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CHILTERN
District Council



Services Overview Committee

Tuesday, 29th November, 2016 at 6.30 pm

**Large & Small Committee Room, King George V House, King George V Road,
Amersham**

A G E N D A

- 1 Evacuation Procedures
- 2 Minutes (*Pages 5 - 8*)
To sign the Minutes of the meeting held on 18 October 2016.
- 3 Apologies for Absence
- 4 Declarations of Interest
- 5 28 Day Notice (*Pages 9 - 10*)
Appendix (Pages 11 - 14)
- 6 Q2 Performance Reports 2016-17 (*Pages 15 - 18*)
Appendix A (Pages 19 - 22)
Appendix B (Pages 23 - 26)
- 7 Chiltern District Council and South Bucks District Council Temporary
Accommodation Framework (*Pages 27 - 30*)
Appendix (Pages 31 - 44)

8 Green House Gas Report (*Pages 45 - 48*)

Appendix (Pages 49 - 56)

9 Exclusion of the Public

To resolve that under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following item(s) of business on the grounds that it involves the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Act.

10 Chiltern Pools Project (*Pages 57 - 64*)

To note and comment on the report considered by Cabinet on 1 November 2016.

Appendix 1 (Pages 65 - 110)

Appendix 2

<http://www.chiltern.gov.uk/CHttpHandler.ashx?id=8452&p=0>

Note: All Reports will be updated orally at the meeting if appropriate and may be supplemented by additional reports at the Chairman's discretion.

Membership: Services Overview Committee

Councillors: J A Burton (Chairman)
L M Smith
D J Bray
E A Culverhouse
M Flys
A S Hardie
C J Jackson
P M Jones
S A Patel
C J Rouse
J J Rush
M W Titterington
N I Varley (Vice-Chairman)
E A Walsh

Date of next meeting – Tuesday, 24 January 2017

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CHILTERN DISTRICT COUNCIL

MINUTES of the Meeting of the
SERVICES OVERVIEW COMMITTEE
held on **18 OCTOBER 2016**

PRESENT: Councillor J A Burton - Chairman
" N I Varley - Vice Chairman

Councillors: L M Smith
D J Bray
A S Hardie
C J Jackson
P M Jones
S A Patel
C J Rouse
J Cook

AN APOLOGY FOR ABSENCE were received from Councillor M Flys.

ALSO IN ATTENDANCE: Councillors I A Darby, G K Harris and M R Smith.

9 MINUTES

The Minutes of the meeting held on 14 June 2016 were agreed as a correct record and were signed by the Chairman.

10 DECLARATIONS OF INTEREST

There were no declarations of interest.

11 28 DAY NOTICE

Members considered the 28 Day Notice for the Cabinet meeting on 1 November 2016, as appended to the report.

Members were advised that the Chiltern Pools Feasibility Study item was to be reported to the Leisure Options Working Group on 19 October, to the Community, Health and Housing Policy Advisory Group on 6 December and presented to Cabinet on 13 December 2016.

RESOLVED:

That the content of the Work Programme was noted.

12 REVIEW OF THE RECYCLING PERFORMANCE OF THE JOINT WASTE SERVICE

Consideration was given to the report which provided information regarding the performance of the Joint Waste Service against recycling performance indicators. It was noted that the report was taken to the Joint Waste Collection Committee on 29 September 2016.

The Chairman invited members to raise questions in relation to the report. The Waste Services Manager was in attendance to respond to members queries, clarify current processes and issues; and to advise of further work being undertaken to improve recycling performance.

Members raised queries in respect of:

- The impact of contaminated recycled material and the rejection rate
- The constant need for re-education to ensure that residents are recycling wherever possible but may not be aware of different processes if recently moved to Chiltern District
- The need for a review of the Bring Sites
- Encouraging more aspirational targets for recycling and the need for a review of the metrics currently being used and whether they are fit for purpose
- The possibility of focussing on the disposal of problem items per month by informing residents of key messages
- Properties with restricted access do not have sufficient opportunity to recycle

The Waste Services Manager thanked members for their comments and consideration of the report and advised that continual work was underway to regularly provide information to residents on recycling but it was appreciated that more work needed to be done due confusions on what can and cannot be recycled remained.

Cllr M Smith left the meeting 7.10pm

RESOLVED:

That the content of the report be noted.

13 UPDATE ON THE NEW LOCAL AIR QUALITY MANAGEMENT GUIDELINES IN ENGLAND

Members received an update on the new Local Air Quality Management Guidelines in England, including the new framework for Clean Air Zones, and to highlight potential policies for inclusion in the emerging Local Plan.

The Chairman invited questions from the Committee members in respect of the report, as follows:

- Pollution was raised as a concern along Berkhamsted Road, Chesham

Cllr Jones left at 7.18pm

- Parking enforcement had now transferred to Bucks County Council and the monitoring of this needed to be maintained.
- Levels of pollution in the district and the potential effect on health
- Future monitoring processes of air quality and emissions eg. HS2

The Principal Environmental Protection Officer was in attendance to respond to questions. Members were advised that parking enforcement has been transferred to Bucks County Council some years ago and Bucks CC provided Chiltern District Council with the data relating to ticketing in the AQMA but Bucks were not being monitored. It was noted there was no indication of high levels of pollution within Chiltern District; but the levels of pollution (Nitrogen dioxide) continued to be monitored to identify any potential issues. It was confirmed that Chiltern District Council were not monitoring emissions of HS2, but were monitoring NO2 levels in the district, particularly in areas where future infrastructure development may lead to changing NO2 levels; which was more in relation to the construction phase (extra HGVs in particular) than the actual operation of HS2 etc.

RESOLVED:

That the following be noted:

- i. The completion of the statutory annual status report (ASR) for air quality in Chiltern (appendix 1);**
- ii. The potential opportunities moving forward for a new Air Quality Steering Group; and**
- iii. Officers working with Planning Policy to strengthen air quality policies in the emerging local plan.**

14 QUARTER 1 PERFORMANCE REPORTS 2016-17

Consideration was given to the report which outlined the performance of Council services against performance indicators and service objectives during Q1 April – June 2016.

Members were invited to ask questions on the content of the report, and the following questions were raised:

- Can sufficient affordable housing be provided in a timely manner to address the short term issues?
- Is there something that Chiltern District Council can do to achieve the planning appeals targets?

Councillor Harris was in attendance and explained that the Affordable Housing Working Group recently established by the Council was seeking solutions to both long and short term issues in respect of affordable housing for the district.

It was noted that the reasons for none achievement of the planning appeals targets was due to the local policy of Chiltern District Council to refuse an application in the Green Belt but this was often allowed on appeal. However members wished to retain the policy to maintain the special nature of the Chiltern District but this resulted in a continual problem to meet the planning appeals targets.

RESOLVED:

That the content of the report was noted.

The meeting ended at 7.38pm

SUBJECT:	<i>28 Day Notice</i>
REPORT OF:	<i>Cabinet Portfolio Holder for Support Services (Deputy Leader)</i>
RESPONSIBLE OFFICER	<i>Head of Legal & Democratic Services</i>
REPORT AUTHOR	<i>Mat Bloxham, 01494 732143; mbloxham@chiltern.gov.uk</i>
WARD/S AFFECTED	<i>Not ward specific</i>

1. Purpose of Report

1.2 28 Day Notice

Members are requested to look at the 28 Day Notice for the Cabinet meeting on 13 December 2016 (Appendix).

RECOMMENDATION

To review the work programme and to identify potential topics for review from the 28 Day Notice.

Background	None
Papers:	

28 Day Notice

**Local Authorities (Executive Arrangements) (Meetings and Access to Information)
(England) Regulations 2012**

This is a Notice of an intention to make a Key Decision on behalf of the Local authority (Regulation 9) and an intention to meet in private to consider those items marked as 'Private Reports' (Regulation 5).

A further Notice (the 'Agenda') will be published no less than 5 working-days before the date of the Cabinet meeting and will be available at www.chiltern.gov.uk/democracy

Leader (Councillor Isobel Darby)					
Key Decision (Y/N) ¹	Report Title & Summary ²	Consultation ³	Decision Maker & Date	Private Report (Y/N) and Reason Private ⁴	Lead Officer ⁵
No	Q2 Performance Reports 2016-17	Services 29 Nov Resources 5 Dec	Cabinet 13 Dec 16	No	Sarah Woods Email: swoods@chiltern.gov.uk
No	Service Plan Summaries 2017/18	Services 24 Jan Resources 31 Jan	Cabinet 7 Feb 17	No	Sarah Woods Email: swoods@chiltern.gov.uk
No	Economic Development Strategy: To consider and agree the Council's Economic Development Strategy		Cabinet 7 Feb 17	No	Anita Cachioli Email: acachioli@chiltern.gov.uk

Support Services - Deputy Leader (Councillor Mike Stannard)					
Key Decision (Y/N) ¹	Report Title & Summary ²	Consultation ³	Decision Maker & Date	Private Report (Y/N) and Reason Private ⁴	Lead Officer ⁵
Yes	Annual Treasury Management Strategy 2017/18		Cabinet 7 Feb 17	No	Helen O'Keeffe Email: HOKeeffe@chiltern.gov.uk

Sustainable Development (Councillor Peter Martin)					
Key Decision (Y/N) ¹	Report Title & Summary ²	Consultation ³	Decision Maker & Date	Private Report (Y/N) and Reason Private ⁴	Lead Officer ⁵

Environment (Councillor – Mike Smith)					
Key Decision (Y/N) ¹	Report Title & Summary ²	Consultation ³	Decision Maker & Date	Private Report (Y/N) and Reason Private ⁴	Lead Officer ⁵
Yes	Amendments to the Constitution of the Chiltern & Wycombe Joint Waste Collection Committee: To agree amendments to the JWCC Constitution arising from the implementation of a Chiltern, Wycombe and South Bucks joint waste team		Cabinet 13 Dec 16	No	Sue Markham Email:smarkham@chiltern.gov.uk
Yes	Building Services Maintenance, Cleaning & Associated Services: To consider a report on the tender exercise	CAMG 21 Nov 16	Cabinet 13 Dec 16	Yes (Paragraph 3)	Kevin Kelly Email:kkelly@chiltern.gov.uk
Yes	Energy Strategy: To consider adoption of the Buckinghamshire Energy Strategy		Cabinet 13 Dec 16	No	Ben Coakley Email:bcoakley@chiltern.gov.uk
Yes	Amersham Multi-Storey Car Park Development Update: To receive a project update	EPAG 30 Nov 16	Cabinet 13 Dec 16	Yes (Paragraph 3)	Chris Marchant Email: cmarchant@chiltern.gov.uk
Yes	Chiltern Car Park Review: Review of car park charges/charging periods, season tickets and proposed amendments to the Off Street Parking Places Order.	EPAG 30 Nov 16	Cabinet 13 Dec 16	No	Julie Rushton Email:JRushton@chiltern.gov.uk
Yes	Amersham Multi-Storey Car Park Development Business Case: To consider the business case	EPAG 25 Jan 16	Cabinet 7 Feb 16	Yes (Paragraph 3)	Chris Marchant Email: cmarchant@chiltern.gov.uk

Customer Services (Councillor – Fred Wilson)					
Key Decision (Y/N) ¹	Report Title & Summary ²	Consultation ³	Decision Maker & Date	Private Report (Y/N) and Reason Private ⁴	Lead Officer ⁵

Community, Health & Housing (Councillor Graham Harris)					
Key Decision (Y/N) ¹	Report Title & Summary ²	Consultation ³	Decision Maker & Date	Private Report (Y/N) and Reason Private ⁴	Lead Officer ⁵
Yes	Temporary Accommodation Procurement Statement: To identify the options available to the Council in the provision of temporary accommodation	Services 29 Nov 16	Cabinet 13 Dec 16	No	Martin Holt Email: mholt@chiltern.gov.uk
No	Armed Forces Community Covenant Update: To update on local WW1 commemorative events and the County-wide task force working group	CHHPAG 6 Dec 16	Cabinet 13 Dec 16	No	Paul Nanji Email: pnanji@chiltern.gov.uk
Yes	Chiltern's Community & Wellbeing Plan 2017-2020: To adopt the new Chiltern Community & Wellbeing Plan	CHHPAG 6 Dec 16	Cabinet 13 Dec 16	No	Paul Nanji Email: pnanji@chiltern.gov.uk
Yes	Homelessness Strategy: To consider a joint Homelessness Strategy	Services 24 January 17 CHHPAG 30 January 17	Cabinet 7 Feb 16	No	Martin Holt Email: mholt@chiltern.gov.uk
Yes	Regulators Code for shared services: To consider the shared service regulators enforcement code	Services 24 Jan 16	Cabinet 7 Feb 16	No	Martin Holt Email: mholt@chiltern.gov.uk
No	Chiltern District Council Strategic Housing Framework 2014-15: To receive an update on affordable housing delivery and to consider the Council's draft Strategic Housing Framework 2014-15	Services 24 Jan 16 CHHPAG 30 Jan 16	Cabinet 7 Feb 16	No	Michael Veryard Email: mveryard@chiltern.gov.uk
No	Revitalisation Group - Update Report: To update key outcomes of the local Revitalisation Groups (2016/17) and agree Capital Grants Awards	CHHPAG 30 Jan 16	Cabinet 7 Feb 16	No	Paul Nanji Email: pnanji@chiltern.gov.uk
Yes	Chiltern Pools Feasibility Study: To report the key findings of the Chiltern Pools Consultation programme and agree the next steps forward	Services 21 March 17 CHHPAG 20 March 17	Cabinet 4 April 17	No	Paul Nanji Email: pnanji@chiltern.gov.uk

No	<p>Sustainability and Carbon Reduction Strategy: The development and implementation of an updated joint strategy for South Bucks DC and Chiltern DC, building on existing activities and opportunities</p>	<p>CHHPAG 20 March 17</p>	<p>Cabinet 4 April 17</p>	No	<p>Joanna Faul Email:jfaul@chiltern.gov.uk</p>
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SUBJECT:	<i>Chiltern District Council Performance Report Q2 2016-17</i>
REPORT OF:	<i>Leader of the Council – Councillor Isobel Darby</i>
RESPONSIBLE OFFICER	<i>Acting Chief Executive – Bob Smith</i>
REPORT AUTHOR	<i>Rachel Prance (01494 732 903) Sarah Woods (01494 586 800) Jo Wesson (01494 586 850)</i>
WARD/S AFFECTED	<i>Report applies to whole district</i>

1. Purpose of Report

The purpose of this report is to outline the performance of Council services against performance indicators and service objectives during Q2 July-September 2016.

RECOMMENDATION

Cabinet is asked to note the performance reports.

2. Executive Summary

Overview of performance indicators (PIs) against targets across the Council:

Portfolio	No of PIs	PI on target ●	PI slightly below target ●	PI off target ●	Unkn own / Data only
Leader	5	3	1	0	1
Community, health & housing	13	7	0	1	5
Sustainable development	11	9	0	1	1
Environment	5	1	2	0	2
Support services	6	4	0	1	1
Customer services	5	3	1	0	1
Total PIs	45	27	4	3	11

3. Reasons for Recommendations

3.1 This reports factual performance against pre-agreed targets. Management Team, Cabinet and Resources Overview & Services Overview Committees receive regular updates detailing our progress towards service plan objectives, performance targets and strategic risks, in line with our Performance and Improvement Framework.

3.2 Two detailed performance tables accompany this report:

- **Appendix A – Priority performance indicators Q2 2016-17**
- **Appendix B – Quarterly corporate performance indicators 2016-17**

4. Key points to note this quarter:

4.1 Of the 11 unknown PIs, three are provided for information only; seven are not reported this quarter and one is a new PI which is awaiting the target to be set.

4.2 Of the three off-target PIs, one is a priority PI.

4.3 **Community Health and Housing:** the PI below target relates to housing; please refer to the appendices to view the reasons for this. This is linked to the national increase in demand for temporary accommodation and lack of affordable housing. A working group is in place to explore the options for increasing the provision of affordable housing.

4.4 **Sustainable Development:** the PI which is off target relates to the number of planning appeals allowed. Appeals research is on-going. A number of outbuilding appeals have been allowed.

4.5 **Support Services:** the PI which is off target relates to the percentage of calls to ICT helpdesk resolved within agreed timescales. An increase in queries logged from the previous quarter, coupled with staff time off over summer holidays contributed to this missed target.

5. Consultation

Not applicable.

6. Options

Not applicable.

7. Corporate Implications

7.1 Financial - Performance Management assists in identifying value for money.

7.2 Legal – None specific to this report.

7.3 Crime and Disorder, Environmental Issues, ICT, Partnership, Procurement, Social Inclusion, Sustainability – reports on aspects of performance in these areas.

8. Links to Council Policy Objectives

Performance management helps to ensure that performance targets set through the service planning process are met and any dips in performance are identified and

resolved in a timely manner. This report links to all three of the Council's objectives, listed below:

Objective 1 - Efficient and effective customer focused services

Objective 2 - Safe, healthy and cohesive communities

Objective 3 - Conserve the environment and promote sustainability

9. Next Step





Once approved, this report and appendices will be published on the website.

Background	N/A
Papers:	

Appendix A - Priority PIs 2016-17 - CDC

Code	Title	2015/16 Actual	2015/16 Target	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Target 2016/17 (YTD)	Traffic Light	Latest Note
Leader's																		
CdHR1	Working days lost due to sickness absence	7.95	11	7.56	6.84	7.2	7.02	7.56	7.66							10		These figures are now calculated the same way as SBDC and in accordance with the Office of National Statistics not making the adjustment for part time workers. 136 days for September + 601.5 days (April - August) = 737.5 (info taken from Workforce)/192.45 (average FTE figure) = 3.83/6*12 = 7.66. The sickness figure for SBDC is 13.28.
CdHR14	Working days lost due to short term sickness absence (upto 20 working days)	New PI	New PI	6.12	4.92	4.96	4.71	5.16	5.1							5		80 days for September +411.5 days (April to August) = 491.5 days (taken from Workforce)/192.45 (average FTE)= 2.55/6*12= 5.10
CdHR15	Working days lost due to long term sickness absence (more than 20 working days)	New PI	New PI	1.44	1.92	2.2	2.31	2.38	2.56							3		56 days for September + 190 days (April to August) = 246 days (Taken from Workforce) /192.45 (average FTE) = 1.28/6*12=2.56 - This equates to two officers.
Community, Health and Housing																		
CdCmSf1	Percentage reduction in burglaries from dwellings year on year for Chiltern (quarterly)	-19.20%	data only			18.90%			7.20%							Data Only	n/a	Chiltern has seen a 7.2% decrease when compared to the previous year - 90 offences instead of 97.
CdHS1	Number of applicants with/expecting children who have been in B & B accommodation for longer than 6 weeks (snapshot figure at end of month)	0	0	1	0	2	0	0	0							0		A working group is in place to explore the options for increasing the provision of affordable housing.

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Code	Title	2015/16 Actual	2015/16 Target	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Target 2016/17 (YTD)	Traffic Light	Latest Note
CdHS8	Number of households living in temporary accommodation (snapshot at the end of the month)	31	21	35	36	39	34	32	36							30		Demand for temporary accommodation from homeless households remains high. The total of 36 households is made up of (i) 22 households where CDC has accepted the main statutory duty to secure accommodation and (ii) 14 households where enquires are pending or the household has been deemed intentionally homeless. As at 30/9/16, 9 of the 22 households in (i) are due to leave temporary accommodation and move into tenancies that have been secured via Bucks Home Choice. A working group is in place to explore the options for increasing the provision of affordable housing.
Sustainable Development																		
CdSD5	Special measures: quality of major applications, for assessment in Oct/Nov 2016 (cumulative)	9.38%	19.00%	9.38%	9.38%	9.38%	9.38%	9.38%	9.38%							9.90%		3 of 32 major cases determined, allowed or part allowed on appeal
CdSD10	Processing of planning applications: minor applications processed within 8 weeks (cumulative)	81.92%	70.00%	85.00%	85.71%	72.73%	75.00%	79.74%	82.29%							75.00%		Performance for minor applications was outstanding for September at 100% increasing the cumulative performance
CdSD11	Processing of planning applications: other applications processed within 8 weeks (cumulative)	92.15%	92.00%	96.30%	90.61%	90.54%	91.08%	91.78%	92.47%							90.00%		651 of 704 determined within target - cumulative figure 115 of 120 determined within target - this month's figure

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Code	Title	2015/16 Actual	2015/16 Target	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Target 2016/17 (YTD)	Traffic Light	Latest Note	
CdSD31	Special measures: speed of processing of major applications - minimum percentage of decisions on major applications which are made within 13 weeks or timescale agreed with the applicant; for assessment in October/November 2018 (cumulative)	New PI	New PI	N/A	N/A	N/A	100.00%	100.00%	100.00%							51.00%	<input checked="" type="checkbox"/>	4 of 4 major cases determined within target Note: The Government annually assesses Council's, for special measures designation This assessment relates to the SPEED of decision making on major applications The period assessed is a 2 year period leading up to the end of June. This indicator is assessed on a monthly basis moving towards this end date Jul 2016 to Jun 2018 is the current assessment period The current threshold is 51% or more to be determined within the statutory 13 week period or alternative time period agreed with the applicant.	
Environment																			
CdWR3	Percentage of household waste sent for reuse, recycling and composting (cumulative)	52.53%	57.00%			54.79%			55.92%							58.00%	<input type="checkbox"/>	Data is currently provisional for Q2. The data for July and August 2016 has been almost finalised but we are missing all data from September 2016, which is supplied by Bucks CC and Serco. The figure given has been reached using the data from September 2015, which is not anticipated to be significantly different to 2016.	
Customer Services																			
CdRB1	Speed of processing - new HB/CTB claims (cumulative)	16.08	18	16.52	18.37	18.67	18.11	17.94	18.75							18	<input type="checkbox"/>	10 claims took longer than 40 days, taking between 45 and 64 days to gather all the information from the customer. This has moved from a monthly to a cumulative figure.	
CdRB2	Speed of processing - changes of circumstances for HB/CTB claims (cumulative)	4.72	5	4.11	3.75	3.78	3.89	3.95	4.08							5	<input checked="" type="checkbox"/>	This has moved from a monthly to a cumulative figure.	
CdRB3	% of Council Tax collected (cumulative)	99.36%	99% (57.75%)	5.42%	15.32%	24.92%	34.64%	44.29%	53.94%							99.00%	<input checked="" type="checkbox"/>		
CdRB4	Percentage of Non-domestic Rates Collected (cumulative)	98.30%	98% (57.17%)	8.94%	19.47%	29.03%	37.21%	45.97%	54.74%							98.00%	<input checked="" type="checkbox"/>		

Appendix B - CDC Quarterly Corporate Performance Indicator Report - Q2 2016-17

Note: Excludes Priority Performance Indicators - see Appendix A

KEY <input checked="" type="checkbox"/> This PI is below target <input type="checkbox"/> This PI is slightly below target <input checked="" type="checkbox"/> This PI is on target																			
PI code	Name	2015/16 Value	Annual target 2015/16	Apr-16 value	May-16 value	Jun-16 value	Jul-16 value	Aug-16 value	Sep-16 value	Oct-16 value	Nov-16 value	Dec-16 value	Jan-17 value	Feb-17 value	Mar-17 value	Annual target 2016/17	Traffic light (latest actual)	Responsible officer	Latest notes
Leader's portfolio																			
CdCP1 (C)	Number of unique visitors to the main website (by period)	330,946	data only	29,100	30,819	29,738	26,311	28,482	28,297							data only	n/a	Rachel Prance	
CdHR2 (C)	Voluntary leavers as a % of workforce (extrapolated for the year)	18.62%	8%			10.70%			8.80%							16%	<input checked="" type="checkbox"/>	Judy Benson	6 leavers during quarter 1, / average headcount of 224.67. Extrapolated, this equates to 24 for the full year, 21.88%.
Community, health and housing																			
CdCL1 (C)	Customer satisfaction rating at the Chiltern leisure facilities	59.00%	65.00%	annual PI											65.00%	?	Martin Holt		
CdCL2 (C)	Total participation in physical activities delivered through the GLL community engagement plan (by period)	6,268	6,000 (1,500)			4,876			4,882							6,600	<input checked="" type="checkbox"/>	Martin Holt	
CdCL3 (C)	Total number of users at all leisure centres (by period)	915,382	875,000 (218750)			238,015			238,195							900,000	<input checked="" type="checkbox"/>	Martin Holt	
CdHSf2 (C)	Percentage reduction in violent offences against a person, rolling year on year	-53.90%	data only			-39.6%			-25.90%							data only	n/a	Martin Holt	Chiltern has seen an increase of 25.9% in VAP offences. This is 394 offences compared to 313 the previous year.
CdHS2 (C)	Number of affordable homes delivered by (i) new build (ii) vacancies generated by local authority scheme (iii) acquisition of existing properties for social housing (cumulative)	22	33 (16.50)			13			13							33	<input checked="" type="checkbox"/>	Martin Holt	This total comprises (i) 13 new affordable homes that were delivered in the development adjacent to Lincoln Park in Amersham comprising 9 properties for affordable rent and 4 properties for shared ownership (ii) 0 and (iii) 0. A working group is in place to explore the options for increasing the provision of affordable housing.
CdHS3i (C)	Average Length of stay in B & B temporary accommodation for all households (snapshot at end of quarter)	12	5			7			7							10	<input checked="" type="checkbox"/>	Martin Holt	Average stay of 7 weeks based on stays that ended during Quarter 2 (Jul to Sep 2016) - 9 families (472 days) and 1 single/couple (23 days)
CdHS4 (C)	Number of private sector dwellings vacant for more than 6 months and returned to occupation following local authority intervention	28	40	annual PI											40	?	Martin Holt		

Appendix

KEY <input checked="" type="checkbox"/> This PI is below target <input type="checkbox"/> This PI is slightly below target <input checked="" type="checkbox"/> This PI is on target																			
PI code	Name	2015/16 Value	Annual target 2015/16	Apr-16 value	May-16 value	Jun-16 value	Jul-16 value	Aug-16 value	Sep-16 value	Oct-16 value	Nov-16 value	Dec-16 value	Jan-17 value	Feb-17 value	Mar-17 value	Annual target 2016/17	Traffic light (latest actual)	Responsible officer	Latest notes
CdEH2 (C)	Percentage of food premises (risk rating A to C) that are broadly compliant (snapshot quarterly)	96.00%	91%			96.50%			96.71%							96%	<input checked="" type="checkbox"/>	Martin Holt	
JtL13 (C)	Percentage of customers satisfied with the licensing service received (annual)	61.80%	89%	annual PI												89%	?	Martin Holt	
JtL15 (C)	Percentages of licences received and issued/renewed within statutory or policy deadlines (cumulative)	98.40%	97%			96.30%			99.70%							97%	<input checked="" type="checkbox"/>	Martin Holt	1 out of 365 not dealt with within policy or legislative timescales.
Sustainable development																			
JtBC1 (C)	Applications checked within 10 working days (cumulative)	92.70%	85%	85.90%	93.10%	93.40%	96.30%	99.10%	98.30%							92%	<input checked="" type="checkbox"/>	Peter Beckford	
JtBC4 (C)	Customer satisfaction with the building control service (cumulative)	92.70%	94%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%							92%	<input checked="" type="checkbox"/>	Peter Beckford	
CdH1 (C)	Net additional homes provided		133	annual PI												145	?	Peter Beckford	
CdSD7 (C)	Percentage of planning applicants who are satisfied or very satisfied with the planning service (cumulative)	77.00%	80%			87.50%										80%	<input checked="" type="checkbox"/>	Peter Beckford	
CdSD8 (C)	Planning appeals allowed (cumulative)	39.76%	35%			55.00%			53.33%							35%	<input checked="" type="checkbox"/>	Peter Beckford	24 of 45 appeals decided, allowed or part allowed. We are continuing with our appeals research. We have identified that a number of outbuilding appeals have been allowed. We are reviewing both the allowed and dismissed at the moment for January - September 2016.
CdSD12 (C)	Percentage of new enforcement cases where an initial site visit for an urgent priority case is undertaken within the timescale set out in the Enforcement Policy (cumulative)	100.00%	30%	100.00%	100.00%	100.00%										100%	<input checked="" type="checkbox"/>	Peter Beckford	

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Appendix

KEY <input checked="" type="checkbox"/> This PI is below target <input type="checkbox"/> This PI is slightly below target <input checked="" type="checkbox"/> This PI is on target																			
PI code	Name	2015/16 Value	Annual target 2015/16	Apr-16 value	May-16 value	Jun-16 value	Jul-16 value	Aug-16 value	Sep-16 value	Oct-16 value	Nov-16 value	Dec-16 value	Jan-17 value	Feb-17 value	Mar-17 value	Annual target 2016/17	Traffic light (latest actual)	Responsible officer	Latest notes
CdSD32(C)	% of new enforcement cases where an initial site visit for a high priority case is undertaken within the timescale set out in the Enforcement Policy (Cumulative, monthly)	New PI	New PI	100.00%	100.00%	100.00%										100%	<input checked="" type="checkbox"/>	Peter Beckford	
Environment																			
CdSE1 (C)	Cumulative CO2 reduction from local authority operations from base year of 2008/09	22.00%	9.10%	annual PI											11.70%	?	Martin Holt	Reported annually. Cumulative Figure against baseline	
CdSE2 (C)	Planning to adapt to climate change (5 levels of performance 0=low 5= high)	3	4	annual PI											4	?	Martin Holt	Reported annually.	
Page 25 CdWR1 (C)	Waste customer satisfaction survey	86.70%	86%	6 monthly				84.40%	6 monthly				86%	<input type="checkbox"/>	Chris Marchant	Reported 6 monthly. This is for both Chiltern and Wycombe. This measures waste collection as well as street cleansing. Satisfaction with refuse collection has seen an increase of 5.8%. Satisfaction with street cleaning has seen a decrease of 4.3%. Satisfaction with recycling collections has seen a decrease of 2.6%. Satisfaction with food waste collections has seen a decrease of 3.2%. Satisfaction with garden waste collections has seen a decrease of 4.7%.			
	CdWR4 (C)	Household refuse collections, number of containers missed per month (calculated by P&C team on wkly basis)	New PI	New PI	1,154	1,141	1,597	1,561	1,379	1,407						1733	<input checked="" type="checkbox"/>	Chris Marchant	
Support services																			
JtLD1 (C)	Client satisfaction with the shared service. Percentage satisfied or very satisfied.	90.50%	94%	6 monthly				100.00%	6 monthly				96%	<input checked="" type="checkbox"/>	Joanna Swift	Reported 6 monthly			
JtBS1 (C)	Availability of ICT systems to staff from 8am to 6pm (by period)	99.86%	99.50%			99.80%			99.80%							99.50%	<input checked="" type="checkbox"/>	Sim Dixon	
JtBS2 (C)	Percentage of calls to ICT helpdesk resolved within agreed timescales (by period)	84.00%	95%			81.20%			81.00%							95%	<input checked="" type="checkbox"/>	Sim Dixon	An increase in queries logged from the previous quarter, coupled with staff time over summer holidays contributed to this missed target

KEY This PI is below target This PI is slightly below target This PI is on target																				
PI code	Name	2015/16 Value	Annual target 2015/16	Apr-16 value	May-16 value	Jun-16 value	Jul-16 value	Aug-16 value	Sep-16 value	Oct-16 value	Nov-16 value	Dec-16 value	Jan-17 value	Feb-17 value	Mar-17 value	Annual target 2016/17	Traffic light (latest actual)	Responsible officer	Latest notes	
CdBS3 (C)	Percentage of responses to FOI requests sent within 20 working days (by month)	83.00%	90%	60.00%	87.00%	95.00%	95.00%	100.00%								90%		Sim Dixon	This PI is always reported one month in arrears as the figures are not available until then.	
CdLD2 (C)	The percentage response to the annual canvass	94.00%	94%	annual PI												94%	?	Joanna Swift	Reported annually.	
CdLD3 (C)	Percentage of standard searches carried out within five working days (by period)	100.00%	100%			n/a						n/a				n/a	100%		Joanna Swift	This will no longer be reported for the new financial year as the 5 day target is no longer relevant and has been superceded by the 3 day target under departmental target CdLD4 (D).
Customer services																				
CdCS1 (C)	New measure for complaints - t.b.a.	n/a	t.b.a.													t.b.a.	n/a	Nicola Ellis	New PI for when the joint customer services team is implemented.	

SUBJECT:	Chiltern District Council and South Bucks District Council Temporary Accommodation Framework
REPORT OF:	Councillor Graham Harris – Portfolio Holder for Healthy Communities
RESPONSIBLE OFFICER	Martin Holt – Head of Healthy Communities
REPORT AUTHOR	Michael Veryard – Housing Manager
WARD/S AFFECTED	All

1. Purpose of Report

To put forward a draft framework document setting down the principles and process for identifying, securing and allocating temporary accommodation to meet the Council's statutory duties under Part 7 of the Housing Act 1996.

RECOMMENDATION

- 1 That Members consider the draft Temporary Accommodation Framework Document and provide comments as appropriate.
- 2 The Cabinet authorises the Head of Healthy Communities to publish and implement a finalised Temporary Accommodation Framework Document in consultation with the Portfolio Holder for Healthy Communities

2. Reasons for Recommendations

The recommended actions will ensure that the Council is compliant with the advice of the Supreme Court and has a clear framework for fulfilling its temporary accommodation duties at a time of high demand.

3. Content of Report

- 3.1 Under Part 7 (Homelessness) of the Housing Act 1996, the Council has a statutory duty to secure temporary accommodation for homeless households in a range of circumstances. In 2015, the Supreme Court in the case of *Nzolameso v Westminster City Council* advised that each local housing authority should have a clear statement on how it secures and allocates temporary accommodation. As part of the development of the joint Chiltern District Council and South Bucks District Council Homelessness Strategy, the framework document in the Appendix has been drafted to provide a clear statement to Members, officers, clients and partner agencies on how the Council delivers temporary accommodation to fulfil its Part 7 duties.
- 3.2 The Council's duties under Part 7 (Homelessness) of the Housing Act 1996 are delivered by the shared housing service. The Framework document has been drafted as a joint document to be shared by Chiltern District Council and South Bucks District Council. Each Council retains its own separate statutory responsibility to fulfil its duties under Part 7. The draft document is also being presented to Members at Chiltern District Council for consideration.

3.3 The adoption of this Framework Document will ensure that the Council has a transparent and consistent approach to delivering temporary accommodation (at a time of high demand) and that it is compliant with the Supreme Court advice. The document will be incorporated into the wider joint Homelessness Strategy that is currently under development.

3.4 The document will be reviewed on an annual basis and will be reported back to Members if significant changes are identified as being required..

4. Consultation

Not applicable

5. Options

5.1 Option 1 – Agree and adopt the Temporary Accommodation Framework document

The reasons and benefits of this are set down in the report above and in the draft document in the Appendix.

5.2 Option 2- Do not adopt a Temporary Accommodation Framework

If the Council does not adopt a Temporary Accommodation Framework, it will leave the authority vulnerable to challenge by the Ombudsman and the Courts if a client considers that the Council has not fulfilled its statutory homelessness duties correctly. The current Homelessness Reduction Bill is also likely to result in a wider temporary accommodation duty for the Council and will increase the importance of having a clear and consistent Temporary Accommodation framework.

6. Corporate Implications

6.1 Financial

The report has no additional financial implications with regard to current expenditure on temporary accommodation. Any proposals for securing additional temporary accommodation that have additional financial implications will be reported to Members separately for consideration.

6.2 Legal

The Framework Document will ensure that Council is seen to be complying with the advice of the Supreme Court and clearly demonstrating that it is meeting its temporary accommodation duties under Part 7 of the Housing Act 1996.

7. Links to Council Policy Objectives

“We will work towards safer and healthier local communities”

8. Next Step

The Council will put the Framework Document in place. Officers will continue to progress the development of the joint Homelessness Strategy and will report this to

Members for consideration. The Framework document will be incorporated in the joint Homelessness Strategy.

Background Papers:	It is a legal requirement that we make available any background papers relied on to prepare the report and should be listed at the end of the report (copies of Part 1 background papers for executive decisions must be provided to Democratic Services)
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Chiltern District Council**and****South Bucks District Council****TEMPORARY ACCOMMODATION FRAMEWORK****CONTENTS**

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Chiltern District Council**and****South Bucks District Council****TEMPORARY ACCOMMODATION FRAMEWORK****1. Purpose**

1.1 The purpose of this framework is to:

- 1.1.1 Ensure that each Council fulfils its statutory duties under Part 7 of the Housing Act 1996 to secure temporary accommodation and
- 1.1.2 Provide a clear and transparent framework for each Council for securing and allocating temporary accommodation

2. Background

- 2.1 Part 7 (Homelessness) of the Housing Act 1996 places a statutory duty on the Council to secure that temporary accommodation is available to homeless households in a range of circumstances. Details of the relevant statutory duties and related guidance are summarised in **Appendix A**.
- 2.2 The Council must secure sufficient temporary accommodation to meet its statutory duty. This accommodation must be utilised and allocated correctly.
- 2.3 The Supreme Court in the case of *Nzolameso v Westminster City Council* (2015) (UKSC 22, (2015) HLR 22) advised that each local authority should have a clear statement on how it procures and allocates temporary accommodation.
- 2.4 In light of the above, this framework has been drafted to provide a clear statement to Members, officers, clients and partner agencies on how the Council secures and allocates temporary accommodation.
- 2.5 Chiltern District Council and South Bucks District Council operate a shared housing service which includes a shared housing options and homelessness service. Therefore, this Framework has been drafted as joint document to be shared by both Councils. Any reference to "the Council" in this Framework document should be taken to mean both Chiltern District Council and South Bucks District Council and their respective duties.

3. Principles of the Framework

The Council will:

3.1 Secure temporary accommodation in compliance with its statutory duties under Part 7 of the Housing Act 1996

3.2 Secure self-contained temporary accommodation wherever possible and only secure B&B (Bed and Breakfast) accommodation when no other suitable self-contained temporary accommodation is available

3.3 Minimise the length of time that any household with family commitments has to spend in B&B accommodation

3.4 Aim to secure temporary accommodation provision within the district

3.5 Ensure that temporary accommodation meets appropriate standards of suitability and fitness

3.6 Minimise the cost of temporary accommodation provision to the Council and maximise income to offset costs where possible

4. Temporary Accommodation – Current Provision

4.1 Appendix B lists the temporary accommodation that is currently utilised by Chiltern District and South Bucks District Council.

5. Temporary Accommodation – Current and Future Demand

5.1 Appendix C shows the demand for temporary accommodation in Chiltern District Council and South Bucks District Council since 1st April 2014. This demonstrates that the demand in both districts has increased significantly over this 30 month period. This reflects the national trend which has shown that local authorities generally have been making increasing numbers of temporary accommodation placements.

5.2 Looking ahead, we can consider what the day to day demand for temporary accommodation will be over the next 12 months. Specifically, how much temporary accommodation will the Councils need to be securing on a daily basis? Based on the figures set down in Appendix C for the last 4 quarters, it is estimated that the Councils will need to ensure that the following levels of temporary accommodation are available at any one time during the next 12 months:

Chiltern DC	=	34 units
South Bucks DC	=	64 units

These figures represent a snapshot of the total number of temporary accommodation units that each Council is likely to have to secure on any given day (e.g. Chiltern DC will be utilising an estimated 34 units on any given day over the next 12 months)

5.3 The estimated figures in paragraph 5.2 are based on the average level of provision over the 12 months up to 30th September 2016. As national trends are showing rising demands for temporary accommodation nationally, it is reasonable to assume that the high demand in both Chiltern District Council and South Bucks District Council will continue into 2017. The Councils also need to consider the potential impact of the Homelessness Reduction Bill if and when it becomes law. This Bill may result in the Council facing increased demands for temporary accommodation. Consequently, it is sensible to estimate a continued high level of demand as put forward in paragraph 5.2.

6. Use of Bed and Breakfast Accommodation

6.1 The Council recognises that B&B (Bed and Breakfast) is not suitable as temporary accommodation for households with family commitments (i.e. households who have or are expecting dependent children). Where possible, it will avoid placing such a household in B&B. However, the high demand for temporary accommodation means that there will be occasions when the Council has no option other than to secure B&B in order to meet its statutory duty.

6.2 When the Council has to place a household with family commitments in B&B, it will take full account of the provisions in Statutory Instrument 2003/3326 that the period in B&B should not exceed 6 weeks. The Council will seek to move the household on to alternative self-contained accommodation as soon as possible. These households will be prioritised for a move from B&B as and when suitable self-contained temporary accommodation becomes available for occupation. The process for this is summarised in Appendix D.

7. Location of Accommodation

7.1 The Council will aim to secure temporary accommodation within its district. However, the high demand for temporary accommodation means that it may be necessary for the Council to secure accommodation that is located in another district. In this event, the Council will aim to minimise the distance between the district and the location of

the temporary accommodation. The Council will also prioritise the household for a move to temporary accommodation within the district as and when a suitable vacancy comes available. Any move will be subject to demand from other applicants (see process summarised in Appendix D) and will take account of the wishes of the household concerned (e.g. if the household would prefer to continue being accommodated out of the district).

8. Allocation of Temporary Accommodation

- 8.1 Self-contained temporary accommodation will normally be allocated on the day that it becomes available and using the process summarised in Appendix D
- 8.2 When self-contained temporary accommodation becomes available, existing households with family commitments in B&B will be prioritised over households who have not yet been placed in temporary accommodation.
- 8.3 If no self-contained temporary accommodation is available for a household on the date that the household becomes homeless then the Council will secure bed and breakfast accommodation (see 6.1 above) subject to availability. If no bed and breakfast accommodation is available on the date concerned then the Council may have to utilise hotel accommodation on a short term basis until bed and breakfast or other alternative temporary accommodation becomes available.
- 8.4 The Council will make every effort to secure temporary accommodation that is a suitable size, type and location for the household concerned. In doing so, the Council will have regard to the relevant statutory requirements and guidance (see Appendix A). However, this must be balanced against the demands on the Council's service for homelessness assistance and the pressures on temporary accommodation. The Council's primary focus is to secure accommodation that meets its duties under Part 7 of the Housing Act 1996 even if the household concerned considers that it may not be suitable.
- 8.5 A household may request a review of the suitability of the temporary accommodation secured by the Council if a review is permitted under Part 7 of the Housing Act 1996.
- 8.6 In exceptional circumstances, the Council may depart from the allocation process set down in this Framework. This may arise because of reasons such as:
- safeguarding issues,
 - personal safety concerns,
 - medical issues,
 - household size, or
 - the household has been deemed intentionally homeless and/or has a review or appeal pending into the Council's decision.

Any exceptional allocation will be subject to the agreement of the Senior Housing Options Officer (or the Housing Manager in the absence of the Senior Housing Options Officer).

9. Chiltern District Council and South Bucks District Council – Cross District Provision

9.1 Chiltern District Council and South Bucks District Council operate a shared housing service. Each Council retains its own separate statutory responsibility to fulfil its duties under Part 7 of the Housing Act 1996.

9.2 There may be occasions where one of the Councils (Chiltern District Council or South Bucks District Council) has available capacity within its temporary accommodation while the other authority is facing significant pressures to secure sufficient accommodation. In this situation, the Council with available capacity may make its temporary accommodation available to the other authority to utilise in order to fulfil its Part 7 duties (i.e. Chiltern DC would make its temporary accommodation available too be utilised by South Bucks DC or vice versa).

9.3 The provisions in paragraph 9.2 would be subject to:

- consideration of current and future temporary accommodation demands for both Councils,
- confirmation that the Council which makes the temporary accommodation available will not suffer any detriment to its service delivery or budget as a result, and
- the placement being reviewed on a weekly basis and ending as and when the temporary accommodation is again required by the Council which has made it available.

10. Charging for Temporary Accommodation

10.1 In accordance with the Housing Act 1996, the Council reserves the right to require a household to pay a reasonable charge in respect of the temporary accommodation that has been secured for them. In making any charge, the Council will have regard to the statutory requirement that the temporary accommodation must be affordable to the household concerned.

11. Maintaining and Increasing the Supply of Temporary Accommodation

11.1 The Council will explore the following options over the next 12 months to help maintain and increase the supply of temporary accommodation to meet the current and future needs highlighted in Section 5.

11.1.1 Prevent Homelessness wherever possible to minimise the demand for temporary accommodation

The Council continues to review its housing options service to ensure that all available options are explored to help prevent or relieve homelessness before a client becomes homeless. The Homelessness Reduction Bill will place increased emphasis on this if and when it becomes law.

11.1.2 Optimise current temporary accommodation provision

The Council will ensure that it makes the best use of the available temporary accommodation by making appropriate allocations, minimising the time spent by households in B&B and ensuring that households are moved on in a timely and efficient manner to longer term accommodation when possible.

11.1.3 Secure temporary accommodation from Registered Provider stock

The Council will continue to work with Registered Providers to maximise the use of temporary self-contained accommodation from within their existing housing stock and through other initiative and schemes (e.g. new build, private sector leasing etc.)

11.1.4 Explore options for new developments to incorporate new temporary accommodation provision.

The Council will monitor development opportunities on its own land and elsewhere

11.1.5 Explore options for working with the private rental sector to secure temporary accommodation

The Council will review its work with private landlords and letting agents and assess opportunities for partnership working to deliver temporary accommodation and tenancies to help prevent or relieve homelessness.

11.1.6 Explore options for Chiltern District Council and South Bucks District Council to work jointly to secure additional temporary accommodation provision

The Council will assess opportunities for the shared housing service to deliver joint provision that can support both authorities.

11.1.7 Explore options to work with other statutory partners to deliver additional temporary accommodation

The Council will assess opportunities for joint working with other partners including Wycombe District Council and Aylesbury Vale District Council to deliver additional temporary accommodation provision.

12. Review of Framework Document

12.1 This document will be reviewed annually

APPENDIX A**DUTY TO SECURE TEMPORARY ACCOMMODATION****1. SUMMARY OF STATUTORY DUTIES AND POWERS**

1.1 Under **Part 7 (Homelessness) of the Housing Act 1996** the Council has a statutory duty to secure that accommodation is available to homeless persons who meet certain criteria and requirements set down in the Act and associated Statutory Instruments and guidance.

1.2 The specific statutory duties set down in Part 7 are summarised below:

(i) *Section 188 – Interim duty to accommodate in case of apparent priority need*

When the Council receives an application for assistance under Part 7 then the Council will have a duty to secure interim temporary accommodation while it assesses the application if it considers that the applicant is homeless and may be in priority need (in accordance with the priority need categories set down in Section 189 of the Act)

(ii) *Section 190 – Duties to persons becoming homeless intentionally*

When the Council has assessed an application and determined that the applicant is homeless and in priority need, but is homeless intentionally, then it will have a duty to secure that accommodation is available for a period to give the applicant a reasonable opportunity to find other housing.

(iii) *Section 193 – Duty to persons with priority need who are not homeless intentionally*

When the Council has assessed an application and determined that the applicant is homeless and in priority need and not homeless intentionally, then it will have a duty to secure that accommodation for occupation by the applicant. There is no time limit on this duty. Section 193 sets down the specific circumstances in which this duty can come to an end.

(iv) *Section 195 – Duties in case of threatened homelessness*

When the Council has assessed that the applicant is threatened with homeless and in priority need (and is not threatened with homelessness intentionally) then the Council shall have a duty to take reasonable steps to secure that accommodation does not cease to be available for his/her occupation.

(v) *Section 198 – Accommodation pending the outcome of a referral to another local authority*

In some cases when the Council has assessed that the applicant is homeless and in priority need and not homeless intentionally, the Council may also decide that the applicant should be referred to another local authority. In this event, the Council will have a duty to secure that accommodation is available pending the outcome of the referral.

- 1.3 In respect of (i) to (v) above, Section 208(1) of the Act states that so far as reasonably practicable the Council shall secure that suitable accommodation is available for occupation within its district.
- 1.4 In addition to the statutory duties summarised above, the Council also has the **power to secure accommodation pending a review or appeal**. Under Sections 188 and 204 of the Act, the Council has the power to secure accommodation for an applicant pending the outcome of a review or appeal on the Council's decision on a homelessness application. This is a power and not a duty and the Council will assess requests for accommodation in these circumstances on a case by case basis. In assessing whether or not to exercise its power to secure accommodation, the Council will have regard to the applicant's circumstances and the relevant guidance and case law.
- 1.5 Under Section 192 (3) of the Act, the Council also has **the power to secure accommodation for an applicant who is homeless, not homeless intentionally and is not in priority need**. Again, this is a power and not a duty. In considering whether or not to use this power, the Council must take into account the demands on local housing and the need to secure accommodation for homeless households who are subject to the statutory duties summarised in (i) to (v) above. The current demands on housing stock in Chiltern and South Bucks and the ongoing demands from homeless households who are subject to statutory accommodation duties means that the Councils are highly unlikely to exercise the power under Section 193(2) of the Act. However, any requests will be assessed on a case by case basis.

2. GUIDANCE ON EXERCISING STATUTORY DUTIES

- 2.1 When exercising a statutory duty in accordance with (i) to (v) above, the Councils will have full regard to the relevant law, statutory instruments and guidance in assessing whether or not the accommodation concerned is suitable. This includes:

- a) **Homelessness Code of Guidance for Local Authorities (July 2006)**
- b) **SI 1996/3204 Homelessness (Suitability of Accommodation) Order 1996**

This requires that the accommodation must be affordable.

- c) **SI 2003/3326 Homelessness (Suitability of Accommodation)(England) Order 2003**

This highlights that B&B accommodation is not to be regarded as suitable accommodation for an applicant with family commitments and should only be used (i) where no other accommodation is available and (ii) for no more than 6 weeks in total.

d) **SI 2012/2601 Homelessness (Suitability of Accommodation)(England) Order 2012**

This highlights a range of factors that the Council must take into account including:

- distance from district (if placed out of area)
- significance of disruption to employment, caring responsibilities or education
- proximity and accessibility of medical facilities
- proximity and accessibility of local services, amenities and transport

e) **S. 11 of the Children Act 2004**

This requires that where the applicant's household includes children, then the Council's decision on suitability must identify the needs of the children (individually and collectively) and have regard to the need to safeguard and promote the children's needs. However, it is not required that the children's welfare should be given paramount or even primary consideration by the Council in making the decision on the suitability of accommodation.

f) **Equality Act 2010**

This requires that the Council assesses whether or not the applicant has a disability (or another relevant protected characteristic) and, if so, the extent of the disability and whether or not this impacts on suitability of the accommodation.

- 2.2 Overall, the Councils will always aim to minimise disruption to the applicant's household and have full regard to the relevant law and guidance when securing temporary accommodation. However, this will always need to be balanced against the overall demands on the housing and homelessness service and the availability of accommodation. This means that it may not always be possible to avoid disruption to the household concerned. The Council's primary focus will be to ensure that it secures accommodation for the applicant in accordance with its statutory duties under Part 7 of the Housing Act 1996.

END

APPENDIX B**TEMPORARY ACCOMMODATION – CURRENT PROVISION**

This Appendix lists the temporary accommodation that is currently secured by each Council to fulfil its duties under Part 7 of the Housing Act 1996.

CHILTERN DISTRICT COUNCIL

Current Provision – Self Contained Accommodation (No facilities shared with other households)		
Accommodation	Number of Units	Details
Tom Scott House, Pearce Road, Chesham	12 x 1 br flats 8 x bedsits	Scheme owned and managed by Paradigm Housing
Paradigm Housing properties	No fixed number (6 x units in use as at 31/10/16)	Properties in general needs stock utilised as temporary accommodation as and when required

Current Provision – Non-Self Contained Accommodation (Facilities shared with other households)		
Accommodation	Number of Units	Details
Bed and Breakfast/Guest House	No fixed number (10 x placements as at 31/10/16)	Rooms are booked as and when required and charged on a nightly rate. The main providers are located in Slough, High Wycombe and Hemel Hempstead. (In limited cases, it may be possible to secure a self-contained annex or unit for a household via a B&B/Guest House)
Hotels	No fixed number	Hotel rooms are booked when no other options (including B&B) are available. They are generally used for short term emergency placements such as those arising out of hours.

SOUTH BUCKS DISTRICT COUNCIL

Current Provision – Self Contained Accommodation (No facilities shared with other households)		
Accommodation	Number of Units	Details
Oxford Road, Gerrards Cross (Former Police Houses)	8 x Houses	Properties leased by Bucks Housing Association from Thames Valley Police
Totteridge Road, High Wycombe	4 x flats	Former student accommodation owned and managed by L&Q
L&Q properties	No fixed number (9 x units in use as at 31/10/16)	Properties in general needs stock utilised as temporary accommodation as and when required
Other Registered Provider properties	No fixed number (2 x units in use as at 31/10/16)	Properties in general needs stock owned by other Registered Providers (e.g. Paradigm, Bucks HA) and made available to SBDC to use as temporary accommodation on an interim basis pending redevelopment etc.

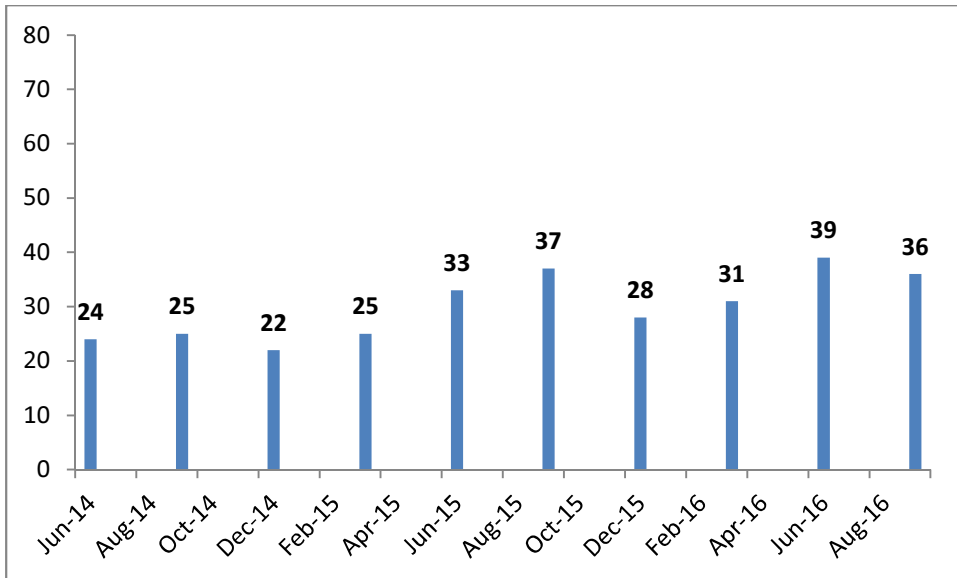
Current Provision – Non-Self Contained Accommodation (Facilities shared with other households)		
Accommodation	Number of Units	Details
Bed and Breakfast/Guest House	No fixed number (39 x placements as at 31/10/16)	Rooms are booked as and when required and charged on a nightly rate. The main providers are located in Slough, High Wycombe and Hemel Hempstead. (In limited cases, it may be possible to secure a self-contained annex or unit for a household via a B&B/Guest House)
Hotels	No fixed number	Hotel rooms are booked when no other options (including B&B) are available. They are generally used for short term emergency placements such as those arising out of hours.

APPENDIX C

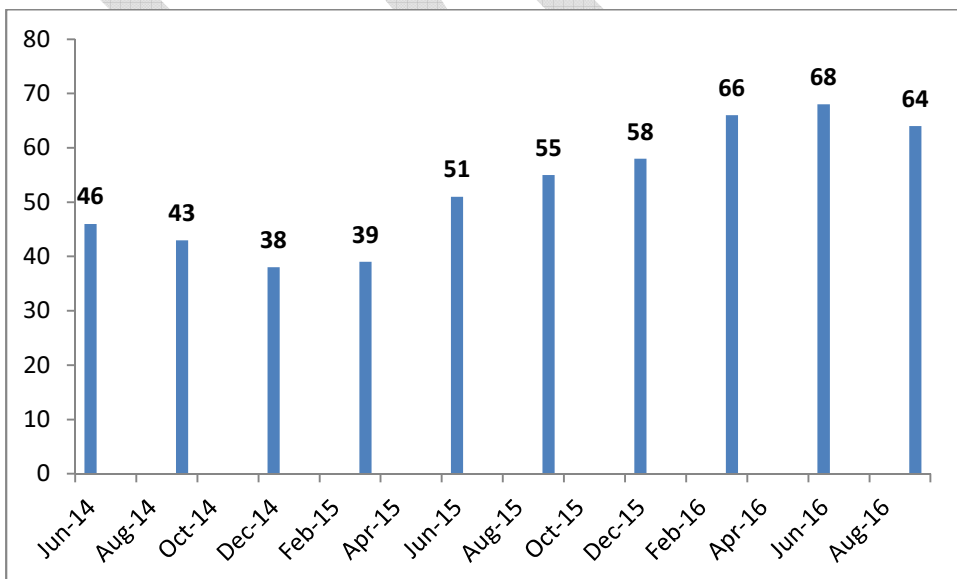
NUMBER OF HOUSEHOLDS IN TEMPORARY ACCOMMODATION

QUARTERLY FIGURES SINCE APRIL 2014

Chiltern District Council

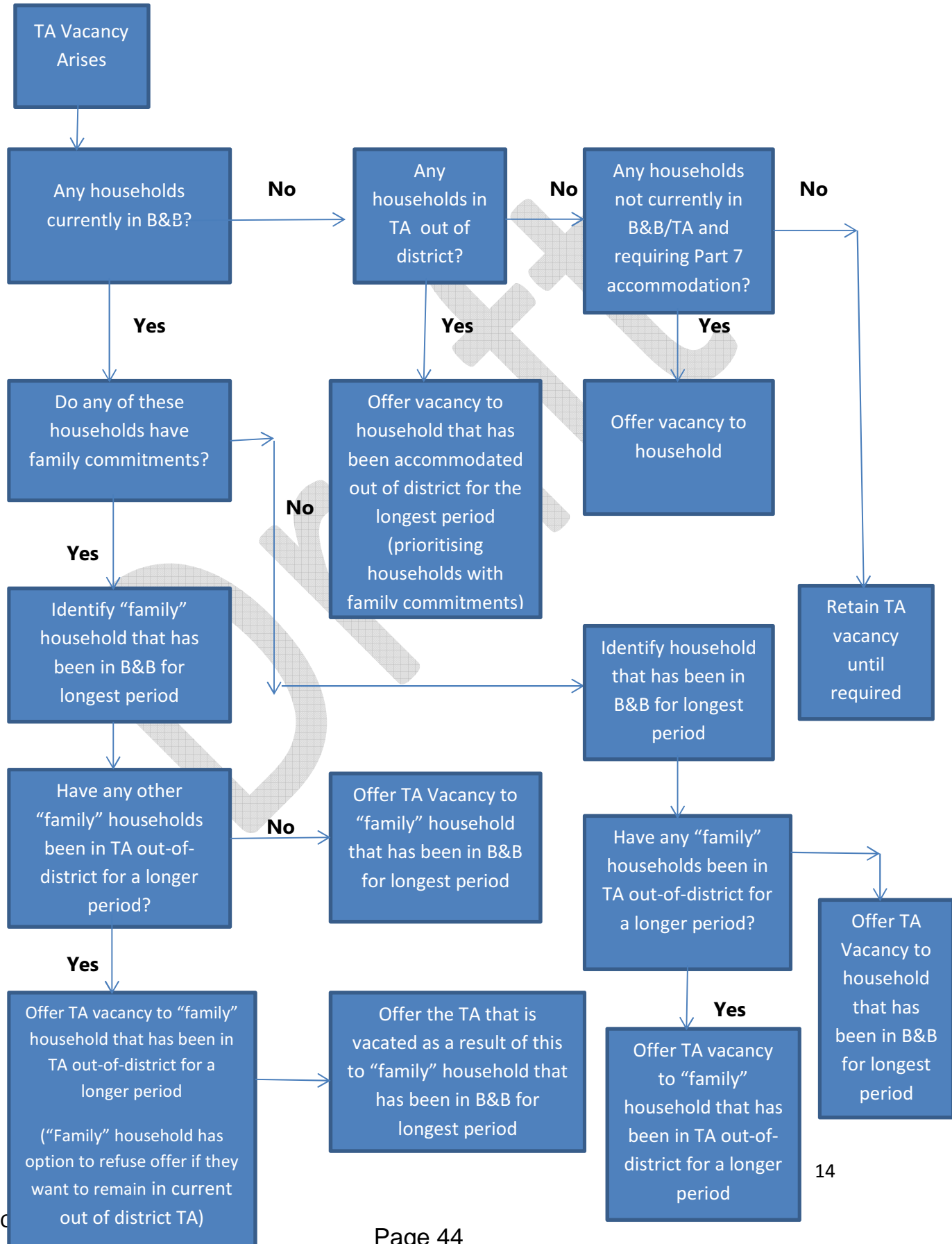


South Bucks District Council



APPENDIX D

PROCESS FOR ALLOCATING SELF-CONTAINED TA VACANCY LOCATED WITHIN DISTRICT



SUBJECT:	CDC Greenhouse Gas (GHG) Report
REPORT OF:	Healthy Communities Portfolio Holder – Councillor Graham Harris
RESPONSIBLE OFFICER	Head of Healthy Communities - Martin Holt
REPORT AUTHOR	Joanna Faul 01895 837280 joanna.faul@southbucks.gov.uk Corporate Sustainability Officer (SBDC and CDC)
WARD/S AFFECTED	None

1. Purpose of Report

To present the annual Greenhouse Gas (GHG) report.

RECOMMENDATION

To note the CDC greenhouse gas report, its publication on the CDC Website and notification of completion to Department of Energy & Climate Change (DECC)

To also note the close link between the CDC & SBDC GHG Reports. The SBDC report can be viewed at <http://www.southbucks.gov.uk/carbonemissionsreporting>.

2. Reasons for Recommendations

The Council is required to consider actual energy use/GHG activity, which is reported one year in arrears and to publish this on its website.

3. Content of Report

This report presents a headline summary of the GHG emissions for the Council. A similar report is being presented at South Bucks.

The key outcomes were:-

There has been *an increase* of emissions throughout the reporting year by 100 tonnes CO₂e (3.5%). This reduces the ongoing reduction against baseline (2008/9) back down to 18.5%.

The increases have resulted from:-

- Scope 1 emissions – The parking officer's vehicle use (petrol/diesel) have increased mileage producing an additional 3.93 tonnes CO₂e. This is due to two key factors, relinquishing the electric vehicle and shared service implementation (now operating South Bucks parking from King George V Road)

- Scope 2 emissions - electricity use has gone up at King George V House which is due to increased tenure throughout the building; together with increasing staff numbers and use of IT equipment in the Chiltern District Council office areas
- Scope 3 emissions - increased gas use at Chiltern Pools, Amersham. Also, CDC/WDC refuse vehicles now have to transport the residual waste to the waste transfer station at High Heavens, Booker, rather than to the landfill site at Gerrards Cross. This does represent additional mileage for those vehicles and an additional vehicle also had to be introduced - this commenced at the beginning of December 2015.

In spite of the overall rise in emissions, they have dropped in the following areas:-

- Scope 2 - electricity use at the Leisure Centres has gone down which has mitigated the overall electricity use. There has also been a reduction in energy use at the multi-storey car parks and public conveniences
- Significant Scope 3 – The new itrent system payroll system does not differentiate the fuel type and therefore as diesel vehicles are low in number, petrol has been used as the default factor for staff travel.
- The Council generates electricity at the Council Offices, Chesham Leisure Centre and Amersham Multi-Storey Car Park. 92,862 kWh of electricity has been generated by solar panels at these sites during 2015/16. This equates to a reduction in emissions of 34,135 kg of CO₂e or 3.4 Tonnes of CO₂e

4 Targets

The Council set two targets for carbon reduction over the next three years. As follows:-

- 4% reduction over the next three years with a view to being carbon neutral by 2050

Whilst there has been an increase in emissions against last year, reductions previous to this were above target and ahead of schedule. These earlier savings therefore should not be forgotten when reporting against the indicator. The ongoing reductions being achieved have therefore reduced to 18.5% savings against base year. The challenge of absorbing services and a potential for an increase in emissions for Chiltern were raised in last year's GHG Report and report to members.

5 Internal Consultation

Consultation has taken place with Estates, the Head of Healthy Communities, Legal and Finance.

6 Corporate Implications

- a) **Financial** – there are no financial implications as the reports are written annually in arrears
- b) **Legal** – there are no legal implications, other than meeting the deadline of 31st July for reports to be posted on each respective website and DECC/BEIS notified.
- c) **Environmental Issues, Procurement, Sustainability** – the reports help both Councils identify where improvements can be made over reducing resource use namely the use of fossil fuels, thereby continuously contributing positively to the environment, sustainability and procurement through continuously reducing costs.

7 Links to Council Policy Objectives

The report contributes to Council Policy Objectives as follows:-

- Promote energy efficiency in the Council's operations; 2014 – 2019 goals and priorities of each Council
- Sustainable environments where people take pride in their community and embrace low carbon living; Chiltern and South Bucks District Councils Joint Business Plan 2015 – 2020

8 Next Step

The GHG report has now been posted up on the respective websites and DECC/BEIS notified.

Chiltern District Council DRAFT Emissions Report 2015/16

1. Introduction

Throughout 2015/16 Chiltern District Council continued to be energy efficient across some aspects of its controlled carbon emissions but not all, against a base year of 2008. This report contributes to the goals and priorities of the Council 2014 - 2019 through delivering and 'promoting energy efficiency in the Council's operations'.

2. Energy Efficiency

The Council has improved energy efficiency across its own operations through:-

- Physical and technological changes to its buildings
- The deployment of renewable energy technologies
- Taking opportunities for incremental behaviour change

In the light of the now established Carbon Emissions Reporting, increasing energy prices, the need for energy security and resilience together with funding reductions across the public sector, it is pertinent that the Council considers its energy use in detail across the whole of its estate, to ensure that:-

- Continued energy reduction takes place
- The Council then continues to make cost savings
- Energy efficiency becomes 'business as usual'

3. Energy - Key Risks and Opportunities

The key risks and opportunities that have been identified are as follows:-

Key Risks	Opportunities / Ways to address Risk
Ability to contribute to the legal requirement of reducing the UK's carbon emissions by 80% by 2050 over 1990 levels	Reduce energy use/reliance on fossil fuels, deploy energy efficiencies, and employ alternative technologies to fossil fuel use, such as renewable energies or low carbon alternatives
Ability to meet Article 4 of the European Renewable Energy Directive (2009/28/EC), which sets a target for the UK to meet 15% of total energy consumption from renewable sources by 2020 (compared to a current level of 3%)	Delivering services differently to reduce energy use. Become more 'joined up' in approaches to reduce duplication and increase service streamlining, especially with other public bodies and / or private / third sector organisations
Energy security (domestic and international), and the overall rising cost and pricing volatility of energy prices.	Reducing the Council's reliance on fossil fuels and exposure to energy price volatility Seeking opportunities to capitalise on grants/loans for initial funding, e.g. capitalising on and meeting any national initiatives such as the Feed in Tariff, the

Being locked into high carbon technology, through no change to the use of energy across the organisation, or how energy is deployed.	Renewable Heat Incentive, followed by 'invest to save' opportunities e.g. Salix Finance
	Ensuring that the organisations building fabric is energy efficient - conserving energy Seek alternative renewable fuel sources
Guaranteed increasing costs of energy, especially if energy efficiency is not considered a priority. Even though energy prices have reduced during 2015/16, the cost trend overall will be upwards.	Ensure that energy, efficiency, energy saving /carbon management become higher priorities within the Council, and become established as part of the Councils 'business as usual' across all service policy and delivery
	Move the arguments from 'costs' to 'benefits', and from carbon saving, to:- <ul style="list-style-type: none"> • Energy reduction • Resource efficiency • Service synergy • Real cost reductions accruable to the Council
Costly to meet changes in order to reduce energy use and make savings.	There are proven cost efficiencies to the local authority as a result of managing energy resources well. Build cost benefit analyses into each business case, and target actions to maximise benefits and savings for the Council
	Longer-term budget planning for energy reductions e.g. consider energy returns over the medium-term (5 years) rather than on a short term basis, as some financial payback times can be considered relatively lengthy; consider using the Salix Finance loan facility, as well as grants to deliver cost reductions / change
	Prepare a robust business case for energy changes across the authority that will help reduce energy, costs and emissions
	Consider energy saving/efficiency opportunities through the 'invest to save' approach
Reputational risk if the authority does not act well on energy reduction, climate change or carbon management.	Manage energy efficiently, reducing Council spend on unnecessary energy use
	Raise awareness to Council staff, Members, its contractors, local communities and businesses on the need to become more energy efficient
	Provide local leadership for local communities and businesses in getting to grips with energy efficiency, through for example, the promotion of cost savings
	Encourage, support and facilitate community scale

	heat / electricity generation
	Use the opportunity to create local economic development opportunities through the encouragement and growth in local green businesses
	Utilise any other forms of grants and funding that will facilitate local energy use change
Service Resilience - Climate Risks identified to 2080 for South Bucks.	Address service resilience through Risk Management/Emergency Planning, planning for climate adaptations. Engage all services in the process to identify and mitigate likely risks and challenges posed by likely climate change effects
	Identify where activities of the Council need to change to meet likely climate challenges, to enable them to become resilient to future risk(s)
	Deliver services differently, e.g. joined up approaches, especially with other public bodies and / or private / third sector organisations
	Raise awareness to the public through the Councils website

It is a requirement by the Department of Energy Emissions Data and Climate Change (DECC) and the Department for Environment, Food and Rural Affairs (DEFRA) that local authorities publish an annual report by 31st July which details emissions from the Council's operations. This is in accordance with guidance from DEFRA's Environmental Reporting Guidance (2013)¹ with updated figures from the Greenhouse Gas Conversion Factor Repository (Department of Environment and Rural, Affairs/Ricardo AEA, Carbon Smart)².

4. Organisational Boundary

Scopes 1 and 2 relate to operations over which the reporting entity, Chiltern District Council, has Financial Control. This is classed as an 'operational boundary' as defined and recommended within the (DEFRA 2013) guidance. In addition the Council continues to measure its significant Scope 3 emissions, please see below for a definition of each scope.

5. Location of Operation

All operations are in the UK:-
 Council Offices in Amersham, Buckinghamshire
 Leisure Centres in Amersham, Chesham and Chalfont St Peter, Buckinghamshire
 Amenities Depot in Amersham, Buckinghamshire

¹ https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/206392/pb13944-env-reporting-guidance.pdf

² <http://www.ukconversionfactorscarbonsmart.co.uk/LandingPage.aspx>

6. Operational Scopes

The DEFRA 2013 guidance sets out what is within Operational Scope as follows:-

Scope 1 - Emissions from activities owned or controlled by the Council that release emissions into the atmosphere

Combustible fuels - used in stationary technologies such as boilers, furnaces or turbines, engines, heaters or incinerators etc.. In the Council's case, this is natural gas used in King George V House, the Depot and Sports Centres where the Council is responsible for the boiler;

Mobile Combustible Fuels - such as owned transport. For Chiltern this would be mainly Facilities vans, service provider vehicles

Process Emissions - not applicable for the Council;

Fugitive emissions - such as leaks from refrigeration and air conditioning units that are maintained by the Council.

Scope 2 - Consumption of Purchased Electricity (Heat, Steam or Cooling) released into the atmosphere

Council emissions comprise electricity consumed by for example, the Car Parks and Public Conveniences, King George V House, the Depot, Sports Centres and the Council owned Cemeteries.

Scope 3 - Emissions that are a consequence of Council activity but which occur at sources which the Council neither owns nor controls and which are not classed as Scope 2 emissions

This might include transport for staff and Members coming to work and on business where they are using their own vehicles; supply chain emissions; procurement related emissions, outsourced activities, or consequential emissions from Scopes 1 and 2.

For the purposes of this report, therefore, the Council has included emissions under Scopes 1 and 2 above, together with service related emissions from these activities which fall under Scope 3.

7. Greenhouse Gas Emissions

The following table sets out the Councils Greenhouse Gas emissions data for 2015/16.

GHG Emission data for period 1 April 2008 to 31 March 2016								
UPDATED for June 2015								
Factors								
Global Tonnes of CO ₂ e								
	Base Year							
	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16
Scope 1	105	96	134	85	108	119	116	116
Scope 2	1,516	1,277	1,182	1,101	1,018	995	1,107	1,046
Scope 3	1,812	1,844	1,891	1,847	1,780	1,712	1,606	1756
Electricity Generated from Solar Panels (Since Feb 2012)				-3	-42	-42	-46	-34
Total Gross Emissions	3,433	3,217	3,207	3,030	2,864	2,783	2,783	2,883
Percentage Reduction/Increase	-	-7%	-	-6%	-6%	-3%	-	3.5%
Outside of Scopes						<1	<1	<1
Total Gross Emissions	3,433	3,217	3,207	3,030	2,864	2,783	2,783	2,883

Table 1 Chiltern District Council Greenhouse Gas Emissions Totals 2015/16

8. Electricity Generation

The Council generates electricity at the Council Offices, Chesham Leisure Centre and Amersham Multi-Storey Car Park. 92,862 kWh of electricity has been generated by solar panels at these sites during 2015/16. This equates to a reduction in emissions of 34,135 kg of CO₂e or 3.4 Tonnes of CO₂e

9. Emissions Calculations Changes

There has been no 'official' notice of major changes to national emissions data used for the GHG calculations. There have been notable shifts however on certain factors which will have had a likely positive influence on the outcomes of the 2015/16 GHG report. The changes to the emissions factors on the 2014/15 figures are listed below. The:-

- fugitive emission factor has increased by 15%
- purchased electricity factor has reduced by 6%
- well to tank factor has reduced by 9%
- indirect CO₂e from Scopes 1 & 2 has reduced by 12%³

The Council's 2015/16 emissions calculations, have been developed using figures from the 2013 - 14 Greenhouse Gas Conversion Factor Repository (Department of Environment and Rural, Affairs/Ricardo AEA, Carbon Smart), including notable changes.⁴

10. Company Information

The information above relates to Chiltern District Council, King George V House, King George V House, King George V Road, Amersham, Buckinghamshire, HP6 5A.

³ Where negative movements are positive

⁴<http://www.ukconversionfactorscarbonsmart.co.uk/LandingPage.aspx>

11. Reporting Period

Reporting period is 1st April 2015 through to 31st March 2016, inclusive.

12. Change in Emissions

There has been *overall increase* of emissions throughout the reporting year by 100 tonnes CO₂e (3.5%) on the base year (2008/09). The increases have resulted from:-

- Scope 1 emissions - The parking officers vehicle use (petrol/diesel/LPG) has increased mileage, producing an additional 3.93 tonnes CO₂e. This is due to two key factors, relinquishing the electric vehicle and shared service provision
- Scope 2 emissions - electricity use has gone up at King George V House which is due to increased tenure throughout the building; together with increasing staff numbers and use of IT equipment in the Chiltern District Council office areas
- Scope 3 emissions - increased gas use at the Leisure Centres

In spite of the overall rise in emissions, they have dropped in the following areas:-

- Scope 2 - electricity use at the Leisure Centres has gone down which has mitigated the overall electricity use. There has also been a reduction in energy use at the multi-storey car parks and public conveniences

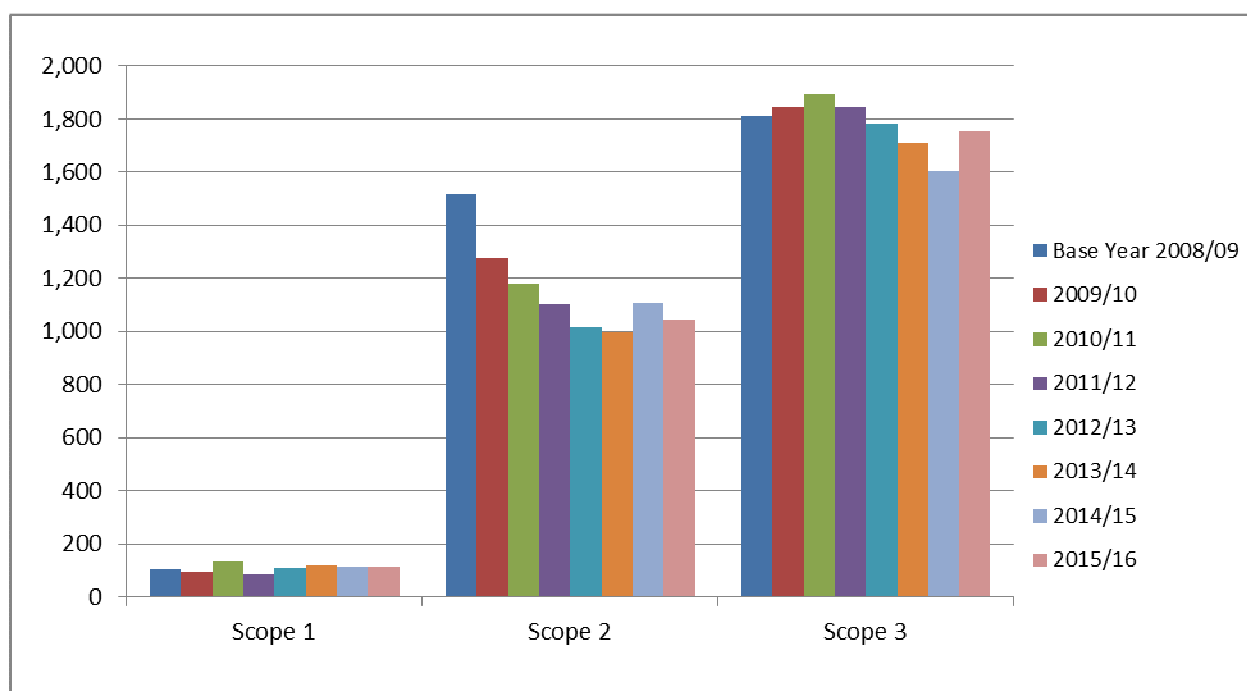


Table 2 Chiltern Service Delivery Change in Emissions 2015/16

- Significant Scope 3 - staff mileage has dropped by over 50% due to itrent being unable to record any diesel usage, therefore, staff mileage is based on petrol use only. The Council is seeking ways in which to capture mileage undertaken via diesel cars. If this process proves positive then, there will be a 50% increase in staff mileage in the 2016/17 GHG report

13. Base Year

The base year was 2008/09. This was the earliest year accurate energy use data was available. All figures to 2013 have been recalculated due to changes to the 2013 guidelines. A 10% significance check has not been carried out this year.

17. Energy Reduction Targets

The Council has set two targets for carbon reduction over the next three years. As follows:-

- a) Scope 1 4% reduction over the next three years with a view to being carbon neutral by 2050
- b) Scope 2 4% reduction over the next three years with a view to being carbon neutral by 2050

Neither target has been met for 2015/16

18. Intensity Measurement

The Council has chosen the absolute reduction target which best reflects the business model for the Council.

19. Responsible Persons

Bob Smith, Acting Chief Executive and Jo Faul Corporate Sustainability Officer are the responsible persons for achieving carbon reductions targets.

J Faul
June 2016

Item 10

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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