Wiltshire Council
Where everybody matters

Councillors Briefing Note
No. 340

Service: Housing
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Date Prepared: 31/01/2018
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Impact of Universal Credit for Wiltshire Council tenants

Introduced as part of the government's long term economic plan, the Housing and Planning Bill received Royal Assent on 12 May 2016. This Act, along with the Welfare Reform Act 2012, provides the necessary legislation for the Government to implement a number of measures which aim to reduce welfare spending and promote employment and independence. The aim of the legislation is to ensure the welfare system support those in need but also ensure:

- It pays to work
- The most vulnerable are protected and supported
- Public spending is put on a more sustainable footing.

The main areas of change have been: the Benefit Cap, Universal Credit and spare room subsidy. Below is a summary of each change.

	Benefit Cap	Universal Credit Full Service	Spare room subsidy (Bedroom Tax)
Implementation date	Implemented 7 November 2016	Implemented 7 June 2017	Implemented April 2013
Working age only	Yes	Yes	Yes
Highest risk groups	Households with three or more children	Vulnerable tenants who face barriers applying and managing a claim online and budgeting monthly with monies being paid directly to them	Tenants with two or more spare rooms facing a 25% reduction in Housing Benefit/Housing costs
Number of tenants potentially affected	Before implementation we identified 17 households as due to be affected	354 tenants currently claiming (please note this is increasing daily)	Currently 259 tenants affected by 14% (one spare room) 44 tenants affected by 25% (two or more spare rooms)

This briefing paper will focus on the impact of Universal Credit.

Universal Credit

In Wiltshire, Universal Credit Full Service was rolled out in May 2017 in Chippenham Job Centre Plus, in June 2017 in Salisbury Job Centre Plus and in July 2017 in Devizes and Trowbridge Job Centre Plus. Claimants are now able to make a claim, check details of payments, notify changes of circumstance and search for a job through a single account, making digital the primary channel for most working-age people to interact with the Department for Work and Pensions (DWP).

After the rollout process has completed, DWP will then start with the migration of the remainder of existing benefit claimants and full roll-out of Universal Credit is likely to be completed by 2021. All tenants on the old 'live' system will need to re-apply for Full Service Universal Credit; if they fail to do this their claim will be cancelled.

Background:

The Welfare Reform Bill provides for the introduction of Universal Credit to replace a range of existing means-tested benefits and tax credits for people of working age.

Universal Credit is a single monthly payment for people in or out of work, which combines some of the means tested benefits and tax credits. Universal Credit will replace the following: Income based Job Seeker's Allowance, Income-related Employment and Support Allowance, Income Support, Child Tax Credit, Working Tax Credit and Housing Benefit. It does not include: Council Tax Reduction, Child Benefit, Disability Living Allowance (DLA), Personal Independence Payment (PIP), Statutory Sick and Maternity Pay, Carers Allowance, or contribution-based Job Seekers or Employment and Support Allowance. The excluded benefits will have to be claimed separately and will be paid in the same way they historically have, but would still be taken in to account when assessing income thresholds for the Benefit Cap if they are not excluded.

A large proportion of rental income is currently received directly from Housing Benefit and paid to Wiltshire Council as a landlord. Universal Credit poses a significant risk to this anticipated income, due to the fact the money will no longer be paid directly to Wiltshire Council, but directly to the tenant instead. This is likely to increase the action taken against tenants for non-payment of rent and, as a result, increased staff resources and legal costs.

What impact has Universal Credit had?

Curo Housing Association (Bath) has been one of the leading social housing providers to implement Universal Credit. They started with single claimants in February 2014 and extended to couples in July 2014 then finally families in January 2015. Key points to note:

- Arrears went from 2.3% to 16.9% on Universal Credit cases
- 27 out of the 30 cases were in arrears
- 18% of Universal Credit cases had taken out a payday loan.

	Number of tenants claiming UC	Total value of rent arrears for LA tenants claiming UC	Non UC tenants Arrears	Percentage of current LA tenants claiming UC and in rent arrears (percentage of all tenants)
16-22 Jan 2016	9	£4,926	£478,272	0.13%
16-21 May 2016	13	£8,537	£451,489	0.21%
17-23 April 2017	28	£13,588	£439,079	0.44%
15-21 May 2017	26	£13,650	£436,942	0.40%
12-18 June 2017	31	£15,561	£442,492	0.52%
17-23 July 2017	69	£45,026	£422,736	1.12%
14-20 Aug 2017	125	£78,598	£419,953	2.25%
18-23 Sept 2017	181	£109,479	£443,215	2.85%
11th Oct 2017	224	£127,051	£542,606	3.35%
22nd January 2018	354	£199,837	£670,203	5.90%

Impact and Risks

As of 22 January 2018 we were aware of 354 Wiltshire Council tenants in receipt of Universal Credit. Any tenant in receipt of Universal Credit and in arrears on their account will be monitored not only by their Income Officer, but in some cases by one of our Tenancy Sustainment Officers. This robust process ensures that they are receiving all the support they need to be able to manage their money and the whole process. Particular emphasis will be placed on budgeting and income maximisation due to the way in which Universal Credit is paid in one lump sum on a monthly basis (in arrears).

Of these 354 tenants we have 55 Alternative Arrangement Payments (APAs) in place. Universal Credit is normally paid directly to the tenant but in some circumstances direct payment of the housing cost element is paid directly to Wiltshire Council (also known as managed payments).

The main reasons we would consider an APA are:
• A tenant is in arrears with their rent for an amount equal to, or more than, two months of their rent
• A tenant has continually underpaid their rent over a period of time, and they have accrued arrears of an amount equal to or more than one month's rent
• Certain classifications of vulnerabilities such as: mental health, history of homelessness, leaving local authority care or any circumstances where there would a risk of financial harm if they were to receive a monthly payment directly.

Total rent arrears for our Universal Credit cases amount to £199,837. However, many of these tenants were in arrears and had a history of non-payment before they transitioned across to Universal Credit. Of the 354 tenants in receipt of Universal Credit, 131 of these are more than six weeks in arrears with their rent. This is likely to be due to the fact on average tenants are waiting a minimum of six weeks before they receive any money. The arrears total at point of UC application was £97,973. These arrears have increased to £199,837 and increase of £101,864 or 104%.

The latter is a crucial point in understanding the arrears pattern on these particular cases. New claimants for Universal Credit receive their first payment around six weeks after the date of making the initial claim. This is made up of seven 'waiting days', one calendar month (since Universal Credit is paid a month in arrears), plus a further seven days to process the claim. Tenants are not entitled

to Universal Credit during the seven day waiting period. This means they will be paid six weeks in arrears, but for only five weeks' worth of entitlement. However, claimants migrating to Universal Credit from a 'legacy' benefit will not serve waiting days. This accounts for the larger number of tenants in arrears of six weeks or less.

N.B. In the Autumn statement the Chancellor announced that from 1 April 2018 the initial seven day 'wait' is to be removed and applicants will have immediate entitlement to Universal Credit. Further that Housing Benefit claimants moving to Universal Credit will be entitled to a two-week Housing Benefit run on which is non-recoverable (dependent on changes to benefit regulations).

Prior to their Universal Credit applications the tenant arrears percentage (percentage of gross debit of UC Claimants) of these 354 tenants was 2.49%. The current percentage of those in receipt of Universal Credit has risen to 11.80% an increase of 9.31%.

Of all arrears, UC arrears equate to 15% of the total arrears owed. This has had a significant effect on the overall arrears percentage, currently 2.69 %, against this time last year when the arrears stood at 2.14%.

DWP can award an advance payment of Universal Credit for new claimants who expect to struggle meeting essential expenditure whilst waiting for their first payment. DWP staff should offer an advance payment. From Spring 2018, DWP has said they expect that claimants will be able to request an advance through their online account. The advance payment is a loan from DWP and must be repaid, usually by deducting the agreed repayment amount from subsequent payments of Universal Credit.

From January 2018 the maximum amount of an advance payment is being increased from 50% of the UC standard amount up to 100% of estimated UC entitlement (including housing costs). Advance payments will also be repayable over 12 rather than six months as per the current regime.

In anticipation of Universal Credit Full Service being rolled out in June 2017 we obtained figures from Housing Benefit to highlight the number of new claims and change of circumstance claims they had received from our tenants based on the last financial year 2015/2016. This was to give us an indication of potential volume of claimants expected and to allow us to estimate the effect on our arrears.

Number of new housing benefit claims for Wiltshire Council Tenants - 2015/2016:	618
Number of change of circumstances claims for Wiltshire Council Tenants - 2015/2016:	9,359 (this includes all of the year end rent increases, the average number each month is 493 but for March this increases to 3,939)

Our Tenancy Sustainment Service is offered to all tenants in receipt of, or who are in the process of applying for Universal Credit. They support tenants with all aspects of making and managing a Universal Credit Claim.

For our tenants without internet access at home or on a mobile device, or without access to superfast broadband, an alternative is to apply and manage their claims via public computers. These are available in venues such as libraries or job centres. Whilst access to these for urban populations is relatively straightforward, Wiltshire's large rural population faces potential problems with physical access to such sites.

While Universal Credit does not intrinsically require higher levels of literacy and numeracy than are needed in making claims for existing benefits, the 'digital by default' aim means that tenants without literacy and numeracy skills may run into problems if they try to complete and manage their claims online without support, resulting in potential delays to their payments.

Analysis and actions

We must acknowledge that many of our tenants will cope with, and embrace the transition to Universal Credit, taking ownership of their finances. However, the groups most at risk are likely to be tenants who lack the budgeting skills, capability to apply and manage their claims online and those tenants without any support network to assist them with the process. Of particular concern are those tenants under the age of 22. From 1 April 2017 young people aged 18-22 are now excluded from having a Housing Costs Element included in their 'Full'/Digital service Universal Credit award if they are not in employment. They are still expected to pay their rent and have a rental liability.

There are some exceptions, for example; care leavers, claiming as a couple, they are responsible for a child or pregnant with the baby due within the next 11 weeks, where the DWP deems it inappropriate for them to live with their parents. We will be working closely with this client group to offer them the relevant advice and support, for example with employability skills and learning opportunities. Other exempt groups able to claim will be tenants with more than two children, of pensionable age or occupying any of the below types of accommodation: Supported Exempt Accommodation, Managed Properties, Refuges (domestic violence), and certain Local Authority Hostels.

Action Plan:
Part of our strategy is to increase and promote the use of direct debits. Of our working age tenants (3,187) only 655 (21.5%) pay their rent by direct debit. Other local authorities and registered social housing providers have streamlined their procedures to accommodate any day direct debits to mitigate the risk of tenants not making their rental payments immediately. We will be reviewing procedures to prevent rent arrears and minimize income loss. Direct debits are becoming an increasing important payment channel to secure rental income through Universal Credit, those tenants whose main income will be from Universal Credit will potentially receive a large amount of money monthly in arrears, so it is prudent to ensure that their rent is paid very soon after they receive it. Tenants are currently offered five Direct Debit collection dates per month. This will be reviewed, assessing the benefit of further collection dates against any resulting increase in cost or resource of their introduction.

One of our main sources of intervention and advice channels has been through the support of our two Tenancy Sustainment Officers. The service provides a comprehensive in-house support to tenants who would otherwise be at risk of failing in their tenancies. The officers work with tenants, who may have financial worries, debt issues or vulnerabilities, helping them to sustain their tenancies and to encourage and facilitate their independence. Since the service commenced in October 2015 it has thus far proved a great success with combating the negative effects for tenants.

We have streamlined our policies and procedures in preparation for the future roll out of Universal Credit. Part of this is in relation to tenants needing to provide proof of their rental liability and current rent when they attend their initial interview at the job centre. To avoid confusion, delays and potential overpayments our tenants are being encouraged to take in a pro-forma letter outlining the gross monthly rent and any service charges that are ineligible for Universal Credit, whether they share their rent on a joint tenancy agreement with someone who is not their partner, how many bedrooms their property has. We have designed this bespoke form for Universal Credit purposes.

Pre-tenancy credit checks are now being conducted on all new tenants to ensure tenancies are affordable and sustainable from the start, and where appropriate we can put in place the right level of support. The system will flag any tenancies deemed to be in financial distress. It is measured through the assessment of CCJs, debt delinquency and bankruptcy. From a baseline report over a quarter 25.4% of the analysed tenancies were flagged as showing signs of financial distress.

We have also signed up to the Rental Exchange which has had a positive benefit for our tenants. It is a partnership between Big Issue Invest, the investment arm of the Big Issue, and Experian. The aim is to tackle the financial, digital and social exclusion challenges faced by rental tenants in the UK compared to homeowners. It is a secure database which holds rental payment information. The information will allow tenants with a history of little or no credit to build a credit score. The database can be accessed by lenders and other service providers when a tenant applies for a loan or service that requires a credit check or proof of identity. We believe that you should get credit for paying your rent on time. The Rental Exchange is a way to enhance your credit report without needing to take on new credit agreements.

We will continue to actively prepare for the continued changes to the Universal Credit system. This will consist of reviewing policies and procedures, IT systems, collecting information on our tenants, staff training, educating tenants and keeping up to date with changes direct from DWP. Key areas of support for tenants will be focused on welfare benefits advice, money management, debt advice, digital inclusion support and employment skills. However, there are still significant concerns in relation to the potential for increased difficulty with rent collection, on the assumption that a large proportion of income currently received directly from Housing Benefit, will be at risk.

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Councillors Briefing Note
No. 341

Service: Public Health & Public Protection
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Date Prepared: 26 February 2018
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Public Space Protection Orders

Update

Public Space Protection Orders are not a tool used to criminalise people who are homeless.

In Wiltshire we will not be using PSPO legislation to prosecute or manage Street Homelessness.

We will work with our partners to address the issues that cause people to become homeless, issuing them with fines would not solve the situation. Long term support is key to preventing this issue and addressing the reasons why some people are street homeless. Including, support for drug and alcohol issues

Background

Public Spaces Protection Orders (PSPOs) are one of the tools available under the Anti-social Behaviour, Crime and Policing 2014 Act and replace Designated Public Place Orders (DPPO). DPPOs were previous legislation and these have been replaced by PSPOs, in practice these are the same notice by different names. New Guidance issued by the Local Government Association stated that any DPPOs in existence post 21 October 2017 would automatically be transferred to PSPOs and would include any conditions covered by the DPPO. This applies to the Order in your Community Area.

How the legislation is used

The legislation recognises that councils are often best placed to identify the broad and cumulative impact that Anti Social Behaviour can have on local communities and also ensure there is a partnership response, this includes ensuring that people are kept safe. We know that people who may present as perpetrating anti social behaviour may also be vulnerable and therefore we assess for vulnerability. For example, a person who may be perceived as committing an alcohol related disturbance and found to be homeless would be supported into a place a of safety and referred to our support and treatment services. Aa part of the PSPO additional conditions can be applied for. They must be evidence based and must not be covered by other primary legislation. Wiltshire Council DOES NOT use PSPOs to criminalise vulnerable members of our communities such as homeless people or those with a substance dependency.

Councils can use PSPOs to prohibit specified actions, within a defined public area. The PSPOs differ from other tools introduced under the Act as they are council-led, and rather than targeting specific

individuals or properties, they focus on the identified, evidence based problem behaviour in a specific location. A new condition will only be considered if the evidence supports it. This will then follow a robust consultation process.

The legislation provides for restrictions to be placed on behaviour that apply to everyone in that locality (with the possible use of exemptions). Breach of a PSPO without a reasonable explanation is an offence. The enforcement will be managed by Wiltshire Police, they will issue fixed penalty notices (FPNS) which can incur fines of up to £1000. Alcohol conditions covered by the Orders can incur £500 fine if breached.   *The FPN will only be issued at the discretion of the Officer. They will need to be certain that the individual can pay the fine and are not themselves vulnerable and will be referred to appropriate support where identified.*

Before a PSPO is put in place, the evidence is gathered from community and police data to inform specific issues in any area, this is consulted on through the local press for a 28 day period. We are available to work with community areas to establish the focus of the PSPO and discuss the way the orders are enforced and used. What is agreed through this process is then clearly displayed through local signage and on the community webpage.

Conclusion

No tool issued under the Anti Social Behaviour Act(s) (2014, 2017) will be used to criminalise vulnerable people. Internal policies are in place to assess for vulnerability, such as homelessness, and perpetrators as victims. The tools and associated internal policies are in place to ensure nobody is made more vulnerable by their enforcement. Wiltshire Council and its partners work collaboratively for safer communities and to protect the most vulnerable.

Councillors Briefing Note
No.342

Service :   Waste and Environment
Further Enquiries to: Julie Anderson-Hill
Date Prepared: 28/02/2018
Direct Line: (01225) 718673

Changes to chargeable waste collection and disposal arrangements

1. In September 2013 we invited tenders for delivery of waste and recycling collection services (including collections of waste for which collection and disposal charges may be made) and subsequently entered into a contract with Hills Waste Solutions. This briefing provides an update on changes we are making to the arrangements for those businesses which we currently collect waste from.

Collection of waste from businesses

2. Our in-house collection service only provides a limited service for collecting waste from businesses, in accordance with our statutory duty to arrange for collection of their waste when asked. We currently collect the waste directly ourselves, but we could arrange for a private sector provider to do so. As we charge in order to recover our costs, the service is cost neutral to us.

3. All businesses have a legal responsibility to ensure their commercial waste is stored, transported and disposed of so as not to cause pollution of the environment or harm to human health. They are not obliged to use our service and are free to arrange their own collection service with any licensed waste carrier.

4. The take up of our service is low - we currently collect commercial waste from approximately 2,600 of the 19,700 businesses in Wiltshire, with the majority using private companies.

5. We have decided that as of 1 April 2018 we will no longer provide a direct service for the collection of waste from those businesses which ask for us to arrange this. We are writing to those businesses who we have existing collection arrangements with to advise that we are terminating their contracts with us and advising that they can either arrange collection with private providers directly (including Hills Waste Solutions), or from Hills through us. This new arrangement fulfils our statutory requirement to arrange waste collections when requested to do so.

6. If a business requests that we arrange collections of their waste we will do so through Hills and their charges for collection and disposal, along with our administration costs, will be passed on to the business concerned.

7. To ensure the transition to the new process is as smooth as possible we have, where relevant, provided contact details of businesses to Hills and asked Hills to contact the businesses directly to discuss future waste collection arrangements.

8. Letters to businesses advising them of the changes, together with leaflets reminding them of their legal responsibility with regard to waste, are being sent out from 26 February.

Household waste for which collection and disposal charges may be made

9. There are a number of categories of household waste for which the council may make a charge for collection only, or collection and disposal. We will write to those affected by this change to advise that we will work with them to ensure they have arrangements in place for collection of their waste before the contract with Hills commences in full on 30 July 2018.

Village Halls

10. A separate letter will be sent to village halls which currently receive waste collection services from us as some village halls produce a combination of household waste and commercial waste.

Impact on staff

11. Crews who are currently working on rounds for collection of waste from businesses will transfer to household waste and recycling collection rounds.

12. The officers who manage the contracts with the businesses from which the council collects waste will deal with any queries and requests for new contracts, along with working on activities related to the new contract for collection of household waste and recycling.

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COUNCILLORS BRIEFING NOTE
No 343

Service Area: Waste Management   ***Further Enquiries to:***   Vicki Harris

Date Prepared: 09 March 2018   ***Direct Line:***   01225 718523

Waste services update

Introduction of proof of address scheme at Wiltshire's household recycling centres

1.   Background

This briefing note updates you on the introduction of a proof of address scheme at Wiltshire's household recycling centres. From 9 April 2018, residents visiting the sites may be asked to provide a proof of address in order to use the household recycling centre. This must show that the visitor lives in Wiltshire (excluding the Swindon Borough Council area) as these sites are funded by Wiltshire Council for residents to deposit their household waste.

2.   Frequently asked questions

Below are some questions and answers which have been prepared and will be provided to residents on the council's website.

What is changing?
From 9 April 2018, users may be asked to provide a proof of address in order to use the household recycling centres. This must show that you live in Wiltshire (excluding Swindon Borough) as these sites are funded by Wiltshire Council for use by residents.

What will prove that I live in Wiltshire?
A form of ID which shows your name and full address will be required. Acceptable examples include:
- Driving licence
- Council tax bill
- Utility bill (either a printed or an electronic version is acceptable)
- [Your van and large trailer permit](#), if you are visiting the site in this type of vehicle.

Digital versions (e.g. an electronic copy of a utility bill which displays your address on a phone or tablet) are acceptable.

When will this start?
You may be requested to show your proof of address when visiting HRCs from 9 April 2018.

Will I be allowed to visit the site if I do not have my proof of address?
No, you may be asked to leave without being allowed to dispose of your waste.

Will my details be recorded and stored?
The site operators will only ask to see your proof of address, they will not record or keep this information.

If I live outside Wiltshire, can I pay to visit the site?
No, residents who live outside the Wiltshire Council area should use the sites provided in their own local authority area.

Will I have to present my proof of address every time I visit?
Yes, you may be asked for your proof of address each time you visit any of Wiltshire Council's recycling sites.

Can the council provide a car sticker instead of me having to prove my address each time I visit?
There are currently no plans to provide car stickers as an alternative to residents providing their proof of address.

Why are you requiring proof of address?
To ensure that access to sites is protected for anyone living in the Wiltshire Council area. Dealing with waste is becoming increasingly expensive and as these sites are funded by Wiltshire Council for use by its residents we need to ensure that we do not incur costs associated with receiving waste from people who live in other councils' areas. People who do not pay their council tax to Wiltshire Council should use the sites provided in their own local authority areas.

3. Communications

Residents will be sent a leaflet with their council tax bill advising them of the introduction of the proof of address scheme. Residents should receive these from 12 March 2018.

Residents will be advised on site about the changes through banners and leaflets. In addition, the council will promote the changes on the council's website, through press releases and social media updates.

During the introduction phase of the scheme, residents from outside the county or residents who do not provide their proof of address will be advised of the changes but will be allowed to deposit their waste on that occasion.

4. More information

If you require any further information about the introduction of this proof of address scheme outlined above, or if you have any questions, please contact the officers below –

Martin Litherland
Head of Waste Management
01225 718524
Martin.Litherland@wiltshire.gov.uk

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Councillors Briefing Note
No. 344

Service: Economic Development and Planning   **Further Enquiries to:** Tim Martienssen

Date Prepared: March 2018   **Direct Line:** (01249) 706548

WILTSHIRE HOUSING LAND SUPPLY STATEMENT 2017

This briefing note provides an update on the 2017 housing land supply position for the three housing market areas (HMAs) in Wiltshire.

Overview

The National Planning Policy Framework requires local planning authorities to identify and update annually a supply of specific deliverable sites to provide five years' worth of housing against their HMA housing requirements, with an additional buffer of 5% to ensure choice and competition in the market for land (or 5.25 years in total).

The update for Wiltshire has now been completed and the results of the assessment, using a base date of 1 April 2017, are set out in the 2017 Housing Land Supply Statement (HLSS) that will be published on the Council's website on Friday 16th March via this link.
link. The updated position is summarised in Table 1 below.

Area	Housing requirement 2006-2026	Housing completions 2006-2017	Five year housing requirement 2017-2022	Deliverable supply 2017-2022	Number of years of deliverable supply
East Wiltshire HMA	5,940	3,624	1,287	2,257	8.77
North and West Wiltshire HMA	24,740	13,025	6,508	8,130	6.25
South Wiltshire HMA	10,420	5,388	2,796	3,173	5.68
WILTSHIRE HMAs	41,100	22,037	N/A	13,560	N/A
Swindon (within Wiltshire)	900	622	N/A	201	N/A
WILTSHIRE TOTAL	42,000	22,659	N/A	13,761	N/A

Appendix 6 of the HLSS sets out the local housing requirements by community area and for each Principal Settlement, Market Town and, in South Wiltshire, the Local Service Centres, as set out in the Wiltshire Core Strategy. It shows the level of housing completions, commitments and residual level of housing to be provided in each location to ensure the Wiltshire Core Strategy requirements can be achieved over the plan period.

The HLSS represents a snapshot in time and the assessment of housing land supply is not an exact science. The estimates of delivery for the sites listed are based on the evidence available up to the point of publication.

Key points to note are:
- There is a sufficient supply of housing in all three HMAs, although the extent to which the supply exceeds the necessary supply (5.25 years) differs across the HMAs.
- Proposed allocations within the 'Wiltshire Housing Site Allocations Plan: Pre-submission draft plan (June 2017)', have been included in the supply.

Table 3 contains sites with planning permission and resolutions to grant planning permission subject to a Section 106 agreement that have been brought forward since 1 April 2017 (up to 1 March 2018). While these are not in the land supply because they came forward after the base date of 1 April they will likely contribute to the housing land supply when the next housing land supply assessment (base dated April 2018) is published. These will help replenish the supply which is reduced because of completions, permissions not being implemented, and delays in delivery on certain sites.

The Government has recently published for consultation a draft new National Planning Policy Framework (the Framework) and draft updates to planning guidance which will form part of the Government's online Planning Practice Guidance. The consultation closes on 10 May 2018 and the revised Framework and guidance is due to be in place Summer 2018. These reaffirm the need for local planning authorities to continue to monitor their housing land supply annually and demonstrate a five-year supply of deliverable sites plus buffer. However, it should be noted changes are proposed that have implications for the preparation of future housing land supply statements (e.g. ability to fix land supply once a year, rather than allowing it to be challenged at every appeal). A briefing note will be prepared in due course once the implications are clearer.

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Councillors Briefing Note
No. 345

Service: Information Governance

Further Enquiries to: Liz Creedy

Date Prepared: 19/03/18

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General Data Protection Regulations – Information for Town and Parish Councils

We have been contacted by several local town and parish councils regarding the new data protection legislation General Data Protection Regulations (GDPR) which replaces the current Data Protection Act 1998.

The GDPR will apply to all local town and parish councils and you will be required to take certain steps to ensure you are compliant with the new law, when it comes into force on May 25th, 2018.

It sets out obligations and accountabilities on organisations when acting as data controllers and increases the rights of individuals to ensure their personal data is respected and used only for legitimate purposes. All town and parish councils should already be registered as data controllers, but the new regulations require a greater understanding of and accountability for the information you hold. It is also important to ensure you meet the required compliance standards.

GDPR is about how organisations both large and small must understand their own information, what they do with it, how they store it, share it and destroy it. To assist with your preparations and what actions need to be taken, we have provided links in the table below to several, relevant resources, including the contact details of the Information Commissioner's Office helpline. The council is unable to provide specific advice and guidance however these sources will be able to provide the necessary detail...

Organisation	Description	Link	Comments
National Association of Local Councils (NALC)	GDPR Toolkit	NALC	A comprehensive toolkit has been produced to assist all local town and parish councils. You will need to be a member to login. If you are not, please contact your local county association.
Wiltshire Association for Local Councils (WALC)	Training	Information	Your local association offers a number of courses for members of WALC. It is understood that one event has taken place and a second event is currently

Organisation	Description	Link	Comments
			being organised. Member Councils are due to be notified, Any enquiries should be directed to Katie Fielding. Telephone number 01380 722475. Email address is kfielding@communityfirst.org.uk
Society for Local Council Clerks (SLCC)	Training	Event	Available to members and non-members at cost. This webinar provides information on how you can ensure your council is compliant
Local Government Association	Recorded event	Event	A recorded session titled 'Data Protection reform in the local government'. The whole event or sessions can be viewed
Information Commissioner's Office	Guidance document	Document	Preparing for the General Data Protection Regulation – 12 Steps to take now
Information Commissioner's Office	Guidance	Information	Getting ready for the GDPR
Information Commissioner's Office	Guidance	Information	Local government page
Information Commissioner's Office	Helpline	Number	Helpline at the ICO for small organisations including town and parish councils
Information Commissioner's Office	Guidance	Information	Advice on how to register as a data controller
Act Now	Training	Information	Training provider offers various resource and courses of a more general understanding around GDPR

To assist further, we are providing a question and answer session with a data protection professional on the morning of the 20th April in the Council Chamber at County Hall Trowbridge. Exact details of timings will be provided within the next week.

Please note: This seminar will be designed for you to ask questions which have arisen *after* reading or undertaking the relevant training and will *not* be providing GDPR training per se.

If you have any queries concerning the content of this briefing, please email InformationGovernance@wiltshire.gov.uk.

Councillors Briefing Note
No. 345 - Addendum

Service: Information Governance   **Further Enquiries to:** Liz Creedy

Date Prepared: 03/04/18   **Direct Line:** (01225) 713086

General Data Protection Regulations – Information for Town and Parish Councils

Further to **Briefing note 345** and following an enquiry from a Parish Council about whether there is a requirement to register as a data controller, we wanted to offer additional clarification.

The briefing note stated that there was a requirement for all local councils to be registered as data controllers. Section 17 of the Data Protection Act 1998 requires that all data controllers are to be registered with the Information Commissioner's Office (ICO) unless the processing of personal data falls into a category that exempts this requirement. Those exempted processing actions which are listed may include staff administration, advertising, marketing and PR, accounts and non profit making organisations

Registration is similarly not applicable if the processing is required by or under any enactment, by any rule of law or by the order of a court. However, if any processing of personal data is carried out by the parish council which falls outside of these categories then registration is required.

Ultimately it is for each data controller to decide whether they should register with the ICO, but it needs to be understood that processing personal data without notifying the ICO is an offence under Section 21 of the Data Protection Act 1998.

It should be noted that the above information applies to the current Data Protection Act 1998. In May 2018, GDPR comes into force. Requirements for data controllers in some cases will change but it will remain a legal requirement to pay the ICO a data protection fee. To understand this in more detail, you can find information on the ICO's website here

If you are in any doubt about whether you are a data controller and what this all means, you need to seek further guidance from the ICO who is the Regulator. Further information can be found here

Wiltshire Council
Where everybody matters

Councillors Briefing Note
No. 346

Service: Children Services

Further Enquiries to: Laura Mayes

Date Prepared: 28 March 2018

Direct Line: 01225 718277

Ofsted inspection praises Wiltshire's joint working to support Children and Young People with SEND.

Inspectors have praised effective partnerships and the ambition to deliver the very best outcomes for Wiltshire's children and young people with Special Educational Needs and/or Disabilities (SEND) in a report published today.

The Ofsted and Care Quality Commission letter notes the effective partnerships across education, health and care which are a strength of Wiltshire.

It adds the SEND strategy and self-evaluation are "honest and accurate and are driving improvements in Wiltshire."

The letter follows an inspection in January and February which involved visits to special schools and settings and gained feedback from children and young people, parents and carers through webinars and meetings.

The report notes:
- SEND children achieve well in their early years as education, health and care quickly identify needs and put in place correct support
- Outcomes for SEND children have significantly improved in reading, writing and mathematics at the end of Key Stage 1 and 2 with results now in the top quartile nationally
- Young people are well supported as they move into adult life with integrated teams working closely together to ensure post-19 learners can stay in education if required. Consequently, the proportion of young people staying in education, employment or training is high and above the national average
- Access to a personalised high quality short breaks scheme – more than 1,300 children and young people access this scheme yearly with young people talking about positive outcomes as a result of the scheme
- Close partnership working is a strength with parent carers and young people at the centre of the decision-making process. Wiltshire Parent Carer Council is recognised as an effective organisation both in supporting parent carers to access information and navigate the local offer, and enabling the parent carer voice to influence and inform
- Special schools in Wiltshire carefully identify children and young people's needs when they join the school so they can settle in quickly
- Health practitioners support a "tell it once" approach with greater integration of services to meet needs in a responsive and timely manner
- Health professionals offer children with cerebral palsy intervention with their parents. The outcomes are set by children, young people and their parents

- Children with complex needs and learning disabilities benefit from a specific children's continence service. Changes to this provision have been led by parents' participation and consultation

The report records parents' concerns about Autistic Spectrum Disorder (ASD) provision which is already being addressed with additional provision in the south to ensure there are spaces throughout the county for all.

Commenting on the inspection, Catherine Leahy, her Majesty's Inspector said: "Today, we have published a largely positive letter about SEND provision in Wiltshire. The letter says that while there is always more to do, Wiltshire is moving in the right direction."

Laura Mayes Wiltshire Council cabinet member for children services said: "Ensuring our children and young people have everything they need so they can thrive and achieve is a driving factor for all we do.

"I'm delighted this independent report has so much good to say however we are never complacent and we will continue to work with our partners to ensure Wiltshire's children are given the right support to achieve their potential."

The inspections give Ofsted and the CQC a bird's eye view of education, health and social care services for children and young people who have SEND. As well as collecting the views of local children, young people and parents, they gather evidence from a wide range of sources. These include visiting schools, GPs and other health partners. They meet with local area officers responsible for education, health and social care, as well as some school leaders.

To view the full report please look here https://reports.ofsted.gov.uk/local-authorities/wiltshire

Wiltshire Council
Where everybody matters

Councillors Briefing Note
No. 347

Service: Children Services

Date Prepared: 29 March 2018

Further Enquiries to: Laura Mayes

Direct Line: 01225 718277

Outdoor learning centres in Wiltshire

Following a comprehensive review, outdoor education provision in Wiltshire will change later this year as Wiltshire Council closes its two centres and encourages schools and groups to access the wider range of outdoor education provision available.

Council leaders took the difficult decision at cabinet this week after reviewing the high costs required for repairs of the two outdoor education centres while vital funds are needed for frontline services and our priorities of; protecting vulnerable children, providing sufficient school places and ensuring high standards in schools. The review showed a £1.4m capital investment would be required just to keep the centres open.

The review concluded many schools were using a wide range of outdoor learning facilities nearby and further afield that can provide a wider range of adventure activities. Only approximately 30% of Wiltshire' schools now use the centres at Braeside and Oxenwood for residential activities as there are a number of different options available from other providers at similar costs.

Both the centres are run as a traded service and are an additional provision which is not statutory for the council to provide.

Staff have been briefed on the cabinet decision and centre management, Trade Unions and HR will be working closely with staff impacted through the consultation period.

Braeside and Oxenwood will remain open until the end of August. We are contacting all those schools who may have set up bookings individually from September and will advise of other alternative options available.

Wiltshire Council
Where everybody matters

Councillors Briefing
Note No. 348

Electoral Review of Wiltshire Council – Update Consultation on New Division Boundaries

Background

1. As detailed in Briefing Note No. 337, on 17 October 2017 Full Council was informed that the Local Government Boundary Commission for England ('the Commission') would be undertaking an electoral review of Wiltshire Council. The review would be to consider the total number of councillors on the council, and then review the numbers and boundaries of electoral divisions within the council, for implementation at the next elections in May 2021. The decision on the number of councillors, and pattern of divisions, is taken by Parliament following the recommendation of the Commission.

2. Full Council established an Electoral Review Committee ('the Committee') to progress any council responses to the Commission. For the preliminary stage of the review the Council was invited to make a submission setting out what it felt the evidence demonstrated would be the optimum council size moving forward, taking into account the Council's governance arrangements, its regulatory and scrutiny functions, and the representational role of councillors.

3. Following work from the Committee, on 20 February 2018 Full Council approved a submission which argued that the most appropriate council size moving forward would be 99, an increase of 1 from the current position. In particular, the fundamental role of community area boards was highlighted. The final version, as submitted to the Commission, can be found at this link.

4. **The Council will be informed by the end of April 2018 of the 'minded to' decision of the Commission on council size. A further update to councillors will follow at that stage.**

Next Phase

5. The next phase of the Electoral Review, which is officially the first stage of the formal review process, is for the Commission to seek representations on new electoral division boundaries for Wiltshire Council, based on the total number of councillors being proposed. As part of this process there will be public consultation on the new division boundaries for the Council. This will be to allow the Council, other organisations and members of the public, to make representations and provide evidence on the most appropriate pattern of divisions moving forward. The Commission will use that evidence to assist in drawing up their draft recommendations for electoral divisions, on which they will consult later in the year.

6. The Commission will create a consultation portal for the Wiltshire Council review on their website, on which they will include all relevant materials and instructions for organisations and the public to construct a suitable submission.

7. Any submissions to the Commission will be required to seek to create divisions as close as possible to the figure of electors per division (not total population per division) identified by the Commission's 'minded to' decision, whilst also seeking to reflect community identities and provided convenient and effective local government. Localised evidence from organisations and communities may justify a certain level of variance from that figure, but submissions will need to provide evidenced justification for any such variance.

8. **The consultation for the next phase will begin on 1 May 2018 and run until 9 July 2018. Any parties interested in making a submission on division boundary patterns should submit this directly to the Commission.**

Wiltshire Council Consultation

9. Although any interested parties are encouraged to submit any representations directly to the Commission, the Committee would also welcome any views from organisations, communities or the public, as it prepares a submission on behalf of the Council. **Any representations to the council should be sent to** committee@wiltshire.gov.uk**.**

10. Due to their role at the centre of the increasing devolution of decision-making to communities, the Electoral Review Committee has prepared this briefing note and other relevant information, which will be taken to each Area Board in Wiltshire in order to publicise the review and provide guidance to anyone interested in making or contributing to a submission. It will be taken as an item at the following meetings:
    - 26 April – Warminster Area Board
    - 3 May – Southern Wiltshire Area Board
    - 8 May – Malmesbury and Melksham Area Boards
    - 9 May – Royal Wootton Bassett and Cricklade Area Board
    - 14 May – Devizes and Tidworth Area Boards
    - 15 May – Marlborough Area Board
    - 17 May – Salisbury Area Board
    - 21 May – Pewsey Area Board
    - 23 May – Bradford-on-Avon Area Board
    - 24 May – Amesbury and Trowbridge Area Boards
    - 29 May – Calne Area Board
    - 30 May – South West Wiltshire Area Board
    - 31 May – Corsham Area Board
    - 4 June – Chippenham Area Board
    - 7 June – Westbury Area Board

11. For the assistance of councillors, organisations, communities and the public, links are provided to the technical guidance on electoral reviews from the Commission, as well as a guidance document on preparing a submission on proposing a pattern of divisions/wards.

Additional Stages

12. From 4 September to 12 November 2018 the Commission will consult upon its draft recommendations on new divisions, published after consideration of the submissions provided in Stage One. Area Boards would also be consulted by the Committee at this stage.

13. In March 2019 the final recommendations of the Commission will be published. At this stage they will no longer be able to be amended – a draft order will be prepared for laying in Parliament in Spring 2019, where the recommendations may be accepted or rejected, but not amended.

14. Should the recommendations be accepted, they will then be implemented for elections in May 2021.

Councillors Briefing Note

No. 349

Changes to Planning Legislation – Permission in Principle

Purpose of Report

To provide an update to members on the introduction by the Government of a new method of obtaining planning permission from local planning authorities to build new housing. This will apply from June 1st 2018.

Background

The Government has made it clear that it wishes to see an increase in the delivery of new housing. The Housing White Paper was published in February 2017 and contains a number of proposals that the Government has committed to introduce in an effort to increase the supply of housing and remove barriers to encourage small and medium enterprises to enter the house building market.

One of the new proposals concerns the introduction of 'Permission in Principle' (PiP). The Government perceives that the current routes to obtain planning permission, including outline and full applications, may in many cases be too expensive for smaller building companies and that this may be putting them off applying for and developing land for housing. They have also expressed concern that it takes too long to obtain planning permission for sites that are allocated for residential development in Local Plans. As a consequence, they have committed to introducing three routes to obtain 'Permission in Principle' for residential development.

The first of these routes is already in place. Local planning authorities are obliged to produce a 'Brownfield Register' of previously developed land that is suitable, available and achievable for residential or residential led development. Any land falling within this category must be included in 'Part 1' of the Brownfield Land Register. However, if they wish, local planning authorities can then go one step further and grant 'permission in principle' for the residential development of such sites. Such permissions in principle are then entered into 'Part 2' of the Brownfield Register. The decision to grant PiP for such sites, and to have a 'Part 2' Register is entirely a matter for the local authority as no landowners or developers can make an application for their brownfield site to be entered onto Part 2 and obtain PiP.

If the council wishes to grant a PiP for a brownfield site for Part 2 of the Register, it has to do the assessment work normally carried out by a private landowner or developer itself. For this reason, many local authorities, (particularly in the south of the country where demand for housing is higher and brownfield land is already regularly brought forward for development by landowners), have not pursued this route.

All local planning authorities were required to have a Brownfield Register in place before 31st December 2017. Wiltshire Council has published a Brownfield Land Register, but in common with many other local authorities, has not granted any PiP's and consequently has no land on Part 2 of the Register at this stage.

The Register mainly consists of brownfield land that already has planning permission, or is allocated in local or neighbourhood plans for housing development. The Register has to be reviewed each year, so the situation may change in future years.

The Government is now introducing a second route to obtain PiP. This will allow landowners and developers to apply directly to the Council as local planning authority for PiP for minor residential development of up to nine dwellings and associated ancillary development. These changes will take
effect from June 1st 2018. (The third route, granting permission in principle for sites allocated in Local Plans requires further legislation and is therefore not yet in force).

Summary of Process for Obtaining Permission in Principle for Minor Residential Development

Any developer or landowner can apply for this and all they need to submit to Wiltshire Council is a completed application form setting out the range of dwellings they wish to build (between 1 and no more than 9); the correct fee and a plan outlining the area on which they wish to build. The fee is the same as that charged for outline planning applications.

The council must consult with statutory consultees, including parish and town councils, and must post a site notice, but consultees **only have 14 days** in which to respond and the council **only has five weeks** from receipt of a valid application in which to determine the proposal, failing which the applicant can exercise their right to appeal against non-determination.

The council must, as with a normal planning application, assess the proposal against the planning framework set out in the development plan and national planning guidance. The council can either approve the application, agreeing the principle of residential development for the range of dwellings put forward, or it can refuse it if it conflicts with the policies of the development plan and national guidance. The Council is not able to impose any conditions at this stage nor can it require an applicant to enter into a section 106 planning agreement on a PiP – these matters are left for a subsequent approval – see below. A refusal of PiP can be appealed to the Planning Inspectorate within six months.

If a developer or landowner obtains a PiP for minor residential development, it is valid for three years, and they cannot commence development until they have submitted and had approved by the council a Technical Details Consent (TDC). This will set out the detailed layout, design and appearance of the dwellings approved in the PiP. A TDC is similar in nature to a planning permission, but clearly the council can at this stage only contest the details of the development, not the principle of the number of dwellings. Consultation requirements, including with parish and town councils, are similar to those for planning applications, and the council can impose planning conditions on a TDC, and where necessary to mitigate the impact of a development, require a Section 106 planning agreement (although as PiP's can only be granted for development of less than ten houses, current government policy expressed in a Written Ministerial Statement is that developments of this scale should not normally be the focus of section 106 agreements). The council can refuse a TDC if it considers that the design or layout shown would cause demonstrable harm, in which case the applicant could either revise the plans and submit a revised TDC or appeal to the Planning Inspectorate. Fees for TDC's are the same as for full planning applications.

Consultations

As the timescale for consultation is so short, the council will notify the relevant parish/town/city council of any application for PiP for minor residential development by e-mail as soon as it has been registered. The details of the application, including the submitted form and plan will be included with the e-mail. An e-mail containing the same information will be sent at the same time to the relevant Division Member. The application will be uploaded to the council's web site. Consultations on any subsequent application for Technical Details Consent will follow the current procedures used for planning applications.

Future Development of Permission in Principle

The Government have committed in the Housing White Paper to rolling out the PiP route to sites that are allocated in Local Plans. However, this requires further legislation and the precise nature of how this would work and whether it would extend to both future development plans of local planning authorities and Neighbourhood Plans remains to be seen. Until new legislation is forthcoming, sites allocated in local plans and Neighbourhood plans will continue to be progressed through the normal outline/full planning application route.

Implications

The Government aim is to increase the delivery of new housing. They have introduced PiP for minor residential development as a cheaper route for small and medium enterprises (SME's) to obtain certainty about the principle of residential development, compared to the perceived costly procedure of obtaining outline or full planning permission due to the necessary surveys and reports that are required for these applications. The intention is that SME's will, when given a PiP, be advanced the money they may require from funding institutions, including Homes England, to prepare the necessary plans and details required for a Technical Details Consent. In this respect, it is a two stage process similar to the established procedure of obtaining outline planning permission followed by approval of reserved matters. If it proves to be a popular route for developers, then the council may see fewer outline applications for small scale residential development and more applications for PiP. However, there should be no adverse financial implications for the council as the application fees are similar to those for outline planning permission.

It remains to be seen whether this change will result in more housing development being brought forward. However, with the introduction of a PiP route to obtain permission to build alongside the existing prior approval processes and normal planning application route, the planning system is becoming more complicated with the different rules and regulations applying to different consent regimes.

Council officers will provide a briefing for parish and town council members at the next round of training sessions with them.

It is important to stress that this route can only be used for development of no more than 9 dwellings. Major residential schemes will still be required to go through the normal planning processes to obtain planning permission.

Mike Wilmott
Head of Development Management
Wiltshire Council

Mike.wilmott@wiltshire.gov.uk

APPLICATIONS FOR PERMISSION IN PRINCIPLE (PiP) AND TECHNICAL DETAILS CONSENT (TDC) – MAIN FEATURES

QUICK REFERENCE GUIDE

	PiP	**TDC**	**Planning Permission**
Does it constitute Planning Permission?	No – requires TDC before building can commence	Yes	Yes
Can conditions be imposed?	No	Yes	Yes
Can S106 agreements be required?	No	Yes	Yes
Statutory consultation	14 days – site notice	21 days – site notice or neighbour letters	21 days – site notice or neighbour letters
Parish Council consultation by Wiltshire Council	Yes	Yes	Yes
Determination period	5 weeks	5 weeks	8 weeks (for minor development)
Applicant right of appeal if refused	Yes	Yes	Yes

Councillors Briefing Note
No. 350

Service: **Families and Children's Services**
Further Enquiries to: **Matthew Turner – Fostering Service Manager**
Date Prepared: **20 April 2018**
Direct Line: **01225 712541**

Recruitment of foster carers

Wiltshire needs more local authority foster carers; do you know of anyone who may wish to become a foster carer? Please read this briefing note, and share this information with anyone you think may be a suitable carer.

Who can foster?

It is important to engage with local communities when recruiting foster carers to look after children, who are unable to remain living with their parents or wider family. Foster carers are ordinary people and so they are likely to be living in any part of the county, in any community. To become an approved Wiltshire foster carer the person needs to:

- Be at least 21 years old (although they can apply from the age of 18)
- Have a spare bedroom big enough for a child or young person to use
- Be a full-time resident in the UK or have leave to remain
- Be able to give the time to care for a child or young person on a full or part-time basis

There are some myths about fostering and so it is important to know that:

- A person can be single and foster although there will need to be a support network in place
- It isn't necessary for a carer to own their own home - they will need to be able to show stability of accommodation
- Sexual orientation or identity will not prevent someone from fostering
- Religion will not prevent someone from fostering however they will need to demonstrate how they would support a child from a different faith or religion or who is questioning their faith
- It isn't necessary to have a formal qualification – we will provide training
- It is possible to continue to work and foster – we will talk to an applicant about how this can work
- There is no upper age limit to fostering.

What do we need?

Wiltshire is a large county and foster carers are needed **in all areas**, although it is recognised that the main priority is to recruit in the main towns to the north and west of the county (Chippenham and Trowbridge) and to the south (Salisbury). Most looked after children come from these areas and so generally local foster carers are needed to support children continuing at school and college and to facilitate family contact more easily.

CM08049/F

Broadly speaking, Wiltshire Council needs to recruit foster carers of all types, including specialisms. There is a need to recruit and assess carers who can care for challenging children (both younger children and adolescents) showing considerable skill and resilience.

There is a need to develop a pool of parent and child foster carers. These are foster carers who can look after a parent with their child, in the carer's own home for an agreed time. There are two sorts of arrangement: support placements where the parent is more capable of looking after their child but needs some help, and assessment placements where concerns are higher and an assessment is needed for court.

There is a need to have a pool of STEPS (Short Term Emergency Placements Scheme) carers, ideally across the county who can look after children on a short term, emergency basis before helping to move them on to longer term placements or supporting their return home.

There is a need for specialist carers for children with disabilities or additional needs, requiring short break care as part of a wider support plan, and for people who can provide Supported Lodgings placements for older young people moving towards independence, care leavers and young people who are unaccompanied.

Wiltshire Council has approximately **440** children in care at any one time. In December 2017, there were approximately165 fostering households of all types and 185 children were living with foster carers.

Not all approved fostering places are available at any one time; carers may be unavailable because of ill health, changes in their family or they may be on holiday. We need to recruit another 120 households in the next three years to meet the need. This will ensure there are enough foster carers to look after children and meet our target of having **75%** of children living with foster carers, to provide choice and flexibility about location and type of family and to provide long term placements that will support children to age 18 and beyond.

 What are we doing and how can you help?

To help meet the three-year recruitment target, we have a refreshed "branding" aligned with the headline slogan: "Fostering makes a positive difference to a child's life". There are a series of messages that will help those who may be interested in fostering to understand what it means to them. For example:

- Could you give a child love, warmth and a positive home life?
- Do you have the time and space to offer a child a loving home?
- Fostering can transform a child's life and help them achieve their full potential.
- Do you have room in your family for a child in need of a stable loving home? You can combine fostering with caring for your own children or working.
- We need 36 new foster carers this year. Could you be one of them?
- Could you care for a child in a crisis? We need short term, emergency foster carers
- Could you guide and support a new mum? Foster carers are needed for new mother and babies that have no family support.
- No other job loves you back the way fostering does.
- Want a job that enables you to change the life of a young person?

In summary, the key aims and objectives for 2018-21 are as follows:

- Recruit sufficient foster carers by 2021 (target approximately 120), so children who require foster placements can be placed locally and where possible, there is a choice of suitable placements for children
- Ensure the timeliness of fostering recruitment, assessment and approval work
- Recruit foster carers who can meet the individual needs of a child and provide placements that reflect or respect the child's identity, ethnicity, culture, religion and language
- Improve the retention of foster carers by supporting them in their role by making sure they are fully prepared, trained and supervised by an allocated qualified supervising social worker
- Continue to reward foster carers in line with their skills and experience, recognising the

importance of other members of the household, including carers' own children and the support they require

- Improve outcomes for children in care including the identification of permanence, placement stability, health and education outcomes

We encourage Wiltshire Council to help by talking to friends, work colleagues, members of community groups and organisations about fostering. This can happen as you go about your usual day to day business or at specific meetings and events – you can say how important it is and what a difference it can make to the lives of vulnerable children and young people in the county. Recent research carried out at Bristol University with children in care shows how important it is that children have someone they can trust, who is interested in them and that:

"Living with someone that you have a good and trustful relationship with is the key to a happy and effective placement"

To find out more about fostering for Wiltshire please visit:

http://www.wiltshire.gov.uk/fostering

Or phone 01225 716510 (office hours) or 0845 6070888 (out of hours)

Our next information evenings are:

29 May, 7pm - 8pm, County Hall, Trowbridge
26 June, 7pm – 8pm, County Hall, Trowbridge
24 July, 7pm – 8pm, County Hall, Trowbridge
25 September, 7pm – 8pm, County Hall, Trowbridge
30 October, 7pm – 8pm, Five Rivers Health and Wellbeing Centre, Salisbury

Matthew Turner
Fostering Service Manager
Matthew.turner@wiltshire.gov.uk

Councillors Briefing Note
No. 351

Service: Adult care/commissioning

Further Enquiries to: Emma Legg

Date Prepared: 24 April 2018

Direct Line: 01249 706771

Update on transformation of adult social care services

We thought it would be useful to share an update on our ambitious programme of work to transform adult social care in Wiltshire.

Good progress has been made and we believe the changes we are implementing will enable us to support independent lives in thriving communities.

We wish to build on and improve the current Help to Live at Home service and will be creating a new contract to commission care services in October this year. As part of this, we will also be creating a new reablement service, which will be run by our committed and passionate workforce. This service will work intensively with individuals to maximise their independence, learn new skills and increase confidence. A successful reablement approach enables people to remain living in their own homes for longer and reduces the need for long term domiciliary care. This focus on early intervention will deliver savings in the region of £1.5 million aligned to the budget for 18/19. We are also planning on making improvements to the service's front door service so that effective and timely advice and information is provided to our residents. This will work alongside a multi-agency response service to support and safeguard adults, based on the MASH model we currently have for children.

We are committed to creating further workforce capacity within the Wiltshire community to enable people to stay in their own homes and maintain their independence.

To support this, we have recently created a grant which many providers have successfully applied for to develop capacity building initiatives within the domiciliary care market. The response to this grant has been positive and we are working with providers on innovative and interesting opportunities as well as assisting them to further develop their workforce capacity to benefit the whole of the health and social care system.

In addition, we are also embarking on repositioning our service commissioning approaches, working closely with providers and customers in co-production to formulate future service specification that are outcome focused.

We are working towards developing a co-produced Market Position Statement and Commissioning Intentions that clearly outline what services our customers say they need and want and how we plan to procure and commission those services.

Work continues to transform and modernise the commissioned services to ensure that services are flexible, outcome focused, provide choice and value for money in a dynamic and vibrant market.

We will keep you updated as our programme of work continues.

COUNCILLORS BRIEFING NOTE
No.352

Service Area: Waste Management   **Further Enquiries to:** Karina Ellaway

Date Prepared: 27 April 2018   **Direct Line:** 07776 230910

Termination of free of charge waste collection services from halls, meeting rooms or social clubs

Background

The council is currently collecting waste and recycling from a number of premises such as halls, meeting rooms or social clubs, free of charge. Organisations that are receiving this service could have been charged for their waste and recycling services in accordance with Controlled Waste Regulations 2012 but up to now no charges have been applied.

The powers to charge for collection of waste from these premises, halls, meeting rooms or social clubs are set out in the Controlled Waste Regulations 2012 and the charge is dependent on the use of the premises. If a premise is used wholly or mainly for public meetings a charge for the collection of waste and recycling produced would be applied and if the premises are occupied by a club, society or any association of persons in which activities are conducted for the benefit of the members a charge for the collection and disposal of waste and recycling would be applied.

Following the award of the household waste and recycling contract to Hills Waste Solutions the council will cease direct collections from these premises with effect from 29 July 2018. Letters will be sent to notify those responsible for the premises of the termination of services and to advise that they will need to put arrangements in place with a private contractor for their future waste and recycling collections. Should they choose to ask the council to arrange for their collection services to continue, these services would be procured under the contract with Hills Waste Solutions and the council would invoice the organisation for the costs incurred, and also add the reasonable costs of the council in making these arrangements. In situations where the premise is used mainly or wholly for public meetings a charge for collection only, plus the council's reasonable costs, would be applied. However, where a hall is also made available on a "hire and reward" basis, i.e. for social clubs and events, the waste generated from these activities would be deemed as being commercial in nature. As a consequence the waste would attract both a collection, and a disposal charge, plus the reasonable costs of the council in arranging this service.

Timescales and next steps

106 premises, halls, meeting rooms or social clubs, have been identified as currently receiving waste and recycling collections at no charge from the council. Of these, six appear to be used wholly or mainly for public meetings so would be charged for collection only. The remainder produce waste for which a charge for collection and disposal would be made.

By 27 April 2018 letters will have been sent to all premises to notify the occupiers of the termination of services and of the requirement for them to make alternative arrangements for waste and recycling collections post 29 July 2018. As a producer of controlled waste they shall continue to have a duty to ensure that adequate arrangements are put in place to contain the waste they produce, have it removed by a registered waste carrier, and ensure it is disposed of at an appropriate facility – this is known as the Waste Producers' "Duty of Care" and would typically be discharged by procuring the services of a licensed contractor or waste company.

The letters are being sent by 27 April 2018 to provide sufficient notice to the organisations which run such premises of the need to make alternative arrangements before 29 July 2018, and the council has offered to work with the occupiers of these premises to ensure they have suitable arrangements in place.

More information

If you require any further and more detailed information about the service please contact the officers below –

Karina Ellaway
Waste Technical Officer - Countywide
karina.ellaway@wiltshire.gov.uk
07776 230910

Julie Anderson-Hill
Head of Service, Waste & Environment Culture and Operational Change
julie.anderson-hill@wiltshire.gov.uk
01225 718673

Councillors Briefing Note

No. 353

1. UK Youth Parliament 2018 elections and activity

UK Youth Parliament provides opportunities for 11-18 year olds to use their elected voice to bring about social change through meaningful representation and campaigning. Members of Youth Parliament (MYPs) are elected annually in every part of the UK. There are currently 349 MYPs. MYPs are encouraged to meet with MPs and local councillors, organise events, run campaigns, make speeches, hold debates and ensure that the views of young people are listened to by decision makers. The most important aspect of any MYP's job is to make sure they represent the views of the young people in their constituency. Wiltshire has three seats on the UK Youth Parliament, with the term of office commencing on 1 March. Information about Wiltshire's MYPs for 2018/19 can be found here.

Karl Smithson
(Wiltshire North)

Maisy Humphrey
(Wiltshire West)

Joel Mutagayika
(Wiltshire East)
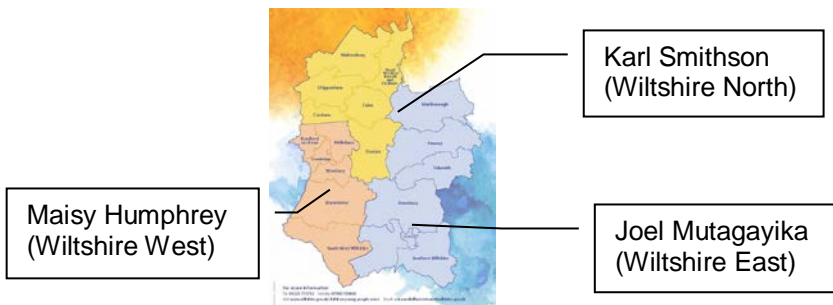
The role of the MYP is increasingly being recognised at a local and national level. UK Youth Parliament seeks opportunities for MYPs to meet regularly with government ministers, members of the opposition and civil servants. UK Youth Parliament also works to promote the role and influence of MYPs to service providers, e.g. the transport industry and health services.

2. Youth Parliament programme

MYPs come together for an Annual Conference each July at which they debate manifesto points and vote on **ten** issues to take to a national Mark Your Mark campaign. Schools and youth groups are encouraged to register to take part in debate and discussion about these 10 issues, and then vote for those which are most pertinent to them. Almost 1m ballots are cast each year. The top **five** issues are then taken to a debate in the House of Commons which is chaired by the Speaker of the House. Following these debates, MYPs vote to decide which **two** issues should become the UK Youth Parliament's priority campaigns for the year ahead.

3. 2018 campaigns

The two priority campaigns for 2018 are: i) Votes at 16 in all public elections and ii) A curriculum for life.
Wiltshire's MYPs have also agreed a set of their own local priorities which they would like to progress in partnership with elected members:

- Bus passes for those under 18
- Whole county litter picking days to include all Wiltshire schools
- Railway station in Devizes
- Use of new materials for road repairs – plastic roads
- Increase special school provision
- Revisit youth centre provision

4. Wiltshire Assembly of Youth

MYPs are expected to take a leading role in the Wiltshire Assembly of Youth (WAY). WAY is a forum for young people in Wiltshire to express their experience of the needs of children and young people, give their views on services, and offer consultation over policy.

5. Meet your MYP

Councillors are encouraged to contact their MYP, to introduce them to the work of the Council, discuss how the 2018 campaigns can be supported, and encourage wider debate and discussion with young people at Area Board and Full Council level. To make contact and for more information please contact: judy.edwards@wiltshire.gov.uk, 07900 759830.

Councillors Briefing Note
No. 354

Service :	*Information Governance*
Further Enquiries to:	Liz Creedy
Date Prepared:	03/05/18
Direct Line:	(01225) 713086

General Data Protection Regulations – Information for Town and Parish Councils

We have been contacted by several local town and parish councils requesting us to repeat the information provided concerning details relating to the new data protection legislation General Data Protection Regulations (GDPR) which replaces the current Data Protection Act 1998. That information is provided again below. Also attached to this briefing is a copy of the presentation that was provided by Wiltshire Council at the GDPR briefing session for Town and Parish Councils on the 20th April.

BACKGROUND

The GDPR will apply to all local town and parish councils and you will be required to take certain steps to ensure you are compliant with the new law, when it comes into force on May 25th, 2018.

It sets out obligations and accountabilities on organisations when acting as data controllers and increases the rights of individuals to ensure their personal data is respected and used only for legitimate purposes. All town and parish councils should already be registered as data controllers, but the new regulations require a greater understanding of and accountability for the information you hold. It is also important to ensure you meet the required compliance standards.

USEFUL LINKS

GDPR is about how organisations both large and small must understand their own information, what they do with it, how they store it, share it and destroy it. To assist with your preparations and what actions need to be taken, we have provided links in the table below to several, relevant resources, including the contact details of the Information Commissioner's Office helpline.

Organisation	Description	Link	Comments
National Association of Local Councils (NALC)	GDPR Toolkit	NALC	A comprehensive toolkit has been produced to assist all local town and parish councils. You will need to be a member to login. If you are not, please contact your local county association.
Wiltshire Association of Local Councils (WALC)	Training	Information	Your local association offers a number of courses for members of WALC. It is understood that one event has taken place and a second event is currently being organised. Member Councils are due to be notified, Any enquiries should be directed to Katie Fielding. Telephone number 01380 722475. Email address is kfielding@communityfirst.org.uk
Society for Local Council Clerks (SLCC)	Training	Event	Available to members and non-members at cost. This webinar provides information on how you can ensure your council is compliant
Local Government Association	Recorded event	Event	A recorded session titled 'Data Protection reform in the local government'. The whole event or sessions can be viewed
Information Commissioner's Office	Guidance document	Document	Preparing for the General Data Protection Regulation – 12 Steps to take now
Information Commissioner's Office	Guidance	Information	Getting ready for the GDPR
Information Commissioner's Office	Guidance	Information	Local government page
Information Commissioner's Office	Helpline	Number	Helpline at the ICO for small organisations including town and parish councils
Information Commissioner's Office	Guidance	Information	Advice on how to register as a data controller
Act Now	Training	Information	Training provider offers various resource and courses of a more general understanding around GDPR

The following guidance has also been provided by the Information Commissioner's Office. *Please note*: the requirement for town and parish councils to have their own Data Protection Officer has been the subject of a proposed amendment to the Data Protection Bill 2018, which is currently going through Parliament. It is not yet known if this amendment will be accepted and therefore organisations should still consider arrangements that may be required to appoint such an officer.

Preparing for the GDPR

12 steps to take now

Awareness

You should make sure that decision makers and key people in your organisation are aware that the law is changing to the GDPR. They need to appreciate the impact this is likely to have.

Information you hold

You should document what personal data you hold, where it came from and who you share it with. You may need to organise an information audit.

Communicating privacy information

You should review your current privacy notices and put a plan in place for making any necessary changes in time for GDPR implementation.

Individuals' rights

You should check your procedures to ensure they cover all the rights individuals have, including how you would delete personal data or provide data electronically and in a commonly used format.
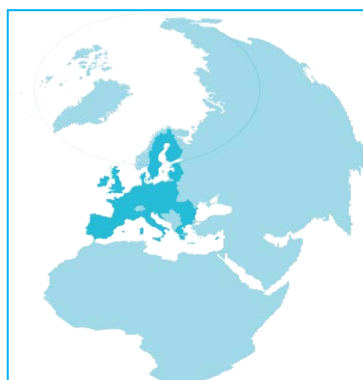
Subject access requests

You should update your procedures and plan how you will handle requests within the new timescales and provide any additional information.

Legal basis for processing personal data

You should look at the various types of data processing you carry out, identify your legal basis for carrying it out and document it.

Consent

You should review how you are seeking, obtaining and recording consent and whether you need to make any changes.

Children

You should start thinking now about putting systems in place to verify individuals' ages and to gather parental or guardian consent for the data processing activity.

Data breaches

You should make sure you have the right procedures in place to detect, report and investigate a personal data breach.

Data Protection by Design and Data Protection Impact Assessments

You should familiarise yourself now with the guidance the ICO has produced on Privacy Impact Assessments and work out how and when to implement them in your organisation.

Data Protection Officers

You should designate a Data Protection Officer, if required, or someone to take responsibility for data protection compliance and assess where this role will sit within your organisation's structure and governance arrangements.

International

If your organisation operates internationally, you should determine which data protection supervisory authority you come under.

ico.org.uk

General Data Protection Regulation 2016

Andy Holyoake

Data Protection Officer

Wiltshire Council
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What's it all about?

It's not about 'NO!'

It IS abut protecting people's privacy

It IS for the first time making working with people's information a REGULATED activity.

And

It is YOUR responsibility as an authority

What does this apply to?

Information that relates to an identified or identifiable individual

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Current rules:

8 data protection principles

1. Personal information must be fairly and lawfully processed

2. Personal information must be processed for limited purposes

3. Personal information must be adequate, relevant and not excessive

4. Personal information must be accurate and up to date

5. Personal information must not be kept for longer than is necessary

6. Personal information must be processed in line with the data subjects' rights

7. Personal information must be secure

8. Personal information must not be transferred to other countries without adequate protection

ico.
Information Commissioner's Office

ico.
Information Commissioner's Office

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How do the new regulations differ?

Your Obligations

Your council should already be notified
to process personal information as a Data Controller

Under new regs notification not required but reinstated by UK secondary legislation and Digital Economy Act 2017 - so you still need to pay annual fee.

Only 16 of 42 councils represented today are notified!

Individually - the ICO consider each of your councillors should consider notifying as individuals

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Your Obligations

Data Controllers must be able to DEMONSTRATE compliance with the Article 5 data protection principles.

As a data controller and public authority you need to consider the appointment of a Data Protection Officer but this responsibility can be federated

NOTE: *This is the subject of a proposed amendment to the Data Protection Bill 2018, which is currently going through Parliament but it is not yet known if this amendment will be accepted*

Personal data matters a lot today.
Take control of yours and make it work for you.

Significant Articles

Article 4 – Definitions - data, data controller, data processor, data breach, consent, and 20 more you need to understand

Article 5 – The principles – not much change from preceding 8 Data Protection Act principles but two appear in different guise: Subject right and overseas transfers move to separate articles (next slide)

Article 6 – Legal Basis for processing – CRITICAL for compliance (later slide)

Article 7 – Conditions for consent to be valid

Article 8 – Consent for children (UK rule is 13yrs not 16 for this)

The Principles: You still have to

1. Process lawfully, fairly and transparently
2. Collect and process for specific purpose
3. Maintain data that is adequate, relevant, and limited to what is necessary
4. Keep accurate and up to date data, and correct inaccuracies
5. Keep data no longer than necessary for your purposes
6. Protect data against unauthorised or unlawful processing, accidental loss, destruction or damage by use of technical or organisational measures

So nothing new there really?

Significant Articles

Article 9 – Processing Special Category data – conditions that must apply

Article 10 – Criminal convictions and offences – now outside of GDPR
                    Will fall into remit of UK Data Protection Act 2018 when passed

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Significant Articles – Data Subject Rights

Article 12 – Duty of transparency and clarity of communication

Article 13&14 – Data Subject Information Notices
https://ico.org.uk/media/for-organisations/guide-to-data-protection/privacy-notices-transparency-and-control-1-0.pdf

Article 15 – Subject Access – Now 30 days, and free

Article 16 – Right to rectification (as now)

Article 17 – Right to erasure ('right to be forgotten)

Significant Articles – Data Subject Rights

Article 18 - Right to restrict processing (to stop you)

Article 20 – Right to portability

Article 21 – Right to object to processing (based on your public task)

Article 22 - Right to object to automated decision-making and profiling

Other Significant Articles

Article 25 – Data Protection by Design

Article 28/29 - Data Processors

Article 30 – Records of processing activities

Article 33/34 – Data breach notification

Article 35 – Data Privacy Impact Assessments

Article 37/38/39 (if required): Data Protection Officers – Designation, position and tasks

Other Significant Articles

Article 44/45/46 Overseas transfers

Articles 77-84 – Remedies and sanctions – fines up to 2% or 4% worldwide turnover depending on circumstances

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Other Significant Articles

Legal Basis for processing any personal data

a) Data subject's consent
b) Necessary for performance of contract with data subject
c) Necessary for compliance with legal obligation
d) To protect vital interests of data subject or another
e) Necessary for performance of task in the public interest or in exercise of official authority vested in the controller
f) Legitimate interests of data controller (does not apply to public authorities tasks)

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Special Category Data is:

- Racial or ethnic origin

- Political opinions

- Religious or philosophical beliefs

- Trade Union membership

- Genetic or biometric data

- Health

- Sex life or sexual orientation

Other Significant Articles

Processing Special Category Data prohibited except when

a) Explicit consent of data subject
b) Carrying out obligations and rights in field of employment and social security and social protection law
c) Protection of vital interests
d) Legitimate interests of not-for-profit body
e) Data made public by data subject
f) Establishment exercise or defence of legal claims
g) Substantial public interest
h) Preventative or occupational medicine, assessment of working capacity, medical diagnosis, health or social care or treatment or the management of such
i) In public interest re public health
j) Archiving in public interest

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Where can I find out more?

www.ico.org.uk

https://ico.org.uk/media/1624219/preparing-for-the-gdpr-12-steps.pdf

https://ico.org.uk/for-organisations/resources-and-support/data-protection-self-assessment/

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UK Data Protection Bill

https://ico.org.uk/for-organisations/data-protection-bill/

https://ico.org.uk/media/for-organisations/documents/2014918/dp-bill-12-steps-infographic.pdf

Briefing Note on
Wiltshire Housing Site Allocations Plan
No. 355

Service:	**Economic Development and Planning**
Director:	Tim Martienssen
Further Enquiries to:	Georgina Clampitt-Dix (01225) 713472
	Geoff Winslow (01225) 713414
Date Prepared:	17 May 2018

Draft Wiltshire Housing Site Allocations Plan

1.   Summary

1.1   On 15 May 2018, Cabinet deferred the decision on the draft Wiltshire Housing Allocations Plan, due to go to Council on 22 May 2018. This will now be considered at Cabinet on 3 July 2018 and Council on 10 July 2018. This was to provide councillors with more time to fully consider the documents prepared by officers, and specifically, the Schedule of Proposed Changes to the plan. Cabinet considered that this should also be made available to Parish and Town Councils.

1.2   At this stage in the process, the Council can consider whether further changes are needed to the Schedule of Proposed Changes. These must be justified, based on the consultation responses and evidence underpinning the draft Wiltshire Housing Site Allocations Plan. The Schedule can be viewed via this link:
https://cms.wiltshire.gov.uk/documents/s143967/Appendix%202%20-%20Table%201%20-%20Schedule%20of%20Proposed%20Changes%20-%2017%20May%202018.pdf

1.3   All comments and suggested amendments to the Schedule of Proposed Changes should be submitted **by 12 noon Monday 11th June 2018.**

1.4   Officers will be happy to informally discuss the proposals.

1.5   Further information on the draft Wiltshire Housing Site Allocations Plan and details about how to submit any responses is provided below.

2.   Context - a plan-led approach to delivering housing

2.1   The draft Wiltshire Housing Site Allocations Plan has been prepared to support the Wiltshire Core Strategy.

2.2   The Core Strategy sets out the county's housing targets to the year 2026. The draft Wiltshire Housing Site Allocations Plan (the Plan) sets out which sites can best support the delivery of the housing numbers required.

2.3   Alongside the Plan, the Core Strategy supports the regeneration of brownfield land and housing development within settlement boundaries (i.e. the urban areas). It identifies a target of approximately 35% of development taking place on such sites. The Plan does not need to allocate brownfield sites, as these can be delivered in line with Core Strategy policies. An allowance <u>is</u> made within the five-year housing supply figures to recognise the contributions from brownfield sites. In addition to brownfield sites, new land on the edge of settlements is also required to maintain housing supply. It is recognised at Trowbridge that while there are significant opportunities for regeneration, the shortfall of housing at the town is 2,230 homes. The Plan identifies only approximately 50% of these on greenfield sites.

2.4   Settlement boundaries have also been reviewed in the preparation of the Plan.

2.5   The Council is required by the National Planning Policy Framework to demonstrate and maintain a supply of deliverable sites to provide five years' worth of housing, against the requirement in their Local Plan. This is set out in the Core Strategy.

2.6   If the Council is unable to demonstrate that, then speculative (rather than plan-led) developments can take place.

3.   Stage reached

3.1   Work on the Plan commenced in 2014 and has involved extensive and positive consultation with the community of Wiltshire and statutory consultees.

3.2   In preparing the Plan, potential site options identified in the Council's Strategic Housing Land Availability Assessment[1] have been considered and thoroughly appraised. There is a focus on settlements where housing levels, as set out in the Core Strategy, had not been met.

3.3   A comprehensive assessment of neighbourhood plans across Wiltshire has also been undertaken to inform decisions as to where to allocate land. There is no need to allocate sites where neighbourhood plans are sufficiently advanced to provide confidence in delivery of housing.

3.4   Tough decisions must be made of where to bring forward land for housing to help ensure the delivery of sustainable growth as set out within the Core Strategy. The proposed site allocations are considered to represent the best and most deliverable options for achieving this when compared with all reasonable alternatives.

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[1] The Strategic Housing Land Availability Assessment is a list of sites put forward by willing land owners.
CM08049/F

3.5   The Plan was presented to Cabinet in June 2017. This was followed by an extensive 10-week consultation. The Plan at that stage proposed to deliver 2,465 homes across Wiltshire's three Housing Market Areas (HMAs), as follows:

- 350 homes in the East Wiltshire Housing Market Area focused on the settlements of Ludgershall and Market Lavington;
- 1,205 homes[2] in the North and West Wiltshire Housing Market Area focused on the settlements of Trowbridge, Warminster, Chapmanslade, Hullavington, Yatton Keynell, Crudwell and Bratton; and
- 910[3] homes in the South Wiltshire Housing Market Area focused on the settlements of Salisbury and Durrington.

3.6   Only a relatively small number of settlements are identified within the Plan because during its preparation (around 3 years) new sites for housing have been granted permission or identified through sufficiently advanced neighbourhood plans.

3.7   Following the close of the consultation, officers considered all the consultation responses (over 3,000) and produced a summary report[4] on the outcome together with a Schedule of Proposed Changes to inform the next stage of the process.

3.8   The Council has now reached a pivotal point in the plan making process. It has developed an evidence base, consulted on draft proposals, considered all representations submitted and identified changes to the Plan where necessary that address such representations. The next stage in the process involves independent scrutiny by a Government appointed Inspector.

3.9   At this stage in the process, if the Council wishes to make any changes to the Plan arising from consultation then either:

(i)   Changes can be prepared as an addendum to the Plan. These would be subject to further consultation and sustainability appraisal before they can be examined by the Government Inspector; or

(ii)   The Council can submit a Schedule of Proposed Changes to inform and assist the examination process. The Inspector can recommend these proposed changes (if he or she agrees), together with any changes that arise through the examination process, are incorporated into the Plan. These are then subject to consultation and sustainability appraisal as above before the Inspector issues their report.

3.10   It is recommended that the second option is best as all proposed changes (including those arising from discussion at the Examination involving objectors to the plan) can be considered together and timely progress made on the Plan.

3.11   The examination process will test whether the Plan is 'sound'. That means that the Inspector will determine whether the Council has prepared a Plan that is:

- Positively prepared (i.e. has been prepared in the light of the duty to cooperate[5] and meaningful community engagement)

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[2] See paragraph 4.3 below
[3] See paragraph 4.3 below
[4] The Regulation 22 (1) (c) Consultation Statement

- Justified (i.e. is based upon solid evidence)
- Effective (i.e. it does what it says it will do)
- Consistent with national policy

3.12 Officers consider the Plan and all the evidence prepared to support the proposed allocations is capable of being found 'sound' through the examination.

4. Finalising the submission materials - opportunity to comment on the schedule of proposed changes

4.1 While the process of plan making is complex and bound by legal procedures, Members also need to be confident that they are submitting a sound plan.

4.2 The consultation undertaken in 2017 presented a significant number of comments from statutory consultees, town and parish councils and members of the public. All these comments have been fully assessed and have informed the Schedule of Proposed Changes. While there may only appear to be limited proposed changes, these nonetheless address the 'main issues'[6] raised through the consultation and propose further changes to the settlement boundaries.

4.3 The Schedule of Proposed Changes address amongst other matters the need:
- To correct factual errors and improve the clarity of proposals;
- To reflect comments that identified errors in mapping;
- To address detailed technical points raised by The Environment Agency in respect of managing flood risk and drainage;
- To address evidence such as the high-level Heritage Impact Assessment produced to respond to points raised by Historic England;
- To address comments from Natural England ensuring development proposals to conserve and enhance the natural environment;
- To address the requirement to efficiently utilise land through the application of appropriate housing densities (reflecting an increase in the number of homes proposed in the North and West HMA to 1,490);
- To include a new site in the South Wiltshire HMA for 14 dwellings at Salisbury;
- To ensure that development proposals address recommendations regarding the management of phosphates.

Detailed site-specific comments relating to such matters as: access arrangements, highway congestion, flood risk/drainage, impacts on existing residential areas have all been fully assessed. It is considered that there are technical solutions that can address these concerns and such matters will be dealt with, in full, through subsequent planning application processes.

4.4 In accordance with the resolution of Cabinet, an opportunity to consider and comment on the Schedule of Proposed Changes is offered to councillors as well parish and town councils. Bearing in mind the stage reached in the plan making process and the fact that there has already been extensive consultation, comments should reflect the evidence that supports the Plan and be based upon representations submitted.

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[5] The Council is required by legislation to work with certain bodies including Natural England, Historic England, Highways England and Environment Agency.
[6] The 'Main Issues' are set out in detail within the Regulation 22 (1)(c) Consultation Statement

4.5   A reasoned justification should be provided to support any suggested amendments or additions to the current Schedule of Proposed Changes.

4.6   All comments on the Schedule of Proposed Changes should be submitted by **12 noon Monday 11 June 2018**. Comments should be sent via email or letter to:

Email: spatialplanningpolicy@wiltshire.gov.uk

Letter: Spatial Planning, Economic Development and Planning, County Hall, Trowbridge, Wiltshire, BA14 8JD

5.   Next steps

5.1   The papers presented to Cabinet on 15 May 2018 will be considered, alongside comments received in respect of the Schedule of Proposed Changes, at Cabinet on 3 July 2018 and then Council on 10 July 2018. For ease of reference the papers can be accessed via the following link:

https://cms.wiltshire.gov.uk/ieListDocuments.aspx?CId=1393&MId=12117

5.2   If endorsed by Cabinet and subsequently approved by Council, the Plan, the Schedule of Proposed Changes, all supporting evidence prepared to date and all representations received from the Summer 2017 consultation will be submitted to the Secretary of State for examination.

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Councillors Briefing Note
No. 356

Service :   *Public Health & Public Protection*

Further Enquiries to: Tracy Daszkiewicz
Date Prepared: 11 May 2018
Direct Line: (01225) 716797

The term 'homelessness' is often used to defined or viewed as 'sleeping rough', however most national data relates to those who are statutorily homeless (meeting legislative criteria, for whom local authorities accepts a homeless duty).

However, the scale of the issue is even larger when you consider the number of people who are not captured in national statistics e.g. those staying with friends/family temporarily.

The outcomes associated with homelessness, in particular rough sleeping, which is the most visible form of homelessness, are poor with many experiencing poor mental ill health, substance misuse problems, as well as a range of physical health problems increased by their living conditions.

Homelessness is not just a housing problem; it can be caused by a multitude of social, individual and economic factors (Fitzpatrick, 2000). Examining the number of people experiencing homelessness is difficult firstly because the definition and secondly, people who are homeless are typically mobile and therefore difficult to monitor.

In order to ensure that there is a clear understanding of the issues relating to homelessness in Wiltshire it is recommended that a comprehensive needs assessment is developed which will inform a Wiltshire Homelessness Strategy. This is in recognition that there is no single solution to achieving positive outcomes relating to homelessness in the county and that to be successful we need to rely on a partnership approach between commissioners and providers and wider partner agencies across Wiltshire. Homelessness in England is increasing; data on statutory homelessness, prevention and relief and rough sleeping, all showing an increasing trend year-on-year, since 2010.

The outcomes associated with homelessness, in particular rough sleeping, which is the most visible form of homelessness, are poor with many experiencing poor mental ill health, substance misuse problems, as well as a range of physical health problems increased by their living conditions.

To appreciate homelessness, it is important to emphasise 'why' achieving a good quality and stable home is important to health. The link between housing and health is well established at both an individual and population level. Quality affordable housing is a cornerstone of good physical and mental health, and the home is a critical determinant of health

A rapid desk top review of homelessness in Wiltshire has been produced to inform the impacts of homelessness on our population. However, there are limitations to the data and the development of a comprehensive homelessness needs assessment for Wiltshire is important if we are to effectively identify the local issues which we need to reduce and mitigate the risk of homelessness and the poor health outcomes associated with homelessness.

Understanding Homelessness in Wiltshire

Health needs assessment – a desktop review of the data

May 2018

Wiltshire Council
Where everybody matters

Table of Contents

Report prepared by:

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Hayley Mortimer, Public Health Specialist Vulnerable Communities
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Introduction

Homelessness has serious health implications for both individuals and populations. As a result, Wiltshire Council requested a health needs assessment (HNA) for homelessness. A HNA is a tool for change, used to identify the health needs of a population or a population in a geographical area. It is an important tool in tackling inequalities and encourages deeper inquiry into why health and well-being outcomes of a population of interest differ from the wider population and what can be done to close the gap.

This review focuses on homeless adults, who are often enduring multiple and complex needs. The work was prompted following the increased awareness that some homeless people in Wiltshire are experiencing more complex and numerous health and social harms than others, resulting in greater personal, social and economic cost.

Background

Homelessness is not just a housing problem; it can be caused by a multitude of social, individual and economic factors (Fitzpatrick, 2000). Examining the number of people experiencing homelessness is difficult firstly because the definition and secondly, people who are homeless are typically mobile and therefore difficult to monitor.

The domains of homelessness are not mutually exclusive; and people may move in and out of these domains as their circumstances and needs change.

Homelessness has a human cost. The unique distress of lacking a settled home can cause or intensify social isolation, create barriers to education, training and paid work and undermine mental and physical health. When single homelessness becomes prolonged, or is repeatedly experienced there are often very marked deteriorations in health and well-being" Pleace 2015

Public Health England (PHE) have recently developed a multi-stranded programme to reduce the impact of poor, unsuitable housing and homelessness has on physical and mental well-being. The approach focuses on the 'home' as the main setting for health throughout people's lives. This is driven by the recognition that the home plays a key role in enabling people to achieve good health and wellbeing (PHE 2016).

Figure 1 Home as the main setting for health

Home as a main setting for health

PHYSICAL HEALTH AND WELL-BEING

MENTAL HEALTH AND WELL-BEING

ACCESS TO SERVICES AND OPPORTUNITIES

SOCIAL CONNECTIONS AND INCLUSION
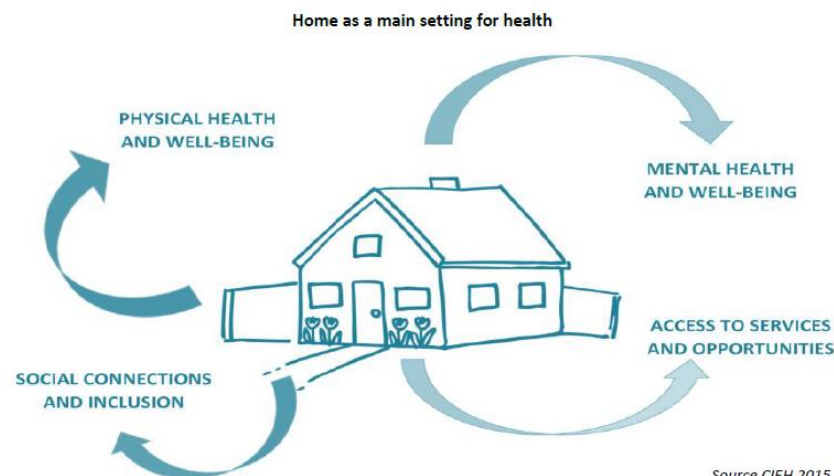
Source CIEH 2015

Identifying the population of interest and understanding the challenges.
Identifying the target population for this review has its challenges. How homelessness measures are often caught up in ideological, cultural and policy differences, centring on prejudices and beliefs about homeless causation (Please and Bretherton, 2013). This can lead to a variation in what is measured.

Definition
The term **homelessness** is often considered to apply to those people 'sleeping rough'. However, the UK defines homelessness by referencing legal frameworks that centre on:

> A lack of housing that someone could reasonably expect to occupy, ranging from a lack of housing, through to housing that is too insecure, overcrowded or otherwise unfit for occupation.

The legislation in England is contained within part 7 of the Housing Act 1996 (amended by the Homeless Act 2002).

The responsibility is on local authorities to consider housing needs, including the needs of homeless households. Two populations are identified as:

- Statutory homeless (who have access to full assistance under the terms of the laws)
- Groups to whom there is not a full housing duty, including single homeless and rough sleepers. There are also four other domains identified, where there is not a full housing duty including: rough sleepers, hidden homelessness, multiple exclusion homeless and severe and multiple disadvantage. (Full definition in appendix A)

Priority Need is set out in legislation including:

- Pregnancy
- A person with dependent children
- A young person 16-17yrs
- A person threatened with homelessness due to an emergency e.g. flood, fire etc
- Care leavers 18-20
- A Vulnerable person including:
  Old age
  Physical/Learning Disabilities
  Mental Health Problems
  Fleeing Domestic Abuse/Violence

Scope
This Homelessness review is an epidemiological, corporate and comparative assessment that aims to:

- **Understand and describe the population of Wiltshire**
- **Understand and describe the prevalence of homelessness in Wiltshire**
- **Understand the wider social impacts of homelessness including:**
  - **Drugs and Alcohol**
  - **Criminal Exploitation**
  - **Unemployment**
  - **Family Breakdown**
  - **Social Displacement**
- **Review the literature to understand homelessness and multiple and complex needs**
- **Collate the policy context and;**
- **Understand the enforcement options and civil remedies**

This review will support and facilitate stakeholder consultation, and inform the future approach to homelessness reduction in Wiltshire.

The traditional model of epidemiological, corporate and comparative healthcare needs assessment was developed by Stevens and Rafferty (1994). This review draws on all three approaches. The epidemiological need considers the severity and size of homelessness in Wiltshire. Corporate need looks at the perceptions of the service providers, commissioners and users while comparative need looks at the data in comparison to other localities/sub groups and national targets.

Limitations of the data

Homelessness is a complex issue. This review attempts to bring together a variety of data sources, to establish a more comprehensive understanding of the issues and impact homelessness is having on the County. However, the data can be patchy and imperfect at times.

Local health need
Demographic overview
Wiltshire is a predominantly rural county with a population of 486,000. In the next 25 years the population is expected to grow by 13% to 547,000, with most growth expected in the 65+ age group (figure 2). Military rebasing is a significant driver of this population growth. Wiltshire's population has a higher proportion of over 65s than the national average, and a BME population that is proportionally one third of that observed nationally. The county is relatively affluent although there has been an

increase in relative deprivation since 2004. There are some localised pockets of significant deprivation. 51% of the population is female.

Figure 2 Projected Population by Age
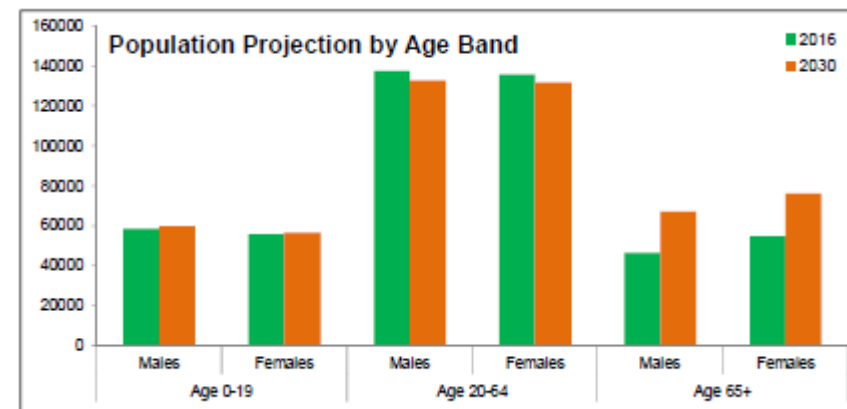
The number of people aged over 75 will increase from 45,400 in 2015 to 76,400 in 2025 (an increase of 68%). By 2026, it is projected that the population will switch, resulting in the older population in the county for the first time exceeding the younger population.

Males in Wiltshire can expect to live till **80.8** years of age and **females 84.0** years of age (ONS life expectancy 2013 to 2015).

Sex
51% of the population is female. The table below shows the population by sex and broad age bands. In line with national trends, due to different life expectancies there are significantly more women aged 65+ than men.

Table 1 Population data by sex

People	Wiltshire		South West		England	
	Number	% of Pop	Number	% of Pop	Number	% of Pop
Age 0-17	104,046	21.4	1,082,081	19.8	11,677,856	21.3
Age 18-64	282,861	58.2	3,220,145	58.9	33,396,899	61.0
Age 65+	99,186	20.4	1,168,954	21.4	9,711,572	17.7
Total	486,093	100	5,471,180	100	54,786,327	100

Males	Wiltshire		South West		England	
	Number	% of Pop	Number	% of Pop	Number	% of Pop
Age 0-17	52,906	22.0	553,785	20.6	7,053,719	22.0
Age 18-64	141,992	59.1	1,602,476	59.6	19,768,448	61.6
Age 65+	453,95	18.9	531,835	19.8	5,252,278	16.4
Total	240,293	100	2,688,096	100	32,074,445	100

Females	Wiltshire		South West		England	
	Number	% of Pop	Number	% of Pop	Number	% of Pop
Age 0-17	51,140	20.8	528,296	19.0	6717,154	20.3
Age 18-64	140,869	57.3	1,617,669	58.1	19,959,546	60.4
Age 65+	53,791	21.9	637,119	22.9	6,358,889	19.3
Total	245,800	100	2,783,084	100	33,035,589	100

Black, Asian and Minority Ethnic communities

Wiltshire is predominantly White British (93%). People in minority groups are often not present in Wiltshire in sufficient numbers to form recognisable groups. According to 2011 Census figures, ethnic minorities make up 6.6% of the population (31,256 people). Wiltshire has a lower proportion of ethnic minorities than the South West region as a whole (6.6% vs 8.2%) and a considerably lower proportion than for England as a whole (6.6% vs 20.2%). The proportion of the population from ethnic minority groups in Wiltshire has increased by 129% between 2001 and 2011 compared to 114% in the South West and 74% in England. Obtaining accurate information on ethnicity between censuses is difficult.

Figure 3 Comparison data of Black, Asian and Minority Ethnic groups (2011)


6
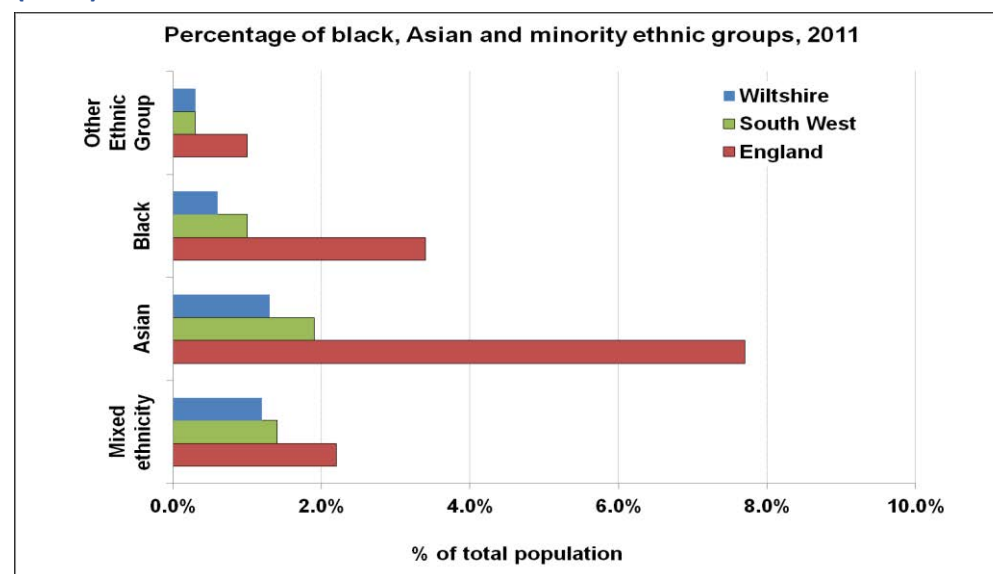
Projected Population Growth and the Military

Over the next 25 years the population of Wiltshire is expected to grow by around 12%, an addition 58,000 people (figure 4).

The steep rise in the male population between 2014 and 2019 reflects the impact of the military rebasing that is expected to occur. The ONS projections have not adjusted for accompanying spouses and children, and so are likely to be an underestimate of the true population. It is locally estimated there will be around 1,400 spouses and 1,800 children. Including additional military spouses and families would take the projected increase in population from 12% to at least 13%, or an additional 61,000 people in total.

Figure 4 Projected population growth in Wiltshire
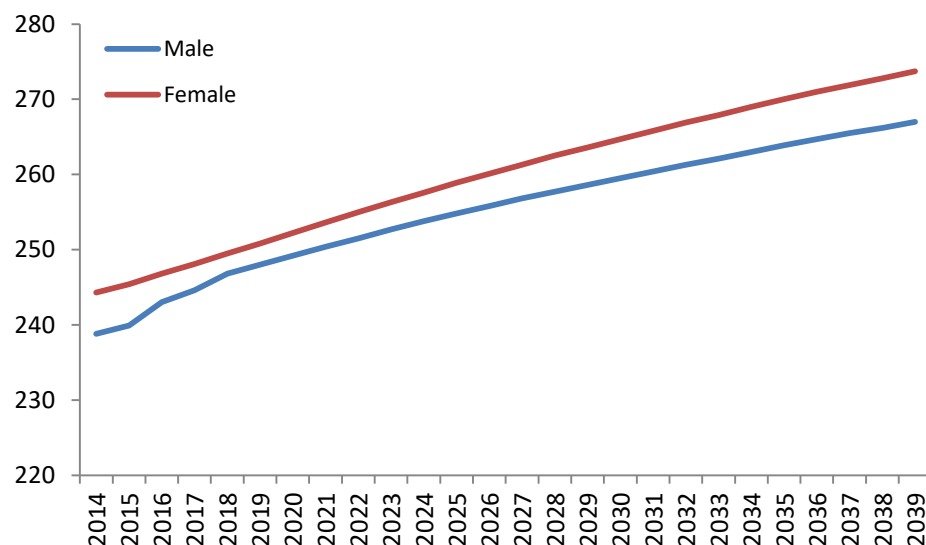
Socio-economic

In terms of overall deprivation level, Wiltshire compares favourably against the national benchmark. However, the county has seen an increase in relative deprivation since the 2004. For the first time, Wiltshire now has one geographic region in the 10% most severely deprived in England (Salisbury St Martin – Central).

Wider determinants of health

The wider determinants of health are also known as the social determinants and have been described as 'the causes of the causes'. They are the social, economic and environmental conditions that influence the health of individuals and populations. They include the conditions of daily life and the structural influences upon them. They determine the extent to which a person has the right physical, social and personal resources to achieve their goals, meet needs and deal with changes to their circumstances. Indicators of interest include:

2,805 (1.0%) working age adults in Wiltshire are on Jobseeker's allowance (DWP claimant count 2017)

30,290 (14.3%) homes in Wiltshire are owned by Wiltshire council, other local authorities or Registered providers (housing associations) and predominantly used for social housing purposes (DCLG live table 100, 2016)

23,965 (11.8%) households in Wiltshire are thought to be in fuel poverty (Dept for business, 2015)

6,892 violent and sexual offences occurred in Wiltshire in 2015/16 (Home Office, 2016)

Poverty has a serious negative effect on health at all ages, and cause increased problems for older populations whose health needs are often greater than those of a young population.

Figure 5 2015 Income deprivation affecting older people
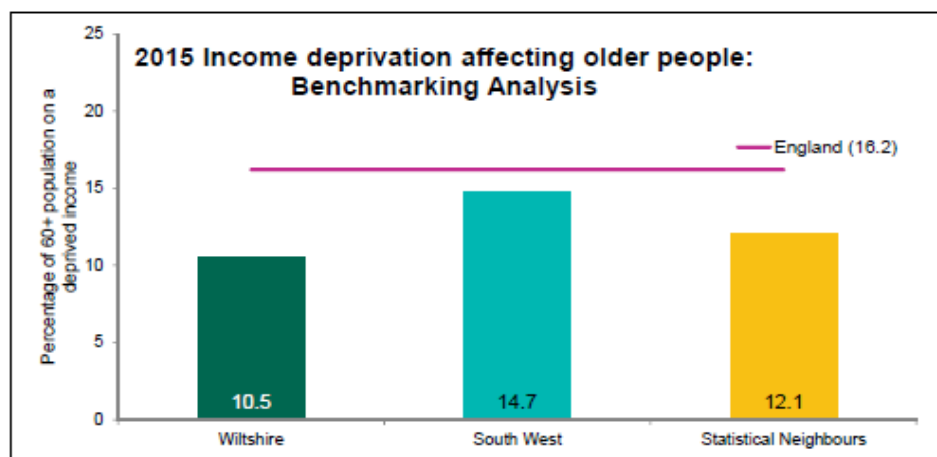
In 2015, 10.5% of Wiltshire 60+ year olds were on a low income. Whilst this represents a smaller proportion compared to England, the South West and Wiltshire's statistical neighbours; there remains significant variation across the county, with 19.4% of those aged 60+ in the most deprived quintile on low income, compared to 6.8% in the least deprived quintile.

Figure 6 2015 Income deprivation affecting older people – Inequalities analysis
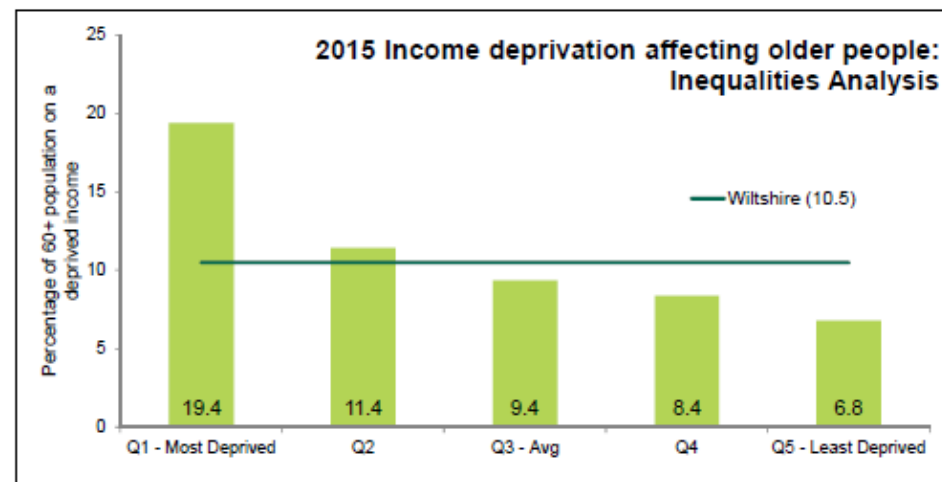
Unemployment is associated with an increased risk of ill health and mortality. There are relationships between unemployment and poor mental ill health and suicide, as well as a higher prevalence of risky health behaviours including alcohol use and smoking.

In 2017, there were 2,805 people in Wiltshire claiming Jobseekers allowance or claiming Universal Credit and required to seek employment. This represents 0.96% of the working age population, a rate lower than England and the South West.

4.1% of working age adults (compared to 5.8% England) are unable to work due to illness or disability.

Policy context

This review takes place against a dynamic policy backdrop, which reflects the national wider social, economic, cultural and political context, where the experiences of homelessness and often multiple and complex needs occur. To address the issues of homelessness and those at multiple disadvantage, consideration is needed in the design and delivery of services. Collective action is required on the wider determinants of health, including the wider policies that inadvertently or directly contribute to increased inequalities. The tables below list key policies, outcome frameworks and guidance influencing overall health and wellbeing of those who are homeless and often have multiple, complex needs:

Acts of Parliament
- The Statutory Homeless System in England
- The Localism Act 2011
- Welfare Reform Act 2012
- Health and Social Care Act 2012
- The Care Act 2014
- The Housing and Planning Act (2015-16)
- The Homelessness Reduction Act 2017

National Strategies
- Laying the foundation: A Housing Strategy for England (2011)
- No Second Night Out (2011)
- Making Every Contact Count (2012)
- Social Justice Strategy: Transforming Lives (2012)
- No Health Without mental Health (2011)
- Reducing Demand, Restricting Supply, Building Recovery (2010)
- NHS Five Year Forward View (2014)
- NHS Five Year Forward View for Mental Health (2016)

Local Strategies
- The Wiltshire Housing Strategy 2017-2022
- Wiltshire Core Strategy (2015)
- Army Rebasing Plan (and military covenant)
- Swindon and Wiltshire Strategic Economic Plan (2016)
- Wiltshire Local Transport Plan (2011-2026)
- Wiltshire Joint Health and Wellbeing Strategy (2015-2018)

Outcomes Frameworks
- The Public Health Outcomes Framework, Health Lives, Healthy People: Improving Outcomes and Supporting Transparency
- The NHS Outcomes Framework 2015-2016

National Guidelines
- NICE Guidelines

National Guidance
- Health and Housing Memorandum of Understanding
- The Cost of Homelessness (2012)
- The Gold Standard Programme (2013)
- Issues and best practice in lesbian, gay and bisexual housing and homelessness (2005)
- Work it Out Barriers to Employment for Homeless People
- Public Health England – Improving Health Through the Home

Commissioning Guidance
- Standards for Commissioners and Service Providers (2013)
- Improving access to healthcare for Gypsies, Travellers, Homeless People and Sex Workers (2013)
- Public Health England – Co-existing alcohol and drug misuse with mental health: guidance to support local commissioning and delivery care (2014)
- NHS Alliance: Housing: Just What the Doctor Ordered (2016)

Tables 2 and 3 Key Policies, Frameworks and Guidance

Further information on the key polices, frameworks and guidelines is provided in appendix B.

The national context

The term 'homelessness' is often used to defined or viewed as 'sleeping rough', however most national data relates to those who are statutorily homeless (meeting legislative criteria, for whom local authorities accepts a homeless duty).

Homelessness in England is increasing; data on statutory homelessness, prevention and relief and rough sleeping, all showing an increasing trend year-on-year, since 2010.

Households in ENGLAND in 2015-16 accepted as homeless 'in priority need'	Households in ENGLAND in 2015-16 found to be eligible homeless but not in priority need
59,500 (56,500 2014-15)	**19,700** (19,580 2014-15)

Source: Shelter UK

However, the scale of the issue is even larger when you consider the number of people who are not captured in national statistics e.g. those staying with friends/family temporarily.

The outcomes associated with homelessness, in particular rough sleeping, which is the most visible form of homelessness, are poor with many experiencing poor mental ill health, substance misuse problems, as well as a range of physical health problems increased by their living conditions.

Life expectancy for those living on the streets is low; an average of 47years for men and even lower for women (Thomas, 2012).

2011 -2016
↑ **33.4%**
Core Homelessness
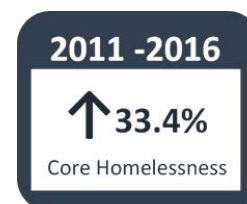
Understanding the impact of future homelessness in the UK, data contained within the homeless monitor, the Combined Homelessness and Information Network (CHAIN) and rough sleeping counts and estimates, Crisis have projected 'core homelessness' has increased by 33%.

Figure 7 2016 Rough Sleepers Count and Estimate in England

Rough Sleepers

The counts are single night snapshots of the number of people sleeping rough in local authority areas. In 2016, 14% (47) of local authorities conducted a count, with 86% (279) providing an estimate using intelligence.

2016
4,134
Rough Sleepers

The rough sleepers count and estimate for England was undertaken in the autumn of 2016.

• This represented an INCREASE of 16% (565 people) from the autumn of 2015.

12% (509) were women

7% (288) < 25 years old

17% (714) were EU nationals from **outside** the UK

5% (194) were from **outside the EU**

The Department for Communities and Local Government (DCLG) publishes an annual count (and estimate) for rough sleeping in England.

Figure 8 2010-2016 Rough Sleepers by Region

	2010	2011	2012	2013	2014	2015	2016
East England	206	242	276	296	302	418	604
East Midlands	121	188	137	206	193	208	255
London	415	446	557	543	742	940	964
North East England	49	32	62	25	35	38	45
North West England	100	149	147	152	189	220	313
South East England	310	430	442	532	609	827	956
South West England	270	337	301	308	362	509	536
West Midlands	182	207	230	223	186	249	289
Yorkshire & humber	115	150	157	129	126	160	172

Source: DCLG.

An upward trend in rough sleeping can be seen over the period 2010-2016 in almost all areas, particularly London, the South East, South West and the North West (Figure 8).

Understanding the wider impacts of homelessness.

"It's not that homeless people are difficult to reach – they are just easy to ignore" (Dr Reid, House of Commons, 2008)

This section looks to explore and understand the health implications of homelessness on both individuals and populations.

Homelessness is not just a housing problem, but can be caused by a multitude of social, individual and economic factors (Fitzpatrick, 2000).

Housing and Health

To appreciate homelessness, it is important to emphasise 'why' achieving a good quality and stable home is important to health. The link between housing and health is well established at both an individual and population level. Quality affordable housing is a cornerstone of good physical and mental health, and the home is a critical determinant of health (Marmot, 2010, Dahlgren and Whitehead, 1992).

Figure 9 The Determinants of Health (1992) Dahlgren and Whitehead
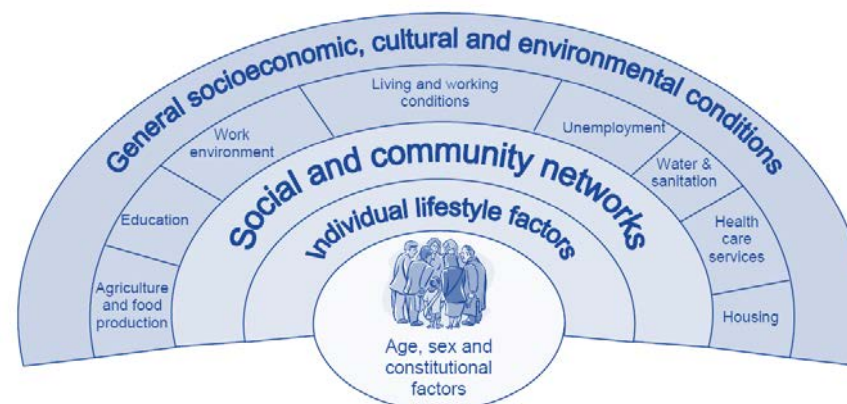
Badly designed and poorly built housing, with inadequate heating, damp, lack of space, poor lighting and shared amenities are a major contributor to poor health. Whilst the causal factors between poor housing and health remains complex, it is accepted that associations do exist.

Examples of housing related health risks include: respiratory and cardiovascular diseases from indoor air pollution; illness and deaths from temperature extremes, communicable diseases spreading due to poor living conditions and risks of home injuries (WHO, 2010).

11

Whilst there is no single source of information about the scale and nature of risks to health and wellbeing from the home, the table below summarises the key issues identified:

Table 4 Links between housing and health in the UK (Parliamentary Office Key issues, 2011)

Overview	• Poor housing conditions have a detrimental impact on health, costing the NHS at least £600 million per year. • Social sector housing has improved, but less than 50% of private rented homes housing people on benefits were considered decent in 2008. • Councils that have successfully improved private sector housing stock employed multiple local departments/funding sources. • There are concerns about the future condition of private housing stock as it is not included in the new initiative. This could have adverse health implications. • A wide range of central and local agencies is involved in housing. There is a need for co-ordination between these groups and comprehensive guidance to help local authorities to improve housing stock.
Evidence for health problems relating to housing	Sources of Data: Housing: English House Condition Survey Health: Fire and Rescue Service Returns; British Crime Survey; Home Accident Surveillance System; Hospital Episode Statistics; General Practice Research Database; Morbidity Survey in General Practice; Statutory Notification of Diseases; Office for National Statistics
Conditions Associated with Non-decent Housing	Cardiovascular diseases; respiratory diseases; rheumatoid arthritis; depression and anxiety; nausea and diarrhoea; infections; allergic symptoms; hypothermia; physical injury from accidents; food poisoning.

Risk factors and triggers

The most common risk factors for homelessness include:

Table 5 Risk Factors and Triggers associated with homelessness

RISK FACTORS	TRIGGERS	
Drugs and/or Alcohol problems	Bereavement	Social Exclusion / Social Displacement
Poor educational attainment	Job Loss	Crime and Criminal Exploitation
Mental health issues	Debt	Leaving an Institution e.g. the armed forces
Relationship / Family Breakdown	Relationship / Family Breakdown	Sudden deterioration in mental health
	End of Assured Shorthold Tenancy	

The wider determinants associated homelessness such as social displacement, exclusion, criminality and the risk of exploitation offer further understanding of the 'push' pull' factors linked to homelessness. Homeless people are often living with a multitude of issues, which are both causes and an effect of the position that they find themselves in.

Health needs

Ill Health can be both a cause and consequence of homelessness (DCLG, 2012). Health problems, particularly mental ill health, substance misuse and alcohol dependency are more prevalent among the homeless population. The Local Government Association (LGA) in 2017 published guidance on addressing the health needs of those who are homeless. An audit identified:

41% of homeless people reported **long-term physical health**, compared to 28% of the general population. Leng, 2017

Homeless people are likely to have multiple concurrent health needs such as physical illness, mental ill health and substance problems (DCLG, 2012).

Drugs and alcohol dependency

Substance misuse is both a mental and physical health issue; illicit drug use and alcohol dependency remains high within the homelessness population (Fazel et al, 2008).

Substance Misuse is the cause of **1/3** of homelessness **deaths** Fazel et al, 2008

The Homeless Link audit (2014) collated 2,500 responses from **homeless people** (not just rough sleepers) who **accessed services** across 19 areas in England and found two in five (40%) of service users were taking drugs or in recovery. In Wiltshire, there are currently 181 service users (out of 824 as of 08/05/18) in the substance misuse service identifying with a housing issue.

Figure 10 Illicit Drug use amongst homeless people reporting a substance misuse issue
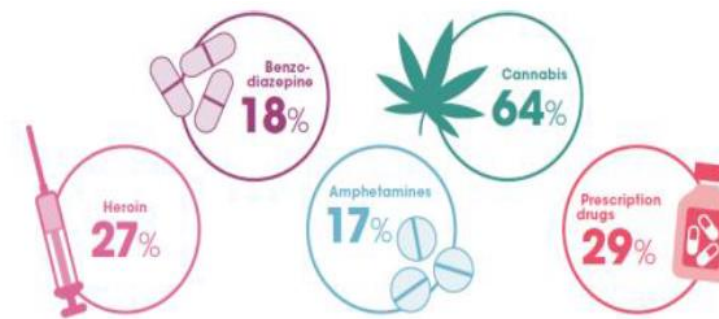
Source: Homeless Link Audit 2014

Sexual behaviour and related poor health

Emerging data identifies that increased risk behaviour amongst homeless populations, increases the rate of sexual health problems e.g. sexually transmitted diseases (STIs) and blood borne viruses. There are also higher rates of sexual abuse and risk of sexual exploitation (John and Law, 2011; Noell et al, 2001). There is also evidence regarding an unmet need in terms of accessibility and the supply of information re: testing for STIs, condom and contraceptive advice etc.

Physical health

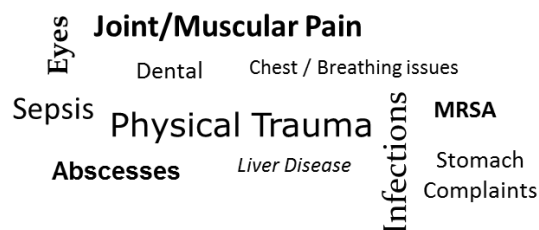People who are homeless are more likely to have physical health problems than in the general population. The Homeless Audit (2014) identified 75% of people who are homeless will have a physical health problem (Figure 11).

Figure 11 Physical Health Problems (Source: Homeless Link Audit 2014)

Mental health

Homeless people have nearly twice the prevalence of diagnosed mental health problems, compared to the general population.

45% of homeless people had a **diagnosed mental health problem**, compared to 25% of the general population. Leng, 2017

Figure 12 Diagnosed Mental Health issues in the Homeless population

The 2014 audit identified (figure 11) high levels of depression, stress, anxiety and other signs of poor mental health.
N.b. general population figures in ().
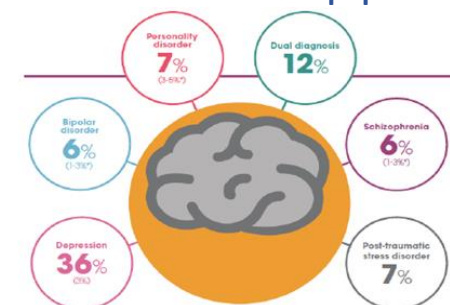
Source: Homeless Link Audit 2014

Dual diagnosis

The prevalence of co-occurring mental illness and substance misuse (dual diagnosis) is high in homeless populations. Many homeless people will demonstrate a combination of physical illness, mental health problems and substance misuse.

40% of rough sleepers have multiple concurrent health needs DCLG 2012

Evidence supports the strong overlap between homelessness and other support needs. An evidence review (McDonagh, 2011) identified:

- A strong overlap between experiences of more extreme forms of homelessness and other support needs; over 50% of service users reporting experiences of institutional care, substance misuse, street begging and homelessness.

- Traumatic childhood experiences, such as abuse, neglect and homelessness are systemic in most homeless people's histories.
- Most complex needs were experienced by men aged between 20-49 years.
- People with complex needs are at serious risk of falling through the cracks in service provision.

Hospital admissions

Homeless people are **3.2 times** more likely to be admitted to hospital and at **1.5 times** higher cost (DOH, 2010), due to being unable to access and speak to a GP.

If not supported and treated effectively, homeless people are one of the costliest populations for the NHS.

Cause of death

Life expectancy for those living on the streets is low; an average of **47years** for men and even lower for women (Thomas, 2012).

Homeless mortality data (2001-2009) shows that homeless populations are more likely than the general population to die from external factors e.g. drugs, alcohol, infections, falls, rather than cardiovascular disease and cancer (Crisis, UK 2011).

Figure 13 Distribution of causes of death for homeless people 2001-2009, UK
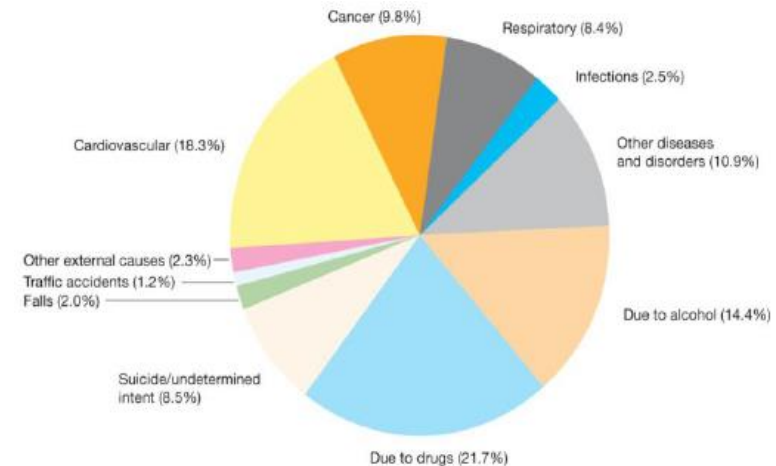
Deaths due to drugs and alcohol account for over a third of all homeless deaths; these can both be the cause of the homelessness or as a result of the homelessness.

Wiltshire housing overview

To support the understanding of homelessness in Wiltshire, it is useful to consider the wider housing issues the county needs to consider:

A projected **Population increase** in Wiltshire

Over 4,000 troops and their families to arrive in Wiltshire, as part of the Army Rebasing programme.

An **ageing population**; projections that people aged >75yrs will increase by 68% to >76,000 by 2025.

A further 42,000 homes will be needed to address projected population growth.

Wiltshire Council have 5,289 rental properties. Aster, Selwood and GreenSquare (Registered Social Landlords) own 17,412 homes that are rented for general needs and sheltered units.

Median **house prices** are now **8.99 times** median annual earning (DCLG, 2016)

A further 1,136 additional units of extra care housing will be required by 2026.

The number of households on the housing register in 2016 was **1,731**.

407 people were on the **open market register** (a list of those without a formal housing need but still interested in Low Cost Home Ownership).

In 2016-17, Wiltshire Council received **495** homeless applications; Reasons for homelessness include termination of assured shorthold tenancies, parental/friend eviction and relationship breakdown.

Prevalence of homelessness

This section focuses on the prevalence of homelessness in Wiltshire

Demand for Housing Options remains **high** in Wiltshire, with people accessing the service increasing by **9%** on the previous year.

2016-17

16,587

Clients accessed Housing Options
(↑ 9% on 2015-16)
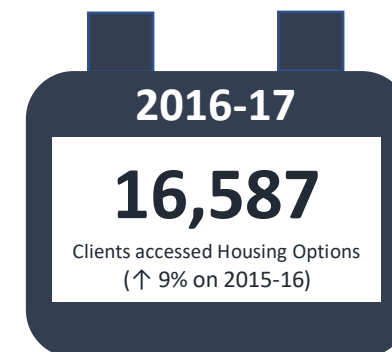
Advice is offered across three advice hubs, Monkton Park, Chippenham, County Hall, Trowbridge and Bourne Hill, Salisbury.

23% Monkton Park
Chippenham

5% Snuff Street
Devizes

40% County Hall
Trowbridge

34% Bourne Hill
Salisbury
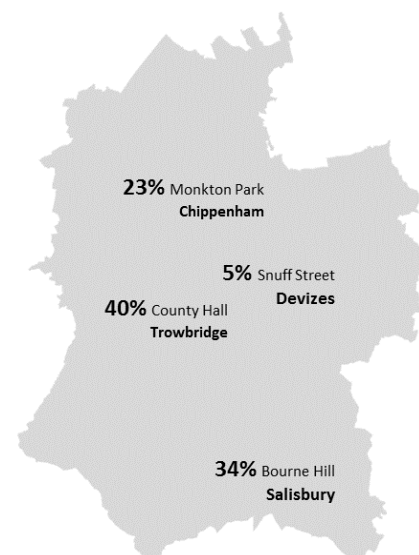
The busiest hub remains to be County Hall in Trowbridge. 5% of enquiries were telephone enquires managed through Snuff Street hub (2016-17).

Homelessness decisions

The volume of homelessness decisions has continued to rise year-on-year.

Total Homeless Decisions **382**
In Wiltshire in 2017-18
↑5% (on 2016-17)

Figure 14 Wiltshire Homeless Decisions 2016-2018

Homeless Decisions in Wiltshire 2016-2018
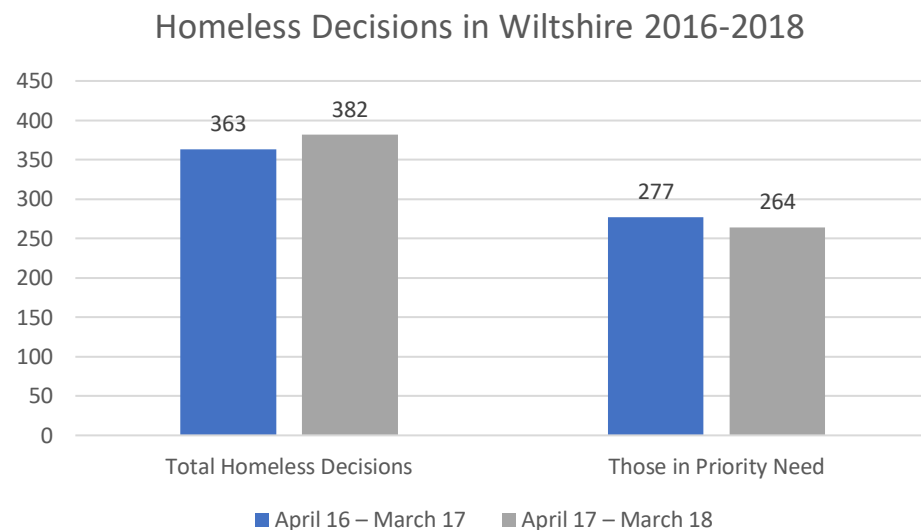
Using the available data for 2016-17, Wiltshire made 363 homeless decisions and accepted 277 households, equating to an acceptance rate of 76%. 225 of these were identified as fulfilling the requirements as 'priority need' e.g. having a child/ren, pregnancy etc. the others were considered a priority due to other vulnerabilities identified e.g. safeguarding and/or mental health issues. Comparable data nationally for 2015-16, shows Wiltshire favourably in terms of applications resulting in an acceptance.

Table 6 2015-16 Comparator Data England v's Wiltshire

	England	Wiltshire
Acceptances	50%	**76%**
Intentionally Homeless	8.3%	**11.8%**
Non-Priority	17%	**3.3%**
Not Homeless	24%	**7.7%**

Further comparator data, although slightly old shows Homelessness acceptances in 2012-13 (table 7 below). In 2012-13 the total number of homeless acceptances for Wiltshire is far higher than any of the neighbouring LA areas.

Table 7 Comparator Local Authority Homeless acceptances in 2012-13

Local Authority	Total number of households	Acceptances	Per 1,000 households
Wiltshire	195,000	281	1.44
Swindon	90,000	120	1.33
South Gloucestershire	113,000	141	1.25
BANES	77,000	86	1.15
South Somerset	72,000	281	3.90
Mendip	48,000	109	2.27
Cotswold	38,000	25	0.66

Source: DCLG live table 784

17

Households in temporary accommodation

As part of understanding the wider picture of homelessness in Wiltshire and not that just of 'visible' homelessness e.g. rough sleeping, it is useful to review the number of households who are currently in temporary accommodation (figure 15).

Figure 15 Wiltshire Households in Temporary Accommodation 2016-2018

Households currently in Temporary Accommodation 2016-2018

Total Households in TA   Total number of children
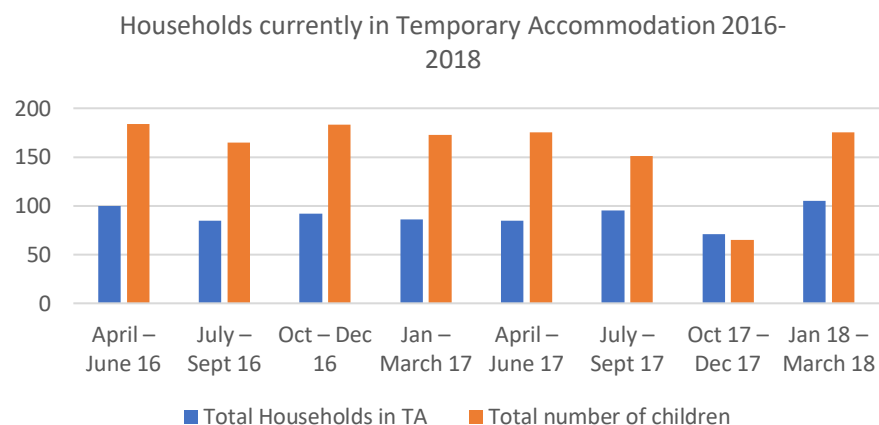
The data in figure 15 shows the number of households in temporary accommodation to have remained relatively stable.

Reasons for homelessness in Wiltshire

The main reasons for homelessness in Wiltshire in 2016-17 are reflective of the national top three reasons.

1. Termination of private rented tenancies - assured shorthold tenancies
2. Parental / Friend Evictions
3. Relationship Breakdown

Figure 16 Reasons for Homelessness 2012-2017
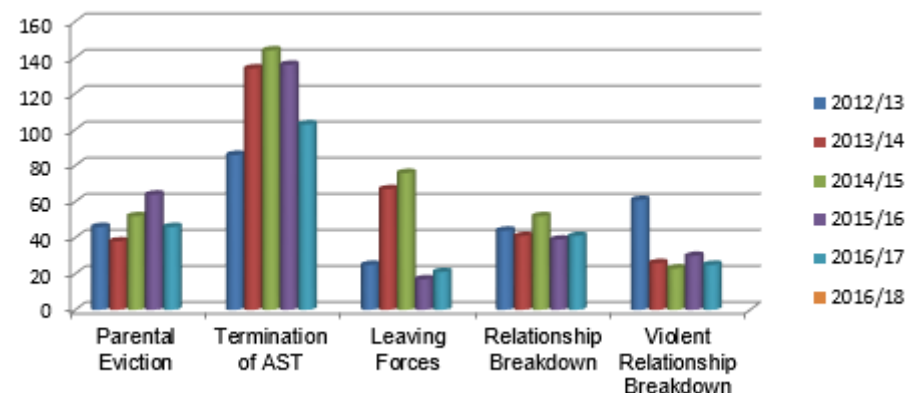
The termination of AST accounted for **103** out of the 277 accepted cases in 2016-17. The private rental market is an increasingly competitive market, and the freeze of benefits and the local housing allowance until March 2020 means that each year, the stock of available affordable properties **reduces.**

The reduction in the benefit cap from £23,000 to £20,000 in late 2016 put further **pressure** on households so we are having different conversations with families about budgets and around moving into employment.

Impact of universal credits

Published research in 2017 charting the impact of universal credit on the rent arrears of households living in council owned homes showed that, as at 30 September 2016:

86% of universal credit claimants living in council owned homes were in **rent arrears** (compared to 79% at March 2016)

Rough Sleeping

Rough sleeping has a **substantial** social impact, whilst the numbers are increasing (figure 17) the actual numbers still remain low. The Local Authority has been proactively working in partnership with a variety of partner agencies to address rough sleeping collaboratively.

There is a statutory requirement for local authorities to undertake a count/estimate of rough sleepers. The most recent count completed occurred on the night of 16th November into the morning of 17th November 2017.

The main conurbation areas where rough sleepers were actively known to be residing in the county include (as of 01/05/18):

Rough Sleeper Count in Wiltshire 2017

2017
31
Rough Sleepers

This was an **increase** from the 18 recorded in the 2016's count

Twenty-four males
One Transgender
Six females

17 males >25 years old
2 males < 25 years old

5 females males >25 years old
1 female < 25 years old

29 rough sleepers were **British 1 Polish** and 1 unknown

19 had a local connection to Wiltshire
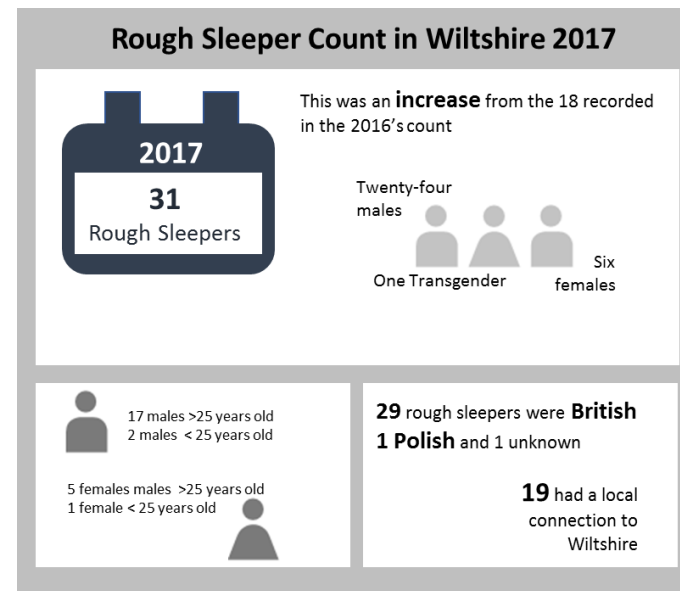
Figure 17 Rough Sleeper 2010-2017

Rough Sleeper Count (and estimate) In Wiltshire 2010-2017
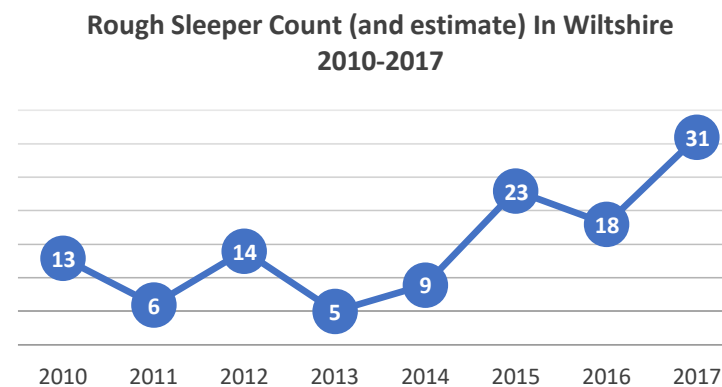
Drug related deaths linked to homelessness.

National findings reported that over a third of all homeless deaths are attributable to drugs and/or alcohol. It has been possible to consider this in a Wiltshire context. Using the recorded drug related deaths data, as a proxy indicator it has been possible to identify those recorded DRD's that would have been homeless (previously known to a support service).

In 2017-18, there were **19 drug-related deaths** in Wiltshire, of which **5** were recorded with no fixed address or sofa surfing.

Public health outcomes framework measures for homelessness.

The Public Health Outcomes Framework sets out a vision for public health, desired measures and indicators to help us understand how well public health is being improved and protected.

The data provides a comparator perspective against the regional local authority areas, as well as including England and South West regional information.

Statutory homeless rates in Wiltshire (as of 2015/16) recorded **1.4 per 1000 households**. This is a mid-range value compared against its regional peer group.

Wiltshire has a rate of **0.5 per 1000 households** in **temporary accommodation** (as of 2016/17), which compares favourably against its regional local authority areas (High in Swindon 3.9: Low in BANES and Somerset 0.4 per 1000 households).

Figure 18 PHOF Indicators for Homelessness

Indicator	Period	England	South West region	Bath and North East Somerset	Bournemouth	Bristol	Cornwall	Devon	Dorset	Gloucestershire	Isles of Scilly	North Somerset	Plymouth	Poole	Somerset	South Gloucestershire	Swindon	Torbay	Wiltshire
Statutory homelessness: rate per 1,000 households	2015/16	2.5	1.6	0.9	1.9	5.3	1.0	0.8	1.1	1.4	*	1.2	2.2	1.9	1.6	1.4	1.8	1.0	1.4
1.15ii - Statutory homelessness - households in temporary accommodation	2016/17	3.3	1.1*	0.4	1.3	2.8	0.8	0.9*	0.8*	0.6*	*	0.6	1.5	1.4	0.4*	0.6	3.9	1.2	0.5
Hospital admissions due to substance misuse (15-24 years)	2014/15 - 16/17	89.8	96.6	68.3	115.0	100.8	101.5*	73.8	98.1	92.0	*	89.4	102.5	120.2	113.5	67.7	139.7	144.9	109.1
Family homelessness	2016/17	1.9	1.3	0.7	1.9	3.9	0.8*	0.5	0.8	1.4	*	0.6	1.4	1.0	1.3	1.2	1.7	1.2	1.1
1.15i - Statutory homelessness - Eligible homeless people not in priority need	2016/17	0.8	0.4*	*	1.1	0.4	0.3	0.5*	0.2*	0.4*	*	0.9	0.3	0.3	0.4*	0.2	0.5	0.9	0.1
Homelessness applications – total decisions made: rate per 1,000 households	2015/16	5.0	3.7*	1.4	5.3	7.0	3.3	2.5*	2.1*	4.0*	-	3.0	5.4	4.3	2.9*	2.5	6.0	9.1	1.9
Homeless young people aged 16-24	2016/17	0.56	0.45	0.25	0.73	1.20	0.38*	0.27	0.28	0.41	*	0.31	0.71	0.27	0.46	0.38	0.52	0.56	0.25
Proportion of supported working age adults with learning disability living in unsettled accommodation (%)	2015/16	19.8	20.0	27.5	30.1	5.9	16.7	22.3	14.8	28.4	*	25.3	12.8	12.5	18.2	13.5	27.8	23.3	21.7
Proportion of supported working age adults whose accommodation status is severely unsatisfactory (%)	2015/16	0.14	0.08	0.00	0.00	0.00	0.33	0.00	0.00	0.00	*	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Enforcement options

This section outlines the current enforcement options (Table 7)

Table 7 – Outline of Enforcement Options by Power

Power & Overview	Requirements	Lead Authority	Enforcing Authority & Penalty for Breach	Benefits & Concerns
Sec 35 **Dispersal Power** (Anti-Social Behaviour, Crime & Policing Act 2014). Allows Police to disperse any person within the specific area for up to 48 hours.	Inspector or above can authorise area to be subject to a dispersal order where there is evidence that members of the public are likely to be harassed alarmed or distressed.	Wiltshire Police	Wiltshire Police, breach is a criminal offence and can be fined up to £2,500 and imprisoned up to 3 months.	Only last for up 48 hours and guidance advises against continued use. Can offer respite for other measures.
Sec 43 **Community Protection Notice** (Anti-Social Behaviour, Crime & Policing Act 2014). Power to require a person to stop doing something or to take action.	The conduct must have a detrimental effect and be persistent on the quality of life of those in the locality. A written warning must be served before the notice. Also allows council the ability to act on behalf of an individual.	Wiltshire Police or Wiltshire Council	Wiltshire Police or Wiltshire Council can issue a FPN for up to £100 or summons to court for fine up to £2,500	Could be used to require persons to remove property. The guidance advises caution on how this power can impact on vulnerable members of society.
Sec 1 **Civil Injunction** (Anti-Social Behaviour, Crime & Policing Act 2014). Court instruction to stop doing something such as accessing certain areas or carrying out certain behaviours.	Behaviour must cause alarm, harassment and distress. Court wishes to see an escalation is tools such as warning letters, ABCs or CPNs beforehand.	Wiltshire Police, Wiltshire Council or social landlords	All lead authorities can breach and Police can arrest if this power is applied for to the court. Breach is not a criminal offence but carries an unlimited fine or up to 2 years imprisonment.	Not a quick power to obtain but can be effective once in place.
Sec 59 **Public Spaces Protection Order** (Anti-Social Behaviour, Crime & Policing Act 2014). Creates a set of conditions that all persons of a specific area must obey.	Need evidenced behaviour that has a detrimental effect, is unreasonable and persistent. Current PSPO in place which allows Police to confiscate alcohol.	Wiltshire Council	The creating of the order is led by Wiltshire Council but enforced by Wiltshire Police. Breach can be dealt with by way of an FPN or a fine of up to £1,000 in court.	Continued breaching is good evidence for a CPN or Injunction. The enforcement of a PSPO can encourage groups to move to another site.

Table 7 continued – Outline of Enforcement Options by Power

Offence of Sleeping Rough **Vagrancy Act 1824**	Need to evidence the behaviour. Power was last used in 2014 but was dropped by CPS for not being in the public interest, so this would also need to be satisfied.	Wiltshire Police	Wiltshire Police- Imprisonment of up to 1 year.	Enforcement of this act is controversial.
Article 31 Regulatory Reform (**Fire Safety**) Order 2005 empowers the Fire Authority to prohibit or restrict the use of premises. Notices issued under Article 31 are referred to as 'Prohibition Notices'. This is a general term given to a notice issued to either prohibit or restrict the use.	This is due to the standard of general fire precautions provided, falling so far below the expected standards, that relevant persons (any person who is, or maybe lawfully on, or in the vicinity of the premises) are placed at risk of death or serious injury in the event of fire.	Wiltshire Fire & Rescue Service	Wiltshire Police -The order requires persons to act such as leave the area. Failure to do is a criminal offence and can be imprisoned for up to 2 years or unlimited fine.	Act requires Fire Service to consult with Local Authority.
S18 Health & Safety at Work Act 1974 puts a duty on the Health and Safety Executive (HSE) and Local Authorities (LAs) to make adequate arrangements for enforcement.	Needs further research but any area which could be a place of work and pose a health and safety risk could have a notice served.	Wiltshire Council or Health & Safety Exec	Needs further research as to its appropriate application.	
Improvement notices, prohibition orders and hazard awareness notices (Housing Act 2004).	A prohibition notice can be served to stop residing in a premise where there is a hazard to health.	Wiltshire Council	Wiltshire Council, breach carries a fine of up to £5,000.	Further research is required into definition of a dwelling.

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Working to make homelessness a rare event

The aim of this section is to review some of the emerging evidence-base of models being developed to address homelessness.

The evidence-base for tackling homelessness continues to grow; however, it is recognised that finding effective solutions to **end** homelessness, rather than managing it and changing the ways of working will be challenging. Work being led in Scotland through Crisis and Glasgow Housing Network have identified some key principles represented in the infographic (over the page), which could be considered when developing a local approach.
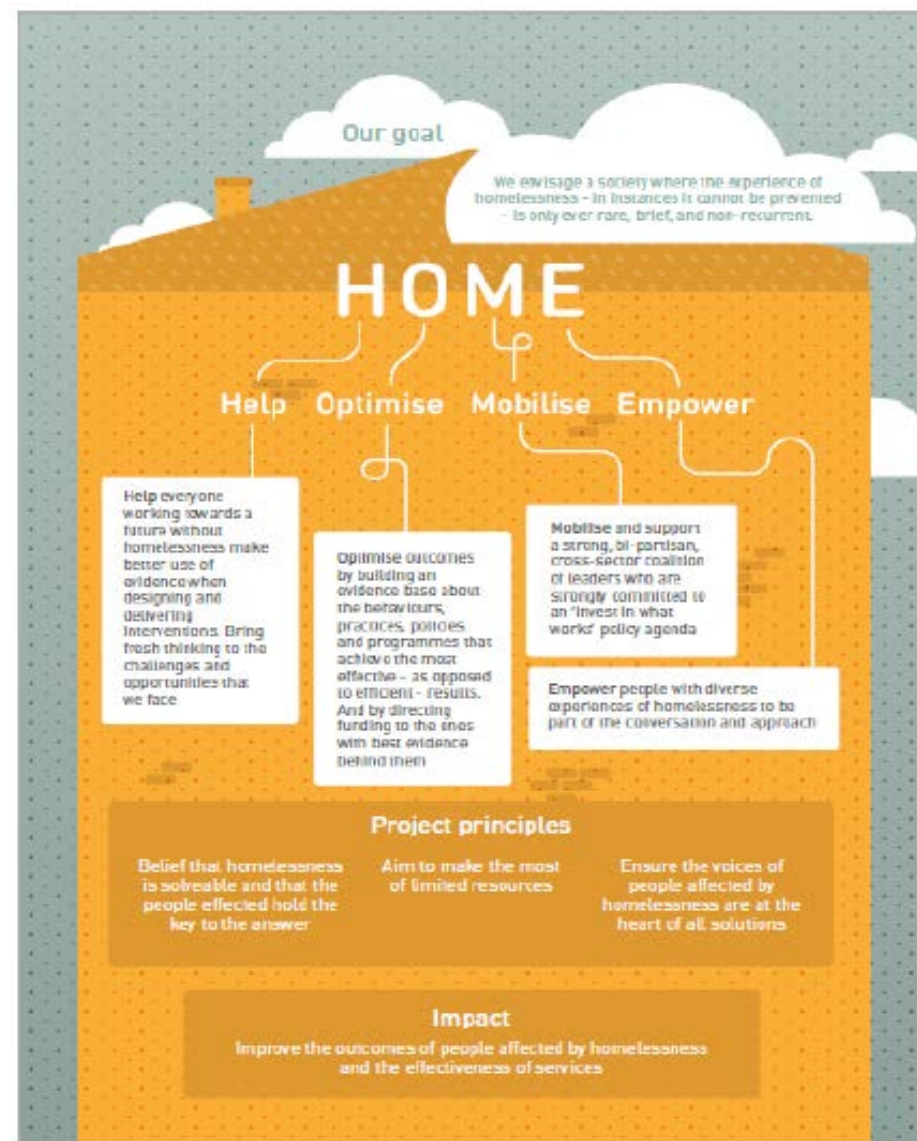
Preventing homelessness

Prevention and **early intervention** are arguably the most cost-effective and harm minimising approach to tackling homelessness. The benefits of prevention are clear; avert the issues before they happen, will not only increase the well-being of the individual, but will also reduce the demand being placed on services (DWP, 2011).

Under the Homelessness Act 2002, there is a duty for every local authority area to have a Homelessness Strategy, which should focus on **'everyone at risk'** of homelessness, not just those who fall under priority need.

'Homelessness prevention' means providing people with the ways and means to address their housing and other needs to avoid homelessness.
'Homelessness relief' is where an authority has been unable to prevent homelessness but helps someone to secure accommodation, even though the authority is under no statutory obligation to do so.

Our goal
We envisage a society where the experience of homelessness – in instances it cannot be prevented – is only ever rare, brief, and non-recurrent.

HOME

Help   Optimise   Mobilise   Empower

Help everyone working towards a future without homelessness make better use of evidence when designing and delivering interventions. Bring fresh thinking to the challenges and opportunities that we face

Optimise outcomes by building an evidence base about the behaviours, practices, policies and programmes that achieve the most effective – as opposed to efficient – results. And by directing funding to the ones with best evidence behind them

Mobilise and support a strong, bi-partisan, cross-sector coalition of leaders who are strongly committed to an "invest in what works' policy agenda

Empower people with diverse experiences of homelessness to be part of the conversation and approach

Project principles

Belief that homelessness is solveable and that the people effected hold the key to the answer

Aim to make the most of limited resources

Ensure the voices of people affected by homelessness are at the heart of all solutions

Impact
Improve the outcomes of people affected by homelessness and the effectiveness of services

Whilst the recognition towards prevention is beginning to be realised, they are often still not early enough to support people before a 'crisis' and before homelessness becomes entrenched (Mackie, 2014).

Most interventions are still <u>not</u> orientated at tackling the **root causes** of homelessness and the wider determinants of health.

Figure 19 Strategies for 'ending' homelessness (source: Homeless Hub, Canadian Research)

This demonstrates how the focus was once on managing homelessness, through investment in emergency services. However, implementing a greater strategic response, will still retain the emergency response (as people will still experience crisis), but the focus shifts to prevention and moving people out of homelessness. A key feature requires the investment in services today, to save money in the longer term.

Primary, Secondary and tertiary prevention
One way of understanding homeless prevention strategies is using a continuum with three levels; **primary, secondary and tertiary prevention.**

Gateshead Council in their health needs assessment produced the tables below across the proposed continuum. They suggest interventions across the three levels, which could be considered by areas when developing a local approach to addressing homelessness and determining the activity required.

**Table** 8 Primary, Secondary and Tertiary Approached to Prevention (Harland, 2017).

Primary Prevention	What does this look like?
Whole population interventions which minimise the risk of becoming homeless.	• General Prevention programmes to reduce the risk of homelessness through structural measures that are part of welfare, housing, employment, education and family related policies (European Commission 2013) • Affordable Housing in suitable locations (Mackie 2008). • Good coordination between welfare, housing and homeless policies (European Commission 2013) • Policies to tackle a lack of truly affordable housing, rising rents, cuts to benefits and local services (Teixeira 2017) • Poverty reduction strategies, mental health promotion, preventing tobacco/nicotine, drug and alcohol addiction, employment protection, skills and career development, life skills, financial skills, housing pathway planning, early childhood supports, housing education in schools. • Carers Support, Volunteer Programmes and asset based approaches that draw on community strengths and corporate social responsibilities (Diamond and others 2014) • National statistics and research must provide a better understanding of the scale and underlying causes of homelessness, and what actions are successful in achieving sustainable outcomes to avoid the on-going costs and damage of repeat applications for assistance (Shelter 2016).

Secondary Prevention	What does this look like?
Targets individuals or groups at risk of homelessness (eg. People who have experienced childhood disadvantage, people with mental health problems, people leaving institutions, families in poverty)	• Increased recognition of the childhood experiences that lead to homelessness and multiple and complex needs and understanding the critical intervention points (Peer Research Chapter 16). • Improved understand within children and family services of routes into homelessness. Key services such as mental health and alcohol and drug treatment and recovery are critical to this approach (McDonagh 2011). • Timely family counselling and prevention of early school leaving can help avoid youth homelessness (European Commission 2010). • Early intervention for people with mental health problems (particularly by the age of 14) has also been proven to have significant health benefits for the individual and later costs associated to a person's mental ill health if support is not commissioned early enough for example through lost working days, poor physical health and potential substance misuse (Complex Needs and Dual Diagnosis All Party Parliamentary Group 2011) • Counselling, assistance with job seeking and finding housing as-well as follow up support may help to prevent homelessness among those leaving institutions (European Commission 2013)
	• Identifying tenants in difficulty and timely contact with tenants when they are starting to encounter problems (European Commission 2013) • Accessible housing options information and assistance for 'at-risk' groups (Shelter 2016) • Target individuals or groups at risk of homelessness, or in crisis situations which are likely to lead to homelessness (e.g. Loss of employment, serious health deterioration, relationship breakdown, risk of eviction) (Shelter 2016) • Early access to integrated, low intensity support, including personalised counselling and guidance, mediation between tenants and landlords, financial institutions and authorities are the cheapest ways to reduce evictions (European Commission 2013). • Early intervention to reduce the flow from other areas (e.g. hospital) (Shelter 2016).
Tertiary Prevention	What does this look like?
Intervention once a problem arises to stop it getting worse and addressing the impacts of homelessness.	• Housing First (Homeless Link 2016) • Individualised professional support for multiplicity of needs (Gateshead HNA Stakeholder Consultation 2016) • Address acute mental distress: Psychologically informed environments (Gateshead HNA Consultation Event 2016) • Mainstream healthcare provision could be adapted to better meet the needs of homeless people, so that unnecessary emergency care use can be avoided (FEANTSA, 2006) • Direct intervention to save the home or help with rehousing (Shelter 2016) • Must meet personal needs and include safeguards for the vulnerable (Shelter 2016)

Below represents an infographic based on the Gateshead interpretation of what **prevention** might look like

Figure 20 Homeless Prevention (adopted from Gateshead Health Needs Assessment, 2017)

25
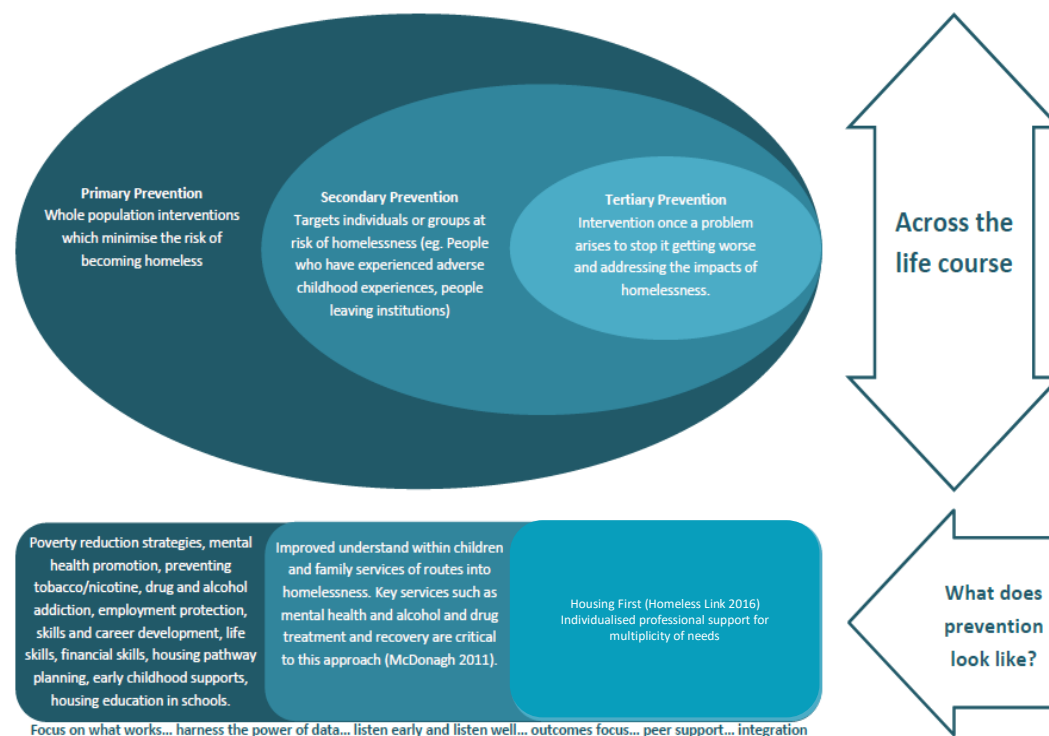
Conclusions

Wiltshire considers and addresses 'housing' as part of the **wider determinants** that can and will influence the health and wellbeing of our local communities. It is viewed as part of the wider vulnerability response and is considered in cases of domestic abuse, substance misuse, safeguarding, as well as across the wider Community Safety Partnership agenda.

There is **no single approach** to addressing homelessness, it remains a serious and enduring issue.

There is a great deal of information and research available about **'why'** people are homeless or experience homeless. Additionally, there is an increasing evidence base around interventions to support those with complex needs, including substance misuse, mental health problems and other physical health conditions. Although much of this evidence relates to homelessness in general, rather than other subsets of vulnerability.

The **new Homelessness Reduction Act 2017** places further duties on local authorities to prevent homelessness and support all those requesting help irrespective of whether or not they meet the criteria in relation to priority need through assessing their needs and developing a plan with them to meet those needs. With the lack of housing/affordable housing currently in the market and changes to the welfare system, this will be extremely challenging.

This review will support and facilitate further stakeholder consultation, and will be used to inform the future approach to homelessness reduction in Wiltshire.

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APPENDIX A – Domains of homelessness

Statutory homeless (priority need)

Local Authorities have a duty to secure accommodation for an applicant if they are considered to be statutory homelessness. This refers to an applicant who meets the following criteria;

1. They are homeless (or threatened with homelessness in 28 days)
2. They are eligible for support (mainly related to immigration status)
3. They are in priority need
4. They have not become homeless intentionally
5. They have a local connection

The criteria for determining vulnerability, intentionality and local connection are quite broadly defined in the homelessness laws and associated guidance, leaving considerable scope for local authorities to exercise discretion. An in-depth overview of the criteria is set out in the Homelessness Code of Guidance for Local Authorities: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/7841/152056.pdf

Single homeless or non-statutory homeless

Single homeless or non-statutory homeless people are those who are not owed a duty by local authorities therefore they are not entitled to an offer of settled accommodation. Some have not applied to be rehoused, while others have had their application refused. They either fall outside of the definition of priority need or are found ineligible for support. They may live in supported accommodation, e.g. hostels and semi-independent housing projects, sleep rough, sofa surf or live in squats. The local authority currently has a duty to provide basic advice and information to this group, however, the housing legislation itself goes into very little detail about how this duty should be met. People within this group may be more likely to experience complex problems and have significant support needs which are often not met. A recent report of the Select Committee Inquiry into homelessness (Department for Communities Local Government 2016) concluded that the service offered to homeless non-priority need applicants 'is unacceptably variable'. The Committee supported the Homelessness Reduction Bill which was introduced by Bob Blackman MP. The Bill which sought to amend Part 7 of the Housing Act 1996 has now passed into Law as the Homeless Reduction Act 2017. The Act represents an expansion of the rights of single homeless people, with a new duty to relieve homelessness for all eligible applicants regardless of priority need. It also extends the definition of those considered 'threatened' with homelessness to encompass people likely to lose their home within 56 days, rather than 28 days at present. Other provisions in the 2017 Act cover enhanced advisory services, the establishment of personalised housing plans, and a new duty on public services to make a referral to a local housing authority if they come into contact with someone they think may be homeless or at risk of becoming so.

Rough Sleepers

Rough sleeping is the most visible form of homelessness. For the purposes of counting rough sleepers they are defined as:

- People sleeping, about to bed down (sitting on/in or standing next to their bedding) or actually bedded down in the open air (such as on the streets, in tents, doorways, parks, bus shelters or encampments)
- People in buildings or other places, not designed for habitation (such as stairwells, barns, sheds, car parks, derelict boats, stations or 'bashes')

The definition does not include people in hostels or shelters, people in campsites or other sites used for recreational purposes or organised protest, squatters or travellers. (Department for Communities and Local Government 2013)

Hidden homelessness

The hidden homeless are those homeless people not known to local authorities or services and are not recorded in official statistics. The 2015 report of The Homeless Monitor, an annual analysis of the impact of recent economic and policy developments on homelessness in England, revealed that official homelessness figures mask the true scale of the problem (Fitzpatrick et al, 2015). Increasingly, potentially homeless households don't show up in those statistics as they are encouraged to choose informal 'housing options' such as financial assistance and debt advice, help to stay in tenancy or family mediation – instead of making a statutory homeless application.

Some hidden homeless people may be 'unseen' because they do not wish to be seen. In other cases individuals remain unseen because they are in residency arrangements that make it difficult for them to be found. They include situations such as residing in squats, sleeping on the floors or sofas of friends and families, or sleeping rough in concealed locations. In a study commissioned by Crisis which involved a survey 437 single homeless people across 11 towns and cities in England, 62 per cent of those surveyed were hidden homeless (Reeve 2011). This study categorises the hidden homeless into two main groups:

- People who could have exited homelessness promptly with the right assistance, but who are at risk of joining the population of long-term homeless people with complex needs if their hidden homelessness endures.
- Vulnerable people with high support needs for whom a system of support exists (rough sleeper teams, supported housing, hostels for particular client groups) but who are not accessing this assistance.

Multiple Exclusion Homelessness (MEH)

For the homeless population targeted by this HNA, homelessness can be as a result of a number of overlapping issues which housing alone will not solve. Issues and experiences may include homelessness, drug and alcohol misuse, mental and physical health problems, cycles of violence and abuse, and chronic poverty. A term that has been used to distinguish those with multiple and complex needs from the broader homeless population is 'Multiple Exclusion Homelessness' This term was defined by Fitzpatrick et al (2012);

People have experienced MEH if they have been 'homeless' (including experience of temporary/unsuitable accommodation as well as sleeping rough) and have also experienced one or more of the following other domains of 'deep social exclusion':

- Institutional care (prison, local authority care, mental health hospitals, or wards);
- Substance misuse (drug, alcohol, solvent or gas misuse)
- Participation in 'street culture activities' (begging, street drinking, 'survival shoplifting' or sex work).

MEH reflects a combination of complex needs and chaotic lifestyles which reaches right across health, public health, social care and into related areas such as housing and justice.

Severe and Multiple Disadvantage (SMD)

The term Severe and Multiple Disadvantage has been adopted by the Lankelly Chase Foundation as a way to describe the clustering of serious social harms such as homelessness, substance misuse, mental illness, violence and abuse (Duncan & Corner 2012). The term is used to describe a type of disadvantage that most others do not experience and which recognises the social nature of disadvantage by emphasising its relativity. For this group it is essential to take into account this multiplicity because it is the co-occurrence of the individual factors which makes the way people experience them and the solutions to them very different to if any one factor was present as a stand-alone issue.

Lankelly Chase Foundation is an independent charitable trust that works to bring about change that will transform the quality of life of those experiencing SMD. Their website explains their use of the term SMD in the following way:

Why 'Severe': When people struggle to get the support they need, there is a strong chance that the disadvantages they face will become more severe. This means that when they do present to support agencies, the focus is on managing problematic behaviours and the risks these present rather than addressing the person's underlying issues. This can escalate the severity of their problems even further.

Why 'Multiple': There is rarely ever one problem in isolation. People are usually hit by a number of linked problems at once, including homelessness, substance misuse, mental illness, extreme poverty and violence and abuse. Rather than responding to what the person is experiencing, a range of disconnected services each tackle individual problems. This means that people who most need support find it difficult to navigate a complex structure of help, meaning they access services late or not at all.

Why 'Disadvantage': A much more common term is 'needs', as in 'multiple and complex needs'. However 'needs' suggests that the problem lies in the person, rather than in the relationship between the person and the services and systems that are meant to help. We want to stress that people have more severe problems than they should in part because they have been disadvantaged by the response of services and society.

APPENDIX B Key policies, frameworks and guidelines

The Statutory Homeless System in England

The Housing Act (1977) introduced the duty upon Local Authorities to be responsible for the long term rehousing of some groups of homeless people. Today these duties are primarily laid out in part 7 of the England and Wales Housing Act 1996 as amended in the Homelessness Act 2002 (see section 4 of the HNA). The Homelessness Act (2002) requires local authorities to review homelessness and its causes in their area and develop a strategy for tackling it.

The Localism Act (2011)

The 2011 Localism Act introduced a raft of local government reforms across finance, planning, and governance as well as significant changes to the Housing Act 1996. The stated policy objective is to enable local authorities to better manage housing demand and access to housing within the context of local circumstances. Important reforms to social housing and homelessness include:

- The right for local authorities to grant fixed term tenancies
- Greater flexibility in the allocation of social housing which allows local authorities to set allocation policies appropriate to the local area
- Discharging homelessness duties by making use of available accommodation in the private rented sector.
- The Act also changed the statutory succession rights of new tenants, restricting the right to the partner of the deceased tenant.

Health and Social Care Act 2012

The Health and Social Care Act 2012 introduced the first statutory legal duties on NHS commissioning organisations to have regard to the need to reduce health inequalities in access to and outcomes achieved by services, and to integrate services where this will reduce inequalities. These are particularly relevant to service provision for marginalised groups such as the homeless population with multiple and complex needs.

Gateshead Health and Wellbeing Board is a statutory body introduced under the Health and Social Care Act (2012). The Board includes representation from the local health, public health and care system as well as related public services and it is responsible for leading locally on reducing health inequalities.

Welfare Reform Act (2012)

Since 2010 there has been considerable reform of the welfare system reducing the level of support for low income households and those at risk of homelessness;

- **Under occupancy charge or 'bedroom tax' – introduced 1 April 2013:** Council and housing association tenants and those in temporary accommodation of working-age who claim housing benefit get less housing benefit if the council decides they have 'spare' bedrooms. This will result in a shortfall between the rent due and the benefit paid. Local Authorities can provide a discretionary housing payment to cover the shortfall.
- **Benefit cap – Introduced from April 2013:** There is a cap on the total amount in benefits that people of working age can claim. The cap is £500pw for couples and lone parents, and £350pw for single adults. The cap applies to the combined income from the main out of work benefits plus Housing Benefit, Child Benefit and Tax Credits.
- **Shared room rate for under 35's – introduced January 2012:** The amount of housing benefit payable for single people under 35 was restricted and based on the single room rate – the rate of a room in a shared house. Any single tenants occupying a one bedroom flat and receiving housing benefit are required to meet any shortfall. Automatic entitlement to housing benefit will be removed for 18-21 year olds from April 2017.
- **Council tax benefit reduction – Introduced April 2013:** The amount of council tax benefit is no longer worked out according to a national formula and has been replaced by localised Council Tax Support Schemes. Those under the age for getting Pension Credit are not protected and may no longer receive a full rebate.
- **Universal Credit – Introduced from October 2013:** is a single means-tested benefit which will be paid to people of working age. It will replace most means tested benefits for people who are out of work and tax credits for people in work. It is expected to be delivered 'digital by default'. People will be responsible for paying their rent and council tax, which could see an increase in levels of rent arrears for registered providers and increased levels of eviction of tenants and homelessness as a result.
- **New conditions about looking for work – introduced from April 2013:** Those out of work or in work on a low income will be required to sign a new claimant commitment which will set out a number of work-related requirements to be met before benefit can be received. If these are not met sanctions can be applied in the form of stopping benefit payments for a period of time.
- **Personal Independence Payment replaces Disability Living Allowance – Introduced from June 2013:** Personal Independence Payment (PIP) is a benefit for people who have a long-term health condition that means they have trouble getting around or need help with daily living activities. This is based on how a person's condition affects them, not on the condition they have. It will eventually replace Disability Living Allowance for people aged 16 to 64.
- **Parts of the Social Fund abolished – Introduced April 2013:** parts of the social fund have been abolished, including Community Care Grants and Crisis loans. This funding stream has been a key component in the prevention of homelessness and the resettlement of homeless people, providing access to funds to purchase essential household items and assistance with removal costs. In its place, responsibility for this type of support has been devolved to local authorities who have been given a budget and may choose to spend on replacement schemes.

The Care Act 2014

The contribution of housing to the care and support system has been recognised in the Care Act 2014. This is a significant piece of legislation which came into force on 1st April 2015 replacing several existing laws with the aim of creating a single consistent route to establishing an entitlement to publically funded care and support in England. The Care Act aims to improve people's quality of life, delay and reduce the need for care, ensure positive care experiences and safeguard adults from harm. Part one of the Act and its statutory guidance set out the duties for Local Authorities and their partners which include new rights for service users and carers. The Act and its guidance clearly recognises the influence physical aspects of housing and socio-cultural sense of home and community have on the health and wellbeing of its population. The Act identifies the need for closer working and integration between housing, health and care and support services. The following points are of particular note in relation to this:

- A general duty to promote wellbeing makes reference to suitable accommodation
- Housing not just the 'brick and mortar' also includes housing related support or services
- Housing must be considered as part of an assessment process that may prevent, reduce or delay an adult social care need
- Information and advice should reflect housing options, as part of a universal service offer
- Care and support delivered in an integrated way with cooperation with partner bodies, including housing

The Housing and Planning Act (2015-16)

The Housing and Planning Act which became law on 12 May 2016 contains a wide range of measures to expand home ownership, reform housing management and the planning process and increase housing supply to tackle the housing crisis in England. The Act's main focus upon boosting home ownership may be at the expense of affordable and social housing and concerns have been expressed about the potential impact upon homelessness. The Act contains measures to extend Right to Buy discounts to Housing Association tenants. This policy will extend Right to Buy to 1.3m housing association tenants in England. Compensation to housing associations will be funded by the sale of high value council homes (through a charge levied on councils). The Act also makes provision for tenants with household incomes of £30,000 or over outside of London to pay market rate rents. This pay to stay policy will apply

to local authorities and housing association tenants. Councils will also gain the ability to apply for orders against private landlords. A database of rouge landlords and agents will be set up.

The policy towards more home ownership will not be a realistic option for many social housing tenants. Also by depleting social housing stock there is a risk of pushing the most vulnerable further towards homelessness.

The Homelessness Reduction Bill

- The Bill makes changes to the current homelessness legislation contained in Part 7 of the Housing Act 1996 ("the 1996 Act"), and to the Homelessness (Suitability of Accommodation) (England) Order 2012. It places duties on local housing authorities to intervene at earlier stages to prevent homelessness and to take reasonable steps to help those who become homeless to secure accommodation. It requires local housing authorities to provide some new homelessness services to all people in their area and expands the categories of people who they have to help to find accommodation. The Bills measures include:
    - An extension of the period during which an authority should treat someone as threatened with homelessness from 28 to 56 days.
    - Clarification of the action an authority should take when someone applies for assistance having been served with a section 8 or section 21 notice of intention to seek possession from an assured shorthold tenancy.
    - A new duty to prevent homelessness for all eligible applicants threatened with homelessness.
    - A new duty to relieve homelessness for all eligible homeless applicants.
    - A new duty on public services to notify a local authority if they come into contact with someone they think may be homeless or at risk of becoming homeless.

Wiltshire Council
Where everybody matters

Councillors Briefing Note
No. 357

Service: Policy, Partnerships and Assurance
Community Engagement
Democratic Services
Traffic Engineering

Further Enquiries to: corporatebusinesssupport@wiltshire.gov.uk
Date Prepared: 4 June 2018

CATG Meetings

Purpose of the Briefing

1. This is to advise the Chairs of Area Boards and CATGs of the changes to the administration of CATG meetings.

Background

2. The CATG process is currently supported through three channels – the Corporate Business Support Team, Highways Engineers and Community Engagement Managers, although not every CEM is involved with their respective CATGs.

3. A process for these meetings was initially designed back in 2015/2016, with meetings being scheduled as part of the Democratic process and papers being issued via Mod.Gov.

Current Status

4. There is not always a substantive audit trail for decisions which are taken at CATG meetings and the required flow into Area Boards

5. The number of administration staff within the Corporate Office team has reduced by 50% and is now down from 6 to 3 people. This means there is far less capacity to corporately support the CATG process as it currently stands.

6. It has therefore been necessary to discuss and review the current process for CATG administration and to amend the way in which the meetings will be required to function and remove the use of Mod.Gov for the circulation of agendas and action notes.

Revised Process

7. *Business Support Officers will continue to set the dates for the CATGs as part of the democratic calendar setting process. NOTE: The CATGs are and will remain approximately 3 – 4 weeks ahead of the Area Boards to allow for the democratic decision-making process to flow.*

8. Action trackers for CATGs will be included in the papers for area boards to provide audit trail of the decision-making process.

9. Highways Engineers will pull together the agendas and discuss with the CATG chairs in advance of the meetings (as currently)

10. CATG chairs / Highways Engineers will send out agendas via the relevant circulation list *NOTE: an up to date circulation list will be compiled and maintained by the Corporate Office*

11. CATG chairs will nominate a relevant note taker at the start of each meeting – NOTE: this *does not have to be a CEM or Highways Engineer*

12. The note taker will send the completed notes to the Highways Engineer for review and agreement with Chair.

13. The Highways Engineer will send the agreed notes to the Chair and relevant Democratic Services Officer for circulation with area board papers.

14. The Chair / Highways Engineer will send out the completed action tracker via the relevant distribution list.

Liz Creedy, Head of Policy, Partnerships and Assurance
Steve Milton, Head of Community Engagement
Paul Kelly, Head of Democratic Services
Dave Thomas, Traffic Engineering Manager

Wiltshire Council
Where everybody matters

COUNCILLORS BRIEFING NOTE
No. 358

Service Area: Waste Management   *Further Enquiries to:*   Tracy Carter

Date Prepared: 7 June 2018   *Direct Line:*   01225 713258

Consultation on proposed closure of Everleigh household recycling centre

1. Background

The council operates 11 household recycling centres (HRCs) across Wiltshire for the use of those people resident within Wiltshire to dispose of their household waste.

Wiltshire residents can take more than 40 individual materials to the HRC for recycling or disposal. Between October 2016 and September 2017 the HRC network received over 1.4 million visits.

The council has a statutory duty to provide places at which residents may deposit their household waste free of charge and, along with the council's service providers, must ensure that those sites are compliant with all necessary consents.

Two contractors manage and operate Wiltshire's 11 household recycling centres on the council's behalf. FCC Environment operates the nine council-owned sites, with Hills Waste Solutions operating the remaining two household recycling centres on sites which they own. These contracts are due to end in 2026.

2. Budget

Wiltshire Council needs to save £26 million during the current financial year due to changing demographics, increased demand on key services and significantly reduced government funding. In respect of waste services, the council plans to implement charges at the HRCs for non-household waste, such as tyres and construction waste. In addition, from April 2018 residents have been asked to provide proof of address to use a Wiltshire Council HRC in order to ensure that access to sites is protected for those people resident in Wiltshire as these sites are funded by Wiltshire Council tax payers.

The waste team continually needs to consider options for making savings from the revenue budget in order to ensure that the service spend is maintained within the allocated budget.

The council is proposing to close Everleigh household recycling centre, which would result in revenue budget savings of £100,000 per annum and avoid additional costs incurred by keeping the facility open.

These extra costs include:

- £43,000 of additional revenue costs per annum to fund the provision of extra equipment in order for the site to offer the same recycling opportunities provided at other sites in Wiltshire

- Capital investment costs of £100,000 required to make the necessary infrastructure changes.

3. Issues

Site usage

The council monitors the use of household recycling centres by counting the number of vehicles which access each site. The graph below shows the number of visits to all sites in Wiltshire from October 2015 to September 2016 compared to usage in the same period for 2016/17. This consistently shows that the number of visits to Everleigh is significantly lower than to all other sites in Wiltshire, with 38,475 recorded visits from October 2016 to September 2017. By comparison, all other sites received in excess of 80,000 visits with four sites receiving in excess of 149,000 visits over the same period.
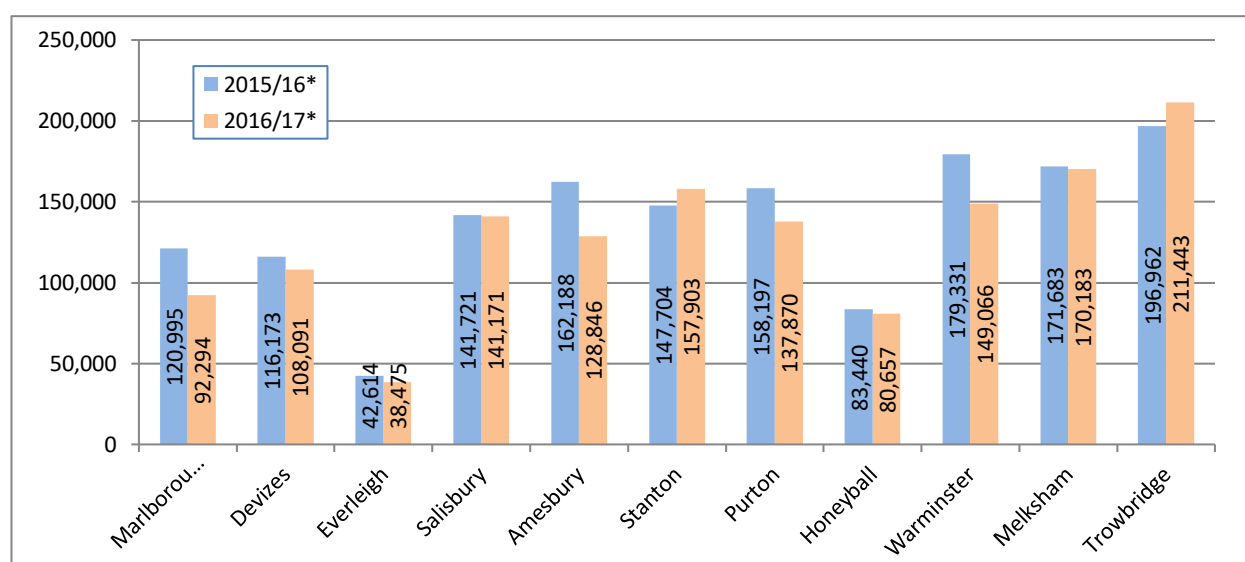
Figure 1 – Total number of visits per site from October 2015 to September 2016 compared to the totals for the same period in 2016/17

Site performance

The council monitors the total amount of waste which is collected at each site and the amount of waste diverted from landfill through reuse or recycling.

From October 2016 to September 2017, compared to all sites in Wiltshire, Everleigh received the lowest amount of waste and also diverted the least amount of waste from landfill.

HRC	Total waste (t)	Total diverted (t)	Diversion rate (%)
Trowbridge	8,106	6,716	83%
Salisbury	7,053	5,522	78%
Stanton	7,139	5,747	80%
Warminster	6,152	4,974	81%
Melksham	5,999	4,917	82%
Purton	4,794	3,851	80%
Amesbury	5,586	4,177	75%
Devizes	4,589	3,601	78%
Lower Compton, Calne	4,280	3,322	78%

Marlborough	3,437	2,830	82%
Everleigh	2,244	1,663	74%
TOTAL	**59,378**	**47,320**	**80%**

Total amount of waste received and diverted per site from October 2016 to September 2017

4. Consultation proposal and options considered

The council has a statutory duty to act fairly. This duty may require public consultation on proposals in certain situations. This can arise in a number of situations:
- Where there has been a promise or indication that there will be consultation on a proposal
- Where there has been consultation on similar proposals in the past
- Where the nature and impact of the proposal means that fairness requires it
- Severity of the impact of the proposal generally.

As the proposal to close Everleigh household recycling centre will affect those residents who currently use this service, the council has decided that a full consultation on future options is required.

A public consultation will therefore begin on 11 June 2018 and will run for a 12 week period. The closing date for all consultation submissions will be 3 September 2018.

The consultation will present the options that the council has considered when developing the proposal to close the Everleigh site, along with the impacts of the options considered and the associated costs. Savings and costs are subject to actual works carried out and contractual negotiations with FCC Environment.

The options considered, along with an information document, will be made available alongside a consultation questionnaire. This will help ensure that respondents are fully informed of all the issues and rationale before they submit their response.

The council will use the questionnaire to gather information from respondents about how they currently access and use the household recycling centre network in Wiltshire. In addition, the council will aim to understand the impact on residents of the closure of Everleigh HRC and what could be done to reduce any impact of the closure.

Following the consultation the results will be evaluated and considered before being presented to Cabinet for a final decision to be made.

5. Statutory duty and best practice

Wiltshire Council has a statutory duty (under section 51 of the Environmental Protection Act 1990) to provide places where people resident in its area may deposit their household waste, free of charge.

The council currently provides a network of 11 sites, located across the county where residents are able to dispose of their household waste as well as recycle many other items, and dispose of other non-household waste items such as soil and rubble.

National best practice on household waste recycling centres has been developed by WRAP. The recommendations for minimum levels of HWRC provision are as follows:

- Maximum catchment radii of three miles in urban areas and seven miles in rural areas covering the great majority of residents

- Maximum driving times to a site for the great majority of residents of 20 minutes in urban areas and 30 minutes in rural areas; though preferably less than this by the order of 10 minutes in each case

- At least one site per 143,750 residents, with a maximum throughput for any site of 17,250 tonnes per annum

- Tonnage throughput at each site should be no more than 17,250 tonnes per annum

Compared to the best practice standards, in Wiltshire:

- The majority of residents live within a 20 minute drive of a recycling centre in urban areas and a 30 minute drive in rural areas

- The council provides one recycling centre per 43,000 residents, compared to the best practice guidance of 143,750 residents; this would increase to one site per 47,300 residents if Everleigh were to close

- The maximum annual tonnage delivered to one of Wiltshire's HRCs is recorded at Trowbridge at 8,106 tonnes. The maximum recommended in best practice guidance is 17,250 tonnes. The council projects that tonnage from Everleigh would be redistributed to HRCs at Amesbury, Devizes and Marlborough, all of which currently receive significantly less waste than Trowbridge HRC.

The council has researched the number of recycling centres per household in local authorities within the region. The table below shows that the council operates a good network of sites per household compared with neighbouring authorities. The table is based on figures from 2015/16. The number of households in Wiltshire has now grown to in excess of 217,000. This means that the ratio of households to sites within Wiltshire remains below 20,000.

	Authority	Households	No. Of sites	Ratio (h'hld : sites)
1	Somerset	245,780	16	15,361
2	Dorset	198,060	11	18,005
3	Devon	357,370	19	18,809
4	**Wiltshire**	**211,665**	**11**	**19,242**
5	Cornwall	265,570	13	20,428
6	Hampshire	573,580	26	22,061
7	Bath & North East Somerset	77,490	3	25,830
8	South Gloucestershire	112,830	4	28,208
9	Oxfordshire CC	274,670	7	39,239
10	Borough of Poole	67,500	1	67,500
11	Swindon Borough	93,210	1	93,210
12	Bristol City	192,350	2	96,175

6. More information

If you require any further information about the consultation outlined above, or if you have any questions, please contact the officers below –

Tracy Carter
Director Waste and Environment
01225 713258
Tracy.carter@wiltshire.gov.uk

Vicki Harris
Principal Waste Services Officer
01225 718523
Vicki.Harris@wiltshire.gov.uk

Councillors Briefing Note
No. 359

Service:	**Economic Development and Planning**
Further Enquiries to:	econdev@wiltshire.gov.uk
Date Prepared:	18/06/2018

The latest Employment Land Review (ELR) for Wiltshire has been prepared by Hardisty Jones Associates and BBP Regeneration. It sets out an assessment of the future demand for B use class employment land in Wiltshire, a review of the supply of sites, and assesses the fit between the two. The ELR then makes recommendations on practical and policy interventions needed to ensure that there is a sufficient supply of sites in Wiltshire over the period to 2036. This is an important part of the evidence base for the refresh of the Local Plan Core Strategy, which is currently underway http://www.wiltshire.gov.uk/planning-policy-local-plan-review.

This Employment Land Review updates the Wiltshire Workspace and Employment Land Strategy published in 2011 which informed the Wiltshire Core Strategy. There will be an opportunity to comment on the content of the report as part of the next Local Plan Review consultation. You can view and download the 2017 Employment Land Review by following the link below:

http://www.wiltshire.gov.uk/planning-policy

The report concludes that the total potential supply of sites across Wiltshire (excluding unallocated and sites at high risk of non-delivery) is within the forecast demand range over the Local Plan period from 2016 to 2036, but below the top of this range. It will be important for Wiltshire Council to allocate and support the delivery of a portfolio of sites across Wiltshire, and across each Functional Economic Market Area, to meet forecast demand, and allow for flexibility and choice i.e. a range of sites of varying sizes, across a range of locations.

There is potential for new employment land allocations at Marlborough, Malmesbury, Chippenham, Melksham, Corsham, Trowbridge and Salisbury because there is forecast demand but insufficient supply in these areas (this will need to take account of existing constraints).

Wiltshire Council
Where everybody matters

Councillors Briefing Note
No. 360

Service Area: Waste Management   *Further Enquiries to:*   Tracy Carter

Date Prepared: 18 June 2018   *Direct Line:*   01225 713258

New recycling collection services from 30 July 2018

1. Background

Under our new contract with Hills Waste Solutions, which commences on 30 July 2018, Wiltshire residents will be able to recycle more plastic materials in their household bins.

The new materials include:

- Plastic pots, tubs and trays

- Drink and food cartons.

In addition to the current plastic bottles and cardboard, the new service will include yoghurt pots, plastic trays, margarine tubs, ice cream tubs and juice, milk and soup cartons.

2. The changes

From 30 July, all the additional materials will be collected in the blue lidded bins will accept the additional materials from that date.

Collections will still be fortnightly and collection days will not change. Residents will continue to use the same containers they already have. Additional recycling bins can be ordered if needed.

3. Communications

The marketing plan for informing residents of the forthcoming changes includes:

- Updated information on the website.

- Social media promotion.

- News story sent to local media.

- Email campaign to residents who have signed up for updates.

- Updated marketing materials (leaflets, posters, banners).

- Waste team to attend a series of roadshows and community events in the lead up to the new service being introduced (see schedule below).

- Presentations to area boards.

- Presentations to town and parish councillors (on request).

- An information bin hanger to be placed on every blue lidded bin on the final collection prior to the change detailing the new materials that can be collected from that date onwards.

4. Roadshows and events

In order to directly communicate with as many Wiltshire residents as possible, we have booked a series of roadshows and events across the county. Members of the waste services team will be in attendance to hand out information leaflets and answer any questions that may arise. Examples of the new plastic materials will be displayed along with samples of the product produced as a result of the recycling process. The outline schedule is below (some dates/venues are still to be confirmed).

Events Schedule 2018 Waste service changes - Some TBC				
Month	Day	Date	Area	Type of Event
May	Monday	14	Devizes	Area Board
	Wednesday	30	South West Wiltshire	Area Board
June	Sunday	3	Westbury	Stand and food waste activity to encourage support for a Community Fridge (Wiltshire wildlife trust)
June	Friday	15	Trowbridge	Parish council event with opportunity to present
June	Sunday	17	Cricklade	Street Festival
June	Thursday	21	Warminster	Area Board Meeting
June	Saturday	23 or 24	Warminster	Food and Drink Festival
June	Wednesday	27	Trowbridge	Street market
June	Wednesday	27	Devizes	Raise awareness about project and waste & recycling in Wiltshire (Wiltshire wildlife trust)
June	Saturday	30	Calne summer festival	Calne Town council
July	Sunday	1	Trowbridge	Armed Forces Day
July	Tuesday	3	Corsham	Street Market
July	Thursday	5	Devizes	Street Market
July	Thursday	5	Salisbury	Area Board Meeting
July	Sunday	8	Warminster	Live music event /Inspire of Warminster
July	Thursday	12	Bradford on Avon	Street market
July	Thursday	12	Southern Area Board	Area Board Meeting
July	Friday	13	Salisbury	Foodie Friday
July	Saturday	14	Chippenham	Carnival Fun day
July	Saturday	14	Trowbridge	Active Festival TT Council
July	Sunday	15	Market Lavington	Vintage meet family fun day
July	Thursday	19	Amesbury Area Board	Area Board Meeting
July	Friday	20	Chippenham	Street Market
July	Saturday	21	Salisbury	Street market
July	Tuesday	24	Marlborough	Area Board Meeting
July	Wednesday	25	Amesbury	Street market
July	Saturday	28	Melksham	Carnival Fun day

5. We need your help!

These changes will affect all residents in Wiltshire and therefore we need your help to make sure that everyone knows about them ready for the 30 July.

Could you help by:

- Putting information about the changes in your local newsletters or magazines?

- Inviting a waste officer to come along to your town or parish council meetings?

- Putting up a poster or displaying leaflets within your area?

Please contact us at wasteandrecycling@wiltshire.gov.uk or call us at 01225 713398.

6. Why are we making the changes?

Recycling saves energy and costs less. Recycling materials has less impact on the environment than burying them in landfill or burning them to generate energy so the more we can recycle, the better it is for the environment. In addition it tends to be more cost effective to recycle materials than to deliver them to energy from waste plants or to landfill them. Last year we sent just 20% of waste to landfill compared to more than 60% in 2007.

7. More information

If you require any further information about the introduction of this new recycling service outlined above, or if you have any questions, please contact the officers below:

Tracy Carter
Director Waste and Environment
01225 713258
Tracy.carter@wiltshire.gov.uk

Vicki Harris
Principal Waste Services Officer
01225 718523
Vicki.Harris@wiltshire.gov.uk

Councillors Briefing Note
No. 361

Service:	Highways and Transport	***Further Enquiries to:***	Spencer Drinkwater
Date Prepared:	26 June 2018	***Direct Line:***	(01225) 713480

THE 'SUBSTANTIVE HIGHWAYS SCHEME FUND' BID APPLICATION PROCESS FOR 2018/19

Background

As in previous financial years, it is intended that a Substantive Highways Scheme Fund will be available in 2019-20 to enable Area Boards to bid (via their respective Community Area Transport Groups (CATGs)) for funding to deliver priority transport schemes that exceed their Discretionary Highways Budget.

In July 2017, a two year design and build programme for Substantive Highways Schemes was adopted whereby Area Boards submit funding bids in the current year for detail design prior to implementation in the following financial year.

Subject to source funding remaining available[1], the Substantive Highways Scheme Fund for the 2019/20 financial year will again be set at £150,000.

Mechanism for Awarding Substantive Highway Scheme Funding

The mechanism to be used to award Substantive Highway Scheme Funding will again be that agreed by the Cabinet Member for Highways and Transport in July 2011.

With this mechanism, competing scheme bids are assessed and awarded funding according to two factors:

- Value for money
- Deliverability

Value for money is the ratio of the cost and benefit of the prospective schemes. Under this system, the benefit is determined from the priority score following assessment under the Scheme Assessment Framework (see **Appendix 1**) and the cost is that which would be borne by the Council in implementing the scheme. In this way, the cost/benefit ratio of any scheme is calculated to both acknowledge and stimulate contributory funding from town/parish councils and other external bodies.

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[1] Local Transport Plan Integrated Block – Annual Grant Funding from Department for Transport

Deliverability is an assessment of how challenging a scheme would be to implement within the next financial year, considering technical, legal/procedural, operational, financial and public factors. Schemes are given a 'confidence score' based on these factors.

Appendix 2 sets out the Substantive Highways Scheme Bid Evaluation Formula incorporating the above value for money and deliverability criteria. It should be noted that, as the Council is looking to fund those schemes that are easily deliverable, and offer the maximum benefit for the minimum cost, the successful bids will be those that achieve the lowest score.

Eligibility to Bid for Substantive Highway Scheme Funding

An Area Board is eligible to bid for Substantive Highway Scheme Funding when the cost of implementing a scheme is estimated to exceed its annual Discretionary Highways Budget allocation.

Schemes which can be achieved within an Area Board's Discretionary Highways Budget or where it is reasonable and realistic to implement discrete, stand-alone sections in phases over time are not eligible for Substantive Highways Scheme Funding. However, projects that comprise a number of separate but linked elements that form an integral highway improvement will be eligible.

Each bid must include a local financial contribution to the scheme. This can come from the relevant CATG or another source, such as a town or parish council, or be a combination of different sources. In addition, the sum of the local contribution and the bid for Substantive Highways Scheme Funding must cover the full estimated cost of implementing the scheme.

Area Boards can submit up to two bids, although bidding more than once may reduce an Area Board's chances of success as the bids would effectively compete against each other.

Schemes for which bids are submitted must have been developed to a stage which demonstrates that they can be designed in 2018/19 and be deliverable within the next financial year (2019/20) when the funding will be available. Development of a scheme could include topographical surveys, completion of statutory processes, early stage design, and detailed cost estimates. The extent of scheme development prior to the submission of a Substantive bid will depend on the type of scheme being proposed and advice should be taken from council officers.

Bidding Process

Bids should be completed on the attached pro-forma application form (see **Appendix 3**) and submitted by Friday 17 August 2018 to the highways officer serving the relevant Area Board Community Area Transport Group. The bids will then be scored in accordance with **Appendix 2**.

It is anticipated that a provisional decision on the awarding of funding will be made in September 2018 by the Cabinet Member for Highways, Transport and Waste.

INTEGRATED TRANSPORT SCHEME ASSESSMENT FRAMEWORK

OBJECTIVES	FACTOR	DESCRIPTION	SCORE
SAFETY	**Accidents**	**Number of pedestrian/cycle accidents over proposed length of scheme (last 3 years)**; 2 points per accident up to a maximum of ten points for five or more accidents	(0 – 10)
	Threat and Intimidation	**Traffic volumes**: < 300v/hr = 0pts, 300-600v/hr = 2pts, > 600 v/hr = 3pts **Traffic speeds**: 0-5mph asl* = 0pts, 5-10mph asl* = 2pts, > 10mph asl* = 3pts **% HGVs**: < 1% = 0pts, 1-5% = 1pt, > 5% = 2pts **% through traffic**: < 10% = 0pts, 10-50% = 1pt, > 50% = 2pts **Existing facilities**: 1 point deducted for each existing facility	(0 - 10)
ACCESSIBILITY	**Population Benefiting**	**Number of people potentially benefiting from a scheme:** 0-10 = 1pt, 10-100 = 2pts, 100-200 = 3pts, 200-500 = 4pts, 500-1000 = 5pts, 1000-2000 = 6pts, 2000-4000 = 7pts, 4000-8000 = 8pts, > 8000 = 10pts	(0 – 10)
	School Travel	**Would a scheme offer improved facilities or a safer environment for children walking/cycling to school(s)?** Yes = 5pts; No = 0pts **Does the school have a 'live' School Travel Plan?** Yes = 5pts; No = 0pts	(0 – 10)
	Amenity Links	**To what level would a scheme serve local amenities:** 2 points each for a food shop, leisure centre, community centre, public house and Post Office	(0 – 10)
ECONOMY	**Economic Considerations**	**Would a scheme improve pedestrian/cycle access to an urban commercial/retail area?** Yes = 5pts; No = 0pts **Would a scheme improve the pedestrian/ shopping environment in an urban commercial/retail area?** Yes = 5pts; No = 0pts	(0 – 10)
INTEGRATION	**Network Linkages**	**Would a scheme improve existing networks?** Link on a town cycle network = 5 pts (Link on a recreational cycle/walk route = 2pts) Improved pedestrian link = 5 pts Improved disabled access = 5pts Link to a bus/rail station = 5pts (link to bus stop = 2pts)	(0 – 20)
ENVIRONMENT	**Environmental Considerations**	**Could the scheme help achieve modal shift and reduce car use?** Yes = 5pts; No = 0pts **Is the scheme in an Air Quality Management Area?** Yes = 5pts; No = 0pts	(0 – 10)

* asl = Above speed limit

Cost/Benefit

Scheme Name	Total Cost of Scheme (£000s)	Contribution (from CATG or other party) (£000s)	Cost to WC (£000s)	Benefit Score (from Scheme Assessment Framework	Cost to Benefit Ratio
	A	B	A-B	0-90	A-B/Benefit Score
Example Scheme X	60	30	30	50	0.60
Example Scheme Y	60	0	60	50	1.20

		0 = no risk 1 = low risk 2 = medium risk 3 = high risk
Deliverability		
Technical	From a technical standpoint, what is the level of confidence in our ability to implement the proposal? Are there any likely departures from standards involved in developing or implementing the proposal? Is there sufficient land to implement a scheme that meets standards?	x
Legal/Procedural	Are there any statutory procedures that are likely to prove a barrier to delivery? What is the level of confidence that they can be dealt with?	x
Operational	Are there any aspects of the proposals which would result in the Council incurring significant additional costs over its projected life?	x
Financial:	Evidence from past transport projects illustrates that there is a systematic tendency for project appraisers to be overly optimistic when estimating costs. This assessment should appraise the likelihood of the project being delivered within the estimated cost.	x
Public	Has the proposal been made public? If so, how acceptable is the proposal? Are there likely to be objections from particular sections of the community or from particular areas?	x
	Deliverability Score	$\sum x \div 5$

Overall Score = Cost/Benefit x Deliverability

Application for Substantive Highways Scheme Funding

This form should be completed and submitted to the highways officer serving your Area Board's Community Area Transport Group by Friday 17 August 2018 and copied to Spencer Drinkwater in the Sustainable Transport Group

Applicant Details:

Name:	
Area Board:	
Email:	
Tel:	

Description and Location of Proposed Scheme:

Scheme name	
Town/village:	
Road name/area of town/village:	
Brief description of scheme:	

Scheme Costs and Funding Sought:

Estimated total cost of Scheme	£
Contribution from CATG's Discretionary Highways Budget	£
Contributions from third parties (e.g. town/parish councils)	£
Funding sought from Substantive Highway Scheme Fund	£

………………………………………………………………… …………....

Signature of Area Board Chair/Community Area Manager: **Date:**

Councillors Briefing Note
No.362

Service: **Communications**

Further Enquiries to: https://www.dwfire.org.uk/news/update-on-salisbury-plain-fire

Date Prepared: 12 July 2018

Members Briefing

Update on Salisbury Plain Fire

We are supporting our partners and monitoring air quality levels as they deal with issues arising from the smoke from the Salisbury Plain Fire.

Dorset & Wiltshire Fire and Rescue Service has published the following information below including advice from Public Health England.

Smoke from the on-going fire on the Salisbury Plain impact area has been affecting large parts of West Wiltshire to as far away as Bath in the last 24 hours.

Dorset & Wiltshire Fire and Rescue Service's Control room received dozens of 999 calls overnight, and firefighters were mobilised multiple times to incidents where alarm systems were triggered by the smoke.

Unfortunately, because the fire itself is within the live firing range, the Service is unable to tackle the blaze. Over the last two weeks, crews have been called to the Shrewton and Market Lavington areas to prevent the flames from spreading outside of the impact area, but it is unsafe for them to access the main fire. It also can't be accessed by aircraft carrying water, due to the safety restrictions of the impact zone.

A Ministry of Defence spokesperson said: "The fire is well within the impact zone, we have fire wardens monitoring the site and, if the flames start to spread outside of that area, we can bring in the Fire and Rescue Service to assist.

"We fully appreciate the inconvenience caused to the communities in and around the Plain. The fire itself is not a risk to property, but we do recognise that the smoke is very unpleasant."

"The MOD takes the safety of our military personnel and the public seriously and we would like to reassure local residents and others that we are doing everything possible to reduce the risks. We will continue to monitor the situation and share updates."

Public Health England has advised: "Residents in areas affected by smoke should stay indoors, and keep their doors and windows closed. Motorists who have to travel through the smoke should keep windows closed and switch on air conditioning systems to recycle or recirculate air. If people need to be outdoors, they are advised to avoid areas affected by any smoke or ash, or to limit the time that they spend in them."

They added: "Smoke can irritate air passages, the skin and the eyes, leading to coughing and wheezing, breathlessness and chest pain. It can also worsen existing problems such as asthma and people with asthma should carry their inhaler with them at all times. Anyone concerned about their symptoms should contact NHS 111."

The MOD has advised that live firing on Salisbury Plain has been stopped until further notice.

Defence Infrastructure Organisation will continue to post updates via their Twitter feed at www.twitter.com/mod_dio

You can also check air quality levels across Wiltshire on this link.

Councillors Briefing Note
No. 363

Service: **Adult Care**
Further Enquiries to: Maria Keel (Community Commissioner (Carers))
Date Prepared: 25/7/18
Email: maria.keel@wiltshire.gov.uk
Direct Line: 07500 099652

The Carers in Wiltshire Joint Strategy 2017/22 builds on the substantial progress made since the publication of the Joint Wiltshire Carers' Strategy in 2012 and is intended to drive forward our commitment to carers in Wiltshire over the next 5 years. The strategy was launched by the Wiltshire Carers' Action Group in March 2018 following approval by councillors at a full meeting of Wiltshire Council in February 2018.

In 2017/18, carer support services were recommissioned. Carer Support Wiltshire will continue to be funded to assess and support carers aged 18+ and, from 1 April 2018, young carers will access young carer assessments from the Wiltshire Council Support and Safeguarding Service which can refer them to Carer Support Wiltshire for breaks from caring responsibilities when assessed as needed. Carer Support Wiltshire will work with delivery partners, including Youth Action Wiltshire, to provide a break offer that meets the needs of those young people referred.

The first annual carers' strategy implementation report has now been published. A link to the report and the full strategy can be found here. The report includes:

17/18 Report Highlights
- Following action taken to meet the requirements of GDPR, 9,871 carers are known to Carer Support Wiltshire.
- 1750 carers took up the offer of a break activity. 97% of those who provided feedback following a break activity had at least one positive wellbeing outcome. The most frequent outcomes were feeling happier, less stressed, less isolated and feeling supported. 1,324 children and young people with SEND received a short break direct payment.
- Of Wiltshire's 53 GP practices, 44 received an Investors in Carers award. There was a steady increase across the quarters in in numbers of patients identified as carers in GP surgeries.
- The needs of approximately 80% of carers aged 18+ who care for someone aged 18+ were met by the support package offered by Carer Support Wiltshire following initial assessment. As a result, only approximately 20% had needs which required a carers' direct payment or direct service funded by adult care. Of those who gave feedback, 88% of carers who received an initial assessment felt that it was a positive experience and that it made, or would make, a difference to their caring role.
- In March 2018, there were a total of 769 young carers and young adult carers, caring for people with a wide range of needs, known to Spurgeons, the commissioned young carer service. 95.8% of young carers who attended groups said that

Spurgeons had made a positive difference. 67% of young carers surveyed by Spurgeons said that their physical health, mental health and wellbeing improved after assessment/support. 85% of young carers who accessed support or breaks from Youth Action Wiltshire reported improved health and wellbeing and 94% reported an increase in confidence.

- Wiltshire Citizen's Advice gave welfare, debt and money management support to 235 carers. Through the support they received, carers were better off through either increases in welfare benefits received or support with debts, by a total of £289,346. This represents a return of £10 on every £1 of funding. 87% of those who gave feedback felt that their financial position had improved after the support they received from Wiltshire Citizen's Advice. 91% of those who have feedback said that their view of their own future had improved after the support they received from Wiltshire Citizen's Advice.
- 90 volunteers actively supported the carer support service and 14% of those who responded to the annual survey reported that they had returned to work as a result.
- 9 young adult carers were helped to access support for themselves and the person they cared for so they could take part in education, volunteering or training.
- 122 of the 244 young carers referred to Spurgeons for assessment and support were referred by schools with 4 of these referrals being from school nurses.
- 224 carers aged 18+ who care for someone with needs relating to mental health were referred into Carer Support Wiltshire. 16 young carers who care for someone with needs relating to mental health were known to Spurgeons.
- 3 carers aged 18+ who care for someone with needs relating to substance misuse were referred into Carer Support Wiltshire. 29 young carers who care for someone with needs relating to mental health were known to Spurgeons.
- 3 of Wiltshire's 18 Local Area Boards have carers champions with a further 13 champions having a joint older people/carer focus.

18/19 Priorities
Identification:
- Carers of people with needs relating to mental health know where to access information, advice and support, including carers of those who are not engaging with services.
- Carers of people with needs relating to substance misuse know where to access information, advice and support, including carers of those who are not engaging with services.
- Schools are young carer aware, can identify young carers and have a better understanding of the issues faced by young carers.

Carer Crisis:
Carers can access support if they are struggling with their caring role, are in crisis or at risk of crisis, or feel they are, for any reason, at risk of harming the person they care for or being harmed by them.

Assessment and Support:
All carers' assessments, joint carer/cared for and whole family assessments are holistic and whole family with support packages, for those eligible for them, put in place which maximise the flexibility offered by direct payments to meet the needs of the whole family in a creative and affordable way.

Carers of those who are not eligible for a support package funded by social care, including "self-funders", can access information, advice and signposting to enable them to access the support and care the person they care for needs to meet their needs.

Councillors Briefing Note
No. 364

Service : *Children's Services*
Further Enquiries to: *Laura Mayes*
Date Prepared: 1/8/18
Direct Line: (01225) 718577

Next steps in future of outdoor education sites

Interested parties will be invited to formally register their interest in Braeside and Oxenwood as a going concern when the two sites are placed on the market.

As part of this process any prospective buyer will need to ensure they meet the requirements for the sites to continue and be viable as places for outdoor education.

Meanwhile the two outdoor education sites will remain open until the end of the year and bookings for events in the autumn and provisionally for next year are being taken.

Laura Mayes, cabinet member for children's services, said: "We are aware that some people are keen to see these sites continue as outdoor education venues. At a recent meeting of the council's cabinet we agreed to consider any expressions of interest and assess if the sites could continue as a going concern for the future.

"I am fully supportive of the benefits of outdoor education but have stated that the council is not the right organisation to run these centres in the future. We have to focus on our priorities and align funding to vulnerable children and education priorities.

"The decision to dispose of Braeside and Oxenwood has not been taken lightly and we will review all expressions of interest and assess the most viable possibility for the future of these sites."

The future of the sites will be considered by cabinet at a meeting later this year.

Wiltshire Council
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Councillors Briefing Note
No. 365

Service :   **Housing and Commercial Development**

Further Enquiries to: Simon Hendey
Date Prepared: 21 August 2018
Direct Line: (01225) 713599

Subject: Green Paper; A New Deal; for Social Housing, Rough Sleeping strategy and Consultation on use of Right to buy receipts

A New deal for Social Housing

On 14 August government published a social housing green paper – A new deal for social housing. It sets out a proposed strategy for reforming social housing. Consultation responses are required by the 6 November 2018.

It is based around five core themes:

- ensuring homes are safe and decent

- effective resolution of complaints

- empowering residents and strengthening the regulator

- tackling stigma and celebrating thriving communities

- expanding supply and supporting home ownership

Ensuring homes are safe and decent

The government proposes:

- implementing the recommendations from Hackitt Review of building regulations and fire safety, legislating to fundamentally reform the current system.

- establishing a pilot with a group of social landlords who would trial options to improve communication and engagement with residents on safety issues.

- reviewing the decent homes standard. This might include adding new requirements around energy efficiency and fire safety to mirror those recently introduced in the private sector.

Complaint resolution

The government proposes:

- a number of possible options to improve the way that complaints about social landlords are handled, including:

  o looking at ways to speed up landlords' internal complaint processes, for example by asking the regulator to set out some suggested timings in a code of practice.

  o Exploring ways to improve the use of mediation in landlord/tenant disputes

  o Looking at ways to raise awareness among tenants of their rights and the options available to them to make a complaint about their landlord.

  o Reforming or removing the requirement that complainants go through a 'designated person' (an MP, councillor or tenant panel) or wait eight weeks before they can contact the Ombudsman with a complaint.

Empowering residents and strengthening the regulator

The government proposes:

- Requiring all landlords to provide data on a number of key performance indicators to the regulator for regular publication. The regulator would then publish these in the form of league tables to enable comparison between landlords. Performance could then be taken into account when government funding is being allocated to individual landlords, for example to support the development of new homes.

- Considering a number of potential changes to the system of regulation for social landlords. A separate call for evidence has also been published on this subject. Potential changes include:

  o Enabling the regulator to take a more proactive approach to enforcing the 'consumer standards' (covering tenant involvement and empowerment, homes, tenancies and neighbourhoods and communities).

  o Giving the regulator more powers to scrutinise the performance of local authority landlords.

- Considering options to give tenants a voice on policy issues at a national level, including perhaps establishing a representative body

- Looking at a variety of options to promote more community ownership, or community leadership of social landlords.

Tackling stigma

The government proposes:

- Providing support for community events and initiatives

- Encouraging greater levels of professionalism and a 'customer service culture' within the social housing sector

- Publishing further guidance on the National Planning Policy Framework (NPPF) to encourage new affordable homes to be designed to the same standard as other tenures and ensuring these are well-integrated with developments.

Expanding supply and supporting home ownership:

The government proposes:

- Not implementing plans to require councils to sell their most valuable homes as they become vacant, in order to fund extension of the right to buy all housing association tenants

- Giving councils new flexibilities to spend the money raised from right to buy sales on new homes. A separate consultation has been launched to look at this issue

- Not requiring councils to offer all new tenants a tenancy for a fixed term. Local authorities will still be able to use fixed term tenancies at their discretion.

- Ensuring that where an existing secure/assured tenant needs to move as a result of domestic abuse, they are always able to retain their lifetime tenancy

- Entering into deals with some housing associations to provide certainty over government funding over a longer period than is currently possible. This is intended to address the 'stop-start' nature of government's current approach to allocating funding for five years at a time

- Looking at ways to support the development of more community-led house building

- Gathering further evidence on how the current approach to social housing allocations is working in practice in different parts of the county

- Looking at ways to make it easier for new shared owners to increase their stake in their home in the future. This might include, for example, allowing them to buy much smaller increments than are usually possible.

Rough sleeping strategy

The Rough sleeping strategy was published on 13 August. It sets the vision to halve rough sleeping by 2022 and to end it by 2027. It builds on the Rough sleeping initiative of March 2018 through the three objectives of prevention, intervene and recover.

Prevention

- £ 3.2 million is to be made available over the next two years for pilots to help those leaving prison to secure stable accommodation and also to fund the provision of accommodation for care leavers who have complex needs.

- There will be a review of legislation including the Vagrancy Act.

- Understanding of data and links between areas such as modern slavery and

rough sleeping will be improved.

- Affordability in the private rented sector will be improved within the light of the end of the Local housing allowance freeze in 2020.

Intervention

- The rough sleeping initiative will be extended.

- Somewhere safe to stay pilots will be set up through £ 17 million of funding.

- Funding will be made available for Rough sleeping navigators to help those rough sleeping into the most appropriate services.

- Health funding will be made available to support those rough sleeping which will be informed by an audit.

- There will be new training for front line staff so that they can better cope with issues such as working with rough sleepers who are under the influence of Spice.

- £5 million of funding will be made available to help non-UK nationals who are rough sleeping including a team to resolve immigration status.

- New funding will be made available for Streetlink

Recovery

The Dormant assets fund of £ 135 million will be used to finance homes for those who have been rough sleeping

Move on funding of £ 50 million will be made available for schemes outside London for those who have rough slept or are ready to move on.

Investment of £ 9 million will be made available for schemes that help ex-rough sleepers maintain tenancies.

Local letting agencies will be supported via funding so that they can better help vulnerable people into private rented sector accommodation.

Housing first scheme pilots will be supported by £ 28 million in Greater Manchester, West Midlands and Liverpool.

Each Job centre plus is to have a housing expert.

The young futures fund social impact bond to support young people who are not in education, employment or training.

Consultation on use of RTB receipts

The government has issued consultation paper on the use of Right to buy receipts on 14 August with consultation closing on the 9 October.

- Government is consulting on changes to the use of Right to buy (RTB) capital receipts which were introduced in 2012 when the RTB was reinvigorated.

- At present RTB receipts are held for three years and then returned to government with interest if not spent on replacement housing. It is proposed that this could be extended to a five-year period for some capital receipts.

- RTB capital receipts can be used for a maximum of 30% of development costs. It is suggested that the maximum could be increased to 50% where there is a need for social rented housing in a locality.

- It is suggested that RTB receipts could be used for acquisitions as well as new build but maximum acquisition amounts would be set and for the south west it would be set at £ 152,000.

- It is suggested that RTB receipts could be used for shared ownership development as well as affordable rent.

- At present the council cannot transfer capital receipts to a local housing company but it is suggested this could be permitted as long as the properties developed provided tenants with similar rights as that enjoyed if the property was developed in the housing revenue account such as home ownership opportunities.

- It is asked if the replacement target where the intention was that for each property sold under the RTB a replacement should be provided funded partly by the capital receipt is revised so that all new build, acquisition is taken into account regardless of the Government policy to set against those properties which were sold under the RTB.

Supported housing funding to be retained in welfare system
- On 8 August 2018 the government announced that housing benefit will be kept in place for all those living in supported housing. Ministers have recognised that "supported housing is a vital service for some of the most vulnerable people in our communities". Last year the government consulted on possible alternative funding options. In listening to views from providers, stakeholders and councils, the government has decided housing benefit will remain in place to fund this accommodation

Wiltshire Council
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Councillor Briefing
Note No. 366

Service: Legal and Democratic
Further Enquiries to: Maggie Mulhall
Date Prepared: 28 August 2018
Email: committee@wiltshire,gov,uk

Electoral Review of Wiltshire Council – Update Consultation on New Division Boundaries

Background

1. This briefing note is a follow up to Briefing Note No. 337, and Briefing Note No. 348.

2. As detailed in those notes the Local Government Boundary Commission for England ('the Commission') is undertaking an electoral review of Wiltshire Council. The review is to consider the total number of councillors on the council, and then the numbers and boundaries of electoral divisions within the council, for implementation at the next elections in May 2021. The decision on the number of councillors, and pattern of divisions, is taken by Parliament following the recommendation of the Commission.

3. Wiltshire Council made a submission for the preliminary phase of the review, regarding overall council size, in April 2018. That submission argued that the most appropriate council size moving forward would be 99, an increase of 1 from the current position. In particular, the fundamental role of community area boards was highlighted. The final version, as submitted to the Commission, can be found at this link

4. Briefing Note 348 had explained that the Commission was due to make its decision on council size by the end of April 2018, with a public consultation on the next phase, a pattern of division boundaries, to run from 1 May – 9 July 2018. Between 26 April 2018 and 7 June 2018 Area Boards received presentations and updates on how to respond to that consultation.

5. However, the Commission informed the council that it was not in a position to make a decision and proceed to the next stage, and sought additional information from the Council. That further information was sent to the Commission in July and can be found at this link.

6. **The Council has now been informed by the Commission that after consideration of the submissions and further evidence it has received, it is minded to approve a council size of 98 councillors from May 2021.**

7. **This would mean an average elector to councillor ratio of 4291 per councillor, using projected figures for 2024 as required by the review.**

Next Phase

8. The next phase of the Electoral Review, which is officially the first stage of the formal review process, is for the Commission to seek representations on new electoral division boundaries for Wiltshire Council, based on the total number of councillors being proposed.

9. As part of this process there will be public consultation on the new division boundaries for the Council. This will be to allow the Council, other organisations and members of the public, to make representations and provide evidence on the most appropriate pattern of divisions moving forward. The Commission will use that evidence to assist in drawing up their draft recommendations for electoral divisions, on which they will consult early in 2019.

10. The Commission have created a consultation portal for the Wiltshire Council review on their website, on which they will include all relevant materials and instructions for organisations and the public to construct a suitable submission. This will include detailed figures, provided by the Council, on the projected electorate for each polling district and parish within the council's area. This calculation includes projected population increases and predicted housing development.

11. **Any submissions to the Commission will be required to seek to create divisions as close as possible to the figure of electors per division (not total population per division) identified by the Commission's 'minded to' decision as detailed in paragraph 7, whilst also seeking to reflect community identities and provision of convenient and effective local government. Local submissions from organisations and communities may justify a certain level of variance from the figure of 4291, but they will need to provide evidenced justification for any such variance.**

12. **The consultation for the next phase will begin on 28 August 2018 and run until 5 November 2018. Any parties interested in making a submission on division boundary patterns should submit this directly to the Commission using their consultation portal.**

 Wiltshire Council Submission

13. Although any interested parties should submit any representations directly to the Commission, the Committee would also welcome any views from organisations, communities or the public, as it prepares a submission on behalf of the Council. **Any representations to the council should be sent to committee@wiltshire.gov.uk in September 2018.**

14. The Council has also prepared a webpage at this link showing all the information it has provided for the Electoral Review. Other information is found on the Wiltshire page of the LGBCE site.

 Additional Stages

15. From 5 February 2019 to 15 April 2019 the Commission will consult upon its draft recommendations on new divisions, published after consideration of the submissions provided in the preceding stage.

16. In July 2019 the final recommendations of the Commission will be published. At this stage they will no longer be able to be amended – a draft order will be prepared for laying in Parliament, where the recommendations may be accepted or rejected, but not amended.

17. Should the recommendations be accepted, they will then be implemented for elections in May 2021.

Summary

The Local Government Boundary Commission for England has decided up on a future council size for Wiltshire Council of 98.

A consultation on a pattern of electoral divisions for that council size will run from 28 August 2019 to 5 November 2019. Any person or organisation can access the consultation portal at [this link](#)**.**

Any proposals must align as closely as possible to an electorate size of 4291 per division, reflect community identity, and provide convenient and effective local government.

Wiltshire Council will be making a submission on a pattern of divisions, and welcomes any representations from any person or organization to assist it in preparing that submission. Any representations should be sent to committee@wiltshire.gov.uk

Councillors Briefing Note

No. 367

Service: Economic Development and Planning
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The Revised National Planning Policy Framework (NPPF) – Published July 24th 2018

Purpose of Report

To provide an update to members on the introduction by the government of a revised version of the National Planning Policy Framework ('The Framework') published on July 24 2018. It replaces the first NPPF that was produced in 2012.The Framework is important as it sets out the government's planning policies for England and how they should be applied. Development plans (including the emerging Wiltshire Local Plan and Neighbourhood Plans) have to be compliant with these policies when being prepared and they form an important material consideration in the determination of planning applications. As the new Framework takes effect from the date of publication, the policies it contains are in force now.

Background

The government introduced the first NPPF in March 2012 to replace a raft of separate policy documents. Since then, the Government has made it clear, through such documents as the Housing White Paper, that the delivery of sufficient numbers of new housing is a central aim of government policy. They have also produced written ministerial statements on a wide range of planning subjects and introduced new planning legislation relating to development plans. This has meant that the 2012 Framework was looking increasingly outdated, and the revised Framework seeks to bring national planning policy up to date and fulfil commitments made in the Housing White Paper to increase the supply of housing.

The revised Framework is longer than the original (73 pages compared to 59 in 2012). This has allowed a new chapter to be introduced on 'Making effective use of land' and an extended glossary. The government has also moved the chapters on plan making and decision making to the front of the document, demonstrating the importance of these aspects to delivery. Whilst the revised framework aims to put in place policies to deliver the government target of 300,000 new dwellings a year, it seeks to promote the delivery of these through good design, and with environmental safeguards to protect areas or assets of particular importance. There is new guidance on viability, to discourage developers from paying excessive prices for housing and a renewed emphasis on 'front-loading' – getting things agreed at the plan-making stage. In place of minimising harm to matters such as the natural environment and biodiversity, the wording encourages 'enhancement' and 'net gains'

There is also a great deal of continuity – the government's aim is still to achieve sustainable development, pursuing economic, social and environmental objectives in a mutually supportive way. The wording in many of the chapters, such as those on the historic environment and on the use of minerals is little changed from the 2012 version, although now in different paragraph numbers.

However, there are also significant changes, and the remainder of the briefing note addresses these, although it should be appreciated that this is a summary focusing on the key changes and does not attempt to identify every change the government has made.

Plan Making (Chapter 3)

The opening line of the chapter on plan making restates the government's belief that the planning system '*should be genuinely plan-led*'.

The Framework makes clear that going forward, development plan policies must be categorised as either 'strategic' or 'non-strategic.' Strategic policies set out the overall strategy for the pattern, scale, and quality of development and must make sufficient provision for housing, employment, leisure and other commercial development, as well as infrastructure, community facilities and the conservation and enhancement of the environment. Non-strategic policies should be used for setting out more detailed policies for specific areas, and can include allocating sites and shaping the environment at local level through neighbourhood plans, although non-strategic polices can also be included in local plans covering wider areas, and are not restricted to neighbourhood plans.

The Framework states that strategic policies must plan to meet the 'objectively assessed needs' over the plan period. Furthermore, local planning authorities are under a duty to co-operate with neighbouring authorities on matters including infrastructure and whether development needs that cannot be met wholly within a particular area could be met elsewhere.

To ensure that plans are kept up to date, the framework refers to the legal requirement to review local plan every five years, taking account of changing circumstances and any relevant changes in national policy. New plans must demonstrate that they follow *an* appropriate strategy (the previous requirement that it must be *the* most appropriate strategy has been dropped) - and that the strategy accommodates any unmet need from neighbouring areas where it is practical to do so and consistent with achieving sustainable development. Plans should also set out the developer contributions expected from development, which should not undermine the deliverability of the plan.

Decision Making (Chapter 4)

The chapter restates the legal requirement – *that applications for planning permission must be determined in accordance with the development plan, unless material considerations indicate otherwise.* Decisions should be made '*as quickly as possible and within statutory timetables unless a longer period has been agreed by the applicant in writing*'.

The weight to be given to relevant policies in emerging plans is spelt out – with the weight increasing where the plan is more advanced and there are no unresolved objections to relevant policies. Where there are unresolved objections to relevant policies, the weight that can be accorded them will be less and limited (because an inspector will need to resolve the conflict at the examination).

Planning conditions should be kept to '*a minimum, and only imposed where they are necessary, relevant to planning and to the development to be permitted, enforceable, precise and reasonable in all other respects*'.

Developers are encouraged to engage in pre-application discussions, both with the local planning authority, and with the local community, although it is noted that they cannot be required to do so.

A new section on viability puts the emphasis firmly on the applicant to demonstrate whether particular circumstances justify the need for a viability assessment of an application. Separate Planning Practice Guidance accompanying the Framework sets out a recommended approach for

carrying out such assessments and also makes it clear that the government expects them to be made publicly available in most circumstances. The expectation going forward with future local plans is that early engagement at plan making stage will ensure that site allocations take account of the policy requirements, minimising any requirement for viability assessments at application stage.

Delivering a sufficient supply of homes (Chapter 5)

This chapter was titled 'Delivering a wide choice of quality homes' in the 2012 version. The change from 'choice' to 'sufficient supply' recognises the government objective of *significantly boosting the supply of housing'.* To help achieve this, the Framework requires the local housing needs assessment that underpins the housing requirement in local plans to be undertaken using a standard method set out in national guidance. This should be undertaken for the whole of a local planning authority area.

The local planning authority is required to identify in its planning policies sites for the delivery of housing, with a new condition that at least 10% of the housing requirement should be delivered on sites no larger than one hectare, unless there are strong reasons why this 10% target cannot be reached. This is to promote the development of small and medium sized sites that can be built out relatively quickly. Neighbourhood planning groups are similarly encouraged to consider the opportunities for allocating sites of this size in their area.

The definition of affordable housing is widened to include affordable home ownership, with sites granted permission for more than 10 houses expected to deliver 10% of the homes granted permission for affordable home ownership in most circumstances as part of the overall affordable housing requirement. (There are exceptions for developments such as specialist accommodation for groups of people with specific needs, where a 10% home ownership requirement would be impracticable).

A new definition of 'entry level' homes is included, with local planning authorities encouraged to support the development of sites for such housing as 'exception sites' adjacent to existing settlements and proportionate in size to them. This policy does not apply to settlements in AONBs or green belts.

The Framework notes that meeting a requirement for large numbers of new homes can often be *'best achieved'* through planning for larger scale development, *such as new settlements or significant extensions to existing villages and towns, provided they are well located and can help meet identified needs in a sustainable way.*

The need for local planning authorities to maintain a five-year land supply of deliverable housing sites, together with a suitable buffer is restated. An additional Housing Delivery Test (HDT) will also be introduced from November, whereby local planning authorities have to monitor progress in building out sites that have permission. Where a local planning authority cannot demonstrate a five year land supply, or where delivery falls substantially below the housing requirement over the previous three years, then the planning policies in the development plan which are most important for determining the application will be considered out of date, and planning permission for new housing should be granted unless any adverse impacts of doing so would significantly and demonstrably outweigh the benefits, or the site in question would affect a protected asset (such as an AONB, listed building, conservation area etc – the Framework defines the list of protected assets). Where the HDT indicates that delivery has fallen below 95% of the local planning authority's housing requirement over the previous three years, the authority is required to prepare an action plan to assess the causes of underperformance and identify actions to increase delivery in future years.

The presumption against isolated housing in the countryside remains, although the list of exceptions is widened to include where '*the development would involve the subdivision of an existing residential dwelling'*.

Making effective use of land (Chapter 11)

This new chapter in the Framework promotes the use of brownfield land for housing and encourages higher densities in appropriate locations, particularly where there is an existing or anticipated

shortage of land for meeting identified housing needs. However, this is balanced by the recognition that policies and decisions need to take into account '*the desirability of maintaining an area's prevailing character and setting (including residential gardens) and the importance of securing well-designed, attractive and healthy places'*.

Re-allocating land for a more deliverable use that can help meet identified needs is encouraged if the local planning authority consider that there is no reasonable prospect of an application coming forward for the use allocated in the plan.

Local planning authorities are encouraged to take a proactive role in identifying and helping to bring forward land suitable for meeting development needs, including identifying opportunities to facilitate land assembly where this can help secure better development outcomes.

Brief comments on other chapters in the Framework

Building a strong, competitive economy (Chapter 6) - the government continues to give significant weight on the need for planning policies and decisions to support economic growth, '*taking into account both local business needs and wider opportunities for development.'*

Planning policies and decisions should recognize and address the specific locational requirements of different sectors, including '*storage and distribution operations at a variety of scales and in suitably accessible locations'*.

In a new section on supporting a prosperous rural economy, planning policies and decisions should recognize that sites to meet local business and community needs in rural areas may have to be found adjacent to or beyond existing settlements, but in locations that are sensitive to their surroundings and where they do not have an unacceptable impact on local roads.

Ensuring the vitality of town centres (**Chapter 7)** - there is little difference in this chapter from the 2012 version. The government have maintained the 'town centre first' approach for retail and leisure uses and local planning authorities are still required to carry out a sequential test to planning applications for town centre uses which are not in an existing centre, nor in accordance with an up to date plan.

Promoting healthy and safe communities (**Chapter 8)** - the government have added the word 'safe' to the heading of this chapter as a change from the 2012 version. There is encouragement to plan for the provision of safe and accessible green infrastructure, sports facilities, local shops, access to healthier food, allotments and layouts that encourage walking and cycling.

A new section on promoting public safety and taking account of wider security and defence requirements is included, with the aim being to reduce vulnerability and increase resilience and public safety. Policies and decisions should also ensure that operational defence sites '*are not affected adversely by the impact of other development proposed in the area'*.

Promoting sustainable transport (Chapter 9) - there is little change from the policies in the 2012 version, with the emphasis remaining on identifying, assessing and mitigating the environmental impacts of traffic and focusing significant development on locations that are, or can be made, sustainable. Applications for development are required to give '*first priority*' to pedestrian and cycle movements, encourage public transport use, and to address the needs of people with disabilities and reduced mobility.

Where proposals arise for new or expanded distribution centres, they should make provision for sufficient lorry parking to cater for their anticipated use.

Supporting high quality communications (Chapter 10) - the provision and expansion of electronic communication networks remains a Government priority that planning policies and decisions should support. The requirements for encouraging mast sharing and leaving health safeguards to International Commission guidelines is retained from the 2012 version.

Achieving well-designed places (Chapter 12) – this chapter has been strengthened to reflect the government aim of seeking to ensure that higher housing numbers are delivered through the '*creation of high quality buildings and places*' which is seen as being '*fundamental*' to what the planning and development process should achieve. Greater encouragement is given to early discussion between applicants, the local planning authority and local community, with a warning that those applications where there has been '*early, proactive and effective engagement with the community should be looked on more favourably than those that cannot*'. Developments should be '*sympathetic to local character and history, whilst not preventing or discouraging appropriate innovation and change*'. There is a new warning that local planning authorities should seek to ensure that the quality of approved development '*is not materially diminished*' between permission and completion as a result of changes being made to the permitted scheme. There is recognition that Neighbourhood Plans can play an important part in '*identifying the special qualities of each area and explaining how this should be reflected in development.*'

Protecting green belt land (Chapter 13) – the government have restated their commitment in national planning policy to protect the greenbelt from inappropriate development. The Framework clarifies that burial grounds and allotments are not inappropriate development. It also sets out a procedure for how green belt boundaries can be altered through strategic plans, but makes it clear that such alterations should only be considered in exceptional circumstances, and only where all other options for meeting identified needs for development have been fully examined.

Meeting the challenge of climate change and flooding (Chapter 14) – whilst the government re-states their commitment to renewable energy in principle, applications for energy development involving onshore wind turbines are only to be supported in areas identified in development plans as suitable for wind energy development, and where the local community backs the project. References in the 2012 version to zero carbon development and energy efficiency in buildings have been omitted, and now any local requirements for the sustainability of buildings '*should reflect the government's policy for national technical standards.*' Policies on minimizing flood risk are restated, and a new paragraph is included requiring major developments to incorporate sustainable drainage systems, including maintenance arrangements for the lifetime of the development.

Conserving and enhancing the natural environment (**Chapter 15)** – the protection of valued landscapes is retained, with great weight still afforded to conserving and enhancing National Parks and Areas of Outstanding Natural Beauty. Major development in these should be refused planning permission, other than in exceptional circumstances, where it can be demonstrated to be in the public interest. However, for this one purpose only, the definition of what constitutes '*major development*' in these areas is a matter for the local planning authority as decision maker to determine. Government policy remains that decision making should enhance the natural environment by recognizing '*the intrinsic character and beauty of the countryside*', and should seek to '*minimise impacts on and provide net gains for biodiversity*'. Development resulting in the loss of '*irreplaceable habitats*' – a new definition that has been widened to include ancient woodland and veteran trees – should be refused unless there are wholly exceptional reasons. Planning decisions should also take into account Air Quality Management Areas and in relation to new developments next to existing community or business facilities that generate noise, the applicant should be required to provide suitable mitigation (rather than the burden being placed on the existing business or community facility).

Conserving and enhancing the historic environment (**Chapter 16**) – this chapter of the Framework is little changed from the 2012 version. The need to assess whether a development will harm a heritage asset, and if so, whether that harm is substantial or less than substantial is retained as Government policy, with great weight to be given to the asset's conservation '*irrespective of whether any potential harm amounts to substantial or less than substantial harm to its significance.*'

Facilitating the sustainable use of minerals (**Chapter 17)** – one of the questions raised during the government consultation on a revised draft of the Framework was whether minerals planning policy should be dealt with separately, but the government has decided to keep it within the Framework.

There is little change from the 2012 version, although one addition is that minerals planning authorities are now advised that they should '*recognise the benefits of on-shore oil and gas development, including unconventional hydrocarbons, for the security of energy supplies and supporting the transition to a low-carbon economy, and put in place policies to facilitate their exploration and extraction*'.

Transitional Arrangements – Neighbourhood Plans that are submitted to the council before 24 January 2019 can still be considered under the policies in the previous Framework. This is to avoid neighbourhood planning groups having to re-do work in the light of any changed policies in the new Framework. For local planning authorities, the threshold for passing the Housing Delivery Test will be raised incrementally between the introduction of the test in November 2018 and the second anniversary in November 2020.

Not included in The Framework – Government 'Planning Policy for Traveller Sites' is contained in a separate document last updated in 2015 and the national 'Planning Policy for Waste' was published in October 2014. These remain unchanged by the new Framework and should be read in conjunction with it.

In addition, the Government also publish Planning Practice Guidance (PPG), which is an online only source of government guidance on planning matters that is regularly updated. On the same date as the new Framework was released, the Government published detailed PPG on viability assessments to accompany the Framework.

Councillors Briefing Note
No. 368

Service:	Economic Development and Planning
Director:	Tim Martienssen (01249) 706548
Further Enquiries to:	Georgina Clampitt-Dix (01225) 713472
	Carolyn Gibson (01225) 718452
Date Prepared:	19 September 2018

WILTSHIRE LOCAL PLAN REVIEW UPDATE

Invitation to consultation events (October 2018)

The Local Planning Authority has a duty to maintain an up-to-date local plan, which provides for the homes, jobs and infrastructure needed to support its growing communities consistent with Government policy.

Last Autumn we began a review of the Wiltshire Local Plan in the form of a consultation on the issues to be considered to plan for the period to 2036. The consultation was in accordance with the Wiltshire Local Development Scheme (Councillors Briefing Note 331) and based on national guidance contained in the National Planning Policy Framework 2012.

Since then, in July 2018, the Government published a revised National Planning Policy Framework (NPPF) (Councillors Briefing Note 367 refers). The Wiltshire Local Plan will now be prepared in accordance with this latest policy and the introduction of a standard methodology for calculating how many new homes to plan for.

Consultation

You are invited to join representatives from town and parish councils and neighbourhood plan groups to take part in a discussion about how we could respond to the Government agenda to deliver homes where they are needed.

We will also continue to engage and consult with infrastructure providers, neighbouring authorities and statutory bodies (e.g. Environment Agency, Natural England, Heritage England and Highways England) to get their thoughts about potential scales and distribution of growth within Wiltshire.

The methodology for calculating housing need at a local authority level currently suggests Wiltshire should be planning to deliver a minimum of 44,450 homes for the period 2016-2036. While the figure may still change because of Government consultation anticipated later this year, it is similar to the figure of 44,000 homes for Wiltshire identified within the Swindon and Wiltshire Strategic Housing Market Assessment for the period 2016-2036.

The workshops will focus on housing, as follows:

A. How can approximately 44,450 homes be distributed across Wiltshire, with a focus on Wiltshire's market towns and principal settlements, to maintain the role and function of those places and promote sustainable development?
B. How can policies within the Local Plan support proportionate housing growth outside named market towns and principal settlements and support the role of neighbourhood plans in the rural area?

Plan making is about much more than building houses and the events will therefore explore the relationship between homes, infrastructure and jobs in the context of these questions.

The dates and times of the events are set out in the attached schedule (**Appendix 1**).

Not all events will follow the same agenda. Instead they will be tailored to the issues facing different parts of the county. The town focused events will consider the issues raised by question A (above) (for example, what potential is there for housing on brownfield sites in our principal settlements and market towns?). The rural area events will relate to question B (for example, does the existing rural exceptions policy provide the type of local housing our rural communities want?).

To manage the events effectively, <u>attendance is limited and by invitation only</u>.

The parish and town councils have been invited to send two representatives to the event most relevant to their town or parish. Rural parishes immediately adjacent to a principal settlement or market town can attend more than one event. It is expected that parish and town councils will invite a representative from their neighbourhood plan steering group also, for which an additional place is available.

To confirm your attendance and to speak to someone about which event may be best for you please:

- email spatialplanningpolicy@wiltshire.gov.uk or
- phone 01225 713223.

You may wish to attend more than one event depending on the geography of your division.

Local Plan Review Timetable

This period of informal consultation is a change from the programme included in the Local Development Scheme. The delay is partly due to the introduction of the revised NPPF.

Wiltshire Council has a duty to cooperate with neighbouring authorities and we are in discussion with Swindon Borough Council to consider a revised programme for our

respective Local Plan reviews. A provisional programme is set out below. It is anticipated that a formal update to the Local Development Scheme will be considered by cabinet in early 2019.

Targeted consultation on scale of growth	Quarter 4, 2018
Targeted consultation on sites	Quarter 1, 2019
Start of Regulation 19 Pre-submission consultation on draft Local Plan	Quarter 4, 2019
Submission to Secretary of State to commence examination	Quarter 3, 2020

Next steps

The outcome of the meetings will be reported to cabinet in December. This will inform the direction of travel in terms of the scale and distribution of growth across Wiltshire before further consultation takes place on specific sites.

Reports of the parish briefings that took place in November 2017 as part of the issues consultation on the Local Plan review, will be published on the council's website by end October via this link.

Appendix 1: Parish Events to inform the Local Plan Review

Outline of events

The consultation in 2017 introduced proposed Housing Market Areas (HMA) for the county. These are illustrated overleaf. We have organised the town focused events based on these HMAs to facilitate discussion and would encourage you to attend the event most relevant to your area.

In the case of the Chippenham HMA, which is proposed to include six market towns, two events are proposed to make sure there is scope to discuss each town in the time available. The strong relationships between Corsham, Chippenham and Calne are reflected in the geography of the events.

The two events for rural areas (rural parishes) will follow the same agenda including affordable housing, rural exception sites and the role of neighbourhood planning.

Table 1: List of events, 2018

Geography	Venue	Date and time *	Please register by:
Chippenham HMA part (Devizes, Malmesbury, Melksham)	Cotswolds Space, County Hall Trowbridge	6.30 – 8.00 pm Monday **8 October** 2018	Friday 28 September
Salisbury HMA (Amesbury (including Durrington and Burford), Salisbury (including Wilton, Tidworth and Ludgershall)	Salisbury City Hall, Alamein Suite Salisbury	6.30 – 8.00 pm Wednesday, **10 October** 2018	Friday 28 September
Swindon HMA (Royal Wootton Bassett, Marlborough)	Memorial Hall Royal Wootton Bassett	6.30 – 8.00 pm Monday **15 October** 2018	Friday 12 October
All rural parishes	Cotswolds Space, County Hall Trowbridge	6.30 – 8.00 pm Thursday **18 October** 2018	Friday 12 October
All rural parishes	Bouverie Hall Pewsey	6.30 – 8.00 pm Monday **22 October** 2018	Friday 12 October
Chippenham HMA part (Calne, Corsham, Chippenham)	Monkton Park Chippenham	6.30 – 8.00 pm Thursday **25 October** 2018	Friday 19 October
Trowbridge HMA (Bradford on Avon, Trowbridge, Warminster, Westbury)	Cotswolds Space, County Hall Trowbridge	6.30 – 8.00 pm Monday **29 October** 2018	Friday 19 October

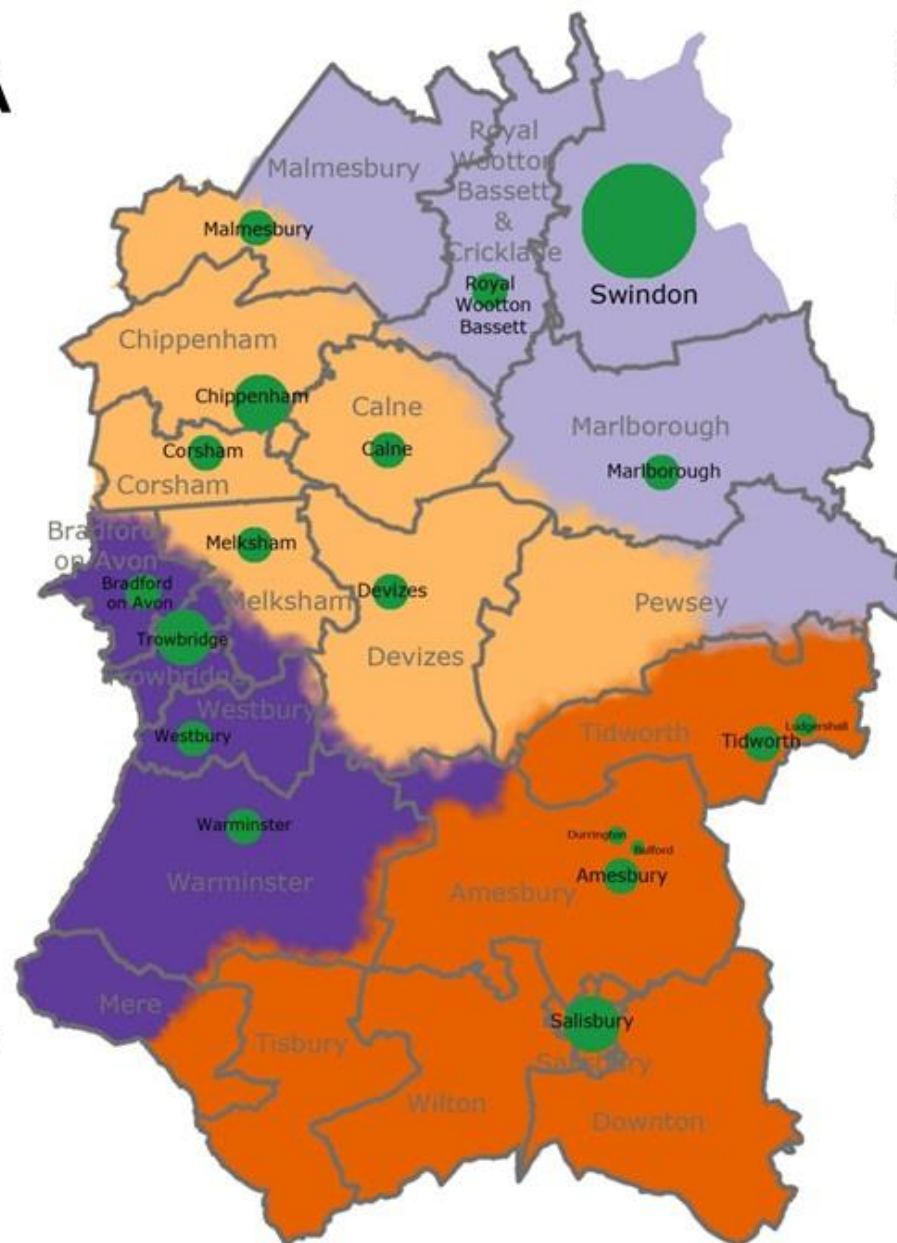*Please arrive from 6pm to allow a prompt start at 6.30pm.

Chippenham HMA

Chippenham;
Corsham; Devizes;
Calne; Malmesbury;
Melksham

Trowbridge HMA

Bradford on Avon;
Trowbridge;
Warminster; Westbury

Swindon HMA

Swindon; Marlborough;
Royal Wootton Bassett

Salisbury HMA

Amesbury, Bulford and
Durrington; Salisbury
(and Wilton); Tidworth
and Ludgershall

Councillors Briefing Note
No. 369

Department: Highways and Transport with support of Public Health

Further Enquiries to: Ruth Durrant, Rachel Kent (Public Health)

Date Prepared: 12 October 2018

Direct Line: 01225 713483

HomeRun

Introduction

This briefing note is to provide you with information about a trial we have been undertaking with a smartphone app called HomeRun, our plans for the future, and how the project links with our efforts to encourage more children to travel actively to school, and to reduce car congestion associated with the school run.

What is HomeRun?

There is a concern in many communities about the impacts of the school run which include air-pollution, a reduction in active and/or independent travel, and inconsiderate parking leading to tensions between schools and local residents. HomeRun is a smartphone app which helps parents to car share, and logs real-time information on modes of travel, distance and route travelled. Parents can connect with other parents nearby and car-pool, as well as being able to follow their child's independent journey to school. They can highlight areas of concern, such as busy roads which are difficult to cross, and receive a notification once the child has cleared this area.

What are the benefits?

There will be different benefits for children, parents, schools, and the council. By reducing the number of cars on the school commute, and encouraging active modes of travel (even if for part of the journey, such as the walk to and from the bus-stop or car park), benefits should be seen in the following areas:

Air Quality   Public Health   Transport   Community Building

The data provided can inform likely interventions, for example by revealing popular areas for parking, the average number of minutes of active travel per child, and areas for improvement such as parents who are choosing to drive from an area where there is a school bus or many others are walking.

Data can also be used to help with decision making on where Council funding is spent, and demonstrate the usage of highway interventions already provided, such as road of crossings, pavements or cycle paths, to ascertain value for money.

Pilot Phase

Starting in June 2017, with the support of four area boards, HomeRun has been piloted in a bid to try to reduce the number of cars on the school run and increase active travel to and from school. Following on from the success of Beat the Street in Calne and Devizes there was an aspiration amongst local councillors and communities to continue to try and reduce congestion around the school gate at school time, improve local air quality and positively impact on childhood obesity through increasing activity levels.

Seven schools took part in the pilot phase chosen for their proximity to an air quality management area. At this stage, it was on a licence by school basis, funded by the area boards. Tackling the school run contributed to the boards' Community Area JSA priorities which included community safety, environment, health and wellbeing, along with providing benefits to the local economies through improved journey times. Use of the HomeRun app also contributed to some of the actions of the local community air quality action plans and the overarching Wiltshire Air Quality Action Plan.

Results

In January a progress report was produced (available on request) which provided detailed breakdowns of activity associated with each school taking part. Overall the following data was captured:

School Commute Metrics (one-way):

# Pupils	Total Journey Distance	Avg. Journey Distance	Avg. Journey Time
2,442 pupils	10,098 miles	4.15 miles	18.1 mins

Total Cars Used	Avg. Activity	% Journeys Shared with Siblings	% Users with HomeRun Friends
929 cars	7.1 mins	33%	26%

Take-up of the app by parents varies from 30% to 50%, and "cars off the road", either through car sharing or independent travel, varies between 5% and 14%, in both cases depending on the school.

Interestingly the schools showed very different patterns of travel behaviour which demonstrates that there is not a "one size fits all" answer to school run concerns. What the detailed reports do highlight are the potential areas for investigation to establish why such patterns of travel are occurring and to identify barriers to walking and cycling or using the bus.

Some examples of the findings:

- One primary school located in a market town showed that 40% of cars used in the school commute are for journeys under one mile;

- A school in a village close to a market town showed an average of 3.3 minutes exercise per pupil per commute; there is a lack of pavements within the village, and because of this children on a particular residential estate are entitled to free bus travel. However, many of these parents still choose to drive their children to school, for a variety of reasons (e.g. younger siblings);

- Parents of children attending three schools in a village location south-east of Salisbury have been encouraged to drop their children off at a park-and-ride location and use a shared use off road path to the school. However, our data shows that pupils are still being dropped off outside the school, and that those using the path are cyclists, or those travelling part of the way by bus.

Data generated by the app can be used by the school to inform their travel plan, reducing the need for more time-consuming traditional methods of data collection such as survey forms.

By having real data of actual commutes and routes used by pupils will enable the school and the local authority to look at tailored interventions to try and address activity levels, air quality and congestion.

Next steps
A procurement exemption has been approved to proceed with a three-year open licence under which the app would be free to all state-funded Wiltshire schools, and through which the council would have access to two county-wide reports and ten detailed school reports per year. Both the council and the schools taking up the app would have a data console showing metrics such as minutes of active travel, carbon emissions, and average journey lengths and times.

Other steps we need to undertake are:

- To work with one or more schools, using the data generated so far, to tailor interventions to their situation;

- To encourage further take-up with schools and to "profile" types of schools (e.g. urban secondary with good transport links, rural village school without pavements and with wide catchment) so that proven interventions can be applied to schools with a comparable profile.

- To collaborate with other council departments such as passenger transport, highways and public protection to look at how we can make better use of the app.

Wiltshire councillors are invited to contact the school travel plan advisor should they have particular schools in mind to take part.

Wiltshire Council
Where everybody matters

COUNCILLORS BRIEFING NOTE
No 370

Service Area: Finance, Revenues and Benefits *Further Enquiries to:*   Ian P Brown

Date Prepared: 5th November 2018   ***Direct Line:***   01225 716701

Council Tax Single Person Discount Review

Wiltshire Council currently administers the collection of council tax from over 218,000 households across the county. Excluding those on council tax benefit, approximately 50,000 of those households are currently claiming a discount of 25% on their council tax as they are living alone. With typical council tax charges amounting to £1777.00 per annum the average worth of each claim is in the region of £400.00. The total value of discounts awarded to single occupiers in the current financial year is in excess of £24 million.

In the past the council's Revenues and Benefits Team has undertaken a variety of reviews using various methods to ensure that discounts are correctly awarded. The reviews have been undertaken by mailshot but more recently, through the comparison of data held within the council. The council has always undertaken data matching exercise once every two years with the National Fraud Initiative (NFI). This typically identifies around 1000 households per annum where there may be a discrepancy, however the current methods of review are still limited in scope.

SWe are now using the services of a third party organisation to review entitlement to single person discounts.

Following a tender exercise a suitable supplier was found to conduct the review between now and the beginning of December 2018. The review will cost £30,000.

An extract of our records will be taken of those single occupier households and will compare these to a series of databases to which they have access. As other information is disclosed to the supplier and we do not have access to their database.

Where mismatches are identified, the household will be asked to return a new claim form. The process will be managed by the supplier who will also deal with any telephone calls and match the responses against their findings. If no response is received from the household, the council tax discount will be ended.

The work has started and publicity will go out to explain the campaign.

If you require any further or more detailed information about either of the updates outlined above, or if you have any questions, please contact the officers below –

Ian P Brown, ianp.brown@wiltshire.gov.uk, 01225 716701 or

Phil Ruddle, phil.ruddle@wiltshire.gov.uk on 01722 434406

Councillors Briefing Note
No. 371

Service: *Housing and Commercial Development*
Further Enquiries to: Simon Hendey
Date Prepared: 1 November 2018
Direct Line: (01225) 713599

Subject: Green Paper; A New Deal; for Social Housing, Rough Sleeping strategy and Consultation on use of Right to buy receipts

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<u>A New deal for Social Housing</u>

On 14 August government published a social housing green paper – A new deal for social housing. It sets out a proposed strategy for reforming social housing. Consultation responses are required by the 6 November 2018. Consultation responses are to be provided on line. This report suggests responses to the questions raised in the Green paper. The Green paper sets out a proposed strategy for reforming social housing.

It is based around five core themes:

- ensuring homes are safe and decent

- effective resolution of complaints

- empowering residents and strengthening the regulator

- tackling stigma and celebrating thriving communities

- expanding supply and supporting home ownership

There are 48 questions in total and they are set out below with potential responses. Not all questions have been answered.

<u>Ensuring homes are safe and decent</u>

The government proposes:

- implementing the recommendations from Hackitt Review of building regulations and fire safety, legislating to fundamentally reform the current system.

- establishing a pilot with a group of social landlords who would trial options to improve communication and engagement with residents on safety issues.

- reviewing the decent homes standard. This might include adding new requirements around energy efficiency and fire safety to mirror those recently introduced in the private sector.

Responses:

1. How can residents best be supported in this important role of working with landlords to ensure homes are safe?

   To tie in with proposals concerning empowering residents, landlords should ensure that safety policy and scrutiny is contained within the resident engagement strategy.

2. Should new safety measures in the private rented sector also apply to social housing?

   Any additional health and safety measures required in the social housing sector should be proportionate, the private rented sector stock is on average older and contains more category one hazards than the social housing stock.

3. Are there any changes to what constitutes a Decent Home that we should consider?

   Consideration should be given to include a specification of conditions external to the home such as safety and environmental issues that are often at the forefront of residents' minds about their home and neighbourhood.

4. Do we need additional measures to make sure social homes are safe and decent?

   No comment

Complaint resolution

The government proposes:

- a number of possible options to improve the way that complaints about social landlords are handled, including:

  - looking at ways to speed up landlords' internal complaint processes, for example by asking the regulator to set out some suggested timings in a code of practice.

  - Exploring ways to improve the use of mediation in landlord/tenant disputes

  - Looking at ways to raise awareness among tenants of their rights and the options available to them to make a complaint about their landlord.

  - Reforming or removing the requirement that complainants go through a 'designated person' (an MP, councillor or tenant panel) or wait eight weeks before they can contact the Ombudsman with a complaint.

Responses:

5.Are there ways of strengthening the mediation opportunities available for landlords and residents to resolve disputes locally?

No comment

6.Should we reduce the eight-week waiting period to four weeks, or should we remove the requirement for the "democratic filter" stage altogether?

We believe the democratic filter offers residents important assistance and navigation to have their complaints resolved and should be retained.

7.What can we do to ensure that the "designated persons" are better able to promote local resolutions?

Reduce number in LA area

8.How can we ensure that residents understand how best to escalate a complaint and seek redress?

Residents are advised of the complaints process in their annual report and this can be reinforced in landlords' resident engagement strategy.

9.How can we ensure that residents can access the right advice and support when making a complaint?

Residents should be informed of complaints process when they sign their tenancy. The process should be reiterated at least on an annual basis through publications to customers.

10.How can we best ensure that landlords' processes for dealing with complaints are fast and effective?

A code of practice including timescales wet out by the regulator would be welcomed.

11.How can we best ensure safety concerns are handled swiftly and effectively within the existing redress framework?

Complaints concerning safety should be afforded a fast track response and escalation process.

Empowering residents and strengthening the regulator

The government proposes:

- Requiring all landlords to provide data on a number of key performance indicators to the regulator for regular publication. The regulator would then publish these in the form of league tables to enable comparison between landlords. Performance could then be taken into account when government funding is being allocated to individual landlords, for example to support the development of new homes.

- Considering a number of potential changes to the system of regulation for social landlords. A separate call for evidence has also been published on this subject. Potential changes include:

  o Enabling the regulator to take a more proactive approach to enforcing

the 'consumer standards' (covering tenant involvement and empowerment, homes, tenancies and neighbourhoods and communities).

   o Giving the regulator more powers to scrutinise the performance of local authority landlords.

- Considering options to give tenants a voice on policy issues at a national level, including perhaps establishing a representative body

- Looking at a variety of options to promote more community ownership, or community leadership of social landlords.

Responses:

12. Do the proposed key performance indicators cover the right areas? Are there any other areas that should be covered?

(these key indicators are; keeping properties in good repair; maintaining the safety of buildings, effective handling of complaints, respectful and helpful engagement with residents and responsible neighbourhood management, including tackling anti-social behaviour)

These areas are supported as the right areas to cover.

13. Should landlords report performance against these key performance indicators every year?

Annual reporting is supported

14. Should landlords report performance against these key performance indicators to the regulator?

Yes

15. What more can be done to encourage landlords to be more transparent with their residents?

No comment

16. Do you think that there should be a better way of reporting the outcomes of landlords' complaint handling? How can this be made as clear and accessible as possible for residents?

As part of the reporting of complaints handling the role of the democratic filter should be included. This will raise the importance of the designated person role.

17. Is the regulator best placed to prepare key performance indicators in consultation with residents and landlords?

Care should be taken not to contradict the move to empower residents and enable them to hold their landlord to account for the services provided whilst introducing national top down performance indicators. There should be room for local determination of indicators.

18. What would be the best approach to publishing key performance indicators that would allow residents to make the most effective comparison of performance?

Comparative performance data should be published on a geographical

basis.

19. Should we introduce a new criterion to the Affordable Homes Programme that reflects residents' experience of their landlord? What other ways could we incentivise best practice and deter the worst, including for those providers that do not use Government funding to build?

It would be wrong to penalise residents in need of new affordable housing by not allocating affordable homes programme funding to providers who do not achieve certain performance standards. However, landlords who do not provide good services should not be rewarded. Perhaps a minimum set of standards should be set which must be achieved before funding can be considered.

20. Are current resident engagement and scrutiny measures effective? What more can be done to make residents aware of existing ways to engage with landlords and influence how services are delivered?

No comment

21. Is there a need for a stronger representation for residents at a national level? If so, how should this best be achieved?

No comment

22. Would there be interest in a programme to promote the transfer of local authority housing, particularly to community-based housing associations? What would it need to make it work?

Tenants should determine the models that will best deliver the services they deserve. It should not be necessary to transfer Council housing to provide better services to tenants, there are many different models that tenants can choose to enable them to lead services delivery.

23. Could a programme of trailblazers help to develop and promote options for greater resident-leadership within the sector?

Any trailblazer programme would have to represent the various geographies and organisational types to be of use.

24. Are Tenant Management Organisations (TMOs) delivering positive outcomes for residents and landlords? Are current processes for setting up and disbanding TMOs suitable? Do they achieve the right balance between residents' control and local accountability?

There are no TMOs in Wiltshire and thus not qualified to answer this question.

25. Are there any other innovative ways of giving social housing residents greater choice and control over the services they receive from landlords?

No comment

26. Do you think there are benefits to models that support residents to take on some of their own services? If so, what is needed to make this work?

Models that can deliver better services within the current costs are obviously welcomed but care should be taken not to establish mechanisms that generate additional cost which would be borne by all customers.

27. How can landlords ensure residents have more choice over contractor

services, while retaining oversight of quality and value for money?

The council is in the process of developing its direct labour organisation and although the challenge of other contractors will help achieve quality and value for money, due to the constrained market the DLO operates in it needs a volume of work to be viable. Therefore, care should be taken not to lose the ability to ensure quality and value for money is sacrificed when introducing new arrangements.

28. What more could we do to help leaseholders of a social housing landlord?

No comment

29. Does the regulator have the right objective on consumer regulation? Should any of the consumer standards change to ensure that landlords provide a better service for residents in line with the new key performance indicators proposed, and if so how?

The current objectives are sufficient.

30. Should the regulator be given powers to produce other documents, such as a code of practice, to provide further clarity about what is expected from the consumer standards?

Further clarification such as a code of guidance is supported.

31. Is "serious detriment" the appropriate threshold for intervention by the Regulator for a breach of consumer standards? If not, what would be an appropriate threshold for intervention?

No comment

32. Should the regulator adopt a more proactive approach to regulation of consumer standards? Should the regulator use key performance indicators and phased interventions to identify and tackle poor performance against these consumer standards? How should this be targeted?

This approach is supported

33. Should the regulator have greater ability to scrutinise the performance and arrangements of local authority landlords? If so, what measures would be appropriate?

Local Authorities could be subject to fines from the regulator as well as order to pay compensation to customers.

34. Are the existing enforcement measures set out in Box 3 adequate? If not, what additional enforcement powers should be considered?

No further comment above that provided to question 33.

35. Is the current framework for local authorities to hold management organisations such as Tenant Management Organisations and Arm's Length Management Organisations to account sufficiently robust? If not, what more is needed to provide effective oversight of these organisations?

There are no such organisations in Wiltshire so not qualified to answer this question.

36. What further steps, if any, should Government take to make the Regulator more accountable to Parliament?

No comment

Tackling stigma

The government proposes:

- Providing support for community events and initiatives

- Encouraging greater levels of professionalism and a 'customer service culture' within the social housing sector

- Publishing further guidance on the National Planning Policy Framework (NPPF) to encourage new affordable homes to be designed to the same standard as other tenures and ensuring these are well-integrated with developments.

Responses:

37. How could we support or deliver a best neighbourhood competition?

Competitions to celebrate best neighbourhoods need to be carefully thought out in terms of the definition of neighbourhood and tenure mix if the purpose is to celebrate and recognise a positive image of social housing. If such competitions are to be run, then they should operate at a regional and Local Authority level covering all social housing landlords.

38. In addition to sharing positive stories of social housing residents and their neighbourhoods, what more could be done to tackle stigma?

No comment

39. What is needed to further encourage the professionalization of housing management to ensure all staff deliver a good quality of service?

Supporting housing managers to achieve professional qualifications; arrangements should be made by landlords to involve customers in recruiting and agreeing job roles.

40. What key performance indicator should be used to measure whether landlords are providing good neighbourhood management?

We don't believe there is single key indicator that reflects good neighbourhood management.

41. What evidence is there of the impact of the important role that many landlords are playing beyond their key responsibilities? Should landlords report on the social value they deliver?

We are supportive of landlords reporting on the added social value that they provide to their customers and believe that this should be reported on. It is disappointing that the Green paper only referred to housing associations in this regard and did not reference Local Authorities.

42. How are landlords working with local partners to tackle anti-social behaviour? What key performance indicator could be used to measure this work?

We are concerned that a key performance indicator that is published for ASB in social housing separate from other communities as this holds the potential to fuel misplaced perceptions and stigmatise social housing.

43. What other ways can be planning guidance support good design in the social sector?

We believe that there should not be a presumption that social housing design is not of the same standard as other tenures. Experience in Wiltshire suggests it is superior. Good design should apply across all tenures.

44. How can we encourage social housing residents to be involved in the planning and design of new developments?

In Wiltshire, we will seek the views of current and future customers when designing and delivering new affordable housing through work on specification and design through design panels.

Expanding supply and supporting home ownership:

The government proposes:

- Not implementing plans to require councils to sell their most valuable homes as they become vacant, in order to fund extension of the right to buy all housing association tenants

- Giving councils new flexibilities to spend the money raised from right to buy sales on new homes. A separate consultation has been launched to look at this issue

- Not requiring councils to offer all new tenants a tenancy for a fixed term. Local authorities will still be able to use fixed term tenancies at their discretion.

- Ensuring that where an existing secure/assured tenant needs to move as a result of domestic abuse, they are always able to retain their lifetime tenancy

- Entering into deals with some housing associations to provide certainty over government funding over a longer period than is currently possible. This is intended to address the 'stop-start' nature of government's current approach to allocating funding for five years at a time

- Looking at ways to support the development of more community-led house building

- Gathering further evidence on how the current approach to social housing allocations is working in practice in different parts of the county

- Looking at ways to make it easier for new shared owners to increase their stake in their home in the future. This might include, for example, allowing them to buy much smaller increments than are usually possible.

Responses:

45. Recognising the need for fiscal responsibility, this Green Paper seeks views on whether the Government's current arrangements strike the right balance between providing grant funding for housing associations and Housing Revenue Account borrowing for local authorities.

We believe this question has been overtaken by events. Wiltshire looks forward to the opportunities that lifting the borrowing cap will bring so as to provide more affordable housing. This will enable the council to better realise its business plan to grow the economy, develop strong communities and protect the vulnerable.

46. How we can boost community-led housing and overcome the barriers

communities experience to developing new community owned homes?

From consultation with residents in rural settings the provision of free planning advice to help them navigate through the planning system.

47. What level of additional affordable housing, over existing investment plans, could be delivered by social housing providers if they were given longer term certainty over funding?

As the HRA borrowing cap has only just been lifted it is too early to be able to quantify the impact of that decision to deliver additional affordable housing.

48. How can we best support providers to develop new shared ownership products that enable people to build up more equity in their homes?

Councillors Briefing Note

No. 372

Service: Children's Services

Further Enquiries to: Laura Mayes

Direct Line: 01225 718277

Date Prepared: 12 November 2018

A vision for special education in Wiltshire

Plans to ensure every child or young person with special educational needs and or disabilities gets a first class education are being put forward for Wiltshire.

We propose a bold investment of around £20m in two new centres of excellence in the county – purpose-built and amply equipped, giving our children a better start in life than ever before.

The new and extended campuses are proposed for Rowdeford, near Devizes, and Exeter House, Salisbury.

The new direction for SEND in Wiltshire will mean keeping Rowdeford at Rowde, St Nicholas at Chippenham, and Larkrise, Trowbridge, open until the new schools are completed in autumn 2023.

All the pupils and staff teams from Larkrise and St Nicholas will come together in the new, purpose-built modern school at Rowdeford, Rowde, from 2023.

The buildings at Larkrise and St Nicholas are past their prime, out of date and need replacing. They no longer meet Department for Education guidelines on space.

They don't have enough outdoor green areas for children to play and learn in the fresh air.

We also need a new vision because the numbers of children we care for is rising, and the money we have to pay for it is falling.

But this is not about saving money.

The investment means we are committing more to special education needs. Not less. Our vision targets our budget to provide a better education and a better experience for our children.

This vision is based on three years of consultation with families, schools and communities. It offers a future where we concentrate the best facilities, the best teaching, and the best learning environment in specialist locations in the north and south of the county, rather than only being available in some parts of Wiltshire.

It means our expertise and experience can be applied in greater strength with greater purpose and greater focus across two centres, reaching out to all schools.

It might mean a little more travel time for some children. For many it could mean less.

For all, it will promise a better education, better life chances, and better outcomes. It also assures:

- great teaching from well-trained, well-paid, caring, specialist and dedicated staff;
- the right facilities and support: hydro-pools, sensory rooms, physio, open outdoor space, speech and language therapy, family care;
- strong community links – with cafés, community gardens and public playing fields;
- attractive, comfortable, child-scale buildings - safe, friendly, calm and engaging places with wide corridors and lots of natural light;
- closer links between SEND schools and neighbouring mainstream schools.

Each have resources the others can benefit from:

- links with specialist nurseries, offering children with special needs seamless attention from the time they are tots to their teenage years;
- both sites are on good road routes, central to the home locations of children and young people with SEND and with space to expand.

These proposals will be discussed in the cabinet meeting on 27 November 2018.

We look forward to discussing our vision with parents, families and schools.

Wiltshire Council
Where everybody matters

Service Devolution & Asset Transfer to Towns & Parishes
Briefing Note No. 373

Service :   *Service Devolution and Asset Transfer Programme*

Further Enquiries to: Lauren Ashdown
Date Prepared: 21/11/2018
Email: SDAT@wiltshire.gov.uk

The Service Devolution and Asset Transfer Programme (SD&AT) is progressing, with funding being invested into staff resources to ensure the delivery of packages across the county. There are several policies in place and the purpose of each is clarified below.

- **Community Asset Transfer Policy** – Approved July 2011 – this details the approach for community groups to apply for land and property owned by the Wiltshire Council (the council). Area Boards are delegated to make the decision up to a value of £250k, assuming they are not defined as a "strategic" asset i.e: needed for a Council project.
- **Cabinet decision to close public conveniences** – Approved March 2016 – gave authority for either freehold or leasehold interests to be transferred to town/parish Councils
- **Single member decision for disposal of play areas (only)** – Approved March 2017 – ability for the council to grant seven-year leases to town & parish Councils, to bridge gap until that town/parish is subject to the wider SD&AT Policy (see below), when either a 125 year lease or the freehold can be transferred
- **Service Devolution & Asset Transfer (SD&AT) Policy** – approved November 2017 – this provides the framework for larger scale service and asset transfers to town and parish councils. It specifically excludes the ability for applications based on services in isolation – section 3.4.3 (for example play areas). All packages must be approved at cabinet, in accordance with the wording in the policy. A programme of devolutions is being drafted at present.
- **Service Devolution & Asset Transfer Policy – Small Parishes** – proposed for November 2018 – gives overall authority for service-based assets to be freehold transferred to smaller towns and parishes, based on key criteria, as part of the SD&AT programme.

Types of transfer

Seven year leases

These are used for various reasons.:

- A lease of less than seven years falls outside the statutory requirement to obtain best consideration for the "disposal." Thus, leases can proceed without having to justify the social value in each individual case.
- A lease of less than seven years does not need to be registered with the Land Registry, meaning the document is simplified and there are no costs to the yown or parish council to register it.
- The lease allows for the service-based asset to be transferred while the wider SD&AT negotiations and documentation proceed. This enables a quick start to the process. In nearly all cases these will become either a freehold transfer or 125-year lease as soon as possible as part of the broader SD&AT package negotiation.
- The lease will be on full repairing terms with the land/building transferred in its current condition.
- The lease will contain a break clause where the council has retained wider land that is not subject to the lease. This is usually where the council owns land beyond the service-based asset being transferred by way of a lease, e.g. recreation fields adjacent to play areas.)

125 year leases

This lease will be used where not all the council's freehold interest is being transferred. For example, a public convenience within a wider retained car park; or a play area within a much wider area of open space.

- The lease will be on full repairing terms with the land/building transferred in its current condition.
- The lease will contain a break clause where the council has retained wider land that is not subject to the lease. This is usually where retained land is adjacent to the service- based asset being transferred by way of a lease (e.g. public conveniences within retained car parks; or recreation fields adjacent to play areas)

Freehold transfers

The usual basis for freehold transfers is as follows:

a) To include a provision whereby should town and parish councils dispose of those assets for non-community uses, 50% of the capital receipt is payable to the council.
b) In the case of community buildings and land, the permitted community use will be defined in the transfer document (or lease).
c) The transfer will **not normally** include a provision to offer the asset back to Wiltshire Council if it is no longer needed for community use ("the reverter") unless there are compelling legal reasons for doing so.
d) If the transfer does need to contain the reverter in the circumstances referred to above, the council will not be under any obligation to accept the asset back. However, the council will assess at the time the wider issues that may result in the council taking the land back.

It should be noted that if the town or parish council has proposals to develop their community facilities, and to provide the funding any of the assets transferred need to be sold for alternate uses, an approach can be made to the council to relax the obligation to pay the 50% share. Each case will be considered individually, giving consideration of the wider plans for that community. E.g the proceeds from the sale of a transferred asset being used to redevelop another community use asset within the town/parish boundary.

Service Delegation only

In some cases, a freehold transfer of the asset to town and parish councils may not be acceptable to the council due to, inter alia:

- Adjoining / surrounding land not being transferred
- Potential for redevelopment, either with or without the council land
- Historic and/or complex land issues which would make a freehold transfer resource prohibitive to both the council and the town or parish council.

In these cases the town or parish council will take on the maintenance liability under a service devolution but not the freehold title.

If there are a large number of small open space land parcels these can often most efficiently and effectively be managed via a service delegation agreement. Should the town or parish council wish to have these legally transferred it will be the responsibility of that town or parish council to undertake all the required due diligence and fund all legal costs.

Prior to any negotiations, the council advises town or parish councils to read the [Service Devolution and Asset Transfer Policy](#) and it is recommended that a solicitor is engaged to assist with the legal process of transfers.

Typical list of assets and services transferred

- Public conveniences – except where part of a wider holding (see
- paragraph 12)
- Play areas
- Cemeteries
- Allotments
- Recreation fields in small parishes only
- Street nameplate maintenance

Services not being transferred

Any service for which the council carries statutory responsibility CANNOT be transferred.

For example waste collection services remain the responsibility of the council and will not be transferred town/parish councils

![Wiltshire Council - Where everybody matters]

Service: Economic Development and Planning

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Councillors Briefing Note
No. 374

Wiltshire Housing Site Allocations Plan Update - Focused consultation on the Schedule of Proposed Changes

We held a [focused consultation on the council's Schedule of Proposed Changes]() to the above Plan and associated evidence base documents from 27 September - 9 November 2018 following correspondence with the appointed planning inspector in August 2018.

The consultation was widely publicised on the council's website, as well as through press releases, social media, parish/town council newsletters and Elected Wire. All documents were made available for the commencement of the consultation at the council's main offices and all council run libraries in Wiltshire.

The consultation generated 541 representations from 298 organisations and members of the public. In addition, a petition containing 348 signatures was submitted in respect of the proposals associated with the allocation of Elm Grove Farm, Trowbridge.

A report on the consultation, including a breakdown of the main issues raised has been submitted to the inspector and published on [our website]().

Following the close of the focussed consultation, officers identified a technical error that resulted in a number of consultees in our database (approximately 22% of all consultees) not being <u>directly</u> written to about the consultation.

A number of parish councils while receiving three newsletters sent directly to them, which included the text from the letters the council sent to consultees, did not receive a separate communication about the consultation.

Despite not directly contacting a number of consultees, the consultation was nonetheless accessible and widely promoted, thereby offering ample scope for all those with an interest in the plan to comment. Indeed, of those who we did not directly notify, we nonetheless

received comments from some of these on the published materials. We also attracted attention from a significant number of people who had not commented before.

For the avoidance of doubt and to positively address the error, <u>only</u> those parties that are potentially affected by this error (including parish councils who were not sent a communication other than the newsletters and have not responded) will be provided with the opportunity to comment.

Letters will be sent to all relevant parties allowing them to comment over a six-week period starting Tuesday 11 December 2018 to Tuesday 22 January 2019. As before, all comments received will be forwarded to the Inspector for consideration through the examination process.

This additional consultation means a short delay in the examination programme, however it is anticipated that the hearing sessions will be commenced around the end of the first quarter of 2019.

Wiltshire Council
Where everybody matters

Councillor Briefing
Note No. 375

Polling District and Polling Place Review

(The Polling District and Polling Place Review is distinct from the Electoral Review of Wiltshire Council which will determine a pattern of electoral divisions. Please see Briefing notes 337, 348 and 366 for details. It is not part of that boundary review or any Future parish boundary reviews)

1. This briefing note is provided to advise members of the forthcoming polling district and polling place review, and how members can be involved in this process.

Background

2. The Electoral Registration and Administration Act 2013 amended the Representation of the People Act 1983 to require the Council to undertake regular reviews of both polling districts and polling places within its area.

3. The differences between a district, place and station are:
    - A **polling district** is a geographical sub-division of an electoral area, (an electoral area being a UK Parliamentary constituency, a European Parliamentary electoral region, a parish, parish ward or an electoral division).
    - A **polling place** is the building or area in which polling stations will be selected by the Returning Officer. A polling place within a polling district must be designated so that polling stations are within easy reach of all electors from across the polling district.
    - A **polling station** is the actual area where the process of voting takes place, and must be located within the polling place designated for the particular polling district. The Returning Officer for the particular election must provide a sufficient number of polling stations, and allocate the electors to those polling stations in such manner as he or she thinks the most convenient.

4. The purpose of such a review is ensure that all electors have reasonably practicable facilities for voting and that polling places are reasonably accessible to electors who are disabled. The review will need to be completed by 31 January 2020.

5. A programme of work has been scheduled to gather, analyse and consult upon relevant information and recommendations for revised polling districts.

6. The guidance of the Electoral Commission on polling district and polling places reviews is attached to this briefing note.

The Review

7. In accordance with the guidance, when carrying out the review, local authorities must:

- publish a notice of the holding of a review
- consult the (Acting) Returning Officer for every parliamentary constituency which is wholly or partly in its area
- publish all representations made by an (Acting) Returning Officer within 30 days of receipt by posting a copy of them at the local authority's office and in at least one conspicuous place in their area and, if the authority maintains a website, by placing a copy on the authority's website
- seek representations from such persons as it thinks have particular expertise in relation to access to premises or facilities for persons who have different forms of disability. Such persons must have an opportunity to make representations and to comment on the representations made by the (Acting) Returning Officers.
- on completion of a review, give reasons for its decisions and publish:

  a. all correspondence sent to an (Acting) Returning Officer in connection with the review

  b. all correspondence sent to any person whom the authority thinks has particular expertise in relation to access to premises or facilities for persons who have different forms of disability

  c. all representations made by any person in connection with the review

  d. the minutes of any meeting held by the council to consider any revision to the designation of polling districts or polling places within its area as a result of the review

  e. details of the designation of polling districts and polling places within the local authority area as a result of the review

  f. details of the places where the results of the review have been published

8. A draft indicative timetable for the review has been prepared as follows:

Activity	Suggested date
Preliminary review commences	December 2018
Information gathering from: · Polling station venues · External reviews · Wiltshire disability groups · Wiltshire Carers groups	December 2018
Information to Area Boards · 8 Jan – Malmesbury · 10 Jan – Trowbridge · 14 Jan – Devizes · 16 Jan – Bradford-on-Avon · 17 Jan – Amesbury · 18 Jan – Pewsey · 19 Jan – Calne · 20 Jan – Corsham and Royal Wootton Bassett · 21 Jan - Salisbury · 28 Jan – Tidworth · 29 Jan – Marlborough · 30 Jan – South West Wiltshire	January/ February 2019

· 31 Jan – Southern Wiltshire · 4 Feb – Chippenham · 13 Feb – Melksham · 14 Feb - Warminster · 21 Feb – Westbury	
Gather and analyse evidence, including representations from Area Boards and electoral forecasts.	January to May 2019
Report to the Committee on the outcome of the preliminary review, including boundary maps and electorates	6 June 2019
Publish a notice of the holding of the review	10 June 2019
Publish ARO representation	11 June 2019
Consultation period	12 June to 9 September 2019
Committee to consider draft recommendations	26 September 2019
Full Council to consider recommendation from Committee	15 October 2019
Revised register	1 December 2019

9. It is also emphasised that it is a legal requirement that the council complete the review by the end of January 2020.

10. Members are encouraged to engage and support the review as appropriate throughout this process. For the benefit of members Chairs of Area Boards will be given the option to make an announcement on the launch of the review, or have an agenda item on the subject attended by a member of the Electoral Review Committee.

11. If Members would like any further details they should contact committee@wiltshire.gov.uk

Reviews of polling districts, polling places and polling stations

This guidance provides a staged approach to conducting a review of polling districts, polling places and polling stations according to the relevant legislative requirements. It builds on the guidance we have previously issued, and has benefited from feedback from local authorities on their experiences of carrying out their previous reviews. It also incorporates learning from the Commission's experience of administering the appeals process over the past five years.

1   Timing of compulsory reviews

1.1   The Electoral Registration and Administration Act 2013 introduced a change to the timing of compulsory reviews of UK Parliamentary polling districts and polling places. The next compulsory review must now be started and completed between 1 October 2018 and 31 January 2020 (inclusive).

1.2   Subsequent compulsory reviews must be started and completed within the period of 16 months that starts on 1 October of every fifth year after 1 October 2013.

1.3   A 'review' is all the steps set out in Schedule A1 to the Representation of the People Act 1983 (RPA 1983). Further information on what these steps are is included later in this document. The review process, from the publication of the notice of the review until the publication of the documents at the end, must take place within the specified period.

1.4   The length of the review process is not prescribed, provided all the steps required by the legislation can be undertaken within it. However, the time allowed for consultation should be sufficient to enable interested persons and groups to read and understand the proposals, gather comments and respond with any alternative arrangements that they may wish to submit. The local authority may wish to have regard to any council guidelines on public consultation when carrying out the review.

1.5   Local authorities will need to decide when to carry out the review within the specified 16-month-period. In practice, (Acting) Returning Officers will often be asked to decide when the review should take place. In reaching their decision on timing, (Acting) Returning Officers will need to consider what other statutory duties and processes they and their staff will be carrying out in that time and how the review will fit with these.

1.6   In relation to the 1 October 2018 – 31 January 2020 period, (Acting) Returning Officers will need to consider the following:

·   **The canvass**
    As in England and Wales the Acting Returning Officer is also the Electoral Registration Officer (ERO), any canvass period will be a busy time during which to conduct a review. Consideration will need to be given to resource requirements if the review process is to be started on or shortly after the start of a canvass as there will be some overlap between canvass activity and the review.

    In Scotland, as the office of the Returning Officer is separate to that of the Electoral Registration Officer, the conduct of the canvass may have less of an impact on the conduct of the review.

·   **Publication of the register**
    The potential additional workload resulting from undertaking the review at the same time as carrying out canvass activity needs to be balanced against the benefits of completing a review in time for publication of the revised register. Completing the review in time for publication of the revised register means that any changes can be reflected in it, and that no subsequent alterations to the structure of an already published register will need to be made, thus avoiding the potential need to publish a further revised register.

·   **Elections during the review period**
    During the review period, there will be scheduled polls and could potentially be unplanned polls. . In each case, consideration will need to be given to how the work on a review would interact with any election/referendum preparations, including when work would need to be completed to avoid an impact on election/referendum processes.

·   **Scheduling approval of the proposals**
    It is important to factor into the timetable the most likely scheduled date of the council/committee meeting where the detailed review proposals would be formally considered and approved. The review officers should work closely with the lead officer in charge of these meetings to ensure that the date of the meeting and related deadlines can be factored into the review timescale.

·   **Changes to electoral boundaries**
    A number of local authorities may also have their local electoral boundaries reviewed during the 16-month period. If this is the case, (Acting) Returning Officers will need to consider how the electoral boundary review will fit with the polling district /polling place review and whether it would be possible and desirable to align the two.

    Where the polling district/place review is to be carried out before the new electoral boundaries are fully in force, it will need to be based on the current electoral boundaries, but should also take any new boundaries

that are not yet in force into account. To avoid having to review the polling districts and polling places again once the new boundaries are fully in force, any parts of existing electoral areas that will be split when the new boundaries come into effect could be made into separate polling districts as part of the review.

Also, until the new boundaries are fully in force, the register will need to be constructed in a way that is capable of reflecting the current and the new boundaries. Again, this can be achieved by making any parts of existing electoral areas that will be split when the new boundaries come into effect into separate polling districts.

For the same reasons where, as a result of a review of one set of electoral boundaries, the boundaries for different elections are no longer co-terminous, those areas that are no longer co-terminous could be also be made into separate polling districts.

2 Roles and responsibilities and definition of terms

Roles and responsibilities

The local authority
2.1   The statutory responsibility for reviewing UK Parliamentary polling districts and places rests with each relevant local authority in Great Britain for so much of any constituency as is situated in its area. A relevant local authority is, in England, the council of a district or London borough, in Scotland, a local authority, and, in Wales, the council of a county or county borough.

2.2   Depending on the structure of the local authority, it may not be the full council which makes the decisions on any changes to polling districts or polling places. Some local authorities may have delegated that function, in which case the decision on polling districts and polling places becomes the responsibility of a committee or sub-committee. This will be set out in the council's constitution.

The Electoral Registration Officer
2.3   Where a local authority makes any alterations to the polling districts within its area, the ERO must amend the register of electors accordingly – either on a notice of alteration or by publishing a revised register. The changes to the register take effect on the date that the ERO publishes a separate notice stating that the alterations have been made, which should be done to coincide with the publication of a notice of alteration/publication of a revised register.

The (Acting) Returning Officer
2.4   The (Acting) Returning Officer must comment during any review of UK Parliamentary polling districts and polling places on both existing polling stations and the polling stations that would likely be used if any new proposal for polling places were accepted.

2.5   The election rules require the (Acting) Returning Officer to decide how many polling stations are required for each polling place and they must allocate electors to the polling stations in such manner as they think most convenient.

The Electoral Commission
2.6   While legislation provides no role for the Commission in the review process, it does provide for a role after the conclusion of the review.

2.7   Once the local authority has published the results of its review, specified interested parties (see paragraph **7.2** below) may make representations to the Commission to reconsider any polling districts and polling places. We may

direct the authority to make any alterations to the polling places that we think necessary and, if the alterations are not made within two months, we may make the alterations ourselves.

Definition of terms

UK Parliamentary constituencies

2.8   The Parliamentary Constituencies Act 1986 states:

'There shall for the purpose of parliamentary elections be the county and borough constituencies (or in Scotland the county and burgh constituencies), each returning a single member, which are described in Orders in Council made under this Act. […] In this Act and, except where the context otherwise requires, in any Act passed after the Representation of the People Act 1948, "constituency" means an area having separate representation in the House of Commons.'

2.9   UK Parliamentary constituency boundaries cannot be changed by the review.

Polling district

2.10 A polling district is a geographical area created by the sub-division of a UK Parliamentary constituency for the purposes of a UK Parliamentary election.

2.11 In England, each parish is to be a separate polling district and, in Wales, each community should be a separate polling district, unless there are special circumstances. This means that a parish or community must not be in a polling district which has a part of either a different parish or community within it, or any un-parished part of the local authority area within it, unless special circumstances apply. Those special circumstances could arise if, for example, the parish/community has only a small number of electors and it is not practicable for the parish/community to be its own polling district.

2.12 In Scotland, each electoral ward must be divided into two or more polling districts unless there are special circumstances. Given the size of wards in Scotland, it is difficult to envisage what those special circumstances might be in practice.

2.13 When a parish or community is not a separate polling district or a Scottish electoral ward is not split into two or more polling districts, the special circumstances and the recommendation resulting from these should be clearly set in the review document for the council or relevant committee to consider.

Polling place

2.14 A polling place is the building or area in which polling stations will be selected by the (Acting) Returning Officer. A polling place within a polling district must be designated so that polling stations are within easy reach of all electors from across the polling district.

2.15 We are aware that some authorities designate the entire polling district as the polling place. However, Section 18B(4)(e) of the RPA 1983 states that 'the polling place must be small enough to indicate to electors in different parts of the district how they will be able to reach the polling station'. We therefore consider that polling places should always be defined more specifically than simply the polling district - for example, by designating the name of the polling place (normally a particular building or area and its environs).

Polling station

2.16 A polling station is the room or area within the polling place where voting takes place. Unlike polling districts and polling places which are fixed by the local authority, polling stations are chosen by the relevant Returning Officer for the election.

3   Scope of compulsory reviews

3.1   Polling districts and polling places for other elections are not automatically part of the compulsory review. However, as polling districts and polling places for other elections are based on UK Parliamentary polling arrangements, the requirements of any other elections that are held within the local authority area should be taken into consideration as part of the review. This means that although it is the (Acting) Returning Officer who is the primary Returning Officer for the purposes of the review and has a statutory role to participate in it, all Returning Officers within the constituency (if they are not also the (Acting) Returning Officer) should be involved in the review process.

4   Requirements of a review

Overview of the legislative requirements

Designation of polling districts and polling places

4.1   Local authorities must comply with the following legislative requirements regarding the designation of polling districts and polling places:

· each parish in England and community in Wales is to be a separate polling district, unless special circumstances apply
· in Scotland, each electoral ward must be divided into two or more separate polling districts, unless special circumstances apply
· the council must designate a polling place for each polling district, unless the size or other circumstances of a polling district are such that the situation of the polling stations does not materially affect the convenience of the electors
· the polling place must be an area in the district, unless special circumstances make it desirable to designate an area wholly or partly outside the district (for example, if no accessible polling place can be identified in the district)

- the polling place must be small enough to indicate to electors in different parts of the district how they will be able to reach the polling station

Accessibility

4.2   Local authorities must also comply with the following access requirements. As part of the review, they must:

- seek to ensure that all electors in a constituency in the local authority area have such reasonable facilities for voting as are practicable in the circumstances
- seek to ensure that so far as is reasonable and practicable every polling place for which it is responsible is accessible to electors who are disabled

4.3   The council must have regard to the accessibility to disabled persons of potential polling stations in any place which it is considering designating as a polling place or the designation of which as a polling place it is reviewing.

4.4   See also 'Considering accessibility issues' below.

Formal review process (Schedule A1 steps)

4.5   When carrying out the review, local authorities must:

- publish a notice of the holding of a review
- consult the (Acting) Returning Officer for every parliamentary constituency which is wholly or partly in its area
- publish all representations made by an (Acting) Returning Officer within 30 days of receipt by posting a copy of them at the local authority's office and in at least one conspicuous place in their area and, if the authority maintains a website, by placing a copy on the authority's website
- seek representations from such persons as it thinks have particular expertise in relation to access to premises or facilities for persons who have different forms of disability. Such persons must have an opportunity to make representations and to comment on the representations made by the (Acting) Returning Officer(s).
- on completion of a review, give reasons for its decisions and publish:

    a. all correspondence sent to an (Acting) Returning Officer in connection with the review
    b. all correspondence sent to any person whom the authority thinks has particular expertise in relation to access to premises or facilities for persons who have different forms of disability
    c. all representations made by any person in connection with the review
    d. the minutes of any meeting held by the council to consider any revision to the designation of polling districts or polling places within its area as a result of the review
    e. details of the designation of polling districts and polling places within the local authority area as a result of the review

    f.   details of the places where the results of the review have been published

Considering accessibility issues

4.6   Local authorities have a duty to review the accessibility of all polling places to disabled voters and ensure that every polling place, and prospective polling place, for which it is responsible is accessible to disabled voters 'so far as is reasonable and practicable'.

4.7   According to the Equalities and Human Rights Commission the duty to make reasonable adjustments comprises three requirements. For service providers and those exercising public functions, these requirements are:

- Where a provision, criterion or practice puts disabled people at a substantial disadvantage compared with those who are not disabled, to take reasonable steps to avoid that disadvantage.
- Where a physical feature puts disabled people at a substantial disadvantage compared with people who are not disabled to avoid that disadvantage or adopt a reasonable alternative method of providing the service or exercising the function.
- Where not providing an auxiliary aid[1] puts disabled people at a substantial disadvantage compared with people who are not disabled, to provide that auxiliary aid.

4.8   In the Scope 2010 report 'Polls Apart 2010: Opening elections to disabled people' it was made clear that access is still a barrier to some disabled people who want to cast their vote in person.

4.9   Below, are some of the main physical access issues identified by SCOPE, which should be considered as part of a review:

- polling places and stations with steps into the entrance, or otherwise inaccessible
- narrow doorways and corridors
- lack of space within the polling place that did not enable motorised wheelchair manoeuvrability
- lack of space and secrecy for the elector and their companion to discuss the elector's choice of vote
- lack of low level polling booths or booths/tables that didn't provide disabled voters with confidence that they could cast their vote in secrecy as they were positioned close to the polling station staff
- a lack of chairs to enable people to rest
- a lack of a clear display of guidance or aids (such as tactile voting devices) to enable people to feel confident about the process

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[1] In the context of a polling station, an auxiliary aid could, for example, be a ramp for wheelchair users.

- inadequate lighting

4.10 These factors, and accessibility issues more generally, will also need to be considered by the Returning Officer as part of their training for polling station staff.

4.11 In Appendix A of this guidance we provide an accessibility checklist that can be used to assess the suitability of each polling place and polling station which covers these, as well as other issues.

4.12 In addition to writing to those groups or individuals the local authority has identified as having expertise in access issues, the authority should also engage any internal disability access group and/or disability officer as part of the review.

5   Planning the next compulsory review: 1 October 2018 – 31 January 2020 (inclusive)

5.1   Local authorities will need to decide when they are going to conduct the next compulsory review within the timescales provided by the legislation.

5.2   Even though the next compulsory review cannot start before 1 October 2018, local authorities can start planning for the review before then. There are also some preparatory steps, detailed below, which can be taken that fall outside the formal legal requirements of the review.

5.3   For example, local authorities may start compiling statistics and information which may assist them during the review. These may include:

- Electorate figures, broken down to street level within wards and existing polling districts.
- Any local authority or national statistics that estimate population change within the area.
- In England and Wales, a report from the authority's planning section detailing any proposed areas of new development and the approximate number of dwellings and expected population numbers for those areas. In Scotland, this information can be obtained from the Housing Land Audit.
- Detailed up-to-date maps of a scale that will assist in the designation of polling district boundaries.
- Details of current polling places and an indication as to their overall suitability for purpose (including, for example, any surveys, diagrams or photographs completed with the assistance of Presiding Officers or polling station inspectors or as part of a previous review or post-election evaluation). Further guidance can be found under 'Assessing the current arrangements and proposals for change'.
- Any comments or complaints regarding the current arrangements from the public, elected members or other bodies.

- Up-to-date information gained from the existing and possible future polling station venue managers as to continued availability (highlighting, for example, planned renovation work or other future plans).
- Details of potential alternative buildings (public, private or temporary type constructions) that might appear suitable.
- Advice and guidance from local disability groups and disability organisations (such as, for example, SCOPE or Capability Scotland), and any expert help from officers within the council who are responsible for equality schemes.
- Terms of reference and the criteria for assessing the suitability of the current/proposed arrangements

5.4   Local authorities could also set the timetable for conducting the review. This may include booking the date of the council/ executive/committee meeting where the detailed review proposals would be formally considered.

5.5   The documents required to be published or communicated during the review, such as the notice of review and the letters to Returning Officers and those with expertise in disabled access, could also be prepared. However, the notice cannot be published nor the letters sent before 1 October 2018.

5.6   When planning for the review, the local authority will also need to identify who will lead and support the review, drawing personnel not only from electoral services but also from other parts of the authority who may have expertise to assist. Again, this can be done ahead of the start of the compulsory review period.

Carrying out a preliminary review

5.7   The local authority should undertake a preliminary review of the current polling districts and polling places with a view to establishing their suitability, and identify any potential alternatives where required. This may be done before the start of the specified review period.

5.8   There is no requirement to change any of the polling districts and polling places if they are suitable, but any 'no change' decision must be fully justified as part of the overall proposals.

5.9   The review process should be structured, and must be conducted formally with supporting documentation. This will ensure that there is a complete audit trail for all decisions taken and will contribute to the transparency of the process.

5.10 Close liaison with other departments of the council, such as communications, those providing services to disabled residents, and planning will help to increase the efficiency of the overall review process.

5.11 The local authority planning and property services departments, for example, will be able to provide guidance on the availability of locations and

premises and details of any residential developments that might have an impact on future electorate figures.

5.12 Modelling possible options where changes are deemed necessary can be undertaken by using mapping and planning tools available within the local authority, particularly as most authorities will now have access to GIS mapping services which can pull data from a variety of sources.

5.13 Local authorities should determine the most appropriate method of involving relevant local authority staff and other interested groups as appropriate.

Assessing the current arrangements and proposals for change

5.14 The legislation suggests an approach starting with polling districts, followed by choosing polling places and then considering polling stations. In practice, however, it is important that good quality polling places are identified first, which can then be used as part of the process of defining suitable polling district arrangements that comply with the requirements set out in the legislation. Appendix A provides template checklists to assist with the evaluation of current/proposed polling places and polling stations.

Polling districts

5.15 The following should be considered as part of the assessment of the suitability of polling district boundaries:

- Are the boundaries well-defined? For example, do they follow the natural boundaries of the area? If not, is it clear which properties belong in the polling district?
- Are there suitable transport links within the polling district, and how do they relate to the areas of the polling district that are most highly populated? Are there any obstacles to voters crossing the current polling district and reaching the polling place e.g., steep hills, major roads, railway lines, rivers?

Polling places

5.16 There are a number of factors that will need to be considered when reviewing existing polling places or when assessing new polling places, including:

- **Location:** Is it reasonably accessible within the polling district? Does it avoid barriers for the voter such as steep hills, major roads, rivers, etc.? Are there any convenient transport links?
- **Size:** Can it accommodate more than one polling station if required? If multiple polling stations are required, is the polling place capable of accommodating all voters going into and out of the polling stations, even where there is a high turnout?
- **Availability:** Is the building readily available in the event of any unscheduled elections? Is there any possibility that the building may be demolished as part of a new development?

- **Accessibility:** Is the building accessible to all those entitled to attend the polling place?

5.17 Ideally, there would be the choice of a range of fully accessible buildings, conveniently located for electors in the area within which to establish polling stations. In practice, however, the choice of polling places will often be a balance between the quality of a building (access, facilities, etc.) and the proximity of the building to the electors. When making a decision, all factors will need to be considered and the authority will need to be able to demonstrate their reasoning behind the decision.

5.18 Where, because of local circumstances, a polling place has been selected that is not fully accessible, then reasonable adjustments must be undertaken to provide access for all electors. Alternatively, the local authority should consider whether it would be appropriate to designate a polling place that falls outside the polling district.

5.19 Part of the decision-making process involves assessing if the polling place is capable of accommodating more than one polling station together with the necessary staff and equipment, particularly in circumstances where the number of electors allocated to a polling place is high. The number of electors allocated to a particular polling station should not exceed 2,500.

5.20 In instances where there may be a higher turnout, such as at a UK Parliamentary election, (Acting) Returning Officers may wish to set up multiple polling stations within the polling place. Consideration will need to be given to whether the size and layout of the area or building can accommodate such arrangements.

Polling stations

5.21 When assessing the suitability of a room or area for use as a polling station, the (Acting) Returning Officer should consider how the size and layout would allow for the most effective throughput of voters, including in those instances where there is a high number of electors in the polling station at any one time on polling day. Each polling station should be designed to provide suitable conditions for the elector to vote in private, for staff to conduct elections in an efficient and effective manner and for those entitled to observe the voting process to do so without compromising the secrecy of the ballot.

Use of schools

5.22 It should be noted that for the purpose of taking the poll in England and Wales, the (Acting) Returning Officer is entitled to use free of charge schools maintained or assisted by a local authority as well as those schools that receive grants made out of moneys provided by Parliament. This includes academies and free schools. In Scotland, the rooms in schools that can be used free of charge for the taking of the poll are those in schools that are not independent schools within the meaning of the Education (Scotland) Act 1980.

6   The review process

Stage 1 – Notification of the review

6.1   The formal commencement of the review requires the local authority to give notice of the holding of a review. The notice must:

- be displayed at the local authority's office and in at least one conspicuous place within the authority
- be published on the local authority website

6.2   Additionally, the authority could display copies in other public buildings and, in particular, those buildings frequented by disabled residents. The authority's disability officer should be able to give guidance on the most suitable places for reaching disabled residents.

6.3   The content of the notice is not prescribed, but should state:

- that the local authority is conducting a review of polling districts and polling places
- that the (Acting) Returning Officer will make a comment on proposed polling stations, and an indication of when and where the (Acting) Returning Officer's representations will be made available
- that electors within the authority or within a UK Parliamentary constituency which has any part in the authority may make a representation
- that the authority would welcome the views of all residents, particularly disabled residents, on the authority's proposals, the (Acting) Returning Officer's representation or any other matters
- that the authority would welcome any person or body with expertise in access for persons with any type of disability to comment on the authority's proposals, the (Acting) Returning Officer's representation or any other matters
- that persons or bodies making representations should, if possible, give alternative places that may be used as polling places
- the postal address, e-mail address and website address at which documents can be inspected and representations made
- an indication of the timetable of the review and a deadline for representations

6.4   The authority should also send a copy of the notice to interested parties such as elected representatives (Councillors, MPs, MSPs, AMs, MEPs, etc.), political parties, disability groups and other stakeholders. Additionally, the authority could issue a press release and use social media feeds to draw attention to the review and the process.

Stage 2 – Consultation

6.5   The consultation stage is for representations and comments to be made on the existing and proposed arrangements for polling districts and polling places. There are two aspects of this stage:

- A compulsory submission from the (Acting) Returning Officer of the UK Parliamentary constituency or constituencies, which must then be published by the local authority.
- Submissions from electors and other interested persons and bodies, including elected representatives and those with expertise in relation to access to premises or facilities for disabled people.

The (Acting) Returning Officer's submission

6.6   The (Acting) Returning Officer's submission must comment on both the existing polling stations and the polling stations that would likely be used based on any proposed polling places. The (Acting) Returning Officer's report must also contain information as to the location of polling stations within polling places. Completing the templates at Appendix A may help to form a basis for this report.

6.7   The local authority must publish the (Acting) Returning Officer's comments within 30 calendar days of receipt. The comments should be published at the local authority offices and in at least one conspicuous place within each UK Parliamentary constituency contained wholly or partly in the local authority area. They should also be published on the local authority's website. Additionally, the (Acting) Returning Officer's response could be copied and made available in council offices, libraries, community centres or other places where residents may visit.

Consultees

6.8   The authority should consult widely on the review and should seek out the views of interested groups or bodies, including electors, candidates and agents, political parties and members of the council, as well as other elected representatives (MPs, MSPs, AMs, MEPs, etc.).

6.9   It will be particularly important to consult with those who have specific experience of assessing access for persons with different disabilities. These could include disability sections or occupational health departments within the council, as well as local and national disability groups. The authority should give consideration to the different types of disability which may make voting in person more difficult, and should also consider the council's own policy on disabled access. Consultees should be asked for comment both in general and, if appropriate, about particular buildings or areas within the authority.

6.10 Any persons involved in the consultation have the right to comment on the recommendations proposed by the (Acting) Returning Officer.

6.11 Any elector for a UK Parliamentary constituency either wholly within or partly within the local authority area may comment on any of the recommendations within the whole local authority area.

6.12 Any person or body that makes a comment should be invited to suggest alternative polling districts/polling places and should be encouraged to give a reason for the alternative proposal so that it may be given appropriate consideration. As mentioned above, the notice published by the local authority should provide a deadline for the submission of comments.

Stage 3 – Concluding the review

6.13 After considering all of the representations, the local authority must decide on the most appropriate polling districts and polling places, which must be approved by the council.

6.14 If the review results in the alteration of one or more polling districts, the Electoral Registration Officer must make the necessary alterations to the electoral register. Depending on the timing of the review and the extent of the changes, the ERO has three options to ensure the register reflects the new polling districts:

- update the register on publication of the revised register following the conclusion of the annual canvass
- re-publish a revised register at another point in the year
- publish a notice of alteration

6.15 Where the Electoral Registration Officer has decided to revise their register by republishing it to incorporate the changes, the law requires that the ERO publish a notice 14 calendar days before the publication of the revised version of the register in a local newspaper, at their office and at some other conspicuous place or places in the area. The legislation does not allow for a part publication of the register – a revised register can only be published for the whole of the local authority area.

6.16 Any alteration is effective on the date on which the Electoral Registration Officer publishes a notice stating that the alterations have been made, which should be published at the same time as the register is revised or a notice of alteration published, as appropriate.

Stage 4 – Publishing the conclusions of the review

6.17 Once the council has agreed the proposals, details of the new polling districts and polling places must be made available to the public. These should be made available at the local authority offices, in at least one conspicuous place in the constituency (or constituencies), and on the local authority's website. The reasons for choosing each particular polling district and polling place must be given.

6.18 Along with the reasons for the final decision of the review, the following must also be published:

- all correspondence sent to the (Acting) Returning Officer in connection with the review
- all correspondence sent to any person whom the authority contacted because they had particular expertise in relation to access to premises or facilities for disabled people
- all representations made by any person in connection with the review
- the minutes of any meeting held by the council to consider any revision to the designation of polling districts or polling places within its area as a result of the review
- details of the designation of polling districts and polling places within its area as a result of the review
- details of the places where the results of the review have been published

6.19 It is important that electors are made aware of any changes made to the place they must attend to vote. For example, the poll card for the next election they are entitled to vote at could indicate if their station has changed.

7   The appeals process

7.1   Following the conclusion of the local authority's review, certain persons have a right to make representations to the Commission. If, on receipt of such representations, we find that a local authority's review did not:

- meet the reasonable requirements of the electors in the constituency, or a body of them, or
- take sufficient account of the accessibility for disabled persons of a polling station/ polling stations within a designated polling place

then we may direct the authority to make any alterations to the polling places that we think necessary and, if the alterations are not made within two months, we may make the alterations ourselves.

Who is entitled to make representations to the Commission?

7.2   The following may make representations:

- in England, any parish council which is wholly or partly situated within each constituency, or parish meeting where there is no such council
- in Wales, any community council which is wholly or partly situated within each constituency
- thirty or more registered electors in each constituency (although electors registered anonymously cannot make a representation)

- a person (except the (Acting) Returning Officer) who made representations to the authority when the review was being undertaken
- any person who is not an elector in a constituency in the authority's area but who the Commission thinks has sufficient interest in the accessibility of disabled persons to polling places in the area or has particular expertise in relation to the access to premises or facilities of disabled persons

7.3   In addition, the (Acting) Returning Officer may make observations on any representations made to us.

Format for all representations

7.4   All representations must be made in writing, either by post, e-mail or fax. The representation must be as specific as possible and should clearly state the manner in which it is alleged that the local authority has failed to properly conduct the review. There are only two grounds on which a representation may be made. These are:

- the local authority has failed to meet the reasonable requirements of the electors in the constituency
- the local authority has failed to take sufficient account of accessibility to disabled persons of the polling station/ polling stations within a polling place.

7.5   Representations based on any other premise will not be considered.

7.6   The representation should include the location of the polling place and any other relevant information regarding the polling place at issue, stating specifically why it is inaccessible or does not meet the reasonable requirements of the electors.

7.7   A representation may also include for consideration specific proposals for changing the place that has been designated as the polling place.

The decision-making process of the Commission

7.8   Upon receipt of a representation, we will request all relevant documentation from the local authority and will show the authority the representation.

7.9   The (Acting) Returning Officer is entitled to make observations on the representation submitted to us and should give a report on the polling station(s) which would likely be used should the representation be successful.

7.10 The documentation from the local authority, the observations of the (Acting) Returning Officer and any other relevant information will be taken into consideration, in conjunction with the representation.

7.11 We may seek advice from persons with expertise on accessibility issues when making our decision.

7.12 We will set out in writing our conclusions and the reasons for our decision. Our decision will be issued to the person(s) who made the representation, the local authority and the (Acting) Returning Officer. The decision and related documents will also be published on our website. Local authorities are advised to publish the outcome of the appeal in the same way as the results of the review were published.

7.13 We may direct the local authority to consider any alterations to the polling places that we deem necessary under the review. After two months, if the local authority has failed to make the alterations, we can itself make the alterations as if the local authority had implemented them.

7.14 Representations should be sent to:

> Legal Counsel
> The Electoral Commission
> 3 Bunhill Row
> London EC1Y 8YZ
> Tel: 020 7271 0500
> Fax   020 7271 0505
> Email: appeals@electoralcommission.org.uk

7.15 Further information on previous appeals, including the decisions made by the Commission can be found on our website.

8   Making amendments to polling places outside of the compulsory review period and carrying out interim reviews

8.1   If a polling station becomes unavailable, the (Acting) Returning Officer should consider whether another polling station could be designated within the polling place. Changing the polling station within the polling place would not require a review.

8.2   If a building becomes unavailable before an election, the polling place can be changed by the local authority in accordance with their decision making arrangements. If delegation procedures are in place, for example to a committee of the council, these should be followed as set out in the council's constitution and the person or persons who are entitled to make changes to polling places should be contacted.

8.3   Between compulsory reviews, all polling places and polling stations used should be kept under consideration, and an evaluation of their suitability carried out after each election. If any changes are identified as being

desirable, the same steps should be followed as for conducting the compulsory review.

8.4   The council can carry out an interim review and change some of their polling districts and polling places before the end of the 5-year cycle, but the same processes should be undertaken for the affected areas as for the compulsory review. Without going through these processes, the council will have difficulty evidencing their decision making and explaining how they took into consideration the views of disabled persons and the reasonable requirements of electors.

Appendix A - templates

The following templates have been designed for use in evaluating the suitability of buildings as polling places and polling stations.

Part A – to be completed by the local authority with the details of the current polling places.

Part B – to be completed by the local authority to evaluate external areas' access and facilities both outside the perimeter of the building and within the boundary of the building itself.

Part C – to be completed by the local authority to assess internal access to the polling station, but excluding the polling station itself (i.e. covering the corridors leading to the polling station accommodation, but not the area in which polling will be carried out), and the facilities available within the building. Should the proposed building, room or area to be used as the polling station have direct access to the road/pavement or external parts, Part C can be excluded from this assessment.

Part D – to be completed by the (Acting) Returning Officer with the details of the area that is, or is likely to be, used as the polling station(s).

(If local authorities already have up-to-date detailed information to assist with the completion of Parts B, C and D, this can be inserted into the individual templates together with any diagrams and/or photographs to enable the building to be re-assessed on a site visit. The information should be verified as part of the visit.)

Part E – to be completed by the local authority with any comments or complaints received from stakeholders as part of the consultation exercise. Completion can provide evidence that the review considered the submissions as part of the formal evaluation process.

Any alternative proposals or suggestions put forward for new polling places/stations should be evaluated using the templates, and the results should be collated to facilitate the provision of appropriate feedback.

Polling place / polling station – evaluation checklist

Part A – Current polling place details	
Polling place identifier	
Polling place name	
Polling place address	
Number of electors (If more than one polling station within the polling place, identify split of electors)	
Building availability for future elections/referendums	

Polling place review

Check	√	Comment
· Are there suitable transport links?		
· Are there any access issues regarding main/busy roads, railways, rivers, etc.?		
· Is the polling place capable of accommodating more than one polling station together with the necessary staff and equipment? If so, could it accommodate all allocated voters going in and out of the polling stations, even where there is a high turnout?		
· Is the building readily available in the event of any unscheduled elections?		
· Is there any possibility that the building may be demolished as part of a new development?		

Identify any complaints/comments received from stakeholders at previous electoral events

Date reviewed:

Officer initials:

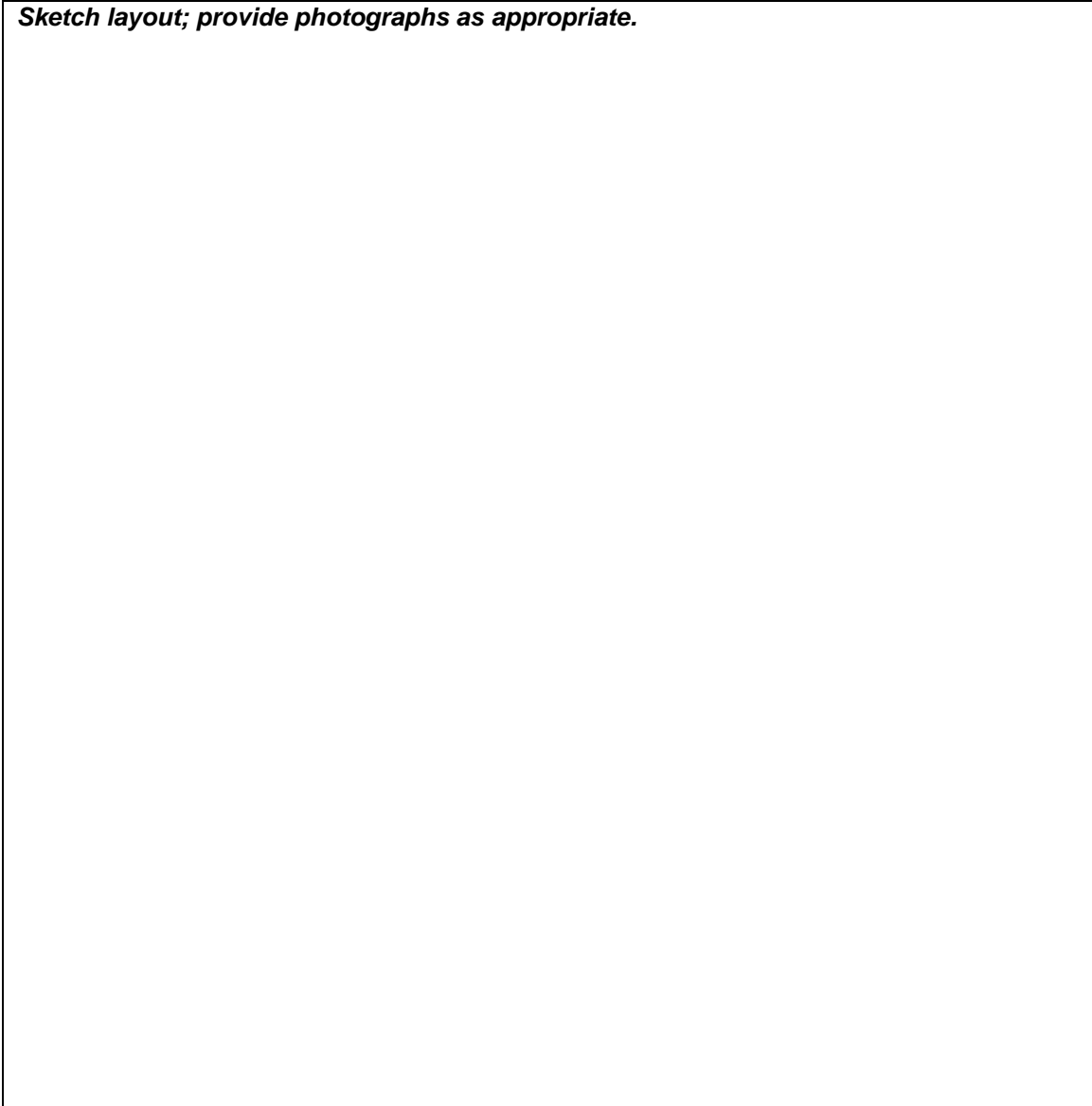| Part B – External areas access and facilities		
Check	**(√)**	**Comments**
· Are there good public transport links to the polling place?		
· Is the approach to the building safe and free from obstructions and does it have a dropped kerb?		
· Is the building clearly identifiable?		
· Is additional signage required between street and entrance?		
· Is there the facility to put up the required signage for polling day?		
· Are there parking facilities for disabled people?		
· Are there parking facilities for polling staff?		
· Does the approach to the building have external lighting?		
· Does the building have level access? Yes/No. If no –		
· Has a purpose built ramp been installed?		
· If so, does it have a handrail?		
· Does the ramp have a gentle slope?		
· Does the building require a temporary ramp or is there an alternative disabled access?		
· Is the entrance door wide enough for a disabled person using a motorised wheelchair?		
· Are the doors light enough for frail/elderly voters to open?		
· Can the 'Guidance for voters' notice be clearly displayed outside the premises, as required by the election rules?		
· Are there any external security concerns?		
· Can tellers be accommodated outside the building?		

Date reviewed:

Officer initials:

External plan – B1

Show external layout, street name(s), car parking (including disabled car parking), ramps, steps, lighting, appropriate places for signage, etc.

Sketch layout; provide photographs as appropriate.

Date reviewed:

Officer initials:

Part C – Internal areas access and facilities		
Check	**(√)**	**Comments**
· Are all doors easy to open (including by wheelchair users) or do they need to be permanently locked back?		
· Are there any internal steps or obstructions/hazards?		
· Are any doormats level with the floor?		
· Is the floor covering non-slip (including in wet weather)?		
· Are there any corridors that may cause access problems?		
· Is there adequate lighting in the corridors?		
· Are there toilet facilities?		
· Is there a kitchen that staff can use?		
· Is the area adequately lit for day and night time?		
· Is there adequate space for signage?		
· How many polling stations can the building accommodate?		
· Does the building have a telephone available (land line) in the event of mobile network problems?		

Date reviewed:

Officer initials:

Internal access leading to polling station(s) – C1

Show internal areas of the building, excluding the actual polling station where voting will take place, including corridors that link to the polling station, kitchen and toilets, and highlight any possible signage requirements and potential hazards. Also indicate door swing direction and ease of opening, any areas of poor lighting, and any areas of uneven floor, etc.

Sketch layout; provide photographs as appropriate.

Date reviewed:

Officer initials:

Part D – The polling station(s)		
Check	**(√)**	**Comments**
· Is there sufficient space to accommodate and manage the flow of a high volume of electors in the case of a high turnout of electors?		
· If multiple polling stations need to be provided, are there other rooms available, or can the space be clearly divided to provide adequate room for more than one polling station?		
· Is there sufficient space inside the polling station to comfortably accommodate staff, voters, polling agents and observers?		
· Could ballot booths be positioned in a way that would preserve the secrecy of the ballot, even where there may be a high volume of electors?		
· Is there adequate lighting for day and night time?		
· Is there suitable furniture (tables and chairs) available for all types of election for polling staff and for those voters who may need to rest?		
· Could motorised wheelchairs be accommodated?		
· Can the official notices be clearly displayed, including the large-print version of the ballot paper(s)?		

Date reviewed:

Officer initials:

Internal – The polling station(s) – D1

Identify the size and shape of the area available for polling. Include the position of the door(s), any windows and how the furniture and equipment should be laid out to accommodate all those entitled to be inside the polling station, taking into account access requirements for all voters, including those in wheelchairs, and demonstrating how the space should be used to ensure the most efficient flow of voters and the effective administration of the voting process.

Date reviewed:

Officer initials:

Part E – Comments from stakeholders during consultation

Comment	Name/organisation	Response by (A)RO

Additional comments from (A)RO