

AGENDA

Meeting: Environment Select Committee

Place: Kennet Room - County Hall, Bythesea Road, Trowbridge, BA14 8JN

Date: Tuesday 7 November 2023

Time: 10.30 am

Please direct any enquiries on this Agenda to Ellen Ghey - Democratic Services Officer of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line 01225 718259 or email ellen.ghey@wiltshire.gov.uk

Press enquiries to Communications on direct lines 01225 713114/713115.

This Agenda and all the documents referred to within it are available on the Council's website at www.wiltshire.gov.uk

Membership:

Cllr Jerry Kunkler (Chairman)	Cllr Dr Nick Murry
Cllr Bob Jones MBE (Vice-Chairman)	Cllr Tom Rounds
Cllr Tony Jackson	Cllr Tony Trotman
Cllr Mel Jacob	Cllr Iain Wallis
Cllr Dr Brian Mathew	Cllr Derek Walters
Cllr Charles McGrath	Cllr Stuart Wheeler
Cllr Ian McLennan	

Substitutes:

Cllr Brian Dalton	Cllr Dr Mark McClelland
Cllr Matthew Dean	Cllr Stewart Palmen
Cllr Ross Henning	Cllr Ricky Rogers
Cllr Jon Hubbard	Cllr Bridget Wayman
Cllr Jacqui Lay	

Recording and Broadcasting Information

Wiltshire Council may record this meeting for live and/or subsequent broadcast. At the start of the meeting, the Chairman will confirm if all or part of the meeting is being recorded. The images and sound recordings may also be used for training purposes within the Council.

By submitting a statement or question for a meeting you are consenting that you may be recorded presenting this and that in any case your name will be made available on the public record. The meeting may also be recorded by the press or members of the public.

Any person or organisation choosing to film, record or broadcast any meeting of the Council, its Cabinet or committees is responsible for any claims or other liability resulting from them so doing and by choosing to film, record or broadcast proceedings they accept that they are required to indemnify the Council, its members and officers in relation to any such claims or liabilities.

Details of the Council's Guidance on the Recording and Webcasting of Meetings is available on request. Our privacy policy can be found [here](#).

Parking

To find car parks by area follow [this link](#). The three Wiltshire Council Hubs where most meetings will be held are as follows:

County Hall, Trowbridge
Bourne Hill, Salisbury
Monkton Park, Chippenham

County Hall and Monkton Park have some limited visitor parking. Please note for meetings at County Hall you will need to log your car's registration details upon your arrival in reception using the tablet provided. If you may be attending a meeting for more than 2 hours, please provide your registration details to the Democratic Services Officer, who will arrange for your stay to be extended.

Public Participation

Please see the agenda list on following pages for details of deadlines for submission of questions and statements for this meeting.

For extended details on meeting procedure, submission and scope of questions and other matters, please consult [Part 4 of the council's constitution](#).

The full constitution can be found at [this link](#).

Our privacy policy is found [here](#).

For assistance on these and other matters please contact the officer named above for details

AGENDA

PART I

Items to be considered while the meeting is open to the public

1 **Apologies**

To receive any apologies or substitutions for the meeting.

2 **Minutes of the Previous Meeting** (*Pages 5 - 18*)

To approve and sign the minutes of the Environment Select Committee meeting held on 19 September 2023.

3 **Declarations of Interest**

To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.

4 **Chairman's Announcements**

To receive any announcements through the Chair.

5 **Public Participation**

The Council welcomes contributions from members of the public.

Statements

If you would like to make a statement at this meeting on any item on this agenda, please register to do so **at least 10 minutes prior to the meeting**. Up to 3 speakers are permitted to speak for up to 3 minutes each on any agenda item. Please contact the officer named on the front of the agenda for any further clarification.

Questions

To receive any questions from members of the public or members of the Council received in accordance with the constitution.

Those wishing to ask questions are required to give notice of any such questions in writing to the officer named on the front of this agenda no later than 5pm on **Tuesday 31 October 2023** in order to be guaranteed of a written response. In order to receive a verbal response, questions must be submitted no later than 5pm on **Thursday 2 November 2023**. Please contact the officer named on the front of this agenda for further advice. Questions may be asked without notice if the Chairman decides that the matter is urgent.

Details of any questions received will be circulated to Committee members prior to the meeting and made available at the meeting and on the Council's website.

6 **Fleet Strategy 2023-2030** *(Pages 19 - 20)*

The Select Committee will receive a briefing on the Fleet Strategy 2023-2030 which will be considered by Cabinet on 14 November 2023.

7 **Wiltshire Housing Development Partnership** *(Pages 21 - 24)*

As resolved at the ESC meeting on 8 November 2022, the Select Committee will receive an update report on the Housing Development Partnership.

8 **Report from the Housing Allocations Policy Task Group** *(Pages 25 - 70)*

To receive the report of the Housing Allocations policy task group.

9 **Updates from Task Groups and Representatives on Programme Boards** *(Pages 71 - 74)*

To receive any updates on recent activity for active Task Groups and from Members of the Environment Select Committee who have been appointed as Overview and Scrutiny representatives on Programme Boards.

10 **Forward Work Programme** *(Pages 75 - 84)*

To note and receive updates on the progress of items on the Forward Work Programme.

Under the revised Overview and Scrutiny (OS) arrangements there is now a single OS work programme controlled by the OS Management Committee, linked to priorities in the Business Plan.

Therefore, it should be noted that, whilst any matters added by Members are welcome, they will be referred to the OS Management Committee for approval before formal inclusion in the work programme for the Environment Select Committee.

A copy of the Overview and Scrutiny Forward Work Programme for the Environment Select Committee is attached for reference.

11 **Urgent Items**

Any other items of business which the Chairman agrees to consider as a matter of urgency.

12 **Date of Next Meeting**

To confirm the date of the next scheduled meeting as 11 January 2024.

Environment Select Committee

MINUTES OF THE ENVIRONMENT SELECT COMMITTEE MEETING HELD ON 19 SEPTEMBER 2023 AT KENNET ROOM - COUNTY HALL, BYTHESEA ROAD, TROWBRIDGE, BA14 8JN.

Present:

Cllr Jerry Kunkler (Chairman), Cllr Bob Jones MBE (Vice-Chairman), Cllr Tony Jackson, Cllr Mel Jacob, Cllr Dr Brian Mathew, Cllr Ian McLennan, Cllr Dr Nick Murry, Cllr Tom Rounds, Cllr Tony Trotman, Cllr Iain Wallis and Cllr Stuart Wheeler

Also Present:

Cllr Nick Botterill, Cllr Paul Oatway (Virtual), Cllr Horace Prickett, Cllr Tamara Reay, Cllr Jonathon Seed (Virtual), Cllr Caroline Thomas (Virtual), Cllr Christopher Williams, Cllr Graham Wright (Virtual)

48 **Apologies**

Apologies for absence were received from:

- Councillor Charles McGrath
- Councillor Derek Walters

49 **Minutes of the Previous Meeting**

The minutes for the previous meeting held on 25 July 2023 were considered. Following which, it was:

Resolved:

The Committee approved and signed the minutes of the previous meeting held on 25 July 2023 as a true and correct record.

50 **Declarations of Interest**

There were no declarations of interest.

51 **Chairman's Announcements**

There were no Chairman's announcements.

52 **Public Participation**

There were no questions or statements submitted by Councillor or members of the public.

53 **Highways Term Maintenance Contract - Interim Update**

Councillor Caroline Thomas, Cabinet Member for Transport, Streetscene, and Flooding, alongside Samantha Howell, Director of Highways and Transport, Dave Thomas, Head of Highways Assets & Commissioning, Chris Clark, Head of Local Highways, and Adrian Hampton, Head of Highway Operations, updated the Committee on the Highways Term Maintenance Contract.

It was noted that the report included an update on the Parish Stewards Scheme which commenced on 1 April 2023 with the new contractor, Milestone. Members were informed that the Milestone contract was for a period of 5 years, with an opportunity to extend for a further 5 years subject to the key performance indicators (KPIs) as detailed in the report. National and industry wide challenges were highlighted including limited resources, recruitment difficulties, the cost-of-living crisis, and harsh weather climates deteriorating road conditions at a faster pace than anticipated. Officers were commended for their agility in responding to those challenges alongside the commencement of the new contract with Milestone.

During the discussion, points included:

- Progress on the development of a cloud-based system for Parish Stewards and Parish Council's to record and manage workloads as part of monitoring and improving Parish Steward operations. It was noted that Somerset Council had implemented the system in collaboration with Milestone and although Wiltshire weren't as far along into process, officers were welcoming Milestone's experience in the area and Members were reassured that there was a clear intention to work with Milestone to achieve this.
- Members were informed that officers could pull Parish Steward information off their internal systems to monitor the services being recorded and provided.
- Members cited inconsistencies in the Parish Steward services across the County and officers acknowledged that although the Parish Stewards could be considered ambassadors of Wiltshire Council and held in high regard within their local communities, both officers and Milestone were, at times, slow to respond during the mobilisation period which caused some discontinuity of services. Despite this, officers reassured Members that service consistency and ensuring that interventions were targeted in the right way were a focus. Furthermore, officers were working closely with Milestone on improving communications regarding the Forward Work Program.

- Officers highlighted the rigorous contract management program in place and noted that regular dialogue was had with Parish Councils to gain feedback.
- Officers noted that Wiltshire Council was an evidence led authority and therefore it was essential that data was retrieved, analysed, and understood to help inform decisions and action plans.
- The national shortages in materials were highlighted and it was noted that it was a reflection of the market and officers appreciated that there would be some delays to planned works being completed. However, officers noted that contractors were working hard to resolve those issues.
- Officers explained that given the scale of the network in Wiltshire, certain programs, or specialist activities such as carriageway resurfacing or landscaping, would be conducted by a number of sub-contractors and delivery partners alongside Milestone across the Highways Service.
- Gully clearing and emptying was raised, and Members praised the use of the Karbontech system to update the positions of gullies and record cleanings but highlighted that there were still a number of gullies yet to be cleared and given the proximity to the wet season, Members were concerned as to the surface water flooding implications. Officers acknowledged that a lot of the historic information on the system was not geographically correct and therefore, the Karbontech system would help to rectify these errors. Furthermore, coming into the wet season would mean that officers would be more reactive to any issues, and it was confirmed that the Council were seeking to recruit further gully clearing officers to provide a better service and meet emptying requirements as part of their in-house program.
- Officers noted that as part of their Winter Resilience Program, they were planning for both a wetter and colder winter and therefore, they were focussing on agile resource deployment to undertake preventative work as much as reactive in order to protect and maintain road conditions.
- The inclusion of more sustainable measures into contracts was raised and officers confirmed that the Council's carbon reduction objectives were built into all contracts across the directorate. During the tender submission, contractors were required to demonstrate how these objectives would be addressed which would then form part of their subsequent KPIs.
- Officers noted that it was not feasible to be entirely reliant on electric vehicles (EVs) at present, and therefore more sustainable alternative fuels were being considered to help meet the Council's objectives. As such, officers highlighted that Milestone had implemented the change from diesel to Hydronated Vegetable Oil (HVO) fuel for their plant and vehicles. It was then explained that if Wiltshire Council was to make the same change, it would incur an approximate 20% increase in costs and would also require changes to the fleet vehicles themselves by enlarging the tank sections to allow for the use of HVO fuel.

- Officers reaffirmed that the full reasons for the move from Ringway to Milestone was detailed in a report submitted to Cabinet in October 2022, however officers gave some examples, namely, value for money, service provision, outcomes, and additional requirements such as climate change objectives and social value. It was further confirmed that the procurement process was in line with all requirements.
- Officers confirmed that they were happy to provide further details as to the specific KPIs that formed part of the contract with Milestone, including those around carbon reduction.
- Officers confirmed that the Parish Stewards had been redeployed earlier in 2023 to support pothole repairs.
- Finally, officers thanked Members for feedback and requested that Councillors highlighted any specific local issues to officers who could then address them on a case-by-case basis.

At the conclusion of the discussion, it was:

Resolved:

- a) The Committee noted the contents of the report and the progress being made to establish the new working arrangements with the Milestone Term Maintenance Contract.**
- b) The Committee requested a report on the completion of the first year of the Milestone contract to include key performance indicators including carbon reduction, savings, and outcomes targets.**
- c) The Committee requested an update on the progress with gully clearing in the new year.**

54 **Council's Approach to Tackling Potholes**

Councillor Caroline Thomas, Cabinet Member for Transport, Streetscene, and Flooding, alongside Samantha Howell, Director of Highways and Transport, Dave Thomas, Head of Highways Assets & Commissioning, Chris Clark, Head of Local Highways, and Adrian Hampton, Head of Highway Operations, updated the Committee on Wiltshire Council's approach to tackling potholes.

The significant challenges faced from a weather and resourcing perspective were reiterated and it was stressed that officers had experienced an unprecedented rise in the number of potholes reported. In January 2023 there were over 4,000 potholes reports compared to historic numbers of approximately 700-900. The two ways of identifying potholes were detailed, one of which being the MyWilts app, with officers acknowledging that there was a

level of dissatisfaction with the functionality of the platform. As such, Members were encouraged to continue providing feedback in tandem with continued engagement with the public to help inform any necessary improvements to the app. It was confirmed that Milestone were using their own pothole repairing machine known as the Dragon Patcher, but officers were also exploring other machinery such as JCB Pothole Pro. Dedicated additional investment for pothole repairs had been received and so officers were continuing to review these different repair methodologies and emphasised to Members that no one single approach was an appropriate solution to deliver the desired outcomes. As such, officers were working alongside delivery partners in assessing innovative approaches to achieve these objectives.

During the discussion, points included:

- Issues with MyWilts were raised and Members highlighted the difficulties that members of the public were experiencing when using the app. It was additionally noted that the app would record a case as closed before any repairs had been made and therefore, Members suggested that further signposting or details needed to be provided on information such as the requirements for a defect to receive interventions and how the inspection process worked. Officers informed Members that they were anticipating an update on the progress made in improving the functionality of the platform and confirmed that the team were working hard to integrate MyWilts with the Highway Asset Management System to achieve a higher level of connectivity with and for contractors. Furthermore, officers were committed to addressing the feedback received and were continuing with a communications strategy aimed at helping residents to better understand the process. It was confirmed that alongside proactive inspections of the network, any reported potholes through the app were then inspected by an officer who measured the defect and would ultimately decide on any interventions required and the priority of that defect.
- Members requested that an officer responsible for MyWilts attend a future meeting to present an update on the progress to date.
- JCB Pothole Pro was raised, and it was noted that the machine was too wide to use on the narrower roads across the network. Officers reiterated that no one single methodology would be suitable for Wiltshire, however trials were ongoing, and all approaches were being considered.
- It was confirmed that a number of vehicles were fitted with an automated detection system that recorded the network while driving and allowed officers to compare previous footage and flag new defects. Furthermore, the operative driving the vehicle also had the ability to manually flag defects. Officers were seeking to roll this system out to the wider fleet in the future but noted that further understanding on the full functionality of the system and how best to make use of the data was needed before initiating any further launches.

- Officers highlighted that the additional investment received would allow officers to undertake further preventative measures for more durable repairs to reduce repeat visits and provide the opportunity to explore more sustainable material systems such as reusing tarmac.
- Officers noted that sustainable travel, encouraging alternative modes of transport, and the safety of these active travel routes were a priority, but due to the extensive geography of Wiltshire there were times in which carriageway reinstatement and repairing potholes were more difficult, particularly in the more rural areas of the County.
- Members queried the lack of a Freight Management Plan and noted that road conditions were deteriorating more rapidly due to the increased size of vehicles and road usage in recent years. It was noted that the Local Transport Plan 4, associated with the Wiltshire Council Local Plan, would include a Freight Management Strategy. Furthermore, there was a Freight Management Strategy as part of the Strategic Transport Body which was a collection of Local Authorities that represented the South-West; however, it was confirmed that this would be reviewed and made as robust as possible.

At the conclusion of the discussion, it was:

Resolved:

- a) The Committee noted the contents of the report and the progress and methodologies being pursued to address pothole repairs.**
- b) The Committee requested an update on the development of the MyWilts pothole reporting functionality early in the new year.**
- c) The Committee requested a further update on tackling potholes in September 2024.**

55 **Streetscene and Grounds Maintenance Contract Update**

Councillor Caroline Thomas, Cabinet Member for Transport, Streetscene, and Flooding, alongside Samantha Howell, Director of Highways and Transport, Dave Thomas, Head of Highways Assets & Commissioning, Chris Clark, Head of Local Highways, and Adrian Hampton, Head of Highway Operations, updated the Committee on the Streetscene and Grounds Maintenance contract.

It was explained that the Streetscene and Grounds Maintenance contract operated by Idverde was outcome based, which was a different approach from the past, and was driven by data collection and analysis to inform decisions. Furthermore, it allowed for officers to identify savings through service delegations and a more seasonal and proportional approach to the work undertaken. As a cost saving measure, officers had made the decision to align

with statutory requirements, thus leading to a decreased service delivery in some areas. The importance of having the right infrastructure that was fit for purpose within Wiltshire Council depots was also highlighted.

During the discussion, points included:

- It was highlighted that some areas were experiencing a less frequent service for grass cutting than in the past and that there was a breakdown in communications between Idverde and the public on this topic. Officers noted that the contract was still in the mobilisation period and therefore the level of service expected may be slightly less than as stipulated in the contract. However, the Key Performance Indicators (KPIs) and annual scoring were reflected within the contract, and these would be reviewed regularly, particularly when considering the opportunity to extend the contract.
- It was noted that the maintenance of rural verges were not the responsibility of Idverde, but instead formed part of the Highways Term Maintenance contract and therefore, Milestone. Officers acknowledged that these verges could provide more opportunities for increasing biodiversity within the County but highlighted that this could lead to concerns over obstruction of highways and visibility across the network.
- Officers explained that they were focusing on biodiversity management and utilising different levels of grass cutting based on the needs of a specific area. However, the challenges of converting urban areas into more biodiverse areas were raised and it was noted that it often led to concerns from members of the public. Yet, officers further noted that additional funding had been received to invest within their communications strategy, and therefore officers were focussing on more targeted and informative communications to those affected residents. Furthermore, it was noted that although Idverde predominantly maintained urban areas, they were contractually obliged to identify a further 5% of land per year to convert to biodiverse areas, thus providing officers with a larger area to review.
- The differences between Wiltshire Council and Town and Parish Council contracts were raised, and it was noted that although the Council maintained a marginal level of control, the majority of the responsibility for managing those contracts lay with the Town and Parish Councils themselves.
- Members were informed that officers worked on a mapping system and that this was monitored and updated through on-site inspections and trackers that formed part of the vehicles within the fleet.
- Finally, officers emphasised that consistency of service across Wiltshire was a priority and encouraged Members and other local stakeholders to highlight any areas of concern for officers to address.

At the conclusion of the discussion, it was:

Resolved:

- a) **The Committee noted the Streetscene and Grounds Maintenance update.**
- b) **The Committee requested an update report in 12 months' time.**

56 **Public Transport Review and Passenger Transport Service Update and Future Developments**

Councillor Caroline Thomas, Cabinet Member for Transport, Streetscene, and Flooding, alongside Samantha Howell, Director of Highways and Transport, Dave Thomas, Head of Highways Assets & Commissioning, Chris Clark, Head of Local Highways, Adrian Hampton, Head of Highway Operations, and Jason Salter, Head of Service Passenger Transport, updated the Committee on the Public Transport Review, passenger transport services, and future developments.

The financial pressures facing the public transport industry were emphasised alongside other strains such as resources and recruitment, the cost-of-living crisis, and fuel price increases; as such, it was a tough and uncertain environment. Despite this, officers reported good working relationships with stakeholders, including bus companies, through the Enhanced Partnership (EP) program as part of the Bus Service Improvement Plan (BSIP), which helped to resolve issues and develop innovative approaches to help meet national and local objectives. The Local Transport Plan 4 was raised, and it was noted that a draft policy had been penned and officers were in the process of seeking input from residents and providers on any improvements. Finally, the successful launch of Demand Responsive Transport (DRT) Project was highlighted, and officers were commended for their hard work navigating the aforementioned challenging environment.

During the discussion, points included:

- It was noted that the impact of the national £2 fare cap was difficult to assess, however Stagecoach had estimated that it had resulted in an approximate 4-5% increase in patronage. Although the figure seemed low, it was explained that the bus industry ran on narrow margins, therefore it could be considered a relatively significant increase. However, the fare cap was due to rise to £2.50 from 1 November 2023 for 12 months, therefore, in conjunction with the oncoming winter months, officers expected these numbers to plateau.
- It was noted that over recent years, there had been a significant injection of funds into public transport and therefore, officers noted that they had more tools available to help improve patronage moving forward. Furthermore, the BSIP and EP required providers to sign up to a legally binding contract, allowing for Wiltshire Council to have greater influence

and opportunities to make improvements for the travelling public in collaboration with these companies.

- The reliance on private vehicles and changes in travel behaviours post-Covid was highlighted as a difficult challenge to overcome.
- The ease of movement between different modes of transport was raised and officers noted the joint work being undertaken with Great Western Railway to improve integration between bus and rail services. Furthermore, officers were focusing on the better provision of infrastructure such as secure bike parking, noted as being fundamental to the Public Transport Network Review.
- The frequency of buses was noted as a barrier for passengers and Members were concerned that this would impact on the Council's high street regeneration projects. Officers highlighted issues with the European supply chain and driver shortages across the network which had significantly impacted on the ability to continue certain routes to their previous timetable.
- The DRT Project was commended, and Members queried whether it had the scope to include taxis to help support and complement Wiltshire Council's public transport offer. Officers noted that there was an opportunity to facilitate this, however they highlighted the significant demand for the SEND school transport service and the vulnerability of the private taxi market which was struggling with driver shortages. Thus, although officers acknowledged that they were open to exploring alternative modes of travel within the DRT project, their priority was to ensure that any ventures were commercially sustainable for the long term.
- It was confirmed that officers were seeking to expand the DRT Project into further rural areas across the County and the additional investment received from central Government would allow officers to explore these opportunities.
- Car sharing schemes utilised in other Local Authorities were raised, and it was noted that although officers' experience was limited on the topic, they were looking to expand their knowledge by fostering better communications with adjacent Local Authorities to help develop more robust business cases focussing on long term viability.
- The reliability of services and the implications for commuters and other passengers were noted and Members asked what functions were in place to alert passengers of delays and cancellations. Officers noted that they were focusing on service resilience and ensuring consistency of service irrespective of urban or rural regions. As such, large investments had been made in modernising bus related infrastructures such as bus stops, to provide passengers with real-time service information. Furthermore, it was noted that all of the major bus operators were likely to have developed apps for customers to use for this information.
- Members noted that as part of the Local Plan, there were considerable housing developments being built across the County and therefore asked

if the public transport infrastructure needed for these developments had been accounted for. Officers noted that there were clear tests in place to achieve Section 106 contributions which would go back into public transport schemes; for example, were the plans proportionate and related to the development. As such, officers were in the process of securing Section 106 funding where appropriate, and looking to ensure that services were being introduced at the right time into developments.

- It was confirmed that the move to more electric vehicles and the necessary development of subsequent charging infrastructures was a priority for officers, in line with the Council's net-zero carbon emission objectives. Through the EP, officers were ensuring a stable position before moving forward in terms of any infrastructure changes while keeping in mind challenges with grid capacity.

Resolved:

a) The Committee noted the update on public transport in Wiltshire, including the progress being made on the review of the Public Transport Policy.

b) The Committee requested a further update in 12 months' time.

57 **Planning Peer Review Report**

Councillor Nick Botterill, Cabinet Member for Finance, Development Management, and Strategic Planning, alongside Samantha Howell, Director of Highways and Transport, Nic Thomas, Director of Planning, and Pharvis Khansari, Corporate Director – Place, updated the Committee on the Planning Peer Review Report.

It was noted that although the recent years post-Covid had been a relatively difficult time in the Planning Department, it also gave officers the chance to undertake an extensive review of the Council's planning system. As Wiltshire Council could be considered the third largest planning authority in the Country, it was important that the system was as effective and efficient as possible. As such, peer reviews were highlighted as being one of the best methods of independent scrutiny, the result of which had identified areas for improvement that had been grouped into 18 recommendations.

During the discussion, points included:

- Officers stated that they were striving to be one of the best performing councils from a planning perspective and as such, they secured a set of very experienced panel members to undertake such a detailed review. It was highlighted that officers viewed the resulting report in a positive light as it set clear benchmarks for taking the service forward.

- Members highlighted the backlog of application decisions to be made, resourcing issues within the Planning Team, and the number of appeals being submitted, all of which leading to increased pressure on existing staff and their workloads.
- It was noted that the review had highlighted a number of inconsistencies across the service, many of which being significant for the Council, therefore officers were seeking to implement as many of the recommendations as possible.
- It was confirmed that the recommendations would be dealt with as a transformation project over the next 1-2 years, overseen by a Transformation Board, and with dedicated resources to help pave the way for lasting improvements in terms of governance arrangements, planning processes, structures and staffing to deliver a greater level of customer service. It was explained that one of the first tasks for officers to complete would be to pull all the information into a work program which would allow officers to create a timetable based on each recommendation's complexity. As such, it was noted that immediate action had already been taken with regard to officer decision making and the transparency of checks and balances when assessing decisions.
- It was acknowledged that changes to the Committee process was one of the more challenging elements to be considered and Members were concerned that if the Committee structures were changed, it would impact on Councillors' ability to represent their residents and they could lose the benefit of local knowledge when considering applications. Furthermore, Members were concerned as to how far some residents may need to travel if they were to make representations at an Area Planning Committee held far from their homes.
- The current Planning Committee structure was raised, and it was highlighted that some committees cancelled many of their meetings and therefore, it was suggested that a more effective structure could be to have more agenda items per meeting which could lead to a higher level of efficiency.
- Members raised concerns as to any changes to call-in arrangements as they felt that at times, calling in an application to a committee had led to them being improved through changes to conditions and proposals. However, it was noted that the review had found inconsistencies in what applications were being called in across the different committee areas and therefore, the recommendations had been suggested to ensure greater consistency, service delivery efficiency, and best practice throughout the County.
- Members felt that there was, at times, a disconnect between the planning authority and its enforcement mechanisms, as a lot of enforcement measures were retrospective and therefore a more robust system was needed to ensure that conditions placed on developments were being adhered to. However, officers noted the resourcing pressures experienced in the Enforcement Team due to the scale of complaints

raised alongside the number of conditions and permissions to enforce, and therefore the review recommended that Enforcement Officers worked on a priority system.

- It was agreed that the Committee would be updated at various stages of the process to ensure the appropriate level of scrutiny throughout the project.
- All officers involved in bringing the peer process through to the reporting stage were thanked for their hard work on assisting with the review alongside their usual workload.

At the conclusion of the discussion, it was:

Resolved:

- a) The Committee noted the findings of the Peer Review, recognising the challenges that the service faces in order to create one of the best performing planning services in the Country.**
- b) The Committee noted the initial officer response to the recommendations and the efforts of officer in supporting the Peer Review process.**
- c) The Committee requested that it receives updates on the process at timings to be agreed.**

Councillor Bob Jones MBE departed from the meeting at 12.45pm.

Councillor Tony Jackson departed from the meeting at 12.50pm.

58 Updates From Task Groups and Representatives on Programme Boards

Councillor Jonathon Seed, Chairman of the Housing Allocations Policy Task Group, presented an update on the Task Group since 25 July 2023.

The recent activities of the Task Group were detailed, namely:

- A meeting held on 31 August 2023 focusing on local connection and banding. John Walker, Service Manager – Housing Solutions, raised an issue on behalf of Councillor Jane Davies, Cabinet Member for Adult Social Care, SEND, and Inclusion, regarding people with learning disabilities on the housing register who wanted to share tenancies.
- During the same meeting, the Task Group looked at current local connect and banding criteria and considered whether the number of bands could be reduced, how the residency and employment criteria could be rethought, and whether the number of criteria exclusions could be reconsidered.

Members were informed that a number of questions seeking clarification on the impact of any potential changes were posed to Housing Officers who confirmed that they would bring answers for discussion during the next meeting of the Task Group on 28 September 2023. The areas for consideration at that meeting were then detailed and it was confirmed that Nicole Smith, Head of Housing, would also be in attendance. Furthermore, Members were informed that during the meeting scheduled for 18 October 2023, the Task Group would be reviewing and agreeing its draft final report.

Councillor Graham Wright, Chairman of the Climate Emergency Task Group, was then introduced and noted that as the Task Group had not met since the last meeting of the Committee, there were no specific updates to be presented.

After which, it was:

Resolved:

The Committee noted the update on the Task Group activity provided.

Councillor Stuart Wheeler departed from the meeting at 1.10pm.

59 **Forward Work Programme**

The Committee received the Forward Work Programme for consideration.

Councillor Nick Murry asked if the Local Transport Plan was to be included and it was confirmed that although the plan was still in the early stages of development, the Climate Emergency Task Group were intending on undertaking a review of the document, and therefore it would be added to the Forward Work Programme in due course.

Following which, it was:

Resolved:

The Committee approved the Forward Work Programme.

60 **Urgent Items**

There were no urgent items.

61 **Date of Next Meeting**

The date of the next meeting was confirmed as 7 November 2023.

(Duration of meeting: 10.30 am - 1.15 pm)

The Officer who has produced these minutes is Ellen Ghey - Democratic Services
Officer of Democratic Services, direct line 01225 718259, e-mail
ellen.ghey@wiltshire.gov.uk

Press enquiries to Communications, direct line 01225 713114 or email
communications@wiltshire.gov.uk

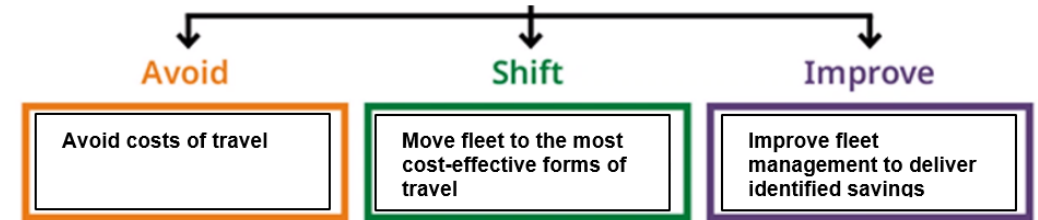
Fleet Strategy

The Fleet Strategy details how we will use, run, manage, and optimise fleet that is owned or leased by the council.

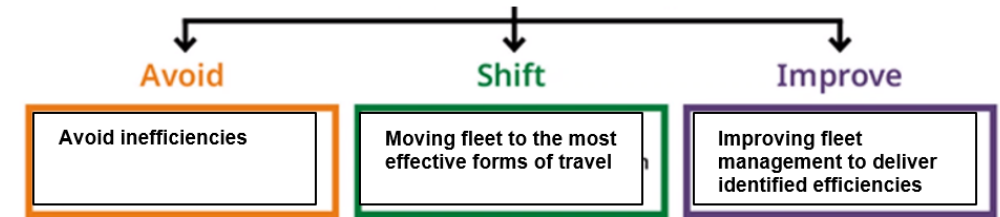
The new strategy priorities are:

- For Council owned and operated fleet operations to be carbon neutral by 2030.
- To meet the requirements of the Council's Medium-Term Financial Strategy
- To provide fleet vehicles that are fit for purpose, safe to operate and meet our statutory commitment.
- To meet the Service objectives of the Council and the requirements for best value; and
- To maximise the Council's performance and the opportunity for innovative ways of working.

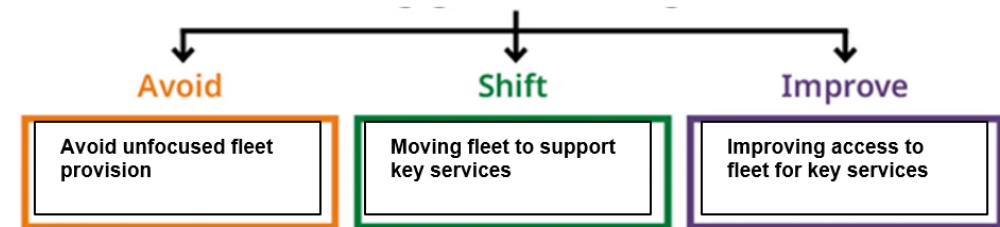
Reducing Cost Of Fleet Transport



A Safe Fleet Is A Productive Fleet



Key priorities at the heart of our work



How we will achieve this:

- Manager & Staff Adoption of Travel Hierarchy (minimal: travel, vehicles, type, size, provision, and emissions).
- Data Led Decisions and Performance Driven (Telematics, Workshop and Infrastructure IT).
 - Vehicles replaced when needed – right vehicles at the right time
 - Reduced number of vehicles (shared vehicles), smaller in size, AF, standardised.
 - Ceasing all non-work council vehicle mileage where additional costs are incurred.
 - fleet provision based on business case and approved funding by the service.
- Electrification of vehicles primary, with Biofuel secondary (runs in diesel engines)
- Delivering Service need as the cost of provision is really on the impacted service.
- Fleet Managed Service.
- If we are to meet the carbon and service commitment we need to invest in the replacement of our current vehicles (This does not include new vehicles or infrastructure costs, which will be covered in the Depot Strategy or business case of services):
- The Waste Service is currently undertaking a review of replacement and new waste vehicles for 2023 – 2030. This review will directly impact the Fleet Strategy, with the Waste Service making separate capital bids following the outcome of their review.

Page 20

Capital Funding Requirements & Savings For Baseline Vehicles

(Does not include service fleet growth vehicles as unknown)

	Phase 1 – Approved			Phase 2			Phase 3
Capital Investment	2023	2024	2025	2026	2027	2028	2029
Vehicle Replacement	£2,362,835	£1,879,403	£2,221,500	£1,599,360	£2,426,775	£3,119,820	£4,057,430
Savings	2023	2024	2025	2026	2027	2028	2029
EV Operating Costs	£15,000	£10,000	£54,000	£10,000	£17,500	£10,000	
Reduce Vehicle size	£24,000	£15,000	£60,000	£30,000	£30,000	£15,000	
Total	£39,000	£25,000	£114,000	£40,000	£47,500	£25,000	£0

Capital Investment Vehicle Numbers	2023	2024	2025	2026	2027	2028	2029
Vehicle Replacement Numbers	49	32	37	28	42	45	38

Revenue investment

Revenue Investment	2023	2024	2025	2026	2027	2028	2029
17 - Lease Vans	£114,861	£114,861	£114,861	£114,861	£126,347	£126,347	£126,347
24 - Hirer Gritters Costs subject to tendering in 2023/ 24 and 2029/ 30	£541,320	£557,397	£613,137	£624,285	£635,433	£646,581	£952,723
Total	£656,181	£672,258	£727,998	£739,146	£761,780	£772,928	£1,079,070
Savings	2023	2024	2025	2026	2027	2028	2029
EV Operating Costs					£11,486		£90,000
Total	£0	£0	£0	£0	£11,486	£0	£90,000

Wiltshire Council

Environment Select Committee

7th November 2023

Update on Wiltshire Housing Development Partnership

1. The role of the Housing Enabling Team is to facilitate the delivery of a range of Affordable Homes (as defined in National Planning Policy Guidance) to meet the needs of Wiltshire's residents, with a target of delivering an average of 650 homes per year. This target is derived from the Wiltshire Core Strategy. To assist in achieving this, the Team works in partnership with Registered Providers of Affordable Housing (RPs).
2. The Housing Enabling Team is aware of the recent recommendation of the Housing Allocations Policy Task Group to:

'Work with social housing providers to identify the number of social houses available in Wiltshire and to link increasing the supply of social housing with demand and need'.

The work of the Housing Enabling Team reflects the aspiration of this recommendation and the mission of the Business Plan in ensuring that 'we have the right housing' by engaging with the planning system to implement Core Strategy policy (which has been informed by a Strategic Housing Market Assessment), and liaising with developers and RPs, to ensure that the housing delivered meets local demonstrable need in terms of tenure, unit size and provision of adapted units.

3. In 2022/23, 643 Affordable Homes were delivered in Wiltshire. This is slightly below the average annual target. Within this financial year we are starting to see a more marked decrease in delivery. At the end of Q2, 235 Affordable Homes had been delivered which represents 36% of our annual target.

Role of Registered Providers

4. The Housing Enabling Team provides support to partner RPs on an on-going basis to facilitate the delivery of Affordable Housing and to ensure that delivery meets demonstrable need. The two main tenures delivered are currently:
 - Affordable Rented Housing allocated to households on Wiltshire's Housing Register;
 - Shared Ownership Housing sold to eligible households with a household income of less than £80,000 in accordance with government policy;In future, Affordable Housing provision will also include an element of First Homes as required by a change in government policy.

5. Registered Providers of Affordable Housing (RPs) play a vital role in helping the Council to provide Affordable Housing to meet need by:
 - Purchasing Affordable Housing units delivered by developers which have been secured through S106 planning obligations (S106 units).
 - Developing Affordable Housing units on land-led 100% Affordable Housing sites.
6. An effective partnership between Wiltshire Council and RPs is therefore important in ensuring the delivery of Affordable Housing. The slowdown in delivery of S106 units highlights the importance of working with our partner RPs to support them in continuing to deliver their land-led schemes.

Wiltshire Housing Development Partnership (2021 to 2026)

7. Wiltshire Council has had an established partnership arrangement with RPs since 2009. In August 2021, following agreement of Cabinet, the Council renewed the Wiltshire Housing Development Partnership (RP Partnership). In adopting a more formal approach to selection, we have ensured that we have the right partners to assist in focusing on the Council's key priorities, such as climate change, in addition to meeting the strategic affordable housing delivery requirements of the Local Plan.
8. A selection process was undertaken which involved the Cabinet Member for Housing. Any RP able to demonstrate a willingness to assist in working towards the aims of the Partnership was invited to join, with no limit on the number of RPs in the Partnership. The aims of the Partnership are as follows:
9. Wiltshire Council and the Provider Members will work in partnership to:
 - meet strategic Affordable Housing delivery in accordance with the Local Plan
 - accelerate the provision of affordable homes
 - improve the environmental standards of Affordable Housing stock (including its resilience to climate impacts) and to assist Wiltshire Council in responding to the climate emergency and mitigating climate change
 - support the wider aims and objectives of Wiltshire Council
 - ensure delivery and maintain provision of affordable homes across the whole of Wiltshire and in both urban and rural areas
 - address issues of affordability
 - meet the demonstrable needs of a range of client groups
 - ensure high standards of service for occupants of Affordable Housing
 - ensure equality of opportunity in all aspects of its housing service

10. The selection process resulted in 11 provider partners joining the Partnership, comprising a broad range including larger national and regional RPs and smaller local RPs. Provider partners include:

- 10 Registered Providers
- The Council's Residential Development Team (which, in development terms, performs a similar function to RPs).

11. RP partners pay an annual partnership fee of £4,500 (index linked) with a reduced fee for partners with stock of less than 1,000 units.

Effectiveness of the RP Partnership

12. The partnership continues to effectively facilitate the delivery of Affordable Housing:

- Partnership meetings are held quarterly and are well attended by senior RP management.
- A new format to partnership meetings focuses on the Council's key priorities such as climate change and rural housing delivery. It draws on the expertise of Council teams such as the Climate Team and Planning teams who have attended partnership meetings for focused sessions.
- The partnership continues to adopt a joint approach to problem solving, sharing expertise and experience.

13. The most recent partnership meeting (September 2023) was held in County Hall and was the first 'in-person' meeting since Covid. It was well-attended and extremely well received by attendees, who valued the opportunity to network and exchange ideas. Cllr Alford was in attendance and highlighted the RPs fundamental role in helping to meet the Council's housing target. He provided assurance of the Council's commitment to delivering Affordable Housing.

14. The focus for the meeting was the climate emergency with the Climate Team giving a presentation on the Wiltshire Climate Strategy, and one of our partner RPs giving a presentation on the practical issues involved in securing EPC(A) rating on a new development. This led to a useful exchange of ideas and identification of issues on which an element of joint problem solving would be useful.

15. The Housing Enabling Team is confident that, subject to the continued commitment of the Council and RPs, the Partnership offers the potential to continue to assist the Council in working towards its key priorities.

Cllr Phil Alford, Cabinet Member for Housing, Strategic Assets, Asset Transfer

Report author: Claire Moore, Housing Enabling Lead

This page is intentionally left blank

Wiltshire Council

Environment Select Committee

7 November 2023

Final Report of the Housing Allocations Policy Task Group

Purpose of the report

1. To present the findings and recommendations of the Housing Allocations Policy Task Group for endorsement by the Select Committee and referral to the Cabinet Member for a response.

Background

2. At the Environment Select Committee (ESC) on 14 March 2023 a request was received to establish a task group to provide Overview and Scrutiny input into the development of a new Housing Allocations policy.
3. It is a legislative requirement for a council to have a 'Choice Based Lettings system' to ensure a fair and transparent process in how social housing is allocated within its area. The policy was last reviewed in 2018 and the review will give the Council and its partners the opportunity to look at who is housed and why, what is working well and what needs to change. Following a formal three-month consultation in the new year a new policy will be implemented during 2024 following full council approval.

Terms of reference

4. The following terms of reference for the task group were endorsed by the Environment Select Committee on 6 June 2023:
 - a) To review how well the current Housing Allocations policy is working.
 - b) To support the development of a Housing Allocations policy which aims to house those in greatest need, create realistic expectations about being housed for those on the register and makes the best use of the councils limited housing stock.
 - c) To consider the following areas and to make recommendations on whether:
 - To retain local connection as a priority for re housing and the impact of this policy.
 - To retain, increase or develop the four bands.
 - To increase the financial affordability threshold.
 - To introduce a time limit for those awarded the highest band.
 - Sharing facilities is a housing need.
 - Individuals who are homeless have choice or should the council be placing bids for them when in temporary accommodation to facilitate a rapid move.

- d) To make recommendations to the Environment Select Committee by 7 November 2023.

Membership

5. The task group comprised the following membership:

Cllr Bob Jones MBE
Cllr Jerry Kunkler
Cllr Ian McLennan

Cllr Mike Sankey
Cllr Jonathon Seed (Chairman)
Cllr Iain Wallis

Methodology

6. The task group received evidence from the following witnesses:

Cllr Phil Alford, Cabinet Member for Housing, Strategic Assets, Asset Transfer
Nicole Smith, Head of Housing, Migration & Resettlement
John Walker, Service Manager - Housing Solutions

Rebecca Brewer, Aster Group
Tanya Rendell, Green Square Accord
Marc Robins, Selwood Housing
Lisa West, Stonewater Housing
Ann Norvill, White Horse Housing
Dan Russell, Sovereign Housing

Additional information was provided by Dawn Dawes, Business Information Analyst and Support Officer Property & Support Service and James Barrah, Director Assets.

7. The task group met five times, as demonstrated in the following table:

Date (2023)	Item	Details
19 June	Scoping meeting	<ul style="list-style-type: none"> Agreed terms of reference Purpose of policy Policy coverage Emerging issues
12 July	Current policy	<ul style="list-style-type: none"> Current policy in practice Issues and challenges
31 August	Local connection / banding	<ul style="list-style-type: none"> Local connection criteria Exclusions Number of bands
28 September	Other criteria	<ul style="list-style-type: none"> Financial affordability threshold Time limits Autobids Parish connection
18 October	Final report draft meeting	

8. Alongside receiving evidence from the witnesses detailed above, the task group also considered other sources of evidence, and these included:

- The allocation policies of other Local Authorities, specifically:
 - [Bath & North East Somerset](#)
 - [Bournemouth Christchurch & Poole](#)
 - [Bristol](#)
 - [Cornwall](#)
 - [Dorset](#)
 - [Durham](#)
 - [Swindon](#)
 - [Cheshire East](#)
 - [East Riding](#)
 - [Leicester](#)
 - [Northumberland](#)
- Housing register waiting times by housing type (April 2023)
- Lettings data by parish, community area and Area Board (Q1 2023/24)
- Number of people on the register by housing band (Q4 2022/23)
- Number of lets per month and by housing type (2022)
- Number of lets by community area and housing type (2022/23)
- Number of lets by housing band and housing type (2022)
- Banding and criteria definitions (2022)
- Draft revised banding and criteria definitions (2023)

9. The task group's preliminary findings and recommendations have been discussed with the Executive and witnesses.

What is a Housing Allocations policy?

10. An allocations policy is a statutory requirement for all local authorities. A policy allocates social homes and includes allocations into those homes managed by other providers. The policy identifies those who should be considered for social housing and includes reasons why people may be excluded from the housing register.

11. The policy does not consider how external housing providers dispose of properties, how they manage tenancies or how rents are set. The allocations policy cannot override planning policy by, for example, addressing supply side issues.

12. During its deliberations, the task group considered housing allocation policies from a number of local authorities for comparative purposes (the benchmark group). These included neighbouring unitary councils, other councils in the south west and comparable local authorities in the rest of England. A list of those policies consulted can be found above (para 8).

What is a housing register?

13. A housing register is a list of people seeking housing in a local council's administrative area. It may include both those who have an identified housing need and those who are not considered to have a housing need but who would be eligible for other types of affordable housing such as low cost home ownership (LCHO) - this is known as the open market register (OMR).

What is banding?

14. Banding is used to identify those in the greatest housing need and to reflect the aims and objectives of a Housing Allocations policy. Applications are placed in bands dependent upon information provided by the applicant relating to their housing needs.

Evidence

Numbers on the housing register

15. As of August 2023, there were 4294 applicants on the housing register, excluding OMR.

Table 1: Number of people on the housing register 2019/23

	2019/20(Q3)	2021/22(Q3)	2022/23(Q3)
Total	3562	4799	4335

16. Recent increases are related to the pressures created by the COVID pandemic 2020/22. Overall numbers are reducing but there are an increasing number of households with complex needs as well as increasing levels of homelessness and rough sleeping. All of this is raising the demand for housing.

Housing supply/housing distribution

17. The number of properties let to people on the housing register in 2022 was 1332.

18. The types of housing available are predominately one or two bed (flats, houses, and bungalows). In 2022 only 17 properties were let with more than three bedrooms (see Table 2).

Table 2: The number of lets broken down by bed size (2022)

	Bedsit	1 bed	2 bed	3 bed	4 bed	5 bed	Total
Bungalow		68	127				195
Flat – ground floor		139	72	1			211
Flat – 1 st floor		172	92				264
Flat – 2 nd floor		46	63				109
Flat – 3 rd floor		1					1
House		4	257	199	16	1	477
Maisonette – ground floor		10	10				20
Maisonette – 1 st floor		9	6	3			18
Maisonette- 2 nd floor			4				4
Studio – ground floor	14						14
Studio – 1 st floor	15						15
Studio – 2 nd floor	2						2
Total	31	449	631	203	16	1	1332

19. The council directly manages over 5000 houses, mainly in the Salisbury and south Wiltshire area, which are rented to tenants. The exact number of social

housing, owned by housing associations or social housing providers, in Wiltshire is unknown but it is estimated to be around 24000 homes.

20. Most people on the housing register are concentrated in the main urban areas Amesbury (234), Chippenham (467), Devizes (248), Melksham (237), Salisbury (732), Trowbridge (533). There is a corresponding high number of properties let in those urban areas.

21. According to the, admittedly out of date, 2011 census there are parishes in Wiltshire that have no social housing at all.

Waiting times

22. Restricted supply and high demand mean that average waiting times on the housing register are counted in years.

Table 3: Average waiting times by size of property

Bed Size	Overall Current Waiting Time	General Needs	Adapted Assessed
1 Bed	2 years 1 months	2 years 1 months	2 years 1 months
2 Bed	2 years 0 months	1 year 11 months	2 years 6 months
3 Bed	2 year 5 months	2 years 5 months	2 year 6 months
4 Bed	2 years 8 months	2 years 9 months	2 years 1 months
5 Bed	3 years 6 months	3 years 7 months	2 years 9 months
6 Bed	3 years 5 months	3 years 3 months	4 Years 10 months

23. Waiting times can vary depending on location. For example, the average wait for a three bedroom house in Devizes is over three years, while in Royal Wootton Bassett it is a matter of months.

Housing Need

24. Though the numbers on the register are slowly decreasing those registering with higher housing need remain high. Therefore Band 1 and Band 2 saw the biggest increases during the last 12 months. These increases were due to homelessness and a duty accepted (Band 1), and those in relief of homelessness or those with an urgent medical or welfare need to move (Band 2).

Table 4: Breakdown of bands and increases 2019/20 to 2022/23

	2019/20 Q3	2022/23 Q3	Change last 3yrs	2021/22 Q3	2022/23 Q3	Change last 12 months	Estimated increase 2023/24
Total	3562	4912	38%	4799	4912	2.4%	5175 +5.4%
Band 1	88	230	161%	126	230	82%	695 +202%
Band 2	328	1021	211%	798	1021	28%	1221 +19.6%
Band 3	1250	1757	41%	1702	1757	3%	1587 -9.7%
Band 4	1044	1221	17%	1186	1221	3%	1160 +5%
OMR	852	683	-20%	987	683	-31%	513 -25%

Local connection, including exclusions.

25. Local authorities require that people applying to the housing register have a local connection to its area. To have a local connection to Wiltshire you must fall into one (or more) of these categories. A person:

- Who is currently resident in the Wiltshire Council area and has continuously lived in the Wiltshire Council area for the past two years; or
- Who is in permanent paid employment or has a fixed term contract for a minimum of one year in the Wiltshire Council area; or
- Who has an offer of paid employment for a minimum period of 12 months in the Wiltshire Council area; or
- Who is self-employed and works predominantly in the Wiltshire Council areas; or
- With close family (grand-parents, parents, legal guardian, adult children or brothers and sisters) who have continuously lived in the Council area for 5 years or longer; or
- Who has a connection with the Wiltshire Council area through special circumstances, such as a need to receive specialist medical services, services in the area which are not provided elsewhere or support from a close family member, or
- Who is currently residing in the Wiltshire Council area and is placed in Band 1 for medical and welfare needs and does not meet any of the other connection criteria listed above.

26. It is unknown how many people attempting to join the Wiltshire housing register are turned down because they do not have a local connection.

27. Most, if not all, local authorities apply the three main criteria for assessing a local connection i.e., residency, family connection and employment with some applying a fourth 'special' category. Special category definitions vary.

28. A majority of councils in the benchmark group (see para 8 above) assess residency eligibility by having lived in the local authority area for at least six out of the last twelve months or three out of the last five years (Bath & NE Somerset, Cheshire East, East Riding). Others apply longer timescales, the longest (Cornwall) being that residents must be in the area for a continuous period of at least 5 years.
29. In terms of employment eligibility, the specific criteria set out by the benchmarking group also varied. The benchmark group included definitions for self-employed, zero hour contract and volunteer workers (Bournemouth Christchurch & Poole, Swindon, and Dorset). The same councils also apply a threshold for the hours worked e.g., 16 hours a week. Bristol is the only benchmark authority that had criteria for when moving to employment within its boundaries i.e., *the normal place of work is in Bristol, and it is not considered practicable to commute from their current residence.*
30. There are however a number of exclusions to the application of local connection in Wiltshire. These are:
- A person who is homeless within the meaning of Part 7, Housing Act 1996 to whom Wiltshire Council has accepted a relief duty under Section 189B(1), or the main duty under 193(2) of the act and who has a local connection to Wiltshire as defined by S199.
 - A person to whom the full re-housing duty is owed where s/he is a homeless applicant re-applying after a private rented sector offer under S195A(1) of the above Act, regardless of whether the applicant has a priority need and where
 - a. the person makes a re-application for assistance within two years of accepting a private rented sector offer, and
 - b. is eligible for assistance and has become homeless unintentionally or
 - A person who was provided with accommodation in Wiltshire Council's area under section 95 of the Immigration and Asylum Act 1999, or
 - A person who is serving in the Armed Forces, or
 - A person who has left the Armed Forces within the last 5 years, or
 - Any veteran who can demonstrate a connection to Wiltshire as well as serving a minimum of three years and who has not been dishonourably discharged, or
 - A bereaved spouse or civil partners of members of the Armed Forces leaving services family accommodation following the death of their spouse or partner, or
 - A separated or divorced spouse who is being asked to leave services family accommodation in the Wiltshire area
 - Serving or former members of the Reserve Forces who need to move because of a serious injury, medical condition or disability sustained as a result of their service, or
 - A person who is being accommodated through an official witness protection scheme authorised by the Home Office, or
 - A person who has been confirmed as having suffered domestic abuse and who needs to move to the Wiltshire Council area or from one part of Wiltshire Council's area to another to ensure his/her safety or a person who has suffered any other violent assault or threat of violence making his/her home unreasonable to occupy under Part 7, Housing Act 1996, or

- A person from the transient community or a household leaving armed forces accommodation who does not have a connection to another Local Authority area which would confer upon her/him the right to join that Local Authority's Housing Register, or
- A person who has been accommodated outside the area by Wiltshire Council in exercising its statutory duty to accommodate, or
- A person with a connection to an adjoining parish that is outside of Wiltshire Council's area but whose housing need has been used to develop affordable housing within a parish in the Wiltshire Council area. These households will only be allowed to bid for properties within the parish identified to meet their housing need, or
- A person who has been verified as a rough sleeper, where there is proof of rough sleeping in the Wiltshire Council area, where the person has no connection with another Local Authority area as defined by S199 Housing Act 1996

31. There are 649 applicants verified under the exclusions criteria (September 2023). Note that the figures in the breakdown below (Table 5) are higher than the total as some applicants have more than one exclusion.

Table 5: Number of housing register applications verified under exclusions.

A person fleeing domestic abuse	225
A person accommodated outside the Wiltshire area	166
A person who is homeless	149
A bereaved spouse of an armed forces member	58
Any veteran connection to Wiltshire	40
A person who has left the armed forces within the last 5 years	30
A person who is serving in the armed forces	29
A person provided with accommodation	29
Verified as rough sleeper	24
A person assessed as having an exceptional medical need to move under Band One	23
A person from the transient community	11
A reserve forces member with condition	7
Connection to an adjoining parish	5
A person to whom full rehousing duty is owed	3
A bereaved spouse or civil partner	1
A person who is being accommodated through witness protection	0

32. People with exclusions are often receiving properties before those with a local connection. A high % of those in the exclusion group will have a local connection to Wiltshire but they would be excluded from requesting a local parish or town connection.

Parish connection

33. A number of the benchmark group also have parish connection criteria e.g., Cornwall, Dorset, East Riding, Northumberland. Wiltshire also applies parish connection criteria.
34. There are two elements to local connection the initial criteria to join a housing register (residency, family connection, employment) and a second element is parish connection, where first priority is given to someone from a very particular area. Currently when a property is advertised in a parish, people with a lower housing need but with a connection to the parish would get the property, unless they are in the local connection exclusion group when a local connection would not apply.

Banding

35. There are currently four bands by which the housing need of those on the housing register are assessed. These equate to needs that are:
- Band 1, urgent
 - Band 2, high
 - Band 3, medium
 - Band 4, low
36. Most comparator local authorities have four bands. Though exceptionally Bristol has two and East Riding has eight. The criteria used are similar. Housing officers have explored the possibility of using three bands and have created a draft scheme. This would reduce the number of people on the housing register, but officers were unable to assess whether this would lower the waiting times of people in bands 1 and 2.

Shared facilities

37. Band 4 has a housing need related to sharing facilities. Shared facilities include kitchen, lounge, and bathroom. This is applicable when in a joint tenancy or in a house of multiple occupancy and can include living with family members. Shared facilities do not include bedrooms as this is covered by the separate bedroom standard.

Multi tenancies

38. Some of the larger housing providers do not offer joint tenancies to unrelated people in housing need. This has the potential to disadvantage younger people and people with learning disabilities who may wish to live together in friendship groups to prevent isolation. Some housing providers advise the council that they have concerns that these tenancies will be higher risk due to increased management, administrative workloads, and a higher risk of tenancy breakdown.

Affordability thresholds

39. Some local authorities are explicit in their allocations policy about affordability thresholds and the levels of savings considered acceptable for an applicant to the housing register. Currently the income threshold in Wiltshire is up to £30000 for a single person and up to £50000 for a joint income household. Above this it is considered that the applicant can afford other housing options e.g., purchase or private rental.
40. There have been significant and rapid changes to housing costs and rental prices in the last few years. It still however remains standard practice that no more than 35% of household income should be spent on housing costs. Above that and the costs can be unaffordable.
41. The upper threshold for household savings is set by the limits on savings applied to benefit claimants.
42. The housing providers highlighted that affordability was becoming an increasing issue for renters. Many low paid renters are struggling and though attempts are made to maximise people's income, providers do not want to set renters up to fail. They therefore stressed the importance of pre-tenancy work with clients.

Time limits

43. Few local authorities place time limits on the bidding process, of the benchmark group only Durham and Dorset set time limits. Dorset asks people on the housing register to have bid in the last 12 months and asks those in the higher bands to have bid in the preceding three months. Durham reserves the right to apply a 12 month bidding time limit.

Autobids

44. Autobids have been used by the council to support people to bid who are not able to bid for themselves. Fewer than 5% of people on the housing register currently autobid.
45. There has been an increase in people in temporary accommodation and the trend is up. There were 184 people in temporary accommodation in June 2023. Increasing the number of applicants using autobidding may help move people out of temporary accommodation more quickly.

Under occupation

46. Under occupation is when, for example, a property has more bedrooms than required by the occupant. Currently, most social housing providers enter into assured tenancies with their tenants, which can be for life.
47. There is no way of assessing the amount of social housing, which is under occupied, as information from social housing providers is not available. Of the 4294 people on the housing register 187 are looking to move from a larger

property to a smaller one. However, it should be noted that these are people who wish to downsize.

48. The council can however assess under occupation in its own stock. Based on the last tenancy check conducted by Housing Officers, approximately 5% of the housing stock was under occupied. That equates to about 250 properties.

49. Flexible or fixed term tenancies were introduced by the Government in 2012 under the Localism Act 2011. These were intended to enable better use of housing stock, to provide homes for those in housing need at the time they need it. It was believed that social housing would be 'freed up' if landlords could end the tenancies of tenants who were under occupying or had sufficient income to rent or buy privately.

Allocations process

50. The task group met with some of the social housing providers. This was in order to understand how the current policy was being implemented and if the providers had any issues they wanted to raise about the current policy. Social housing providers have their own policies, which add another layer onto the process of acquiring a property via the housing register.

51. A number of issues were raised by social housing providers. These included:

- Delays in the bidding process.
- Clients withdrawing before they have made a formal offer.
- Autobids creating a greater administrative burden and extending timescales.
- Ineligible clients not being picked up until late in the process.
- Properties in some areas being extremely hard to let.
- Difficulties in placing people within certain areas.

Conclusions

52. The current housing allocations process is complex, difficult to navigate and is raising false expectations. There are a large number of people on the register, many of whom have no prospect of bidding successfully. There is not enough stock for everyone who needs housing and housing needs have increased.

53. There were 4294 people on the housing register in August 2023 but only 1332 people were housed in total in 2022. This means that many people remain on the housing register for months or even years. This is compounded by a general lack of certain types of property e.g., those with more than three bedrooms, and inconsistent distribution, e.g., some parishes have no social housing whatsoever. Most people are therefore housed in the major urban centres. Exclusions to local connection sometimes mean that people with higher housing needs are housed after people with a lower housing need but who have an eligible exclusion to local connection. The allocation policy needs to balance local connection with housing need. It should also attempt to support those most in need to find the right accommodation.

54. Whilst recognising the pressures on the housing register the task group was aware that changing the housing allocations policy significantly could lead to added difficulties. For example, decreasing the total number of people on the register would disproportionately affect those on the lower bands but may not help those in the higher bands. People in the higher bands have a greater housing need but are more likely to wait longer on the register. This is often due to a lack of suitable accommodation that meets their needs. The task group therefore recommends that the Environment Select Committee continues to monitor the implementation of the policy and its effects on the housing register.
55. The task group could find no local authorities that do not use local connection criteria. This is a common way of ensuring the effective management of finite housing resources by ensuring that people have a genuine connection to the county by residence, through close family links or employment. The task group saw no reason to dispense with local connection.
56. However, it was clear that parish connection has created some challenges. Most notably that having a parish connection can mean that people with greater housing need lose out on a property to someone with a parish connection. Being able to maintain links with your community is important. However, in order to limit the effect of parish connection the number of parishes to which a connection can be applied should be limited to one specified parish per person.
57. Updating some of the definitions of the local connection criteria may ensure that it is clearer who has a connection and under what circumstances. The criteria can be tightened in relation to employment. Most local authorities stipulate the number of hours to be worked, not just the type of contract as is the case in Wiltshire. The contract hours stipulation is normally around 16 hours of paid employment per week, including those on zero hours contracts.
58. There are a number of exclusions to the local connection i.e., where the connection is overridden by more important criteria. Exclusions are applied in a significant number of instances. However, when looked at in detail the exclusions criteria are valid e.g., fleeing domestic violence. The task group therefore felt that exclusion categories should remain as they are.
59. There are currently four bands which categorises people on the housing register by housing need. The greatest increase in those joining the register has been in the two highest bands, but the most likely to be housed are in the bottom two bands. This is often because people with fewer needs are easier to house. One of the criteria on band 4 is related to shared facilities. This struck the task group as too broadly defined and not necessarily a pressing housing need as it can relate to people who share facilities i.e., lounge, bathroom, kitchen, with family members. The task group recommends removing these criteria.
60. Though it was raised by officers, no evidence was provided that people on the housing register 'band chase' i.e., try to move up the banding by having their needs reassessed. Movements within the banding may well be due to a genuine change in circumstances rather than a deliberate effort to work the system. This

is particularly the case as most movement within the banding seems to be due to changing health needs.

61. The task group heard from social housing providers that affordability was becoming an issue with prospective tenants. Many allocations policies clearly define the upper and lower financial thresholds for tenants, below which they may not be able to afford the property and above which they are able to afford alternative solutions i.e., private rental, shared ownership etc. Given the current volatility in the rental market and inflationary pressures it is important that these thresholds and associated assessments are robust. Prospective tenants should not be placed in financial hardship, nor should people access social housing if they can afford alternative arrangements. The task group recommend that the thresholds be re-calculated to reflect the current financial situation and be re-assessed annually.
62. Though a small number of allocation policies place time limits upon bidding, this was not thought to be appropriate for Wiltshire. In particular the burden of administrating such a system, and the inevitable appeals, was considered to be counterproductive.
63. Autobids already occur for people who are unable to bid for themselves. This can, if applied appropriately, help move people into housing in a timely manner. Since temporary accommodation is intended as a stopgap there is more urgency in finding suitable accommodation. Applying autobids to people who are in temporary accommodation can help to move them on sooner and free up capacity.
64. People should have the same opportunities to live independently and build their own lives. Adults who are unrelated may wish to live together in their chosen friendship groups for mutual support, and potentially, although not necessarily, support from outside whilst developing their independent living skills. Granting multi tenancies to unrelated adults will help provide greater opportunities for people for whom this is appropriate. We would encourage all social landlords to update their policies and practises in the letting and management of their homes to align with this principle.
65. The task group heard from housing providers that the current processes do not always run smoothly. This leads to delay for prospective tenants and extra work for housing providers. This is exacerbated by housing providers having their own housing policies. The task group recognises that social housing providers should set their own policies in order to deliver their own objectives. However, it would be helpful to try and align these policies through dialogue where possible. Any new policy should highlight areas where providers own policies may come into play and impact upon a housing application.
66. Two issues were discussed by the task group, which fell outside of the Housing Allocations Policy: housing supply and under occupancy.
67. There is clearly a lack of supply across the housing market, which affects the number of properties available as social housing. With rental prices increasing

and fewer properties available demand for social housing rises. It is actually not certain how many social properties there are to rent in Wiltshire, but planning and delivering an increased number of social houses would ease the pressure upon the housing register.

68. It is difficult to assess how many social houses are underoccupied. Anecdotally this is uncommon, but it does happen. Given that the acute pressure for properties with three bedrooms and above, the task group considered whether introducing flexible or fixed term tenancies would enable the limited housing stock to be used to maximum benefit. On balance the task group decided that the disadvantages of flexible or fixed term tenancies e.g., the administrative burden, increased legal challenges and not least the uncertainty and insecurity it created for tenants, outweighed any perceived benefits.

Proposal

69. To endorse the report of the Task Group and refer it to the Cabinet Member for Housing, Strategic Assets, Asset Transfer for response at the Committee's next meeting.

Recommendations

That the Cabinet Member for Housing, Strategic Assets, Asset Transfer when reviewing the Housing Allocations policy:

- 1. Retains the principle of local connection but limits a parish connection to one parish per applicant.**
- 2. Includes a definition of hours worked within the criteria for employment eligibility under local connection.**
- 3. Retains the current exclusions to local connection.**
- 4. Removes the shared facility criteria within banding.**
- 5. Undertakes a review of the upper and lower affordability thresholds in order to develop new thresholds reflecting changes in housing costs.**
- 6. Applies no time limits for bidding.**
- 7. Extends the option to use autobids to people who are in temporary accommodation.**
- 8. Supports multi tenancies for unrelated adults, where this is appropriate.**
- 9. Uses the revision of the policy to explore aligning with the relevant policies of the social housing providers to ensure consistency.**

10. Reviews the processes that supports people to join the housing register and bid for suitable properties in order to ensure consistency and limit administrative delays.
11. Reviews the Housing Allocation Policy 6 months after its adoption to assess the impact of any policy changes.
12. Provides an annual update report to the Environment Select Committee on the application of the new housing allocations policy and its effect on the housing register.

Outside of the scope of the Housing Allocations Policy, that the Cabinet Member for Housing, Strategic Assets, Asset Transfer:

13. Works with social housing providers to identify the number of social houses available in Wiltshire and to link increasing the supply of social housing with demand and need.

Cllr Jonathon Seed, Chairman of the Housing Allocations Policy Task Group

Report author: Simon Bennett, Senior Scrutiny Officer, 01225 718 709,
simon.bennett@wiltshire.gov.uk

Appendices

Appendix 1 Wiltshire Council Housing Allocations Policy 2018 (amended 2020, 2021, 2023)

Background documents

[Housing Allocations Review 2023](#) (Environment Select Committee 14 March 2023)

This page is intentionally left blank

Wiltshire Council

Allocations Policy 2018

Version 4.0:

minor amendments Sept 2020, Nov 2021 & Jan 2023



Contents		Page
Section 1	Introduction	2
Section 2	Allocation scheme aims	2
Section 3	Wiltshire's allocation scheme in brief	2
Section 4	Eligibility criteria	3
Section 4a	Unacceptable behaviour	5
Section 4b	Connection to the Wiltshire Council area	7
Section 4c	Financial resource limit	9
Section 4d	People who have no identified housing need	9
Section 4e	Housed within the last 12 months	9
Section 4f	Deliberately worsening circumstances	10
Section 5	Dependent children	10
Section 6	Sharing a home to provide mutual support	11
Section 7	Property size criteria	11
Section 8	Allocation framework	12
Section 9	Allocation of housing within Part 6	14
Section 10	Allocation of housing outside of Part 6	16
Section 11	Reviews and appeals	18
Appendices		
<i>Appendix 1</i>	<i>Eligibility criteria</i>	19
<i>Appendix 2</i>	<i>Bedroom matrix</i>	20
<i>Appendix 3</i>	<i>Detailed banding structure</i>	22
<i>Appendix 4</i>	<i>Provider reason for refusal</i>	26

1.0 Introduction

1.1 There is high demand for most types of affordable rented homes in Wiltshire Council's area. The purpose of the Allocation Policy is to set a framework for Wiltshire Council and its partners for the registration and assessment of applicants for affordable homes and describes how prioritisation will ensure that those in greatest housing need are offered affordable housing in Wiltshire Council's area. During the development of this scheme we have had regard to our Tenancy and Homelessness Strategies and relevant legislation -

- Housing Act 1996, Part 6 and 7
- Homelessness Act 2002
- Localism Act 2011
- Housing and Planning Act 2016
- Immigration Act 2014 (Right to Rent legislation)

2.0 Wiltshire Allocation Scheme aims

2.1 Wiltshire Council's allocation scheme aims to:

- Meet the Council's statutory duties in the allocation of its own rented homes and in making nominations to other affordable housing providers
- Create and maintain inclusive, balanced, and sustainable communities throughout Wiltshire Council's area whilst giving applicants as much choice and control as possible over where they live.
- Ensure that the scheme is transparent, fair and accountable
- Operate a customer focused scheme that is easy to understand and is accessible
- Ensure that available housing stock is allocated in a way that is responsive to the needs and demands of the community

3.0 Wiltshire's allocation scheme in brief

3.1 Wiltshire's allocation scheme is a Choice Based Lettings (CBL) scheme that covers the Wiltshire Council area. The scheme determines priorities and procedures for the allocation of affordable housing across Wiltshire Council's area, including:

- Eligibility and other qualifying criteria for registration
- Property size criteria
- How housing applicants' housing need will be assessed
- Banding structure that determines how housing applicants will be prioritised
- How homes will be allocated

3.2 The scheme allows all housing applicants a choice of accommodation along with the opportunity for them to express a preference about the type of accommodation they prefer.

3.3 Whilst all housing applications are assessed in the same way, and determine admission to the Housing Register, all housing providers have different criteria to let their homes, operating individual lettings policies. The council works with these providers with a view to achieving some consistency in the overall approach for the allocation of properties.

3.4 All housing vacancies from Wiltshire Council and other providers are advertised on a weekly basis. Any household registered with Homes4Wiltshire can 'choose' to apply for homes for which they qualify in terms of size, facilities, age criteria, design and need, a process known as "bidding".

3.5 Applicants must meet the criteria for the vacancy and bid for the property during the advertising period. A shortlist will be run at the end of the bidding period and selection of the successful short-listed applicant is based on the following, in strict order –

- her/his ability to meet the stated criteria for the advertised home
- connection to the parish where the advertised property is located or an adjacent parish
- band (reflecting their housing need) and
- finally the length of time they have been in that band

3.6 Elected council members cannot take part in the assessment and allocation process but this does not prevent them from seeking or providing information on behalf of their constituents or being involved in future policy development.

3.7 Wiltshire Council's allocation scheme considers applications from people in housing need only. Housing need is based upon current housing circumstances and any change of housing circumstances will affect housing applicants' entitlement to priority for re-housing. Where housing applicants are not in housing need, the council maintains a separate list known as the Open Market Register, allowing applicants to express an interest in Low Cost Home Ownership opportunities and in specialist accommodation for older people or disabled people.

4.0 Eligibility Criteria

4.1 Anyone can approach the council for housing advice and assistance. However, the amount of social housing in Wiltshire Council's area is limited, and the capacity of the social rented system to meet housing need will not support large volumes of applications from people without a connection to the area or a good reason to live here.

4.2 The eligibility criteria complies with sections 160ZA(2) and (4) of the Housing Act 1996. Most people subject to immigration control, and certain other people from abroad excluded by law or regulation, are not eligible for an allocation of accommodation.

For more information on this please see Appendix 1.

4.3 In some instances, a person may be eligible despite being subject to immigration control. The council will disregard as members of the household those who are 'restricted', such as those who are:

- Not eligible
- Those who are subject to immigration control
- Those with no leave to enter or remain in the UK
- Those with leave but subject to a condition of no recourse to public funds

4.4 For households eligible to be re-housed only because of the housing need of the restricted person, the Council has a duty to arrange as far as practicable, an assured shorthold tenancy with a private landlord.

4.5 If the main applicant is eligible and not subject to immigration control, non-eligible dependent children and other dependent family members will be taken into account. Non-dependent adult children live in carers and close relatives who form part of the household may be taken into account depending upon the circumstances.

Applicants who do not qualify

4.6 There are some applicants who will not qualify to join the register. They include:

1.	Unacceptable behaviour	Applicants who have caused unacceptable behaviour serious enough to make them unsuitable as a prospective tenant	Section 4a
2.	Connection to Wiltshire Council's area	Applicants who do not meet the criteria or connection to live in Wiltshire Council's area	Section 4b
3.	Financial resource limit	Applicants who have assets or income above the financial resource limit	Section 4c
4.	No identified housing need	Applicants who have no identified housing need	Section 4d
5.	Housed within the last 12 months	Applicants who have been housed within the last 12 months	Section 4e
6.	Those who have deliberately worsened their circumstances	Applicants who have deliberately worsened their circumstances	Section 4f

4.7.1 Applicants who are single and are aged 21 or under, may join the housing register. However, due to changes in the welfare system, they may not qualify for help with their housing costs and will need to satisfy housing providers they can pay their rent and meet their other living costs.

4.7.2 Applicants who are single and aged under 35 will be subject to the single room rent and will need to satisfy providers that they will be able to afford the tenancy in the long term.

4.7.2 Applicant's aged under 16 will not be able to join the register. Applicants aged 16 and 17 are required to have a responsible adult to hold the tenancy in trust until they reach the age of 18. The young person has to demonstrate s/he has the relevant skills to care for her/his home and maintain a tenancy. Registered providers may require the young person to have an adult to act as a guarantor. The guarantor is personally liable for any issues with the conduct of any tenancy granted, such as rent payments in the event of a tenant defaulting.

4a Unacceptable behaviour

4.8. If an applicant or a member of his/her household has been guilty of unacceptable behaviour within the previous 12 months which makes her/him unsuitable to be a tenant, s/he will not qualify to join the register unless there is professional evidence that the applicant has committed to change her/his and has support to do so. Unacceptable behaviour includes, but is not limited to –

- Recorded anti-social behaviour in the last 12 months where the applicant was issued with a formal warning, an acceptable behaviour contract or an order made under the anti-social behaviour legislation
- Other behaviour in the last 12 months where the applicant or a member of his or her household has caused a nuisance or annoyance by which has affected neighbours or members of the local community in which s/he lives or has lived
- Incidents of domestic abuse, harassment on grounds of race, ethnicity, gender, age, disability, religion, gender identity or sexual orientation, any threats of and/or actual violence to people or damage to property or any activity potentially threatening the community will be considered unacceptable behaviour.
- Possession proceedings or other legal action taken or pending by a professional agency or landlord in direct consequence of anti-social behaviour will be taken to constitute evidence. Legal action includes, but is not limited to, formal action under the anti-social behaviour legislation and the service of notice on the ground of anti-social behaviour. Convictions, cautions and bind overs for offences likely to make someone unsuitable to be a tenant will be considered as evidence too.

Housing Related Debt

4.9 If an applicant or joint applicant who is not an introductory tenant or a starter tenant has any housing related debt, including any damage recharges, rent arrears or possession costs, they will be suspended from the Housing Register or Open Market Register until they have maintained a repayment plan for 6 consecutive months and/or cleared the majority of the debt and are continuing to make repayments. Please see 4.9.5 for treatment of introductory and starter tenants. If an applicant owes multiple debts to different landlords it is expected that they maintain repayment plans for them all. Applicants ought to note that, whilst they may fulfil these repayment criteria, this does not mean that a housing provider will necessarily offer accommodation. Each housing provider has its own lettings policy including its

approach to housing-related debt and may decline to re-house applicants if the debt repayments made do not fulfil the requirements of their lettings policies.

4.9.1 If an applicant who had been maintaining a repayment plan stops paying in accordance with that repayment plan, s/he will be excluded from the register until they have maintained payments for a further 6 consecutive months. If the applicant is in the Band 1, s/he will be excluded from the register until they have maintained payments for 3 consecutive months rather than 6 consecutive months. The purpose of these more flexible arrangements is to reflect this group's acute housing need.

4.9.2 Any existing social housing tenant who is in rent arrears solely as a consequence of the spare room subsidy will not be excluded or suspended from the register for having rent arrears as long as they are contributing towards the shortfall

4.9.3 If it can be confirmed that the rent arrears have occurred through no fault of the applicant, for example because of lack of control over funds to meet living costs, or an inability to pay living costs for reasons beyond the applicant's control during the period arrears accrued, s/he will not be suspended from the register, but housing providers may choose not offer to accommodation while the arrears are outstanding.

4.9.4 If an applicant has successfully been engaging in the Pause Pilot programme for a period of 3 months, is confirmed as ready to live independently by a professional person in the programme, and has shown positive engagement as well regular repayments towards any former housing debt, then she will not be excluded from joining the register. She will be excluded from the register until she has maintained payments for 3 consecutive months rather than 6 consecutive months. The purpose of these more flexible arrangements is to reflect this group's acute housing need.

4.9.5 Introductory tenants, starter tenants and assured shorthold tenants are normally excluded from the Housing Register for the first 12 months of their tenancies because their housing need has been met and they have to show that they are fulfilling their responsibilities as tenants during this time. Where there is a material change of circumstances meaning a housing need arises (see 4.16), or where the applicant's introductory or starter tenancy has been extended because of a failure to fully satisfy the landlord that the conditions are met for a secure or assured tenancy to be granted, the applicant will only be admitted to the register in very exceptional circumstances, for example where there is a social care professional's opinion that a safeguarding risk exists to a child or adult in the household if a move to more suitable accommodation is not possible, each case to be approved by the service manager and, in the case of a Wiltshire Council introductory tenant, two service managers.

4.9.6 An applicant for housing ought not include housing debts in Debt Relief Orders because the debt continues to exist until the order ends, and the council, in considering the applicant for the register, will suspend the applicant from the register until the order ends. NB Some housing providers will not consider tenants who have resolved debts using the Debt Relief Order procedure.

Prison

4.10 An applicant presently serving prison sentences are not permitted to join the register until a confirmed discharge date has been provided and she or he is within 28 days of discharge. Any active applicant who is currently serving a prison sentence will be suspended from the register until a confirmed discharge date has been provided and s/he is within 28 days of discharge.

Fraud

4.11 Where housing applicants seek to secure social housing by making false statements or failing to divulge information about who they are, where they live, who lives with them and their housing and financial resources is fraud and a criminal offence. Wiltshire Council will proactively investigate any allegations of fraud where the evidence indicates that housing applicants have not been truthful in their applications. Investigations in partnership with the housing providers in the Wiltshire Council area may take place if evidence comes to light after a tenancy is granted that a tenancy has been obtained under false pretences. Other fraud, for example in the completion of a homelessness application form or a form for help with housing costs, illegal subletting or any fraud leading to an eviction that has already taken place, will be considered in the same way.

4.11.1 Following an investigation, if it is satisfied that there has been an intent to commit fraud to secure housing to which the applicant would not otherwise be entitled, Wiltshire Council may prosecute the housing applicant and/or, where a tenancy has been granted, co-operate with the provider in seeking possession and evicting the tenant. In cases of housing applications, the person concerned will be excluded from the register for a period of 12 months from the date that it was proved. Any such decision can be appealed (see Section 11).

Refusal of a notification of nomination or offer of direct let

4.12 Excluding housing applicants in Band 1, any applicant who has unreasonably refused two suitable offers of homes following a formal written offer received by the applicant by email or letter from the council or a registered provider in a 12 month period will be suspended from the Housing Register for a period of 12 months from the date of the second suitable offer, unless the applicant lacks capacity. It is the council's decision in the particular cases whether the offers of accommodation are suitable to meet the applicant's housing need. The decision in relation to suitability and the decision to suspend each carry a right of appeal.

4.12.1 Any applicant in Band 1 receives one offer of suitable accommodation. Any applicant in Band 1 who has unreasonably refused one offer of a home which would have been suitable for their household following a formal written offer received by the applicant by email or letter from the council or a registered provider is suspended from the Housing Register for a period of 12 months, unless the applicant lacks capacity. It is the council's decision in the particular case whether the offer of accommodation is suitable to meet the applicant's housing need. The decision in relation to suitability and the decision to suspend each carry a right of appeal.

4.12.2 Autobids are automated bids placed on vacant properties that meet the needs of a housing applicant who is not able to place bids themselves and who has no friend, relative or personal representative to help them to place bids. Any applicant placing bids automatically by use of the autobid feature of the computer system would not be excluded for refusing suitable properties, except where the applicant is in Band 1 in any housing need category or in Band 2 in the relief duty category where the council has accepted a relief duty under 189B (1).

4.12.3 At the council's discretion, automated bids will be placed for any applicant in Band 1 or in Band 2 in the relief duty category to help the customer to move in a timely way to suitable accommodation. Applicants in these needs categories are in acute housing need so, whilst this limits applicants' choice, it is reasonable to limit choice to achieve a move to suitable accommodation.

4b Agreed connection to the Wiltshire Council area

4.13 If an applicant does not meet the connection criteria to live in the Wiltshire Council area they will not qualify to register.

4.13.1 An applicant's individual circumstances will be considered when deciding if they meet the connection requirement to live in the Wiltshire Council area and will comply with any appropriate statutory guidance. This includes the statutory guidance regarding members of the Armed Forces and Reserve Forces.

4.13.2 A connection to live in the Wiltshire Council area is defined as any person:

- Who is currently resident in the Wiltshire Council area and has continuously lived in the Wiltshire Council area for the past two years; or
- Who is in permanent paid employment or has a fixed term contract for a minimum of one year in the Wiltshire Council area; or
- Who has an offer of paid employment for a minimum period of 12 months in the Wiltshire Council area; or Who is self-employed and works predominantly in the Wiltshire Council area; or
- With close family (grand-parents, parents, legal guardian, adult children or brothers and sisters) who have continuously lived in the Council area for 5 years or longer; or
- Who has a connection with the Wiltshire Council area through special circumstances, such as a need to receive specialist medical services, services in the area which are not provided elsewhere or support from a close family member, or
- Who is currently residing in the Wiltshire Council area and is placed in Band 1 for medical and welfare needs and does not meet any of the other connection criteria listed above.

Connection criteria exclusion group

4.13.3 If an applicant meets any of the definitions below, a connection to Wiltshire Council's area will not be required to qualify for the housing register and the applicant will be considered for an allocation in the 'connection criteria exclusion group

- A person who is homeless within the meaning of Part 7, Housing Act 1996 to whom Wiltshire Council has accepted a relief duty under Section 189B(1), or the main duty under 193(2) of the act and who has a local connection to Wiltshire as defined by S199.
- A person to whom the full re-housing duty is owed where s/he is a homeless applicant re-applying after a private rented sector offer under S195A(1) of the above Act, regardless of whether the applicant has a priority need and where
 - (a) the person makes a re-application for assistance within two years of accepting a private rented sector offer, and
 - (b) is eligible for assistance and has become homeless unintentionally or
- A person who was provided with accommodation in Wiltshire Council's area under section 95 of the Immigration and Asylum Act 1999, or
- A person who is serving in the Armed Forces, or
- A person who has left the Armed Forces within the last 5 years, or
- any veteran who can demonstrate a connection to Wiltshire as well as serving a minimum of three years and who has not been dishonourably discharged, or
- A bereaved spouse or civil partners of members of the Armed Forces leaving services family accommodation following the death of their spouse or partner, or
- A separated or divorced spouse who is being asked to leave services family accommodation in the Wiltshire area
- Serving or former members of the Reserve Forces who need to move because of a serious injury, medical condition or disability sustained as a result of their service, or
- A person who is being accommodated through an official witness protection scheme authorised by the Home Office, or
- A person who has been confirmed as having suffered domestic abuse and who needs to move to the Wiltshire Council area or from one part of Wiltshire Council's area to another to ensure his/her safety or a person who has suffered any other violent assault or threat of violence making his/her home unreasonable to occupy under Part 7, Housing Act 1996, or
- A person from the transient community or a household leaving armed forces accommodation who does not have a connection to another Local Authority area which would confer upon her/him the right to join that Local Authority's Housing Register, or
- A person who has been accommodated outside the area by Wiltshire Council in exercising its statutory duty to accommodate, or
- A person with a connection to an adjoining parish that is outside of Wiltshire Council's area but whose housing need has been used to develop affordable housing within a parish in the Wiltshire Council area. These households will only be allowed to bid for properties within the parish identified to meet their housing need, or
- A person who has been verified as a rough sleeper, where there is proof of rough sleeping in the Wiltshire Council area, where the person has no connection with another Local Authority area as defined by S199 Housing Act

1996 or

- All Wiltshire Council Care Experienced Young People under the age of 25

4c Financial resource limit

4.14 This section is waived for those applicants who require extra care housing or supported housing as well as any applicant who has received a lump sum payment in respect of compensation for an injury or disability.

4.14.1 Applicants with sufficient financial resources available to meet their housing needs in the open market in the community area where it would be appropriate for them to live for work, health services, schools will not qualify to join the Housing Register. Open market accommodation is a home rented from a private landlord or a home purchased either on the open market or through a low cost home ownership scheme. Any income, assets, savings and investments will be taken into account when calculating the financial resources available. Where applicants need to live in a particular parish to give or receive support without which a vulnerable person will suffer detriment, and cannot meet their housing needs in that parish or within a reasonable travelling distance of that parish depending upon the nature of the support, they will qualify to join the Housing Register. Where social tenants have received an offer of employment and cannot meet their housing needs in that parish or within a reasonable travelling distance of that parish, they will qualify to join the Housing Register. The resources of applicants who are assessed by an Occupational Therapist as requiring a wheelchair accessible home or a home where they will require allocated parking, level access and a level access shower or wet room, including any property or assets, are considered on a case by case basis to determine whether they can secure accommodation for themselves in the open market. Appendix 5 sets out how the principles are applied.

4.14.2 Where an applicant has disposed of capital or assets in the 12 months prior to making the housing application for other than essential purposes, the council may treat the capital or assets as remaining in the applicant's ownership.

4.14.3 The allocation of a council home is subject to an affordability assessment to ensure that its tenancies provide suitable and sustainable homes for people in housing need. Each assessment is based upon the financial circumstances of the particular customer. Each individual housing provider will apply its own lettings policy and financial assessment in the course of a pre-tenancy assessment.

4d People who have no housing need

4.15 Any applicant who has no identified housing need – i.e. any applicant who does not meet any of the banding criteria as specified within the scheme will not qualify to join the Housing Register. Those that do not qualify for registration may have the option to express an interest in other forms of housing – see section 10.0.

4e Housed within the last 12 months

4.16 Any applicant who has been housed by a housing provider within the last 12 months and has no material change in housing circumstances will not qualify to join the Housing Register or the Open Market Register.

4f Deliberately Worsening Circumstances

4.17 Where there is evidence that an applicant has deliberately worsened their circumstances in order to join the Housing Register or qualify for higher banding, the application will be suspended from the register for a period of 12 months.

4.17.1 Examples of the deliberate worsening of circumstances include (but are not limited to) are

- Selling a property within the last 12 months that is affordable and suitable for the applicant's needs in order to be able to join the housing register or qualify for higher bands on the register
- Moving from an assured/assured shorthold tenancy to insecure, overcrowded accommodation with family or friends within the last 12 months in order to qualify for higher band
- Moving family member(s), friend (s) and/or any other household into the current home, within the last 12 months where there is no need, including cases where this conflicts with agreements with any landlord

4.17.2 For an applicant to have deliberately worsened their circumstances where accommodation has been left, there must be evidence that it would have been reasonable for the applicant to have remained in that accommodation and that the accommodation would have continued to be available to her/him.

5.0 Dependent children

5.1 The decision by the council about whether a dependent child resides with an applicant is considered on the facts. A dependent child's residence is generally considered to be the home where s/he lives and is cared for by a parent or parents, a guardian or another person with whom the parties with parental responsibility or its legal equivalent have agreed that s/he may live. Facts about where the child sleeps, attends school and undertakes her/his studies may be considered were two parties state that a child lives with them.

Relevant evidence will include but it not limited to –

- Payment of Child Benefit to the applicant
- Confirmation of the child's residence from relevant professionals (social worker, health visitor, doctor, head teacher)

5.2 In the case of divorced or separated parents/guardians, if the child does not reside with the applicant as her/his main and principal residence on the facts in 5.1 above, the application cannot include the child. Where a child is co-resident with two parents, if the child is already adequately housed with one parent, s/he cannot be included on the housing application of the second parent.

6.0 Sharing a home to provide mutual support/minimise living costs

6.1 Joint applications from relatives, friends, carers or companions who are not partners, who have an established relationship (for example, who have lived with

each other for 12 months or more or been associated for a long period) and would be providing mutual support will be considered where the applicants' aim is to create a sustainable tenancy. NB It must be noted that most providers will not consider granting tenancies where people have lived together for less than 12 months.

6.1.1 Applications where a carer and/or an extended family member whose presence is to facilitate care or support are included and considered on a case by case basis. A carer or extended family member could be included on an application, up to a maximum of 4 household members, subject to the following conditions:

- The applicant and carer (or extended family member) would provide mutual support to create a sustainable tenancy and;
- The applicant (or extended family member) has a significant medical need or disability and/or;
- The applicant requires overnight care

6.2 This could apply when an applicant has a physical disability, learning disability or a mental health problem. We will request evidence that members of the household currently live or intend to live with the applicant. This can include (but is not limited to) a signed statement of fact, adequate evidence of residence or confirmation from social services.

7.0 Property Size Criteria

7.1 Applicants must meet the criteria for the size of property they are applying for in line with the guidelines below. This is to ensure full occupancy of properties and to reduce those under occupying properties, making the best use of the housing stock.

7.2 Our bedroom matrix has been developed in accordance with the size criteria set out in Housing Benefit Regulations 2006, and Universal Credit Regulations 2013, as amended determining the maximum rent rules for Housing Benefit and housing costs element of Universal Credit -

- One bedroom per couple or single person
- One bedroom for any other adult aged 16 or over regardless of sex
- One bedroom for two children aged under 16 years of same sex
- One bedroom for each child aged 10 to 15 years of different sex
- One bedroom per two children aged less than 10 years old regardless of sex
- An extra bedroom for an applicant who requires overnight care
- A foster child will be allocated his / her own bedroom regardless of age and sex
- Any disabled child who for medical reasons requires his / her own bedroom. As the above regulations do not apply to those over pensionable age, those over pensionable age will be able to apply for either a 1- or 2-bedroom property.

The full bedroom matrix can be found in Appendix 2.

8.0 Allocation Framework

8.1 The banding structure sets out the preferences in allocating housing accommodation. It will prioritise all advertised properties to those with parish connections to the parish in which properties are located (see Section 9.2), to the

immediate surrounding area and in greatest housing need, unless the property is allocated as part of a local lettings plan, sensitive lettings plan, a single sensitive let or a letting on a rural exception site. There are four bands, Band 1, Band 2, Band 3 and Band 4, with a further Open Market Register group that will not form part of the Housing Register as this will be for households who would like to express an interest in a certain type of product such as low cost shared ownership or older persons' accommodation.

8.2 Households who qualify for Band 1 will hold the greatest preference, followed by Band 2, Band 3 then finally Band 4.

8.3 The Housing Act 1996 (as amended) requires local authorities to give 'reasonable preference' in their allocations schemes to people with high levels of assessed housing need who are defined as:

- a) People who are homeless within the meaning of Part 7 of the Housing Act 1996 (including those who are intentionally homeless and those not in priority need)
- b) People who are owed a duty by any housing authority under section 192(2), 193(2) or 195(2) of the 1996 Act (or under section 65(2) or 68(2) of the Housing Act 1985) or who are occupying accommodation secured by any housing authority under s.192(3)
- c) People occupying in sanitary or overcrowded housing or otherwise living in unsatisfactory housing conditions
- d) People who need to move on medical or welfare grounds, including grounds relating to a disability, and
- e) People who need to move to a particular locality in the district of the housing authority, where failure to meet that need would cause hardship (to themselves or others)

BANDING STRUCTURE

8.6 The bands that are included within the policy and which determine a household's need is as follows: -

Band	Eligible to Bid for all properties
Band 1 (Emergency Need)	Statutory Requirement Emergency Medical or Welfare need Care Experienced Young People under 25 Corporate Responsibility Under Occupying – transfers only
Band 2 (High Need)	Social Care Injured, sick or disabled serving or former Armed Forces personnel Move On Urgent medical and welfare need Relief of homelessness duty
Band 3 (Medium Need)	No Fixed Abode & Insecurity of tenure Temporary Accommodation Seriously overcrowded Medical and Welfare need Hardship Prevention of homelessness duty Other Statutory requirements
Band 4 (Low Need)	Lacking or sharing facilities Overcrowded Armed Forces Intentionally homeless Sheltered or Extra Care Specialist accommodation for those with specific needs Connections to Rural Exception Sites and Community Land Trust sites
Open Market Register	Eligible to bid on selected properties
	Low Cost Home Ownership Home Buy Shared Ownership Starter Homes First Homes exception sites Market rented properties

A more detailed description of bandings can be found at Appendix 3.

9.0 Allocation of housing under Part 6 of the Housing Act 1996

9.1 Parish Connection

9.1.1 Homes will be allocated to applicants with a connection to a town or parish or where an area has an adopted neighbourhood plan priority will be given to applicants with a connection to the designated neighbourhood area as defined within the neighbourhood plan. A parish connection will be based on the following criteria: -

- *A person who is resident in the parish, town or city and has been resident in the same parish, town or city for the past 12 months, or*
- A person who is in permanent paid employment or has a fixed term contract for a minimum of one year or an offer of paid employment for a contract for a minimum of one year or is self-employed and works predominantly in the parish
- A person with close family (grand-parents, parents, legal guardian, adult children or brothers and sisters) who have lived in the parish or town for 5 years or longer.

However, for extra care properties the connection criteria will be defined within the extra care procedure to ensure that those in rural locations are not unfairly disadvantaged as all extra care schemes are located in towns and large villages.

9.2 Property Matching

9.2.1 The majority of vacant homes will be matched to the person who has a connection to an adopted neighbourhood plan area or to the town or parish and is in the highest band with the longest effective date. The effective date is the applicant's date of application that will change following a suspension of the application or a change in band. No applicant from the connection exclusion criteria will be overlooked for not having a connection to a particular parish or town as s/he has no connection to anywhere in Wiltshire Council's area.

9.2.2 If no applicant can be found who has a connection to the parish, town or neighbourhood plan area, the second allocation will be to any household with a connection to a surrounding parish or town where the two parishes and towns have a common boundary with each other. If no connection can be found to the surrounding parishes then the property will be awarded to the applicant with the highest band and earliest date in her/his current band.

9.2.3 Where a property for which an allocation is proposed is owned and managed by a housing provider, it is known as a nomination. The provider will apply its own current Lettings Policy to the decision, in the particular case, about whether to accept the nomination. The Lettings Policies of providers may include particular restrictions upon capital and past behaviours which vary from the policy of the council. In any case where a housing applicant disagrees with the decision of a provider to refuse a nomination, s/he must contact the provider directly and use the provider's appeals and/or complaints procedure.

9.2.4 Allocations made to specialist supported accommodation or extra care will be allocated based on meeting the advertised support and/or care needs for the property rather than by connection to the parish or town. A shortlist will be provided

identifying all applicants who are eligible for the vacancy to a specialist panel to determine the most suitable applicant for the scheme based on the level of support needed and the balance of existing residents.

9.2.5 The property must be both affordable and suitable for the applicant's needs before an offer is made. This will be assessed by the landlord of the property. Appendix 4 sets out acceptable reasons for a registered provider to refuse to accept an applicant.

9.2.6 If a property is constructed to accessible standard or has major adaptations making it suitable for a person with a physical disability and/or visual impairment, it will be matched to applicants with specific needs for the type of property advertised. Connections to parishes would not apply as the need for the adaptations in the property would override any connection to the area in which the property is located. Where an accessible or adapted property cannot be matched to an applicant with specific needs it will be allocated in accordance with the policy.

9.2.7 Extra care housing properties will be matched to clients who have a specific care and support need rather than priority to a household with a connection to the area in which the scheme is located.

9.3 Planning agreements and former exception sites

9.3.1 In all cases, any vacant property will be advertised as per terms held within a planning agreement (any agreement made under Section 106 of the Town and Country Planning Act 1990 (as amended)) and/or planning conditions that apply to the site.

9.4 Local Lettings Plans

9.4.1 The Council or its partners may decide to let properties on a slightly different basis from normal in the interests of building strong and sustainable communities or to deal with particular local issues such as serious and repeated breaches of tenancy conditions in schemes and/or the serious and repeated anti-social behaviour of existing tenants which has caused the landlord, the local authority or the police to take formal action under the anti-social behaviour legislation.

This would apply for all new build properties on 1st let and in exceptional circumstances on future lets. The decision to apply a Local Lettings Plan will be jointly made by the landlord of the property and the Council. The allocation of housing accommodation will be made in accordance with local lettings policy. Local Lettings Plans may not include limiting the letting of units outside the terms described in 9.1 and 9.2 above.

9.5 Sensitive Lets

9.5.1 A 'sensitive let' may need to occur where, for reasons related to the behaviour of a former tenant who has been evicted, or serious and repeated breaches of tenancy conditions in schemes and/or serious and repeated anti-social behaviour of existing tenants, there is a departure from the routine property matching process.

For a property to be a sensitive let the housing provider must provide Wiltshire Council with proof that:

- the previous tenant was evicted or an eviction process had started because of anti-social behaviour, had been guilty of criminal acts at the dwelling or in the area (this would include allowing the property to be used for selling or using controlled substances), abandonment where there had been anti-social behaviour or serious nuisance;
- the previous tenant was the victim of serious and long-term anti-social behaviour or other criminal acts; or housing officers or police had used all powers within housing, criminal and anti-social behaviour law to resolve the issues.
- The nature and location of the accommodation requires a sensitive let to ensure the scheme meets the ongoing needs of the residents e.g. a general needs property within a scheme for older people

10.0 Allocation of housing outside Part 6 of the Housing Act 1996

Part 6 of the Housing Act 1996 does not apply to the allocation of the following properties:

10.1 Direct lets made by housing providers

10.1.1 Subject to terms set out in the relevant stock transfer and nomination agreements, a small number of vacant properties will be directly allocated to an applicant rather than being advertised through the allocation system, including from the council's own stock. This may happen in the following situations:

- If a property is needed to house someone on a temporary basis
- In the case of a specially adapted property built for a specific person
- Decants, these are properties that need to be vacated for a specific purpose
- Where it is unreasonable for an existing tenant to remain in her/his home because of violence or a threat of violence which it is probable will be carried out, or serious harassment such that the tenant could not be expected to remain in the property (including harassment in relation to any protected characteristic under the Equality Act 2010), or the tenant's life is at risk if s/he remains in the property because of the risk to her/his health
- Where a homeless applicant has failed to bid or accept a property and needs to move from temporary accommodation
- Allocations of Supported Housing (vacancies are not advertised for bidding)
- A property has a layout that would allow adaptations to make the property suitable for a particular disabled person and their family, such provision to be made in complex and exceptional cases
- Emergency planning i.e. emergency accommodation due to a force of nature such as fire or flood.

- Properties required in support of a national government scheme such as the Syrian Refuge programme or anything similar where the Local Authority has agreed to assist
- Hard to let properties, where the properties have been advertised through the system but there have been no suitable bids
- Other reasons which are detailed in the registered providers own lettings' policies

10.2 Gypsy and Traveller Site allocations

10.2. Applicants for Gypsy and Traveller sites are not required to register through this allocation scheme. All enquiries for permanent pitches should be directed to the Council's Traveller Liaison Team who will issue an application form which will be assessed in accordance with the gypsy and traveller permanent site allocations scheme.

10.3 On acceptance to the register, applicants are required to notify the Council of any change in circumstances and ensure that up to date contact details are available to officer. The register will be reviewed every 6 months to ensure that applicants wish to remain on the list.

10.3 Low Cost Home Ownership / Shared Ownership / Home buy

10.3.1 Low Cost Home Ownership properties will be advertised for those who have expressed an interest in purchasing a share in a property. Applicants will be prioritised according to parish connection, banding then length of time on the register. For all cases affordability will be a key consideration. NB Applicants to note that most of the Low Cost Home Ownership properties advertised by the council are Discounted Market Units and a small number of shared ownership units. Applicants interested in Low Cost Home Ownership may find more properties advertised by Help to Buy South, the government's local Help to Buy Agent, and by individual local providers on their own websites.

10.4 Transfers

10.4.1 A transfer applicant is a secure tenant of Wiltshire Council or an assured tenant of a housing provider, resident in the Wiltshire Council area, who has requested a move to alternative accommodation within the area. Some allocations to existing social tenants do not fall within Part 6 of the Housing Act 1996 and so do not come under the usual allocation scheme. For Part 6 to apply to an allocation, special conditions must be met. These will be where:

- The allocation involves a transfer
- The transfer is made at the tenant's request and
- The housing authority is satisfied that the tenant has reasonable preference for an allocation

Additionally, transfers initiated by a housing provider for management purposes do not fall within Part 6.

10.4.2 Transfers will be banded according to this allocation scheme. If a transfer applicant does not meet any of the banding criteria, they can express an interest for alternative accommodation and will become part of the Open Market Register group. These applicants will then only be able to bid for properties allocated for transfers or any other property advertised for the Open Market Register group.

11.0 Reviews and Appeals

An applicant has the right to request a review of decisions on the following:

11.1 S/he considers that s/he has not been awarded the correct banding or on any decision made about the facts of their case which has been, or is likely to be, taken into account in considering whether to make an allocation to them (s.166A(9)(b)).

Any review requests must be in writing and within 21 days of receiving notice of the banding status. Any necessary evidence or information must be supplied at this stage to substantiate the case that the council has made the wrong decision under the Allocation Policy based on the facts. Reviews of bandings will be undertaken initially by an appropriate officer of the council uninvolved in the original decision. If the applicant is still unhappy with the outcome, a further review will be carried out by a more senior officer. Customers who are unable to put their appeals in writing can arrange a meeting where the appeal will be heard, and any supporting evidence can be considered.

11.2 Not having their application included on the register due to being ineligible for an allocation of accommodation under s160ZA (2) or (4) or is not a qualifying person under S160ZA (7).

In these cases, a senior officer from the council who has not been involved in the original decision will carry out the review. As in 11.1 any review request will need to be made in writing and within 21 days of receiving notification. If the customer is unable to put their review request in writing, they can request a meeting for their review to be heard and any supporting evidence to be provided.

If a customer is unhappy with a partner landlord decision to refuse her/him for an advertised property, s/he will be required to follow the landlord's appeal/complaints procedure.

APPENDIX ONE

Those not eligible to join the register

There are some households who will not be eligible to join the register. They include:

- People from abroad who are subject to immigration control as defined in s.13(2) of the Asylum and Immigration Act 1996
- People who are not habitually resident in the Common Travel Area, subject to certain exceptions as defined in Section 3.14 of the Allocation of Accommodation Guidance for Local Housing Authorities in England (2012)
- People whose only right to reside in the UK is derived from his status as a jobseeker. For this purpose, 'jobseeker' has the same meaning as for the purpose of regulation 6 (1) (a) of the Immigration (European Economic Area) Regulations 2006 (SI 2006/1003) *
- People whose only right to reside in the UK is an initial right to reside for a period not exceeding three months under Regulation 13 of the EEA Regulations above
- People whose only right to reside in the Common Travel Area is a right equivalent to one of the rights mentioned above highlighted * and which is derived from EU Treaty rights.
- People who have rights of residence in the UK as a result of regulation 15A(1) and (4A) of the Immigration (European Economic Area) (Amendment) (No 2) Regulations 2012 (the EEA Amendment Regulations)
- People who have a right derived from Article 20 of the Treaty on the Functioning of the European Union, in a case where rights of residence arise because a British citizen would otherwise be deprived of the genuine enjoyment of the substance of their rights as a European Union citizen

APPENDIX TWO

Bedroom size criteria

Below confirms the size of property a household can bid for, however on occasion an opportunity may apply when a household could under occupy, but this will be specified on any advert and would form part of a lettings plan.

Household make-up	Bedroom Size	Bed spaces
Single person	1	1
Couple	1	2
Couple or single and expecting a child within next 14 weeks	2	3
Two people not in a relationship but being accommodated together	2	3
Parent or Couple with 1 Child	2	3
Parent or Couple with 2 Children (both under 10yrs, regardless of gender)	2	4
Parent or Couple with 2 Children (both under 16yrs and same gender)	2	4
Parent or Couple with 2 Children (one of which over 10yrs but of a different gender)	3	4
Parent or Couple with 3 Children (all under 16yrs)	3	5
Parent or Couple with 3 Children (one of which is over 16yrs and the other 2 are of different gender and over 10yrs)	4	5
Parent or Couple with 4 Children (all under 10yrs)	3	6
Parent or Couple with 4 Children (one of which is over 16yrs and the other 3 are of different gender and over 10yrs)	4	6
Parent or Couple with 5 Children	4	7
Parent or Couple with 6 or more Children	4	8

An additional bedroom will be allocated to: -

- applicants who receive overnight care from carers who do not reside with them but are required to stay overnight for at least one night a week, where the applicants are in receipt of the relevant care or daily living components of Disability Living Allowance, Personal Independent Payment or any other

benefit providing for care needs and would be entitled to another bedroom under the rules for help with housing costs.

- a disabled child where that child would normally share a bedroom under the rules above but will disturb the sleep of another child if obliged to share or another child with whom s/he would otherwise have to share will be at risk from the disabled child
- a disabled adult member of the household if an Occupational Therapist's report confirms that the care and/or recovery of the adult would be compromised by a failure to provide a separate bedroom and based on the 'bedroom matrix' she would not otherwise be allocated their own room. NB Any decision to admit anyone to the register on these grounds is subject to an affordability assessment at the point of allocation in light of the rules for help with housing costs
- to enable Children's Services to meet its S22G duty under the Children Act 1989 any approved prospective foster carer or adopter should be allocated the required bedroom size as recommended by Children's Services to ensure the family are allocated the correct size property to enable the family to foster a child or can continue to do so
- Those over pensionable age with a 1 bed need will be excluded from these criteria and will be eligible to bid for 1 or 2 bed properties.

However, there may be restrictions on the amount of Housing Benefit or help with housing costs such applicants are eligible for. In these circumstances Homes4Wiltshire will award the additional bedroom/s but individual landlords may apply a test of affordability before making an offer of accommodation.

APPENDIX THREE

Band 1

Band 1 is for households who need to be housed in emergency. This includes households for whom there is a specific statutory requirement of an immediate nature or for whom there is a serious risk to health, safety or wellbeing in the present living situation which cannot be resolved by other means.

Statutory Requirement

A household who is owed a duty by Wiltshire Council under the Housing Act 1996 Part 7 ss 193(2) or 195(2). These are households who have been accepted as statutorily homeless. A household which has been assessed as being statutorily overcrowded or is lacking more than 3 bedrooms (the bedroom matrix will be applied to assess overcrowding). A household to which the authority has a statutory duty to provide care which requires accommodation in which that care may be provided, and an allocation will prevent a residential or out of area placement.

Emergency Medical or Welfare need

An applicant's health or social care needs either –

- cannot be met in the current accommodation to the extent that clinicians advise it will make the condition life threatening or will result in a life changing injury or condition
- where the applicant or a member of the applicant's household is terminally ill, cannot be met in the present housing conditions with dignity and respect
- cannot be met because the applicant's household has no accommodation to which s/he can safely return (patients ready for discharge from hospital and applicants in short stay rehabilitative care environments)

Care Experienced Young Person

For all Wiltshire Council care experienced young people, who are either relevant children or former relevant children to whom the council owes duties under the Children Act, up to the age of 25, when it is confirmed that they are ready to move on into independent accommodation. In each case, a joint assessment of the care experienced young persons ability to live independently under their Pathway Plan will have been performed by Children's Services and the Housing Department, with an independent living assessment agreed with the care experienced young person for prospective landlords. Where the care experienced young person has a tenancy with the council or a private registered provider, and their housing circumstances mean that they have a housing need under this policy, a further housing application will be treated in the same way as the application of another transfer applicant.

Under Occupation

Applicants who are current social housing tenants within the Wiltshire Council area who are under- occupying by one or more bedrooms based on the government's bedroom standard.

Corporate Duty

Referrals from Adult Social Care and Children's Services will be considered under this band where it is identified that a corporate duty exists under social care legislation and it is demonstrated that an allocation will prevent a residential placement or a placement outside the council's area.

Band 2

Social Care

For an applicant to be able to provide or receive support in suitable accommodation. This would include foster carers, those approved to adopt, or those being assessed for approval to foster or adopt, who need to move to a larger home in order to accommodate a looked after child or a child who was previously looked after by a local authority. It would also include special guardians, holders of a residence order and family and friends, and carers who are not foster carers but who have taken on the care of a child because the parents are unable to provide care.

Injured, sick or disabled serving or former Armed Forces personnel

In accordance with the legislation (section 166A(3) of the 1996 Act) as amended by Regulation 2, applicants who are confirmed as being someone from the reasonable preference category, have an urgent housing need and who meet one of the following criteria:

- a) a person serving in the regular forces who is suffering from a serious injury, illness or disability which is attributable (wholly or partly) to the person's service, or
- b) a person who has recently ceased, or will cease to be entitled, to reside in accommodation provided by the Ministry of Defence following the death of the person's spouse or civil partner who was serving in the regular forces and whose death was attributable (wholly or partly) to that service, or
- c) a person serving or formerly serving in the reserve forces who is suffering from a serious injury, illness or disability which is attributable (wholly or partly) to the person's service.

Move on from supported accommodation

This applies to applicants in shared or supported accommodation where there is a move on protocol in place with the council. The applicant must have been assessed as ready to move into independent living accommodation by both the support provider and a housing officer of the council.

Urgent medical or welfare need

An applicant's or household member's functional ability or psychological state is severely compromised and the applicant cannot care for her-/himself in the home, where -

- that home cannot reasonably be adapted for her/his needs to maximise independence and the disabled person could be more independent in a more accessible home
- chronic or episodic ill health directly caused or exacerbated by the living

conditions at home has required repeated clinical or care intervention in the past six months which in the opinion of clinicians could have been avoided had the applicant been adequately housed

- repeated admissions to hospital in the last 6 months (non-life threatening) are attributed to the current living conditions by clinicians

and a move to alternative accommodation would either ensure that the applicant can be properly cared for or will help improve their condition.

Relief of homelessness duty

Homeless applicants where the council is satisfied that they are both homeless and eligible for assistance and has accepted a duty under the Section 189B of the Housing Act 1996.

Band 3

No fixed accommodation & Insecurity of Tenure

These are applicants who have been confirmed as homeless with no fixed accommodation or threatened with homelessness by the council's Housing Options service. Applicants assessed as being insecure in their accommodation will generally be under a 2 month or 93-day notice period to vacate their accommodation.

Temporary Accommodation

Those applicants currently residing in temporary accommodation under part 7 of the 1996 Act and are awaiting a homeless decision

Seriously Overcrowded

Applicants living in overcrowded accommodation (in need of at least two additional bedrooms), the size criteria set out in Housing Benefit Regulations 2006, and Universal Credit Regulations 2013, as amended will be applied to assess overcrowding

Medical and Welfare grounds

Applicants who are suffering from serious harassment, violence, or threat of violence at their current property, providing evidence exists to substantiate their claim.

An applicant's physical safety and functional ability are compromised by the current living conditions and re-housing would prevent a future deterioration in functional ability or psychological state and promote independence and/or recovery. Relevant where the current home cannot be adjusted or adapted to meet these needs or where the housing conditions significantly contribute to social isolation (including an episode of illness requiring intervention of mental health or other clinical professionals during the past six months) or there is evidence that the immediate housing environment is causing the applicant emotional distress which cannot be relieved by standard clinical/therapeutic interventions.

Hardship

Applicants who either have a home which otherwise is of a suitable size and location which is unaffordable and cannot be made affordable or where hardship is

being caused by an inability to afford open market accommodation in or within a reasonable travelling distance of a particular parish to give or receive support without which a vulnerable person will suffer detriment or an inability on the part of existing social tenants to afford open market accommodation in or within a reasonable travelling distance of a particular parish where an offer of employment has been made.

Prevention of homelessness duty

Homeless applicants where the council is satisfied that they are both threatened with homelessness within 56 days and eligible for assistance and has accepted a duty under the Section 195 of the Housing Act 1996.

Other Statutory duties

Any applicant who is owed a full housing duty by any housing authority under section 192(2), 193(2) or 195(2) of the 1996 Act or who are occupying accommodation secured by any housing authority under s.192(3)

Band 4

Band 4 would include households with a low need for accommodation.

Lacking facilities

Any households who is lacking either a bathroom, kitchen or inside WC.

Sharing facilities

Applicants who are sharing facilities and who have no security of tenure in their current accommodation.

Overcrowded

Applicants living in overcrowded accommodation (in need of one additional bedroom).

Armed Forces

Applicants from the Armed Forces currently stationed in the Wiltshire Council area, due to be discharged within the next 12 months, or, in accordance with the legislation (section 166A(3) of the 1996 Act as amended by Regulation 2, applicants who are confirmed as being someone from the reasonable preference category, have an urgent housing need and who are a person formerly served in the regular forces

Intentionally homeless

Any households who has been found intentionally homeless by Wiltshire Council's housing option team.

Sheltered Accommodation and Extra Care Housing

Those aged 60 or over that require sheltered accommodation or have an identified support need that would be best met in supported accommodation. May include younger people (eg 50 and over) with similar needs

Those aged 55 or over who require the support or care that would best be met in an Extra Care Housing scheme

Specialist accommodation for those with specific needs

Applicants qualifying for accommodation specifically designed for people with moderate to severe learning disabilities or continuing serious mental health conditions where the applicants have regular care and support needs

New Build Rural Exception Sites and Community Land Trust sites

Meeting parish connection criteria for affordable rented homes on Rural Exception Sites and Community Land Trust sites with no other housing need. Admission to the Housing Register without a housing need as defined in the policy recognises the greater unaffordability of homes in small villages and villages outside settlement framework areas as defined in the council's Development Plan and the need to consider the housing need of those with connections to rural villages more flexibly. Customers identified with connections to parishes are considered only for Rural Exception Site and Community Land Trust homes.

APPENDIX FOUR

Acceptable reasons for a registered provider to refuse to offer a property to an applicant. Registered providers may refuse to accept an applicant nominated by Wiltshire Council. This can occur when even an applicant has been nominated for a property.

The circumstances when this could apply are, but not limited to:

- An applicant has bid for another property and accepted that property
- An application appears to be false or misleading and further investigation is required
- An applicant has evidenced support needs and does not have support appropriate to those needs in place
- An applicant has displayed threatening, violent or otherwise unreasonable behaviour, such as towards a member of staff or neighbouring tenant in the last 12 months
- Where there is evidence that an applicant might endanger the health, safety or well-being of a community because of a history of violent or abusive behaviour against particular individuals in the area.
- Where an applicant is unable to provide evidence of access to sufficient funds to enable them to pay the rent and meet their essential living costs at the particular property.
- An applicant is unsuitable for the property because of a recent tenancy management issue at the property.
- An applicant has bid for a property that does not meet her/his immediate needs, eg an adapted property where the applicant does not need the adaptations provided or their needs that cannot be met without making considerable, unreasonable or inappropriate adaptations to the property.
- Where support or adaptations are provided which are not needed by the applicant or members of their household
- The property is subject to a local authority S106 Agreement and the applicant does not meet the required criteria
- The provider is unable to make contact with the applicant either by phone, email or letter over a period of 3 working days
- An applicant has pets which are not permitted in the property, in line with the provider's pet policy.
- An applicant is under 18 years of age and has failed to provide an appropriate guarantor or trustee
- The reference obtained from a previous landlord is not satisfactory
- Where a property has become unavailable since the advertisement was placed.

A registered provider will comply with the Equality Act 2010 and evidence their reason for refusing an applicant for a property

This page is intentionally left blank

Wiltshire Council

Environment Select Committee

7 November 2023

Climate Emergency Task Group

Background

1. The Climate Emergency Task Group (CETG) is a standing task group reporting to the Environment Select Committee. The task group's initial terms of reference were endorsed by the Select Committee on 3 September 2019 and were revised on 9 November 2021.
2. The task group has produced two reports with recommendations:
 - Energy and Transport & Air quality (29 September 2020)
 - Planning (13 January 2021)
3. At its meeting on 6 June 2023 the Select Committee approved the continuation of the task group 2023/24.
4. The task group's last update to the Select Committee was on [19 September 2023](#).

Membership

5. The membership of the task group is as follows:

Cllr Clare Cape
Cllr Sarah Gibson
Cllr Tony Jackson
Cllr Jacqui Lay
Cllr Brian Mathew
Cllr Nick Murry
Cllr David Vigar
Cllr Ian Wallis
Cllr Graham Wright (Chairman)

Terms of Reference:

6. The task group's revised terms of reference were endorsed by the Environment Select Committee on the 9 November 2021. These are:
 - a) To help shape and influence the development of Wiltshire Council's programme (in all relevant areas) for meeting its objective of making Wiltshire Council carbon neutral and seeking to make the county of Wiltshire carbon neutral by 2030 (excluding the geographical area administered by Swindon Borough Council).

- b) To scrutinise the delivery of this objective through the Climate Strategy (2022-2027) and its delivery plans, as well as key plans, policies, and programmes, such as the Local Plan, Local Transport Plan and Green and Blue Infrastructure Strategy. Including the way in which the Council is measuring progress and how it is performing and reporting against baselines.
- c) To provide recommendations on other aspects of decarbonising the county including partnership working and community-led approaches as well as acting as a national role model.

Recent Activity

10. The task group met on the 9 October 2023 to consider the Update on the Council's Response to the Climate Emergency and revised Environmental Policy.
11. The task group raised questions about:
 - Wider efforts to reduce carbon emissions in the county.
 - Air quality
 - The demand responsive bus service in Pewsey Vale and encouraging more bus travel.
 - Improving the take up of active travel, particularly by engaging schools to develop their own travel plans.
 - Retrofitting houses and building carbon neutral homes both in the private and social housing sectors,
 - The continuing challenges of fitting solar panels to listed buildings and in conservation areas.
12. The report update report was subsequently discussed at Cabinet (10 October) and Full Council (17 October).
13. The Chairman of the task group and the Chairman and Vice-Chairman of the Environment Select Committee also met with the Cabinet Member for Environment & Climate Change (20 October 2023) to discuss the forward work plan relating to climate change.
14. The outcome of that discussion can be seen in the revised task group forward work plan in Appendix 1.

Forward work plan

1. The Climate Emergency Task Group forward plan is attached at Appendix 1.

Proposals

That the select committee:

1. **Notes the update on the Task Group activity provided above.**

2. Notes the Climate Emergency Task Group's forward work plan in Appendix 1

Cllr Graham Wright, Chairman Climate Emergency Task Group

Report author: Simon Bennet, Senior Scrutiny Officer, Tel: 01225 718709,
email: simon.bennett@wiltshire.gov.uk

APPENDIX 1

Climate Emergency Task Group – Forward Work Plan

Late 2023 / Early 2024	Air Quality Action Plan Outcome of the consultation process.
Early 2024(tbc)	Local Transport Plan To understand the future strategy in particular active travel, electric vehicles charging.
Early 2024	Local Nature Recovery Strategy Each statutorily required local nature recovery strategy is specific and tailored to its area.
Early 2024	Climate Change Adaptation Plan To review the council's draft plan.
Spring 2024	Tree & Woodland Programme Programme begins autumn 2023, with update on progress available spring 2024.
Summer 2024	Home Upgrade Grant Phase 2 (HUGS2) Update on the government funded programme for retrofitting.
Summer 2024	Bio-diversity Net Gain Biodiversity Net Gain (BNG) is a new planning policy with the potential to change the face of nature recovery in England.
October 2024(tbc)	Annual update on the Council's response to the Climate Emergency
2025	Carbon Offsetting Strategy Update on the development of the strategy.
tbc	Update British Army Sustainability To update task group following briefing on 6 May 2022.
tbc	Natural England Funded Pilot Meeting to consider the pilot projects looking at rolling out local nature recovery planning, bio-diversity net gain and the environmental toolkit.
tbc	Biogas To explore the potential for biogas as a replacement for natural gas and use in vehicles.

Environment Select Committee Forward Work Programme

Last updated 25 October 2023

Environment Select Committee – Current / Active Task Groups		
Task Group	Start date	Final report expected
Climate Emergency Task Group	September 2019	Standing
Housing Allocations Policy Task Group	June 2023	November 2023

Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
11 Jan 2023 (tbc)	Update on Broadband Provision in Wiltshire	As resolved at the ESC meeting on 4 January 2023, the select committee will receive an update report.	Parvis Khansari (Corporate Director Place)	Cllr Ashley O'Neill	Victoria Moloney (Head of Economy & Regeneration)
11 Jan 2024 (tbc)	LHFIG Review	To receive an update report on the implementation of the Local Highway & Footway Improvement Groups (LHFIG)	Samantha Howell (Director of Highways and Transport)	Cllr Caroline Thomas	Dave Thomas (Head of Highways Asset Management & Commissioning)
11 Jan 2024 (tbc)	Rights of Way	To receive a report, as requested by ESC 25 July 2023, regarding rights of way. To include issues of maintenance and access, updates to the definitive maps and engagement with volunteer groups.	Samantha Howell (Director of Highways and Transport)	Cllr Caroline Thomas	Chris Clark (Head of Local Highways)
11 Jan 2024	Executive response to the recommendations of the Housing Allocations Policy Task Group	To receive the Executive response to the recommendations of the task group.	Emma Legg (Director – Adult Social Care)	Cllr Phil Alford	Nicole Smith (Head of Housing)
11 Jan 2024	Community Infrastructure Levy (CiL)	As discussed at meeting with the Cabinet Member (18 Oct 2023) the select committee to receive a report on the Levy funding.	Parvis Khansari (Corporate Director Place)	Cllr Nick Botterill	Nic Thomas (Director of Planning)

Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
11 Jan 2023	Task group update	To receive update from task groups regarding activity and its forward work plan			Cllr Graham Wright Simon Bennett (Senior Scrutiny Officer)
6 March 2024	Highways Annual Review of Service 2022	As resolved at ESC 12 January 2022, to receive a further annual report in 2023.	Samantha Howell (Director of Highways and Transport)	Cllr Caroline Thomas	Dave Thomas (Head of Highways Assets & Commissioning)
6 March 2024 (tbc)	MyWilts app potholes reporting functionality	As resolved at the ESC-meeting on 19 September 2023 the committee will receive an update on the development of the MyWilts potholes reporting functionality.	tbc	tbc	tbc
6 March 2024 (tbc)	Local Nature Recovery Strategy	As discussed at meeting with the Cabinet Member (20 Oct 2023) the select committee to receive a report on the Plan.	Sarah Valdus (Director – Environment)	Cllr Nick Holder	Lynn Trigwell (Head of Natural & Historic Environment)

Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
6 March 2024	Libraries Development	As resolved at the ESC-meeting on 14 March 2023 on the leisure and libraries portfolio to provide an update including the results of the peer challenge and development of the Library Strategy.	David Redfern (Director Leisure Culture and Communities)	Cllr Ian Blair Pilling	
6 March 2024	Leisure Services	As resolved at the ESC-meeting on 14 March 2023 the committee will receive a further update that includes trend data, the outcome of the public holiday pilot (incl. the terms of reference for the pilot) and further information on the transformation review.	David Redfern (Director Leisure Culture and Communities)	Cllr Ian Blair Pilling	
6 March 2024	Gypsy & Traveller Plan	As discussed at meeting with the Cabinet Member (18 Oct 2023) the select committee to receive a report on the Plan.	Parvis Khansari (Corporate Director Place)	Cllr Nick Botterill	Nic Thomas (Director of Planning)
6 March 2024	Task group update	To receive update from task groups regarding activity and its forward work plan			Cllr Graham Wright Simon Bennett (Senior Scrutiny Officer)

Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
4 June 2024 (tbc)	Update on the Towns Programme App Development	As resolved at the ESC meeting on 4 January 2023, the select committee will receive an update report.	Parvis Khansari (Corporate Director Place)	Cllr Richard Clewer	Victoria Moloney (Head of Economy & Regeneration)
4 June 2024	Homeless Strategy 2019-2024	As resolved at the ESC meeting on 8 November 2022, the select committee will receive an update report in 12 months' time.	Emma Legg (Director – Adult Social Care)	Cllr Phil Alford	Nicole Smith (Head of Housing)
4 June 2024 (tbc)	Update on gully clearing	As resolved at the ESC-meeting on 19 September 2023 the committee will receive an update on the gully clearance programme.	Samantha Howell (Director of Highways and Transport)	Cllr Caroline Thomas	Dave Thomas (Head of Highways Assets & Commissioning)
4 June 2024 (tbc)	Milestone contract	As resolved at the ESC meeting on 19 September 2023 the committee to receive an update on the first year of the Milestone contract to include key performance indicators including carbon reduction, savings, and outcomes targets.	Samantha Howell (Director of Highways and Transport)	Cllr Caroline Thomas	Dave Thomas (Head of Highways Assets & Commissioning)

Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
4 June 2024	Local Plan	As discussed at meeting with the Cabinet Member (18 Oct 2023) the select committee to receive a report on the plan after the consultation processing.	Parvis Khansari (Corporate Director Place)	Cllr Nick Botterill	Nic Thomas (Director of Planning)
4 June 2024	Task group update	To receive update from task groups regarding activity and its forward work plan			Cllr Graham Wright Simon Bennett (Senior Scrutiny Officer)
18 July 2024 (tbc)	Waste Management Strategy: Annual Review	As resolved at ESC 25 July 2023 to receive a further annual review in 2024.	Sarah Valdus (Director – Environment)	Cllr Nick Holder	Martin Litherland (Head of Service Waste Management)
18 July 2024	Task group update	To receive update from task groups regarding activity and its forward work plan			Cllr Graham Wright Simon Bennett (Senior Scrutiny Officer)
3 September 2024	Potholes	As resolved at the ESC-meeting on 19 September 2023 the committee will receive an update on tackling potholes.	Samantha Howell (Director of Highways and Transport)	Cllr Caroline Thomas	Dave Thomas (Head of Highways Assets & Commissioning)

Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
3 September 2024	Streetscene contract	As resolved at the ESC-meeting on 19 September 2023 the committee will receive an update on the Streetscene contract.	Samantha Howell (Director of Highways and Transport)	Cllr Caroline Thomas	Adrian Hampton (Head of Highway Operations)
3 September 2024	Passenger Transport Service Update	As resolved at the ESC-meeting on 19 September 2023 the committee will receive an update on the Passenger Transport Service.	Samantha Howell (Director of Highways and Transport)	Cllr Caroline Thomas	Jason Salter (Head of Service Passenger Transport)
3 September 2024 (tbc)	Tree & Woodland Planting Strategy	As discussed at meeting with the Cabinet Member (20 Oct 2023) the select committee to receive a report on the Plan.	Sarah Valdus (Director – Environment)	Cllr Nick Holder	Lynn Trigwell (Head of Natural & Historic Environment)
3 September 2024	Task group update	To receive update from task groups regarding activity and its forward work plan			Cllr Graham Wright Simon Bennett (Senior Scrutiny Officer)
19 November 2024	Task group update	To receive update from task groups regarding activity and its forward work plan			Cllr Graham Wright Simon Bennett (Senior Scrutiny Officer)

Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
21 January 2025	Task group update	To receive update from task groups regarding activity and its forward work plan			Cllr Graham Wright Simon Bennett (Senior Scrutiny Officer)
4 March 2025	Task group update	To receive update from task groups regarding activity and its forward work plan			Cllr Graham Wright Simon Bennett (Senior Scrutiny Officer)
tbc	Economic Strategy	As discussed at the ESC-Executive meeting on 23 November 2022 on the economic development portfolio.	Parvis Khansari (Corporate Director Place)	Cllr Richard Clewer	Victoria Moloney (Head of Economy & Regeneration)
tbc	Planning transformation programme	As resolved at the ESC-meeting on 19 September 2023 the committee will receive updates on the planning transformation programme.	Parvis Khansari (Corporate Director Place)	Cllr Nick Botterill	Nic Thomas (Director of Planning)
tbc	Private sector renewal strategy	As resolved at the ESC meeting on 8 November 2022, the select committee will receive an update report when appropriate.	Emma Legg (Director – Adult Social Care)	Cllr Phil Alford	Nicole Smith (Head of Housing)

Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
tbc	Minerals & Waste Plan	As discussed at meeting with the Cabinet Member (18 Oct 2023) the select committee to receive a report on the plan.	Parvis Khansari (Corporate Director Place)	Cllr Nick Botterill	Nic Thomas (Director of Planning)
tbc	UK Shared Prosperity Fund	As discussed at the ESC-Executive meeting on 23 November 2022 on the economic development portfolio.	Parvis Khansari (Corporate Director Place)	Cllr Richard Clewer	Victoria Moloney (Head of Economy & Regeneration)
tbc	Parking Strategy	As discussed at the ESC-Executive meeting on 6 December 2022 on the highways and transport portfolio.	Parvis Khansari (Corporate Director Place)	Cllr Caroline Thomas	
tbc	Wiltshire Council's Housing Board Annual Report 2022/23	As resolved at the ESC meeting on 4 January 2023, the select committee will receive the annual report.	Simon Hendeby (Director Assets & Commercial Development)	Cllr Phil Alford	
tbc	Active Travel	As resolved at the select committee meeting on 14 June 2022, the committee will receive a further update. (Deferred from July 2023)	Samantha Howell (Director of Highways and Transport)	Cllr Caroline Thomas	Spencer Drinkwater (Principal Transport & Development Manager)
tbc	Leisure Strategy	As discussed at the ESC-Executive meeting on 12 October 2023 on the leisure and libraries portfolio.	David Redfern (Director Leisure Culture and Communities)	Cllr Ian Blair Pilling	

Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
tbc	Review of the Waste Delivery Plan	As discussed at the ESC-Executive meeting on 20 October 2023 on the leisure and libraries portfolio.	Sarah Valdus (Director – Environment)	Cllr Nick Holder	Martin Litherland (Head of Service Waste Management)

Information briefing					
Meeting Date	Item	Details / purpose	Associate Director	Responsible Cabinet Member	
tbc	Environment Act 2021	To receive a (series of) briefing regarding the implications of the Environment Act.			
tbc	LEP transition	To receive a briefing on the implications of the council taking on some of the responsibilities of the Local Enterprise Partnership (LEP)	Victoria Moloney (Head of Economy & Regeneration)	Cllr Richard Clewer	