



HILLINGDON
LONDON



Cabinet

Councillors in the Cabinet

Date: THURSDAY, 19 MAY 2016

Time: 7.00 PM

Venue: COMMITTEE ROOM 6 -
CIVIC CENTRE, HIGH
STREET, UXBRIDGE UB8
1UW

**Meeting
Details:** Members of the Public and
Press are welcome to attend
this meeting.

Ray Puddifoot MBE (Chairman)
Leader of the Council

David Simmonds CBE (Vice-Chairman)
Deputy Leader / Education & Children's Services

Jonathan Bianco
Finance, Property & Business Services

Keith Burrows
Planning, Transportation & Recycling

Philip Corthorne
Social Services, Housing, Health & Wellbeing

Douglas Mills
Community, Commerce & Regeneration

Richard Lewis
Central Services, Culture & Heritage

Published: Wednesday, 11 May 2016

Contact: Mark Braddock

Tel: 01895 250470

Email: mbraddock@hillington.gov.uk

This Agenda is available online at:
www.hillingdon.gov.uk

Lloyd White
Head of Democratic Services
London Borough of Hillingdon,
3E/05, Civic Centre, High Street, Uxbridge, UB8 1UW
www.hillingdon.gov.uk

Putting our residents first

Useful information for residents and visitors

Watching & recording this meeting

You can watch the public (Part 1) part of this meeting on the Council's YouTube channel, live or archived after the meeting. Residents and the media are also welcome to attend in person, and if they wish, report on the public part of the meeting. Any individual or organisation may record or film proceedings as long as it does not disrupt proceedings.

Watch a **LIVE** broadcast of this meeting on the Council's YouTube Channel: *Hillingdon London*

Those attending should be aware that the Council will film and record proceedings for both official record and resident digital engagement in democracy.



It is recommended to give advance notice of filming to ensure any particular requirements can be met. The Council will provide seating areas for residents/public, high speed WiFi access to all attending and an area for the media to report. The officer shown on the front of this agenda should be contacted for further information and will be available to assist.

When present in the room, silent mode should be enabled for all mobile devices.

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Lifts must not be used unless instructed by a Fire Marshal or Security Officer. In the event of a SECURITY INCIDENT, follow instructions issued via the tannoy, a Fire Marshal or a Security Officer. Those unable to evacuate using the stairs, should make their way to the signed refuge locations.



Notice

Notice of meeting and any private business

The London Borough of Hillingdon is a modern, transparent Council and through effective Cabinet governance, it seeks to ensure the decisions it takes are done so in public as far as possible. Much of the business on the agenda for this Cabinet meeting will be open to residents, the wider public and media to attend. However, there will be some business to be considered that contains, for example, confidential, commercially sensitive or personal information. Such business is shown in Part 2 of the agenda and is considered in private. Further information on why this is the case can be sought from Democratic Services.

This is formal notice under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 to confirm that the Cabinet meeting to be held on:

19 May 2016 at 7pm in Committee Room 6, Civic Centre, Uxbridge

will be held partly in private and that 28 clear days public notice of this meeting has been given. The reason for this is because the private (Part 2) reports listed on the agenda for the meeting will contain either confidential information or exempt information under Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it. An online and a hard copy notice at the Civic Centre in Uxbridge indicates a number associated with each report with the reason why a particular decision will be taken in private under the categories set out below:

- (1) information relating to any individual
- (2) information which is likely to reveal the identity of an individual
- (3) information relating to the financial or business affairs of any particular person (including the authority holding that information)
- (4) information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
- (5) Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
- (6) Information which reveals that the authority proposes (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) to make an order or direction under any enactment.
- (7) Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

Notice of any urgent business

To ensure greater transparency in decision-making, 28 clear days public notice of the decisions to be made both in public and private has been given for these agenda items. Any exceptions to this rule are the urgent business items on the agenda marked *. For such items it was impracticable to give sufficient notice for a variety of business and service reasons. The Chairman of the Executive Scrutiny Committee has been notified in writing about such urgent business.

Notice of any representations received

No representations from the public have been received regarding this meeting.

Date notice issued and of agenda publication

11 May 2016
London Borough of Hillingdon

Agenda

- 1 Apologies for Absence
- 2 Declarations of Interest in matters before this meeting
- 3 To approve the minutes of the last Cabinet meeting 1 - 10
- 4 To confirm that the items of business marked Part 1 will be considered in public and that the items of business marked Part 2 in private

Cabinet Reports - Part 1 (Public)

- 5 Older People's Plan Update (Cllr Ray Puddifoot MBE & Cllr Philip Corthorne) 11 - 26
- 6 Carers Strategy Progress Update (Cllr Philip Corthorne) 27 - 48
- 7 Temporary Accommodation and Private Rented Sector Offer Placement Policy (Cllr Philip Corthorne) 49 - 90
- 8 School Capital Programme Update (Cllr David Simmonds CBE & Cllr Jonathan Bianco) 91 - 98

Cabinet Reports - Part 2 (Private and Not for Publication)

- | | | |
|-----------|--|-----------|
| 9 | 0-19 Healthy Child Pathway & Speech and Language Therapy - Contract Extensions (Cllr Philip Corthorne & Cllr David Simmonds CBE) | 99 - 104 |
| 10 | Integrated Advocacy Service - Contract Award (Cllr Philip Corthorne) | 105 - 118 |
| 11 | Best Interest Assessment Service - Contract Award (Cllr Philip Corthorne) | 119 - 130 |
| 12 | Environmental Enforcement Service - Contract Award (Cllr Keith Burrows & Cllr Douglas Mills) | |

REPORT TO FOLLOW

The reports listed above in Part 2 are not made public because they contains exempt information under Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it.

- 13** Any other items the Chairman agrees are relevant or urgent

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Minutes

Cabinet

Thursday, 21 April 2016

Meeting held at Committee Room 6 - Civic Centre,
High Street, Uxbridge UB8 1UW



Published on: 22 April 2016

Decisions come into effect from: Friday 29th April 2016 *

Cabinet Members Present:

Ray Puddifoot MBE (Chairman)
David Simmonds CBE (Vice-Chairman)
Douglas Mills
Jonathan Bianco
Scott Seaman-Digby
Keith Burrows
Philip Corthorne

Members also Present:

John Riley
Wayne Bridges
Brian Crowe
Janet Duncan
Beulah East
Mo Khursheed
Susan O'Brien
Nick Denys
Becky Haggar
Henry Higgins
Jane Palmer
Jan Sweeting

Before the start of the meeting, the Leader of the Council, Councillor Ray Puddifoot MBE, recorded the Cabinet's congratulations to HM The Queen on her 90th Birthday. On behalf of the people of Hillingdon, he praised the dedication and service she has given to the Country over many years. Members present echoed the tribute.

1. APOLOGIES FOR ABSENCE

All Members were present.

2. DECLARATIONS OF INTEREST IN MATTERS BEFORE THIS MEETING

No interests were declared.

3. TO APPROVE THE MINUTES OF THE LAST CABINET MEETING

The minutes and decisions of the Cabinet meeting held on 17 March 2016 were agreed as a correct record.

4. TO CONFIRM THAT THE ITEMS OF BUSINESS MARKED PART 1 WILL BE CONSIDERED IN PUBLIC AND THAT THE ITEMS OF BUSINESS MARKED PART 2 IN PRIVATE

Items, as set out on the agenda listed in public and private, were confirmed.

5. MONTHLY COUNCIL BUDGET MONITORING REPORT - M11

RESOLVED:

That Cabinet:

- 1. Note the forecast budget position as at February 2016 (Month 11).**
- 2. Agree that during the period of 21 April 2016 to the Cabinet scheduled in June 2016, delegated authority be given to the Corporate Director of Finance, in full consultation with the Leader of the Council, to make any necessary revenue or capital budget virements, allocate priority growth funds, release contingency, agree fees/charges or accept grants that may be required for service or project delivery within the overall budget framework approved by Council on 25 February 2016. Furthermore, that any such decisions made, be reported to the June 2016 Cabinet meeting for ratification.**
- 3. Continue the delegated authority up until the June 2016 Cabinet meeting to the Chief Executive to approve any consultancy and agency assignments over £50k, with final sign-off of any assignments made by the Leader of the Council. Cabinet are also asked to note those consultancy and agency assignments over £50k approved under delegated authority between the 17 March 2016 and 21 April 2016 Cabinet meetings, detailed at Appendix F.**
- 4. Approve introduction of a fine of up to a maximum of £5,000 for any letting and property management agent refusing to join a Government approved redress scheme;**
- 5. Approve to commit £50,000 to the Uxbridge BID Company to assist in securing a Business Improvement District for Uxbridge.**
- 6. Approve acceptance of Planning Performance Agreement income in respect of the following applications:**
 - 36-40 Rickmansworth Road, Northwood (£23,500)**
 - Gatefold Development, Blyth Road, Hayes (£12,000)**
- 7. Ratify the release of agreed funds from the 2016/17 development and risk contingency into the Residents Services Budget following the outcome of recent legal proceedings in relation to a planning matter in the Barnhill Ward and following the Cabinet Member decision taken by the Leader of the Council under special urgency on 1 April 2016 authorising expenditure.**
- 8. Approve the introduction of the following planning fees from 3 May 2016:**

- Requests for confirmation of compliance with an Enforcement Notice, Breach of Condition Notice or other similar Notice under the Planning Acts (£196)
 - Requests to withdraw an extant Enforcement Notice, Breach of Condition Notice or other similar Notice under the Planning Acts (£196).
9. Approve the introduction of the following new registrars fees from 3 May 2016:
- Webcasting of wedding ceremonies (£70)
 - Conducting Civil Funerals (Civil Celebrants) (£180)
 - Passport Checking Service (£15)
10. Delegates authority to the Deputy Chief Executive and Corporate Director of Residents Services, in consultation with the Leader of the Council and Cabinet Member for Community, Commerce and Regeneration, to make the necessary decisions for 2016/17 Community Safety Grant contributions to the Metropolitan Police Service for local community policing priorities, reporting back to Cabinet in June for ratification.

Reasons for decision

Cabinet received the final latest forecast revenue, capital and treasury position for the current year 2015/16 to ensure the Council achieved its budgetary and service objectives. Cabinet welcomed the strong financial position of the Council approaching year-end.

Cabinet agreed the introduction of a statutory fine for letting and property management agents who do not sign up to a Government approved redress scheme; new fees for planning enforcement and registrars services, granted funding towards the development of the Uxbridge Business Improvement District and accepted income to assist with large development projects in the Borough.

Cabinet received an addendum to provide delegated authority to make the necessary grant payments to the Metropolitan Police for local community safety activities.

Alternative options considered and rejected

None.

Officer to action:

Paul Whaymand, Finance Directorate

Classification: Public

The report and any background papers relating to this decision by the Cabinet are available to view on the Council's website or by visiting the Civic Centre, Uxbridge.

6. SCHOOL CAPITAL PROGRAMME UPDATE

RESOLVED:

That Cabinet:

- 1) Note the progress made with primary and secondary school expansions, the school condition programme and other school capital projects.**
- 2) Delegate full authority to the Leader of the Council and Cabinet Member for Finance, Property and Business Services, in consultation with the Deputy Chief Executive and Director of Residents Services, to make all necessary procurement and financial decisions, including approving which schools are to expand, the appointment of consultancies and the placing of building contracts required for the permanent expansion of 3 primary schools as part of phase 4 of the primary school expansion programme.**

Reasons for decision

Cabinet received its regular update on London's largest school building programme to ensure that every child in the London Borough of Hillingdon would have a quality place at a local school. Delegated authority was given to expand further primary schools in the Borough to meet demand.

Alternative options considered and rejected

None.

Officer to action:

Bobby Finch, Residents Services

Classification: Public

The report and any background papers relating to this decision by the Cabinet are available to view on the Council's website or by visiting the Civic Centre, Uxbridge.

7. BUDGET MANAGEMENT SOFTWARE - CONTRACT AWARD

RESOLVED:

That Cabinet approves the award of a Budget Management Software contract to Advanced Business Software and Solutions Limited for an initial period of 3 years to commence from June 2016, with the options to extend for a further 2 x 1 year periods upon mutual agreement.

Reasons for decision

Following a competitive tender exercise, Cabinet agreed the most economically advantageous tender for budget management software to further strengthen the gathering, analysing, reporting and planning of key budget and business information for individual services and officer budget holders.

Alternative options considered and rejected

Cabinet could have decided to continue with the current traditional system of internal spreadsheet accounting methodology, but considered that this would impact upon the quality of financial information and limit future efficiency savings as a result.

Officers to action:

Nancy Leroux, Finance
Jo Allen, Finance

Classification: Private

Whilst the Cabinet's decisions above are always made public, the officer report relating to this matter is not because it was considered in the private part of the meeting and contained information relating to the financial or business affairs of any particular person (including the Authority holding that information) and the public interest in withholding the information outweighed the public interest in disclosing it (exempt information under paragraph 3 of Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 as amended.

8. CARERS SUPPORT SERVICES - CONTRACT AWARD

RESOLVED:

That the Cabinet approves the appointment of Hillingdon Carers for a period of five years at a total cost of £3,100k commencing on 1st September 2016 to provide Carers services to Carers.

Reasons for decision

Following a competitive tender conducted under OJEU rules, Cabinet awarded a contract to Hillingdon Carers, as the lead organisation, for a new Carers Support Service. The service will increase support to Carers within the Borough, make it easier for them to access advice, information and support, whilst also delivering savings.

Alternative options considered and rejected

Cabinet could have extended the existing contract or sought an alternative procurement route, but discounted these options because they would not have delivered the necessary changes required under the Care Act 2014 or value for money services.

Officers to action:

John Higgins, Social Care
Elizabeth Harris, Finance

Classification: Private

Whilst the Cabinet's decisions above are always made public, the officer report relating to this matter is not because it was considered in the private part of the meeting and contained information relating to the financial or business affairs of any particular person (including the Authority holding that information) and the public interest in withholding the information outweighed the public interest in disclosing it (exempt information under paragraph 3 of Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 as amended).

9. ROYAL BRITISH LEGION SITE, STATION ROAD, WEST DRAYTON

RESOLVED:

That Cabinet:

- 1. Authorise the lifting of the restrictive covenant to allow the Royal British Legion to sell the site at Station Road, West Drayton for residential use and;**
- 2. Delegate authority to the Deputy Chief Executive and Corporate Director for Residents Services, in consultation with the Leader of the Council and the Cabinet Member for Finance, Property and Business Services, to make all subsequent decisions about the future of the property transaction.**

Reasons for decision

Cabinet agreed to lift a restrictive covenant on the site owned by the Royal British Legion Club House in West Drayton to enable them to develop the site for residential use going forward, helping to meet housing demand in the Borough whilst also raising funds for the Royal British Legion itself. Cabinet praised the work of the organisation in providing lifelong support to the Armed Forces community.

During the meeting, Cabinet also noted the wider investment the Council had made in West Drayton's community facilities.

Alternative options considered and rejected

Cabinet could have not allowed the restriction to be lifted, limiting opportunities for the Royal British Legion going forward.

Officer to action:

John McKenna, Residents Services

Classification: Private

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10. PROPERTY ON SWAKELEYS ROAD, ICKENHAM

RESOLVED:

That the Cabinet:

- 1. Declare the site surplus to requirements;**
- 2. Authorise the disposal of the site on the open market on a long leasehold basis;**
- 3. Delegate authority to the Leader of the Council and the Cabinet Member for Finance, Property and Business Services, in conjunction with the Deputy Chief Executive and Corporate Director for Residents Services, to make all subsequent decisions about the future of the site.**

Reasons for decision

Cabinet declared two vacant Council properties, nos. 236 and 234A Swakeleys Road, Ickenham UB10 8AU, surplus to requirements and approved their disposal without planning consent on the open market to ensure best value would be obtained.

Alternative options considered and rejected

Cabinet could have decided to not sell the site or sell the site with planning permission or convert the properties for affordable or discounted sale housing. However, Cabinet determined that the strategic priority for this site was to obtain a receipt to support the Council's wider capital and housing investment programme.

Officers to action:

J Markwell & J McKenna, Residents Services

Classification: Private

Whilst the Cabinet's decisions above are always made public, the officer report relating to this matter is not because it was considered in the private part of the meeting and contained information relating to the financial or business affairs of any particular person (including the Authority holding that information) and the public interest in withholding the information outweighed the public interest in disclosing it (exempt information

under paragraph 3 of Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 as amended.

11. REFUSE & RECYCLING SACKS - CONTRACT AWARD

RESOLVED:

That Cabinet agrees to award a 3 year contract, with the option of a one year extension, to JPK Trade Supplies Ltd, for the supply of the full range of refuse and recycling sacks and bags to the London Borough of Hillingdon, with a contract commencement date of 1st June 2016.

Reasons for decision

Following the conduct of an OJEU compliant competitive tender process, Cabinet approved a three year contract to one supplier, to provide the full range of recycling, garden waste and waste sacks used by the Council. Cabinet noted the bags and sacks had been independently tested for durability, whilst also being competitively priced.

Alternative options considered and rejected

None. Cabinet chose the most economically advantageous supplier which would also assist the Council delivering savings through higher recycling rates and the diversion of waste away from final disposal through landfill or energy from waste.

Officers to action:

Colin Russell, Residents Services
Allison Mayo, Finance Directorate

Classification: Private

Whilst the Cabinet's decisions above are always made public, the officer report relating to this matter is not because it was considered in the private part of the meeting and contained information relating to the financial or business affairs of any particular person (including the Authority holding that information) and the public interest in withholding the information outweighed the public interest in disclosing it (exempt information under paragraph 3 of Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 as amended.

12. VOLUNTARY SECTOR LEASES

RESOLVED:

That Cabinet agrees the leases as out in the report, which is subject to negotiation with the voluntary sector organisation detailed in this report, and instructs the Deputy Chief Executive and Corporate Director of Residents Services to then commission the Borough Solicitor to complete the appropriate legal documentation.

Reasons for decision

Cabinet agreed to the renewal of leases for a car workshop at the West Drayton Young People's Centre to develop skills locally and to the West Drayton Youth Football and Sports Club used for a variety of community activities.

Alternative options considered and rejected

Cabinet could have chosen not to apply the Voluntary Sector Leasing Policy.

Officer to action:

Michelle Wilcox, Residents Services

Classification: Private

Whilst the Cabinet's decisions above are always made public, the officer report relating to this matter is not because it was considered in the private part of the meeting and contained information relating to the financial or business affairs of any particular person (including the Authority holding that information) and the public interest in withholding the information outweighed the public interest in disclosing it (exempt information under paragraph 3 of Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 as amended).

13. ANY OTHER ITEMS THE CHAIRMAN AGREES ARE RELEVANT OR URGENT

No additional items were considered by the Cabinet.

The meeting closed at 7.25pm.

*** IMPLEMENTATION OF CABINET'S DECISIONS**

Meeting after Cabinet, the Executive Scrutiny Committee did not call-in any of the Cabinet's decisions. These can therefore be implemented from 5pm, Friday 29th April 2016 upon the expiry of the scrutiny call-in period, unless notified otherwise.

The officers to implement the decisions are indicated in the minutes.

The public part of this Cabinet meeting was filmed live on the Council's YouTube Channel to increase transparency in decision-making. These minutes remain the official definitive record of proceedings.

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OLDER PEOPLE'S PLAN UPDATE 2015-16 END OF YEAR

Cabinet Member(s)	Councillor Ray Puddifoot MBE Councillor Philip Corthorne
Cabinet Portfolio(s)	Leader of the Council Social Services, Housing, Health & Wellbeing
Officer Contact(s)	Kevin Byrne, Administration Directorate
Papers with report	Appendix A - Plan update

1. HEADLINE INFORMATION

Summary	To provide an update on the progress with delivering the actions in the plan for older people.
Putting our Residents First	This report supports the following Council objective of: <i>Our People</i> The Older People's Plan assists the Council to deliver its plans to put residents first. Supporting older people to live independent, active, healthy lives and providing opportunities to improve well-being is key to Hillingdon's Health and Wellbeing Strategy.
Financial Cost	There are no additional cost implications for the Council in respect of this report. The projects detailed in this report are financed from within existing resources across the Council including the "Leader's Initiative" Fund.
Relevant Policy Overview Committee	Social Services, Housing and Health
Ward(s) affected	All

2. RECOMMENDATION

That Cabinet notes the successes to date and continued progress to deliver the Older People's Action Plan during 2015-16 to improve the quality of life, health and wellbeing of older people in Hillingdon.

Reasons for recommendation

The Older People's Plan endorses the commitment from the Council and its partners to the continued improvement of services and support designed to create a better quality of life for older people in Hillingdon. The plan supports the Council to put residents first and contributes to improving the health and wellbeing of Hillingdon's older residents.

Alternative options considered / risk management

None considered

Policy Overview Committee comments

None at this stage.

3. INFORMATION

The headline results from the 2011 Census demonstrate that more and more people in Hillingdon are living longer. Supporting older people to live independent, active lives, to make a positive contribution to local communities and helping older people to feel safer in their homes and in the wider community is at the heart of improving the health and wellbeing of older people in Hillingdon and contributes to the priorities of the Health and Wellbeing Strategy.

In Hillingdon there are well-established arrangements to hear from older people and keep Hillingdon's older residents informed and involved across the Borough on important matters. This includes their involvement through Hillingdon's Older People's Assembly.

Hillingdon's Older People's Plan, led by the Older People's Champion (Cllr Ray Puddifoot, Leader of the Council) sets out a range of actions that the Council and its partners are undertaking in response to issues that older people in Hillingdon have said are important to them. The key themes in the plan include: safety and security; preventative care; keeping independent and healthy; supporting older people in the community; and housing. The action plan is regularly updated and monitored by the Older People's Champion.

There have been a number of achievements during 2015-16 highlighted in the summary below. This includes service improvements supported by the Leader's Initiative developed both within the community, with partners and across Council services to enable older people to remain independent, active and healthy. The full update is attached at Appendix A.

Safety and Security

- Free burglar alarms – To date, the burglar alarm scheme funded by the Leader's Initiative has fitted more than 7,000 free alarms to the homes of older residents. Phase 8 of the scheme (1000 alarms) is completed, with 220 alarms from Phase 9 installed by the end of March 2016. Satisfaction with the scheme remains high; out of 87 responses in Q4, 98% are happy with the alarm, 65% feel safer in their own home and 45% are less scared of being burgled.
- Tackling rogue traders – Council officers continue to respond quickly to reports of rogue traders. When complaints are received officers review the circumstances of each case

and decide if an intervention is required. 6 reports of possible doorstep crime were received in Q4 making a total 15 for the year 2015-16. Interventions prevented a further £15k being paid out (in one instance, in a neat reversal of the usual scenario, neighbours took the builder to the bank to return £18k to the victim!).

Preventative Care

- Joined-up preventative services – The TeleCareLine service supports residents to live safely and independently in their own homes using a range of equipment, such as sensors and detectors all connected back to a local staffed control centre to provide assistance to older people if needed.

From 1st April 2014 the TeleCareLine Scheme has been extended to be free to older people aged 80 years or older. As at 31st March 2016, 4,674 service users (4,220 households) were in receipt of a TeleCareLine equipment service, of which 3,582 people were aged 80 years or older.

Between 5th April 2015 and 31st March 2016, 1,326 new service users have joined the TeleCareLine Service of which 881 were aged over 80.

The development of services like TeleCareLine is part of a broader strategy in Hillingdon working to help reduce the need and frequency for admission to hospital or a nursing home for people with needs arising from a stroke, incontinence, dementia and injuries arising from a fall.

Keeping Independent and Healthy

- Active ageing - A range of activities are in place and available to older people in Hillingdon. These include Drumunity, a drumming activity specifically targeted to service users with dementia, chair-based exercise and bike rides.

Tea dances - Between April 2015 - March 2016 there have been twelve tea dances with a total of 1549 attendances. Older people say that the 'dances encourage them to be more active, make friends and feel less lonely' and their feedback continues to be mapped against the 'Five Ways to Wellbeing' measures.

Free swimming – The Council has continued to provide free swimming sessions to support older people to live an active and healthy lifestyle. The programme for older people to take up free swimming continues to be popular and from December 2015 to February 2016, over 65's took part in a total of 5,353 free swimming sessions across all the pools. There was a slight drop in admissions at Botwell Leisure Centre but all other facilities have increased or maintained the same level of participation.

Free swimming lessons commenced from 28th April 2014 and continue to be popular at Highgrove, Botwell and Hillingdon Sports & Leisure Complex where lessons take place on a termly basis. Attendance has remained stable across the pools and enrolments at the end of quarter four are as per the last quarter, with beginner classes continuing to be the most popular. Lessons have been particularly popular at Highgrove Pool.

- Extending the Brown Badge Parking Scheme – The Brown Badge Parking Scheme offers older people a designated place to park their car / vehicle which means older people are closer to amenities. This can help to maintain their independence and encourages older people to get out and about to reduce the risk of social isolation.

The number of our older residents applying for a brown badge continues to increase and since January 2016, a total of 428 new Brown Badges were issued to our older residents. This brings the total number of new Brown Badge issued during 2015-16 to 1,745 and there are currently a total of 9,980 active users.

The majority of new Brown badge applications are now being made online at a time that suits the applicant. During 2015-16, 1,112 (63.7%) of the Brown Badge applications have been made using the online application system.

The installation of additional Brown Badge bays in Devonshire Lodge car park, Eastcote, has been completed to assist Brown Badge holders that have to visit the adjacent health centre.

Supporting Older People in the Community

- Support for older people during the economic down-turn - During 2015/16, a total of 181 older people were referred for a Financial Health Check, of which 89 received a benefit check, leading to £346,723 being generated for the community.
- Allotments - The free allotment scheme continues to be very popular with 236 plots allocated to over 65's across all 28 Council managed allotments sites. Concessions of a half price plot have also been offered to residents in receipt of benefits who are over 60 and some charitable organisations.
- Supporting community events - A number of community groups for older people have been granted funding to hold parties/events to commemorate the Queen's 90th birthday in June 2016. Grants have also been provided to the Alzheimer's Society to delivery 'Singing for the Brain' activities in the north of the Borough and to the Dovetail Dining Centre for replacement windows. Feedback from older people and community groups continues to be very positive.

Housing

- Home adaptations – In the fourth quarter of 2015-16, seven essential repair grants were completed consisting of boiler replacements, external roofing works & window replacement works and a total of 107 homes had major adaptations completed to enable disabled occupants to continue to live at home. This includes adaptations to the homes of 47 older people, of which 23 were in the private sector.

Handy Person Service - Age UK Hillingdon continue to support older people in their homes by providing a range of services as part of the Handy Person Service. For a small fee, the service can provide help with plumbing, carpentry, heating etc. Age UK can also help residents find a trusted tradesperson, if the task is beyond the scope of their service. In 2015/16 the service undertook 2477 jobs for older people in the Borough.

Financial Implications

There are no additional cost implications for the Council in respect of this report. The projects detailed in this report are financed from within existing resources across the Council including the "Leader's Initiative" Fund.

4. EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

What will be the effect of the recommendation?

The Older People's Plan is welcomed by older people as positively continuing to raise their value and profile and is an opportunity to improve the lives of older people in the community.

Consultation carried out or required

Regular feedback from the Hillingdon Older People's Assembly Steering Group and Older People's Assembly is used to help shape future priorities. The Older People's Assembly in Hillingdon periodically receives progress updates on delivering the promises set out within the Older People's Plan.

5. CORPORATE IMPLICATIONS

Corporate Finance

Corporate Finance has reviewed this report and the associated financial implications, noting that the broad range of initiatives outlined above are fully funded within the existing budgets - including the Leader's Initiative.

Legal

Before the Cabinet is a progress update report on the delivery of Hillingdon's Older Peoples' Plan for the year 2015/16.

Under the Council's Constitution the Cabinet has the appropriate powers to agree the recommendation proposed at the outset of this report.

There are no legal issues arising out of the recommendation proposed at the outset of this report.

6. BACKGROUND PAPERS

NIL

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Older People's Action Plan 2015/16 end of year update

Ref No	Task	Actions	Lead	Target Dates	Progress Update
1. Safety and Security					
1.1	Increase home security amongst older people.	1.1.1 Ensure burglar alarms are maintained and install those commissioned by the Leader (phases 8&9)	Vicky Trott	31.03.16	<p><u>Ongoing</u> – To help older people feel safe and secure burglar alarms have been installed into the homes of older people.</p> <p>As at end of March 2016, Phase 8 installations are complete and 220 installs have been completed for Phase 9. Over 7000 alarms have now been fitted.</p> <p>Satisfaction with the scheme remains high; out of 87 responses in Q4, 98% are happy with the alarm, 65% feel safer in their own home and 45% are less scared of being burgled.</p>
1.2	Take action to tackle rogue traders.	1.2.1 Address reports of Rogue Traders including raising awareness of financial scams over the telephone	Susan Pollitt	31.03.16	<p><u>Ongoing</u> - Council officers continue to respond quickly to reports of rogue traders. When complaints are received officers review the circumstances of each case and decide if an intervention is required.</p> <p>Trading Standards received 6 reports of possible doorstep crime in Q4 making a total 15 for the year 2015-16. Interventions prevented a further £15k being paid out (in one instance, in a neat reversal of the usual scenario, neighbours took the builder to the bank to return £18k to the victim!).</p> <p>Officers took part in the national day of action in partnership with the Police. 'Operation Liberal' targets traders who may be rogue traders in that they operate by doorstep means targeting the elderly and vulnerable. It is an opportunity to promote the message to residents about doorstep crime and how to protect themselves against it. On the day, 18 traders working in the Ruislip area were approached, their paperwork was checked and they were given advice about new legislation that has recently come into force. The home owners were also spoken to as part of the checks.</p>

					Officers also supported 2 fraud and scam awareness events held by local banks.
		1.2.2 Promote home safety by training front-line staff to provide advice when they visit older people at home. Roll-out a new training programme to staff working in a range of agencies.	Gary Collier/ Claire Lynch	31.03.16	Hillingdon4All (H4A) Health and Wellbeing Gateway: £195k funding has been approved by HCCG with start up delivery starting in April 2016. The H4A vehicle is now a key part of Hillingdon's Better Care Fund Plan. A training programme for front line staff about making every contact count (MECC) is currently on hold and will be reviewed for expected delivery in Q2 2016-17.
2. Preventative Care					
2.1	Assist vulnerable people to secure and maintain their independence	2.1.1 Continue to deliver the TeleCareLine service	Sinead Mooney	31.03.16	<u>Ongoing</u> - From 1st April 2014 the TeleCareLine Scheme has been extended to be free to older people aged 80 years or older. As at 31st March 2016, 4,674 service users (4,220 households) were in receipt of a TeleCareLine equipment service, of which 3,582 people were aged 80 years or older. Between 5th April 2015 and 31st March 2016, 1,326 new service users have joined the TeleCareLine Service of which 881 were aged over 80.
		2.1.2 Deliver the scheme to use a technology bracelet to help support at least 50 older people with dementia to live independently.	Linda Russell	31.03.16	<u>On going</u> - As at 31st March 2016, a total of 79 Older people have been issued with the GPS technology (Vega Watch) since the scheme started. Of the 79, 49 have been returned, 2 have been lost and 28 remain active. Of the 49 returns, 46 were due to the technology no longer being suitable as their condition had changed and 3 people had passed away.

3. Keeping Independent and Healthy (Health and Wellbeing)					
3.1	Ensure all new and existing service users / carers are offered a personal budget.	3.1.1 Monitor personal budgets that lead to direct payments and pre-paid cards to meet individual needs rather than just offering personal budgets.	Nina Durnford/ Toni Brown	31.03.16	<p><u>Ongoing</u> – A personal care budget gives people who need care and support a greater say on deciding their support arrangements to suit their own needs.</p> <p>As at the end of March 2016, 99.3% of clients aged 65+ were in receipt of a personal budget (1,911 out of 1,925 older people in receipt of an eligible long term service)</p> <p>Of the 1,911 older people in receipt of a personal budget, 162 (8.5%) are receiving this in the form of a pre-paid card or direct payment whether completely (107 older people) or partially (55 older people)</p> <p>Although this percentage is low, it is not unusual for older people to prefer the Council arranging their care and support. In order to increase this percentage, the social care market would need to be developed further to provide more choice for residents so that they can use the direct payment process</p>
3.2	Provide opportunities for older people to participate in sport and physical activity.	3.2.1 Work with a range of partners to deliver and promote take-up of physical activity as part of Hillingdon's Health and Wellbeing Strategy	Claire Lynch	31.03.16	<p><u>Ongoing:</u> <u>Wellbeing days and activities</u> Between April 2015 - March 2016, there have been six Wellbeing days with a total of 306 attendances.</p> <ul style="list-style-type: none"> ● Two were for people living with dementia - 80 participants, ● One was an Older People's food event - 80 participants ● One generic wellbeing day - 60 participants ● One line dance event - 56 participants ● One was for housebound residents living with dementia - 30 participants <p>These sessions offer participants the opportunity to access information about local services and take part in activities such as chair-based exercise and 'sing-a-longs'.</p> <ul style="list-style-type: none"> ● Feedback from Older People: <i>'I have been very depressed since my husband died, now I feel healthy and active and I have met new friends and started new weekly activities.'</i>

				<ul style="list-style-type: none"> • Feedback from stallholder: “ <i>we will be doing a home visit with 2 residents who booked an appointment at the event</i>”. <p><u>Drumcommunity</u> Drumcommunity sessions are delivered in partnership with the Alzheimer Society and continue in a range of locations across Hillingdon. Hillingdon Community Trust is funding the development of a programme in the south of the borough.</p> <p><u>Mature exercise programmes</u> A mature exercise programme has been developed by the Wellbeing Team and currently offers 11 sessions across a range of locations. The sessions are tailored specifically for older people to encourage the take-up of regular exercise in their weekly routine.</p> <p><u>Age UK Hillingdon</u> A range of activities continue to be delivered for older people including: Ageing Well - seven Ageing Well social activity groups run weekly across Hillingdon funded by LBH Friendly Friday - two weekly social groups run and funded by Age UK Hillingdon Active Ageing - two weekly sessions run and funded by Age UK Hillingdon</p>
	3.2.2 Continue to offer free swimming sessions to residents aged 65+	Claire Lynch	31.03.16	<p><u>Ongoing</u> – The programme for older people to take up free swimming continues to be popular.</p> <p>From Dec-Feb 2016, over 65's took part in a total of 5,353 free swimming sessions across all the pools. There was a slight drop in admissions at Botwell Leisure Centre but all other facilities have increased or maintained the same level of participation.</p>

		3.2.3 Deliver free swimming lessons for people aged 65+	Claire Lynch	31.03.16	<p><u>Ongoing</u> – Free swimming lessons commenced from 28th April 2014 and continue to be popular.</p> <p>Lessons take place at the three main pool facilities on a termly basis. Attendance has remained stable across the pools and enrolments are as per the last quarter with beginner classes continuing to be the most popular. Lessons have been particularly popular at Highgrove Pool.</p>
		3.2.4 Hold regular tea dances and other dances for older people to promote participation in physical activity.	Claire Lynch	31.03.16	<p><u>Ongoing</u> - Tea dances help to break down social isolation and promote physical activity amongst older people and continue to remain very popular.</p> <p>Between April 2015 - March 2016 there have been twelve tea dances with a total of 1549 attendances.</p> <p>Older people say that the <i>'dances encourage them to be more active, make friends and feel less lonely'</i> and their feedback continues to be mapped against the 'Five Ways to Wellbeing' measures.</p>
		3.2.5 - To better enable residents living with dementia to continue to live independently in our community and feel supported and knowledgeable of where they can access advice and help when required.	Claire Lynch	31.03.16	<p><u>Ongoing</u> -This new project to support residents with dementia is developing well in partnership with the Alzheimer's Society</p> <p><u>Dementia Action Alliance & Dementia Friends Scheme</u> Between April 2015 to March 2016 there have been eight Alliance meetings with 14 organisations now signed up to the Alliance.</p> <p>There are:</p> <ul style="list-style-type: none"> ● 32 Dementia Friends Champions ● 3114 Dementia Friends ● 12-15 people per week attending the Dementia Friends Coffee mornings in Uxbridge library <p>Dementia Friends sessions are scheduled with INTU shopping centre, Barclays Bank and Coca Cola.</p>

					<p><u>Singing for the brain</u> Funding has been agreed by the Leader's Initiative to support a Singing for the Brain programme in the north of the borough which will be delivered during 2016-17 at Sheltered Housing Schemes.</p>
3.3	Continue to develop and expand the Brown Badge Parking Scheme for older people.	<p>3.3.1 Continue to deliver the Brown Badge older persons parking scheme and promote the scheme to older people.</p> <p>Encourage provision of Brown Badge bays as part of planning developments wherever possible.</p>	Roy Clark	31.03.16	<p><u>Ongoing</u> – the number of our older residents applying for a brown badge continues to increase and since January 2016, a total of 428 new Brown Badges were issued to our older residents.</p> <p>This brings the total number of new Brown Badge issued during 2015-16 to 1,745 and there are currently a total of 9,980 active users.</p> <p>The majority of new Brown badge applications are now being made online at a time that suits the applicant. During 2015-16, 1,112 (63.7%) of the Brown Badge applications have been made using the online application system.</p> <p>The installation of additional Brown Badge bays in Devonshire Lodge car park, Eastcote, has been completed to assist Brown Badge holders that have to visit the adjacent health centre.</p>
3.4	Continue to develop and expand facilities for older people in Hillingdon's allotments.	3.4.1 Improve access and facilities for older people in Hillingdon's allotments	Adrian Batten	31.03.16	<p><u>Ongoing</u></p> <p>Regular maintenance jobs continue to be carried out, including repairing water leaks to troughs, grounds maintenance and waste removal.</p> <p>Due to current and historic site security issues at Moor Lane allotments, a combination lock has been welded to the main gate to prevent unauthorised entry.</p> <p>A Chrysalis bid is pending for a toilet facility and extended fencing for Western Avenue allotments. Field End Road allotments were successful in a Ward Budget bid for funding for the supply and installation of 4 water troughs.</p>

					There are currently 319 free allotment plots allocated to the over 65's and 10 allotment plots with a concession discount of 50% for the over 60's.
3.5	Actively promote the opportunities available to older people to keep healthy, independent and well and establish what difference they are making to improve the lives of older people	3.6.1 Ensure articles appear in every edition of Hillingdon People and on the Council website promoting the opportunities available and making use of feedback from older people	Charlotte Stamper / Lisa Taylor	31.03.16	<p><u>Ongoing</u> – articles appear in every edition of Hillingdon People within the older people's page.</p> <p>In March/April 2016 edition, items were included about the Older People's Assembly (what happened at the meeting in December and details on March meeting), the Northwood Live at Home scheme and a budget article which included information about the Burglar Alarm Scheme and the Council Tax freeze.</p> <p>The Older People's Assembly held on 29 March 2016 was attended by 110 older residents. The theme for the assembly was 'Care following hospital discharge'. In addition to the regular update from Cllr Puddifoot, guest speakers presented the following topics for discussion:</p> <ul style="list-style-type: none"> • The Better Care Fund - outcomes so far and plans for 2016/17. • Telecareline - how it can assist people to live independently and safely in their homes for longer. • Healthwatch - an update about how Healthwatch is using feedback from residents to improve the hospital discharge process and what improvements have been made.
4. Supporting Older People in the Community					
4.1	Improve financial inclusion for older people in the borough	4.1.1 Deliver benefits and financial advice and support sessions for older people across the borough through the Age UK Hillingdon financial health checks	Age UK Hillingdon Peter Okali	31.03.16	<p><u>Ongoing</u></p> <p>During 2015/16, a total of 181 older people were referred for a Financial Health Check, of which 89 received a benefit check, leading to £346,723 being generated for the community.</p>

4.2	Support older people in their own homes to stay warm and healthy during the winter months	4.2.1 Provide free temporary heaters and small grants to cover electricity costs to older people.	Vicky Trott	31.03.16	<p><u>Ongoing</u> – The Heater Loan scheme is in place for residents who need access to the scheme during the colder months when their heating system experiences a breakdown.</p> <p>There were 5 requests from January to March 2016.</p>
4.3	Provide and encourage opportunities for older people to actively participate in events across Hillingdon.	4.3.1 Provide support to community groups for older people as requested through the Leaders Initiative for Older People.	Vicky Trott	31.03.16	<p><u>Ongoing</u> – The Leader continues to support community groups working with older people.</p> <p>During Q4 this included grants for events to celebrate the Queen’s 90th birthday, funding for the Alzheimer’s Society to delivery Singing for the Brain sessions, summer outings and window replacements at Dovetail Dining Centre.</p>
5. Housing					
5.1	Help older people to live independently in safe, warm homes	5.1.1 Improve private sector homes for older vulnerable people, including heating and insulation measures and essential repairs	Mohamed Bhimani	31.03.16	<p><u>Ongoing</u> - In the fourth quarter of 2015-16, seven essential repair grants were completed consisting of boiler replacements, external roofing works & window replacement works.</p>
		5.1.2 Deliver the Handy Person Service	Age UK Hillingdon Peter Okali	31.03.16	<p><u>Ongoing</u> - Age UK Hillingdon continue to support older people in their homes by providing a range of services as part of the Handy Person Service. For a small hourly fee, the service can provide help with plumbing, carpentry, heating etc.</p> <p>Age UK can also help residents find a trusted tradesperson, if the task is beyond the scope of their service.</p> <p>In 2015/16 the service undertook 2477 jobs for older people in the borough.</p>
		5.1.3 Deliver the Falls Prevention Service	Age UK Hillingdon Peter Okali	31.03.16	<p><u>Ongoing</u> - Age UK Hillingdon provide a free Falls Prevention Service funded by HCCG and available to anyone aged 65 or over. A member of the team will visit to carry out a falls assessment in the home and offer advice on the range of aids, adaptations and other support which may be available. Where</p>

					<p>appropriate, they may prescribe a home exercise programme to build confidence, improve strength and increase mobility.</p> <p>In 2015/16 the service offered advice to 1063 older people with over 250 clients receiving a falls assessment in the home and a home exercise programme (for up to 8 weeks) where appropriate.</p>
5.2	Deliver the major adaptations programmes for all tenures within budget	5.2.1 Complete major adaptations increasing independence for older people	Mohamed Bhimani	31.03.16	<p><u>Ongoing</u> – In the fourth quarter of 2015-16, a total of 107 homes had adaptations completed to enable disabled occupants to continue to live at home. This includes adaptations to the homes of 47 older people, of which 23 were in the private sector.</p>

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CARERS STRATEGY 2015 -18 2015-16 END OF YEAR UPDATE

Cabinet Member	Councillor Philip Corthorne
Cabinet Portfolio	Social Services, Housing, Health & Wellbeing
Officer Contact(s)	John Higgins, Social Care
Papers with report	Appendix A - Carers Strategy Delivery Plan 2015-16 end of year update

1. HEADLINE INFORMATION

Summary	The report presents Cabinet with an update on progress against the Carers Strategy Delivery Plan objectives. A respective update for the NHS will be presented to the Hillingdon CCG Governing Body in June 2016.
Putting our Residents First	This report supports the following Council objective of: <i>Our People</i> The Carers Strategy supports priority three in Hillingdon's Health and Wellbeing Strategy to develop integrated, high quality social care and health services within the community or at home. The strategy implements part of the requirements of the Care Act 2014.
Financial Cost	There are no direct financial costs associated with this Strategy. New Burdens funding has been made available to deliver the Care Act 2014 which includes support for carers.
Relevant Policy Overview Committee	Social Services, Housing and Public Health
Ward(s) affected	All

2. RECOMMENDATIONS

That Cabinet notes the progress update against the objectives in the Carers Strategy Delivery Plan 2015-16

Reasons for recommendation

The Carers Strategy 2015-18 is an important element of implementing the requirements of the Care Act 2014 and demonstrates what the Council, Hillingdon Clinical Commissioning Group (HCCG) and its partners are doing to support carers in Hillingdon. It also supports the Health and Wellbeing Strategy priority of developing integrated, high quality social care and health services within the community or at home. The Delivery Plan provides progress against the

objectives in the Strategy and assures Cabinet and HCCG that work is on track to be delivered in the timescales required.

Alternative options considered / risk management

An alternative option would be not to present regular updates to Cabinet and HCCG but this was rejected as it is important to monitor progress against the Delivery Plan objectives on a regular basis.

Policy Overview Committee comments

None at this stage.

3. INFORMATION

According to Census 2011 there are over 25,000 carers in Hillingdon who provide unpaid support. Their contribution to the health and wellbeing of those they care for is significant. Carers say that supporting someone to live an independent life at home, in the community they know, can be very rewarding. However, the cost to carers themselves can be considerable in terms of their own health, financial situation, employment position and independence.

The Carers Strategy sets out the Council and HCCG's joint vision and strategic aims for carers of people within the London Borough of Hillingdon. The delivery plan outlines activity that the Council, HCCG and its partners will deliver over the course of the Strategy. This delivery plan will be updated on an annual basis and monitored by the Carers Strategy Group with updates to the Health and Wellbeing Board via the Health and Wellbeing Strategy performance report.

Good progress has been made across partners to take forward the actions in the delivery plan including strong support from Cllr Haggard, the Carers Champion, who has played an integral role in the coordination of new initiatives such as the Carers Recognition Scheme and the Carers Support Planning Checklist.

All tasks are on track or completed with the exception of one for which there is reliance on a partner agency to deliver. There has been ongoing positive engagement of carers which is welcomed. A pilot Carers Assembly took place on 12 November 2015 and, through a new arrangement with Hillingdon Carers, a "Carer's Collaborative" has been established to improve coordination and collaboration between all organisations working with carers. Key milestones over the next period include the implementation of arrangements for the new Carers Services contract from September 2016. The Carers Strategy Group continues to develop the most appropriate metrics to monitor outcomes from the plan and will report back in the next Cabinet update.

A full update is provided in the Delivery Plan (appendix A). In addition, key activities within each of the priority themes are set out as follows:

Priority one: Cross-cutting and strategic activity

Carers Assessments

In 2015-16 a total of 444 assessments were completed, a 35% increase on the previous year. Of these, 222 were sole assessments and 222 were joint. This total includes 148 completed by Hillingdon Carers.

Carers Recognition Scheme for Hillingdon - The Carers Recognition Scheme received 48 nominations and invitations for the Carers Award event held on 10 May 2016.

Nominations were received from all the categories apart from a school, with the majority for adult carers who provide 50 hours of care or more per week.

The event was opened by the Mayor of Hillingdon and the Leader of the Council with attendance by the Cabinet Members as well as the Carers Champion.

All carers who were nominated received a signed certificate regardless of whether they are able to attend the event and replacement care is being offered via Carers Trust and paid for by the Council.

Communications - A joint communications campaign between the Council and HCCG has been delivered with the aim of raising awareness of the caring role and encouraging more carers to access services to assist them in their role and to continue providing care.

The campaign included internal and external communications including posters, media articles and online case studies.

Outreach and education sessions have been completed at 25 schools, Uxbridge College, Brunel and New South Bucks Universities, for Social work teams, Youth Services, Student nurses and to staff at Victim Support. Hillingdon Carers also have a monthly carer slot on Hayes FM.

Priority two: For carers to say "I am physically and mentally well and treated with dignity"

Physical activity sessions for carers - in 2015-16, the ongoing physical activity programme delivered by Hillingdon Carers has seen 117 carers attending 111 exercise sessions a total of 1,044 times.

Therapeutic care - In 2015/16, 112 carers have had 573 attendances of therapeutic care over 51 sessions.

Design a 'Life Planning Support' checklist - The checklist, formatted around the four main priorities of the Carers Strategy, is in the final stages of approval with a plan to launch at the Carers Recognition Event on 10 May 2016.

A small number of hard copy versions will be produced initially and then the usefulness of the document monitored closely prior to any further production.

Priority three: For carers to say "I am not forced into hardship by my caring role"

Deliver a budgeting and financial management programme for young adult carers - A 12 month programme of workshops has been provided by Lloyds Bank, Uxbridge for young carers covering personal finance and budgeting, an introduction to the workplace, CV writing, mock interviews. To date, 57 young adult carers have been supported back into further education or work.

Maximise carer income - As part of the carers assessment process, benefit advice and support for carers has secured £871,672 in entitlements throughout the year. 80 carers have received free legal advice from Turbervilles Solicitors at their monthly clinics.

Priority four: For carers to say "I enjoy a life outside of caring"

Continue to develop a range of social activities for young carers - The young carers team has run a full school holiday activity programme in every holiday including half-term. In 2015/16, 661 young carers attended 35 trips and holiday activities and 83 young carers had overnight stays at 7 residential weekends.

Three years continuation funding has been secured for the Young Carers Plus project and a new Supported Transition project was launched which attracted match-funding from a second funder.

Explore options to extend services for carers e.g. weekend carers cafes - Plans are in development for a Sunday Carer Café for working carers which is on hold pending the outcome of the Carers Services tender process. Arrangements are also in place for two new Carer Cafes in Ruislip and Yiewsley. Sponsorship and volunteers have been secured for the Ruislip Café through Ruislip Lions.

Priority five: For carers to say "I am recognised, supported and listened to as an experienced carer"

Establish a "Carer Collaborative" for the Borough - The Hillingdon Carers Partnership has been formed and partners have started to share resources such as training provision.

Design and deliver an integrated engagement framework for carers - An engagement plan has been created for 2015-17 based on the agreed engagement framework and feedback from the pilot Carers Assembly held in November 2015.

The inaugural steering group meeting to plan and deliver four local carer forums in 2016/17 will be held on Monday 25 April with carer involvement.

Financial Implications

There are no direct financial implications associated with this report. The programmes detailed are funded from existing approved budget resources. New burdens funding for delivering services under the Care Act 2014 have been received. Any additional expenditure will be subject to formal approval in accordance with LBH Standing Orders.

4. EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

What will be the effect of the recommendation?

The Carers Strategy 2015-18 Delivery Plan demonstrates to residents and carers in Hillingdon, the Council's, HCCG and its partners' commitment to supporting carers and how it is improving services to carers.

Consultation carried out or required

A full consultation programme was completed to establish what unpaid carers in Hillingdon want and need to be healthy, happy and supported in their caring role which has informed the priorities and activities in the Delivery Plan.

Ongoing engagement and consultation activities will support the annual refresh of the Delivery Plan.

5. CORPORATE IMPLICATIONS

Corporate Finance

Corporate Finance has reviewed this report and confirms that there are no direct financial implications arising from the recommendations therein. The measures outlined in this report to support carers under the Care Act 2014 will be funded from Department of Health New Burdens Grant.

Legal

Implementation of the Carers' Strategy helps the Council to meet its duty under section 4 of the Care Act 2014 to provide information and support to carers and their families.

6. BACKGROUND PAPERS

NIL

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Appendix A - Carers Strategy Delivery Plan 2015-16 end of year update for May 2016 Council Cabinet and June 2016 HCCG Governing Body

This plan will be reviewed and refreshed on an annual basis to take into account the implementation of the Care Act 2014 and reflect changes in operational activity. The plan will be monitored by the Carers Strategy Group, co-chaired by LB Hillingdon and Hillingdon CCG, on a quarterly basis with updates to the Health and Wellbeing Board via the Joint Health and Wellbeing Strategy performance report. Performance indicators are included in the covering report.

Priority one: Cross-cutting and strategic activity

Activity:	Lead organisation and officers:	Target date:	Progress update:
1.1 Design and deliver a Carers Recognition Scheme for adults, young people, schools and higher & further education establishments	<u>LBHillingdon/Hillingdon Carers</u> Cllr Haggar, Vicky Trott, Sally Chandler	Summer 2016	<p>On track</p> <p>The Carers Recognition Scheme received 48 nominations and invitations for the Carers Award event held on 10 May 2016.</p> <p>Nominations were received from all the categories apart from a school, with the majority for adult carers who provide 50 hours of care or more per week.</p> <p>The event was opened by the Mayor of Hillingdon and the Leader of the Council with attendance by the Cabinet Members as well as the Carers Champion.</p> <p>All carers who were nominated received a signed certificate regardless of whether they are able to attend the event. Replacement care is being offered via Carers Trust and paid for by the Council.</p>

<p>1.2 Increase assessment capacity across the borough to provide additional support to carers via the provision of on-line support through Connect to Support Hillingdon, in addition to telephone and face to face support</p>	<p><u>LBHillingdon</u> Liz Harris</p>	<p>Ongoing</p>	<p><u>On track</u> The number of carers assessments continues to increase and contingency arrangements are in place.</p> <p>In 2015/16 there were 300 referrals to Hillingdon Carers and 148 assessments completed by them.</p> <p>The online self-assessment tool (Connect to Support) has been developed and is currently being piloted.</p> <p>When the new contract for Carers Support Services is in place, the way assessments are completed will form part of the implementation plan.</p>
<p>1.3 Review carers pathway building on the feedback from carers through the consultation process and new Care Act responsibilities</p>	<p><u>LBHillingdon/HC CG</u> Urmila Silas, Jane Walsh</p>	<p>March 2016</p>	<p><u>Completed</u> The carer's pathway has been reviewed and updated to provide information on the new assessment process, arrangements for respite, support planning and administering personal budgets, in line with the new Care Act responsibilities.</p> <p>This detail has been disseminated to all Adult Social Care staff as part of briefing sessions and added to the council's intranet.</p>
<p>1.4 Review contract arrangements for carers services building on the feedback from carers through the consultation process and new Care Act responsibilities</p>	<p><u>LBHillingdon/HC CG</u> Liz Harris</p>	<p>March 2016</p>	<p><u>Completed</u> The tender exercise was completed in accordance with the published criteria and has progressed through the Council's formal approval process. A full report will be provided to the next meeting.</p>

<p>1.5 Deliver a communications campaign to increase awareness and take up of carers support/services to include identifying "hidden" and "young" carers and a 'What would you do? Where would you go?' initiative to raise awareness for all residents who could become carers at any time.</p> <p>1.5.1 Promote eligibility for carers allowance and right to Community Healthcare/nursing allowance assessment/ equipment.</p> <p>This will include using existing networks and materials e.g. Hillingdon People, Local Press, street champions newsletter and GP PPG groups, Public Health initiatives and voluntary sector promotional events e.g. at police stations and bus stations.</p> <p>1.5.2 Explore use of audio/online stories where carers share their experiences.</p>	<p><u>LBHillingdon/ HCCG/Hillingdon Carers</u></p> <p>Charlotte Robson, Vicky Trott, Urmila Silas, Niall Smith, Sally Chandler</p>	<p>March 2016</p>	<p><u>Completed</u></p> <p>A joint communications campaign between the Council and HCCG has been delivered with the aim of raising awareness of the caring role and encouraging more carers to access services to assist them in their role and to continue providing care.</p> <p>The campaign includes internal and external communications including posters, media articles and online case studies.</p> <p>Outreach and education sessions have been completed at 25 schools, Uxbridge College, Brunel and New Bucks Universities, for Social work teams, Youth Services, Student nurses and to staff at Victim Support, ARCH, Intu (Young Carers Awareness Day) Pavilions (Carers Week)</p> <p>Hillingdon Carers have a monthly carer slot on Hayes FM.</p>
<p>1.6 Work with carers to develop co-produced material for carers which is timely, clear and concise to assist with the navigation of services available in the instances of immediate or gradual caring responsibilities.</p> <p>This will include legal, finance, respite, support and crisis and NHS services such as continuing health care,</p>	<p><u>LBHillingdon/ HCCG/Hillingdon Carers</u></p> <p>Charlotte Robson, Vicky Trott, Niall Smith, Sally Chandler</p>	<p>Ongoing</p>	<p><u>On track</u></p> <p>A full review has been completed of material available to carers including what is presented on the Connect to Support Website.</p> <p>Hillingdon Carers has launched 26 new Carer Fact Sheets which includes a 'Legal Matters' series produced by Turbervilles Solicitors.</p>

Procedures with a Threshold and Long Term Condition information, as well as promoting carers rights.			
1.7 Review carer support offer through mainstream and universal services and health and social care services, including peer led support.	<u>LBHillingdon/HC CG/ Hillingdon Carers</u> Liz Harris, Claire Lynch, Jane Walsh, Sally Chandler	March 2016	Completed All Carers Support Services were reviewed as part of the recent tender process. As the implementation of the new Carers Support Service progresses individual elements of the service will be identified as part of the KPI process.
1.8 Develop a Carers Collaborative for the Borough that promotes better coordination and collaboration between all organisations working with carers to deliver improved outcomes	<u>Hillingdon Carers</u> Sally Chandler	August 2016	On track The 'Hillingdon Carers Partnership' is now formed and has submitted a collective tender for future Combined Carers Services.
1.9 Explore participating in the 'Employers for Carers' Scheme. https://www.employersforcarers.org/business-case/join-us	<u>LB Hillingdon/HCCG</u> Vicky Trott, Jane Walsh	Completed	Completed Participation in this scheme has been explored but felt that the annual subscription fee would not add any further value to what is currently offered. Special leave arrangements are in place for those members of staff who find themselves needing to take time off due to their caring role. Hillingdon Carers is working with Turbervilles to research levels of caring in the local workforce and to raise awareness with local employers. The aim is to produce a Good Practice Guide for employers.

Priority two: For carers to say "I am physically and mentally well and treated with dignity"
For example, by running activity sessions and the health and support for carers

Activity:	Lead organisation and officers:	Target date:	Progress:
2.1 Deliver a programme of workshops for young carers to include first aid, mental health, personal hygiene, dental hygiene and deliver a physical activity programme including new street dance activity.	<u>Hillingdon Carers</u> Sally Chandler	Ongoing	<u>On track</u> Exercise sessions are provided every Monday, Tuesday and Saturday at Youth Centre clubs, and there is access to a healthy breakfast. Workshops have been run on first aid, sexual health, staying safe on social media, healthy eating, cookery, drug and alcohol awareness, personal budgeting and finance, CV writing and mock interviews, drama, photography and sculpture. Staff are awaiting training on the 'C Card' initiative from KISS - 'Keep It Safe and Sorted' so they can train, educate and distribute condoms for the supported transition project.(Booked for April 2016)
2.2 Deliver a programme of physical activity sessions for carers including new sessions of dance and yoga.	<u>Hillingdon Carers</u> Sally Chandler	Summer 2015	<u>Completed</u> During 2015/16, 117 carers attended 111 exercise sessions a total of 1,044 times
2.3 Provide free counselling and advocacy service for adult and young carers.	<u>LBHillingdon/Hillingdon Carers/ GP networks</u> Liz Harris, Chris	Ongoing	<u>Completed</u> 31 carers have received free counselling from Hillingdon Carers, funded through voluntary donations.

	Scott, Sally Chandler, Jane Walsh		Emotional support has been extended at all carer cafes through the provision of a qualified counsellor at all meetings. Four young carers have accessed child counselling. As the implementation of the new Carers Support Service progresses individual elements of the service will be identified as part of the KPI process.
2.4 Deliver 'Caring and Coping' training for mental health carers	<u>Rethink Mental Illness</u> Richard Mascarenhas	Ongoing	<u>On track</u> The last session was delivered in December 2015 but no new carers have been referred to the service since.
2.5 Deliver mental health carers information events at Brunel University	<u>Rethink Mental Illness</u> Richard Mascarenhas	September 2015	<u>Delay in delivery</u> This has been a challenge to set up; waiting for update from Brunel.
2.6 Provide therapeutic care in partnership with British Red Cross.	<u>Hillingdon Carers</u> Sally Chandler	September 2016	<u>On track</u> In 2015/16 112 carers have had 573 attendances of therapeutic care over 51 sessions.
2.7 Deliver 2 Health MOT days per year so carers can access health professionals face to face. Target of 50 per event.	<u>Hillingdon Carers</u> Sally Chandler	September 2015 & March 2016	<u>Completed</u> Health MOT days were attended by a total of 43 carers.

<p>2.8 Design an online 'Life Planning Support' checklist to support carers in considering long term plans and review Emergency Plans so they are more carer friendly.</p>	<p><u>LBHillingdon/HC CG</u></p> <p>Vicky Trott, Charlotte Robson, Cllr Haggar, Urmila Silas, Jane Walsh</p>	<p>May 2016</p>	<p><u>On track</u> The checklist is in the final stages of approval and it is hoped that it will be launched at the Carers Recognition Event on 10 May 2016.</p> <p>A small number of hard copy versions will be produced initially and then the usefulness of the document monitored closely prior to any further production.</p>
<p>2.9 Deliver GP Health Checks and Flu Jab programmes for carers.</p>	<p><u>LBHillingdon/ GP networks/ Community Pharmacies</u></p> <p>Becky Manvell, Jane Walsh, Sally Chandler</p>	<p>Ongoing</p>	<p><u>On track</u> NHS England commissions GP practices to provide flu vaccinations for various patient groups including carers.</p> <p>Hillingdon Carers has supported and advertised the flu jab programme and have held outreach sessions at 11 GP practices and 12 monthly sessions at Hillingdon Hospital.</p> <p>Public Health team are to follow up on any existing crossover with Hillingdon Carers work around GP health checks.</p>
<p>2.10 Promote the CNWL Recovery and Wellbeing courses to those carers/supporters of people who are CNWL service users.</p>	<p><u>CNWL/ Rethink Mental Illness</u></p> <p>Katherine Sims, Richard Mascarenhas</p>	<p>Ongoing</p>	<p><u>On track</u> Rethink and carers regularly receive information on the Hillingdon Recovery HUB and CNWL Recovery College. Rethink have been provided with the current Recovery College prospectus and timetable.</p>
<p>2.11 Deliver End of Life planning and support at the appropriate time</p>	<p><u>LB Hillingdon/ HCCG/ NHS providers/ third sector providers</u></p>	<p>Ongoing</p>	<p><u>On track</u> A range of issues for Carers of people at end of life have been identified, some of which are generic to all Carers.</p>

	Jason Nash/Gary Collier		Work will be done in Q1 2016/17 to test out with Carers the extent to which the availability of a range of other services would have made to difference both to their ability to care and their quality of life.
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Priority three: For carers to say "I am not forced into hardship by my caring role"

Activity:	Lead organisation and officers:	Target date:	Progress:
3.1 Deliver a workshop programme to cover budgeting and financial management for young adult carers.	<u>Hillingdon Carers</u> Sally Chandler	March 2016	Completed A 12 month programme of workshops has been provided by Lloyds Bank, Uxbridge for young carers covering personal finance and budgeting, an introduction to the workplace, CV writing, mock interviews. To date 57 young adult carers have been supported back into further education or work.
3.2 Develop a new E-HANCE Transition programme for 17-24 year olds to prevent them becoming NEET: <ul style="list-style-type: none"> ● Support for young adults to access training, apprenticeships, further education and qualifications ● Training and mentorship 	<u>Hillingdon Carers</u> Sally Chandler	May 2015	Completed 95 young adult carers are registered with the project and 50 regularly engage.

<ul style="list-style-type: none"> ● CV writing ● Development of individual support plans 			
<p>3.3 Maximise carer income through:</p> <ul style="list-style-type: none"> ● Benefit advice ● Help to claim benefits ● Help with appeals ● Representation at tribunal ● Promoting eligibility for carers assessments ● Promoting eligibility for CHC/ nursing allowance/ ADL assessment/equipment ● Housing advice 	<p><u>LB Hillingdon/ HCCG/ Hillingdon Carers</u></p> <p>Urmila Silas, Jane Walsh, Sally Chandler</p>	Ongoing	<p>On track</p> <p>From April 2015 to March 2016, 300 referrals were made to Hillingdon Carers for carer assessments with 148 full assessments completed.</p> <p>As part of the assessment process, benefit advice and support for carers has secured £871,672 in entitlements throughout the year.</p> <p>80 carers have received free legal advice from Turbervilles Solicitors at their monthly clinics.</p>
<p>3.4 Keep providers informed about employment support projects and funding opportunities (including the new European Social Fund (ESF) programmes) aimed at supporting carers 'move towards' work or into employment.</p>	<p><u>LB Hillingdon</u></p> <p>Inga Spencer</p>	Ongoing	<p>On track</p> <p>Hillingdon Carers is part of a collective Carers Trust bid for NW London to the Big Lottery/ESF programme.</p> <p>This bid was successful and the collective has now received £50k to work up a full project proposal and plan. It will be submitted to ESF/Big Lottery in May 2016.</p>

Priority four: For carers to say "I enjoy a life outside of caring"

Activity:	Lead organisation and officers:	Target date:	Progress:
<p>4.1 Continue to develop a range of social activities for young carers, including School holiday activity programmes, Young Carers Plus social programme (for young people dealing with adults with mental health, alcohol or substance misuse issues) and a new Family Time social programme.</p>	<p><u>Hillingdon Carers</u> Sally Chandler</p>	<p>Ongoing</p>	<p>On track The Young Carers team is supporting 450 young people aged (5-18). Of these, 127 were new referrals from April 2015.</p> <p>In addition, 101 further young people are being supported through the externally-funded mental health, drug and alcohol Young Carers Plus programme.</p> <p>A further 95 18-24 year olds are registered and 50 are engaged and being supported by the externally funded supported transition programme. This means that the Young Carers team is working with 646 young people in the borough.</p> <p>The Young Carers team has also run a full school holiday activity programme in every holiday including half-term. In 2015/16, 661 young carers attended 35 trips and holiday activities and 83 young carers had overnight stays at 7 residential weekends</p> <p>Three years continuation funding has been secured for the Young Carers Plus project and a new Supported Transition project was launched which attracted match-funding from a second funder</p>

4.2 Extend social programme of trips and activities, including arts for Carers programme, whole family working and pamper days at Uxbridge College	<u>Hillingdon Carers</u> Sally Chandler	Ongoing	<u>On track</u> In 2015/16, 194 carers have accessed the Arts Programme over 392 attendances over 51 sessions and 22 carers accessed training in first aid, moving and handling and managing a wheelchair.
4.3 Explore options to extend services for carers e.g. weekend carers cafes, more activities in winter months and condition specific cafes e.g. dementia, MH, autism and provide access to appropriate and improved 7 day health care services	<u>LBHillingdon/HCCG/Hillingdon Carers</u> Liz Harris, Jane Walsh, Sally Chandler	March 2016	<u>Completed</u> Plans are in development for a Sunday Carer Café for working carers which is on hold pending the outcome of the tender process. Arrangements are also in place for two new Carer Cafes in Ruislip and Yiewsley. Sponsorship and volunteers have been secured for the Ruislip Café through Ruislip Lions. As the implementation of the new Carers Support Service progresses individual elements of the service will be identified as part of the KPI process.
4.4 Provide minimum three respite activities per year for mental health carers	<u>Rethink Mental Illness</u> Richard Mascarenhas	Ongoing	<u>On track</u> The last respite activity took place in February 2106.
4.5 Deliver programme of workshops and activities at the mental health carers cafes	<u>Rethink Mental Illness</u> Richard Mascarenhas	Ongoing	<u>On track</u> Weekly cafes are taking place although all are not workshop themed.

Priority five: For carers to say "I am recognised, supported and listened to as an experienced carer"

Activity:	Lead organisation and officers:	Target date:	Progress:
5.1 Develop the school liaison programme to support young carers, including advocacy.	<u>Hillingdon Carers</u> Sally Chandler	Ongoing	<u>On track</u> In 2015/16, 25 school outreach sessions and four staff awareness sessions have taken place. Relationships with Uxbridge College, Brunel and Bucks New University continue to develop with two aspiration-raising campus stays and further university visits. A further 7 outreach sessions have taken place with social work and voluntary sector teams.
5.2 Provide advocacy and support for families at Team around the Family, Child in Need and Child Protection meetings.	<u>Hillingdon Carers</u> Sally Chandler	Ongoing	<u>On track</u> As at March 2016, the Young Carers team was supporting 28 young people with Child Protection Plans, 15 with Child In Need plans and are attending TAF meetings for 24 children.
5.3 Develop a Carer Champion programme in GP practices.	<u>Hillingdon Carers/ GP networks</u> Sally Chandler, Jane Walsh	Ongoing	<u>On track</u> The programme is in place with 19/46 GP practices having a champion in place.

			<p>The new CCG-funded Wellbeing programme commences 11 April 2016 and will replace the current GP liaison function.</p> <p>New Carer information was distributed to all GP practices in March 2016.</p>
5.4 Establish Carer Collaborative for the Borough as part of the Carer Forums.	<p><u>Hillingdon Carers/Carers Trust Thames</u></p> <p>Sally Chandler</p>	March 2016	<p><u>Completed</u></p> <p>The Hillingdon Carers Partnership has been formed. Partners have started to share resources such as training and the collective is awaiting the outcome of the tender process.</p>
5.5 Deliver monthly surgeries for mental health carers as a 7 month pilot	<p><u>CNWL</u></p> <p>Katherine Sims</p>	Starting in June 2015. Reviewed in December 2015	<p><u>Completed</u></p> <p>Following a 7 month pilot these surgeries are continuing to be provided by CNWL managers monthly throughout 2016. The surgeries are advertised in services and via Rethink to carers.</p>
5.6 Maintain existing carers groups with CNWL services and review and expand where required	<p><u>CNWL</u></p> <p>Katherine Sims</p>	Ongoing	<p><u>On track</u></p> <p>The existing carers groups have been mapped with a view to expanding these to all teams. Planning meetings are to be established with the newly re configured community mental health teams.</p>

<p>5.7 Design and deliver an integrated engagement framework for carers, including parent carers and carers of those with dementia and mental health issues, to enhance the voice of carers in service planning and delivery, across all providers. Includes exploring the feasibility of a Carers Assembly and the use of technology to engage.</p>	<p><u>LBHillingdon/ HCCG/ THH/ CNWL/ Rethink Mental Illness/ Hillingdon Carers/ Hillingdon Healthwatch</u> Lisa Taylor, Niall Smith, Richard Mascarenhas, Katherine Sims, Sally Chandler, Graham Hawkes</p>	<p>Design framework Sept. 2015</p> <p>Deliver framework March 2016</p>	<p><u>On track</u> An engagement plan has been created for 2015-17 based on the agreed engagement framework and feedback from the pilot Carers Assembly held in November 2015.</p> <p>The inaugural steering group meeting to plan and deliver four local carer forums in 2016/17 will be held on Monday 25 April with carers involved in the process.</p> <p>A mailing list of carers registered with the council has been set up and is regularly updated. This provides greater opportunities for direct communication and engagement.</p>
<p>5.8 Enhance training programmes for staff including new carers assessment process. Embed and develop the principles of co-production.</p>	<p><u>LBHillingdon/HCCG CNWL/ THH/ GP networks</u> Kate Kelly-Talbot, Gill McLean</p>	<p>Ongoing</p>	<p><u>On track</u> A review is taking place with carers about their experience of the new carers assessment process. Feedback from carers along with views from assessors, will inform a new training package on best practice in completing assessments. This workshop will be delivered to all Adult Social Care Assessors in 2016/17.</p>

<p>5.9 Utilise Carers Impact Assessment on all service developments and incorporate carers into the LB Hillingdon Equality Impact Assessment.</p>	<p><u>HCCG/ NHS providers/ LB Hillingdon</u></p> <p>Jane Walsh, Vicky Trott</p>	<p>Completed</p>	<p><u>Completed</u></p> <p>Since 1 July 2015, carers impact assessment (CIA) incorporated into equality impact assessment documentation (EIA) used for all HCCG service developments.</p> <p>Carers are now included in the Council's Equality Impact Assessment form.</p>
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TEMPORARY ACCOMMODATION AND PRIVATE RENTED SECTOR OFFER PLACEMENT POLICY

Cabinet Member	Councillor Philip Corthorne
Cabinet Portfolio	Social Services, Housing, Health & Wellbeing
Officer Contact(s)	Daniel Kennedy, Residents Services
Papers with report	Appendix One: Temporary Accommodation and Private Rented Sector Offer (PRSO) Placement Policy. Appendix Two: Temporary Accommodation and Private Rented Sector Offer (PRSO) Placement Policy, Equality Impact Assessment

1. HEADLINE INFORMATION

Summary	This report seeks approval for the Temporary Accommodation and Private Rented Sector Offer (PRSO) Placement Policy which sets out the process by which Hillingdon Council will place households in temporary accommodation and private rented accommodation for homelessness prevention and discharge of the Council's main homelessness duty.
Putting our Residents First	This report supports the following Council objectives of: <i>Our People; Strong financial management.</i>
Financial Cost	There are no direct costs involved in adopting the Temporary Accommodation and PRSO Placement Policy. This policy seeks to ensure homeless households or those threatened with homelessness are assisted to access affordable, suitable alternative accommodation in a timely way, ensuring effective use of Council resources.
Relevant Policy Overview Committee	Social Services, Housing and Public Health Policy Overview Committee
Ward(s) affected	All Wards

2. RECOMMENDATION

That the Cabinet approve the Temporary Accommodation and Private Rented Sector Offer (PRSO) Placement Policy set out in Appendix One.

Reasons for recommendation

The London Borough of Hillingdon (Hillingdon Council) has a duty to secure accommodation for some unintentionally homeless households and in some instances to provide interim accommodation while investigations take place. This policy seeks to ensure homeless households or those threatened with homelessness are assisted to access affordable, suitable alternative accommodation in a timely way.

Alternative options considered / risk management

None. There is a need have in place a policy for the placement of homeless and potentially homeless households in accommodation that meets their needs.

Policy Overview Committee comments

None at this stage.

3. INFORMATION

Supporting Information

Homelessness responsibilities to provide accommodation

1. Local authorities in England have a duty to secure accommodation for unintentionally homeless households who fall into a 'priority need' category. The definition for priority need is a household including: a pregnant woman; dependent children; 16 and 17 year olds; 18-20 year old care leavers; those vulnerable for a variety of reasons; and those homeless or threatened with homelessness as a result of an emergency such as flood, fire or other disaster. Hillingdon Council's strategy is, where possible, to prevent households from becoming homeless.
2. Interim duty - If the Council has reason to believe that a homeless applicant has nowhere to stay and is in priority need, then there is an immediate duty to make suitable temporary accommodation available pending further inquiries.
3. Main homelessness duty - Where a person applies to the Council under Part 7, Housing Act 1996 and the Council are satisfied that the applicant is homeless, eligible for assistance, has a priority need and has not become homeless intentionally then, unless the authority refer the application to another housing authority, they are obliged to re-house the household.
4. Applicants can remain in temporary accommodation while they wait for a permanent housing offer.
5. Measures to enable local authorities to discharge their duty towards statutorily homeless households by offering a tenancy in the private rented sector are contained in the Localism Act 2011 and regulations implementing this measure came into force on 9 November 2012.

Homelessness demand

6. The ending of an assured shorthold tenancy is the most common reason for homelessness in England. In the fourth quarter of 2015, this reason was behind 40% of all statutory acceptances. It is also by far the most common reason for homelessness in Hillingdon. Homelessness demand in Hillingdon remains high, with a total of 2,301 households seeking housing advice during 2015/16, of which 1,225 were homeless, in one of the statutory 'priority need' categories, and eligible for assistance. Wherever possible, the need for temporary accommodation is prevented, however 642 formal homelessness applications were made during this period, the majority of which will have, at least initially, been placed in temporary accommodation.
7. Typically 9 households every week in Hillingdon present as homeless requiring accommodation, of which circa 6 families will require emergency housing on the day. There is an increased focus on preventing homelessness, however, it is expected that the need for a steady supply of affordable suitable alternative accommodation will continue.
8. The number of households in emergency bed and breakfast (B&B) accommodation is high, because of the challenge in securing suitable, affordable private rented accommodation for preventing homelessness or for use as either lower cost temporary accommodation or for discharge of the main homelessness duty. An increased supply of affordable suitable private rented accommodation is needed both to prevent placement of families into temporary accommodation in the first place and to support families to move on from emergency B&B. Most of the families in B&B and in temporary accommodation generally, have been accepted as being owed the main homelessness duty and are awaiting rehousing.

Housing Supply

9. Securing affordable private rented housing has become more difficult due to a combination of housing market pressures increasing rents, and changes to the amount of local housing allowance that can be paid. This has resulted in an increasing gap between the rent that the private rental market can command and the amount that can be covered by benefits.
10. Families that are 'benefit capped' are restricted to the upper limit of entitlement across a range of welfare benefits and consequently are unable to claim what would otherwise be their full entitlement to Local Housing Allowance. The benefit cap applies only to working age families not in work and is not applied to working households. This applies to some families in temporary accommodation and is a particular issue for some households with a larger number of household members.
11. Local Housing Allowance is restricted for all households at the levels set by the Broad Rental Market Area (BRMA) and by bedsize. This applies to all claimants and the gap between this level and market rents has become larger in Hillingdon. While the household benefit cap affects a relatively small number of households, the maximum cap on Local Housing Allowance rates applies to all private rented sector tenants in receipt of Local Housing Allowance and consequently has a greater impact on the Council's ability to secure appropriate accommodation. The current maximum Local Housing Allowance that would be payable for a private rented sector property in the south of the Borough is £966 for a 2 bedroom property and £1,050 for a 3 bedroom property. Properties advertised by home.co.uk currently show median rents for 2 bedroom properties in West Drayton at £1,326 and 3 bedroom properties at £1,551.

12. The number of households in temporary accommodation in Hillingdon has remained fairly stable, however the mix has changed with much less lower cost private sector leased accommodation and much more higher cost B&B. As of 7th April 2016, there were 581 households in temporary accommodation, of which 218 were living in higher cost B&B or hostel placements. This compares to 620 households in temporary accommodation 5 years ago, but only 32 in B&B. If no accommodation is available that would be suitable (as affordable) for the household, there is a clear and significant challenge for local authorities in fulfilling their housing obligations. The increasing difficulty in accessing affordable private rented sector accommodation for homeless households, within or close to Local Housing Allowance levels, has led many London boroughs to seek accommodation beyond their geographical boundaries.

Considerations made when making a placement

13. The Localism Act 2011 gives local authorities the flexibility to choose to discharge their duties to homeless households by offering a private rented sector tenancy with a minimum term of at least 12 months, without requiring the applicant's consent.

14. Any private rented sector offer (PRSO) must be suitable and to do so must comply with the Homelessness (Suitability of Accommodation) (England) Order 2012 which consists of two parts. The location requirements of the Order also extend to any accommodation secured under Part VII of the Housing Act 1996 (including temporary accommodation). The first part deals with the suitability of location and the second part is concerned with those circumstances in which accommodation is not to be regarded as suitable for a person for a PRSO.

15. The Supplementary Guidance on the homelessness changes in the Localism Act 2011¹ and on the Homelessness (Suitability of Accommodation) (England) Order 2012 reminds authorities that the discretion to arrange a PRSO is a power, not a duty, and as such, authorities should not seek to rely on the power in all cases, should consider whether to arrange a PRSO based on the individual circumstances of the household and undertake to develop clear policies around its use. Hillingdon Council, as the local housing authority, is required to have regard to this guidance in exercising its functions under Part 7 of the 1996 Act, as amended. The guidance should be read in conjunction with the Homelessness Code of Guidance for Local Authorities issued in July 2006.

16. The suitability of the location for all the members of the household must be considered by the authority and authorities are required, in so far as is reasonably practicable, to secure accommodation within the authority's own district. Where this is not possible the authority is required to take into account the distance of that accommodation from the district of the authority. Where accommodation which is otherwise suitable and affordable is available nearer to the authority's district than the accommodation which it has secured, the accommodation which it has secured is not likely to be suitable unless the authority has a justifiable reason or the applicant has specified a preference.

17. Local authorities are required to take into account the significance of any disruption with specific regard to employment, caring responsibilities or education of the applicant or members of their household. Where possible the authority should seek to retain established

¹ Supplementary Guidance on the homelessness changes in the Localism Act 2011 and on the Homelessness (Suitability of Accommodation) (Order) 2012, DCLG, November 2012

links with schools, doctors, social workers and other key services and support. These factors have been taken into account in preparing the policy.

18. The Guidance also makes clear that in determining the suitability of accommodation, affordability must be taken into account. This aspect of suitability must form part of the assessment when considering the location of accommodation. Given the lack of affordable private rented sector accommodation in Hillingdon for households in receipt of benefits, if homeless households are to receive good quality offers in the private rented sector, there is a need to secure accommodation for some households in areas outside Hillingdon. This will also mean that the Council is more likely to be able to give a degree of choice in the accommodation being offered. Suitable and affordable accommodation within Hillingdon is of such scarcity that choice is no longer possible in most instances. If the authority secures accommodation outside of Hillingdon, it will have regard to how far away it is from Hillingdon. Hillingdon Council will try to secure accommodation that is as close as possible to where an applicant was previously living unless there is a justifiable reason for securing accommodation further away, such as the clients' preference.

19. The location of accommodation may be less of an issue for those who are reliant for their income solely on welfare benefits. Where travel to work is not an obstacle, moving to a more affordable area has the potential to realise some positive benefits for the household. During 2015/16, of the 642 households making a formal homelessness application, 59% were reliant entirely on benefits. The Temporary Accommodation and PRSO placement policy takes account of a range of factors in considering the location of accommodation including the significance of disruption to employment, education, caring responsibilities, health considerations and access to transport, shops and other facilities.

20. The second part of the Homelessness (Suitability of Accommodation) (Order) 2012, which is concerned with circumstances in which accommodation is not to be regarded as suitable for a person for a PRSO, sets out requirements under the headings below. These are all addressed in the policy attached at Appendix One.

- Physical condition of the property
- Health and safety matters
- Licensing for Houses in Multiple Occupation
- Landlord behaviour
- Elements of good management
- Tenancy Deposit Scheme

Placements out of Borough

21. The rising cost of accommodation, an increasing gap between market rents and the amount of Local Housing Allowance that can be claimed, and competition for accommodation, make it increasingly difficult to find suitable, affordable accommodation for all homeless families within the Hillingdon Borough boundaries.

22. The Supreme Court² has ruled that while it is lawful for a local authority to provide accommodation outside its own boundaries, there is a statutory duty to accommodate homeless households in-borough "where reasonably practicable" failing which "authorities

² Nzolameso v Westminster

are under a duty to place the household as close as possible to where they were previously living".

23. Local authorities were also advised that a policy should be published explaining how allocations of temporary accommodation were made, including what factors would be taken into account in allocating properties close to home or further away when there was a shortfall of "in-borough" units. The attached policy relates to both placements in temporary accommodation and discharge of the main homelessness duty in the private rented sector and covers both in-borough and out of borough placements.

Temporary Accommodation and PRSO Placement Policy

24. The attached policy relates to both placements in temporary accommodation and discharge of the main homelessness duty in the private rented sector. It establishes the principle that the Council will consider placing some households outside the Borough boundary in temporary accommodation or to discharge the main homelessness duty. The Council is committed to securing good quality stable homes for homeless households and recognises that in some instances this can be better achieved with a placement outside Hillingdon. In implementing arrangements for the practical application of this policy the Council will seek to ensure that households are supported in their move so that disruption i.e to a child's education or a client's health care is minimised. The Council is seeking to have in place agreements with intermediaries that will assist with practical arrangements of this type.
25. The policy sets out priorities for placements within Hillingdon that take account of health, care and educational need, and the length and significance of connection to the Borough.
26. An Equality Impact Assessment for the policy has been completed and is attached at appendix two. This concludes that the benefits of securing suitable, affordable accommodation will, in most cases outweigh any potential adverse impact.
27. Detailed procedure notes will ensure a robust audit trail for decision making regarding temporary accommodation and PRSO placements. These will include affordability assessments to ensure, as far as possible, that placements made are sustainable. A supply and demand model projects forward homelessness demand and supply and compares actual supply and demand against projections on an ongoing basis. This feeds into a projection of future need and procurement options. These issues will be considered separately from this report.

Financial Implications

28. The Council has a budget of nearly £3,900k in 2016/17 for General Fund Housing services and in addition the 2016/17 Development & Risk contingency includes a sum of £2,025k to provide for the Impact of Welfare Reform on Homelessness. As this report notes the overall numbers of households in temporary accommodation has remained relatively stable but the budget is under pressure as housing supply issues - most notably the difficulty in securing private rented accommodation - have necessitated that a greater proportion of the temporary accommodation is in higher cost Bed & Breakfast placements.
29. In attempting to secure private sector tenancies the issue of affordability is already a key consideration for households that have been subject to the benefit cap, and the number subjected to the cap is expected to increase with the further reduction to the cap due be

implemented in the autumn. However, the growing gap between Local Housing Allowance (LHA) rates which determines Housing Benefit levels and market rents has had a wider impact, and has been particularly significant in Hillingdon over the last 12 months given the price increases in the Housing sector. The option to use alternative locations and to discharge the Council's homelessness duty will help to ensure better value for money, and support the reduction in the pressure on the Temporary Accommodation budget, through securing private sector tenancies which would not be sustainable within the Borough.

30. There is a risk that the Council may be challenged in opting to place homeless households out of borough, but the equalities impact assessment and the careful consideration of the suitability order of temporary accommodation when reviewing the circumstances of each individual household will help to mitigate this risk.

4. EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

What will be the effect of the recommendation?

Approval of the Temporary Accommodation and PRSO Placement Policy will enable a wider range of affordable housing options for homeless households to be considered and secured. This will assist in providing sustainable housing solutions which will impact on various aspects of the lives of homeless households including health, education and employment prospects.

A long and significant connection to the Borough of Hillingdon is established as one of the priorities for placements within the Borough, alongside priorities concerned with protecting vulnerable households and taking account of health, care and educational needs.

Consultation Carried Out or Required

This policy has not been subject to external consultation. Internal consultation has included colleagues in Social Care and in Legal Services.

5. CORPORATE IMPLICATIONS

Corporate Finance

Corporate Finance has reviewed this report and concurs with the financial implications outlined above, noting that the proposed Temporary Accommodation and Private Rented Sector Offer (PRSO) Placement Policy is intended to ensure that eligible households are assisted to access affordable, suitable alternative accommodation in a timely manner. The broader impact of Temporary Accommodation provision on the Council's financial position is regularly reviewed and reflected in the Medium Term Financial Forecast as appropriate.

Legal

As stated in the report the main difficulty faced by the Council in discharging its duties under Part VII of the Housing Act 1996 (homelessness) is the lack of affordable suitable accommodation within Hillingdon, particularly for applicants who are dependent upon benefits. If the Council were to offer an applicant accommodation which he/she could not afford, the Council would not be discharging its duty and the applicant would, in all probability, subsequently become homeless once again.

Section 208 of the Housing Act 1996 requires the Council "so far as reasonably practicable" to secure accommodation within the Borough. Further, in 2015 the Supreme Court in the case of *Nzolameso v Westminster City Council* held that before making any offer of accommodation a local authority must undertake a careful analysis of a household's needs and seek to "safeguard and promote the welfare of children" pursuant to section 11 of the Children Act 2004, including seeking to minimise any disruption to a child's education. Further, in the event of a legal challenge, the Council must be able to satisfy a court that any accommodation offered to a household is suitable and that if the accommodation is outside Hillingdon, that it has not been possible to source suitable accommodation nearer to the Borough.

The Equalities Impact Assessment (EIA) shows that all applicants may suffer potential detriments if they are required to move to accommodation outside the Borough. The Council will seek to minimise these detriments before making any offer of accommodation.

6. BACKGROUND PAPERS

- [Homelessness \(Suitability of Accommodation\) \(England\) Order 2012](#)
- [Supplementary Guidance on the homelessness changes in the Localism Act 2011 and on the Homelessness \(Suitability of Accommodation\) \(England\) Order 2012](#)
- [Homeless Code of Guidance for Local Authorities 2006](#)



HILLINGDON
LONDON

London Borough of Hillingdon

Temporary Accommodation and Private Rented Sector
Offer (PRSO) Placement Policy

1. The Council has a duty under Part 7 of the Housing Act 1996 (HA96) to secure accommodation for a minimum of 2 years for unintentionally homeless people in priority need. If a person or family presents to the Council as homeless or threatened with homelessness the Council are under a duty to make such inquiries as necessary to satisfy themselves whether or not the applicant is eligible for assistance and what, if any, duty is owed. If the Council has reason to believe that a homeless applicant has nowhere to stay and is in priority need, then there is an immediate duty to make suitable temporary accommodation available pending further inquiries. The “full” or “main” duty is owed to those whom the authority is satisfied are eligible, homeless and in priority need and not intentionally homeless. Applicants can remain in temporary accommodation while they wait for an offer of accommodation to discharge the main housing duty.
2. This document sets out the process by which Hillingdon Council will place households in temporary accommodation and private rented accommodation, both inside and outside the Borough. It covers interim placements made under Section 188 HA96 while, homelessness enquiries are undertaken, longer term temporary accommodation placements for households accepted as homeless under Section 193 Housing Act 1996 and a private rented sector offer defined by section 193 (7AC) with a view to bringing the section 193(2) duty to an end.
3. The policy complies with:
 - The Housing Act 1996, as amended
 - The Localism Act 2011
 - The Homelessness Code of Guidance 2006
 - Homelessness (Suitability of Accommodation) (England) Orders 1996, 2003, & 2012
 - Supplementary Guidance on the Homelessness changes in the Localism Act 2011 & the homelessness (Suitability of Accommodation (England) Order 2012
 - The Tenancy Strategy 2013
 - The Social Housing Allocation Policy 2013
 - Children Act 1989 (in particular S.17)
 - Children Act 2004 (in particular S.11)

This policy also considers the Council's obligations arising from the Equality Act 2010.

4. The Localism Act 2011 has enabled authorities with effect from 9 November 2012, to discharge their duties towards eligible households accepted as unintentionally homeless and in priority need, by offering a private rented tenancy

(with a minimum term of 12 months) irrespective of objections that the household may have to being housed in the private rented sector.¹

5. A Private Rented Sector Offer (PRSO) is defined by section 193 (7AC) HA96 as an offer of an assured shorthold tenancy made by a private landlord to an applicant in relation to any accommodation which:
 - has been made available for the applicant's occupation by arrangements made by the Council with a private landlord or;
 - is made with the approval of the Council, in pursuance of arrangement made by the authority with the landlord with a view to bring the section 193(2) of the HA96 duty to an end, and;
 - is a fixed term Assured Shorthold Tenancy for a period of at least 12 months.
6. If an applicant becomes unintentionally homeless within two years of the tenancy start date, a new 'Reapplication Duty' applies. This is regardless of their Priority Need, although they must remain eligible and be homeless unintentionally. This does not have to be a reapplication to the same authority nor from the same property.
7. The Council will consider a PRSO as an option to end the main homelessness duty in all cases. It is acknowledged that a private rented sector tenancy may not be an appropriate housing option for some households. The Council will assess the individual circumstances of each household to establish whether a PRSO may be suitable.
8. When a household approaches the Council claiming to be homeless or at risk of homelessness, they will receive advice and assistance at a minimum.
9. For homelessness applications that result in a full housing duty being owed, where possible and appropriate, the authority intends to discharge that duty by arranging for a private landlord to make an offer of an assured short-hold tenancy in the private rented sector for a period of at least 12 months.
10. For any applicant that has made a Homelessness Application after 9 November 2012 and is owed a full duty, that duty will remain until either the Council arranges for a private landlord to make an offer of an assured shorthold tenancy in the private rented sector for a period of at least 12 months (PRSO), or one of the following actions or events occur, which by law will also bring the duty to an end. These are:

¹ The Homelessness (Suitability of Accommodation) (England) Order 2012 was brought into force on 9 November 2012. Statutory Guidance has been published to which the Council must have regard when discharging its homelessness duties to homeless households by using private rented sector accommodation. The guidance describes situations in which private rented housing should be regarded as unsuitable; the location requirements of the Order also extend to any accommodation secured under Part 7 of the 1996 Act (including temporary accommodation).

- If the applicant accepts an offer of settled accommodation from the Council (in accordance with Part 6 of the HA96);
- If the applicant refuses an offer of suitable temporary accommodation or a social housing tenancy offered under the Council's Social Housing Allocation Policy which the Council is satisfied is suitable for their needs, and the Council informs the applicant that it regards itself as having discharged its duty under Section 193 of the HA96. Where an offer of accommodation is made which is neither a Part 6 offer nor a PRSO (i.e. what is being offered is 'temporary accommodation' that would not otherwise bring the duty to an end) if accepted the section 193(2) duty may end if the applicant refuses the offer, but only if:
 - The applicant has been notified in writing of the possible consequences of refusal or acceptance;
 - The applicant has been notified in writing of the right to request a review of the suitability of the accommodation;
 - The authority are satisfied that the accommodation is suitable, and;
 - The authority notify in writing the applicant that they regard themselves as ceasing to be subject to the section 193 (2) duty.
- If the applicant becomes intentionally homeless from the suitable accommodation made available for his/her occupation;
- If the applicant ceases to be eligible for assistance due to their immigration status;
- If the applicant otherwise voluntarily ceases to occupy, as their only or principal home, the accommodation made available to them to meet the full housing duty.

11. As far as reasonably practicable, the Council seeks to accommodate homeless households in Hillingdon and always considers the suitability of the accommodation, taking into account the circumstances of the individual household. However, due to rising rental costs and ongoing difficulties in sourcing properties locally, an increasing number of households are likely to be placed outside the borough, as it will not be reasonably practicable to secure affordable, alternative accommodation in Hillingdon. These rising costs are reflected in the reasons for approaches to the Homelessness Prevention Team in Hillingdon. In 2011 there were 86 approaches because of a loss of tenancy. There were 539 such approaches during the year 1st April 2015 to 31st March 2016. Similarly, Ministry of Justice statistics show an increase in court repossession activity for rented dwellings. In 2010 there were 57 repossessions by a county court bailiff using accelerated possession proceedings. In 2013 there were 261 such repossessions and by 2015 the number had increased to 360. When placing households outside the borough, Hillingdon Council will look at the availability of suitable properties in the areas closest to Hillingdon first and then sequentially

further away. The Council will always endeavour to find accommodation as close as possible to Hillingdon, having had due regard to affordability; and will always endeavour to find good quality accommodation that meets the needs of the family, on a case by case.

12. When determining whether it is reasonably practicable to secure accommodation in Hillingdon, as opposed to simply what is reasonable, the cost of the accommodation is a relevant and proper consideration. High rent levels and affordability are primary obstacles to securing private rented sector properties for discharge of the main homelessness duty and in securing all forms of temporary accommodation in the private rented sector. This policy details how applicants will be prioritised for housing in and outside of Hillingdon.

PRSO and Temporary Accommodation Offers and Refusals

Offers

13. Homeless applicants who are housed under the Council's interim duty to accommodate (Section 188 HA96) may initially be placed in emergency bed and breakfast accommodation while enquiries are carried out. This accommodation may be outside of the borough. If the Council decides it has a duty to house the household, they will be moved to longer-term temporary accommodation or made a PRSO as soon as a suitable property becomes available.

14. Wherever possible, the Council will avoid placing families with dependent children or pregnant women in bed and breakfast accommodation. Where no other suitable accommodation exists and such placements are necessary, the council will aim to move these households to more suitable self-contained accommodation within six weeks.² Bed and breakfast accommodation will be regarded as unsuitable for 16 and 17 year olds, even in an emergency.

15. The Council will not make a final offer of accommodation under Part 6 or approve a PRSO unless satisfied that:

- The accommodation is suitable for the applicant, and that;
- If the applicant is under contractual or other obligations in respect of the applicant's existing accommodation, the applicant is able to bring those obligations to an end before being required to take up the offer.

16. Where the Council decides that applicants housed under Section 188 HA96 are not owed the main homelessness duty, they will be asked to leave, usually within fourteen calendar days of receiving a homelessness decision letter.

Refusal of Offers

² The Homelessness (Suitability of Accommodation) (England) Order 2003 (SI 2003/3326), which came into force of 1st April 2004, provides that homeless families with children, or where a member of the household is pregnant should not be placed in B&B accommodation except in an emergency and even then only for a maximum of six weeks.

17. Applicants will be given one offer of suitable accommodation. This may be under an interim duty while enquiries are being carried out, or a placement in temporary accommodation where a full housing duty has been accepted, or a PRSO. The client will be advised to accept this. There is no obligation upon the Council to enable applicants to view the accommodation prior to acceptance. In making the offer, the household's individual circumstances will be considered.
18. If an applicant rejects an offer, they will be asked to provide their reasons for refusal. This applies to new applicants to whom the Council has an interim duty to accommodate under Section 188 HA96, or those in temporary accommodation, who the Council has accepted a rehousing duty towards under Section 193 HA96, and are required by the Council to move to alternative temporary accommodation or to accept a PRSO. The Council will consider the reasons given and undertake further enquiries as necessary. If the Council accepts the reasons for refusal and agree the offer is unsuitable, the offer will be withdrawn and a further offer will be made.
19. Where applicants refuse suitable emergency accommodation (which may include out of borough placements) and the Council does not accept their reasons for refusal, and considers that the offer is suitable, applicants will not be offered further accommodation and will be required to make their own arrangements. There is no right of appeal against the suitability of accommodation offered to applicants under Section 188 HA96 (although they can apply for judicial review through the courts). For applicants where the Council has accepted a rehousing duty under Section 193 HA96 (s193 duty) there is a right to request a review of the suitability decision, pursuant to section 202 HA96.
20. In cases where the applicant still refuses a suitable offer of accommodation the homelessness duty will be discharged. If the applicant is resident in emergency accommodation, they will usually be asked to vacate the property within 14 calendar days and advised that no further assistance will be provided. If they are already in longer-term temporary accommodation the current housing provider would be advised that the duty has been discharged and eviction proceedings need to begin.
21. Where applicants that the Council has accepted a Section 193 duty for, refuse a suitable offer and submit a review request, they will only continue to be accommodated during the review period in exceptional circumstances. Each case will be considered on an individual basis, taking into account the overall merits of the review request. Any new information or evidence that may affect the original decision and the personal circumstances of the applicant and the potential impact of the loss of accommodation.

Selection of applicants for Private Rented Sector Offers

22. Where there are more households owed the full homeless duty than properties available in the private rented sector to end the duty, the Council will consider a range of factors to select applicants to be offered a PRSO, taking into account individual household circumstances, as well as the operational needs of the service and the financial impact on the authority. For example applicants to be made a PRSO offer to fully discharge the homeless duty may include applicants owed a full housing duty that:

- Have expressed a preference to live in a particular area. Area choice will be considered when making a PRSO but cannot be guaranteed;
- Are less likely to be allocated a social housing tenancy;
- Are in temporary accommodation where there is a cost to the council;
- Are in temporary accommodation where due to the level of rent charged there is a cost to the applicant;
- Are in temporary accommodation and require longer term accommodation as a matter of urgency;
- That have been accepted as being threatened with homelessness and owed a full housing duty and where a PRSO offer will avoid the need for the household to go into temporary accommodation;
- Where there are no exceptional circumstances relating to the need for the provision of long term social housing to provide longer term stability for a household;
- That are owed the full homeless duty and have been waiting longest.

23. One of several factors may apply at the same time. Regardless of these the authority will still ensure that it only makes a PRSO offer after full and careful consideration of household's individual circumstances and the facts that apply to that case. Having undertaken this consideration if the council is then satisfied that it is appropriate to exercise the power given to it under the HA96 it will discharge its duty by arranging for a private landlord to make a suitable offer of an assured short-hold tenancy in the private rented sector for a period of at least 12 months.

Suitability of accommodation and criteria for prioritising placements inside or outside Hillingdon

24. The Homelessness (Suitability of Accommodation) (England) Order 2012 requires local authorities to put in place arrangements to ensure that PRSOs are suitable. The location requirements of the Order also extend to any accommodation secured under Part VII of the HA96 (including temporary accommodation). The first part of the order deals with the suitability of location and the second part is concerned with those circumstances in which accommodation is not to be regarded as suitable for a person for a PRSO. Each private rented sector offer will be assessed for suitability and matched to an individual household. Applicants can request a review of the housing authority's decision that the accommodation offered to them is suitable under Section 202 (1) (f).

25. The suitability of the location will be considered for all members of the household and as far as reasonably practicable, accommodation will be secured in Hillingdon, helping applicants to retain established links to schools, doctors, social workers, key services and support and social networks. However, when there is a lack of suitable accommodation or there are higher priority households awaiting accommodation in the borough, out of borough placements will be used to meet the Council's housing duty. Given the shortage of accommodation locally, placements outside of the borough may be considered suitable.

Suitability of Accommodation Part One: Location

26. The Council has devised a set of criteria against which a decision can be made about the suitability of out of Borough placements for individual households, balanced against the type and location of temporary accommodation and private rented accommodation that can be offered. In many cases housing outside the borough will be more sustainable for the household in the long-term with lower rents allowing them to better meet their subsistence and household costs and avoid rent arrears.

27. In placing households in temporary accommodation and private rented accommodation, there will be a general presumption that placements outside of Hillingdon will be used to discharge housing duties where suitable, affordable accommodation is not available locally. The Council will continuously monitor demand from potentially homeless households and available supply in order to maintain an up to date projection of need for temporary accommodation and private sector discharge properties in and out of borough.

28. In offering temporary or private sector accommodation, the Council will consider the suitability of the location of the offer for a particular household, taking into account the following factors:

- Where accommodation is procured outside of Hillingdon, the Council will consider where the accommodation is situated and the distance of the property from Hillingdon and how the location of the property affects family members. This will include the impact of location on the other factors listed in relation to the suitability of accommodation. If it is not reasonably practicable to provide accommodation in Hillingdon, the Council will try to secure accommodation that is as close as possible to where an applicant was previously living unless there is a justifiable reason for securing accommodation further away, such as clients' preference. The significance of any disruption which would be caused by the location of the accommodation to the employment, caring responsibilities or education of the person or members of the person's household, will be taken into account, as will the duration and significance of connections to the Borough of Hillingdon.

- The proximity and accessibility of the accommodation to medical facilities, carers and other support which –
 - Are currently used by or provided to the person or members of the person's household; and
 - Are essential to the well-being of the person or members of the person's household; and
 - The proximity and accessibility of the accommodation to local services, amenities and transport.

Suitability of Accommodation Part Two: Suitability for a Private Rented Sector Offer

Property standards and management

29. For a property to be considered suitable for a PRSO, the Council must be satisfied that the accommodation is in reasonable physical condition and that it is suitable in relation to:

- Certain electrical regulations
- Fire safety
- CO₂ poisoning – there must be adequate carbon monoxide alarms
- HMO licensing
- The property has a valid energy performance certificate (EPC)
- Gas safety record
- That a written tenancy agreement will be provided
- That the landlord is a fit and proper person to act in the capacity of landlord

Size and layout of the property

30. Accommodation must provide adequate space and room standards for the household and be fit to inhabit. In deciding on the fitness of the property, consideration would be given to the length of time needed to complete any necessary repairs and whether it is reasonable to complete these while the property is occupied. The quality of the decoration / furniture, the layout / type of accommodation, provision of parking and lack of access to a garden are unlikely to be acceptable reasons for a refusal.

Health factors and disability

31. The Council will consider health factors, such as ability to get up the stairs, care and support provided by other statutory agencies or the need to access any specialist medical services that are only available locally. If the applicant or a member of the resident household is citing medical grounds that were not identified during the initial assessment, the applicant must submit a medical form within 24 hours of the offer. The key test in determining the impact of medical issues is whether the condition itself makes the housing offered unsuitable. Medical issues may also be relevant if, when added to other considerations, they would make a property unsuitable.

Affordability

32. For a property to be suitable, it must be affordable. Where an applicant is on benefits and qualifies for local housing allowance the rent required will be considered against the amount of benefit the applicant will receive under the Local Housing Allowance (LHA) scheme.
33. Where there is a shortfall between the rent required and the amount of benefit the applicant will receive under the LHA scheme and the rent cannot be reduced through negotiation with the landlord, the authority will consider the applicant's residual income after meeting the costs of the accommodation including the shortfall and all other expenditure required for that applicant to provide the ordinary necessities of life.
34. Accommodation offered will not be considered suitable if the cost of paying for it would deprive the applicant of the means to provide the ordinary necessities of life. This will always include the amount of income required for heating, eating and clothing and may, depending on the individual household, also include child care costs, travel cost, and any other expenditure which when considering the individual circumstances of that household is deemed to be essential.

Debts

35. Where an applicant has debts, whether credit cards, loans or other debts, advice will be given on priority debts and appropriate referrals made to support the applicant in any negotiation with creditors and to ensure that they are able to access benefits that they are entitled to.

Children

36. In accordance with section 11 of the Children Act 2004, the Council will consider the needs of any children in the household and how to safeguard and promote those needs.

Childcare and other caring responsibilities

37. Existing childcare arrangements are considered as well as any other caring responsibilities, including the nature of the care provided, and the feasibility of maintaining these or making other arrangements.

Education

38. Attendance at local schools will not automatically be considered a reason to refuse accommodation, though some priority will be given in determining priority for in-borough placements, to special educational needs and to students who are taking public GCSE or A level examinations in the academic year. The age and stage of education of children will be taken into account, including any public examinations the children will be taking. The cost (particularly for over 16s where travel costs will be incurred) and ease and distance of any potential commute to

existing schools will be considered along with the possibility of relocating to schools closer to the property offered. Support provided to any children with special educational needs will also be taken into consideration. Children of primary school age may need to move to schools closer to their new home.

Proximity to schools and services

39. The Council will consider the proximity to schools, public transport, primary care services, and local services in the area in which the accommodation is located.

Employment

40. The Council will consider the need of applicants who are in paid employment to reach their normal workplace from the accommodation that is secured.

Family and community support

41. As far as possible, family support and community links will be taken into consideration. Where there is social worker involvement with the family, they will be involved in any discussions about moving the family to alternative accommodation to ensure their needs are met.

Families in need

42. Priority for properties in Hillingdon will be given to families in need. This is in accordance with Hillingdon's duties under Section 11 of the Children's Act 2004. Equally, for families not owed a housing duty by Hillingdon but with dependent children, the Council will ensure that the needs and welfare of children are safeguarded. Families prioritised as 'in need' include:

- Households where children are at risk or may be significantly disadvantaged, including households giving or receiving care, care leavers, children subject to a Child Protection Plan, children at a significant educational milestone.
- Households with at least one family member who has a severe disability or significant health condition - for example;
 - A person with severe and enduring mental health problems who is receiving psychiatric treatment and aftercare (provided by local community health services) and has an established support network where a transfer of care would severely impact on their ability to engage with treatment or care plans;
 - A person suffering from a life threatening illness or a severe disability receiving regular (at least fortnightly) treatment under the care of a hospital in the borough;
 - A person in receipt of a significant car package which cannot be transferred.
- Households where there is a risk to be managed, for example: those with a history of anti-social behaviour, prolific and persistent offenders, those housed through MAPPA etc.

Special circumstances

43. The Council will consider any other reasons for refusal put forward by the applicant and come to an overall view about whether the offer is suitable including any cultural needs.
44. The Council will remind landlords and tenants of their responsibilities relating to tenancy deposit schemes.

Priority for accommodation in borough

45. Applicants will be individually assessed prior to any offer to determine the type and location of accommodation that should be offered. The needs of the household will be recorded in full along with any action to mitigate disruption.
46. Before an offer of PRSO accommodation is made an affordability assessment will be carried out to ensure that the offer is suitable for the household. An 'In-borough' priority does not guarantee an in-borough placement, but should suitable and affordable accommodation be available within the borough, it does give that household priority over others without this assessed priority.
47. Priority for in-borough accommodation will be given to certain households whose circumstances indicate that they would best be housed locally. These include:
 - Applicants with a severe and enduring health condition requiring intensive and specialist medical treatment that is only available in Hillingdon;
 - Applicants undergoing a course of treatment where a disruption of that treatment would be unreasonable;
 - Applicants who are in receipt of a significant package and range of health care options that cannot be easily transferred;
 - Applicants with a severe and enduring mental health problem who are receiving psychiatric treatment and aftercare provided by community mental health services and have an established support network where a transfer of care would severely impact on their well-being;
 - Households with children subject to a Child Protection Plan in Hillingdon, or families who have high social needs who are linked into local health services and where it is confirmed that a transfer to another area would impact on their welfare;
 - Applicants with a long and significant connection to the Borough of Hillingdon;
 - Households containing a child with special educational needs who is receiving education or educational support in Hillingdon, where change would be detrimental to their well-being;
 - Applicants who have a longstanding arrangement to provide care and support to another family member in Hillingdon who is not part of the residents household and would be likely to require statutory health and social support if the care ceased;

- Applicants who have as part of their household, a child or children who are enrolled in public examination courses in Hillingdon, with GCSE/A level exams to be taken within the academic year.
- Any other special circumstance will also be taken into account.

48. Wherever practicable, any applicants who work for more than 24 hours per week and have been employed continuously for more than six months will not be placed more than 90 minutes travelling distance by public transport, from their place of employment.

49. Applicants who meet none of the above criteria will be offered properties out of Hillingdon when no suitable property is available in Hillingdon.

Accommodation in other local authority districts

50. The Council will always seek to offer private sector accommodation in the borough where possible, except:

- When it is considered beneficial to move the applicant/household out of area, for other reasons for example, to reduce the risk of harassment; or to assist a person(s) in breaking away from detrimental situations, such as drug or alcohol abuse; or
- When the applicant consents to move away from Hillingdon; or
- When a person has very limited/no local connection to Hillingdon (for example, they may have approached having fled violence from another area);
- Applicants who indicate a desire to be housed in particular areas outside of Hillingdon will be housed in those areas so far as reasonably practicable.

51. Applicants who are victims of domestic violence would be placed outside of Hillingdon or neighbouring boroughs in an area where the risk of violence does not exist having given consideration to all other factors within this policy.

Notification arrangements for out of Borough placements

52. Details of placements in temporary accommodation and private rented accommodation outside of Hillingdon will be shared in a timely manner with the relevant councils in areas that families are moving to;

- We will notify the receiving authority of any placement (as far as this is possible). The receiving authority should also notify us as to any action they may have taken against a landlord/agent;
- Households with children known to Social Care as Children in Need who accept housing out of borough will be transferred to the appropriate new-borough support service. The new local authority's children service will be notified by

Hillingdon and a period of joint working will ensure the needs and welfare of the children are safeguarded;

- We will as far as is practical ensure that the rent paid is in accordance with the prevailing LHA rent levels and is not at a level that is likely to encourage inflation of rent levels and/or leave the household experiencing financial difficulties in paying the rent.



Equality and Human Rights Impact Assessment

STEP A) Description of what is to be assessed and its relevance to equality

What is being assessed? Please tick

Review of a service Staff restructure Decommissioning a service

Changing a policy Tendering for a new service A strategy or plan

Provide details here:

The Temporary Accommodation and Private Rented Sector offer Placement Policy sets out the approach Hillingdon will take to satisfy its duty under Part 7 of the Housing Act (1996) to secure accommodation for unintentionally homeless people in priority need. The policy also covers interim placements whilst homeless enquiries are undertaken, longer term temporary accommodation and a private rented sector offer.

In respect of the latter, the policy will enable LB Hillingdon to consider the suitability of offers of private rented sector homes in terms of housing condition, distance from work or support networks and also affordability of the rent. In some cases this may see some households moving into more affordable areas outside of the borough. The council aims to provide accommodation that is suitable, including being both affordable for individual households, but also more affordable to the Council.

This EIA provides an assessment of the policy as a whole although specific attention will be paid to the impact of the proposed out-of-borough placement element. This is because there is a recognition that this change in policy is likely to impact some groups more so than others. Therefore, alongside assessing the impact of the proposed changes on protected groups, this Equalities Impact Assessment will also look at possible mitigating actions.

Who is accountable? E.g. Head of Service or Corporate Director

Mr D. Kennedy

Head of Business Performance, Policy and Standards

Date assessment completed and approved by accountable person

29/04/2016

Names and job titles of people carrying out the assessment

Naveed Mohammed - Service Manager Business Performance

A.1) What are the main aims and intended benefits of what you are assessing?

The Policy has the following aims

- To ensure that Hillingdon Council can continue to meet its duty to provide accommodation to homeless applicants or to resolve a homeless situation. Currently, the main impediment to this is the supply of affordable accommodation. This is important given that since 1988, the courts have held that a person is homeless if they cannot pay the rent without depriving themselves of bare necessities. Case law has since been strengthened with the Homelessness (suitability of accommodation) order requiring councils to be satisfied that proposed accommodation is affordable before it is offered to a household. The introduction of welfare reforms, coupled with the impact of inflation on local rent levels has rendered it increasingly difficult for LB Hillingdon (and indeed other London boroughs) to find local accommodation that meets the twin tests of suitability and affordability.
- To ensure that families are able to access secure, appropriate and affordable accommodation so as to enable increased likelihood of tenancies being maintained and decrease the chance of rent arrears. The cost of housing to buy or to rent in Hillingdon continues to increase. This is compounded by changes in welfare which has resulted in a reduced income for some families following a benefit cap or introduction of universal credit. The cumulative impact means that the gap between prevailing market rents, and what families can reasonably afford has continued to grow and as such has increasingly priced families (especially those reliant on social welfare as the only source of income) outside of the local housing market.
- To enable the council to adopt a more affordable approach to managing housing demand.

A.2) Who are the service users or staff affected by what you are assessing? What is their equality profile?

Of the client group likely to be most affected by the proposed policy - it is those households that present to the Council as homeless, that are in priority need and which meet the necessary criteria to attract council support.

By way of illustration of the profile and characteristics of the households likely to be most affected, the following tables present a demographic overview of homeless

applicants for 2015/16.

Given the impact of welfare reforms, the inclusion of affordability as a key consideration when making a decision on placement, is likely to impact those groups that have benefits as their only source of income.

Ethnicity

The following table (table 1) provides a breakdown of ethnicity by income source. It shows that of the total of 1225 clients, 48% had benefits as their only source of income (or 591). Of these, 47% were from a White British background. The next highest ethnic group was Black African at approximately 16%, closely followed by Asian at 13%.

Table 1

Ethnic Group/Income source	Benefits & Salary	Benefits only	Not recorded	Salary only	Grand Total
Other	14	20	19	6	59
Asian	84	74	32	12	202
Black / African / Caribbean / Black British	57	98	31	17	203
Mixed	4	12	5	2	23
Not Answered	61	85	19	17	182
Other European	26	26	22	6	80
White	98	276	60	42	476
Grand Total	344	591	188	102	1225

Age/Gender

Looking at the age and gender profile (table 2) shows that of the 1225 clients, 14% are in the 16-24 age bracket. The majority of clients at 56% fall in the 25-44 age band with the next highest group being the 45-59 age group. Only 5% of clients are aged over 60.

Table 2

Age and Gender	F	M	Not disclosed	Grand Total
0-15	2	1		3
16-24	140	33		173
25-44	444	248		692
45-59	122	135		257
60-64	8	23		31
65-74	9	15		24
75+	4	4		8
Not shown			37	37
Grand Total	729	459	37	1225

Looking at gender shows that there were more females on the client list than males (59%:37%¹). However, whilst in absolute terms more females were likely to be affected; this was not consistent across all age groups. Thus whilst there were more females affected in the 16-24 and 25-44 age groups - between the ages 45-74, there were a greater proportion of males. In summary this shows there is a younger age

¹ Totals do not equate to 100% due to incomplete data and approximately 4% of unknowns as information is not always disclosed.

profile for women, but an older age profile for men within this cohort.

Gender/Marital Status

The following table looks at gender by marital status. What's clearly discernible is the fact that of the 1225 clients a significant majority (71%) were single person households. Whilst this was high for men (indeed there were more single men than there were men as part of a couple), single female households were in the majority.

Table 3

Household type/Gender	F	M	Not Disclosed	Grand Total
Couple	123	147	5	275
Older Person	18	36	1	55
Single	578	270	31	879
Not Available	10	6		16
Grand Total	729	459	37	1225

Household composition

Finally, in the same way as impact of welfare reforms means that affordability will be more of an issue for those households reliant on benefits only; larger households (i.e. those with 2+ dependent children) are also likely to be affected more.

Table 4

Number of Single, Couple and Older Person households by Gender and Number of Children	0	1	2	3	4	5	6	7	Not known	Grand Total
Couple										
Female	15	33	42	23	7	3	2			123
Male	19	37	45	29	8	6	6	2		147
Gender not known	2		2	1						5
Older Person										
Female	17	1								18
Male	36									36
Gender not known	1									1
Single										
Female	195	181	123	55	15	7	2			578
Male	240	16	9	5						270
Gender not known	14	9	7	1						31
Household composition unknown										
Female	1								7	8
Male									1	1
Grand Total	540	277	228	114	30	16	10	2	8	1225

The table above shows that whilst there were 173 couples (whether headed by a male or female) with 2+ dependent children, the equivalent figure for single-person households was 216. Of the latter, the vast majority (202 households) were female.

Ethnicity by family composition

When looking at ethnic profile by number of children, the following table shows that of the 1225 clients

- 202 were from an Asian-heritage background
- 203 were from a Black African/Black Caribbean background
- 476 were from a White British background.

Taking the figures above and cross-tabulating these with number of children shows that

- Of the 202 Asian households, 83 (41%) had 2+ children.
- Of the 203 Black African/Black Caribbean households, 74 (36%) had 2+ children
- Of the 476 White British households, 129 (27%) had 2+ children.

Table 5

Ethnic Group/# of Children	Not known	0	1	2	3	4	5	6	7	8+	Grand Total
Other		26	11	10	8	1	2			1	59
Asian	1	71	47	44	27	5	4	3			202
Black / African / Caribbean / Black British		86	43	40	18	8	3	3	1	1	203
Mixed		14	3	3	2	1					23
Not Answered	1	79	44	29	18	7	1	2	1		182
Other European		23	21	25	9	1	1				80
White	5	234	108	77	32	7	5	2		6	476
Grand Total	7	533	277	228	114	30	16	10	2	8	1225

Long-Term Health/Disability

A further protected characteristic to look when assessing the equalities impact of the new policy is disabilities and/or long term health conditions. Taking the same sample base as before (the 1225 clients that approached LBH during 2015/16 for homelessness support) shows that 122 clients - or approximately 10% showed a disability/long-term health need.

Looking at data from 2011 Census indicates that this is slightly lower than the percentage of residents that reported a long-term health condition or disability which (at the time of the census) stood at 14% - defined here as day to day activities being limited 'a little' or 'a lot'.

Table 6

	Day-to-day activities limited a lot	Day-to-day activities limited a little	Day-to-day activities not limited	All categories: Long-term health problem or disability
Very good or good health	0.9%	2.9%	80.3%	84.1%
Fair health	2.3%	4.1%	5.0%	11.496%
Bad or very bad health	3.4%	0.7%	0.3%	4.4%
All categories: General health	6.6%	7.7%	85.7%	100%

The 10% reported was however significantly higher than the 3.6% of local residents that were in receipt of disability living allowance (10,090/273,976)².

Table 7

Period	London Borough Hillingdon	Region London	Country England
Aug-12	10,090	334,610	2,698,340
Aug-11	9,770	328,350	2,652,740
Aug-10	9,420	321,350	2,609,180
Aug-09	9,140	310,510	2,537,590
Aug-08	8,820	299,480	2,453,310
Aug-07	8,510	288,660	2,375,900
Aug-06	8,370	278,920	2,292,900
Aug-05	8,180	272,920	2,237,510
Aug-04	7,970	264,640	2,173,470
Aug-03	7,650	253,460	2,091,820
Aug-02	7,310	239,580	1,995,090

Building on the figures above, the following table provides a breakdown of ethnicity by disability. Of those that disclosed - the main health condition faced was mental health. Within this, it was members of the White British and Black African/Caribbean group that had a higher incidence of mental health conditions. It's important to note here that the relatively small sample base means that caution should be exercised when drawing generalised conclusions.

² Accessed via

<http://www.neighbourhood.statistics.gov.uk/dissemination/LeadTrendView.do?a=7&b=6275131&c=Hillingdon&d=13&e=6&f=34321&g=6329305&i=1001x1003x1004x1005&l=1355&o=393&m=0&r=1&s=1462354332984&enc=1&adminCompId=34321&variableFamilyIds=4945&xW=938> on 29/04/2016.

Table 8

Vulnerability / Ethnicity	Other	Asian	Black / African / Caribbean / Black British	Mixed	Other European	White	Not Known	Total
Learning Difficulty						3		3
Learning Difficulty & Mental Health			1			4		5
Learning Difficulty & Physical		2				1		3
Mental Health	2	5	9	2	2	33	12	65
Mental Health & Physical		2				2	1	5
Physical	3	6	1	1	4	18	8	41
Not Disclosed	54	187	192	20	74	415	161	1103
Grand Total	59	202	203	23	80	476	182	1225

Taking the same categories - but cross tabulating with gender shows that its mental health again that features most predominantly with 65 clients reporting this (across both male and female). Looking at the genders individually shows that it was males that were more likely to report a mental health condition. The second highest reported condition was physical ailments.

Table 9

Vulnerability/Gender	Female	Male	Not Disclosed	Grand Total
Learning Difficulty	1	2		3
Learning Difficulty & Mental Health	3	2		5
Learning Difficulty & Physical	1	2		3
Mental Health	25	38	2	65
Mental Health & Physical	5			5
Physical	10	28	3	41
Not Disclosed	684	387	32	1103
Grand Total	729	459	37	1225

The following table provides an age breakdown by health and/or disability. As above it is the mental health and physical health categories that have the highest reported rates of concern. Cross tabulating this with age shows that the 25-44 age band reported the highest levels of mental health conditions (followed by the 45-59 age band). For physical health this was reversed with the 45-59 age band reporting higher levels of physical health concerns.

Table 10

Vulnerability / Age Group	0-15	16-24	25-44	45-59	60-64	65-74	75+	Not Disclosed	Grand Total
Learning Difficulty		1	1	1					3
Learning Difficulty & Mental Health			4	1					5
Learning Difficulty & Physical			1	1	1				3
Mental Health		8	36	17	1	1		2	65
Mental Health & Physical			3	2					5
Physical		1	12	21	2	2		3	41
Not disclosed	3	163	635	214	27	21	8	32	1103
Grand Total	3	173	692	257	31	24	8	37	1225

Looking at vulnerability by applicant group shows that it is physical and mental health which again feature most predominantly. Cross-referencing this with applicant group shows that single applicants were most likely to report both mental health and physical conditions. This needs to be couched however given the significant share of single people in the sample base.

Table 11

Vulnerability/Applicant Group	Not Disclosed	Couple	Single	Grand Total
Learning Difficulty		1	2	3
Learning Difficulty & Mental Health			5	5
Learning Difficulty & Physical		1	2	3
Mental Health		3	60	65
Mental Health & Physical		1	4	5
Physical	1	4	33	41
Not Disclosed	15	265	773	1103
Grand Total	16	275	879	1225

Perhaps most importantly given the impact the affordability criteria will have on these households - there is a need to look at clients by income source. The table below provides this information. The most vulnerable client group are those whose only source of income is benefits. Looking at this shows that benefits-only clients make up 48% of the grand total. Of these 88 clients, or 15% reported a health condition. Of these - and consistent with the overall trends in this analysis - it was mental health and physical health that emerged as the greatest issues.

Table 12

Vulnerability/Income Source	Benefits & Salary	Benefits only	Not disclosed	Salary only	Grand Total
Learning Difficulty		3			3
Learning Difficulty & Mental Health		3	2		5
Learning Difficulty & Physical	1	2			3
Mental Health	6	48	9	2	65

Mental Health & Physical	1	4			5
Physical	2	28	9	2	41
Not Disclosed	334	503	168	98	1103
Grand Total	344	591	188	102	1225

Whilst the figures above looked at overall disability and health conditions - it is worth looking at those clients approaching the council that have a condition associated with mobility. Whilst this only covers one element of disability - it nonetheless helps provide a richer picture as to the profile of clients approaching the council and who are likely to be affected by any changes introduced by the proposed Placement policy.

For consistency purposes it is worth initially looking at the cohort of 1225 who approached the council for housing support for the period 2015/16 shows that only a small fraction of clients approaching qualified for a DSL award - 11 in total. Taking this figure shows that the majority of clients awarded DSL were from an Asian background (5 of the 11), were more likely to be single (7 of the 11) and aged between 45-59.

Ensuring data quality

Given the relatively low sample base, an exercise was carried out to test the robustness of the approach being taken to ensure the figures can be relied upon in any final analysis.

As such a manual review was carried out on 99 records relating to approaches to the council in June 2015 that were accepted as a homeless threat, in priority need and eligible for assistance. The review found;

- A mention on mental health issues in six cases
- Two cases with physical health issues

Taken together, the cases suggest that of the 99 cases reviewed - 8% reported a disability and/or health condition. This is broadly consistent with the findings overall.

Finally in order to get a picture of broader vulnerability, a review of the 588 households currently in temporary accommodation (and who, had they made an approach now to the council for housing assistance, would have been subject to the proposed policy) has been carried out. This showed the following

- 75.1% of clients were in households with children
- 5.1% of clients reported mental health issues
- 3.9 % of households included expectant mothers
- 2.7 % of households comprised an ex offender
- 2.3 % of households had an age vulnerability (old age)

A.3) Who are the stakeholders in this assessment and what is their interest in it?

Stakeholders	Interest
Residents	Access affordable, secure, suitable and appropriate housing that meets their needs.
Head of Housing	Ensure a robust and transparent placement policy. Deliver value for money in service delivery. Ensure access to affordable, suitable accommodation for homeless households.
Private Sector Landlords	Provide suitable accommodation that satisfies legal requirements (including habitability).
Members	Ensure policies adopted by the Council meet resident needs. Ensure access to affordable, suitable and secure accommodation for homeless households

A.4) Which protected characteristics or community issues are relevant to the assessment? in the box.

Age		Sex	
Disability		Sexual Orientation	
Gender reassignment			
Marriage or civil partnership		Carers	
Pregnancy or maternity		Community Cohesion	
Race/Ethnicity		Community Safety	
Religion or belief		Human Rights	

STEP B) Consideration of information; data, research, consultation, engagement

B.1) Consideration of information and data - what have you got and what is it telling you?

Key findings from the analysis include

- The inclusion of affordability as a key consideration criteria for making decisions around placement is likely to affect those households with benefits as the only source of income. Groups that are likely to be most affected include
 - White British households which make up 47% of all households that rely solely on benefits.
 - The other groups affected were Black African/Caribbean at 16% and then Asian at 13%
- There is likely to be a greater preponderance of females affected given their profile within the client base (which shows 59% of all clients as female). However this is not uniform across all age groups with the 16-44 age group having a higher proportion of female, but the 45-74 age band showing a higher proportion of males
- Single person households, whether led by a female or a male featured in much greater numbers (71% of all clients). This was significantly higher than the profile of such households in the local population. When looking at gender, it showed that of the 879 single person households - 65% were female.
- Given the nature of the benefit reforms, larger households (i.e. those with a greater number of persons) were likely to be more affected.
 - Of the larger households, and looking at marital status shows that there was a greater proportion of larger households (2+ children) being led by a single parent as opposed to a couple (216v173). Of the 216, 94% were led by females.
 - Whilst in absolute terms the number of clients from an Asian-heritage background was smaller - a greater proportion of these households had larger compositions. Thus whilst there were 476 White British households, 27% had two or more children. Conversely of the 202 Asian households 41% had 2 or more children.
- Finally focusing on health/disabilities - it was clear that the most significant issues affecting clients related to mental health wellbeing. This was particularly the case for single parents and those for whom benefits represented the only source of income.
- Looking at clients, who approached the council who were awarded DSL indicated a higher preponderance of single people, those from an Asian heritage background and those that were aged between 45-59. It is important to note here however that given the very small numbers - strong inference cannot be drawn. Further it is clear that in reference to the collection of data on disabilities, further work is needed to ensure the council has a detailed understanding of clients who have disabled needs.
- Looking at the number of clients currently in temporary accommodation, whilst the number of pregnant women was relatively low (at 3.6%) - there was a

significant percentage of households with children (75%). As such there is a need to consider fully the educational requirements of household members when considering a placement move.

- Finally it is important to recognise here that individuals are not affected by single issues. Thus - and as has been identified in the analysis - vulnerable clients can be impacted by cumulative issues - so there is a strong likelihood that single parents can be susceptible to mental health issues. Data from table 12 shows that 4 clients were not only vulnerable due to benefits being their only source of income, this was compounded by a physical and mental health issues. Whilst overall numbers maybe small - it is important to recognise that the individual circumstances of households can vary dramatically.

Consultation

B.2) Did you carry out any consultation or engagement as part of this assessment?

Please tick NO YES

The proposals for the new placement policy will be presented to Cabinet for consideration and approval. Any amendments suggested will be made to the policy before its formal adoption. Internal consultation has included colleagues in Social Care and in Legal Services.

B.3) Provide any other information to consider as part of the assessment

Legal context

The Council has a duty under Part 7 of the Housing Act 1996 (HA96) to secure accommodation for a minimum of 2 years for unintentionally homeless people in priority need. In addition to satisfying the above, the Policy subject to this EHRIA also covers interim placements made under Section 188 HA96 while, homelessness enquiries are undertaken, longer term temporary accommodation placements for households accepted as homeless under Section 193 Housing Act 1996 and a private rented sector offer defined by section 193 (7AC) with a view to bringing the section 193(2) duty to an end. The Localism Act 2011 has enabled authorities, with effect from 9th November 2012, to discharge their duties towards households accepted an unintentionally homeless and in priority need, by offering a private rented tenancy (with a minimum term of twelve months) irrespective of objections that the household may have to being housed in the private rented sector. (Homelessness [suitability of accommodation] [England] Order 2012).

Finally it is important to make reference to the Nzolameso V Westminster Supreme Court ruling. Here, the supreme court overturned the decision by the Court of Appeal regarding the placement of a family by Westminster Council into temporary accommodation in Bletchley. Whilst recognising it was lawful for the local authority to provide temporary accommodation outside of its own boundaries, the Supreme Court

did find that Westminster (and by extension all local authorities adopting a policy of out of borough placements);

- should publish and regularly update its policies for procuring sufficient units of temporary accommodation to meet anticipated demand in the coming year;
- have a policy in place explaining how allocations of temporary accommodation were made, including what factors would be taken into account in allocating properties 'closer to home' or further away when there is a shortfall of 'in-borough' units.

Financial context

When considering the financial context, it is important to assess this from the perspective of clients that are likely to be impacted by the proposed changes as well as the local authority.

In respect of the former securing affordable private rented housing has become more difficult due to a combination of housing market pressures increasing rents and changes to the amount of local housing allowance (LHA) that can be paid. This has resulted in an increasing gap between what the rent that the private rental market can command and the amount that can be covered by benefits.

Families that are 'benefit capped' are restricted to the upper limit of entitlement across a range of welfare benefits and consequently are unable to claim what would otherwise be their full entitlement to Local Housing Allowance. The benefit cap applies only to working age families and is not applied to working households. This applies to some families in temporary accommodation and is a particular issue for some larger households.

This is compounded by the fact that LHA is restricted for all households at the levels set by Broad Rental Market Area (BRMA) and by bedsize. This applies uniformly to all claimants and the gap between this level and market rents has become larger in Hillingdon.

A buoyant housing market, Local Housing Allowance restrictions and the benefit cap combine to put private rented tenancies outside the reach of households solely reliant on benefits as their source of income. This is making procurement of private rented accommodation unaffordable in Hillingdon putting a strain on both household finances as well as those of the council.

As a result in order to procure accommodation at a rent covered by, or close to being covered by LHA, LB Hillingdon like other London boroughs, needs to look beyond its boundaries.

National policy context

The policy pays due regard to national changes especially in the context of welfare reform and the impact this has had on the ability of households to afford and maintain tenancies locally.

Please see reference to changes introduced through Localism Act (Legal Context, page 11).

C) Assessment

What did you find in B1? Who is affected? Is there, or likely to be, an impact on certain groups?

C.1) Describe any **NEGATIVE** impacts (actual or potential):

Equality Group	Impact on this group and actions you need to take
Men	<p>Based on the profile of clients, there were less males than females.</p> <p>However despite the lower numbers, potential negative impacts arising from an out-of-borough placement include a deleterious effect on support networks including family and/or friends (subject to the circumstances of the individual household).</p> <p>Where males head-up households with dependent children, an out of borough placement has the potential to impact school life of children. Where males are reliant on support for caring for children - a placement out of the borough is again likely to impact on such arrangements.</p> <p>In order to mitigate against this the council has provided scope in the policy to show discretion on such matters and factor consideration of such impacts in any final decision. Further for those clients/families that are placed outside the borough, due consideration will be given to individual need, with any accommodation offered being of a sufficient nature/quality to meet this need. Finally and recognising the disruption that can be caused, especially during any transition between placements, the council will utilise the services of relocation firms to assist households being placed out of the borough where necessary.</p> <p>Recognising the importance of assessing individual needs before any decision on placement can be made - the policy commits Hillingdon to review applications on a case by case basis. This will enable the council to understand individual circumstances - and determine the most suitable choice of placement.</p>
Women	<p>Impact on women is likely to be greater given their higher profile in the client group.</p>

	<p>However the nature of the impacts is largely the same and so includes impact of social and familial networks, impact on schooling etc. Where females are reliant on support for caring for children - a placement out of the borough is again likely to impact on such arrangements. Although the proposed changes are more likely to affect those clients that rely solely on benefits as their source of income - the placement outside of the borough is also likely to impact any clients with employment.</p> <p>However it is important to note here that the higher preponderance of single parent households from a female background means that they are likely to be affected more so by such impacts.</p> <p>In order to mitigate against this the council has provided scope in the policy to show discretion on such matters and factor consideration of such impacts in any final decision. Further for those clients/families that are placed outside the borough, due consideration will be given to individual need, with any accommodation offered being of a sufficient nature/quality to meet this need. Finally and recognising the disruption that can be caused, especially during any transition between placements, the council will utilise the services of relocation firms to assist households being placed out of the borough, where necessary.</p> <p>Recognising the importance of assessing individual needs before any decision on placement can be made - the policy commits Hillingdon to review applications on a case by case basis. This will enable the council to understand individual circumstances - and determine the most suitable choice of placement.</p>
<p>Race</p>	<p>In addition to the impacts above, a further consideration regarding potential impacts for households from a diverse background is the loss of cultural support networks (including religious) - where a placement outside of the borough could result in a loss of such support.</p> <p>Consideration of cultural needs will be factored into considerations regarding decisions on placement in the Policy.</p> <p>Recognising the importance of assessing individual needs before any decision on placement can be made - the policy commits Hillingdon to review applications on a case by case basis. This will enable the council to understand individual circumstances - and determine the most suitable choice of placement.</p>

<p>Disability</p>	<p>An impact on people with health conditions/disabilities is the potential loss of support networks. This is particularly the case for those clients reliant on carer support either through the local authority/health provider or through friends and family.</p> <p>Further, and in specific relation to clients with a physical disability - any clients that are subject to an out of borough placement - will need to ensure that their needs are adequately met through the new accommodation.</p> <p>Recognising the importance of assessing individual needs before any decision on placement can be made - the policy commits Hillingdon to review applications on a case by case basis. This will enable the council to understand individual circumstances - and determine the most suitable choice of placement.</p>
<p>Age</p>	<p>Impact on older clients largely follows the trend above - in that the most likely impact will be on the support networks, and impact on employment (although this will be mitigated against in the criteria for prioritising local placements).</p> <p>It's important to recognise here though, that for those families with dependent children - any move outside the borough will likely have an impact on schooling for children. There is sufficient latitude in the policy to enable the council to take a flexible approach. The inclusion of education as a criteria for local placement - along with the commitment to review cases on an individual basis to ensure suitability - means that the council has the ability to use discretion where needed.</p> <p>Where a placement outside the borough is the recommended option - the utilisation of a relocation agency to support the household (including securing local school places) will make any transition easier for families affected.</p> <p>Recognising the importance of assessing individual needs before any decision on placement can be made - the policy commits Hillingdon to review applications on a case by case basis. This will enable the council to understand individual circumstances - and determine the most suitable choice of placement.</p>

C.2) Describe any **POSITIVE** impacts

Equality Group	Impact on this group and actions you need to take
<p>All</p>	<p><u>Affordability</u></p> <p>The main positive impact of the policy for the groups listed is affordability. Given the financial pressures detailed on page 8, the ability to secure affordable housing locally remains very difficult. By offering placements out of the borough, affected clients will have the benefit of being able to stay in safe, secure accommodation that meets their financial needs. Given this, there will inevitably be corollary benefits including</p> <ul style="list-style-type: none"> - Mental health - According to the Royal College of Psychiatrists - one of the main impacts of debt is on mental wellbeing. Indeed statistics show that one in two adults in debt has a mental health issue. Securing accommodation that is affordable and thus less likely to cause indebtedness is therefore a positive. Looking at the figures shows that mental health is one of the health conditions frequently cited - with single parents and those on benefits being most affected. - Quality of life - Placements in costly accommodation which takes up a higher proportion of a households monthly income means that money for other items (including necessities) will be less available. By securing more affordable accommodation, households should see an increase in monthly disposable incomes.
	<p><u>Stable and Secure accommodation</u></p> <ul style="list-style-type: none"> - If implemented the policy will enable households to secure accommodation for a period of two years. This will enable households to settle into the new accommodation without the risk of tenancies being terminated - therefore offering greater security and the opportunity to lay foundations and establish support networks.

D) Conclusions

From the analysis above it is clear that the new placement policy, whilst having a number of advantages, may potentially negatively impact some groups. Some of these impacts feature across all groups, irrespective of circumstance. For instance the potential for an out-of-borough move may impact on social and familial networks. However it is important to recognise here that this impact is likely to be felt more by

those groups that are particularly vulnerable - whether this is due to a disability or being a single parent. For the latter - the potential impact on carer support or other local dependencies will be more acute.

It is clear from the policy, however, that such factors have been taken into account and consideration of the policy will be on a case by case basis. Thus there is a commitment that as far as is reasonably practicable, accommodation to meet local housing demand will be secured in Hillingdon thereby enabling applicants to retain established links to schools, doctors, social workers, key services, support and social networks.

As such when making a decision on placements the policy commits the Council to;

- Ensuring each private rented sector offer to ensure suitability to the matched individual household with applicants having the ability to request a review of the decision to ensure such suitability.
- In considering suitability the council will take into account the following factors
 - Property standards and management
 - Size and layout of the property
 - Health factors
 - Affordability
 - Education
 - Employment
 - Proximity to schools and services

Further in addition to the above and addressing the point about the impact on certain groups potentially being greater, priority for in-borough placements, will be made for the following;

- Applicants with a severe and enduring health condition requiring intensive and specialist medical treatment that is only available in Hillingdon;
- Applicants undergoing a course of treatment where a disruption of that treatment would be unreasonable;
- Applicants who are in receipt of a significant package and range of health care options that cannot be easily transferred;
- Applicants with a severe and enduring mental health problem who are receiving psychiatric treatment and aftercare provided by community mental health services and have an established support network where a transfer of care would severely impact on their well-being;
- Households with children registered on the Child Protection register in Hillingdon, or families who have high social needs who are linked into local health services and where it is confirmed that a transfer to another area would impact on their welfare;
- Applicants with a long and significant connection to the Borough of Hillingdon;
- Households containing a child with special educational needs who is receiving education or educational support in Hillingdon, where change would be detrimental to their well-being;

- Applicants who have a longstanding arrangement to provide care and support to another family member in Hillingdon who is not part of the residents household and would be likely to require statutory health and social support if the care ceased;
- Applicants who have as part of their household, a child or children who are enrolled in public examination courses in Hillingdon, with GCSE/A level exams to be taken within the academic year;
- Any other special circumstance will also be taken into account.

However when there is a lack of suitable (including affordable) accommodation or there are higher priority households awaiting accommodation in the Borough, out of borough placements will need to be considered to meet the Council's housing duty. To further mitigate this impact the policy commits the Council to take into account the location of the accommodation including:

- Where the accommodation is situated and the distance from Hillingdon;
- The significance of any potential disruption which would be caused by the location of the accommodation to the employment, caring responsibilities or education of the person or members of the person's household and the duration and significance of connections to the Borough of Hillingdon;
- The cultural needs, including proximity to centres for learning, religious establishments etc.
- The proximity and accessibility of the accommodation to medical facilities, carers and other support which;
 - Are currently used by or provided to the person or members of the person's household; and
 - Are essential to the well-being of the person or members of the person's household; and
 - The proximity and accessibility of the accommodation to local service amenities and transport.

Finally recognising that some households will require assistance to move to new accommodation, the council will procure the services of a relocation service providing one to one support for families re-locating including support in registering with schools, medical services, support finding employment etc.

Signed and dated:... *Mr D. Kennedy*29/04/2016...

Name and position: Head of Business Performance, Policy and Standards ...

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SCHOOL CAPITAL PROGRAMME - UPDATE

Cabinet Member(s)	Councillor David Simmonds CBE Councillor Jonathan Bianco
Cabinet Portfolio(s)	Finance, Property & Business Services Deputy Leader of the Council / Education & Children's Services
Officer Contact(s)	Bobby Finch, Residents Services.
Papers with report	Appendix 1: Summary of school construction projects.

1. HEADLINE INFORMATION

Summary	This report provides an update on the primary and secondary school expansions, the school condition works programme and other school capital works.
Putting our Residents First	<i>Our Built Environment; Our People; Financial Management</i> Investment in schools to adequately address the impact of the population increase within the London Borough of Hillingdon on existing school places. This project also forms part of the Hillingdon Improvement Programme.
Financial Cost	The forecast of the existing Primary Schools capital programme is £139,621k including prior years. The approved budget for the new Primary Schools expansions programme is £13,500k. The Secondary Schools expansion and replacement programme budgets total £132,176k and there is an additional £194k forecast for the Hearing Impairment Resource Base at Vyners School. The Month 12 forecast for the overall Schools programme is an under spend of £2,730k stemming from cost savings within phases 2 and 3 of the primary schools expansion programme.
Relevant Policy Overview Committee	Children, Young People and Learning.
Ward(s) affected	All wards.

2. RECOMMENDATION

That Cabinet note the progress made with primary and secondary school expansions, the school condition programme and other school capital projects.

Policy Overview Committee comments

None at this stage.

3. INFORMATION

3.1 PRIMARY SCHOOLS

School Places Forecast

The demand for school places in Hillingdon has been rising in recent years and is forecast to continue to rise in line with national and London-wide predictions. Demand for reception places at primary school level is being driven by rising birth rates which the GLA are now predicting to be slightly higher than they previously forecast. Demand for new school places is also arising due to new house building and families moving into the Borough. Overall, at primary school level, the need for additional school places has largely been met by the successful school places expansion programme to date, with some excess demand forecast in future years, mainly in the north of the borough. Primary and secondary forecasts will be updated by July using the latest published population data available from May. All on-time applicants were offered Reception places on Offer Day (18 April 2016).

Phase 4 - Temporary Modular Classroom Installation

The latest forecast for school places indicates a residual need for three additional forms of entry in primary schools in the north of the Borough, which is expected to arise from 2016. This includes demand for places for pupils resident in neighbouring boroughs.

At the February 2016 Cabinet meeting approval was received to install modular classroom units at 2 primary schools to be used to accommodate bulge classes. The tender responses for the potential works contractors have been evaluated and Cabinet Member reports seeking approval to appoint contractors is currently being prepared.

Phase 4 - Permanent School Expansions

There is also a need for permanent expansions. Members have reviewed the feasibility options on 3 schools deemed suitable for expansion and officers have provided feedback to schools on the options that have been selected.

Following notification from the appointed consultants of their intention to increase the fee for these projects, a decision was taken to retender the consultancy services. The tenders were issued in early May 2016 and responses are due back two weeks later. Subject to Cabinet Member approval the new consultants will be appointed at the start of June 2016.

3.2 SECONDARY SCHOOLS

School Places Forecast

The rising demand for school places is now moving into secondary schools. The latest forecast shows a longer-term sustained pressure for additional secondary school places. The planned expansions of Northwood, Abbotsfield and Swakeleys schools will add 5.5 forms of entry capacity. Over the next five years, 19 additional forms of entry are forecast to be required. The forecast need for additional secondary school places is higher in the northern parts of the

Borough, where there tends to be a higher number of pupils living outside the Borough travelling to a Hillingdon school and capacity in existing schools is lower. A new free school, Pinner High School, is opening in Harrow in 2016, close to the border with Hillingdon and this offers an additional choice for Hillingdon residents. All on-time applicants were offered places for September 2016, despite an 8% rise in applications.

Officers have visited secondary schools in Hillingdon to inform options for the provision of additional school places, which will be considered in the first instance by Members.

Priority Schools Building Programme (PSBP)

The school buildings at Abbotsfield, Swakeleys and Northwood Secondary Schools require improvement and have attracted funding from the Education Funding Agency (EFA) Priority School Building Programme for all three schools to be rebuilt. Abbotsfield and Swakeleys rebuild projects are being managed by the EFA with the exception of the offsite highways works which will be carried out by the Council. The Northwood rebuild project is being directly managed by the Council.

Northwood School

Construction works have progressed well over the past month and continue to be in line with the scheduled completion date for the new school building of the end September 2016. The contractor is currently reporting a 2 week non critical delay on the new sports hall, mitigation measures have been adopted and the project team is confident of recovering any slippage before the scheduled handover.

The main school building external envelope is close to being complete and the scaffolding has started to be removed. Internal works such as plastering, decorating, suspended ceilings and joinery works are now at an advanced stage throughout the building. A potential property license related issue with the statutory utility providers have been overcome allowing the main services to be connected in the coming weeks.

Due to the scale and complex delivery nature of this project, officers are ensuring adequate resource is being deployed to the relevant trades and are carrying out increased site visits to ensure that workmanship quality is at the desired standard.

The Council's Highways department are continuing to progress the Section 278 highway improvement works committed to as part of Section 106 Agreement. The logistics management and implementation of these works is being closely reviewed to ensure there is minimal disruption to both the main construction works and local residents.

Abbotsfield and Swakeleys Schools

Following the Planning Committee in December 2015 the planning application for the Abbotsfield and Swakeleys projects was referred to Greater London Authority (GLA) and Secretary of State for the Department for Communities and Local Government (DCLG) due to the schools being located in the Green Belt. Comments have now been received from both the GLA and DCLG. The discussions over final content of the Section 106 agreement are continuing, once these have been concluded and the agreement signed by the relevant parties the planning consent for the scheme will be issued.

3.3. SCHOOLS CONDITION PROGRAMME

2015/16 School Condition Programme

Following approval to appoint work contractors for first tranche of projects at Heathrow Primary, Hayes Park Primary, Minet Infant and Junior and Yeading Junior projects, the works will be commencing on site shortly and will be completed during the summer and autumn.

A Cabinet Member report seeking approval to appoint works contractors for the second tranche of projects which consists of Colham Manor Primary, Coteford Infant, Field End Junior, Newnham Infant and Junior and Warrender Primary is currently being prepared.

3.5. FINANCIAL IMPLICATIONS

Month 12 Monitoring - Financial Summary

The current approved schools capital programme budget reports an under spend of £2,730k arising predominantly from completed schools within Phases 1 to 3 of the primary schools expansions and rebuild programme inclusive of Special Resources Provision and Special Educational Needs schemes.

The overall under spend is resulting from a combination of effective final account negotiations at various schools and efficiencies gained across the programme as a whole.

Phase 4 - Primary School Expansion

In regard to the permanent expansion of three primary schools the revised budget was approved by Council in February 2016 for Primary School Expansions and has been increased to £27,400k up to 2020/21.

The revised budget reflects the most suitable option to the Council in meeting the pupil demand pressures in the areas that need it most. Contractors are to be appointed shortly to provide temporary classrooms for bulge classes at two school sites for which planning permission has previously been granted. The estimated costs of the bulge classes will be met from the £1,716k Phase 3a budget that currently remains unallocated.

Secondary School Expansion

Costs associated with the expansion of Secondary Schools to meet future increased demand (excluding Northwood and Abbotsfield) have been reflected in the revised budget approved by Council in February 2016. The estimated cost of the programme will be clearer once all options have been fully analysed, costs reviewed and approval obtained for the preferred course of action.

The forecast demand beyond 2019/20 remains uncertain but will be reviewed annually as part of the pupil placement planning forecast and considered for accordingly as part of future budget strategies.

Priority Schools Building Programme Phase 1 (Secondary Schools Replacement)

Northwood School: This project is forecast to be completed within the revised budget of £35,184k. The scheme is on target to meet all key milestones.

Abbotsfield School: The Education Funding Agency (EFA) are managing the re-building of this school through the Priority Schools Building Programme (PSBP) with the Council making a contribution of £13,070k covering an additional 2.5 forms of entry, FF&E and highways works, a vocational centre and additional SRP provision.

The highways works will include the provision of 50 drop-off places within the school boundary, and a separate contribution to Transport for London is also required for an augmented bus service for pupils. The Council's liability towards the TFL contribution is subject to final agreement pending further negotiations with the EFA regarding Swakeley's School.

The EFA have also requested that the Local Authority increase its financial contribution for Abbotsfield School for various issues partly attributable to higher construction costs due to the delay in the EFA starting construction on site. The request has been responded to by Members and remains under negotiation.

All the above items may represent a potential pressure on the overall budget depending on the outcome. However, this can only be confirmed once items are agreed and feasibility on the expected highways costs has been established. The delivery of the project is running behind schedule although the school is expected to be ready in 2017. This has subsequently resulted in the re-phasing of £2,952k into 2016/17 following the delay in obtaining planning consent.

Universal Free School Meals

Works have been completed within budget by the end of the financial year at five schools to support the government led initiative of implementing Universal Infant Free School Meals. Kitchen refurbishment works at Frithwood, Harefield and Harlyn Primary Schools had previously been completed successfully earlier in the year.

Schools Condition Programme

The 2015/16 Schools Condition programme reports an under spend of £2,833k due mainly to slippage of the bulk of the programme with works at nine schools recently tendered and now planned to commence in 2016/17.

Formal agreement of schools' contributions has been reached in principal although this will be adjusted based on revised project costs following completion of the tender process.

4. EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

What will be the effect of the recommendation?

Completion of the school expansion projects will result in additional school places needed for local children, which the Council has a statutory duty to provide. In addition the completion of the other school capital projects will result in the provision of quality fit for purpose school facilities.

Consultation Carried Out or Required

As previously reported, in 2014, the Department for Education (DfE) published revised statutory guidance on making organisational changes to maintained schools, which meant that, subject to certain conditions, governing bodies of all categories of maintained schools were able to enlarge their premises (expand) without a statutory process.

However, In April 2016, revised statutory guidance was published by the DfE, which means that a statutory process will now be required for expansion of premises that would increase the capacity of a school by more than 30 pupils; and by 25% or 200, whichever is the lesser (as was previously the case). This will need to be built into the timetable for expansion projects.

The statutory process includes publication of proposals, statutory consultation and a Cabinet or Cabinet Member decision. A statutory process is still required for proposals to establish special educational needs provision (e.g. Specialist Resourced Provision - SRP).

Under the School Admissions Code, the local authority as admissions authority for community schools must consult at least the school governing body on the admission number. Foundation schools and academies are their own admissions authority and set their own admission number.

5. CORPORATE IMPLICATIONS

Corporate Finance

Corporate Finance has reviewed this report and confirms the budgetary position outlined above, noting that the Council's significant programme of investment in school places is funded from a combination of Department for Education grants, developer contributions and locally financed Prudential Borrowing. Locally managed school projects are expected to complete on schedule and within budget.

Legal

The Borough Solicitor confirms that there are no specific legal implications arising from this report. Legal advice is provided whenever necessary, in particular cases, to ensure that the Council's Interests are protected.

Corporate Property and Construction

Corporate Property and Construction authored this report.

6. BACKGROUND PAPERS

NIL

APPENDIX 1

Summary of school construction projects

School Name	Summary of Works	Status
PHASE 2		
Harefield Infants	Single storey extension to a Year 2 classroom, replacement of windows and external walls in the reception, together with associated works.	All works complete.
Harefield Junior	Construction of a single-storey classroom to accommodate two classrooms and associated facilities	All works complete.
Field End Infants	1 FE Expansion: Construction of new single storey building and associated facilities.	All works complete.
Field End Junior	1 FE Expansion: Construction of single storey building and associated facilities.	All works complete.
Bourne Primary	(Bulge Year) Single storey extension to existing school to provide two new classrooms with associated facilities.	All works complete.
Highfield Primary	1 FE Expansion: Construction of a two storey building and associated facilities.	All works complete.
Ryefield Primary	1 FE Expansion: Construction of a single storey building, a two storey block and associated facilities.	All works complete.
Heathrow Primary	0.5 FE Expansion: Part demolition of the existing building, construction of a two storey extension and associated facilities	All works complete.
Rabbsfarm Primary	1 FE Expansion: Demolition of existing school and construction of a new 3 FE school including nursery.	All works complete.
Ruislip Gardens	1 FE Expansion: Construction of a new two storey extension and associated facilities.	All works complete.
West Drayton Primary	1 FE Expansion: Construction of two storey building and associated facilities.	All works complete.
Pinkwell Primary	1 FE Expansion: Construction of a standalone classroom block and associated facilities.	All works complete.
Rosedale Primary	Demolition of school sports hall/gymnasium and construction of a new 2 FE school including nursery.	All works complete.
Wood End Primary	1 FE Expansion: Construction of 2 stand alone buildings and associated facilities.	All works complete.
Harlyn Primary	1 FE Expansion: Construction of part two storey/part single storey extension to existing school and a standalone two storey classroom block.	All works complete.
Hillingdon Primary	1 FE Expansion: Part demolition of existing school and construction of a new two storey classroom block and associated facilities.	All works complete.
Cherry Lane Primary	1 FE Expansion: Construction of a two storey building and associated facilities.	All works complete.
Hermitage Primary	1 FE Expansion: Demolition of existing school and construction of a new 2 FE school including nursery.	All works complete.
Glebe Primary	1 FE Expansion: Demolition of existing school and construction of a new 3 FE school including nursery.	All works complete.
PHASE 3		
Lake Farm site	A new 3 FE primary school, a nursery, a Special Resource Provision unit and other associated facilities.	All works complete.
St Andrews Park site	A new 3 FE primary school, a nursery and other associated facilities.	All works complete.
St Martin's CoE Primary School	New 3 FE Primary School and other associated facilities.	All works complete.
PHASE 4		
Primary Schools	Bulge Classes: Installation of a double modular classroom unit at 2 schools.	Pre-construction.
Primary Schools	Expansions: Potential expansion of up to 3 schools.	Pre-construction.
SECONDARY SCHOOLS		

Northwood School	1 FE Expansion: Demolition of existing school and construction of a new 6 FE school.	In construction. Works will be completed in 2017
Abbotsfield School	2.5 FE Expansion: Demolition of existing school and construction of a new 9 FE school.	Pre-construction. Works scheduled to be completed in 2017.
Swakeleys School for Girls	2 FE Expansion: Demolition of existing school and construction of a new 8 FE school.	Pre-construction. Works scheduled to be completed in 2017.
OTHER PROJECTS		
Deanesfield Primary School	Installation of a double modular unit for use as a Breakfast and After School Club.	All works complete.
Bourne Primary School	Installation of a single modular classroom unit.	All works complete.
Vyners School	Relocation of the Hearing Impairment Resource Base Specialist Resource Provision to a larger area within the existing school which will be remodelled.	All works complete.
	Installation of a single modular classroom unit.	All works complete.

Note: A Form of Entry (FE) is a group of 30 pupils. Expanding a school by 1 FE will add accommodation sufficient for 30 additional pupils to every year group.

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