



NOTTINGHAM CITY COUNCIL
OVERVIEW AND SCRUTINY COMMITTEE

Date: Wednesday 16 May 2018

Time: 2.00 pm

Place: LB 31-32 - Loxley House, Station Street, Nottingham, NG2 3NG

Councillors are requested to attend the above meeting to transact the following business

Corporate Director for Strategy and Resources

Senior Governance Officer: Laura Wilson **Direct Dial:** 0115 8764301

- 1 APOLOGIES FOR ABSENCE**
- 2 DECLARATIONS OF INTERESTS**
- 3 MINUTES** 3 - 6
To confirm the minutes of the meeting held on 4 April 2018
- 4 OVERVIEW AND SCRUTINY COMMITTEE TERMS OF REFERENCE** 7 - 10
Report of Head of Legal and Governance
- 5 ESTABLISHMENT OF THE OVERVIEW AND SCRUTINY CALL-IN PANEL** 11 - 12
Report of Head of Legal and Governance
- 6 HOMELESSNESS** 13 - 22
Report of Head of Legal and Governance
- 7 WORK PROGRAMME** 23 - 28
Report of Head of Legal and Governance
- 8 DATES OF FUTURE MEETINGS**
To consider meeting at 2.00pm on the following Wednesdays:

<u>2018</u>	<u>2019</u>
6 June	9 January
4 July	6 February
5 September	6 March
3 October	
7 November	
5 December	

IF YOU NEED ANY ADVICE ON DECLARING AN INTEREST IN ANY ITEM ON THE AGENDA, PLEASE CONTACT THE SENIOR GOVERNANCE OFFICER SHOWN ABOVE, IF POSSIBLE BEFORE THE DAY OF THE MEETING

CITIZENS ATTENDING MEETINGS ARE ASKED TO ARRIVE AT LEAST 15 MINUTES BEFORE THE START OF THE MEETING TO BE ISSUED WITH VISITOR BADGES

CITIZENS ARE ADVISED THAT THIS MEETING MAY BE RECORDED BY MEMBERS OF THE PUBLIC. ANY RECORDING OR REPORTING ON THIS MEETING SHOULD TAKE PLACE IN ACCORDANCE WITH THE COUNCIL'S POLICY ON RECORDING AND REPORTING ON PUBLIC MEETINGS, WHICH IS AVAILABLE AT WWW.NOTTINGHAMCITY.GOV.UK. INDIVIDUALS INTENDING TO RECORD THE MEETING ARE ASKED TO NOTIFY THE SENIOR GOVERNANCE OFFICER SHOWN ABOVE IN ADVANCE.

NOTTINGHAM CITY COUNCIL

OVERVIEW AND SCRUTINY COMMITTEE

**MINUTES of the meeting held at Loxley House, Nottingham on 4 April 2018
from 2.01 pm - 3.15 pm**

Membership

Present

Councillor Brian Parbutt (Chair)
Councillor Sue Johnson (Vice Chair)
Councillor Anne Peach (Vice Chair)
Councillor Jim Armstrong
Councillor Azad Choudhry
Councillor Josh Cook
Councillor Mohammed Ibrahim
Councillor Patience Uloma Ifediora
Councillor Gul Nawaz Khan
Councillor Jackie Morris

Absent

Councillor Mohammed Saghir

Colleagues, partners and others in attendance:

John Bann	- Cycling and Road Space Transformation Manager
Keith Morgan	- Principal Transport Planner- Cycling and Roadspace Transformation
Laura Wilson	- Senior Governance Officer
Phil Wye	- Governance Officer

63 CHANGES TO MEMBERSHIP

RESOLVED to note the resignation of Councillors Ginny Klein, Carole McCulloch and Marcia Watson from the Committee.

64 APOLOGIES FOR ABSENCE

Councillor Mohammed Saghir – personal reasons.

65 DECLARATIONS OF INTERESTS

None.

66 MINUTES

The minutes of the meeting held on 14 March 2018 were confirmed as a correct record and signed by the Chair.

67 CYCLING STRATEGY UPDATE

John Bann, Cycling and Roadspace Transformation Manager, introduced the report and delivered a presentation providing an update on the Council's Cycling Strategy, highlighting the following:

- (a) the local Cycling and Walking Investment Strategy is the largest in the country as it covers Nottingham City, Nottinghamshire, Derby City and Derbyshire. This is a wide and varied area of both urban and rural areas. The aim of the strategy is to double cycling in the area and increase walking;
- (b) the city's Cycle Ambition Programme consists of a number of cycling corridors and schemes to make cycling in the city easier. At the end of March 2018, the programme reached financial closedown, and further funds will be required if this is to be expanded further. Some of these corridors, such as the Western Cycle Corridor, are complete, whilst a few elements remain under construction;
- (c) the period from 2010 to the present has seen an almost 50% increase in cycling in Nottingham City;
- (d) there is an ambition to have 15 cycle corridors into the city centre, along with radial routes, and these will be named N1 to N15 with clear signage;
- (e) the Western Cycle Corridor was reviewed following concerns about congestion on Castle Boulevard, and some changes have been made to provide additional capacity for cars. Improvements have recently also been completed at Abbey Bridge and the Gregory Street junction where the route has been moved to the other side of the road with an improved crossing point;
- (f) cycling flows on the Western Cycle Corridor have increased by around 16% since completion. The flows are seasonal and currently the peaks are in October and November when students begin at the university;
- (g) the Eastern Cycle Corridor is substantially complete. At junctions to the corridor cyclists have the right of way over motor vehicles. Further changes will take place to provide a temporary route across the Island Site and to upgrade a crossing over Manvers Street;
- (h) the Council has put forward a proposal to Highways England for cycling improvements on the A453 near Clifton;
- (i) at the Nottingham Enterprise Zone, which is being developed at the Boots Campus, a programme of walking and cycling schemes is being developed. The most significant element of this will be a new bridge over the railway line to connect the Boots Campus and the Nottingham Science Park and tram line. The City Council is also working with the County Council to improve connections to Beeston and Beeston Rylands;
- (j) following a bid for European funding to deliver walking and cycling improvements along the River Leen, £500,000 has been secured. This funding is part of a wider project to improve the 'blue and green' infrastructure in Nottingham and Derby;

- (k) the Victoria Embankment has been improved with new lighting and provision of a child's practice bicycle track;
- (l) City Council officers have visited Nottingham's twin cities of Karlsruhe and Ghent to learn from their cycling infrastructure, as they both have cycling levels of over 25%. An exchange student from Germany will be joining the Council for 6 months and representatives from both cities will also be invited to the National Cycle City conference, to be held in Nottingham in 2019.

Keith Morgan, Principal Transport Planner, Cycling and Roadspace Transformation, updated the Committee on cycling provision at Aspley Lane as this was a specific request at the previous Committee meeting:

- (m) Aspley Lane is not included as part of the strategic cycle network, although it is recognised as a well-used route by cyclists and an important local connection to shops, schools and other facilities;
- (n) There is no specific funding available to make changes to the infrastructure on Aspley Lane, but small scale schemes could be prioritised by Councillors and funded through Area Capital budgets.

The following points were raised during the discussion which followed:

- (o) congestion affected by the Western Cycle Corridor on Castle Boulevard should be relieved when the Southern Relief Route is open and work in the Broadmarsh area is complete as a lot of the traffic will be diverted;
- (p) cyclists in pedestrian areas, such as Bulwell Market, can be dangerous for pedestrians. In some cities, cyclists are banned in peak hours and are subject to a code of conduct but a balance has to be drawn as the Council should reduce congestion from motor traffic;
- (q) the Council is purchasing a limited number of electric bicycles which colleagues and Councillors will have the opportunity to use on a 'try before you buy' basis;
- (r) cycle safety training is provided in schools throughout the city, and there is also funding available for adult cycle training;
- (s) following the establishment of the city's free bike hire scheme, there is the possibility that a national company will roll this out on a larger scale as has happened in other core cities;
- (t) monitoring of cycling behaviour will continue in order to investigate the reasons why people have decided to switch from car to bicycle travel;
- (u) cycling around the city centre is a particular challenge with high numbers of pedestrians, narrow streets and the tram line. Cycling infrastructure should be incorporated into roadspace improvements on Collin Street, Canal Street and Carrington Street, as well as the developments at Eastside and at the Guildhall;

Overview and Scrutiny Committee - 4.04.18

(v) the cycling team is consulted on all new planning applications, and the cycle corridors are included in the Local Plan.

RESOLVED to thank John and Keith for the information provided.

68 WORK PROGRAMME 2018/19

RESOLVED to amend the work programme to bring forward the bailiff review update, and note the work that is currently planned for the 2018/19 municipal year.

OVERVIEW AND SCRUTINY COMMITTEE
16 MAY 2018
OVERVIEW AND SCRUTINY COMMITTEE TERMS OF REFERENCE
REPORT OF HEAD OF LEGAL AND GOVERNANCE

1 Purpose

- 1.1 To ensure all members of the Overview and Scrutiny Committee are aware of the terms of reference for the Committee, and the implications for the operation of the Committee during the year.

2 Action required

- 2.1 To note the terms of reference for the Committee, as approved at Council on 14 May 2018.

3 Background information

- 3.1 On 14 May 2018 Council established the Overview and Scrutiny Committee and agreed its terms of reference.

4 List of attached information

- 4.1 Overview and Scrutiny Committee terms of reference.

5 Background papers, other than published works or those disclosing exempt or confidential information

- 5.1 None.

6 Published documents referred to in compiling this report

- 6.1 The Council's Constitution.
6.2 Appointments and first meetings of Committees and Joint Bodies 2018-19 – Council, 14 May 2018.

7 Wards affected

- 7.1 All.

8 Contact information

- 8.1 Laura Wilson
Senior Governance Officer
0115 8764301
laura.wilson@nottinghamcity.gov.uk

Overview and Scrutiny Committee Terms of Reference

- (a) To set, manage and co-ordinate the overview and scrutiny work programme to ensure all statutory roles and responsibilities accorded to the overview and scrutiny function, with the exception of health scrutiny, are fulfilled, including the ability to:
 - i. hold local decision-makers, including the Council's Executive, to account for their decisions, action and performance;
 - ii. review policy and contribute to the development of new policy and the strategy of the Council and other local decision-makers where it impacts on Nottingham residents;
 - iii. explore any matters affecting Nottingham and/ or its residents;
 - iv. make reports and recommendations to relevant local agencies with respect to the delivery of their functions, including the Council and its Executive;
- (b) to maintain an overview of key strategic issues relevant to Nottingham and its residents to inform decisions about the work programme so that it is focused on, and adds value by the examination of, issues of local importance and concern;
- (c) to monitor the effectiveness of the overview and scrutiny work programme and the impact of outcomes from overview and scrutiny activity, including the outcomes of review panels;
- (d) to work with other scrutiny committees, to support effective delivery of a co-ordinated overview and scrutiny work programme.
- (e) to establish a sub-committee known as the Call-In Panel to meet as required to consider call-in requests in accordance with the Council's Call-In Procedure;
- (f) to commission time-limited review panels (no more than 1 panel at any one time) to carry out a review of a matter within its remit. Commissioning includes setting the remit, initial timescale and size of membership to meet the needs of the review to be carried out. Such review panels will be chaired by the Chair of the Overview and Scrutiny Committee;
- (g) to consider requests for Councillor calls for action;
- (h) to receive petitions in accordance with the Council's Petitions Scheme;
- (i) to commission separate policy briefings to inform councillors about current key issues relevant to Nottingham, to aid decisions about the future overview and scrutiny work programme and prepare Councillors to undertake overview and scrutiny work that has already been commissioned;
- (j) to co-opt people from outside the Council to sit on the Committee or

any review panels it commissions, to support effective delivery of the work programme.

The Committee has 12 members. Membership must not include members of the Executive Board. The Committee is politically balanced, with allocation of seats between political groups determined on a year by year basis.

This page is intentionally left blank

OVERVIEW AND SCRUTINY COMMITTEE
16 MAY 2018
ESTABLISHMENT OF THE OVERVIEW AND SCRUTINY CALL-IN PANEL
REPORT OF HEAD OF LEGAL AND GOVERNANCE

1 Purpose

- 1.1 To establish the Call-in Panel as a sub-committee of the Overview and Scrutiny Committee for 2018/19, and approve the terms of reference and membership.

2 Action required

- 2.1 To approve the terms of reference and membership of the Call-in Panel as detailed in Appendix 1.

3 Background information

- 3.1 The terms of reference for Overview and Scrutiny Committee require it to appoint a Call-in Panel to respond to the call-in of Executive decisions prior to implementation.
- 3.2 The Chair of the Overview and Scrutiny Committee is the Chair of the Call-in Panel, and the Vice-Chairs of the Committee will also be Vice-Chairs of the Call-in Panel.

4 List of attached information

- 4.1 Call-in Panel terms of reference and membership.

5 Background papers, other than published works or those disclosing exempt or confidential information

- 5.1 None.

6 Published documents referred to in compiling this report

- 6.1 The Council's Constitution.

7 Wards affected

- 7.1 All.

8 Contact information

- 8.1 Laura Wilson
Senior Governance Officer
0115 8764301
laura.wilson@nottinghamcity.gov.uk

Call-in Panel

Terms of Reference

The Call-in Panel is a sub-committee of the Overview and Scrutiny Committee set up to determine the validity of call-in of Executive decisions and whether a decision should be referred back to the decision maker or, in certain cases, to Council, in accordance with the Constitution and Call-in Procedure.

The Call-in Panel comprises 9 councillors. Ordinarily, Overview and Scrutiny Committees/Panels should be politically balanced.

The Chair of the Overview and Scrutiny Committee will chair the Call-in Panel. The Scrutiny Vice-Chairs will be Vice-Chairs of the Call-in Panel.

Membership

To follow

OVERVIEW AND SCRUTINY COMMITTEE
16 MAY 2018
HOMELESSNESS
REPORT OF HEAD OF LEGAL AND GOVERNANCE

1 Purpose

- 1.1 To receive information on the changes required by the Homelessness Reduction Act 2017 which came into force on 3 April 2018 and the implications this has for the city.

2 Action required

- 2.1 To consider the information provided and use it to inform questioning at the May and June meetings.

3 Background information

- 3.1 The Homelessness Reduction Act places new duties upon councils across England from 3 April 2018 that will result in homelessness system changes in Nottingham.
- 3.2 The Act places new duties upon councils to help them to prevent homelessness before it happens wherever possible, and relieve it when it isn't. The Act will bring in a raft of changes including:
- doubling the period councils can support those threatened with homelessness from 28 days to 56 days (before the person is expected to become homeless);
 - the introduction of assessment and personalised action plans for all service users outlining reasonable steps the service user and the council must take to address and mitigate the risk of homelessness;
 - wider responsibilities for early intervention to ensure other statutory bodies can easily refer into councils' housing options services if they think a service user is homeless or at risk of homelessness.
- 3.3 Gary Harvey, Head of Housing Solutions will be in attendance at the meeting to provide the Committee with details of the changes required by the Act, and partners will attend the June meeting to talk about the work being done to respond to the changes required by the Act.

4 List of attached information

- 4.1 Briefing note by Homeless Link.
- 4.2 Briefing note by Gary Harvey, Housing Solutions – to follow.

5 Background papers, other than published works or those disclosing exempt or confidential information

5.1 None.

6 Published documents referred to in compiling this report

6.1 The Homelessness Reduction Act 2017.

7 Wards affected

7.1 All.

8 Contact information

8.1 Laura Wilson
Senior Governance Officer
0115 8764301
laura.wilson@nottinghamcity.gov.uk

Five key changes in the Homelessness Reduction Act

The Homelessness Reduction Act ('the Act') is due to come into force in April 2018.¹ The Act will modify and extend existing homelessness protection in a number of key ways:

1. Improved advice and information about homelessness and the prevention of homelessness

A review of the current homelessness legislation found that the information and advice provided to single homeless people needed to be much more effective.² Under the Act, everyone in a local housing authority's district should be able to access free information and advice on³:

- preventing homelessness,⁴
- securing accommodation when homeless,
- the rights of people who are homeless or threatened with homelessness, and the duties of the authority,
- any help that is available from the authority or anyone else
- how to access that help.

Services providing advice and information must be designed to meet the needs of particular groups in the authority's district, for example care leavers, people 'suffering with a mental illness or impairment' and groups identified as being at particular risk of homelessness.⁵

Housing authorities will need to work with other relevant statutory and non-statutory service providers to identify groups at particular risk and to develop appropriate, accessible provision.⁶ Housing authorities may also wish to consult with particular groups, for example people in contact with the criminal justice system, before developing resources.⁸

Housing authorities can contract out advisory services so they are provided by other organisations.

¹ The Act received Royal Assent in April 2017.

² (Crisis, 2016) [The homelessness legislation: an independent review of the legal duties owed to homeless people](#)

³ See section 3.2 of the [Draft Homelessness Code of Guidance for Local Authorities](#)

⁴ See section 3.6 of the [Draft Homelessness Code of Guidance for Local Authorities](#)

⁵ See section 3.4 of the [Draft Homelessness Code of Guidance for Local Authorities](#)

⁶ See section 3.5 of the [Draft Homelessness Code of Guidance for Local Authorities](#)

⁷ For example, section 23.7 of the [Draft Homelessness Code of Guidance for Local Authorities](#) states that advice services will be most effective if developed in consultation or jointly with offender management services in the district (i.e. prisons, youth offending services and probation providers).

⁸ See section 23.7 of the [Draft Homelessness Code of Guidance for Local Authorities](#)

2. Extension of the period ‘threatened with homelessness’

Under current legislation, an applicant is only assessed as threatened with homelessness if they are likely to become homeless within 28 days. Under the new Act, the period ‘threatened with homelessness’ is extended; a person is threatened with homelessness if they are likely to become homeless within 56 days, or if they have been served a valid section 21 notice that expires in 56 days or less.

The extension aims to encourage housing authorities to act quickly and proactively,⁹ and should allow housing authorities more time to do prevention work.

3. Introducing new duties to prevent and relieve homelessness for all eligible people, regardless of priority need and intentionality

Currently, most prevention and relief work undertaken by a housing authority sits outside of the statutory framework. This has led to many single homeless people only receiving limited information to support them relieve their homelessness. Under the new Act, all eligible¹⁰ people who are found to be homeless or threatened with homelessness will be entitled to more tailored support from the housing authority, regardless of priority need and intentionality. Support to prevent homelessness is available to everyone regardless of local connection. Information about this support can be found in *4) Introducing assessments and personalised housing plans, setting out the actions housing authorities and individuals will take to secure accommodation*

Additionally, all people found to be homeless and in priority need will be provided with interim accommodation. In determining who is in priority need, housing authorities will need to be aware that ‘an applicant may be considered vulnerable because of a combination of factors which taken alone may not necessarily lead to a decision that they are vulnerable (e.g. drug and alcohol problems, common mental health problems, a history of sleeping rough, no previous experience of managing a tenancy).’¹¹ Assessments of ‘vulnerability’ may require working with other agencies.¹²

Applicants who have a priority need, were homeless unintentionally and whose homelessness has not been successfully relieved after 56 days, will be owed the main housing duty unless they have refused to co-operate.¹³ Applicants are owed a lesser accommodation duty if they are intentionally homeless.¹⁴ The Draft Homelessness Code of Guidance for Local Authorities outlines the reasons why someone is unintentionally

⁹ Section 6.19 of the [Draft Homelessness Code of Guidance for Local Authorities](#) notes that when considering if it is reasonable for someone to stay in their accommodation, housing authorities ‘should not consider it reasonable for people to stay until evicted by a bailiff.’ The focus on statutory preventative work aims also to mitigate this practice.

¹⁰ Certain people from abroad are ineligible for housing assistance. For full details see Chapter 7 of the [Draft Homelessness Code of Guidance for Local Authorities](#)

¹¹ See section 8.38 of the [Draft Homelessness Code of Guidance for Local Authorities](#)

¹² For example, section 8.25 of the [Draft Homelessness Code of Guidance for Local Authorities](#) states that ‘Assessment of vulnerability due to mental health problems will require cooperation between housing authorities, social services authorities and mental health agencies. Housing authorities should consider carrying out joint assessments or using a trained mental health practitioner as part of an assessment team.’

¹³ See section 15.39 of the [Draft Homelessness Code of Guidance for Local Authorities](#)

¹⁴ See sections 15.13-15.15 of the [Draft Homelessness Code of Guidance for Local Authorities](#)

homeless, including 'non-payment of rent or mortgage costs which were the result of housing benefit or universal credit delays or result of limited mental capacity.'¹⁵

Where accommodation is provided, the housing authority must be satisfied that the accommodation will be available for at least 6 months. The Draft Homelessness Code of Guidance for Local Authorities notes that a placement in a short-stay hostel or supported housing scheme will be only be sufficient to meet a housing authority's duties to prevent or relieve homelessness where there is a planned pathway to ensure that accommodation will continue to available to them for at least 6 months.¹⁶

4. Introducing assessments and personalised housing plans, setting out the actions housing authorities and individuals will take to secure accommodation

Under the Act, housing authorities will conduct an assessment with all eligible applicants who are homeless or threatened with homelessness and develop with them a personalised housing plan.

The **assessment** should include:

- the circumstances that caused the applicant to become homeless or threatened with homelessness
- what housing the applicant needs, and what accommodation would be suitable, and
- whether the applicant needs support to obtain and keep accommodation

The assessment of an applicant's support needs should be holistic and comprehensive.¹⁷ Some applicants may be reluctant to disclose their needs, and staff will need to have the sufficient skills and training to conduct assessments with these applicants.¹⁸

The **personalised housing plan** will set out the steps the individual and the housing authority must take for the individual to remain in or find suitable accommodation. Examples of this include, but are not limited to, mediation/conciliation, providing financial support to access private rented accommodation and 'helping to secure or securing an immediate safe place to stay for people who are sleeping rough or at high risk of sleeping rough.'¹⁹

A housing authority does not have *to directly* secure accommodation, though it can do where appropriate.²⁰

The housing authority can (with consent) involve other services the applicant is using to develop and agree the personalised housing plan.²¹

The plan must set out clearly which steps are mandatory and which are recommended.

¹⁵ See section 9.17 of the [Draft Homelessness Code of Guidance for Local Authorities](#)

¹⁶ See section 16.39 of the [Draft Homelessness Code of Guidance for Local Authorities](#)

¹⁷ See section 11.11 of the [Draft Homelessness Code of Guidance for Local Authorities](#)

¹⁸ See section 11.19 of the [Draft Homelessness Code of Guidance for Local Authorities](#)

¹⁹ See section 11.23 of the [Draft Homelessness Code of Guidance for Local Authorities](#)

²⁰ See section 16.4 of the [Draft Homelessness Code of Guidance for Local Authorities](#)

²¹ See section 11.21 of the [Draft Homelessness Code of Guidance for Local Authorities](#)

Housing authorities can contract out the assessments and personalised housing plans function to other organisations.

Deliberately and unreasonably refusing to cooperate

Housing authorities may take certain actions if an applicant deliberately and unreasonably refuses to cooperate with the key steps in their personalised housing plan. This requirement aims to incentivise applicants to engage in prevention and relief work.²²

In determining whether someone has deliberately and unreasonably refused to cooperate, decision-makers must have regard to the applicant's needs and circumstances.²³ For example, the housing authority should take into account any particular difficulties individuals may have in managing communications if the applicant is 'street homeless' or insecurely housed ('sofa surfing')²⁴

5. Encouraging public bodies to work together to prevent and relieve homelessness through a duty to refer

Effective prevention and relief of homelessness requires public bodies to work together to help address the multiple factors that cause an individual's homelessness.

Under the Act, public bodies²⁵ in England will have a duty to refer an individual's case (with consent) to a housing authority they identify.²⁶ The duty provides an 'impetus to develop effective referral arrangements and accommodation pathways that involve all relevant agencies to provide appropriate jointly planned help and support to prevent homelessness.'²⁷

How the duty works in practice will be determined in each local area. For example, housing authorities may want to develop standard referral mechanisms or forms, and public bodies may want to undertake training to support them in identifying people who are homeless or threatened with homelessness.

Public bodies are not expected to necessarily conduct housing needs assessments.

This duty should be incorporated into a local authority's wider homelessness strategy.²⁸

²² (Crisis, 2016) [The homelessness legislation: an independent review of the legal duties owed to homeless people](#)

²³ See section 14.51 of the [Draft Homelessness Code of Guidance for Local Authorities](#)

²⁴ See section 14.50 of the [Draft Homelessness Code of Guidance for Local Authorities](#)

²⁵ Public authorities are yet to be determined. Regulations are expected to be laid in early 2018

²⁶ See section 4.2 of the [Draft Homelessness Code of Guidance for Local Authorities](#)

²⁷ See section 23.3 of the [Draft Homelessness Code of Guidance for Local Authorities](#)

²⁸ See section 4.3 of the [Draft Homelessness Code of Guidance for Local Authorities](#)



The Homelessness Reduction Act 2017

Overview for local services in Nottingham

The Homelessness Reduction Act (HRA) 2017 came into force on 3rd April 2018. It is the first major piece of homelessness legislation in 15 years and embeds a preventative approach to help reduce the number of households who are at risk of homelessness. The legislation introduces new duties for Councils in delivering assistance to homeless households or those threatened with homelessness. The Act also includes a new “Duty to Refer” for named public authorities. The Act has far reaching implications for services both nationally and locally. This short guide covers the key changes for local authorities and impact upon local services brought about by the Act.

New Duties for Local Authorities

1. Prevention Duty for households “threatened with homelessness”. The period that a household is threatened with homelessness has doubled from 28 days (until expected date of homelessness) to 56 days and Nottingham City Council’s Housing Aid service is duty bound to provide assistance to help prevent homelessness for such households if they present, regardless of their local connection. The Council will take reasonable steps to applicants owed this duty to help them to secure suitable accommodation that remains available for at least 6 months.

A household is classed as threatened with homelessness if they are considered *likely to* become homeless in the next 56 days and covers all valid Section 21 notices that have been issued to tenants of the private rented sector (and that are due to expire within 56 days).

2. Duty to provide Advisory Services. Housing Aid must provide free information and advice on preventing and relieving homelessness. The local authority must also ensure that homeless people (or those threatened with homelessness) are provided with advice on their rights and are able to access support.

3. Duty to Assess and Personalised Plans. If a household presents at Housing Aid and are found to be eligible and homeless or threatened with homelessness within 56 days, Housing Aid will provide a full assessment of the needs of the household and produce a Personalised Plan in cooperation with the applicant. The Plan sets out reasonable and achievable actions both parties will take to ensure the applicant is able to retain suitable accommodation. Both the Housing Advisor and the applicant must agree the actions and take responsibility for implementing them. Plans should be updated as circumstances change and progress is made. Housing Aid have invested a new system called Housing Jigsaw (PRAH) where all personalised plans are uploaded and are looking into how the system can be updated and inputted to by applicants and other linked services.

4. Duty to Relieve Homelessness. The relief duty is owed upon where a household presents as already homeless or where prevention work has been unsuccessful. The duty is owed for 56 days regardless of whether they have a priority need. The Council will take reasonable steps to applicants owed this duty to *help them* to secure suitable accommodation that remains available for at least 6 months. Housing Aid will house

Priority Need households owed the duty in temporary accommodation until it has carried out the reasonable steps outlined in the Plan.

Duty to Refer (Public Bodies)

From 1st October 2018 named public bodies in England will have a duty to notify their local housing authority of any service users they believe to either be homeless or at risk of homelessness within the next 56 days. A [government factsheet](#) includes the list of public authorities subject to the Duty to Refer.

The referrals through the duty should be made directly to Housing Aid and may only be made with the agreement of the service user. The Council is currently working with partners and the National Practitioner Support Service to pilot software that will enable the referrals to be made through one IT system. Further guidance and training will be issued in due course.

Advising Service Users

It is important that homelessness services in Nottingham help their service users to understand the impact of the new legislation in order to clarify and manage their expectation around the support and advice available to them and the new processes. The following key messages should therefore be embedded within any local agencies offering homelessness advice, support or advocacy services or involved in making homelessness referrals:

- **Early engagement is key to avoiding homelessness.** The earlier a service user engages with Housing Aid, the more help and advice can be provided and the greater the chance of preventing homelessness. One of the key aims of the Act is to reduce the amount of households presenting at crisis stage, hence the doubling of the Prevention Duty to 56 days.
- **Anyone can get (free) advice from Housing Aid** within the local authority area. Households don't need to be homeless or threatened with homelessness to obtain this and it is part of the Council's new duties. Housing Aid are there to help and will offer advice tailored to circumstances e.g. survivors of domestic abuse, prison leavers etc.
- **Applicants must take a proactive role in overcoming homelessness.** All eligible applicants will have to complete a Personalised Plan with their Housing Aid Advisor and agree steps to resolve their homelessness/threat of homelessness. The Plan will also set out how the Council will help them to do this. The Council's duties may be relieved if an applicant is found to be deliberately unreasonable and non-cooperative.

For more information or to refer your services users threatened with homelessness or at the point of homelessness please contact:

Housing Aid
135 Lower Parliament Street
Nottingham NG1 1EE
0115 876 3300
housingaid@nottinghamcity.gov.uk

This page is intentionally left blank

OVERVIEW AND SCRUTINY COMMITTEE
16 MAY 2018
WORK PROGRAMME
REPORT OF HEAD OF LEGAL AND GOVERNANCE

1 Purpose

- 1.1 To consider the Committee’s work programme for 2018/19 based on areas of work identified by the Committee at its 14 March 2018 meeting.

2 Action required

- 2.1 To note the work that is currently planned for the 2018/19 municipal year, and make amendments to the programme as appropriate.

3 Background information

- 3.1 The Committee is responsible for setting and managing its own work programme.
- 3.2 In setting a programme for scrutiny activity, the Committee should aim for an outcome-focused work programme that has clear priorities and a clear link to its roles and responsibilities. The work programme needs to be flexible so that issues which arise as the year progresses can be considered appropriately.
- 3.3 Where there are a number of potential items that could be scrutinised in a given year, consideration of what represents the highest priority or area of risk will assist with work programme planning. Changes and/or additions to the work programme will need to take account of the resources available to the Committee.

4 List of attached information

- 4.1 Overview and Scrutiny Committee 2018/19 Work Programme.

5 Background papers, other than published works or those disclosing exempt or confidential information

- 5.1 None.

6 Published documents referred to in compiling this report

- 6.1 Overview and Scrutiny Committee minutes – 14 March 2018.

7 Wards affected

- 7.1 All

8 Contact information

- 8.1 Laura Wilson
Senior Governance Officer
0115 8764301
laura.wilson@nottinghamcity.gov.uk

DATE	ITEMS
6 June 2018	<p data-bbox="427 204 1872 240">Discussion with the Portfolio Holder for Energy and Sustainability (Councillor Dave Liversidge)</p> <p data-bbox="427 240 1357 277">To consider an update on progress against Council Plan priorities</p> <p data-bbox="427 316 656 347">Homelessness</p> <p data-bbox="427 352 2096 421">To hear from partners about the work being done to respond to the changes required by the Homelessness Reduction Act</p> <p data-bbox="427 464 701 496">Work Programme</p> <p data-bbox="427 501 1417 537">To agree the work programme for the remainder of the municipal year</p>
4 July 2018	<p data-bbox="427 576 2085 644">Discussion with the Leader/Portfolio Holder for Strategic Infrastructure and Communications (Councillor Jon Collins)</p> <p data-bbox="427 649 1357 686">To consider an update on progress against Council Plan priorities</p> <p data-bbox="427 724 1196 756">Implementation of measures to improve air quality</p> <p data-bbox="427 761 2069 829">To consider the implementation of the Hackney Carriage and Private Hire Vehicle Strategy 2017-2020, including the age and specification policies, in relation to improving air quality</p> <p data-bbox="427 873 701 904">Work Programme</p> <p data-bbox="427 909 1417 946">To agree the work programme for the remainder of the municipal year</p>

<p>5 September 2018</p>	<p>Discussion with the Portfolio Holder for Community and Customer Services (Councillor Toby Neal) To consider an update on progress against Council Plan priorities</p> <p>Implementation of measures to improve air quality To consider the Council's plans regarding the charging infrastructure for electric vehicles and possible solutions to reduce the impact of Council's own vehicles on air quality in the city</p> <p>Work Programme To agree the work programme for the remainder of the municipal year</p>
<p>3 October 2018</p>	<p>Discussion with the Portfolio Holder for Business, Education and Skills (Councillor Sam Webster) (with a focus on the business element of the portfolio) To consider an update on progress against Council Plan priorities</p> <p>Bailiff Review To receive an update on the review previously carried out by the Committee</p> <p>Work Programme To agree the work programme for the remainder of the municipal year</p>
<p>7 November 2018</p>	<p>Discussion with the Portfolio Holder for Leisure and Culture (Councillor Dave Trimble) To consider an update on progress against Council Plan priorities</p> <p>Crime and Drugs Partnership work to combat youth criminality To look at the work of partners in combatting youth criminality</p> <p>Work Programme To agree the work programme for the remainder of the municipal year</p>

<p>5 December 2018</p>	<p>Discussion with the Portfolio Holder for Planning, Housing and Heritage (Councillor Jane Urquhart) To consider an update on progress against Council Plan priorities</p> <p>Crime and Drugs Partnership work to combat youth criminality To look at the work of partners in combatting youth criminality</p> <p>Work Programme To agree the work programme for the remainder of the municipal year</p>
<p>9 January 2019</p>	<p>Discussion with the Deputy Leader/Portfolio Holder for Resources and Neighbourhood Regeneration (Councillor Graham Chapman) To consider an update on progress against Council Plan priorities</p> <p>Policing in Nottingham To look at the work of Nottinghamshire Police in combatting crime in the city</p> <p>Work Programme To agree the work programme for the remainder of the municipal year</p>
<p>6 February 2019</p>	<p>Discussion with the Portfolio Holder for Neighbourhood Services and Local Transport (Councillor Sally Longford) To consider an update on progress against Council Plan priorities</p> <p>House building To look at progress in achieving the target number of properties that need to be built in the city</p> <p>Work Programme To agree the work programme for the remainder of the municipal year</p>

6 March 2019	<p>Credit Unions To explore how the Council interacts with them, the benefits of using them and whether they are an effective way of addressing the increasing use of payday lenders</p> <p>Property Asset Register To look at the strategic approach to managing property assets</p> <p>Work Programme 2019/20 Development To discuss the work programme for 2019/20</p>
---------------------	--