

SHEFFIELD CITY COUNCIL

INDIVIDUAL CABINET MEMBER DECISION RECORD

The following decision was taken on 28th June 2013 by the Deputy Leader and Cabinet Member for Homes and Neighbourhoods

*Date notified to all Members: 2nd July 2013

*The end of the call-in period is 4.00 pm on 9th July 2013 *ie 4 working days after publication of the decision*].

*Unless called-in, the decision can be implemented **10th July 2013**

* To be completed by Democratic Services

1. **TITLE** **Reducing the impact of the poor management of private rented housing in and around Page Hall**

2. **DECISION TAKEN**

That

- (a) the enhanced enforcement activity proposals set out in this report be approved
- (b) the Selective Licensing consultation proposals as set out in this report be approved
- (c) the Director of Commissioning be authorised to design, develop and implement the consultation

3. **Reasons For The Decision**

The inward migration of people into the Page Hall area over the last few years from European Accession countries has led to significant community tensions. These tensions have been exacerbated by the **action of a minority of private landlords** who are not letting their properties responsibly. This has contributed to

- Low demand in the area – house prices have fallen significantly in Page Hall as more and more housing is turned over to low-value private rental. Many householders and established landlords are now in negative equity and we need to do what we can to break the cycle
- New arrivals not being advised by their landlord about how to use local services like refuse collection; and,
- Many of the new arrivals are living in sub-standard, overcrowded, and

sometimes dangerous properties.

- Unsurprisingly, dozens of Page Hall residents have complained to the Council about overcrowding of private rented housing and the related anti-social behaviour (e.g. excessive noise, litter, inadequate sanitation)
- These formal complaints are supplemented by hundreds of anecdotal reports from local community workers and residents.
- Local residents *and responsible landlords* are angry that irresponsible landlords are profiting from renting out their houses without properly considering their duties to tenants or the local community. The local community (established and new) wants action to be taken to compel local landlords to let their properties more responsibly. This report proposes that we consult with residents to inform and receive comments from them on the Council's proposed Selective Licensing scheme and further explore whether such a scheme would reduce or even eliminate the issues causing concern to the community.

We want to respond to demand from the local community and step up our enforcement activity. Enhanced enforcement would include:

- Speedy and visible presence of qualified officers, gaining entry into properties on a proactive basis
- identifying property and tenancy issues that have so far been hidden
- identifying overcrowding and tenant neglect
- Identifying landlord absence / reluctance to engage
- Legal action and visible prosecution of landlords not compliant with legislation, which will in turn drive up private rented housing standards in and around Page Hall
- Opportunity to serve legal notices requiring details of ownership and management
- Direct referrals to other departments and agencies to make sure that (a) new arrivals get the support they need; and, (b) landlords are acting within the law (e.g. declaring rental income)
- Collating a database of properties, tenants and landlords to inform future enforcement activity and the potential introduction of Selective Licensing
- Clear message to landlords, tenants and the local community that irresponsible letting of housing is not acceptable
- Reassurance to the local community that we take their concerns seriously and will take firm action where this is justified

We also propose that we introduce a Selective Licensing scheme in and around

Page Hall, which means we must consult with landlords, tenants, local people and other stakeholders to get their views. Selective Licensing would mean:

The Council would have additional legal powers to add specific conditions for the rental of properties, (e.g. compulsory reference check, provision of tenancy agreements)

There would be significant fines for breaches of licence conditions

We would have an effective tool to tackle issues like anti social behaviour linked to private rented housing

The 5 year period of Selective Licence scheme will drive longer term improvement in standards and reduce the ability of landlords to profit from irresponsibly let properties

4. Alternatives Considered And Rejected

Do nothing

- 1.1 We could continue with the current reactive approach and address a limited number of service requests on a responsive basis. This approach would not have any additional impact or benefit for the community.

Pro-active enforcement without Selective Licensing.

- 1.2 We know that the temporary enforcement work funded by the Migration Impact Fund work had a real impact on the neighbourhood and resulted in enhanced partnership working at ground level. Residents appeared to be reassured when seeing the dedicated officers patrolling the area and getting into properties.
- 1.3 This option would undoubtedly have a positive impact on the lives of the local community. However, it would not give the Council the ability to specify conditions (e.g. written references, tenancy advice) on tenancies in Page Hall, nor would it bring landlords out into the open where their activities can be properly scrutinised.

5. Any Interest Declared Or Dispensation Granted

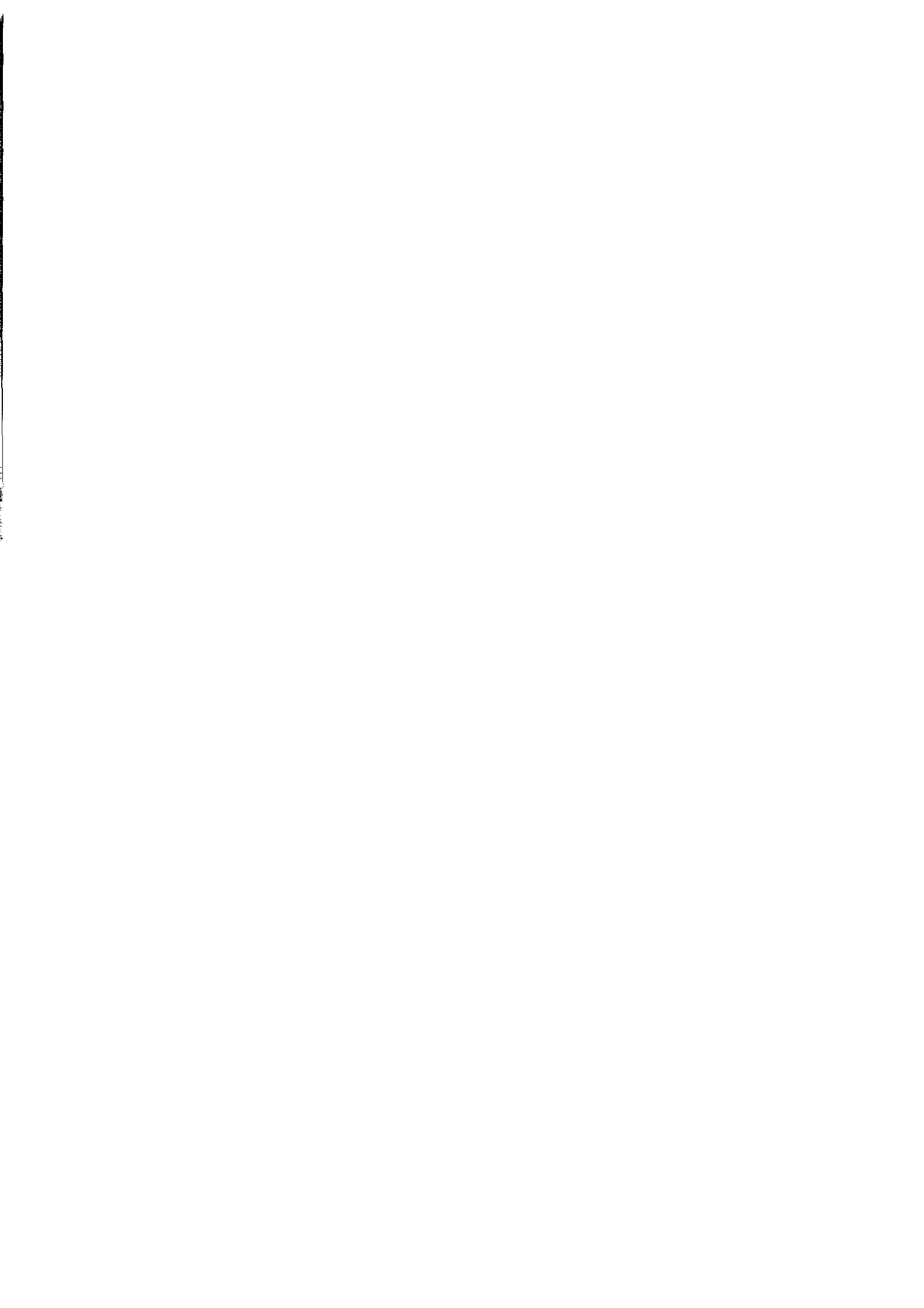
None

6. Respective Executive Director Responsible For Implementation

Richard Webb, Executive Director

7. Relevant Scrutiny and Policy Development Committee If Decision Called In

Successful Neighbourhoods





SHEFFIELD CITY COUNCIL

Individual Cabinet Member

Decision

Report of: **Richard Palmer**
Head of Housing Commissioning

Date: 26 June 2013

Subject: Reducing the impact of the poor management of private rented housing in and around Page Hall

Author of Report: Michelle Slater Telephone 273 4214
John Corris Telephone 273 4680

Summary

The Council and its partners have made a significant effort to reduce the impact that new arrivals from Eastern European accession countries are having on the established community in and around Page Hall. We have had some successes by working closely with local residents – new and established. However, we know that there is more to do.

One of the things continuing to cause problems is the irresponsible letting of private rented properties. The local community is becoming a less desirable place to live as a result of the increasing proportion of homes that are low-value, and often short-term, privately rented housing.

Local people also tell us that they are suffering anti-social behaviour as a result of noisy, overcrowded properties, in poor sanitary condition. It is also clear that some new arrivals are not being given the tenancy management support they should expect from their landlord.

In the Page Hall area, many of the private landlords are professional and responsible. They co-operate and respond to the advice of housing officers. However, there are also a number of landlords that continue to refuse to meet their obligations to tenants and the local community. We are taking action but we want and need to do more.

This report proposes that we take firm action to compel landlords to take their duties to tenants and the wider community seriously. It proposes that the Council:

- a) **Strengthens its landlord enforcement activity** in and around Page Hall, moving to a more pro-active approach. This would initially involve a second highly visible front-line housing inspector being located in the area for 6 months to seek out irresponsibly let properties and take firm action against more landlords. This will increase the standard of private rented housing in the Page Hall area, make the area a better place to live (increasing demand), and help to reduce the anti-social behaviour that results from overcrowding and tenants not being supported adequately by their landlords
- b) **Consults** on the introduction of a Selective Licensing scheme in and around the Page Hall area. A Selective Licensing scheme imposes a legal requirement for all landlords in a designated area to register as a landlord, apply for a licence for each property they rent out in the area, and comply with various licence conditions. Selective Licensing would give the Council more teeth to tackle the irresponsible letting of properties.

Reasons for the Recommendations:

The inward migration of people into the Page Hall area over the last few years from European Accession countries has led to significant community tensions. These tensions have been exacerbated by the action of **some private landlords** who are not letting their properties responsibly. This has contributed to:

- (a) Low demand in the area – house prices have fallen significantly in Page Hall as more and more housing is turned over to low-value private rental. Many householders and established landlords are now in negative equity and we need to do what we can to break the cycle
- (b) New arrivals not being advised by their landlord about how to use local services like refuse collection; and,
- (c) new arrivals living in sub-standard, overcrowded, and sometimes dangerous properties.

Unsurprisingly, dozens of Page Hall residents have complained to the Council about overcrowding of private rented housing and the related anti-social behaviour (e.g. excessive noise, litter, inadequate sanitation).

These formal complaints are supplemented by hundreds of anecdotal reports from local community workers and residents.

Local residents *and responsible landlords* are angry that irresponsible landlords are profiting from renting out their houses without properly considering their duties to tenants or the local community. The local community (established and new) wants action to be taken to compel local landlords to let their properties more responsibly. This report proposes that we **consult** with residents to inform and receive comments from them on the Council's proposed Selective Licensing scheme, and further explore whether such a scheme would reduce or even eliminate the issues causing concern to the community.

We want to respond to demand from the local community and step up our enforcement activity. Enhanced enforcement would include:

- Speedy and visible presence of qualified officers, gaining entry into properties on a proactive basis
- Identifying property and tenancy issues that have so far been hidden
- Identifying overcrowding and tenant neglect
- Identifying landlord absence / reluctance to engage
- Legal action and visible prosecution of landlords not compliant with legislation, which will in turn drive up private rented housing standards in and around Page Hall
- Opportunity to serve legal notices requiring details of ownership and management
- Direct referrals to other departments and agencies to make sure that (a) new arrivals get the support they need; and, (b) landlords are acting within the law (e.g. declaring rental income)
- Collating a database of properties, tenants and landlords to inform future enforcement activity and the potential introduction of Selective Licensing
- Clear message to landlords, tenants and the local community that irresponsible letting of housing is not acceptable
- Reassurance to the local community that we take their concerns seriously and will take firm action where this is justified

We also propose that we **consult** on the introduction of a Selective Licensing scheme in and around Page Hall, which means we must consult with landlords, tenants, local people and other stakeholders to get their views. Selective Licensing would mean:

- The Council would have additional legal powers to add specific conditions for the rental of properties, (e.g. compulsory reference check, provision of tenancy agreements)
- There would be significant fines for breaches of licence conditions
- We would have an effective tool to tackle issues like anti-social behaviour linked to private rented housing
- The 5 year period of Selective Licence scheme will drive longer term improvement in standards and reduce the ability of landlords to profit from irresponsibly let properties

Recommendations:

It is recommended that;

- a) the enhanced enforcement activity proposals set out in this report be approved
- b) the Selective Licensing consultation proposals as set out in this report be approved
- c) the Director of Commissioning be authorised to design, develop and implement the consultation

Background Papers:

Category of Report: *OPEN/CLOSED**

Statutory and Council Policy Checklist

Financial Implications
<u>YES/NO</u> Cleared by:
Legal Implications
<u>YES/NO</u> Cleared by:
Equality of Opportunity Implications
<u>YES/NO</u> Cleared by:
Tackling Health Inequalities Implications
YES/NO
Human rights Implications
YES/NO:
Environmental and Sustainability Implications
YES/NO
Economic Impact
YES/NO
Community safety Implications
YES/NO
Human resources Implications
YES/NO
Property Implications
YES/NO
Area(s) affected
Burngreave Ward
Relevant Cabinet Portfolio Leader
Cllr Harry Harpham, Deputy Leader and Cabinet Member for Homes and Neighbourhoods
Relevant Scrutiny and Policy Development Committee if decision called in
Successful Neighbourhoods
Is the item a matter which is reserved for approval by the City Council?
YES/NO
Press release
<u>YES/NO</u>

Reducing the impact of poor management of private rented housing in and around Page Hall

1 SUMMARY

- 1.1 The Council and its partners have made a significant effort to reduce the impact that new arrivals from Eastern European accession countries are having on the established community in and around Page Hall. We have had some successes by working closely with local residents – new and established. However, we know that there is more to do.
- 1.2 One of the things continuing to cause problems is the irresponsible letting of private rented properties. The local community is becoming a less desirable place to live as a result of the increasing proportion of homes that are available for low-value, and often short-term, private rented housing.
- 1.3 Local people also tell us that they are suffering anti-social behaviour as a result of noisy, overcrowded properties, in poor sanitary condition. It is also clear that some new arrivals are not being given the tenancy management support they should expect from their landlord.
- 1.4 In the Page Hall area, many of the private landlords are professional and responsible. They co-operate and respond to the advice of housing officers. However, there are also a number of landlords that continue to refuse to meet their obligations to tenants and the local community. We are taking action but we want and need to do more.
- 1.5 This report proposed that we take firm action to compel landlords to take their duties to tenants and the wider community seriously. It proposes that the Council:
 - a) **strengthens its landlord enforcement activity** in and around Page Hall, moving to a more pro-active approach. This would initially involve a second highly visible front-line housing inspector being located in the area for 6 months to seek out irresponsibly let properties and take firm action against more landlords. This will increase the standard of private rented housing in the Page Hall area, make the area a better place to live (increasing demand), and help to reduce the anti-social behaviour that results from overcrowding and tenants not being supported adequately by their landlords
 - b) **Consults on the introduction of a Selective Licensing scheme in and around the Page Hall area.** A Selective Licensing scheme imposes a legal requirement for all landlords in a designated area to register as a landlord, apply for a licence for each property they rent out in the area, and comply with various licence conditions. Selective Licensing would give the Council more teeth to tackle irresponsible letting of properties

- 1.6 Importantly, Selective Licensing relies on the recommendation to increase enforcement activity. Selective licensing would only have impact if we have staff 'on the ground' working directly with tenants and landlords.

2 WHAT DOES THIS MEAN FOR SHEFFIELD PEOPLE?

- 2.1 If the recommendations of this report are accepted, residents will see an increase in housing enforcement activity around Page Hall, with a strong likelihood of increased prosecutions and fines. We are confident that this action will contribute to an improvement in the quality of private rented housing in the area, which will benefit (a) tenants in terms of their treatment, and the quality and safety of their accommodation, and, (b) the established community who should see a reduction in the anti-social behaviour associated with overcrowding, noise, litter and sanitation issues as a result of landlords and officers working with tenants.
- 2.2 Increased regulation and enforcement would also help the Council to demonstrate to landlords and the public *across the city* that we are prepared to take firm action to improve poor property and management standards of private rented housing in Sheffield.
- 2.3 It would also increase the contact between Council officers and new arrivals. This provides an opportunity for trained officers to provide wider advice to new arrivals on local services as well as cultural and behavioural norms. Experience in the area so far suggests that this advice can improve the quality of life of new arrivals and reduce the impact of new arrivals on the established community.
- 2.4 Sheffield people (particularly those living in and around Page Hall) and other stakeholders will also be able to have their say about the Selective Licensing proposals. The Council must then give proper regard to these views. The enhanced enforcement action and Selective Licensing, if approved, will enable the Council to better regulate and monitor landlords throughout the Page Hall area.
- 2.5 The proposed area for this activity is included at **Appendix B**

3 OUTCOME AND SUSTAINABILITY

- 3.1 The Council's Corporate Plan¹ 2011-14 sets out the Council's strategic direction and priorities for the next three years and how the Council plans to achieve them. The Corporate Plan is structured around the following 8 broad outcome areas:
- A Strong and Competitive Economy

¹ Sheffield City Council Corporate Plan 2011-2014

- Better Health and Wellbeing
- Successful Children and Young People
- Tackling Poverty and Increasing Social Justice
- Great Places to Live
- Safe and Secure Communities
- An Environmentally Responsible City
- Big City Offer

3.2 If accepted, the proposals in this report would contribute to a number of these outcomes. For example:

- *Tackling Poverty and Social Justice*: It is clearly not socially just that people in and around Page Hall should be adversely impacted economically or socially because they happen to live on a street where landlords let houses irresponsibly. This is a particular issue when so many residents are already dealing with the stress of living on low incomes. It is also clearly not socially just that new arrivals could be living in or causing sub-standard accommodation
- *Better Health and Wellbeing*: Irresponsible letting of properties in the Page Hall area is having a direct negative impact on the wellbeing of the community
- *Great Places to Live*: The Council wants to create more 'desirable homes'. This requires private landlords to fulfil their duties to their tenants and the local community, and private rented tenants to understand their legal and moral obligations towards their neighbours
- *Safe and Secure Communities*: The Council wants communities to *be* safe and secure and to *feel* safe and secure. The key to this is reducing incidents of anti social behaviour and improving community cohesion

3.3 The proposals are also in line with our Housing Strategy Action Plan which states that we will “develop a register of privately rented homes and landlords where there are high concentrations of poor quality properties to target education and enforcement measures”.

3.4 The Council has, through its multi-agency working with key partners, developed strategies and action plans that address the issues found in the Page Hall area – and this proposal is an important element of maintaining the wider regeneration and community cohesion aims.

3.5 The main **outcome** of this proposal will be an **improved quality of life** for residents in Page Hall and the surrounding areas as a result of:

- **Increased standard of private rented housing** because of increased enforcement activity, and, potentially the introduction of Selective Licensing. Increases in standards will result directly from

enforcement action taken on specific properties, and indirectly as a result of landlords proactively improving their properties as they realise that the chance of being inspected and prosecuted has increased.

- **Breaking the cycle of low demand**, which has seen the area become less desirable, house prices fall, established residents experiencing the stress of negative equity, and more houses being used for low-value private rental
- **Reduced antisocial behaviour** - particularly due to the quicker identification and tackling of overcrowded, noisy and un-sanitary properties, and the support and advice that an additional enforcement officer will be able to give to tenants

3.6 If, following consultation and enforcement work we still propose to have a Selective Licensing scheme; the proposal will be referred to Cabinet for approval.

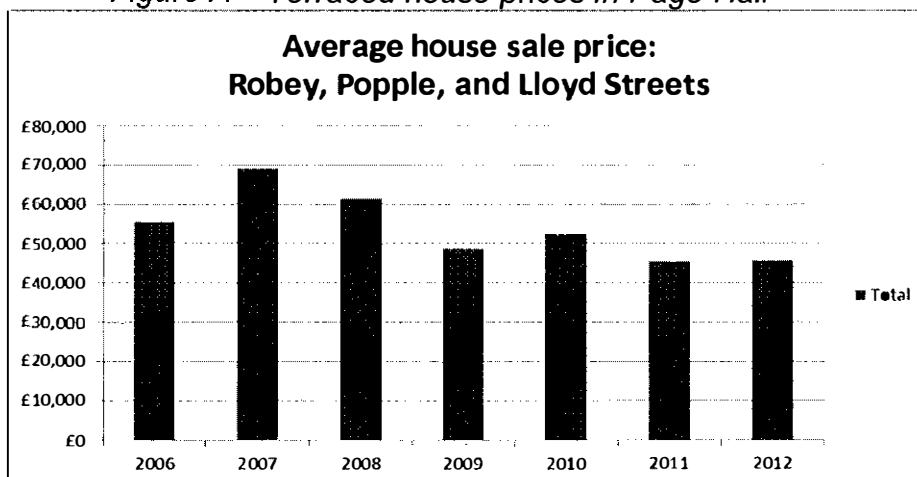
4 ABOUT THE PROPOSAL

4.1 There are a set of distinct factors relating to housing in this area that are combining to have an adverse impact on the local community. These are set out below.

House Prices

4.2 House prices in the area are persistently low and have reduced in recent years. The average sale price of a terraced house in a typical street in Page Hall is now around £45,000.

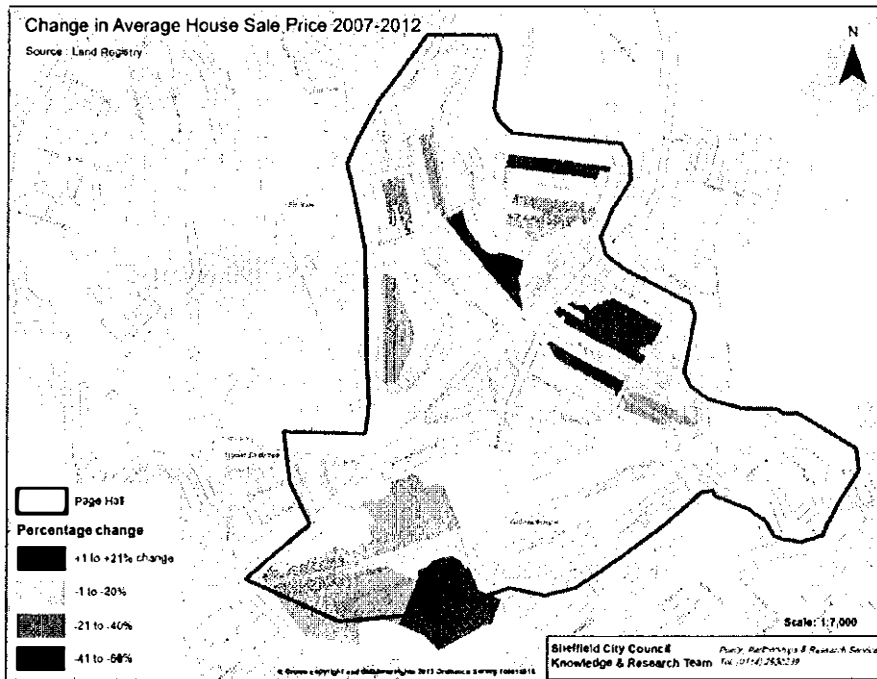
Figure A Terraced house prices in Page Hall



4.3 Figure A shows that the average sale price of the terraced housing that is typically offered for rent in Page Hall has fallen by 25% – 40% in the last 5 – 6 years.

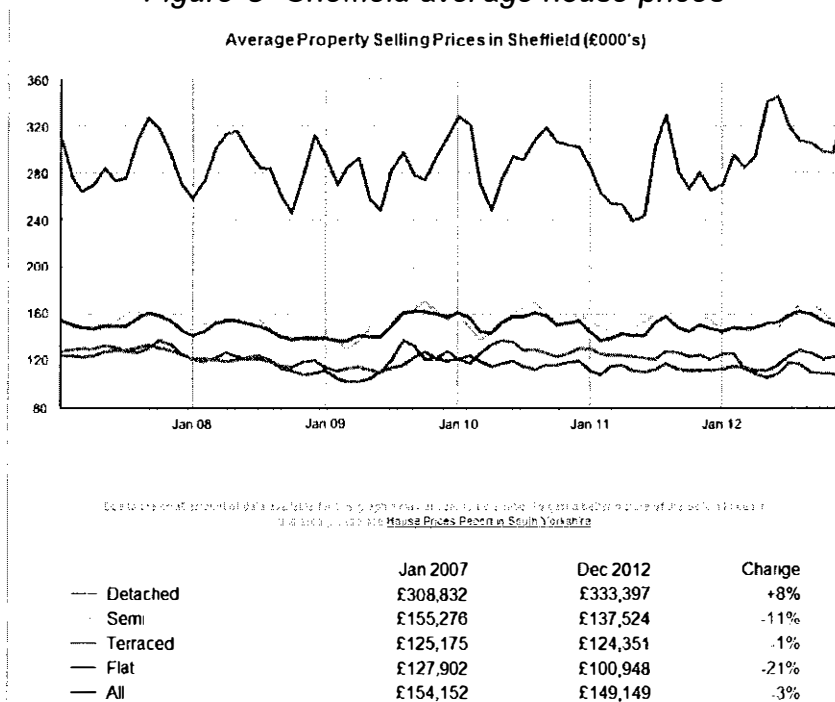
4.4 Figure B below, shows that in some of the streets in the proposed area, house prices have fallen by as much as 60% in the last five years.

Figure B House prices in the proposed area of activity



4.5 This considerable reduction compares to a much more stable picture across Sheffield where terraced house prices are selling for broadly the same price as they were in 2007 – as shown in Figure C.

Figure C Sheffield average house prices



- 4.6 The maps shown in **Appendix A** show a direct comparison between Page Hall and Sharrow, which has a comparable established population – but does not have the rapid turnover of houses to the private rented sector.
- 4.7 It is reasonable to conclude from this data that Page Hall has seen large reductions in house prices over recent years – **clear evidence of low demand**.

High concentration of lower quality private rented housing

- 4.8 Page Hall has a high number of privately rented Victorian terraced houses offered at low rent. In some streets, more than half of the houses are private rental properties. The very low house prices and the amount of housing benefit available, means that a **good yield for landlords renting to the DSS sector or vulnerable low income families** is possible.
- 4.9 By nature of the age and design of the properties, and the fact that they are very much at the value end of the market, the quality of rented housing is generally poorer with a higher than average likelihood of health and safety hazards.
- 4.10 Landlords and owner occupiers who bought several years ago are now likely to be in negative equity and some cannot afford to maintain or update their properties. Local residents tell officers that they would like to move out of the area but are trapped by negative equity.
- 4.11 The demand for 'no questions asked' low quality private rented housing from new arrivals (mainly Slovak Roma) and the low cost of houses has **attracted irresponsible landlords** who do not properly manage the properties or tenancies.
- 4.12 The **new arrivals** that have moved in significant numbers into private rented housing often do not understand cultural norms or how local services work. Their support needs are therefore particularly acute. Yet they are unlikely to receive the tenancy management support by their landlord in the way that we would want. This is working against the successful integration of new arrivals into the Page Hall area.
- 4.13 Unsurprisingly, we receive a high number of requests for housing enforcement action against landlords in the area compared with the rest of the North East Community Assembly Area. During 2011/12, we received 118 complaints from the 2,693 houses in the proposed licensing area, which equates to about 1 complaint per 20 houses. Across the rest of the North East Community Assembly area, there were 351 complaints from 36,646 houses – just 1 per 100 houses.
- 4.14 Increased community tensions, overcrowding of properties, housing in poor sanitary condition, and increased antisocial behaviour are making this area a less desirable place to live. This is keeping house prices

down despite the high demand from new arrivals for low value private rented properties.

- 4.15 We believe that **private landlords could help us break this cycle** if they let their properties responsibly and in line with their legal duties. We believe that this is what the community wants. We also believe that responsible landlords in Page Hall and surrounding area are as frustrated as we are about the practices of irresponsible landlords, who are not competing on a level playing field with landlords that take their duties to tenants and the local community more seriously.
- 4.16 Put simply, we do not believe that *persistently irresponsible* landlords should be allowed to rent houses out in Page Hall (or anywhere).

5 MORE ABOUT TARGETTED ENFORCEMENT

- 5.1 We believe that proactive, targeted and increased enforcement – alongside other targeted work in the area – will help us to better address the issues in the Page Hall area.
- 5.2 Initially one additional enforcement officer will be located in the area funded from existing budgets. The possible need for further investment in additional enforcement officers, will be considered at the outcome of public consultation and may require the reprioritisation of commissioning budgets.
- 5.3 The additional officer, working with the officer already in place will be based in the community and would pro-actively 'door knock' to get inside properties for inspection, to gather information and to offer advice to tenants on their rights, and importantly on their obligations.
- 5.4 More enforcement activity would take place as a result. This would mean more legal action against landlords, more properties being made safe, and a reduction in the antisocial behaviour associated with irresponsibly let properties.
- 5.5 This activity would be highly promoted both locally and in the media to send a strong message that the Council was taking a firm stance.

6 MORE ABOUT SELECTIVE LICENSING

- 6.1 In addition, the introduction of Selective Licensing would boost the regulatory control of private rented housing in the proposed area. Selective Licensing is a discretionary power available to local authorities. It was introduced in the Housing Act 2004. It is a scheme of licensing for privately rented houses which Councils can use where an area has problems with low demand and / or where there is antisocial behaviour that landlords could reasonably be expected to reduce.
- 6.2 The key added benefit of Selective Licensing over and above additional enforcement is the specific license conditions (referenced below) that can be attached to licenses. These would include a requirement for

tenants to provide written references, but could also include, for example, a requirement to provide new tenants with information about integrating and being neighbourly.

- 6.3 A Selective Licensing scheme lasts for up to 5 years and the following provisions would apply:
- Any landlord that wanted to let a property out in the designated area would need to apply to the Council for a licence
 - There would be a licence fee for each property they rent out
 - The Council would have to consider if a landlord is “fit and proper” – which means giving consideration to any previous history like criminal convictions or previous prosecutions for not complying as a landlord
 - When the Council issues a licence, it has certain conditions attached to it – some of which can be set by the Council. An example would be that landlords must have appropriate systems in place to deal with tenants that are causing antisocial behaviour in or directly around the home. Landlords must comply with these conditions or they could be fined
 - All licences must have a condition that properties are made safe (e.g. presenting a gas certificate annually, making sure smoke alarms are working)
 - All licences would also have a condition that landlords must get references from prospective tenants
 - Landlords who let houses without a licence would have to pay fines of up to £20,000 on conviction. Landlords who fail to comply with licence conditions face fines of up to £5,000 and their licences can be taken away
- 6.4 A landlord would need to apply for a licence for each house or flat they own. The licence is not transferrable from one landlord to another, so any change of ownership would need a new licence application.
- 6.5 The scheme would be run by administrative officers in the Council who would process applications and payments, issue schedules and licences, and ensure payment. They would escalate cases to a licensing enforcement officer that would take action for breach of the licence / non-payment and complete court paperwork if necessary.
- 6.6 To be successful, the scheme would need to be coupled with enforcement staff working in the community who would deal with disrepair and tenancy management issues resulting from the licensing scheme. They would inspect properties and take enforcement action – e.g. door knocking to identify houses being rented out without a licence. The immediate increase in enforcement action recommended previously in this report would act as a forerunner to this work (if the Selective Licensing scheme went ahead after consultation).

- 6.7 Incorporating the proposals in this report within wider regeneration, multi-agency and community cohesion work will be essential to its success. It would also help us to consider the impact on other housing related issues such as the management of empty homes, tenancy sustainment and the prevention of homelessness.
- 6.8 We believe that Selective Licensing would help the Council to significantly improve the property and management standards of private rented housing in the proposed area.

What would be the cost to landlords?

- 6.9 Landlords would need to apply for a licence for each property they rent out in the proposed area, and there would be a fee attached to the licence application.
- 6.10 Councils may recover the costs of administering and maintaining the scheme and there is a Local Government Cost calculator which assists us in determining those charges.
- 6.11 It is proposed that landlords who are compliant by making their applications on time should be eligible for a lower charge than those landlords who fail to comply or have to be chased for payment.
- 6.12 The following charges are only suggestions at this stage, as we do not have definitive records of either the property numbers or the number of landlords likely to be compliant. More accurate details should be available after consultation.
- 6.13 The following calculations are based on 80% compliance of 1,000 private rented properties. It is proposed that there will be a 3 tier charging system where the landlords who apply early get a much lower charge of £500 for the 5 year licence period. This is to recognise that we have many responsible landlords in the area that work with us to provide decent quality housing. We feel it is appropriate to have a lower charge for the landlords that are likely to comply and co-operate, with the higher charges for those landlords who refuse and have to be sought out.

	Cost £	Expected No.	Total Charges
Applications received by start date	500	500	250,000
Applications received after start date	1,000	100	100,000
Applications received after chase up	1,500	200	300,000
Total licence fees			£650,000
Administrative cost of scheme for 5 years (see Appendix D)			£637,000

Points to note on Selective Licensing

- 6.14 Selective Licensing is a regulatory housing tool and **only applies to things that could reasonably be managed by the landlord through the tenancy agreement** – e.g. anti-social behaviour at the property, poor maintenance, or overcrowding.
- 6.15 The scheme itself should be self-funding. The cost of consulting on the scheme will be minimised as far as practical and contained within existing budgets and will utilise staffing resources re-prioritised from other activity. We will expect considerable **resistance from some local landlords** who will not want to pay the hundreds of pounds involved in applying for a licence for each property they rent out. Some landlords will also not want their business activities to be visible to public authorities.
- 6.16 We also need to be aware that 'rogue landlords' that currently operate illegally are unlikely to suddenly mend their ways and join the licensing scheme (which could, for example, require them to make significant investments in their properties). This is why enforcement and intelligence-gathering activity before and during the lifetime of the scheme is essential. If rogue landlords continue to operate un-licensed, the scheme will disproportionately impact upon more responsible landlords.

7 WHAT DOES A COUNCIL NEED TO DO TO INTRODUCE A SELECTIVE LICENSING SCHEME?

- 7.1 Before Councils can designate an area for Selective Licensing, they must be satisfied that they meet one or both of the following criteria:
- *'The area is one which is experiencing (or is likely to experience) low housing demand and the local housing authority is satisfied that 'designating' an area will, when combined with other measures, lead to improved social and economic conditions in the area*
 - *The area is experiencing a "significant and persistent" problem caused by antisocial behaviour and that some or all private landlords in that area are not taking appropriate action to tackle this. Moreover, the designation in combination with other measures would lead to a reduction in or elimination of the problem.'*
- 7.2 We believe that the reduced and *persistently low* house prices and the *rapid turnover* of tenancies in Page Hall are clear evidence of low demand and are therefore satisfied that the low demand condition is met. The consultation and data gathering will provide additional information to inform future proposals.
- 7.3 We also believe there is evidence that anti-social behaviour in Page Hall is significant and persistent and that some landlords are not taking action to tackle this. We therefore believe that the anti-social behaviour criteria is met, but require further information to confirm this. The consultation, which includes data gathering, will provide additional information to help us confirm whether this criterion is met.
- 7.4 The information we considered when developing the Selective Licensing scheme proposals is set out in **Appendix A**. The information gathering element of the consultation and other development work will provide further evidence in respect of the above criteria.

8 HOW WE WOULD CONSULT ON SELECTIVE LICENSING

- 8.1 Before a Council can introduce Selective Licensing, it is required to undertake a consultation process, lasting at least 10 weeks with all stakeholders that are likely to be affected by the scheme².
- 8.2 It is essential that the consultation is thorough and addresses all the key issues. It must also give proper consideration of the views and representations made.
- 8.3 The Council wants to ensure that:

² Housing Act 2004, Volume 5, General Consent Order 2010, pg 41354/1533

- Everyone who would be affected by the proposed scheme is consulted, including ensuring that we offer a range of opportunities to consult and ensure that the consultation is accessible to all
- That proper consideration is given to the views from the consultation process about whether it is appropriate to designate an area for Selective Licensing

Element	To who
Postal and web based Questionnaire	All identified
Door knock exercise / 1-2-1 / street interviews for questionnaires	Predominantly residents in area identified for designation
Consultation Events / drop-in sessions	Open public meetings for people to come and express their views Drop in sessions for people to share their views, access information, etc
Focus groups	Samples from each core group affected e.g. landlords, tenants and business
Attendance / awareness raising at other meetings	Meetings that are either specific to the area e.g. NE Community Assembly or related to issues e.g. Page Hall Task and Finish Group, Strategic Migration Group, etc, or a service area likely to be impacted upon by the proposal e.g. Housing Solutions

8.4 We anticipate that the consultation timetable will be as follows

- **April/May 2013:**Preparation and identifying necessary resources
- **Beg July 2013:** Start of Consultation
- **Beg July – Beg Sept 2013:**10 week consultation
- **September 2013:** Analysis of the results
- **October 2013:** possible report to Cabinet for decision

8.5 A comprehensive consultation plan can be found at **Appendix C**

9 FINANCIAL IMPLICATIONS

9.1 It is important to clarify that the majority of the costs below are new. A Selective Licensing scheme would recoup income from licensing fees to meet the administrative cost of delivering the scheme itself. It would need to be run as a trading account so that licence fees received in earlier years could be used to meet the costs over the 5 years. If a decision is taken to proceed there would be the option of supplementing the selective licensing activity with additional enforcement action through establishment of additional enforcement officers in the area, if this was suggested as necessary during the public consultation, but this would be an additional cost that could not be recovered in fees and would be subject to funding being available.

9.2 The first recommendation is to enhance proactive enforcement activity for a 6 month period whilst the selective licensing consultation is taking

place. Should Selective Licensing be introduced we would assess the need and funding opportunities for further enhancement.

- 9.3 There is already one full time enforcement officer working in Page Hall. An additional full time officer would have a high impact in the area and visibly demonstrate to the local community that the Council was taking tough enforcement action. More properties would be inspected on a proactive basis and more problems would be identified for action. It is proposed to reprioritise staffing resources within the Private Housing Standards team to locate an additional enforcement officer in Page Hall at no extra cost.
- 9.4 There are two main elements of Selective Licensing that would require additional resources to implement. These are:
- a) Preparing the recommendation report, undertaking the required 10 week public consultation, analysing the consultation data and taking a report through the Cabinet process
 - b) If the decision is made to implement Selective Licensing, there would be the set up, administration, enforcement and management of the licensing process once an area has been designated.

Consultation

- 9.5 These costs are only recoverable if we go ahead with the scheme. They will be minimised as far as practical and contained within existing budgets and will utilise staffing resources re-prioritised from other activity.
- 9.6 If, following the consultation, it is decided to continue with the Selective Licensing proposals which are subsequently approved by Cabinet, the costs of the scheme may be recovered through fees.
- 9.7 A full breakdown of costs and income can be seen at **Appendix D**
- 9.8 Any variations in collection rates, licence fees and costs would affect the figures in this report. Salary cost variables would also affect the figures in this report.
- 9.9 Should the licensing scheme be withdrawn before the end of the 5 year period, a proportion of the licence fees may have to be repaid to the compliant landlords.
- 9.10 The legislation allows local authorities to set the licence fee at a level to recoup the cost of delivering the scheme. We have completed research in other local authorities and found that the costs of licences in other Local Authority areas average between £500 and £700. The cost of our current Houses in Multiple Occupation (HMO) licence is around £750. HMO licensing is mandatory, so we would need to consider this when setting the fee. We do however believe that a

higher fee is justified for landlords who fail to comply with the application deadline.

- 9.11 We have sought advice and good practice from other local Authorities, and found that nearly all of those with schemes have offered incentives for landlords to comply such as early bird discount schemes and reductions for landlords with more than 1 property in the area, which would further impact on the licence fees we can realistically collect. In order to inform the decision, a breakdown of the fees in other local authorities, as well a variety of charging and income scenarios for Sheffield to recover the costs of the scheme administration can be seen at **Appendix E**.
- 9.12 One of the main issues we are already experiencing is that irresponsible landlords are difficult to identify and are uncooperative. The financial losses from non-payment and legal action must be factored into the cost of introducing a scheme.

10 LEGAL IMPLICATIONS

- 10.1 In various statutes, the Council has duties and powers to take the enforcement action referred to in the enhanced enforcement proposals detailed in this report. The Council therefore is empowered to implement the proposed enhanced enforcement action.
- 10.2 The Housing Act 2004 provides that for a local authority to designate an area for Selective Licensing it must be satisfied that one or both of the following general conditions is met:
- The area is one which is experiencing (or is likely to experience) low housing demand and the local housing authority is satisfied that 'designating' an area will, when combined with other measures, lead to improved social and economic conditions in the area
 - The area is experiencing a "significant and persistent" problem caused by antisocial behaviour and that some or all private landlords in that area are not taking appropriate action to tackle this. Moreover, the designation in combination with other measures would lead to a reduction in or elimination of the problem.

The Council considers that in respect of the designated area, both the above grounds are met.

- 10.3 The 2004 Act provides that before making a designation a local housing authority must take reasonable steps to consult persons who are likely to be affected by the designation and consider any representations made in accordance with the consultation. The proposed arrangements for consultation detailed in this report comply with this requirement.

11 HUMAN RESOURCE IMPLICATIONS

- 11.1 At this stage, staff would be redirected from existing portfolio work to carry out the enforcement and consultation.

12 EQUALITIES IMPLICATIONS

- 12.1 An initial EIA has been prepared as part of the feasibility and research phase of the project which identifies a number of potential equality impacts and actions to address these. It is anticipated that there will be a series of EIAs produced for the project and that this will be an iterative process as the project progresses. This will help to ensure that equality issues are embedded and properly considered throughout the project to decide whether to adopt Selective Licensing.

- 12.2 An initial EIA has been signed off for the project in the Communities portfolio, EIA-1213-418. This can be found at **Appendix F**

13 ALTERNATIVE OPTIONS CONSIDERED

Do nothing.

- 13.1 We could continue with the current reactive approach and address a limited number of service requests on a responsive basis. This approach would not have any additional impact or benefit for the community.

Pro-active enforcement without Selective Licensing.

- 13.2 We know that the temporary enforcement work funded by the Migration Impact Fund work had a real impact on the neighbourhood and resulted in enhanced partnership working at ground level. Residents appeared to be reassured when seeing the dedicated officers patrolling the area and getting into properties.
- 13.3 This option would undoubtedly have a positive impact on the lives of the local community. However, it would not give the Council the ability to specify conditions (e.g. written references, tenancy advice) on tenancies in Page Hall, nor would it bring landlords out into the open where their activities can be properly scrutinised.

14 REASONS FOR THE RECOMMENDATIONS

- 14.1 The inward migration of people into the Page Hall area over the last few years from European Accession countries has led to significant community tensions. These tensions have been exacerbated by the **action of a minority of private landlords** who are not letting their properties responsibly. This has contributed to

- Low demand in the area – house prices have fallen significantly in Page Hall as more and more housing is turned over to low-value

private rental. Many householders and established landlords are now in negative equity and we need to do what we can to break the cycle

- New arrivals not being advised by their landlord about how to use local services like refuse collection; and,
 - Many of the new arrivals are living in sub-standard, overcrowded, and sometimes dangerous properties.
- 14.2 Unsurprisingly, dozens of Page Hall residents have complained to the Council about overcrowding of private rented housing and the related anti-social behaviour (e.g. excessive noise, litter, inadequate sanitation)
- 14.3 These formal complaints are supplemented by hundreds of anecdotal reports from local community workers and residents.
- 14.4 Local residents *and responsible landlords* are angry that irresponsible landlords are profiting from renting out their houses without properly considering their duties to tenants or the local community. The local community (established and new) wants action to be taken to compel local landlords to let their properties more responsibly. This report proposes that we consult with residents to inform and receive comments from them on the Council's proposed Selective Licensing scheme and further explore whether such a scheme would reduce or even eliminate the issues causing concern to the community.
- 14.5 We want to respond to demand from the local community and step up our enforcement activity. Enhanced enforcement would include:
- Speedy and visible presence of qualified officers, gaining entry into properties on a proactive basis
 - identifying property and tenancy issues that have so far been hidden
 - identifying overcrowding and tenant neglect
 - Identifying landlord absence / reluctance to engage
 - Legal action and visible prosecution of landlords not compliant with legislation, which will in turn drive up private rented housing standards in and around Page Hall
 - Opportunity to serve legal notices requiring details of ownership and management
 - Direct referrals to other departments and agencies to make sure that (a) new arrivals get the support they need; and, (b) landlords are acting within the law (e.g. declaring rental income)

- Collating a database of properties, tenants and landlords to inform future enforcement activity and the potential introduction of Selective Licensing
 - Clear message to landlords, tenants and the local community that irresponsible letting of housing is not acceptable
 - Reassurance to the local community that we take their concerns seriously and will take firm action where this is justified
- 14.6 We also propose that we introduce a Selective Licensing scheme in and around Page Hall, which means we must consult with landlords, tenants, local people and other stakeholders to get their views. Selective Licensing would mean:
- 14.7 The Council would have additional legal powers to add specific conditions for the rental of properties, (e.g. compulsory reference check, provision of tenancy agreements)
- 14.8 There would be significant fines for breaches of licence conditions
- 14.9 We would have an effective tool to tackle issues like anti social behaviour linked to private rented housing
- 14.10 The 5 year period of Selective Licence scheme will drive longer term improvement in standards and reduce the ability of landlords to profit from irresponsibly let properties

15 RECOMMENDATIONS

- 15.1 It is recommended that;
- a) the enhanced enforcement activity proposals set out in this report be approved
 - b) the Selective Licensing consultation proposals as set out in this report be approved
 - c) the Director of Commissioning be authorised to design, develop and implement the consultation

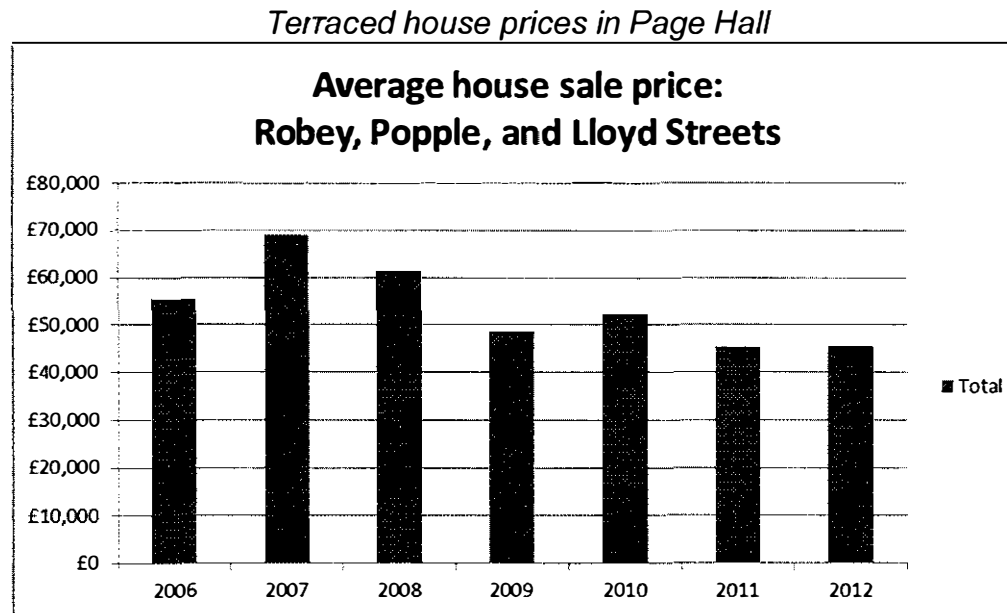
Appendix A – Evidence to support the introduction of Selective Licensing

The Council believes that there is a case for Selective Licensing on the grounds of LOW DEMAND.

This appendix brings together some initial evidence that suggests that Selective Licensing in Page Hall is justified. During the consultation period, we intend to supplement this data with current activity.

Low house prices

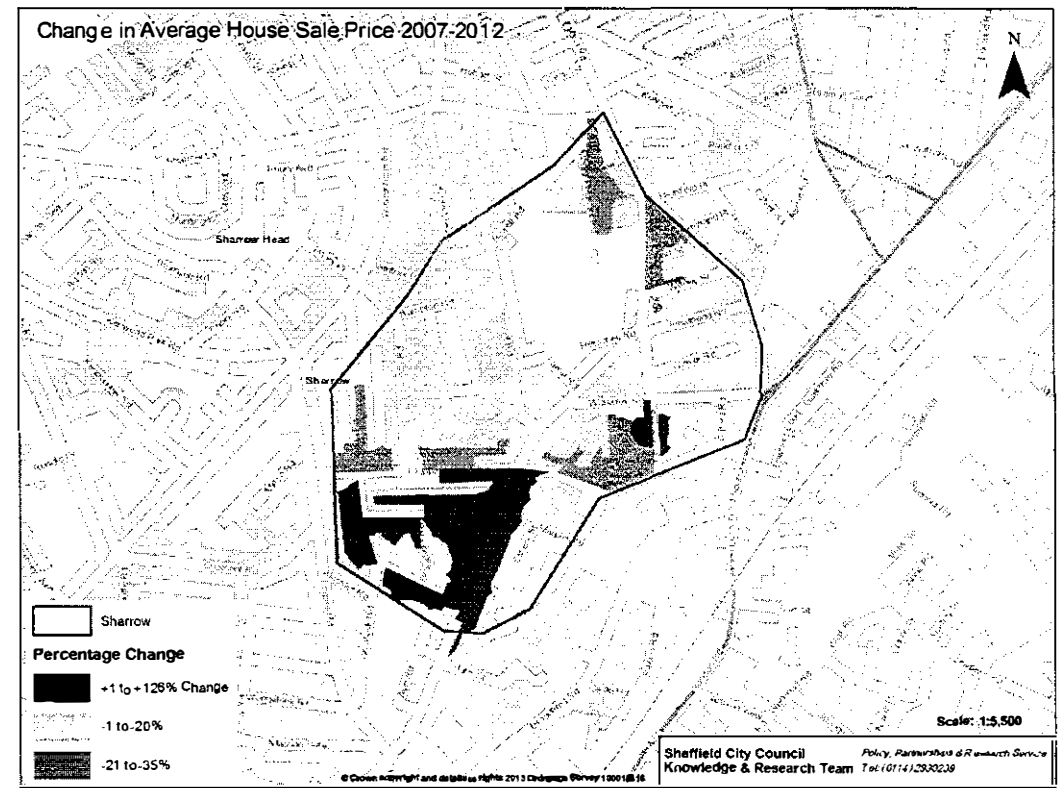
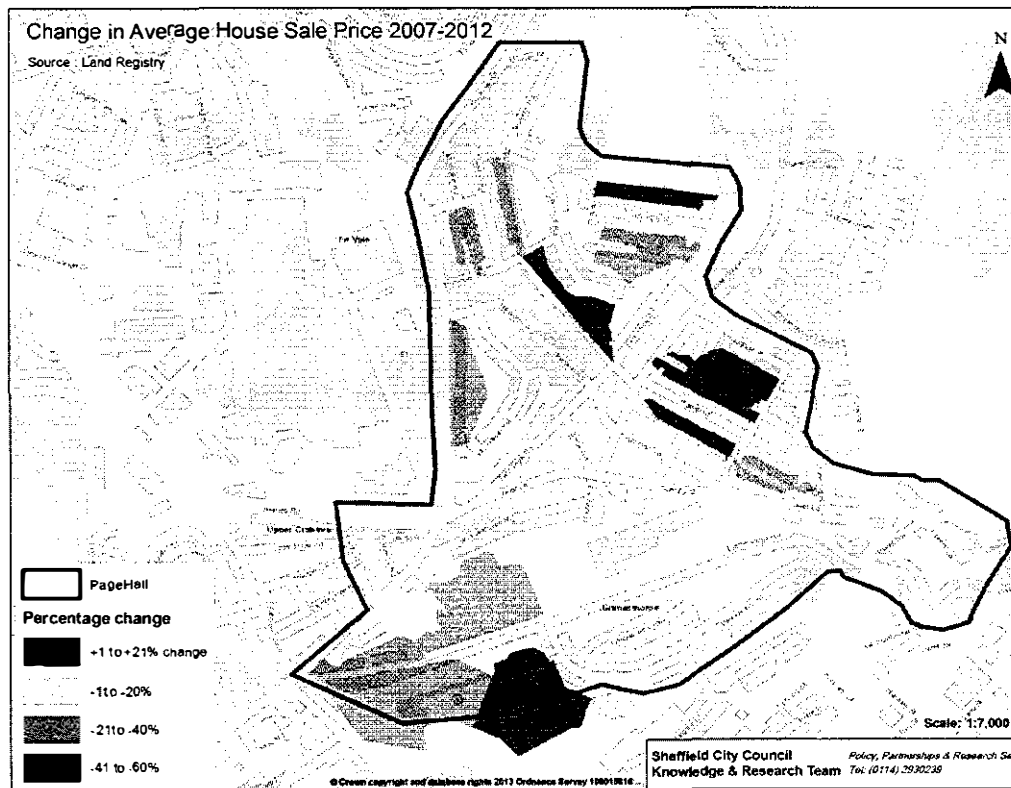
House prices in Page Hall are persistently low and have reduced in recent years. The average sale price of a terraced house in a typical terraced housing street in Page Hall is now around £45,000.



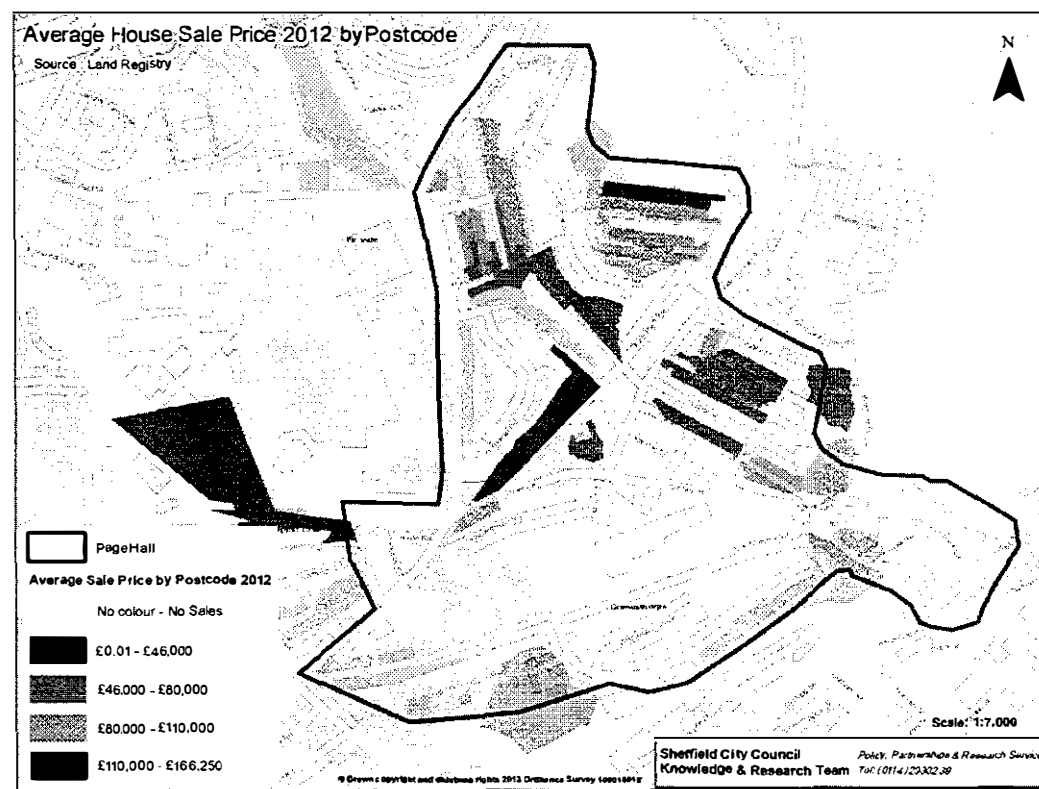
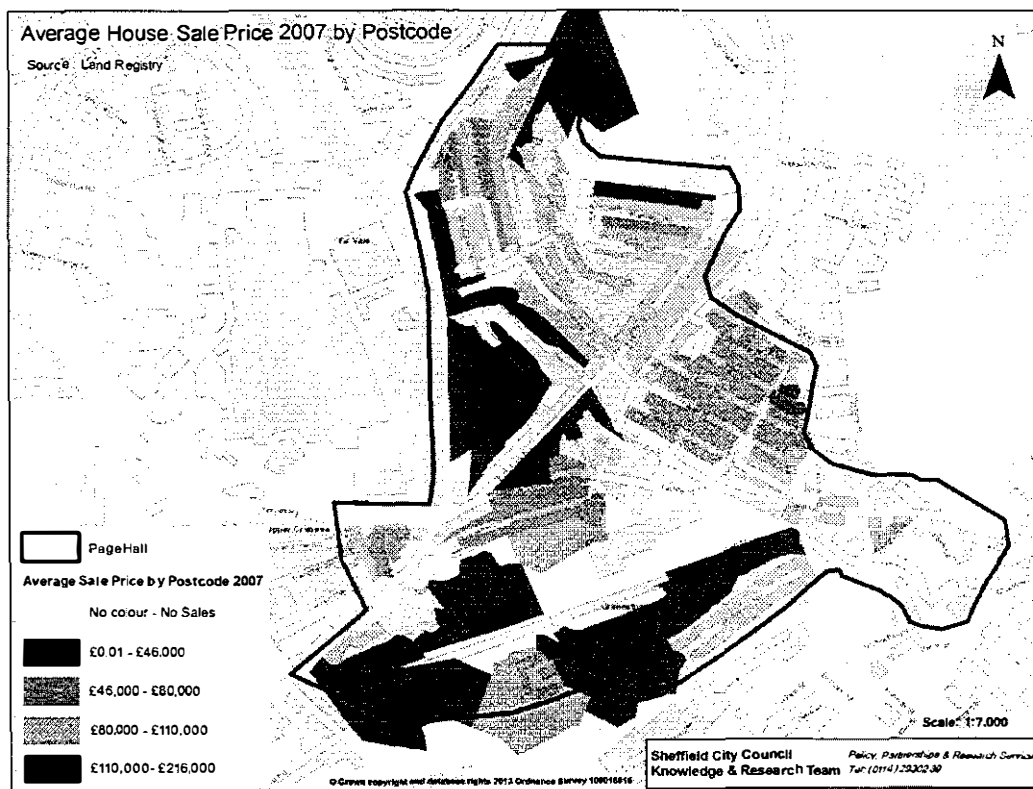
As the figure above shows, the average sale price of the terraced housing that is typically offered for rent in Page Hall has fallen significantly in the last 5 – 6 years (by at least 25%). This considerable reduction compares to a much more stable picture across Sheffield where terraced housing prices are selling for broadly the same price as they were in 2007 – as shown in the table below.

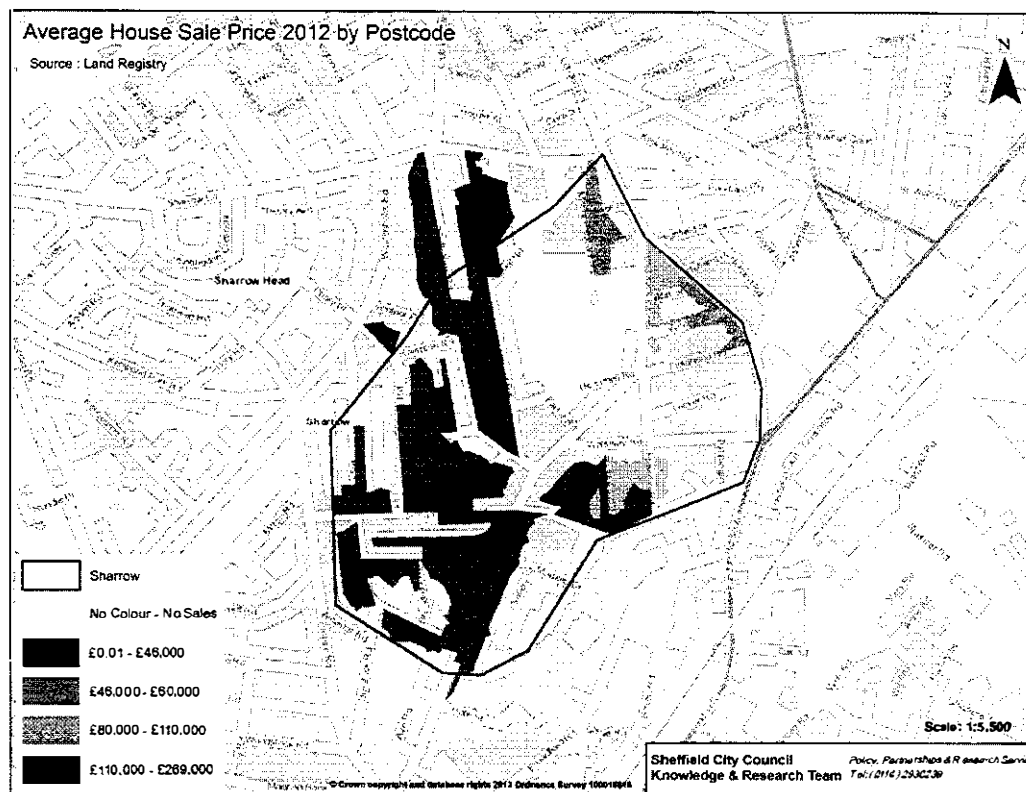
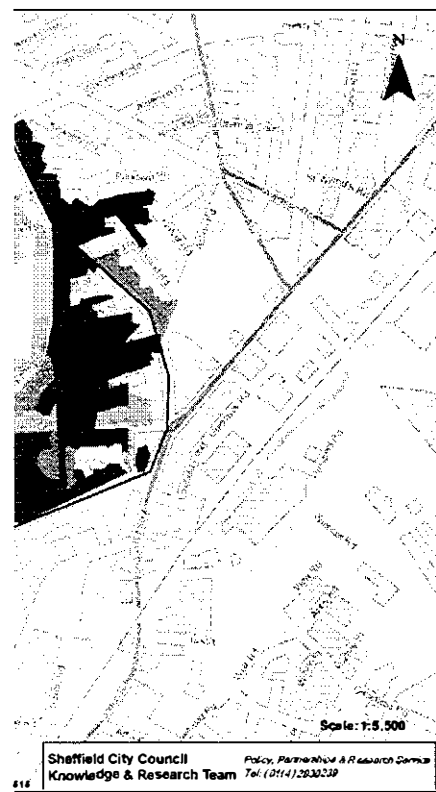
	Jan 2007	Dec 2012	Change
— Detached	£308,832	£333,397	+8%
— Semi	£155,276	£137,524	-11%
— Terraced	£125,175	£124,351	-1%
— Flat	£127,902	£100,948	-21%
— All	£154,152	£149,149	-3%

The maps below compare the changes in house prices between Page Hall (left) and Sharrow (right). Sharrow has had a similar socio-demographic profile to Page Hall in the past but has not seen the changes seen in Page Hall in recent years.



The maps below shows the actual sale prices in Page Hall in 2007 and 2012 – making it very clear, when brought together with the maps and data above, that the area is experiencing reducing demand. This obviously correlates with the perceptions and experience of residents and workers on the ground. The comparable analysis for Sharrow is shown on the following page.





the Ward, which Page Hall falls into was £507 in 2012 compared to £623 citywide. The average Page Hall is effectively at floor level because it is influenced heavily by the amount of Local Housing Allowance claimed by tenants. This is illustrated clearly by the level of rent levels in the 'no DSS' Page Hall, which are actually much lower at around £400 per month (for a 2-bedroom terrace in council tenement). This gives a much better indication of just how low the real rental market value is in Page

Vacancy and turnover rates

In January 2012, 152 (6.7%) of the properties in the Firvale area were vacant³. However, there are very few empty properties in the private rented sector in the Page Hall area as a result of high demand from new arrivals for low rent property. Properties that are vacant are generally in a poor state of repair – often because landlords bought when the market was buoyant but now find themselves in negative equity and not able to afford repairs.

There is a high turnover of tenancies in the area, possibly because of the transient nature of the Slovak Roma community occupying properties and the insecurity of tenancies.

However, demand for housing remains high as a result of landlords buying up houses at low prices and renting them to new arrivals. New arrivals on housing benefit pay around £100 more than current non-DSS rental levels in Page Hall and are therefore a lucrative market for landlords.

In a completely free market, the high demand for rented housing would lead to constrained supply and increased prices over time. Whilst we are seeing constrained supply, the maximum level of housing benefit available effectively caps the rental price. Feedback from new arrivals suggests that landlords have found ways of using the constrained supply (and the power this gives them over unsupported tenants) to increase their profits. For example, some tenants tell us that they are expected to carry out their own repairs and that bonds are very rarely given back at the end of tenancies. Selective Licensing would enable us to tackle these issues specifically through setting specific conditions.

Lack of mixed communities in terms of tenure

There are up to 60% of private rented housing in the central streets of the Page Hall area and this figure will increase further if action is not taken to address the underlying causes of low demand from owner-occupiers.

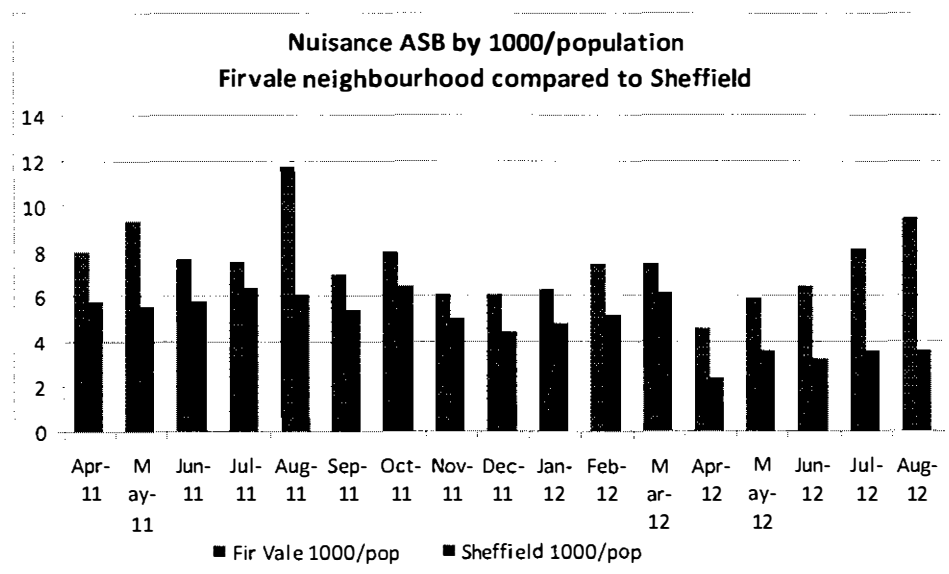
³ Page Hall Profile by Corporate Policy and Research Team 2013

The impact of the rented sector on the local community, for example, poor property condition, anti social behaviour

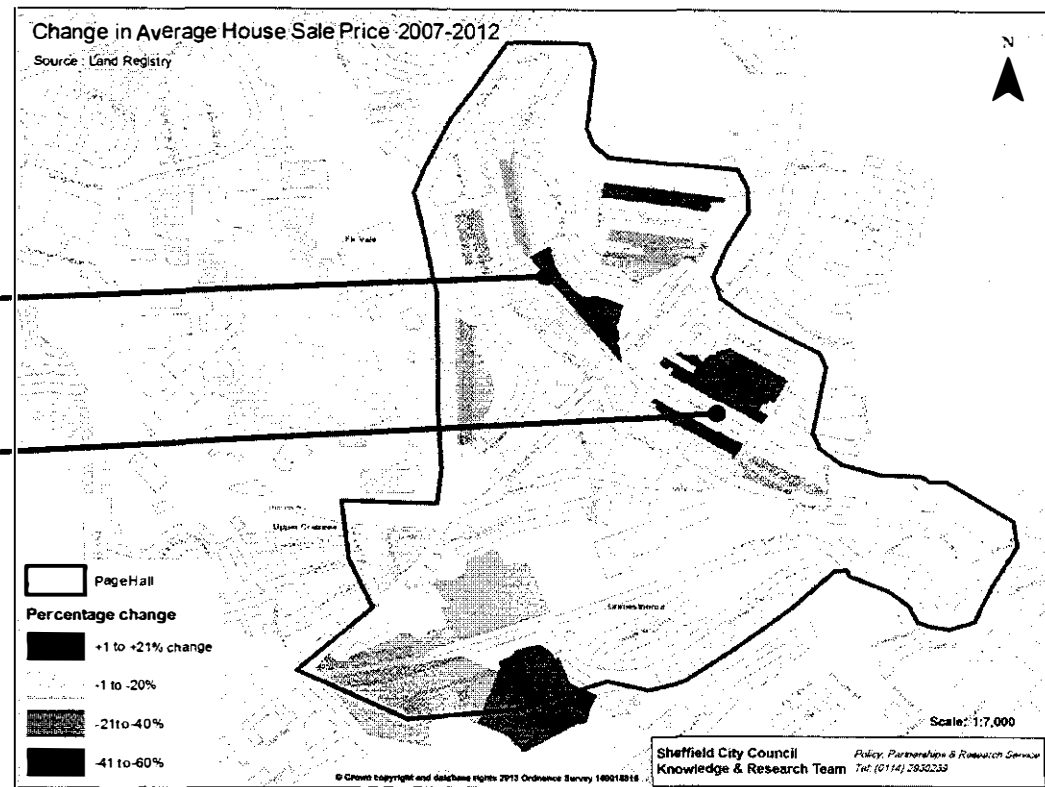
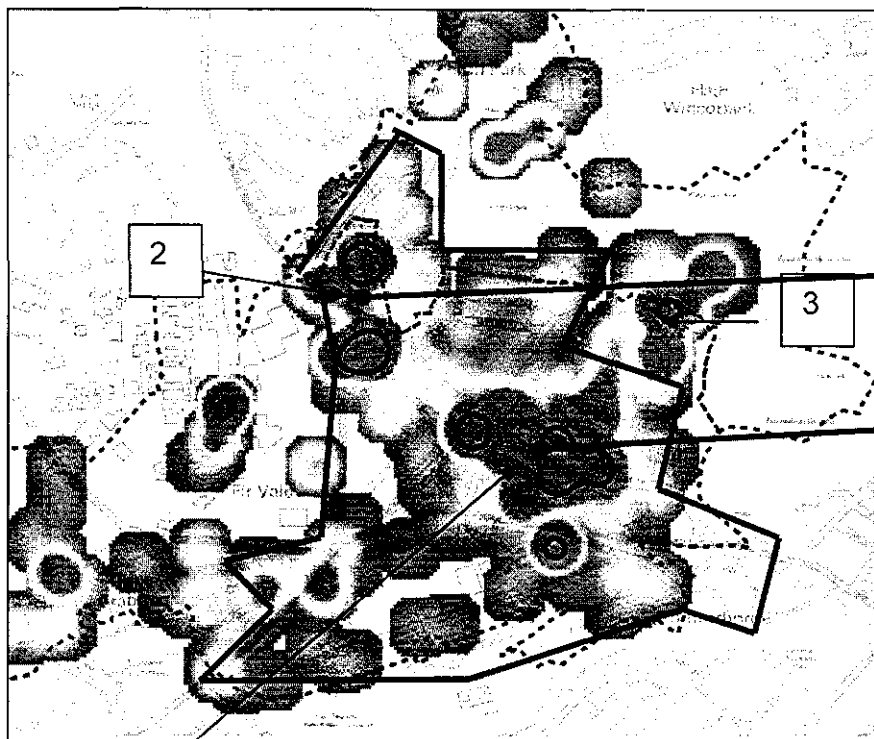
As detailed below, the irresponsible letting of private rented property in Page Hall is leading directly to increased anti social behaviour and a continued decline in property condition.

ANTI SOCIAL BEHAVIOUR

The area is experiencing a significant and persistent problem caused by anti social behaviour, which can be seen graphically below.



The 'heat map' below shows the concentration of anti social behaviour incidents in Page Hall.



1

Arrow number 1 points to the Willoughby Street, Wade Street, Lloyd Street, Robey Street, Popple Street and Page Hall Road area. This is where the highest concentration of private rented properties are, and where the Private Rented Standards team has most activity and interventions.

Arrow number 2 points to the Bolsover Road area. This is where we have another high concentration of private rented properties.

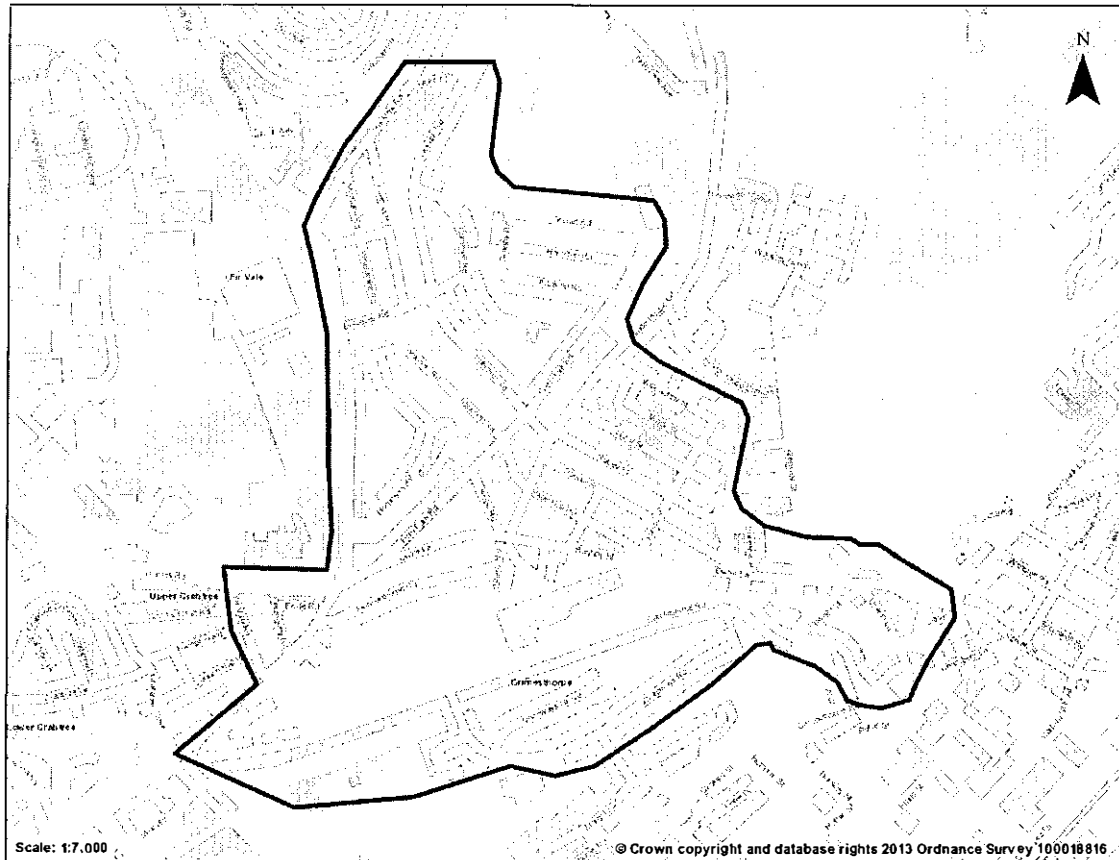
Arrow number 3 is the Wensley council estate, this being mainly social housing outside of the proposed scheme area.

Tenants *fly-tipping* and dropping *litter and waste* in the street or shared open spaces is a particular issue for the local community. We strongly believe that some private rented landlords who have let premises in the area are *failing to take appropriate action to combat this problem* – e.g. providing advice to tenants on the use of local services. This is putting additional pressure on public services so it is essential we require landlords to take more responsibility for this. We know that last year alone, there were 667 responses to fly tipping complaints by Environmental Services. 11.5% of those were in the Page Hall/Fir Vale area alone. Furthermore – streets receive a general clean on average once in every 13 weeks. In Fir Vale/Page Hall – they need to carry out a 'deep clean' up to 3 times every week. This is clearly unequal in terms of public resources.

Increased enforcement and Selective Licensing will enable the Council to specify conditions of tenancy and that will compel landlords to take action. This, when combined with other measures being taken by the Council and partners in the area, will help to reduce anti-social behaviour.

Appendix B – PROPOSED AREA

The proposed area for the scheme neatly encloses the areas where reducing demand is most evident – whilst providing a reasonable ‘buffer’ area to ensure that low demand issues are not displaced. The areas to the north east, north, and west, of the scheme are predominantly social-rented housing, non-housing land, or areas where demand is more stable.



1-49, 2-66	Addison Road	Sheffield	S5 6WE
124	Bagley Road	Sheffield	S4 8GJ
463 - 509, 308- 674	Barnsley Road	Sheffield	S5 7AD
25	Barretta Street	Sheffield	S4 8GR
4-14,	Blyde Road	Sheffield	S5 7AF
1 - 145, 2 - 136	Bolsover Road	Sheffield	S5 6UQ
1 - 4,	Bolsover Road East	Sheffield	S5 6WX
1 - 95A , 2 - 118	Cammell Road	Sheffield	S5 6UU
75	Cannon Hall Road	Sheffield	S5 7AL
1	Chambers Lane	Sheffield	S4 8DA
1 - 25, 10 - 22	Coningsby Road	Sheffield	S5 7AG
1 - 5, 2 - 16	Dunmow Road	Sheffield	S4 8HY
1 - 435, 40 - 600	Earl Marshal Road	Sheffield	S4 8LA
1 - 103, 4 - 106	Ellerton Road	Sheffield	S5 6UF
23 - 25, 14 - 52	Fir Vale Road	Sheffield	S5 7AH
21 - 237, 22 - 258	Firth Park Road	Sheffield	S5 6WL
5 - 43, 4 - 18	Granby Road	Sheffield	S5 6WD

925 - 969,	Grimesthorpe Road	Sheffield	S4 8EN
1 - 65, 2 - 80	Hamilton Road	Sheffield	S5 6WH
47 - 75A,	Herries Road	Sheffield	S5 7AR
1 - 125 , 8 - 102	Hinde House Lane	Sheffield	S4 8GX
15 - 49, 16 - 60	Hinde Street	Sheffield	S4 8HH
1 - 95, 8 - 68	Horndean Road	Sheffield	S5 6UJ
17 - 69, 2 - 58	Hucklow Road	Sheffield	S5 6TE
27 - 87, 4 - 110	Idsworth Road	Sheffield	S5 6UP
11, 12 - 22	Lauder Street	Sheffield	S4 8HU
1, 2	Lindley Road	Sheffield	S5 6UX
1 - 113, 8 - 122	Lloyd Street	Sheffield	S4 8JA
7 - 9, 8 - 14	Mortlake Road	Sheffield	S5 6UH
45 - 315, 2 - 322	Owler Lane	Sheffield	S4 8GA
1 - 135, 10 - 118	Page Hall Road	Sheffield	S4 8GS
25 - 147, 4 - 144	Popple Street	Sheffield	S4 8JH
11 - 127, 6 - 128	Robey Street	Sheffield	S4 8JF
9 - 61,	Rushby Street	Sheffield	S4 8GN
13 - 31, 4 - 40	Selby Road	Sheffield	S4 8GL
155 - 159, 122	Skinnerthorpe Road	Sheffield	S4 8GH
25 - 51,	Upwell Hill	Sheffield	S4 8EZ
43 - 47, 2 - 40	Upwell Lane	Sheffield	S4 8EY
3 - 23,	Upwell Street	Sheffield	S4 8AH
4-16,	Vickers Drive	Sheffield	S5 6TG
1 - 129, 2 - 138	Vickers Road	Sheffield	S5 6UY
1 - 69,	Vivian Road	Sheffield	S5 6WJ
41 - 107, 26 - 116	Wade Street	Sheffield	S4 8HW
2 - 22,	Wensley Street	Sheffield	S4 8HP
7 - 93 , 2 - 104	Wheldrake Road	Sheffield	S5 6UD
1 - 27 , 2 - 26	Whiteways Close	Sheffield	S4 8FN
15 - 17, 14 - 16	Whiteways Drive	Sheffield	S4 8ET
1 - 61, 4 - 90	Whiteways Grove	Sheffield	S4 8FL
1 - 117 , 2 - 118	Whiteways Road	Sheffield	S4 8FJ
21 - 89 , 2 - 88	Willoughby Street	Sheffield	S4 8HT

APPENDIX C – Consultation Plan

1. Why Do We Need to Consult:

We want to learn as much as we can from the feedback. This is because we must give proper consideration to everyone's views before we decide whether to implement Selective Licensing. We would also want to use the information to make the scheme work for the local community and landlords.

A 10 week consultation with those likely to be affected by the Selective Licence is a legal requirement.⁴ In line with government guidance the consultation needs to inform everyone affected about the scheme and give them the opportunity to comment. It therefore needs to provide a detailed explanation of the proposed scheme, explaining the reasons for the scheme, including how it will tackle specific problems and its potential benefits.

The consultation needs to be a full consultation and consult everyone within the area to be designated for selective licensing. As such the consultation will be a considerable undertaking in terms of both officer time and resources.

It is essential that the consultation is thorough and addresses all key issues including proper consideration of the consultation outcomes and any representations made as part of the consultation.

We want the public consultation to;

- be clear about why we are looking at introducing selective licensing and the issues we hope that it will address
- be thorough and comprehensive. This will mean that everyone is consulted who needs to be, including ensuring that we offer a range of opportunities to consult and ensure that the consultation is accessible to everyone affected
- show clear outcomes are make sure we give proper consideration about whether Selective Licensing is the right thing to do in this area
- record any representations that are made so they can be properly considered and addressed

2. Who Do We Need to Consult?

As part of the public consultation for Selective Licensing we need to consult and engage:

- All residents in the area to be designated
- All landlords in the area to be designated
- All managing agents in the area to be designated
- All businesses in the area to be designated
- Ward Members
- Local MPs

⁴ Housing Act 2004, Volume 5, Page 41354/1533

- Landlord Association / other Landlord forums
- All schools in the area including Early Years provision
- All key partners working in the area e.g. Police, Health, CYPF
- VCF organisations in the area
- Any religious organisations in the area to be designated e.g. churches and mosques
- GP practices and dental surgeries in area
- Other Council departments likely / potential to impact on e.g. Housing Solutions.

3. Key Challenges of the Consultation

Some of the key challenges of the consultation include:

- Overcoming language and literacy barriers
- Ensuring that all sections of the community / everyone is included in the consultation and that no one is inadvertently excluded from participating
- Ensuring that all sections of the community / everyone has the opportunity to be consulted and express their view
- Providing a range of accessible consultation mechanisms and opportunities to be consulted.
- Ensuring that all representations and queries arising from the review are properly addressed and responded to
- Ensuring that the consultation outcomes inform the decision making process and that this can be clearly evidenced
- Identifying the resources, both budgetary and officer time, required to deliver the consultation successfully

4. Key messages for the consultation

- We are still consulting at this stage. No decision has been made yet
- We recognise that many landlords are already responsible
- This is not a proposal to generate income for the Council. We can only recover what it will cost us to run the scheme
- Lots of good work has already been done in the area – but we need to do more
- The Council is taking the views of residents seriously
- We recognise that tenants must take responsibility too
- It is important to carry on working with other departments such as Environmental services, waste collection, key agencies such as the police and the voluntary and advice sector

5. Proposed Schedule and Timetable for Consultation and Key Activities:

MONTH	STAGE OF CONSULTATION	ACTIVITIES
<i>April /May</i>	<i>Preparation for Consultation</i>	<ul style="list-style-type: none"> • Identifying resources to enable and support the consultation in terms of staff resources

MONTH	STAGE OF CONSULTATION	ACTIVITIES
		<p>and additional costs including support with communications and consultation analysis</p> <ul style="list-style-type: none"> • Agreeing Consultation Plan and critical stages • Agreeing area to be consulted • Identifying addresses for all those to be consulted • Establishing a database of all contacts for consultation purposes. <p><i>Postal / Web Based Questionnaire:</i></p> <ul style="list-style-type: none"> • Drafting questionnaire, including looking at approaches in other areas • Agreeing questionnaire questions including potential variations in questionnaires for different audience e.g. Landlords and Tenants • Agreeing questionnaire format and design • Work with design and print on questionnaire • Agreeing final format of the questionnaire • Potential translation and associated costs • Printing questionnaire • Arrangements for freepost returns • Formatting and printing address labels <p><i>Publicity Materials:</i></p> <ul style="list-style-type: none"> • Agreeing publicity needed for the consultation including information leaflet / flyers and posters • Producing and agreeing text and images for publicity materials • Work with design and print, including agreeing the final versions • Printing publicity materials. <p><i>Events / Focus Groups / Drop in sessions / Roadshows</i></p> <ul style="list-style-type: none"> • Agreeing events / focus groups / roadshows and drop in information sessions needed and to be undertaken • Agreeing dates, times and venues for events / focus groups / drop in sessions and roadshows, including identifying staff to attend and / or facilitate • Booking community venues, equipment and refreshments for events / focus groups / roadshows / drop in sessions • Producing, printing and distributing invitations/ flyers for the events / focus groups /

MONTH	STAGE OF CONSULTATION	ACTIVITIES
		<p>roadshows / drop in sessions</p> <ul style="list-style-type: none"> • Distributing / posting invitations and flyers for events / focus groups / roadshows / drop in sessions • Agreeing format and schedule for events / focus groups / roadshows / drop in sessions including facilitators • Preparing presentations and other materials needed for events / focus groups / drop in sessions and roadshows • Preparing any briefings / arranging briefing meetings for staff facilitating, etc at the proposed events / focus groups / drop in sessions and roadshows. <p><i>Door Knocking Exercise / Street Based Consultation:</i></p> <ul style="list-style-type: none"> • Preparing briefing notes and script for officers undertaking street based consultation and door knocking exercise • Agreeing schedule, venues and locations for door knocking exercise and street based consultation • Agreeing condensed version of the questionnaire for door knocking exercise and street based consultation • Printing and preparation of questionnaire for door knocking exercise and street based consultation • Meeting with officers undertaking the door knocking exercise and street based consultation to discuss approach, aims and objectives, etc. <p><i>Wider Communications Plan</i></p> <ul style="list-style-type: none"> • Agreeing and preparing press release or other vehicles for communication e.g. the Burngreave Messenger • Raising awareness and distribution of information to key partners and those working in the area about selective licensing and the consultation to ensure consistent message • Attending meetings as identified • Identifying and agreeing communication routes and mechanisms to publicise the consultation and proposals • Update on progress to Cabinet and Ward

MONTH	STAGE OF CONSULTATION	ACTIVITIES
		Members
July	Launch of Consultation	<ul style="list-style-type: none"> • Press releases • Posting questionnaires to all addresses • Distribution of information leaflets / publicity • Beginning door knocking exercise / street based consultation • Launching publicity campaign • Monitoring consultation returns
July – beg Sept	Consultation Period	<ul style="list-style-type: none"> • Reminders and follow up for questionnaires sent out • Door knocking exercise / street based consultation continuing • Data input of results from paper questionnaires • Distribution of information leaflets • Events / drop in sessions / roadshows and focus groups held • Outcomes and results from events / drop in sessions / roadshows and focus groups collated • Monitoring consultation returns • Update on progress to Cabinet and Ward Members.
End August	Close of Consultation	<ul style="list-style-type: none"> • Completion of data inputting of consultation results • Completion of write up from the outcomes of the events/ drop in sessions/ roadshows / focus groups
Sept - Oct	Analysis and Publication of the Consultation	<ul style="list-style-type: none"> • Analysis of consultation results and key outcomes • Preparation and delivery of a report summarising consultation outcomes including how the results will be used • Meeting with Cabinet and Ward Members to discuss results and next steps • Publication and release of consultation outcomes to participants • Identifying / utilising communication routes and preparing publicity to let the local community know the consultation has been concluded and the key outcomes e.g. press release.

APPENDIX D – BREAKDOWN OF COSTS AND INCOME

Annual cost and income – Years 1 and 2

Element	HR/other Implication	Cost Year 1	Cost Year 2
Set up and admin of the scheme	4 x Scheme administrators	80,000	80,000
	1 x Licensing enforcement officer	29,000	29,000
Sub total		109,000	109,000
	Overheads @ 45% ⁵	49,050	49,050
	Materials and translation	13,000	13,000
Total expenditure		171,050	171,050
Income from Fees	Income from licence fees for 5 year period *50% compliance	(250,000)	(100,000)
Annual Balance		(78,950)	71,050

Annual cost and income years 3-5

Element	HR/other Implication	Cost Year 3	Cost Year 4	Cost Year 5
Reduced admin of the scheme	2 x Scheme Administrators	40,000	40,000	20,000
	1 x Licensing enforcement officer	29,000	29,000	29,000
Sub total		69,000	69,000	49,000
	Overheads @45%	31,050	31,050	22,050
	Materials and translation	13,000	10,000	0
Total expenditure		113,050	110,050	71,050
Income from Fees	Income from licence fees for 5 year period *Up to 80% compliance	(100,000)	(100,000)	(100,000)
Annual Balance		13,050	10,050	(28,950)

5 year programme summary

Total licence fees	£650,000
Total admin costs	£637,000
Balance	+£13,000

⁵ Based on the local government cost calculator for management/supplier services

APPENDIX E- Selective Licensing: License Fees and Comparisons to Other Areas

Research from other areas

The costs of Selective Licences are determined locally, and the Local Authority can take account of all the costs of running a scheme when setting the fee. The government has not introduced a cap on charges.⁶

Costs of Licence in Areas with Selective Licensing

Authority	Licence cost	Incentive schemes / Discounts Offered
Blackpool	<p>Single occupancy dwelling £670</p> <p>House in Multiple Occupation (HMO) of up to 5 units of accommodation £935</p> <p>Cost per unit in an HMO above 5 units of accommodation £60</p>	<p>Early Bird discount for applications made during the first three months of the scheme £100</p> <p>For second or subsequent applications £50</p> <p>Discount for members of FCLAS (15% of the first licensed single unit) £100</p> <p>Discount for membership of either the RLA or NLA (of the first licensed unit) £50</p>
Newcastle	No more than £500	<p>May qualify for discounts if Landlords are:-</p> <ul style="list-style-type: none"> • a member of a nationally recognised landlord association or scheme • own an accredited property in the area of the scheme • make multiple applications or

⁶ Selective Licensing for Local Authorities A good Practice Guide, Shelter, 2006

Authority	Licence cost	Incentive schemes / Discounts Offered
		<ul style="list-style-type: none"> • apply within the first six months of the scheme.
Newham	<p>Applicants who apply before the commencement date of the licensing designations and are landlords with previous management contraventions or are of concern: £500 for a one year licence</p> <p>Applicants who apply after the commencement date of the licensing designations: £500 for a five year licence</p> <p>Applicants who apply after the commencement date and receive two warning letters or landlords with previous management contraventions or are of concern: £500 for a one year licence</p>	Applicants who apply before the commencement date of the licensing designations £150 for a five year licence
Sunderland	<p>Standard fee for a duly made application by the 1st October 2010 (1st application). £450.00</p> <p>Standard fee for a duly made application after 1st October 2010 £600.00</p>	<p>Discount for Accredited Landlords on properties declared prior to 1st July 2010.</p> <p>Only applicable to Selective Licensing applications made by the 1st October 2010 50%</p> <p>Reduction in fee for subsequent applications £75.00</p> <p>Administration charge for each incomplete application submission £25.00</p>

Authority	Licence cost	Incentive schemes / Discounts Offered
Leeds	£525	Early Applications Landlords who are part of an accreditation scheme
Case Studies from Evaluation of the Impact of HMO Licensing and Selective Licensing, DCLG, January 2010	CS13 £300	£75 for first property, £40 for subsequent for members of landlord association (costs £37 to join) 10% reduction for members of accreditation scheme
	CS8 £425	£325 for members of accreditation scheme
	CS12 £450	Free to members of accreditation scheme
	CS10 (awaiting decision)	

Potential Incentives (based on the experience of introducing licensing in other areas)

Generally most authorities offer a discount on licensing fees to accredited landlords.

Other discounts offered on licence fees include:

- 'Early bird' schemes for Landlords who apply for selective licensing early / before a certain date / before the commencement date
- For Landlords who are part of a Landlord accreditation scheme
- For Landlords that are members of a nationally recognised Landlord association
- For Landlords that have more than 1 property in the designated area.

Another element to consider is whether to offer Landlords the opportunity to pay for the licence fee in instalments, particularly where they own more than 1 property in the designated area.

Other Points to Note

All authorities with designations were clear that the licence fee was not enough to cover the costs of advertising, setting up and running the Selective Licensing scheme⁷

None of the three schemes evaluated in the DCLG study are self-financing. There are two reasons for this. Firstly, the process has proved more resource intensive than envisaged. Secondly, Selective Licensing requires the authority to provide a number of linked services like landlord advice and accreditation to ensure that the overall approach is one that provides the right balance of sanctions and support/incentives for landlords.⁸

Scenario examples

Based on 1,000 properties

Scenario - 1 (100% compliance of 1,000 properties)

	Charge		Total
	£	No.	
Applications by Day 1	500	500	250,000
Applications after Day 1	750	250	187,500
Applications through chase	1,000	250	250,000
			<u>687,500</u>

Based on 800 properties

Scenario - 1 (100% compliance of 800 properties)

	Charge		Total
	£	No.	
Applications by Day 1	500	400	200,000
Applications after day 1	1,000	250	250,000
Applications through chase	1,500	150	225,000
			<u>675,000</u>

⁷ Evaluation of the Impact of HMO Licensing and Selective Licensing, DCLG, January 2010

⁸ Evaluation of the Impact of HMO Licensing and Selective Licensing, DCLG, January 2010

Scenario 2 (80% compliance of 1,000 properties)

	Charge	No.	Total
	£		
Applications by Day 1	500	500	250,000
Applications after day 1	1000	100	100,000
Applications through chase	1500	200	300,000
			<u>650,000</u>

Scenario 3 (60% compliance)

	Charge	No.	Total
	£		
Applications by Day 1	650	300	195,000
Applications after day 1	1200	150	180,000
Applications through chase	1650	150	247,500
			<u>622,500</u>

Scenario 2 (80% compliance of 800 properties)

	Charge	No.	Total
	£		
Applications by Day 1	750	400	300,000
Applications after day 1	1,100	100	110,000
Applications through chase	1750	140	245,000
			<u>655,000</u>

Scenario 3 (60% compliance)

	Charge	No.	Total
	£		
Applications by Day 1	750	300	225,000
Applications after day 1	1200	180	216,000
Applications through chase	1800	100	180,000
			<u>621,000</u>

APPENDIX F - Equality Impact Assessment

Sheffield City Council

Equality Impact Assessment



Guidance for completing this form is available on the intranet

Help is also available by selecting the grey area and pressing the F1 key

Name of policy/project/decision: Project to assess the feasibility of adopting Selective Licensing in the Page Hall area of the City

Status of policy/project/decision: New

Name of person(s) writing EIA: Rebecca Dixon

Date: 24/01/13

Service: Community Services

Portfolio: Communities

What are the brief aims of the policy/project/decision? Selective Licensing is a discretionary power available to local authorities. It is a scheme of licensing for privately rented houses which Councils can use where an area exhibits problems of low demand or where there is a problem of antisocial behaviour and landlords are failing to take the action they would reasonably be expected to do.

A Selective Licensing scheme lasts for up to 5 years and the following provisions would apply:

- If landlords wanted to let a property in these areas they would need to apply for a licence.
- Councils have to consider if a landlord is "fit and proper"
- Licence conditions must require that properties are made safe and that landlords must seek references from prospective tenants and have appropriate systems in place to deal with antisocial tenants.
- Landlords who let houses without a licence could have to pay fines of up to £20,000 on conviction. Landlords who fail to comply with licence conditions face fines of up to £5,000 and their licences can be revoked.

A Landlord would need to apply for a licence for each dwelling he owns.

Opportunities of adopting Selective Licensing include:

- Enables a whole area approach rather than using existing powers to tackle properties on an individual basis.
- Has the overall aim to improve an area and enable it to become a more popular place to live.
- Effective tool to tackle issues like anti social behaviour in a specific area of the city.
- Clear message to landlords and tenants that bad practice and behaviour is not acceptable.

- 5 year period of the Selective Licence means a longer term strategy and commitment to address issues in the area.
- Existing powers do not tackle significant and persistent antisocial behaviour.

An evaluation of Manchester's Selective Licensing Scheme has recognised that in some challenging areas Selective Licensing could play a complimentary role to general neighbourhood activity providing that the associated landlord enforcement work is funded and the schemes are much more tightly focussed. Without the complimentary enforcement staff, licensing risks becoming a bureaucratic process.

We are currently exploring the feasibility of adopting Selective Licensing in Page Hall following the decision to pursue this approach by the Cabinet Member for Homes and Neighbourhoods. Following the feasibility study a report will be taken to Cabinet for a decision to proceed onto a public consultation in the area (public consultation is a compulsory element of deciding whether to adopt selective licensing in any proposed area). The public consultation will consult with everyone that lives in the selected area including landlords and managing agents, local businesses, etc. Following this a report will be taken to Cabinet where the decision on whether to adopt a Selective Licence will be made. If the decision is made to implement selective licensing there will be a 3 month period to put the licence in place.

From a housing perspective the predominant issues in Page Hall are:

- it is the lower end of the rental market which attracts those on lower incomes who may be vulnerable
- the majority of the properties are Victorian terraces and by the nature of their age and design have a higher than average number of Cat 1 hazards
- with the growth of the Roma/Slovak community into the area in recent years the incidence or alleged incidence of overcrowding has increased significantly
- historically, Private Housing Standards have had difficulty in engaging with Landlords in the area and some could be classified as "rogue landlords"
- There has been a reported increase in antisocial behaviour

Page Hall is a very diverse area which is currently facing a range of challenges. It is one of the Council's priorities which can be seen by the current multi-agency Page Hall Tasking Group which meets every Thursday to discuss and address critical issues in the area. Likewise the area was the subject of a Section 30 Dispersal Order until November 2012. Selective Licensing coupled with a multi-agency partnership approach will enhance our ability to tackle antisocial behaviour and enhance the other activities ongoing in the area. Because of the diversity of the area particular attention will need to be given to the public consultation. This will mean providing a variety of different arenas and opportunities for consultation to ensure that this is accessible to all those affected and allows everyones voice to be heard, as well as clearly evidencing how the consultation outcomes have impacted on the decision going forward. Likewise if a Selective Licence is put into place we will need to ensure that Landlords and tenants are supporting and helped

to comply. This will also include working with other services that may be affected by the licence e.g. Housing Solutions in relation to potential homelessness.

There are four distinct phases of the project. These include the feasibility and research phase, October 2012- February 2013, including research and fact finding from other areas that have selective licensing in place; review of all of the options available / potential courses of action; evidencing the case of low demand and antisocial behaviour; evaluation of the likely and / or potential impact; working with partners and services working in the area or likely to be affected by the proposals; development of a communications plan; establishing the cost of the licence fee if put in place; and production of a detailed community profile, including identifying community need. This will conclude with a report to Cabinet outlining the outcomes from the feasibility study and to gain approval to proceed with a public consultation. Following this there will be a 10 week public consultation April -May 2013 (estimated) - this will be a full consultation with everyone affected by the proposed designation area and an area to be determined outside of it. This will include questionnaires, public meetings, focus groups, drop in sessions, door knocking / 1-2-1 interviews and so on. This will be followed by the production of a Cabinet Report to decide whether to adopt Selective Licensing (estimated July / August 2013) and to put forward the proposal depending on the outcomes of the feasibility/ research phase and public consultation, and development of the terms and conditions of the licence if put in place. Finally there will be the implementation phase for the licence, 3 months after the decision is made, subject to Cabinet approval, which will include support, advice and guidance to landlords and tenants. If all elements of the project are achieved within the timescales outlined we anticipate that a Selective Licence would be in place by October / November 2013.

This is an initial EIA produced as part of the initial stages of the project which is currently in the research and feasibility phase and following advice from Business Strategy. Further EIAs will be produced as the project progresses including an EIA before the public consultation and an EIA following the consultation to take into account the changes made as a result.

Are there any potential Council staffing implications, include workforce diversity? The initial project briefing to members and further briefings to the Cabinet Member for Homes and Neighbourhoods outlines that additional staff will be needed to administer the licence and carry out the necessary enforcement activity to make any selective licence effective. It is envisaged that a significant part of the cost associated with this will be met from the licence fee itself. Any additional / new staff will be recruited by following the Council's usual recruitment processes.

Under the Public Sector Equality Duty, we have to pay due regard to: "Eliminate discrimination, harassment and victimisation, advance equality of opportunity and foster good relations." More information is available on the council website

Areas of possible impact	Impact	Impact level	Explanation and evidence (Details of data, reports, feedback or consultations. This should be proportionate to the impact.)
Age	-Select-	-Select-	
Disability	-Select-	-Select-	
Pregnancy/maternity	-Select-	-Select-	
Race	Negative	High	<p>Page Hall is a very diverse neighbourhood. We know that a large proportion of the private rented landlords are Asian. Likewise we know that a large proportion of tenants are Slovak Roma. In view of this we need to take particular care to ensure that the public consultation is accessible / offers a wide range of ways to participate and gathers the views of all sections of the community. We also need to clearly evidence the problems of low demand and antisocial behaviour in the area coupled with the link to wider initiatives and activities in the area as part of the decision making process to ensure that any decision to undertake selective licensing is an integrated part of our wider strategies for regeneration in the area. If as a result of the feasibility work and public consultation a decision is made to put a selective licence in place we will need to ensure that we put advice and support in place to support both landlords and tenants, including working with other services this may impact on. In addition we will need to ensure that the terms and conditions of the licence do not inadvertently disadvantage any particular sections of the community. The EIA will be reviewed throughout the project including additional EIAs to be produced before and after</p>

Areas of possible impact	Impact	Impact level	Explanation and evidence (Details of data, reports, feedback or consultations. This should be proportionate to the impact.)
			the public consultation.
Religion/belief	-Select-	-Select-	
Sex	-Select-	-Select-	
Sexual orientation	-Select-	-Select-	
Transgender	-Select-	-Select-	
Carers	-Select-	-Select-	
Voluntary, community & faith sector	Negative	Medium	VCF organisations in the area are already working with an increase in demand due to the number of people, predominantly Slovak Roma, moving into the area. The introduction of Selective Licensing in the area has the potential to put additional pressure on VCF services in the area through the need for advice and guidance.
Financial inclusion, poverty, social justice:	Negative	Medium	Page Hall and the people that live within it are generally experiencing high levels of deprivation compared to the City average. We know that Page Hall is at the lower end of the rental market which attracts those on lower incomes who may be vulnerable. Selective Licensing has the potential to inadvertently lead to an increase in evictions and increasing vacant properties in the area as 'bad' landlords move to other areas. This also has the potential to impact on homelessness and / or overcrowding if tenants are evicted as part of this process. Part of the work to mitigate against this is to engage landlords early on in the process, undertake the public consultation and engaging with the local community, and putting advice and support in place if

Areas of possible impact	Impact	Impact level	Explanation and evidence (Details of data, reports, feedback or consultations. This should be proportionate to the impact.)
			the licence is put in place in conjunction with joint working with other services this may impact on e.g. Housing Solutions. The EIA will be reviewed throughout the project including additional EIAs to be produced before and after the public consultation.
Cohesion:	Negative	Medium	Page Hall is an area which is already experiencing problems with community cohesion. Selective licensing has the potential to cause further tension between landlords and tenants living in the area. To mitigate against this we will need to work closely with partners working in the area and work with both the local community and landlords to support and advise them if the licence is put in place. The EIA will be reviewed throughout the project including additional EIAs to be produced before and after the public consultation.
Other/additional:	-Select-	-Select-	Potential impact on other services in addition to the VCF as outlined above e.g. increases in homelessness presentations or children moving schools. This means engaging with other services and providers which the proposal may impact on early on within the process to identify ways to minimise / prepare for potential impact in other service areas. The project also has the potential to move problems to another area in the city. Again we will be working with partners and other services to minimise / prepare for this as a indirect potential outcome of the project

Overall summary of possible impact (to be used on EMT, cabinet reports etc): Selective Licensing, in conjunction with enforcement activity and additional activity on the ground, will enable us to tackle issues with problem landlords in the Page Hall area and address problems of low demand and antisocial behaviour. However we anticipate that Selective Licensing will potentially

be perceived as a negative thing by the community and local landlords and could also have a negative impact on issues including vacant properties, community cohesion and homelessness, which need to be carefully considered before deciding to put a Selective Licence in place. In view of this the decision to undertake a Selective Licence will need to be clearly evidenced through low demand and antisocial behaviour to ensure that it is seen as targeting issues and challenges in the area; clearly linked and evidenced as to how it fits into the wider regeneration and activities in the area; provide a detailed community profile including the needs of the communities living there; and undertake a full public consultation to make sure that the view of all those potentially affected by the licence are including in the decision making process. This is an initial EIA produced as part of the project initiation. Further EIAs will be produced as outlined, as the project progresses.

If you have identified significant change, med or high negative outcomes or for example the impact is on specialist provision relating to the groups above, or there is cumulative impact you **must** complete the action plan.

Review date:

Q Tier Ref

Reference number:

Entered on Qtier: -Select-

Action plan needed: -Select-

Approved (Lead Manager):

Date:

Approved (EIA Lead person for Portfolio):

Date:


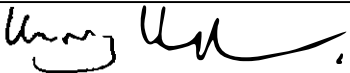
Does the proposal/ decision impact on or relate to specialist provision: -Select-

Risk rating: Medium



SHEFFIELD CITY COUNCIL
Decision by an Individual Cabinet Member

1	Report Author (the Senior Responsible Officer (SRO) - Head of Service or Director):	Richard Palmer, Head of Housing Commissioning
2	Subject Matter:	Reducing the impact of the poor management of private rented housing in and around Page Hall
3	Decision Maker (Name of Cabinet Member):	Harry Harpham
4	Cabinet Portfolio:	Homes and Neighbourhoods
5	Decision to be Taken:	That; a) the enhanced enforcement activity proposals set out in this report be approved b) the Selective Licensing consultation proposals as set out in this report be approved c) the Director of Commissioning be authorised to design, develop and implement the consultation
6	Reason for the Decision (to show that relevant issues have been taken into account and irrelevant issues have been disregarded):	See Attached Report
7	Category of Report:	OPEN
If closed, approved by: <i>In making this exemption, I have considered the presumption in favour of disclosure of information contained in the Freedom of Information Act, but consider that the public interest in maintaining the exemption outweighs the public interest in disclosing this information. The reasons for this are attached to this report.</i> <i>Note: the decision not to disclose the information below should be taken by the member of EMT who approved submission at 14, below.</i>		Name: Position:
8	Is this a Key Decision? (tick ✓ one box) <input type="checkbox"/> <input checked="" type="checkbox"/>	No (if ticked, proceed to 11) <input checked="" type="checkbox"/>
9	Date added to Forward Plan. The Forward Plan is maintained by Democratic Services and overseen by EMT. It is a statutory document which is published on the 1 st of every month and sets out the important decisions to be made in the following 4 months of the year	N/A
10	Date the Report and Background Papers were sent to Democratic Services for publication in accordance with Access to Information Rules. All proposed Individual Member key decisions <u>must</u> be publicised on the Council's website, 5 clear working days before the decision is made.	
11	Does the matter cut across any other	

	Cabinet Portfolios? (tick ✓ one box)		
		No (if ticked go to 13) X	
12	Which Other Portfolios are affected?	None	
13	Relevant departments consulted and comments incorporated/additional forms completed/EIA completed Tick ✓ as required	Finance	<input type="checkbox"/> Yes
		Legal	<input type="checkbox"/> Yes
		Commercial	<input type="checkbox"/>
		HR	<input type="checkbox"/>
		Equalities	<input type="checkbox"/> Yes
		P&FM	<input type="checkbox"/>
		Other (Please specify)	<input type="checkbox"/>
14	The appropriate SRO certifies that all necessary approval has been obtained in respect of Financial, Legal, HR, Commercial, Property and Equalities implications and that this Report has been approved for submission to the Cabinet Member by a member of Executive Management Team; in addition, any additional forms have been completed and signed off as required at 13.		
	 Signed: Print Name: Richard Palmer		Position: Head of Housing Commissioning Date: 26th June 2013
	EMT member who approved submission:	Bev Coukham	
15	Confirmation of Cabinet Member Decision <i>This is an individual Cabinet Member decision, made in accordance with the Leader's Scheme of Delegation of Executive Functions.</i> I confirm my decision as set out above. If relevant, I have completed the section 17 below titled 'Declaration of Personal Interests.'		
	Cabinet Member's Signature:  Print Name: Harry Harpham		Cabinet Portfolio: Homes and Neighbourhoods Date and Time: 2-30pm 28 June 2013
16	Confirmation of Agreement by other Cabinet Members whose Portfolios are affected by the Decision I/We confirm my/our consent to the decision, as set out above, being made. Add as many lines below, as necessary.		
	Cabinet Member's Signature: Print Name:		Cabinet Portfolio: Date and Time:
	Cabinet Member's Signature: Print Name:		Cabinet Portfolio: Date and Time:
17	Declaration of Personal Interests <i>The Cabinet Member making this decision must insert details here of all Cabinet Members (if any) consulted by him/her, including details of any conflicts of interest declared by consultees, and any dispensations granted by the Standards Committee to any conflicts of interest so declared:</i>		

Cabinet Member:

Declaration: None/Stated here

Cabinet Member:

Declaration: None/Stated here

Notes:

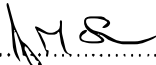
Background Papers:

When all the necessary signatures have been obtained, this document should be delivered IMMEDIATELY to Democratic Services, Modern Governance, Room G13, Town Hall for publication.

PLEASE NOTE THIS DECISION CANNOT BE IMPLEMENTED UNTIL IT HAS BEEN PUBLISHED IN ACCORDANCE WITH THE ACCESS TO INFORMATION RULES AND THE RELEVANT PERIOD FOR CALL IN OF THAT DECISION HAS EXPIRED

Date Received by Democratic Services

Signature



Date:

2 JULY 2013

(Democratic Services Officer)

Print Name

JENNIFER M. SKIBA

When all the necessary signatures have been obtained, this document should be delivered to Democratic Services, Room G14, Town Hall.

