

A meeting of the **CABINET** will be held in the **CIVIC SUITE, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, PE29 3TN** on **THURSDAY, 23 JANUARY 2014** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

## **APOLOGIES**

  
**Contact  
(01480)**

**1. MINUTES** (Pages 1 - 4)

To approve as a correct record the Minutes of the meeting of the Cabinet held on 12<sup>th</sup> December 2013.

**Mrs H J Taylor  
388008**

**2. MEMBERS' INTERESTS**

To receive from Members declarations as to disclosable pecuniary, non-disclosable pecuniary or non pecuniary interests in relation to any Agenda item. See Notes below.

**3. RENEWAL OF GREAT FEN PROJECT COLLABORATION AGREEMENT** (Pages 5 - 10)

To consider a report by Assistant Director, Environment, Growth and Planning seeking approval to renew the Great Fen Project Collaboration Agreement for a further 5 year period.

**S Ingram  
388400**

**4. RECONNECTIONS POLICY FOR HOMELESSNESS PEOPLE WITH NO LOCAL CONNECTION** (Pages 11 - 20)

To consider and comment on a Reconnections Policy for the District Council.

**Mrs J Barber  
388105**

**5. DISCHARGING A HOMELESSNESS DUTY THROUGH THE PRIVATE RENTED SECTOR** (Pages 21 - 30)

To receive a report from the Head of Customer Services on Discharging a Homelessness Duty through the Private Rented Sector.

**J Collen  
388220**

**6. STREET NAMING AND NUMBERING - IMPLEMENTATION OF CHARGES** (Pages 31 - 38)

To consider a report from the Head of Environmental Management.

**C Allen  
388380**

**7. SAFETY ADVISORY GROUP** (Pages 39 - 42)

To receive the report of the Safety Advisory Group held on 27<sup>th</sup>

**A Jerrom**

November 2013.

388009

## 8. PAY REVIEW FRAMEWORK

To consider a report by the Managing Director – to follow.

Ms J Lancaster  
388300

Dated this 15 day of January 2014



Head of Paid Service

### Notes

#### 1. Disclosable Pecuniary Interests

(1) *Members are required to declare any disclosable pecuniary interests and unless you have obtained dispensation, cannot discuss or vote on the matter at the meeting and must also leave the room whilst the matter is being debated or voted on.*

(2) *A Member has a disclosable pecuniary interest if it -*

*(a) relates to you, or*

*(b) is an interest of -*

*(i) your spouse or civil partner; or*

*(ii) a person with whom you are living as husband and wife; or*

*(iii) a person with whom you are living as if you were civil partners*

*and you are aware that the other person has the interest.*

(3) *Disclosable pecuniary interests includes -*

*(a) any employment or profession carried out for profit or gain;*

*(b) any financial benefit received by the Member in respect of expenses incurred carrying out his or her duties as a Member (except from the Council);*

*(c) any current contracts with the Council;*

*(d) any beneficial interest in land/property within the Council's area;*

*(e) any licence for a month or longer to occupy land in the Council's area;*

*(f) any tenancy where the Council is landlord and the Member (or person in (2)(b) above) has a beneficial interest; or*

*(g) a beneficial interest (above the specified level) in the shares of any body which has a place of business or land in the Council's area.*

#### Other Interests

(4) *If a Member has a non-disclosable pecuniary interest or a non-pecuniary interest then you are required to declare that interest, but may remain to discuss and vote.*

(5) *A Member has a non-disclosable pecuniary interest or a non-pecuniary interest where -*

- (a) a decision in relation to the business being considered might reasonably be regarded as affecting the well-being or financial standing of you or a member of your family or a person with whom you have a close association to a greater extent than it would affect the majority of the council tax payers, rate payers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the authority's administrative area, or
- (b) it relates to or is likely to affect any of the descriptions referred to above, but in respect of a member of your family (other than specified in (2)(b) above) or a person with whom you have a close association

and that interest is not a disclosable pecuniary interest.

## **2. Filming, Photography and Recording at Council Meetings**

The District Council supports the principles of openness and transparency in its decision making and permits filming, recording and the taking of photographs at its meetings that are open to the public. It also welcomes the use of social networking and micro-blogging websites (such as Twitter and Facebook) to communicate with people about what is happening at meetings. Arrangements for these activities should operate in accordance with guidelines agreed by the Council and available via the following link - [filming, photography-and-recording-at-council-meetings.pdf](#) or on request from the Democratic Services Team. The Council understands that some members of the public attending its meetings may not wish to be filmed. The Chairman of the meeting will facilitate this preference by ensuring that any such request not to be recorded is respected.

**Please contact Mrs H Taylor, Senior Democratic Services Officer, Tel No. 01480 388008/e-mail Helen.Taylor@huntingdonshire.gov.uk /e-mail: if you have a general query on any Agenda Item, wish to tender your apologies for absence from the meeting, or would like information on any decision taken by the Cabinet.**

**Specific enquiries with regard to items on the Agenda should be directed towards the Contact Officer.**

**Members of the public are welcome to attend this meeting as observers except during consideration of confidential or exempt items of business.**

Agenda and enclosures can be viewed on the District Council's website – [www.huntingdonshire.gov.uk](http://www.huntingdonshire.gov.uk) (under Councils and Democracy).

If you would like a translation of Agenda/Minutes/Reports or would like a large text version or an audio version please contact the Democratic Services Manager and we will try to accommodate your needs.

***Emergency Procedure***

*In the event of the fire alarm being sounded and on the instruction of the Meeting Administrator, all attendees are requested to vacate the building via the closest emergency exit.*

## HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the CABINET held in the Civic Suite, Pathfinder House, St Mary's Street, Huntingdon, PE29 3TN on Thursday, 12 December 2013.

PRESENT: Councillor J D Ablewhite – Chairman.

Councillors B S Chapman, J A Gray,  
N J Guyatt, R B Howe, T D Sanderson and  
D M Tysoe.

### **53. MINUTES**

The Minutes of the meeting of the Cabinet held on 21<sup>st</sup> November were approved as a correct record and signed by the Chairman.

### **54. MEMBERS' INTERESTS**

No declarations were received.

### **55. BUDGET UPDATE**

Consideration was given to a report by the Assistant Director, Finance and Resources (a copy of which is appended in the Minute Book) setting out the draft budget for 2014/2015 and the Medium Term Plan (MTP) for the period 2014 – 2019.

An addendum to the report was also circulated outlining the impact on revenue savings of the Government's announcement in the Autumn Statement that the pooling of the New Homes Bonus would now only apply to authorities within the London Local Enterprise Partnership. Executive Councillors were advised that despite this announcement, the Council would still need to achieve savings of £3.6m by 2018/19. In that respect, the Cabinet reiterated that the Facing the Future process would continue and remained an important element of the savings programme.

With regard to the proposed variations within the Base Budget, attention was drawn to those items identified as an extra cost or reduced income. With reference to the charge for second green bins, Members were informed that the income target did not reflect the revenue savings anticipated from reusing returned bins. Members referred to the cost of providing wheeled bins to new properties. Executive Councillors were reminded that the Developer Contributions SPD 2011 required new housing development to make a contribution towards the provision of residential wheeled bins. Having been advised that this only applied to new housing applications received after January 2013, the Cabinet were of the view that the cost of providing any new bin should be recouped from either the developer or house owner.

In relation to the targeted savings, the Cabinet revisited the decision not to provide grants to Town and Parish Councils to offset the

implications of the Government's Local Council Tax Support Scheme on their precepts. In that respect, Executive Councillors commented on the importance of all levels of authorities making efficiencies and referred again to the concept of localism.

Members' attention was drawn to the conclusions reached by the Overview and Scrutiny Panel (Economic Well-Being). In that respect, the Cabinet confirmed that provision would need to be made in the Medium Term Plan for costs arising from the potential redevelopment of Wyton Airfield over the period 2014/2017 and that the outcome of the pay review and senior management review would be reflected in the final budget report to Council in February 2014, the Cabinet

RESOLVED

- (a) that the contents of the report now submitted be noted; and
- (b) that the draft Medium Term Plan be recommended to Council as a basis for the development of the 2014/2015 budget and the revised Medium Term Plan 2015/2019.

#### **56. TREASURY MANAGEMENT REVIEW OF PERFORMANCE**

A report by the Assistant Director, Finance and Resources was submitted (a copy of which is appended in the Minute Book) which reviewed the respective levels of performance achieved during April to September 2013 by external fund managers in the matter of investment of the Council's Capital Receipts.

Having received the views of the Overview and Scrutiny Panel (Economic Well-Being), the Cabinet

RESOLVED

that Council be recommended to note the contents of the report.

#### **57. NATIONAL NON DOMESTIC RATING - CHANGES TO DISCRETIONARY POLICY**

By way of a report by the Head of Customer Services (a copy of which is appended in the Minute Book) the Cabinet were acquainted with an initiative by the Government to encourage local authorities to provide rate relief on newly built and unoccupied non domestic properties for up to 18 months after they are completed, from 1<sup>st</sup> October 2013 until 30<sup>th</sup> September 2016.

Having received the views of the Overview and Scrutiny Panel (Economic Well-Being) and in noting that the Government would reimburse billing authorities for the cost of providing the exemption, the Cabinet

RESOLVED

that the Head of Customer Services be authorised to award 100% discretionary rate relief to qualifying newly built non domestic properties completed from 1st October 2013 to 30th September 2016, for a maximum period of up to 18 months.

Chairman

This page is intentionally left blank



Public\*

Key Decision - No\*

\* Delete as applicable

## HUNTINGDONSHIRE DISTRICT COUNCIL

<b>Title/Subject Matter:</b>	Renewal of Great Fen Project Collaboration Agreement
<b>Meeting/Date:</b>	Overview & Scrutiny (Env Well Being) – 14 <sup>th</sup> January 2014 Cabinet – 23 <sup>rd</sup> January 2014
<b>Executive Portfolio:</b>	Strategic Planning & Housing
<b>Report by:</b>	Assistant Director Environment, Growth and Planning
<b>Ward(s) affected:</b>	Ramsey, Sawtry, Stilton, Yaxley and Farcet, Upwood & The Raveleys

---

### Executive Summary:

The Great Fen Project is a strategic landscape scale restoration project of national and international importance.

The Project is rapidly becoming much more of a reality 'on the ground' as positive changes are now happening - and it is considered that the next stages in its delivery will be fundamental in terms of maximising its local economic development potential.

The current Project Collaboration Agreement, which dates from 2009, is time limited and it is due for renewal before March 2014.

The Council is one of the five core Project Partners (in association with the Environment Agency, the Middle Level Commissioners, Natural England and the Wildlife Trust).

Whilst we have the ability to consider all our options at this point in time it is generally recognised that the Great Fen Project is now positively moving forward and delivering benefits for the people of Huntingdonshire. Whilst we could consider reducing our support it is considered important that the Council continues to be an active Project partner in order that we can sustain our essential inputs into the formulation and on-going delivery of the project. In that way we can continue to ensure that an appropriate emphasis is placed upon the delivery of tangible economic, social and environmental benefits.

The Project Partners all financially support the delivery of the project (HDC via both a contribution of £20k pa and by utilising appropriate Officer time) and the approved Council budget and MTP already includes provision for this to continue.

### Recommendation(s):

That the Cabinet approves the renewal of the Great Fen Project Collaboration Agreement for a further 5 year period.

This page is intentionally left blank

## **1. WHAT IS THIS REPORT ABOUT/PURPOSE?**

- 1.1 The current Great Fen Project Collaboration Agreement, which dates from 2009, is time limited - and therefore it now needs to be renewed before the current agreement expires in March 2014.

## **2. WHY IS THIS REPORT NECESSARY/BACKGROUND**

- 2.1 The Great Fen Project is a landscape scale restoration project of growing national and international repute. The Council is one of the five core Project Partners (in association with the Environment Agency, the Middle Level Commissioners, Natural England and the Wildlife Trust).
- 2.2 The positive impacts of the Project are now becoming much more of a reality 'on the ground' and its economic benefits are starting to be realised. It is considered that the next key stages in its planned delivery, which will include the main visitor facilities, will be fundamental in terms of maximising its local economic development potential.
- 2.3 However this requirement to renew the collaboration agreement gives the Council the opportunity to appropriately consider its ongoing role and whether it wants to continue to be an active Project partner.

## **3. OPTIONS CONSIDERED/ANALYSIS**

- 3.1 The Council now has the opportunity to consider the basis of its on-going support for the Great Fen Project. We could consider reducing our commitment to, and level of participation in, the Project but it is considered that undertaking such a course of action would have clear negative consequences for the future wellbeing of the District.
- 3.2 The Council's active involvement and its positive and pro-active contributions to the on-going delivery of the Great Fen Project allow us to appropriately influence the form of, and shape the delivery of, the project. This allows the Council to look to effectively utilise the projects assets and direct its proposals in order to help us deliver our defined corporate economic, social and environmental aims. It is considered that currently we are deriving good value from our contributions.

## **4. COMMENTS OF OVERVIEW & SCRUTINY PANEL**

- 4.1 The Overview and Scrutiny Panel (Environmental Well-Being) discussed the benefits the Great Fen Project delivers for the District. The District Council's interest principally is in the economic benefits it will bring to the area whilst the other Partners focus on other factors. It was concluded that these benefits considerably exceed the Council's contribution. The District Council's funding is matched by the four other founding partners and is used to develop the project. This includes funding the Great Fen Project Manager's post and staging ad hoc promotional/educational events. It is hoped that other "observing partners" will become funders of the project.
- 4.2 Members were also satisfied with the role of the Steering Group in governing the work of the Project and, in particular, the budget monitoring it undertakes on a quarterly basis.
- 4.3 It is likely that the main visitor centre will be developed during the life of the new Agreement. This will require the technical expertise of planning and other

officers. It is proposed that the centre will be owned by the Wildlife Trust, so there will be no financial risk to the Council in respect of that development.

- 4.4 As the next five years are going to be critical to the further development of the project, the Panel has unanimously supported the renewal of the Great Fen Project Collaboration Agreement. Given that the visitor centre and the Council's economic ambitions will become more established in this period, it will be appropriate for the Council to review its commitment to the project when the new Agreement expires.
- 4.5 The Panel will continue to have a role in monitoring how the Project develops in the future.

**5. KEY IMPACTS/RISKS?  
HOW WILL THEY BE ADDRESSED?**

- 5.1 It is considered that the Great Fen Project will continue to become much more of a reality over the next 5 years – with it being anticipated that the Projects main visitor centre and other key facilities will be delivered within that projected time period.
- 5.2 If the Council was not to be as actively involved in shaping the development of the project then our ability to positively direct and appropriately influence that delivery would be diminished. The Project would continue to be delivered but there would be obvious risks in relation to its future community focus.

**6. WHAT ACTIONS WILL BE TAKEN/TIMETABLE FOR IMPLEMENTATION**

- 6.1 The Assistant Director Environment, Growth and Planning will be liaising with the Head of Legal and Democratic Services in order to finalise the renewal of the collaboration agreement within the applicable timescale.

**7. LINK TO THE LEADERSHIP DIRECTION**

- 7.1 The continued successful delivery of the Great Fen Project is a key element of our committed growth strategy. The on-going successful delivery of the project will significantly contribute to sustainable local economic growth within the wider Ramsey area, support continued farm diversification and the development of new business opportunities; it will continue to support local community and educational initiatives; and it will also help us meet our environmental objectives. Fundamentally the Great Fen Project will increasingly become one of the strategic 'green lungs' that help us meet the needs of our growing population.

**8. CONSULTATION**

- 8.1 All of the Project Partners are currently undertaking similar collaboration agreement renewal processes.

**9. LEGAL IMPLICATIONS**

*(Comments from the Head of Legal & Democratic Services)*

- 9.1 The Council has the necessary legal authority to enter in to the proposed agreement renewal process.

**10. RESOURCE IMPLICATIONS**

*(Comments from the Assistant Director, Finance & Resources)*

10.1 The Project Partners financially support the delivery of the project (HDC via both a contribution of £20k pa and appropriate Officer time) and the approved Council budget and MTP include provision for this to continue.

**11. REASONS FOR THE RECOMMENDED DECISIONS**

11.1 It is considered that this upcoming time period will be crucial for the successful delivery of the Great Fen Project.

11.2 It is considered imperative that HDC maintains its role as an active partner in order that we can ensure that the Project continues to help us positively deliver our corporate aims.

**BACKGROUND PAPERS**

Report to Cabinet – Great Fen Project Governance July 2009  
Existing Great Fen Project Collaboration Agreement 2009

**CONTACT OFFICER**

Steve Ingram, Assistant Director Environment, Growth and Planning  
Tel No. 01480 388400

This page is intentionally left blank

**Public**  
**Key Decision - Yes**

## HUNTINGDONSHIRE DISTRICT COUNCIL

**Title/Subject Matter:** Reconnections Policy For Homeless People With No Local Connection

**Meeting/Date:** O & S Panel (Social Well-Being) - 7 January 2014  
Cabinet - 23 January 2014

**Executive Portfolio:** Customer Services: Cllr B. Chapman

**Report by:** Head Of Customer Services

**Ward(s) affected:** All

---

### **Executive Summary:**

Rough sleeping is the most visible form of homelessness and the Government's 'No Second Night Out' policy aims to address the issue of rough sleeping across the country. The Council is committed to addressing all forms of homelessness within the district including rough sleeping where this occurs.

Huntingdonshire tends not to have a significant issue with rough sleeping but is part of the Cambridge sub region group of authorities some of which have higher numbers of people sleeping rough. The group of authorities (which for this purpose includes Peterborough City) have been awarded funding to address the issues of single homeless people and rough sleeping. Cambridge City, as the area with the most significant rough sleeping issues, is the lead authority in this particular partnership.

One of the issues that Cambridgeshire, and in particular Cambridge City, faces is that a proportion of the individuals that end up rough sleeping do not originate from the area and are attracted to the county from other areas of the country and even other areas of Europe. All of the authorities in the partnership recognise that as part of the role we all play in preventing homelessness reconnecting rough sleepers to the area where they have a local connection is most likely to provide the best outcome for their situation. Most authorities already undertake this type of preventative work through the powers contained with the homelessness legislation and this policy formalises this process across all the partners within this initiative.

This report explains the policy and how the Council will use these powers.

### **Recommendation(s):**

That Cabinet approve this policy for adoption.

This page is intentionally left blank



**1. WHAT IS THIS REPORT ABOUT/PURPOSE?**

- 1.1 The purpose of this report is to explain how the Council will use powers contained within the Housing Act 1996 relating to the prevention of homelessness, to reconnect homeless people with the area where they have a local connection.

**2. WHY IS THIS REPORT NECESSARY/BACKGROUND**

- 2.1 This report is necessary to approve the policy which explains how the Council may use these powers.

**3. OPTIONS CONSIDERED/ANALYSIS**

- 3.1 The Council recognises that homeless people at risk of rough sleeping are more likely to have a positive outcome to their situation in an area where they have a local connection, through previously formed support networks with family and friends, or purely through a better knowledge of that area as a result of previously living there.
- 3.2 The reconnection of rough sleepers with the area where they have a local connection is therefore considered the most appropriate option to consider to resolve their situation.

**4. COMMENTS OF OVERVIEW AND SCRUTINY PANEL**

- 4.1 The Overview and Scrutiny Panel (Social Well-Being) has received assurances that vulnerable individuals, for example, those who are victims of domestic violence, will not be reconnected against their interests. Officers will verify individuals' level of risk with the appropriate authority. Having been advised that the policy formalises practices already employed by the Council through its homeless prevention work, Members have endorsed the content of the policy for adoption by the Cabinet.

**5. KEY IMPACTS/RISKS?  
HOW WILL THEY BE ADDRESSED?**

- 5.1 The key impact of this policy will be to reduce the instances of rough sleeping in the area, particularly by vulnerable people with no connection, and more than likely no support networks, in the area.

**6. WHAT ACTIONS WILL BE TAKEN/TIMETABLE FOR IMPLEMENTATION**

- 6.1 The policy will be implemented as soon as it is approved.

**7. LINK TO THE LEADERSHIP DIRECTION**

- 7.1 This policy links directly to the theme of improving the quality of life in Huntingdonshire by contributing to a low level of homelessness.

**8. CONSULTATION**

- 8.1 There is no requirement for the Council to consult on the implementation of this policy.

**9. LEGAL IMPLICATIONS**

*(Comments from the Head of Legal & Democratic Services)*

- 9.1 The Head of Customer Services has delegated authority to exercise the Council's powers and duties to homeless households who satisfy the criteria laid down in the Housing Act 1996. This policy makes use of certain powers available to the Council within the Act.

**10. RESOURCE IMPLICATIONS**

*(Comments from the Assistant Director, Finance & Resources)*

- 10.1 It is anticipated that there will be no additional resource implications associated with the implementation of this policy. Any costs associated with reconnections will be paid for from the Council's Homelessness Prevention budget. This budget already covers these types of costs where they are felt to be appropriate in contributing to the prevention of homelessness.

**11. OTHER IMPLICATIONS**

*(Equalities, environment, ICT, etc)*

- 11.1 There are no other implications

**12. REASONS FOR THE RECOMMENDED DECISIONS**

*(Summary leading to the Recommendations)*

- 12.1 The policy aims to assist homeless individuals and help provide solutions to address their rough sleeping. Although the Council may have no 'duty' to assist single homeless people directly with housing this policy will help address the needs of some of the most vulnerable people within our communities by reconnecting them with an area, agencies and possibly family and friends who will be best placed to assist them with the issues that led to their homelessness.

- 12.2 It is therefore recommended that Cabinet approve this policy for adoption.

**13. LIST OF APPENDICES INCLUDED**

Appendix 1 – Reconnections Policy For Homeless People With No Local Connection

**BACKGROUND PAPERS**

Vision to end rough sleeping: No Second Night Out nationwide - DCLG July 2011

**CONTACT OFFICER**

Jon Collen, Housing Needs & Resources Manager  
Tel No. 01480 388220

# **Reconnections Policy For Homeless People With No Local Connection**

**January 2014**

- 1.1 This document sets out the reconnections policy that will be applied when any local authority in the sub region is attempting to assist a homeless person. It sets out the essential definitions and says to whom the policy applies, and within what context it applies. It explains the relationship between the reconnections policy and other national and local policies and initiatives and it explains why this is the right approach.
- 1.2 This policy outlines our broad approach, but it does not explain in detail how the reconnection process will work. That is the subject of the reconnection procedure which can be found at [Appendix Two](#).
- 1.3 This document will be formally reviewed periodically, and no less often than annually.

## 2. Definitions

- 2.1 In the context of this policy, 'sleeping rough' means sleeping out of doors or sleeping in unsuitable or insecure accommodation because the individual has no accommodation they can occupy in any local authority area in the [sub-region](#).
- 2.2 In the context of this policy, 'reconnection' means the process by which a person who is sleeping rough in the sub-region, and who has no 'local connection' to the sub-region, is helped to secure suitable accommodation either in a local authority area where there is a local connection or else in some other location where they will not need to sleep rough.
- 2.3 The concept of a local connection is derived from [section 199 of the Part 7 of the Housing Act 1996](#). (However, this policy does **not** concern individuals to whom any of the sub regional Councils may owe a housing duty under the Act. This policy applies to people the Councils have no duty toward, or would be unlikely to have a duty toward were they to make a homelessness application under the Act).
- 2.4 Section 199 defines local connection in broad terms. [Section 4 of Annex 18](#) the Homelessness Guide for Local Authorities goes on to further define local connection, as agreed between local authorities. This reconnections policy bases its definition of local connection on that section 4. That definition is set out in [Appendix One](#).
- 2.5 This policy has been developed in line with the government strategy document [Vision for ending rough sleeping: No Second Night Out nationwide](#), and the guidance document [Effective Action to End Homelessness](#). It is intended to support and complement the plan to introduce a 'sub regional single homelessness service' for single homeless people who do have a local connection to the Cambridge sub-region.
- 2.6 The Cambridge sub-regional cluster of local authorities comprises of the following:

Cambridge City Council  
South Cambridgeshire District Council  
East Cambridgeshire District Council  
Huntingdonshire District Council  
West Suffolk District Council  
Peterborough City Council  
Fenland District Council

## 3. The purpose of the reconnection policy

- 3.1 All of the partner authorities in the sub-region are committed to providing the best possible service to homeless people, including single homeless people not in priority need. One element of this commitment is a pledge to deal effectively with, and ultimately to end, rough sleeping. This approach is summed up in the four principles of 'No Second Night Out':
1. No one new to the streets should spend a second night out;
  2. No one should make his or her home on the streets;
  3. No one should return to the streets once they have been helped off of them; and
  4. Ultimately, no one should arrive on the streets.
- 3.2 The Council's commitment extends to those people without a local connection to the sub-region. However, the sub-region does not have the capability to provide a proper level of service to everyone, from whatever location, who presents as a rough sleeper. Neither would an offer of services to all-comers be desirable: The No Second Night Out approach recognises that the best option for most rough sleepers is reconnection to a place where they can gain accommodation and benefit from pre-existing social, family, statutory or voluntary networks. It also recognises that it is in the interests of new rough sleepers that this reconnection is made before a person begins to develop habits associated with a street-based lifestyle.
- 3.3 There is also some evidence that the ready and open availability of good street homeless services may itself attract to a district people who will use such services.
- 3.4 This policy therefore intends to ensure that non-locally connected are quickly assessed and quickly returned to their local district. Services to people without a local connection will therefore be limited to what is necessary to achieve this end.
- 3.5 Single homeless people who have a local connection, but do not have a priority need may access services through the Single Homeless Service project to prevent rough sleeping. This policy does not apply to those individuals.

#### 4. Key principles of the policy.

- 4.1 It is not acceptable for people to sleep rough anywhere within the sub-region.
- 4.2 All new rough sleepers will be quickly assessed.
- 4.3 New rough sleepers without a connection to the sub regional group will have access to local housing services limited to the time it will take to make the assessment and arrange a suitable reconnection with the receiving authority or agency.
- 4.4 Individuals refusing a suitable arranged reconnection may be denied further access to housing and related support services in the sub-region. **NB. This will not apply to arrangements made under severe weather provision.**
- 4.5 Any person returning to rough sleeping in the sub-region within 28 days of an arranged reconnection will not be reassessed and will not be permitted access to services (subject to the same exception as in paragraph 4.4).
- 4.6 Anyone returning to rough sleeping in the sub-region more than 28 days after an arranged reconnection will be reassessed from first principals.

## **Appendix One: Who is locally connected (or may be treated as if they are locally connected)?**

Under this policy, a local connection to the sub-region is gained in the following ways:

### **1. RESIDENCE**

A PERSON IS NORMALLY RESIDENT WITHIN ANY OF THE DISTRICTS IN THE SUB-REGION.

'NORMAL RESIDENCE' IS DEFINED AS HAVING BEEN RESIDENT FOR SIX OF THE PAST 12 MONTHS, OR THREE OF THE PAST 5 YEARS. RESIDENCE NEED NOT HAVE BEEN CONTINUOUS.

**NB.** A period spent rough sleeping will not qualify as 'residence' for the purpose of establishing a local connection.

### **2. EMPLOYMENT**

A person has stable employment (i.e. not of a short-term or a casual nature) within the sub-region.

### **3. Family associations**

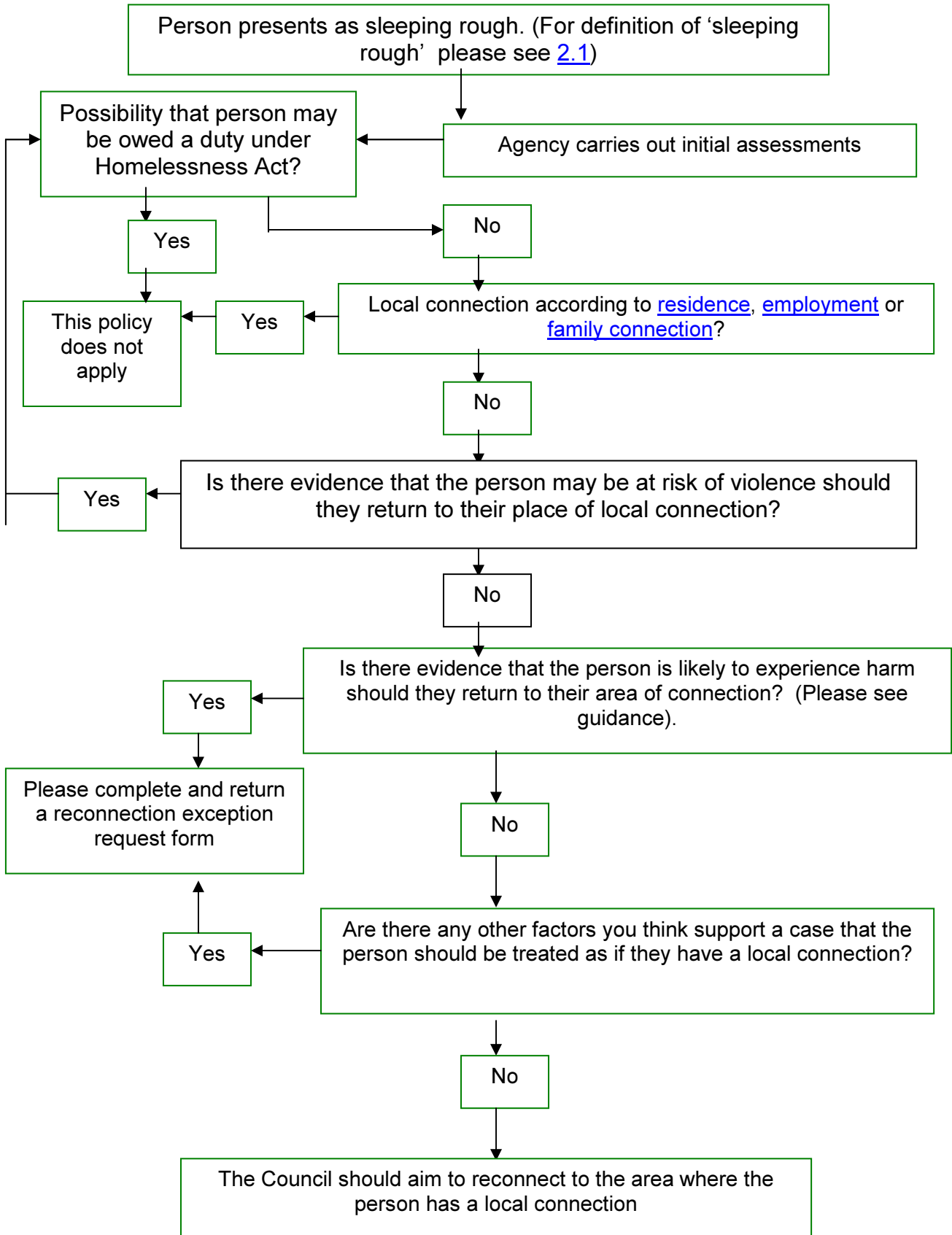
A PERSON HAS A PARENT, AN ADULT CHILD OR AN ADULT SIBLING WHO HAS BEEN RESIDENT IN THE DISTRICT FOR AT LEAST 5 YEARS. A QUALIFYING SIBLING OR CHILD MUST HAVE BEEN AN ADULT FOR THAT 5 YEAR PERIOD.

### **4. RISK OF HARM AND OTHER CONSIDERATIONS**

A person without a local connection may be treated as if they have a local connection as follows:

- (i) There is evidence that a person is at risk of harm should they return to the place where they have a local connection *and* there is no other district to which they are locally connected except that district where they are at risk.
- (ii) There is evidence that a person needs to remain in the sub-region for reasons of their welfare.

## Appendix 2: Reconnection Procedure Overview



This page is intentionally left blank



**Public**  
**Key Decision - Yes**

## HUNTINGDONSHIRE DISTRICT COUNCIL

**Title/Subject Matter:** Discharging A Homelessness Duty Through The Private Rented Sector

**Meeting/Date:** O & S Panel (Social Well-Being) - 7 January 2014  
Cabinet - 23 January 2014

**Executive Portfolio:** Customer Services: Cllr B. Chapman

**Report by:** Head Of Customer Services

**Ward(s) affected:** All

---

### **Executive Summary:**

The Localism Act 2011 amended the 1996 Housing Act and further statutory regulations have also been produced. These provide a new power that allows a local housing authority to end the main homeless duty owed to a household through an offer of private rented sector accommodation. Previously the applicant's agreement was required to bring the Council's duty to an end through a private rented sector offer.

The revised regulations require that the Council take a number of matters into account in determining the suitability of accommodation and as long as these are satisfied the duty owed to an applicant may be ended without the applicant's agreement. This allows the Council to make greater use of the private rented accommodation in the district to house households accepted as statutorily homeless. Where a household refuses an offer of suitable private rented sector accommodation the Council may end the full homelessness duty.

This report explains the policy and how the Council will use these powers.

### **Recommendation(s):**

That Cabinet approve this policy for adoption.

This page is intentionally left blank

## **1. WHAT IS THIS REPORT ABOUT/PURPOSE?**

- 1.1 The purpose of this report is to explain the powers, introduced through the Localism Act 2011 and subsequent regulations, which allow the Council to end its 'duty' to a household accepted as homeless by making an offer of suitable private rented sector accommodation.
- 1.2 The Council already helps a significant number of households threatened with homelessness into private rented sector properties as part of its homelessness prevention measures. This work is carried out prior to the Council accepting a legal 'duty' to house and tends to be more successful where a household is willing to consider a private rented property as an option for avoiding their actual homelessness. This policy (at appendix A) explains how the Council may use the 'powers' available to it to help a household into a private rented sector property after a full housing duty has been accepted under the homelessness legislation.

## **2. WHY IS THIS REPORT NECESSARY/BACKGROUND**

- 2.1 This report is necessary to approve the policy which explains how the Council may use these powers.

## **3. OPTIONS CONSIDERED/ANALYSIS**

- 3.1 The Council recognises that the number of private rented sector properties that are likely to be available to offer to households accepted as homeless is unlikely to meet the demand from all eligible applicants. Therefore the decision to offer private rented sector accommodation will be considered on a case by case basis whenever a suitable property can be identified.

## **4. COMMENTS OF OVERVIEW AND SCRUTINY PANEL**

- 4.1 The Overview and Scrutiny Panel (Social Well-Being) recommends that the policy is adopted. While the policy will provide the Council an opportunity to fulfil its homelessness duty through the offer of suitable private rented sector accommodation, it is recognised that it is not likely to be frequently used. Members support the fact that Regulations contain criteria that will ensure accommodation is suitable, safe and reasonable.

## **5. KEY IMPACTS/RISKS? HOW WILL THEY BE ADDRESSED?**

- 5.1 The impact of this policy is twofold:
- i) That it may help alleviate some of the demand for social rented in the district by helping some households accepted as homeless into private rented sector accommodation; and
  - ii) That it may help reduce the number of households having to be placed in temporary accommodation whilst awaiting an offer of social rented housing.
- 5.2 The risks associated with this policy revolve around the resourcing of the work required to verify that any identified private rented sector property meets the requirements of the legislation and regulations. As it is unlikely that there will be a significant number of properties that require this verification process it is anticipated that this will be carried out within existing resources. Members will receive a further report making the business case if a higher number of private

rented sector offers become available than expected which require a greater resource input.

## **6. WHAT ACTIONS WILL BE TAKEN/TIMETABLE FOR IMPLEMENTATION**

- 6.1 The policy will be implemented as soon as it is approved. No targets are being set for the number of households that will be assisted under this policy as it will depend upon their individual circumstances and whether suitable private rented sector accommodation can be identified that meets those needs.

## **7. LINK TO THE LEADERSHIP DIRECTION**

- 7.1 This policy links directly to the theme of improving the quality of life in Huntingdonshire by contributing to a low level of homelessness.

## **8. CONSULTATION**

- 8.1 There is no requirement for the Council to consult on the implementation of this policy.

## **9. LEGAL IMPLICATIONS**

*(Comments from the Head of Legal & Democratic Services)*

- 9.1 The Head of Customer Services has delegated authority to exercise the Council's powers and duties to homeless households who satisfy the criteria laid down in the Housing Act 1996. This policy makes use of an additional power available to the Council as a result of amendments to the Housing Act 1996 by the Localism Act 2011.

## **10. RESOURCE IMPLICATIONS**

*(Comments from the Assistant Director, Finance & Resources)*

- 10.1 It is anticipated that there will be no additional resource implications associated with the implementation of this policy.

## **11. OTHER IMPLICATIONS**

*(Equalities, environment, ICT, etc)*

- 11.1 There are no other implications

## **12. REASONS FOR THE RECOMMENDED DECISIONS**

*(Summary leading to the Recommendations)*

- 12.1 The policy aims to help households accepted by the Council as statutorily homeless into suitable private rented sector accommodation, hence resolving their homelessness. As well as resolving a crisis homelessness situation for the household involved this policy will help alleviate some demand for social rented accommodation in the district by making use of the private rented options available to households. This in turn may reduce the number of households having to be placed in temporary accommodation as a result of their homelessness whilst they have to wait for an offer of more permanent housing.

- 12.2 It is therefore recommended that Cabinet approve this policy for adoption.

**13. LIST OF APPENDICES INCLUDED**

Appendix 1 – Policy To Discharge The Council’s Homelessness Duties  
Through the Private Rented Sector

**BACKGROUND PAPERS**

Homelessness (Suitability of Accommodation) (England) Order 2012

**CONTACT OFFICER**

Jon Collen, Housing Needs & Resources Manager  
Tel No. 01480 388220

## **Policy To Discharge The Council's Homelessness Duties Through the Private Rented Sector**

### **1. Introduction**

- 1.1 The Localism Act 2011 gives Local Authorities the power to discharge their duty to secure accommodation for homeless applicants by way of arrangements it has made with a Private Sector Landlord.
- 1.2 The introduction of this power ends the provisions to make available a "qualifying offer" of private sector accommodation which required the agreement of the applicant. From 9<sup>th</sup> November 2012, local authorities can discharge their homeless duty through an offer of a private rented sector tenancy, without the agreement of the applicant.
- 1.3 Taking into account the prevailing housing demand and supply pressures in its area, this policy sets out how the Council will apply the legislation in respect of discharging its homelessness duty into the private rented sector and make best use of available housing stock.

### **2. Legal Framework**

- 2.1 Under S.193(2) Housing Act 1996, where the Council is satisfied that an applicant is homeless and owed a duty the Council must secure that accommodation is available for occupation by the applicant. The duty to secure accommodation ceases by events set out in section 193. Where it is not possible to immediately cease the duty by providing an offer of Social Rented Housing (a part VI offer) the Council can provide other accommodation, which is temporary, until the duty ceases.
- 2.2 Section 148 Localism Act 2011, amended Section 193 Housing Act 1996 to include the offer of private sector accommodation as an event which would bring the duty to secure accommodation to an end. The duty will cease irrespective of whether the applicant accepts or refuses the offer, provided they have been informed in writing of:
  - i) the possible consequence of refusal or acceptance of the offer, that the applicant has the right to request a review of the suitability of the accommodation, and
  - ii) the effect of a further application to a local housing authority within two years of acceptance of the offer.

### **3. Applying the Policy**

- 3.1 This policy will apply to all applicants where, after 9<sup>th</sup> November 2012, the Council accept a homelessness duty irrespective of whether the applicant has been placed into temporary accommodation, is likely to be placed into temporary accommodation or is able to secure their own temporary accommodation.
- 3.2 Applicants who previously occupied a social rented tenancy and have been accepted as homeless following an application due to fleeing violence; threats of violence; or domestic abuse, will not normally be considered for a private

rented sector offer, unless there is an overriding benefit to the applicant. This is to ensure that those households are not negatively impacted in respect of security of tenure for having to escape violence or abuse.

3.3 An applicant who is currently under offer, or who has an offer pending from a registered provider will not be considered.

3.4 The Council recognises that the number of private rented sector properties available to discharge the homelessness duty is unlikely to meet the demand from all eligible applications. Therefore the decision to offer private rented sector accommodation will be considered on a case by case basis if a suitable property is available that meets the needs of the household concerned.

#### **4. Suitability of Accommodation**

4.1 The suitability of accommodation is considered in two parts:

- i. The structure and management of the property, which covers the physical condition, safety aspects and how the landlord or agent manages properties and their suitability to do so, and
- ii. Suitability of the property for the tenant, which takes into consideration the individual needs of that applicant and their household considering such factors as location, affordability and accessibility.

4.2 When considering whether to make an offer of accommodation in the private rented the Council will first ascertain that the property is suitable and then that it is suitable for the proposed tenant. The assessment of suitability will be carried out before a formal offer is made to the applicant.

#### **4.3 The Structure and Management of the Property:**

When making an offer of private rented sector accommodation to bring to an end the Council's full homelessness duty the property will not be regarded as suitable where one or more of the following apply:

- i. the tenancy is an Assured Shorthold Tenancy for a period of less than 12 months;
- ii. the landlord has failed to provide a written tenancy agreement for the private rented sector offer that the Council considers to be adequate;
- iii. the Council is of the view that the accommodation is not in a reasonable physical condition;
- iv. the Council is of the view that any electrical equipment supplied with the accommodation does not meet the requirements of regulations 5 and 7 of the Electrical Equipment (Safety) Regulations 1994;
- v. the Council is of the view that the landlord has not taken reasonable fire safety precautions with the accommodation and any furnishings supplied with it;

- vi. the Council is of the view that the landlord has not taken reasonable precautions to prevent the possibility of carbon monoxide poisoning in the accommodation;
- vii. the property requires but does not have a valid Energy Performance Certificate;
- viii. the accommodation is a house in multiple occupation subject to licensing under section 55 of the Housing Act 2004 and is not licensed;
- ix. the accommodation is a house in multiple occupation subject to additional licensing under section 56 of the Housing Act 2004 and is not licensed;
- x. the Council is of the view that the landlord is not a fit and proper person to act in the capacity of landlord, having considered if the person has:
  - a. committed any offence involving fraud or other dishonesty, or violence or illegal drugs, or any offence listed in Schedule 3 to the Sexual Offences Act 2003 (offences attracting notification requirements);
  - b. practised unlawful discrimination on grounds of sex, race, age, disability, marriage or civil partnership, pregnancy or maternity, religion or belief, sexual orientation, gender identity or gender reassignment in, or in connection with, the carrying on of any business;
  - c. contravened any provision of the law relating to housing (including landlord or tenant law); or
  - d. acted otherwise than in accordance with any applicable code of practice for the management of a house in multiple occupation, approved under section 233 of the Housing Act 2004.

#### 4.4 The Applicant

The applicant's circumstances will be considered against available properties to ensure that best use is made of suitable properties. Where a property is suitable for more than one applicant the Council will identify the applicant whose need is best met by the property in terms of:

- i. The location of the property in proximity to the applicant's employment. Consideration will be given to the work patterns of the applicant, the financial impact of accessing the place of employment from the property and the availability of public transport if employment requires working unsociable hours.
- ii. Care received or provided by the applicant over and above immediate family support. Consideration will be given as to the level and frequency of care received or provided and whether this would be unable to continue from the property offered.



- iii. Educational establishments attended by the applicant and their household. Consideration will be given to the viability of maintaining the existing educational establishment and travelling from the property offered. Alternatively it may be deemed reasonable to expect a household member to change school or educational establishment unless a student is at key a point in their education, such as the final year before exams, or where a child has a statement which requires special educational needs to be met at a particular establishment.
- iv. Specialist medical treatment being received by the applicant or a member of their household where proximity to the medical facility is essential and this cannot otherwise be accessed. Consideration will be given to the proximity to the property offered, the ability to travel to that facility and the option of transferring the treatment to a medical facility that is closer to the accommodation offered.
- v. Access to local services required by the household. Consideration will be given to any increased in travel arrangements or costs through relocation to the offered property.
- vi. Size of property. The property must be of suitable size for the household and will be assessed under the Local Housing Allowance size criteria.
- vii. The requirement for aids and adaptations to assist the applicant or a member of their household who may be disabled or have mobility issues. Consideration will be given to the feasibility of adapting the property. Where the applicant or member of their household does not presently require adaptations but there is a likelihood that they may do so in the next 12 months then the potential need for adaptation will be considered.

4.5 In the interests of creating sustainable communities and where the Council are satisfied that, in respect of an applicant, there are overriding management reasons which will not serve the interests of the applicant or the community, the Council will not exercise its power to make available to an applicant a private rented sector offer.

## **5. Offer Hierarchy**

5.1 In some cases the Council may determine that a suitable property best meets the needs of more than one applicant and in such circumstances the accommodation currently occupied will determine which applicant is prioritised for a private rented sector offer. Accommodation currently occupied is ranked as below, where a) is the highest priority.

- a) Those in Bed and Breakfast accommodation
- b) Those in Temporary Accommodation where there is a cost to the Council or due to the high level of rent charged there is cost to the applicant
- c) Those who are threatened with homelessness and where an offer of a PRS property would avoid the need to go into temporary accommodation.

## **6. Offers, Acceptances, Refusals and Reviews of Suitability**

6.1 The availability of any private rented sector offer will be notified to the applicant by the Council in writing. The notification will clearly state the address, size,

type and rent of the property. The applicant will be notified of the likely consequences of refusing the property and their right to request a review of the suitability of the accommodation.

- 6.2 Prior to notifying an applicant of the availability of any private rented sector offer the Council will complete an assessment of the suitability of the property with the applicant. An arrangement to offer the accommodation to the applicant will proceed provided the Council is satisfied that the offer is suitable for the needs of the applicant and their household.
- 6.3 Where the applicant refuses the private rented sector offer and there has been no change of circumstances since the assessment of suitability was completed with the applicant the Council will cease its duty to the applicant under s.193 Housing Act 1996.
- 6.4 Any request for a review of suitability must be made in writing to the Housing Needs & Resources Manager within 21 days of the date of the notice.

## **7. Re-Application Following Loss of Accommodation**

- 7.1 Under section 195A Housing Act 1996, should the applicant approach the Council as homeless within a period of two years following acceptance of the private rented sector offer under s.193(7AA) Housing Act 1996, irrespective as to whether the approach is from the offer property or elsewhere, the Council will:
  - i. Treat the applicant as being homeless from the date of expiry of the notice. The landlord therefore will not be required to apply to court to regain possession. The Council will confirm the validity of the notice.
  - ii. Not reinvestigate the priority need of the household as the priority need of the applicant will be retained from the date of the acceptance of a duty under 193 (2) irrespective of any change in circumstances or household composition that may affect this.
  - iii. Satisfy itself that the Applicant is eligible for assistance and did not become homeless intentionally from their last settled accommodation.
- 7.2 Where the applicant applies under this section and the Council accept a re-application duty, then the applicant shall be further reconsidered under this, or any successor policy, for discharge into the private rented sector.

# Agenda Item 6

Public  
Key Decision - Yes

## HUNTINGDONSHIRE DISTRICT COUNCIL

**Title/Subject Matter:** STREET NAMING AND NUMBERING –  
IMPLEMENTATION OF CHARGES

**Meeting/Date:** Cabinet – 23 January 2014

**Executive Portfolio:** Cllr Tysoe (Environment)

**Report by:** Environmental Management Service Manager

**Ward(s) affected:** All Wards

---

### Executive Summary:

This Council does not presently charge for any of its Street Naming and Numbering services although most other adjoining Councils do. The Council cannot charge for the basic work but can charge for the administration and the distribution of the data. This report sets out two options for charges for this service, which would be effective from 1<sup>st</sup> April 2014.

### Recommendation:

Cabinet are recommended to agree to implement fees for this service from 1<sup>st</sup> April 2014, and to decide which option they wish to implement. Below are two options for charging for these parts of the service. Option A reflects the charges of the adjacent authorities, where as Option B will maximise income but is still based on justifiable administration costs. The yearly income will be £12565 and £14990 respectively:

SERVICE	OPTION A	OPTION B
Existing property – name change	£50	£50
Name added to numbered property	£30	£30
New Developments –naming and numbering scheme:		
1 Plot	£ 50	£ 50
2 - 5 plots	£ 75	£ 100
6 - 10 plots	£100	£150
11 - 25 plots	£150	£200
26 - 50 plots	£200	£250
51-100 plots	£400	£400
101 + plots	£500 +£10 Per additional property	£500 +£10 Per additional property
New developments - amendments to street names and numbering after developer redesign	£200 + £10 property	£200 + £10 property

Renaming of existing streets ( street name plates to be recharged separately)	£250 + £10 per affected property	£250 + £10 per affected property
Supplying of extra plans	£30	£30

## **1. WHAT IS THIS REPORT ABOUT/PURPOSE?**

- 1.1 This Council carries out its Street Naming and Numbering duties as required under Sections 17, 18 and 19 of the Public Health Act 1925. Under the Act the Council has to provide street names for new streets and to number new properties. The Town Improvements Clauses Act 1847, Sections 64 and 65 is also relevant to this service
- 1.2 The 1925 Act also gives the Council the duty to maintain and replace damaged, missing or eligible street name plates

## **2. WHY IS THIS REPORT NECESSARY/BACKGROUND**

- 2.1 When a new development is proposed, the developer contacts the District Council requesting that numbers be provided for the new properties and that the relevant notifications of these numbers be sent out. If a new street name is also required, the suggestion for a new name rests with the developer although they are encouraged to discuss this with the local Parish Council. The District Council will only name the street where no name is suggested.
- 2.2 Where properties have a house name as part of their address, the owners can request that a name registered against that property is changed. The District Council checks its suitability and will then issue the notifications to the relevant authorities.
- 2.3 The Council can be requested to change the name of a street or issue a new name for parts of a street. This is also a power covered by the Act.
- 2.4 The Public Health Act does not allow for the charging for the initial street naming service but charges can be made for issuing the information to authorities and for any amendments. Other local councils are now charging for this part of their street naming and numbering services. Presently charging authorities include East Cambs, South Cambs, Cambridge City, Central Bedford, Corby, Luton and East Herts. It is therefore not possible to recover all the costs of this service.
- 2.5 The maintenance of the name plates has to be carried out by the council with no recharges and a separate budget exists for this work.
- 2.6 In order to bring in new charges for services, approval of Cabinet is required.

## **3. OPTIONS CONSIDERED/ANALYSIS**

- 3.1 It is considered that appropriate charges should be made for the following services:
- Any pure administration costs and the issuing of information to the relevant authorities for the initial naming and numbering of new developments
  - All costs for making amendments to naming and numbering schemes once issued if requested by the developer.
  - All costs for changing the name of a numbered property where the owner requires this to be notified to the authorities
  - All costs for renaming of a street where requested by residents or a parish council
  - All costs for supplying of plans to solicitors or other bodies

3.2 Because of the legislative framework the income from these charges is not allowed to exceed the costs of providing the service. Below are two options for charging for these parts of the service. Option A reflects the charges of the adjacent authorities, where as option 2 will maximise income but is still based on justifiable administration costs.

The number of each item is based on information from the last two years. These can go up or down from this estimate depending on the development taking place.

SERVICE	APPROX NO. IN YEAR	OPTION A	EXPECTED INCOME	OPTION B	EXPECTED INCOME
Existing property – name change	32	£50	£1600	£50	£1600
Name added to numbered property	10	£30	£ 300	£30	£ 300
New Developments – naming and numbering scheme:					
1 Plot	30	£ 50	£ 1500	£ 50	£ 1500
2 - 5 plots	67	£ 75	£ 5025	£ 100	£ 6700
6 - 10 plots	6	£100	£ 600	£150	£ 900
11 - 25 plots	7	£150	£ 1050	£200	£ 1400
26 - 50 plots	2	£200	£ 400	£250	£ 500
51-100 plots	1	£400	£ 400	£400	£ 400
101 + plots	1	£500	£ 500	£500	£ 500
		+£10 Per additional property		+£10 Per additional property	
New developments - amendments to street names and numbering after developer redesign	1 + 10 props	£200 + £10 property	£ 300	£200 + £10 property	£ 300
Renaming of existing streets ( street name plates to be recharged separately)	1 + 4 properties	£250 + £10 per affected property	£ 290	£250 + £10 per affected property	£ 290
Supplying of extra plans	20	£30	£ 600	£30	£ 600
<b>TOTAL INCOME</b>			<b>£12,565</b>		<b>£14,990</b>

These costs are not subject to VAT

3.3 These charges give an anticipated £12,565 or £14,990 per year, dependent on the number of applications received and the option chosen.

- 3.4 The Option A charges are comparable to the other adjacent local authorities and Option B are higher than adjacent but comparable with some other local authorities.
- 3.5 This income only reflects part of the total staff costs of the service as it is not possible to charge for all the naming and numbering service as explain in section 2.4 above. It is estimated that 10% of the technical staff's time is spent on administration of the service. Also part of the service is for the checking and replacement of the street name signs which cannot be recharged,
- 3.6 It may be possible to increase these charges but they might be challenged as they would be out of line with other local authorities and show our administration costs to be too high. They can be reconsidered after 12 months to assess one years income and then new recommendations made.

#### **4. COMMENTS OF OVERVIEW & SCRUTINY PANEL**

- 4.1 The Panel questioned the legislative provision for charging for the service and in doing so, requested the Head of Legal and Democratic Services to confirm that the Council had the powers to make such charges. Whereupon, it was

RESOLVED

that, subject to confirmation being received from the Head of Legal and Democratic Services that the Council has the power to make such charges, the Cabinet be recommended to approve the introduction of charges for Street Naming and Numbering services as set out in paragraph 3.2 of the report now submitted.

#### **5. KEY IMPACTS/RISKS? HOW WILL THEY BE ADDRESSED?**

- 5.1 This initiative will help to reduce the cost of running the service by providing income
- 5.2 Most developers already pay for this service throughout the County, and it is considered that this reasonable proposal will be accepted by them
- 5.3 If costs are raised higher than other local authorities, challenges might be made.

#### **6. WHAT ACTIONS WILL BE TAKEN/TIMETABLE FOR IMPLEMENTATION**

- 6.1 Once approved by Cabinet, these charges will be advertised from the 1<sup>st</sup> January 2014 on our website and in all correspondence. The charges will apply to all applications received from the 1<sup>st</sup> April 2014

#### **7. LINK TO THE LEADERSHIP DIRECTION**

- 7.1 This proposal will help to reduce the cost of running the service by providing income

## **8. LEGAL IMPLICATIONS**

- 8.1 The Head of Legal and Estates has advised that the power to charge falls under Section 93 of the Local Government Act 2003. This sets out that a local authority may charge for discretionary services. Discretionary services are those services that an authority has the power but not a duty to provide. An authority may charge where the person who receives the service has agreed to its provision and the charge must not exceed the cost of providing the service.
- 8.2 The Council cannot charge for mandatory elements of the street naming services (Section 17 Public Health Act 1925) since the duty to provide this service is not discretionary, but it can charge for elements of the naming and numbering function (which are a discretionary service) by virtue of Section 64 and 65 of the 1847 Act coupled with Section 93 of the 2003 Act

## **9. RESOURCE IMPLICATIONS**

- 9.1 The report has noted that the Council cannot charge for the initial street naming service but can for all subsequent elements i.e. changes to street names and numbering.
- 9.2 The budget for the entire service is in excess of £142,000; however, the cost relating to street name changes and associated administration is estimated to be £13,578.
- 9.3 Based on current volumes, it is clearly evident that the expected income for Option A will not cover costs, but will provide a fair contribution whereas Option B will exceed costs.

## **10. REASONS FOR THE RECOMMENDED DECISIONS**

- 10.1 Officers are being urged to minimise all cost and look to reasonably maximise income. By charging for this service, income will be received for this work which helps to deliver sustainable growth.
- 10.2 The report gives two options for charging, A or B. Cabinet could implement Option A now and monitor the challenges to the charges, and reassess in 12 months time, or implement Option B from 1<sup>st</sup> April 2014.

## **BACKGROUND PAPERS**

**None**

## **CONTACT OFFICER**

Name/Job Title      **Chris Allen, Project and Assets Manager**  
Tel No.                **☎ 01480 388380**



**TABLE 1 - SHOWING CHARGES FROM ADJACENT DISTRICT COUNCILS**

	Hunts DC Option A	HDC Option B	E Cambs	S Cambs	Cambs City	Central beds	Braintree	Corby	E Herts	Luton BC
Property new name	50	50	50	30	30	60	25	80	50	50
Naming of street	250 + 10 per prop	250 +10 prop	150	250+5 per property		301+60 per property	100 + 25 per property	275		100 +10 per property
Numbering 1 props	50	50	50	50	50			110 + 15 per plot	50	50 +10 per property
2 -5 props	75	100	75	75	75	180	25	110 + 15 per plot	100	
6-10	100	150	100	100	100		20 per plot	110 + 15 per plot	200	
11-25	150	200	150	175	175	301	20 per plot	110 + 10 per plot	200	
26-50	200	250	200	250	250	752 (26- 75)	15 per plot	110 + 10 per plot	500(26- 75)	
51-100	400	400	400	400	40	997 (76+)	10 per plot	110 + 10 per plot	700 (76+)	
101+	500+10 per prop	500+10 per prop	750	500+10 per prop	500+10 per plot					
Renumbering of estate	200 + 10 per prop	200 + 10 per prop	100+10 per property	100+10 per prop	100+10 per plot					
Info to solicitors	30	30		25	25		30			

This page is intentionally left blank

# Agenda Item 7

## SAFETY ADVISORY GROUP

WEDNESDAY, 27 NOVEMBER 2013

CIVIC SUITE 1A, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN

### ACTION SHEET

**MEMBERS  
PRESENT:**

**Management Side:**

Councillor Mrs B Boddington  
Councillor J W Davies  
Councillor A Hansard (Chairman)  
Councillor Mrs P Jordan

**Employee Side:**

K Lawson  
Mrs S McKerral  
W Palmer  
C Sneesby

**IN ATTENDANCE:**

B Bentley  
S Howell  
Mrs A Jerrom

**APOLOGIES:**

A Radford, Councillor T V Rogers, G Vince

ITEM NO.	SUBJECT	ACTION BY
1.	<p><b>Report of the Advisory Group</b></p> <p>The report and action sheet of the meeting of the Advisory Group held on 11th September 2013 was received and noted.</p> <p>The Group welcomed Mr W Palmer, Deputy Manager One Leisure Huntingdon as the new Unison Safety Representative.</p> <p><b><u>Low Humidity Issue</u></b></p> <p>Mr B Bentley, Facilities Team Leader and Mr K Lawson, Unison Safety Representative provided an update on the low humidity issue in Pathfinder House that had been reported on at the previous meeting of the Group.</p> <p>Mr Bentley explained that Chief Officers Management Team (COMT), having been advised of the three quotations for remedial work that had been obtained, had taken the decision that localised solutions based on desk bound humidifiers should be used for staff that had reported problems.</p> <p>Mr Lawson reported that he had received an email from Mr S Ingram</p>	

ITEM NO.	SUBJECT	ACTION BY
	<p>explaining COMT's decision adding that this had been agreed by Mrs J Barber and occupational health. Having discussed the issue and the proposed remedial solution the Group agreed that Mr Lawson would liaise with the Chairman to draft a formal response on behalf of the Group and that the response would be circulated to the Group before signature by the Chairman.</p> <p>Mr Howell reminded the Group that the issue also applied to Eastfield House.</p>	K Lawson
2.	<p><b>Members Interests</b></p> <p>No declarations were received.</p>	
3.	<p><b>Half Yearly Report</b></p> <p>Mr S Howell presented a report on behalf of the Corporate Health and Safety Advisor summarising health and safety compliance and controls that had been included in the half yearly safety reports submitted by Heads of Service for the period 1 April 2013 to 31 October 2013.</p> <p>Mr Howell requested the Group to note that the manual handling training referred to in paragraph 1.4 related to the programme of events and not the number of individuals that had taken part.</p> <p>The Group noted and agreed that in order for health and safety indicators to remain fit for purpose and provide an early warning of any developing weakness in the system the existing arrangements should be reviewed by the Corporate Health and Safety Advisor. It was expected that draft performance measures would be submitted for approval by COMT in February 2014 and included in the H&amp;S Policy by 1 April 2014 and Heads of Service reports to include the new performance measures by October 2014.</p> <p>The Group agreed that the Corporate Health and Safety Advisor be requested to respond to a question raised by Mrs S McKerral asking why the H&amp;S issues reported by her to her Head of Service on a six monthly basis appeared to be missing from the report.</p>	<p>A Radford</p> <p>A Radford</p>
4.	<p><b>Quarterly Accident/Incident Reports</b></p>	
	<p>(a) Pathfinder House</p>	

ITEM NO.	SUBJECT	ACTION BY
	<p>The Group received and noted a report by the Corporate Health and Safety Advisor giving details of the accidents or incidents reported in offices and active lifestyles activities since the last meeting of the Group.</p> <p>The accidents and incidents that had been reported had been of a relatively minor nature. There had been no statutorily reportable RIDDOR accidents involving employees and a total of 2 non – RIDDOR accidents and incidents reported in Pathfinder House. Fourteen children and 1 adult had sustained injuries requiring first aid attention as the result of participating in healthy lifestyles activities.</p>	
(b) Operations	<p>Members noted a report by the Operations Division Health and Safety Co-ordinator giving details of the accidents and incidents that had been reported during Operations Division activities since the last meeting of the Group.</p> <p>Of the accidents 2 had been reported under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) as the employees had been absent from work or unable to carry out normal duties for more than 7 days. Four employees were involved in non- RIDDOR accidents of a minor nature.</p> <p>Mr Howell explained that 1 non-employee accident had been recorded. A member of the public had sustained bruising as a result of tripping over a cable protector at St Ives market.</p> <p>The Chairman congratulated Mr Howell on the continued reduction in accidents and incidents at the Operations Division.</p>	
(c) One Leisure	<p>The One Leisure Quality, Facilities and Safety Manager, who was not in attendance would be requested to submit his report to the next meeting of the Group.</p>	P Corley
5.	<p><b>Annual Accident/Incident Report</b></p> <p>The Group noted a report by the Corporate Health and Safety Advisor summarising the accidents and incidents that had occurred across Huntingdonshire District Council owned or occupied premises and those associated with work activities undertaken by the Council's employees during the 12 months to November 2013.</p>	

ITEM NO.	SUBJECT	ACTION BY
	<p>The Accident Incident Rate (AIR), which had been calculated using a specified formula, had increased from 6.7 to 7.9 due almost entirely to the severe weather conditions experienced at the start of 2013.</p>	
7.	<p><b>Date of Next Meeting</b></p> <p>The next meeting of the Group would take place on 26 February 2014.</p> <p>Members were reminded that a safety inspection of One Leisure St Ives Bowling Alley would take place on Wednesday 11 December. Mrs Jerrom would co-ordinate the inspection, which would be led by Mr Lawson and further details including clear objectives for the visit would be forwarded to those that had indicated they would be attending.</p>	K Lawson/Mrs A Jerrom