

Public Document Pack

Overview and Scrutiny Management Committee

Thursday, 11th April, 2024
at 5.30 pm

PLEASE NOTE TIME OF MEETING

Council Chamber, Civic Centre,
Southampton

This meeting is open to the public

Members

Councillor Blackman (Chair)
Councillor Moulton (Vice-Chair)
Councillor Every
Councillor Y Frampton
Councillor Galton
Councillor Lambert
Councillor Dr Paffey
Councillor Leggett
Councillor Quadir

Appointed Members

Catherine Hobbs, Roman Catholic Church
Rob Sanders, Church of England
Vacant, Primary Parent Governor

Contacts

Judy Cordell
Democratic Support Officer
Tel. 023 8083 2766
Email: judy.cordell@southampton.gov.uk

Mark Pirnie
Scrutiny Manager
Tel: 023 8083 3886
Email: mark.pirnie@southampton.gov.uk

PUBLIC INFORMATION

Overview and Scrutiny Management Committee

The Overview and Scrutiny Management Committee holds the Executive to account, exercises the call-in process, and sets and monitors standards for scrutiny. It formulates a programme of scrutiny inquiries and appoints Scrutiny Panels to undertake them. Members of the Executive cannot serve on this Committee.

Role of Overview and Scrutiny

Overview and Scrutiny includes the following three functions:

- Holding the Executive to account by questioning and evaluating the Executive's actions, both before and after decisions taken.
- Developing and reviewing Council policies, including the Policy Framework and Budget Strategy.
- Making reports and recommendations on any aspect of Council business and other matters that affect the City and its citizens.

Overview and Scrutiny can ask the Executive to reconsider a decision, but they do not have the power to change the decision themselves.

Southampton: Corporate Plan 2022-2030 sets out the four key outcomes:

- **Strong Foundations for Life**.- For people to access and maximise opportunities to truly thrive, Southampton will focus on ensuring residents of all ages and backgrounds have strong foundations for life.
- **A proud and resilient city** - Southampton's greatest assets are our people. Enriched lives lead to thriving communities, which in turn create places where people want to live, work and study.
- **A prosperous city** - Southampton will focus on growing our local economy and bringing investment into our city.
- **A successful, sustainable organisation** - The successful delivery of the outcomes in this plan will be rooted in the culture of our organisation and becoming an effective and efficient council.

Procedure / Public Representations

At the discretion of the Chair, members of the public may address the meeting on any report included on the agenda in which they have a relevant interest. Any member of the public wishing to address the meeting should advise the Democratic Support Officer (DSO) whose contact details are on the front sheet of the agenda.

Access is available for disabled people.

Please contact the Democratic Support Officer who will help to make any necessary arrangements.

Fire Procedure: -

In the event of a fire or other emergency a continuous alarm will sound, and you will be advised by Council officers what action to take.

Mobile Telephones: - Please switch your mobile telephones to silent whilst in the meeting

Use of Social Media: - The Council supports the video or audio recording of meetings open to the public, for either live or subsequent broadcast. However, if, in the Chair's opinion, a person filming or recording a meeting or taking photographs is interrupting proceedings or causing a disturbance, under the Council's Standing Orders the person can be ordered to stop their activity, or to leave the meeting. By entering the meeting room, you are consenting to being recorded and to the use of those images and recordings for broadcasting and or/training purposes. The meeting may be recorded by the press or members of the public. Any person or organisation filming, recording, or broadcasting any meeting of the Council is responsible for any claims or other liability resulting from them doing so. Details of the Council's Guidance on the recording of meetings is available on the Council's website.

Smoking Policy: - The Council operates a no-smoking policy in all civic buildings.

Dates of Meetings for the Municipal Year:

2023	2024
10 August	11 January
14 September	01 February
12 October	07 March
9 November	11 April
14 December	

CONDUCT OF MEETING

TERMS OF REFERENCE

The general role and terms of reference for the Overview and Scrutiny Management Committee, together with those for all Scrutiny Panels, are set out in Part 2 (Article 6) of the Council’s Constitution, and their particular roles are set out in Part 4 (Overview and Scrutiny Procedure Rules – paragraph 5) of the Constitution.

RULES OF PROCEDURE

The meeting is governed by the Council Procedure Rules and the Overview and Scrutiny Procedure Rules as set out in Part 4 of the Constitution.

BUSINESS TO BE DISCUSSED

Only those items listed on the attached agenda may be considered at this meeting.

QUORUM

The minimum number of appointed Members required to be in attendance to hold the meeting is 4.

DISCLOSURE OF INTERESTS

Members are required to disclose, in accordance with the Members’ Code of Conduct, **both** the existence **and** nature of any “Disclosable Pecuniary Interest” or “Other Interest” they may have in relation to matters for consideration on this Agenda.

DISCLOSABLE PECUNIARY INTERESTS

A Member must regard himself or herself as having a Disclosable Pecuniary Interest in any matter that they or their spouse, partner, a person they are living with as husband or wife, or a person with whom they are living as if they were a civil partner in relation to:

- (i) Any employment, office, trade, profession or vocation carried on for profit or gain.
- (ii) Sponsorship:

Any payment or provision of any other financial benefit (other than from Southampton City Council) made or provided within the relevant period in respect of any expense incurred by you in carrying out duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

- (iii) Any contract which is made between you / your spouse etc (or a body in which the you / your spouse etc has a beneficial interest) and Southampton City Council under which goods or services are to be provided or works are to be executed, and which has not been fully discharged.

- (iv) Any beneficial interest in land which is within the area of Southampton.
- (v) Any license (held alone or jointly with others) to occupy land in the area of Southampton for a month or longer.
- (vi) Any tenancy where (to your knowledge) the landlord is Southampton City Council and the tenant is a body in which you / your spouse etc has a beneficial interests.
- (vii) Any beneficial interest in securities of a body where that body (to your knowledge) has a place of business or land in the area of Southampton, and either:
- a) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body, or
 - b) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you / your spouse etc has a beneficial interest that exceeds one hundredth of the total issued share capital of that class.

Other Interests

A Member must regard himself or herself as having an, 'Other Interest' in any membership of, or occupation of a position of general control or management in:

- Any public authority or body exercising functions of a public nature
- Any body directed to charitable purposes
- Any body whose principal purpose includes the influence of public opinion or policy

Principles of Decision Making

All decisions of the Council will be made in accordance with the following principles:-

- proportionality (i.e. the action must be proportionate to the desired outcome);
- due consultation and the taking of professional advice from officers;
- respect for human rights;
- a presumption in favour of openness, accountability and transparency;
- setting out what options have been considered;
- setting out reasons for the decision; and
- clarity of aims and desired outcomes.

In exercising discretion, the decision maker must:

- understand the law that regulates the decision making power and gives effect to it. The decision-maker must direct itself properly in law;
- take into account all relevant matters (those matters which the law requires the authority as a matter of legal obligation to take into account);
- leave out of account irrelevant considerations;
- act for a proper purpose, exercising its powers for the public good;
- not reach a decision which no authority acting reasonably could reach, (also known as the "rationality" or "taking leave of your senses" principle);
- comply with the rule that local government finance is to be conducted on an annual basis. Save to the extent authorised by Parliament, 'live now, pay later' and forward funding are unlawful; and
- act with procedural propriety in accordance with the rules of fairness.

AGENDA

1 APOLOGIES AND CHANGES IN PANEL MEMBERSHIP (IF ANY)

To note any changes in membership of the Panel made in accordance with Council Procedure Rule 4.3.

2 DISCLOSURE OF PERSONAL AND PECUNIARY INTERESTS

In accordance with the Localism Act 2011, and the Council's Code of Conduct, Members to disclose any personal or pecuniary interests in any matter included on the agenda for this meeting.

NOTE: Members are reminded that, where applicable, they must complete the appropriate form recording details of any such interests and hand it to the Democratic Support Officer.

3 DECLARATIONS OF SCRUTINY INTEREST

Members are invited to declare any prior participation in any decision taken by a Committee, Sub-Committee, or Panel of the Council on the agenda and being scrutinised at this meeting.

4 DECLARATION OF PARTY POLITICAL WHIP

Members are invited to declare the application of any party political whip on any matter on the agenda and being scrutinised at this meeting.

5 STATEMENT FROM THE CHAIR

6 MINUTES OF THE PREVIOUS MEETING (INCLUDING MATTERS ARISING)

(Pages 1 - 8)

To approve and sign as a correct record the Minutes of the meetings held on 13th February 2024 (Special), 4th March 2024 (Special) and 14th March 2024 and to deal with any matters arising, attached.

7 EXCLUSION OF THE PRESS AND PUBLIC - CONFIDENTIAL PAPERS INCLUDED IN THE FOLLOWING ITEM

To move that in accordance with the Council's Constitution, specifically the Access to Information Procedure Rules contained within the Constitution, the press and public be excluded from the meeting in respect of any consideration of the confidential appendix to the Item 8b.

Attached to Appendix 2 is a document exempt from general publication based on Category 3 (information relating to the financial or business affairs of any particular person (including the Authority holding the information)) of paragraph 10.4 of the Council's Access to Information Procedure Rules. In applying the public interest test

this information has been deemed exempt from the publication due to commercial sensitivity. It is not considered to be in the public interest to disclose this information as it would reveal information which would put the Council at a commercial disadvantage.

8 FORWARD PLAN (Pages 9 - 12)

Report of the Scrutiny Manager enabling the Overview and Scrutiny Management Committee to examine the content of the Forward Plan and to discuss issues of interest or concern with the Executive.

a) Housing Allocations Policy (Pages 13 - 62)

b) Toys R Us Development Agreement (Pages 63 - 72)

9 MONITORING SCRUTINY RECOMMENDATIONS TO THE EXECUTIVE
(Pages 73 - 78)

Report of the Scrutiny Manager enabling the Overview and Scrutiny Management Committee to monitor and track progress on recommendations made to the Executive at previous meetings.

Wednesday, 3 April 2024

Director – Legal and Governance

SOUTHAMPTON CITY COUNCIL
SPECIAL OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE
MINUTES OF THE MEETING HELD ON 13 FEBRUARY 2024

Present: Councillors Blackman (Chair), Moulton (Vice-Chair), Evemy, Y Frampton, Galton, Lambert and Dr Paffey

Apologies: Councillors Greenhalgh and Quadir

Also in attendance: Councillor Letts, Deputy Leader and Cabinet Member for Finance and Change

53. **APOLOGIES AND CHANGES IN PANEL MEMBERSHIP (IF ANY)**

It was noted that following receipt of the temporary resignation of Councillor Greenhalgh, Councillor Leggett had replaced her for the purposes of the meeting in accordance with the provisions of Council Procedure Rule 4.3.

54. **EXCLUSION OF THE PRESS AND PUBLIC - CONFIDENTIAL PAPERS INCLUDED IN THE FOLLOWING ITEM**

RESOLVED: that in accordance with the Council's Constitution, specifically the Access to Information Procedure Rules contained within the Constitution, the press and public be excluded from the meeting in respect of any consideration of the confidential appendices to the following Item.

Appendices 2 and 3 to this report are confidential and exempt from publication based on Category 3 of paragraph 10.4 of the Council's Access to Information Procedure Rules. It contains information relating to the financial or business affairs of any particular person (including the Authority holding that information).

55. **THE FINANCIAL POSITION OF THE COUNCIL**

The Committee considered the report of the Executive Director of Corporate Services detailing the financial position of the Council.

Councillor Letts, Deputy Leader of the Council and Cabinet Member for Finance and Change and the Executive Director for Corporate Services (S151 Officer) were in attendance.

The Committee moved into confidential session to discuss the appendices attached to the report.

RESOLVED:

- (i) That officers promptly share DLUHC feedback relating to the request for Exceptional Financial Support with Group Leaders and the OSMC; and
- (ii) That officer budget proposals for 2024/25 that have been rejected by Cabinet are provided to the Committee.

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SOUTHAMPTON CITY COUNCIL
OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE
MINUTES OF THE MEETING HELD ON 4 MARCH 2024

Present: Councillors Blackman (Chair), Y Frampton, Galton, Lambert, Dr Paffey, Leggett, P Baillie and Shields
Appointed Member: Rob Sanders

Apologies: Councillors Moulton, Evemy and Quadir

Also in attendance: Councillor Fielker, Leader of the Council
Councillor Letts, Deputy Leader and Cabinet Member for Finance and Change

56. **APOLOGIES AND CHANGES IN PANEL MEMBERSHIP (IF ANY)**

It was noted that following receipt of the temporary resignation of Councillors Evemy and Moulton from the Committee, the Monitoring Officer, acting under delegated powers, had appointed Councillors Shields and P. Baillie to replace them for the purposes of this meeting. Apologies were noted from Councillor Quadir.

57. **BUDGET PROPOSALS - 2024/25**

The Committee considered the information contained within the Cabinet papers published on 26 February 2024 in order to provide feedback for Cabinet to consider at their 5 March 2024 meeting.

Councillor Fielker, Leader of the Council, Councillor Letts, Deputy Leader and Cabinet Member for Finance and Change, Andrew Travers, Chief Executive, Mel Creighton, Executive Director Corporate Services, Claire Edgar, Executive Director of Wellbeing and Housing, Rob Henderson, Executive Director of Childrens Services and Learning, Adam Wilkinson, Executive Director, Place, Munira Holloway, Director Strategy and Performance and Richard Williams, Director of Finance were present and with the consent of the Chair addressed the meeting.

The Committee discussed the Corporate Plan outlining the key priorities for the Council, transformation targets that had been set in the timescale available, savings proposals and how these would be achieved, proposals to stop or reduce non-statutory services, the future of St. Mary's Leisure Centre, the new IT Client management system to replace Care Director and the expected reduction in the workforce.

RESOLVED: the Committee to receive regular reporting of transformation progress over the next municipal year detailing the impact on services and citizens.

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SOUTHAMPTON CITY COUNCIL
OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE
MINUTES OF THE MEETING HELD ON 14 MARCH 2024

Present: Councillors Blackman (Chair), Moulton (except part of item 62 and item 63) (Vice-Chair), Evemy, Y Frampton, Galton, Lambert, Dr Paffey, Leggett
Appointed Member: Rob Sanders

Apologies: Councillor Quadir

Also in attendance: Councillor Fielker, Leader of the Council
Councillor Keogh, Cabinet Member for Environment and Transport
Councillor Bogle, Cabinet Member for Economic Development

58. **APOLOGIES AND CHANGES IN PANEL MEMBERSHIP (IF ANY)**

Apologies were received from Councillor Quadir.

59. **MINUTES OF THE PREVIOUS MEETING (INCLUDING MATTERS ARISING)**

RESOLVED that the minutes for the Committee meeting held on 1st February 2024 be approved and signed as a correct record.

60. **HOUSEHOLD WASTE COLLECTION SERVICES**

At the request of the Chair, the Committee discussed the disruption to household waste services and the action being taken to address the situation.

Councillor Keogh, Cabinet Member for Environment and Transport, Councillor Fielker, Leader of the Council, Adam Wilkinson Executive Director of Place, Ian Collins, Director of Environment and Dave Tyrie, Head of City Services were present and with the consent of the Chair addressed the meeting.

The Committee discussed with the Cabinet Member and Leader of the Council the disruption to household waste services across the City, the reasons behind the drop in services, actions being taken to rectify the situation, reporting of missed bins, reporting of data, as well as future ambitions to make improvements.

RESOLVED:

- (i) That a summary of missed collections for February 2024, by collection type, was circulated to the Committee.
- (ii) That consideration was given to updating the Council's website, enabling the reporting of missed bins to be undertaken beyond the current 48-hour limit.
- (iii) That the Leader provides the Committee with confidential details related to the Administrations communications with the waste collectors and their trade union representatives.

- (iv) That, reflecting on the challenges experienced, the Executive review the approach followed and identify learning points to be utilised for future transformation projects.
- (v) That clarification was provided to the Committee on whether the Council was following due process with regards to enforcing employment contracts related to the current disruptions.

61. **EXCLUSION OF THE PRESS AND PUBLIC - CONFIDENTIAL PAPERS INCLUDED IN THE FOLLOWING ITEM**

The Chair moved that in accordance with the Council's Constitution, specifically the Access to Information Procedure Rules contained within the Constitution, the press and public be excluded from the meeting in respect of any consideration of the confidential appendices to the following Item.

Attached as Appendix 2 was a briefing paper on the Asset Development and Disposal Programme due to be considered by Cabinet on 19th March. The Forward Plan of Executive Decisions from 19th March 2024 identifies that appendices attached to the Cabinet report on the Asset Development and Disposal Programme contain information exempt from general publication based on Category 3 (information relating to the financial or business affairs of any particular person (including the Authority holding the information)) of paragraph 10.4 of the Council's Access to Information Procedure Rules. In applying the public interest test this information had been deemed exempt from the publication due to commercial sensitivity. It was not considered to be in the public interest to disclose this information as it would reveal information which would put the Council at a commercial disadvantage.

62. **FORWARD PLAN**

The Committee considered the report of the Scrutiny Manager which enabled the Overview and Scrutiny Management Committee to examine the content of the Forward Plan and to discuss issues of interest or concern with the Executive.

SOLENT LOCAL ENTERPRISE PARTNERSHIP INTEGRATION INTO THE SOLENT UNITARY AUTHORITIES

The Committee considered the briefing paper attached to this item detailing the forthcoming Cabinet decision regarding the Solent Local Enterprise Partnership Integration into the Solent Unitary Authorities.

Councillor Bogle, Cabinet Member for Economic Development, Nawaz Khan, Head of Economic Development and Regeneration and Matt Hill, Service Manager, Economic Development were present and with the consent of the Chair addressed the meeting.

RESOLVED:

- (i) That, in recognition of the current uncertainty with regards to long term funding, the issue returns to the Committee in 2024/25 with a focus on

- developing a sustainable model for supporting economic development in Southampton and the Solent region.
- (ii) That the Executive consider scheduling a briefing for members on economic development issues, with a focus on the Economic Development Strategy and deliverable outcomes and performance targets.

ASSET DEVELOPMENT AND DISPOSAL PROGRAMME

The Committee considered the confidential briefing paper attached to this item detailing Asset Development and Disposal Programme.

Councillor Bogle, Cabinet Member for Economic Development, Tina Dyer-Slade – Head of Corporate Estates and Assets and Gaetana Wiseman, Head of Support Services were present and with the consent of the Chair addressed the meeting.

RESOLVED:

- (i) That, reflecting concerns about governance of the programme, the Committee and Chair of the Governance Committee engage with the Monitoring Officer to identify opportunities for appropriate and proportionate oversight of the Asset Development and Disposal Programme.
- (ii) That a communications plan is developed to support the Asset Development and Disposal Programme.

63. **MONITORING SCRUTINY RECOMMENDATIONS TO THE EXECUTIVE**

The Committee noted the report and tabled at the meeting, modified Appendix 1, of the Scrutiny Manager which enabled the Overview and Scrutiny Management Committee to monitor and track progress on recommendations made to the Executive at previous meetings.

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Agenda Item 8

DECISION-MAKER:	OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE		
SUBJECT:	FORWARD PLAN		
DATE OF DECISION:	11 APRIL 2024		
REPORT OF:	SCRUTINY MANAGER		
<u>CONTACT DETAILS</u>			
Executive Director	Title	Executive Director – Corporate Services	
	Name:	Mel Creighton	Tel: 023 8083 3528
	E-mail	Mel.creighton@southampton.gov.uk	
Author:	Title	Scrutiny Manager	
	Name:	Mark Pirnie	Tel: 023 8083 3886
	E-mail	Mark.pirnie@southampton.gov.uk	
STATEMENT OF CONFIDENTIALITY			
Attached to Appendix 2 is a document exempt from general publication based on Category 3 (information relating to the financial or business affairs of any particular person (including the Authority holding the information)) of paragraph 10.4 of the Council's Access to Information Procedure Rules. In applying the public interest test this information has been deemed exempt from the publication due to commercial sensitivity. It is not considered to be in the public interest to disclose this information as it would reveal information which would put the Council at a commercial disadvantage.			
BRIEF SUMMARY			
This item enables the Overview and Scrutiny Management Committee (OSMC) to examine the content of the Forward Plan and to discuss issues of interest or concern with the Executive to ensure that forthcoming decisions made by the Executive benefit local residents.			
RECOMMENDATIONS:			
	(i)	That the Committee discuss the items listed in paragraph 3 of the report to highlight any matters which Members feel should be taken into account by the Executive when reaching a decision.	
REASONS FOR REPORT RECOMMENDATIONS			
1.	To enable Members to identify any matters which they feel Cabinet should take into account when reaching a decision.		
ALTERNATIVE OPTIONS CONSIDERED AND REJECTED			
2.	None.		
DETAIL (Including consultation carried out)			
3.	The Council's Forward Plan for Executive Decisions from 16 April 2024 has been published. The following issues were identified for discussion with the Decision Maker:		

	Portfolio	Decision	Requested By
	Housing	Housing Allocations Policy	Cllr Blackman
	Economic Development	Toys R Us – Development Agreement	Cllr Blackman
4.	Briefing papers responding to the items identified by members of the Committee are appended to this report. Members are invited to use the papers to explore the issues with the decision maker.		
RESOURCE IMPLICATIONS			
<u>Capital/Revenue</u>			
5.	The details for the items identified in paragraph 3 are set out in the Executive decision making report issued prior to the decision being taken.		
<u>Property/Other</u>			
6.	The details for the items identified in paragraph 3 are set out in the Executive decision making report issued prior to the decision being taken.		
LEGAL IMPLICATIONS			
<u>Statutory power to undertake proposals in the report:</u>			
7.	The duty to undertake overview and scrutiny is set out in Part 1A Section 9 of the Local Government Act 2000.		
<u>Other Legal Implications:</u>			
8.	The details for the items identified in paragraph 3 are set out in the Executive decision making report issued prior to the decision being taken.		
RISK MANAGEMENT IMPLICATIONS			
9.	The details for the items identified in paragraph 3 are set out in the Executive decision making report issued prior to the decision being taken.		
POLICY FRAMEWORK IMPLICATIONS			
10.	The details for the items identified in paragraph 3 are set out in the Executive decision making report issued prior to the decision being taken.		
KEY DECISION		No	
WARDS/COMMUNITIES AFFECTED:		None directly as a result of this report	
<u>SUPPORTING DOCUMENTATION</u>			
Appendices			
1.	Briefing Paper – Housing Allocations Policy		
2.	Briefing Paper - Toys R Us Development Agreement.		
Documents In Members' Rooms			
1.	None		
Equality Impact Assessment			

Do the implications/subject of the report require an Equality and Safety Impact Assessments (ESIA) to be carried out?		Identified in Executive report
Data Protection Impact Assessment		
Do the implications/subject of the report require a Data Protection Impact Assessment (DPIA) to be carried out?		Identified in Executive report
Other Background Documents		
Equality Impact Assessment and Other Background documents available for inspection at:		
Title of Background Paper(s)	Relevant Paragraph of the Access to Information Procedure Rules / Schedule 12A allowing document to be Exempt/Confidential (if applicable)	
1.	None	

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BRIEFING PAPER

SUBJECT: HOUSING ALLOCATIONS POLICY
DATE: 11 APRIL 2024
RECIPIENT: OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

THIS IS NOT A DECISION PAPER

SUMMARY:

1. The Allocations Policy details Southampton City Council's (the council's) updated allocation scheme. All Housing Authorities in England are required by section 166A (1) of the Housing Act 1996 to have an allocation scheme. This scheme must determine the priorities and procedures to be followed in allocating housing accommodation.
2. The council is proposing to replace a points-based system with a banding scheme to prioritise applicants on the Housing Needs Register. The banding scheme operates by grouping applicants into 4 bands in order of priority. The banding scheme is considered easier for residents to understand, and simpler for the housing authority to administer and prioritise those in most need. The banding scheme is the predominant allocation scheme in England.

BACKGROUND and BRIEFING DETAILS:

3. In Southampton, the demand for social housing outweighs its supply. The council owns 16,381 dwellings and there are a further 7,901 dwellings owned by housing associations. However, there are only a limited number of vacancies. In 2022/2023, there were just over 8,000 people on the waiting list for social housing but only 768 lets were made. The proposed new policy provides a framework for allocating a limited number of vacancies in the city.
4. There are 5 main changes proposed for the policy which may impact residents on the Housing Needs Register or in social housing in Southampton.
 - i. **Proposal to change from a point-based system to a banding scheme.**

The banding scheme is designed to give the greatest priority to those applicants who are in the highest need. Under the current scheme, applicants receive one point per month for waiting, in addition to the other points which relate to their circumstances. Therefore, applicants can accrue many points by waiting a long time. They are often successful in bidding on properties to the detriment of those who applied later but are in more acute need. To ensure people with acute need are **housed quickly**, officers seek exceptions to the current policy. This undermines confidence in the policy and risks the council's ability to be equitable in its treatment of all applicants. The new scheme ensures that those in the highest need are given the highest priority. If there are applicants with the same band, they will be prioritised by the date they were

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awarded the banding. If applicants in the same band have the same banding date, then priority will be given to the applicant with the earliest registration date.

Additionally, the banding scheme is used widely by other authorities and is simpler to understand. The current policy has 18 different points categories and 3 different applicant categories who may be entitled to those points categories. Whereas the banding scheme has 4 bands in order of priority and no distinct applicant categories.

ii. **Proposed changes to the number of refusals applicants can make**

Under the current scheme, applicants use the Homebid website to view available properties and make bids for homes they are eligible and interested in. If the applicant is offered a property, currently they can refuse as many offers as they would like without penalty.

The proposal is that if three suitable offers are refused by an applicant, the applicant will be placed into Band D (the lowest priority band) for a total of 6 months. If a suitable offer is refused a fourth time, the applicant will be removed from the Housing Needs Register. This change is proposed because refusal of properties is time-consuming for the council and can result in a potential rent loss. Applying this penalty will be done where the council is satisfied the offer was reasonable and the reason for refusal unreasonable. Applicants will have a right to review any decision to penalise refusals.

There are times when refusal penalties would not apply. This includes if an applicant placed in Band A1 and A2 (those needing to move due to urgent medical or welfare needs and people escaping violence or intimidation), will receive one offer. If this offer is refused, they will be placed back into their previous band. If the applicant did not previously have a band, they will be removed from the Housing Needs Register. The council will continue with the policy that if an urgent Adapted Property Direct Let is refused by an applicant, they will no longer be considered and wait in turn.

iii. **Proposed changes to the bedroom eligibility**

Under the current scheme, two children of the same sex are expected to share a bedroom regardless of their age gap. Under the new policy, children, from the age of 16 years old and older, will be entitled to their own bedroom. This mirrors the rules that currently apply to tenants in the private sector, with regard to Housing Benefit and Local Housing allowance regulations. This may over time increase the numbers of applicants who need larger properties. However, the council will still offer smaller properties to families if they would prefer to move sooner and if this would improve their housing situation.

iv. **Proposed changes to Local Connection**

Currently, applicants must have lived in Southampton for three continuous years before they are allowed to be on the Housing Needs Register. It is proposed that applicants can apply to the Housing Needs Register if they have lived in Southampton for three out of the past five years. This means that those who have had to leave

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Southampton to find temporary accommodation, would not be excluded from the Housing Needs Register for that reason.

v. **Proposed change to ask applicants to re-register on an annual basis**

Currently, once applicants are accepted onto the Housing Needs Register, they do not have to re-register on an annual basis. It is proposed that all applicants will have to re-register annually. This will confirm whether circumstances have changed and ensure applicants are assigned to the correct band. This means if the policy is approved and implemented, then existing applications will be closed. For the majority, the process to re-register will include a simpler exercise and not a full new application to be made. There is very little change to the overall eligibility rules to join the Housing Needs Register so most applicants will still qualify for rehousing. However, not all will receive the same level of overall priority. Of those who wish to reapply, the applicants most impacted will be those who have waited a long time and accrued significant points simply by waiting. However, if their circumstances have not changed, they are likely to still be permitted to remain on the Housing Needs Register.

5. Under the Officer Scheme of Delegation, the Director of Housing has the delegated authority to make an exception to policy, give additional priority or take other action necessary. This delegated authority will only be used in very exceptional circumstances to ensure the council is equitable in its treatment of applications for re-housing.

RESOURCE/POLICY/FINANCIAL/LEGAL IMPLICATIONS:

6. Section 166A of the Localism Act 2011 states that the allocation scheme must have regard to the tenancy and homelessness strategy. A strategy review has been undertaken to ensure that this policy aligns with our policies and strategies, including our Corporate Plan 2022/2030, Tenancy Strategy and new Homelessness and Rough Sleeping Strategy 2024-2029.
7. The implementation of the policy is subject to having the new computer system in place. The Procurement team will be required to find an appropriate provider and the system will need to be correctly set up. Training will also be required for the Allocations team and other relevant officers on how to use this new system.
8. There are also financial implications of this policy, with the requirement of a new computer system. On 6 March 2024, the Cost Control Panel gave their approval for the service to procure a new system.
9. A public consultation was launched on the 30 January for 7 weeks and closed on 19 March 2024. The consultation was shared with all those on the Housing Needs Register via email or text, on our social media, including Nextdoor targeting areas with large concentrations of social housing. The consultation was also shared on our eBulletins, like YourCityYourSay, City News, Housing Internal Bulletin and Tenants' Link. We also held focus groups with social housing tenants in the Support Housing Forum, Scrutiny Panel and Tenant Inspectors group. We received 426 completed survey responses, over half of whom are current applicants on the Housing Needs Register. The service and consultation

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team are currently analysing and considering the feedback. The full report will be available on 5th April 2024.

From the quantitative data most respondents agree with the changes proposed in the new policy whilst acknowledging that that changes could have an impact on them, their family or community which may be negative.

The tables below provide the headline numbers from the quantitative tick-box questions:

i. Proposal to replace a point-based scheme with a banding scheme

Q1 (Proposal to replace a point-based scheme with a banding scheme) To what extent do you agree or disagree with this proposal?

Strongly Agree/Agree	Disagree/Strongly disagree	Neither Agree/Disagree
45%	38%	16%

Q2 (Proposal to replace a point-based scheme with a banding scheme) What impact do you feel this may have on you, your family or the wider community?

Very/fairly positive impact	Fairly/very negative	No impact at all
32%	46%	15%

ii. Proposed changes to the number of offers an applicant can refuse

Q4 (Proposed changes to the number of offers an applicant can refuse) To what extent do you agree or disagree with this proposal?

Strongly Agree/Agree	Disagree/Strongly disagree	Neither
61%	27%	12%

Q5 (Proposed changes to the number of offers an applicant can refuse) What impact do you feel this may have on you, your family or the wider community?

Very/fairly positive impact	Fairly/very negative	No impact at all
39%	29%	24%

iii. Proposal to require applicants to re-register every year

Q13 (Proposal to require applicants to re-register every year) To what extent do you agree or disagree with this proposal?

Strongly Agree/Agree	Disagree/Strongly disagree	Neither
48%	39%	13%

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Q14 (Proposal to require applicants to re-register every year) What impact do you feel this may have on you, your family or the wider community?

Very/fairly positive impact	Fairly/very negative	No impact at all	Don't Know
31%	38%	22%	9%

iv. **Proposed change that allows children to be entitled to their own bedroom from the age of 16**

Q7 (Proposed change that allows children to be entitled to their own bedroom from the age of 16) To what extent do you agree or disagree with this proposal?

Strongly Agree/Agree	Disagree/Strongly disagree	Neither
62%	20%	17%

Q8 (Proposed change that allows children to be entitled to their own bedroom from the age of 16) What impact do you feel this may have on you, your family or the wider community?

Very/fairly positive impact	Fairly/very negative	No impact at all	Don't know
41%	22%	29%	8%

v. **Proposed changes to the amount of time an applicant must have lived in Southampton**

Q10 (Proposed changes to the amount of time an applicant must have lived in Southampton) To what extent do you agree or disagree with this proposal?

Strongly Agree/Agree	Disagree/Strongly disagree	Neither
58%	21%	22%

Q11 (Proposed changes to the amount of time an applicant must have lived in Southampton) What impact do you feel this may have on you, your family or the wider community?

Very/fairly positive impact	Fairly/very negative	No impact at all	Don't know
36%	19%	35%	10%

vi. **Proposed requirement that existing tenants have an inspection before they move that confirms a property has been kept to an acceptable standard**

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Q16 (Proposed requirement that existing tenants have an inspection before they move that confirms a property has been kept to an acceptable standard) To what extent do you agree or disagree with this proposal?

Strongly Agree/Agree	Disagree/Strongly disagree	Neither
71%	9%	20%

Q17 (Proposed requirement that existing tenants have an inspection before they move that confirms a property has been kept to an acceptable standard) What impact do you feel this may have on you, your family or the wider community?

Very/fairly positive impact	Fairly/very negative	No impact at all	Don't know
49%	10%	34%	8%

10. The council is required by the [Housing Act 1996](#) to consult with private registered providers on its plans to produce a new policy.
11. The service invited private registered providers to take part in the public consultation on 12 February. The service will share a final version with them prior to June Cabinet.
12. The council has due regard to the public sector equality duty under the Equality Act 2010 and the Human Rights Act 1998 in formulating and carrying out this policy.

OPTIONS and TIMESCALES:

13. If the policy is adopted, there will be a delay between the adoption and implementation of the policy, due to the time required for the Procurement team to purchase and set up a new computer system. The policy is due to be presented to the Cabinet in June 2024, and if approved, it is estimated the implementation phase will be completed by March 2025. The implementation date will be brought forward if the computer system is purchased and set up before this date. If approved, the Executive Director for Resident Services will seek delegation to decide on the implementation time scales of the policy.

RISK MANAGEMENT IMPLICATIONS

14. The implementation of this policy is subject to having the new computer system in place. The Procurement team and the Allocations team will ensure that all steps are ready to be taken to purchase and set up a new system if the Cabinet approves the policy in June 2024.
15. The policy may require all residents on the social housing list to reapply to the new banding system. Some applicants may be frustrated by this process. There is a risk that some people may feel they have been placed further down on the waiting list, than on the points-based system waiting list. It may be onerous for vulnerable people who may need support in re-applying. Communication and messaging around this new policy will need to be clear. It will need to explain that people's time on the waiting list is considered, as is the

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housing need and other criteria to place them into certain bands. Once the policy is adopted by the Cabinet, current applicants on the Housing Needs Register will be written to them to inform them of the changes and what they need to do.

16. The council may consider procuring a supplier which can undertake data migration from the old to the new system, to prevent applicants from having to re-apply. If such a supplier cannot be procured or it is too costly or technically complex to do, the council will support applicants in the re-application process. It will do this through use of its Housing Needs and Housing Management staff and will support vulnerable customers through the re-application process.

Appendices/Supporting Information:

Annex 1: Allocations Policy

Annex 2: Allocations Policy (short version)

Annex 3: Equality and Safety Impact Assessment (ESIA)

Annex 4: Summary of quantitative data from consultation feedback.

Further Information Available From:	Name:	Jamie Brenchley – Director, Housing
	Tel:	023 8083 3687
	E-mail:	jamie.brenchley@southampton.gov.uk

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SOUTHAMPTON
CITY COUNCIL

Document

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Draft Housing Allocations Policy

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Introduction

Purpose

1. Southampton City Council's Allocation Policy establishes who can apply to join the housing needs register and be considered for social housing. It also explains how we prioritise applications to ensure that those in the highest need have an opportunity to be housed.
2. The council is required to have an allocation scheme by section 166A (1) of the Housing Act 1996 (as amended by the Localism Act 2011) and to ensure the scheme is lawful and fair in determining the eligibility for and priorities in the allocation of social housing.
3. The council has had due regard to its public sector equality duty under S149 of the Equality Act 2010 and relevant legislation, regulations and guidance, this is set out in Appendix 2.
4. There is a huge demand for affordable homes in Southampton and a limited number of vacancies. An offer of accommodation is not guaranteed, even for applicants accepted onto the Housing Register. The purpose of this policy is to provide a framework for allocating the limited number of vacancies that become available.

Aims and objectives

5. The council's aims and objectives of this policy are to:
 - provide equal and fair access to housing;
 - ensure a centralised method of identifying need;
 - make best use of the available housing in the city, responding to the housing need of local people;
 - provide a clear and transparent allocations policy;
 - empower applicants to make informed decisions about their own housing;
 - afford priority to those applicants in urgent housing need;
 - encourage and assist applicants to take an informed, measured and long-term view on their housing options.
6. In drafting, considering and operating this policy, the council has had due regard to its Public Sector Equality Duty.

Scope

7. Under Part 6 of the Housing Act 1996 (as amended), the council is required to make housing allocations and nominations in accordance with an allocations policy. The council allocates housing accommodation when it:
 - selects a person to be a secure or introductory tenant of accommodation held by the authority or another organisation;
 - nominates a person to be a secure or introductory tenant of housing accommodation held by them;
 - nominates a person to be an assured tenant of accommodation held by a private registered provider;
 - provides social housing tenants living in Southampton who need to transfer to alternative socially rented accommodation within the city.
8. There are many social housing providers in the city, including the council. The council maintains the Housing Register for all applicants who qualify to apply for social housing tenancy within Southampton. This means that the council is responsible for allocating properties in council-owned housing and on behalf of the other social housing providers (Housing Associations). This policy applies to the all social housing providers.
9. This policy does not include lettings of temporary accommodation, changes to existing tenancies, mutual exchanges, or applications in respect of homelessness. The council web page, [Homelessness advice and housing options](#) provides information for people who are homeless and how they can access support.
10. This policy does not apply to Secure or Introductory council tenants who are required to move (transfer) on management grounds. For example, to allow repairs to be made to a property. The relevant Local Housing Office administrates and makes decisions for management transfers. This includes the consideration of permitted areas and property type. Once a move is approved, the tenant will be matched with suitable properties by the Housing Allocations service. In the case of Assured tenants, the relevant landlord is expected to facilitate a management move within their own stock. Where this is not possible, the council may agree on a discretionary basis to rehouse the tenant under a reciprocal agreement. This would be discussed between the landlord and the council.
11. This policy does not apply to allocating pitches at the Kanes Hill Caravan site. Please refer to the [Gypsy & Travellers Site Allocation Policy](#) for details.

Eligibility and qualification

Eligibility and qualification

12. To join the Housing Register applicants must be both a) **eligible** and b) **qualifying** and meet the requirements for either c) **“reasonable”** or **“additional” preference** as laid out in the Housing Act 1996 and as amended by the Localism Act 2011.
13. **A) Eligibility**
 - 13.1 An applicant may be ineligible for an allocation of accommodation under S160ZA (2) or (4) of the Housing Act 1996. Provisions on eligibility of persons from abroad are set by Central Government. There are 2 categories of people from abroad who may be ineligible:
 - 13.2 Regulation 3
 - (i) A person from abroad who is subject to immigration control.
 - (ii) Two or more persons jointly if any of them is a person subject to immigration control.
 - 13.3 Regulation 3 of the Allocation of Housing and Homelessness (Eligibility) (England) Regulations 2006, as amended, sets out classes of persons who are subject to immigration control, who are eligible for an allocation of housing accommodation under Part 6 of the Housing Act 1996.
 - 13.4 The council also requires all applicants to be habitually resident in the UK to be considered eligible for an allocation of accommodation. A full list of those who are considered habitually resident in the UK and those who are eligible or ineligible for an allocation of accommodation is attached in Appendix 3.
 - 13.5 The Director of Housing has delegated authority to change the eligibility requirements of this policy, for example if Central Government amends the regulations which apply to eligibility for housing assistance.

14. B) To qualify

14.1 In addition to being “eligible”, applicants must also “qualify” by meeting the council policy requirements. The council requires that applicants are:

- 18 years of age or older, and;
- not owners of residential property in the UK or abroad;
- able to manage a tenancy and suitable to be a tenant;
- have a **Local Connection** to Southampton.

14.2 Local Connection

In order to qualify for a local connection, applicants will need to meet one, or more of the criteria below:

- live in the Southampton City Council area and have done so for the last 3 years or;
- have lived 3 of the last 5 years in the Southampton City Council area prior to the date of application.
- has permanent paid employment in the city and has been in continuous paid employment for a minimum of two years.

14.3 Exception to Local Connection

There are some exceptions where an applicant does not need to meet the local connection requirements. The exceptions include, but not limited to, if the applicant is:

- owed a prevention, relief, or full housing duty by Southampton City Council under homelessness legislation;
- a ‘looked after child’ as defined by Childrens Services and formally resident in the council area but had to be placed into accommodation outside of the area;
- an existing social housing tenant who lives in England outside of the SCC area and have been assessed as meeting the Right To Move qualifying criteria;
- currently serving with the regular armed forces, or left within 5 years of the date of the application;
- has been asked to leave accommodation provided by the Ministry of Defence because their spouse or civil partner was serving in the regular armed forces and has died, and that his or her death was attributable (wholly or partly) to that service;
- serving or has served in the reserve forces and are suffering from a serious injury, illness or disability which is attributable (wholly or partly) to that service;
- divorcing/separating partners of serving members of the Armed Forces who are being asked to leave accommodation which has been provided by the Ministry of Defence;
- fled domestic abuse. The council will comply with its duties under Domestic Abuse (DA) and Homelessness legislation and not apply residency criteria where there is unmet housing need and domestic abuse is the reason for having moved to the city.
- moved to the city under a Witness Protection arrangement.

15. C) To meet requirement for “reasonable” or “additional” preference (section 166A(3)):

- 15.1 Reasonable preference: The Allocation of Accommodation Guidance states that when local authorities in England frame their allocation scheme to determine allocation priorities, they must ensure that reasonable preference is given to the following categories of people (s.166A (3):
 - people who are homeless within the meaning of part seven of the Housing Act 1996 (including those who are intentionally homeless and not in priority need);
 - people who are owed a duty by any housing authority under section 190(2), 193(2) or 195(2) of the Housing Act 1996 (or under section 65 (two) or 68 (two) of the Housing Act 1985) or who are occupying accommodation secured by any housing authority under s.192(3);
 - people occupying insanitary or overcrowded housing or otherwise living in unsatisfactory housing conditions;
 - people who need to move on medical or welfare grounds, including grounds related to a disability; and
 - people who need to move to a particular locality in the district of the housing authority, where failure to meet that need would cause hardship (to themselves or others)
- 15.2 In addition, the council is required to consider giving additional preference to:
 - those who need to move urgently because of a life-threatening illness or sudden disability;

- families in severe overcrowding which poses a serious health hazard; and
 - those who are homeless and require urgent re-housing as a result of violence or threats of violence, including intimidated witnesses, and those escaping serious antisocial behaviour or domestic abuse.
- 15.3 The council is required to give additional preference to certain categories of applicants from the Armed Forces community who have urgent housing needs, including:
- former members of the Armed Forces;
 - serving members of the Regular Armed forces 6 months prior to discharge;
 - serving members of the Armed Forces who need to move because of a serious injury, medical condition or disability sustained as a result of their service;
 - bereaved spouses and civil partners of members of the Armed Forces leaving Services Family Accommodation following the death of their spouse or partner;
 - serving or former members of the Reserve Forces who need to move because of a serious injury, medical condition or disability sustained as a result of their service.

Housing need

16. Applicants must be in 'housing need' to be eligible for the scheme. There is no statutory definition of 'housing need'. The council must give priority for housing to people who are in a reasonable preference category. This is defined in s. 166 (3) of the Housing Act 1996. The council will determine that an applicant has a 'housing need' if they fall into a reasonable preference category. Applicants who do not fall into a reasonable preference category will be considered to have no housing need. Therefore, they will not qualify for the Housing Register. The banding scheme section (paragraph 92), provides further detail.
17. The council will consider whether applicants who fall into the additional preference category as defined in paragraphs 15.2 and 15.3 fall under the Urgent Housing Need category as defined in Band A1 or A2.
18. Applicants must remain in housing need throughout the time spent waiting on the Housing Register. They must notify the council within one month of any changes in their address or circumstances.
19. The council uses a banding scheme to prioritise applicants on the Housing Register. This will start from Band A (for people with the highest priority) and continue down to Band D (for people with the lowest priority). Applicants are placed in bands according to their circumstances and the degree of their housing need. Properties advertised in Homebid will be allocated to people who have placed bids.
20. For each property, the successful applicant will be the one in the highest band with the earliest effective band date, except where the property has been labelled to give priority to a particular type of applicant.
21. If there are applicants with the same band effective date, then priority will be given to the applicant with the earliest registration date. If the registration dates are the same, the priority will be given to the applicant who bid earliest.

Non-qualifying applicants

22. Some applicants may not be qualifying persons and may not qualify for Inclusion on the Housing Register. Applicants will not normally be qualifying persons if they:
- cannot demonstrate that they can meet the council's local connection criteria;
 - are **homeowners**. This may include any applicant who has rights to their home under the Matrimonial Causes Act 1973. This includes those who own a home abroad.
23. The council recognises that some exceptional circumstances may exist where access to the Housing Register should be granted to **homeowners** who do not have the financial resources to secure suitable or adapted accommodation. These exceptional circumstances might include:
- households who attract reasonable preference and need to sell their home but who have insufficient equity in the property, so that once sold, they will not be able to resolve their own housing situation in the private sector;
 - an older person who needs specialised housing for older people and does not have sufficient resources to secure this in the open market and where suitable care and/or adaptations cannot be provided elsewhere;

- a disabled person whose home is deemed unsuitable for adaptations;
 - emergency medical reasons that meet the criteria as in Band 1.
24. The applicant will be required to provide appropriate documentation, e.g., proof of shared ownership, property valuation, proof of income, reports from social care team, hospital, GP, occupational therapist regarding the suitability and viability of adaptations in their current property and any risk to health or life in order for an assessment and decision to be made by a housing officer.

Unsuitability to be a tenant

25. An applicant will not qualify for the Housing Register if the council considers them to be unable to properly manage a tenancy. This may be because an applicant may need a more supported environment than the council can provide. This may also be if an applicant or their family member are considered unsuitable to be a tenant. The council will make case-by-case decisions, taking into account all of the relevant factors.
26. The council may reach the view that an applicant unsuitable to be a tenant. In making this decision, the council can offer advice and steps to improve the applicant's chances of becoming a tenant in the future. The factors that the council will consider include:
- the applicant's previous management of a tenancy;
 - previous fraudulent housing applications;
 - housing debts owed (by anyone included in the application);
 - a history of non-payment of rent;
 - a history of arrestable offences committed in the vicinity of the applicants current or previous home;
 - involvement in anti-social behaviour.
27. In determining suitability, the council will take account of the applicant's:
- level of housing need;
 - type of and/ or seriousness of the behaviour which may make them unsuitable to be a tenant. This includes any changes in circumstances or behaviour since the relevant events occurred. This also includes how likely the issues identified are likely to recur.
 - In the case of applicants who are existing SCC tenants, a pre-vacation visit will be required. Any prospective move to new accommodation may be delayed or cancelled if the current home has not been kept to an acceptable standard.

Applying to the scheme

Choice-based lettings (Homebid)

28. The council will seek to provide the maximum amount of choice possible to applicants. However, there are constraints on the council's stock, and there is a need to manage the allocation process as efficiently as possible.
29. The council also has a website called 'Homebid' which provides a framework for choice-based lettings. This website enables housing applicants to view available properties and make bids on those vacancies for which they are eligible and interested in. Most applicants are able to express their choice of accommodation and place bids for any accommodation advertised on the Homebid site. However, the property must match their assessed household requirement(s). Details of the landlord and tenancy type will be available at the time of advertising and sign-up. The council will publish information about the lettings of properties previously advertised on the Homebid website to help inform applicant choice.
30. There is a small number of applicants who are not able to bid. In the example of Direct Let Adapted Property (DLAP) or applicants who require Housing with Care (these are outlined below).

31. Applicants can choose to bid on up to 3 properties per bidding cycle. The deadline for bids is indicated on the Homebid website. Once a property has been advertised the council will aim to complete the lettings process quickly. The council will notify the selected applicants of the various deadlines involved. It is important that properties are let promptly to ensure that eligible applicants are rehoused as quickly as possible. It also reduces unnecessary charges and loss of income for the council. Applicants who are made an offer of a property must respond to this offer within 3 working days or the offer will be removed.
32. Applicants who are successful with a bid will be suspended from placing further bids whilst they are under offer to a property, during which time other properties they may have placed bids for will be allocated in turn to others.
33. The council reserves the right to place bids on behalf of applicants. For example, for people who require a move quickly or who are unable to use Homebid.
34. The council may also place 'managed bids', which cannot be altered or removed by the applicant. This will usually be done where an applicant is in an urgent housing needs category.
35. The law relating to the council and other social housing providers varies. Housing associations have their own lettings policies. So, there may be some additions or variations to the main policy. Where this is the case, the council will do its best to alert applicants to this in the property advert during the bidding stage.

Lettings plan

36. A Lettings Plan will be published on the council's website. This is to make the best use of resources and to meet statutory requirements. The plan identifies the different categories of applicants that the council must assist. It also sets out how it intends to do this. The plan will identify the proportion of vacancies likely to be made available for categories of applicant.
37. The Lettings Plan is updated as and when it is required to reflect changes in local priorities.

How to apply

38. The council operates an online application system which the majority of applicants are expected to use. Details on how to use the system are available from the council's website. This includes the documentation required. The website is www.homebid.org.uk.
39. Applicants must provide all information within 30 days. They will be notified by email of the status of their application and deadlines to provide information.
40. Applicants who have difficulty using the online application process can be assisted to apply. They should contact housing.allocations@southampton.gov.uk, call 023 8083 3006 or visit Gateway at the Civic Centre office

Supporting vulnerable applicants to apply for housing

41. Any person, who needs support in applying for housing, whether that is assistance with the on-line application form or with bidding on properties each week, can be assisted by the housing team. The council will also be able to provide detailed housing advice for all applicants including those people who may not qualify to join the housing register. For this support, please contact the council at housing.allocations@southampton.gov.uk, call 023 8083 3006.

Students

42. Applicants who have children in full time education and are studying away from home during term-time (e.g. at University outside the city) will be permitted to include their child in the application. This is provided the children lived in the household for 12 months immediately before their course started. The child will be removed from the application if they do not return to the family home immediately at the end of their course.
43. Applications from full-time students who are living in Southampton during their studies and remain in Southampton upon completion/termination of their course, may make an application to the Housing Needs Register when they have met the 3 years out of 5 residency requirements.
44. Applications from full time students who are living in Southampton during their studies, but whose main family home was outside of the city boundary immediately prior to beginning their course will not be permitted to join the Housing Needs Register.

Prisoners

45. Prisoners who have lived in Southampton for at least 3 out of 5 years immediately prior to starting their prison sentence may join the Housing Register. They may only join six months prior to their expected release date. This provision also extends to other applicants. For example, those detained under the Mental Health Act or Hospital Order and who will be subject to specialist assessment which will include an assessment on ability to manage a tenancy.

Fostering and care leavers

Fostering

46. The council recognises that supporting care leavers and fostering contributes to good care of looked after children. A small number of properties will be identified each year to be used to help families start fostering or to increase the number of children who can be looked after.
47. The council will identify in its Lettings Plan the number and type of homes to be made available to foster carers who have been approved by SCC to foster but lack the required number of bedrooms. This number will be identified in the context of the need to achieve the overall objectives of the Allocations Policy and to satisfy statutory requirements.
48. Children's Services will identify people who would benefit from moving to alternative accommodation through this arrangement. The final decision on the allocation of properties is delegated to the Allocations Manager.
49. Properties let to foster carers will generally be offered as a 2-year fixed term secure tenancy the criteria for renewing the tenancy will include a requirement that the accommodation is still needed in order to provide fostering services.
50. Foster carers who no longer provide fostering services will be considered for re-housing when their fostering arrangements come to an end. Any accommodation offered will be suitable for their current needs at the time.

Care leavers

51. Care leavers supported by the council will be placed into either Band B or Band D, depending on their circumstances (more information in the banding scheme section). Care leavers will be permitted to bid specifically for properties advertised with a priority for Care Leavers. The numbers of properties advertised in this way will be subject to an annual quota which will be identified in the Lettings Plan.

Change in applicant's circumstances and annual renewals

52. The council aims to offer properties which match the needs of an applicant's household. Therefore, it is important that the council is kept up to date with details of an applicant's housing situation. All applicants must log in to their application portal annually to confirm whether their circumstances have changed. If applicants fail to voluntarily renew their application, the council will send a written reminder to do so within 28 days of the renewal date. The council will cancel any application which has not been updated.
53. An applicant must notify the council within one month of their circumstances changing. This could be if they have bought a property, moved home or their family size has changed. They must notify the council via their application portal so that their application can be reassessed. Not doing this will result in the application being removed from the Housing Register.
54. In order to remain on the Housing Register, applicants will need to retain a continuous local connection.
55. If the council makes an offer of accommodation to an applicant and later discovers that the applicant's circumstances changed or not as previously disclosed, the council may treat this as fraud and commence the necessary investigations.
56. If an applicant secures accommodation via the council's housing register, their application will be marked as housed and will be closed. If an applicant wishes to reapply to the register at a later date, they will need to make a new application which will be assessed on their circumstances at the time.

Who can be included in an application for rehousing?

57. The council requires that anybody included in a re-housing application to:
 - a. be eligible to access public funds and services;

- b. have a long-term commitment to the household and will live in that household once re-housed. This requirement applies to all members of the household including parents, siblings, partners and children. All members of the application must have lived in the household for a minimum of 12 months at the point of application.
 - c. have a 'need' to live together as partners, dependents or where there are caring requirements that cannot be met outside the household. Adult children of applicants may be included where they have lived in the household for at least 12 months at the point of application. The need to live together will in the main be determined by: the receipt of Child Benefit; a Care Act assessment demonstrating the need for sleep-in care.
58. Children included in the application must genuinely live in the household as their only or principal home. Applicants unsure whether to include children on their application must seek advice from the council. Where care of children is shared, the council will normally only allow them to be listed in only one re-housing application. There are only a few limited exceptions to these requirements, such as:
- a. children newly born into the household;
 - b. children leaving care or being fostered;
 - c. children required to live with the applicant because of family court proceedings arising from child protection cases brought by the local authority. Applicants who wish to include children who live with them arising from private family court proceedings will be subject to the 12 month requirement detailed in paragraph 57c.
59. Applications which include children who have previously been rehoused by the council in the care of someone else will be refused.
60. If the council considers that children have been included on the application to gain greater priority or access a larger or different type of housing the application, the application will be refused and may be treated as fraudulent.

Other landlords' requirements

61. The council work with other social landlords in the city. Some of the properties advertised may have particular requirements based on the rules adopted by that particular landlord. Where this is the case, the council will show the qualifying criteria in its advertisement. Each landlord has their own lettings policy. Individuals can ask to see this if they require further detail

Age designated properties

62. Some of the council's and housing associations' properties have minimum age requirements. For example, some properties require applicants to be 50 or over. Details are provided on the Homebid website.

Special letting schemes and sensitive lets

63. Occasionally, the council, or one of its social housing partners, may decide to implement a "special lettings scheme". An approved special lettings scheme operates alongside this policy and may restrict or give greater priority to certain categories of applicant who are eligible for housing. This is most frequently done when a newly built or refurbished scheme is being let. However, this can happen at any time if the landlord deems it necessary to make sure that the scheme operates effectively as a good place to live.
64. This principle may also apply to individual properties where there have been significant management problems previously. In this case the landlord may choose to make a "sensitive letting" by imposing additional qualifying criteria for applicants to make sure that similar problems do not arise through the re-letting of the property.
65. Special lettings schemes and sensitive lettings will only be made where they do not compromise the council's ability to achieve its overall policy aims. Where they are deemed necessary the additional eligibility criteria will be listed in the Homebid property advertisement.

Applicants who are not able to bid

Housing with Care

66. The council lets and makes nominations to several other persons specialist housing schemes. These are categorised as Housing with Care. These schemes offer independent, secure/assured tenancies. They have the benefit of additional

onsite care and associated facilities catering to a range of need.

67. The applicant must meet the eligibility and qualification criteria of this policy. For Housing with Care, applicants must also request a Housing with Care referral from their care co-ordinator or social worker. This is so that the council and its commissioned onsite care providers can ensure that the level of care required in the accommodation available. If the applicant does not have a care co-ordinator or social worker, the Allocations service has specialist officers who can begin this assessment process with them.
68. Due to the specialist nature of this accommodation, the council does not advertise Housing with Care vacancies on Homebid alongside other properties. A separate direct let list will be maintained. Applicants will be matched to suitable vacancies in line with their preference of scheme/area. Where more than one applicant is assessed as being potentially suitable for a vacancy, the qualification date will determine who is made a provisional offer.

Adapted property direct let

69. An Adapted Property Direct Let (APDL) is the status given to applicants who require a significantly adapted property to meet their disability and housing needs. This is usually due to the applicant, or a member of their household, being wheelchair dependent within the home.
70. Before being accepted on to the APDL waiting list, an Occupational Therapist (OT) assessment is required. This assessment will detail what adaptations are required, as well as why there is a need to move.
71. The council matches adapted properties to the housing needs of applicants. Most applicants are able to exercise choice with regards to location, and this choice will be considered when matching available properties. However, some areas of the city have no social housing, or a very limited supply. The more restrictive an applicant is, the more difficult it will be to assist.
72. APDLs are managed outside of the council's usual Homebid system. APDL applicants do not need to bid via Homebid and will not be placed into a band. Directly matching applicants to available, suitable adapted properties helps to make the best use of them, as these properties are very scarce.
73. Applicants wait in date order, using the date the APDL was agreed (not necessarily the application date). Applicants will be informed of the date their APDL status began and their position on the direct let list when they apply.

Urgent APDLs

74. An applicant who requires an APDL may also be in the Urgent Housing Needs category, or one of the following circumstances may apply:
- Permanently unable to leave or access the property due to the unsuitable nature of their current home, and as a result are either housebound or unable to return home from hospital / residential care.
 - Unable to receive personal care in a private space, away from other members of the household.
 - Unable to access essential facilities within the property and temporary solutions are not possible. Where there is an imminent, unavoidable risk of significant harm within the current home and a move will resolve this. Where someone has been accepted as homeless by the council and will be losing their current home and a temporary move will leave the applicant with an urgent need.
75. There may be more than one applicant with an urgent need waiting for the same size of property. The urgent cases will be considered in the date order of urgent status being agreed. Then in order of the application date.
76. Whilst the applicant's area of choice will be considered, applicants with an urgent need will be expected to be flexible. This will be discussed with the applicant at the point of an urgent APDL being agreed. If an urgent APDL applicant refuses an offer of a property, they will no longer be considered as urgent and will continue to wait in turn.

Allocating housing

How the council makes decisions

77. The council makes decisions about housing applications by considering four questions.

- Is the applicant eligible to be rehoused? If so;

- Does the applicant qualify under this policy? If so;
- What type of property does the applicant require (see below)? and;
- Which band must they be placed in according to the banding system?

78. Allocations Officers will make all Allocations decisions unless detailed below:

Decision	Minimum level of authorisation
Reviews (appeals)	Senior Allocations Officer
Direct offers of accommodation	Senior Allocations Officer
Decision to place applicant in Urgent Housing Need category	Senior Allocations Officer
Decision for unsuitability to be a tenant	Allocations Manager
Decision to advertise property as 'sensitive let'	Allocations Manager
Decision to not apply local connection; 12 month living together and housing debt owed requirements	Allocations Manager
Authorisation for special lettings scheme (for new housing developments)	Director of Housing
Exceptions to policy	Director of Housing

79. The council may seek the advice of outside professionals to assist in reaching a decision on an application. This is often due to a complex medical issue identified in the application. The final decision will still be made by an Allocation officer or other officer identified in the table above, taking into account the advice receive

Exceptions to policy

80. Occasionally, exceptional cases will arise which cannot be dealt with within the normal policy criteria. Under the Council Constitution 23 Part 10 - Officer Scheme of Delegation, the Director of Housing has the delegated authority to make an exception to policy, give additional priority or to take other action necessary. This delegated authority will only be used in very exceptional circumstances to ensure the council is equitable in its treatment of applications for re-housing. The council will take into account all relevant considerations when making this decision including:

- the applicant's degree of housing need;
- significant events in the applicant's tenancy history and;The current position in respect of the applicant's tenancy history and;
- The current position in respect of the applicant's ability to manage a tenancy.

Type of property required

81. The council must make the best use of the resources available in order to house the maximum number of people from the Housing Register. This means that the council has rules about the type of property that applicants can apply for. In deciding on the type of property, and degree of priority required, the council has to consider the type of housing available and the high demand for that housing. For example, there are more flats than houses and larger homes are scarce.

82. The council classifies properties according to a number of different factors. These are:

- the number of bedrooms;
- the type of access inside and outside the property (e.g. steps, stairs, lift, level access);
- adaptations which have been carried out in order to meet particular needs;
- whether pets can be permitted;
- age requirements (if any) of the block or scheme; and
- the provision of support services.

83. For applicants accepted onto the Housing Register:

- The council will assess their needs to decide what sort of property they can bid for on the Homebid website.
- If an applicant bids for a property outside this assessed need, the offer will not be made to that applicant.
- If a property is advertised with a priority for certain applicants, the council will make offers to those applicants in turn first. This is normally done where a property would meet the needs of a disabled applicant (e.g. a ground floor property).
- The council may restrict bidding for properties to applicants within the specified bands. This may be done where there is a need to increase lets to certain categories of applicant, e.g. applicants who are homeless. The council will produce a lettings plan to inform decisions on how properties are advertised.

84. The council reserves the right to not make an offer of a property to an applicant if, due to its features or adaptations it could be better used by another household or if it would meet the needs of those in emergency housing situations.

85. The council does not make any distinction between houses and flats when deciding what type and size of property applicants are eligible for. However, houses can satisfy a greater range of needs than flats so the council has to make best use of them. Therefore, houses will usually be allocated and given priority to particular types of applicants. This includes families with children or those giving up a larger socially rented home. Houses which have two reception rooms (i.e. 'parlour houses') will usually be classified as having an additional bedroom. Therefore, they will be advertised with a priority to applicants who require the larger number of bedroom

Size of property required

86. The council considers the following people will usually need a bedroom of their own:

- couples;
- a single person aged 16 or over;
- someone who needs to live in the household and has an assessed medical need for their own bedroom.

87. Two children of different sexes aged under 10 will be expected to share a bedroom.

88. Here are a few examples of how the rules apply:

Family size	Size of accommodation
Single person	Studio or one-bedroom
Two adults living as a couple	One-bedroom
Adult couple or single person, with: <ul style="list-style-type: none"> • One child • Two children aged under 10 • Two children aged under 16 of the same sex (includes step and half-siblings, cousins, nieces/nephews, etc)	Two-bedroom
Adult couple or single person, with: <ul style="list-style-type: none"> • Two children of opposite sexes, at least one over age 10 • Adult couple or single person, with three children under 16 • Adult couple or single person with four children, including two of each sex (includes step and half siblings, cousins, nieces/nephews, etc)	Three bedrooms
Adult couple or single person, with: <ul style="list-style-type: none"> • Three children, one aged over 16 and two aged over 10 of different sex. • Four children, one aged over 16, one aged 10-15 and two aged under 10. • Five children aged 0-15 (includes step and half-siblings, cousins, nieces/nephews, etc)	Four bedrooms

89. The council considers the following people will usually need a bedroom of their own:

- couples;

- a single person aged 16 or over;
- someone who needs to live in the household and has an assessed medical need for their own bedroom.

90. Two children of different sexes aged under 10 will be expected to share a bedroom.

91. Here are a few examples of how the rules apply:

Banding scheme

92. The banding scheme operates by grouping applicants into several bands, which reflect the differing levels of housing needs and local priorities in an allocation scheme.

Band	Band name	Definition
A	1. Urgent housing needs: A life-threatening illness or sudden disability	The applicant is living in accommodation which poses an imminent risk of serious physical or mental harm, for which no other reasonable housing options are available, or: · The applicant is living in housing which cannot be adapted for their needs, cannot reasonably access other housing options and, due to the lack of an adapted home, cannot access basic facilities such as a toilet.
	2. Urgent housing needs: Those who require urgent re-housing as a result of violence or threats of violence, including intimidated witnesses, and those escaping serious antisocial behaviour or domestic abuse	Existing social housing tenants in the city must meet the requirement to be made a management move as determined by their registered social landlord (see paragraphs 95-96). If the applicant is living in owner occupied or privately rented accommodation, or have no housing, they will be referred to the council's Homelessness service.
	3. Under occupation (3+ bedroom property)	The applicant is a SCC council tenant (or a tenant of a housing association living the SCC area where the vacancy will be given to SCC); who under occupies their existing 3 bedroom or larger property and is looking to move to a two bedroom or smaller property
	4. Efficient use of Housing Stock	Applicants giving up fully wheelchair accessible or extensively adapted social housing that is no longer required.
	5. Decant - regeneration	SCC tenants living in an approved council estate regeneration area and have been served notice that they must give up their council home in the city.
	6. Decant - disposal	SCC tenants in the city who are required to move because the property is being permanently disposed of.

B	1. Main Homeless Duty	Applicants who are statutorily homeless and owed the main Housing Duty by SCC under s193 (2) and are ready to move on from temporary accommodation.
	2. Under occupation (2 bedroom property)	The applicant is a SCC tenant or a tenant of a housing association living the SCC area, who under occupies their existing 2 bedroom property and is looking to move to a smaller property.
	3. Efficient use of Housing Stock	The applicant is a SCC council tenant or a tenant of a housing association living the SCC area and is giving up ground floor social housing as they no longer require it.
	4. Care Leavers Move -On	Where a young person who has been looked after, fostered or accommodated and has had a duty of care accepted under the Children Act in the SCC council area and is ready for independent living, to enable a planned move on to independent suitable accommodation providing a support plan is in place. The numbers housed under this provision will be subject to an annual quota agreed with the
	5. Applicants with two or more categories in Band C2-C4	Applicants not in any of the above categories who are assessed as having two or more reasons to move from Band C2-C4.
C	1. Homeless Prevention or Relief Duty	Applicants owed the prevention or relief duties under part 7 of the Housing Act 1996 by SCC
	2. Occupying insanitary, overcrowded or unsatisfactory housing conditions	Applicants living in one or more of the conditions defined in appendix 1
	3. Medical /welfare need	Applicants with an assessed medical or welfare reason to move home, including grounds related to a disability
	4. Hardship	Applicants who need to move to a particular locality in Southampton, where failure to meet that need would cause hardship to themselves or others.
	5. Right to Move	Applicants who have been accepted under the 'Right to Move' regulations. This band will apply regardless of how many other categories in this table may apply.

D	1. Intentionally Homeless	Intentionally homeless applicants (regardless of how many other categories in this table may apply).
	2. Housing related debt	Applicants with housing debt owed but no repayment plan agreed or being adhered to. This is regardless of whether they would be entitled to be in bands A-C.
	3. Care leavers not ready to move	Where a young person who has been looked after, fostered or accommodated and has had a duty of care accepted under the Children Act in the SCC council area and is not ready for independent living
	4. Refusal penalty	Applicants who have refused three offers of accommodation will be placed in Band D for six months.

93. Applicants in Band A1 or A2 (applicants with urgent housing needs) will remain in the band for 3 months only. If a suitable property does not become available to bid on, the council will suspend the application from bidding and make one direct offer of accommodation. If an applicant in Band A1 or A2 refuses any offer of accommodation and the council is satisfied the offer was reasonable, the applicant will be placed into the band they previously occupied. If the applicant did not previously have a band, they will be removed from the Housing Needs Register.
94. There may be occasions where applicants who are at significant risk of harm and have no alternative housing options may be given a direct offer of accommodation. Whilst we will give due consideration to the applicant's area of preference it may not always be possible to make a direct offer in their area of preference. Priority will be given to ensure risk of harm is removed in the quickest possible timeframe. If an applicant refuses an offer and the council is satisfied the offer was reasonable, the applicant will be placed into the band they previously occupied. If the applicant did not previously have a band, they will be removed from the Housing Needs Register.

Management Moves and Reciprocal

95. Southampton City Council in its role as a landlord may decide to move a tenant in line with its housing management practice and procedures. These applicants will be made one suitable offer of accommodation. This will be in consultation with the relevant local housing office. Offers made under this basis will usually be to a 'like-for-like' property. This is unless the offer would result in a statutory overcrowding situation.
96. If the tenant's landlord is a housing association, their landlord will determine if the tenant needs to move on this basis. They will request the Allocations service to consider making one direct offer of suitable 'like for like' accommodation. This is agreed on a discretionary basis taking into account the relevant factors of the case and prevailing local housing situation. Requests will not be agreed unless the landlord agrees to reciprocate (i.e. allow the council to advertise the resulting vacancy)

Families in severe overcrowding which pose a serious health hazard

97. The council will investigate the circumstances and causes of the overcrowding and what immediate remedies, if any, are available. It will decide whether to place these applicants into the urgent housing needs band on a case-by-case basis. It is likely that those who apply and are accepted on this basis will be offered interim accommodation under Part VII of the Housing Act 1996.

Refusing an offer of accommodation

98. The council has an obligation to manage its resources efficiently and provide value for money to its customers. Refusals of accommodation place a burden on council staff time. Refusals of council-owned accommodation causes rent loss for councils. This is to the detriment of our tenants and prospective tenants. If an applicant in any band refuses 3 offers of accommodation during the life of their application, they will be placed into Band D for 6 months. If this applicant then refuses another offer of accommodation, they will be treated as if they no longer require a move, and their application will be cancelled.

Right to Review decisions

80. Applicants have a right to request a review of any decision. Applicants also have a right to request a review of the facts of the case which were taken into account in making the decision. The details on how to request a review are provided in the letter notifying them of the decision. The review will be carried out by an officer who has not been involved in the case and is more senior than the original decision maker.

Right to Move

100. The Allocation of housing (Qualification Criteria for Right to Move) (England) Regulations 2015 requires the council to set aside a proportion of their lettings for social tenants from other parts of the England who need to move to the area to take up work.
101. To qualify to be considered for the “right to move” applicants must:
- be an existing social housing tenant in England;
 - have reasonable preference under s.166A(3)- the need to move to the local authority district to avoid hardship;
 - need to move because the tenant works in the district; or
 - need to move to take up an offer of work.
102. To make this decision, the council will take into account factors such as:
- the distance and/or time taken to travel between work and home;
 - the availability of transport, taking into account earnings;
 - the nature of the work and whether similar opportunities are available closer to home;
 - other personal factors such as medical conditions and childcare;
 - the length of the work contract and whether failure to move would result in the loss of opportunity to improve their employment circumstances or prospects.
103. Voluntary work is excluded from these arrangements. Work, which is only short-term, marginal in nature or ancillary to work in another district is also excluded.

Right to Buy

104. The Right to Buy scheme allows most council tenants to buy their council home at a discount.
105. The council will not offer alternative accommodation to applicants who have an active right to buy application, or who are subject to a court order suspending a right to buy application

Risk to applicants or other residents

106. When deciding whether to accept an application, or to make an offer of housing, the council will consider any known risk factors. This will include the risk to other residents and to the applicant. The issues which will be taken into account include those which might render the applicant vulnerable if re-housed and which may affect other residents. For example, a known history of violent or anti- social behaviour. If the council considers the risk to be too great then it may decide not to accept the applicant onto the Housing Register, or not to make an offer of accommodation. The council may also restrict the offer to certain types of accommodation or to certain areas of the city.
107. In considering these factors the council recognises the role that settled accommodation can play in enabling offenders to become rehabilitated. However, the council also exercises a duty as landlord to thousands of tenants across the city. Therefore, it is necessary to balance the needs of individual applicants against the needs of the wider tenant population.
108. In reaching a decision on these matters the council will consider all the relevant factors. This includes seeking the view of Health, Police, National Probation Service, and other relevant statutory agencies. Examples of issues which will be considered include:

- the applicant's degree of housing need;
- the nature of the applicant's behaviour/convictions/bail or licence conditions;
- any mitigating circumstances that applied at the time or to current circumstances;
- the result of any trial period in accommodation; and
- whether there are any areas of the city or property types which would be unsuitable

Applicants deliberately worsening their housing situation and fraud prevention

109. The council takes its responsibility to make proper use of public resources very seriously. Applications for the Housing Register are investigated to ensure assessments and decisions are accurate. The council will require proof of information in the application, such as benefits and council tax records, tenancy agreements, bank statements and any other information the council may require in order to validate applications. The council is required to participate with other Local Authorities as part of the National Fraud Initiative. The council will also verify information by office interviews, home visits, statements from previous social landlords, and verification of documents.
110. Where the council suspects fraud, the application may be referred to the council's Tenancy Fraud team for enhanced checks.
111. Where the council considers an application for the Housing Register to be fraudulent, it may take action in line with any of its enforcement policies, whilst adhering to the legislation set out in the Prevention of Social Housing Fraud Act 2013. The council will consider each matter on a case-by-case basis.
112. If an applicant moves out of, or alters, suitable accommodation so that is unsuitable for their needs, the council will investigate to find out why this has been done. If it is satisfied that this was done in order to improve the applicant's position on the Housing Register, the council will continue to treat the application as if the move or alteration had not taken place.
113. The council will also carry out investigations where it believes that incorrect information has been provided in order to improve an applicant's rehousing prospects. Where this is the case the council may amend or cancel an application.

Data protection

114. Information will be held and destroyed in accordance with Data Protection legislation and the council's retention schedule. Data will only be used for the purpose of assessing housing applications, or for exercising other duties compatible with the council's status as a strategic authority.

Governance

Review and implementation

80. This policy will be reviewed regularly by the Allocations Team to make sure it aligns with the latest legislation and changing local priorities.
81. A new system is required to implement the new banding scheme and policy. The policy will be implemented when the new system is in place

Appendices

Appendix 1: Defined unsatisfactory housing categories

1. Shared facilities

- Lacking sole use of bathroom
- Lacking sole use of kitchen
- Lacking sole use of inside W.C

2. Disrepair

Relating to privately rented accommodation where, despite intervention from the council's environmental health service, the applicant:

- Lacks cold or hot water supplies
- Lacks electricity and / or gas
- Lacks heating in a minimum of one room

3. Applicants requiring larger property

Please refer to the paragraph in the main body of this policy titled "size of property required" (paragraphs 86-88) for information on how the council determines how many bedrooms it considers a household requires.

4. Applicants requiring housing for older people

Applicant aged 50 (or joint applicants both aged 50) or over, living in general needs social housing, who want to move to:

- Housing for people aged 50 and over with floating support.
- Housing for people aged 55 and over with either floating or scheme based support.

Applicant aged 55 (or joint applicants both aged 55) or over, living in social housing for ages 50+, who want to move to:

- Housing for people aged 55 and over with either floating or scheme based support

Applicant aged 55 (or joint applicants both aged 55) or over, living in privately rented accommodation, who want to move to:

- Housing for people aged 55 and over with either floating or scheme based support.

Appendix 2: Legislation and regulations

The relevant legislation and codes of guidance have been considered, in particular:

- The 1996 Housing Act (Part VI) as amended by the Homelessness Act 2002 and the Localism Act 2011
- The Housing Act 1996 (Part VII) as amended by the Homelessness Reduction Act 2017
- The Equality Act 2010
- The Freedom of Information Act 2000
- Section 17 Childrens Act 1989
- The Domestic Abuse Act 2021
- The Allocation of Housing (qualification criteria for Armed Forces Personnel) (England) Regulations 2012 and supplementary statutory guidance December 2013
- Allocation of Housing and Homelessness (eligibility) (England) Regulations 2006 (as amended)
- Regulations made by the Secretary of State sets out person who may be eligible despite being a person from abroad subject to immigration control.
- Allocation of Accommodation: Guidance for Local Housing Authorities in England (MHCLG 2012, as amended)
- Providing social housing for local people: Statutory guidance on social housing allocations for local authorities in England (DCLG, December 2013)
- Improving access to social housing for members of the Armed Forces (MHCLG, 2020)
- Improving access to social housing for victims of domestic abuse (MHCLG, 2022)
- Right to move and social housing allocation 2015
- Allocation of housing (Qualification Criteria for Right to Move) (England) Regulations 2015/967, and takes into account the Allocation of Accommodation; Guidance for Councils, issued in June 2012, updated guidance December 2013 and Right to Move statutory guidance issued in March 2015.
- The Housing and Planning Act 2016
- The Homelessness Reduction Act 2017.

The Policy has been formulated with regard to law and regulatory requirements including:

1. Statutes

- a. The Housing Act 1985
- b. The Housing Act 1006
- c. Homelessness Act 2002
- d. Homeless Reduction Act 2017

- e. Housing and Regeneration Act 2008
 - f. Localism Act 2011
 - g. Armed Force Act 2006
 - h. Asylum and Immigration Act 1996
 - i. Immigration and Asylum Act 1999
 - j. Childrens Act 2004
 - k. Equality Act 2010
 - l. Data Protection Act 2018
 - m. European Union (Withdrawal Agreement) (Act 2020).
 - n. Human Rights Act 1998.
2. Regulations
- Allocation of Housing (Procedure) Regulation 1997; SI 199/483
 - Allocation of Housing (England) Regulations 2002; SI 2002/3264
 - Allocation of Housing and Homelessness (Eligibility) (England) Regulations 2006, SI 2006/1294 (as amended)
 - The Allocation of Housing and Homelessness (Eligibility) (England) (Amendment) Regulations 2021
 - Allocation of Housing (Qualification Criteria for Armed Forces) (Armed Forces)(England) Regulations 2012; SI 2012/2989
 - The Allocation of Housing and Homelessness (Review Procedures) Regulations 1999
 - Allocation for Housing (Qualification Criteria for Right to Move) (England) Regulations 2015; SI 2015/967
 - The Housing Act 1996 (Additional Preference for Armed Forces) (England) Regulations 2012, SI 2012/2989
3. Codes of Guidance
- Allocation of accommodation: guidance for local authorities, June 2012, updated, September 2021
 - 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:
 - Tenancy Standard, published April 2012
 - Homelessness Code of Guidance for Local Authorities 2018

Appendix 3: Habitual residency, persons subject to immigration control and those who may be eligible or ineligible for an allocation of social housing

The following classes of persons, subject to the satisfying a habitual residency test will be eligible to join the scheme:

- A. British citizens (constituting the nations of England, Scotland and Wales).
- B. Commonwealth citizens with a right of abode in the UK immediately before 01 January 1983 who have remained commonwealth citizens throughout (excluding non-British citizens from Pakistan and South Africa, but inclusive of citizens from Gambia and Zimbabwe).
- C. Irish citizens (constituting the nations of Northern Ireland and Republic of Ireland)
- D. EEA Nationals (nationals of any of the EU member states, and nationals of Iceland, Norway, Liechtenstein and Switzerland - other than those from Ireland) and their family members, who a. have acquired limited leave to enter and remain in the UK b. were frontier working before 31 December 2020, or c. are lawfully residing in the UK by 31 December 2020, but still have to apply to, or acquire status under the EU Settlement Scheme before the deadline of 30 June 2021, and are covered by the "Grace Period statutory instrument
- E. Persons exempt from immigration control (e.g. diplomats and their family members based in the UK and some military personnel).
- F. Persons granted refugee status by the UK Government.
- G. Persons granted exceptional or limited leave to enter or remain in the UK with condition that they and any dependents have resource to public funds (e.g. humanitarian or compassionate circumstances).
- H. Persons with current leave to enter or remain in the UK with no condition or limitation, and who are habitually resident in the UK, The Channel Islands, the Isle of Man or the Republic or Irelands (defined as the Common Travel Area) (a person whose maintenance and accommodation is being sponsored must be resident in the Common Travel Area for five years since date of entry or date of sponsorship, unless the sponsor has died).

- I. Persons who have humanitarian protection granted under the Immigration Rules (e.g. a person whose asylum application has failed, but they face real risk of harm if they returned to their state of origin).
- J. Persons who are Afghan citizens with limited leave to enter or remain in the United Kingdom, who are habitually resident in the Common Travel Area.
- K. Persons who are habitually resident in the Common Travel Area, who have Calais leave to remain under the Immigration Rules
- L. Persons who are habitually resident in the Common Travel Area, who have been granted leave to remain as a stateless person under Immigration Act 1971
- M. Person who have limited leave to enter and remain in the UK as the family member of a 'relevant person of Northern Ireland by virtue of the Immigration Rules.
- N. Eligibility provisions do not apply to Applicants who are already secure or fixed-term tenants (let at social rent or affordable rent) of the Local Authority seeking to transfer.

Even when an Applicant is eligible for an allocation of social rented housing, only those who are habitually resident in the Common Travel Area will be eligible for an allocation (except persons which exempt from the requirement to be habitually resident, as defined in law). If it is apparent that an Applicant came to live in the UK during the previous two years, the following tests will be carried out to confirm if an Applicant is habitually resident:

- A. The degree of permanence in the person's residence in the United Kingdom of Great Britain & Northern Ireland, Republic of Ireland, Isle of Man or the Channel Islands.
- B. The association between a person and their place of residence.
- C. Why a person has come to live in the UK
- D. Whether a person is joining family or friends in the UK
- E. Whether a person has accumulated a continuous period of residence prior to making their application.
- F. The length of residence in another country
- G. Visits abroad for holidays or to visit relatives and other temporary periods of absence will be disregarded.
- H. A person's future intentions, employment prospects and centre of interest
- I. Exemptions from the habitual residence test include EEA nationals and their family members who are workers or self-employed, or have certain permanent rights of residence, or have been removed from another country to the UK.

Not eligible to join the scheme:

Applicants who are subject to immigration control or are an ineligible person from abroad will not be eligible for an allocation of social rented housing. The following classes of person will not be eligible to join the Scheme:

- A. Persons not habitually resident in the Common Travel Area
- B. EEA nationals whose only right to reside in the UK is:
 - (i) Derived from their status as a jobseeker (or their status as a family member of a jobseeker).
 - (ii) An initial right of residence for 3 months.
 - (iii) Derivative right of residence because the person is the primary carer of a British citizen.
- C. Persons whose only right to reside in the UK is an initial right for no more than 3 months, including those who would become an unreasonable burden on the social assistance system of the UK.
- D. Persons who are excluded by section 115 of the Immigration and Asylum Act 1999 to entitlement to universal credit under Part 1 of the Welfare Reform Act 2012 or to housing benefit.

Where there is any uncertainty about an Applicant's immigration status, the Local Authority shall contact the Home Office. Before doing so, Applicants will be advised that such inquiries will be made in order to comply with data protection legislation. Confirmation of the immigration status of an Applicant from abroad will be obtained, where necessary, from the Home Office by emailing EvidenceandEnquiry@homeoffice.gsi.gov.uk

Southampton City Council's Allocations Policy (short version)

What is the Housing Needs Register?

To be considered for social housing, applicants must join the Housing Needs Register (the Register). The council decides who is prioritised for social housing in the city. The council aims to house those with the highest needs first.

What is the Allocations Policy?

The Allocation Policy explains:

- 1) who can apply to the Housing Needs Register and be considered for social housing;
- 2) how the council decides which applicants to prioritise for social housing.

Who is eligible to register?

To join the Housing Needs Register applicants must:

- 1) qualify;
- 2) be eligible;
- 3) meet the requirements for either "reasonable" or "additional" preference;
- 4) be suitable to be a tenant.

To qualify, the applicant must:

- Have a 'housing need' (reasonable or additional preference).
- Be downsizing from larger social housing.
- Be moving out of adapted social housing.
- Want to move to older persons housing.

To be eligible, the applicant must:

- Be 18 years or older.
- Not own any residential property (in the UK or abroad).
- Have a local connection (must have lived in Southampton for 3 out of the last 5 years).
- Meet immigration criteria (have recourse to public funds, not be an asylum seeker, be habitually resident in the UK).

To meet the requirements for either "reasonable" or "additional" preference, the applicant must:

- Be homeless.
- Be owed a housing duty.
- Occupy insanitary or overcrowded housing.
- Have a medical or welfare need for needing housing.
- Have a need to move area to stop hardship from happening to them or others.
- Be a member of the Armed Forces community who has urgent housing needs.

To be a suitable tenant, the applicant must:

- have no history of Anti-social behaviour;
- no rent arrears and;
- be able to manage a tenancy.

How to apply?

The council has a website called “Homebid.” Applicants can view all the available properties and bid on vacancies which they are eligible for and interested in.

To apply go to: www.homebid.org.uk

If you want some support in the application process, you can:

- Email - housing.allocations@southampton.gov.uk.
- Call - 023 8083 3006.
- Visit- Gateway at the Civic Centre offices.

You **must** keep the council up to date with your housing situation. For example, if you have moved home or your family size has changed. To do this, log into your account and update your application.

Most applicants are expected to apply online at [Join the Housing Register \(southampton.gov.uk\)](http://Join the Housing Register (southampton.gov.uk)). For those who are unable to apply online, officers may be able to assist by contacting the council as detailed above.

When do you have to re-register?

The council will require every applicant to re-register every year. This is to help the council understand the true level of housing needs in the city. This is to make sure applications are up to date and to prevent fraudulent applications.

What if you have specific housing needs?

Housing with Care schemes

- If you would benefit from additional onsite care and associated facilities catering to certain needs, you may be eligible for Housing with Care.
- If you meet the criteria, you must request a Housing with Care referral from your care co-ordinator or social worker. This is to make sure that your individual needs are met. If you do not have a care coordinator or a social worker, you can contact the Allocations service at 023 8083 3006 and an officer will support you in the application process.
- You will not need to bid via the Homebid website. You will be directly matched to a home in a specialist housing scheme which caters for your needs.

Adapted Property Direct Let (APDL)

- If you require an extensively adapted property to meet your disability or housing needs, you may be eligible for an Adapted Property Direct Let (APDL).
- You will not need to bid via Homebid. You will be matched to a property directly.
- An Occupational Therapist will assess your needs and what adaptations are required.
- The council will match you to an adapted property. Most applicants will have a choice with regards to location, as long as there is a supply of vacant social housing in that area.

Special Letting Scheme

- A special letting scheme is usually created when a new development of social housing is built. The landlord of the new scheme may want to have special rules which determine which applicants the council may let the new homes to. Sometimes there may also be

planning requirements to consider. Special lettings schemes are created to ensure that the new development operates as a well-managed, good place to live.

- It means that in addition to the normal qualifying criteria, successful applicants will have to meet additional eligibility criteria. These will be detailed in the property advert on Homebid. You can only apply if you meet the additional criteria.

How will the council allocate social housing?

Type and size of property

The council wants to make the best use of the social housing available. The council will assess an applicant's needs to decide what type and size of property they can bid for on the Homebid website. If the property is advertised with a priority for certain applicants- for example, those who need a ground floor property due to disability- these applicants will be made the offers first.

This chart gives details as to the size of the property required:

Family Size	Size of Accommodation
Single person	Studio or one-bedroom
Two adults living as a couple	One-bedroom
Adult couple or single person, with: <ul style="list-style-type: none"> • One child. • Two children aged under 10. • Two children aged under 16 of the same sex. (includes step and half-siblings, cousins, nieces/nephews, etc)	Two-bedroom
Adult couple or single person, with: <ul style="list-style-type: none"> • Two children of opposite sexes, at least one over age 10. • Adult couple or single person, with three children under 16. • Adult couple or single person with four children, including two of each sex. (includes step and half siblings, cousins, nieces/nephews, etc)	Three bedrooms
Adult couple or single person, with: <ul style="list-style-type: none"> • Three children, one aged over 16 and two aged over 10 of different sex. • Four children, one aged over 16, one aged 10-15 and two aged under 10. • Five children aged 0-15. (includes step and half-siblings, cousins, nieces/nephews, etc)	Four bedrooms

The Banding Scheme

The council will use the following banding scheme to prioritise applicants on the Housing Register. The scheme starts with Band A (highest priority level) down to Band D (lowest priority level).

Band	Band name
A	1. *Urgent housing needs: A life-threatening illness or sudden disability
	2. *Urgent housing needs: Social housing tenants at risk of violence or threats of violence, including intimidated witnesses, and those escaping serious antisocial behaviour or domestic abuse. The tenant's landlord must decide whether they are required to move for these reasons. Private tenants, owner-occupiers and those with no housing will be referred to the council's Homelessness service.
	3. Under occupation: Social housing tenants who are giving up 3+ bedroom social housing.
	4. Efficient use of Housing Stock: Giving up a wheelchair-accessible or extensively adapted home which is no longer needed.
	5. Decant: Council tenants whose home is part of a regeneration scheme.
	6. Decant: Council tenants whose home is being permanently disposed of (e.g. due to disrepair).
B	1. Main Homeless Duty: The applicant is owed the main housing duty under s.193(2) of the Housing Act 1996 and is ready to move on from temporary accommodation.
	2. Under occupation: Giving up 2-bedroom social housing which is no longer needed.
	3. Efficient use of Housing Stock: Giving up ground-floor social housing which is no longer needed.
	4. Care Leavers Move –On: A young person who has been looked after, fostered or accommodated by the council and is now ready for independent living.
	5. Applicants with two or more categories in Band C2-C4.
C	1. Homeless Prevention or Relief Duty: Applicants owed the prevention or relief duties under Part VII of the Housing Act 1996.
	2. Applicants occupying insanitary, overcrowded, or unsatisfactory housing conditions.
	3. Medical /welfare need: Applicants with an assessed welfare reason to move home, including grounds related to a disability.
	4. Hardship: Applicants who need to move to a particular locality in Southampton to avoid hardship to themselves or others.
	5. Right to Move: Any social housing tenant in England who needs to move to Southampton under the Right to Move regulations.
D	1. Intentionally Homeless: Applicants who are homeless within the meaning of Part VII of the Housing Act but who are considered to be intentionally homeless.
	2. Housing related debt: Applicants who have housing related debt owed to the council or a social landlord and are not repaying this or do not have a repayment plan agreed.
	3. Care Leavers Not Ready to Move: A young person who has been looked after, fostered or accommodated by the council but is not yet ready for independent living.
	4. Refusal penalty: Applicants who have refused 3 offers of accommodation will be placed in Band D for six months.

*Applicants in bands A1 and A2 will only be permitted to place bids for 3 months. If they have still not been housed, they will be suspended from bidding and one direct offer of accommodation will be made. If at any time they refuse an offer of accommodation which the council determines as suitable, they will be placed into the band they previously occupied. If they did not previously have a band, they will be removed from the register.

How properties are advertised and prioritised

Properties will be advertised at www.homebid.org.uk. The property adverts will explain whether any specific requirements apply to applicants for them to be made an offer of a home.

Sometimes, the council will prioritise- or restrict bidding to- certain groups of applicants. For example, if the council decides there is a need to increase lets to homeless households, it may consider bids from those in categories B1 and C1 before all other bids. Or, if a ground floor property is advertised, the council will consider those with a ground floor need before all other applicants. The property advert will explain this.

The council will produce a lettings plan which details the proportion of applicants from each band it expects to house each year. This plan will help guide the council as to how to advertise properties.

What happens if an offer is refused?

If an applicant refuses 3 offers, they will be placed into Band D for 6 months. If a 4th offer of accommodation is refused at any point the application will be cancelled.

How to request a review of a decision?

Applicants have the right to request a review of their case, and to request any information considered when deciding on their case. The letter which notifies applicants of their band or a decision to not accept them onto the register will provide details of how to request a review. The review will be carried out by an officer who has not been involved in the case and is more senior than the original decision-maker.

How to request a move to Southampton to take up work?

Some applicants may apply under 'Right to Move' regulations. To be considered for this, applicants must:

- Be an existing social housing tenant in England.
- Have the 'hardship reasonable preference (as noted above).
- Need to move because they work in the area or.
- Need to move to take up a work offer in the area.

To request to move to an area to take up work applicants must contact us at housing.allocations@southamptgon.gov.uk or phone 023 8083 3006. Applications under the Right to Move cannot be made online.

How to buy your council home?

Under the Right to Buy scheme, council tenants have a right to buy their home at a discount. Please see Southampton City Council's Right to Buy website for more information on the Right to Buy scheme: www.southampton.gov.uk/housing/your-home/right-to-buy/

Deliberately worsening your housing situation and fraud

The council will require proof of information in the application, such as benefits, council tax records, tenancy agreements and any other information to validate the application. The council will also verify information by office interviews, home visits, statements from previous social landlords and verification documents. The council has a Tenancy Fraud Team which investigates fraudulent activity.

Data protection

Personal information will be held and destroyed in accordance with Data Protection legislation and the council's retention schedule. Data will only be used for the purpose of assessing housing applications, or for exercising other duties compatible with the council's status as a strategic authority.

Contact details

If you have any questions or need any support, please contact us:

- Email - housing.allocations@southampton.gov.uk.
- Call - 023 8083 3006.
- Visit- Gateway at the Civic Centre offices.

Equality and Safety Impact Assessment

The **Public Sector Equality Duty** (Section 149 of the Equality Act) requires public bodies to have due regard to the need to eliminate discrimination, advance equality of opportunity, and foster good relations between different people carrying out their activities.

The Equality Duty supports good decision making – it encourages public bodies to be more efficient and effective by understanding how different people will be affected by their activities, so that their policies and services are appropriate and accessible to all and meet different people’s needs. The Council’s Equality and Safety Impact Assessment (ESIA) includes an assessment of the community safety impact assessment to comply with Section 17 of the Crime and Disorder Act and will enable the Council to better understand the potential impact of proposals and consider mitigating action.

Name or Brief Description of Proposal	New Housing Allocations Policy
Brief Service Profile (including number of customers)	
<p>The council in its role as a housing authority is required to publish its Allocations scheme detailing how it will allocate social housing in the city, in line with the requirements of S.166A of the Housing Act 1996. The Allocations policy details how applicants are prioritised. The current allocations scheme allocates points to applicants based on their circumstances. Applicants receive one point per month for waiting in addition to the other points which relate to their particular circumstances. The points based system has existed in some form for at least 15 years.</p> <p>To date there are just over 8,000 live applications on the Housing Needs Register in Southampton. However only 768 lets were made via the Homebid choice based lettings scheme in 2022/23. This is down from 1447 lets made in 2014/15.</p>	
Summary of Impact and Issues	
<p>Demand for affordable housing is increasing and yet the council is receiving fewer properties to let.</p> <p>Applications which were made a long time ago have accrued many hundreds of points simply by virtue of waiting a long time. They are often in a position to be successful in bidding for ever more scarcely available properties to the detriment of those who applied later but are in more acute need. Due to the diminishing supply of properties (particularly larger homes), there has been an increase in the level of stage 1 and stage 2 complaints against the council which in the main originate from an ever-growing number of households seeking a dwindling supply of homes. The current policy, as designed, sometimes requires officers to seek exceptions to</p>	

policy in order to meet this unmet acute need which risks undermining confidence in the policy and the council's ability to be equitable in its treatment of all applicants.

Additionally, a points based system is used less widely by other authorities; most housing authorities use a banding system which is often considered to be simpler to understand. For example, in the current policy there are 18 different points categories available and three different applicant categories who may be entitled to those points categories.

The new policy is designed to have only four bands in order of priority, and no distinct applicant categories. It is designed to give the greatest priority (i.e. the greatest chance of being housed) to those applicants who are in the highest need. The length of time waiting for housing will be less of a determining factor; in most cases the tiebreaker for separating two applicants with the same priority will be the date they were awarded that priority rather than the length of time waiting as a whole.

The new policy also introduces a penalty for repeatedly refusing offers of accommodation, to ensure that bids placed for properties are to those who genuinely want a need to take up the offer of a new home.

Applicants will be required to re-register their application under the new policy. This means all existing applications will be closed. There is very little change to the overall eligibility rules to join the housing needs register so the vast majority of applicants will still qualify for rehousing. However, not all will receive the same level of overall priority. Of those who wish to reapply, the applicants most impacted will be those who have waited a long time and accrued significant points simply by virtue of waiting- but as long as their circumstances have not changed, they are likely to still be permitted to remain on the housing needs register.

Since the policy was last considered for amendment by Cabinet (September 2019), over 3,400 applicants have not placed any bids for a property and over 2,600 have not even logged into the Homebid website to view properties available. A significant proportion of the 8,000 applicants on the register are likely to be, either no longer interested in being rehoused or have moved and not updated their details. Because they remain on the register, this gives a misleading impression of the true level of housing need in the city. With all applicants requiring to re-register onto an upgraded I.T system, the council will gain better intelligence as to housing need trends enabling it to support those who are in housing need.

The council will assist those who may struggle or be unable to re-register. It will do this initially by contacting all applicants either digitally- or by letter where necessary-to inform them of the proposed changes and invite them to participate in the consultation process.

Once the new policy is adopted, there will likely be a transition period where applicants will need to re-register on a new customer platform by a certain date. Providing applicants do this and still qualify, they will retain their original qualifying date.

The council will identify vulnerable applicants already on the Housing Needs

Register- such as those who need to move due to a serious medical need or those fleeing violence- and manually convert those applications into a new application compliant with the new policy. It will consider doing similar for existing applicants who are elderly or need to move due to a disability. Consideration will also be given to migrating all existing applications into the new policy and customer platform, to save applicants having to reapply themselves at the point the new policy is adopted. However, this will depend on the feasibility of this including whether existing/new I.T. partners can offer this functionality. If this is not feasible, the council will use its staffing resources- such as colleagues in our customer service centre, Local Housing Offices and Supported Housing Services to offer practical assistance to re-register for those who require it.

If the policy is approved by Cabinet, all applicants will be written to informing them of the changes and the transitional period during which they will be required to re-register. Staff within Housing Needs, Supported Housing and Local Housing Offices will be trained to offer practical assistance to re-register onto the new system to those who may be less able to do so without support. In most cases this will involve staff members taking an application over the telephone but will, where required, be conducted in person. A programme of communications including team briefings with relevant Adult Social Care, Childrens' Service, Supported Housing and Housing Management teams will be conducted alongside the usual customer portal and social media messaging which accompanied the public consultation. The Allocations service will also take all practical steps available to identify from existing case management systems applicants whose protected characteristics may indicate a need for support- including but not exclusively- care leavers, those fleeing abuse and those who may be vulnerable by reasons of age or disability.

If any applicant does not re-register by the required date but contacts the council later, the council will consider whether to use its discretion to accept a late re-registration taking into account the circumstances and needs of the individual and the council's duties under the Public Sector Equalities Duty.

This ESIA will be updated if required as the consultation process develops and will be reviewed before submission for Cabinet approval.

Potential Positive Impacts

- The policy will replace 18 points categories and 3 applicant categories with 4 bands of priority so will be simpler to understand for the applicant.
- Households in the greatest need will be allocated homes above those who have simply waited a long time.
- The council will require every applicant to re-register under the new allocations system and require everyone to re-register annually. This will give a better indicator of the true level of housing need in the city.
- Refusal penalties will discourage bids from applicants who do not need to move; reduce staff processing times and contribute to reducing void rent loss. This provides an overall benefit to the Housing service and its customers.

Responsible Service Manager	Nick Bryant, Allocations & Advice Manager
Date	January 2024
Approved by Senior Manager	Maria Byrne, Service Lead, Housing Needs & Welfare

Date	January 2024
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Potential Impact

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
Age	<ul style="list-style-type: none"> • Young people- care leavers are assigned priority within the policy. There are currently 538 Looked After Children aged 16-25 years old in the council’s care. They will be assigned priority in this policy for social housing under the new scheme. If they are ready for independent living, they will receive the second-highest priority band. • Young people- aged over 16 receive entitlement to their own bedroom. • Older people- a small number of applicants aged 60+ who currently receive 200 downsizing points for giving up general needs, 2-bedroom housing to move to 60+ accommodation will be placed into Band B, rather than continuing to receive the highest priority. There are xxx applicants aged 60+ who are in general need with 2 bedrooms. They will be placed into Band B. 	<p>Young people- care leavers: The policy for the first time includes care leavers a specified group entitled to priority within the bidding process. Those ready to move into independent living receive the second-highest band. This is contingent on an assessment conducted by Children’s Services and a quota of total lets per year. Previously, care leavers did not receive a specified priority and had to spend a long time waiting. The ‘ready to move’ and quota requirements seek to ensure an allocation to a care leaver is sustainable and provides positive outcomes for some of the city’s most vulnerable clients. The quota and assessment process will be regularly reviewed with Children’s Services colleagues.</p> <p>Young people- aged over 16 For the first time, younger adults will not be expected to share a bedroom with a sibling of the same sex. This will increase some applicants’ bedroom entitlement, meaning it could be harder for some households with children to be rehoused into large properties. To mitigate this, the council has inserted a paragraph in the main body of the policy explaining that applicants can still move to a smaller</p>

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
		<p>property if it will represent an improvement to their housing situation. This provision means there is no adverse impact on this group arising from the change in policy.</p> <p>Older people aged 60+ This group of people will still receive the second highest band. Due to the nature of the accommodation, they may bid for (it is a requirement to be 60+ to access the new housing) they receive an adjustment which other, younger applicants do not benefit from. Therefore, compete against a much smaller pool of applicants.</p>
<p>Disability</p>	<ul style="list-style-type: none"> • Applicants who require wheelchair property. • Applicants with acute medical/welfare need. • Applicants who need to move on medical grounds including grounds relating to a disability 	<p>Applicants who require wheelchair property These applicants are not able to bid but instead direct offers are made. This is due to the specialist nature of the property required and the risk that if wheelchair properties, which are very scarce, were advertised, they could be allocated to people who may not make full use of the home. The direct letting procedure provides a more tailored approach to allocating homes to people with significant disabilities and as such is considered preferable. Applicants are still able to express choice of property and area, in much the same way as those who bid for available vacancies. Additionally,</p>

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
		<p>there is no refusal penalty unlike those who are required to bid, thus providing a further adjustment to help meet need.</p> <p>Applicants with acute medical/welfare need As above these applicants are directly offered properties on occasion (e.g if they have not accepted an offer through the usual bidding process). Choice will still be considered by officers making decisions but will not be the determining factor. Applicants in this situation will benefit over and above all other applicants in that they will be offered properties before they are advertised, mitigating the risk of the policy restricting their access to housing</p> <p>Applicants who need to move on medical grounds including grounds relating to a disability</p> <p>Applicants whose only identified housing need is physical or mental disability will be placed into band C3, a lower band. In the case of those who need to move due to a physical disability, e.g. to ground floor accommodation, property adverts will continue to be designed to give them</p>

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
		<p>priority over those in higher bands who do not require this adjustment. It is therefore not anticipated there will be any lengthening in rehousing times for those who need to move on mobility grounds.</p> <p>Applicants who need to move on medical/welfare grounds but who do not require a specific property type</p> <p>These applicants will in the main be placed into band C(3). The council will consider in each case whether the threshold for Band A1 is met, taking into account the likely waiting time if no further priority was given. Additionally, the council will identify in its lettings plan the numbers of people it aims to house from band C3 each year and where there is need to do so- e.g. if few people are being housed from this band- it will tailor its property adverts to give people priority from this band.</p> <p>A benefit of introducing this new policy and accompanying IT system is</p>

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
		that it will enable better intelligence and business reporting, assisting with examining trends relating to different applicants' rehousing prospects, helping to inform policy development in the future.
Gender Reassignment	Children who identify as a different gender to the one assigned at birth	This may indicate an increase in bedroom need which in turn may increase the length of time to be rehoused. The council will consider on a case-by case basis whether these cases should result in an award of a medical/welfare priority. An award may result in the applicant either qualifying for housing where previously they did not, or increase their existing priority.
Care Experienced	Addressed in Age	N/A
Marriage and Civil Partnership	None identified	N/A
Pregnancy and Maternity	None identified	N/A
Race	There must be a need to live together in order for people to be included in applications. This may impact people who live in extended families which is common in some communities.	Where an applicant wants to include extended family members in an application but there is no 'need' to live together as defined by the policy, the council will offer advice on housing arrangements and other housing options which will allow families to remain living together in the home or close by. This could include considering whether to offer an applicant a property with fewer bedrooms if it were to result in an overall improvement to the housing situation- as identified in paragraph 90

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
		of the policy- or considering on a case-by-case basis whether to make an exception to policy- e.g. where there has been a long-established extended family living arrangement within the household.
Religion or Belief	None identified	N/A
Sex	Local connection criteria may impact survivors of domestic abuse (DA) who have fled to Southampton, and are statistically much more likely to be women	The council will comply with its duties under Domestic Abuse and Homelessness legislation and not apply residency criteria where there is unmet housing need and DA is the reason for having moved to the city.
Sexual Orientation	None identified	N/A
Community Safety	Housing of offenders	The policy details that the council will not house those who are considered unsuitable to be a tenant. In making a decision to rehouse an offender or applicants considered to pose a risk to the community, the council will consult with relevant agencies (e.g. Police, Probation service) and its housing colleagues. Risk assessments are carried out when, during the application process, a history of offending or prison time is identified. Risk assessments place restrictions upon or void the application.
Poverty	The council is not able to rehouse most applicants in housing need quickly; the council will place some applicants in band D where they have unpaid debt	<ul style="list-style-type: none"> - Officers involved in processing applications to the housing needs register will offer advice on housing options and be trained to identify indicators of acute

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
		<p>need, e.g. DA or risk of homelessness.</p> <ul style="list-style-type: none"> - Where the council places people in band D for unpaid housing debt, it will only be where the applicant is, despite the best efforts of the council, avoiding engaging with the council. We expect the numbers of people placed into this band for this reason to be very small and only reserved to those who have demonstrated consistent non-compliance and non-engagement.
<p>Health & Wellbeing</p>	<p>The 'cost of living' crisis may squeeze household budgets, and therefore, affect the health and wellbeing of families and individuals.</p>	<p>Paragraph 44 of the policy details that the council will in exceptional cases make direct offers of accommodation to people in the most need. This may include those who, for example, are living in insanitary accommodation impacting health and wellbeing.</p> <p>Other categories of applicant in urgent housing need will be placed into band A and in effect, are guaranteed an offer after they have been in the band for 3 months. People with less acute health/wellbeing needs will often be in band B or C, which means they</p>

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
		<p>will have a realistic prospect of rehousing.</p> <p>The council will update its letting plan to take into account health and wellbeing issues as time develops, this may result in adverts for properties on occasion being restricted to certain categories of applicant (giving them preference over applicants with no health/wellbeing considerations)</p>
<p>Other Significant Impacts</p>	<p>Community safety</p>	<p>The policy will allow the council to determine someone is unsuitable to be a tenant for example if they have caused anti-social behaviour or committed violent/hate crimes. For potentially risky applicants who are accepted onto the register the council will liaise with the Police, Probation service and other agencies to ensure the applicant is housed in the most appropriate area and type of home</p>

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Summary of quantitative data from consultation feedback

Proposal to replace a point-based scheme with a banding scheme						
Q1 (Proposal to replace a point-based scheme with a banding scheme) To what extent do you agree or disagree with this proposal?						
Strongly agree	Agree	Neither	Disagree	Strongly disagree	Total	
73	110	66	68	85	402	
Strongly agree	Agree	Neither	Disagree	Strongly disagree		
18%	27%	16%	17%	21%		
Q2 (Proposal to replace a point-based scheme with a banding scheme) What impact do you feel this may have on you, your family or the wider community?						
A very positive impact	A fairly positive impact	No impact at all	A fairly negative impact	A very negative impact	Don't know	Total
46	84	61	72	112	28	403
A very positive impact	A fairly positive impact	No impact at all	A fairly negative impact	A very negative impact	Don't know	
11%	21%	15%	18%	28%	7%	
Proposed changes to the number of offers an applicant can refuse						
Q4 (Proposed changes to the number of offers an applicant can refuse) To what extent do you agree or disagree with this proposal?						
Strongly agree	Agree	Neither	Disagree	Strongly disagree	Total	
115	129	47	49	60	400	
Strongly agree	Agree	Neither	Disagree	Strongly disagree		
29%	32%	12%	12%	15%		
Q5 (Proposed changes to the number of offers an applicant can refuse) What impact do you feel this may have on you, your family or the wider community?						
A very positive impact	A fairly positive impact	No impact at all	A fairly negative impact	A very negative impact	Don't know	Total
76	79	97	37	79	28	396
A very positive impact	A fairly positive impact	No impact at all	A fairly negative impact	A very negative impact	Don't know	
19%	20%	24%	9%	20%	7%	
Proposal to require applicants to re-register every year						

Q13 (Proposal to require applicants to re-register every year) To what extent do you agree or disagree with this proposal?						
Strongly agree	Agree	Neither	Disagree	Strongly disagree	Total	
96	98	53	65	91	403	
Strongly agree	Agree	Neither	Disagree	Strongly disagree		
24%	24%	13%	16%	23%		
Q14 (Proposal to require applicants to re-register every year) What impact do you feel this may have on you, your family or the wider community?						
A very positive impact	A fairly positive impact	No impact at all	A fairly negative impact	A very negative impact	Don't know	Total
65	61	88	54	100	35	403
A very positive impact	A fairly positive impact	No impact at all	A fairly negative impact	A very negative impact	Don't know	
16%	15%	22%	13%	25%	9%	
Proposed change that allows children to be entitled to their own bedroom from the age of 16						
Q7 (Proposed change that allows children to be entitled to their own bedroom from the age of 16) To what extent do you agree or disagree with this proposal?						
Strongly agree	Agree	Neither	Disagree	Strongly disagree	Total	
117	133	69	30	54	403	
Strongly agree	Agree	Neither	Disagree	Strongly disagree		
29%	33%	17%	7%	13%		
Q8 (Proposed change that allows children to be entitled to their own bedroom from the age of 16) What impact do you feel this may have on you, your family or the wider community?						
A very positive impact	A fairly positive impact	No impact at all	A fairly negative impact	A very negative impact	Don't know	
87	78	117	34	55	31	
A very positive impact	A fairly positive impact	No impact at all	A fairly negative impact	A very negative impact	Don't know	
22%	19%	29%	8%	14%	8%	

Proposed changes to the amount of time an applicant must have lived in Southampton					
<u>Q10 (Proposed changes to the amount of time an applicant must have lived in Southampton) To what extent do you agree or disagree with this proposal?</u>					
Strongly agree	Agree	Neither	Disagree	Strongly disagree	Total
111	121	87	39	44	402
Strongly agree	Agree	Neither	Disagree	Strongly disagree	
28%	30%	22%	10%	11%	
<u>Q11 (Proposed changes to the amount of time an applicant must have lived in Southampton) What impact do you feel this may have on you, your family or the wider community?</u>					
A very positive impact	A fairly positive impact	No impact at all	A fairly negative impact	A very negative impact	Don't know
71	70	141	33	44	40
A very positive impact	A fairly positive impact	No impact at all	A fairly negative impact	A very negative impact	Don't know
18%	18%	35%	8%	11%	10%
Proposed requirement that existing tenants have an inspection before they move that confirms a property has been kept to an acceptable standard					
<u>Q16 (Proposed requirement that existing tenants have an inspection before they move that confirms a property has been kept to an acceptable standard) To what extent do you agree or disagree with this proposal?</u>					
Strongly agree	Agree	Neither	Disagree	Strongly disagree	Total
153	128	78	17	21	397
Strongly agree	Agree	Neither	Disagree	Strongly disagree	
39%	32%	20%	4%	5%	
<u>Q17 (Proposed requirement that existing tenants have an inspection before they move that confirms a property has been kept to an acceptable standard) What impact do you feel this may have on you, your family or the wider community?</u>					
A very positive impact	A fairly positive impact	No impact at all	A fairly negative impact	A very negative impact	Don't know
113	78	135	19	20	30
A very positive impact	A fairly positive impact	No impact at all	A fairly negative impact	A very negative impact	Don't know
29%	20%	34%	5%	5%	8%

To what extent do you agree or disagree with the following statements?					
	Strongly agree	Agree	Neither	Disagree	Strongly disagree
Homebid is easy to use	74	131	14	8	0
The property adverts contain enough information	29	88	25	56	24
	Strongly agree	Agree	Neither	Disagree	Strongly disagree
Homebid is easy to use	33%	58%	6%	4%	0%
The property adverts contain enough information	13%	40%	11%	25%	11%

BRIEFING PAPER

SUBJECT: TOYS R US – DEVELOPMENT AGREEMENT
DATE: 11 APRIL 2024
RECIPIENT: OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

THIS IS NOT A DECISION PAPER

SUMMARY:

1. The report advises of the proposals to make variations to the Development Agreement held by the leaseholder of the former Toys R Us site. The proposed changes aim to support the delivery of this key regeneration site which has planning permission for new homes, public realm, leisure, and commercial uses within this key city centre location.

BACKGROUND and BRIEFING DETAILS:

2. The Council is the freeholder of the former Toys R Us site (see Annex 2 – Site Plan), which currently comprises a large vacant superstore structure with open surface car parking, located to the south of Southampton Central train station. Following the collapse of Toys R Us in 2018, Packaged Living acquired the leasehold interest of the site in May 2021. There are circa 87 years remaining on the existing lease.
3. On November 15, 2021, Cabinet approved the key commercial terms of a Development Agreement and new lease to Packaged Living (the Developer). A Development Agreement was signed on the December 23, 2021 between the Council and the Developer. The Development Agreement set out a number of conditions (the 'Conditions Precedent') that need to be met before the expiry of the agreement on 23rd June 2024 (the 'Long Stop' date). This Conditions Precedent currently needs to be completed by the Long Stop Date before the new (extended) lease is agreed.
4. In accordance with the conditions of the Development Agreement, the developer submitted an application for development (ref. 21/01837/FUL) and a decision notice was issued on December 8, 2022 granting permission. The application was for:

Hybrid planning permission for a major mixed-use development comprising:

- Full planning permission for:
 - Demolition of existing buildings and structures.
 - Construction of 4 buildings (Blocks A, B, C, and D)
 - Block A: Comprising 6,816 sqm of commercial floorspace (Class E).
 - Blocks B, C, and D: Comprising 603 residential units (Class C3). Ground floor commercial floorspace (Class E).
- Outline planning permission for:
 - Construction of 1 building (Block E).

BRIEFING PAPER

- Up to 8 storeys. Flexible commercial/residential/overnight accommodation (C1/C3/Class E Uses). Co-living (Sui-Generis).

The permission includes associated access, parking and public realm, including the Maritime Promenade, a new pedestrian link between the station and Harbour Parade.

Unless implemented, this permission expires on December 8, 2025.

5. Through early 2023 the developer demonstrated commitment to completing the conditions of the Development Agreement. However, in 2023 macroeconomic issues impacted the construction sector nationally and locally, with increased interest rates, inflation on the cost of materials and also the capacity of the local sub-contracting supply chain for projects of this scale in Southampton. This made it increasingly difficult for the developer to meet the conditions of the Development Agreement within the set timescales. The Developer has now advised that due to the limited time remaining on the agreement, they are not in a position to be able to complete the conditions within the Development Agreement by the June 2024 expiry date. The Developer has therefore requested changes to the Development Agreement to provide more flexibility to meet the Conditions required to deliver the development.
6. Despite the challenges faced to date the Developer maintains that they are committed to the delivery of the project. They have advised that positive trends are emerging through 2024 which will support them in delivering the scheme, such as lower predicted interest rates, reduced inflation, and stabilisation of construction costs.
7. If no changes are made to the commercial terms, then the Development Agreement will expire in June 2024 and the developer would no longer be able to progress the delivery of the scheme. The Council would need to negotiate a new agreement with the same developer, as they are also the leaseholder of the site. This would add more time and cost to the delivery of the scheme if a new agreement has to be prepared and agreed.

RESOURCE/POLICY/FINANCIAL/LEGAL IMPLICATIONS:

8. The details of the changes to the commercial terms are set out at Annex 1. It would be expected that Packaged Living pay SCC legal/ surveyor fees in relation to facilitating changes to the Commercial terms.

The Council will need to closely monitor the project and commercial arrangements related thereto, so a continued 'development management' resource will be needed on this project.

The scheme has planning permission ref: 21/01837/FUL demonstrating its compliance with planning policy.

This scheme supports many of the Council's strategic objectives around housing, environment, sustainability, Green City and economic development. The emerging Southampton Renaissance master planning work also recognises this site's potential to contribute to a vision for the City's future prosperity. The development proposals are consistent with the key growth and regeneration ambitions for the City.

BRIEFING PAPER

OPTIONS and TIMESCALES:

9. Do nothing. The Development agreement would expire in June 2024. If no changes are made to the existing agreement, it is unlikely the development would be able to progress at all. The construction industry has faced difficulties over the past year which delayed progress towards appointing a contractor. As the current developer is the leaseholder of the site, a new development agreement would need to be negotiated, at significant time and cost, if the current agreement was allowed to expire. The development of the site is subject to the current ownership arrangements and would require the support of all parties having a legal interest in the property.
10. Delegate authority to allow changes to the Development Agreement as recommended in Annex 1. This acknowledges the impacts of macroeconomic challenges faced by construction projects over the past year, gives the developer certainty that the Development Agreement can be extended up to a certain duration, but also allows the council to continue to actively monitor and support progress towards delivery of the scheme. As freehold landowner, the council wishes to support the delivery of the former Toys R Us site (Plan attached at Annex 2) for a mix of uses consistent with its ambitions for the good growth of the City.
11. Agree an unconditional extension of 3 years to the Development Agreement. This would be relatively inflexible and would require any further changes to be brought back to Cabinet for approval, which may add further delay to the delivery of the site. 3 years is longer than the original duration of the Development Agreement and there is a risk the site will remain vacant for this additional duration, which is not in the interests of City regeneration. The only option to end the agreement within the extended 3 years, would be to formally terminate the agreement, which would incur additional costs, time and delay to the Council.

RISK MANAGEMENT IMPLICATIONS

12. The Council is not taking any active participation in the re-development and (apart from timing of the projected revenue & capital receipts) no financial risks are involved.

This scheme is subject to uncontrollable economic events which is normal for schemes with a long delivery timetable.

13. Appendices/Supporting Information:

Annex 1: Confidential Appendix. Commercial Terms

Annex 2: Site Plan

Further Information Available From:	Name:	Nawaz Khan – Head of Economic Development & Regeneration
	E-mail:	Nawaz.khan@southampton.gov.uk

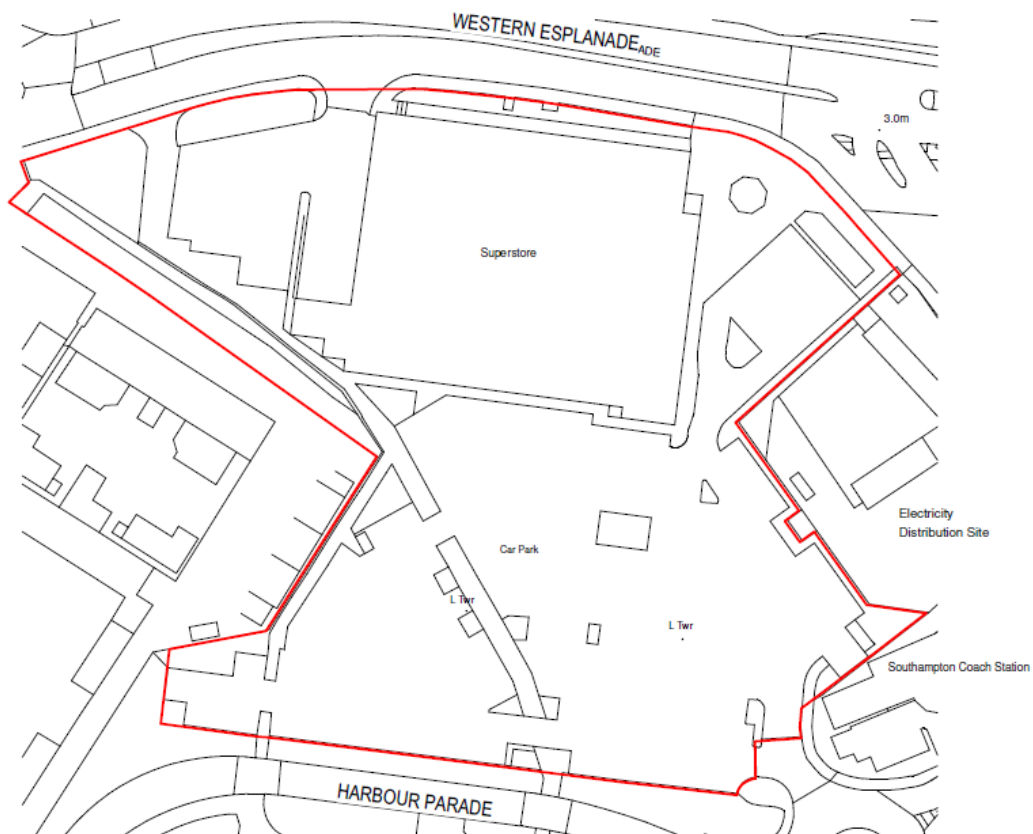
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ANNEX 1

Site Plan



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Agenda Item 9

DECISION-MAKER:	OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE		
SUBJECT:	MONITORING SCRUTINY RECOMMENDATIONS TO THE EXECUTIVE		
DATE OF DECISION:	11 APRIL 2024		
REPORT OF:	SCRUTINY MANAGER		
<u>CONTACT DETAILS</u>			
Executive Director	Title	Executive Director – Corporate Services	
	Name:	Mel Creighton	Tel: 023 8083 3528
	E-mail	Mel.creighton@southampton.gov.uk	
Author:	Title	Scrutiny Manager	
	Name:	Mark Pirnie	Tel: 023 8083 3886
	E-mail	Mark.pirnie@southampton.gov.uk	
STATEMENT OF CONFIDENTIALITY			
N/A			
BRIEF SUMMARY			
This item enables the Overview and Scrutiny Management Committee to monitor and track progress on recommendations made to the Executive at previous meetings.			
RECOMMENDATIONS:			
	(i)	That the Committee considers the responses from the Executive to recommendations from previous meetings and provides feedback.	
REASONS FOR REPORT RECOMMENDATIONS			
1.	To assist the Committee in assessing the impact and consequence of recommendations made at previous meetings.		
ALTERNATIVE OPTIONS CONSIDERED AND REJECTED			
2.	None.		
DETAIL (Including consultation carried out)			
3.	Appendix 1 of the report sets out the recommendations made to the Executive at previous meetings of the Overview and Scrutiny Management Committee (OSMC). It also contains a summary of action taken by the Executive in response to the recommendations.		
4.	The progress status for each recommendation is indicated and if the OSMC confirms acceptance of the items marked as completed they will be removed from the list. In cases where action on the recommendation is outstanding or the Committee does not accept the matter has been adequately completed, it will be kept on the list and reported back to the next meeting. It will remain on the list until such time as the Committee accepts the recommendation as completed. Rejected recommendations will only be removed from the list after being reported to the OSMC.		

RESOURCE IMPLICATIONS	
<u>Capital/Revenue</u>	
5.	None.
<u>Property/Other</u>	
6.	None.
LEGAL IMPLICATIONS	
<u>Statutory power to undertake proposals in the report:</u>	
7.	The duty to undertake overview and scrutiny is set out in Part 1A Section 9 of the Local Government Act 2000.
<u>Other Legal Implications:</u>	
8.	None
RISK MANAGEMENT IMPLICATIONS	
9.	None.
POLICY FRAMEWORK IMPLICATIONS	
10.	None
KEY DECISION	No
WARDS/COMMUNITIES AFFECTED:	None directly as a result of this report
<u>SUPPORTING DOCUMENTATION</u>	
Appendices	
1.	Monitoring Scrutiny Recommendations – 11 April 2024
Documents In Members' Rooms	
1.	None
Equality Impact Assessment	
Do the implications/subject of the report require an Equality and Safety Impact Assessments (ESIA) to be carried out?	No
Data Protection Impact Assessment	
Do the implications/subject of the report require a Data Protection Impact Assessment (DPIA) to be carried out?	No
Other Background Documents Equality Impact Assessment and Other Background documents available for inspection at:	
Title of Background Paper(s)	Relevant Paragraph of the Access to Information Procedure Rules / Schedule 12A allowing document to be Exempt/Confidential (if applicable)
1.	None

Overview and Scrutiny Management Committee: Holding the Executive to Account

Scrutiny Monitoring – 11 April 2024

Date	Portfolio	Title	Action proposed	Action Taken	Progress Status																		
14/03/24	Environment & Transport	Household Waste Collection Services	1) That a summary of missed collections for February 2024, by collection type, is circulated to the Committee.	<p>The table below shows the breakdown of missed bins by waste type in February 2024 derived from reports to SCC from residents (service requests).</p> <table border="1" data-bbox="1317 523 1868 810"> <thead> <tr> <th>Bin type</th> <th>Number of Missed bins</th> <th>Proportion of all missed bins</th> </tr> </thead> <tbody> <tr> <td>Residual</td> <td>7,598</td> <td>50.8%</td> </tr> <tr> <td>Recycling</td> <td>7,027</td> <td>47.0%</td> </tr> <tr> <td>Glass</td> <td>221</td> <td>1.5%</td> </tr> <tr> <td>Green</td> <td>98</td> <td>0.7%</td> </tr> <tr> <td>Total</td> <td>14,944</td> <td>100.0</td> </tr> </tbody> </table> <p>This information does not provide a comprehensive picture of all bin collections that have been missed, as not all of these will have been reported by residents to SCC. This information is supplemented by the information gathered directly by the waste service about collection status of rounds, which has been provided to councillors regularly since the introduction of new working practices in waste. This information is used to manage performance and assign resources to tackle affected areas.</p> <p>Therefore, the headline figure (97.3% collection rate in February 2024 compared to 99.8% in January) does not provide a full picture of the current disruption to waste collections; the statistic was offered to illustrate the tenfold increase in service requests</p>	Bin type	Number of Missed bins	Proportion of all missed bins	Residual	7,598	50.8%	Recycling	7,027	47.0%	Glass	221	1.5%	Green	98	0.7%	Total	14,944	100.0	Completed
Bin type	Number of Missed bins	Proportion of all missed bins																					
Residual	7,598	50.8%																					
Recycling	7,027	47.0%																					
Glass	221	1.5%																					
Green	98	0.7%																					
Total	14,944	100.0																					

Date	Portfolio	Title	Action proposed	Action Taken	Progress Status
Page 76				experienced between January and February 2024 and therefore an indication of the severe impact being experienced by residents and the determination of SCC to address this disruption.	
			2) That consideration is given to updating the Council's website, enabling the reporting of missed bins to be undertaken beyond the current 48-hour limit.	SCC understands the feedback provided about this reporting restriction. Changes to this reporting procedure would affect subsequent service processes and so requires further consideration before any changes are made to it. A further update will be provided when this analysis is complete.	
			3) That the Leader provides the Committee with confidential details related to the Administrations communications with the waste collectors and their trade union representatives.	Confidential briefing document circulated to the Committee - 03/04/24	Completed
			4) That, reflecting on the challenges experienced, the Executive review the approach followed and identify learning points to be utilised for future transformation projects.	Debriefing will be undertaken at an appropriate stage in the project.	
			5) That clarification is provided to the Committee on whether the Council is following due process with regards to enforcing employment contracts related to the current disruptions.	SCC operates according to its policies and procedures.	Completed
14/03/24	Economic Development	Solent LEP Integration into Solent Unitary Authorities	1) That, in recognition of the current uncertainty with regards to long term funding, the issue returns to the Committee in 2024/25 with a focus on developing a sustainable model for	Approved at 20/03/24 Cabinet meeting	

Date	Portfolio	Title	Action proposed	Action Taken	Progress Status
			supporting economic development in Southampton and the Solent region.		
			2) That the Executive consider scheduling a briefing for members on economic development issues, with a focus on the Economic Development Strategy and deliverable outcomes and performance targets.	Approved at 20/03/24 Cabinet meeting	
14/03/24	Economic Development	Asset Development & Disposal Programme (ADDP)	1) That, reflecting concerns about governance of the programme, the Chair of the Governance Committee and the OSMC engage with the Monitoring Officer to identify opportunities for appropriate and proportionate oversight of the ADDP.		
			2) That a communications plan is developed to support the ADDP.	Approved at 20/03/24 Cabinet meeting	

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