

AGENDA

COMMUNITIES OVERVIEW & SCRUTINY COMMITTEE MEETING



Date: Tuesday 20 November 2012
Time: 6.30 pm
Venue: Town Hall, High Street, Maidstone

Membership:

Councillors: Mrs Blackmore (Chairman), Brindle, Mrs Joy,
D Mortimer, McLoughlin, Munford, Mrs Parvin,
Vizzard and de Wiggondene



Overview and Scrutiny

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- 1. The Committee to consider whether all items on the agenda should be web-cast.**
- 2. Apologies.**
- 3. Notification of Substitute Members.**
- 4. Notification of Visiting Members.**
- 5. Disclosures by Members and Officers.**
- 6. To consider whether any items should be taken in private because of the possible disclosure of exempt information.**
- 7. Minutes of the meeting held on 11 September 2012** **1 - 4**
- 8. Update on the West Kent Clinical Commissioning Group** **5 - 7**
Interviews with Dr Bob Bowes, Clinical Chair of the West Kent Clinical Commissioning Group; and Ian Ayres, Chief Finance Officer.
- 9. Change to the Allocation Scheme** **8 - 55**
Interviews with John Littlemore, Head of Housing and Community Services; Neil Coles, Housing Manager; and Councillor John A Wilson, Cabinet Member for Communities and Leisure Services.
- 10. Future Work Programme** **56 - 89**

Continued Over/:

Issued on 12 November 2012

Alison Broom

**Alison Broom, Chief Executive, Maidstone Borough Council,
Maidstone House, King Street, Maidstone Kent ME15 6JQ**

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MAIDSTONE BOROUGH COUNCIL

MINUTES OF THE COMMUNITIES OVERVIEW & SCRUTINY COMMITTEE MEETING HELD ON TUESDAY 11 SEPTEMBER 2012

PRESENT: Councillors Mrs Blackmore (Chairman), Butler, Gooch, Mrs Joy, D Mortimer, McLoughlin, de Wiggondene.

22. The Committee to consider whether all items on the agenda should be web-cast.

It was resolved that all items be webcast

23. Apologies.

Apologies were received from Councillors Brindle, Munford and Vizzard.

24. Notification of Substitute Members.

Councillors Butler and Mrs Gooch substituted for Councillors Brindle and Munford respectively.

25. Notification of Visiting Members.

There were no Visiting Members.

26. Disclosures by Members and Officers.

There were no disclosures.

27. To consider whether any items should be taken in private because of the possible disclosure of exempt information.

It was agreed that all items be taken in public as proposed.

28. Minutes of the meeting held on 17 July 2012.

It was highlighted that minute number 13 should read "Councillors Butler and Mrs Gooch substituted for Councillors Brindle and Munford respectively" which required the final two names in the sentence to be alternated. This amendment was made.

It was resolved that the minutes of the meeting held on 17 July 2012 be agreed as a correct record of the meeting and duly signed.

29. The wider impact of Welfare Reform on Housing and Housing Associations

The Chairman welcomed to the meeting Jillie Smithies, Director of Operations at Golding Homes, Gary Hunter, Benefits Manager and Neil Coles, Housing Services Manager.

Jillie Smithies gave a presentation which outlined the wider effects of Welfare Reform and in particular the implications for Golding Homes and its response to the changes (attached at **Appendix A**).

Members considered the information and guidance Golding Homes provided to its tenants. It was felt that it would be helpful if the information circulated to tenants could be sent to all Councillors to enable them to further assist residents with queries brought to them as a result of the information they received.

New legislation as a result of the Localism Act 2011 would give social landlords the ability to introduce flexible tenancies. Members considered whether or not the changes affecting housing providers as a result of Welfare Reform was a driver for this. It was clarified that the term referred to an assured short-term tenancy which was common place in the privately rented sector and that they could only be introduced incrementally. Existing lifetime tenancies could not be changed. Mrs Smithies explained that Golding Homes had decided not to introduce this type of tenancy at present but this decision would be reviewed in a year's time. The Tenancy Strategy which had been adopted by Maidstone Borough in March 2012 set out expected standards for registered housing providers, included tenancy type and length. Members were informed that this document set direction for Golding Homes and other register housing providers. The document stated that lifetime tenancies would be granted unless the registered housing provider could demonstrate that flexible tenancies made best use of its housing stock.

The Committee offered its support to Golding Homes' review of flexible tenancies and expressed that it saw this as a way forward for making social housing available to those with a genuine need.

Some Members felt that flexible tenancies would help address issues such as subletting. Mrs Smithies explained that anecdotally subletting was perceived to be a problem but Golding Homes Tenancy Audits showed this to be at a low level.

The Committee considered ways in which the message being given through the introduction of Universal Credit, that was people will be consistently and transparently better off in work, could be established further. Members were informed that the Maidstone Borough Council's Housing Allocation Scheme was being redrafted at present which included a community contribution policy. This would act as an incentive for applicants which could result in them being given priority for some homes. If adopted the document would be in place and operational by April 2013.

The Committee felt that it would be beneficial to consider the Draft Housing Allocation Scheme alongside the Tenancy Strategy at its next meeting.

It was recommended:

- a) That The Council's Draft Housing Allocation Scheme and current Tenancy Strategy be the focus of the next normal meeting of the Communities Overview and Scrutiny Committee;
- b) That Golding Homes be invited to return to the Committee in October 2013 to evaluate the impact of Welfare Reform thus far and to discuss its review of Flexible Tenancies and the approach adopted by other RSLs; and
- c) That Golding Homes include all Maidstone Borough Councillors in all its information circulars to residents.

30. Park Wood Neighbourhood Action Planning Evaluation

Sarah Robson, Community Partnerships Manger provided an overview of the evaluation report.

Members discussed the report's structure and the recommendations made. It was observed that some of the recommendations made were statements and they were found to be repetitive by the Committee. It was felt that the report could be more concise consisting of an executive summary and recommendations only. The Committee asked that the revised document be circulated to it via email for comments and approval be given by the Chairman and Vice-Chairman on behalf of the Committee before the document was sent to the Cabinet Member.

It was recommended that:

- a) The Park Wood Neighbourhood Action planning Evaluation Report be redrafted into a short version consisting of an executive summary and recommendations only; and
- b) The redrafted report be circulated to the Communities Overview and Scrutiny Committee for comments and final approval be given by the Chairman and Vice-Chairman before the document goes forward to the Cabinet Member for a decision.

31. Future Work Programme and Forward Plan of Key Decisions

The Future Work Programme and Forward Plan of Key Decisions was considered by the Committee.

The Scrutiny Officer updated the Committee on a date for a joint follow up meeting on Gypsy and Traveller Sites with the Regeneration and Economic Development Overview and Scrutiny Committee in October. It was felt that a pre meet with officers and the other Members would be beneficial.

It was recommended that a pre-meet be organised with members of the Regeneration and Economic Development Committee and appropriate officers in relation to the Gypsy and Traveller Sites.

32. Duration of meeting

6.30 p.m. to 8.45 p.m.

Maidstone Borough Council

Communities Overview and Scrutiny Committee

Tuesday 20 November 2012

Update on the West Kent Clinical Commissioning Group

Report of: Overview and Scrutiny officer

1. Introduction

- 1.1 The Local Government Act 2000 and the Health and Social Care Act 2001 set out statutory functions for local authorities to review and scrutinise matters relating to the planning, provision and operation of health services in the area of its local authority.
- 1.2 The Communities Overview and Scrutiny Committee has a broad remit which includes Health, Partnerships and Community Development. The Chairman felt it important that the Committee receive a presentation and verbal update on the West Kent Clinical Commissioning Group (CCG) to aid the Committee's understanding of the future commissioning of health services including GPs and community and hospital services that have historically been commissioned by Primary Care Trust (PCT).

2. Recommendation

- 2.1 The Committee is recommended to consider the presentation and verbal update given by Dr Bob Bowes, Clinical Chair of the West Kent Clinical Commissioning Group (CCG) and Ian Ayres, Chief Finance Officer and make recommendations as appropriate.
- 2.2 Areas of discussion could include but are not limited to:
 - West Kent's position in terms of finance and resources in comparison to other areas of Kent and nationally;
 - The approach the CCG intend to take with commissioning services that will enable a preventive approach to health services as opposed to a focus on acute care, in line with Government's outlook;
 - How far the Kent Health and Wellbeing Strategy, currently under consultation, will inform the decisions made by the CCG; and
 - How will the CCG look to involve patients and residents and enable their insight in developing a healthcare system that reflects the need of West Kent?

3. West Kent Clinical Commissioning Group

3.1 The West Kent CCG is responsible for:

- Sevenoaks and the Weald,
- Maidstone,
- Tunbridge Wells
- Tonbridge

3.2 It has a reported budget of £525, 373, 568. There are 64 GP practices in its jurisdiction with a combined list size of 463, 741 patients.

3.3 A Clinical Commissioning Group is a group of GPs and other clinicians who have chosen to come together to commission (buy) health services for their local communities. From early 2013, Clinical Commissioning Groups will be responsible for commissioning NHS services for patients in England. All GPs will be part of a CCG. They will replace Primary Care Trusts (PCTs). CCGs will be responsible for commissioning hospital services (elective, acute and emergency) and most community health services (for example district nurses), and mental health services. The 151 PCTs have already been organised into 51 clusters in preparation for the change. There will be a period of dual functioning as CCGs evolve.

3.4 Commissioning is the term used in the public sector for buying services. It is a structured way of deciding how public money should be spent. In the case of the NHS, commissioning relates to the provision of health services. Commissioning healthcare and health services is the process of examining:

- The healthcare needs of the area;
- The way in which healthcare services are delivered; and
- Ways in which healthcare resources will offer the best overall value for money.

3.5 Health services, such as GPs and community and hospital services have historically been commissioned by PCTs. This way of buying in services has meant that GPs and other clinicians, who are the best placed to advise on their patients needs, have been removed from the process.

3.6 The health White Paper: Equity & Excellence: Liberating the NHS was published in July 2010. The White Paper reinforced the fact that, in time, much of the responsibility for commissioning health services would be given over to clinicians including GPs.

3.7 CCGs will have governing bodies. In addition to GPs, at least one registered nurse and a doctor who is a secondary care specialist will sit on this board.

- 3.8 The CCGs will be overseen by the newly formed independent NHS Commissioning Board which will make sure that CCGs have the capacity and capability to commission services successfully and to meet their financial responsibilities. The NHS Commissioning Board became fully operational in April 2012 and includes a range of healthcare professionals, and has Medical Director and a Chief Nursing Officer on its board. The NHS Commissioning Board are responsible for directly commissioning:
- Pharmacy services;
 - General Practice;
 - Dentistry services; and
 - Specialist services (specialised services that are required by a limited number of people).
- 3.9 At a local level, new Health and Wellbeing Boards will be set up in local authorities to ensure that CCGs are meeting the needs of local people. The membership of these boards will include representatives from:
- Clinical Commissioning Groups;
 - Directors of public health;
 - Children's services;
 - Adult Social Services;
 - Elected Councillors; and
 - Healthwatch (representing the views of patients, carers and local communities).
- 3.10 These boards have been in place, in shadow form, since April 2012.

4. Impact on Corporate Objectives

- 4.1 The Committee will consider reports that deliver against the following Council priorities:
- 'For Maidstone to be a decent place to live.'
- 4.2 The Strategic Plan sets the Council's key objectives for the medium term and has a range of objectives which support the delivery of the Council's priorities.

Agenda Item 9

MAIDSTONE BOROUGH COUNCIL

COMMUNITIES OVERVIEW & SCRUTINY COMMITTEE

REPORT OF HEAD OF HOUSING AND COMMUNITY SERVICES

Report prepared by Andrew Paterson

Date Issued: 20 November 2012

1. Change to the Allocation Scheme

1.1 Key Issue for Decision

1.1.1 The council's Allocation Scheme is now over 10 years old and does not properly support the council's current key priorities. The Overview & Scrutiny Committee is invited to review a new Allocation Scheme that will better promote sustainable and economically active communities; and provide a more transparent and easier to understand framework for prioritizing applicants for subsidized housing.

1.2 Recommendation of Head of Housing and Community Services

1.2.1 That the Overview & Scrutiny Committee recommends that the Cabinet Member for Regeneration and Communities adopts the new Allocation Scheme as set out in Appendix 1 of this report.

1.3 Reasons for Recommendation

1.3.1 Background

The proposed new Allocation Scheme represents a radical departure from the current Scheme. This reflects the changes in policy direction both at a national and local level. Social housing (now referred to as 'subsidized housing' due to the variance in tenure and rent charged) has become increasingly scarce as more households find it difficult to obtain mortgages and an adequate deposit to enter into home ownership.

1.3.2 Households who were once the first time buyers have now opted to rent in the private sector and this has placed greater pressure on low income households who are being squeezed out of the private rented market. More households are looking to obtain housing that has been delivered by councils or housing associations with the aid of public subsidy and consequently is let at a rent lower than the open market and traditionally with a lifetime tenancy.

- 1.3.3 Concern has been expressed that the current Scheme creates perverse incentives, such as giving priority to applicants who claim welfare benefits. In effect the message being delivered is that an applicant is better placed if they remain on welfare benefits when a more considered approach would be to encourage applicants into work or training.
- 1.3.4 The unintended consequence of the current approach is that areas where there are clusters of deprivation and high dependency on welfare also correlate with subsidized housing as the dominant form of tenure. Evidence from the work carried out as part of the Troubled Families project has demonstrated that in some of these communities there are generational challenges to overcome in relation to work ethic and giving back to the community.
- 1.3.5 Statutory Requirement
The council has a statutory duty under Part 6 of the Housing Act 1996 to adopt an Allocation Scheme “for determining priorities, and as to the procedure to be followed, in allocating housing accommodation. For this purpose ‘procedure’ includes all aspects of the allocation process, including the persons or descriptions of persons by whom decisions are to be taken”.
- 1.3.6 Unfortunately this means the Allocation Scheme is required to perform a range of functions for various audiences including a guide for applicants, an officer procedure manual, and to be capable of scrutiny by the county court or High Court at appeal or by the Local Government Ombudsman. As the full Scheme can be quite technical and wordy there is an additional requirement to provide a summary of the full Scheme for applicants and this will be produced once the final Allocation Scheme is adopted.
- 1.3.7 Consultation
The new Scheme attached in Appendix A and follows the report previously presented to the Housing Consultative Board in June 2012 which asked Members to agree the principles that would be worked up into the more detailed document that is attached. Consultation is continuing with our housing association partners, stakeholders and service users via the Kent Homechoice bidding network. Applicants will be asked their views on the new Scheme as they log onto the website to bid for properties.
- 1.3.8 The consultation process is due to complete at the end of November 2012 and following this a final report will be prepared for the Cabinet Member for December 2012. It is anticipated the new Scheme will be introduced with effect from April 2012, which will allow adequate time to make the necessary changes to the IT software currently used.

1.3.9 Main Changes

The new Scheme will not be an 'open' housing list as previously. At its height there were over 4,000 applicants on the housing register and only 450 vacancies were available in an average year. This has led to applicants 'points-chasing' in order to try and better their position for an offer of accommodation; and involves staff in processing a great number of applications that will not be successful in obtaining an offer of subsidized housing.

1.3.10 Under the new Scheme an applicant will need to be able to demonstrate they have a local connection to Maidstone, as set out in the criteria, and have an identified housing need. A recent review of the housing register was able to remove nearly 500 applications from the housing register and it is anticipated that under the new eligibility criteria the number of applications will be reduced by a further 1,000. This will provide a more manageable list of around 2,500 applicants.

1.3.11 The new Allocation Scheme proposes a banding system as opposed to the current point's based system. There will be five bands reflecting the statutory 'reasonable preference' categories and applicants within each band will be prioritized by their date of application. This will provide a much fairer and easily understood mechanism for both staff applying the Scheme and for applicants to understand.

1.3.12 The five bands are:

- Band A – Medical or Welfare Grounds
- Band B - Community Contribution
- Band C – Housing Duty & Homelessness Prevention
- Band D – General Housing Need
- Band E – Transfer Cases

1.3.13 The Band lettering does not denote priority. Each Band will at the commencement of each financial year be given a quota of vacant dwellings that will be accorded to that Band. In conjunction with our new ability to discharge those owed a full housing duty under the homelessness legislation into the private rented sector the quota system will provide a mechanism to encourage applicants into Band B Community Contribution, where it is anticipated that the majority of vacant dwellings will be ring-fenced against.

1.3.14 Under the new approach homeless households will in the first instance be helped into the private rented sector. Applicants with a medical need will be fewer than the current medical categories, as the definition of a medical need will be more defined under the new Scheme. There has been a proliferation of medical applications in recent years (as applicants chase additional points) and repeated requests to review the outcome of medical assessments. This is both

costly to the council as each assessment may require an independent medical officer's adjudication (for which we pay a fee) but is also time consuming for officers dealing with repeated appeals that have no substance. It is proposed under the new Scheme to charge applicants who make repeated requests for medical assessments where there has been no change in circumstances based on the cost to the council.

1.3.15 Applicants will be able to determine that the most advantageous Band to be in will be for those applicants who are working, studying/training for work or engaged in some other positive contribution to the community. Applicants not falling within this category but having a reasonable preference under the statutory framework will have an opportunity to bid on vacant properties but are likely to wait longer. Working with colleagues from the Community Partnership Team the Housing Service will be able to refer and advise applicants on ways to seek employment, training and/or other community activities – again fostering the challenge to make Maidstone a growing economy.

1.3.16 Transfer cases will be dealt with differently from the current system. Recent legislative changes no longer require councils to provide for transfer cases within the Allocation Scheme. However, this situation is complicated in Kent by the Kent Homechoice Partnership that exists between all local authorities in Kent and the various housing associations that operate within it. Currently each local authority administers (without charge) all housing association transfer cases within its housing register.

1.3.17 The options are; only transfer cases who fall within the 'reasonable preference' categories to be included in the Bands defined above and continue to be administered by the council; or a separate Band for all transfer cases including those without a housing need where the council will charge the housing association a fee to cover the cost of the service. This approach will not affect the percentage of vacant dwellings the council receives under each nomination agreement, as these will remain and provide the basis for the quota for Transfer cases.

1.4 Alternative Action and why not Recommended

1.4.1 The council could choose not to do anything and retain the existing scheme. However, this is not recommended as the current is dated and has been amended over many years. The opportunity now exists to replace the outdated scheme, which is no longer achieving the council's key priorities and is confusing for staff and applicants to understand.

1.5 Impact on Corporate Objectives

- 1.5.1 Ensure Maidstone is a decent place to live – This will greatly enhance the way that subsidized housing is allocated, and will ensure that subsidized housing is provided to more people on low incomes. The new scheme is intended to support a growing economy by placing emphasis employment, training and making a positive contribution to the community.
- 1.5.2 The new scheme will provide a more transparent way of allocating subsidized housing that will be easier for applicants to understand and for staff to administer, which in turn will assist corporate and customer excellence.

1.6 Risk Management

- 1.6.1 There is a risk that the new scheme will not achieve the main objective of supporting the Council’s key priorities. This risk has been reduced by carrying out a profiling of the likely impact on applicants to understand better the affect of the changes to a range of applicants. Early indications are that the reduction in the overall number of applicants permitted onto the housing register will not adversely affect those applicants owed a statutory duty. This profiling exercise will continue until the implementation date and then through monthly monitoring of the activity around who is bidding and being successful for accommodation.
- 1.6.2 There are practical implications relating to the implementation of the IT software changes to support the new Scheme. The implementation date is set for the beginning of April 2013 to provide adequate time to operate a dummy system and provide staff training with the new Allocation Scheme and software changes. This training will be carried out with in-house housing staff and with the assistance of the Kent Homechoice Partnership Manager for which there is no additional cost.

1.7 Other Implications

1.7.1

- 1. Financial
- 2. Staffing
- 3. Legal
- 4. Equality Impact Needs Assessment
- 5. Environmental/Sustainable Development
- 6. Community Safety



7. Human Rights Act
8. Procurement
9. Asset Management



1.7.2 Financial

1.7.3 The move from a point's based system to a Banding system will require alteration to the current IT software used by the Housing Service. The cost of this work is under £10,000 and will be met as a 'one-of' cost from the council's Homelessness Prevention Grant that it receives each year from government.

1.7.4 The IT Service has been consulted on the software alteration and their officer requirement is considered to be minimal based on the experience of a similar piece of work undertaken by Tunbridge Wells BC in 2011.

1.7.5 Legal

1.7.6 The Localism Act has conferred on Local Authorities a greater flexibility in framing their Allocation Scheme. This includes enabling local authorities to reflect greater reference to local concerns and issues. A new Code of Guidance on Allocations has recently been issued and has been given due consideration in drafting the new Allocations Scheme. Once the consultation period is completed further advice will be taken to ensure the final draft is compliant with our statutory responsibilities before it is presented to the Cabinet Member for adoption.

1.7.7 An Equality Needs Impact Assessment is attached as Appendix B to this report.

1.7.8 The policy has been designed to be compliant with the Human Rights Act

1.8 Relevant Documents

1.9 MBC Allocation Scheme

1.9.1 Appendices

1.9.2 Appendix A –New Allocation Scheme

1.9.3 Appendix B – Equality Needs Impact Assessment

1.9.4 Background Documents

1.9.5 The Localism Act 2012

1.9.6 Housing Act 1996 Part VI

1.9.7 New Code of Guidance

<http://www.communities.gov.uk/publications/housing/allocationaccommodationresponses>

IS THIS A KEY DECISION REPORT?

Yes

No

If yes, when did it first appear in the Forward Plan?

.....

This is a Key Decision because: The decision affects more than one Ward

Wards/Parishes affected: All

How to Comment

Should you have any comments on the issue that is being considered please contact either the relevant Officer or the Member of the Executive who will be taking the decision.

Cllr John A Wilson

Cabinet Member for Community and Leisure Services

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Andrew Paterson

Housing Initiatives Officer

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Stage 1: Equality Impact Assessment

1. What are the main aims purpose and outcomes of the Policy and how do these fit with the wider aims of the organization?

Concern has been expressed that the current Allocation Scheme inadvertently contributes to areas of deprivation. The new Scheme seeks to redress this and is intended to support the realisation of the council's key priorities.

Greater weight will be given under the new scheme to applicants who aid their community through work, volunteering or other commitments. This will help achieve key priority one – 'a growing economy'; and Key priority two – 'a decent place to live' by creating communities with a mixed socio-economic background.

The new allocation scheme will be easier to understand and therefore provide a more transparent process that will help to achieve the council's third priority of 'excellent corporate and customer services'.

2. How do these aims affect our duty to:

- **Eliminate unlawful discrimination, harassment and victimization and other conduct prohibited by the act.**
- **Advance equality of opportunity between people who share a protected characteristic and those who do not.**
- **Foster good relations between people who share a protected characteristic and those who do not.**

The proposed policy will ensure fair and transparent treatment of all applicants. Monthly monitoring of the outcomes from access to the housing register and bidding activity will provide continuous reassurance.

The proposed policy will equalise opportunity to access the register between those with and those without protected characteristics and should foster good relations between these groups.

3. What aspects of the policy including how it is delivered or accessed could contribute to inequality?

The proposed policy will not contribute to inequality.

The new Allocation Scheme will have clear roles and responsibilities defined

in order to ensure clarity of decision making and implementation.

4. Will the policy have an impact (positive or negative) upon the lives of people, including particular communities and groups who have protected characteristics ? What evidence do you have for this?

The policy seeks to provide a fairer system of weighting applicants based on their time waiting on the housing register. This will apply to all applicants.

All applicants will be provided with advice and the opportunity either directly from the council's services or other agencies to achieve the necessary status to come within the Community Contribution Band where the largest proportion of subsidized housing vacancies will be allocated.

Persons with a medical or welfare need will be safeguarded by ensuring that a fair proportion of subsidized housing vacancies are provided to this category based on evidence of number of households with those characteristics on the housing register and vacancies arising.

If the answer to the second question has identified potential impacts and you have answered yes to any of the remaining questions then you should carry out a full EQIA set out as stage 2 below.

Stage 2: Equality Impact Assessment

Name of Policy/Service/Function
Housing Allocation Scheme
Purpose
What are you trying to achieve with the policy / service / function?
The council's Allocation Scheme is now over 10 years old and does not properly support the council's current key priorities. The Housing Consultative Board is invited to review a new Allocation Scheme that will better promote sustainable and economically active communities; and provide a more transparent and

easier to understand framework for prioritizing applicants for subsidized housing.

The proposed new Allocation Scheme represents a radical departure from the current Scheme. This reflects the changes in policy direction both at a national and local level. Social housing (now referred to as 'subsidized housing' due to the variance in tenure and rent charged) has become increasingly scarce as more households find it difficult to obtain mortgages and an adequate deposit to enter into home ownership.

Concern has been expressed that the current Scheme creates perverse incentives, such as giving priority to applicants who claim welfare benefits. In effect the message being delivered is that an applicant is better placed if they remain on welfare benefits when a more considered approach would be to encourage applicants into work or training.

The unintended consequence of the current approach is that areas where there are clusters of deprivation and high dependency on welfare also correlate with subsidized housing as the dominant form of tenure. Evidence from the work carried out as part of the Troubled Families project has demonstrated that in some of these communities there are generational challenges to overcome in relation to work ethic and giving back to the community.

Who defines and manages it?

The council has a statutory duty under Part 6 of the Housing Act 1996 to adopt an Allocation Scheme "for determining priorities, and as to the procedure to be followed, in allocating housing accommodation. For this purpose 'procedure' includes all aspects of the allocation process, including the persons or descriptions of persons by whom decisions are to be taken".

As such the Allocation Scheme will define those officers that are responsible for taking specific decisions.

Who do you intend to benefit from it and how?

All applicants who meet the qualifying criteria to remain on the Housing Register will benefit as the register will be reduced, and we will be able to provide them with a realistic expectation of how long it will take to be housed.

Those who provide a community contribution, such as those who are employed or volunteering will also benefit as they will be placed in a specific band which will give them access to a greater proportion of vacant dwellings through the Kent Homechoice lettings scheme.

By using access to subsidized housing as an incentive to enter into work, training/education or provide a community contribution it is anticipated that worklessness will be reduced and stronger, more sustainable communities will be encouraged.

What could prevent people from getting the most out of the policy / service / function?

A failure to engage with services that exist to help people into employment or engage in a positive activity.

How will you get your customers involved in the analysis and how will you tell people about it?

Customers are being consulted via the Kent Homechoice website. Once the policy has been adopted, we will undertake a large scale publicity campaign which will include direct letters to customers to inform them of the changes and how it will impact them.

Evidence

How will you know if the policy delivers its intended outcome / benefits?

The new policy will take time to become understood and for the outcomes to be delivered. In addition it is proposed to collate a year's worth of data to be able to carry out a meaningful assessment to determine if the policy has the desired outcomes and a review will be undertaken at this point. The quota used to determine how many properties are allocated to each band will be assessed on a quarterly basis to establish the correct ratio.

How satisfied are your customers and how do you know?

We have undertaken a public consultation via the Kent Homechoice website.

This website is the way in which Housing Register applicants bid for social housing properties and so all affected residents will have a chance to view and comment on the proposals. This consultation is due to finish on 9th November and an update will be made including those results. The initial responses do indicate that the response will be generally favourable.

What existing data do you have on the people that use the service and the wider population?

The Housing Register holds comprehensive data on those who request a move into subsidised housing, including household composition and most protected characteristics.

What other information would it be useful to have? How could you get this?

Consultation responses from customers and stakeholders such as housing associations, social services, pressure groups and voluntary organisations will be required, this will be collated and processed when the consultation closes on 9th November

Are you breaking down data by equality groups where relevant (such as by gender, age, disability, ethnicity, sexual orientation, marital status, religion and belief, pregnancy and maternity)?

Data has been broken down from the Housing Register by equality groups to ascertain the impact on these issues.

Are you using partners, stakeholders, and councillors to get information and feedback?

We have emailed the new policy to all Housing stakeholders and are having a meeting with Housing Associations that work within the borough to get feedback. This consultation closes on 2nd November.

Impact

Are some people benefiting more – or less - than others? If so, why might this be?

Those without a defined local connection, or a housing need defined by the statutory preference categories will not be access the housing register but will receive advice and assistance on alternative forms of housing. The subsidised housing stock is limited and best use of this stock is made by giving it to local residents in need.

Information from Quarters 1 & 2 of the P1E Homelessness Activity Return indicates that single females with dependent children are the predominate characteristic of households assisted trough the homelessness legislation. This may mean that they receive greater assistance into the private rented sector than other groups.

Customers that are either homeless or at risk of being homeless will be disadvantaged as they will no longer be awarded maximum points and be placed near the top of any shortlist. The new power to discharge Housing Duty into the Private Rented Sector will mitigate this.

Actions

If the evidence suggests that the policy / service / function benefits a particular group – or disadvantages another - is there a justifiable reason for this and if so, what is it?

The new policy is designed around a principle of fairness and housing will be allocated depending upon the length of time that people have been in need of housing. The current system of pointing people per individual circumstances takes little account of how long people have been waiting to be housed and has created an unrealistic expectation by many customers of when and if they will be

housed. The new policy redresses the fact that certain groups, such as homeless applicants and pregnant women, were prioritised under the old scheme at the expense of other applicants.

Is it discriminatory in any way?

The policy is not discriminatory as it allocates housing to all applicants who meet the qualification criteria for the register in the same manner.

Is there a possible impact in relationships or perceptions between different parts of the community?

There is always tension between those who receive social housing and those who want it. There is a perception amongst some parts of the community and popularised in some media that persons from abroad have an advantage in obtaining subsidized housing. The new policy makes it clear how subsidized is accessed and prioritised and is expected to reduce this anecdotal accusation through being more transparent than the current policy.

What measures can you put in place to reduce disadvantages?

Although it is envisaged that the new policy will reduce discrimination, it will be carefully monitored in the first year to ensure that this standard is being met. The Housing Service will monitor and review those that are housed on a quarterly basis to ensure that there are no adverse impacts and a full review will be done a year after implementation which will establish if any amendments are to be made.

The system will also use a quota system to allocate the number of properties to bands. This will also be monitored closely in the first year so that we can establish the appropriate ratio.

Do you need to consult further?
No, once the current consultations are closed.
Have you identified any potential improvements to customer service?
The proposed policy will be much more transparent and understandable by customers and this should improve customer service and, after the implementation phase and initial queries, reduce the number of enquiries and complaints.
Who should you tell about the outcomes of this analysis?
Have you built the actions into your Service Plan or Policy Implementation Plan with a clear timescale?
The review of the Allocation Scheme was included in the Service Plan with clear timescales.

When will this assessment need to be repeated?

This assessment will be amended if there are any changes as a result of the consultation. A stage 1 assessment will be done at the one year review stage and a full assessment will be undertaken if necessary.

Maidstone Borough Council

Housing Services

Allocation Scheme

Draft for consultation

24

Draft v2.1 25/10/12

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Aims and priorities

The Allocation Scheme has been designed to ensure that access to social housing supports the corporate aims of the Council, as well as reflect the current legislation. The Council's vision is for economic prosperity and to have a growing economy. In order to support this ambition, the Council has decided to award additional priority to applicants in work or who assist their local community in other ways, such as serving in the Armed Forces and charitable work. There is an extremely limited supply of stock of social housing within Maidstone, and this policy is designed to work with our housing providers to make best use of the stock available and promote Maidstone as a decent place to live.

Maidstone Borough Council Allocation Scheme is designed to treat all applicants for social housing in a fair and equitable manner. The allocation scheme is designed to offer applicants some choice in their accommodation and ability to express preference on their accommodation type and location. This individual choice and preference must be balanced with the needs of all applicants and the need for the council to offer best value through its housing services. In cases of acute need e.g. homelessness, Maidstone Borough Council may prioritise the need for accommodation whilst responding to choice. Applicants should be aware that the housing stock in Maidstone is limited and that they may be moved to a more suitable property faster if they are more flexible in the type or location of the property that they require.

Part 1 - Introduction

1. Letting not covered by the policy

- 1.1. The following are examples of lettings not covered by, or specifically excluded from the Allocation Scheme, under the provision of the Housing Act 1996:
- 1.2. Offers of non-secure tenancies to homeless households pursuant to any duty under Part VII of the Housing Act 1996
 - The conversion of introductory tenancies into secure tenancies or their Housing Association equivalent.
 - Offers of tied accommodation made to Council employees
 - Offers or nominations of accommodation made at the Council's own instigation for example offers to tenants being decanted from their homes to allow major works to take place
 - Transfer of tenancies made by a Court Order under the Matrimonial Causes Act 1973 or other family legislation
 - Vesting or disposal of tenancies by order of a Court

2. The Legal Framework

- 2.1. Maidstone Council keeps a Housing Register of people who want to be considered for affordable housing. The Council's Allocation Scheme operates in accordance with the statutory provisions contained in the Housing Act 1996 (as amended).
- 2.2. The Housing Act 1996 (as amended) requires all Local Authorities to introduce a lettings scheme to reflect the priorities defined by the Act, and to give reasonable preference to:
 - People who are homeless (within the meaning of Part VII of the 1996 act (amended 2002))

- People who are owed duties by any Local Authority under Section 190(2), 193(2),195(2) of the 1996 Act (or under section 65(2) or 68(2) of the Housing Act 1985) or who are occupying accommodation secured by any housing authority under section 192(3)
- People occupying unsanitary housing or who are overcrowded or living in unsatisfactory housing conditions
- People who need to move to a particular locality in the district of the authority, where failure to meet that need would cause hardship (to themselves or to others)
- People who need to move on medical or welfare grounds including grounds relating to disability

3. Eligibility for Allocation of Housing

- 3.1. Certain persons subject to immigration control are not eligible for the allocation of the housing under s160A (1)(a), (3) and (5) under the Housing Act 1996 (as amended). This includes:
- Over-stayers and visitors to the country
 - Illegal entrants
 - Asylum Seekers
 - People in the country on condition that they have no recourse to public funds
 - "Persons from abroad" who fail the habitually residence test
 - "Persons from abroad" who are in breach of the European Community Right of Residence directive
 - "Persons from abroad" who have been subject of a sponsorship agreement for less than 5 years and who sponsors are still alive
- 3.2. The above list provides examples. It should be noted that the statutory framework for eligibility is subject to alteration by the Secretary of State

4. Equality and Diversity

- 4.1. The Council operates an equal opportunities policy and is committed to delivering a fair and equitable service that is appropriate and accessible to all sections of the local community, as well as working to eliminate discrimination on any grounds.
- 4.2. The implementation of a clear and consistent Allocations Scheme goes hand in hand with careful equalities monitoring. As part of the housing register application, we ask questions around ethnicity, disability, sexuality, religious beliefs, age, employment and support needs. The data provided by the applicant will help us to monitor that the scheme is operated in a fair and non – discriminatory manner as well as monitoring for service improvements.
- 4.3. It is important that the Allocations Scheme is understood by all current and prospective applicants. Straightforward information through leaflets is available in a variety of formats and where appropriate, interpreters are used for applicants seeking advice and assistance. If an applicant prefers to be interviewed by someone of the same sex as themselves, please let us know in advance and we will aim to do this for you.

5. Access to Personal Information

- 5.1. An applicant has the right to see and to confirm the accuracy of information about them which is held by the Council.
- 5.2. In order to request access to personal information, applicants must put the request in writing to the Housing Options Team Leader.
- 5.3. The Housing Options Team will collect and prepare the information within 40 days. Files may be edited where necessary, for example to exclude information restricted by law or evidence provided by a third party, for example a healthcare professional. In the latter case, information can only be released if the professional concerned has given their written consent. Applicants wishing to see information provided by third parties must seek consent from the professional(s) involved.
- 5.4. If the applicant considers the personal information they have received is inaccurate, they may request that it is amended or removed from their records. If the Housing Options Team Leader agrees the information is incorrect,

appropriate action will be taken to amend the records. In the event of a disagreement, the information will remain and the applicants' comments will be recorded on file.

5.5. Disclosure of information may be denied by the Council in any of the following circumstances:

- The information could prejudice criminal proceedings
- Legal professional privilege could be claimed
- A care professional is of the opinion that disclosure could result in a risk of serious harm to the applicant or others as a result of disclosure.

5.6. The Council will not pass information to a third party without an applicants' consent unless they have a legal right to obtain it.

6. **Review of the Scheme**

6.1. To ensure the continued effectiveness of the policy, certain improvements may need to be made to ensure the policy is kept up to date. Minor amendments can be made once approved by the appropriate Director. Elected members will be advised of the change with the opportunity to provide comments within one calendar month before the amendments are incorporated.

Part 2 – The Housing Register

7. Entry to the Register

- 7.1. The council operates a 'closed list' housing register. Unlike previous iterations of the housing register there are now qualifying entry requirements in order to be accepted onto the register. As the supply of social housing in the borough is limited, it is necessary to limit access to social housing.
- 7.2. In order to be accepted onto the register all applicants must meet the two qualifying criteria; these are local connection (see section 9) and housing need (explained in section 8).
- 7.3. Local Connection will not be deemed to be an overriding factor when it is necessary for an applicant to leave an area, such as in cases of domestic abuse.

8. Housing Need

- 8.1. Applicants must be in housing need to access the register and must qualify for one of the reasonable preference criteria as set out in s166a of the Housing Act.
- 8.2. The categories for housing need are the following:
 - Homeless - according to Part VI Housing Act 1996
 - Housing duty - according to Part VI Housing Act 1996
 - Hazardous properties - properties which contain a category 1 hazard as defined by HHSRS standards as according to section 30
 - Overcrowding - households which are overcrowded as according to section 31
 - Medical and Welfare - households whose current accommodation is unsuitable for them due to a medical or welfare condition as according to sections 17 & 18

- Hardship - Those who need to move to alleviate hardship as according to section 32

8.3. If an applicant does not meet any of these criteria they will not normally be allowed to have access to the housing register and will be unable to bid on properties.

9. Local Connection

9.1. In order to access the housing register, applicants must fulfil one of the following local connection criteria:

9.2. Resident - Applicant has been residing within Maidstone Borough for the 4 years immediately prior to the application. The Council may confirm these details with other data held internally.

9.3. Family - Applicant must have immediate family that qualify as residents based upon the definition above. The Council may confirm these details with other data held internally.

9.4. Employment - Applicant must have employment or an offer of employment within Maidstone Borough. The place of work, rather than the business address must be within Maidstone Borough. The employment must be for a minimum of 6 months and be for more than 16 hours a week.

9.5. Returning Resident - Applicant must have been residing in the borough for 4 of the last 7 years but does not currently live within the Borough.

9.6. If an applicant does not meet any of these criteria they will not be allowed to have access to the housing register and will be unable to bid on properties.

9.7. In cases where a Full Housing duty is owed, Local Connection requirements will be those contained within the relevant legislation which supersede those contained within this document.

9.8. In exceptional cases, applicants will have been told to leave an area where they have a local connection. This is usually supported by the police or another external agency. If the Housing Options Team Leader is satisfied with the evidence provided in these cases, or this fulfils duties under the sections domestic violence, hate crimes or crime and disorder, the applicant will be accepted onto the housing register.

10. Financial Circumstances

- 10.1. At the point of application applicants must provide details of all bank accounts, savings, investments and capital that belong to any member of the household.
- 10.2. An applicant's financial circumstances will be assessed at the time of their application and any change in circumstances should be reported as a change of circumstances as per section 15
- 10.3. As social housing is a limited resource, those who have the financial means to rent privately or to buy a property will automatically be put into the Community Contribution Band if they meet the other qualifying criteria to enter the register unless a Full Housing duty has been accepted toward them.
- 10.4. The Council considers that a total of £30,000 in capital, investments and savings constitutes sufficient funds.
- 10.5. A household income of £60,000 will also constitute sufficient funds.
- 10.6. The Council will take into consideration any disposal of funds within 3 months of the application to assess financial circumstances.

Part 3 – Applying to join the Housing Register

11. Who can be considered part of an application?

11.1. An application can only consist of the following types of people as per their relationship to the primary applicant:

- Partner
- Children
- Relatives
- Carers
- Any member of the household at the time of initial application

11.2. Children

- 11.2.1. Children must be born to the applicant(s) under 18 years of age or where the applicant has legal care and responsibility.
- 11.2.2. The test of normal residence as a member of the family will require residence as opposed to “staying” or “staying access” even in cases of joint custody or joint residence or similar orders. The Council in applying the test will consider whether there is a sufficient degree of permanence or regularity to constitute normal residence as a member of the household. Account may be taken of whether the child is dependent upon the applicant. The Council may also take into account the supply and demand for accommodation in the Maidstone Borough and any under-occupation that may result where a child spends part of the week with one parent and part of the week with another parent.
- 11.2.3. In cases of children, the test of normal residence as a member of the family will require residence as opposed to “staying” or “staying access” even in cases of shared responsibility or joint residence or similar orders. The Council in applying the test will consider whether there is a sufficient degree of permanence or regularity to constitute normal residence as a member of the household.

12. Pregnancy

- 12.1 A pregnancy must be reported to the Council as a change of circumstances and relevant proof of pregnancy must be supplied.
- 12.2 Upon entering the last trimester of a pregnancy, the pregnancy will count as an additional child and will be considered when working out the bedroom needs of an applicant

13. Area Preferences

- 13.1. Applicants should be aware that whilst their area preference will be respected, Maidstone has a limited supply of social housing. In order to make best use of this limited resource, and for an applicant to maximise their chances of being housed, applicants should bid on all properties that are suitable regardless of location.
- 13.2. Area preference does not form part of our suitability criteria. If you do not bid in two successive cycles the council will place a bid for you on any suitable available property and the standard refusal penalties will apply.
- 13.3. Kent Homechoice website will provide details of bidding activity including details of successful bids. Because applicants can identify areas of the Borough where many or few vacancies of the size they require become available, they can make a calculation as to the likelihood of a property becoming available in that area.

14. Bedroom Allocation

- 14.1. Household composition determines the number of bedrooms that an applicant can be allotted. The Council will use the bedroom standard recommended by the Secretary of State which allocates a separate bedroom to each:
 - Married or Co-habiting couple
 - Adult aged 21 years or over (unless the primary applicant in which case 18 years or over)
 - Pair of adolescents aged up to 20.

15. Being on the Register

- 15.1. Applicants must inform the Housing department in writing or by email of any changes to their circumstances such as, but not limited to, change of address or composition of household within 30 days of the change occurring. This may result in a change to the band that the applicant has been placed in.
- 15.2. Applicants are entitled to remain on the register until their housing need has been resolved unless they are removed by the Council, however, all applicants must be active on the register and bidding for properties whenever possible and appropriate.
- 15.3. Applicants are required to renew their housing register application every 12 months. The Council will contact applicants on an annual basis, reminding them of the requirement to renew, in order to remain on the Housing Register.
- 15.4. If an applicant fails to renew their application within two months allowed by the Council, their application will be cancelled. When a new housing register form is submitted after a cancellation the applicant will be treated as a new case. This means the applicants' point of application will not be backdated and they will lose their previous waiting date order position on the Housing Register.

Part 4 – Housing Register bands

16. Bands

16.1. The Council operates a system known as banding to measure an applicants housing need. When an application is received, it is assessed and placed into one of five bands depending on the housing needs of the application. These bands reflect the reasonable preference criteria set out by Parliament

16.2. The bands are as follows:

- Medical or Welfare
- Housing Duty & Homelessness Prevention
- Community Contribution
- Housing Need
- Housing Transfer

17. The Medical or welfare band

17.1. This band is reserved for people who require a move based on medical or welfare grounds. This band is for people whose current accommodation is not suitable for them due to medical needs, such as a disability, or those who need to leave their current accommodation as being victims of crime or intimidation. Evidence of a medical condition must be supported by documentation from medical professionals or appropriately qualified persons. Evidence of being a victim of crime or intimidation must be supported by the police and in cases of domestic abuse must be authorised by the Council's Domestic Violence Officer.

17.2 Medical Grounds

17.2.1 To qualify for this, applicants must be able to demonstrate that their current accommodation is unsuitable for their households needs due to a medical condition. This includes people who have a physical disability,

mobility needs, mental disability and learning disabilities.

- 17.2.2 Applicants must be able to demonstrate to the satisfaction of the Homechoice Officer that their current accommodation is not suitable. Documentation must be provided from NHS medical professionals, or an equivalent external agency.
- 17.2.3 If the Homechoice Officer is unsure if an applicant qualifies, all details will be sent to an independent medical advisor who will assess the application. The independent medical advisors assessment will form part of the information to determine if an applicant household qualifies on medical grounds.
- 17.2.4 It is possible to request a review of the outcome of the independent medical assessment or a review of a decision by the Homechoice Officer. This request must be made in writing within 15 working days of the applicant being notified of the result (as per the date on the letter sent informing them of the decision) and must be submitted to the Housing Options Team Leader.
The review will then be undertaken in accordance with section 60
- 17.2.5 All applicants are entitled to one free medical assessment for each member of the household that will be moving with them. Any further medical assessments must be paid for in full by the applicant unless there has been a significant change in the medical condition of an applicant or someone in the household.
- 17.2.6 The fee for a medical assessment will be £75. This will be reviewed annually by the Housing Services Manager.
- 17.2.7 In order to obtain any free medical assessments after the initial one, a request must be made in writing to the Housing Options Team Leader which must include all documentation that an applicant wants to be sent for medical assessment. The Housing Options Team Leader will then review whether a free medical assessment is appropriate.

17.3 Welfare Grounds

- 17.3.1 A move on welfare grounds may encompass a wide range of individual circumstances and will include, but not be limited to:
- Someone moving on from care or a drug or alcohol recovery programme

- Someone who wants to live independently but requires some additional support, such as someone with learning disabilities.
- Someone who provides or receives care or support

17.3.2 A move on welfare grounds should be accompanied by supporting evidence from external professionals as is relevant to the particular application. The Housing Options Team Leader will assess whether an applicant qualifies in this category.

17.3.3 It is possible to request a review of the outcome of the independent medical assessment or a review of a decision by the Housing Options Team Leader. This request must be made in writing within 15 working days of the applicant being notified of the result (as per the date on the letter sent informing them of the decision) and must be submitted to the Housing Options Team Leader.

18. The Housing Duty, Homelessness and Prevention band

18.1 This band is reserved for those who are homeless, to whom a full housing duty has been accepted under The Housing Act 1996 part VII, or who has been accepted by the Council as a Homeless Prevention case.

18.2 An applicant placed in this band with a full housing duty will have their application date set to the date that a homelessness application was made to the Council

18.3 An applicant placed in this band as a Homeless Prevention case will have their application date set to the date that the most recent approach was made for advice and assistance to the Council

18.4 An applicant placed in this band who is homeless but to whom a full housing duty is not owed will have their application date set from the point where homelessness has occurred.

18.5 Homeless applicants

18.5.1 This applies to homeless applicants owed a duty under s.193 or s 195 (s) of the Housing Act 1996 (as amended).

18.5.2 Homeless applicants will be expected to actively seek a property via the choice based lettings scheme and, at the discretion of the council, bids may be placed on behalf of the applicant. Where possible the council will seek to find and directly nominate to a suitable property in order to discharge its duty.

18.5.3 An offer of an assured tenancy via Choice Based Lettings, or a direct let, to an applicant will constitute a final offer of accommodation for the purpose of 193(7) Housing Act 1996 which is intended to cause the homeless duty to cease.

- Should such an offer of suitable accommodation be refused then the duty owed under the Housing Act 1996, s193 (5) (as amended) will be discharged. Any temporary accommodation provided would be terminated.
- As a result, the additional priority awarded to the application as a homeless applicant will be withdrawn

18.6 Intentionally homeless

18.6.1 An applicant who has been found intentionally homeless under Housing Act 1996 Part VII will be processed as a standard Housing Register Applicant and must meet the qualifications of entry to the register. The date of application will be set as the date of the decision letter sent to the applicant.

18.7 Rough Sleepers

18.7.1 The Council recognises the need of applicants sleeping rough. All attempts will be made to ensure the applicant is provided with some form of accommodation with floating support or supported hostel accommodation to assist with long term rehabilitation.

18.7.2 Where alternative accommodation cannot be secured and if the status of rough sleeping is verified by Maidstone Day Centre or any other registered agency working within the Borough for this client group, then the applicant will be treated as Homeless and placed into the Homeless band.

18.8 Homeless Prevention

- 18.8.1 As part of the Housing Options process in all circumstances the Council would first look to prevent the homelessness. Where it has been identified by the Housing Advisor that an applicant is threatened with homelessness but can remain at their current accommodation, they will be placed in the Prevention Band.
- 18.8.2 Homeless Prevention applicants will be expected to actively seek a property via the choice based lettings scheme and, at the discretion of the council, bids may be placed on behalf of the applicant. Where possible the council will seek to find and directly nominate to a suitable property in.
- 18.8.3 Where the homeless prevention priority continues, applicants will have up to 6 months from the date of being awarded the homeless prevention status to bid for accommodation. If an applicant fails to bid for a property, which would have been suitable for the household size, within the 6 months, their application will be passed to a designated officer to bid on their behalf.
- 18.8.4 An offer of an assured tenancy via Choice Based Lettings or a direct nomination will constitute a final offer of accommodation. Should the applicant refuse the offer of suitable accommodation, the additional prevention status awarded would be removed and the housing register application assessed in the normal way under this allocations policy.

19. The Community Contribution band

- 19.1 This band is for those who have a housing need due to unsatisfactory housing conditions, such as overcrowding or insanitary or hazardous properties, or those that need to move to prevent or alleviate hardship. Entry into this band also requires a community contribution which is defined in (insert section)
- 19.2 Community Contribution
- 19.2.1 Community contribution will be one of the determining factors as to what band an applicant is placed in. Community contribution is defined, but not limited to, the following:
- Member of the Armed Forces (see section 28)
 - Employment (more than 16 hours per week)

- Charity Work
- Providing Care (see section 31 on hardship)
- Foster carers and adopters (see section 26 on foster carers and adopters)

19.2.2 Community contribution must be supported by evidence as noted in the relevant sections.

19.2.3 Applicants must fulfil the community contribution requirements as stated at the point of application in order to enter this band.

19.2.4 Applicants must continue to fulfil the community contribution criteria whilst they are on the register and be able to prove that they fulfil the criteria when an offer of accommodation is made.

19.2.5 If an applicant believes that they fulfil the community contribution part in another way they should provide as many details and evidence of their contribution as they can to the Housing Options Team Leader who will decide if they qualify.

19.3 Foster Carers and adopters

19.3.1 Current foster carers and adopters will fulfil the community contribution qualification. Evidence of this must be provided by the relevant local authority.

19.3.2 As foster children are not included in bedroom allocation, an applicant who is currently fostering can request an additional bedroom to allow them to continue fostering, however, as they will not receive benefits for this room if they are not fostering they will need to prove that they can afford this.

19.3.3 This is only applicable to those that are currently looking after a child as a foster carer or adopter, and does not apply to those that are applying to be foster carers or adopters.

19.4 Charity

- 19.4.1 The Council believes that charity work provides a fundamental role in providing community cohesion, and allocation of housing should reflect the importance of this.
- 19.4.2 An applicant will qualify for this if they volunteer for a charity that works in or is based within the borough.
- 19.4.3 Applicants must be able to prove that they volunteer for a minimum of 10 hours a week with a charity and has done so on a consistent basis for 6 months. A letter or email from an employee of the charity to confirm this is required.

19.5 Armed Forces

- 19.5.1 Members of the Armed Forces, and their families, often struggle to fulfil local connection requirements due to having to move from base to base. As such, any household that fulfils the following criteria will be established as Armed Forces, will bypass the local connection criteria and will automatically have a community contribution.
- 19.5.2 The categories are:
- Current member of the Armed Forces
 - Served in the Armed Forces within the last 5 years
 - Bereaved spouses and civil partners of members of the Armed Forces leaving Services Family Accommodation and where the death of the spouse was wholly or partially attributable to their service.
 - Members of the Reserve Forces who need to move on medical or welfare grounds as a result of their service.
- 19.5.3 Members of the Reserve Forces qualify for community contribution, but must fulfil the local connection criteria.

20. The Housing Need band

- 20.1 This band is for those who have a housing need due to unsatisfactory housing conditions, such as statutory overcrowding or insanitary or hazardous properties, or those that need to move to prevent or alleviate hardship.

20.2 Hazardous Properties

- 20.2.1 A property will be defined as hazardous by the HHSRS standard (or any replacement standard) in The Housing Act 2004 Part I will be deemed as a hazardous property. To qualify the property must include 1 or more category 1 hazards that cannot be resolved within 6 months.
- 20.2.2 If this property is owned by a Registered Provider of Social Housing, the owner of the property will be responsible for fixing the hazard within a reasonable time frame as agreed with the Private Sector Housing Team Leader or Housing Services Manager. The owner of the property will be responsible for all costs incurred in the resolution of the problem, including any requirement for temporary accommodation that may result due to the hazard.
- 20.2.3 If the property is privately owned the Private Sector Housing Team Leader or Housing Services Manager will establish the most appropriate method of resolving the issue. The applicant will not be prevented from access to the register in whilst this is being resolved.

20.3 Overcrowding

- 20.3.1 A household will be deemed to be overcrowded if, when the bedroom standard in section 14 is applied, the household is lacking of one or more bedroom to be suitable for their needs. In larger properties, where there are additional rooms that would not be typically used as bedrooms, any additional rooms should be counted as bed spaces. This is with the exception of the kitchen and living room.
- 20.3.2 Households which have moved to a property – whether in the social housing stock or the private rented sector – and made themselves overcrowded will not be eligible under this category.

20.4 Hardship

- 20.4.1 This category is defined as those who need to move to alleviate or prevent hardship. This includes, but is not limited to those who need to move to give or receive care, those who need to move to take up an employment, education or training opportunity. Evidence of this must be provided and the Housing Options Team Leader will assess whether an applicant

qualifies in this category.

- 20.4.2 It is possible to request a review of the outcome assessment or a review of a decision by the Housing Options Team Leader. This request must be made in writing within 15 working days of the applicant being notified of the result (as per the date on the letter sent informing them of the decision) and must be submitted to the Housing Options Team Leader.

21. The Housing Transfer band

- 21.1 Transfer applicants must meet both the local connection and housing need criteria in order to qualify for a transfer.
- 21.2 Transfer applicants must also meet any additional criteria that are in place with their individual landlords.
- 21.3 Applicants from a Private Registered Provider with more than 500 properties within the borough will be placed in the Transfer band. Applicants from Private Registered Providers with fewer than 500 properties will be placed in the appropriate band and treated as a Housing Register applicant.
- 21.4 A transfer applicant who does not meet the local connection and housing need criteria must apply to their landlord for a transfer. This will not be covered by this Allocation Scheme.

Part 5 – Allocations

22. The Bidding Process

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- 22.1 Kent Homechoice is the website that the Council uses in order to facilitate applicants to bid on housing within the borough. Upon acceptance to the register, applicants will be sent details of their application number, which band they have been placed in and a user guide for the website.
 - 22.2 Applicants should familiarise themselves with the website as soon as they are able to.
 - 22.3 Properties are advertised on a fortnightly cycle and all applicants have a maximum of three bids to place on properties. Applicants should place bids on as many properties as they are able that meet their requirements. If an applicant does not bid on two successive cycles, the Council will place bids on behalf of the applicant.
 - 22.4 Applicants are able to see on Kent Homechoice whether they have been successful in bidding on a property, and if not, where on the shortlist they have come. Applicants within the same band will be prioritised strictly in the order of the date of their application so the longer someone has been in housing need, the more likely they are to be successful.

23 Adverts

- 23.1 All adverts placed on the Kent Homechoice website must be an accurate description of the property and include any alterations that have been made to assist independent living. Any advert that does not accurately reflect the property will be withdrawn and be re-advertised.
- 23.2 Properties must be available for occupancy within 4 weeks of the end of the cycle in which the advert is placed. If this is not the case, the property will have to be withdrawn and re-advertised. If there will be a delay of no more than 2 weeks after this date i.e. 6 weeks after the cycle in which the advert has been placed, it is at the discretion of the Housing Services Manager as to whether the property should be withdrawn and re-advertised.

24 The Quota

- 24.1 The Council will set a quota to allocate what percentage of properties will be allocated to each band. This quota will be set at the beginning of every financial year for the following year.
- 24.2 The quota will be reviewed on a quarterly basis to ensure that best use of the housing stock is maintained. This review will be undertaken by the Housing Service Manager and Housing Initiatives Officer. Any recommendation to change the quota must be approved by the Head of Housing and Community Services and the portfolio holder.
- 24.3 Properties which have been adapted to suit those with specific needs, such as those with flush floor showers, disabled access etc will automatically be offered to the Medical band first.

25 Direct Allocations

- 25.1 In some cases, the Council may make a direct offer of accommodation outside of the Choice Based Lettings scheme. These offers will constitute a suitable offer of accommodation and the usual penalties for refusal will apply.
- 25.2 A direct offer of accommodation can constitute a property that is either social rent or private sector. This will depend on what is available and a suitable offer of private rented sector accommodation must meet with the legislation of the Housing Act 1996 as amended by the Localism Act 2011.

26 Offers

- 26.1 If an applicant's name appears at the top of the priority list, the Council or the landlord will check the applicant's circumstances to make sure the applicant is still eligible for an offer. If an applicant refuses an offer, the next person on the priority list will be invited to view the property.
- 26.2 Applicants that are classified as Homeseekers can refuse a property, however if the property offered is suitable the refusal date will replace the application date as the active date. As the active date determines priority within a band, this will mean that the applicant will have the least priority in their band. A review of the suitability of the accommodation can be requested in writing from the Housing Options Team Leader.

26.3 If an applicant is classified as a Prevention or Homeless case a refusal of a property will lead to the Council ending their duty toward them.

27 Ineligibility for an offer

27.1 At this stage, some applicants may be ineligible for an offer of accommodation. These reasons may include:

- Previous Rent Arrears
- A history of Anti-social behaviour
- Unable to verify applicant information
- Applicants circumstances have changed

28 Suitability

28.1 Suitability of accommodation will be determined by the following factors:

- Bedroom standard
- HHSRS standard
- Affordability
- Accessibility for those with mobility issues

28.2 Location will not be a factor in suitability unless there are specific concerns relating to Domestic Violence, Hate Crimes or Crime and Disorder as determined in section xxx.

29 Refusals

29.1 Applicants in the Community Contribution and Housing Need bands who refuse a property will have their active date set to the date of refusal effectively reducing their priority within the band.

29.2 Applicants in the Prevention band bands who refuse a property will have their active date set to the date of refusal effectively reducing their priority within the band.

- 29.3 The Housing Options Team Leader will also review which band they are placed in upon a refusal.
- 29.4 Applicants in the Homeless band may refuse a property but doing so may mean that the Council may terminate its Full Duty to them under legislation and their banding will be amended.
- 29.5 Applicants in the Medical band are entitled to refuse a property, however their priority date will be set to the date of refusal, effectively reducing their priority within the band.
- 29.6 Refusals on the grounds of suitability will be assessed by the Housing Options Team Leader based upon the suitability section (section 43) of this document.

30 Applicants in Prison

- 30.1 If an applicant is due to be released from prison, the normal local connection criteria would apply. Where an applicant who is in prison does not meet the local connection criteria set out in section xxx they will be unable to join the register and will be referred to the area in which they had a local connection prior to their sentence.

31 High risk Offenders

- 31.1 The housing of high risk offenders will be carried out as part of a multi-agency arrangement with the Police, Probation, Social Services and other appropriate agencies. An area or type of property acceptable to the Council will be agreed in partnership with the agencies involved. High Risk offenders will be offered limited choice through the Choice Based Letting Scheme. Where there are urgent issues, the Housing Services Manager may consider a direct offer.

32 National Witness Mobility Scheme (NWMS)

- 32.1 The NWMS is funded and managed by the Office of Criminal Justice Reform in the Home Office for Criminal Justice in the Home Office and works with police forces and housing authorities to assist with the re-housing of seriously intimidated witnesses.
- 32.2 The scheme enables witnesses to relocate outside their area to a place of safety.

- 32.3 NWMS work with Maidstone Council. The Council will investigate whether we would have a duty to assist with accommodation because they are threatened with homelessness and it is not reasonable for them to return.
- 32.4 The individual will need to complete a housing register form and the Housing Options Team Leader may consider awarding additional priority. Applicants accepted under this scheme will be limited to 2 nominations per financial year.

33 Supported Accommodation

- 33.1 There are a number of supported housing projects in Maidstone that are suitable for people with support needs. This includes:
- Young people
 - People with mental health problems
 - People with substance misuse problems
 - People with other vulnerabilities
 - People who are homeless
 - Offenders
- 33.2 The Council has nomination rights to certain schemes managed by Housing Associations or other agencies. Some of the schemes provide long-term accommodation whereas others assume that there will be a requirement for the resident to move on either after a certain period or when they are capable of living independently.

34 Selection criteria and priorities for Supported Housing

- 34.1 Applicants who may require supported accommodation or support to be provided to sustain the tenancy will be referred via the Single Assessment Protocol by their care provider or support service.
- 34.2 All clients are assessed according to their needs and support requirements at the time of the referral, together with any potential risk they may present to themselves and others.

- 34.3 An assessment is made to determine the most appropriate type of accommodation for the applicant, the level and type of support respective priority compared to other applicants.
- 34.4 Where a vacancy arises in supported accommodation:
- Normally overall priority is given to homeless applicants that are assessed as suitable, to whom the Council has or may have a statutory duty to secure accommodation, unless there is a suitable applicant with a higher need for supported accommodation at that time.
 - Where there is more than one suitable applicant for the vacancy and the applicants are assessed as having a similar level of need for housing and support (given that there is a shortage of supported accommodation in the Borough), priority will be determined on the basis of the applicant's local connection followed by their application date. (An applicant with a local connection will normally be given priority over an applicant without a local connection even if they have an earlier application date).
- 34.5 Where a social or support service is provided in conjunction with the accommodation, only applicants who are considered to require and benefit from that service will be considered for that accommodation. Examples of this type of accommodation would include extra care housing for older people, housing designated for special needs such as young people, people with mental health problems, or those known to be sleeping rough or roofless.
- 34.6 Some General Needs accommodation will be allocated to those in need of floating support. Allocation to such properties will be agreed in partnership with the social landlord concerned and the support provider via the Single Assessment Protocol process. Such Applicants may be selected for an allocation of that accommodation regardless of whether, under the Allocation Scheme, they are assessed as having the greatest housing need compared to other applicants

35 Processing Applications from Older People

- 35.1 Applicants over the age of 60 will be considered for sheltered Housing Accommodation only via one of the Council's housing partners. Golding Homes will accept applicants aged 50 plus. Applicants can also bid for designated sheltered accommodation through CBL. They may also be referred by relatives, social workers or doctors, or the Council's Medical Advisor may recommend sheltered accommodation. If contact is made by a third party the applicant will need to be contacted and asked to complete an application form.

35.2 Once a bid is placed through Kent Homechoice, the visiting officer from the Housing Association recommends whether the applicant is suitable for sheltered or not and if so whether extra care or enhanced extra care is thought to be appropriate. Those who appear to need a higher level of support and or care may be referred to Social Services. A recommendation for enhanced extra care will also be dealt with through the housing register. Social Services may make a referral direct to the Council.

36 Move on from Supported Accommodation

36.1 Where an applicant is considered suitable for independent living, additional priority will be awarded within the agreed quota with the service provider.

37 Adapted Properties

37.1 Where the accommodation has been designed or adapted to provide facilities which are intended specifically for use by a disabled or older person, only applicants whose household includes a person who is considered to require those facilities will be able to bid for that accommodation. These properties will be offered to the Medical band. This might include a property to wheelchair standard or a property which has been substantially adapted. In the event that there is no suitable applicant requiring the facilities then the property may be re-advertised to allow applicant to bid for the property who does not need it.

38 Local lettings policies

38.1 Local lettings plans are letting policies which form part of the housing letting process. They apply to a limited part of the housing stock where the Council has nominating rights. In consultation with relevant Housing Associations, the Council may adopt a local letting policy. This is to achieve a balanced community on a new development or a new area to rectify problems on an existing estate where there are management problems and the properties have become difficult to let. The principals agreed within the Kent Housing Group Sustainable Communities Protocol will form the basis of local letting plans.

38.2 The Council will monitor the impact of any lettings plan that may be introduced in order to ensure that overall, the policy as a whole provides reasonable preference to applicants entitled to it under Housing Act Part VI.

- 38.3 The Council maintains a standard local lettings plan which will form the basis of all local lettings plans.
- 38.4 The Allocation Scheme takes priority over any agreed local lettings plan.
- 38.5 Where the accommodation is subject to a planning agreement or other restrictions, whether legally enforceable or not, only applicants who can meet the terms of the agreement or restriction will be allocated accommodation. This may be the case for housing in some rural areas which is intended for occupation by local people.
- 38.6 The Council at times may consider direct offers for properties subject to a local lettings plan or planning agreements.

39 Reciprocals

- 39.1 In certain cases, the Council may negotiate a reciprocal letting arrangement with another local authority.
- 39.2 Authority to proceed with a reciprocal must be obtained from the Council's Housing Services Manager (in their absence delegated to the Housing Options Team Leader). A management move will only be applied following written confirmation from the other local authority that they will reciprocate with an urgent priority offer to a nominee of our choice and when required.
- 39.3 All reciprocals arrangements are agreed on a discretionary basis and the Council retains the right to decline a request for a reciprocal if it is not considered to be in the interest of the Council
- 39.4 Reciprocals can only be agreed when there is no material loss to the Council in terms of available housing stock. In most cases this means the Council will expect back a property of equal or larger size than the unit offered. The unit must also be comparable in terms of quality and type.
- 39.5 In exceptional circumstances the Council may agree to accept two smaller units in exchange for a larger unit of the same number of bedrooms.

40 Domestic Abuse

- 40.1 Domestic abuse can be defined as violence from an associated person, which includes partner, siblings, and parents. The violence may include physical, sexual, emotional and financial abuse, as well as psychological intimidation and controlling behaviour.
- 40.2 Maidstone Council employs a Domestic Violence Officer, who works with victims of Domestic Violence to offer help and guidance and to try to resolve housing issues
- 40.3 Where a case of Domestic Violence has been established and no other options are available/ appropriate, including the Council's Sanctuary Scheme, the applicant will be placed into the Homeless band unless there are medical qualifications for the Medical band.

41 Hate Crimes

- 41.1 Hate Crimes can be defined as violence/ harassment based on an individuals race, ethnicity, gender or sexual orientation. The harassment may include physical and verbal.
- 41.2 Where a case of Racial Harassment has been established and no other options are available/ appropriate, then a management move may be agreed.

42 Crime and Disorder

- 42.1 Where an applicant is a victim of a serious incident of crime or disorder in their home, Golding Homes (if their tenant) / Maidstone Council will work with the Community Safety Unit to enable them to stay in their home. However, if this is not possible and where the Community Safety Unit make a recommendation, Golding Homes or the Council's Housing Services Manger, respectively may authorise a management move .

Agenda Item 10

Maidstone Borough Council

Communities Overview and Scrutiny Committee

Tuesday 20 November 2012

Future Work Programme and Scrutiny Officer Update

Report of: Overview & Scrutiny Officer

1. Introduction

- 1.1 To consider the Committee's future work programme.
- 1.2 To consider the information update given by the Overview and Scrutiny Officer.

2. Recommendation

- 2.1 That the Committee considers the draft future work programme, attached at **Appendix A**, to ensure that it is appropriate and covers all issues Members currently wish to consider within the Committee's remit. Items on the draft future work programme, highlighted in red, are provisional items for the Committee to approve.

3 Future Work Programme

- 3.1 Throughout the course of the municipal year the Committee is asked to put forward work programme suggestions. These suggestions are planned into its annual work programme. Members are asked to consider the work programme at each meeting to ensure that it remains appropriate and covers all issues Members currently wish to consider within the Committee's remit.
- 3.2 The Committee is reminded that the Constitution states under Overview and Scrutiny Procedure Rules number 9: Agenda items that 'Any Member of an Overview and Scrutiny Committee or Sub-Committee shall be entitled to give notice to the proper officer that he wishes an item relevant to the functions of the Committee or Sub-Committee to be included on the agenda for the next available meeting. On receipt of such a request the proper officer will ensure that it is included on the next available agenda.'

4 List of Forthcoming Decisions

- 4.1 The List of Forthcoming Decision is a live document containing all key and non-key decisions. The List of Forthcoming Decisions replaces the Forward Plan of Key Decisions, a tool previously used by all Overview and Scrutiny Committee's to select relevant key decisions for pre-decision scrutiny, relevant to the individual

Committee. The document was included on all Overview and Scrutiny agendas.

- 4.2 The list of forthcoming decisions is included at **Appendix B**, to ensure the information provided to the Committee is up to date, a verbal update will be given at the meeting by the Scrutiny Officer. The Committee can view the live document online at:
<http://meetings.maidstone.gov.uk/mgListPlans.aspx?RPIId=443&RD=0>

5. Impact on Corporate Objectives

- 5.1 The Committee will consider reports that deliver against the following Council priority:
- 'For Maidstone to be a decent place to live.'
- 5.2 The Strategic Plan sets the Council's key objectives for the medium term and has a range of objectives which support the delivery of the Council's priorities.

Communities Overview and Scrutiny Committee Work Programme 2012-13

Meeting Date	Agenda Items	Details and desired outcome
23 May 2012	<ul style="list-style-type: none"> • Appointment of Chairman and Vice-Chairman • Work programming workshop 	<ul style="list-style-type: none"> • Appoint Chairman and Vice-Chairman for 2012-13 • Select and develop review topics focusing on achievable outcomes.
17 July 2012	<ul style="list-style-type: none"> • Local Council Tax Scheme • Appoint of Joint Health Sub Committee 	<ul style="list-style-type: none"> • To consider the update given on the Local Council Tax Scheme and make recommendations ahead of a report being taken to Cabinet • Members to be appointed to the Joint Health Sub Committee with Tunbridge Wells
11 September 2012	<ul style="list-style-type: none"> • The impact of Welfare Reform on Housing and Housing Associations • Evaluation of Park Wood Neighbourhood Action Planning 	<ul style="list-style-type: none"> • To evaluate the wider impact of Welfare Reform on Housing and Housing Associations and make recommendations to the Executive and Housing Association (if applicable) • To consider the evaluation of Park Wood Neighbourhood Action Planning, making recommendations as appropriate
09 October 2012	<ul style="list-style-type: none"> • Performing its statutory role acting as the Crime and Disorder Overview and Scrutiny Committee 	<ul style="list-style-type: none"> • Scrutinising the Safer Maidstone Partnership. Review or scrutinise decisions made or other actions taken, in connection with the discharge by the responsible authoritiesⁱ of the crime and disorder functions.
26 October 2012	<ul style="list-style-type: none"> • Special meeting to consider the Consultation on becoming a Community NHS Foundation Trust 	<ul style="list-style-type: none"> • To make a response to the consultation on behalf of Maidstone Borough Council
20 November 2012	<ul style="list-style-type: none"> • Housing Allocation Scheme • Update on the West Kent Clinical Commissioning Group 	<ul style="list-style-type: none"> • To consider the Housing Allocation Scheme and make recommendations, if appropriate ahead of the schemes adoption • To consider the update given to enable to Committee's ability to scrutinise the future commissioning and delivery of health services
21 November 2012	<ul style="list-style-type: none"> • Special Meeting to consider the Draft Kent Health and 	<ul style="list-style-type: none"> • To consider the draft strategy which will inform

Appendix A

	Wellbeing Strategy - Consultation	the commissioning decisions made by local partners, especially GP led Clinical Commissioning Groups.
15 January 2013	<ul style="list-style-type: none"> • Community Buses • Litter – Written Update • Water and Waste Water Review • Youth Services Review 	
12 March 2013	<ul style="list-style-type: none"> • Performing its statutory role acting as the Crime and Disorder Overview and Scrutiny Committee 	<ul style="list-style-type: none"> • Scrutinising the Safer Maidstone Partnership. Review or scrutinise decisions made or other actions taken, in connection with the discharge by the responsible authoritiesⁱⁱ of the crime and disorder functions.

ⁱ “The responsible authorities means the bodies and persons who are responsible authorities within the meaning given by section 5 of the Crime and Disorder Act 1998 (c.37) (authorities responsible for crime and disorder strategies) in relation to local authority’s area.



LIST OF FORTHCOMING DECISIONS

60

Democratic Services Team
E: democraticservices@maidstone.gov.uk

Publication Date: 29 October 2012

INTRODUCTION

This document sets out the decisions to be taken by the Executive and various Committees of Maidstone Borough Council on a rolling basis. This document will be published as updated with new decisions required to be made.

KEY DECISIONS

A key decision is an executive decision which is likely to:

- Result in the Maidstone Borough Council incurring expenditure or making savings which is equal to the value of £250,000 or more; or
- Have significant effect on communities living or working in an area comprising one or more wards in Maidstone.

At Maidstone Borough Council, decisions which we regard as “Key Decisions” because they are likely to have a “significant” effect either in financial terms or on the community include:

- (1) Decisions about expenditure or savings which equal or are more than £250,000.
- (2) Budget reports.
- (3) Policy framework reports.
- (4) Adoption of new policies plans, strategies or changes to established policies, plans or strategies.
- (5) Approval of portfolio plans.
- (6) Decisions that involve significant service developments, significant service reductions, or significant changes in the way that services are delivered, whether Borough-wide or in a particular locality.
- (7) Changes in fees and charges.
- (8) Proposals relating to changes in staff structure affecting more than one section.

Each entry identifies, for that “key decision” –

- the decision maker
- the date on which the decision is due to be taken
- the subject matter of the decision and a brief summary
- the reason it is a key decision
- to whom representations (about the decision) can be made
- whether the decision will be taken in public or private
- what reports/papers are, or will be, available for public inspection

EXECUTIVE DECISIONS

The Cabinet collectively makes its decisions at a meeting and individual portfolio holders make decisions independently. In addition, Officers can make key decisions and an entry for each of these will be included in this list.

DECISIONS WHICH THE CABINET INTENDS TO MAKE IN PRIVATE

The Cabinet hereby gives notice that it intends to meet in private after its public meeting to consider reports and/or appendices which contain exempt information under Part 1 of Schedule 12A to the Local Government Act 1972 (as amended). The private meeting of the Cabinet is open only to Members of the Cabinet, other Councillors and Council officers.

Reports and/or appendices to decisions which the Cabinet will take at its private meeting are indicated in the list below, with the reasons for the decision being made in private. Any person is able to make representations to the Cabinet if he/she believes the decision should instead be made in the public Cabinet meeting. If you want to make such representations, please email janetbarnes@maidstone.gov.uk. You will then be sent a response in reply to your representations. Both your representations and the Executive's response will be published on the Council's website at least 5 working days before the Cabinet meeting.

ACCESS TO CABINET REPORTS

Reports to be considered at the Cabinet's public meeting will be available on the Council's website (www.maidstone.gov.uk) a minimum of 5 working days before the meeting.

HOW CAN I CONTRIBUTE TO THE DECISION-MAKING PROCESS?

The Council actively encourages people to express their views on decisions it plans to make. This can be done by writing directly to the appropriate Officer or Cabinet Member (details of whom are shown in the list below).

Alternatively, the Cabinet are contactable via our website (www.maidstone.gov.uk) where you can submit a question to the Leader of the Council. There is also the opportunity to invite the Leader of the Council to speak at a function you may be organising.

WHO ARE THE CABINET?



© 2011 Kent Messenger

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Leader of the Council

christophergarland@maidstone.gov.uk

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Councillor Stephen Paine

Cabinet Member for Planning, Transport and Development

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Councillor Malcolm Greer

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Councillor John A Wilson

Cabinet Member for Community and Leisure Services

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List of Forthcoming Decisions

Decision Maker and Date of When Decision is Due to be Made:	Title of Report and Brief Summary:	Key Decision and reason (if applicable):	Contact Officer:	Public or Private (if Private the reason why)	Documents to be submitted (other relevant documents may be submitted)
<p>Licensing Committee</p> <p>Due Date: 30 Oct 2012</p> <p style="text-align: center;">64</p>	<p>Local Government (Miscellaneous Provisions) Act 1982, Schedule 3 – Application For Sex Establishment Licence – For Tantric Blue, 9 Gabriels Hill , Maidstone, Kent, ME15 6HL</p> <p>Application for the grant of a sexual entertainment licence at 9 Gabriels Hill, Maidstone</p>		<p>Neil Harris, Head of Democratic Services neilharris@maidstone.gov.uk</p>	<p>Public</p>	<p>Local Government (Miscellaneous Provisions) Act 1982, Schedule 3 – Application For Sex Establishment Licence – For Tantric Blue, 9 Gabriels Hill, Maidstone, Kent, ME15 6HL</p>

Forthcoming Decisions
October 2012 - May 2013

Decision Maker and Date of When Decision is Due to be Made:	Title of Report and Brief Summary	Key Decision and reason (if applicable)	Contact Officer:	Public or Private <i>if Private the reason why</i>	Documents to be submitted <i>(other relevant documents may be submitted)</i>
<p>Cabinet Member for Corporate Services</p> <p>Due Date: 9 Nov 2012</p> <p>65</p>	<p>Public Gypsy & Traveller Site Selection</p> <p>To consider and agree the outcome of the further assessment/negotiation of shortlisted sites undertaken by Town and Country Housing Group and to ask the Cabinet Member of Planning, Transport & Development to agree the preferred sites and pursue the necessary consents.</p>	<p>KEY Reason: Affects more than 1 ward</p>	<p>John Littlemore, Head of Housing & Community Safety johnlittlemore@maidstone.gov.uk</p>	<p>Private Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information)</p> <p>Reason: the content is of a commercial nature given it includes the values of the sites that the council would consider purchasing.</p>	<p>Public Gypsy & Traveller Site Selection Appendix 1: Site Feasibility Summary Appendix 2 - Town and Country Report</p>

Forthcoming Decisions
October 2012 - May 2013

Decision Maker and Date of When Decision is Due to be Made:	Title of Report and Brief Summary	Key Decision and reason (if applicable)	Contact Officer:	Public or Private <i>if Private the reason why</i>	Documents to be submitted <i>(other relevant documents may be submitted)</i>
<p>Cabinet Member for Community and Leisure Services</p> <p>Due Date: 9 Nov 2012</p>	<p>Disposal of Land at Bushy Grove, Kingswood</p> <p>To consider agreeing to declare land at Bushy Grove, Kingswood, surplus to operational requirements.</p>		<p>Steve Goulette, Assistant Director of Environment & Regulatory Services Stevegoulette@maidstone.gov.uk</p>	<p>Public</p>	<p>Disposal of Land at Bushy Grove, Kingswood</p>
<p>Cabinet Member for Community and Leisure Services</p> <p>Due Date: 9 Nov 2012</p>	<p>Disposal of Land at Merton Road, Bearsted</p> <p>To consider agreeing to declare surplus land at Merton Road, Bearsted</p>		<p>Steve Goulette, Assistant Director of Environment & Regulatory Services Stevegoulette@maidstone.gov.uk</p>	<p>Public</p>	<p>Disposal of Land at Merton Road, Bearsted</p>

Forthcoming Decisions
October 2012 - May 2013

Decision Maker and Date of When Decision is Due to be Made:	Title of Report and Brief Summary	Key Decision and reason (if applicable)	Contact Officer:	Public or Private <i>if Private the reason why</i>	Documents to be submitted <i>(other relevant documents may be submitted)</i>
<p>Cabinet Member for Community and Leisure Services</p> <p>Due Date: 9 Nov 2012</p>	<p>Report of the Head of Housing and Community Services - SMP Community Safety Partnership Plan</p> <p>Refresh Community Safety Plan and Actions for 2012-17.</p>		<p>Sarah Robson sarahrobson@maidstone.gov.uk</p>	<p>Public</p>	<p>Cabinet Report SMP Community Safety Partnership Plan AppendixA SMP Community Safety Partnership Plan AppendixB Maidstone Strategic Assessment</p>
<p>Cabinet Member for Corporate Services</p> <p>Due Date: 9 Nov 2012</p>	<p>26 Tonbridge Road</p> <p>Freehold disposal of 26 Tonbridge Road</p>		<p>David Tibbit davidtibbit@maidstone.gov.uk</p>	<p>Public</p>	<p>26 Tonbridge Road</p>

Forthcoming Decisions
October 2012 - May 2013

Decision Maker and Date of When Decision is Due to be Made:	Title of Report and Brief Summary	Key Decision and reason (if applicable)	Contact Officer:	Public or Private <i>if Private the reason why</i>	Documents to be submitted <i>(other relevant documents may be submitted)</i>
<p>Cabinet Member for Corporate Services</p> <p>Due Date: 9 Nov 2012</p> <p>68</p>	<p>Exempt Appendix for 26 Tonbridge Road</p> <p>Freehold disposal of 26 Tonbridge Road</p>		<p>David Tibbit davidtibbit@maids.tone.gov.uk</p>	<p>Private. Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information). It is in the public interest that this report be taken in private because the report contains sensitive commercial information which would prejudice the Council's negotiating position if publicly available.</p>	<p>26 Tonbridge Road</p>

Forthcoming Decisions
October 2012 - May 2013

Decision Maker and Date of When Decision is Due to be Made:	Title of Report and Brief Summary	Key Decision and reason (if applicable)	Contact Officer:	Public or Private <i>if Private the reason why</i>	Documents to be submitted <i>(other relevant documents may be submitted)</i>
<p>Cabinet Member for Planning, Transport and Development</p> <p>Due Date: 9 Nov 2012</p> <p>69</p>	<p>Statement of Community Involvement Consultation Draft 2012</p> <p>The Statement of Community Involvement sets out how and when stakeholders and the local community can participate in the preparation of local planning policy documents and planning applications.</p>	<p>KEY Reason: Affects more than 1 ward</p>	<p>Sue Whiteside suewhiteside@maidstone.gov.uk</p>	<p>Public</p>	<p>Statement of Community Involvement Consultation Draft 2012</p>
<p>Licensing Committee</p> <p>Due Date: 12 Nov 2012</p>	<p>Review of Licensing Fees and Charges</p> <p>Review of fees and charges for Animal licences, street trading, sex establishments and Hackney Carriage and Private Hire.</p>		<p>Neil Harris, Head of Democratic Services neilharris@maidstone.gov.uk</p>	<p>Public</p>	<p>Review of Licensing Fees and Charges</p>

Forthcoming Decisions
October 2012 - May 2013

Decision Maker and Date of When Decision is Due to be Made:	Title of Report and Brief Summary	Key Decision and reason (if applicable)	Contact Officer:	Public or Private <i>if Private the reason why</i>	Documents to be submitted <i>(other relevant documents may be submitted)</i>
<p>Licensing Act 2003 Committee</p> <p>Due Date: 12 Nov 2012</p>	<p>Review of Licensing Fees and Charges</p> <p>Reviewing the fees and charges for the committee in accordance with the agreed policy</p>		<p>Neil Harris, Head of Democratic Services neilharris@maidstone.gov.uk</p>	<p>Public</p>	<p>Review of Licensing Fees and Charges</p>
<p>Licensing Committee</p> <p>Due Date: 12 Nov 2012</p> <p>70</p>	<p>Dress Code for Hackney Carriage Drivers</p> <p>To consider whether it would be possible to introduce a dress code for hackney carriage driver taking into account the hackney carriage byelaws.</p>		<p>Neil Harris, Head of Democratic Services neilharris@maidstone.gov.uk</p>	<p>Public</p>	<p>Dress Code for Hackney Carriage Drivers</p>

Forthcoming Decisions
October 2012 - May 2013

Decision Maker and Date of When Decision is Due to be Made:	Title of Report and Brief Summary	Key Decision and reason (if applicable)	Contact Officer:	Public or Private <i>if Private the reason why</i>	Documents to be submitted <i>(other relevant documents may be submitted)</i>
Licensing Committee Due Date: 12 Nov 2012	Hackney Carriage Fares Increase To consider a request from the Hackney Carriage Association for an increase in fares.		Neil Harris, Head of Democratic Services neilharris@maidstone.gov.uk	Public	Hackney Carriage Fares Increase
Licensing Committee → Due Date: 12 Nov 2012	Gambling Act 2005 - Draft Statement of Licensing Principles 3 Yearly update to the Gambling Act 2005 policy		Neil Harris, Head of Democratic Services neilharris@maidstone.gov.uk	Public	Gambling Act 2005 - Draft Statement of Licensing Principles
Cobtree Manor Estate Charity Committee Due Date: 14 Nov 2012	Park Rangers Progress Report An update on work in the park in cludign an update on the Cobtree Project		Joanna Joyce joannajoyce@maidstone.gov.uk	Public	Park Rangers Progress Report

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Decision Maker and Date of When Decision is Due to be Made:	Title of Report and Brief Summary	Key Decision and reason (if applicable)	Contact Officer:	Public or Private <i>if Private the reason why</i>	Documents to be submitted <i>(other relevant documents may be submitted)</i>
<p>Cabinet</p> <p>Due Date: 14 Nov 2012</p>	<p>Council Tax 2013-14 - Collection Fund Adjustments - Cabinet</p> <p>To agree the levels of Collection Fund Adjustment.</p>	<p>KEY Reason: Budget Reports</p>	<p>Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk</p>	<p>Public</p>	<p>Cabinet, Council or Committee Report for Council Tax 2013-14 - Collection Fund Adjustments</p>
<p>Cabinet</p> <p>Due Date: 14 Nov 2012</p>	<p>Local Council Tax Discount Scheme</p> <p>To review the response to the public consultation and endorse the final scheme to be agreed by full council.</p>	<p>KEY Reason: Affects more than 1 ward</p>	<p>Stephen McGinnes stephenmcginnes@maidstone.gov.uk</p>	<p>Public</p>	<p>Local Council Tax Discount Scheme</p>
<p>Cabinet</p> <p>Due Date: 14 Nov 2012</p>	<p>Key Performance Indicators Quarter 2 Report</p> <p>to assess mid-year performance of KPIs against targets</p>		<p>Angela Woodhouse, Head of Change and Scrutiny angelawoodhouse@maidstone.gov.uk</p>	<p>Public</p>	<p>Key Performance Indicators Quarter 2 Report</p>

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<p>Cabinet</p> <p>Due Date: 14 Nov 2012</p>	<p>Key Performance Indicator Action Plans</p> <p>as requested by cabinet to address performance issues from quarter 1</p>		<p>Angela Woodhouse, Head of Change and Scrutiny angelawoodhouse@maidstone.gov.uk</p>	<p>Public</p>	<p>Key Performance Indicator Action Plans</p>
<p>Cabinet</p> <p>Due Date: 14 Nov 2012</p>	<p>Second quarter Revenue & Capital Monitoring</p> <p>This report summarises the financial position of the revenue and capital budgets at the end of each of the first three quarters of the financial year. It also includes a summary of Treasury Management performance as at the end of each quarter.</p>		<p>Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk</p>	<p>Public</p>	<p>Cabinet, Council or Committee Report for Second quarter Revenue & Capital Monitoring</p>

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<p>Cabinet</p> <p>Due Date: 14 Nov 2012</p>	<p>Council Tax Tax Base 2013-14 - Cabinet</p> <p>To advise Members of the information currently available on the Tax Base for 2013/14 for Council Tax purposes.</p>		<p>Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk</p>	<p>Public</p>	<p>Cabinet, Council or Committee Report for Council Tax Tax Base 2013-14 - Cabinet</p>

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Decision Maker and Date of When Decision is Due to be Made:	Title of Report and Brief Summary	Key Decision and reason (if applicable)	Contact Officer:	Public or Private <i>if Private the reason why</i>	Documents to be submitted <i>(other relevant documents may be submitted)</i>
<p>Cabinet</p> <p>Due Date: 14 Nov 2012</p> <p style="text-align: center;">75</p>	<p>Investment Opportunity</p> <p>Review prudential borrowing limit of £6m in current financial year etc.</p>	<p>KEY Reason: Expenditure > £250,000 <u>General Exception:</u> The required 28 day public notice was not given to this key decision because a decision is required so that investment opportunities are not missed and an exception to this rule has been applied in accordance with Part 3, Para 10 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012</p>	<p>Steve Goulette, Assistant Director of Environment & Regulatory Services Stevegoulette@maidstone.gov.uk</p>	<p>Public</p>	<p>Investment Opportunity Investment opportunity, 12/09/2012 Cabinet</p>

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Decision Maker and Date of When Decision is Due to be Made:	Title of Report and Brief Summary	Key Decision and reason (if applicable)	Contact Officer:	Public or Private <i>if Private the reason why</i>	Documents to be submitted <i>(other relevant documents may be submitted)</i>
<p>Cabinet</p> <p>Due Date: 14 Nov 2012</p>	<p>Core Strategy Programme</p> <p>A progress report on the Core Strategy programme, and the results of further evidence base work.</p>	<p>KEY</p> <p>Reason: Affects more than 1 ward</p> <p><u>General Exception</u>: The required 28 day public notice was not given to this key decision because on 24 October 2012 officers agreed that it was required to expand the report to include a section on the Council's duty to demonstrate a 5-year housing land supply. This has resulted in the recommendation to be made becoming a key decision for referral to full Council on 12th December. The next Cabinet meeting is not until 19th December and therefore the 28 day notice period cannot be met and an exception to this rule has been applied in accordance with Part 3, Para 10 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.</p>	<p>Rob Jarman, Head of Development Management</p> <p>Robjarman@maidstone.gov.uk</p>	<p>Public</p>	<p>Core Strategy Programme</p>

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Decision Maker and Date of When Decision is Due to be Made:	Title of Report and Brief Summary	Key Decision and reason (if applicable)	Contact Officer:	Public or Private <i>if Private the reason why</i>	Documents to be submitted <i>(other relevant documents may be submitted)</i>
<p>Cabinet Member for Community and Leisure Services</p> <p>Due Date: 16 Nov 2012</p>	<p>Empty Homes Plan</p> <p>To consider the detail of the Council's intervention in respect of empty homes</p>	<p>KEY Reason: Affects more than 1 ward</p>	<p>John Littlemore, Head of Housing & Community Safety johnlittlemore@maidstone.gov.uk</p>	<p>Public</p>	<p>Cabinet Member Report for Empty Homes Plan</p>
<p>Cabinet Member for Environment</p> <p>Due Date: 16 Nov 2012</p>	<p>Carbon emissions 2011/2012</p> <p>To consider the Council's carbon footprint for 2011/12 and approve the attached 'Greenhouse Gas Emissions from Local Authority Owned Estate and Operations' report ready for submission to the Department of Energy and Climate Change (DECC).</p>		<p>John Newington johnnewington@maidstone.gov.uk</p>	<p>Public</p>	<p>Carbon emissions 2011/2012</p>

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<p>Cabinet</p> <p>Due Date: 21 Nov 2012</p> <p>78</p>	<p>Infrastructure Delivery Plan: Public Consultation</p> <p>To agree the IDP, which lists the infrastructure schemes (and estimated costs) required to support the spatial distribution of development proposed in the Core Strategy</p>	<p>KEY Reason: Policy Framework Document</p>	<p>Michael Murphy michaelmurphy@maidstone.gov.uk</p>	<p>Public</p>	<p>Cabinet, Council or Committee Report for Infrastructure Delivery Plan: Public Consultation</p>
<p>Cabinet</p> <p>Due Date: 21 Nov 2012</p>	<p>Core Strategy Publication</p> <p>Publication of the Core Strategy for formal public consultation (regulation 19)</p>	<p>KEY Reason: Policies, Plans, Strategies</p>	<p>Rob Jarman, Head of Development Management Robjarman@maidstone.gov.uk</p>	<p>Public</p>	<p>Core Strategy Publication</p>

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Decision Maker and Date of When Decision is Due to be Made:	Title of Report and Brief Summary	Key Decision and reason (if applicable)	Contact Officer:	Public or Private <i>if Private the reason why</i>	Documents to be submitted <i>(other relevant documents may be submitted)</i>
<p>Cabinet</p> <p>Due Date: 21 Nov 2012</p>	<p>Maidstone Integrated Transport Strategy</p> <p>Adoption of the Maidstone Integrated Transport Strategy, prepared jointly with Kent County Council</p>	<p>KEY Reason: Affects more than 1 ward</p>	<p>Rob Jarman, Head of Development Management Robjarman@maidstone.gov.uk</p>	<p>Public</p>	<p>Maidstone Integrated Transport Strategy</p>
<p>Audit Committee</p> <p>Due Date: 26 Nov 2012</p>	<p>Treasury Management Mid Year Performance 2012-13 - Audit Committee</p> <p>This report sets out the activities of the Treasury Management function for 2012/13 financial year in accordance with CIPFA's Code of Practice on Treasury Management issued in November 2009.</p>		<p>Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk</p>	<p>Public</p>	<p>Cabinet, Council or Committee Report for Treasury Management Mid Year Performance 2012-13 - Audit Committee</p>

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Decision Maker and Date of When Decision is Due to be Made:	Title of Report and Brief Summary	Key Decision and reason (if applicable)	Contact Officer:	Public or Private <i>if Private the reason why</i>	Documents to be submitted <i>(other relevant documents may be submitted)</i>
<p>Cabinet Member for Environment</p> <p>Due Date: 30 Nov 2012</p> <p>08</p>	<p>Kent Joint Municipal Waste Management Strategy - Policy Refresh</p> <p>Outline the Kent Waste Partnership's refreshed policies and identify Maidstone Borough Council's support of these policies and any impact on the council's existing Waste Strategy.</p>		<p>Steve Goulette, Assistant Director of Environment & Regulatory Services Stevegoulette@maidstone.gov.uk</p>	<p>Public</p>	<p>Kent Joint Municipal Waste Management Strategy - Policy Refresh</p>
<p>Cabinet Member for Environment</p> <p>Due Date: 30 Nov 2012</p>	<p>Introduction of Commercial Waste and Recycling Collections</p> <p>Proposal to introduce commercial waste and recycling collections to Small and Medium sized Enterprises (SMEs) within the Maidstone Borough.</p>	<p>KEY Reason: Service Development/Reduction</p>	<p>Steve Goulette, Assistant Director of Environment & Regulatory Services Stevegoulette@maidstone.gov.uk</p>	<p>Public</p>	<p>Introduction of Commercial Waste and Recycling Collections</p>

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Decision Maker and Date of When Decision is Due to be Made:	Title of Report and Brief Summary	Key Decision and reason (if applicable)	Contact Officer:	Public or Private <i>if Private the reason why</i>	Documents to be submitted <i>(other relevant documents may be submitted)</i>
<p>Cabinet Member for Environment</p> <p>Due Date: 7 Dec 2012</p> <p>01</p>	<p>Introduction of Dog Control Orders</p> <p>Following formal consultation, approval is now needed to formally adopt two control orders for Fouling and Exclusion from childrens play areas.</p>	<p>KEY Reason: Affects more than 1 ward</p>	<p>Martyn Jeynes martynjeynes@maidstone.gov.uk</p>	<p>Public</p>	<p>Introduction of Dog Control Orders Introduction of Dog Control Orders</p>
<p>Cabinet Member for Community and Leisure Services</p> <p>Due Date: 14 Dec 2012</p>	<p>Community Halls Recommendations Report and Audit</p> <p>Community Halls Recommendations Report and Audit</p>	<p>KEY Reason: Affects more than 1 ward</p>	<p>Sarah Robson sarahrobson@maidstone.gov.uk</p>	<p>Public</p>	<p>Community Halls Recommendations Report and Audit</p>
<p>Cabinet</p> <p>Due Date: 19 Dec 2012</p>	<p>Budget Strategy 2013-14 Onwards - Cabinet</p> <p>To agree a draft Council Tax and Budget Strategy for 2013/14 onwards.</p>	<p>KEY Reason: Budget Reports</p>	<p>Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk</p>	<p>Public</p>	<p>Cabinet, Council or Committee Report for Budget Strategy 2013/14 Onwards</p>

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<p>Cabinet</p> <p>Due Date: 19 Dec 2012</p>	<p>Budget Strategy 2013 14 Onwards - Cabinet</p> <p>To agree a draft Council Tax and Budget Strategy for 2013/14 onwards</p>	<p>KEY</p> <p>Reason: Budget Reports</p>	<p>Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk</p>	<p>Public</p>	<p>Cabinet, Council or Committee Report for Budget Strategy 2013 14 Onwards - Cabinet</p>

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<p>Cabinet</p> <p>Due Date: 19 Dec 2012</p> <p>83</p>	<p>Budget Strategy 2013-14 - Fees & Charges - Cabinet</p> <p>To consider the appropriate level of fees and charges for 2013/14 for services where the Council raises income by charging the user of a service and where the setting of the fee to be charged is discretionary. The Council has adopted a policy on the setting of fees and charges to ensure that a rational approach is used that takes account of all factors and creates a result that supports the priorities set out in the strategic plan.</p>	<p>KEY Reason: Fees & Charges</p>	<p>Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk</p>	<p>Public</p>	<p>Cabinet, Council or Committee Report for Budget Strategy 2013-14 - Fees & Charges - Cabinet</p>

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Cabinet Due Date: 19 Dec 2012	Community Right to Bid To consider the Council's strategy for implementing the legislation regarding the Community Right to Bid.	KEY Reason: Affects more than 1 ward	David Tibbit davidtibbit@maidstone.gov.uk	Public	Community Right to Bid
Cabinet Due Date: 19 Dec 2012	Regeneration & economic Development OSC Visitor Information Centre Review report of RED OSC	Reason:	Angela Woodhouse, Head of Change and Scrutiny angelawoodhouse@maidstone.gov.uk	Public	Regeneration & economic Development OSC Visitor Information Centre Review
Cabinet Member for Community and Leisure Services Due Date: 20 Dec 2012	Housing Allocation Scheme A new Housing Allocation Scheme to govern the way that social housing is allocated	KEY Reason: Affects more than 1 ward	Andrew Paterson andrewpaterson@maidstone.gov.uk	Public	Housing Allocation Scheme

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<p>Cabinet Member for Community and Leisure Services</p> <p>Due Date: 21 Dec 2012</p>	<p>Empty Homes Plan Scoping Report</p> <p>To consider the options available to update the Council's interventions relating to empty homes.</p>	<p>KEY Reason: Affects more than 1 ward</p>	<p>John Littlemore, Head of Housing & Community Safety johnlittlemore@maidstone.gov.uk</p>	<p>Public</p>	<p>Cabinet Member Report for Empty Homes Plan Scoping Report</p>
<p>Cabinet</p> <p>Due Date: 9 Jan 2013</p>	<p>Budget Strategy 2013 14 Onwards Cabinet</p> <p>Agree proposed General Fund revenue and capital estimates for 2013/14 and revised figures for 2012/13 in accordance with the Budget Strategy and the Medium Term Financial and Capital Strategies and Projections, and the consequent level of Council Tax for submission to the Council.</p>	<p>KEY Reason: Budget Reports</p>	<p>Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk</p>	<p>Public</p>	<p>Cabinet, Council or Committee Report for Budget Strategy 2013 14 Onwards Cabinet</p>

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Audit Committee Due Date: 14 Jan 2013	Treasury Management Strategy 2013 14 To consider future Treasury Management Strategy for 2013/14		Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk	Public	Cabinet, Council or Committee Report for Treasury Management Strategy 2013 14
Licensing Committee Due Date: 24 Jan 2013 	Licensing Partnership Update Updating the Committee on the current position in respect of the partnership.		Neil Harris, Head of Democratic Services neilharris@maidstone.gov.uk	Public	Licensing Partnership Update
Licensing Committee Due Date: 24 Jan 2013	Street Trading Policy A full review of the street trading policy		Neil Harris, Head of Democratic Services neilharris@maidstone.gov.uk	Public	Street Trading Policy

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<p>Licensing Act 2003 Committee</p> <p>Due Date: 24 Jan 2013</p> <p>87</p>	<p>Early Morning Alcohol Restriction Orders and Late Night Levy</p> <p>To receive an update on the changes to the Licensing Act 2003 relating to Early Morning Alcohol Restriction Orders and the Late Night Levy</p>		<p>Neil Harris, Head of Democratic Services neilharris@maidstone.gov.uk</p>	<p>Public</p>	<p>Early Morning Alcohol Restriction Orders and Late Night Levy</p>
<p>Licensing Act 2003 Committee</p> <p>Due Date: 24 Jan 2013</p>	<p>Licensing Partnership Update</p> <p>To update the committee on the current position in respect of the licensing partnership.</p>		<p>Neil Harris, Head of Democratic Services neilharris@maidstone.gov.uk</p>	<p>Public</p>	<p>Licensing Partnership Update</p>

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<p>Cabinet</p> <p>Due Date: 13 Feb 2013</p> <p>08</p>	<p>Treasury Management Strategy 2013 14 Cabinet</p> <p>Review Treasury Management for 2012/13 and consider future Treasury Management Strategy for 2013/14. This will include Prudential Borrowing limits and aproposed Approved Investment Strategy. These matters will be submitted to Council.</p>	<p>KEY Reason: Expenditure > £250,000</p>	<p>Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk</p>	<p>Public</p>	<p>Cabinet, Council or Committee Report for Treasury Management Strategy 2013 14 Cabinet</p>
<p>Cabinet Member for Corporate Services</p> <p>Due Date: 22 Mar 2013</p>	<p>Procurement Strategy 2013-16</p> <p>To consider the Council's Procurement strategy for 2013-16</p>	<p>KEY Reason: Policies, Plans, Strategies</p>	<p>Steve Trigg stephentrigg@maidstone.gov.uk</p>	<p>Public</p>	<p>Procurement Strategy 2013-16</p>

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Cabinet Member for Corporate Services Due Date: 22 Mar 2013	Procurement Strategy 2013-16 To consider the Council's Procurement strategy for 2013-16	KEY Reason: Policies, Plans, Strategies	Steve Trigg stephentrigg@maidstone.gov.uk	Public	Procurement Strategy 2013-16
Cabinet Due Date: 10 Apr 2013	Sustainable Community Strategy Refresh of the Sustainable Community Strategy 2009-2020.	KEY Reason: Policies, Plans, Strategies	Sarah Robson sarahrobson@maidstone.gov.uk	Public	Cabinet, Council or Committee Report for Sustainable Community Strategy
Cabinet Due Date: 10 Apr 2013	Sustainable Community Strategy Refresh of the Sustainable Community Strategy 2009-2020.	KEY Reason: Policies, Plans, Strategies	Sarah Robson sarahrobson@maidstone.gov.uk	Public	Cabinet, Council or Committee Report for Sustainable Community Strategy