



HILLINGDON
LONDON



CABINET

To all Members of the Cabinet:

Date: THURSDAY, 7 NOVEMBER
2024

Time: 7.00 PM

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

**Meeting
Details:** The public and press are welcome
to attend and observe the meeting.

For safety and accessibility, security measures will be conducted, including searches of individuals and their belongings. Attendees must also provide satisfactory proof of identity upon arrival. Refusal to comply with these requirements will result in non-admittance.

This meeting may be broadcast on the Council's YouTube channel. You can also view this agenda online at www.hillingdon.gov.uk

Ian Edwards, Leader of the Council
(Chair)

Jonathan Bianco, Deputy Leader of the
Council & Cabinet Member for Corporate
Services & Property (Vice-Chair)

Martin Goddard, Cabinet Member for
Finance & Transformation

Susan O'Brien, Cabinet Member for
Children, Families & Education

Jane Palmer, Cabinet Member for Health
& Social Care

Eddie Lavery, Cabinet Member for
Community & Environment

Steve Tuckwell, Cabinet Member for
Planning, Housing & Growth

Published:
Wednesday, 30 October 2024

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Putting our residents first

Lloyd White
Head of Democratic Services
London Borough of Hillingdon,
Phase II, Civic Centre, High Street, Uxbridge, UB8 1UW

Useful information for residents and visitors

Watching & recording this meeting

You can watch the public 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.

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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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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:

7 November 2024 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 exempt information under Part 1 of Schedule 12A to the Local Government Act 1972 (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 relevant Select 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

30 October 2024

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 - 16
- 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 Social Housing Allocation Policy (Cllr Steve Tuckwell) 17 - 120
- 6 Monthly Council Budget Monitoring Report (Cllr Martin Goddard) 121 - 150
- 7 Public Preview of matters to be considered in private (All Cabinet Members) 151 - 156

Cabinet Reports - Part 2 (Private and Not for Publication)

- | | | |
|-----------|---|-----------|
| 8 | Yiewsley Housing - Falling Lane Development (Cllr Jonathan Bianco) | 157 - 170 |
| 9 | Temporary Agency Staff Contract (Cllr Jonathan Bianco) | 171 - 176 |
| 10 | Contract for the provision of refuse and recycling bags (Cllr Eddie Lavery) | 177 - 188 |
| 11 | Multi Lot Framework agreement - Kitchen and Bathroom Replacement Programme (Cllr Jonathan Bianco) | 189 - 212 |
| 12 | Provision of Waste Weekends for Disposal of Bulky Household Waste (Cllr Eddie Lavery) | 213 - 218 |
| 13 | Demolition and Rebuild of Fire Damaged Property at Vernon Drive, Harefield (Cllr Jonathan Bianco) | 219 - 234 |

The reports in Part 2 of this agenda are not for publication because they involve the disclosure of information in accordance with Section 100(A) and Part 1 of Schedule 12 (A) to the Local Government Act 1972 (as amended), in that they contain exempt information and that the public interest in withholding the information outweighs the public interest in disclosing it.

- 14** Any other items the Chair agrees are relevant or urgent

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Decisions & Minutes

CABINET

7pm, Thursday, 10 October 2024

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



Decisions Published on: 11 October 2024

Decisions come into effect from: 5pm, 18 October 2024, or as stated

Cabinet Members Present:

Ian Edwards (Chair)
Jonathan Bianco (Vice-Chair)
Martin Goddard
Douglas Mills
Susan O'Brien
Jane Palmer
Eddie Lavery

Members also Present:

Jan Sweeting
Scott Farley
Kamal Kaur
Peter Curling
June Nelson
Barry Nelson-West

1. APOLOGIES FOR ABSENCE

All Cabinet Members were present.

2. DECLARATIONS OF INTEREST IN MATTERS BEFORE THIS MEETING

No interests were declared by Members present.

3. TO APPROVE THE MINUTES OF THE LAST CABINET MEETING

The minutes and decisions of the Cabinet meeting held on 12 September 2024 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

It was confirmed that items of business marked Part 1 would be considered in public and those marked Part 2 in private. The Leader of the Council drew the public's attention to the preview of confidential reports available for greater transparency of Council business.

5. DRAFT UXBRIDGE TOWN CENTRE VISION FOR PUBLIC ENGAGEMENT

RESOLVED:

That Cabinet:

- 1) Agrees the draft Uxbridge Town Centre Vision (Appendix 1) and summary document (Appendix 2) for public engagement for a period of at least eight weeks to secure residents' feedback on the proposed Vision.
- 2) Authorises the Corporate Director for Central Services, in conjunction with the Cabinet Member for Residents' Services, to make any minor textual changes to the Vision, prior to the public engagement exercise.
- 3) Notes that following the period of public engagement, and the views received, a final Vision will be reported back to Cabinet for approval.

Reasons for decision

Cabinet agreed to undertake wider public engagement on the draft Uxbridge Town Centre Vision. The Cabinet Member for Residents' Services introduced the draft Vision, emphasising the importance of further consultation to build on previous community engagement. It was explained that the Vision aimed to adapt Uxbridge's vibrant office sector and retail centres and bring about diverse leisure offerings. Key proposals included better navigation around the town centre, increased residential space and developing the Civic Centre site as a community hub, including the new library. The Cabinet Member noted that the vision was intended to guide future planning applications and provide a clear picture for the community and potential developers.

The Leader of the Council highlighted the financial challenges facing the Council but expressed optimism about the future and the ongoing efforts to reinvent Uxbridge town centre.

Alternative options considered and rejected

Cabinet could have decided that the Vision be adopted without further engagement, but considered this would have not built on the positive community response following the initial engagement exercise.

Relevant Select Committee	Residents' Services
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	This matter can be called in by the relevant select committee by 5pm, Friday 18 October 2024. If not called-in, Cabinet's decisions can then be implemented.
Officer(s) to action	Julia Johnson
Directorate	Central Services
Classification	Public - <i>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.</i>

6. SAFEGUARDING PARTNERSHIP ANNUAL REPORT

RESOLVED:

That the Cabinet:

- 1. Notes the Annual Report and is assured that the partnership continues to provide leadership and scrutiny of the safeguarding arrangements for Hillingdon residents.**
- 2. Notes the way in which the partnership has responded to the challenges posed by changing local, national and international contexts.**
- 3. Notes the strategic priorities for safeguarding for 2024-25.**

Reasons for decision

Cabinet received a report on the adult and children safeguarding partnerships' performance over the year and the safeguarding priorities for the year ahead.

The Cabinet Member for Health & Social Care informed Cabinet of the work undertaken by partnerships to protect residents, adults with care and support needs and vulnerable children. The Cabinet Member thanked Susie Gladish, the report author, and read a statement from the Independent Scrutineer praising the strong partnership and leadership in safeguarding arrangements. The report highlighted ongoing engagement with consultation groups, the identification of common concerns such as neglect and physical abuse and the collaboration with various agencies like the LBH MASH team, Hillingdon Hospital, and the Police. Key initiatives included addressing structural inequalities, suicide prevention and exploitation. The Cabinet Member emphasised the successes in partnership working and urged everyone to review the comprehensive report.

The Cabinet Member for Children, Families & Education also spoke on the report in respect of the children's aspect, highlighting the partnership's efforts to meet the increasing complexity of needs for vulnerable children in Hillingdon. The Cabinet Member noted there was a rise in emotional and psychological needs among children and mentioned the Council's outstanding rating from the recent Ofsted inspection, which also recognised strong partnership working. The annual report emphasised collaborative efforts to adopt a child-centred approach and the work of various subgroups, including those focused on child sexual abuse, contextual safeguarding and educational safeguarding. The vision for the partnership was to ensure every child feels safe, healthy, and has opportunities to thrive. The Cabinet Member thanked the officers and partnership organisations for their immense work in safeguarding children.

The Leader of the Council praised the report and the effective partnership, acknowledging the often, unrecognised efforts to protect vulnerable residents.

Alternative options considered and rejected

None.

Relevant Select Committee	Children, Families & Education Health & Social Care
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	This matter is not for call-in, as noting only.
Officer(s) to action	Suzi Gladish
Directorate	Children's Services
Classification	Public - <i>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.</i>

7. REFERRAL FROM FULL COUNCIL: OPTIONS TO INCREASE CONTROLS FOR HOUSES OF MULTIPLE OCCUPATION

RESOLVED:

That the Cabinet:

1. Notes the process and requirements, including the gathering of evidence and concerns, required for the consideration of an Additional Licensing Policy for Houses of Multiple Occupation (HMO) and authorises the Corporate Director of Place to gather all the necessary data and present to the Cabinet Member for Resident's Services (subject to the Cabinet Members agreement on additional expenditure).
2. Upon the advice of the Corporate Director of Place that the data collated has been gathered in accordance with the appropriate legislation, and upon review it supports the concept of an additional licensing scheme, whilst taking into account any additional resources required, then subject to the agreement of the Cabinet Member for Residents Services, authorises the necessary consultation on an additional licensing scheme, taking into full consideration any equality impact assessment and the Council's social housing allocation policy.
3. Authorises the Corporate Director of Central Services to prepare evidence to assess whether an extension to the part-borough Small HMO Article 4 Direction (non-immediate) can be justified and present to the Cabinet Member for Resident's Services.
4. Upon the advice of the Corporate Director of Central Services and Director of Planning, Regeneration & Environment that the evidence gathered supports the extensions of the HMO Article 4 Direction, then subject to the agreement of the Cabinet Member for Residents' Services

authorises officers to prepare an Article 4 Direction extending the withdrawal of permitted development rights for small HMOs to cover all wards in the borough.

5. Agree that the outcomes of any consultations relating to additional licensing be reported back to Cabinet to consider any further determinations on such matters.

Reasons for decision

Following the Full Council passing a motion on 11 July 2024, resolving to address issues regarding controls on Houses in Multiple Occupation, Cabinet received and agreed a report on the matter.

The Cabinet Member for Residents' Services introduced the report and highlighted two main concerns: the growth of small HMOs under permitted development rights, which did not require planning permission, and the standards in some private rented properties. Two measures were proposed to address these issues: an Article 4 directive to withdraw permitted development rights for HMOs, requiring planning permission, and a licensing scheme to improve standards in the private housing sector, including HMOs. Both measures would need robust data to support their implementation and avoid challenges. Councillor Lavery urged councillors to encourage residents to participate in the consultation process to provide the necessary evidence for future decisions.

Alternative options considered and rejected

Cabinet could have continued with the current arrangements or considered instead the use of other powers to deal with ASB and environmental issues relating to HMO's.

Relevant Select Committee	Residents' Services
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	This matter can be called in by the relevant select committee by 5pm, Friday 18 October 2024. If not called-in, Cabinet's decisions can then be implemented.
Officer(s) to action	Richard Webb / Stephanie Waterford / Julia Johnson / Debbie Weller / Michelle Greenidge
Directorate	Place / Central Services
Classification	Public - <i>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.</i>

8. LONDON BOROUGH OF HILLINGDON DIGITAL STRATEGY

RESOLVED:

That Cabinet:

- 1. Approves Hillingdon's Digital Strategy 2024-27 in the Appendix.**
- 2. To deliver the Strategy:**
 - a) Agrees the programmes and projects as set out in the report for the remainder of 2024/25 and 2025/26;**
 - b) Authorises the release of the remaining approved capital budget for 2024/25 and 2025/26 to deliver this;**
 - c) Delegates authority to the Chief Digital & Information Officer and Corporate Director of Finance (S151), in consultation with the Cabinet Member for Corporate Services, to incur expenditure within this budget and make all necessary procurement decisions on the programmes and projects set out in the report, reporting decisions for transparency as required and;**
 - d) Agrees that any variations to specific projects within the programme for 2024/25 and 2025/26 be subject to i) being within the Strategy's objectives, ii) being within the approved budget and associated aggregate savings for the financial year and iii) having the agreement of the Chief Digital & Information Officer and Corporate Director of Finance (S151), in consultation with the Cabinet Member for Corporate Services.**
- 3. Agree to receive an annual report going forward, setting out progress on the Strategy and delivery of savings targets, seeking agreement to the programmes and projects for the upcoming financial year and seeking further delegated authority to successfully implement the programme.**

Reasons for decision

Cabinet agreed Hillingdon's new Digital Strategy, which set out a clear vision for the Borough and the Council, for the next three years. Cabinet also agreed the programme of projects for the ensuing years and provided delegated authority for its effective delivery.

The Cabinet Member for Corporate Services introduced the report, citing the ambitious three-year investment program aimed at enhancing the efficiency of the authority. The Cabinet Member emphasised the need to modernise and transform outdated processes, and by re-engineering these processes, the Council would create significant savings and ensure the maintenance of crucial frontline services. As part of the Strategy, the Cabinet Member highlighted the importance of leveraging the vast amounts of data held by the local authority, to make it easily accessible and understandable for staff, thereby improving their decision-making processes. Other critical aspects of the Strategy explained were plans to revamp the

Council’s website to enhance user experience, so residents could quickly find the information and services they need and also invest in staff training to maximise the benefits of new technologies.

The Leader of the Council supported the strategy, noting the significant investment of £9 million and the expected high return on investment, underscoring the necessity of a robust digital strategy for a modern local authority.

Alternative options considered and rejected

The Cabinet could have agreed to operate and develop digital services without a strategy, amended the programme of projects or only have agreed to deliver projects which delivered a more immediate return on investment sacrificing longer-term benefits.

Relevant Select Committee Corporate Resources & Infrastructure	
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	This matter can be called in by the relevant select committee by 5pm, Friday 18 October 2024. If not called-in, Cabinet’s decisions can then be implemented.
Officer(s) to action	Darren Persaud / Matthew Wallbridge
Directorate	Digital & Intelligence
Classification	Public - <i>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.</i>

9. CONSULTATION ON REVIEW OF STRATEGIC CLIMATE ACTION PLAN

RESOLVED:

That the Cabinet:

- 1) Approves the Strategic Climate Action Plan Review to be consulted upon.
- 2) Approves the Consultation Strategy and for the public consultation to be undertaken in accordance with it.

Reasons for decision

Following the Council’s climate declaration in 2020 and the first Strategic Climate Action Plan adopted in 2021, Cabinet agreed to a review of the Plan and public consultation on it.

The Cabinet Member for Residents’ Services introduced the report, noting the progress that had been made to-date and the proposed actions for the next three years. Highlights mentioned included a 54% reduction in the Council’s carbon footprint and ongoing efforts to further reduce emissions through improvements in

Council buildings and fleet purchases, including electric and more efficient vehicles. The report also addressed the impact of the changing climate and weather patterns on flooding within the Borough, with the Cabinet Member noting that completed relief projects had successfully mitigated recent flooding events.

Alternative options considered and rejected

Cabinet could have decided not to meet its commitment to review the Plan.

Relevant Select Committee	Residents' Services
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	This matter can be called in by the relevant select committee by 5pm, Friday 18 October 2024. If not called-in, Cabinet's decisions can then be implemented.
Officer(s) to action	Ian Thynne
Directorate	Central Services
Classification	Public - <i>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.</i>

10. TRANSPORT FOR LONDON LOCAL IMPLEMENTATION PLAN - ANNUAL SPENDING SUBMISSION

RESOLVED:

That the Cabinet approve, in principle, the proposed bid outlined in this report for funds from Transport for London (TfL) to implement the Council's Local Implementation Plan (LIP) and delegate authority to the Cabinet Member for Property, Highways and Transport to agree any changes or additions prior to the submission deadline and to submit the Council's new three-year Local Implementation Plan Delivery Programme bid by the deadline.

Reasons for decision

Cabinet agreed to progress the Council's bid to Transport for London for funds to deliver the Council's Local Implementation Plan through various transport projects in the Borough.

The Cabinet Member for Property, Highways and Transport explained that the Plan stemmed from the Mayor of London setting his transport strategy with priorities such as safer corridors, cycle training, bus priority, and better bus partnerships. Each London borough would then bid for funding based on this strategy. The Cabinet Member expected that the Council's baseline funding would be approximately £1.5 million per annum, similar to previous years, but noted that final allocations would depend on the Mayor's budget decisions.

Alternative options considered and rejected

None.

Relevant Select Committee	Corporate Resources & Infrastructure
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	This matter can be called in by the relevant select committee by 5pm, Friday 18 October 2024. If not called-in, Cabinet's decisions can then be implemented.
Officer(s) to action	Sophie Wilmot
Directorate	Place Directorate
Classification	Public - <i>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.</i>

11. POLICY FRAMEWORK: YOUTH JUSTICE PLAN 2024-2029

RESOLVED:

That Cabinet:

1. **Considers the findings and overall positive response from the consultation which has informed the final proposed Hillingdon Youth Justice Service Strategy 2024-2029.**
2. **Recommends to the Full Council the adoption of the five-year strategy, as a policy framework document.**

Reasons for decision

Following consultation, Cabinet agreed to recommend the Youth Justice Service Strategy to full Council for adoption.

The Cabinet Member for Children, Families & Education noted the statutory duty of local authorities to submit a youth justice plan [strategy] and explained that Hillingdon's strategy aimed to establish clear priorities for youth justice, assist in the development and performance management of work streams and provide a framework for collaboration with partner organisations.

The Cabinet Member reviewed the outcomes of the public consultation, which Cabinet considered, along with feedback from the Select Committee. On the service itself, the Cabinet Member noted that whilst there were no immediate financial pressures, there were potential risks such as increased demand for services, high remand accommodation costs, and possible funding reductions need to be monitored.

Alternative options considered and rejected

None.

Relevant Select Committee	Children, Families & Education
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	Not for call-in and decision comes into immediate effect. This is because the Plan is a policy framework document and will now be referred to the Full Council for decision.
Officer(s) to action	Nuzhat Ilyas
Directorate	Children's Services
Classification	Public - <i>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.</i>

12. MONTHLY COUNCIL BUDGET MONITORING REPORT

RESOLVED:

That the Cabinet:

- 1) Note the budget monitoring position and treasury management update as at August 2024 (Month 5), noting the actions proposed by officers as outlined in Part A of this report.
- 2) Approve the financial recommendations set out in Part B of this report below:
 - a. Agrees the rebasing proposal to process a budget virement and credit the corporate centre with £14.1m to the support Service Operating Budgets.

Reasons for decision

The Cabinet Member for Finance introduced the monthly Council budget monitoring report, addressing the financial position as of 31 August 2024 and a progress update on the zero-based budgeting (ZBB) project.

It was noted in the report there was a projected overspend of £32.4 million, which could be reduced to £6.6 million through identified savings and the release of balance sheet items. The total savings identified so far amounted to £39.6 million, with some savings expected in future financial years. The Cabinet Member emphasised that the savings targeted areas such as streamlining back-office functions, digitisation and income maximisation, without cutting key frontline services. The Cabinet Member acknowledged the substantial financial challenges, in-year budget pressures and shortfalls on income targets. Despite these challenges, the Cabinet Member stated that Hillingdon had managed its cash flow and borrowing effectively.

The Cabinet Member noted that the newly appointed Corporate Director of Finance was leading the ZBB process and that he had also formally instructed the Corporate Director to prepare a financial improvement plan to strengthen operational and financial controls and promote the enhanced use of digital data.

Furthermore, Cabinet was informed that operational improvements had reduced the in-year deficit for the Dedicated Schools Grant, though a significant deficit remained. The Housing Revenue Account was on track, with plans for an enhanced capital programme to increase housing stock and reduce homelessness pressures.

The Leader of the Council emphasised the importance of acknowledging the financial challenges facing the Council and mentioned a recent meeting with London Council leaders and their finance directors, where they discussed the pressures on local authorities and their expectations from the upcoming Government budget which the Leader hoped would not exacerbate the Council's financial situation.

Alternative options considered and rejected

None.

Relevant Select Committee	Corporate Resources & Infrastructure
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	Cabinet's decision in 2 (a) only can be called in by the relevant select committee by 5pm, Friday 18 October 2024. If not called-in, Cabinet's decisions can then be implemented.
Officer(s) to action	Richard Ennis
Directorate	Corporate Director of Finance
Classification	Public - <i>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.</i>

13. PUBLIC PREVIEW OF MATTERS TO BE CONSIDERED IN PRIVATE

RESOLVED:

That Cabinet note the reports to be considered later in private and Part 2 of the Cabinet agenda and comment on them as appropriate for public information purposes.

Reasons for decision

The Leader of the Council introduced the report which provided a public summary of the matters to be discussed in the private part of the Cabinet meeting later, increasing the Council's transparency. One report was highlighted which related to issuing the NHS a license to occupy a wing of the Civic Centre. The Leader explained that this arrangement was expected to be financially beneficial for the Council and would further strengthen the existing partnership with the NHS, particularly on safeguarding arrangements.

Alternative options considered and rejected

These were set out in the public Cabinet report.

Relevant Select Committee	
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	This matter is not for call-in, as noting only.
Officer(s) to action	Mark Braddock
Directorate	Central Services
Classification	Public - <i>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.</i>

14. CIVIC CENTRE TRANSFORMATION: NHS LICENCE TO OCCUPY AT THE CIVIC CENTRE, UXBRIDGE

RESOLVED:

That the Cabinet:

1. Authorises a Licence to Occupy to the NHS of the 2 South Quadrant at the Civic Centre on the terms set out in this report, and as shown on the plan at Appendix 1.
2. Delegates all future decisions regarding the implementation of this matter to the Corporate Director of Place, in conjunction with the Cabinet Member for Property Highways and Transport

Reasons for decision

The Cabinet Member for Property, Highways and Transport introduced a report, which Cabinet agreed, for a Licence to Occupy to the NHS for office space at the Civic Centre, Uxbridge as part of the Civic Centre transformation and plans for more joined up local public services. The Leader of the Council thanked the Chief Executive for his efforts in securing this.

Alternative options considered and rejected

Alternative options considered by Cabinet were set out in the confidential report.

Relevant Select Committee	Corporate Resources & Infrastructure
Expiry date for any scrutiny call-in / date decision can be	Cabinet's decisions on this matter can be called in by a majority of the select committee by 5pm, Friday 18 October 2024. If not called-in, Cabinet's decisions can

implemented (if no call-in) Officer(s) to action Directorate Classification	then be implemented. Gary Penticost Place Directorate Private - <i>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 in accordance with Section 100(A) and paragraph 3 of Part 1 of Schedule 12 (A) to the Local Government Act 1972 (as amended).</i>
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15. DISPOSAL OF FOUNTAINS MILL, HIGH STREET, UXBRIDGE

RESOLVED:

That the Cabinet:

- 1) Declares that following the closure of the Fountains Mill, 81 High Street, Uxbridge UB8 1JR as a Young People’s Centre, the site is now surplus to requirements; the Property is shown edged red on Plan A below.**
- 2) Authorises the unconditional sale of the Property Fountains Mill, 81 High Street, Uxbridge UB8 1JR on the open market on the terms and conditions as detailed in this report.**
- 3) Delegates all other necessary decisions regarding the sale and disposal to the Corporate Director of Place, in conjunction with the Cabinet Member for Property, Highways and Transport.**

Reasons for decision

The Cabinet Member for Property, Highways and Transport introduced a report, which Cabinet agreed, on the disposal and sale of Fountains Mill in Uxbridge, a former young people’s centre, as the site was now surplus to requirements.

Alternative options considered and rejected

Alternative options for the site were considered by Cabinet, as set out in the confidential report.

Relevant Select Committee	Corporate Resources & Infrastructure
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	Cabinet’s decisions on this matter can be called in by a majority of the select committee by 5pm, Friday 18 October 2024. If not called-in, Cabinet’s decisions can then be implemented.

Officer(s) to action Directorate Classification	James Raven Place Private - <i>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 in accordance with Section 100(A) and paragraph 3 of Part 1 of Schedule 12 (A) to the Local Government Act 1972 (as amended).</i>
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16. DISPOSAL OF GARAGE SITE AND LAND AT HILTON CLOSE, UXBRIDGE

RESOLVED:

That the Cabinet:

- 1) **Declare the garage site at Hilton Close, Uxbridge, UB8 2QJ as surplus to requirements; the Property is shown edged red in Appendix A.**
- 2) **Note that a planning application for 2x three-bedroom dwellings has been approved at Planning Committee, subject to a Section 106 legal agreement and conditions.**
- 3) **Authorise the disposal of the garage site at Hilton Close with the method of disposal delegated to the Corporate Director of Place, in conjunction with the Cabinet Member for Property, Highways and Transport.**
- 4) **Delegate authority to the Corporate Director of Place, in conjunction with the Cabinet Member for Property, Highways and Transport, to make any further necessary decisions with regard to the implementation of Cabinet's decisions.**

Reasons for decision

The Cabinet Member for Property, Highways and Transport introduced a report, which Cabinet agreed, on the disposal and sale of a garage site at Hilton Close, Uxbridge that was under-utilised and prone to anti-social behaviour, with the Leader of the Council also welcoming plans for its conversion to residential use.

Alternative options considered and rejected

Alternative options for the site were considered by Cabinet, as set out in the confidential report.

Relevant Select Committee	Corporate Resources & Infrastructure
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	Cabinet's decisions on this matter can be called in by a majority of the select committee by 5pm, Friday 18 October 2024. If not called-in, Cabinet's decisions can then be implemented.
Officer(s) to action	Tom Prevezer
Directorate	Place Directorate
Classification	Private - <i>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 in accordance with Section 100(A) and paragraph 3 of Part 1 of Schedule 12 (A) to the Local Government Act 1972 (as amended).</i>

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

No other items were considered. The meeting closed at 19:38pm

Internal Use only	Implementation of decisions & scrutiny call-in
When can these decisions be implemented by officers?	<p>Officers can implement Cabinet's decisions in these minutes only from the expiry of the scrutiny call-in period, unless otherwise stated in the minutes above, which is:</p> <p>5pm, Friday 18 October 2024</p> <p>However, this is subject to the decision not being called in by Councillors on the relevant Select Committee. Upon receipt of a valid call-in request, Democratic Services will immediately advise the relevant officer(s) and the Cabinet decision must then be put on hold.</p>
Councillor scrutiny call-in of these decisions	<p>Councillors on the relevant Select Committee shown in these minutes for the relevant decision made may request to call-in that decision. The call-in request must be before the expiry of the scrutiny call-in period above.</p> <p>Councillors should use the Scrutiny Call-in App (link below) on their devices to initiate any call-in request. Further advice can be sought from Democratic Services if required: Scrutiny Call-In - Power Apps (secure)</p>
Notice	<p>These decisions have been taken under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.</p>

This Cabinet meeting was also broadcast live on the Council's YouTube channel [here](#) for wider resident engagement.

Please note that these minutes and decisions are the definitive record of proceedings by the Council of this meeting.

If you would like further information about the decisions of the Cabinet, please contact the Council below:

democratic@hillington.gov.uk

Democratic Services: 01895 250636

Media enquiries: 01895 250403

SOCIAL HOUSING ALLOCATION POLICY

Cabinet Member & Portfolio	Cllr Steve Tuckwell Cabinet Member for Planning, Housing & Growth
Responsible Officer	Dan Kennedy, Corporate Director Central Services
Report Author & Directorate	Debby Weller, Central Services
Papers with report	Appendix A Consultation Report Appendix B Equality Impact Assessment Appendix C Revised Social Housing Allocation Policy

HEADLINES

Summary	<p>In July 2024 Cabinet approved for consultation proposed changes to Hillingdon’s Social Housing Allocation Policy. The aims of the changes are to provide for:</p> <ul style="list-style-type: none"> • A clearer framework for prioritising applications; • Continued priority for residents with 10 or more years continuous residency; • Extending options to a wider range of households to relieve overcrowding; • Ensuring the most vulnerable groups are supported by the policy for rehousing. <p>This report presents to Cabinet the findings of the public consultation along with an equality impact assessment. Overall, the consultation findings have been positive, with 62% to 75% of respondents agreeing or strongly agreeing with each of the proposed changes.</p>
<p>Putting our Residents First</p> <p>Delivering on the Council Strategy 2022-2026</p>	<p>This report supports our ambition for residents / the Council of: Live in good quality, affordable homes in connected communities</p> <p>This report supports our commitments to residents of: Thriving, Healthy Households</p> <p>This report supports our Housing Strategy 2021/22 to 2025/26 and our Homelessness and Rough Sleeping Strategy 2019 to 2024.</p>
Financial Cost	<p>There will be some financial implications related to the need make changes to IT systems for the implementation of the new policy which have been estimated by the systems provider to be between £5k-£10k, which can be met from within existing resources.</p>

Select Committee

Residents' Services Select Committee

Ward(s)

All

RECOMMENDATIONS

That the Cabinet:

- 1) Consider the outcome of the consultation detailed in the Consultation Report at Appendix A.
- 2) Consider the findings of the Equality Impact Assessment at Appendix B.
- 3) Approve the revised Hillingdon Council Social Housing Allocation Policy at Appendix C.

Reasons for recommendation(s)

1. In July 2024 Cabinet approved a revised Social Housing Allocation Policy for consultation. The consultation is now complete and is detailed at Appendix A. An Equality Impact Assessment has been completed and is included at Appendix B. Both documents support the proposed changes which will ensure greater transparency around those that are a priority for rehousing and seek greater priority for residents with a long-term attachment to the borough. The proposed changes make the best use of the stock available through prioritisation of those giving up larger properties or those needing to decant from their homes, and through allowing households that are severely overcrowded to move into homes that relieve some of the pressure, reduce waiting times and allow families to make decisions on what best meets their needs.

Alternative options considered / risk management

2. Councils are required to have a mechanism to assess housing need, advertise available social housing and allocate properties to households in need. The Social Housing Allocation Policy has not been comprehensively updated since 2013 and overtime some weaknesses have emerged in the ability of the policy to respond to housing need and to enable the Council to fulfil its functions in an efficient and effective manner. For instance, two thirds of those on the register are in bands A and B, making it more difficult to identify priorities. For this reason, the option of leaving the policy as at present has not been considered.

Democratic compliance / previous authority

3. In July 2024 Cabinet approved the Draft Hillingdon Social Housing Allocation Policy for consultation. Cabinet also agreed to receive the findings of the consultation and any proposals for subsequent change to the policy for consideration at this Cabinet meeting in November 2024.

Select Committee comments

4. The Residents' Services Select Committee reviewed the draft policy and consultation process on 24th September 2024. The Committee asked officers to consider expanding the consultation approach to ensure the process captured a representative range and depth of views, to balance the views gathered through the on-line survey. Whilst no formal comments were submitted to Cabinet, their discussion on the matter can be seen in the minutes of the meeting [available here](#) or under the background papers.

SUPPORTING INFORMATION

Background

5. In July 2024 Cabinet approved commencement of consultation on a revised Social Housing Allocation Policy. This report presents the consultation results and an Equality Impact Assessment and the revised policy. The consultation closed on 20th October and included a wide range of different channels to promote the consultation and promote participation:
 - Use of the Council's website, email distribution and social media channels;
 - A survey online and with paper options for respondents to provide feedback;
 - Individual and group events to gather feedback from key stakeholders.
6. The aims of the changes are:
 - A clearer framework for prioritising applications;
 - Continued priority for residents with 10 or more years continuous residency;
 - Extending options to a wider range of households to relieve overcrowding;
 - Ensuring the most vulnerable groups are supported by the policy for rehousing.

Recap of the proposed changes

7. The proposed changes to the Allocation Policy were described in full in the report in Cabinet in July 2024. These are briefly recapped below. A number of minor changes were detailed in the July Cabinet report. All changes are shown on the revised draft policy at Appendix C.

Increased number of priority bands

8. The current bands are A,B,C,D, with band A being the highest priority. Within A there are 3 groups prioritised ahead of others: A1 Permanent Decants; A2 Under Occupation; and A3 Management Transfer. Two thirds of applicants are in priority bands A & B. The proposal provides more differentiation by creating more bands – 14 discreet bands with high priority for those who have resided in Hillingdon for 10 years or more, continuously. It is proposed that each priority banding reason be two tiered with the higher of the two bands awarded to those who meet the additional priority (for most applicants a higher priority award will typically be for 10 or more years continuous residency).

Additional Priorities

9. There are currently four additional priority categories. Members of the Armed Forces, who continuously resided in the borough for 10 years prior to signing up, are currently awarded band A. There is no change proposed for this. The equivalent of band A (new Band 7) will continue to apply.

Revised Bands			
1	Decant with additional priority	8	Other emergency or severe housing need without additional priority
2	Decant without additional priority	9	Urgent need to move with additional priority
3	Under-Occupation with additional priority	10	Urgent need to move without additional priority
4	Under-Occupation without additional priority	11	Other identified need to move with additional priority
5	Management Transfer with additional priority	12	Other identified need to move without additional priority
6	Management Transfer without additional priority	13	Homeless without 10 years residency
7	Other emergency or severe housing need with additional priority	14	Those with savings or a property interest

10. The other three additional priorities currently work by providing 1 band enhancement i.e. D to C, C to B etc. Only 1 enhancement applies and mostly it is for 10 years residency. It is proposed that the other 2 additional priority categories are removed. These are 'Couples aged over 21 without children' and 'Working households working 24 hours or more per week'. The method of applying additional priority to the remaining 10-year additional priority category will be as shown above. The higher band of 2 bands will apply depending on housing need.

Priority Groups

11. Priority for the following groups will increase from current Band B to the equivalent of Band A (New bands 7 and 8).
- Vulnerable care experienced young people;
 - Moving on from social care supported, (including mental health and learning difficulties);
 - Vulnerable single move on from supported housing, based on recommendation of single homeless move on panel.

Overcrowding

12. The current policy allows those with a 4 bed need to bid for three bed properties. This will be extended to other bed sizes e.g. 3 bed need currently in 1 bed can bid for 2-bedroom sized properties.

Consultation Responses and Equality Impact Assessment

13. A Consultation Report and an Equality Impact Assessment (EIA) have been completed and are included at Appendices A & B. The consultation results are positive, and the EIA does not raise any concerns. The revised policy with details of the changes marked up is at Appendix C.

14. Some suggestions for additional changes were received as part of the consultation process, including allowing some flexibility with regard to verifications checks for those with rent arrears if they are under-occupiers seeking to downsize. This would mean that a variation from the usual requirement for ‘a repayment plan to have been agreed and adhered to for at least 6 months’ can be approved by the Corporate Director in consultation with the relevant Cabinet Member. The release of family sized accommodation is of benefit to the council in meeting housing needs and in some instances the build-up of rent arrears may be related to living in a property that is bigger than their housing need. This would be a minor amendment involving small numbers of people and has consequently been included in the revised policy.
15. Suggestions have also been made for some exceptions to qualifying criteria to be removed. These are:
- An existing exception to the qualification rule relating to ‘the need to have a demonstrable housing need to join the housing register’ to be removed. This exception relates to ‘people over 60 who would benefit from sheltered housing’;
 - An exemption from the qualifying requirement to have been ‘continuously living in the borough for at least 10 years’. The exception concerned is for ‘people over 60 who are currently resident in the borough and who would benefit from sheltered housing’;
16. These are potentially more significant changes and therefore need further consideration and if brought forward will need to be subject to a further consultation exercise and equalities impact assessment.

Policy Implementation

17. Subject to approval, implementation of the policy is proposed to be from 1st March 2025. A full implementation plan is being developed and will include:
- Communication plan for residents, and stakeholders including housing associations, voluntary sector partners and internal council colleagues;
 - Responding to enquiries from residents regarding the new policy;
 - Implementing required changes to IT systems and working procedures;
 - Re-banding of all existing cases;
 - Redefined staffing roles and responsibilities;
 - Staff briefings and training;
 - Monitoring and evaluation framework.

Financial Implications

18. Subject to agreement from Cabinet to the proposed changes to the Social Housing Allocation Policy, the implementation of the proposed changes will be within the existing staffing budgets of the Council. There will also be a need for some IT development work to update the information held on the Locata system. An estimated cost has been provided by Locata of between £5k and £10k, but this may vary depending on the detailed specification. This cost can be met within the existing budgets of the Council.

19. An Allocation policy can impact on the value obtained from the Social Housing stock through its influence on access and therefore the value obtained by the Housing Revenue Account. This in turn may impact on the general fund costs relating to temporary accommodation through changes to levels in demand.

RESIDENT BENEFIT & CONSULTATION

The benefit or impact upon Hillingdon residents, service users and communities?

By reviewing the Social Housing Allocation Policy, the Council has given renewed consideration to the prioritisation of social housing allocations and provided increased clarity for residents. An Equality Impact Assessment has been completed and is included at Appendix B.

The retention of the 10-year residency criteria is an example of Hillingdon's continuing commitment to put residents first.

Consultation & Engagement carried out (or required)

A comprehensive consultation process has been completed and is fully covered in the consultation report at Appendix A. The consultation ran for 11 weeks from 5th August 2024 to 20th October 2024. It included an online survey to which, 373 responses were received. Paper copies of the survey were also made available. The consultation was promoted to Hillingdon residents via social media channels and through posters placed in council buildings, libraries and in housing estates. Direct contacts were made with a wide range of stakeholders including housing associations, support providers, faith groups and voluntary sector partners, schools, colleges and local businesses. A series of focus groups were also held on 11th September, 10th October and 18th October.

The responses to the consultation have been positive with those agreeing or strongly agreeing with each of the proposals ranging from 62% to 75% and those disagreeing or strongly disagreeing ranging from 10% to 18%. The remainder were neutral.

CORPORATE CONSIDERATIONS

Corporate Finance

Corporate Finance have reviewed this report and concur with the Financial Implications set out above, noting the recommendation to approve the revised Hillingdon Council Social Housing Policy.

Furthermore, it is noted that the implementation of the proposed changes will be contained within the Council's establishment budgets, which as at Month 5 monitoring position is presenting an underspend. The estimated cost for IT development work is between £5k and £10k, which may vary depending on the detailed specification, can be contained within the existing budgets, which as at Month 5 monitoring position, the Housing Revenue Account is containing to forecast a breakeven position, with the forecast rental yield being sufficient to contain operating costs and meet the planned Capital Programme Financing demands.

The impact on the General Fund relating to temporary accommodation through the changes in demand will be considered within future refreshes to the Council's budget strategy.

Legal

There is no legal impediment to the Council adopting the policy as proposed. However, the decision-maker must carefully consider the consultation responses and take into account the equalities impact assessment before making a decision.

BACKGROUND PAPERS

1. [Cabinet report and decision – July 2024](#)
2. [Allocation of accommodation: guidance for local authorities \(last updated June 2024\)](#)
3. [Minutes of the Residents' Services Select Committee – 24 September 2024](#)

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Social Housing Allocation Policy Consultation Report 2024

A consultation process has been completed regarding the proposed changes to the Social Housing Allocation Policy. The consultation ran from 5th August 2024 to 20th October 2024, 11 weeks in total. The process aimed to:

- Be legally compliant;
- Promote and raise understanding of the policy to residents, partners and other stakeholders;
- Gather valuable insight in a range of ways, from a representative cross-section of residents, partners and other stakeholders to inform the final version of the policy.

The following design principles have been used:

- To be proportionate to requirements;
- Provide 'self-serve' digital feedback options to participate in the consultation, for the convenience of residents and partners;
- Provide for easy read and inclusive consultation approaches where required;
- Using existing networks of groups and partnerships;
- Enable opportunities for providing structured views and responses to open dialogue, where required.

Methodology

A copy of the draft policy was published on the Hillingdon Council website with a link to an electronic survey form and offer to provide the survey in different formats and translations, on request. Paper copies of the survey could also be requested and were made available in the housing needs reception, at the Civic Centre.

The survey has been promoted via various channels, including the Hillingdon People magazine, e-newsletters, local media and the council's social media channels with a link to the survey form. Posters with a QR code link to the survey have been placed in council buildings, libraries and housing estates.

A range of partner organisations have been written to directly, inviting their comments on the draft policy and directing them to the online consultation. These include:

- Housing and support providers.
- All schools, colleges and universities.
- Existing community groups, faith groups.
- Voluntary sector networks.
- Neighbouring local authorities.

The Customer Engagement Team reached out directly to residents who had previously expressed interest in participating in council-run surveys. This initial contact was followed by an invitation extended to all residents’ associations, encouraging their participation.

Consultation meetings have been held with Children’s Social Care, Leaving Care Team, Housing Managers and front-line housing staff. A consultation event was also held on 18th October 2024 in order to gain active engagement and interaction with residents, with a question-and-answer session.

The council’s Residents’ Services Select Committee were invited to comment on the proposed changes and the consultation process at their meeting on 24th September 2024. Some useful feedback was received which resulted in the consultation period being extended by an extra week and the two sessions for residents being included on the 18th October 2024. These have allowed for a richer qualitative response through conversations with residents to add to the quantitative data.

Consultation results

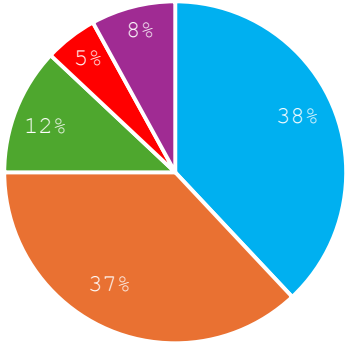
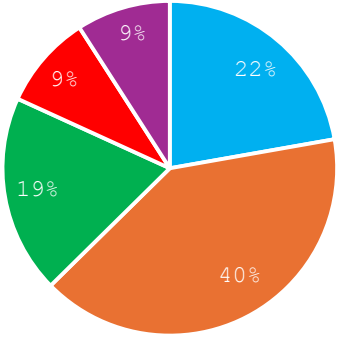
The consultation was promoted across the council’s social media channels, including Facebook, Instagram, X/Twitter, and Nextdoor. Each post detailed the proposed changes and included a direct link to the consultation webpage for residents to provide their input. Facebook experienced the highest engagement compared to other channels. In the final week of the consultation, two posts were boosted to further increase reach.

Social Media

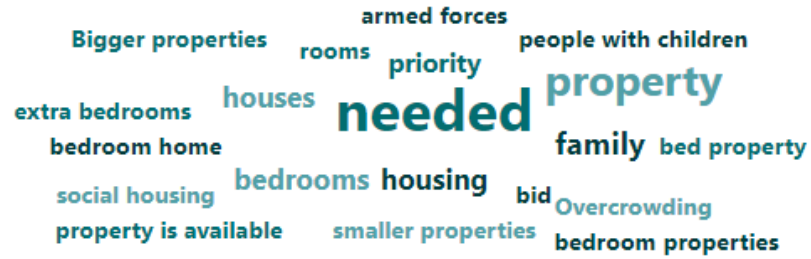
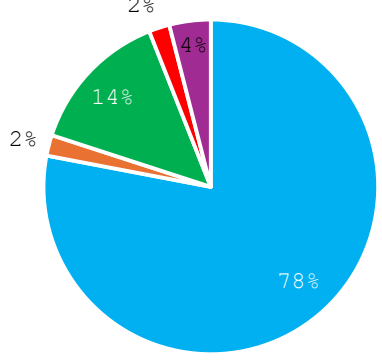
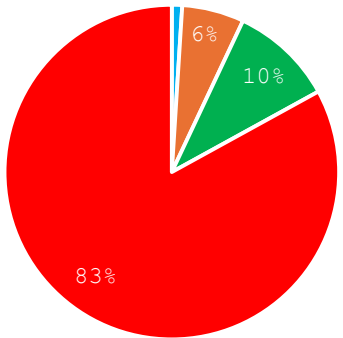
Channel	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Total
Facebook (clicks)	2632	362	2567	397	32	743	197	156	7086
Instagram (reach)	925	750	1119	1196	921	495	411	738	6555
X/Twitter (views)	666	637	592	453	565	485	384	389	4171
Nextdoor	2614				2859				5473
Hillingdon People e-newsletter	97 clicks on 18 th October 2024								97

Online Survey Results

There were a total of 373 responses to the online survey.

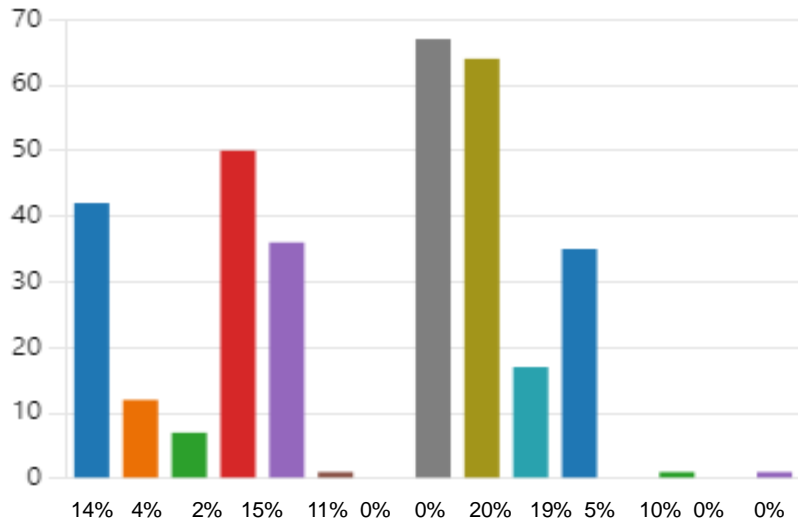
1. Do you agree that we should move from 4 bands to 14 bands to make it clearer where your and others' priority is on the housing register	Strongly agree	38%	
	Agree	37%	
	Neutral	12%	
	Disagree	5%	
	Strongly disagree	8%	
Of those agreeing with this question 79% have lived in the borough for over 10 years.			
2. Additional comments	<p>There were numerous respondents who mentioned favourably the 10-year residency criteria. Some thought 14 Bands was too many and were concerned that it meant being a lower priority and would be confusing. Others were in favour of the 14 bands to provide greater clarity over relative priority.</p>		
3. Do you agree with the priority order	Strongly agree	22%	
	Agree	40%	
	Neutral	19%	
	Disagree	9%	
	Strongly disagree	9%	
4. If you don't agree with the proposed order of priorities for rehousing, please provide further information on your reasons for this.	<p>Some respondents wanted to see some housing being made available for working households on low incomes. Again, there is considerable support for prioritising those with a long living and working attachment to the borough. There is some support for higher priority for overcrowding and for medical conditions. There is some concern about older being forced to give up their family homes. This isn't included in the policy, but the policy does give a high priority for those that choose to downsize. Incentives are available for this.</p>		

<p>5. Do you agree with the change in additional priority categories to:</p> <ul style="list-style-type: none"> • Ten years or more continuous residency in Hillingdon • Members of the British Armed Forces who have continuously resided in the borough for ten years or more prior to signing up for the service and have not been dishonourably discharged 	<table border="1"> <tr><td>Strongly agree</td><td>40%</td></tr> <tr><td>Agree</td><td>35%</td></tr> <tr><td>Neutral</td><td>12%</td></tr> <tr><td>Disagree</td><td>6%</td></tr> <tr><td>Strongly disagree</td><td>6%</td></tr> </table>	Strongly agree	40%	Agree	35%	Neutral	12%	Disagree	6%	Strongly disagree	6%	<table border="1"> <caption>Data for Question 5 Pie Chart</caption> <thead> <tr><th>Response</th><th>Percentage</th></tr> </thead> <tbody> <tr><td>Strongly agree</td><td>40%</td></tr> <tr><td>Agree</td><td>35%</td></tr> <tr><td>Neutral</td><td>12%</td></tr> <tr><td>Disagree</td><td>6%</td></tr> <tr><td>Strongly disagree</td><td>6%</td></tr> </tbody> </table>	Response	Percentage	Strongly agree	40%	Agree	35%	Neutral	12%	Disagree	6%	Strongly disagree	6%
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Strongly disagree	6%																							
<p>6. Do you agree with the Band change for these priority groups</p> <ul style="list-style-type: none"> • Vulnerable care experienced young people (care leavers) • People moving on from social care supported accommodation • Vulnerable single people moving on from homeless supported accommodation based on a recommendation of a social letting from the Single Homeless Move On Panel 	<table border="1"> <tr><td>Strongly agree</td><td>26%</td></tr> <tr><td>Agree</td><td>38%</td></tr> <tr><td>Neutral</td><td>26%</td></tr> <tr><td>Disagree</td><td>6%</td></tr> <tr><td>Strongly disagree</td><td>4%</td></tr> </table>	Strongly agree	26%	Agree	38%	Neutral	26%	Disagree	6%	Strongly disagree	4%	<table border="1"> <caption>Data for Question 6 Pie Chart</caption> <thead> <tr><th>Response</th><th>Percentage</th></tr> </thead> <tbody> <tr><td>Strongly agree</td><td>26%</td></tr> <tr><td>Agree</td><td>38%</td></tr> <tr><td>Neutral</td><td>26%</td></tr> <tr><td>Disagree</td><td>6%</td></tr> <tr><td>Strongly disagree</td><td>4%</td></tr> </tbody> </table>	Response	Percentage	Strongly agree	26%	Agree	38%	Neutral	26%	Disagree	6%	Strongly disagree	4%
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Strongly disagree	4%																							
<p>7. Do you agree with the change to allow overcrowded households to bid for a property with fewer bedrooms than they need so long as it doesn't result in statutory/severe overcrowding?</p>	<table border="1"> <tr><td>Strongly agree</td><td>29%</td></tr> <tr><td>Agree</td><td>40%</td></tr> <tr><td>Neutral</td><td>13%</td></tr> <tr><td>Disagree</td><td>9%</td></tr> <tr><td>Strongly disagree</td><td>9%</td></tr> </table>	Strongly agree	29%	Agree	40%	Neutral	13%	Disagree	9%	Strongly disagree	9%	<table border="1"> <caption>Data for Question 7 Pie Chart</caption> <thead> <tr><th>Response</th><th>Percentage</th></tr> </thead> <tbody> <tr><td>Strongly agree</td><td>29%</td></tr> <tr><td>Agree</td><td>40%</td></tr> <tr><td>Neutral</td><td>13%</td></tr> <tr><td>Disagree</td><td>9%</td></tr> <tr><td>Strongly disagree</td><td>9%</td></tr> </tbody> </table>	Response	Percentage	Strongly agree	29%	Agree	40%	Neutral	13%	Disagree	9%	Strongly disagree	9%
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Strongly disagree	9%																							

<p>8. Are there any additional comments you would like to make regarding the proposed policy</p>	<p>26 respondents (32%) answered needed for this question.</p> 		
<p>9. In what capacity are you responding to this consultation?</p>	<p>As a resident</p>	<p>78%</p>	
<p>On behalf of a resident</p>	<p>2%</p>		
<p>As an applicant on the housing register</p>	<p>14%</p>		
<p>Housing Association tenant</p>	<p>2%</p>		
<p>Other</p>	<p>4%</p>		
<p>10. If you are a resident or an applicant, how long have you lived in Hillingdon</p>	<p>Under 1 year</p>	<p>1%</p>	
<p>1 to 5 years</p>	<p>6%</p>		
<p>Over 5 years</p>	<p>10%</p>		
<p>Over 10 years</p>	<p>83%</p>		

11. What is your postcode

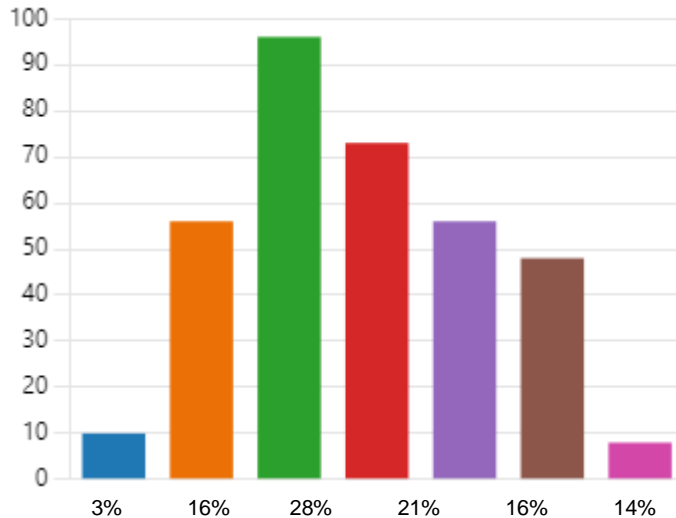
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- HA5
- HA6
- UB3
- UB4
- UB5
- UB6
- UB7
- UB8
- UB9
- UB10
- TW6
- TW19
- WD3
- Other



Of the 333 responses with data; only 3 were from out of borough residents. 76% of in borough responders were from the south of the borough with 39% being from West Drayton and Uxbridge.

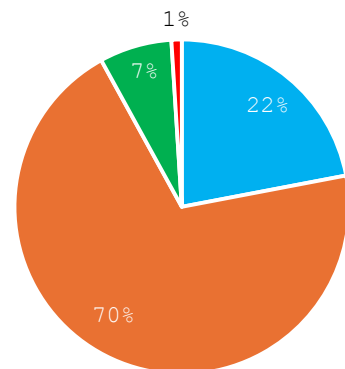
12. Which age group do you belong to?

- 18-24
- 25-34
- 35-44
- 45-54
- 55-64
- 65+
- Prefer not to say

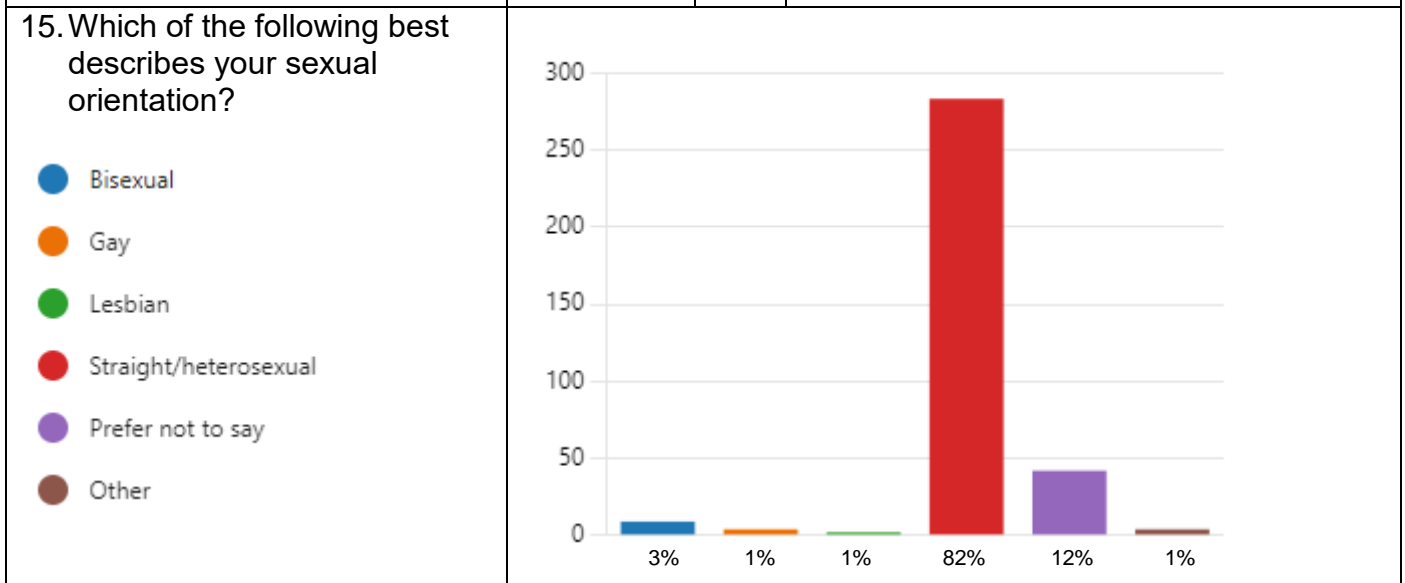


13. What is your gender

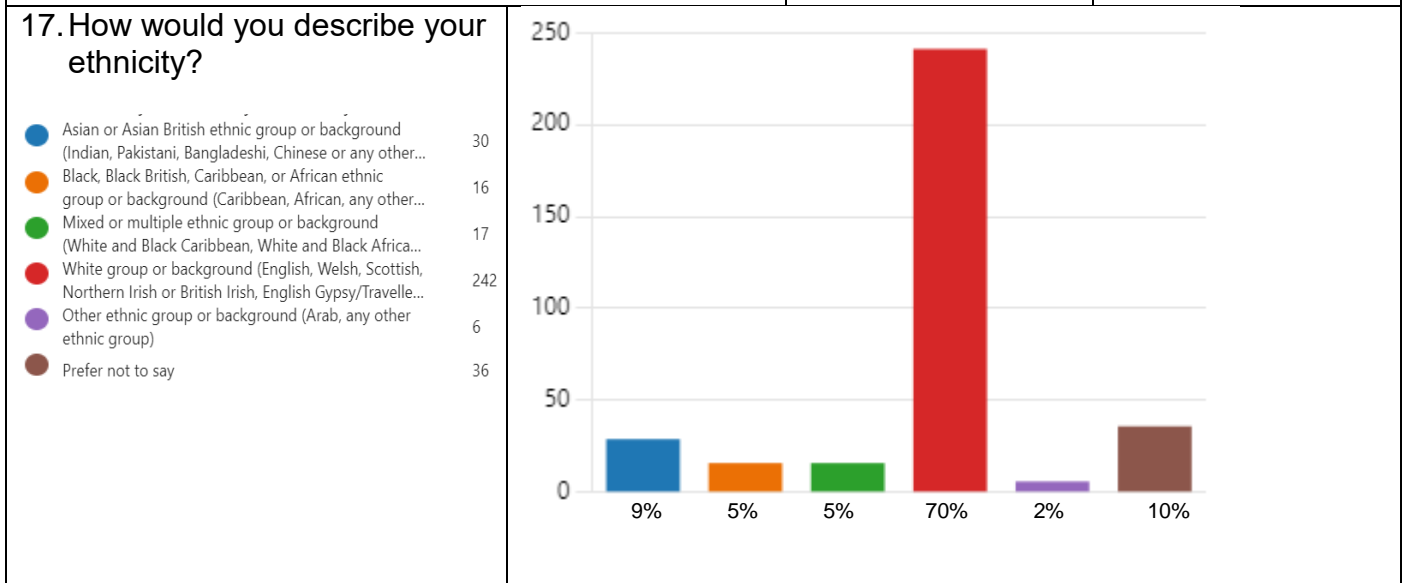
Male	21%
Female	72%
Prefer not to say	6%
Other	1%



14. Have you undergone or are you undergoing a sex/gender reassignment?	Yes – 1 person		
	No	92%	
	Prefer not to say	8%	



16. Do you have a disability? A physical or mental illness or condition that has a substantial and long-term effect on your ability to carry out normal day to day activities	Yes	100 people (31%)
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<p>18. What is your religion or belief?</p> <ul style="list-style-type: none"> ● No religion 124 ● Buddhist 3 ● Christian (Catholic, Church of En... 137 ● Hindu 8 ● Jewish 0 ● Muslim 22 ● Sikh 6 ● Prefer not to say 41 ● Other 3 	<table border="1"> <caption>Religion or Belief Data</caption> <thead> <tr> <th>Religion/Belief</th> <th>Count</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>No religion</td> <td>124</td> <td>36%</td> </tr> <tr> <td>Buddhist</td> <td>3</td> <td>1%</td> </tr> <tr> <td>Christian (Catholic, Church of England)</td> <td>137</td> <td>40%</td> </tr> <tr> <td>Hindu</td> <td>8</td> <td>2%</td> </tr> <tr> <td>Jewish</td> <td>0</td> <td>0%</td> </tr> <tr> <td>Muslim</td> <td>22</td> <td>6%</td> </tr> <tr> <td>Sikh</td> <td>6</td> <td>0%</td> </tr> <tr> <td>Prefer not to say</td> <td>41</td> <td>6%</td> </tr> <tr> <td>Other</td> <td>3</td> <td>0%</td> </tr> </tbody> </table>		Religion/Belief	Count	Percentage	No religion	124	36%	Buddhist	3	1%	Christian (Catholic, Church of England)	137	40%	Hindu	8	2%	Jewish	0	0%	Muslim	22	6%	Sikh	6	0%	Prefer not to say	41	6%	Other	3	0%
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<p>19. Which best describes your household?</p>	<table border="1"> <tbody> <tr> <td>Single Person</td> <td>17%</td> </tr> <tr> <td>Couple without children</td> <td>15%</td> </tr> <tr> <td>Single parent</td> <td>25%</td> </tr> <tr> <td>Couple with children</td> <td>38%</td> </tr> <tr> <td>Other</td> <td>5%</td> </tr> </tbody> </table>	Single Person	17%	Couple without children	15%	Single parent	25%	Couple with children	38%	Other	5%	<table border="1"> <caption>Household Type Data</caption> <thead> <tr> <th>Household Type</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Single Person</td> <td>17%</td> </tr> <tr> <td>Couple without children</td> <td>15%</td> </tr> <tr> <td>Single parent</td> <td>25%</td> </tr> <tr> <td>Couple with children</td> <td>38%</td> </tr> <tr> <td>Other</td> <td>5%</td> </tr> </tbody> </table>	Household Type	Percentage	Single Person	17%	Couple without children	15%	Single parent	25%	Couple with children	38%	Other	5%								
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<p>20. How many people live in your household? Please specify the number of adults and children separately.</p>	<p>71% of responders had children within their household and 40% with 4 or members within their household; 13% were single person households.</p>																															
<p>21. How are you completing this survey?</p>	<table border="1"> <tbody> <tr> <td>Over the phone</td> <td>5%</td> </tr> <tr> <td>Online</td> <td>95%</td> </tr> <tr> <td>Face to face</td> <td>0%</td> </tr> </tbody> </table>	Over the phone	5%	Online	95%	Face to face	0%	<table border="1"> <caption>Survey Completion Method Data</caption> <thead> <tr> <th>Method</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Over the phone</td> <td>5%</td> </tr> <tr> <td>Online</td> <td>95%</td> </tr> <tr> <td>Face to face</td> <td>0%</td> </tr> </tbody> </table>	Method	Percentage	Over the phone	5%	Online	95%	Face to face	0%																
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Staff Consultation

Leaving Care Team

A consultation meeting was held with the Leaving Care Team on 11th September 2024. Discussion was primarily focused on the revised banding for those transitioning from care along with some other vulnerable groups. Although in the banding structure they would be awarded a Band 7 or 8, this is the equivalent of a current Band A and as such is a higher band than the Band B currently awarded. It is estimated that on average this will mean a 6 month rather than an 18 month wait. Key concerns for those transitioning from care are for a timely move to independent living to avoid creating dependency and to effectively manage public sector resources. The proposed changes are seen as a positive and great move forward.

Housing Staff

A consultation meeting was held with housing staff on the 10th October 2024. A specific request has been made by Housing Staff to allow for some flexibility with regard to verification checks for under-occupying households wishing to downsize, who have rent arrears and have not fulfilled the requirement of the policy to have been maintaining an agreed repayment plan for at least 6 months. Release of family sized accommodation is of benefit to the council in meeting housing needs and in some instances the build-up of rent arrears may be related to living in a property that is bigger than their housing need.

A suggestion has also been made for an existing exception to the qualification rule relating to 'the need to have a demonstrable housing need to join the housing register' to be removed. This exception relates to 'people over 60 who would benefit from sheltered housing'.

A similar suggestion has been made to remove an exemption from the qualifying requirement to have been 'continuously living in the borough for at least 10 years'. The exception concerned is for 'people over 60 who are currently resident in the borough and who would benefit from sheltered housing'.

Residents' meetings

Two meetings with residents were held on 18th October 2024, one face to face in the morning and one on-line in the evening. The purpose of the residents' meetings was to provide opportunities for an interactive approach to the consultation, allowing questions about the policy to be asked and responded to, along with receiving specific comments on the proposed changes to the policy. It was decided to hold the residents' meetings following discussion about the proposed changes to the Social Housing Allocation Policy at the Residents Services Select Committee on 24th September 2024. The Committee asked officers to consider expanding the consultation approach to ensure the process captured a representative range and depth of views, to balance the views gathered through the on-line survey.

Face to face meeting

There were six residents present. Some of the residents thought that the proposal for 14 priority groups was too much, although not all of the members agreed. A suggestion of 8 to 10 groups was made. Some thought it would be better to relate the changes more to the existing groups i.e. Band A split into the now 8 sections; Band B split into two; Band C split into two etc. Some would prefer to see a points-based system.

Those present were in favour and very much supported the retention of the 10-year residency criteria. Ideally, they would like to see extra 'points' for time on the register and were pleased that

where other aspects are equal the person who has been on the register the longest takes priority under Hillingdon's policy.

All of those present were in favour of the increased banding for vulnerable groups and the impact this can have on ensuring that move on from supported accommodation is effectively facilitated.

There was also support for the extension to allow applicants to bid for a property which was slightly smaller in bed-size than they required, so long as they are not statutorily or severely overcrowded; and of the reduction in additional priority reasons.

On-line meeting

The on-line evening meeting on 18th October 2024 was attended by some currently on the housing register. They understood the reasoning for the additional bands but thought that 14 made it look complicated and thought it may be better to have bands split into those with and without additional priority. They were in favour of the increased position for vulnerable households. They were also in favour of the removal of 'childless couples over 21' as an additional preference group but disagreed with the removal of 'working households' as an additional preference group. They were particularly pleased to see the amendment to allow overcrowded households to bid for properties smaller than their assessed need so long as it doesn't result in statutory or severe overcrowding and thought this would be a big help for families waiting to move.



HILLINGDON
LONDON

Equality and Human Rights Impact Assessment

Social Housing Allocation Policy

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 ✓

Hillingdon Council is required to have a housing allocation scheme in place to assess housing need, advertise available social housing and allocate properties to households in need.

This assessment considers proposed updates and changes to the Social Housing Allocation Policy ('the Policy') from an equality and human rights impact perspective. These changes aim to bring greater transparency and clarity to those households who are a priority for re-housing, including continued priority for residents with 10 or more years' continuous residency; to extend options to a wider range of households to relieve overcrowding; and to ensure that the most vulnerable groups are supported by the policy for rehousing.

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

Dan Kennedy, Corporate Director Central Services

Date assessment completed and approved by accountable person

22/10/24

Names and job titles of people carrying out the assessment

Debby Weller, Head of Housing Strategy and Policy

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

The review of the Policy aims to:

- Ensure greater transparency around those that are a priority for rehousing including by reducing the congestion in Bands A and B.
- Provide clearer prioritisation of vulnerable groups, specifically care experienced young people moving on from social care; vulnerable single people moving on from homeless supported accommodation recommended for social housing by the Single Homeless Move On Panel; and people moving on from other types of social care supported housing accommodation including for mental health and learning disabilities.
- Provide greater priority for those that have a long-term attachment to the borough.
- Make best use of housing stock through continued prioritisation of those giving up larger properties or decanting, and through allowing households that are severely overcrowded to move into homes that relieve some of the pressure.

The key objectives of the policy overall are to:

- Provide a fair and transparent system by which people are prioritised for social housing;
- Help those most in housing need;
- Reward residents with a long attachment to the borough;
- Make best use of Hillingdon's social housing stock;
- Promote the development of sustainable mixed communities.

The Policy is consistent with and supports the councils Homelessness Strategy 2019 to 2024, Housing Strategy 2021/22 to 2025/26 and the Council Strategy 2022 to 2026.

The proposed changes can be summarised as:

- Movement from 4 to 14 bands;
- Greater transparency and clarity on priority order;
- Change in additional priority categories;
- Band change for vulnerable priority groups;
- Extension allowing overcrowded households of any bedsize to bid for a smaller property.

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

Those currently registered on the Social Housing Register are impacted by any changes in the prioritisation afforded to different groups of people on the register. Those who may register in the future are also impacted as are other residents of the borough who may not be eligible or meet the qualification requirements to join the housing register.

Census 2021 information Hillingdon

Age

Aged 14 years and under	19.7%
Aged 15 to 24 years	12.5%
Aged 25 to 34 years	14.5%
Aged 35 to 44 years	15.8%
Aged 45 to 54 years	13.1%
Aged 55 to 64 years	10.8%
Aged 65 to 74 years	7.2%
Aged 75 years and over	6.2%

Household Composition

One-person household: Aged 66 years and over	10.2%
One-person household: Other	14.2%
Single family household: All aged 66 years and over	6.0%
Single family household: Married or civil partnership couple: No children	8.4%
Single family household: Married or civil partnership couple: Dependent children	20.3%
Single family household: Married or civil partnership couple: all children non-dependent	7.5%
Single family household: Cohabiting couple family: No children	4.1%
Single family household: Cohabiting couple family: With dependent children	3.1%
Single family household: Cohabiting couple family: All children non-dependent	0.7%
Single family household: Lone parent family: With dependent children	7.3%
Single family household: Lone parent family: All children non-dependent	5.4%
Other household types: Other related household: Other family composition	1.2%
Other household types: With dependent children	6.1%
Other household types: Other, including all full-time students and all aged 66 years and over	5.5%

Household size

1 person in household	24.4%
2 people in household	27.1%

3 people in household	18.8%
4 people in household	17.3%
5 people in household	7.6%
6 people in household	3.0%
7 people in household	1.1%
8 or more people in household	0.9%

Sex

Female	50.6%
Male	49.4%

Ethnic Group

Asian, Asian British or Asian Welsh	33.3%
Black, Black British, Black Welsh, Caribbean or African	7.8%
Mixed or Multiple ethnic groups	4.4%
White	48.2%
Other ethnic group	6.3%

Religion

No religion	19.4%
Christian	39.0%
Buddhist	0.9%
Hindu	10.8%
Jewish	0.5%
Muslim	14.4%
Sikh	8.6%
Other religion	0.9%
Not answered	5.6%

Sexual orientation

Straight or Heterosexual	88.91%
Gay or Lesbian	0.90%
Bisexual	0.96%
All other sexual orientations	0.36%
Not answered	8.87%

Disability

Disabled under the Equality Act: Day-to-day activities limited a lot	6.5%
Disabled under the Equality Act: Day-to-day activities limited a lot	8.2%
Not disabled under the Equality Act	85.3%

Housing Register Information: August 2024

Age

Aged 16 to 24 years	7.3%
Aged 25 to 44 years	54.27%
Aged 45 to 59 years	23.95%
Aged 60 to 64 years	4.67%
Aged 65 to 74 years	5.66%
Aged 75 years and over	4.23%

Gender

Female	68%
Male	32%
Other/not answered	0.1%

Gender Reassignment

Gender identity the same as the gender you were born with

Yes	97%
No	2%
Prefer not to say	1%

Sexuality

Heterosexual / Straight	83.01%
Prefer not to say	12.60%
Bisexual	2.5%
Other	1.13%
Gay woman / lesbian	0.44%
Gary man	0.32%

Disability

Yes	25%
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Ethnicity

Asian, Asian British or Asian Welsh	17.4%
Black, Black British, Black Welsh, Caribbean or African	22.4%
Mixed or Multiple ethnic groups	5.8%
White	44.5%
Other ethnic group	3.7%
Prefer not to say	6.1%

The proportion of Asian households on the housing register is lower than the proportion in the population of Hillingdon as whole as a whole (33.3%) and the

proportion of Black households is higher than the Hillingdon population as a whole (7.8%).

Religion

Christian	30.8%
Muslim	27.4%
None	24.2%
Prefer not to say	9.8%
Sikh	2.8%
Hindu	2.5%
Any other	1.7%
Buddhist	0.8%
Jewish	0.1%

When compared to census data for Hillingdon those on the Housing Register include a lower proportion of Christian households than Hillingdon as a whole and a higher proportion of Muslim, Hindu, and Sikh households and those with no religion.

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

Stakeholders	Interest
Hillingdon residents	That they have the prospect of being able to access affordable, secure, suitable and appropriate housing that meets their needs.
Corporate Director of Adult Social Care and Health. Corporate Director of Children’s Services.	That households, in particular those with vulnerable adults and/or children, have housing options that meet their needs in relation to protection or vulnerability.
Corporate Director of Central Services. Corporate Management Team. Leader of the Council and Cabinet Members.	<ul style="list-style-type: none"> • To ensure a robust, transparent and fair Policy. • To deliver value for money in service delivery. • To ensure Hillingdon Residents have access to affordable, secure, suitable and appropriate housing that meets their needs. • To ensure the Council is meeting its duties under the: <ul style="list-style-type: none"> ○ Housing Act 1985 ○ Housing Act 1986 ○ Homelessness Act 2002 ○ Homeless Reduction Act 2017 ○ Housing and Regeneration Act 2008 ○ Localism Act 2011 ○ Armed Forces Act 2006 ○ Asylum and Immigration Act 1996 ○ Immigration and Asylum Act 1999 ○ Children Act 2004 ○ Equality Act 2010 ○ Data Protection Act 2018

	<ul style="list-style-type: none"> ○ European Union (Withdrawal Agreement) Act 2003 ○ Homeless Code of Guidance for Local Authorities 2018 last updated June 2024 ○ The London Housing Strategy ○ Tenancy Strategy ○ Housing Strategy ○ Allocation of Housing and Homelessness (Eligibility) (England) Regulations 2006 ○ Allocation of Accommodation: Code of Guidance for Housing Authorities June 2012, last updated June 2024 ○ Providing social housing for local people, December 2013 ○ Right to Move and social housing allocations, March 2015 ○ Improving access to social housing for victims of domestic abuse, November 2018 ○ Improving access to social housing for members of the armed forces, June 2020 ○ The regulatory standard for registered providers of social housing in England
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A.4) Which protected characteristics or community issues are relevant to the assessment? ✓ in the box.

Age	✓	Sex	✓
Disability	✓	Sexual Orientation	✓
Gender reassignment	✓	Socio-economic status	✓
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?

Social Housing Lettings Data

The following data is based on social housing lettings that took place between 1st April 2024 and 31st August 2024, during which time there were 241 social housing lettings.

Gender	
Male	36.5%
Female	63.5%

Almost two thirds of lettings are to Female applicants. This is roughly in line with the proportion on the housing register (68%) but considerably more than the proportion in the population as a whole (50.6%).

Age	
Aged 16-24 years	12%
Aged 25-44 years	36%
Aged 45-59 years	20%
Aged 60-64 years	9%
Aged 65-74 year	14%
Aged 75 years and over	9%

For both the housing register and lettings the highest proportion of households are in the 25 to 44 age band followed by the 45 to 59 age band. However, the proportion that those in the 16 to 24 age band make up of lettings (12%) is higher than the proportion they make up of the housing register (7%). This is also true for all of the age bandings 60 years and over.

As those at the younger and older end of the age band are more likely to be considered vulnerable, this is a positive, but also proportionate impact of the policy.

Family Composition		
Single	52	21%
Single 60+	37	15%
Single Parents	45	18%
Single Parent + non dependents	4	2%
Couples no children	6	2%
Couple over 60	6	2%
Couples with children	18	7%
Couples with children and non-dependents	2	1%
Couples with non-dependents no children	3	1%

Not answered	74	30%
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Single parents with dependent children form 7.3% of families in the borough but make up 18% of social housing lettings. Couples with dependent children make up 23.4% of families in the borough but only 7% of social housing lettings.

Ethnicity	
Asian, Asian British or Asian Welsh	14.6%
Black, Black British, Black Welsh, Caribbean or African	10.5%
Mixed or Multiple ethnic groups	2.1%
White	35.6%
Other ethnic group	5.4%
Not answered	31.8%

With the exception of 'Other ethnic group' the proportion made up by the ethnic group is lower for lettings than it is for households on the housing register. This is accounted for by a much higher proportion of households where the ethnicity question is not answered for lettings (31.8%) compared to the housing register (6.1%).

Consultation

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

Please tick NO YES

A separate full consultation report has been completed with positive results for all proposals. The following analysis of the data looks specifically at the degree to which different categories of people consulted agreed or disagreed with the policy proposals.

Movement from 4 to 14 bands

	Agree/Strongly Agree	Neutral	Disagree / Strongly disagree
Overall	75%	12%	13%
Male	75%	14%	10%
Female	75%	11%	14%
Aged 18 to 24	80%	20%	0%
Aged 25 to 34	64%	21%	14%
Aged 35 to 44	78%	6%	15%
Aged 45 to 54	71%	11%	18%
Aged 55 to 64	84%	11%	4%

Aged 65 +	73%	14%	11%
Straight / heterosexual	73%	13%	13%
Bisexual / Gay / Lesbian / Other	86%	7%	7%
Prefer not to say	76%	3%	21%
Yes - have a disability	72%	14%	15%
Asian or Asian British	92%	4%	4%
Black, Black British Caribbean or African	75%	8%	17%
Mixed or multiple ethnic group	57%	21%	21%
White group or background	73%	12%	14%
Other ethnic group or background	67%	17%	17%
Christian	70%	11%	17%
Muslim	95%	0%	5%
Hindu	88%	13%	0%
Sikh / Buddhist / Other	63%	13%	25%
Single person	73%	12%	14%
Couple without children	69%	8%	23%
Single Parent	66%	20%	14%
Couple with children	79%	8%	12%

Groups that agree most with the increased number of bands are:

- Male and Female
- Those aged 18 to 24, 35 to 44 and 55 to 64;
- Those whose sexual orientation is Bisexual / Gay / Lesbian / Other or prefer not to say
- Asian or Asian British ethnicity
- Black, Black British Caribbean or African
- Muslim or Hindu religion
- Couple with children

Disagreement is highest amongst:

- Those of Sikh / Buddhist / Other religion.

Agreement with Priority Order

	Agree/Strongly Agree	Neutral	Disagree / Strongly disagree
Overall	62%	19%	18%
Male	73%	16%	10%
Female	61%	20%	18%

Aged 18 to 24	70%	10%	20%
Aged 25 to 34	64%	21%	14%
Aged 35 to 44	55%	20%	21%
Aged 45 to 54	55%	23%	23%
Aged 55 to 64	71%	13%	16%
Aged 65 +	81%	8%	8%
Straight / heterosexual	62%	19%	18%
Bisexual / Gay / Lesbian / Other	71%	14%	14%
Prefer not to say	58%	21%	21%
Yes - have a disability	61%	22%	16%
Asian or Asian British	65%	15%	19%
Black, Black British Caribbean or African	83%	0%	17%
Mixed or multiple ethnic group	57%	21%	14%
White group or background	64%	19%	16%
Other ethnic group or background	67%	0%	17%
Christian	63%	16%	19%
Muslim	74%	16%	5%
Hindu	75%	13%	13%
Sikh / Buddhist / Other	50%	13%	38%
Single person	85%	6%	9%
Couple without children	54%	26%	18%
Single Parent	57%	24%	20%
Couple with children	61%	16%	20%

Groups that agree most with the priority order are:

- Aged 65+
- Black, Black British Caribbean or African
- Hindu
- Single person

Change in Additional Priority Categories

	Agree/Strongly Agree	Neutral	Disagree / Strongly disagree
Overall	75%	13%	12%
Male	78%	14%	6%
Female	75%	13%	12%
Aged 18 to 24	70%	20%	10%
Aged 25 to 34	63%	21%	16%

Aged 35 to 44	72%	14%	13%
Aged 45 to 54	77%	8%	15%
Aged 55 to 64	89%	4%	7%
Aged 65 +	76%	19%	3%
Straight / heterosexual	76%	13%	10%
Bisexual / Gay / Lesbian / Other	64%	21%	14%
Prefer not to say	61%	15%	24%
Yes - have a disability	75%	15%	10%
Asian or Asian British	85%	12%	4%
Black, Black British Caribbean or African	83%	17%	0%
Mixed or multiple ethnic group	71%	7%	21%
White group or background	77%	13%	10%
Other ethnic group or background	40%	20%	40%
Christian	81%	9%	11%
Muslim	89%	6%	6%
Hindu	75%	13%	13%
Sikh / Buddhist / Other	75%	25%	0%
Single person	81%	17%	2%
Couple without children	72%	10%	18%
Single Parent	64%	17%	18%
Couple with children	81%	10%	9%

Groups that agree most with the change to additional priority categories

- Male
- Female
- Aged 45 to 54
- Aged 55 to 64
- Aged 65+
- Straight / heterosexual
- Disability
- Asian or Asian British
- Black, Black British Caribbean or African
- White group or background
- Christian
- Muslim
- Hindu
- Sikh / Buddhist / Other
- Single person
- Couple with children

Band Change for Vulnerable Priority Groups

	Agree/Strongly Agree	Neutral	Disagree / Strongly disagree
Overall	64%	26%	10%
Male	70%	24%	5%
Female	63%	26%	10%
Aged 18 to 24	50%	30%	20%
Aged 25 to 34	50%	43%	7%
Aged 35 to 44	66%	26%	8%
Aged 45 to 54	71%	18%	11%
Aged 55 to 64	76%	13%	11%
Aged 65 +	69%	22%	8%
Straight / heterosexual	63%	27%	10%
Bisexual / Gay / Lesbian / Other	79%	21%	0%
Prefer not to say	76%	18%	6%
Yes - have a disability	68%	25%	7%
Asian or Asian British	81%	8%	12%
Black, Black British Caribbean or African	58%	25%	17%
Mixed or multiple ethnic group	79%	14%	7%
White group or background	63%	29%	7%
Other ethnic group or background	50%	33%	17%
Christian	72%	19%	10%
Muslim	84%	11%	5%
Hindu	63%	13%	25%
Sikh / Buddhist / Other	75%	25%	0%
Single person	75%	21%	4%
Couple without children	62%	31%	8%
Single Parent	53%	38%	9%
Couple with children	70%	20%	10%

Groups that agree most with the banding change for vulnerable groups are:

- Aged 55 to 64
- Bisexual / Gay / Lesbian / Other and those that prefer not to say
- Mixed or multiple ethnic group
- Asian or Asian British
- Muslim
- Sikh / Buddhist / Other
- Single person

Groups that disagree most are:

- Hindu

Allow overcrowded households to bid for properties with less bedrooms that their need so long as not statutorily or severely overcrowded. Extend from current 4 bed need to other bedsizes

	Agree/Strongly Agree	Neutral	Disagree / Strongly disagree
Overall	69%	13%	18%
Male	60%	21%	19%
Female	72%	10%	18%
Aged 18 to 24	80%	0%	20%
Aged 25 to 34	66%	13%	21%
Aged 35 to 44	70%	14%	14%
Aged 45 to 54	70%	9%	21%
Aged 55 to 64	76%	7%	18%
Aged 65 +	57%	27%	14%
Straight / heterosexual	69%	12%	18%
Bisexual / Gay / Lesbian / Other	64%	7%	29%
Prefer not to say	67%	21%	12%
Yes - have a disability	69%	13%	18%
Asian or Asian British	68%	16%	16%
Black, Black British Caribbean or African	75%	8%	17%
Mixed or multiple ethnic group	71%	0%	29%
White group or background	71%	11%	18%
Other ethnic group or background	67%	17%	17%
Christian	69%	10%	21%
Muslim	74%	11%	16%
Hindu	50%	25%	25%
Sikh / Buddhist / Other	43%	57%	0%
Single person	65%	13%	23%
Couple without children	62%	15%	23%
Single Parent	74%	9%	17%
Couple with children	75%	10%	15%

The groups that agree most with the change related to overcrowding is:

- Those aged 18 to 24
- Aged 55 to 64

- Black, Black British Caribbean or African
- Couple with children

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

<p><u>Legal context</u> The council has a public duty to pay due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations (Equality Act 2010)</p> <p><u>Financial context - standard text</u> Since 2010, the Business Improvement Delivery (BID) Programme has driven transformation across the Council, reducing costs and improving efficiency to ensure that in an environment of increased expenditure from population growth and inflationary uplifts we continue to deliver high quality services that put residents first.</p> <p>Hillingdon's approach to maintaining sound financial management ensures that our finances are in a robust position, and therefore the Council is well placed to respond to Government funding not increasing at the same pace as the combined impact of a growing demand for services and increased market forces. Our latest projections indicate that further savings of £35m will be required by 2026/27 to bridge the resulting budget gap.</p>
--

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
Couples without children	The removal of the additional priority group couples without children will negatively impact this group.

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

Equality Group	Impact on this group and actions you need to take
Families with children and / or pregnant women	Families with children will be positively impacted by the change in relation to overcrowding. The vast majority of overcrowded households will contain children and this change will increase the numbers of properties available to them.

	The removal of the additional priority group couples without children will also favour those who do have children.
Multi-generational households	Multi- generational households will also benefit from the changes regarding overcrowding and additional priority groups.
Young people	The increased priority for vulnerable groups does not apply exclusively to care leavers, but care leavers are one of the main groups affected and are within younger age bands.

D) Conclusions

The only negative impact identified relates to couples without children. Although accessing affordable housing is problematic for all, given that social housing is a scarce resource, those groups who are most vulnerable or have the most pressing need should be prioritised.

This impact is considered proportionate when considering the relative housing needs of families with children, taking the need to safeguard children into account and to meet the needs of other vulnerable households.

The provision of affordable housing in Hillingdon includes intermediate housing as well as social rented housing. This will be suitable for some groups as will accessing the private rented sector. Housing advice is available to all groups.

The consultation shows that there is broad support for the proposals across the range of equality groups. This negates the need to consider intersectionality.

Signed and dated:.....22nd October 2024.....

Name and position:.....Debby Weller Head of Housing Strategy and Policy



London Borough of Hillingdon

Social Housing Allocation Policy

~~July~~November 2024

~~Consultation~~Final Draft

Contents

	Title	Page
	Summary	5 - 12
1	Introduction	13 - 15
	<ul style="list-style-type: none"> • Legal context • Aims of the allocation policy 	
2	Eligibility and Qualification for Housing	16 - 19
	<ul style="list-style-type: none"> • Eligibility rules • Qualification rules 	
3	Who can make an application	19 - 20
4	Statement on choice	20
	Locata Housing Services – Central lettings agency	
5	How the choice based lettings scheme works (Locata)	21 - 27
	<ul style="list-style-type: none"> • Priority banding • Priority dates • Property advertising • Bidding for a property – help with bidding • Short-listing • Offers of accommodation • The effect of choices on waiting times • Feedback on let properties • Ring-fenced lettings • Sensitive lettings • Local lettings policies 	
6	Allocation outside choice based lettings (Locata)	28
7	Refusals following direct offers	29 - 30
	<ul style="list-style-type: none"> • Recording the refusal • Unsuitable offers • Consequences for refusing a reasonable offer <ul style="list-style-type: none"> ○ Homeless households ○ Service tenants ○ Management transfers ○ Reciprocal agreements ○ Temporary and permanent decants ○ Ex-tenants discharged from an institution ○ Other circumstances 	

8	Pre-Offer Verification Checks	30-31
9	Lettings plan	31
10	Applying for housing	32 - 36
	<ul style="list-style-type: none"> • Tackling fraud • Who can be included on the application • Who should not be included on the application • Change of circumstances • What happens if I do not notify of a change? • Annual reviews • Cancelling an application 	
11	Assessment of housing need and determining priority	37 - 39
	<ul style="list-style-type: none"> • Initial assessment • Bedroom standard - size of accommodation • Shared residency of children 	
12	Reasonable preference groups	39 - 45
	<ul style="list-style-type: none"> • Homeless households • Households living in unsanitary and unsatisfactory housing conditions • Overcrowded households • Medical grounds • Welfare grounds <ul style="list-style-type: none"> ○ Care experienced young people ○ Fostering and adoption ○ Move-on from supported housing • Hardship grounds 	
13	Local priorities	45
	<ul style="list-style-type: none"> • Members of the British Armed Forces • Specific schemes e.g. National witness mobility • Under-occupation • Releasing adapted property • Decants – permanent & temporary • Management transfer • Reciprocal request • Ex-tenant discharged from an institution • Relinquishing of tenancies • Service tenants where there is a contractual obligation 	
14	Additional priority	48
	<ul style="list-style-type: none"> • 10 year continuous residency 	

15	Encouraging personal responsibility	50
	<ul style="list-style-type: none"> • Homeless households in temporary accommodation • All applicants – unreasonable refusal of offers 	
16	Specialist accommodation	51 - 52
	<ul style="list-style-type: none"> • Disabled adapted properties • Older person dwellings • Sheltered housing • Extra care housing • Traveller pitches 	
17	Mobility within and across Hillingdon Council	53
	<ul style="list-style-type: none"> • West London cross borough • Pan-London mobility (Home Moves) • Seaside and country • Mutual exchange 	
18	Scheme implementation arrangements	53
19	Changes to the scheme	53
20	Members of Hillingdon Council, staff members & their relations	54
Appendix 1	Summary table of priority band and date	55
Annex 1	People ineligible for an allocation of accommodation by the council	

SUMMARY OF HILLINGDON'S SOCIAL HOUSING ALLOCATION POLICY [\(NEW SECTION\)](#)

1. This policy document sets out how we make decisions about the allocation of council homes for rent in Hillingdon and the allocation of housing association homes where the council has nomination rights. This summary section is intended to provide a reasonably short and accessible explanation of the policy including the priorities for allocations. The full policy text is set out after the summary and should be referred to in order to fully understand how the policy operates.
2. Social housing is a limited resource, so it is important that we have an open, fair and transparent scheme setting out how we allocate social housing and the procedures to be followed. This is a legal requirement for the council.
3. There are approximately 18,000 council or housing association homes for rent in Hillingdon, making up about 16% of housing in the borough. There are roughly 400 to 450 social housing properties available to let each year in what is referred to as general needs homes and in sheltered and extra care housing. At the end of March 2024 there were 3,896 households on the Housing Register. The register is split into bands depending on the level of priority awarded under the policy. Average rehousing waiting times are displayed on the council website.
4. The objectives of the Social Housing Allocation Policy are to:
 - Provide a fair and transparent system by which people are prioritised for social housing
 - Help those most in housing need
 - Recognise those residents with a long residential history in the borough
 - Make best use of Hillingdon's social housing stock

Eligibility and qualification to join the housing register

5. To be considered for an allocation of social housing you must be eligible for and qualify for an allocation. Eligibility is about where you usually live and your immigration status. The rules for this are set by the national government and are the same for all local authorities in England. Further details are provided in section 2.
6. Local authorities can largely set their own rules for who qualifies for social housing, but there are some groups of people that must be included. Housing legislation requires every local authority allocation scheme in England to ensure 'reasonable preference' for social housing allocations is given to certain categories of applicants. This means that they must be given a reasonable level of priority, and it covers the following groups:
 - Those who are homeless or owed certain homelessness duties
 - Insanitary or overcrowded housing or unsatisfactory housing conditions
 - A need to move on medical or welfare grounds
 - People who need to move to a particular locality to avoid hardship to themselves or others
7. Local authorities must also give 'additional preference' to applications from certain

serving and ex-members of the armed forces (and reserve forces) who fall within the reasonable preference categories.

8. Guidance that the council is legally obliged to take notice of, also encourages reasonable preference to be given to people who are homeless and require urgent rehousing as a result of domestic abuse and to give reasonable preference to foster carers.
9. Hillingdon Council's own qualification rules restrict which households can join the housing register. Including restrictions helps to ensure that the council's priorities for social housing allocations are clear and that other households are not given false hope of a council home. The following types of households do not qualify to join the housing register:
 - Those that do not have a clearly demonstrated housing need.
 - Those that have sufficient financial resources.
 - Households that do not currently live in the borough
 - Households who have not been continuously living in the borough for at least 10 years
10. There are some exceptions where households in these circumstances can still qualify, including if they fall within the reasonable preference groups. In certain very specific instances, the requirement for 10 years residency could be reduced to 5 years. See section 2.2.5

Making an application

11. Hillingdon residents over the age of 18 can apply to join the housing register. Applicants need to register via Locata Housing Services who operate a Choice Based Lettings Scheme for Hillingdon Council and various other social housing providers. Applicants are allocated a priority band and within each band, priority is determined in date order. Vacant council and housing association homes are advertised on the [West London Locata website](#) and applicants are entitled to bid for up to 3 properties in each week. Some properties will have restrictions limiting them to certain types of households. The council can provide help with bidding for people who are not able to do this online. Hillingdon residents are entitled to bid for properties advertised in the "Hillingdon" section of Locata and the "cross borough" section as well as properties advertised by several housing associations that operate in Hillingdon.
12. Once bidding has closed a shortlist is created for each property and will place residents in a band and then priority date order for all suitable bids. Those at the top of the list are contacted to view the property. If they accept the property they are invited to sign the tenancy. If the property is not accepted it is offered to the next household on the shortlist going down the list until it is accepted.
13. The length of time you have to wait is affected by the choices you make on your housing application. Those prepared to consider a broad range of areas and property types are likely to wait for less time. Details of properties allocated are available at www.Locata.org including the priority band and registration date of the successful bidder.

14. On some occasions a property may be sensitively allocated in the interest of nearby tenants and residents that have experienced harassment, noise nuisance or un-tenant like behaviour over an excessive period. These properties will be clearly marked on the advert and additional verification checks into any potential incoming tenant will be completed.
15. On new developments or acquisitions, the Council may agree a local lettings policy for council homes or those owned by another social housing provider. This can help ensure balanced sustainable communities, mitigate management problems and address specific council aims for the development.

Priority Banding

16. Hillingdon Council has previously operated a scheme with just four bands A to D and with some priorities set out within Band A. At the beginning of April 2024, there were 755 households in Band A. We are increasing the number of Bands to 14 so that there is a greater spread of the Bands across the register and greater clarity regarding priorities for rehousing. Within each band a priority date order will continue to apply.

Band 1	This is the highest priority band and is only awarded to households who are being decanted from their existing home and qualify for additional priority due to having 10 years' residence in Hillingdon
Band 2	As Band 1 but without 10 years' residence
Band 3	This band is for under occupying social tenants moving to a property with fewer bedrooms and that qualify for additional priority due to 10 years' residence
Band 4	As Band 3 but without 10 years' residence
Band 5	This band is for households for which a management transfer has been agreed due to exceptional circumstances and that qualify for additional priority due to 10 years' residence
Band 6	As Band 5 but without 10 years' residence
Band 7	This band is for households with an emergency and very severe housing need other than the needs covered by Bands 1 to 6 and that qualify for additional priority due to 10 years' residence. For full detail see table at Appendix 1
Band 8	As Band 7 but without 10 years' residence
Band 9	This band is for household with an urgent need to move and that qualify for additional priority due to 10 years' residence. For full detail see table at Appendix 1
Band 10	As Band 9 but without 10 years' residence
Band 11	This band is for households with an identified need to move and that qualify for additional priority due to 10 years' residence
Band 12	As Band 11 but without 10 years' residence
Band 13	Homeless applicants without 10 years' residence who do not own a property or have savings over £30,000
Band 14	Applicants within a Reasonable Preference category who own a property or have savings over £30,000

Offers of Accommodation

17. In certain circumstances a direct allocation may be made outside of the choice based lettings scheme. A list of these circumstances is included at section 6.
18. If there is a clear reason why the specific property would not be an appropriate match for the specific applicant, the offer will be withdrawn, and the right of the applicant will not be affected. If, however, a reasonable offer is refused, this may have important consequences including discharge of a council duty, eviction proceedings and loss of priority banding. Further detail is shown in section 7.3.
19. Joining the housing register does not guarantee an offer of accommodation. Many more people are on the register than we will be able to offer accommodation. We will also carry out checks before an offer is made to make sure that the circumstances of your household are as you have been assessed and that you have not behaved in a way that would make you unsuitable as a tenant. These include checking against eligibility and qualifying criteria; rent and council tax arrears and serious anti-social behaviour. A full list of verification checks is included at section 8.
20. To achieve the right balance of allocations to different groups and to manage the cost of homelessness the Council may set out requirements in a Lettings Plan. To achieve allocation targets the Council reserves the right to enhance access by advertising or directly allocating some properties to specific groups.
21. In cases where specific action has been taken to release homes, the resulting vacancies will be allocated to particular groups. For instance, homes recovered as a result of fraud activity may be allocated to homeless households and homes released by under occupiers allocated to overcrowded households.
22. Enquiries about applications may be made at any time to guard against misrepresentation and fraud. Checks may involve cross referencing information provided by applicants with other data that the Council holds.

The applicants' household and number of bedrooms

23. The appropriate size of accommodation to offer will depend on the composition of the household. Because someone is living with you currently and is a member of your family, it does not mean that the Council will treat them as a member of your household for the purpose of this Allocation Policy. The applicants' household includes partners, children under 18, children over 18 studying for their first degree (or similar), dependent relatives and live-in carers (please refer to section 11.2 for full details).
24. The Council must be notified in writing of any change in circumstances that will or might affect your priority for housing such as changes in the household members or moves to alternative properties. Every applicant will be asked to renew their application annually. This will include a request to provide any information on changes in circumstances. If not renewed within 28 days, the application may be cancelled without further notice.

25. Applicants can ask for a review of any decision made under the terms of this policy. Requests must be made in writing within 21 days of a decision.
26. The size of accommodation for which applicants will be considered is based on the 'bedroom standard' as used by the English Housing Survey to produce estimates of overcrowding. The Secretary of State takes the view that the bedroom standard is an appropriate measure of overcrowding for allocation purposes and recommends that all housing authorities adopt this as a minimum. A separate bedroom is allocated to
- each married or cohabiting couple,
 - any other person aged 21 or over,
 - each pair of adolescents aged 10-20 of the same sex,
 - and each pair of children under 10.
 - Any unpaired person aged 10-20 is paired, if possible, with a child under 10 of the same sex, or, if that is not possible, he or she is given a separate bedroom, as is any unpaired child under 10.
 - This standard is then compared with the actual number of bedrooms available for the sole use of the household. Examples of this in practice are provided in section 11.2.
27. In calculating the number of bedrooms available in a property the Council will treat every habitable room as a bedroom except kitchens, bathrooms and one room for use as a living room.
28. A management transfer due to extreme circumstance will only be to the same size accommodation regardless of a housing need for a larger home.
29. Where there is a shared residency arrangement, children are only considered to need one home of adequate size.

Reasonable Preference Groups, Local Priorities and Additional Priorities

31. The table provides more detail regarding the Band which applies in different circumstances. The full banding breakdown can be found in a summary table at end of the policy.

<u>Reasonable Preference Groups</u>	Band with 10 years' residency	Band without 10 years' residency
The council will maintain the protection provided by the statutory reasonable preference criteria in order to ensure that priority for social housing goes to those in the greatest need.		
Homeless households		
In temporary accommodation and landlord wants property back and the Council cannot find alternative temporary accommodation	7	13
Placed in nightly paid temporary accommodation	9	13
In other forms of temporary accommodation or has no accommodation	11	13
Move on to social housing approved by Homeless Move on Panel	7	7

Households living in insanitary and unsatisfactory conditions	7	8
Closing Order issued, i.e. property is unfit for human habitation and there is no alternative measure to render the property fit as advised by Environmental Health Officer	7	8
Where emergency re-housing is essential, for example, compulsory purchase order (CPO) is issued	7	8
Household with dependent children living in unsanitary or unsatisfactory housing that cannot be addressed by Environmental Health action.	9	10
Overcrowded households		
Statutorily overcrowded as defined in Part X of Housing Act 1985	9	10
Severely overcrowded – where a household is lacking 2 or more bedrooms	9	10
Other overcrowded households lacking 1 bedroom.	11	12
Medical grounds		
Emergency Medical: the applicant or a member of the applicant's household has a life threatening condition that is seriously affected by their housing.	7	8
Medical Hardship: the applicant's current housing conditions are having a major adverse effect on the medical condition of the applicant or a member of the applicant's household	9	10
Medical Need: the applicant's current housing conditions are having a moderate or variable adverse effect on the medical condition of the applicant or a member of the applicant's household	11	12
Welfare grounds		
Homeless persons fleeing domestic abuse with an urgent need for rehousing	9	10
Care experienced young people approved by the care experienced transition panel	7	8
Fostering and adoption	7	8
Local Priorities		
In addition to statutory reasonable preference groups, the council will provide housing assistance to certain groups who meet local needs and priorities		
Members of the British Armed Forces discharged within the last 5 years	7	8
Specific schemes that Hillingdon Council participates in such as the national witness mobility scheme and schemes concerned with gang violence and with domestic abuse	7	7
Under-occupation	3	4
Regeneration/essential/urgent decant	1	2
Other decant	9	10
Management Transfer	5	6
Reciprocal requests where there is an imminent personal risk	7	7

Ex-tenant discharged from an institution	9	10
Relinquishing more than one property	9	10
Service tenants where there is a contractual obligation	7	8
Additional Priority		
Additional priority is awarded in order to determine priorities between people in the reasonable and local preference groups.		
10 years' residency	1 3	2 4
Banding enhancement varies depending on other household circumstances	5 7 9	6 8 10
Sheltered Housing		
Must meet age criteria and bid for sheltered housing	11	12

Encouraging personal responsibility

32. Homeless households that have been living in temporary accommodation longer than other households with the same bedsize need and priority banding level, will be made one direct offer of accommodation. If unreasonably refused the council will discharge its homelessness duty and withdraw any temporary accommodation. Average waiting times will be published annually on the council's website.
33. Refusal of more than 3 reasonable offers will result in 6 months suspension from bidding.

Specialist accommodation

34. Disabled adapted properties will be advertised and allocated to a person assessed as needing that particular type of accommodation ahead of other applicants in a higher band or with an earlier priority date. In exceptional circumstances a suitable property may be directly allocated.
35. Hillingdon Council has a number of properties restricted for those aged over 55 or over 60. Applicants can bid for these properties in the normal way if the main applicant meets the age criteria. Partners under 55 or 60 are permitted to live at the property but cannot be a joint tenant until they reach the minimum age for the accommodation.
36. If a couple apply for sheltered housing, both must generally be over 60 although some housing associations will accept applicants aged 55. They can only bid for sheltered housing unless they have other identified needs.
37. Extra care housing is allocated outside of the Locata choice based lettings scheme by a panel of representatives from Housing, Health and Social Services.
38. Traveller pitches are allocated in the same way as general needs properties.

Mobility within and across the Council's Boundary

39. There are schemes that enable lettings in other local authority areas, including by mutual exchange. These operate outside of this allocation policy. Details are included in section 17.2.

1. INTRODUCTION (ORIGINAL POLICY START)

The Housing Allocation Scheme describes how Hillingdon Council assesses applications for housing, prioritises each application and decides which applicant will be offered (allocated) Council and Housing Association housing.

The Housing Allocation Scheme covers housing in Hillingdon owned by Hillingdon Council or by Housing Associations that have entered into a nominations agreement with Hillingdon Council. This is called *social housing*.

Hillingdon Council receives many enquiries every year from people looking to rent a home in the borough. Because Hillingdon only has a limited amount of social housing available to rent, the main purpose of this scheme is to explain who will be allocated housing and why.

1.1 Legal Context

The Housing Allocation Scheme sits within a legal framework which is summarised below.

The Housing Act 1996 (as amended by the Homelessness Act 2002, the Localism Act 2011 and the Homelessness Reduction Act 2017) requires local authorities to make all allocations and nominations in accordance with an Allocation Scheme. A summary of the Allocation Scheme must be published and made available free of charge to any person who asks for a copy.

This document is available on Hillingdon Council's website www.hillingdon.gov.uk and paper copies will be provided on request.

The Housing Act 1996 (as amended) requires local authorities to give reasonable preference in their allocations policies to people with high levels of assessed housing need. The main groups are:

- People who are homeless as defined by the Housing Act 1996, Part 7
- People who the council has a legal duty to provide housing to (under section 190(2), 193(2) or 195(2) (or under section 65(2) or 68(2) of the Housing Act 1985) or who are occupying accommodation secured by any such authority under section 192(3))
- People occupying insanitary or overcrowded housing, or who are otherwise living in unsatisfactory conditions,
- People who need to move on medical or welfare grounds (including any grounds relevant to a disability); and
- People who will suffer hardship to themselves or to others if they are unable to move to a particular locality or district.

The Act also requires local authorities to state within the policy what its position is on offering applicants a choice of housing accommodation or offering them the opportunity to express preference about the housing accommodation to be allocated to them. Our policy on choice is described below in Section 4.

This Housing Allocation Scheme has been formulated with regard to the law and regulatory requirements, including:

- Housing Act 1985
- Housing Act 1996
- Homelessness Act 2002
- Homelessness Reduction Act 2017
- Housing and Regeneration Act 2008
- Localism Act 2011
- Armed Forces Act 2006
- Asylum and Immigration Act 1996
- Immigration and Asylum Act 1999
- Children Act 2004
- Equality Act 2010
- Data Protection Act 2018
- European Union (Withdrawal Agreement) Act 2020
- Homelessness Code of Guidance for Local Authorities 2018
- Statutory Guidance
- The London Housing Strategy
- Tenancy Strategy
- Housing Strategy
- Allocation of Housing and Homelessness (Eligibility) (England) Regulations 2006
- Allocation of Accommodation: Code of Guidance for Housing Authorities June 2012, last updated October 2023
- Providing social housing for local people, December 2013
- Right to Move and social housing allocations, March 2015
- Improving access to social housing for victims of domestic abuse, November 2018
- Improving access to social housing for members of the Armed Forces, June 2020
- The regulatory standards for registered providers of social housing in England:

1.2 Aims of the Allocation Policy

The Allocation Scheme is designed to meet all legal requirements and to support and contribute towards Hillingdon Council's wider objective of putting residents first. Hillingdon Council is also committed to preventing homelessness and the Allocation Scheme focuses on supporting residents to actively pursue suitable alternatives to avoid becoming homeless.

The key objectives of this Allocation Scheme are to:

- Provide a fair and transparent system by which people are prioritised for social housing.
- Help those most in housing need.
- Reward residents with a long attachment to the borough
- Make best use of Hillingdon's social housing stock.
- Promote the development of sustainable mixed communities.

This policy has considered:

- Hillingdon Council's statutory obligation to provide Reasonable Preference to certain categories of applicants set down by law
- The general and specific statutory discretions Hillingdon Council can exercise when allocating housing in support of its Council Strategy.
- Hillingdon Council's statutory discretion to grant 'additional preference' and/or to determine priority between applicants with Reasonable Preference

The social housing allocation system will be supported by a housing options approach giving applicants realistic advice and promoting other housing options.

Hillingdon Council will register eligible applicants who qualify for the reasonable preference criteria and certain groups who meet local priority. In addition, Hillingdon Council will ensure that greater priority through 'additional preference' is given to applicants who have a long attachment to the borough, and members of the British Armed Forces.

In addition, Hillingdon Council will continue to use the private rented sector both within the borough and outside it to meet its statutory housing obligations. It will use the private rented sector, as far as possible, to discharge its homelessness duty.

Where Hillingdon Council believes that potential applicants are able to access market housing, that is, private rented or low cost or market home ownership, Hillingdon Council will provide advice as necessary.

Hillingdon Council will take into account the impact of welfare policy which places a ceiling on the amount of cash benefits a household will be able to receive. In order to allocate a home, a household's current and future ability to meet the rent and associated costs of running a home will be taken into account.

Tenancies for Hillingdon Council homes are allocated according to Hillingdon Councils Tenancy strategy. Other Registered Providers have to take account of the Councils Tenancy Strategy when setting their own policies.

1.3 What is not included in the allocation policy

The following are not allocations under this scheme:

- Succeeding to a tenancy under S89 Housing Act 1985
- A mutual exchange with another tenant
- Assigning a tenancy
- Transferring a tenancy in accordance with a court order under Family Law provisions or under the Civil Partnership Act 2004
- An introductory tenant becoming a secure tenant
- Provision of temporary accommodation in discharge of any homelessness duty or power

2. ELIGIBILITY AND QUALIFICATION FOR HOUSING

2.1 Eligibility Rules

The first assessment Hillingdon Council makes when an application is received is whether the applicant is eligible for social housing. This depends on where the applicant normally lives (“habitual residence”) and their “immigration status”.

Eligibility for social housing is assessed when an applicant first applies, and it is looked at again when they are being verified for an offer of accommodation.

A person is not eligible if they are:

- subject to immigration control (with limited exceptions)
- classed as an ineligible person from abroad
- A person not habitually resident in the United Kingdom or required to leave the UK by the Secretary of State.

Detailed information on eligibility for housing is set out in Annex 1.

2.2 Qualification Rules

The second assessment the council makes is whether an applicant qualifies to go on the housing register. The Localism Act 2011 has given new freedoms for local authorities to determine who can join the housing register. The Council has a number of qualification rules in addition to the provision on eligibility in respect of persons from abroad set out in 2.1.

This is because the council:

- Wants to make sure a more focused housing register is operated which better reflects local circumstances and can be understood more readily by local people
- Believes that social housing should be available to people that cannot afford to buy or rent a home privately.
- Wants to make sure housing policies benefit people that live in Hillingdon.

The following sections explain the qualification rules:

2.2.1 Households with no demonstrable housing need will not qualify to join the housing register.

The Council will not maintain a housing register for those households that it is unable to help access a council or housing association home. This means applicants who are considered not to have a housing need will not qualify to join the housing register.

It will help in managing unrealistic expectations by excluding people with little or no prospect of being allocated accommodation. They will be signposted and given relevant information and advice, including through the targeted housing options website at www.locata.org.uk/hillingdon.

Exception

People aged over 60 who would benefit from sheltered housing. However, they will be made an offer of sheltered accommodation after other households meeting the housing need criteria.

2.2.2 Household with sufficient financial resources will not qualify to join the housing register.

People with sufficient combined household income, savings and assets will not qualify to join the housing register:

- Any household who owns or has an interest in a property.
- Any household with a gross income at or above the level required for low cost home ownership. The current income level (as of June 2024) is £90,000.00. This income will be reviewed on an annual basis and adjusted to reflect the size of the household and market conditions.
- Any household with savings/assets of more than £30,000 as they will be deemed to have enough financial resources to rent in the private sector. Deliberate disposal of assets in order to become eligible for an allocation will not be tolerated.

All applicants and prospective new tenants will be required to supply evidence of their financial income and resources. Where applicants are not able to show current entitlement to income support, housing benefit, council tax benefit (and universal credit), verification of income and savings will be required, at the point of being offered accommodation and may be requested upon joining the housing register.

Where applicants have resources considered sufficient to access low cost home ownership within the thresholds set above, they will normally be offered advice or assistance as they are considered to have the income to meet their own housing requirements. Advice on home ownership and private sector renting options will be offered including the opportunities to join the Council's low cost home ownership register.

Exceptions

- Members of the British Armed Forces who receive lump sum payments as compensation for an injury or disability sustained on active service.
- Members of the British Armed Forces or their former partners who remain in residence following the expiry of a notice to vacate Service Families Accommodation may be charged mesne profits for trespass and accordingly accrue a mesne profit debt. In taking into account rent arrears or a housing debt in determining whether to allow qualification to join the housing register, the Council may treat the accrual of a mesne profit debt by a Member of the British Armed Forces or their former partner sympathetically.
- Persons who fall within the reasonable preference groups.
- Any household to be placed in extra care housing will not be subject to the savings/assets cap of £30,000.

Households who do not currently live in the borough and fall within the reasonable preference groups may qualify to join the housing register under hardship grounds.

Hardship grounds include:

- The need to move to take up a confirmed offer of full time employment
- To give or receive care or support from/to a resident in the borough (see section 12.5.4)

2.2.34 Households who have not been continuously living in the borough for at least 10 years will not qualify to join the housing register.

Applicants will need to demonstrate a local connection with Hillingdon. Local connection within the terms of this scheme will normally mean that an applicant has lived in Hillingdon, through their own choice, for a minimum of 10 years up to and including the date of their application, or the date on which a decision is made on their application whichever is later.

For purposes of continuous residence, children spending time away from home for education due to periods of study such as at university, and people who have moved away for up to 3 years due to the requirements of their job will be disregarded. Secure, introductory or flexible tenants of Hillingdon Council and care experienced young people housed in or outside the borough will be considered as having a local connection with Hillingdon.

People will also be considered as having a local connection with Hillingdon when they are placed in the borough of Hillingdon in temporary accommodation in accordance with sections 190(2), 193(2), 195(2) or who are occupying accommodation secured by any local authority under section 192(3).

Exception:

- People who have served in HM Forces in the last 5 years
- People who are aged over 60 and currently live in the borough but have done so for less than ten years. This exception applies for lettings in sheltered housing only and as a lower priority than other households who meet the 10 year residency criteria.
- People who are under-occupying their current social housing and are currently resident in the borough.
- Emergency cases where homes are damaged by fire, flood or other disaster if it is not possible to repair the existing home, or if any work to repair is to take such a long period of time that there will be serious disruption to family life.
- Cases nominated under the Police Witness Protection Scheme or other similar schemes that the Council has agreed to be part of.
- Statutorily homeless persons and other persons who fall within the statutory reasonable preference groups (see paragraph 12 below).
- Households who need to move to the Borough to avoid hardship. Hardship grounds include:

- The need to move to take up a confirmed offer of permanent employment
- The need to move to specialist facilities where they receive care but live outside the Borough
- The need to move to receive or give care/support (meaning higher care costs or even the use of residential care for those who cannot move)
- People who are living in a refuge or other form of safe temporary accommodation in the borough having escaped domestic abuse in another local authority area.
- Children spending time away from home due to periods of study such as at university.
- People who have moved away for up to 3 years due to the requirements of their job.
- People to whom paragraph 2.2.54 applies.
- Social tenants who need to move to take up a job or live closer to work (Right to Move Regulations).
- People who have moved away while being held on remand.

2.2.54 Exception for certain Irish Traveller, Romany Gypsy or non-UK national households

Compliant with the judgment of the Court of Appeal in R(Ward & Ors) v LB Hillingdon, Equality and Human Rights Commission intervening [2019] EWCA Civ 692, this paragraph applies to an applicant whose household is either Irish Traveller / Romany Gypsy or non-UK national with refugee status in the UK and who would qualify under this section for inclusion on the housing register, or once included be entitled under section 14.3 to additional preference, but for their inability to demonstrate at least 10 years' residence in Hillingdon. If, in the opinion of the Council, such inability is the result of their racial origin or related circumstances or lifestyle, the residence requirement will in the case of each provision be reduced from 10 years to 5 years provided the applicant can demonstrate to the Council's reasonable satisfaction that they have for the whole or substantial part of that period made a community contribution such as helping borough residents, undertaking paid, unpaid or voluntary work in the borough or being a recognised carer for an elderly or disabled adult or child, or other special reason to be decided on a case by case basis by the Council.

3. WHO CAN MAKE AN APPLICATION

Hillingdon residents who are over 18 years old can apply to join the housing register through the Locata website at www.locata.org.uk.

The council intends to ensure that all successful applicants have reasonable preference. In addition, the council has used its statutory discretion to determine groups of households who will be eligible for housing allocation.

The council will also give 'additional preference' to applicants who have a local

connection (long attachment to the borough),.

The Council will not normally grant a tenancy to anyone under the age of 18 years unless another adult is prepared to act as their guarantor and agrees to cover the rent or any arrears. In exceptional circumstances, the council can grant permission to occupy a property to an applicant under-18 years by way of something known as an equitable agreement.

Capacity – For an applicant to become a tenant of the Council and enter into a tenancy agreement, they must have the mental capacity to understand the contract. If an applicant does not have the capacity to understand the contract, an application should be made to the Court of Protection for the tenancy agreement to be signed on their behalf.

4. STATEMENT ON CHOICE

The council operates a Choice Based Lettings Scheme through a central letting's agency known as 'Locata'. Council, Housing Association properties and travellers' site pitches in Hillingdon available at social and affordable rent are let through the scheme.

Households who are eligible to join the housing register are required to use the choice based lettings scheme (Locata) to obtain a new home. People who apply for housing through the council are divided into two main groups:

- **Homeseekers** are households who are not currently social housing tenants but have applied for social housing. Households living in temporary accommodation are included in this group.
- **Transfers** are existing Council and Housing Association tenants who want to move to another social housing property.

4.1 Locata Housing Services - the central lettings agency

Locata Housing Services (LHS) Ltd is a central lettings agency set up by West London local authorities and housing associations including Hillingdon Council to provide the computer program to manage the letting of available vacancies.

5. HOW THE CHOICE BASED LETTINGS SCHEME WORKS

5.1 Priority Banding

Housing need is determined by assessing the current housing circumstances of applicants. A priority 'band' is then allocated according to the urgency of the housing need. There are fourteen priority bands as follows:

Band 1	This is the highest priority band and is only awarded to households who are being decanted from their existing home and qualify for additional priority due to having 10 years' residence in Hillingdon
Band 2	As Band 1 but without 10 years' residence
Band 3	This band is for under occupying social tenants moving to a property with fewer bedrooms and that qualify for additional priority due to 10 years' residence
Band 4	As Band 3 but without 10 years' residence
Band 5	This band is for households for which a management transfer has been agreed due to exceptional circumstances and that qualify for additional priority due to 10 years' residence
Band 6	As Band 5 but without 10 years' residence
Band 7	This band is for households with an emergency and very severe housing need other than the needs covered by Bands 1 to 6 and that qualify for additional priority due to 10 years' residence
Band 8	As Band 7 but without 10 years' residence
Band 9	This band is for households with an urgent need to move and that qualify for additional priority due to 10 years' residence
Band 10	As Band 9 but without 10 years' residence
Band 11	This band is for households with an identified need to move and that qualify for additional priority due to 10 years' residence
Band 12	As Band 11 but without 10 years' residence
Band 13	Homeless applicants without 10 years' residence who do not own a property or have savings over £30,000
Band 14	Applicants within a Reasonable Preference category who own or have an interest in a property or have savings over £30,000

~~Band A - This is the highest priority band and is only awarded to households with an emergency and very severe housing need.~~

~~Band B - This is the second highest band and is awarded to households with an urgent need to move.~~

~~Band C - This is the third highest band and is awarded to households with an identified need to move.~~

~~Band D – Homelessness applicants who do not satisfy the 10 year continuous Residence Rule.~~

If following an assessment, it is determined that an applicant has no housing need, they cannot join the housing register, they will be given advice and assistance on other housing options, for example, renting from a private landlord or applying to an intermediate rent or low cost home ownership scheme which will be available on the 'Targeted housing option' website at www.locata.org.uk/hillingdon.

5.2 Priority Dates

As the level of need within each 'band' is broadly similar, it is fairest to make an offer of social housing to the applicant that has been waiting the longest in that 'band'. This is known as a priority date order. The priority date is awarded either on the date of the original application or on the date the council is notified of a change in circumstances.

Moving up a 'Band'

The priority date is the date the higher priority is awarded.

Moving Down a 'Band'

New priority date reverts to the date that applied when the applicant was previously in that 'band' OR any earlier date when they were in a higher band. The principle is that when moving down, their priority date should be the earliest date that they were in the new lower band, or in a higher band.

If the applicant has been suitably housed for any of the time, the new band date cannot be any earlier than the date they were subsequently assessed as a priority band.

Examples of priority date system:

Example 1	Priority Date
Household applies to register in January and is adequately housed.	None
In February household is awarded band 9	February
In March household is awarded band 7	March
In April household is downgraded to band 11	February

Example 2	Priority Date
Household applies to register in January and is awarded band 11	January
In February household is awarded band 7	February
In April household is downgraded to band 9	February

Example 3	Priority
In April household is awarded medical priority band 11	April
In May household is awarded urgent medical priority band 9	May
In June medical priority reduced again – band 11	April
In June household is awarded emergency medical priority – band 7	June
In August new medical assessment – band 9	May

5.3 Property Advertising

Vacant council and housing association properties are advertised on the West London Locata website (www.locata.org.uk) to people assessed as having housing need. The majority of council and housing association rented homes to which the council has nomination rights are advertised and let through this scheme. Available properties are advertised as they become ready for letting.

In choosing which property to bid for, an applicant should look at the details as some properties advertised may have restrictions such as:

- Properties subject to a sensitive let (See section 5.9)
- Properties subject to a local lettings plan (see section 5.10)
- Properties adapted for disabled applicants (See section 16.1)
- Properties designated for people over a certain age e.g. older people accommodation or sheltered housing (See sections 16.2, 16.3 & 16.4).
- Properties designated to a particular group of households, for

example, homeseekers (H) or transfers (T) only.

Where restrictions are applied, details will be given on the advert.

Circumstances in which direct offers may be made by by-passing the Locata process are set out in section 6.

5.4 Bidding for a property (expressing an interest)

Hillingdon residents are entitled to bid for properties advertised in the “Hillingdon” section of Locata and the “cross borough” section. In addition, Hillingdon residents can bid for properties advertised by several housing associations that have social rented accommodation in the borough. The housing associations always give priority to applicants who are registered with them directly, so it is advantageous for Hillingdon applicants who are interested in housing association properties to register directly with each provider as well.

Each household may bid for up to 3 properties in each week.

- If a property is designated for a specific type of household, only those who match the household type will be eligible to bid for that property
- Any bids must be placed before the deadline closes
- The applicant’s household must match the advert specification, for example, the household must not have more or less household members than the number specified on the property label
- The applicant must satisfy the age requirement on the property label where applicable
- The applicant must satisfy the mobility level specified on the property label.

Help with bidding:

The Council can help vulnerable applicants, who have no support mechanisms to bid via automatic bidding. For example, older, people with a sensory disability and people with no or low literacy or English comprehension. Such applicants can self-refer or referrals can be made on their behalf by GPs, an MP, and Councillor etc.

If households are not engaging in the process or are considered to be unreasonably refusing properties or not attending viewings, this service can be withdrawn.

Other support agencies or social workers can also bid on behalf of an applicant that they are supporting. Training can be provided to such agencies if required.

There are two types of service available:

- Automatic Bidding - The applicant specifies the area and type of property they are interested in and staff can automatically place bids on up to 3 properties matching their description every week.
- Assisted Bidding - The applicant can contact our customer contact centre each week when properties are advertised and get help with making a choice

- on the property they are interested in and/or talk through the process with them by supporting them to place their bids.

5.5 Short-listing

Once bidding has closed, all households that placed a bid and are eligible for that property are placed into priority band and date order. This is called the shortlist.

If a property has been advertised with preference for a specific group of applicants, bids from these households will be prioritised above all other bands. Bids placed from households within the specific priority group will still be short listed according to their band and priority date as above. Applicants will not be short listed or offered a property if they already have a live offer on another property.

The Council will only let properties in high risk buildings to applicants who can demonstrate that they are able to self-evacuate from the building, unaided and within a reasonable time frame, on being ordered to do so by the fire and rescue services.

5.6 Offers of accommodation:

The applicants at the top of the shortlist for a property are contacted by the housing provider and offered an appointment to view the property. At the viewing the applicants have a chance to look around the property and ask any questions of the landlord.

If the household offered the property accepts it, they are formally invited to sign for the tenancy. If the household offered the property refuses the property, it is offered to the next household until such time as the property is accepted. If no one on the shortlist within the priority bands accepts the property, the property is either re-advertised or directly allocated to another household.

If there are more than one successful bidders for a property, the offer is made to the applicant with the longest waiting time (known as priority date).

5.7 The effect of choices on waiting times:

The length of time you have to wait before you get an offer is affected by the choices you make on your housing application. If you choose an area or a type and size of property that rarely becomes available to offer, you will face a much longer wait than an applicant who is prepared to consider a broad range of areas and types of property.

We will assist you in making an informed choice by providing information on property availability and average waiting times. This information is published on the council's website.

5.8 Feedback on let properties

Details of every property let in Hillingdon are available at www.locata.org. The website shows the number of households that bid for each property, as well as the priority band and registration date of the successful bidder.

There is also feedback on all properties let through Locata in the Freesheet archive of the Locata Home website. The feedback enables applicants to gauge the scarcity and popularity of different areas and property types, to be able to judge how long they might have to wait to be re-housed, and therefore exercise informed choice.

5.9 Ringfenced lettings

In cases where specific action has been taken to release homes, the resulting vacancies will be made available to particular client groups. For example:

- Homes recovered due to fraud activity, will be offered to accepted homeless households in temporary accommodation.
- Homes released by under-occupying households will be offered to overcrowded households in a chain of lettings.

5.10 Sensitive lettings

On occasions it is in the interest of residents and tenants that an individual property is let sensitively in light of the experience of neighboring tenants. Where a request for a sensitive let is sought, this will be considered.

Sensitive lets will only be agreed where it can be demonstrated that:

- The neighbouring tenants have experienced either harassment, noise nuisance or un-tenant like behavior over a period of time or of an excessive nature and
- Incidents have been recorded and
- Action has been taken by the landlord or
- There is a public protection issue that must be managed.

5.11 Local lettings policies

On new developments or acquisitions, the Council usually may agree a local lettings policy for the new or newly acquired council homes or with the another Provider (mainly Registered Providers) that is building or acquiring the new social housing. The A local lettings policy can ensure that there is a balanced mix of social tenants and help to mitigate any potential management problems and achieve specific council aims for the development...at a later date. To ensure the balance is achieved, the Council may bypass applicants who have placed bids for the property. A number of factors may be considered including:

A number of factors are considered which includes:

- The M mix of working and non-working households
- Child density
- Age range of the prospective tenants
- Ethnicity and community cohesion
- Vulnerability and support services
- Community facilities provided.
- Perpetration of anti-social behaviour
- Supporting and promoting neighbourliness and existing community relationships

~~In order to ensure the balance is achieved, the Council may bypass applicants who have placed bids for the property.~~

The Council will also have local lettings policies in place in respect of the regeneration of Avondale Estate and Hayes Town Centre Estate which will for the avoidance of doubt extend to the rehousing of residents affected by regeneration to properties outside of the areas being regenerated. Potential future regeneration schemes would also likely have local lettings arrangements.

~~The following factors which the Council will consider in addition to those set out in paragraphs 5.11.1 and 5.11.5 above are:~~

~~5.11.1 — Perpetration of anti-social behaviour~~

~~5.11.2 — Supporting and promoting neighbourliness and existing community relationships~~

6. ALLOCATION OUTSIDE CHOICE BASED LETTINGS

In certain specified cases, an allocation may be made outside of the choice based lettings scheme. These are:

- Extra care housing.
- Where a household urgently requires an adapted property.
- Where vulnerable applicants are unable to participate effectively in the bidding system, or where they have specific accommodation needs.
- Where there is a recommendation from police, social services or other professional agencies for a type of accommodation to meet an individual need.
- Where no successful bids are received for an advertised property.
- Where an applicant has been unfairly bypassed for a property.
- Where a household have succeeded to a tenancy but are under-occupying or do not need adaptations or specialised accommodation.
- Where homeless households have failed to bid successfully for available properties and the lease on their temporary accommodation has ended, they will be made one direct offer of suitable accommodation.
- Where homeless households have been in temporary accommodation for longer than the average period, they will be made one direct offer of suitable accommodation.
- Where service tenants entitled to re-housing have not bid successfully for a suitable home by the time they are required to leave their accommodation, they will be made one direct offer of suitable accommodation.
- Where a management transfer has been agreed, the tenant will be made one direct offer of suitable accommodation. The size of the accommodation will be the same as their previous tenancy, or a size that meets their needs under the terms of this policy, whichever is smaller.
- Where a reciprocal arrangement has been agreed, the incoming household will be made one direct offer of suitable accommodation.
- Where an applicant needs to move immediately, for example, tenants being decanted to enable a major repair to the property to be carried out or tenants being decanted where their area is being regenerated by the Council. One direct offer of suitable accommodation may be made
- Ex-tenant discharge from an institution. One direct offer of suitable

accommodation will be made. The size of the accommodation will be the same as their previous tenancy

- Where lettings to certain groups is required in order to achieve a balance of lettings. Periodically this may be set out in a lettings plan.
- Where special allocation arrangements through local lettings plans on new developments are in place in order to achieve a balanced community.

7. REFUSALS FOLLOWING DIRECT OFFERS

7.1 Recording the refusal

The applicant must give their reasons for refusal in writing or sign a written statement of their reasons. The property will not usually be held vacant while the reasons for the refusal are considered – it will normally be offered and let to another applicant unless the offer is to a homeless household. In such cases, the offer may be held for a short period (usually no longer than 48 hours) while the reason for the refusal is considered. The applicant will be advised of the possible consequences and given a chance to reconsider their decision to refuse.

7.2 Unsuitable offers

If there is a clear mismatch of the applicant and property details, the offer will be withdrawn and the rights of the applicant will not be affected.

7.3 Consequences for refusing reasonable offer

(a) Homeless household

If the offer is considered to be suitable, the applicant will be informed of the council's intention to discharge its homelessness duty and if they are occupying temporary accommodation provided by the council, to commence eviction proceedings. They will be advised of their right to seek a review of this decision and, if still not satisfied to pursue their disagreements through the courts.

(b) Service tenants

Following refusal of a reasonable offer, ex-service tenants will be advised that their priority for re-housing has been withdrawn and that the council considers it has fulfilled its contractual obligation to offer suitable re-housing. The applicant will be advised to make their own housing arrangements and eviction proceedings from the tied accommodation will be started.

(c) Management transfer

Following refusal of a reasonable offer, tenants will be advised that their high priority has been removed. Their housing need will be reviewed and if assistance is still required, they will be placed in the appropriate priority 'band' on the waiting list, for example, as a homeless applicant. The relevant housing manager will be informed.

(d) Reciprocal arrangements

Following refusal of a reasonable offer, applicants will be advised that their priority for re-housing -has -been -withdrawn -and that the council considers it has fulfilled its reciprocal agreement to offer suitable re-housing. The applicant will be advised to seek help from their own provider/landlord.

(e) Temporary/permanent decant

Following refusal of a reasonable offer, the relevant housing manager will be advised so that they can commence possession proceedings.

(f) **Ex-tenant discharge from an institution**

Following refusal of a reasonable offer, tenants will be advised that their priority has been removed. If they require assistance, they will be advised to reapply and their housing need will be assessed and if deemed to be in housing need, they will be placed in the appropriate priority 'band' on the waiting list for example, as a homeless applicant. The relevant housing manager will be informed.

g) **Other circumstances**

Following refusal of a reasonable offer, applicants will be advised that no further direct offers will be made and they can continue to access housing by bidding through choice based lettings.

8. PRE-OFFER VERIFICATION CHECKS

Qualifying or being eligible to join the housing register does not guarantee an offer of accommodation. Verification checks will be carried out prior to an applicant receiving an offer of accommodation. Households will not be verified if they are found to fall within one of the criteria set out below. This means that they will not be made an offer of accommodation even if their bid for a property has been successful.

The circumstances are:

- a) Any applicant who is no longer eligible or qualifies for housing.
- b) Council tenants who have a current application to buy their dwelling or for a home purchase grant such as Homebuy.
- c) Any applicant who owes more than 4 weeks rent or other housing debts including temporary accommodation arrears, former tenant arrears, and council tax arrears. They will not be verified unless they have an agreement to reduce the arrears in place and have been making regular payments to reduce the outstanding amount for a minimum of six months at the time of offer. [This requirement may be waived for under-occupying households who are moving to a smaller property subject to agreement of the Corporate Director for Central Services in consultation with the portfolio Cabinet Member for Housing.](#)
- d) Any applicant or member of their household who has perpetrated serious anti-social behaviour where either a possession order is being sought or has been obtained, or where the antisocial behaviour is of a level which would warrant eviction. They will not be verified unless they demonstrate a change for a minimum of 12 months at the time of offer.
- e) Any applicant or member of their household who has given false or misleading information on their housing application or has withheld information that has been reasonably requested.
- f) Any applicant or tenant who has not maintained their property in accordance with the terms of their tenancy will be required to make good any damage.
- g) Any applicant or member of their household who has been convicted of housing or welfare benefits related fraud where that conviction is unspent under the Rehabilitation Offenders Act 1974. They will not be verified unless this conviction is spent.
- h) Any applicant or member of their household who has assaulted a member of staff and an injunction is being sought or has been obtained.

Information from the following sources will be checked, but are not limited

to:

- Information held by the Council e.g. housing benefit, electoral roll, council tax records.
- Information held by the Council's community safety team for any un-tenant like behaviour.
- Information held by other local authorities, landlords or registered providers.
- Land registry and credit reference checks.
- Information from neighbours, employers, Social Services and other agencies.

The council will also carry out unannounced visits to check the details provided about all household members and occupation of their current accommodation. Where necessary, the household will be asked to provide evidence to support their application. If the applicant is not available, a card requesting the applicant to make contact with the council within 24 hours will be left so that the visit can be rearranged. If the applicant fails to respond and a follow up visit is not carried out within 48 hours, the applicant will not be verified for the property they have successfully bid for and they will be removed from the shortlist for that property.

9. LETTINGS PLAN

In order to strike the right balance of allocations to the different groups and manage the cost of homelessness, the Council, may set out requirements in a an annual lettings plan will be in place. It will be published every year, and Where this is the case, lettings made will be monitored against this. All lettings made under this scheme are counted for the purposes of the lettings plan. If monitoring shows that the allocation target set out in the plan is not being achieved, the council reserves the right _____ to enhance access by advertising or directly allocating some properties to specific groups.

The plan will contain an estimate of the supply of homes which will be available for letting each year including new homes due to be completed and existing homes to be re-let. It will also set out the proportion of the available lettings that will go to each of the groups identified to have housing need.

It will be ensured that a reasonable proportion of allocations are provided to the people with high level of assessed housing need ,for example those who meet reasonable preference criteria. It and it will be ensured that one group does not dominate the scheme.

In cases where specific action has been taken to release homes, the resulting vacancies will only be ring-fenced to particular groups. For example, homes recovered as a result of fraud activity may be allocated to homeless households; homes released by under occupiers allocated to overcrowded households in a chain of lettings.

10. APPLYING FOR HOUSING

10.1 Tackling Fraud:

The Council recognises its duty to protect the public resources it administers. Detailed enquiries about applications will therefore be made in order to guard against misrepresentation and fraud. Such enquiries will be made in all cases where applicants appear to have sufficient priority for an offer of accommodation, and in other cases as resources allow. The enquiries will be made at any time and it can be at the time of application or subsequently, including after any grant of tenancy. Applications will be suspended if there is evidence of misrepresentation or fraud until enquiries are completed. These checks may involve cross referencing information provided by applicants when they apply to the housing register with other data the Council holds, including information on housing and council tax benefit and the electoral roll.

10.2 Who can be included on the application?

Pursuant to this Allocation Policy the Council determines the priority between applicants for the offer of tenancies of social housing from within the Council's own housing stock and of those premises owned by Housing Associations in respect of which the Council has the right to nominate tenants.

The Council must offer appropriately sized accommodation to applicants and their households. The size of accommodation that is offered to applicants depending on the composition of their eligible household is set out in Section 11 below.

This paragraph sets out who the Council will take in-to account in determining the size of any applicant's household. There are two basic criteria which the Council has regard to in determining whether or not someone is to be counted as a member of your household:

- (1) First to be a member of your household a person must be a member of your family (although the definition of family is a loose one); and
- (2) Second, there must be a relationship of dependency between you and the person; this could mean that you are dependant on that person, or that they are dependant on you, or that they are dependant on another eligible member of your household. For this purpose, dependency includes legal, financial and physical dependency.

For the avoidance of any doubt, just because someone is living with you currently and is a member of your family, that does not mean that the Council will treat them as a member of your household for the purposes of this Allocation Policy.

People in the following categories will be regarded by the Council as part of an applicant's household:

- An applicant's spouse or civil partner or someone with whom the applicant lives as if they are a spouse or civil partner;
- An applicant's children (or the children of another eligible member of the

applicant's household) aged less than 18 where the applicant (or the eligible member of the applicant's household who is the child's parent) is the sole legal guardian and there is no other available legal guardian who could reasonably accommodate the children.

- An applicant's children who are over 18 but are in tertiary education doing their first degree (or similar) – but not any subsequent courses and who either live with the applicant all year because the education institution they are at is local or return to live with the applicant during holidays;
- Dependent relatives of the applicant who are unable to live independently and there are no other suitable options available to accommodate them.
- Live-in carers where an applicant is confirmed to have an essential need for live-in care, for example where they need overnight support (if a live-in carer is not your relative the Council will require evidence that they have been a carer for at least 2 months).

10.3 Who should not be included on the application?

The Council will not include in your household for the purposes of determining the size of accommodation that you should be offered account anyone in any of the following categories even if they are currently living with you:

- Children aged 18 or over (unless they come within one of the categories of dependent adult identified in paragraph 10.2 above; i.e., a student or a carer or cared for adult)
- Other adult relatives
- Friends or visitors
- Lodgers
- Sub-tenants
- Anyone else sharing your current accommodation
- Anyone who falls within legislation prohibiting them from having recourse to public funds.

10.4 Change of circumstances:

The size of accommodation that you can bid for on through Locata is determined by the size of your household. It is possible that the size of your household might change before you make a successful bid for accommodation on the Locata website. For example, you may have another child, in which case your household size will increase, or a child who is under 18 at the time of your application may have their 18th birthday, in which case (unless that child is within one of categories of dependant adult) your household will decrease. These are not the only circumstances in which your household size can change but are examples of circumstances in which your household size will change.

Each time you log on to Locata to place a bid you will be asked whether anything about your application has changed and to update your contact details. It is important that the Council and other housing providers have the most up to date information.

Once placed in a priority band, you must notify the Council in writing of any change in your circumstances that will or might affect your priority for housing, for example:

- A change of address for themselves or any other person on the application.
- Any additions to the household for the purposes of the application.
- Any member of the family or any other person on the application who is no longer a member of the applicant's household.
- Any change in income or savings
- Applicants may be temporarily suspended from bidding while the council assesses the information provided by the applicant and completes further enquiries that may be necessary.

If you make a bid on the Locata website and are shortlisted for a property, the housing provider will check that your household size is appropriate for the premises; the appropriate size of accommodation for different sized households is set out in Section 11 below.

If you are offered and accept a tenancy of any premises through the Locata website and it is subsequently discovered that you made any misrepresentation about the size of your household, that may give rise to a Ground for Possession. This is the case whether you are granted a Council Tenancy or a Housing Association Tenancy.

10.2 Who can be included on the application?

You can include any household member who is part of and living in the household. Includes:

- Partners, spouses or civil partners of the main applicant.
- Children aged less than 18 where the main applicant is the sole legal guardian and there is no other available legal guardian who could reasonably accommodate the children.
- Dependent relatives who are unable to live independently and there are no other suitable options available to accommodate them.
- Live-in carers where an applicant is confirmed to have an essential need for a carer, for example overnight support.

10.3 Who should not be included on the application?

You should not include any of the following people currently living with you on your application:

- Non-dependent adult children
- Other adult relatives
- Friends or visitors
- Lodgers
- Sub-tenants
- Anyone else sharing your current accommodation
- Anyone who falls within legislation prohibiting them from having recourse to public funds.

10.4 Change of circumstances:

Each time an applicant logs on to Locata to place a bid they are asked whether anything about their application has changed and to update their contact details. It is important that the Council and other housing providers have the most up to date information.

Once placed in a priority band, applicants should notify the Council in writing of any material change in their circumstances that will affect their priority for housing, for example:

- ~~A change of address for themselves or any other person on the application.~~
- ~~Any additions to the family or any other person joining the application.~~
- ~~Any member of the family or any other person on the application who has left the accommodation.~~
- ~~Any change in income or savings~~
- ~~Applicants may be temporarily suspended from bidding while the council assesses the information provided by the applicant and completes further enquiries that may be necessary.~~

10.5 What happens if I do not notify you of a change?

If the Council find your circumstances have changed as a result of the annual review of your application, or as part of the pre-offer verification checks and you have not notified the change, your application will be suspended from bidding while we investigate how the changes affect your eligibility and housing priority.

10.6 Annual Review:

In order to maintain the housing register as accurately as possible, every applicant will be sent a notification to renew their application annually on the anniversary of their registration. Included in this will be a request to provide information on any changes in circumstances.

After a renewal request has been issued, no reminders will be sent. If an application is not renewed within 28 days of the issue of the renewal letter, the application may be cancelled without further notice.

10.7 Cancelling an application

We will cancel your housing applications for the following reasons:

- If you ask us to cancel the application.
- If your circumstances change and you are no longer eligible under the scheme.
- If your circumstances change and you no longer qualify under the scheme.
- If you fail to respond to an application review within the specified time limit.
- If you have refused the offers of social housing you are entitled to under this scheme. These are set out in [section 7 above](#).
- If you have accepted an offer of social housing under this scheme.
- If you have been found to have made a false statement on your housing application.

You will be notified in writing if the council intends to remove you from the

Housing Register and give reasons for the removal.

10.8 Reinstating a cancelled application:

Sometimes applications are cancelled where the household has a valid reason for not providing the information the Council has asked for or not responding to a request. In cases where a household's application has been cancelled, as long as the applicant makes contact within 28 days from the date of the cancellation, their application will be reinstated to the housing register. Supporting evidence will be required.

If an application is cancelled but the household does not make contact within 28 days from the date of cancellation, the application will not be reinstated. If the household still wants to apply for social rented housing they will have to make a new application which will be assessed based on the criteria in the scheme and a new banding and priority date will be given.

10.9 Appealing against a decision

Applicants have the right to ask for a review of any decision made under the terms of this policy with which they do not agree.

Requests for a review must normally be made:

- In writing (-a request over the phone or made verbally will need to be confirmed in writing)
- Within 21 days of the date of the decision being appealed.

11. ASSESSMENT OF HOUSING NEED AND DETERMINING PRIORITY

11.1 Initial assessment

The Council will make an assessment based on the information provided in the application or received in connection with the application. You will be notified in writing about the outcome of the assessment which will include the priority band awarded and the date.

Your application will remain in this band until it is verified at the time of offer of accommodation. It is therefore in your interest to ensure that you provide the council with accurate and up to date information so that an offer of accommodation is not withdrawn at a later stage (offer stage).

11.2 Bedroom standard - size of accommodation

The size of accommodation for which each applicant will be considered will depend on the composition of the applicant's household. The requirements for each size of household are set out below:

SIZE OF FAMILY	SIZE OF PROPERTY
Single person including single pregnant person	Bedsit/1 bedroom
A couple without children, including if pregnant_	1 bedroom
Two adults of the same sex and generation, for example flat sharers or two brothers	2 bedrooms
A couple and an adult son or daughter under 20 and another child of the same sex_	2 bedrooms
A couple with two children of the same sex	2 bedrooms
Two adults of opposite sex who do not live as a couple, for example brother and sister	2 bedrooms
A couple with two children of opposite sex and both under ten years old	2 bedrooms
A couple with two children of opposite sex, one of whom is over ten years old	3 bedrooms
A couple with three children	3 bedrooms
A couple with four children (all of the same sex or two of each sex)	3 bedrooms
A couple with two children of the opposite sex under 10 years and one dependent relative (for example, widowed mother	3 bedrooms
A couple with four children (three of one sex and one of the opposite sex, where the child of the opposite sex is over ten)	4 bedrooms
A couple with four children (three of one sex and one of the opposite sex, where the child of the opposite sex and one of the other children are under ten)	3 bedrooms
A couple with more than four children	4 bedrooms
A couple with three children and one dependent relative	4 bedrooms
Foster children over three years of age will be entitled to a separate bedroom in line with the fostering service national minimum standards	Any

Larger accommodation than specified above may be considered in exceptional circumstances on the recommendation of a specialist advisor, for example the Council's Medical Adviser or Occupational Therapy Service.

Overcrowded households ~~with a four bedroom need~~ can bid for and be let a [property with one bedroom fewer than their assessed need](#)~~three bedroom property~~, so long as this does not result in them being statutorily overcrowded. Any household taking advantage of this option is able to reapply for a transfer to a [property with the correct number of four bedrooms for their assessed need](#)~~home~~. This would be treated as a new application in terms of both banding priority and priority date.

In calculating the number of bedrooms available within properties, the Council will treat every habitable room as a bedroom except kitchens, bathrooms and one room for use as a living room. The Council will normally consider additional downstairs

rooms in houses for use as bedroom in accordance with Housing Benefit Regulations.

In the case of existing secure council tenants agreed for a management transfer due to extreme circumstances such as violent assault, harassment etc, who are able to move to alternative accommodation as the only viable resolution to their current difficulties, for fairness to other applicants on the housing register, these moves will only be to the same size of accommodation as they currently occupy regardless of their housing need at that time.

It is important that you notify the Council of any changes in the size or make-up of your household because the size and make-up of your household determines the size of the premises that you are entitled to bid for on the Locata website. If you fail to update the details and are offered a tenancy of premises that are not appropriate for the size and make-up of your household the Council may withdraw the offer of the tenancy if your failure is discovered before you have signed the tenancy and if the offer is withdrawn you may be suspended from the Locata website for a period of time. If you fail to update the details and are offered a tenancy of premises that are not appropriate for the size and make-up of your household and you take up the offer of the tenancy the Council or if the landlord is a housing association that Housing Association may rely on that failure as a ground for possession of the premises.

Shared residency of children

Where children are subject to a shared residency arrangement, the children are only considered to need one home of adequate size.

Split families

Where the family unit is not currently residing together, the assessment will be based on the part of the household that occupies accommodation that provides them with the most suitable housing providing there is a reasonable expectation that they should reside together.

Additional priority based on residency criteria will be based on that part of the household with the longest residency in the borough.

12. REASONABLE PREFERENCE GROUPS

The council will maintain the protection provided by the statutory reasonable preference criteria in order to ensure that priority for social housing goes to those in the greatest need. The majority of applicants are placed on the housing register due to having a reasonable preference for housing.

12.1 Homeless households

This section applies to people who are homeless within the meaning of Part 7 of the Housing Act 1996 (amended by the Homelessness Act 2002, the Localism Act 2011 and the Homelessness Reduction Act 2017) or, in certain circumstances, are threatened with homelessness or otherwise owed a relevant Part 7 duty.

A person is threatened with homelessness for these purposes if they have applied for Part 7 assistance and are likely to become homeless within 56 days or, if occupying accommodation under an assured shorthold tenancy, have been served with a valid notice under section 21 of the Housing Act 1988 expiring within 56 days.

A relevant Part 7 duty means for these purposes an accommodation duty owed to a Part 7 applicant who is eligible for assistance and either (i.) has a priority need and has become homeless intentionally, (ii.) has a priority need and has not become homeless intentionally, or (iii.) does not have a priority need, has not become homeless intentionally and Hillingdon Council has elected to secure that accommodation becomes available for their occupation.

Hillingdon Council's first priority, pursuant to its duties and powers under the Homelessness Reduction Act 2017, is to prevent people from becoming homeless by helping them to remain in their current accommodation or facilitate a move to alternative private rented accommodation. Where Hillingdon Council believes that potential applicants are able to access market housing i.e. private rented or low cost home ownership, the Council will provide advice and assistance as necessary.

The Localism Act 2011 has given local authorities the power to discharge duty to homeless households into the private sector and outside of local boundaries where it is not reasonably practicable to accommodate them within the borough. Therefore the council will use suitable and affordable private rented sector accommodation to discharge its homelessness duty where it considers this to be appropriate. This will apply to homeless applicants who applied after 9 November 2012.

Where Hillingdon Council has been unable to prevent homelessness, applicants who satisfy the 10 year Qualification Rule in paragraph 2.2.4 of the Policy secured by Hillingdon Council under Part 7 of the Housing Act 1996 will be placed in one of the following bands:-

- ❖ ~~Band A7~~ – In temporary accommodation secured by ~~the Hillingdon~~ Council but the landlord wants the property back **AND** the council cannot find alternative suitable temporary accommodation. Where an applicant fails to successfully bid within 6 months, a direct offer of suitable accommodation will be made. If the property is refused the council will discharge its duty under Part 7 of the Housing Act and withdraw any temporary accommodation provided.
- ❖ Band ~~B9~~ – In Bed & Breakfast ([for the purpose of this policy Bed & Breakfast means nightly paid accommodation](#)), council hostel accommodation or women's refuge.
- ❖ Band ~~C11~~ – In other forms of temporary accommodation or has no accommodation.

Where, in relation to persons to whom this section applies, Hillingdon Council has been unable to prevent homelessness, applicants who do not satisfy the 10 year Qualification Rule in paragraph 2.2.4 of this Policy will be placed in Band ~~D13~~. [However, a Single Homeless Move on Panel may award applicants in supported accommodation provided for single homeless people a Band 7 to facilitate move-on through the homelessness pathway and ensure that the needs of those who are particularly vulnerable are met. The panel will consider each referral individually to](#)

[determine whether to award priority for social housing.](#)

Applicants threatened with homelessness for the purposes of this section, whether or not they satisfy the 10 year Qualification Rule in paragraph 2.2.4 of this Policy, will also be placed in Band [D7](#).

12.2 Households living in insanitary and unsatisfactory housing conditions

A household is living in insanitary housing if their current accommodation does not have:

- A bathroom or a kitchen.
- An inside toilet.
- Hot or cold running water.

A household is living in unsatisfactory housing if their current accommodation:

- Does not have electricity or gas.
- Does not have adequate heating.
- Is in disrepair.
- Is unfit for human habitation.
- Has a category 1 hazard under the Housing Health and Safety Rating system that is an immediate threat to health and cannot be rectified within six months – this will be verified by a Private Sector Housing Environmental Health Officer.

There are some properties in Hillingdon with repair problems or are in need of improvement and modernisation. The council will not be able to offer alternative accommodation to everyone in this situation as most landlords have a duty to carry out repairs to their tenants' homes. Sometimes tenants are worried that asking for work to be done will make the relationship with their landlord difficult and that they may be asked to leave. The council will give advice about this and can offer help in working with the landlord.

The Council's aim is to ensure that repairs are carried out and that residents can remain in their property. Wherever possible, any repairs problems identified in applications will be dealt with by working with the person with the responsibility to make sure that repairs are carried out. In limited circumstances, a household may be re-housed due to disrepair problems.

The condition of the current accommodation will be checked by a member of the Private Sector Housing Environmental Health team and must have at least one category 1 hazard that cannot be resolved by the landlord within 6 months. Examples of where this would apply include where the current accommodation:

- Has severe damp
- Has a major structural defect including subsidence, flooding, collapsed roof
- Has been issued with a notice of statutory nuisance by an Environmental Health Officer
-

Has been declared unfit for human habitation and is due to be demolished under the Housing Act 2004.

Based on the circumstances, applicants will be placed in one of the following bands:-

- Band [A-7 with 10 years' residency or 8 without](#) – Closing Order issued, i.e. property is unfit for human habitation and there is no alternative measure to render the property fit as advised by Environmental Health Officer **OR**
- Where emergency re-housing is essential, for example, compulsory purchase order (CPO) is issued.
- Band [B9 with 10 years' residency or 10 without](#)– Household with dependent children living in unsanitary or unsatisfactory housing that cannot be addressed by Environmental Health action.
- Band [C-11 with 10 years' residency or 12 without](#) – Other unsanitary or unsatisfactory housing conditions that cannot be addressed by [Private Sector Housing](#) Environmental Health action.

12.3 Overcrowded households

A household is living in overcrowded housing if their current accommodation is too small for the size of their family.

The number of bedrooms a household needs will be based on the bedroom standard outlined in section 11.2.

The priority awarded to a household will depend on each household's circumstances and the level of overcrowding they are experiencing.

- ❖ Band [B9 with 10 years' residency or 10 without](#) – Statutorily overcrowded as defined in Part X of Housing Act 1985 **OR** Severe overcrowding – where a household is lacking 2 or more bedrooms.
- ❖ Band [C11 with 10 years' residency or 12 without](#) - Other overcrowded households lacking 1 bedroom.

12.4 Medical grounds

If you apply for housing because your current accommodation affects a medical condition or disability, your application will be referred to the council's medical adviser or occupational therapy team depending on what you have put in your application for assessment. A medical condition or disability includes, for the avoidance of doubt, a mental ill health condition.

Medical assessment does not examine how severe an applicant's medical condition or disability is. It looks at how your current accommodation affects the health or disability of a household member. The assessment is based on whether your health or a member of your household's health would improve by moving to alternative accommodation.

Therefore, medical priority is awarded according to the extent to which the health or

welfare of one or more members of the applicant's household is affected by their current housing conditions and the expected benefits of providing suitable alternative settled housing.

Applicants will complete a Medical Assessment Form to provide details of the medical condition and other supporting information. If additional information is required before a decision can be made, this will be obtained at ~~the a~~ cost to the council.

Based on the Medical Adviser's recommendations, applicants will be placed in one of the following bands:-

- ❖ Band [7A with 10 years' residency or 8 without](#) – Emergency Medical: the applicant or a member of the applicant's household has a life threatening condition that is seriously affected by their housing.
- ❖ Band [9B with 10 years' residency or 10 without](#) – Medical Hardship: the applicant's current housing conditions are having a major adverse effect on the medical condition of the applicant or a member of the applicant's household.
- ❖ Band [C11 with 10 years' residency or 12 without](#) – Medical Need: the applicant's current housing conditions are having a moderate or variable adverse effect on the medical condition of the applicant or a member of the applicant's household.

12.5 Welfare grounds

12.5.1 Persons fleeing domestic abuse

The Council recognises the particular need for support and assistance for those escaping from domestic abuse required in order that they can re-build their lives away from abuse and harm. Priority will therefore be given to those who are homeless within the meaning of Part 7 of the Housing Act 1996 (as amended) and require urgent housing as a result of domestic abuse.

Band [B` 9 with 10 years' residency or 10 without](#)

12.5.2 Care Experienced Young People

If a young person who has been looked after by Hillingdon council is ready to move into their own accommodation, they may be considered for housing on welfare grounds. This includes those placed out of the borough. To qualify, the young person must have been a relevant child under the Children Leaving Care Act 2000, which means they would have been looked after by the council for a certain period of time and have had a pathway plan drawn up.

In most cases young people leaving care will be ready to move into independent living with the support of Hillingdon's Social Care service. If the young person is ready to move- on and has developed the required life skills, such as managing a budget, cooking and cleaning, the council will support them to find suitable private rented accommodation.

For some young people whose support needs are high and accommodation in the private rented sector would have a detrimental effect on their transition to independent

living, their housing application will be considered by a Panel (Care Experienced Young People's Panel) who will determine whether to award priority for social housing.

The Panel consists of senior officers from Housing and Social Care Services. The panel assesses each referral individually to ensure the needs of any particularly vulnerable or at-risk young person is addressed.

To be considered for social housing, the care experienced young person must meet one or more of the following criteria:

- Young people subject to Care Orders under section S31 of the Children Act 1989 where the council has parental responsibility (Looked after children).
- Young people with moderate learning difficulties or disability or those who are subject to a statement of educational needs or a psychological assessment.
- Young people with significant mental health issues – who have had involvement with CAMHS or CMHT for a period of three months or longer and are continuing to receive treatment.
- Young people with complex needs placed in high cost placements where they no longer require that degree of support and whose application has been approved by the 'Access to Resources Panel' or the 'Asylum High Cost Placement Panel'.
- Young people with significant offending behaviour, which limits access to other types of suitable accommodation.
- Care experienced young people who are also parents and also meet one other criteria listed (e.g. they or their baby are especially vulnerable).
- Those with other mitigating circumstances.

❖ [Band B- 7 with 10 years' residency or 8 without](#)

❖ [Care-leaver experienced young person](#) approved by Panel

12.5.3 Fostering and adoption

The council recognises the contribution that foster carers and adopting parents make towards ensuring that children in Hillingdon are cared for. Priority will be given to those applicants approved or being assessed for approval to adopt or foster and where recommendation is made by Social Services to provide accommodation because the current accommodation is not large enough or would cause overcrowding.

Tenancies offered will be in accordance with the tenure terms set out in the council's tenancy policy.

- ❖ [Band A7 with 10 years' residency or 8 without](#) – Enabling fostering and adoption

Foster children over three years of age will be entitled to a separate bedroom in line with the fostering service national minimum standards. This is done to prevent the potential for bullying or abusive behaviours from or to other children. This also allows for some stability, privacy and space for the fostered child.

12.5.4 Move-on from Supported housing

In collaboration with Social Services and other agencies, clients placed in supported

housing who are ready for independent living will be considered for move-on accommodation. This includes people in institutional care, for example, group homes and other forms of supported housing to help them achieve independence.

Applicants referred for move-on to independent accommodation will be considered for the full range of provision available, including private sector accommodation to meet their housing need. Only cases with a demonstrable need for long term settled accommodation will be prioritised for social housing. The referral will explain the current living arrangements and the impact they are having on the individual's transition to independence.

- ❖ Band [B-7 with 10 years' residency or 8 without](#) – Ready for independent living (after a minimum of 6 months)

12.6 Hardship grounds

There are a number of households applying to the housing register who experience serious hardship because of a combination of different factors which make the need for re-housing more urgent than when considered separately.

The decision as to the appropriate priority 'band' will depend on both the combination and degree of the various factors with a view to ensuring that the greatest priority is given to those in the greatest need.

In circumstances where this applies, a panel of officers (Hardship Panel) will undertake a review of the case to determine whether priority for re-housing is necessary.

The following priority banding will be considered

- ❖ Band [B8 with 10 years' residency or 9 without](#) – The applicant or a member of their household has multiple needs or has an urgent need to move. Examples include:
 - To give or receive care or support from/to a resident in the borough, avoiding use of residential care. It is constant care to/from a close relative as evidenced by a professional's report and supported by the Council's Medical Adviser;
 - Child protection reasons;
 - The need to move to take up a confirmed offer of permanent employment;
 - Other urgent welfare reasons.
- ❖ Band [C10 with 10 years' residency or 11 without](#) – Out of borough applicants with a need to move to Hillingdon for medical or support reasons.

Priority will not be given to those who need to move to a particular locality within the borough if [the](#) transport network is considered to be good.

13 LOCAL PRIORITIES

In addition to statutory reasonable preference groups, the council will provide housing

assistance to certain groups who meet local needs and priorities.

13.1 Members of the British Armed Forces

This policy applies to people who have served in the Royal Navy, Royal Air Force and British Army and have not been dishonorably discharge.

- Members of the Armed Forces and former service personnel where the application for housing is made within 5 years of discharge.
- Serving or former members of the Reserve Forces who need to move because of serious injury, medical conditions or disability which is wholly or partially attributable to their service.
- Bereaved spouses or civil partners of members of the Armed Forces leaving Services Family Accommodation following the death of their service spouse or partner and the death was wholly or partially attributable to their service.

❖ Band B-8 – Members of the British Armed Forces.

Members of the British Armed forces who have continuously resided in the borough for 10 years prior to signing up for the service and have not been dishonorably discharged.
Band 7 A.

13.2 Specific schemes

Hillingdon participates in various schemes that assist welfare agencies and others where there is imminent personal risk to the applicant or their family if they remain in the property or area.

The schemes include:

- National Witness mobility scheme (to enable those testifying in major criminal trials to be in a safe area).
- Pan-London Safe and Secure scheme (to tackle gang violence).
- West London Domestic Violence protocol (enables victims of violence to move to a safe area).

Applicants from outside the borough will be accepted under these schemes on the understanding that Hillingdon residents in similar circumstances will be eligible to benefit from the schemes.

❖ Band A-7 – Schemes set out above or similar as agreed by the Council.

13.3 Under-occupation

A household is considered as under-occupying when the accommodation has more rooms available than the household needs.

❖ Band A3 with 10 years' residency or 4 without – Giving up 1 or more bedrooms.

~~Under-occupying tenants will be given a higher priority than other Band A applicants in terms of their rehousing other than those affected by regeneration proposals.~~

13.4 Releasing adapted property

The council has a small number of properties that are specifically adapted for disabled or older people. These properties are in short supply, therefore council and Housing

Association tenants, who currently live in adapted accommodation but no longer need it, are given priority to move to suitable non-adapted accommodation.

- ❖ Band A-7 with 10 years' residency or 8 without – release adapted property.

13.5 Decants

a) Permanent Regeneration/essential/urgent -decant

Council tenants who urgently need to move because their home is imminently required to be demolished or for essential works to be undertaken within 3 months, and the tenant will not be returning, for example, to enable development of the site. In these circumstances, they will be prioritised for a move to a suitable alternative home.

Council or Registered Social Landlord tenants who need to move because their home has become temporarily uninhabitable, for example, because of a fire, flood or other factors should approach their own landlord if they require temporary accommodation while repairs are carried out to their home.

b) Temporary Other decant

~~Council or Registered Social Landlord tenants who need to move because their home has become temporarily uninhabitable, for example, because of a fire, flood or the factors should approach their own landlord if they require temporary accommodation while repairs are carried out to their home.~~

If major works of a less urgent nature are to be carried out, council tenants may be offered alternative accommodation and will have the option of returning to their original home once the works have been completed.

- ❖ Band A 1 with 10 years' residency or 2 without – Permanent Decant required to progress regeneration or essential/urgent works.
- ❖ Band B-9 with 10 years' residency or 10 without – Temporary Other decant.

~~Tenants permanently decanted as a result of a Council regeneration programme will be given a higher priority than other Band A applicants in terms of their rehousing.~~

13.6 Management transfer

A management transfer will be considered for an existing social tenant where there is demonstrable evidence to support imminent personal risk to the tenant or their family as a result of violence or harassment if they remain in the property. They will be made one suitable direct offer of accommodation. The size of the accommodation will be the same as their previous tenancy, ~~or a size that meets their needs under the terms of this policy, whichever is smaller.~~

- ❖ Band A5 with 10 years' residency or 6 without – Management transfer emergency such as domestic violence or harassment.

~~Tenants eligible for a management transfer will be given a higher priority than other Band A applicants in terms of their rehousing other than downsizing under occupiers those affected by regeneration proposals.~~

13.7 Reciprocal request

The council will only agree to reciprocal requests from other authorities and Registered Providers where they can demonstrate that there is an imminent personal risk to the tenant or their family and accommodation is required in Hillingdon. And that the reciprocal property being offered will be beneficial to Hillingdon residents with high priority to move.

Reciprocal requests will not be accepted from West London Locata partners who can use the cross partner bidding arrangements.

Where a reciprocal arrangement has been agreed, the incoming household will be made one direct offer of accommodation.

- ❖ Band [A 7 with 10 years' residency or 8 without](#) – Reciprocal agreement for emergency such as domestic violence or harassment.

13.8 Ex-tenant discharged from an institution

Where a council tenant enters an institution such as hospital or is imprisoned or is in a rehabilitation establishment for a period of more than 6 months and would therefore either accumulate rent arrears or possibly lose their tenancy, they can voluntarily give up their tenancy.

Alternative accommodation can be offered upon release in order to make the best use of the council's housing stock by offering the accommodation to someone in need instead -of keeping the accommodation empty for lengthy periods.

Upon release they would be made a direct allocation of a property that meets their needs. The size of the accommodation will be the same as their previous tenancy, or a size that meets their needs under the terms of this policy, whichever is smaller.

This will not apply to tenants who have been imprisoned in relation to a crime that would enable the council to seek repossession of their accommodation or where possession action has already commenced.

- ❖ Band [B9 with 10 years' residency or 10 without](#) – By agreement to relinquish council tenancy on entering an institution.

13.9 Relinquishing more than one property

Applications for transfer may be made jointly by separate tenants who wish to apply for housing together, on the condition that both tenancies will be relinquished if the council makes an acceptable offer of a transfer to a third property.

- ❖ Band [B 9 with 10 years' residency or 10 without](#) – By agreement to relinquish two separate social properties in return for one property

13.10 Service tenants where there is a contractual obligation

Employees of the Council who have a service tenancy associated with their employment may be re-housed in certain circumstances where the council has a contractual obligation to re-house, for example on retirement, redundancy or redeployment.

Where service tenants entitled to re-housing have not bid successfully for a suitable home by the time they are required to leave their accommodation, they will be made one suitable direct offer of accommodation.

- ❖ Band [A7 with 10 years' residency or 8 without](#) – Ex-service tenant.

14 ADDITIONAL PRIORITY

Additional priority is awarded in order to determine priorities between people in the reasonable and local preference groups. ~~It~~[Priority](#) is awarded in the following circumstances:

~~14.1 Members of the British Armed forces who have continuously resided in the borough for 10 years prior to signing up for the service and have not been dishonorably discharged.~~

~~Band A.~~

~~14.2 Couples aged over 21 without children.~~

~~Additional priority is awarded to couples aged 21+ without children. This will improve access to available lettings to those households without children who would otherwise be in 'Band C'.~~

~~This policy applies to all couples including same sex partnerships where:~~

- ~~• They are aged 21 – 55.~~
- ~~• They have not had children.~~
- ~~• If co-habiting, they should have been doing so continuously for 12 months at the time of application. This will be verified through the electoral roll or council tax records.~~

~~Eligible couples will be required to sign a joint tenancy.~~

~~If the couple do have a child after making the application, the additional priority will be revoked and the housing need only 'priority band' will be reinstated.~~

- ❖ ~~Band B – Couples aged 21+ without children.~~

~~14.3~~[14.1](#) **10 years' continuous residency**

Additional priority is awarded to those who have a local connection by living in the borough continuously for a minimum period of ten years. This will support stable communities and reward households who have a long term attachment to the borough.

Local connection will normally mean that an applicant has lived in Hillingdon, through their own choice, for a minimum of 10 years up to and including the date of their application, or the date on which a decision is made on their application whichever is later.

For purposes of continuous residence, children spending time away from home for education due to periods of study such as at university and people who have moved away up to 3 [times](#) years due to the requirements of their job will be disregarded.

People will also be considered as having a local connection with Hillingdon when they are placed in the borough of Hillingdon in temporary accommodation in accordance with sections 190(2), 193(2), 195(2) or who are occupying accommodation secured by any local authority under section 192(3).

Band 1 where would otherwise be Band 2
Band 3 where would otherwise be Band 4
Band 5 where would otherwise be Band 6
Band 7 where would otherwise be Band 8
Band 9 where would otherwise be Band 10
Band 11 where would otherwise be Band 12

- ❖ ~~Band A where the household's housing need is 'Band B' + 10-year residence.~~
- ❖ ~~Band B where the household's housing need is 'Band C' + 10-year residence.~~

14.4 Working households

~~Additional priority will be given to households who are in housing need and are working but are on a low income which makes it difficult to access low cost or outright home ownership. This will encourage people who can, to work and raise levels of aspiration and ambition.~~

~~This policy applies to households where:~~

- ~~• At least one adult household member is in employment.~~
- ~~• The employment should be a permanent contract, self-employment or part-time for a minimum of 24 hours per week.~~

~~Members of the British Armed forces who have continuously resided in the borough for 10 years prior to signing up for the service and have not been dishonorably discharged.~~

~~Band A.~~

15. ENCOURAGING PERSONAL RESPONSIBILITY

Some applicants do not actively participate by bidding for available properties or continuously refuse properties that they have successfully placed bids on. The following will encourage personal responsibility from the applicants when exercising their right to choose properties through the Choice Based Lettings scheme.

15.1 Homeless households living in temporary accommodation

Homeless households take longer to be housed than other households in similar priority bands. In order to ensure that they actively participate in choice based lettings, one direct offer of suitable accommodation will be made to those households who have been living in temporary accommodation longer than other households with the same bedsize need. If the offer is unreasonably refused, the council will discharge its duty under Part 7 of the Homelessness Act and withdraw any temporary accommodation provided. The average waiting time by bedsize will be published annually on the Hillingdon Council website.

15.2 All applicants - unreasonable refusal of offers

All applicants who successfully bid for properties but refuse more than 3 reasonable offers within a 6-month period will be suspended from bidding for a period of 6 months.

16. SPECIALIST ACCOMMODATION

16.1 Disabled Adapted Properties

Housing which has been designed or adapted for use by tenants with a disability will be allocated to a person who has been assessed as needing that particular type of accommodation even if there are other applicants (without a disability) in higher bands or with an earlier priority date.

Each application will be awarded a mobility category and properties will be advertised as suitable for applicants from those categories:

DSL 1: Applicants who are full-time wheelchair users (indoors and outdoors).

DSL 2: Applicants who need a property which is wheelchair accessible but who may not use a wheelchair indoors (cannot manage steps/stairs and may use a wheelchair some of the time).

DSL3: Applicants who have some mobility needs e.g. can only manage one or two steps/stairs.

Applicants are restricted to bid for properties that match their assessment need. In exceptional circumstances where an adapted property is urgently required, a suitable property may be directly allocated outside of the Choice Based Lettings system.

16.2 Older Person Dwellings

Hillingdon has a number of properties that are designated for people aged over 55 years who can live independently. These units are advertised through the Choice Based Lettings system (Locata). Applicants can bid for these properties in the normal way as long as they meet the age criteria specified in the advert.

Older Person Dwellings are restricted either for people aged over 55 (these are usually flats) or in a few cases for people aged over 60 (these are usually bungalows).

If a couple would like to be considered for the property, the main applicant must meet the age criteria specified. Partners aged under 55 years are permitted to live at the schemes but will not be permitted to be a joint tenant until they reach the minimum age for the accommodation.

16.3 Sheltered Housing

Due to the specific nature of sheltered housing, additional criteria will apply. The criteria for allocating sheltered housing will be based on the following:

- The applicant is over 60.
- Has a recommendation for sheltered housing from a social or health care agency or has requested sheltered housing.
- Sheltered housing could assist the applicant in maintaining independent living and
- The lifestyle would be compatible with general use of the scheme.

If a couple applies to a scheme, both household members must meet the age criteria.

Some Registered Providers accept applications for their sheltered schemes from those aged 55 years.

Applicants suitable for sheltered housing are placed in priority 'band [€11 with 10 years' residency or 12 without](#)' unless they qualify for a higher band for other reasons. The 'band [€11 or 12](#)' will only apply to bids on sheltered properties. They can only bid on any general needs or older person's property, if they have other identified housing needs.

If the applicant's care and support needs are considered too high for sheltered accommodation, the case will be referred for consideration for Extra Care Accommodation.

16.4 Extra Care

Extra care housing aims to provide a home for life for older people by providing appropriate housing, care and support and makes the best use of available resources. A tenant may move into a scheme with low support needs but can access further care as and when the need arises as they get older instead of residential care.

Extra care housing is allocated outside of the Locata choice based lettings scheme by a panel of representatives from Housing, Health and Social Services. All referrals to the panel must have a community care assessment which identifies any care and/or housing related support needs. Occupancy and allocation of new units is based on the level of need of existing tenants and potential tenants in order to maintain a balanced mix of support needs.

16.5 Allocation of traveller pitches

Traveller pitches are allocated in the same way as general needs properties. Households applying for pitches must complete a housing register application form and provide the required evidence of identify. Where there are medical grounds for re- housing, medical evidence must be provided for assessment.

The pitches are advertised on Locata and are allocated in accordance with this scheme.

17. MOBILITY WITHIN AND ACROSS THE COUNCIL'S BOUNDARY

17.1 West London Cross Borough Moves

A small percentage of vacancies are made available to applicants living in any of the Locata partner local authority areas.

17.2 Pan-London Mobility (Housing Moves)

Hillingdon Council participates in pan-London Mobility (PLM) arrangements and contributes a small percentage of the properties that become available to be let through the scheme. The scheme facilitates moves by council and housing association tenants to other parts of London.

Homes under this scheme are allocated according to the PLM allocations scheme rules and not the rules outlined in this scheme. Full details of the PLM scheme can be found at www.london.gov.uk.

Existing tenants of Hillingdon Council can make transfer applications through PLM to be considered for vacancies in other London local authorities.

17.3 Seaside and Country Scheme

Hillingdon Council participates in the Seaside & Country scheme operated by the Greater London Authority (GLA) which enables social tenants in London to move out to desirable seaside and countryside towns.

17.4 Mutual Exchanges

Allocations under this scheme are not included in this policy. However, the scheme offers an option for existing tenants to exchange with other social housing tenants and obtain alternative accommodation suitable for their needs.

Social housing tenants can also register on Homeswapper to find details of other households who they may be able to swap homes with:

<http://www.homeswapper.co.uk/>

17.5 Tenancy successions and assignments

This is not included in this policy. For details, refer to the Council's Tenancy Policy.

18. SCHEME IMPLEMENTATION ARRANGEMENTS

The scheme applies with immediate effect

19. CHANGES TO THE SCHEME

The council reserves the right to expand, change or alter any element of the scheme, as and when required, to meet changes in housing need, capacity, resources and legislation.

A review of the policy will be carried out periodically.

20. MEMBERS OF THE COUNCIL, STAFF MEMBERS AND THEIR RELATIONS

In order to ensure that the council treats all applicants fairly, any applications for housing or re-housing from Members of the council, employees of the council, any members of their family or household, and any other associated persons must be disclosed. These applications are assessed in the normal way but prior to any offers of accommodation being made, the case will be reviewed and approved by the senior designated officer.

Applications where no disclosure is made will be referred to the council's Fraud Investigations Team for investigations and where appropriate, legal action will be taken.

Appendix 1: SUMMARY TABLE OF PRIORITY BAND AND DATE

Band 1 with 10 years' residence in Hillingdon and Band 2 without 10 years' residence in Hillingdon				
Case Type		Defining features of applicant or circumstances in which the band applies.	band	Priority Date
Tenants	Home Seekers			
Regeneration / essential / urgent decant		Council tenants who need to move because their home is required to be demolished or for essential works to be undertaken within 3 months.	1 or 2	Date approved.

Band 3 with 10 years' residence in Hillingdon and Band 4 without 10 years' residence in Hillingdon				
Case Type		Defining features of applicant or circumstances in which the band applies.	band	Priority Date
Tenants	Home Seekers			
Under occupation		Applicant is willing to move to smaller property by giving up 1 or more bedrooms.	3 or 4	Date approved.

Band 5 with 10 years' residence in Hillingdon and Band 6 without 10 years' residence in Hillingdon				
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Case Type		Defining features of applicant or circumstances in which the band applies.	band	Priority Date
Tenants	Home Seekers			
Management Transfer e.g. emergency harassment, domestic violence	Reciprocal agreement for tenants of housing associations or other local	Agreed in exceptional circumstances due to significant problems associated with the tenant's occupation of a dwelling and there is imminent personal risk to the tenant or their family if they remain in the dwelling.	5 or 6	Date approved.

- Band 7 with 10 years' residence in Hillingdon and Band 8 without 10 years' residence in Hillingdon

Case Type		Defining features of applicant or circumstances in which the band applies.	band	Priority Date
Tenants	Home Seekers			
	Homeless households owed a relevant part 7 duty by Hillingdon	In temporary accommodation secured by Hillingdon Council under Part 7 of the Housing Act 1996 but the Landlord wants the temporary accommodation property back AND the council cannot find alternative suitable temporary accommodation	7 or 8	Date approved.
Insanitary or unsatisfactory housing	Insanitary or unsatisfactory housing	1. Closing Order issued (i.e. Properties unfit for human habitation where there is no alternative measure to render the property fit) as advised by Environmental Health.	7 or 8	Date of Closing Order or equivalent
		2. Where emergency re-housing is essential e.g. Compulsory Purchase Order issued to enable site clearance for a road-widening scheme.		
Emergency medical	Emergency medical	1. Granted in exceptional circumstances, where the applicant or a member of the applicant's household has a life-threatening condition, which is seriously affected by their current housing.	7 or 8	Date approved

- 2. Granted to hospital bed-blockers i.e. applicant occupying hospital bed because they cannot return to their previous accommodation as it is unsuitable for medical reasons.

Enable fostering/ adoption	Enable fostering/ adoption	Where agreement has been reached to provide accommodation on recommendation of Social Services and the current accommodation is not suitable or would cause overcrowding.	7 or 8	Date adoption or fostering is approved
Release adapted property in order to make best use of adapted stock.		Adapted properties are in short supply. Where it is no longer required, priority is given for the tenant to move to suitable non-adapted accommodation.	7 or 8	Date approved
	Specific schemes agreed by the	Where there is imminent personal risk to the applicant or their family if they remain in the property or area:	7 or 8	Date approved
	British Armed Forces	Members of the British Armed Forces and have not been dishonourably discharged (Royal Navy, Royal Air Force and British Army)	7 or 8	Date approved
	Young People leaving care.	Agreed at Care Experienced Young People's panel that applicant needs social housing to meet their ongoing support needs.	7 or 8	Date approved by Panel.

	Move-on from single homeless supported housing	Agreed at Single Homeless move-on panel that applicant needs social housing	7 or 8	Date approved
	Move-on from other supported housing	Ready and approved for independent living (after a minimum of 6 months). Includes institutional care, supported housing or hostels and group homes	7 or 8	Date approved

	Ex-service tenants	Ex-service tenants e.g. caretakers or sheltered wardens who have to leave their home on retirement, redundancy or redeployment, where the council has a contractual obligation to rehouse.	7 or 8	Date informed of retirement, redundancy or redeployment by personnel
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Band 9 with 10 years' residence in Hillingdon and Band 10 without 10 years' residence in Hillingdon

Case Type		Defining features of applicant or circumstances in which the band applies.	Band	Priority Date
Tenants	Home Seekers			
	Homeless households owed a relevant Part 7 duty by Hillingdon Council as defined at	Homeless households accommodated in Bed & Breakfast, council hostel accommodation or women's refuge.	9 or 13	Date of homelessness acceptance.
	Those who are homeless within the meaning of Part7 of the Housing Act 1996 (as amended).	Require urgent rehousing as a result of domestic abuse.	9 or 13	Date approved

Insanitary or unsatisfactory housing for dependent children.	Insanitary or unsatisfactory housing for dependent children.	1. Households with dependent children living in unsanitary or unsatisfactory housing that cannot be addressed by Environmental Health action.	9 or 10	Date approved
		2. People with children who are living in Colley House which was purpose-built for single people		
Statutory or severe overcrowding	Statutory or severe overcrowding	1. Statutory overcrowding as defined in Part X of Housing Act 1986	9 or 10	Date approved
		2. Where a household is lacking two or more bedrooms	9 or 10	Date approved
Medical (including mental health) hardship	Medical (including mental health) hardship	Where an applicant's or a member of the household's current housing conditions are having a major adverse effect on their medical condition. It will not apply where the effect of housing conditions on health is comparatively moderate, slight or variable.	9 or 10	Date approved

Hardship grounds	Hardship grounds	Urgent need to move agreed by Hardship Panel in liaison with other welfare agencies:	9 or 10	Date approved by Panel.
		To give or receive care or support, for example: Where rehousing of a relative or friend will directly lead to the discharge of a resident from care.		
		For child protection reasons, for example: Where the household includes a child or young person for whom the council has a duty under the Children Act 1989 and rehousing is an essential element in fulfilling that duty.		
		Need to move to take up a confirmed offer of permanent employment		
		Where a household has more than one serious need and when combined, it has a major adverse effect on their current housing condition		
Other decants		If major works of a less urgent nature are to be carried out, council tenants may be offered alternative accommodation and will have the option of returning to their original home once the works have been completed.	9 or 10	Date approved
	Ex-tenant discharged from institution	Where a commitment has previously been made in order that such tenants relinquish their council tenancy on entering the institution	9 or 10	Date new housing application approved

Relinquishing more than one property		Where an agreement has been reached for two tenants to relinquish their separate tenancies in return for one property	9 or 10	Date approved
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Band 11 with 10 years' residence in Hillingdon and Band 12 without 10 years' residence in Hillingdon				
Case Type		Defining features of applicant or circumstances in which the band applies.	Band	Priority Date
Tenants	Home Seekers			
	Homeless Households owed a relevant Part 7 duty by Hillingdon Council as defined at section 12.1 not included in A or B, or other homeless households or those threatened with homelessness and owed a duty under section 195(2) Housing Act	Accepted homeless who are in other forms of temporary accommodation or has no accommodation.	11 or 13	Date of homelessness acceptance or date approved.
Unsanitary or unsatisfactory housing conditions.	Unsanitary or unsatisfactory housing conditions.	Unsanitary or unsatisfactory housing conditions that cannot be addressed by Environmental Health action.	11 or 12	Date approved

Overcrowding	Overcrowding	Overcrowded households lacking one bedroom.	11 or 12	Date approved
Medical (incl. Mental health) hardship	Medical (incl. Mental health) hardship	Where an applicant or member of the household's current housing conditions are having a moderate effect on their medical condition.	11 or 12	Date approved
Hardship grounds	Hardship grounds	Out of borough applicants with a need to move to Hillingdon for medical or support reasons.	11 or 12	Date approved by Panel.
Older residents approved for Sheltered housing	Older residents approved for Sheltered housing	Applicants over 60 years old that have applied only for sheltered accommodation and have no other reason warranting a higher band.	11 or 12	Date approved

Band13 without 10 years' residence in Hillingdon				
Case Type		Defining features of applicant or circumstances in which the band applies.	Band	Priority Date
Tenants	Home Seekers			
	Homeless households owed a relevant Part 7 duty as defined in section 12.1	In temporary accommodation secured by the Council under Part 7 of the Housing Act 1996 but the Landlord wants the temporary accommodation property back and the Council cannot find alternative suitable temporary accommodation	13	Date approved

	Homeless households owed a relevant Part 7 duty as defined in section 12.1 by Hillingdon *	Homeless households accommodated in Bed & Breakfast Council hostel accommodation or woman's refuge	13	Date of homelessness acceptance
	Homeless not included in either of the above categories	Accepted homeless who are in other forms of temporary accommodation, or has no accommodation, including those owed a prevention or relief duty.	13	Date of application

Band14 without 10 years' residence in Hillingdon				
Case Type		Defining features of applicant or circumstances in which the band applies.	Band	Priority Date
	Homeseeker	Within a reasonable preference group and own or have an interest in a property and have savings over £30,000	14	Date of application

ANNEX 1

People ineligible for an allocation of accommodation by the Council

The Allocation of Housing and Homelessness (Eligibility) England Regulations 2006 set out the eligibility criteria for allocation of housing accommodation.

Persons from abroad

A person may not be allocated accommodation under Part 6 if he or she is a person from abroad who is ineligible for an allocation under s.160ZA of the 1996 Act. There are two categories for the purposes of s.160ZA:

- (i) a person subject to immigration control - such a person is not eligible for an allocation of accommodation unless he or she comes within a class prescribed in regulations made by the Secretary of State (s.160ZA(2)), and*
- (ii) a person from abroad other than a person subject to immigration control - regulations may provide for other descriptions of persons from abroad who, although not subject to immigration control, are to be treated as ineligible for an allocation of accommodation (s.160ZA(4)).*

Persons subject to immigration control

The term 'person subject to immigration control' is defined in s.13(2) of the Asylum and Immigration Act 1996 as a person who under the Immigration Act 1971 requires leave to enter or remain in the United Kingdom (whether or not such leave has been given).

The provisions of section 7(1) of the Immigration Act 1988 and the Asylum and Immigration Act 1996 have been saved for the purpose of housing legislation to protect the rights of EEA citizens, and their family members, who have citizens' rights pursuant to the Withdrawal Agreement.

This will ensure that EEA citizens, and their family members, who

1) have acquired limited leave to enter and remain in the UK (also known as pre-settled status) by virtue of Appendix EU of the Immigration Rules ("the EU Settlement Scheme"); or

2) were frontier working in the UK prior to 31 December 2020.

will continue to be treated as 'persons not subject to immigration control' in the instances where they would previously have been, so that their eligibility for the allocation of social housing can be judged on the basis of Regulation 4 of the Eligibility Regulations as was the case prior to 31 December 2020.

(Allocation of accommodation: guidance for local housing authorities in England, June 2012 last updated October 2023)

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COUNCIL BUDGET - 2024/25 BUDGET MONITORING

Cabinet Member & Portfolio	Councillor Martin Goddard Cabinet Member for Finance & Transformation
Responsible Officer	Richard Ennis, Corporate Director of Finance
Report Author & Directorate	Andy Goodwin, Finance
Papers with report	None

HEADLINES

This report provides the Council's forecast financial position and performance against the 2024/25 revenue budget.

At Month 6, the Council is reporting an overspend of £30.5m after allowing for strategic management action of £11.4m that is being firmed up for delivery in-year. The Council continues to develop interventions to mitigate against this position, with the work on the Zero-Based Budgeting built on at the 'Officer Star Chambers' already providing a number of interventions to reduce this financial pressure. These meetings have thus far produced indicative interventions in the region of up to £23.6m that are in the various stages of delivery, which if successful, will reduce the overspend to be in the region of £6.9m as a central case.

The variance is being driven by significant past and current inflationary pressures, significant demand for services particularly for example in adults care, temporary accommodation, the effect of a rebasing exercise to largely respond to demand for services being insufficient and not accompanied by equal savings at that time, and insufficient delivery of savings.

The Zero-Based Budgeting exercise is extensive and has addressed all aspects of the Council's activities so far identified potential interventions and savings totalling £46.3m, £23.6m of this can be delivered in 2024/25, the balance in later financial years. Further initiatives are being pursued within this programme of work and it is expected that this will be largely concluded by mid-November 2024 ahead of robust testing in the lead up to presentation at the December Cabinet for consideration.

Following the deep dive review carried out in Month 5, the Council has held officer 'Star Chamber' sessions which continued into Month 6, to work up options that are subject to member consideration and decision, with these sessions tasked with taking urgent action to address the emerging issues, with these sessions reviewing:

- Resident service provision
- Hillingdon Council priorities
- Leveraging relationships to access funding
- Driving efficiencies and driving value for every taxpayer £
- Leveraging financial instruments
- Relationship with local business
- Accelerating capital delivery

The outputs of these sessions are estimated in this report and are being firmed up over the autumn.

The Dedicated Schools Grant (DSG) monitoring position forecasts indicate a reduced in year deficit for 2024/25 in respect of the High Needs Block from £25.6m to £21.3m (a net reduction of £4.3m on 2023/24) with a range of interventions partially mitigating underfunded demand within the High Needs block and after factoring in a one-off £4.0m prior year adjustment following a balance sheet review.

No material variances have been reported across the Housing Revenue Account (HRA), with all service areas within the ringfence reporting a breakeven position with a shortfall in rental yield being offset by a reduced capital financing cost.

<p>Putting our Residents First</p> <p>Delivering on the Council Strategy 2022-2026</p>	<p>This report supports our ambition for residents / the Council of: An efficient, well-run, digital-enabled council working with partners to deliver services to improve the lives of all our residents</p> <p>This report supports our commitments to residents of: A Digital-Enabled, Modern, Well-Run Council</p>
<p>Financial Cost</p>	<p>N/A</p>
<p>Select Committee</p>	<p>Corporate Resources & Infrastructure</p>
<p>Ward(s)</p>	<p>All</p>

RECOMMENDATIONS

That the Cabinet:

1. **Note the budget monitoring position and treasury management update as at September 2024 (Month 6), noting the actions proposed by officers as outlined in Part A of this report.**
2. **Approve the financial recommendations set out in Part B of this report.**

Reasons for recommendation

1. The reason for **Recommendation 1** is to ensure that the Council achieves its budgetary objectives, providing Cabinet with the update on performance at Month 6 against budgets approved by Council on 22 February 2024 contained within **Part A** of this report. An update on the Council's Treasury Management activities is included within this section of the report.
2. **Recommendation 2** seeks approval for the range of financial recommendations set out within **Part B** of this report, which may include acceptance of grant funding, revisions to fees & charges and ratification of decisions taken under special urgency provisions.

Alternative options considered / risk management

3. There are no other options proposed for consideration.

Select Committee comments

None at this stage.

PART A: MONTHLY BUDGET MONITORING

SUMMARY

GENERAL FUND REVENUE

4. In the Month 5 report, the Council reported on the outcome of a deep dive exercise to firm up the financial position of the Council, with the Month 6 report containing a refreshed view of this position using the latest intelligence and updated demand forecasts. The Month 6 report continues to present considerable financial challenges that Hillingdon is facing, with this narrative being in line with peers across both London and nationally. London Councils, the collective of Local Government in the capital, estimates that boroughs will overspend against original budget plans by £600m this year (averaging £18.2m per borough) and are forecasting this to grow to £700m in 2025/26, however, this is before factoring in in-year overspends which are likely to increase this 2025/26 estimate, with three London boroughs reliant on Exceptional Financial Support from Government. The outputs from the deep dive reviews carried out in Month 5 through the Zero-Based Budgeting (ZBB) work, have been refreshed with the output of this activity set out in this report, covering the gross pressure the Council is facing from demographic growth, service demand pressures and challenges in the delivery of the Council's saving programme.
5. As at Month 6, the review of the Council's financial position generates an in-year overspend of £41.9m before strategic management action of £11.4m reduce this to a reported gross pressure of £30.5m, with the detail behind this management action set out in paragraph 22, with this element of the update representing a £1.9m favourable movement from Month 5. As a result of the identified pressures, and as part of the ZBB programme, the Council held a series of officer star chambers, subject to member consideration and decisions, to identify actions to address this position, with the sessions identifying interventions thus far forecast to deliver a £23.6m net benefit for the Council. These interventions reduce the overspend from £30.5m to £6.9m, thereby forecasting a closing reserves level of £28.2m. This monitoring position is therefore in line with the average pressure across London boroughs. As part of this activity, the benefits realisation process is being tightened to ensure more robust reporting and delivery going forward.
6. The Council is continuing to carry out officer star chamber sessions, subject to member consideration and decisions, building on the ZBB work with sessions focused on each area of service delivery and cross-service thematic sessions also being carried out to ensure a robust and comprehensive review of Council operations is conducted. These sessions are focused on in-year recovery as much as possible, as well as the Council's medium-term objectives and challenges, with the latter to be presented back to Cabinet in December as part of the consultation budget. This is to allow time to undertake this work. At present, the in-year recovery actions are forecast to secure £23.6m in the central scenario. A review of the Council's debt and provision cover which could be favourable or adverse is also in progress.

7. The table below sets out a summary of the impact of the results of this work thus far, which is subject to member consideration and decisions:

Table 1: General Fund Overview

Service	Approved Budget	Forecast Outturn	Underlying Variance	Forecast Variance Month 6	Change in Variance
	£m	£m	£m	£m	£m
Service Operating Budgets	282.0	293.0	11.0	12.0	(1.0)
Development & Risk Contingency	0.5	0.5	0.0	0.0	0.0
Unallocated Budget Items: Pay Award Inflation	6.4	5.5	(0.9)	0.0	(0.9)
Unallocated Budget Items: Unallocated Savings	(4.5)	0.0	4.5	4.5	0.0
Unallocated Budget Items: Savings	0.0	1.8	1.8	1.8	0.0
Unallocated Budget Items: Rebasing	0.0	14.1	14.1	14.1	0.0
Total Net Expenditure	284.4	314.9	30.5	32.4	(1.9)
Corporate Funding	(284.4)	(284.4)	0.0	0.0	0.0
Subtotal	0.0	30.5	30.5	32.4	(1.9)
Interventions	0.0	(23.6)	(23.6)	(25.9)	2.3
Net Total	0.0	6.9	6.9	6.5	0.4

8. This underlying position is being driven by Service Operating Budgets forecasting an overspend of £11.0m and presenting a £1m favourable movement from Month 5, with Corporate Budgets forecasting the remaining £19.5m, with the latter primarily being driven by a requirement to rebase the service operating budgets by £14.1m to unwind historic pressures due to demographic growth being above the budgeted increase in prior years and unachieved savings due to changes in service delivery leading to planned savings no longer being deliverable. In October the 2024/25 pay award was agreed, leading to a £0.9m underspend against the Council's pay award budget. The remaining £6.3m relates to cross-cutting savings within the budget strategy that are yet to be allocated to service operating budgets, including £1.8m of savings that are due to be pulled back to the corporate centre. Given the forecast position, these unallocated savings are unlikely to be deliverable in 2024/25.
9. The Service Operating Budget pressure of £11m is largely being driven by three areas, with:
- i. c£4.7m relating to homelessness demand continuing to run at a level above the budgeted assumption, with this being an issue across London.
 - ii. c£3.2m relates to Children's Social Care demand, with support provided to Looked After Children reporting exceptional demand above that included in the budget strategy.
 - iii. c£2.3m relating to pressures within Adult Social Care from demand outstripping the budgeted growth.
10. This report and forecast position has been produced before the full outcome of the Autumn Statement is known. It must be recognised that in the past for in-year changes such as National Insurance changes have influenced the in-year outturn and that remains a possibility for this year.

11. As Government prepares to announce their first budget at the end of October, Government funding and policy changes remain a risk for the Council, with the Government looking to address their deficit, with Government's policy paper on public spending reporting a £21.9bn forecast overspend against totals set by Treasury in the Spring Budget 2024, with this number doubling in some reports. The outcome from the October budget could potentially lead to in-year impacts for the authority, such as changes to the employers National Insurance rate, with Governments having a precedence for in-year changes to this rate.
12. As work continues on the Star Chamber element of the ZBB programme, it is expected that further interventions and savings will be identified, however, the possibility exists that 2024/25 year end balances may fall below the Council's minimum recommended level of £32m as set out in the Council's budget strategy for 2024/25

GENERAL FUND CAPITAL EXPENDITURE

13. As at Month 6 a £21.5m underspend is projected on the 2024/25 General Fund Capital Programme of £125.3m, with the forecast outturn variance over the life of the 2024/25 to 2028/29 programme estimated to breakeven. General Fund Capital Receipts of £11.1m are forecast for 2024/25, with £8.6m being utilised to fund transformation activity, leaving £2.5m available to fund capital expenditure and reduce borrowing, with capital receipts forecast to achieve the income target of £75,216k for the five years to 2028/29. Overall, Prudential Borrowing required to support the 2024/25 to 2028/29 General Fund capital programme is forecast to be on budget.

SCHOOLS BUDGET

14. The Dedicated Schools Grant (DSG) total Block for the Maintained Schools is forecasting an in-year deficit of £17.3m based on Month 6 (September 2024), representing a significant improvement from the projected £25.6m reported at outturn 2023/24 as a result of a broad range of positive measures being deployed by the Council. This position has been impacted by a one-off £4.0m adverse movement as a result of a review of the balance sheet and the need to recognise a prior year correction required to the accounts. The in-year deficit is largely driven by High Needs placement demand and cost pressures which continue to be significantly underfunded in the DSG settlement that the authority receives from the DfE. This position means that the cumulative deficit carried forward to 2025/26 is forecast at £68.8m.
15. There is currently a time-limited statutory override in place until 31 March 2026 effectively keeping the Schools Budget deficit behind a ringfence which ensures that this deficit does not impact upon general reserves, and the Council's General Fund budget strategy is predicated on the further continuation of this override. The Council is one of many local authorities managing a large deficit within the Schools Budget and this stood at £47.5m at 31 March 2024 and therefore exceeded General Fund reserve levels. It is worth noting that between outturn 2023/24 and the position presented in this report, the Council has successfully reduced in-year spend against the Schools Budget by £8.3m and continues to make good progress in reducing spend in this area (albeit that an adverse adjustment of £4m has proved necessary in respect of prior years' income).

16. The issue of mounting DSG deficits remains a national issue, with projections for a £4bn deficit across the country forming a key strand to lobbying by sector bodies such as the LGA and London Councils.

HOUSING REVENUE ACCOUNT

17. The Housing Revenue Account (HRA) is continuing to forecast a breakeven position at Month 6, with the forecast rental yield leading to a £0.6m in-year pressure, with the shortfall being driven by the budgeted increase in stock landing later in the year, this shortfall is being offset by a reduction in capital financing costs as a result of the delayed investment. The 2024/25 closing HRA General Balance is forecast to be £15m, in line with the target level established for 2024/25. The HRA has a substantial development and acquisition programme for 2024/25, with this programme forecast to ultimately deliver, but with the increase landing later than originally planned, with the remainder of the HRA Capital Programme also reporting a £1.7m underspend at Month 6 for 2024/25 with the five-year programme to 2028/29 forecast to breakeven. Government is expected to make significant announcements on social house building in the October budget the same day this report is published.

FURTHER INFORMATION

General Fund Revenue Budget

18. As at Month 6, the Council's General Fund is reporting an overspend of £30.5m after allowing for inflight activities to contain pressures, use of £0.8m of Earmarked Reserves and £8.6m transformation capitalisation. This Council is currently reviewing a further £23.6m of measures that if successful, will reduce the overspend down to £6.9m. General Fund Balances and Earmarked Reserves are expected to total £28.2m should the additional measures be achieved, meaning total balances are forecast to be below the minimum threshold of £32m as approved by Cabinet and Council in February 2024 without further actions.
19. As stated above, this position includes £14.1m of rebasing within Service Operating Budgets, with the in-year budget virement being approved by Cabinet in October. The rebasing related to pressures that have emerged as a result of demand outstripping the budgeted increases in prior years and service delivery changes meaning that historic savings cannot be delivered as intended. This rebasing figure effectively becomes an additional saving target in the corporate centre that the Council ultimately need to fund through further saving measures to address this pressure, with these measures being worked up throughout the autumn, with delivery expected to land in future years and therefore representing a pressure in 2024/25. This pressure will form part of the budget gap for 2025/26, with the first refresh of the Council's budget strategy to be presented to Cabinet in December as part of the Consultation Budget.
20. The Month 6 position includes deploying £0.8m of Earmarked Reserves, with this one-off funding source being used to predominantly fund homelessness pressures, with £0.4m of this related to releasing funding for this purpose, with the remaining balance funding the Hillingdon Local Plan, Public Health services from the ringfenced reserve, transformation activity that is not related to the Council's saving programme and therefore cannot be funded from capital receipts and Schools Conditions Surveys, with funds for this activity having been earmarked in previous years.
21. With Transformation activity underway to deliver against the Council's saving programme, the position is predicated on using £8.6m of capital receipts to fund implementation costs in line with the Government's guidance, with the Council expected to secure £11.1m from asset disposals in 2024/25, leaving £2.5m of headroom to fund further transformation activity over the remainder of the year.
22. After these one-off funding sources, the underlying variance stands at £41.9m, before management action of £11.4m of management action nets this down to £30.5m, with management action being used to reflect activity that is underway but is yet to be firmed up. The management action is predominantly within three service areas, with details being as follows:
 - i. £7m related to Health & Social Care, with this relating to containing inflationary uplifts to a level below the budgeted uplift and maximising health contributions to packages of care.

- ii. £0.7m within Resident Services related to Waste Services where additional income is expected from the West London Waste Authority as a result of income generation from energy sales.
- iii. £0.6m in relation to Homelessness services, reflecting interventions to manage demand for the service.
- iv. £3.1m relates to smaller items spread across multiple service areas.

Progress on Savings

23. The savings requirement for 2024/25 is £15.8m as set out in the Council's budget strategy, this position has been supplemented by a further £5.7m of prior year savings carried forward into 2024/25, resulting in an overall programme of £21.5m savings being delivered in year:

Table 2: Savings Tracker

Cabinet Member Portfolio	Blue Banked £m	Green Delivery in progress £m	Amber I Initial stages of delivery £m	Amber II Potential problems in delivery £m	Red Serious problems in delivery £m	Total £m
Cabinet Member for Property, Highways & Transport	(0.4)	(0.6)	(0.1)	(0.5)	(0.1)	(1.7)
Cabinet Member for Finance	0.0	(1.4)	0.0	0.0	0.0	(1.4)
Cabinet Member for Corporate Services	0.0	(1.3)	(0.2)	0.0	(0.3)	(1.8)
Cabinet Member for Residents' Services	(0.2)	(1.9)	(0.7)	0.0	(0.9)	(3.7)
Cabinet Member for Children, Families & Education	(0.3)	(0.6)	(0.3)	(0.2)	(0.3)	(1.7)
Cabinet Member for Health and Social Care	(0.1)	(1.2)	(0.2)	0.0	0.0	(1.5)
Cross-Cutting	0.0	0.0	(6.1)	0.0	(3.6)	(9.7)
Total 2024/25 Savings Programme	(1.0) 5%	(7.0) 33%	(7.6) 35%	(0.7) 3%	(5.2) 24%	(21.5) 100%
Month 5	(1.0) 5%	(6.8) 32%	(11.7) 55%	(0.6) 3%	(1.3) 6%	(21.5) 100%
Movement	0.0 0%	(0.2) 1%	4.1 -20%	(0.1) 0%	(3.9) 18%	

24. As of Month 6, £8.0m (38%) of the savings and interventions are being recorded as banked or on track for delivery, with a further £8.3m (38%) being at initial stages of delivery. In addition, £5.2m (24%) are being reported as having potential challenges in delivery, with alternative delivery methods being considered in-year where appropriate.
25. Where savings are at risk of not being delivered in full during 2024/25, the associated pressures have been factored into the monitoring position with compensating actions bringing the overall position back to breakeven. At this time, it is expected that either the full level of savings will ultimately be delivered, or alternative savings will be proposed to supplement for

non-delivery of particular savings from the outputs of the officer star chambers, subject to member consideration and decisions.

Service Operating Budgets

26. Service Operating Budgets represent the majority of the Council's investment in day-to-day services for residents. With the Council continuing to operate in a high inflation environment driven by global and national influences, these budgets were supplemented with £16.5m of funding to meet forecast inflationary pressures and £14.3m for demographic and other drivers impacting on demand for services going into the 2024/25.
27. Table 3 represents the position reported against normal activities for the Service Operating Budgets, the salient risks and variances within this position are summarised in the following paragraphs.

Table 3: Service Operating Budgets

Service		Approved Budget	Underlying Forecast	Earmarked Reserves	Transformation Capitalisation	Forecast Outturn	Variance	Month 5	Movement
		£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Cabinet Member for Property, Highways & Transport	Expenditure	18.1	18.5	(0.1)	0.0	18.4	0.3	0.6	(0.3)
	Income	(10.5)	(11.2)	0.0	0.0	(11.2)	(0.7)	(0.4)	(0.3)
	Subtotal	7.6	7.3	(0.1)	0.0	7.2	(0.4)	0.2	(0.6)
Cabinet Member for Finance	Expenditure	144.8	144.9	(0.1)	(2.4)	142.4	(2.4)	0.7	(3.1)
	Income	(106.4)	(105.1)	0.0	0.0	(105.1)	1.3	(0.7)	2.0
	Subtotal	38.4	39.8	(0.1)	(2.4)	37.3	(1.1)	0.0	(1.1)
Cabinet Member for Corporate Services	Expenditure	26.5	26.7	0.0	(1.1)	25.6	(0.9)	(0.5)	(0.4)
	Income	(2.0)	(2.3)	0.0	0.0	(2.3)	(0.3)	(0.1)	(0.2)
	Subtotal	24.5	24.4	0.0	(1.1)	23.3	(1.2)	(0.6)	(0.6)
Cabinet Member for Residents' Services	Expenditure	82.9	100.1	(0.8)	(0.5)	98.8	15.9	9.8	6.1
	Income	(52.5)	(62.0)	0.1	0.0	(61.9)	(9.4)	(5.4)	(4.0)
	Subtotal	30.4	38.1	(0.7)	(0.5)	36.9	6.5	4.5	2.1
Cabinet Member for Children, Families & Education	Expenditure	96.2	104.4	0.0	(4.1)	100.3	4.1	4.5	(0.4)
	Income	(23.7)	(24.8)	0.0	0.0	(24.8)	(1.1)	(1.2)	0.1
	Subtotal	72.5	79.6	0.0	(4.1)	75.5	3.0	3.3	(0.3)
Cabinet Member for Health and Social Care	Expenditure	158.9	168.5	0.0	(0.5)	168.0	9.1	8.0	1.1
	Income	(50.3)	(54.9)	(0.3)	0.0	(55.2)	(4.9)	(3.3)	(1.6)
	Subtotal	108.6	113.6	(0.3)	(0.5)	112.8	4.2	4.6	(0.5)
Total Service Operating Budgets		282.0	302.8	(1.2)	(8.6)	293.0	11.0	12.0	(1.0)

Page 130

28. As can be seen from the table above, Service Operating Budgets are forecasting a £10m overspend which is the cumulative effect of a number of variances which are briefly outlined below by Cabinet Portfolio:
- i. **Property, Highways & Transport** – An underspend of £0.4m with the underspend relating to Property Services, with income yields forecast to exceed expenditure from property related income streams from rental and lease income.
 - ii. **Finance** – At Month 6 an underspend of £1.1m is reported for the portfolio, with this variance being driven by treasury activity offset by a pressure reported against energy budgets.
 - iii. **Corporate Services** – The portfolio is reporting a net underspend of £1.2m, with this position largely being driven by holding a number of vacant posts within the service.
 - iv. **Residents' Services** – An underlying overspend of £6.5m with this position being driven largely by homelessness demand outstripping the level of demographic growth built into the service area in the budget strategy, with £4.7m of the pressure relating to homelessness support and driving £1m of the adverse movement. The majority of the remaining pressure is being driven by the Community Safety service, with this largely being the impact of changes in relation to imported food as a result of ongoing Brexit impacts. Waste Services are experiencing increased demand equating to a £0.6m pressures for the service, with this position being funded by one-off income expected from the West London Waste Authority.
 - v. **Children, Families & Education** – At Month 6, an underlying pressure of £3.0m is being reported, with the pressure nearly wholly related to care provision to looked after children as a result of demand outstripping the budget strategy growth for the service. Further pressures are included within the position across income streams including room hire with further pressures being driven by the Early Years Centres, however, these have been mitigated by service underspends within the Children in Need & Protection service from staffing underspends.
 - vi. **Health & Social Care** – An underlying overspend of £4.2m is reported at Month 6, with the overspend largely being due to exceptional demand for adult social care services being materially higher than the amount included in the Council's budget strategy, with management action aiming to contain an element of this spend by supplier management and containing annual uplifts to a value below the budgeted increase (with the budgeted increase being based on the ADASS value of 7.9% and CPI running significantly below this value at 1.7% in September 2024). The overspend driven by Adult Placements after management action is forecast to be £4.5m, with management action reported in Month 5 being the key driver behind the favourable movement for this portfolio, with staffing underspends across the service reducing the overall pressure on the portfolio budget to £4.2m.

Collection Fund

29. A surplus of £0.05m is reported within the Collection Fund at Month 6, representing no movement from Month 5. Within the Collection Fund, an adverse position is reported within Council Tax of £1.3m, offset by a favourable position within Business Rates of £1.3m. This position is driven by 3 key factors:
- i. Council Tax is presenting an in-year pressure of £1.2m against a £145.8m budget, with a further £0.1m being driven by the adverse movement on 2023/24.
 - ii. Business Rates is presenting an in-year surplus of £0.3m driven by an increase in the realisation of the benefit from the revised rating list for 2023.
 - iii. The Business Rates position is then compounded by a favourable £0.9m against the 2023/24 outturn position.
 - iv. The Council continues to monitor the outstanding debt associated with Council Tax and Business Rates and provide cover against this debt, with this position remaining under review.
30. Any surpluses or deficits within the Collection Fund impact on the Council's future year budgets, with the position reported up to Month 9 impacting on the 2025/26 saving requirement, leading to £0.05m that will be included in the Council's refresh of the budget strategy that will be presented to Cabinet in December 2024 as part of the consultation budget, with any further updates between Month 10 and outturn impacting on 2026/27. This position therefore will reduce the Council's gross saving requirement by £0.05m for 2025/26.
31. Whilst this position presents an adverse position for Council Tax, it is anticipated that this will be offset by the favourable position on Business Rates into 2025/26, with the retained income yield from taxation not expected to adversely impact the Council's budget strategy in the medium term.

General Fund Capital Programme

32. Table 4 below sets out the latest forecast outturn on General Fund capital projects. Forecasts for future years include capital projects and programmes of work approved by Cabinet and Council in February 2024. Projected variance against budget for the 2024/25 financial year are analysed between cost and rephasing, in the case of the latter, budget will only be rolled forward for use in future financial years with the explicit approval of Cabinet. As of Month 6, a total favourable variance of £18.7m is projected against the 2024/25 programme, with £0.2m declared as a cost variance and the remaining £18.5m against the rephasing variance. The position presented below is based on the approved Capital Programme budget from Cabinet and Council in February 2024 and includes rephasing of 2023/24 unspent programme budgets approved by Cabinet in June 2024. A full schedule of the capital programme is included in Appendix A1.

Table 4: General Fund Capital Programme Summary

	Approved Budget 2024/25	Forecast 2024/25	Cost Variance 2024/25	Project Re-phasing 2024/25	Total Project Budget 2024-2029	Total Project Forecast 2024-2029	Total Project Variance 2024-2029	5-year Movement
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Cabinet Member Portfolio								
Property, Highways and Transport	70.2	60.4	0.0	(9.8)	193.7	193.7	0.0	0.0
Finance	10.8	15.6	0.0	4.8	14.8	14.8	0.0	0.0
Corporate Services	5.5	4.3	(0.2)	(1.0)	17.1	17.0	(0.2)	0.0
Residents' Services	4.4	4.0	0.0	(0.4)	13.0	13.0	0.0	0.0
Children, Families and Education	22.9	10.8	0.0	(12.1)	36.1	36.1	0.0	0.0
Health and Social Care	8.9	8.9	0.0	0.0	24.8	24.8	0.0	0.0
Contingency	2.7	2.7	0.0	0.0	10.7	10.7	0.0	0.0
Total Capital Programme	125.4	106.7	(0.2)	(18.5)	310.2	310.1	(0.2)	0.0
Major Projects	78.4	67.1	0.0	(11.3)	153.4	153.4	0.0	0.0
Programme of Works	44.2	36.9	(0.2)	(7.2)	146.2	146.0	(0.2)	0.0
General Contingency	2.7	2.7	0.0	0.0	10.7	10.7	0.0	0.0
Total Capital Programme	125.3	106.7	(0.2)	(18.5)	310.3	310.1	(0.2)	0.0

33. As can be seen from the table above, Capital Programme Budgets are forecasting an in-year underspend of £18.7m, with this balance forecast to be rephased into 2025/26, the variance at Month 6 is driven by a number of key updates since the programme was presented in the Month 2 monitoring report, with £12m relating to the schools expansion programme, £6m from the Hillingdon Water Sports Facility, £2.8m from Disabled Facilities Grant, with this position being offset by a forecast overspend against Transformation Capitalisation of £6.2m and the remaining variance coming from a number of smaller updates, all of which is ultimately forecast to be delivered within budget over the life of the project with the exception of the declared £0.2m cost variance. The salient risks and variances within this position are summarised in the following paragraphs by Cabinet Portfolio:

- i. **Property, Highways & Transport** – Programmes within this portfolio are forecast to underspend by £9.8m in 2024/25 with £5.3m of this relating to major projects predominantly from the delay in the Hillingdon Water Sports Facility, which is forecast to be delivered in 2025/26, with this sum being reported as a rephasing variance to ultimately deliver the project to budget. A further £4.5m underspend is forecast for Programme of Works activity in 2024/25, with this largely being driven by 2 programmes, i.e., Disabled Facilities Grant and Schools Conditions Surveys. All other projects in this portfolio are forecast to budget, with the largest Major Projects being the New West Drayton Leisure Centre, which is due for completion in 2025/26, Carbon Zero Initiatives and the Civic Centre Transformation Programme.
- ii. **Finance** – The £10.8m budget in this portfolio is forecast to overspend by £4.8m at Month 6, with a pressure of £6.2m against Transformation activity in support the Council's saving programme, offset by £1.4m reduction in the purchase of vehicles, with this programme being proposed to be rephased into 2025/26.
- iii. **Corporate Services** – This portfolio is forecasting to underspend by £1.3m with £1.0m of this being proposed for rephasing in relation to the investment in Corporate

Technology and Innovation, with this programme being linked to the delivery of the Council's digital savings within the revenue position and forecast to ultimately be spent over the life of the programme.

- iv. **Residents' Services** – As at Month 6 are forecasting an underspend of £0.4m within this portfolio, these programmes including Major Projects on Shopping Parades and Waste Services Improvements forecast to budget, with the underspend being in Programme of Works projects against the Chrysalis programme.
- v. **Children, Families and Education** – As at Month 6, a forecast underspend of £12.1m is forecast against Major Projects, with this predominantly relating to the SEND expansion programme forecast to be delayed, with this variance proposed for rephasing into 2025/26, with the project ultimately increasing the number of placements in the borough, with this investment supporting the delivery of the Council's Safety Valve Agreement with the Department for Education.
- vi. **Health & Social Care** – This portfolio is forecasting a breakeven position against the approved budget of £8.9m, with £6m of this sitting within Major Projects to fund the Investment in Care Home Capacity, with this investment linked to the delivery of revenue savings for the service area, with the remaining balance of £2.9 funding equipment for Social Care service users as a preventative measure that similarly supports the portfolio's revenue expenditure on care placements.

34. The Capital Programme will continue to be closely monitored throughout the year, with progress against delivery plans to be reported back to Cabinet throughout the remainder of the financial year.

Capital Financing - General Fund

Table 5: Capital Financing

	Approved Budget 2024/25 £'000	Forecast 2024/25 £'000	Cost Variance £'000	Phasing Variance £'000	Total Financing Budget 2024-2029 £'000	Total Financing Forecast 2024-2029 £'000	Total Variance £'000	5-year Movement
Source of Finance								
Capital Receipts	(20.3)	(2.5)	0.0	17.8	(22.8)	(22.8)	0.0	0.0
CIL	(0.6)	(0.3)	0.0	0.3	(3.2)	(2.9)	0.3	0.0
Prudential Borrowing	(60.3)	(70.3)	0.2	(10.2)	(181.9)	(182.2)	(0.2)	0.0
Total Council Resources	(81.2)	(73.1)	0.2	7.9	(207.9)	(207.9)	0.1	0.0
Grants & Contributions	(44.1)	(33.5)	0.0	10.6	(102.4)	(102.3)	0.1	0.0
Capital Programme	(125.3)	(106.6)	0.2	18.5	(310.3)	(310.2)	0.2	0.0

35. The MTFE disposals programme 2024-29 forecasts total capital receipts of £22.8m, with 2024/25 forecast capital receipts at £11.1m, with £8.6m of this being used to fund transformation activity, leaving £2.5m to be utilised to reduce borrowing within the capital

programme. Progress is being made identifying and progressing potential asset disposals with these receipts forming a key strand to financing the Council's DSG Safety Valve and broader transformation programme, and therefore this activity remains a key corporate priority.

Schools Budget

36. The Dedicated Schools Grant (DSG) total Block for the Maintained Schools is forecasting a deficit of £17.3m based on Month 6 (September 2024), representing a significant improvement from the £25.6m reported at outturn 2023/24, however, this position has been compounded by a one-off adjustment of £4.0m that relates to a review of the balance sheet that has led to an adverse in-year movement. This in year deficit is wholly driven by High Needs placement demand and cost pressures which continue to be significantly underfunded in the DSG settlement that the authority receives from the DfE. Table 6 below sets out a summary of the Schools Budget and Forecast summarises the forecast.
37. Whilst the Safety Valve Agreement with the Department of Education (DfE) is currently suspended, work has continued and is very successfully taking control of the market, managing unit costs down and beginning to see a significant reduction in the deficit as a consequence. It should be noted that constructive discussions with the DfE are continuing and that the Council is holding £8m of available capital receipts which can ultimately be allocated to reduce the deficit.

Table 6: DSG Income and Expenditure Summary

Dedicated Schools Grant (DSG) Blocks	Budget 2024/25			Forecast Month 6 £m	Variance Month 6 £m	Change from Month 5 £m
	DSG Settlement	Academy Recoupment	LBH Maintained			
	£m	£m	£m			
Schools Block	277.8	173.3	104.5	104.5	0	0
Early Years Block	37.5	0	37.5	37.5	0	0
Central Schools Block	2.4	0	2.4	2.4	0	0
High Needs Block	67.9	11.6	56.3	73.6	17.3	1.2
High Needs Block – Prior Year Adjustment	0	0	4.0	4.0	4.0	4.0
Total	385.6	184.9	200.7	222.0	21.3	5.2
Balance Brought Forward 1 April 2024					47.5	
Total Deficit at 31 March 2025					68.8	

38. A core target for the revised High Needs Safety Valve Plan is to actively reduce unit costs by concentrating SEN support in-Borough within our maintained schools and thereby reduce dependence on high cost Independent and Out-of-Borough placements. Trend data shows clear evidence that the approach which has been in place since early last financial year is now beginning to have a really positive impact.
39. The service strategy to manage the High Needs Deficit Plan through a combination of mitigating costs and releasing savings is beginning to take affect and show significant success, with an in-year forecast reduction of £8.3m on last year's deficit of £25.6m, with both costs and the in-year deficit reducing in 2024/25 (albeit that an adverse adjustment of £4m has proved necessary in respect of prior years' income).

40. The issue of mounting DSG deficits remains a national issue, with projections for a £4bn deficit across the country forming a key strand to lobbying by sector bodies such as the LGA and London Councils.

Housing Revenue Account

41. The Housing Revenue Account (HRA) is currently forecasting a breakeven position, with ongoing inflationary risk being closely monitored for the remaining month of the year. The 2024/25 closing HRA General Balance is forecast to be £15m, in line with the target level set out in the Council's budget strategy. The table below presents key variances with a £0.7m shortfall against budgeted income being offset by a reduction in the capital financing costs, with these two updates intrinsically linked, with a shortfall against the planned increase in housing stock leading to income pressures, with delays in the investment leading to a favourable movement against the associated financing costs.

Table 7: Housing Revenue Account

Service	Budget £m	Forecast Outturn £m	Variance (As at Month 6) £m	Variance (As at Month 5) £m	Change from Month 5 £m
Rent & Other Income	(80.6)	(80.0)	0.6	0.0	0.6
Net Income	(80.6)	(80.6)	0.0	0.0	0.0
Operational Assets	14.0	14.0	0.0	0.0	0.0
Director of Housing	9.6	9.7	0.1	0.0	0.1
Other Service Areas	1.0	1.0	0.0	0.0	0.0
Contribution to Shared Services	13.3	13.3	0.0	0.0	0.0
HRA Operating Costs	37.9	37.9	0.7	0.0	0.7
Capital Programme Financing	26.7	26.0	(0.7)	0.0	(0.7)
Interest and Investment Income	16.1	16.1	0.0	0.0	0.0
Capital Programme Financing	42.8	42.8	0.0	0.0	0.0
(Surplus) / Deficit	(0.1)	(0.1)	0.0	0.0	0.0
General Balance 01/04/2023	15.1	15.1	0.0	0.0	0.0
General Balance 31/03/2024	15.0	15.0	0.0	0.0	0.0

42. At Month 6, rental income and other income is forecasting a £0.6m budget pressure with the commissioning plan's target to deliver 300 new homes being weighted towards the back end of the year, with potential for under delivery against this target by year end. The budgets are based on a void rate of 1.35%, with any material variation from this level feeding into rental projections as appropriate.
43. The HRA Operating Costs Budget is £37.9m and at Month 6 is forecasting a minor £0.1m overspend against the budget, with this adverse variance related to regulator associated updates. These budgets being based on supporting the Council's current housing stock as at 1 April 2024, with growth added in line with the commissioning plan's increase in stock numbers throughout the year. With these budgets being linked to the servicing of the Council's housing stock. This area will remain under review throughout the year, with growth in these budgets included in the approved budget from February 2024 to be deployed as and when new homes are brought online. Inflation was also added to these budgets in the Council's budget strategy, with early indications suggesting the budgeted uplift is sufficient to meet inflationary demands on the service.

44. The detail behind the service delivery of the blocks included in table 7 are as follows:
- i. Operational Assets budget funds the services provided for repairs and maintenance, void repairs, compliance and inspections.
 - ii. The Director of Housing budget includes tenancy management and tenants' services. The budgets include utility costs, and these will continue to be monitored given the volatility of the electricity and gas markets in recent times.
 - iii. The Other Service Areas budget includes the Careline contract, HRA specific ICT costs and the revenue regeneration costs.
 - iv. The Contribution to Shared Services budget includes the development and risk contingency, overheads and corporate and democratic core charges, and the bad debt provision.
45. The MTFE savings target is £0.5m with this saving expected to be delivered by virtue of the Council's general fund savings against support services, leading to a reduction in the recharge to the HRA for these services.
46. As at Month 6 the capital programme financing budget of £42.8m is forecast to underspend by £0.7m. This budget forecast includes £26.7m (depreciation and revenue contributions) to fund the HRA capital programme, the position also includes £16.1m for repayments of loans and interest on borrowing, this position will be closely monitored throughout the year with clear linkages to the commissioning plan.

HRA Capital Expenditure

47. The HRA capital programme is set out in the table below. The 2024/25 approved budget is £184.9m, with 2023/24 rephasing of £22.8m, taking the total 2024/25 budget to £207.7m. The Month 6 update is forecasting a £1.7m underspend in 2024/25, with this recommended to be rephased into 2025/26. A full schedule of the HRA Capital Programme is included in Appendix A2.

Table 8: HRA Capital Expenditure

	Approved Budget 2024/25	Forecast 2024/25	Cost Variance 2024/25	Project Re-Phasing 2024/25	Total Project Budget 2024-29	Total Project Forecast 2024-29	Total Project Variance 2024-29	Movement 2024-29
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
HRA Capital Programme								
Major Projects	165.8	167.0	0.0	1.2	391.1	394.8	3.6	0.0
Works to Stock programme	32.7	31.6	0.0	(1.1)	132.3	132.3	0.0	0.0
Green Homes Initiatives	6.8	5.0	0.0	(1.8)	37.2	35.4	(1.8)	0.0
Major Adaptations to Property	2.5	2.5	0.0	0.0	12.3	12.3	0.0	0.0
Total HRA Capital	207.8	206.1	0.0	(1.7)	572.9	574.8	1.8	0.0

48. As at Month 6, the HRA Capital Programme is forecast to underspend by £1.7m, with the commissioning plan approved in February 2024 to deliver an additional 300 new homes in 2024/25 expected to ultimately deliver to budget, with three major developments and acquisitions having been approved recently that support the delivery of an additional 500 homes by March 2027.
49. The Hayes Estates Regeneration scheme is forecast to breakeven over the 5-year budget to 2028/29. As a result of this revised profiling, vacant possession of Wellings House is not needed now until December 2024 and the block is being utilised for temporary accommodation until then, and all leaseholder interest vested to the Council as planned on 31 October 2023. The compulsory purchase negotiations on the remaining phases will complete as planned by the 31 March 2025 with expenditure forecasts aligned accordingly. Handover of Hayes Town Centre Phase 1 is expected around September 2025.
50. The Council's HRA Commissioning Plan is on track to ultimately deliver 300 new homes, however, some of this target is likely to slip into 2025/26, with an approved budget of £130m for 2024/25 with an in-year overspend of £1.2m forecast against this budget. The 5-year budget allocation of £238.8m is forecast to budget and will support increasing the Council's housing stock by 500 units by 31 March 2027.

HRA Capital Financing

51. The below table sets out the HRA Capital Financing forecast at Month 6:

Table 9: HRA Capital Financing

	Approved Budget 2024/25 £'000	Forecast 2024/25 £'000	Cost Variance £'000	Phasing Variance £'000	Total Financing Budget 2024-2029 £'000	Total Financing Forecast 2024-2029 £'000	Total Variance £'000	Move-ment
Source of Finance								
Capital Receipts	(1.2)	0.0	0.0	1.2	(1.2)	(1.2)	0.0	0.0
Revenue Contributions	(34.8)	(33.4)	0.0	1.5	(140.3)	(140.3)	0.0	0.0
Prudential Borrowing	(134.9)	(148.4)	0.0	(13.5)	(375.5)	(375.5)	0.0	0.0
Total Council Resources	(170.9)	(181.8)	0.0	(10.8)	(517.0)	(517.0)	0.0	0.0
Grants & Contributions	(36.7)	(24.2)	0.0	12.5	(55.9)	(55.9)	0.0	0.0
Capital Programme	(207.6)	(206.0)	0.0	1.7	(572.9)	(572.9)	0.0	0.0

52. As at Month 6, Capital Financing is forecasting a £1.7m pressure in 2024/25 and to ultimately breakeven over the 5-year period to 2028/29 in line with capital expenditure, with the service forecasting to achieve £55.9m of grant income over the 5-year programme to support green homes initiatives and contributions to developments and acquisitions. The Council's approach is to maximise external sources of funding before applying revenue contributions and prudential borrowing.

Table 10: Outstanding Deposits

Period	Actual (£m)	Actual (%)	Movement from Month 5 (£m)
Call Accounts and MMF's*	18.00	49.3%	(1.9)
Up to 3 Month Fixed-Term Deposits	3.50	9.6%	(1.6)
Total	21.50	58.9%	(3.5)
Strategic Pooled Funds	15.00	41.1%	-
Total	36.50	100.0%	(3.5)
Average Investment Balances May 2024	50.61		(11.6)

*Money Market Funds

53. Deposits are held with UK institutions, all of which hold a minimum A- Fitch (or lowest equivalent) long-term credit rating and AAA rated Money Market Funds (MMFs). UK deposits are currently held in NatWest Bank plc and the DMADF. There is also an allocation to Strategic Pooled Funds.
54. The average rate of return on day-to-day operational treasury balances since the beginning of the new financial year is 5.15%. As part of the Council's investment strategy for 2024/25, the Council continues to hold a total of £15m in three long-dated strategic pooled funds (£5m in each). The strategic pooled funds have a long-term investment horizon with dividends being distributed periodically. When including projected dividend income on these strategic pooled funds, the overall rate of return decreases to 4.97% based on the previous six months income average. With the high market interest rates there has been a lag in terms of dividend yield whilst the underlying assets mature and are refinanced, however over the last year income on these funds has been increasing. As the fair value of these strategic pooled funds are currently lower than the sum initially invested it is not feasible to disinvest at this time.
55. The Council aims to minimise its exposure to bail-in risk by utilising bail-in exempt instruments and institutions whenever possible. However, due to the significant amount held in instant access facilities, which is needed to manage daily cashflow, it is not possible to fully protect Council funds from bail-in risk. At the end of September, 84% of the Council's day-to-day operational treasury investments had exposure to bail-in risk compared to a September benchmark average of 75% for London and metropolitan boroughs. This exposure fluctuates during the month as DMADF deposits, which are not exposed to bail in risk, were generally higher over the month compared to the balance held with the DMADF at the end of the month.
56. Liquidity was maintained by placing surplus funds in instant access accounts and making short-term deposits, including overnight deposits, in the DMADF. Cash flow was managed by ensuring maturities of any short-term deposits with the DMADF were matched to outflows. Average investments over the month (including strategic pooled funds) were £50.61m, a decrease of £11.6m from Month 5.

Table 11: Outstanding Debt

	General Fund	HRA	Total	Average Interest Rate (Total)
	£m	£m	£m	%
PWLB Long Term	70.6	207.3	277.9	3.43%
Market	15.0	33.0	48.0	4.11%
Temporary Borrowing:				
Local Authorities	80.0	0.0	80.0	5.17%
PWLB	0.0	20.0	20.0	5.07%
	165.6	260.3	425.9	3.91%
Monthly movement	(1.0)	8.3	7.3	0.01%

57. During September 2024, two £5m PWLB long term loans were secured, taking advantage of the concessionary rate available for financing eligible HRA projects included in the HRA capital programme. It is anticipated new borrowing will be required over the remainder of the financial year to maintain liquidity and finance capital expenditure.
58. PWLB rates dipped during September and then returned to levels close to those at the beginning of the month.

Appendix A1: General Fund Capital Programme

	Current Year Budget	Current Year Forecast	Current Year Cost Variance	Current Year Rephasing Variance	5-Year Budget	5-Year Forecast Spend	5-Year Forecast Variance	Council Resources	Government Grants	Other Cont'ns
GF Major Projects										
Property, Highways and Transport										
Hillingdon Water Sports Facility	10,128	4,200	0	(5,928)	23,128	23,128	0	(100)		
Jubilee Leisure Centre, West Drayton	6,153	6,153	0	0	19,014	19,014	0	(45)		
Civic Centre Transformation	5,000	5,000	0	0	16,476	16,476	0	(430)		
Carbon Initiatives	10,101	10,101	0	0	13,532	13,532	0	(250)		
Housing Company Financing	5,858	5,858	0	0	10,858	10,858	0	(99)		
Charville Lane - Children Specialist House	3,030	3,030	0	0	4,341	4,341	0	(3,431)	(10,101)	
Northwood Hills Library (New)	0	0	0	0	2,390	2,390	0	(10)		0
Harefield Family Hub New Build	1,750	1,750	0	0	2,150	2,150	0	(1,354)	(2,987)	
Otterfield Road library	0	0	0	0	1,974	1,974	0	(16,476)		
New Years Green Lane Extension	150	150	0	0	932	932	0	(244)	0	0
Uxbridge Cemetery Gatehouse & Chapel Refurbishment	0	492	0	492	476	522	46	(165)	0	
Motor Vehicle Workshop - Relocation	320	320	0	0	465	465	0	(2,150)		
Battle of Britain Underground Bunker	50	131	0	81	430	430	0		(23,128)	
Parking Improvements	175	391	0	216	401	401	0	(10,858)		
Botwell Leisure Centre Adaptations	250	250	0	0	250	250	0	(19,014)		0
Cranford Park Heritage	244	244	0	0	244	244	0	(465)		
Flood Alleviation	62	22	0	(40)	165	165	0	(882)	(50)	
Uxbridge Mortuary Extension	138	138	0	0	138	138	0	(2,390)		
Appropriation of Townfield to General Fund	0	0	0	0	100	100	0	(1,974)		
Botwell Leisure Centre Football Pitch Replacement	99	0	0	(99)	99	99	0	(401)		
Asha Day Centre Refurbishment	20	20	0	0	45	45	0	(476)		
Yiewsley / West Drayton Community Centre	43	43	0	0	43	43	0	(138)		
Cedars & Grainges Car Park Improvements	10	10	0	0	10	10	0	(43)		
Property, Highways and Transport Total	43,581	38,303	0	(5,278)	97,661	97,707	46	(61,395)	(36,266)	0

	Current Year Budget	Current Year Forecast	Current Year Cost Variance	Current Year Rephasing Variance	5-Year Budget	5-Year Forecast Spend	5-Year Forecast Variance	Council Resources	Government Grants	Other Cont'ns
Finance										
DSG Capitalisation Support	4,000	4,000	0	0	8,000	8,000	0	(2,303)		
Capitalisation of Transformation Expenditure	2,303	8,500	0	6,197	2,303	2,303	0	(8,000)		
Finance Total	6,303	12,500	0	6,197	10,303	10,303	0	(10,303)		
Residents										
Shopping Parade Initiatives	532	532	0	0	1,594	1,594	0	(1,594)	0	0
Waste Services Improvements	240	240	0	0	240	240	0	(240)		
Residents Total	772	772	0	0	1,834	1,834	0	(1,834)	0	0
Children, Families and Education										
SRP / SEND	21,734	9,500	0	(12,234)	25,519	25,519	0	(7,544)		
Secondary School Expansions	0	0	0	0	7,544	7,544	0	(20,000)	(5,519)	
Children, Families and Education Total	21,734	9,500	0	(12,234)	33,063	33,063	0	(27,544)	(5,519)	
Health and Social Care										
Investment in Home Care Capacity	6,000	6,000	0	0	10,500	10,500	0	(10,500)		
Health and Social Care Total	6,000	6,000	0	0	10,500	10,500	0	(10,500)		
Major Projects Total	78,390	67,075	0	(11,315)	153,361	153,407	46	(111,576)	(41,785)	0

	Current Year Budget	Current Year Forecast	Current Year Cost Variance	Current Year Rephasing Variance	5-Year Budget	5-Year Forecast Spend	5-Year Forecast Variance	Council Resources	Government Grants	Other Cont'ns
GF Programme of Works										
Property, Highways and Transport										
Highways Structural Works	9,219	9,573	0	354	42,219	42,219	0	(63)		
School Building Condition Works	7,028	5,109	0	(1,919)	20,696	20,696	0		(12,903)	
D.F.G. - Mandatory	4,319	1,500	0	(2,819)	12,903	12,903	0	(30)	(11)	
Transport for London	1,458	1,458	0	0	7,290	7,290	0		(484)	
Street Lighting Replacement	925	925	0	0	4,625	4,625	0	(1,500)		
Property Works Programme	1,259	1,259	0	0	3,823	3,777	(46)		(56)	(53)
Highways Bridges and Structures	300	300	0	0	1,500	1,500	0	(42,219)		
Leisure Centre Refurbishment	748	626	0	(122)	1,148	1,148	0		(212)	
Road Safety	120	120	0	0	600	600	0		(338)	
Environmental and Recreational Initiatives - Pollution Screening	484	484	0	0	484	484	0	(722)	(426)	
HS2 Road Safety Fund	338	338	0	0	338	338	0	(3,823)		
HS2 Amenity Fund	212	212	0	0	212	212	0	(600)		
Highways Section 106 Projects	109	109	0	0	109	109	0		(20,696)	
Bowls Club Refurbishment	63	59	0	(4)	63	63	0	(4,625)		
Emergency Active Travel	41	41	0	0	41	41	0		(7,290)	
Property, Highways and Transport Total	26,622	22,112	0	(4,510)	96,050	96,004	(46)	(53,582)	(42,415)	(53)
Finance										
Purchase of Vehicles	4,511	3,131	0	(1,380)	4,511	4,511	0	(4,511)		
Finance Total	4,511	3,131	0	(1,380)	4,511	4,511	0	(4,511)		
Corporate Services										
Corporate Technology and Innovation Programme	5,303	4,200	0	(1,103)	16,116	16,116	0	(16,106)	(10)	
Older Peoples Initiative	200	50	(150)	0	1,000	850	(150)	(1,000)		
Corporate Services Total	5,503	4,250	(150)	(1,103)	17,116	16,966	(150)	(17,106)	(10)	

	Current Year Budget	Current Year Forecast	Current Year Cost Variance	Current Year Rephasing Variance	5-Year Budget	5-Year Forecast Spend	5-Year Forecast Variance	Council Resources	Government Grants	Other Cont'ns
Residents										
Chrysalis Programme	2,228	1,928	0	(300)	8,228	8,228	0	(1,094)		
CCTV Programme	349	349	0	0	1,094	1,094	0	(5,077)		(3,151)
Playground Replacement Programme	200	200	0	0	1,000	1,000	0		(199)	(478)
Environmental and Recreational Initiatives - Green Spaces	677	628	0	(49)	677	677	0	(1,000)		
Sports Clubs Rebuild / Refurb Programme	107	107	0	0	107	107	0	(43)		
Property Works Programme	43	43	0	0	43	43	0		(107)	
Residents Total	3,604	3,255	0	(349)	11,149	11,149	0	(7,214)	(306)	(3,629)
Children, Families and Education										
Devolved Capital to Schools	385	385	0	0	1,925	1,925	0		(1,925)	
Youth Provision	753	910	0	157	1,153	1,153	0		(1,153)	
Children, Families and Education Total	1,138	1,295	0	157	3,078	3,078	0		(3,078)	
Health and Social Care										
Equipment Capitalisation - Social Care	2,850	2,850	0	0	14,250	14,250	0		(14,250)	
Health and Social Care Total	2,850	2,850	0	0	14,250	14,250	0		(14,250)	
GF Programme of Works Total	44,228	36,893	(150)	(7,185)	146,154	145,958	(196)	(82,413)	(60,059)	(3,682)
GF Capital Contingency										
Contingency										
General Fund Capital Contingency	2,701	2,701	0	0	10,701	10,701	0	(10,701)		
Contingency Total	2,701	2,701	0	0	10,701	10,701	0	(10,701)		
GF Capital Contingency Total	2,701	2,701	0	0	10,701	10,701	0	(10,701)		
Grand Total	125,319	106,669	(150)	(18,500)	310,216	310,066	(150)	(204,690)	(101,844)	(3,682)

Appendix A2: HRA Capital Programme

	Current Year Budget	Current Year Forecast	Current Year Cost Variance	Current Year Rephasing Variance	5-Year Budget	5-Year Forecast Spend	5-Year Forecast Variance	Council Resources	Government Grants	Other Cont'ns
HRA Major Projects										
Property, Highways and Transport										
Hayes Regeneration	32	32	0	0	132	132	0	(105)	0	0
Acquisitions	85	95	0	10	118	131	12	(98)	(20)	0
Acquisition and Development Unallocated	30	30	0	0	105	105	0	(4)	(11)	0
HRA General Contingency	4	4	0	0	20	16	(4)	(131)	(1)	0
Development Allocated	16	7	0	(9)	16	7	(9)	(20)	0	0
Property, Highways and Transport Total	166	167	0	1	391	391	0	(359)	(32)	0
HRA Major Projects Total	166	167	0	1	391	391	0	(359)	(32)	0
HRA Programme of Works										
Property, Highways and Transport										
HRA Works to Stock Programme	31	30	0	(1)	127	127	0	(6)	0	0
House Extension Programme	2	2	0	0	6	6	0	(127)	0	0
Property, Highways and Transport Total	33	32	0	(1)	132	132	0	(132)	0	0
HRA Programme of Works Total	33	32	0	(1)	132	132	0	(132)	0	0
Green Homes Initiatives Programme										
Property, Highways and Transport										
Green Homes Initiatives Programme	7	5	0	(2)	37	37	0	(19)	(19)	0
Property, Highways and Transport Total	7	5	0	(2)	37	37	0	(19)	(19)	0
Green Homes Initiatives Programme Total	7	5	0	(2)	37	37	0	(19)	(19)	0
Major Adaptations										
Property, Highways and Transport										
Major Adaptations	2	2	0	0	12	12	0	(7)	(5)	0
Property, Highways and Transport Total	2	2	0	0	12	12	0	(7)	(5)	0
Major Adaptations Total	2	2	0	0	12	12	0	(7)	(5)	0
Grand Total	208	206	0	(2)	573	573	0	(517)	(56)	0

PART B: FINANCIAL RECOMMENDATIONS

That the Cabinet:

- a. Approve acceptance of £20k grant funding from the Greater London Authority (GLA) to support costs associated with implementing auto-enrolment of eligible families / pupils for the National Free School Meals grant.
- b. Note the request to extend the CPA limit to finalise payments with Castlefield Recruitment Ltd and Ambient People, two recruitment suppliers.
- c. Accept the Household Support Fund grant (£2,069,342) for the period 1st October 2024 to 31 March 2025 and approve the policy statement as set out in the Appendix B1.
- d. Delegate authority to the Head of Legal Services, in consultation with the Cabinet Member for Finance & Transformation, to set and vary legal fees chargeable to external third parties in respect of legal work undertaken by or on behalf of the London Borough of Hillingdon. Fees set or varied pursuant to this delegation shall be reported to Cabinet as part of the regular budget reporting processes.

Reasons for recommendation

59. **Recommendation 2a** seeks acceptance of grant funding has been offered by the GLA as a 'one-off' payment. If accepted by Cabinet, it will be utilised to cover the costs of identifying eligible families from existing datasets and opting them into Free School Meal registration via the School census returns. Registration attracts additional deprivation funding from the Education and Skills Funding Agency used to support disadvantaged children.
60. The introduction of the new Oracle system in May has significantly improved spend controls. Whilst that is a major benefit of the new system, one of the consequences is that where we do not have formal governance in place, the system limits the total value of purchase order to £100k and payments cannot be made above that level to suppliers. **Recommendation 2b** seeks approval to extend the CPA limit and finalise payments to Castlefield Recruitment Ltd and Ambient People. Castlefield and Ambient People have previously supplied interim Finance resource directly to the Council, both suppliers are now onboarded to the Council's nominated contingency labour contract for professional roles (Matrix) and as a result, spend is formally monitored and managed through this contract.
61. For **recommendation 2c**, please see Appendix B1 below.
62. **Recommendation 2d** seeks approval to delegate authority to set and vary the Council's legal fees in relation to third party charges for work undertaken by or on behalf of the Council, with any revisions to the Council's fees and charges to be reported back to Cabinet in the monthly monitoring report.

Appendix B1

Hillingdon Household Support Fund Statement 2024 (October 2024 to March 2025)

Each local authority is required to have an eligibility statement / framework published for their local Household Support scheme.

Purpose of the Scheme

Hillingdon Council is Putting Residents First using government funding to help support residents most in need by providing additional financial assistance to help meet the cost of food, energy, water bills and other essentials.

Eligibility

In line with prescribed national guidance from the Department for Work and Pensions, the Hillingdon Household Support Fund scheme will meet the following requirements for Households within Hillingdon:

Eligible Households

- Low-income households who would otherwise struggle to buy food, pay essential utility bills, or meet other essential living costs.
- Pensioners who have been affected by the removal of the Winter Fuel payment who would otherwise struggle to buy food, pay essential utility bills, or meet other essential living costs.

Eligible expenditure

- The funding will primarily be used to support vulnerable households with the increased costs of living, with a particular focus on domestic energy costs, food, and other essentials.
- The Fund may be used to provide supplementary advice services to award recipients, including debt, benefit and/or employment advice.

The Hillingdon Scheme

In line with the prescribed eligibility requirements, the scheme for Hillingdon will be available for low-income residents as follows:

- Households eligible for benefit related free school meals, attending a Hillingdon School
- Children of pre-school age living within Hillingdon and the household are in receipt of one of the following qualifying benefits:
 - Income Support
 - Income based - Job Seeker's Allowance
 - Income related – Employment and Support Allowance
 - Guaranteed Pension Credit
 - Universal Credit without earning.
- Children attending an independent Special Educational Needs school, living within Hillingdon, or receiving and registered as Home Educated and the household are in receipt of one of the following qualifying benefits.
 - Income Support

- Income based - Job Seeker's Allowance
- Income related – Employment and Support Allowance
- Guaranteed Pension Credit
- Universal Credit without earning.
- Working age adults, who apply or who are referred by Hillingdon Social Care teams or a partner service, e.g.CAB, DASH, in need of assistance for food, utilities and other essential costs, considered on a case-by-case basis.
- Pensioners who apply or who are referred by Hillingdon Social Care teams or a partner service, e.g. Age UK, in need of assistance for food, utilities and other essential costs, considered on a case-by-case basis.

How this support will be implemented and accessed

To ensure this support reaches those who need it most, it is proposed families in receipt of benefit related free school meals will be contacted directly if they are eligible to receive assistance toward meals or financial help to cover utilities costs. These households will receive assistance via the established free school meals system and / or will be emailed/written to directly advising them on how to access their e-vouchers. There will also be an application process available to any resident or someone acting on their behalf, e.g., CAB, Age UK, DASH, Social Care and Hillingdon Housing teams to apply for assistance from the Household Support Fund in Hillingdon.

Payments

Payments to eligible households will be made using the most secure methods of payment. This will include using the Edenred system where possible, e-vouchers or making payments direct into individual bank accounts.

For children eligible for free school meals, a payment of £15 per child per week for a four-week period will be made, paid to families in stages (1-week October half term, 2- weeks Christmas holiday period and 1-week February half term.)

For other payment requests or additional payment requests, these will be considered on a case-by-case basis in line with the prescribed eligibility criteria as set out above.

Duration of the Scheme

In line with guidance from the Department for Work and Pensions, the Hillingdon Household Support Fund Scheme will operate from 1 October 2024 to 31 March 2025 inclusive.

Reviewing the Scheme

The Council will keep the scheme under review and may make changes to the scheme as is required to ensure the needs of Hillingdon residents continue to be met.

Preventing Fraud

Residents may face prosecution if they have manipulated or falsified their position in order to obtain these payments.

PUBLIC PREVIEW:

MATTERS TO BE CONSIDERED LATER IN PRIVATE

Cabinet Member(s)	As appropriate
Cabinet Portfolio(s)	As appropriate
Officer Contact(s)	Mark Braddock – Democratic Services
Papers with report	None

HEADLINES

Summary	<p>A report to Cabinet to provide maximum transparency to residents on the private matters to be considered later in Part 2 of the Cabinet meeting and agenda.</p> <p>This will enable Cabinet Members to openly discuss such matters generally in public, and via the Council’s live broadcast of the meeting, without prejudicing their later consideration in private.</p>
<p>Putting our Residents First</p> <p>Delivering on the Council Strategy 2022-2026</p>	<p>This report supports our ambition for residents / the Council of: An efficient, well-run, digital-enabled council working with partners to deliver services to improve the lives of all our residents</p> <p>This report supports our commitments to residents of: A Digital-Enabled, Modern, Well-Run Council</p>
Financial Cost	As set out in the report.
Relevant Select Committee	As set out in this report under each item – however, this item is not for scrutiny call-in as it is information only.
Ward(s)	As set out in the report

RECOMMENDATION

That Cabinet note the reports to be considered later in private and Part 2 of the Cabinet agenda and comment on them as appropriate for public information purposes.

Reasons for recommendation

Why are certain reports considered in private?

As a transparent, democratic organisation, the Council's Cabinet will consider matters in public on Part 1 of this Cabinet agenda. However, there will inevitably be some reports that will need to be considered in private. These would generally relate to contracts, property transactions or commercially sensitive information, for example, tender bids from commercial organisations, which if made public, could prejudice the Council's ability secure value-for-money for resident taxpayers.

This information is also called 'exempt' information and is considered in Part 2 of any Cabinet agenda by applying the relevant section of the Part 1 of Schedule 12 (A) to the Local Government Act 1972 (as amended), in that the report contains certain information and that the public interest in withholding that information outweighs the public interest in disclosing it.

How can the public find out more about the private reports?

To ensure maximum transparency when the Cabinet considers such private reports:

- 1) They are first given advance notice on the Cabinet's Forward Plan in summary form setting out the reason why they will be considered in private. The [Forward Plan](#) is a public document setting out all the expected decisions the Cabinet will make over the coming year, except those that are urgent, and is available on the Council's website to view;
- 2) This report provides a fuller public preview of the matters to be discussed in Part 2 of this Cabinet meeting and gives an opportunity for Cabinet Members to highlight issues of significance within and for public information purposes, without prejudicing their later fuller consideration in private. It also sets out the recommendations in general terms that are being proposed for a decision on.
- 3) Consideration of this report will also be broadcast live on the Council's YouTube channel: Hillingdon London, and available for viewing afterwards, for wider democratic engagement.
- 4) After these private reports are considered in Part 2 of this Cabinet meeting, Cabinet's full decisions on them will then be published on the Council's website the day after the Cabinet meeting, along with the decisions on the other matters already considered in public.

Alternative options considered

Cabinet could resolve to release any private report into the public domain in extraordinary or highly exceptional cases, where it considers the public interest in disclosing the information outweighs the public interest in withholding it. However, to ensure greater transparency on all private matters considered, this public preview item is advised as the most suitable way forward.

Legal comments

Such private matters are considered in accordance with Local Government Act 1972 (as amended) Access to Information provisions and also The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012. This report enables such matters to be discussed in public as far as is possible under the relevant legislation.

SUPPORTING INFORMATION

ITEM 8 - YIEWSLEY HOUSING - FALLING LANE DEVELOPMENT

Relevant Cabinet Portfolio(s)	Corporate Services & Property
Relevant Ward(s)	Yiewsley
Relevant Select Committee	Corporate Resources & Infrastructure

Information

This report seeks Cabinet authority to appoint a contractor and make ancillary consultancy and funding decisions, in respect of the redevelopment of the Falling Lane site as part of the wider Yiewsley housing project. This follows Cabinet's decision in July to progress the Otterfield Road site.

The Falling Lane site currently houses the Yiewsley library and adjoining car park, and the proposal is that it will be redeveloped to provide 50 new housing units. Alongside the substantial investment in new housing, with its counterpart site at Otterfield Road, the overall development will offer significant benefits to residents and the community, including:

- A brand-new library
- A fully equipped adventure playground
- A family landscaped garden
- An additional playground
- Improved car parking amenities
- Improved access works

The scheme will be carbon neutral and energy efficient. The Council has also secured substantial external Greater London Authority funding towards the scheme.

ITEM 9 - TEMPORARY AGENCY STAFF CONTRACT EXTENSION

Relevant Cabinet Portfolio(s)	Corporate Services & Property
Relevant Ward(s)	N/A
Relevant Select Committee	Corporate Resources & Infrastructure

Information

The report seeks Cabinet approval for an extension of its temporary agency worker contract. Such agency workers supplement the Council's directly employed workforce in front-line services such as social care, refuse and recycling, street cleansing, highways, greenspaces, and passenger services. The extension of the contract is crucial for maintaining the delivery of essential front-line services to Hillingdon residents. These arrangements provide flexibility, cost efficiency, and access to specialised skills, ensuring that the Council can continue to meet the needs of its residents effectively.

ITEM 10 - CONTRACT FOR THE PROVISION OF REFUSE AND RECYCLING BAGS

Relevant Cabinet Portfolio(s)	Community & Environment
Relevant Ward(s)	N/A
Relevant Select Committee	Residents' Services

Information

This report to Cabinet seeks to award a contract for the supply and delivery of refuse and recycling bags for the London Borough of Hillingdon.

The purpose of this contract is to ensure the continuous provision of high-quality refuse and recycling bags to residents, schools, council offices and businesses etc.... This supports the Borough's waste management and recycling services, which are crucial for maintaining cleanliness and achieving waste reduction and recycling targets.

Such contractual arrangements also align with the Council's strategy to create a green and sustainable Borough by providing residents with the necessary tools to participate in recycling programs.

ITEM 11 - MULTI-LOT FRAMEWORK AGREEMENT - KITCHEN AND BATHROOM REPLACEMENT PROGRAMME

Relevant Cabinet Portfolio(s)	Corporate Services & Property
Relevant Ward(s)	N/A
Relevant Select Committee	Corporate Resources & Infrastructure

Information

This report to Cabinet seeks approval to accept tenders for the replacement framework for kitchens and bathrooms within the Council's housing stock over a 5-year programme.

The purpose of this report is to ensure that residents live in good quality, affordable homes in connected communities, supporting the Council's strategy for 2022-2026.

The framework approach being presented to Cabinet aims to quickly address replacements, manage localised work packages effectively, and reduce tendering time and costs using specialist installation companies. The framework includes works such as thermal boarding for solid wall dwellings and heat recovery mechanical ventilation fans to combat damp, mould, and condensation.

This report supports the Council's commitment to providing safe and functional kitchens, bathrooms and WCs and residents will also be consulted on the installation programme.

ITEM 12 - PROVISION OF 'WASTE WEEKENDS' FOR DISPOSAL OF BULKY HOUSEHOLD WASTE

Relevant Cabinet Portfolio(s)	Community & Environment
Relevant Ward(s)	Yiewsley / All Wards
Relevant Select Committee	Corporate Resources & Infrastructure

Information

The report to Cabinet considers the contractual arrangements for the Waste Weekends at Tavistock Road, Yiewsley. This service provides a disposal facility located within the south of the borough for bulky household waste for Borough residents. Commercial waste is not accepted at the site.

ITEM 13 - DEMOLITION AND REBUILD OF FIRE DAMAGED PROPERTY AT VERNON DRIVE, HAREFIELD

Relevant Cabinet Portfolio(s)	Corporate Services & Property
Relevant Ward(s)	Harefield Village
Relevant Select Committee	Corporate Resources & Infrastructure

Information

The purpose of this report is to outline the redevelopment of the property at Vernon Drive, which was destroyed by a fire in November 2023. Cabinet will consider the proposed demolition and rebuilding of the site and create two new semi-detached 5-bedroom, DDA-compliant, and energy-efficient homes on the site. Planning consent was received from the Hillingdon Planning Committee on 8th May 2024.

These new homes will feature modern amenities such as internal lifts, EV chargers, and solar panels. The project aims to provide high-quality, sustainable housing that meets the needs of the community, particularly for families with specific requirements.

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Agenda Item 8

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Agenda Item 9

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Agenda Item 12

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Agenda Item 13

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