

Safer and Stronger Communities Scrutiny and Policy Development Committee

Thursday 13 February 2020 at 5.00 pm

**To be held at the Town Hall, Pinstone
Street, Sheffield, S1 2HH**

The Press and Public are Welcome to Attend

Membership

Councillors Ben Curran (Chair), Tim Huggan (Deputy Chair), Sue Auckland, Penny Baker, Dawn Dale, Karen McGowan, Pat Midgley, Anne Murphy, Peter Price, Peter Rippon, Kaltum Rivers, Andrew Sangar and Richard Shaw

Substitute Members

In accordance with the Constitution, Substitute Members may be provided for the above Committee Members as and when required.

PUBLIC ACCESS TO THE MEETING

The Safer and Stronger Communities Scrutiny Committee exercises an overview and scrutiny function in respect of the planning, development and monitoring of performance and delivery of services which aim to make Sheffield a safer, stronger and more sustainable city for all of its residents.

A copy of the agenda and reports is available on the Council's website at www.sheffield.gov.uk. You can also see the reports to be discussed at the meeting if you call at the First Point Reception, Town Hall, Pinstone Street entrance. The Reception is open between 9.00 am and 5.00 pm, Monday to Thursday and between 9.00 am and 4.45 pm. on Friday. You may not be allowed to see some reports because they contain confidential information. These items are usually marked * on the agenda.

Members of the public have the right to ask questions or submit petitions to Scrutiny Committee meetings and recording is allowed under the direction of the Chair. Please see the website or contact Democratic Services for further information regarding public questions and petitions and details of the Council's protocol on audio/visual recording and photography at council meetings.

Scrutiny Committee meetings are normally open to the public but sometimes the Committee may have to discuss an item in private. If this happens, you will be asked to leave. Any private items are normally left until last. If you would like to attend the meeting please report to the First Point Reception desk where you will be directed to the meeting room.

If you require any further information about this Scrutiny Committee, please contact Alice Nicholson, Policy and Improvement Officer, on 0114 2735065 or email alice.nicholson@sheffield.gov.uk

FACILITIES

There are public toilets available, with wheelchair access, on the ground floor of the Town Hall. Induction loop facilities are available in meeting rooms.

Access for people with mobility difficulties can be obtained through the ramp on the side to the main Town Hall entrance.

**SAFER AND STRONGER COMMUNITIES SCRUTINY AND POLICY
DEVELOPMENT COMMITTEE AGENDA
13 FEBRUARY 2020**

Order of Business

- 1. Welcome and Housekeeping Arrangements**
- 2. Apologies for Absence**
- 3. Exclusion of Public and Press**
To identify items where resolutions may be moved to exclude the press and public
- 4. Declarations of Interest**
Members to declare any interests they have in the business to be considered at the meeting
- 5. Minutes of Previous Meeting**
To approve the minutes of the meetings of the Committee held on 24th October, 2019 and 16th January, 2020.
- 6. Public Questions and Petitions**
To receive any questions or petitions from members of the public
- 7. Hate Crime In Sheffield**
Report of the Head of Neighbourhood Intervention and Tenant Support Service.
- 8. Private Sector Housing Regulation and Selective Licensing Update**
Report of the Director of Housing Services.
- 9. Page Hall Selective Licensing Review**
Report of the Private Housing Standards Service, Sheffield City Council.
- 10. Work Programme 2019/20**
Report of the Policy and Improvement Officer.
- 11. Date of Next Meeting**
The next meeting of the Committee will be held on 12th March, 2020, at 5.00p.m., in the Town Hall.

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ADVICE TO MEMBERS ON DECLARING INTERESTS AT MEETINGS

If you are present at a meeting of the Council, of its executive or any committee of the executive, or of any committee, sub-committee, joint committee, or joint sub-committee of the authority, and you have a **Disclosable Pecuniary Interest (DPI)** relating to any business that will be considered at the meeting, you must not:

- participate in any discussion of the business at the meeting, or if you become aware of your Disclosable Pecuniary Interest during the meeting, participate further in any discussion of the business, or
- participate in any vote or further vote taken on the matter at the meeting.

These prohibitions apply to any form of participation, including speaking as a member of the public.

You **must**:

- leave the room (in accordance with the Members' Code of Conduct)
- make a verbal declaration of the existence and nature of any DPI at any meeting at which you are present at which an item of business which affects or relates to the subject matter of that interest is under consideration, at or before the consideration of the item of business or as soon as the interest becomes apparent.
- declare it to the meeting and notify the Council's Monitoring Officer within 28 days, if the DPI is not already registered.

If you have any of the following pecuniary interests, they are your **disclosable pecuniary interests** under the new national rules. You have a pecuniary interest if you, or your spouse or civil partner, have a pecuniary interest.

- Any employment, office, trade, profession or vocation carried on for profit or gain, which you, or your spouse or civil partner undertakes.
- Any payment or provision of any other financial benefit (other than from your council or authority) made or provided within the relevant period* in respect of any expenses incurred by you in carrying out duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

*The relevant period is the 12 months ending on the day when you tell the Monitoring Officer about your disclosable pecuniary interests.

- Any contract which is made between you, or your spouse or your civil partner (or a body in which you, or your spouse or your civil partner, has a beneficial interest) and your council or authority –
 - under which goods or services are to be provided or works are to be executed; and
 - which has not been fully discharged.

- Any beneficial interest in land which you, or your spouse or your civil partner, have and which is within the area of your council or authority.
- Any licence (alone or jointly with others) which you, or your spouse or your civil partner, holds to occupy land in the area of your council or authority for a month or longer.
- Any tenancy where (to your knowledge) –
 - the landlord is your council or authority; and
 - the tenant is a body in which you, or your spouse or your civil partner, has a beneficial interest.
- Any beneficial interest which you, or your spouse or your civil partner has in securities of a body where -
 - (a) that body (to your knowledge) has a place of business or land in the area of your council or authority; and
 - (b) either -
 - the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
 - if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you, or your spouse or your civil partner, has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

If you attend a meeting at which any item of business is to be considered and you are aware that you have a **personal interest** in the matter which does not amount to a DPI, you must make verbal declaration of the existence and nature of that interest at or before the consideration of the item of business or as soon as the interest becomes apparent. You should leave the room if your continued presence is incompatible with the 7 Principles of Public Life (selflessness; integrity; objectivity; accountability; openness; honesty; and leadership).

You have a personal interest where –

- a decision in relation to that business might reasonably be regarded as affecting the well-being or financial standing (including interests in land and easements over land) of you or a member of your family or a person or an organisation with whom you have a close association to a greater extent than it would affect the majority of the Council Tax payers, ratepayers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the Authority's administrative area, or
- it relates to or is likely to affect any of the interests that are defined as DPIs but are in respect of a member of your family (other than a partner) or a person with whom you have a close association.

Guidance on declarations of interest, incorporating regulations published by the Government in relation to Disclosable Pecuniary Interests, has been circulated to you previously.

You should identify any potential interest you may have relating to business to be considered at the meeting. This will help you and anyone that you ask for advice to fully consider all the circumstances before deciding what action you should take.

In certain circumstances the Council may grant a **dispensation** to permit a Member to take part in the business of the Authority even if the member has a Disclosable Pecuniary Interest relating to that business.

To obtain a dispensation, you must write to the Monitoring Officer at least 48 hours before the meeting in question, explaining why a dispensation is sought and desirable, and specifying the period of time for which it is sought. The Monitoring Officer may consult with the Independent Person or the Council's Audit and Standards Committee in relation to a request for dispensation.

Further advice can be obtained from Gillian Duckworth, Director of Legal and Governance on 0114 2734018 or email gillian.duckworth@sheffield.gov.uk.

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Safer and Stronger Communities Scrutiny and Policy Development Committee

Meeting held 24 October 2019

PRESENT: Councillors Ben Curran (Chair), Tim Huggan (Deputy Chair), Sue Auckland, David Baker, Penny Baker, Michelle Cook, Dawn Dale, Karen McGowan, Pat Midgley, Anne Murphy and Alison Teal (Substitute Member)

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1. APOLOGIES FOR ABSENCE

1.1 Apologies for absence were received from Councillors Kaltum Rivers (with Councillor Alison Teal attending as her substitute) and Richard Shaw.

2. EXCLUSION OF PUBLIC AND PRESS

2.1 No items were identified where resolutions may be moved to exclude the public and press.

3. DECLARATIONS OF INTEREST

3.1 Councillor Sue Auckland declared a personal interest in Item 9 on the agenda – Controlling Migration Fund (Item 8 of these minutes) - as she is a private sector landlord.

4. MINUTES OF PREVIOUS MEETING

4.1 The minutes of the meeting of the Committee held on 19th September, 2019, were approved as a correct record, subject to the addition of Councillor Pat Midgley to those Members present.

4.2.1 With regard to the proposed Gun and Knife Crime scrutiny review at Item 4.1.2 of the minutes, the Chair said that he had met with the other Scrutiny Chairs and had agreed to arrange another meeting on this issue.

4.2.2 Alice Nicholson (Policy and Improvement Officer) confirmed that she had circulated to Members further data on the impact of Universal Credit as stated in paragraph 7.2 of the minutes.

5. PUBLIC QUESTIONS AND PETITIONS

5.1 Question asked by Stuart Crosthwaite

5.1.1 At the last meeting of the Scrutiny Committee I asked if Immigration Enforcement was one of the “partner agencies” with which the Private Housing Standards (PHS) team shared tenants’ data. I was answered with “The project being carried out by the Controlling Migration Fund does not include checking tenants or occupants immigration status, so referrals will not be made to Immigration

Enforcement as that information is not being gathered”

In a previous SCC bid to the Controlling Migration Fund (which has now been removed from the SCC website) it was stated that the PHS team had “made several referrals to UKBA” of undocumented migrants. A “referral” would necessarily include data about tenants/occupants. Why and how did the PHS gather this information about tenants' immigration status when their role was supposed to be investigating housing standards?

5.2 **Question 1 asked by John Grayson**

Firstly, Councillor Wood’s reply to my question at the last Scrutiny Committee meeting - “The Private Housing Standards Team have never handed any person over to UKBA or any other agency.”

“The Private Housing Standards Service is the regulatory and prosecuting authority as it is the Service’s legal duty to address poor housing conditions in the private rented sector. We do not check the immigration status of tenants or occupants during a routine inspection, therefore we do not hand over anyone to Immigration Enforcement Services.”

Then statements contradicting this:

In an email sent to me on 2 September 2019, Councillor Wood said -

“We do not intend to be working with UKBA directly to remove people from the Country but we could as part of this intensive work uncover activity or people that do not have all the approvals they need to stay in the UK. However, as a Council, if we find anyone acting illegally then we have a responsibility to inform statutory agencies.”

In the 2017 application for Controlling Migration Fund (CMF) money, it was stated that housing standards staff undertaking inspections in pursuit of rogue landlords between 2014 and 2017 had “made several referrals to the UKBA and had suspicions about other individuals who disappeared from premises immediately after initial visits had been attempted.”

The Council also admitted these “referrals” in a reply to an FOI request from Dr Rachel Humphris in July 2019, saying that “Sheffield City Council does hold information about referrals made to the UKBA” by the private housing standards team.

Also reports from a meeting with housing officers suggested that the Council staff had given information to ICE staff who arrested two Romanian citizens in January 2017 who were subsequently sent to Yarl’s Wood.

Clearly these statements are directly contradictory.

My question perhaps will allow you to clarify this apparent contradiction.

On the 2017 application form for CMF funding the Council said “yes” that they had “demonstrated assurance from the local Immigration Compliance and

Enforcement team, if a proposal involves their resource, that they are able to commit the resources requested in the proposal”.

Can Councillor Wood confirm that in the process of inspection from 2014 to the present, council staff did pass on information to their statutory partner the UKBA, as well as the police, the DWP, the Modern Slavery Hotline, the Salvation Army and the Gangmasters agency?

Council staff perhaps did not physically “hand over” people to UKBA ICE staff. They would not need to, ICE staff are warranted like police, if they were given information from the Council staff about tenants they can arrest and remove people from the UK.

The Council do not deny that inspections for selective licensing and to identify “rogue landlords” involve partners – the police, DWP and other “statutory” partners presumably the UKBA. In email correspondence on 3 October, Councillor Wood confirmed that in the last 14 months two cases had been reported – one to the Police and one to the DWP. Since July 2019 in CMF work in the East of the city, 6 referrals had been made to the police.

The Council has stated (wrongly) in answer to another question that the Nationality, Immigration and Asylum Act 2002 requires them proactively to give information to the UKBA about migrants they know about who may be undocumented, as Councillor Wood put it “if we find anyone acting illegally then we have a responsibility to inform statutory agencies.”

5.3 **Question 2 asked by John Grayson**

Councillor Wood in answer to a question about noncompliance with the Home Office, states that “Local authorities have a statutory duty under section 129 of the Nationality Immigration and Asylum Act 2002 to supply information for the purpose of establishing where a person is **when requested** about someone who is suspected of committing certain immigration offences under the Immigration Act 1971”.

I am sure this is true but what was being asked was for the Council not to **proactively, even when not receiving a request**, supply information to the Home Office without the persons permission. This is what 11 other Labour controlled authorities have decided to do and I am sure their legal departments have advised that they can do this. So ... will Sheffield City Council join them?

5.4 **Question asked by Andy Shallice**

All local authorities with Roma citizens should consider Selective Programme apart from the 12 month report re Page Hall. No further report has been written regarding the impact of Selective Licensing in the Page Hall area. Should this Committee discuss this within the next six months?

5.5 Councillor Paul Wood, Cabinet Member for Neighbourhoods and Community Safety, gave the same answer to the questions raised by Stuart Crosthwaite last

month that the Council do not give information to the UKBA, the Council does not ask the immigration status of proposed Council housing tenants. In answer to John Grayson's questions, Councillor Wood said that to use the word "illegal" was perhaps the wrong word to use and that it would be better to say that someone carrying out a "criminal activity" might be reported to the statutory agencies. Councillor Wood also stated that he could not find any record of six people being reported to the Police and if the names could be provided to him, he would carry out further investigations.

- 5.6 Councillor Wood said that he had been looking in depth at the protocols the City Council work to in relation to migration in the city and had found a lot of things in the protocols that were admirable, however there was nothing to deal with undocumented migration and this was something that he was hoping to add within the next month so that he can say to officers that this is what we will work to. Funding received had been used to employ street wardens; community workers; carry out surveys; offer support to new arrivals by getting them into work, education and language courses and carry out enforcement against landlords who abuse the rights of tenants and do not provide suitable habitable accommodation. Councillor Wood said that he had attended a meeting with other authorities relating to the Inclusive Cities Project which deals with all aspects of migration and considers that it would be beneficial for Sheffield City Council to become part of the Project. Councillor Wood said that he had taken on board the questions raised by Andy Shallice with regard to the Roma migrants and said that there was no one from the Roma community employed by the City Council and acknowledged that the Council was not an inclusive employer in this regard. He felt that there was a need for Teaching Assistants who speak the Roma language to be employed.

6. COHESION SHEFFIELD - AN UPDATE ON CITY WIDE FRAMEWORK, JOINT STRATEGY AND AREA PROJECTS

- 6.1 The Committee received a report of the Director of Libraries, Learning, Skills and Communities, explaining how the City Council and its partners work on building and maintaining community cohesion in the city.
- 6.2 Present for this item were Angela Greenwood (Community Services Manager) and Mike Fitter (Co-Chair, Sheffield Cohesion Advisory Group).
- 6.3 Angela Greenwood introduced the report and stated that community cohesion was about integration and supporting existing and new people in the city and everyone getting on together, living and working with respect and consideration for each other. Cohesion was about building and maintaining good relationships with neighbours and colleagues across the city. A successful bid for funding through the Paul Hamlyn Foundation ensured that cohesion work could continue in the city. Angela Greenwood stated that the City Council had created a Charter of Actions to respond to the Cohesion Strategic Framework and this had been approved in October 2018 by the Cabinet Member for Neighbourhoods and Community Safety and endorsed by the Cohesion, Migration, Integration Strategic Group. The action plan included supporting people in their communities, listening to people by attending local meetings, giving support to asylum seekers and

refugees and educating those new to Sheffield so that they understand their rights and responsibilities and to know what is and is not tolerated in the city.

6.4 Mike Fitter referred to the cohesion grant fund which was supporting projects across the city to promote cohesion work and good community relations across the city. He said that Sheffield Cohesion Hub was working with Compass, a charity which provided health and wellbeing services, to ascertain what makes an inclusive city, by working together in tackling injustices and creating a more equal society.

6.5 Members of the Committee made various comments and asked a number of questions, to which responses were given as follows:-

- The RUBIC project is funded by the Big Lottery and is focused around Parkwood Academy in the north of the city. The Project has a whole systems approach working with a school and its feeder communities. It aims to make connections between newly arrived migrants and more established residents in their own neighbourhoods. It helps young refugees, new arrivals and school students to live harmoniously together, with greater understanding and respect for each other and the communities in which they live. It helps new arrivals settle in and support one other, and it encourages local people to discuss their concerns in an open, safe and inclusive environment. By engaging with people who have been in Sheffield all their lives as well as more recent arrivals, the project aims to increase understanding and create more resilient communities. Some students of Parkwood Academy attended a meeting of the full Council last year and presented their story.
- Sheffield is a pilot city for the Place Based Approach to New Arrivals and has successfully created a Street Warden role to work in Darnall and Page Hall to assist new arrivals into those areas.
- It is intended to increase the use of libraries across the city with the aim of engaging with people in the heart of their communities by promoting them as a free and safe space to use and learn. The issues highlighted at this meeting, at one of the libraries, will be looked into.
- One issue is that EU nationals, prior to current requirements, have not had to register in the UK, so it has been difficult to offer help and advice. Elected Members have an idea of who is living within the community they represent and data can be picked up from GP surgeries and schools.
- Learn Sheffield aspires to encourage people to be better educated and the city as a whole to be better educated. Its aim is to help schools work with each other to identify and overcome the barriers to learning for vulnerable learners and their families, including learners with English as an additional language.
- It is hoped to set up meetings in schools in relation to the increase in the numbers of pupils being excluded from schools, particularly those having

arrived into the city with little grasp of English and many of the children struggle to get to grips with the city's formal education system. Schools could be opened up to the public in the evenings to address this.

- The findings of the "Salah effect" in Liverpool would suggest that positive exposure to out-group celebrities, has contributed to lessening anti-Muslim rhetoric and cutting hate crimes in the United Kingdom and it was hoped that lessons could be learned from this for Sheffield.
- Sheffield could adopt an approach, whereby children during their first year in school are supported to speak the native language.
- It is thought that people coming from different parts of the world benefit from being placed initially with each other, to help them feel secure and that integration into the wider community comes more successfully from being integrated as a group.
- People from around the world don't necessarily understand how our GP service works within the local NHS options available and it was felt there was a need to include something in the "Welcome to Sheffield" pack offering more information on this and assist in identifying health needs.

6.6 RESOLVED: That the Committee:-

- (a) thanks Angela Greenwood, Mike Fitter and Councillor Paul Wood for their contribution to the meeting; and
- (b) notes the contents of the report and the responses to the questions raised.

7. CITY OF SANCTUARY

7.1 The Committee received a verbal update from Tom Martin (newly appointed Director of the City of Sanctuary), regarding the City of Sanctuary. He said that since Sheffield became the first City of Sanctuary in the UK in 2007, a lot had changed since then and the vision is for every city in the United Kingdom becoming a City of Sanctuary. Since the premises opened on Chapel Walk last year, The Sanctuary is regarded as a safe haven by users. It provides a welcoming space for individuals to relax and socialise whilst being able to access key services and support. Although funding has been received towards costs to support key services and functions in the city, a team of volunteers are being trained to deal with the basic problems people need help with. The services could not be delivered without the help from volunteers and at the beginning of the year, there were around 19 volunteers, but the number has now significantly risen to 28.

7.2 Tom Martin referred to the report on Controlling Migration and expressed concern regarding the report. He said he welcomed the fact that the Housing Services Team have again reiterated that they would never make referrals to the UKBA of migrants in the city unless they were acting criminally. He said the City of Sanctuary was there to offer safety and support for migrants and make sure there is an understanding of what people have been through to get here. Mr. Martin

welcomed a training programme to be rolled out across the Council to ensure its officers understand the protocols around dealing with asylum seekers and refugees.

7.3 In response, Councillor Paul Wood, Cabinet Member for Neighbourhoods and Community Safety, stated that a lot of funding had been spent on the settlement of the Roma community and that sometimes when problems arise it is not always under the control of the City Council and therefore nothing more can be done to assist. Councillor Wood also stated that there needed to be closer ties with other Cities of Sanctuary throughout the country.

7.4 The Chair thanked Tom Martin for attending the meeting and providing the update.

8. CONTROLLING MIGRATION FUND

8.1 The Committee received a report on the Controlling Migration Fund to confirm the detail of the Private Sector Housing submission to the Ministry of Housing, Communities and Local Government (MHCLG).

8.2 In attendance for this item was Janet Sharpe (Director of Housing and Neighbourhood Services) and Councillor Paul Wood (Cabinet Member for Neighbourhoods and Community Safety).

8.3 Janet Sharpe stated that the Controlling Migration Fund had been launched by MHCLG to help local authorities mitigate the impacts of migration on communities and the Managing Migration Project will put in place measures to support the most vulnerable people living in private sector rented housing. One of the priorities for officers in the Housing Service is to ensure safe and secure housing conditions and being able to identify and disrupt organised crime such as trafficking, forced labour, intimidation and exploitation, however it is not their role to seek proof of immigration status and will not make referrals to the UKBA. It is intended to work closely with other local authorities and share best practice with them.

8.4 Members made various comments and asked a number of questions, to which responses were provided as follows:-

- Housing Teams have uncovered some serious crimes whilst carrying out inspections, resulting in a number of agencies being called upon, as well as the Police, to deal with these cases.
- It will take six to nine months to collect data relating to London/Abbeydale/Chesterfield Road Selective Licensing and, once this information is available, a report will be brought to the Committee. This information would have to be taken into account before Selective Licensing could be considered city wide, as an investment of up to £40m would be needed to get the scheme up and running.
- It was acknowledged that the Selective Housing Scheme in the Page Hall area of the city had initially been a success, but the emphasis is on to see if

it continues to do so.

- With regard to derelict public houses, which can be an eyesore, there are a whole range of powers that can be used. The Council works with the landlords and/or owners to convert the premises and bring them back into use. This was also the case with empty blocks of flats.

8.5 RESOLVED: That the Committee:-

- (a) thanks Janet Sharpe for their contribution to the meeting;
- (b) notes the contents of the report and the responses to the questions; and
- (c) expresses its regret at the concerns raised; encourages training and developing protocol; and asks that the Cabinet Member for Neighbourhoods and Community Safety releases an explanatory statement regarding the content of the report that prompted concerns and public questions on the purpose of the CMF in Sheffield.

9. WORK PROGRAMME 2019-20

9.1 The Committee received a report of the Policy and Improvement Officer (Alice Nicholson), attaching the Committee's draft Work Programme for 2019/20.

9.2 RESOLVED: That the Committee approves the Work Programme as detailed in the report.

10. DATE OF NEXT MEETING

10.1 It was noted that the next meeting of the Committee would be held on Thursday, 12th December, 2019 at 5.00 p.m., in the Town Hall.

SHEFFIELD CITY COUNCIL

Safer and Stronger Communities Scrutiny and Policy Development Committee

Meeting held 16 January 2020

PRESENT: Councillors Ben Curran (Chair), Tim Huggan (Deputy Chair), Sue Auckland, Penny Baker, Dawn Dale, Karen McGowan, Pat Midgley, Anne Murphy, Peter Price, Peter Rippon, Kaltum Rivers and Andrew Sangar

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1. ANDY SHALLICE

1.1 The Chair referred to the recent death of Andy Shallice, who as a member of the public had been a regular attender of this Committee and his contribution had influenced items on agendas, including the next meeting.

1.2 RESOLVED: That the Committee:-

- 1.3 (a) places on record its sadness at the death of Andy Shallice; and
(b) requests that his valuable contribution to this Committee's meetings be noted.

2. APOLOGIES FOR ABSENCE

2.1 An apology for absence was received from Councillor Michelle Cook.

3. EXCLUSION OF PUBLIC AND PRESS

3.1 No items were identified where resolutions may be moved to exclude the public and press.

4. DECLARATIONS OF INTEREST

4.1 There were no declarations of interest.

5. MINUTES OF PREVIOUS MEETING

5.1 The minutes of the meeting of the Committee held on 19th November, 2019, were approved as a correct record.

6. PUBLIC QUESTIONS AND PETITIONS

6.1 Questions from Reverend Tina Sampson-Smith

6.1.1 Given the recent spate of violent crime, gun and knife incidents, making the headlines is it not now time to re-evaluate the potential of the Knife Angel with its educational value?

6.1.2 If not, what are your plans for educating youths out of their gang culture.

6.2 The Chair stated that the decision regarding the Knife Angel was taken by the Cabinet Member for Neighbourhoods and Community Safety so he would pass the question to him asking that he responds to Reverend Sampson-Smith. With regard to the question relating to gang culture, he said this will form part of the discussion during Item 8 on the agenda – Update on the work of the South Yorkshire Violence Reduction Unit.

7. CHALLENGE FOR CHANGE

7.1 The Committee received a presentation and report which gave a summary of the the latest review into a part of the Council Housing Service. The purpose of this project was to see how effectively customers were able to access the housing service.

7.2 Present for this item were Peter Brown (Project Manager, Future of Council Housing), Louise Cassin (Housing Business Plan Team), Grace Collins (Tenant Scrutiny Panel) and Carrie Hedderwick (Tenant Scrutiny Panel).

7.3 Carrie Hedderwick stated that the Challenge for Change was a set up a few years ago as a Customer Scrutiny Panel consisting of tenants, leaseholders and customers of the housing service. She outlined what the project objectives were this time with regard to what information was available to customers, how they could access it and what barriers there were to accessing the service. The project was also to identify how satisfied customers were with the Customer Services Promises Charter and delivery of the service to see how it coped with demand. Ms. Hedderwick stated that the purpose of the project was aimed at reviewing the customer experience when contacting Housing Services by either telephone or visiting the Neighbourhood offices, but acknowledged that people cannot always attend the Area Offices due to commitments such as working, child care, job interviews etc.

7.4 Grace Collins referred to observational visits to housing offices that had been carried out undercover to see how well the service was working. At these visits, a review of existing leaflets and the information available was observed. She outlined the recommendations from a survey that had been sent out to customers to gather their views on access to housing services. These were to radically improve the quality and accessibility of information on the Council's website, explore opportunities to deliver housing services in shared buildings or spaces i.e. as at Crystal Peaks, improve in-person, telephone and online access to services and that better training be provided to staff to enable them to resolve queries, rather than passing the customer on to another team. The survey showed that, generally people were satisfied with the service they received, there were a lot of negative comments about the length of time it had taken to get through to speak to a member of staff and the lack of communication regarding the call queue.

7.5 Members made various comments and asked a number of questions, to which responses were provided as follows:-

- It was stated that the survey hadn't set out to separately account the views of those with disabilities, the visually impaired nor those who were hard of hearing, although this was captured in the survey demographics. It was intended to follow up in six months' time with suggestions to assist disabled people access the services easier.
- Members of the Panel had visited the Gleadless Valley Neighbourhood Office and had found that the staff were very helpful but were not able to assist with all queries. The Panel felt that staff should be able to deal with all enquiries as people didn't want to ring a call centre and would prefer face-to-face contact or a local number.
- Housing+ was introduced as a new model for the delivery of council housing services which aimed to provide additional support to help people look after themselves and their home through Neighbourhood Officers. It was hoped that the results from the survey and the C4C recommendations would help to improve service performance.

7.6 RESOLVED: That this Committee:-

- (a) thanks Peter Brown, Louise Cassin, Grace Collins and Carrie Hedderwick for their contribution to the meeting;
- (b) notes the contents of the presentation and report and the responses to the questions raised;
- (c) requests Housing+ update be brought to a meeting of the Committee soon; and
- (d) supports the recommendations made by the Challenge for Change Customer Scrutiny Panel and requests that an update on action to the recommendations be brought back to this Committee in six to nine months' time.

8. UPDATE ON THE WORK OF THE SOUTH YORKSHIRE VIOLENCE REDUCTION UNIT

8.1 The Committee received a report of the Joint Heads of the South Yorkshire Violence Reduction Unit providing an update on the work of the Unit and its links to the Council and other organisations working to prevent and reduce violent crime across South Yorkshire.

8.2 Present for this item were Dr. Alan Billings (South Yorkshire Police and Crime Commissioner), Lee Berry (Superintendent and Joint Head, South Yorkshire Violence Reduction Unit), Angela Greenwood (Senior Partnership Manager, South Yorkshire Violence Reduction Unit) and Rachel Staniforth (Joint Head, South Yorkshire Violence Reduction Unit).

8.3 Angela Greenwood explained the work of the Violence Reduction Unit (VRU) which aimed to enhance partnership arrangements which were intended to lay the

foundations of a sustainable, multi-agency approach to reducing violent crime, scale up local delivery of tried and tested multi-agency public health approaches and deliver a range of new interventions and initiatives with partners across South Yorkshire, focusing on violence prevention and violence reduction.

- 8.4 Lee Berry stated that in August 2019, the Home Office announced that they would be providing the South Yorkshire Police and Crime Commissioner with £1.6m funding to set up a Violence Reduction Unit (VRU) in South Yorkshire. The funding allocation was based on NHS data on hospital admissions for sharp object assault. The funding was to empower organisations to think differently and work together to reduce violence. The VRU was looking at a public health approach to prevent and reduce violent crime. Lee Berry said the approach focused on the needs of the public or groups rather than individuals and would work with communities, groups or partners and success of the VRU would be built upon co-ordinating and learning from existing initiatives and resources within communities to ensure there was a comprehensive approach to tackling violence across Sheffield and South Yorkshire. He referred to the six key areas outlined within the report that the VRU would focus on.
- 8.5 Rachel Staniforth referred to the five common elements in the public health approach as being the prevention of violent crime, having a strong data and evidence base, looking at what causes violent crime and understanding the driving force behind it, looking at the population level across South Yorkshire and working together in partnership. Rachel Staniforth said that an Area Profile document had been drafted and was under consideration. It was hoped that the final document, expected to be published in May, 2020, becomes a useful tool for partners and community organisations. Ms. Staniforth then circulated an appendix to the report which gave a list of Sheffield funded projects for the VRU fund and also a list of district wide funded projects from the fund. She said that the VRA reports monthly to the Violence Reduction Executive Board.
- 8.6 Members of the Committee made various comments and asked a number of questions, to which responses were given as follows:-
- The £1.6m funding soon diminishes. Part of the ongoing work was to understand what community groups are out there and how to develop a reduction delivery plan, with key performance indicators going forward. The priority will be a delivery plan for all partners.
 - The collection of data was free and we thank Council Officers for their help in getting the data. The VRU used our own data analyst to interpret the data.
 - The Home Office funding, which was secured in August, 2019, had to be allocated to local community-based and partner organisations to fund the prevention and reduction of violence across the six key areas by March 2020, therefore there was a limited period of time for funds to be allocated. Bids for funding for had to be submitted to the VRU by the 31st October, 2019 and all successful bidders had been notified.

- One of the mandatory products specified by the Home Office was to deliver a South Yorkshire Violence Response Strategy, and it was felt that members of the community had an input into this strategy. The VRU had contacted and commissioned Voluntary Action Sheffield to lead and coordinate this throughout South Yorkshire. Nine Workshops had been held across South Yorkshire during December, 2019. engaging up to 10 members of the community at each, both adults and young people, to get their insight into what it is like to live in their area, as well as seeking their input into the South Yorkshire Response Strategy.
- The Unit was trying to overlap data provided by the police and at A&E departments at local hospitals. Some Navigators have been engaged in A&E Departments and police custody suites to engage and listen to those detained in custody and seek to understand how they have become involved in criminality. The Navigators will provide help and support aimed to steer them away from criminality and support them on a journey away from the one they are on now.
- It was acknowledged that there was a need to put youth workers back into areas of need, to engage with young people and steer them away from crime. Evidence has shown that some of the information given at school has the effect of frightening children and has the opposite effect on them. Following a further bid for Home Office funding after the 31st March this year, it was felt that youth work was one area that needed support.
- Domestic violence within the home can have a devastating impact on children and young people that can last into adulthood. SmartWater has been used at the homes of domestic abuse victims in an effort to deter perpetrators from returning to the home and to provide victims with reassurance that their security has been enhanced. By using SmartWater technology, the Police are not only sending out a warning to perpetrators that they will know if they have tried to visit the home of their victim but if they do, the Police will be able to prove it.
- The Violence Reduction Unit was working closely with the Community Safety Partnership with the aim of linking in to all community groups.
- The £1.6m funding was for one year. It was hoped to receive further funding for future years to build on the work already done by the Unit. The "Glasgow model" has been widely praised as a way of tackling violent crime. The work of the Violence Reduction Unit will not deliver results overnight as the causes of violent crime are many years in the making and the solutions will take time. It was hoped that the Unit will be sustainable for many years.
- The set-up costs have already been spent from this year's allocation, so hopefully with further funding being made available, it will be possible to fund more projects.

8.7 RESOLVED: That this Committee:-

- (a) thanks Dr. Alan Billings, Lee Berry, Angela Greenwood and Rachel Staniforth for their valuable contribution to the meeting; and
- (b) notes the contents of the report now submitted, together with the comments now made and the responses to the questions raised.

9. HATE CRIME IN SHEFFIELD

- 9.1 The Chair moved and Members agreed, that this item be moved to the meeting to be held on 13th February, 2020.

10. WORK PROGRAMME 2019-20

- 10.1 The Committee received a report of the Policy and Improvement Officer (Alice Nicholson), attaching the Committee's draft Work Programme for 2019/20.
- 10.2 RESOLVED: That the Committee approves the Work Programme as detailed in the report.

11. DATE OF NEXT MEETING

- 11.1 It was noted that the next meeting of the Committee would be held on Thursday, 13th February, 2020 at 5.00 p.m., in the Town Hall.



Report to Safer & Stronger Scrutiny and Policy Development Committee

13th February 2020

Report of: **Maxine Stavrianakos, Head of Neighbourhood Intervention and Tenant Support Service.**

Subject: **Hate Crime**

Author of Report: **Maxine Stavrianakos, Head of Neighbourhood Intervention and Tenant Support Service.**

Summary:

The report will update Members of the Committee on work carried out by the Community Safety Partnership (CSP) in relation to Hate Crime in Sheffield.

The report will provide detail of the work carried out by the Community Safety Partnership to address Hate Crime in the City in particular concentrating on:

- The work of the Partnership Hate Crime Coordinator for Sheffield
- The Establishment of a Hate Crime Priority Group answering to the Community Safety Partnership.
- South Yorkshire Police Update and Hate Aggravated Offence Data

In addition the report will provide Members of the Committee with details and statistics relating to Hate Crime figures recorded in Sheffield and South Yorkshire overall.

Type of item: The report author should tick the appropriate box

Reviewing of existing policy	
Informing the development of new policy	
Statutory consultation	
Performance / budget monitoring report	
Cabinet request for scrutiny	
Full Council request for scrutiny	
Call-in of Cabinet decision	
Briefing paper for the Scrutiny Committee	x
Other	

The Scrutiny Committee is being asked to:

Note the report for information.

Background Papers.

The report refers to information gained from:

- Police Data covering the National Picture and Sheffield
- Stop Hate UK Data covering Quarter 2 in Sheffield
- Crime Survey for England and Wales / Office for National Statistics.

Category of Report: OPEN (please specify)

Report of the Head of Neighbourhood Intervention and Tenant Support Service

Hate Crime

1. Introduction/Context

1.1 The Safer and Stronger Communities Scrutiny and Policy Development Committee set up a cross-party group to review hate crime and hate incidents occurring in Sheffield. The group agreed to concentrate efforts on: To understand the different ways hate crime is reported in Sheffield and to increase awareness of Hate Crime in Sheffield.

1.2 This report will provide members with an update on what is currently being carried out via partnership working to address hate crime and hate incidents in Sheffield. The report provides members with an overview of the current national picture in relation to Hate Crime and an overview of Hate Crime reported in Sheffield.

2. Main body of report, matters for consideration, etc.

2.1 The main body of the report will cover the following areas:

- Community Safety Partnership Hate Crime Coordinators Update
- Hate Crime Reporting – National Update / Sheffield Update
- Community Safety Partnership - Hate Crime Priority Group Update

2.2 Community Safety Partnership - Hate Crime Coordinator

The Partnership Hate Crime Coordinator is now in post and has access to both South Yorkshire Police and Sheffield City Councils Computer Systems. On a daily basis both of these systems are interrogated by the coordinator in order to identify the following:

- Any trends in hate crime reported in the previous 24hrs in Sheffield
- To identify any emerging community tensions within Sheffield that is Hate Crime Motivated.
- To identify repeat victims, locations or suspects relating to Hate Crime within Sheffield.

- To have an awareness of Hate Crime issues throughout South Yorkshire

In addition to daily monitoring of Hate Crime in Sheffield the Hate Crime Coordinator is tasked with producing weekly and monthly written reports. These reports are vital in determining how best to utilise resources and address current issues in a timely and appropriate manner.

One of the main objectives of the Hate Crime Coordinator has been to raise awareness and to develop a better understanding of Hate Crime and how it affects our communities here in Sheffield.

To date this year the coordinator has organised and carried out over fifty hate crime initiatives in Sheffield with various organisations. These events have been in the way of hate training sessions to professionals, hate awareness raising events and attendance in school assemblies to educate students how hate crime is committed and the effects of hate on victims, families and Communities.

The coordinator has been influential in creating and developing the Hate Crime Priority Group during 2019.

Ongoing Work

Sheffield Hate Crime Community Reporting Centre's

During 2020 the partnership coordinator will ascertain the current position of all centres and ensure that those that are still in place have the correct support and appropriate Hate Crime Training to ensure all reports are correctly recorded and investigated appropriately.

South Yorkshire Police are currently reviewing their internal processes in relation to Hate Crime and Hate Crime Incidents that are directly reported to them. The police hate crime working group are keen to ensure that a quick, timely and adequate response to all Hate Crime is implemented to ensure victims are seen rapidly following an incident.

The coordinator is commencing work with partners in developing Sheffield Safer Places Scheme. This scheme will identify specific locations throughout Sheffield where those who are vulnerable are more likely to attend and openly discuss Hate Incidents. The plan is for this to be in place by October 2020.

2.3 Hate Crime Reporting / Methods of Reporting

- 2.3.1 Sheffield Community Safety Partnership has provided funding to Stop Hate UK to provide the hate crime reporting line in Sheffield during 2019 (0800 158 1625).

In summary the Helpline during quarter two and three of 2019/20 have received a total of 31 contacts in Sheffield. Six of those contacts have reported Hate Crimes where the motivations were **Disability, Gender identity, Race, Sexual Orientation and Other** aspects of personal

identity. The callers reported being subjected to **Verbal Abuse and Threatening Behaviour**. Average length of call being 10 mins.

This year over 64% of contacts have been made into the helpline outside during normal working hours. The number of reports made to Stop Hate UK since being commissioned in 2017 has steadily increased.

The recommendation going forward would be to continue the funding to Stop Hate UK. The rationale to continue the funding is that not all crimes/incidents of Hate are reported directly to the police by those affected. Therefore, this data will capture numerical information that may not be reported via the police. Therefore, a comparison of reported Hate Crime over a specific period of time can be undertaken.

2.3.2 **National Hate Crime Reporting – The Bigger Picture**

The most recent Home Office release of Hate Crime in England and Wales (2018/19)¹ shows a continued increase in the number of hate crimes recorded by police in comparison to previous years.

In 2018/19, there were over 100,000 hate crimes recorded in England and Wales, showing a +10% increase on the previous year (approximately 94,000 offences). Year on year increases in hate crimes recorded have been observed, and figures have more than doubled since 2012/13 (approximately 42,000 to over 100,000 offences in six years).

Increases over the last five years are likely to have been driven by crime recording improvements by the police. However, growing awareness of what constitutes a hate crime may also have impacted on the number of recorded offences. Short term genuine rises in hate crime recorded have also been noticed following terrorist attacks and events such as the EU Referendum in 2016.

Nationally, around three quarters of offences (76%, approximately 78,000) were race hate crimes. Around 12% of these incidents were flagged with more than one motivating factor, which were most commonly race and religion.

Nationally, the most commonly targeted religion in hate incidents flagged as motivated by religion was against Muslims (47%). Offences against Jewish people accounted for around 18% of religious hate crimes.

2.3.3 Reported Hate Crime South Yorkshire - Sheffield

There have been 1356 hate offences committed in Sheffield in the current 12 month period (Jan 19 to Dec 19). This accounts for 45 % of the Force's total.

Over the last 12 months Sheffield has seen a 7% increase in **Hate Crimes** offences. This equates to a 6% increase in crimes compared to the previous 12 month Period and a 10% increase in non-crimes.

Looking at this in comparison to the last quarter there has been a 10% decrease. However, for the same quarter last year there has been an increase in numbers.

Over the last 12 months the volume of **non-crimes** has remained relatively stable with a recent peak in March 19.

In the last 12 months 68% of **Hate Crimes** had a factor of race, 14% of a Sexual Orientation, 8% of disability, 6% of religion and 5% transgender.

Of the **non-crimes** 60% had a race factor, 16% of sexual orientation, 10 % of disability, 7 % religion and 7% transgender.

Out of a total of 84 religiously aggravated hate offences committed in the last twelve months, 54 had a perceived religion of Muslim, 12 were Christian, 9 were Jewish, 8 were unknown and there was 1 Other recorded.

Online Hate Crime and Incidents

A total of 72 hate offences occurred during this period with the cyber-crime flag, this accounts for 5% of the total. Volumes in this area have increased for hate offences compared to the previous 12 month period approx. by approx 36%.

Victim and Offender Profiles

Data shows that crime can have a multitude of aggravating factors and victims may be counted within the totals of numerous strands of hate.

Summary Victims

- 54% of victims of hate aggravated offenders in the current period were male.
- 41% of victims were of unknown ethnicity, 26% of White – North European ethnicity, 14% Asian, 11% Black, 3% Middle Eastern, 2% White – South European, 2% South – East Asian.
- Of those with a DOB recorded age range from 0 to 82 years with an average of 36

Summary Offenders

- 64% of suspects/ accused of hate aggravated crimes in Sheffield were male
- 44% of suspects/accused were of Unknown ethnicity, 43% White – North European, 85 Asian, 4% Black, 1% White – South European
- Of those with a DOB age ranges from 0 to 81 with an average of 34 years.

Outcomes in Sheffield

In the previous period 32% of cases had a disposal of no suspect identified, investigation complete.

26% had a named suspect and evidence but the victim did not support police action and 10% had a named suspect but lack of evidence. 16% had no suspect because the victim declined or was unable to support the police. A charge or summons was given in 10% of cases, and 12% of cases had an Action Taken Disposal.

Comparing the above with the previous 12 month period there has been an increase in the proportion with a named suspect and evidence but a victim who does not support and in the proportion where no suspect was identified as the victim declined was unable to support. There has also been an increase in the proportion where the suspect was identified following investigation.

In the 12 months to December 2019, the percentage with no suspect identified –victim declined/unable to support was significantly higher in Sheffield than in Barnsley.

Whole of South Yorkshire Data

There were 2602 Hate Crimes and 330 Hate Incidents recorded by South Yorkshire Police during the year period Jan 2018 – Dec 18 making a total of 2932 during this period overall.

88% (2602) of these were crimes and 12% (330) were recorded non-crimes.

During the same period of Jan 19 – Dec19 recorded crime in South Yorkshire was 2727 Hate Crimes and 399 Hate Incidents making an overall total of 3126.

These recorded figs show the following for 2019

- 87% (2727) of the total are Hate Crimes an increase of 125
- 13% (399) of the total are Hate Crime Incidents an increase of 69

A total increase of 194 report of Hate incidents.

Where hate was flagged as motivated by religious hatred, the most commonly perceived religion recorded was Muslim. Hate incidents

against perceived Christian, Jewish and Other/Unknown religious beliefs were also recorded.

South Yorkshire Police are making an added investment in staffing with reference to Hate Crime and one further officer will be concentrating on Hate Crime starting early in 2020.

Police Initiatives

South Yorkshire Police have recently introduced some internal changes in how Hate Incidents / Crimes are dealt with once reported.

The changes recently made now include a consistent daily check of all reported incidents received within the last 24 hours by senior officers.

This new process results in a fast track response and ensures a rapid and timely attendance to contact the victim / witnesses and immediately commence enquiries and investigation that greatly increases the possibility of a positive outcome.

The police have recently introduced a regular internal meeting Chaired at a Senior Level to ensure some internal scrutiny measures around Hate Crime are monitored and appropriate action taken if required as well as a medium for identifying best practice.

The first meeting has now taken place and a number of Hate Incidents / Crimes have been scrutinised and discussed in depth to ensure appropriate responses have been applied and where appropriate operational amendments and lessons learned have evolved for the police and partners. Sheffield City Council is well represented at this meeting.

The police have noticed that there has been an increase in Satisfaction Levels received from those who have reported a Hate Crime / Hate Incident.

2.3.4 Crime Survey for England and Wales

The Crime Survey for England and Wales is unaffected by changes in police recording practices and less likely to be affected by victim willingness to report. However, due to a lower proportion of the population having experienced a hate crime, survey years have to be combined to give a large enough dataset for analysis. This means short term trends cannot be analysed.

In contrast to the police recorded data, the Crime Survey appears to show a decrease in hate incidents experienced by adults (aged 16+) between the 2007/08/09 and 2015/16/17/18 surveys. This decrease has fallen from over 307,000 incidents to 184,000 (-40%).

2.3.5 **Reporting Hate Crime in Sheffield**

Anyone can be a victim of Hate. Hate Crime or incidents can take place anywhere and at any time. Victims or witnesses can report via:

- Call 101 for non-emergency / 999 in an emergency
- If person reporting is deaf or hard of hearing or speech impaired text **18001 101** or SMS **07786 220 220**
- Visit or contact a local Hate Crime Reporting Centre
- Online Reporting via website True Vision or Stop Hate Crime UK

Further guidance can be found on Sheffield City Centre Website and also on southyorks.police.uk/hatehurts.

2.4 **Hate Crime Priority Group**

The Hate Crime Priority Group is in place and functioning.

The group reports directly into Sheffield Community Safety Partnership.

The group have met three times since their inception.

Chair is still developing membership.

The group aims and objectives are:

- To Develop a Citywide Strategy for Hate Crime
- To respond to any gaps in relation to Hate Crime Victim and Community Provision
- Create an Action Plan relating to Hate Crime / Incidents
- Work in Partnership to address all Emerging Trends relating to Hate Crime in Sheffield and to carry out Community Consultation in relation to Hate Crime in Sheffield.

3

- 3.1 The people of Sheffield will see that hate crime and hate crime incidents are being addressed in full partnership across the whole of the City. The work of the Hate Crime Coordinator is far reaching throughout Sheffield and this will only grow in the coming months / years ahead. The ongoing work of the Priority Group will involve more integration of members from numerous communities and community consultation will be a main driver for this group. The methods of reporting hate crime is still developing with the overall aim of gaining the communities confidence in reporting all aspects of Hate Crime.

4. **Recommendation**

- 4.1 The Committee is asked to:

- Note the contents of this report and
- To provide feedback / members viewpoint relating to Hate Crime

Hate Crime Update

Safer and Stronger Communities Scrutiny and Policy
Development Committee

13.02.2020

Maxine Stavrianakos
Head of Neighbourhood Intervention and
Tenant Support

Sheffield City Council

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City Council



Definition

- Any incident or criminal offence perceived to be motivated by hostility or prejudice towards a person because of their...
 - Race,
 - Religion or belief,
 - Sexual orientation,
 - Gender identity (inc. Transgender).
 - Disability

Definition – Hate Crime

When a **criminal offence** of a hate nature is reported to South Yorkshire Police, either by the victim or another person, it will be recorded and investigated as a **hate crime**



Non-Crime Hate Incident

- A victim or witness may perceive that an action against them was motivated by the hostility and prejudice of the perpetrator - but **no** criminal offence has been committed.
- When an incident of this nature is reported to South Yorkshire Police, it will be recorded as a 'non-crime hate incident'.
- South Yorkshire Police personnel (officers or staff) will need to decide whether a hate crime or non-crime hate incident has occurred and respond appropriately.

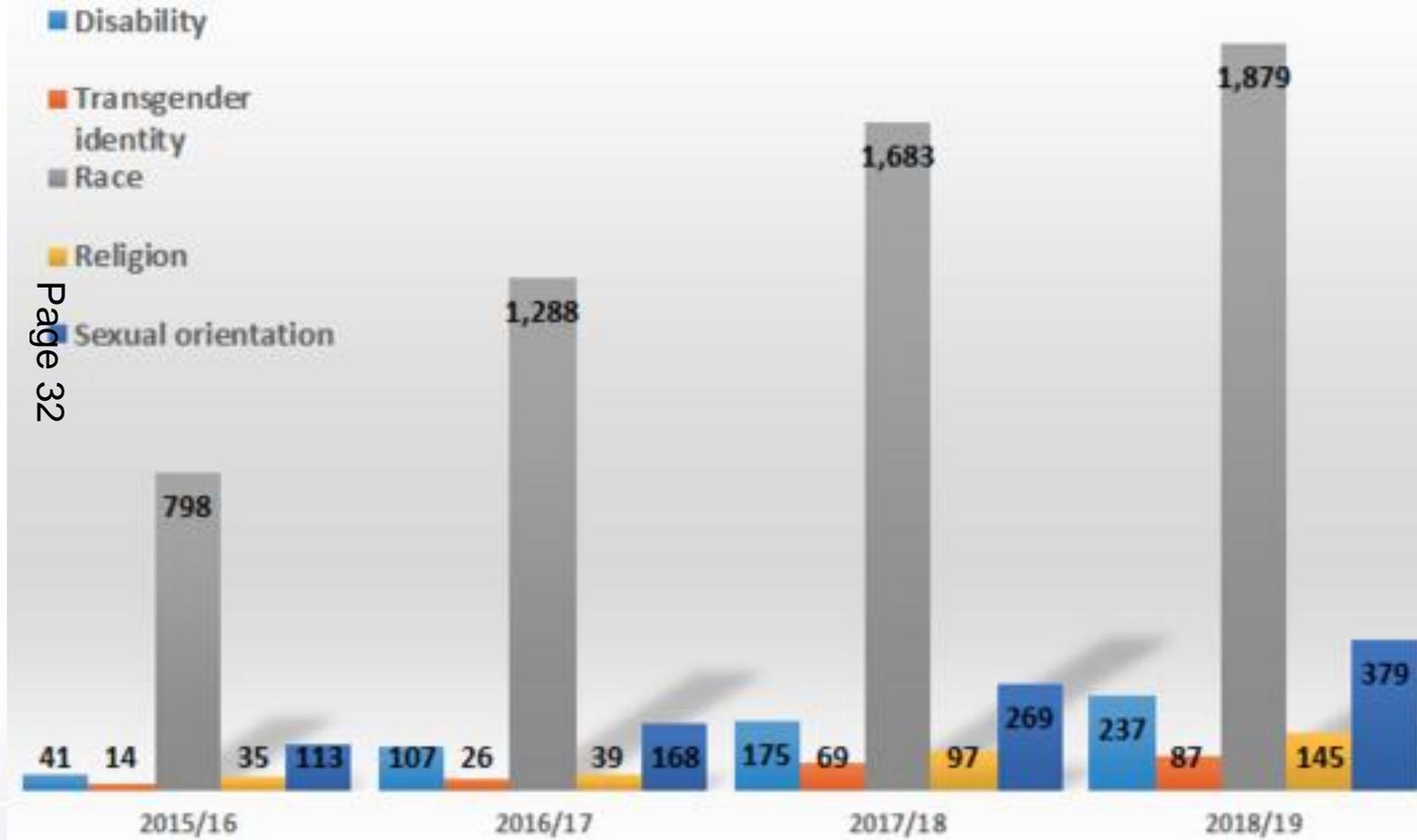


Mate Crime” - Cuckooing

- Mate Crime’ is the exploitation of vulnerable people by others who seize an opportunity to prey on an individual’s weakness.
- In other words, befriending the vulnerable person in order to take from them what ever they can, knowing that the vulnerable person is unlikely to report them because they are their ‘Mate’.
- This can include borrowing money, consuming their food and drink, taking expensive electrical goods, bank cards etc. What ever they can exploit.
- This could even lead to them becoming involved in low level crime



Hate Crime Strands South Yorkshire



- The level of police recorded hate crimes in South Yorkshire has been increasing since 2015/16.
- In the year 2018/19 racially motivated hate crimes accounted for 69% of the total recorded hate crimes
- Data Source: Office for National Statistics



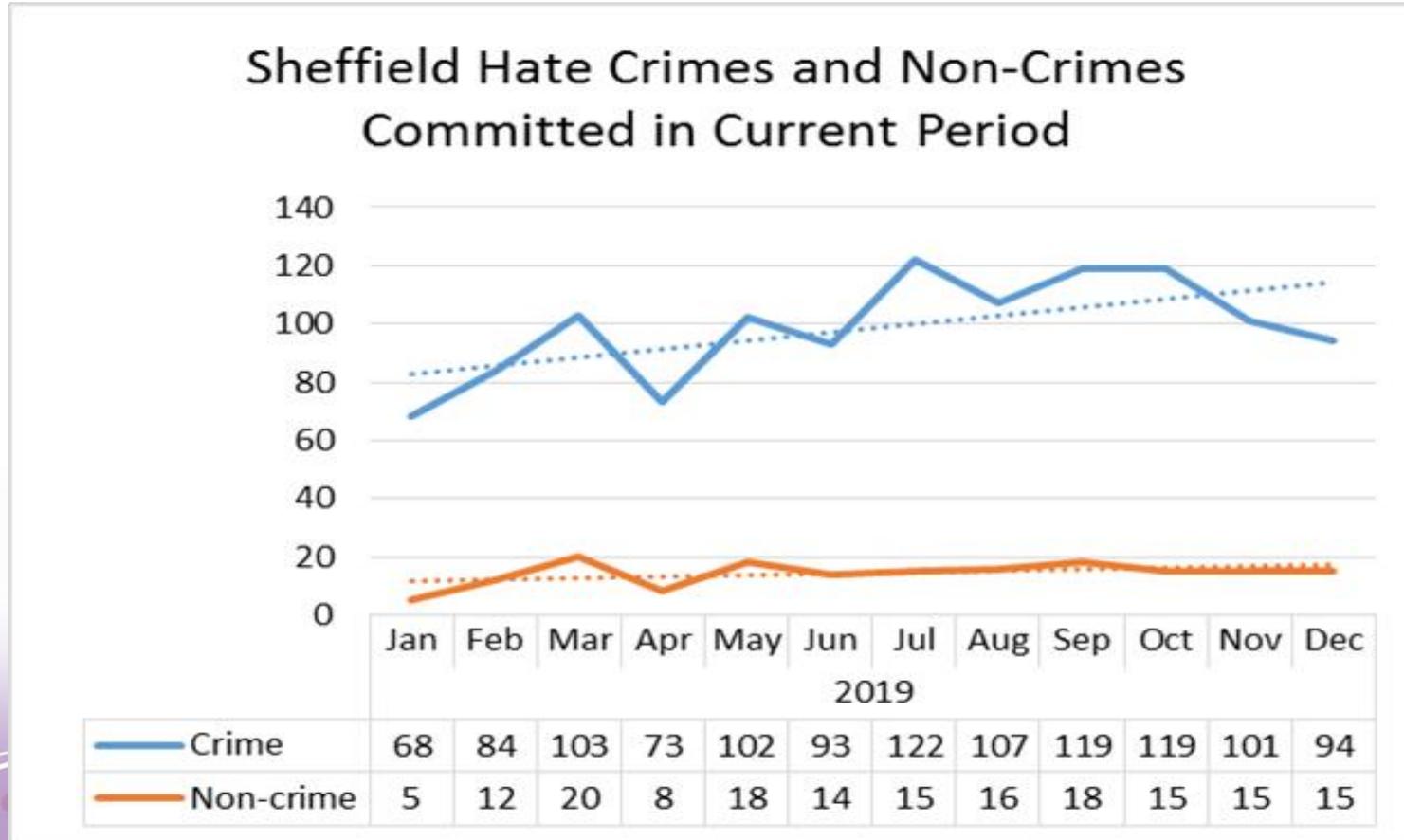
South Yorkshire Police Data - Sheffield

The most common type of hate crime reported to South Yorkshire Police is **Racial**. Figures below provide a quick overview / comparison of Hate Strands reported to SYP and verifies the National trend of Racial Crimes / Incidents being most prevalent.

Crime/Non-Crime	Hate Strand	
Crimes	Disability	12
	Gender	7
	Other	3
	Racial	172
	Religion	15
	Sexual Orientation	28
Non-Crimes	Disability	1
	Racial	6
	Religion	3
	Sexual Orientation	1

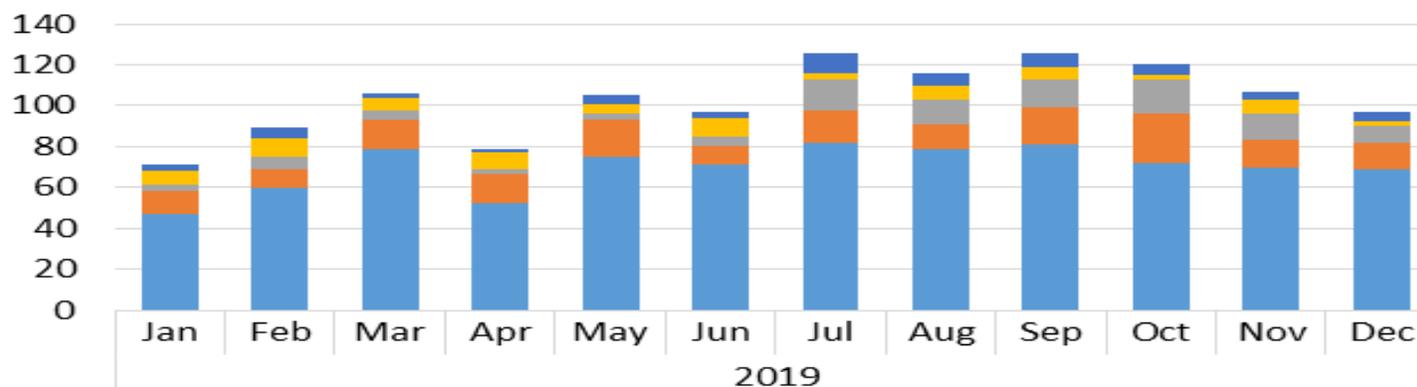


Sheffield Hate Crimes / Non Crime Figs 2019



Hate Factors 2019

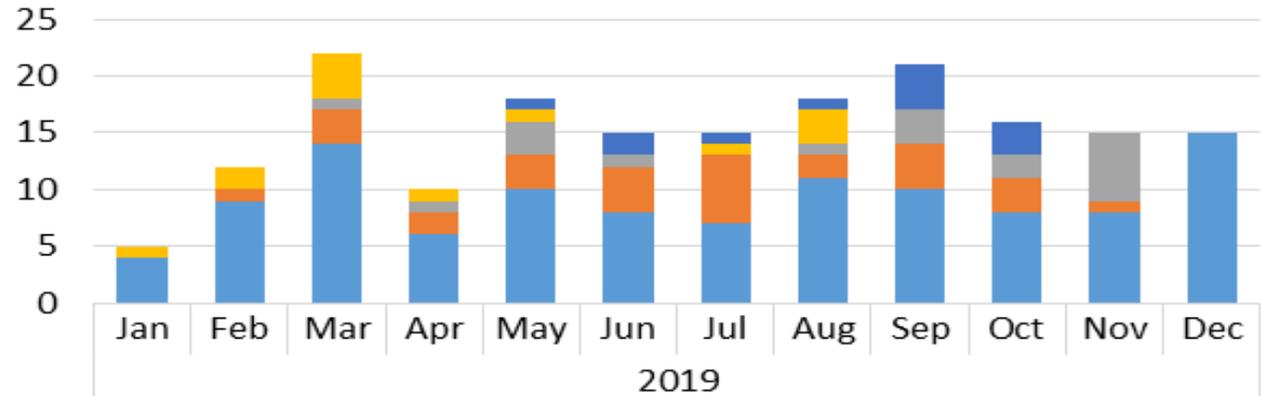
Sheffield Hate Factors Recorded on Crimes Committed in Current Period



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
TRANSGENDER	3	5	2	2	4	3	10	6	7	5	4	5
RELIGION	7	9	6	8	5	9	3	7	6	2	7	2
DISABILITY	3	6	5	2	3	5	15	12	14	17	13	8
SEXUAL ORIENTATION	11	9	14	15	18	9	16	12	18	24	13	13
RACE	47	60	79	52	75	71	82	79	81	72	70	69

Hate Factors Non-Crimes 2019

Sheffield Hate Factors on Non-Crimes Committed in Current Period

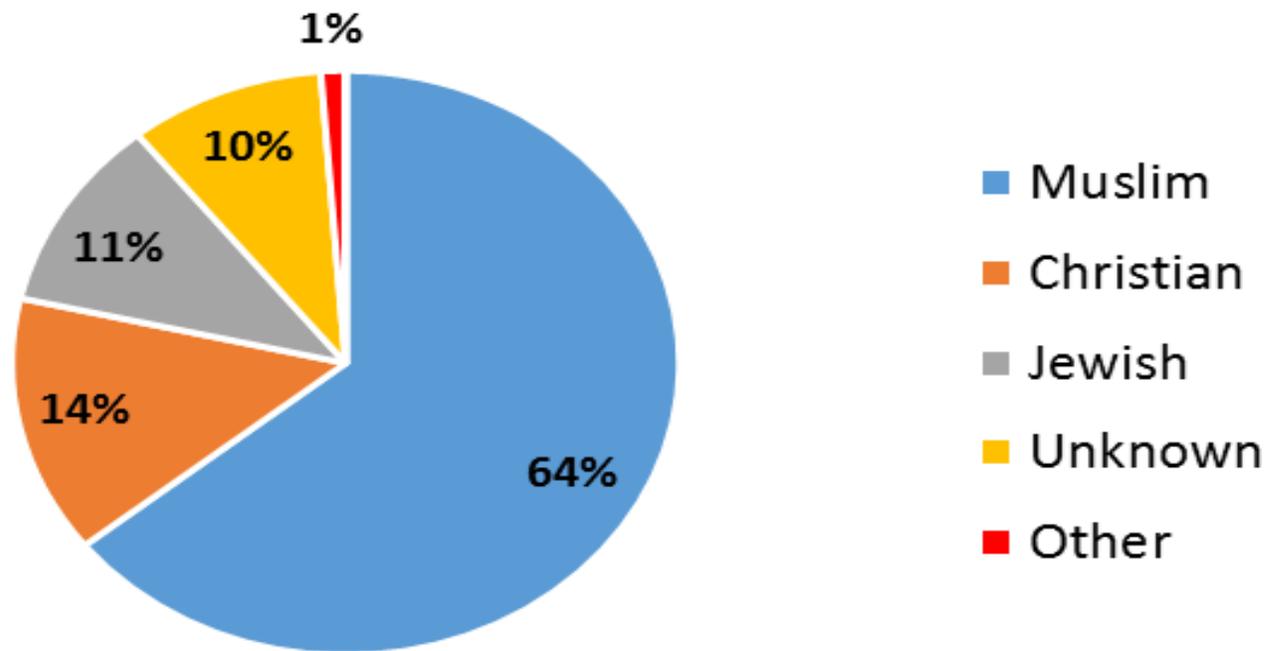


	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
TRANSGENDER	0	0	0	0	1	2	1	1	4	3	0	0
RELIGION	1	2	4	1	1	0	1	3	0	0	0	0
DISABILITY	0	0	1	1	3	1	0	1	3	2	6	0
SEXUAL ORIENTATION	0	1	3	2	3	4	6	2	4	3	1	0
RACE	4	9	14	6	10	8	7	11	10	8	8	15



Perceived Religion Breakdown Percentages 2019

Sheffield Perceived Religion Breakdown in Current Period



The demographics of the victims of hate-aggravated offences, by strand

Demographic	Racial	Disability	Sexual Orientation	Religion	Transgender
Sex	54% Male	49% Male	65% Male	55% Male	71% Female
Ethnicity	40% Unknown, 19% Asian, 16% White - North European, 16% Black	58% White - North European, 38% Unknown	51% White - North European, 43% Unknown	56% Unknown, 21% White - North European, 17% Asian	75% White - North European, 25% Unknown
Average Age	36 years	40 years	31 years	33 years	32 years
Age Range	0-82	9-78	6-74	6-57	12-67



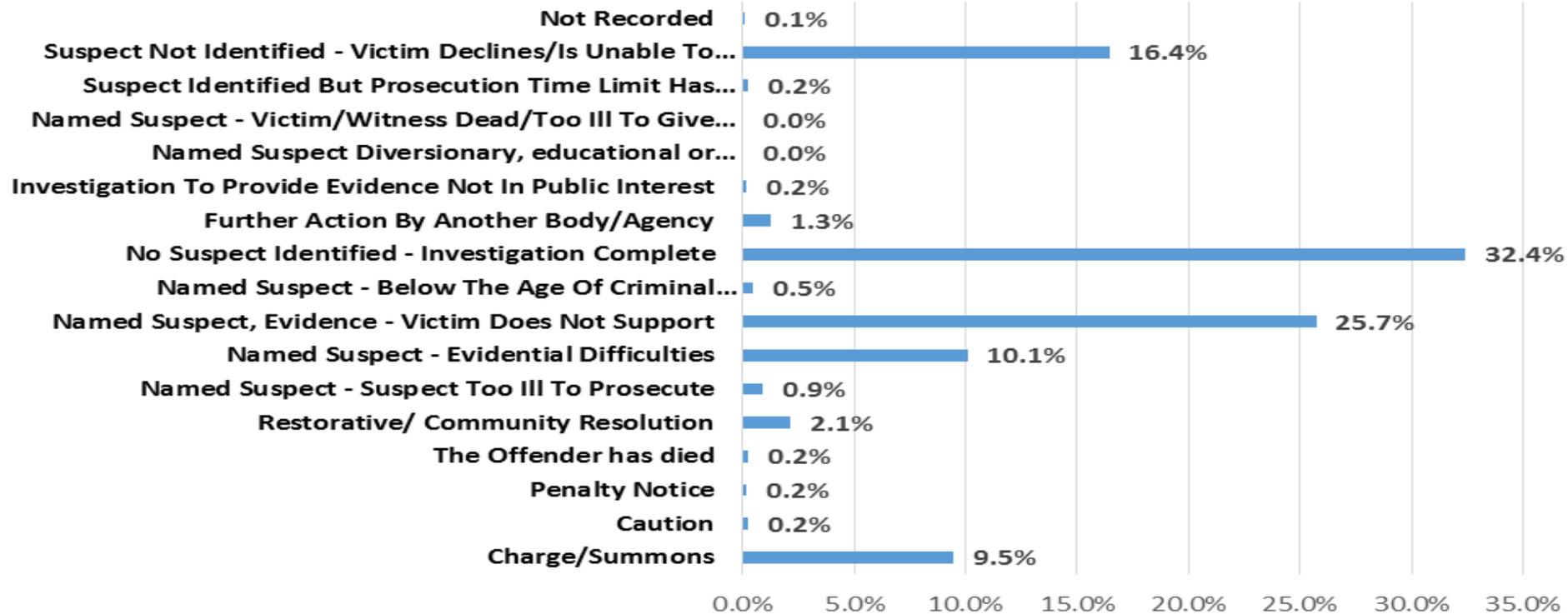
The demographics of the offenders of hate-aggravated offences, by strand.

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Demographic	Racial	Disability	Sexual Orientation	Religion	Transgender
Sex	63% Male	49% Male	68% Male	83% Male	77% Male
Ethnicity	42% White – North European, 41% Unknown, 11% Asian	53% Unknown, 47% White – North European	52% Unknown, 42% White – North European	50% White – North European, 40% Unknown	60% White – North European, 40% Unknown
Average Age	34 years	34 years	29 years	38 years	34 years
Age Range	0-80	10-59	0-81	15-55	15-71

Hate Crime Outcomes 2019

Sheffield Outcomes Recorded on Hate Crimes in Current Period



Reported Hate Crime Yearly Comparison

There were 2602 Hate Crimes and 330 Hate Incidents recorded by South Yorkshire Police during the period Jan 2018 – Dec 18 (total of 2932 during this period overall).

88% (2602) of these were crimes and 12% (330) were recorded non-crimes.

During the same period of Jan 19 – Dec19 recorded Hate Crimes in South Yorkshire was 2727 and 399 Hate Incidents (overall total of 3143).

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These recorded figs show the following:

5% increase in recorded Hate Crimes (142 more recorded)

21% increase in recorded Hate Crime Incidents (69 more reported)

A total increase of 211 incidents in 2019.

This equates to an overall increase of 7%

Where hate was flagged as motivated by religious hatred, the most commonly perceived religion recorded was Muslim. Hate incidents against perceived Christian, Jewish and Other/Unknown religious beliefs were also recorded.

Sheffield City Council

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Stop Hate Data UK 19/20

- Stop Hate UK – Latest Figures 2019/20

During Q2 & of 2019 Stop Hate UK received reports of:

6 Hate Crimes and **15** Non-Crime Hate Incidents.

Out of the 21 reports, **5** referrals were made. 4 of these were to South Yorkshire Police, **1** Housing Association and the other **1** was Victim Support

90% of contact was made via the telephone line, the others via e-mail and the online chat service.

64% of these reports were taken outside of regular, 9-5 office hours. During this period

- South Yorkshire Police

The most common type of hate crime reported to South Yorkshire Police is Racial.

Our Response

- Partnership Work
- Community Safety and Community Cohesion
- Hate Crime Co-ordinator
- Community Co-ordinator
- Prevent



Graffiti



Groups, signs and symbols



Partnership Hate Crime Coordinator Role

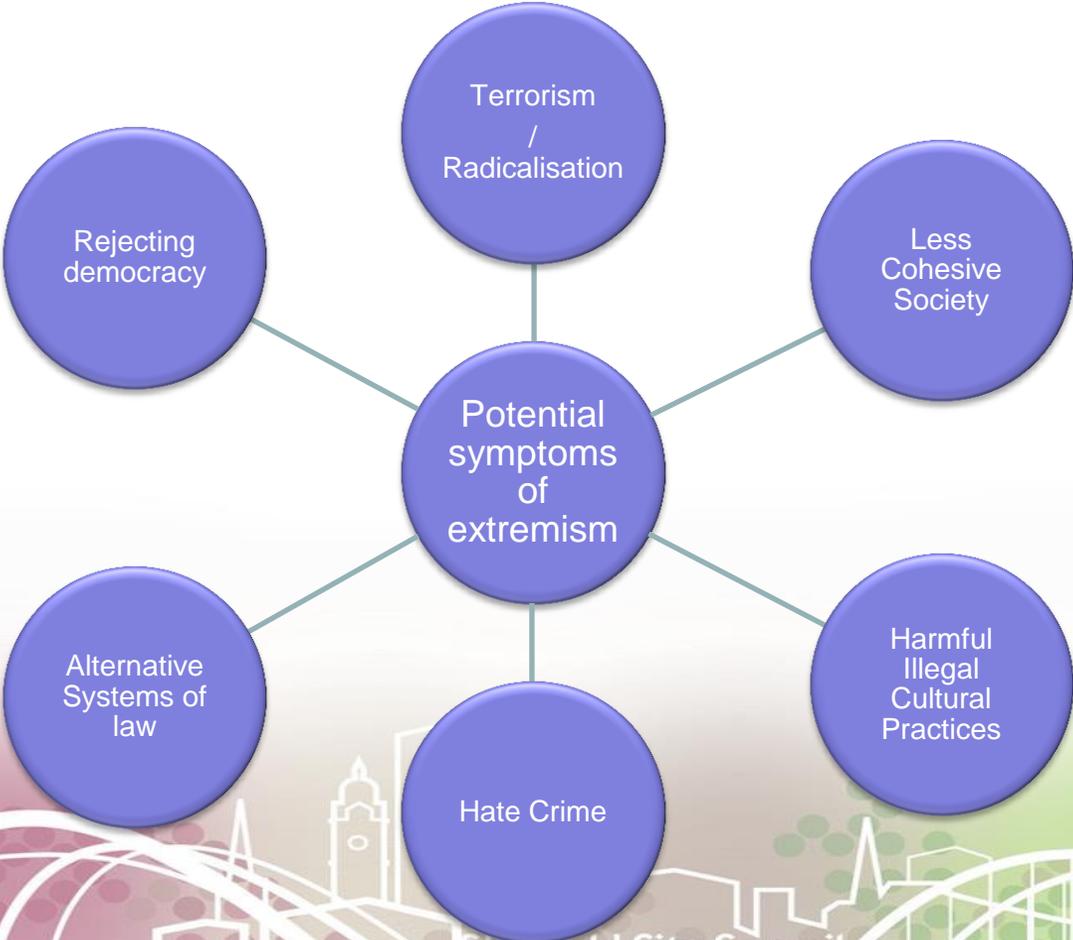
- Raising the awareness of hate crime
 - Overseeing Hate Crime Investigations
 - Making contact with victims – phone calls and letters
- Page 46
- **SYP** – action plan, daily checks of crime recording systems, overseeing hate crime investigations, contacting and visiting victims, staff training
 - **SCC** – daily checks of call recording systems, disclosure, tenant support information, monitoring of hate crime calls, staff training
 - **Work with Voluntary and Community Faith Sector** – staff training, supporting victims
 - **Engagement and Prevention Work** – engagement events, stalls and displays, social media posts, hate crime priority group

Prevent and Counter Extremism

- Multi-agency approach with statutory and community partners. Work together with partners to avoid duplication
- Identifying issues and concerns and responding with early intervention
- Using intelligence to address issues and prevent escalation



Links with Prevent and Extremism



Main Challenge - Under reporting of hate crime

- The majority of hate crime that is reported to SYP is of a Racial nature – 80%.
- Other identified groups such as Disability, Sexual Orientation and Transgender are more widely unreported.
- We know that hate crime in general is massively under reported.
- Why is this
 - A lack of understanding as to what Hate Crime is.
 - Not knowing how to report it.
 - Not having the confidence to contact an authoritative organisation.
 - Lack of trust in the police.
 - Thinking that nothing will get done about it anyway.
 - Fear of further abuse if the offenders are dealt with.

Key Priorities for the next 12 Months

- **Increased reporting of hate crime**
 - Continue to build confidence
 - Sharing reports with partners
 - Third party reporting centres
 - Review work of Stop Hate UK and telephone line
 - Increased front line staff training
 - Shared IT?
- **Increase Victim Support** – visits to repeat victims of hate crime.
- **Hate Crime Priority Group, Community Safety Partnership**



Any Questions ?



Sheffield City Council



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Report to Safer and Stronger Communities Scrutiny & Policy Development Committee Thursday February 13th 2020

Report of: Janet Sharpe, Director of Housing Services

Subject: London / Abbeydale / Chesterfield Road Selective Licensing Update

Author of Report: Peter Ramsay Team Manager, Private Housing Standards

Cabinet gave approval on the 20th June 2018 to designate parts of London / Abbeydale / Chesterfield Road (LAC) for Selective Licensing of private rented properties.

The scheme came into force on the 1st November 2018 and will run for 5 years so will come to an end on the 31st October 2023. There are currently around 420 privately rented properties within the designation area.

Type of item: The report author should tick the appropriate box

Reviewing of existing policy	
Informing the development of new policy	
Statutory consultation	
Performance / budget monitoring report	
Cabinet request for scrutiny	
Full Council request for scrutiny	
Call-in of Cabinet decision	
Briefing paper for the Scrutiny Committee	
Other	X

The Scrutiny Committee is being asked to:

- Consider this update, matters within, comment and/or identify any issues for future monitoring or consideration by this Committee

Background Papers:

Category of Report: OPEN

London / Abbeydale / Chesterfield Road Selective Licensing Update

1. Private Housing Standards Service

There are around 40,000 private rented properties in the city. This is around 19% of the city's housing. The sector has doubled in Sheffield in the last 10 years, and is predicted to reach 25% of all housing by 2025.

The Private Housing Standards service is the regulatory and prosecuting authority as it is the services legal duty to address poor housing conditions in the private rented sector. We currently employ around 30 FTE people in a variety of roles.

2. Project Summary

The Selective Licensing scheme on LAC was approved by Cabinet on the 20th June 2018. The Cabinet Report set out the evidence that shows extensive and wide spread poor property condition in the private rented sector.

Selective Licensing runs for 5 years, this scheme came into force on the 1st November 2018 so will end on the 31 October 2023. Within these 5 years ALL properties will have been inspected, some multiple times, and compliance will be achieved. Where properties do not comply the Private Rented Standards Team will set out the remedial work required and work with the landlords to encourage them to carry out the works. Where compliance is not achieved by working with the landlord we will seek to take enforcement action which can include a financial penalty or prosecution.

The scheme's aim is to ensure that private rented properties within the designation area are safe and well managed.

3. Number of LAC Applications

Overall applications to date: 418 (99%)

The Report to Cabinet in June 2018 which was approved ahead of the implementation of LAC Selective Licensing included an assumption of 650 private rent properties in the designation area (including empties, exemptions, Houses in Multiple Occupation (HMOs) etc.). Based on previous experience, we made clear in the Cabinet Report that around 20% would be exempt (empty properties, HMOs, etc.). That reduced this figure to 520 properties requiring of a Selective Licence.

Officers have now been able to gather more accurate information regarding the tenure of properties within the designation area this and taking into account owner occupied properties, properties empty and / or undergoing renovation works, social rented properties etc we know that currently there are 420 properties that require a selective licence. This new figure is in line with the Cabinet Report's assumption that 20% of private rent properties within the designation would not require a licence.

These numbers will fluctuate throughout the lifetime of the scheme as properties will become empty/let, owner occupied or exempt as per the legislation. Our investigations will allow us to continuously update our database and to monitor the properties in the area to ensure that licences are applied for where required.

We have carried out extensive communications about the start of the licensing scheme and this has resulted in a high number of applications received.

Those landlords that have failed to apply are in breach of the law and investigations into those that have failed to apply are ongoing, with the serving of Civil Penalties already in progress and further detail is in section 9 of this report.

4. Progress to Date (1st November 2018 – 14th January 2020)

Number of inspections carried out:

208 (The first license inspection was carried out 21st February 2019)

No of properties compliant with licence conditions:

141

Number of properties where a serious hazard has been identified:

104

Number of properties where a serious hazard has been removed:

70 (110 serious hazards have been removed across these 70 properties)

5. Landlord Training:

Three Selective Licensing training sessions have now been delivered, run by the Residential Landlord Association (RLA), with 67 attendees. Attending this training or having undertaken similar training which we feel is satisfactory is a licence condition, and not attending the training could result in enforcement action being taken against the licence holder. Sign up has been slow so we will be focusing on working with the RLA to publicise the future training events to ensure all licence holders are fully aware and have the opportunity to attend.

6. Legal Notices Served

C21 Notice – 78 served to date

This is an **informal** letter used when writing to a landlord/manager of a single family dwelling asking them to carry out repairs/improvements. If this is not complied with then a formal notice would be served.

C25 – 6 served to date

This is an **informal** letter which is the same as a C21 but is used when writing to a landlord/manager of a House of Multiple Occupation (HMO) asking them to carry out repairs/improvements.

S16 – 8 served to date

This is a **formal** enforcement notice used to seek information about who is involved in a property e.g. owner, manager, mortgagee. We must establish the correct ownership information to ensure that any future legal notices are served correctly.

S235 – 9 served to date

This is a **formal** enforcement notice used to force people who are involved in a property to provide copies of documents to the local authority. Such as tenancy agreements, rent statements and other documents relating to the property that we may need to see. This could also include safety certificates such as gas safety certificates, emergency lighting, fire alarm systems.

S80 – 3 served to date

This is a **formal** enforcement notice used to resolve cases of statutory nuisance. These notices often relate to cases where properties are causing problems to other properties i.e. water penetration on party walls between properties or to the occupant of a property i.e. mould in a property.

7. Management Breaches

Three management breaches have been identified and all have been resolved. All 3 related to the management of common parts of the building, such as communal lighting in stairwells, loose handrails on communal stairs, trip hazards such as loose fitting carpet / flooring.

8. Referrals

A list of referrals to internal/external partner services:

1 – South Yorkshire Police

1 – Environmental services

1 – Building Control

1 – DWP benefit fraud

9. Enforcement Summary

Number of Financial Penalties Served:

25 Civil Penalty Notices for Failure to Licence have been issued

- So far, 7 have been paid in full, collecting £7,159.50
- A further 7 are currently being repaid through an agreed payment plan
- 1 Civil Penalty Notice was subsequently withdrawn following late submission of evidence by the landlord which supported a claim for exemption from licensing.

Number of Prosecution cases:

None required to date.

Next Steps

To continue to process applications, book and carry out inspections of properties and work with landlords and licence holders to ensure compliance with the licence conditions. Where this can't be achieved then we will take any necessary enforcement action.

In the next two quarters we will be resourcing officers to spend more time proactively investigating failure to licence cases within the licensing area.

Author: Peter Ramsay

Job Title: Team Manager, Private Housing Standards

Contact No: 273 6792

Date: 14/01/2020

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Author/Lead Officer of Report:
Michelle Houston, Service Manager

Tel: 0114 2734680

Report of: Laraine Manley
Report to: Cabinet
Date of Decision: 20 June 2018
Subject: Designating an area of London Road, Abbeydale Road and Chesterfield Road for Selective Licensing of Private rented properties

Is this a Key Decision? If Yes, reason Key Decision:-	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
- Expenditure and/or savings over £500,000		<input type="checkbox"/>		
- Affects 2 or more Wards		<input checked="" type="checkbox"/>		
Which Cabinet Member Portfolio does this relate to? Neighbourhoods and Community Safety				
Which Scrutiny and Policy Development Committee does this relate to? Safer and Stronger Communities				
Has an Equality Impact Assessment (EIA) been undertaken?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
If YES, what EIA reference number has it been given? 279				
Does the report contain confidential or exempt information?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
If YES, give details as to whether the exemption applies to the full report / part of the report and/or appendices and complete below:-				

Purpose of Report:

This report seeks approval to designate an area of London Road, Abbeydale Road and Chesterfield Road for the Selective Licensing of privately rented properties.

The Council has a legal duty to review housing conditions in its area, and take enforcement action where serious housing defects are observed. Selective Licensing is a legal tool that Councils may use where there are significant problems with private rented housing.

The Council acknowledges that the majority of landlords in Sheffield are professional, providing accommodation that is well managed and safe.

However, in the past 3 years we have been working intensively in the London Road, Abbeydale Road and Chesterfield Road areas as a result of increased complaints and referrals. Common issues were observed at a number of properties which suggested that a significant number of properties had poor conditions, and that it wasn't simply on an individual property basis.

Because of this, we developed a programme of pro-active inspections over a two year period. This confirmed our concerns as we found significant and serious problems with the condition and management of the private rented properties. (See photographs on pages 36-44)

Furthermore, although we tried to build relationships with landlords and agents to encourage them to improve their properties voluntarily, we found great resistance which resulted in us having to pursue legal interventions. Where issues are widespread like this, the law allows councils to introduce a discretionary licensing scheme as long as they meet certain criteria.

Following this programme of activity we are more than satisfied that we meet the legal criteria of 'Poor Housing Conditions', and therefore sought approval through a report to the Cabinet Member for Neighbourhoods and Community Safety (see background papers), to carry out the statutory consultation exercise required for a designation.

This took place between November 2017 and February 2018, where we inspected further properties – some as a result of landlords and agents volunteering them throughout the consultation period.

We have determined that a scheme is the most effective tool to address the significant housing condition problems in the area.

However, as a result of the consultation process, information gathering and further visits, we have made some amendments to the original proposed scheme. A map and photographs and **Appendix 1** provide details of this, and a full address list can be found in section 1.11 of this report.

During the public events we experienced aggressive and potentially violent behaviour from groups of landlords. This was witnessed by many people in the meetings, and was reported on in the press and social media. They demonstrated through their behaviour that they did not understand the legal responsibilities associated with being a landlord - and that their management and maintenance of properties is likely to be lower than the legal requirements. Their behaviour also suggested there may be underlying issues with their properties or business activities that would come to light with such an intense programme of inspection and the relevant information requirements.

Selective licensing is being proposed as it increases landlords' accountability for the management of their properties and tenants. The Council considers that it will be the most effective way to improve badly managed and poorly maintained properties along the proposed area of London Road, Abbeydale Road and Chesterfield Road.

The report explains the reasons why Selective Licensing is being recommended, and the steps the Council would need to take for its introduction.

Recommendations:

It is recommended that;

- a) The Council approves the revised designation of the area referred to in this report and defined on the map set out in **Appendix 1**, and the schedule of properties set out at section 1.11 of this report as being subject to Selective Licensing, to come into force on 1st November 2018¹ and unless revoked beforehand, to remain in force for a period of five years from that date.
- b) The Council approves the Selective Licensing Scheme detailed in this report, including the Scheme Licensing Fees set out in **Appendix 6** and the Proposed Licence Conditions set out in **Appendix 5**.
- c) The Director of Housing and Neighbourhood Services be authorised to amend the Scheme Licensing Fees and the Proposed Licence Conditions as necessary for the successful administration of the scheme throughout the five year licensing period.

Background Papers:

Individual Cabinet Members Decision of 20th November 2017 (Cabinet Member for Housing and Community Safety)

Lead Officer to complete:-	
1	I have consulted the relevant departments in respect of any relevant implications indicated on the Statutory and Council Policy Checklist, and comments have been incorporated / additional forms completed / EIA completed, where required.
	Finance: Karen Jones
	Legal: David Hollis Equalities: Louise Nunn
<i>Legal, financial/commercial and equalities implications must be included within the report and the name of the officer consulted must be included above.</i>	
2	EMT member who approved submission: Laraine Manley
3	Cabinet Member consulted: Cllr Jayne Dunn (former) and Cllr Jim Steinke (current)
4	I confirm that all necessary approval has been obtained in respect of the implications indicated on the Statutory and Council Policy Checklist and that the report has been approved for submission to the Decision Maker by the EMT member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.

¹ Date subject to change dependent on operations

Lead Officer Name: <i>Michelle Houston</i>	Job Title: <i>Service Manager, Private Housing Standards</i>
Date: 30 May 2018	

1. THE PROPOSAL

- 1.1. This report proposes that an area of London Road, Abbeydale Road and Chesterfield Road is designated for Selective Licensing of the privately rented residential properties.
- 1.2. Selective Licensing is a discretionary power, introduced in the Housing Act 2004. It imposes a legal requirement for all residential landlords in a designated area to apply for a licence for each residential property they rent out in that area. More information about Selective Licensing can be found at **Appendix 4**
- 1.3. The Council are able to impose conditions to the licence that will improve property and management standards. In addition, there are a number of mandatory conditions, that under the 2004 Act we are required to include in the licence. The proposed licence conditions are set out in **Appendix 5**.
- 1.4. The proposal is being made because we are satisfied that a significant number of private rented properties have poor housing conditions and have poor management practices in the area, and that Selective Licensing would contribute to the improvement in housing conditions.
- 1.5. The Council has a statutory duty to regulate the private rented sector. There are around 40,000 private rented properties in Sheffield. This has doubled in the past 10 years and is expected to continue growing. The expansion means that the private rented sector is now about the same size as our own council housing stock. It is essential that where we are aware of poor housing conditions, we develop plans to address them.
- 1.6. On a day to day basis, we are able to visit individual properties where we are made aware of poor conditions or bad management practices. We can inspect and take any enforcement action necessary. However, where we see significant numbers of problems in an area, we would not have the resources to carry out a comprehensive and targeted programme to ensure that all properties improve.
- 1.7. The law provides for this situation by allowing Councils to designate an area for licensing. Councils may charge a licence fee which would finance the administration of the scheme. It enables us to seek information from every landlord/agent, set minimum standards, inspect and enforce.
- 1.8. We are satisfied that making a Selective Licensing designation in respect of the area, when combined with other measures taken and any licensing conditions that may be imposed, will contribute to an improvement in housing conditions in that neighbourhood. The Objectives and performance indicators we will monitor are included at **Appendix 3**
- 1.9. The designation originally proposed during the consultation period has been reduced as a result of the consultation as well as further work and inspections in the area. The maps of the original area and the new area can be seen at **Appendix 1** along with photographs of the new boundaries.
- 1.10. The proposal has also been amended as a result of consultation views and feedback. The amended proposal is therefore that;

- the designation area has been reduced from 1040 private rented properties to 668 private rented properties, a reduction of a third
- the licence fee has been divided into a 2-stage payment
- the licence conditions/standards have been restricted to legal minimum standards to ensure that landlords are not asked to invest over and above legal requirements
- a programme of monitoring has been included to ensure we can be very open and transparent about the improvement of conditions and management as a result of licensing

1.11. The proposed **revised** designation is listed as the following addresses;

2. Abbeydale Road	
Abbeydale Road	1 to 781 (odds) 2 to 666 (evens)
Side roads – odd numbers side:	
Fieldhead Road	62 & 64
Wolseley Road	115 & 117
Langdale Road	6
Woodseats Road	1, 3 & 5
Side roads – even numbers side:	
South View Road	224 & 226
Stead Road	156 & 165
Frederick Road	4
Machon Bank	150
Glen Road	79 & 94
Glen Road	Abbeydale Primary School
Gatefield Road	2 & 4
Carter Knowle Road	1 & 2

London Road	
London Road (including London Road 'South')	101 to 661 (odds) 42 to 524 (evens)
Side roads – odd numbers side:	
John Street	3
Randall Place	2
Alderson Road	3 to 9 (odd no.)
Woodhead Road	1
St Barnabas Road	20
Holland Place	11
Queens Road	586 & 647 to 655 (odd no.)
Oak Street	Heeley Arches
Artisan View	2 to 22 (even no.)
Thirwell Road	5 to 11 (odd no.)

Side roads – even numbers side:	
Cecil Square	2
Sharrow Lane	6, 8
Witney Street	1
Fieldhead Road	1 to 9 (odd no.)
Broadfield Road	1

Chesterfield Road	
Chesterfield Road	13 to 123 (odds) 30 (evens)
Side roads – odd numbers side:	
Albert Road	Crown Inn
Whiting Street	31
Valley Road	Arthington Flats
Valley Road	2
Meersbrook Park Road	2
Side roads – even numbers side:	
Little London Road	2, 4 & 6
Windsor Road	2

2. BACKGROUND INFORMATION

- 2.1. The matter was originally brought to our attention through complaints and referrals a number of years ago, about the housing and management standards.
- 2.2. Upon inspection of the individual properties, concerns grew as there appeared to be common and inherent problems with layout, hazards and lack of proper management by the landlords.
- 2.3. We identified significantly poor conditions. As a result, we commenced a programme of pro-active inspections to identify whether there were problems in many of the properties, or whether it was just a small number of individual properties that needed intervention.
- 2.4. Officers also found properties that had been illegally converted, did not meet basic repair standards and where the ownership and leases were complex – resulting in tenants not knowing who to contact for repairs and other problems.
- 2.5. The conditions were generally very poor, indicative of long term neglect and years of under-investment from owners. With high numbers of private rented properties, poor conditions and low co-operation from landlords, it was clearly an area where a specific scheme of regulation was necessary.
- 2.6. Having carried out the review and collating the inspection results, we found that there are serious issues of disrepair, dangerous living conditions and poor management in properties along London Road, Abbeydale Road and Chesterfield Road. Of particular concern are the conditions being identified in the flats above shops. We concluded that it is appropriate for a significant number of properties in this area to be inspected, with a view of determining whether there are Category 1

or 2 hazards present. The inspections will enable the Council to decide the appropriate enforcement action to improve housing conditions.

2.7. It was further concluded that making a selective licensing designation in respect of the area, when combined with other measures taken in the area and any licensing conditions that may be imposed, will contribute to an improvement in general housing conditions in the area.

Satisfying the Government Criteria

2.8. Where a scheme would cover more than 20% of the city's geographical area, or would affect more than 20% of privately rented homes, the Council would have to seek approval from the Secretary of State.² The proposed scheme is only 668 properties out of a total of around 40,000 private rented properties in the city. It is therefore a very small percentage of the geographical area and whole city, so we are not required to seek approval from the Secretary of State.

2.9. Before a local authority may designate an area for selective licensing it must satisfy at least one or more of the six statutory conditions under the Housing Act 2004. The relevant statutory criteria we are basing this proposal on is **Poor Property Conditions**.

2.10. The Government guidance³ states;

“Local housing authorities can address poor property conditions through their powers in Part 1 of the Act⁴....a local housing authority should not use its Part 3 powers (Selective Licensing) where it is appropriate to tackle small numbers of properties which are in disrepair directly and immediately under Part 1.

“There may, however, be circumstances in which a significant number of properties in the private rented sector are in poor condition and are adversely affecting the character of the area and/ or the health and safety of their occupants. In that case, as part of wider strategy to tackle housing conditions, the local housing authority may consider it appropriate to make a Selective Licensing scheme so that it can prioritise enforcement action...”

2.11. Under this condition the local authority is required to have carried out a review of housing conditions and consider that making a Selective licensing designation will improve conditions by removing hazards through the licensing and inspection programme.

2.12. The Council carried out a review of housing in the city in 2015. The Building Research Establishment House Condition Survey indicated that 28% of properties in the private rented sector have at least one serious hazard. Our programme of inspections indicated there was a significantly higher instance of serious hazards in this area than the survey stated.

2.13. It was difficult or impossible to gain access to some properties where officers had strong suspicions that hazards existed.

² This includes any other Selective Licensing schemes in the city

³ DCLG Guidance for Local Authorities March 2015

⁴ These are the powers to address hazards through the Housing Health and Safety Rating system

- 2.14. In public meetings landlords exclaimed that their properties were good and that we should go and look at them. Yet when we asked for contact details to follow them up, most either refused or gave us false information. A small minority of landlords did allow us access. The properties were generally attractive and well managed. However, we did identify some hazards that the landlords weren't aware of.
- 2.15. The survey, as well as the inspection programme carried out over the past few years is far over and above the requirements to meet the poor property conditions criteria.
- 2.16. Before a local authority may consider designating a selective licensing area it is required to take reasonable steps to consult with people likely to be affected by the designation and consider their representations.
- 2.17. We have carried out a comprehensive consultation process on the proposals with residents, landlords and other stakeholders. The approval to consult was the subject of report to the Cabinet Member for Neighbourhoods and Community Safety, dated 20th November 2017. The results of this consultation can be found in section 3 of this report and a summary at **Appendix 7**. The full consultation report will be published at the same time as the Cabinet Report.
- 2.18. The evidence is detailed in a report at **Appendix 2**. We have visited a total of 150 properties and a large number required a full risk assessment inspection. There is no legal requirement to have inspected a specified number of properties.
- 2.19. In summary we found the number of properties that contained high risk hazards was extremely high with over 70% of all properties inspected needing some level of remedial action to address high risk Category 1 and Category 2 type hazards in the home.
- 2.20. In over 60% of cases follow up inspections revealed landlords had failed to improve their properties voluntarily, requiring enforcement action and the threat of legal action to secure property improvements.
- 2.21. Conditions found in over 20% of properties inspected were so dangerous that legal action had to commence straight away.
- 2.22. We have seen a small minority of properties where the condition and management is very good. However, we are more than satisfied that the information gathered over the last few years provides a clear and concerning picture about a significant number of the properties in this area. A fuller account of the evidence can be seen at **Appendix 2**

3. HOW DOES THIS DECISION CONTRIBUTE?

- 3.1. Sheffield City Council's vision is for housing to be at the heart of high quality, safe and distinctive places to live, enabling Sheffield's communities to thrive and be successful.
- 3.2. London Road, Abbeydale Road and Chesterfield Road have been identified as key areas where investment is required to bring economic and social stability to the area. Shop frontage schemes as well as community safety initiatives have already taken place or are ongoing in this area.
- 3.3. The proposed Selective Licensing scheme is primarily aimed at improving standards within the private rented sector. The Council believes that the positive impacts of the selective licensing proposal would contribute to the wider objectives of the Corporate Plan, and outcomes in the following way;

3.4. Economic Success of the City

Sheffield Council and its partners are ambitious for economic growth and to build on the success of making Sheffield an attractive place to start a business.

It is hoped that the Selective Licensing designation, either by landlords co-operating with us, or by enforcement action, will bring about an investment in housing in the area which will support and compliment the city's ambition to be a growing city economically. Improving the condition and safety of homes is vital to the overall attractiveness of the area and is a key component to why people choose to live and work in the area.

3.5. Thriving Neighbourhoods and Communities

Investment and support to improve housing will help increase the confidence in the area and encourage empty properties to be brought back into use.

3.6. Better Health and Wellbeing

Addressing hazards in the home, poor property conditions and management practices in privately rented accommodation will help create safer home environments contributing to an overall improvement in physical, mental and emotional health and wellbeing.

3.7. Tackling inequalities

By tackling private rented accommodation where landlords let high risk dangerous properties, it will improve the living conditions of residents who live in substandard accommodation, improving the safety and wellbeing for some of the most vulnerable occupiers.

3.8. Links to empty homes

Like most major cities, we have a shortage of suitable housing and must look at all ways of increasing our housing supply. Empty homes are a waste. They can become neglected, an eye sore and hazardous. They can also attract crime and anti-social behaviour as people see they are empty. We have experts knowledgeable in the legislation we can use to target problematic empty homes to bring them back into use.

Part of the Selective Licensing programme would be to identify all the properties that are currently empty and work with the owners. We know this part of the city is a popular place to live because of its proximity to the city centre as well as the wealth of shops and restaurants in the area.

Our Council Tax records show that around 40 privately owned empty properties within the proposed Selective Licensing area are empty. This is of course only a snapshot of a certain point in time, but it is a useful figure to use as a base line. Selective Licensing will help identify the owners of these properties, enabling resources to be targeted effectively in encouraging these properties to be brought back into use. Where brought back into use for private renting, selective licensing will support ongoing partnerships with landlords to meet minimum property standards and adhere to good management standards.

Where empty properties are found to be having a negative impact on the community, due to issues such as fly tipping and vandalism, swift action will be taken with the owners to ensure these properties do not become a blight on the area.

3.9. Links to homelessness prevention

Sheffield's Homelessness Prevention Strategy 2017-2022 aims to minimise homelessness in Sheffield by focusing on early prevention to help people keep their home or move in a planned way to a new settled home.

Access to good quality private rented accommodation is key to preventing homelessness and ensuring suitable accommodation for the many households who cannot access social housing or afford to buy.

The Council is committed to working with landlords in the private rented sector to provide a greater supply of good quality, safe and well managed homes, in particular for people who are homeless or at risk of losing their home.

Selective licensing will help ensure access to an increased supply of private rented housing which meets expected standards of repair and good management. This should help to reduce the incidence of unplanned moves or homelessness in the area.

3.10. Links to wider neighbourhood issues

Selective Licensing is not a tool for addressing neighbourhood issues of anti-social behavior. However, where there is nuisance and anti-social behaviour arising and it is linked to privately rented accommodation, Selective Licensing will assist in its reduction by clarifying minimum standards of property management and tenant and landlord responsibilities.

A condition of the proposed licence is that landlords will have to take all reasonable steps to manage incidences of anti-social behavior arising from their properties. In doing so, landlords will be required to work with the Council and partners to manage tenancies more effectively. We will also take a strict approach to litter and fly tipping linked to private rented properties as this can become a major blight in an area.

4. HAS THERE BEEN ANY CONSULTATION?

- 4.1. Where a local authority is considering designating a selective licensing area, it is required to consult. The government recommends the consultation period should be at least 10 weeks and must include all people that are likely to be affected by the scheme.
- 4.2. In order to respond to the concerns we identified in property condition, the Cabinet Member for Neighbourhoods and Community Safety approved a report on the 20th November 2017 which gave approval for a 13 week consultation programme to take place.
- 4.3. Consultation took place between Monday 27 November 2017 and Friday 23 February 2018.
- 4.4. A consultation report has been produced which sets out the feedback and responses gathered for this proposal. A summary of this report can be found at **Appendix 7** and the full report will be published on the Council website at the same time as the Cabinet Report.
- 4.5. The report sets out who we consulted with and the various methods we used to gather feedback.
- 4.6. The consultation found that overall, stakeholders within the proposed designation area and wider area agree with the purpose, benefit and area proposed for Selective Licensing. As expected, landlords are generally opposed to the scheme whilst tenants are in favour.
- 4.7. A main concern related to the licence fee, not only the amount but also the suggestion that the full fee would be required upon application. The licence fees will pay for the administration of the scheme, but we noted these concerns amongst others and Section 7 and **Appendix 6** of this report set out the amended proposal to make fees payable in 2 stages.
- 4.8. In direct response to the views and findings throughout the consultation period, the proposed designation has been reduced by around a third, from 1040 properties to 668, a reduction of around a third.
- 4.9. A map showing this new designation is attached as **Appendix 1** and a list of property addresses can be found in section 1.11 of this report.

5. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION

5.1. Equality of Opportunity Implications

- 5.2. In carrying out any of its functions, the Council needs to be mindful of the Public Sector Equality Duty ('PSED') contained in Section 149 of the Equality Act 2010. Amongst other things this duty requires the Council to have due regard to the need to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it. The relevant protected characteristics are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- 5.3. An Equalities Impact Assessment for this proposal has been completed.

6. Financial and Commercial Implications

- 6.1. There are financial implications for the Council and for the landlords in the proposed area.
- 6.2. The legislation provides for the cost of running the scheme being recovered through licensing fees, payable by the landlords.
- 6.3. Councils must not make any profit from schemes, and all fees received must be allocated to the running of the scheme.
- 6.4. All running costs and fee calculations are estimated because no-one can know at any one time exactly how many properties would be eligible to apply. People leave their homes and move into new ones every day. They buy and sell; they become empty and become let. The finances in this report are therefore based on various assumptions gathered from our previous experience of licensing schemes but will be variable and constantly monitored throughout the 5 year licensing period.
- 6.5. Landlords will be required to apply and pay licence fees for every property they let out in the designated area. The fee lasts for the whole of the 5 year period.
- 6.6. It is proposed that the fees will be payable in two stages/instalments, and are levied at various levels depending on a risk assessment at application stage. The fees vary from £750 up to £1,500. There are also additional penalties for non-compliant landlords.
- 6.7. **Appendix 6** is an assessment of the costs for administering the scheme and sets out the proposed licence fees.

7. Legal Implications

- 7.1. The Housing Act 2004 provides that for a local authority to designate an area for Selective Licensing it must be satisfied that at least one of six general conditions are met. The condition the Council relies upon in respect of these proposals is housing conditions.
- 7.2. To satisfy this condition the Council, having carried out a review of housing conditions under section 3(1) of the Housing Act 2004, needs to consider that it would be appropriate for a significant number of the properties in the private rented sector to be inspected, with a view to determining whether any category 1 or category 2 hazards exist on the premises. Further that the Council intends to carry out these inspections with a view to carrying out any necessary enforcement action. Also that making the designation will, when combined with other measures taken in the area by the Council, or by other persons together with the Council, including any licence conditions imposed, contribute to an improvement in general housing conditions in the area. The intention of this report is to demonstrate that in respect of the designated area, this condition is met.
- 7.3. In addition, the Act requires under this ground that the Council is satisfied the proposed designated area contains a high proportion of properties in the private rented sector, in relation to the total number of properties in the area and that these properties are occupied either under assured tenancies or licences to occupy. The

intention of this report is to demonstrate that in respect of the designated area, these conditions are met.

- 7.4. The Act further provides that the proposed Selective Licensing scheme needs to be consistent with the Council's housing strategy. The Council must also seek to adopt a coordinated approach in connection with dealing with homelessness, empty properties and anti-social behaviour, as regards combining licensing with other courses of action or measures taken by the Council and external organisations. The Council must also not implement a selective licensing scheme unless they consider other courses of action available to them that might provide effective methods of achieving the scheme's objectives and the Council considers that the scheme will significantly assist in achieving those objectives. The Council considers that in respect of the designated area, as demonstrated in this report. The intention of this report is to demonstrate that these additional statutory requirements are met.
- 7.5. Where the conditions set out above are satisfied, the Council is empowered to designate the designated area as being subject to selective licensing.
- 7.6. The Act provides that private sector let properties falling within the designated area for a Selective Licensing scheme are required to be licensed. The relevant local authority is required to consider applications, deciding whether to approve and issue a license or to refuse to issue a license. The authority must impose some statutory licence conditions. In addition, the authority may impose other conditions relating to the management of the property. Further the authority must consider whether the proposed license holder is a fit and proper person to hold a license and whether the proposed management arrangements are satisfactory. Also the authority may charge a licence fee reflecting the administration costs of the scheme. The Council is therefore empowered to exercise these functions in the implementation and administration of the Selective Licensing scheme detailed in this report.
- 7.7. The maximum period that an area may be designated as subject to selective licensing is five years. The Council intends that the selective licensing scheme detailed in this report shall run for five years. However the Council shall keep the Scheme under review and if it considers it appropriate to revoke the Scheme; it may do so at any time.
- 7.8. The Act provides that before making a selective licensing designation a local housing authority must take reasonable steps to consult persons who are likely to be affected by the designation and consider any representations made as part of the consultation. The intention of this report is to demonstrate that the consultation process, and the regard had by it to the consultation responses when deciding the proposals, has complied with this requirement.
- 7.9. The Act requires that a selective licensing scheme cannot come into force unless it is confirmed by Secretary of State or a general approval has been issued. In 2015, the Secretary of State for Communities and Local Government issued a general approval giving all local housing authorities in England approval to designate an area as being subject to selective licensing. The general approval is subject to a number of conditions being satisfied. It is a condition that the local authority undertakes a consultation process of no less than 10 weeks. Further, that the designation, either by itself, or in combination with other selective licensing

designations made by the Council, does not cover more than 20% of the geographical area of the authority. In addition, that the designation, either by itself, or in combination with other selective licensing designations made by the Council, does not affect more than 20% of the private rented homes in the authority, based on figures from the census data. The intention of this report is to demonstrate that the Council has complied with these conditions.

8. Other Implications

8.1. Additional staff would need to be recruited to administer the scheme. The licence fees will pay for staff to process the applications, distribute licences and inspect and monitor the scheme. It is essential that staff are recruited as soon as a decision is made to ensure the lengthy process of preparation begins immediately. It is proposed that staff are recruited initially from the existing team to ensure they already have skills and knowledge of the legislative process. Any vacancies arising would be filled using the usual Recruitment and Selection policies of the Council.

Operational delivery and monitoring

8.2. We will be monitoring the performance and outcomes of the scheme to ensure we achieve what we set out to do. For the scheme to be successful it must have physical presence and activity in the area, and should not be simply an administrative exercise.

8.3. Every property would be subject to a thorough inspection to ensure compliance to the licensing standards/conditions and expected levels of management. Further inspections would be carried out where necessary and to ensure ongoing compliance.

8.4. Our preference is to work co-operatively with landlords. We will always provide advice and assistance. But any landlord not willing to improve their property and/or their practices will be subject to robust enforcement action and may have their licence refused or revoked.

8.5. All claims of exemption will be thoroughly investigated and where applications have not been received they will be subject to strict chase ups and legal action.

8.6. Officers will take a zero tolerance approach where unlicensed properties or breaches of conditions are found and non-compliant landlords would be rigorously pursued and have their properties inspected.

8.7. Before issuing a licence, the Council has to be satisfied that the licence holder, manager and other relevant people are "Fit and Proper". In deciding this, the council needs to assess a number of factors including certain criminal convictions and any contravention of housing and tenant law. In other licensing schemes run by the Council, where this is a requirement, it has been effective in ensuring that landlords and agents who are not Fit and Proper, are refused a licence.

8.8. Ultimately, people who are considered not Fit and Proper are not able to operate in that area or any other where licences are required. Those who are in breach of their legal obligations must improve or face legal action. The Government has

recently introduced Banning Orders and the Rogue Landlord register which we are committed to fully utilising where appropriate.

8.9. It is a criminal offence for landlords to let properties without a licence or to breach a licence condition. This would result in them being liable to prosecution and/or financial penalty. In addition where there is a breach of a licensing condition, the licence may be revoked.

8.10. The Council will establish and maintain a register available for public inspection relating to all properties where selective licences are in force. This will include details where temporary exemption notices apply and all properties where management orders are in place.

8.11. We will continue to work closely with other public service partners and agencies to jointly tackle privately rented properties where illegal practice and/or criminal activities may be taking place.

8.12. We will also work in partnership with South Yorkshire Fire Service and Health service partners as well as the voluntary sector to provide a package of support for private tenants to improve their safety and wellbeing.

8.13. Our objectives are to ensure that:-

- Private rented tenants are safer in their homes
- Private rented properties become better managed
- All landlords and agents operating in the area are Fit and Proper
- Bad landlords have been penalised for failure to comply or breaches
- Tenants, especially vulnerable tenants are protected from dangerous housing conditions and from irresponsible landlords
- Landlords are supported to operate in a professional businesslike way
- We have contributed to housing growth and investment

These objectives will be monitored through performance indicators, attached as **Appendix 3**.

9. ALTERNATIVE OPTIONS CONSIDERED

9.1. Prior to making a designation to introduce selective licensing the Council are required to consider other courses of action alongside selective licensing to determine whether there are alternatives that would be as effective in achieving the same objectives.

9.2. As an alternative to introducing a selective licensing scheme the following approaches have been considered. Discussion about these options took place as part of our consultation during drop in and evening consultation events.

Continue with reactive enforcement

9.3. We could continue with the current regulatory approach and respond to complaints received on an individual basis. This approach would have extremely limited impact on addressing poor property conditions as it would be sporadic based on

complaints rather than a planned programme of inspecting each property. This option relies on tenants reporting issues and does not address poor standards in a strategic way.

- 9.4. On analysis of the complaints received from tenants, a fifth became unresponsive or were unwilling for officers to pursue their complaint. We are aware that in some cases this is due to tenants being in fear of harassment and retaliatory eviction. We also know that many tenants living in properties where serious conditions were found were unaware they could report issues to the Council.

- 9.5. Continuing as we are is likely to leave a significant proportion of privately rented tenants living in substandard conditions which are harmful to their safety, health and wellbeing.
- 9.6. Our current reactive approach does not focus on developing effective partnerships with landlords, the voluntary sector and other services. The investment in 'on the ground support' as a result of selective licensing will help us take a more proactive approach and increase engagement with people living and working in the area.

Targeted proactive enforcement

- 9.7. Over the last two years resources have been focussed on targeting problematic properties in the area. Due to the complexity and severity of issues found, dealing with poor property standards on a case by case basis has been slow and more resource intensive than expected. Many landlords have been reluctant to act on any advice from officers and have only carried out works at the point of legal intervention. Whilst enforcement powers under Part 1 of the Housing Act 2004 are effective in dealing with hazards within an individual property it does not address poor standards of management in all properties. Neither does it assess the Fit and Proper status of landlords and agents, and as such does not offer a wider strategic approach to improving standards in an area where there are significant problems.
- 9.8. In Sheffield targeted enforcement is not sustainable, and cannot have enough of an effect on the number of poor properties. Additional tools are required to bring about change.

Voluntary Compliance

- 9.9. This requires voluntary engagement from landlords to improve property standards and management practices across the sector. We offered this as an alternative in Page Hall in 2015 at the request of landlords. We were disappointed but not surprised that there were only a handful of landlords that signed up to this.
- 9.10. For a number of years, our officers have found that despite providing full schedules of work to make the properties safe, landlords did not carry this out until the point of legal intervention. This shows that we cannot rely on voluntary compliance.
- 9.11. It is nationally recognised that voluntary schemes have limitations when trying to tackle non-compliant landlords and tend to attract only those landlords who are already motivated and provide a good service.
- 9.12. With limited sanctions, voluntary registration would fail to tackle the worst accommodation standards and would not tackle landlords who deliberately avoid their responsibilities.
- 9.13. We do not support voluntary registration as it relies on landlord self-declarations. These are known to be proven as inaccurate and could therefore damage the reputation of the Council certifying them. Take up is variable and with no enforcement powers or compulsion for landlords to join, we feel it is necessary to impose legal requirements on landlords due to the significance of the problems.

10. REASONS FOR RECOMMENDATIONS

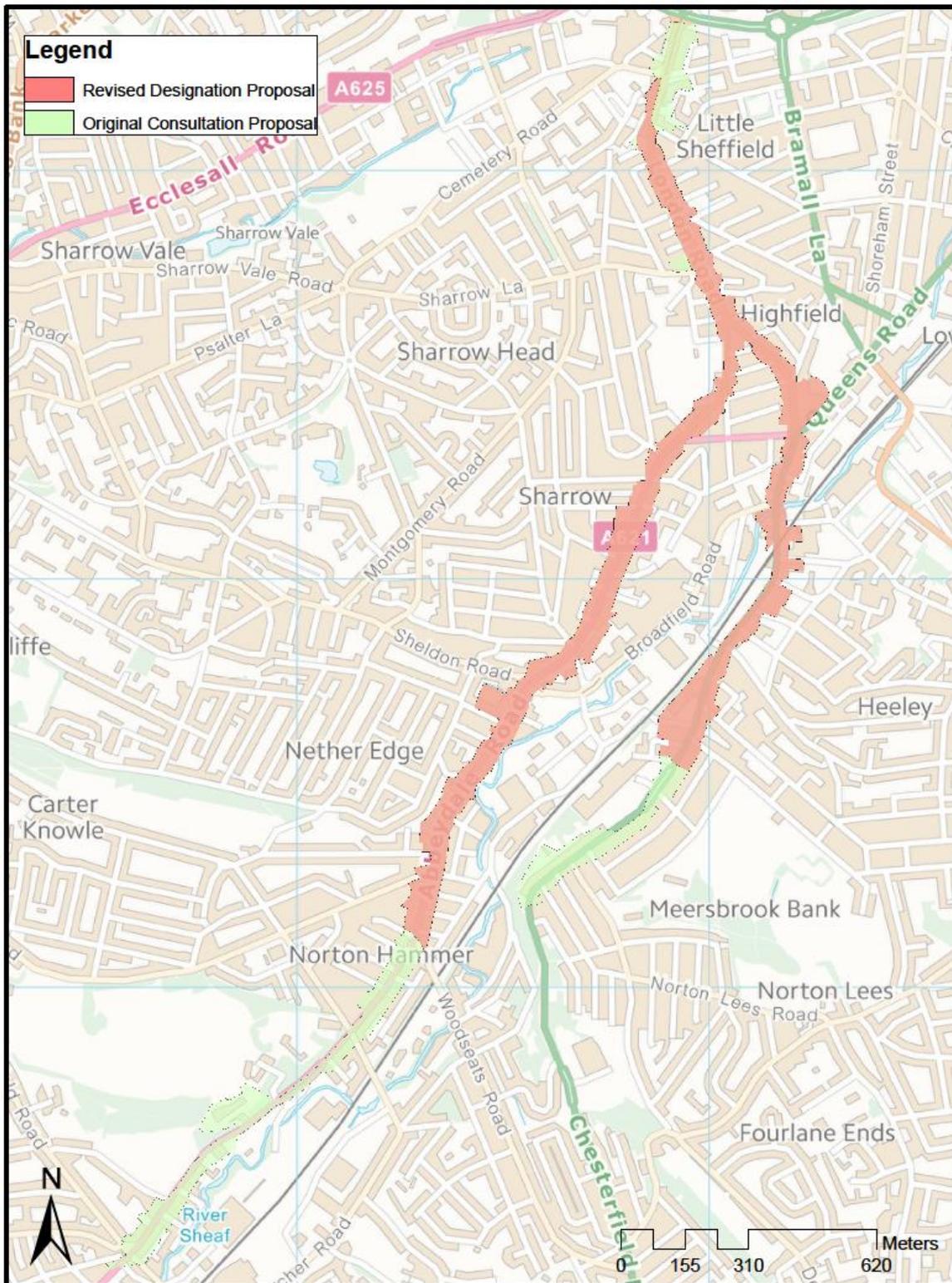
- 10.1. The Council has a statutory duty to address hazards in private rented properties. This is carried out on a day to day basis, usually with individual properties and landlords. Where Councils identify more widespread issues in an area, the law allows them to introduce discretionary licensing schemes.
- 10.2. Selective licensing is being proposed because the problems uncovered in this area are too widespread and significant to be dealt with on an individual property/landlord basis.
- 10.3. We acknowledge that the majority of landlords in Sheffield are good. They provide a wide range of rented accommodation that is well managed and safe. There are however a small number of irresponsible landlords who continue to let properties in a poor state of repair, neglect their management responsibilities demonstrating little regard to their tenants' safety and well-being. Neglected and poorly managed housing not only impacts on the health and well-being of tenants but also has a detrimental impact on the local area.
- 10.4. Now we are aware of the extent of the problems in this area it is appropriate that we recommend a way of improving the properties and health and safety of the occupants. It is impossible to do that with our existing resources, and Selective Licensing is provided as a legal tool to address wide-scale problems of this nature.
- 10.5. Because of the work done with landlords over the past few years, we are concerned about the lack of responsibility and accountability shown. It has been difficult to pin down the correct ownership and management details. Landlords have been allowing people to live in conditions that are obviously poor and/or dangerous without any efforts to improve those situations. We have consciously provided multiple opportunities to address this on a voluntary basis but landlords have demonstrated a clear reluctance to co-operate without legal enforcement.
- 10.6. By licensing this area, it automatically increases landlords' accountability, makes sure the landlords' business activities are satisfactory, and that we will have a record of details of the landlord, agent and any other interested party in the property. It will ensure there is transparency about the condition of their properties as well as their management arrangements.
- 10.7. We are recommending licensing because it allows us to set clear standards and conditions that landlords must adhere to, and for us to take legal action if they don't.
- 10.8. Added to this, we have found a clear lack of management ability and competency. The unacceptable living conditions are at best a nuisance, are harmful and at worst they are potentially fatal. When we see the volume of issues in one area like this – it would be neglectful to walk away without proposing a comprehensive scheme of regulation and enforcement.
- 10.9. A major advantage of licensing is that landlords and agents will be checked in terms of their Fit and Proper status, which is significant because landlords with criminal convictions or a history with us could fail this test and be prevented from managing in the area. This will raise the standard of landlords operating in the area and ensure the less scrupulous ones are driven out. Furthermore – the

Government has now introduced Banning Orders which means those landlords could ultimately be banned from operating anywhere in the country.

- 10.10. One of the most worrying aspects of our experience with tenants is that many appeared to be afraid to speak to us about their landlords. Some didn't know who their landlord was or how to contact them. They didn't have legal tenancy agreements or rent receipts. The level of referrals for our tenancy relations officers was relatively high, suggesting that landlords were not adhering to their legal responsibilities in terms of managing tenancies properly, or enabling tenants to live without fear of harassment.
- 10.11. Supporting evidence for this is the behaviour landlords have shown in public events. Seeing violence and aggression in a public setting like this was shocking. Naturally, it made us wonder how they react to their tenants in the privacy of their property, if they are acting like this in public. Added to this is the vulnerability of occupants, whether it is a language or culture barrier, poverty or mental or physical disability. Seeing landlords act in this way made us fearful for the safety of tenants. This situation must not be tolerated and as a Council we have a duty of care to protect these people.
- 10.12. Having considered the criteria set down by the Government, the wealth of information gathered throughout the inspection programme and consultation period, we consider that selective licensing is the most effective way of addressing the poor housing and tenancy management of properties along the proposed area of London Road, Abbeydale Road and Chesterfield Road.

Appendix 1 – Map of Original designation and revised boundary

Proposed London Road, Abbeydale Road & Chesterfield Road Selective Licensing Designation



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1. The Revised boundary

1.1. Since the consultation period, we have reduced the original proposed boundary of the scheme. It has been reduced by around a third because it became clear that the most significant issues with poor conditions and bad management are in the central areas – where we had our original concerns. It is therefore appropriate to focus the scheme where there is a concentration of the most serious conditions and concerns.

2. Chesterfield Road reduction

2.1. The Chesterfield Road boundary now ends at the flat above shop shown below in pic. 1. The major concerns on this road are where there is a significant concentration of flats above shops with serious hazards. The boundary stops at pic. 2 (123 Chesterfield Road).

Pic. 1



Pic 2



2.2. This is where there is much less private rented housing, the properties become semi/terraced (pic 3) which does not cause as much of a concern and the opposite side of the road is retail (pic. 4).

Pic. 3



Pic 4.



3. London Road reduction

3.1. The purpose built accommodation (Pics 5 & 6) at the start of London Road has been removed as it is new build and required to comply with current Building/Planning regulations. The accommodation above the Chinese restaurant at the start of London Road has already been dealt with separately as it is a House in Multiple Occupation (HMO).

Pic. 5



Pic. 6



Abbeydale Road reduction

3.2. The boundary now ends at the crossroads/traffic lights at the Junctions of Abbeydale Road/Barmouth Road/Woodseats Road. (Pic 7 & 8)

3.3. The properties going further south west after this crossroads are predominantly 2/3 storey houses, many of which are already regulated by us via Mandatory licensing of Houses in Multiple Occupation⁵. In October 2018, the national legislation is expanding which means many more of the properties that are private rented will fall within those HMO regulations and would therefore be outside of any Selective Licensing designation. The boundary still captures the flats above shops where we have found the most serious hazards.

Pic. 7



Pic. 8



⁵ Housing Act 2004

Pic. 9



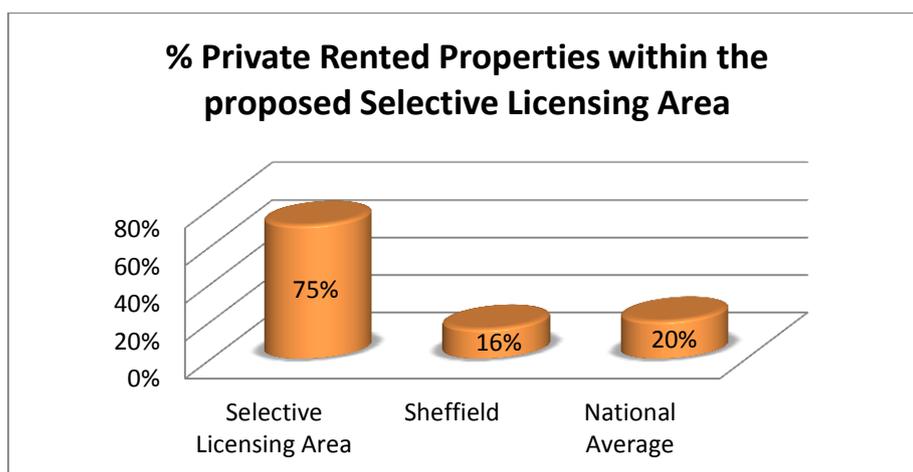
Appendix 2 – Evidence to Support Poor Property Condition

1. Introduction

- 1.1. This report shows the evidence collected over a number of years which has led to the Cabinet recommendations. To meet the Selective Licensing requirements, we must show that we meet one or more of the criteria set out in the Department for Communities and Local Government (DCLG) Selective Licensing Criteria.
- 1.2. The report will show how we meet the Government criteria, and reveals the serious level of poor property conditions in the area. Under this criteria, the council is required to carry out a review of housing conditions and consider whether we think it is appropriate for a significant number of properties to be inspected with a view of determining whether there are Category 1 or 2 hazards present. Further that the inspections are carried out with a view to carrying out the necessary enforcement action.

2. Proportion of Private Rented Properties

- 2.1. It is a requirement under poor housing condition, that the proposed designated area contains a high proportion of properties in the private rented sector.
- 2.2. Data that we have collected shows the proposed area to have 75%⁶ private rented households. This is well above the average for Sheffield which is just 16%⁷. The DCLG guidance on Selective Licensing advises that anything above the national average may be considered significant. The current national average is 20%⁸ and therefore this requirement is met.
- 2.3. The 2015 Sheffield Housing Condition Survey identified that private rented housing has a much higher presence of disrepair and hazards than owner occupied and social rented housing.



3. Property Appearance & Types

- 3.1. Our experience of properties within the area is that the majority are flats or terraced properties built before 1919 and are generally 3 storey

⁶ Data taken from our records and Council Tax

⁷ Data taken from Census 2011

⁸ Data taken from English Housing Survey 2016-17

- 3.2. The English Housing Survey, Fire and Fire Safety 2013-14 observed that private rented homes and homes built before 1919 were more likely to have a higher risk of fire, and are less likely than other tenures to have a working smoke alarm
- 3.3. Evidence obtained from the 2009 Sheffield Housing Condition Survey identified that in Sheffield, converted flats and small terraced houses, built pre 1919 and in the private rented sector were more likely to be in poor condition and have a higher prevalence of high risk Category 1 hazards.

4. The revised Selective Licensing area

- 4.1. The Selective Licensing area has been reduced as a result of the consultation period and further property inspections.
- 4.2. As expected, the worst conditions were at the 'city' side of the roads which were the areas where the original referrals and worrying observations were made.
- 4.3. We also identified some fairly new purpose built blocks/student housing. As these are required to comply with other legislation such as Building and Planning Regulations they were removed from the original proposed area.
- 4.4. The proposed new boundary contained the most serious property and management problems. It is also the area where we had most reluctance from landlords and where conditions were only improved upon legal enforcement.
- 4.5. Over 70% of properties assessed in the revised boundary needed a full risk assessment because of the condition of the property and level of concerns.
- 4.6. Out of those – over 70% had high risk Category1 and Category 2 hazards and the majority needed legal intervention before the landlord was willing to improve the conditions for their tenants.

4.7. Revised Boundary Information

No. Properties in inspection programme	No. requiring full risk assessment	Serious Hazards/ Management Breaches Identified	Legal Action Taken
130	92	65	42

- 4.8. 10 of the properties visited are still under investigation due to the concerns identified. We are having issues gaining access and determining the correct ownership in some of them, which again confirms the level of enforcement action required in these properties because the owners are not ensuring there is accurate record keeping/Land registry information. The remaining 28 properties were not inspected or assessed as there was no imminent risk of harm.
- 4.9. The number of Improvement Notices, Emergency Remedial Action Notices and Prohibition Orders served during the inspection programme **all** related to properties within the revised boundary. This satisfies us that the revised boundary area is where there are most concerns, hazards and lack of co-operation from landlords and therefore requires a programme of inspection and enforcement provided by Selective Licensing.

5. Background - Initial Concerns and Evidence

- 5.1. Sheffield's private rented sector has doubled over the past 10 years. The majority provides valuable accommodation for people who don't want to or are unable to own their own home.
- 5.2. Between January 2013 and September 2015 we received 2,700 housing related enquiries across the city. Just 50 of these enquiries related to properties along London Road, Abbeydale Road and Chesterfield Road which on the face of it appears low. However, when officers went out to see the properties – the range of issues found was much greater and more serious than we would usually find; ranging from seriously poor property conditions and management standards along with a high vulnerability of occupier. Officers identified common issues such as serious fire risks and the lack of suitable amenities such as toilet facilities.
- 5.3. The number of complex problems and hazards identified was not reflected by the small number of enquiries we received and suggested that either tenants were unaware of our service or reluctant to contact us. There appeared to be a legitimate fear from private rented tenants that they will be evicted if they complain about their conditions.
- 5.4. Because of the common issues and significant number of hazards found, we sought approval from the Cabinet Member for Neighbourhoods and Community Safety to carry out some pro-active inspections of more properties in that area to determine whether there was indeed a large scale problem or whether it could be addressed on an individual property basis.
- 5.5. This table is a summary of the property inspection programme carried out at each stage. These are explained further in this document.

Initial Inspection Programme – October 2015 to September 2017

No. Identified	No. with full risk assessment	Hazards/Management Breaches Identified	Formal Action Taken
77 (43 Proactive 34 ongoing complaints)	58	43	24

- 5.6. The pro-active inspection programme ran from October 2015 until September 2017. Officers identified 43 properties within the area to proactively visit based on their outward appearance and visual poor maintenance of gutters, windows, roof, poor brickwork and overgrown gardens.
- 5.7. In addition to these, we received a further 34 complaints from tenants and third party organisations such as Trading Standards, South Yorkshire Fire & Rescue Service or Immigration Service in relation to properties within the proposed designation area. This gave us a total of 77 properties in the programme.
- 5.8. During this 2 year period, 58 properties were inspected and a full risk assessment was necessary. Of those, 43 properties (owned by 29 landlords) were found to

have serious hazards. That means a staggering 74% of properties inspected found to contain a serious safety risk to tenants. 24 of those 43 properties inspected required formal action to be taken. Citywide, the majority of landlords co-operate with our requests without formal action having to take place at all.

5.9. Following these inspections it was becoming clear to officers that there were serious concerns regarding the fundamental layout, condition and management of these properties.

5.10. The following issues of concern were identified

- Poor property condition and visual signs of neglect
- Presence of multiple high risk hazards in the home
- Inadequate means of escape in event of fire/emergency
 - Illegal and dangerous conversions
 - Insecure tenancies
 - Subletting
 - Overcrowding
 - Accumulations of rubbish
 - Problematic landlords and agents operating in the area

5.11. Officers were immediately struck by the following general issues: -

- The haphazard nature of the flats above shops. There is no uniformity, a wide variety of layouts, sizes, types of escape. Simply by viewing a block from the outside revealed concerns about what may be inside.
- The problems caused by lease arrangements for ground floor commercial space, with a mix of residential, commercial and storage space above
- High numbers of properties that do not have a complete/separate escape without going through the commercial space below
- Flats above food establishments are of particular concern where fire risk was considered high. Of those inspected the provisions for protecting tenants and offering safe means of escape were found to be inadequate, presenting serious risk to all occupiers should a fire occur.

Additional properties volunteered by landlords

5.12. As part of the consultation process, we presented the data we had found so far and asked them if they felt the evidence was correct, and if they would like to volunteer their properties for inspection to help give us a more comprehensive representation of properties within the area.

5.13. Many landlords stated they would allow us to look at their properties within the public meetings. However, when we followed this up there was only 4 landlords and 1 property agent that agreed to us inspecting a selection of their properties. In total there were 16 properties volunteered, but for 3 of these we were unable to gain access. This resulted in 13 full inspections.

5.14. Whilst these properties were well presented and well managed, over a third still contained high risk hazards presenting risks to the safety of tenants. It

confirmed to us that diagnosing hazards is not straightforward without the specialist knowledge or experience.

5.15. The volunteered properties which were found to comprise serious safety concerns were all found to contain Fire hazards - this corroborated our concerns that there are inherent problems with the layout of properties in the area.

Randomly Selected Properties

5.16. During the consultation process it became clear that a large proportion of the proactive and reactive visits had been concentrated in particular sections of the proposed area, particularly on London Road and the lower end of Abbeydale Road. Therefore a further 39 properties were randomly selected for assessment towards the upper end of Abbeydale Road and Chesterfield Road as a final phase of inspections for the area.

5.17. These properties were identified as being privately rented, where the Council had no previous history of involvement and were done as a desktop rather than visual exercise to make sure they were random. We were concerned that out of 39 – we could only gain access to 6 properties. Of these, 2 were found to have changed use and no longer be privately rented, 3 of the remaining 4 were inspected and found to contain multiple high risk hazards and other conditions of concern.

5.18. Altogether, the inspection programme ran from October 2015 until March 2018. During this time officers visited 150 properties within the initial proposed area.

5.19. This was made up of:

- 54 Proactive
- 41 Ongoing complaints
- 16 Volunteered by landlords
- 39 Randomly Selected

Inspections

5.20. Of the 150 properties, 98 properties required a full hazard risk assessment. Some properties did not require a full risk assessment inspection; either due to properties becoming empty, becoming owner occupied or where officers did not observe any issues of concern during or following their initial visit. 38 of these relate to properties either selected at random or where landlords volunteered access.

Findings of Overall Inspection programme - October 2015 to March 2018

No. Properties	No requiring full risk assessment	Hazards/Management Breaches Identified	Legal Action Taken
Total 150	98	69	43

Potential Retaliatory Evictions?

5.21. Our fears grew about bad management practice, as in a quarter of properties inspected, the tenants appeared to be evicted during/immediately following our intervention. It is of national concern that the threat or fear of illegal, retaliatory eviction by landlords may be the reason that tenants are unwilling to report issues of disrepair/harassment. The Government introduced legislation in response to this concern. However, we know from our experience that bad landlords will only comply with these types of regulations if they are being strictly monitored.

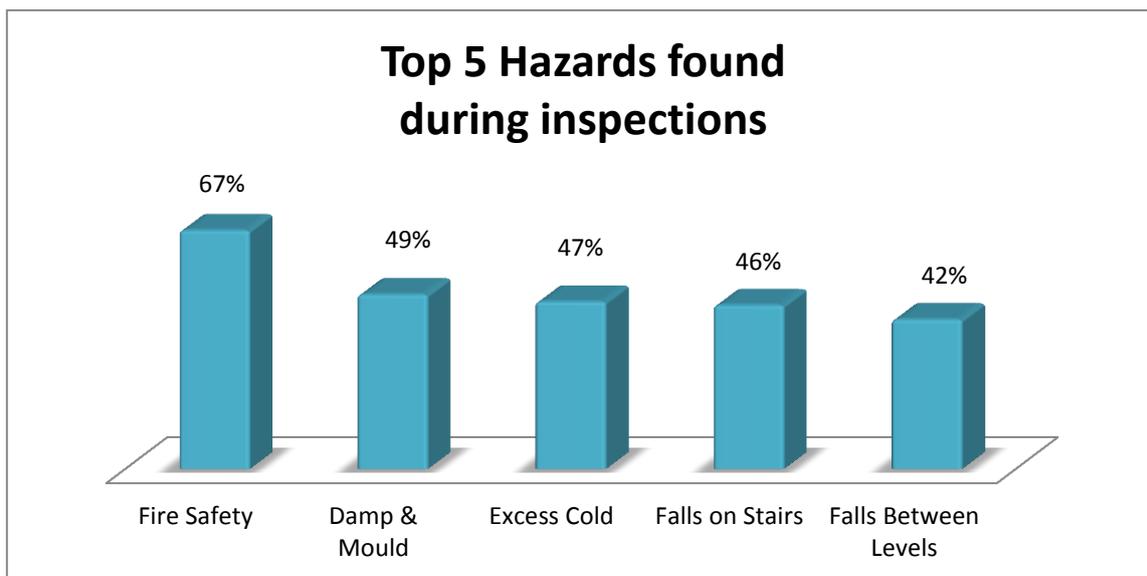
5.22. Overall findings

- 12 properties had illegal or dangerous conversions
- 14 unlicensed Houses in Multiple Occupation were found
- 4 properties were seriously overcrowded
- 28 properties inspected revealed poor management issues
- 84 referrals were made to other Council services and partner organisations to address other issues of concern to the wellbeing and safety of people living in the area.

5.23. In total 394 hazards were identified, 345 were Category 1 (the most serious) and 49 were high risk Category 2 hazards.

Hazard Type	No. of properties hazard identified in
Fire Safety	62
Damp & Mould	46
Excess Cold	44
Falls on Stairs	43
Falls Between Levels	39
Electrical	29
Falls on Levels	22
Food Safety	17
Structural Collapse & Falling Elements	14
Domestic, Hygiene, Pests & Refuse	13
Flames, Hot Surfaces etc	12
Personal Hygiene, Sanitation & Drainage	12
Entry by Intruders	10
Collision & Entrapment	8
Lighting	8
Excess Heat	7
Crowding & Space	4
Falls associated with Baths	2
Position & Operability of Amenities	2

5.24. The top 5 hazards were identified as following; Fire Safety, Damp & Mould, Excess Cold, Falls on Stairs and Falls between Levels.



How we enforce

5.25. In responding to these hazards the Council uses informal (advice and encouragement) and formal (enforcement) approaches to improve property condition. Unless the seriousness of the case merits immediate enforcement, the Council will work positively with landlords who want to improve standards and take all necessary enforcement against those who do not.

5.26. Across the city the majority of cases are resolved without the need for formal action. Whilst it is recognised some landlords operating in the area are professional and responsive to advice from officers, there were a significant number who tried to evade their landlord responsibilities.

5.27. Our enforcement in this area was much higher than we experience across the city. For the majority of these cases landlords were given the opportunity to improve their properties voluntarily. However in over 62% of cases, follow up inspections revealed landlords had failed to cooperate voluntarily, requiring the taking of or threat of legal action in order to secure property improvements.

5.28. This demonstrated to us that we could not rely on landlords improving their properties without rigorous inspection and formal intervention being taken.

5.29. The following legal Notices under the Housing Act 2004 were served in relation to serious hazards found in the property

	No. in Proposed	No.	% of total
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Notice Type	area	Citywide	
Improvement Notice	25	86	29%
Emergency Remedial Action	3	8	38%
Prohibition Order	5	8	63%

Timeframe October 2015 to March 2018

5.30. In the table above you can see the comparison of action in the area with the citywide figure. The proposed licensing area is around 2% of the private rented properties in Sheffield.

5.31. An Improvement Notice may be served when a Category 1 or Category 2 hazard is identified and either;

- the owner fails to take voluntary action to remedy the hazard
- the owner has a previous history of non-compliance
- the risk relating to the hazards is so severe and management arrangements are so poor that formal action is taken
- the works required are so complex that they need to be specifically scheduled, which is included as part of the notice.

Comparison with citywide action

5.32. In total 86 Improvement Notices were served citywide with 25 of these in the proposed designation area.

5.33. 3 Emergency Remedial Action Notices were served in the proposed area out of 8 that were served citywide. Emergency action is taken when there is deemed to be imminent risk of serious harm to the public. Officers were so concerned about the property condition in these 3 properties that it was essential to pursue immediate enforcement action to ensure tenants were protected from being harmed by these hazards.

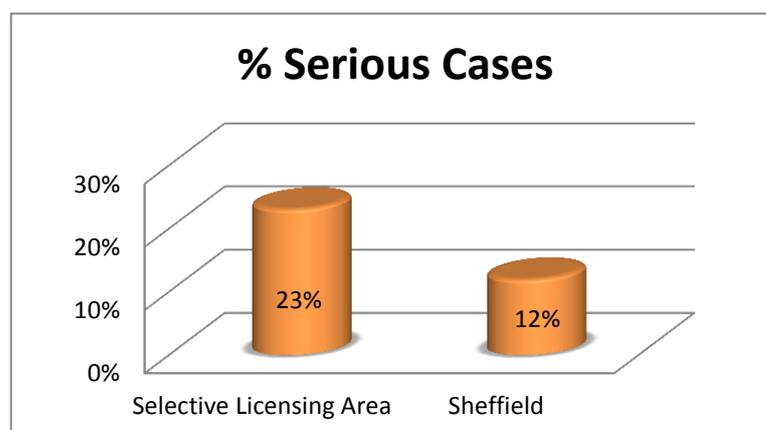
5.34. 5 out of the 8 Prohibition Order served across the city were in the proposed area. Prohibition Notices are only served where the works required to remedy the hazard are excessive, expensive and disproportionate and therefore other available enforcement action would be insufficient to protect the occupiers from harm. It is rare that the hazards are so serious that we need to serve them.

5.35. Since we began the inspection programme in October 2015, a number of landlords who own properties in the area have been prosecuted for offences under the Housing Act 2004. These offences related to the failure to comply with an Improvement Notice, failure to obtain a licence in regard to a mandatory HMO and breach of HMO Management Regulations. These prosecutions resulted in criminal offences. It also impacts on the Council's consideration of those persons being considered fit and proper and their suitability to obtain a property licence.

5.36. During the Inspection Programme 10 landlord/agents were at immediate risk of prosecution, 1 landlord/agent was Interviewed Under Caution in accordance with the Police and Criminal Evidence Act 1984, 3 landlords were issued with a Caution and 2 were prosecuted for criminal offences.

Tenancy Relations

5.37. Between October 2015 and March 2018 our records show that 23% of enquiries received by our Tenancy Relations Officers in the proposed area related to issues of a serious nature, such as illegal eviction and/or harassment. This is compared to just 12% citywide. This suggests that whilst tenants may be afraid of reporting repairs, they needed our help relating to tenancy management and eviction.



5.38. In law, tenants generally cannot be evicted without a Possession Order from the Court, and then a bailiffs' warrant. The first step a landlord needs to take is to serve a correct notice requiring possession.

5.39. During October 2015 to March 2018 we received 914 enquiries across the City querying the validity of the Notice served by a landlord. Only 19 of these enquiries were in the proposed Selective Licensing Area. On the surface this appears low. Yet we experienced over the past couple of years that a quarter of tenants were no longer living at the property following our intervention. This suggests that notices requiring possession may not be being served within the area and that tenants are being illegally evicted or forced to leave.

Notice Requiring Possession

5.40. 68% of enquires received by our Tenancy Relations Officers in the Proposed Selective Licensing area related to Incorrect Notices served by a landlord.

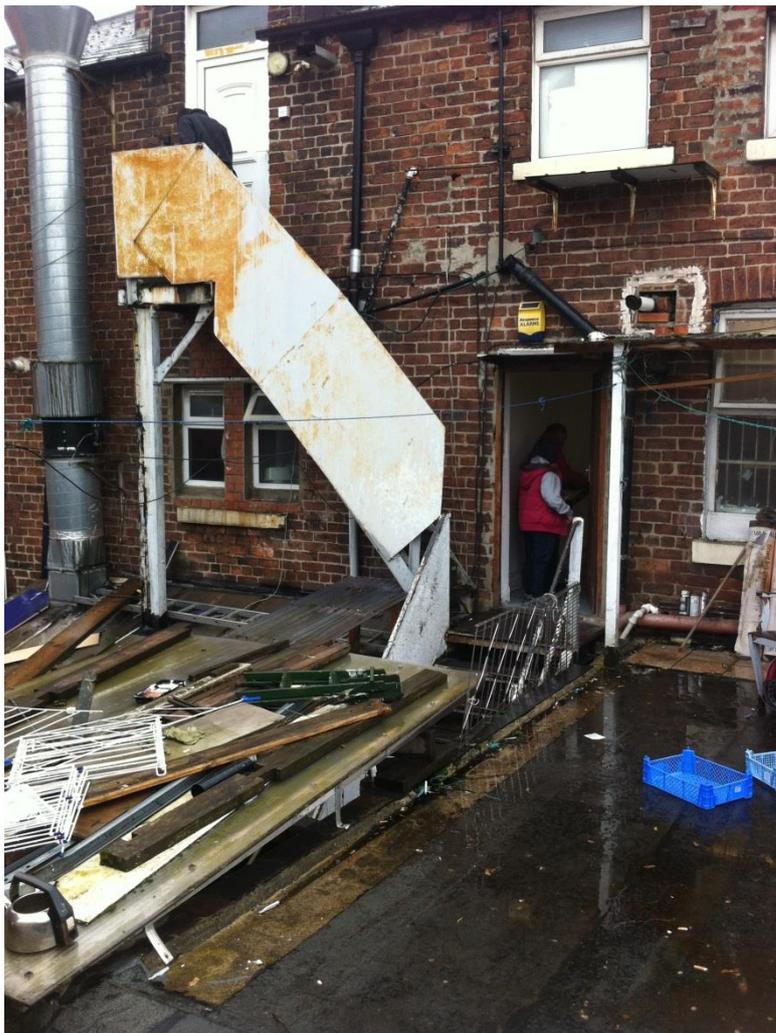
5.41. This suggests to us that there are also poor management practices and a serious lack of understanding of the law by landlords and agents operating in the proposed area.

6. Our inspection programme conclusions

- a) The low level of referrals/complaints made to us, does not reflect the seriousness of what we found when we investigated the matters.
- b) In the majority of these cases the hazard identified related to fire safety due to the inherent design and layout of the properties.
- c) There were high levels of properties that did not have separate means of entry / escape and often access to the residential accommodation is through the commercial space downstairs. This is a major concern as many of the commercial spaces are restaurants or takeaways and should a fire breakout downstairs the tenants do not have an alternative exit route.
- d) Throughout the consultation period we visited a total of 13 properties volunteered to us by landlords/agents, although this showed these properties to be well managed, and in good repair, hazards were still identified.
- e) Officers carrying out the inspections have noted that there appeared to be significant lack of awareness of the minimum standards that are expected in private rented accommodation amongst large number of landlords. There also appeared to be a lack of engagement from landlords.
- f) Ownership and management issues were frequent. There were often many different lease arrangements that make ascertaining ownership and therefore responsibility very difficult and time consuming.
- g) Many tenants appeared to be unaware who their landlord was, or were reluctant/resistant to interact with them.
- h) The highest level of hazards and resistant landlords was in the area which is now the revised designated area. This confirms our original concerns when starting our pro-active programme of inspections.
- i) The properties that have been removed from the designation area had lower instances of hazards, the landlords were co-operative with officers on a voluntary basis, the general appearance of the properties was much better, and on inspection the outward appearance of the properties did not give rise to concern in the way that those in the revised area did.
- j) The inspections have clearly revealed that there are serious and extensive problems with the properties in the proposed revised designation area, and that a Selective Licensing programme would provide us with access to every property to determine and enforce property hazards and management.

7. Photographic Evidence/Examples

- 7.1. The types of hazards identified in the proposed designation area are serious and extensive. When a property has defective electrics, no fire alarms and no safe way of escaping the property we need to act as should a fire breakout it could result in the loss of life.
- 7.2. House fires caused 213 deaths in England in 2016/17 and we take fire safety extremely seriously. The recent tragic loss of life in the Grenfell Tower Block has highlighted the need to make sure the residents of Sheffield are protected from the effects of fire.
- 7.3. These photos are from a range of properties in the area. They were occupied at the time of inspection, and date throughout the period of initial concern (complaints made) through to the current time. They are just a small sample of the records we hold. It does not require a technical expert to see that these are not situations where simple minor repairs are needed. This happens when landlords neglect their properties for years. There is bad workmanship, a lack of general maintenance and a complete disregard for the health and the safety of their tenants.





















7.4. The photos indicate the reasons why we were so concerned. After seeing such a high concentration of issues in the same area, for such a long period of time with landlords that were reluctant to co-operate with us, it became clear that a formal programme of licensing and enforcement was necessary.

7.5. Here are examples of where we have intervened resulting in improvements. Where intervention has taken place and completed, properties are brought up to a safe standard.

7.6. Fire Safety

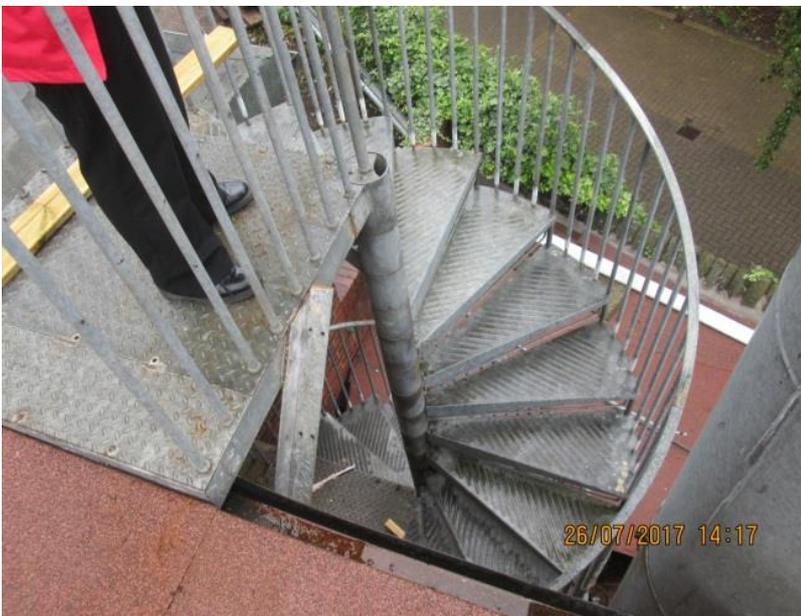
Inspections identified deficiencies regarding inadequate means of escape, dangerous electrics, lack of suitable fire and smoke detection, lack of suitable fire separation, inadequate number of socket outlets resulting in overloading, present serious risk to all occupiers should a fire occur.



Before

An example of a fire safety hazard is poor means of escape. This photo shows the escape route from a flat above a café exiting in the commercial dining area.

The occupants in the flat would be trapped in the event of a fire in the café.

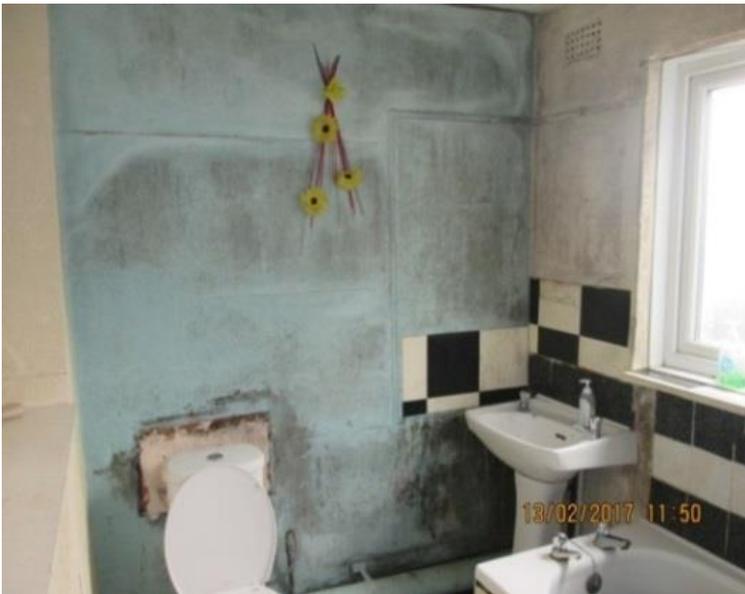


After

Following our intervention, a new external staircase was installed to provide a direct means of escape from the flat.

7.6 Damp and Mould

Such issues as defective guttering/ fall pipes, damaged and leaking internal pipes, leaking roofs, rotten windows, insufficient or no heating, poor ventilation and lack of insulation were identified.



Before

Where properties do not have proper heating systems, adequate ventilation or leaks, they can suffer damp and mould as can be seen in this photograph. Health problems are associated with damp and mould especially for vulnerable, young or elderly people or those with bronchial/ breathing problems.



After

Following our intervention, the mould has been treated and the bathroom has been re-tiled with a new floor.

Leaking Roof



Before

A leaking roof in a poor state of repair was causing water damage, damp and mould.



After

The property has now been re-roofed to current standards which stops the leaks, allows the water damage to dry and out and prevents further damp and mould growth.

Leaking Gutters



Before

Leaking gutters, old and rotten windows and doors.



After

The gutters, windows and doors have been replaced.

Falls

Deficiencies such as missing balustrades, spindles, uneven staircases, lack of handrails, poor lighting on stairwells, uneven floors and paths, broken and damaged floor boards, were identified. Falls can result in extremely serious and long term health issues or fatalities.

Balustrades



Before

This photograph is a common occurrence – where fire escape staircases have guarding missing or defective, making it easy to fall through. Falls are another major cause of death and serious injury.



After

A new fire escape staircase fitted with guarding.

Stair Collapse



Before

An external staircase showing rotten stair treads with partial collapse.



After

Wooden staircase replaced with a metal staircase and full guarding to prevent fall through.

Electrical

Hazards were identified such as broken plug sockets, inadequate protective sheathing, old and exposed wiring.



Before

This was an old style consumer unit which did not give protection from electrocution.



After

Property re-wired with new consumer unit which meets current regulations.

Appendix 3 - Monitoring and Performance

Monitoring the operational delivery of the scheme will be an ongoing process. The Private Housing Standards (PHS) Management Team will oversee licensing activity.

Statistics will be collated on a quarterly basis. Performance measures will be reported to and reviewed by the Private Housing Standards Performance Management Team on a quarterly basis, then to other Leadership and Executive teams as appropriate.

The objectives stated in section 8 of the report will be monitored through the following performance indicators. Indicators may be amended throughout the period to better capture the circumstances of the area.

	Objective		Performance Indicator
1.	All properties in designated area have complied with the requirement to apply	1.1	% of eligible properties with valid applications
		1.2	% of properties with applications as a result of investigations (First submission incomplete, or where we have found unlicensed properties)
2.	Private rented tenants are safer in their homes	2.1	% of properties with gas safety certificates
		2.2	Number of properties where a serious hazard is removed/reduced
		2.3	Number of properties where fire risk is removed/reduced
		2.4	% of licence compliant properties
3.	Private rented properties become better managed	3.1	% of properties with a valid tenancy agreement
		3.2	% of properties with landlord address/contact number provided
		3.3	Number of households with contact number for repairs/emergency repairs
4.	All landlords and agents operating in the area are Fit and Proper	4.1	Number of landlords/agents checks carried out
		4.2	Number of follow up checks/investigations carried out
		4.3	Number of Fit and Proper refusals
		4.4	Number of properties where management handed over to responsible/reputable agent
5.	Bad landlords have been penalised for failure to apply or breaches of their legal responsibilities.	5.1	Number of inspections carried out (%)
		5.2	Number of legal Notices served

		5.3	Number of Civil Penalties issued
		5.4	Number of prosecution cases
		5.5	Number of breaches addressed
6.	Properties are no longer used for illegal/immoral activities	6.1	No. of properties where illegal activities reported/addressed via multiagency operations
7	Tenants are protected from poor housing or other harassment activity	7.1	Number of harassment cases investigated
		7.2	Number of cases referred to safeguarding
8.	Landlords are supported to operate in a professional business - like way	8.1	% of landlords provided with landlord information packs
		8.2	% of landlords attended training course
		8.3	Number of cases referred to HMRC
9.	We have contributed to housing growth and investment	9.1	Number (%) of residential properties empty
		9.2	Number of properties brought back into use?
		9.3	Approximate investment amounts into properties

Appendix 4 - What is Selective Licensing?

1. Selective licensing is a regulatory tool introduced by the Housing Act 2004 under Part 3, Section 80. It enables Councils to introduce licensing for landlords to help improve private rented properties which are poorly managed and in areas suffering from one or more of the following issues: poor housing condition, low housing demand, high levels of migration, high levels of deprivation, high levels of crime, and/or significant and persistent antisocial behaviour. As detailed in the report, the ground the Council relies on for this particular proposal is “poor housing conditions”.
2. The aim of selective licensing is to improve standards of property management in the private rented sector ensuring licensed properties are safe, meet basic safety standards and are managed in a satisfactory way to improve conditions for those who occupy them and residents in the local community.
3. If introduced, it imposes a legal requirement on all private landlords to apply to the Council for a licence for each property they rent out in the designated area.
4. Houses or flats that are already subject to mandatory licensing because they are a House in Multiple Occupation (HMO) do not need to apply again. Only one licence is required. There are also other Selective Licensing exemptions, which to qualify will be subject to stringent checks.
5. As part of the licence application, owners must provide details of ownership, details about the property, how it is occupied, provide certificates for gas safety etc. as well as stating who else has legal interests in the property.
6. Councils must not issue a licence unless it is satisfied that the holder is Fit and Proper. The licence also raises the standards of management by requiring the licence holder to comply with specific licence conditions. Failure to do so, can lead to enforcement action. It also drives out bad landlords by preventing them from operating in the area.

Fit and Proper Person

7. In order to be granted a licence, landlords will need to pass a ‘fit and proper’ test and provide information about their management arrangements. This is to ensure that they are the most appropriate person to hold the licence and can demonstrate they have satisfactory management arrangements in place to manage property disrepair and tenancies.
8. In determining whether the proposed licence holder is a ‘fit and proper’ person, the landlord will be required to provide identification and a declaration confirming their status with regard to criminal offences.
9. The Council will have regard to this information and any other evidence relating to previous convictions held by the person applying for the licence which impacts on their suitability to manage properties. These include any contraventions for failure to comply with housing and landlord and tenant responsibilities as well as convictions relating to fraud, drugs, sexual misconduct, discrimination and violence.

10. In Sheffield, we carry out thorough 'fit and proper' assessments of all landlords seeking property licences and Disclosure and Barring Service (DBS) checks will be requested where further evidence is required to verify information.
11. Assessments have proved highly successful in our delivery of HMO licensing and our current Selective Licensing scheme in Page Hall and have resulted in a number of landlords and agents being refused fit and proper status.

Satisfactory Management Arrangements

12. This is a further check which is attached to the Fit and Proper assessment. We consider issues including, but not limited to; how far away the licence holder/manager lives away from the property as this affects how they manage it. Also financial arrangements as being a landlord has financial responsibilities attached to it to make sure that repairs and maintenance are carried out properly.

Licence Conditions

13. When the Council issues a licence, it is able to apply a series of standards and conditions to the licence to tackle specific problems relating to the management of the property.
14. Conditions are a mixture of mandatory and local conditions which include a range of requirements aimed at ensuring properties are safe and managed in a satisfactory way.
15. Our local conditions have been proposed to tackle specific issues identified in the area and are considered appropriate to regulate the management, use and occupation of the privately rented properties in this area. The Council believes the conditions of licences are not onerous and good landlords are unlikely to need to change their practices. The proposed licence conditions are attached in **Appendix 5**.

Enforcement of Licensing

16. A designation may be in force for up to 5 years, which means the licence is valid for up to 5 years. We expect the scheme to last for the full term due to the problems identified and we are committed to carrying out a full and comprehensive inspection programme to ensure compliance.
17. As part of the programme, the team would target unlicensed properties and properties where landlords fail to address high risk hazards and maintain their conditions of licence. In these circumstances a zero tolerance approach will be taken in accordance with our Intervention and Enforcement Policy and landlords are likely to risk prosecution, financial penalties and loss of their licence.
18. Letting a property without a licence and failure to comply with any licence condition are criminal offences which on conviction in court can lead to unlimited fines.
19. In addition to the above fines Councils and tenants are able to claim back up to 12 months of benefits or rent paid during the period a property has not been licensed.

The Council will support the tenant application of rent repayment orders where it is satisfied that an offence has been committed. The council will also seek to recover housing benefits paid in respect of any unlicensed property.

20. Landlords who fail to obtain a licence or comply with the licensing conditions risk having control of their property taken away. In such circumstances, the Council will consider whether it is appropriate to revoke the licence which may result in the Council serving a Management Order taking over the management of the property.
21. Nationally, Councils are now allowed to issue civil penalties directly to landlords as an alternative to prosecution for certain Housing Act offences. Civil penalties up to a maximum of £30,000 will be served where the Council considers a significant penalty is the most appropriate method to deter the actions of landlords who deliberately flout the law.

Appendix 5 – The Proposed Licence Conditions

General responsibilities

We remind all landlords that they must meet the legal minimum standards for repairs and maintenance. We will be regulating that as part of our legal duty under Part 1 of the Housing Act 2004.

Selective licence Conditions

The Licence Holder and the manager, as well as any other person who has agreed to be bound by the licence is required to comply with these licence conditions.

When we issue the licence, it will be based on the arrangements at that time. It is the responsibility of the Licence Holder to notify us within one calendar month of any changes. These include, but are not limited to; changes to the ownership or management of the property, changes of address and changes of management arrangements.

The property licence and conditions do not grant approval or permissions for Building Control, Planning Consent or the Regulatory Reform (Fire Safety) Order 2005.

Property Conditions

Gas

If gas is supplied to the property, the Licence Holder must send the Council a valid gas certificate for that property, for every 12 month period. It is the responsibility of the Licence Holder to submit this to the Council.

Electrical Appliances & Furniture

If the Licence Holder supplies any electrical appliances and/or furniture – you must keep them in a safe condition and must supply us, on demand, a declaration as to the safety of such appliances and furniture.

Smoke Alarms

Licence Holders must ensure that a smoke alarm is installed on each storey of the house where there is a room used wholly or partly as living accommodation. You must keep every alarm in proper working order. You must supply us with a declaration as to the condition and positioning of such alarms within a specified period of time.

Carbon Monoxide Alarms

Licence Holders must make sure that a carbon monoxide (CO) alarm is installed in any room in the property which is used wholly or partly as living accommodation if it contains a solid fuel burning combustion appliance. You must keep any such alarm in proper working order. You must supply us with a declaration as to the condition and positioning of such alarms within a specified period of time.

Fire Safety and escape

Licence Holders must make sure that all means of escape from fire, including escape windows, are kept free from obstruction and maintained in good order and repair.

Rubbish / Dustbins

Licence Holders must make sure there is suitable and adequate provision for the storage and collection of refuse. You must also take all reasonable steps to ensure that the Council's arrangements for refuse collection, including recycling, are adhered to. This includes the provision of closable bins and recycling boxes of suitable capacity and type as specified by the Council's refuse collection scheme.

External Areas

All outbuildings, yards, forecourts and gardens surrounding the house must be maintained, in good repair and kept in a clean, tidy and safe condition.

Licence holder/Manager Details (Houses in Multiple Occupation only)

To ensure the licence holders and any manager's names, addresses and telephone numbers are displayed in the common parts of the house.

Management Conditions

Terms of occupation

The Licence Holder must supply the occupiers of the house with a written statement of the terms on which they occupy the house which can include a copy of the current occupancy agreement (this is usually in the form of a tenancy agreement).

This statement must include:

- the date on which the tenancy began
- the rent payable under the tenancy and the dates on which that rent is payable,
- in the case of a fixed term tenancy, the length of the fixed term,
- the name and address of the landlord and name and address of any agent authorised by the landlord to carry out management duties, including anyone authorised to collect rent
- the address of the premises subject to the tenancy including, where only part of a property is being rented to a tenant, e.g. a room in a shared house, a description of the part of the property being let e.g. '1st floor back bedroom' or 'Room 1,'
- the arrangements for using any shared areas i.e. what parts of the premises the tenant is going to have shared use of and how many other tenants they will be sharing with

Where a copy of the tenancy agreement has been provided to the occupier but one or more of the above terms are not included, an additional statement must be provided stating the omitted terms.

Where we refer to 'tenancy' in the licence condition(s) relating to the requirement to produce a statement of terms, this includes any occupancy arrangement whether it is a tenancy or a licence to occupy.

You must keep copies of all documents (tenancy agreement copies or statements) given to tenants to satisfy the terms of occupation condition, for a period of 3 years, and produce them to the Council on demand.

A statement provided for the purposes of this licence condition shall not be regarded as conclusive evidence of what was agreed by the parties to the tenancy.

Tenant references

- The Licence Holder must require a written reference from prospective tenants. The reference should address the tenant's past record of keeping to tenancy conditions, or provide other evidence as to the likelihood of the occupier keeping to tenancy conditions. The reference should also provide the referee's name and address and telephone number or email address where available.
- You must keep copies of all tenant references that you obtain for a period of 3 years, and produce them to the Council when required.
- Written reference includes by email and text or other social media in so far as a copy can be provided to the Council as required above.
- Where we refer to 'tenant' in the licence condition(s) relating to references, this includes an occupant occupying under a licence agreement.

Reporting repairs

- You must provide the occupiers with a contact address at which repairs can be reported in writing and an email address or telephone number in the case of emergencies.
- You must have in place suitable emergency and other management arrangements in the event of your absence.
- These contact details must be provided to tenants at the start of each new tenancy and, for existing tenants, within one month of the commencement of selective licensing.
- You must provide the Council with a copy of the above information that you provided the tenant or licensee within a specified time period.

Access for repairs

- To get access to the property to carry out repairs, then, except in an emergency, you must make all reasonable efforts to agree a mutually acceptable time with the tenants and confirm this arrangement in writing with them (text or email is acceptable providing this can be proven to the Council).
- You must make sure that any planned programmes of repair, servicing and those improvements that a landlord is entitled to do, are carried out with regard to the convenience of the occupants.
- Where you want to carry out improvements or renovations which you are not obliged to do by law, or which are not required by the City Council, you must get the tenant's permission.

- You must advise your tenants as far as possible as to how long repairs are expected to take and any disruption or inconvenience that may be caused.
- You must take reasonable steps to carry out repairs in a way which minimises discomfort and disruption to tenants and is considerate to the tenant's circumstances. You must make sure that all contractors and tradespersons carry relevant identification which should be shown to tenants on demand and can be checked. Alternatively, the tenants should be notified who will be coming, when they will be coming and why.

Management of anti-social behaviour

You must make sure that you manage the tenancy effectively, by taking reasonable steps to reduce anti-social behaviour arising from the property by the people occupying or visiting the property. You must also make and keep records of the action you take relating to anti-social behaviour, including copies of all correspondence, whether in letter form or electronic (e.g. text messages, e-mails, messages sent through social media). All records should be retained for a period of 3 years and you should supply copies to the Council upon request.

Training Requirement Conditions

All licence holders and managers named on this licence must attend suitable training on the law and legal requirements relating to managing property within **one year** of the issue date of the licence.

In particular this training must cover repairing duties, organising access for repairs/improvements and assessing hazards within properties.

This requirement can be satisfied in one of the following ways:

- by attending the Council approved, one-day training course arranged and delivered by our training partner.
- by completion of other suitable training on the law and legal requirements relating to managing property subject to approval by the Council in advance, and submission of a pass certificate or similar document to the Council for confirmation.

Occupancy Level Conditions

The Selective Licensing Standards published on the council's website at www.sheffield.gov.uk/selectivelicensing⁹ sets out the Overcrowding and Space Standards for the selective licensing area. It includes criteria for single family dwellings and non-licensable houses of multiple occupation.

Licence Holders/Managers must not permit anyone to occupy the property if it is going to make it overcrowded. If landlords suspect that a house has become overcrowded, they must take all reasonable steps to deal with the issue and advise the Council of the actions taken.

⁹ Once the standards are finalised this webpage will become live

Appendix 6 – Financial Implications

1. Introduction

- 1.1. Councils introducing a Selective Licensing scheme are permitted by the legislation to recoup the costs of running the scheme through the charging of licence fees. This means it is not a burden on the public purse.
- 1.2. Councils must not make a profit from the fees.
- 1.3. All of the fee income must be used to fund the administration and enforcement of the licensing scheme.
- 1.4. Since 2006, we have been running the mandatory licensing of 1,800 HMOs in the city, and since 2014, we have run a scheme of Selective Licensing in Page Hall. This provides us with the knowledge and experience of the costs of running such schemes.
- 1.5. It is important to point out that these cost calculations are based on various assumptions as the private sector housing market changes on a daily basis. Scheme numbers and costs will vary across the 5 year period as properties are bought, sold, become empty or become let. We can therefore never be wholly accurate about the numbers of properties that will need to be licensed. We also do not know how many people will apply on time, how many will fail to apply and require chasing for their applications.
- 1.6. These financial implications are therefore based on various modelling assumptions which will be clearly stated.

2. Scheme size

- 2.1. The proposed designation contains approximately 650 privately rented properties and the running costs are based on managing the scheme for the maximum five year period.
- 2.2. We have made a modelling assumption that 20% of these will be exempt from needing a licence; for instance they could be empty or used for storage. Landlords/owners must provide legal evidence before being granted an exemption.
- 2.3. A property would also be exempt if it already has, or needs a licence because it is a House in Multiple Occupation (HMO) of 5 bedrooms or more. This is because the landlord has to apply for a HMO licence.

2.4. It is also important to remember that properties will turnover within the 5 year licensing period too. Licences cannot be transferred from one owner to another. So we will receive more than one licence application for some properties over the full period, or some that were initially exempt may become liable. We can therefore model for some 'double-counting'.

3. Running costs

3.1. Whilst this is based on our current experience, it is of course a forecast.

However, it is intended to balance out across the 5 year period. Should we receive a higher number of applications/fees, it will require more work/staffing and vice versa, hence it would be managed to balance.

3.2. Scheme costs will be managed on a monthly basis along with our other budgets.

3.3. The running costs include, but are not limited to;

- Land Registry checks/charges
- Cross checking names/other records, certificates
- Carrying out the Fit and Proper assessment of applicants, plus follow up investigations
- Inputting data onto the system
- Preparing files for assessment/Inspection
- Preparing draft and actual licences
- Preparing schedules of works/conditions
- Inspections
- Post inspection write ups/licence compliance reports
- Follow up visits/contact/letters/Notices
- Enforcement of fees/payments and issue of financial penalties
- Monitoring and Reporting
- Press and media relations
- Management and office/IT overheads
- Materials, equipment, training

Table 1. Forecast Running costs¹⁰

Modelling of fee income					
Implementation Year 1					
Budget Descriptions	ITEM	Cost pa			
	Licensing Officers	49,324	x 2		
	Environmental Housing Inspectors	117,159	x 3		
	Financial Enforcement Officer	18,945	x 0.5		
	Overheads/Management/Office	46,357	at 25%		
02 EMPLOYEES		231,785			
	Misc Translation	5,000			
	Materials/postage	7,500			
05 SUPPLIES & SERVICES		12,500			
06 THIRD PARTY PAYMENTS	Misc	10,000			
TOTAL		254,285			
Implementation Year 2					
Budget Descriptions	ITEM	Cost pa			
	Licensing Officer	50,310	x 2		
	Environmental Housing Inspectors	119,502	x 3		
	Financial Enforcement Officer	19,324	x 0.5		
	Overheads/Management/Office	47,284	at 25%		
02 EMPLOYEES		236,420			
	Translation	3,000			
	Materials/postage	3,000			
05 SUPPLIES & SERVICES		6,000			
06 THIRD PARTY PAYMENTS	Misc	10,000			
TOTAL		252,420			
Implementation Years 3, 4 + 5					
Budget Descriptions	ITEM	Year 3	Year 4	Year 5	
	Licensing Officer	25,658	13,086	13,348	
	Environmental Housing Inspectors	50,789	51,804	42,272	
	Financial Enforcement Officer	15,768	16,084	8,203	
	Overheads/Management/Office	23,054	20,243	15,956	
02 EMPLOYEES		115,268	101,217	79,778	
	Misc translation	1,000	1,000	750	
	Materials/postage	1,000	1,000	750	
05 SUPPLIES & SERVICES		2,000	2,000	1,500	
06 THIRD PARTY PAYMENTS	Misc	1,500	500	500	
TOTAL		118,768	103,717	81,778	
	Total Cost Year 1				254,285
	Total Cost year 2				252,420
	Total Cost Year 3				118,768
	Total Cost Year 4				103,717
	total Cost Year 5				81,778
	Total 5 Year cost				810,968

¹⁰ Some figures are rounded up/down to the nearest £1

3.4. The forecast running costs for the scheme over a 5 year period are predicted to be **£810,968**

3.5. We must therefore divide this up between the expected number of applications to achieve the various fee amounts.

4. What the licence fee covers

4.1. During the consultation process, landlords made significant comments about the levels of licence fees. Understandably, landlords were unaware of the levels of administration, checks and monitoring levels that are required to run the scheme effectively.

4.2. It is important to reiterate that we must be able to recoup the cost of running the scheme through fees so that it is not a burden on the public purse. The income from fees is ring-fenced, so cannot be used to fund other council services.

4.3. We agree with landlords that those who do not comply should be required to pay significantly more than those who do a good job.

4.4. We also agree that those landlords who already have good quality safe properties should pay a lower fee because their properties do not need as much time spending on them as the poor quality ones.

4.5. The licence fees cover the full 5 year period of the scheme.

4.6. Licensing schemes are only effective if all aspects are regulated properly. For example, our experience shows that some documentation is withheld in applications, or it is out of date or assigned to the wrong property.

4.7. In addition, we have found some owners and landlords that do not cross reference with other documents. When entering properties, we have found different information than that submitted in applications. These are the types of issues that concern us about irresponsible landlord practices. We will properly resource these schemes to reveal these issues as they are symptoms of bad management or more serious situations such as fraud or criminal behaviour. This area of work is resource intensive, but necessary so that it is not an administrative only exercise.

4.8. We are proud of our robust Fit and Proper process, and have refused a number of landlords and agents in other licensing areas because they have criminal convictions or have poor management arrangements. This is an essential element for us to achieve our aims of improving property conditions and management practices.

- 4.9. The amount of time spent chasing those landlords who have failed to apply, or are deliberately avoiding providing us with information far outweighs the time spent on co-operative landlords.
- 4.10. Likewise, landlords that are clearly providing good properties with good management will not require as much time processing and monitoring their licence.
- 4.11. An essential aspect of running a Selective Licensing scheme is to get inside every property at least twice. If we are serious about improving property conditions and management – especially in an area where we have witnessed severe hazards, the inspection programme is as important as the administrative aspect.
- 4.12. If the running costs were to be equally split across the assumed licensable properties, the cost of each licence would be around **£1,600** for the five year period. We do not think it is fair to provide a flat fee this high when some landlords are complying as much as they can.
- 4.13. It would also be impossible to provide such a wide range of fees to deal with every situation. But we do believe it is fair to charge proportionately so that those landlords who are late or deliberately avoidant pay more.

5. Fees to be charged

- 5.1. We are proposing to change the way we will charge and collect licence fee payments from a single full payment, to a 2 stage payment. This means landlords do not have to pay the full fee at once. As a reminder, once the fee is paid – this lasts for the whole of the 5 year programme.
- 5.2. The first payment will be called the **Processing fee**. The majority of the cost of licensing is incurred at the front end. Processing the applications, checking the documentation and carrying out the Fit and Proper checks and risk assessments for everyone will form the major part of the licence fee. This will be **£500** for each property.
- 5.3. We cannot apply discounts for multiple properties as the amount of work processing each application will be the same.
- 5.4. The second payment will be called the **Inspection and Monitoring Fee**. The amount of the second payment will depend on the information received in the application. The properties who are clearly compliant and co-operative, will have to pay a lower Inspection and Monitoring Fee because they will require less staff time to process, inspect and monitor and therefore the fee should be lower. These will be assessed as Low risk.

5.5. Those landlords who apply, but do not provide everything required, or need to be chased, or we have historic or ongoing cases with will be required to pay a higher Inspection and Monitoring fee. These will be assessed as High Risk.

5.6. Those that fail to apply at all or deliberately provide incorrect or misleading information will pay the highest fee. These are likely to be complex cases and the highest fee will be payable classed as Failure to Licence.

5.7. We believe this reflects the varying co-operation and activity of the landlords in the area. It makes sure the non-compliant and uncooperative landlords bear the greatest costs.

5.8. First Payment – The Processing Fee

This payment must be made online with the application and all the documentation required.

Application Fee	How we process it
£500.00	Checking all the information, land registry checks, cross checking with IT systems, processing payments, Fit and Proper, certificates, risk assessment for inspection programme, entrance onto training programme, provision of landlord pack

5.9. Second Payment – The Inspection and Monitoring Fee

Applications will be assessed in terms of risk.

Factors considered include	Level assessed as	Next payment
Accuracy of information supplied, cross checks with IT systems/council tax, property layout, previous inspections/compliance, Fit and Proper checks	Low Risk – Valid Application	Landlord advised that assessed as low risk; Next payment will be £250 . The correspondence will advise when the next payment is due.
	High Risk – Invalid Application	Landlord advised that assessed as High Risk with reasons why (eg. Missing Information, details incorrect) Next payment due will

		be £500 . The correspondence will advise when the next payment is due.
	Failure to Licence	Landlords advised that highest charge is payable due to failure to apply for licence or providing deliberately false or misleading information) Next/Full payment of £1000/£1500¹¹ due within 28 days of date of letter

5.10. Landlords that fail to apply or do not comply with all information requirements will be liable for a full fee of £1,500. They will also be subject to prosecution action or the issue of a financial penalty.

5.11. Using this model and the assumptions on number of applications, fee income would generate a forecast amount of **£652,300k** over the five year period as shown in Table 2 below

¹¹ Full payment required where there has been no application/fee

6. Other income

6.1. As well as the licence fee income above (**£652,300k**), we have included £150k of income from non-compliance penalties over the 5 year period.

6.2. Civil Penalties were introduced in the Housing and Planning Act 2016, and incorporated into the Housing Act 2004. Previously, Councils prosecuting landlords for these offences had to pursue action through the Courts. Any fines issued, were paid to the Courts whilst Councils could only claim for their costs.

6.3. This new legislation provides for Councils to impose financial penalties on landlords for non-compliance rather than going through the Courts to prosecute. This is a much less resource intensive process and also has the benefit of the Council keeping the financial penalty income – rather than the Courts.

6.4. The non-compliance income below is based on our previous experience of landlords failing to apply, breaching licence conditions and other legal obligations. This will be monitored on a quarterly basis alongside our other budgets.

Table 3 – Income and Expenditure for the 5 year scheme

	Yr 1	Yr2	Yr 3	Yr 4	Yr 5	5 yr total
Expenditure					0	
Staffing	231,785	236,420	115,268	101,217	79,778	764,468
Supplies and Services	12,500	6,000	2,000	2,000	1,500	24,000
Third Party	10,000	10,000	1,500	500	500	22,500
Expenditure Total	254,285	252,420	118,768	103,717	81,778	810,968
Income						-652,300
Licence Fee income	-130,460	-130,460	-130,460	-130,460	-130,460	-652,300
Non-compliance penalty income	-30,000	-30,000	-30,000	-30,000	-30,000	-150,000
Income Total	-160,460	-160,460	-160,460	-160,460	-160,460	-802,300
						8,668
Total 5 year licensing costs				810,968		
Total 5 year income				-802,300		

6.5. We think it is appropriate to allocate assumed fees generated from non-compliance to the costs of running the scheme to provide a generally balanced account over the 5 year period.

6.6. This also makes sure that landlords who are non-compliant and breach their legal obligations are contributing much more to the running of the scheme than the landlords that have complied.

6.7. This model provides income to cover the expenditure without making a profit or putting any pressure on other Council budgets.

7. Cost to landlords

7.1. There are financial implications for landlords, and we are committed to supporting landlords in preparing for the proposed introduction of the licensing scheme.

7.2. During the consultation process from November 2017 onwards, we prepared landlords for the possibility of having to pay a fee should the Selective Licensing proposal be approved. The commencement of licensing would be around November 2018, and we view that a year is sufficient time for landlords to arrange the relevant finances.

7.3. A fundamental aspect of being a responsible landlord, is that they have robust financial management. Keeping a property in good repair requires funding to be available at all times. Landlords that claim they do not have any available finances are exposing themselves as potentially negligent of their day to day landlord responsibilities.

7.4. Many landlords raised in the consultation that not only would they have to pay for a licence fee – but that they would have to pay for repairs too. This suggests that landlords know their properties are not up to the legal standard and is further evidence that the scheme is necessary.

7.5. Landlords must pay the licence fee for every residential property they rent out in the designated area. Commercial properties are not required to hold a licence in this scheme.

7.6. We will manage financial risks on a monthly basis as part of our other financial responsibilities.

7.7. As with all long term programmes, the income and expenditure is not equally distributed but will balance over the 5 year period.

Appendix 7 – Consultation Report¹²

LAC Selective Licensing Consultation Report – Executive Summary

1. Introduction

1.1. A full consultation report has been produced by the Private Housing Standards team which includes all of the feedback gathered during the consultation programme. The full report can be read on the Council's webpage using this link;

www.sheffield.gov.uk/selectivelicensing

1.2. The full report, including appendices is comprehensive. This executive summary has been produced to pick out the key information for the Cabinet Report. The full consultation report will be published on the Council's website and will also be issued to those who took part that requested a copy.

2. When did we consult?

2.1. Consultation began on Monday 27 November 2017 and ran until Friday 23 February 2018.

3. Who did we consult with?

3.1. These are the main groups that were consulted with:

- landlords within the proposed designation area
- tenants and residents within the proposed designation area
- businesses within the proposed designation area
- residents and businesses in the wider area surrounding the proposed designation area
- letting agents
- local community groups

4. How did we consult?

4.1. We used a number of different communication methods which included;

- paper questionnaires – hand delivered to all addresses and businesses within the proposed designation area
- online questionnaires on our Citizen Space website
- public drop-in sessions
- public presentations / question and answer sessions
- a dedicated email address for individual questions / enquiries
- meetings with community groups
- articles in the press which encouraged people to contact us about their opinions

¹² This is an excerpt from the full consultation report which includes all data on survey responses. This will be included and published with the Cabinet Report

- social media posts
- views sought from interested bodies such as the Sheffield and District Landlord Association (SADLA), the Residential Landlords Association (RLA), the National Landlord Association (NLA) and Shelter

5. Numbers of Questionnaires Delivered and Response rates

5.1. A total of 7,347 information packs were issued to the relevant stakeholders. The overall response rate was 12%.

6. Overall Response Summary

6.1. All stakeholder groups were asked if they agreed with the purpose, benefits and proposed area for the scheme. The overall response to this question was strongly in favour;

- 64% agreed with the purpose
- 61% agreed with the benefit
- 52% agreed with the proposed area

6.2. The lower level of support for the area is noted and this has been reviewed with regard given to the evidence gathered by the team through the targeted inspection programme. This has resulted in a reduced designation area being proposed, showing that the Council has given consideration to the comments received.

7. Summary of Tenants and Residents Responses

7.1. The responses from just Tenant and Residents living in the proposed area were in favour of the scheme;

- 70% support the Purpose
- 67% support the Benefit
- 60% support the Area

7.2. We asked tenants if they thought landlords in the proposed area act responsibly in letting, managing and maintaining their properties;

- 39% of respondents think all or most landlords act responsibly in letting, managing and maintaining their properties
- 34% think only “some” or “very few or none” do.

7.3. We asked tenants about the proposed fee and if this resulted in an increase in rent would this affect whether they would support Selective Licensing.

- There was an overall majority in support of the scheme even if landlords pass on the fee in increased rents, with 48% in support and 38% against.

- Support for the proposals is higher amongst private tenants than amongst people in other tenures despite the possibility of rents increasing as a result; this suggests that a potential rise in rents does not have a significant impact on tenant support.

7.4. We asked if tenants and residents thought the proposed area suffered from any of the following problems;

- crime/anti-social behaviour
- use of drugs or drug related crime
- drunkenness or alcohol related problems
- noise nuisance
- neighbour nuisance
- parking problems
- Fly tipping and littering
- irresponsible storage and disposal of waste by businesses
- rubbish dumped by households
- business in poor condition
- residential properties in poor condition
- empty properties
- high turnover

7.5. **The top 3 reported problems were;**

1. Residential properties in poor condition
2. Rubbish dumped by households
3. Parking problems

7.6. We only asked **private rented tenants** the following question in order to find out what their concerns and issues were.

7.7. We asked if tenants suffered any of the following problems in their home;

- Accident due to condition of their home
- High levels of business waste in shared areas
- Not enough external bin storage
- Poor general state of repair
- Poor energy efficiency / excessive cold
- Inadequate heating system

7.8. **The top 3 reported issues were:**

1. Poor general state of repair
2. Inadequate heating systems
3. Poor energy efficiency

7.9. We asked private tenants if they had reported any of the above problems to their landlord and if they dealt with them effectively?

- 57.6% said they were satisfied with their landlord's response
- 30.3% were dissatisfied

7.10. We also asked tenants if they had been provided with:

- A copy of the tenancy agreement
 - A copy of a Gas Safety Certificate
 - A copy of an Energy Performance Certificate (EPC)
- All tenants that responded said they were provided with a copy of their tenancy agreement, although we cannot confirm the validity of these tenancy agreements.
 - Gas Safety Certificates – 100% of Chesterfield Road private tenants received a gas safety certificate, but only 61.5% for London Road and 78.9% for Abbeydale Road.
 - Energy Performance Certificates – scored the worst, with only 46.2% of London Road tenants answering that they had been provided with one, 63.2% for Abbeydale Road, and 85.7% for Chesterfield Road.

7.11. We had a relatively low response rate from private rented tenants, so it may be that the tenants of the better landlords are the ones of have responded to the questionnaire, and they have received the correct information. The situation with properties where we have taken enforcement action has been markedly different to this, and we would monitor this closely.

8. Landlord Questionnaire Results

8.1. We asked landlords if they agreed with the purpose, benefits and proposed area. Overall landlords disagreed with all 3;

- 71% of landlords and agents said they disagreed with the purpose of the proposed scheme
- 64% of landlords and agents said they disagreed with the benefits of the proposed scheme
- 66% of landlords and agents said they disagreed with the area of the proposed scheme

8.2. We asked landlords to what extent did they agree or disagree with the following statements:

- *Poorly managed tenancies contribute to the decline of an area* - 67% of landlords and agents agreed or strongly agreed
- *Landlords have a responsibility to have satisfactory management arrangement* - 87% of landlords and agents agreed or strongly agreed

8.3. This indicates that landlords understand the importance of good tenancy management, and the consequences of poorly managed tenancies for an area as a whole, and understand the landlord's responsibility to manage their tenancies well,

even if they do not agree with the Selective Licensing proposal, or indeed perform well in tenancy management.

8.4. We asked landlords what factors should the Council take into consideration when determining the fees;

- *Discount for early submission of full application* - 65% of landlords / agents favoured a discount for early application
- *Higher fee for submissions after the scheme commencement date* - 65% of landlords / agents were against a higher fee for submissions after the scheme commencement date
- *Higher fee for submissions that are incomplete or where landlords do not submit an application and we have to pursue them, potentially with enforcement action* - 64% of landlords / agents were against a higher fee for incomplete submissions
- *Higher fee for submissions that are not made until we pursue the landlord / agent or enforcement action is taken* - 45% of landlords / agents were against higher fees for applications that followed enforcement action or had to be pursued by the Local Authority, with 39% in favour
- However it is noted that this appears to conflict with the feedback we received from landlords at consultation events, where a number commented that 'bad' landlords should pay more than 'good' landlords.

8.5. We asked landlords if they took references from their tenants:

- 90% of landlords and agents answering this question said they did

8.6. We also asked landlords if they provided their tenants with:

- A copy of the tenancy agreement
- A copy of a Gas Safety Certificate
- A copy of an Energy Performance Certificate (EPC)

8.7. 100% of landlords and agents answering this question stated that they provided tenancy agreements. These results mirror those from the Tenant & Resident questionnaires, where all those who responded said they had been provided with a copy of their tenancy agreement.

8.8. 97% of Landlords said they provided their tenants with the Gas Safety Certificates. In contrast, results from the Tenants & Residents questionnaire indicated that only 61.5% of private renting tenants from London Road had been provided with a Gas Safety Certificate

8.9. 91% of all landlords said they provided EPCs to their tenants, whereas only 65% of tenants said they had received one.

8.10. Our experience of enforcement action in the area suggests that tenants aren't actually receiving the required documentation. The survey responses are interesting in that it appears to tell a different story.

8.11. We asked if landlords thought that the proposed Selective Licensing area suffered from the following problems;

- crime / anti-social behaviour
- use of drugs or drug related crime
- drunkenness or alcohol related problems
- noise nuisance
- neighbour nuisance
- parking problems
- fly tipping and littering
- irresponsible storage and disposal of waste by businesses
- rubbish dumped by households
- poor perception of private landlords
- business in poor condition
- residential properties in poor condition
- low rent levels
- empty properties
- high turnover
- low demand for housing

8.12. The top 3 reported problems were;

1. residential properties in poor condition
2. business properties in poor condition
3. parking problems

8.13. Two of these three problems were also in the 3 most reported by tenants and residents: *residential properties in poor condition* and *parking problems*.

9. Businesses

9.1. We asked local businesses if they agreed with the purpose, benefits and proposed area. Generally they disagreed with all 3 but it was not as conclusive as the landlord results;

- 48% of business owners disagreed with the purpose
- 43% disagreed with the benefits
- 48% of business owners disagreed with the area

9.2 This may suggest that the business owners may also be landlords, or that they are more aligned to the landlords' perspective.

10. Wider Area

- 10.1. Stakeholders in the wider area were asked if they agreed with the purpose, benefits and proposed area. The respondents were strongly in favour of all 3;
- 69% agreed with the purpose
 - 66% agreed with the benefit
 - 55% agreed with the proposed area.

11. Feedback submitted at Consultation Events

- 11.1. All feedback from the consultation events can be viewed as part **Appendix 1** of the full **Consultation Report**. Emails are also included in the same **Appendix**.

12. Formal submissions

- 12.1. We received 3 formal submissions to the consultation from:
- National Landlord Association (NLA)
 - Sheffield and District Landlord Association (SADLA)
 - Acorn (which describes itself as a tenants advocacy group)
- 12.2. The submissions from all 3 groups along with the response from the city council are attached as **Appendix 2** to the full **Consultation Report**.

13. Summary

- 13.1. The legislation requires the Council to give proper regard to the consultation responses. The feedback received throughout the consultation period was taken into account along with evidence gathered by the team. This has resulted in the following changes to the proposal;
- The fee will now be a 2 stage payment.
 - The final designation area has been reduced, this reduction of the proposed designation area means that the number of private rented properties is reduced from 1040 to 668. This ensures the designation is focussed on the poorest conditions and the highest proportion of private rented properties (75%).
 - We have reduced the number of conditions in the licence standards so that landlords do not have to commit financial investment over and above the required minimum legal standards. This will ensure that properties are compliant, safe and well managed without incurring disproportionate investment.
 - We have included a strict programme of monitoring of performance indicators so that we can clearly show the improvement in property conditions and management resulting from the scheme

13.2. To conclude, the consultation process was significant in terms of length of the process and the variety of methods used. The full report provides a wealth of detail, whilst this executive summary shows the headline issues as well as how we have amended the Selective Licensing proposal in regard to the responses.

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Sheffield City Council – Private Sector Housing Regulation and Selective Licensing Update

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Safer and Stronger Scrutiny and Policy
Development Committee

13th February, 2020



Sheffield
City Council



This presentation will cover:

- Private Sector Housing in Sheffield
- How the Council regulates the private sector housing in Sheffield
- Selective Licensing update
- Challenges and Priorities

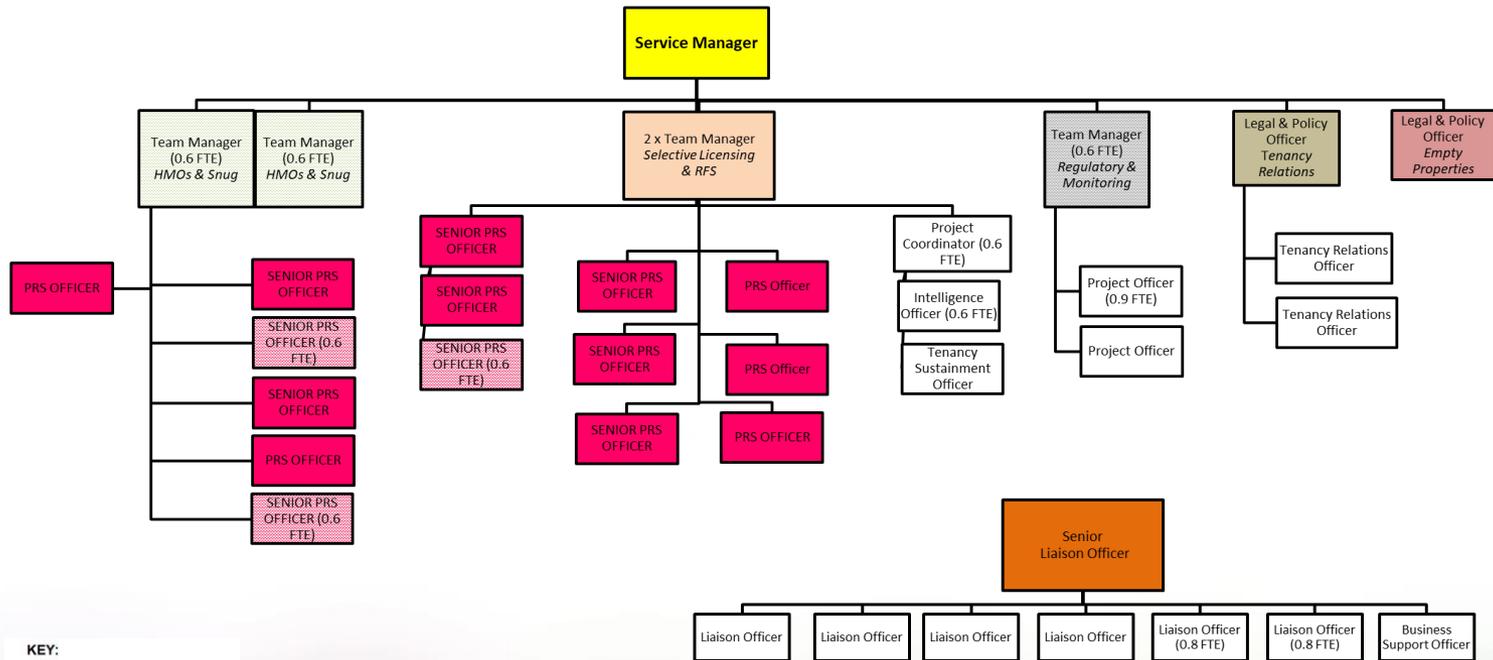


Private Sector Housing in Sheffield

- Over 250,000 homes in Sheffield, over 40,000 privately rented properties
- Some of the SCC PSH powers and duties are shared between SCC and SY Fire & Rescue Service (SYFRS)
- Private Housing Standards Team are responsible for the regulation of private housing and also working closely with other services within SCC
- Council priority is to protect some of the city's most vulnerable people
- Tackling disrepair, by working with landlords and tenants to address Cat 1 hazards
- **Statutory duties** – those we must undertake in addition to non-statutory work that we deliver to ensure housing standards are improved and residents are safe
- Increasing regulation required for Private Rented Sector (PRS), numbers have doubled in the last 10 years and are estimated to double again in the next 10 years
- Post Grenfell – Further regulations being introduced and changes will require more focus
- Sheffield has adopted a geographical planned approach to Selective Licensing, one completed in 2019 at Page Hall, London Road, Abbeydale Road commenced in 2018
- SNUG accreditation scheme in place for student homes
- Private sector housing stock survey undertaken in 2019 and shows increase in cat 1 hazards and disrepair
- The Government grant programmes that formed part of Government Priorities in the past have all ended resulting in little support for owners, the quality of homes in some areas in decline

Team Structure

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KEY:

- Inspecting Officer
- Inspecting Officer (part-time)

What do we know about the Private Rented Sector in Sheffield

- Around 40% of private rented properties built pre 1919
- Due to age of the stock, conditions have deteriorated, some poor thermal comfort
- Stock condition survey recently conducted states that 10,801 private rented properties have a Cat 1 hazard
- Private Housing Sector Survey told us that 10% of private tenants think their home is in disrepair
- A further 4,500 new PRS flats are in the pipeline which will bring the number of known PRS to over 45,000 by 2022
- Over 50% of homes sold by Council through RTB are PRS
- Over 2,500 of Private Rented homes are subject to a HMO licence (occupying over 5 people)
- Purpose Built Student Accommodation (PBSA), has not reduced the number of HMO licences in neighbourhoods
- PBSA, showing signs of under-occupancy in some locations and other forms of renting filling empty flats
- 7 high rise buildings in the city with ACM cladding which over the next 12 months should be finally removed

Statutory Duty – Mandatory Licencing, Houses in Multiple Occupation (HMO)

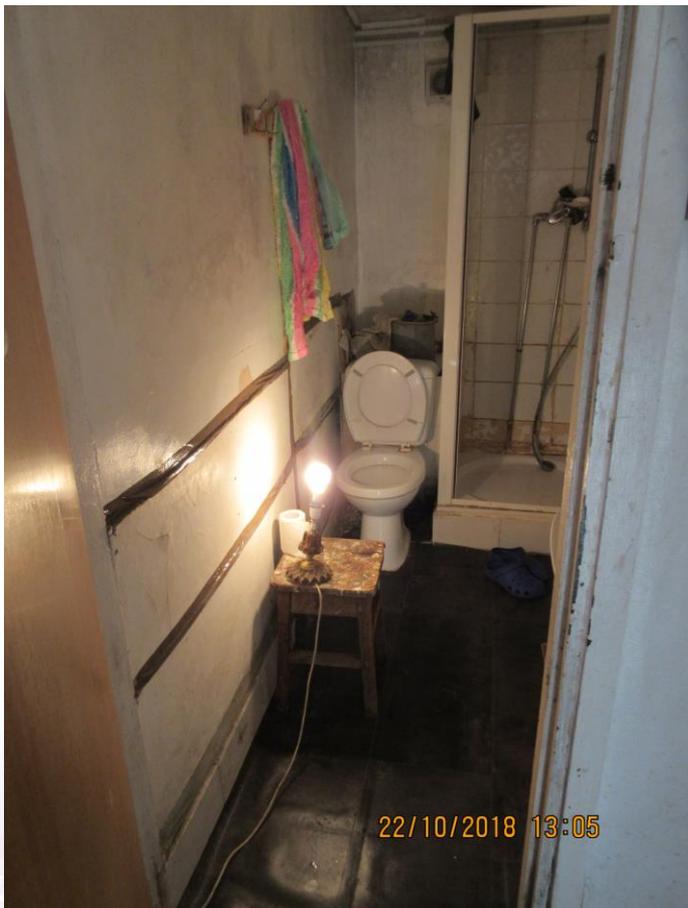
- What is a HMO?
- What do we do with them?
 - Process renewals and new HMO application
 - Over 2,500 across the city
 - Each property inspected to ensure compliance
 - Renew application every 5 years
 - HMO expansion, increased number to around 2,500
 - 4 officers manage the HMO estate
- Asylum seeker properties 219 properties across the city
 - 40 licensed
 - 45 non licensable
 - 134 single family dwellings

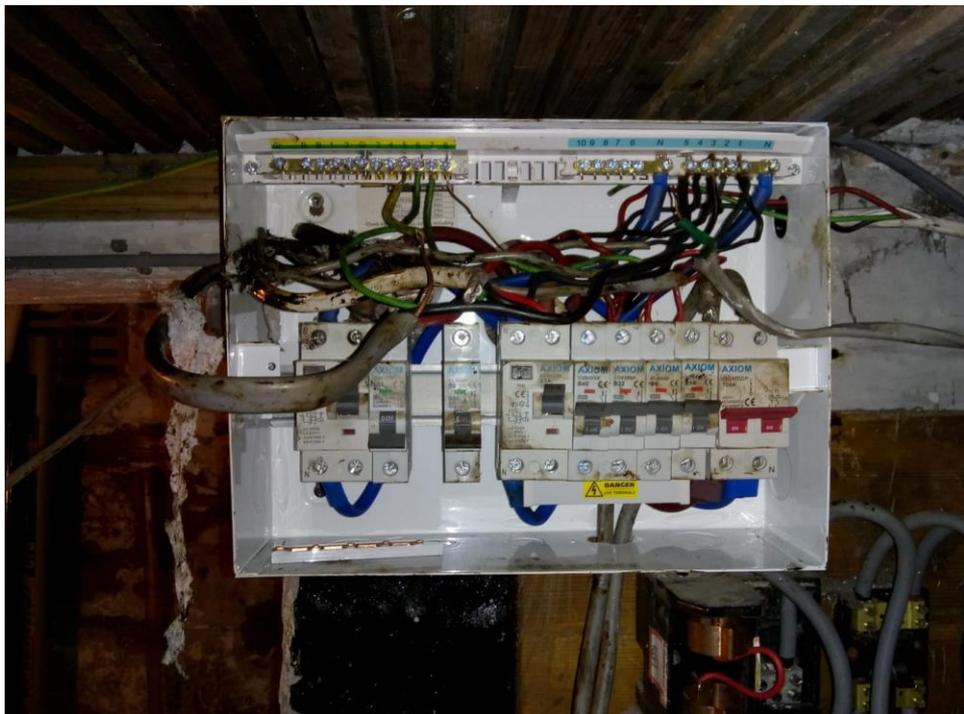
Requests For Service

- Due to reductions in Government Grants and contribution to SCC PSH teams and, SCC's own austerity this service has reduced by around 60% over the years
- However, despite this the PSH service is ranked as one of the best in the country in supporting tenants, working with landlords to improve standards and enforcement action to those that flout the law and put tenants at risk
- Councils statutory duty is to take action on Cat 1 hazards
- In the first 3 quarters of 2019/2020 686 RFS were received by the service and over 1,000 HMO licences are due for renewal in 2020
- Work closely with landlords and owner occupiers to address hazards and improve property standards, majority of landlords in city provide good quality accommodation
- Operate tenant support service – act on behalf of tenants, tackling any forms of harassment, fair rents and fraud etc.
- PSH operate a SNUG scheme – accreditation and demonstrates which properties meet this standard - for student homes
- If we can't resolve then we take enforcement action
- PSH have a range of powers, legislation, penalties and practices to target rogue landlords
- However, the quality and choice of good quality PRS homes is variable and can be an expensive option for some

Examples of Hazards

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Selective Licensing 1 – Page Hall

- First scheme in the city
- 350 properties within the designation
- Scheme aimed to address low quality of homes and disrepair
- Investigation work by PHS highlighted issues with property condition and management
- Established strong partnership working with regulatory services such as Environmental Services, South Yorkshire Police (SYP), People Services, SYFRS etc.
- All that required a licence either complied or sold properties, all worked required by licence undertaken
- Page Hall Scheme update 2018 [Selective licensing in Page Hall](#)

Page Hall – Examples

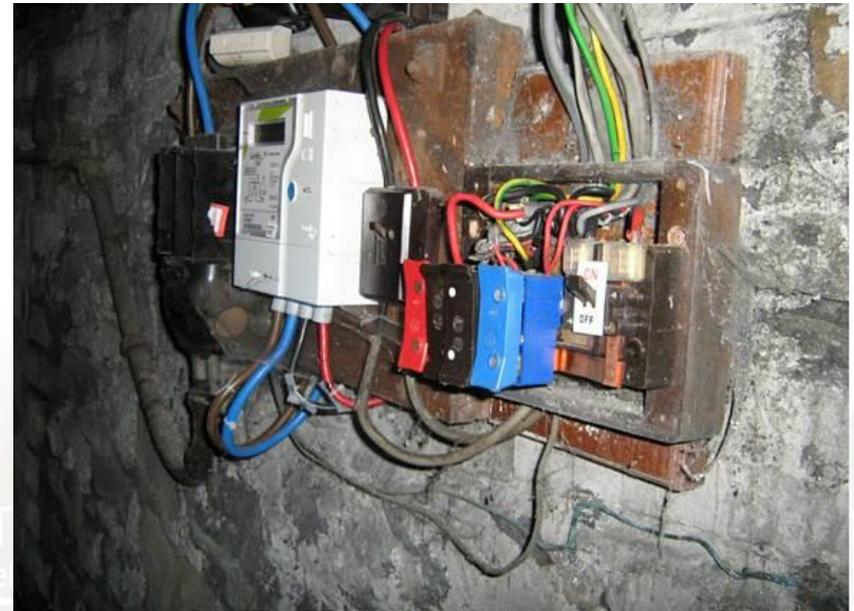
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Page Hall - Outcomes

- All properties licenced
- 301 compliant houses (at the time of the review paper – all became compliant by end of the scheme)
- 287 properties free from Cat 1 hazards
- 20 successful prosecutions
- 5 landlords failed Fit & Proper status
- 3 managing agents failed Fit & Proper status
- 255 landlords / managers completed training
- Findings as scheme end produced in April 2018, 4 years into the scheme & prior to completion
- Scrutiny updated on annual basis

Selective Licensing 2 – London/Abbeydale/ Chesterfield Road (LAC)

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- Due to increased referrals and complaints intensive work carried out in the area to assess extent of problems
- Evidence gathered showed significant number of properties had poor conditions
- Satisfied government criteria for poor property conditions
- Over 600 properties in scheme formed part of the designation
- High levels of flats over commercial businesses (takeaway's)
- LAC required a multi agency approach due to intelligence and some evidence of vulnerability
- LAC Cabinet report <http://Sheffield City Council - Agenda for Cabinet on Wednesday 20 June 2018, 2.00 pm>

Selective Licensing – London / Abbeydale / Chesterfield Road

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Selective Licensing – London / Abbeydale / Chesterfield Road

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Selective Licensing – London / Abbeydale / Chesterfield Road



Selective Licensing – London / Abbeydale / Chesterfield Road

- Prior to the scheme designation coming into force changes took place to licence conditions
- The types of conditions that the local authority can impose on licences in a selective licence area has been limited by the Hyndburn case.
- This limits the ability for the local authority to enforce property based licence conditions i.e. enforcing carbon monoxide alarms through the licence, this means that we are not able to improve the condition of the property without first inspecting it.

Selective Licensing – London / Abbeydale / Chesterfield Road

- Sheffield's largest scheme to date, includes around 420 licensable properties
- Designation came into force 1st November 2018 and runs for 5 years (as PH ended – experienced staff transferred)
- This areas more complex – deprivation, tenant vulnerability, property conditions, fire safety challenges, lots of flats over shops etc.
- Ensure Licence conditions are complied with
- All private rented properties **MUST** be licenced – if not then offence has been committed
- All licenced properties to be visited at least twice throughout the lifetime of the scheme
- Will result in safe, well managed home with licence holders receiving training on how to improve their practises

Selective Licensing – London / Abbeydale / Chesterfield Road

- Results to date include:

- **208** inspections carried out
- Serious hazards identified in **104** properties
- Hazards removed in **70** properties (110 hazards remedied in the 70 properties)
- Fire risk removed / reduced in **44** properties
- **141** compliant properties
- **25** financial penalties served for failure to licence
- Vulnerable people made safe
- Incidences of higher levels of infestation

Non Statutory Work

- Snug
 - Registration scheme for student accommodation
- Private Rented Solutions (PRS)
 - We inspect all properties within this scheme to ensure they are safe and well managed
- Fire Safety Work – Post Grenfell
 - Lots of work to do in relation to fire safety in purpose built blocks. Need skilled resources for this and also close working with South Yorkshire Fire and Rescue Service
- Empties
 - Offering support to owners of long term empty properties on how they can be brought back into use
 - Service lead on enforcement where we can not engage successfully with owners, this includes Compulsory Purchase Orders
- Sheffield Community Investment Deal (MHCLG Funding)
 - To carry out work in the East of the city to identify poor property condition, aid tenancy sustainment and work with partners to address other issues within the communities
- Tenancy Relations
 - Enforcement of Protection from Eviction Act and other landlord / tenant offences. Give advice and information on tenancy law to landlords and tenants, particularly in relation to prevention and deterrence of offenses of harassment and illegal eviction
- Training
 - We provide training to landlords and licence holders on managing HMOs and we are delivering Selective Licensing training for LAC. This is delivered with our training partner, Residential Landlord Association (RLA)

Enforcement

- Our aim is to work with landlords to ensure compliance, majority are responsive
- Where this isn't successful serve formal improvement notices
- If these are not complied with, we take enforcement action
- Options include;
- Prosecution through the courts;
 - Criminal offences, evidence to be gathered
 - Work with Legal on progressing the case to Court
- Financial Penalties;
 - Up to £30,000
 - Same evidence required as a criminal prosecution
 - Once served can be appealed – long process, very time intensive for officers
- The appropriate route is decided on a case by case basis
- Sheffield has some of the largest numbers of cases going through courts and through penalties in country and, numbers of custodial sentences
- SCC has zero tolerance to anyone that puts at risk their tenants
- Increasing number of private homes falling into disrepair, under-occupied and barriers to improving their home. Thermal insulation performance is a concern across sector.

Banning Orders

- The Housing and Planning Act 2016 introduced Banning Orders as a method of driving out the worst landlords in society from being able to manage privately rented properties.
- Where we have successfully prosecuted landlords more than once we can apply for banning order to ensure that landlords are prohibited from managing properties
- Important tool to stop rogue landlords operating

Challenges Ahead

- Fire Safety Regulation – new guidance and regulatory responsibilities for high rise and high risk buildings in relation to fire safety and building management
- Asylum seeker accommodation requires more support
- RTB PRS homes growing issue
- National shortage of qualified Environmental Officers, undertaking Environmental Health qualifications nationally
- Need additional resources to ensure statutory duties are met and looking at how we can secure funding (and seeking assistance from Govt)
- Will be launching the Council's first EHO apprenticeship programme in September (for PSH EHO and Environmental Services EHO). 4 year programme. 8 New Apprentices.

Sheffield's Approach- Priorities

- Majority of landlords in the city area are good, they assist the Council to increase standards, can access the private sector to discharge our rehousing duty to some of the city's most vulnerable people
 - Zero tolerance to poor conditions, any tenant intimidation and unsafe homes in city
 - Clear on standards for Properties (especially HMO's)
 - We monitor requests for service geographically and can identify areas where we make more interventions (we operate on a geographical basis)
 - Where we identify rogue landlords we work to identify their portfolio to proactively investigate for hazards and management issues
- If we see signs of inherent issues within an area we can proactively investigate and ensure that practises are improved
- We deliver training to HMO licence holders and also deliver this to SL Licence holders – this ensures that licence holders know their obligations
- Targeted work approach to address hazards and ensure safe, well managed homes in the private sector
 - We run a tenant support scheme and landlord support scheme.
 - Working directly with Government on new regulations, reviewing of tools available to tackle poor housing conditions, funding and implementing future regulatory legislation
 - Report to be presented to Cabinet in 2020 on Council priorities for PSH in the city

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Report on Page Hall Selective Licensing Area – 4 Years On.

1 Purpose of Report

- 1.1 The purpose of the report is to outline the key outcomes of the work undertaken by Private Housing Standards (PHS) during the 4 years since the declaration of the selective licensing area.
- 1.2 Detailed in the report is information on the licensing process, the inspection programme undertaken together with some key facts and figures which are also included in an appended summary table. The report details some of the consequences that may arise when the scheme automatically comes to an end after 5 years on the 21st April 2019 and makes recommendations

2 Background.

- 2.1 The Page Hall Selective Licensing Area was declared following a Cabinet report and came in to operation on the 22 April 2014. The following is a link to the report.
<http://www.sheffield.gov.uk/content/sheffield/home/housing/selective-licensing-page-hall.html>
- 2.2 The area is predominantly residential and mainly comprises of single family small terrace houses, with a limited number of mixed usage residential/commercial properties. There is a high proportion of private renting in the area which accounted for over 350 homes at the time of the declaration.

3 Licensing Process

- 3.1 Private rented dwellings in the area are required to be licensed and supporting information has to be included in an application, this includes a fee, an outline plan, gas safety certificate, electrical certificate and an energy performance certificate (EPC).
- 3.2 Considerable time was absorbed at the start of the scheme in dealing with incomplete or incorrect applications, lack of supporting documentation, failure to pay licensing fees and claims of exemptions from the scheme.

- 3.3** When supporting documentation was provided a substantial number of certificates had recent dates indicating that dwellings had previously been let without current gas safety certificates or electrical safety reports having been done and consequently tenants had been potential put at risk. In addition the indication was that tenancies had been created without prospective tenants being provided with EPCs and consequently had therefore been unable to make informed decisions about the likely energy costs of heating and lighting the homes. The insistence that these certificates were provided meant that landlords were being made by the licensing process to meet their already existing legal obligation.
- 3.4** Consideration of a licensing application also includes an assessment as to whether the intended licence holder is a “fit & proper” person to manage a private rented dwelling. Criminal convictions, including ones for harassment or illegal conviction or offences relating to failure to meet property standards are examples where applicants could be deemed to be not “fit & proper”.
- 3.5** 3 managing agents and 5 individual landlords have been determined not to be “fit & proper” to manage the houses and consequence owners had to submit other acceptable proposals for the houses to be managed.
- 3.6** 313 houses have now been licensed, 27 of which were subject to multiple licence applications due to ownership changes. The licences were issued with conditions including specifying the management standards to be achieved and the permitted occupancy levels. Advice was also included on the property standards that would be expected to be achieved under the Housing Act 2004 relating to hazards to health.

4 Inspection Programme

- 4.1** The first 6 months of the Selective Licensing (SL) scheme was almost entirely dedicated to verifying on-site incomplete information in applications, checking for failures to submit licence applications and verifying exemption claims. The licence application process and checks on-site assisted in confirming which houses were privately rented in the area and who the responsible property manager/landlord was.
- 4.2** An inspection programme was then developed and commenced for the purpose of checking for unlicensed houses, checking for compliance with licensing conditions and assessing for hazards under the Housing Act 2004. This was developed on a risk based approach so that homes thought to present higher risk were inspected in the early part of the programme.

- 4.3** It is important to note that we could only carry out such an intense inspection programme with so many dedicated officers, due to the funding subsidy from the Government's Migration Impact Fund and the Rogue Landlord fund.
- 4.4** Inspections were usually carried out by prior arrangement and preferably with both the landlord and tenants being present. This enabled a clear dialogue to be held with both the landlord and tenant to explain the scheme, the licensing conditions including the allowed occupancy levels and the nature of any works required to comply with the Housing Act 2004 relating to hazards together with the time scales for compliance.
- 4.5** 311 homes have now been fully inspected, in order to achieve this large a number of visits had to be made – most properties required multiple visits. Problems were experienced with gaining access made more difficult as a result of language problems and cultural issues particularly wariness of people in authority.
- 4.6** A large number of inspections had to be arranged with interpreters being present. Sections of the community particularly the eastern Europeans were particularly transient either returning to their home country for long periods or suddenly ceasing tenancies and moving elsewhere. In the area the households are comprised from a range of different ethnic background with Slovak being the most prevalent forming 57% of the households at the time of inspection.
- 4.7** 301 licensed houses now fully comply with the licensing standards. To achieve this result a substantial number of visits and checks to ensure compliance were required particularly in relation to the licensing conditions relating to occupancy levels.
- 4.8** Action has been taken in 74 cases where occupancy levels were being exceeded and this has resulted in 107 occupants moving to other accommodation.
- 4.9** 287 houses have had serious/Category 1 hazards resolved. The Housing Act 2004 creates a duty for local authorities to take action where serious hazards are present. The most common Category 1 hazards found were "Fire" and "Falls on Stairs". Houses in the area are small and internal staircase commonly descend in to kitchens which form the only route of escape in case of fire, arrangements compounded in many cases by lack of fire doors and smoke alarms.
- 4.10** The above figure includes 58 houses occupied by tenants who were more at risk because of their health vulnerability and who are now living in homes free of Category 1 hazards.

- 4.11** Officers have worked with landlords in the area and the majority of landlords have complied with licensing standards and carried out works to remove hazards without further enforcement action being necessary. The majority of landlords have also complied with the legal obligations to licence the private rented houses.
- 4.12** However where this is not the case enforcement action has been taken. 30 Improvement Notices were served and 2 Prohibitions Notices were served prohibiting part of a house. In one case because of under size rooms and in the second case where a roof space poorly converted to form a children's bedroom could only be accessed by a vertical ladder which was hazardous to use and the room formed had very low ceiling heights.
- 4.13** 19 landlords (1 landlord on 2 occasions) and 1 managing agent were successfully prosecuted for 35 offences relating to failure to licence involving 35 houses. The fines for the offences total £14,425 and the costs awarded total £11,945 making an overall total of £26,400 for fines and awarded costs

5 Landlord Support & Engagement.

- 5.1** 109 enquiries on landlord and tenancy issues were received and tenancy relations officers have given advice to tenants on their rights and landlords have been advised concerning their legal obligations. The advice and support to landlords is aimed at reducing potential harassment and ensuring that landlords follow correct procedures when they wish to bring tenancies to an end and thereby avoid committing an offence of illegal eviction with consequent risk that tenants become homeless.
- 5.2** A licensing condition is that landlords and agents managing licensed houses attend a landlord's training course. The Council commissioned the RLA (Residential Landlord Association) to provide the course which includes information on selective licensing, landlords and tenant law together with advice on a range of matters including the legal obligations of landlords. 255 landlords and agents have attended the course. The feedback from attendees has overall been very positive with good satisfaction rates and comments that attendance had been very worthwhile.
- 5.3** The close contact with landlords during application process and during house inspections has resulted in an increase in landlords seeking advice from officers. This was not only in relation to houses they own within the licensing area but outside the area with landlords using knowledge gained about hazards particularly fire standards to improving homes outside the area. The work undertaken in Page Hall has therefore resulted in secondary outcomes outside the SL area.

5.4 Where landlords have failed to comply with the licensing condition to attend a training course Civil Penalty Notices will be served, currently this is intended in 4 cases. Civil Penalties procedures allow the Council to levy a financial penalty of up to £30,000 were an offence is considered to have been committed.

6 Resident & Tenant Engagement.

6.1 The number of complaints received about housing standards in the area has been low, being 199 over a four year period. However this figure does not reflect all the issues instigated and addressed by officers when in direct contact with residents when visiting the area.

6.2 Inspecting officers have been dedicated to working in the area since its declaration and over that period have met a substantial number of tenants both during house inspections and in street contact when in the area. During this contact a lot of enquires were made about Council services because tenants and other residents were unable due to language barriers to navigate through the normal routes to access Council services, officers frequently sign posted in such cases or made direct referral and thereby helped residents to access other Council services.

6.3 Concern has been raised from residents about tenant/ resident behaviour particularly about rubbish in the streets and rubbish accumulation in yards and gardens. These matters are about resident/ tenant behaviour and the designation of the area as SL area does not give any additional powers to control these matters.

7 Partner & Inter Agency Working

7.1 The inspecting officers in the area have worked with a range of partners and agencies including

- Environmental & Regulatory Services (ERS) - regarding refuse problems, pest and rodent control
- South Yorkshire Fire & Rescue – fire safety issues
- Social Services / Mast – vulnerable children and adults at risk.
- Education Services - children missing from education
- Health Visitors – where conditions in the home are having an impact on health vulnerable individuals.
- Local community support groups – who provide support to residents and tenants

- 7.2** During inspections a large number of incidents have been found of energy meters being by-passed resulting in meters not recording the gas or electricity being used. The tampering with gas and electrical services and meters is potentially dangerous with risk of electrocution or gas explosion. 133 instances of meter by-pass have been reported to UK RPA (UK Revenue Protection Association). These mainly related to separate cases with 6 instances of multiple referrals concerning the same address.

8 Empty Homes & House Prices

- 8.1** At the commencement of the selective licensing area there were 78 empty homes in the area.
- 8.2** At that time some landlords decided to sell their houses in the area, and there was an increase in the number of empty homes. However other landlords were not deterred by the Selective Licensing declaration. They bought houses in the area, applied for licences, carried out all necessary work to bring houses up to standards and successfully let the houses.
- 8.3** A number of landlords had acquired houses at a time when nationally house prices were high. As they had taken out quite high loan to value mortgages - when house prices fell they consequently found they were in negative equity. Unable to fund the works to meet the legal standard or to sell because of the financial loss a number of houses were kept empty by landlords.
- 8.4** Current void rates are now lower with 42 houses being empty; house sales are now on the increase leading to an increase in the number of licensing applications where new owners intend to use the houses for private renting.
- 8.5** The Council has acquired 16 houses in the area for social housing purposes. Most needed work to make them suitable to be let by Council Housing Services and in some cases the works were substantial. In 2 cases the houses were particularly difficult to let taking over 6 months but the majority were let within 1 or 2 months from completion of required works.
- 8.6** Landlords and owners were concerned at the inception of the scheme that the scheme declaration would depress house prices in the area. The housing market has changed in the areas as evidenced by the % of private renting as opposed to owner occupation, and this can affect the attractiveness or otherwise for buyers.
- 8.7** House prices are generally low with terrace house prices being around £45,000. The Landlords are able to charge relatively high rents in the area which can range from £425 to £600/ month which can give a good rate of return on investment.

8.8 Page Hall is in the East of the city an area where house prices are generally lower and any comparison needs to be made relative to that area. At the inception of the scheme there was a pre-existing trend from 2011 of a reduction in average house prices with an average £12,000 decrease from 2011 to 2015. However from 2015 to 2017 there was an equivalent rise in average terrace house prices with a recovery to the 2011 average. The same changes and overall trends were also evident for the average house price in Sheffield 4 postal area. This supports a conclusion that any change in house prices at the inception of the scheme were only transitional and that the overall changes in house prices in the area are a reflection of a wider trend in the housing market. (See appendix for further information on the comparison).

9 Selective Licensing Area Status

9.1 Page Hall Selective Licensing area will come to an end in April 2019. There are no legislative provisions that enable the Selective Licensing area to be automatically extended. Where local authorities wish to consider subjecting an area to a further period under a licensing scheme they have to follow the same intensive legislative procedure including a public consultation process and Cabinet approval as though it was a completely new scheme.

9.2 The declaration of a licensing area allows local authorities to set licensing conditions. However, such conditions are now more limited in extent following a recent Appeal Court decision. Many local authorities are having to consider this decision in relation to their schemes. In Page Hall the underlying property conditions especially the high number of houses with Category 1 hazards meant that in addition to carrying out licensing compliance checks including management issues, officers would carry out property conditions inspections and take action with regard to Category 1 and high Category 2 hazards. As previously mentioned – this additional work was funded by Government subsidy.

9.3 It's clear from the regulatory guidance that on the declaration of a licensing area, there is an expectation that the area will not only become the focus for the local authority service area responsible for the standards of private housing, but also for the other local authority service areas and partner organisations

9.4 The prime responsibility placed on the PHS department was to administer the licensing scheme and to separately address the local authority duty to deal with Category 1 hazards. As this report has set out, PHS has achieved both outcomes with over 95% of private rented homes complying with licensing standards, 287 homes being free of Category 1 hazards, occupancy levels being reduced and landlords/agents being refused Fit and Proper status.

9.5 With the ending of the scheme the licensing fee income that funded the licensing officers will end. The Government funding ended two years ago. PHS will not have the staff resources for funding dedicated enforcement officers to work in the area; in any event the licensing status which gave rise to specific additional regulatory powers will also end.

10 Consequences / Risks

10.1 The ending of the Selective Licensing and the cessation of PHS officers closely working in the area will over time have an effect and there are risks and consequences associated with the change, some of the principle ones are included below;

- Landlords previously/currently judged not to be fit & proper will be able to manage homes in the area again – with concerns about standards of management and management practices.
- Over time landlords may fail to comply with other essential certification relating to EPCs, gas safety certification and electrical safety certification.
- Occupancy levels may rise.
- The by-pass of gas and electricity energy meters will go undetected and unreported with consequent safety concerns.
- 'On the ground' knowledge about the issues arising in the area will diminish - resulting in less referrals to other council services, Education, Environmental Regulation, Social Care and referrals and partnership working with Police/ Fire Service and other agencies.
- Tenant reporting of housing issues will diminish and housing conditions may deteriorate.

11 Recommendations / Risk Mitigations

11.1 PHS activity in the licensing area will reduce to that of a reactive service and complaints will be dealt with on the same basis as the majority of the rest of the City. This means that PHS will triage service request, providing advice as appropriate and only carry out inspections where it is considered the Council has a statutory duty to deal with serious housing conditions. Landlords and tenants will be advised on tenancy relations matters and any allegations of harassment and illegal evictions will be investigated.

11.2 If additional funding was available then PHS could consider dedicating additional staffing resources or supporting other services with the aim of undertaking,

- Tenancy management, supporting landlords to manage tenancies and supporting tenants to be good neighbours and sustain their tenancies
- Intelligence gathering, to help determine which geographic areas or underlying activities give rise to concerns and which may require targeted interventions.

- Targeting of specific landlords where concerns are raised about activities.
- Checks in areas for evidence of poor housing conditions or issues and carry out early intervention to avoid decline.

Such resources however would not be specifically targeted in the SL area but would generally consider issues in the east of the City and could encompass areas identified as being impacted on by inward migration.

- 11.3** At the onset and during the course of the scheme the underlying cultural differences of the residents were a cause for community tensions, such behaviour as groups congregating on street corners, lack of child attendance in schools, noise, litter, and those pressures are still present. These issues essentially arose as a consequence the increasing influx of eastern European economic migrants in to the area.
- 11.4** These issues were not capable of being address under the SL provisions and responsibility for these matters fell to other service areas and partner organisations. Police – on public order and ASB orders, Environmental Regulation Service (ERS) – noise, rodent/insect problems, garden rubbish, Waste Management Services on refuse collection, street litter, Education – schools attendance officers.
- 11.5** Successful funding bids under to the government’s resulted in the Cohesion & Migration Team being able to appoint community cohesion officers with the aim of building community capacity to address resident behaviours, working through community based organisation local street ambassadors/ wardens have been appointed to have the direct interaction with local residents on a street by street basis.
- 11.6** The same funding resulted in the appointment of officers based in ERS with the role of addressing street litter and refuse accumulations however these officers operate over a wider geographic area affected by migration issues and cannot necessarily provide the level of intervention necessary in the Page Hall area. If additional funding bids were made consideration could be made to increasing the level of resources for the Page Hall and immediately adjoining area.

12 Summary

- 12.1** As a result of the work undertaken in the area by Private Housing Standards under the Selective Licensing Scheme homes are safer and landlords have been supported to manage and create more sustainable tenancies.
- 12.2** There will be no proactive PHS activity after the end of the SL scheme in the Page Hall area.
- 12.3** PHS will continue in its duty to assess private rented housing and provide recommendations for intervention across the city.

12.4 Community based initiatives in Page Hall with the work of street wardens/ ambassadors together with other migration impact work will need to be a continuing and essentially part of addressing resident concerns and community tensions. This also needs to include capacity building in order to ensure all parts of the diverse community have equality of opportunity to access Council services.

12.5 A summary table of the above facts and figures together with other additional information is appended

Private Housing Standards Service, Sheffield City Council,

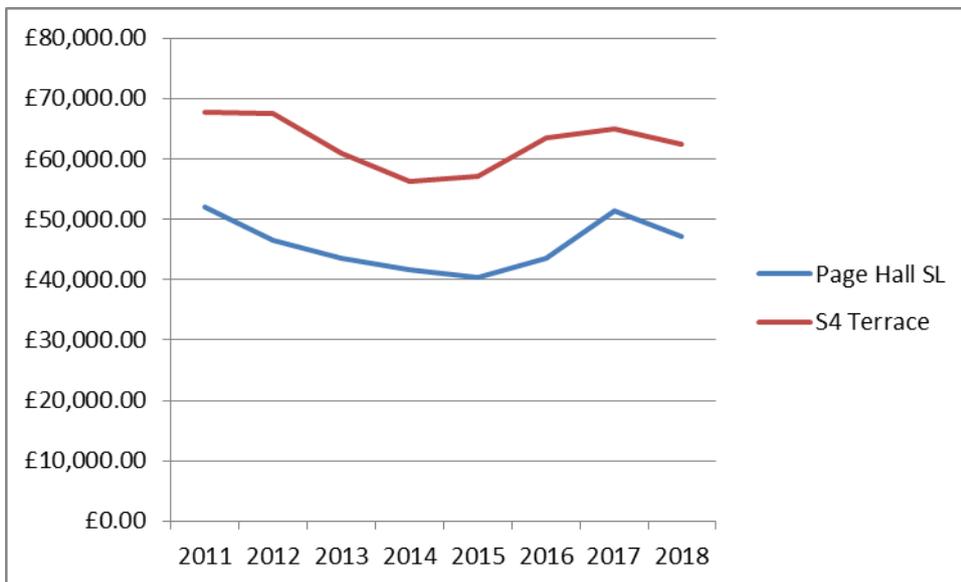
Appendix - Summary Table

Page Hall Outcomes as at April 2018

No. of applications:	340
No. of houses licenced:	313
No. of properties licenced on 2 or more occasions:	27
No. of houses inspected:	311 (difference due to access)
No. of houses that comply with SL standards:	301 (difference due to empty properties & works ongoing)
No. of houses free from Cat 1 hazards:	287
No. of homes of health vulnerable made safer by removal of Cat 1 hazards:	58
No. of Improvement Notices served:	30
No. of Prohibition Orders issued:	2
No. of Building Act Notices served:	22
No. of successful prosecution case:	20
No landlords	19 (1 prosecuted twice)
No agents	1
Total fines & costs awarded:	£26,400 (fines £14,425 costs £11,945)
No. of overcrowded properties resolved:	74
No. of people displaced through action on overcrowding:	107
No. of empty properties (March 2018):	42 (78 at scheme commencement)
No. of landlords who have failed Fit & Proper status:	5
No. of managing agents who have failed Fit & Proper status:	3
No of complaints about housing standards:	199
No. of referrals to Tenancy Relations Officers:	109
No. of landlords / Licence Managers who have completed training:	255
No. of by-passed meters referred to UK RPA:	133
Ethnicity (tenants) at time of inspection	
	%
British	10.40
Slovak	57.72
Hungarian	1.01
Polish	3.69
Asian	7.38
Afro-Caribbean	3.69
Yemini	2.01
Empty	14.09

**Comparison between
Page Hall Selective Licensing Area & Terrace
Properties in S4
Average House Prices - Source Land Registry**

	Page Hall SL Area	S4 Terrace
2011	£51,962	£67,694
2012	£46,459	£67,613
2013	£43,448	£60,944
2014	£41,565	£56,319
2015	£40,469	£57,151
2016	£43,632	£63,587
2017	£51,419	£64,878
2018	£47,071	£62,411





Report to Safer and Stronger Communities Scrutiny & Policy Development Committee Thursday 13th February 2020

Report of: Policy and Improvement Officer

Subject: Current Work Programme 2019/20: Safer & Stronger
Communities Scrutiny & Policy Development Committee

Author of Report: Alice Nicholson, Policy and Improvement Officer
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0114 273 5065

The current work programme for 2019/20 is attached at Appendix 1 for the Committee's consideration and discussion. The work programme has been updated and items scheduled for some of the meetings. The work programme includes a list of items and the Committee is asked to prioritise and agree remaining items to be scheduled in line with the sections of this report that refer to role of scrutiny, determining the work programme. Where an issue is not appropriate for inclusion on a meeting agenda, but there is significant interest from members, the Committee can choose to request a written briefing. Note there is one meeting remaining for this municipal year on 12th March 2020.

Type of item: The report author should tick the appropriate box

Reviewing of existing policy	
Informing the development of new policy	
Statutory consultation	
Performance / budget monitoring report	
Cabinet request for scrutiny	
Full Council request for scrutiny	
Call-in of Cabinet decision	
Briefing paper for the Scrutiny Committee	
Other	X

The Scrutiny Committee is being asked to:

- Prioritise and agree items for 12th March 2020

Background Papers: [Sheffield Council Constitution](#)

Category of Report: OPEN

Current Work Programme 2019/20: Safer & Stronger Communities Scrutiny Committee - Thursday 13th March 2020

1.0 What is the role of Scrutiny?

1.1 Scrutiny Committees exist to hold decision makers to account, investigate issues of local concern, and make recommendations for improvement. The Centre for Public Scrutiny has identified that effective scrutiny:

- Provides 'Critical Friend' challenge to executive policy makers and decision makers
- Enables the voice and concern of the public and its communities
- Is carried out by independent minded governors who lead and own the scrutiny process
- Drives improvement in public services and finds efficiencies and new ways of delivering services

1.2 Scrutiny Committees can operate in a number of ways – through formal meetings with several agenda items, single item 'select committee' style meetings, task and finish groups, and informal visits and meetings to gather evidence to inform scrutiny work. Committees can hear from Council Officers, Cabinet Members, partner organisations, expert witnesses, members of the public. Scrutiny Committees are not decision making bodies, but can make recommendations to decision makers.

2.0 Legislative Powers relevant to Safer and Stronger Communities Scrutiny and Policy Development Committee

2.1 Under the Police and Justice Act 2006, every local authority is required to have a Crime and Disorder Committee with the power to scrutinise the local Crime and Disorder Reduction Partnership or Community Safety Partnership as they are now referred. In Sheffield the Crime and Disorder Committee is the Safer & Stronger Communities Scrutiny Committee and the local Crime and Disorder Reduction Partnership (CDRP) is the Safer and Sustainable Communities Partnership.

2.2 The requirements of the 2006 Act were enacted by the Crime and Disorder (Overview and Scrutiny) Regulations 2009 which came into force for local authorities in England on 30 April 2009. Under the Act the Crime and Disorder Committee (in Sheffield the Safer & Stronger Communities Scrutiny Committee) can:

- Scrutinise decisions made and actions taken in connection by the responsible authorities that make up the CDRP / Community Safety Partnership
- Request information from the responsible authorities
- Require attendance of officer or employees or responsible authorities to answer questions or to provide information.

- 2.3 The Safer and Sustainable Communities Partnership is made up of all the public services in the city, with representatives from the private and voluntary sectors. The Partnership considers issues across the breadth of community safety, such as: crime, anti-social behaviour, drug and alcohol misuse, community cohesion, preventing offending and reoffending, and protecting vulnerable people.
- 2.4 The bodies represented on the Partnership have a statutory duty to work together to prevent crime and disorder in their area. The Partnership is also required by statutory regulation to produce an annual assessment of the levels and patterns of crime, disorder and substance misuse, and agree an annual partnership plan. This is referred to as the Joint Strategic Intelligence Assessment. The Committee usually considers an annual reporting item from the partnership, and would expect this January/March 2020. The work programme could incorporate a more present through the year scrutiny of Sheffield's community safety partnership (The Safer and Sustainable Communities Partnership).
- 2.5 The Police and Crime Panel was established with the statutory function to scrutinise and hold to account the Police and Crime Commissioner for South Yorkshire. The Committee have at times received an update on the work of the Police and Crime Panel.

3.0 Determining the work programme

- 3.1 Attached to this report at Appendix 1 is a current work programme 2019/20.
- 3.2 It is important the work programme reflects the principles of effective scrutiny, outlined above at 1.1, and so the Committee has a vital role in ensuring that the work programme is looking at issues that concern local people, and looking at issues where scrutiny can influence decision makers. The work programme remains a live document, and there will be an opportunity for the Committee to discuss it at every Committee meeting, this might include:
- Prioritising issues for inclusion on a meeting agenda
 - Identifying new issues for scrutiny
 - Determining the appropriate approach for an issue – e.g. select committee style single item agenda vs task and finish group
 - Identifying appropriate witnesses and sources of evidence to inform scrutiny discussions
 - Identifying key lines of enquiry and specific issues that should be addressed through scrutiny of any given issue.
- 3.3 Members of the Committee can also raise any issues for the work programme via the Chair or Policy and Improvement Officer at any time.

4.0 Meeting Dates 2019/20

4.1 Meetings have been scheduled for Thursdays 5-7pm on the following dates:

- 12th March 2020

5.0 Recommendations

5.1 The Scrutiny Committee is being asked to:

- Prioritise and agree items for 12th March 2020
-

Safer and Stronger Communities Scrutiny and Policy Development Committee

DRAFT WORK PROGRAMME 2019/20

Last updated: 4th February 2020

Please note: the work programme is a live document and so is subject to change.

Safer & Stronger Communities		Thursday 5-7pm	
Topic	Reasons for selecting topic	Lead Officer/s	Agenda Item/ Briefing paper
Thursday 11th July 5-7pm			
11 09 08 03 South Yorkshire Fire and Rescue draft Integrated Risk Management Plan	<i>Consideration of implications of this draft plan currently out to consultation, especially in light of the matters raised by a petition presented to Full Council 12th June 2019</i>	South Yorkshire Fire and Rescue - Chief Fire Officer and Director of Support Services	Agenda Item
Fire Service Cuts - Petition to Council 12th June 2019	<i>Full Council received a petition on the Fire Service Cuts proposed through the Integrated Risk Management Plan and referred matters raised by the petition to scrutiny for consideration</i>	Lead Petitioner - Neil Carbutt, Fire Brigade Union (FBU)	Agenda Item
Work Programme 2019/20 including Gun and Knife Crime Review draft report of work to date and findings 2018/19	<i>Consideration of a draft work programme for Safer and Stronger Communities Scrutiny and Policy Development Committee 2019/20</i>	Policy and Improvement Officer	Agenda Item

Thursday 19th September 5-7pm			
<i>Abbeydale Road (LAC) Selective Licensing – update post implementation</i>	<i>Monitoring the impact of the impact of the scheme over 6/12 months - Cabinet Decision 20th June 2018 - implementation scheduled 1st November 2018 - progress report 10 months on from implementation</i>	<i>Cabinet Member for Neighbourhoods and Community Safety, Neighbourhood Intervention and Tenant Support Team, Place</i>	
<i>Universal Credit in Sheffield an update:</i>	<i>Start with a briefing of 'what it looks like in Sheffield: Impact and Support, organisations involved' - Committee can then determine what more they want to know and who to attend; follow on post introduction of UC in the city</i>		<i>For information</i>
<i>Work programme 2019/20</i>		<i>Policy and Improvement Officer</i>	<i>Standing Item</i>
Thursday 24th October 5-7pm			
<i>Cohesion Sheffield - an update on city wide framework, joint strategy, and area projects</i>	<i>Understanding the local cohesion structure and system; cohesion is impacted by a number of factors and this would be to receive a report of work undertaken by Cohesion Sheffield to implement the framework and strategy, especially an update on area based projects</i>	<i>Angela Greenwood, Mike Fitter</i>	
<i>City of Sanctuary</i>	<i>Update and review</i>	<i>City of Sanctuary</i>	

<i>Controlling Migration Fund</i>	<i>Check back on this fund – How we are using it</i>	<i>Cabinet Member for Neighbourhoods and Community Safety, Director of Neighbourhoods; members of public who asked questions at last meeting (19.09.2019)</i>	
<i>Work programme 2019/20</i>		<i>Policy and Improvement Officer</i>	<i>Standing Item</i>
Thursday 12th December 5-7 pm – the meeting was cancelled, with all items moving to 16th January and additional meeting put in 13th February 2020			
Thursday 16th January 5-7pm			
<i>Challenge for Change</i>	<i>Report on latest project of Challenge for Change Tenant Scrutiny Panel - Customer Access</i>	<i>Members of the Tenant Scrutiny Panel; lead officer - Louise Cassin, Housing and Neighbourhoods Service</i>	
<i>South Yorkshire Violence Reduction Unit</i>	<i>An update on this new unit for South Yorkshire</i>	<i>Violence Reduction Unit - Rachel Staniforth/Angela Greenwood/Lee Berry</i>	
DEFERRED TO 13TH FEBRUARY: <i>Hate Crime in Sheffield</i>	<i>Hate Crime is a CSP (Community Safety Partnership) priority, an action plan was a recommendation of this Committee 2016/17</i>		TBC
<i>Work programme 2019/20</i>		<i>Policy and Improvement Officer</i>	<i>Standing Item</i>
Thursday 13th February 2020 5-7pm			
DEFERRED FROM 16TH JANUARY: <i>Hate Crime in Sheffield</i>	<i>Hate Crime is a CSP (Community Safety Partnership) priority, an action plan was a recommendation of this Committee 2016/17</i>		TBC

Private Sector Housing Regulation and Selective Licensing Update	Update on work on private housing regulation and selective licensing		
Page Hall Selective Licensing Review	Identified and added to the programme at the meeting on 24th October		for information
Work programme 2019/20		Policy and Improvement Officer	Standing Item
Thursday 12th March 5-7 pm			
Community Safety Partnership Annual Report	"Statutory role for this Committee as the Crime and Disorder Committee to scrutinise the Sheffield Community Safety Partnership (CSP)"		
Housing + update	Committee received an update March 2018 and would like to know how it is going		
Scrutiny Annual Report 2019/20 Draft Content & Work Programme 2020/21	This report provides the Committee with a summary of its activities over the municipal year for inclusion in the Scrutiny Annual Report 2019/20; and a list of topics which it is recommended be put forward for consideration as part of the 2020/21 Work Programme for this committee.	Policy and Improvement Officer	
Items to be prioritised and scheduled in the future			
101 service - The Police non-emergency number - operation and performance update	Performance is still of concern to members, receive an update on the operation and performance of this number in South Yorkshire - impact on non-emergency crime reporting data, is it fit for purpose	South Yorkshire Police - see work programme of SY Police and Crime Panel	Timeline to be agreed with SYP
Housing - housing affordability and affordable housing, housing supply	Committee want to know what affordable housing looks like in Sheffield; how do we	Cabinet Members with responsibility for Planning, Housing Strategy,	

	maintain affordability; and issues of appropriate housing, for example, catering for new way of living for ageing population, and young people's housing opportunity (especially care leavers); city fairness and equality in housing - linked to Sheffield Plan?	Housing Delivery	
Refugee Needs Review	Added to work programme following meeting on 24th October about Cohesion, City of Sanctuary, Controlling Migration Fund		July 2020
Other areas of work - not scheduled as agenda items			
Gun and knife crime scrutiny review	Committee work to date report needs to be updated into a formal review report, gathering more information if required - small task group of the Committee to work on this; and to scope with Children, Young People & Families Support Scrutiny Committee activity, and work on Violent Crime Reduction in the city		Task and Finish Group

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