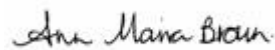


Crawley Borough Council

Overview and Scrutiny Commission

Agenda for the **Overview and Scrutiny Commission** which will be held in **Committee Room A & B - Town Hall**, on **Monday, 8 January 2018** at **7.00 pm**

Nightline Telephone No. 07881 500 227



Head of Legal and Democratic Services

Membership:
Councillors

B A Smith (Chair), T G Belben (Vice-Chair), M L Ayling,
Dr H S Bloom, R G Burgess, C A Cheshire, I T Irvine, R A Lanzer,
T Lunnon, A Pendlington, T Rana, K Sudan and L Vitler

Please contact Democratic Services if you have any queries regarding this agenda.
democratic.services@crawley.gov.uk
Published 21 December 2017

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The order of business may change at the Chair's discretion

Part A Business (Open to the Public)

	Pages
1. Apologies for Absence	
2. Disclosures of Interest and Whipping Declarations	
In accordance with the Council's Code of Conduct, Councillors of the Council are reminded that it is a requirement to declare interests where appropriate.	
Councillors must also declare if they are subject to their party group whip in relation to any items under consideration.	
3. Minutes	5 - 10
To approve as a correct record the minutes of the Overview and Scrutiny Commission held on 27 November 2017 and consider any matters arising.	
4. Public Question Time	
To answer any questions or hear brief statements from the public which are relevant to the items on this agenda. The period will end after 15 minutes or later at the Chair's discretion.	
5. Disabled Facilities Grant Policy	11 - 20
To consider Report SHAPS/67 of the Head of Strategic Housing and Planning Services.	
6. Identifying and Monitoring HMO's in Crawley	21 - 26
To consider Report SHAP/68 of the Head of Strategic Housing and Planning Services.	
7. Housing Associations operating in Crawley	27 - 32
To consider Report SHAP/69 of the Head of Strategic Housing and Planning Services.	
8. Scrutiny Panel Update	33 - 34
A further scrutiny suggestion has been received for the following topic:	
<ul style="list-style-type: none">• 'To Investigate the state of social mobility within the borough'	
Details are attached for considered by the Commission.	
In accordance with the Local Government and Housing Act 1989, the Commission is recommended to consider the establishment of future Scrutiny Panels and where it is agreed seek nominations (via	

Democratic Services) for the membership for these Panels, based in accordance with political proportionality and allow the Chair of each Panel to confirm the terms of reference for their review.

The careful selection and prioritisation of review work is essential if the scrutiny function is to be successful, achieve added value and retain credibility. The work programme should also be realistic, flexible and retain spare capacity so that additional matters raised during the year can be addressed.

9. Health and Adult Social Care Select Committee (HASC)

To receive a brief update on the Health and Adult Social Care Select Committee (HASC).

10. Forward Plan - and Provisional List of Reports for the Commission's following Meetings

To consider any requests for [future items](#) to be referred to the Commission.

11. Supplemental Agenda

Any urgent item(s) complying with Section 100(B) of the Local Government Act 1972.

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Crawley Borough Council

Minutes of Overview and Scrutiny Commission

Monday, 27 November 2017 at 7.00 pm

Councillors Present:

B A Smith (Chair)

T G Belben (Vice-Chair)

M L Ayling, R G Burgess, C A Cheshire, I T Irvine, R A Lanzer, T Lunnon, A Pendlington, T Rana, K Sudan and L Vitler

Also in Attendance:

Councillors F Guidera, S J Joyce and P K Lamb

Officers Present:

Russell Allison	Housing Enabling and Development Manager
Heather Girling	Democratic Services Officer
Clem Smith	Head of Economic & Environmental Services
Paul Windust	Chief Accountant

Apologies for Absence:

Councillor Dr H S Bloom

Natalie Brahma-Pearl Chief Executive

1. Disclosures of Interest and Whipping Declarations

The following disclosures were made:

Councillor	Item and Minute	Type and Nature of Disclosure
Councillor R A Lanzer	Town Centre Signage and Wayfinding (Minute 8)	Personal Interest – Member of WSCC
Councillor R A Lanzer	Town Centre Regeneration Programme (Minute 9)	Personal Interest – Member of WSCC

2. Minutes

The minutes of the meeting of the Commission held on 6 November 2017 were approved as a correct record and signed by the Chair.

3. Public Question Time

No questions from the public were asked.

4. Exempt Information - Exclusion of the Public

RESOLVED

That in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act by virtue of the paragraphs specified against the item.

5. Acquisition of College Car Park Scheme - An Affordable Housing Opportunity

Exempt Paragraph 3 (information relating to financial and business affairs of any particular person (including the Authority holding that information)).

The Commission considered report CH/178 of the Head of Crawley Homes. The purpose of the report was to secure financial assistance to enable the provision of affordable housing within the borough.

A discussion was held with the Cabinet Member for Housing and the Housing Enabling and Development Manager.

During the discussion, the following points were expressed:

- Clarity sought and obtained over the viability and costings of the proposal.
- Recognition that there was increasing pressure to commit Right-to-Buy funds within the anticipated timescales.
- Overall support for the scheme and the opportunity to explore future tenure opportunities, whilst maximising affordable housing development.

RESOLVED

That the Commission agreed to support the report to the Cabinet.

6. Re-Admission of the Public

The Chair declared the meeting reopen for consideration of business in public session.

7. Treasury Management Mid-Year Review 2017-2018

The Commission considered report FIN/426 of the Head of Finance, Revenues and Benefits which provided an update on the Council's Treasury Management Strategy for the first two quarters of 2017/2018. The Council prioritises its investments as being security of capital, liquidity and yield.

During the discussion with the Leader and the Chief Accountant the following topics were discussed:

- The 0.25% rise in Bank of England base rate to 0.5% may be small, but it marked the first rise in borrowing costs for a decade.
- Clarification sought and obtained as to whether the investment acquisition reserve could be used to benefit other areas within the town centre.
- Acknowledgement that project work with surrounding authorities was being investigated with regards to temporary housing however this needed to be viable.

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27 November 2017

- Confirmation was provided on the investment portfolio and indicators contained within the report.
- Members took the opportunity to pass on their continued thanks to the Chief Accountant.

RESOLVED

That the report and recommendations to the Cabinet be noted.

8. Town Centre Signage and Wayfinding

The Commission considered report PES/252 with the Head of Economic and Environmental Services. The report presented the findings from a town centre signage and wayfinding strategy including design proposals for new signage around the town centre. Furthermore it sought approval for Crawley Borough Council's contribution from the Town Centre Regeneration Fund to support the manufacture and installation of the new signage.

Members made the following comments:

- Support for digital signage within Queens Square, which would assist with wayfinding, advertising and events.
- Acknowledgement that the replacement of the vinyls would be uncomplicated to update.
- Concern was raised over highlighting specific stores and the possibility of exploring funding opportunities. However alternative views were expressed that these stores facilitated wayfinding by their necessary location.
- Upon considering the signage designs, Members felt that public consultation should take place to ensure consistency with the recognition and interpretation of the symbols.
- It was felt that it would be beneficial to include a 'meeting point' position within the proposed signage at a prominent location.
- Following a detailed discussion Members welcomed the proposals for the Town Centre and looked forward to the project progressing in the future.
- Whilst supportive of the report and as a result on the comprehensive discussion, the Commission felt that the following two recommendations were appropriate to refer to Cabinet:
 1. That there should be public consultation on the signage designs, particularly the symbols to ensure consistency with recognition and interpretation.
 2. That a 'meeting point' position should be included in the proposed signage at a prominent location.

RESOLVED:

That the Commission supported the recommendations to the Cabinet with the proposals identified above.

9. Town Centre Regeneration Programme

The Commission considered report PES/261 with the Head of Economic and Environmental Services. The report presented a summary of the significant progress made on the Town Centre Regeneration Programme since February 2016 and sought approval for a revised version of the programme.

During the discussion, the following points were expressed:

Agenda Item 3

Overview and Scrutiny Commission (24)
27 November 2017

- Recognition that the Professional Services Business Forum and the Historic High Street Forum were newly established, assisting to improve the town centre's economy and footfall.
- Confirmation was provided regarding the consultation process and those stakeholders involved. Although it was noted that the consultation would take place over the Christmas period and it was queried whether this could be extended.
- Concern was expressed regarding a lack of recognition and interpretation over the symbols contained within the Town Centre Regeneration Programme, together with a need to improve some of the readability of the printed material.
- Clarity was provided on the Crawley Growth Programme together with the Crawley Growth Board.
- Acknowledgement that it was important to enhance the night time economy with a recognition that the current Local Plan protects the retail core.
- Having considered the matter in detail, the Commission welcomed the proposals for the regeneration to the Town Centre and looked forward to the programme progressing in the future.

RESOLVED:

That the Commission supported the recommendations to the Cabinet.

10. Establishment of and Appointments to Scrutiny Panels

Review of Outside Bodies and Organisations Scrutiny Panel

Nominations had been received for the Scrutiny Panel along with nominations for Chair for both Councillors C A Cheshire and A Pendlington.

A vote was taken.

As a result of the vote, and in accordance with the Local Government and Housing Act 1989, the Commission confirmed the establishment of the 'Review of Outside Bodies and Organisations Scrutiny Panel', with the membership of Councillors M L Ayling, R G Burgess, C A Cheshire, R S Fiveash and A Pendlington, with Councillor C A Cheshire as Chair.

11. Health and Adult Social Care Select Committee (HASC)

The HASC meeting originally scheduled for 9 November 2017 had been re-scheduled for 1 December 2017. An update would be provided at the Commission's next meeting which would feature information on Radiotherapy services and the patient transport service.

12. Forward Plan - and Provisional List of Reports for the Commission's following Meetings

The Commission confirmed the following reports:

- Budget & Council Tax 2018/2019
- Treasury Management Strategy 2018/2019
- District Heat Network
- Future Delivery of Crawley's Building Control Service
- Manor Royal BID Operating Agreement 2018-2023 – prov referral

Closure of Meeting

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Overview and Scrutiny Commission (25)
27 November 2017

With the business of the Overview and Scrutiny Commission concluded, the Chair declared the meeting closed at 9.18pm.

B A Smith
Chair

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Crawley Borough Council

Report to Overview and Scrutiny Commission 8 January 2018

Report to Cabinet 10 January 2018

Disabled Facilities Grant Policy

Report of the Head of Strategic Housing & Planning Services – **SHAPS/67**

1. Purpose

- 1.1 A County wide project is underway to investigate more innovative ways of delivering Disabled Facilities Grants to better facilitate improving the health and well-being of people with disabilities and the make more use of additional resources becoming available.
- 1.2 This report seeks approval to adopt a more flexible approach which has been developed in partnership with West Sussex County Council and all the West Sussex Districts and Boroughs in using the Better Care Funding to enable people to live more independently within their own home.

2. Recommendations

- 2.1 To the Overview and Scrutiny Commission (*if required*):

That the Commission consider the report and decide what comments, if any, it wishes to submit to the Cabinet.

- 2.2 To the Cabinet

- 2.2.1 The Cabinet is recommended to:

- a) Approve the Policy approach set out in Section 6.2 of the Report
- b) To delegate authority to the Head of Strategic Housing & Planning Services, in consultation with the Cabinet Member for Housing to make any further amendments to the Policy required in response to the cross-county project outcomes.

3. Reasons for the Recommendations

- 3.1 To continue to respond in the most effective way to the needs of people with disabilities in enabling them to remain living well and independently in their own homes.
- 3.2 To make the most effective use of increased funding opportunities provided through the Better Care Fund for Crawley residents.

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4. Background

- 4.1 The Council is under a duty under The Housing Grants, Construction and Regeneration Act 1996 to provide Disabled Facilities Grants (DFGs) to assist people living in private sector housing to remain independent in their own home. These grants are not dependent on tenure and are available for owner-occupiers and for private and social rented properties excluding local authority owned stock.
- 4.2 These are a means tested grant for those over 18 while under 18s are eligible for a full grant. A national maximum cap of £30,000 is applied to grants for more significant adaptations such as structural works and property extensions but the majority of adaptations are for more minor works such as level access showers, ramps and stairlifts. Works must be necessary and appropriate to meet individual needs. This assessment is carried out by the West Sussex County Council (WSSC) Occupational Therapist service. Works must also be reasonable and practicable depending on the age and condition of the property.
- 4.3 DFGs are funded through the Better Care Fund administered by upper tier authorities (i.e. WSSC) and allocated on perceived need. Guidance for the administration of the Better Care Fund indicates that local authorities should think strategically about the application of funding and take a joined-up approach to improving outcomes across health, social care and housing.
- 4.4 In 2016 WSSC in partnership with all West Sussex Districts and Boroughs agreed to explore options to improve the DFG process. The project work involved reviewing the DFG delivery process with the aim of developing a single approach that can be adopted across West Sussex and enable maximum take-up of increased funding becoming available to the benefit of local residents.
- 4.5 The project work, coupled with the recent increase in available funding identified scope to use powers contained in the Regulatory Reform (Housing Assistance) Order 2002 to provide discretionary DFG assistance and the necessary approval process to adopt this approach is being implemented across West Sussex.

5. Description of Issue to be resolved

- 5.1 Informed by a cross-county project, approval to implement discretionary DFG assistance is being put in place across West Sussex.
- 5.2 This will enable a more flexible approach in supporting private sector residents with disabilities to live well and independently within their own homes.
- 5.3 The increased funding now available for DFGs enables a more strategic and flexible approach in meeting needs but requires each District and Borough across West Sussex to formally approve discretionary DFG assistance. The Council therefore needs to formally adopt this approach to ensure Crawley residents can benefit from these new flexibilities.

6. Information & Analysis Supporting Recommendation

- 6.1 The proposed Policy approach set out in Section 6.2 below has been developed in partnership with WSSC and all West Sussex District and Boroughs and is informed by the project work undertaken to date.

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6.2 Supplementing the existing mandatory DFG regime with the flexibilities detailed in the Table below will ensure the Council's approach remains consistent with the other West Sussex District and Boroughs.

Description	Conditions and narrative	Subject to Means Test	Amount Available	Reasoning and rationale behind working group's decisions
<p>Extended warrantees</p> <p>For all adaptations which require electrical installations such as through-floor lifts, stair lifts, etc.</p>	<p>To be provided for all adaptations regardless of tenure.</p> <p>Some Registered Housing Providers (RHP) take on responsibility for servicing and repairs once the standard 1 year warrantee expires and therefore extended warrantees will not be offered in these circumstances.</p> <p>Minimum 5 year warrantee with the option of extending at the end of the period.</p>	<p>Yes</p>	<p>Within the current maximum DFG £30,000</p>	<p>Gives families peace of mind and timely / stress free assistance if the adaptation should break down.</p> <p>Allows people to live well in their home for as long as possible.</p> <p>Helps to reduce repeat DFG applications for repair or replacement of adaptations.</p> <p>Consideration to be given to how customer can be supported once the warrantee expires.</p>
<p>Reduction in number of quotes</p> <p>Aim to use 1 quote where appropriate for common, simple adaptations such as stairlifts, ramps and lifts.</p>	<p>Two or more quotes to be sought for adaptations where a single contractor is carrying out work or multiple works expected to total over £10,000.</p>	<p>Yes</p>	<p>N/A</p>	<p>Reduce applicant waiting time for straight forward adaptations which can be completed quicker.</p> <p>Grant officers to use professional judgement and discretion.</p>
<p>Referrals from privately practicing Occupational Therapists</p>	<p>Mandatory DFG legislation states that Councils must consult social services.</p> <p>Standard letter to be used. Council to proceed with DFG if no response from the social services authority within 14 days.</p> <p>Letters to be sent by Council to Senior Practitioner OT at locality offices, not to Adult Care</p>	<p>Yes</p>	<p>Up to current maximum DFG £30,000</p>	<p>Customer has choice as to whether to appoint a private OT.</p> <p>Timely option for simple adaptations as not subject to social services authority waiting times.</p>

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	Point 2 (ACP2). Applicants must give consent for their personal details and the recommendation to be shared with WSCC as the social services authority.			
Direct Referrals WSCC to make direct referrals to Councils for adaptation via DFG if identified at initial assessment stage	Currently, ACP2 carry out initial assessments over the telephone with customers. If a shower or stairlift is indicated and the person does not have complex medical conditions, the referral will be made directly to the Council to proceed with the DFG. A standard referral form will be used by WSCC using an existing IT case management system. The adaptation to be reviewed by a WSCC OT/A once complete and any other needs addressed.	Yes	Up to current maximum DFG £30,000	Reduces waiting time for straight forward adaptations. Good relationships exist between WSCC and District and Boroughs which ensure that advice can be sought at any time throughout the process. Similarly, review of adaptation to be carried out once complete by OT/A. Grant officers are generally skilled and experienced in planning for simple shower adaptations. Contractors can recommend specific stairlifts to meet simple needs.

6.3 In addition to the proposed changes to mandatory DFGs as outlined, the proposal also includes to the adoption of 9 Discretionary DFGs as outlined in the table below. As before, the following proposals will only be considered for people who are eligible for a DFG (with the exception of Hospital Discharge Grants) and on the condition that the adaptation has been assessed as being necessary, appropriate, reasonable and practicable and supported by a WSCC Occupational Therapist (OT) or OT Assistant (OTA) under the supervision of a registered OT.

Description	Eligibility criteria & conditions	Subject to means test	Amount available	Reasoning and rationale behind working group's decisions
Partial waiver of contribution following means test	Eligible for DFG Assists every applicant with a contribution regardless of tenure.	Yes	Maximum waiver of first £5,000 of assessed contribution.	Most benefit will be for families in work but on a low income, those who have little to no disposable income or those paying off debt or with a poor credit history. Likelihood that this will help most people with smaller contributions to access necessary

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				adaptations.
<p>Help with assessed contribution following means test.</p>	<p>Based on WSCC “Financial Statement for Funding Towards Home Adaptations”.</p> <p>In cases where there is particular difficulty paying an assessed contribution, applicants will be given the opportunity to complete a financial statement of their income and outgoings which will be considered by the Council.</p> <p>Offered on a case by case basis at the discretion of the Council.</p>	<p>Yes - first £5000 of contribution to be waived</p>	<p>No maximum</p>	<p>Takes outgoings, debt repayments etc. into consideration and offered on a discretionary basis.</p> <p>Reduces risk of customer not proceeding with necessary adaptations because they cannot afford the assessed contribution.</p> <p>Single, timely and less complicated system for customers.</p>
<p>Funding in excess of current maximum mandatory grant of £30,000</p> <p>(replaces current Top Up process)</p>	<p>Eligible for the DFG and considered on a case by case basis</p> <p>A charge for the full amount will be placed on owner occupied property for a 10 year period</p> <p>Charges will not apply to Registered Housing Provider (RHP) or privately rented property. (This approach is consistent with the DFG Land Charge powers that were introduced in 2008).</p> <p>Condition that RHPs register the property as being adapted and offer it to other families in need of the adaptations, should the property become vacant.</p> <p>Councils to seek permission from members to offer further funding, on a case by case basis should total cost of works exceed £60,000</p>	<p>Yes - first £5000 of contribution to be waived</p>	<p>Up to a maximum of £30,000 (total of £60,000)</p>	<p>Single, timely and less complicated system for customers.</p> <p>Major adaptations which have been identified as essential to meet the disabled person and their family’s needs & once all other options (such as moving) have been considered.</p> <p>Good collaboration between Councils to ensure money is spent appropriately.</p>

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<p>Relocation Grant</p> <p>To support people when moving to more suitable accommodation is preferable to adaptations.</p>	<p>Eligible for DFG</p> <p>Available to owner occupiers and private tenants where it is not reasonable or practicable to adapt the property to meet the disabled person's assessed needs.</p> <p>Conditions:</p> <ul style="list-style-type: none"> - The proposed property must be confirmed as suitable by the Private Sector Housing Team and be assessed to meet the needs (or more easily adaptable to do so) of the disabled person by the social services authority OT. - Owner occupiers to commit to remain in the property for five years (not applicable for private tenants) 	<p>Yes - first £5000 of contribution to be waived</p>	<p>Maximum of £10,000 to cover costs arising from the following: estate agents fees (max 1.5% of property value), stamp duty (max £7,500), solicitors fees, valuation fees, mortgage arrangement fees, removal costs, necessary utility and service set up costs. Minor adaptations to enhance the property's suitability.</p>	<p>Assists disabled and vulnerable people to move to more suitable accommodation particularly where adaptations cannot be carried out or the property is over occupied.</p>
<p>Hospital Discharge Grants</p> <p>Support all vulnerable or disabled people being discharged from hospital</p>	<p>Available to all vulnerable or disabled people needing to be discharged from hospital, regardless of tenure.</p> <p>Conditions:-</p> <ul style="list-style-type: none"> - Referrals accepted from adult social care or hospital OT / physiotherapists , rehabilitation/intermediate care teams, discharge coordinator, or Patient Advice and Liaison Service (PALS) - Excludes packages of care funded by NHS continuing healthcare - Works to include but not restricted to: property clearance, deep 	<p>No</p>	<p>Maximum of £3000 (negotiable on a case by case basis dependent on type of works required)</p>	<p>Reduce delayed transfers of care where home is not suitable for discharge home from hospital.</p> <p>Reduce re-admissions to hospital.</p> <p>Acknowledges that inappropriate housing puts health and wellbeing at risk.</p>

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	cleaning, urgent home repairs, removal of hazards, repair of heating systems, and provision of emergency heating.			
<p>DFG Fees Grant</p> <p>Available when DFG does not proceed but preparatory work has been carried out</p>	<p>Eligible for DFG.</p> <p>To cover reasonable professional fees and associated charges such as private OT fees where engaged to advise on what works are required and specialist technical e.g. Structural Engineer fees, surveyor fees or similar to determine if a DFG project is feasible.</p>	<p>Yes (including children's cases)</p> <p>First £5000 of contribution to be waived</p>	<p>Maximum of £2,000</p>	<p>Encourages local surveyors / engineers to work with Councils.</p> <p>Encourages improved schemes to be considered, so better outcome for the disabled person.</p> <p>Does not financially disadvantage the disabled person if works cannot proceed.</p> <p>Single, less complicated system for customers.</p>
<p>Safe and warm homes grant.</p> <p>Assists disabled & vulnerable people, including those with dementia or a visual impairment to make changes which supports them to live in their own home with reduced risk and for longer.</p> <p>To help low income home owners and private tenants to quickly access financial assistance for a wide range of minor adaptations and repairs to reduce risks of accidents in the home</p>	<p>Eligible for DFG. For all disabled people regardless of tenure.</p> <p>Referrals accepted from WSCC OT/A, adult social care or hospital teams, hospital based OTs, advocates, voluntary and community sector.</p> <p>Excludes care packages</p> <p>Includes:- Repairs to all disabled equipment (excluding equipment provided by the West Sussex Community Equipment Service (CES))</p> <p>Minor equipment and adaptations where CES cannot provide assistance.</p> <p>Repairs to boilers and other heating systems.</p>	<p>Yes - first £5000 of contribution to be waived</p>	<p>Normally maximum of £5000</p> <p>Negotiable on a case by case basis dependent on type of works required. If works cost over £5000 then means test will be applied but first £5000 contribution will be waived.</p>	<p>Enables necessary works including repairs which have a direct positive impact on a disabled person's health.</p> <p>To help low income home owners and private tenants to quickly access financial assistance for a wide range of minor adaptations and repairs.</p> <p>To reduce risks of accidents in the home.</p>

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<p>Council Tax Reduction to be considered a DFG passport benefit</p>	<p>Eligible for DFG. Treat Council Tax Reduction as a passport benefit under a Discretionary DFG scheme.</p>	<p>No– applicants in receipt of this benefit will not be means tested.</p>	<p>Normally up to a maximum of £30,000</p>	<p>Anticipated to help the small number of people in sole receipt of this benefit to access necessary adaptations.</p>
<p>Tech Grant Technology enabled care e.g. life line, fall detectors, key safes – for purchasing equipment and monthly fee to connect with call centre (if required)</p>	<p>Eligible for DFG. Available to all disabled applicants regardless of tenure. For a period up to 5 years This assistance will only be available in cases where there is particular difficulty paying the monthly rental charges, applicants will be given the opportunity to complete a financial statement of their income and outgoings which will be considered by the Council. Based on WSCC “Financial Statement for Funding Towards Home Adaptations” Offered on a case by case basis at the discretion of the Council.</p>	<p>Yes</p>	<p>Maximum of £3000</p>	<p>Supports a technology based approach to keeping people safe and well in their homes.</p>

6.4 Given the dynamic nature of this work adjustments to this approach may be required as it is rolled out across the county. Approval is therefore sought for authority to be delegated to the Head of Strategic Housing and Planning Services, in consultation with the Cabinet Member for Housing, to make such amendments as may be required to ensure that Crawley residents continue to derive maximum benefit from funding flexibilities.

6.5 These proposals are borough wide and are supported by the Cabinet Member for Housing.

7. Implications

7.1 There are no direct financial implications for the Council as the funding for the proposed discretionary assistance will be through the Better Care Fund. Availability of all discretionary DFG assistance will be dependent on sufficient funding remaining available to enable the Council to provide mandatory DFGs.

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- 7.2 The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 gives Councils power to give discretionary assistance in addition to mandatory DFGs. The Order provides that the power to provide assistance is not exercisable until the Authority has adopted and published a Policy relating to the exercise of the power and the power must be exercised in accordance with Policy.
- 7.3 Whilst it is possible to meet any additional administrative or staffing resource implications associated with these proposals from the capital grant funding, it is anticipated that the efficiencies delivered through the project work will enable these to be absorbed.
- 7.4 The Council has a public sector equality duty under the Equality Act (2010) to have due regard to the need to:
- Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act
 - Advance equality of opportunity for those with „protected characteristics“ and those without them
 - Foster good relations between those with „protected characteristics“ and those without them.
- 7.5 The protected characteristics are: age, disability, gender reassignment, pregnancy/maternity, race, religion/faith, sex and sexual orientation. The proposed changes will not have a negative impact on those people with protected characteristics.

8. Background Papers

None

Report author and contact officer: Chris Modder, Private Sector Housing Manager 01293 438418 chris.modder@crawley.gov.uk

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Agenda Item 6

Crawley Borough Council

Report to Overview and Scrutiny Commission 8 January 2018

Identifying and Monitoring HMO's in Crawley

Report of the Head of Strategic Housing and Planning Services – **SHAP/68**

1. Purpose

- 1.1 This report has been produced at the request of the Overview and Scrutiny Commission to receive information on the way in which Houses in Multiple Occupation (HMOs) are identified and monitored to ensure they continue to be effective in contributing to meeting housing need without adversely impacting surrounding communities.

2. Recommendations

- 2.1 This report is for information purposes and therefore it is asked that the Overview and Scrutiny Commission note the report.

3. Background

- 3.1 The planning system regulates HMOs by identifying them as a specific type of land use, reflected in the existence of special 'use classes'. Shared houses occupied by between three and six unrelated individuals who share basic amenities (kitchens, bathrooms) fall within use class 'C4: Houses of Multiple Occupation'. Where a HMO is occupied by more than six people the 'use class' is sui generis (literally 'of their own kind'). In planning terms this is a 'large' HMO.
- 3.2 These two types of HMO are treated differently in national planning legislation. A change of use of a building to a large HMO requires express planning permission. On the other hand a change of use of an existing dwelling house to a HMO within the C4 use class is identified as 'permitted development' by the Permitted Development Order, a piece of national legislation which grants automatic planning permission to certain broad categories of development.
- 3.3 HMOs with three or more storeys, five or more occupants forming two or more households are subject to mandatory licencing. Therefore neighbourhoods with larger properties (town houses for example) are predisposed to the creation of HMOs that [may] require a licence. Licences are issued by the Councils Private Sector Housing Team and at present there are 49 licensed HMOs in the Borough. Two storey HMOs are more dispersed throughout the Borough and do not fall under the mandatory licencing requirements.

4. Local Planning Policy Context

- 4.1 Crawley's Local Plan, adopted in December 2015, includes Policy H6 (shown below) for the purpose of considering planning applications for HMOs. This seeks to balance the need for this form of accommodation against potential negative impacts on HMO occupiers and the wider environment.

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Policy H6: Houses in Multiple Occupation

Proposals for the development and change of use of an existing property to a House in Multiple Occupation will normally be permitted provided that:

- i) The location, design and layout of the development is appropriate for the proposed occupiers;
- ii) The proposal, by virtue of its intensity of occupation and activity or due to its cumulative impact in the area, would have no adverse impact upon the character of the area and the amenity and privacy of neighbouring properties;
- iii) Development can meet its operational needs (e.g. parking, servicing) including Crawley Borough Council's adopted HMO Standards.

- 4.2 Proposals concerning HMOs are also assessed against other relevant Local Plan Policies, including Policy CH3: Normal Requirements of All New Development and Policy IN4: Car and Cycle Parking Standards. (The adopted parking standards specify a minimum provision of 0.5 car parking spaces per unit – i.e. per bedroom).

5. Local Planning Policy Impact

- 5.1 Between the adoption of the Local Plan in December 2015 and the end of October 2017 the council determined eleven planning applications concerning HMOs. These related to ten properties in total, spread across six neighbourhoods.¹ These may be summarised as follows:

- Addition of extension/garage conversion to existing small HMO: 1
- Change of use of small HMO to large HMO: 4
- Change of use of single family dwelling house to large HMO: 4
- Change of use of residential institution (use class C2) to large HMO: 1
- Combination of 2 existing flats to form a small HMO: 1

- 5.2 In each case the policies identified above were applied. Five of the applications (five out of nine of those involving the creation of a large HMO) were refused, with a revised scheme at one address subsequently being found acceptable. Reasons for refusal included insufficient on-site parking provision; failure to provide an acceptable living environment for occupants; and impact of additional activity levels on the amenity of neighbouring properties. One refusal on the basis of inadequate accommodation, failure to meet operational requirements, and inadequate parking arrangements (Policies CH3, CH5, H6 and IN4) was subject to an appeal, which was subsequently dismissed, with the Inspector upholding all four Policies as reasons for refusal.² Four of the permitted proposals were also made subject to conditions restricting the number of residents.

- 5.3 These outcomes evidence the effectiveness of the Council's planning policies in controlling new HMO provision.

6. Other potential planning controls

- 6.1 Where there is an identified harm arising from the operation of particular permitted development rights, Local Planning Authorities have the power to make directions known as 'Article 4' Directions which remove those rights within a specified area. Types of development affected by an Article 4 Direction need planning permission, whereas they would not do so normally. Crawley currently has Article 4 Directions in place to restrict the change of use of office and industrial premises to residential use within the Manor Royal Business District.³

- 6.2 Some councils have introduced Article 4 Directions removing the permitted development right to change dwelling houses into small HMOs. Typically these cover specific locations within the area of the council concerned which are considered to be particularly affected. In many cases these Directions are linked to policies which set a quantitative limit on the proportion of HMOs considered acceptable

¹ Four in Southgate, three in West Green, two in Northgate and one in Tilgate.

² Appeal Ref: APP/Q3820/W/16/3161422.

³ For further discussion of these and of Article 4 Directions generally see cabinet reports SHAP/47 and SHAP/56.

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within the surrounding area. A maximum limit of 10% of properties within a 100m radius of any property seeking permission to change use, for example, is common.

- 6.3 At present the council does not have evidence that HMOs are having a sufficient impact within the borough to justify taking this approach. Most councils using Article 4 Directions in this way are in cities, coastal resorts, or University towns, where local demographic factors result in a particularly high demand for this form of accommodation. In addition the council is not aware that the ratio of HMOs to family dwelling houses in any part of the borough has exceeded the kind of level (e.g. 10% within a 100m radius) that would activate a restrictive policy of the kind used by some councils.
- 6.4 This position will continue to be monitored. Should the need for such an approach be evidenced in future then Cabinet approval will be sought to implement an Article 4 Direction.

7. Identifying HMO's

- 7.1 HMO's that fall outside of mandatory licensing (as described below) are not required to be reported to the Private Sector Housing team, therefore sections within the Council that may become aware of possible HMO's (such as Benefits, Environmental Health and the Noise and Anti-Social Behaviour (NASB) team) work together and report possible HMO's to the Private Sector Housing team for further investigation.

8. Mandatory Licensing

- 8.1 The licensing process identifies and sets the maximum number of occupants of a HMO based on the suitability of the property and the number and size of facilities present (bedrooms, bathrooms and kitchens). The number of occupants is checked during every visit to the premises and if numbers exceed what is permitted by the license, action is taken accordingly. The licensing process also looks at gas and electrical safety, fire safety measures, the provision of heating, waste disposal and the maintenance of living accommodation and common parts. Issues outside of the remit of licensing are dealt with under separate legislation. Housing standards and disrepair are investigated under the Housing Health and Safety Rating System (HHSRS) and are enforced by the Private Sector Housing Team. Issues of noise disturbance and anti-social behaviour are investigated and enforced by Environmental Health and/or the Noise and Anti-Social Behaviour Team depending on the nature of the complaint.
- 8.2 The legislation relating to mandatory licencing is very prescriptive and there is very limited scope to refuse an application to licence a HMO. Reasons for refusal are limited to the proposed licence holder and/or manager not meeting the 'fit and proper person' criteria, the property not meeting the Council's standards for HMOs, and there being no reasonable prospect of appointing an alternative license holder or bringing the property up to standard within an acceptable time period. Wider issues such as location, proximity to other HMO's, the impact on car parking and the wider community cannot be taken into consideration

9. Other potential licensing controls

- 9.1 Additional licensing - Additional licensing is a tool for local authorities to license HMOs that fall outside of the scope of the mandatory licensing scheme. However its use is subject to significant constraints. It is only available where specific conditions are met and where the authority believes its introduction would alleviate specific housing problems. The introduction of an additional licensing scheme can only be considered as an integral part of an authorities overarching approach and where sufficient resources are available to support private landlords and tenants to comply with any obligations placed upon them as part of the scheme.

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- 9.2 To invoke an additional licensing scheme the local authority must be able to evidence that a significant proportion of HMOs are managed ineffectively and as a result have a detrimental effect on a local area (through serious and persistent anti-social behaviour for example). There is no evidence of problems at a level or scale that would warrant or justify this type of action by the Council.
- 9.3 Selective licensing - Selective licensing applies to all privately rented dwellings that fall outside of mandatory licensing (including properties rented to families and HMOs that do not require a licence). As with additional licensing, a local authority may introduce a scheme across all or part of its district, and as with additional licensing, to introduce a selective licensing scheme a local authority has to be able to demonstrate one or more of the following; low housing demand, a significant and persistent problem caused by anti-social behaviour, poor property conditions, high levels of migration, high levels of deprivation and high levels of crime. Again there is no evidence of problems at a level or scale that would warrant or justify this type of action by the Council.

10. Non-Licensable HMO's

- 10.1 Where HMO's do not require a license or planning permission (those with two storeys and fewer than six occupants for example), local authorities are likely to have limited contact with the property and its occupants unless a complaint is made. The Private Sector Housing Team respond to complaints of disrepair within the property and the NASB Team respond to complaints of noise and/or anti-social behaviour. Upon receipt of a complaint, issues are investigated under the relevant legislation and appropriate action taken (depending on the issues present and their severity).

11. Complaints

- 11.1 Historically there has been a higher rate of complaints from HMOs (both licensed and un-licensed) as they are often occupied by younger more transient tenants at a higher density of occupation than single households. In Crawley they are often shift workers so noise is not always confined to daytime hours. This noise itself is not necessarily 'unreasonable' and may be attributed to a clash of life styles rather than deliberately being anti-social. In some cases, poor sound insulation between properties can become an issue for neighbours. Currently only a small minority (no more than 1%) of complaints of noise and low level anti-social behaviour relate to HMOs. A similar pattern is mirrored in relation to disrepair complaints relating to HMOs.

12. Associated matters raised by OSC

- 12.1 Micro flats - HMOs do not come into the category of micro-flats. The latter are self-contained units while HMOs comprise of shared facilities.
- 12.2 Impact on Voter Registration - The canvassing of HMOs mirrors the same approach as other households in the borough. Electoral Services issue a Household Enquiry Form to every household in Crawley. Following this, two reminders are issued to those who do not respond and then canvassers will be sent to households where no response has been received. In addition to this, the Electoral Services team work closely with the relevant sections to understand the occupation of properties in the Borough.
- 12.3 Payment of Council Tax - HMOs are treated in the same way as other private rented accommodation with the landlord being responsible for payment. As with the application of Council tax rates to all properties, HMOs that are larger fall within a higher tax banding and are charged more.
- 12.4 Business Rates - The criteria for business rates is listed on the Valuation Officer's Rating List. For HMOs to be charged as businesses a change in legislation would be required by central Government. In late 2016 Brighton and Hove City Council lobbied Government on this matter but concerns were raised that an increase in costs to the landlord would be passed on to the tenants through higher rents, further adding to the issues of unaffordability in the private rented sector.

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13. Conclusions

- 13.1 With private rent levels in Crawley being on average 25% more than the Local Housing Allowance rates, houses in multiple occupation fulfil a vital role in helping to provide affordable accommodation for small/single person households on a low income. With the impact of welfare reform continuing to be felt, the demand for HMOs and the ability to access well-run good quality accommodation is essential if the housing needs of the residents of Crawley are to be met.
- 13.2 The Council is making effective use of planning and housing powers to control and regulate new and existing HMO provision and there is currently no evidence base to justify the implementation of the further powers that are available in local authority areas where the presence of HMOs is adversely affecting the wider community.

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Crawley Borough Council

Report to Overview and Scrutiny Commission 8 January 2018

Housing Associations operating in Crawley

Report of the Head of Strategic Housing and Planning Services – **SHAP/69**

1. Purpose

- 1.1 This report has been produced in response to a request by the Overview and Scrutiny Commission to provide information on the housing associations operating in Crawley.

2. Recommendations

- 2.1 This report is for information purposes and therefore it is asked that the Overview and Scrutiny Commission note the report.

3. Background

- 3.1 Housing associations provide homes and services for people in housing need. They are independent organisations, many of which are charitable and are non-profit making (where surplus is used to maintain existing homes and finance the build of new homes). Of the [approx.] 4 million social homes in England, [approx.] 2.4 million (60%) are owned and operated by housing associations.
- 3.2 Housing associations are the country's main provider of new homes for affordable rent. Many also offer shared ownership schemes to help people on lower incomes afford home ownership. Housing associations also provide much of the country's supported housing, with specialist services for vulnerable people such as those with mental health issues, learning disabilities, or women fleeing domestic violence.
- 3.3 Housing associations fund the development of new affordable homes predominantly through using privately raised finance together with funding provided by the Homes and Communities Agency (HCA) who are their governing body, and their own reserves. They may also receive enabling funding through partnership working with local authorities. They are managed by Boards of Management that comprise of independent people, volunteers, residents, representatives of local authorities and community groups. These boards have overall responsibility for the work and financial management of the organisation and for ensuring compliance with regulatory requirements.
- 3.4 In recent years there has been a growing trend for housing associations to merge to form larger, regional bodies.

4. Crawley Context

- 4.1 As a stock holding authority the Council owns and manages approximately three quarters of all social rented housing in the Borough. The remaining quarter is owned and managed by 19 housing associations. A breakdown of social housing stock by neighbourhood is shown in table one.

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Table One - Estimated Crawley Homes and Housing Association housing stock as at April 2015

	Crawley Homes	Housing Association	Housing associations with stock in the area
Bewbush	1085	59	Clarion, Moat
Broadfield	1110	771	Southern, London & Quadrant (L&Q), Guinness Trust, Town and Country
Kilnwood Vale	35	0	Raven, Orbit
Furnace Green	438	42	Clarion, Hyde
Gossops Green	448	24	Clarion
Ifield	859	158	Hyde, Moat
Langley Green	617	144	Hyde, Moat, Raven, Crawley Friends, Southern
Maidenbower	123	206	Clarion, Hyde, Moat
Northgate	492	103	Moat, Guinness Trust, RMG
Pound Hill	483	139	L&Q, Hanover
Southgate	535	244	Housing 21, Raven, Keniston, Stonewater, Hyde, Clarion, Transform
Three Bridges	390	369	Housing 21, Southern, Moat, Raven
Tilgate	669	38	Hanover, Clarion, Southdown
West Green	622	125	A2Dominion, Transform, Moat, Transform, L&Q
TOTAL	7906	2422	

- 4.2 Of the affordable housing built in Crawley over the last 3 years, 65% (approx. 270 homes) is owned by housing associations. Over the next two years housing associations are set to deliver a further 200+ new units of affordable housing, some of which will become available for social rent via the housing register. The nomination rights to housing association properties secured by the Council play a significant role in helping to meet the demand for affordable and social housing locally.

5. Nomination Rights and Preferences

- 5.1 Through nomination agreements with our housing association partners, the Council has nomination rights to 100% of newly built social housing in Crawley and up to 75% of social housing once it becomes available for re-occupation. When properties become available they are let via the Council's housing register. The Council operates a choice based lettings scheme. This means that households on the housing register choose which properties they bid for. Property adverts clearly state who the landlord is (the Council or one of the housing associations), giving applicants the ability to choose who they want as a landlord.
- 5.2 Of the social tenancies that started in 2016 in Crawley, a quarter (approx. 150) were with housing associations, and the factor that appeared to most heavily influence the bidding (along with the size of the property and any adaptations needed) was the area in which the property was situated. Therefore it would appear that the majority of applicants place less importance on the landlord and more on the area in which they want to live.
- 5.3 At present of the 680 households on the housing register who have applied to transfer to another property, less than a quarter are in housing association properties. This would suggest that households are not (as a rule) moving into housing association properties with a view to transferring to a Council owned property at a later date.

6. Regulation and Governance

- 6.1 The responsibility of governing and regulating housing associations lies with the Homes and Communities Agency (HCA). The HCA's role is to:

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- protect social housing assets
- ensure providers are financially viable and properly governed
- maintain confidence of lenders to invest into the sector
- encourage and support the supply of social housing
- ensure tenants are protected and have opportunities to be involved in the management of their housing
- ensure value for money in service delivery

6.2 The HCA take a co-regulatory approach. This means boards who govern providers' service delivery are responsible for ensuring that their organisation is meeting the HCA's standards, and for being open and accountable in how their organisation meets its objectives. Co-regulation also requires providers to support tenants in the shaping and scrutinising of service delivery and in holding boards to account.

6.3 The HCA expect providers to identify problems and take effective action to resolve them. If a provider takes responsibility and it is concluded that they are able to respond to the problem, the HCA work with the provider to help it deliver the necessary corrective actions. If the provider is unable or unwilling to respond positively, the HCA may use their regulatory enforcement powers.

7. Tenancy Policies

7.1 Each social housing provider, whether a housing association or stock holding local authority is required to develop its own Tenancy Policy setting out its service standards. In doing so the social housing provider must meet legislative requirements, HCA requirements which include a requirement for tenants to be involved and consulted and "have regard" to Local Authority Tenancy Strategies.

8. Tenancy Strategy

8.1 Tenancy Strategies were a requirement of the Localism Act 2011 and are intended to guide housing associations and stock holding Council's on matters such as rent levels, length and type of tenancies, ending and renewing tenancies and local housing needs.

8.2 As the majority of housing associations operate on a regional basis, their Tenancy Policy will be regionally rather than locally based and as such will need to "have regard" to the Tenancy Strategies of the range of local authorities across their operating areas. This inevitably serves to dilute more local needs and, as such, Tenancy Strategies carry little weight and no teeth in the development of Tenancy Policies.

8.3 The Council's Tenancy Strategy was adopted and published by the Council in 2014 in accordance with Government guidelines and following consultation with housing associations and stakeholders.

9. Service Standards

9.1 Accessing Information - All residents of social rented housing should have quick and easy access to information they may need during their tenancy. Documents tenants are likely to access include complaints procedures (detailing how they go about making a complaint and what will happen when they do), repairs standards (detailing how they go about requesting a repair and the timeframe in which it will be dealt with) and service standards (detailing how they can expect to be treated by their landlord). Information, documents, policies and procedures for use by tenants should be clear, concise and easy to understand.

9.2 The websites of all social housing providers (with a presence in Crawley) were checked to see whether information was quick and easy to find and understand. All complaints procedures and repairs standards viewed adequately outlined what was expected of the customer and in turn, how the association would respond.

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- 9.3 Rent Levels - The Council's Tenancy Strategy advises that '*Providers of social housing are expected to set rents at or below the Local Housing Allowance (LHA) level to ensure that they are affordable to housing register applicants. It is therefore expected that for larger more expensive properties affected by the LHA cap, rents will need to be much lower than 80% of the market rate*'. A search was carried out of rent levels of housing association properties in the last year and all were under the LHA rate and considered affordable.
- 9.4 Housing associations and the Council set social rents in line with government guidelines. Social rent is set using a formula based on 1999 property values as the benchmark from which a 'target rent' is calculated. From April 2016 in line with Government requirements, rents have reduced by 1% and will continue to do so for a four year period. New lettings at social rents are let at the target rent, and the 1% reduction is applied when properties become void. In October 2017 the government announced a 1% rent rise for social housing to be applied for five years from 2020 onward.
- 9.5 Standards and Disrepair - Housing associations have certain responsibilities to maintain their stock (with a particular focus on issues such as gas safety, electrical safety and the structural fabric of the building for example). Complaints about disrepair are dealt with internally using the association's own complaints procedures in the first instance. Where this does not result in a satisfactory outcome, tenants have the right to request that the matter is investigated by the Housing Ombudsman. The Council's Private Sector Housing Team may become involved where tenants have been through the association's complaints procedure and contact the Council for advice.
- 9.6 Both the Council and housing associations work to a 'standard' of repair. These will vary with some social housing providers using the decent homes standard, another using one derived from Building Regulations, others creating their own. There is no mechanism for requiring consistency. It is not a matter of which standard is 'best', but of whether they are being adhered to.
- 9.7 Approx. 16% of disrepair complaints (around 25 to 30 per annum) coming into the Private Sector Housing Team are regarding minor low level disrepair (damp caused by condensation for example) in properties owned by housing associations. Of the complaints made in 2017 so far, only two escalated to the point where enforcement action was considered. However both were rectified before enforcement became necessary. In both cases, the housing association had sent out the wrong contractor, the job had then been cancelled, and the customer chose to contact the Private Sector Housing Team in seeking to resolve the problem.

10. Investing in the Community

- 10.1 Housing associations will invest in their tenants and the wider community in order to create environments in which their tenants will thrive and in doing so, maximize the likelihood of successful tenancies. Examples of the support and assistance from the housing associations with a presence in Crawley are:
- Supporting tenants into work (with CV writing workshops, helping to search and apply for jobs for example)
 - Helping tenants to gain skills that will assist them in getting back to work (including computer skills and internet use)
 - Wellbeing programs (addressing issues such as mental health, hoarding and anti-social behaviour)
 - Financial inclusion (supporting tenants with budgeting, managing debt, maximizing income, claiming benefits they are entitled to, creating support plans)
 - Providing access to funds for groups/organisations that work in the community
 - Approx. 6 years ago the Guinness Trust refurbished a block of flats on their estate in Broadfield. The block originally consisted of bedsits and the housing Managers office. These were converted to one and two bedroom flats with the communal areas being landscaped to improve the surroundings. A communal room was also build to allow residents of the estate to use it for functions and meetings.
 - Attending and participating in a range of multi-agency meetings such as the noise and anti-social behaviour liaison meeting and the housing and homelessness forum.

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10.2 Of the support that is available, much is aimed at tenants of all ages. However focused support is also provided specifically for young people and the aging population.

11. How do service standards between housing and Crawley Homes compare?

11.1 Service standards and operational processes for social housing providers must be in conformity with their individual regulatory and governance requirements and are thus set at a level which meets requirements to protect both tenants and housing stock and which reflects the expectations of their respective tenants. Service standards and operational processes will inevitably vary between individual housing associations and between housing associations and the Council as there is no requirement for consistency. It is not possible to draw direct and meaningful comparisons. For example a more traditional approach to service standards in respect of carrying out repairs would be to set a target timeframe for the work to be done. As a social housing provider the Council does not set such targets but rather seeks to respond in a timeframe determined by the needs of the customer.

11.2 Housing associations are not under any obligation to provide data on performance or customer satisfaction to the Council and in many cases this is collected on a sub-regional rather than a local authority basis and therefore does not necessarily reflect the local picture. However the data that was obtained for the purposes of this report reflects high levels of performance and customer satisfaction within housing associations.

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To Investigate the state of social mobility within the borough

Suggested by Councillor Lamb.

The proposed scope was to investigate the state of social mobility within the borough and practical steps which can be taken to ensure that a child's life chances are no longer capped.

There had been concern around the low level of social mobility within the town for some time and the Government's Social Mobility Commission has now highlighted the borough as one of the poorest locations in the country for social mobility and the worst in the South East.

It was suggested that the scope could include:

- a local perspective on the extent of the problem
- what the main challenges are in delivering greater social mobility
- practical steps which can be taken by Crawley Borough Council and other organisations to improve the life chances of those born into low income households

The findings of the [State of the Nation](#) social mobility report from the Social Mobility Commission (November 2017) showed Crawley as one of the worst performing areas in the country, and potentially one of the worst in the south east.

This could potentially be a very long, wide and complex scrutiny review. However as the social mobility index assesses the education, employability and housing prospects of people within the area, it may be possible for the review to be broken down into several subject areas (as mentioned) to give it focus and concentrating on where it can add most value. Therefore the scoping framework will need to accommodate this and could be achieved at the first meeting of the Panel.

Preliminary recommendation:

- 1) That the Overview and Scrutiny Commission review the viability of the proposal and if supported, establish a scrutiny panel.**
- 2) Should a Panel be supported:**
 - a) Seek nominations (via Democratic Services) for the membership for the Panel, in accordance with political proportionality.**
 - b) Establish a scoping meeting in early 2018 with the Scrutiny Panel to commence in 2018/2019.**
 - c) Allow the Chair to confirm the terms of reference for the review.**

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