

Guildhall Gainsborough
Lincolnshire DN21 2NA
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AGENDA

This meeting will be webcast live and the video archive published on our website

Prosperous Communities Committee
Tuesday, 9th July, 2024 at 6.30 pm
Council Chamber - The Guildhall, Marshall's Yard, Gainsborough, DN21 2NA

Members:

- Councillor Mrs Lesley Rollings (Chairman)
- Councillor Emma Bailey (Vice-Chairman)
- Councillor Trevor Young (Vice-Chairman)
- Councillor Owen Bierley
- Councillor Frazer Brown
- Councillor Stephen Bunney
- Councillor Karen Carless
- Councillor Christopher Darcel
- Councillor Jacob Flear
- Councillor Paul Lee
- Councillor Peter Morris
- Councillor Roger Patterson

1. **Apologies for Absence**
2. **Public Participation**
Up to 15 minutes are allowed for public participation. Participants are restricted to 3 minutes each.
3. **Minutes of Previous Meeting** (PAGES 3 - 8)
To confirm and sign as a correct record the Minutes of the Prosperous Communities Committee held on 4 June 2024
4. **Members' Declarations of Interest**
Members may make any declarations at this point but may also make them at any time during the course of the meeting.
5. **Matters Arising Schedule** (PAGE 9)
Setting out current position of previously agreed actions as at 1 July 2024

Agendas, Reports and Minutes will be provided upon request in the following formats:

Large Clear Print: Braille: Audio: Native Language

6. **Public Reports**

- i) Sport & Active Leisure Development Plan (PAGES 10 - 22)
- ii) Temporary Accommodation (PAGES 23 - 45)
- iii) Healthy Homes Project (Private Rented Sector) (PAGES 46 - 81)
- iv) Green Waste Consultation 2024 (PAGES 82 - 92)
- v) Workplan (PAGES 93 - 94)

7. **Exclusion of Public and Press**

To resolve that under Section 100 (A)(4) of the Local Government Act 1972, the public and press 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 paragraph 3 of Part 1 of Schedule 12A of the Act.

8. **Exempt Reports**

- i) Response to Question at Full Council Raised Under Procedure Rule 9: Leisure Contract Management (PAGES 95 - 115)

Ian Knowles
Head of Paid Service
The Guildhall
Gainsborough

Monday, 1 July 2024

Prosperous Communities Committee – 4 June 2024
Subject to Call-in. Call-in will expire at 5pm on 3 July 2024

WEST LINDSEY DISTRICT COUNCIL

MINUTES of the Meeting of the Prosperous Communities Committee held in the Council Chamber - The Guildhall, Marshall's Yard, Gainsborough, DN21 2NA on 4 June 2024 commencing at 6.30 pm.

Present: Councillor Mrs Lesley Rollings (Chairman)
Councillor Emma Bailey (Vice-Chairman)
Councillor Trevor Young (Vice-Chairman)

Councillor Owen Bierley
Councillor Frazer Brown
Councillor Stephen Bunney
Councillor Karen Carless
Councillor Jacob Flear
Councillor Roger Patterson

In Attendance:

Sally Grindrod-Smith	Director Planning, Regeneration & Communities
Ady Selby	Director - Operational & Commercial Services
Nova Roberts	Director of Change Management, ICT & Regulatory Services
Claire Bailey	Change, Projects and Performance Officer
Rachael Hughes	Head of Policy and Strategy
Steve Leary	Policy and Strategy Officer - Climate and Sustainable Environment
Ele Snow	Senior Democratic and Civic Officer

Apologies: Councillor Paul Lee
Councillor Mrs Diana Rodgers

1 PUBLIC PARTICIPATION

There was no public participation.

2 MINUTES OF PREVIOUS MEETING

RESOLVED that the Minutes of the Meeting of the Prosperous Communities Committee held on 23 April 2024 be confirmed and signed as a correct record.

3 MEMBERS' DECLARATIONS OF INTEREST

There were no declarations of interest.

4 MATTERS ARISING SCHEDULE

With no comments, questions or requirement for a vote, the Matters Arising Schedule setting out the current position of previously agreed actions, as at 24 May 2024, was **DULY NOTED**.

5 PROGRESS AND DELIVERY QUARTER FOUR REPORT AND SUMMARY OF YEAR END PERFORMANCE 2023/24

The Committee heard from the Change, Projects and Performance Officer regarding the Progress and Delivery report for quarter four (January – March) including performance improvement plan and year-end 2023/24 report.

Members heard how quarter four compared with quarter three and included a breakdown of the performance improvement plans in place and explained which of those would be moving forward and which were no longer valid owing to the changed performance measures. The officer highlighted the report contents per portfolio, and noted that it remained a ‘by exception’ report, meaning those areas that were ‘on target’ were not included. With regard to the year end report, there were additional measures in the current report which had not been in place the previous year, meaning there was no comparable data. The correlation with the Corporate Plan was further highlighted to the Committee.

The Chairman thanked the Officer and suggested that the Committee addressed the report according to each section.

There was considerable debate in relation to Disabled Facilities Grants (DFGs) and in particular the time taken to complete works required. It was recognised that DFGs had been the focus of the Committee on numerous occasions, with Officers reiterating that whilst the funding structure remained as it was, there was no opportunity to improve the timescales. It was highlighted that the funding strategy remained with Lincolnshire County Council.

With regard to the markets data, it was enquired whether there was any way of monitoring footfall within Gainsborough town centre, to be able to ascertain whether anecdotal evidence of increased footfall on market days was a true picture. It was confirmed that footfall cameras in the town centre were in the testing phase and that data would be available to share in the future.

Members of the Committee drew attention to the reduced rates of Council Tax collections and recognised that it was a worrying trend which could lead to significant financial pressures. Officers agreed with the potential risk, and offered assurance to the Committee that work was ongoing to improve collection rates and ensure the reduced collections did not continue.

In relation to rates of fly-tipping, a Member of the Committee enquired whether the increased fines had been shown to have an impact. It was explained that early indications showed that those who had been issued with fines at the new higher rate had been paying immediately. This was assumed to be in order to avoid the increasing costs if payment was delayed. It was also highlighted that the new measures for the 2024/25 reporting periods did include the

fixed penalty charges so Members would see that information starting to be reported in future reports.

Further debate focused on matters relating to the market share for land charges, where it was explained a benchmarking exercise was underway, and also the cleanliness issues which had been raised regarding the Gainsborough Leisure Centre. Members were assured that Officers were visiting on a weekly basis to maintain oversight. With regard to the reduction in the number of outreach sessions, it was explained that in previous years there had been more sessions held but with lower engagement levels, therefore this year had focused on those sessions where there was highest attendance. It was recognised that further detail within the report could provide greater context, however, it was noted that the upcoming Sports and Leisure Development Strategy would help align those areas of work.

As the Committee continued to review the sections contained within the report, comments were made regarding the impact of not having a cross-boundary agreement for the use of household waste recycling centres, with some Members questioning whether that did lead to the incidents of fly-tipping seen in the district. It was recognised this was an area that had previously been discussed, however, there was currently no expectation of a cross-boundary agreement being reached.

Final comments highlighted the success of Planning and Regeneration, the continuation of the garden waste collections and the crematorium business plan which would be presented to the Committee in due course. With Members content there were no further comments, the recommendations contained within the report were duly proposed and seconded and, on taking the vote, it was unanimously

RESOLVED that

- a) the performance of the Council's services had been assessed through agreed performance measures and areas where improvements should be made had been indicated, having regard to the remedial measures set out in the report; and
- b) the Progress and Delivery Performance Improvement Plan for Quarter Four (January-March) 2023/24 be approved; and
- c) the Progress and Delivery Year End 2023/24 Report be approved.

6 ENVIRONMENT, CLIMATE CHANGE & SUSTAINABILITY STRATEGY REFRESH

The Committee gave consideration to a report introduced by Councillor Stephen Bunney, in his role as the Chair of the Environment, Climate Change and Sustainability Working Group. Members heard that since the adoption of the Strategy in the summer of 2021, there had been a number of changes made, including significant steps forward in relation to the Council's response to the impacts of Climate Change. The Council had adopted a new Corporate Plan during the summer of 2023 which reaffirmed the Council's commitment to tackling the impacts of Climate Change, and the Central Lincolnshire Local Plan was also adopted in April 2023. This Local Plan was only one of three across the Country taking significant steps towards tackling Climate Change through local plan policy, providing

policies on energy use in all new build development as well as delivering positive steps in biodiversity and nature recovery and fossil fuels.

It was highlighted that the Member Working Group had worked closely with Officers to establish the strategy action plan and monitoring framework, and to develop the ten strategic themes in more detail, identifying strategic aims, objectives and outcomes for each. In doing this, it was concluded that the previously approved strategy needed to become more focussed and responsive to the often fast-paced changes experienced in the sector. It was also felt that the name of the strategy was too long and that whilst the strategy aimed to mitigate against the impacts of climate change, that was in fact an outcome and as such the strategy should promote the actions rather than focus on a specific symptom of past behaviour and choice. The Member Working Group were also keen to more clearly draw out the priorities and pledges the Council had made to ensure accountability in delivery.

In supporting the paper for approval, Councillor Bunney proposed a slight amendment to the wording of recommendation two, in that he felt there needed to be recognition of successful projects, either completed or in progress, as well as reflecting any updated approaches based on fast changing information. To that end, he proposed the paper with the proviso that recommendation two read:

“Members agree that the Environment and Sustainability Strategy Action Plan will be assessed annually as part of the annual monitoring report to ensure it is up to date and reflective of current thinking **and successes**.”

Members of the Committee expressed their wholehearted thanks to all involved in this work, Officers and Members alike, and the importance of the continued focus on the strategy was reiterated. The refreshed strategy document was praised for its clarity and readability, whilst keeping the message at the fore. Opportunities were discussed for working with Parish and Town Councils, if even in an advisory capacity, to help those local communities do their part.

The importance of alternate power sources was discussed, with Members highlighting the need to use existing spaces, such as roof spaces for solar panels, or solar tiles on all new builds. It was also commented that the public transport system required significant investment in order for it to be ‘fit for purpose’ if members of the public were to be persuaded to use it as preference over driving.

Having been seconded, and with the amendment agreed, the Chairman took the vote and it was unanimously

RESOLVED that

- a) the updated 10-year Environment and Sustainability Strategy be adopted, noting the changes that have been made; and
- b) the Environment and Sustainability Strategy Action Plan be assessed annually as part of the annual monitoring report to ensure it is up to date and reflective of current thinking and successes; and
- c) authority be delegated to the Head of Policy and Strategy in consultation with the Chair of Prosperous Communities Committee to make minor

editorial modifications to the Strategy where updates to data or legislation occur, that does not fundamentally change to the core objectives of the strategy.

7 ANNUAL PROGRESS REPORT - UK SHARED PROSPERITY FUND

Members heard from the Director of Planning, Regeneration and Communities regarding an update on the progress with the delivery of the UK Shared Prosperity Fund programme (UKSPF), which began at the start of 2023 and was now in its final year of delivery. It was explained that UKSPF was part of the current government's flagship 'Levelling Up' agenda. West Lindsey was allocated £2.7million from the fund, with a further £795k from the Rural England fund (REPF). Designed to replace European funding post Brexit, Councils were required to submit an investment plan which set out how the funds would be invested. This work was completed in the summer of 2022, signed off by a concurrent meeting of the Prosperous Communities and Corporate Policy and Resources Committees, and was followed by committee sign off of three full business cases, one for each investment theme:

- Supporting local business
- Communities and place
- People and skills.

Members were advised of the 12 interventions that had been funded and it was explained that expenditure on the programme was reported quarterly to the Corporate Policy & Resources Committee, alongside narrative for each intervention. It was highlighted that spend of the UKSPF / REPF was at 38% of total grant at the end of the financial year, with the majority of expenditure to be achieved in the final year of delivery, as was expected in any grant funded programme.

The contracted monitoring requirements were set out, with the most recent year-end report having been signed off by government. The contents of the appendices were detailed for Members, highlighting the outputs achieved to date, an oversight of the geographic spread of funding being distributed across the district, and an infographic giving a snapshot of progress to date.

Members heard that the next ten months would see a focus on ensuring delivery to March 2025, however there was no funding certainty beyond that point. The paper under consideration recommended that Members receive the final programme evaluation in due course, together with options for the future, as soon as more was known regarding how any future programme may be funded.

The Committee expressed their thanks for a detailed and comprehensive report. In response to a question regarding the recruitment to the post of a 'green spaces officer', it was confirmed that the funding was only secured for that post until the end of the grants period, that being March 2025. Therefore, it would no longer be possible to employ someone on a two year contract.

There was further discussion regarding the geographical spread of funding across the district and the need to involve smaller localities, particularly those where there may not be other funding opportunities open to them. Members were assured that all funding options

were reviewed and with additional streams being available, Officers would be looking to work with Members to identify those communities where monies could be best used.

Having been proposed and seconded, and with thanks again to all involved, the Chairman took the vote and it was unanimously

RESOLVED that

- a) the progress on the UK Shared Prosperity Fund Programme to date be noted; and
- b) an evaluation of the programme be reported to the Prosperous Communities Committee, in line with government reporting requirements, at the end of the programme; and
- c) options for future interventions aligned with the programme be developed for future consideration by Members, using learning and experience from the delivery of this programme to ensure the Council is able to respond to any future funding opportunities.

8 WORKPLAN

With no questions or comments, the work plan was **DULY NOTED**.

The meeting concluded at 7.59 pm.

Chairman

Prosperous Communities Matters Arising Schedule

Purpose: To consider progress on the matters arising from previous Prosperous Communities Committee meetings.

Recommendation: That Members note progress on the matters arising and request corrective action if necessary.

Matters Arising Schedule

Status	Title	Action Required	Comments	Due Date	Allocated To
Green	Parking Strategy - Future Considerations	Following discussions at PC Cttee meeting 19 July 2022, considerations for the refresh of the Parking Strategy should include details on opportunities to "green" the strategy as well as reconsidering options for motorhome and caravan parking, in relation to the visitor economy. Further details in minutes of meeting.		01/07/25	Sally Grindrod-Smith
Green	Value for Money Review of Car Park Enforcement	PC Cttee 26/10/23: resolved that Officers carry out a value for money review of the existing car park enforcement contract and report the findings to the Prosperous Communities Committee by 31 May 2024. Review to be undertaken & item to be added to the forward plan please.	Update: date extended pending further discussions regarding the review of the car parking strategy as a whole	30/09/24	Luke Matthews
Green	Side waste collection - pilot scheme	PC Cttee 19.03.24: "further investigations be undertaken into all implications associated with options to run a pilot of collecting side waste and that be returned to the Prosperous Communities Committee for consideration." Item to be added to the forward plan.		31/07/24	Ady Selby

Agenda Item 6a



Prosperous Communities

Tuesday, 9 July 2024

Subject: Sport & Active Leisure Development

Report by:

Director of Planning, Regeneration and
Communities

Contact Officer:

Grant White
Communities Manager

grant.white@west-lindsey.gov.uk

Purpose / Summary:

To update Committee on Sport & Active Leisure
Development work and approve a timeline for
producing a draft strategy.

RECOMMENDATION(S):

1. That Committee acknowledge the Sport & Active Leisure Development Actions detailed in the report.
2. That Committee receive a draft Sport & Active Leisure Strategy by Spring 2025.

IMPLICATIONS

Legal:

There are no legal implications arising from this report.

(N.B.) Where there are legal implications the report MUST be seen by the MO

Financial : FIN/41/25/MT/SL

- There is budget ongoing within the MTFP from 2024/2025 for the appointment of a Sport & Physical Activity post at band 9 (c£50k pa).

(N.B.) All committee reports MUST have a Fin Ref

Staffing :

Job Description and Person Specification created for Management Team approval.

New post will be subject to job evaluation process. Once appointed the new post will form part of the establishment within the Communities Team.

HR ref: HR211-06-24

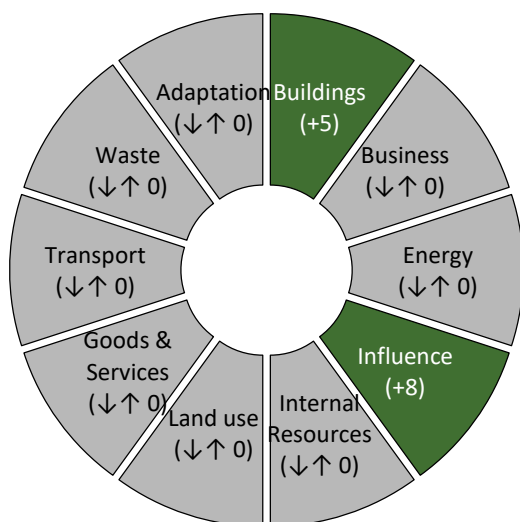
Equality and Diversity including Human Rights :

There are no implications arising from this report at this time. All due consideration to equality and diversity will be incorporated into any future strategy including an equality impact assessment.

Data Protection Implications :

There are no implications arising from this report.

Climate Related Risks and Opportunities :



At this stage there are no direct impacts on climate related risks and opportunities, however longer-term positive impact is expected.

It is anticipated the Council, partners and the district will see positive increases linked to Buildings and Influence.

This would be achieved with the adoption of a Sport & Active Leisure Strategy and subsequent action plan that takes into consideration actions and opportunities linked to climate and environment. For example, a future strategy can shape work to support sport facilities to reduce climate impact and feature environmental improvements.

The appointment of a Sport & Physical Activity Officer will increase the Council's officer capacity and skill set. This increases our ability to influence, guide and support sport clubs and facilities across the district.

Section 17 Crime and Disorder Considerations :

Not applicable.

Health Implications:

A key outcome of this work is to develop a Sport & Active Leisure Strategy. This will set the approach of the Council to the development and support of sport and physical activities across the district. This will have a longer-term impact on health and wellbeing.

Development of the strategy will include appropriate considerations and links to other relevant health strategies and priorities.

Title and Location of any Background Papers used in the preparation of this report:

None

Risk Assessment :

None

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

No

x

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

x

No

1 Introduction

- 1.1 The Council has a core vision that **West Lindsey is a great place to be where people, businesses and communities can thrive and reach their full potential**. The effective provision of sport, physical activity and active leisure opportunities is a key aspect of achieving this vision.
- 1.2 To support the core vision and help us to achieve Corporate Plan priorities, we have committed to establishing a Sport & Active Leisure Strategy. The Council does not currently have a strategy focussed on this area of delivery and its implementation will ensure a clear focus is established including associated actions the Council will take in the future.
- 1.3 The development of a Sport & Active Leisure Strategy (or as the strategy is named) will set out how the Council will play an important role in supporting the development of sport and physical activity provision across the district.
- 1.4 The introduction of a Sport & Active Leisure Strategy will support the delivery of other strategies such as the **Lincolnshire District Councils' Health and Wellbeing Strategy**. One of the five priorities in this strategy is Activity and Wellbeing which sport and physical activity play a key role.
- 1.5 The development of a Sport & Active Leisure Strategy will require wider engagement with sport bodies, partners, residents and the community and voluntary sector. To support the development of the strategy and subsequent actions, a new permanent post focussed on Sport & Physical Activity development is being created.
- 1.6 The Council will also seek out opportunities to work in partnership for the enhancement of sport and leisure provision. The introduction of a Sport & Active Leisure Strategy will further develop joint working opportunities.
- 1.7 This report sets out a Development Plan to achieve the following:
 - Develop and implement a Sport & Active Leisure Strategy (or as the strategy is named)
 - Appoint a Sport & Physical Activity Officer
 - Produce a Local Plan: Playing Pitch & Sports Facilities Strategy

2 Corporate Plan

- 2.1 Within the Council's **Corporate Plan 2023-2027**¹ the main challenge areas for the district are summarised. Sport and physical activity provision can play an important role in helping to support these challenge areas.

¹ West Lindsey District Council – Corporate Plan 2023-2027: <https://www.west-lindsey.gov.uk/council-democracy/how-council-works/key-plans-policies-strategies/our-corporate-plan>

2.2 **Population**

Physical activity provision is vital for an ageing population and directly supports maintaining physical health, mental health, improved mobility and independence and wider social inclusion. Incorporating physical activity is essential for older adults to maintain their health, wellbeing, and independence.

2.3 **Health and Wellbeing**

Sport and physical activity help address a wide range of health and wellbeing challenges ranging from health conditions to childhood obesity. The delivery of physical activity across all age groups will reduce health inequalities and promote healthy lifestyles.

2.4 **Climate Change and the Sustainable Environment**

Sport and leisure facilities across our district include a wide range of buildings, assets, and open spaces. The effective management and development of sport and recreation facilities can play an important role in addressing climate challenges and supporting the local environment.

2.5 **Deprivation**

Sport and physical activity can be a key connector to engage and support at risk communities and residents. Along with supporting the wider health and wellbeing outcomes for vulnerable residents, the provision of targeted physical activities can also contribute to tackling social isolation and child poverty.

2.6 **Employment and Skills**

The sport and leisure sector provides many opportunities for employment, volunteering, and skills development. Supporting sport and physical activity to develop can generate new employment and learning opportunities.

2.7 **The Local Economy**

The sport and leisure sector in some locations can be a key contributor to the local economy. For example, a sports and social club in a village may provide employment and space to enable other commercial activities to take place. Sport and physical activities are often an opportunity to establish partnership and joint working between local communities and businesses.

2.8 The Corporate Plan has identified **Objectives** and **Key Outcomes**. The development of a Sport & Active Leisure Strategy, will shape and direct actions and work to directly deliver against a range of these objectives including:

2.9 **Increase opportunities for participating in sport, leisure and cultural activities across the district:**

- Increased levels of physical activity across all age groups.
- A reduction in obesity levels across all age groups.
- A co-ordinated cultural events and activity programme that increases participation and meets the needs of our people across the district.

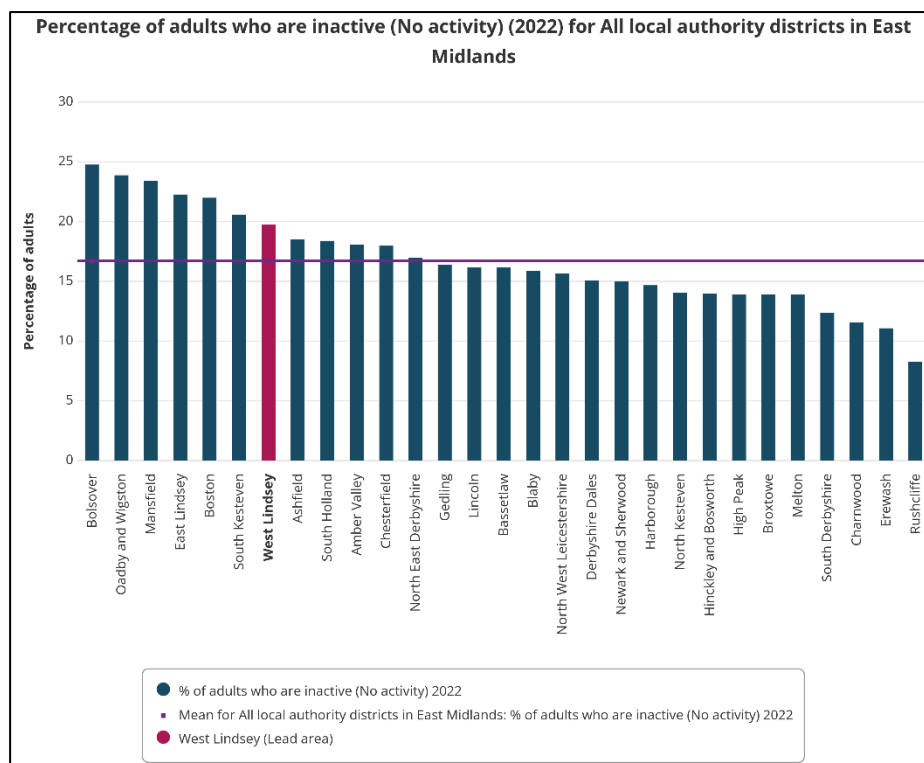
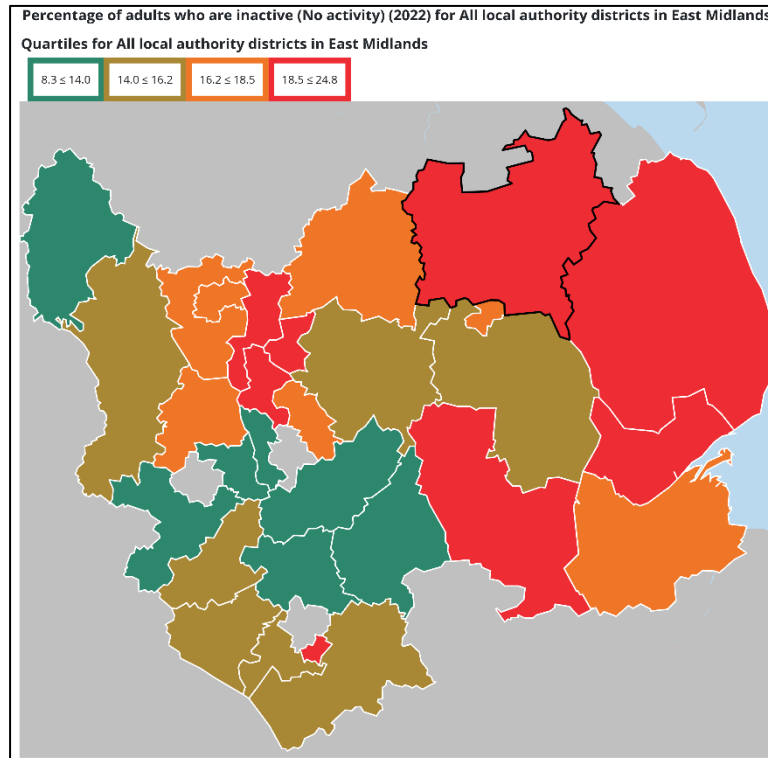
- 2.10 **Deliver services and health improvements that enable the re-establishment of lives after crisis:**
- A reduction in the gap in health inequalities between the most deprived and least deprived neighbourhoods.
 - Improved mental and physical health outcomes across all age groups.
 - The right partnerships are in place to understand and meet the holistic needs of our people.
- 2.11 **Improve communities and transform places:**
- Improved standards of housing, community spaces and community facilities.
- 2.12 **Support our voluntary and community sector to thrive and be sustainable:**
- Increase and sustain the number of volunteering opportunities and community led activity.
 - Appropriate support is available to help our community and voluntary sector grow and develop.

3 Local Context

- 3.1 Sport and leisure can play a positive role in promoting the health and wellbeing of residents in the district. The Council plays a key role in providing leisure facilities, supporting community-based activity through grant funding, and promoting the opportunities and benefits of physical activity.
- 3.2 There is currently no Sport & Active Leisure Strategy for West Lindsey. This has at times resulted in a lack of coordinated approach to the development and support of sport-based provision. The introduction of a strategy and subsequent action plan has the potential to better coordinate support including grant funding opportunities from both the Council and external bodies.
- 3.3 The introduction of a dedicated Sport & Active Leisure Strategy will complement the strong relationships and positive work already delivered by the Council working closely with the voluntary and community sector, recognising most of the sport and leisure provision in West Lindsey is delivered by the voluntary and community sector.
- 3.4 Whilst it is important to recognise the amazing work already being delivered around sport and physical activity, available data provides an evidence base for areas to develop and do more.

3.5 Physical Activity of Adults²

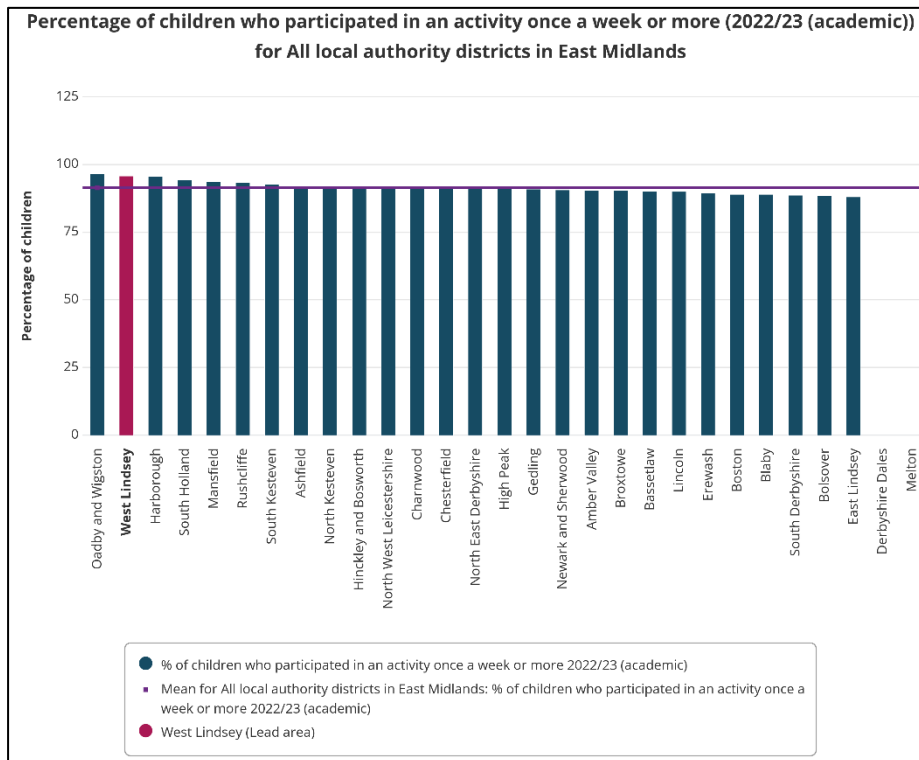
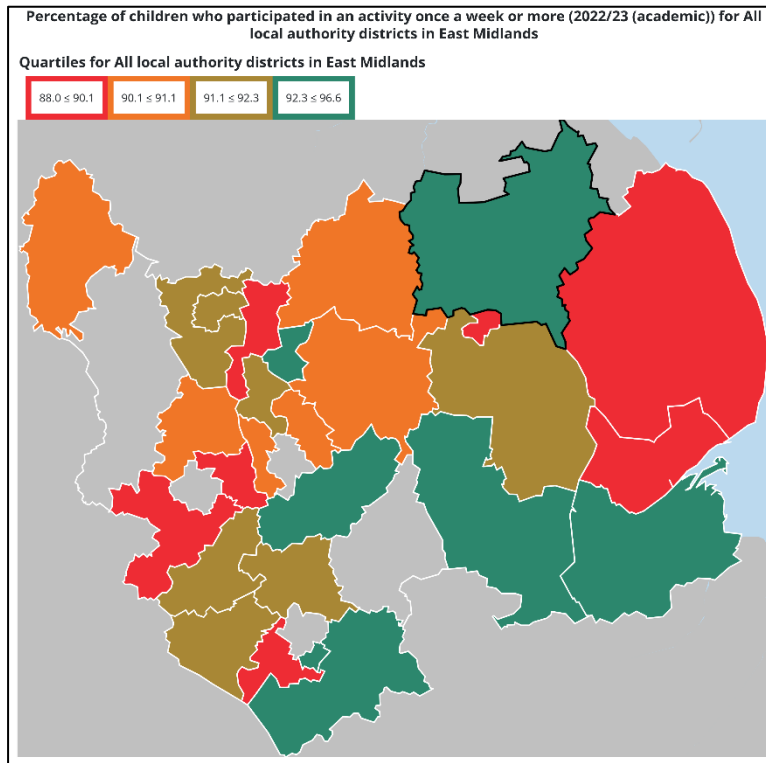
The following tables provide the latest data on levels of adults who are inactive. As displayed the data shows challenges around the activity levels of adults in West Lindsey which will have a direct impact on wider health and wellbeing issues.



² Data Source: Sport England

3.6 Physical Activity of Children³

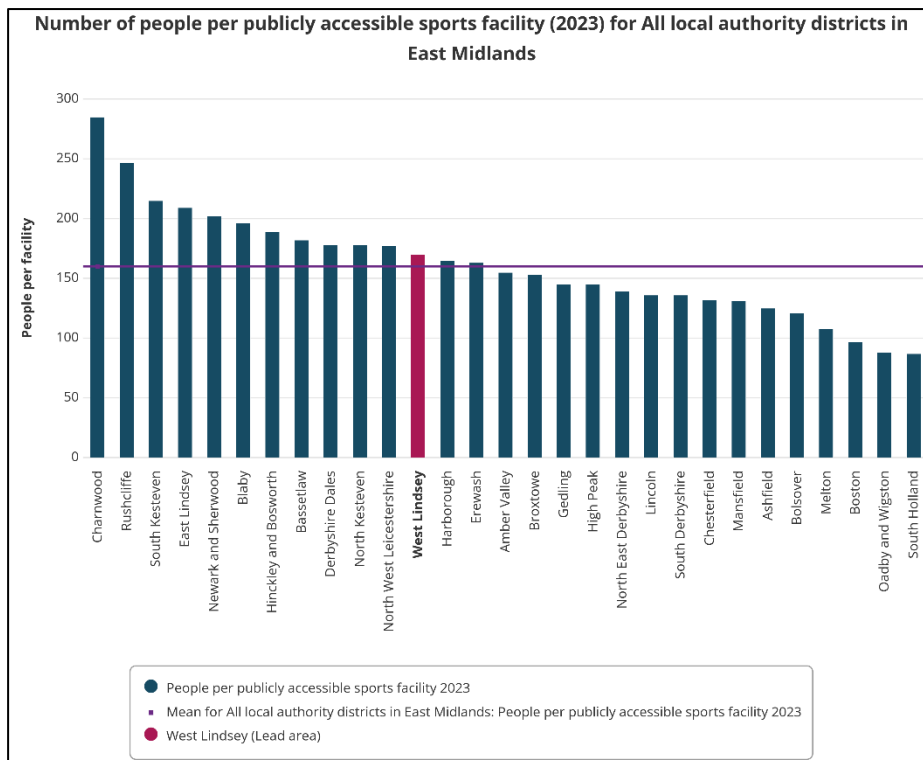
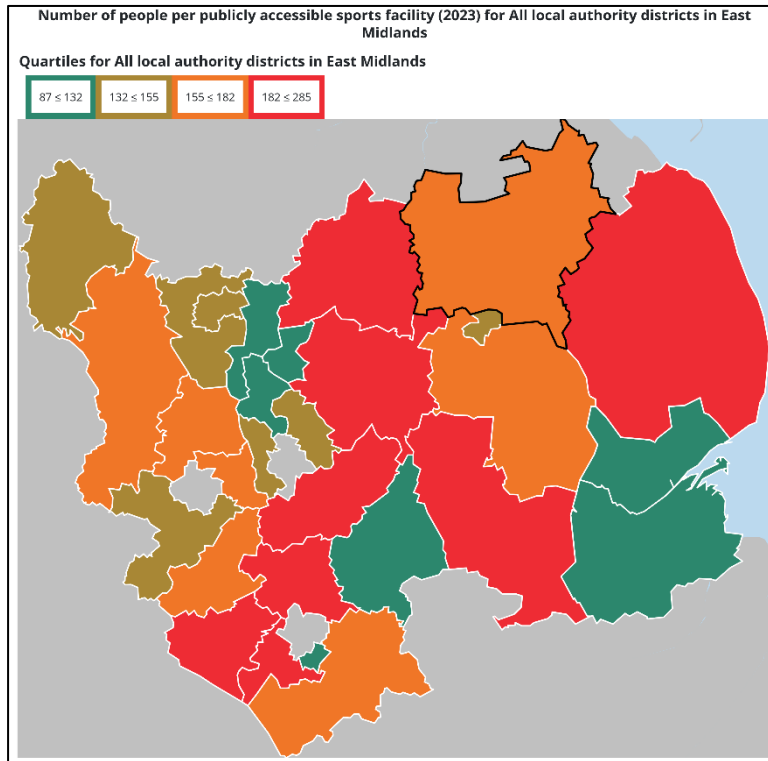
The following tables provide the latest data on levels of children who participate in an activity once a week or more. As displayed the data shows a more positive position for activity of children versus adults in West Lindsey. However, this is still an area for further exploration to ensure equality of access for children in all areas of the district.



³ Data Source: Sport England

3.7 Publicly Accessible Sports Facilities⁴

The following tables provide the latest data on the number of people per accessible sports facility. This includes facilities that are free to access, pay and play, sports clubs or community association and registered membership use.



⁴ Data Source: Office for National Statistics

3.8 Central Lincolnshire Local Plan

As part of the Central Lincolnshire Local Plan there is a Playing Pitch and Sports Facilities Strategy, however this is out of date and in need of updating. This strategy forms a key part of the overall Local Plan helping to establish local data and analysis of playing pitches and sports facilities. It also is a key component for Sport England to be able to endorse and support of the Local Plan.

3.9 The Central Lincolnshire Local Plans Team is preparing a Playing Pitch and Sports Facilities Strategy in partnership with the Central Lincolnshire Districts. This work will provide valuable data and input into the development of the Council's Sport & Active Leisure Strategy.

3.10 The development of the Local Plan: Playing Pitch and Sports Facilities Strategy is necessary for the development of the next Central Lincolnshire Local Plan. It will provide the following benefits:

- Provide information to enable policies in the recently adopted local plan to safeguard existing and provide for new pitches and associated facilities.
- Be required evidence to support future local plan reviews.
- Determine whether there are sufficient playing pitches and outdoor sports facilities of appropriate quality to meet local demand.
- Determine whether there are sufficient indoor sports facilities of appropriate quality to meet local demand.
- Create a strong evidence base for securing investment, including enabling requests for developer contributions through s106 planning arrangements and to enable bids for national funding to be made successfully.
- Predict future use and demand for sports pitches and sports facilities across the district.

4 National Context

4.1 A new Sport & Active Leisure Strategy will be developed taking into consideration national strategies and policies. These include strategies established by Government and bodies such as Sport England. In addition, there will be strategies or delivery plans established by individual sport bodies (e.g. Football Foundation).

4.2 **Uniting the Movement (Sport England)⁵**

This is the Sport England 10-year vision for transforming lives and communities through sport and physical activity. This strategy focusses on five big issues:

- Recover and reinvent.
- Connecting communities.
- Positive experiences for children and young people.
- Connecting with health and wellbeing.
- Active environments.

Sport England are currently in their Years 2-4 implementation plan for this vision.

4.3 **Get Active: A strategy for the future of sport and physical activity (Department for Culture, Media and Sport)⁶**

This is the UK Governments strategy for building a healthier nation by tackling high levels of inactivity and making sure that the sport and physical activity sector thrives for future generations.

The strategy has 3 core priorities:

1. Being unapologetically ambitious in making the nation more active, whether in government or in the sport sector.
2. Making sport and physical activity more inclusive and welcoming for all so that everyone can have confidence that there is a place for them in sport.
3. Moving towards a more sustainable sector that is more financially resilient and robust.

4.4 As work progresses on developing a Sport & Active Leisure Strategy, officers will keep under review any changes in national strategies.

5 Development Actions

5.1 The following development actions are being delivered to achieve positive outcomes for sport and active leisure in the district:

5.2 **Appoint a Sport & Physical Activity Officer**

This new role will be a permanent full-time position and provide the required capacity to lead on the development of the Sport & Active Leisure Strategy and other associated work.

⁵ Sport England: Uniting the Movement: <https://www.sportengland.org/about-us/uniting-movement>

⁶ Department for Culture, Media and Sport: Get Active Policy Paper: <https://www.gov.uk/government/publications/get-active-a-strategy-for-the-future-of-sport-and-physical-activity>

The role has been established using best practice from other Local Authorities that have the same or similar roles in place (e.g. Hinkley & Bosworth Borough Council and Dacorum Borough Council).

Officers have established contact with other councils to also provide peer support for the new appointed officer. The new role forms part of the Council's Communities Team.

5.3 **Develop and implement a Sport & Active Leisure Strategy**

The new Sport & Physical Activity Officer will play a key role in leading on this area of work. The following is an example of the key milestones in establishing the strategy:

1. Consultation and Engagement
2. Partner engagement
3. Data analysis and research
4. Draft strategy produced and further engagement
5. Final strategy adopted

On-going progress of this work will be monitored through the Leisure, Culture, Events and Tourism Members and Officer Working Group. Opportunities for all Members to engage in the development of the strategy will be provided.

The final strategy will be submitted to the Prosperous Communities Committee for final adoption.

5.4 **Produce a Local Plan: Playing Pitch and Sports Facilities Strategy**

Officers (including the new Sport & Physical Activity Officer) will continue to engage with and support the Central Lincolnshire Local Plan Team in the scoping and commissioning of this piece of work.

Data and findings from this work will be incorporated into the development of the Sport & Active Leisure Strategy and subsequent action plans.

6 **Recommendations**

- 6.1 That Committee acknowledge the Sport & Active Leisure Development Actions detailed in the report.
- 6.2 That Committee receive a draft Sport & Active Leisure Strategy by Spring 2025.



**Prosperous Communities
Committee**

Tuesday 9th July 2024

Subject: Temporary Accommodation

Report by:	Director of Planning, Regeneration & Communities
Contact Officer:	Sarah Elvin Homes and Health Manager sarah.elvin@west-lindsey.gov.uk
Purpose / Summary:	Approve the Temporary Accommodation Allocation Policy and provide members with an updated position with the work on the Temporary Accommodation project.

RECOMMENDATION(S):

- 1. Members note the progress to date of the work on the Temporary Accommodation Project.**
- 2. Members adopt the Temporary Accommodation Allocation Policy**
- 3. Members delegate minor amendments to the Temporary Accommodation Allocation Policy to the Director of Planning, Regeneration and Communities in consultation with Chairman of Prosperous Communities Committee.**

IMPLICATIONS

Legal:

West Lindsey's statutory duties in relation to temporary accommodation fall within the following legislation:

Homelessness reduction Act 2017

Homelessness Act 2002

Housing Act 1985

(N.B.) Where there are legal implications the report MUST be seen by the MO

Financial : FIN/48/25/CPR/SST

In 2023/2024 £289,000 of Homelessness Prevention Grant (HPG) was received from Central Government.

In 2023/2024, £234,000 was spent on providing temporary accommodation for homeless households, which is 81% of the total HPG grant received.

As highlighted within the report, there is a cost implication to Housing Benefits subsidy of B&B placements, due to the cap on how much subsidy can be reclaimed per week for this type of placement (£91.15). In 2023/2024 the cost to the Council was £23,900.

No financial implications arising from this update report. A fin ref has already been provided for the stage 2 business case that went to Housing Board.

(N.B.) All committee reports MUST have a Fin Ref

Staffing :

None

(N.B.) Where there are staffing implications the report MUST have a HR Ref

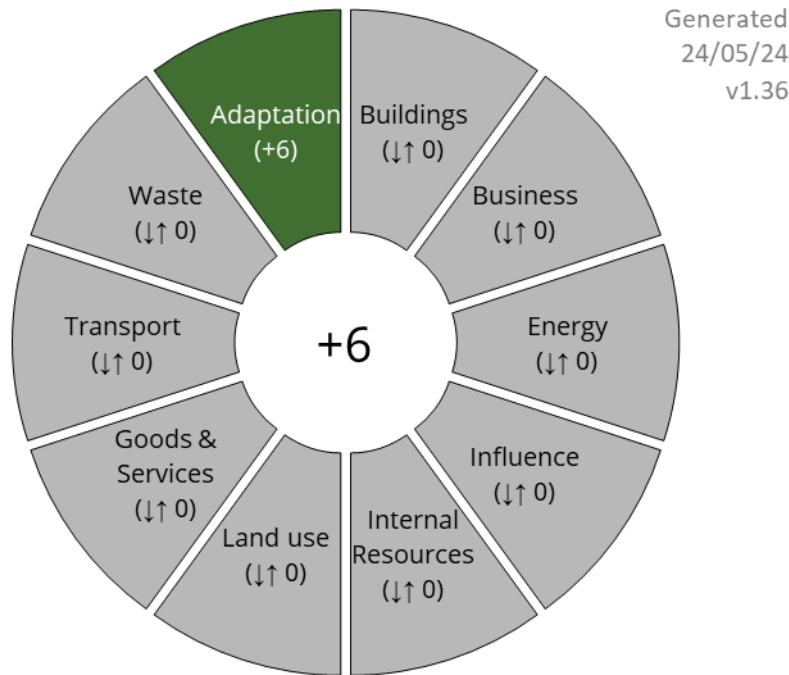
Equality and Diversity including Human Rights :

Aa Equality Impact Assessment has been undertaken for the Temporary Accommodation Allocation Policy and is attached at appendix 2

Data Protection Implications :

The policy has a section in regard to GDPR. This has been approved by West Lindsey Data Protection Officer.

Climate Related Risks and Opportunities :



West Lindsey District Council will be net zero by 2050 (25 years and 7 months away).

Temporary accommodation usage could be affected adversely should there be flooding, extreme heat, should a hot weather SWEP have to be put in place, people who are rough sleeping could be temporarily housed increasing the usage and need for temporary accommodation. Through the temporary accommodation project, we aim to house people more suitability than spot purchase of nightly accommodation, which in turn will have a positive impact due to being able to require properties that are utilised being a higher energy efficiency standard.

Section 17 Crime and Disorder Considerations :

Through the procurement process, West Lindsey will work closely with the delivery partner appointed to deliver the Temporary Accommodation project to ensure that all requirements in regards to risks around potential for anti-social behaviours are taken into account

Health Implications:

Access to safe, suitable housing which is affordable will have a positive impact on the health and wellbeing of residents as a wider determinant of health and will contribute to delivery of the Lincolnshire Districts Health and Wellbeing Strategy. Suitable temporary accommodation will have a huge impact on improving the lives of our residents and the offer to them when they are at one of the most vulnerable times of their lives.

Title and Location of any Background Papers used in the preparation of this report:

Urgent Delegated Decision for submission of a bid to DLUCH for Local Authority Housing Fund 3 funding.

[Urgent Delegated Decision re Local Authority Housing Fund Round 3 Expression of Interest \(west-lindsey.gov.uk\)](http://west-lindsey.gov.uk)

Risk Assessment :

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

No

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

No

1. Context and background

- 1.1 West Lindsey has a statutory duty to place households in temporary accommodation that approach the council and are believed to be homeless, eligible for assistance and in a priority need.
- 1.2 Homelessness Legislation and Guidance is detailed, but simple definitions of eligibility and priority need categories can be found at the following link [Help if you're homeless or about to become homeless - GOV.UK \(www.gov.uk\)](https://www.gov.uk/help-if-youre-homeless-or-about-to-become-homeless).
- 1.3 West Lindsey receive Homelessness Prevention Grant from Central Government to cover the costs of statutory duties being fulfilled by West Lindsey under the Homelessness Reduction Act 2017, the Homelessness Act 2000 and the Housing Act 1985.
- 1.4 There is ever increasing demand for homelessness services due to a number of factors including:
 - Cost of living crisis
 - Mortgage rate increases affecting both home owners and landlords
 - Lack of support provision to assist people to maintain their tenancies
 - Lack of availability of affordable housing, especially in rural areas
 - Potential impact of the Renters Reform Act
 - Climate change and emergencies that arise from that such as flooding and other severe weather emergencies.
- 1.5 West Lindsey are in a fortunate position due to managing homelessness budgets and capacity efficiently and effectively that we do not have a large visible rough sleeping problem within the district. However, this has been steadily increasing and we are conscious that with increasing numbers of people presenting as homeless and the financial impact those additional presentations will have, could see this rough sleeper cohort increasing if we do not look to provide more cost-effective ways of providing temporary accommodation to eligible homeless households.
- 1.6 In 2023/2024, £234,000 was spent on providing temporary accommodation for homeless households, that is over 80% of the total Homelessness Prevention Grant received from Central Government of £289k.
- 1.7 We have seen an increase year on year in the numbers of households presenting to West Lindsey as homeless as detailed below:

Year	Number of Homeless applications
2022/2023	604
2023/2024	730

- 1.8 West Lindsey are working with colleagues across Lincolnshire alongside the Lincolnshire Homelessness Partnership Manager to deliver on the Lincolnshire Homelessness and Rough Sleeping Strategy, adopted in 2022. This is a 5 year plan looking to reduce numbers of homeless households and people rough sleeping across the County with a focus on the 5 key priorities:

Protect	Protecting the most vulnerable from experiencing homelessness including tackling rough sleeping
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Prevent	Preventing Homelessness wherever possible
Partnership	Developing and maintaining strategic relationships and partnerships
Place	Ensuring access to the right type of housing solution
Plan	Ensuring a sustainable future for supported housing

1.9 Delivering additional temporary accommodation goes some way to delivering the place priority within this strategy ensuring we have suitable accommodation for our homeless cohort.

2. Temporary Accommodation review

2.1 In January 2022, West Lindsey were successful in a bid to the LGA Housing Advisors Programme and received £25,000 in capacity funding to commission a review of temporary accommodation across West Lindsey.

2.2 The review was put in place to address three key elements of temporary accommodation in West Lindsey and look to deliver outcomes, which could look to improve the service offered to homeless households within the district, be compliant of the guidance and legislation and potentially save money which can then be redirected into homelessness prevention.

The three elements to the review were:

1. Review the temporary accommodation arrangements currently in place and analyse the data and costings of providing that accommodation. Establish if this current model is fit for purpose and if there is anything about the customer journey to the temporary accommodation that could be changed so it's not utilised as often.
2. Assess the need for temporary accommodation – is there a need for additional temporary accommodation and / or a restructure of existing arrangements if deemed not fit for purpose? Establish if there is a need to acquire further units for temporary accommodation and of what type, in which location, with what level of support.
3. Determine a mechanism for delivering projects that can assist with meeting the identified needs of the vulnerable households that can be implemented and potentially utilise S106 off-site contribution funding to deliver the projects with a partner across the district.

2.3 Alongside B&B accommodation not being a suitable option in many cases, it also provides financial challenges for both Housing Benefit and the Homelessness budgets. Housing benefit can claim subsidy of £91.15 per week for B&B stays. Any B&B spend above £91.15 is at a cost to the council.

2.4 B&B's can be anywhere from £40 per night (and that is the very lowest,) to over £150+ per night, meaning if someone was to stay in a B&B for a week, there would be a minimum cost to West Lindsey of £188.85 per week and in many cases, this is much higher.

2.5 The review provided a deep dive into the homelessness demands for temporary accommodation alongside providing in depth breakdowns into costs, profiles of households in temporary accommodation and looks to project the requirement for temporary accommodation going forward.

- 2.6 The review was completed in 2022 and suggests an upwards trajectory for temporary accommodation placements. The full review can be found at this link <https://www.west-lindsey.gov.uk/housing-homelessness/homelessness/lincolnshire-homelessness-strategy>

3. Temporary Accommodation Project

- 3.1 When the review was finalised, it determined a number of recommendations which have been categorised into Strategy, Supply & Commissioning and Management and Monitoring.
- 3.2 A stage 2 business case was then drawn up and approved at Housing Board to address the recommendations within the Supply & Commissioning recommendations which were as follows:
1. WLDC to diversify its temporary accommodation portfolio by commissioning six to eight additional units of self-contained Temporary Accommodation. These are likely to be in the Gainsborough and Market Rasen areas due to cost pressures elsewhere and could be either in a unit similar to Cross Street, or in dispersed housing converted to two or three separate units.
 2. Renegotiation of the Cross Street contract should aim toward renewal, and possibly seek additional floating support for lower support needs clients in move on accommodation along with potential for making a number of the units wheelchair accessible.
 3. B&B will remain the default accommodation but as a smaller element of a more diverse portfolio of placement options. Management measures to reduce price volatility and to improve the current placement process would be highly desirable, either through block booking of a local facility, or by a supply agreement with Travelodge as a partner. The existing working relationship between the Crittlewood Guest House and WLDC should be maintained, and the possibility of a block booking explored.
- 3.3 Further consultation internally and with stakeholders has taken place to expand on the recommendations which then looked at the type of accommodation to be delivered to meet the needs and where that temporary accommodation needs to be located. There have been a number of additional factors that have come out of that consultation which include:
- At least 3 units of temporary accommodation to be in Market Rasen to cover need for people who are unable to be accommodated in Gainsborough.
 - At least one of the units of accommodation in Gainsborough and one unit in Market Rasen to be adapted for utilisation by a disabled person.
 - 2 units of Cross Street to be adapted for utilisation of disabled people
 - 2 larger properties or ability for the properties to sleep more people through furnishings will need to be in place so larger families can comfortably be accommodated.
 - Minimum of one unit which is not located near a school or play area so can be utilised by sex offenders
 - All units to have access to wifi so that the tenants can be contacted by the Homelessness team

4. Procurement

- 4.1 The project has now been approved through internal governance to move to procurement stage. This has slightly changed since the original review recommendations were published at the end of 2022 and is looking to procure a total of 13 units of accommodation – the 8 recommended alongside the 5 currently in contract. This is to be in line with procurement regulation.
- 4.2 Officers have been working alongside Lincs Procurement to design the specification for the service required. The contract will be for support to be provided within accommodation that is being utilised for temporary accommodation.
- 4.3 The tender will be issued by the end of the summer with a likely start date for the new contract of the beginning of the financial year 2025/2026.
- 4.4 West Lindsey have also submitted an expression of interest for funding through the Local Authority Housing Fund. This funding is to provide additional accommodation for both homeless households to be utilised as temporary accommodation, and resettlement units for Afghan and Ukrainian refugees. The outcome of this expression of interest is yet to be determined and the background papers for this decision are linked above.

5. Temporary Accommodation Allocation Policy

- 5.1 There were a number of other recommendations detailed within the Temporary Accommodation Review which included West Lindsey adopting a Temporary Accommodation Allocation Policy.
- 5.2 It is a requirement within the Homelessness Code of Guidance to have in place a policy for allocation of temporary accommodation units, whether or not they are contractual, or spot purchased.
- 5.3 Officers have worked on the policy with the Homelessness Prevention team and existing partners, the policy can be read at appendix 1.
- 5.4 The policy details how West Lindsey District Council will allocate temporary accommodation to people who are homeless and /or owed a statutory homelessness duty.
- 5.5 West Lindsey will allocate temporary accommodation to people who are:
 - a. Homeless and have a priority need for accommodation, owed the interim accommodation s.188 duty.
 - b. Homeless intentionally and have a priority need for accommodation, owed the s.190 duty to be provided with accommodation for a reasonable period.
 - c. Not intentionally homeless and have a priority need for accommodation, owed s.193 (main) duty to be provided accommodation.
 - d. Homeless and where there is no duty owed but the local authority is providing emergency accommodation under a power to do so. An

example of this would be when accommodation is provided under the Severe Weather Emergency Protocol.

- 5.6 The policy guides partners and customers through the process of allocating temporary accommodation along with all considerations that will be taken into account when assessing if temporary accommodation is to be provided.
- 5.7 The policy ensures that West Lindsey are legally sound when allocating temporary accommodation to homelessness households. This policy does not change our existing practice, it simply articulates how we will allocate temporary accommodation in line with our statutory duties and powers.

6. Policy review

- 6.1 The policy will be kept under constant review to ensure it is at all times fit for purpose and can quickly adapt should there be agreed changes in Legislation or the Homelessness Code of Guidance.
- 6.2 It is suggested that minor inconsequential changes to the policy be delegated to the Director for Planning, Regeneration and Communities in consultation with Housing and Communities Board.

7. Recommendations

- 7.1 Members note the progress to date of the work on the Temporary Accommodation Project.**
- 7.2 Members adopt the Temporary Accommodation Allocation Policy**
- 7.3 Members delegate minor amendments to the Temporary Accommodation Allocation Policy to the Director of Planning, Regeneration and Communities in consultation with Chairman of Prosperous Communities Committee.**

Temporary Accommodation Allocation Policy

2024

1. Introduction

- 1.1. This Policy details how West Lindsey District Council (the “**Local Authority**”) will allocate temporary accommodation to people who are homeless or owed a homelessness duty by the local authority.
- 1.2. The Local Authority will allocate temporary accommodation in a fair, transparent and effective way, that makes best use of the temporary accommodation available.
- 1.3. The Local Authority will allocate temporary accommodation to people who are:
 - a. Homeless and have a priority need for accommodation, owed the interim accommodation s.188 duty.
 - b. Homeless intentionally and have a priority need for accommodation, owed the s.190 duty to be provided with accommodation for a reasonable period.
 - c. Not intentionally homeless and have a priority need for accommodation, owed s.193 (main) duty to be provided accommodation.
 - d. Homeless and where there is no duty owed but the local authority is providing emergency accommodation under a power to do so. An example of this would be when accommodation is provided under the Severe Weather Emergency Protocol.
- 1.4. People who make an application (an “**Applicant**”) to the Local Authority for homelessness assistance, are also entitled to make separate applications for an allocation of social rented housing and also directly to any Registered Provider, where their own housing allocation rules and policies allow this.

2. Allocation of temporary accommodation

- 2.1. An “**allocation**” is defined as occurring when the Local Authority have a reason to believe that an Applicant might be homeless or threatened with homelessness and they are allocated a non-secure license held by the Local Authority, a Registered Provider or a private landlord.
- 2.2. Decisions about whether an Applicant might be homeless or threatened with homelessness will be made by the Local Authority in accordance with the law, statutory guidance and any policies and procedures the Local Authority have published.

3. Circumstance when temporary accommodation will not be allocated

- 3.1. Temporary accommodation will not be allocated in the following circumstances:
 - a. The Local Authority decide not to take an application for homelessness assistance, because there is no reason to believe the applicant maybe homeless or threatened with homelessness.

- b. The applicant does not wish to make a homelessness application.
- c. When the duty to provide accommodation has been brought to an end by the local authority.

4. Eligibility to be allocated temporary accommodation

- 4.1. Persons assessed as not eligible for homelessness assistance will not be entitled to be allocated temporary accommodation.
- 4.2. In most cases, the Local Authority will decide whether a person is eligible for homelessness assistance prior to allocating temporary accommodation. Decisions about eligibility will be made in accordance with the law, statutory guidance and any policies and procedures the Local Authority have published. If an allocation is made and the household is found to be ineligible after investigation the allocation will be ended.

5. Applicants

- 5.1. Anyone who might usually reside with an Applicant, or who might reasonably be expected to reside with an Applicant, will be considered a usual household member of the Applicant and as such will be entitled to occupy any temporary accommodation allocated to the Applicant.
- 5.2. A usual household member is a person who primarily or exclusively lives with an Applicant. People who usually live with the Applicant but are temporarily absent due to circumstances beyond their control (e.g. they are in prison, care of a local authority, hospital, armed forces, etc), are also considered a usual household member.
- 5.3. Upon deciding that an Applicant is to be offered temporary accommodation, the Local Authority will in writing:
 - Confirm under what duty or power an Applicant is being allocated temporary accommodation, confirming whether it is:
 - a. s.188 interim accommodation duty owed to those who are homeless and have a priority for accommodation.
 - b. s.190 duty owed those who are homeless intentionally and have a priority need for accommodation.
 - c. s.193 duty owed to those who are not intentionally homeless and have a priority need for accommodation
 - d. A discretionary offer of accommodation where no duty is owed
 - Confirm the best interests of any children that might need to be taken account of.

- Confirm what would constitute a reasonable offer of temporary accommodation, also explaining
 - a. Affordability will be determined in accordance with the criteria set out in Appendix A.
 - b. Bedspace entitlement of the household.
- Advise them of their right to request a review of any of the above matters.

5.7. The above steps will be repeated whenever the Local Authority notifies an Applicant of a change of duty or power under which they are being accommodated or the accommodation location is changing.

5.8. Decisions about allocations of temporary accommodation will be notified in writing, regardless of whether they are adverse or successful. Additional arrangements will be made for Applicants who might have difficulty understanding the implications of the decision to be informed orally (e.g. via a telephone call or in person.)

6. Reviews and suitability

6.1. The Local Authority will keep the suitability of all temporary accommodation placements under review, particularly when an applicant reports a change in circumstances which might affect the suitability of accommodation.

6.2. When there is a change in circumstances which might affect the suitability of accommodation the Local Authority will carry out a S202 review of suitability and issue a decision.

6.3. Applicants will be informed of their right to request a review , of any of the decisions shown below within 21 calendar days of receiving a decision about the allocation of temporary accommodation:

- A. The facts of an Applicant's case which are likely to be, or have been, taken account of when deciding whether or not to make an allocation of temporary accommodation, including whether or not they have a priority need for accommodation.
- B. The suitability of temporary accommodation for which an Applicant will be allocated.
- C. The extent of an Applicant's household.

6.4. The review will be a re-consideration of all the relevant facts and the legal requirements at the date the review is carried out and will be carried out in accordance with the law, statutory guidance and any policies and procedures the Local Authority might publish

6.4 The Local Authority will keep a record of Applicants who are in unsuitable temporary accommodation and will make efforts to fulfil the duty to provide suitable accommodation. The local Authority will take steps to reduce the impact of unsuitable accommodation on the household until a suitable offer is made.

This might include but is not limited to:

- Approaching housing providers
- Considering arrangements with registered providers to use available stock
- Increasing priority on the housing register for people in unsuitable temporary accommodation
- Considering temporary aids, adaptations or support
- Providing additional security measures
- Transferring applicants between temporary accommodation placements to make best use of available accommodation. Moves will be prioritised for those households already in unsuitable accommodation rather than those with a necessity to move in the short or medium term.

All records held will be in line with the West Lindsey Retention and Disposal schedule which can be found at <https://www.west-lindsey.gov.uk/sites/default/files/2022-11/Retention%20and%20Disposal%20Schedule.pdf>

7. Making allocations of temporary accommodation

- 7.1. The Local Authority will inform Applicants of the process if they refuse an allocation of temporary accommodation.
- 7.2. An offer of temporary accommodation will be considered reasonable if the property being offered will meet the housing needs of an Applicant, having had regard to the following matters at the date when the offer is made:
- a. Whether the Applicant and their household would be statutory overcrowded or under-occupying. As a general rule, allocations will be made so that a property is fully occupied. If this is not possible, under-occupation will be considered, subject to an affordability assessment.
 - b. Affordability of the property when compared to the Applicants' income and expenditure, see Appendix A for the methodology that will followed to determine whether a property is affordable.
 - c. Location of the property in regard to essential journeys the Applicant needs to make.
 - d. Public sector equality duty in Equality Act 2010, section 149.
 - e. When there is a child or children in the Applicant's household, the duty to safeguard and promote the welfare of children in the Children Act 2002, section 11.
 - f. In respect of school-age children, the duty in the Human Rights Act 1989, that no person should be denied the right to an education (Notwithstanding

this, an offer of accommodation might necessitate a child having to move school).

- g. Space and arrangement of the property (e.g. whether the Applicant and usual household members could physically access the property and suitably move around inside and use all of its features, in particular taking account of any medical and/or physical needs).
- h. The general condition of the property (e.g. that it is in a reasonable state of repair, there are suitable fire safety and carbon monoxide precautions and a current gas safety record, the property is free from damp and mould growth, there is reasonable hygiene, sanitation and water supply, etc).
- i. The specific health needs of the Applicant or their usual household members.
- j. The proximity and accessibility of family support.
- k. The proximity and accessibility of medical facilities and other support services which are currently used by or provided to the Applicant or the usual family members that are essential to that persons' wellbeing.
- l. The proximity of alleged perpetrators or victims of domestic abuse, or other types of abuse or harassment.
- m. Space will be available for a cot for each child aged under 2. Where households with babies and young children under 2 do not have access to a cot when placed in temporary accommodation we will consider what support is available for the provision of a cot.

7.3. Following an allocation of temporary accommodation by the Local Authority, Applicants will be given a reasonable period to properly consider whether to accept it. Typically, this will be 24 hours, however, the personal circumstances of each Applicant will be considered, including those who are vulnerable Applicants, in hospital or other special circumstances. Any longer timescale will be based on the specific circumstances of an Applicant.

7.4 The letting of temporary accommodation will be handled by the Local Authority's Homelessness Prevention Officers or a registered provider or a private landlord, who will complete the letting and provide landlord services, such as:

- A. Repairs and maintenance
- B. Rent and service charge collection
- C. Tenancy management
- D. Assistance with benefit applications (if applicable)

7.5 Applicants who receive support from a carer who does not live with them and who is required to stay overnight, will have their need for a spare room taken account of whenever possible.

- 7.6 Properties on the ground floor, with an accessible bathroom or an additional bathroom or toilet, will be offered to Applicants who have a medical need for such a dwelling over an Applicant who has no need for such accommodation.
- 7.7 Any particular needs of elderly Applicants will be taken account of.
- 7.8 A health or social care professional with direct knowledge of the Applicant's condition may be contacted by the Local Authority for an opinion of the Applicant's health and the impact on their housing needs when evidence, submitted by an Applicant, requires clarification either on a point of accuracy or of the prevailing circumstances of their condition.
- 7.6. Applicants will be informed when an allocation of temporary accommodation is made whether the property will be furnished or unfurnished.
- 7.7. Applicants can expect temporary accommodation to be fit for occupation at the date it is allocated, or that any repairing obligations imposed on the Local Authority, or a registered provider, or a private landlord, will be met within a reasonable time of commencement of occupation of the dwelling.
- 7.8. Applicants whose circumstances change once they've been allocated temporary accommodation must notify the Local Authority of such changes immediately. If as a result of a change in circumstances the temporary accommodation provided to an Applicant is no longer suitable, another allocation of temporary accommodation will be made.
- 7.9 If an Applicant breaches any occupancy conditions of temporary accommodation allocated by the Local Authority to discharge any homelessness duty, and the Local Authority subsequently evicts the Applicant, they shall cease to be entitled to an allocation of temporary accommodation.

8. Equality & Diversity

- 8.1 The Local Authority is subject to the Equality Act 2010 which has been duly considered when formulating this Policy. A separate *Equality Impact Assessment* has been completed and copies can be requested from the Local Authority.
- 8.2 To ensure compliance with public sector equality duties, arrangements will be made by the Local Authority for each individual Applicant with a relevant protected characteristic, such as persons who have a disability to be provided with information on a property's accessible features. At the stage of an allocation of temporary accommodation is made, to allow extra time, (of a duration relevant to the circumstances of any given case) to determine whether or not to accept the allocation.

5.2. The Local Authority will advise Applicants that equalities information will be collected, to enable a better understanding of peoples' housing needs and to ensure that no one is discriminated against as a result of the way this Policy has been formulated, or during the administration of it. Applicants will be informed as to how such data will be used, handled and stored.

8.3 The Local Authority will carry out appropriate checks on an Applicant's eligibility for homelessness assistance, but will ensure these checks are not discriminatory on the basis of race, nationality, ethnic origin, or any other protected characteristic as defined by the Equality Act 2010. The Local Authority will train its employees about homelessness law and practice and the duties and responsibilities under the Equality Act 2010.

8.4 The Local Authority shall ensure that language and interpretation support is available for Applicants who have difficulty reading or speaking English.

9. Information about this Policy

9.1 The Home Choices Team Leader will be responsible for minimising the risk of employee fraud and errors, including the vetting of junior employees and randomly checking and validating decisions on allocations of temporary accommodation.

9.2 This Policy will be reviewed by the Local Authority at least every two years (and more often if required, for example due to legislative or regulatory changes). Minor amendments can be made to the policy with delegated authority for sign off to the Director for Planning, Regeneration and Communities. Version control for amendments will be included below.

9.3 Should any further amendments be made to this Policy, the Local Authority will take such steps as it considers reasonable, within a reasonable period of time, to bring to the attention of those likely to be affected by:

- A. any subsequent alteration to this Policy that would affect the relative priority of a large number of Applicants; and
- B. any significant alteration to any associated procedures for administering this Policy.

10. Legislative framework

10.1 This Policy has been formulated with regard to the law and regulatory requirements, including:

- Housing Act 1996
- Homelessness Act 2002
- Localism Act 2011

- Homelessness Code of Guidance for Local Authorities
- Data protection Act 2018

- 10.2 Case law from the English and Welsh Courts has also been taken into consideration.
- 10.3 Applicants will be informed of their right to seek assistance from the Equality and Human Rights Commission, if they believe the Local Authority has breached the Human Rights Act 1998, by contravening their human rights or unlawfully discriminating against them.
- 10.4 When formulating this Policy, the Local Authority has considered and taken full account of the need to safeguard and promote the welfare of children, in accordance with the Children Act 2004, section 11.
- 10.5 When making decisions about allocations of temporary accommodation, the best interests of any children involved will be treated as a primary (but not overriding) consideration. Active involvement from the Lincolnshire County Council's Children Services department will be sought when making decisions about allocations of temporary accommodation where there is involvement with an Applicant or a usual member of their household with the Local Authority's Children Services.
- 10.6 This Policy and the administration of it will accord with the objectives and actions set out in the Local Authority's Homelessness Strategy.

11. Data Protection Legislation

- 11 The Local Authority is subject to complying with the Data Protection Act 2018 when disclosures of information are required. The administration of this Policy will ensure compliance with this legislation. For further information please reference the West Lindsey District Council Data Protection Policy. Applicants will be advised of their right to make a complaint to the Information Commissioner's Office if they believe the Local Authority has failed to fulfil its obligations and responsibilities as set out in the Data Protection Act 2018.

12. Temporary accommodation owned by private landlords or non-registered providers

- 12.1. The Local Authority might decide on a case by case basis to allocate temporary accommodation to an Applicant for a dwelling owned by a private landlord or non-registered provider. An agreement will be made between the Local Authority and a registered provider are outside the scope of this Policy.

- 12.2. An Applicant will hold a non-secure license with the Landlord. Landlord services will be provided by the owner of the dwelling, unless an alternative arrangement has been agreed.
- 12.3. The Local Authority will agree an information sharing protocol that accords with data protection legislation. The Local Authority will require written consent from an Applicant to share their information with a registered provider or a private landlord.

13. Fraud

- 13.1 Every Applicant will be provided with advice about offences in relation to fraud. Applicants might be prosecuted, if they deliberately withhold information, provide misleading information, or do not notify the Local Authority of any change in circumstances (e.g. change in household formation). A warning will include the following facts: a person guilty of such an offence could be liable to pay a fine (with no maximum) and may also face prosecution for fraud which can result in imprisonment.

14. Additional considerations

- 14.1. The Local Authority is permitted to contract out the administration of specific public law homelessness functions, including the management of temporary accommodation, to a third party. Any such arrangements that might be in force are outside the scope of this Policy. Where such arrangements have been established, any reference made in this Policy to the Local Authority automatically extends to any third party appointed to undertake such administration.
- 14.2. The Local Authority will decide when temporary accommodation is allocated, whether an Applicant is allowed to keep pets at the property. Registered providers and private landlords will have will have their own policies on pets.

Appendix A – Determining an Applicants’ ability to afford temporary accommodation

- A.1. Any allocation of temporary accommodation is conditional on an Applicant being able to pay any charges (e.g. rent and/or services charges) levied for occupying a dwelling, otherwise it shall satisfy legal requirements for temporary accommodation to be suitable for Applicants.
- A.2. Any amount an Applicant is charged for occupying a dwelling e.g. rental charges must be demonstrated to be affordable for them.
- A.3. What an Applicant can afford to pay will vary according to the type of dwelling and their personal circumstances.
- A.5. When determining affordability, the Local Authority shall consider whether an Applicant can afford the housing costs of the temporary accommodation they are to be allocated, without being deprived of basic essentials, such as food, clothing, heating, transport and other essentials specific to their circumstances.
- A.6. All income should be taken account of when determining an Applicants’ reasonable living expenses, other than rent, having regard to any children who might reside with them (local authorities have a duty to promote and safeguard the welfare of children under Children Act 1989, which is relevant in the matter of determining affordability) or any child which is financially dependent on them, but does not reside with them. The following will be considered income for the purpose of an affordability assessment:
- A. Salary
 - B. Compensation, including fees, commissions, fringe benefits, etc
 - C. Gains derived from dealing in property
 - D. Interest
 - E. Rents
 - F. Royalties
 - G. Dividends
 - H. Annuities
 - I. Income from life insurance and endowment contracts
 - J. Shares
 - K. Income from a trust
 - L. Welfare benefit entitlements
- A.7. If an Applicant is unable to pay any or all of the housing costs, the Local Authority might arrange for another source of funding (e.g. Discretionary Housing Payment). In cases involving a child, this might be from the Local Authority’s Children Services under Children Act 1989 section 17. After housing costs, a tenant should be left with sufficient income to pay all other reasonable costs.
- A.8. An Applicant shall have the right to request a review of an affordability assessment, this should extend to the right to a review of any charges levied for occupying temporary accommodation. Should an Applicant remain dissatisfied, they shall be informed of their right to make a complaint to the relevant ombudsman and/or pursue judicial review.

- A.9. The following formula shall be followed to determine whether charges for a dwelling are affordable
- A.10. Evidence for an Applicant:
- A. Total income from all sources, including earnings, fees, other payments, savings, welfare benefits they are in receipt of or would be entitled to claim
 - B. Total debts, including priority and non-priority debts
- A.11. Once the above factors have been ignored, take note the total amount of outstanding income.
- A.12. To determine whether a prospective tenant can afford the housing costs of the property that has been allocated to them:
- A. Take note of their total income
 - B. Deduct from the total income received, housing charges they would be liable to pay for the temporary accommodation that shall be allocated to them (including rental charge and any service charge)
 - C. Deduct from the total income received, other reasonable living expenses, equal to Universal Credit standard allowances, for items such as,
 - a. food,
 - b. clothing,
 - c. heating,
 - d. transport,
 - e. other essentials, specific to the circumstances of the prospective tenant (and any other person that lives with them, or might be reasonably expected to live with them)
 - D. Deduct from the total income received, relevant expenditure to nurture and keep safe any child that lives in the household or which is financially dependent on the Applicant
 - E. Deduct from the total income received any priority debts, such as,
 - a. tenancy related debts, Ignore any:
 - i. tenancy related debts that are statute barred
 - ii. not accrued by the tenant
 - iii. accrued as a result of financial abuse
 - b. court fines,
 - c. council tax,
 - d. TV license
 - e. child maintenance,
 - f. gas and electricity bills,
 - g. Income Tax, National Insurance and VAT,
 - h. mortgage and any loans secured against a home owned by the Applicant (and any other person that lives with them, or might be reasonably expected to live with them),
 - i. hire purchase agreements if what has been purchased is essential

- A13 From the remaining amount of income, a calculation can be made as to whether the Applicant can afford the housing costs of temporary accommodation that will be allocated to them.
- A14 Where two or more people will hold a non-secure licence jointly, income and debts from all persons should be taken account of.

Agenda Item 6c



**Prosperous Communities
Committee**

Tuesday 9th July 2024

Subject: Healthy Homes Project (Private Rented Sector)

Report by:	Director ICT, Change Management and Regulatory Services
Contact Officer:	Andy Gray Housing & Environmental Enforcement Manager andy.gray@west-lindsey.gov.uk
Purpose / Summary:	To seek approval from committee for the proposed distribution of funding in relation to the Healthy Homes Project

RECOMMENDATION(S):

Committee are asked to:

- a) Approve the proposed usage of the Healthy Homes Grant.
- b) Approve that the Director for ICT, Change Management and Regulatory Services, in conjunction with the S151 Officer and in consultation with Chairman of Prosperous Communities Committee can determine any amendments to the proposed spending of the grant, subject to it being in line with the overall guidance and within their financial delegation levels.

IMPLICATIONS

Legal:

The Council committed to be part of the Governments Healthy Homes Project following on from the approval of recommendation at Prosperous Communities Committee in March 2024. The decision to approve seeking funding was then ratified at Corporate Policy and Resources Committee on the 21st March 2024.

These matters were dealt with quickly due to the need for a timely response to be sent to DLUHC before the end of March 2024.

Financial : FIN/40/25/PC/SSC

The Council is due to receive £130k in grant funding during the 2024/2025 financial year to be allocated and spent within the funding framework that has been provided.

The first tranche of grant funding is £65k due in June 2024, followed by the second £65k in October 2024.

The guidance in relation to the funding is attached at Appendix 1. The funding can be used for:

- Resources,
- Training and upskilling,
- Communication and engagement,
- Data collection and administration
- Supplementary

Once the proposed usage of the Healthy Homes Grant is approved the income and expenditure budgets will be created within the service to reflect the grant being received and spend activity.

Staffing :

The project will require a staffing resource and this type of resource is eligible for funding within the project.

Initially, the project will be supported by an existing officer who will be taking on additional duties and additional hours. This proposal will be confirmed with HR and the relevant processes followed in terms of the formal letter being sent to the individual for their approval and subsequent sign off by HR and the Director.

Further into the project, there may be a requirement for a Tenancy Liaison type role as well as a further resource to complete additional inspections.

Where recruitment may be required then the appropriate process will be followed with HR. This process is likely to commence during October 2024.

Equality and Diversity including Human Rights :

The report does not seek to discriminate against any individual groups as it sets out, in the main, how the Council will seek to deliver its statutory obligations and address issues related to the private rented sector and improve it for those using it.

Data Protection Implications :

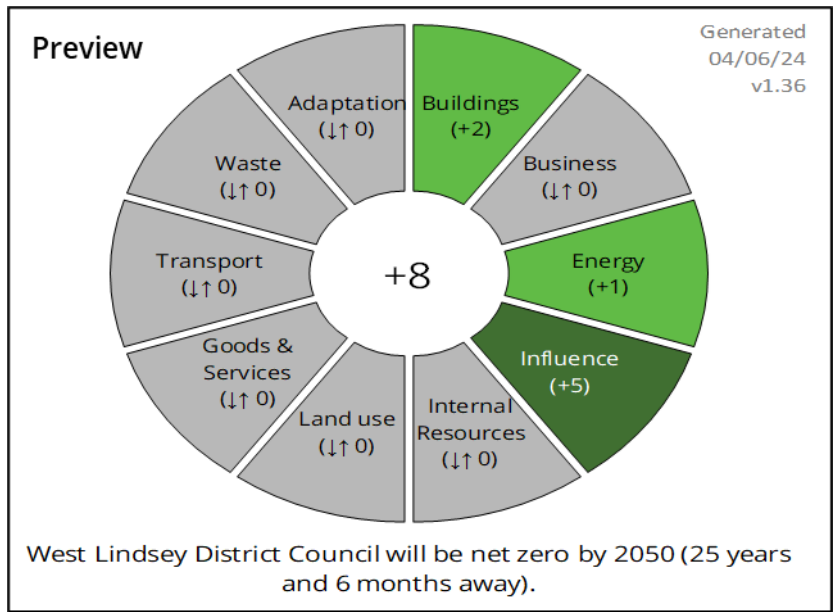
There are no data protection implications. Existing data protection arrangements are sufficient to cover the scope of this project.

Climate Related Risks and Opportunities :

The improvement of housing standards has a direct impact in regard to carbon reductions and helping to minimise energy usage for persons living in any properties.

Specific regulations such as MEES (Minimum Energy Efficiency Standards) focus directly on improving the energy performance ratings of homes and are regulations that the Council currently enforces. The Healthy Homes project intends to have a direct impact on the quality of properties in the PRS, therefore in turn, benefits to the environment will be forthcoming.

A CESIA wheel has been completed for this report below, outlining the areas where improving housing standards can have a positive environmental impact.



Section 17 Crime and Disorder Considerations :

There are specific areas of West Lindsey where the levels of ASB and deprivation are significantly high, and these areas generally have greater number of private rented sector tenancies. (see WLDC Metastreet Housing Stressors Report). <https://www.west-lindsey.gov.uk/housing-homelessness/private-sector-housing/selective-licensing>

Steps to improve the sector therefore could have a direct impact on the levels of crime, disorder and ASB that are recorded.

Health Implications:

It is broadly accepted that improving the condition of and safety of housing contributes to the improved health and wellbeing of the persons residing within it.

The role of homes and buildings in levelling up health and wellbeing
<https://commonslibrary.parliament.uk/research-briefings/cdp-2022-0170/>

The Healthy Homes Project has been derived from this evidence and is being run in partnership with the Department of Health and Social Care (DHSC) and the Department for Work and Pensions (DWP).

Title and Location of any Background Papers used in the preparation of this report:

Prosperous Communities Committee 19th March 2024

<https://democracy.west-lindsey.gov.uk/ieListDocuments.aspx?Cid=176&Mid=3436&Ver=4>

Corporate Policy and Resources Committee 21st March 2024

<https://democracy.west-lindsey.gov.uk/ieListDocuments.aspx?Cid=142&Mid=3604&Ver=4>

Risk Assessment :

The developed business case has a full risk register attached and this can be found within appendix A of the business case, which is attached to this report as appendix 2.

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes
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No

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

No

1 Introduction

- 1.1 In March 2024 Prosperous Communities Committee and Corporate Policy and Resources Committee resolved that the Council engage in the Healthy Homes Project and commit to seek the associated funding.
- 1.2 The Healthy Homes project will be led by the Department for Levelling Up, Housing and Communities (DLUHC) and run in collaboration with Department of Health and Social Care (DHSC) and the Department for Work and Pensions (DWP) to understand the impact of housing interventions on health and wider societal outcomes.
- 1.3 The project is focused on tackling damp and mould hazards and forms part of the Government's response following the tragic death of Awaab Ishak who was 2 years old when he died from prolonged exposure to mould in his home environment.
- 1.4 West Lindsey have been successful in seeking funds and will receive £130,000 to deliver initiatives targeting to damp and mould reporting and treatment in the Private Rented Sector (PRS) from May 2024. This will be received in the form of Section 31 grant payments and will be allocated to initiatives agreed by WLDC in resourcing, communication and engagement, supplementary equipment, training and upskilling, and data and administration. Due to short timescales to initiate the project it is believed that DLUHC will be flexible with any funding being allocated for beyond May 2025, for example where authorities are recruiting to fixed term contracts to deliver specific elements of the project.

2 Links to existing work

- 2.1 In March 2024 Committee approved the Council's PRS Commitment, which set out the key areas of work that the Council would focus on over the next two years. A number of the objectives within the PRS Commitment are aligned with the work that the Healthy Homes Project can potentially deliver.
- 2.2 Where appropriate, officers will look to integrate the two pieces of work together so that efforts are not duplicated, but maximised. The PRS Commitment can be found here <https://www.west-lindsey.gov.uk/housing-homelessness/private-sector-housing/housing-repairs-standards-enforcement>

3 What can be funded?

- 3.1 DLUHC have broadly allocated funding in the following way;

Proposed allocating of funding	
Resourcing: (staff to support project)	£45k
Training and Upskilling: (specialist training for staff)	£10k
Communications and Engagement: (specific and targeted media campaigns, landlord and tenant engagement)	£30k

Data Collection and Administration: (improvements to systems and data capture, additional analytical or administrative support)	£36k
Supplementary Equipment: (damp meters, thermal cameras, replacing aging kit)	£9k
Total	£130k

3.2 It has been confirmed by DLUHC that there is flexibility within the funding allocations, subject to it staying within the overall £130k total. Where any deviation from the totals is likely to occur, DLUHC will be consulted for approval.

4 How is the funding proposed to be spent?

4.1 Table 1 below sets out broadly how it is intended to allocate Healthy Homes grant;

	Allocation	Initiative/s
Resourcing	£45,000	<ul style="list-style-type: none"> - Healthy Homes Project co-ordinator (Internal appointment via an additional duties payment) - Tenant liaison and support officer FTC (Oct 24 onwards) - Inspecting Officer (Winter 24 onwards)
Training and upskilling	£10,000	<ul style="list-style-type: none"> - Officer damp and mould training (advanced). - Investigation Training. - Resident/Landlord/Tenant training on damp and mould and other key areas.
Communications and engagement	£30,000	<ul style="list-style-type: none"> - Targeted comms campaign across various medias raising awareness of risks of damp and mould. Including social media and interactive videos. - Creation of a tenant's guide to renting to include existing damp and mould guide. - Community drop-in sessions in areas of high density PRS.
Data collection and administration	£36,000	<ul style="list-style-type: none"> - Administrative support for the project. - Procurement of the "Inspector App" for a one-year period.
Supplementary equipment	£9,000	<ul style="list-style-type: none"> - Replacement of ageing damp meters. - Procurement of thermal cameras. - Additional devices (tablets) to assist with inspections and operate "Inspector App".
Total	£130,000	

5 Resourcing

5.1 The initial project is going to be developed by providing an existing staff member with some additional duties and hours in which they will focus on:

- Development of a communications and engagement campaign (including the branding) for the Healthy Homes Project. This will include social media, written media, advertising etc as well as methods for engaging with tenants and landlords.
- Coordination of the training offered to staff, partners, tenants, landlords and letting agents (our colleagues at DASH will be doing the training and we have already engaged with them)
- Ordering of additional/replacement equipment
- Creation of a tenants guide to renting that can also be accessible online and will include enhance information relating to damp and mould

5.2 The financial implication relating to the additional duties will initially require an allocation of £7,500 for a twelve month period. Given that we are already two months into the funding period and the flow of work for this role may reduce towards the winter, an initial agreement to fund this for 6 months has been proposed, totalling £3,750.

5.3 It is proposed within the project to then consider any further staffing resources required before October 2024 once the communications campaign is developed and in delivery phase. Reports relating to damp and mould reduce significantly during the summer months therefore any additional resources can be aligned with a potential increase from autumn and into winter.

6 Training and Upskilling

6.1 Additional training for officers to give them advance knowledge of damp and mould has been identified and we are working with other councils within the project to seek to deliver this. There is also scope to deliver a lighter touch version of this training to other front line practitioners. Additional investigation training has also been identified and a number of staff have completed this previously, therefore we can now fund the remaining staff cohort in this area. This training provides skills and knowledge relating to evidence collection and offence identification.

6.2 There is also scope to provide training and awareness to landlords and tenants on the impacts of damp and mould and we are looking at the best method to deliver this currently.

7 Communications and Engagement

7.1 This area of work will be the focal point for the Council. We intend to commission a specifically branded communications campaign with supporting assets to promote the role we play in the PRS. This will be wide ranging and include various mediums and be deployed for the

duration of the project and beyond. It is intended to create assets that we can utilise in the longer term.

7.2 There is scope for some of the comms and engagement to be branded regionally and nationally in order to make any campaign more effective as well as providing greater value for money. The Council will engage in this broader branding discussion, which is being led by DLUHC.

7.3 We are also looking to commission, in line with our landlord accreditation colleagues at DASH, information videos similar to those used in Suffolk [Safe Suffolk Renters - YouTube](#)

8 Data Collection and Administration

8.1 It is proposed to purchase an application that can be utilised for inspections and recording of data for a one year period, this can be viewed here <https://metastreet.co.uk/application.html>

8.2 In order to deploy this we will also need to acquire additional devices (tablets), which will be used by all of the existing officers. The use of this system for a one year period will provide an insight into how data can be collected in a more efficient manner on inspections and provide an opportunity to look at how the move to the CRM system can be linked into this or incorporate it. The one-year trial will cost circa £20k.

8.3 Initial discussions with ICT colleagues have been undertaken and will be furthered in due course to look at the effectiveness of the system and its future ability to be integrated into the Council's existing systems.

9 Supplementary Equipment

9.1 The intention is to use this funding to replace ageing or old kit that is currently utilised and ensure that each officer has a damp meter and thermal camera available to them for inspections. Other teams within the Council already have some of the equipment needed therefore we will look to ensure that the best value for money is achieved and also explore where the equipment can be shared.

10 Governance

10.1 Given the quick decision timeframes in relation to the project, it is proposed that a delegated recommendation is made to enable the Director of ICT, Change Management and Regulatory Services and S151 Officer to have further discretion when it comes to the allocation of the funding. Whilst every effort will be made to commit and spend the funding in line with the proposals there may be a need to make further decisions based on the current project status in order to deliver the required objectives.

10.2 The project is being developed and considered via the relevant internal boards and approval processes and was considered at the Housing, Health and Wellbeing Board on the 30th of May 2024.

10.3 The full business case that has been developed is attached as appendix two.

END



Healthy Homes Project Guidance and Frequently Asked Questions

On 7 September 2023, the Rt Hon Michael Gove MP, Secretary of State for Levelling Up, Housing and Communities, wrote to local authorities emphasising the government's commitment to ensuring landlords take action to remove damp and mould from tenants' homes to protect tenants' health. The letter also addressed the challenges of effective enforcement, acknowledging feedback received from the government on this issue.

Alongside this the government published guidance on ['understanding and addressing the health risks of damp and mould in the home'](#), jointly developed by the Department of Health and Social Care (DHSC) and the Department for Levelling Up, Housing and Communities (DLUHC). This signalled the government's commitment to tackling this serious issue, and to ensuring action is taken by landlords to remove damp and mould from tenants' homes in order to protect their health.

The Healthy Homes project will be run in collaboration with DHSC and the Department for Work and Pensions (DWP) to understand the impact of housing interventions on health and wider societal outcomes. The expectation is that this project will:

- Support local authorities in tackling damp and mould hazards in private rented properties in the areas of greatest need.
- Build greater understanding regarding the impact on enforcement activity, when funding specific interventions.
- Build an understanding of best practice in housing enforcement teams when it comes to damp and mould.
- Assess the impact to benefit expenditure associated with non-decent housing in the private rented sector relative to the supplied funding.
- Evaluate the impact of better enforcement of damp and mould in the home on health outcomes.
- Increase awareness of the health impacts of damp and mould with landlords, and the implications of not dealing with it quickly.
- Build understanding of the effects that poor quality housing (damp and mould hazards) has on labour market activity; and
- Build understanding of landlord behaviour as it pertains to repairs and maintenance (particularly with regards to damp and mould hazards).

To gather the evidence mentioned above, we will be running the Healthy Homes project as a randomised controlled trial (RCT). This approach divides participating local authorities into two groups: a 'treatment' group, which will implement the interventions, and a partially funded control group. Members of the control group will provide data but will not implement the interventions. **This guidance is for local authorities in the treatment group.**



Funding Guidance

This project aims to provide funding to enhance capacity and capability of local authority enforcement teams. It will also assess the wider impact of greater enforcement of standards, particularly in reducing damp and mould. Each local authority in the treatment group will receive funding to implement a set of approaches and in this guidance we have set out how we anticipate this funding being used. However, we recognise that each area will have its own unique challenges and existing arrangements, and so we have allowed for flexibility within these approaches to reflect this. Each participating local authority should consider local issues and determine how this funding might best be used to mitigate them, while staying within the scope of the guidance provided below.

Local authorities will be expected to deliver all of the following five interventions to support damp and mould enforcement in their area.

Resource

Capacity within enforcement teams is consistently highlighted as an area of significant challenge, and authorities in the treatment group can use the funding to increase the capacity of these teams. There are no restrictions on the roles which can be funded, provided they support enforcement of damp and mould in PRS properties. For example, these may include:

- i. Environmental health officers (EHOs)
- ii. Housing standards roles
- iii. Housing or tenant support roles
- iv. Housing or technical officers
- v. Trading standards positions.

Please note, this is a non-exhaustive list, and the Department is happy to engage on any resourcing proposals you may have.

The Department is funding these roles up to April 2025, and there is no commitment to further funding beyond this.

Training and upskilling

The funding provided for training and general upskilling aims to enhance the capability in your existing teams. This could include ensuring that officers are trained to a consistent standard or building capability in junior or entry level staff.

We would encourage that, at a minimum, damp and mould specific training is procured as part of this project. More general training is acceptable, although we would ask that you articulate the links between the training outcomes and the improved management of damp and mould hazards in your PRS stock.

More general training examples may include:

- i. HHSRS training
- ii. Advanced investigative training
- iii. Interviewing under caution (PACE) training
- iv. Powers and legislation training
- v. Relevant tenant and landlord engagement training
- vi. Dispute handling.



Please note, this is a non-exhaustive list, and the Department is happy to engage on any training and upskilling proposals you may have.

Should it be helpful, the Department can provide examples of competency frameworks, developed by and in use with other local authorities.

You may also wish to use a portion of this budget to fund one, or more, one-year private sector housing regulation courses, or similar academic qualifications.

We will be working with DHSC to provide additional support to authorities with regards to the [government guidance](#) on understanding and addressing the health risks of damp and mould. This support may include training via webinars or worked examples of the guidance.

Communications and engagement

Communications and engagement may target various audiences and can be used to both elicit intelligence to guide future enforcement and encourage proactive rectification of hazards. The funding can be used for any communications and engagement activity which could raise awareness of damp and mould and improve compliance. The specific activities will depend on the intended audience, population dispersion, and intended outcomes. We would encourage any communications and engagement to reference the [new guidance](#) and draw upon its content.

Activities may include:

- Dedicated social media, media, or leaflet campaign
- Updated or dedicated online presence
- Landlord forums, or self-regulatory groups
- Tenant 'clinics' in community locations
- Use of local jobcentres; or
- Use of third parties, i.e. Citizens Advice Bureaus.

Data collection and administrative support

The funding can be used for any data or admin related activity which will help damp and mould enforcement, or to build a greater understanding of the extent of damp and mould hazards.

For example, eligible activities may include:

- Bespoke or procured digitised systems, possibly including table/phone based recording of inspections
- Expansion or improvement of existing systems
- Standardisation of system where integration with other authorities is needed/ preferred
- Recruitment of additional analytical or administrative support.

Please note, this is a non-exhaustive list, and the Department is happy to engage on any proposals you may have.

It should be noted that any implemented solutions should make it easier to capture the extent of damp and mould hazards throughout your PRS. We will be capturing monitoring information (see Annex A - Draft KPIs)

Supplementary equipment

Local authorities have indicated that replacing, or supplementing, existing technical equipment would be beneficial to enforcement teams. This funding can be used for any equipment which

the local authority considers will aid in damp and mould enforcement. The nature of the equipment required will depend on existing availability and/or condition. It is expected that teams may purchase:

- Damp meters or thermal cameras
- Replacement of aging kit
- Additional kit to ensure sufficient availability
- Drones
- Endoscopic cameras

If possible, please make the necessary preparatory arrangements to deliver these interventions, so that they commence immediately following the completion of the baseline data collection, anticipated in May or June.

Funding Levels

Ninety authorities have been approached to participate in this project and will be randomly assigned to either a treatment or control group. To minimise the burden on control groups, whilst maximising the validity of the evaluation, funding will be provided to cover the costs of expanded data collection.

Treatment Group

The following amounts are indicative – local authorities have the ability to flex between interventions should they wish.

- i. Resourcing – £45,000
 - ii. Training and upskilling – £10,000
 - iii. Communications and engagement – £30,000
 - iv. Data collection and administration – 36,000;
 - v. Supplementary Equipment - £9,000;
- Total – £130,000.

This funding package has been estimated using data from existing programmes run by DLUHC through the Pathfinder Programme. This funding is allocated to cover the lifetime of the programme and is expected to be paid out in two equal amounts, in approximately May 2024 and October 2024. These will be made in the form of Section 31 grant payments.

The payment of the second tranche of funding (October 2024) will be subject to the Department agreeing that:

- Progress is being made against the outputs specified in this guidance, or that satisfactory reasons have been given where this is not the case;
- The activities undertaken are meeting the objectives of the Healthy Homes Project; and
- Local authorities are certifying that any expenditure from the Healthy Homes Project has been used for activities that support damp and mould enforcement.

Where a partner authority does not expect to need to draw down the full allocation in any given period, the Department should be informed so that the allocation can be adjusted downwards.

Alternatively, local authorities may submit a request to the Department, based on actual expenditure plans, for the underspend to be reallocated into a later period. This is at the



discretion of the Department, as the budget is fully allocated across the whole programme from the outset, and there should be no general expectation that underspends in one period can be transferred to a later point in the programme. Any delays to delivery, which necessitates transferring funding from the initial tranche to the second, should be agreed with the Department at the earliest opportunity.

Where underspend in the first six months is not expected to be utilised, it may be deducted from the following tranche except where the clear plans for the additional expenditure are demonstrated.

Monitoring and evaluation

Funding is conditional on participating local authorities agreeing to take part in the collection of relevant data, such as project spend data, and project KPIs (see annex A). In addition, the Department will identify and fund an external evaluator, with whom local authorities will be required to engage.

We expect that data collection will take place on a quarterly basis, and include the set of KPIs set out in the annex. This is provisional, and we expect to provide full details of the data requirements in May.

These requirements, including data collection and engagement with the evaluator, may (within reason) extend beyond the period for which funding has been provided by the Department.

FAQs

Is the expectation that enforcement funded by this project will specifically target damp and mould?

- Whilst this project is intending to assess the extent of damp and mould throughout the private rented sector, DLUHC acknowledges that it is not possible to undertake enforcement in isolation. As such any enforcement actions undertaken as a result of this funding should target any identified hazards, as prescribed in the relevant legislation.

Can delivery of outcomes be undertaken in collaboration with neighbouring authorities?

- Where neighbouring authorities are part of the programme and in the treatment group, collaboration is acceptable where that would deliver better economies of scale and help reduce costs.
- If the neighbouring authority is not a participant in the programme and not in the evaluation control group, it may be possible for you to collaborate, if this does not compromise the outcomes within your area. For example, if you have excess training spaces, and would like to offer these to other areas. This should be agreed with the department in advance, to ensure that areas acting as counterfactuals do not inadvertently receive funding.
- If a neighbouring authority is a participant in the project, but has been assigned to the control group, it will not be possible to collaborate on outcomes.

How many LAs are participating? Can you provide a list of the participating LAs?



- We are still in the process of finalising the full list of participants. Once this has concluded, we will distribute a list of the included authorities.
- For our proposed evaluation approach to be viable, we will need at least 60 LAs participating. If we do not meet this target we will amend our evaluation plans and inform participating LAs.

Can you clarify whether funding is to be spent within the lifecycle of the project?

- Funding is provided up to April 2025. At this stage, there can be no expectation of ongoing funding following this date.

Can you clarify if LAs can include other objectives, i.e. tackling criminality?

- To ensure the evaluation of the impact of this funding is effective, we would ask that all participants focus on the core objectives of the project, i.e.:
 - I. Testing the value for money of the various intervention options
 - II. Evaluating the effectiveness of various interventions in reducing category 1 damp and mould hazards
 - III. Testing societal benefits of reduced damp and mould hazards in the PRS (i.e., Health outcomes, ability for tenants to seek, maintain and progress employment, etc.); and,
 - IV. Testing pathways for multi-agency co-operation to target enforcement more effectively in LA enforcement teams.
- Whilst the project is seeking to improve our understanding of damp and mould in the PRS, we expect that this will involve enforcement on all elements constituting non-decency.

Annex A – Draft KPIs

The set of KPIs below are draft. We expect to provide full details of the data requirements in May.

Number of service requests	From Tenants	# total
	From landlords	# total
	From healthcare providers	# total
	Other, i.e. Charity	# total
Number for which primary concern was damp and mould		# total
Number of inspections	Reactive	# total
	Proactive	# total
Number of properties in which inspection identified:	Category 1 hazards (or combination of Category 1 and Category 2 hazards at bands D & E)	# total
	Category 2 hazards at bands D & E	# total
	Failure to meet DHS requirements	# total
	Combination of Category 1 and/or Category 2 hazards (bands D & E) and failures to meet DHS requirements	# total
Number of properties in which inspection identified:	Number of properties where a category 1 damp and mould hazard is found	# total
	Number of properties where a category 2 damp and mould hazard is found	# total
Number of improvement notices issued for HA04 breaches		# total
Number of hazard awareness notices issued for HA04 breaches		# total
Total number of properties remedied through enforcement notices		# total
Number of hazards remedied through formal enforcement notices		# total
Number of misc. case closure (e.g. lack of evidence, lack of cooperation)		# total
Total value of civil penalties issued	<£1,000	# total
	£1000-£5000	# total
	£5000+	# total
Number of civil penalties issued	<£1,000	# total
	£1000-£5000	# total
	£5000+	# total
Number of visits requiring support intervention- specify interventions i.e. doc referral, social services etc		# total
How many officers have undertaken enforcement related training in the last period		# total
How many officers require further training to enforce on damp and mould?		# total
Number of FTE enforcement officers in enforcement team		# total
Number of FTE posts in enforcement team		# total
Number of FTE vacancies in enforcement team		# total
Number of landlord / letting agent training sessions delivered		# total
Number of separate landlord forums run		# total



Department for Levelling Up,
Housing & Communities



Department
of Health &
Social Care



Department
for Work &
Pensions



Healthy Homes Project

Business Case

Project Sponsor	Nova Roberts
Project Manager	Sophie Lingard

Associated Programme	Housing, Wellbeing and Communities
Project Banding	B
PMO Approach	Directive
Sign-off Location	Prosperous Communities Committee
Sign-off Date	June 2024

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FINANCIAL IMPLICATIONS	
Funding will be provided by the Department for Levelling Up, Housing and Communities (DLUHC). £130,000 will be received in the form of Section 31 grant payments. This funding is allocated to cover the lifetime of the programme and will be paid out in two equal amounts, in approximately May 2024 and October 2024.	
FIN REF:	

CHANGE IMPACT ASSESSMENT

Change Impact Score:	Low risk
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DATA PROTECTION IMPLICATIONS

The service already has in place the relevant privacy notices to cover the type of work that is being proposed within this project. These will be reviewed and updated should it be necessary.

1.0 Executive Summary

Introduction

The Healthy Homes project will be led by the Department for Levelling Up, Housing and Communities (DLUHC) and run in collaboration with Department of Health and Social Care (DHSC) and the Department for Work and Pensions (DWP) to understand the impact of housing interventions on health and wider societal outcomes.

The project is focused on tackling damp and mould hazards and forms part of the Government's response following the tragic death of Awaab Ishak who was 2 years old when he died from prolonged exposure to mould in his home environment.

The Healthy Homes project is a randomised controlled trial, which divides participating local authorities into two groups:

- a 'treatment' group, which will implement the interventions
- a partially funded control group who will provide data but will not implement the interventions

West Lindsey are in the treatment group and will receive £130,000 to deliver initiatives targeted to damp and mould reporting and treatment in the Private Rented Sector (PRS) from May 2024. This will be received in the form of Section 31 grant payments.

Funding provided is allocated to cover the below areas:

- Resourcing
- Training and upskilling
- Communications and engagement
- Data collection and administration
- Supplementary Equipment

Due to short timescales to initiate the project, DLUHC are flexible to funding being allocated for beyond May 2025 (for example where authorities are recruiting to fixed term contracts).

Within Lincolnshire one other Local Authority (East Lindsey) has been selected as part of the treatment group and one has been selected as part of the control group

(Boston). A further Lincolnshire Local Authority was selected to engage in the project, however, chose not to participate due to resource constraints.

A discussion has already taken place with the authorities engaged in the project to look at where we can collaborate to increase benefits and ensure value for money. DLUHC will be seeking to set up a forum via a regulatory support network to ensure that best practice can be shared and efficiencies can be made.

A discussion has taken place with DLUHC regarding initiative cross over to other local authorities. WLDC will collaborate with neighbouring authorities and focus on localised initiatives where possible to reduce any impact to neighbouring authorities.

The Strategic Case

This project will support the below strategic aims set within our Corporate Plan, for Health and Wellbeing, Communities and Vulnerable Groups, and Quality Housing.

- Ensuring housing solutions provide choice and support independence.
- Improved standards of housing, community spaces and community facilities.
- Improve housing standards and take appropriate enforcement action where necessary.

The funding provided through the Healthy Homes Project and the initiatives set out in this business case will enable the council to explore different ways of working and to deploy new technologies and approaches to understand how the challenges within the PRS can be addressed.

The project will help to contribute towards addressing the findings within the recent Housing Enforcement Together 24 (T24) review including the opportunity to source additional tablets to support home inspections and additional support on data allocation and reporting. The project will also contribute to the delivery of an extended version of some of the actions agreed within the Council's Private Rented Sector Commitment.

The system-based opportunities that the project could provide will help inform the future approach within the service, including the CRM build in line with the service redesign in the T24 recommendations.

At a high level, WLDC propose to allocate the funding as set out below:

Activity	Allocation	Initiative/s	Cost
Resourcing	£45,000	Healthy Homes Project co-ordinator.(internal appt)	£3,750

		Tenant liaison and support officer/Administrative Support Officer	£20,000
		Additional inspecting resource	£20,000
Training and upskilling	£10,000	Officer damp and mould training (advanced)	£2,500
		Investigation training	£4,000
		Resident/Landlord/Tenant training on damp and mould	£2,500
Communications and engagement	£30,000	Targeted comms campaign across various events and medias raising awareness of risks of damp and mould.	£28,000
		Creation of a tenant's guide to renting to include existing damp and mould guide.	£2,000
Data collection and administration	£36,000	Administrative support for the project.	Included in Healthy Homes Project co-ordinator cost.
		Procurement of the "Inspector App" for a one-year period.	£20,000
Supplementary equipment	£9,000	Replacement of ageing damp meters	£1,500
		Additional technology (tablets) to assist with inspections.	£6,000
Total	£130,000	N/A	Est £111,500

Table 1: WLDC Proposed Allocation of Grant Payment for Healthy Homes Project

The timeline for delivery of initiatives can be found in the Business Case in Section 3.0 The Economic Case.

The Economic Case

The growth of Gainsborough is a key corporate priority for the Council and it is essential that alongside this the PRS properties are of good quality and that conditions within it are reviewed and improved. A strong PRS will help to boost the economy and will help to create further investment in the sector.

The Commercial Case

The Healthy Homes project will support the retention of landlords, through upskilling and engagement, and in turn have a positive impact on the local housing market.

House prices in some of the districts densely populated PRS areas are much lower than the national average and as a result do not lend themselves to being strong investments.

The Financial Case

Funding (£130,000) will be provided by DLUHC in the form of Section 31 grant payments. This funding is allocated to cover the lifetime of the programme and is expected to be paid out in two equal amounts, in approximately May 2024 and October 2024.

WLDC's commitment to seeking the required grant funding from the Government for the project was approved on 19th March 2024. The paper can be accessed [here](#).

The project will report to the Homes, Health and Wellbeing Programme Board including progress updates relating to allocation of funding. The Business Case will be shared with Management Team on 10th June 2024, and Prosperous Communities Committee on 9th July 2024 for approval of funding allocation.

The Management Case

The project will report to the Homes, Health and Wellbeing Programme Board with visibility of progress made at the Portfolio Board. A project team has been created, containing the required project resources which will routinely monitor progress in line with set objectives.

It is expected that council will report on set KPI's to DLUHC at the start and end of the project (May 24 and June 25). The full list of KPI's is provided in section 2.08 of the Business Case.

Project assurance will be ascertained through adherence with the Council's Project Management Office.

2.0 The Strategic Case

2.01 Vision Statement

The Healthy Homes Project will be run in collaboration with DHSC and DWP, and will enable the council to explore new ways of working and deploy new technologies and approaches to understand how the challenges PRS can be addressed effectively.

2.02 Project Description

The Healthy Homes project will be led by the Department for Levelling Up, Housing and Communities (DLUHC) and run in collaboration with Department of Health and Social Care (DHSC) and the Department for Work and Pensions (DWP) to

understand the impact of housing interventions on health and wider societal outcomes.

The project is focused on tackling damp and mould hazards and forms part of the Government's response following the tragic death of Awaab Ishak who was 2 years old when he died from prolonged exposure to mould in his home environment.

The Healthy Homes project is a randomised controlled trial. This approach divides participating local authorities into two groups: a 'treatment' group, which will implement the interventions, and a partially funded control group. Members of the control group will provide data but will not implement the interventions. West Lindsey are in the treatment group. DLUHC recognize that some interventions will reach residents in neighbouring authorities, and recommend that interventions be as localised as possible.

Within Lincolnshire one other Local Authority (East Lindsey) has been selected as part of the treatment group and one has been selected as part of the control group (Boston). A further Lincolnshire Local Authority was selected to engage in the project, however, chose not to due to resource constraints. A discussion has already taken place with the authorities engaged in the project to look at where we can collaborate to increase benefits and improve value for money. DLUHC will be seeking to set up a forum via one a regulatory support network to ensure that best practice can be shared and efficiencies can be made.

The project is required to be delivered in 24/25 and the Council will have £130,000 available to them to deliver it. There is some flexibility for when this funding is spent during this period, for example where there is a need to fund an additional resource on a fixed term contract and time is required to recruit.

Funding provided is allocated to cover the below areas:

- Resourcing
- Training and upskilling
- Communications and engagement
- Data collection and administration
- Supplementary Equipment

WLDC propose to allocate the funding in these areas as set out in Table 1.

DLUHC have confirmed that there is flexibility within the funding allocation, subject to it staying within the overall total. As a matter of course, any deviation from the funding allocation is being consulted upon with DLUHC to ensure there is an appropriate audit trail to support it.

West Lindsey District Council (WLDC) will be the lead organisation for delivering the interventions. The Government departments will provide oversight and will be sharing best practice across all the Local Authorities that are involved in the project, of which there are approximately 90.

2.03 Project Objectives

The expectation is that this project will:

- Support WLDC in tackling damp and mould hazards in private rented properties in the areas of greatest need.
- Build greater understanding regarding the impact on enforcement activity, when funding specific interventions in local authorities.
- Build an understanding of best practice in housing enforcement teams when it comes to damp and mould through sharing of best practice and outcomes.
- Assess the impact to benefit expenditure associated with non-decent housing in the private rented sector relative to the supplied funding.
- Evaluate the impact of better enforcement of damp and mould in the home on health outcomes.
- Increase awareness of the health impacts of damp and mould with landlords, and the implications of not dealing with it quickly.
- Build understanding of the effects that poor quality housing (damp and mould hazards) has on labour market activity.
- Build understanding of landlord behaviour as it pertains to repairs and maintenance (particularly with regards to damp and mould hazards).

2.04 Business Strategy Linkages

Corporate Plan

Theme	Strategic Aim	Strategic Objective
Our People	Health and Wellbeing	Ensuring housing solutions provide choice and support independence.
Our People	Communities and Vulnerable Groups	Improved standards of housing, community spaces and community facilities.
Our Place	Quality Housing	Improve housing standards and take appropriate enforcement action where necessary.

Table 2: Corporate Plan linkages

2.05 The Case for Change: the current state

The PRS has accounted for about one fifth of households in England since 2013-14 and makes up 4.6 million or 19% of households across the country. Throughout the 1980s and 1990s, the proportion of private rented households was steady at around 9% to 11%. While the sector has doubled in size since the early 2000s, the rate has remained around 19% or 20% since 2013-14.

The PRS also accounts for the highest number of households that do not meet the Decent Homes Standard or that have a home with HHSRS Category 1 Hazard or

that is damp.¹ It is also broadly accepted that improving the condition of and safety of housing contributes to the improved health and wellbeing of the persons residing within it.²

In January 2022, the Council's Stock Condition and Stressors Report³ identified a number of key features about the PRS in West Lindsey:

- There are circa 9,048 PRS dwellings which make up 20.4% of the overall housing stock, slightly higher than the national average.
- 6 out of 20 of the Council Ward areas have a higher percentage of PRS than the national average.
- 2,413 (27%) of PRS properties are likely to have a serious (Category 1, Housing Health and Safety Rating System (HHSRS)) hazard within them.
- PRS properties are disproportionately located across a few wards, being Gainsborough South-West, Gainsborough North, Market Rasen, Hemswell and Wold View.
- PRS properties have significantly higher levels of ASB incidents when compared to other tenures.

The Council averages around 200 property inspections per year and in 22/23, the Council ensured that 49 of the properties inspected had Category 1 Hazards removed. Alongside this, our inspections helped to ensure that a total of 130 properties within the PRS were improved. In achieving this the Council served 40 enforcement notices.

The Council has also delivered a specific, grant funded project relating to Minimum Energy Efficiency Standards (MEES) in the PRS, within which all known properties that did not meet the legal "E" Energy Performance Certificate requirement were addressed and brought up to standard using formal enforcement powers. Over 120 properties in the sector did not meet the minimum legal requirement.

As a result the Council has developed and agreed its Private Rented Sector Commitment, which was approved at its Prosperous Communities Committee in March 2024. This can be found [here](#).

Together 24 (T24) Review

High level findings of the Together 24 review into the Housing Enforcement Service found:

- Lack of easy visibility of team and officer tasks and workflow
- Limited reporting capability
- Lack of remote system access to support property visits
- Minor instances of data duplication
- Potential risk from management of 'difficult & dangerous property' insight

¹ English Housing Survey 21-22

² The role of homes and buildings in levelling up health and wellbeing
<https://commonslibrary.parliament.uk/research-briefings/cdp-2022-0170/>

³ Private Rented Sector: Housing Stock Condition and Stressors Report (January 2022)

The Housing Enforcement team currently make up 0.8% of Customer Service calls.

2.06 The Case for Change: the future state

Through the Healthy Homes Project in partnership with DLUHC, working collaboration with DHSC and the DWP, WLDC will be able to utilise funding to build our capacity and capabilities in relation to supporting damp and mould enforcement. WLDC will also have access to best practice and learnings to further develop our approach to housing interventions, supporting our strategic objectives.

The funding provides opportunity to source additional tablets to support home inspections following the T24 review. Additional support on data allocation and reporting also provides opportunity to support review findings relating data duplication and reporting capability.

Within the next 12 months there is expected to be widespread change within the PRS as the Government seeks to implement its Renters Reform Bill. This Bill will see a broad range of regulatory changes come into effect and will increase the powers given to Local Authorities.

The funding provided through the Healthy Homes Project and the initiatives set out below will enable the council to explore different ways of working and deploy new technologies and approaches to understand how the challenges within the PRS can be addressed. The project will also help in delivering an extended version of some of the actions agreed within the Council's Private Rented Sector Commitment.

The system-based opportunities that the project could provide will also be used to inform the future approach within the service regarding the CRM build.

Table 1 (Page 4) shows how WLDC propose to allocate the funding provided by DLUHC.

2.07 Programme Scope

In scope:

- Implementation and monitoring of interventions aimed at supporting damp and mould enforcement in relation to resourcing, training and upskilling, communications and engagement, data collection and administration, and supplementary equipment
- Testing the value for money of the various intervention options
- Evaluating the effectiveness of various interventions in reducing category 1 damp and mould hazards

- Testing societal benefits of reduced damp and mould hazards in the PRS (i.e., Health outcomes, ability for tenants to seek, maintain and progress employment, etc.); and,
- Testing pathways for multi-agency co-operation to target enforcement more effectively in LA enforcement teams.

Out of scope:

- Activities or interventions in this area which fall out of the funding timeframe (with the exception of where flexibility has previously been agreed by DLUHC including recruitment of a fixed term contract post)
- Any interventions which do not meet the requirements of the DLUHC funding framework

2.08 Benefits Management

It is expected that council will report on these KPI's at the start and end of the project (May 24 and June 25).

Associated KPI	Owner	Realisation Date
Number of service requests from tenants, landlords, healthcare providers & other	Andy Gray	June 2025
Number of service requests for which primary concern was damp or mould	Andy Gray	June 2025
Number of inspections (split into reactive and proactive)	Andy Gray	June 2025
Number of properties in which inspection identified Category 1 hazards (or combination of Category 1 and Category 2 hazards at bands D & E)	Andy Gray	June 2025
Number of properties in which inspection identified Category 2 hazards at bands D & E	Andy Gray	June 2025
Number of properties in which inspection identified Failure to meet DHS requirements	Andy Gray	June 2025
Number of properties in which inspection identified Combination of Category 1 and/or Category 2 hazards (bands D & E) and failures to meet DHS requirements	Andy Gray	June 2025
Number of properties in which inspection identified Number of properties where a category 1 damp and mould hazard is found	Andy Gray	June 2025
Number of properties in which inspection identified Number of properties where a category 2 damp and mould hazard is found	Andy Gray	June 2025
Number of improvement notices issued for HA04 breaches	Andy Gray	June 2025

Number of hazard awareness notices issued for HA04 breaches	Andy Gray	June 2025
Total number of properties remedied through enforcement notices	Andy Gray	June 2025
Number of hazards remedied through formal enforcement notices	Andy Gray	June 2025
Number of misc. case closure (e.g. lack of evidence, lack of cooperation)	Andy Gray	June 2025
Total value of civil penalties issued (<£1,000, £1000 - £5000, £5000+)	Andy Gray	June 2025
Number of civil penalties issued (<£1,000, £1000 - £5000, £5000+)	Andy Gray	June 2025
Number of visits requiring support intervention- specify interventions i.e. doc referral, social services etc	Andy Gray	June 2025
How many officers have undertaken enforcement related training in the last period?	Andy Gray	June 2025
How many officers require further training to enforce on damp and mould?	Andy Gray	June 2025
Number of FTE enforcement officers in enforcement team	Andy Gray	June 2025
Number of FTE posts in enforcement team	Andy Gray	June 2025
Number of FTE vacancies in enforcement team	Andy Gray	June 2025
Number of landlord / letting agent training sessions delivered	Andy Gray	June 2025
Number of separate landlord forums run	Andy Gray	June 2025

Table 3: Project benefits

2.09 Risk Management

The project has 20 risks. This includes 13 categorised as **amber** and 7 as **green**. A mitigation plan will be followed to address these risks, incorporating control measures and regular monitoring and reporting. The full Risk Register can be found in Appendix A.

2.10 Constraints

Time constraints.

The funding for the project is allocated for May 2024-June 2025. DLUHC have advised that the allocated funding which has not yet been fully used will not be retracted after this point for any rolling initiative (for example where there is requirement to recruit a new member of staff on a fixed term contract).

Financial constraints.

The project is limited to the £130,000 provided. This funding is allocated to cover the lifetime of the programme and is expected to be paid out in two equal amounts, in approximately May 2024 and October 2024. These will be made in the form of Section 31 grant payments.

The payment of the second tranche of funding (October 2024) will be subject to the Department agreeing that:

- Progress is being made against the outputs specified in this guidance, or that satisfactory reasons have been given where this is not the case;
- The activities undertaken are meeting the objectives of the Healthy Homes Project; and
- Local authorities are certifying that any expenditure from the Healthy Homes Project has been used for activities that support damp and mould enforcement.

Resources constraints.

There is provision within the funding guidance for “resourcing”, for which £45,000 has been allocated by WLDC. There are no restrictions on the roles which can be funded by the Council, provided they support the enforcement of damp and mould in PRS properties. It has been confirmed by DLUHC in a scoping session that project management or support officer type roles are eligible for funding.

A Change and Project Officer and Change Support Officer have been allocated to the project.

2.11 Programme Dependencies

There may be the potential for more calls to the Contact Centre, however currently Housing Enforcement team related calls make up only 0.8% of total calls to Customer Services. The communications campaign that will be included within the first phase of this project will generate additional contact with the Council, however the additional resources that can be deployed will be utilized to deal with this increase.

The project is not dependent on the CRM build for the Housing Enforcement team following the decommissioning of Flare, however there may be learnings from the project which can be taken forward in the build of CRM.

3.0 The Economic Case

3.01 Critical Success Factors

- Successful recruitment
- Reporting of KPI's to DLUHC in May and October, or as required
- Robust Change and Project Management

3.02 Project Tranche Structure

The project will be delivered through the five work packages which have been set out by the DLUHC. Initial focus will be on recruitment of required resource, and development and delivery of communication and engagement campaigns.

Initiative/s	Start	End	Inclusions
Internal resource sourced – Project Co-ordinator.	June 24	July 24	Source internal Project Co-Ordinator (additional duties for existing staff member)
Recruit tenant liaison and support officer/Administrative Support Officer and additional inspecting resource	August 24	November 24	Identify job description and recruit as needed.
Officer damp and mould training (advanced)	July 2024	June 2025	Sourcing and delivering training to Officers.
Resident/Landlord/Tenant training on damp and mould	July 2024	June 2025	Source and deliver training in line with Communications Plan.
Development of Change Management Plan	June 2024	July 2024	Use stakeholder and risk registers to build Change Plan in support of Communications Plan.
Development of Communications Plan.	June 2024	July 2024	Build Communications Plan to include: <ul style="list-style-type: none"> • Internal messages • Tenant’s guide • Advertising methods • Training for landlords/tenants • Social media platforms • Community events • Drop in’s for residents/ tenants/ landlords
Delivery of Communications Plan - Targeted comms campaign across various medias and events raising awareness of risks of damp and mould.	July 2024	June 2025	Collaboration with other Local Authorities. Delivery of Communications Plan.

Creation of a tenant's guide to renting to include existing damp and mould guide.	July 2024	August 2024	Internal resource sourced. Identify best practice. Collaboration with other Local Authorities.
Procurement of the "Inspector App" for a one-year period.	July 2024	July 2024	Purchase App.
Replacement of ageing damp meters	July 2024	July 2024	Purchase equipment.
Purchase additional technology (tablets) to assist with inspections.	July 2024	July 2024	Purchase tablets.

Table 4: Tranche structure

4.0 The Financial Case

The project is limited to the £130,000 provided. This funding is allocated to cover the lifetime of the programme and is expected to be paid out in two equal amounts, in approximately May 2024 and October 2024. These will be made in the form of Section 31 grant payments.

The project will report to the Homes, Health and Wellbeing Programme Board including progress updates relating to allocation of funding.

Discussions with DLUHC have already identified that there may be scope for the funding to be extended (but not increased) beyond this period, given the scope for certain staff contracts and ability to deliver within the timeframe.

4.01 Capital Expenditure

The council is allocating £9,000 of the £130,000 grant payment to supplementary equipment including replacement of aging damp meters and additional tablets to assist with inspections.

£ 20,000 of the grant payment will be used to purchase the 'Inspector App' for 1 year.

4.02 Financing Option

Option	Value	Comment
Capital projects	-	
Grant income	£130,000	Payments will be received in May and October in equal payments.
Reserves	-	

Option	Value	Comment
Borrowing	-	
Capital grant unapplied	-	
Section 106	-	
General fund balances	-	
Other	-	
	£130,000	

Table 5: Financing option

Revenue Implications of Project? Yes

4.03 Revenue Implications

Revenue	2022/23	2023/24	2024/25	2025/26	2026/27
• Income	£-	£-	£130,000	£-	£-
• Expenditure					
• Capital Financing	£-	£-	£-	£-	£-

Table 6: Revenue implications

5.0 The Commercial Case

The Healthy Homes project will support the retention of landlords through upskilling and engagement, and improve the commercial viability of the district. The private rented housing market in the district is not commercially viable in some areas and works to improve it help to ensure that it can become viable in the future through an increase in property prices.

6.0 The Management Case

6.01 Stakeholder Management

Stakeholder	Profile		Levels of support	
	Current	Proposed	Current	Proposed
Management Team	1. Manage	1. Manage	4. Supportive	4. Supportive
Housing, Wellbeing and Communities Board	1. Manage	1. Manage	3. Neutral	4. Supportive

Portfolio Board	2. Satisfy	1. Manage	3. Neutral	4. Supportive
Enforcement Officers	3. Inform	3. Inform	4. Supportive	5. Leading
Internal Officers				
Tenants	3. Inform	3. Inform	1. Unaware	4. Supportive
Landlords	3. Inform	3. Inform	1. Unaware	4. Supportive
Comms Team	4. Monitor	2. Satisfy	1. Unaware	5. Leading
Residents	3. Inform	3. Inform	1. Unaware	4. Supportive
Systems Development	2. Satisfy	3. Inform	3. Neutral	4. Supportive
Customer Services	4. Monitor	4. Monitor	1. Unaware	4. Supportive
Members	2. Satisfy	1. Manage	4. Supportive	5. Leading
Blue Light Services	4. Monitor	3. Inform	1. Unaware	4. Supportive
DLUHC	1. Manage	1. Manage	5. Leading	4. Supportive
Adult Services (LCC)	4. Monitor	3. Inform	1. Unaware	4. Supportive
Children Services (LCC)	4. Monitor	3. Inform	1. Unaware	4. Supportive
VCS Providers	4. Monitor	3. Inform	1. Unaware	4. Supportive
Charitable Housing Providers	4. Monitor	3. Inform	1. Unaware	4. Supportive
Managing Agents	3. Inform	3. Inform	1. Unaware	4. Supportive
Accreditation Bodies	3. Inform	3. Inform	4. Supportive	4. Supportive
Town/Parish Councils	4. Monitor	3. Inform	1. Unaware	4. Supportive
HR/Recruitment	4. Monitor	2. Satisfy	1. Unaware	5. Leading
Internal Officer Project Co-Ordinator	2. Satisfy	1. Manage	4. Supportive	5. Leading
Other Community based teams	3. Inform	3. Inform	3. Neutral	4. Supportive
Officers	3. Inform	3. Inform	1. Unaware	4. Supportive
Neighbouring Local Authorities	4. Monitor	2. Satisfy	3. Neutral	4. Supportive

Table 7: Programme stakeholders

6.02 Programme Organisation

The project will report to the Homes, Health and Wellbeing Programme Board with visibility of progress made at the Portfolio Board. A project team will be created, containing the required project resources which will routinely monitor progress in line with set objectives.

6.03 Resource Management

Role		Officer
Project Sponsor	Accountable	Nova Roberts

Project Manager	Responsible	Sophie Lingard
Project Co-ordinator	Responsible	Emily Bond
Lead Officer	Responsible	Andy Gray
SME (Housing)	Responsible	Rebecca Ward
SME (Home Choices and Health)	Consulted	Sarah Elvin
Finance Business Partner	Consulted	Sarah Scully
Systems Development	Consulted	Dan Reason
Change Support Officer	Responsible	Tasha Mitcheson
Subject Matter Expert (Communications)	Consulted	Julie Health
SME (Operational delivery)	Consulted	Enforcement Officers

Table 8: Project resources

6.04 Project Quality Management

Project assurance will be ascertained through adherence with the Council's Project Management Office. An overview of the Quality Assurance activities is shown below which will be undertaken in accordance with affiliated WLDC Programme Governance Strategies. All programme information will be stored within the Council's Projects Office.

Monthly- Project update reports showing progress against project finances, risk management, open issues/change requests, project progress with supporting Highlight Reports.

Quarterly- Review of project risk management and stakeholder management registers.

Appendix

Appendix A – Risk Register

Risk	Likelihood	Impact	Rating
Lack of team capacity to deliver work (housing standards)	2. Possible	3. Major	High
Unable to recruit into new roles	2. Possible	3. Major	High
Lack of system capability to report on set KPI's	1. Hardly Ever	3. Major	Medium
Overlap with CRM build, various ongoing change, retention of staff / capacity	2. Possible	2. Minor	High
Unable to achieve work within allocated timescales due to internal governance requirements	3. Probable	3. Major	High

Risk	Likelihood	Impact	Rating
Lack of member buy-in	2. Possible	2. Minor	
Lack of skills to deliver elements of the work	2. Possible	3. Major	
Lack of tenant and landlord buy in	2. Possible	3. Major	
Knock on impact to other services (increase in demand for other services)	2. Possible	1. Negligible	
Increase in workload (as a result of increased reporting from residents and reporting requirements) (Housing standards)	4. Almost Certain	2. Minor	
Lack of understanding of WLDC's role	2. Possible	2. Minor	
Failed stakeholder engagement	2. Possible	3. Major	
Exceed allocated budget or spend outside of allocation	1. Hardly Ever	2. Minor	
No provision for future works (25/26) and lack of funding flexibility	2. Possible	1. Negligible	
Reputational risk of non delivery	2. Possible	2. Minor	
Expectations raised and then not continued to be met due to project ending	2. Possible	1. Negligible	
Branding/comms not aligned with other authorities	2. Possible	1. Negligible	
Team experiences change fatigue (housing standards)	3. Probable	2. Minor	
Legislation change (Renters Reform)	2. Possible	2. Minor	
Change in Government	3. Probable	1. Negligible	

Agenda Item 6d



**Prosperous Communities
Committee**

Tuesday 9th July 2024

Subject: Green Waste Consultation 2024

Report by:	Director of Operational and Commercial Services
Contact Officer:	Lisa Langdon Lisa.langdon@west-lindsey.gov.uk
Purpose / Summary:	To present the proposed Green Waste Consultation process for 2024, including the suggested survey questions, and to seek approval for the consultation process to start in accordance with the timescale outlined in this Report.

RECOMMENDATION(S):

1. To approve the Green Waste Consultation process in accordance with the proposed timescale outlined at Appendix A.
2. To approve the contents of the questionnaire as detailed in Appendix B.

IMPLICATIONS

Legal: The Consultation process will be conducted in accordance with established case law principles.

Financial: There are no financial implications in respect of the Consultation stage, this can be carried out within existing resources.

Staffing : The Consultation exercise can be accommodated within existing staffing resources.

Equality and Diversity including Human Rights:

An optional equality questionnaire will be available to complete at the end of the survey and an EIA is being progressed during this process and will be available once the final report is produced.

Data Protection Implications:

All respondents of direct invitations to take part in the survey have previously agreed to be contacted in this way.

Climate Related Risks and Opportunities:

None arising from this report

Section 17 Crime and Disorder Considerations:

None arising from this report

Health Implications:

None arising from this report

Title and Location of any Background Papers used in the preparation of this report :

[Agenda for Prosperous Communities Committee on Tuesday, 5th December, 2017, 6.30 pm | West Lindsey District Council \(west-lindsey.gov.uk\)](#)

Risk Assessment :

We will undertake risk assessments for all events held in the usual way.

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

No

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

No

1. Background

- 1.1 In December 2017, Prosperous Communities Committee resolved to introduce a subscription-based garden waste service from 1 April 2018, prior to this happening the service had been free for residents who could receive it.
- 1.2 The decision to introduce a charge was taken on the basis that a “user-pays” ethos was implemented and that the function should seek to fully recover its costs. Failure to do this would mean that residents who didn’t subscribe to the service would be indirectly funding it through their council tax payments.
- 1.3 The service has continued to grow year on year, with high levels of satisfaction. Each year our Citizen Panel are asked how satisfied they are with the garden waste collection and this satisfaction level has increased since 2020 from 67.7% to 79% in 2023.

2 Consultations at West Lindsey District Council

- 2.1 West Lindsey District Council (WLDC) are members of the Consultation Institute and in accordance with best practice, we ensure that all consultations are legal and appropriate processes are in place to lower the risk of a judicial review. Consultation according to the Consultation Institute is the dynamic process of dialogue between individuals or groups, based upon a genuine exchange of views, with the objective of influencing decisions, policies or programmes of action.
- 2.2 Before 1985 there was little consideration given to consultations until a case (R v London Borough of Brent ex parte Gunning). This case sparked the need for change in the process of consultations when Stephen Sedley QC proposed a set of principles that were then adopted by the presiding judge. These principles, known as the Gunning principles, were later confirmed by the Court of Appeal in 2001 (Coughlan case) and are now applicable to all public consultations that take place in the UK. These outline the principles which all consultations must abide by and are:
 - **When proposals are still at a formative stage**
Public bodies need to have an open mind during a consultation and not already made the decision, but have some ideas about the proposals.
 - **Sufficient reasons for proposals to permit ‘intelligent consideration’**
People involved in the consultation need to have enough information to make an intelligent choice and input in the process.
 - **Adequate time for consideration and response**

Timing is crucial – is it an appropriate time and environment, was enough time given for people to make an informed decision and then provide that feedback, and is there enough time to analyse those results and make the final decision?

- **Must be conscientiously taken into account**

Think about how to prove decision-makers have taken consultation responses into account.

The risk of not following these principles could result in a Judicial Review being brought against the Council.

2. Proposal

2.1. To undertake this work it is proposed that multiple routes are taken to consult with our stakeholders. This will include holding face to face events, producing an online and paper survey and accepting any written submissions. The responsible officer for this work is the Director of Operational and Commercial Services (or in his absence the Assistant Director People and Democracy) with consultation support from the Corporate Governance Officer.

2.2. The objectives of the consultation are to:

- Discover what views our residents hold in relation to payment methods for this service
- Discover what views our residents hold in relation to collection schedules for this service
- Propose updates and or changes to Members which meets the needs of our residents as informed by the consultation.

3. Who to involve and how

3.1. It is important within this consultation that the range of residents consulted is as inclusive as possible to ensure that all views are taken into consideration irrespective of whether they are currently using the service or not. To ensure this is undertaken the following are being consulted:

- Residents who currently use the service
- Residents who have previously used the service but no longer do
- Residents who have never used the service

3.2. To ensure we are as inclusive as possible and allow as many residents as possible to take part we will run this consultation through a number of different routes. These routes include events, online and paper questionnaires and written submissions.

- Online and paper questionnaire –To ensure there are as many views on the consultation as possible we would provide an online questionnaire and a matching paper questionnaire.

- Events – Officers would attend at Market Stalls within Gainsborough, Market Rasen and Caistor to gain additional responses and answer any relevant questions that residents may have about the consultation.
- Written Submissions – Although written submissions are not advertised as being accepted we would accept them. They are not advertised due to the amount of time the analysis of these submissions would take compared to other routes.

3.3. The communications strategy will include;

- A dedicated consultation page on the WLDC website
- Social Media – we would advertise the consultation on both Twitter and Facebook to try to spread the chance for residents to take part as wide as possible
- Citizens' Panel members will be contacted and asked to participate
- Subscribed Residents Newsletter – an e-brief will be provided
- Public Events -Officers will attend to provide face to face engagement at market stalls
- A press release will be issued
- Minerva – we will use this platform to raise awareness amongst our own staff.

3.4. Data from this consultation will be provided in a Report to Prosperous Communities Committee in October 2024. This report will make suggested recommendations and seek the Committee's decision on how this service should be delivered in 2025/26.

4. Timescales

4.1. The timescale for the consultation and future reporting is included as Appendix A.

5. Questionnaire contents

5.1. The proposed questionnaire is included as Appendix B.

6. Recommendation

6.1 Members are recommended to approve the Green Waste Consultation process in accordance with the proposed timescale outlined at Appendix A, and to approve the contents of the questionnaire as detailed in Appendix B

Appendix A – Proposed Timescale

Action	Detail	Date	Responsible Officer
Management Team	Draft report outlining consultation proposal	10 June	Lisa Langdon/Ady Selby
Prosperous Communities Chairs Brief	Draft report outlining consultation proposal	27 June	Lisa Langdon/Ady Selby
Prosperous Communities	Report outlining consultation proposal	9 July	Lisa Langdon/Ady Selby
Public consultation		15 July – 2 September	Katy Allen
Market Stalls	Face to face	TBC	Katy Allen
Analysis and report writing		3 September - 13 September	Katy Allen
Management Team	Draft report outlining consultation results	30 September	Lisa Langdon/Ady Selby
Prosperous Communities Chairs Brief	Draft report outlining consultation results	10 October	Lisa Langdon/Ady Selby
Prosperous Communities	Report outlining consultation results	29 October	Lisa Langdon/Ady Selby

Appendix B – Proposed Questionnaire

4. Do you feel the charge for this service is value for money?

- Yes
 No

Collection schedule

We recognise that climate change is influencing gardening trends and therefore the current schedule offered may not suit your needs. The current schedule is 18 collections from mid March – late November. Please understand if more collections are provided the charge for the service would increase accordingly.

5. Which one of the following collection schedules would you prefer?

- Fortnightly collections March to November (as per current collection regime, 18 Collections in total)
 Fortnightly collections early March to Early November (18 collections in total)
 Fortnightly collections April to Early December (18 collections in total)
 Fortnightly collections March to December (20 collections in total, one additional collection in March and December)
 Fortnightly collections March to November followed by monthly collections in December, January and February (21 collections in total)
 Fortnightly collections March to December followed by monthly collections in January and February (22 collections in total)
 Pay as you go (option to pay as and when you require the service within the Council's set collection regime, this option would include an administrative fee on top of the service charge)

Payment Methods

6. How would you prefer to pay for the service?

- Annual card payment (as per current process where you resubscribe each year)
 Annual direct debit (automatic renewal each year)
 Yearly payment split over 3 months (March, April and May)
 Pay as you go (Please note: this option would include an administration fee on top of the service charge)

Satisfaction with current garden waste service

7. How satisfied are you with the current garden waste collection service that you receive?

- Very satisfied
 Fairly satisfied
 Neither
 Fairly dissatisfied
 Very dissatisfied

8. Do you have any other comments on this garden waste consultation

Equalities questions

By answering the equalities questions you will help us to understand how different groups of people from different areas feel about the garden waste collection service. All responses are anonymised and you do not have to answer these to take part in this consultation.

9. Are you willing to answer these questions?

- Yes - Please go to question 10
- No - Please go to the end of the survey - Thank you

10. Are you?

- Male
- Female
- Transgender
- Non-Binary
- Any other gender
- Prefer not to say

11. Do you have any long term illness, health problems or disability which limits your daily activities or the work that you do?

- Yes
- No
- Prefer not to say

12. What age are you?

- 16-25
- 26-35
- 36-45
- 46-55
- 56-65
- 66-75
- 76 or over
- Prefer not to say

13. Which of these ethnic groups do you consider you belong?

- White
- Black, Black British, Caribbean or African
- Asian or Asian British
- Mixed or multiple ethnic groups
- Any other ethnic group
- Prefer not to say

14. Which of the following best describes your faith/religion/belief?

- No religion
- Christian (all denominations)
- Muslim
- Buddhist
- Sikh
- Hindu
- Jewish
- Any other religion/faith/belief
- Prefer not to say

15. Which of the following statements best describes your sexuality?

- Heterosexual/Straight
- Lesbian/Gay
- Bisexual
- Any other sexual orientation
- Prefer not to say

Thank you for taking part in this consultation. Please click submit and then you will be taken to our website. Once this happens your response will have been submitted.

Prosperous Communities Committee Work Plan (as at 1 July 2024)

Purpose:

This report provides a summary of items of business due at upcoming meetings.

Recommendation:

1. That Members note the contents of this report.

Date	Title	Lead Officer	Purpose of the report	Date First Published
9 JULY 2024				
9 Jul 2024	Sport & Active Leisure Development	Grant White, Communities Manager	To set the context for developing a Sport & Active Leisure Strategy and approve development actions.	15 April 2024
19 Jul 2024	Healthy Homes Project (Private Rented Sector)	Andy Gray, Housing & Environmental Enforcement Manager	To seek approval for the proposed interventions within the Healthy Homes Project	23 May 2024
23 Jul 2024	Temporary Accommodation	Sarah Elvin, Homes, Health & Wellbeing Team Manager	Adopt the Temporary Accommodation Allocation Policy and update on the Temporary Accommodation Project	23 May 2024
10 SEPTEMBER 2024				
10 Sep 2024	Food Waste Collection - pilot	Robert Gilliot, Operational Services Manager, Darren Mellors, Performance & Programme Manager	To instigate activity to ensure WLDC adherence to the statutory Food Waste Collection deadline of April 2026 as stipulated in the Environmental Act 2021.	
29 OCTOBER 2024				
29 Oct 2024	Proposed Fees and Charges 2025/2026	Sue Leversedge, Business Support Team Leader	Propose fees and charges to take effect from 1 April 2025.	
29 Oct 2024	Tillbridge Solar - Written Representations (WR)	Russell Clarkson,	To consider West Lindsey DC's Written	

		Development Management Team Manager	Representations to be submitted to the Tillbridge Solar Development Consent Order (DCO) examination
29 Oct 2024	Tillbridge Solar - Local Impact Report (LIR)	Russell Clarkson, Development Management Team Manager	To consider the Local Impact Report (LIR) prepared to submit to the Tillbridge Solar Development Consent Order (DCO) examination
12 NOVEMBER 2024			
12 Nov 2024	Progress and Delivery Quarter Two (2024/25)	Claire Bailey, Change, Projects and Performance Officer, Darren Mellors, Performance & Programme Manager	Progress and Delivery Quarter Two (2024/25)
3 DECEMBER 2024			
8 JANUARY 2025			
28 Jan 2025	Prosperous Communities Committee Draft Budget 2025/2026 and estimates to 2029/2030.	Sue Leversedge, Business Support Team Leader	The report sets out details of the Committee's draft revenue budget for the period of 2025/2026 and estimates to 2029/2030.

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