

# Agenda

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## Housing Panel (Panel of the Scrutiny Committee)

Date: **Wednesday 1 March 2017**

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Time: **5.00 pm**

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Place: **Plowman Room - Town Hall**

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For any further information please contact:

**Andrew Brown**

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# Housing Panel (Panel of the Scrutiny Committee)

## Membership

<b>Chair</b>	Councillor David Henwood
	Councillor Angie Goff
	Councillor Jennifer Pegg
	Councillor Gill Sanders
	Councillor David Thomas
	Councillor Elizabeth Wade
	Geno Humphrey (Housing Panel co-optee)

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# AGENDA

## Pages

**1 APOLOGIES**

**2 DECLARATIONS OF INTEREST**

**3 HOUSING PERFORMANCE - QUARTER 3**

9 - 12

Contact Officer: Andrew Brown, Scrutiny Officer Tel: 01865 252230  
abrown2@oxford.gov.uk

Background Information
The Housing Panel has a role in monitoring the performance of the council's housing services. Quarterly reports are provided to the Committee on a set of selected corporate and service indicators.
Why is it on the agenda?
For the Panel to note and comment on performance at the end of 2016/17 quarter 3 (December 2016).
Who has been invited to comment?
<ul style="list-style-type: none"><li>• Cllr Mike Rowley, Board Member for Housing;</li><li>• Stephen Clarke, Head of Housing and Property.</li></ul>

**4 COUNCIL SUPPORT FOR HOUSING BENEFIT CLAIMANTS ACCESSING THE PRIVATE RENTED SECTOR (5.15 PM)**

13 - 22

Contact Officer: David Rundle, Private Rented Team Leader Tel: 01865 252398  
drundle@oxford.gov.uk

Background Information
The Panel requested a report on council support to help Housing Benefit claimants to access accommodation in the private rented sector.
Why is it on the agenda?
For the Panel to note and comment on council support schemes to help people access accommodation in the private rented sector.
Who has been invited to comment?
<ul style="list-style-type: none"><li>• Cllr Mike Rowley, Board Member for Housing;</li><li>• David Rundle, Private Rented Sector Team Leader.</li></ul>

## 5 SERVICES FOR ROUGH SLEEPERS (5.45 PM)

23 - 48

Contact Officer: Ossi Mosley, Rough Sleeping & Single Homelessness Officer [omosley@oxford.gov.uk](mailto:omosley@oxford.gov.uk)

Background Information
The Panel requested a report on the council's approach to dealing with and supporting people who are sleeping rough in the city, including those with no recourse to public funds.
Why is it on the agenda?
For the Panel to note and comment on how the council deals with and supports people sleeping rough.
Who has been invited to comment?
<ul style="list-style-type: none"><li>• Cllr Mike Rowley, Board Member for Housing;</li><li>• Ossi Mosley, Rough Sleeping &amp; Single Homelessness Manager.</li></ul>

## 6 ALLOCATION OF HOMELESSNESS PREVENTION FUNDS (6.15 PM)

49 - 62

Contact Officer: Ossi Mosley, Rough Sleeping & Single Homelessness Officer [omosley@oxford.gov.uk](mailto:omosley@oxford.gov.uk)

Background Information
The Panel asked for this item to be included on the agenda for pre-decision scrutiny.
Why is it on the agenda?
The City Executive Board on 9 March 2017 will be asked to approve the allocation of Homelessness Prevention funds for 2017/18 to commission homelessness services. This is an opportunity for the Housing Panel to make recommendations to the City Executive Board.
Who has been invited to comment?
<ul style="list-style-type: none"><li>• Mike Rowley, Board Member for Planning;</li><li>• Ossi Mosley, Rough Sleeping &amp; Single Homelessness Manager.</li></ul>

## 7 REPORT FOR APPROVAL: UNIVERSITY HOUSING NEEDS

63 - 70

Contact Officer: Andrew Brown, Scrutiny Officer Tel: 01865 252230 [abrown2@oxford.gov.uk](mailto:abrown2@oxford.gov.uk)

For the Panel to approve the report on university housing needs for submission to the City Executive Board (via the Scrutiny Committee)

**8 HOUSING PANEL WORK PLAN**

71 - 78

Contact Officer: Andrew Brown, Scrutiny Officer Tel: 01865 252230  
abrown2@oxford.gov.uk

For the Panel to note and agree its work plan, which can be adjusted to reflect the wishes of the Panel.

The Scrutiny Officer will introduce the work plan and advise the Panel on any suggested changes to it.

**9 NOTES OF PREVIOUS MEETING**

79 - 84

Contact Officer: Andrew Brown, Scrutiny Officer Tel: 01865 252230  
abrown2@oxford.gov.uk

For the Panel to agree and note the record of the meeting held on 9 November 2017.

**10 DATE OF NEXT MEETING**

Meetings are scheduled as follows:

26 April 2017, 5.00pm.

## **DECLARING INTERESTS**

### **General duty**

You must declare any disclosable pecuniary interests when the meeting reaches the item on the agenda headed "Declarations of Interest" or as soon as it becomes apparent to you.

### **What is a disclosable pecuniary interest?**

Disclosable pecuniary interests relate to your\* employment; sponsorship (ie payment for expenses incurred by you in carrying out your duties as a councillor or towards your election expenses); contracts; land in the Council's area; licences for land in the Council's area; corporate tenancies; and securities. These declarations must be recorded in each councillor's Register of Interests which is publicly available on the Council's website.

### **Declaring an interest**

Where any matter disclosed in your Register of Interests is being considered at a meeting, you must declare that you have an interest. You should also disclose the nature as well as the existence of the interest.

If you have a disclosable pecuniary interest, after having declared it at the meeting you must not participate in discussion or voting on the item and must withdraw from the meeting whilst the matter is discussed.

### **Members' Code of Conduct and public perception**

Even if you do not have a disclosable pecuniary interest in a matter, the Members' Code of Conduct says that a member "must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself" and that "you must not place yourself in situations where your honesty and integrity may be questioned". What this means is that the matter of interests must be viewed within the context of the Code as a whole and regard should continue to be paid to the perception of the public.

\*Disclosable pecuniary interests that must be declared are not only those of the member her or himself but also those of the member's spouse, civil partner or person they are living with as husband or wife or as if they were civil partners.

**Performance Summary  
Housing Panel**

Green = target met  
Amber = within tolerance  
Red = outside tolerance

Dec-2016

Trends compare relative performance with  
Prd: previous month  
Prev Year End: previous March  
Year on Year: the same period from the previous year

Measure		Owner	Result 2015/16	Latest Data		Year End Target 2016/17	RAG	Trends			Comments
Ref	Description			Target	Result			Prd	Prev Year End	Year on Year	
<b>An Efficient and Effective Council</b>											
HP008	HP008: Number of new homes granted permission in the city	Patsy Dell	Not Recorded	0 Number	143 Number	400 Number	G	↗			Progress is continuing towards the annual target of 400 homes per year
NI156	NI 156: Limit our use of temporary accommodation at 2015 levels	Stephen Clarke	115 Number	120 Number	114 Number	120 Number	G	↗	↗	↗	After three months above target, we are now back under target, though meeting the target continues to be challenging. Pressure continues from more tenancy ends in the private rented sector (PRS), and we have less options in the PRS to help address these. The team continue to work hard to prevent homelessness and make robust case decisions, against this challenging external environment. Lettings into social housing are also down on last year, due to fewer relets coming through as well as a lack of new build supply

BV066a	BV066a: Percentage of rent collected	Tanya Bandekar	98.25%	96.48%	96.90%	98.25%	G				The Rent Team has focused efforts on high arrears cases and maximising the income of its tenants. This has led to a reduction in total arrears and reduction target for December being exceeded
DS011	DS011: Percentage of Right to Repairs completed on time (Gas and Responsive)	Sean Fry	99.70%	99.00%	99.66%	99.00%	G				10,705 jobs completed on time, out of the 10,742 jobs completed YTD
DS012	DS012: Percentage of Routine Repairs completed on time (Gas and Responsive)	Sean Fry	95.39%	96.50%	95.87%	96.50%	A				10,204 jobs completed on time, out of the 10,644 jobs completed YTD. working on WIP
HC016	HC016: Number of affordable homes for rent delivered	Stephen Clarke	166 Number	7 Number	0 Number	7 Number	R				Completion of flats at Dora Carr Close is now expected in March 2017
HP003	HP003: The number of people estimated to be sleeping rough	Stephen Clarke	56 Number	45 Number	47 Number	45 Number	R				Rough sleepers estimate on a typical night in November 2016 was 47, down from 56 in November 2015. Although estimate slightly down on last year, 47 people rough sleeping on any given night is a high number, still over target of 45. Rough sleeping remains an issue in the city, due to a number of factors that remain similar to previous years, including lack of move-on from the adult homeless pathway due to a lack of affordable or otherwise suitable accommodation. We are also seeing unprecedented future challenges due



												to a significant reduction in provision of supported accommodation for rough sleepers and single homeless people coming into effect from June 2017, due to County Council cuts to Housing Related Support.
HP004	HP004: The number of successful interventions with rough sleepers	Stephen Clarke	326 Number	225 Number	343 Number	300 Number	G	↗	↗	↗		On target
BV064	BV064: Empty homes returned to use	Stephen Clarke	20 Homes	10 Homes	14 Homes	14 Homes	G	→	↘	↘		On target
CS002	CS002: Time to process changes in circumstances	Helen Bishop	8 Days	9 Days	12 Days	9 Days	R	↘	↘	↘		The December result showed an improvement of over 4 days on the previous month. This shows that the measures introduced to deal with the "old" items of post are beginning to have effect. The section are hoping for very good results in the last couple of months of the year that will bring us near to the challenging 9-day target
CS005	CS005: Time to process new benefits claims	Helen Bishop	13.86 days	13.00 days	12.73 days	13.00 days	G	↘	↗	↗		The 296 new applications processed in Dec were done on an average of 13.95 days. Though this was slightly outside of the challenging target of 13 days, our year to date result remains on track, working out at 12.73 days
HC003	HC003: Homeless Acceptances	Stephen Clarke	141 Number	99 Number	94 Number	132 Number	G	↘	↗	↘		On target
HC004	HC004:	Stephen	1,170	825	748	1,100	A	↗	↘	↘		Homeless preventions becoming

6

	Homelessness cases prevented	Clarke	Number	Number	Number	Number					increasingly difficult due to the buoyant private rented sector market and unaffordability of rents. This indicator is being carefully monitored to see if this trend continues for the rest of this year (at levels that are down on 15/16)
HP006	HP006: Total number of affordable homes completed in year	Stephen Clarke	Not Recorded	35 Number	20 Number	35 Number	R	→			Completion of flats at Dora Carr Close is now expected in March 2017

**To: The Housing Panel**

**Date: 1<sup>st</sup> March 2017**

**Report of: Housing Strategy and Needs Manager**

**Title of Report: Council support for Housing Benefit claimants accessing the Private Rented Sector**

## Summary and Recommendations

**Purpose of report:** To update the Housing Panel on developments with the Council support for low income households to find and secure homes in the Private Rented Sector

**Report Approved by:** Councillor Mike Rowley, Housing

**Policy Framework:** Meeting Housing Need

**Recommendation:** To note the report, which seeks to identify key issues and the Council's response

## Appendices

- 1 - *Oxfordshire Private Rental Affordability Gap*
- 2 - *Six case studies of families housing needs*

## Background

1. This briefing is in response to member concerns last year that people on low incomes are finding it increasingly difficult to access the private rented sector, at a time when there is more reliance on the sector to meet housing need in Oxford.

## Current Situation

2. The Government has introduced a raft of tax, lending and regulation measures affecting the private rented sector, particularly at the low cost end of the market, focused mainly but not exclusively on changes to Housing Benefit (HB) also

known as Local Housing Allowance (LHA). For example caps, extending the Shared accommodation rate (SAR) to 35 year olds and freezing the annual review until 2020. In six months' time the roll out of full service Universal Credit is planned to begin across Oxfordshire which will be funded and administered by the Department of Work and Pensions (DWP) that includes Housing Benefit.

3. The concern is that the combined effect of Government policy changes alongside uncertainty with Brexit and the recent Housing White paper ambition to mend the "broken market" and boost affordable housing may have little impact in the short term on a shrinking owner occupation and social rented tenures - this will leave many local people unable to resolve their housing problems.
4. This briefing seeks to unpick some of these issues, by exploring landlord views and lettings practices on the one hand, and prospective tenants' experiences of trying to access the sector on the other. It also explored views and experiences of staff that seek to provide better access to housing for vulnerable people.
5. The research by phone was conducted in 2016 when over 150 out of 214 Oxfordshire market town agents were contacted, a dozen sample notes taken from client interviews, rental marketing portals and staff views from Environmental Health, Welfare Reform, Housing Benefit and Housing staff.
6. The key characteristics of the Oxford private rented sector market are:
  - a) 30% of all homes in PRS-highest in St Marys ward at 52% and lowest in Blackbird Leys at 9%.
  - b) Rental rises at 3% a year at lower end of market have outpaced incomes.
  - c) Estimated that over half of income is now spent on rent by the majority ranking City as one of the least affordable in UK for third year running.
  - d) It is estimated that 15% of all homes in the Private Rented Sector (PRS) have at least one serious hazard (2% below national average) and we anticipate this figure will continue to fall as part of the interventions carried by the Council in the PRS through enforcement and the delivery of the House in Multiple Occupation additional licencing scheme.
  - e) Estimated that a quarter of landlords still do not comply with deposit protection laws.
  - f) £12.3 million was spent on Housing Benefit up to Q3 and Discretionary Housing Payment is £376k and it's likely that most of the allocation will be spent.
  - g) 563 people already claim Universal Credit.
  - h) HB spend and claimant numbers have been in slight decline over past three years.
  - i) 23% of tenants are families with children.
  - j) Around half of all statutory homelessness is caused by PRS evictions.
  - k) Industry average for length of stay is 2.4 years whereas Home Choice tenants' average is 4.6 years.

## Key Findings

7. Although the private rented sector has expanded significantly in recent years, access to the sector remains severely restricted for low income families. The private agents/landlords surveyed were generally reluctant to rent to people in receipt of Housing Benefit with only five per cent of landlords indicated willingness to rent. A proportion of these would only do so through a home owning guarantor with a gross income 30 times the monthly rent, leaving just 3 per cent with property available to LHA tenants on the open market.
8. The staff surveyed agreed that it had become more difficult for LHA tenants to access the private rented sector in the past five years. Landlord reluctance to rent to benefit claimants was reflected in the experiences of the client notes, 11 out of 12 had encountered landlords unwilling to rent to people in receipt of HB. No lets have been secured at LHA rate and only twenty six new lets have been secured within the City with small incentives from April to December 2016 compared with 41 outside the district.
9. Government policy is compounding rather than mitigating the difficulties faced by benefit claimants trying to enter the private rented sector. Around two thirds of landlords reported that loss of direct payment of HB under Universal Credit (UC) – was making them less willing to rent to benefit claimants, while a similar proportion of those currently renting to these tenants reported only doing so if housing element of UC is paid to the landlord. It is expected that many vulnerable people would be eligible for payment to the landlord, and that a take up campaign making landlords aware of this is planned.
10. This is in direct tension with Government policy to pay HB directly to the tenant in most cases in a measure designed to promote greater responsibility. Around half of the agents surveyed reported that changes in LHA rates and the four year freeze on HB had made them less willing to rent to claimants, and nearly half of those unwilling to rent to HB claimants said the reduction in LHA rates was deterring them from doing so.
11. Recent taxation changes and increased regulation (such as immigration checks) also affected landlord willingness to rent to HB claimants along with lender restrictions and higher insurance premiums add to the perceived higher risks
12. Difficulties finding accommodation close to the LHA rate was also an issue raised by all across all property types unless you moved at least an hour away from Oxford in a West/Northern arc.
13. A significant proportion of landlords said they were deterred by concerns about arrears, property damage and a perceived need for more intensive management in relation to these tenants who lack the means to move when required and stay put until a possession order.
14. To mitigate these perceived risks, landlords acknowledged putting in place additional safeguards when renting to benefit claimants effectively imposing a premium on these prospective tenants. All landlords require two months deposit,

at least a month's rent in advance, and a third also said they made more extensive use of guarantors and credit references.

15. Access costs emerged as a key barrier preventing claimants from accessing the private rented sector - The most common difficulties encountered by clients related to costs (including finding accommodation close to LHA rate, as discussed above). The requirement for a deposit alone was often enough to prevent access to a private rented tenancy and agent fees on average around £330 in Oxford and advance rent were also significant barriers.
16. Staff reported that the cost of securing a PRS tenancy had increased significantly over the past five years and that letting agent fees and upfront costs specifically had increased following the London trend. It remains to be seen whether the banning of fees, consultation starts this month, turning to law probably next year results in lower operational costs or higher rents to mitigate against them.

### **Council support to help access**

17. **Home Choice** - The key initiative of the Council to assist vulnerable homeless people to access the Private Rented Sector is the Home Choice scheme. This was established in 2003. The principal tenants find and support service for families threatened with homelessness, where the Council is likely to have a statutory duty. This includes financial incentives of two months' rent and deposit loan, and fees paid include the following standard landlord and tenant offers:

- a) Direct payment to landlords
- b) Permission to share information for landlords
- c) Dedicated expert HB officers for fast processing
- d) Digital and hard copy tenancy booklets for Landlords and Tenants
- e) Named contact to problem solve tenancy issues
- f) Free property search portals in offices
- g) Free Tenant Ready training courses
- h) Free Landlord training sessions for joining accreditation scheme
- i) Make deposits, Rent in advance and other incentives to bridge gap between LHA and rent
- j) Help with relocation costs and support for out of city moves
- k) Sign post to other support agencies include employment, money and energy advice
- l) Promotion of landlord offer targeted at landlords inclined to let to LHA market-ethical and experienced medium size portfolio holders.

Trends: wherever reasonably practicably we secure lets in the City but this is proving to be increasingly challenging mainly caused by the growing monthly rental LHA gap of between £212 for one bed to £784 for four bed homes. Around 95% of clients are on HB. This has led us to help 27 families move in past nine months to cheaper market towns in Oxfordshire in particular Abingdon, Didcot, Witney and Banbury with half hour commuter travel times.  
See Appendix 1 for details

**18. Lord Mayors Deposit Guarantee scheme** - designed for non-statutory homeless people offering one month's Deposit bond and limited rent in advance. City Executive Board agreed last September to enhance the scheme with rent in advance but to date no additional numbers helped.

Trends: clients are priced out of Oxford and reluctant to move to cheaper areas. Only five moves to date this year. Crisis and Council have agreed to combine the rent in advance offer making it two months but the LHA gaps have proved to be virtually unbridgeable. Considering managing people's expectations video and landlord promotion

**19. Rent Guarantee scheme** - New two year pilot scheme quietly launched four months ago which Guarantees rent to the landlord three months in advance while tenant has tailored package of support to find ways to pay the top up. Aim is to let 40 homes a year in Oxford area.

Trends: Now systems bedded in offer is undergoing a promotion campaign to boost the six lets in the City so far.

**20. Real Lettings** - a two year £10m joint venture with a non-profit making organisation and St Mungo's for 50 buy to lets at LHA rates in Oxfordshire. Tenancies come with low level support to enable tenants to move on independently after two or three years.

Trends: Procurement to find a 3% yield on return in the City has proved very challenging but is on target with 16 quality lets and more to follow, this year mainly in neighbouring market towns and tenants are engaging on different levels.

**21. Syrian VPRS and Vulnerable Children scheme** - Government funded relocation package for up to 20 families by end of 2017. Enhanced offer to guarantee rent was required to attract landlords

Trends: 15 families have successfully settled and seeking to taper support to end by 2021.

**22. Hostel Move on for Singles** - specially designed scheme mirroring Home Choice offer for homeless pathway clients

Trends: One let so far causing 'log jam' in hostels, client expectations have to be sensitively managed over moves to cheaper areas and the decline in social lets

**23. Prevention Trailblazer Government Grant** - City led countywide £780k cash over two years from next month to arrange and research earlier advice and assistance to help non-statutory clients and evaluate good practice learnt

Trends: Home Choice PRS access is likely to be involved as part of the preparations for the new Homeless Reduction Bill going through parliament that extends the prevention duty from 28 to 56 days and widening the range of people

who can receive support from the Council. Closer working relationships with our Welfare Reform Team and other agencies will occur.

24. Appendix 2 shows six case studies that need or needed Council support to access the PRS.

### **Influencing Government policy**

25. Other incentives suggested by landlords for the LHA market related to changes in policy and greater intervention by government. This includes reversing lending and taxation changes, higher LHA rates as a high value area and increasing benefit caps, and addressing mortgage restrictions and insurance premiums which prevented landlords from letting property to out of work tenants or increased insurance costs if they did. Last month Oxford received no LHA uplift under the Governments targeted affordability fund.

### **Conclusion**

26. There are a variety of factors restricting access to the PRS for claimants principally is the cost and availability. The Oxford demand drivers continue to push rents up so the gap between rents charged and level of the Housing Benefit available increases. The challenges of the private rented sector are made worse by a shortage of social housing.

27. A consensus is emerging slowly that to ensure that the City remains a world class city in educational, economic and social terms the need for more affordable homes in the Oxford area is a critical success factor and the PRS can play its part.

### **Name and contact details of author:**

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## Appendix 1- Oxfordshire Private Rental Affordability Gap

The Government Valuation Office Agency is the best index of monthly medium rent levels (last publication was Sept 16). The LHA gap is the difference between the Government set cap for Housing benefit and rent for example 2 bed LHA is £834 a month in Oxford and the medium rent is £266 higher.

The figures below are for:

### Oxford

Bed size	Median rent	LHA gap
One	900	212
Two	1100	266
Three	1370	372
Four/Five	2080	784

### Cherwell

Bed size	Median rent	LHA gap
One	675	-
Two	830	-
Three	995	-
Four/Five	1450	154

### South

Bed size	Median rent	LHA gap
One	738	50
Two	925	91
Three	1230	233
Four/Five	1975	679

### Vale

Bed size	Median rent	LHA gap
One	735	47
Two	895	61
Three	1050	53
Four/Five	1575	279

### West

Bed size	Median rent	LHA gap
One	695	7
Two	833	-
Three	1035	37
Four/Five	1500	204

Note

Some districts have two Broad Rental Market Areas with different LHA rates. The gap is taken from the higher figure.

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## **Appendix 2 -Six case studies of households in housing need**

Those families successfully rehoused this year

### Case Study 1

Ms A is a single parent who was being evicted by her Home Choice landlord who was selling her 2 bed home in Blackbird Leys.

She moved to Littlemore with a new landlord who had joined the Oxford Guaranteed Rent scheme and has fully engaged with the Housing coach to seek work to try and bridge the £90 a month gap between LHA and rent.

### Case study 2

Mr and Mrs B was a family on the Housing List being evicted by their landlord who was seeking higher rent for his 2 bed flat in Headington. Mr B is in low paid full time employment in the city centre and moved to a Carterton part furnished flat let just above the LHA rate.

The B family were given a £500 relocation payment and signposted to neighbourhood information and received two post tenancy support visits by staff. To date the family have settled in well and Mr B commutes by direct bus to his job.

### Case study 3

Mrs C is a single parent that was evicted by her landlord through no fault of her own. Before the tenancy ended Oxford City found alternative accommodation through Real Lettings and there was only a short stay in nightly charge before Mrs C moved very quickly into a spacious house in Abingdon at the LHA rate. She is engaging well with the scheme, paying rent on time, working more hours and looking with her housing coach at shared ownership options in Oxfordshire. The children are settled and the family love their new home but understand it is only for a maximum of 3 years and are optimising their situation ready to move on.

Those households still waiting to access PRS

### Case study 4

Mr and Mrs X have been asked to leave their flat above a shop in Cowley last October because of a change of ownership. Mr X is self-employed on a low income and has lived in the city for 13 years. Mr X says that landlords are asking too much rent to afford a small flat

### Case study 5

Mr Y is in the adult homeless pathway currently staying in a hostel for the past year after several insecure addresses in the city and a short spell in prison over the past five years. He has attended a tenant ready course and in Dec 16 said joining the move on scheme was "an opportunity to turn my life around". Mr Y says the good landlords or agents in the City do not take people on DSS.

## Case Study 6

Mr and Mrs Z are living in Council temporary accommodation for the past six months with their two small children. They become homeless after being evicted in Headington by their landlord who was selling after a seven year tenancy. The family are bidding for a council home but do not appear in the top ten shortlist. Mr Z works part time in a supermarket and says agents in Oxford are asking over £1k a month in rent which is too much on his low income.

**To: Housing Panel (Panel of the Scrutiny Committee)**

**Date: 1 March 2017**

**Report of: Head of Housing and Property**

**Title of Report: Update on how the Council deals with and supports those rough sleeping**

## Summary

**Purpose of report:** To update the Housing Panel on how the Council deals with people sleeping rough, including those with no recourse to public funds.

**Key Decision:** No

**Executive lead member:** Cllr Mike Rowley

**Report author:** Ossi Mosley, Rough Sleeping & Single Homelessness Manager

**Policy Framework:** Homelessness Strategy

## Appendices

*Appendix 1 - Oxford CHAIN Quarterly Bulletin Oct-Dec 2016*

*Appendix 2 - Allocation of Homelessness Prevention Funds in 2016/17, (CEB, Mar 2016)*

*Appendix 3 - Pooled budget arrangement for the commissioning of adult homeless supported accommodation in Oxfordshire, (CEB, Sep 2016)*

## Background

The Housing Panel requested a report to update them on how the Council deals with people sleeping rough in the City, including those with no recourse to public funds. The Panel is asked to note the report.

## **Context - rough sleeping in the City**

1. Oxford City has for many years had high numbers of people sleeping rough. This can be attributed to a number of factors, including local people falling out of accommodation due to relationship breakdowns or unaffordable rents, people with high support needs not being able to maintain accommodation, people arriving in Oxford to seek services or work opportunities for example.
2. The number of people rough sleeping in the City is primarily monitored using the Oxford CHAIN (Combined Homelessness and Information Network) data base, with regular reports produced monthly and quarterly – see Appendix 1 for most recent Oxford CHAIN Quarterly Data Bulletin. More frequent and bespoke reports can also be produced.
3. A total of 433 different people were seen sleeping rough in the City during the period April 2015 and March 2016. 263, or 60%, were seen sleeping rough for the very first time. Quarterly data from 2016/17 however, shows that the majority of people rough sleeping in the City are already known to services from previous periods/instances of rough sleeping.
4. In addition to the data collected and monitored through Oxford CHAIN, Oxford City Council is also obliged to carry out a street count on an annual basis. The most recent street count took place in November 2016 and counted 33. The street count is carried out according to set guidelines stipulated by Homeless Link. All local authorities across the country follow the same guidelines and carry out either a street count or an estimate. The number arrived at following these guidelines is reported to the Department for Communities and Local Government (DCLG). The DCLG then produces a report on rough sleeping on a national level using data reported by all local authorities across the country. According to this report for 2016, rough sleeping increased nationally by 16% from autumn 2015 to autumn 2016.
5. Since 2014 Oxford City carries out both a street count and an estimate. Only the street count number is reported to the DCLG. The estimate number is used as comparable data for rough sleeping across Oxfordshire, as all other local authorities in the County carry out estimates rather than street counts.
6. A baseline target for rough sleeping across Oxfordshire has been set by the Health and Wellbeing Board to not exceed 68. Estimates in 2016 had 79 people rough sleeping across the County on a typical night (Oxford City, 47; Cherwell, 17; West Oxfordshire, 0; South Oxfordshire, 7; Vale of White Horse, 8).

## **Profile of people sleeping rough in the city**

7. Data from Oxford CHAIN tells us that the majority of rough sleepers in the City are male, white and British. A very large proportion of rough sleepers in the City have a number of different support needs in addition to their housing need. 72% of rough sleepers assessed by the outreach team during the period September to December 2016 for example had ill mental health. 32% had ill mental health as

well as misusing both drugs and alcohol. This is key information to take into consideration as it shows that a very large number of people rough sleeping in the city do need support from a range of specialist agencies – statutory and non-statutory – in order to address their homelessness and sustain accommodation and a life off the streets in the longer term.

8. Data collected on last accommodation base before rough sleeping show that private rented accommodation was the most common accommodation, followed by family home, local authority housing, hostel, prison and with friends. Reasons for leaving last accommodation was eviction, relationship breakdown, leaving prison and abandoning accommodation.
9. Of the 186 different people rough sleeping in Oxford during the period September to December 2016, 37 identified themselves as foreign nationals, with 24 from European Economic Area (EEA) countries. The predominant nationality for foreign nationals was Polish (11). Data for this period is representative of data for previous quarters.
10. From data collected by the outreach service, the majority of EEA nationals the team work with and who are rough sleeping in Oxford at present have lived in the UK for more than 5 years, with many having lived in the UK for more than 10 years.
11. Some foreign nationals, including nationals from EEA countries, do not have recourse to public funds, and this restricts their options to access accommodation and support significantly. This often results in continued and prolonged periods of rough sleeping. Supported accommodation for example, will be unaffordable for a person who is not in receipt of Housing Benefit or who works and does not earn a decent wage. Rents for supported accommodation vary, but can be as much as £280 per week. Private accommodation is also unaffordable in the City and County, unless you are in stable and well paid employment, which rough sleepers are mainly not.

### **Services and assistance available to rough sleepers in the City**

12. Oxford City Council adopts the approach that rough sleeping is harmful and dangerous. It causes damage to a person's health and mental health and people should therefore be encouraged and offered all possible opportunities to move off the street. The outreach service that Oxford City Council commissions (see below para 18) is therefore an assertive outreach model, that will deliver these messages and be persistent in their approach to assist people to end a life on the streets.
13. Oxford City Council deal with rough sleeping in a range of different ways, primarily focusing on commissioning services and organisations that provide support services. Services are commissioned using the Council's Homelessness Prevention Funds, currently at just under £1.4m per year. All funded organisations need to provide a service that fits within the strategic objectives of the Council's Homelessness Strategy.

14. Services commissioned by Oxford City Council are normally referred to as 'wrap around services' and aim to prevent homelessness in the first place, tackle rough sleeping and to assist individuals who are moving off the streets to sustain their accommodation and move on to live independent lives. See Appendix 2 for full information of services funded in 2016/17.
15. Oxfordshire County Council funds supported accommodation for rough sleepers and single homeless through Housing Related Support Funds. At present, this supported accommodation, also referred to as the 'adult homeless pathway', consists of a total of 286 beds spaces (units) across the County. The majority of units – 252 of the 286- are based in the City, including the two homeless hostels O'Hanlon House and Simon House.
16. The adult homeless pathway is available for people who have a connection to one of the local authorities in the County, have support needs and have recourse to public funds. Priority is given to rough sleepers, but provision is also available for those who are at imminent risk of rough sleeping and who full-fill the above criteria. Rough sleepers who do not have a connection to Oxfordshire cannot access accommodation in the adult homeless pathway.
17. One of the key services commissioned by Oxford City Council is the Oxford Street Population Outreach Team (St Mungo's). The team work with rough sleepers on the street, provide a rapid assessment and depending on the individuals' support need/s and eligibility for services, will make an offer of suitable accommodation. Suitable accommodation can be the adult homeless pathway if the person is eligible.
18. If a person does not have a connection to Oxfordshire, an offer of 'reconnection' will be made. This means that the outreach team will work with the person to find suitable accommodation (and support) in the area where the person is from, have family or can otherwise access accommodation. If a person is not from the UK and does not have access to public funds (or for other reasons cannot access accommodation), the outreach team will offer assistance to the person to return to their country of origin if there are no other alternatives available than continued rough sleeping in the UK.
19. An individual who finds themselves rough sleeping should get in touch with the outreach team and make a referral, i.e. advice the team of where they are or will be rough sleeping. Members of the public who are concerned about someone rough sleeping, are encouraged to get in touch with the outreach team, either via the local contact details or the 24 hour staffed national help line and website Street Link, so that the service is made aware and can offer support.
20. The outreach team visits the said sleep site within 48 hours of a referral received to locate the individual and carry out a brief assessment.
21. The team work early morning shifts, as well as late night shifts and covers all ground within Oxford City Council boundaries. All referrals will be acted upon (sites visited) three times, before a referral is closed. This is to ensure that people



are found and assisted, as some people may not be at the said site, or bed down later/move on earlier than originally stated. As well as visiting sites flagged through referrals, the team also visits areas where rough sleeping is common in general.

22. The outreach team work in close partnership with specialist organisations such as Luther Street Medical Centre, accommodation providers, day centres, substance misuse services and employment, training and education organisations in order to ensure that all rough sleepers are offered and can access the relevant support they need in order to ensure a successful and sustainable future away from the streets.
23. Some rough sleepers do not accept or want to engage with the offers of accommodation, reconnection and other assistance offered by the outreach team or other services, and instead establish a street based life style in the City. In the recent past, areas where large number of rough sleepers who have not wanted to either engage with the outreach team or been willing to look at accommodation options, have congregated in tent sites on the outskirts of Oxford, and in certain streets of the City centre. The majority of these rough sleepers did not have a connection to Oxfordshire, and could therefore not access supported accommodation in the City or County. Offers of assistance have therefore been to move out of Oxfordshire.
24. Oxford City Council acknowledges that standard supported accommodation sometimes does not work well for individuals, and have therefore commissioned two small scale alternative projects to provide more and better options for people to be able to move off the streets. Julian Housing delivers Housing First and Acacia (total of 10 units), which focus on providing accommodation and intensive support to the most entrenched rough sleepers and those with multiple and complex needs, who have not been able to sustain any other accommodation options available.
25. Rough sleeping in itself is not banned or illegal in the City of Oxford. However, in instances where rough sleepers or rough sleeping causes anti-social behaviour, harassment, alarm and distress to others, is a risk to the individual or others, or denies others their rightful access to services or property for example, the Council and/or other enforcement agencies can and will take action.
26. For example, powers under the Public Health Act have been used to address the lack of sanitary provision in illegal campsites, where there has been evidence of human excrement. Land owners can take action against illegal camps through trespass action. Community Protection Notices can be used to tackle behaviours that adversely affect the environment and public safety.
27. Oxford City Council will always ensure that support services are informed of any enforcement action necessary to make sure that individuals who may be subject of such action can access this support, with the aim of the person or persons moving off the street and into accommodation.

28. Reasons why some of the 33 people found on the street count were rough sleeping on the particular night are stated below and demonstrates some of the complexities services face when working towards reducing rough sleeping.

- 3 were not previously known to services; 22 already known to services; 8 entrenched/rough sleeping for 6+ months
- 7 were not from Oxfordshire and refusing offers of reconnection to areas where accommodation can be accessed, or where the person is from. An additional 5 were not from Oxfordshire and were either waiting to source other accommodation options in the City or service working to find suitable location to reconnect to.
- 2 had returned to Oxford following a previous reconnection to another area
- 2 had very recently been evicted from the adult homeless pathway
- 11 had accessed accommodation in the adult homeless pathway at some point in the last 4 years.
- 2 were eligible to access, but had declined offers of accommodation in the adult homeless pathway
- 1 had access to accommodation on the night
- 6 had no recourse to public funds
- 5 had continuously refused to engage with services, often due to ill mental health or substance misuse
- 1 waiting for a bed to become available
- 4 were working with services to establish if they were eligible to access the adult homeless pathway (establishing if they had a connection to Oxfordshire; recourse to public funds etc.)

### **Future challenges**

29. Oxfordshire County Council made a decision in February 2016 to cut Housing Related Support, with cuts introduced gradually starting in April 2017 and with no funding available from April 2019. This would see all supported accommodation for rough sleepers in the County disappear from April 2019. However, City and Districts, together with County and the Oxfordshire Clinical Commissioning Group agreed in autumn 2016, to enter into a pooled budget agreement for three years in order to continue to fund some of the existing provision. See Appendix 3 for full report to CEB in September 2016.

30. Funds available in the pooled budget will be significantly less than the current £1.5m per annum of Housing Related Support Funds and there will be a significant reduction to the number of units available for rough sleepers and single homeless people. This is likely to cause an increase in rough sleeping across the County, and particularly in the City.

31. Oxford City Council can only mitigate the effects of these cuts to some extent, and officers are currently working with partner organisations to secure a total of 150 units of supported accommodation based in the city to be available for people connection to the city. A proportion of these units – 78 – will be funded

from the pooled budget, but any additional units will have to be funded by the City's own funds.

32. In addition to this, officers predict that people accessing the adult homeless pathway in the near future and longer term will continue to be very complex needs. More specialist support from social care, mental/health and substance misuse services will therefore be essential. If this specialist input is not available and people do not receive the support they need, it is likely that a recovery from homelessness in the longer term is not realised.
33. Part of the longer term approach and ambition is to have extensive and comprehensive earlier prevention of homelessness and rough sleeping. Oxfordshire Districts and City (City as lead authority) successfully bid for funds from DCLG in late 2016 to trial innovative and ambitious ways to prevent homelessness and this will in the longer term reduce the number of people ending up homeless and ultimately rough sleeping.

## Summary

34. Oxford City has a high number of rough sleepers. It also has a large concentration of support and accommodation services, compared to the rest of the County.
35. The Council deals with people sleeping rough through commissioning services that focus on providing support and assistance.
36. If offers of assistance by services are consistently refused and where there are issues with crime or anti-social behaviour, enforcement action may be taken to stop such behaviour by a relevant organisation. Support and assistance will be offered to any individuals affected through any necessary enforcement activity.
37. Oxford City and County Districts face a challenging future as Oxfordshire County Council is cutting its funding to supported accommodation for rough sleepers and single homeless people. This is likely to increase rough sleeping in the City and put more pressure on existing services as well as City Council Homelessness Prevention Funds.

### **Name and contact details of author:-**

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**List of background papers:** N/A;  
**Version number:** v 1.0

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# OXFORD CHAIN QUARTERLY BULLETIN

## OCTOBER- DECEMBER 2016

This bulletin presents information about people seen sleeping rough by the Oxford Street Population Outreach Team (Oxford SPOT) in Oxford city during the period October to December 2016. Information in the report is derived from the Oxford Combined Homelessness and Information Network (Oxford CHAIN). Oxford CHAIN is commissioned by Oxford City Council and managed by St Mungo's.

### Headline findings

#### Overall

186 people were seen rough sleeping by Oxford SPOT between 1<sup>st</sup> October and 31<sup>st</sup> December

- This represents an decrease compared to the last quarter when Oxford SPOT saw 209 people rough sleeping but an increase to quarter 1 when 151 people were seen sleeping rough.

#### New rough sleepers

74 people (40% of the total) were seen sleeping rough for the first time in Oxford during the period

- 71% (53 individuals) of new rough sleepers where only seen rough sleeping once.

#### Moves off the street

Oxford SPOT helped 81 rough sleepers into accommodation or to return to their home area

- A total of 43 rough sleepers accessed 'sit-up' provision
- 7 rough sleepers were assisted to return to their home area or an area where they could access support

#### Nationality

80% of those seen bedded down were of UK nationality (nationality known for 182 of 186 individuals)

- 12% (24 individuals) of those seen bedded down by Oxford SPOT were from member states of the EU (other than the UK)

#### Age and gender

Of those seen bedded down 84% were male. 8% were aged 25 or under

- 16% of those seen bedded down were female
- 10% of those seen bedded down were aged 60 and over

### Context

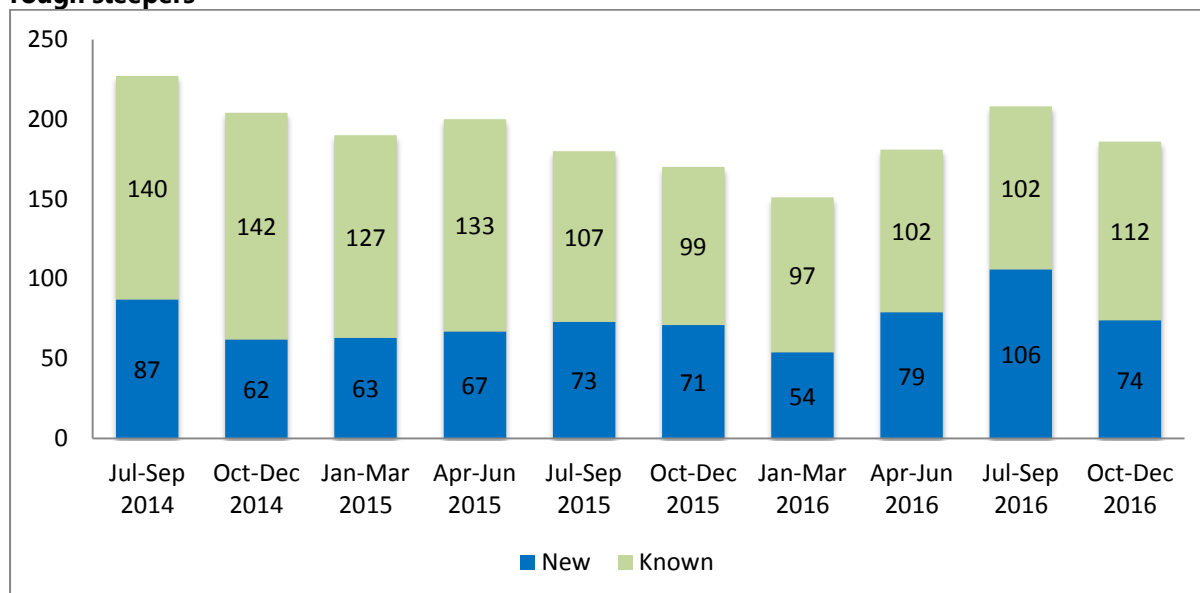
Oxford City Council is working with voluntary sector partners to ensure that no one new to the streets sleeps rough for a second night out, no one lives on the streets of Oxford and that new rough sleepers ending up on the street is minimised.

Progress towards this has been delivered by a wide range of specialist services, many of which are commissioned by Oxford City Council.

### Number of people seen sleeping rough

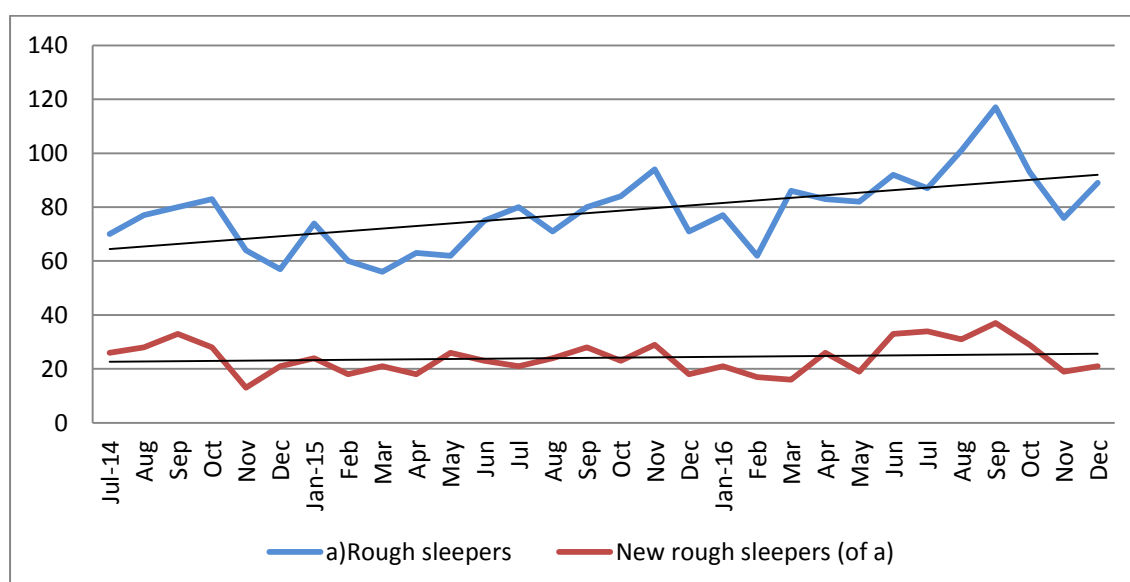
186 people were seen sleeping rough by Oxford SPOT during the period October to December 2016. This is a decrease on quarter 2 but an increase on quarter 1 of this year.

**Figure (a) Profile of the number of people seen sleeping rough, new rough sleepers and known rough sleepers**



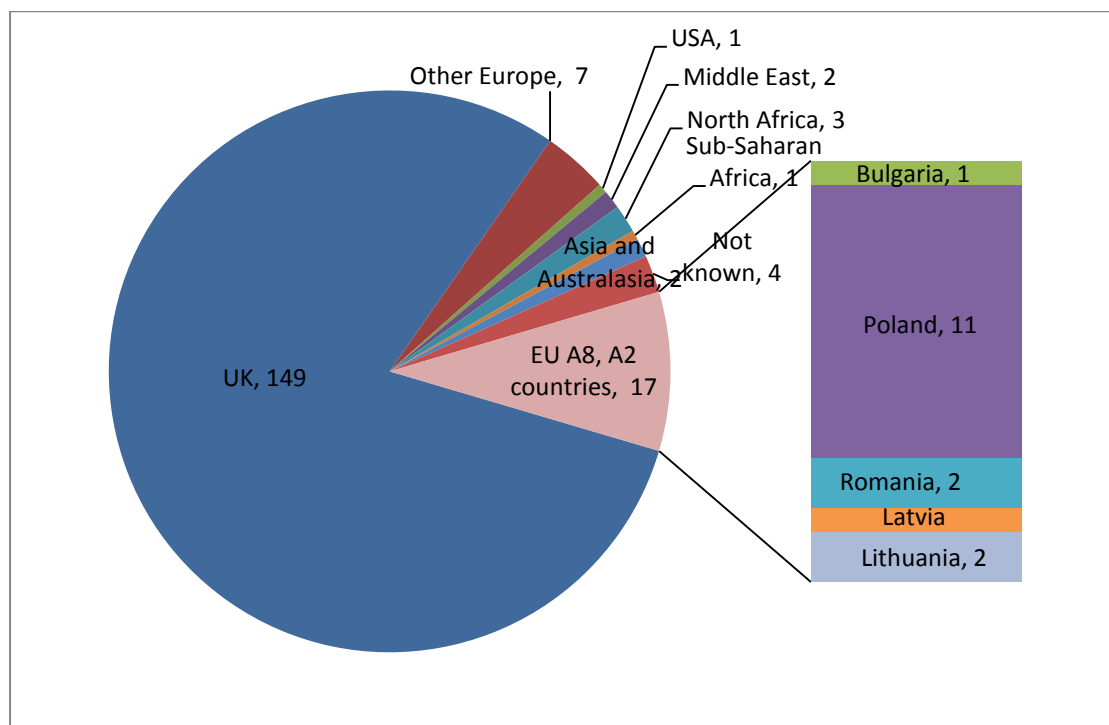
Bases: Jul-Sep 2014: 227, Oct-Dec 2014: 204, Jan-Mar 2015: 190, Apr-Jun 2015: 200, Jul-Sep 2015: 180, Oct-Dec 2015: 170, Jan-Mar 2016: 151, Apr-Jun: 181, Jul-Sep: 209, Oct-Dec: 186

**Figure (b) Number of people seen sleeping rough by month, July 2014 to December 2016**



The graph shows the monthly trend in numbers of people seen rough sleeping every month over the last 24+ months. Please note that the monthly data presented here is for information, and should not be compared with the quarterly data.

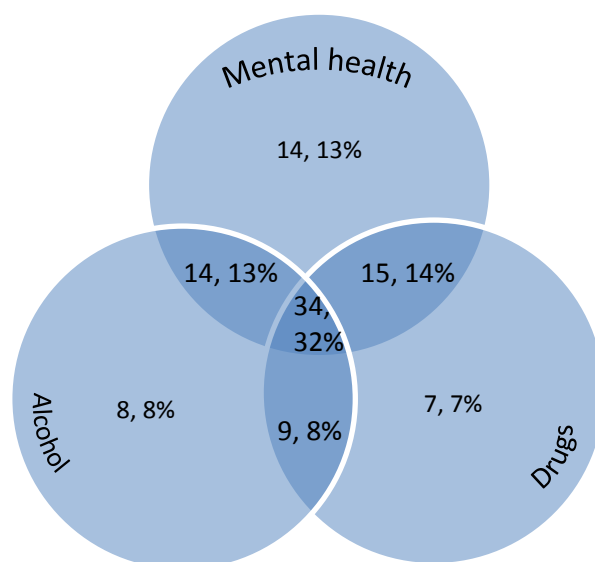
**Figure (c) Nationality profile of people seen sleeping rough by Oxford SPOT**



**Base: 186 people seen bedded down during the period October 2016 – December 2016.**

The nationality profile of people seen bedded down has been consistent over the last 2 years. Polish is the dominant non-UK nationality.

**Figure (d) Support needs profile of people seen sleeping rough by Oxford SPOT**



Base: 106 people seen bedded down where support needs assessment was completed.

A very small percentage of those assessed had no reported support needs or support needs were not known – 5 people (5%). 36% of those assessed had two support needs in addition to their homelessness, with 32% having three support needs. This shows that a large proportion of the individuals Oxford SPOT work with have a range of different and complex needs, and that these

<sup>1</sup> A8 countries refer to 8 of the 10 countries that joined the European Union in 2004 and include Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia and Slovenia. A2 countries are Bulgaria and Romania, that joined the European Union in 2007.

individuals need a lot of support from a number of different services. 72% of those assessed had mental health support needs, often in addition to other support needs.



**To:** City Executive Board  
**Date:** 17 March 2016  
**Report of:** Head of Housing and Property  
**Title of Report:** Allocation of Homelessness Prevention Funds in 2016/2017

<b>Summary and recommendations</b>	
<b>Purpose of report:</b>	To approve the allocation of the homelessness prevention funds, with the purpose of meeting the objectives of the Homelessness Strategy.
<b>Key decision:</b>	Yes
<b>Executive Board Member:</b>	Councillor Mike Rowley, Housing
<b>Corporate Priority:</b>	Meeting Housing Needs
<b>Policy Framework:</b>	Homelessness Strategy
<b>Recommendation(s): That the City Executive Board resolves to:</b>	
<ol style="list-style-type: none"> <li>1. <b>Approve</b> the allocation of the Preventing Homelessness funds to commission homelessness services as outlined in paragraph 14 below;</li> <li>2. <b>Delegate to</b> the Head of Housing and Property Services, in consultation with the Portfolio Holder for Housing, the discretion to administer any necessary changes to these allocations and allocate the balance of the Preventing Homelessness funds.</li> </ol>	

<b>Appendices</b>	
Appendix 1	Allocation 2015-2016
Appendix 2	Risk Register

## **Introduction and background**

1. In December 2015, the Department of Communities and Local Government (DCLG) confirmed Oxford City Council's Preventing Homelessness funds for 2016/2017 at £941k. The budget is identified in the Council's Medium Term Financial Plan and included in the Council's 2016/17 budget.
2. The resources are not ring fenced; however the Council remains committed to ending rough sleeping within the City by supporting homeless people and those threatened with homelessness into sustainable accommodation.
3. A further commissioning budget is also available from the Council's own grant budget of £440k.
4. The strategic framework within which both these funds are allocated is the same and therefore funds will be considered as if they are from one budget.
5. In order to deliver its work, the Council will continue to explore relevant opportunities to work with, and where appropriate jointly commission with partners at Oxfordshire County Council and the Oxfordshire Clinical Commissioning Group.
6. In light of the cross-commissioning agenda and cross-strategy advantages, a multi-agency steering group is responsible for advising on and monitoring this budget. The group comprises of representatives from Oxford City Council, Oxfordshire County Council Joint Commissioning Team, Public Health (Drug and Alcohol Team) and the Oxfordshire Clinical Commissioning Group.

## **Context and Key Developments in 2015/2016**

7. Rough sleeping has increased nationally over the last year and the Council's official street count in November 2015 was 39, a 50% increase on the previous year.
8. The City also carries out an estimate count which is monitored by the Health and Well-Being Board (HWB). Oxford's estimate was 56, compared to Cherwell 21, South Oxfordshire 5, Vale of White Horse 5 and West Oxfordshire 3. The HWB target of not exceeding the baseline rough sleeping County-wide estimate of 68 (set in 2014-2015) was missed, with the actual figure being 90.

## **Re-commissioning of the Homeless Pathway**

9. Oxfordshire County Council concluded a procurement exercise in October 2015 for 285 units of accommodation based support across the County, with 252 of those units based in the City. New contracts started on 1<sup>st</sup> February 2016. These contracts should have initially been 3-year contracts but providers have been informed recently that only the first 14 months will be funded at full contract value (1 February 2016 – 31 March 2017).
10. This is due to Oxfordshire County Council's recommendation to cut £1.5m, (100%) the total Housing Related Support Grant related to the accommodation based homeless pathway, from 1 April 2017. This poses a significant risk to the delivery of homelessness services from April 2017.
11. The main change to the current pathway is the de-commissioning of support services at Lucy Faithful House which means that the 61 current residents will move out to dispersed properties, procured as part of the tender process.
12. During 2015-2016, Oxford City Council commissioned a Project Manager for the Making Every Adult Matter project, Acacia Complex Needs Housing and continued

its support of the Mayday Trust proof of concept and the development of an ethical landlord model. For a full list of allocations in 2015-2016 please see Appendix 1.

### **Strategic Framework for Commissioning and Funding 2016-2017**

13. Significant consideration is given to the national rough sleeping strategy titled “No One Left Out – Communities Ending Rough Sleeping” and “Vision to End Rough Sleeping: No Second Night Out Nationwide” which signalled a new energy and renewed focus to end rough sleeping. The Council’s priorities in terms of tackling rough sleeping and single homelessness are set out in its Homelessness Strategy 2013-2018 as follows:-

- Prevent and respond to rough sleeping
- Deliver and review the impact of No Second Night Out (NSNO)
- Develop services to tackle the issues of entrenched rough sleepers
- Improve pathways through supported specialist accommodation for former rough sleepers
- Ensure sufficient specialist accommodation and support to meet the needs of single homeless clients in the City
- Review anti-begging campaigns

### **Allocation of the Homelessness Budget 2016-2017**

14. It is proposed that the following specialist services and posts be funded in 2016-2017:-

<b>Organisation and Purpose of the Grant</b>	<b>Allocation for 2016-2017</b>
<b>Assertive Outreach, Reconnection and Move-on</b>	
<b>Street Population Outreach Service (Oxford SPOT), St Mungo’s</b> Funding for a team of 9 full-time equivalents (FTE) delivering assertive outreach, reconnection, personalisation and advice services for rough sleepers to reduce the numbers spending a second night on the streets, numbers living on the streets and returning to the streets. This is the second year of a three year contract.	£350,893
<b>Specialist Homelessness Liaison Service (Thames Valley Police (TVP))</b> Funding for a service delivered by TVP City Centre Unit to provide targeted support to reduce rough sleeping through outreach, enforcement, begging and anti-social behaviour, delivered by TVP City Centre Unit. This allocation is on a yearly basis and the Council has the right to terminate funding if the grant is stopped or reduced beyond March 2016.	£40,000
<b>Sit-Up Service at O’Hanlon House (OxHOP)</b> Funding to provide 10 additional sit-up spaces to	£54,903

manage the current high street population. The allocation is on a yearly basis and the Council has the right to terminate funding if the grant is stopped or reduced beyond March 2016.	
<b>Severe Weather Provision (OxHOP, Simon House)</b> Funding to provide additional emergency beds in periods of severe weather to all rough sleepers. This grant has been increased this year given the higher street population.	£20,000
<b>Housing First – Julian Housing (OxHOP)</b> Funding for 1 FTE and a peer support worker for this specialist housing project for some of the most complex and entrenched rough sleepers with the aim of sustaining the tenancy and moving on successfully. This is the second year of a two year contract.	£47,850
<b>Private Rented Move-On Scheme (Oxford City Council)</b> Funding to provide deposits for clients connected to Oxford City and moving out of the homelessness pathway.	£15,000
<b>City Centre Ambassadors (Oxford City Council)</b> The City Centre Ambassadors provide a visible presence within Oxford City Centre. They assist people with enquiries, liaise with businesses to keep the city centre clean and litter free, and work closely with the police to spot and deter anti-social behaviour. They engage with homeless people, referring them into the appropriate support services.	£10,000
<b>Complex Needs</b>	
<b>Mental Health Practitioner (Luther Street Medical Centre)</b> Funding for 1xFTE continues to be a success, providing the Outreach team with specialist mental health support and intervention. It is funded in partnership with Oxford Health and Oxford Homeless Medical Fund. This allocation is on a yearly basis and the Council has the right to terminate funding if the grant is stopped or reduced beyond March 2016.	£25,000
<b>Preventing Homelessness</b>	
<b>Tenancy Sustainment Officer - Elmore Community Services</b> Funding for 1XFTE supporting residents in OCC accommodation to maintain their tenancies. This allocation is on a yearly basis and the Council has the	£35,630

right to terminate funding if the grant is stopped or reduced beyond March 2016.	
<p><b>Pre-Tenancy Training Course (Connection Floating Support)</b></p> <p>Funding to provide courses to help 50 people develop a range of skills that will enable them to become tenancy ready</p>	£14,667
<p><b>Welfare Reform Team (Oxford City Council)</b></p> <p>Funding contributes towards the work of the team focussing on the impact of welfare reform across the City.</p>	£77,461
<p><b>Discretionary Housing Payments (DHP) (Oxford City Council)</b></p> <p>Funding contributes towards the mitigation of welfare reform impact.</p>	£150,000
<p><b>Target Hardening/Sanctuary Scheme (Oxford City Council)</b></p> <p>Funding provided for a post in the Anti-Social Behaviour Team to support victims of domestic abuse and enable them to stay in their own homes.</p>	£30,000
<p><b>Tackling Worklessness and Improving Positive Activities</b></p>	
<p><b>Aspire Oxfordshire</b></p> <p>Funding for 2 FTE Education, Training and Employment workers to develop further Aspire's social enterprises, work placements and employment opportunities for clients living in the homeless pathway with the aim of enabling service users to gain paid work. This allocation is on a yearly basis and the Council has the right to terminate funding if the grant is stopped or reduced beyond March 2015. Aspire's core grant (an additional grant to the 2 FTEs) is in the last year of a 4-year tapering arrangement which sees the core grant reduce to zero in 2016-2017.</p>	£77,623
<p><b>Emmaus Community Oxford</b></p> <p>Core funding for Emmaus to provide accommodation in their community and work opportunities in their second-hand furniture social enterprise. Emmaus' new second hand superstore should open in Temple Cowley in March/April 2016. This allocation is on a yearly basis and the Council has the right to terminate funding if the grant is stopped or reduced beyond March 2016. A clause in the contract will enable the Council to begin tapering the core grant as the</p>	£20,000

business establishes itself.	
<p><b>Steppin Stones Day Centre</b></p> <p>Core funding for Steppin Stones daycentre to support both rough sleepers and those who are vulnerably housed through a range of activities, training and education and where appropriate sign post clients to more appropriate services. This allocation is on a yearly basis and the Council has the right to terminate funding if the grant is stopped or reduced beyond March 2016</p>	£55,000
<p><b>Service Broker Big Issue Foundation</b></p> <p>Funding for 1 FTE to support Big Issues sellers into accommodation and into more sustainable work opportunities. This contract will continue to be within a payment by results framework. This allocation is on a yearly basis and the Council will review it in light of current performance with potential changes made to the grant conditions and payments.</p>	£25,000
<p><b>Gatehouse Café</b></p> <p>Core funding for the Gatehouse café, to support and engage hard to reach client that traditionally do not use mainstream services towards accommodation and specialist support This allocation is on a yearly basis and the Council has the right to terminate funding if the grant is stopped or reduced beyond March 2016.</p>	£5,580
<b>Young People</b>	
<p><b>Young People's Pathway (Oxfordshire County Council)</b></p> <p>This grant is part of Oxford City Council's contribution to joint commissioning of the Young Person's Pathway.</p>	£42,992
<p><b>Emergency Bed for Oxford City (Oxfordshire County Council)</b></p> <p>Funding provides one emergency bed within the Young Person's pathway for use by Oxford City.</p>	£6,134
<b>Other</b>	
<p><b>Single Homelessness Team</b></p> <p>Funding contribution towards the Council's Rough Sleeping and Single Homelessness Team.</p>	£100,000
<p><b>CHAIN database</b></p> <p>Core funding to maintain the City's web-based database management system that collates all data and provides monitoring reports on rough sleeping. This allocation is on a yearly basis and the Council has</p>	£4,396

the right to terminate funding if the grant is stopped or reduced beyond March 2016.	
<b>Business Rates at the Old Fire Station</b> This is the fifth and final year of the Council's commitment to paying a percentage of the Old Fire Station's business rates.	£6,200
<b>Total</b>	£1,214,329

15. The Council is taking a prudent approach to this year's budget in light of the significant changes to the adult homeless pathway commissioned by Oxfordshire County Council. Further allocations will be made when the team is better aware of how the changes and cuts impact the sector.
16. It is therefore recommended that the Head of Housing and Property has the delegated authority, in consultation with the Portfolio holder, to administer any necessary changes to these allocations as well as the authority to administer the unallocated amount of £167k.

### **Financial implications**

17. The expenditure identified within this report can be met from the allocated budgets and there is scope for further allocations when new priorities emerge.

### **Performance monitoring**

18. In distributing this budget, the Council will ensure that there are clear outcomes and targets in each organisation's service specification which are reported on quarterly. An executive summary of all data and performance is produced on a quarterly basis by the Rough Sleeping and Single Homelessness Team for the steering group and wider corporate comment.
19. There will be quarterly performance monitoring meetings with Oxford City Council's Rough Sleeping and Single Homelessness Team to ensure that outcomes and targets are achieved and issues are addressed.

### **Level of risk**

20. The Risk Register is attached in Appendix 2.

### **Equalities impact**

21. All services in receipt of funding are subject to rigorous monitoring which includes equality and diversity.

### **Staffing Implications**

22. All external staff are employed by external organisations for whom the Council has no liability
23. The budget is managed by the existing Rough Sleeping and Single Homelessness Manager in Housing and Property.

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**Background Papers:** None



**To:** City Executive Board  
**Date:** 15 September 2016  
**Report of:** Head of Housing and Property  
**Title of Report:** Pooled Budget Arrangements for the Commissioning of Adult Homeless Supported Accommodation in Oxfordshire

<b>Summary and recommendations</b>	
<b>Purpose of report:</b>	To seek agreement to enter into pooled budget arrangements with Oxfordshire County Council, Oxfordshire Clinical Commissioning Group and Oxfordshire District Councils; To agree Oxford City Council's initial 3 year contribution to the pooled budget from existing base budget provision.
<b>Key decision:</b>	Yes
<b>Executive Board Member:</b>	Cllr Mike Rowley, Housing
<b>Corporate Priority:</b>	Meeting Housing Needs.
<b>Policy Framework:</b>	Homelessness Strategy
<b>Recommendations:</b> That the City Executive Board resolves to:	
<ol style="list-style-type: none"> <li>1. <b>Approve</b> the commitment by Oxford City Council to enter into a pooled budget arrangement in order to fund adult homeless supported accommodation in Oxfordshire.</li> <li>2. <b>Approve</b> Oxford City Council's annual contribution of £161,700 towards the pooled budget from Housing and Property's existing Homelessness Prevention funds base budget provision that is included in the current approved Medium Term Financial Plan</li> <li>3. <b>Delegate</b> to the Head of Housing and Property Services, in consultation with the Board member for Housing, the discretion to increase/reduce the Council's contribution in years 4 (2020/21) and 5 (2021/22) from within existing approved Homelessness Prevention funds budgetary provision, if it is agreed by all parties to extend the current 3 year proposal.</li> <li>4. <b>Delegate authority</b> to the Executive Director of Regeneration and Housing to enter into a Governance Agreement for the pooled budget before April 2017</li> </ol>	

<b>Appendices</b>	
Appendix 1	Risk Register

## **Introduction and background**

1. In February 2015, Oxfordshire County Council Cabinet agreed a 100% cut to the current Housing Related Support of £1.5million. The County Council Cabinet agreed the cut would be implemented and phased over a three year period, starting on 1 April 2017, with no funds available in the final year, 2019-20.
2. Housing Related Support directly funds all current supported accommodation for single homeless people across the County, including the two homeless hostels located in the City – O’Hanlon House and Simon House.
3. The majority of accommodation units are based in the City (252 units out of 285), with 13 units in Cherwell, 14 in South Oxfordshire District Council and 6 in West Oxfordshire District Council.
4. Housing Related Support funding cuts will have a significant impact on the accommodation available for single homeless people across the County and all associated stakeholders – Districts and City, County Council and the Oxfordshire Clinical Commissioning Group – are dedicated to working in partnership to ensure that some provision can continue when the County’s cuts are implemented.
5. Oxfordshire Clinical Commissioning Group has historically contributed funds towards O’Hanlon House and is part of new arrangements in order to improve health outcomes for homeless people, particularly for people with complex needs.
6. Aware of the threat Oxfordshire County Council’s cuts pose to provision for single homeless people, Oxford City Council, through the Oxfordshire Health Improvement Board, took the opportunity and initiative to propose a joint, pooled arrangement with relevant partners in order to mitigate the impact of the cuts, although the cuts will still have severe effects.
7. A Health Improvement Board (HIB) workshop was established to address the implications of the funding cuts. Oxford City Council produced a paper to the HIB workshop, suggesting a level of financial contribution from Districts and City to single homeless supported accommodation from 1 April 2017. Contributions were calculated based on the level of use of the adult homeless pathway at the time of the paper. The parties agreed in principle to the level of contributions.
8. With a commitment in principle, a financial envelope had been established and the HIB workshop tasked an officers group to work up options for how the agreed finances should be used, as well as to propose governance arrangements.
9. Officers from Oxfordshire County Council, Oxford City Council, South Oxfordshire District Council, Vale of White Horse District Council, West Oxfordshire District Council, Cherwell District Council and the Oxfordshire Clinical Commissioning Group are part of the officers group.

## Principles for commissioning of new provision

10. The officer group developed a preferred option for continuing to deliver accommodation services for single homeless people in the County. The option was developed using the new reduced financial envelope. The option was endorsed by the Members on the HIB workshop on 1 July 2016.
11. The key principles for this option are:
  - a. Parties to enter into a new 3-5 year governance and commissioning arrangement with the County Council as the lead body undertaking all contract management and monitoring for, and in communication with, the other partners
  - b. Financial contribution for 3 years from all parties into a pooled budget to be used to procure services for the purpose of providing accommodation of single homeless people
  - c. Provision of a joint commissioned and joint used complex needs service to be based in the City
  - d. Local services for local people in each of the Districts and in the City.
  - e. Substantial transition arrangements during the first year of new arrangements, 2017/18 (year 1).

## Pooled budget

12. Over the three years, the pool budget will oversee a total of £2,940,000, contributed by the 7 parties (4 District Councils, City Council, County Council and the Clinical Commissioning Group). Individual contributions by all parties to be agreed in September 2016. Proposed expenditure as follows:

<b>Housing Related Support Pool Budget Expenditure</b>	<b>2017/18 Year 1</b>	<b>2018/19 Year 2</b>	<b>2019/20 Year 3</b>
Based on preferred commissioning option	<b>£1,246,000</b>	<b>£847,000</b>	<b>£847,000</b>
		<b>Total</b>	<b>£2,940,000</b>

13. Year 1 has been allocated significantly more funds due to the transition from current services to new arrangements. There is a strong commitment from all parties to provide sufficient time and funds for a well-planned transition.
14. Year 2 and year 3 will see the new arrangement and services in place. There is no commitment for contribution beyond the first 3 years from any of the parties at the present time. A review will be carried out early in year 3 in order for all parties to make a decision on funding for year 4 and 5.
15. The pooled budget requires Oxford City Council to make a contribution of £161,700 per year for three years. These funds will be sourced from the current Preventing Homelessness revenue base budget. See financial implications below.

### **Agreed commissioning option**

16. The agreed option for services will see a reduction in units. The new option will provide the following:
  - a. 56 units of accommodation for clients with complex needs for use by all Districts but based in the city. Provision will be jointly commissioned and monitored and number of units allocated depending on current usage. This is a reduction from the current 107 units used for complex needs.
  - b. Retention of local services in Districts. This provision will be commissioned and monitored by each individual District.
  - c. Retention of some current accommodation units in the city for city use, estimated between 42 and 50 units. City officers will work with providers and partners to source the best option based on need for the city. This provision will be commissioned and monitored by the City.

### **Implication for Oxford City Council**

17. The pooled budget arrangements means significant change to current adult homeless accommodation provided as a whole for Oxfordshire. There will be a reduction in units – from the current total of 285, to between 131 and 139 units. This means a reduction of between 146 and 154 units.
18. The pooled budget will fund an estimated total of between 69 and 77 units for clients with an Oxford City connection to use, including a proportion of complex needs beds for each of the first 3 years.
19. City Council officers are working on the estimate that the City needs a total of 150 units per year currently in order to cater for the City's single homeless need. This means that Oxford City Council will have to consider funding a number of units from our existing base budget funds outside the pooled budget (estimated between 73 and 81 units) provision. This would have a significant impact on Oxford City Council's Homelessness Revenue Allocation funds. A recommendation for spend of remaining funds will be made to CEB.
20. Any accommodation funded independently by the City Council from its own funds, will not be part of the pooled budget arrangements.
21. Oxford City Council and partners also note that there is uncertainty over the future level of rent eligible for Housing Benefit for supported accommodation. Organisations providing supported housing rely heavily on income from an enhanced level of Housing Benefit. The Government is expected to make a decision within the next 12 months if eligible rent for supported housing is to be restricted. Any such restriction would pose a serious threat to services, to which commissioners for future service may need to respond.

### **Governance Agreement**

22. An outline Governance Agreement has been developed and agreed by officers from the parties contributing to the pooled budget, setting out the working relationship between the parties; commitment to funding; decision making process; and reporting structures.
23. The final Governance Agreement would have to be agreed and formally signed by all parties before April 2017.

24. Oxfordshire County Council will hold the pooled budget and act as the accountable body and the final Governance Agreement will ensure this clarifies liabilities and obligations of parties in the event of any over/underspend during any one financial of the agreement.
25. It is proposed that an 'officer group' – Housing Related Support Joint Management Group - agree a commissioning approach as well as report into HIB in order to ensure the Governance Agreement is adhered to.

### **Financial implications**

26. Expenditure towards the pooled budget will be met from the City Council's Homelessness Prevention funds base budget provision, that is included within the Council's existing Medium Term Financial Plan. The implications of the pooled budget arrangement, combined with any need for Oxford City to fund a large number of units from Homelessness Revenue Allocation funds in order to meet needs, could make less funds available for currently funded services and organisations.

### **Legal issues**

27. All parties will sign up to a Governance Agreement. This agreement will have been signed off by the parties' respective legal teams. All parties to the agreement are currently seeking approval to the pooling proposal from their policy making bodies.

### **Level of risk**

28. Risk Register is attached in Appendix 1.

### **Equalities impact**

29. This intervention will maintain some services for vulnerable single homeless people that would otherwise be cut. Therefore there is a positive impact on vulnerable homeless people, and in particular those with complex need.

### **Conclusion**

30. Cuts to Oxfordshire County Council's Housing Related Support funds from 1 April 2017 will have a significant impact on supported accommodation provision for single homeless people across Oxfordshire.
31. Districts and City Council, as well as current funders to the adult homeless pathway, Oxfordshire County Council and Oxfordshire Clinical Commissioning Group have agreed a preferred option for provision and funding of services. The preferred option has been endorsed by HIB.
32. A pooled budget will be used to fund services, although with a reduction to units, from 1 April 2017. All parties will sign up to a Governance Agreement.
33. CEB is asked to agree to the pooled budget arrangement and funds contributed from City, as well as to enter into a Governance Agreement when this has been finalised.
34. Oxford City Council officers will work up options for allocation of Homelessness Revenue Allocation Funds in order to mitigate effects of County Council cuts and at the same time ensure that services are funded in the city to meet need.

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**Background Papers:** None

**To:** City Executive Board  
**Date:** 9 March 2017  
**Report of:** Head of Housing and Property  
**Title of Report:** Allocation of Homelessness Prevention Funds for 2017/18

<b>Summary and recommendations</b>	
<b>Purpose of report:</b>	To approve the allocation of homelessness prevention funds, with the purpose of meeting the objectives of the Homelessness Strategy.
<b>Key decision:</b>	Yes
<b>Executive Board Member:</b>	Cllr Mike Rowley, Housing
<b>Corporate Priority:</b>	Meeting housing needs
<b>Policy Framework:</b>	Homelessness strategy
<b>Recommendation(s): That the City Executive Board resolves to:</b>	
<ol style="list-style-type: none"> <li>1. <b>Approve</b> the allocation of Homelessness Prevention funds to commission homelessness services as outlined in paragraph 28 below;</li> <li>2. <b>Agree</b> that any savings from 2016/17 budget allocations for Homelessness Prevention activities are at the end of the financial year considered to be carried forward to fund necessary and additional services in 2017/18 and 2018/19 including those items as outlined in paragraph 22-27 below;</li> <li>3. <b>Delegate</b> to the Head of Housing and Property Services, in consultation with the Portfolio holder for Housing and the Chief Finance Officer, the discretion to revise the intended programme of use associated with the 2017/18 Homelessness Prevention budget.</li> </ol>	
<b>Appendices</b>	
Appendix 1	Allocation 2016/17
Appendix 2	Risk Register

## Introduction and background

1. The Council has continued to allow for in its recently approved Medium Term Financial Plan a base budget of £942,935 for Homeless Prevention activities.

2. This could have been revised several years ago when the funding mechanism changed but the Council remains committed to preventing homelessness and ending rough sleeping in the City and continues to earmark this sum for homelessness prevention work.
3. A further commissioning budget is also available from the Council's own 2017/18 grant budget of £442,279.
4. The strategic framework within which these funds are allocated is the same. The funds are treated as a single budget, totalling £1,385,214.
5. In light of the cross-commissioning agenda and cross-strategy advantages of homeless prevention and ending rough sleeping work, a multi-agency steering group is responsible for advising on and monitoring this budget. The group comprises representatives from Oxford City Council, Oxfordshire County Council Joint Commissioning Team, Public Health and the Oxfordshire Clinical Commissioning Group.

### **Context and Key developments 2016/17**

6. Rough sleeping continues to be an issue in the City, with high numbers of rough sleepers being contacted by the outreach services each month – 93 individuals were seen rough sleeping in October 2016, 76 in November and 89 in December.
7. The Council's official street count – counting the number of rough sleepers seen bedded down on one specific night - in November 2016 was 33, a decrease from 39 in November 2015.
8. The City also carries out an estimate which is monitored by the Health and Well-Being Board (HWB). Oxford's estimate was 47, compared to Cherwell 17, South Oxfordshire 7, Vale of White Horse 8 and West Oxfordshire 0. The HWB target of not exceeding the baseline rough sleeping County-wide estimate of 68 (set in 2014-2015) was missed, with the actual figure for 2016 being 79.
9. Oxfordshire County Council currently funds all supported accommodation for single homeless people and rough sleepers across the County through Housing Related Support. A total of 286 beds of supported accommodation are available across the County, with 252 of these based in the City. These services were re-commissioned during autumn 2015. New contracts started 1<sup>st</sup> February 2016.
10. The main change to the provision of supported accommodation from 1<sup>st</sup> February 2016 following County's re-commissioning, was the closure of the 61 bed homeless hostel Lucy Faithful House. The 61 beds in the hostel were replaced by the same amount of units in dispersed housing (shared housing).
11. Oxfordshire County Council decided in February 2016 to cut Housing Related Support by 100% (currently £1.5m per annum), starting April 2017 and with no funding available from April 2019. This would see a significant reduction in supported housing for single homeless people from April 2017, with no services available from April 2019.
12. To mitigate some of the impact of these cuts, City, together with Districts, County Council and Oxfordshire Clinical Commissioning Group agreed during autumn 2016 to contribute to a pooled budget and enter into joint commissioning arrangements for a period of three years.



13. Oxford City Council's contribution to the pooled budget was agreed by CEB in September at £161,700 per year for three years.
14. The pooled budget is substantially less than the current level of Housing Related Support – £2.9m over three years - and will therefore provide a significantly reduced number of beds for homeless people and rough sleepers across the County - 141, instead of the current 286.
15. Year 1 (2017/18) of the pooled budget has been allocated significantly more funds due to the transition from current services to new arrangements that will be in place for Year 2 (2018/19) and Year 3 (2019/20).
16. The following provision will be funded by the pooled budget from April 2017:-

<b>Current provision</b>	<b>Units</b>	<b>Year 1 2017/18</b>	<b>Units</b>	<b>Year 2/Year 3 2018/19, 2019/20</b>	<b>Units</b>
O'Hanlon House	56	O'Hanlon House	56	O'Hanlon House	56
Simon House	52	Simon House	52	Simon House	0
Connection Support	31	Connection Support	31	Connection Support	31
Mayday Trust	31	Mayday Trust	31	Mayday Trust	21
Julian Housing	83	Julian Housing	0 <sup>1</sup>	Julian Housing	0
Vineyard (South and Vale)	13	South and Vale	13	South and Vale	13
Horsefair (West Oxon)	6	West Oxon	6	West Oxon	6
Banbury (Cherwell)	13	Cherwell	13	Cherwell	13
<b>Total</b>	<b>285</b>	<b>Total</b>	<b>202</b>	<b>Total</b>	<b>140</b>

17. It is estimated that Oxford City needs 150 beds in order to meet demand. It was noted in the September CEB report that any additional supported accommodation City may need over and above what can be funded by the pooled budget, will have to be funded from City's Homelessness Prevention Funds.
18. The pooled budget will fund 79 beds for City use in Year 2 and Year 3 - 27 in O'Hanlon House, 31 Connection Support and 21 Mayday Trust. City would therefore have to fund 71 units of supported accommodation through own commissioning in order to provide the 150 units.
19. City will be 40 beds short of the 150 beds in Year 1 – 2017/18 - due to County's de-commissioning of Julian Housing and it is proposed that funding these 40 units from Homelessness Prevention Funds is a priority.
20. City officers are also working hard to establish commissioning options for additional beds spaces from 2018/19 - when the number of units funded by the pooled budget reduces further - in order to meet City need for 150 units. Funding sufficient

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<sup>1</sup> Julian Housing's contract with County Council for the 83 supported units ends on 31<sup>st</sup> May 2017

supported accommodation provision from 2018/19 will require significant reprioritisation of Homelessness Prevention Funds in 2018/19.

### **Strategic Framework for Commissioning and Funding 2017/18**

21. “No One Left Out – Communities Ending Rough Sleeping” and “Vision to End Rough Sleeping: No Second Night Out Nationwide” are the national strategies which signalled a new energy and renewed focus to end rough sleeping. The Council’s priorities in terms of tackling rough sleeping and single homelessness are set out in its Homelessness Strategy 2013-2018 as follows:-
- Prevent and respond to rough sleeping
  - Deliver and review the impact of No Second Night Out (NSNO)
  - Develop services to tackle the issues of entrenched rough sleepers
  - Improve pathways through supported specialist accommodation for former rough sleepers
  - Ensure sufficient specialist accommodation and support to meet the needs of single homeless clients in the City
  - Review anti-begging campaigns

### **Use of unused 2016/17 Homelessness Prevention Fund budget**

22. The Council earmarks unused budget allocations from one financial year to be carried forward to future years or moved to a specific reserve. It is recommended that CEB request that consideration at year end to earmark unused 2016/17 budget to assist countering the major changes and reductions to homelessness services in the City and beyond by the County Council’s cuts to Housing Related Support.
23. An amount of £167,000 of the 2016/17 Homelessness Prevention Fund budget was not allocated to services because of the significant uncertainty affecting the adult homeless pathway at the time that the 2016/17 budget was recommended to CEB in March 2016. CEB agreed that Head of Housing and Property, in consultation with the Portfolio holder, would have authority to administer the unallocated amount.
24. It is recommended in this report that it is agreed that Head of Housing and Property make provision for the unallocated funds in 2016/17 to make up City’s contribution to the pooled budget in 2017/18 and 2018/19.
25. In addition to the unallocated funds that went into 2016/17, it is forecast that not all the 2016/17 funds will need to be committed. This saving arises from funds not required or used under contract terms with service providers, including delayed payment due to ‘Payment by Results’, and does not impact on the current level of service provision. The exact savings will not be known until the end of the financial year. It is anticipated that the savings could be up to £70,000 as per Appendix 1.
26. It is further recommended that it is agreed that the final and confirmed savings of the Homelessness Revenue Funds for 2016/17 is considered for carry forward or movement to a specific Homelessness reserve at year-end.
27. Officers will undertake a thorough needs analysis as well as an evaluation of currently funded services throughout 2017/18 to inform funding decisions and

transitional arrangements for 2018/19. Although there is minimal impact on services' funding 2017/18, it is anticipated that there will need to be a significant reduction in funding thereafter, reflecting the cut in the County Council funding and the City Council funding being focused on the provision of supported accommodation to meet the shortfall.

<b>Provision from Homelessness Prevention Fund budget 2016/17 for supported accommodation</b>	
<b>Pooled budget contribution, Oxfordshire County Council</b> City's contribution towards pooled budget arrangements for 2017/18 and 2018/19. Agreed by CEB September 2016 that Oxford City Council commit to contribute to pooled budget for a period of 3 years, starting 2017/18. Funds will be transferred to Oxfordshire County Council on an annual basis.	£161,700 (2017/18) £161,700 (2018/19)
<b>Total</b>	<b>£323,400</b>

#### **Allocation of Homelessness Prevention Funds 2017/18**

28. It is proposed that the following specialist services/post/projects be funded in 2017/18:-

<b>Organisation and Purpose of the Grant</b>	<b>Allocation</b>
<b>Supported Accommodation</b>	
<b>Housing First, Julian Housing (OxHoP)</b> Funding for 1 FTE support workers and 0.5 FTE peer support worker for this specialist housing project. Offers an alternative supported housing model - 5 units - for rough sleepers entrenched in homelessness. This allocation is made for one year and subject to a mutually agreed Service Level Agreement.	£47,850
<b>'Sit-Up Service', O'Hanlon House (OxHoP)</b> Funding to provide 10 additional spaces - sit-up service - to manage the high number of rough sleepers. This allocation is made for one year and subject to a mutually agreed Service Level Agreement.	£54,903
<b>Dispersed supported accommodation, provider to be confirmed</b> 40 units of supported accommodation for rough sleepers/single homeless with a connection to the City. Provision for medium to low support needs with a focus on support to enable residents to move on to and sustain independent accommodation. Council officers are currently working on cost models and	Up to £150,000

<p>service specifications for this provision, hence, the amount allocated is only indicative at this stage.</p> <p>Accommodation needs to be available from 1<sup>st</sup> June, to coincide with the County Council termination of Julian Housing's contract to provide supported accommodation.</p> <p>This allocation is made for one year and subject to a mutually agreed Service Level Agreement.</p>	
<b>Tackling Rough Sleeping</b>	
<p><b>Street Population Outreach Team, St Mungo's</b></p> <p>Funding a team of 9 FTE. Team delivers assertive outreach, reconnection, personalisation and advice services for rough sleepers/single homeless. Assist rough sleepers to access suitable accommodation and support, in Oxfordshire or elsewhere with the aim to reduce the number of individuals spending a second night on the street; living on the streets; and returning to the streets. This is the third year of a 3+2 year contract.</p>	£350,893
<p><b>Severe Weather Emergency Provision, various locations and various providers</b></p> <p>Funding to provide emergency beds in periods of severe weather to all rough sleepers.</p>	£25,000
<p><b>Specialist Homelessness Liaison Officer/Service, Thames Valley Police</b></p> <p>Funding for TVP City Centre Unit to provide targeted support to reduce rough sleeping through outreach, enforcement, tackling begging and anti-social behaviour. TVP City Centre Unit has a dedicated police constable for the purpose of this work. This allocation is made for one year and subject to a mutually agreed Service Level Agreement.</p>	£40,000
<p><b>Day Services for rough sleepers, O'Hanlon House (OxHoP)</b></p> <p>Provision of day services – showers and laundry facilities as well as breakfast and lunch and any other activities taking place – for individuals rough sleeping in the City and working with outreach services to access suitable accommodation. This allocation is made for one year and subject to a mutually agreed Service Level Agreement.</p>	£82,778
<p><b>City Centre Ambassadors, Oxford City Council</b></p> <p>The City Centre Ambassadors provide a visible presence within Oxford City Centre. They assist people with enquiries, liaise with businesses to keep</p>	£10,000

the city centre clean and litter free, and work closely with the police to spot and deter anti-social behaviour. They engage with homeless people, referring them into the appropriate support services. This allocation is made for one year.	
<b>Preventing Homelessness</b>	
<b>Tenancy Sustainment Officer, Elmore Community Services</b> Funding for 1 FTE specialist sustainment officer to support residents in Oxford City Council accommodation to maintain their tenancies. This allocation is made for one year and subject to a mutually agreed Service Level Agreement.	£35,630
<b>Pre-Tenancy Training Course, Connection Support</b> Funding to provide courses to help 50 people develop a range of skills that will enable them to become tenancy ready. This allocation is made for one year and subject to a mutually agreed Service Level Agreement.	£16,000
<b>Welfare Reform Team, Oxford City Council</b> Funding contributes towards the work of the team focussing on the impact of welfare reform across the City.	£80,000
<b>Target Hardening/Sanctuary Scheme, Oxford City Council</b> Funding provided for a post in the Anti-Social Behaviour Team to support victims of domestic abuse and enable them to stay in their own homes. This allocation is made for one year and subject to a mutually agreed Service Level Agreement.	£30,000
<b>Access to Health and Social Care</b>	
<b>Mental Health Practitioner, Luther Street Medical Centre</b> Funding to contribute towards 1 FTE Mental Health Practitioner in order to providing the outreach team with specialist mental health support and intervention when supporting rough sleepers. Funded in partnership with Oxford Health and Oxford Homeless Medical Fund. This allocation is made for one year and subject to a mutually agreed Service Level Agreement.	£25,000
<b>Tackling Worklessness and Improving Positive Activities</b>	
<b>Education, training and employment workers,</b>	£77,623

<p><b>Aspire</b></p> <p>Funding for 2 FTE Education, Training and Employment workers to provide training and employment opportunities for homeless and/or vulnerably housed individuals in the City. Aspire is a social enterprise working towards becoming self-sufficient. This allocation is made for one year and subject to a mutually agreed Service Level Agreement.</p>	
<p><b>Emmaus Community Oxford</b></p> <p>Core funding for Emmaus to provide accommodation in their community and work opportunities in their second-hand furniture social enterprise. This allocation is made for one year and subject to a mutually agreed Service Level Agreement. A clause in the agreement enables the Council to taper the grant as the business moves towards self-sufficiency and a £5,000 reduction to this years' funding has been implemented at start of the year.</p>	£15,000
<p><b>Day Centre, The Porch</b></p> <p>Core funding for The Porch (formerly known as Steppin' Stone) daycentre to support rough sleepers and those vulnerably housed through a range of activities, training and education and where appropriate sign post clients to more appropriate services. This allocation is made for one year and subject to a mutually agreed Service Level Agreement.</p>	£55,000
<p><b>Service Broker, The Big Issue Foundation</b></p> <p>Funding for 1 FTE to support Big Issues sellers into accommodation and into sustainable work opportunities. This contract will continue to be within a payment by results framework. This allocation is made for one year and subject to a mutually agreed Service Level Agreement.</p>	£25,000
<p><b>Gatehouse Café</b></p> <p>Core funding for the Gatehouse café, to support and engage hard to reach clients to access accommodation and specialist support This allocation is made for one year and subject to a mutually agreed Service Level Agreement.</p>	£5,580
<p><b>Priority services for Young People</b></p>	
<p><b>Young People's Pathway, Oxfordshire County Council</b></p> <p>This grant is part of Oxford City Council's contribution to joint commissioning of the Young Person's Pathway. This is the final year City will contribute funds.</p>	£42,992

<b>Emergency Bed for Oxford City, Oxfordshire County Council</b> Funding provides one emergency bed within the Young Person's pathway for use by Oxford City.	£6,134
<b>Other</b>	
<b>Single Homelessness Team, Oxford City Council</b> Funding contribution towards the Council's Rough Sleeping and Single Homelessness Team.	£120,000
<b>Private Rented Move-on assistance</b> Funding to enable access to private rented accommodation for individuals moving on from the adult homeless pathway. Funds will assist with deposit and accessible for individuals with a connection to the City.	£15,000
<b>Oxford CHAIN database, Real Systems</b> Core funding to maintain web-based database management system that collates data and provides monitoring reports on rough sleeping. This allocation is made for one year and subject to a mutually agreed Service Level Agreement.	£4,000
<b>In-year commissioning</b> Funding has been put aside in order for officers to respond to unmet need by commissioning services addressing emerging service gaps.	£70,831
<b>Total</b>	<b>£1,385,214</b>
<b>Balance</b>	<b>£0</b>

29. It is recommended that the Head of Housing and Property has the delegated authority, in consultation with the Portfolio holder and Chief Finance Officer, to administer any necessary changes to these allocations.

### Financial implications

30. The expenditure identified within this report can be met from approved budgets.
31. A proposal to consider at the end of the financial year the set-aside £324,400 from the anticipated 2016/17 Homelessness Prevention Fund budget savings to meet increased demands anticipated next financial year and beyond following County Council cuts to related services, in order to be able to contribute to the pooled budget and at the same time maintain other services as much as possible.

### Performance monitoring

32. In managing this budget, the Council will ensure that there are clear outcomes and targets in each organisation's service specification which are reported on quarterly. An executive summary of all data and performance is produced a quarterly basis

by the Rough Sleeping and Single Homelessness Team for the steering group and wider corporate information

33. Quarterly performance monitoring meetings will be scheduled between all services and Oxford City Council's Rough Sleeping and Single Homelessness Team to ensure that outcomes and targets are achieved and issues are addressed in a timely and professional manner.

### **Legal issues**

34. All services funded from Homelessness Prevention Funds have Service Level Agreements.

### **Level of risk**

35. The Risk Register is attached as Appendix 2.

### **Equalities impact**

36. All services in receipt of funding are subject to rigorous monitoring which includes equality and diversity.

### **Conclusion**

37. The City and District Councils are faced with unprecedented challenges going forward due to the County Council cuts to Housing Related Support and the need for the Council to step in and fund the supported accommodation services that are needed in the City and for individuals with a connection to the City.
38. It is recommended that the City prioritise funding of supported accommodation, including the pooled budget and that savings from the existing budgets are applied to support current services and the transition to when the County Council ceases funding for homeless persons.
39. Services funded will be able to provide important 'wrap-around' services for single homeless people and rough sleepers in order to prevent and tackle rough sleeping and support individuals to live and sustain independent lives.
40. Thorough review and evaluation of all services funded in 2017/18 will be carried out in year and inform any funding decisions for 2018/19.

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<b>Background Papers:</b>
None



Appendix 1 Allocation 2016/17		
£1,387,279.00		£942,000 DCLG grant £442,279 OCC grant £3,000 contribution from Districts for SWEP
Areas	Committed Allocation	Comments
<b>Priority Services for Adults</b>		
<b>Tackling rough sleeping</b>		
Street Outreach and Single Homeless Service - St Mungo's Broadway	£350,893.00	Possible underspend due to Payment by Result element of contract
Severe Weather Beds - various	£16,000.00	Possible underspend depending on periods needing to open
Rough Sleeping & Street activity service - TVP	£40,000.00	
Housing First - Julian Housing	£47,850.00	
NSNO Sit-up Service - O'Hanlon House	£54,903.00	
OxfordCHAIN	£3,663.40	
<b>Preventing homelessness</b>		
Tenancy Sustainment Officer - Elmore	£35,630.00	
Pre-tenancy training course - Connection	£16,000.00	
<b>Access to mental/physical/ health and social care</b>		
Mental Health Practitioner - LSMC	£25,000.00	
<b>Tackling worklessness, promote positive activities</b>		
Gatehouse	£5,580.00	
Porch/Steppin Stones	£55,000.00	
Aspire	£77,623.00	
Emmaus	£20,000.00	
Service Broker - The Big Issue Foundation	£25,000.00	Possible underspend due to Payment by Result element of contract
<b>Priority Services for Young People</b>		
Contribution to County for YP pathway	£42,992.00	
E-Bed for YP in Oxford city	£6,134.28	
<b>Homeless Prevention or Statutory Provision</b>		
Welfare Reform Outreach Team	£78,816.00	
Supplementing Discretionary Housing Payments	£25,000.00	Predicted spend at time of report writing, £150k allocated originally
Target Hardening/Sanctuary Scheme	£30,000.00	
Business Rates at the Old Fire Station	£6,200.00	Last year of funding commitment
<b>Pending/Pilot/Innovation</b>		
City Centre Ambassadors	£10,000.00	
PRS move on from hostels	£15,000.00	Possible underspend, personalisation and move-on funds for city connected client in adult homeless pathway
Single Homelessness staff funding	£100,000.00	
Provision for pooled budget contribution 2017/18 and 2018/19	£324,400.00	New allocation due to County Council cuts and development in 2016/17
<b>Total Allocated/Committed</b>		
	<b>£1,411,684.68</b>	
<b>Unallocated in year</b>		
	<b>-£24,405.68</b>	It is anticipated that underspend for certain services (as noted above) will offset the full amount of overspend indicated here

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Appendix 2: Risk register

Title	Risk description	Opp/ threat	Cause	Consequence	Date Raised	Owner	Gross		Current		Residual		C o m	Controls					
							I	P	I	P	I	P		Control description	Due date	Status	Progress %	Action Owner	
Funding Not Spent Appropriately	Grant funding awarded is not spent on the activity or items it was awarded for. (Reduction of Rough Sleeping and Prevention of Homelessness)	Threat	Terms & conditions for grant awarded not clear.	Services not provided for homeless people	09/03/2017	Ossi Mosley	2	1	1	1				Clear and detailed Services Level Agreement signed and agreed by funded organisation; monitoring carried out on a quarterly basis; Preventing Homelessness Steering Group keep an oversight	1st April 2017 and on-going throughout the year				Ossi Mosley
Inability to Deliver the Project 59	Commissioned organisations unable to deliver service/project they have been funded to deliver	Threat	Loss of other funding to continue delivery	Services not delivered to homeless people. Organisation folds.	09/03/2017	Ossi Mosley	3	3	3	2				Maintain good working relationships and provide support to mitigate cuts.					Ossi Mosley
External cuts destabilise organisations	Increase in rough sleeping and inadequate services in the City to deal with this effectively and holistically	Threat	Reduction of supported accommodation following County Council cuts	Oxford City Council funds not enough to fund both supported accommodation and 'wrap-around service'	09/03/2017	Ossi Mosley	4	5	4	5				Working in partnership with funded organisations to help mitigate funding cuts and reductions as much as possible; ensure highest need is addressed; ensure commissioned services are value for					Ossi Mosley

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**To: City Executive Board**

**Date: 9 February 2017**

**Report of: Housing Panel (Panel of the Scrutiny Committee)**

**Title of Report: University Housing Needs**

## **Summary and Recommendations**

**Purpose of report:** To present the recommendation of the Housing Panel on University Housing Needs

**Scrutiny Lead Member:** Councillor David Henwood, Chair of Housing Panel

**Executive lead member:** Councillor Alex Hollingsworth, Board Member for Planning and Regulatory Services

**Recommendation** of the Scrutiny Committee to the City Executive Board:

**That the City Executive Board states whether it agrees or disagrees with the recommendation set out in the body of this report.**

## **Introduction**

1. The Panel convened a discussion with representatives of both universities to hear their plans for accommodating students in the city and consider the impacts of the council's current adopted planning policies on their growth proposals. This meeting took place on 9 November 2016 and the Panel would like to thank William James and Carolyn Puddicombe from the University of Oxford, and Paul Large and Sue Holmes from Oxford Brookes University. The Panel would also like to thank Councillor Alex Hollingsworth, Board Member for Planning and Regulatory Services, David Edwards (Executive Director for Housing and Regeneration) and Mark Jaggard (Planning Policy and Specialist Services Manager). The Panel also held an informal follow-up meeting with the Board Member and Executive Director to reflect on the evidence provided.

## **Summary of discussions with the University of Oxford**

2. The Pro Vice-Chancellor for Planning and Resource Allocation at the University of Oxford said that the University has over 10,000 under-graduate students who

are mostly housed in university-provided accommodation, plus about 10,000 graduate students including 4,500 postdoctoral researchers. The University is within its planning policy target of having no more than 3,000 full-time students living in the city outside of university-provided accommodation (Core Strategy Policy CS25). The Panel heard that the University of Oxford has two asks of the City Council:

- a) That postdoctoral researchers be exempt from Oxford University's target of having no more than 3,000 students living in the city outside of university-provided accommodation.
  - b) That the development of employee housing schemes (including purpose built accommodation for postdocs) be exempt from planning policies requiring the delivery of new affordable housing (either onsite or via financial contributions).
3. The Pro Vice-Chancellor said that postdocs are typically young professionals from around the world who need to live close to their research for 3-4 years, and should be treated differently from taught students because their accommodation requirements are different, for example they are more likely to live with a partner or have a family. Postdocs are the group most adversely affected by the housing situation in the city, spending up to 60% of their earnings on housing costs. The Panel heard that the University is looking to develop 2,000 new units of purpose built accommodation for postdocs to rent at affordable rates. The only impediment to doing so is the council's current affordable housing policy, which makes such schemes unviable by requiring the delivery of at least 50% of the proposed new dwellings as affordable housing to meet wider needs such as social rent.
  4. The Executive Director for Housing and Regeneration said that the adopted affordable housing planning policy includes a mechanism for reducing affordable housing contributions if the proposal demonstrates in a clear and transparent way why the requirement makes the scheme unviable. The University's proposals to develop 2,000 units have not been tested against this policy or proper viability evidence provided. There is no impediment to the University of Oxford entering into pre-application discussion to look at viability or submitting a planning application if it has the evidence to justify departing from the policy. The Board Member for Planning and Regulatory said that during the Core Strategy period (2006/07 to 2015/16), affordable housing completions have accounted for 30% of all net dwellings completed; a significant achievement given that small scale developments have been exempt.
  5. The Panel commented that the delivery of new affordable housing is a key priority for the City Council and questioned whether the University of Oxford could use some of its own land to support affordable housing delivery, given that staff members employed by the University are also affected by the high cost of housing. The Pro Vice-Chancellor said that it would not be in the University's interests to provide loss-leading social housing that would be subject to Right to Buy after a period of time. However, the proposed developments totalling 2,000 units would have wider benefits for the housing sector in the city because they would free up private market rented homes for the wider market, relieving some of the pressure on the lower end of the private rented sector. The University and its partners have land available and can access very competitive interest rates to

finance the delivery of 2,000 units across multiple locations in the city, with the first tranche at Osney Mead. The University would not be seeking to make a profit from these schemes but where university-owned land is sold for commercial development the affordable housing policies would be applied to developments on those sites.

6. The Panel asked whether 2,000 new units will be sufficient if the number of postdocs in the city continues to grow (the number of undergraduates at the University has remained steady since 2000/01). The Pro Vice-Chancellor said that this sector has grown by about 7% per year since the global financial crisis, and that this growth had not been anticipated in the early 2010s. Further expansion is expected and 2,000 units should be seen as a start. Lenders are keen to finance these types of developments and if they are successful, more schemes could come forward in time.

### **Summary of discussions with Oxford Brookes University**

7. The Director of Infrastructure Investment at Oxford Brookes University said that Brookes is currently breaching the target of having no more than 3,000 full-time students living in the city outside of university-provided accommodation. While the number of undergraduates at Brookes has been on an upward trajectory since 2000/01, the increase in students living in houses of multiple occupations (HMOs) was not what Brookes wanted to see because HMO accommodation was expensive and often of poor quality. Brookes has three asks of the council:
  - a) The allocation of additional sites for university student housing and the recognition that Brookes would need to develop/fund new student accommodation in partnership with private sector developers, as Brookes does not have the same extensive level of land ownership as the University of Oxford does.
  - b) That nursing and teaching students be exempt from the council's planning policy target to have no more than 3,000 Brookes students living in the city outside of university-provided accommodation.
  - c) Tougher regulation to improve standards in the HMO sector.
8. The Panel heard that Oxford Brookes University is focused on investing in its academic estate over the coming decade following years of under-investment. Brookes wants to provide an attractive accommodation offer to its students but the lack of land availability and high cost of housing presents a double whammy. Land values in the city are incredibly expensive and Brookes have no land or significant capital to fund the construction of new student accommodation.
9. Brookes plan to decamp from the Wheatley campus over the coming 10 years and redevelop their facilities at Harcourt Hill Campus (in the Vale of White Horse). A Student Residences Strategy (2016) has recently been published by Brookes which sets out the aims of increasing the capacity and improving the quality of older halls, but without available new sites or capital then Brookes would need to work with private sector developers. The 3,000 target is seen as a blunt instrument that should be revisited to ensure there are no perverse impacts on local services. For example, Brookes could train their share of the government's planned 10,000 additional nurses, who would spend half of their

time working in local placements. In 10 or 20 years' time Brookes may be in a position to consider new developments that include a proportion of social housing.

## **Conclusions and recommendations**

10. The Panel support the continued success and expansion of the two universities and note the positive contributions that students from the two universities make to the city, and in particular groups such as postdocs and nursing and teaching students.
11. The Panel recognise that the housing situation in Oxford is now affecting everybody including university staff and students. The continued growth of the city needs to be carefully managed, with a package of policy measures that encourage and balance new student and keyworker accommodation as well as new social housing. The Panel agree that while the current planning policies have generally been effective in helping to deliver much-needed affordable housing, they are fairly rigid and there is a strong case for reviewing how the policies could be improved and strengthened to ensure they are fit for the future as we move forward with the new Oxford Local Plan 2036. The Panel support strong regulation of the private rented sector and the proposed extension of licensing to non-HMO private rented sector accommodation.
12. The Panel note that some land-owning colleges have taken a very commercial approach to new developments in order to maximise their profits. This contrasts to the approach taken to developing new student and keyworker housing in Cambridge. The Panel also note that the University of Oxford had prioritised private residential developments at the Wolvercote Paper Mill site, taking the view that it was too far away from research sites to be suitable for student or postdoc accommodation. The Panel also noted that one of the Colleges has an option to develop one of their City centre sites for speculative student accommodation, rather than using it for University of Oxford student or key worker accommodation.
13. The Panel suggest that officers discuss potential alternative policy positions with the universities at an early stage in the local plan review process. Given that a number of colleges have significant land holdings outside of the city, there is also a need to engage with neighbouring authorities and where possible, agree cross-border policies that incentivises colleges to bring forward land for development to help meet Oxford's housing needs including student accommodation.

### **Student accommodation**

14. The Panel would wish to encourage flexibility on both sides in respect of new developments of student accommodation for the two universities, given that increasing supply would help relieve pressure on the wider housing market in the city. The Panel is mindful however that that new student accommodation should not be built at the expense of new general needs housing.
15. The Panel note that the council's planning policies set criteria for determining which locations are suitable for student accommodation. This limits new student



accommodation to district centres or areas adjacent to main thoroughfares or existing academic or research sites. The Panel suggest that specific sites should be allocated for new university student accommodation during the local plan processes.

16. The Panel suggest that consideration should be given to exempting post-doctoral researchers and nursing and teaching students from the planning policy target of having no more than 3,000 full-time students from each university living outside of university-provided accommodation in the city. This may require the 3,000 figure to be reviewed at the same time, through the Local Plan review. Any exemptions should be balanced by a decrease in the target figures and careful consideration would need to be given to the new levels of those targets. The Panel support maintaining the existing sanction, which is that the universities are unable to increase their academic floor space without complying with the policy.
17. The Panel note that the targets for no more than 3,000 full-time students from each university living outside of university-provided accommodation in the city do not apply to other large educational institutions based in the city that have significant numbers of students living in private rented accommodation. The Panel suggest that consideration should be given to options for extending this policy to other educational institutions if it is considered that there is a strong case for extending these obligations as the best means of reducing pressure on the private rented sector. This approach would need to be balanced against placing restrictions on the usage of new student accommodation by such organisations.
18. The Panel understand that the previous Local Plan limited the use of new student accommodation only to the University of Oxford and Oxford Brookes University. The Planning Inspector for the Oxford Core Strategy considered this policy to be elitist and removed this requirement. The Panel suggest that the new Oxford Local Plan 2036 could seek to reintroduce this policy given the constrained nature of the Oxford, and the competing demands on the limited availability of sites. (Note: all student accommodation needs to make an affordable housing contribution). The Panel heard that covenants could restrict the use of new student accommodation to university students and this would prevent them being out-priced by language school students for example.
19. The Panel note that there is an increasing trend for private developers to build speculative student accommodation and rent units to students of various educational institutions including but not limited to the two universities. University students housed in private student accommodation are counted as living outside of university-provided accommodation because those units are not always guaranteed as available to the university. Consideration should be given to the case for addressing this anomaly when the policy is reviewed and refreshed.
20. The Panel heard that it may be desirable to prioritise accommodating more students of the two universities in any new private developments of student accommodation, to manage the competition from other institutions. Consideration should also be given to how private developers could be encouraged to work more closely with the universities and where possible, for the

universities to collaborate as co-developers to help ensure that developments meet their students' needs.

### **Key worker housing**

21. Local areas are allowed to define what constitutes a key worker. The current definition used by the City Council includes employees of the universities who are lecturers, academic research staff or laboratory technicians, as well as qualified teachers and all NHS clinical staff (apart from doctors and dentists) and a range of other professional occupations. This definition could be broadened to include additional specific groups such as post-doctoral researchers, nursing and teaching students, and university support staff.
22. The Panel recognise that there is a case for doing more to encourage employee housing schemes, including but not limited to the postdoc accommodation schemes proposed by the University of Oxford. Currently the council's policies support key worker housing where its provision is in addition to the required level of social rent affordable housing (set at 80% of the 50% affordable housing target), so there may be a case for allowing some flexibility to substitute some of the social housing obligations with key worker housing obligations on some specific sites. Any changes to affordable housing contributions would be applied across the board to all residential development proposals, not just to the two universities, so the degree of flexibility and precise mechanism for enabling this flexibility would need to be carefully considered and balanced with the need to continue to encourage new social housing and other forms of affordable housing for wider needs in the city than just the two universities.
23. Encouraging key worker housing schemes could also involve making changes to the balance of dwellings policy, given that there is likely to be less demand from larger properties amongst groups such as postdocs. There may be a case for stipulating separate and more flexible balance of dwellings requirements for key worker housing schemes.

***Recommendation – That options are explored through the new Local Plan 2036 processes which relating to student accommodation, and that early discussions are sought with the two universities and neighbouring authorities to inform the local plan review. Consideration should be given to:***

- a) ***Allocating specific sites for new student accommodation for the two universities; (paras. 7a &15)***
- b) ***Exempting groups such as post-doctoral researchers and nursing and teaching students from the target of no more than 3,000 students from each university living outside of university-provided accommodation in the city, balanced by a reduction in the target figures; (paras. 2a, 7b & 16)***
- c) ***Extending the targets for students living outside of provided accommodation to other large educational institutions based in the city; (para. 17)***
- d) ***Limiting the use of new student accommodation to the two universities; (para. 18)***
- e) ***Whether university students housed in non-university provided student housing should count towards the 3,000 target figure; (para. 19)***

- f) Encouraging private developers of student accommodation to work closely with the universities; (para. 20)**
- g) Reviewing the local key worker definition to potentially include post-doctoral researchers, nursing and teaching students and university support staff; (para. 21)**
- h) Providing some flexibility to substitute some of the social rent planning obligations with key worker housing obligations in order to encourage key worker housing schemes (including accommodation for post-doctoral researchers); (para. 22)**
- i) Providing additional flexibility in the balance of dwellings policy specifically for key worker housing schemes. (para. 23)**

24. It is noted that these recommendations would also need to be supported with action from the universities to address the housing needs of key workers and students, as discussed earlier in this paper. For example using university or college-owned land to provide key worker accommodation, rather than selling it for private residential development.

**Name and contact details of author:-**

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Scrutiny Officer  
Law and Governance  
Tel: 01865 252230 e-mail: [abrown2@oxford.gov.uk](mailto:abrown2@oxford.gov.uk)

**List of background papers: None**  
**Version number: 1.0**

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## SCRUTINY WORK PLAN February 2017 - June 2017

Published on: 16/02/17

The Scrutiny Committee agrees a work plan every year detailing selected issues that affect Oxford or its inhabitants. Time is allowed within this plan to consider topical issues as they arise throughout the year as well as decisions to be taken by the City Executive Board. This document represents the work of scrutiny for the remainder of the 2016-17 council year and will be reviewed monthly by the Scrutiny Committee.

The work plan is based on suggestions received from all elected members and senior council officers. Members of the public can also contribute topics for inclusion in the scrutiny work plan by completing and submitting our [suggestion form](#). See our [get involved webpage](#) for further details of how you can participate in the work of scrutiny.

The following criteria will be used by the Scrutiny Committee to evaluate and prioritise suggested topics:

- *Is the issue controversial / of significant public interest?*
- *Is it an area of high expenditure?*
- *Is it an essential service / corporate priority?*
- *Can Scrutiny influence and add value?*

Some topics will be considered at Scrutiny Committee meetings and others will be delegated to two standing panels. Items for more detailed review will be considered by time-limited review groups.

The Committee will review the Council's [Forward Plan](#) at each meeting and decide which executive decisions it wishes to comment on before the decision is made. The Council also has a "call in" process which allows decisions made by the City Executive Board to be reviewed by the Scrutiny Committee before they are implemented.

**Scrutiny Committee and Standing Panel responsibility and membership**


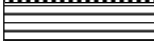

Committee / Panel	Remit	Nominated councillors
Scrutiny Committee	Overall management of the Council’s scrutiny function.	Cllrs Azad, Chapman, Coulter, Fry, Gant (Chair), Hayes, Henwood, Pegg, Simmons, Taylor, Tidball & Wilkinson
Finance Panel	Finance and budgetary issues and decisions	Cllrs Fooks, Fry, Simmons (Chair) & Taylor
Housing Panel	Strategic housing and landlord issues and decisions	Cllrs Goff, Henwood (Chair), Pegg, Sanders, Thomas & Wade, Geno Humphrey (tenant co-optee)

**Current and planned review groups and one-off panels**

Topic	Scope	Nominated councillors
Budget review 2017/18	To review the Council’s 2017/18 draft budget and medium term financial strategy	Cllrs Fooks, Fry, Simmons (Chair) & Taylor
Devolution plans for Oxfordshire review	To scrutinise devolution proposals for Oxfordshire	Cllrs Coulter, Gant, Hayes, Simmons & Tidball (Chair)
Health inequalities (one- off panel)	To consider the council’s response to the recommendations of the Independent Commission on Health inequalities	Councillor Coulter (Chair), other members TBC

**Indicative timings of 2016/17 review panels**

Scrutiny Review	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May
Devolution plans for Oxfordshire	Scoping		Evidence gathering		Reporting					
Budget review 2017/18		Scoping		Evidence gathering		Reporting				
Review 3 (TBC)							Scoping		Evidence gathering	

	Scoping
	Evidence gathering
	Reporting

## SCRUTINY COMMITTEE

### 28 FEBRUARY 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Air Quality	No	To consider partnership working with the County Council to improve air quality in the city.	A Clean Green Oxford	Andrew Brown, Scrutiny Officer
Proposals for a workplace parking levy	No	To consider the pros and cons of proposed workplace parking charges in Oxford.	Corporate Strategy and Economic Development	Andrew Brown, Scrutiny Officer
Police and Crime Panel update	No	To receive an update on police and crime scrutiny activities by the Council's representative on Thames Valley Police and Crime Panel (PCP).	Community Safety	Andrew Brown, Scrutiny Officer
Performance Monitoring - quarter 3	No	Quarterly reports on Council performance against a set of corporate service measures chosen by the Committee.	Corporate Strategy and Economic Development	Andrew Brown, Scrutiny Officer

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### 27 MARCH 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Waterways Public Space Protection Order	Yes	To update the Board on the outcome of phase one of the consultation process and proposals for the way forward.	Community Safety	Richard Adams, Community Safety & Resilience Manager
Public Spaces Protection Orders	No	To monitor the impacts of PSPOs the city, including the numbers and types of early interventions and enforcement actions.	Community Safety	Richard Adams, Community Safety & Resilience Manager
Graffiti prevention	No	To consider the appreciative inquiry and focus group around graffiti and other initiatives to solve the issues long term.	Climate Change and Cleaner Greener Oxford	Liz Jones, Interim ASBIT Team Leader

Safeguarding Report 2017/18	Yes	An annual report to monitor the progress made on Oxford City Council's Section 11 Self-assessment Action Plan 2016-2017 and to approve the Action Plan for 2017-2018.	Finance, Asset Management and Public Health	Val Johnson, Policy and Partnerships Team Leader
Recommendation Monitoring - Guest Houses	No	To monitor progress and implementation following the recommendations of the Guest Houses Review Group in December 2015.	Corporate Strategy and Economic Development	Richard Adams, Community Safety & Resilience Manager

## 2 MAY 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Oxford Railway Station Supplementary Planning Document (SPD)	Yes	To seek approval to consult on the draft Oxford Railway Station Supplementary Planning Document (SPD).	Planning and Regulatory Services	Fiona Piercy, Regeneration Programme Director
Fusion Lifestyle's Annual Service Plan 2017/18	Yes	The report will recommend that the City Executive Board endorse Fusion Lifestyle's Annual Service Plan for the management of the Council's leisure facilities for 2017/18.	Leisure, Parks and Sport	Lucy Cherry, Leisure and Performance Manager
City Centre Strategy	Yes	To approve the City Centre Strategy which aims to <ul style="list-style-type: none"> <li>• create and promote a strong investment proposition by informing the future role and direction of the city centre</li> <li>• facilitate ongoing dialogue with those involved in the management and future of the city centre</li> <li>• provide a framework for collaboration and action</li> <li>• assist in the allocation of resources and prioritise actions</li> </ul>	Planning and Regulatory Services, Corporate Strategy and Economic Development	Fiona Piercy, Regeneration Programme Director



Recommendation monitoring - Local economy	No	To monitor progress following the local economy review group in June 2015.	Corporate Strategy and Economic Development	David Edwards, Executive Director City Regeneration and Housing
Assessing disabled impacts in planning	No	To consider how the Council fulfils its duty to assess the impacts on disabled people of new developments and changes of use, including for businesses and private and social sector housing.	Planning and Regulatory Services	Patsy Dell, Head of Planning & Regulatory Services

### 6 JUNE 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Local Plan Preferred Options	Yes	Progress of the review of the Local Plan	Planning and Regulatory Services	Sarah Harrison, Senior Planner
Design Review Panel	No	To consider the work and effectiveness of the Oxford Design Review Panel.	Planning and Regulatory Services	Patsy Dell, Head of Planning & Regulatory Services
Grant Allocations to Community and Voluntary Organisations 2016/17	Yes	A monitoring report on the reported achievements resulting from grants allocations will be submitted to the City Executive Board in June 2017.	Customer and Corporate Services, Culture and Communities	Jackie Yates, Executive Director Organisational Development and Corporate Services

### SCRUTINY COMMITTEE - TO BE SCHEDULED

Agenda item	Decision	Description	CEB Portfolio	Report Contact
NHS Sustainability and Transformation Plan (STP)	No	To receive a briefing on the emerging STP for Buckinghamshire, Oxfordshire and West Berkshire.	Finance, Asset Management and Public Health	Andrew Brown, Scrutiny Officer
Disabled Students' Allowance	No	To consider the impacts of cuts to Disabled Students' Allowance on disabled students in the City.	Corporate Strategy and Economic Development	Andrew Brown, Scrutiny Officer

## FINANCE PANEL

### 29 MARCH 2017 - PROVISIONAL REPORTS

<b>Agenda item</b>	<b>Decision</b>	<b>Description</b>	<b>CEB Portfolio</b>	<b>Report Contact</b>
Brexit	No	To consider updated report on the impacts of Brexit for the City Council.	Finance, Asset Management and Public Health	Nigel Kennedy, Head of Financial Services
Budget and Capital monitoring	No	To note the most recent budget monitoring report and receive a briefing on expected outturn.	Finance, Asset Management and Public Health	Nigel Kennedy, Head of Financial Services
Service reviews	No	To consider the outcomes of comprehensive reviews of a number of service area budgets undertaken as part of this year's budget setting process.	Finance, Asset Management and Public Health	Nigel Kennedy, Head of Financial Services

## HOUSING PANEL

### 1 MARCH 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Housing performance - quarter 3	No	To consider a report on Council performance against a set of housing service measures chosen by the Panel.	Housing	Stephen Clarke, Head of Housing and Property
Access to the private rented sector	No	To receive a briefing on Council support to people in receipt of Housing Benefit in accessing the private rented sector, including the rent guarantee scheme, Home Choice pilot and 'real lettings' property investments.	Housing	Dave Scholes, Housing Strategy & Needs Manager
Rough sleeping	No	To consider how the Council deals with people sleeping rough including those with no recourse to public funds.	Community Safety, Housing	Ossi Mosley, Rough Sleeping & Single Homelessness Officer
Allocation of Homelessness Prevention Funds in 2017/18	Yes	To agree the allocation of the homelessness prevention funds with the purpose of meeting the objectives of the homelessness strategy. Funding is recommended to services/projects working to prevent and/or tackle homelessness and rough sleeping	Housing	Ossi Mosley, Rough Sleeping & Single Homelessness Officer

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### 26 APRIL 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Great Estates update	No	To receive an update on progress made in developing masterplans for estates and working up and delivering a rolling programme of priority improvement schemes.	Housing	Stephen Clarke, Head of Housing and Property

Empty garages and former garage sites	No	To receive an update on how the Council is dealing with empty garages and former garage sites.	Housing	Martin Shaw, Property Services Manager
Empty Property Strategy	No	To receive a briefing on the Council's approaches to dealing with empty properties in the City ahead of a refresh of the Council's Empty Property Strategy 2013-18.	Housing	Melanie Mutch, Empty Property Officer (Private Sector)
Leaseholder relationships	No	To consider Council relationships with leaseholders including the views of individual leaseholders.	Housing	Stephen Clarke, Head of Housing and Property

### HOUSING PANEL - TO BE SCHEDULED

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Private Sector Licencing	Yes	To pre-scrutinise any decisions on proposals to extend licencing to the non-HMO private rented sector.	Planning and Regulatory Services	Ian Wright, Environmental Health Service Manager
Flexible tenancies	Yes	To pre-scrutinise any decisions on the local implementation of government plans to prevent local authorities in England from offering secure tenancies for life to new council tenants in most circumstances.	Housing	Bill Graves, Landlord Services Manager

## HOUSING PANEL (PANEL OF THE SCRUTINY COMMITTEE)

**Wednesday 9 November 2016**

**COUNCILLORS PRESENT:** Councillors Goff, Henwood (Chair), Pegg, Sanders, Thomas, Wade and Humphrey.

**OFFICERS PRESENT:** Andrew Brown (Scrutiny Officer), Adrian Chowns (Team Leader HMO Enforcement Team), Ian Wright (Service Manager Environmental Health), David Edwards (Executive Director City Regeneration and Housing), Neil Markham (Incomes Team Leader), Mark Jaggard (Planning Policy Manager), Sarah Harrison (Senior Planner), Nigel Kennedy (Head of Financial Services) and Bill Graves (Landlord Services Manager).

**BOARD MEMBERS PRESENT:** Councillors Hollingsworth (Planning and Regulatory) and Brown (Customer and Corporate Services).

**GUESTS PRESENT:** William James and Carolyn Puddicombe (University of Oxford, Paul Large and Sue Holmes (Oxford Brookes University).

### **72. APOLOGIES**

The Panel noted apologies from Stephen Clarke (Head of Housing and Property) and Tanya Bandekar (Revenue and Benefits Service Manager).

### **73. DECLARATIONS OF INTEREST**

No declarations.

### **74. HOUSING PERFORMANCE - QUARTER 2**

The Landlord Services Manager highlighted the measures that were below target at the end of September. He said that a rough sleeper count would be taking place in the coming weeks and that additional resource had been put in to processing new benefit claims.

The Panel queried an empty flat that had taken nearly a year to return to use and heard that this was a result of human error and that officers were taking steps to make sure this would not be repeated.

The Panel considered whether there would be merit in setting a target around the numbers of children in temporary accommodation but decided that this was not something the Council could control.

### **75. UNIVERSITY HOUSING NEEDS**

The Chair invited representatives of both universities to address the Panel.

The Pro Vice-Chancellor for Planning and Resource Allocation at the University of Oxford spoke first. He explained that the University had over 10,000 undergraduate students, who were mostly in college accommodation, plus about 10,000 graduate students including 4,500 postdoctoral researchers.

The Pro Vice-Chancellor for Planning and Resource Allocation at the University of Oxford said that researchers were young professionals from around the world who needed to live close to their research and should be treated differently from students who were taught. Students in this group tended to reside in the City for 3-4 years and were the most adversely affected by the housing situation, spending up to 60% of their earnings on housing costs. The University was in a position to develop 2,000 units of accommodation for these people to rent at affordable rates. The only impediment to doing so was the Council's affordable housing policy, which made such schemes unviable by requiring the delivery of new affordable housing. In summary the University of Oxford had two asks of the City Council:

1. That research students be exempt from the Council's planning policy target to have no more than 3,000 Oxford University students without a place in university provided accommodation living in the City.
2. That the development of employee housing schemes (such as purpose built accommodation for postdoctoral researchers) be exempt from planning policies requiring the direct or indirect delivery of new affordable housing.

The Director of Infrastructure Investment at Oxford Brookes University advised that his institution had some 12,000 students. This figure had remained fairly static over recent years but a growing proportion were seeking accommodation in Oxford which had led to the University exceeding the 3,000 target, despite making more rooms available in halls.

The Panel heard that Oxford Brookes University needed to focus on investing in its academic estate over the coming decade following years of under-investment. The University wanted to provide an attractive offer to students but the lack of availability and high cost of housing presented a double whammy. Land values in the City were incredibly expensive and the University had no land bank or significant un-earmarked capital for student accommodation. The University would be decamping from Wheatley over the coming 10 years and redeveloping facilities at Harcourt Hill. A new Student Residences Strategy had been agreed which set out the aims of increasing capacity and improving the quality of older halls but without sites or capital the University would need to work with private sector developers. The 3,000 target was a blunt instrument that should be revisited to ensure there were no perverse impacts on local services. For example, Oxford Brookes could train their share of the Government's 10,000 additional nurses and these trainee nurses would spend half their time working in local placements.

The Panel noted that a priority of the City Council was the delivery of new affordable housing and questioned whether the University of Oxford could use some of its land to support this. The Pro Vice-Chancellor for Planning and Resource Allocation at the University of Oxford said that the proposed developments totalling 2,000 units would relieve pressure on the lower end of the private rented sector, which would have wider benefits for the City. The University and its partners had land and could access very competitive rates of financing to deliver 2,000 units across multiple locations with the first tranche at

Osney Mead. They would not be seeking to make a profit but where university owned land was sold for commercial development the affordable housing policies would be applied.

The Panel asked whether 2,000 new units could be insufficient if the number of post-graduates in the City continued to grow. The Pro Vice-Chancellor for Planning and Resource Allocation at the University of Oxford said this sector had grown 7% per year since the global financial crisis, which had not been anticipated back in 2011. Some further growth was expected and 2,000 units would be a start. Lenders were keen to finance these schemes and more could be done if they were successful.

The Panel questioned whether an opportunity had been missed when a proposal for a community land trust at a specific site had been rejected. The Panel heard that the University was unwilling to take risks with an experimental proposal which would have involved going back through the planning process and may have been unviable. The University of Oxford was an educational charity as opposed to an all-purpose charity, and therefore it had to focus on supporting the best educational outcomes.

The Panel noted that staff members employed by the University were also affected by the high cost of housing and suggested that there was a need for a package of measures including student and social housing. The Panel heard that providing loss-leading social housing that would be subject to Right to Buy would not be in the University's interests. The Director of Estates and Facilities Management at Oxford Brookes University said that her university could potentially consider supporting this type of approach in 10-20 years' time but was focused on delivering its investment plan and refreshing its existing stock.

The Panel noted concerns about standards in the HMO sector and about students bringing vehicles into the City. The Director of Infrastructure Investment at Oxford Brookes University said that the increase in students living in HMOs was not a decision that his University had taken. He wanted these numbers to reduce because HMO accommodation was expensive and of poor quality. Oxford Brookes had three asks of the City Council:

1. The allocation of additional sites for student housing and the recognition that Oxford Brookes University would need to develop these in partnership with private sector developers.
2. That nursing and teaching students be exempt from the Council's planning policy target to have no more than 3,000 Oxford Brookes students without a place in university provided accommodation living in the City.
3. Tougher regulation to improve standards in the private rented sector.

The Chair asked the City Council's Executive Director of Housing and Regeneration and Board Member for Planning and Regulatory whether they had anything to add.

The Executive Director of Housing and Regeneration said that the Council was in continuous dialogue with universities as well as colleges and health partners. Significant developments of new student accommodation were coming forwards. The current affordable housing policy included provisions for reducing affordable housing requirements on viability grounds. The proposed new units of accommodation for postdoctoral students could potentially be delivered under

the current policy. He also noted that the hospitals could provide staff accommodation and generate a return rather than sell off their land.

The Board Member for Planning and Regulatory said that the percentage of affordable housing delivered under the current policy was 30%, which was a significant achievement given that small sites had been exempt. The Council's planning policies would all be reviewed as part of the Local Plan review and the universities were right to challenge them but the affordable housing policy was not as restrictive as some had made out.

In discussion the Panel also noted that:

- There was a need for a clear definition of keyworker.
- Planning policy targets for numbers of students without a place in university provided accommodation living in the City did not apply to language schools or other types of educational establishments.
- The City Council could encourage private developers of new student accommodation to work more closely with the universities.

## **76. HOUSES IN MULTIPLE OCCUPATIONS (HMOS)**

The Environmental Health Service Manager introduced the report. He said the HMO licensing scheme was self-funding and the fees structure rewarded good landlord practices. All student accommodation was exempt from HMO licensing. The Panel heard that HMO licensing and planning functions were legally separate and Government had indicated that it had no intention to link them. The two teams worked closely together but the Council could not refuse an HMO licence on the basis that planning permission had not been granted. The Council was the top district council in the country for enforcement and had prosecuted 25 landlords that year for unlicensed HMOs in very poor condition. All premises were inspected before licenses were granted and the Council could impose conditions on the licenses and inspect for compliance. Compliance rates were about 50%, which compared with 68% compliance against licensing conditions amongst food businesses. Additional powers were being granted to local authorities to clamp down on rogue landlords, with fixed penalty notices of up to £30k. The Government was also consulting on extending mandatory licensing but this was not expected to go as far as measures already adopted by the City Council. The Council was able to influence legislation through its involvement in a government consultation group.

In response to a question the Board Member for Planning and Regulatory said that the Council was able to estimate the number of HMOs in the City with increasing certainty. The aim was to licence as many HMOs as possible and to shift the emphasis to raising standards. The biggest gain the Team could make would be from software improvements that eliminate the need for manual data inputting, which would free up officer time for other tasks.

The Panel questioned the size of the HMO application backlog and heard that there was a backlog of 500 incomplete applications where the Team needed to chase landlords for additional information.

The Panel asked whether HMO licensing was an opportunity to raise standards beyond the bare minimum. The HMO Enforcement Team Leader said that the



legal standard was quite low but the Council was stretching the limits using a carrot and stick approach.

In response to a question, the Panel heard that 54 landlords had paid the maximum £999 fee for a 1 year license and in all of these cases the landlords had been actively avoiding licensing.

In response to a question, the Panel noted that the number of properties in a council area that were exempt from Council Tax was factored into the Governments calculations for distributing Revenue Support Grants (RSG). Given that RSG is being reduced each year and phased-out altogether, the Council could lobby for Council Tax exemptions to be factored into Business Rates formulas.

The Panel commented that the work of the team was very impressive and received assurances that the Council was actively sharing good practice with other local authorities.

## **77. RENT PERFORMANCE**

The Board Member for Customer and Corporate Services said the performance was very good. The Council was tackling arrears at an early stage but the roll out of Universal Credit and the Lowering of the Benefit cap created difficulties. The Head of Financial Services added that performance was above target and the age of the debt had come down, which was very positive. The Incomes Team Leader said that technical arrears showed total arrears on any given day in the year but did not take account of the phasing of direct debit payments or the fact that some months were longer than others; things that would balance out at year end. Genuine arrears did account for these factors.

The Panel questioned why the number of evictions was up, noting that this was still below the benchmark figure for similar authorities, and what happened to people when they were evicted. The Panel heard that the Council was being more pro-active tackling higher end debt but that the Incomes Team considered evictions to be a failure. Eviction had significant costs to the Council. Evictees were considered to have made themselves intentionally homeless and some had already abandoned the properties by the time an eviction was served. Emergency housing was provided for thirty days and any children would be housed by social services. The Board Member added that evictions were very regrettable but the Council had to take this action as a last resort on behalf of all the tenants who do pay their rent.

The Panel noted that arrears amongst former tenants were up and asked about the use of debt collection agencies. The Incomes Team Leader advised that recovering arrears from this group was a long process with the least returns. Officers had been impressed with the fair and ethical practices of both agencies employed by the Council.

The Panel questioned why the number of genuine arrears cases with debts ranging from to £0-£100 had increased from 492 in March 2016 to 811 in September 2016. The Panel heard that the Incomes Team had just implemented a new system that would generate automated letters to tenants with smaller debts and was one of the first district councils to do so. 400 letters

had been sent out the previous week and a further 300 would be sent in the coming days. Staff members would personally contact tenants when their debts became more serious. The Panel asked to have sight of these letters and suggested they should state that the Council's contact centre is closed for an hour at 11am every Thursday for staff training to avoid any distress. The Board Member advised that the letters were sent out on Wednesdays and that this would be changed to Thursdays to avoid people receiving letter calling when the Contact Centre was closed.

#### **78. TOWER PROJECT REVIEW UPDATE**

The Panel noted the paperwork and agreed to follow progress of the Tenant Scrutiny Panel's review.

#### **79. HOUSING PANEL WORK PROGRAMME**

The Scrutiny Officer introduced the report and noted that the date of the 3 May meeting had been changed to 26 April.

The Panel asked to look at the management of void properties.

The Panel also asked to meet informally to reflect on the evidence provided by the university representatives.

#### **80. NOTES OF PREVIOUS MEETING**

The Panel approved the notes of the meeting held on 5 October 2016.

#### **81. DATE OF NEXT MEETING**

Noted.

**The meeting started at 5.00 pm and ended at 7.15 pm**