

18 September 2018 at 7.00 pm

Conference Room, Argyle Road, Sevenoaks
Despatched: 10.09.18



Housing & Health Advisory Committee

Membership:

Chairman, Cllr. Lowe; Vice-Chairman, Cllr. Parkin
Cllrs. Abraham, Dr. Canet, Coleman, Esler, Eyre, Gaywood, Horwood, Parson, Pearsall and Miss. Stack

Agenda

There are no fire drills planned. If the fire alarm is activated, which is a continuous siren with a flashing red light, please leave the building immediately, following the fire exit signs.

	Pages	Contact
Apologies for Absence		
1. Minutes To agree the Minutes of the meeting of the Committee held on 12 June 2018, as a correct record.	(Pages 1 - 4)	
2. Declarations of Interest Any interests not already registered		
3. Actions from Previous Meetings	(Pages 5 - 6)	
4. Update from Portfolio Holder	(Pages 7 - 12)	
5. Referrals from Cabinet or the Audit Committee (if any)		
6. Challenges of Homelessness Reduction Act Presentation	(Pages 13 - 18)	Hayley Brooks Tel: 01732227272
7. Licensing of Housing Multiple Occupancy (HMOs)	(Pages 19 - 26)	James Cox Tel: 01732227312
8. Local Essential Workers Definition	(Pages 27 - 30)	Gavin Missons Tel: 01732227332
9. Work Plan	(Pages 31 - 32)	

EXEMPT INFORMATION

At the time of preparing this agenda there were no exempt items. During any such items which may arise the meeting is likely NOT to be open to the public.

If you wish to obtain further factual information on any of the agenda items listed above, please contact the named officer prior to the day of the meeting.

Should you need this agenda or any of the reports in a different format, or have any other queries concerning this agenda or the meeting please contact Democratic Services on 01732 227000 or democratic.services@sevenoaks.gov.uk.

HOUSING & HEALTH ADVISORY COMMITTEE

Minutes of the meeting held on 12 June 2018 commencing at 7.30 pm

Present: Cllr. Lowe (Chairman)

Cllr. Parkin (Vice Chairman)

Cllrs. Abraham, Dr. Canet, Coleman, Esler, Eyre, Gaywood, Horwood, Parkin, Parson and Pearsall

Apologies for absence were received from Cllr. Miss. Stack

1. Appointment of Chairman

Resolved: That Cllr. Lowe be appointed as Chairman of the Advisory Committee for 2018/19.

(Cllr. Lowe in the Chair)

2. Appointment of Vice Chairman

Resolved: That Cllr. Parkin be appointed as Vice Chairman of the Advisory Committee for 2018/19.

3. Minutes

Resolved: That the Minutes of the meeting of the Advisory Committee held on 12 March 2018 be approved and signed by the Chairman as a correct record.

4. Declarations of Interest

There were no additional declarations of interest.

5. Actions from Previous Meetings

The action from the previous meeting was noted. Members agreed that the figures regarding sporting uptake was impressive and noted that this list now included the introduction of a rugby club in Swanley.

6. Update from Portfolio Holder

The Portfolio Holder's update was noted. Members were advised that the affordable housing company had been set up and its first meeting regarding

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affordable housing would happen in July. Several projects were likely to come forward for consideration in the first year.

7. Referrals from Cabinet or the Audit Committee

There were none.

8. To note minutes of the Health Liaison Board

Resolved: The Minutes were noted.

9. Update on West Kent Health - One You

The Head of Housing and Health gave a [presentation](#) which updated Members on the national 'One You' Health Campaign and the work of West Kent, developed in partnership with Kent County Council and neighbouring district councils in Tunbridge Wells and Tonbridge and Malling since January 2018.

Highlighting that 428 people overall had been seen, with over half of those seen between 50-70 years old, the service freed up appointments at GPs due to tackling non-medical problems customers had.

The Head of Housing and Health explained that the service also offered customers a home assessment for adaptations and equipment at home.

Members asked questions about whether customers in the District that required an adapted house could be helped to access housing through the One You service. The Head of Housing and Health confirmed that a letter from a One You Adviser and the Occupational Therapist who assessed the property could support a housing application.

The Emergency Planning and Property Service Manager added that as the Better Care funding was cumulative, it allowed the Council flexibility in not having to spend it all each year. This enabled forward planning, especially as funding may stop or reduced from 2020.

Public Sector Equality Duty

Members noted that consideration had been to impacts under the Public Sector Equality Duty.

Resolved: That the report be noted.

10. Update On Temporary Accommodation And Emergency Planning Provision

The Emergency Planning and Property Service Manager provided an update to Members about the Council's responsibilities for emergency and temporary accommodation as part of its Corporate Emergency Plan and the housing advice and homelessness service provided.

She explained how the Council's Major Emergency Plan detailed responsibilities for those being evacuated, or made or threatened with homelessness in the event of

an emergency. Although there had always been an emergency plan, it was brought to the fore because of the Grenfell Tower tragedy.

The Council also had a general responsibility for those who are eligible and in priority need who had been made or threatened with homelessness.

She also explained that the District was one of the first areas to be used if residents were evacuated from London or surrounding areas in the event of a major emergency or incident. The District was also required to provide rest centres, normally for the first 48 hours; these would be set up in the three Sencio Leisure Centres in Sevenoaks, Swanley and Edenbridge. Currently, 24 members of staff, plus Sencio staff, had been trained to deal with an emergency situation.

Members questioned whether there was a list of parishes in the District who had a parish emergency plan. In response, the Emergency Planning and Property Service Manager confirmed there was a list of parishes in the District who had an emergency plan, and this would be distributed to Members.

Action 1 - Emergency Planning and Property Service Manager to provide Members with list of Parish and Town Councils who have emergency plan.

Public Sector Equality Duty

Members noted that consideration had been to impacts under the Public Sector Equality Duty.

Resolved: That the report be noted.

11. Potential Shared-Ownership Housing Grant Product

The Head of Housing and Health introduced a report which explored a range of potential bespoke shared-ownership grant products, which would assist households with funding for deposits or legal fees associated with the purchase of a share in a shared-ownership home and would start in October 2018.

She explained that the project would be funded through developer contributions via Section 106 and money received from previous affordable housing planning gains. The scheme could provide a maximum of £10,000 towards a deposit or associated fees.

The Chairman explained that the aim of the scheme was to assist those in a better financial position out of social rented accommodation and to help people into home ownership.

Members discussed whether it would be a grant scheme or whether it would be based more on a loan scheme. Members also questioned whether the proposed grants would be lower than the sum that would be required for a shared ownership home. The Chairman confirmed that the deposit for a shared ownership home was much less than buying a home outright as people are only paying a deposit on the share of the home that they will own. In some cases that would be about 20%.

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Members also questioned how households would be chosen for the scheme. The Chairman said that a range of factors would be considered, such as giving priority to people in rented accommodation. Officers would bring a range of criteria to Members for approval when they reported back.

Public Sector Equality Duty

Members noted that consideration had been to impacts under the Public Sector Equality Duty.

Resolved: That Officers develop a branded District Council product and associated policy for a shared ownership housing product.

12. Work Plan

The work plan was noted and the following amendments made:

18 September 2018

Allocation Policy

27 November 2018

Housing Strategy Progress Report

THE MEETING WAS CONCLUDED AT 8.33 PM

CHAIRMAN

ACTIONS FROM THE MEETING HELD ON 12 June 2018 (as at 20.07.18)

Action	Description	Status and last updated	Contact Officer
Action 1	Emergency Planning and Property Service Manager to provide Members with list of Parish and Town Councils who have emergency plan.	Emergency Planning and Property Service Manager to provide Members with list of Parish and Town Councils who have emergency plan.	Alex Dawson Ext. 7368

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Portfolio Holders Report

Housing

A portfolio holder decision has committed £6m from our section 106 affordable housing contribution for the use of Quercus Housing to supplement and complement our housing association partners in providing extra affordable housing across the district. Quercus Housing is working on its first purchase and I hope to update members and this committee at our next meeting if it goes ahead.

Once the council approves its definition of 'key workers' (coming to this committee for approval tonight) Quercus Housing will be able to use that to help decide housing allocations.

The council has commissioned a specific study to assess older people's housing needs in the future and to include the private sector. This will enable us to much better plan for new housing and related services for this specific group. The study will also link and add to housing intelligence from the local housing needs study, which was completed last year.

We celebrated Rural Housing Day in Leigh on 6 July. We highlighted all that the council is doing to support those living in rural areas from home adaptations to supporting Age UK with their 'Pop up Pop ins' project. It provides holistic support and falls prevention advice to older people and a place where they can make new friends and get involved with their local community. It was also an opportunity to promote our dementia-friendly work, and local MP: Tom Tugendhat officially signed the local pub: The Fleur- de-lis as a member of our Shop Safe Stay Safe scheme. The day was supported by the council's chairman and local members.

We met residents from our previous rural exception site and because they all had a local connection to Leigh they all knew each other - showing the importance of rural exception sites in keeping families and communities together that would otherwise be dispersed.

On Friday 31 August the council supported 'Starts at Home' day for the third time. In 2016 we celebrated the role supported housing plays in our community at the Rockdale Housing Scheme in Sevenoaks, where a number of us wore the ageing suit to see for ourselves the need for supported housing to promote independent living.

Last year we celebrated 'Starts at Home' day with local MP: Gary Johnson at Wellfield housing in Longfield. We met in the local community room and saw for ourselves the importance that community facilities play in the overall wellbeing of residents. Local residents were amazing at getting together to support one another and raise funds for local charities.

This year Michael Fallon MP joined us at the West Kent hub in Swanley that pulls together all their Emerald homes as one community. We also showcased all the

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support services available to older people in Swanley from Sencio's Prime Time Active, Dementia cafes to local organised walks such as Every Step Counts.

As a result of the 'Starts at Home' campaign that started in 2016 the government has decided to keep housing benefit in place for 'all those living in supported housing' dropping plans to fund short-term accommodation through ring-fenced grants to councils. I am delighted that the government will continue to fund supported housing and proud of the role this council has played, together with our Housing Association partners, in helping to achieve this result.

Health & Leisure

The West Kent Health and Wellbeing Board has been replaced by a new structure (attached) and part of that is the new members forum made up of the portfolio holders from each of the West Kent Districts, the county council, the CCGs and public health. This new body is chaired by me and we are all hopeful that it will provide a decision-making forum for public health across West Kent. Dartford, Gravesham and Swanley CCG area remain with the older structures for the time being.

Our 'One You Your Home' project in partnership with Age UK (that was shown on BBC South East news) has been shortlisted for a Kent Housing Group Excellence Award for the category of 'Excellence in Delivering Services for Vulnerable People'. The award ceremony will be held on 19 September.

On Saturday 3 November the council will co-host a dementia awareness event: 'You, me and Dementia' with the Sevenoaks Dementia friendly community at the Stag Theatre. The event consists of two plays performed by the Riverside Players based in Eynsford. Proceeds from ticket sales will go to the Eynsford and Farningham Dementia café.

The first play starting at 4pm will be performed by the Youth Group. Called, 'Chocolate Muffins' it shows the impact of dementia through the eyes of a child. The performance would be a good place for children to learn about dementia - particularly if they have a relative or friend who has been diagnosed with it.

This will be followed by an interval and second play: 'Bothered and Bewildered' at 5pm. The play follows Irene and her two daughters Louise and Beth as the girls lose their mum in spirit but not in body. It shows through drama the impact that dementia has not only on the person living with it, but to those closest to them.

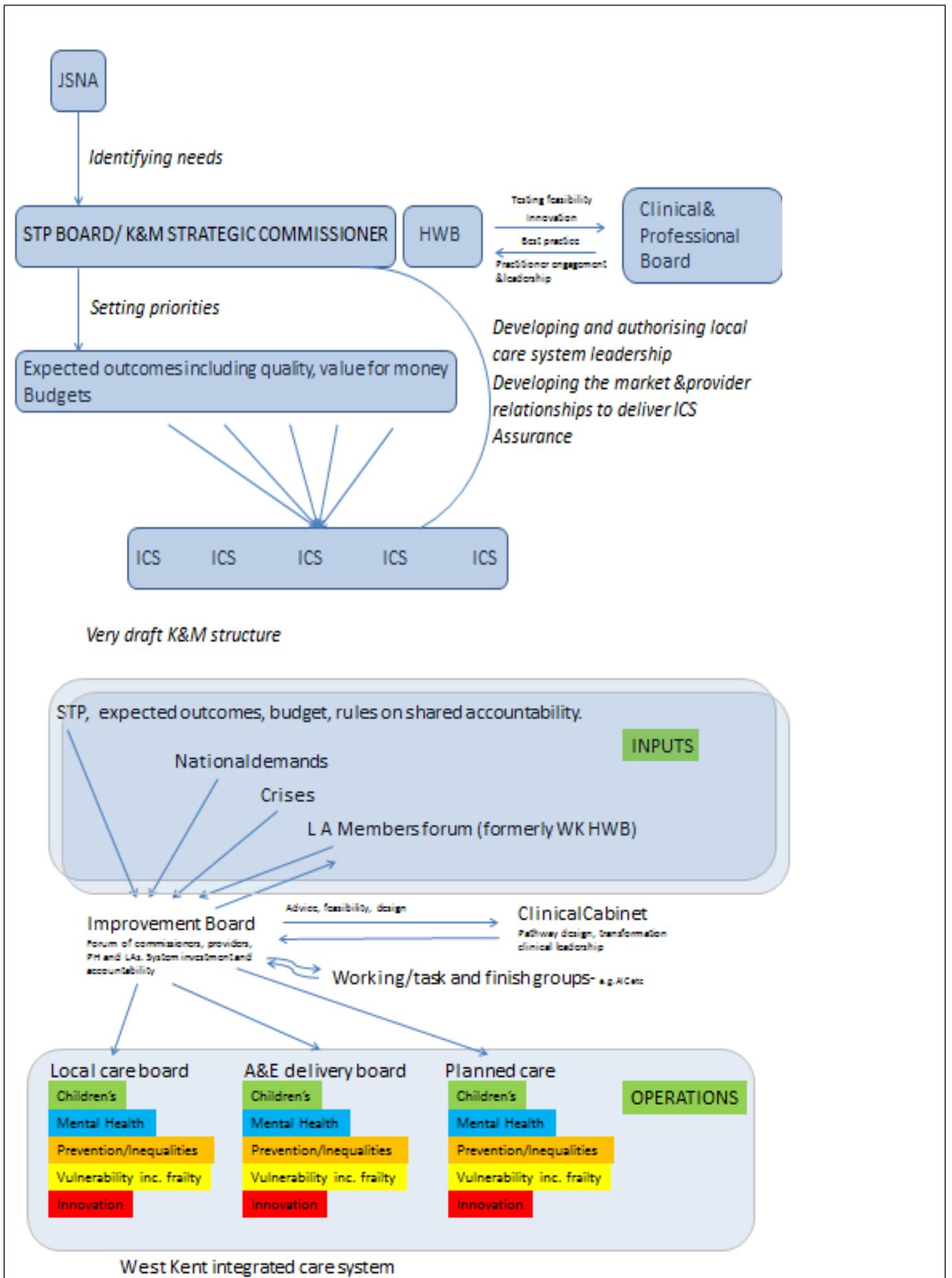
Ticket prices for both plays will be £10 for adults and £7 for concessions and go on sale from 1 September from the Stag theatre. The two plays will be supported by a market-place event which is free for people to attend to find out about all the dementia support services available across the district from power of attorney, to dementia cafes, home adaptations and Admiral Nurses.

‘You, me and Dementia’ will give the council another opportunity to promote Dementia Cafés and other support services including the ‘Shop Safe Stay Safe’ scheme.

The council has been shortlisted to the final three for the Kent Kudos Awards for an effective sporting partnership for our archery project with the South Downs Archery Club and adults with learning disabilities in Edenbridge.

The summer led cycle rides are proving very successful and popular with all full to capacity

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CHALLENGES OF THE HOMELESSNESS REDUCTION ACT 2017

Housing and Health Advisory Committee - 18 September 2018

Report of Chief Officer Communities & Business

Status: For Information

Key Decision: No

Executive Summary: To update Members on the new Homelessness Reduction Act and provide details of key implications and challenges as a result of this Council's new duties.

This report supports the Key Aim of providing the right support at the right time, reducing health inequalities and improving health and wellbeing for all

Portfolio Holder Cllr. Lowe

Contact Officer(s) Hayley Brooks Ext. 7272

Recommendation to Housing and Health Advisory Committee: That the report and information be noted.

Introduction and Background

- 1 As a local housing authority, this Council has a legal duty to comply with the Housing Act 1996 (as amended by the Homelessness Act 2002). This duty includes providing advice and support to people who are homeless or at risk of homelessness.
- 2 The new Homelessness Reduction Act (HRA) 2017 sets out a framework for the biggest changes to homelessness legislation since the Housing Act 1996.
- 3 The HRA received Royal Assent and became an Act of Parliament in April 2017, and come into effect from 3 April 2018. The new 'Homelessness Code of Guidance for Local Authorities' provides guidance on how to exercise and monitor the Act.

Homelessness Reduction Act 2017

- 4 The Act amends Part 7 of the Housing Act 1996 with 13 main changes that amend existing duties and provides a number of new duties. These changes affect the homelessness prevention work of this Council's Housing Advice Service within the Communities and Business Team.

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- 5 The Act introduces new legislation to carry out homelessness prevention advice and support at an earlier stage and for a longer period, for anyone who needs help as they are at risk or threatened with homelessness.
- 6 As part of the new Act, there is a greater emphasis on providing free information and advice to anyone who approaches the Council because they are at risk of homelessness. This advice must include:
 - Preventing homelessness;
 - Securing accommodation if homeless;
 - The rights of people who are homeless or threatened with homelessness, and;
 - How people at risk of becoming homeless can access other support services;
 - Services designed to meet the needs of particular groups at increased risk of becoming homeless, such as care leavers, people leaving prison, armed forces personnel, victims of domestic abuse and people leaving hospital.
- 7 Members will be updated at the meeting with a presentation on this work.

Key Implications

Financial

- 8 From April 2017, Government funding has been allocated to local housing authorities to support the enablement of the new duties as part of this legislation.
- 9 The Government's Flexible Homelessness Support Grant (FHSG) provides Councils with annual funding to provide services to prevent and deal with homelessness. Funding allocations for two years were confirmed as £155,434 for 2017/18 and £178,842 for 2018/19. Government will announce further allocations for future years during 2018/19.
- 10 The Government have also provided Transitional Funding to recognise the new burden the HRA places on councils. The confirmed allocations are £35,528 for 2017/18, £32,544 for 2018/19 and £34,401 for 2019/20. It is not expected that this funding will continue beyond this period.

Legal Implications and Risk Assessment Statement.

- 11 As a local housing authority, this Council has a legal duty to comply with Part 7 of the Housing Act 1996 (as amended by the Homelessness Act 2002), the Equalities Act 2010, Localism Act 2011 and the new Homelessness Reduction Act 2017 to reduce and prevent homelessness, taking those with priority need into consideration.

- 12 Risk Assessment Statement - The following risks have been assessed with the knowledge and detail available to the Council when implementing the HRA changes.
- 13 Risks are scored from 1 (a low impact / likelihood) to 5 (a high impact / likelihood).

Risk	Likelihood	Impact	Total	Comments and controls
That the new Policy may comply with Government guidance and legislation resulting in a possible legal challenge by customers	1	4	4 Low	Increased staff resources and new operational processes developed to deliver our legislative duties
Lack of funding to meet the new burdens relating to the new duties	1	4	4 Low	External funding continues to be sourced to increase resources, existing Government funding maximised
Housing IT system inadequate to monitor and deliver new HRA duties	1	4	4 Low	This Council is part of the Kent Homechoice Partnership which provides an integrated and upgraded IT system across Kent, HRA compliant from April 2018.
Lack of affordable housing options for customers to prevent homelessness	2	4	8 Medium	Maximising available housing options through the private rental market through targeted incentives with landlords. Early intervention with HERO service to increase customer affordability. Close working partnership with Registered Housing Providers to increase housing opportunities. Updated Housing Allocations Policy to make Housing Register efficiencies for those with the greatest need.

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Equality Assessment

- 14 Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to (i) eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010, (ii) advance equality of opportunity between people from different groups, and (iii) foster good relations between people from different groups.
- 15 The impact has been analysed and does not vary between groups of people. The HRA changes implemented by this Council will better assist all residents at risk of homelessness.

Conclusions

- 16 The new Homelessness Reduction Act 2017 brings significant changes to the way this Council's Housing Advice Service is delivered.

Appendices: Appendix A - Equalities Impact Assessment

Background Papers:

Lesley Bowles

Chief Officer Communities & Business

APPENDIX A

Summary of decision to be made:	Homelessness Reduction Act Impacts and Changes		
Lead Officer (job title):	Hayley Brooks, Head of Housing and Health		
Date the final decision is due to be made:	01/03/2018	Date this assessment commenced:	03/04/2018
Is the decision relevant to the aims of the Public Sector Equality Duty?	Yes		
Eliminate discrimination, harassment and victimisation	No		
Advance equality of opportunity	Yes		
Foster good relations	No		
If the answer is yes to any of the above, proceed with the assessment. If the answer is no, please say why and summarise any evidence:			
For each of the following characteristics, summarise any existing data, consultation activity, interpretation of the impacts and actions that can be taken to reduce or mitigate any negative impacts:			
Characteristic:	Data and consultation	Summary of impact	Actions
Disability	Sevenoaks District Housing Strategy, West Kent Homelessness Strategy, Housing Act 1996 (as amended), Homelessness Reduction Act 2017	Provides assistance for vulnerable residents at risk of homelessness.	WKEP Aim: Improve the way we give information
Carers	As above	Provides assistance to those residents who are caring for relatives.	WKEP Aim: Improve the way we give information
Race	As above	Provides assistance for residents, regardless of their race.	WKEP Aim: Improve the way we give information
Gender	As above	Provides assistance for residents, regardless of their gender.	WKEP Aim: Improve the way we give information
Age	As above	Provides assistance to residents, ensuring appropriate access and support for older residents with priority need	WKEP Aim: Improve the way we give information
Religion / Belief	As above	Provides assistance for residents, regardless of their religion/belief.	WKEP Aim: Improve the way we give information

APPENDIX A

Sexual Orientation	As above	Provides assistance for residents, regardless of their sexual orientation.		WKEP Aim: Improve the way we give information
Pregnancy / Maternity	As above	Provides assistance for residents, with priority to those who are pregnant.		WKEP Aim: Improve the way we give information
Marital or Civil Partnership Status	As above	Provides assistance for residents, regardless of their marital/Civil Partnership status.		WKEP Aim: Improve the way we give information
Gender reassignment	As above	Provides assistance for residents, regardless of gender reassignment		WKEP Aim: Improve the way we give information
Summary of impacts : (to be included in committee reports)	Under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to (i) eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010, (ii) advance equality of opportunity between people from different groups, and (iii) foster good relations between people from different groups. The impact has been analysed and does not vary between groups of people. The decisions recommended through this paper will better assist all residents at risk of homelessness.			
Please tick the outcome of this assessment:	No impact	Adjust the policy	Continue the policy	Stop and remove the policy
Date assessment will be reviewed:	01/03/2019			

EXTENSION OF MANDATORY LICENSING OF HOUSES IN MULTIPLE OCCUPATION

Housing & Health Advisory Committee - 18 September 2018

Report of Chief Officer, Environmental and Operational Services

Status For decision

Also considered by Cabinet - 11 October 2018

Key Decision Yes

Executive Summary:

In December 2017 the Government announced it will extend mandatory licensing of Houses in Multiple Occupation (HMOs) to cover all properties with 5 or more occupiers living in 2 or more households and sharing amenities, regardless of the number of storeys. The necessary regulations have been published and come into force on 1 October 2018.

The regulations extend the description of a licensable HMO to smaller privately rented properties including two storey shared housing, certain converted and purpose built flats in multiple occupation.

As a result of these changes the current figure of 9 licensable HMO could rise to, potentially, 70.

For every licensable HMO a maximum 5 year licence is issued and a fee charged for this process.

This report supports the Key Aim of reducing poverty and social exclusion; providing a healthy environment by reducing health inequalities and improve health and wellbeing.

Portfolio Holder Cllr. Michelle Lowe

Contact Officer James Cox, Ext. 7312

Recommendation to the Housing & Health Advisory Committee: To recommend to Cabinet to approve the approach to deliver the extension of mandatory licensing and the setting of the associated application fees.

Recommendation to Cabinet: To approve the approach to deliver the extension of mandatory licensing and the setting of the associated application fees.

Reason for recommendation: To consider and comment upon the approach being taken, including the setting of licence application fees associated with the introduction of the new extended mandatory HMO licensing regime.

Introduction and Background

- 1 The Housing Act 2004 introduced provision for licensing in the private rented sector aimed at raising standards in properties considered to present the highest risk to the health, safety and welfare of occupiers along with reducing anti social behaviour. In April 2006 the mandatory licensing regime for Houses in Multiple Occupation (HMOs) came into force.
- 2 The current legislation only requires a licence to be issued by SDC for a very specific type of property, that being 3 or more storeys in height, let to 5 or more people from 2 or more households and all of whom share amenities (kitchens and bathrooms).
- 3 There are currently 9 licensed HMOs in the District. Appendix A sets out in which wards licensed HMOs are currently located.
- 4 The Private Sector Housing team licence and enforce standards in HMOs.
- 5 Licences are issued for a maximum of five years and are granted to landlords who demonstrate they offer good quality accommodation. Where the Council have concerns that management arrangements or property conditions are not wholly satisfactory, licences may be granted for a lesser period or in some cases refused.
- 6 The current licence fee for each new HMO application is either £593.00 or £650 with renewal applications charged at set at the same level.

Mandatory HMO Licensing Extension Proposals

- 7 On 20 February 2018 the Licensing of Houses in Multiple Occupation (Prescribed Description) (England) Order 2018 were laid before parliament stating mandatory licensing was to be extended to cover all properties with **5 or more occupiers living in 2 or more households and sharing amenities, regardless of the number of storeys.**
- 8 The regulations also extended the type of HMOs that require a licence. Firstly, it is now the case that a flat in multiple occupation which is part of a purpose built building of up to two storeys will require a licence. Such a move is in particular aimed at multi occupation flats above and below commercial premises and flats in converted and purpose built buildings.
- 9 In the case of a flat in multiple occupation it will be the individual flat that needs a licence and not the building within which the HMO is situated e.g. where a building has two flats and each is occupied by 5 persons living in 2

or more households, each flat will require a separate HMO licence.

- 10 The benefits of extending HMO licensing include increased regulation of the private rented sector which should improve property condition and management standards.
- 11 Potential impacts include increased costs for landlords relating to the application process and any subsequent improvements/repairs required. Some landlords may also be required to reduce occupancy in their properties, if the property is found not to be suitable for the existing number of tenants.

Estimated Increase in numbers Licensed HMOs

- 12 Determining the actual number of properties that will require a licence is challenging due to a limited availability of data. However using the data that is available the following estimates provide a basis from which to plan the implementation of mandatory HMO licensing.
- 13 Estimates based on a recently completed stock model suggest an additional 69 HMOs could require licensing. From looking at the suggested addresses of these 69 new licensable HMO's our belief is this number is higher than anticipated. Work to refine this data is continuing in preparation for implementation, and will involve interrogating the current data bases and using our general knowledge.

Resourcing Requirements

- 14 HMO licensing and enforcement is the responsibility of an 0.8FTE officer who also undertakes other housing and statutory enforcement. Given the uncertainty regarding numbers and therefore income to fund additional officers the work associated with the extension of HMO will be undertaken initially by existing resources and reviewed as necessary. If numbers of HMOs requiring licensing is higher than expected then additional resources may be required.

Licence Fees

- 15 HMO licensing is meant to be self funding and the process by which the fees are set needs to be open and transparent. The fees for undertaking the licence process of an HMO with no more than 5 units of accommodation is proposed to be set at £654.00 with any additional habitable rooms including bedrooms being charged at £23.00. This fee structure helps to simplify the fee process.
- 16 Renewal applications will be charged a proposed fee of £412.00. This reduction is possible as some processing stages will not be required and information on the property will already be held.

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- 17 Costs associated with a change of HMO licence holder will, if occurs within 12 months of previous licence being proposed is £306, after a year the usual licence fee becomes applicable.
- 18 For landlords who have become members of the various accrediting schemes run county and nationwide, a 10% discount will apply.

Impact of Landlord Licensing

- 19 Mandatory HMO licensing allows SDC to apply additional standards to the private rented properties affected through licence conditions. Compliance inspections are then undertaken to determine whether the conditions of the licence are being adhered to.
- 20 Where non-compliance is found then Private Sector Housing can undertake enforcement action against landlords by means of enforcement via notices and prosecution. Civil penalties will be brought in shortly to provide further incentives for a landlord to underworks and maintain standards.

New mandatory licence conditions

- 21 In addition to extending the coverage of HMO licencing, two additional licence conditions will also be brought into effect.
- 22 For the first time a national minimum room size for sleeping has been introduced which is only applicable to properties required to hold a HMO licence. From 1 October conditions must be imposed within the licence stating the following minimum sleeping room sizes:
 - 6.51m² for one person over 10 years of age
 - 10.22m² for two persons over 10 years of age
 - 4.64m² for one child under the age of 10 years
 - Below 4.64m² a room must not be used for sleeping accommodation.
- 23 Waste disposal is also regulated for the first time, although there is no specific guidance provided, although a licenced HMO will need to comply with the refuse arrangements of the local authority.

Key Implications

Financial

There are no financial implications of the introduction of HMO licensing with the fees recovering costs for the Licensing function

Legal Implications and Risk Assessment Statement.

As the legislation is an extension of statutory requirements currently being undertaken no legal implication and risk assessment is required

Equality Assessment

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

Community Impact and Outcomes

It is the aim of the extension of the HMO licensing to be able to provide a greater degree of control on certain property's, this will allow action to be taken against both residents or landlords of a licensable HMO if their actions fall below minimum standards.

Conclusion

To agree the proposals for the implementation of the extension of HMO licensing, effective from 1st October 2018, note the degree of uncertainty on the numbers requiring licensing and therefore the impact upon resources and the level of fees associated with the processing of applications.

Appendices

Appendix A - Ward data for numbers of current licensable HMOs.

Appendix B - Ward data for numbers suggested as requiring licencing from 1st October.

Background Papers

The Licensing of Houses in Multiple Occupation (Prescribed Description) (England) Order 2018

www.legislation.gov.uk/uksi/2018/221/made

Guidance for local housing authorities on extending mandatory licensing of houses in multiple occupation.

www.gov.uk/government/publications/houses-in-multiple-occupation-and-residential-property-licensing-reform-guidance-for-local-housing-authorities.

Richard Wilson

Chief Officer Environmental & Operational Services

Ward data for numbers of current licensable HMOs

Ward	Number
Sevenoaks Town & St John's	3
Crockenhill & Well Hill	1
Halstead, Knockholt & Badgers Mount	1
Farningham, Horton Kirby & South Darenth	1
Dunton Green & Riverhead	1
Westerham & Crockham Hill	2
	9

Appendix B

Ward data for numbers suggested as requiring licencing from 1st October

Ward	Number
Ash and New Ash Green	2
Brasted, Chevening and Sundridge	7
Cowden and Hever	1
Crockenhill and Well Hill	1
Dunton Green and Riverhead	4
Edenbridge North and East	1
Edenbridge South and West	3
Farningham, Horton Kirby and South Darent	4
Fawkham and West Kingsdown	4
Halstead, Knockholt and Badgers Mount	4
Hartley and Hodsoll Street	1
Kemsing	1
Leigh and Chiddingstone Causeway	2
Otford and Shoreham	6
Penshurst, Fordcombe and Chiddingstone	4
Seal and Weald	4

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Sevenoaks Eastern	2
Sevenoaks Kippington	2
Sevenoaks Northern	1
Sevenoaks Town and St. John's	12
Swanley White Oak	1
Westerham and Crockham Hill	2
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LOCAL ESSENTIAL WORKERS DEFINITION

Housing and Health Advisory Committee - 18 September 2018

Report of Chief Planning Officer

Status For Comment

Key Decision No

Executive Summary: To provide comment on the Local Essential Worker Definition so that it may be refined for inclusion within the Local Plan and Affordable Housing Supplementary Planning Document (SPD) and consulted upon.

This Report supports the Key Aim of the Community Plan Priorities 2016-19 and Housing Strategy: ‘Wellbeing Starts at Home’ (2017).

Portfolio Holder Cllr. Michelle Lowe

Contact Officer Gavin Missons, Ext. 7332

Recommendation to Housing and Health Advisory Committee: That the report and information be noted.

Reason for Recommendation: To enable the District Council to improve local affordable housing options for those key to local services.

Introduction and Background

- 1 Intelligence gathered from the Survey of Employers’ Housing Needs in 2017 identified the need for essential worker housing in the District. Such housing would give local essential workers a range of housing options. This would help to ensure that the District had a more sustainable economy by attracting and retaining businesses and employment through the provision of affordable housing for those workers providing essential services to the community.
- 2 A Local Essential Worker Housing Policy is therefore being drafted. It is proposed that this should form part of the suite of policies to accompany the Local Plan and Affordable Housing SPD. The Policy would provide a local definition of what constitutes an essential worker and set out which forms of affordable housing essential worker applicants could access.
- 3 The starting point has been to develop a local definition of an essential worker. This is based on the National Planning Policy Framework (NPPF)

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definition, together with specific intelligence gathered from the Survey of Employers' Housing Needs.

Proposed 'Local Essential Worker' Definition

- 4 A 'Local Essential Worker' is proposed as someone employed in the District and in one of the following occupations:
 - Public sector employees providing frontline services in areas including health, education and community safety and can include NHS staff, teachers, police, firefighters, military personnel, social care and childcare workers (as per NPPF definition);
 - District Council employees who provide frontline services;
 - Private sector employees and the self-employed providing frontline services in care and includes teachers, health care, social care and childcare workers;
 - Private sector employees and the self-employed who provide frontline services in amenities and includes cleaners, kitchen/catering staff, shop workers, hairdressers, local transport and agriculture; and
 - Any other frontline occupational group experiencing recruitment or retention issues - such issues being first evidenced to the satisfaction of the District Council and inclusion as local essential workers at the sole discretion of the District Council.

- 5 A 'Local Essential Worker' would be deemed to be employed in the following circumstances:
 - In paid full or part-time permanent employment for 16 hours or more per week; or
 - Working in the District on a temporary or zero-hour employment contract that has been in place for at least 6-months and can demonstrate they have worked at least 16-hours per week since starting the employment contract;
 - A permanent job offer which they have accepted and meets the above criteria;
 - The employment would have to be the actual place of work in the District and not employment based on a head office or regional office situated in the District but from which they did not work. For those with a caseload or have a roving remit (e.g. district nurses, social workers, police officers etc), the applicant would need to obtain written confirmation from their employer that a substantial amount of their day-to-day duty fell within the District;
 - For the self-employed, if the employment required the worker to work outside of the District from time to time, they would be required to

demonstrate that their permanent base of operations was within the District.

- 6 Applicants would need provide documentary evidence to the District Council or housing provider to confirm that the work or job offer was genuine and appropriate evidence could include:
- A contract of employment; and/or
 - Wage/salary slips or bank statements covering the last three-months.

Conclusions

Members are asked to consider the proposed 'Local Essential Worker' definition and provide comment so that the policy can be finalised for inclusion in the Local Plan and Affordable Housing SPD - and in readiness for consultation planned for the end of the year.

Key Implications

Financial

There are no financial issues to consider.

Legal Implications and Risk Assessment Statement.

There are no legal issues to consider.

Equality Assessment

The decision recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

Appendices None

Background Papers Survey of Employers' Housing Needs (2017)
https://www.sevenoaks.gov.uk/downloads/file/1029/survey_of_employers_housing_needs
Housing Strategy: Wellbeing Starts at Home (2017)
https://www.sevenoaks.gov.uk/downloads/file/1028/housing_strategy_2017

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Affordable Housing SPD (2011)

https://www.sevenoaks.gov.uk/info/20069129/current_local_plan/259/supplementary_planning_documents_and_other_guidance

Richard Morris

Chief Planning Officer

Housing and Health Advisory Committee Work Plan 2018/19 (as at 03.09.18)

18 September 2018	27 November 2018	27 February 2019	Summer 2019
<p>Challenges of Homelessness Reduction Act Presentation</p> <p>Licensing of HMOs</p> <p>Local Essential Workers definition</p>	<p>Health Liaison Board update</p> <p>Housing Strategy progress report no. 2</p> <p>Shared Ownership grant scheme - product approval</p> <p>Civil penalties and charges</p> <p>Budget: Service Reviews and Service Change Impact Assessments (SCIAS)</p> <p>Allocations Policy</p> <p>Integrated Care and Local Care Hubs</p> <p>Social Prescribing update</p>	<p>Health Liaison Board update</p> <p>Update on Better Care Fund grants and projects</p>	<p>Health Liaison Board update</p>

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