

# AGENDA

## COMMUNITY, LEISURE SERVICES AND ENVIRONMENT OVERVIEW & SCRUTINY COMMITTEE MEETING



Overview and Scrutiny

Date: Tuesday 15 July 2014  
Time: 6.30 pm  
Venue: Town Hall, High Street, Maidstone

Membership:

Councillors: Mrs Joy, D Mortimer (Deputy Chair), Munford, Parvin,  
Round, Sargeant, Mrs Stockell, Watson and  
J.A. Wilson (Chairman)

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| <b>1. The Committee to consider whether all items on the agenda should be web-cast</b>  |                |
| <b>2. Apologies</b>   |                |
| <b>3. Notification of Substitute Members</b>  |                |
| <b>4. Notification of Visiting Members/Witnesses</b>  |                |
| <b>5. Disclosures by Members and Officers</b>   |                |
| <b>6. To consider whether any items should be taken in private because of the possible disclosure of exempt information</b>                                 |                |
| <b>7. Minutes of the meeting held on 17 June 2014</b>   | <b>1 - 2</b>   |
| <b>8. Review of the operation of the Allocation Scheme 2013/14</b><br>Interview with Neil Coles, Housing Services Manager.                                  | <b>3 - 34</b>  |
| <b>9. Maidstone Families Matter Programme Update</b><br>Interview with Ellie Kershaw, Programme Manager (Financial Inclusion and Maidstone Families Matter) | <b>35 - 38</b> |

**Continued Over/:**

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**Issued on 7 July 2014**

*Alison Broom*

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

**10. Financial Inclusion and Capability** **39 - 42**

Interview with Ellie Kershaw, Programme Manager (Financial Inclusion and Maidstone Families Matter)

**11. Cabinet Member for Community and Leisure Services and Cabinet Member for Environment - Priorities for the Municipal Year 2014 - 15** **43 - 51**

Interviews with:

- Councillor John Perry, Cabinet Member for Community and Leisure Services, and;
- Councillor Marion Ring, Cabinet Member for Environment and Housing.

**12. Future Work Programme** **52 - 72**

The reports included in Part I of this agenda can be made available in **alternative formats**. For further information about this service, or to arrange for special facilities to be provided at the meeting, **please contact Tessa Mallett on 01622 602524**. To find out more about the work of the Overview and Scrutiny Committees, please visit [www.maidstone.gov.uk/osc](http://www.maidstone.gov.uk/osc)

## **MAIDSTONE BOROUGH COUNCIL**

### **Community, Leisure Services and Environment Overview & Scrutiny Committee**

#### **MINUTES OF THE MEETING HELD ON TUESDAY 17 JUNE 2014**

**Present:** Councillor J.A. Wilson (Chairman), and  
Councillors Butler, Mrs Grigg, Mrs Joy, D Mortimer,  
Munford, Paine, Sargeant and Mrs Stockell

**Also Present:** Councillors Ells and Mrs Ring

124. THE COMMITTEE TO CONSIDER WHETHER ALL ITEMS ON THE AGENDA SHOULD BE WEB-CAST

**RESOLVED:** That all items on the agenda be webcast.

125. APOLOGIES

Apologies for absence were received from Councillors Mrs Parvin, Round and Watson.

126. NOTIFICATION OF SUBSTITUTE MEMBERS

It was noted that Councillor Butler was in attendance as a substitute for Councillor Round, Councillor Paine was in attendance as a substitute for Councillor Parvin and Councillor Grigg was in attendance as a substitute for Councillor Watson.

127. NOTIFICATION OF VISITING MEMBERS/WITNESSES

Councillors Ring and Ells were in attendance.

128. ELECTION OF CHAIRMAN

**RESOLVED:** that Councillor J Wilson be elected Chairman for the 2014-15 municipal year.

129. ELECTION OF VICE CHAIRMAN

**RESOLVED:** that Councillor D Mortimer be elected as Vice Chairman for the 2014-15 municipal year.

130. DISCLOSURES BY MEMBERS AND OFFICERS

There were no disclosures.

131. TO CONSIDER WHETHER ANY ITEMS SHOULD BE TAKEN IN PRIVATE BECAUSE OF THE POSSIBLE DISCLOSURE OF EXEMPT INFORMATION

**RESOLVED:** that all items on the agenda be taken in public as proposed.

132. MINUTES OF THE MEETING HELD ON 8 APRIL 2014

**RESOLVED:** That the minutes of the meeting held on 8 April 2014 be approved as a correct record and signed by the Chairman.

133. FUTURE WORK PROGRAMME

**RESOLVED:** that:

- a. The Chair and Vice Chair meet to prioritise:
  - i. the subjects selected during the workshop prior to this meeting to form a draft Future Work Programme for 2014-15; and,
  - ii. the topics for review under the heading of 'Health Care Provision in the Maidstone Borough'.
- b. The draft Future Work Programme and review topics be brought to Committee for agreement at the next meeting on 15 July 2014.

134. DURATION OF MEETING

21:00hrs to 21:12hrs.

## **Maidstone Borough Council**

### **Community, Leisure Services and Environment Overview & Scrutiny Committee**

**Tuesday 15 July 2014**

#### **Review of the operation of the Allocation Scheme 2013/14**

In preparation for the meeting, while reading the following report you may want to think about:

- What you want to know from the report;
- What questions you would like answered.

Make a note of your questions in the box below.

As you read the report you may think of other questions .

Questions I would like to ask regarding this report:

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**MAIDSTONE BOROUGH COUNCIL**

**COMMUNITY, LEISURE SERVICES AND ENVIRONMENT  
OVERVIEW & SCRUTINY COMMITTEE**

**TUESDAY 15 JULY 2014**

**REPORT OF HEAD OF HOUSING & COMMUNITY SERVICES**

**Report prepared by Neil Coles**

**1. REVIEW OF THE OPERATION OF THE ALLOCATION SCHEME  
2013/14**

**1.1 Issue for Consideration**

- 1.1.1 To note the impact of the implementation of the new Allocation Scheme for nominations to subsidised housing during the first year of operation during 2013/14.

**1.2 Recommendation of the Head of Housing and Community Services**

- 1.2.1 That the Overview and Scrutiny Committee note the contents of the report.

**1.3 Reasons for Recommendation**

**Background**

- 1.3.1 In March 2013, the council implemented a new Allocation Scheme which changed the approach for managing the housing register and nominating applicants for subsidised housing.

**1.3.2 The key changes were:**

- § Replacing the points prioritisation to a banding scheme where applicants are prioritised in date order in each band
- § Creating four housing register bands:
  - § Band A – Community Contribution
  - § Band B – Assistance (Medical and Welfare)
  - § Band C – Reasonable Preference
  - § Band D – Homeless

- § Setting a quota system for advertising properties to each band
- § Providing a greater opportunity for successful bids for those housing register applicants providing a community contribution, e.g. those in employment
- § Removing the link between homelessness and priority
- § Aligning bedroom need with the requirements of the welfare reforms
- § Requiring all applicants to meet local connection and housing need criteria to be able to join (and remain on) the register.

### Housing Need

1.3.3 Following commencement of the new scheme, on 1<sup>st</sup> April 2013 there were 1,120 applicants on the housing register. This compares with 1,288 applicants on the register a year later on 31<sup>st</sup> March 2014. Under the previous Allocation Scheme there were in excess of 3,700 applicants.

1.3.4 Table 1 provides details of comparative housing need data.

Table 1: Housing Need comparison										
Bedroom Need	Housing Register band									
	Band A Community Contribution		Band B Assistance		Band C Reasonable Preference		Band D Homeless		Total	
	01/04/13	31/03/14	01/04/13	31/03/14	01/04/13	31/03/14	01/04/13	31/03/14	01/04/13	31/03/14
1 Bedroom	40	105	24	72	437	517	31	42	532 (48%)	736 (57%)
2 Bedroom	43	127	14	28	226	172	33	20	316 (28%)	347 (27%)
3 Bedroom	28	26	7	14	150	36	10	2	195 (17%)	78 (6%)
4 Bedroom	12	23	1	6	51	56	2	0	66 (6%)	85 (7%)
5+ Bedroom	1	5	0	0	9	35	1	2	11 (1%)	42 (3%)
Total	124 (11%)	286 (22%)	46 (4%)	120 (9%)	873 (78%)	816 (63%)	77 (7%)	66 (5%)	1,120	1,288

1.3.5 The percentage of applicants requiring smaller homes has increased with 84% of applicants requiring one and two bedroom accommodation compared with 76% at 31<sup>st</sup> March 2013 (Table 1).

- 1.3.6 There has also been a significant increase in the number of applicants with a need for 5 or more bedrooms when comparing the position at 1<sup>st</sup> April 2013 and 31<sup>st</sup> March 2014.
- 1.3.7 The Allocation Scheme appears to have been successful in promoting community contribution. The number of households who now fulfill a community contribution (and as a result are banded in Band A) has increased from 124 to 286. At 1<sup>st</sup> April 2014 the proportion of applicants in Band A had doubled to 22% compared with 11% at 31<sup>st</sup> March 2013 (Table 1).
- 1.3.8 The number of applicants qualifying for Band B (Assistance) has more than doubled, with 9% of applicants in Band B as at 31<sup>st</sup> March 2014 (Table 1).
- 1.3.9 The number of applicants within Band D, i.e. those who are homeless and who do not qualify for Bands A or B has reduced from 7% as at 1<sup>st</sup> April 2013 to 5% at 31<sup>st</sup> March 2014 (Table 1). This suggests that the Allocation Scheme is starting to break the link between homelessness and the housing register, however a single year's data cannot be considered to be statistically robust, and several further years data will be required before the true impact of the Allocation Scheme can be measured.
- 1.3.10 The number of applicants on the housing register has increased by 15% during the 12 month period from 1<sup>st</sup> April 2013 to 31<sup>st</sup> March 2014 (Table 1).

#### The Housing Register quota

- 1.3.11 Void properties are advertised through the Kent Homechoice choice based letting web portal, and housing register applicants may bid on up to three properties in every fortnightly bidding cycle. Under the new Allocation Scheme a quota was introduced to limit the number of properties advertised to each band.
- 1.3.12 Table 2 details the operation of the advertising quota.

Table 2: Operation of the banding quota (01 April 2013 – 31 March 2014)			
Housing Register band	Target	Lettings	Actual
Band A – Community Contribution	25%	163	28.1%
Band B - Assistance	5%	61	10.5%
Band C – Reasonable preference	65%	284	49.0%
Band D - Homeless	5%	72	12.4%
Direct lettings	-	38	-



- 1.3.13 During 2013/14 a total of 618 households were provided with homes through the housing register. The quota has operated successfully to restrict the number of adverts placed for applicants in each band to place bids. In addition some properties were let direct (i.e. outside of Kent Homechoice) in agreement with the housing provider, for example where properties were considered to be hard to let.
- 1.3.14 As some adverts are required to be advertised to all bands, for example sheltered housing and rural exception sites, it is not always possible to ensure that the quota meets the target set.
- 1.3.15 Wherever possible any properties that have aids and adaptations, or provide level access and living, are advertised initially to Band B to ensure that applicants who have the need for the aids and adaptations have the ability to place a bid.
- 1.3.16 This helps to ensure that aids and adaptations are utilised and reduces the impact on the public purse resulting from the need to make bespoke adaptations to properties that are less suitable for these applicants. However this also has the effect of skewing the quota, if as was the case during 2013/14 that a high number of adapted properties were advertised as voids.
- 1.3.17 Processes governing adverts have been developed since the scheme became operational and as a result the ongoing monthly performance against the quota targets provides a more responsive approach to balancing the quota.

#### 1.4 Alternative Action and why not Recommended

- 1.4.1 Not applicable

#### 1.5 Impact on Corporate Objectives

- 1.5.1 The Allocation Scheme supports the council's priorities for Maidstone to be a decent place to live, and to have a growing economy.

#### 1.6 Risk Management

- 1.6.1 It was expected that in order to encourage households into employment, training or other community contribution (Band A) limiting the number of property that is advertised to Band D might, in the short term, result in some homeless households waiting longer in temporary accommodation.

1.6.2 It is too early to say whether this has been the case and a review of the data will be carried out after the end of September 2014, this being the end of the second quarter when statistics are collected. However, it has been noted that those applicants appearing in Band A has increased significantly and there has been reduction in the number of applicants in Band D.

## 1.7 Other Implications

### 1.7.1 None

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


## 1.8 Relevant Documents - none

### 1.8.1 Appendices

#### 1.8.2 Appendix 1 – The Allocation Scheme

### 1.8.3 Background Documents - none

<b><u>IS THIS A KEY DECISION REPORT?</u></b>		<b><u>THIS BOX MUST BE COMPLETED</u></b>	
Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
If yes, this is a Key Decision because: .....			
.....			
Wards/Parishes affected: .....			
.....			

## **Allocation Scheme**

Version 1.3  
1<sup>st</sup> April 2013

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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 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 whose 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 Allocation 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 Allocation 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 has specific requirements for an interview, please inform the council when the interview is booked and we will endeavour to meet those requirements.

### 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 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 s166 A (3) of the Housing Act 1996.
- 8.2. The categories for housing need are the following:
  - Homeless - people who are homeless within the meaning of Part 7 of the 1996 Act (including those who are intentionally homeless and those not in priority need)
  - Housing duty - people who are owed a duty by any housing authority under section 190(2), 193(2) or 195(2) of the 1996 Act (or under section 65(2) or 68(2) of the Housing Act 1985) or who are occupying accommodation secured by any housing authority under s.192(3)
  - Unsatisfactory Housing - people occupying insanitary or overcrowded housing or otherwise living in unsatisfactory housing conditions as according to paragraph 19.2 of this document
  - Overcrowding - households which are overcrowded as according to paragraph 19.3 of this document
  - Medical and Welfare - people who need to move on medical or welfare grounds, including grounds relating to disability
  - Hardship - people who need to move to a particular locality in the district of the housing authority, where failure to meet that need would cause hardship (to themselves or others)
- 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 2 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 in paragraph 9.2. 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 2 of the last 5 years but does not currently live within the Borough.
- 9.6. In cases where a section 184 duty is owed, Local Connection requirements will be those contained within the relevant legislation which supersedes those contained within this document.
- 9.7. In exceptional cases, applicants will have felt the need to leave an area where they have a local connection. This is often supported by the police or another external agency. If the Housing Options Team Leader is satisfied with the evidence provided in these cases, the applicant will be accepted onto the housing register.

## 10. Financial Circumstances

- 10.1. In order to access the Housing Register at the point of application, and upon request, 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 material change in circumstances should be reported as a change of circumstances as per paragraph 15.
- 10.3. As subsidised housing is a limited resource, those who have the financial means to rent privately or to buy a property are unlikely to meet the 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. The council will only consider priority payments, such as rent and council tax, when taking debts into account.
- 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 2 years of the application to assess financial circumstances. Where an applicant cannot prove disposal of funds, the council will draw inference.

## Part 3 – Applying to join the Housing Register

### 11. Who can be considered part of an application?

11.1. The only persons who will be considered as part of an applicants' household will be:

- Partner
- Children
- Relatives
- Carers
- Any member of the household who can reasonably be considered residing with the applicant at the time of initial application

11.2. Children

11.2.1. Children must be under 18 years of age and 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 be considered as an additional child for the purpose of assessing 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 subsidised 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. If applicants do not bid in two successive cycles the council will place a bid on any suitable available property and the standard refusal penalties will apply.
- 13.2. The 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 an assessment 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
  - Person aged 16 years or over
  - Two children of the same sex up to the age of 16
  - Two children aged under 10 years regardless of sex
- 14.2. Extra bedrooms may be allocated in exceptional circumstances such as where an overnight carer is required. This must be approved by the Housing Options Team Leader

### **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. This may affect an offer of accommodation
- 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 following a request to do so 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 four bands depending on the housing needs of the application. These bands reflect the reasonable preference criteria set out in the relevant legislation.
- 16.2. The bands are as follows:
- A – Community Contribution
  - B - Assistance
  - C – Reasonable Preference
  - D - Homeless

### 17. Band A- Community Contribution

- 17.1 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 paragraph 17.2
- 17.2 Community Contribution
- 17.2.1 Community contribution will be one of the determining factors as to what band an applicant is placed in. Community contribution is defined by, but not limited to, the following criteria:
- Persons who are members of the Armed Forces or their families (see paragraph 17.7)
  - Persons undertaking charity work
  - Persons in employment
  - Persons who are foster carers or adopters (see paragraph 17.6)
  - Persons providing care (see paragraph 17.3)
- 17.2.2 Community contribution must be supported by evidence as noted in the relevant sections.
- 17.2.3 Applicants must fulfil the community contribution requirements as stated at the point of application in order to enter this band.
- 17.2.4 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.



- 17.2.5 If an applicant believes that they fulfil the community contribution test 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.

### 17.3 Persons Acting as Carers

- 17.3.1 Any applicant in receipt of the Carer's Allowance will qualify as a carer.

### 17.4 Persons Undertaking Charity Work

- 17.4.1 The Council believes that charity work provides a fundamental role in providing community cohesion, and the allocation of housing reflects the importance of this.
- 17.4.2 An applicant will qualify for this if they volunteer for a charity that works in or is based within the borough.
- 17.4.3 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.

### 17.5 Persons in Employment

- 17.5.1 Employment must be for a minimum of 16 hours per week and have a contract of employment for at least 12 months.

### 17.6 Persons who are Foster Carers or Adopters

- 17.6.1 KCC approved adopters and foster carers will fulfil the community contribution qualification. Those who are applying to be a foster carer or adopter will not qualify for community contribution until they have been approved by KCC and provided documentation confirming this.
- 17.6.2 As foster children are not included in bedroom allocation, an applicant who is an approved fosterer can request an additional bedroom to allow them to continue fostering. Applicants in this situation should be aware that they will not receive payments for this room for any period when a foster child does not reside at the property.
- 17.6.3 When an applicant is an approved adopter, they are entitled to request an additional bedroom so as not to prevent them adopting a child. Applicants should be aware that they will not receive benefits or any additional payments for this room for any period when a foster child does not reside at the property.

### 17.7 Persons who are Members of the Armed Forces or their Families

- 17.7.1 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 bypass the local connection and housing need criteria and will automatically have a community contribution.

17.7.2 The criteria 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.

17.7.3 Members of the Reserve Forces qualify for community contribution, but must fulfil the local connection criteria.

## **18. Band B - Assistance**

18.1. This band is for people who require a move based on significant medical or welfare grounds 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.

### **18.2 Medical Grounds**

- 18.2.1 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.
- 18.2.2 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 an NHS medical professional, or an equivalent external agency.
- 18.2.3 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.
- 18.2.4 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.
- 18.2.5 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.

- 18.2.6 The fee for a medical assessment will be £75. This will be reviewed annually by the Housing Services Manager.
- 18.2.7 Following an initial application, 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.

### 18.3 Welfare Grounds

- 18.3.1 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
- 18.3.2 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.
- 18.3.3 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.

## 19. Band C – Reasonable Preference

- 19.1 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.

### 19.2 Hazardous Properties

- 19.2.1 A property will be defined as hazardous by reference to the Housing Health and Safety Rating System (HHSRS) prescribed within The Housing Act 2004 Part I (or any replacement standard) .
- 19.2.2 A property will be considered as being hazardous where an HHSRS assessment identifies:
- i) one or more Category 1 hazards, and where;
  - ii) a member of the applicant's household falls within the vulnerable age group for the hazard/s (as detailed in the relevant guidance), and;

iii) the hazard/s cannot be resolved within a period of 6 months.

- 19.2.3 Properties assessed as containing Category 1 hazards that can be resolved within a period of 6 months will be subject to enforcement action to ameliorate the hazard. 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.

### 19.3 Overcrowding and Under-Occupying

- 19.3.1 A household will be deemed to be overcrowded if, when the bedroom standard in paragraph 14 is applied, the household is lacking one or more bedrooms and is not considered 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 providing bed spaces. This is with the exception of a kitchen/dining/living area.
- 19.3.2 Households who 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.
- 19.3.3 A household will be deemed to be under-occupying if, when the bedroom standard in paragraph 14 is applied, the household exceeds its need by one or more bedrooms

### 19.4 Hardship

- 19.4.1 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, and those who need to move to take up an employment, education or training opportunity.
- 19.4.2 Evidence of this must be provided and the Housing Options Team Leader will assess whether an applicant qualifies in this category.
- 19.4.3 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.

## 20 Band D – Homeless

20.1 This band is for those applicants who are homeless, or to whom a full housing duty has been accepted under The Housing Act 1996 part VII.

- 20.2 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

### 20.3 Homeless applicants

- 20.3.1 This applies to homeless applicants owed a duty under s.193 or s 195 (s) of the Housing Act 1996 (as amended).
- 20.3.2 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.

### 20.4 Intentionally homeless and Non-Priority Need

- 20.4.1 An applicant who has been found intentionally homeless or not in priority need under Housing Act 1996 Part VII will be processed as a 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.

### 20.5 Rough Sleepers

- 20.5.1 Where an applicant who is 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 placed into the Homeless band.

## Part 5 – Allocations

### 21. The Bidding Process

- 21.1. Kent Homechoice is the mechanism that the Council uses to enable 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.
- 21.2. Applicants should familiarise themselves with the website as soon as they are able to.
- 21.3. Properties are advertised on a fortnightly cycle and all applicants have a maximum of three bids to place on properties in each bidding cycle. 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.
- 21.4. 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 been placed. 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.

### 22. Adverts

- 22.1. All adverts placed on the Kent Homechoice website are intended to 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.
- 22.2. 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 Options Team Leader as to whether the property should be withdrawn and re-advertised.

### 23. The Quota

- 23.1. The Council will set a quota to allocate the percentage of properties allocated to each band. This quota will be set at the beginning of every financial year for the following year.
- 23.2. 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 Services Manager and the Strategic Housing Officer. Any recommendation to change the quota, must be approved by the Head of Housing and Community Services and the Cabinet Member

with responsibility for housing.

- 23.3. 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 Assistance band (Band B) first.

## **24. Direct Allocations**

- 24.1. 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.
- 24.2. 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.
- 24.3. In certain cases, the Council may negotiate a reciprocal letting arrangement with another local authority.

## **25. Nominations**

- 25.1. The Council will nominate applicants to a property; however it is at the landlords' discretion as to whether the application is accepted. Acceptance onto the housing register is not a guarantee that an applicant will be suitable for a tenancy.

## **26. Ineligibility for an offer**

- 26.1. At the point of nomination, some applicants may be ineligible for an offer of accommodation. The Council reserves the right to determine an applicant ineligible for an offer of accommodation if it considers the applicant has been guilty of unacceptable behaviour serious enough to make them unsuitable as a tenant. These reasons may include:

Previous rent arrears equivalent to a minimum of 8 weeks rent; where the applicant is unable to evidence that a repayment agreement is in place and is being maintained for a period of 6 months

A history of anti-social behaviour

Inability to verify applicant information due to the failure or omission of an applicant to provide relevant information

- 26.2. A change in the applicants circumstances not previously notified to the council that has a material change on their housing circumstances

## **27. Suitability**

- 27.1. This will apply in the case of direct offers of accommodation, or where an applicant refuses an offer.
- 27.2. Suitability of accommodation will be determined by the following factors:
- Bedroom standard



- HHSRS assessment
- Affordability
- Accessibility for those with mobility issues

27.3. Location will not ordinarily be a factor in suitability unless there are specific concerns relating to an area. In these cases, the Housing Options Team Leader will decide if the offer was suitable or not.

## **28. Refusals**

28.1. Refusals on the grounds of suitability will be assessed by the Housing Options Team Leader based upon the suitability section (paragraph 28) of this document.

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

28.3. The Housing Options Team Leader will also review which band they are placed in upon a refusal.

## **29. Applicants in Prison**

29.1. 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 paragraph 9 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.

29.2. Applicants released from prison will not meet local connection criteria if they have served the relevant amount of time in a prison within the borough.

## **30. High risk Offenders**

30.1. 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.

## **31. National Witness Mobility Scheme (NWMS)**

31.1. 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.

31.2. The scheme enables witnesses to relocate outside their area to a place of safety.

31.3. 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.



- 31.4. The applicant 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.

## **32. Other Accommodation**

- 32.1. There are a number of supported housing projects in Maidstone that are suitable for people with support needs. These include:
- Young people
  - People with mental health needs
  - People with substance misuse needs
  - People with other vulnerabilities
  - People who are homeless
  - Offenders
  - People who require assisted housing
  - Almshouses
- 32.2. 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.
- 32.3. Supported housing projects are often let on a short to medium term basis. Anyone in the last six months of their tenancy in supported accommodation will be defined as having a housing need but must still fulfil the local connection criteria.

## **33. Selection criteria and priorities for supported housing**

- 33.1. 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.
- 33.2. All applicants 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.
- 33.3. 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.
- 33.4. 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.
- 33.5. 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 nominated to that accommodation regardless of their position under the Allocation Scheme.

### **34. Processing applications from older people**

- 34.1. Some accommodation has criteria defined by age which will be in the property advert. Applicants over the age of 60 will be considered for sheltered accommodation only via one of the Council's housing partners. Some housing associations will accept applicants aged 50 plus. Applicants can also bid for designated sheltered accommodation through Kent Homechoice. 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.
- 34.2. Once a bid is placed through Kent Homechoice, the visiting officer from the housing association recommends whether the applicant is suitable for sheltered accommodation or 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.

### **35. Adapted Properties**

- 35.1. Where accommodation has been designed or adapted to provide facilities which are intended specifically for use by a disabled 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 Assistance band (Band B). This might include a wheelchair accessible property 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 applicants to bid for the property who do not need it.

### **36. Local lettings policies**

- 36.1. Local lettings plans are lettings policies which form part of the housing nomination process. They apply to a limited part of the housing stock where the Council has nomination rights and will be determined by site and phase. 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 to tackle issues in an existing locality where there are management problems and the properties have become less desirable. The principles agreed within the Kent Housing Group (Creating Successful Communities in Kent and Medway protocol) will form the basis of local letting plans.
- 36.2. The Council will monitor the impact of any lettings plan.
- 36.3. The Council maintains a standard local lettings plan which will form the basis of all local lettings plans.

- 36.4. In order for the council to meet the aims and priorities as stated in the opening of this document, the Allocation Scheme takes priority over any agreed local lettings plan.
- 36.5. Where the accommodation is subject to a planning agreement or other restrictions, 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. The Council may also consider direct offers for properties subject to a local lettings plan or planning agreements

## **37 Decants**

- 37.1 Decants apply to tenants of Registered Providers only. Where single properties are decanted, e.g. to undertake extensive planned or emergency repairs (where the tenants are required to be moved to temporary accommodation), the landlord will identify temporary accommodation from within their own stock and this will be allocated outside of the Choice Based Letting process. The tenant will return to their home following completion of the repairs.
- 37.2 Where large-scale redevelopment proposals require tenants to decant their homes whilst the properties or a specified area is redeveloped, the relevant RP landlord is required to consult with the Housing Services Manager MBC so that the decant approach can be agreed prior to the redevelopment scheme being confirmed. An appropriate Local Lettings Plan will be drafted that meets the requirements of the landlord, seeks to minimise the impact on the overall availability of vacant homes, and where appropriate enables existing tenants to return to the same area.

## **Glossary**

### **Children**

Children are defined as those under 18 for whom the applicant is legally responsible for.

### **Domestic Abuse**

Domestic abuse is 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.

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 Assistance band (Band B).

### **Family**

For the purposes of this allocation scheme, family will mean immediate family. This will include siblings, parents and children.

### **Hate Crimes**

Hate crimes can be defined as violence/harassment based on an individuals' race, ethnicity, gender or sexual orientation. The harassment may involve physical or verbal intimidation.

Where a case of racial harassment has been established and no other options are available or appropriate, then a managed move may be agreed with a housing association.

### **HHSRS**

The Housing Health and Safety Rating System was established by the Housing Act 2004. It provides for the assessment of 29 health and safety hazards found in housing and a method by which they are rated to identify those hazards that present the greatest risk to occupiers.

### **Crime and Disorder**

Where an applicant is a victim of a serious incident of crime or disorder in their home, the Council's Community Safety Unit will work with them to enable them to stay in their home.

## **Maidstone Borough Council**

### **Community, Leisure Services and Environment Overview & Scrutiny Committee**

**Tuesday 15 July 2014**

#### **Maidstone Families Matter Programme Update**

In preparation for the meeting, while reading the following report you may want to think about:

- What you want to know from the report;
- What questions you would like answered.

Make a note of your questions in the box below.

As you read the report you may think of other questions .

Questions I would like to ask regarding this report:

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**MAIDSTONE BOROUGH COUNCIL**

**COMMUNITY, LEISURE SERVICES AND ENVIRONMENT  
OVERVIEW & SCRUTINY COMMITTEE**

**TUESDAY 15 JULY 2014**

**REPORT OF HEAD OF HOUSING & COMMUNITY SERVICES**

**Report prepared by Ellie Kershaw**

**1. MAIDSTONE FAMILIES MATTER PROGRAMME UPDATE**

**1.1 Issue for Consideration**

- 1.1.1 To consider whether the Maidstone Families Matter Programme should be agreed as a review topic.

**1.2 Recommendation of the Head of Housing and Community Services**

- 1.2.1 That the Committee notes the contents of this report.
- 1.2.2 That the Committee continues to receive progress updates but does not select this as a review topic.

**1.3 Reasons for Recommendation**

- 1.3.1 Maidstone Families Matter is the local project name for the government's Troubled Families programme. Across the country, this programme aims to turn round the lives of 120,000 families with multiple problems including; a family member out of work, poor school attendance or exclusion and anti social behaviour among the under 18's. Kent has been tasked with working with 2560 families by March 2015, with 189 families identified in the Maidstone borough area.
- 1.3.2 Currently 180 families have been accepted on to the programme in Maidstone. These families were nominated by a range of partners including schools, the Community Safety Team, Community Wardens and Social Services. Of these families, 44 are currently working with a Family Intervention Project (FIP) worker who offers intensive support to the family for up to approximately 12 months, helping them identify barriers and learn new methods of coping with issues that arise.
- 1.3.3 The programme is fully funded by KCC, including the Programme Manager's post until 31 March 2015. KCC receive up to £4,000 per

family, part as an upfront attachment fee and part as a results based payment. The way this is split is shown below.

Year	% of payment offered as upfront attachment fee	% of payment offered as a results-based payment in arrears
2012/13	80%	20%
2013/14	60%	40%
2014/15	40%	60%

1.3.4 Across Kent 172 claims have been made to government for people getting back to work, and 583 for improvements in school attendance and anti social behaviour. Of those claims 73 were made by Maidstone, equating to 38% of the families on the Maidstone Families Matter programme. As a proportion of families, this is the second highest in the county.

1.3.5 The government is currently deciding what the programme will look like from 2015/16 onwards. What funding will be available and how KCC will distribute this should be known in November 2014.

1.3.6 Progress on the project is reported locally to the project sponsor, Zena Cooke, and has been reported to a project board consisting of county and district Members. The project board is currently under review.

Progress against the overall Kent programme is the responsibility of KCC, who run regular reports on the data to allow PBR claims to be made when the family reaches the criteria. KCC reports progress to DCLG.

#### 1.4 Alternative Action and why not Recommended

1.4.1 The Committee could choose to take Maidstone Families Matter as a review topic. However, while work is ongoing with the families it is unlikely that this would be a valuable exercise. It should also be noted that much of the information for a review would need to be gathered from KCC officers and not MBC.

#### 1.5 Impact on Corporate Objectives

1.5.1 The Maidstone Families Matter programme impacts on all corporate objectives.

#### 1.6 Other Implications

1.6.1

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

x
x

1.6.2 Funding for the project is provided by KCC.

1.6.3 The Community Safety Unit is a key partner in the project, as one of the criteria for the families we work with is anti social behaviour.

<b><u>IS THIS A KEY DECISION REPORT?</u></b>	<b><u>THIS BOX MUST BE COMPLETED</u></b>
Yes <input style="width: 50px; height: 20px; border: 1px solid black;" type="checkbox"/>	No <input style="width: 50px; height: 20px; border: 1px solid black;" type="checkbox"/> X
If yes, this is a Key Decision because: ..... .....	
Wards/Parishes affected: ..... .....	



## **Maidstone Borough Council**

### **Community, Leisure Services and Environment Overview & Scrutiny Committee**

**Tuesday 15 July 2014**

#### **Financial Inclusion and Capability**

In preparation for the meeting, while reading the following report you may want to think about:

- What you want to know from the report;
- What questions you would like answered.

Make a note of your questions in the box below.

As you read the report you may think of other questions .

Questions I would like to ask regarding this report:

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**MAIDSTONE BOROUGH COUNCIL**

**COMMUNITY, LEISURE SERVICES AND ENVIRONMENT  
OVERVIEW & SCRUTINY COMMITTEE**

**TUESDAY 15 JULY 2014**

**REPORT OF HEAD OF HOUSING & COMMUNITY SERVICES**

**Report prepared by Ellie Kershaw**

**1. FINANCIAL INCLUSION AND CAPABILITY**

**1.1 Issue for Consideration**

- 1.1.1 To decide whether the Committee should take Financial Inclusion as a review topic.

**1.2 Recommendation of the Head of Housing and Community Services**

- 1.2.1 That the Committee notes the contents of this report

- 1.2.2 That the Committee receives regular updates on the work, and feeds in ideas and projects to take forward, but does not take this as a review topic due to the work only having started in February 2014.

**1.3 Reasons for Recommendation**

- 1.3.1 Due to a number of factors, including welfare reform and the general economic climate, more people are finding it harder to cope financially. It was therefore decided that the Council would look into carrying out work with partners to increase the financial inclusion and capability of our residents.

- 1.3.2 There are a number of services available to residents of the borough to assist them in financial matters, but these are disparate, and there is no central resource to show what is available. It was therefore agreed that the best way forward was a borough wide forum made up of public, private and voluntary and community sector partners. The forum has now met twice, and has proved a popular move with over 25 organisations having joined us, including national organisations such as StepChange and Cabot Financial, all of whom are interested in finding ways we can work together to help people manage.

- 1.3.3 As well as the Forum, which is designed to be strategic, working groups have been established to carry out projects, some of which will

be suggested by the Forum and others which will be a result of research carried out by the Council. For example, in July we have arranged a seminar for frontline workers to find out about the wide variety of financial assistance that is available to their customers and how they can go about accessing it. 100 people have signed up to attend this. We would also welcome any suggestions from Members on this topic.

- 1.3.4 The existing Energy Efficiency Officer has now expanded her remit to cover other areas of household expenditure and will be carrying out projects that include working with foodbanks, eating on a budget and digital inclusion.

#### 1.4 Alternative Action and why not Recommended

- 1.4.1 The Committee could choose to include Financial Inclusion in its review topics; however, due to the work having been started quite recently it would be prudent to wait and see what comes of the new partnerships before starting a review.

#### 1.5 Impact on Corporate Objectives

- 1.5.1 This work stream impacts on all corporate priorities.

#### 1.6 Other Implications

There are no other implications that impact on this report.

##### 1.6.1

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


**IS THIS A KEY DECISION REPORT?**

**THIS BOX MUST BE COMPLETED**

Yes

☐

No

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If yes, this is a Key Decision because: .....

.....

Wards/Parishes affected: .....

.....

## **Maidstone Borough Council**

### **Community, Leisure Services and Environment Overview & Scrutiny Committee**

**Tuesday 15 July 2014**

#### **Cabinet Member for Community and Leisure Services and Cabinet Member for Environment**

#### **Priorities for the Municipal Year 2014 - 15**

In preparation for the meeting, while reading the following report you may want to think about:

- What you want to know from the report;
- What questions you would like answered.

Make a note of your questions in the box below.

As you read the report you may think of other questions .

Questions I would like to ask regarding this report:

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-

## **Maidstone Borough Council**

### **Community, Leisure Services & Environment Overview & Scrutiny Committee**

**Tuesday 15 July 2014**

#### **Cabinet Member for Community and Leisure Services and Cabinet Member for Environment Priorities for the Municipal Year 2014 - 15**

**Report of:** Tessa Mallett, Overview & Scrutiny Officer

#### **1. Introduction**

- 1.1 The Cabinet Member for Community and Leisure Services and Cabinet Member for Environment's portfolios have been aligned to this Committee's terms of reference.

#### **2. Recommendation**

- 2.1 The Committee are advised to consider the verbal updates from the Cabinet Member for Community and Leisure Services and Cabinet Member for Environment on their priorities for the 2014-15 Municipal Year. Outlines of these priorities are attached as **Appendix A**.
- 2.2 The Committee should focus its questioning on the areas listed below to ensure its future work programme and review topics are reflective of, and can be aligned to, key decisions and priority pieces of work being undertaken during the year ahead. Many of these will feature in the list of forthcoming decisions:
  - Major pieces of work being undertaken by departments within each Cabinet Member's portfolio areas (see **Appendix B – OSC Terms of Reference**);
  - Their personal priorities for the year;
  - Key decisions; and
  - Pre-Decision scrutiny.

#### **3. Reasons for Recommendation**

- 3.1 The Community, Leisure Services & Environment Overview and Scrutiny Committee are responsible for holding the Cabinet Member for Community and Leisure Services and the Cabinet Member for Environment to account.
- 3.2 The areas of responsibility for the Cabinet Member for Community and Leisure Services and the Cabinet Member for Environment are detailed at **Appendix B**.

- 3.4 The Committee may find their responsibilities cross over with other Scrutiny Committees. The Committee should focus primarily on its terms of reference but can make recommendations to the appropriate Overview and Scrutiny Committee or the Scrutiny Co-ordinating Committee should a piece of work be highlighted that falls outside its jurisdiction.

#### **4. Impact on Corporate Objectives**

- 4.1 The Committee will primarily consider reports that deliver against the Council priority: '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 supporting the delivery of the Council's priorities. Actions to deliver these key objectives may therefore include work the Committee will consider throughout the coming year.

Cllr John Perry

**Cabinet Member for Community & Leisure Services - Priorities for 2014/15**

The priorities for 2014/15 have been identified as follows:-	
Parish Liaison	<ul style="list-style-type: none"> <li>• Parish Charter refresh</li> <li>• Parish Volunteering Policy</li> <li>• Relationship with Parishes</li> </ul> <p>The relationship with Parishes will be high priority and will be addressed through the following actions:</p> <ul style="list-style-type: none"> <li>- Establish a programme to visit as many Parish Councils as possible.</li> <li>- Request evidence supporting Parishes' views on housing numbers and housing allocations.</li> <li>- Attend all meetings of the Maidstone Branch of the Kent Association of Local Councils (KALC).</li> <li>- Meet with Joint Parishes Group to discuss issues of concern and evidence to support housing targets and housing allocations.</li> <li>- Refresh the Parish Charter. This is well underway and discussions have already taken place with representatives from KALC.</li> </ul> <p>The aim of the above will be to build on the work already undertaken. The objective will be to ensure that there is a balance between urban and rural areas and to reassure rural areas that they are being fairly treated.</p>
Health Inequalities Action Plan	<p><b>Adults and Older People (incl. people with disabilities)</b></p> <ul style="list-style-type: none"> <li>• Dementia Friendly Communities</li> <li>• Digital inclusion</li> <li>• Fuel poverty</li> <li>• Hoarding</li> </ul> <p><b>Young People (incl. people with disabilities)</b></p>



Cllr John Perry

**Cabinet Member for Community & Leisure Services - Priorities for 2014/15**

	<ul style="list-style-type: none"> <li>• Young NEETS (Not in Employment, Education or Training)</li> <li>• Young Carers</li> <li>• Mental Health (self harm)</li> </ul>
<b>Safer Maidstone Partnership Priorities</b>	<ul style="list-style-type: none"> <li>• Anti-social behaviour</li> <li>• Reducing Re-offending</li> <li>• Road Safety (Killed or Seriously Injured)</li> <li>• Substance Misuse</li> <li>• Violent Crime: Domestic Abuse</li> <li>• Violent Crime: Night Time Economy</li> </ul>
<b>Supporting Disadvantaged Communities</b>	<ul style="list-style-type: none"> <li>• Maidstone Families Matter (Troubled Families)</li> <li>• Financial Inclusion</li> </ul>
<b>Parks and Leisure</b>	<p>Activities in this area include, inter alia, the following:</p> <ul style="list-style-type: none"> <li>• Mote Park</li> <li>• Maidstone Leisure Centre managed through Maidstone Leisure Trust and SERCO</li> <li>• Events and sports bookings</li> <li>• Parks and Open Spaces</li> <li>• Play Areas; there are 69 Play Areas. Oversee play area improvement programme</li> <li>• Allotments –managed through Maidstone Allotment Management Committee</li> <li>• Trees and Tree Inspection which covers all MBC trees in the Borough</li> <li>• Cobtree Manor Estate</li> </ul>

It is noted that there is some cross over to other Portfolios, most notable being Economic and Commercial Development.

Note from Cllr Marion Ring

Community & Leisure Services Overview & Scrutiny Committee – 15<sup>th</sup> July 2014

<p><b>Waste and Street Scene</b></p>	<ul style="list-style-type: none"> <li>• Work towards the 60% recycling target: <ul style="list-style-type: none"> <li>- Information for residents – bin lid stickers</li> <li>- Improvement of bulky collection services to enable greater reuse and recycling of unwanted items</li> <li>- Improvement to recycling services for those living in apartments or flats to include weekly food waste collections</li> </ul> </li> <li>• Find a new way to measure local street scene standards including the use of Ward Walks</li> <li>• Introduce mobile technology to enable customer street cleansing requests to be dealt with quickly and efficiently by frontline operatives</li> <li>• Provide new uniform for frontline street cleansing and grounds maintenance staff</li> </ul>
<p><b>Bereavement Services</b></p>	<ul style="list-style-type: none"> <li>• Implementation of the five year business plan to improve the quality and range of services</li> <li>• Trailing a café and florist at the crematorium</li> </ul>
<p><b>Environmental Enforcement</b></p>	<ul style="list-style-type: none"> <li>• Improved outcomes on fly-tipping</li> <li>• Reductions in fly tipping. Increased Enforcement action against fly capture 2014</li> <li>• Improved outcomes on dog fouling</li> <li>• Increased penalty notices and prosecutions of offenders and reduce the numbers of strays</li> <li>• Take steps towards a great place</li> </ul>

**Note from Cllr Marion Ring**

**Community & Leisure Services Overview & Scrutiny Committee – 15<sup>th</sup> July 2014**

	<ul style="list-style-type: none"> <li>An annual plan setting out some strategic targets and obstacles to overcome to manage the perception that Maidstone is a Great Place to live (environmentally)</li> </ul>
<b>Flooding</b>	<ul style="list-style-type: none"> <li>Hold a workshop to share the lessons learned from the winter floods and set out plans for the future</li> </ul>
<b>Maidstone town centre Community Toilet Scheme</b>	<ul style="list-style-type: none"> <li>Review of the scheme to see if it is still working and providing value for money</li> </ul>
<b>Licensing</b>	<ul style="list-style-type: none"> <li>Implementing the action plan that was agreed following the Local Government Association's peer review.</li> <li>This will include a review and recommendations on powers delegated to the Licensing Committees and officers</li> <li>Actioning the recommendation to reduce from two Committees for Licensing to one</li> </ul>
<b>Environmental Health</b>	<ul style="list-style-type: none"> <li>Ensuring the new MKIP shared service continues to provide an excellent service to businesses and residents in Maidstone.</li> <li>Developing the performance indicators and work programme to enable this to be delivered and measured</li> <li>Drafting a new Low Emission Strategy, which will contribute towards the overall carbon reduction in Maidstone, for your adoption by March 2015</li> </ul>
<b>Housing</b>	<ul style="list-style-type: none"> <li>Improving access to a range of housing and reducing the need for families to be placed into temporary accommodation</li> <li>Adopting the new Homelessness Strategy by</li> </ul>

**Note from Cllr Marion Ring**

**Community & Leisure Services Overview & Scrutiny Committee – 15<sup>th</sup> July 2014**

	<p>August 2015</p> <ul style="list-style-type: none"><li>• The Affordable Housing Supplementary Planning Document is commenced and released for consultation by March 2015</li><li>• The review of the Housing Strategy commences January 2015</li><li>• The council's new emergency placement accommodation and recently purchased apartments are ready for use and begin to provide homes for applicants on our housing register</li><li>• The actions identified by the Business</li></ul>
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## Overview and Scrutiny Committee Terms of Reference

<b>Strategic Leadership and Corporate Services</b> Leader; and Cabinet Member for Corporate Services	<b>Community, Leisure Services and Environment</b> Cabinet Member for Community and Leisure Services; & Cabinet Member for Environment
<ul style="list-style-type: none"> <li>• Reviewing performance and ensuring appropriate action is identified and executed to remedy performance issues</li> <li>• Asset Management</li> <li>• Communications</li> <li>• Human Resources</li> <li>• Business Transformation and the Corporate Improvement Programme</li> <li>• Equalities</li> <li>• Democratic services</li> <li>• Scrutinising standards of governance and conduct are achieved throughout the business of the Council</li> <li>• Customer service</li> <li>• Corporate finance including regular budget monitoring</li> <li>• Information Technology including scrutiny of the shared service</li> <li>• Council Tax and Housing Benefit including the Revenues and Benefits Shared Service</li> <li>• Mid Kent Improvement Partnership</li> <li>• Democratic Services including electoral services and member services</li> <li>• Procurement, Property Services and Facilities Management</li> </ul>	<ul style="list-style-type: none"> <li>• Housing</li> <li>• Community Development</li> <li>• Community Safety (To act as the Crime and Disorder Reduction Partnership OSC twice a year)</li> <li>• Safety In Action</li> <li>• Voluntary and Community Sectors</li> <li>• Health</li> <li>• Parks, open spaces and allotments including grounds maintenance</li> <li>• Leisure activities including sporting and recreational based activities and including services provided via the Maidstone Leisure Centre</li> <li>• Community engagement</li> <li>• Allocation and monitoring of grants</li> <li>• Air Quality</li> <li>• Contaminated Land</li> <li>• Water</li> <li>• Climate change</li> <li>• Licensing</li> <li>• Carbon Management</li> <li>• Local Biodiversity</li> <li>• Waste minimisation, recycling and collection</li> <li>• Cleansing services</li> <li>• Environmental Health services</li> <li>• Bereavement i.e. services provided from the cemetery and crematorium</li> <li>• Capital projects and programmes relevant to the portfolio</li> <li>• Cobtree Golf Course</li> <li>• Climate Change</li> </ul>
<b>Planning, Transport and Development</b> Cabinet Member for Planning, Transport and Development	<b>Economic and Commercial Development</b> Cabinet Member for Economic and Commercial Development
<ul style="list-style-type: none"> <li>• The Council's contribution to securing sustainable construction with respect to development in the borough.</li> <li>• Spatial planning including the Local Development Framework and other spatial planning documents including Development Plan Documents, Development Management policies and development briefs</li> <li>• Transport and Infrastructure (including Highways, Parking, Park and Ride and Public Transport)</li> <li>• Development Management including planning enforcement and land charges</li> <li>• Landscape and Conservation</li> <li>• Building Control</li> </ul>	<ul style="list-style-type: none"> <li>• Economic Development and Regeneration</li> <li>• Commercial Services Development</li> <li>• The Visitor Economy including the Hazlitt Arts Centre, Maidstone museums, tourism, the Kent Conference Bureau and Maidstone market.</li> <li>• Capital projects and programmes relevant to the portfolio including regeneration and public realm improvement schemes</li> <li>• Events and venues</li> </ul>

# Agenda Item 12

## **Maidstone Borough Council**

### **Community, Leisure Services and Environment Overview & Scrutiny Committee**

**Tuesday 15 July 2014**

#### **Future Work Programme 2014-15**

In preparation for the meeting, while reading the following report you may want to think about:

- What you want to know from the report;
- What questions you would like answered.

Make a note of your questions in the box below.

As you read the report you may think of other questions .

Questions I would like to ask regarding this report:

- 
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## **Maidstone Borough Council**

### **Community, Leisure Services and Environment Overview and Scrutiny Committee**

**Tuesday 15 July 2014**

#### **Future Work Programme update**

**Report of:** Tessa Mallett, Overview and Scrutiny Officer

#### **1. Introduction**

- 1.1 To consider the Committee's future work programme (FWP).
- 1.2 To consider the information update given by the Chairman.

#### **2. Recommendation**

- 2.1 That the Committee considers the draft future work programme, attached at **Appendix A**. Items on the draft programme were agreed at the FWP Workshop held on 17 June 2014. As agreed with Committee at the workshop, items have been timetabled by the Chair and Vice Chair of the Committee and are for the Committee to approve.
- 2.2 That the Committee considers the sections of the List of Forthcoming Decisions relevant to the Committee at **Appendix B** and whether these are items requiring further investigation or monitoring.
- 2.3 That the Committee considers its continuous professional development needs and recommends possible training or development sessions it would like to undertake.

#### **3 Future Work Programme**

- 3.1 At the FWP Workshop on 17 June members agreed the topics they wanted programmed in for the 2014-15 Municipal Year. The topic suggestions were made by members of the public, Parish Councils, officers and local press. Committee asked to be updated on the decisions for all topic suggestions not included in the FWP. The update can be found on the last page of the draft Future Work Programme at **Appendix A**.
- 3.2 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 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 of the Committee or Sub-Committee. On receipt of such a request the proper officer will ensure that it is included on the next available agenda, the Member must attend the meeting and speak on the item put forward.'

#### **4 List of Forthcoming Decisions**

- 4.1 The List of Forthcoming Decisions (**Appendix B**) is a live document containing all key and non-key decisions.
- 4.2 Due to the nature of the List of Forthcoming Decisions, and to ensure the information provided to the Committee is up to date, a verbal update will be given at the meeting by the Chairman. The Committee can view the live document online at:  
<http://meetings.maidstone.gov.uk/mgListPlans.aspx?RPId=443&RD=0>

#### **6. Impact on Corporate Objectives**

- 6.1 The Committee will consider reports that deliver against the following Council priorities:
- 'For Maidstone to have a growing economy' and 'For Maidstone to be a decent place to live'.
- 6.2 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.



**Community, Leisure Services & Environment Overview and Scrutiny Committee Work Programme 2014-15**

Meeting date	Agenda topics	Notes
17 June 2014	<ul style="list-style-type: none"> <li>Election of Chair and Vice Chair</li> <li>Future Work Programme for 2014/15 and SCRAIP updates</li> </ul>	
15 July 2014	<ul style="list-style-type: none"> <li><b>Cabinet Member Priorities</b></li> <li><b>Review of Allocations Scheme</b></li> <li><b>Initial reports on:</b> <ul style="list-style-type: none"> <li>Financial Inclusion update</li> <li>Troubled Families Project</li> </ul> </li> </ul>	<p>Cllrs Ring and Perry Neil Cole</p> <p>Ellie Kershaw</p>
12 August 2014	<ul style="list-style-type: none"> <li><b>Health and Wellbeing Board</b> <ul style="list-style-type: none"> <li>How is it working for Maidstone?</li> </ul> </li> <li><b>Adults and Older People Review – the way forward possibly looking at:</b> <ul style="list-style-type: none"> <li>Hoarding</li> <li>Dementia</li> <li>Fuel poverty</li> <li>Digital inclusion</li> <li>Self-care</li> <li>Age appropriate housing</li> </ul> </li> </ul>	<p>Interviews with Bob Bowes and Alison Broom</p> <p>Decide working party at July meeting. Working party to have separate meeting to look at a report on:</p> <ul style="list-style-type: none"> <li>National situation</li> <li>MBC % of older people</li> <li>How % older people population is impacting on MBC.</li> </ul>
9 September 2014	<ul style="list-style-type: none"> <li><b>Empty Homes Strategy</b></li> <li><b>Private Rented sector update</b></li> <li><b>Child and Adolescent Mental Health Service Provision</b></li> <li><b>Update on recommendations from Accessing Mental Health Before the Point of Crisis</b></li> <li><b>Adult and Older People Review working party update</b></li> </ul>	<p>Neil Cole Neil Cole Invite KCC CAMH Commission lead Sarah Shearsmith/Sarah Robson</p>
14 October 2014	<ul style="list-style-type: none"> <li><b>Acting as the Crime &amp; Disorder Overview and Scrutiny Committee</b> <ul style="list-style-type: none"> <li>Street population</li> <li>Road safety update</li> <li>Night time economy – violent crime</li> </ul> </li> </ul>	<p>John Littlemore Sarah Robson/Neil Cole</p>
11 November 2014	<ul style="list-style-type: none"> <li><b>Impact of the Welfare Reforms – initial report – follow up reports if required</b></li> <li><b>Maternity Services in the Borough – are they working?</b></li> </ul>	<p>Steve McGinnis to lead</p> <p>Interview with NHS rep</p>
9 December 2014	<ul style="list-style-type: none"> <li><b>Adults and Older People Review – update from working party</b></li> <li><b>Young Carers</b> <ul style="list-style-type: none"> <li>How do we identify them?</li> <li>What is the impact on the carer?</li> </ul> </li> </ul>	<p>Report from Sarah Robson</p>

Meeting date	Agenda topics	Notes
13 January 2015	<ul style="list-style-type: none"> <li>Annual refresh of the Health inequalities Action Plan</li> </ul>	Sarah Robson Committee to see refresh of action plan and then decide if they want to look at a specific part in more detail
10 February 2015	<ul style="list-style-type: none"> <li>MBC Affordable Housing Development programme</li> </ul>	Andrew Connors
10 March 2015	<ul style="list-style-type: none"> <li>Review of MKIP Shared Environmental Health Service</li> <li>Housing Strategy Review</li> </ul>	John Littlemore/Cllr Ring Neil Cole
14 April 2015	<ul style="list-style-type: none"> <li>Acting as the Crime &amp; Disorder Overview and Scrutiny Committee</li> <li></li> </ul>	Sarah Robson John Littlemore

FWP subject suggestions referred to Cabinet Members by Committee at the workshop and included in Cabinet member Priorities for 2014-15	Topics that were put under the heading of Overview of Healthcare reviews – and what's happening going forward:		FWP subject suggestions referred to other committees
<p>Cabinet Member – Environment &amp; Housing</p> <ul style="list-style-type: none"> <li>Waste Strategy (Commercial Opportunity)</li> <li>Crematorium Business Plan including bereavement services</li> <li>Flooding Review workshop – before September 2014</li> <li>Maidstone Community Toilet scheme               <ul style="list-style-type: none"> <li>Access to info</li> <li>Access to facilities</li> </ul> </li> <li>How we assess our environmental standards</li> </ul> <p>Cabinet Member – Community &amp; Leisure Services</p> <ul style="list-style-type: none"> <li>Improving relationships with parish councils</li> </ul>	<ul style="list-style-type: none"> <li>SCRAIP from Accessing Mental health Services Before the Point of Crisis</li> <li>Annual Refresh of Health Inequalities Action Plan</li> <li>Addressing the needs of an aging population – now changed to Adult and Older People services</li> <li>Child and adolescent Mental Health Services</li> <li>Toilet scheme</li> <li>Reviewing a particular part of the Health Inequalities Action Plan</li> <li>Health and Wellbeing Boards</li> </ul>	<ul style="list-style-type: none"> <li>Report coming to September meeting</li> <li>Report coming to January meeting</li> <li>Working party to look at initial report of overall picture before agreeing scope</li> <li>On agenda for September to invite witness</li> <li>On Cabinet Member priorities</li> <li>Looking at refresh before deciding what part to review</li> <li>Invite witnesses to 12 August meeting</li> </ul>	<ul style="list-style-type: none"> <li>Air pollution and noise – Cllr Grigg to take to Cabinet Member for PT&amp;D OSC</li> <li>Gypsy and Traveller sites – PT&amp;D OSC</li> <li>Using SMART model across the borough – PT&amp;D OSC</li> <li>Promoting cycling, walking and public transport – PT&amp;D OSC</li> <li>Night Time Economy – also to be covered by E&amp;CD OSC</li> </ul>

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## Rejected topics:

- Mobile Phone services

List of Forthcoming Decisions



# LIST OF FORTHCOMING DECISIONS

## 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:

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- (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.

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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 [committeeservices@maidstone.gov.uk](mailto:committeeservices@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](http://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](http://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?



**Councillor Annabelle Blackmore**

Leader of the Council

[annabelleblackmore@maidstone.gov.uk](mailto:annabelleblackmore@maidstone.gov.uk)

Tel: 01622 833299



**Councillor David Burton**

Cabinet Member for Planning, Transport and Development

[davidburton@maidstone.gov.uk](mailto:davidburton@maidstone.gov.uk)

Tel: 07590 229910



**Councillor Malcolm Greer**

Cabinet Member for Economic and Commercial Development (also Deputy Leader)

[malcolmgreer@maidstone.gov.uk](mailto:malcolmgreer@maidstone.gov.uk)

Tel: 01634 862876



**Councillor Marion Ring**

Cabinet Member for Environment

[marionring@maidstone.gov.uk](mailto:marionring@maidstone.gov.uk)

Tel: 01622 686492



**Councillor Steve McLoughlin**

Cabinet Member for Corporate Services

[stevemcloughlin@maidstone.gov.uk](mailto:stevemcloughlin@maidstone.gov.uk)

Tel: 07711 565489



**Councillor John Perry**

Cabinet Member for Community and Leisure Services

[johnperry@maidstone.gov.uk](mailto:johnperry@maidstone.gov.uk)


Tel: 07770 734741

<b><i>Decision Maker and Date of When Decision is Due to be Made:</i></b>	<b><i>Title of Report and Brief Summary:</i></b>	<b><i>Key Decision and reason (if applicable):</i></b>	<b><i>Contact Officer:</i></b>	<b><i>Public or Private (if Private the reason why)</i></b>	<b><i>Documents to be submitted (other relevant documents may be submitted)</i></b>
<b>Cabinet Member for Economic and Commercial Development</b>  Due Date: Friday 18 Jul 2014  61	Maidstone Museums' Collections Development Policy 2013 - 2018  To consider the approval of a revised Collections Development Policy for the Council's museums	KEY Reason: Policies, Plans, Strategies	Dawn Hudd <a href="mailto:dawnhudd@maidstone.gov.uk">dawnhudd@maidstone.gov.uk</a>	Public	Maidstone Museums' Collections Development Policy 2013-2018 Maidstone Museums' Collections Development Policy 2013-2018
<b>Council</b>  Due Date: Wednesday 23 Jul 2014	Overview and Scrutiny Annual Report 2013-14  2013-14 Annual Report for the Overview and Scrutiny Committees		Tessa Mallett <a href="mailto:tessamallett@maidstone.gov.uk">tessamallett@maidstone.gov.uk</a>	Public	Overview and Scrutiny Annual Report 2013-14

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)
<b>Cabinet Member for Corporate Services</b>  Due Date: Friday 25 Jul 2014	Council Tax, Business Rates and Housing Benefits Overpayments write offs  Approval of write offs for irrecoverable debts of Council Tax, Business Rates and Housing Benefit Overpayments		Stephen McGinnes <a href="mailto:stephenmcginnes@maidstone.gov.uk">stephenmcginnes@maidstone.gov.uk</a>	Public	Council Tax, Business Rates and Housing Benefits Overpayments write offs
<del>C</del> <b>abinet Member for Corporate Services</b>  Due Date: Friday 25 Jul 2014	Discretionary Housing Payment  Future policy for the award of discretionary housing payments.		Stephen McGinnes <a href="mailto:stephenmcginnes@maidstone.gov.uk">stephenmcginnes@maidstone.gov.uk</a>	Public	Discretionary Housing Payment




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)
<b>Cabinet Member for Planning, Transport and Development</b>  Due Date: Friday 25 Jul 2014  63	Coxheath Neighbourhood Plan  Coxheath Parish Council's neighbourhood plan has been published by MBC for formal public consultation in accordance with Reg.16 of the Neighbourhood Planning Regulations 2012.	KEY Reason: Affects more than 1 ward	Rob Jarman, Head of Planning and Development <a href="mailto:Robjarman@maidstone.gov.uk">Robjarman@maidstone.gov.uk</a>	Public	Coxheath Neighbourhood Plan
<b>Leader of the Council</b>  Due Date: Friday 25 Jul 2014	Data Quality Policy Review 2013  Review of council's data quality policy	KEY Reason: changes to policy	Clare Wood <a href="mailto:clarewood@maidstone.gov.uk">clarewood@maidstone.gov.uk</a>	Public	Data Quality Policy Review 2013 Data Quality Policy Review 2013

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<b>Cabinet Member for Community and Leisure Services</b>  Due Date: Friday 1 Aug 2014	Homelessness Strategy 2014-19  Adoption of a new Homelessness Strategy.	KEY Reason: Affects more than 1 ward	John Littlemore, Head of Housing & Community Services <a href="mailto:johnlittlemore@maidstone.gov.uk">johnlittlemore@maidstone.gov.uk</a>	Public	Homelessness Review - January 2014 Homelessness Strategy 2014-19 Appendix 1: Draft Homelessness Strategy 2014-19
 <b>Cabinet</b>  Due Date: Wednesday 13 Aug 2014	Budget Monitoring - 1st Quarter 2014/15  Revenue and Capital budget monitoring update		Paul Riley, Head of Finance & Customer Services <a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a>	Public	Budget Monitoring - 1st Quarter 2014/15
<b>Leader of the Council</b>  Due Date: Before Friday 29 Aug 2014	Equality Objective Update 2013/14  Update on progress towards equality objectives		Angela Woodhouse, Head of Policy and Communications <a href="mailto:angelawoodhouse@maidstone.gov.uk">angelawoodhouse@maidstone.gov.uk</a>	Public	Equality Objective Update 2013/14

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<b>Cabinet Member for Corporate Services</b>  Due Date: Friday 12 Sep 2014  65	Bankruptcy Policy for Council Tax and Business Rates Debt  The approach to be adopted by the council in collecting unpaid council tax and business rates through the use of bankruptcy proceedings.	KEY Reason: Policies, Plans, Strategies	Stephen McGinnes <a href="mailto:stephenmcginnes@maidstone.gov.uk">stephenmcginnes@maidstone.gov.uk</a>	Public	Bankruptcy Policy for Council Tax and Business Rates Debt
<b>Audit Committee</b>  Due Date: Monday 15 Sep 2014	External Auditor's Audit Findings Report 2013/14  External Auditor's Audit Findings Report 2013/14		Paul Riley, Head of Finance & Customer Services <a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a>	Public	External Auditor's Audit Findings Report 2013/14

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<b>Cabinet Member for Corporate Services</b>  Due Date: Friday 26 Sep 2014	Lease of Giddyhorn Lane Tennis Courts  Lease renewal to Maidstone Lawn Tennis Club of the tennis courts at Giddyhorn Lane Playing Fields		Lucy Stroud <a href="mailto:lucystroud@maidstone.gov.uk">lucystroud@maidstone.gov.uk</a>	Private because of commercially sensitive information.	Lease of Giddyhorn Lane Tennis Courts
<b>Cabinet</b>  Due Date: Wednesday 12 Nov 2014	Budget Monitoring 2nd Quarter 2014/15  Revenue and Capital budget monitoring update		Paul Riley, Head of Finance & Customer Services <a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a>	Public	Budget Monitoring 2nd Quarter 2014/15
<b>Cabinet</b>  Due Date: Wednesday 12 Nov 2014	Council Tax 2015 16 Collection Fund Adjustments  To agree the levels of Collection Fund adjustment	KEY Reason: Budget Reports	Paul Riley, Head of Finance & Customer Services <a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a>	Public	Council Tax 2015 16 Collection Fund Adjustments

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<b>Cabinet</b>  Due Date: Wednesday 12 Nov 2014	Council Tax Tax Base 2015 16  To advise Members of the information currently available on the Tax Base for 2015 16 for Council Tax purposes.		Paul Riley, Head of Finance & Customer Services <a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a>	Public	Council Tax Tax Base 2015 16
<b>Audit Committee</b>  Due Date: Monday 24 Nov 2014	Treasury Management Strategy Mid Year Performance 2014 15  This report sets out the activities of the Treasury Management Function for 2014 15 financial year in accordance with CIPFA's Code of Practice on Treasury Management issued in November 2009.		Paul Riley, Head of Finance & Customer Services <a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a>	Public	Treasury Management Strategy Mid Year Performance 2014 15

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)
<b>Audit Committee</b>  Due Date: Monday 24 Nov 2014	Treasury Management Strategy 2015 16  To consider future Treasury Management Strategy for 2015 16		Paul Riley, Head of Finance & Customer Services <a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a>	Public	Treasury Management Strategy 2015 16
<b>Cabinet</b>  Due Date: Wednesday 17 Dec 2014	Budget Strategy 2015 16 Onwards  To agree a draft Council Tax and Budget Strategy for 2015 16 Onwards	KEY Reason: Budget Reports	Paul Riley, Head of Finance & Customer Services <a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a>	Public	Budget Strategy 2015 16 Onwards

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><b>Cabinet</b></p> <p>Due Date: Wednesday 17 Dec 2014</p> <p>69</p>	<p>Budget Strategy 2015 16 Fees &amp; Charges</p> <p>To consider the appropriate level of fees and charges for 2015 16 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</p> <p>Reason: Fees &amp; Charges</p>	<p>Paul Riley, Head of Finance &amp; Customer Services</p> <p><a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Budget Strategy 2015 16 Fees &amp; Charges</p>

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)
<b>Cabinet</b>  Due Date: Wednesday 11 Feb 2015	Budget Strategy 2015 16 Onwards  Agree proposed General Fund revenue and capital estimates for 2015 16 and revised figures for 2014 15 in accordance with the Budget Strategy and Medium Term Financial and Capital Strategies and Projections, and the consequent level of Council Tax for submission to Council.	KEY Reason: Expenditure > £250,000	Paul Riley, Head of Finance & Customer Services <a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a>	Public	Budget Strategy 2015 16 Onwards



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<b>Cabinet</b> Due Date: Wednesday 11 Feb 2015  <div style="text-align: center;">71</div>	Budget Monitoring 3rd Quarter 2014/15  Revenue and capital budget monitoring update		Paul Riley, Head of Finance & Customer Services <a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a>	Public	Budget Monitoring 3rd Quarter 2014/15

<b>Decision Maker and Date of When Decision is Due to be Made:</b>	<b>Title of Report and Brief Summary:</b>	<b>Key Decision and reason (if applicable):</b>	<b>Contact Officer:</b>	<b>Public or Private <i>(if Private the reason why)</i></b>	<b>Documents to be submitted (<i>other relevant documents may be submitted</i>)</b>
<b>Cabinet</b> Due Date: Wednesday 11 Feb 2015          72	Treasury Management Strategy 2015 16  Review Treasury Management for 2014 15 and consider future Treasury Management Strategy for 2015 16. This will include Prudential Borrowing limits and a proposed Approved Investment Strategy. These matters will be submitted to Council.	KEY Reason: Expenditure > £250,000	Paul Riley, Head of Finance & Customer Services <a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a>	Public	Treasury Management Strategy 2015 16
<b>Council</b> Due Date: Wednesday 25 Feb 2015	Strategic Plan 2015/2020  This document sets out what the council wants to achieve and how it will be achieved.	KEY Reason: Policy Framework Document	Angela Woodhouse, Head of Policy and Communications <a href="mailto:angelawoodhouse@maidstone.gov.uk">angelawoodhouse@maidstone.gov.uk</a>	Public	Strategic Plan 2015/2020