

**At a meeting of the SUSTAINABLE COMMUNITIES SCRUTINY COMMITTEE
held in the CIVIC CENTRE on TUESDAY, 22ND SEPTEMBER, 2009 at 5.30 p.m.**

Present:-

Councillor S. Watson in the Chair

Councillors Chamberlin, M. Dixon, Ellis, Errington, Foster, Rolph, J. Scott, L. Walton, Wares and A. Wilson.

Also in Attendance:-

Councillor Tate – Chairman of the Management Scrutiny Committee.

Apologies for Absence

All Members of the Committee being present, there were no apologies for absence.

Minutes of the Last Meeting of the Scrutiny Committee

1. RESOLVED that the minutes of the last meeting of the Scrutiny Committee held on 14th July, 2009 be confirmed and signed as a correct record.

Declarations of Interest

Item 8 – Forward Plan

Councillor Wares declared a personal interest in relation to the Item 01189 concerning a request from Gentoo to amend its borrowing powers.

Councillor Wares declared a personal interest in relation to Item 01280 in relation to the sale of land to HMCS for a new Justice Centre.

Policy Development and Review 2009/10: Approach to the Review

The Chief Executive submitted a report (copy circulated) seeking agreement from Members in relation to the final terms of reference for this year's Policy Review – Access to Housing.

(For copy report – see original minutes).

Mr. Nigel Cummings, Scrutiny Officer, briefed the Committee on the report, drawing Members' attention to the proposal to set up a Working Group to meet on a regular basis outside of the Committee, to bring forward ideas and ensure all relevant issues were considered and brought to Members' attention.

Councillor Rolph enquired as to whether the issue of empty properties in the City would be included in the policy review and that with respect to the issue of a single route into housing she commented that she did not see easily how this would slot in. Councillor Rolph asked whether there was any place for innovative ideas or would the review be concentrating on rented use in the traditional way.

Mr. Cummings advised that he would pass on the above comments to colleagues in Housing Services to include in the scope of the review. He confirmed, in response to Councillor M. Dixon, that Mrs. Pauline Blyth, Head of Business Support and Workforce Development, would be attending future meetings in the absence of Mr. Alan Caddick and Mr. Peter Smith, Housing Advice Manager, would be supporting the review.

Councillor J. Scott referred to paragraph 6.1, detailing the scope of the Review and commented that there was no mention of the quality of housing and suggested that the review also look at enforcement powers available to make landlords upgrade their properties.

The Chairman stated that this needed to be incorporated into the scope of the review.

The Committee having given consideration to the recommendations detailed at paragraph 9 of the report, it was:-

2. RESOLVED that:-

- (i) the policy review be named 'Access to Housing in Sunderland';
- (ii) approval be given to the establishment of a Working Group in order to progress the policy review work as outlined in the report and that Councillors M. Dixon, Errington, Rolph, S. Watson and A. Wilson be appointed as Members of the Working Group; the Scrutiny Officer to contact Members with arrangements for the first meeting; and
- (iii) approval be given to the outline aims, objectives and scope for the review as detailed in the report, together with the inclusion of the comments raised at the meeting.

Update on Policy Review Recommendations – 'A Place to Play'

The Executive Director of City Services submitted a report (copy circulated) updating the Committee on progress against the policy review recommendations from the 'A Place to Play' Review.

(For copy report – see original minutes).

Ms. Zoe Channing, Assistant Head of Culture and Tourism, Arts, Creative Development, briefed the Committee on the report. She advised that there had been significant progress made on most of the recommendations. She highlighted the music concerts held in the City at the Stadium of Light and Music Festival and the development of the Arts Centre, Washington as a music venue, as well as the development in relation to a centralised ticket sale facility as detailed at recommendation 9.

Councillor Rolph referred to recommendation 5 'to continue to ensure that music plays an important part in festivals' and asked for assurances that Houghton Feast was considered a flagship event and that it would continue to be supported.

Ms. Channing confirmed that Houghton Feast was considered a key event and advised that arrangements were just being finalised for the festival next month.

Councillor Rolph enquired whether, in relation to recommendation 13, any thought had been given to using empty shops for music events or to bands using them for rehearsals.

Ms. Channing advised that consideration had been given to using empty shops for exhibitions, However thought would be given to using them in the ways Councillor Rolph had suggested also.

Councillor Rolph asked whether thought had been given to involving Members on the Music Development Group.

Ms. Channing stated that she would discuss this with Mr. Cummings and come back with a recommendation on the issue.

Councillor Wares referred to recommendations 7 and 8, concerning issues around transport and the proposal to develop a Sunderland directory of rehearsal and performance spaces and stated that he was pleased to hear that these were being picked up.

Councillor A. Wilson commented that the Sunderland directory was a brilliant idea and enquired whether Officers were any further forward to finding funding.

Ms. Channing advised that she was looking at funding from the Arts budget to develop the directory as it was seen as a priority and something that needed to be developed.

In response to Councillor J. Scott, Ms. Channing advised that Officers in the Arts and Creative Development Team were working with clubs etc. to explore the development of a promoter's network for Sunderland and that an update would be provided in the next quarterly report.

In response to Councillor Errington, Ms. Channing advised that in relation to recommendation 13 concerning music venues, that she was not aware that the CIU

had been approached as to what facilities they could offer but that she would take this back and make enquiries.

In response to Councillor M. Dixon who enquired whether the recreation area at the seafront had been used for music festivals, Ms. Channing reported that the recreation ground had not been used and this may be a venue that could be used in future. She added that Cliffe Park had been used for three events last year.

3. RESOLVED that the update be received and noted as part of the monitoring arrangements for the policy review and that the further information required as detailed above, be provided for the Committee.

Performance Report and Value for Money Self-Assessment 2008/2009

The Chief Executive, Director of Financial Resources, Executive Director City Services, Executive Director Health, Housing and Adult Services and Director of Development and Regeneration submitted a joint report (copy circulated) providing Members with a value for money assessment in relation to Sustainable Communities for the period April 2008 to March 2009 as part of the Committee's work programme. The report included findings from a range of performance information including spend, investment, improvements, residents perception and both national and local indicators including those within the Local Area Agreement.

(For copy report – see original minutes).

Ms. Gillian Robinson, Corporate Performance Monitoring Manager proceeded to brief the Committee on the report and referred Members to Appendix 1.

Ms. Robinson drew particular attention to the finding of the Ipsos MORI residents' survey for 2008 which showed that residents' satisfaction levels with homelessness and housing advice had improved from 38% to 51%. She highlighted paragraph 4.5 of the report concerning the work in relation to reducing the risk of homelessness.

Ms. Robinson advised that the next steps included building on the successes of services such as telecare to explore new ways of delivering services and working with housing partners to provide affordable housing and improve choice, quality and design of property available for vulnerable people which included extra care schemes. In addition to this the implementation of a business improvement project to reduce the risk of homelessness through provision of earlier and more joined up information, advice and support.

Ms. Robinson briefed the Committee in relation to each of the service areas contained in the appendix to the report.

Councillor M. Dixon enquired whether Barclay Lodge and Camrex House were used to accommodate homeless people and commented that, if not, he felt that the Council should use the links it has with places like these.

Councillor Rolph enquired what was meant by 'affordable housing' and asked whether there was a definition.

Ms. Robinson confirmed that there was a definition which would be included in future reports for Members' information.

In relation to culture, Councillor Rolph commented that the Council did not measure residents' satisfaction with historic sites and enquired how it knew therefore, how people felt about them. She asked whether there were any plans to measure satisfaction in the future in this respect.

Ms. Robinson advised that there were no plans to measure satisfaction in this regard but that she would take back Councillor Rolph's enquiry.

Councillor Rolph referred to Section 5.3 included in the activities relating to sustainability and asked for more information concerning the wind energy programme to install 3 wind turbines on Council land and also in relation to Section 5.7 as to what was included.

Ms. Robinson stated that she would ask for this information to be circulated.

In relation to Councillor A. Wilson's enquiry concerning the number of affordable homes provided, Mr. Keith Lowes, Head of Planning and Environment advised that the information detailed in the report in connection with the Housing Strategy on page 23 of the agenda related to land immediately available and so, attractive to developers. The indicator was subject to change year on year. There was some take up but this had been affected by the economic downturn. However, despite this, 299 additional homes had been built during 2008/2009 which was an improvement on the previous year of 186 homes.

In relation to Community Cohesion and the findings detailed in paragraph 3.2 of the report that 39% of respondents perceived that people in the area do not treat one another with respect, Councillor Errington enquired as to whether this related to specific areas and asked for information as to what work had been done to turn this around.

Ms. Sal Buckler, Diversity and Inclusion Manager, referred the Committee to Section 4.1, detailing the indicator titles in relation to Community Cohesion. She advised that a breakdown of this information was available and a report would be submitted to the December meeting. Ms. Buckler added that evidence showed that Community Cohesion was worse in more deprived areas.

In response to Councillor Ellis, Ms. Buckler stated that efforts would be focussed on improving the number of people who feel they can influence decisions in their locality in the most deprived areas initially, however, in order to achieve 50% it was recognised that initiatives would need to be rolled out to other areas.

4. RESOLVED that the content of the report be noted and that the comments brought out during the discussion be included in the 2008/2009 value for money assessment to be presented to Cabinet in October 2009 where relevant.

Request to Attend Conference

The Chief Executive submitted a report (copy circulated) for the Committee to consider sending delegates to the Housing Quality Network Conference entitled 'Under Pressure – Fairness and Flexibility in Local Housing'.

(For copy report – see original minutes).

Members considered the report and it was felt appropriate for those Councillors appointed to the Working Group for the Policy Review to attend the Conference.

5. RESOLVED that Councillors M. Dixon, Errington, Rolph, S. Watson and A. Wilson be authorised to attend the conference subject to diary commitments; the cost for Members' attendance to be funded from the Sustainable Communities Scrutiny Committee budget.

Forward Plan – Key Decisions for the Period 1st September – 31st December, 2009

The Chief Executive submitted a report (copy circulated) providing Members with an opportunity to consider those items on the Executive's Forward Plan for the period 1st September – 31st December, 2009 which relate to the Sustainable Communities Scrutiny Committee.

(For copy report – see original minutes).

Councillor Rolph requested that in future the Committee receive a full copy of the Forward Plan in order to identify the items they would like to give consideration to.

In response to Councillor Rolph, Mr. Nigel Cummings, Scrutiny Officer, confirmed that the Committee would receive a report on the Young Persons Supported Housing Project and that this would be included in the Scrutiny Committee's Work Programme.

6. RESOLVED that the Committee receive a full copy of the Forward Plan for the relevant period in future.

Work Programme

The Chief Executive submitted a report (copy circulated) detailing, for Members' information, the current work programme for the Committee's work during the 2009-10 Council year.

(For copy report – see original minutes).

Mr. Nigel Cummings, Scrutiny Officer, advised the Committee that a report on a draft protocol for the appointment of Co-opted Members to the Council's Scrutiny Committees would be submitted to the October meeting.

In response to Councillor Rolph, Mr. Cummings advised that he would ensure that the report on the Heritage Update scheduled for the November meeting would include information on Local Studies.

Councillor Errington requested a report be submitted to the Committee on Heritage Open Days.

Councillor Rolph requested that a report on 'Britain in Bloom' reporting on the successes the City has enjoyed, be submitted to a future meeting of the Committee.

7. RESOLVED that the information contained in the Work Programme be noted and that the matters detailed above be also included on the programme in line with Members' requests.

The Chairman thanked Members for their attendance and closed the meeting.

(Signed) S. WATSON,
Chairman.

YOUNG PERSONS SUPPORTED HOUSING PROJECT

Report of Executive Director of Health, Housing and Adult Services

STRATEGIC PRIORITIES: SP2: Healthy City; SP3: Safer City; P5: Attractive and Inclusive City

CORPORATE PRIORITIES: CIO1: Delivering Customer Focused Services.

1. Why has this report come to the Committee?

- 1.1 The purpose of this report is to provide Scrutiny Committee with information relating to the Centrepont Supported Housing scheme which was the subject of a report to Cabinet on 7 October 2009.

2. Background

- 2.1 In March 2005 Cabinet approved the Supporting People 5-year strategy and annual plan and a key priority was to tackle the chronic shortage of immediate access accommodation for people aged 16-21 in Sunderland
- 2.2 Centrepont were selected to provide the Young Person's Immediate Access Supported Housing project following a procurement exercise. The current interim solution opened in December 2008.

3. Current position

- 3.1 Centrepont are currently based in Mowbray Road, Hendon and are utilising a building that is not 'fit for purpose' due to the layout of the accommodation, size of the building, condition of the building, office accommodation, treatment/support rooms on site and the general maintenance of the building.
- 3.2 The existing 'interim project' is in an area that has a high proportion of other similar provision. It is proposed to spread supported housing provision around the different areas of the City as currently there is a perceived concentration of supported accommodation in the Hendon area.
- 3.3 Therefore, a new site for the project has been sought to the north of the city centre – to help to ensure that supported accommodation is available in a range of areas across the City. Various sites have been previously considered and discounted as set out in appendix 2 of the Cabinet report
- 3.4 A search of available sites identified Dundas Street, Monkwearmouth as the best available to meet the needs of this client group. It enables the spread of provision across the City, while allowing easy access to a range of services for those using the project. It is also located close to a main bus

route running to the City Centre which helps to make it accessible to clients from many parts of the City.

- 3.5 A copy of the 7 October 2009 Cabinet agenda was circulated to all Members of the Council and a copy of the Cabinet report on the disposal of land at Dundas Street to Centrepoint to enable the development of the proposed supported housing project for young people is attached.

4. Recommendations

- 4.1 Members are invited to provide comments on the scheme.

Contact Officer: David Smith, Housing Strategy and Operations Manager

HOMELESSNESS IN SUNDERLAND

Report of Executive Director of Health, Housing and Adult Services

STRATEGIC PRIORITIES: SP2: Healthy City; SP3: Safe City; P5: Attractive and Inclusive City

CORPORATE PRIORITIES: CIO1: Delivering Customer Focused Services: CIO4 Attractive and Inclusive City.

1 WHY HAS THIS REPORT COME TO THE COMMITTEE?

1.1 The purpose of this report is to provide members with an update on homelessness issues as requested at the scrutiny committee meeting held on 22 September 2009. These relate to the following:

- Definition of homelessness
- Homelessness process
- Reducing / Preventing homelessness
- Hostel Accommodation (particularly Camrex House and Barclay Lodge)

2 BACKGROUND

2.1 Health, Housing and Adult Services has always fully embraced the national agenda of trying to prevent people from becoming homeless through a variety of innovative methods. Over the last 4 years this agenda has become fully embedded within the service to dramatically increase the number of cases prevented in 2008/09 and reduce the number of people accepted as homeless (as per the committee report of 22 September 2009).

2.2 The obligation on Local Authorities to prevent as well as respond to homelessness is engrained, both in law and in good practice advice. Since the implementation of the Housing (Homeless Persons) Act 1977, authorities have been legally required to assist people under imminent threat of homelessness (and classed as 'in priority need') by taking reasonable steps to prevent them from losing existing accommodation.

2.3 Since 1997, however, central government has increasingly encouraged local authorities to adopt a more pro-active stance in tackling homelessness. The Homelessness Act 2002 and its requirement for local authorities to review the existing homelessness services in the city and create a homelessness strategy to move this agenda forward were central to this new emphasis.

3 HOMELESSNESS DEFINITION

- 3.1 Nationally the number of households reported as homeless (technically “homeless acceptances” ie those owed the main homelessness duty) in England between April and June 2009 was 32 per cent lower than for the same period in 2008. Homelessness acceptances peaked in 2003/04, and since then have dropped by 69 per cent, with year on year reductions. In 2003/2004 the number of homelessness acceptances in Sunderland was 894 and has subsequently fallen to 217 by 2008/2009. The number of prevention cases in 2005/2006 (when the contract returned to the Council) was 431 and in 2008/2009 this had improved significantly to 673 cases reflecting the move to the prevention agenda locally.
- 3.2 The term “homeless” is often broadly used to refer to people who are owed a duty by local authorities because they are “homeless or threatened with homelessness within 28 days, in priority need and not intentionally homeless”. National statistics are often reported using the term “Homeless” for this group. However that group includes people who are not yet homeless, but are “threatened with homelessness within 28 days”; while it also excludes people who are homeless but not in priority need, and those who are intentionally homeless, or who are not eligible for assistance (eg due to nationality). The term “Homeless Acceptance” is a more appropriate name for this group.
- 3.3 Homelessness is defined in Section 175(1) – (3) of the Housing Act 1996, which states that a person is homeless if he or she “has no accommodation in the UK or elsewhere which is available for his [or her] occupation” or no accommodation which they have a legal right to occupy. A person is also homeless if he or she has accommodation but cannot use it or secure entry to it or because it would not be reasonable for them to continue to occupy it. Note that this definition does not include:
- people who are threatened with homelessness
 - those in temporary or short term accommodation or living with family or friends
- 3.4 The Government has recently focussed more attention on rough sleepers – people who are literally homeless. They produced a cross government strategy “No one left out: Communities ending rough sleeping” in November 2008 targeting a renewed drive to reduce rough sleeping towards zero.
- 3.5 A rough sleeper’s survey in Sunderland carried out in November 2008 found three rough sleepers. However other research suggests that many people sleep rough intermittently, so the estimated number of rough sleepers over the course of a year is around 100 (Source: Homeless Review 2008).

- 3.6 Sunderland's response to rough sleeping includes introducing a specialist post to target help at people who are rough sleeping and have substance misuse issues, which many rough sleepers do. (See Housing Options Advisor - Substance Misuse as detailed below). A new monitoring system to get better ongoing information on the level of rough sleeping and the needs of that group is being developed as part of this approach.
- 3.7 Previously research has identified a need for some additional specialist supported housing – eg for people who misuse alcohol. The lack of suitable provision has been reported by Housing Options Advisers as a key barrier to resolving rough sleeping.

4 HOMELESSNESS PROCESS

- 4.1 The 'Statutory Homeless Assessment' is still a key tool used to decide service provision. However in recent years the move in focus to the prevention of homelessness has meant that every client seen receives an initial assessment to establish if their potentially homeless situation can be prevented either by advice or a more case specific intervention.
- 4.2 To allow a more prevention focused approach the Department for Communities and Local Government (CLG) have in recent years provided a grant to Sunderland City Council that has enabled the Housing Service to establish associated spending plans and activities to target the prevention of homelessness.

5 REDUCING / PREVENTION OF HOMELESSNESS

- 5.1 Sunderland City Council has embraced the prevention agenda and has developed various innovative responses in line with Government guidance. These are described below.
- 5.2 **Homeless Prevention Fund** – The fund has impacted positively on targets by increasing the number of prevented cases. The funds support prevention activities including assistance to enable a household to remain in their current home, where appropriate, or to enable a planned and timely move and therefore maintain independent living. Some examples of prevention activities that have been able to occur due to the fund are:
- Rent deposits, bonds or registration fees to assist homeless people to secure accommodation in the Private Rented Sector.
 - Assistance to pay off rent arrears to secure an offer of accommodation.
 - Temporary heating to allow a customer to remain in their current home and therefore avoid the use of temporary accommodation.
 - Transport out of the area. This occurs when it has been established that the customer still has access to accommodation out side of the area but does not have the funds to get there.
 - County Court housing advice or representation.

- Top ups to pay part of private rents that are not covered by Housing Benefit or Discretionary Housing Payments.

5.3 **Private Sector Homelessness Support Project** – The project is an initiative aimed towards providing accommodation to people who have been evicted from their previous tenancy due to anti-social behaviour and / or rent arrears.

- The project manages private sector accommodation from landlords, until such time that the tenant no longer requires support to maintain the tenancy. Once this has been achieved the requirement of support as a condition of living in the property will be withdrawn.
- The aim of the project is to modify behaviour and assist households to maintain their tenancy and to mainstream tenants to become accepted members of their local community.
- The support is provided to the household as a condition of occupying the property and a further condition is the acknowledgement from tenants that their behaviour or the behaviour of their children or visitors to the property has contributed to the loss of their home. There also has to be a willingness to engage with the support provided.
- Ultimately the project prevents repeat homelessness for vulnerable households and assists both Adult and Children's Services in their duty to help certain intentionally homeless households. Currently the service works with, on average, 18 households at any one time, however, in the short term this will increase with the recruitment of a further two posts (1 year contracts) being funded by the CLG grant.

5.4 **Family Liaison Officer** – This post fulfils a similar support role to the Private Sector Support Project but to those people who are placed in temporary accommodation.

5.5 **Home Visitor posts** – two people have been recruited to visit clients who are homeless or threatened with homelessness, to assess their housing needs and where possible prevent them from becoming homeless. They are on 1 year contracts, funded again by the CLG homelessness grant.

5.6 **Mortgage Rescue Scheme** – This scheme was launched in January 2009 and the scheme is aimed at those who would be eligible for homelessness assistance and is subject to a range of eligibility criteria. Mortgage Rescue operates by bringing together local authorities, Registered Social Landlords (RSL), lenders and debt advice agencies to try and prevent people from losing their own home if they are having mortgage payment difficulties and are at risk of repossession.

5.7 **Housing Options Advisor (Substance Misuse)** – This officer was appointed in May 2009 with a remit to open up pathways and develop suitable housing provision to meet the accommodation needs of people with substance misuse problems who are at risk of disengaging from treatment. The officer also works with the Safer Sunderland Partnership and accommodation providers in order to reduce the risk of re-offending, facilitate

engagement with treatment services and support people into independent living.

- 5.8 **Housing Options Team** – The current service delivery model for the Housing Options Team (HOT) is described as having 5 key activities (see Appendix 1). The service currently employs 26 Full Time Equivalents (FTE) split across two teams, namely Housing Options and Allocations.
- 5.9 At the moment the HOT service area is being subjected to the Business Improvement Programme (BIP), and is currently developing a new way of working based upon the BIP analysis work. This 'Enhanced Housing Option' approach will be reported back to members once complete.

6 HOSTEL ACCOMMODATION

- 6.1 Sunderland as a city has a high concentration of 'hostel' type of accommodation located predominantly in the Sunnyside regeneration area although there are others located in neighbouring areas. The possible reason why the Sunnyside area has a high concentration of 'hostels' is probably in response to the lack of demand for more normal tenures of renting or ownership and that some larger buildings have not found a viable alternative use. Over the years the development of the hostels has also created a demand for support services, which have based themselves in Sunnyside.
- 6.2 Of obvious concern is the vulnerability of the people residing in these establishments. This concern is one that Health, Housing and Adult Services is attempting to address in partnership with a wide range of agencies to establish the support and accommodation needs of the existing residents.
- 6.3 Scrutiny Committee requested information on the following hostels;
- **Camrex House** – This accommodation is located within the Sunnyside regeneration area. It provides accommodation to clients on a private basis. Sunderland City Council does not refer anybody into Camrex House, and the only contact the City Council has with Camrex comes from the Housing and Neighbourhood Renewal Team which regularly inspects the premises to ensure that they comply with legal requirements for this type of accommodation in respect to fitness for human habitation and repair, facilities, licensing, management, means of escape and other necessary fire precautions and behaviour of the residents. Currently the Housing Options Advisor (Substance Misuse) (mentioned at 5.7) is visiting the residents in Camrex House and other 'hostels' within the Sunnyside area to help understand the housing needs and aspirations of the clients. This work will hopefully inform future commissioning of services but also will work with the existing clients and help them to gain more suitable long term accommodation meeting their needs.

- **Barclay Lodge** – This is a long established Bed and Breakfast accommodation within the Monkwearmouth area of the City. The City Council uses this facility if and when necessary. The Housing and Neighbourhood Renewal Team ensure that such establishments comply with legal requirements for this type of accommodation in respect to fitness for human habitation and repair, facilities, licensing, management, means of escape and other necessary fire precautions and behaviour of the residents.

7 RECOMMENDATIONS

- 7.1 Scrutiny Committee is invited to consider this report and provide views on the Homeless service.

Contact Officer: David Smith, Housing Strategy and Operations Manager

Appendix 1

Service Activity	Detail
Request for Information	<ul style="list-style-type: none"> • Customers can view the website and contact the Housing Options Team on a free phone number (Contact Centre out of hours), the majority however are encouraged to make an appointment for a face – to – face discussion. • Majority of customers present at the Civic Centre with take up at the outreach surgeries (Houghton and Washington) very low. • Analysis was undertaken to map where customers accessing the service lived prior to any intervention. It highlighted that there are certain areas within the City that have a higher number of customers accessing the service. Main areas being – Washington North, Castletown, Southwick, Pallion, Hendon and St Chad / Sandhill area. • Repeat presentations to the service are an area of frustration for the Housing Options Staff. This is due to 2 elements – 1. Frustration that they are unable to address all of a customer’s needs (can only provide housing assistance) and 2. Customers will often call in for a progress report on their case, or to speak to an officer who may have sent hem a letter requesting further information. However often there is no data readily available as the officer may not be available or the IT system may not be fully updated. • Other avoidable contacts can occur when customers return with documents requested by the Housing Options Team, such as Doctor’s note, proof of income etc which can confirm someone’s priority status. It has been suggested that on occasion these documents have been known to be lost. Additionally there is repeat contact with the customer as they may have already provided the same information to another part of the Council (e.g. Housing Benefit).
Providing Advice	<ul style="list-style-type: none"> • Even though appointments are pre-arranged, interview rooms are not. In reality to locate a vacant room a Housing Options Advisor (and in some cases the customer) may have to take a 2 – minute walk to find a suitable venue. • From the outset the Housing Options Advisor will determine the reason for the customer’s housing issue and will inform the customer what is required from them to assist their situation (documentation, actions etc) and what the likely outcome of any application will be. • Not all customers are aware of what information is available to them to help themselves without the intervention of the Housing Options Team.

	<ul style="list-style-type: none"> • Many present themselves because – <ol style="list-style-type: none"> 1. They are being asked to leave by parents or friends, yet are not aware that the Council has no social housing and their options are hostels, private lettings or a lengthy wait for accommodation on a waiting list. 2. They cannot afford to pay their rent, yet are not claiming the correct benefits or gaining financial advice. 3. They are not aware of the differences between the Council and Gentoo and as a result are incorrectly signposted to the Council by other agencies when they should be presenting to Gentoo. • The Housing Options Team will provide the relevant information to the customer and the case is closed as ‘providing advice’. This is therefore a pre – transactional service and could be significantly improved with the provision of better information, marketing and improving the referral processes, both within and between the public service.
Payments Out	<ul style="list-style-type: none"> • Over a 12 month period forecasts indicate that of those presenting 163 will be supported by ‘payments out’ to secure a private rented property and support the prevention agenda. • The funds have usually been allocated to finding or securing customers accommodation, although others have been made to assist to relieve a customers personal debt which was preventing them gaining accommodation or threatening their existing accommodation. • The process for administering this varies from case to case and from Officer to Officer. Some will grant it before completing a homeless assessment as a means of prevention, while others will complete a statutory assessment establishing whether the customer is intentionally homeless before still providing financial support. • This process is very subjective, depending on the funds, Officer, individual circumstances, prevention and temporary accommodation figures. • The use of the prevention fund may well be necessary to prevent expenditure on temporary accommodation but at this moment there is not a process ‘for payments in’.
Assessment	<ul style="list-style-type: none"> • A large number of cases are assessed under the homelessness legislation to decide if a person is homeless in terms of the legal definition. To be accepted as homeless you have to meet 5 conditions (tests): <ol style="list-style-type: none"> 1. You must be eligible for assistance

	<ol style="list-style-type: none"> 2. You must be homeless or at risk of becoming homeless within 28 days 3. You must be in priority need (the act defines who is a priority need) 4. You must not have become homeless or at risk of becoming homeless intentionally 5. You have a local connection <ul style="list-style-type: none"> • There is usually repeat contact in the assessment process, with a customer being seen on at least one further occasion. • Any one interview can last up to 1 hour and beyond. • Information received anecdotally from staff suggested that in a number of cases the customer are not actually homeless and their parents/families/friends are more than willing to take them back. • Avoidable contact also exists because of a belief by customers that if they present as homeless they will gain accommodation immediately. • analysis of the reasons given by customers for their homeless situation and the top three reasons being: <ol style="list-style-type: none"> 1. Asked to leave by parents/family/friends 2. Domestic Violence 3. End of assured shorthold tenancy. • On completion of an interview there are two main outcomes: <ol style="list-style-type: none"> 1. The customer has somewhere to stay that evening (as a result of their own intervention or Housing Options mediation) or 2. They require temporary accommodation. • The output of the interview will be a completed Homelessness Application form. • The Housing Options Officer (holding the case) then has 33 working days (guidance from the Homelessness Code of Guidance) to gather all information and make a decision on a customer's homeless situation. • While awaiting this decision if someone requires temporary accommodation it is provided but much of it is outside of the Sunderland area.
Interventions	<p>Temporary Accommodation:</p> <ul style="list-style-type: none"> • Currently Bed and Breakfast accommodation is sought in a reactive manner. On a daily basis the Allocations Team contacts establishments for availability. It is possible that availability will change throughout the course of the day.

- While locating a place the customer will be left waiting where there interview has taken place and this can lead to a further delay.
- The Housing Options Officer once a suitable place has been located will provide the customer with a covering letter to give to the establishment and also arranges any travelling related expenses.
- In the past 4 years there have been 1614 invoices paid for Bed and Breakfast accommodation. 1358 of these were outside of Sunderland and as a result transport costs were also associated.
- Costs for the last 2 years for Bed and Breakfasts were £122,321 in 2007 and £117,042 in 2008 (this was reduced to £89,090 in 2008 due to £27,972 being claimed back from Housing Benefit).
- The Housing Options Team Leader allocates a considerable amount of time trying to move customers between temporary accommodation and Bed and Breakfast to assist with the achievement of targets.

Permanent Accommodation:

- Alongside a homeless application a Housing Register form is completed and input by the Allocations Team. Dual keying of customer details is evident and additional data regarding the previous 5 years housing history is recorded.
- The 5 year housing history is required by Housing Associations such as Gentoo to process any application.
- Due to this not being completed on the application form the Allocations Officers often have to contact the customer for this information. This is avoidable contact as this should have been collated previously.
- The information required by Housing Associations is not always consistent and can appear to alter on a case – by – case basis.
- The Allocations Team will at this point complete a support needs sheet identifying any support needs a customer may have that would preclude them from particular properties. This is not a robust support needs assessment and often the customer is not even contacted. The basis for this sheet is gathered from the statutory homeless assessment which is not a support needs assessment.
- Once all necessary information is collated and organised, the customer will be matched to any available properties that match their requirements. The type of accommodation can be Privately Rented, RSL or supported.
- If the solution is privately rented, the Allocations Team will search the internet for suitable properties, contact Landlords and if successful arrange property inspections by the Private Sector Team. The Private Sector will inspect any non-accredited

landlord property to ensure that it is of a good standard. However at this point the customer may have already viewed the property and will be intent on moving in to it regardless of what the inspection may show.

- In respect to Housing Associations properties, the Allocations Team receives notifications of nominations (a Housing Association requesting details of a customer to fill a vacant property) and once a relevant customer is found their details are forwarded electronically to the Housing Association.
- The team may receive these requests daily and they are all different depending on the Housing Associations. Once a Housing Association receives the information on the customer they will carry out their own checks and will inform the Allocations Team if the applicant has been accepted or excluded.
- Exclusions result in the Allocations Officers working with customers on a fortnightly basis to address their exclusion reasons and work together on action plans to improve their chances of being accepted by an Housing Association.
- There is a perception within the Service that the Council do not receive their 75% of nominations by Housing Associations. However, this may be due to properties going to other organisations or services within the Council competing for the same properties.
- What is unknown is the number of properties that are offered to other organisations. However it is likely that these other organisations will be performing a similar role to the Allocations Team.
- The Allocations Team does not only focus on the statutory homeless, they also maintain the housing register which considers anyone applying for accommodation.
- 61% of those being rehoused by the team are statutorily homeless, the other 39% are predominantly non – priority cases.
- A further initiative is the '450' points classification. This is an initiative aimed at helping to keep homeless acceptances to a minimum. With this initiative customers are asked if they can remain in their current accommodation until their application is processed. The benefit of this to the customer is that it will allow them to receive 3 offers of accommodation as opposed to 1 if they had been accepted as priority homeless.

Supported Accommodation:

- The Supporting People programme helps a wide range of people to live independently in the community by providing a range of support and assistance. The programme aims to provide a high quality of support that meets the individual's needs on both a long and a short-term basis.

	<ul style="list-style-type: none">• The accommodation can be accessed directly or via the Housing Options Team. Conflicts of interest can occur when the service provides customers with supported accommodation when it is not needed and allocated without a needs assessment.• It could be argued that in essence the Supporting People programme is therefore just another source of temporary accommodation.• At any one time the sector can support 604 people. The provision has had a 25% growth in the number of units from 444 to 575 between 2003 and 2009 and in investment from £2.4m to £4.1m.• Key areas that have benefited are:<ul style="list-style-type: none">○ Drug and alcohol support services (8 units to 44 units)○ Domestic violence services saw the commissioning of a new 10 bed refuge○ Offenders have seen an increase in the number of available units from 27 to 44○ Procurement and opening of a Young Person's Immediate Access Project, another 15 units○ Floating support services expanded (additional units for young parents, single homeless and homeless families).
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TACKLING CLIMATE CHANGE IN SUNDERLAND (REPORT 1: MANAGING THE COUNCIL'S CARBON EMISSIONS)

REPORT OF THE DEPUTY CHIEF EXECUTIVE

STRATEGIC PRIORITIES: SP1: Prosperous City; SP5: Attractive and Inclusive City

CORPORATE PRIORITIES: CIO1: Delivering Customer Focused Services, CIO3: Efficient and Effective Council; CIO4: Improving Partnership Working to Deliver 'One City'.

1 Purpose of the Report

- 1.1 This report is the first of three reports, which will update the committee on the Council's work on climate change. There are many issues relating to climate change which the Council is pursuing. This first report updates the committee on the Council's progress and plans for reducing the carbon emissions of the Council itself.
- 1.2 Subsequently, further reports will follow that update the committee in relation to how the Council is managing the city's carbon emissions (including housing, employers and transport), and lastly, how the Council is managing weather impacts of climate change (report due on 24 April 2010)

2 Background

- 2.1 The Council's aim is for Sunderland to become a clean, green city with a strong culture of sustainability, which is one of the five main aims within the Sunderland Strategy. Within this aim, the partners to the strategy have a specific commitment to tackle climate change and reduce Sunderland's greenhouse gas emissions.
- 2.2 This commitment to tackling climate change is evidenced further by several national and international commitments that the Council are signatories to:
 - 2.2.1 The Nottingham Declaration on Climate Change (2001).
 - 2.2.2 The EUROCITIES Declaration on Climate Change (Nov 2008)
 - 2.2.3 The EU Covenant of Mayors initiative (Jan 2009)
- 2.3 In November 2008, the Council adopted Sunderland's Climate Change Action Plan, which sets out a series of initiatives as to how the city, as a whole will reduce its carbon emissions over the next 15 years. Initiatives include home energy efficiency, sustainable construction of new homes and developments,

commitments from employers to cut carbon emissions, efficient vehicles. (These will be addressed in the second report in this series).

- 2.4 Sunderland's work to date on climate change has been recognised nationally, by winning the Sustainable Communities Award for "Tackling Climate Change".

3 How the Council is managing its own carbon emissions

- 3.1 In June 2007, Cabinet adopted Sunderland City Council's Carbon Plan, which set out a commitment and framework to reduce the Council's carbon emission by 10%, or 7,000 tonnes, between 2007 – 2012. This target accounts for an expected 10% growth in energy consumption, resulting from new leisure centres and streetlighting improvements. So in real terms, the Council will reduce emission by closer to 20%.

- 3.2 Future carbon emission savings are measured against the baseline year of 2006/07. During that year, the Council produced 69,689 tonnes of carbon emissions from its own operations. This equates to 8.5% of the all carbon emissions from the city's employers. Council emissions arise from the following activities

- 28% from gas consumption in buildings
- 32% from electricity use in buildings
- 24% from electricity use in streetlights
- 16% from travel at work, and to work.

Progress so far

- 3.3 Actual carbon emissions dropped in 2007/8 by 1.7%, then rose again in 2008/9, to +2.2% above baseline year. The cold winter of 2008/9 is the main reason for the increase observed in 2008/9, but if the influence of weather is removed (by applying a standardised weather correction), then Council carbon emissions are following a steady decline, with 2008/9 emissions 3.8% below 2006/7.

- 3.4 This reduction, after weather correction, is the result of:

- better billing
- the impact of the Cut your Carbon campaign on employee habits,
- building energy surveys leading to no-cost improvements,
- heating boiler upgrades,
- commencement of SALIX funded energy efficiency improvements
- 30% reduction in Sunderland Aquatic Centre carbon emissions, compared to architects estimates.

Outlook for 2009/10 and 2010/11

- 3.5 Due to major projects being completed, particularly the opening of new schools within the Building Schools for the Future programme, it is expected that the weather-corrected year end carbon emissions for 2009/10 should see another 2.8% reduction, with a 4% reduction expected once we see the full year effect of all 2009/10 projects, in 2010/11. (Actual carbon emissions will still depend on winter temperatures).
- 3.6 These savings will be delivered through an agreed programme of projects and initiatives across many Council Services. Progress on all initiatives is summarised below in the next section.

4 Carbon saving initiatives

Major initiatives

- 4.1 **Sunderland Aquatic Centre.** Year-end energy consumption figures now confirm that the Aquatic Centre's carbon emissions are 30% lower than the 2,800 tonnes predicted by the initial architect's estimates (which were included within the original Carbon Plan), amounting to a further 800 tonnes of carbon savings to the Council's carbon plan.
- 4.2 **BSF programme.** Completion of 3 BSF schools in September 2009, 1 further in 2010, should realise carbon savings of 1,500 tonnes by the end of 2009/10, rising to 2,500 tonnes once full year effect is seen. These are conservative estimates, but like the Aquatic Centre, close monitoring of energy performance in the first year is needed to confirm this position.
- 4.3 **25m pools.** Completion of the 25m pools at Hetton and Silksworth in December 2009, will see an increase in carbon emissions of 188 tonnes in 2009/10, rising to 750 tonnes in 2010/11 (with an estimated increase in energy costs of £200,000 pa) .
- 4.4 **Other growth.** As for other years, growth from new streetlighting schemes and general ICT provision is estimated at 300 tonnes for 2009/10 (but energy saving measures in these areas are discussed in more detail at paragraphs 4.22, 4.24 and 4.26).

Flagship Initiatives

- 4.5 **Wind Energy programme.** The Council has already installed a small, 6kW wind turbine at Hetton Lyons Primary School. To develop wind turbines further, the Council's Strategic Investment Plan has allocated £500,000 to developing small and medium size wind turbines, between 2008/9 – 2010/11.
- 4.6 Through extensive feasibility work, the suitability of locations for wind turbines within land and property that the Council owns has been assessed.
- 4.7 To date, it has been confirmed that Biddick Sports College / St. Roberts of Newminster Schools could accommodate a 100kW turbine of between 30-40 metres in height. Furthermore, funding has been secured under the DCSF's Low and Zero Carbon Schools programme (£300,000 for the turbine, plus an

additional £124,000 for lighting improvements). Council funds allocated in the Strategic Investment Plan should cover the remaining costs for this site. Grant funding will also be applied for additional turbines should further sites be identified.

- 4.8 A business case will be prepared and brought to cabinet in late 2009, to approve funding, and then proceed with a planning application early in 2010. Due to the 1 – 2 year waiting list for new turbines, the project may take 3 years to complete and will be subject to the successful granting of planning permission.
- 4.9 The Council is also working with Partnership for Renewables (a company backed by the Carbon Trust), to assess the potential for developing large wind turbines (up to 1MW, 80m high) on Council land. Feasibility work completed in June 2009, showed some Council-owned sites could accommodate large wind turbines.
- 4.10 The Council would benefit from these turbines by receiving a land-rental income, with the option to purchase green electricity generated at a reduced rate. The possible locations of these large wind development sites will be taken to Cabinet, to seek a decision whether pursue this initiative further.
- 4.11 **Wood Energy Programme.**
- 4.12 At present, 4 new secondary schools and 2 new primary schools have wood burning boilers installed and operational. These are currently estimated to be saving over 300 tonnes of carbon emissions per year.
- 4.13 Efforts to install wood boilers in existing council premises are still ongoing. Despite successfully securing £80,000 grant funding from DEFRA, plans to install a wood boiler at South Hylton House were cancelled in November 2008, due to critical issues coming to light regarding the existing boiler plant, and further cost increases for the wood boiler scheme. A gas boiler replacement is now going ahead, that will still save about half the carbon emissions of the wood boiler project. Feasibility work is ongoing to find another suitable location for a wood boiler.
- 4.14 The plans for an accompanying woodchipping station to service the proposed wood boilers have been put on hold, for several reasons; a grant funding application to develop a woodchipping station was unsuccessful; and in addition to losing the South Hylton wood boiler, Gentoo's Leaffield Green development is not going ahead with a wood boiler, as a result of the economic downturn. Until woodchip boiler installations are confirmed, a case for a woodchipping station does not exist.
- 4.15 **South Hylton House gas boiler replacement.** The existing gas boilers have been replaced funded by £160,000 from Repairs and Renewal budgets, and should save 125 tonnes carbon emissions, and £15,000 gas costs.
- 4.16 **SALIX fund.** In 2008/9, £280,000 was spent on schemes, largely for voltage reduction equipment in 3 schools, and lighting schemes at the Crematorium and Civic Centre car park. Other insulation works have been carried out at various buildings. For 2009/10, investment of £150,000 is planned, with sufficient projects identified.

- 4.17 **Display Energy Certificates.** All public buildings over 1000m² are required to possess a display energy certificate and advisory report. This work is being carried out by the Energy Conservation Team. The certificates are required to be renewed on an annual basis.
- 4.18 **Automatic meter reading (AMR).** Since February 2009, for electricity, 100 automatic meter readers have been installed out of approximately 180 meters in total. The system is being reviewed, with regards to installing AMR at the remaining 200 sites. A review is being undertaken of gas AMR with regards to continuing the implementation of AMR on this utility. Trials are being conducted for AMR of gas and water consumption, and approvals to install these meters across all suitable sites will follow in 2009/10.
- 4.19 **Eco-Schools.** This project was launched in September 2008, and aims to take 19 schools through the Eco-Schools programme, to reach either silver or green flag status. As a result, Sunderland now has its first green flag school (St John Boste Primary School) and 5 others have moved up one level in the eco-schools standards. Energy audits are being carried out in Eco-schools, and one has secured £2,500 funding from Curry's to install energy efficient lighting.
- 4.20 **Vehicle tracking systems.** Fitting of the first 120 vehicle tracking systems were completed in February 2009, to Environmental Service Vehicles, with savings expected through in 2009/10 (130 tonnes of CO₂, £45,000). A further 180 vehicles are due to be fitted throughout 2009/10, to cover all CCS vehicles and some from Adult Health and Housing.
- 4.21 **Whole life costing of vehicle procurement.** Ongoing replacement of fleet vehicles with the latest, most fuel efficient vehicle fit-for-purpose continues, estimated at approximately 60 vehicles per year.
- 4.22 **ICT energy management.** Following almost 12 months of monitoring, it's been confirmed that remote shutdown of any Council PC left on after 7pm, could save 5% on PC energy consumption, or 150 tonnes and £30,000 per annum. Approval from Executive Management Team is being sought, prior to implementing the automatic shutdown of all Council computers, which should be in place early next year, once necessary communications have been made with all staff. endorsement has been obtained.
- 4.23 **Employee lease cars.** The 185 g CO₂ / km carbon emissions cap on lease cars available to employees has helped to reduce the average carbon emissions of all lease cars by 8% in 2 years. Discussions with Corporate Personnel and the lease car scheme manager highlighted significant increases in company car tax for cars over 160 g CO₂ / km from April 2009, which should encourage further reductions in lease car CO₂ emissions, without the need for further Council intervention. This will be reviewed again in April 2010.
- 4.24 **Print Rationalisation project.** ICT are in the process of tendering for new provider of multi-function printing devices, which will allow the removal of the majority of desktop printing equipment. Current estimates indicates this could reduce carbon emissions by 115 tonnes per annum. Installation was planned for September 2009, but the tendering process had to be cancelled, with retendering due the end of 2009. Installation has therefore been put back to 2010/11.

4.25 **Water Coolers.** Further installations of mains fed water coolers were completed for 15 more buildings in July 2009, achieving an estimated £8,000 of savings, in addition to the £13,000 savings achieved from the scheme within the Civic Centre. A few remaining buildings require installations to be completed in 2009/10, and after the programme will be complete.

4.26 **Streetlight metering.** 12 months of monitoring dawn/dusk times has unfortunately shown that actual streetlight burning hours are very close to the figure NEDL impose on us. So there is no saving to be obtained from changing metering and billing arrangements. However, the study has shown that there could be a 2.5% saving to be realised (of 340 tonnes CO₂ and £75,000 per annum), from replacing all dawn/dusk sensor units, to move lighting up times slightly later, and switch off slightly earlier. Costs of this replacement are being explored with Aurora, prior to taking the decision to go ahead with changes to sensors. Once approved, this change will be implemented over 4 years (the time taken for complete lamp change cycle to all streetlight columns).

5 Outlook to 5 year target by 2012

5.1 The Council is currently on track to achieve a 10% reduction, with existing commitments, through:

- BSF programme carbon savings (which require monitoring to ensure new school energy consumption meets predictions)
- Completing wind programme of 2 small and 1 large turbines
- Continuing SALIX funding levels
- Automatic Meter Readings achieving 5% and 2.5% saving in electricity and gas consumption across the estate.

5.2 Looking beyond the 10% target, it is essential that other initiatives are developed, and implemented. This could involve increasing investment in SALIX projects, to accelerate delivery, but also developing invest-to-save schemes for streetlighting, particularly for replacement traffic signals and more efficient streetlamp replacements. Also, general employee awareness and involvement in cutting energy wastage must be maximised.

5.3 Next years work programme, for 2010/11, will start the process of planning for the following 5 year Carbon Plan.

6 Recommendations

6.1 That the committee note the progress on managing the Council's carbon emissions.

OVERVIEW AND SCRUTINY HANDBOOK**REPORT OF THE HEAD OF OVERVIEW AND SCRUTINY****1. Purpose of Report**

- 1.1 To provide the Scrutiny Committee with a progress report on the refresh of the Council's Handbook for Overview and Scrutiny specifically in relation to :
- A draft Protocol for the Appointment of Co-opted Members to the Council's Scrutiny Committees;

2. Background

- 2.1 Local authorities are able to nominate co-optees to serve on scrutiny committees who are not councillors. This is in addition to co-optees for school governors and diocesan representatives co-opted with voting rights onto education scrutiny committees.
- 2.2 Recent drivers for change around the benefits of co-option include government democracy proposals, specifically around the functions of overview and scrutiny, which include creating a strong connection between scrutiny committees and local people and greater use of co-option onto scrutiny committees, particularly in relation to involvement in policy reviews is an example of how this can be achieved.
- 2.3 There is also a general power to include additional non voting members under section 21(10) LGA and paragraph 5 of Schedule 8 to the Police Justice Act 2006. This allows for co-option directly onto the Crime & Disorder Scrutiny Committee (in Sunderland the Community & Safer City Scrutiny Committee).

3. Draft Co-option Protocol

- 3.1 A Protocol has been developed to :
- (a) Provide guidance to each Scrutiny Committee considering co-option (Appendix 1)
 - (b) Define the roles and responsibilities of co-opted members (Appendix 2)
- 3.2 It is intended that the Protocol will provide a consistent approach across all Scrutiny Committees and enable the most useful contribution from co-opted representatives. It is intended to be a positive approach to make the most of the contribution of a co-opted member, if the Scrutiny Committee decided to use this option, in addition to other contributions.
- 3.3 The Protocol attached includes advice regarding the balance of membership on each Scrutiny Committee (Protocol Para. 4.4) and recommends that the co-opted representation should not outnumber the elected member representation.

- 3.4 All Scrutiny Committees need to be advised that in considering nominations for appointment the relevant sections of the Local Government Act 1972 must be heeded. This refers to disqualifications for election and holding office as a member of a local authority. Section 80 states that disqualification shall apply to a person being appointed to a committee of the local authority if the person is in the employment of the local authority.

4. Conclusion

- 4.1 It is appropriate that all Scrutiny Committees begin to consider whether they would benefit from co-option in light of the recent changes in legislation, new powers for scrutiny and the democratic engagement agenda.
- 4.2 In the lead up to the next municipal year, 2010/11, and the development of new work programmes, all Scrutiny Committees will have the opportunity to consider the appropriate use of co-option guided by the new Protocol and in support of emerging review and scrutiny business.

5. Recommendation

- 5.1 It is recommended :

(a) That comments be received on the draft Co-option Protocol and subject to the comments received from all the Scrutiny Committees, the draft Protocol is endorsed and is included in the new Handbook.

6. Background Papers

Overview and Scrutiny Handbook

Protocol for the Appointment of Coopted Members to Scrutiny Committees

Part 1. Background

- 1.1 The Council's constitution says that
- "Each overview and scrutiny committee or sub-committee shall be entitled to recommend to Council the appointment of a number of people as non-voting co-optees."*
- 1.2 This protocol is a guide for Scrutiny Committees in helping with:
- Why a scrutiny committee might want to co-opt
 - When not to co-opt
 - Who to co-opt
 - How to co-opt
 - What are the steps to follow
- 1.3 A separate paper is available describing the role of a co-opted member, the responsibilities and the support available.
- 1.4 Co-opted members can be recruited for the municipal year or the duration of a working group.
- 1.5 There are two variations to this arrangement.
- (a) The Children, Young People and Learning Scrutiny Committee deals with education matters and that Committee is *obliged* to include in its membership co-opted representatives from the Diocesan Boards and Parent Governors as voting members of the Committee for 3-year terms.
- (b) The Community and Safer City Scrutiny Committee deals with crime and disorder matters and *may itself* co-opt additional members to serve on the committee where it considers this appropriate.

All other Scrutiny Committees, in accordance with the Protocol below will refer nominations to Council to appoint to the Committees.

Part 2. Why a scrutiny committee might want to co-opt

- 2.1 Co-opted members can make a considerable and valuable contribution to the work of a Scrutiny Committee through broadening the range of experience, skills and knowledge available to support elected members in their deliberations.
- 2.2 A Scrutiny Committee that is considering whether to recommend the appointment of co-opted Members should identify, in the context of its terms of reference and the Work Programme for the year ahead:

- The range of skills and knowledge the Committee will need to effectively deliver its work-programme
- The range of skills and knowledge the existing (elected and co-opted) Members of the Committee are already able to bring to the Committee
- Where there are gaps in the required skills and/or knowledge that a co-opted Member could fill
- Whether the need for these skills and knowledge is time-limited

Part 3. When *not* to co-opt

- 3.1 When considering whether and who to co-opt, the Committee will consider the range of arrangements available to the Committee to gather information to inform its deliberations or whether the Committee requires the additional expertise of a co-opted member's attendance throughout the year.
- 3.2 Other arrangements include the calling of expert and other witnesses, and consultation through a range of means designed to reach members of the city's communities, receiving evidence or hearing from interested parties (from one or several witnesses or experts, and on one or more occasions).
- 3.3 In many circumstances, the temporary attendance of a member of the community who has a particular knowledge of the issues under consideration can be an appropriate way of including and gathering information about how Council policies are working for the city's communities, and identifying ways of improving. Members should bear in mind that many representatives of the city's communities may find the formality of appointment to a Council Committee more daunting than this more informal involvement.
- 3.4 In coming to a decision the Committee is referred to the table below.

Coopted Member	External Witness	Expert Witness
Consistent access to a broader perspective across the work programme	Impartial evidence for any topic in the work programme or as part of a policy review	Professional Expertise provided on consultancy basis to advise on policy review
Balanced representation of community experience on the Committee	Flexibility to contribute to one-off issues	Specialist topics approached with appropriate guidance
Commitment to working with community representatives and partner organisations and building close working relationships	Wide range of witness options across all topics	Validates conclusions through expert perspective
Capacity increased for work outside the formal Committee meeting	Personal experience of service or policy implications	
External challenge and perspective on issues under consideration	Independent of the Council	
Understanding of Local Authority and Partners	Single-issue / lobby group perspective on issues	

Diversity of knowledge and experience		
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Part 4. Who to co-opt

- 4.1 When seeking nominations, the Committee should consider how representative the Committee’s elected membership is of the experience of the community as a whole with particular regard to the 6 equality strands; age, faith, gender, ethnicity, disability, sexual orientation.
- 4.2 The co-opted nominee should be a member of a representative group, sector or organisation relevant to the scope of the Committee or project being undertaken or be a resident in the Sunderland area.
- 4.3 The Committee should:
 - Determine the number of nominations to be sought.
 - Identify the range of experience, skills, knowledge and expertise the committee is seeking and seek nominations from organisations and individuals who demonstrate they have these
 - Guard against seeking nominations from organisations or individuals with a single issue perspective or personal agenda
 - Identify organisations which represent interest groups that fill identified gaps
 - Consider approaching voluntary and community sector organisations to seek nominations where there is an identified need to balance the membership to reflect the experience of all sectors of the community.
- 4.4 In determining the number of co-opted Members to be invited to serve, the committee should ensure that membership achieves a balance between the representative role of elected Members and the value that can be added through bringing a range of skills and perspectives to the work of the Committee. To avoid the Committee becoming unwieldy, the number of co-opted members should be kept to the minimum necessary. The number of additional co-opted members should not in any case be greater than the number of permanent committee members.

Part 5. How to co-opt

- 5.1 The Committee should follow these steps :
 1. At the point of determining the Annual Work Programme and project plan for Policy Review, the Committee will consider whether the business of the committee may require the input of co-opted member/s.
 2. When the Committee has considered the range of nominations to be sought the Scrutiny Officer will on behalf of the Committee:
 - Seek and receive nominations on behalf of the Committee, ensuring prospective co-opted members are aware of the requirements of the

role and that information put forward in support of their application will be considered in a public meeting of the Committee.

- Methods may include writing directly to organisations and individuals or advertising for individuals able to serve as co-opted members, using local press, and/or website.
 - Report nominations to the next available meeting of the Committee.
3. When selecting co-opted members the Committee should:
- Evaluate these against the requirements identified.
 - Give preference to individuals able to make the broadest contribution to the required skills and knowledge base.
 - Propose nominations to be put to Council
4. Appointment by Council
- Committee reports its preferred nominations to full Council
 - Council considers nominations and makes appointments of co-opted members for the Council year

Role of a Co-opted Member

1. Background

- 1.1 The following is not an exhaustive description but gives a guide to what may be required from a co-opted representative.
- 1.2 There are some things for which training and support can be given e.g. understanding of local government, the scrutiny process, agendas etc but other things such as ability to speak up, consult with the organisation being represented etc are skills which a representative should be bringing with them.
- 1.3 Co-opted members will be representing a group, sector or organisation on the Scrutiny Committee or working group and will be expected to voice opinions on behalf of the represented body.

2. Contribution of Coopted Members

- Be able and willing to attend monthly Scrutiny Committee meetings and additional meetings and or/working parties outside of the normal Committee cycle
- Prepare in advance of the meeting, by reading the published agenda and papers
- Be able to assimilate agenda reports and other documents and to raise questions from them in order to help the committee to make practical suggestions for improvements to services
- Play an active role in contributing to discussions on policies, bringing the point of view of the represented body or any specialist knowledge on all matters, not just those of the specialist area
- Bring an element of external challenge to the Committee discussions for example, through the representational role and also by relating issues more as the general public may view issues
- Be willing and able to report back regularly to the represented body and bring back their concerns and observations
- Be willing and able to consult with the represented body in order to ensure that proposed policies or reviews reflect their voices and concerns
- Have an understanding of the role and function of overview and scrutiny
- Be willing to attend and participate in relevant training
- Promote awareness, understanding and interest in the work of the Scrutiny Committee

3. Qualities of a Co-opted Members

- Effective communication skills, with the ability to listen and question effectively
- Ability to interpret and assess information to identify issues and propose solutions

- Ability to consider an issue from a range of points of view
- An open-minded approach to people and issues
- Ability to work cooperatively and as part of a team in both formal and informal settings
- A commitment to improving outcomes for people in Sunderland

4. General principles for co-opted members

- 4.1 Before taking up appointment co-optees will be expected to sign a declaration that they will observe the principles of the Code of Conduct, including the Nolan principles of involvement in public life. This includes a requirement for the co-opted member to declare interests in issues under consideration, and to withdraw from any part of a meeting where they have a personal and prejudicial interest in the same way as an elected Member.
- 4.2 Co-opted members with voting rights will need to:
- Complete an entry in the Register of Interests within 28 days of taking office.
 - Abide by the Council's Constitution and the Scrutiny handbook in terms of rules and procedures for Scrutiny Committee proceedings
- 4.3 If a co-opted member fails (without the agreement of the Council) to attend throughout a period of 6 months, they will cease to be a co-opted member.
- 4.4 No co-opted member may be involved in scrutinising a decision in which he/she has been directly involved.
- 4.5 Co-opted members may need to declare a personal or prejudicial interest in specific agenda items – guidance will be given on this.
- 4.6 As a member of a scrutiny committee co-opted members may volunteer, or be asked by the Committee to take part in task and finish working groups. These are time-limited, set up to carry out specific pieces of work within agreed terms of reference. They make recommendations and report back to the main committee.

5. Support arrangements for Co-opted Members

- 5.1 Co-opted members of the Committees will be provided with the following to support their participation in the work of the Committee, and of working groups established by it.
- 5.2 Before taking up a place on the Committee, a co-optee will be given an induction into the requirements of the Members' Code of Conduct, including the registration and declaration of interests before signing acceptance of the Members' Code of Conduct and advice on how the Committee operates and fits into the Council's decision-making process.
- 5.3 Upon appointment, co-optees will be given copies of, and a brief explanation of:

- The Council's Constitution,
- The Corporate Improvement Plan
- The Scrutiny Handbook
- Key documents relevant to the Scrutiny Committee including terms of reference, current forward work programme, planned meeting dates, and recent committee papers.

5.4 Scrutiny Officer support is available to all Scrutiny Committee co-opted members in the same way as scrutiny committee councillors. Each scrutiny committee has a named Scrutiny Officer with access to the rest of the scrutiny team for wider requests for information or guidance. Briefing before or after scrutiny meetings can be available on request.

5.5 In line with legal requirements, paper copies of agendas and reports for meetings will be issued at least 5 working days before the date of the meeting.

6. Car Parking

3.1 Scrutiny Committee meetings are usually held in the late afternoon. For meetings started after 5.00 pm co-opted members will be able to park in the secure underground car park of the Civic Centre. For meetings at other times arrangements can be made through the Democratic Support Officer.

7.1 Access

3.1 All meeting rooms at the Civic Centre are fully accessible and hearing loops are installed in some rooms. If you have any particular requirements or access needs to enable you to participate in meetings, please contact the Democratic Services Officer for your committee. With reasonable notice, we will also provide information in other formats, for example, large print or on tape – please contact the Democratic Services Officer for details.

8. Expenses

3.1 All co-opted members are entitled to claim reasonable travel expenses (for instance bus fares or mileage and parking). For those with carer responsibilities, it is also possible to claim an allowance for the care of a dependent relative. Co-opted members should, where possible, obtain receipts for any expenditure. The Democratic Services Officer will be able to give advice on making a claim for expenses.

9. Access to information

9.1 You are entitled to access to all information available to the scrutiny committee, sub-committee or working party on the same 'need to know' basis as elected councillors.

10. How do I become a co-opted member?

10.1 If you are a member of a group or have specific experience or knowledge and you think you can make a contribution as a co-opted member to a Scrutiny

Committee please contact the Scrutiny Team on 0191 561 1004/1006/1396 or overviewandscrutiny@sunderland.gov.uk

SUSTAINABLE COMMUNITIES SCRUTINY COMMITTEE 20th OCTOBER, 2009

ACCESS TO HOUSING POLICY REVIEW 2009/10: PROGRESS REPORT

LINK TO WORK PROGRAMME: POLICY DEVELOPMENT & REVIEW

Report of the Chief Executive

STRATEGIC PRIORITIES: SP1: Prosperous City; P5: Attractive and Inclusive City

CORPORATE PRIORITIES: CIO1: Delivering Customer Focused Services, CIO4: Improving Partnership Working to Deliver 'One City'.

1. Purpose of Report

- 1.1 The purpose of this report is to provide members with a progress report on the policy review – Access to Housing.

2. Background

- 2.1 An initial scoping document providing several options for detailed focus was presented to the Committee on 14th July 2009 and looking at access to housing in Sunderland was agreed as the focus. At the committee's meeting held on 22nd September 2009 that added further structure to the review and further focuses the subject area to look at the various ways local people access housing in the city and how this can be streamlined.

3. Current Position

- 3.1 Members agreed to the proposed use of a policy review working group to conduct the key evidence gathering aspects of the review. It was also agreed that the policy review working group will report on progress to the Sustainable Communities Scrutiny Committee on a regular basis.
- 3.2 The membership of the policy review working group was agreed as follows:
Councillors S Watson, D Errington, M Dixon, K Rolph and A Wilson.
- 3.3 The first meeting of this working group has been scheduled for Wednesday 28 October 2009 with officers from Health, Housing and Adult Services. The aim of this initial meeting is to provide members of the working group with an overview to the current situation in relation to allocation policies. The meeting will also include themes around Choice Based Lettings and the Fair and Flexible guidance.
- 3.4 Councillor Dixon, on behalf of the committee and working group, is attending a conference on Fairness and Flexibility in local housing. The conference will provide useful evidence on the latest thinking in relation to housing allocations policy and practice. Councillor Dixon will provide feedback on the conference to both the committee and the working group as and when appropriate.

- 3.5 Following on from the first meeting of the policy review working group a series of focus groups will be arranged with key stakeholders to the review as part of the evidence gathering process. It is also envisaged that the working group will seek to gather evidence through best practice visits to other local authorities to ascertain how they are tackling this issue.
- 3.6 The updated policy review timetable is attached as an appendix to this report for member's information.
- 3.7 Also attached for members information is a research document from the Centre for Research and Market Intelligence (CRMI) which provides some useful background information on who lives in affordable housing. The research provides some useful evidence for the review around current and future trends in social housing; it also defines 'Characteristic Groups' as well as highlighting how the profile of residents may change in the future.

4. Next Steps

- 4.1 To hold the initial policy review working group and provide members with an overview of the policy topic and main issues.
- 4.2 Arrange a number of focus groups with stakeholder groups to gather further evidence for the policy review through the working group.
- 4.3 To look at organising some good practice visits for the working group with other local authorities.

5. Recommendations

- 5.1 That members note the information contained in the report.

Background Papers

- Who Lives in Affordable Housing? – Centre for Research and Market Intelligence (Housing Corporation)

Contact Officer: Nigel Cummings (0191 561 1006)
nigel.cummings@sunderland.gov.uk

SUSTAINABLE COMMUNITIES SCRUTINY COMMITTEE – POLICY REVIEW PLAN

Timeline	Review Task	Aims & Objectives	Methodology	Contributors
20.10.09	Sustainable Communities Scrutiny Committee Formal Meeting	To provide an update on review progress to all members of the committee	Written Report	Scrutiny Officer Health Housing and Adult Services
28 Oct 09	Meeting with working group and council officers	To provide an overview of access to housing in Sunderland	Working Group Meeting	Scrutiny Officer Health Housing and Adult Services
Nov 09	Meeting with tenants & people on the waiting list	To discuss firsthand the experiences of applying for social housing	Focus Group	Scrutiny Officer Health Housing and Adult Services
Nov 09	Meeting with Social Housing Providers	To discuss issues around housing allocations including barriers and simplifying application process	Focus Group	Scrutiny Officer Health Housing and Adult Services
17.11.09	Sustainable Communities Scrutiny Committee Formal Meeting	To provide an update on review progress to all members of the committee	Written Report	Scrutiny Officer Health Housing and Adult Services
Dec 09	Meeting with council officers/key stakeholders	To look at Choice based Lettings & other allocation schemes	Focus Group	Scrutiny Officer Health Housing and Adult Services
15.12.09	Sustainable Communities Scrutiny Committee Formal Meeting	To provide an update on review progress to all members of the committee	Written Report	Scrutiny Officer Health Housing and Adult Services
Jan 10	Good Practice Visit	To look at examples from other local authorities / key stakeholders on how they have tackled access to housing	Site Visit	Scrutiny Officer Health Housing and Adult Services

SUSTAINABLE COMMUNITIES SCRUTINY COMMITTEE – POLICY REVIEW PLAN

19.01.10	Sustainable Communities Scrutiny Committee Formal Meeting	To provide an update on review progress to all members of the committee	Written Report	Scrutiny Officer Health Housing and Adult Services
Jan 10	Meeting with Key Stakeholders	To look at the practicalities of a single entry into housing and how partners can work together more effectively	Focus Group	Scrutiny Officer Health Housing and Adult Services General Public
16.02.10	Sustainable Communities Scrutiny Committee Formal Meeting	To provide an update on review progress to all members of the committee	Written Report	Scrutiny Officer Health Housing and Adult Services
Feb/March10	Preparation of draft and final reports	To gather all the evidence together, draw conclusions and make recommendations	tba	Scrutiny Officer Health Housing and Adult Services

**PLANNING
FOR
THE
FUTURE**

Part one of an eight part series
looking at demographic, spatial
and economic impacts on future
affordable housing demand

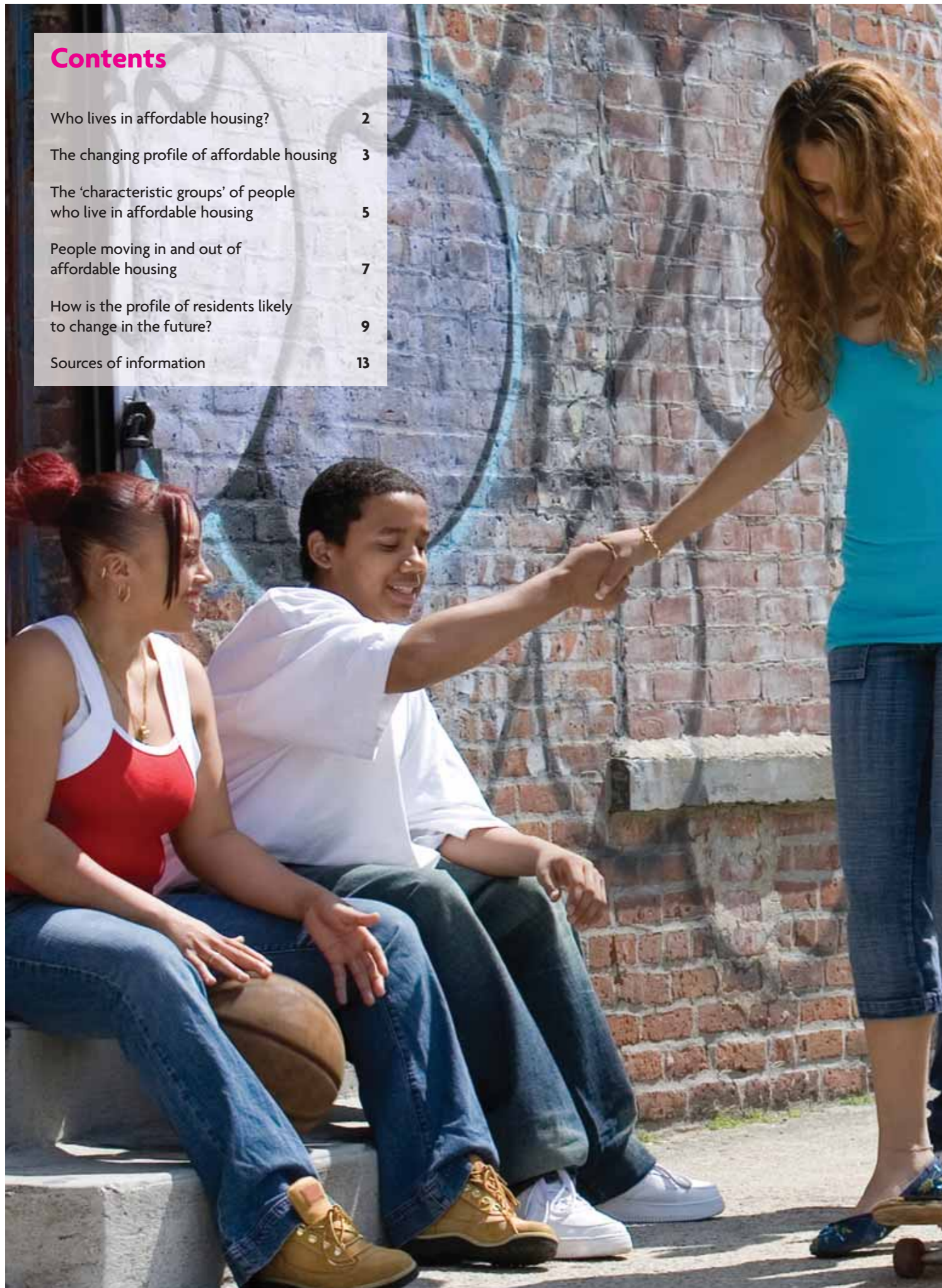


WHO LIVES IN AFFORDABLE HOUSING?



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PLANNING FOR THE FUTURE

Part one of an eight part series looking at demographic, spatial and economic impacts on future affordable housing demand

WHO LIVES IN AFFORDABLE HOUSING?

Following the July 2007 Housing Green Paper and decisions to create a new housing regulator, OFTENANT, and new housing and regeneration agency, Homes and Communities, it is clear that housing in England is going through a period of far-reaching change.

With three million new homes in the pipeline, many of them affordable, it is also clear that the English housing landscape will look quite different in 10 years time. But for all the new building, regeneration programmes and fundamental institutional change, our key challenge remains ensuring that affordable housing, both available now and planned for the future, meets the needs and aspirations of residents.

The Housing Corporation's Centre for Research and Market Intelligence (CRMI) and CIH are both committed to supporting the housing sector to improve the services offered to people who live in affordable housing. With a growing commitment to expanding choice for residents, as well as plans for greater recourse and redress when services fall short of expectations, this is clearly a challenge to which housing organisations must rise.

A key element in this must not only be understanding the customer base of today, but planning for the future needs of these and new residents.

This is why the Housing Corporation and CIH have collaborated to produce a series of eight briefing papers – **Planning for the Future** - setting out some of the key drivers of housing demand.

Drawn from a detailed body of academic research commissioned by the Housing Corporation and carried out by the Cambridge Centre for Housing and Planning Research, the papers have been written with a particular emphasis on their accessibility for housing professionals. Their value lies in presenting the latest research findings in a way that can help inform and shape both strategic planning and housing practice within organisations providing affordable housing.

The series of eight briefing papers explores the following areas:

- Who lives in affordable housing?;
- Life in affordable housing;
- Mobility of households;
- Moving into affordable housing;
- Aspirations and shared ownership;
- Affordable housing in London;
- Housing and black, minority and ethnic groups; and
- Affordable housing in the regions.

We hope you will find these valuable in informing your understanding of change in the sector. More importantly, we hope that they will support your commitment to delivering excellent services for both current and future residents.

Peter Dixon
Chairman - Housing Corporation

Who lives in affordable housing?

Terminology: This paper uses the term **rented social housing** to refer to tenanted properties only; the term **affordable housing** is used to refer to both LCHO and social rented housing.

This first paper in the **Planning for the Future** series provides important insight into the changing profile of affordable housing residents. While recognising the considerable diversity across and within housing markets, it identifies some key characteristics of residents and explores how their profile looks set to change over the next few years.

To help understand the profile of affordable housing residents, and how it is changing, the research draws data from a specially commissioned survey and from this divides affordable housing residents into four broad characteristic profiles:

1. Young urbanites
2. Working families
3. Non-working poor
4. Older settled households

By using these profiles it is possible to identify how the needs, aspirations and expectations of these groups differ and consider how they may develop in future. It also provides scope to examine whether the current trends observed in the sector, which are shaping business planning and service provision today, are still likely to continue in future.

In addition to looking at who lives in affordable housing now, the paper also looks at who moves into and out of the sector, and some of the key factors that influence this – including recent and possible future changes in government policy. (Papers three and four in the series look in more detail at what causes people to make such moves.)

The affordable housing sector: the key headlines.

- Most people coming into the affordable housing sector are under 45, and come either as newly forming households or from private rented housing.
- Those leaving the sector are mostly aged 25-45, and over 70 percent of those leaving have jobs.
- Purchasing under the right to buy has been the main route from social housing into home ownership.
- Moves to private renting are also common for younger people.
- The chance of a household having at least one full-time worker has continued to go down.
- In the last 10 years the incomes of social housing tenants have increased more quickly than those of owner-occupiers (even though tenants' average incomes are of course still lower).
- Tenants are concentrated at either end of the age range. The group 'in the middle' (aged 45-74) is smaller.
- There are more single people and single parents in social housing than in other sectors.
- Incomes are much lower than in other tenures.
- Less than half of working age households have jobs.
- Social housing tenants are more likely to have an illness or a disability.
- Sickness is the major reason for not having a job, especially for single people.
- BME communities are more likely to live in social housing with black households, Bangladeshi households and households of mixed ethnic groups particularly significant. Indian and Chinese households are less likely to do so.



The changing profile of affordable housing: current and future trends

What do the trends identified in this paper mean for housing providers? Here are some of the key lessons about how the changing profile of residents might affect the role of providers, the use of their current stock and their decisions about future investment.

- While the Housing Green Paper: **Homes for the Future: More affordable, more sustainable**, has signalled significant change, some key fundamentals remain in place. Movement in and out of affordable housing is slow, and any changes in who lives in the sector are also likely to be gradual rather than dramatic.
- The current policy environment is very fertile, with housing reform clearly on the cards as government responds to John Hills' review of the future of social housing. If a more radical reform of the sector were to happen, this could significantly affect the pace of change within the sector, for example by changing who is eligible for social sector tenancies and on what terms.
- Affordable housing includes both social rented housing and shared ownership properties – with social renting making up 97.5 percent of the total. This is changing. Recent governments have all strongly promoted home ownership, and (in the last few years) ways for tenants to become part owners. The Housing Green Paper set a target of building 70,000 new affordable homes each year, of which 25,000 would be for shared ownership. The Housing Corporation's 2008-11 investment programme is already making clear progress towards this ambitious target with the £8.4 billion programme delivering at least 155,000 homes, of which more than 50,000 will be shared ownership through the 'HomeBuy' scheme. Broadening the affordable housing sector so as to include more shared ownership and other newer tenures (such as intermediate rented housing aimed at key workers), will inevitably alter the profile of residents and will also undoubtedly change the way in which affordable housing as a whole is viewed.
- The rates and types of new build are also crucial. In 2005-6, 16 percent of new lettings in the social rented sector were newly built houses or flats (this was as high as 31 percent in London). The size, tenure, type and location of new building affect the profile of tenants in the sector. Changes will take place gradually as the new profile of the housing stock in turn affects who lives in it.
- The social housing sector has already changed considerably in the last 30 years, particularly as a result of the right to buy. Looking to the future, there are mixed signals as to whether the tendency for the sector to house more of the 'non-working poor' will continue or not:
 - o On the one hand, as the sector gets smaller as a proportion of all housing in the country, there will be pressure on social landlords to concentrate even more on housing the poorest and most in need. New entrants to the sector at present have generally low incomes and recent trends still show a slow decline in the proportion of households with jobs. These trends may continue.
 - o On the other hand, moving into home ownership has become a lot more difficult in recent years for a greater percentage of the population. While it is likely to remain very difficult for households with relatively higher incomes to get tenancies in the social sector, when they do (or when existing tenants increase their incomes) they may find it more and more difficult to move out.

- Importantly, social housing tenants have increased their incomes at a faster rate than home owners in the past 10 years, and especially in the last five years - a time when owner-occupation was moving out of reach. So in the future we may start to see higher numbers of the 'working families' group staying in social housing, especially those with large households living in London and the southern half of England who will find it particularly hard to afford home ownership.
- At the same time, the development of a broader range of tenure options within the affordable housing sector, could alter the profile of new entrants and, over time, the composition of the sector overall. It will also raise the numbers of working households on higher incomes.
- One feature that is likely to change is the large numbers of 'older settled households' – especially those aged 75 and higher. These older households now prominent in the sector will simply not be replaced by as many younger ones (in the 45-65 age groups). As they move into care or die, the age profile of the sector will continue to change.
- Regional differences in the sector may well grow. Better-off tenants are currently concentrated in London and the south and areas where their 'exit routes' into owner-occupation or via the right to buy are most limited (especially after restrictions in cash discounts in 1999 and 2003). There is also most emphasis on intermediate renting and key worker housing. London has always had a different tenant profile from the rest of the country, with a younger population and higher rates of employment, and these differences are likely to grow.
- In less pressured parts of the country, home ownership through the right to buy may continue to be an option for working households. This may result in increasing proportions of the 'non-working poor' living in the sector. Shared ownership is not being built on the same scale in these less pressured areas, so social rented tenants will still make up the vast majority of the affordable housing sector.
- There is always a tension in policy making between allocating social housing to those in most need, and at the same time trying to make it a 'tenure of choice' that will attract and retain households who could move out. Retaining higher income households within the sector can be seen as a success in making the sector more attractive to them and can play an important role in supporting the longer term sustainability of neighbourhoods and communities. The development of policies to keep better-off tenants was one of the arguments put forward in the Hills report with residualisation highlighted as an important factor in the decline of some areas. However, on the other hand, in a climate of restricted public spending, there is pressure to ensure that scarce resources go to those most in need.
- Policy decisions that favour one aim over another eventually affect the profile of who lives in the sector. Crucially, shared owners are very different from social renters - the vast majority are working households, often couples with no children. If investment priorities were to shift more and more to shared ownership and similar initiatives, concentrated in the south of England, this would have a significant impact on who lives in affordable housing in future years.

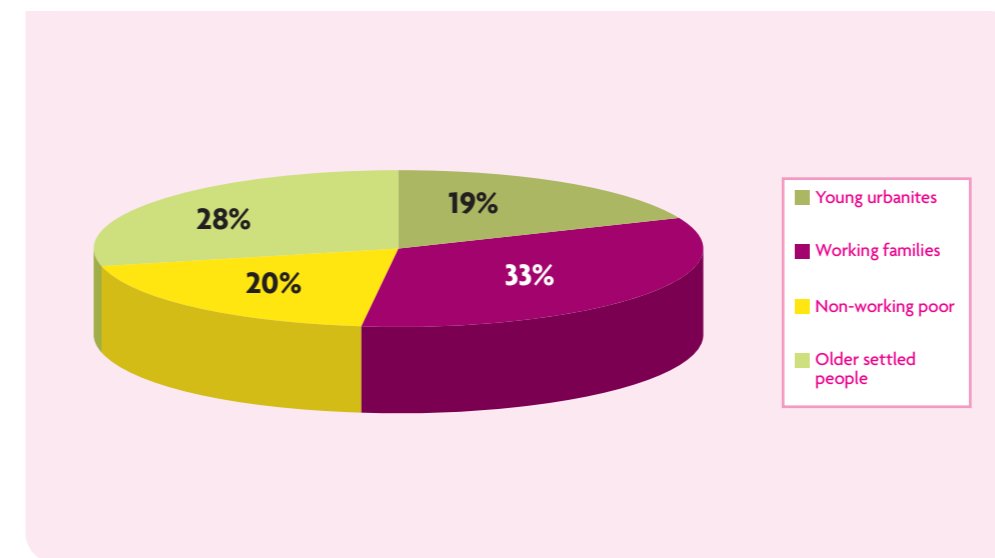
The changes affecting who lives in affordable housing now, and who will want to live in it in future, are complex and cannot often be forecast with any certainty. But we can see **some** clear trends which can guide decisions about investment and about use of the stock. This paper looks mainly at national trends, with some broad indications of differences between regions on some issues¹. Although housing providers need to be aware of these national trends, even more importantly they need to understand how they vary in the regions and areas where they operate. This paper will support housing organisations to make more considered judgements about how changing demand will affect demand for their existing housing stock, and how it should influence their investment in new or remodelled housing in future.

More detail from this research is available on the Housing Corporation website www.housingcorp.gov.uk

The 'characteristic groups' of people who live in affordable housing

People who live in affordable housing are a very varied range of people with widely different backgrounds. To help understand the diversity of residents interviews were carried out with over 600 social tenants and shared owners². A cluster analysis method was used to help identify the main groups of residents living in affordable housing. This pointed to four identifiable clusters of residents: 'young urbanites', 'working families', 'non-working poor', and 'older settled households'.

Affordable housing residents divided into four characteristic groups



Group one - Young urbanites

The characteristics that link this group together are:

- **Age:** most are young (under 35).
- **Ethnicity:** the vast majority of black and Asian residents are in this group.
- **Accommodation type:** more than three-quarters live in flats or maisonettes.
- **Location:** most live in London and a majority of the rest in the south or east.
- **Household size:** around half this group are single people and a relatively low proportion have children (just under half); most live in one or two bedroom properties.
- **Mobility:** they are significantly more mobile than the other groups - over a third had moved within the last year and the great majority had moved within the last five years.

In some respects, they are quite a diverse group. Incomes are wider ranging. This is the group most likely to be unhappy with their current accommodation. Around one in five people state that their home does not meet their needs very well or not at all well. BME residents are particularly likely to express dissatisfaction.

Interestingly, this group are less likely than any other to have heard of shared ownership. This may be related to the ethnic composition of the group; papers six and seven of this series examine these issues in more detail.

Group two - Working families

The characteristics that link this group together are:

- **Jobs:** this group is more likely than any other to be in work.
- **Income:** most have household incomes between £10,000-£25,000, with small numbers between £25,000 and £50,000.
- **Social class:** there are more households classed as 'A', 'B' or 'C1' and 'C2' in this group, so nearly half are professional or 'white collar' workers.
- **Education:** more in this group than in the others have studied to the age of 21 and others are still studying, however, the great majority left school by the age of 18.
- **Age and household type:** most are between 25-45 and are more likely to be married, with most households having children; household sizes are large with around a quarter having five or more people.
- **Routes into affordable housing:** they are more likely to have been established households before they moved into the sector, most often coming from private rented housing, or (sometimes) owner-occupation.
- **Mobility:** not as mobile as group one, but more so than the other two groups, with around 40 percent having moved within the last three years.
- **Accommodation type:** most occupy three-bedroom properties, most commonly semi-detached houses
- **Location:** most live in London or in the three southern regions of England.
- **Internet access:** 85 percent of households have internet access.

² The interviews were carried out by BMRB using their omnibus survey to ensure only eligible households were able to partake.

¹ Regional differences and the specific situation in London will be the focus of papers seven and eight of this series.

Where they live, and their typically large household sizes, suggest that these residents may be not be able to afford sufficiently big accommodation in the private sector despite having incomes that are above average for the social housing sector.

Most of the shared owners within the survey were in this group, making up seven percent of the group overall. Three-quarters of the group say that they have heard of HomeBuy or shared ownership, although this is no higher than two of the other groups, despite there being many more households in this group who might be able to afford it.

When asked what would most improve their home, this group was particularly likely to wish for additional rooms or more space, or dedicated parking. This may in part be because these are large households, and most likely to be overcrowded and to need extra room. However, it may also be because they are rather better-off and aspire to better housing.

Group three - Non-working poor

This group is similar to the 'working families' group in terms of age, housing type and whether they have children. But they differ markedly in terms of income and jobs.

The characteristics that link this group together are:

- **Jobs:** mainly working age households – but not in work.
- **Income:** more than two-thirds have incomes of less than £10,000 and for more than half this is less than £6,000.
- **Education:** the vast majority of this group left school aged 16 or under.
- **Marital status:** less likely than the second group to be married and more likely to be divorced, widowed or separated.
- **Location:** they are disproportionately located in the north of England.
- **Ethnicity:** there are very few BME households in this group.
- **Accommodation type:** most live in three-bedroom properties which are either terraced or semi-detached.
- **Routes into affordable housing:** more likely than other groups to have moved to their current home directly from living with parents; reasons for entering affordable housing are often related to having children and needing a bigger home.
- **Mobility:** less likely than group two to have moved within the last three years, though around a quarter of both groups have been in their current home over 10 years; two-thirds of this group have lived in at least one other home within the affordable sector before their current one.
- **Internet access:** only 25 percent of four households have internet access.

When asked what would most improve their home, this group was particularly likely to want action to tackle basic problems with windows, heating, internal decoration and maintenance. This could be because they are living in poorer (or worse-maintained) housing or because they don't have the skills or money to carry out basic work themselves.

Group four - Older settled households

This group that is the most different from the others.

The characteristics that link this group together are:

- **Age:** the vast majority are aged over 55, with most over 65; most are retired or not in work.
- **Household type:** almost none of these households include children and just over half are one-person households.
- **Marital status:** around a third are currently married – nearly all of these for more than 20 years – but most people in this group are divorced, separated or widowed.
- **Mobility:** the least mobile group – most households having lived in their current home for over ten years.
- **Ethnicity:** very low numbers of BME households.
- **Income:** low to moderate, almost all under £25,000.
- **Accommodation type:** a roughly even three-way split between one-, two- and three-bedroom properties; much more likely than any other group to live in bungalows.
- **Routes into social housing:** most have moved to their current home from within the sector, but significant numbers have come from owner-occupation; more likely than other groups to have moved for health reasons.
- **Internet access:** only 12.5 percent have internet access.

This group is more likely than the others to say that their current home meets their needs very well or quite well and to say that 'nothing needs improving' about their current home. Nearly half gave this answer when asked what would most improve their house, compared to around only a quarter in the other three groups.

Different tenants, different needs

Clearly the different groups of people who live in affordable housing have quite different needs from their housing. Although this is an over-simplification, their needs might be characterised as:

- Young urbanites** Some, especially those in flats in London, may see their current homes as a short-term base before moving into private housing, away from London and/or into larger social housing accommodation. This creates a more mobile population who choose to move in and out of social housing according to their needs.
- Working families** This group may be able to afford more than social sector rents and might look to move out on their own. They would be the obvious target group for initiatives to increase access to intermediate housing.
- Non-working poor and older settled households** Together forming almost half of all households, they are much less mobile and likely to be looking to stay in social housing in the longer term.

People moving in and out of affordable housing

Flows between tenures vary from year to year and are affected by factors such as rates of new building and house prices. Social housing is a consistently 'stable' tenure, particularly when taking into account the people who buy their house without moving from it. Private renting, in contrast, has a high level of people entering and leaving the sector and people are much less likely to stay in the same property for long periods.

Moves between tenures



In the example year (2004), 71,000 households entered the social sector from private rented housing, 32,000 from owner-occupation and 91,000 as new households. In addition, 203,000 households moved within the sector. Some 50,000 left for private rented housing, 22,000 for owner-occupation, and an additional 60,000 bought as sitting tenants (generally via the right to buy). A total of 302,000 households in all sectors 'ended' through death, merger with other households or moves into long-term care.



Moves into social housing

The number of people moving into the affordable housing sector has declined steadily over the last five years. This is not because of falling demand - waiting lists grew by nearly 50 percent between 2002 and 2005 alone, and vacant properties fell by 22 percent during this same period. It is because fewer properties are becoming available for re-let as fewer households leave the sector.

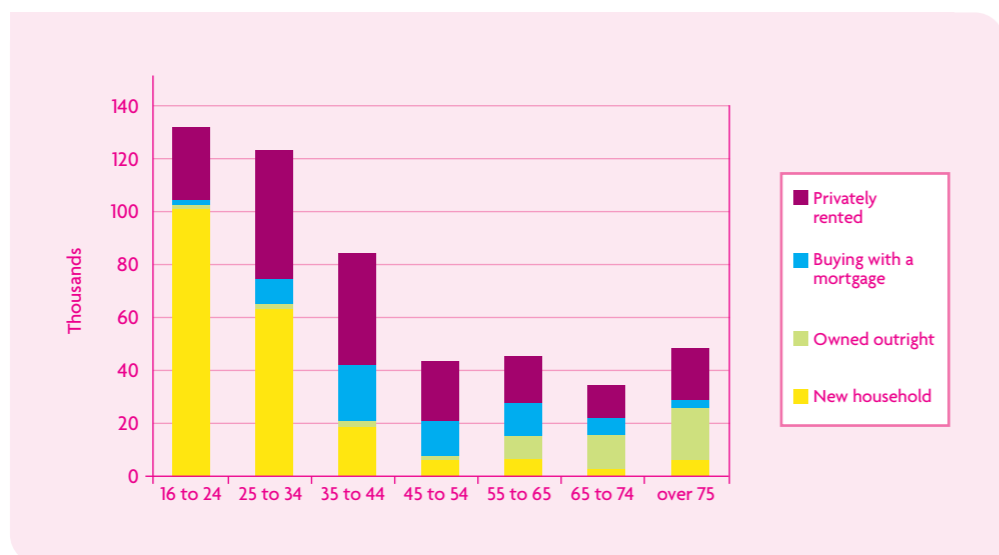
The graph below shows that most households (66 percent) enter social housing between the ages of 16 and 45, either as newly forming households (moving out of someone else's home, such as their parents') or from the private rented sector. There is also a group that enter over the age of 75 seeking more suitable or supported accommodation, or to be nearer their family. Single people form the largest group of new

entrants overall and come from all age groups, although the majority of younger entrants are single parents and couples with children.

The majority of new entrants from all tenures have incomes of under £300 a week and their incomes are broadly similar to those of existing tenants. Around 15 percent of new entrants to social housing are retired. The rest are fairly evenly split between economically active and inactive. This has changed little in recent years, and is broadly similar to the profile of existing tenants.

Around eight percent of new entrants come directly from owner-occupation, often following relationship breakdown, ill health or financial difficulties. Not surprisingly, on average these households have higher incomes than other entrants.

Age groups and previous tenure of new tenants



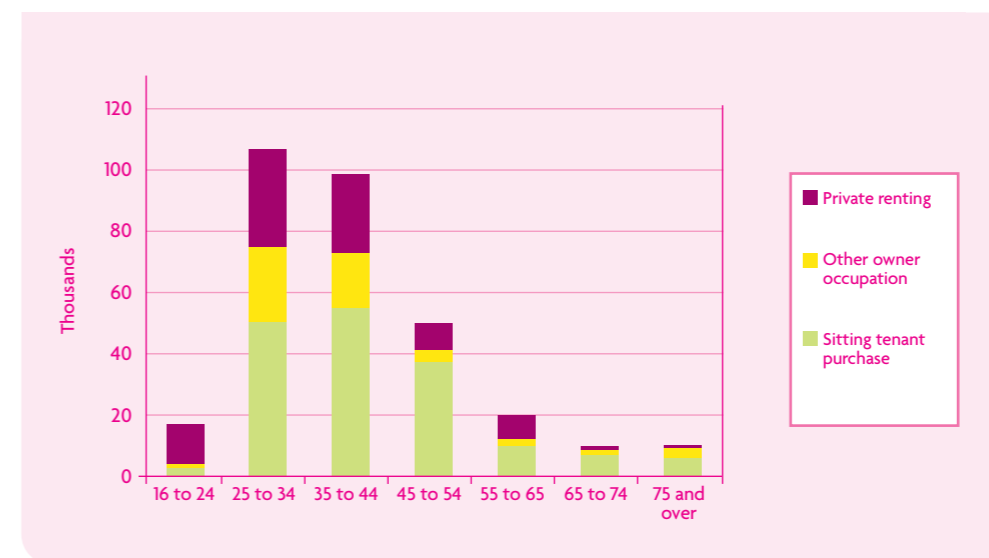
Moves out of social housing

Most tenants 'leave' social housing either through the death of a tenant or by moving in with another household or into long-term care. The numbers of households moving out of the sector to private sector housing has declined significantly over the last five years, reflecting the decreasing affordability of market housing over that period. Most households who move into owner-occupation do so through the right to buy, especially in the older age groups.

Single people and single parents are more likely to move into private rented housing. Couples are much more likely to move into owner occupation and are overall more likely than singles to move out.

Over 70 percent of households leaving social housing for a different tenure have jobs, and they also have higher incomes on average than those who stay in the sector. Unsurprisingly, those leaving to buy elsewhere (not through the right to buy) have the highest incomes. The reasons why households leave affordable housing are looked at in paper three of this series.

Age group and new tenure of departing households



How is the profile of residents likely to change in the future?

Factors affecting who lives in social housing

There are several factors that decide who lives in social housing:

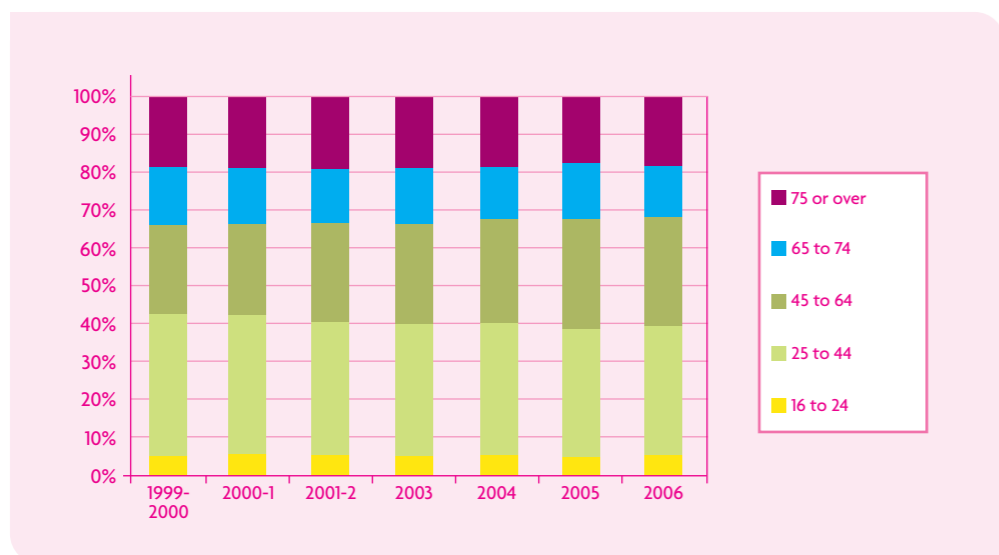
- **Who applies for it:** knowing about entitlements and the options available, and preferences between tenures, all affect which households apply for social housing. These may in turn be affected by the price of market housing, determining who can afford other tenures. Which households choose social housing and why is looked at in paper four of this series.
- **Who is given priority for housing:** in the vast majority of the country, there is excess demand for affordable housing, so allocation or lettings systems play a central role.
- **Demographic changes taking place within the sector:** the most crucial factor is ageing: the smaller numbers of middle-aged households currently in social housing will 'move up' the age range, reducing the numbers of older households in the future as previous tenants die or go into care.
- **Who moves out of the sector:** households do move out into the private sector (both rented and owned). Factors such as affordability affect the numbers and composition of households that leave, as well as the tenure aspirations and preferences of existing households.
- **Types, sizes and tenures of new housing and demolitions:** this will impact upon the numbers and types of households likely to move in, and could over the long term make significant changes to the profile of the sector.

Recent trends

The profile of those living in affordable housing has altered quite considerably during the last 30 years. During the 1980s, social housing increasingly housed poorer and poorer people, as working households left the sector, often through the right to buy. In the 1990s the pace of these changes slowed, although there continued to be an increase in non-working households, including single parents, sick and disabled households, students and carers. It was in this period that the age distribution of social tenants became focused on those at either end of the age range, as older households were unable to take advantage of the right to buy and over time were replaced by younger households who were too poor to make use of it, or not (yet) able to access it.

Recently, some of these trends seem to be continuing, but others do not. The number of over 75 year olds has declined, from 851,000 in 1999 to 690,000 in 2005. The 25-34 age group is also smaller. This is the age at which households commonly enter social housing and reflects the declining turnover rate during this period.

Social tenants - age of head of household

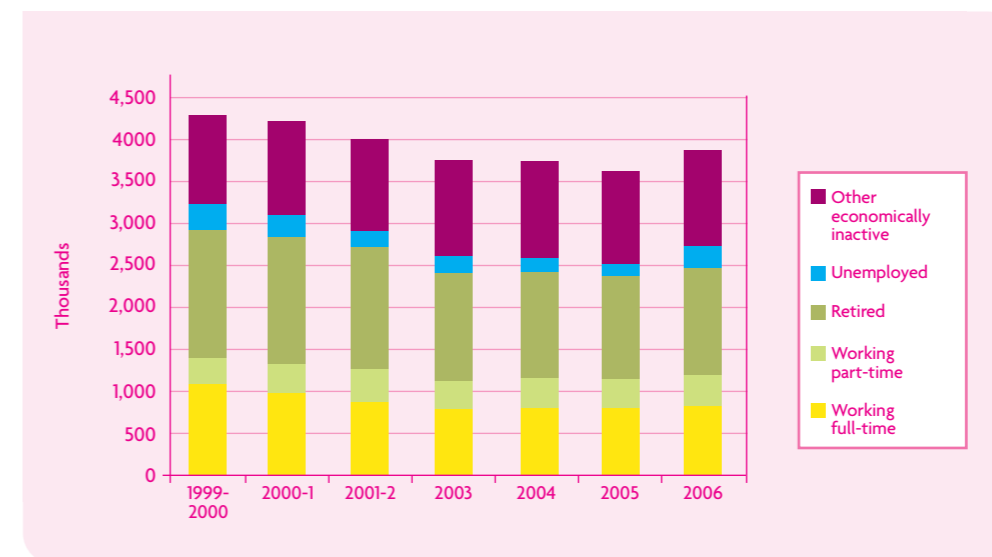


The graph opposite shows employment trends in the sector. There is a gradual decline in the proportion of households with a full-time worker, although there has been a growth in part-time work which has partially replaced it.

Looking slightly further back, the average income of social rented households rose by 61 percent between 1995 and 2005, compared with only 51 percent for owner-occupiers. Social sector incomes rose fastest in the last five years, when fewer numbers were leaving the sector. It suggests that rising house prices may be keeping better-off households within social housing, when in the past they moved out.

The social housing sector has been decreasing in numbers (of dwellings) for many years. In percentage terms it is still declining - but in 2005-6, for the first time in many years, the number of social homes increased. This was because of fewer losses through the right to buy, coupled with higher rates of new build.

Social tenants and employment trends



The future profile of the sector

Several factors are likely to affect the profile of the sector by 2021:

- **Smaller proportions of households within the social sector overall:** taking account of people leaving through right to buy, the proportion of all households living in the social rented sector is projected to fall from just over 20 percent in 2001 to 17.7 percent in 2011, despite a small projected increase in numbers of properties available. However, this does depend on future uptake of the right to buy (or social homebuy) and rates of new building and demolitions;
- **An increasing proportion of one person households:** this change is happening across the board, including in the social rented sector. But particularly, as people form couples, they tend to move out of social housing, and if they separate they move into it;
- **Increasing numbers of lone parents:** social housing has more lone parent households than other sectors, and fewer 'couple' households. The number of lone parents is increasing, and this will lead to more being housed in the social sector. Women are more likely than men to enter social housing following divorce, and many are lone parents;
- **Fewer people aged over 65:** this is because the very large numbers in the 70-74 and 75-79 age groups in 2001 will be gone by 2021. The younger groups are much less likely to be social housing tenants; and
- **BME households:** proportionally, more new lettings go to BME households than there are BME households in the sector at the present time. Unless they also move out at a faster rate, the ethnic diversity of the sector will grow. This would also be expected because large numbers of the vacancies that occur in the social sector come about because of older tenants dying - and the vast majority of these are white.

It is also true that the BME population in the country generally is also growing, so even if the same proportion continues to live in social housing, the ethnic diversity of the sector will grow. However, many BME groups entering social housing have relatively recently come to live in the UK, so events abroad, combined with changing immigration policies, are likely to affect future numbers. The ethnic make up of social housing tenants, and the needs and aspirations of BME communities, are looked at in paper seven of this series.

The future for the 'characteristic groups' of households

Group one - Young urbanites

These are likely to increase in numbers in line with the supply of small flats, at least in areas of high demand where flats are easy to let and are all that many people can afford. This group is much more mobile than the others, yet mobility overall has fallen within the social sector in recent years. A downturn in the housing market might ease this situation and increase mobility, especially in and out of flats, so social rented flats might then come to have more of a transitory role in the housing careers of many households.

Group two - Working families

This group might previously have left the sector for owner-occupation (mostly via the right to buy). They would be the obvious target group for schemes designed to assist moves into home ownership. The changes that took place within the social sector in the 1980s led to a fall in the proportion of working households, especially couple households. These trends continued in the 1990s, but at a slower pace, and have declined still further so far in this decade. As the previous graph showed, the proportion of working-age people in employment continued to decline until 2001 but has remained steadier since then. This has happened at a time when movement both into and out of the sector fell steeply and right to buy sales also declined. In the longer term, this may be a blip related to the boom in the housing market over this period. But past changes in the sector were highly affected by the right to buy, which is now more restricted (see below).

Recent changes affecting take up of the Right To Buy (RTB)

- Fewer tenants eligible for RTB (mainly because there are fewer local authority lettings each year).
- RTB discounts frozen or reduced.
- Rapid rises in house prices.
- Increased waiting period for eligibility for RTB.
- Extended period after selling, in which discount becomes repayable.

These developments are reflected in the downturn in sales in 2005-6. It is therefore possible that the 'working families' group could cease to decline or could start to grow in size as existing tenants manage to increase their income but are unable to become home owners.

New policy initiatives may change this, although Social HomeBuy has not yet had a significant take-up. Shared ownership schemes are offering some tenants an alternative route into owner-occupation but numbers are very small compared with right to buy sales. Little is known about routes out of shared ownership as yet.

Group three - Non-working poor

People in this group are the least likely to be able to access any other form of housing, and so this is the group most likely to remain as social tenants in the long term. Their numbers may be reduced if there are successful and widespread initiatives to reduce benefit-dependency and worklessness following the attention given to this in the Hills report on social housing, and the subsequent announcement of the Working Neighbourhoods Fund.



Group four - Older settled households

This group will reduce in size over coming years due to the demographic shift as the smaller groups of middle-aged tenant households reach retirement. Only small numbers of people enter social housing for the first time after the age of 45, so they are unlikely to be joined by substantial numbers of new entrants. However, as people continue to live longer, this may lead to small increases in the numbers of very old people (over 85s). There has been a decline in the use of residential accommodation for elderly people in recent years and a move towards keeping people in their own homes if at all possible, assisted by the increasing availability of technological adaptations and improved building standards. This may mean somewhat higher numbers of very old and/or frail elderly people remaining in their social rented home.

Sources of information

Housing Corporation (CRMI)
www.housingcorp.gov.uk/server/show/nav.3871

Cambridge Centre for Housing and Planning Research
www.cchpr.landecon.cam.ac.uk/

Most of the data in this paper are from one of the following:
Survey of English Housing
www.communities.gov.uk/housing/housingresearch/housingsurveys/surveyofenglishhousing

Census 2001
www.statistics.gov.uk/census

Housing in England 2005/2006
www.communities.gov.uk/publications/housing/Surveyenglishhousing

CORE Lettings Data
www.core.ac.uk

These are available from government websites. Many statistics are brought together in the annual UK Housing Review published jointly by CIH and the Building Societies Association.
www.cih.org

For the analysis of characteristic groups of tenants, interviews of over 600 tenants and shared owners were carried out by BMRB, using their omnibus survey to ensure only eligible households were able to take part.

This paper is based on an original by Anna Clarke with Alex Fenton, Alan Holmans, Sanna Markkanen, Sarah Monk and Christine Whitehead, written at the Cambridge Centre for Housing and Planning Research, January 2008.

This version was funded by the Housing Corporation and written by John Perry and Richard Capie of CIH. Published for the Housing Corporation by the Chartered Institute of Housing, Octavia House, Westwood Way, Coventry CV4 8JP Tel: 024 7685 1700

April 2007





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This document can also be downloaded from
the Chartered Institute of Housing's website at
<http://www.cih.org/publications/pftf>

SUSTAINABLE COMMUNITIES SCRUTINY COMMITTEE

FORWARD PLAN – KEY DECISIONS FOR THE PERIOD 1 OCTOBER – 31 JANUARY 2010

REPORT OF THE CHIEF EXECUTIVE

20 OCTOBER 2009

1. Purpose of the Report

- 1.1 To provide Members with an opportunity to consider those items on the Executive's Forward Plan for the period 1 October – 31 January 2010 which relate to the Sustainable Communities Scrutiny Committee.

2. Background Information

- 2.1 Holding the Executive to account is one of the main functions of Scrutiny. One of the ways that this can be achieved is by considering the forthcoming decisions of the Executive (as outlined in the Forward Plan) and deciding whether Scrutiny can add value in advance of the decision being made. This does not negate Non-Executive Members ability to call-in a decision after it has been made.
- 2.3 To this end, it has been agreed that, on a pilot basis, the most recent version of the Executive's Forward Plan should be included on the agenda of each of the Council's Scrutiny Committees. The Forward Plan for the period 1 September – 31 January 2010 is attached marked **Appendix 1**.

3. Current Position

- 3.1 Following member's comments on the suitability of the Forward Plan being presented in its entirety to each committee it should be noted that only issues relating to the specific remit of the Sustainable Communities Scrutiny Committee are presented for information and comment. Due to agenda and publication deadlines a revised copy of this information will be circulated at the meeting reflecting any amendments.
- 3.2 For members information the remit of the Sustainable Communities Scrutiny Committee is as follows:-
- Major Projects; Sustainability overview; Creating Inclusive Communities overview; Housing overview; Housing Strategy; Private Housing; Housing Associations; Culture overview; Art Development; Museums; and Heritage.
- 3.3 In the event of Members having any queries that cannot be dealt with directly in the meeting, a response will be sought from the relevant Directorate.

4. Recommendations

- 4.1 To consider the Executive's Forward Plan for the period 1 October – 31 January 2010;
- 4.2 To seek the views of Members on the revised format presented to the Sustainable Communities Scrutiny Committee.

5. Background Papers

None

Contact Officer : Nigel Cummings 0191 561 1006
Nigel.cummings@sunderland.gov.uk

**Forward Plan -
Key Decisions
for the period
01/10/2009 to
31/01/2010**



**R.C. Rayner,
Chief Solicitor,
Sunderland City
Council.**

14th September 2009

Forward Plan: Key Decisions from - 01/Oct/2009 to 31/Jan/2010

No.	Description of Decision	Decision Taker	Anticipated Date of Decision	Principal Consultees	Means of Consultation	When and how to make representations and appropriate Scrutiny Committee	Documents to be considered	Contact Officer	Tel No
01203	To agree to the relocation of the Port workshops and to offer the site to Tyne Slipway.	Cabinet	07/Oct/2009	Portfolio Holder, Chief Solicitor, Director of Financial Resources	Correspondence and meetings	Via the contact officer by 21 September 2009 - Management Scrutiny Committee	Cabinet report	Nick Wood	5612631
01309	To approve the commencement of the Responsive Local Services project	Cabinet	07/Oct/2009	Cabinet, Portfolio Holder, Chief Executive, Executive management Team	Briefings, Meetings, email	Via the Contact Officer by 21 September 2009 - Management Scrutiny Committee	Community Leadership Programme PID	Mike Poulter	5617549
01227	To approve a Young Persons Supported Housing Project.	Cabinet	07/Oct/2009	Cabinet Portfolio Holders, Health, Housing & Adult Services Staff, Children's Services, Partner Agencies	Briefings and/or meetings with interested parties.	Via the Contact Officer by the 21 September 2009 – Sustainable Communities and Children, Young People & Learning Scrutiny Committees	Report	Alan Caddick	5662690

Forward Plan: Key Decisions from - 01/Oct/2009 to 31/Jan/2010

No.	Description of Decision	Decision Taker	Anticipated Date of Decision	Principal Consultees	Means of Consultation	When and how to make representations and appropriate Scrutiny Committee	Documents to be considered	Contact Officer	Tel No
01245	To approve Individual Budgets RAS Model Pilot for Individualised Budgets and incorporating DP Development.	Cabinet	07/Oct/2009	Cabinet, Service Users and Carer Groups, Portfolio Holders, Adult Services Staff and Health Partners.	Briefings and/or meetings with interested parties.	Via the Contact Officer by the 21 September 2009 - Health and Wellbeing Scrutiny Committee	Report	Graham King	5661894
01267	To consider any key decisions arising from the Revenue Budget Second Quarterly Review 2009/2010	Cabinet	07/Oct/2009	Directors and third parties affected by the virement proposals	Report will be made available on the Intranet and e-mailed to Directors	Via the Contact Officer by 21 September 2009 - Management Scrutiny Committee	None	Sonia Tognarelli	5611851
01311	To consider the award of a contract for the acceptance and treatment of recycled waste materials (MRF contract) for a period of 3 years from 1 April 2010	Cabinet	07/Oct/2009	Corporate Procurement; Relevant Chief Officers and Portfolio Holder for Sustainable Communities	Report; Briefing with Portfolio Holder for Sustainable Communities	Via the Contact Officer by the 21 September 2009 – Sustainable Communities Scrutiny Committee	Report	Peter High	5617534

Forward Plan: Key Decisions from - 01/Oct/2009 to 31/Jan/2010

No.	Description of Decision	Decision Taker	Anticipated Date of Decision	Principal Consultees	Means of Consultation	When and how to make representations and appropriate Scrutiny Committee	Documents to be considered	Contact Officer	Tel No
01268	To consider any key decisions arising from the Capital Programme and Treasury Management Second Quarterly Review 2009/2010	Cabinet	07/Oct/2009	Directors and third parties affected by the virement proposals	Report will be made available on the Intranet and e-mailed to Directors	Via the Contact Officer by 21 September 2009 - Management Scrutiny Committee	None	Sonia Tognarelli	5611851
01272	To approve the council's contribution to the Houghton PCT Development on the Houghton Sports Complex site.	Cabinet	07/Oct/2009	Portfolio Holders; Ward Members; Director of Financial Resources; Centre Users; Coalfield Community	Individual briefings; Community Consultation Days	Via the Contact Officer by 21 September 2009 - Management Scrutiny Committee	Cabinet Report	Mike Poulter	5617549
01273	To approve the development of a Supported Housing Unit for people who misuse alcohol	Cabinet	07/Oct/2009	Service Users, Carers, Portfolio Holders, Staff and Health Partners	Briefings and/or meetings	Via the Contact Officer by 21 September 2009 - Sustainable Communities & Health and Wellbeing Scrutiny Committees	Report	Alan Caddick	5662690

Forward Plan: Key Decisions from - 01/Oct/2009 to 31/Jan/2010

No.	Description of Decision	Decision Taker	Anticipated Date of Decision	Principal Consultees	Means of Consultation	When and how to make representations and appropriate Scrutiny Committee	Documents to be considered	Contact Officer	Tel No
01278	To agree to the council entering into a Joint Venture Agreement and to the acquisition of industrial units at Stadium Village regeneration area.	Cabinet	07/Oct/2009	Director of Financial Resources and Chief Solicitor	Meetings and emails	Via the contact officer by 21 September 2009 - Prosperity and Economic Development Scrutiny Committee	Cabinet report	Nick Wood	5612631
01284	To endorse the Anti Social Behaviour Review	Cabinet	07/Oct/2009	Cabinet, Service Users, Carer Groups, Portfolio Holder, Adult Services Staff, Health Partners	Briefings and/or meetings with interested parties	Via the Contact Officer by 21 September 2009 - Community and Safer City Scrutiny Committee	Report	Graham King	5661894
01285	To endorse the work on the Provision of Public Services to People with Learning Disabilities	Cabinet	07/Oct/2009	Cabinet, Service Users, Carer Groups, Portfolio Holder, Adult Services Staff, Health Partners	Briefings and/or meetings with interested parties	Via the Contact Officer by 21 September 2009 - Health and Wellbeing Scrutiny Committee	Report	John Fisher	5661883

Forward Plan: Key Decisions from - 01/Oct/2009 to 31/Jan/2010

No.	Description of Decision	Decision Taker	Anticipated Date of Decision	Principal Consultees	Means of Consultation	When and how to make representations and appropriate Scrutiny Committee	Documents to be considered	Contact Officer	Tel No
01302	To approve Redhouse Core & Cluster	Cabinet	07/Oct/2009	Cabinet, Service Users and Carer Groups, Portfolio Holder, Adult Services Staff, Health Partners	Briefings and/or meetings with interested parties	Via the Contact Officer by 21 September 2009 - Sustainable Communities Scrutiny Committee	Report	Alan Caddick	5662690
01294	To approve the Household Alterations and Extensions draft Supplementary Planning Document for the purposes of consultation.	Cabinet	07/Oct/2009	Portfolio Holders and Relevant Officers	Meetings, briefings and email	Via the Contact Officer by 21 September 2009 - Sustainable Communities Scrutiny Committee	Cabinet Report and Household Alterations and Extensions draft Supplementary Planning Document.	David Giblin	5611540
01303	To agree Neighbourhood Management & Selective Licensing Policy	Cabinet	07/Oct/2009	Cabinet, Service Users and Carer Groups, Portfolio Holders, Adult Services Staff, Health Partners	Briefings and/or meetings with interested parties	Via the Contact Officer by 21 September 2009 - Communities and Safer City & Sustainable Communities Scrutiny Committees	Report	Alan Caddick	5662690

Forward Plan: Key Decisions from - 01/Oct/2009 to 31/Jan/2010

No.	Description of Decision	Decision Taker	Anticipated Date of Decision	Principal Consultees	Means of Consultation	When and how to make representations and appropriate Scrutiny Committee	Documents to be considered	Contact Officer	Tel No
01312	To consider the award of a contract for the supply of wheeled bins for the purposes of the new kerbside recycling arrangements.	Cabinet	07/Oct/2009	Corporate Procurement; Director of Financial Resources; Chief Solicitor; Portfolio Holders	Briefings with Portfolio Holders for Environment & Attractive City and Sustainability Scrutiny Cttee	Via the Contact Officer by 21 September 2009 - Environment and Attractive City Scrutiny Committee	Report	Peter High	5617534
01313	To consider the award of a contract for the supply of vehicles to be used in the provision of the new kerbside recycling arrangements.	Cabinet	07/Oct/2009	Corporate Procurement; Portfolio Holders	Report; Briefings with Portfolio Holders	Via the Contact Officer by 21 September 2009 - Environment & Attractive City and Sustainability Scrutiny Committee	Report	Peter High	5617534
01314	To consider the award of a contract for the acceptance and treatment of recovered garden waste ('Green Waste Contract') for an initial period of 3 years from 1 April 2010.	Cabinet	04/Nov/2009	Corporate Procurement; Director of Financial Resources; Chief Solicitor; Portfolio Holder	Report; Briefing of Portfolio Holder for Sustainable Communities	Via the Contact Officer by 20 October - Environment and Attractive City Scrutiny Committee	Report	Peter High Project Director	5617534

Forward Plan: Key Decisions from - 01/Oct/2009 to 31/Jan/2010

No.	Description of Decision	Decision Taker	Anticipated Date of Decision	Principal Consultees	Means of Consultation	When and how to make representations and appropriate Scrutiny Committee	Documents to be considered	Contact Officer	Tel No
01315	To consider the award of a contract for the acceptance, transport (as necessary) and disposal of residual waste(Waste Management Contract) for an initial period of 3 years from 1 April 2009.	Cabinet	04/Nov/2009	Corporate Procurement; Director of Financial Resources; Chief Solicitor; Portfolio Holders	Report; Briefing with Porfolio Holders	Via the Contact Officer by 20 October 2009 - Environment & Attractive City and Sustainability Scrutiny Committees	Report	Peter High	5617534
01295	To approve the Sunnside (Sunderland Central) Conservation Area Character Appraisal and Management Strategy as Planning Guidance.	Cabinet	04/Nov/2009	Statutory consultees, businesses, residents, local Members, relevant Portfolio Holders, Chief Officers	Meetings, briefings, letters, memos and emails, public exhibition, sunderland.gov.uk	Via the Contact Officer by 20 October 2009 - Sustainable Communities Scrutiny Committee	Cabinet report and Sunnside Conservation Area Character Appraisal and Management Strategy	David Giblin	5611546
01241	To approve the amended Stadium Village Development Framework for public consultation purposes	Cabinet	04/Nov/2009	Statutory consultees, businesses, property owners, occupiers, Sunderland arc, Members and Portfolio Holders.	Meetings, briefings, letters and memos, exhibition, sunderland.gov.uk	Via the Contact Officer by 20 October 2009 - Environment and Attractive City Scrutiny Committee	Report on consultations and amended Stadium Village Development Framework SPD.	Dave Giblin	5611540

Forward Plan: Key Decisions from - 01/Oct/2009 to 31/Jan/2010

No.	Description of Decision	Decision Taker	Anticipated Date of Decision	Principal Consultees	Means of Consultation	When and how to make representations and appropriate Scrutiny Committee	Documents to be considered	Contact Officer	Tel No
01264	To endorse Sunderland Quality Standards - Nursing and Residential Homes for Older People	Cabinet	04/Nov/2009	Cabinet Service Users and Carer Groups, Portfolio Holder, Adult Services Staff, Health Partners.	Briefings and/or meetings with interested parties	Via the Contact Officer by 20 October 2009 - Health and Wellbeing Scrutiny Committee	Report	John Fisher	5661876
01242	To approve the amended Holmeside Development Framework and adopt it as a Supplementary Planning Document	Cabinet	04/Nov/2009	Statutory consultees, businesses, property owners and occupiers, Sunderland arc, local Members and relevant Portfolio Holders	Meetings, briefings, letters and memos, sunderland.gov.uk	Via the Contact Officer by 20 October 2009 - Environment and Attractive City Scrutiny Committee	Report on consultations and amended Holmeside Development Framework	Dave Giblin	5611540
01114	To agree to Improving Access to Social Housing	Cabinet	04/Nov/2009	Cabinet, Service Users and Carer Groups, Portfolio Holders, Adult Services Staff and Partners	Briefings and/or meetings with interested parties	Via the Contact Officer by 20 October 2009 - Sustainable Communities Scrutiny Committee	Cabinet Report	Alan Caddick	5662690

Forward Plan: Key Decisions from - 01/Oct/2009 to 31/Jan/2010

No.	Description of Decision	Decision Taker	Anticipated Date of Decision	Principal Consultees	Means of Consultation	When and how to make representations and appropriate Scrutiny Committee	Documents to be considered	Contact Officer	Tel No
01292	To approve proposals for Phase 3 of the Tyne and Wear Bus Corridor Improvement Programme.	Cabinet	04/Nov/2009	Portfolio Holder, Nexus, Director of Financial Resources, Chief Solicitor	Briefings, meetings, emails	Via the Contact Officer by 20 October 2009 - Environment and Attractive City Scrutiny Committee	Cabinet Report	Bob Donaldson	5611517
01293	To approve the St Peters Riverside and Bonnersfield Planning Framework draft Supplementary Planning Document for the purposes of public consultation.	Cabinet	04/Nov/2009	Sunderland arc, Sunderland University, ONE, HCA, English Heritage, Wearmouth Jarrow Partnership, Portfolio Holders, Chief Solicitor, Director of Financial Resources, Head of Culture and Tourism	Meetings, briefings and email	Via the Contact Officer by 21 October 2009 - Environment and Attractive City Scrutiny Committee	Cabinet report and St Peters Riverside and Bonnersfield Planning Framework: draft Supplementary Planning document.	David Giblin	5611540
01090	To approve the submission document and sustainability appraisal for development in the Hetton Downs area to form part of the Council's Local Development Framework.	Cabinet	02/Dec/2009	Local residents, stakeholders, service providers, community reference group, Members	Meetings, briefings, letters, email, public exhibition, sunderland.gov.uk	Via the Contact Officer by the 21 November 2009 - Environment and Attractive City Scrutiny Committee	Cabinet report, report on preferred option consultation responses, submission document for Hetton Downs Area Action Plan, formal sustainability report.	Dave Gilblin	5531564

Forward Plan: Key Decisions from - 01/Oct/2009 to 31/Jan/2010

No.	Description of Decision	Decision Taker	Anticipated Date of Decision	Principal Consultees	Means of Consultation	When and how to make representations and appropriate Scrutiny Committee	Documents to be considered	Contact Officer	Tel No
01316	To agree Design Guide - Accommodation with Support	Cabinet	02/Dec/2009	Cabinet, Service Users and Carer Groups, Portfolio Holders, Adult Services Staff, Health Partners	Briefings and/or meetings with interested parties	Via the Contact Officer by 20 November 2009 - Health & Wellbeing and Sustainability Scrutiny Committee	Full Report	Alan Caddick	5662690
01298	To consider any key decisions arising from the Revenue Budget Third Quarterly Review	Cabinet	13/Jan/2010	Directors and third parties affected by the virement proposals	Report will be made available on the Intranet and e-mailed to Directors	Via the Contact Officer by 20 November 2009 - Management Scrutiny Committee	None	Sonia Tognarelli	5611851
01297	To consider any key decisions arising from the Capital Programme and Treasury Management Third Quarterly Review	Cabinet	13/Jan/2010	Directors and third parties affected by the virement proposals	Report will be made available on the Intranet and e-mailed to Directors	Via the Contact Officer by 20 November 2009 - Management Scrutiny Committee	None	Sonia Tognarelli	5611851

Forward Plan: Key Decisions from - 01/Oct/2009 to 31/Jan/2010

No.	Description of Decision	Decision Taker	Anticipated Date of Decision	Principal Consultees	Means of Consultation	When and how to make representations and appropriate Scrutiny Committee	Documents to be considered	Contact Officer	Tel No
01299	To recommend to Council the level of Council Tax Base to be included in the 2010/2011 Budget	Cabinet	13/Jan/2010	None	N/A	Via the Contact Officer by 20 November 2009 - Management Scrutiny Committee	Cabinet Report	Fiona Brown	5611811

WORK PROGRAMME 2009-10

REPORT OF THE CHIEF EXECUTIVE

Strategic Priorities: CIO1: Delivering Customer Focused Services, CIO4: Improving partnership working to deliver 'One City'.

1. Why has this report come to the Committee?

- 1.1 The report attaches, for Members' information, the current work programme for the Committee's work during the 2009-10 Council year.
- 1.2 The work of the Committee in delivering its work programme will support the Council in achieving its Strategic Priorities of a Healthy, Learning, Attractive and Inclusive City, support delivery of the related themes of the Local Area Agreement, and, through monitoring the performance of the Council's services, help the Council achieve its Corporate Improvement Objectives CIO1 (delivering customer focussed services) and C104 (improving partnership working to deliver 'One City').

2. Background

- 2.1 The work programme is a working document which Committee can develop throughout the year. As a living document the work programme allows Members and Officers to maintain an overview of work planned and undertaken during the Council year.

3. Current position

- 3.1 The work programme reflects discussions that have taken place at the 22 September 2009 Scrutiny Committee meeting. The current work programme is attached as an appendix to this report.

4. Conclusion

- 4.1 The work programme developed from the meeting will form a flexible mechanism for managing the work of the Committee in 2009-10.

5 Recommendation

- 5.1 That Members note the information contained in the work programme and consider the inclusion of proposals for the Committee into the work programme.

6. Glossary

n/a

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nigel.cummings@sunderland.gov.uk

	JUNE 15.06.09	JULY 14.07.09	SEPTEMBER 22.09.09	OCTOBER 20.10.09	NOVEMBER 17.11.09	DECEMBER 15.12.09	JANUARY 19.01.10	FEBRUARY 16.02.10	MARCH 16.03.10	APRIL 27.04.10
Policy Review	Proposals for policy review (Review Coord)	Scope of review (Review Coord)	Approach to review (Review Coord)	Progress on Review (Review Coord)	Progress on Review (Review Coord)	Progress on Review (Review Coord)	Progress on Review (Review Coord)	Progress on Review (Review Coord)	Draft report (Review Coord)	Final Report
Scrutiny		Empire Theatre Annual Report Forward Plan	Forward Plan	Climate Change (JG) Homelessness Report (PB/DS) Young Persons Supported Housing Project (PB/DS) Forward Plan	Major Projects Report (JB) Playing Field Strategy (JR) Britain in Bloom(IC/NA) Forward Plan	Review of History and Local Heritage of Sunderland (NC) Forward Plan	Climate Change (JG)	Major Projects Report (JB)		Annual Report (Review Coord) Climate Change (JG)
Scrutiny (Performance)			Performance & VfM Assessment Progress on Policy Review 08/09 – A Place to Play		Heritage Update (JH)	Performance Framework Q2 Progress on Policy Review 08/09 – A Place to Play			Progress on Policy Review 08/09 – A Place to Play	Performance Framework Q3
Ref Cabinet	Terms of Reference of the Review Committee	Cabinet Response to the Policy Review-A Place to Play								

Committee business	Work Programme 2009/10 (Review Coord)	Work Programme 2009/10 (Review Coord)	Work Programme 2009/10 (Review Coord) Conference Attendance	Work Programme 2009/10 (Review Coord) Cooption Report	Work Programme 2009/10 (Review Coord)	Work Programme 2009/10 (Review Coord)	Work Programme 2009/10 (Review Coord)	Work Programme 2009/10 (Review Coord)	Work Programme 2009/10 (Review Coord)	Work Programme 2009/10 (Review Coord)
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CCFA/ Members Items/Peti tions										
Information										