



Uttlesford District Council

Chief Executive: Dawn French

Scrutiny Committee

Date: Monday, 18th June, 2018

Time: 7.30 pm

Venue: Committee Room - Council Offices, London Road, Saffron Walden,
Essex CB11 4ER

Chairman: Councillor A Dean

Members: Councillors H Asker, G Barker (Vice-Chair), R Chambers, J Davey,
P Davies, S Harris, G LeCount, M Lemon, B Light and E Oliver

Substitutes: Councillors A Gerard, A Mills, G Sell and L Wells

Public Speaking

At the start of the meeting there will be an opportunity of up to 15 minutes for members of the public to ask questions and make statements subject to having given notice by 12 noon two working days before the meeting.

AGENDA PART 1

Open to Public and Press

1 Apologies for Absence and Declarations of Interest

To receive any apologies for absence and declarations of interest.

2 Minutes of the Previous Meeting

5 - 10

To consider the minutes of the previous meeting held on 1 May 2018.

3 Responses of the Executive to reports of the Committee

To consider any responses of the Executive to reports of the Committee.

4 Consideration of any matter referred to the Committee in relation to call in of a decision

To consider any matter referred for call in.

5 Invited reports from the Executive

To consider any invited reports from the Executive.

6 Cabinet Forward Plan 11 - 16

To receive the updated Cabinet Forward Plan.

7 Scrutiny Work Programme 2018-19 17 - 24

To receive the Scrutiny Work Programme for 2018-19.

8 Affordable Housing - Update for information 25 - 28

To receive an update regarding affordable housing in the proposed garden communities.

9 Local Council Tax Support Proposals 2019/20 29 - 36

To consider LCTS proposals for the 2019/20 scheme.

10 Any other items which the Chairman considers to be urgent

To receive any items that the Chairman considers to be urgent.

MEETINGS AND THE PUBLIC

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The agenda is split into two parts. Most of the business is dealt with in Part I which is open to the public. Part II includes items which may be discussed in the absence of the press or public, as they deal with information which is personal or sensitive for some other reason. You will be asked to leave the meeting before Part II items are discussed.

Agenda and Minutes are available in alternative formats and/or languages. For more information please call 01799 510510.

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Agenda Item 2

SCRUTINY COMMITTEE held at COMMITTEE ROOM - COUNCIL OFFICES, LONDON ROAD, SAFFRON WALDEN, ESSEX CB11 4ER, on TUESDAY, 1 MAY 2018 at 7.30 pm

Present: Councillor A Dean (Chairman)
Councillors G Barker, R Chambers, P Davies, M Felton,
A Gerard (substituting for H Asker), M Lemon, B Light and
E Oliver

Officers in attendance: R Auty (Assistant Director - Corporate Services), C Chapman (Operations Manager - Street Services), B Ferguson (Democratic Services Officer), S Payne (Project Manager - Planning Policy), S Pugh (Assistant Director - Governance and Legal) and A Webb (Director - Finance and Corporate Services)

Also present: Councillors S Barker (Cabinet Member for Environmental Services) and S Howell (Cabinet Member for Finance and Administration)

SC45 **APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST**

Apologies for absence were received from Councillors Asker, Harris and LeCount.

SC46 **MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 27 March 2018 were signed and approved as a correct record subject to S Pugh (Assistant Director – Governance and Legal Services) being marked as present.

SC47 **CABINET FORWARD PLAN**

Councillor Chambers entered the meeting at 7.35pm.

The Chairman said the Cabinet meeting scheduled for the 12 June to discuss Local Plan business was not included in the Forward Plan. He asked for this to be noted.

In response to a Member question, the Assistant Director – Corporate Services said officers would be meeting to discuss the Local Council Tax Support Scheme proposals for 2019/20 which would inform the budget consultation process.

The Chairman asked when the proposal for the future management of the Day Centres within the District would be considered by Cabinet.

The Assistant Director – Corporate Services said the item did not have a confirmed date to be considered by Cabinet but had been added to the Forward Plan to ensure it did not slip off the work programme. He said he was uncertain as to whether this item required formal approval of the Cabinet.

SC48 **SCRUTINY WORK PROGRAMME**

The Chairman invited requests from Members with regards to populating the Scrutiny work programme for 2018-19.

Councillor Light proposed to review the Council's Investment Strategy and the effectiveness of Section 106 agreements at the September meeting.

Councillor G Barker said the issues surrounding S106 agreements and the Community Infrastructure Levy (CIL) were complex and Members would have to be made aware of the differences. He said the remit of the scoping report would need to be targeted and focused.

Councillor Light said a brief presentation should be given at the September meeting, explaining the differences between S106 and CIL agreements, as well as the advantages and disadvantages of each process.

Councillor S Barker said she had been looking into the issue of airport parking, particularly in Takeley, and had information she could share with the Committee, if members so wished.

The Chairman summarised the discussion and confirmed that S106 agreements, the Council's Investment Strategy and airport parking should be added to the Scrutiny work programme for the September meeting.

SC49 **CENTRE FOR PUBLIC SCRUTINY REVIEW - VERBAL UPDATE**

The Assistant Director – Corporate Services said a CFPS Review report would be going to Cabinet later this month. He said officers would be meeting later this week to discuss the review, and a meeting would be scheduled with the Chairman and Vice-Chairman of the Scrutiny Committee to incorporate the Committee's views.

The Chairman said he was pleased work was ongoing and the update was noted.

SC50 **AFFORDABLE HOUSING - SCOPING REPORT**

Councillor Oliver entered the meeting at 7.50pm.

The Project Manager – Planning Policy introduced the scoping report on the issue of affordable housing in the District. He said, due to the timing of the report, the issue of affordable housing was intrinsically linked to the ongoing Local Plan process and the proposed development of garden communities. He said the proposed communities would be developed with the principles of the Town and Country Planning Association (TCPA) in mind, one of which was the provision of affordable housing. He said the aim of this scoping report was to

ensure the Scrutiny Committee was content with the Council's approach to affordable housing and to establish the objectives of an affordable housing policy.

Councillor S Barker said the Council's approach to developing specialist housing (for example, bungalows), as well as the target of 40% affordable homes for developments of fifteen units and above, needed to be reviewed. She said whilst the 40% target was an admirable aspiration, it was not always realistic due to the nature of S106 agreements and the negotiations that occur between planners and developers.

The Chairman said the Council should know more regarding the effects of house and room sizes on the health of residents. He would also like to know how residents waiting for affordable housing would be prioritised in terms of 'need.'

Councillor Gerard said the discussion needed to include how the term 'affordable housing' was defined. He said the feedback he had received from residents was that affordable housing was not affordable.

Councillor G Barker said the scoping report needed to be more exact and include specifics, for example an Uttlesford minimum home standard or size.

Councillor Davies said base line standards needed to be defined, such as the minimum size of food preparation areas and living spaces.

In response to a question from the Chairman, the Project Manager – Planning Policy said stakeholders who would be working with the Council to deliver affordable housing, such as Housing Associations, would reflect the same standards as those held by the Council.

Councillor Felton said she had a number of issues with 'affordable housing', particularly the issue of shared ownership. She said the nature of shared ownership could trap residents in a property, as the market value of these properties did not rise in line with the market rate. She said the solution to the housing crisis was to protect social housing.

Councillor Lemon questioned the affordability of 'affordable housing'. He said there should be restrictions on private landlords accruing social housing and renting on the private market.

Councillors G Barker, S Barker and Lemon all declared non-prejudicial interests at this point as private landlords.

Councillor Chambers said the District, and the country as a whole, was in dire need of more houses. He said there was no such thing as affordable housing for people on low wages and provisions needed to be put in place to house lower earners. He said the answer to this was council housing.

Councillor Oliver said he agreed with the comments of Councillor Chambers and Councillor Felton; he had residents in his ward who felt trapped by shared

ownership as they could not buy 100% of the property, and yet they could not afford to move out. He said the solution to this crisis was social housing.

Councillor Light said the concept of 'need' had to be defined and the procedure by which people were assessed also had to be identified.

Councillor G Barker said Members had given the Project Manager – Planning Policy much to think about and the views expressed needed to be put in a more concise manner.

The Chairman said affordable housing was a huge issue for the District and this discussion should be continued outside of the meeting.

The Project Manager – Planning Policy said he would meet with the Chairman, the Cabinet Member for Housing and the Cabinet Member for Environmental Services, to consolidate the views of Members. He said presently there was a kaleidoscope of ideas regarding affordable housing but to take this policy forward effectively, a single set of objectives needed to be established.

Councillor Felton, as Chairman of the Housing Board, and Councillor Gerard, a Member of the Housing Board, said they would also like to be involved in this discussion.

SC51 **RECYCLING UPDATE**

Councillor S Barker introduced the report on waste and recycling. She said changes in the international market for waste, namely the tightening of China's import quality control and the banning of certain waste categories, meant the Council was facing far higher recycling costs. Whereas previously the Council had been able to generate revenue from exporting recyclable waste to China, it would now have to pay for it. To increase recycling rates and reduce costs, the Council would need to work with local communities to improve the quality of recyclable waste and prevent contamination. Education would be key in lowering the amount of contaminated recyclable material placed in Uttlesford's recycling bins.

SC52 **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED that under section 100I of the Local Government Act 1972 the public be excluded for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 3 part 1 of Schedule 12A of the Act.

SC53 **RECYCLING UPDATE (PART 2)**

Councillor Chambers left the meeting at 8.50pm.

In response to a Member question regarding the District's refuse collection cycle, the Operations Manager – Street Services said she would need to review projections and modelling analysis to ascertain the economic benefits of such a change, but confirmed that other authorities had switched to a three weekly collection scheme to cut down on costs.

Councillor Oliver said it would be a good idea if a 'welcome leaflet' was provided to new residents who had just moved into the District, explaining Uttlesford's waste and recycling system. He said this information needed to be communicated to new residents due to the variances between recycling systems across different districts. He added that press releases were of limited value in rural areas, as local papers were not always circulated in the villages.

Councillor S Barker said she could produce communication material which targeted a rural audience to be advertised in parish magazines.

In response to a Member question, the Operations Manager – Street Services said the Council were already committed to dealing with waste in an innovative way. She said the residual waste collected in the black bins was also recycled and converted into fuel. She said the standard of the material was much lower, due to the high levels of food contamination.

Members discussed the issue of contaminated recycling material and agreed that education and communication with residents would be the way to improve the rates and quality of recycling across the District.

The Operations Manager – Street Services said educational campaigns had been rolled out by national organisations such as Waste & Resources Action Programme (WRAP), which were focused on the quality, rather than the quantity, of recyclable materials. The new approach to recycling could be summarised as "If in doubt, leave it out," and further communication materials would be provided.

Councillor S Barker said she would draft an Action Plan, along with the Operations Manager – Street Services, which would be brought back to the Committee at a future meeting. She invited Members to visit the District's recycling plant to gain an understanding of how this process worked in practical terms.

Councillor Gerard said it would be interesting to attain the views of the Youth Council, and to ask them how they would approach educating the public in terms of recycling and the issue of contamination.

Councillors Lemon and Light agreed and said they would approach the Youth Council to ascertain their views. They would also invite members of the Youth Council to visit a recycling plant/multi re-use facility (MRF) with other members of the Committee.

The meeting ended at 9.25pm.

UTTLESFORD DISTRICT COUNCIL CABINET FORWARD PLAN

Item	Decision Maker	Date	Brief information about the item and details of documents submitted for consideration	Key Decision?	Part 2?	Portfolio Holder	Contact officer from where the documents can be obtained
Local Plan	Cabinet (Local Plan)	12 June 2018	To consider the Uttlesford Local Plan prior to going out to regulation 19 consultation	No	No	Cllr Rolfe	Gordon Glenday – Assistant Director - Planning
Local Heritage List	Cabinet	12 July 2018	To agree the Local Heritage List comprising buildings of local historic interest	No	No	Cllr Barker	Gordon Glenday (Angharad Hart), Assistant Director, Planning
Members' New Homes Bonus 2017/18	Cabinet	12 July 2018	To receive a report detailing the spend for each councillor and the projects supported	No	No	Cllr Ranger	Adrian Webb - Director of Finance and Corporate Services
Final Outturn 2017/18	Cabinet	12 July 2018	Final budget position for 2017/18 subject to audit			Cllr Howell	Angela Knight – Assistant Director Resources
Treasury Management Outturn 2017/18	Cabinet	12 July 2018	Total of investments and borrowing for the year			Cllr Howell	Angela Knight – Assistant Director Resources
LCTS Proposals	Cabinet	12 July 2018	To confirm LCTS proposals for 2019/20 scheme to inform the Consultation process			Cllr Howell	Angela Knight – Assistant Director Resources
Environmental Enforcement	Cabinet	12 July	Report requesting consent to expand the range of fixed / civil penalty notices issued by Council Officers.	No	No	Cllr Susan Barker	Marcus Watts Environmental Health Manager (Protection)

Item	Decision Maker	Date	Brief information about the item and details of documents submitted for consideration	Key Decision?	Part 2?	Portfolio Holder	Contact officer from where the documents can be obtained
			To grant delegated authority to the Environmental Health Manager (Protection) to apply and enforce new fixed /civil penalties arising from legislative change, and to grant the Environmental Health Manager (Protection) authority to delegate to appropriate trained persons authority to issue fixed and civil penalty notices.				
The Planning Service Peer Review Action Plan	Cabinet	12 July 2018		No	No	Cllr Susan Barker	Gordon Glenday – Assistant Director Planning
Corporate Plan Delivery Plan Q1 progress report	Cabinet	12 July 2018		No	No	Cllr Rolfe	Dawn French – Chief Executive
Delegated decisions by Cabinet members (standing item)	Cabinet	Standing Item	This is now a standing item, for information to be received on any delegated decisions taken by Cabinet members since the previous meeting	No	No	As per decisions listed (if any)	Rebecca Dobson – Principal Democratic and Electoral Services Officer
Qtr. 1 Actuals and Forecast	Cabinet	6 Sep 2018	To present the predicted budget spend for Quarter 1			Cllr Howell	Angela Knight – Assistant Director Resources

Item	Decision Maker	Date	Brief information about the item and details of documents submitted for consideration	Key Decision?	Part 2?	Portfolio Holder	Contact officer from where the documents can be obtained
Outturn 2018/19			2018/19 (April – June)				
Garden Communities Delivery Member Governance Board update'	Cabinet	6 Sept 2018	Update from the Cabinet Working Group on items discussed in the last 3 months'	No	No	Cllr Rolfe	Adrian Webb - Director of Finance and Corporate Services
Houses in Multiple Occupation Amenity Standards	Cabinet	16 October 2018	Following consultation with stakeholders a report to consider the adoption of HMO Amenity Standards	No		Cllr Susan Barker	Marcus Watts Environmental Health Manager (Protection)
Changes to mandatory licensing of Houses in Multiple Occupation	Cabinet	16 October 2018	To advise Cabinet on the extension of the scope of the HMO mandatory licensing scheme proposals scope of the changes and to agree a new fee structure.	No		Cllr Susan Barker	Marcus Watts Environmental Health Manager (Protection)
Environmental Health Enforcement (Civil Penalty Notice Policy)	Cabinet	16 October 2018	To consider and agree the Civil Penalty Notice Policy	No		Cllr Susan Barker	Marcus Watts Environmental Health Manager (Protection)
Corporate Plan Delivery Plan Progress report Q 2	Cabinet	16 October 2018		No	No	Cllr Rolfe	Dawn French – Chief Executive

Item	Decision Maker	Date	Brief information about the item and details of documents submitted for consideration	Key Decision?	Part 2?	Portfolio Holder	Contact officer from where the documents can be obtained
Delegated decisions by Cabinet members (standing item)	Cabinet	Standing Item	This is now a standing item, for information to be received on any delegated decisions taken by Cabinet members since the previous meeting	No	No	As per decisions listed (if any)	Rebecca Dobson – Principal Democratic and Electoral Services Officer
LCTS proposals and Consultation responses 2019/20	Cabinet	29 Nov 2018	To review the LCTS scheme proposals for 2019/20 for recommendation to Full Council			Cllr Howell	
Budget Consultation responses 2019/20	Cabinet	29 Nov 2018	To review Residents and Businesses responses to Budget priorities for the 2019/20 budget setting			Cllr Howell	Angela Knight – Assistant Director Resources
Qtr. 2 Actuals and Forecast outturn 2018/19	Cabinet	29 Nov 2018	To present the predicted budget spend for Quarter 2 2018/19 (July – September)			Cllr Howell	Angela Knight – Assistant Director Resources
Delegated decisions by Cabinet members (standing item)	Cabinet	Standing Item	This is now a standing item, for information to be received on any delegated decisions taken by Cabinet members since the previous meeting	No	No	As per decisions listed (if any)	Rebecca Dobson – Principal Democratic and Electoral Services Officer
Garden Communities	Cabinet	10 Jan 2019	Update from the Cabinet Working Group on items	No	No	Cllr Rolfe	Adrian Webb - Director of Finance and Corporate

Item	Decision Maker	Date	Brief information about the item and details of documents submitted for consideration	Key Decision?	Part 2?	Portfolio Holder	Contact officer from where the documents can be obtained
Delivery Member Governance Board update'			discussed in the last 3 months'				Services
Corporate Plan Delivery Plan Q3 progress report	Cabinet	10 Jan 2019		No	No	Cllr Rolfe	Dawn French – Chief Executive
Delegated decisions by Cabinet members (standing item)	Cabinet	Standing Item	This is now a standing item, for information to be received on any delegated decisions taken by Cabinet members since the previous meeting	No	No	As per decisions listed (if any)	Rebecca Dobson – Principal Democratic and Electoral Services Officer
All Budget reports 2019/20	Cabinet	12 Feb 2019	To review all budget reports for recommendation to Full Council			Cllr Howell	Angela Knight – Assistant Director Resources
Qtr. 3 Actuals and Forecast Outturn 2018/19	Cabinet	12 Feb 2019	To present the predicted budget spend for Quarter 3 2018/19 (October – December)			Cllr Howell	Angela Knight – Assistant Director Resources
Delegated decisions by Cabinet members (standing item)	Cabinet	Standing Item	This is now a standing item, for information to be received on any delegated decisions taken by Cabinet members since the previous meeting	No	No	As per decisions listed (if any)	Rebecca Dobson – Principal Democratic and Electoral Services Officer

Item	Decision Maker	Date	Brief information about the item and details of documents submitted for consideration	Key Decision?	Part 2?	Portfolio Holder	Contact officer from where the documents can be obtained
Local Plan	Cabinet	TBC	Further decisions will be required regarding the local plan but the timing may not align to existing meetings and may therefore necessitate additional meetings of Cabinet and Council				Gordon Glenday – Assistant Director - Planning
Licensing Review	Cabinet	TBC	To identify both the current strengths and vulnerabilities of the Licensing Service, recommending any necessary changes both to UDC licensing policy & procedures and the current team structure	Yes	No	Cllr Barker	Tony Cobden – Environmental Health Manager (Commercial)
Day Centres	Cabinet	TBC	To consider a proposal for the future management of the Day Centres within the District.			Cllr Ranger	Paula Evans – Leisure and Performance Manager

Work Programme 2018/19

Date	1 May 2018	18 June 2018	25 September 2018	20 November 2018	5 February 2019	21 March 2019
Standard agenda items	Responses of the Executive to reports of the Committee	Responses of the Executive to reports of the Committee	Responses of the Executive to reports of the Committee	Responses of the Executive to reports of the Committee	Responses of the Executive to reports of the Committee	Responses of the Executive to reports of the Committee
	Consideration of any matter referred to the Committee in relation to call in of a decision	Consideration of any matter referred to the Committee in relation to call in of a decision	Consideration of any matter referred to the Committee in relation to call in of a decision	Consideration of any matter referred to the Committee in relation to call in of a decision	Consideration of any matter referred to the Committee in relation to call in of a decision	Consideration of any matter referred to the Committee in relation to call in of a decision
	Invited reports from the Executive	Invited reports from the Executive	Invited reports from the Executive	Invited reports from the Executive	Invited reports from the Executive	Invited reports from the Executive
	Cabinet Forward Plan	Cabinet Forward Plan	Cabinet Forward Plan	Cabinet Forward Plan	Cabinet Forward Plan	Cabinet Forward Plan
	Scrutiny Work Programme	Scrutiny Work Programme	Scrutiny Work Programme	Scrutiny Work Programme	Scrutiny Work Programme	Scrutiny Work Programme
Page 17 Agenda items	CfPS review update	Local Council Tax Support Scheme proposals 2019/20	S106 Agreements/CILs – presentation/report	Local Council Tax Support Scheme 2019/20	2019/20 Budget	2018/19 Scrutiny Annual Report
	Affordable Housing scoping document	Affordable Housing update	Investment Strategy	Budget Overview 2019/20		Day Centre Report
	Recycling report		Airport Parking			
			Affordable Housing final report			

			Recycling action plan report			
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SCRUTINY COMMITTEE WORK PROGRAMME 2018/19 SUGGESTED TOPICS

Topic		Reason for review	Scrutiny Action(s):	Notes
1.	Recycling	<p>Understanding reasons for failing rates and impact on the MTFS</p> <p>Inform Council when making decisions about future recycling</p>	<p>Consider: What the performance is today What the market situation is</p> <p>Required: Status report from Street Services.</p> <p>To include the current service performance, costs, market situation and risks (financial and otherwise). Report to determine state of service – what is the contamination situation, what's the potential for improving the service compared to where we are now. Solutions to problems should not be identified at this stage, just details of the issues. If remedial work is underway in some areas then this should be identified and progress determined.</p> <p>Further action: Develop a Scoping Report</p>	<p>Initial report on agenda for 1/5/18 Scrutiny Committee</p>
2.	Investment Strategy	<p>To understand the Council's approach to large scale investment projects</p>	<p>Consider: The criteria in place for making investments to secure the Council's long term economic stability</p> <p>Required: Status Report from Commercial Team</p> <p>To include an overview of the Strategy and the decision-making process and an update on the investments made or proposed over the last two or three years, e.g. CRP and commercial opportunities. Return for UDC Is there sufficient audit and governance in place to ensure minimisation of loss and waste</p> <p>Further action: TBC</p>	<p>On Scrutiny forward plan for 25/9/18 meeting</p>
3.	Large Scale Grants	<p>To understand the Council's approach to the allocation of large scale grants</p>	<p>Consider: The process for the allocation of large scale grants</p> <p>Required: Status Report from Lead Officers of projects</p> <p>To include an overview of the allocation process and an update on the grants that have been made or proposed e.g. Carver Barracks, Broadband, Stansted College etc.</p> <p>Further action: TBC</p>	

SCRUTINY COMMITTEE WORK PROGRAMME 2018/19 SUGGESTED TOPICS

Topic		Reason for review	Scrutiny Action(s):	Notes
4.	Section 106	To understand if s106 process is being applied effectively	<p>Consider: Effectiveness of S.106 agreements. Is now the time for the council to adopt CiL?</p> <p>Requirement: Informally ask whoever is recruiting 106 Officer what are the terms of reference. A full review of the process is required.</p> <p>Further Action: TBC</p>	At 1/5/18 Scrutiny Committee meeting, a presentation /report outlining differences between S106 and CiL and the advantages/disadvantages of each was requested for the 25/9/18 committee meeting
5.	Social/ Affordable Housing	What can/can't we deliver with regards to the allocation of Social/Affordable Housing in new developments	<p>Consider: Council in a situation now where it isn't able to meet the needs of everyone who wants a home. That will change over a period of time due to local plan, the rate of house building increasing, more people moving to district etc.</p> <p>Need to identify what groups of people we are expecting to move into District? Are we developing new housing for them e.g. people who work at the airport can live closer to their work-place. Is there going to be a rebalancing of the demographics? Have to know what the need is and work out if we are providing for that need or continuing with 40% affordable policy. Should we be considering alternatives to Right to Buy such as housing associations/local housing companies? How is percentage allocation calculated? What are others doing? A clear definition is needed to inform Housing policies.</p> <p>Requirement: Scoping Report from Housing</p> <p>Further Action: TBC</p>	<p>Scoping document taken to 1/5/18 Scrutiny Committee.</p> <p>Update on meetings going to 18/6/18 meeting. Final report timetabled for 25/9/18 meeting</p>
6.	Airport Parking	Understand the limitations/ opportunities for the council in addressing airport related parking issues	<p>Consider: Enforcement capability under legislation Planning controls How is it managed beyond the council? Contract to agency?</p>	Timetabled for 25/9/18 meeting

SCRUTINY COMMITTEE WORK PROGRAMME 2018/19 SUGGESTED TOPICS

			<p>Required: Status Report from Environmental Health</p> <p>Report to include council's enforcement responsibilities and capability and details of any new byelaws which could impact.</p> <p>Further Action: TBC</p>	
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Topic		Reason for review	Scrutiny Action(s):	Notes
7.	Review of Cabinet system	Understand its effectiveness in UDC	<p>Consider: Is the Cabinet system the right system for UDC? If not, why not?</p> <p>Requirement: Scoping Report from Democratic Services? Ask LGA about trends at other authorities. Completion by end 2018/19 before new council.</p> <p>Further Action: TBC</p>	
8.	Street cleaning/ littering	Area of concern for public - Pride in Place initiative	<p>Consider: Will the Council's Pride in Place initiative achieve meaningful outcomes? What is being done at the moment? Cleanliness of public spaces, how clean are our streets? How often are they cleaned? How do we compare with other districts? How are resources allocated?</p> <p>Requirement: TBC</p> <p>Further Action: TBC</p>	It was commented at Scrutiny Committee on 27/3/18 that this had already been the subject of a Scrutiny review
9.	Energy efficiency of council homes	Has the council reached the limits of what it can achieve in making council housing energy efficient?	<p>Consider: What energy efficiency schemes/projects does/has the council run? Why is budget now zero? What have been the CO2 reductions over time? Do we educate our Tenants? What more could be done?</p> <p>Requirement: Status Report</p> <p>Further Action: TBC</p>	
10.	Economic Development Strategy	Mid-year review of progress against action plan	<p>Consider: Progress against actions Constraints in progressing actions (where relevant). Priorities.</p> <p>Requirement:</p>	

SCRUTINY COMMITTEE WORK PROGRAMME 2018/19 SUGGESTED TOPICS

			TBC Further Action: TBC	
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Topic		Reason for review	Scrutiny Action(s):	Notes
11.	Corporate Plan Delivery Plan	Review progress of actions	Consider: Review of 2018/19 CPDP Q2 actions status at November meeting Requirement: TBC Further Action: TBC	
12.	Day Centres	Review of plans for new operating models to deliver best possible service	Consider: How the Council aims to maintain and improve day centre service provision. Requirement: End of year status report for March 2019 meeting Further Action: TBC	It was commented at Scrutiny Committee on 27/3/18 that this had already been the subject of a Scrutiny review Annual summary report timetabled for 21/3/19 meeting
13.	Email	Member of staff said he received 200+emails a day	Consider: Time wasted? Right to disconnect Increase staff efficiency and well being Requirement: TBC Further Action: TBC	
14.	'Charitable' giving	How much do we give to charity/voluntary sector/professional bodies	Consider: Process Service level agreement Aligns with corporate plan Governance Ensure taxpayers money is equitable and	

SCRUTINY COMMITTEE WORK PROGRAMME 2018/19 SUGGESTED TOPICS

			<p>give good value for money</p> <p>Requirement: TBC</p> <p>Further Action: TBC</p>	
15.	Budget Role of Scrutiny	Scrutiny and GAP review the 'Budget'	<p>Consider: Why duplicate? Scrutiny could be critical friend, GAP could take on 'corporate scrutiny'</p> <p>Requirement: TBC</p> <p>Further Action: TBC</p>	
16.	Business development	How the council helps businesses in the district	<p>Consider: Value for money Audit trail Evidence of impact Audit and Governance can ensure minimisation of loss and waste</p> <p>Requirement: TBC</p> <p>Further Action: TBC</p>	
17.	Statutory/ Non-statutory service review.	Understanding of which services provided by the council are statutory	<p>Consider: Awareness when Council is judging service provision</p> <p>Requirement: TBC</p> <p>Further Action: TBC</p>	
18.	Relevant and relative responsibilities of Scrutiny and GAP	Clarity around roles of both committees – when does one committee refer an item to the other?	<p>Consider: Both committees working effectively for the benefit of the community.</p> <p>Requirement: TBC</p> <p>Further Action: TBC</p>	

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Agenda Item 8

Committee: Scrutiny

Date:

Title: Affordable Housing in the proposed Garden Communities Update

18 June 2018

Report Author: Councillor Alan Dean,
Chairman of the Scrutiny Committee

Summary

1. To assist officers in scoping a report back to the Scrutiny Committee, Councillors Dean, Susan Barker, Felton, Gerard and Redfern were invited to meet with officers to discuss the issue of affordable housing in the proposed garden communities.
2. For the Committee's information the following document summarises the issues raised and matters discussed at the meeting.

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NOTE OF AFFORDABLE HOUSING MEETING HELD ON 23 MAY 2018

Present:

Chairman: Councillor Dean

Councillors Barker, Felton and Redfern

Stephanie Baxter, Ben Ferguson, Sassi Mannion, Simon Payne, Judith Snares.

1. Updates since Scrutiny Committee – Affordable Housing in the proposed Garden Communities

The Chairman said the purpose of the group was to clarify the issue of affordable housing in the proposed garden communities. He said there was uncertainty over what was meant by 'affordable' and the Council needed to identify its key objectives in terms of an affordable housing policy.

Simon Payne said this was an opportunity for Members to express their priorities in terms of what was needed, and wanted in the District, and to influence the outcome of development through the planning/development process.

Councillor Redfern said there was confusion over the definition of 'affordable' and Members required advice from officers to ensure the full range of housing options were known to them.

The Chairman said it was fundamental that the Council knew what was needed in the District. He said once the need had been identified, then the Council could make plans towards managing housing need.

Members discussed a variety of issues and principles relating to affordable housing:

- The definition of 'Affordable Housing' – affordable for whom?
- The demographics of those who will live in the Garden Communities – commuter towns or homes for local workers?
- The generational issues that are linked to affordability and housing need – under 35's disadvantaged in terms of saving for a deposit and getting on the 'housing ladder'.

- The socio-economic issues linked to affordability and housing need in the District – will low earners working in Uttlesford be able to afford to live in the District?
- Right to Buy – exhausting social housing stock whilst not being able to fully utilise receipts due to central government rules, and being extended by government to Housing Association stock. How could the Council protect affordable housing schemes?

2. Verbal Briefing on Strategy and Plan making for the Garden Communities

Stephanie Baxter outlined the importance of 'land value capture', which could release resources to provide affordable homes at reduced cost.

Of particular interest to Members was the idea of using community land trust models for some of the affordable housing to ensure it remained affordable and available for local people in perpetuity. Stephanie Baxter said this would also give more flexibility and options in terms of the range of affordable housing that could be offered, such as Rent to Own, or shared ownership schemes.

Members agreed that prioritising local housing need should be a key objective in the Council's affordable housing policy.

3. Proposed Framework for Report to Scrutiny Committee

Simon Payne said the group would need to meet again before a report could be produced for the Scrutiny Committee. Members concurred and requested further information and evidence on the following:

- To define local housing need in Uttlesford – generation and demographic issues to be outlined.
- Forward projections – what will be needed in the future?
- Employment – how many jobs will be generated by the garden communities?
- Can a balance between commuters and local workers be achieved?
- Public spaces – how will they be shaped? Retail or social spaces?
- What is 'affordable' housing? Affordability fixed to income?
- Land Value Capture and affordable housing trusts.

Members agreed to hold the next meeting in approximately three weeks' time.

Committee: Scrutiny

Date:

Title: 2019/20 Local Council Tax Support Scheme

18th June 2018

Report Author: Angela Knight – Assistant Director – Resources

01799 510446

Summary

1. There is a requirement to annually review the Local Council Tax Support (LCTS) Scheme, and propose changes to the scheme for the following financial year. The decisions made, even if no change is proposed, must then be consulted upon before a decision is taken at Full Council in December on the final scheme for the following financial year.
2. As can be seen from the table in paragraph 8 Uttlesford has the lowest percentage contribution requirement of any authority in Essex. This demonstrates that whilst the council has had sufficient funds to support the scheme it has done so.
3. In 2013/14 when the original scheme was introduced the contribution rate was set at 8.5%. This increased in 2014/15 to 12.5% and it has remained at this rate for each subsequent year.

Recommendations

4. The Committee is recommended to provide feedback on the consultation to be carried out based on the following draft proposals:
 - i. The 2019/20 LCTS scheme is set on the same basis as the 2018/19 scheme and therefore the contribution rate is frozen for the fifth consecutive year.
 - ii. The Council continues to protect Vulnerable and Disabled Residents and Carer's on a low income.
 - iii. The empty homes premium is increased from 50% to 100% after 2 years of non-occupancy.

Financial Implications

5. Detailed in the main body of this report.

Background Papers

6. None.

Impact

Communication/Consultation	Proposals subject to public consultation and discussions with major preceptors
Community Safety	None.
Equalities	An equalities impact assessment will be completed as part of developing final proposals for decisions by Cabinet and the Council later in the year.
Health and Safety	None.
Human Rights/Legal Implications	Compliance with relevant legislation.
Sustainability	The objective is to achieve a financially sustainable set of arrangements.
Ward-specific impacts	None.
Workforce/Workplace	Ongoing demands on the Revenues & Benefits, Housing and Customer Service teams

Local Council Tax Support (LCTS)

7. LCTS replaced Council Tax Benefit (CTB) from 1 April 2013. The Council has adopted a scheme which has the following key elements:
 - a) Pensioners on low income protected from adverse changes (as required by Government)
 - b) Disabled people, carers and blind people on a low income receive discretionary protection from adverse changes
 - c) Working age people previously on full CTB pay no more than 12.5% of the council tax bill
 - d) £25 per week of earned wages income disregarded from assessment (to provide a work incentive)
 - e) Child Benefit and Child Maintenance disregarded from assessment (to minimise exacerbation of child poverty, or accusations of same)
 - f) Hardship Policy to enable additional support for genuine extreme hardship cases

Contribution Rates across Essex

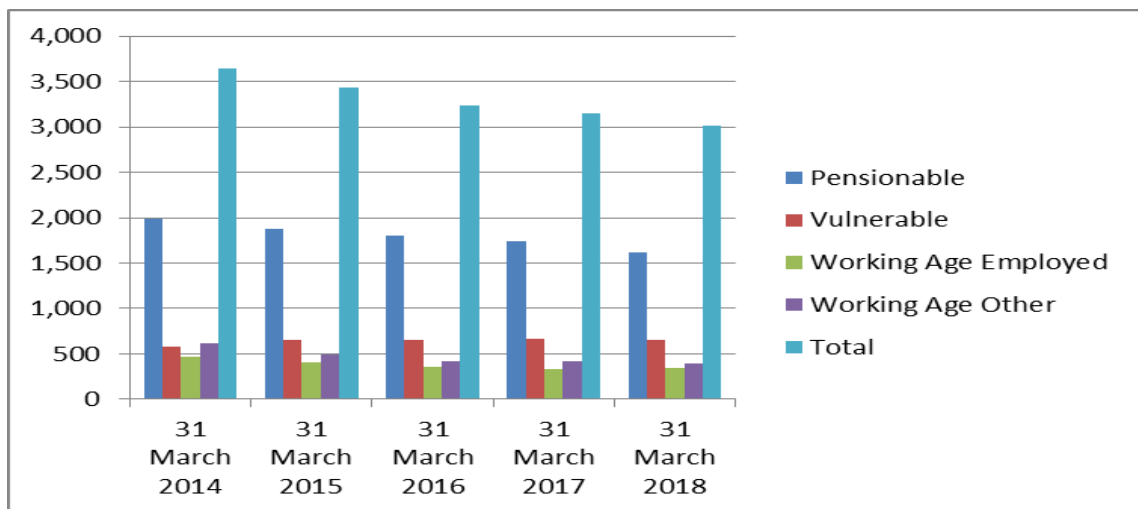
8. The council has the lowest percentage liability cap within Essex.

	Contribution Rate (%)					
	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
Basildon	15	25	25	25	25	25
Braintree	20	20	20	20	24	24
Brentwood	20	20	20	20	20	20
Castle Point	30	30	30	30	30	30
Chelmsford	20	23	23	23	23	23
Colchester	20	20	20	20	20	20
Epping Forest	20	20	20	25	25	25
Harlow	24	24	24	26	24	24
Maldon	20	20	20	20	20	20
Rochford	20	20	20	20	28	28
Southend-on-Sea	25	25	25	25	25	25
Tendring	15	15	20	20	20	20
Thurrock	25	25	25	25	25	25
Uttlesford	8.5	12.5	12.5	12.5	12.5	12.5

Caseload

9. The following table and graph details the caseload as at 31 March for each of the previous 5 years and shows a year on year overall reduction in claimants. There are some variations within different claimant groups; 2018 is the first year which shows a decrease in vulnerable and disabled.

	31-Mar-14	31-Mar-15	In year mov't	31-Mar-16	In year mov't	31-Mar-17	In year mov't	31-Mar-18	In year mov't
Pensionable	1,984	1,881	-103	1,807	-74	1,735	-72	1,621	-114
Vulnerable/Disabled	582	651	69	653	2	667	14	651	-16
Working Age - employed	470	406	-64	359	-47	334	-25	341	7
Working Age - unemployed	612	498	-114	417	-81	419	2	400	-19
Total Claimants	3,648	3,436	-212	3,236	-200	3,155	-81	3,013	-142



10. Whilst the decrease in working age claimants is positive it does mean any future changes to the scheme are directly impacting on a much smaller group of people. In addition, as the group is smaller the revenue raised from increasing the contribution rate has also decreased.

Increasing the Contribution Rate

11. If the cap is increased the scheme would generate more income. However as the Working Age group is reducing in size the amount of additional income per percentage point is also decreasing.
12. For each increase of 2.5% in the contribution rate it would generate an additional council tax potential income of £28,268 across all the preceptors of which the council would retain £3,958.
13. The impact of each 2.5% increase on a Working Age claimant who receives the maximum amount of LCTS would be an additional 73p per week to pay, adding up to £38 for a full year.
14. The financial gain and the claimant impact are detailed in the table below, the costings are based on all working age claimants paying a 12.5% contribution, as it is impossible to identify and calculate precise figures as the contribution level varies dependant on the claimant's financial circumstances.

Percentage Contribution	Average total	90%	Cost per year		
	liability income due (£)	Collection Rate (£)	Increase @ 2.5% increments (£)	to claimant (£)	Cost per week per claimant (£)
12.50%	157,045	141,340			
15%	188,454	169,608	28,268	38	0.73
17.50%	219,863	197,876	56,536	76	1.47
20%	251,272	226,144	84,804	114	2.20

Income Sharing Agreement

15. An Essex wide income sharing agreement was entered into with all billing authorities and major preceptors at the time of implementation of the new LCTS scheme.
16. The main principles of the agreement are to ensure a joint approach in maximising income collection, reduce fraud and ensure compliance.
17. By working proactively on fraud this ensures that our Taxbase is maintained at the maximum level generating extra revenue for both the major preceptors and billing authorities.
18. Preceptors receive a share of all income generated for Council Tax and this is allocated through the Collection Fund at year end.
19. The increased income generated specifically from these activities and internal decisions by UDC each year is monitored and the preceptors have agreed to share their element of the extra income with the Local Authorities.
20. Two posts are being funded through this agreement to work directly on all areas of fraud and compliance within Council Tax.

21. We are currently working with Essex County and other Local Authorities on the 'Next Steps for the Sharing Agreement'. Due to the success of this agreement for all parties it is anticipated that this will continue.
22. The income generated directly from this work will also be shared as per the agreement.

LCTS Administration, hardship and recovery funding

23. As part of the scheme the major preceptors (County, Fire and Police) provide funding of £34,000 per annum to employ an officer to ensure the efficient administration of the LCTS scheme. The officer also works with those people affected by the scheme to provide support in managing their payments and thereby avoiding costly recovery action being taken.
24. Essex County Council contributes £7,000 per annum towards the running of the hardship scheme which has a £15,000 annual budget (£8,000 UDC element).

Full cost of LCTS scheme

25. The following table shows that the forecast financial position for UDC in 2018/19 is a net cost of £209,000, based on the caseload as at 1 April 2018.

£ '000	LCTS Expenditure 2018/19	County, Fire and	UDC
		Police Share	Share 2018/19
LCTS Discounts	3,084	2,652	432
Major Preceptors - Sharing Agreement (16%)	0	192	(192)
Net of LCTS Scheme & Discounts	3,084	2,844	240
Major Preceptor LCTS Funding (Admin & Recovery)	0	34	(34)
LCTS Hardship Scheme	15	7	8
ECC Funding of Hardship Scheme	0	5	(5)
Total Net Cost	3,099	2,890	209

26. It would be expected that caseload would continue to reduce in line with previous years; the average annual reduction in claimants is approximately 150 (4%). This equates to an overall reduction in total expenditure of £32,000 and £5,000 saving to the Council.

£ '000	LCTS Expenditure 2019/20	County, Fire and	UDC
		Police Share	Share 2019/20
LCTS Discounts	3,052	2,625	427
Major Preceptors - Sharing Agreement (16%)	0	192	(192)
Net of LCTS Scheme & Discounts	3,052	2,817	235
Major Preceptor LCTS Funding (Admin & Recovery)	0	34	(34)
LCTS Hardship Scheme	15	7	8
ECC Funding of Hardship Scheme	0	5	(5)
Total Net Cost	3,067	2,863	204

Empty Homes Premium

27. This premium was introduced to bring empty homes back into use and help address the housing shortfall. The move is one of a range of measures introduced by the government to fix the country's broken housing market, and councils will be able to use funds from the premium to keep Council Tax levels down for working families.
28. From 1 April 2013, central government gave powers to billing authorities allowing them to charge a premium on a class of property that has been unoccupied and unfurnished for 2 years or more. The premium can be up to 50% of the Council Tax on the property.
29. The above powers are currently going through legislative process to allow councils to increase the premium to 100% of the council tax on a property that has been unoccupied and unfurnished for 2 years or more.
30. Through the New Homes Bonus Scheme the Council can earn the same financial reward for bringing an empty home back into use as for building a new one.
31. The exceptions to the premium are listed below;
 - a) If the owner is living in Armed Forces accommodation or job related accommodation
 - b) dwellings which form annexes in a property which are being used as part of the main residence or dwelling in that
32. There are currently 70 properties in the district that are attracting a premium. We have a dedicated member of staff in the Environmental Health Team who works directly with owners to assist them in bringing the properties back into use.

Consultation

33. It is intended that the consultation would be conducted in (July/August tbc). The consultation would include:
 - a) Citizens Panel e-survey
 - b) UDC Website / online survey
 - c) All Preceptors
34. The results of the consultation will be included in the reports presented to Cabinet and Scrutiny in the autumn.

Timetable

35. The table below sets out the timetable for the setting of the 2019/20 LCTS Scheme

Scrutiny	18 th June 2018	To provide feedback on the consultation to be carried out based on the draft proposals
Cabinet	12 th July 2018	Report to agree draft proposals and initiate consultation process
Consultation process – To be confirmed	July/August 2018	Citizens Panel e-survey UDC Website / on line survey Town/parish councils Discussions with major preceptors
Scrutiny	20 th November 2018	Opportunity to review consultation outcomes and final proposals prior to consideration by Cabinet and Full Council
Cabinet	29 th November 2018	Consider consultation responses and determine final proposals for 2019/20
Full Council	4 th December 2018	Approve 2019/20 LCTS scheme

Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
Assumptions about costs and income levels are incorrect	3 (a high degree of variability and estimation is involved)	3 (adverse or favourable cost affecting the council budget/collection fund)	Monitor trends closely and review scheme each year to make necessary adjustments.

1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project.

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