3	Owner occupiers with a desire to live in social housing
4	All other applicants

Applicants are prioritised in each band according to the date they became registered in it, irrespective of their priority reason, unless household size preference or local lettings criteria apply.

D-1. Private tenants with a desire to live in social housing

Tenants who live in private rented accommodation who have a desire to move to alternative accommodation.

D-2. Social housing tenants with a desire to move

Social housing tenants who have a desire (but not a need) to move to alternative accommodation.

D-3. Owner occupiers with a desire to live in social housing

Owner-occupiers who qualify to join Home-Options (see section 6(vi)) but who have been assessed by Home-Options to have sufficient resources to assist themselves in seeking alternative accommodation.

D-4. All other applicants

Households which include a person (or persons) with an illness or disability which is not affected by their current home and where a move is desirable (but not essential) will remain in band D.

Households who live in tied or service accommodation where that accommodation is provided as a condition of employment and there are no plans to bring that employment to an end.

Applicants who qualify to register with Home-Options but who have been assessed as having sufficient equity to resolve their own housing needs.

All other applicants who have no housing need but a desire for accommodation in the Home-Options area.

9. Choice for applicants

What applicants can bid for

Home-Options seeks to give choice to applicants by showing them the properties that are available to them to bid for (for accepted homeless applicants, see Part 12: Homeless applicants).

However, we also seek to ensure as far as possible that properties are let to households that will make best use of the number of bedrooms (see section 8(ii) - household eligibility) or facilities (including adaptations) that they offer. We acknowledge that applicants may not be able to bid for the property they want.

Home-Options will advertise available properties on the Home-Options website (www.home-options.org)

It is the intention of Home-Options to advertise all properties to:

Transfer applicants – tenants of Chesterfield Borough Council, emh homes, Futures Housing Group, High Peak Borough Council, Platform Housing Group or Your Housing Limited or other registered providers within the Home-Options area who register for a move, and

Homeseekers – applicants who register with Home-Options who are not currently tenants of one of the Home-Options partners or other council or housing association.

In exceptional circumstances, where properties are only advertised for transfer applicants or homeseekers, the reason for this will be included in the advert.

Household eligibility

The matching policy will be used to assess applicant's/household's bedroom requirements. Applicants will be entitled to bid only for property which suits the size of their household as follows (age restrictions may also be applied):

	Household Size	0 bed flat/maisonette	1 bed flat/maisonette	1 bed house	1 bed bungalow	2 bed flat/maisonette	2 bed bungalow	2 bed house	2 bed parlour-type house	3 bed flat/maisonette	3 bed house	3 bed parlour-type house	4+ bed house	4+ bed parlour-type house
A	Single Person	Y	Y	Y	Y	FL	FL	FL						
B	Couple		Y	Y	Y	Y	Y	FL						
B1	Single/Couple & 1 adult (where non-dependent child or not a child of applicant(s))					Y	Y	FL	FL	Y	FL			
B2	Single/Couple & 2 adults (where non-dependent child or not a child of applicant(s))								FL	Y	FL	FL		
B3	Single/Couple & 3 adults (where non-dependent child or not a child of applicant(s))								FL	Y	FL	FL	FL	
C	Non-cohabitating couple					Y	Y	FL						
D	Single adult, 1 dependent child (inc. unborn child over 24 weeks)					Y	Y	Y	FL	FL	FL			
D	Couple, 1 child (inc. unborn child over 24 weeks)					Y	Y	Y	FL	FL	FL			
E1	3 single adults					Y	FL	FL	FL	Y	FL			
E2,3	4+ Single Adults								FL	Y	FL	FL	FL	
E	Single/Couple, 2 dependent children who should share					Y	Y	Y	Y	Y	Y			
F1	Single/Couple, 2 dependent children who should not share					Y**	Y**	Y**	Y	Y	Y	FL		
F	Single/Couple, 3 dependent children								Y	Y	Y	Y	FL	FL
G	Single/Couple, 4+ dependent children										Y	Y	Y	Y
H	8+ People										Y	Y	Y	Y

Key:

Y	Eligible Properties - Applicants can bid for this property type under Home-Options.
Y**	Social Housing Tenants Downsizing - Where an applicant is affected by the DWP Size Criteria and wishes to downsize from a three bedroom house, they will be considered for a two bedroom property where the DWP Size Criteria states that they are of an age where they can share.
FL	Flexible Lettings - These properties will sometimes be made available to applicants but the applicant is likely to be under-occupying. If the applicant claims housing benefit, they may not receive the full amount because they have more rooms than they need.
	Not eligible – Applicants will not normally be offered this property type through Home-Options.

The table shows the size of property that applicants may be considered for based on their household composition, either when expressing interest for an advertised property or for a direct let. Please note that these are general guidelines. Home-Options partners will label their properties to make best use of their individual homes. All advertised properties will be clearly labelled to identify the household size eligible to bid for each property.

Applications from households including a pregnant woman

Where a household includes a pregnant woman, an additional bedspace will be awarded from the 25th week of pregnancy. In the event that multiple births are expected, additional bedspaces may be awarded.

The applicant must provide evidence of the pregnancy from a doctor or midwife in order to be awarded the additional bedspace(s). It is the applicant's responsibility to inform their local Home-Options team once they reach the 25th week of pregnancy.

Please note that under the Welfare Reform Act 2012, if an applicant has more bedrooms than they are deemed to need, they may not receive housing benefit for any extra rooms that they have. The applicant should speak to their local housing benefit team for advice before accepting an offer of a tenancy.

Dependent children

A dependent child is:

- any household member (other than the applicant or their partner), up to the age of 21, or
- who for other reasons are unable to support themselves and who continue to live at home beyond their 21st birthday (e.g. for reasons of permanent disability, learning disability, etc., where that person cannot live independently).

Dependent children need not necessarily be the applicants' own children but could, for example, be related to the applicant or his or her partner, or be adopted or fostered by the applicant. There must, however, be some form of parent/child relationship.

Dependent children are those who normally live with the applicant or joint applicant. There must be an actual dependence on the applicant or joint applicant. There must be actual residence (or a reasonable expectation of residence such as an interim care order or where it is anticipated the court will make a residence order) rather than a temporary arrangement whereby the child/children are merely staying with the applicant for a limited period.

Where the residence of the children is disputed, evidence will be requested to confirm where the child is living (which may include proof of child benefit, if applicable).

Additional bedrooms required on joint access grounds

In joint access cases or where couples have equal residency, bedroom eligibility will be awarded to the parent in receipt of child benefit. Home-Options will take into consideration both parents' housing arrangements to ensure that one property has adequate accommodation for the children.

This does not prohibit the other parent from maintaining their usual and agreed access to the children, but they may have to accept an element of overcrowding.

Approved foster parents awaiting placement

Where an applicant has been approved to adopt or foster a child, a request for a move to larger accommodation will only be considered where the applicant has been approved by a regulated

fostering/adoption agency and the provision of a larger property is confirmed as essential in order for the fostering/adoption to take place.

Applicants allocated a larger home whilst waiting for a fostering or adoption placement should be aware that under the Welfare Reform Act 2012, if they have more bedrooms than they are deemed to need, they may not receive housing benefit for any extra rooms that they have. They may be entitled to receive additional help with the cost of this – they should contact their local housing benefit team for more advice.

Additional bedrooms required on medical grounds

In addition to the number of people living in the household, there may be exceptional cases when applicants are eligible to apply for properties with an extra bedroom required to meet specific needs. These requirements will only be met in exceptional circumstances, such as the need for an extra room to install essential medical equipment, for example a kidney dialysis machine.

An applicant may be eligible for an additional bedroom for a carer where they can demonstrate that an overnight staying carer (or team of carers) is essential on a permanent basis. We would expect that the overnight carer/team of carers stay with the applicant for a minimum of four nights per week. We may ask for evidence to support this, which identifies the need for overnight care. This could be a care plan or proof that Carer's Allowance is in payment.

Applicants awarded an extra bedroom on medical grounds will be considered to be overcrowded and will be assessed as such, so no further priority for medical grounds will be granted.

Please note that under the Welfare Reform Act 2012, if an applicant has more bedrooms than they are deemed to need, they may not receive housing benefit for any extra rooms that they have. The applicant should speak to their local housing benefit team for advice before accepting an offer of a tenancy.

Household size preference

When letting homes, preference may be given to those applicants whose household size is most appropriate for the number of bedrooms in the property to make best use of housing stock. Where preference is given, it will be clearly stated in the property advert. For example, when letting a three bedroom house preference may be given to a family with two or more children over those families with fewer children.

Where preference is applied, the order in which bids will be considered is:

- local connection
- priority band
- preference for household size
- priority date.

Larger Households

We define larger households as households that require four or more bedrooms.

There is a very limited supply of properties with four or more bedrooms. Larger families are therefore encouraged to bid for larger three-bedroom properties (including parlour-type properties, which have an additional downstairs room that may be used as an additional bedroom).

Larger households re-housed through Home-Options may have to accept a limited degree of overcrowding, including cases which would normally be considered as overcrowding within the terms of this policy (see section 8: Priority on the Housing Register), and will not qualify to re-register for two years unless there is a significant change in their circumstances e.g. so that they would qualify for priority bands A, B, or C (except those priority bans relating to overcrowding).

10. Advertising available homes

Property designation

For the purposes of this policy, Home-Options defines **single persons' accommodation** as a property that has no more than one bedroom which may be suitable for a person living alone or a couple living together as partners. This could be a bedsit (for single people only) or a one-bedroom flat or house (for single people or couples).

Family accommodation is defined a property with two or more bedrooms which is suitable for families with dependent children (see section 9(iv)). This could include a house, flat or maisonette with two or more bedrooms.

Older person's accommodation is defined as accommodation with one or two bedrooms that is designated for applicants of a certain age (see section 10(iii)). This could include bedsits, flats or bungalows.

Where properties have previously been advertised unsuccessfully, Home-Options may set aside the usual property designations and invite bids from all applicants (see section 10(x)).

Property adverts

Eligibility criteria within the adverts for the property will be shown, such as:

- The minimum and maximum number of persons in the household
- If there are age limits or for households without dependent children
- The mobility group, if applicable
- If pets are allowed
- Whether it is sheltered housing
- Whether preference will be given to applicants satisfying any local lettings policy.
- The advert will also specify:
 - Which landlord owns the property
 - The number of bedrooms
 - The weekly/monthly rent and any other charges
 - Floor level (if a flat)
 - Lift availability
 - Special features (garden, pets)
 - When the property will be ready for occupation (where possible)

- Other useful information about the local area.

Applicants are encouraged not to express an interest in properties they are not interested in, as they will waste one of their three bids as well as potentially wasting officer time.

There is a very limited supply of social housing with four or more bedrooms therefore alternative housing options should be considered by applicants requiring this size of property.

Accommodation designated for older and/or disabled people

Some accommodation advertised through Home-Options is designated for older and/or disabled applicants, who are able to live independently. Such accommodation offers the potential for people to maximise their independence in a secure and supportive environment.

Level-access accommodation

In certain circumstances, where an applicant requires ground floor or level access accommodation because of a medical, disability or support need, a property with an age-designation may be let to someone under the specified age to meet the needs of the applicant.

Adapted properties

Where properties have been built or adapted to meet the particular needs of tenants with disabilities, details of those adaptations will be set out when the properties are advertised. Due to the limited supply of adapted properties, in the first instance preference will be given to households who require the adaptations, irrespective of banding.

For example, two families bid for a house that has a through-floor lift and level-access shower on the first floor. Family B are in band B and have a family member who has limited mobility – he can manage to climb stairs but it takes time. Family C are in band C and have a family member who uses a wheelchair all the time. In this case, as Family C would most benefit from the adaptation, then they would be offered the property first (even though they have a lower priority than Family B).

Home-Options staff will work with their local adult care teams to ensure that people who require an adapted property are made aware of the availability of adapted property. Adapted properties should always be advertised to maximise the transparency in the allocation of this scarce resource.

Local lettings policies

Local lettings policies have an important role in widening housing choices for local people and helping to provide sustainable communities. The national and regional housing agendas encourage mixed tenures that cater for a range of households with varying needs and aspirations.

Home-Options will work with local councils and registered providers to develop local lettings policies for new and existing developments where there is a case to do so. Properties may be made available to households that would not otherwise have the opportunity to access affordable housing. This will ensure the developments cater for a variety of residents as opposed to concentrations of households with particular support needs.

Local lettings policies will be based upon the needs of local people and developed in consultation with residents. The expected outcomes of any local lettings policies should be clearly set out and

the impact of the plans will be monitored to make sure they meet their objectives. Local lettings policies should be for a fixed period of time and subject to regular review.

Where there are specific issues, local lettings policies can also assist in the management of existing stock to help resolve issues such as child density, antisocial behaviour or mixed communities. This could include giving additional preference to applicants who are working, volunteering or training.

In appropriate locations, local lettings policies may be used to give a higher priority to certain applicants having a specific local connection to a village, parish or locality. This will help provide sustainable communities by helping people to stay close to their support mechanisms from families or friends, local schools and jobs. In these circumstances the priority within a band will firstly be given to any applicants having a local connection and secondly to the date registered in the band.

Properties may be advertised outside of the Home-Options policy rules for property size designation where a local lettings policy has been agreed. Generally these will be properties on new developments where local lettings policies allow lower occupancy to balance communities.

Where it is required for efficient management of a registered provider's housing stock, with the agreement of the local authority the property may be advertised with lower occupancy requirement.

Where a property has been advertised for at least one bidding cycle and received no successful expressions of interest, the property may be re-advertised with lower occupancy requirement.

Local lettings policies will be advertised on the Home-Options website, so that the letting of properties is clear and transparent.

Due to the requirements of planning permission, some new developments within the Home-Options area may also carry restrictive criteria for local lettings i.e. giving preference to people who have a local connection with the parish where the property is built. These properties will be advertised with the relevant clause inviting local people to express an interest.

For further information on how local lettings policies are used, see Appendix 5.

Registered providers

Registered providers (also known as housing associations) who are not one of the main partners listed in section 2 can advertise properties for rent through Home-Options.

Applicants on the housing register will be invited to bid in response to these advertisements. Where the registered provider plans to allocate property under different criteria to this policy, it will be clearly stated in the advert.

The registered provider will normally offer the accommodation to the applicant with the highest priority, under their current nomination agreement. Registered providers are encouraged to allocate their homes in accordance with this policy, but some may have their own policy and may accept or refuse nominations on grounds not covered in this policy.

Extracare Schemes

Extracare Housing is housing designed with the needs of older people in mind and with varying levels of care and support available on site.

Home-Options will advertise available Extracare schemes in the Home-Options area. When nominating to Extracare schemes, it is important to ensure that an applicant's needs can be adequately supported so nominations will be discussed and agreed with Derbyshire County Council or Staffordshire County Council and any relevant care providers.

Direct lets

Most properties will be advertised through Home-Options. However in certain circumstances some properties may be let directly.

Where an applicant is identified as requiring a direct let, the case will be referred to a senior officer for approval.

The list below gives examples of where we might do this. This list is not exhaustive:

- where an award of a tenancy is required to ensure protection of the public, for example, following a decision made by a Multi-Agency Public Protection panel, or where a customer has been referred as part of the witness protection scheme
- where an existing social housing tenant in the district needs to move due to imminent risk to safety
- where an applicant's property is being repaired and they need to be moved from the property on a temporary or permanent basis and a delay would have an adverse impact upon the renovation project or contract
- properties let as temporary accommodation in support of the local authority's duty under the homelessness legislation (for example ground floor level access accommodation for a homeless applicant who requires the use of a wheelchair)
- where succession to a tenancy has been granted but the property is unsuitable for the applicant's long-term occupation
- where an award of tenancy is made in discharge of a homelessness duty.

Direct lets will not impact on reasonable preference and will only be used in exceptional circumstances. In all cases, the registered provider and local authority will need to agree to the necessity of a direct let.

Direct lets will be made on the basis of a suitable property becoming available.

'Available Now' properties

Where a property has been advertised for one bidding cycle and has attracted no bids or has attracted bids but those bids have not resulted in a tenancy, it may then be advertised on an 'Available Now' basis.

When considering bids for 'Available Now' properties, consideration will be given to the household eligibility matrix (See section 9(ii)) to ensure that the property is suitable for the applicant and their household. Where multiple bids are received, applicants will be considered by local connection, priority band and priority date (see section 11(ii)), otherwise applications will be prioritised by the date upon which the bid was made (household size preference may also be applied (see section 11(vii))).

Some properties may be let on a first-come, first-served basis and applicants may be contacted before the end of the bidding cycle to discuss the property.

11. Bidding and selection

Expressions of interest (bidding)

Properties will be advertised through Home-Options and all applicants will be able to express an interest (bid) for properties available that they are eligible to bid for (see section 9(i)). Adverts may state if a property is targeted at certain applicants, e.g. over a certain age or at households with a specific medical need (for example, ground floor accommodation).

Properties will normally be advertised by relevant local authority area. All Home-Options applicants will be encouraged to bid for any property they are eligible for and interested in, irrespective of their local connection.

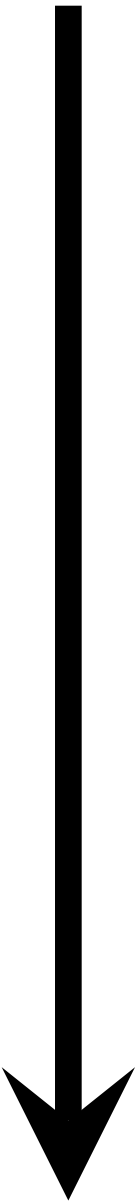
Applicants will be entitled to a maximum of three 'live' bids at any one time. Applicants will not be able to place any further bids while they have three bids registered against properties that are currently being advertised.

Sometimes if an application is set to pending, the applicant will not be able to participate in the bidding process. For details of when this happens see section 6(xvi).

The selection process

Once the advertising cycle is closed, all eligible bids for each property are placed in priority order. Priority is decided first by the local authority area, second by band and thirdly by priority date within the band (see below – unless preference is being given to a household based upon the size of the property – see 11(viii) - or a local lettings policy applies as outlined in section 10(vi) when priority within the band is firstly given to someone with a specific local connection). If there are no eligible bidders for a property the Housing Options team may decide to make a direct letting or re-advertise the property.

The order in which bids are considered

	The applicant has a connection with the local authority area where the advertised property is located	
1	Band A (by Priority Date)	
	Band B+ (Band B+1 by Priority Date, then Band B+2 by Priority Date)	
2	Band B (by Priority Date)	
3	Band C (by Priority Date)	
4	Band D (by Priority Date)	
	The applicant has a local connection with a Home-Options area (except Chesterfield) but not the local authority area where the advertised property is located	
5	Band A (by Priority Date)	
	Band B+ (Band B+1 by Priority Date, then Band B+2 by Priority Date)	
6	Band B (by Priority Date)	
7	Band C (by Priority Date)	
8	Band D (by Priority Date)	
	All other registered applicants with any local authority area within the Home-Options area (except those who are registered with Chesterfield Borough Council but who do not have a local connection)	
9	Band A (by Priority Date)	
	Band B+ (Band B+1 by Priority Date, then Band B+2 by Priority Date)	
10	Band B (by Priority Date)	
11	Band C (by Priority Date)	
12	Band D (by Priority Date)	

An offer of a new home to a household on the housing register will depend on a 'live' application on the housing register, and also:

- the composition of the applicant's household
- choices or bids made by the applicant
- the priority that the Home-Options policy gives to different types of housing need
- the size and availability of properties.

Due to the impact of welfare reform, some landlords may also ask prospective tenants to complete an affordability assessment to ensure that they can afford to pay the rent before they are offered a tenancy. If an applicant cannot demonstrate that they can afford the rent and any other charges (which may include rent in advance), then the offer may be withdrawn.

Applicants by-passed for any reason will be contacted with the reason why they have not been considered for accommodation. Applicants have the right to review this decision (see Part 13: Home-Options review procedure).

Viewing a property

Viewing takes place after the bidding process. Some properties still have tenants living there when they are advertised so applicants should not try to view unless asked to do so. No unauthorised viewing should take place.

Some housing providers will expect applicants to sign-up for the tenancy at the same time as the viewing. Applicants should be aware of this and ensure that they have any necessary documentation and/or rent in advance required.

Multiple viewings may be arranged for certain properties. This means that more than one applicant will be invited to view the same property (for example, a shortlist of the first three highest priority bidders). The applicant with the highest priority will be offered the property if they are interested. If refused, the property will then be offered to be next highest priority bidder, and so on.

Change of circumstances

It is the applicant's responsibility to inform Home-Options of any changes in their circumstances. Applicants are advised to inform their nearest Home-Options team of any changes as soon as possible so that their application can be kept up to date.

Checks will be made at the time of the offer to ensure that the household details are correct and the property is suitable for the household size. If a household's housing situation has changed, then a housing offer may be withdrawn. The status of the application will be set to 'pending' until the applicant provides proof of their change of circumstances and the information has been verified (see section 6(xvi)).

Applicants who fail to bid

Home-Options may from time to time review applicants who have not taken part in the bidding process and ascertain their reason(s) for not bidding. Applicants may have their priority reviewed

(see section 8). For applicants in higher bands partners may instigate assisted bidding (see section 11(vi)).

Assisted bidding

Assisted bidding is making bids on an applicant's behalf. Assisted bids will be placed on accommodation that best suit an applicant's situation based on available properties and the general housing circumstances of the area.

Assisted bidding may be used in circumstances such as:

- Band A, Band B+ and Band B applicants deemed in urgent need of accommodation who fail to bid for suitable property
- applicants to whom a homeless duty is owed and where a partner is working with them to resolve their homelessness
- where vulnerable applicants instruct Home-Options to make bids on their behalf.

The timescales for assisted bidding vary by area, due to local demands and supply of property.

If an applicant refuses to accept accommodation offered under these circumstances to solve their immediate housing difficulty their priority will be reviewed and may be removed. Applicants have a right of review of this decision (see Part 13: Home-Options Review Procedure).

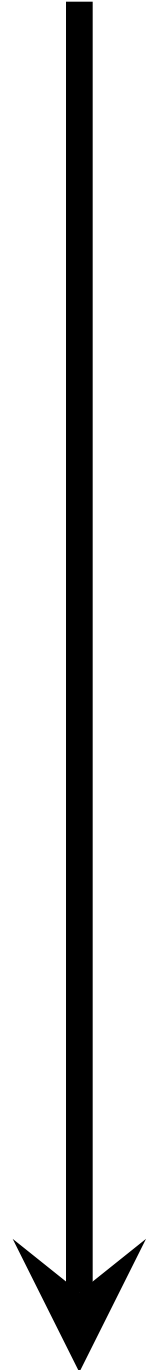
Selection with preference given to household size

When properties have been advertised with preference given to household size, the order in which bids will be considered is:

- local connection
- priority band
- preference for household size
- priority date.

For example:

The order in which bids are considered where preference is given to household size	
	The applicant has a connection with the local authority area where the advertised property is located
1	Band A (by household size <u>then</u> Priority Date)
	Band B+ (by household size then Priority Date)
2	Band B (by household size <u>then</u> Priority Date)
3	Band C (by household size <u>then</u> Priority Date)
4	Band D (by household size <u>then</u> Priority Date)
	The applicant has a local connection with a Home-Options area (except Chesterfield) but not the local authority area where the advertised property is located
5	Band A (by household size <u>then</u> Priority Date)
	Band B+ (by household size then Priority Date)
6	Band B (by household size <u>then</u> Priority Date)
7	Band C (by household size <u>then</u> Priority Date)
8	Band D (by household size <u>then</u> Priority Date)
	All other registered applicants with any local authority area within the Home-Options area (except those who are registered with Chesterfield Borough Council but who do not have a local connection)
9	Band A (by household size <u>then</u> Priority Date)
	Band B+ (by household size then Priority Date)
10	Band B (by household size <u>then</u> Priority Date)
11	Band C (by household size <u>then</u> Priority Date)
12	Band D (by household size <u>then</u> Priority Date)



12. Offers and Refusals

Pre-tenancy checks

Any offers of accommodation will be subject to verification that the applicant's circumstances have not changed since they have applied or that any changes that might affect the applicant's priority have been notified to Home-Options. Failure to inform Home-Options of any material change in their circumstances may result in the offer of accommodation being withdrawn.

Applicants will be expected to provide evidence of their identity and the identity of anyone to be rehoused with them, as well as their current address before any tenancy can be agreed.

It is a criminal offence for an applicant or anyone providing information on their behalf to knowingly or recklessly make false statements or to knowingly withhold information that is reasonably requested by Home-Options. This includes but is not limited to information requested at the time of application, any change of circumstances or subsequent review of the application.

A criminal offence is also committed if a third party provides false information, whether requested to by the applicant or not. This applies at any stage of the process.

Where information is withheld or falsely provided, the applicant's application may be removed and the applicant may be considered not to qualify to join the housing register for a further period of up to 12 months. The applicant may also face criminal prosecution. Applicants have the right to ask for a review of a decision to remove their application from the housing register.

Where false information or withheld information has resulted in the applicant obtaining a tenancy, the relevant landlord may bring legal proceedings to recover possession of the property as well as any costs incurred.

If an applicant is found to be non-qualifying then any offer of accommodation can be withdrawn (see section 6(iii)). This may be as a result of criminal or anti-social behaviour or breaches of tenancy committed since the applicant first applied.

Any decision that an offer of accommodation should be withdrawn will be subject to review. The applicant will be informed in writing of the decision and of their right to ask for a review.

Once an offer has been made and accepted, the new tenancy offered must be the sole residence of all members of the household and any existing tenancy must be relinquished (checks may be made following acceptance of an offer to ensure that other tenancies are relinquished).

Rejecting Applicants on the Property Shortlist

In certain circumstances, applicants may be rejected for properties for which they have bid following an assessment of their circumstances. This can include but is not limited to:

- Accepted higher priority nomination – in exceptional cases, an applicant may be rejected because the property is required for someone else who requires urgent re-housing
- Adapted property not required – the advertised property has adaptations but they are not required by the applicant

- Anti-social behaviour disqualification – where there is a history of anti-social behaviour at the advertised property and the applicant also has a history of anti-social behaviour and the letting may cause further issues
- Applicant cannot afford rent in advance – some registered providers ask for rent in advance and an applicant may be rejected if they cannot afford this
- Applicant does not meet the charitable status of the registered provider – some registered providers are registered charities and an applicant may be rejected if they do not meet the providers' objectives
- Circumstances of household have change since last assessed – the applicant's housing circumstances have changed and they have not informed Home-Options. The applicant will be rejected for the current shortlist until their housing application has been updated and their situation re-assessed
- Does not comply with advert criteria- there are criteria in the property advert that the applicant does not meet. This may relate to employment, family make up or other reasons
- Does not meet local connection criteria – the applicant does not meet the local connection criteria i.e. they do not have a connection to a particular parish or area
- Failed property inspection – transferring tenants will often have a pre-transfer inspection where their landlord checks that the property has been maintained to an agreed standard. If the standard is not met, then that tenant may be bypassed on the shortlist
- Failed to produce required documentation/unable to verify – the applicant is unable to produce proof of identity or address for the applicant or their household members
- Failed to respond to Offer – an offer has been made to an applicant but they have not responded. This may result in the application being set to pending and the applicant being unable to place further bids or be considered for other properties (See 11.viii Not responding to offer letters or attending viewings for details)
- Following financial assessment, applicant cannot afford rent – taking any housing benefit and/or Universal Credit or other welfare benefits into account, the applicant has insufficient income to be able to afford to pay the rent
- In Arrears- the applicant is a current tenant and has arrears of rent such as that they are not eligible to join Home-Options or would have their application suspended while they maintain a satisfactory payment plan (see section 6(viii) for details)
- Lack of support – the applicant will require support to establish/maintain their tenancy and the necessary support is not available
- Letting too sensitive for this member – the letting is deemed too sensitive for reasons of child protection or the protection of vulnerable adults

- Locata matched household to property in error – an error with the software used to provide the Home-Options service has registered a bid against a property that an applicant is not eligible for
- Member Ineligible – following assessment, the applicant is no longer eligible to be registered on Home-Options
- Pets unacceptable – the applicant has pets and this does not meet with the landlord’s pets policy
- Property cannot be adapted to meet their needs – applicant requires adaptations to the property but it cannot be adapted to meet their needs
- Property Withdrawn – the tenant currently living in the property has withdrawn their notice or the property requires extensive repair work and will not be available to move into for the foreseeable future or the property is to be sold
- Very exceptional circumstances to be agreed by Housing Needs Manager (or equivalent) – in exceptional circumstances where the offer will present serious problems for the applicant, their household or other people living in the vicinity of the property, that are not covered by the criteria above.

In all cases, the applicant will be advised why they have been rejected and advised of their right to ask for that decision to be reviewed. See section 13: Home-Options Review Procedure for details.

Not responding to offer letters or attending viewings

Following a successful bid, where an applicant does not respond to an offer of accommodation or an invitation to view a property, their application may be set to ‘pending’ until contact is made.

Refusal following a bid

Home-Options will offer assistance and guidance to applicants, including vulnerable applicants, to help them through the application, bidding, viewing and sign-up processes.

Where an applicant does not keep an appointment to view a property or otherwise does not contact Home-Options regarding the offer, this will normally be treated as a refusal. If an applicant was unable to keep a viewing appointment and was also unable to give prior notification to this effect, the offer may, at the discretion of Home-Options, be re-instated providing it has not already been re-offered to another applicant. This will also apply to vulnerable applicants who, by reason of their vulnerability, were unable to attend a viewing appointment.

Applicants have the right to ask for a review of this decision. See section 13: Home-Options Review Procedure for details.

Multiple Refusals of Offers

The Home-Options Partnership does not want to unduly penalise applicants who wish to exercise choice in where they wish to live. Never-the-less, the purpose of Home-Options is to help

applicants find a home. Applicants who repeatedly refuse suitable offers of accommodation which are deemed to meet their housing needs may have their housing application removed from the housing register.

Applicants who refuse five formal offers of accommodation within any 12 months period may have their application removed. A formal offer is defined as:

- an offer to view a property
- an offer to sign for a tenancy.

Provisional offers of accommodation e.g. a phone call, email or letter asking the applicant if they are interested in the property, are not considered to be a formal offer of accommodation and do not count towards the five offers of accommodation.

A property is considered suitable if it is affordable, of sufficient size for the applicant and their household and is in area where the applicant is not risk.

Applicants will be removed from the housing register. They may qualify to re-apply after a period of 12 months. Applicants who are removed from Home-Options as a result of refusing five offers may only reapply within the 12 month period if they have an exceptional change in their circumstances and their application is approved by a senior officer.

Applicants have the right to ask for a review of this decision. See section 13: Home-Options Review Procedure for details.

Affordability

The Home-Options Partnership and its partner housing providers wish to ensure that applicants who are rehoused through Home-Options are able to make a success of their tenancies.

With changes to welfare benefits and the squeeze on household budgets, many landlords are asking applicants to complete a financial assessment before they will be accepted for a tenancy. Where this applies, it will be clearly stated in the property advert. Landlords reserve the right not to make an offer of accommodation if it is clear that the prospective tenant has insufficient resources to be able to pay the rent (including any rent in advance) and/or service/support charges.

Any decision not to make an offer of accommodation will be subject to review. The applicant will be informed in writing of the decision and of their right to ask for a review.

Feedback on let properties

All properties let through Home-Options will be listed on the Home-Options website showing the number of bidders for each property, and the band and priority date of the successful applicant. Applicants are advised to refer to the feedback to help them to understand their housing prospects and whether they are likely to be re-housed.

Other linked schemes and housing options

Due to the pressures on social housing across the Home-Options area, applicants will receive advice and information about a range of housing options such as low-cost home ownership schemes, suitable private rented accommodation and mutual exchanges.

Home-Options provides an enhanced housing options service. There is both insufficient supply to accommodate everyone who applies and social housing is not necessarily the most appropriate form of accommodation for every applicant.

Home-Options will encourage applicants to consider the full range of options available to them, enabling them to make informed choices about where, and in which type of property, they choose to live.

Housing options other than social housing may be a more appropriate way of resolving the applicant's housing needs. This could include a mutual exchange for social housing tenants, or renting from a private landlord.

13. Homeless applicants

Overview

Local authorities have a duty to prevent or relieve homelessness. Under the Housing Act 1996 (as amended by the Homelessness Act 2002 and the Homelessness Reduction Act 2017) their aim is to prevent applicants becoming homeless and/or to help the applicant resolve their homelessness as quickly as possible. Bidding for accommodation through Home-Options is one of the ways in which eligible applicants will be expected to try to resolve their homelessness.

Registration

If a Home-Options local authority partner has accepted a duty towards an applicant under part 7 of the Housing Act 1996 (as amended), then the homeless applicant may be asked to register with Home-Options.

Applicants who have a duty owed to them under the homelessness legislation are exempt from the Local Residency Requirement and will therefore qualify to join Home-Options (subject to any further restrictions in section 6 - Eligibility and Qualification to join the Housing Register).

Local connection for homeless applicants

Homeless applicants will be awarded local connection in certain circumstances, determined by their connection to the Home-Options area and the duty owed to them by one of the Home-Options local authority partners under part 7 of the Housing Act 1996 (as amended).

Qualification and local connection for homeless applicants is set out in Appendix 10.

Bidding and offers

Eligible homeless applicants whose personalised housing plans identify social housing as a means of preventing or relieving their homelessness will generally be expected to bid for advertised properties in the same way as other applicants.

Homeless applicants should bear in mind that there is a limited supply of accommodation and they are encouraged to bid for every suitable property. If a homeless applicant fails to express interest in advertised accommodation deemed to be suitable for their needs in line with the actions in their personalised housing plan, assisted bidding may be used to help them to secure accommodation (see Section 11(vi) Assisted bidding).

Assisted bids will be placed on accommodation that best suit an applicant's situation based on available properties and the general housing circumstances of the area. When assisted bidding takes place the local authority (or their agent) will contact homeless applicants informing them of properties where a bid has been placed on their behalf.

Homeless applicants should always seek advice about the implications of turning down an offer of accommodation from their local homelessness team as it may affect the duty that they are owed.

When a homelessness duty ends

Applicants whose homelessness duty comes to an end will have their housing application reviewed. If they no longer qualify to be registered on Home-Options, then their application will be removed.

Appeals and reviews

Homeless applicants will be dealt with in accordance with the relevant codes of guidance and within the procedures of the relevant local authority. This will include appeals and reviews, and information on these will be provided to homeless applicants by the local authority.

14. Home-Options Review Procedure

Overview

Under section 166A of the Housing Act 1996, applicants have the legal right to ask for a review of decisions made about their housing application. These include:

- whether to accept an application on to the Home-Options register,
- the band or priority date that an applicant has been awarded,
- the suitability of a property an applicant may be nominated for (in cases relating to the suitability of a property, the property will not be held while the review is undertaken and may be offered to other applicants on the shortlist).

This is not an exhaustive list.

Initial stage

If there is a decision taken on an application that an applicant does not agree with, then they should speak to their local Home-Options team first. There may be information or a change of circumstances that has not been taken into account and the team was not aware of the change.

Stage one

If after speaking to their local Home-Options team the applicant is still not happy with the decision the applicant can ask for their application to be re-assessed by a senior officer not involved with the original decision.

Stage one of the process is as follows:

- applicants contact their local Home-Options team within 15 working days of receiving a decision letter, explaining why they think the decision is wrong and asking for the decision to be reviewed (the applicant can write a letter, send an email or speak to a member of staff who will note the reasons for asking for the review)
- the senior officer will deal with an applicant's request within 15 working days or contact the applicant and advise if it will take longer, If more time is required, the Home-Options team will advise the applicant
- the senior officer will write to the applicant with the outcome of the re-assessment within a further five working days.

If an applicant is still not happy with the decision after a re-assessment they can ask for a stage two review of the decision.

Stage two

On receipt of a request for a stage two review, the Home-Options Co-ordinator (an officer employed by the Derbyshire and Staffordshire Moorlands Home-Options Partnership) will carry out a mandatory reconsideration of the decision to check if the policy has been applied correctly.

If, in the opinion of the Home-Options Co-ordinator, the policy has not been applied correctly, then the Home-Options Co-ordinator will make recommendations as to how matters can be rectified. If, in the opinion of the Home-Options Co-ordinator, the policy has been correctly applied (or either the partner or the applicant do not agree with the recommendations), then the review will proceed to stage two.

The process for stage two reviews is as follows:

- applicants contact their local Home-Options team and ask for a review within 15 working days of receiving the senior officer's decision. They should set out the reasons why they think the decision should be changed and any relevant information that they want to be taken into account
- a Review Panel will be set up, made up of at least three senior officers from different Home-Options partners. The original Home-Options area or partner where the review request has been made from will not be involved so any review is impartial. The Home-Options Review Panel will carry out the review and check all relevant information has been collected and dealt with correctly
- the review will be completed within 15 working days and applicants will receive a written response within a further 5 working days. In exceptional situations the Review panel may require a longer period of time where further information is required or the complexity of the case requires further input from specialists. In such cases, the applicant will be informed about the decision to extend the 15 day period.

Applicants can request an oral hearing, if they prefer to provide information verbally. The procedure for oral hearings is included in Appendix 6.

Supporting information

The applicant should provide any supporting information they would like taken into account when they ask for a review. If the panel requires any additional information from the applicant, then the applicant will be contacted and asked to provide the information by an agreed date. If the information is not provided as requested, the reviewing officer/panel may make a decision based on the information available to them at that time.

Informing the applicant of an outcome of a review

When a review decision has been made, the applicant will be notified in writing of:

- the information was taken into consideration,
- how the decision was reached by the review officer/panel, and
- how the decision affects their housing application.

If the applicant is still not satisfied

If an applicant is still not happy with the outcome of a review following the stage two review, they can appeal to their local Home-Options partner with reference to the respective partner's complaints procedure.

The Local Government and Social Care Ombudsman

Ultimately, the applicant may appeal to The Local Government and Social Care Ombudsman, an independent body that investigates complaints about councils and other organisations providing a public service. The service is independent and free to use, but the Ombudsman will normally expect that applicants will use the full complaints procedure above before asking the Ombudsman to get involved.

More information about the Ombudsman can be found on the website <https://www.lgo.org.uk/>.

15. Appendices

Appendix 1: Supporting information

In order for an applicant to prove the identity and/or eligibility of members of their household, one of the documents from each of the following areas will usually be necessary:

- Eligibility for housing - passport, national identity card, Home Office documents, proof of housing benefit;
- Identity - birth certificate, passport, driving licence, immigration papers;
- Residence - electoral register entry, rent book/card, recent bill or credit payment book for gas, electricity or water supply, pension notification, confirmation from employer or Department of Work and Pensions/Jobcentre Plus, tenancy agreement, full driving licence, recent bill for Council Tax or telephone, recent bank statement;
- Children - Child Benefit notification, residence order, statement of arrangements for children, confirmation from Department of Work and Pensions, Adult Care, health and education authorities, full birth certificate (where children have previously been cared for by another person, including an ex-partner, and in the absence of a Residence Order from the courts, a combination of this evidence must be provided. Home-Options will consider each case on its merits in order to be satisfied with whom children are reasonably expected to reside);
- In cases of threatened eviction – tenancy agreement, notice to quit, tenancy deposit protection scheme paperwork, court order and/or landlord reference.

If an applicant is unable to provide the necessary documents and there appears to be good reason for this, the case will be referred to the local manager of the Home-Options scheme. The manager will consider other sources of information such as the Department of Work and Pensions, Jobcentre Plus or confirmation from support providers who have already determined the applicant's identity.

Appendix 2: Habitual residence

1. In practice, when considering housing applications from persons subject to the habitual residence test, it is only necessary to investigate habitual residence if the applicant has arrived or returned to live in the UK during the two year period prior to making the application.

Definition of habitual residence

2. The term 'habitual residence' is not defined in legislation. Housing authorities should always consider the overall circumstances of a case to determine whether someone is habitually resident in the Common Travel Area.

General principles

3. When deciding whether a person is habitually resident, consideration must be given to all the facts of each case in a common sense way. It should be remembered that:

- the test focuses on the fact and nature of residence
- a person who is not resident somewhere cannot be habitually resident there
- residence is a more settled state than mere physical presence in a country. To be resident a person must be seen to be making a home. It need not be the only home or a permanent home but it must be a genuine home for the time being. For example, a short stay visitor or person receiving short term medical treatment is not resident
- the most important factors for habitual residence are length, continuity and general nature of actual residence rather than intention
- the practicality of a person's arrangements for residence is a necessary part of determining whether it can be described as settled and habitual
- established habitual residents who have periods of temporary or occasional absence of long or short duration may still be habitually resident during such absences.

Action on receipt of an application

Applicant came to live in the UK during the previous two years

4. If it appears that the applicant came to live in the UK during the previous two years, authorities should make further enquiries to decide if the applicant is habitually resident, or can be treated as such.

Factors to consider

5. The applicant's stated reasons and intentions for coming to the UK will be relevant to the question of whether he or she is habitually resident. If the applicant's stated intention is to live in the UK, and not return to the country from which they came, that intention must be consistent with their actions.

6. To decide whether an applicant is habitually resident in the UK, authorities should consider the factors set out below. However, these do not provide an exhaustive check list of the questions or factors that need to be considered. Further enquiries may be needed. The circumstances of each case will dictate what information is needed, and all relevant factors should be taken into account.

Why has the applicant come to the UK?

7. If the applicant is returning to the UK after a period spent abroad, and it can be established that the applicant was previously habitually resident in the UK and is returning to resume his or her former period of habitual residence, he or she will be immediately habitually resident.

8. In determining whether an applicant is returning to resume a former period of habitual residence authorities should consider:

- when the applicant left the UK
- how long the applicant lived in the UK before leaving
- why the applicant left the UK
- how long the applicant intended to remain abroad
- why the applicant returned
- whether the applicant's partner and children, if any, also left the UK
- whether the applicant kept accommodation in the UK
- if the applicant owned property, whether it was let, and whether the lease was timed to coincide with the applicant's return to the UK
- what links the applicant kept with the UK
- whether there have been other brief absences
- why the applicant has come back to the UK.

9. If the applicant has arrived in the UK within the previous two years and is not resuming a period of habitual residence, consideration should be given to his or her reasons for coming to the UK, and in particular to the factors set out below.

Applicant is joining family or friends

10. If the applicant has come to the UK to join or re-join family or friends, authorities should consider:

- whether the applicant has sold or given up any property abroad
- whether the applicant has bought or rented accommodation or is staying with friends

- whether the move to the UK is intended to be permanent.

Applicant's plans

11. Authorities should consider the applicant's plans, e.g.:

- if the applicant plans to remain in the UK, whether their stated plan is consistent with their actions
- whether any arrangements were made for employment and accommodation (even if unsuccessful) before the applicant arrived in the UK
- whether the applicant bought a one-way ticket
- whether the applicant brought all their belongings
- whether there is evidence of links with the UK, e.g. membership of clubs.

12. The fact that a person may intend to live in the UK for the foreseeable future does not, of itself, mean that habitual residence has been established. However, the applicant's intentions along with other factors, for example the disposal of property abroad, may indicate that the applicant is habitually resident in the UK.

13. An applicant who intends to reside in the UK for only a short period, for example for a holiday or to visit friends is unlikely to be habitually resident in the UK.

Length of residence in another country

14. Authorities should consider the length and continuity of an applicant's residence in another country:

- whether the applicant has any remaining ties with his or her former country of residence
- whether the applicant stayed in different countries outside the UK.

15. It is possible that a person may own a property abroad but still be habitually resident in the UK. A person who has a home or close family in another country would normally retain habitual residence in that country. A person who has previously lived in several different countries but has now moved permanently to the UK may be habitually resident here.

Centre of interest

16. An applicant is likely to be habitually resident in the Common Travel Area despite spending time abroad, if his or her centre of interest is located in one of these places.

17. People who maintain their centre of interest in the Common Travel Area for example a home, a job, friends, membership of clubs, are likely to be habitually resident there. People who have retained their centre of interest in another country and have no particular ties with the Common Travel Area are unlikely to be habitually resident.

18. Authorities should take the following into account when deciding the centre of interest:

- home
- family ties
- club memberships
- finance accounts.

19. If the centre of interest appears to be in the Common Travel Area but the applicant has a home somewhere else, authorities should consider the applicant's intentions regarding the property.

20. It is not uncommon for a person to live in one country but have property abroad that they do not intend to sell. Where such a person has lived in the Common Travel Area for many years, the fact that they have property elsewhere does not necessarily mean that they intend to leave, or that the applicant's centre of interest is elsewhere.

Appendix 3: Local Connection – Section 199, Housing Act 1996

(1) A person has a local connection with the district of a local housing authority if he has a connection with it—

- a) because he is, or in the past was, normally resident there, and that residence is or was of his own choice,
- b) because he is employed there,
- c) because of family associations, or
- d) because of special circumstances.

(3) Residence in a district is not of a person's own choice if—

(b) he, or a person who might reasonably be expected to reside with him, becomes resident there because he is detained under the authority of an Act of Parliament.

(5) The Secretary of State may by order specify circumstances in which—

- (a) a person is not to be treated as employed in a district, or
- (b) residence in a district is not to be treated as of a person's own choice.

(6) A person has a local connection with the district of a local housing authority if he was (at any time) provided with accommodation in that district under section 95 of the Immigration and Asylum Act 1999 (support for asylum seekers).

(7) But subsection (6) does not apply—

(a) to the provision of accommodation for a person in a district of a local housing authority if he was subsequently provided with accommodation in the district of another local housing authority under section 95 of that Act, or

(b) to the provision of accommodation in an accommodation centre by virtue of section 22 of the Nationality, Immigration and Asylum Act 2002 (c. 41) (use of accommodation centres for section 95 support).]

(8) While a local authority in England have a duty towards a person under section 23C of the Children Act 1989 (continuing functions in respect of former relevant children)—

(a) if the local authority is a local housing authority, the person has a local connection with their district, and

(b) otherwise, the person has a local connection with every district of a local housing authority that falls within the area of the local authority.

(9) In subsection (8), "local authority" has the same meaning as in the Children Act 1989 (see section 105 of that Act).

(10) Where, by virtue of being provided with accommodation under section 22A of the Children Act 1989 (provision of accommodation for children in care), a person is normally resident in the district of a local housing authority in England for a continuous period of at least two years, some or all of which falls before the person attains the age of 16, the person has a local connection with that district.

(11) A person ceases to have a local connection with a district under subsection (10) upon attaining the age of 21 (but this does not affect whether the person has a local connection with that district under any other provision of this section).

Section 199 was amended by section 315 of the Housing and Regeneration Act 2008 so that for the purposes of an application for social housing under Part 6 of Housing Act 1996, someone serving in the Armed Forces will be able to establish a local connection with a district through residence of choice or employment there, in the same way as a civilian person. The amendments apply in respect of all applications for housing made on or after 1 December 2008.

Appendix 4: The Right to Move

Summary

Under the Allocation of Housing (Qualification Criteria for Right to Move) (England) Regulations 2015 (SI 2015/967) applicants who are existing social housing tenants will not have to meet the Local Connection requirement if they need to move to the Home-Options area to either be closer to their place of work in the area or to take up an offer of work in the area, provided that such a move will alleviate hardship.

Assessing hardship

In assessing whether an applicant needs, rather than wishes, to move for work related reasons and that the hardship they are experiencing is genuine, we will take the following into account:

- the distance and/or time taken to travel between work and home
- the availability and affordability of transport, taking into account level of earnings
- the nature of the work and whether similar opportunities are available closer to home
- other personal factors, such as medical conditions and child care, which would be affected if the tenant could not move
- whether failure to move would result in the loss of an opportunity to improve their employment circumstances or prospects, for example, by taking up a better job, a promotion, or an apprenticeship.

How we define work

In line with the Right to Move statutory guidance, for an applicant to qualify their work must be:

- regular – there must be regular work within the Home-Options area
- long-term/permanent – if under a fixed-term contract, the work must be expected to last for more than 12 months
- substantial – the applicant must work for a minimum period of 16 hours per week. If the applicant works fewer hours then the remuneration from the work must be 'substantial'.
- located within the Home-Options area – the main place of work should be within the Home-Options area, even if the applicant's employer has offices elsewhere.

Applicants who are working temporarily within the Home-Options area or who will be returning to work in another area after a period of time will not be considered to 'work' in the Home-Options area. Voluntary work is also excluded from the definition.

We will ask for evidence to support any applications under the Right to Move regulations.

Quota for Right to Move Applicants

The Right to Move Regulations suggest that a quota of 1% of all lets should be made available to Right to Move applicants and that local authorities who do not adopt the quota should be able to explain publically why they have not done so.

Based on an assessment of the number of cross-border moves already carried out, the Home-Options Partnership believes that quotas are not the most appropriate approach and that lettings to Right to Move applicants should be demand-led instead.

No formal quota will be set but the number of applicants and the number of lettings will be kept under review and consideration will be given to a quota in future if it is deemed necessary.

Since the Right to Move was introduced in March 2015, 579 applications have been received and 62 applicants have been rehoused (as at 7 January 2020). We have no complaints about the operation of the Right to Move scheme and the approach adopted by the Home-Options Partnership appears to be working well. As such, the Partnership will continue with the demand-led approach.

Appendix 5: Priority on Medical Grounds

Here are some examples of the factors we take into account when deciding to award medical priority:

Priority Band	No Priority	Band C	Band B	Band A
Reason	No medical condition or medical condition but adequately housed	Medium medical priority	Higher medical priority	Urgent medical priority
Evidence to support award		Supportive evidence/treatment required e.g. prescription	Supportive evidence/treatment required e.g. prescription & evidence of other additional agency involvement	Face-to-face interview, home visit, supportive evidence/treatment required e.g. prescription & additional information from healthcare professional
Depression or Anxiety	Mild depression or anxiety – no medication	Depression or anxiety and receiving treatment (e.g. medication or counselling)	High level of treatment e.g. Medication & other agency (e.g. Mental health team) involvement. May consider specific factors such as social isolation or traumatic event, etc.	High level of treatment & evidence from mental health professional (e.g. Consultant or CPN). Identified need for urgent/emergency rehousing from present accommodation
Armed Forces: mental health (linked to service, including PTSD)	Adequately housed	Mental health may be improved by a change of accommodation even if adequately housed. Applicant is taking medication or undergoing counselling	High level of treatment e.g. medication & other agency (e.g. Mental health team) involvement. May consider specific factors such as social isolation or traumatic event, etc. A change of accommodation would significantly reduce or halt deterioration in their mental health	High level of treatment & evidence from mental health professional (e.g. Consultant or CPN). Identified need for urgent/emergency rehousing from present accommodation
Enduring mental health	Adequately housed	Mental health may be improved by a change of accommodation even if adequately housed. Application is taking medication or undergoing counselling	High level of treatment e.g. Medication & other agency (e.g. Mental health team) involvement. May consider specific factors such as social isolation or traumatic event, etc. A change of	High level of treatment & evidence from mental health professional (e.g. Consultant or CPN). Identified need for urgent/emergency rehousing from present accommodation

			accommodation would significantly reduce or halt deterioration in their mental health	
Elderly mental health	Adequately housed or already and/or awarded priority for housing circumstances.	Mental health may be improved by a change of accommodation even if adequately housed.	Applicant is isolated; relocation would significantly improve quality of life. May need to move closer to family for support.	Severe mental health issues, current accommodation causes them to be vulnerable or unable to return to property. May include social isolation.
Autistic spectrum disorders inc; ADHD, Asperger's, Retts, Autism	Adequately housed. Person with condition has own bedroom. If sharing, may allocate extra bedroom but no medical award.	Rehousing may reduce impact of condition e.g. Space or safety issues.	Rehousing will significantly reduce impact of condition. Supporting evidence required e.g. CAHMS involvement.	Very urgent/emergency need for rehousing from present accommodation.
Drug/Alcohol issues	Long-term issues, no recent change in situation/medical treatment	Change of accommodation may alleviate symptoms due to either disabilities or mental health issues associated with abuse or to support change in lifestyle.	Change of accommodation would significantly reduce impact of condition which may be due to either disabilities or mental health issues associated with abuse & support a change in lifestyle.	Very urgent/emergency need for rehousing from present accommodation.
Armed Forces: Mobility Issues(linked to service)	Mobility problems but adequately housed / or temporary mobility problems e.g. broken leg or recovering from surgery.	Mobility issues – some problems managing stairs within or outside property, or isolation due to property location (e.g. on a steep hill).	Mobility issues – difficulty accessing the property and /or facilities within property (e.g. bathroom)	Unable to access property or use facilities within property – adaptations are not an option (e.g. Restricted to one floor within property) or causing applicant to be housebound. Unable to return to property after hospital stay.
Mobility issues	Mobility problems but adequately housed / or temporary mobility problems e.g. broken leg or recovering from surgery.	Mobility issues – some problems managing stairs within or outside property, or isolation due to property location (e.g. on a steep hill).	Mobility issues – difficulty accessing the property and /or facilities within property (e.g. bathroom)	Unable to access property or use facilities within property – adaptations are not an option (e.g. Restricted to one floor within property) or causing applicant to be housebound. Unable to return to property after hospital stay.

Bowel/bladder issues	Adequately housed. No restrictions.	Increased toilet needs impacting on access to facilities.	Increased toilet needs & significant restriction in accessing bathroom facilities.	Unable or severely restricted in accessing bathroom facilities e.g. Use of commode
Epilepsy	Adequately housed, no impact on condition	Stress caused by current accommodation impacting on epilepsy	Change of accommodation would significantly reduce the impact of epilepsy. Use of bathing facilities restricted due to impact of epilepsy.	Very urgent/emergency need for rehousing or unable to return to property.
Terminal / degenerative condition / Multiple medical needs	Adequately housed, no impact on medical condition/s.	Impact of medical condition/s could be reduced by rehousing.	Change of accommodation would significantly reduce the impact of the medical condition/s. The long-term prognosis of the applicant's condition will be taken into consideration.	Very urgent/emergency need for rehousing into suitable accommodation, or unable to return to property. Adaptations are not an option. The long-term prognosis of the applicant's condition will be taken into consideration.
Other medical conditions not addressed above E.g. Asthma, COPD, Diabetes, Raynaud's disease	Adequately housed, no restriction in use of all facilities.	Impact of medical condition could be reduced by rehousing.	Change of accommodation would significantly reduce the impact of the medical condition.	Very urgent/emergency need for rehousing into suitable accommodation due to medical condition. Unable to use facilities within property – adaptations are not an option, or the applicant is leaving hospital and is unable to return to their home.

This is not an exhaustive list.

Appendix 6: Processing of Home-Options Applications & Decision Making

Of the ten main Home-Options partners, seven process applications for accommodation:

- Amber Valley Borough Council – all applications from people wishing to live in the Amber Valley area
- Chesterfield Borough Council – all applications from people wishing to live in the Chesterfield Borough area
- emh homes – all applications from people wishing to live in the Erewash area
- Derbyshire Dales District Council – all applications from people wishing to live in the Derbyshire Dales area (including any tenants of registered providers in the Derbyshire Dales who are seeking a transfer, other than existing tenants of Platform Housing Group)
- Platform Housing Group – all applications from existing tenants of Platform Housing Group who are seeking a transfer
- High Peak Borough Council – all applications from people wishing to live in the High Peak area
- Your Housing Limited – all applications from people wishing to live in the Staffordshire Moorlands area.

Applications will normally be processed by the Home-Options team in the area where the applicant resides.

Each partner that processes applications will have a team of people who deal with housing applications:

	Customer Service Team	Housing Options Team	Housing Options Manager
Process applications	✓	✓	
Decide on eligibility, qualification & banding	✓	✓	
Shortlist applicants and offer properties		✓	
Consider initial reviews		✓	✓ *
Consider stage one reviews			✓
Consider stage two reviews			✓

Actual team names or job titles will vary from partner to partner but are given to indicate the team or manager responsible for the role.

*Initial reviews will normally be considered by a member of the team not involved in the original decision. Where a manager is involved in an initial review, a different senior officer would consider the stage one review.

The mandatory reconsideration phase of the review process is carried out by the Home-Options Co-ordinator, an officer employed by the Home-Options Partnership to manage the scheme.

Stage two reviews are heard by a review panel of three housing options managers (or equivalent) from other partners, independent of the partner who made the decision.

Appendix 7: Criteria for Local Lettings Policies

Local lettings policies have an important role in widening housing choices for local people and helping to provide sustainable communities.

Home-Options will work with local councils and registered providers to develop local lettings policies for new and existing developments where there is a case to do so within the Home-Options area. Properties may be made available to households that would not otherwise have the opportunity to access affordable housing.

- (i) Local lettings policies will be based upon the needs of local people and developed in consultation with residents.

Local lettings policies should be based upon evidence of housing need e.g. high levels of child density on an estate or local people being unable to access local housing because of high priority applicants moving in from another area.

Residents should be asked for their views and these should be incorporated into the local lettings policy.

- (ii) The expected outcomes of any local lettings policies should be clearly set out and the impact of the plans will be monitored to make sure they meet the objectives.

The impact that the policy is expected to have should be clear e.g. to have no more than 1.5 children per household, or to ensure that 50% of homes on a new development are allocated to people who live within three miles.

The policy should state how the outcomes will be monitored to make sure they are met.

- (iii) Local lettings policies should be for a fixed period of time and subject to regular review.

A local lettings policy should always have a start date and a date when the policy will expire. Where a local lettings policy will continue to apply after the first round of lettings or after 12 months, for example, it should have date upon which it will be reviewed.

- (iv) Local lettings policies will be advertised on the Home-Options website, so that the letting of properties is clear and transparent.

Where a local lettings policy is being used, it must be clearly stated in the property advert. All local lettings policies will be advertised on the Home-Options website so that applicants can see and understand how the policy may affect them.

Appendix 8: Procedure for Oral Hearing at Review Panel

The Home-Options Partner that receives a request for the appeal will contact the Home-Options Co-ordinator to arrange the date and venue for the review panel.

The Home-Options Co-ordinator will select three senior officers from the review panel rota. The senior officers will not include anyone who works in the area in which the Home-Options Partner that received the request is based. One of the senior officers will be appointed as the lead officer for the review.

The Home-Options Partner will inform the applicant of the venue, date and time of the review meeting. The applicant should be informed that he may bring a representative with him/her, if required.

The purpose of the review is to consider the application in its entirety, not just that aspect that the applicant has asked to be reviewed. The senior officers should read the application prior to the review panel meeting so that they are aware of all of the details of the application.

Prior to the applicant's appearance at the review panel, the lead officer will prepare a summary of the case, explaining the reason why the original decision was made.

When the applicant attends the review panel meeting, the lead officer will explain the review process and read the summary of the case to the applicant so they understand why the decision was made.

The lead officer should remind the applicant that any information provided will form part of their housing application and therefore the implications for false or misleading statements still apply.

The applicant (or their representative) then has the opportunity to put forward the applicant's case and why they think that the decision should be changed.

The senior officers of the review panel should record the details of the applicant's case. Once the applicant has finished, they can ask questions to further clarify any aspects of the application.

The applicant should be given an opportunity to ask any questions, then thanked for attending the review panel and excused.

The review panel will then consider the housing application and any submission from the applicant. The lead officer will then write to the applicant setting out the panel's decision and the reasons for it. A copy of the decision letter and notes will be uploaded onto CBL system as record in the applicant's journal by the Home-Options Co-ordinator.

Appendix 9: Local Connection Requirement – Peak District National Park

Some properties in the Derbyshire Dales, High Peak and Staffordshire Moorlands areas fall within the Peak District National Park. Development in the National Park is managed carefully and the supply of social rented accommodation is limited. As a result, additional local connection requirements are in place over and above those normally requested by the Home-Options Partnership to ensure that the needs of local people or those with a connection to the area are considered first.

According to the Peak District National Park Planning Authority:

In all cases, new affordable housing must be first occupied by persons satisfying at least one of the following criteria:

- (i) a person (and his or her dependants) who has a minimum period of 10 years permanent residence in the Parish or an adjoining Parish inside the National Park and is currently living in accommodation which is overcrowded or otherwise unsatisfactory; or
- (ii) a person (and his or her dependants) not now resident in the Parish but having lived for at least 10 years out of the last 20 years in the Parish or an adjoining Parish inside the National Park, and is currently living in accommodation which is overcrowded or otherwise unsatisfactory; or
- (iii) a person who has an essential need to live close to another person who has a minimum of 10 years residence in a Parish inside the National Park, the essential need arising from infirmity.

For second and subsequent occupation of affordable housing (The occupancy cascade):

A. Each and every time a previously occupied affordable home becomes vacant, owners and managers of affordable housing must, as stated in the Section 106 Agreement, follow the cascade mechanism in steps B (i) to (iv), or C (i) to (v) until an eligible occupant is found.

B. For Registered Social Landlord owned and managed homes, and privately owned and managed schemes of more than one affordable home, owners and managers must:

- (i) sell or rent the affordable home to someone within the Parish or adjoining Parish (within the National Park) who meets the eligibility criteria as set out in policies DMH1 and DMH2, the Supplementary Planning Document and the Section 106 Agreement.
- (ii) after a minimum period of 3 months (minimum three months total) widen the search to include (in order of preference) those in the Parish or an adjoining Parish with residency of the previous 5 consecutive years, and those who meet the local occupancy criteria (10 years) in the next adjoining Parishes within the National Park.
- (iii) after a further month (minimum 4 months total) widen the search to include those who meet the local occupancy criteria (10 years) in the whole of the National Park.
- (iv) after a further 2 months (minimum 6 months total) widen the search to include those who meet the local occupancy criteria (10 years) in parts of a split rural Parish lying outside the National Park or rural Parishes entirely outside the Park but sharing its boundary.

C. For privately owned and managed affordable housing including self-build units, owners and managers must:

(i) sell or rent an affordable home to a person (and his or her dependants) with a minimum period of 10 years permanent residence over the last twenty years in the Parish or an adjoining Parish; or

(ii) a person who has an essential need to live close to another person who has a minimum of 10 years' residence in the Parish, the essential need arising from infirmity.

(iii) after a minimum period of 3 months, widen the search to include (in order of preference) those in the Parish or an adjoining Parish with residency of the previous 5 consecutive years, and those who meet the local occupancy criteria (10 years) in the next adjoining Parishes.

(iv) after a further month (minimum 4 months total) widen the search to include those who meet the local occupancy criteria (10 years) in the whole of the National Park.

(v) after a further 2 months (minimum 6 months total) widen the search to include those who meet the local occupancy criteria (10 years) in parts of a split rural Parish lying outside the National Park or rural Parishes entirely outside the Park but sharing its boundary.

D. The property should be advertised widely at the price advised by the District Valuer and prepared at the time marketing is required, or any other body appointed by the Authority for such purposes or, in the case of a rented property, at the target rent at the time. The Parish Council, Housing Authority and Housing Associations working in the area should be advised of the vacancy as soon as houses become vacant.

E. Where a Parish is split by the National Park boundary, only those people living within the National Park part of the Parish should be eligible initially.

List of Core Strategy policy DS1 settlements, including details of the Parish and adjacent Parishes.

Core Strategy policy DS1 Settlement	Parish	Adjoining Parishes
Alstonefield	ALSTONEFIELD	Eaton and Alsop, Hartington Nether Quarter, Ilam, Sheen, Wetton, Fawfieldhead, Hartington Town Quarter, Newton Grange, Warslow and Elkstone
Ashford in the Water	ASHFORD	Bakewell, Flagg, Hassop, Monyash, Rowland, Brushfield, Great Longstone, Little Longstone, Over Haddon, Sheldon, Taddington
Bakewell	BAKEWELL	Ashford, Hassop, Over Haddon, Edensor, Nether Haddon

Core Strategy policy DS1 Settlement	Parish	Adjoining Parishes
Bamford	BAMFORD	Brough and Shatton, Hope Woodlands, Hathersage and Outseats, Derwent, Offerton, Thornhill
Baslow and Bubnell	BASLOW AND BUBNELL	Barlow+, Brampton+, Chatsworth, Edensor, Hassop, Beeley*, Calver, Curbar, Froggatt, Holmesfield+, Grindleford, Pilsley
Beeley	BEELEY*	Baslow and Bubnell, Chatsworth, Rowsley+, Brampton+, Edensor
Biggin	HARTINGTON NETHER QUARTER	Ballidon+, Eaton and Alsop, Hartington Town Quarter, Parwich, Brassington+, Middleton and Smerrill, Gratton
Birchover	BIRCHOVER+	Elton, South Darley+, Winster, Harthill, Stanton+
High Bradfield	BRADFIELD+	Derwent, Langsett+, Hathersage and Outseats, Hope Woodlands, Stocksbridge+
Low Bradfield	BRADFIELD+	Derwent, Langsett+, Hathersage and Outseats, Hope Woodlands, Stocksbridge+
Bradwell	BRADWELL	Brough and Shatton, Hazlebadge, Little Hucklow, Tideswell, Castleton, Hope, Peak Forest+
Butterton	BUTTERTON	Grindon, Warslow and Elkstone, Onecote+ , Wetton
Calton	WATERHOUSES+	Blore with Swinscoe+, Ilam, Wetton, Grindon, Onecote+
Calver	CALVER	Baslow and Bubnell, Froggatt, Grindleford, Stoney Middleton, Curbar, Great Longstone, Hassop
Castleton	CASTLETON	Bradwell, Hope, Edale, Peak Forest+
Chelmorton	CHELMORTON*	Blackwell*, Hartington Middle Quarter*, Taddington, Flagg, King Sterndale+, Hartington Upper Quarter+
Curbar	CURBAR	Baslow and Bubnell, Froggatt, Calver

Core Strategy policy DS1 Settlement	Parish	Adjoining Parishes
Earl Sterndale	HARTINGTON MIDDLE QUARTER*	Chelmorton*, Hartington Town Quarter, Hollinsclough, Middleton and Smerrill, Sheen, Flagg, Hartington Upper Quarter+, Longnor, Monyash
Edale (Grindsbrook)	EDALE	Castleton, Chinley Buxworth and Brownside+, Hope, Peak Forest+, Chapel en le Frith+, Hayfield+, Hope Woodlands
Edensor	EDENSOR	Bakewell, Beeley*, Hassop, Pilsley, Baslow and Bubnell, Chatsworth, Nether Haddon, Rowsley+
Elton	ELTON	Gratton, Birchover+, Brassington+, Harthill, Winster
Eyam	EYAM	Foolow, Highlow, Grindleford, Stoney Middleton
Fenny Bentley	FENNY BENTLEY*	Tissington and Lea Hall*, Thorpe*
Flagg	FLAGG	Ashford, Hartington Middle Quarter* Sheldon, Chelmorton*, Monyash, Taddington
Flash	QUARNFORD	Hartington Upper Quarter+, Macclesfield Forest and Wildboarclough*, Heathylee*, Hollinsclough, Leekfrith+
Foolow	FOLOW	Abney and Abney Grange, Great Hucklow, Grindlow, Wardlow, Eyam, Great Longstone, Highlow, Stoney Middleton
Froggatt	FROGGATT	Baslow and Bubnell, Curbar, Calver, Grindleford
Great Hucklow	GREAT HUCKLOW	Abney and Abney Grange, Hazlebadge, Litton, Wardlow, Grindlow, Little Hucklow, Tideswell, Foolow
Great Longstone	GREAT LONGSTONE	Ashford, Foolow, Little Longstone, Rowland, Wardlow, Stoney Middleton, Calver, Hassop, Litton
Grindleford and Nether Padley	GRINDLEFORD	Baslow and Bubnell, Eyam, Hathersage, Holmesfield+, Stoney Middleton, Calver, Froggatt, Highlow
Grindon	GRINDON	Butterton, Waterhouses+, Onecote+, Wetton

Core Strategy policy DS1 Settlement	Parish	Adjoining Parishes
Hartington	HARTINGTON TOWN QUARTER	Alstonefield, Hartington Nether Quarter, Sheen, Hartington Middle Quarter*, Middleton and Smerrill
Hayfield	HAYFIELD+	Charlesworth+, Edale, New Mills+, Chinley Buxworth and Brownside+, Hope Woodlands
Holme	HOLME VALLEY+	Dunford+, Meltham+, Tintwistle+, Saddleworth+
Hope	HOPE	Aston, Brough and Shatton, Edale, Bradwell, Castleton, Hope Woodlands
Kettleshulme	KETTLESHULME*	Hartington Upper Quarter+, Rainow+, Lyme Handley+
Little Hayfield	HAYFIELD+	Charlesworth+, Edale, New Mills+, Chinley Buxworth and Brownside+, Hope Woodlands
Litton	LITTON	Brushfield, Great Longstone, Taddington, Wardlow, Great Hucklow, Little Longstone, Tideswell
Longnor	LONGNOR	Hartington Middle Quarter*, Hollinsclough, Heathylee*, Sheen
Middleton by Youlgreave	MIDDLETON AND SMERRILL	Gratton, Hartington Nether Quarter, Monyash, Hartington Middle Quarter*, Hartington Town Quarter, Youlgreave
Monyash	MONYASH	Ashford, Hartington Middle Quarter*, Over Haddon, Flagg, Middleton and Smerrill, Youlgreave
Over Haddon	OVER HADDON	Ashford, Monyash, Youlgreave, Bakewell, Nether Haddon
Parwich	PARWICH	Ballidon+ Hartington Nether Quarter, Newton Grange, Eaton and Alsop, Tissington and Lea Hall*
Peak Forest	PEAK FOREST+	Chapel en le Frith+, Edale, Castleton, Bradwell, Tideswell, Wheston, Wormhill+
Pilsley	PILSLEY	Baslow and Bubnell, Hassop, Edensor

Core Strategy policy DS1 Settlement	Parish	Adjoining Parishes
Rainow	RAINOW+	Hartington Upper Quarter+, Lyme Handley+, Pott Shrigley+, Kettleshulme*, Macclesfield Forest and Wildboarclough*
Rowsley	ROWSLEY+	Beeley*, Nether Haddon, Edensor, Stanton+
Sheen	SHEEN	Alstonefield, Hartington Middle Quarter*, Heathylee*, Fawfieldhead, Hartington Town Quarter, Longnor
Stoney Middleton	STONEY MIDDLETON	Eyam, Grindleford, Calver, Great Longstone, Foolow
Taddington	TADDINGTON	Ashford, Brushfield, Flagg, Sheldon, Wormhill+, Blackwell* Chelmorton*, Litton, Tideswell
Thorpe	THORPE*	Blore with Swinscoe+, Ilam, Fenny Bentley* Tissington and Lea Hall*
Tideswell	TIDESWELL	Peak Forest+, Little Hucklow, Litton, Wormhill+, Bradwell, Great Hucklow, Taddington, Wheston
Tintwistle	TINTWISTLE	Charlesworth+, Holme Valley+, Saddleworth+, Dunford+, Langsett+
Tissington	TISSINGTON AND LEA HALL*	Fenny Bentley*, Parwich, Ilam, Newton Grange, Thorpe*, Bradbourne+, Ballidon+
Wardlow	WARDLOW	Foolow, Great Longstone, Great Hucklow, Litton
Warslow	WARSLOW AND ELKSTONE	Alstonefield, Fawfieldhead, Wetton, Butterton, Onecote
Waterhouses	WATERHOUSES+	Blore with Swinscoe+, Ilam, Grindon, Onecote+, Wetton
Wensley	SOUTH DARLEY+	Birchover+ Winster, Bonsall+
Wetton	WETTON	Alstonefield, Grindon, Warslow and Elkstone, Butterton, Ilam, Waterhouses+
Winster	WINSTER	Birchover+, Brassington+, Ivonbrook Grange, Bonsall+, Elton, South Darley+

Core Strategy policy DS1 Settlement	Parish	Adjoining Parishes
Youlgreave	YOULGREAVE	Gratton, Middleton and Smerrill, Nether Haddon, Harthill, Monyash, Over Haddon

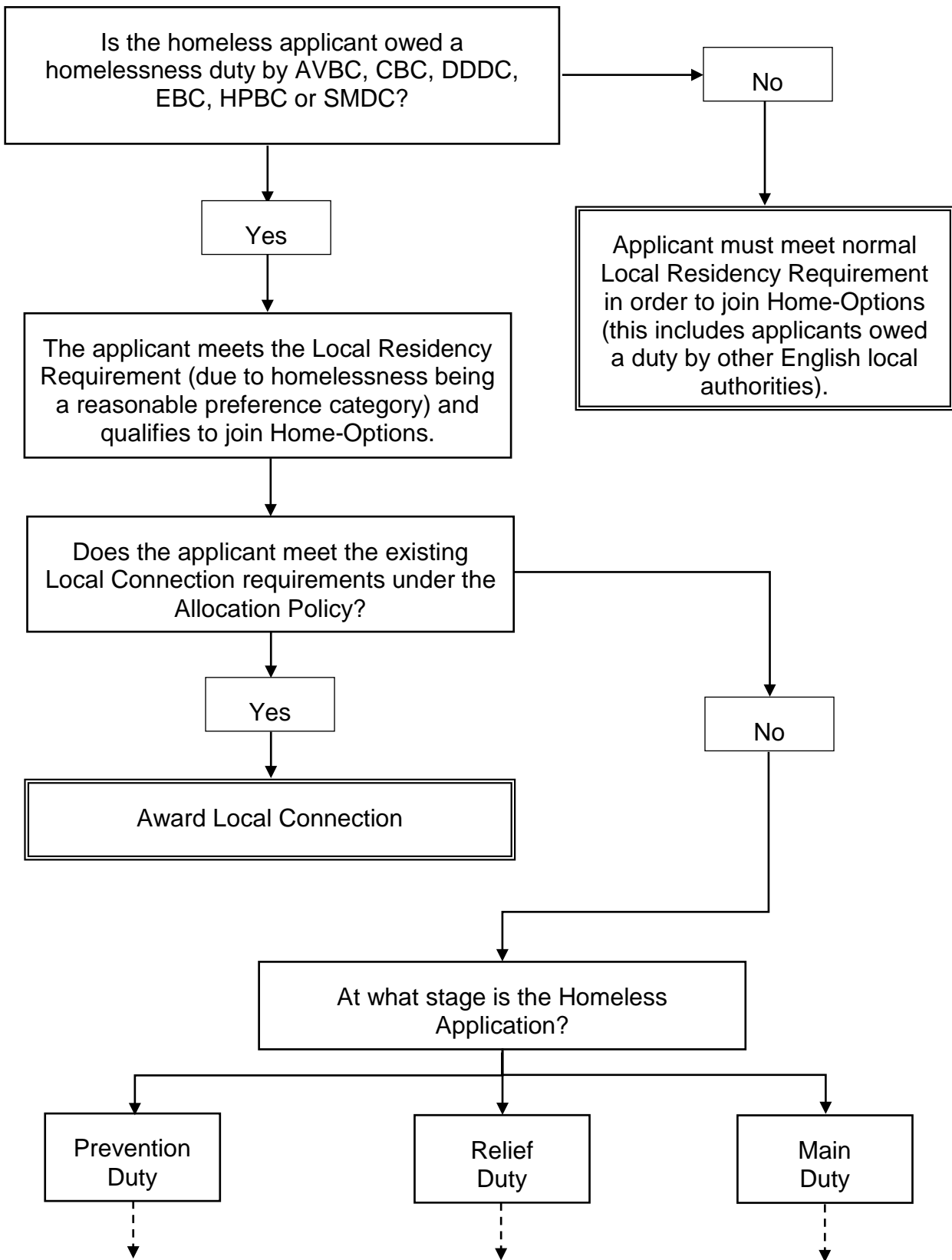
*Parish boundary lies on the National Park boundary

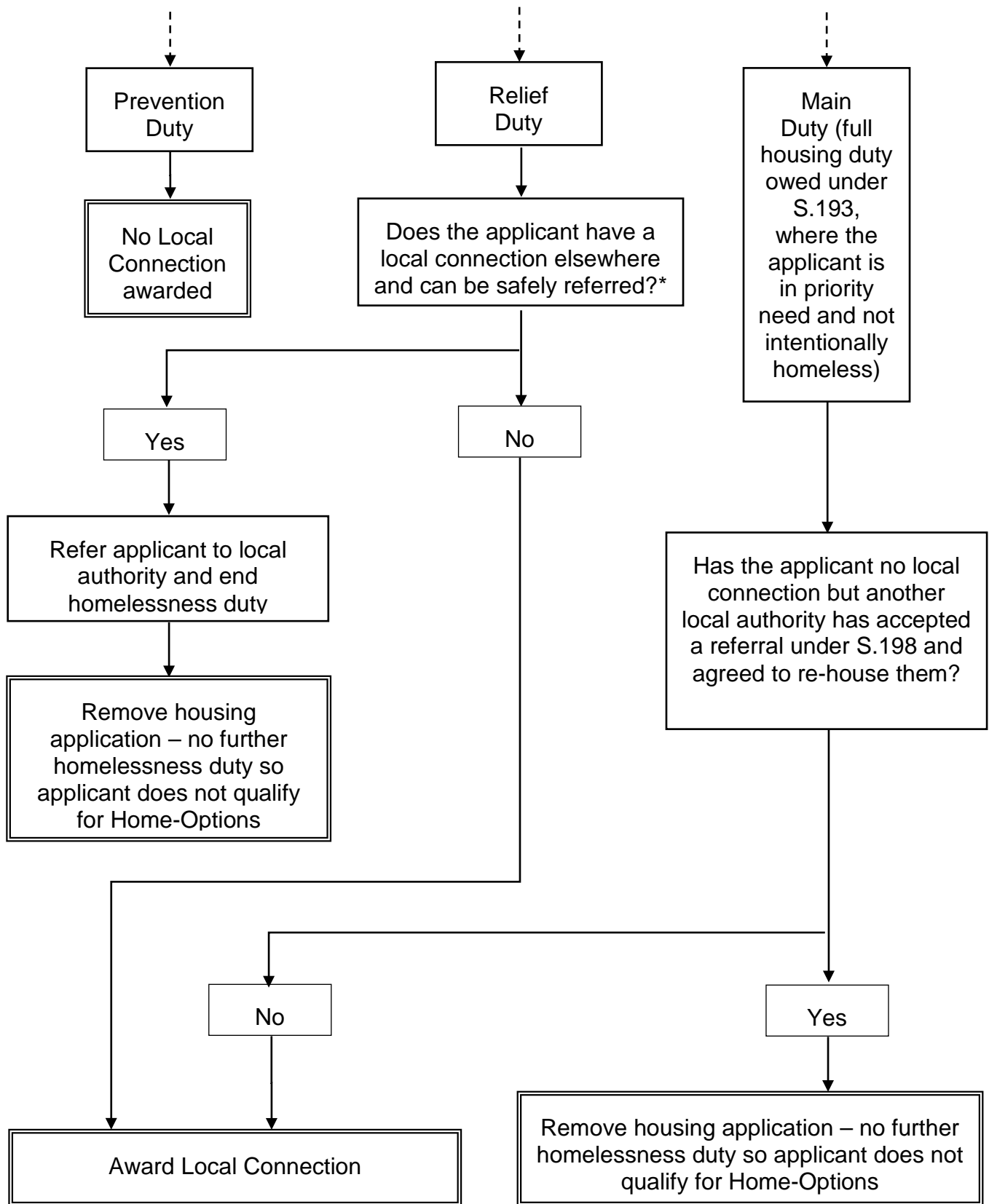
+Parish is split by National Park boundary

For more information, please see Development Management Policies - Part 2 of the Local Plan for the Peak District National Park

(https://www.peakdistrict.gov.uk/__data/assets/pdf_file/0024/95091/Webpage-Final-Branded-DMP-Doc-Copy.pdf)

Appendix 10: Qualification & Local Connection for Homeless Applicants





*10.35 If neither an applicant, nor any person who might reasonably be expected to live with them, has a local connection with any district in Great Britain, the duty to secure accommodation or help to secure accommodation will rest with the housing authority that has received the application - Homelessness Code of Guidance for Local Authorities (MHCLG, February 2018)

Home-Options Allocation Policy Consultation

1. Methodology

The draft Home-Options Allocation Policy was subject to public consultation from Thursday 21 May 2020 to Sunday 2 August 2020.

The proposed change were advertised on the Home-Options website and emails were sent to approximately 5,600 registered applicants with an email address. In addition, partners promoted the consultation via social media and online consultation panels.

Support providers and housing associations (outside the core partners) were also invited to submit their views.

2. Consultation Respondents

101 responses were received. A breakdown of those who responded to the consultation is included at the end of this document.

3. Responses to the Consultation

The responses to the survey were as follows:

(a) Local Residency Requirement/Local Connection

We are proposing to change the local residency requirement/local connection rules for people who want to move to the Home-Options area to give or receive support. People tend to move around more so this can prevent them being able to settle in one area (more than half of applicants have lived in the same place for less than five years). Rather than requiring residence of five years, we are suggesting that this should be reduced to six months. Do you agree with this proposal?

No 38

Yes 62

Total 100

Comments:

Although the validity of the support to be given or received should be robustly checked. Otherwise one person moving into the area, could be followed by several other households.
--

Applications with a local connection should always be given a main priority.
--

As a result of Covid19 the job market will be extremely difficult as such important people have flexibility to move around.

But I do think priority should be given to those who have been in the area longer otherwise they could lose out on valuable housing especially as there's not enough housing available as it is.
--

But the bedroom allocation needs looking at as I have an 11 and 16 year old girl in same room but because 16 year old was born before a certain year we not allowed an extra bedroom.

Families from small rural villages such as South Wingfield who have resided in the village for many years are forced to move away from family and support networks while “outsiders” are offered properties because they have higher priority.
For occupation of existing housing but not as justification for new housing in the National Park.
Good idea, saves a lot of frustration.
However, if “GENUINE” applications are made, then the 6 months should apply. But the “IN-GENUINE” - such as those using the excuse of care giving or receiving care just to move to an area they desire - this should stay at 5 years! It’s difficult to determine genuine & in-genuine applications on your part, but there should be some kind of surveying the situation for a period of time to ensure the application is in fact genuine! This helps those that have been waiting for so long for a certain area which they desire to move to with regards of needing to be near family which don’t include care giving!
I am a pregnant woman with 3 months to go, it’s not fair that my child isn’t accounted for when applying for homes. My baby is a person, it should be took into consideration that I need more than one 1 bedroom as babies can be moved into their own room from 6 months.
I believe that this is a fair change due to the current climate. People are having to move more often due to financial, child care and employment problems which can rapidly change.
I feel that this is unfair to those that have lived in the area for a longer period and are in need of a property just as much or maybe more could be put at a disadvantage.
I have been trying for years for get a Bungalow in New Mills and I've lived here all my life and yet people from out of the area can get one.
I have lived in AV all my life and have been trying to move because of ASB in an area well known for this crime. However it appears because I have a home I am not a priority. So I will be an even lower priority with this proposed change.
I strongly agree with this proposal and informal carers play a vital role in supporting our vulnerable clients.
I think that there should be options for people to move into other areas without a local connection. Specifically for people having to rebuild there lives after trauma or issues with not wanting to live in their home area. I have suffered serious mental health issues due to my family. I do not want to be in the area they live but finding it hard to move on because of the local connection rule.
I think the reduction to 6 months is too much - I think 12 months is a better fit.
I’ve ticked that I agree but I don’t know. I’m in two minds.
Local houses for local people. Local people should have priority.
Local people need housing to be near relatives and build communities.
Maybe 3 years would be more realistic.
No.
No, because it makes it harder for others to find a property that want to settle.
People who have been here longer should be first entitled to be rehomed. It’s not exactly fair for someone who been on the Home-Options waiting then someone who isn’t even from the area gets rehomed before them...
Personally myself, suffering from mental health issues and living in property at the moment which effecting my mental health and my family too. Which I consider to be a serious matter and to look at moving to better home and for my mental health.

Providing accommodation for local people should be a priority.
Some size properties aren't available where needed so have 2 accept further away.
Sort of defeats the term local resident if I just have to be there for a few months.
Surely local people should have priority. By having such a short qualification period other local authorities might 'export' people to here.
Think 6 months is a bit early.
This amendment reflects the need that some individuals and families have to move to an area to which they often have some history or extended family connection. The longer 'residency' criteria historically has exacerbated an individuals or families isolation creating an unjustified barrier to the client being able to address their needs/issues and preclude their being able to find support at a time of greatest need.
This is far too short a period of residency and does not show commitment to the area.
This is not fair as it will have more people looking to move with limited property available.
This is too great a change. I would be OK with perhaps 2 years.
This would allow supported housing agencies to accept cases who require to move from a different area. We would then be able to move them on within our contractual requirements with commissioners.
Too short a time & encourages more moves.
We need to move, my husband is the carer, but at 80 years, is finding it hard, we need independent living flat been trying now for a long time but no luck, two have said that is what we need but we are finding it hard we get no help.
Whether it is six months or five years it does not help people to move to another area. If you are born in Derbyshire you have a connection to the whole of Derbyshire or Sussex, etc.
What took you so long and why have people been saying the rules were unfair for years when no one listened.
Yes if someone bids on an place that were it say offered to or let needs to say what they mean plus I would like to say that if someone has had a stroke and needs to move as their bungalow is not suitable any more needs more better band than c for medical needs.

(b) Priority for Homeless Applicants

Following the changes to the laws around homelessness, we are proposing to introduce a new priority band – band B+ - for certain homeless applicants (those in priority need and not intentionally homeless). This will help us meet the needs of some of those in the greatest housing. Do you agree with this proposal?

No 23

Yes 77

Total 100

Comments:

...if they are homeless and from this area.
Again - why has it taken so long for what agencies and people in need have been asking for to arrive now?
As long as it doesn't encourage people to give / ask for notice & get housed ahead of other people with housing needs.
Good Idea as I am homeless and only have a B with needs rating.
How does this affect those already in banding B - with multiple needs??
However, homeless people should not be offered accommodation which is suitable for disabled people as this is of a very short supply.
I agree as some clients are in dire situations through no intention of their own.
I am a pregnant woman with 3 months to go, it's not fair that my child isn't accounted for when applying for homes. My baby is a person, it should be taken into consideration that I need more than one 1 bedroom as babies can be moved into their own room from 6 months.
I do not think it fair for the people in below bands who have waited for a property more than one year.
I don't agree as there are reasons for people to be higher on priority band through illness or other health reasons and for people who suffer with mental health issues and these people need new homes for benefit of the future and health and not because they're homeless...
I think the banding proposed is already un-just and adding another band will not help other who need housing.
If they are local homeless people.
In the National Park there is a stronger local connection requirement allied to need that needs to be recognised somewhere in the allocations policy (to avoid misunderstandings by those allocating or seeking homes in the National Park).
It is an added incentive for people to approach as homeless, rather than finding their own accommodation, or "waiting".
It would also be good to have an enhancement for people in temporary supported accommodation who have shown they are ready for a home of their own.
No.
No one should be homeless or in accommodation that isn't suitable.
No point in that because you don't even consider people's actual needs anyway so what's the point?

<p>Non-intentional homelessness should rightly be given priority but it should be treated equally across the board to prevent people abusing the system in order gain priority. Intentional homelessness should be placed in a new Band E.</p>
<p>Some people cannot help that they have become homeless, it would be nice for them to have an option especially for their circumstances.</p>
<p>The category needs to be more specific i.e. DA.</p>
<p>There need to be very strict criteria to ensure applicants really are not intentionally homeless.</p>
<p>This change will be especially beneficial for mothers with young children, often fleeing domestic abuse, find accommodation to facilitate the settlement (safeguarding) of the children in the quickest possible manner. The new band will facilitate the segmentation of cases that merit 'fast tracking' to ensure that the most deserving are supported into safe and secure accommodation in as timely a manner as is possible.</p>
<p>Where known drug users apply, they must be kept out of "clean" accommodation, residents do become frightened when councils do not listen to our concerns.</p>
<p>Yes- due to the severity of some peoples cases which may not directly make them homeless so adding an extra band would target the people who are in need and perhaps allocate them a safe home faster.</p>

(c) Medical Priority

Instead of having just two priority bands for medical priority we are proposing to give priority in bands A, B and C:

Existing	Proposed
A - Urgent medical priority	A - Urgent medical priority
	B - Higher medical needs
C - Medium medical needs	C - Medium medical needs

This extra medical band will help us to deal with requests for medical priority more fairly. Appendix 5 of the draft policy gives examples of the conditions we take into account and the evidence we will ask for when we make a decision. Do you agree with this proposal?

No 16

Yes 84

Total 100

Comments:

Actually taking into consideration the medical needs would be a start.
As in question 2 it will make the waiting time longer for people who have waited more than 12 months for a property.
Don't understand the question.
I agree if this covers mental health issues. I find it very hard to get the support I need.
I don't always think people with medical problems should get priority.
I have been trying for years for get a Bungalow in New Mills and I've lived here all my life and yet people from out of the area can get one.
I have certain medical problems and the Home-Options team have not listened to me in the past so having Band B may help me to be more successful in a better move.
I'm in two minds.
Medical need is complex and this provision provides for the justifiable clarification of the applicant's assessment of need. Presume this will be based on evidence from an appropriate medical practitioner.
Mental health should be taken into consideration for this as I have mental health problems address by both my doctor and health visitor to the housing team and nothing has been done about it!!!
More properties available would be beneficial.
Much needed change.
No.
Provided there is robust evidence of the medical need and applicants are not able to abuse the system.
That seems more fair.

The reason for the medical priority should be linked to the types of property they bid for e.g. someone getting urgent medical priority because their property is unsuitable for their physical disabilities, should only be able to apply for properties which meet their needs.

This would be good but anxiety should be taken into consideration for a band c at least.

Though I haven't had a chance to read appendix 5.

Up until now the fact my daughter has epilepsy and is unable to have a bath has been overlooked and not considered a priority at all. Private Landlords also need to be made to act when there is severe damp/mould in a property by use of a damp/mould detector that provides readings.

What a shame we could not take advantage of the 'bleeding obvious'. Medical priority dependent on what criteria though? This will need to take into account more than the average GP. Staff at Home-Options will need to be trained in issues like Autism and Mental Health. That will be a first.

What is classed as urgent? I have more than one medical need but in C.

Yes I do agree but also disagree as some people have been on the list 4 years and got nowhere as medical ground put them higher up.

Yes this more correct than the homeless as illness and mental health is a matter of urgency and must be a priority.

You do nothing to help people in priority A at the moment you do not find suitable properties and when some properties are suitable you say you cannot bid. This is not fair.

(d) Unborn Children and Bedroom Need

We recognise that when a family is expecting a child, it can be a stressful time. Under the current Home-Options policy, we only give priority once a baby is born but having to wait until the baby is born to move house can make life more difficult. We are therefore proposing that when a family is expecting a child, we grant an additional bedspace (and any priority for overcrowding) from the 25th week of pregnancy. Do you agree with this proposal?

No 17

Yes 83

Total 100

Comments:

Absolutely agree. Pregnancy and birth of a child are stressful enough without having to move house as well.
Although, many babies are born prematurely, so this can happen at any stage of the pregnancy! Research into statistics for this may help your plans!
As babies sleep in the same room as mum for approx. 3-4 months I see no need to change it.
As there is still a chance of any complications in pregnancy and a baby not being born.
Circumstances change with families all the time.
Does not affect me but good idea for mums to be.
Good idea, many problems sorted doing this.
I agree but again don't think people who r pregnant should get priority.
I agree but also this should be reflected on those families needed an extra bedroom for children already I have a four year old sharing my bedroom.
I am a pregnant woman with 3 months to go, it's not fair that my child isn't accounted for when applying for homes. My baby is a person, it should be took into consideration that I need more than one 1 bedroom as babies can be moved into their own room from 6 months.
I don't think this should apply to homeless households cos people who are overcrowded & have been waiting for ages will always get pushed down the list & some won't get a look in.
I fall into this category and have been very stressed and anxious as I cannot bid on houses that would be perfect for us as I haven't yet given birth, I'm am 32 weeks pregnant and the financial burden plus not being able to bid on the houses we would need is a big stress at the moment.
I know some people expecting children and this is a big fear for them.
No.
No as there are more vulnerable people out there than a single person expecting who normally have home or accommodation.
SO Home-Options admits it is stressful but will NOW act? This is embarrassing.
So long as you receive proof.
This change is overdue.
This is a great idea, I am currently expecting twins and already have two children in a 2 bed house this means I have no room and will be immediately overcrowded as

soon as the babies are here, I honestly don't know how we will manage as I physically don't have the space for two cots let alone the additional storage needed, this step would help massively as it would allow us time to organise a new house before babies arrive and take the stress out of the equation.

This is a humane change and one which will proactively assist the expectant mother prepare for the birth of the new child in a positive and proactive manner.

Unfair on overcrowded families who have been waiting a long time for a larger property as they would always miss out against a homeless applicant who is pregnant.

We have been on Home-Options since I was pregnant and still live in a tiny one bed flat. The band system has put in in a band C which I think is disgusting. We are cramped and my baby can't develop gross motor skills the way other babies can. A letter was provided to prove this from the health visitor and yet are banding wasn't changed. Living overcrowded affected my mental health and I feel trapped and this was put in a letter. Yet banding remained the same as over crowing with a baby is not seen as a priority. This is disgusting. Priority needs to be given as soon as possible.

Yes, as the stress of not having a home before your baby is born could impact on the mother and baby. I believe a baby needs a settled home before it is born to reduce the risk of anything happening.

Yes!!!!!!

(e) Age of Dependent Children

We recognise that more children are living at home for longer as it becomes increasingly difficult for them to afford to move out into their own home. Because of this, we are proposing that the age at which a household member is considered a dependent 'child' is raised to 21 (at present, it is a child for whom the applicant receives child benefit). Do you agree with this proposal?

No 21

Yes 79

Total 100

Comments

18 is enough.
Absolutely agree.
age 18 is more than sufficient, tell them to get government jobs i.e. armed forces, police, etc.
At 18 they are no longer a child.
Does this not just hide the need of would be first time households?
I do agree but think the age needs to be increased further as 21 year olds are being penalised by high car insurance premiums, lower wages and high cost of private rentals and the cost of a first home is out of reach for a 21 year old to buy on the average wage of £8.72 an hour.... that's before they have to find at least a 10% deposit to buy a house.
I think unless the person is in full-time education then it should stay as 16 because over this age they can be earning as an adult and contribute to the household so they would be taking up housing that a young family could have had which I don't feel is very fair.
I was lucky to find alternate accommodation when I was 20 years old, none of my friends who are the same age are even close to finding a place of their own.
Keep to age when benefits stop.
Make sure Housing Benefit - generally useless - get THAT right.
No.
Should remain the same.
They are not dependent at 21 they should be financially independent.
This change will become even more relevant in the wake of the Covid 19 pandemic. This will additionally have a potential positive impact on the number of teenagers who may present as homeless as financial pressures force families to 'require' older teenagers to seek independent living.
This is more in fitting with current societal norms.
This true and should be a straightforward to proposal and family with health issues.
This will ruin the housing crisis around my area. Homes are hard to come by as it is because of people taking advantage of children staying at home even into adulthood! There should also be a policy of giving people who are in a council property who don't require the amount of bedrooms they have. They should be told to downsize or given a time frame to offer a deposit to buy and if they don't they then move.

Yes, due to children having to stay in full time education longer to be able to qualify in a certain field which enables them to be successful in a job role which allows them to support themselves in their own property.

(f) Carers & Bedroom Need

There is a limited supply of houses for households who need four or more bedrooms. We are trying to provide more houses by using parlour-type properties (those with a second room downstairs) but we still do not have enough homes for this group of applicants.

Larger households re-housed through Home-Options may have to accept a limited degree of overcrowding when they move to their new home. Ordinarily, we might consider such households as overcrowded under the Home-Options policy and allow them to re-join Home-Options. Because we have very few larger homes, we are proposing that such households are not allowed to re-join Home-Options for two years unless there is a significant change in their circumstances e.g. so that they would qualify for priority bands A, B, or C (except those priority bans relating to overcrowding). Do you agree with this proposal?

No 22

Yes 77

Total 99

Comments:

But should be full-time.
Disabled people have carers who are sometimes their actual partners, but still require an extra bedroom as sleeping arrangements are not practical due to illnesses or medical conditions and also space for equipment needed in the bedroom.
Do you actually have enough houses for this?
Either way people will take advantage of this and not stick to rules. Overcrowded families should come first.
I'm not sure.
If an applicant requires a live-in carer, it should mean just that i.e. the applicant is unable to manage with full-time support. If they manage for three nights weekly without support, then why can't they manage the remaining four nights? This proposal is clearly open to abuse.
it's hard enough 4 big families 2 get a larger home so not fair 2 give extra bedspace when not needed all the time x
No.
Of course an extra bedroom is required for this case.
Sometimes it is essential for a carer to stay overnight - but this may not be necessary all of the time e.g. arthritis flare ups.
This is a positive step in the right direction. Further review may be required in due course. Potentially further discussion could be held to review the justifiable needs of 'fathers' who often lack the facilities to have their children stay with them especially in cases where shared parental rights could be in place.
Yes, as I do believe that it is made easy for people to say that they have overnight care or in the future they will need this.
Yes, as this would take pressure off family members who live there and more support.

(g) Re-housing Larger Families

There is a limited supply of houses for households who need four or more bedrooms. We are trying to provide more houses by using parlour-type properties (those with a second room downstairs) but we still do not have enough homes for this group of applicants. Larger households re-housed through Home-Options may have to accept a limited degree of overcrowding when they move to their new home. Ordinarily, we might consider such households as overcrowded under the Home-Options policy and allow them to re-join Home-Options.

Because we have very few larger homes, we are proposing that such households are not allowed to re-join Home-Options for two years unless there is a significant change in their circumstances e.g. so that they would qualify for priority bands A, B, or C (except those priority bans relating to overcrowding). Do you agree with this proposal?

No 13

Yes 84

Total 97

Comments:

Although the circumstances should not be created that the only way to get a larger property would be by having more children.
Applicants should not be encouraged to increase the size of their household if they are not able to provide for them financially. This is just irresponsible. There are many working people who are unable to have a family because they are providing for themselves, working full-time to pay their mortgage. People should not expect to keep on having kids and have large properties provided on subsidised rent.
As daft as it sounds this should be a thing as again people will have kids just so they can get bigger properties that they then won't leave. There's a lot of people seen in 3 beds around Hadfield that can't even access the stairs because of age or ill health! They should be made to downsize.
Because most family are no more than 2 children and only require 3 bedrooms at the most.
Build houses. Stop second homes and holiday lets.
Don't understand it.
Don't understand the question.
I believe 2 years is a long period of time and a lot of changes could happen in this time period.
I have been trying for years for get a Bungalow in New Mills and I've lived here all my life and yet people from out of the area can get one.
I lived for 10 years in a 2 bedroom house with 4 children and my ex-partner. We coped ok. It's what you make of things that matter and why should 4 bedroom houses be needed so much? Too many people moan about trivial things.
I think people should be grateful they have a house already.
I'm not 100% sure.

If there is a shortage of housing why do you give refugees homes across Derbyshire? You need to get your priorities sorted English residents should come first.

No.

No.

Room sizes on adverts would be really useful as well as a box room is not going to accommodate 2 children.

Understand the need to reduce the opportunity for asserting 'over-crowding' after a family has been rehoused. Removing the potential barrier to a family being offered a property because it could lead to a claim of over-crowding equally would be beneficial.

Yes because some families aren't allowed 2 bid 4 a property even if they will fit and they accept they will fit if u accept a property o believe u do so cause u no u will fit so by doing this it is allowing families 2 b able 2 bid 4 more property more suited 2 themselves as it might have a garden which they don't already have.

(h) Multiple Refusals

Home-Options exists to help people move home but every year we have a small number of applicants who refuse multiple offers without good reason. This creates extra work for staff and it can mean that those people who genuinely want to move are being delayed.

Our proposed solution is to limit the number of offers that an applicant can refuse without good reason to five offers in any 12 month period. For the vast majority of applicants, this will not cause any issues but it will help the Home-Options staff manage lettings more effectively. Do you agree with this proposal?

No 12

Yes 89

Total 101

Comments:

As sometimes the write ups do not give clear pictures of what the house does and does not have for example it does not always state if bath and shower are present and will not know this until viewing the property.
Define good reason - Home-Options is disconnected from need and can decide no good reason when one exists. HO needs to make sure the offer is actually one a person can live with based on reality, not forms and box ticking.
Don't bid on a property if you don't want to be offered it. But apart from that a person has a right to refuse or expect.
Five actually seems quite generous. Three refusals would seem more appropriate.
I disagree because good reasons are subjective, if the acceptable & unacceptable reasons were listed on the site then it would make it easier for applicants to know what their rights are when it comes to rejecting an offer. One of the issues I have with Home-Options which causes me great stress is not knowing what reasons are good enough to turn an offer down. Whilst I am aware some reasons (such as "I don't like it") are unacceptable, people with my mental health conditions are very likely to second guess what is and isn't and may end up accepting an offer that is unsuitable purely out of fear of being removed from Home-Options.
I have been trying for years for get a Bungalow in New Mills and I've lived here all my life and I have never been offered a bungalow once.
I suffer with serious mental health issues. I do not drink or take drugs so my illness is the only thing that affects me. I cannot make decisions for myself very well and I am struggling to move forward with my life. I find when I have bid on something and it has been offered I get anxious about the move. Take for instance my last offer last week... It was in Carsington, Derbyshire. When I viewed the bungalow it had no phone signal. This would have left me isolated from my psychiatrist and the crisis team who I am in need of as I have nobody in my life. I had to then phone the housing agent to cancel this. Doing this stresses me out and I feel like I am burdening people. Other offers have also thrown up other issues do again I had to turn down offers. It would be unfair to implement this to people like myself who are finding life difficult.
I think 5 is still too high.

I think it should be 1 refusal and then they wait in line again Cannot be that in need if refusing properties.
I thought this was already in place.
I would love the opportunity.
If you are in need, 5 offers of housing seems reasonable.
In fact I think it should be lower 3 maybe.
No seems very generous.
Not unless Home-Options team listens more closely to residents' reasons and requirements for their move and more importantly listen to residents' medic ailments and treatments that they require. By Home-Options not listening to me, they have refused 3 requests for moves for me so I continue to suffer. But now I may complain and request to move to band b.
People will feel pressured to view a property and give an instant decision. It is a big thing to decide if property is right for them or not. And some could say yes then refuse to sign as they changed their mind. Some would be afraid of being banned for 12 months so will accept a property they really did not want.
Reduce the number of offers to three.
Should be 3 offers.
Should be less denied offers. They obviously aren't in any real housing needs. When I first joined I was told I could only refuse my first property.
The provision for 5 offers should ensure that the majority of applicants are provided with an ample range of choice. It would be presumed that any criteria for not accepting a particular offer would be used as a filter when fresh offers are tabled.
There should also be a time frame where by those families that have been on the waiting list for years get moved up the list at some point - families like myself who are genuinely waiting and working hard etc. but need to get the correct house for family circumstances should eventually get a fair chance at a property surely?
This is fair and reasonable.
This needs to be done as there people out there due to illness and mental health or issues that need homes straight away.
This survey is irrelevant to us, we've been trying to give up a better three family home for a smaller one for nearly 6 years, now because my son is 25 you tell us we are only entitled to a flat, due to mental health and anxiety this is not acceptable, why don't you try considering people in our circumstances that work full time and pay full rent but just require a smaller property of a house and not a flat 😊 ridiculous.
Unless there is a genuine reason - you need to give a bit of leeway.
We would like to be offered what we need, only ever had one in two years.
Yes as there are so many people wanting and needing housing.
Yes but there needs to be more detail provided on properties such as room sizes and photographs.
You do not offer the right sort of properties. You need to specify if properties are suitable, etc.

4. Profile of Respondents

Respondent Type	Responses	
Housing applicant already registered with Home-Options	74	74.7%
Member of the public	12	12.1%
Representative of a housing association	3	3.0%
Representative of a support agency	10	10.1%
Total	99	100.0%

Where do you live?	Responses		Registered Applicants	
Amber Valley	24.0%	24	29.9%	1895
Derbyshire Dales	23.0%	23	15.4%	977
Erewash	30.0%	30	30.4%	1927
High Peak	14.0%	14	15.5%	986
Staffordshire Moorlands	6.0%	6	8.9%	563
Elsewhere in Derbyshire	2.0%	2		-
Elsewhere in the UK	1.0%	1		-
Total	100.0%	100	100.1%	6348

What is your age?	Responses		Registered Applicants	
Under 18	0.0%	0	0.3%	22
Between 18 and 24	7.0%	7	13.4%	849
Between 25 and 34	29.0%	29	27.9%	1774
Between 35 and 44	18.0%	18	18.3%	1159
Between 45 and 49	12.0%	12	6.1%	390
Between 50 and 54	10.0%	10	6.9%	441
Between 55 and 59	9.0%	9	6.8%	431
Between 60 and 69	7.0%	7	9.6%	608
70 and over	8.0%	8	10.6%	674
Total	100.0%	100	100.0%	6348

What is your gender?	Responses		Registered Applicants	
Female	76.00%	76	66.9%	4248
Male	22.00%	22	33.1%	2100
Other	0.00%	0		-
Prefer not to say	2.00%	2		-
Transgender	0.00%	0		-
Total	100.00%	100	100.00%	6348

What is your sexual orientation?	Responses		Registered Applicants	
Gay / Lesbian	1.00%	1	1.7%	97
Heterosexual / Straight	88.00%	88	89.6%	5170
Other / don't know	2.00%	2	2.9%	166
Prefer not to say	9.00%	9	5.8%	337
	100.00%	100	100.00%	5770

What is your ethnic group?	Responses		Registered Applicants	
White: English / Welsh / Scottish / Northern Irish / British	91.6%	87	95.1%	526
White: Irish	1.1%	1	0.4%	2
White: Gypsy or Irish Traveller	0.0%	0	0.0%	0
Any other White background	1.1%	1	3.4%	19
Mixed / Multiple ethnic groups: White and Black Caribbean	0.0%	0	0.0%	0
Mixed / Multiple ethnic groups: White and Black African	0.0%	0	0.2%	1
Mixed / Multiple ethnic groups: White and Asian	0.0%	0	0.0%	0
Any other Mixed / Multiple ethnic background	0.0%	0	0.2%	1
Asian / Asian British: Indian	0.0%	0	0.0%	0
Asian / Asian British: Pakistani	0.0%	0	0.0%	0
Asian / Asian British: Bangladeshi	0.0%	0	0.0%	0
Asian / Asian British: Chinese	0.0%	0	0.2%	1
Any other Asian background	1.1%	1	0.0%	0
Black / African / Caribbean / Black British: African	0.0%	0	0.2%	1
Black / African / Caribbean / Black British: Caribbean	0.0%	0	0.2%	1
Any other Black / African / Caribbean background	0.0%	0	0.0%	0
Other ethnic group: Arab	0.0%	0	0.0%	0
Any other ethnic group	1.1%	1	0.2%	1
Don't know / refused	4.2%	4	0.0%	0
Total	100.0%	95	100.0%	553

What is your household type?	Responses		Registered Applicants	
Single/Couple	39.00%	39	52.3%	3318
Family with Children	55.00%	55	43.4%	2756
Other	6.00%	6	4.3%	274
Total	100.00%	100	100.00%	6348

Derbyshire & Staffordshire Moorlands Home-Options Partnership Equality Impact Assessment

1. Outline

Title of policy, practice, service or function being assessed	Home-Options Allocation Policy Review
Officers conducting assessment	Phil Campbell, Home-Options Co-ordinator
Date of assessment	
Reason for assessment	<p>The Home-Options Allocation Policy has been reviewed in response to:</p> <ul style="list-style-type: none"> • The Homelessness Reduction Act 2017 and the Code of Guidance 2018 • The General Data Protection Regulations 2018 • Improving Access to Social Housing for Victims of Domestic Abuse in Refuges or Other Types of Temporary Accommodation - Statutory guidance on social housing allocations for local authorities in England (2018) • The Armed Forces Covenant and Improving access to social housing for members of the Armed Forces (MHCLG Statutory Guidance 2020).
What is the purpose of this policy, practice, service or function? (specify aims and objectives)	<p>The Partnership provides a choice-based lettings service across Amber Valley, Chesterfield, Derbyshire Dales, Erewash, High Peak and Staffordshire Moorlands.</p> <p>The District and Borough Councils and the main housing providers work together to provide a choice-based lettings service for the management of</p>

	<p>the housing register and the advertising and allocation of social housing tenancies.</p> <p>The Home-Options Allocation Policy sets out how we will:</p> <ul style="list-style-type: none"> • Assess applicant's priority for housing in a fair and consistent way • Meet the housing needs of those in greatest need • Make efficient use of the housing stock • Allocate accommodation in a fair and transparent way.
Are there any other organisations involved in its implementation?	<p>This policy is delivered across five local authority areas, although cross-authority bidding is also permissible in one further area,</p> <p>The Home-Options partners in the four main areas are Amber Valley Borough Council, Derbyshire Dales District Council, emh homes, Erewash Borough Council, Futures Housing Group, High Peak Borough Council, Platform Housing Group, Staffordshire Moorlands District Council and Your Housing Limited. The main partner in the other area is Chesterfield Borough Council.</p>
Main customer groups (beneficiaries) / stakeholders	Housing register applicants, including homeless people, vulnerable clients, private sector tenants, owner occupiers and tenants of registered providers.
Other stakeholders	Registered providers (housing associations), support providers, private sector landlords, Social Care & Health – Adult Services & Children's Services, CAB & other advice and support agencies.
Which other District Council departments are affected by the policy, practice, service or function? Do any of the objectives directly support or hinder another activity?	<p>Strategic Housing Service – providing affordable homes</p> <p>Homelessness and Housing Advice Service – dealing with homelessness and housing advice</p> <p>Customer Contact - general enquiries.</p> <p>Home-Options assists local authorities in meeting their obligations to house qualifying homeless persons and contributes to the Housing Strategy by</p>

	meeting housing need. Housing is recognised as a determinant of good health and thus contributes to the wider agenda of residents' well-being.
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2. Assessing relevance to the general equality duty

The General Equality Duty has three aims which require the Partnership to have due regard to the need to:	Tick those which are relevant
Eliminate unlawful discrimination (both direct or indirect), harassment and victimisation	✓
Advance equality of opportunity between all persons by <ul style="list-style-type: none"> - removing or minimising disadvantages suffered by protected groups; - taking steps to meet the needs of people from protected groups where these are different from the needs of other people - encouraging people from protected groups to participate in public life or other activities where participation is disproportionately low 	✓
Foster good relations between different groups	✓

3. What existing information / data do you have / monitor about different diverse groups in relation to this policy, practice, service or function?

E.g.: previous EIA's, reports, consultation, surveys, demographic data, etc.

Information / Data	When and how collected	Source	What it tells you	Gaps
Home-Options Choice Based Lettings Scheme Partial Equality Impact Assessment Form	2015 – data sourced from housing applications.	Housing applications.	Analysis of key demographic data relating to protected groups	

Information / Data	When and how collected	Source	What it tells you	Gaps
Applicant's data sourced from housing applications.	Data sourced from housing applications.	Housing applications.	Analysis of key demographic data relating to protected groups.	Data on unsuccessful applications.

4. Based on the evidence above, does the policy, practice, service or function have a positive or negative impact on any protected group(s)?

Protected groups	Positive effects	Negative effects	Improvement actions
Age	<p>One policy that applies universally across five areas, with a degree of localism based upon local lettings policies.</p> <p>Over 90% of applicants can apply using the online application form and more than 90% of applicants can place bids online.</p> <p>Vulnerable applicants are assisted by Home-Options staff and support workers.</p>	<p>No evidence that older people are unable to access the website or place bids, either directly or with the assistance of family/friends.</p>	<p>Home-Options partners have support in place (assisted bids lists) to ensure support is provided for those who have no one to help them bid.</p>

Protected groups	Positive effects	Negative effects	Improvement actions
	<p>Applicants Aged 16/17 Applicants can register from the age of 16. There are currently 21 live applicants registered with Home-Options partners.</p>	<p>16/17 year olds can register with Home-Options but cannot legally hold an interest in land or property. This continues to cause problems to registered providers in terms of interpretation and consistency, as different landlords have different policies.</p>	
	<p>Applicants Aged 18 – 54 Older applicants (50+) willing to accept low-demand accommodation will qualify to apply even if they would not normally meet the local residence requirement.</p>	<p>No negative effects.</p>	
	<p>Applicants aged 55+ Older applicants have a greater choice of property as the majority of vacancies are designated for those over the age of 55.</p>	<p>Older owner occupiers with equity above the threshold may be expected to use their equity to secure accommodation and receive lower priority for accommodation (of 290 applicants with declared equity of more than £0-£10,000, 147 are aged 70+).</p>	<p>Mitigating factors apply for applicants who exceed the equity threshold but are unable to secure suitable accommodation due to prevailing market conditions e.g. cost, availability of adapted properties, etc.</p>

Protected groups	Positive effects	Negative effects	Improvement actions
<p>Disability or long term ill health Physical disabilities, sensory impairments, limiting long-term illnesses, learning disabilities or mental health issues</p>	<p>The Home-Options Allocations Policy gives reasonable preference to applicants whose housing situation impacts upon their health or disability.</p>	<p>The policy prioritises those in greatest need but cannot address the wider issue of the shortage of suitable properties for those who need adapted properties.</p>	<p>The proposed policy has increased the number of medical priority reasons, enabling partners to assess medical priority with greater accuracy.</p>
<p>Race/ethnic groups</p>	<p>Anyone living in the Home-Options area may apply for housing (assuming they are eligible to apply for housing in the UK). Priority is given to applicants with a local connection, which can be achieved after six months' residence).</p> <p>Information about the local area is available via a link to Google Maps on property adverts. This helps applicants to make decisions on suitability of accommodation in relation to local facilities (schools, GP, places of worship, shops, public transport).</p>	<p>There are exceptions to the Local Residency Requirement for applicants without a connection to the Home-Options area, for those applicants without a connection elsewhere or who are unable to return due to harassment or violence.</p> <p>The Peak Park Planning Authority requires a ten year local connection for some properties in the Peak District National Park. This could have a negative effect on applicants who have recently arrived in the country, but it is outside the scope of this assessment.</p>	<p>Changing the local connection requirements for moving to give or receive support will make it easier for applicants to move.</p>

Protected groups	Positive effects	Negative effects	Improvement actions
Women or men	The policy gives preference to family accommodation to parents with children.	Where parents are separated or divorced, this means that female parents tend to be offered more family accommodation as more often, the children are living with them (67% of heads of household are female).	The proposed policy removes local residency requirement for women forced to move to refuge accommodation as a result of domestic violence.
Sexual orientation		No negative impact.	
Religion or belief (including non-belief)		No negative impact.	
Transgender (including people planning to or going through gender reassignment)		No negative impact.	
Pregnancy and maternity (including maternity and paternity leave)	Households with children are given preference for family accommodation.	Families with children who only stay with them on a part-time basis are not entitled to family accommodation. The shortage of family accommodation means that it is not possible to give parents with non-resident children family accommodation, although they may still bid for larger flats, where available.	The proposed policy enables families with an expected child to bid for family accommodation, to reduce the need for a second move once a child is born.

Protected groups	Positive effects	Negative effects	Improvement actions
Marital status (including civil partnership & same sex marriage)		No negative effect.	

4a. Are there any local priority groups / factors which should be considered?

Other factors	Positive effects	Negative effects	Improvement actions
Armed forces applicants	In line with the armed forces covenant, there are no restrictions on applications from armed forces applicants.	No negative effects.	Armed forces applicants will benefit from a local connection under the proposed policy.
Care Leavers	Qualifying care leavers will be awarded a local connection for all Home-Options areas.	No negative effects.	The proposed policy will give care leavers a greater chance of securing a new home.
Homeless Applicants	Homeless applicants who are judged to be in priority need will receive greater priority for accommodation.	Non-priority homeless cases would not receive the same priority as those who are in priority need (although this does not represent a change from the current policy).	This proposal will have a beneficial effect for households with children, those who have physical and/or mental health issues.
Poverty / deprivation	Priority can be awarded to those who are unable to afford the running costs of their home,	No negative effect.	

Other factors	Positive effects	Negative effects	Improvement actions
	including those affected by the removal of the spare room subsidy for social housing tenants.		
Rural areas	Many properties advertised in rural area are advertised with preference for applicants who have established a local connection with that area.	A 10 year local connection is required for certain properties in the Peak District National Park. This can prevent mobility but this requirement is set by the PDNP planning authority and is therefore outside the scope of this policy.	

5. Consultation and engagement

Do we need to seek the views of others and if so, who? If not, please explain why.

The draft Home-Options Allocation Policy was subject to public consultation from Thursday 21 May 2020 to Sunday 2 August 2020.

The proposed change were advertised on the Home-Options website and emails were sent to approximately 5,600 registered applicants with an email address. In addition, partners promoted the consultation via social media and online consultation panels. Support providers and housing associations (outside the core partners) were also invited to submit their views.

101 responses were received and are recorded in the Home-Options Allocation Policy Consultation Report.

6. Commissioned / outsourced services

Is your policy, practice, service or function partly or wholly provided by any external organisation / agency?	Yes – properties are advertised by housing associations using Home-Options.
If yes, please list any contractual or other arrangements which aim to ensure that the provider promotes equality and diversity (eg: <i>monitoring data</i>)	Monitoring of lettings will ensure that lettings are conducted in line with the Home-Options policy.

7. Improvement Plan

Key issues identified	Actions
The Home-Options audit report highlighted the need to monitor lettings to ensure they were carried out in accordance with the allocation policy.	This monitoring will included the special category data to ensure that discrimination is not taking place within the allocation process.
Mitigating factors apply for applicants who exceed the equity threshold but are unable to secure suitable accommodation due to prevailing market conditions e.g. cost, availability of adapted properties, etc.	Monitoring of allocations will take place to ensure that the proposed changes deliver the required outcomes.
The proposed policy has increased the number of medical priority reasons, enabling partners to assess medical priority with greater accuracy.	Monitoring of allocations will take place to ensure that the proposed changes deliver the required outcomes.
Changing the local connection requirements for moving to give or receive support will make it easier for applicants to move.	Monitoring of allocations will take place to ensure that the proposed changes deliver the required outcomes.
The proposed policy removes local residency requirement for women forced to move to refuge accommodation as a result of domestic violence.	Monitoring of allocations will take place to ensure that the proposed changes deliver the required outcomes.

The proposed policy enables families with an expected child to bid for family accommodation, to reduce the need for a second move once a child is born.	Monitoring of allocations will take place to ensure that the proposed changes deliver the required outcomes.
Armed forces applicants will benefit from a local connection under the proposed policy.	Monitoring of allocations will take place to ensure that the proposed changes deliver the required outcomes.
The proposed policy will give care leavers a greater chance of securing a new home.	Monitoring of allocations will take place to ensure that the proposed changes deliver the required outcomes.
This proposal will have a beneficial effect for households with children, those who have physical and/or mental health issues.	Monitoring of allocations will take place to ensure that the proposed changes deliver the required outcomes.

PLEASE FORWARD THE COMPLETED FORM TO THE POLICY MANAGER / POLICY OFFICER (Consultation & Equalities)

Signed _____ (Completing Officer)

Appendix 1: Supporting Information

Age Band (head of household)

Age Band	Lets	Lets%	Applications	Applications %
Under 18	1	0.1%	21	0.33%
Between 18 and 24	248	15.4%	880	13.69%
Between 25 and 34	395	24.5%	1797	27.95%
Between 35 and 44	287	17.8%	1186	18.44%
Between 45 and 49	114	7.1%	394	6.13%
Between 50 and 54	114	7.1%	438	6.81%
Between 55 and 59	125	7.8%	432	6.72%
Between 60 and 69	173	10.7%	607	9.44%
70 and over	152	9.4%	675	10.50%
Not known	2	0.1%	0	0.00%
Total	1611	100.0%	6430	100.00%

Disability or long term ill health (household)

Long-term ill health	Lets	Lets%	Applications	Applications %
No	1254	77.8%	5374	83.58%
Yes	357	22.2%	1056	16.42%
Total	1611	100.0%	6430	100.00%

Ethnic Origin (head of household)

Ethnic Origin	Lets	Lets %	Applications	Applications %
Any other Black/African/Caribbean background	0	0.0%	2	0.0%
Arab	1	0.1%	2	0.0%
Asian/Asian British - Any other Asian background	1	0.1%	6	0.1%
Asian/Asian British – Bangladeshi	0	0.0%	0	0.0%
Asian/Asian British – Chinese	4	0.2%	3	0.0%
Asian/Asian British – Indian	3	0.2%	5	0.1%
Asian/Asian British – Pakistani	1	0.1%	2	0.0%
Black/Black British – African	3	0.2%	12	0.2%
Black/Black British – Caribbean	3	0.2%	15	0.2%
Mixed – other	5	0.3%	12	0.2%
Mixed - White and Asian	1	0.1%	6	0.1%
Mixed - White and Black African	1	0.1%	5	0.1%
Mixed - White and Black Caribbean	8	0.5%	41	0.6%
Not stated	6	0.4%	18	0.3%
Other	5	0.3%	26	0.4%
White - Any other white background	32	2.0%	74	1.0%
White - English/Scottish/N. Irish/British	1472	91.4%	5164	73.3%
White - Gypsy or Irish Traveller	2	0.1%	3	0.0%
White – Irish	9	0.6%	28	0.4%
Not known	54	3.4%	410	23.1%
Total	1611	100.0%	5834	100.0%

Gender (head of household)

Gender	Lets	Lets %	Applications	Applications %
Female	1042	64.7%	3587	61.5%
Male	567	35.2%	2247	38.5%
Not disclosed	2	0.1%	0	0.00%
Total	1611	100.0%	5834	100.0%

Sexual Orientation (head of household)

Sexual Orientation	Lets	Lets %	Applications	Applications %
Other	15	0.9%	60	1.0%
Bisexual	31	1.9%	88	1.5%
Gay man	14	0.9%	28	0.5%
Gay woman (lesbian)	13	0.8%	56	1.0%
Heterosexual (straight)	1344	83.4%	4747	81.4%
No answer	99	6.1%	573	9.8%
Prefer not to say	95	5.9%	282	4.8%
Total	1611	100.0%	5834	100.0%

Religion (head of household)

Religion	Lets	Lets %	Applications	Applications %
Buddhist	8	0.5%	13	0.2%
Christian (all denominations)	556	34.5%	1747	29.9%
Hindu	0	0.0%	1	0.0%
Jewish	2	0.1%	0	0.0%
Muslim	3	0.2%	23	0.4%
No answer	96	6.0%	574	9.8%
No religion	807	50.1%	3088	52.9%
Other religion or belief	35	2.2%	116	2.0%
Prefer not to say	104	6.5%	270	4.6%
Sikh	0	0.0%	2	0.0%
Total	1611	100.0%	5834	100.0%

Gender Identity (head of household)

Is your gender identity different from your gender identity at birth?	Lets	Lets %	Applications	Applications %
No	1410	87.5%	4895	83.9%
No Answer	102	6.3%	568	9.74%
Prefer not to say	11	0.7%	60	1.03%
Yes	88	5.5%	311	5.33%
Total	1611	100.0%	5834	100.0%

Pregnancy (household)

Household with pregnant member	Lets	Lets%	Applications	Applications %
No	1471	91.3%	5087	87.2%
No answer	46	2.9%	367	6.3%
Yes	94	5.8%	380	6.5%
Total	1611	100.0%	5834	100.0%

Marriage or Civil Partnership (head of household)

Are you married or in a civil partnership?	Lets	Lets %	Applicants	Applications %
No	1138	70.6%	3739	64.1%
No answer	120	7.4%	736	12.6%
Prefer not to say	39	2.4%	146	2.5%
Yes	314	19.5%	1213	20.8%
Total	1611	100.0%	5834	100.0%

Poverty/Deprivation

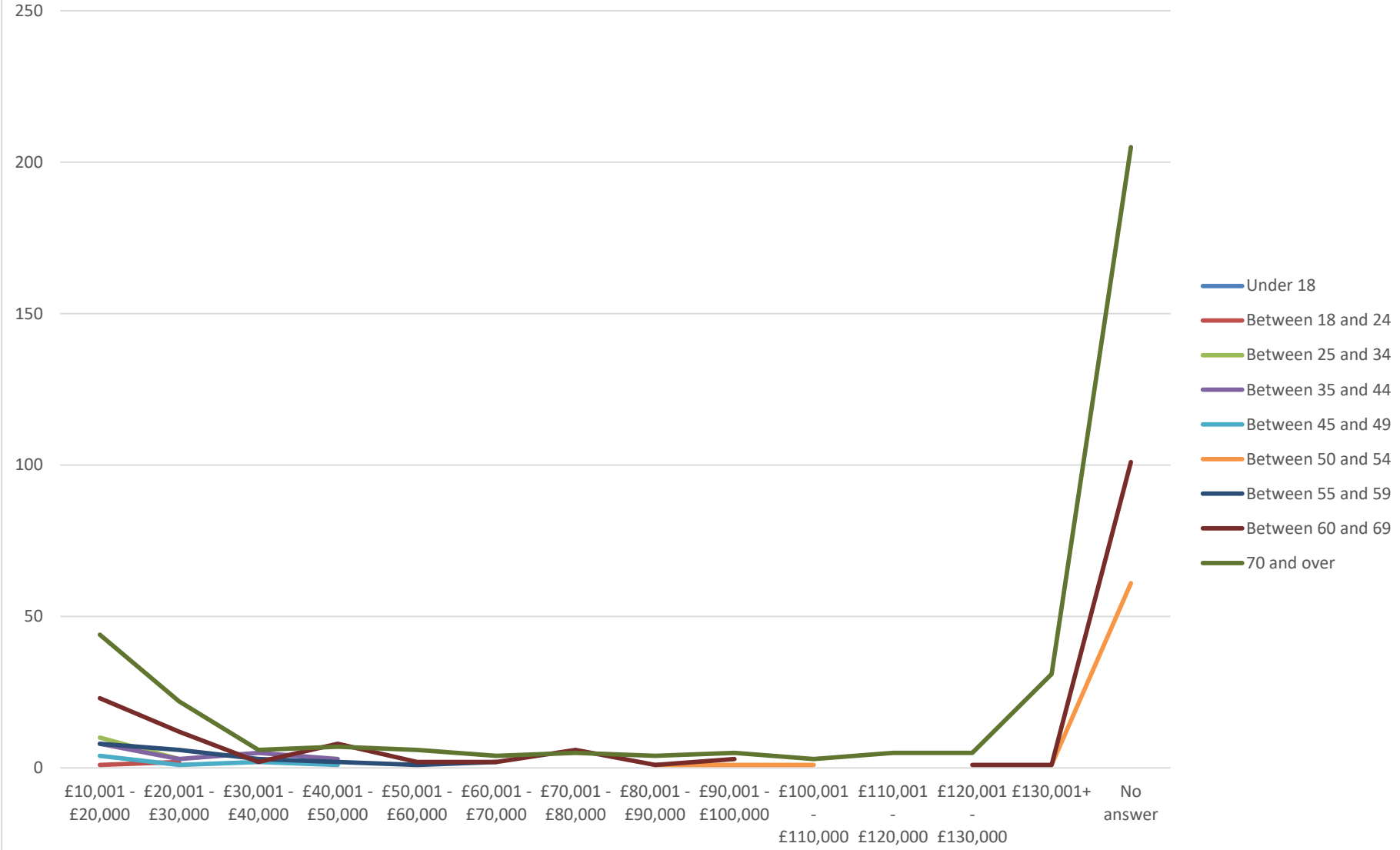
Household Income (excluding HB & CTS)	Lets	Lets %	Applications	Applications %
£0 - £10,000	880	54.6%	2605	44.7%
£10,001 - £20,000	440	27.3%	1626	27.9%
£20,001 - £30,000	138	8.6%	613	10.5%
£30,001 - £40,000	26	1.6%	203	3.5%
£40,001 - £50,000	6	0.4%	32	0.5%
£50,001 - £60,000	1	0.1%	21	0.4%
£60,001 +	0	0.0%	7	0.1%
No information	120	7.4%	727	12.5%
Total	1611	100.0%	5834	100.0%

Household Equity	Lets	Lets %	Applications	Applications %
£0 - £10,000	1407	87.3%	4861	83.3%
£10,001 - £20,000	22	1.4%	80	1.4%
£20,001 - £30,000	10	0.6%	41	0.7%
£30,001 - £40,000	9	0.6%	14	0.2%
£40,001 - £50,000	7	0.4%	18	0.3%
£50,001 - £60,000	4	0.2%	8	0.1%
£60,001 - £70,000	3	0.2%	8	0.1%
£70,001 - £80,000	4	0.2%	9	0.2%
£80,001 - £90,000	4	0.2%	6	0.1%
£90,001 - £100,000	5	0.3%	6	0.1%
£100,001 - £110,000	0	0.0%	8	0.1%
£110,001 - £120,000	4	0.2%	4	0.1%
£120,001 - £130,000	2	0.1%	6	0.1%

£130,001+	10	0.6%	38	0.7%
No information	120	7.4%	727	12.5%
Total	1611	100.0%	5834	100.0%

DRAFT

Equity by Age Profile



Source of Data

Lets: all lets across the Home-Options Partnership area from 1 January 2019 to 31 December 2019.

Applicants: all registered applicants across the Home-Options Partners as at 10 August 2020. Information shows head of household or whole household data, as appropriate.

Prior to 2015, information was not requested across all protected characteristics. Where information is not available, 'No answer' records the number of applicants without data.

DRAFT

COMMUNITY AND ENVIRONMENT COMMITTEE
14 OCTOBER 2020

Report of the Director of Community & Environmental Services

THE USE OF GLYPHOSATE

PURPOSE OF REPORT

This report provides an update on the current use of Glyphosate within the Derbyshire District as an active means of weed control, and outlines an approach to further reduce our use.

RECOMMENDATIONS

1. That the Director of Community and Environmental Services continues to engage in discussions with Derbyshire County Council in respect of arrangements for the management of weed control throughout the District under contract.
2. That the Director of Community and Environmental Services continues to engage in discussions with Parish and Town Councils on appropriate alternative weed management options in order to inform the forthcoming review of Clean and Green Service Standards.
3. That in the period prior to the implementation of any new service standards arising from the Clean and Green Review, Council adopts the approach outlined in Option 3.

WARDS AFFECTED

All Wards.

STRATEGIC LINK

The review of the use of glyphosate within the Derbyshire Dales aligns itself with the dedication to keeping the District Clean, Green and Safe.

1 BACKGROUND

- 1.1 At the Council meeting held on 16th January 2020, Members debated a motion in regard to the Council's use of Glyphosate in weed killing and weed control operations. At that meeting, Members resolved that the matter (the use of glyphosate) be referred to the Community & Environment Committee for a detailed report on product data and detail and service implications to enable a reasoned decision to be taken as to its future use.
- 1.2 This report seeks to provide members of the Committee with an update on the work undertaken so far.

- 1.3 Glyphosate is a key ingredient in herbicides; this means it is used to kill unwanted vegetation and is used in a variety of settings across the world. Glyphosate-based products are used in horticulture to address weeds but a larger quantity is used in agriculture. They are typically applied before crops are sown to control weeds and, therefore, facilitate better growth of crops by eliminating competing plants.
- 1.4 The use of glyphosate has become contentious in recent years with many studies questioning the safety of the product, linking the chemical to conditions from infertility to cancers. The vast majority of these reports are directed at the suppliers of glyphosate products, namely Monsanto who manufacture Roundup, the world's most popular glyphosate herbicide.
- 1.5 In 2019, a couple in the United States of America made headlines across the world when they were awarded over £2.9 billion dollars in their lawsuit against Monsanto as they had both developed non-Hodgkin's Lymphoma within a year of each other. It was found that they had used Roundup on their own land and other private properties for several years without using Personal Protective Equipment (PPE) as the product was deemed to be safe, showing none of the usual toxicity labelling. Studies found links between the glyphosate herbicide and the cancers that had developed.
- 1.6 Many other cases have been taken to Monsanto regarding the safety of glyphosate for users, animals and the general environment. The arguments for and against its use are worldwide, however, the science is not as yet conclusive. Some countries have banned the use of glyphosate, for instance the Netherlands, others have banned its use in certain circumstance like pre-harvest, for example Italy, and others have restricted its use in the public sector, including Luxemburg and Portugal.
- 1.7 Glyphosate has been approved by EU law, supported by the UK Government until December 2022 with guidelines of appropriate use such as suitable PPE. The EU have claimed that Glyphosate has been thoroughly assessed by Member States, the European Chemicals Agency (ECHA) and the European Food Safety Authority (EFSA) in recent years. The EU have set up an Assessment Group on Glyphosate (AGG) comprised of France, Hungary, the Netherlands and Sweden acting jointly as 'rapporteurs' for the next assessment of glyphosate.
- 1.8 On 12 December 2019, the Glyphosate Renewal Group (a group of companies in favour of glyphosate use), sent an application for the renewal of approval of glyphosate post-2022 to the AGG, the other Member States, the EFSA and the European Commission. The required scientific data and literature were submitted by the Glyphosate Renewal Group on 8 June 2020 and the AGG will carry out a full investigation and submit this to the EFSA to initiate the peer review process in 2021.
- 1.9 It has been stated that some members of the EU have already taken action before the formal conclusion is heard. The UK voted in favour of renewing the EU license until 2022, however, some Councils are taking up alternatives of their own accord.

2 DISTRICT COUNCIL USE OF GLYPHOSATE

- 2.1 UK law requires operators of pesticides (including herbicides) to hold PA1 and PA6 certificates to use pesticides professionally. Therefore, glyphosate is only handled by those with a PA1 and PA6 certificate. A PA1 course is a foundation unit for the basis theory and covers the legislation, health and safety requirements, precautions, product label information and safe application of pesticides. The PA6 is the practical unit covering the safe application of pesticides with a hand held lance or knapsack. There are other certificates but these are the ones appropriate to the District Council's use of knapsacks. In total, we have 14 members of staff who have full PA1 and PA6 certificates. Along with the formal certificates, the operators are subject to specific PPE including protective full face visors, nitrile gloves, disposable overalls and wellington boots. The use of PPE by staff is mandatory and any failure to wear PPE would constitute gross misconduct under the Council's disciplinary procedure.
- 2.2 As a result of concerns expressed, the District Council has significantly reduced the use of glyphosate in its parks and play areas, taking up more environmentally friendly techniques such as mulching and hand weeding. It is now only used in two instances; firstly, in certain areas of adopted footpaths that have not yet been added to our programme of work for our contractor and secondly, by our contractor, Munro Weed Control. Munro Weed Control spray 3 times a year, spraying for a total of 50 hours and 15 minutes per treatment. Munro Weed Control abide by the relevant PPE requirements and further guidelines that the Council deem as appropriate. For example, there will be no treatment of town centre areas permitted at any times other than between the hours of 4am and 7am. The supplier must also incorporate low drift technology, such as air inclusion nozzles to minimise both operator and bystander exposure and to avoid drift onto landscaped areas.
- 2.3 The District Council undertakes weed control under contract on behalf of Derbyshire County Council (DCC) and ensures compliance to the laws of Herbicide Products as per the contract; The Food and Environmental Protection Act 1985, The Control of Pesticide Regulations 1986 and the Plant Protection Regulations 1995. The District Council receives a fixed grant of £19,000 per annum to manage this contract on behalf of the County Council. Any additional expense incurred in undertaking these works has to be met by the District Council and is non-reimbursable. It is therefore important that the works can be undertaken within the resources made available.
- 2.4 In response to the publicised health concerns, the Community and Environment Services Department have received a number of requests from residents and Local Town / Parish Councils to assess the use of glyphosate in a bid to reduce its use. The Community Team have, therefore, contacted several Local Councils and Table 1 below has been compiled by information provided to the Community Team by 15th September 2020. It shows the mixed opinions across our district regarding weed spraying with glyphosate. Table 1 also highlights the local initiatives that the District Council are already involved in with certain area that wish to abstain from the further treatments.

Table 1: Feedback from Parish and Town Councils on Weed Spraying

Local Council	Action / Discussion
Bonsall	They are concerned about the use of glyphosate and have asked for an immediate cessation in spraying. They will hand weed and the Distract Council will provide bags and remove the bagged up weeds from the car park by the play area.
Darley Dale	They are concerned and want to strike a balance between wild areas and maintaining access.
Matlock	They haven't used glyphosate on their land this year and are trialing other means of weed control. The findings are going to their committee in September.
Over Haddon	They want to try without spraying for the next two sessions, so cease spraying in October and in April. But if the weeds become a problem then they would like to either start spraying or some alternative method.
Grindleford	They would like to make changes but haven't responded further.
Eyam	They are concerned but haven't responded further.
Winsters	They requested information on specification which have been provided but there has been no correspondence since.
Clifton	Requesting no change to the current specification.
Matlock Bath	Requesting no change to the current specification.
Longford	Requesting no change to the current specification.
Middleton by Yowlgrave	Requesting no change to the current specification.
Monyash	Requesting no change to the current specification.
Cromford	Requesting no change to the current specification.
Stanton in peak	Requesting no change to the current specification.
Tissington & Lea Hall	Requesting no change to the current specification.
Brassington	Requesting no change to the current specification.
Chelmorton	Requesting no change to the current specification.

- 2.5 The Community and Development Services Team have also spoken to neighbouring Councils including Amber Valley Borough Council, Chesterfield Borough Council, Derby City Council, North East Derbyshire District Council and South Derbyshire District Council who have confirmed that they all use glyphosate based product and those who have trialed alternatives, state that they also came with their own environmental issues (South Derbyshire and Derby City).
- 2.6 The District Council are currently in the 2nd year of a 3 year contract with Munro Weed Control, with an option of adding a 4th year subject to providing 6 months written notice. Munro Weed Control have confirmed that they are committed to reviewing their use of glyphosate due to growing public concern and they have also provided information on popular alternatives: Acetic Acid, Weed Rippers, Heat / Burning, Hot Foam (WeedingTech), and Root wave (electricity) (Appendix 1)
- 2.7 The Clean and Green Team have also be trialing alternatives over a period of two months. The results are shown in Table 2 below and highlight known alternatives, their toxicity levels, whether they are effective at reach the root and ultimately killing the weed (systemic) and the relevant testing verdicts.

Table 2 : Alternatives Methods of Weed Control Trial Outcomes

Alternative product / equipment	Toxicity	Systemic	Testing Verdicts
Acetic Acid - a naturally occurring weak acid found in vinegars which is concentrated for manufacturing uses.	High. Dangerous to bees and contact with eyes extremely dangerous as may cause loss of sight.	This method is not systemic	Foul smell and carry their own dangers with the need for intensive use to gain desired results.
Pelargonic Acid - Naturally occurring fatty acid occurring in products like goat's milk, apples and grapes. Commercially produced from beef tallow.	Very low. May cause some irritation to eyes and skin.	Product is not systemic. Several applications required especially in cooler climates.	Introduce new dangers with the need for intensive use to gain desired results.
Bleach	Medium but very high when mixed with other elements that could be in the soil.	Product is systemic but also alters the PH level of the soil over time and would be highly damaging to the environment.	Exposure risks and environmental factor are too great for the lack of root effect.
Burning	Very low but the flames will create new risk.	This method is not systemic.	Exposure risks are too great for the lack of root effect.
Roundup Glyphosate Free	Medium as the glyphosate is replaced with vinegar.	Product is not systemic. Several applications required especially in cooler climates. Foul smell	Only available in ready mixture and needs large quantities to match the effectiveness of. glyphosate
Foam Stream - A patented solution using hot water biodegradable foam.	Non-toxic but it is hot so contact would burn.	This method is not systemic	Not trialled but our contractor considers this impractical to use around parked cars and busy footpaths
Weed Rippers - hand held or walk behind machine that rip the weeds out with blades.	Non-toxic	This method is systemic but not on all surfaces	Some additional costs such as green waste removal, labour intensive but can be used for other works like ice and snow lifting.

- 2.8 From the table above and the assessments given to us by our contractor, it is apparent that, at the present time, there is no clear alternative to the use of glyphosate in terms of overall effectiveness. The effectiveness stems from the product / method being systemic and, therefore, use and costs are controlled. It is difficult, therefore, to assign the cost implications to alternative usages, however, there are some alternatives that are clearly a backwards steps in terms of weed management. Both acetic and pelargonic acid bring too many dangers to operators and the environment to be considered a viable alternatives. This is the same for bleach and burning. Foam Stream is not something we have been able to trial as this would incur considerable contractor expense and demonstrations have been stalled due to COVID-19 restrictions. However, this could be trailed at a later stage. Munro Weed Control has been proactive in the discussions to use more trials going forward as part of a wider review.
- 2.9 As Members are aware, the District Council has committed in its Corporate Plan to undertake a review of Clean and Green service standards over the next 12-18 months. Whilst the terms of this review are yet to be finalised and agreed, the review will assess all working practices as well as new opportunities that create better ways of delivering the services. The use of glyphosate will be considered as part of this review as the Clean and Green Team are committed to working in more environmentally friendly ways. In addition, the review will seek to establish the costs of delivering current and future service standards and will enable members to prioritise the nature and extent of services we wish to provide in the future, relative to the resources we have available. Whilst there will be increased costs associated with moving away from glyphosate based products, that is not a reason not adopt alternative practices. However, it is important that significant decisions are not taken in advance of the Clean and Green Review being completed in order that Members can ensure that sufficient resources remain available to deliver all future service standards.
- 2.10 Officers, therefore, consider that there are three possible options moving forward.

3 EVALUATION OF OPTIONS

Option 1

- 3.1 That the District Council continues with the current contractor and negotiates the use of appropriate alternatives in more sensitive areas, i.e. near to schools. We can then internally trial further products and agree on a formal action once the contracts ends.
- The only viable alternative at this stage is the use of weed rippers. Walk behind weed rippers could be hired for £100 a week or bought for £2,400. Strimmers with the weed ripper heads cost £400 to purchase and this is a favourable option for our contractor as it is less labour intensive. The District Council would need to fund the weed rippers and the Clean and Green Team may be needed to collect the green waste created in order to complete the work in the same timeframe as before.
 - This is likely to result in less than satisfactory weed removal in the areas that we are trialing and will create inconsistent results across the district.
 - The Clean and Green team will likely be inundated with requests to remove weeds which creates an indirect cost and a direct impact to other service areas within our remit.

- The only other product worth trialing would be the hot foam however demonstrations are on hold due to COVID regulations.
- This gives the District Council an opportunity to trial an alternative for a full season, and creates a better position during our Clean and Green Review.

Option 2

3.2 That the District Council continue to use the current contractor but work with them on trialing alternatives in certain areas that have expressed an interest in an alternative but unable to provide community support.

- The only viable alternative at this stage is the use of weed rippers and the costs are as outlined above.
- This may or may not mean that the standard of weed removal is less than satisfactory in the areas that we are trialing and will create inconsistent results across the district.
- Some areas have local agreements of weed removal so this will give more time and flexibility to the contractor and the Clean and Green team in the areas where we are using the weed rippers.
- This gives the District Council an opportunity to trial an alternative for a full season, and creating a better position during our Clean and Green Review.

Option 3

3.3 That the District Council continue our contract for the coming year and honour our local agreements where the communities are weeding themselves. We can select an alternative approach for a new tender in 2022 ready for the Government's decision on glyphosate.

- This options allows the DDDC to honour the weed treatment contract and our local agreements with the aspiration to commit to a new contract that outlines a rejection of glyphosate based products.
- This options creates no further costs to the DDDC.

3.4 In light of the above, it is the Officers' view that the most appropriate option to pursue in advance of the Clean and Green Review is Option 2.

4 RISK ASSESSMENT

4.1 Legal

We are currently in a contractual relationship with the current supplier. Therefore in order to facilitate a change the Council is required to obtain the suppliers agreement and co-operation. Due to the fact that we cannot do this unilaterally the risk associated with this report has been assessed as medium. Should the co-operation of the supplier not be forthcoming, this may impede and decision and authority given by the members.

4.2 Financial

It is expected that costs can be contained within existing budgets so the financial risk is assessed as low.

5 OTHER CONSIDERATIONS

5.1 In preparing this report, the relevance of the following factors has also been considered: prevention of crime and disorder, equalities, environmental, climate change, health, human rights, personnel and property.

6 CONTACT INFORMATION

Ashley Watts: Director of Community & Environmental Services
Telephone: 01629 761367
Email: ashley.watts@derbyshiredales.gov.uk

7 BACKGROUND PAPERS

None

8 ATTACHMENTS

Appendix 1: Original Statement sent from Munro Weed Control






**MUNRO
WEEDCONTROL**

Appendix 1

Munro Weed Control

Ash Tree Cottage
Royd Road
Meltham
Holmfirth
HD9 4BG

07860 795 172 
01484 854 917 

killweeds@gmail.com 

www.munroweedcontrol.co.uk

Statement 4

Munro Weed Control Ltd are committed to reviewing best practice and would welcome future strategy to reduce Glyphosate use due to public concern.

We already undertake measures to reduce or use the least amount possible as per below:

Following guidelines of best practice of Target Application

We are self-sufficient for a day's operation and carry all water (350 ltr) on board for afternoon refills, so no connecting into public drinking water hydrants and associated hire costs or risks or public perception of contamination. If possible we work out of council depots.

GPS tracking of operations

Buffer zones around Schools and other sensitive areas

Near Miss/ Environmental concern forms, to encourage staff to come up with innovated ideas and keep working practices safe

Low Drift Air Induction Nozzle Design, with considerable reduced application rates
Hand Held CDA equipment carried by operator for confined spaces/parked cars etc.
quicker working methods reducing carbon footprint

Adding Adjuvants to improve take up results. We were always concerned as previous products gave limited information on toxicity.

until now we have found a product called Eco- tac the first organic registered adjuvant that is environmentally friendly, this improves greater coverage and control of difficult weeds such as knotgrass, thus more effective and Rain fast and limits evapotranspiration from the leaf by sunlight.








MUNRO WEEDCONTROL

Munro Weed Control

Ash Tree Cottage
Royd Road
Meltham
Holmfirth
HD9 4BG

07860 795 172 
01484 854 917 

killweeds@gmail.com 

www.munroweedcontrol.co.uk

Other methods below :

Acetic acid or Pelargonic

We have trialled this method in previous contracts as a member of public complains about the use of glyphosate on a street and is a good alternative in specific areas, some of the problems below

Will not kill the roots of plants

PPE considerations (eye Protection)

Damage to spray equipment

Cost £

Application rates

Other risks to public, corrosive damage to property

Environment Wildlife, Particularly Bees

Weed ripper

This method we have trialled in an industrial situation with a walk behind machine to remove moss on a pavement, again it does work, but required extensive repeat applications, and then there is the problem of

Not kill the roots of the plant

Removing the material

Risk of damage to public (flying stones)

Damage to surface or property

Labour intensive

Cost£








MUNRO WEEDCONTROL

Munro Weed Control

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www.munroweedcontrol.co.uk

Heat/Burning weeds

Flame weeding is passing a flame over a weed briefly to heat the plant tissue so the weed dies. The problems with this method I believe after internal trials are:

*It burns the top of the plant, but not the root
Exposing non-target risk/damage to the public
Dry spells fire risk
Carbon footprint
Really only works on annual weeds 1 to 2 inch in size
Labour intensive
Cost£*

Hot foam (Weedtech)

The hot water foam is a credible alternative to glyphosate, although not systemic, but could see it been used around school playgrounds and other sensitive areas and has the benefit of cleaning also. Although we have not internally trialled, some problems foreseen in a footway highway operation.

*It's not Systemic
Trip hazard from slipping/ wet surface and hoses
Unpractical or unable to treat with parked cars etc.
Carbon footprint (40ltrs of diesel in a day's operation)
Sustainable (palm oil)
Labour intensive
Cost £*








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Electricity (rootwave)

This is similar to hot foam, but generates heat internally to the root, again we have not trialled as we see this not been practical in a footway highway operation, but could see this as an option to invasive weed control in parks with machine access etc.

Non-target risk damage to the public

Trip hazard

Grounding equipment on pavements

Dry spells fire risk

Unpractical or unable to treat with parked cars etc.

Labour intensive

Cost£

As a company we try to be transparent in our operations, and hope this gives you confidence in our approach to environmental commitments, and future methods of providing and improving the service.

attached

New Way Label

New Way Material safety data sheet

Eco-tac adjuvant Plant Protection Regulations Number 0867

Eco-tac Material safety data sheet

