

Time 5.00 pm **Public Meeting?** YES **Type of meeting** Executive
Venue Committee Room 3, Third Floor - Civic Centre, St Peter's Square, Wolverhampton
WV1 1SH

Membership

Chair Cllr Roger Lawrence (Lab)
Vice-Chair Cllr Peter Bilson (Lab)

Labour

Cllr Steve Evans
Cllr Val Gibson
Cllr Louise Miles
Cllr Hazel Malcolm
Cllr Lynne Moran
Cllr John Reynolds
Cllr Sandra Samuels OBE
Cllr Paul Sweet

Quorum for this meeting is five Councillors.

Information for the Public

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Some items are discussed in private because of their confidential or commercial nature. These reports are not available to the public.

Agenda

Part 1 – items open to the press and public

Item No. *Title*

MEETING BUSINESS ITEMS

- 1 **Apologies for absence**
- 2 **Declaration of interests**
- 3 **Minutes of the previous meeting** (Pages 5 - 16)
[For approval]
- 4 **Matters arising**
[To consider any matters arising from the minutes of the previous meeting]

DECISION ITEMS (AMBER - DELEGATED TO THE CABINET)

- 5 **Homelessness Prevention Strategy 2018-2022** (Pages 17 - 62)
[To approve the new Homelessness Prevention Strategy for Wolverhampton in line with the Homelessness Reduction Act 2018.]
- 6 **Private Sector Housing Assistance Policy** (Pages 63 - 80)
[To approve the policy for funding housing renewals, repairs and adaptations under the Regulatory Reform Order 2002.]
- 7 **Houses in Multiple Occupancy Mandatory Licensing** (Pages 81 - 116)
[To approve the new licensing regulations for Houses in Multiple Occupancy.]
- 8 **Better Care Fund Section 75 Agreement (Pooled Budget 2018-2019)** (Pages 117 - 120)
[To approve the Section 75 Agreement for 2018-2019.]
- 9 **Local Offer for Care Leavers** (Pages 121 - 138)
[To approve the Care Leavers Local Offer.]
- 10 **Safer Wolverhampton Partnership Annual Report 2017-2018** (Pages 139 - 176)
[To endorse the Safer Wolverhampton Partnership Annual Report.]

- 11 **Apprenticeship Pay Scale** (Pages 177 - 180)
[To consider a new pay structure and application process for Apprentices.]
- 12 **The Vision for School Organisation 2018-2020: City of Wolverhampton Education Place Planning** (Pages 181 - 242)
[To approve the Vision For School Organisation in Wolverhampton 2018-2020.]
- 13 **Exclusion of press and public**
[To pass the following resolution:
- That in accordance with Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting for the following items of business as they involve the likely disclosure of exempt information on the grounds shown below.]

PART 2 - EXEMPT ITEMS, CLOSED TO PRESS AND PUBLIC

- | | | | |
|----|--|---|-----|
| 14 | Wolverhampton Homes Management Agreement Update (Pages 243 - 300)
[To approve amendments to the Wolverhampton Homes Management Agreement.] | Information relating to the financial or business affairs of any particular person (including the authority holding that information) | (3) |
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CITY OF WOLVERHAMPTON COUNCIL	Meeting of the Cabinet Minutes - 11 July 2018
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Attendance

Members of the Cabinet

Cllr Roger Lawrence (Chair)
Cllr Peter Bilson (Vice-Chair)
Cllr Steve Evans
Cllr Val Gibson
Cllr Louise Miles
Cllr Hazel Malcolm
Cllr Lynne Moran
Cllr John Reynolds
Cllr Sandra Samuels OBE
Cllr Paul Sweet

Employees

Tim Johnson	Deputy Managing Director
Mark Taylor	Strategic Director - People
Kevin O'Keefe	Director of Governance
Claire Nye	Director of Finance
Meredith Teasdale	Director of Education
Emma Bennett	Director of Children's Services
Tracey Christie	Head of Legal
Jaswinder Kaur	Democratic Services Manager

Part 1 – items open to the press and public

- | <i>Item No.</i> | <i>Title</i> |
|-----------------|--|
| 1 | Apologies for absence
There were no apologies for absence received. |
| 2 | Declaration of interests
Tim Johnson, Deputy Managing Director, and Mark Taylor, Strategic Director of People declared non-pecuniary interests in Item 17 – WV Living Progress and Business Plan Update as Directors of WV Living. |
| 3 | Minutes of the previous meeting
That the minutes of the previous meeting held on 6 June 2018 be approved as a correct record and signed by the Chair. |

4 **Matters arising**

There were no matters arising from the minutes of the previous meeting.

5 **West Midlands Second Devolution Agreement**

Councillor Roger Lawrence presented the West Midlands Second Devolution Agreement for approval and recommendation to Council. The report detailed the contents of the Second Devolution Deal, its implications for Wolverhampton and outlined the implementation plan to support delivery of the agreement. The Second Devolution Deal contained a range of initiatives and commitments with the overall objective to address productivity barriers and support the delivery of a local industrial strategy.

Resolved that the Cabinet recommends that Council:

1. Endorse the Second Devolution Deal following the conclusion of negotiations between the West Midlands Combined Authority and the Government.
2. Approve the action plan for the implementation of the Second Devolution Agreement and agree to further discussions with Government.
3. Agree to receive further reports at the appropriate time resulting from detailed requirements of the devolution deal.

Cabinet resolved:

1. That the contents of the Second Devolution Deal be noted and recognised that it contains a number of commitments to further devolution with the potential for significant further steps.
2. That the implications for Wolverhampton resulting from the contents of the Second Devolution Deal be noted.

6 **Capital budget outturn 2017-2018 including quarter one capital budget monitoring 2018-2019**

Councillor Louise Miles presented the Capital budget outturn 2017-2018 including quarter one capital budget monitoring 2018-2019 for approval and recommendation to Council. The report provided an update on the outturn position for 2017-2018 and on the 2018-2019 financial performance of the General Fund and Housing Revenue Account (HRA) capital programmes. The report also set out a revised forecast for 2018-2019 to 2022-2023 as at quarter one of 2018-2019. Revisions to the current approved General Fund capital programmes covering the period 2018-2019 to 2022-2023 were also recommended.

Resolved that the Cabinet recommends that Council:

1. The revised medium term General Fund capital programme of £385.9 million, an increase of £11.0 million from the previously approved programme, reflecting the latest projected expenditure for the medium term.
2. The revised medium-term Housing Revenue Account (HRA) capital programme of £328.8 million, a decrease of £1.0 million from the previously approved programme, reflecting the latest projected expenditure for the medium term.

3. The net additional General Fund resources of £11.0 million identified for;
 - i. 12 new projects totalling £18.3 million (as detailed at paragraph 4.1 of the report);
 - ii. 58 existing projects net decrease totalling £7.3 million (as detailed at paragraph 3.38 of the report).

Cabinet resolved:

1. That the General Fund virements totalling £19.7 million as detailed at Appendix 3 to the report be approved for;
 - a. existing projects totalling £19.4 million (as detailed at paragraph 3.39 of the report);
 - b. new projects totalling £299,000 (as detailed at paragraph 4.2 of the report).
2. That the updated schedules of works for the capital projects be approved under the following directorate;
 - i. Corporate: ICT, WV Active and in relation to Education; Building Schools for the Future (BSF), Primary School Expansion Programme, Secondary School Expansion Programme and Schools Capital Maintenance (as detailed at Appendix 4 to the report);
 - ii. People: Sports Investment Strategy, Co-location Programme, Children in Need - Aiming High for Disabled Children and Early Education - Two Year Education Pilot (as detailed at Appendix 5 to the report);
 - iii. Place: Corporate Asset Management Programme, Urban Parks Refurbishment Programme, Disposals Programme, Accessing Growth Fund, Southside Programme, Maintenance of unclassified roads, Non - Highway Structures, Highway Improvement Programme, Safety Programme, Maintenance of classified roads, Lighting up the City and Local Growth Funding (LGF) Feasibility (as detailed at Appendix 6 to the report).
3. That authority be delegated to the Cabinet Member for Education, in consultation with the Director of Finance, to approve the allocation of the provision of the 'Special Education Needs (SEN) Special Capital Fund Programme' to individual capital projects in order that they may be progressed in a timely manner (as detailed at paragraph 3.41 of the report).
4. That authority be delegated to the Cabinet Member for Resources in consultation with the Director of Finance to approve the allocation of the provision of the 'Parks Strategy and Open Space' to individual capital projects in order that they may be progressed in a timely manner (as detailed at paragraph 3.42 of the report).
5. That authority be delegated to the Cabinet Members for City Environment and Resources, in consultation with the Strategic Director for Place and the Director of Finance, to finalise the business case and budget for a transit site in order that it can be progressed in a timely manner. It was anticipated that budget provision would be met from the Council's Corporate Contingency within the capital programme (as detailed at paragraph 4.9 of the report).

6. That it be noted, that the General Fund outturn position for 2017-2018 which stands at 70.0% of the approved capital budget.
7. That it be noted, that the HRA outturn position for 2017-2018 which stands at 92.7% of the approved capital budget.
8. That it be noted, that there were four ICT projects requiring additional internal resources included in this report but were subject to a separate detailed project report also on this agenda. The inclusion of these projects was for budget approval purpose and was on the assumption that the approval to progress with the projects was given. As the progression was dependent on that decision, if the projects were not approved, the capital programme would be reduced accordingly. The names of the projects were:
 - ICT General Programme;
 - ICT Disaster Recovery;
 - ICT Desktop Refresh;
 - Service LED ICT Projects.

7 Treasury Management – Annual Report 2017-2018 and Activity Monitoring Quarter One 2018-2019

Councillor Louise Miles presented the Treasury Management – Annual Report 2017-2018 and Activity Monitoring Quarter One 2018-2019 for approval and recommendation to Full Council. The report set out the results of treasury management activities carried out in 2017-2018, together with performance against the Prudential Indicators previously approved by Council. Monitoring and progress on treasury management activity for the first quarter of 2018-2019 was also detailed, in line with the Prudential Indicators approved by Council in March 2018.

Resolved that the Cabinet recommends that Council notes:

1. The Council operated within the approved Prudential and Treasury Management Indicators, and also within the requirements set out in the Council's approved Treasury Management Policy Statement during 2017-2018.
2. Revenue underspends of £1.6 million for the General Fund and £731,000 for the Housing Revenue Account were generated from treasury management activities in 2017-2018.
3. A revenue underspend of £1.2 million for the General Fund and an overspend of £263,000 for the Housing Revenue Account were forecast from treasury management activities in 2018-2019, subject to the impact of the Minimum Revenue Provision (MRP) review.
4. That the detailed guidance notes for the new Code of Practice on Treasury Management and the Prudential Code were still to be published by CIPFA and therefore the Treasury Management Statements for 2018-2019 were still based on the Council's interpretation of these Codes.

5. The revised guidance on Local Government Investments and Minimum Revenue Provision was under review by the Director of Finance and updates would be provided to Councillors in due course.

Cabinet Resolved:

1. That it be noted, that the financial information included in this report was based on the 'Capital budget outturn 2017-2018 including quarter one capital budget monitoring 2018-2019' report also on the agenda for this meeting. The capital report was subject to a report being separately approved by Cabinet also at this meeting. Therefore, if this approval was not obtained, a revised version of this report would be presented to Council on 18 July 2018.
2. That it be noted, that it was proposed that a total of £900,000 of the treasury underspend in 2017-2018 would be transferred into the Treasury Management Equalisation Reserve, this was subject to approval by Cabinet in the Reserves, Provisions and Balances 2017-2018 report which was also being considered at this meeting (paragraph 3.5).

- 8 **Wolverhampton Youth Justice Plan 2018-2019**
Councillor Paul Sweet presented the Wolverhampton Youth Justice Plan 2018-2019 for approval and recommendation to Council. The Plan referred to the work of the Youth Offending Team (YOT) partnership under the oversight of the YOT Management Board and the Safer Wolverhampton Partnership. The local priorities that had been identified for Wolverhampton responded to local areas of need and also represented an alignment with the strategic priorities identified by the Youth Justice Board.

Resolved that the Cabinet recommends that Council:

Approve the adoption of the Youth Justice Plan 2018-2019.

- 9 **Draft Budget and Medium Term Financial Strategy 2019-2020**
Councillor Louise Miles presented the Draft Budget and Medium Term Financial Strategy 2019-2020 for approval. The report provided an update on progress towards identifying additional budget reduction proposals in order to address the projected £19.5 million budget deficit for 2019-2020.

Resolved:

1. That the high-level budget strategy for 2019-2020 be approved, including directorate level budget reduction targets, for inclusion in the Draft Budget and Medium Term Financial Strategy 2019-2020, to be reported to Cabinet in October 2018.
2. That work continues between July and October 2018 to further develop and identify new budget reduction and income generation proposals towards the directorate level budget reduction targets for 2019-2020, in order to ensure that a balanced budget can be set in 2019-2020.

3. That progress on the development of budget reduction and income generation proposals be reported to Cabinet in October 2018 for approval to proceed to the formal consultation stage of the budget process.
4. That further options were explored between July and October 2018 to address the updated projected budget deficit of £3.3 million for 2019-2020 based on the Council's high-level strategy.
5. That it be noted, that a significant element of the high-level budget strategy for 2019-2020 relate to oneoff opportunities that can be achieved in 2019-2020.
6. That it be noted, that the updated projected deficit assumes the achievement of budget reduction proposals amounting to £28.3 million over the two-year period from 2018-2019 to 2019-2020.
7. That it be noted, that due to external factors, budget assumptions remain subject to significant change, which could, therefore, result in alterations to the financial position facing the Council.
8. That it be noted, that there continues to be a considerable amount of uncertainty with regards to future funding streams for local authorities particularly with regarding 2020-2021 onwards. The Comprehensive Spending Review 2020, the Fair Funding Review and potential pressures arising as a result of new responsibilities would impact upon the Council's budget. At the point that further information was known it would be incorporated into future reports to Councillors.
9. That it be noted, that the General Fund revenue outturn position for 2017-2018 was a net underspend of £781,000 (-0.35%) against the net budget requirement of £222.6 million, after meeting the net cost of redundancy and pension strain, after the use of capital receipt flexibility and, contributions to essential specific reserves, as reported to Cabinet at this meeting in the Revenue Budget Outturn 2017-2018 report.
10. That it be noted, that whilst the positive General Fund outturn position during 2017-2018, and the resulting adjustments to reserves, would help to support the Council's short term financial position, it did not address the challenging financial position that the Council finds itself in over the medium term; as detailed in this report.
11. That it be noted, that the Council's General Fund Balance remains at £10.0 million; the minimum balance as determined in the Council's approved Reserves and Balances Policy. Emphasis therefore continues to be placed on identifying budget reductions and income generation proposals to meet the projected budget deficit over the medium term.
12. That it be noted, that the 2019-2020 budget timetable would, as in previous years, include an updated report presented to Cabinet in October 2018 detailing budget reduction and income generation proposals that would be subject to formal budget consultation during October – December 2018. Further to this, an update on all budget assumptions and the Provisional Local Government Settlement would be presented to Cabinet by January 2019, with the final budget report due to be approved by Full Council in March 2019.

10

Reserves Provisions and Balances 2017-2018

Councillor Louise Miles presented the Reserves Provisions and Balances 2017-2018 for approval. The report outlined the Council's resources that were held as earmarked reserves, provisions and general balances as at 31 March 2018, taking account of the outturn position for 2017-2018.

Resolved:

1. That the transfers (to)/from earmarked reserves, provisions and general balances as detailed in tables 2, 3 and 4 be approved.
2. That the expenditure from provisions for their purposes as set out in Appendix 3 and 4, up to the value held in each provision as at 31 March 2018 be approved.
3. That authority continue to be delegated to the Cabinet Member for Resources, in consultation with the Director of Finance, to allocate funds from the Budget Contingency Reserve, the Regeneration Reserve, the Efficiency Reserve, the Transformation Reserve, the Development Reserve, the Regional Work Reserve, the Enterprise Zone Business Rates Reserve, the Business Rates Equalisation Reserve, the Treasury Management Equalisation Reserve, the Pension Deficit Recovery Reserve and the Budget Strategy Reserve.
4. That authority be delegated to the Cabinet Member for Resources, in consultation with the Director of Finance, to allocate funds from the Highways Management Reserve.
5. That it be noted, the level of the Council's earmarked reserves, provisions and general balances as at 31 March 2018 and the purposes for which they were being held, as detailed in Appendix 1, 2, 3 and 4.
6. That it be noted, the relevance and adequacy of earmarked reserves and general balances would be reviewed as required by the Constitution during the 2019-2020 budget setting process.
7. That it be noted, the allocation of funding from all earmarked reserves would be reported to Cabinet (Resources) Panel in the scheduled quarterly budget monitoring reports.
8. That it be noted, the Confident Capable Council Scrutiny Panel would scrutinise the use of reserves as part of the budget setting process as in previous years.
9. That it be noted, the Director of Finance considers that the overall level of all reserves, provisions and balances was sufficient to meet the likely level of obligations to be met from reserves, provisions and general balances in the short term.
10. That it be noted, the positive General Fund outturn position during 2017-2018, and the resulting adjustments to reserves, would help to support the Council's short term financial position, enabling one-off investment to support

transformation of the Council. However, it did not address the challenging financial position that the Council finds itself in over the medium term; namely identifying an additional £19.5 million of budget reduction and income generation proposals over the period of 2019-2020. Cabinet would be presented with a report at this meeting detailing the progress towards identifying £19.5 million of budget reduction and income generation proposals for 2019-2020.

11. That it be noted, the figures quoted in the report were still subject to statutory audit by Grant Thornton UK LLP as part of the 2017-2018 accounts closedown process.

11 **Revenue Budget Outturn 2017- 2018**

Councillor Louise Miles presented the Revenue Budget Outturn 2017- 2018 for approval. The report outlined the Council's revenue outturn position for 2017-2018 compared with approved budgets and targets. It was detailed that a net underspend of £781,000 had been achieved against the General Fund net budget requirement of £222.6 million, after meeting the net cost of redundancy and pension strain after the use of capital receipt flexibility, and contributions to essential earmarked reserves.

Resolved:

1. That the net surplus after taxation of £74,000 of Yoo Recruit Limited be retained by the company to enable further business development.
2. That the write off of four non-domestic rates totalling £45,817.82 be approved as detailed in Appendix 7 to this report.
3. That the write off of three sundry debts totalling £35,792.68 be approved as detailed in Appendix 8 to this report.
4. That the write off of two council tax accounts totalling £11,600.09 be approved as detailed in Appendix 9 to this report.
5. That 27 virements totalling £5.6 million be approved for transfer within directorates, as detailed in Appendix 10 to this report.
6. That it be noted the revenue outturn position for 2017-2018 for the General Fund; a net underspend of £781,000 (-0.35%) was achieved against the net budget requirement of £222.6 million, after meeting the net cost of redundancy and pension strain, after the use of capital receipt flexibility, and contributions to essential earmarked reserves.
7. That it be noted whilst the positive General Fund outturn position during 2017-2018, and the resulting adjustments to reserves, would help to support the Council's short term financial position, it did not address the challenging financial position that the Council finds itself in over the medium term; namely identifying an additional £19.5 million of budget reduction and income generation proposals over the period to 2019-2020. Cabinet would be presented with a report at this meeting detailing the progress towards identifying £19.5 million of budget reduction and income generation proposals for 2019-2020.

8. That it be noted a comprehensive review of all services would be undertaken following the positive 2017-2018 General Fund outturn position to identify any new budget reduction or income generation opportunities; Cabinet would be provided with an update on progress in the October 2018 budget report.
9. That it be noted the General Fund outturn position takes into account a number of proposed transfers to and from reserves and provisions for which approval was sought in the Reserves, Provisions and Balances 2017-2018 report to be presented at this meeting.
10. That it be noted that Schools which remain under the control of the City of Wolverhampton Council drew down a net £940,000 of their reserves during 2017-2018 and after adjusting for the balance attributable to academies, taking the total accumulated reserves to £6.9 million at 31 March 2018.
11. That it be noted the Housing Revenue Account revenue outturn position for the year was a surplus before allocations of £23.6 million, compared to a budgeted surplus of £16.8 million.
12. That it be noted the draft financial statements of Yoo Recruit Limited would be subject to external audit.
13. That it be noted as a result of recruitment through Yoo Recruit Limited, the Council had been able to avoid fees which would have otherwise have been incurred, including approximately £225,000 in relation to the permanent recruitment of individuals who had been previously employed on a temporary basis through the agency.
14. That it be noted the Collection Fund outturned with a £13.0 million surplus during 2017-2018; this resulted in an overall deficit of £200,000 to be carried forward. In 2014-2015, as a result of the adverse outturn against the Collection Fund, primarily owing to the impact of appeals against Business Rates, over which the Council had no control, Cabinet approved the establishment of a Business Rates Equalisation reserve to equalise the impact of appeals on the Council. In the Reserves, Provisions and Balances report to be presented to Cabinet at this meeting, approval was sought to increase that reserve in 2017-2018 to support the Council over the medium term.
15. That it be noted the non-domestic rates accounts totalling £372,552.17 had been approved for write off by the Director of Finance in accordance with the Council's Financial Procedure Rules.
16. That it be noted that 1,403 council tax accounts totalling £278,262.58 had been approved for write off by the Director of Finance in accordance with the Council's Financial Procedure Rules.
17. That it be noted 38 sundry debt accounts totalling £125,465.96 had been approved for write off by the Director of Finance in accordance with the Council's Financial Procedure Rules.

18. That it be noted 18 housing benefit debt accounts totalling £4,819.72 had been approved for write off by the Director of Finance in accordance with the Council's Financial Procedure Rules.

12 ICT Capital Investment Programme 2018-2019 to 2019-2020

Councillor Louise Miles presented the ICT Capital Investment Programme 2018-2019 to 2019-2020 for approval. The report identified the current ICT capital programme and set out the estimated ICT capital programme to fund requirements through to the end of the financial year 2019-2020. Estimated costs for the ICT capital programme for the financial years 2020-2021 to 2022-2023 were also detailed for approval.

Resolved:

1. That the reprofiling and proposed extension of the ICT capital programme for the years 2018-2019 to 2019-2020 at an additional cost of £4.0 million be approved.
2. That it be noted the additional internal resources required for the reprofiling and extension of the ICT capital programme for the years 2018-2019 to 2019-2020 had been incorporated into the 'Capital budget outturn 2017-2018 including quarter one capital budget monitoring 2018-2019' report which was also on this agenda, and would subsequently be reported to Full Council for approval on the 18 July 2018, assuming that Cabinet approval to progress with the projects was given. As the progression was dependent on that decision, if the projects were not approved, the capital programme would be reduced accordingly.

13 Local Council Tax Support Scheme

Councillor Louise Miles presented the Local Council Tax Support Scheme for approval and for delegated authority to approve the consultation documents. Full options had been considered and changes to the scheme would be subject to public consultation prior to consideration by Full Council. The proposals aimed to address some of the expected impacts of the roll-out of Universal Credit on the administration of the local council tax support scheme.

Resolved:

1. That the publication of a draft local council tax support scheme for consultation, for 2019-2020 onwards be approved, containing the following revisions:
 - a. A minimum change rule where changes in weekly entitlement of £3 or less were not applied.
 - b. Financial and household information used to assess entitlement to Universal Credit to be used to determine council tax support entitlement.
 - c. The notification of an award of specified benefits to count as a claim for council tax support.
2. That authority be delegated to the Cabinet Member for Resources, in consultation with the Head of Revenues and Benefits, to approve the documents to be issued for consultation.

3. That it be noted, following the outcome of the consultation a further report would be submitted to Cabinet on 23 January 2019 to enable a final scheme to be recommended to Council on 6 March 2019.

14 **Open Space Strategy and Action Plan Update**

Councillor Reynolds presented the Open Space Strategy and Action Plan Update for approval and adoption. The Open Space Strategy and Action Plan had been updated to direct investment and planning decisions on open space across the City for future years, to help the Council to secure external funding and to release surplus assets to maximise local community and regeneration benefits.

Resolved:

That the City of Wolverhampton Open Space Strategy and Action Plan Update be adopted.

15 **Right to Buy Policy Update**

Councillor Peter Bilson presented the Right to Buy Policy Update for approval and for delegated authority to agree or refuse applications to buy back former Right to Buy Properties. The report summarised the detail of the policy to deal with situations arising from former secure tenants who had exercised their Right to Buy.

Resolved:

1. That the set of criteria as set out at paragraph 3.3 of the report be adopted when considering an application to purchase a former Right to Buy property was received by the Council.
2. That authority be delegated to the Cabinet Member of City Assets and Housing, in consultation with the Service Director City Housing, for agreeing the buy back of a former Right to Buy property as set out at paragraph 3.7 of the report.
3. That authority be delegated to the Service Director City Housing for refusing applications to buy back former Right to Buy properties as set out at paragraph 3.7 of the report.
4. That the use of discretion to waive some or all of the repayment of Right to Buy Discount when a former Right to Buy property was sold on within five years in the exceptional circumstances set out in paragraph 4.4 of the report be approved.
5. That the use of the 'Request to Waive Repayment of Discount Awarded Under The Right to Buy Scheme' form at appendix 1 to assist in the collation of evidence to prove exceptional circumstances and minimise the risk of abuse and the risk of fraud as set out at paragraph 4.8 of the report be approved.
6. That as per paragraph 5.6 of the report, the Council charging professional fees to cover both legal and valuation work required when served with a notice to extend

the lease of a former Right to Buy property be approved.

7. That as per paragraph 6.7 of the report, the Council charging professional fees to cover both legal and valuation work required when served with a notice for the collective purchase of the freehold of a block of flats, where the Council currently holds the freehold be approved.

16 **Exclusion of press and public**

That in accordance with Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting for the following items of business as they involve the likely disclosure of exempt information relating to any individual, information which was likely to reveal the identity of an individual and/or information relating to the business affairs of any particular person (including the authority holding that information).

17 **WV Living Progress and Business Plan Update**

Councillor Peter Bilson presented the WV Living Progress and Business Plan Update that was exempt as it contained information relating to the financial or business affairs of any particular person (including the authority holding that information).

Resolved:

That the recommendations be approved as detailed in the exempt report.

18 **Acquisition of properties by the Housing Revenue Account**

Councillor Peter Bilson presented the Acquisition of properties by the Housing Revenue Account that was exempt as it contained information relating to the financial or business affairs of any particular person (including the authority holding that information).

Resolved:

That the recommendations be approved as detailed in the exempt report.

CITY OF WOLVERHAMPTON COUNCIL	Cabinet 12 September 2018
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Report title	Homelessness Prevention Strategy 2018-2022	
Decision designation	AMBER	
Cabinet member with lead responsibility	Councillor Peter Bilson City Assets and Housing	
Corporate Plan priority	People - Stronger Communities	
Key decision	Yes	
In forward plan	Yes	
Wards affected	All Wards	
Accountable Director	Kate Martin, Service Director, City Housing	
Originating service	City Housing	
Accountable employee	Anthony Walker	Homelessness Strategy and External Relationships Manager
	Tel	01902 551631
	Email	Anthony.walker@wolverhampton.gov.uk
Report to be/has been considered by	Strategic Executive Board	28 August 2018

Recommendation for decision:

The Cabinet is recommended to:

Approve the City of Wolverhampton Homelessness Prevention Strategy for 2018-2022.

1.0 Purpose

- 1.1 To approve the City of Wolverhampton Homelessness Prevention Strategy for 2018-2022.

2.0 Background

- 2.1 The Homelessness Act 2002 places a statutory obligation on local authorities to undertake a review of homelessness in their area and develop and publish a strategy to prevent homelessness.
- 2.2 This is Wolverhampton's fifth homelessness strategy and has been developed at a crucial period for the City. The current state of the economy has put increased pressure on housing and homelessness services, whilst at the same time changes to the welfare system have decreased the security of tenure for many households.
- 2.3 With the introduction of the HRA (Homelessness Reduction Act) in mid-2018 local authorities were requested to refresh their strategies in line with the new duties, therefore the current strategy came to end two years early.
- 2.4 Across the period covered by the last strategy (2015-2018) there has been a reduction in public spending which unfortunately has meant pressure on statutory and voluntary organisations, and in some extreme cases the closure of important services leading to an increase in most forms of homelessness therefore this strategy.
- 2.5 Through joint working between the Local Authority and partners, Wolverhampton had reduced the numbers of homeless applications to incredibly low numbers via well-developed processes to prevent homelessness. However, over the last 24 months the numbers of applications have increased as well as a reduction in the number of prevention.

3.0 Development of the Strategy

- 3.1 In October 2017 work began on developing the new strategy by working with partners and organisations in relation to reviewing:
- Current numbers of homeless clients
 - Gaps in provision
 - Trends
 - General data
- 3.2 From the collection of this quantitative and qualitative data the findings led to the development of the strategy for the City, concentrating on four keys areas of homelessness.

3.3 These four elements are:

- **Homelessness prevention** - deliver a prevention service to meet the aims and intentions of the Homelessness Reduction Act.
- **Tackle rough sleeping** - continue to work on tackling rough sleeping in Wolverhampton with a plan on reducing to as close to zero by 2022 and linking into the national rough sleeper strategy.
- **Vulnerability and Health** - ensure services remain accessible to the most vulnerable households and can support those who need it most, such as those affected by domestic abuse, modern day slavery, etc. We aim to increase the resilience of households and communities, equip them with the necessary skills to prevent crises, such as homelessness, before they occur.
- **Responding to the local housing market** - respond to the challenging local housing market conditions by working collaboratively with, and offering advice and support to, households and landlords to develop suitable private rented sector offers for all client groups.

3.4 The plan is that these four key themes will form the strategic foundation for an action plan to reduce homelessness as well assist those who find themselves in housing need.

3.5 Consultation Process

3.6 Since March 2018 consultation has been undertaken with variety of groups and organisations ranging from housing providers, faith/community groups and homeless related charities. (Shelter, Homeless Link and West Midlands Combined Authority).

3.7 A total of 64 stakeholders have been met with and consulted with via events and will be continued to be worked with via the development of a new Homelessness Strategy Steering Group that will feed into the Improving City Housing Board.

4.0 Evaluation of alternative options

4.1 The strategy is requirement under current legislation and must be developed and set in line with the Government framework.

5.0 Reasons for decision

5.1 There is statutory requirement for the City to have a strategy therefore approval must be sought prior to circulation.

5.2 Even though the current strategy has not finished its tenure the change in legislation means that there is need to refresh the document.

6.0 Financial implications

- 6.1 There are no direct financial implications from the strategy. However, a successful strategy for preventing homelessness will help to ensure that the council spends within budget in this area.

[JM/17082018/G]

7.0 Legal implications

- 7.1 Under the Homelessness Act 2002, all housing authorities must have in place a homelessness strategy based on a review of all forms of homelessness in their district. The strategy must be renewed at least every five years. The strategy must set out the authority's plans for the prevention of homelessness and for securing that sufficient accommodation and support are or will be available for people who become homeless or who are at risk of becoming so.
- 7.2 The Homelessness Reduction Act 2017 significantly reformed England's homelessness legislation by placing duties on local authorities to intervene at earlier stages to prevent homelessness in their areas. It also requires housing authorities to provide homelessness services to all those affected, not just those who have 'priority need'. As such, an early review of the strategy has been undertaken.
- 7.3 Before adopting or modifying a homelessness strategy the authority shall consult such public or local authorities, voluntary organisations or other persons as they consider appropriate. Appropriate consultation has been undertaken as detailed in paragraph 3 of this report.

[17082018/DC/F]

8.0 Equalities implications

- 8.1 A full equality impact assessment is to be undertaken.

9.0 Environmental implications

- 9.1 There are no direct environmental implications from the strategy.

10.0 Human resources implications

- 10.1 There are no direct human resources implications from the strategy.

11.0 Corporate landlord implications

- 11.1 There are no direct Corporate landlord implications from the strategy.

12.0 Appendices

Appendix 1 - Homelessness Prevention Strategy

**Wolverhampton Homelessness Prevention Strategy
2018-2022**



Foreword

Since the publication of our last Homelessness Strategy, we have seen dramatic changes to the environment in which homelessness services are delivered.

Changes resulting from the economic downturn, and in particular welfare reform, are impacting detrimentally on many low- income groups and those susceptible to homelessness. Well documented funding cuts to Councils are coupled with falls in support and funding streams to other statutory agencies, and those in the voluntary and community sector.

As a result, this new strategy is being developed in a context of shrinking resources and increasing demand for services. There is also considerable uncertainty over the future. These factors weigh heavily on the determination of what can realistically be achieved in the years ahead. Nevertheless, the challenge and our aspiration remains to prevent homelessness wherever possible in line with the new Homelessness Reduction Act.

The response to this challenge will be based on the same core principle as that which underpinned our previous strategies effective partnership working.

Councillor Roger Lawrence
Leader of the Council

Councillor Peter Bilson
Deputy Leader and Cabinet Member for
City Assets and Housing

City of Wolverhampton Council

City of Wolverhampton Council

1. Introduction

The Homelessness Act 2002 places a statutory obligation on local authorities to undertake a review of homelessness in their area and develop and publish a strategy to prevent homelessness.

While the Homelessness Review paints a picture on homelessness locally, the Homelessness Strategy sets out how to address the problem. The strategy seeks to tackle all forms of homelessness, including those owed a statutory duty (typically families with dependent children, or vulnerable adults), but also those who are single, sleeping on the streets, or other transient arrangements (e.g. sleeping on a friend's sofa). This is Wolverhampton's fifth homelessness strategy and has been developed at a crucial period for the City. The current state of the economy has put increased pressure on housing and homelessness services, whilst changes to the welfare system have simultaneously decreased the security of tenure for many households.

Across the period covered by the last strategy (2015-18), there has been a reduction in public spending which has put pressure on statutory and voluntary organisations, and in some extreme cases led to the closure of important services.

Through joint working between the Local Authority and partners, Wolverhampton had reduced the numbers of homelessness applications to incredibly low numbers via well-developed processes designed to prevent homelessness. However, over the last 12 months the numbers of applications have increased, and there has been a reduction in the number of preventions.

The Homelessness Reduction Act of April 2018 has an emphasis on the prevention of homelessness, as well as effective partnership work with statutory, voluntary, and third sector agencies. This is to ensure households' needs are met, and that they are assisted as they engage with agencies to work through their personalised plans. The Act has a focus on helping households to access housing. We need to make sure we have effective pathways to encourage and work collaboratively with households to secure their own accommodation.

The role of this strategy will therefore be to offer housing options to prevent homelessness in a time of austerity, as well as assisting those who are homeless to access quality affordable accommodation in a timely fashion.

Reducing homelessness is a key priority for the City of Wolverhampton Council, and over the last 5 years numerous steps have been taken to prevent homelessness and assist those in urgent need. These include:

- Development of a multi-agency team (MASH) who work with vulnerable adults and children.
- Increased numbers of units for single persons in supported accommodation.
- Introducing a hospital discharge service to assist vulnerable homeless clients pre- and post-admission.

- Continuation of the joint protocol to work with 16-17-year olds in need of advice and or housing. The protocol links housing providers with children and families' social services looking to offer an alternative to statutory homelessness.
- The continued delivery of housing related floating support to assist vulnerable households with sustaining their tenancies.
- Transfer of operational homeless services across to Wolverhampton Homes to improve on Citywide delivery.
- The implementation of a localised private landlord's accreditation scheme (Rent with Confidence).
- Alternative giving campaign to direct public funding towards services that work.
- Sanctuary scheme providing victims of domestic abuse with security measures, thus preventing homelessness.

2. Development of the strategy

To develop an effective homelessness strategy, we must be aware of current local and national issues related to homelessness and housing need. Through several forums and assessment tools we have assessed the current situation in Wolverhampton.

To develop our previous homelessness strategies, we concentrated on the local effects caused by the lack of accommodation on households. However, it became very clear early on that we had to look at homelessness more widely, especially the effects it has on health, the economy, and criminal justice.

3. Defining Homelessness

a) Statutory Homelessness

The Ministry of Housing, Communities and Local Government (MHCLG) defines households as statutorily homeless if they do not have accommodation they are entitled to occupy, which they cannot physically access, or if they have accommodation but it is not reasonable for them to continue to occupy this accommodation.

Priority need groups include households with dependent children, a pregnant woman, and people who are in some way vulnerable, such as due to their mental and/or physical health and wellbeing. In 2002, an Order under the 1996 Housing Act extended priority need to include those aged 16 or 17, aged 18-20 who were previously in care, vulnerable because of time spent

in care, custody, or in HM Forces, or vulnerable because of fleeing their home due to violence or violent threats.

b) Non-Statutory Homelessness

Typically, single people or childless couples who are not assessed as being in 'priority need' and are only entitled to advice and assistance if homeless. Some non-priority homeless cases are offered access to Local Authority housing support services.

c) Rough Sleepers

MHCLG defines rough sleepers as people sleeping, about to bed down, or bedded down (lying down or sleeping) in the open air, or people in buildings or other places not designed for habitation (e.g. barns, car parks, cars). This does not include people in hostels or shelters, or people in campsites, squatters, or travellers.

d) Intentional Homelessness

A person can be considered to have made themselves homeless if they have deliberately given up their home when it would have been reasonable to remain, or deliberately did or didn't do something which they knew would mean losing their home (such as not paying rent). They are also intentionally homeless if they have planned to stay somewhere they had no legal right to stay with the intention of claiming to be homeless, or if they have had legal or financial advice or assistance to help find somewhere to live and didn't act on it. If a person is intentionally homeless, the council has no duty to find them somewhere to live but is required to give advice and assistance.

4. National Context

Homelessness affects and ruins the lives of adults and children across the country. It is far from solely being a housing issue. People who are homeless often suffer greater levels of ill health, unemployment, and drug and alcohol dependency, and in the case of children, lower levels of educational attainment due to prolonged, unavoidable absence.

Examples of these large-scale inequalities nationally are

- 1 in 5 homeless people suffer from mental health problems.
- The suicide rates of homeless people are 34 times greater than the general population.

- 80% of street homeless people are addicted to drugs or alcohol
- Homeless children in temporary accommodation miss 11 weeks of schooling on average.
- 440 individuals have been highlighted as rough sleepers and will therefore be sleeping on the streets at any given day.
- The life expectancy of someone who is street homeless is 42.
- People who are street homeless are 13 times more likely to be a victim of violent crime.
- 77% of households who are within homeless temporary accommodation (hostels, refuge etc.) are not in any form of paid employment.

The UK Government published strategies for preventing homelessness and ending rough sleeping in 2011 and 2012. Despite this, statistics collected by all English local housing authorities show that homelessness has worsened.

Between 2009/10 to 2016/17, there was a:

- 25% increase in the overall number of people assisted by local authorities
- 30% reduction in the number of people for whom homelessness was prevented
- 42% reduction in the number of people for whom homelessness was relieved
- 33% increase in the number of people owed the main housing (homelessness) duty of assistance (s.193(2), part 7, Housing Act 1996)
- 34% increase in the number of households living in local authority temporary accommodation
- 58% increase in the number of people sleeping rough.

Homelessness Data

Decisions about homelessness law for England is the responsibility of the UK Government, and is a devolved matter for the governments of Northern Ireland, Scotland and Wales. The Department of Communities and Local Governments is charged with leading on policy formulation and implementation.

The report shows that Homelessness acceptance rates have gone up nationally and locally in recent years. At nearly 58,000, annual homelessness acceptances were some 3000 higher across England in 2015/16 than in 2014-15.

Summary of national Homelessness Statistics	2014/15	2015/16	% change 2014/15-2015/16	Summary for Wolverhampton	2014/15	2015/16	% change 2014/15-2015/16
Rough sleeping in England – snapshot (1)	3,569	4,134	16	Rough sleeping in England – snapshot (1)	7	17	142
Local authority statutory homelessness cases – annual (3)	112,350	114,780	2	Local authority statutory homelessness cases – annual (3)	1748	1708	-5
Local authority statutory homelessness acceptances – annual (4)	54,430	57,740	6	Local authority statutory homelessness acceptances – annual (4)	336	376	12
Local authority homelessness prevention and relief cases (5)	220,800	213,300	-3	Local authority homelessness prevention and relief cases (5)	1988	1848	-7
Total local authority homelessness case actions (6)	275,230	271,050	-2	Total local authority homelessness case actions (6)	2324	2224	-4

*snapshot from national data P1e Oct-Nov

These statistics show that more people are approaching local authorities for assistance, however, the method in which they are being assisted has changed. Fewer people are having their homelessness prevented or relieved. At the same time, more people are benefiting from the statutory safety net - applicable to those who have a priority need for accommodation and are not intentionally homeless. This has driven up the number of people provided with temporary accommodation. Additionally, the levels of people experiencing street homelessness has gone-up to a volume not seen since 1997.

Wolverhampton over 2015- 2017 has seen an above the national average increase in rough sleeping and homelessness acceptances, though there has been a general decrease in statutory homeless cases.

The vast bulk of statutory homelessness in recent years is attributable to the sharply rising numbers made homeless from the private rented sector, with relevant cases having almost quadrupled over the period – from less than 5,000 to almost 18,000.

Homelessness Prevention and Relief

Local authorities have voluntarily carried-out activities to prevent and relieve homelessness since 2003 onwards. There are a range of discretionary initiatives used to assist people who are homeless or threatened with homelessness. Any casework action taken is done so outside any legal obligation. The UK Government recognises three forms of homelessness prevention:

- Early Prevention – By identifying people at risk of homelessness, accommodation and necessary support can be made available in time to prevent homelessness.

Early identification can target people in known risk groups (e.g. those leaving local authority care) before they reach crisis point.

- Pre-Crisis Prevention - This can take the form of advice services and proactive intervention, such as negotiation with landlords on behalf of tenants. Even if this only delays the leaving date, it can allow time to manage a move to alternative accommodation and so preventing homelessness.

- Preventing Reoccurring Homelessness - By providing support to formerly homeless people who have been accommodated, and ensuring tenancy sustainment, repeat homelessness can be prevented in cases where the provision of accommodation by itself is insufficient.

Typically, local authorities can help people to remain in their existing home or obtain alternative accommodation. Previously (in 2009/10), 55% of people were helped to obtain alternative accommodation, and 45% were assisted to remain in their existing home. More recently this trend has reversed, with 53% of people being helped to remain in their existing home, compared 47% being helped to obtain alternative accommodation

UK Government Priorities

The UK Government has received criticism about rising levels of homelessness and their lack of a coherent strategy for tackling the problems. These criticisms came from the UK Statistics Authority (in 2015), the Communities & Local Government Select Committee (in 2016), the National Audit Office, the Local Government & Social Care Ombudsman, and the Commons Public Account Committee (all in 2017).

Subsequently, the UK Government declared an ambition to halve rough sleeping by 2022 and end it by 2027. To help accomplish this a taskforce has assembled, whose membership includes influential figures from public authorities and voluntary organisations, to provide advice on the formulation of a strategy.

The UK Government has allocated a substantial sum of funding to help tackle homelessness. During the present spending period (2016/17 – 2019/20), £932.7m has been awarded

- £315m Homelessness Prevention Grant, 2016/17 – 2019/20
- £100m Move-on Accommodation Fund, 2016
- £20m Homelessness Prevention Trailblazers, 2017
- £10m Rough Sleeping Fund, 2017
- £10m Rough Sleeping Social Impact Bond, 2017
- £402m Flexible Homelessness Support Grant, 2017/18 - 2018/19
- £72.7m Homelessness Reduction Act 2017 New Burdens Grant, 2017/18 - 2019/20
- £3m Homelessness Reduction Act 2017 Data Systems Upgrade Grant, 2017

West Midlands Combined Authority

The strategic authority for the West Midlands Metropolitan County has no devolved responsibility for homelessness policy - this remains a matter for national and local governments. Despite this, the Elected Mayor of West Midlands has established a taskforce to co-ordinate efforts across the city region to tackle homelessness. This was prompted by the fact that rough sleeping has more than tripled across the Combined Authority area, with 55 people bedded down on the street on any given night.

The taskforce has adopted the following seven principles:

- Tackle all forms of homelessness, not just rough sleeping.
- Influence the Mayor's priorities across other policy areas (e.g. housing, mental health, transport).
- Support existing work rather than replacing it.
- Have an honest discussion about difficult topics (e.g. welfare reform).
- Harness skills and expertise from across the region and different sectors.
- Focus on where the Mayor and West Midlands Combined Authority can have maximum impact.
- Make decisions based on hard evidence and data.

The Homelessness Taskforce is led by a steering group, with task-groups working in specific priorities. The membership of the Taskforce includes representatives from:

- Birmingham City Council
- Birmingham & Solihull
- Coventry City Council
- Crisis UK
- Gowling WLG
- KPMG
- Public Health England
- Sandwell Metropolitan Borough Council
- Solihull Metropolitan Borough Council
- St Basils
- Walsall Metropolitan Borough Council
- WM Housing Group
- West Midlands Combined Authority
- West Midlands Fire Service
- West Midlands Police
- Wolverhampton City Council
- YMCA Black Country Group

Task-groups have been established, each having clear roles with different needs for skills and expertise on the following themes:

- Rough sleeping
- Children and Families
- Young People
- Older

Local Context

During the homelessness review information was obtained from a number of local partners to highlight the levels and causes of homelessness, as well as the client groups that are most affected by homelessness at a citywide level.

Data from 16-17 highlights that Wolverhampton has again seen a decrease in the number of households submitting homelessness applications during both 14-15 and 15-16 by 48 cases and 8 cases respectively.

As per manual Duty referral statistics	2016/17
Initial Interview (Referral)	2851
Housing Advice only	1151
Homeless Applications	1700
Percentage of Apps as per Referrals	59.62%

*statutory Homelessness Data 2016-17

The following reasons why households become homeless show that by far the largest group are those who are homeless from the private sector at nearly 400 cases, closely followed by 'Parents unable/unwilling to accommodate' at 267, and 'other loss of rented/tied accommodation' at 166 cases.

End of assured shorthold tenancy	393	Other violence		025
Fire flood or another emergency	011	Parents unable/unwilling to accommodate		267
Friends unable/unwilling to accommodate	210	Racial violence		002
Leaving institution or care	032	Relationship breakdown violent other		054
Leaving NASS (BIA) accommodation	041	Rent arrears HA repossession		014
Living in a hostel	038	Rent arrears LA repossession		022
Mortgage arrears repossession	014	Rent arrears private		030
Newly forming family	004	Rough sleeper		054

Nonviolent breakdown unable to return	108	Split household	002
Other harassment	010	Unreasonable circumstances	033
Other loss of rented/tied accommodation	166	Violent relationship breakdown	170

Demographic Data

The annual review highlighted that there were trends in relation to age, ethnic origin and gender based on the demographic data.

Age data highlights that the ages of 16-34 are the prime age ranges for homelessness to occur.

Performance compared to previous year Showing increase or decrease in %	16 to 24	25 to 34	35 to 44	45 to 54	55 to 64	65 to 74	75 to 99
2016 to 2017	422	586	375	203	79	21	14
2015 to 2016	332	443	292	159	77	19	4
Differential figure	21.32%	24.40%	22.13%	21.67%	2.53%	9.52%	71.14%

Gender data highlights that there are disproportionately higher numbers of females approaching authorities as homeless.

Performance compared to previous year Showing increase or decrease in %	Male	Female	Not Known	Transsexual M to F
2016 to 2017	688	1012	0	0
2015 to 2016	495	813	17	1
Differential figure	28.05%	19.66%	-83%	-99%

As expected, the highest numbers of cases are amongst White -British households. This was anticipated as the group constitutes nearly 70% of the UK population.

Performance compared to previous year	Showing increase or decrease in %		
	2016 to 2017	2015 to 2016	Differential figure
Asian or Asian British: Bangladeshi	5	8	-37.5%
Asian or Asian British: Indian	80	63	26.98%
Asian or Asian British: Pakistani	28	27	3.70%
Asian or Asian British: Any Other Background	20	16	25%
Black or Black British: African	137	97	41.23%
Black or Black British: Caribbean	126	103	22.33%
Black or Black British: Other	34	21	61.90%
Chinese	6	2	200%
Declined to Supply Information	17	10	70%
Eastern European	29	25	16%
Gypsy / Romany / Traveller	5	4	25%
Information Not Supplied	11	8	37.5%
Middle Eastern	25	28	-10.71%
Mixed: Any Other Mixed Background	10	9	11.11%
Mixed: White and Asian	16	11	45.45%
Mixed: White and Black African	6	3	100%
Mixed: White and Black Caribbean	81	70	15.71%
Other	13	12	8.33%
Unknown	30	30	0%
White: Any Other White Background	47	38	23.68%
White: British	967	736	31.38%
White: Irish	7	5	40%

Other variations in demography can affect the demand on homelessness services in several different ways. Due to several cultural and economic factors that are evident both nationally and

in Wolverhampton, the total number of households is increasing, whilst the average size of these households is decreasing.

This trend directly impacts the numbers of households presenting themselves as homeless, and the demand for affordable accommodation - particularly single person accommodation and two bed houses.

Under One Roof

In late 2017, City of Wolverhampton Council transferred all operational homeless services to Wolverhampton Homes.

This transfer meant that the majority of public facing housing services are now under one organisation, making the customer's journey simpler and more effective.

This exciting transfer means that people at risk of homelessness, and those in need of immediate accommodation, could now approach three local locations across the City for assistance.

With the Reduction Act on the horizon, this transfer will allow a more flexible and responsive service to be provided Citywide.

Strategic Context

The Homelessness Prevention Strategy is one of a suite of strategic documents by Wolverhampton City Council that aim to improve the lives of current and future residents in the city.

The overarching theme of homelessness and housing need is shared across a variety of the strategic documents. These include:

New Horizons - Our vision for the City of Wolverhampton in 2030

A vision document that highlights what the City of Wolverhampton might look and feel like in 2030.

Wolverhampton City Strategy 2011-2026

A plan to create opportunities that encourage enterprise, empower people, and re-invigorate our city.

Corporate Plan 2016-2019

Our Corporate Plan sets out how we will deliver better outcomes for residents and businesses in the City of Wolverhampton. It is also the cornerstone of our transformational plans to build an ever more Confident, Capable Council.

Neighbourhoods, Homes & People Wolverhampton Housing Strategy 2013-2018

The Strategy will support Wolverhampton in achieving its long-term ambitions for housing, improving the quality and supply of housing, and supporting current and future residents who will have a fundamental role to play in developing Wolverhampton's identity and economic function as a key place on the regional, UK and international stage.

Wolverhampton Joint Health and Wellbeing Strategy – 2013-2018

A collective focus to improve health and wellbeing for all, so individuals and communities are able to live healthier lives, and to reduce some of the stark gaps in health experienced across the city.

Violence Against Women and Girls - Wolverhampton's Multi-Agency Strategy 2016 – 2019

Violence Against Women and Girls (VAWG) has been cited as being perhaps the most pervasive violation of human rights across the globe and continues to have devastating consequences for millions of victims. This strategy addresses the needs of victims of domestic abuse, violence, female genital mutilation, forced marriage, honour-based violence, and sexual violence.

The plan is that the Homelessness Prevention Strategy is not a strategy in isolation, and is document that is owned by the City, not just the Local Authority.

Homelessness Strategy 2018-2022

Main strategic Objectives

1. To offer high quality and innovative services to homeless households and households threatened with homelessness.
2. To work in partnership with other services to find long-term, affordable housing solutions for people threatened with homelessness.
3. To increase the number of employment opportunities for vulnerable clients, including those who are homeless or at risk of homelessness.

To achieve these objectives, we have broken these down into four strategic priorities to focus on over the four-year duration of this strategy.

1. Homelessness prevention.

To deliver a prevention service to meet the aims and intentions of the Homelessness Reduction Act and beyond.

2. Tackle rough sleeping.

To continue to work on tackling rough sleeping in Wolverhampton, with a plan on reducing numbers to as close to zero as possible by 2022.

3. Vulnerability and Health.

To ensure services remain accessible to the most vulnerable households, and can support those who need it most, such as those affected by domestic abuse, modern day slavery, etc.

We aim to increase the resilience of households and communities, equipping them with the necessary skills to prevent crises, such as homelessness, before they occur.

4. Responding to the local housing market.

To respond to the challenging local housing market conditions by working collaboratively with, and offering advice and support to households and landlords, to develop suitable private rented sector offers for all client groups.

1. Homelessness prevention.

The findings from the Homelessness Review confirmed the main causes of homelessness in Wolverhampton. The primary reason being 'Termination of assured short hold tenancy.

This has contributed to a rise in cases accepted as homeless in Wolverhampton.

Since 2003, the City of Wolverhampton has had a floating accommodation support service that works with over 1000 households each year.

The objective is to grow and promote the concept of support to prevent homelessness, with a plan to make this more accessible and robust.

We also recognise the importance of utilising technology and partnership working with statutory, voluntary and third sector agencies to help us deliver an efficient preventative service.

The requirements set out in the Homelessness Reduction Act are clear, but we must have bigger ambitions to digitalise the service. The advantages of online PHPs are that households will be able to view and report updates frequently, and partners will also be able to interact with the permission of the household. This will help ensure that households' needs are met, and that they are assisted as they engage and work through their personalised plans.

The aims of preventative working

- Develop a city-wide approach to preventing and tackling homelessness.
- Working in partnership to prevent and tackle homelessness and the new duties in the Homelessness Reduction Act, including the duty of public authorities to refer cases to the local housing authority.
- Improve the quality and effectiveness of prevention work to meet the requirements of the new section 195 prevention duty under the Homelessness Reduction Act.

- Improving the quality and effectiveness of help to single applicants, helping them to find accommodation to meet the new section 189B 'Help to Secure' Duty under the Homelessness Reduction Act.
- Develop several new initiatives to support the new section 189B 'Help to Secure Accommodation Duty' for single people and families.
- To develop a suitable private rented sector, offer for all client groups, including advice support and incentives to both client and landlord.
- Managing the Discretionary Housing Payment fund (DHP), which is used to help tenants cope with housing costs.
- Managing the Rent Arrears Fund, which provides a maximum payment of £500 to stop landlords evicting tenants because of rent arrears.
- Providing advice and assistance to those affected by welfare reforms, such as the Social Sector Size criteria (otherwise known as Bedroom Tax), Benefit Cap, Local Housing Allowance reforms or Universal Credit).
- Helping with budgeting and finding alternative solutions to housing needs (for example, providing a deposit so that households can move into a more affordable property).
- To utilise assistive technology and aids adaptations to assist vulnerable households to remain in their homes.
- Develop/modify pre-court and pre-eviction protocols for vulnerable clients.
- Manage expectations around provision of council accommodation by supporting homeless/risk of homeless households into accessing affordable and well managed PRS property (RWC, WH's PSL, other 'registered' and on-board landlords etc).

Rough Sleepers

Both the Leader of the Council at a local level and West Midlands Mayor Andy Street who have developed task groups to address the increase in rough sleeping and homelessness.

Each year local authorities are duty bound to either count or estimate the numbers of people sleeping rough on a particular day. The official figures from the estimate of the 6th November 2016 Wolverhampton had 18 people sleeping rough (information supplied by outreach services, police, accommodation providers and the voluntary sector. Since 2010 rough sleeping in England has increased by 134%.

Local Authority	2014/15	2015/16	2016/17
Birmingham	20	34*	55
Coventry	18	22	13
Dudley	6	3*	3
Sandwell	2	4	11

Solihull	6	5	6
Walsall	4	8	26
Wolverhampton	8	13	18

Even though this evidence suggests rough sleeping is increasing nationally, this strategy sets out the plans for making further steps towards Wolverhampton bucking the trend.

Wolverhampton has for the last 5 years had a No Second Night Out hub, where individuals are given a roof over their head for the night before a more permanent housing solution is sought.

The aims to end rough sleeping in Wolverhampton

- Develop a No First Night Out Model.
- Develop a Housing First Model.
- Develop a multi-agency assessment hub within the target and prevent people sleeping rough.
- Develop small scale accommodation project for customers who approach services and have nowhere safe to stay that evening.
- Recruit former rough sleepers and customers to Wolves@work programme.
- Develop a mentoring service for rough sleepers via the recruitment of former rough sleepers.
- Develop a corporate social responsibility (CSR) project for working to assist rough sleepers
- Develop a project to assist NRPF rough sleepers.
- Undertake Behavioural insight into lack of engagement by rough sleepers
- Develop and publish city wide rough sleeper plan

Vulnerability and Health.

We will ensure our services remain accessible to the most vulnerable households and can support those who need it most, such as those affected by domestic abuse.

We aim to increase the resilience of households and communities, equipping them with the necessary skills to prevent crises, such as homelessness, before they occur.

For many people who become homeless, the provision of suitable accommodation is the only problem that needs to be addressed. However, many other people can become homeless or be threatened by homelessness due to a range of support needs.

For example, this can be related to a mental or physical disability or circumstances such as domestic violence, a history of offending behaviour or drug and alcohol misuse. By working with

our partners to provide targeted, specialist support, we endeavour to limit the number of vulnerable people who become homeless.

Homelessness and temporary accommodation have an impact on health and wellbeing of a household. A national survey conducted by Shelter of 2,000 people in temporary accommodation, found that more than half said that they were suffering from depression, and that depression and other mental health problems were two of the most common health conditions reported.

It is a strategic priority to reduce the number of households in temporary accommodation, particularly in nightly rate (B&B style) by developing suitable offers of private rental sector accommodation.

The council pledged a long-term aspiration to eliminate the usage of B&B style accommodation. Over the lifespan of this strategy we will aim to make progress towards this. This is in accordance with The Homelessness (Suitability of Accommodation) Order 2003 which sets out the statutory duty to limit B&B usage for only when no other suitable accommodation is available. It also sets a limit of six weeks for the length of time families, pregnant women and single under 18-year-olds can legally be placed into B&B accommodation.

Vulnerabilities

The Review of Homelessness in Wolverhampton found that over 75% of the 1700 homeless applicants have additional vulnerabilities other than just a lack of housing.

Housing Options works in partnership with a range of agencies to ensure that it meets the housing and support needs of those customers who suffer from a range of additional issues

A report by Homeless Link 2015 using information supplied by over 2,500 people highlights the extent to which homeless people experience some of the worst health problems in society. It showed that 80% of homeless households reported some form of mental health issue, while 73% reported physical health problems.

Homeless people are more likely to die young, with an average age of death of 47 years old and even lower for homeless women at 43, compared to 77 for the general population, 74 for men and 80 for women. It is important to note that this is not life expectancy; it is the average age of death of those who die on the streets or while resident in homeless accommodation.

Drug and alcohol abuse are particularly common causes of death amongst the homeless population, accounting for just over a third of deaths. Homeless people have seven to nine times the chance of dying from alcohol-related diseases and 20 times the chance of dying from drugs.

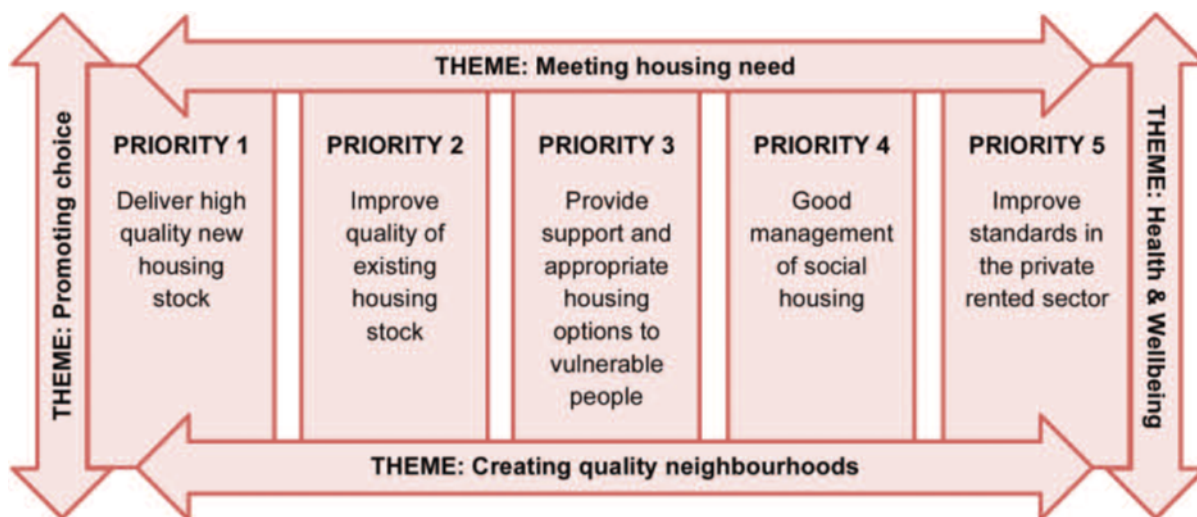
The aims to assist households with poor health and vulnerabilities in Wolverhampton

- Remodel and recommission violence and abuse services
- Remodel Safe Homes Sanctuary service
- Remodel and recommission drug and alcohol services
- Develop a robust process for early housing referrals from health, social care and external partners
- Continue with the delivery of the hospital discharge service
- Develop suitable housing options for a variety of vulnerable groups including veterans
- Develop employment and training opportunities for people who are homeless or at risk of homelessness.
- Continue to reduce the use of B&Bs for young people and families via offering alternative and suitable accommodation options.

Responding to the local housing market.

Having a stable home enables people to access support services, integrate into their local community and to obtain and sustain work and training. We will continue to manage the expectations of customers and ensure that we maximise access and availability not only to social rented accommodation but to other housing options. This approach will help us to meet housing need, prevent homelessness and reduce the use of temporary accommodation.

City of Wolverhampton Council have identified five priorities for housing activity in Wolverhampton. There are also four crosscutting themes that will run through all strategic housing work in Wolverhampton.



We anticipate growth of around 11% in the number of households between 2006 – 2026, driven by a significant increase in the number of people living alone and a 3% increase in population.

The Black Country Core Strategy target for Wolverhampton is to build 13,400 new homes between 2006 and 2026 to accommodate these households. 2,129 additional homes were built during 2006-12 and there is a requirement to provide 760 additional homes every year up to 2018. The Wolverhampton Strategic Housing Land Availability Assessment (April 2013) identifies sufficient deliverable housing sites to provide 6,438 homes by 2018, 41% above target.

The Strategic Housing Market Assessment (SHMA) identifies a need for 621 extra general purpose affordable homes each year, and additional need for affordable specialist accommodation. As it has never been possible to meet this level of need, a local target which equates to an average of 115 affordable homes per year was set based on the Core Strategy and historical build levels, as at the Neighbourhoods, Homes & People 11 times an average of 124 affordable homes were being delivered each year since 2006.

In addition to new builds this would have included affordable housing achieved through a variety of mortgage assistance products including conversions to affordable housing.

In line with the Reduction Act we will need to deliver a comprehensive approach to responding to the present market conditions. These will address procurement of temporary accommodation, with specific regard to the cost and suitability of the options. We are aspiring to increase the number of leased accommodation used for TA. Leased accommodation offers greater stability for households in contrast to nightly rate bed and breakfast style accommodation which also often have shared facilities, and the use of social housing stock which is in high demand.

The Homelessness Reduction Act encourages local authorities to embed an approach to use the private rented sector accommodation to discharge a duty to homeless households and households threatened by homelessness. As a result, we will explore how we assist households to find accommodation that meets their needs in the private sector. By guiding households via the Rent with Confidence scheme with finding their own accommodation, they will have more control over their choices.

Aims of responding to local housing market

- Reconfigure and recommission single person homeless accommodation and support.
- Develop standards framework for the provision of temporary accommodation.
- Increase the provision of private sector accommodation via Rent with Confidence.
- Work with developers and housing providers into the development of affordable accommodation for people at risk of homelessness.
- Enable discharge of homeless duty into the private sector with Rent with Confidence rated Landlords.
- Investigate the development of temporary accommodation via WV Living.

Action Plan 2018-2022

Homelessness Prevention

Ref	Task	Lead Organisation(s)	By Date
1	Increase levels of measurable homelessness prevention activity Increase housing advice Provide training for services on Homelessness Prevention Increase preventative information	Wolverhampton Homes	07-2019
2	Ensure there are a range of protocols in place to prevent homelessness. Development of range of protocols and pathways with partner agencies to assist in the delivery of pre-crisis advice and assistance to gain alternative accommodation.	CWC Wolverhampton Homes	12-2018
3	Increase the range of homelessness prevention provision Develop a range of services to offer pre-crisis intervention provision.	CWC Wolverhampton Homes	07-2019

4	<p>Undertake a comprehensive review of service delivery arrangements to ensure effective demand management,</p> <p>Including the use of advice lines and technology to effectively meet customer demand.</p>	<p>CWC</p> <p>Wolverhampton Homes</p>	
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Rough Sleepers

Ref	Task	Lead Organisation	By Date
1	Needs assessment to be completed detailing provision/ gaps in the City Assessment to include any gaps in provision, trends, current service provision, and needs of clients.	WMP	11-2018
2	Work with the Combined Authority to develop regional housing first project Work regional representatives to commission “housing first” utilising regional grant monies.	CWC	12-2018
3	Introduce rough sleeper multi agency fortnightly operational meeting. Operational meeting chaired by Director of Public Health working on seeking outcomes for the current rough sleeper cohort.	Public Health CWC	11-2018

4	Recommission single persons homeless accommodation to include provision for rough sleepers with complex needs Redesign and recommission the single persons homeless accommodation and single offender's accommodation to create a single accommodation service.	CWC	10-2018
5	Information sharing protocol between partner agencies to assist with operational group Put in place a ISP for both operational group and Rough sleepers MASH	CWC	11-2018
6	Recruit rough sleeper coordinator to oversee the action plan and work on reducing numbers of rough sleepers in the City. P3 have been commissioned by CWC to recruit a coordinator to oversee the rough sleeper work	P3	08-2018
7	Develop enforcement process for addressing issues where rough sleepers will not engage and rough sleeper site clean up Enforcement process in place to address non-engagers as well as process to dealing with waste left behind by rough sleeping and street homelessness	Rough Sleeper Coordinator ASB Police	10-2018

8	<p>Monitor usage of the churches night shelter to highlight trends.</p> <p>City Church night shelter will be in operation for 12months offering 20 beds within broad street work required to manage and monitor usage making sure that the shelter works to assist the Citywide strategy in reducing rough sleeping.</p>	Rough Sleeper Coordinator	Continual from 02-18
9	<p>Monitor impact of UC on rough sleeping</p> <p>Work with hostel and other accommodation providers in relation to limiting the impact of UC on vulnerable rough sleepers allowing them to access accommodation.</p>	<p>CWC</p> <p>SUIT</p> <p>Rough Sleeper Coordinator</p>	11-2018

10	<p>Develop assistance for rough sleepers who have no access to public funds.</p> <p>Working to make sure that NRPF cases have access to pathways out of rough sleeping (possible options can include employment, short term accommodation and voluntary return)</p>	RMC	03-2018
11	<p>Enhance Wolverhampton's alternative giving campaign</p> <p>Alternative giving campaign has been in operation for the last 12 months the plan is to raise the profile of campaign and increase public interest</p>	Wolverhampton BID	01-2019
12	<p>Develop a Corporate Social Responsibility programme including employment, funding, etc.</p> <p>The plan is to develop a scheme that offers CSR opportunities, working with businesses to offer finance and employment opportunities for people who are sleeping rough.</p>	<p>Wolverhampton BID</p> <p>CWC</p>	01-2019

13	<p>Develop arrears process to reduce the number of people made homeless from social housing</p> <p>Work with social housing providers to develop a no homelessness from social housing system where eviction is replaced with support and assistance.</p>	Wolverhampton Homes	12-2018
14	<p>Develop Multi agency rough sleeper MASH</p> <p>MASH to include Health, Police, ASB, Rough sleeper outreach, drug services, housing, etc.</p> <p>Multi-agency team including key agencies working together to reduce rough sleeping</p> <p>The team will be located a minimum of 2 days a week sharing information and provide wrap around assistance to rough sleepers</p>	<p>A Walker CWC</p> <p>Rough Sleeper Coordinator</p>	11-2018
15	<p>Improve use of streetlink https://www.streetlink.org.uk/ for members of the public wanting to connect people sleeping rough with the local services that can support them.</p> <p>Improve how the reporting website is used in Wolverhampton allowing the public to receive feedback and service updates</p>	Rough Sleeper Coordinator	10-2018

16	<p>Introduce in partnership with WMCA the CHAIN database.</p> <p>CHAIN is a multi-agency database recording information about people sleeping rough and the wider street population. The system represents the UK's most detailed and comprehensive source of information about rough sleeping.</p> <p>CHAIN allows users to share information about work done with rough sleepers and about their needs, ensuring that they receive the most appropriate support and that efforts are not duplicated. Reports from the system are used at an operational level by commissioning bodies to monitor the effectiveness of their services, and at a more strategic level by policy makers to gather intelligence about trends within the rough sleeping population and to identify emerging needs.</p>	CWC	11-2018
17	<p>Develop and implement accredited advice and information for rough sleepers.</p> <ul style="list-style-type: none"> • Advice to be developed in partnership with services and service users. • Advice ranging from your rights under Homeless Reduction Act, benefits, access to health, etc • Leaflets and Web based 	<p>Rough Sleeper Coordinator</p> <p>CWC</p>	10-2018

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Vulnerability and Health.

Ref	Task	Lead Organisation(s)	By Date
1	Remodel recommission and monitor violence and abuse services. Development of new holistic provision for victims of violence and abuse in line with both the local and national VAWG strategy	CWC	08-2018
2	Develop employment and training opportunities for people who are homeless or at risk of homelessness. Work in partnership with local businesses to provide opportunities for vulnerable homeless people to gain access to employment	CWC	02-2019
3	Develop suitable housing options for a variety of vulnerable groups Joint working across multiple departments and partners to deliver suitable accommodation to complex needs groups	CWC	09-2019

Responding to the local housing market.

Ref	Issue	Lead Organisation(s)	By Date
1	Develop standards framework for the provision of temporary accommodation Improve the standards of temporary accommodation in relation to quality, value and suitability	Wolverhampton Homes CWC	10-2018
2	Investigate the development of temporary accommodation via WV Living Work with City Council housing company to investigate building of temporary accommodation units	CWC	10-2019
3	Work with developers housing providers and landlords into the development of affordable accommodation for people at risk of homelessness. Work with multiple partners to develop a variety of affordable housing options	CWC Wolverhampton Homes	10-2019

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Glossary of Terms

Acronym/Abbreviation	Expanded Form	What is it?
ASB	Anti-social Behaviour Team	Investigates and resolves reported cases of anti-social behaviour.
BID	Business Improvement District	An area where businesses decide to make a collective contribution to actively deliver improvements to their area
CSR	Corporate Social Responsibility	Business approach that contributes to sustainable development by delivering economic, social and environmental benefits for all stakeholders.
CWC	City of Wolverhampton Council	Governing body of the City of Wolverhampton
DHP	Discretionary Housing Payment Fund	Awards additional financial assistance to individuals and families, to help with rent and housing costs.

MASH	Multi-Agency Safeguarding Hub	Single point of contact for all safeguarding and early intervention concerns for support regarding children and young people, and the single point of contact for triaging and assessing all safeguarding concerns regarding adults in Wolverhampton.
NRPF	No Recourse to Public Funds	A condition imposed on someone due to their immigration status. They are unable to access public funds due to their immigration status.
PRS	Private Rental Sector	Accommodation rented out privately, not by the council.
RMC	Refugee and Migrant Centre	Assists refugees and migrants through crisis and disadvantage, by removing barriers to their integration and enabling them to become equal citizens.
RWC	Rent With Confidence	Awards stars to landlords who comply with the law and provide property above the minimum statutory standards.
SHMA	Strategic Housing Market Assessment	Enables the council to understand the whole housing market and develop sound approaches to preparing and reviewing local planning and housing strategies.
SUIT	Service User Involvement Team	Charity based organisation that help those who use/d illicit substances and/or alcohol.
TA	Temporary Accommodation	Housing such as Bed and Breakfast, hostels, or privately leased accommodation the council may use to accommodate homeless households.
VAWG Strategy	Violence Against Women and Girls Strategy	Wolverhampton's multi-agency strategy to address the needs of victims of domestic abuse, violence, female genital mutilation,

		forced marriage, honour-based violence, and sexual violence.
WH's PSL	Wolverhampton's Private Sector Leasing scheme	Manages property on behalf of landlords
WMCA	West Midlands Combined Authority	18 local authorities and four Local Enterprise Partnerships working together to deliver a more prosperous West Midlands
WMP	West Midlands Police	Police force in the West Midlands

CITY OF WOLVERHAMPTON COUNCIL	Cabinet 12 September 2018
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Report title	Private Sector Housing Assistance Policy	
Decision designation	AMBER	
Cabinet member with lead responsibility	Councillor Peter Bilson City Assets and Housing	
Corporate Plan priority	Place - Stronger Economy	
Key decision	Yes	
In forward plan	Yes	
Wards affected	All Wards	
Accountable Director	Kate Martin, Service Director, City Housing	
Originating service	City Housing	
Accountable employee	Ravi Phull	Service Manager Private Sector Housing
	Tel	01902 552812
	Email	Ravi.phull@wolverhampton.gov.uk
Report to be/has been considered by	Strategic Executive Board	28 August 2018

Recommendation for decision:

The Cabinet is recommended to:

Approve the Private Sector Housing Assistance Policy under the Regulatory Reform Order 2002.

1.0 Purpose

- 1.1 The attached policy sets out the current position with regard to financial assistance provided by the Council to residents of the City under powers given by the Regulatory Reform Order 2002. It consolidates previous policy that has developed during the intervening years and presents it in one document.
- 1.2 The financial package on offer is varied and there are different eligibility criteria and other conditions attached to each form of assistance. It is the hope that the policy can be reviewed in the near future to harmonise conditions where possible, and to ensure that the financial assistance provided to residents is still relevant to wider Council strategy and objectives, and in line with other partner programmes in health and social care.

2.0 Background

- 2.1 Until recently the delivery of financial assistance for repairs and adaptations in private sector housing has been delivered by the Council's in-house team. More recently this role has been delegated to Wolverhampton Homes along with other housing functions. At the same time there has been a change in national policy regarding the delivery of disabled adaptations alongside a significant uplift in funding.
- 2.2 The extra funding has come with increased flexibility with the aim of integrating housing with social care and health through the Better Care Fund. There is a requirement to publish a policy setting out how the Council will exercise its discretion. It is this that has prompted a review of existing policy in this area.
- 2.3 The current policy has developed over a period of ten years or more and has not previously been consolidated into one document. The attached paper seeks to present current policy as determined by earlier decisions in one place. It is necessarily detailed and complex.
- 2.4 In arriving at this point there has been input from Council Officers and representatives of Wolverhampton Homes who must practically deliver the policy on behalf of the Council. It is clear that the current policy has become somewhat disjointed at the detailed level of operation. An example of this would be the differing qualifying benefits for the range of financial assistance on offer.
- 2.5 The collective view of those involved is that the current policy is generally fit for purpose, but that further consideration is needed. However, the current pressure is to have a published policy to which the public can refer in order to comply with the terms of the increased central funding allocation.

3.0 Progress

- 3.1 Cabinet is asked to note the current policy and to approve the publication of the document for public information purposes.
- 3.2 Cabinet is also requested to consider how they would like future policy review to be undertaken and the level of authority they might wish to delegate to Senior Officers in making alterations to policy particularly where there are related changes in other areas of public policy, e.g. welfare benefits and where underlying principles of existing policy on financial assistance are not affected.

4.0 Evaluation of alternative options

- 4.1 Failure to consider this issue and to ensure that policy in this area is current would lead to weaker operation of the Better Care Fund and joint working between housing, health and social care.
- 4.2 It would also hamper the day to day delivery of the programme by our partners at Wolverhampton Homes.
- 4.3 It may also lead to the view that the Council is not delivering disabled adaptations effectively and prejudice any future central allocation of funds.

5.0 Reasons for decision:

- 5.1 The proposed policy is deemed to be the most effective and efficient method to deliver our statutory function under the Regulatory Reform Order 2002.

6.0 Financial implications

- 6.1 The financial assistance for repairs and adaptations is made up of resources allocated from the Council's Housing Revenue Account plus a larger central allocation from government through the Better Care Fund subject to certain conditions.
- 6.2 The central allocation is provided for the purposes of delivering mandatory Disabled Facilities Grants as determined by the Housing Grants and Reconstruction Act 1996, and for other discretionary measures as agreed by partners through the BCF.
- 6.3 Adopting the policy document should make no material difference to finances as it is merely a statement of the current position and does not extend eligibility for assistance, etc, to new groups or for new purposes.

[JM/17082018/M]

7.0 Legal implications

- 7.1 Council powers to provide financial assistance for home repairs and adaptations are governed by the Housing Grants, Construction and Regeneration Act 1996, and the Regulatory Reform Order 2002 (RRO). The former provides for a prescribed mandatory disabled facilities grant, whilst the RRO allows for flexibility, variation, and innovation dependent upon prevailing local circumstances and available resources. If the Council wishes to use its powers under the RRO it must set out and publish a policy on how it will do so.

[DC/23082018/L]

8.0 Equalities implications

- 8.1 There are no implications for equalities as this is merely a re-statement of current policy.

9.0 Environmental implications

- 9.1 There are no environmental implications arising from this report.

10.0 Human resources implications

- 10.1 There are no human resources implications arising from this report.

11.0 Corporate landlord implications

- 11.1 There are no corporate landlord implications arising from this report.

12.0 Appendices

Appendix 1 – City of Wolverhampton Council Housing Assistance Policy

City of Wolverhampton Council

Private Sector Housing Assistance Policy

1.0 Purpose and Scope

- 1.1 This policy document details the financial assistance available from the Council to qualifying home owners, private tenants, and social rented tenants for maintaining their homes, recognising the role that housing plays as a major determinant of personal health and well-being. It consolidates measures introduced over a long period of time that cover a wide range of situations. This includes initiatives to tackle groups of properties with similar defects, or in a defined geographical area; help for a range of individual needs such as urgent repairs, adaptations and modifications due to disability or old age, or hazards in the home such as a lack of heating or the risk of a fall; and support that is intended to relieve pressures on other parts of the health and social care system such as delayed transfers of care or 'bed-blocking'.
- 1.2 It sits alongside the Council's Housing Strategy 2013-18 and other related housing policies such as the enforcement of minimum housing standards. The Housing Strategy sets out the Council's plans for housing in the District which in turn is driven by the Wolverhampton City Strategy. The goal of the City Strategy is to achieve 'prosperity for all' and has three themes for action - encouraging enterprise and business, empowering people and communities, and re-invigorating the city.

The Housing Strategy identifies five priorities for action:

- Priority 1: Deliver high quality new housing stock
- Priority 2: Improve quality of existing housing
- Priority 3: Provide support and housing options to vulnerable people
- Priority 4: Good management of social housing
- Priority 5: Improve standards in the private rented sector

The assistance provided through this policy will contribute to priorities 2, 3, and 5.

- 1.3 Council powers to provide financial assistance for home repairs and adaptations are governed by the Housing Grants, Construction and Regeneration Act 1996, and the Regulatory Reform Order 2002 (RRO). The former provides for a prescribed mandatory disabled facilities grant, whilst the RRO allows for flexibility, variation, and innovation dependent upon prevailing local circumstances and available resources. If the Council wishes to use its powers under the RRO it must set out and publish a policy on how it will do so.
- 1.4 As well as using its own resources, the Council receives an allocation from central government each year to help vulnerable people with adaptations and other measures to maintain their independence. Since 2015, the Council has been required to consider its housing support for vulnerable residents as part of a wider partnership with social care and health through the Better Care Fund. A shared strategy for the use of pooled resources is intended to promote integration of public services to ensure the best outcome for the public purse and for the individual. For example, some delayed transfers of

care from local hospitals might be helped by the provision of some minor aids and adaptations in the patients home funded by the City Council.

1.5 The Wolverhampton Better Care Fund (BCF) Narrative Plan 2017-19 seeks to 'provide individuals and families in Wolverhampton with the services, methods and knowledge to help them to live longer, healthier and more independent lives no matter where they live in the city.' It visualises a system that supports people at home through person-centred Community Neighbourhood Teams, and Rapid Intervention Teams. It is expected that the outcomes of joint working will be:-

- People will live healthier lives for longer and health inequalities will be reduced
- People will receive the care and support they require closer to where they live
- People will be supported to stay at home for longer, reducing reliance on residential and nursing care
- People will have safe and appropriate housing that positively supports long term health conditions
- People will be more in control of the care and support they receive through the continued development of personal budgets and individual service funds
- People will have one point of contact with a professional who will co-design the care plan with them. The care / support will subsequently be coordinated by a single professional on behalf of the health and social care community neighbourhood teams
- People will have self-care and self-management treatment plans which focus on maximising the potential for good quality independence
- More people will access community assets to address fundamental wellbeing issues e.g. social isolation and depression

1.6 The Plan recognises the role that housing plays in people's health and welfare, and the contribution that can be made by helping people to maintain and adapt their homes, in reducing hospital discharge times, preventing admission/re-admission (particularly from falls), and helping to reduce/delay expensive care packages. It says:-

- It is the aspiration of Wolverhampton Homes supported through policy at City of Wolverhampton Council that there will be a creation of a Home Improvement Agency. This will support any client regardless of tenure or income to ensure that their home supports their on-going needs and reduces, prevents or delays any need for social care or health interventions wherever practical.
- The joining of Housing Assistance, DFG and Telecare as the key support mechanisms will ensure that the client has a short preventative journey for their needs, referring for unnecessary social care interventions will be prevented.
- The HIA working with key partners and stakeholders such as the community offer, social care, health and voluntary sector is key to

ensuring that clients have the most appropriate services for their needs and have to communicate with a few a people as possible.

- 1.7 This policy will be reviewed regularly and at least before the end of March 2020. This is in line with the Government's commitment in Autumn 2015 to increase national funding to £500m by 2019/20 for DFG (compared to £220m 2015/16, £394m 2016/17).
- 1.8 A copy of the policy will be available on the council's website and a printed summary document available on request. All financial assistance OTHER THAN the Disabled Facilities Grant, is subject to sufficient available funds being available.

2.0 A summary of the assistance on offer:

- 2.1 Disabled Facilities Grant (DFG) – a means-tested mandatory grant of up to £30,000 with limited eligibility; and nationally prescribed criteria and conditions for major adaptations to the applicant's home that meet their assessed needs
- 2.2 Small Adaptations Grant – a discretionary, more flexible alternative to a DFG of up to £8,500 for the provision of certain stairlifts, modular ramps and ceiling track hoists
- 2.3 Stairlift Maintenance Grant – a grant of up to £2,500 for the purposes of repairing and maintaining installed stairlifts throughout the period of their use
- 2.4 Bathroom Adaptations Grant – a more flexible alternative to the DFG of up to £5,000 for the routine removal of a bath and provision of wet floor shower
- 2.5 Small Works Assistance – a grant for property repairs and maintenance targeted at vulnerable homeowners. Includes remedial works for identified 'hazards' (up to £10,000) as well as works to help those at risk of domestic violence (up to £5,000)
- 2.6 Affordable Warmth Grant – a grant of up to £5,000 to provide energy efficiency measures including boiler repairs and replacement for those in fuel poverty
- 2.7 Wolverhampton Homes undertakes the approval and delivery of all grants and other forms of discretionary financial assistance. Disabled Facilities Grants require formal Council approval. All grants are subject to certain eligibility criteria and other conditions – for full details of each see Appendix A. Cases falling outside this policy may also be submitted to the Council for consideration to exercise their discretion subject to either an Individual Executive Decision or report to Cabinet.

3.0 Applying for Assistance:

- 3.1 The route to applying for financial assistance is intended to be as simple and transparent as possible. If you think that you, or someone that you know may qualify for help, please ring Wolverhampton Homes.
- 3.2 Someone will contact you as soon as possible about your enquiry, and to guide you through the process. In all cases a completed, signed and dated application form will be required in support of any application together with confirmation of ownership of the property, and of any qualifying benefits, or other financial information as necessary.

4.0 Cases falling outside the policy:

- 4.1 Officers dealing with applications will endeavour to apply grant conditions flexibly and sensitively in order to support those in need of help. They will seek permission to consider unusual or 'one-off' cases and to approve applications where they fall within the spirit of this policy.
- 4.2 For those applicants whose circumstances fall outside the normal scope of this policy but where they believe that there are exceptional circumstances, the applicant must put their case in writing to the Housing Director at Wolverhampton Council who will ensure that the case is fully considered. Should the case be refused the applicant can exercise their right to complain through the appropriate Wolverhampton Council complaints procedure.

5.0 Complaints and Redress:

- 5.1 Any decision made under the Policy may be reviewed at the request of the applicant. In the first instance any complaint will be considered under the published Wolverhampton Homes policy. However, any unresolved complaints may be referred to Wolverhampton Council for further review under their own complaints procedure.

Appendix A: Details of financial assistance:

Disabled Facilities Grant:

The main provisions governing mandatory DFGs are set out in the Housing Grants, Construction and Regeneration Act 1996. A statutory limit of £30,000 applies to any single application. Applicants for DFG should normally be referred by a relevant occupational therapist or a relevant healthcare professional.

All large-scale proposals will be subject to a feasibility visit by an Occupational Therapist, and a Surveyor or other representative of Wolverhampton Homes. The feasibility visit will look at the disabled person's needs identified by the Occupational Therapist and establish the most suitable housing solution to meet those needs. The most cost-effective adaptation that meets the customer's needs will be recommended for grant aid. In most cases, properties can be adapted internally rather than extended.

a) Eligibility:

The following types of work, when recommended for a disabled person are eligible for grant provided it is "necessary and appropriate" for that person, and "reasonable and practicable" having regard to the age and condition of the property

- Making the building or dwelling safe
- Facilitating access to and from the building
- Facilitating access to or providing a bedroom
- Facilitating access to the principal family room
- Provision of a room containing a bath or shower or facilitating the use of such a facility
- Provision of a room containing a WC or facilitating the use of such a facility
- Provision of a room containing a wash hand basin or facilitating the use of such a facility
- Facilitating the preparation and cooking of food (only if used by the disabled person)
- Providing or improving a heating system
- Facilitating the use of power, light or heat by altering the same or by providing additional means of control
- Facilitating access and movement around the dwelling to enable the disabled person to provide care for another person.

Grant aid can also be given to enable a disabled occupant access around the dwelling in order to care for another person who normally resides there. This may include spouse, partner or a family member, another disabled person or a child. The dependent being cared for need not be disabled. Such works could include adaptations to part of the dwelling to which the disabled person would not normally need access, but which is used by a person to whom they are providing care.

To qualify for assistance the applicant should be the homeowner or tenant, but the grant is available to adapt the home to meet the needs of any disabled person living

in the property to enable them to continue living there. Landlords may also apply for a DFG on behalf of a disabled tenant but must satisfy the requirements of future occupancy. Tenants of housing associations / Registered Providers of social housing can apply for DFGs and are assessed for needs on the same basis as private owners.

b) Means Testing:

Applicants for a mandatory DFG are subject to a prescribed means test. Adaptations for disabled children are not means tested. Clients in receipt of the following income related benefits at the time the application is made, will be exempt from the means testing process

- ✓ Income support
- ✓ Income-related Jobseeker's Allowance
- ✓ Income based Employment Support Allowance
- ✓ Guaranteed Pension Credit
- ✓ Housing Benefit
- ✓ Working Tax or Child Tax Credit with income under £15,050 (subject to review)
- ✓ Universal Credit
- ✓ Personal Independence Payment

c) Other Conditions

The disabled person must intend to occupy the property as their only or main residence for a period of five years after the works are complete (or such shorter period as the person's health or other relevant circumstances permit).

In order to make an application the client must supply the following:

- A completed and signed application form
- Evidence of financial situation
- Evidence of ownership of the property or the right to reside at the property
- Permission for the works to be carried out
- A detailed schedule of works and plans that must be agreed by the council
- Any planning or building regulation approvals
- Prices for the work

Only the works agreed by the council will be covered by the grant. Once the grant is approved there are 12 months to complete the works. The works must be completed by the contractor stated on the approval document. No grant works should proceed until the grant application has been processed and all relevant planning, Building Regulation or landlord approval has been obtained.

Owner occupiers may have a legal charge placed on their property on completion of the grant. If the property is sold, assigned or transferred within 10 years of the grant being completed then the grant may have to be repaid. The council will have regard to *The Housing Grants, Construction and Regeneration Act 1996: Disabled Facilities*

Grants (Conditions relating to approval or payment of Grant) General Consent 2008 when deciding whether to demand repayment. The Council may accept other forms of security to ensure repayment (where applicable).

The charge only applies where the grant is more than £5,000. Where the grant is more than £5000 only the amount over the first £5,000 is added as a charge. There is a charge limit of £10,000.

If the applicant has a contribution to pay, they must ensure they have the money to cover their share of the costs before the work begins on site. Unforeseen and additional costs will only be paid for where they are necessary to complete the adaptation and must be agreed by the council before they are undertaken. Any increase in the grant may have an impact on the charge placed against the property.

The contract for the works is the responsibility of the applicant. The grant will normally be paid direct to contractors in all but the most exceptional cases. No grant will be paid until a satisfactory invoice has been received and the works have been carried out to the satisfaction of the client and Council.

Small Adaptations Grant:

This assistance is intended to cover stairlifts (straight or curved) that may be provided through a Disabled Facilities Grant (DFG) but in a more flexible 'fast-track' manner including a simpler application process. Reducing delays in installing adaptations can avoid other costs to the public purse arising from falls and accidents around the home.

Other works may include the installation of ceiling track hoists and modular ramping.

a) Eligibility

Any of the above works following an assessment by a trusted professional will qualify for a Small Adaptations Grant up to a maximum of £8,500. Any owner occupier, private tenant, or Registered Provider tenant over 65 years of age and living within the City may apply; or between the ages of 18-64 years of age if on a qualifying benefit (see list for Disabled Facilities Grant above)

b) Other Conditions

Any specified stairlift must be supplied by the Council's contracted supplier. If, during the warranty period, the stairlift is no longer required it will be removed (free of charge). After expiry of the warranty period the applicant becomes responsible for future maintenance and removal of the stairlift if necessary (though see the Stairlift Maintenance scheme below)

Stairlift Maintenance Grant

For the repair of any installed stairlift (either through the Small Adaptation Grant or the Disabled Facilities Grant) following the expiry of the warranty period of up to £2,500 on each occasion. The repair will be carried out by the Council's nominated contractor. Anyone wishing to take advantage of the scheme must pay £50 to register.

Bathroom Adaptation Grant

For the speedier provision of routine removal of a bath and installation of level access shower type adaptations up to £5,000 following the recommendation of an occupational therapist. More complicated schemes may be required to follow the DFG route (see above).

a) Eligibility

Any owner occupier, private tenant, or Registered Provider tenant over 65 years of age and living within the City may apply; or between the ages of 18-64 years of age if on a qualifying benefit (see list for Disabled Facilities Grant above)

Small Works Assistance

Assistance is available where living conditions pose a serious threat to the health and safety of the occupants or where there the householder is a victim or potential victim of domestic abuse.

i) Imminent Risk

The grant of up to £10,000 covers defects which are considered to be dangerous or likely to be prejudicial to the health (normally at least one Category 1 hazard as identified by the Housing Health and Safety Risk system) of the occupant(s). They should be of an acute nature rather than indicative of a chronic long-standing or gradual deterioration condition. The exception to this may be in circumstances where a long-standing rot /infestation or disrepair issue may lead to imminent risk of collapse of a part of the structure.

Typical measures –

- electrical safety issues identified by a NICEIC contractors safety report
- gas safety issues identified by a Gas Safe registered contractors report – but not gas cooking or secondary heating appliances
- severe cases of timber rot/infestation where danger of collapse is likely
- penetrating dampness prejudicial to the health of the occupants
- non-functioning facility providing hot/cold water
- other matters deemed to be detrimental to the health, safety and welfare of the occupants. There must be a significant direct health, safety or welfare impact as a

result of the defect. Wolverhampton Homes Care and Repair Home Improvement Agency will be required to provide a risk assessment and appraisal.

- security improvements linked to target hardening. This should be the most cost-effective solution e.g. putting window locks on otherwise sound timber windows, i.e. not replacing with PVCu double glazed units. (other improvements such as external lighting or intruder alarms will not normally be funded)
- works identified to further target harden properties that have been subject to "repeat victim" crimes in support of the Wolverhampton Community Safety Partnership - where no other source of funding is available.

Application will be by formal written application form available from the Council or one of the partner organisations administering the scheme on its behalf.

a) Eligibility

Owner occupiers.

b) Means Testing

Over 60 years of age - in receipt of qualifying income related benefit (see DFG above).

Under 60 years of age - in receipt of income related benefit AND disability related benefit.

c) Other conditions

The property should be within the City of Wolverhampton and be the applicants only residence. The enquirer should have a relevant owner's interest in the property and have been resident in the property for the preceding 3 years.

The property should have at least 1 Category 1 hazard under the Housing Health and Safety Rating System (HHSRS) and be considered by the Council to pose a serious and imminent threat to the health and safety of the occupant(s). The most satisfactory course of action as determined by the Council to deal with the defects should be renovation.

Only one grant is payable per household. Grants over £500 are repayable upon sale or disposal of the property, or its demolition.

ii) Safe Homes - Domestic Violence

Assistance is aimed at victims of domestic abuse. This includes issues relating to anti-social behaviour, domestic violence, and those relating to matters of terrorism. The necessary measures will be identified by the Council's Community Safety Team and are available to anyone across the City, regardless of their tenure. The maximum grant is £5,000.

Eligible measures include:

- Fitting of security lights
- Installation of door viewers
- Securing of doors and windows
- Changing of locks
- Re-glazing of windows
- Installation of fire proof letterboxes
- Creation of a safe room

a) Eligibility

Owner occupiers and private tenants. The client must be a victim of domestic violence and the referral agency must be satisfied that without the work the victim would be at risk of further violence.

b) Means Testing

The client must be in receipt of a qualifying welfare benefit:-

- Income Support
- Council Tax Benefit
- Housing Benefit
- Job Seekers Allowance (Income Based)
- Pension Credit
- Income-related Employment and Support Allowance
- Working Tax Credit within the eligible income threshold which must include a disability element
- Child Tax Credit within the eligible income threshold

c) Other conditions:

The applicant should not be living with the perpetrator or be in a relationship with them. The applicant must have obtained a court order to protect themselves and their family from the perpetrator when outside of the property.

In the case of a privately rented property, the landlord agrees that work can be carried out. The client must have a right to occupy (or be the dependant/in the care of someone with the right to occupy) the property.

The following circumstances may prevent a grant being made:

- The premises cannot be made safe due to their structural condition,
- The Fire Service determines the property to be unsuitable,
- A risk assessment shows that the perpetrator of domestic violence is so dangerous that remaining in the property a non-viable option

Affordable Warmth Grant

The affordable warmth assistance programme is aimed at reducing fuel poverty, preventing ill health due to living in cold and damp homes, enabling independent living, and reducing carbon emissions. Eligible works of up to £5,000 can include full central heating, replacement boiler (existing boiler must be faulty or over 20 years old), extra/replacement radiators, heating controls and other appropriate energy efficiency measures, plus advice and signposting to other available assistance. Grants are available to owner-occupiers and tenants within the City of Wolverhampton.

Applications may be received by either self-referral, via an internal or external agency, or via a promotional/corporate event.

a) Eligibility

Owner occupiers and tenants. The property must be the applicants only or main residence, and it must have been occupied for a minimum of 12 months prior to application. The property must be in council tax band A, B or C. Assistance will not be provided if the property is being marketed for sale or if there is reasonable cause to believe the property will be sold within 3 years.

b) Means Testing

The applicant must be in receipt of one or more income related benefits or any benefit linked to disability, if that plus any pension income are the only forms of income in the household, or the total household income is not above the threshold for working tax credits. They must also have less than £6000 in savings, or £10,000 if they are pensioners.

Eligible benefits include:

- Guaranteed Pension Credit
- Child Tax Credit
- Job Seekers Allowance
- Employment Support Allowance
- Disabled Child Premium
- Working Tax Credit
- Disability Living Allowance
- Personal Independence Payment
- Universal Credit
- Disability Premium
- Disabled Worker Element

c) Other conditions

The applicant or a member of the household must suffer from one of the health conditions listed below:

- cardiovascular conditions

- respiratory conditions (to include chronic obstructive pulmonary disease and serious asthma that is not controlled by medication)
- people with mental health conditions – including dementia
- people with disabilities – including mobility issues and Arthritis
- older people – 80+ (in line with higher winter fuel payments)
- households with young children (new-born to school age) – who are premature (born at 32 weeks or below and/or considered low birth weight – 2.5kg or 5.5lbs)
- Other life changing or limiting illnesses including cancer - Parkinson's Disease, diabetes type 1, blindness, tuberculosis

For any tenanted property the landlord must:

1. Agree to a charge being placed on the property for a 3-year period - any breach of terms and/or criteria will trigger the charge on the property being collected
2. Provide evidence or sign a disclaimer to say that a suitable mortgage and insurance are in place.
3. Agree to keep the property within the private rental sector for the full 3-year period unless a sale is required due to unavoidable circumstances.
4. Agree to secure the tenancy of the original tenant (where possible but also acknowledging that tenants may need to move for a number of reasons)
5. They must register with Rent with Confidence and be assessed as meeting 3-star rating or above.
6. If they do not meet 3 star or above, they must make such improvements to achieve this rating before any grant will be awarded.
7. They must consistently maintain this 3 star or above rating for the full three years with no enforcement notices or improvement notices being served on them for the period.
8. The landlord will be responsible for installing low cost installation measures (Cavity Wall and/or Loft Installation) before any heating measures are installed.

All measures approved in any grant must be installed by the schemes approved contractor. Measures will be fitted in the most practical way to provide value for money and not purely for cosmetic reasons, or client choice.

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CITY OF WOLVERHAMPTON COUNCIL	Cabinet 12 September 2018
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Report title	Houses in Multiple Occupation Mandatory Licensing	
Decision designation	AMBER	
Cabinet member with lead responsibility	Councillor Peter Bilson City Assets and Housing	
Corporate Plan priority	Place - Stronger Economy	
Key decision	Yes	
In forward plan	Yes	
Wards affected	All Wards	
Accountable Director	Kate Martin, Service Director, City Housing	
Originating service	City Housing	
Accountable employee	Ravi Phull	Service Manager Private Sector Housing
	Tel	01902 552812
	Email	Ravi.Phull@wolverhampton.gov.uk
Report to be/has been considered by	Strategic Executive Board	28 August 2018

Recommendations for decision:

The Cabinet is recommended to:

Approve the implementation of changes in line with updated legislation around the licensing and management of Houses in Multiple Occupation.

1.0 Purpose

The purpose of this report is:

- 1.1 To seek approval from Cabinet for the Private Sector Housing team to implement the extension of mandatory licensing to houses in multiple occupation (HMOs) in Wolverhampton as prescribed under the The Licensing of Houses in Multiple Occupation (Prescribed Description) (England) Order 2018.
- 1.2 To advise Cabinet on the introduction of The Licensing of Houses in Multiple Occupation (Mandatory Conditions of Licences) (England) Regulations 2018 which will form part of the licence conditions and the adopted amenity standards.
- 1.3 To advise that a further report will be submitted to Cabinet to detail changes to licensing fees following collaboration with the Council's licensing team as an alternative delivery method.

2.0 Background

- 2.1 The Housing Act 2004 provides for local authorities to mandatorily licence certain HMOs within their district.
- 2.2 The current definition of a HMO that requires mandatory licensing is a property containing: five or more unrelated occupants; sharing amenities, such as bathrooms and/or kitchen, over three or more storeys.
- 2.3 Leading up to the implementation of this scheme various reports have been agreed by Cabinet, listed in section 14 as the background papers to this report.
- 2.4 Amenity standards set by the Chartered Institute of Environmental Health and adopted by the City of Wolverhampton Council, set minimum room sizes and the minimum provision of amenities.
- 2.5 To date the Council has licensed 127 HMOs under the existing regime.

3.0 Extension to Mandatory Licensing of HMOs

- 3.1 In 2017 central government declared the extension of mandatory licensing commencing from 1 October 2018, to include all properties with five or more unrelated occupants, sharing amenities, taking out the three or more storeys requirement.
- 3.2 It is estimated that there will be an additional 500 properties that will fall under this definition.
- 3.3 There have been various forms of communication to advise landlords of the changes.
- 3.4 It is anticipated that compliant landlords will submit their applications prior to or on 1 October 2018.
- 3.5 The Council will take a formal approach with landlords found to be operating a licensable HMO without a licence.

4.0 The Licensing of Houses in Multiple Occupation (Mandatory Conditions of Licences) (England) Regulations 2018

- 4.1 Attached at Appendix 1 to this report are the new regulations, which stipulate minimum room sizes in HMOs and the requirement for landlords to provide proper storage and disposal for household waste. These are required to be mandatory conditions in all HMO licences found at Appendix 2 of this report. They will also be included in the adopted amenity standards that can be found at Appendix 3 to this report.

5.0 HMO Licence Fees

- 5.1 Due to the anticipated increase in licence applications, proposals are being put together for the administration of HMO licensing to be delivered by the Council's licensing team. A further report will be submitted to Cabinet with proposals.

6.0 Evaluation of alternative options

- 6.1 The alternative option would be to remain as we are and not administer the new licensing regime, however the Council would then be in breach of its statutory duty under the Housing Act 2004 and potential vulnerable occupants of HMOs unlicensed and at risk.

7.0 Reasons for decision

- 7.1 To ensure vulnerable occupants in HMOs are safeguarded through licensing and ensuring their property conditions are safe and managed.
- 7.2 To ensure the Council is protected from legal and reputational risk by complying with the Housing Act 2004.

8.0 Financial implications

- 8.1 The financial and resourcing implications of the extension of licensing will be mitigated by charging landlords a licence fee. This fee is required to be cost neutral.
- 8.2 Offences in relation to licensing or breaching of the management regulations may result in the prosecution of landlords or the service of a civil penalty up to £30,000 per offence.
[JM/17082018/Y]

9.0 Legal implications

- 9.1 The Council has a statutory duty to comply with new legislation. Failing to do so would have a serious impact on the Council's reputation, could be challenged in the courts and / or could be investigated by the relevant body, implying a fine in the longer term.
- 9.2 Implementation however lies with the Council and can fall under whichever department is deemed most suitable at the time.
- 9.3 Education and enforcement will need to be considered and sustained for consistency and credibility.

[LW/23082018/U]

10.0 Equalities implications

- 10.1 This report has significant equal opportunities implications as many people living in HMOs in the private rented sector suffer multiple deprivation and endure some of the worst housing conditions. The extension to mandatory licensing places further duties on local authorities to improve conditions in this sector.

11.0 Environmental implications

- 11.1 The improvement of conditions in the private sector will encourage investment and enhance the built environment.

12.0 Human resources implications

- 12.1 Additional resources will be needed for the proper execution of HMO licensing and the proactive inspection regime for locating illegal HMOs which are being run unlicensed.
- 12.2 A further report detailing the resource needs will be submitted to Cabinet.

13.0 Corporate landlord implications

- 13.1 There are no corporate landlord implications arising from this report.

14.0 Schedule of background papers

- 14.1 Cabinet (Resources) Panel, 2 June 2003 - 'Draft Housing Bill (2003) – Private Sector Housing Proposals'.
- 14.2 Cabinet (Resources) Panel, 28 February 2006 - 'Implications of The Housing Act 2004'.
- 14.3 Cabinet (Resources) Panel, 06 June 2006 - '[Enforcement of The Housing Act 2004](#)'.
- 14.4 Cabinet, 05 October 2011 - '[Implications of Relicensing HMOs Under the Housing Act 2004](#)'.

15.0 Appendices

Appendix 1 - The Licensing of Houses in Multiple Occupation (Mandatory Conditions of Licences) (England) Regulations 2018

Appendix 2 - City of Wolverhampton Council Licence Conditions for HMOs

Appendix 3 - City of Wolverhampton Council Amenity Standards for HMOs

Appendix 4 - The Licensing of Houses in Multiple Occupation (Prescribed Description) (England) Order 2018

DRAFT STATUTORY INSTRUMENTS

2018 No.

HOUSING, ENGLAND

The Licensing of Houses in Multiple Occupation (Mandatory Conditions of Licences) (England) Regulations 2018

Made - - - -

Coming into force - -

1st October 2018

The Secretary of State, in exercise of the powers conferred by sections 250(2) and 261(1) of, and paragraph 3 of Schedule 4 to, the Housing Act 2004(a), makes the following Regulations:

A draft of this instrument was laid before and approved by a resolution of each House of Parliament in accordance with section 250(6)(f) of the Housing Act 2004.

Citation, commencement and application

1.—(1) These Regulations may be cited as the Licensing of Houses in Multiple Occupation (Mandatory Conditions of Licences) (England) Regulations 2018 and come into force on 1st October 2018.

(2) The amendments to the Housing Act 2004 made by regulation 2 do not apply to a licence granted before 1st October 2018.

Amendment to Schedule 4 to the Housing Act 2004

2. In Schedule 4 to the Housing Act 2004 (licences under Parts 2 and 3: mandatory conditions), after paragraph 1 insert—

“Additional conditions to be included in licences under Part 2: floor area etc

1A.—(1) Where the HMO is in England, a licence under Part 2 must include the following conditions.

(2) Conditions requiring the licence holder—

- (a) to ensure that the floor area of any room in the HMO used as sleeping accommodation by one person aged over 10 years is not less than 6.51 square metres;
- (b) to ensure that the floor area of any room in the HMO used as sleeping accommodation by two persons aged over 10 years is not less than 10.22 square metres;

(a) 2004 c.34. There are amendments to section 250 and Schedule 4 which are not relevant to this instrument.

- (c) to ensure that the floor area of any room in the HMO used as sleeping accommodation by one person aged under 10 years is not less than 4.64 square metres;
 - (d) to ensure that any room in the HMO with a floor area of less than 4.64 square metres is not used as sleeping accommodation.
- (3) Conditions requiring the licence holder to ensure that—
- (a) where any room in the HMO is used as sleeping accommodation by persons aged over 10 years only, it is not used as such by more than the maximum number of persons aged over 10 years specified in the licence;
 - (b) where any room in the HMO is used as sleeping accommodation by persons aged under 10 years only, it is not used as such by more than the maximum number of persons aged under 10 years specified in the licence;
 - (c) where any room in the HMO is used as sleeping accommodation by persons aged over 10 years and persons aged under 10 years, it is not used as such by more than the maximum number of persons aged over 10 years specified in the licence and the maximum number of persons aged under 10 years so specified.
- (4) Conditions which apply if—
- (a) any of the conditions imposed pursuant to sub-paragraph (2) or (3) have been breached in relation to the HMO,
 - (b) the licence holder has not knowingly permitted the breach, and
 - (c) the local housing authority have notified the licence holder of the breach,
- and which require the licence holder to rectify the breach within the specified period.
- (5) In sub-paragraph (4) the specified period means the period, of not more than 18 months beginning with the date of the notification, which is specified in the notification.
- (6) Conditions requiring the licence holder to notify the local housing authority of any room in the HMO with a floor area of less than 4.64 square metres.
- (7) In this paragraph a reference to a number of persons using a room in an HMO as sleeping accommodation does not include a person doing so as a visitor of an occupier^(a) of the HMO.
- (8) For the purposes of this paragraph a room is used as sleeping accommodation if it is normally used as a bedroom, whether or not it is also used for other purposes.
- (9) Any part of the floor area of a room in relation to which the height of the ceiling is less than 1.5 metres is not to be taken into account in determining the floor area of that room for the purposes of this paragraph.
- (10) This paragraph does not apply to an HMO which is managed by a charity registered under the Charities Act 2011 and which—
- (a) is a night shelter, or
 - (b) consists of temporary accommodation for persons suffering or recovering from drug or alcohol abuse or a mental disorder.

Time for compliance with conditions under paragraph 1A(2) and (3)

1B.—(1) This paragraph applies in relation to an HMO in England in respect of the first licence granted on or after 1st October 2018 in relation to the HMO, regardless of whether a licence was in force in relation to the HMO immediately before that date.

(2) If the local housing authority consider that, at the time the licence is granted, the licence holder is not complying with one or more of the conditions of the licence imposed pursuant to paragraph 1A(2) and (3), the authority must when granting the licence provide

(a) For the definition of occupier see section 262(6) of the Housing Act 2004, c.34.

the licence holder with a notification specifying the condition or conditions and the period within which the licence holder is required to comply with the condition or conditions.

(3) The period specified in the notification must not exceed 18 months from the date of the notification.

(4) Within the period specified in the notification—

- (a) the local housing authority may not revoke the licence for a breach (or repeated breach) of any condition of the licence specified in the notification,
- (b) the licence holder does not commit an offence under section 72(3) in respect of any failure to comply with such a condition, and
- (c) the local housing authority may not impose a financial penalty under section 249A on the licence holder in respect of such a failure.

(5) Sub-paragraphs (2) to (4) do not apply if, before the licence was granted, the licence holder was convicted of an offence under section 72(2) or (3) in relation to the HMO.

Additional conditions to be included in licences under Part 2: household waste

1C. Where the HMO is in England, a licence under Part 2 must include conditions requiring the licence holder to comply with any scheme which is provided by the local housing authority to the licence holder and which relates to the storage and disposal of household waste at the HMO pending collection.”

Signed by authority of the Secretary of State for Housing, Communities and Local Government

	<i>Name</i>
	Minister for Housing and Planning
Date	Ministry of Housing, Communities and Local Government

EXPLANATORY NOTE

(This note is not part of the Regulations)

These Regulations impose duties on a landlord of a house in multiple occupation (“HMO”) in relation to the size of rooms available as sleeping accommodation, their maximum occupancy and compliance with local housing authority household waste storage and disposal schemes.

Regulation 2 inserts new paragraphs 1A, 1B and 1C into Schedule 4 to the Housing Act 2004 (c. 34) (“the 2004 Act”). This has the effect of introducing new conditions and qualifying provisions in relation to those conditions which require a landlord (a) to comply with minimum standards in relation to the useable floor area of rooms available as sleeping accommodation, (b) not to exceed the maximum number of occupants who are permitted to use each room as sleeping accommodation and (c) to comply with any household waste storage and disposal schemes provided by the applicable local housing authority. The conditions must be included in a licence under Part 2 of that Act of a house in England and apply only to licences granted or renewed on or after 1st October 2018.

New paragraph 1B requires local housing authorities, when granting the first licence of an HMO on or after 1st October 2018, to allow a period of grace for compliance with conditions imposed under new paragraph 1A(2) and (3). However, that requirement does not apply where the licence holder was convicted of an offence under section 72(2) or (3) of the 2004 Act in relation to the HMO before the licence was granted.

An impact assessment has been prepared in relation to these Regulations. The assessment will be placed in the Library of each House of Parliament and made available on www.gov.uk. Copies may be obtained from the Ministry of Housing, Communities and Local Government, 2 Marsham Street, London, SW1P 4DF.

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City of Wolverhampton Council

**LANDLORDS GUIDE TO AMENITY AND SPACE STANDARDS FOR HOUSES
IN MULTIPLE OCCUPATION**



Amended July 2018

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Introduction

Statutory legislation under the Housing Act 2004 places a duty on the Council to inspect Houses in Multiple Occupation (HMOs). HMOs are inspected either as part of a proactive programme or in response to a service request. This Guide will explain the legal requirements found within the Housing Act 2004 and associated regulations, and the Council's approach on how those standards should be achieved. A separate Guide for fire and security protection in multi-occupied residential properties, has been produced jointly with partner organisations. A copy of this guide is available from www.homestamp.com.

All HMO's are subject to the management regulations made under the Housing Act 2004, irrespective of whether they are required to be licensed.

What Is A House in Multiple Occupation?

Under the Housing Act 2004 a building is a HMO if it meets one of the following tests:

- An entire house or flat which is let to three or more tenants who form 2 or more households and who share a kitchen, bathroom or toilet.
- A house which has been converted entirely into bedsits or other non-self contained accommodation and which is let to 3 or more tenants who form 2 or more households and who share kitchen, bathroom or toilet facilities
- A converted house which contains 1 or more flats which are not wholly self contained (i.e. the flat does not contain within it a kitchen, bathroom and toilet) and which is occupied by 3 or more tenants who form 2 or more households.
- A building which is converted entirely into self-contained flats if the conversion does not meet the standards of the 1991 Building Regulations and more than one-third of the flats are let on short-term tenancies.

In order to be a HMO the property must be used as the tenants only or main residence and it should be used solely or mainly to house tenants. Properties let to students and migrant workers will be treated as their only or main residence and the same will apply to properties which are used as domestic refuges.

For further information please refer to

<https://www.gov.uk/government/organisations/ministry-of-housing-communities-and-local-government>

Please note that due to the introduction of a City wide Article 4 Directive, any conversion of a house into one of multiple occupation, now requires planning permission, irrespective of the size of the development. Further information may be obtained by emailing planning@wolverhampton.gov.uk

Licensable HMO's

With effect from the 1st October 2018, all HMO's having 5 or more occupants in 2 or more households require to be licensed by the Council.

Prior to the 1st October 2018, only HMO's of 3 or more storeys and having 5 or more occupants require a licence, but applications for those HMO's which will become licensable on the 1st

October are being accepted and processed. In these cases, the licence will commence on the 1st October 2018.

Further details about licensing can be found on the City council's website <http://www.wolverhampton.gov.uk/article/2432/Private->. Alternatively, you may wish to refer to the Governments housing website <https://www.gov.uk/house-in-multiple-occupation-licence>

A storey includes:

- Any basement or attic used or constructed/converted/adapted wholly/partly for living accommodation or is being used as an integral part of the HMO.
- Any business premises or storage space on the ground floor or any upper floor.
- Any storeys which are occupied by you and your family if you are a resident landlord.

Households' definition:

The following are 'households' for the purposes of the Housing Act 2004:

Members of the same family living together including:

- Couples married to each other or living together as husband and wife (or in an equivalent relationship in the case of persons of the same sex)
- Relatives living together, including parents, grandparents, children (and stepchildren), grandchildren, brothers, sisters, uncles, aunts, nephews, nieces or cousins
- Half-relatives will be treated as full relatives. A foster child living with his foster parent is treated as living in the same household as his foster parent.
- Any domestic staff are also included in the household if they are living rent free in accommodation provided by the person for whom they are working.

Therefore, three friends sharing together are considered three households. If a couple share with a third person, then that would consist of two households. If a family rents a property, then that is a single household. If that family had an au-pair to look after their children that person would be included in their household.

Space and amenity standards

Wolverhampton City Council has adopted space and amenity standards for Houses in Multiple Occupation occupied as bedsits, self-contained flats and shared housing. Most of the accommodation arrangements commonly encountered are described, however it is recognised that there will always be circumstances which do not match those given. If this is the case then it will always be advisable to contact the Private Sector Housing Team for further guidance.

Further, before any conversion, adaption and/or new build, advice must be sought from our Planning and Building Control Sections.

Legal requirements

Under The Licensing of Houses in Multiple Occupation (Mandatory Conditions of Licences) (England) Regulations 2018, which come into force on the 1st October 2018,

- A room with a useable floor area between 6.51m² and 10.21m², may only be occupied as sleeping accommodation by one person.

- Only a room with a useable floor area of 10.22m² or over maybe occupied as sleeping accommodation by a co-habiting couple.
- A room with a useable floor area between 4.64m² and 6.5m² may be occupied as sleeping accommodation by a child under the age of 10.
- No room may be occupied as sleeping accommodation if the floor area of the room is 4.63m² and less.
- Any part of the floor area of a room in relation to which the height of the ceiling is less than 1.5m is not to be taken into account in determining the floor area of that room

The Licensing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions) Regulations 2006, require kitchens, bathrooms and WC's to be of adequate size and number, as set by this guide.

Please note the measured space in any room must be 'useable space'. The room should be able to accommodate the required amount of appropriate furniture easily and still allow space for movement about the room. Bathrooms, shower rooms, en-suites, toilet compartments are not counted within the 'useable space' calculation.

Bedsit type accommodation

Houses occupied as individual rooms, where there is some exclusive occupation (usually bedroom and kitchen or bathroom) and some sharing of amenities (bathroom and/or toilet and/or kitchen). Each occupant otherwise lives independently of the others and does not usually have access to a shared living room/dining room.

One person unit of accommodation		
	14m ²	Where room is used for sleeping, living and cooking
	10m ²	Where room is used for sleeping and living only (separate kitchen)
Two or more person units of accommodation		
	20m ²	Where room is used for sleeping, living and cooking. Not normally suitable for persons who are not married couples or co-habitees
	15m ²	Where kitchen facilities are separate. Not normally suitable for persons who are not married couples or co-habitees
Kitchens		
Used by 1-3 persons	5m ²	
Used by 4 persons	6m ²	
Used by 5 persons	7m ²	
For each person above 5	Add 1m ² per person	

Shared houses type accommodation space standards

Houses occupied on a shared basis, these would normally be occupied by members of a defined social group e.g. students. The occupiers each enjoy exclusive use of a bedroom but would share other facilities including a communal living room.

One person units of accommodation		
Each bedroom/study	10m ²	Except where a separate living room is provided which is not a kitchen or kitchen/dining room in which case the bedroom shall be 6.51m ²
Two person units of accommodation		
	15m ²	Except where a separate living room is provided which is not a kitchen or kitchen/dining room, in which case the bedroom shall be 11m ²
Kitchens		
Used by 1-3 persons	5m ²	
Used by 4 persons	6m ²	
Used by 5 persons	7m ²	
For each person above 5	Add 1m ² per person	
Dining/kitchens		
Used by 2-5 persons	11.5m ²	
Used by 6-10 persons	19.5m ²	
Living rooms and dining rooms		
Used by 2-5 persons	11m ²	
Used by 6-10 persons	16.5m ²	

Washing and toilet facilities for bedsit and shared accommodation

A readily accessible bath or shower room and toilet shall be provided not more than one floor distant from any intended user. The walls and floor of any bath or shower room and toilet should be reasonably smooth and non-absorbent and capable of being easily cleansed and the rooms of adequate size and layout.

Every room containing a toilet must be provided with a wash hand basin.

All baths, showers and wash hand basins must be equipped with taps providing an adequate supply of cold and constant hot water.

All bathrooms and shower rooms must be suitably and adequately heated and ventilated.

4 or fewer occupiers sharing facilities, there must be at least one bathroom with a fixed bath or shower and a toilet with wash hand basin (which may be situated in the bathroom)

5 occupiers, one **separate** toilet with wash hand basin, one bathroom with a fixed bath or shower (the separate toilet may be located in a second bathroom).

6-10 occupiers, 2 bathrooms containing a bath or shower and 2 toilets with wash hand basins, one of which must be in a separate room.

11-15 occupiers, 3 bathrooms containing a bath or shower and 3 toilets with wash hand basins, one of which must be in a separate room.

Kitchen facilities for bedsit and shared accommodation

Each occupancy shall have constant access to a shared kitchen no more than one floor distant from the large majority of users, unless provided within the unit of accommodation. It is acceptable however, for a kitchen to be a maximum of two floors distant where there is a communal dining room adjacent to the kitchen or where the kitchen is of sufficient size to serve as a kitchen/dining room.

For every 5 occupants there needs to be a complete set of kitchen facilities. However, for one additional person i.e. 6 persons, rather than put in a complete set of facilities a combination microwave oven and grill may be substituted in place of a conventional cooker and an electric dishwasher or half bowl in place of a standard sink. There should be no more than two sets of facilities in any one room.

The facilities shall comprise where shared and where located within a bedsit,

- A gas or electric cooker with minimum four burners/hobs, oven and a grill (where cooking provided within a bedsit and only used by 1 person, two burners/hobs oven and grill is acceptable). Table top portable cooking facilities are not acceptable.
- A metal or ceramic kitchen sink and drainer with a constant supply of hot and cold water.
- Sufficient fixed work surface to enable each user to prepare food safely and hygienically. A minimum of 500mm depth and length clear run of work surface per person will generally be sufficient for this purpose although minor variations may be acceptable where there is still a good practical working area.
- A refrigerator of sufficient size to store an average persons dietary requirements on a day to day basis.
- Sufficient storage cupboard space for dry and canned foods and sufficient storage for cooking utensils, crockery and cutlery.

- Two twin outlet power sockets in addition to any serving major appliances set at a convenient height and safe position.
- The kitchen area must be provided with an easily cleansable non-slip floor covering to an adequate extent and separated from any adjoining carpeted area by suitable dividing strips securely fixed in position.

Self contained flats accommodation

Houses or buildings which are constructed as or converted entirely into self-contained flats. Access to the house or building would be via a communal entrance doorway and hallway but thereafter the entrance to each individual flat is via a single doorway. All amenities must be accessible from within each individual flat and the flat must be occupied by a single household to be regarded as self contained.

Houses which have been converted into self contained flats to a proper standard in accordance with the 1991 Building Regulations or equivalent, are exempt from the HMO definition. Houses which were converted prior to this date or, which have been subsequently converted to a lesser standard not in accordance with Building Regulations, are not included within the mandatory licensing requirements.

Minimum floor area for conversion into self-contained flats

Number of occupants	1	2	3	4	5	6
Living room/lounge	13m ²	14m ²	15m ²	16m ²	17.5m ²	18.5m ²
Kitchen	5.5m ²	5.5m ²	5.5m ²	7m ²	7m ²	7m ²
Bedroom	6.51m ²	10.22m ²				
Living room/kitchen	17m ²	18m ²	19m ²	20m ²	21.5m ²	22.5m ²

All bedrooms, living rooms and bathrooms are to be directly accessible from a common access lobby and not from another room, unless comprising an en-suite and for exclusive use of the occupier.

Washing and toilet facilities

Each flat must be provided with its own bath or shower together with a constant and adequate supply of hot and cold water. The walls and floor of any bathroom or shower room should be reasonably smooth and non absorbent and capable of being readily cleansed.

Each flat must be provided with its own WC which must be located either within a bathroom or in a separate compartment and, be provided with a wash hand basin with a constant and adequate supply of hot and cold water.

All bathrooms and shower rooms must be suitably and adequately heated and ventilated

Kitchen facilities

Each flat to be provided with the following facilities:-

- Single person: a gas or electric cooker with two burners/hobs, oven and grill.
- Two persons: a gas or electric cooker with four burners/hobs, oven and grill.

- A standard kitchen sink and drainer with a constant and adequate supply of hot and cold water.
- A worktop or table of smooth and impervious material of minimum size 500 x 1000mm.
- A refrigerator of sufficient size to store an average persons dietary requirements on a day to day basis.
- Sufficient storage cupboard space for dry and canned foods plus cooking utensils, crockery and cutlery.
- Two twin outlet power sockets in addition to any serving major appliances set at a convenient height and safe position.
- The kitchen area must be provided with an easily cleansable non-slip floor covering to an adequate extent and separated from any adjoining carpeted area by suitable dividing strips securely fixed in position.

Further detail

Crowding and space

Sleeping accommodation must ensure adequate privacy. Any sharing of the sleeping accommodation will be dependent on the size of the room and the relationship of those sharing.

A landlord cannot place two unrelated persons in a room unless they are a cohabiting couple.

According to the bedroom standard which is based on the ages and composition of the family,

Age and sex of household members	Number of bedrooms
Adult couple	1
Person over the age of 21	1
2 young persons 10-20 years of same sex	1
1 child under 10 years and 1 person under 20 of same sex	1
1 or 2 children under 10 years (not necessarily of same sex)	1

Ventilation

Ventilation can help remove pollutants from the inside of a property as well as excess water vapour that can cause condensation. All kitchens, bathrooms and water closet compartments shall be ventilated to the external air, either by a window the openable area of which shall be equivalent to at least 1/20th of the floor area or by suitably sited mechanical ventilation providing an extract rate of at least 15 litres per second and fitted with a 15 minute overrun for bathrooms. For kitchens, mechanical ventilation providing an extract rate of 60 litres per second venting directly to the external air will normally be sufficient.

In bedrooms and living rooms an openable window to the outside must be provided which is at least 1/20th of the floor area. (A door opening to the external air will not be acceptable).

Lighting

All habitable rooms should have an adequate level of natural lighting, provided by a clear glazed window or windows, and or door(s) the glazed area to be equivalent to at least 1/10th of the floor area and to extend to a point 1.75m above floor level. The levels of lighting need to be sufficient to allow tenants to carry out their normal activities safely and conveniently in their rooms and in the halls and stairways. This applies to both natural and artificial lighting.

Windows to bathrooms and water closets are to be glazed with obscure glass.

Adequate electric lighting points are to be provided to all habitable rooms, staircases, landings, passages, kitchens, bathrooms and water closets. In general, all lighting to common parts is to be provided, maintained and paid for by the landlord or their agent. Lighting to staircases, landings and passages may be controlled by time switches or other devices having a similar effect.

Heating

There should be a fixed heating appliance in the main room with the capacity of maintaining the room at a temperature of 21 degrees centigrade when the temperature outside is -1 degree centigrade. Fixed heating appliances (portable or removable heating appliances will not be acceptable) should also be provided in all other rooms and circulation areas including bathrooms, which are capable of maintaining a temperature of at least 18 degrees centigrade when the temperature outside is -1 degree centigrade. All heating appliances must be controllable by the occupants at all times.

The size and aspect of a room will determine the type of appliance, which can satisfy this requirement. Consideration should also be given to improving the insulation to the room(s).

Water supply

Each separate occupancy should be provided with an adequate supply of hot and cold running water suitable for drinking and food preparation purposes. Cold water should normally be provided from the rising main.

The water pressure to all fittings, and protection from frost damage, will need to be considered to ensure that an uninterrupted supply is provided.

Drainage and Disposal of Surface and Waste Water

There should be an effective system for the drainage of foul, waste and surface water from the property. Consideration may need to be given to the size of the service pipes having regard to the number of tenants using the facilities.

Rubbish and Storage

All protected fire escape routes must be kept clear of obstructions.

Sufficient refuse storage containers or dustbins should be provided to accommodate the needs of the occupants at the property.

Gas Safety

The Gas Safety (Installation and Use) Regulations 1998 (as amended) require that you must ensure that gas appliances and installations are regularly maintained and safety checks are carried out annually by an approved person (i.e. Gas Safe Registered engineer). You must keep a record of safety checks and issue a copy to the tenants.

The Health and Safety Executive (HSE) are the enforcing authority for these regulations and advice can be obtained from them on specific gas safety issues.

Electrical Installation

When a property is used as a HMO, the number of tenants can impose an increased load on the power and lighting circuits. The capacity of the circuits must be sufficient to maintain its use in a safe condition. The wiring in the property should be checked and certified at least every 5 years by a qualified electrician to BS 7671.

Soft Furnishings

The Furniture and Furnishing (Fire Safety) Regulations 1988 (as amended 1989 & 1993) requires soft furnishings that are provided in all rented accommodation to be of a non-flammable, non-toxic nature. All replacement new or second hand soft furnishings must meet the new standards. For further information contact City Direct on 01902 551155 and ask for Trading Standards who enforce the Regulations.

Portable Electrical Appliances

Under the Electrical Equipment (Safety) Regulations 1994, all electrical appliances supplied or provided for the occupiers must be safe. It is good management practice to have the equipment tested on an annual basis.

Manager's Duties

The Licensing and Management of Houses in Multiple Occupation (Miscellaneous Provisions) (England) Regulations 2006, apply to all HMOs excluding Section 257 buildings (self-contained converted blocks of flats, which do not meet the fire precaution requirements of the Building Regulations 1991 or later). The Licensing and Management of Houses in Multiple Occupation (Additional Provisions) (England) Regulations 2007 apply to such properties.

Both sets of Regulations apply equally to owners, landlords or agents. Failure to comply with the regulations by a HMO manager can result in legal proceedings.

The regulations place the following duties on the manager:

- To provide each occupier with his/her contact details and display them on the premises.
- To maintain all means of escape from fire
- To take safety measures to protect the occupiers from injury having regard to the design, structural condition and number of occupiers in the HMO
- To supply and maintain the water supply and drainage system
- To supply and maintain gas and electrical supplies and to provide safety certificates
- To maintain all common parts, appliances, fixtures and fittings within the property
- To maintain in good order and repair any outbuildings, yards, gardens and boundary fences
- To maintain each unit of accommodation in good repair and in a clean condition
- To ensure refuse is stored and disposed of adequately.

CITY OF WOLVERHAMPTON COUNCIL
HOUSING ACT 2004
LICENCE CONDITIONS (Part 2 Section 67 and Schedule 4)
SCHEDULE 1
ADDRESS OF PROPERTY

GENERAL MANAGEMENT, OCCUPATION AND PROVISION OF INFORMATION

1. INFORMATION TO BE DISPLAYED/ NOTIFICATION OF CHANGES

- 1.1 The Licence Holder must ensure that a copy of the licence is clearly displayed within a suitable common part of the house where it can be viewed by all occupiers. The schedule of licence conditions must also be available for viewing by any occupier either by providing copies to each person or by displaying adjacent to the licence.
- 1.2 The Licence Holder must display within the common parts of the house either his/her contact details or those of any manager appointed in connection with the running of the house. This must include their name, contact address and telephone number.
- 1.3 The Licence Holder must inform the Council within 14 days of any changes to the ownership or management of the house.
- 1.4 The Licence Holder must inform City of Wolverhampton Council in writing if they no longer reside at the address given and provide the Council with the new address details in writing within 14 days of the change.
- 1.5 The Licence Holder must inform the Council in writing if there is a change in the managing agent, within 14 days of such a change to enable the Council to vary the licence.
- 1.6 If the Licence Holder is a Managing Agent, they must inform the Council if the person specified as the main contact ceases to be employed by them and inform the Council in writing of the new contact, within 14 days of such a change.
- 1.7 If the Licence Holder is a Managing Agent, they must inform the Council if they cease to have an interest in the property, within 14 days of such a change to revoke the licence.
- 1.8 The Licence Holder must inform the Council by telephone within 72 hours of becoming aware of the occurrence of a fire within the property.

2.0 MANAGEMENT OF PROPERTY

- 2.1 The Licence Holder must not permit the house to be occupied in any other way or by more than the number of households or persons stipulated within the licence. Where a room is deemed suitable for 2 people, this is based upon the room being occupied by a co-habiting couple only.
- 2.2 The minimum room sizes to be imposed are
 - **6.51m² for one person over 10 years of age**
 - **10.22m² for two persons over 10 years of age**
 - **4.64m² for one child under the age of 10 years**

- 2.3 The Licence Holder must notify the local housing authority of any room in the HMO with a floor area of less than 4.64m².
- 2.4 The Licence Holder and/or manager must ensure that the house is properly managed at all times and in particular that the requirements of The Management of Houses in Multiple Occupation (England) Regulations 2006 as amended are complied with.
- 2.5 The Licence Holder and/or manager must ensure that any installations in common use or which serve any part of the house in common use, are in and are maintained in good repair, a clean condition and in good order (including where appropriate proper working order). Installations include the supply of gas and electricity and sanitary facilities and facilities for the cooking and storage of food.
- 2.6 The Licence Holder and/or manager must not unreasonably cause or permit the supply of gas, electricity, water or drainage that is used by any occupier to be interrupted.
- 2.7 The Licence Holder and/or manager must ensure that such parts of the house in common use including staircases, passageways, corridors, halls, lobbies and entrances are clean, maintained in a good state of repair and kept free from obstruction.
- 2.8 The Licence Holder and/or manager must ensure that every outbuilding, yard area and forecourt which belongs to the house and is in common use, is in and is maintained in a good state of repair and in a clean condition.
- 2.9 The Licence Holder must consult with the Authority before making any material change to the layout, amenity provision, fire precautions or mode of occupation.
- 2.10 The Licence Holder and/or manager must ensure that appropriate procedures are put in place to receive and respond to a notification from any occupier or officer of the Council relating to a defect or defects of a general nature and to carry out suitable remedial work within an appropriate period according to the nature and extent of the reported defect.
- 2.11 The Licence Holder or their manager must be a permanent UK resident.
- 2.12 The Licence Holder and/or manager must inform the tenants at the start of each tenancy that smoking is not permitted to take place in the communal circulation areas of the premises by any person and appropriate signage must be installed. If evidence of smoking in the communal circulation areas is found during inspections of the property, action must be taken by the licence holder or nominated manager.
- 2.13 The Licence Holder must provide a sufficient number of external rubbish bins for the occupiers to dispose of waste. They are also responsible for ensuring that any kind of refuse which the Council will not ordinarily collect (e.g large items of furniture, hazardous waste etc), are disposed of responsibly and appropriately in accordance with current legal requirements.
- 2.14 At the beginning of each new tenancy the licence holder must inform tenants in writing of proper refuse management. This must include information covering the usual days of refuse and recycling collection and contact details for refuse/bulky item collections undertaken by Wolverhampton City Council or other waste collection services. The licence holder must retain a copy of the information provided to each tenant, signed by the tenant acknowledging receipt and produce upon request to Wolverhampton City Council.
- 2.15 The Licence Holder and/or manager must, if required by the Council, attend a training course (or otherwise demonstrate, as directed by the Council), competence in relation to any applicable code of practice under Section 233 of the Housing Act 2004.

3.0 FIT AND PROPER PERSON

- 3.1 The Licence Holder must ensure that any person or persons involved with the management of the house are to the best of their knowledge “fit and proper persons” for the purposes of Section 66 of the Act.
- 3.2 The Licence Holder must inform the Council if since becoming the Licence Holder they contravene any of sections 3.4 (a) to (d) below. This must be done within 21 days of such a contravention.
- 3.3 The Licence Holder must inform the Council if the person managing the property contravenes any of sections 3.4 (1) to (4) below. This must be done within 21 days of such a contravention.
- 3.4 The following criteria are considered in the assessment of whether the Licence Holder or Manager is a fit and proper person:-
 - (1) Offences involving:
 - 1.1 Fraud
 - 1.2 Dishonesty
 - 1.3 Violence
 - 1.4 Drugs
 - 1.5 Sexual Offences Act
 - (2) Unlawful discrimination of the grounds of sex, colour, race, ethnic or national origins or disability in connection with a business.
 - (3) Contravention of any provision or housing or landlord or tenant act. In particular:
 - 3.1 Cases where criminal proceedings are taken by any Local Authority
 - 3.2 Cases where any Local Authority has carried out works in default
 - 3.3 Cases where a Management Order under the Housing Act 2004 has been made
 - 3.4 Cases where an HMO licence has been refused or licence conditions have been breached.
 - (4) If required, the Licence Holder and Manager shall submit a valid application form for a criminal record check to such an organisation as the Council may determine. An original copy of this record check is to be presented to the Council within the time stated in the demand for this information.

4.0 ANTI SOCIAL BEHAVIOUR

- 4.1 The Licence Holder and/or manager must take reasonable steps to prevent or where appropriate reduce, anti-social behaviour by persons occupying or visiting the house. This would include notifying the appropriate authority, this may be the Police or the City Council, of any problems of anti-social behaviour which may be beyond the licence holder's reasonable capability to control and to reasonably cooperate with any action being taken in respect of the matter. This includes amongst other issues noise nuisance caused by the playing of loud music at any time of the day and particularly between 23.00 hours and 8.00 hours.
- 4.2 The Licence Holder and/or manager must undertake any investigation of complaints regarding their tenants and any problems occurring within the curtilage or within close proximity to the curtilage of the licensed property. Written records of these investigations must be undertaken and supplied to Wolverhampton City Council upon request.

5.0 GAS SAFETY

- 5.1 If gas is supplied to the premises, the Licence Holder and/or manager must provide to the Council a Landlord's Gas Safety Record issued in accordance with the Gas Safety (Installation and Use) Regulations 1998 (as amended) with respect to all gas appliances, fittings, flues and pipe work. Such a Gas Safety Record must have been obtained from a competent person and be dated within the 12 months prior to the date of application for this licence.

At the date of granting of this licence a current gas safety record dated xxxxxx has been provided and accepted as satisfactory.

Or

At the date of granting of this licence, no gas appliances were being provided at the property. Should this change in future, the Council must be advised immediately and the appropriate certification provided.

The Licence Holder and/or must thereafter provide further gas safety records on an annual basis within 14 days of the expiry of the current record.

- 5.2 The communal boiler must be on the landlords supply of gas and must not be on a pre-payment top up meter.

6.0 FURNITURE

- 6.1 The Licence Holder and/or manager must ensure that all upholstered furniture supplied by them for use by any occupier of the premises is compliant with the Furniture and Furnishings (Fire Safety) Regulations 1988 (as amended in 1989 and 1993). Any such furniture which fails to comply with these regulations must be removed from the premises without delay and properly disposed of. Suitable replacement furniture must be provided as appropriate.

The Licence Holder and/or manager must on demand provide to the Council a declaration as to the safety of such furniture.

At the date of granting this licence, such a declaration has been satisfactorily made and accepted. Further declarations may be required to be supplied from time to time as may be deemed necessary by the Council.

Or

At the date of granting of this licence, such a declaration has been satisfactory made and accepted, that furniture was not being provided for residents. Further declarations may be required to be supplied from time to time as may be necessary by the Council, and the Council must be advised immediately should furniture subsequently be provided for residents.

7.0 CARBON MONOXIDE ALARMS

- 7.1 The Licence Holder must ensure that a carbon monoxide alarm is installed in any room within the house which is partly used as living accommodation and contains a solid fuel combustion appliance.
- 7.2 The Licence Holder and/or manager must keep all alarms in proper working order.

8.0 LANDLORD AND TENANT

8.1 The Licence Holder and/or manager must supply to all occupiers of the house a written statement of the terms on which they occupy the house within 28 days of the commencement of each tenancy. This may take the form of a tenancy agreement or a separate written statement. The terms will describe and give details of:

- The type of tenancy, its duration and terms of notice.
- The amount of rent due together with dates and method of payment, and the circumstances when the rent may be altered.
- The amount of deposit taken, how it is held and the terms of its return.
- A written inventory for the contents of the house and a written statement of the condition of each room and its fittings, prior to the start of the tenancy.
- Conditions expressly prohibiting antisocial behaviour as specified in the code regarding anti-social behaviour.

8.2 The Licence Holder and/or manager must maintain a file for the property holding copies of all tenancy agreements for inspection at any time.

8.3 The Licence Holder and/or manager must on request provide a written statement to the Council detailing names of persons occupying the property together with the rooms which they occupy, their tenancy start date and any agreement, within **14 days** of receiving such a request.

8.4 The Licence Holder and/or manager must ensure that notification in writing is given to all occupants at the beginning of their occupancy regarding arrangements in place to deal with emergencies and any other repairs, such as operating any fire precautions installed and instructions for escape in the event of a fire.

8.5 Except in an emergency, the Licence Holder and/or manager must give at least 24 hours written notice of his intention to enter the HMO to the occupiers and be able to demonstrate he has reasonable cause to do so.

9.0 FIRE PROTECTION FACILITIES

9.1 The Licence Holder must ensure that the premises are provided with a satisfactory means of escape from fire according to the size, layout and type of accommodation provided.

At the date of granting this licence, the premises comply with the appropriate standard.

Or

At the date of granting this licence, the premises does not comply with the appropriate standard. See Schedule 2 for further information.

9.2 The Licence Holder must ensure that an emergency lighting system is installed within the communal fire escape route of the premises in accordance with the current British Standard 5266.

At the date of granting this licence the premises comply with the appropriate standard.

Or

At the date of granting this licence the premises does not comply with the appropriate standard. See Schedule 2 for further information.

9.3 The Licence Holder and/or manager must ensure that the emergency lighting system is maintained in proper working order.

- 9.4 The Licence Holder and/or manager must provide to the Council, on demand, a declaration as to the condition of the emergency lighting system.

Such a declaration must include the provision of a test certificate or report issued by a suitably qualified person stating that the system is installed in accordance with the appropriate British Standard and is in proper working order.

At the date of granting this licence such a declaration has been received dated xxxxxx and accepted as satisfactory.

Or

At the date of granting this licence, emergency lighting was not being provided at the property.

The emergency lighting must be tested and certified on an annual basis by a competent person in accordance with BS 5266-1:2005; further declarations including an up to date test certificate or report must be supplied to the Council thereafter upon demand from the Local Authority.

- 9.5 The Licence Holder must ensure that an automatic fire detection and warning system is installed in the premises in accordance with the appropriate category and grade of the current British Standard 5839.

At the date of granting this licence the property is deemed to comply with this standard as there is a grade X system in place.

Or

At the date of granting this licence the property fails to comply with the appropriate standard. See schedule 2 for further information.

- 9.6 The Licence Holder and/or manager must ensure that the automatic fire detection and warning system is maintained in proper working order.

The Licence Holder and/or manager must provide to the Council, on demand, a declaration as to the condition of the automatic fire detection and warning system.

Such a declaration must include the provision of a test certificate or report issued by a suitably qualified person stating that the system is installed in accordance with the appropriate British Standard and is in proper working order.

At the date of granting this licence such a declaration has been received dated xxxxxx and accepted as satisfactory.

The automatic fire detection system must be tested and certified on an annual basis by a competent person in accordance with BS 5839-Part 1:2002 or BS 5839 – Part 6: 2004; further declarations including an up to date test certificate or report must be supplied to the Council thereafter upon demand from the Local Authority.

- 9.7 The operation of the emergency lighting and the fire alarm system and any other communal appliance and lighting must be powered from the landlords supply of electricity which is not permitted to be on a pre-payment top up meter.

- 9.8 The Licence Holder and/or manager must ensure that all fire fighting equipment, where provided, is maintained in accordance with the manufacturer's recommendations and that replacement or refilled equipment is provided without delay following any usage which renders it no longer effective.

- 9.9 The Licence Holder and/or manager must ensure that a suitable and sufficient fire risk assessment is carried out for the property to identify what fire hazards exist at the premises and what measures have been taken (or will be taken) to minimise the risk.

The Licence Holder and/or manager must provide to the Council, on demand, a written copy of the risk assessment.

At the date of granting this licence, a written copy of the fire risk assessment has been provided and accepted.

10.0 ELECTRICAL INSTALLATION AND APPLIANCES

- 10.1 The Licence Holder and/or manager must ensure that the fixed electrical installation of the premises is inspected and tested at intervals not exceeding five years by a person qualified to undertake such inspection and testing. The Licence Holder and/or manager must thereafter provide a further periodic electrical inspection certificate to the Council **within 14 days** of the expiry of the most recent electrical certificate or upon demand as the Council deems necessary.

The Licence Holder and/or manager must provide to the Council on demand a current periodic electrical inspection certificate for the premises in accordance with British Standard 7671 (or equivalent).

At the date of granting of this licence a current periodic electrical inspection certificate dated xxxxxx has been provided and accepted as satisfactory and is valid for X years.

- 10.2 The Licence Holder and/or manager must ensure that all portable electrical appliances supplied by them for use by any occupier of the premises are maintained in a safe condition.

The Licence Holder and/or manager must provide to the Council, on demand, a declaration as to the safety of such electrical appliances. Such a declaration must include the provision of a portable appliance test certificate or report issued by a suitably qualified person with respect to each item of electrical equipment so supplied.

At the date of granting this licence portable appliance test certificates dated xxxxxx have been submitted and accepted as satisfactory.

Or

At the date of granting this licence portable appliance test certificates were not being provided to the residents. Please advise the Council immediately, should this situation change.

11.0 PROVISION OF STANDARD AMENITIES

- 11.1 The Licence Holder must ensure that the premises are provided with sufficient and adequate standard amenities for use by the current or intended number of occupiers according to the type of accommodation offered.

At the date of granting this licence the premise is deemed to satisfy the Council's approved standards and The Licensing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions) Regulations 2006.

At the date of granting this licence the premises fails to comply with the Council's approved standards and The Licensing and Management of Houses in Multiple

Occupation and Other Houses (Miscellaneous Provisions) Regulations 2006 with respect to the following matter(s):-

Inadequate provision of water closets

Inadequate provision of wash hand basins

Inadequate provision of baths or showers

Inadequate provision of facilities for the storage, preparation and cooking of food.

See schedule 2 for further information

- 11.2 The Licence Holder and/or manager must ensure that all standard amenities and equipment provided for use by the occupiers of the premises are maintained in good repair and proper working order.

12.0 PROVISION OF ADEQUATE MEANS OF SPACE HEATING

- 12.1 The Licence Holder must ensure that each unit of accommodation within the premises plus all bathrooms, whether shared or for exclusive use are adequately heated in accordance with the Council's approved standards for houses in multiple occupation.

At the date of granting this licence the premises is deemed to satisfy the Council's approved space and water heating standards for houses in multiple occupation.

Or

At the date of granting this licence the premises fails to comply with the Council's approved space and water heating standards for houses in multiple occupation. See schedule 2 for further information.

EXPLANATORY NOTES WITH RESPECT TO THIS SCHEDULE OF LICENCE CONDITIONS

1. Any reference to “the Act” contained within these conditions refers to the Housing Act 2004
2. Any reference the “the Council” contained within these conditions refers to Private Sector Housing, City of Wolverhampton Council.
3. Any reference to “the house” or “the premises” contained within these conditions refers to the house in multiple occupation subject to this licence.
4. These conditions are applied for the purpose of securing the proper management, use and occupation of the house and for regulating its condition and contents as required under section 67 and Schedule 4 of the Act.
5. Conditions relating to the provision of adequate and sufficient heating, standard amenities and fire precautionary facilities are applied to ensure that the premises is reasonably suitable for occupation by a particular maximum number of households or persons in accordance with Schedule 3 of The Licensing and Management of Houses in Multiple Occupation and other Houses (Miscellaneous Provisions) (England) Regulations 2006 as amended made under Section 65 (3) of the Act. 6. Any reference to “competent person”, “suitably qualified person” or “person qualified” contained within these conditions shall have the following meanings:-

In relation to the installation of or the testing and servicing of gas appliances, fittings, flues and pipework - an engineer recognised by The Gas Safe Register as being competent to undertake such tasks.

In relation to the testing and inspection of fixed electrical installations – a person qualified to at least the AQA VRQ standard for domestic electrical installations. Such a person should be qualified to issue a report with findings showing that the installation has been tested to British Standard 7671. The person must subscribe to an accreditation scheme administered by an approved body.

Approved bodies currently include:-

BRE Certification Limited

Electrical Contractors' Association

British Standards Institution

ELECSA Limited, part of FENSA and BBA

NICEIC Certification Services Limited

Zurich Certification Limited

Any body approved by the Building Regulations Advisory Committee (BRAC) for the purposes of Part P of the Building Regulations

In relation to the testing of portable electrical appliances – a competent electrician who has received adequate training in the use of electrical appliance testing equipment and the identification of faults.

In relation to the installation, commissioning and testing of automatic fire detection and warning systems and emergency lighting systems – a person qualified as for domestic electrical installations described above or having an appropriate qualification in fire safety engineering.

7. Where licence conditions are imposed for a particular purpose that could have been achieved through the exercise of powers under Part 1 of the Act (relating to deficiencies under the Housing Health and Safety Rating System) then this does not affect the ability of the Council to subsequently take action under Part 1 of the Act if a particular hazard is identified at a later date.

8. For help and advice in relation to any issues telephone City Direct on 01902 551155 or email private.sector@wolverhampton.gov.uk.

EXPLANATORY MEMORANDUM TO
THE LICENSING OF HOUSES IN MULTIPLE OCCUPATION (PRESCRIBED
DESCRIPTION) (ENGLAND) ORDER 2018

2018 No. 221

1. Introduction

- 1.1 This explanatory memorandum has been prepared by the Ministry for Housing, Communities and Local Government and is laid before Parliament by Command of Her Majesty.

2. Purpose of the instrument

- 2.1 This instrument changes the prescribed description of houses in multiple occupation (“HMOs”) that are required to be licensed by a Local Housing Authority (“LHA”) in England. The instrument replaces the Licensing of Houses in Multiple Occupation (Prescribed Descriptions) (England) Order 2006 (S.I. 2006/371) (“the 2006 Order”), which it revokes. This instrument has the effect of extending the scope of mandatory HMO licensing in England to certain HMOs of less than three storeys.
- 2.2 There is a related instrument which we intend to bring before Parliament, the Licensing of Houses in Multiple Occupation (Mandatory Conditions of Licences) (England) Regulations 2018 No. [xxx], to be made under the affirmative procedure, which extends mandatory licence conditions in HMOs to include those relating to minimum sleeping accommodation standards, maximum occupancy of such rooms and the disposal of domestic waste in HMOs.

3. Matters of special interest to Parliament

Matters of special interest to the Joint Committee on Statutory Instruments

- 3.1 None.

Other matters of interest to the House of Commons

- 3.2 As this instrument is subject to the negative procedure and has not been prayed against, consideration as to whether there are other matters of interest to the House of Commons does not arise at this stage.

4. Legislative Context

- 4.1 Part 2 of the Housing Act 2004 (“the Act”) provides for LHAs to licence HMOs in their areas.
- 4.2 Section 61 of the Act requires every HMO to which Part 2 applies to be licensed unless a temporary exemption notice or an interim or final management order is in force in relation to it.
- 4.3 Part 2 applies to HMOs of a description prescribed under section 55(3) of the Act and to HMOs in areas which are designated as subject to additional licensing by the local housing authority under section 56 of the Act. In the latter case it is the designation that describes the HMOs that are the subject of the additional licensing.

- 4.4 Under Part 2, a licence may only be granted if the licence holder is a “fit and proper” person, the management standards are satisfactory and the HMO is suitable, or can be made suitable, for the specified number of occupiers, including shared amenity standards. Section 67 of the Act provides that an LHA may impose licence conditions relating to the management, use and occupation of the HMO and its condition and contents. Section 72 sets out licensing offences, including that it is an offence to manage or have control of an HMO that is required to be licensed, without a licence being in force.

5. Extent and Territorial Application

- 5.1 The extent of the instrument is England and Wales.
- 5.2 This instrument applies to England only.

6. European Convention on Human Rights

- 6.1 As the instrument is subject to negative resolution procedure and does not amend primary legislation, no statement is required.

7. Policy background

What is being done and why

- 7.1 The private rented sector accounts for 4.5 million or 20% of households in England¹, and it is the second largest tenure after home ownership. HMOs are an important form of accommodation within the private rented sector because they are typically cheaper than other private rental options and often house vulnerable tenants. It is estimated that there are around 508,000 HMOs across England². Currently, and since 2006, only large HMOs of three storeys or more housing five or more persons in two or more separate households are subject to mandatory licensing – capturing 60,000 HMOs. It is generally not disputed that licensing has been largely successful in improving management and safety standards in those HMOs.
- 7.2 However, since mandatory licensing was first introduced there has been a significant increase in the use of smaller properties, notably two storey houses- originally built for families- and flats, as HMO accommodation. Although some of these HMOs are licensed under local HMO licensing schemes, many are not. Some of these HMOs are operated by rogue landlords who exploit their vulnerable tenants and in some cases the public purse through housing benefit, by renting sub-standard, overcrowded and dangerous accommodation. Poor practice can include: housing illegal migrants; failing to meet the required health and safety standards; permitting overcrowding; and ineffective management of tenant behaviour. This has a significant impact not only on tenants, but also the local community through excessive waste, excessive noise and anti-social behaviour which can include the intimidation of local residents.
- 7.3 In May 2015 the then Prime Minister announced the Government’s intention to crack down on poorly managed HMOs through the extension of mandatory licensing³. The overall goal of the reforms is to address poor conditions and overcrowding in smaller HMOs, and to improve management standards so as to provide better protection for

¹ Department for Communities and Local Government; English Housing Survey 2015 – 2016: Headline Report

² <https://www.gov.uk/government/statistical-data-sets/local-authority-housing-statistics-data-returns-for-2015-to-2016>, Tab F

³ <https://www.gov.uk/government/speeches/pm-speech-on-immigration>

those living in HMOs and reduce their negative impact on the surrounding communities.

- 7.4 This instrument revokes and replaces the 2006 Order. By prescribing a broader description of HMO than the 2006 Order its effect is that mandatory licensing will apply to HMOs that are below three storeys (if they are occupied by five or more persons in two or more separate households) as well as to those of three or more storeys. It is estimated that by doing this, an additional 177,000 HMOs (on top of the existing 60,000) will become subject to mandatory licensing in England.
- 7.5 This instrument comes into force on 1 October 2018. Before that date LHAs must promote the changes this instrument makes and the extension of mandatory licensing in their respective areas. During this period, LHAs must also process applications for licences relating to those HMOs prescribed by this instrument. However, any licences issued in advance by virtue of this instrument cannot come into force before 1 October 2018. Landlords of HMOs falling within the prescribed description who fail to apply for licences by 1 October 2018 commit a criminal offence from that date.
- 7.6 Due to transitional provisions under which around 20,000 HMOs licensed under local schemes will be passported into mandatory licensing automatically, it is estimated that around 160,000 will become licensable for the first time from when the order is made.

8. Consultation outcome

- 8.1 The Government consulted extensively on the changes this instrument introduces through two consultation papers. There was broad support for the extension of scope of mandatory HMO licensing.
- 8.2 The Government published a technical discussion paper on 6 November 2015 *Extending mandatory licensing of Houses in Multiple Occupation in England*⁴ (the first consultation). The first consultation set out the principles of the licensing reforms and invited views on how far the scope of mandatory licensing should be extended. There were 449 responses to this consultation.
- 8.3 In response to the proposal to extend the scope of mandatory HMO licensing beyond those properties with three storeys or more, 380 (78%) respondents thought the scope should cover HMOs of one storey or more, and 90 (22%) thought it should only to apply to buildings of two or more storeys. It was argued by respondents that excluding single storey flats would fail to address the issues of overcrowding and would not capture the landlords who avoid the attention of LHA enforcement by letting out single storey properties. There was support for the proposed extension of mandatory licensing to flats in multiple occupation above and below business premises (regardless of the number of storeys), with 336 (79%) of respondents agreeing with the proposal. 225 (55%) of respondents thought the current threshold of five people in at least two separate thresholds should be changed, however a range of alternatives were put forward (from three persons to nine persons), none of which were more popular than the option to retain the current standard, supported by 201 people (45%).

⁴ <https://www.gov.uk/government/consultations/extending-mandatory-licensing-of-houses-in-multiple-occupation-and-related-reforms>

- 8.4 The response to the first consultation was published on 18 October 2016⁵. It was announced that the Government would extend the scope of HMO mandatory licensing to cover buildings with one storey or more (rather than limited to three storeys or more, as it is currently). The Government also confirmed that it would proceed with bringing flats above and below business premises, where there are less than three flats in the building, into scope of mandatory HMO licensing. It was stated that the current threshold of five people in two or more households would be retained, as there were no compelling reasons provided for a change in the current threshold, and no widely supported alternative.
- 8.5 A second consultation was issued on 18 October 2016 entitled *Houses in Multiple Occupation and residential property licensing reforms*⁶, which invited views on the means to implement a number of measures consulted on in the previous technical discussion paper, including the extension of scope of mandatory licensing to cover buildings of one storey or more. There were 395 responses to this consultation.
- 8.6 159 respondents (52%) agreed to the proposed threshold for mandatory licensing of multiply occupied purpose built flats. Those who disagreed questioned whether the range of flats in scope was right, including whether Tyneside flats⁷ were captured. The consultation also asked whether the proposals were clear. 189 responses (61%) stated that the rules applying to flats in purpose built blocks and converted premises were sufficiently clear. A number of LHAs argued that the proposals were confusing and could allow a number of high-risk HMOs to remain unregulated. 257 respondents (76%) agreed it was clear how the new scheme will apply to buildings that are HMOs occupied by five persons in two or more households.
- 8.7 The Government's response to the second consultation is at: <https://www.gov.uk/government/consultations/houses-in-multiple-occupation-and-residential-property-licensing-reforms>. It sets out how it is planned to implement the reforms through secondary legislation, including how flats in multiple occupation are to be treated.

9. Guidance

- 9.1 We will be issuing non statutory guidance for LHAs on the extent of mandatory HMO licensing and associated rules.

10. Impact

- 10.1 We estimate the annual direct net cost to business will be £23.5m. However, this figure includes costs in relation the new licensing conditions which is being enacted by the Licensing of Houses in Multiple Occupation (Mandatory Conditions of Licences) (England) Regulations 2018 No. [xxx]. There is no impact on charities or voluntary bodies.
- 10.2 The impact on the public sector is that local authorities will be obliged to licence more HMOs than they currently do. However, the Act provides them with the power to

⁵https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/560777/HMO_Tech_Disc_RES_PONSE_DOC.pdf

⁶ <https://www.gov.uk/government/consultations/houses-in-multiple-occupation-and-residential-property-licensing-reforms>

⁷ Tyneside flats are commonly found in the Tyneside area of the North East of England, but similar constructed blocks are also found elsewhere. They comprise of two flats (each with their own entrance from the street) built in a two storey block resembling a typical terrace house of the area.

charge licensing fees to cover the cost of administering their licensing functions under Part 2 of the Act.

- 10.3 A full Regulatory Impact Assessment is submitted with this memorandum and is published alongside the Explanatory Memorandum on the legislation.gov.uk website.

11. Regulating small business

- 11.1 The legislation applies to activities that are undertaken by small businesses.
- 11.2 The majority of private sector landlords (including landlords of HMOs) own one rented property and would likely be classified as a small business. Therefore, the Government is not proposing to exempt small and micro businesses as it would result in the policy failing to meet its objectives of reducing rogue landlord activity and other exploitative behaviour. It is estimated that the most significant impact on each landlord will be the cost of obtaining a licence, mainly the fee payable, as set out in the Impact Assessment.

12. Monitoring & review

- 12.1 A review of this instrument will be carried out by October 2021.

13. Contact

- 13.1 Laurence Morton at the Ministry for Housing, Communities and Local Government, (telephone: 0303 44 46765 or Laurence.Morton@communities.gsi.gov.uk)

Or

Cynthia Brathwaite at the Ministry for Housing, Communities and Local Government, (telephone: 0303 44 42402 or cynthia.brathwaite@communities.gsi.gov.uk)

can answer any queries regarding the instrument.

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CITY OF WOLVERHAMPTON COUNCIL	Cabinet 12 September 2018
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Report title	Better Care Fund Section 75 Agreement (Pooled Budget 2018-2019)	
Decision designation	AMBER	
Cabinet member with lead responsibility	Councillor Sandra Samuels OBE Adults	
Corporate Plan priority	People - Stronger Communities	
Key decision	Yes	
In forward plan	Yes	
Wards affected	All Wards	
Accountable Director	Mark Taylor, Strategic Director, People	
Originating service	People Commissioning Team	
Accountable employee	Ann Riley Tel Email	Lead Commissioner 01902 551168 Ann.Riley@wolverhampton.gov.uk
Report to be/has been considered by	Strategic Executive Board	21 August 2018

Recommendations for decision:

The Cabinet is recommended to:

1. Approve that the Section 75 Agreement (Pooled Budget) with the NHS Wolverhampton Clinical Commissioning Group continue for 2018-2019.
2. Delegate authority to the Cabinet Members for Adults, Public Health and Wellbeing and Resources, in consultation with the Director of Adult Social Service, Director of Public Health and the Director of Finance, to approve the revised Section 75 Agreement (Pooled Budget) for 2018-2019.

1.0 Purpose

1.1 The purpose of the report is to:

- Seek Cabinet approval to continue the Section 75 Agreement (Pooled Budget) with NHS Wolverhampton Clinical Commissioning Group (WCCG) for 2018-2019.
- Seek delegated authority to the Cabinet Members for Adults, Public Health and Wellbeing and Resources, in consultation with the Director of Adults Social Service (DASS), Director of Public Health (DoPH) and Strategic Director of Finance, to approve the revised Section 75 Agreement (Pooled Budget) for 2018-2019.

2.0 Background

2.1 On 26 April 2017, Cabinet approved the report 'Better Care Fund Section 75 Agreement (Pooled Budget 2017-2018) and Additional Adult Social Care monies announced during the Spring 2017 Budget statement' which can be found [here](#). The information in the previous report applies to the current position.

3.0 Evaluation of alternative options

3.1 Section 75 of the National Health Service 2006 Act gives powers to local authorities and health bodies to establish and maintain pooled funds out of which payments may be made towards expenditure incurred in the exercise of prescribed Local Authority functions and prescribed National Health Service functions. In order to operate a pooled budget the partners are required to have in place a Section 75 Agreement. If the Section 75 Agreement with the NHS WCCG was not continued, the partners would fail to comply with the requirements of NHS England under the BCF Pooled Fund arrangements. If this were the case, relevant funding would not be received.

4.0 Reasons for decisions

4.1 A Section 75 Agreement is a fundamental requirement of the BCF and must be finalised and signed by both organisations in order for the pooled fund to be set up and the relevant funding to be received.

5.0 Financial implications

5.1 The 2018-2019 pooled revenue budget is £64.9 million of which £28.4 million is a contribution from Council resources and £36.5 million from the CCG. The Council's contribution includes the improved Better Care Fund and the additional Adults Social Care (iBCF) monies announced in the Spring Budget which totals £10.4 million. It should also be noted that the fund includes £6.637 million representing the NHS transfer of Social Care (Section 256). In addition to the revenue budget the fund includes a capital grant of £2.9 million (Disabled Facilities Grant).

5.2 The 2018-2019 Better Care Fund is broken down into the following workstreams:

Workstream	CWC Cap £000	CCG Cap £000
Adult Community Services	25,214	27,742
Dementia	283	2,644
Mental Health	2,800	5,433
CAMHS	125	673
Total Revenue Contribution	28,422	36,491
Capital - Ring Fenced Grant	2,917	

5.3 The Section 75 agreement makes provision for the Care Act monies of £713,000 to be transferred from the CCG to the Council to support the costs associated with the Care Act.

5.4 The Section 75 agreement details the risk sharing arrangements for any over / underspend with the pooled fund. A cap will be set by each partner on the exposure to the other partners overspend in the pooled fund. The new iBCF monies, care act monies and capital expenditure (Disabled Facilities Grant) is excluded from the cap. The caps are as follows:

Workstream	CWC Cap £000	CCG Cap £000
Cap on other Partners overspend	190	240

5.5 In the event that the overspend is below the total cap of £430,000, the overspend will be apportioned in accordance with each partner's total revenue contribution to the pooled fund as detailed in the table below:

Workstream	CWC % Risk Share	CCG % Risk Share
Revenue Contribution to Pooled Budget	44	56
Care Act		Capped*
New iBCF Monies	100	
Capital Ring Fenced Grant	100	

*the Care Act monies will be passed over to the Council from the CCG. Any overspend in relation to Care Act responsibilities will be picked up by the Council so risk sharing is not applicable.

- 5.6 If the overspend exceeds the cap of £430,000, then each partner will pick up the overspend in relation to their schemes. Each partner exposure to overspend in relation to the other partner's schemes will be capped at the amounts detailed above in section 5.5.
- 5.7 Each partner will contribute to the demographic growth (£2 million) of the Council. The split will be in line with the total revenue contribution and is detailed below:

Organisation	Percentage Split %	Contribution £000
CWC	44	880
CCG	56	1,120

[DD/14082018/D]

6.0 Legal implications

- 6.1 Under Section 75 of the National Health Service Act 2006, NHS bodies may enter into arrangements with local authorities in relation to NHS functions and the health functions of local authorities.
- 6.2 The Council may therefore enter into an agreement with WCCG under Section 75 of the NHS Act 2006 or renew an existing agreement.
- 6.3 Legal advice will be required in respect of the specific terms of the agreement.

[TS/14082018/Q]

7.0 Equalities implications

- 7.1 This report seeks approval for delegated authority to approve the final terms of the proposed Section 75 Agreement (Pooled Budget) for 2018-2019. Where required the detailed proposals will have individual equalities analysis undertaken.

8.0 Environmental implications

- 8.1 There are no specific environmental implications identified, however any detailed plans are considered in their own rights.

9.0 Human resources implications

- 9.1 There are no specific human resources implications identified, however any detailed plans are considered in their own rights.

10.0 Corporate landlord implications

- 10.1 There are no specific corporate implications identified, however any detailed plans are considered in their own rights.

11.0 Schedule of background papers

- 11.1 Cabinet, 26 April 2017 – '[Better Care Fund Section 75 Agreement \(Pooled Budget 2017-2018\)](#)'.

CITY OF WOLVERHAMPTON COUNCIL	Cabinet 12 September 2018
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Report title	Local Offer for Care Leavers	
Decision designation	AMBER	
Cabinet member with lead responsibility	Councillor Paul Sweet Children and Young People	
Corporate Plan priority	People - Stronger Communities	
Key decision	Yes	
In forward plan	Yes	
Wards affected	All Wards	
Accountable Director	Emma Bennett, Director of Children's Services	
Originating service	Children and Young People	
Accountable employee	Alison Hinds Tel Email	Head of Looked after Children 01902 553035 Alison.hinds@wolverhampton.gov.uk
Report to be/has been considered by	Strategic Executive Board	21 August 2018

Recommendation for decision:

The Cabinet is recommended to:

1. Endorse the Local Offer for Care Leavers
2. Delegate authority to the Director of Children's Services to consider and agree any variation to the current Local Offer within the annual review period.

1.0 Purpose

- 1.1 The purpose of the report is to provide details of the City of Wolverhampton's Local Offer for Care Leavers and for Cabinet to endorse the Local Offer.

2.0 Background

- 2.1 Following the 'Children's Social Care Reform – A Vision for Change' document published in January 2016, the government produced the Children and Social Work Bill which subsequently received Royal Assent on 27 April 2017. Implicit in the Children and Social Work Act 2017 is the requirement to improve support for looked after children in England and Wales especially for those leaving care.
- 2.2 The Act introduces seven corporate parenting principles to which local authorities must have regard. These are:
- to act in the best interests and promote the physical and mental health and wellbeing of relevant children and young people
 - to encourage those children and young people to express their views, wishes and feelings
 - to take into account the views, wishes and feelings of those children and young people
 - to help those children and young people gain access to and make best use of services provided by the local authority and its relevant partners
 - to promote high aspirations and seek to secure the best outcomes for those children and young people
 - to have regard to the need for those children and young people to be safe and have stability in their home lives, relationships and education or work
 - to prepare those children and young people for adulthood and independent living.
- 2.3 By September 2018 local authorities in England are required to publish a Local Offer for care leavers, providing information about services which the local authority offers that may assist care leavers in, or in preparing for, adulthood and independent living. This includes services relating to health and well-being, relationships, education and training, employment, accommodation and participation in society.
- 2.4 In addition to the Local Offer, the City of Wolverhampton Council (CWC) is one of six champion local authorities across the country working with a Wolverhampton based company, Spectre. Spectre are the key delivery partner for the Department for Education on the development of a national Care Leaver Covenant. This is not only an opportunity for CWC to be part of the development of a national initiative for care leavers which will enhance opportunities for care leavers on a national scale, but it is also an opportunity for CWC to showcase the work that is currently being undertaken ensuring the social

value aspect of contracts awarded by the council address and benefit the needs of care leavers.

3.0 Progress

- 3.1 The City of Wolverhampton Children and Young People's Service has worked closely with internal and external partners, and with care leavers via the Care Leavers' Forum to co-produce the Local Offer for Care Leavers. The Local Offer not only details the statutory requirements of support to care leavers, but also includes details of additional support and services that are available within the City of Wolverhampton for care leavers who have been previously looked after by the City of Wolverhampton.
- 3.2 Once endorsement is received from Cabinet the Local Offer will be published and the content made available in different forms, utilising traditional written documentation and publication, but also utilising the council website and social media. It will be communicated to care leavers and professionals working with care leavers across the City. The Local Offer will be officially launched in national Care Leavers' week in October.
- 3.3 The City of Wolverhampton Council is continuing to work with care leavers and partner organisations on enhancements to the Local Offer. The Local Offer will be reviewed on an annual basis. Any additional service or support available will be added to the Local Offer when it is reviewed.
- 3.4 In order for the Local Offer to be varied to enhance the support to care leavers within the annual review period, it is proposed that the Director of Children's Services is delegated the necessary authority to agree any variation required .

4.0 Evaluation of alternative option

- 4.1 Production and publication of a Local Offer for care leavers is a statutory requirement. The City of Wolverhampton Council has worked closely with partner agencies within the City to maximise the support available to care leavers.

5.0 Reasons for decisions

- 5.1 Production and publication of a Local Offer is a statutory requirement. Publication of the offer will ensure that care leavers up to the age of 25 are made aware of the services available to them.

6.0 Financial implications

- 6.1 The statutory elements of the Local Offer for Care Leavers are contained within existing budgets in the Transitions Team under the Looked after Children's Service.
- 6.2 The other discretionary elements of the Local Offer for Care Leavers have been negotiated with other partners as in-kind contributions to the offer.

- 6.3 There are no other direct costs associated with the Local Offer for Care Leavers.

[NM/10072018/U]

7.0 Legal implications

- 7.1 Section 2 of the Children and Social Work Act 2017 requires each local authority to consult on and publish a local offer for its care leavers.
- 7.2 It must also publish information on any other services the local authority offers that may assist care leavers in preparing for adulthood and independent living. This includes services relating to health and well-being, relationships, education and training, employment, accommodation and participation in society.

[TC/11072018/B]

8.0 Equalities implications

- 8.1 An equalities analysis has been completed. This has raised no concerns relating to equalities. The Local Offer supports the ambition to improve opportunities and reduce disadvantage that care leavers face within society.

9.0 Environmental implications

- 9.1 There are no environmental implications arising from this report.

10.0 Human resources implications

- 10.1 There are no human resource implications arising from this report.

11.0 Corporate landlord implications

- 11.1 There are no corporate landlord implications arising from this report.

12.0 Appendices

Appendix 1 - The City of Wolverhampton Local Offer for Care Leavers


The City of Wolverhampton's Local Offer to Care Leavers Aged 16-25

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What is the Local Offer to Care Leavers?

The City of Wolverhampton Council

Welcome to the Local Offer for care leavers. Here you will find information about the support that is available to young people who have been in the care of the City and are now aged 16-25. We have outlined what you are entitled to by law and additional support we have been able to secure with the help of partner organisations this is labelled with .

The Children and Social Work Act 2017 details how the provision for care leavers has been extended to include young people aged 22-25 who are not in education. If you are a care leaver you can use this document to find out what support, you are able to access. This Local Offer has been co-produced with care leavers and professionals who support care leavers in the City of Wolverhampton.

What you can expect from your Corporate Parents?

Being a corporate parent means the council and its partners, do everything it can for the children and young people in, or leaving, the council's care to give them all the opportunities that other children and young people get. We are ambitious for the children in our care and care leavers, we want to encourage you to dream big.

The City of Wolverhampton's Pledge to care leavers is

- *To respect and honour your identity*
- *To listen to you*
- *To always believe in you*
- *To keep you informed*
- *To support and guide you*
- *To find you a safe home*
- *To be your champion*
- *To be realistic and honest*

What does the Wolverhampton Transitions Team do?

Following changes introduced through the Children & Social Work Act 2017, you will be able to ask for support from your Young Person Adviser up to the age of 25, whether you are in education or training, or not.

Your Young Person Adviser is there to help you to prepare to live independently and to offer advice and support after you leave care. Your Young Person Adviser should talk to you about what support you need and record this information in your pathway plan.

Your pathway plan is written with you, and the important people in your life. It sets out your needs, views and future goals, and identifies exactly what support you will receive. We will review your pathway plan with you regularly so that it is kept up-to-date.

We will try to enable you to keep the same Young Person Adviser, though this will not always be possible. The amount of support that you receive from your Young Person Adviser will depend on what you want and your circumstances.

The Transitions Team will work with you to consider what extra support you may need.

The City of Wolverhampton Council alone cannot meet the needs of care leavers and has worked effectively with partners to implement this offer to care leavers.

What is the role of a Young Person Adviser?








When you leave care, in most circumstances, your Young Person Advisor (YPA) will become your primary worker and continue working with you until you are 21. They will also work with you after you are 21, up until the age of 25 if you request this. A Young Person Advisor (YPA) will be allocated to you just prior to your 16th birthday. Your Young Person Advisor (YPA) will provide you with advice, information and guidance to support you to make informed choices for yourself.






What is the role of a Social Worker?

You may still have a Social Worker up to 25. This could be because you need additional support in keeping you safe, you could have a disability, or you could have an illness which means you need this extra help.

Health & Wellbeing





We want you to have the right support to have a happy and healthy life to help you achieve this:





- You will receive a children who are looked after Health Passport and a leaving care health summary. Access to information, advice and guidance for specific health needs will be offered by the nurses who support children who are looked after
-  You can receive free membership to The Way Youth Zone, if you are 19 or under. This will enable you to have access to all services offered at The Way. A drop in for care leavers up to age 19 is held every Friday from 12-4pm offering you opportunities to seek support and advice
- Your YPA can access information and advice from the children who are looked after Nurse around your health needs
-  You can find out about essential health services via the children who are looked after webpage. www.wolverhamptonlac.co.uk
- You can get support from adult services where this is required
-  You can attend a quarterly sexual health workshop
- You can get help to make good and safe sexual health choices from Embrace which includes free access to the Contraceptive 'C' Card scheme and 'home testing' sexual health screening kit
-  You can attend the care leavers' allotment, Plot to Plate which encourages you to have a healthy diet and lifestyle and gives you chance to grow and cook your own produce
-  You can attend the Indi Group, an independence programme where you can meet other care leavers and staff. This is held at The Way Youth Zone every Friday from 4.30- 7.30 pm
-  If you live in a Transitions flat you will be offered the opportunity to achieve an Asdan accreditation in Living Independently to help you develop your skills as you move into adulthood
-  If you are a young parent, you can attend a group that runs at The Way Youth Zone, which will support, guide and encourage you to learn good parenting skills

-  You can have free membership to all WV Active gyms within Wolverhampton and can you can take a guest with you. Here you will also be able to get free one to one swimming lessons, and free life guard training is also available
-  You can have a free haircut on Monday, Tuesday and Wednesday at WoW hair salon Cannock Road Salon, Wolverhampton
-  You can have counselling support from the Children's Society and Barnardo's
-  You can receive online counselling from Kooth, the provider of the service, up to the age of 19. <https://kooth.com/>
-  You can get support to improve your mental health from Healthy Minds. <http://www.wolverhamptonhealthyminds.nhs.uk/>
- You can receive support with substance misuse. You can get this from Wolverhampton Recovery Near You

RELATIONSHIPS






We want you to have good, positive and secure relationships, to help you with this:










-  You can drop in to the Transitions Team for information, advice and guidance from a duty worker Monday to Friday 9am. - 4.30pm
- You will be able to get help and support in maintaining, or regaining, contact with your family if safe for you to do so
- You will receive a young person's advisor (YPA) up until the age of 25
-  You will receive a birthday card from the Director of Children's Services on your 18 and 21 birthdays. You will receive a £25 birthday gift on your birthdays between 18 and 21
-  You can receive support from a mentor for children who are looked after and care leavers
-  *You can have access to the Grandmentors Scheme supported by Volunteering Matters, giving you mentor support from a grandparent figure.


-  You can receive support from a mentor at Head Start. <http://www.headstartonline.co.uk/ambassadorsapplication/>
-  You can receive support from a mentor at The Way Youth Zone <https://www.thewayyouthzone.org/mentoring>
-  You can receive support from a mentor The Combined Authority Mayor's Mentors Programme. <http://www.wmca.org.uk/mayorsmentors>
-  You can get peer to peer support at the Indi Group and at the Care Leavers Forum

EDUCATION, TRAINING & EMPLOYMENT

We want to support you to have high aspirations for yourself and enable you to reach your full potential, to achieve this:








- You can get information, support and guidance in applying for a place in Higher Education. You can receive support when you are there, and advice when you are ready to leave.
- If you attend university either locally or nationally, you will be entitled to a bursary to support you financially
-  You can get support on post-graduation career planning
-  We will offer you financial assistance whilst at university, which includes support with travel, accommodation and academic books
-  You can get support from the Education Employment and Training (EET) Coordinator offering information advice and guidance on accessing education training and employment. This includes help with career planning and support with accessing funding
-  You can attend a weekly drop in session at The Way every Friday afternoon and individual appointments are also available for career advice and support
-  You can get support to ensure you have appropriate clothing for interviews
- You will have a post 16 Personal Education Plans (PEP) whilst you are still looked after and in education, employment and training





-  You can receive a post 16 PEP as a care leaver to help support you with your employment, education or training.
-  We can provide you with help and support in accessing work experience
- You can get support from Connexions, who provide careers advice and support to young people aged 13-19, and up to age 25 if you have an Education Health Care Plan (EHCP)
- If you're not in education, employment or in training you can get additional support to help you. This can include support from Impact, who will help you to access support to get into education, training and employment
-  When ready for work you can get support from a work coach from Wolves@Work
-  You can find out about opportunities on getting into work through the website WorkBox <http://www.wolvesworkbox.com/> here you will find The City of Wolverhampton Council multiple apprenticeship opportunities available to you .
-  As a care leaver you will be guaranteed an interview for any apprenticeship you apply for
-  You can access support with interview techniques through the EET coordinator and you can participate in a mock interview that will be related to the position you are applying for
-  Wolverhampton Homes offer 5 apprenticeships opportunities per year to care leavers
-  The Children and Young People's Service, offer 3 work opportunities per year to care leavers
- You will receive a £1000 bursary when undertaking an apprenticeship
- You can get financial support with travel, clothes and equipment when starting work
-  You can access free dry-cleaning services through Timpsons to help you to prepare for interviews

-  You can access a 50% discount on transport on most Network West Midlands travel passes, and National Express travel passes for up to three months when you start a new job
- You can access a 16-18 photocard which entitles all 16-18-year olds to buy child rate tickets for travel on the bus, train and tram. The 16-18 photocard is available to those in full-time education, apprentices, trainees and those in employment
- You could be entitled to an English National Concessionary Pass which gives those of you who are registered disabled, free travel by bus anywhere in England during 'off-peak' from Monday to Friday

ACCOMMODATION






We want you to feel safe and secure where you live to help you achieve this:














- You can have access to a range of supported accommodation: hostels, foyers, supported lodgings and social housing
-  When you are a Wolverhampton Homes tenant you can get support from your local community safety team at the neighbourhood police who can give you information on support available in your local area
-  You can access the children who are looked after training flat to help you trial living independently
-  You can access a Transitions flat when you are 16-18-year old if this is right for you. You will receive support from a housing support worker who will support you between 10 – 30 hours per week
-  You can access the emergency accommodation pad in an absolute emergency
-  We work closely with Wolverhampton Homes to ensure that you will not be made intentionally homeless when you are living in a Wolverhampton Homes property
-  We work in partnership with Wolverhampton Homes to support you in securing a tenancy when you turn 18
-  If you are a Wolverhampton Homes care leaver tenant, you will receive rent subsidy on account, to help protect your rent payments



-  If you are a Wolverhampton Homes care leaver tenant, you can get support in receiving essential setting up home items
-  If you are a care leaver who lives in Wolverhampton you are fully exempt from Council Tax up to the age of 25
- You will receive up to £2,000 Setting up Home Grant when you move into your accommodation
-  You will be offered priority (Band 1) allocations with Wolverhampton Homes
- You will have the opportunity to Stay Put in with your foster carer until you are 21
-  If you are leaving custody you will have a visit from the Senior Housing Support Worker to ensure you have a suitable accommodation on release

PARTICIPATION IN SOCIETY

We want you to feel part of your community and to help you with this:


-  You will have the opportunity to be nominated for an I Award. This is an annual award ceremony that celebrates the achievements of children who are looked after and care leavers
-  You will have the opportunity to be nominated for local and national awards
-  You will have the opportunity to be nominated for Care Leaver of the Month
-  You can have access to a webpage information on opportunities to join groups and clubs. www.wolverhamptonlac.co.uk
- You will have the opportunity to access advice and guidance on challenging any discrimination you may face as a care leaver
- You will have access to advice and guidance to secure British Citizenship before the age of 18 if you are required to apply
-  You will have the opportunity to come together with other young people and staff to build relationships, for example, at our annual Easter half away day, our annual Christmas party, our annual summer BBQ and our annual Christmas meal



-  You will have the opportunity to take part in the annual National Take Over Challenge
-  You will have the opportunity to take part in a full week's activities to celebrate Care Leavers Week
-  You can access to Facebook/webpage / Twitter link / Instagram link / children who are looked after website to ensure awareness of events and significant changes in service delivery
-  You can access the Swap Shop for household items through Facebook
-  You can access clothing through the clothing bank at the Transitions Team
-  You can access MOMO app that helps young people say what they want, when they want to professionals working with you
-  You will be asked to take part in or annual care leaver survey to ensure you can feedback your thoughts on the services provided to you
- You be offered an exit interview when you no longer require the services of the Transitions Team
-  You can get support to help you to enrol on the electoral register to enable you to vote
-  You will have the opportunity to participate in supporting the Election processes provided by City of Wolverhampton Council
-  You will have the opportunity to join a monthly care leavers forum, 'Care Leavers Independent Collective' supporting young people to have their say about the services they receive or require
-  You will have the opportunity to sit on the Corporate Parenting Board representing care leavers
-  You will have the opportunity to attend the National Care Leaver Bench Marking Forum events
-  You will have the opportunity to be trained in Total Respect (training for professionals ,by care experienced young people) and facilitate this training for professionals

-  You will have the opportunity to contribute to the selection process for internal and external job roles at the City of Wolverhampton
-  You will have the opportunity to develop the National Covenant for Care Leavers as part of the Wolverhampton's role as a pilot local authority
- You will have the opportunity to attend National Citizenship Service at no cost for care leavers aged 16-17
- You could be entitled to an English National Concessionary Pass which gives those of you who are registered disabled, free travel by bus anywhere in England during 'off-peak' from Monday to Friday

FINANCE

We want to support you in making sound financial decisions that are right for you now and for the future, to help you with this:

- You will have access to a Personal Allowance when you are aged 16-17, not living in foster or residential care and are unable to access public funds. This will continue when you are 18 if you have no recourse to public funds
- You are entitled to £10 per week pocket money if you are in custody or hospital establishment aged 16-17
- You may be able to receive Emergency Crisis Payments
- You will receive rent allowance if you are aged 16-17 for the full cost of your rent or placement costs
- You will receive Religious Festival Allowance when you are under the age of 18 if you are not living in foster or residential care – this is up to £50 per year. This payment is to be given during the festival period chosen by you such as Ramadan, Hanukkah or Christmas
- You will be supported to open a bank account
-  You will be supported to have good financial management skills and helped to avoid debt
- When you are 18 you can get support and information on how to access your Children's Trust Fund, your Junior ISA and any savings you may have

-  You will be offered opportunities to engage in courses on budgeting skills which could lead to an ASDAN award
- We will support you to ensure you are receiving your benefit entitlement and offer support if there is delay in accessing this
-  You will have the opportunity to make a claim to the Department for Work and Pensions prior to your 18 birthday to ensure you receive benefit entitlement in a timely manner
- You can get up to £2,000 Setting Up Home Grant
- You will be able to receive support for education items when required if you are in Further or Higher Education. This can be up to £120 per year for books, materials, equipment
- You will receive support to access important documents before your 18 birthday such as your passport, provisional driving license and birth certificate

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CITY OF WOLVERHAMPTON COUNCIL	Cabinet 12 September 2018
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Report title	Safer Wolverhampton Partnership Annual Report 2017-2018	
Decision designation	AMBER	
Cabinet member with lead responsibility	Councillor Hazel Malcolm Public Health and Wellbeing	
Corporate Plan priority	People - Stronger Communities	
Key decision	No	
In forward plan	Yes	
Wards affected	All Wards	
Accountable Director	Mark Taylor, Strategic Director, People	
Originating service	Community Safety, Public Health	
Accountable employee	Karen Samuels Tel Email	Head of Community Safety Tel: 01902 551341 karen.samuels@wolverhampton.gov.uk
Report to be/has been considered by	Strategic Executive Board	28 August 2018

Recommendation for decision:

The Cabinet is recommended to:

Endorse the Safer Wolverhampton Partnership Annual Report 2017-2018 and support identified areas for development.

1.0 Purpose

- 1.1 To provide a summary of Safer Wolverhampton Partnership progress during 2017-2018 detailed within its annual report, attached at Appendix 1 to this report, and seek support for identified areas of future development.

2.0 Background

- 2.1 Safer Wolverhampton Partnership is statutorily required to produce an annual report detailing progress against its strategic plan and performance. The annual report also details services commissioned using the annual allocated grant from the Office of the Police and Crime Commissioner, against which it is required to produce quarterly expenditure and outcome reports.
- 2.2 The annual report summarises performance against the City's 2017-2020 Community Safety and Harm Reduction Strategy, which encompasses the following strategic priorities:
- Reducing Reoffending
 - Reducing Victimisation
 - Violence Prevention

3.0 Progress Against Strategic Priorities – Reducing reoffending

- 3.1 A Black Country Strategic Group has been developed to reduce the number of local meetings and to allow the Black Country areas to share best practice and work collaboratively to reduce reoffending.
- 3.2 Work has begun on a Black Country Reducing Reoffending Strategy which will complement and align with the Black Country Strategic Group. Safer Wolverhampton Partnership are leading on this work in close collaboration with the other Black Country community safety partnerships. Local action plans will be developed to retain appropriate responses and any local variations.

4.0 Progress Against Strategic Priorities – Reducing Victimisation

- 4.1 The 2016-2019 multi-agency Violence Against Women and Girls Strategy is providing clear direction to the City's approach to driving forward important improvements in tackling the 5 strands of violence against women and girls: domestic abuse, sexual violence, female genital mutilation, honour-based violence and forced marriage.
- 4.2 During 2017-2018, 651 high risk cases were discussed at multi-agency risk assessment conference. Wolverhampton Domestic Violence Forum training plan has been refreshed and expanded to encompass hidden crimes and 2017-2018 saw a successful Orange the World campaign to raise awareness of violence against women and girls.
- 4.3 Confirmation was received in July 2017 that Wolverhampton had been awarded £500K from the Violence Against Women and Girls Fund to cover the three-year period 2017-2020. The allocation will aid implementation of the 2016-2019 violence against women and girls action plan by addressing identified unmet need within the City, whilst building

on the positive work already undertaken to integrate an improved response to VAWG through mainstream delivery and to build sustainable change over the long term.

5.0 Progress Against Strategic Priorities – Violence Prevention

- 5.1 Delivery against the Preventing Gang Involvement and Youth Violence Strategy 2016-2019 has continued with a strong focus on providing early intervention and prevention activities to those either at risk of gang involvement or to young people who are already affiliated with gangs or involved in youth violence.
- 5.2 During 2017-2018, the Youth Offending Team continued to utilise part of the Police and Crime Commissioner grant to part fund staffing to deliver bespoke Community Resolution Workshops for young people. Young people apprehended by the police for low level offending who are on the cusp of entering the Youth Justice system are offered a brief assessment and intervention workshop which is designed to divert them from further offending and signpost them to appropriate services required.
- 5.3 In line with other West Midlands areas and the national picture, 2017-2018 presented fresh challenges around youth violence and gang related violence. In response, specialist partner agencies have been commissioned to deliver services in specifically identified locations where both gang activity and youth violence are prevalent.

6.0 Compliance with Statutory Duties

- 6.1 Delivery of Wolverhampton's response to the Prevent duty is both a statutory and priority area for the partnership. Wolverhampton continues to be considered a low risk area, and as such does not receive Home Office funding. Despite this, Safer Wolverhampton Partnership continues to promote Workshops to Raise Awareness of Prevent training within the city, utilising its bank of trainers. Channel Panel case management arrangements are strong.
- 6.2 During 2017-2018 Safer Wolverhampton Partnership received two notifications of domestic violence related deaths in Wolverhampton that could meet the criteria for undertaking a Domestic Homicide Review. Neither were undertaken as a full Domestic Homicide Review. One had no agency contact with Wolverhampton and therefore there was deemed to be no possible learning. This was supported by the Home Office. The other case was reviewed in Birmingham as the victim was a resident there.

7.0 Performance Snapshot

- Wolverhampton saw a 13.6% upturn in total recorded crime since 2016-2017, with 21,225 offences (an increase of 2541). This is synonymous across the West Midlands, with Wolverhampton sustaining one of the lowest increases.
- Vehicle crime, business crime, violent offences and robbery were all contributing factors.
- Violent crimes with a knife or bladed weapon rose by 30 offences (16.5%); this is the 4th lowest increase across the West Midlands.

- Small increases in traditionally hidden crimes such as female genital mutilation and modern slavery reflect local efforts to increase confidence in reporting.

8.0 Future Developments

- 8.1 The partnership will face new challenges over the next 12 months. The grant issued by the Police and Crime Commissioner has been reduced for the third year running, resulting in a reduced programme of commissioning to meet Safer Wolverhampton Partnership strategic priorities. The way that funding is distributed, has changed significantly, which is impacting on the ability to commission specialist services.
- 8.2 From 2020 the Police and Crime Commissioner and West Midlands Mayor's offices will combine. The information available is currently limited, however it causes more uncertainty for Community Safety Partnerships from 2020 onwards. It has been confirmed that some services, including funding for Domestic Homicide Reviews and Youth Offending Teams, will be funded directly by the Office of the Police and Crime Commissioner. It is anticipated that moving forward more services and programmes will be commissioned this way.

9.0 Summary of 2018-2019 Delivery

9.1 Reducing Reoffending

- Implement a Black Country wide Reducing Reoffending strategy
- Improve recovery rates for offenders & those at risk of substance misuse problems
- Improve city image and business confidence by tackling aggressive begging and rough sleeping
- Address drug dealing amongst individuals, with a particular focus on New Psychoactive Substances
- Identify young people at risk of offending at an early stage and provide interventions, considering a 'whole family' approach
- Reduce volume crime with focus on vehicle crime, burglary, shoplifting and DA

9.2 Reducing Victimisation

- Develop interventions to deter young people from committing violent acts
- Provide early interventions to deter young people from carrying bladed weapons
- Provide critical call out mediation services to reduce tensions and escalations of violence
- Apply available legislative tools and powers to increase the effective management of offenders
- Delivery of Domestic Abuse perpetrator programmes inside and outside of the criminal justice system

9.3 Violence Prevention

- Engage with identified communities to break the cycle of cultural acceptance of domestic related abuse and vulnerability

- Build confidence within communities subjected to hate crime to increase reporting and strengthen cohesion
- Work with partners to strengthen and integrate the collective response to domestic abuse
- Increase understanding of modern slavery and build confidence of victims to report issues and access support
- Targeted engagement with businesses to reduce the risk of business victimisation
- Development of a multi-agency Serious Violence and Exploitation Strategy 2019-2022

10.0 Financial Implications

- 10.1 Implementation of the Community Safety Strategy will be largely delivered through existing mainstream partner resources. Wolverhampton's grant allocation of £229,000 in 2018-2019 will be used to support the programme. Subject to agreement from the PCC, the anticipated carry forward of £21,000 will be added to the 2018-2019 programme.
- 10.2 The PCC allocation, when received, is ringfenced for Community Safety use by SWP in line with conditions of grant. The grant is received by the City of Wolverhampton Council as accountable body for SWP.

[MI/27062018/X]

11.0 Legal implications

- 11.1 Sections 5 and 6 of the Crime and Disorder Act 1998 require the Council and other responsible authorities to formulate and implement strategies to reduce crime and disorder in the area. Subsequent revisions to the Act (Police and Justice Act 2006) places a duty on Community Safety Partnerships to prepare strategic assessments with the purpose of informing the partnership plan revisions.
- 11.2 Section 17 of the Crime and Disorder Act 1998 (amended) requires the Council along with the other Responsible Authorities to exercise their functions with due regard to do all that they reasonably can by way of preventing crime and disorder, anti-social behaviour, substance misuse and re-offending in the locality. All aspects of this requirement are featured within the strategy.

[TS/26062018/R]

12.0 Equalities implications

- 12.1 Delivery detailed within the Annual Report is reflected in the 2017-2020 Community Safety and Harm Reduction Strategy, Violence Against Women and Girls Strategy and Preventing Gang Involvement and Youth Violence Strategy which have been subject to full equality analyses. Delivery strengthens the City's efforts to further equalities and actively addresses disproportionality associated with certain crimes.
- 12.2 As an update report of the issues and actions described in the overall strategy and its associated equality analyses there are no new equalities issues that have arisen between the adoption of the strategy and this update report.

13.0 Environmental implications

13.1 There are no environmental implications arising from this report.

14.0 Human resources implications

14.1 There are no human resource implications arising from this report.

15.0 Corporate landlord implications

15.1 There are no Corporate Landlord implications for the Council's property portfolio.

16.0 Appendices

Appendix 1 – Safer Wolverhampton Partnership Annual Report 2017-2018



Safer Wolverhampton Partnership Annual Report 2017-2018



Operating as Wolverhampton's Local Police & Crime Board



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Introduction by Chair of the Safer Wolverhampton Partnership

We're pleased to present Safer Wolverhampton Partnership (SWP) annual report for 2017-2018. With the SWP Board appointing a new Chair in November 2017, it's provided the opportunity to take a fresh look at how we provide strong governance for delivery against our crime reduction and community safety priorities and how we problem solve together to meet presenting challenges.

Our performance this year highlights significant steps forward in some areas; our strengthened partnership approach to delivering our objectives, the increased confidence of reporting traditionally hidden crimes associated with violence against women and girls, modern slavery and hate crime are particularly encouraging.

It also pulls into focus the need for a targeted approach in tackling other volume crimes such as robbery and vehicle crimes and, how we address the growing prevalence of violence and weapon-related

offending moving forward. Whilst not out of kilter with the national or regional picture, we have an opportunity to learn from successes elsewhere in the country and build on the local progress we're continuing to make in these areas.

The national and regional landscape is also changing in response to these trends; national policy shifts such as the recent launch of a new Serious Violence Strategy and the findings published from the West Midlands Police and Crime Commissioner's Gangs Commission, whilst providing a helpful steer on priorities and approaches, means we move into 2019-2020 with a strengthened need to align these various approaches; improved coordination and the avoidance of duplication will therefore be a key focus of our planning into the coming year.



Mark Taylor

Chair

City of Wolverhampton
Council



**Chief
Superintendent
Jayne Meir**

Vice Chair

Safer Wolverhampton
Partnership



**Councillor
Paul Sweet**

City of Wolverhampton
Council



**Councillor
Hazel Malcolm**

City of Wolverhampton
Council

The Safer Wolverhampton Partnership

SWP is a statutory body formed under the 1998 Crime and Disorder Act, which also operates as the city's Local Police and Crime Board. Membership consists of a range of statutory and non-statutory partners who provide cross sector representation from a range of agencies who come together to tackle crime and community safety issues across the city. It does not replace the work of the Police or the day-to-day business of the other participating agencies, but is widely considered as the most effective approach to finding joint solutions to local issues. The SWP receives an annual funding stream from the Office of the Police & Crime Commissioner (OPCC) to commission projects, interventions and posts to deliver strategic crime and community safety priorities across Wolverhampton. The main focus remains on collaborative working and influencing mainstream services. Membership is made up of a range of statutory, third sector, business sector and resident representatives.

SWP Board meets quarterly, not only to fulfil its statutory duties as set out in legislation, but also to agree plans and strategies to tackle crime and community safety issues across the city's neighbourhoods. It oversees a delivery structure formed to lead on meeting specific objectives in line with the overarching strategic priorities. The Community Safety and Harm Reduction Strategy 2017-20 details delivery against these, which are: reducing reoffending, violence prevention and reducing victimisation. The partnership also works to address local issues which are reflected in the Local Police and Crime Plan, strengthening links to the city's Safeguarding Boards and other strategic forums.

How we commission

SWP continues to receive a grant from the Police & Crime Commissioner (PCC). The grant is used to commission specific services to aid delivery against strategic priorities. Appendix (A) shows a breakdown of expenditure and allocation for the financial year.

Services commissioned meet identified needs within the Community Safety and Harm Reduction Strategy; SWP commission with statutory and third sector organisations which are able to provide the specialist services required. The budget allocation from the PCC has been granted annually which has limited commissioning to annual contracts providing challenges for longer term contracting and planning. From 2018 onwards, the PCC will fund certain services directly. This will drive efficiencies and provide opportunities for larger scale commissioning across the West Midlands to ensure value for money.

Community Safety and Harm Reduction Strategy 2017-2020

The Community Safety and Harm Reduction Strategy 2017-2020 details the priorities for the city. These allow for a flexible approach to be taken in response to emerging trends across the City over the life of the strategy. Delivery priorities are set for each year, informed by SWP's annual strategic assessment.

STRATEGIC PRIORITIES

YEAR ONE DELIVERY

Reducing Reoffending	<ul style="list-style-type: none"> • Develop a reducing reoffending strategy • Reduce overall reoffending rate in Wolverhampton • Strengthen offender management pathways 	<ul style="list-style-type: none"> • Tackle substance misuse amongst those within the criminal justice system • Support young people at risk of offending at an early stage 	<ul style="list-style-type: none"> • Delivery of the Health and Justice Pathways Pilot for Wolverhampton
Reducing Victimisation	<ul style="list-style-type: none"> • Tackle cultural acceptance of domestic abuse and vulnerability • Build confidence to increase hate crime reporting • Strengthen cohesion to increase tolerance 	<ul style="list-style-type: none"> • Increase understanding of modern slavery (MS) and build confidence of victims to report issues and access support • Increase regional inter-agency work to disrupt organised crime linked to MS 	<ul style="list-style-type: none"> • Improve confidence and reduce the impact and prevalence of business crime • Enable communities to deliver solutions to local concerns
Violence Prevention	<ul style="list-style-type: none"> • Reduce violent crimes committed & increase confidence of victims to report offences • Develop interventions to deter young people from committing violent acts 	<ul style="list-style-type: none"> • Provide early intervention to deter young people from joining gangs • Provide mediation services to reduce tensions caused by violent conflict • Apply tools and legislative powers to effectively manage offenders 	<ul style="list-style-type: none"> • Reduce the harm caused to victims of Violence Against Women and Girls (VAWG) • Deliver targeted initiatives to reduce alcohol related violence
Statutory Functions	<ul style="list-style-type: none"> • Improvement engagement and provide a platform for residents to raise concerns 	<ul style="list-style-type: none"> • Complete Domestic Homicide Reviews in order to identify learning for agencies to improve practice and prevent further deaths 	<ul style="list-style-type: none"> • Deliver Wolverhampton's response to the Prevent duty • Deliver initiatives to strengthen community cohesion across the city

Reducing Reoffending

Snapshot of Performance

13.6% increase in Total Recorded Crime (2541 offences). One of the lowest increases in the West Midlands area

Wolverhampton was ranked the 2nd best performing city in the West Midlands

Wolverhampton accounted for 9.2% of the total recorded crime in the West Midlands (9.1% in 2016-2017)

Robbery increased by 35 offences (9%). However, offences with an offender aged 10-24yrs reduced by 40%.

Black Country Reducing Reoffending Strategy

Geographical boundaries of both the National Probation Service (NPS) and Community Rehabilitation Company (CRC) have grown to include the wider Black Country area, plus added pressures around increasing numbers of cohorts requiring supervision have resulted in the need to restructure.

A Black Country Strategic Group has been developed to reduce the number of local meetings and to allow the Black Country areas to share best practice and work collaboratively to reduce reoffending. Work has begun on a Black Country Reducing Reoffending Strategy which will complement and align with the Black Country Strategic Group. SWP are leading on this work in close collaboration with the other Black Country CSPs. Local action plans will be developed to retain appropriate responses and any local variations

Substance Misuse

Recovery Near You were recommissioned during 2017 to provide the City's substance misuse service, ready for the new service to begin 1 April 2018.

Black Country Strategic Group membership:

- Wolverhampton, Walsall, Dudley and Sandwell Community Safety Partnerships (CSPs)
- Community Rehabilitation Company (CRC)
- Black Country Court Representative
- West Midlands Police
- National Probation Service (NPS)
- Youth Offending Teams



Number of criminal justice clients in treatment remains **in line with regional average**



Assessment waiting time reduced from **3 weeks** to **7 days**



Dedicated court worker attending court every day

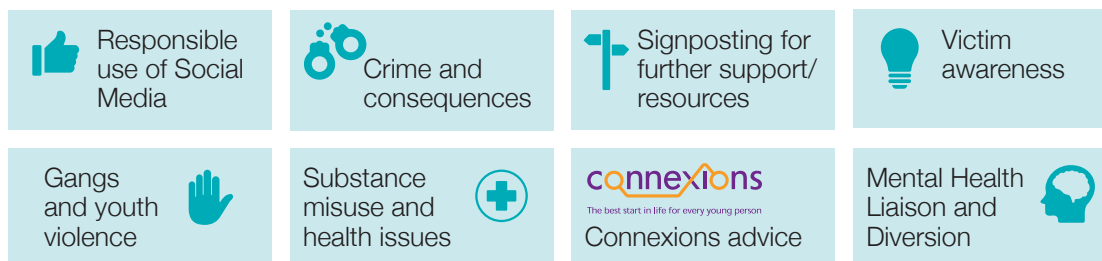
15% of criminal justice clients representing **within 6 months** (lower level than regional average)

Youth Offending Team (YOT)

During 2017-2018, the YOT continued to utilise part of the PCC grant to part fund staffing to deliver bespoke Community Resolution Workshops for young people.

Young people apprehended by the police for low level offending who are on the cusp of entering the Youth Justice system are offered a brief assessment and intervention workshop which is designed to divert them from further offending and signpost them to appropriate services required.

The variety of interventions available included workshops relating to:



For 2019-2020 the offer will be extended to include ONSET assessment and individual support plans for those young people identified at greater risk. These can address a young person's propensity for further offending and any safety/wellbeing concerns. Achievements during 2017-2018 include:

145 young people

who received Community Resolutions or Out of Court Disposals engaged in YOT interventions

175 young people

took part in Community Resolution Workshops at The Way Youth Zone

70 ONSET and ASSTPLUS

assessments undertaken on pre-court young people

YOT Case Study

A young person attended the Community Resolution Workshop at The Way Youth Zone for Assault Occasioning Actual Bodily Harm. She completed four short sessions on Victim Awareness, Crimes and Consequences, Social Media/Sexting and Youth Violence (Catch 22). She engaged in ten sessions of a three-month voluntary offending behaviour intervention. Successes included:

- No further reports of offending behaviour in the community
- Positive change in her behaviour at home, with a reduction in her aggressive outbursts
- Now on a full-timetable with a school mentor
- On target to achieve desired National Curriculum Grades
- Support with her mental health
- Positive feedback received – she said that work had been 'good' and that 'I am a lot happier than I was before'.

Reducing Victimisation

Snapshot of Performance

The Violence Against Women and Girls (VAWG) strategy in Wolverhampton has seen success across 9 of the 12 performance measures

Domestic Abuse showed an increase of 220 incidents with a 5% increase in recordable offences*

Reports of female Genital Mutilation increased by 59%, up by 10 reported incidents*

Serious Sexual Offences increased by 80 offences (15%)*

Business crime had a 698-offence increase (16.4%)

Modern Slavery increased from 8 offences last year to 32 offences during 2017-2018*

Business Crime

SWP contributed to a combined funding pot which enabled Wolverhampton Business Crime Reduction Group (WvBCRG) to continue their work to reduce business crime in the City. WvBCRG work with owners of small and medium enterprises (SMEs) to raise awareness and build resilience, helping them to protect themselves from becoming victims of crime. WvBCRG have built solid partnerships with West Midlands Fire Service (WMFS) and West Midlands Police (WMP) to deliver business crime reviews to help local businesses keep their properties safe and secure.



14 Business Crime Reviews

– At locations where crime has taken place.



Work with businesses to build understanding of how business crime can affect their company

40 Cyber Crime awareness sessions
- strengthening online security



The development of 21 Business Watch Groups with 742 businesses across the City of Wolverhampton



Target hardening visits and fire safety inspections in partnership with West Midlands Fire Service



Increasing communication between local businesses, the Police and other statutory organisations.

* An increase in traditionally hidden crimes reflects improved confidence in reporting

Violence against Women and Girls (VAWG)

The 2016-2019 multi-agency VAWG strategy is providing clear direction to the City's approach to driving forward important improvements in tackling the five strands of VAWG: domestic abuse, sexual violence, female genital mutilation (FGM), so called honour-based violence (HBV) and forced marriage. The following key achievements have been realised:

Coordination

- The Coordinator is an active participant in the regional Preventing Violence Against Vulnerable People arrangements that support standardised good practice across the region
- Terms of reference, membership, and frequency of meetings for the WDVF Executive Board have been refreshed to drive delivery of the action plans.

Campaigns

- A successful Orange the World Campaign to raise awareness of VAWG involving over 100 organisations
- Successful community health event at West Park School facilitating community discussion and awareness raising of VAWG subjects
- Leaflets and community resources in different languages distributed to residents through community champions
- Successful delivery of eight VAWG awareness raising sessions at the Refugee and Migrant Centre, directly engaging with newly emerging communities

MARAC

- 651 high-risk cases were discussed at the multi-agency risk assessment conference (MARAC) in 2017-18
- The work of the Independent Domestic Violence Advisers (IDVA) has seen a reduction in repeat cases at MARAC
- 36% repeat cases, with 252 children associated with these families
- Early non-Police referrals increased to 37% towards the target of 40% (from 25% in 2015-16 and 31% in 2016-2017)

Training

- WDVF training plan has been refreshed and expanded to encompass hidden crimes including 'so called' honour- based violence, forced marriage, and FGM.
- Provided to organisations across the City to improve understanding, capacity and skills of frontline managers
- Development of a new rape and sexual violence training session, to date it has been delivered to 33 professionals



VAWG Service Transformation Fund

The Home Office launched its VAWG Transformation Fund in December 2016 with an aim to aid, promote and embed the best local practice and ensure that early intervention and prevention became the norm. Confirmation was received in July 2017 that Wolverhampton's submission had been successful. An allocation of £500K was awarded to cover the three-year period 2017-2020. The allocation will aid implementation of the 2016-19 VAWG action plan by addressing identified unmet need within the City, whilst building on the positive work already undertaken to integrate an improved response to VAWG through mainstream delivery and to build sustainable change over the long term. The Key Work Strands are:

Behaviour change and accountability

- Provision of a community-based perpetrator programme catering for standard risk
- Programme accepts self, early help and third-party referrals
- Provision of a Criminal Justice IDVA to increase positive outcomes in court

Early achievements:

- Domestic violence perpetrator programme commenced
- Criminal justice IDVA appointed

GP Training and Support

- Providing education, training and support to GPs and clinical staff
- Strengthens reporting and care pathways, builds capacity and increases understanding of reporting requirements with GPs so they understand and deliver their safeguarding responsibilities

Early achievements:

- Training commenced February 2018
- Drop-in provision commenced 1 March 2018

Safer Homes Scheme

- City-wide model for identifying and supporting victims of abuse to remain safely in their homes
- Includes risk assessments of victims' properties and completion of enhanced safety measures

Early achievements:

- Protocol established
- Vulnerability assessments commenced

Building Sustainable Change

- Working with partners to embed early intervention work
Independent evaluation will be undertaken by Wolverhampton University
- Effective evaluation of impact, identification of efficiencies for integration into mainstream services such as Strengthening Families Hubs, Social Care, MASH and schools

Early achievements:

- Evaluation framework agreed

Violence Prevention

Snapshot of performance

Public Place Violence with Injury increased by 70 offences. Ranked 4th of 15 areas within its most similar grouping

Gun crime increased by 73% from 37 offences to 64 offences in 2017 - 2018

There were 28 Personal Robbery where the the victim is 10-24yrs – this is a 40.4% reduction from (2017 – 2018)

Violent crimes with a knife or bladed weapon rose by 30 offences (16.5%) - 4th lowest increase across the West Midlands

Preventing Gang Involvement and Youth Violence

Delivery against the Preventing Gang Involvement and Youth Violence Strategy 2016-2019 has continued with a strong focus on providing early intervention and prevention activities to those either at risk of gang involvement or to young people who are already affiliated with gangs or involved in youth violence.

The Gangs Steering Group continued to grow its membership during 2017-2018. Strong partnerships have formed with Early Help and Social Care, who are now working closely with the police and SWP to identify young people of concern so that interventions are targeted at those most in need of support. In line with other West Midlands areas and the national picture, 2017-2018 presented fresh challenges around youth violence and gang related violence. In response, specialist partner agencies have been commissioned to deliver services in specifically identified locations associated with gang activity and youth violence.

During 2017-2018 the 4th knife bin in Wolverhampton was opened in Graisleigh. This was funded and officially opened by the Police and Crime Commissioner David Jamieson. The knife bin allows young people to dispose of any weapons they may be carrying without fear of repercussions.

Critical Call out Mediation Service

The Community Reference Group (CRG) was re-commissioned to provide the critical call out mediation service in 2017-2018. The service, which is deployed in response to escalating gang and youth violence tensions provides support to individuals who have been directly involved as well as the wider family and community; this has proved to be invaluable in providing community reassurance and reducing the risk of further incidents, including retaliations. The local knowledge they have along with the trust of the community means that they are best placed to deliver the service effectively and respond promptly as soon as they are deployed.

School Mentoring Programme

- Aimed at year 5 & 6 children and rolled out in 24 targeted primary schools in Whitmore Reans and Graiseley
- Programme commenced in 14 schools
- Trains young people to become mentors with the aim of building resilience and confidence, teaching avoidance techniques and educating children about the dangers of gangs and peer pressure. Self-sustaining as mentors will train the next cohort of children.
- A complementary programme is being rolled out to teaching staff to educate them about signs of gang behaviour and risk indicators

Preventing Violence Project

- 10-week intervention with known gang members
- Engaged the community and families and enabled direct support and interventions where it could be most effective
- Aims to reduce tension and keep families and the community safe

Family Intervention Project

- Delivered by the CRG in partnership with Wolverhampton Police
- Delivery has commenced
- As trusted community figures the CRG, engage with young people and their families as identified by Early Help
- Start conversations around the family's vulnerabilities, building a trusted relationship with the wider family
- Ongoing support needs are referred to Early Help who can engage the whole family.

Girls Allowed Project

- Funded by Comic Relief and aimed at young females who are associated with or vulnerable to gang involvement
- Delivered by a consortium of third sector partners offering a range of complementary interventions
- peer mentoring, outreach, group sessions, healthy relationships, sports/drama programmes and work with families.

Statutory Functions

Prevent referrals have increased from 49 to 55 this year, a 12% rise in reports*

Hate Crime increased its base line from 374 to 385 offences (3%). Most crimes were race related (336 out of 384 or 87.5%)*

Increased social media presence – 217 Twitter and 134 Facebook followers

20 third- party reporting centres in the City, where residents can report a hate crime without going to the police

Methods of Engagement

Following feedback during 2016-2017, the SWP now has a greater social media presence. This has led to more followers and the ability to communicate with a broader range of residents. Residents are also represented on the SWP Board by resident representatives (one for each constituency area). They are able to feedback important issues from Partners and Communities Together (PACT) meetings and allow for greater resident engagement.



Partners and Communities Together (PACT) meetings – held at varying times and locations



Increased social media presence – **217 Twitter** and **134 Facebook** followers



Mail correspondence to residents

Regularly updated **SWP website**



Regular **questionnaires & surveys** seeking residents' views



Resident representatives on the SWP board



* An increase in traditionally hidden crimes reflects improved confidence in reporting

Domestic Homicide Reviews (DHRs)

Undertaking Domestic Homicide Reviews (DHRs) continues to be a statutory obligation delivered by SWP. A DHR is completed when a death meets specified criteria set by the Home Office; the aim of the review is to identify learning for agencies to improve practice and prevent future deaths.

During 2017-2018 SWP received two notifications of domestic violence related deaths in Wolverhampton that could meet the criteria for undertaking a DHR; neither were undertaken as a full DHR. One had no agency contact with Wolverhampton and therefore there was deemed to be no possible learning; this decision was supported by the Home Office. The other case was reviewed in Birmingham as the victim resided there


Learning from DHRs continues to be included in our training offer and there are proposals to host a joint DHR, Serious Case Review and Adult Safeguarding Review learning event for practitioners during the summer.

Prevent and Cohesion


Delivery of Wolverhampton’s response to the Prevent Duty is both a statutory and priority area for the partnership. Wolverhampton continues to be considered a low-risk (tier 3) area, and as such does not receive Home Office funding. Despite this, SWP continues to promote Workshops to Raise Awareness of Prevent (WRAP) training within the city, utilising its bank of trainers.

Additional activity during 2017-2018 includes:

- Attendance at the West Midlands Police Force Hate Crime and Prevent Boards, as well as the Regional Prevent Forum which allows sharing of best practice and the ability to work collaboratively on regional projects
- SWP presence at the Council’s equalities events group, planning engagement activities to increase community cohesion
- SWP representation at Wolverhampton LGBT Alliance
- Hate crime stand at Wolverhampton Pride 2017



2017-2018 has seen significant engagement with the **health** and **housing** sectors





100% of schools have received **WRAP training**






PREVENT e-learning has been made compulsory for all council employees

Channel Panel and Contest Board are well attended by partner agencies.
 Contest is organised around four principle work streams, which remain as:

Pursue	Prevent	Protect	Prepare
To stop terrorist attacks	To stop people from becoming terrorists or supporting terrorism	To strengthen our protection against terrorist attacks	When an attack cannot be stopped, to mitigate its impact

Wolverhampton prides itself on being a cohesive community. The city has not seen protests by extremist groups in the same way that neighbouring authorities have, in part due to Wolverhampton’s record of celebrating the city’s diversity, and not giving extremist groups an inlet for protest. Where specific issues do occur, SWP provides a coordinated response utilising the combined resources of multiple agencies. SWP has a robust approach to monitoring community tensions across the city:

 <p>Community tensions are monitored monthly with any reported issues acted upon.</p>	 <p>The City has a dedicated Community Cohesion Forum, formed of statutory agencies, community groups, councillors and the faith sector</p>	 <p>Both Community Cohesion and Prevent agendas link with the Safeguarding Boards</p>
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Faith Covenant

SWP worked with statutory partners, alongside the third and faith sectors to develop a Faith Covenant for Wolverhampton. The Covenant, an initiative created by the All Party Parliamentary Group on Faith and Society, reinforces the city's commitment by local authorities, partners and the faith sector to cooperate on issues across the city.

The Covenant in Wolverhampton will act as a vehicle for further engagement work with the faith sector in the city and will form a key part of the city's community cohesion work going forward. It will also form the core of a faith forum in Wolverhampton, with direct liaison between the statutory and faith sectors.



15 organisations have signed up to the Wolverhampton Faith Covenant launched 12 December 2017

Moving forward 2018-2019

The partnership will face new challenges over the next 12 months. The grant issued by the PCC has been reduced for the third year running, resulting in an increase in a streamlined programme of commissioning to meet SWP strategic priorities. The PCC has announced that the way that funding is distributed, and services commissioned will significantly change.

From 2020 the Police and Crime Commissioner and West Midlands Mayor's offices will combine, the information available is currently limited, however it causes more uncertainty for CSPs from 2020 onwards. It has been confirmed that some services, including funding for DHRs and YOTs, will be funded directly by the Office of the Police and Crime Commissioner. It is anticipated that moving forward more services and programmes will be commissioned directly by the PCC's office.



STRATEGIC PRIORITIES

YEAR 2 DELIVERY

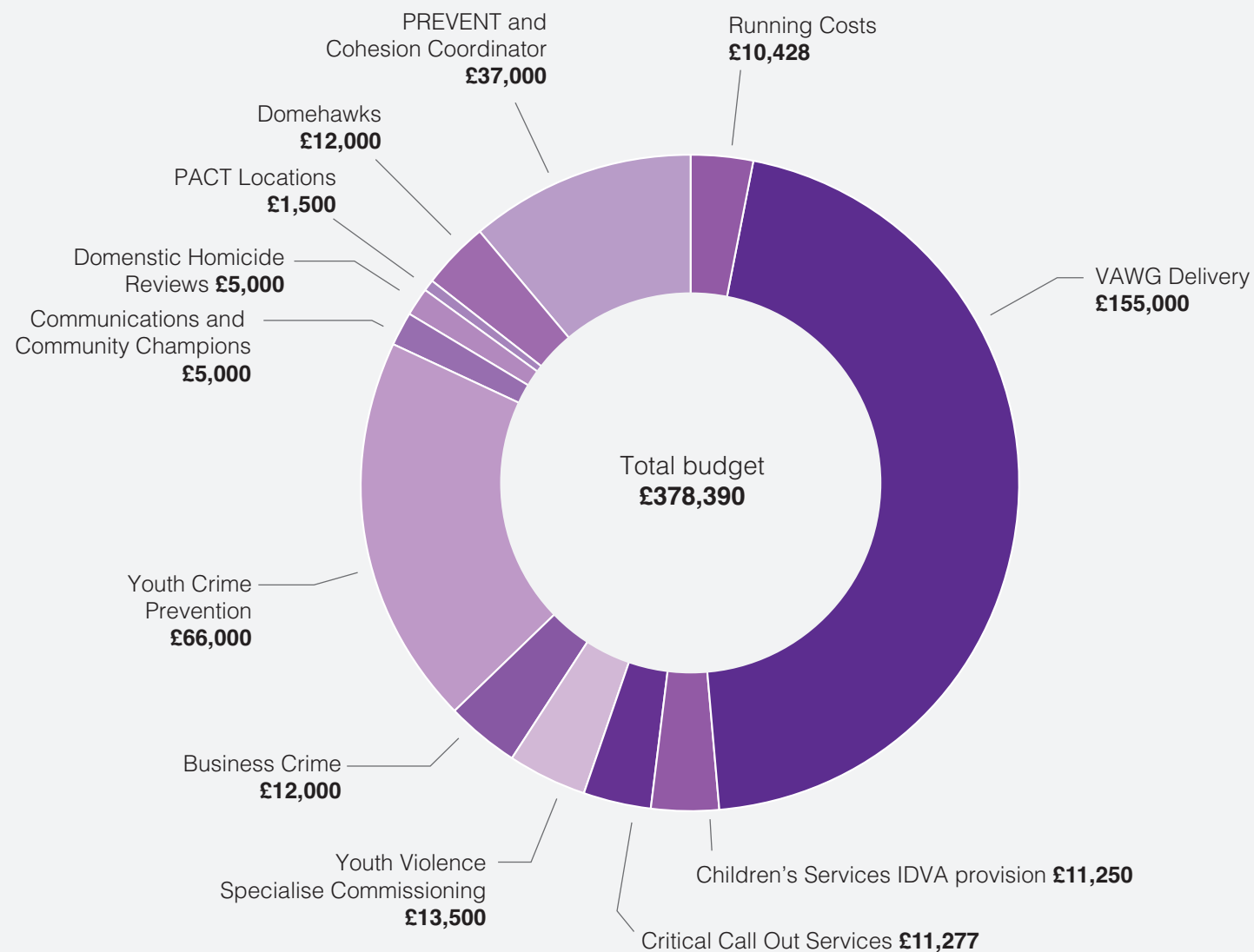
Reducing Reoffending	<ul style="list-style-type: none"> Engage with identified communities to break the cycle of cultural acceptance of domestic related abuse and vulnerability 	<ul style="list-style-type: none"> Build confidence within communities subjected to hate crime to increase reporting and strengthen cohesion Working with partners, strengthen and integrate the collective response to DA 	<ul style="list-style-type: none"> Increase understanding of modern slavery and build confidence of victims to report issues/access support Targeted engagement to reduce the risk of business victimisation
Reducing Victimisation	<ul style="list-style-type: none"> Develop interventions to deter young people from committing violent acts & carrying bladed weapons Provide critical call out mediation services to reduce tensions and escalations of violence 	<ul style="list-style-type: none"> Apply available legislative tools and powers to increase the effective management of offenders 	<ul style="list-style-type: none"> Deliver a risk-based model of DA perpetrator programmes inside and outside of the criminal justice system
Violence Prevention	<ul style="list-style-type: none"> Implement a Black Country wide Reducing Reoffending strategy Improve recovery rates for offenders & those at risk of substance misuse problems Improve city image and business confidence by tackling aggressive begging and rough sleeping 	<ul style="list-style-type: none"> Address drug dealing amongst individuals, with a particular focus on New Psychoactive Substances Identify young people at risk of offending at an early stage and provide interventions 	<ul style="list-style-type: none"> Reduce volume crime with focus on vehicle crime, burglary, shoplifting and DA Proactively utilise additional resource committed to strengthen the gangs and youth violence offer and delivery
Statutory Functions	<ul style="list-style-type: none"> Improvement engagement and provide a platform for residents to raise concerns 	<ul style="list-style-type: none"> Complete Domestic Homicide Reviews in order to identify learning for agencies to improve practice and prevent further deaths 	<ul style="list-style-type: none"> Deliver Wolverhampton's response to the Prevent duty Deliver initiatives to strengthen community cohesion across the city

Glossary of Terms

CRC	Community Rehabilitation Company	NPS	National Probation Service
CRG	Community Reference Group	OPCC	Office of the Police and Crime Commissioner
CSP	Community Safety Partnership	PACT	Partners and Communities Together
DIP	Drug Intervention Programme	PCC	Police and Crime Commissioner
DHR	Domestic Homicide Review	SARC	Sexual Assault Referral Centre
FGM	Female Genital Mutilation	SWP	Safer Wolverhampton Partnership
GODOC	Gangs One Day One Conversation	VAWG	Violence Against Women and Girls
HBV	Honour Based Violence	WMFS	West Midlands Fire Service
IDVA	Independent Domestic Violence Advisor	WMP	West Midlands Police
MAPPA	Multi Agency Public Protection Arrangements	WRAP	Workshop to Raise Awareness of PREVENT
MARAC	Multi Agency Risk Assessment Conference	WVBCRG	Wolverhampton Business Crime Reduction Group
MASH	Multi Agency Safeguarding Hub	WDVF	Wolverhampton Domestic Violence Forum
MS	Modern Slavery	YOT	Youth Offending Team

Appendix A: Budget Allocation 2018-2019

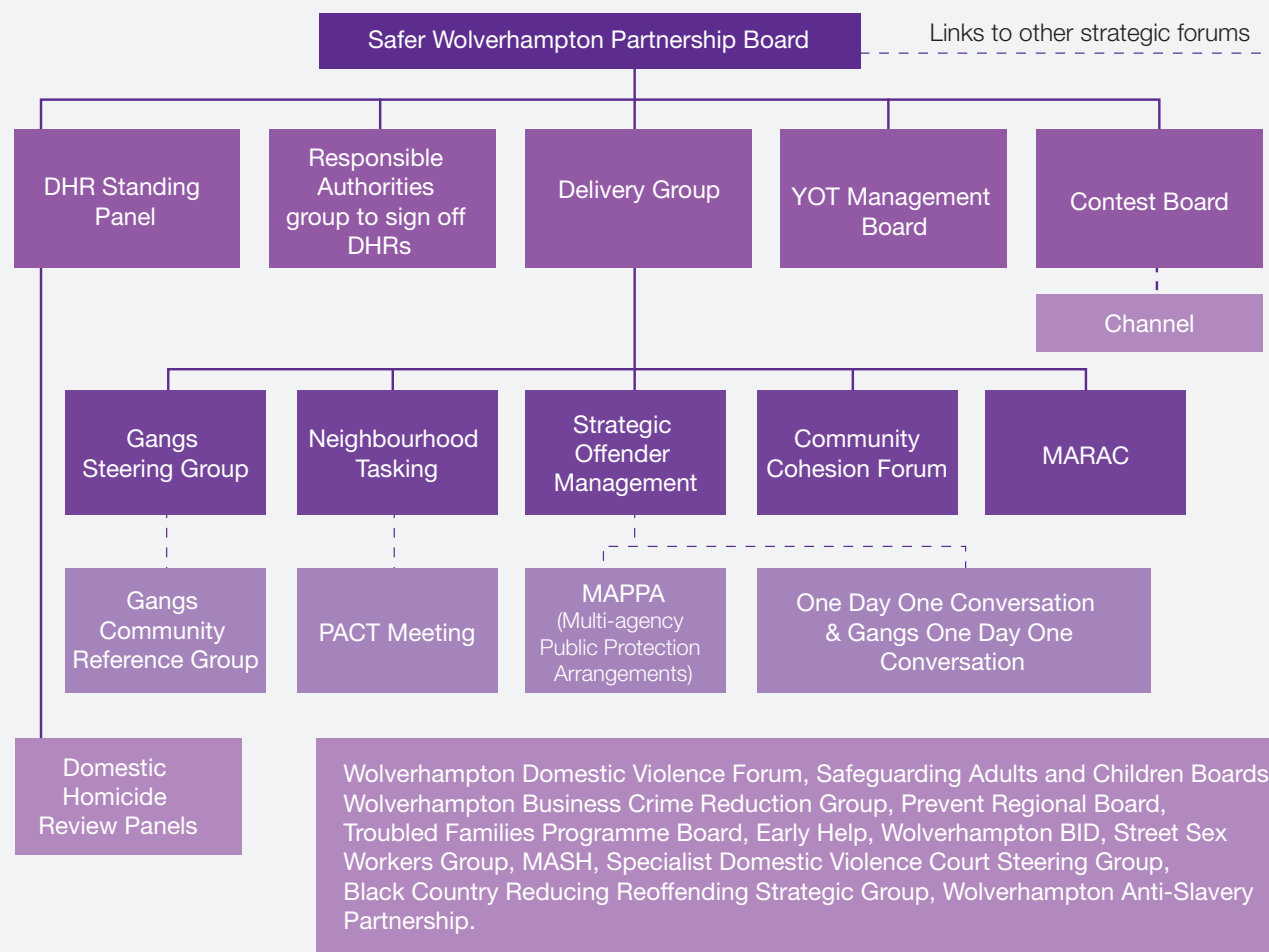
The total income allocated from PCC was £339,995. This, along with an agreed carry forward of £38,435, amounted to a budget of £378,390.



Appendix B: SWP Board Membership & Delivery Structure Chart

SWP Board membership:

- Business sector
- City of Wolverhampton Council
- Clinical Commissioning Group
- Community Rehabilitation Company
- Constituency based resident representatives
- Her Majesty's Prison Service
- National Probation Service
- Third Sector-including resident representatives/special interest representatives: (Rakegate Resident's Association; Wolverhampton Domestic Violence Forum, P3, Victim Support and St George's Hub)
- West Midlands Fire Service
- West Midlands Police
- Youth Police & Crime Commissioners



Appendix C: Performance Report 2017-2018

Reducing Reoffending

KPI and preferred direction of outcome		Quarter 1		Quarter 2		Quarter 3		Quarter 4		Commentary	Trend	Data Owner
		2016/17	2017/18	2016/17	2017/18	2016/17	2017/18	2016/17	2017/18			
Proven Reoffending (youth and adult) to be below baseline Baseline 25.6%	To reduce		33.2% 1739 offenders of which 578 reoffended		30.4% 1683 offenders of which 512 reoffended		30.3% 1723 offenders of which 522 reoffended			MOJ website does not have an update for Q4		WMP Analyst
Reducing first time entrants to the youth justice system Baseline 131	To reduce	30	32	25	28	41	35	35	26	During Q4 17/18 Wolverhampton YOT recorded 26 First Time Entrants (FTE); lowest levels for 17/18 and a reduction on the levels compared to Q4 16/17. All FTE were aged between 10 & 17, with 50% aged 15 & 16 years. Out of Court disposals accounted for 73% of all outcomes, with 19% relating to referral orders as a first-tier outcome. A Conditional Discharge & a fine were the other outcomes recorded.		YOT
Reducing youth custody numbers - % of court disposals Baseline 9.9%	To reduce	16.33% (8/49)	3.84% (2/52)	26.31% (10/38)	7.54% (4/53)	11.9% (5/42)	12% (6/50)	6.98% (3/43)	15.2% (7/46)	7 young offenders received a custodial sentence during Q4 17/18; an increase on the previous quarter. 17/18 has seen custodial sentences increase each quarter. One female received a custodial sentence. All young offenders were aged between 15 & 17 years.		YOT

Substance Misuse

KPI and preferred direction of outcome		Quarter 1		Quarter 2		Quarter 3		Quarter 4		Commentary	Trend	Data Owner
		2016/17	2017/18	2016/17	2017/18	2016/17	2017/18	2016/17	2017/18			
DIP % of positive drug (opiate & non-opiate) tests at WV Baseline 63%	To decrease	62.1%	69.1%	66.7%	66.6%	70.0%	69.2%	54.5%		This data is not available for Q4		SWP Analyst
KPI		Output for Jan 2018- Wolverhampton		Output for Jan 2018- West Midlands		Commentary					Trend	Data Owner
Criminal Justice clients in treatment and as a % of the total treatment population		Opiate 237 (24%) Other drugs & alcohol 28 (4%)		Opiate 2899 (29%) Other drugs & alcohol 864 (12%)		The amount of criminal justice clients in treatment remains in line with regional levels.						Public Health
Number (and as a % of total) of successful completions by Criminal Justice Clients		Opiate 13 (5%) Other drugs & alcohol <5 (4%)		Opiate 133 (5%) Other drugs & alcohol 366 (42%)		Custody assessments are initiated by the Police in terms of an initial drug test where a trigger offence has been committed and/or there is knowledge of current or previous drug use. Testing could be increased under Inspectors discretion to allow for wider screening and this is being explored. There is a dedicated court worker that attends Walsall court every day from 9-11am. The waiting time is now 7 days for a booked assessment.						Public Health
Number and % of successful completions who then represent to treatment within 6 months of discharge (Criminal Justice clients only)		Opiate <5 (15%) Other drugs & alcohol 0 (0%)		Opiate 16 (18%) Other drugs & alcohol 6 (3%)		Custody assessments are initiated by the Police in terms of an initial drug test where a trigger offence has been committed and/or there is knowledge of current or previous drug use. Testing could be increased under Inspectors discretion to allow for wider screening and this is being explored. There is a dedicated court worker that attends Walsall court every day from 9-11am. The waiting time is now 7 days for a booked assessment.						Public Health

Gangs and Youth Crime

KPI and preferred direction of outcome		Quarter 1		Quarter 2		Quarter 3		Quarter 4		Commentary	Trend	Data Owner
		2016/17	2017/18	2016/17	2017/18	2016/17	2017/18	2016/17	2017/18			
Reduce the number of violent crimes committed where a knife or sharply bladed instrument was present (all ages) Baseline 191	To reduce	40	49	49	49	51	56	51	67	The indicator did not achieve its desired outcome by reducing. This indicator has a new baseline of 221 which is 30 offences more than last year, which is an increase of 16.5% at the year end.		SWP Analyst
Reduce the number of violent crimes committed with use of a firearm (all ages) Baseline 33	To reduce	8	12	9	16	11	16	5	19	The baseline has increased this year from 33 to 63 reported incidents.		SWP Analyst
Reduce Public Place Violence With Injury in Wolverhampton by 5% Baseline 1128	To reduce and be 5% lower than 2015/16	284	296	308	293	272	302	264	260	The desired outcome for this indicator has not been achieved. There has been an increase of 23 offences or 2%. Compared quarter on quarter there has been a 13.9% decrease		SWP Analyst
Reduce Public Place Violence With Injury in Wolverhampton where the victim is 10-24yrs Baseline 454	To reduce	114	120	116	119	118	133	106	94	The baseline for this year is 466, 12 offences over the baseline from last year. This is a 2.6% increase. Quarter on quarter there has been a significant decrease for Q4, 29.3%.		SWP Analyst
Reduce Public Place Violence With Injury in Wolverhampton where the offender is 10-24yrs Baseline 120	To reduce	36	18	24	8	32	14	28	27	This indicator has achieved its desired outcome with a 44% reduction which is 53 offences over the 12-month period.		SWP Analyst

Gangs and Youth Crime continued

KPI and preferred direction of outcome		Quarter 1		Quarter 2		Quarter 3		Quarter 4		Commentary	Trend	Data Owner
		2016/17	2017/18	2016/17	2017/18	2016/17	2017/18	2016/17	2017/18			
Levels of Personal Robbery offences in Wolverhampton Baseline 343	To reduce	92	72	75	98	104	102	72	97	This indicator is 26 offences over the desired baseline, 7.6% increase. This year's baseline will be 369.		SWP Analyst
Reduce Personal Robbery in Wolverhampton where the victim is 10-24yrs Baseline 130	To reduce	37	28	30	33	33	35	30	36	Although this indicator has not achieved a reduction which is the desired outcome, there is only a 2 offence increase over the 12-month period. This is a 1.5% increase on the baseline from last year.		SWP Analyst
Reduce Personal Robbery in Wolverhampton where the offender is aged 10-24 Baseline 47	To reduce	15	13	12	7	11	5	9	3	This indicator has been achieved with 28 offences over the 12-month period which is a 40.4% reduction on last year's baseline (19).		SWP Analyst
No of active gang members, as measured at GODOC Baseline – 97	To reduce	31	40	31	37	35	31		31	These meetings are only held every 2 months and therefore do not fall into the quarterly reporting time frame. There were 31 individuals discussed at the meeting in February 2018. It should be noted that Q4 2016/17 was not reported which does not allow for accurate comparative analysis.		WMP

Violence Against Women and Girls

KPI and preferred direction of outcome		Quarter 1		Quarter 2		Quarter 3		Quarter 4		Commentary	Trend	Data Owner
		2016/17	2017/18	2016/17	2017/18	2016/17	2017/18	2016/17	2017/18			
Domestic Abuse* reported to the Police (% that are recordable offences) Baseline 6031 (42.4%)	To increase	1495 (43.6%)	1573 (43.9%)	1543 (44.3%)	1543 (44.9%)	1522 (45.8%)	1578 (49.8)	1471 (42.4)	1557 (50.8%)	This indicator has increased in line with the desired outcome. The new baseline is 6251 which is 220 more incidents compared to last year. The % of recordable offences has also increased (47.3%)		SWP Analyst
The number of victims aged 18yrs and under of Domestic Abuse reported to the Police* Baseline 318	To increase	90	69	70	66	80	82	78	65	This indicator has not achieved an increase. The new baseline is 282 which is a reduction of 36 incidents compared to last year.		SWP Analyst
Serious Sexual Offences reported to the Police* Baseline 535	To increase	107	127	115	169	167	154	146	165	The new baseline of 615 is an 80-offence increase, desired outcome has been achieved for this indicator		SWP Analyst
The number of victims aged 18yrs and under of Serious Sexual Offences reported to the Police* Baseline 281	To increase	59	78	47	93	84	79	91	86	The baseline has increased by 55 offences. The baseline is 336 for the new year. This indicator has been achieved.		SWP Analyst
Number of Domestic Homicides		0 Domestic Homicides in Quarter 4										Community Safety

Violence Against Women and Girls continued

KPI and preferred direction of outcome		Quarter 1		Quarter 2		Quarter 3		Quarter 4		Commentary	Trend	Data Owner
		2016/17	2017/18	2016/17	2017/18	2016/17	2017/18	2016/17	2017/18			
Number of cases taken to MARAC Baseline 40%	To increase	156	151	175	143	155	166	166	191	There was an increase in the number of MARAC referrals in Q4 compared to the previous quarter, and Q4 last year. Overall, the number of MARAC referrals over the year has remained static, with just one fewer case referred than last year. This is the first year since Wolverhampton's MARAC commenced in 2006 when the number of MARAC referrals has not shown an increase. The MARAC repeat rate has also decreased marginally which suggests that MARAC has achieved an increase in safety of our known high-risk victims. Overall, our investment in the domestic violence care pathway, has resulted in the non-Police MARAC referral rate increasing to 37% towards our target of 40%. Therefore, high risk victims are being identified and supported at an earlier stage. The number of cases involving children has decreased by -8.46% compared to last year, whilst there has been a noticeable increase in the number of referrals to MARAC from Strengthening Families and Children Social Care.		SWP Analyst
Number of repeat MARAC cases	To increase	46 (29%)	51 (34%)	58 (33%)	42 (29%)	62 (40%)	59 (36%)	59 (36%)	69 (36%)	36% repeat rate, with 252 children affected in these high risk (of serious harm/homicide) families. This indicator has reduced by 4 cases over the last 12 months in line with the indicator.		WDVF

Violence Against Women and Girls continued

KPI and preferred direction of outcome		Quarter 1		Quarter 2		Quarter 3		Quarter 4		Commentary	Trend	Data Owner
		2016/17	2017/18	2016/17	2017/18	2016/17	2017/18	2016/17	2017/18			
Number (and %) of successful outcomes for VAWG offences from court	To increase	75% (176 cases)	72% (144 cases)	72% (141 cases)	79% (184 cases)	69% (165 cases)	76% (124 cases)	74% (181 cases)	76% (122 cases)			WDVF
Number of referrals to SARC from Wolverhampton	To increase	12	10	9	5	13	16	8	16	This indicator has increased over the 12-month period compared to the previous year. Quarter 4 figures have equalled the previous quarter.		West Midlands SARC
Number of Forced Marriage incidents* recorded by the Police (% that are recordable offences) Baseline 5	To increase	3 (33%)	0 (0%)	1 (100%)	2 (50%)	1 (0%)	1 (0%)	0 (0%)	1 (0%)	There has been a reduction in this indicator over the 12-month period with the same number of recordable offences as the previous year (2). The new baseline will be 4		SWP Analyst
Number of Honour Based Abuse incidents* recorded by the Police (% that are recordable offences) Baseline 24	To increase	8 (87.5%)	9 (100%)	5 (60%)	4 (25%)	3 (0%)	2 (100%)	8 (62.5%)	9 (44.4%)	There has not been an increase in this indicator, but the baseline has been maintained with 24 offences this year. There has been an increase of 1 recordable offence over the 12-month period.		SWP Analyst
Number of Female Genital Mutilation incidents* recorded by the Police (% that are recordable offences) Baseline 17	To increase	2 (50%)	1 (0%)	4 (0%)	6 (0%)	7 (0%)	12 (0%)	4 (0%)	8 (0%)	There has been an increase of 10 reported incidents of FGM this year giving a new baseline of 27. There were no recordable offences in this 12-month period.		SWP Analyst

Vulnerability

KPI and preferred direction of outcome		Quarter 1		Quarter 2		Quarter 3		Quarter 4		Commentary	Trend	Data Owner
		2016/17	2017/18	2016/17	2017/18	2016/17	2017/18	2016/17	2017/18			
Number of Prevent referrals received Baseline 49	To increase	13	23	11	9	15	12	10	11	There were 11 referrals in the 4th quarter. This indicator has exceeded the baseline set from last year with an increase of 6 reports over the 12-month period.		WMP CTU
Hate Crime - number of recorded crimes Baseline 374	To increase	92	118	106	104	97	78	79	85	This indicator has increased by 11 offences. The new baseline is 385. This quarter there were 79 offences which were race related, 5 were homophobic with 1 transgender.		SWP Analyst
WMFS: Number of Home Safety Checks carried out in Wolverhampton area Baseline 1833	To increase	399	384	550	419	509	419	375	542	This indicator has not increased above last year's baseline. The new baseline will be 1764 which is reduction of 69 visits compared to the previous year.		WMFS

CITY OF WOLVERHAMPTON COUNCIL	Cabinet 12 September 2018
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Report title	Apprenticeship Pay Scale	
Decision designation	AMBER	
Cabinet member with lead responsibility	Councillor Val Gibson Governance	
Corporate Plan priority	Place - Stronger Economy	
Key decision	Yes	
In forward plan	No	
Wards affected	All Wards	
Accountable Director	Meredith Teasdale, Director of Education	
Originating service	Skills	
Accountable employee	Paula Warrilow	Strategic Organisational Development and Apprenticeship Lead
	Telephone	01902 552756
	Email	paula.warrilow@wolverhampton.gov.uk
Report to be/has been considered by	Strategic Executive Board	14 August 2018

Recommendation for decision:

The Cabinet is recommended to:

Approve the new pay scales created for apprentices that are recruited into the Council.

1.0 Purpose

- 1.1 To propose a new apprenticeship, pay scale that will support the Council's apprenticeship offer under the apprenticeship levy.
- 1.2 To explain the reason for the new apprenticeship, pay scale.

2.0 Background

- 2.1 The recruitment and workforce development landscape has shifted significantly since the introduction of the apprenticeship levy.
- 2.2 The current scheme apprentices are funded through the current Apprenticeship scheme revenue budget until the end of their 12-month apprenticeship. No further Apprentices are being recruited through this scheme, instead they will be recruited using the individual service budgets where they are available. The current scheme is restricted to 16 to 18-year olds and paid at minimum wage. The scheme was limited to 20 apprenticeships and at level two or three. Apprentices are for people of all ages, are available up to level six, and to take advantage of this a new pay scale is required.

3.0 Apprenticeship pay structure proposal

- 3.1 Over the past two months, work has been carried out on what an appropriate pay scale would look like to ensure that the City of Wolverhampton Council can attract young people, care leavers and older people who are looking at a change of career or returning to work following a career break. Research was carried out to see what other councils and businesses pay their apprentices. It is important that the Council competes with these organisations to attract the best quality apprentices and to stand out as an exemplar employer. The Local Government Association (LGA) was consulted and confirmed that the pay scales were appropriate.
- 3.2 The Council has accrued a large amount of money under the apprenticeship levy that can only be used to train apprentices. To do this, the Council must be able to offer managers a range of different apprentice opportunities at different levels.
- 3.3 Proposed Pay scale:

Apprenticeship Level	Hourly Rate	Weekly rate	Annual Salary	Pay scale calculation
Level 2 (a) 16 to 18 years	£4.20	£155.40	£8,080	National minimum wage (NMW) for 16 to 18-year-old
Level 2 (b) 18 years plus	£7.83	£289.71	£15,064	National Minimum wage for 25-year-old

Apprenticeship Level	Hourly Rate	Weekly rate	Annual Salary	Pay scale calculation
Level 3	£8.02	£296.95	£15,441	As for level 2 (b) with an additional 2.5% of NMW
Level 4	£8.22	£304.19	£15,817	As for level 2 (b) with an additional 5% of NMW
Level 5	£8.61	£318.68	£16,571	As for level 2 (b) with an additional 10% of NMW
Level 6	£9.39	£347.65	£18,077	As for level 2 (b) with 20% of NMW

- 3.4 Apprentice pay will come out of the recruiting manager's budget where previously 20 apprenticeships were funded centrally. The higher pay scales for 18 years plus will have an impact on the recruiting manager's budget but will be less than recruiting fully qualified workers. Currently apprentices are paid £150 per week regardless of their age but this has not been an attractive offer and would not be suitable for recruiting higher level apprentices. The proposed rate of pay for a level six apprentice is equivalent to the top of the Council's grade three.

4.0 Evaluation of alternative options

- 4.1 Using the NJC pay grades: there are not enough pay grades on the NJC pay grade scale to accommodate five levels of apprenticeships, without compromising existing roles that have been evaluated within the Council's structure.
- 4.2 Paying apprentices at National Minimum According to age, this would discriminate against a younger Apprentice.
- 4.3 Managers would struggle to identify accurate budget if the Apprentice was paid at minimum wage according to age until the Apprentice had been appointed.

5.0 Reasons for decision

- 5.1 The proposed pay scale will not discriminate against the Apprentices who are younger but carrying out the same level of apprenticeship.
- 5.2 The proposed pay scale will be more than the benefits that can be claimed by the care leavers, so will be an attractive career option. This has always been a block to attracting care leavers into apprenticeships.

- 5.3 The pay scale is straight forward and will allow managers to budget for the apprentice they are recruiting in advance of the recruitment process.
- 5.4 The pay scale offers a reasonable wage for Apprentices with progression and a career pathway, which should make it attractive and encourage quality applicants who might otherwise only have considered going to university.

6.0 Financial implications

- 6.1 The current scheme apprentices are funded through the current Apprenticeship Scheme revenue budget within Skills until the end of 2018-2019. It is estimated that the change in pay structure will create a budget pressure of approximately £13,000 during 2018-2019 but this can be met from the existing budget. Any future apprentices will be recruited by individual service areas where required and subject to budget availability within the employing service.

[ES/04092018/I]

7.0 Legal implications

- 7.1 Legal advice has been taken on the proposed pay scales and if the manager recruits the apprentice to undertake tasks that link directly to the Apprenticeship Standards at the appropriate level this pay scale is permissible and is unlikely to pose any risk of equal pay claims.

[JB/04092018/D]

8.0 Equalities implications

- 8.1 An equalities analysis has been undertaken that demonstrates several positive impacts, reducing the likelihood of age-related discrimination and enhancing opportunities under a number of equality strands.

9.0 Environmental implications

- 9.1 There are no environmental implications arising from this report.

10.0 Human resources implications

- 10.1 The recruitment of apprentices will be subject to the Council's human resources procedures. A streamlined process will be introduced to complement the new arrangements.

11.0 Corporate landlord implications

- 11.1 There are no corporate landlord implications arising from this report.

CITY OF WOLVERHAMPTON COUNCIL	Cabinet 12 September 2018
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Report title	The Vision for School Organisation 2018-2020: City of Wolverhampton Education Place Planning	
Decision designation	AMBER	
Cabinet member with lead responsibility	Councillor Lynne Moran Education	
Key decision	Yes	
In forward plan	Yes	
Wards affected	All Wards	
Accountable director	Meredith Teasdale, Director of Education	
Originating service	School Planning and Resources	
Accountable employee(s)	Bill Hague	Head of School Organisation
	Tel	01902 556943
	Email	bill.hague@wolverhampton.gov.uk
Report has been considered by	Strategic Executive Board	21 August 2018
	Children, Young People and Families	20 June 2018
	Scrutiny Panel	

Recommendation for decision:

The Cabinet is recommended to:

1. Approve 'The Vision for School Organisation 2018-2020: City of Wolverhampton Education Place Planning'.

Recommendation for noting:

The Cabinet is asked to note:

1. The outcome of external consultation in relation to 'The Vision for School Organisation 2018-2020: City of Wolverhampton Education Place Planning.'

2. The summary of discussion from the Children, Young People and Families Scrutiny Panel on 20 June 2018 regarding 'The Vision for School Organisation 2018-2020: City of Wolverhampton Education Place Planning'.
3. The reduction in the recommended primary and secondary surplus (currently 5% and 6% respectively). The aspirational level of surplus has been reduced towards the Department for Education funding surplus figure (2%).
4. The need to introduce additional Secondary School places for September 2019.
5. That projected levels of demand suggest that further significant investment in additional school places will be required in the future to ensure that supply can meet demand. This will be over and above the existing capital programme.
6. That a further report will be brought to Cabinet with details of proposed individual schemes to be considered for inclusion in the Secondary Expansion Programme 2019 - 2020.
7. That the Regional Schools Commissioner is responsible for determining if academies can expand. The Council is not in full control of all the factors relating to the effective and timely supply of school places.

1.0 Purpose

- 1.1 This report introduces the School Organisation strategy entitled 'The Vision for School Organisation 2018-2020: City of Wolverhampton Education Place Planning'. The paper reports the outcome of the external consultation exercise and seeks approval of this strategic policy document.

2.0 Background

- 2.1 'The Vision for School Organisation in Wolverhampton 2018-2020: City of Wolverhampton Education Place Planning' outlines the framework for decision making regarding primary and secondary school places across the City of Wolverhampton. The Vision highlights the impact of demographic uplift on demand for schools across the City and the need to identify and develop appropriate solutions to meet anticipated demand for primary and secondary educational provision in the future.
- 2.2 The Vision, aligned with the Council's School Improvement and Governance Strategy, seeks to secure sufficient school places where high quality education is provided to contribute to improved educational outcomes across the City. The Council's role is to ensure the sufficiency of provision and influence the quality of education provided regardless of how schools are organised or governed.
- 2.3 The Vision contains frameworks to support both the identification of schools for expansion and, in cases where there is considerable surplus capacity, the removal of provision. Surplus places are school places that have not been filled.
- 2.4 A key change to note is a reduction in the recommended primary and secondary surplus (currently 5% and 6% respectively).

When allocating basic need funding to Local Authorities central government operate a level of 2% surplus. Historical patterns of in year growth have seen increases in pupil numbers in excess of this 2%. There is a balance to be found between investment in school places, supporting schools with low pupil numbers and meeting parental preference. Therefore, the aspirational level of surplus has been reduced towards the Department for Education funding surplus figure, which in turn will support those schools with low pupil numbers.

- 2.5 The Vision highlights that a challenge the City of Wolverhampton faces in relation to the organisation of primary and secondary school provision is ensuring that sufficient high-quality school places are available to meet the needs of local communities across the City.
- 2.6 The Vision also details that the Council is not in full control of all factors relating to the effective and timely supply of school places. To ensure that the needs of families and pupils can continue to be met effectively it may, on occasion, be necessary for the Council to adopt a more responsive approach to school place planning.

- 2.7 Previously the Primary and Secondary School Sufficiency Strategies have been developed as two separate documents. The documents have been combined to improve efficiency and ease of use.
- 2.8 The focus for the new Vision is to:
- Acknowledge value for money in expanding schools, whilst noting that given the scale of recent expansion programmes, there are a limited number of remaining opportunities available within the existing school estate
 - Carefully manage the introduction of new provision within the City (legislation dictates that, when considering the establishment of a new school, Free School/Academy proposals should be considered in the first instance and that Academy Trusts can apply directly to the Secretary of State to make significant changes to individual establishments)
 - Highlight that the Council is not in full control of all factors relating to the effective and timely supply of school places and therefore, successful partnership working is of paramount importance to ensure that the needs of the City's communities can be met. The Regional Schools Commissioner is responsible for determining if academies can expand.
- 2.9 A copy of 'The Vision for School Organisation 2018-2020: City of Wolverhampton Education Place Planning' is attached as Appendix 1 to this report.

3.0 Consultation

- 3.1 The development of 'The Vision for School Organisation 2018-2020: City of Wolverhampton Education Place Planning' has been informed by contributions from senior representatives across Education during an internal consultation which ran from 5 March 2018 -19 March 2018, and the maintenance of an Issues Log which highlighted potential changes to the preceding strategies (Primary School Organisation Strategy 2016-2018 and Secondary Sufficiency Strategy 2016-2018).
- 3.2 Following approval from Strategic Executive Board on 24 April 2018 and to support the development of the strategy, key external stakeholders were consulted.
- 3.3 The Vision underwent external consultation from 10 May 2018 - 5 June 2018, giving due regard to Purdah.

The external consultation sought to obtain the views and comments from the following interested parties. Over 250 emails were distributed to:

- The Headteachers of Infant, Junior, Primary, Secondary, Pupil Referral Units, Special Schools and maintained nurseries in Wolverhampton
- The Chair of Governors of Infant, Junior, Primary, Secondary, Pupil Referral Units and Special Schools in Wolverhampton

- Diocesan Authorities
- The Academy Trusts
- Trade Unions
- All Councillors
- Schools Forum
- ConnectEd Directors
- Wolverhampton MP's
- Changing our Lives (linked to Special Schools)
- Voices for Parents (linked to Special Schools)
- West Midlands School Organisation Group (this group includes School Organisation Officers from the Councils of Sandwell, Walsall, Birmingham, Dudley and Worcestershire)
- Schools were encouraged to share the document with parents
- Regional Schools Commissioner

4.0 Outcome of External Consultation

- 4.1 Thirteen responses were received in external consultation, seven of which gave feedback on 'The Vision for School Organisation in Wolverhampton 2018-2020: City of Wolverhampton Education Place Planning'. Feedback from external consultation was varied and concerned itself with both content and style. Key points are summarised below, refer to Appendix 2 to this report for full formal responses.
- 4.2 The distribution of excess surplus and the effect of increased Published Admission Number (PAN) in popular schools on under-subscribed schools in remote areas was questioned. The respondent highlighted that the Ofsted rating of their school had restricted them from increasing their PAN. A solution of capped PAN on popular schools rather than increased PAN was put forward, with a view to distributing excess surplus.
- 4.3 A respondent noted the need to reference a method of communication and embedded change management practises with Governing Bodies in relation to school place planning proposals.
- 4.4 A respondent noted the differences between Schools/Academies in primary and secondary phases.
- 4.5 The strengthening of the narrative regarding Housing growth and implications on school places was commented upon and consideration of City growth.
- 4.6 Two respondents referenced early years policy and a need to focus on Nursery School Provision.
- 4.7 A respondent supported the strategies approach to SEND and specialist provision.
- 4.8 The terminology and tone of the section entitled 'Wolverhampton Context' was questioned, specifically in relation to the wording used surrounding the superdiversity and the demographics of the City.

- 4.9 In terms of the factors considered for expansion schemes, a respondent highlighted the need to define more specifically the position in terms of those schools that have selective criteria, including those that are faith based, to ensure fairness of investment for those children residing in the City of Wolverhampton.

5.0 Responses to External Consultation and Amendments to the Vision

- 5.1 In response to the outcomes of consultation, representatives from the Education Department would like to make the following comments:
- 5.2 The Council have the statutory duty to ensure there are sufficient school places but are not in full control of all the factors relating to the effective and timely supply of school places. In addition, Trusts can decide to admit above PAN. A paragraph to this effect has been added to section 1.6 of the Vision.
- 5.3 Should there be increases in demand in-year, the Council may need to have dialogue with Schools/Trusts to admit above PAN in order to ensure sufficiency of provision. Good quality additional places would need to be provided where demand dictates and aligned to parental preferences.
- 5.4 The Council aims to have a level of surplus in order to cater for fluctuations in demand, however, due to parental preferences, popularity of schools and school standards this surplus is not spread evenly across the City.
- 5.5 Chapter 9 of the Vision states 'We recommend that whenever the Headship of a school becomes vacant in an infant or junior school, the Council invites responsible bodies (e.g. Governing Boards) to consider their merger or amalgamation.'
- 5.6 Chapter 4 of the Vision states 'The Council is committed to ensuring the implementation of practical solutions to meet the basic need challenge and will work closely with schools and Academy Trusts to develop appropriate schemes that consider pupils' needs and support the effective delivery of the curriculum.'
- 5.7 It is recognised that primary and secondary provision will differ. The Council has a statutory duty to ensure the sufficiency of school places and the Vision provides the framework to support the supply of school places regardless of the phase of education.
- 5.8 The narrative of the Vision regarding Housing growth and implications on school places has been strengthened following feedback from the consultation.
- 5.9 The Vision's core focus is statutory school provision. Notwithstanding this, the Early Years section (chapter 8) does reference the Early Years Strategy. The Early Years Strategy includes a breakdown of Early Years providers on p20 and Nursery schools are specifically mentioned on page 19. Further information relating to nursery hours entitlement and provision is available in the Childcare Sufficiency Review which is also referenced.

- 5.10 With reference to the terminology and tone of the section entitled 'Wolverhampton Context', the consultees comments have been considered and the wording used in this paragraph amended to avoid potentially emotive language.
- 5.11 Figure 2, p14 of the Vision provides a breakdown of the different establishment types within Wolverhampton and highlights the diverse range of education provision. Each establishment has their own admissions criteria which is followed when allocating school places. When additional places are required the Vision supports the need to review all factors for prioritising potential expansion schemes, refer to chapter 4 p 23. In the case of school expansions, relevant stakeholders are always consulted in accordance with statutory requirements and have the opportunity to raise any concerns.

6.0 Outcome of Children, Young People and Families Scrutiny Panel

- 6.1 A draft version of 'The Vision for School Organisation 2018-2020: City of Wolverhampton Education Place Planning' was taken to Children, Young People and Families Scrutiny Panel on 20 June 2018. A summary of the discussion points at this meeting is included in Appendix 3 to this report.

7.0 Secondary school provision

- 7.1 To ensure that anticipated levels of future demand are catered for appropriately, as detailed in 'The Vision for School Organisation 2018-2020: City of Wolverhampton Education Place Planning' representatives are currently identifying potential solutions.
- 7.2 An updated sufficiency exercise will be undertaken to identify schools with the potential for expansion.
- 7.3 A further report will be brought to Cabinet with details of the proposed Secondary Expansion Programme 2019 - 2020.

8.0 Financial implications

- 8.1 Projected levels of demand suggest that further significant investment in additional school places will be required in the future to ensure that supply can meet demand. This will be over and above the existing capital programme.
- 8.2 The Vision outlines how the Council will meet its statutory responsibilities regarding providing sufficient school places. Central Government provide a level of capital funding through the Basic Need formula. Historically, the amount received through the Basic Need funding has been insufficient to cover the costs of expansion schemes. This has led to the Council having to fund the balance, predominantly through borrowing.
- 8.3 The Medium Term Capital Programme includes funding for the Primary School Expansion Programme 2018 – 2020 and the Secondary School Expansion Programme 2017 -2019, totalling £35.9 million. In the event that there is any surplus against these

programmes, it will first be used to support the next tranche of schemes under the Secondary School Expansion Programme 2019-2020.

- 8.4 The details of individual schemes under the Secondary School Expansion Programme 2019-2020 are not yet known and will be subject to a future report to Cabinet.
[AS/12082019/J]

9.0 Legal implications

- 9.1 Under sections 13 and 14 of the Education Act 1996 (as amended by the Education Acts 2006 and 2011), a local education authority has a general statutory duty to ensure that there are sufficient school places available to meet the needs of the population in its area. The local authority must promote high educational standards, ensure fair access to educational opportunity and promote the fulfilment of every child's educational potential. It must also ensure that there are sufficient school places in their area and promote diversity and increase parental choice. To discharge this duty the local authority has to undertake a planning function to ensure that the supply of school places balances the demand for them.
- 9.2 The Education and Inspections Act 2006 requires local authorities to promote choice and diversity when carrying out their strategic duties in relation to the provision of new school places.
[RB/06082018/F]

10.0 Equalities implications

- 10.1 An initial equality analysis has been undertaken with regard to 'The Vision for School Organisation 2018-2020: City of Wolverhampton Education Place Planning'. The strategy focuses on the supply of sufficient high-quality school places for primary and secondary school pupils who may belong to groups with different characteristics protected by the Equality Act 2010. The analysis of the strategy has not found any equality issues at its design stage. The implications of specific significant change proposals developed in line with the policies outlined within the Vision will be subject to individual equality analyses.

11.0 Environmental implications

- 11.1 There are no direct environmental implications arising from this report.

12.0 Human resources implications

- 12.1 There are no direct HR implications arising from this report.

13.0 Corporate landlord implications

- 13.1 To support the process Corporate Landlord will be required to work with those schools identified within the scope of the place planning exercise to establish the feasibility and likely cost of providing additional pupil capacity on those sites. This process will require

the support of a cross section of professionals including Surveyors, Engineers, Architects etc. allowing desk top information and initial sketch proposals to be considered. Corporate Landlord will also liaise with colleagues in Legal Services in the case of feasibility works on Academy, Church or Free School sites that are subject to lease agreements. Corporate Landlord will be able to consider other potential solutions outside of the current traditional school estate if required. It must be noted Education will need to identify a budget prior to commissioning these initial feasibility works.

14.0 Evaluation of alternative options

- 14.1 Option 1: no strategy document in place. This would mean that the Local Authority would not have a framework for school organisation and related decision making regarding primary and secondary school places across the City of Wolverhampton.
- 14.2 Option 2: use existing primary and secondary sufficiency strategies with an updated date. Historically these separate strategies have been revised every two years in order to take account of changeable factors such as new legislation, demographic trends and the landscape of the autonomous school system.
- 14.3 Option 3: Approve 'The Vision for School Organisation 2018-2020: City of Wolverhampton Education Place Planning'. This will be adopted as the framework for school organisation and related decision making regarding primary and secondary school places across the City of Wolverhampton.

15.0 Reason for decisions

- 15.1 If 'The Vision for School Organisation 2018-2020: City of Wolverhampton Education Place Planning' is approved by Cabinet, this framework will be adopted and used to inform school organisation in Wolverhampton. Due to the significant demand for secondary pupil places in the short to medium term, the Vision will be particularly important in exploring solutions and decisions when introducing additional capacity into the City.

Notwithstanding this, the Regional Schools Commissioner is responsible for determining if academies can expand. The Council is not in full control of all the factors relating to the effective and timely supply of school places.

16.0 Schedule of background papers

- Children, Young People and Families Scrutiny Panel, 20 June 2018 - [The Vision of School Organisation 2018-2020: City of Wolverhampton Education Place Planning](#)

15.0 Appendices

Appendix 1 – ‘The Vision for School Organisation 2018-2020: City of Wolverhampton Education Place Planning’

Appendix 2 – External Consultation Responses

Appendix 3 – Summary of Discussion from Children, Young People and Families Scrutiny Panel

A Place for Every Child

The Vision for School Organisation in
the City of Wolverhampton 2018-20



City of Wolverhampton Education Place Planning

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1

Executive Summary

The main challenge that the City of Wolverhampton faces in relation to the organisation of school provision, is ensuring that sufficient high-quality school places are available to meet the needs of local communities across the City. Driven by a 24% increase in births between 2002 and 2016, levels of demand for school provision have increased significantly in recent years. In excess of 3,000 additional places have been commissioned since 2012 in primary schools and since 2017 in secondary schools, to cater for the demographic uplift. The recently witnessed increase in demand for primary provision in the City, has already started to impact on the City's secondary estate and significant additional capacity will be required to cater for future cohorts. This vision outlines anticipated levels of future demand and key policy decisions adopted by the Council to guide the ongoing development of the City's primary and secondary school estate.

1.1 Wolverhampton Context

Wolverhampton is a superdiverse City and this is another factor that can influence demand for school places. It is estimated that in recent years the number of non-UK born residents in Wolverhampton has increased (Annual Population Survey, Office for National Statistics (ONS)) and in 2016, 31.6% of births to Wolverhampton residents were to non-UK born mothers (ONS 2016). As stated by the ONS, 'over a quarter (28.2%) of live births in England and Wales in 2016 were to women born outside the UK, the highest level on record'. Also 'Despite an overall decline in the number of live births in England and Wales between 2015 and 2016, births to women born outside the UK increased by 2.1%' (ONS 2016).

As illustrated by both Census data and published Ward Profiles (available at insight.wolverhampton.gov.uk) the ethnic composition of communities varies significantly across the City. It should be noted that the ethnic makeup of communities in Wolverhampton is dynamic, analysis of Census information suggests that the proportion of White British residents of the City fell by 10 percentage points between 2001 and 2011. In contrast, the proportion of Asian, Black, Mixed and Other ethnic groups increased.

There are considerable challenges with regards to deprivation in the City. In 2015 Wolverhampton was the 17th most deprived of 326 English Local Authorities, which meant it had worsened from 21st most deprived in the prior Indices of Deprivation release from 2010. For the purposes of measuring deprivation, Wolverhampton is split into 158 Lower Super Output Areas (LSOAs). Of these 158, 1 is in the top 1% most deprived nationally, and a further 15 are in the top 5% deprived band. The scale of the challenge with deprivation is illustrated in Figure 1, which shows that of all the 0 to 15 year olds resident in Wolverhampton in 2016, 61.8% of them live in an LSOA in the top 20% most deprived nationally.

Figure 1: Numbers of children aged 0-15 resident in a deprived area, defined as top 20% most deprived LSOA nationally



The health and wellbeing of our children is paramount to securing good outcomes; unfortunately, the health and wellbeing of children in Wolverhampton is worse than the England average. Despite a slight fall in the rate in 2012-14 Wolverhampton remains one of the Local Authorities with highest rates of infant mortality in England and Wales. 59% of the primary and secondary schools in Wolverhampton are in the most deprived quintile nationally as defined by Ofsted. There are no Wolverhampton schools classed as being in the least deprived category. 22% of all pupils are eligible for free school meals; for primary schools (including reception) the figure is 20.5% (the national average is 14.5%) and in secondary schools (including Academies) it is 19.7% (the national average is 13.2%).¹

¹ City of Wolverhampton Council Early Years Strategy 2017 – 2021, p16

1.2 Strategic Context

This vision is a key feature of the City of Wolverhampton Council's approach to meeting its statutory duties as an advocate for parents and families, supporting vulnerable children and championing educational excellence. It offers a framework to guide the future development of the school estate in the City.

Underpinning the Council's Corporate Plan, Wolverhampton's Children, Young People and Families Plan 2015-2025 and the Joint Special Educational Needs and Disabilities Strategy this document details the basic need challenge facing the City and outlines the approach adopted by the Council to meet this challenge.

The City of Wolverhampton Council's Corporate Plan 2016 - 2019 "prioritises economic development and regeneration to bring jobs, growth and opportunity to local people and businesses".² A significant part of the City's regeneration is the objective of directly delivering 1000 homes in the next five years which "will encourage more people to set down their roots in the City, further contributing to economic growth".³

The planned housing growth programme for the City has a target of delivering 10,000 homes in 10 years to accommodate need and demand, and support the economic aspirations of the City. This growth will see significant increases in new homes for certain neighbourhoods, which will inevitably create a pressure of additional resident expectations upon the school place provision in those localities.

Potential housing development sites and their estimated delivery timescales are subject to on-going change. In order to manage these pressures, consistent liaison between the Council's Housing and Education teams will provide advance information on the focus of planned development activity. This will permit a coordinated and planned approach, both to support the delivery of new homes with adequate school places, and to support school place planning with good information on the population increases anticipated from newbuild. The School Organisation Team carefully monitor anticipated future housing development on a quarterly basis to gauge likely pupil yields in each Wolverhampton City Ward to ensure alignment and inform annual pupil projections.

² City of Wolverhampton Council, Corporate Plan 2016 - 2019, p2

³ City of Wolverhampton Council, Corporate Plan 2016 - 2019, p4

Over the longer term the City's population is predicted to grow by 8.9% by 2037, to 273,300, with residents aged 19 and below expected to increase by 7%. Currently children and young people under the ages of 18 years make up 22.9% of the total population in Wolverhampton.⁴ Therefore pupil yield growth is likely to remain an issue in the medium to longer term and this will be taken into account when making longer term plans for housing development across the City.

We recognise the need for Wolverhampton's school estate to continue to develop to meet the changing needs of children in the City. This vision recommends that a longer term, estate wide approach to school place planning is adopted that both maximises the use of existing facilities and develops flexible provision. The development of flexible provision and facilities will ensure that the estate is ideally positioned to meet both fluctuating demographic requirements and the changing needs of students.

The Vision for School Organisation in Wolverhampton 2018-2020, aligned with the Council's School Improvement and Governance Strategy, seeks to secure sufficient high-quality school places to improve educational outcomes across the City. The vision recognises the Council's role in ensuring an appropriate number of school places and in influencing the quality of education provided regardless of how schools are organised or governed.

Our key principles are

- The right of every child to fulfil their potential
- The needs of local communities
- The value of partnership working
- To respond effectively to the dynamic demographic position
- To consider the sustainability of the school estate
- To ensure resources are used efficiently
- To improve educational outcomes in order to support the longer term development and prosperity of the City
- Promoting choice and diversity of provision.

⁴ City of Wolverhampton Council, Early Years Strategy 2017 - 2021, p14

1.3 Key Statutory Duties

Councils are under a statutory duty to ensure that there are sufficient school places in their area, promote high educational standards, ensure fair access to educational opportunity and promote the fulfilment of every child's educational potential. The Schools Admissions Code states that "Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health"⁵. They must also ensure that there are sufficient schools in their area, promote diversity and increase parental choice.

The Local Authority, in fulfilling its statutory obligation⁶, writes to parents/carers of children in Year 9 attending a school in the City of Wolverhampton annually to inform them of the opportunities available in relation to schools with atypical points of admission.

The correspondence encourages parents/carers to consider the options available to their child as they move into Year 10, providing guidance on the type of schools and context, specifically in relation to University Technical Colleges (UTCs) and Studio Schools. The letter informs parents on how to apply for a place at schools with atypical admission points that are within a reasonable travelling distance of the City of Wolverhampton, this includes West Midlands UTC and Health Futures UTC.

Primary Context

There is a legal requirement that any class containing infant aged children (five, six and seven year olds) will not exceed a maximum of 30 pupils with a single class teacher, other than when an additional pupil admitted fits the criteria for an 'excepted' pupil (as defined in the School Admissions Code).

In September 2015, the Department for Education (DfE) announced their intention to give summer-born children the right to start in Reception at the age of 5. Children usually start school in the September after they turn 4 but parents of summer-born children (born between 1 April and 31 August) can ask to delay entry into school for a year, they can also ask for early admission or delayed transfer to school (admission outside of normal age group).

⁵ Department of Education, Schools Admissions Code December 2014, (p. 25 para. 2.17)

⁶ School Information Regulations 2017

Secondary Context

In 2015, Central Government raised the age of participation to 18. Local Authorities are required to develop a local strategy against the following criteria:

- To work with schools, colleges, training providers and employers to ensure a sufficient local curriculum offer
- To provide careers advice from year 8 to year 13 – minimal statutory role focussing on supporting vulnerable learners
- To track and record young people's progression from education and training
- To identify numbers of NEET (young people not in education, employment or training) or “unknowns” on local Client Caseload Information Systems
- To provide additional support for young people with special needs (up to age 25); those in care; young offenders; young parents or those with specific support needs including mental health and substance misuse.

The Department for Education monitors progress against the above criteria and evaluates performance against national targets.

Aspiration

We will continue existing, and further expand, collaboration arrangements with educational establishments in the City including secondary schools/academies, the University of Wolverhampton and the City of Wolverhampton College.

1.4 Partnership Working

The Council recognises the value of sustaining an effective partnership with all schools regardless of their status or governance arrangements and we have established a strong working partnership with Free Schools, Academies, Trusts, the Department for Education, the Education Funding Agency, the Regional Schools Commissioner for the West Midlands, neighbouring Local Authorities, private sector partners and local Diocesan Authorities.

The City of Wolverhampton Council encourages partnership working across education in the City in order to provide the broadest curriculum possible. This can be achieved through the co-commissioning of Post 16 provision and the strengthening of other provision such as the curriculum offer from the West Midlands UTC.

Opportunity

Since 2013 four Free Schools have opened in Wolverhampton and have become part of the school community. We have embraced opportunities for Free Schools to expand in the City to meet basic need; however, introducing additional Free School provision in geographically appropriate locations and in a timely manner presents a significant challenge. To ensure that the needs of families and students in Wolverhampton can continue to be met effectively it may, on occasion, be necessary for the Council to adopt a more responsive approach to school place planning and to develop contingency plans to cater for external influences on the supply of school places.

Aspiration

We will:

- Work closely with Diocesan Authorities to ensure that an appropriate balance of denominational and community places are available
- Avoid the need for compulsory redundancy, where possible
- Promote equal opportunities and that particular groups of children are not disadvantaged.

1.5 School Size

We recommend that primary schools in the City provide a minimum of 30 places per year group (one form entry) and a maximum of 90 places per year group (three form entry). This will ensure the efficient use of resources, whilst avoiding the loss of a more personal primary ethos.

Admission limits will be managed in accordance with Infant Class Size Regulations and to promote the most efficient use of resources. This vision recommends that admission limits, which exceed a form of entry (i.e. 30 pupils), are either set as full forms of entry (multiples of 30) or half forms of entry (multiples of 15).

Larger primary schools (2 form entry and above) can potentially offer:

- greater opportunity for specialism
- a workforce that has a wider spectrum of experience and expertise
- increased opportunity to offer a broad and balanced curriculum
- greater flexibility to cover staff absence
- increased potential to provide strategic leadership succession opportunities
- the opportunity to use resources more efficiently
- an increased ability to respond to change more readily.

We recommend that to ensure the efficient use of resources and to support the longer-term viability of individual establishments, secondary schools in the City offer a minimum of 150 places per year group (Year 7 to 11).

Larger secondary schools can potentially offer:

- an increased opportunity to respond effectively to change
- greater flexibility to cover staff absence
- increased opportunity to provide leadership succession opportunities
- increased opportunity to use resources more efficiently.

Opportunity

The Vision for School Organisation in Wolverhampton 2018-2020 supports the development of larger primary or secondary schools, where appropriate.



1.6 The Autonomous School System

Central Government policy initiatives, including the establishment of Free Schools and University Technical Colleges coupled with the conversion of schools to academy status, have recently changed the landscape in which education and the Council's statutory responsibilities are delivered. Figure 2 illustrates the diverse range of education provision in Wolverhampton.

Figure 2: Provision of establishment types within Wolverhampton

PRIMARY		SECONDARY	
Establishment Type	Number	Establishment Type	Number
Infant School - Community	2	Academy - Secondary	14
Infant School - Voluntary Controlled	1	Community - Secondary	2
Infant School - Academy	1	Free School - Secondary	1
Junior School - Community	2	University Technical College	1
Junior School - Voluntary Controlled	1	Voluntary Aided - Secondary	1
Junior School - Academy	1	Total	19
Primary Academy	29		
Primary Community School	24		
Primary Free School	2		
Primary - Voluntary Aided	6		
Primary - Voluntary Controlled	5		
Total	74		

SPECIAL SCHOOL		PUPIL REFERRAL UNIT	
Establishment Type	Number	Establishment Type	Number
Academy - Special School	3	Academy - Pupil Referral Unit	1
Community - Special School	4	Community - Pupil Referral Unit	3
Free School - Special School	1	Total	4
Total	8		

Source: City of Wolverhampton Council, List of Educational Establishments June 2018
Please note The Royal School Wolverhampton is a free through school.

Legislation dictates that, when considering the establishment of a new school, Free School/Academy proposals should be considered in the first instance and that Academy Trusts can apply directly to the Secretary of State to make significant changes to individual establishments.

The autonomous school system poses challenges concerning school place planning, and it should be noted that the Council is not in full control of all factors relating to the effective and timely supply of school places. In addition, Trusts can decide to admit above their Published Admissions Number and as a consequence, successful partnership working is of paramount importance in order to ensure that the needs of the City's communities can continue to be met effectively.

To enable a localised approach when developing solutions and reporting upon school organisation, the City has been divided into four planning areas for the primary estate (see Appendix A) and three planning areas for the secondary estate (see Appendix B). This approach allows the School Organisation Team to recognise the differing pressures facing local communities across the City. It should be noted that given the significant variations in both localised demand and the popularity of individual establishments, balancing levels of surplus across all schools is a significant challenge; adopting a planned, strategic approach to school place planning maximises opportunities to meet localised demand for school places and for individual establishments' positions to be considered.

1.7 Surplus Place Position

Surplus places are school places that have not been filled. A level of surplus is essential to offer increased opportunity for parental preference to be reflected in allocations, to allow for fluctuations in demand, to offer flexibility to cater for mid-year entrants and offers a level of protection to less popular schools. Too few surplus places can result in reduced opportunity for parental choice, increased travel times, and increased class sizes. However, too many surplus places can lead to the inefficient use of resources.

When allocating basic need funding to Local Authorities central government operate a level of 2% surplus. Historical patterns of in year growth have seen increases in pupil numbers in excess of this 2%. There is a balance to be found between investment in school places, supporting schools with low pupil numbers and meeting parental preference. Therefore, the aspirational level of surplus will operate towards the Department for Education funding surplus figure, which in turn will support those schools with low pupil numbers.

We recommend that a school place is available within a maximum walking distance of two miles (for a child under 8 years old) and up to a maximum of three miles (for a child over 8). To ensure that pupils can access a local school and that travel times are reasonable.

An annual dialogue continues between representatives of Education and Transportation to review school access routes and citywide transportation requirements.

1.8 Cross Border Movement

One of the key factors influencing demand for school places in the City, particularly in secondary schools, is the cross-border movement of students. It is essential that we monitor trends in the number of pupils educated in Wolverhampton residing outside of the City (imports) against those pupils educated outside of the City residing in Wolverhampton (exports).

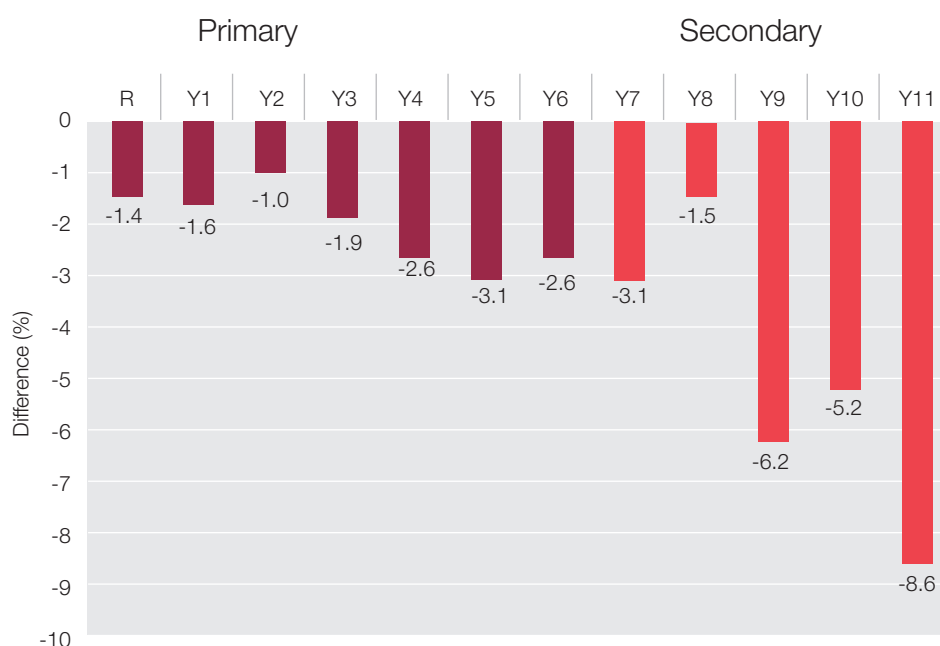
Over the last two years in Wolverhampton the difference between imports and exports to the City has narrowed. Although the City of Wolverhampton has remained a net exporter of pupils, the number of imports into the City has increased against a decreasing number of exports. This indicates that schools within Wolverhampton have become increasingly popular with pupils residing both within the City and outside of its borders. This shift is particularly prevalent within the secondary sector, with a significant reduction in the net exports since 2015.

In terms of the primary sector, between 2007 and 2015 the gap between pupil imports to the City and exports out of the City increased significantly, however more recently this trend has reversed with a 16% reduction in the gap in imports and exports from 2015 to 2017.

In January 2017, the City had 812 primary pupil imports and 1293 exports, remaining a net exporter with a difference of -481 (-2.1% of school population).

Overall, in terms of the secondary sector, from 2007 to 2015 the gap between pupil imports to the City and exports out of the City has gradually reduced, however since 2015 to 2017 this gap has grossly reduced by a significant 52%. In January 2017, the City had 1,670 secondary pupil imports and 2341 exports, remaining a net exporter with a difference of -671 (-4.7% of school population).

Figure 3: Difference between Imports and Exports by National Curriculum Year as a percentage of the school population (January 2017)



Source: Department for Education (2017)

Figure 3 illustrates the City's net exports per National Curriculum Year. The graph clearly indicates the narrowing of the gap between imports to the City and exports out of the City in the primary phase of education compared to the secondary phase. In January 2017, the City had a net export of -1.4 as a percentage of the total school population for the Reception phase and -2.6 for Year 6. However, in the secondary phase the gap between the imports and exports is significantly wider, with a net export of -3.1 as a percentage of the total school population in Year 7 and -8.6 in Year 11. This trend indicates less fluidity of movement out of the City during the primary phase.

If the difference between those imports into the City and exports out of the City continue to follow this trend, then levels of demand for school places within the City will increase the strain on resources and additional capacity would be required to cater for the demand.

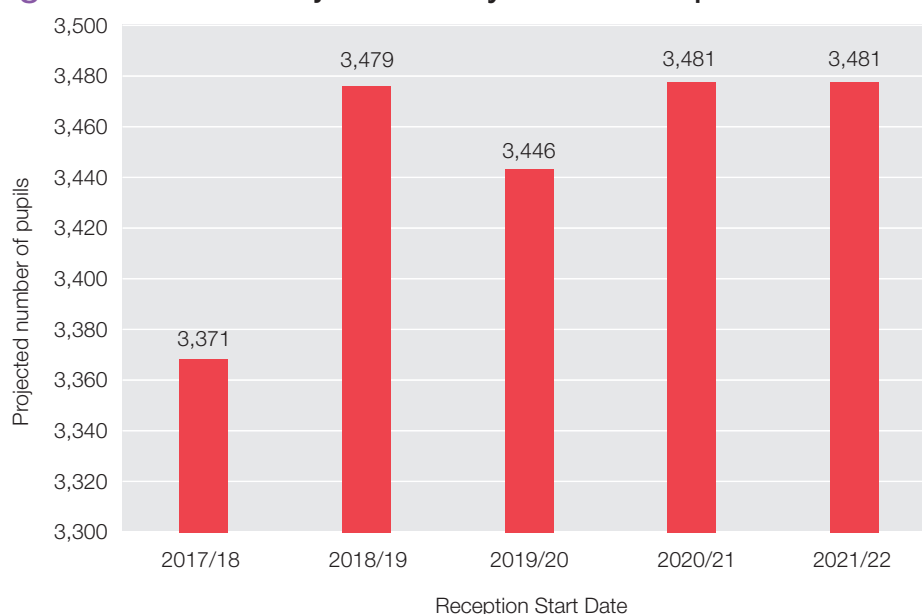
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Primary School Organisation

Levels of demand for primary school provision across the City have increased significantly in recent years, as illustrated in Figure 4. This upsurge has been primarily driven by an increase of 24% in the number of births to Wolverhampton residents between 2002 and 2016.⁷

To meet demand, the Council has recently invested heavily in the provision of additional primary school places in a number of areas of high demand across the City. Recent expansion schemes have been funded through a combination of both central capital funding and constrained Council resources. Since September 2012, Primary School Expansion Programmes have introduced an additional 2,715 additional primary school places across 21 existing primary schools. In addition, two Free Schools have opened (Nishkam Primary School Wolverhampton in September 2013 and The Royal School Wolverhampton in September 2016). There remains uncertainty in respect of future central government capital funding allocations to meet basic need in the medium term.

Figure 4: 2017 Projected Citywide Reception Cohorts



Source: City of Wolverhampton Council, School Organisation Forecasts 2017

⁷ Office for National Statistics

As demand has increased, the number of surplus school places has reduced and levels of surplus within some primary year groups are now constrained. Surplus places are school places that have not been filled.

Figure 5 illustrates levels of surplus in each national curriculum year group on a Planning Area and citywide level, and Appendix C highlights recent fluctuations in the size of individual cohorts. Levels of in-year growth have accelerated in recent years; anecdotal evidence suggests that this growth is also being experienced by neighbouring Local Authorities and is likely to be the consequence of migration rates.

Figure 5: Primary Surplus by National Curriculum Year Group (with Planning Area level)

National Curriculum Year Group (2017/18)	Number on Roll (Spring 2018 Census)	Planning Area 1	Planning Area 2	Planning Area 3	Planning Area 4	Citywide Surplus Places Against Admissions Limits (Percentage)
R	3338	26	38	49	84	197 (5.6%)
1	3547	23	12	29	62	126 (3.4%)
2	3644	15	14	31	33	93 (2.5%)
3*	3417	21	10	15	52	98 (2.8%)
4*	3291	18	30	20	60	128 (3.8%)
5*	3320	14	18	9	35	76 (2.3%)
6*	3248	10	12	5	19	46 (1.4%)

* Please note that in order to meet levels of demand in specific hotspots that a minority of primary schools in the City have introduced additional capacity by agreeing to admit significantly above their admission limits.

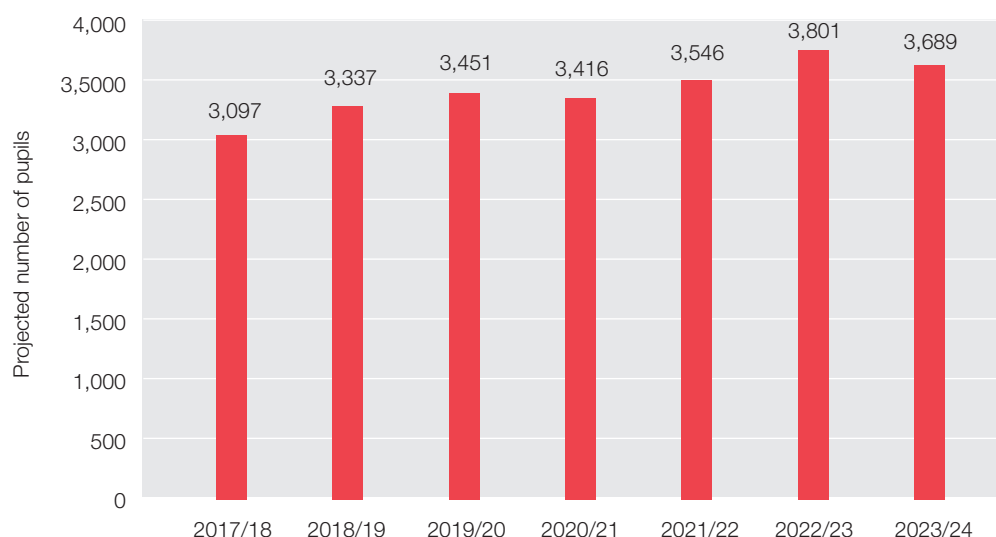
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Secondary School Organisation

As illustrated by Figure 6, levels of demand for secondary school provision in Wolverhampton are expected to increase significantly in the future as the bulge in pupil numbers in the City's primary schools moves through to the secondary estate. The Secondary School Expansion Programme 2017-2019 will provide 350 permanent places. In addition, 111 temporary places have been provided in Year 7 for 2017/18 and 130 temporary places in Year 7 for 2018/19 in secondary schools across Wolverhampton. Moreover the all-through school, The Royal Wolverhampton, opened in September 2016 and the West Midlands University Technical College opened in September 2015. The City faces a considerable challenge to ensure that sufficient high quality school places are available to meet the needs of local communities.

The recently observed growth in the size of younger secondary cohorts is expected to accelerate in the short to medium term and projections suggest that between 2017/18 and 2022/23 Year 7 cohorts are likely to grow by 23%.

Figure 6: Projected Citywide Year 7 Cohorts



Source: City of Wolverhampton Council, School Organisation Forecasts 2017

As evident in Wolverhampton's primary school estate, the City has recently experienced an acceleration in the in-year growth of some existing secondary cohorts (see Appendix D). Council representatives are closely monitoring fluctuations in the size of existing cohorts to ensure that incoming students can access educational provision within a reasonable distance of their home address.

As shown by Figure 7, currently the level of surplus in secondary schools remains above the 2% that this strategy recommends for secondary schools, however the number of surplus places varies considerably across year groups. It should be noted that in the coming years surplus places are expected to be constrained as existing primary cohorts progress through the education system.

Figure 7: Secondary Surplus by National Curriculum Year Group (with Planning Area level)

National Curriculum Year Group (2017/18)	Number on Roll (Spring 2018 Census)	Planning Area 1	Planning Area 2	Planning Area 3	Citywide Surplus Places Against Admissions Limits (Percentage)
7	3,068	49	151	N/A	200 (6.2%)
8	3,007	48	150	N/A	198 (6.3%)
9	2,932	87	124	N/A	211 (6.7%)
10	2,791	114	125	88	327 (10.6%)
11	2,608	236	185	89	510 (16.4%)

4

The Introduction of Additional School Places

To meet rising demand for school places the Council will continue to consider, where feasible, the expansion of existing schools across the City. To safeguard the sustainability of the school estate, the expansion of existing schools will be investigated in the first instance, prior to considering the introduction of new provision.

However, it should be noted that, given the scale of recent expansion programmes, there are a limited number of remaining opportunities available within the existing school estate. Based on this we would need to consider the cost effectiveness of expanding existing schools against the introduction of new schools.

All new schools or new refurbishments and expansions will be compliant with the Disability Discrimination Act 2005. Any planning for school expansions or new schools will take account of the need to continue to align and balance planned housing development and future school place planning.





Factors we consider when prioritising potential school expansion schemes:

- Parental Preference - schools which are most popular with parents
- School Performance - schools judged as 'Good' or 'Outstanding' by Ofsted
- Attainment - schools whose results consistently exceed floor standards
- School Leadership - schools with stable and proven leadership
- Location - schools located within areas of high demand, taking into account local regeneration and housing development priorities
- Viability for expansion - schemes which can be most easily and efficiently implemented.

The Council is committed to ensuring the implementation of practical solutions to meet the basic need challenge and will work closely with schools and Academy Trusts to develop appropriate schemes that consider pupils' needs and support the effective delivery of the curriculum. When an expanding school is in the process of converting to academy status, the Council will seek to ensure that legal mechanisms are employed to ensure that the needs of the City are fulfilled and any approved investment is secured for the future. The Council's legal representatives will seek to include reference to the enlarged capacity within relevant Commercial Transfer Agreements and representations will be made to the DfE to request that Funding Agreements reflect the capacity post-expansion.

The expansion of a school can present challenges for schools and a school may require additional support from the School Improvement Team. This support will be reflected in the school categorisation and the time allocated to each school.

Parental Preference and Expansions

The Council's policy of prioritising popular and successful schools for expansion has proved successful.

Despite the significant growth in demand in 2017/18

- Primary 86% of on time applicants were offered a Reception place in their first preference school and 96% were offered a place in one of the preferred schools
- Secondary 78% of on time applicants were offered a Year 7 place in their first preference school and 96% were offered a place in one of the preferred schools.

Source: City of Wolverhampton Council, Capita ONE data

4.1 The Growth Fund

To support the needs of students in expanding schools and in line with the Education Funding Agency's recommended approach, the Council will seek continued support from Schools' Forum for a Growth Fund to support resultant revenue needs of schools which are required to provide extra places to meet basic need.

Schools currently qualify for funding through the Growth Fund in the following circumstances:

- The school or academy has agreed with the LA to permanently increase its admission limit to meet basic need
- The school or academy has agreed with the LA to provide a bulge class to meet basic need
- The school or academy has agreed with the LA to expand in-year to meet basic need.

It should be noted that secondary schools have not previously required support via the Growth Fund. Due to the need to introduce additional secondary school places in the City, there will be a demand for the Growth Fund as a result of the 2018-19 Secondary Expansion Programme.

It is recognised that school funding is currently under review by Central Government and that at present there remains uncertainty regarding future funding mechanisms.

Aspiration

We recognise the need for expanding schools to receive appropriate funding, in a timely manner, to meet students' needs.

4.2 Bulge Classes

In specific circumstances, where local demand is predicted to rise and then fall within a short period of time, the Council will consider the introduction of bulge classes. These are time limited expansions of the capacity of individual year groups within a school, for example, a temporary increase of a school's admission limit by one form of entry in an individual year group to meet demand. Bulge classes will only be considered when the permanent expansion of a school to meet demand would not be sustainable.

4.3 Additional Capacity in Existing Cohorts

As illustrated in Figures 5 and 7 some existing school cohorts have grown significantly and demonstrated in-year fluctuations, resulting in reduced levels of surplus. It is recognised that as demand increases and levels of surplus reduce, that the introduction of additional capacity into existing cohorts may need to be considered in the future. To ensure that pupils can access school provision within a reasonable distance of their home address, the Council has worked closely with schools to introduce additional capacity into existing cohorts to cater for rising demand as required.

We recommend that the introduction of additional capacity into existing cohorts is only considered in response to significant demographic challenges and to support the needs of local communities. We recognise that introducing additional capacity, at points other than standard years of entry, can potentially destabilise both individual cohorts and the wider school estate.

To support the needs of pupils in schools that introduce additional capacity into existing cohorts, the Council will seek continued approval from Schools' Forum through the Growth Fund to support the resultant revenue needs of schools.

4.4 Vertical Grouping

Vertical Grouping (or the employment of mixed age classes) is most commonly employed in primary schools with intakes of 45 or 75 and works successfully in many schools across the City. However, the use of this structure can increase the complexity of planning and delivering the curriculum.

When an opportunity or need arises consultation will be conducted with Headteachers and Governors to consider increasing or reducing admission limits in schools with existing 45 or 75 admission limits.

We recommend that the introduction of additional 45 or 75 admission limits only be considered once other practical solutions have been exhausted.

4.5 Temporary Accommodation

Across the school estate in the City a small proportion of schools' schedules of accommodation include temporary facilities. Whilst it is recognised that the quality of temporary accommodation has improved significantly in recent years, this strategy requires that the replacement of temporary accommodation is prioritised, where appropriate.

5

Removal of Maintained Provision / Discontinuance of Maintained Provision

In certain circumstances the Council will consider the removal of maintained provision.

We will consider the closure of a school if the school meets two or more of the following criteria:

- The school is judged Inadequate by Ofsted
- The performance of pupils at the school is unacceptably low
- The school has a significant number of surplus places
- There are significant suitability issues in respect of the school's accommodation and/or site
- Closure could be effected without denying any pupils access to at least one alternative school with available places within a maximum of two miles or three miles (walking distance of primary and secondary respectively) of their home
- The substantive Headteacher has left or is leaving.

Prior to initiating any statutory processes to close a school, the Council will consult with the school's Headteacher and the Chair of the school's Governing Board to discuss how the criteria may apply to their school.

As part of this process the Council will review and consult with schools' Governing Boards regarding:

- The likely impact of a school's closure on other schools in the local area, taking account of numbers on roll and the capacity of schools to enhance provision for children and families
- Projected levels of future demand
- The importance of the school to the wider community
- The condition, suitability and sufficiency of school facilities.

5.1 Intervention

The Council will consider proposing the adoption of structural solutions (including both federation and sponsored academy status) to improve standards in underperforming schools (federations only in primary).

5.2 Change Management

It is recognised that making significant changes to individual establishments can have a disruptive effect on the delivery of education. This vision requires that any school reorganisation or development scheme seeks to minimise disruption and avoid any longer-term detriment to students.



5.3 Federations

Federations offer schools the opportunity to share best practice and support one another. The term federation is used to describe the creation of formal shared governance structures, which enable schools to raise standards and enhance provision by sharing resources, staff, expertise and facilities. There are a variety of federation models that allow schools to choose which model best suits their needs.

Regardless of the federation model adopted, individual schools retain their identity, continue to receive individual school budgets, have separate Ofsted inspections and report on performance individually.

Federating schools can have many benefits, including:

- Providing a structured way for schools to learn from each other and share best practice
- Offering opportunities for improved teaching and learning through increased specialism
- Building capacity across the federation
- Saving on planning and administration time
- Offering better support and development opportunities for School Governors
- Providing broader career opportunities across the federation
- Extending curriculum entitlement.

5.4 Sponsored Academies

In certain circumstances, the Council will facilitate the sponsorship of schools to become academies or support eligible schools to convert to academy status. Such steps will only be taken to support the overall improvement of education in the City, including the raising of pupils' attainment and progress.

Where appropriate, the Council will work with other agencies to identify locally sourced sponsors to support the conversion of schools.

We recommend the adoption of structural solutions (including federations and sponsored academy status) and seek to influence the implementation of effective governance arrangements that promote school improvement and advance the quality of education across the City.

6

All-through Schools

An 'All-through school' is a school which provides both primary and secondary education.

Opportunity

To improve the diversity of the school estate in Wolverhampton the introduction of all-through schools will be explored, where appropriate.

Successful all-through schools can offer many benefits including:

- Reducing the number of transitions children face and reducing the risk of delayed learning at the start of secondary school
- Extending opportunities available to primary pupils; all-through schools can offer primary age pupils early access to specialist subject teaching and facilities
- Providing an additional opportunity to fully utilise the whole school estate to meet the anticipated future primary basic need challenge
- Providing school staff with wider career development opportunities
- Offering cost savings through economies of scale.

The introduction of all-through provision will only be considered where there is a demonstrable need for additional capacity in the local area and all-through provision would be an appropriate solution.

7

Specialist Provision

In January 2018, there were eight special schools in Wolverhampton:

Establishment	School Type	Age Range	SEND Designation
Broadmeadow Special School	Academy	2-7	Physical Disability Severe Learning Difficulty
Green Park School	Community	3-19	Severe Learning Difficulty Profound and Multiple Learning Difficulty
Northern House School (City of Wolverhampton)	Academy	7-16	Speech, Language and Communication Social, Emotional and Mental Health Physical Disability Moderate Learning Difficulty
Penn Fields Special School	Community	5-19	Specific Learning Difficulty Speech, Language and Communication Autistic Spectrum Disorder Moderate Learning Difficulty Severe Learning Difficulty
Penn Hall School	Community	3-19	Physical Difficulty
Tettenhall Wood School	Community	5-19	Autistic Spectrum Disorder
Westcroft School	Academy	5-19	Moderate Learning Difficulty Severe Learning Difficulty
Wolverhampton Vocational Training Centre	Free School	16-18	Specific Learning Difficulty Visual Impairment Hearing Impairment Speech, Language and Communication Autistic Spectrum Disorder Social, Emotional and Mental Health Moderate Learning Difficulty Severe Learning Difficulty

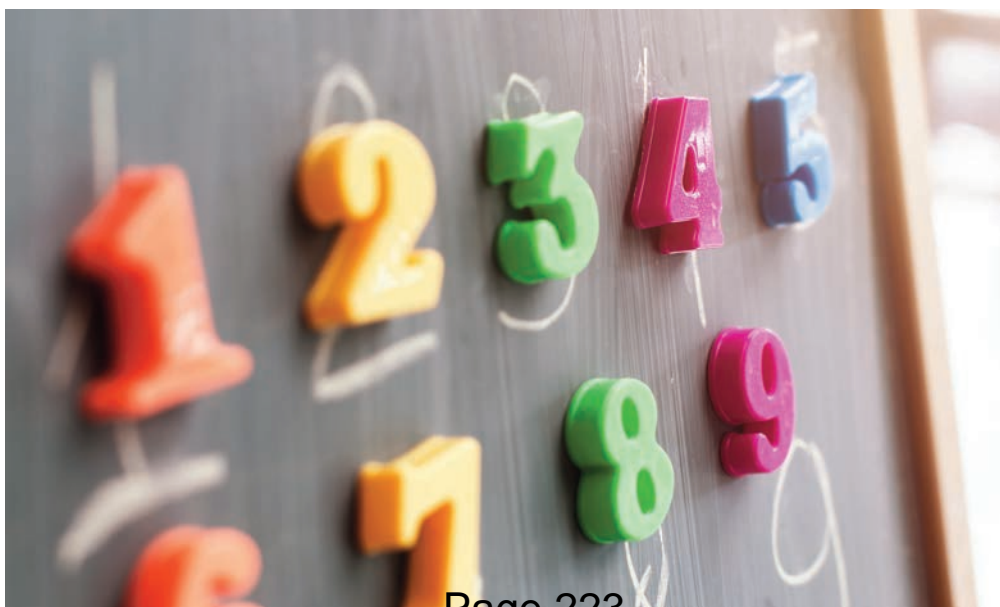
In January 2018, there were eleven mainstream schools with resource base provision:

Establishment	School Type	SEND Designation
Aldersley High School	Academy	Speech, Language and Communication
Bilston Nursery School	LA Nursery	Severe/Complex Needs Significant Difficulties
Castlecroft Primary School	Community	Visual Impairment
Colton Hills Community School	Community	Physical Disability
East Park Academy	Academy	Hearing Impaired
Low Hill Nursery School	LA Nursery	Severe/Complex Needs Significant Difficulties
Palmers Cross Primary School	Academy	Speech, Language and Communication
Springdale Primary School	Community	Speech, Language and Communication
Smestow School	Academy	Visual Impairment
St Matthias School	Community	Hearing Impairment
Windsor Nursery School	LA Nursery	Severe/Complex Needs Significant Difficulties

Local Authorities are required to keep their local offer of services and provision for children and young people with Special Educational Needs and/or Disabilities (SEND) under review, in consultation with parents, young people, schools and other institutions. The Council recommends that the commissioning of specialist educational provision is informed by the production of an annual SEND Commissioning Intentions document which outlines both the current and anticipated future needs of students with Special Educational Needs and/or Disabilities (SEND). This needs analysis will provide increased transparency and be used to inform the development of an effective graduated response. The timely determination and publication of commissioning requirements will support providers to effectively plan and meet students' needs.

We recommend that the development of provision for students with SEND is guided by the following principles:

- Local solutions are developed to support a reduction in the required number of out of City placements
- The number of transitions experienced by children with SEND should be minimised wherever possible
- Solutions should be developed to offer opportunities for students with SEND to attend mainstream provision, unless doing so would be incompatible with the provision of efficient education for other children.





Early Years Provision

Early Years provision has a legal duty to generate a report on Childcare Sufficiency Assessment and is organised into four localities, split into eight areas, detailing current supply and demand of registered childcare. The Local Authority offers support, advice and guidance to registered childcare providers who work within the Early Years Statutory Framework. The Early Years Foundation Stage (EYFS) provides details of legislation on welfare requirements and learning and development. Support is also offered to families through programmes such as Home learning, Bookstart and the Parent Champion programme⁸.

City of Wolverhampton Council have published an Early Years Strategy for parents and professionals. The strategy is based on the assumption that parents are the first educator and to ensure that there is a robust system in place to support them in this vital role. The Local Authority is committed to:

- Putting the best interests of the child at the heart of decision making
- Taking a holistic approach to the wellbeing of a child
- Working with children, young people and their families on ways to improve wellbeing
- Advocating preventative work and early intervention to support young children and their families ensuring they are appropriately safeguarded
- Believing professionals must work together in the best interests of the child.

⁸City of Wolverhampton Council, Childcare Sufficiency Assessment 2017

The Early Years Strategy has four work plans; Parental Engagement, Workforce Development, High Quality Education and Good Family Health. These are live documents that highlight areas of development to support in providing good quality experiences for families across the City, contributing to improving children's outcomes for learning. An identified key area for development is to ensure children are ready for school, to support this, a school readiness definition has been agreed⁹:

The Early Years Strategy states that “as a child starts full time schooling within Wolverhampton, there is an expectation that children feel prepared and ready to start school socially, emotionally and physically. Children will be able to express their needs, feelings and wants. A school will ensure that children feel heard and understood by their practitioners. Leading to children being excited, enthused and demonstrate a curiosity to learn both inside and outside of the classroom.”

The City continues through the work of the Early Intervention Service, School Improvement and Standards team to strive to ensure that schools, settings, childminders and all early year's providers are delivering high quality early years experiences. The Ofsted ratings for the City continue to rise annually; the figures for all providers within the City demonstrate this¹⁰.

⁹City of Wolverhampton Council, Early Years Strategy 2017-2021, p.9

¹⁰City of Wolverhampton Council, Early Years Strategy 2017-2021

9

Infant and Junior School Provision

We recommend that whenever the Headship of a school becomes vacant in an infant or junior school, the Council invites responsible bodies (e.g. Governing Boards) to consider their merger or amalgamation. For merger to be considered, the leadership of the establishment that is proposed for expansion must be at least 'Good'.

Bringing infant and junior schools together offers many advantages, including:

- Reducing the number of major transitions that pupils face
- Reducing the likelihood of lost learning at the beginning of Key Stage 2
- Increasing the opportunity for specialist teachers to work with a wider range of pupils
- Providing the opportunity for a consistent approach to the curriculum to be adopted
- Ensuring the continuity of teaching, learning and achievement
- Cost savings through economies of scale.

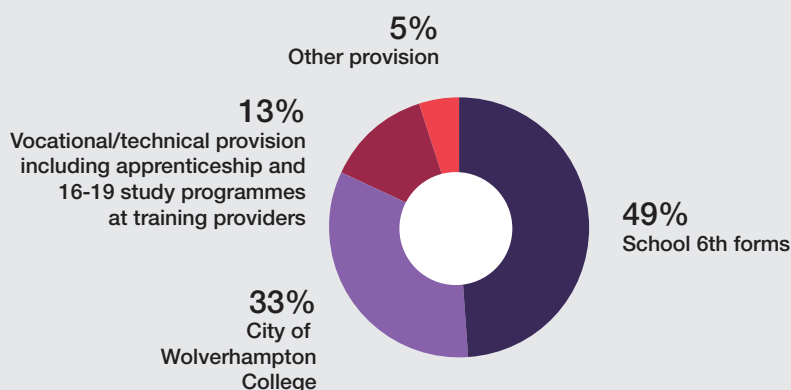
Please note that, in this context:

- The 'merger' of infant and junior schools is the process of joining the schools together by discontinuing one establishment and expanding and altering the age range of the other
- The term amalgamation relates to the process of joining the schools together by discontinuing both establishments and creating a new school.

10

Post-16 Provision

The Post 16 landscape is made up of 24 organisations;



10.1 Current Places and Funding

Across the City of Wolverhampton there are a variety of post-16 providers, offering a mixture of qualifications to 16-19 year olds.

In 2017-18 there were 5,475 funded Education Skills Funding Agency (ESFA) places within the City. Post-16 provision varies significantly from the secondary education phase due to a breadth of provision offered by specialist academic and technical providers.

Post 16 provision is based on lagged, (historic) learner numbers, the current allocation does not include capacity to grow or infrastructure development of existing settings.

Effective collaboration between schools and City of Wolverhampton College will be key to successful implementation of the governments skills plan. The vision for School Organisation recognises the aspirations of schools to have efficient and successful 6th form provision, and the need to balance provision and its success between 6th forms and City of Wolverhampton College. With regard to this, the impact of co-commissioning of post 16 courses and any rationalisation of available space will be considered when exploring any future secondary school place planning activities.

10.2 Cross Border Movement

In Key Stage 4 and 5 the City exports more learners than we import. The table below shows that in the academic year 2016-17 more Wolverhampton residents aged (16-19) left the City compared to the numbers from neighbouring Local Authority who travelled into Wolverhampton. In this academic year there was a net loss of 628 learners.

Figure 8: Post 16 Cross Border Movement 2016-17

Source: DFE ESFA Data Sets

Figure 9: Post 16 Cross Border Movement of pupils to Wolverhampton from neighbouring Local Authorities

Local Authority	Export	Import	+/- migration
Dudley	933	208	-725
Sandwell	244	159	-85
Staffordshire	300	355	+55
Walsall	382	315	-67

Sufficiency needs are currently met in Wolverhampton due to the number of learners exported and capacity within the existing Post 16 settings. However due to the forecasted bulge in Year 7 from 2016-17 to 2023-24 and a projected future growth in Post 16 numbers as a consequence, the City could have a shortage in capacity of around 1,855 young people in 2028-2029.

11

Alternative Provision

Alternative provision is recognised by the Department for Education as,

“...education arranged by Local Authorities for pupils who, because of exclusion, illness or other reasons, would not otherwise receive suitable education; education arranged by schools for pupils on a fixed period exclusion; and pupils being directed by schools to off-site provision to improve their behaviour.” (DfE 2013).

In January 2018, there were four Pupil Referral Units in Wolverhampton:

Establishment	Age Range
Midpoint Centre (Key Stage 4 PRU)	14-16
Northern House School (City of Wolverhampton) Primary PRU	4-11
The Braybrook Centre (Key Stage 3 PRU)	11-13
The Orchard Centre (Home and Hospital PRU)	5-16

This strategy recognises the invaluable support that pupil referral units provide to vulnerable students.

A review of alternative provision is currently being undertaken which will inform the development of an appropriate continuum of provision, coupled with effective supporting practices.

12

Estate Management

We recommend a long term approach to the management of educational assets in order to ensure that fluctuations in demand can be effectively and efficiently catered for. Where appropriate, sites should be reserved as contingency to cater for anticipated increases in demand, such as that resulting from new housing developments.

However, it should be recognised that adopting a longer-term approach will result in short-term budgetary pressures for Corporate Landlord as sites must be secured and maintained.

Any reserved sites that are included on the Council's Disposal Programme will impact on the Council's ability to achieve its capital receipt target.

Where circumstances arise that present the opportunity to use existing school accommodation in different ways, this strategy would require that priority is given to the provision of statutory school places.



13

Strategy Review

The strategy is subject to review on a biennial basis.



14

Resources

City of Wolverhampton Council, Corporate Plan 2016 - 2019
<http://www.wolverhampton.gov.uk/CHttpHandler.ashx?id=10312&p=0>

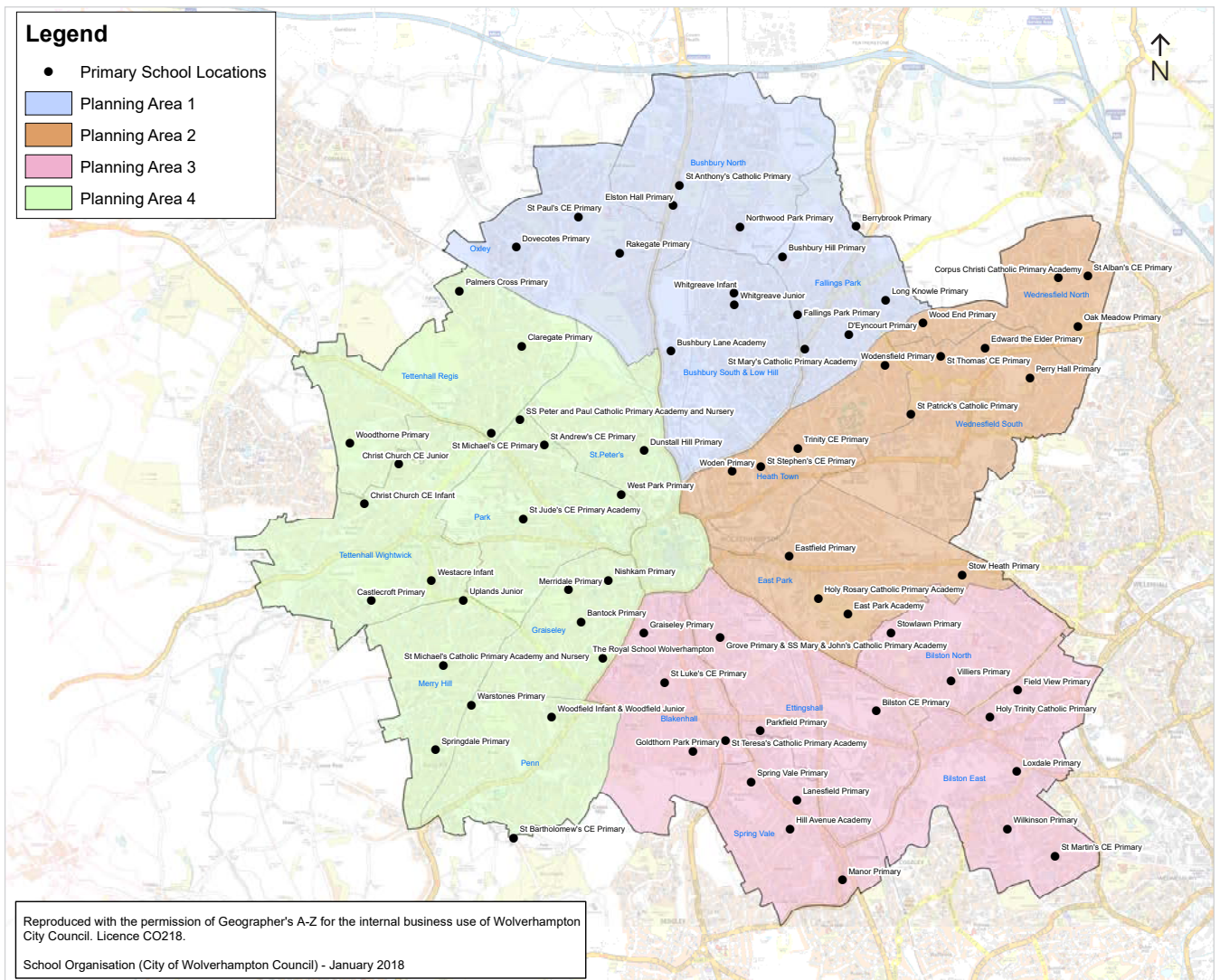
City of Wolverhampton Council, Early Years Strategy 2017 – 2021
<http://www.wolverhampton.gov.uk/CHttpHandler.ashx?id=11544&p=0>

City of Wolverhampton Council, Childcare Sufficiency Assessment 2017
<http://www.wolverhampton.gov.uk/CHttpHandler.ashx?id=14604&p=0>

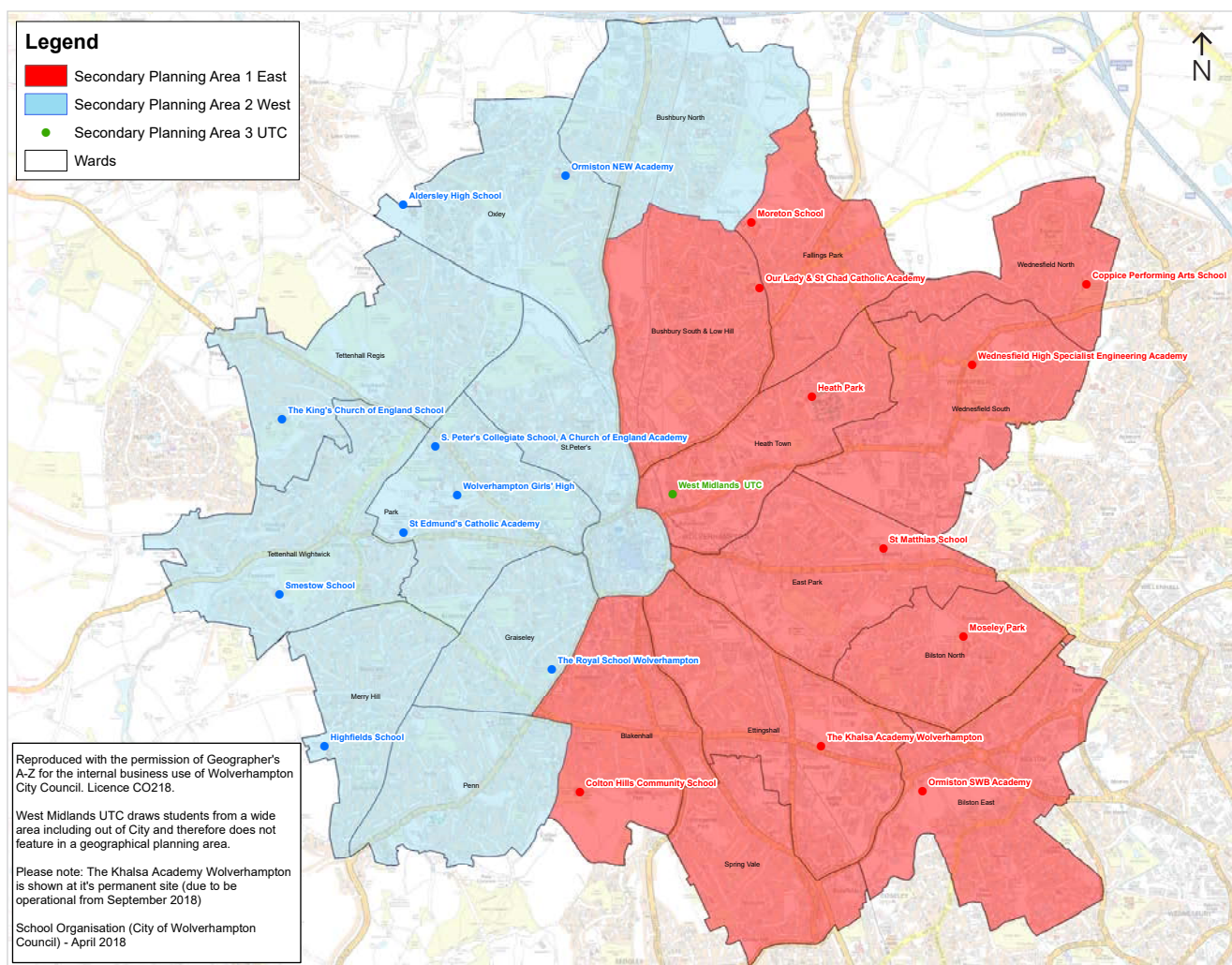
Department of Education, Schools Admissions Code December 2014
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/389388/School_Admissions_Code_2014_-_19_Dec.pdf

Appendices

Appendix A: Primary Provision Planning Areas 2018

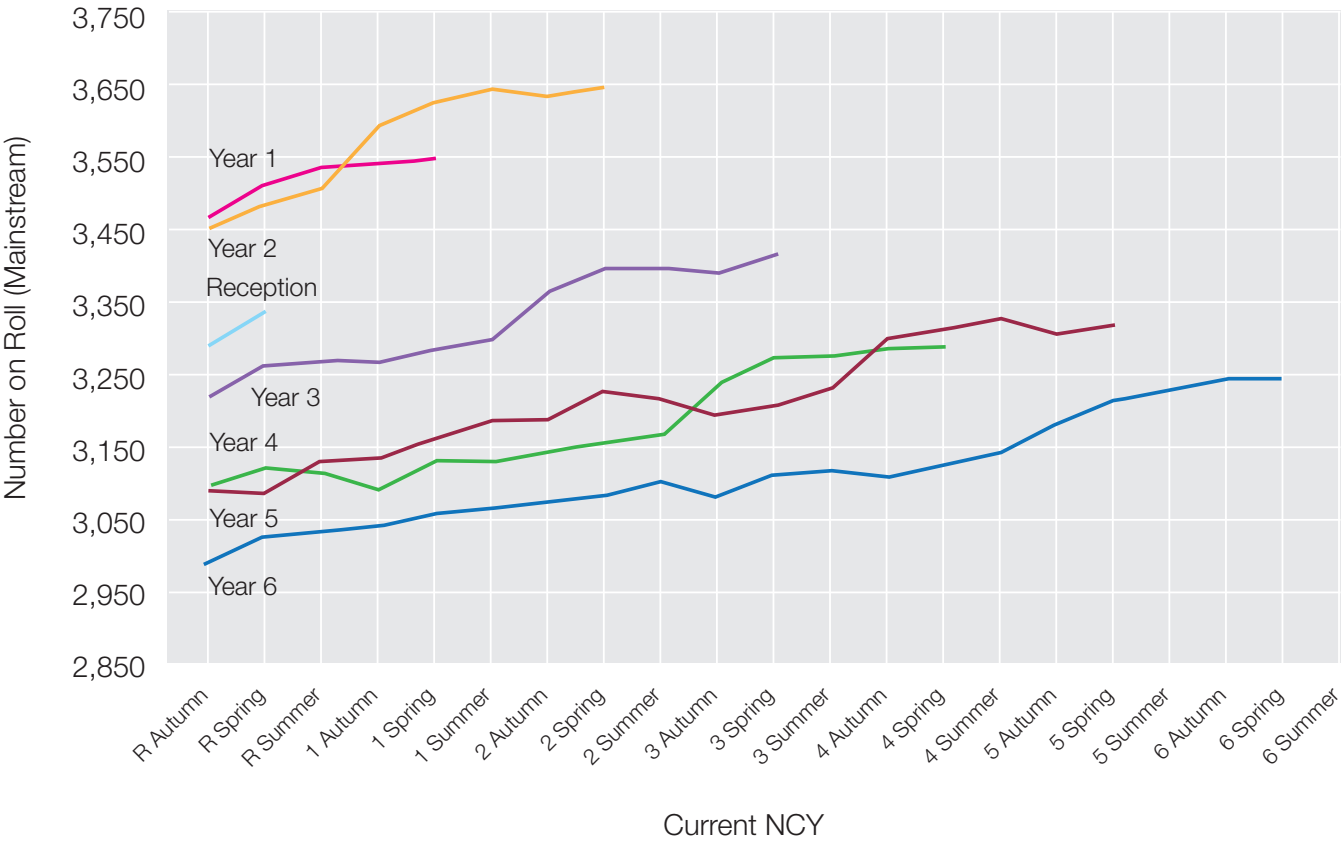


Appendix B: Secondary Provision Planning Areas 2018



Appendix C:

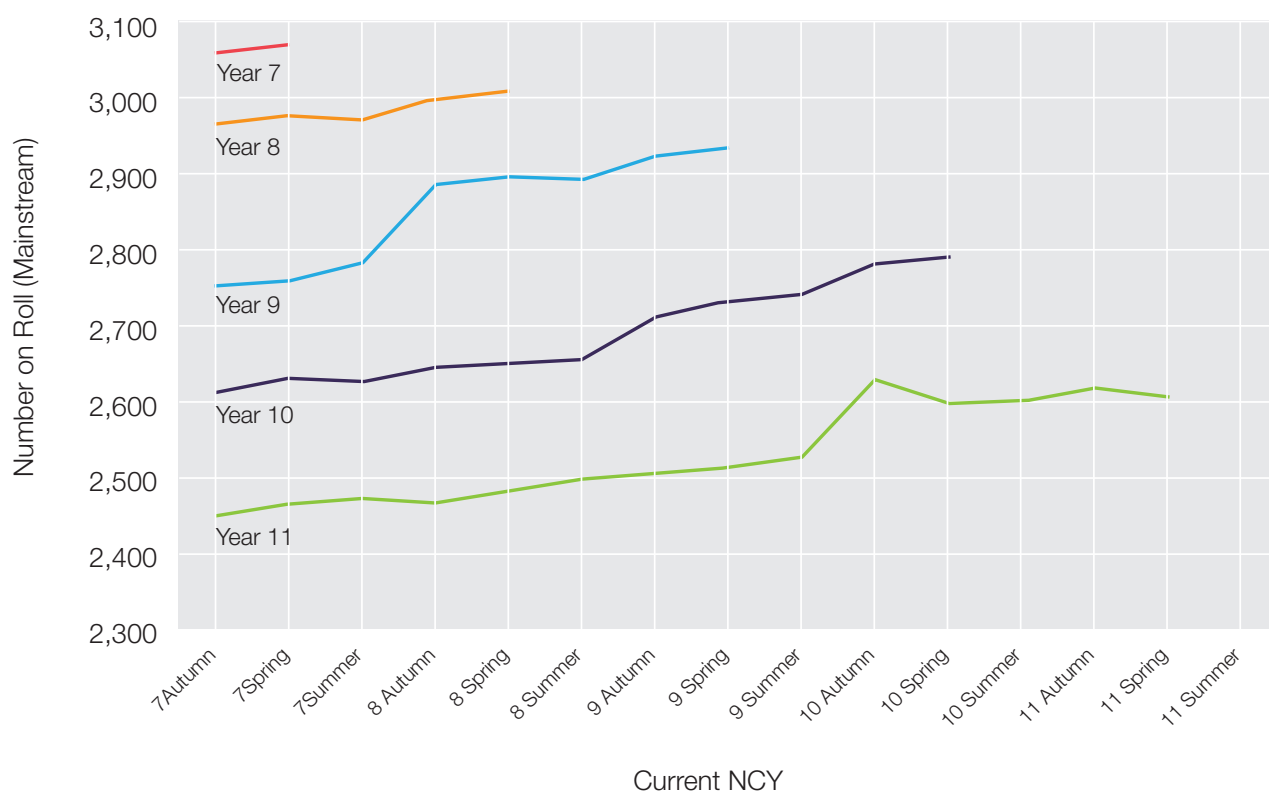
Primary Cohort Fluctuations (Autumn, Spring and Summer census data)



Appendix D:

Secondary Cohort Fluctuations

(Autumn, Spring and Summer census data)



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language by calling 01902 551155
or order online here.

wolverhampton.gov.uk 01902 551155

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Wolverhampton WV1 1SH

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APPENDIX 2

EXTERNAL CONSULTATION RESPONSES

The Vision for School Organisation in Wolverhampton 2018 - 2020

Q1 Please provide any comments or suggestions you would like to make regarding this strategy, stating the section you are referring to.

Answered: 8 Skipped: 4

#	RESPONSES	DATE
1	Section 5 - Page 27 LA to stop discussing with schools about increase in PAN - this should be actively discouraged, not encouraged If a surplus of places is needed then the LA should pay the schools for this provision. Surplus places should be capped in one school (shared out amongst different schools) Proximity to other schools - this is too blunt an instrument for determining whether a school should be discontinued - some schools are clustered whilst others are more remote - this should not determine whether or not a school remains open Out of borough transfers is more likely in the locality of our school on the west side of the city Most secondary schools in Wolverhampton have increased their PAN but we have not been able to do this because of our Ofsted rating. Currently we have 107 students for next academic year - 43 below PAN. We are currently carrying more than half of the surplus places for the entire Wolverhampton. LA choose to have around 5-6% surplus at any one time - see above re capping the excess in any one school and/or financial support for schools carrying more than a fair share of the excess The suitability issues in respect of the school's accommodation - if these are caused by defective building/planning then it is unfair to consider removal of provision	6/5/2018 3:14 PM
2	The document has a lot of words but says very little so what is the point and who is the audience. How will the various recommendations such, as mergers when a Head Teacher leaves be communicated and embedded in Governing Bodies?	5/25/2018 4:57 PM
3	Primary and secondary schools are totally different organisations with very different aims, priorities and budgets so you are not putting like and like together.	5/25/2018 3:51 PM
4	Primary	5/16/2018 5:27 PM
5	Strengthen narrative around improving school standards, planning for housing growth and the links between School Organisation and City Growth	5/15/2018 7:29 PM
6	Early Years	5/15/2018 12:07 PM
7	I would support the long term place planning for SEND to ensure appropriate school places via a commissioning of specialist educational provision informed by the production of an annual SEND Commissioning Intentions document which outlines both the current and anticipated future needs of students with Special Educational Needs and/or Disabilities (SEND). I support reducing the number of transitions for all pupils and consider a generic special school that keeps children until aged 7 not appropriate for a number of children who could be catered for in my specialist provision for nursery age.	5/14/2018 2:13 PM
8	Wolverhampton Context p5 - why is the superdiversity of our city "remarkable" rather than, for example, a "strength"? And, while a rising birth rate is an important part of the narrative, there is something odd in the tone of the opening paragraphs - all children from Wolverhampton, regardless of the nationality of their mother, are citizens of the city with a right to a school place, and that needs to be more clearly articulated. p23 - factors considered for expansion schemes. What is the position where schools have a selective criteria, including faith based, is work undertaken to ensure all children benefit from the investment not just a select few or to prevent additional spaces just going to those from outside the city?	5/14/2018 12:33 PM

To  School Organisation

 This message was sent with High importance.

NOT PROTECTIVELY MARKED

Hi, further to your email dated 9.5.18 – I had the following query from 

Why no early years policy relating to Nursery School Provision?

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Summary of Discussion from Children, Young People and Families Scrutiny Panel Meeting on 20 June 2018

- The Head of School Organisation gave an overview of the results of the public consultation and the work done to respond to demographic changes in schools and the demand for places at secondary schools in Wolverhampton.
- The Head of School Organisation advised the panel that most of secondary schools are academies and therefore outside of local authority control. The Council will continue working with academies and the Regional Schools Commissioner.
- The Head of School Organisation advised the panel that previously that there would be separate plans for primary and secondary schools place planning, but a decision was taken to combine the plans into a single document.
- The Head of School Organisation explained the impact of changes in secondary school surplus provision from 6% to 5%, school reorganisation and the need to increase the number of places.
- The Head of School Organisation advised the panel of the need for sustained investment to create sufficient number of school places and the work being done to get a more accurate assessment of pupil numbers.
- The Head of School Organisation commented on the challenges in predicting numbers following the increase in the number of new free schools which are not opening in areas where demand is greatest which is adding to the problem of finding sufficient secondary school places in these areas.
- The Head of School Organisation commented on the work being done to support post 16 agenda and encouraging schools to work together to combine class sizes where numbers are low so that they can offer A Level courses - the Council is concerned with improving the teaching environment for this age group.
- The panel queried the issue of increase in the number of school appeals work done to increase capacity in the more popular schools. The Head of School Organisation acknowledged the issue of demand for places for popular schools and the work being done to raise standards at other schools to offer parents alternatives. The Head of School Organisation commented on work done to help underperforming schools to improve and discussions with the Regional Schools Commissioner who is aware of the work being done and improvements in the performance among Wolverhampton schools.
- The panel queried if funding went with the child that moves schools or is expelled. The Head of School Organisation confirmed that the funds will follow the child but may take time depending on when they move between schools.
- The panel queried the reasons for the low public response from schools and the public to the consultation document and expressed concern that this does not give a reliable picture of the situation. The panel queried options for increasing the numbers of responses. The Head of School Organisation commented on the work done since 2012 to increase the number of responses, but with limited success. It was commented that for the first time the external consultation on the strategy encouraged schools to share this consultation with parents. The Head of School Organisation advised the panel that School Organisation Officers will look at ideas for improving responses to future consultations.

- The panel discussed the provision available to meet the needs of children and young people with SEN. The Head of School Organisation advised the panel how medical evidence submitted by parents or carers in support of school application is considered when deciding levels of priority. The Head of School Organisation advised the panel that highest priority in the allocation on places is given to looked after children or previously looked after children.
- The panel discussed the funding of school expansion. The Head of School Organisation advised the panel that the Department for Education gives an allowance towards the capital costs of expanding school places, but the process is done in a piecemeal fashion. The Council wants to avoid unnecessary disruption caused by building work and increase capacity in a more planned way.
- The Head of School Organisation advised the panel that a report on funding for school's capital programme will be presented to Cabinet in September 2018 which will detail plans for financing the increase in school places. The panel agreed to receive a report about the outcome of this discussion at the meeting on 14 November 2018.

Resolved:

1. The panel comments on the Vision for School Organisations 2018-20 to be included in the report to Cabinet.
2. The Head of School Organisation to report about the outcome of discussion about the funding of school place expansion at the panel meeting on 14 November 2018.

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