

CHILTERN DISTRICT COUNCIL
AND
SOUTH BUCKS DISTRICT COUNCIL

JOINT HOUSING STRATEGY
(AFFORDABLE HOUSING AND
HOMELESSNESS)

2018-2021

CHILTERN DISTRICT COUNCIL AND SOUTH BUCKS DISTRICT COUNCIL

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(AFFORDABLE HOUSING AND HOMELESSNESS)

This Strategy should be read in conjunction with the Chiltern District Council and South Bucks District Council Joint Private Sector Housing Strategy

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1. INTRODUCTION

1.1 Chiltern District Council and South Bucks District Council have a range of statutory and legal housing duties including:

- Assessing current and future need for affordable housing and supporting the delivery of affordable housing to meet local needs
- Securing that advice and information is available to prevent and reduce homelessness
- Assessing applications for homelessness assistance and providing advice and support (including the provision of emergency and long term accommodation where appropriate)
- Operating an allocations scheme to allocate social housing vacancies
- Tackling poor housing conditions
- Licensing HMOs (Houses in Multiple Occupation)
- Supporting households to improve and maintain their homes and install adaptations when necessary

1.2 Since April 2014, the Councils have operated a single shared housing service to deliver many of these duties across the two districts. This service is facing significant challenges as it moves forward. The Chiltern and South Bucks districts have some of the highest housing costs in the country (outside London) for buying and renting. This is placing increasing pressure on the Shared Housing Service as more people seek help from the Councils because they cannot afford to secure housing in the private sector. In particular, there is a high demand for homelessness assistance in both districts with a large number of households in temporary accommodation (including bed and breakfast). There is also the increased risk of more landlords letting poor quality accommodation to exploit a market where low income households have no other housing options available to them.

1.3 Alongside this, opportunities to secure additional new affordable housing across both districts are being restricted by limited site availability, high land values and some private developers challenging the viability of delivering any affordable housing on site. Government subsidy for affordable rented housing is very limited and many

Registered Providers (the traditional providers of affordable housing for rent and sale) have reviewed their business plans and are re-assessing what type of housing they develop and who they house. Many Registered Providers will no longer develop affordable homes for rent without significant support and incentives from local authorities and some are now refusing to re-house clients perceived to be "high risk". Meanwhile, welfare reforms continue to progress with increasing restrictions on the level of benefits available to support low income and workless households to meet their housing costs.

- 1.4 This Joint Strategy Document sets down how Chiltern District Council and South Bucks District Council are addressing these challenges as both authorities move forward. It should be read in conjunction with the Council District Council and South Bucks District Council Joint Private Sector Housing Strategy.

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2. BACKGROUND TO JOINT HOUSING STRATEGY

2.1 Chiltern District Council and South Bucks District Council share three headline aims:

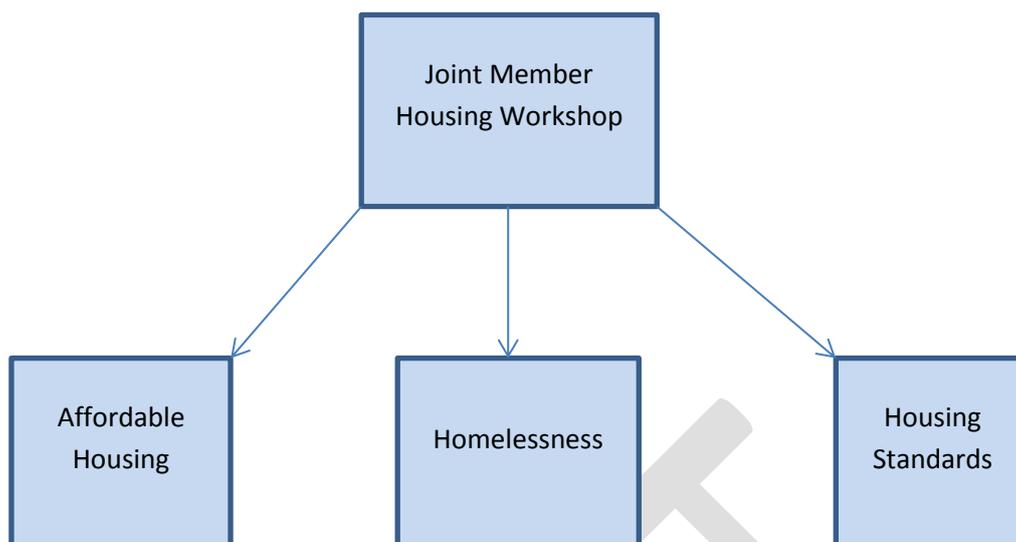
1. Delivering cost-effective, customer-focused services
2. Working towards safe and healthier local communities
3. Striving to conserve the environment and promote sustainability

2.2 The Joint Business Plan 2017-2020 (Stronger in Partnership) sets a number of actions for the Housing service to deliver in order to deliver the shared Aims 2 and 3 of the two Councils:

Aim 2 – We will working towards safe and healthier local communities	
<p>Objective: Promote Healthier Communities</p>	<p>Actions (Housing): -Monitor effectiveness of Bucks Home Choice policy -Design and implement a robust Housing Strategy -Develop a joint housing and homelessness strategy to best meet statutory responsibilities and maximise affordable housing provision.</p>
<p>Objective: Promote local communities</p>	<p>Actions (Housing): -Work with partners to deliver Disabled Facilities Grants through the Better Care Fund</p>
Aim 3 – We will strive to conserve the environment and promote sustainability	
<p>Objective: Conserve the Environment</p>	<p>Actions (Housing) - Develop a joint Local Plan and manage development through the terms set out in it (<i>Housing service will support the development of the Plan in respect of the policies relating to affordable housing</i>) - Improve energy efficiency in dwellings – address fuel poverty and affordable warmth through partnership actions</p>

<p>Objective: Promote sustainability</p>	<p>Actions (Housing):</p> <ul style="list-style-type: none"> - Work with landowners/prospective developers to secure high quality proposals for development opportunity sites -Maintain focused monitoring of homelessness trends and provide feedback to Members and Management Team -Support those residents affected by Housing Benefit reforms in order to limit the impact on homelessness -Facilitate the provision of new affordable housing commensurate with Development Plan projections -Replenish the stock of social and affordable rented property through a targeted programme of acquisition to enable re-letting -Use the Council's property assets for affordable housing where consistent with the Development Plan and supported by local communities - Encourage towns and parishes to come forward with proposals for affordable housing and facilitate their implementation -Use maximum leverage on S106 monies to provide for the needs of local families
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- 2.3 This Joint Housing (Affordable Housing and Homelessness) Strategy Document and the joint Private Sector Housing Strategy set down the activities being undertaken across both Councils to deliver the housing requirements of the shared Joint Business Plan.
- 2.4 The development of this Strategy has its origins in the joint Housing Member Workshop held at South Bucks District Council on Wednesday 3rd February 2016 and attended by over 30 Members from both authorities. The workshop comprised briefings and discussions looking at three key areas of the Housing service:



2.5 The workshop produced a wide range of issues and ideas to be taken forward in developing a Chiltern District Council and South Bucks District Council Joint Housing Strategy. Some specific points were directly incorporated into the Joint Business Plan (see above).

2.6 Following on from the workshop, the issues and ideas raised for the Housing Standards service area have informed the development of the **Joint Private Sector Housing Strategy 2017-2021** which was formally adopted by both Councils in 2017.

2.7 For the other two areas of the service covered at the workshop, Affordable Housing and Homelessness, the development of a formal Joint Strategy was held back while officers considered the implications for the Councils of the Housing and Planning Act 2016 and subsequently the Homelessness Reduction Bill. However, a number of tasks and initiatives have moved forward in the meantime in response to the issues and tasks highlighted in the Workshop and Business Plan. These include:

- Affordable Housing Members Working Group established in Chiltern District Council
- Joint Temporary Accommodation Framework agreed and put in place
- Reviews of Council-owned sites undertaken by both Councils
- Acquisition of Gerrards Cross Police Station site by South Buck DC
- Proposals for temporary development at Bath Road Depot
- Development of Emerging Local Plan
- Joint working between Housing and Revenues Teams and key partner agencies to manage impact of welfare reforms on local residents
- Funding support for specific affordable housing developments
- Development of a Private rented sector housing leasing scheme with Paradigm Housing

- Agreement to acquire properties in South Bucks subject to business case for the delivery of affordable housing
- 2.8 After the Homelessness Reduction Bill received Royal Assent on 27th April 2017, a draft Joint Housing Strategy was reported to the Cabinets at Chiltern District Council (27th June 2017) and South Bucks District Council (28th June 2017) with the intention of being issued for wider consultation. However, the Councils did not proceed to full consultation at that time because the advice accompanying the new Homelessness Reduction Act 2017 highlighted that local authorities may be subject to new requirements relating to their Homelessness Strategies. Consequently, the draft strategy has been revised and updated to reflect the homelessness strategy requirements set down in the new Code of Guidance on Homelessness (MHCLG February 2018) and other developments since the original draft.
- 2.9 This new draft now also incorporates the revised and updated version of the Joint Temporary Housing Framework.

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3. HOUSING SERVICE – THE FIVE MAIN CHALLENGES FOR 2018-2021

At the time of drafting this strategy document, the key affordable housing and homelessness issues facing the Council Housing Service as it moves into the 2018-2021 period can be grouped into five main challenges.

3A. Homelessness Reduction Act

3B. Housing White Paper

3C. Temporary Accommodation for Homeless Households

3D. Affordable Housing Supply

3E. Other issues impacting on affordability

A brief summary of the each challenge is given below in order to provide some broader context for the Action Plans that follow:

3A. Homelessness Reduction Act

3A.1 The Homelessness Reduction Act is implemented from 3rs April 2018. The Act makes significant changes to the Council statutory homelessness duties within Part 7 of the Housing Act as follows:

- Councils will have a duty to provide advice and assistance within 56 days of a household being threatened with homelessness (this was previously 28 days)
- Councils will have formal legal duties to prevent and relieve homelessness for all eligible households (regardless of questions of priority need and intentionality)
- Advice services must in particular meet the needs of people released from prison, care leavers, former Armed Forces members, domestic abuse victims, people leaving hospital, those suffering from a mental illness and anyone else identified as particularly at risk of homelessness
- Other public agencies will have a statutory duty to refer homeless clients to the Council

3A.2 It is anticipated that the new Act will see a 26% increase in the homelessness caseload for local authorities (DCLG – New Burdens Funding Assessment – October 2017). Chiltern DC and South Bucks DC will need to ensure that the shared housing

service has sufficient capacity to meet the new statutory requirements set down in the Act and that its policies and procedures are revised to meet the Act's requirements. Alongside this, they will need to be pro-active in developing more affordable housing options and more support for households in order to prevent or relieve homelessness as much as possible.

3B. Housing White Paper

3B.1 The Government's Housing White Paper "Fixing Our Broken Housing Market" was published in February 2017. It has raised a number of issues which impact directly on the Emerging Chiltern and South Bucks District Council Local Plan (2014-2036). This includes proposals to introduce a standardised methodology approach to housing needs assessment and guidance that green belt release should only take place after a Council has examined fully all other reasonable options. A Government consultation on the new standardised methodology closed on in November 2017 and the outcome of this is awaited as the time of writing. The White Paper proposals also have some specific implications for new affordable housing delivery. In particular, the White Paper proposes a revised National Policy definition of "Affordable Housing" that may bring in higher costs products linked to home ownership and private rental which squeeze out genuinely affordable housing for low income households. This is a particular concern for Chiltern and South Bucks where the very high local housing market costs mean that any form of discounted home ownership or shared ownership will normally be too expensive for households who are homeless or seeking rehousing via the Bucks Home Choice scheme. The Government has consulted on the proposed new definition but no amendment had been made at the time of writing.

3C. Temporary Accommodation

3C.1 Part 7 (Homelessness) of the Housing Act 1996 places a statutory duty on the Council to secure that temporary accommodation is available to homeless households in a range of circumstances. Chiltern District Council and South Bucks District Councils are both facing significant pressures on temporary accommodation provision caused by the demand for homelessness assistance and the lack of alternative affordable housing options in both the social and private housing sectors (see statistics in Appendix 1). This has impacts on the welfare of clients and is a major financial cost to both Councils. Alongside this, Statutory Instrument 2003/3326 places a duty on Councils that a household with (or expecting) children should not be placed in bed and breakfast accommodation unless no other accommodation is available and, in any event, the period in B&B should not exceed 6 weeks. The Council is at risk of legal challenge if it breaches this requirement.

3C.2 Against this backdrop, the new Homelessness Reduction Act could potentially see an increase in the number of households that the Councils have to place in temporary accommodation. Going forward, the Councils need to develop more temporary accommodation options in order to reduce the need to utilise bed and breakfast accommodation and minimise the cost. It also needs to ensure wherever possible that it can prevent or relieve homelessness in order to prevent the need for clients to be placed in temporary accommodation. The revised and updated Temporary Accommodation Framework is in Appendix B.

3D. Affordable Housing Supply

3D.1 To date, additional affordable housing properties in Chiltern and South Bucks have been delivered by:

- Planning system (Section 106 agreements requiring that a new development includes a proportion of affordable housing)
- Registered Provider new development programmes
- Street property purchases and equity loans partially funded by commuted sums

3D.2 For the Council's housing service, the key demand is for affordable rented housing. Most households who approach the Council for homelessness assistance or for re-housing via Bucks Home Choice will be unable to afford the cost of shared ownership (i.e. part-buy/part-rent) or other discounted home ownership products.

3D.3 The delivery of additional housing properties in Chiltern and South Bucks has been limited in recent years (see Appendix A) by a range of factors including:

- high land and property values,
- limited development opportunities due to green belt/AONB restrictions,
- viability challenges (whereby developers challenge Section 106 affordable housing requirements by citing that the scheme will be unviable as a result) and
- changes in the Registered Provider sector.

3D.4 On the last point, the combination of limited Government grant funding for rented housing, rent reductions (affecting income streams) and continued welfare reforms means that all Registered Providers have been reviewing their Business plans and making significant decisions on their future direction and development strategies. Nationally, a number of Providers are shifting their focus onto developing discounted

home ownership properties rather than rented housing. Sites and schemes previously earmarked for affordable rented housing have been subject to tenure change or, in some cases, sold off altogether to generate income for the provider. Registered Providers are becoming increasingly reliant on private finance and need to ensure that are generating sufficient income to cover loans and other costs. This means that many providers are having to charge higher rents in order to service loans and are also becoming more risk averse with regard to who they re-house. They are applying stricter allocation criteria and refusing some nominees on the grounds of affordability, anti-social behaviour or previous poor tenancy history etc.

- 3D.5 The lack of additional affordable housing delivery has significant knock-on effects with homeless households facing longer periods in temporary accommodation (and the consequent cost to the Council) and others facing long periods waiting on the Bucks Home Choice scheme.

3E. Other Issues Impacting on Affordability

- 3E.1 The problems caused by the restricted amount of additional affordable housing delivery (see above) are exacerbated by the lack of alternative affordable housing options in Chiltern and South Bucks. High private sector rent levels and the continued welfare reforms mean that many low income households simply cannot afford to rent privately within the two districts. The Local Housing Allowance (the cap on Housing Benefit payable on a private sector tenancy) is £400 to £500 below the average market rent for a family home and this gap is likely to grow as LHA rates remain frozen. Some larger families are also impacted by the household Benefit Cap (£20,000 per annum for a family).
- 3E.2 Further impacts will arise from the roll out of UC (Universal Credit) across Chiltern and South Bucks districts during 2018. There will be an increase over time in the proportion of households that receive assistance with their housing costs via UC rather than Housing Benefit. Experience to date in other parts of the country has found that private landlords can be reluctant to let properties to persons claiming UC. It is possible that some of the changes made to UC in late 2017/early 2018 (including changes to the Alternative Payment Arrangement to allow more direct payments to landlords) may help to mitigate this perceived risk amongst landlords, but the position is uncertain and may make it even harder for low income households to secure private rented housing.
- 3E.3 The outcome of this is that many landlords in Chiltern and South Bucks are unwilling to consider letting tenancies to households on low or even average incomes. This will

become even more challenging with the roll-out of Universal Credit across both districts during 2018

- 3E.4 In addition, across Buckinghamshire as a whole we are seeing an increasing number of homeless households being placed in private rented tenancies by other local authorities (predominantly London boroughs) who are making incentive payments direct to landlords. Currently, this is predominantly taking place in other districts within Buckinghamshire with only a small number of recorded placements in Chiltern or South Bucks. However, this will be a growing challenge as other local authorities increasingly use "out-of-borough" accommodation to meet their housing duties. This will directly impact on the private rented market and on landlord expectations on what level of support and payments they will require from us in return for providing a tenancy for a client.
- 3E.5 The ability of the Councils to secure alternative housing for clients in the private rented sector and elsewhere has become even more important in light of the new Homelessness Reduction Act. As stated above, the Act places a clear duty on the Councils to take steps to prevent or relieve homelessness and to secure alternative housing options for clients who are seeking assistance. Without these alternative options being available, the Councils will struggle to fulfil this duty. The outcome of this will be more households having to be placed in temporary accommodation if the Council is unable to source any alternative housing options.

4. FUNDING

The table below gives an overview of some of the funding streams available to the Councils in responding to the challenges highlighted in Section 3 and in taking forward the actions set down in Section 5

FUNDING	CHILTERN DC	SOUTH BUCKS DC
Housing Revenue Budgets	Details in Annual Budget Book	Details in Annual Budget Book
Discretionary Housing Payments (DHP) <ul style="list-style-type: none"> - DHP is available to alleviate financial hardship where a tenant needs additional help to meet rent payments - 	Annual allocation managed by Revenues and Benefits Team	Annual allocation managed by Revenues and Benefits Team
Capital Funding <ul style="list-style-type: none"> - Section 106 Affordable Housing Contributions - Affordable Housing Capital Reserves - Agreement to borrow from the Public Works Loan Board 	Ongoing	Ongoing
MHCLG Flexible Homelessness Support Grant The grant is intended for use by authorities to support a full range of homelessness prevention and support services.	2017/18 = £95,226.02 2018/19 = £109,566.78 2019/20 = £121,905 (No announcement of grant availability 2020/21)	2017/18 = £113,007.38 2018/19 = £130,025.97 2019/20 = £181,783 (No announcement of grant availability in 2020/21)

<p>MHCLG New Burdens Funding – Support to Implement Homelessness Reduction Act 2017</p> <p>Funding to support authorities to implement the requirement of the new Act</p>	<p>2017/18 = £16,359</p> <p>2018/19 = £14,985</p> <p>2019/20 = £15,840</p>	<p>2017/18 = £16,692</p> <p>2018/19 = £15,233</p> <p>2019/20 = £16,102</p>
<p>MHCLG Community Housing Fund</p> <ul style="list-style-type: none"> - This fund is intended to help the Council support local communities to develop their capacity and skills in order to be able to lead and deliver new housing schemes for local people. The delivery of new homes could be delivered by a number of routes including community- led housing organisations, Community Land Trusts and/or partnerships with developers or Registered Providers. 	<p>2016/17 = £14,596</p> <p>2017/18 = £14,596</p>	<p>2016/17 = £12,834</p> <p>2017/18 = £12,834</p>
<p>MHCLG Homelessness Prevention Trailblazer</p>	<p>A total of £625,998 has been allocated from the MHCLG to support a Trailblazer project in Bucks following the successful County-wide bid led by AVDC. The County-wide “Building Resilience” scheme is being delivered by Connection Support who will work with statutory agencies (including CDC and SBDC) to deliver early intervention support to prevent homelessness.</p>	

5. HOUSING SERVICE ACTION PLANS 2017-2021

This section contains a series of Action Plans setting down the objectives and associated actions for the Councils in respect of:

- Affordable Housing Delivery
- Homelessness

Each of these two areas has been sub-divided into separate Action Plans for Chiltern District Council and South Bucks District Council. A number of the objectives and actions are common to both districts and in these situations we will explore opportunities for shared working across the two districts to deliver the outcomes that we are seeking.

The objectives and actions within the Plans have been drawn from a range of sources including:

- The outcomes and recommendations of the joint Member Housing Workshop held on 3rd February 2016
- Chiltern District Council and South Bucks District Council Joint Business Plan 2016-2020
- The Chiltern District Council and South Bucks District Council joint Temporary Accommodation Framework document
- Chiltern District Council AHMWG (Affordable Housing Members Working Group) Action Plan
- South Bucks District Council Affordable Housing Action Plan (approved by Cabinet)
- Recommendations of South Bucks District Council Homelessness Task and Finish Group
- Homelessness Reduction Act 2017 and the Housing White Paper (Fixing our Broken Housing Market)

These Action Plans are specifically referring to objectives and actions for the Council's Housing Service. Some of these objectives and actions will overlap with other services (e.g. Planning, Estates, Finance, Revenues and Benefits etc.) and the Housing Service will work jointly with the services concerned in taking these forward.

To assist in distinguishing the Plans, the numbered actions in the Chiltern District Council Plans are prefaced with the letter C (e.g. C1) and the numbered actions in the South Bucks District Council Plans are prefaced with the letter S (e.g. S1)

CHILTERN DISTRICT COUNCIL – AFFORDABLE HOUSING DELIVERY – ACTION PLAN

	OBJECTIVE	Status at February 2018	Actions	Monitoring
C1	Ensure that CDC works corporately to maximise affordable housing delivery	AHMWG (Affordable Housing Member Working Group meeting bi-monthly since July 2016	AHMWG to continue to meet bi-monthly	AHMWG meetings and minutes
C2	Support development of the Chiltern and South Bucks Local Plan addresses affordable housing requirements	Development of Emerging Chiltern and South Bucks Local Plan is ongoing and next step will be the publication of the Draft Local Plan for consultation prior to submission for an examination due to commence in June/July 2018. This will set down the Council’s corporate position on affordable housing delivery via the planning system. The Council is awaiting the outcome of the Government’s consultation on a standard methodology for councils to work out housing need	-Housing service to continue to support development of Local Plan -Local Plan to fully address district affordable housing requirements -Secure agreement of cross-district delivery of affordable housing in accordance with Bucks Memorandum of Understanding	Reports to Joint Planning Policy Member Reference Group
C3	Work with Paradigm Housing to maximise affordable housing delivery on PHG-owned sites and other opportunities	Principles of Co-operation Agreement being put in place between CDC and PHG and grant funding support for some developments on scheme by scheme basis. The Estates Renewal Assessment workshop undertaken with Paradigm identified and review PHG owned sites.	-Implement Principles of Co-operation Agreement -Joint assessment (by CDC and PHG) of opportunities on sites identified by Estates Renewal workshop (including adjacent CDC and PHG owned sites)	AHMWG PAG

C4	Work with Registered Providers to maximise affordable housing delivery	Grant funding support for some developments on scheme by scheme basis	-Assess if Principles of Co-operation Agreement with PHG could be applied to other Registered Providers -Assess and support schemes on site by site basis	AHMWG PAG
C5	Review CDC-owned sites to identify and take forward affordable housing opportunities	Sites reviewed during 2016/17 by AHMWG. Those sites assessed as presenting opportunities are being progressed.	Continue to review sites and bring forward opportunities	AHMWG PAG
C6	Utilise capital funds from commuted sums and reserves to derive the maximum return from supporting affordable housing delivery (e.g. site assembly, match funding etc.)	Capital funds being allocated on a scheme by scheme basis in accordance with the terms of the Affordable Housing SPD (Supplementary Planning Document)	Continue to identify opportunities for funding and allocate funds as appropriate	Quarterly monitoring reports to PAG AHMWG
C7	Work with other public sector bodies who have land and property in Chiltern/South Bucks to explore opportunities to deliver affordable housing	No specific opportunities identified to date.	Liaise with other public sector bodies to review opportunities from land/property in their ownership (by April 2019)	AHMWG PAG
C8	Explore options for Council to lease land and/or property to other agencies (while retaining ownership and receiving an income)	No models identified to date,	Keep under review	AHMWG PAG

C9	Undertake or support a targeted programme of acquisitions and lettings to replenish the stock of social and affordable rented property	Most recent programme of acquisitions was undertaken by Paradigm in 2014.	Keep under review in joint working with Registered Providers (see C3 and C4)	AHMWG PAG
C10	Work with Town and Parishes to promote and support affordable housing schemes targeted at local people	Officers have promoted affordable housing to Town and Parish Councils. National Community-Led Housing Adviser gave a full presentation on the options and support available on 9/10/17. Interest has been limited to date.	Continue to promote opportunities via Town and Parish Council Forum and work with individual councils that want to bring forward schemes and proposals.	AHMWG PAG
C11	Assess opportunities to return empty homes back into use as affordable housing	Council Tax empty property database reviewed by Capacity Grid in 2017. Most long term empty homes present no opportunities (e.g. second homes, beyond repair or are subject to legal processes to resolve ownership)	Capacity Grid to review Council Tax database again in April/May 2018. Following this, Council will review options for targeted work on long term empty homes.	AHMWG PAG
C12	Assess possibilities of additional/expansion of current Park Home sites	No action to date. Expansion opportunities limited as Park Home Sites are in the Green Belt and would require very special circumstances to justify planning permissions.	Review position by April 2019	AHMWG PAG

SOUTH BUCKS DISTRICT COUNCIL – AFFORDABLE HOUSING DELIVERY – ACTION PLAN

	OBJECTIVE	Status at February 2018	Actions	Monitoring
S1	Ensure that SBDC works corporately to maximise affordable housing delivery	<p>Affordable housing delivery is embedded in Joint Business Plan 2017-2020</p> <p>Cross departmental Project Groups for specific schemes (e.g. Gerrards Cross Police Station re-development, Bath Road development etc.) ensuring corporate approach to delivery.</p>	<p>-Continued cross-departmental working on new schemes and initiatives</p> <p>-Ensure Joint Business Plan updates continue to reflect affordable housing needs</p>	PAG Updates
S2	Support development of the Chiltern and South Bucks Local Plan addresses affordable housing requirements	<p>Development of Emerging Chiltern and South Bucks Local Plan is ongoing and next step will be the publication of the Draft Local Plan for consultation prior to submission for an examination due to commence in June/July 2018. This will set down the Council's corporate position on affordable housing delivery via the planning system. The Council is awaiting the outcome of the Government's consultation on a standard methodology for councils to work out housing need</p>	<p>-Housing service to continue to support development of Local Plan</p> <p>-Local Plan to fully address district affordable housing requirements</p> <p>-Secure agreement of cross-district delivery of affordable housing in accordance with Bucks Memorandum of Understanding</p>	Reports to Joint Planning Policy Member Reference Group

S3	Work with L&Q (London and Quadrant) to maximise affordable housing delivery on L&Q owned sites and other opportunities	<p>Grant funding support for some developments on scheme by scheme basis.</p> <p>Ongoing discussions on bringing forward garage and green space sites for development.</p> <p>The Estates Renewal Assessment workshop undertaken with L&Q identified and review PHG owned sites.</p>	<p>-Joint assessment (by SBDC and L&Q) of opportunities on sites identified by Estates Renewal workshop (including adjacent SBDC and PHG owned sites)</p> <p>-Work with L&Q to maximise affordable housing opportunities arising from sheltered housing redevelopment programme</p>	<p>PAG Updates</p> <p>Quarterly liaison meetings between SBDC and L&Q</p>
S4	Work with Registered Providers to maximise affordable housing delivery	<p>Grant funding support for some developments on scheme by scheme basis</p>	<p>-Assess and support schemes on site by site basis</p>	<p>PAG updates</p>
S5	Review SBDC-owned sites to identify and take forward affordable housing opportunities	<p>Sites reviewed in conjunction with Savilles during 2016/17.</p> <p>Proposal brought forward to develop temporary accommodation scheme on SBDC-owned former Depot site off Bath Road.</p>	<p>Continue to review sites and bring forward opportunities.</p>	<p>PAG updates</p>
S6	Utilise capital funds from commuted sums and reserves to derive the maximum return from supporting affordable housing delivery (e.g. site assembly, match funding etc.)	<p>Capital funds being allocated on a scheme by scheme basis in accordance with the terms of the Affordable Housing SPD (Supplementary Planning Document)</p>	<p>Continue to identify opportunities for funding and allocate funds as appropriate</p>	<p>Quarterly monitoring reports to PAG</p>

<p>S7</p>	<p>Assess potential for SBDC to acquire and assemble sites for affordable housing</p>	<p>SBDC acquired former-Gerrards Cross Police Station site in April 2017 and has used 8 houses on site to deliver temporary homeless accommodation (via leasing arrangement with Bucks HA) pending site re-development.</p> <p>Other potential site acquisitions considered on a scheme by scheme basis.</p>	<p>-Redevelopment of Gerrards Cross Police Station site to include 14 affordable homes for rent.</p> <p>-Continue to assess other site acquisition possibilities on scheme by scheme basis (including options to assemble sites in partnership with RPs (see S3 and S4)</p> <p>-Identify options for Housing Company (Consilio) to support affordable housing delivery</p>	<p>PAG updates</p>
<p>S8</p>	<p>Work with other public sector bodies who have land and property in Chiltern/South Bucks to explore opportunities to deliver affordable housing</p>	<p>No specific opportunities identified to date.</p>	<p>Liaise with other public sector bodies to review opportunities from land/property in their ownership (by April 2019)</p>	<p>PAG updates</p>
<p>S9</p>	<p>Explore options for Council to lease land and/or property to other agencies (while retaining ownership and receiving an income)</p>	<p>SBDC leasing 8 houses (ex-Gerrards Cross Police Houses) to Bucks Housing Association to let as temporary accommodation for homeless households.</p> <p>SBDC looking at options for applying leasing model to other schemes (e.g. proposed temporary accommodation development on Bath Road)</p>	<p>-Agree standardised leasing models that could be applied to different scenarios (e.g. new build, acquisitions, existing SBDC-owned properties etc.)</p> <p>-Assess options to applying leasing models on scheme by scheme basis and implement when appropriate.</p>	<p>PAG updates</p>

S10	Undertake or support a targeted programme of acquisitions and lettings to replenish the stock of social and affordable rented property	<p>SBDC supporting L&Q to acquire properties and let them to SBDC nominees (averaging 3 purchases per annum)</p> <p>SBDC bringing forward proposals to explore options to acquire properties and lease/rent them out.</p>	<p>-Review L&Q purchase programme and confirm if programme should continue (subject to SBDC-funding being available)</p> <p>-Finalise options appraisal and business cases for SBDC to undertake direct acquisitions and implement scheme if agreed.</p>	PAG updates
S11	Work with Town and Parishes to promote and support affordable housing schemes targeted at local people	<p>Officers have promoted affordable housing to Town and Parish Councils. National Community-Led Housing Adviser gave a full presentation on the options and support available on 9/10/17. Interest has been limited to date.</p>	<p>Continue to promote opportunities via Town and Parish Council Forum and work with individual councils that want to bring forward schemes and proposals.</p>	PAG updates
S12	Assess opportunities to return empty homes back into use as affordable housing	<p>Council Tax empty property database reviewed by Capacity Grid in 2017. Most long term empty homes present no opportunities (e.g. second homes, beyond repair or are subject to legal processes to resolve ownership)</p>	<p>Capacity Grid to review Council Tax database again in April/May 2018. Following this, Council will review options for targeted work on long term empty homes.</p>	PAG updates

CHILTERN DISTRICT COUNCIL – HOMELESSNESS - ACTION PLAN

	OBJECTIVE	Status at February 2018	Actions	Monitoring
C1	Monitor effectiveness of Bucks Home Choice policy and ensure social housing stock is being used as effectively as possible	<p>CDC/SBDC leads both the BHC Management Board and the Practitioner Group which regularly reviews the operation of the Bucks Home Choice scheme.</p> <p>Allocations Policy being reviewed in light of latest legal judgements and the requirements of the Homelessness Reduction Act 2017.</p>	<ul style="list-style-type: none"> -Complete review of BHC Allocations and agree proposed amendments -Secure approval to adopt revised policy across the four district councils -Implement revised policy and monitor impact 	<p>BHC Management Board and Practitioners Group</p> <p>PAG Updates</p>
C2	Optimise current temporary accommodation provision through Temporary Accommodation Framework	Joint CDC/SBDC Temporary Accommodation Framework agreed in 2017	Revised and updated Temporary Accommodation Framework incorporated into Strategy document	PAG Updates
C3	Ensure all necessary procedures and documentation in place to implement the provisions of the Homelessness Reduction Act 2017	Full review of homelessness procedures is underway alongside training for all staff and partner agencies and implementation of new upgraded IT system.	<ul style="list-style-type: none"> -Complete and implement new procedures -Monthly monitoring of implementation against requirements of HR Act and procedures amended as required 	<p>PAG Updates</p> <p>Homelessness PIs</p>

<p>C4</p>	<p>Prevent or relieve homelessness wherever possible to minimise the demand for temporary accommodation</p>	<p>As part of preparation for new HR Act (see C3) officers are reviewing the measures available to prevent homelessness and identifying what could be done to increase successful preventions. This will include assessing how we can make best use of the financial resources available to support this, including:</p> <ul style="list-style-type: none"> - CDC Homelessness Prevention Fund (within Housing budget) and Discretionary Housing Payments (administered by Benefits team) - MHCLG Flexible Homelessness Support Grant and New Burdens Funding 	<ul style="list-style-type: none"> -Utilise Locata Toolkit (developed by Andy Gale) and other good practice to inform development of prevention and relief measures -Complete review of available measures and agree toolkit of prevention and relief measures available to officers and partners in working with clients. -Review CDC website and ensure updated, appropriate and realistic homelessness information and advice is available at first point of contact 	<p>PAG Updates</p>
<p>C5</p>	<p>Work with Registered Providers to secure:</p> <ul style="list-style-type: none"> -additional temporary accommodation and - more private rented tenancy options. 	<p>CDC works with Registered Providers to maximise the use of temporary self - contained accommodation within their existing housing stock (including the 20-unit Tom Scott House owned by Paradigm Housing). CDC will continue to look at more temporary accommodation opportunities with Paradigm and other providers.</p>	<ul style="list-style-type: none"> -Agreement between CDC and Paradigm to commence Private Sector Leasing Scheme to deliver temporary accommodation (minimum of 10 units initially) -Review existing temporary accommodation agreement between CDC and Paradigm - Work with RPs to continue to explore other TA options 	<p>CDC/Paradigm monitoring meetings</p> <p>PAG Updates</p>

<p>C6</p>	<p>Working with the private rental sector to secure:</p> <ul style="list-style-type: none"> - temporary accommodation and - private rented tenancies for clients to prevent or relieve homelessness 	<p>CDC has secured an increased supply of self-contained nightly-booked accommodation to provide alternative options to B & B. However, the ability to secure private rented tenancies for clients remains challenging due to high local rent levels and welfare benefits restrictions.</p>	<p>-As part of HR Act implementation, officers are reviewing ways to assist more clients to secure private rented accommodation (linked to C3 and C4 above) including looking at options such as:</p> <ul style="list-style-type: none"> - payments/guarantees to help meet the cost of deposits and rent in advance - funding the shortfall between rent levels and benefit levels - rent guarantees - incentive payments to landlords - use of Credit Union to support clients to meet up front tenancy costs <p>-Any new models can potentially be funded from the resources highlighted in C4 above.</p>	<p>PAG Updates</p>
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<p>C7</p>	<p>Look for opportunities to develop additional temporary accommodation on CDC-owned land (including possible low cost development using off-site construction, pre-fab, mobile homes etc.)</p>	<p>No opportunities have been identified as yet. Any potential scheme will be assessed on an “invest to save” basis looking at an initial investment generating subsequent savings through reduced B&B costs and the possibility of some level of ongoing income generated by the accommodation</p>	<p>Potential schemes to be assessed on an “invest to save” basis looking at an initial investment generating subsequent savings through reduced B&B costs and the possibility of some level of ongoing income generated by the accommodation</p>	<p>PAG Updates AHMWG Corporate Asset Management Group</p>
<p>C8</p>	<p>Explore options to work with South Bucks District Council and other statutory partners to secure additional temporary accommodation provision</p>	<p>Temporary Accommodation Framework makes provision for temporary accommodation provision in CDC to be utilised by SBDC and vice versa (subject to local demands within the host district)</p>	<p>CDC will continue to assess opportunities for the shared housing service to deliver joint provision that can support both authorities. It will also consider any opportunities that arise for joint working with other partners (including Wycombe District Council and Aylesbury Vale District Council) to deliver additional temporary accommodation provision.</p>	<p>PAG Updates AHMWG</p>

<p>C9</p>	<p>Support those residents affected by Housing Benefit reforms in order to limit the impact on homelessness</p>	<p>CDC operates a joint forum between the Housing and Revenues Team and Paradigm Housing to share information, monitor tenants affected by Housing Benefit changes and target intervention as required.</p>	<p>CDC will continue to support clients to mitigate seek to mitigate the impact of Housing Benefit changes by:</p> <ul style="list-style-type: none"> - providing appropriate advice and assistance, - utilising DHP (Discretionary Housing Payments) and other funding (see C4) to support clients as appropriate, and - signposting and referring clients to partner agencies to deliver welfare benefits and debt advice (see C10) 	<p>Quarterly Housing/Revenues meetings</p> <p>PAG Updates</p>
<p>C10</p>	<p>Work in partnership with other agencies to secure suitable advice and support to prevent and relieve homelessness</p>	<p>CDC has Service Level Agreements in place with certain partner agencies (CAB, Housing Interaction Trust, Connection Rough Sleeper Outreach etc.)</p>	<p>-Partner agencies attended HR Act event on 02/04/18. Database of partner agencies, services and referral routes is being compiled. SLA being reviewed and revised as required</p> <p>-Opportunities for further funding of specific services and schemes by CDC to be considered based on needs of district</p>	<p>PAG Updates</p> <p>One to one working with partner agencies (including monitoring against SLA requirements)</p>

<p>C11</p>	<p>Work with the Connection Support Resilience Service to ensure that early intervention is targeted as effectively as possible in the District.</p>	<p>Connection Support Resilience Service operating since June 2017 funded from MCHLG Homelessness Trailblazer programme. Service delivers early one-to-one intervention with clients to prevent homelessness.</p> <p>CDC part of service Steering Group and monitoring delivery</p>	<p>-Continue to monitor service and ensure referrals being made from Chiltern area (both self-referrals and agency referrals, including CDC). Implement changes as required to maximise intervention and prevention</p> <p>-Work with Bucks CC and other DCs to plan exit strategy for end of MCHLG 2 year funding.</p>	<p>PAG Updates</p> <p>Resilience Service Steering Group</p>
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SOUTH BUCKS DISTRICT COUNCIL – HOMELESSNESS - ACTION PLAN

	<u>OBJECTIVE</u>	<u>Status at February 2018</u>	<u>Actions</u>	<u>Monitoring</u>
S1	Monitor effectiveness of Bucks Home Choice policy and ensure social housing stock is being used as effectively as possible	<p>CDC/SBDC leads both the BHC Management Board and the Practitioner Group which regularly reviews the operation of the Bucks Home Choice scheme.</p> <p>Allocations Policy being reviewed in light of latest legal judgements and the requirements of the Homelessness Reduction Act 2017.</p>	<p>-Complete review of BHC Allocations and agree proposed amendments</p> <p>-Secure approval to adopt revised policy across the four district councils</p> <p>-Implement revised policy and monitor impact</p>	<p>BHC Management Board and Practitioners Group</p> <p>PAG Updates</p>
S2	Optimise current temporary accommodation provision through Temporary Accommodation Framework	Joint CDC/SBDC Temporary Accommodation Framework agreed in 2017	Revised and updated Temporary Accommodation Framework incorporated into Strategy document	PAG Updates
S3	Ensure all necessary procedures and documentation in place to implement the provisions of the Homelessness Reduction Act 2017	Full review of homelessness procedures is underway alongside training for all staff and partner agencies and implementation of new upgraded IT system.	<p>-Complete and implement new procedures</p> <p>-Monthly monitoring of implementation against requirements of HR Act and procedures amended as required</p>	<p>PAG Updates</p> <p>Homelessness PIs</p>

<p>S4</p>	<p>Prevent or relieve homelessness wherever possible to minimise the demand for temporary accommodation</p>	<p>As part of preparation for new HR Act (see S3) officers are reviewing the measures available to prevent homelessness and identifying what could be done to increase successful preventions. This will include assessing how we can make best use of the financial resources available to support this, including:</p> <ul style="list-style-type: none"> - SBDC Homelessness Prevention Fund (within Housing revenue budget) and Discretionary Housing Payments (administered by the Revenues and Benefits team) - MHCLG Flexible Homelessness Support Grant and New Burdens Funding 	<p>-Utilise Locata Toolkit (developed by Andy Gale) and other good practice to inform development of prevention and relief measures</p> <p>-Complete review of available measures and agree toolkit of prevention and relief measures available to officers and partners in working with clients.</p> <p>-Review CDC website and ensure updated, appropriate and realistic homelessness information and advice is available at first point of contact</p>	<p>PAG Updates</p>
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<p>S5</p>	<p>Work with Registered Providers to secure:</p> <ul style="list-style-type: none"> -additional temporary accommodation and - more private rented tenancy options. 	<p>SBDC works with Registered Providers to both use existing RP housing stock and utilise leasehold arrangements to secure additional self-contained temporary accommodation. This has included 8 former police houses in Gerrards Cross being leased to an RP to let as temporary accommodation and another RP making former student accommodation available as TA on a short term basis.</p>	<ul style="list-style-type: none"> - Implement Agreement between SBDC and Paradigm to commence Private Sector Leasing Scheme to deliver temporary accommodation (minimum of 30 units initially) - Implement more TA leasehold arrangements based on Gerrards Cross Police Houses model - Identify replacement TA provision for Gerrards Cross Police Houses FOR when the accommodation is de-commissioned - Work with RPs to continue to explore other TA options 	<p>Monitoring meetings with RP partners</p> <p>PAG Updates</p>
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<p>S6</p>	<p>Working with the private rental sector to secure:</p> <ul style="list-style-type: none"> - temporary accommodation and - private rented tenancies for clients to prevent or relieve homelessness 	<p>SBDC has secured an increased supply of self-contained nightly-booked accommodation to provide alternative options to B & B. However, the ability to secure private rented tenancies for clients remains challenging due to high local rent levels and welfare benefits restrictions.</p>	<p>-As part of HR Act implementation, officers are reviewing ways to assist more clients to secure private rented accommodation (linked to S3 and S4 above) including looking at options such as:</p> <ul style="list-style-type: none"> - payments/guarantees to help meet the cost of deposits and rent in advance - funding the shortfall between rent levels and benefit levels - rent guarantees - incentive payments to landlords - use of Credit Union to support clients to meet up front tenancy costs <p>-Any new models can potentially be funded from the resources highlighted in S4 above.</p>	<p>PAG Updates</p>
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<p>S7</p>	<p>Look for opportunities to develop additional temporary accommodation on SBDC-owned land (including possible low cost development using off-site construction, pre-fab, mobile homes etc.)</p>	<p>SBDC currently owns and leases former former-Police Houses at Gerrards Cross to RP to let as temporary accommodation (see S5 above)</p> <p>SBDC bringing forward planning application to develop temporary accommodation on former depot site on Bath Road, Taplow, using off-site modular construction.</p>	<p>-Develop TA scheme on former depot site in Bath Road (subject to planning permission)</p> <p>-Continue to explore potential schemes using SBDC-owned land or properties (or site acquisition)</p> <p>-Develop standard model to allow proposals to be assessed on an “invest to save” basis looking at an initial investment generating subsequent savings through reduced B&B costs and the possibility of some level of ongoing income generated by the accommodation</p>	<p>PAG Updates</p>
<p>S8</p>	<p>Explore options to work with Chiltern District Council and other statutory partners to secure additional temporary accommodation provision</p>	<p>Temporary Accommodation Framework makes provision for temporary accommodation provision in SBDC to be utilised by CDC and vice versa (subject to local demands within the host district)</p>	<p>SBDC will continue to assess opportunities for the shared housing service to deliver joint provision that can support both authorities. It will also consider any opportunities that arise for joint working with other partners (including Wycombe District Council and Aylesbury Vale District Council) to deliver additional temporary accommodation provision.</p>	<p>PAG Updates</p>

<p>S9</p>	<p>Support those residents affected by Housing Benefit reforms in order to limit the impact on homelessness</p>	<p>SBDC operates a joint forum between the Housing and Revenues Team to share information, monitor tenants affected by Housing Benefit changes and target intervention as required.</p>	<p>SBDC will continue to support clients to mitigate seek to mitigate the impact of Housing Benefit changes by:</p> <ul style="list-style-type: none"> - providing appropriate advice and assistance, - utilising DHP (Discretionary Housing Payments) and other funding (see C4) to support clients as appropriate, - signposting and referring clients to partner agencies to deliver welfare benefits and debt advice (see S10), and - secure attendance of L&Q at Housing and Revenues Team review meetings. 	<p>Quarterly Housing/Revenues meetings</p> <p>PAG Updates</p>
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<p>S10</p>	<p>Work in partnership with other agencies to secure suitable advice and support to prevent and relieve homelessness</p>	<p>SBDC has Service Level Agreements in place with certain partner agencies (CAB, , Connection Rough Sleeper Outreach, Padstones etc.)</p>	<p>-Partner agencies attended HR Act event on 02/04/18. Database of partner agencies, services and referral routes is being compiled. SLA being reviewed and revised as required</p> <p>-Opportunities for further funding of specific services and schemes by SBDC to be considered based on needs of district</p>	<p>PAG Updates</p> <p>One to one working with partner agencies (including monitoring against SLA requirements)</p>
<p>S11</p>	<p>Work with the Connection Support Resilience Service to ensure that early intervention is targeted as effectively as possible in the District.</p>	<p>Connection Support Resilience Service operating since June 2017 funded from MCHLG Homelessness Trailblazer programme. Service delivers early one-to-one intervention with clients to prevent homelessness.</p> <p>SBDC is part of service Steering Group and monitoring delivery</p>	<p>-Continue to monitor service and ensure referrals being made from Chiltern area (both self-referrals and agency referrals, including SBDC). Implement changes as required to maximise intervention and prevention</p> <p>-Work with Bucks CC and other DCs to plan exit strategy for end of MCHLG 2 year funding.</p>	<p>PAG Updates</p> <p>Resilience Service Steering Group</p>

APPENDIX A**BACKGROUND STATISTICS****A1. - SOCIAL HOUSING LETTINGS**

Social housing tenancies are allocated via the Bucks Home Choice scheme (for more details please go to www.buckshomechoice.gov.uk)

Number of households seeking a social housing tenancy:

As at 27th February 2018, the number of applicants registered for re-housing on the Bucks Home Choice scheme were as follows:

Property size required	Number of Applicants	
	CDC	SBDC
1 bedroom	296	256
2 bedrooms	64	92
3 bedrooms	89	61
4 bedrooms	4	7
Not known	19	8
Total	472	424

Availability of social housing tenancies (Summary of lettings in 2017):

Chiltern District Council – Lettings via Bucks Home Choice 1/1/17 to 31/12/17		
Property Type	Number of lettings	Average time spent on Housing Register for applicant offered tenancy
Sheltered	46	14 months
Studio	2	8 months
1 bedroom general needs	79	15 months
2 bedroom flat/maisonette	72	7 months
2 bedroom house	38	17 months
3 bedroom flat/maisonette	4	11 months
3 bedroom house	32	31 months
4 bedroom or more	0	No lettings
TOTAL LETTINGS	273	

South Bucks District Council – Lettings via Bucks Home Choice 1/1/17 to 31/12/17		
Property Type	Number of lettings	Average time spent on Housing Register for applicant offered tenancy
Sheltered	27	8 months
Studio	3	11 months
1 bedroom general needs	56	18 months
2 bedroom flat/maisonette	41	18 months
2 bedroom house	17	24 months
3 bedroom flat/maisonette	2	14 months
3 bedroom house	13	17 months
4 bedroom or more	0	No lettings
TOTAL LETTINGS	159	

Headlines:

- The level of lettings in CDC and SBDC is dependent on turnover in the existing social housing stock (i.e. re-lets) and the provision of additional properties (via new building or buying existing dwellings)
- The average time spent on the Housing Register is broad indicator based on the overall lettings during the year. The Bucks Home Choice scheme prioritises applicants for vacancies based on a combination of factors taking account of housing need, time spent on the Register and the type of property required. Therefore, some households will wait considerable longer than the average waiting time before they have any opportunity to secure a tenancy.
- The availability of larger family-sized housing (i.e. 3 or more bedrooms) across both districts is particularly limited in comparison with demand. This has a particular impact on the ability of both Councils to secure long term accommodation for households who are homeless or threatened with homelessness (with a consequent knock-on effect on the length of time that larger families have to spend in temporary accommodation).

A.2 - HOMELESSNESS**(a) Total Number of Homelessness Applications for Assistance**

	Year									
	2013/14		2014/15		2015/16		2016/17		2017/18	
	CDC	SBDC								
Total number of homeless applications for assistance	56	59	87	75	95	88	80	102	90	102

(This table shows the number of homelessness applications where the Council issued decisions during the year concerned. These were determined prior to the introduction of the new duties in the Homelessness Reduction Act from 3rd April 2018.)

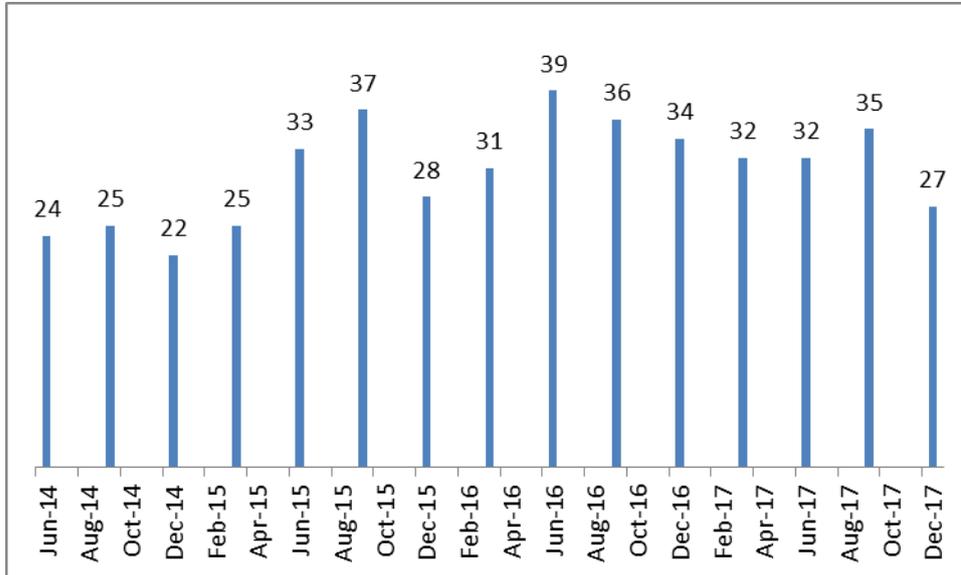
(b) Accepted Homelessness Applications & Reasons

Out of the total number of applications in Table (a) above the following applications were accepted as being subject to the Council's main housing duty to secure accommodation.

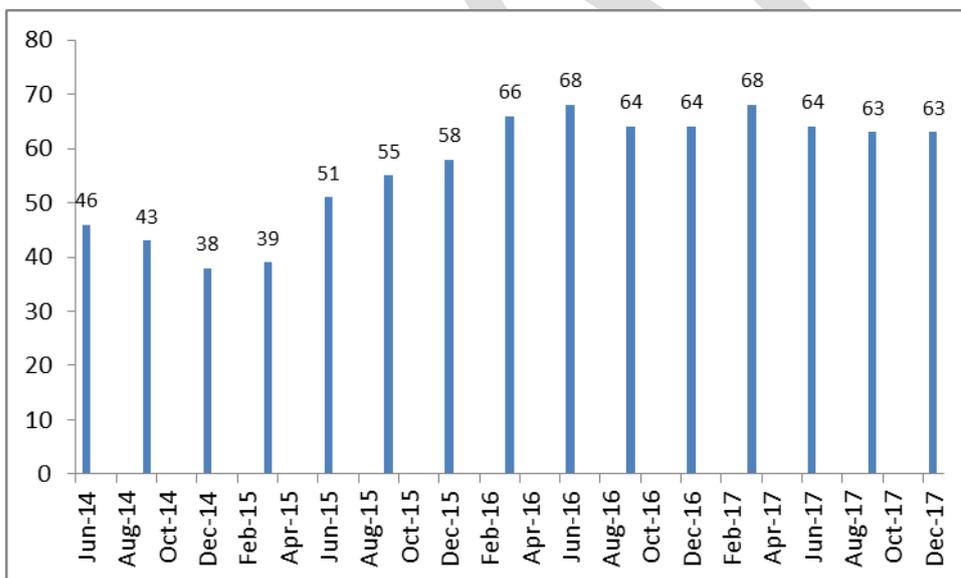
Homeless Cases Accepted as Duty to Secure Accommodation										
Reason for Homelessness	Year									
	2013/14		2014/15		2015/16		2016/17		2017/18	
	CDC	SBDC	CDC	SBDC	CDC	SBDC	CDC	SB	CDC	SB
Parents/Family not willing to accommodate	3	25	24	19	21	30	14	27	21	30
End of Tenancy by Landlord	10	14	21	17	22	15	17	18	14	18
Domestic Violence	2	4	7	3	7	6	8	8	8	9
Other Violence/Harassment	1	0	0	1	7	3	0	3	4	5
Rent/Mortgage Arrears	5	0	4	0	1	2	6	2	3	1
Other	3	1	3	7	5	11	5	9	10	11
Total	24	44	59	47	63	67	50	67	60	74

(c) Number of Homeless Households in Temporary Accommodation

Chiltern DC - Quarterly Snapshot of Number of Households in TA



South Bucks DC - Quarterly Snapshot of Number of Households in TA



Headlines:

- Both Chiltern and South Bucks saw a significant increase in applications for homelessness assistance in 2013/14. The annual rate of increase has subsequently differed between the two districts. South Bucks showing a continued annual upturn until levelling off in in 2017/18 while the position in Chiltern has been more erratic year on year.

- The main reasons for homelessness across both districts in recent years have been exclusion by family or friends or the ending of a tenancy by a landlord.
- The ongoing demand for temporary accommodation has been considerable higher in South Bucks compared to Chiltern. This is primarily because South Bucks has seen a higher level of homelessness applications and a lower level of turnover in its social housing stock. This means that many homeless households have to spend longer periods in temporary accommodation due to the limited availability of affordable accommodation to move on to.

Future Demand for Homelessness Services

The MHCLG (formerly DCLG) has estimated that the new Homelessness Reduction Act 2017 could see a 26% increase in the homelessness caseload for local authorities (DCLG – New Burdens Funding Assessment – October 2017). If this increase is applied to the 2017/18 caseload levels, this will result in anticipated levels as follows:

Council	Caseload per annum (Total homelessness cases)		Demand for Temporary Accommodation	
	Current level (2017/18)	Estimated demand (2018/19)	Current demand (Average number in TA during 2017/18)	Estimated demand (2018/19)
Chiltern DC	102	129	34 units	42 units
South Bucks DC	90	114	65 units	82 units

(The above estimates are based on a 26% upturn on the average number of TA placements at any one time during 2017. However, other factors including homelessness prevention levels under the new Act's provisions and new affordable housing developments will impact on this figure).

A3 - DELIVERY OF ADDITIONAL AFFORDABLE HOUSING**Number of additional affordable homes (rented or shared ownership) delivered since 2011/12**

The table below summarises the number of additional affordable homes delivered by Registered Providers in Chiltern and South Bucks since 2011/12:

YEAR	DISTRICT							
	CHILTERN				SOUTH BUCKS			
	New Build Rent	New Build S/Owners	Purchases	Other	New Build Rent	New Build S/Owners	Purchases	Other (Equity Loan)
2011/12	26	3	0	0	15	0	9	9
2012/13	57	35	0	0	7	17	4	8
2013/14	6	0	8	0	12	3	4	3
2014/15	34	0	7	0	6	0	10	0
2015/16	18	4	0	0	0	0	2	3
2016/17	26	9	0	0	4	0	5	2

Headlines:

- The level of new build rented affordable housing has fluctuated from year to year and has been particularly limited in South Bucks in recent years. This is due to a range of factors including (i) limited development opportunities coupled with high land values, (ii) changes in the funding arrangements for Registered Providers and (iii) increasing numbers of housing developers challenging the viability of delivering affordable housing on site and instead paying an affordable housing contribution (or no contribution)
- The purchase of existing properties by registered providers has contributed to delivering additional affordable homes across both districts. However, this has declined in recent years due to rising house prices and the increasing levels of subsidy required to make such schemes viable.

APPENDIX B

Chiltern District Council

and

South Bucks District Council

TEMPORARY ACCOMMODATION FRAMEWORK

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Chiltern District Council

and

South Bucks District Council

TEMPORARY ACCOMMODATION FRAMEWORK 2018/19

1. Purpose

1.1 The purpose of this framework is to:

1.1.1 Ensure that each Council fulfils its statutory duties under Part 7 of the Housing Act 1996 to secure temporary accommodation and

1.1.2 Provide a clear and transparent framework for each Council for securing and allocating temporary accommodation

2. Background

2.1 Part 7 (Homelessness) of the Housing Act 1996 places a statutory duty on the Council to secure that temporary accommodation is available to homeless households in a range of circumstances. Details of the relevant statutory duties and related guidance are summarised in **Appendix B1**.

2.2 The Council must secure sufficient temporary accommodation to meet its statutory duty. This accommodation must be utilised and allocated correctly.

2.3 The Supreme Court in the case of *Nzolameso v Westminster City Council* (2015) (UKSC 22, (2015) HLR 22) advised that each local authority should have a clear statement on how it procures and allocates temporary accommodation.

2.4 In light of the above, this framework has been drafted to provide a clear statement to Members, officers, clients and partner agencies on how the Council secures and allocates temporary accommodation.

2.5 Chiltern District Council and South Bucks District Council operate a shared housing service which includes a shared housing options and homelessness service. Therefore, this Framework has been drafted as joint document to be shared by both Councils. Any reference to "the Council" in this Framework document should be taken to mean both Chiltern District Council and South Bucks District Council and their respective duties.

3. Principles of the Framework

The Council will:

3.1 Secure temporary accommodation in compliance with its statutory duties under Part 7 of the Housing Act 1996

3.2 Secure self-contained temporary accommodation wherever possible and only secure B&B (Bed and Breakfast) accommodation when no other suitable self-contained temporary accommodation is available

3.3 Minimise the length of time that any household with family commitments has to spend in B&B accommodation

3.4 Secure temporary accommodation within the district whenever possible

3.5 Ensure that temporary accommodation meets appropriate standards of suitability and fitness

3.6 Minimise the cost of temporary accommodation provision to the Council and maximise income to offset costs where possible

4. Temporary Accommodation – Current Provision

4.1 Appendix B1 lists the temporary accommodation that is currently utilised by Chiltern District and South Bucks District Council.

5. Temporary Accommodation – Current and Future Demand

5.1 Appendix A2 in this Strategy document (Pages 39 to 41) shows the demand for temporary accommodation in Chiltern District Council and South Bucks District Council since 1st April 2014 and the projections for future demand following the implementation of the Homelessness Reduction Act 2017 from 3rd April 2018. It is estimated that the Councils will need to ensure that the following levels of temporary accommodation are available at any one time during 2018/19:

Chiltern DC = 42 units

South Bucks DC = 82 units

6. Use of Bed and Breakfast Accommodation

6.1 The Council recognises that B&B (Bed and Breakfast) is not suitable as temporary accommodation for households with family commitments (i.e. households who have or are expecting dependent children). Where possible, it will avoid placing such a household in B&B. However, the high demand for temporary accommodation means that there will be occasions when the Council has no option other than to secure B&B in order to meet its statutory duty.

6.2 When the Council has to place a household with family commitments in B&B, it will take full account of the provisions in Statutory Instrument 2003/3326 that the period in B&B should not exceed 6 weeks. The Council will seek to move the household on to alternative self-contained accommodation as soon as possible. These households will be prioritised for a move from B&B as and when suitable self-contained temporary accommodation becomes available for occupation. The process for this is summarised in Appendix B3.

7. Location of Accommodation

7.1 The Council will aim to secure temporary accommodation within its district. However, the high demand for temporary accommodation means that it may be necessary for the Council to secure accommodation that is located in another district. In this event, the Council will aim to minimise the distance between the district and the location of the temporary accommodation.

8. Allocation of Temporary Accommodation

8.1 Self-contained temporary accommodation will normally be allocated on the day that it becomes available and using the process summarised in Appendix D

8.2 When self-contained temporary accommodation becomes available, existing households with family commitments in B&B will be prioritised over households who have not yet been placed in temporary accommodation.

8.3 If no self-contained temporary accommodation is available for a household on the date that the household becomes homeless then the Council will secure bed and breakfast accommodation (see 6.1 above) subject to availability. If no bed and breakfast accommodation is available on the date concerned then the Council may have to utilise hotel accommodation on a short term basis until bed and breakfast or other alternative temporary accommodation becomes available.

8.4 The Council will make every effort to secure temporary accommodation that is a suitable size, type and location for the household concerned. In doing so, the Council will have regard to the relevant statutory requirements and guidance (see Appendix B1). However, this must be balanced against the demands on the Council's service for homelessness assistance and the pressures on temporary accommodation. The Council's primary focus

is to secure accommodation that meets its duties under Part 7 of the Housing Act 1996 even if the household concerned considers that it may not be suitable.

8.5 A household may request a review of the suitability of the temporary accommodation secured by the Council if a review is permitted under Part 7 of the Housing Act 1996.

8.6 In exceptional circumstances, the Council may depart from the allocation process set down in this Framework. This may arise because of reasons such as:

- safeguarding issues,
- personal safety concerns,
- medical issues,
- household size, or
- the household has been deemed intentionally homeless and/or has a review or appeal pending into the Council's decision.

Any exceptional allocation will be subject to the agreement of the Senior Housing Options Officer (or the Housing Manager in the absence of the Senior Housing Options Officer).

9. Chiltern District Council and South Bucks District Council – Cross District Provision

9.1 Chiltern District Council and South Bucks District Council operate a shared housing service. Each Council retains its own separate statutory responsibility to fulfil its duties under Part 7 of the Housing Act 1996.

9.2 There may be occasions where one of the Councils (Chiltern District Council or South Bucks District Council) has available capacity within its temporary accommodation while the other authority is facing significant pressures to secure sufficient accommodation. In this situation, the Council with available capacity may make its temporary accommodation available to the other authority to utilise in order to fulfil its Part 7 duties (i.e. Chiltern DC would make its temporary accommodation available to be utilised by South Bucks DC or vice versa).

9.3 The provisions in paragraph 9.2 would be subject to:

- consideration of current and future temporary accommodation demands for both Councils,
- confirmation that the Council which makes the temporary accommodation available will not suffer any detriment to its service delivery or budget as a result, and
- the placement being reviewed on a weekly basis and ending as and when the temporary accommodation is again required by the Council which has made it available.

10. Charging for Temporary Accommodation

10.1 The Council reserves the right to require a household to pay a reasonable charge in respect of the temporary accommodation that has been secured for them. In making any charge, the Council will have regard to the statutory requirement that the temporary accommodation must be affordable to the household concerned.

11. Maintaining and Increasing the Supply of Temporary Accommodation

11.1 The Council will explore the following options over the next 12 months to help maintain and increase the supply of temporary accommodation to meet the current and future needs highlighted in Section 5.

11.1.1 Prevent Homelessness wherever possible to minimise the demand for temporary accommodation

The Council continues to review its housing options service to ensure that all available options are explored to help prevent or relieve homelessness before a client becomes homeless. The Homelessness Reduction Bill will place increased emphasis on this if and when it becomes law.

11.1.2 Optimise current temporary accommodation provision

The Council will ensure that it makes the best use of the available temporary accommodation by making appropriate allocations, minimising the time spent by households in B&B and ensuring that households are moved on in a timely and efficient manner to longer term accommodation when possible.

11.1.3 Secure temporary accommodation from Registered Provider stock

The Council will continue to work with Registered Providers to maximise the use of temporary self-contained accommodation from within their existing housing stock and through other initiative and schemes (e.g. new build, private sector leasing etc.)

11.1.4 Explore options for new developments to incorporate new temporary accommodation provision.

The Council will monitor development opportunities on its own land and elsewhere

11.1.5 Explore options for working with the private rental sector to secure temporary accommodation

The Council will review its work with private landlords and letting agents and assess opportunities for partnership working to deliver temporary accommodation and tenancies to help prevent or relieve homelessness.

11.1.6 Explore options for Chiltern District Council and South Bucks District Council to work jointly to secure additional temporary accommodation provision

The Council will assess opportunities for the shared housing service to deliver joint provision that can support both authorities.

11.1.7 Explore options to work with other statutory partners to deliver additional temporary accommodation

The Council will assess opportunities for joint working with other partners including Wycombe District Council and Aylesbury Vale District Council to deliver additional temporary accommodation provision.

12. Review of Framework Document

12.1 This document will be reviewed annually

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APPENDIX B1

DUTY TO SECURE TEMPORARY ACCOMMODATION

1. SUMMARY OF STATUTORY DUTIES AND POWERS

1.1 Under **Part 7 (Homelessness) of the Housing Act 1996** the Council has a statutory duty to secure that accommodation is available to homeless persons who meet certain criteria and requirements set down in the Act and associated Statutory Instruments and guidance.

1.2 The specific statutory duties set down in Part 7 are broadly summarised below:

(i) *Section 188 – Interim duty to accommodate in case of apparent priority need*

When the Council receives an application for assistance under Part 7 then the Council will have a duty to secure temporary accommodation while it assesses the application if it considers that the applicant is homeless and may be in priority need (in accordance with the priority need categories set down in Section 189 of the Act)

(ii) *Section 190 – Duties to persons becoming homeless intentionally*

When the Council has assessed an application and determined that the applicant is homeless and in priority need, but is homeless intentionally, then it will have a duty to secure that accommodation is available for a period to give the applicant a reasonable opportunity to find other housing.

(iii) *Section 193 – Duty to persons with priority need who are not homeless intentionally*

When the Council has assessed an application and determined that the applicant is homeless and in priority need and not homeless intentionally (and the initial Homelessness Relief Duty has come to an end), then it will have a duty to secure that accommodation for occupation by the applicant. There is no time limit on this duty. Section 193 sets down the specific circumstances in which this duty can come to an end.

(iv) *Section 199A – Accommodation pending the outcome of a referral to another local authority*

In some cases when the Council has assessed that the conditions are met for a referral to another local housing authority and applicant is homeless and in priority need, the Council will have a duty to secure that accommodation is available pending the outcome of the referral.

1.3 In respect of (i) to (iv) above, Section 208(1) of the Act states that so far as reasonably practicable the Council shall secure that suitable accommodation is available for occupation within its district.

1.4 In addition to the statutory duties summarised above, the Council also has the **power to secure accommodation pending a review or appeal**. Under Sections 188 and 204 of the Act, the Council has the power to secure accommodation for an

applicant pending the outcome of a review or appeal on the Council's decision on a homelessness application. This is a power and not a duty and the Council will assess requests for accommodation in these circumstances on a case by case basis. In assessing whether or not to exercise its power to secure accommodation, the Council will have regard to the applicant's circumstances and the relevant guidance and case law.

- 1.5 Under Section 192 (3) of the Act, the Council also has ***the power to secure accommodation for an applicant who is homeless, not homeless intentionally and is not in priority need***. Again, this is a power and not a duty. In considering whether or not to use this power, the Council must take into account the demands on local housing and the need to secure accommodation for homeless households who are subject to the statutory duties summarised in (i) to (v) above. The current demands on housing stock in Chiltern and South Bucks and the ongoing demands from homeless households who are subject to statutory accommodation duties means that the Councils are highly unlikely to exercise the power under Section 193(2) of the Act. However, any requests will be assessed on a case by case basis.

2. GUIDANCE ON EXERCISING STATUTORY DUTIES

- 2.1 When exercising a statutory duty in accordance with (i) to (v) above, the Councils will have full regard to the relevant law, statutory instruments and guidance in assessing whether or not the accommodation concerned is suitable. This includes:

- a) **Homelessness Code of Guidance for Local Authorities (February 2017)**
- b) **SI 1996/3204 Homelessness (Suitability of Accommodation) Order 1996**

This requires that the accommodation must be affordable.

- c) **SI 2003/3326 Homelessness (Suitability of Accommodation)(England) Order 2003**

This highlights that B&B accommodation is not to be regarded as suitable accommodation for an applicant with family commitments and should only be used (i) where no other accommodation is available and (ii) for no more than 6 weeks in total.

- d) **SI 2012/2601 Homelessness (Suitability of Accommodation)(England) Order 2012**

This highlights a range of factors that the Council must take into account including:

- distance from district (if placed out of area)
- significance of disruption to employment, caring responsibilities or education

- proximity and accessibility of medical facilities
- proximity and accessibility of local services, amenities and transport

e) **S. 11 of the Children Act 2004**

This requires that where the applicant's household includes children, then the Council's decision on suitability must identify the needs of the children (individually and collectively) and have regard to the need to safeguard and promote the children's needs. However, it is not required that the children's welfare should be given paramount or even primary consideration by the Council in making the decision on the suitability of accommodation.

f) **Equality Act 2010**

This requires that the Council assesses whether or not the applicant has a disability (or another relevant protected characteristic) and, if so, the extent of the disability and whether or not this impacts on suitability of the accommodation.

- 2.2 Overall, the Councils will always aim to minimise disruption to the applicant's household and have full regard to the relevant law and guidance when securing temporary accommodation. However, this will always need to be balanced against the overall demands on the housing and homelessness service and the availability of accommodation. This means that it may not always be possible to avoid disruption to the household concerned. The Council's primary focus will be to ensure that it secures accommodation for the applicant in accordance with its statutory duties under Part 7 of the Housing Act 1996.

END

APPENDIX B2**TEMPORARY ACCOMMODATION – CURRENT PROVISION**

This Appendix lists the temporary accommodation that is currently secured by each Council to fulfil its duties under Part 7 of the Housing Act 1996.

CHILTERN DISTRICT COUNCIL

CDC - Current Provision – Self Contained Accommodation (No facilities shared with other households)		
Accommodation	Number of Units	Details
Tom Scott House, Pearce Road, Chesham	12 x 1 br flats 8 x bedsits	Scheme owned and managed by Paradigm Housing
Other Registered Provider accommodation	No fixed number (2 x units in use as at 27/02/16)	Properties in general needs stock utilised as temporary accommodation as and when required
Nightly booked self-contained accommodation	No fixed number (2 x units in use as at 27/02/16)	Properties secured from private provider and subject to a nightly rate. The main providers are located in Slough, High Wycombe, Hemel Hempstead and Chiltern.

CDC - Current Provision – Non-Self Contained Accommodation (Facilities shared with other households)		
Accommodation	Number of Units	Details
Nightly booked non-self contained accommodation (e.g. Bed and Breakfast)	No fixed number (8 x placements as at 27/02/16)	Rooms are booked as and when required and charged on a nightly rate. The main providers are located in Slough, High Wycombe and Hemel Hempstead.
Hotels	No fixed number	Hotel rooms are booked when no other options are available. (Normally emergency out-of-hours placements placements).

CDC – Pipeline Provision - Temporary Accommodation Schemes being developed as at February 2017		
Accommodation	Number of Units	Details
Private Sector Leasing Scheme	Minimum of 10 units	Properties to be leased by Paradigm Housing and let to CDC nominees to meet temporary accommodation duty. Scheme being implemented in 2018/19

SOUTH BUCKS DISTRICT COUNCIL

SBDC Current Provision – Self Contained Accommodation (No facilities shared with other households)		
Accommodation	Number of Units	Details
Oxford Road, Gerrards Cross (Former Police Houses)	8 x Houses	Properties leased by Bucks Housing Association from Thames Valley Police (Due to be decommissioned in 2018/19)
Other Registered Provider properties	No fixed number (11 x units in use as at 26/02/16)	Properties in general needs stock owned by other Registered Providers (e.g. L&Q, Bucks HA) and made available to SBDC to use as temporary accommodation on an interim basis.
Nightly booked self-contained accommodation	No fixed number (20 x units in use as at 26/02/16)	Properties secured from private provider and subject to a nightly rate. The main providers are located in Slough, High Wycombe, Hemel Hempstead and Chiltern.

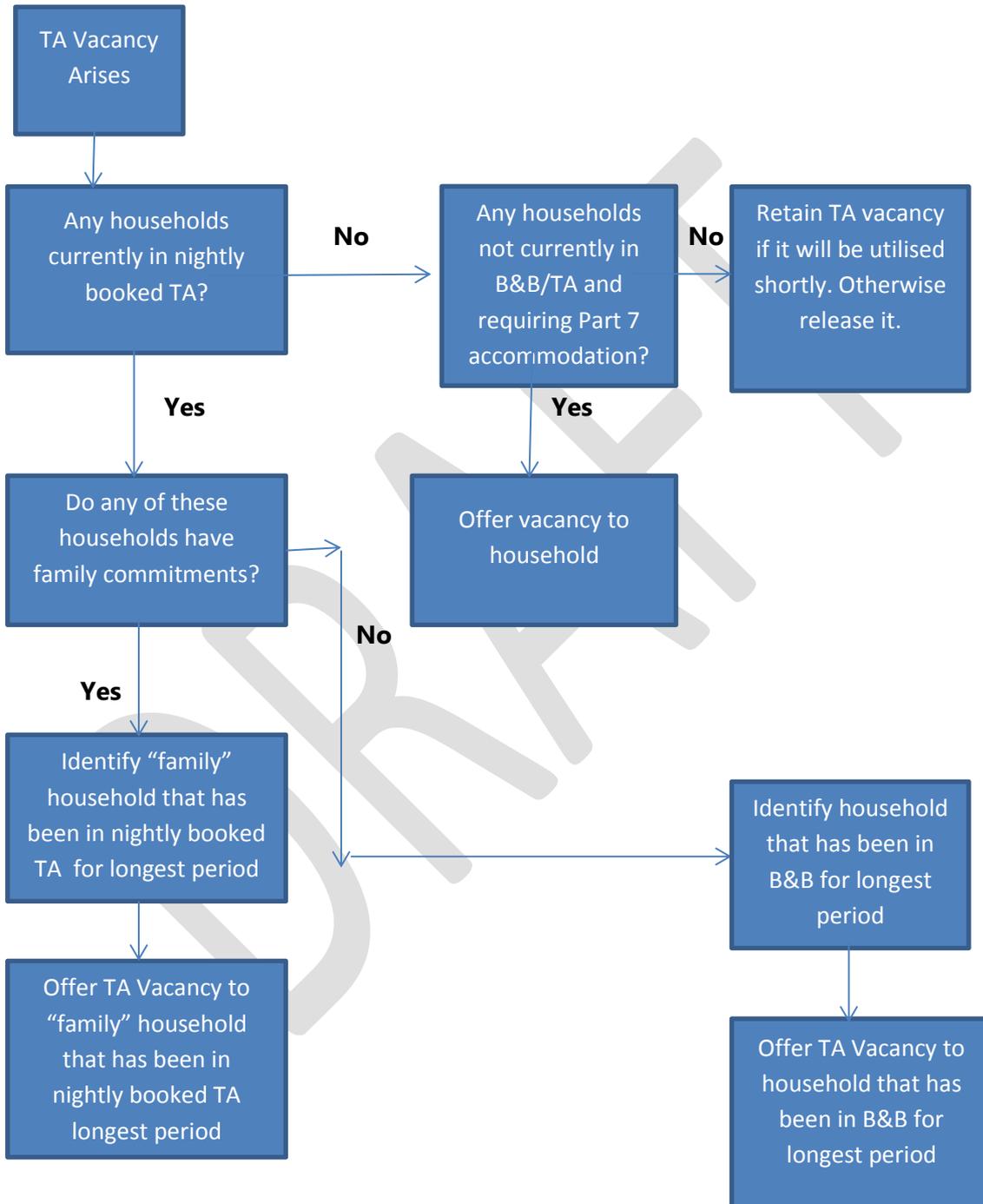
SBDC Current Provision – Non-Self Contained Accommodation (Facilities shared with other households)		
Accommodation	Number of Units	Details
Nightly booked non-self contained accommodation (e.g. Bed and Breakfast)	No fixed number (18 x placements as at 26/02/16)	Rooms are booked as and when required and charged on a nightly rate. The main providers are located in Slough, High Wycombe and Hemel Hempstead.
Hotels	No fixed number	Hotel rooms are booked when no other options are available. (Normally emergency out-of-hours placements placements).

SBDC – Pipeline Provision - Temporary Accommodation Schemes being developed as at February 2017		
Accommodation	Number of Units	Details
Private Sector Leasing Scheme	Minimum of 30 units	Properties to be leased by Paradigm Housing and let to SBDC nominees to meet temporary accommodation duty. Scheme being implemented in 2018/19
Development of former Depot Site on Bath Road, Burnham	12 units	Development of temporary emergency accommodation using off-site manufacturing. Completion in 2018/19 subject to planning permissions.

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APPENDIX B3

PROCESS FOR ALLOCATING SELF-CONTAINED TEMPORARY ACCOMMODATION (NOT NIGHTLY BOEKD)



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