

EXECUTIVE

Monday, 23 March 2020

6.00 pm

Committee Room 1, City Hall

Membership: Councillors Ric Metcalfe (Chair), Donald Nannestad (Vice-Chair), Chris Burke, Bob Bushell, Rosanne Kirk and Neil Murray

Officers attending: Angela Andrews, Democratic Services, Kate Ellis, Jaclyn Gibson, Daren Turner, Simon Walters and Carolyn Wheeler

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Please note that, in accordance with the Members' Code of Conduct, when declaring interests members must disclose the existence and nature of the interest, and whether it is a disclosable pecuniary interest (DPI) or personal and/or pecuniary.	
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Present: Councillor Ric Metcalfe (*in the Chair*),
Councillor Donald Nannestad, Councillor Chris Burke,
Councillor Bob Bushell, Councillor Rosanne Kirk and
Councillor Neil Murray

Apologies for Absence: None.

96. Confirmation of Minutes - 20 January 2020

RESOLVED that the minutes of the meeting held on 20 January 2020 be confirmed.

97. Declarations of Interest

Councillor Ric Metcalfe declared a Disclosable Pecuniary Interest with regard to the agenda item titled 'Brayford Trust'. Reason: He sat as a trustee on the Brayford Trust Board.

He left the room during the consideration of this item and took no part in the vote on the matter to be determined.

98. Medium Term Financial Strategy 2020-2025

Purpose of Report

To recommend to the Executive the draft Medium Term Financial Strategy for the period 2020-2025, the budget for 2020/21 and the Capital Strategy 2020-2025 for referral to Council.

Decision

That the Executive:

- (1) Recommends to Council for approval the draft Medium Term Financial Strategy 2020-2025 and the draft Capital Strategy 2020-2025, including the following specific elements:
 - a proposed Council Tax increase of 1.9% for 2020/21;
 - a housing rent increase of 2.7% for 2020/21, as agreed at Council on 21 January 2020;
 - the inclusion of the Council as a member of the Lincolnshire Business Rates Pool in 2020/21;
 - the General Fund revenue forecast 2020/21-2024/25 as shown in Appendix 1 of the report and the main basis on which the budget has been calculated, as set out in paragraph 4 of the report;
 - the General Investment Programme 2020/21-2024/25 as shown in Appendix 2 of the report and the main basis on which the programme has been calculated, as set out in paragraph 6 of the report;
 - the draft Housing Revenue Account forecast 2020/21-2024/25 as shown in Appendix 3 of the report and the main basis on which the programme has been calculated, as set out in paragraph 5 of the report;

- the draft Housing Investment Programme 2020/21-2024/25 as shown in Appendix 4 of the report and the main basis on which the programme has been calculated, as set out in paragraph 7 of the report).

Alternative Options Considered and Rejected

None.

Reason for Decision

Further to consideration of the Medium Term Financial Strategy 2020-2025 and the budget and Council Tax proposal for 2020/21 at the meeting of the Executive held on 20 January 2020, the initial draft had been subject to public consultation and scrutiny via the Council's Budget Review Group. In addition, an all member workshop was undertaken during January 2020 to ensure that as large a number of members as possible had the opportunity to fully understand the financial position of the Council.

The minutes of the Budget Review Group's meeting held on 5 February 2020 were appended to the report and it was noted that the Group had supported the Medium Term Financial Strategy in terms of its principles and the process that had been followed to develop it. No comments had been received in response to the public consultation.

99. Council Tax 2020/21

Purpose of Report

In light of the report on the Medium Term Financial Strategy, which appeared elsewhere on this agenda, the report set out the City Council's Council Tax requirement and, together with the requirements of the County Council and the Police and Crime Commissioner, allowed Members to make a formal recommendation to Council for the overall levels of Council Tax for 2020/21.

Decision

That Council be recommended to:

- (1) Accept the 6 January 2020 Executive recommendation that the Council Tax Base for 2020/21, as calculated in accordance with The Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012, be 24,689.50.
- (2) Calculate the following amounts for the year 2020/21 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992:
 - a) £105,217,640 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils.
 - b) £98,302,610 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.

- c) £6,915,030 being the amount by which the aggregate at 2(a) above exceeds the aggregate at 2(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31A (4) of the Act).
- d) £280.08 being the amount at 2(c) above (Item R), all divided by Item T (1 above), calculated by the Council, in accordance with Section 31B(1) of the Act, as the basic amount of its Council Tax for the year (including Parish precepts).
- e) £0 being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act
- f) £280.08 being the amount at 2(c) above less the amount at 2(e) above, all divided by the amount at 1 above, calculated by the Council in accordance with Section 33(1) of the Act, as the basic amount of its Council Tax for the year

g) **City of Lincoln Council**

A	B	C	D
£186.72	£217.84	£248.96	£280.08
E	F	G	H
£342.32	£404.56	£466.80	£560.16

being the amounts given by multiplying the amount at 2(f) above by the number which, in proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular band divided by the number which in proportion is applicable to dwellings listed in Valuation Band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken for the year in respect of categories of dwellings listed in different bands.

- (3) Note that for the year 2020/21 Lincolnshire County Council have stated the following amounts in precepts issued to the Council, in accordance with the dwelling bandings shown below:

Lincolnshire County Council

A	B	C	D
£891.72	£1,040.34	£1,188.96	£1,337.58
E	F	G	H
£1,634.82	£1,932.06	£2,229.30	£2,675.16

- (4) Note that for the year 2020/21 the Police and Crime Commissioner has stated the following amounts in precepts issued to the Council, in accordance with the dwelling bandings shown below:

Police and Crime Commissioner for Lincolnshire

A	B	C	D
£167.58	£195.51	£223.44	£251.37
E	F	G	H
£307.23	£363.09	£418.95	£502.74

- (5) Having calculated the aggregate in each case of the amounts at 2(g), 3 and 4 above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby set the following as the amounts of Council Tax for the year 2020/21 in accordance with the dwelling bandings shown below:

Total Council Tax Charge 2020/21

A	B	C	D
£1,246.02	£1,453.69	£1,661.36	£1,869.03
E	F	G	H
£2,284.37	£2,699.71	£3,115.05	£3,738.06

Alternative Options Considered and Rejected

None.

Reason for Decision

In terms of the City Council requirement for 2020/21, the net General Fund budget requirement as set out in the Medium Term Financial Strategy report totalled £12,963,220 which included a contribution to balances of £286,310.

For 2020/21 a Council Tax increase of 1.90% had been applied, with the Council Tax requirement for 2020/21 noted as £6,915,030. By reference to the Band D level, the 2020/21 Council Tax would rise by £5.22 to £280.08 per annum, with the range of Council Taxes for bandings set out in paragraph 2.4 of the report.

The requirements of Lincolnshire County Council and the Lincolnshire Police and Crime Commissioner were also set out in the body of the report.

Councillor Ric Metcalfe highlighted that the precept of the Lincolnshire Police and Crime Commissioner, at 13% of the share, was nearly as high as the City of Lincoln Council's share which would be 15%. It was noted that the vast majority of the Council's hereditaments were in bands A and B who would experience a modest increase.

100. Pay Policy Statement 2020/21

Purpose of Report

To request that Council approve the attached Pay Policy Statement, drafted in compliance with section 38(1) of the Localism Act 2011.

Decision

That Council be recommended to approve the Pay Policy Statement.

Alternative Options Considered and Rejected

None.

Reason for Decision

The Localism Act 2011 required local authorities to produce pay policy statements which articulated an authority's policies towards a range of issues relating to the pay of its workforce, particularly its senior staff and its lowest paid employees.

The Government also considered that decisions on pay policies should be taken by elected members, as those directly accountable to local communities. The Localism Act 2011 therefore required the Pay Policy Statement and any amendments to be considered by a meeting of full Council.

The Pay Policy Statement met the relevant requirements of the Localism Act 2011, which were to define the Council's policy on:

- the level and elements of remuneration for chief officers;
- the remuneration of the lowest paid employee, and the definition of 'lowest paid employee';
- the relationship between the remuneration of chief officers and other officers;
- specific aspects of chief officers' remuneration, including at appointment, increases, termination and any other payments.

101. Financial Performance - Quarterly Monitoring

Purpose of Report

To present the third quarter's performance on the Council's General Fund, Housing Revenue Account, Housing Repairs Service and Capital Programme.

Decision

That Executive:

1. Note the progress on the financial performance for the period 1 April to 31 December 2019 and the projected outturns for 2019/20.
2. Note the underlying impact of the pressures and underspends identified in paragraphs 3.2, 4.2 and 5.2 of the report, as set out in Appendices B, D and F respectively.
3. Approve the proposed contributions to and from reserves in paragraph 3.5 and the carry forward requests detailed in paragraph 3.6 of the report.
4. Approve the changes to the General Investment Programme and Housing Investment Programme as approved by the Chief Finance Officer and detailed in paragraphs 7.3 and 7.10 of the report.

5. Approve the changes to the General Investment Programme as detailed in paragraph 7.5 of the report.

Alternative Options Considered and Rejected

None.

Reason for Decision

Updates were reported as follows:

General Fund Revenue Account

For 2019/20 the Council's net General Fund revenue budget was set at £13,655,090, including a planned contribution from balances of £554,410 which resulting in an estimated level of general balances at the year-end of £2,452,134.

The General Fund summary was currently projecting a forecast overspend of £222,080, as set out in Appendix A of the report. This forecast variance was the result of a number of forecast year-end variations in income and expenditure against the approved budget. Full details of the main variances were provided in Appendix B of the report while the key variances were noted as follows:

- Homeless Bed and Breakfast – increased expenditure: £107,800;
- Savings Target – shortfall in delivery: £201,750;
- Housing Benefit Overpayment – reduced income: £318,000;
- Houses in Multiple Occupation – reduced income: £74,260;
- City Bus Station – reduced expenditure: £104,800;
- External Interest payable – reduced expenditure: £225,945;
- City Hall, Industrial Estates and Lincoln Property – increased income: £159,360;
- Car Parking – increased income: £162,000;
- Car Parking – increased expenditure: £135,000;
- Bereavement Services – increased income: £124,150;
- Bereavement Services – increased expenditure: £88,020;

The most significant of the forecast variations was the reduction in the level of housing benefit overpayment being raised. Whilst this was positive in that the number of overpayments were reducing, this in turn created a budgetary pressure. This was a continuation of a trend from 2017/18 and 2018/19 with the transition of benefits customers to Universal Credit and the use of 'real time' information which meant that the level of overpayments raised had drastically reduced. The budget pressure was as a result of the consequential reduced income from reclaiming the overpayment from the claimant and would require a budget realignment as part of the Medium Term Financial Strategy.

Although forecast outturn for the General Fund was a shortfall of £222,080, at this stage in the financial year forecast outturns were difficult to predict and often subject to volatility.

Further to additional contributions from reserves there were also a number of contributions to and from earmarked reserves that were required, subject to outturn, as set out in paragraph 3.5 of the report.

It was reported that the forecast overspend of £222,080 did not take into account any requested carry forwards. Assistant Directors had requested a number of items be transferred to an earmarked reserve and spent in future years as set out in paragraph 3.6 of the report.

Towards Financial Sustainability Programme

The savings target included in the Medium Term Financial Strategy for 2019/20 was £4,650,000. Progress against this target, based on quarter three performance, showed that secured and confident projections totalled £4,448,250, which resulted in a current forecast under achievement of the target in 2019/20 of £201,750. Although there were still a number of reviews in progress these were not expected to deliver savings in this financial year. The current year target was therefore unlikely to be achieved in full. A summary of the current position was illustrated in paragraph 3.9 of the report.

Fees and Charges Income

Income from fees and charges represented a significant proportion of income to the Council, with primary sources being from car parking, development management and building regulations. A summary of the progress of these key income streams against the approved budget, together with the actual variance for the third quarter of the financial year, was provided at paragraph 3.10 of the report.

Housing Revenue Account

For 2019/20 the Council's Housing Revenue Account net revenue budget was set at £52,040, resulting in an estimated level of general balances at the year-end of £1,078,609.

The Housing Revenue Account was currently projecting an in-year underspend of £79,582. This forecast variance was the result of a number of forecast year-end variations in income and expenditure against the approved budget.

Full details of the main variances were provided at Appendix D of the report whilst the key variances were summarised below:

- Staff Vacancies – reduced expenditure: £177,000;
- Repairs Costs – increased expenditure (Offset from the Housing Repairs Service Surplus): £62,400;
- Council Tax – increased expenditure: £67,000;
- Depreciation: increased expenditure: £375,000;
- Interest Payable – increased expenditure: £129,000;
- DRF Contribution – reduced expenditure: £429,000;
- Housing Repairs Service Surplus – increased income: £117,000;

Housing Repairs Service

For 2019/20 the Council's Housing Repairs Service net revenue budget was set at zero, reflecting its full cost recovery nature.

At quarter three the Housing Repairs Service was forecasting a surplus of £117,075 in 2019/20, with a summary and details of main variances set out in Appendices E of the report.

General Fund Investment Programme

The last quarterly report approved a General Fund Investment Programme for 2019/20 of £14,755,906. Movements in the programme during the third quarter had decreased overall planned expenditure in 2019/20 to £12,509,748. A summary of overall changes to the programme was set out in paragraph 7.2 of the report.

There were no changes that required Executive approval for quarter 3.

One new project recommended by the Capital Programme Group was subject to Executive approval, as follows:

- Stamp End Depot demolition works: £134,440 funded from the unallocated capital contingency budget, relating to 50% recharge of capital works undertaken in agreement with a third party.

The overall spending on the General Fund Investment Programme for the third quarter was £8.847million, which was 70.7% of the 2019/20 programme and 75.4% of the active programme. This was detailed further at Appendix I of the report.

Housing Investment Programme

The last quarterly report approved a Housing Investment Programme for 2019/20 of £20,629,324. Movements in the programme since had decreased overall planned expenditure in 2019/20 to £14,906,247. A summary of the changes were shown at paragraph 7.9 of the report.

The changes that required approval from Executive were detailed at Appendix J and K of the report and summarised as follows:

- Movements back to available resources from:
 - Hermit Street regeneration 2019/20 £18,725;
 - New Services 2019/20 £51,828;
 - Over bath showers 2019/20 £300,000;
 - Safety Flooring 2019/20 £10,169.
- Movements from available resources into
 - Fire Compartment Works 2019/20 £40,000.

Expenditure against the Housing Investment Programme budget during the first 3 quarters was £8.025 million, which was 53.84% of the programme. The expenditure was detailed further at Appendix K to the report.

Although this would appear to be low at this stage of the financial year, the following points were noted:

- an element of the programme in 2019/20 related to the De Wint new build scheme and Markham House, construction of which was yet to commence;
- 11 Property acquisitions which were yet to be completed.

Councillor Ric Metcalfe thanked the Council's Chief Finance Officer and her team for their excellent stewardship of the Council's finances, reflecting that it had been another challenging year.

102. Q3 2019-2020 Operational Performance Report

Purpose of Report

To provide the Executive with a summary of the operational performance position for quarter three of the financial year 2019/20.

Decision

That the Executive:

- (1) Notes the content of the report.
- (2) Requests that relevant Portfolio Holders ensure management has a local focus on those highlighted areas showing deteriorating performance.

Alternative Options Considered and Rejected

None.

Reason for Decision

The following updates regarding each of the Council's Directorates were reported, as follows:

- Chief Executive's Directorate – 11 strategic measures were above their target, 5 strategic measures were below their target, 1 was acceptable and 3 volumetric. Whilst some measures negatively changed in direction, the majority of these measures still remained above or within target;
- Communities and Environment Directorate – 12 strategic measures were above their target, 2 strategic measures were below their target, 7 were acceptable and 8 volumetric. Whilst thirteen measures negatively changed in direction, most of these measures still remained above or within target;
- Housing and Investment Directorate – 7 strategic measures were above their target, 3 strategic measures were below target, 4 were acceptable and 5 were volumetric. Whilst six targeted measures negatively changed in direction, eight saw a move in a positive direction.

With regard to sickness performance, the overall sickness data as at the end of quarter three was 7.75 days per full time equivalent post, excluding apprentices. This was only slightly higher than the 7.28 days per full time equivalent post in quarter three of 2018/19. During quarter three, the long term sickness per full time equivalent stood at 4.29 days, slightly higher than the 4.14 days in quarter three in 2018/19, with short term sickness standing at 3.45 days.

In quarter three 104 complaints, five less than quarter one, were received by the Council. The cumulative average time across all directorates to respond to formal complaints was 6.9 days and was 6.8 days in quarter three alone. In quarter three the Council had one Local Government Ombudsman case decided, which was not upheld.

There had been a number of achievements during quarter one as follows:

- awarded as the 'Best Innovative Environmental Health Solution' for the City of Lincoln Council's multi-agency approach to tackling Anti-Social Behaviour;
- Shortlisted alongside Aaron Services for the H&V News Awards Collaboration of the Year;
- one of the Council's Apprentices had been shortlisted for the Lincolnshire Public Service Apprentice of the Year Awards 2019.

In presenting the report it was noted that the percentage of planning applications determined was one of the best rates in the country at 98%, which in turn had a significant impact on the local economy.

Further work was taking place to address call waiting times which at the moment were averaging at one minute, twenty seconds and was below target. One of the reasons for this was that calls taken by the Customer Services Team were complex due to the increased vulnerability of some of the Council's customers. It was important, therefore, that customers' calls were fully resolved therefore adding to the length of calls. Members agreed, in comparison to other organisation's call centres, that a waiting time of one minute twenty seconds actually represented a very good service. It was noted that further consideration be given to a less ambitious target regarding call waiting times.

It was also reported that the performance of housing voids still provided some challenges but an action plan had been put in place to address this. Despite not meeting locally set targets, however, performance of voids for Council properties was still in the upper quartile compared to other authorities. One of the priorities in respect of voids was making sure that they were of an acceptable standard before making them available for tenants, which in some cases did take longer than the targeted turnaround time. Members agreed that this was justified as it would lead to better outcomes for residents. Consideration would be given to the target for void properties, taking into account outcomes as opposed to timescales.

Councillor Ric Metcalfe thanked officers for all of the hard work they were doing.

103. Strategic Risk Register - Quarterly Review

Purpose of Report

To provide the Executive with a status report of the revised Strategic Risk Register as at the end of the third quarter 2019/20.

Decision

That the Executive note the Strategic Risk Register as at the end of the third quarter 19/20.

Alternative Options Considered and Rejected

None.

Reason for Decision

Since the previous report to the Executive on the Strategic Risk Register, the document had been reviewed and updated by the Corporate Leadership Team and had identified that there had been some positive movement in the Risk Register.

A number of control actions have now been progressed or completed and the key movements are outlined as follows:

- Risk 1 - Failure to engage & influence effectively the Council's strategic partners, council staff and all stakeholders to deliver against the Council's Vision 2020/2025. The Council's draft Vision 2025 has been developed, with a new fifth strategic priority, and had been subject to both internal and external consultation. The final document would be presented to Council for approval on 3 March 2020;
- Risk 2 - Failure to deliver a sustainable Medium Term Financial Strategy. The draft Strategy had been prepared and was based on revised financial planning assumptions and was subject to public consultation and Member scrutiny during February. The Medium Term Financial Strategy would be approved in March 2020;
- Risk 6 - Unable to meet the emerging changes required in the Council's culture, behavior and skills to support the delivery of the council's future Vision and the transformational journey to one Council approach. A Staff Charter known as "The Lincoln Way" had been developed with staff consultation to commence in February 2020;
- Risk 7 – Insufficient levels of resilience and capacity exist in order to deliver key strategic projects and services. As part of the development of Vision 2025 timelines for existing, legacy projects have been undertaken along with scheduling of new projects to allow capacity to deliver.

Whilst positive progress had been made in relation to control actions, and these continued to be implemented and risks managed accordingly, there was one risk where the assessed levels of likelihood and impact had increased, as follows. The levels of assessed risks were summarised in paragraph 3.4 of the report.

104. Prudential Indicators 2019/20 - 2022/23 and Treasury Management Strategy 2020/21

Purpose of Report

To provide the Executive with an opportunity to consider the adoption of the 15 statutory prudential indicators and eight local indicators for the period 2019/20 to 2022/23, together with the 2020/21 Treasury Management Strategy prior to reporting to Council for final approval.

Decision

The Executive recommended to Council for approval:

- (1) The Prudential Indicators detailed in paragraph 4.1 and Appendix 1 of the report.

- (2) The Treasury Management Strategy, including the treasury management prudential indicators and the Investment Strategy, set out in paragraph 4 and Appendix 3 of the report.
- (3) The revised Minimum Revenue Provision Policy in Appendix 2 of the report.
- (4) The revised Treasury Management Practices and Schedules in Appendix 4 of the report.

Alternative Options Considered and Rejected

None.

Reason for Decision

The report set out the operation of the Council's prudential indicators, its treasury function and its likely activities for the forthcoming year which incorporated the following key reporting requirements:

- Prudential and Treasury Indicators – the reporting of the statutory prudential indicators together with local indicators, in accordance with the requirements of the CIPFA Prudential Code for Capital Finance in Local Authorities and the CIPFA Treasury Management Code of Practice;
- Minimum Revenue Provision Statement – the reporting of the Minimum Revenue Provision Policy which set out how the Council would pay for capital assets through revenue each year;
- Treasury Management Strategy – which set out how the Council's treasury activity would support capital decisions, the day-to-day treasury management and the limitations on activity through treasury prudential indicators. The key indicator was the Authorised Limit, the maximum amount of debt the Council could afford in the short term, but which would not be sustainable in the longer term. This was the Authorised Borrowing Limit required by Section 3 of the Local Government Act 2003 and was in accordance with the CIPFA Code of Practice on Treasury Management and the CIPFA Prudential Code;
- Investment Strategy – this was included within the Treasury Management Strategy and set out the criteria for choosing investment counterparties and limiting exposure to the risk of loss.

105. Celebrating Vision 2020

Purpose of Report

To celebrate with the Executive Vision 2020, the Council's Strategic Plan covering the period April 2017 to March 2020, a vision for the city shared with key stakeholders and partners, encapsulated in the key vision statement:

“Together, let's deliver Lincoln's ambitious future”

The report highlighted the excellent progress made in this first stage of the Council's longer vision to 2030.

Decision

That the Celebrating Vision 2020 summary be referred to Council.

Alternative Options Considered and Rejected

None.

Reason for Decision

Vision 2020 was published in January 2017 and formed the first three-year phase of a wider plan for the city to be delivered by 2030. This vision set out what the Council wanted to achieve over the longer term, and how it would start achieving it.

Progress had been monitored throughout the three years through a series of Strategic Priority Groups aligned to the four priorities identified within the vision.

Performance on the projects commenced as part of the vision was then reported annually to the Performance Scrutiny Committee and the Executive, aligned with the Portfolio Holder reports.

The summary document of vision 2020 was detailed at Appendix A of the report and as part of the presentation to the Executive, members noted the significant schemes and initiatives that had been delivered over the last three years as part of the vision:

- opening of the Lincoln Transport Hub;
- significant invest in Boultham Park;
- significant investment in the CCTV network;
- redevelopment of Birchwood Leisure Centre;
- a house building programme which had seen more new homes built in the last three years than had been built in the last forty years;
- the launch of the Social Responsibility Charter;
- the launch of the Community Lottery.

Another key aspiration of vision 2020 was to instil pride in the city. This led to the development of the 'Proud to be Lincoln' brand which would continue to be celebrated as part of vision 2025.

Councillor Ric Metcalfe thanked the Chief Executive, Corporate Management Team and all officers involved in delivering these achievements, adding that it was this was remarkable for an authority the size of the City of Lincoln Council.

106. Vision 2025 Strategic Plan

Purpose of Report

To present to members the final draft Vision 2025 content, which detailed where the Council would focus its resources between now and 2025.

Decision

That the final draft contents of the Vision 2025 Strategic Plan, as detailed at Appendix A to the report, be referred to Council for approval.

Alternative Options Considered and Rejected

None.

Reason for Decision

The Vision 2025 Strategic Plan outlined the direction for the City of Lincoln Council for the period 2020-2025, forming phase two of the Council's wider vision for the city to be delivered by 2030.

With a new strategic priority around addressing climate change added to the priorities from Vision 2020, each strategic priority continued to be underpinned by five aspirations and a range of cross-cutting projects which would help the Council and partners to deliver its vision for the city. The vision would be supported each year by an Annual Delivery Plan, detailing which of the projects would commence or be delivered during that particular year of the strategy.

It was proposed that Vision 2025 would be launched at the Lincoln Delivering a Sustainable and Inclusive Future Growth Conference in March 2020.

Councillor Nannestad stated that the inclusion of climate change as a priority was extremely important, particularly in support of the Council's declaration of a climate emergency in 2019.

Councillor Chris Burke was pleased to see that support for people rough sleeping would continue as part of Vision 2025, stating that the Council had an excellent track record in this respect. He also complimented the fantastic work undertaken in the Sincil Bank area especially since the opening of the community hub and felt that Vision 2025 provided a very good forward plan of activities to look forward to.

Councillor Ric Metcalfe was particularly pleased to see the extent to which the four original strategic priorities of Vision 2020 had been integrated so well. The thoroughness of the revised vision was the basis of learning from Vision 2020 but also taking into account public consultation and understanding what residents, key stakeholders and partners wanted to see as priorities moving forwards. The priorities and aspirations of Vision 2025 were therefore built upon a strong evidence base.

107. Brayford Trust

Councillor Ric Metcalfe left the meeting during consideration of this item following his declaration of a disclosable pecuniary interest.

Councillor Donald Nannestad chaired the meeting for this item.

Purpose of Report

To seek Executive's endorsement of the new five-year business plan from the Brayford Trust.

Decision

That the Brayford Trust's five year business plan for 2019/20 to 2023/24 be endorsed and that the Brayford Trust is encouraged to work in a more transparent manner.

Alternative Options Considered and Rejected

None.

Reason for Decision

The report enclosed the Brayford Trust's Business Plan for 2019/20 to 2023/24, as set out at Appendix 1. The Business Plan set out the intentions of the Trust over the next five years and how the Trust had performed over the last 5 years.

The Brayford Trust, being both a company and registered charity, operated on a not for profit basis with a remit to manage, conserve and develop Lincoln's Brayford Pool to the benefit of all.

In January 2010 the Trust entered into a revised lease with the Council for a term of 125 years, and a Management Agreement for the Pool for five years, which required the Trust to produce a five year business plan for the Council's approval and to account to the Council for the delivery of such.

The lease set out a number of obligations for the Trust such as:

- to manage the Pool in accordance with the Trust's charitable objectives;
- to keep the Brayford Pool open and available for recreational use by the public;
- to provide moorings;
- to keep the Pool in good condition;
- to maintain and where necessary to shore up and pile the natural banks;
- to use reasonable endeavours to ensure a sufficient depth of water for navigation by dredging the pool.

It was noted that the Trust was complying with these requirements and continued to make considerable improvements to the Pool since the revised lease was entered into.

A letter had been received by the Brayford Watch Group, which called for greater openness and transparency of the Brayford Trust.

It was reported that there was no requirement for the Trust to operate in an open and transparent manner, with their only legal obligations from the perspective of the City of Lincoln Council being to comply with the requirements of the lease.

Members agreed that the Brayford Trust should be encouraged to operate in a more open and transparent manner, reflecting that the Brayford was an important part of the city which the Trust was managing on behalf of the city's residents and visitors.

108. Exclusion of the Press and Public

RESOLVED that the press and public be excluded from the meeting during consideration of the following items of business because it was likely that if members of the public were present there would be a disclosure to them of 'exempt information' as defined by Section 100I and Schedule 12A to the Local Government Act 1972.

The following items were considered in private as they were likely to disclose exempt information, as defined in Schedule 12A of the Local Government Act 1972. No representations had been received in relation to the proposal to consider these items in private.

109. Strategic Risk Register - Quarterly Review

The minute associated with this item was set out in item 103 above.

Decision

That the recommendation contained within the report be approved.

110. Business Case for the Creation of An Assistant Director for Planning

Purpose of Report

To seek Executive approval of a business case for the creation of an Assistant Director for Planning as detailed at Appendix A to the report.

Decision

That the business case for the creation of an Assistant Director for Planning be approved.

Alternative Options Considered and Rejected

None.

Reason for Decision

The reasons associated with the Executive's decision on this item were set out in the report.

An extract of the minutes from the meeting of the City of Lincoln Council and Employee Joint Consultative Committee held on 21 January 2020 was appended to the report, which recommended approval of the recommendations contained within the report.

111. Write Outs of Irrecoverable Non Domestic Rates and Overpayment of Housing Benefit

Purpose of Report

To seek approval from the Executive to write out debts deemed as irrecoverable.

Decision

That the write outs as set out in Appendices A and B be approved.

Alternation Options Considered and Rejected

None.

Reasons for Decision

The report outlined a number of cases that were deemed to be irrecoverable for various reasons, as shown in the report. All cases would have been through a recovery process and had reached a point where further recovery was not considered appropriate.

112. Settlement of a Dilapidations Claim and Disposal of Freehold Interest

Purpose of Report

To seek the approval of the Executive to settle a dilapidations claim against the Council arising out of a sub-lease of industrial units that it had held and for disposal of the Council's freehold interest in the land on which the industrial units were sited.

Decision

That the recommendations contained within the report be approved.

Alternation Options Considered and Rejected

None.

Reasons for Decision

Reasons for the decision were set out in the report.

113. Brayford Trust

The minute associated with this item was set out in item 107 above.

Decision

That the recommendation contained within the report be approved.

114. Boultham Park Lake Restoration Project Update and National Lottery Heritage Fund Terms

Purpose of Report

To update the Executive on the Boultham Park Lake Restoration Project, including the funding plan and National Lottery Heritage Fund terms.

Decision

That the recommendations contained within the report be approved.

Alternative Options Considered and Rejected

None.

Reason for Decision

The reasons for the decision were set out in the report.

115. Consideration of an Offer Received Relating to Street Scene Contracts

Purpose of Report

To provide the Executive with details of an offer received with regard to the existing contracts for street scene services.

Decision

That the recommendations contained within the report be approved.

Alternative Options Considered and Rejected

None.

Reason for Decision

The reasons for the decision were set out in the report.

116. Establishment of Climate Change Manager

Purpose of Report

To seek approval to create the post of Climate Change Manager on the Council's staffing establishment.

Decision

That the post of Climate Change Manager be added to the Council's staffing establishment.

Alternative Options Considered and Rejected

None.

Reason for Decision

The reasons for the decision were set out in the report.

SUBJECT:	EQUALITY OBJECTIVES 2020 - 2024
REPORT BY:	CHIEF EXECUTIVE AND TOWN CLERK
LEAD OFFICER:	ALI HEWSON, DEMOCRATIC SERVICES OFFICER

1. Matter for Executive

- 1.1 To consider the proposed Draft Equality Objectives 2020-2024 and recommend adoption by Full Council.

List of Background Papers: Equality and Diversity Group– 18 February 2020, Minute.

Lead Officer: Ali Hewson, Democratic Services Officer
Telephone – 873370

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53. Equality Objectives 2020-24

The Principal Policy Officer:

- a. presented a report to Equality and Diversity Group outlining the proposed Equality Objectives 2020-24 for members' consideration and comments prior to forwarding to Executive and Full Council for approval
- b. reminded members of the Council's duties under the Equality Act 2010 and Human Rights Act 1998, which included the annual publication of equality information and setting at least one measurable Equality Objective every four years
- c. highlighted that the Equality Objectives Action Plan had been monitored on a regular basis by the Equality and Diversity Group with actions being added and amended as necessary, over the 2016 – 2020 period the following progress had been made:
 - 59 Actions had been completed.
 - 49 Actions had been started and were ongoing.
 - 5 Actions had been removed.
- d. reported that only key actions in any one year were included in the annual action plan, therefore, some but not all ongoing actions were carried forward to the following year and those actions which had been removed either became redundant due to changes in procedures or due to investigation were found to be impractical to implement
- e. advised on a wide range of actions that had been completed over the four year period, as detailed at paragraph 4.4 of the report, further information was available in the annual Equality Journal which provided equality information and also a summary of equality work undertaken during the year
- f. drew members attention to paragraph 5.3 of the report detailing the development timetable for the 2020-2024 Equality Objectives
- g. advised that following feedback from members, staff, residents, tenant panels and the Third Sector, the Equality Objectives would remain broadly the same, to read as follows:
 1. Our services are accessible and do not discriminate on any unjustifiable grounds.
 2. Local communities, partner organisations and stakeholders are empowered to influence the way our services are provided to them.
 3. Equality and diversity is at the heart of decision making at all levels within the city council.
 4. Our workforce at all levels reflects the makeup of the local community.

5. Equalities, Social Inclusion and Community Cohesion have all improved within our communities.

- h. provided a general summary of comments received from the consultation process outlined at Appendices A and B of the report
- i. highlighted that the annual equality action plans would be developed through service plans, focussed on delivery of our new strategic plan Vision 2025, thus ensuring equality actions were closely aligned to our priorities and aspirations
- j. invited members' questions and comments.

Members commented and received relevant responses as follows.

- **Comment:** If a staff perception existed that employees were appointed to posts due to protected characteristics, it needed to be made clear this was not the case. This could lead to a particular person appointed being discriminated against due to this false perception.
- **Response:** The council would be acting unlawfully if it recruited staff in this way. The best person for the job was appointed to vacant posts.
- **Response:** A communication to all staff would emphasise that equality and diversity was practised at all times, however, this did not mean that certain applicants would be appointed to a particular post due to a protected characteristic. Our priority was at all times to operate a level playing field.
- **Comment:** Many people feeding back into the consultation questionnaire were not aware of the Equality Objectives.
- **Response:** The comments were received as anonymous.
- **Response:** The responses to the questionnaire had been reviewed by Corporate Management Team (CMT) and as a result it was agreed that a working group be set up to review the responses to the questionnaire including the comments received and to agree appropriate actions moving forward, including discussion with the Chair of Equality and Diversity Group. Awareness training would also be included.
- **Comment:** There had been limited response from the voluntary sector.
- **Response:** There had only been one response from the voluntary sector. Officers had offered a separate presentation to ask for further feedback.
- **Comment:** It was disappointing to see only 21 staff responses to the equality objectives consultation exercise.
- **Response:** Agreed. Sometimes people only responded to questionnaires if they had an issue or it could be that staff were not made sufficiently aware of the questionnaire. The Working Group would discuss this and identify how we could improve the response rate for the future.

- **Comment:** Perhaps the Citizens Panel needed greater youth representation on it.
- **Response:** The Citizens Panel was reviewed from time to time to ensure it was age balanced, however we could not dictate who chose to respond to questionnaires which tended to be older people. The issue was how to communicate most effectively in a manner to seek the views of both young and older members.
- **Question:** Was there a better way of communicating with staff other than by e mail?
- **Response:** City People was used to reach staff employees. Officers would look at consulting in a more meaningful way wherever possible
- **Comment by Chair:** There was a lack of engagement in Equality and Diversity across work forces in general, not just within this organisation. Consultation was the key to making an employee feel valued. Training and engagement was important to break down barriers to level up the playing field.
- **Response:** HR were in the process of conducting training sessions to staff at management level to be delivered by the end of March 2020. There was a dedicated focus on recruitment/selection at these workshops. Manager briefings had also been introduced.

RESOLVED that:

1. The proposed Draft Equality Objectives as set out in Paragraph 7.1 of the report for a four year period from April 2020 to March 2024 be forwarded to Executive for consideration and approval for adoption by Full Council.
2. Feedback from the Working Group set up to review the comments received from the Equality Objectives staff questionnaire be provided to the next meeting of the Equality and Diversity Group, also to be fed into the Equality Action Plan.

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SUBJECT: EQUALITY OBJECTIVES 2020-24

DIRECTORATE: CHIEF EXECUTIVE AND TOWN CLERK

REPORT AUTHOR: HEATHER GROVER, PRINCIPAL POLICY OFFICER

1. Purpose of Report

1.1 To present to proposed Equality Objectives to Equality and Diversity Group for members to consider and comment on prior to forwarding to Executive and then Full Council for approval.

2. Executive Summary

2.1 The Equality Act 2010 is the main legislation in respect of equality and diversity, complemented by the Human Rights Act 1998 providing legislation protecting human rights.

2.2 The council has specific duties under the Act which include the annual publication of equality information and setting at least one measurable Equality Objective every four years.

2.3 This report covers the setting of Equality Objectives. It provides a brief summary of the council’s current Equality Objectives and associated actions over the four years from 2016-20 and presents proposed Equality Objectives for the forthcoming four years from 2020-2024.

2.4 The report includes details of the process undertaken to review the council’s Equality Objectives, which resulted in the proposal that the strategic objectives remain in place for a further four years, with an underpinning annual action plan to ensure measurable progress.

3. Background

3.1 The Equality Act 2010 is the main legislation in respect of equality and diversity, complemented by the Human Rights Act 1998 providing legislation protecting human rights.

3.2 The Act makes it unlawful to discriminate against people on the following grounds (protected characteristics):

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race

- Religion and belief
- Sex
- Sexual orientation

3.3 Section 149 of the Act imposes a general equality duty (Public Sector Equality Duty) on public bodies. Public authorities and those who exercise public functions must have 'due regard' to the need to:

- Eliminate discrimination, harassment, victimisation and any other conduct prohibited under the Act
- Advance equality of opportunity between persons who share a protected characteristic and persons who do not share it
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it

3.4 Schedule 19 of the Equality Act places further specific duties on public bodies. Listed public authorities must publish:

- Information on employees (if 150 staff or more) and people affected by policies and practices to demonstrate compliance with the equality duty, at least annually
- Specific and measurable equality objectives, at least every four years

3.5 Information on employees and people affected by policies and practices to demonstrate compliance with the equality duty

3.5.1 This information is provided in the Equality Journal. The Journal is published annually and provides information on the local authority area, the council's workforce and activity which has taken place in respect of equality and diversity over the preceding financial year. It is published in September in order to include nationally released data for the area for the period covered.

3.5.2 The annual Equality Journal is considered by Equality and Diversity Group prior to publication. The [Equality Journal 2018/19](#) can be found on our website on the Equality and Diversity page.

3.6 Specific and measurable equality objectives

3.6.1 The council is required to set at least one specific and measurable equality objective every four years. It last published equality objectives in 2016 for the four years to 2020. There were five objectives measured through a detailed annual action plan.

3.6.2 This report provides a summary of progress against these objectives and includes a summary of progress made against the Equality Objectives 2016-20.

4. Equality Objectives 2016-20

4.1 The following objectives were set in 2016:

- Our services are more accessible and do not discriminate on any unjustifiable grounds.

- Local communities and stakeholders are empowered to influence the way our services are provided to them.
- Equality and diversity is at the heart of decision making at all levels within the city council.
- Our workforce at all levels reflects the makeup of the local community.
- Equalities, Social Inclusion and Community Cohesion have all improved within our communities.

4.2 The action plan has been monitored on a regular basis by the Equality and Diversity Group, with new actions being added as identified. Over the period 2016-20 the plan has included 113 actions, and these have been achieved as follows:

	2016/17	2017/18	2018/19	2019/20 (to date)
Complete	27	10	14	8
Ongoing	11	10	13	15
Removed	4	0	0	1
TOTAL	42	20	27	24

4.3 Only key equality actions in any one year are included in the annual action plan. Therefore some, but not all, ongoing actions are carried forward to the following year. Those actions which have been removed either became redundant due to changes in procedures or on investigation were found to be impractical to implement.

4.4 Actions have been wide ranging with some key examples being:

- Forum to enable people with disabilities to have a say about the council's services and establishment of Housing Disability Group
- Staff training and awareness raising on a wide range of topics, e.g. autism, dementia, deaf awareness and sign language
- Review of the Corporate Monitoring form
- Introduction of a tailored Equality Analysis Form for Tenancy Services
- Installation of a 'changing places' toilet at the new bus station and introduction of these toilets at Lincoln Christmas Market
- Hosting of a coffee morning to celebrate 100 years of the vote for women
- Support for the Muslim community ensuring the building and opening of the city's first purpose-built mosque went smoothly
- Celebration of World Hello Day each year to bring people together
- Disability Confident Employer and Mindful Employer status

Further information can be found in the annual [Equality Journal](#), which not only provides equality information but also provides a summary of equality work undertaken during the year.

5. Developing Equality Objectives 2020-24

5.1 The City of Lincoln Council must set equality objectives in April 2020 for the four year period 2020-24, and these must be specific and measurable.

5.2 The current objectives provided a starting point for developing new objectives to take the council forward to 2024.

- 5.3 The process for developing equality objectives for this period began in December 2019 with a discussion at the Equality and Diversity group and at a joint meeting of the Corporate Leadership Team and Service Managers. In January consultation took place with staff, voluntary sector groups, elected members, trade unions, the Tenants Panel and members of the public. The following tables provides further details.

Group being consulted with	Date
E&D Group consider current objectives and proposals for equality objectives for 2020-2024.	December
Corporate Leadership Team and Service Managers	December
Elected Members (via letter from E&D Chair)	January
Staff (online via City People)	January
Trade unions (advised of consultation and invited to participate online at meeting)	January
Tenants Panel (advised of consultation and invited to participate online at meeting)	January
Voluntary Sector (Voluntary Centre Services newsletter)	January
Citizens Panel questionnaire (paper and online survey)	January
CMT (for comment following consultation)	February
E&D Group (for approval ahead of Executive)	18/2/19
Executive (for approval ahead of Full Council)	24/2/20
New objectives agreed by Full Council to run from 1/4/20	25/2/20

6. Consultation

- 6.1 A short survey was included as part of the January Citizens Panel questionnaire, circulated as both an online and paper survey. We also ran a dedicated equality objectives online survey for staff, elected members, trade unions, the Tenants Panel and the voluntary sector.
- 6.2 The views of senior staff and service managers were sought face to face, staff were invited to participate in the survey through our intranet, elected members were invited to participate through a letter from the member Chair of the Equality and Diversity Group and trade unions and Tenants Panel representatives informed of the survey at their regular meetings. A link to the survey was circulated, via the Voluntary Sector Services newsletter, to all voluntary sector organisations in and serving the city.
- 6.3 The results of the consultation are provided for the Citizens Panel at Appendix A and for all other consultees at Appendix B.
- 6.4 All those consulted were asked the same questions, and in respect of our current objectives were asked how well we had achieved each objective. Citizens Panel members are not as familiar with the objectives and action plans and therefore, as expected, returned a higher percentage of 'don't knows'. Positively, other consultees with more knowledge of our work to support equality and diversity returned high percentages of us having 'partly achieved' or 'fully achieved' objectives. For objectives 1, 2 and 3 this figure was 85%, and for objective 5, 75%. Objective 4, 'our workforce reflects the make-up of the local community' was the lowest at 55%.

- 6.5 We also asked which objectives were most important for the coming four years. Making our services accessible and non-discriminatory was identified by Citizens Panel respondents as being most important, followed by ensuring equality and diversity is at the heart of decision making. For other respondents they also identified making our services accessible and non-discriminatory as most important, with empowering local communities, partner organisations stakeholders in service delivery as second most important.
- 6.6 A further question asked about whether people had been discriminated against. We also asked for general comments on the objectives. Not all comments referred to a specific protected characteristic, but of those that did they can be summarised as follows:
- Age – 10 comments
 - Disability – 8 comments
 - Race – 7 comments
 - Religion – 1 comment
 - Sex – 5 comments
 - Pregnancy and maternity – 1 comment
 - Marriage and civil partnership – 1 comment
 - Sexual orientation – 1 comment
- 6.7 Two comments referred to the objectives, questioning how we measure objectives and quantify success and also the time taken to achieve the objectives. Progress towards the objectives are measured through achievement of specific actions within the equality action plans. Because of the nature of what we are working to achieve we will always strive to do more, and will continuously review our policies, practices and procedures to ensure our services continue to be delivered in a fair and non-discriminatory way. The equality action plans are refreshed annually and enable us to consider comments made or issues raised which arise from engagement.
- 6.8 Following adoption of the 2020-24 objectives we will engage with key stakeholders as part of developing the action plan. This will help to identify any specific concerns which may need to be considered as part of our planned equality actions.

7. Proposals for Equality Objectives 2020-24 and Associated Annual Action Plan for 2020-21

- 7.1 Taking into consideration feedback from the consultation it is proposed that the Equality Objectives for the four years from 2020-24 remain broadly the same. The consultation indicated we had achieved these objectives over the 2016-20 period and this demonstrates they provide a good framework for developing new smart actions below each of these overarching objectives, thus enabling us to continue to measure progress. The proposed objectives are as follows:
1. Our services are accessible and do not discriminate on any unjustifiable grounds.
 2. Local communities, partner organisations and stakeholders are empowered to influence the way our services are provided to them.
 3. Equality and diversity is at the heart of decision making at all levels within the city council.

4. Our workforce at all levels reflects the make-up of the local community.
5. Equalities, Social Inclusion and Community Cohesion have all improved within our communities.

7.2 Our new strategic plan, Vision 2025, sets out our priorities and aspirations. The annual equality action plans will be developed through service plans, which will focus on delivery of Vision 2025, thus ensuring equality actions are closely aligned to our priorities and aspirations.

8. Strategic Priorities

8.1 The Equality Objectives contribute to all strategic priorities, helping to make Lincoln a fairer and more inclusive and cohesive city.

9. Organisational Impacts

9.1 Finance (including whole life costs where applicable)

Setting the Equality Objectives has no financial implications. There will be cost implications for some elements of the action plan, but these will be costed and prioritised as part of implementation of individual projects within service areas

9.2 Legal Implications including Procurement Rules

The setting of measurable Equality Objectives is a legal requirement. Measurement of the objectives will be through achievement of the action plan.

9.3 Human Resources

Ensuring staff receive appropriate training to enable compliance with equality legislation.

9.4 Equality, Diversity & Human Rights (including the outcome of the EA attached, if required)

As legal implications.

9.5 Significant Community Impact

The implications for the community will be beneficial, particularly in helping foster good relations.

10. Risk Implications

10.1 The risk of not adopting equality objectives is potential challenge for not complying with legislation.

11. Recommendation

11.1 That Equality and Diversity Group agree the proposed draft equality objectives set out in Paragraph 7.1 for a four year period from April 2020 to March 2024, and refer to, Executive and full Council for adoption.

Is this a key decision?	No
Do the exempt information categories apply?	No
Does Rule 15 of the Scrutiny Procedure Rules (call-in and urgency) apply?	No
How many appendices does the report contain?	Two
List of Background Papers:	None
Lead Officer:	Heather Grover, Principal Policy Officer Telephone (01522) 873326

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SUBJECT: LINCOLN TRANSPORT STRATEGY

**DIRECTORATE: COMMUNITIES AND ENVIRONMENT -
MAJOR DEVELOPMENTS**

REPORT AUTHOR: TOBY FORBES TURNER, PLANNING POLICY MANGER

1. Purpose of Report

- 1.1 To update members on the work of the Lincoln Transport Task Force, the recently completed Lincoln Transport Strategy and to seek Executive support for the draft Strategy and the ongoing initiatives that will enable delivery of the outcomes.

2. Executive Summary

- 2.1 The Lincoln Transport Task Force was established by the then Lincoln MP in 2018 to provide a strategic forum for setting and championing the City's movement strategy to support the ambitious growth of Lincoln. This included a specific role to feed into and influence the refresh of the Lincoln Integrated Transport Strategy and shape the strategic vision and key actions needed to ensure people and goods can move efficiently to, from and around the City now and in the future.
- 2.2 Since the first meeting of the Transport Task Force in May 2018, stakeholders have undertaken a range of work to develop a vision for movement in the City, establish a current evidence base and to identify potential actions to deliver change, which is summarised in Appendix One.
- 2.3 On 17th February 2020, Lincolnshire County Council announced the release of the new Lincoln Transport Strategy (LTS). Working in conjunction with City of Lincoln Council, North Kesteven District Council and West Lindsey District Council the LTS sets out "*to enhance the transport network, improve choice and inclusive accessibility, and support the continued growth of the city and surrounding area*". With transport and movement within the City (and wider area) being of such importance, the LTS is an important strategic document which sets out a long-term vision and objectives for sustainable travel up to 2036. An all member briefing took place on 4 March 2020 where members were presented with the key findings from the LTS followed by a Q&A session.
- 2.4 The draft strategy was reviewed by the County Council's Highways and Transport Scrutiny Committee on Monday 9 March and is now being taken to their Executive Committee on 7 April for sign-off. A further report will therefore be presented to a future Executive to seek formal endorsement for the LTS.

3. Background

- 3.1 The current Lincoln Integrated Transport Strategy (LITS) is a document which presents a plan for long term transport investment in the city and its surrounding

area. LITS was first published in early 2006 and then updated in 2008 and 2013. It was led by Lincolnshire County Council in partnership with the City of Lincoln Council, West Lindsey District Council and North Kesteven District Council.

- 3.2 Since LITS was published a number of major transport schemes have been delivered together with improvements in public transport. Of particular note has been the completion of the A46 Teal Park Dualling, the East-West Link in the city centre and a number of pinch-point road schemes. These have been supported by Quality Bus Corridor improvements and the Access LN6 sustainable travel project. The obvious major scheme identified in the LITS currently underway is the Lincoln Eastern Bypass which is scheduled for completion in Autumn 2020.
- 3.3 Transport and movement within the city is consistently raised as a key concern for residents, businesses, tourists and commuters within Lincoln. Both the Council's Vision 2020 and the new Vision 2025 have this as a key priority area with a range of initiatives for improving train, bus, road and sustainable movement across the urban area to ensure that the movement infrastructure supports the City's needs and aspirations both now and in the future.

4. Lincoln Transport Task Force

- 4.1 The Lincoln Transport Task Force was established in 2018 to bring together a range of local key stakeholders and transport organisations to address the city's movement issues. The Task Force first met in May 2018 and includes City of Lincoln Council, Lincolnshire County Council, Network Rail, Stagecoach, Chamber of Commerce, Business Improvement Group and a range of large local employers including Siemens, Lincoln University and latterly the NHS.
- 4.2 The terms of reference for the group includes:
Objective: The purpose of the Task Force is to provide a strategic forum for setting and championing the movement Strategy to support the ambitious growth of Lincoln.

Role: To feed into and influence the refresh of the Lincoln Integrated Transport Strategy and shape the strategic vision and key actions needed to ensure people and goods can move efficiently to, from and around the City now and in the future.

Steerage for:

- Achieving greater efficiencies in the existing transport networks – specifically identifying and addressing existing key blockages in the networks;
- Supporting Regional Transport Priorities in consultation with Midlands Connect – including the A46 corridor improvements and East coast main line/Lincoln Notts line at grade crossing;
- Considering the strategic implications of any up and coming transport initiatives. For example, promoting any opportunities arising from the increased London to Lincoln rail service from May 2019 and completion of the Lincoln Eastern Bypass;
- Considering the emerging local policies and frameworks to address modal shift;
- Providing a Forum for a coordinated approach to Partner organisation work streams (LCC, CoLC, Lincoln BIG and Stagecoach); and

- Ensuring inclusivity and transport affordability needs of all users.

A championing role for:

- The delivery of any new or improved network infrastructure requirements required to support growth – specifically supporting requirements identified to better access to the City Centre, the Strategic Housing and Strategic employment sites;
- Lobbying to influence regional and national policy in support of local objectives – including investment priorities emerging from the second Road Improvement Strategy (RIS) and Strategic Rail initiatives in respect of East Coast Main Line and Notts/Lincoln line; and
- Local Transport Policies and Plans in consultation with LCC specifically the priorities emerging in respect of a revised Lincoln integrated Transport Strategy and Lincolnshire Local Transport Plan.

- 4.3 The Task Force partners have achieved a considerable amount of good partnership work which will enable and support the delivery of the LTS as drafted. The work of the Task Force to date is summarised in Appendix 1.
- 4.4 **Development & Planning Work:** In addition to the partnership work delivered by the Task Force the City Council has also delivered a range of specific interventions the most obvious of which is the Lincoln Transport Hub and consistently supported sustainable modes of transport as an integrated part of the development management approach in its role as Local Planning Authority.
- 4.5 **Western Growth Corridor:** The development area of the Council has also been working with the other landowner Lindum and key stakeholders including Lincolnshire County Council, the Council's Local Planning Authority and Homes England. The focus has been on ensuring that this large sustainable urban extension creates a truly sustainable new community with an access and movement strategy that not only reflects the sustainable transport aspirations already established in the Council's objectives for the development but those that are then mirrored in the proposed LTS around enabling and promoting non-car movement. This is then further enhanced by ensuring that this strategy works for the existing surrounding communities in Birchwood, Hartsholme and Boultham, to provide them with sustainable transport options that they currently have difficulty accessing.
- 4.6 A more detailed access and movement strategy alongside a package of mitigations that will improve the flow of the road network around the area and the development, along with sustainable transport measures will be submitted shortly to the Local Planning Authority.
- 4.7 **Development Management:** In line with the National Planning Performance Framework and the Central Lincolnshire Local Plan, the City Council as Local Planning Authority has consistently used every opportunity to ensure that sustainable transport measures are incorporated at all phases of the pre-application and planning determination process, to ensure Lincoln has sustainable development that positively contributes to our communities.
- 4.8 Through the council's planning approach it has secured a range of sustainable transport measures including cycle storage, EV charging points on the majority of

new home developments, careful consideration of parking provision on an individual development basis linked into travel planning and encouraging the market to build in city centre and well-served transport locations to maximise and increase the use of modes of transport other than the private car. This is particularly important part of the planning role given that every year planning permissions lead to a significant contribution to the city's economy, in 2019 alone this was in excess of £290million worth of investment.

5. New Lincoln Transport Strategy

5.1 In August 2018 Lincolnshire County Council started work on the production of a new Lincoln Transport Strategy (LTS) with the support of the City of Lincoln Council, West Lindsey District Council and North Kesteven District Council. At the LTS Steering Group inception meeting held in September 2018, it was made clear that the new LTS would be taking a very different approach from the previous strategy.

5.2 Transport plan-making has evolved significantly since 2006 and contemporary approaches focus not just on the transport services and schemes that need to be delivered but also consider these in the context of broader economic and spatial planning aspirations. Transport strategies need to be developed as part of an integrated suite of policies that aim to improve the economy of areas, steer their spatial development and improve access and transport for both communities and businesses.

5.3 LTS Initial Objectives

5.4 The following set of study objectives were presented at the LTS Steering Group inception meeting:

- Deliver a strategy that integrates economic, land use and transport planning
- Provide a detailed overview on current and future needs for access there are, and will be; to, within, from and through the Lincoln area.
- Undertake a combined approach, both top-down and bottom-up, to ensure that the strategy is both well directed and well informed.
- Ensure key stakeholders and the public are engaged in the process and have the opportunity to influence the strategy.
- Develop a long-term plan for investment and priorities by demonstrating robust and consistent planning for improvements over the long term.
- Identify a range of projects which could form bids to DfT covering both smaller, shorter term projects and more strategic, longer term schemes, integrated into a package of measures.
- Provide recommendations for the most appropriate and beneficial interventions.
- Focus on accessibility and transport improvements to develop integrated and multi-modal projects.
- Ensure that all potential options are "Future Ready"

5.5 The geographic area covered by the LTS is the Lincoln Strategy Area which is the area used in the Central Lincolnshire Local Plan which is based on Lincoln's travel to work area and is where approximately 63% of Central Lincolnshire's growth will take place.

5.6 LTS Methodology

5.7 In August 2018, through their Technical Services Partnership, Lincolnshire County (LCC) Council commissioned WSP consultants to undertake the production of the LTS. An LTS project steering group was established consisting of officer representatives from LCC, the City, North Kesteven and West Lindsey Council's. The first meeting of the steering group took place in September 2018.

5.8 At the inception meeting WSP presented a project communications plan together with an update on the data gathering exercise phase of work. The first external component of the LTS was to undertake stakeholder engagement which consisted of a series of officer workshops (12 in total) held over November-December 2018. Stakeholders aligned to each of the following topics:

- Highways
- Walking, cycling and equestrians
- Rail
- Freight
- Bus and coach
- Parking and taxis
- Accessing education
- Spatial planning
- Accessing healthcare
- Economy and accessing work
- Accessing retail and services
- Accessing leisure and tourism

5.9 The workshops included discussions focussed on the specific topics of current challenges, future challenges and opportunities and ongoing projects or those in development.

5.10 Six public events were held in and around the Lincoln area during January-February 2019. The City events were held in the former Ruddocks building on 22 January and the Waterside Shopping Centre on 25 January running 10am-6pm. An online questionnaire was also circulated to all interested stakeholders and members of the public.

5.11 Following the workshops and public events, WSP collated the comments and feedback and presented a list of 400+ ideas/projects generated from this phase of work on the LTS. A process of sifting and shortlisting projects based primarily on feasibility and deliverability was undertaken to generate potential schemes to be taken forward in the final LTS.

5.12 A press release was issued by LCC on 17th February 2020 announcing the completion of the LTS with a statement saying "the draft strategy is set to be reviewed by LCC's Highways & Transport Scrutiny Committee on Monday 9th March. It has since been announced that the LTS will go to LCC's Exec on 7th April for final sign-off. The LTS steering group has not met since 2nd October 2019.

5.13 LTS Key Points

5.14 The LTS has the following Vision:

*By 2036, having delivered on its ambitious growth aspirations, Lincoln will be a more prosperous, attractive and healthy place to live, learn, work and visit. This will be supported by an inclusive and collective approach to accessibility and movement across all communities enabling businesses to succeed, **carbon emissions to be reduced**, new advances in technology to be embraced and will provide an improved quality of life for all.*

*Links between the cultural, civic, retail and university quarters will be strengthened and its urban extensions will have exemplar sustainable infrastructure to integrate with the city. There will be **a change of focus in movement across the strategy area, with walking and cycling at the heart of the city's movement network**.*

*This will be supported by a network of **green corridors, multi-occupancy and shared passenger transport options and reductions in traffic within the urban area**. Transport connections to satellite conurbations will be enhanced and the strategic network will be efficient in driving the city's economic growth and prosperity*

5.15 The following final Objectives have been set for the LTS:

- **To reduce traffic in the urban area.**
- *To deliver inclusive access by ensuring a customer-focussed approach and providing a wider choice in whether, when and how people travel.*
- *To prepare the strategy area for future mobility including electric, shared, connected and automated mobility as well as the business models that support them.*
- *Promote technologies to allow more people the ability to work, learn, manage health care, shop and socialise without the need to travel.*
- **To support and help grow Lincoln's economy by improving access to employment, education, resources and markets.**
- **To manage and support new housing and employment sites, including the sustainable urban extensions, ensuring that they mitigate their impacts whilst also delivering exemplar sustainable infrastructure to connect with the wider strategy area.**
- *To improve rural accessibility to the wider strategy area and beyond.*
- *To provide an efficient strategic road and rail network for long-distance connections to other major centres and international gateways.*
- *To increase partnership working and shared responsibility for the improvement of accessibility and transport.*
- **To reduce carbon emissions to enable the county council to reach its zero emission target in 2050 and mitigate the impacts of climate change.**
- *To minimise the impact of transport on the natural environment and improve access to open space, particularly with green corridors.*
- **To protect and enhance the historic and cultural environment of Lincoln.**
- *To enhance the health and wellbeing of communities through improved air quality increased physical activity and safety.*

- *To increase access to education while reducing the impacts of physical access to schools, colleges and universities.*
- **To rebalance movement towards walking, cycling and multi-occupancy, shared mobility and passenger transport options.**

5.16 A number of ‘interventions’ have been established which form “pillars of the strategy” and these include:

- North Hykeham Relief Road (the only road scheme identified in LTS)
- Green Corridors
- Walking & Cycling Network
- Mobility Hubs
- Parking Strategy
- Bus priority
- Sustainable urban extensions
- Digital
- Education travel
- Last mile package
- Safety Package
- Sharing Package
- Public Realm and environmental improvements
- Electrification package
- Behaviour change programme
- Payment and Ticketing

5.17 LTS Delivery, Programming and Monitoring

5.18 The Lincoln Transport Strategy Board which was established in 2019 will oversee delivery of the objectives in the LTS. The LTS states “*The board will capitalise on existing and potential future funding opportunities and steer the short, medium and long-term implementation of the proposals set out in this strategy. It will encourage its board members to take a lead on progressing elements of the strategy that fall within their remit*”.

5.19 Emphasis on a collaborative approach to delivery is made in the LTS. “*A number of measures proposed in the strategy do not rely on public sector funding and have the potential to deliver significant long-term benefits, helping to save money by reducing the need for significant investment in the future. The substantial plans for growth in the strategy area offer extensive opportunities to secure third-party funding. These growth plans will also provide opportunities for collaboration with developers so we can embed sustainable travel patterns into new developments and secure funding for off-site measures.*”

5.20 In respect of programming the LTS states “*the proposals in the strategy will be delivered in the short, medium and long term. Some proposals will have set timescales while others remain on-going through the entire strategy period. The strategy board will ensure that measures are delivered as soon as is feasible*”.

5.21 The LTS board “*will undertake high-level monitoring and will be responsible for regularly reviewing the progress of the individual measures*”.

5.22 **LTS Summary**

5.23 It is clear that the new LTS represents a significant shift from a car/road focussed strategy to a more sustainable multi-modal transport focussed approach. The LTS lacks detail on the specific projects, how they will be prioritised for delivery and who will take the lead in delivery.

6. **Strategic Priorities**

6.1 Let's drive economic growth

One of the aims of the LTS is to support the planned economic growth of the City and surrounding area through the delivery of a future-ready transport network that improves access and supports people, businesses and organisations to fulfil their daily activities.

6.2 Let's reduce inequality

LTS Objectives focussing on delivering inclusive access and enhancing the health and wellbeing of communities contribute toward this strategic priority.

6.3 Let's enhance our remarkable place

The LTS Vision aims to support Lincoln as a place that will be a more prosperous, attractive and healthy place to live, learn, work and visit.

7. **Organisational Impacts**

7.1 Finance (including whole life costs where applicable)

None directly

7.2 Legal Implications including Procurement Rules

None directly

7.3 Equality, Diversity and Human Rights

The Public Sector Equality Duty means that the Council must consider all individuals when carrying out their day-to-day work, in shaping policy, delivering services and in relation to their own employees.

It requires that public bodies have due regard to the need to:

- Eliminate discrimination
- Advance equality of opportunity
- Foster good relations between different people when carrying out their activities

8. **Risk Implications**

8.1 (i) Options Explored

None as report for information only at this stage

8.2 (ii) Key risks associated with the preferred approach

None as report for information only at this stage

9. Recommendations

9.1 Executive note the contents of this report on the proposed Lincoln Transport Strategy and support its vision, direction and objectives.

9.2 That the final version of the LTS is will brought back to a future Executive to consider formal endorsement.

9.3 Executive note the significant work done across the Council to support the development and promotion of all modes of sustainable transport, and support its continuation.

Is this a key decision? No

Do the exempt information categories apply? No

Does Rule 15 of the Scrutiny Procedure Rules (call-in and urgency) apply? No

How many appendices does the report contain? One

List of Background Papers: None

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Lincoln Transport Task Force Annual Review 2018/2019

Lincoln Transport Task Force

The Lincoln Transport Task Force has been firmly established, with five meetings having taken place to date. These include:

- 18th May 2018
- 7th September 2018
- 30th November 2018
- 15th February 2019
- 19th July 2019

The taskforce has brought together a wide range of key stakeholders to discuss transport and movement issues for Lincoln. The task force has explored the constraints in the current system and the opportunities to improve movement. The Task Force provides a strategic forum for setting and championing a movement strategy which will support the City's ambitious growth objectives. A key role has been to feed into and influence the refresh of the Lincoln Integrated Transport Strategy and shape the strategic vision and key actions needed to ensure people and goods can move efficiently.

Lincoln Transport Vision

The Task Force has developed a Vision for transport and movement in Lincoln, through a visioning workshop attended by private and public sector stakeholders including the County Council. The Vision is for a City served by a range of high quality transport choices which are accessible, affordable, efficient and effective in moving people and goods with confidence and no delay. The main priorities agreed are to create a fair and equitable city, a well-connected city, an efficient city and an innovative city and the recognition that transport and movement are integral to delivering the City's growth.

Travel Planning

Task Force stakeholder subgroup has also been established to undertake a review of key organisational travel plans, in conjunction with Access Lincoln. Organisational travel planning provides the opportunity to provide their staff with feasible, cost effective and sustainable travel choices to and from work while also supporting the delivery of the wider transport strategy, reducing stress on the network at peak times, improving staff wellbeing, quality of life and the environmental quality of the city. The group are continuing to work to identify collaborative actions to support the Lincoln Transport Strategy and feed into the emerging County's Transport Delivery Plan.

Meetings have taken place with Siemens, University of Lincoln, Lincoln Hospital, LCC and Stagecoach. The key objectives driving a coordinated approach to travel planning include:

- A shared need to address peak time commuter congestion and provide opportunities for reduced reliance on cars to get to work.
- Travel planning policy is often economically linked to Organisation's financial strategies and forward plans. For some organisations car park charging is a critical revenue stream, for others there is pressure to maximise return/use of land/estate to support financial planning.
- Challenges in growing demand for parking by staff and customers and the inability to continue to accommodate. Charges for parking vary across organisations. Free or Low cost charges perpetuates the demand for car use and can undermine LTS initiatives to encourage modal shift.

- Identified benefits of a healthy workforce and the role active travel has in supporting such. Staff health and well-being is a moral duty with proven commercial benefit. In some organisations increasing peak time traffic congestion has started to drive working patterns and behaviours. Battling congestion can be stress inducing for staff.
- Demands on organisations for increased economic efficiency – organisational low carbon agenda e.g. some organisations agenda are driven by national/international corporate policy.
- Larger companies/organisations have greater capacity to develop the travel planning offer. SMEs, the majority of Lincoln enterprises, have less capacity. There are opportunities for larger organisations to lead in sharing best practice and extending initiatives with smaller organisations.
- Low car ownership within the City (over 25% do not own a car), high degree of local labour market containment (17,000 people live and work within the City) and the increased growth in city centre living by younger (student) demographic means that there is strong potential market for use of non-car travel modes.
- A recognition of the benefit of a shared approach to supporting and managing future behavioural change regarding travel choices.

Common Goals/Shared Principals that have been agreed by the subgroup for a coordinated approach to Travel Planning by Lincoln Business Organisations

- To provide collective leadership in developing organisational travel plans in the context of a shared vision for broadening travel choices and reducing the dependency on car travel.
- To share individual organisational travel data/intelligence regarding staff and customers to provide a meaningful picture of commuter and customer travel demand and needs.
- To Work collectively to effect change. On the principal that more can be achieved as a collective, organisations to work with service providers to develop improved non car services.
- To share good practice and develop common Travel Planning Policy where appropriate across organisations.
- For the true cost of staff and customer travel/access to be recognised and paid for based on the type of mode used.

Possible initiatives to be driven forwarded collectively

- Develop Shared Travel Planning Methodologies. Review of LCC current online model Starsfor.
- Develop the evidence base regarding staff and customer travel needs through pooling intelligence from individual organisational surveys.
- Develop and a common local charter
- Review any travel planning required around shift patterns
- Funding
- Examine park and ride/cycle/walk options
- Shared comms/publicity

- Opportunity to have a common approach/policy and shared practice regarding organisational travel planning
 - o Car park charges
 - o Bike hire schemes
 - o Pool cars
 - o Purchase schemes
 - o Car share schemes
- Build on current initiatives e.g. Use of discounted bus travel schemes. Stagecoach currently offer 40% discount schemes to employers some of which pass cost onto employees' some discount further e.g. Siemens
- Creation of Low Emission Zones (LEZ)
- Development park and ride/cycle/walk/boat options either collectively or individually
- Use of multi transit ticketing – one ticket can be used across several operators or modes.
- Removing barriers to modal shift – e.g. convenient childcare access, convenient gym access;
- Suitability of introducing a Car parking Levy
- To share good practice and develop common Travel Planning Policy around;
 - o Car Park use and charges
 - o Bike Hire
 - o Pool car use
 - o Car sharing
 - o Bike/car purchase schemes
 - o Use of concessionary bus fares.
 - o Supporting behaviour change

Lincoln Transport Strategy

The Lincoln Transport Task Force has assisted LCC Highways in developing the Lincoln Transport Strategy 202-2036. This document sets out the vision and objectives and headline intervention packages that will deliver better movement in Lincoln over the coming years. The transition to sustainable movement is a key aspect of the Strategy. The Transport Task Force has supported the County Council's consultation, which has been part of the Lincoln Transport Strategy development process alongside the results of an independent consultation on transport issues, undertaken by Karen Lee MP. Moving forward the Task Group are well placed to support the County Council in developing the Lincoln transport Strategy delivery plans, including finalising a Local Walking and Cycling network plan for the City.

Bus route review with Stagecoach - Short term, mid-terms & long term constraints and opportunities to improve bus routes in Lincoln

A review of bus issues has been undertaken looking at short-term, mid-term and long-term aspirations to maintain and improve bus frequency, timetables and reliability in Lincoln. This work provides a better understanding of the key issues facing the bus service that need to be overcome to drive an increase in usage. Due to Lincoln's scale and historic plan, current space constraints limiting network expansion and the emerging focus on sustainability, it is obvious that bus travel is one of the major opportunities for residents and workers in Lincoln to move sustainably, efficiently and cost effectively around the city. Working closely with Stagecoach short, medium and long term opportunities have been identified, and discussions are underway with the County Council on how such can feed into the development of Lincoln Transport Strategy Delivery Plans.

London to Lincoln direct trains & rail prioritisation

The Task Force partners have supported the lobbying of Government and the East Coast Rail Operator for increased direct services between London and Lincoln. From October 2019 a daily five direct return Lincoln to London service has commenced. Further discussions have taken place with regional train operators to highlight the needs and wishes of residents, commuters and businesses to address their movement needs between Lincoln and other regional hubs such as Nottingham, Leicester and Sheffield. A representative from Network Rail attends the Task Force meeting.

Parking Levy

An initial review of the feasibility and implications of putting in place a Parking Levy in Lincoln has been undertaken in consultation with Council Officers in Nottingham, where such is in place. This review will inform the next stages of the organisational travel planning and Transport Strategy Delivery planning work.

Car free days

As part of a communication/PR work stream Task force has tasked City Council Officers with scoping out the introduction of car free day event within a street in the city. A review of similar initiatives undertaken in other cities has been undertaken across the UK. A potential project is being developed in the Sincil Bank Area work in partnership with the football club and progress will be reported to the next Task Group.

Partnership engagement with other city transport stakeholders

The transport task force has engaged with stakeholders from other city regions to look at the various solutions being implemented in their specific locale. This has provided the Lincoln Transport Task Force the opportunity to consider, critique and analyse further opportunities to integrate new thinking in Lincoln. To date engagement has taken place with stakeholders in Leeds and Nottingham.

Taxable Benefit Review

Work has been undertaken to consider the tax implications of providing sustainable travel incentives for employees by businesses. Through the Access Lincoln Partnership an attempt is being made to encourage employers more aware of sustainable travel options for their staff, to create a travel plan for their business, and to be proactive about them travelling to work by public transport, cycling and walking. However, the current taxation system does not incentivise businesses with the latter, as public transport is treated as a benefit that is taxable whereas car parking is not. The value of free employee car parking is however not taxable. This review will be used to advise Government on future sustainable transport and carbon reduction Policy.

Initial discussions of park & ride opportunities

The Transport Task Force members have provided a forum for discussions on the merits of a park & ride system for Lincoln. This discussion has enabled further development of thought on what a park & ride system may look like and raised wider ideas, including park & cycling, park & walk and park & train journeys for Lincoln. Discussion has also been held on whether Lincoln is more suited to bus prioritisation routes. The Task Force will continue to be a useful stakeholder forum for the development and delivery planning of the Transport Strategy Mobility Hub concept.

LCWIP

The Lincoln Transport Task Force has supported the on-going work by the County Council in developing the Local Cycling Walking Infrastructure Plans (LCWIP). Work remains on going.

SUBJECT: TEMPORARY ACCOMMODATION STRATEGY

DIRECTORATE: HOUSING AND INVESTMENT

**REPORT AUTHOR: MELANIE HOLLAND, HOUSING STRATEGY AND
 INVESTMENT MANAGER**

1. Purpose of Report

- 1.1 Executive is asked to consider and agree the Council's draft temporary accommodation strategy and to recommend its adoption by full Council.

2. Background

- 2.1 This report sets out the draft temporary accommodation strategy which provides the framework for moving forward to ensure that temporary accommodation is suitable, cost-effective and meets needs.

3. Draft Temporary Accommodation Strategy

- 3.1 Under housing legislation, the Council has duties to provide interim (or temporary) accommodation to certain households who present as homeless. In the majority of cases, this is when a household presenting as homeless states that they do not have access to housing and therefore they are placed in temporary accommodation whilst the Council investigates their application.
- 3.2 The Homelessness Reduction Act 2017 widened the Council's duties and means that applicants under the Relief Duty may also be eligible for interim accommodation if required.
- 3.3 In addition to households applying to the Council for accommodation under homelessness legislation, other households can require temporary accommodation. This includes people who are rough sleeping, people who require emergency accommodation due to (risk of) fire or flood etc., and Council tenants who are being decanted due to major repairs or remodelling works to their homes which makes it impossible for them to remain in situ.
- 3.4 Temporary accommodation is an umbrella term and includes housing (both social and private rented), hostels and bed and breakfast accommodation.
- 3.5 The use of bed and breakfast accommodation as temporary accommodation is not only expensive and subject to public sector procurement rules, but is considered unsuitable as it is not designed for residential use. In addition, it is unlawful for councils to allow homeless families with children or pregnant women to stay in bed and breakfast accommodation for more than six weeks. Therefore, the draft temporary accommodation strategy seeks to prevent the use of bed and breakfast accommodation except in emergencies for the minimum period possible.

3.6 The draft temporary accommodation strategy at Appendix I sets out the City of Lincoln Council's proposed vision of **ensuring suitable, affordable and cost-effective temporary accommodation is available to all those entitled to it.**

3.7 This vision is delivered by four proposed objectives:

- **Dispersed housing units to meet need**
- **Supported housing to meet need**
- **Emergency accommodation to meet need**
- **Provision of decant accommodation**

3.8 Each objective has priorities for action, which form an action plan.

4. Strategic Priorities

4.1 Let's drive economic growth

The draft temporary accommodation strategy seeks to provide affordable and cost-effective temporary accommodation.

4.2 Let's reduce inequality

The draft temporary accommodation strategy considers special requirements such as disability, pregnancy, age, etc. when providing temporary accommodation.

4.3 Let's deliver quality housing

The draft temporary accommodation strategy seeks to provide suitable and affordable temporary accommodation.

4.4 Let's enhance our remarkable place

The draft temporary accommodation strategy seeks to provide suitable and affordable temporary accommodation, with intensive housing management to ensure homeless households are able to sustainably transition into main stream housing.

4.5 High performing services

The draft temporary accommodation strategy is based on good practice so to ensure that the Council fulfils this element of its statutory homeless function in the most compassionate, effective and efficient way possible.

5. Organisational Impacts

5.1 Finance

The draft temporary accommodation strategy seeks to reduce revenue costs to the Council's General Fund and result in additional HRA capital assets to the Council, with no impact to the HRA income stream. The Council intends to use internal

resources to create a post to manage the dispersed units of temporary accommodation. Any specific proposals to increase HRA assets will be subject to individual financial appraisals and Executive approval at such time.

5.2 Legal Implications including Procurement Rules

The Council operates under the provisions of the Housing Act 1996 (“the Act”) Part VII (as amended) in respect of temporary accommodation. Where it decides that a person/household is eligible for assistance, homeless, in priority need and not homeless intentionally, it has a duty to secure suitable accommodation (unless it refers the applicant to another authority under the local connection provisions). The Act, the Homelessness (Suitability of Accommodation) Order 1996 (SI 1996/3204) and the Homelessness Code of Guidance for Local Authorities provide a framework for the suitability of accommodation. In addition, Homelessness (Suitability of Accommodation) (England) Order 2012 governs the private sector. These provisions are taken into account for the provision of temporary accommodation.

It is unlawful for councils to allow homeless families with children or pregnant women to stay in bed and breakfast accommodation for more than six weeks. Therefore, in order to prevent a legal challenge by way of a Judicial Review, it is essential for the Council to provide a range of temporary accommodation provision to meet the needs of those households entitled to it.

In order to be compliant and to mitigate the risk of challenge, all procurement related activity will be undertaken in accordance with the Council’s Contract Procedure Rules and ultimately Public Contract Regulations 2015.

5.3 Equality, Diversity and Human Rights

The Public Sector Equality Duty means that the Council must consider all individuals when carrying out their day-to-day work, in shaping policy, delivering services and in relation to their own employees.

It requires that public bodies have due regard to the need to:

- Eliminate discrimination
- Advance equality of opportunity
- Foster good relations between different people when carrying out their activities

A full Equality Impact Assessment has been completed and is at Appendix II.

The draft temporary accommodation strategy seeks to ensure that no persons with protected characteristics are discriminated against. By only using bed and breakfast accommodation in emergencies and providing suitable temporary accommodation with intensive management / support, the draft strategy aims to recognise and meet the needs of persons with protected characteristics, for example, homeless persons with disabilities.

5.4 Human Resources

The draft temporary accommodation strategy places greater emphasis upon an in-house temporary accommodation provision. There may be TUPE implications and the Council is liaising with the current providers to clarify the situation.

5.5 Land, Property and Accommodation

The draft temporary accommodation strategy seeks to result in additional HRA capital assets to the Council, with no impact to the HRA income stream.

5.6 Significant Community Impact

The draft temporary accommodation strategy seeks to provide suitable temporary accommodation to meet needs, with intensive housing management to ensure homeless households are able to sustainably transition into main stream housing.

5.7 Corporate Health and Safety Implications

Council staff delivering the temporary accommodation service are subject to appropriate safeguarding training and risk assessment.

6. Risk Implications

6.1 (i) Options Explored

Given that the provision of temporary accommodation for homeless households is a statutory function, although the private sector can provide accommodation, the most cost-effective, therefore, preferred option is to provide the service in-house.

6.2 (ii) Key Risks Associated with the Preferred Approach

The Council being unable to develop or enable a temporary accommodation scheme for homeless single persons due to lack of opportunities and/or planning policy.

7. Recommendation

7.1 Executive is asked to agree the draft temporary accommodation strategy and to recommend its adoption by full Council.

Is this a key decision? Yes/No

Do the exempt information categories apply? Yes/No

Does Rule 15 of the Scrutiny Procedure Rules (call-in and urgency) apply? Yes/No

How many appendices does the report contain? Two

List of Background Papers:

None

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Temporary Accommodation Strategy 2020-25



Let's deliver
quality
housing



CITY OF
Lincoln
COUNCIL

Together, let's deliver
Lincoln's ambitious future



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Executive summary

Under housing legislation, the Council has duties to provide interim (or temporary) accommodation to certain households who present as homeless.

In addition to households applying to the Council for accommodation under homelessness legislation, other households can require temporary accommodation. This includes people who are rough sleeping, people who require emergency accommodation due to (risk of) fire or flood etc., and Council tenants who are being decanted due to major repairs or remodelling works to their homes.

This strategy sets out the City of Lincoln Council's vision of **ensuring suitable, affordable and cost-effective temporary accommodation is available to all those entitled to it.**

This vision is delivered by four objectives:

Dispersed housing units to meet need

The provision of a portfolio of dispersed temporary housing accommodation, furnished to meet need with intensive housing management.

Supported housing to meet need

The provision of supported and specialist temporary housing to meet needs of vulnerable persons, including single homeless persons.

Emergency accommodation to meet need

Ensuring that bed and breakfast is only used in emergencies.

Provision of decant accommodation

All Council improvement, regeneration and redevelopment schemes to include a decant policy ensuring the provision of suitable temporary accommodation.

Introduction

Under the Housing Act 1996, the Council has duties to provide interim (or temporary) accommodation to certain households who present as homeless. In the majority of cases, this is when a household presenting as homeless states that they do not have access to housing and therefore they are placed in temporary accommodation whilst the Council investigates their application.

The Homelessness Reduction Act 2017, which amended the Housing Act 1996, widened the Council's duties and means that applicants under the Relief Duty may also be eligible for interim accommodation if required. Furthermore, an impact of the Act means that the Council is unable to end its Relief Duty before 56 days, even if the household is found to be intentionally homeless.

Often, but not always, homeless households are vulnerable and therefore require intensive management and other support when they are in temporary accommodation.

In addition to households applying to the Council for accommodation under homelessness legislation, other households can require temporary accommodation. This includes people who are rough sleeping, people who require emergency accommodation due to (risk of) fire or flood etc., and Council tenants who are being decanted due to major repairs or remodelling works to their homes.

Temporary accommodation is an umbrella term and includes housing (both social and private rented), hostels and bed and breakfast accommodation.

The use of bed and breakfast accommodation as temporary accommodation is not only expensive and

subject to public sector procurement rules, but is considered unsuitable as it is not designed for residential use.

It is unlawful for councils to allow homeless families with children or pregnant women to stay in bed and breakfast accommodation for more than six weeks.

People often understand the concept of homelessness as when individuals or families are rough sleeping or roofless. The definition of homeless is far wider than this and also considers whether the Council owes a household a statutory duty, with the main or full duty being for the Council to ensure the household has suitable accommodation.

When comparing the incidence of homelessness in Lincoln to the England as a whole it is clear that on a household basis, Lincoln has above average numbers of applications for assistance. This is likely to relate to Lincoln being the county town for wider Lincolnshire. Figure 1 shows data for the first quarter of 2019-20.

Figure 1

	Number of households	Variance from England average
Total households assessed under Housing Act 1996	193	+52%
Threatened with homelessness - prevention duty owed	77	+22%
Homeless - relief duty owed	116	+105%
Single person owed relief duty	85	+119%

Source: MHCLG and ONS

This proportionally high number of applications under the Housing Act not only results in high levels of investigatory

work, but the need to often place households in temporary accommodation whilst this is undertaken.

With respect to rough sleepers, 2018 count estimated that the City had 26 rough sleepers on any one night. This equates to 6.3 per 10,000 households and is a variance of +215% from the England figure of 2.0 per 10,000 households. Again, this is likely to relate to Lincoln being the county town for wider Lincolnshire. The 2019 estimate for Lincoln increased to 27 rough sleepers.

This strategy sets out the City of Lincoln Council's vision of **ensuring suitable, affordable and cost-effective temporary**

accommodation is available to all those entitled to it.

This vision is delivered by four objectives:

- **Dispersed housing units to meet need**
- **Supported housing to meet need**
- **Emergency accommodation to meet need**
- **Provision of decant accommodation**

Each objective has priorities for action, which form an action plan contained at Appendix I.

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Objective 1: Dispersed housing units to meet need

- 1.1 For homeless households who require either floating or very little support to maintain their accommodation, for example, in terms of completing benefit forms, budgeting etc. then the best form of temporary accommodation is the form of a house or flat in the City. additional support provided to meet needs. In addition, special requirements such as disability, pregnancy, age, etc. will be considered when providing this form of temporary accommodation. The properties are let on license and the rents are set using the Affordable Rent model.
- 1.2 This form of temporary accommodation is let on license. It can be provided furnished or unfurnished according to each household's needs, complete with the level of housing related support / intensive housing management.
- 1.3 Based on historical data, it is estimated that the Council requires a minimum of 20 units of dispersed temporary accommodation to house homeless households.
- 1.4 Therefore, the Council has established an in-house portfolio of 25 temporary properties across the city. The properties are furnished according to the individual household's needs and all households receive intensive housing management, with
- 1.5 Using an in-house portfolio of the stock allows for appropriately sized dwellings to be utilised dependant on household size. It also allows for the potential of homeless households owed the main duty of suitable accommodation to be able to remain in situ.
- 1.6 Moving forward the Council is seeking to work closer with the private rented sector in order for homeless households to be provided with temporary accommodation and then remain in the property on a twelve-month tenancy.

Priorities for action

- Establish a protocol with private landlords

Objective 2: Supported housing to meet need

- 2.1 For more vulnerable homeless households who require higher levels of support, including on-site support, there is a need to provide supported accommodation.
- 2.2 The Council works with partner housing associations to enable vulnerable homeless households, for example, households fleeing violence and people with mental ill health to access specialist supported accommodation on a temporary basis whilst their application is being investigated.
- 2.3 When the Council has a duty to provide interim accommodation to a single homeless person this is usually because they are considered vulnerable. This often means that the person requires more than just a roof over their head, but instead a form of specialist accommodation.
- 2.4 A key priority for the Council is to deliver its own single person temporary accommodation comprising around ten units of accommodation.
- 2.5 Recommended good practice is to provide supported housing comprising of single en suite rooms (as opposed to dormitories) with communal kitchen and living rooms and on-site management and support. In addition, special requirements such as disability, pregnancy, age, etc. will be considered when providing this form of temporary accommodation.
- 2.6 This form of accommodation provides supported temporary accommodation to homeless households – helping occupants to apply for benefits and training, budgeting, learning to cook rather than buying takeaways; socialising; and ensuring homeless persons become re-integrated into society and register with GPs and other services. The accommodation would have strict rules – no alcohol or illegal substances; no overnight visitors; restrictions upon when residents would need to return to their accommodation (subject to agreement and consideration of circumstances); and refusal for inebriated residents.
- 2.7 Although there may be emergency rooms, this form of accommodation would not be direct access. Occupants would be given a license and would follow a pathway for a number of weeks or months. It would not be anticipated that occupants would stay the accommodation for more than six months.

Priorities for action

- Establish formal nomination agreements with housing associations
- Develop a supported housing scheme for single homeless persons, including those at risk of rough sleeping

Objective 3: Emergency accommodation to meet need

- 3.1 There may be exceptional circumstances where homeless households and other households at risk may need to be placed in bed and breakfast accommodation as an emergency measure.
- household will be provided with temporary housing whilst their case is being investigated or their property is made safe / repaired.
- 3.2 Following emergency placement of no more than five nights, the

Priorities for action

- Ensure all bed and breakfasts used for emergency temporary accommodation are subject to twice-yearly inspections

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Objective 4: Provision of decant accommodation

4.1 The Council has an ambitious programme of ensuring all local authority housing, not only meets the Lincoln Homes Standard, but provides sustainable accommodation to meet housing need. Potentially this can involve the need to decant tenants and leaseholders whilst their

accommodation is being improved or remodelled.

4.2 In addition the redevelopment and extension of outmoded and unsustainable housing schemes may result in the need for decanting existing tenants who wish to return to the new development as opposed to being permanently rehoused.

Priorities for action

- Ensure all improvement, regeneration and redevelopment schemes contain a decant policy

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Action Plan 2020-25

	Priority	Year					Outcome	Responsible Officer
		2020-21	2021-22	2022-23	2023-24	2024-25		
1.1	Establish a protocol with private landlords	Protocol established					Discharge of main duty into private rented accommodation	Housing Solutions Manager
2.1	Establish formal nomination agreements with housing associations	Agreements agreed					Vulnerable homeless households placed in suitable supported accommodation	Housing Solutions Manager
2.2	Develop a supported housing scheme for single homeless persons, including those at risk of rough sleeping	Site / dwelling identified	Scheme opened				Vulnerable single person homeless households placed in suitable supported accommodation	Housing Strategy and Investment Manager
3.1	Ensure all bed and breakfasts used for emergency temporary accommodation are subject to twice-yearly inspections	Inspections undertaken	Inspections undertaken	Inspections undertaken	Inspections undertaken	Inspections undertaken	All bed and breakfast accommodation potentially used for temporary accommodation is free from disrepair and category 1 hazards.	Housing Solutions Manager
4.1	Ensure all improvement, regeneration and redevelopment schemes contain a decant policy						Tenants are provided with a managed transition whilst their home is being improved or remodelled.	Housing Strategy and Investment Manager

Equality with Human Rights Analysis Toolkit

The Equality Act 2010 and Human Rights Act 1998 require us to consider the impact of our policies and practices in respect of equality and human rights.

We should consider potential impact before any decisions are made or policies or practices are implemented. This analysis toolkit provides the template to ensure you consider all aspects and have a written record that you have done this.

If you need any guidance or assistance completing your Equality and Human Rights Analysis contact:
Heather Grover, Principal Policy Officer on (87)3326; email: heather.grover@lincoln.gov.uk. Alternatively contact Legal Services on (87)3840

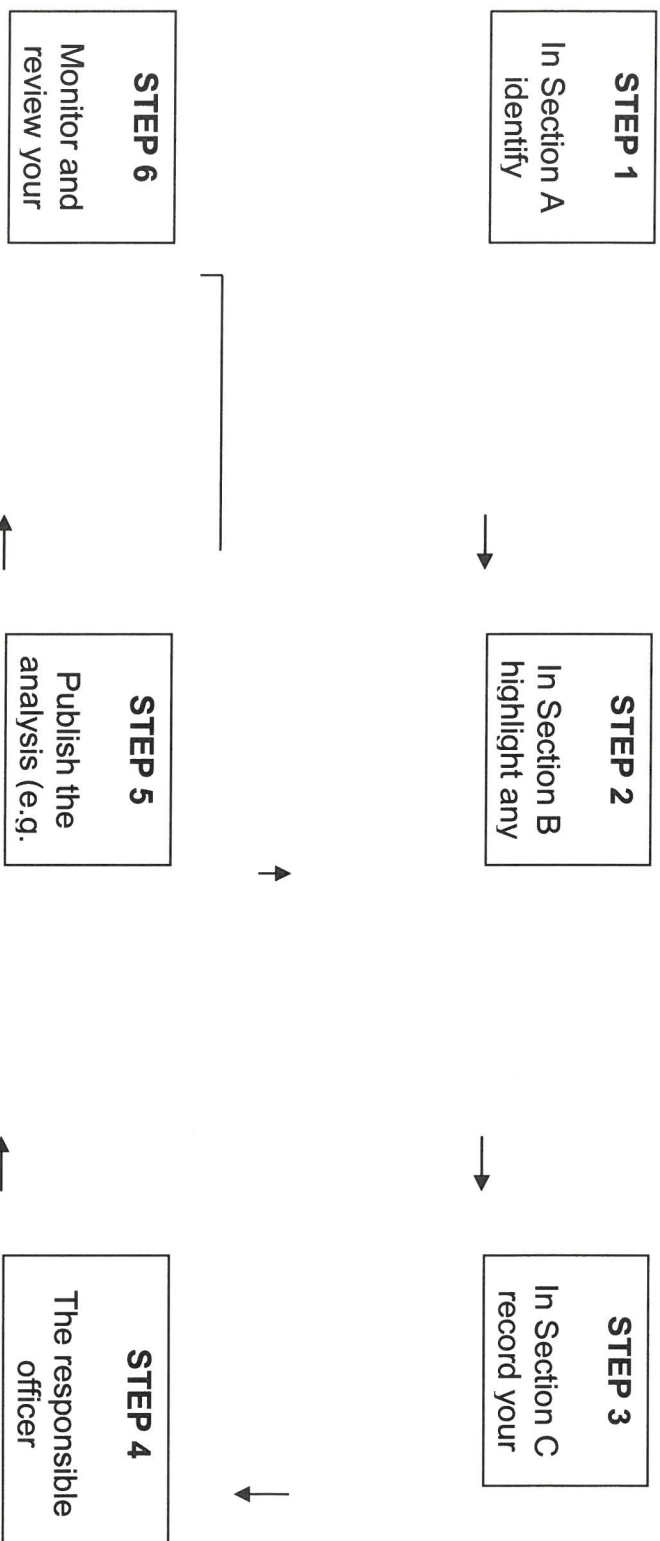
A diagram of the process you should follow is on page 2, and glossary and guidance to help you complete the toolkit can be found on pages 6-9.

Even after your policy, project or service has been implemented; it is recommended that analysis is undertaken every three years, and that this analysis is updated at any significant points in between. The purpose of any update is that the actual effects will only be known after the implementation of your policy, project or service. Additionally, area demographics could change, leading to different needs, alternative provision can become available, or new options to reduce an adverse effect could become apparent.

Useful questions to consider when completing this toolkit

1. What is the current situation?
2. What are the drivers for change?
3. What difference will the proposal make?
4. What are the assumptions about the benefits?
5. How are you testing your assumptions about the benefits?
6. What are the assumptions about any adverse impacts?
7. How are you testing your assumptions about adverse impacts?
8. Who are the stakeholders and how will they be affected?
9. How are you assessing the risks and minimising the adverse impacts?
10. What changes will the Council need to make as a result of introducing this policy / project / service / change?
11. How will you undertake evaluation once the changes have been implemented?

STEP BY STEP GUIDE TO EQUALITY ANALYSIS



*** Evidence could include information from consultations.**

SECTION A

Name of policy / project / service	Temporary Accommodation Strategy
Background and aims of policy / project / service at outset	Sets out Council's approach to the use of temporary accommodation.
Person(s) responsible for policy or decision, or advising on decision, and also responsible for equality analysis	Paula Burton / Melanie Holland
Key people involved <i>i.e.</i> decision-makers, staff implementing it	Legal, Procurement, Housing Solutions

SECTION B

This is to be completed and reviewed as policy / project / service development progresses

	Is the likely effect positive or negative? (please tick all that apply)			Please describe the effect and evidence that supports this and if appropriate who you have consulted with*	Is action possible to mitigate adverse impacts?	Details of action planned including dates, or why action is not possible
	Positive	Negative	None			
Age			✓	The strategy includes consideration of protected characteristics as part of seeking to ensure suitable, affordable and cost-effective temporary accommodation is available to all those entitled to it.	Yes/Ne/NA	
Disability including carers (see Glossary)	✓			The strategy includes consideration of protected characteristics as part of seeking to ensure suitable, affordable and cost-effective temporary accommodation is available to all those entitled to it.	Yes/Ne/NA	
Gender re-assignment	✓			The strategy includes consideration of protected characteristics as part of seeking to ensure suitable, affordable and cost-effective temporary accommodation is available to all those entitled to it.	Yes/Ne/NA	
Pregnancy and maternity	✓			The strategy includes consideration of protected characteristics as part of seeking to ensure suitable, affordable and cost-effective temporary accommodation is available to all those entitled to it.	Yes/Ne/NA	
Race	✓			The strategy includes consideration of protected characteristics as part of seeking to ensure suitable, affordable and cost-effective temporary accommodation is available to all those entitled to it.	Yes/Ne/NA	
Religion or belief	✓			The strategy includes consideration of protected characteristics as part of seeking to ensure suitable, affordable and cost-effective	Yes/Ne/NA	

Sex	✓			temporary accommodation is available to all those entitled to it.	Yes/No/NA	
Sexual orientation	✓			The strategy includes consideration of protected characteristics as part of seeking to ensure suitable, affordable and cost-effective temporary accommodation is available to all those entitled to it.	Yes/No/NA	
Marriage/civil partnership	✓			The strategy includes consideration of protected characteristics as part of seeking to ensure suitable, affordable and cost-effective temporary accommodation is available to all those entitled to it.	Yes/No/NA	
Human Rights (see page 8)	✓			The strategy includes consideration of protected characteristics as part of seeking to ensure suitable, affordable and cost-effective temporary accommodation is available to all those entitled to it.	Yes/No/NA	

**Evidence could include information from consultations; voluntary group feedback; satisfaction and usage data (i.e. complaints, surveys, and service data); and reviews of previous strategies*

Did any information gaps exist?	Y/N/NA	If so what were they and what will you do to fill these?

SECTION C

Decision Point - Outcome of Assessment so far:

Based on the information in section B, what is the decision of the responsible officer (please select one option below):

- No equality or human right Impact (your analysis shows there is no impact) - sign assessment below Tick here []

- **No major change required** (your analysis shows no potential for unlawful discrimination, harassment)- sign assessment below
- **Adverse Impact but continue** (record objective justification for continuing despite the impact)-complete sections below
- **Adjust the policy** (Change the proposal to mitigate potential effect) -progress below only AFTER changes made
- **Put Policy on hold** (seek advice from the Policy Unit as adverse effects can't be justified or mitigated) -STOP progress

Conclusion of Equality Analysis
(describe objective justification for continuing)
The temporary accommodation strategy includes consideration of protected characteristics as part of seeking to ensure suitable, affordable and cost-effective temporary accommodation is available to all those entitled to it. The thrust of the strategy is the provision of a dispersed accommodation and a temporary accommodation scheme for single homeless persons, thus ensuring bed and breakfast provision is only used in emergencies.

When and how will you review and measure the impact after implementation?*
On an annual basis.

Checked and approved by responsible officer(s) (Sign and Print Name)	<i>M Holland</i> MEANIE HOLLAND	Date	3-3-20
Checked and approved by Assistant Director (Sign and Print Name)	<i>Danni Anwar</i> Danni Anwar	Date	3-3-20

When completed, please send to policy@lincoln.gov.uk and include in Committee Reports which are to be sent to the relevant officer in Democratic Services
The Equality and Human Rights Commission guidance to the Public Sector Equality Duty is available via: www.equalityhumanrights.com/new-public-sector-equality-duty-guidance/

City of Lincoln Council Equality and Human Rights Analysis Toolkit: Glossary of Terms

Adult at Risk - an adult at risk is a person aged 18 years or over who is or may be in need of community care services by reason of mental health, age or illness, and who is or may be unable to take care of themselves, or protect themselves against significant harm or exploitation.

Adverse Impact. Identified where the Council's operations has a less favourable effect on one or more groups covered by the Equality Act 2010 than it has on other groups (or a section of a group)

Carer - see also **disability by association**. A carer is a person who is unpaid and looks after or supports someone else who needs help with their

day-to-day life, because of their age, long-term illness, disability, mental health problems, substance misuse

Disability by association. Non disabled people are also protected from discrimination by association to a disabled person. This might be a friend, partner, colleague or relative. This is applies to carers who have a caring responsibility to a disabled person.

Differential Impact. Identified where a policy or practice affects a given group or groups in a different way to other groups. Unlike adverse impact, differential impact can be positive or negative.

Disability. It is defined under the Equality Act 2010 as 'having a physical or mental impairment which has a substantial and adverse long term effect on a person's ability to carry out normal day to day activities.'

Physical impairment is a condition affecting the body, perhaps through sight or hearing loss, a mobility difficulty or a health condition.

Mental impairment is a condition affecting 'mental functioning', for example a learning disability or mental health condition such as manic depression

Diversity. Diversity is about respecting and valuing the differences between people. It is also recognising and understanding the mix of people and communities who use services and their different needs.

Discrimination. Discrimination has been defined as 'the unequal treatment of individuals or groups based on less because of a protected characteristic – see protected characteristic. This includes discrimination by association, perception, direct and indirect discrimination.

Example of discrimination: An employer does not offer a training opportunity to an older member of staff because they assume that they would not be interested, and the opportunity is given to a younger worker

Equality. The right of different groups of people to have a similar social position and receive the same treatment:

Equality Analysis. This is a detailed and systematic analysis of how a policy, practice, procedure or service potentially or actually has differential impact on people of different Protected Characteristics

Equality Objectives. There are specific strategic objectives in the area of equalities and should set out what services are seeking to achieve in each area of service in terms of Equality.

Equality of Opportunity. Equality of opportunity or equality opportunities may be defined as ensuring that everyone is entitled to freedom from discrimination. There are two main types of equality encompassed in equal opportunities:

1. Equality of treatment is concerned with treating everyone the same. Thus, in an organisational context it recognises that institutional discrimination may exist in the form of unfair procedures and practices that favour those with some personal attributes, over others without them. The task of equal opportunities is therefore concerned with the elimination of these barriers.

2. Equality of outcome focuses on policies that either have an equal impact on different groups or intend the same outcomes for different groups.

Evidence. Information or data that shows proof of the impact or non impact - evidence may include consultations, documented discussions, complaints, surveys, usage data, and customer and employee feedback.

Foster good relations. This is explicitly linked to tackling prejudice and promoting understanding.

General Equality Duty. The public sector equality duty on a public authority when carrying out its functions to have 'due regard' to the need to eliminate unlawful discrimination and harassment, foster good relations and advance equality of opportunity.

Gender reassignment. The process of changing or transitioning from one gender to another – for example male to trans-female or female.

Harassment. This is unwanted behaviour that has the purpose or effect of violating a person's dignity or creates a degrading, humiliating, hostile, intimidating or offensive environment.

Human Rights – Human rights are the basic rights and freedoms that belong to every person in the world - **see below**

Marriage and Civil Partnership. Marriage is defined as a 'union between a man and a woman'. Same-sex couples can have their relationships

legally recognised as 'civil partnerships'. Civil partners must be treated the same as married couples on a wide range of legal matters. Single people are not protected. Discrimination on grounds of marriage or civil partnership is prohibited under the Act. The prohibition applies only in relation to employment and not the provision of goods and services.

Pregnancy and Maternity. Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth, and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.

Protected Characteristics. These are the grounds upon which discrimination is unlawful. The characteristics are:

- Age
- Disability
- Gender reassignment
- Race
- Religion and belief (including lack of belief)
- Sex/gender
- Marriage and civil partnership
- Pregnancy and maternity
- Sexual orientation

Public functions. These are any act or activity undertaken by a public authority in relation to delivery of a public service or carrying out duties or functions of a public nature e.g. the provision of policing and prison services, healthcare, including residential care of the elderly, government policy making or local authority services.

Race. This refers to the protected characteristic of race. It refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins.

Religion or belief. Religion has the meaning usually given to it but belief includes religious and philosophical beliefs including lack of belief (e.g. atheism). Generally, a belief should affect your life choices or the way you live for it to be included in the definition.

Section 11 of the Children Act. This duty is a duty under the Children Act 2004 that requires all agencies with responsibilities towards children to discharge their functions with regard to the need to safeguard and promote the welfare of children. They must also ensure that any body providing services on their behalf must do the same. The purpose of this duty is that agencies give appropriate priority to safeguarding children and share concerns at an early stage to encourage preventative action.

Sex. It refers to whether a person is a man or a woman (of any age).

Sexual Orientation. A person's sexual attraction is towards their own sex; the opposite sex; or to both sexes: *Lesbian, Gay or Bisexual*

Victimisation. Victimisation takes place where one person treats another less favourably because he or she has exercised their legal rights in line with the Equality Act 2010 or helped someone else to do so.

Vulnerable Adult. A Vulnerable Adult is defined as someone over 16 who is or may be in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of him/herself or unable to protect him/herself against significant harm or exploitation'

Human Rights

Human rights are the basic rights and freedoms that belong to every person in the world. They help you to flourish and fulfill your potential through:

- being safe and protected from harm
- being treated fairly and with dignity

- living the life you choose
- taking an active part in your community and wider society.

The Human Rights Act 1998 (also known as the Act or the HRA) came into force in the United Kingdom in October 2000. It is composed of a series of sections that have the effect of codifying the protections in the European Convention on Human Rights into UK law.

The Act sets out the fundamental rights and freedoms that individuals in the UK have access to. They include:

- Right to life
- Freedom from torture and inhuman or degrading treatment
- Right to liberty and security
- Freedom from slavery and forced labour
- Right to a fair trial
- No punishment without law
- Respect for your private and family life, home and correspondence
- Freedom of thought, belief and religion
- Freedom of expression
- Freedom of assembly and association
- Right to marry and start a family
- Protection from discrimination in respect of these these rights and freedoms
- Right to peaceful enjoyment of your property
- Right to education
- Right to participate in free elections

Many every day decisions taken in the workplace have no human rights implications. However, by understanding human rights properly you are more likely to know when human rights are relevant and when they are not. This should help you make decisions more confidently, and ensure that your decisions are sound and fair.

SUBJECT: ALLOCATIONS POLICY

DIRECTORATE: HOUSING AND INVESTMENT

REPORT AUTHOR: YVONNE FOX – ASSISTANT DIRECTOR – HOUSING MANAGEMENT

1. Purpose of Report

- 1.1 To seek member approval to implement a new Allocations Policy.
- 1.2 The proposed policy will be implemented following completion and testing of changes to the Abritas IT system with an anticipated date of Monday 1st June 2020.

2. Executive Summary

- 2.1 Following an interim review of the Allocations Policy in 2017 in preparation for the introduction of the Homelessness Reduction Act 2018, a full review of the policy was carried out as part of the review of the Allocations and Homelessness teams. In addition, consideration has been given to advice and guidance provided by the Ministry of Housing, Communities and Local Government (MHCLG) Specialist Homelessness Advisor; the Codes of Guidance; Case Law and the provisions of the Localism Act 2011.
- 2.2 The proposed policy will ensure the City will operate a policy that fully complies with legislative requirements whilst ensuring that we make best use of all social and affordable housing in the City. We will ensure that those in most need are secured accommodation swiftly whilst also recognising that people who live and work in the City should be prioritised for housing.

3. Background

3.1 Housing Allocations Policy Review 2019

Local Housing Authorities must have regard to Statutory Guidance when exercising their functions under Part 6 of the Housing Act 1996.

In 2012 and 2013 Statutory Guidance was issued and Local Authorities were asked to review their allocation policies and revise them, where appropriate, in line with the guidance.

- 3.2 The 2013 guidance, providing social housing for local people enabled Local Housing Authorities to make full use of the provisions of the Localism Act 2011. The Act gave back to local authorities, the freedom to better manage their waiting lists as well as providing greater flexibility to tackle homelessness. Local

authorities can now decide who qualifies for social housing in their area to better meet the needs of local residents and local communities.

3.3

Qualification for Social Housing

Housing authorities can only allocate accommodation to people who are defined as 'qualifying persons', and the Act gives LA's authority to define who is a qualifying person.

3.4

The Statutory Guidance advises local authorities to ensure that they prioritise applicants who can demonstrate a close association with their local area. This is to ensure that sufficient affordable housing is available for those amongst the local population on low incomes who may otherwise be not able to find a home on the open market.

3.5

Housing authorities are therefore strongly advised to adopt a residency qualification. The Secretary of State advised that a reasonable period of residency would normally be two years.

Applicants with a strong family connection or who work in the district may be awarded exception.

4. Proposed Policy

4.1 Allocations Policy 2019 Proposed Changes

As recommended in the Statutory Guidance and as advised by officers from the MHCLG, we have considered the need to introduce a residency qualification to the waiting list.

4.2 Prioritising applicants with a connection to Lincoln is a key driver for the change as is the need to reduce homelessness and rough sleeping in the City. The majority of local housing authorities have a residency qualification of between 2 and 5 years and areas with open waiting lists have experienced increased homelessness and rough sleeping. Stopping the flow of rough sleepers on to the streets of Lincoln is a priority and we are advised that by prioritising local people for housing, the flow should reduce. Anyone who does come to Lincoln and sleeps out will of course access all the services available here in the City and we will look to either reconnect them to the area where they have a connection to or to give housing advice and assistance to access private rented accommodation or accommodation provided by other agencies such as the YMCA.

4.3 At present, we operate a joint policy with North Kesteven District Council (NKDC). In the current policy there are some differences relating to property types and priority but the qualification criteria for both authorities is the same. City of Lincoln Council (CoLC) and NKDC have very different stock profiles and are geographically dissimilar. As a University City we experience net migration in to the City from surrounding areas and high demand for housing whereas NKDC have low demand for houses and bungalows in rural villages and high demand for single person accommodation. We have discussed with officers at NKDC the need for CoLC to introduce a residency qualification to ensure that local people

are prioritised for housing but due to the low demand for housing in NKDC they feel unable to introduce the same in their area.

- 4.4 Therefore, we are proposing that CoLC and NKDC continue to work in partnership as Lincs Homefinder; that we continue to share the same IT system, have the same application form, assess applicants in the same way and have four bands with the priority band A and Bands B & C assessed the same way.

The proposed changes to CoLC Policy in full are:

- Introduction of a residency qualification of 24 months for CoLC applicants
- Creation of a Transfer Band
- Allowing households threatened with homelessness who accept an offer of private rented accommodation to keep their priority on the waiting list for Council accommodation
- Allow couples to be considered for 2 bed flats if there is no demand from a household with a 2 bed need (subject to affordability)
- Households with one child under the age of 12 months or who are pregnant may be offered a 1 bed property (subject to demand)
- Households leaving named hostels within the City will be assessed in line with Homelessness Statutory Guidance

- 4.5 The changes to procedures include:

- Additional checks at application stage to ensure applicants are able to afford a tenancy and to signpost to other agencies as required
- An application will not be made live until an applicant provides all proofs and if these are not returned within 28 days the application will be cancelled
- Clarification regarding preference offered to forces and ex-forces personnel (not subject to residency criteria as per statutory guidance)

- 4.6 Any applicant currently registered who does not meet the residency qualification will have their application reviewed and provided with advice and assistance on all housing options available.

- 4.7 The Council is required to consult with RSL partners on proposed changes to the Housing Allocations Policy. Informal consultation with supported housing providers in the City commence in 2018 and all partners agreed with the proposed changes.

- 4.8 Formal consultation commenced on the 24th January 2020 until the 26th February 2020. Several anonymous comments were received and these are included at Appendix 2 with a response to each comment or question included. The comments received were primarily relating to the introduction of the residency qualification and the change of banding for persons ready to leave supported accommodation.

- 4.9 The Tenants Panel have been consulted on the proposed policy and are in agreement with the proposed changes.

Therefore, having fully considered the comments received, the proposed policy would not need amending in light of the consultation.

5. Strategic Priorities

5.1 Let's reduce inequality

5.2 The successful implementation of the Council's Allocations Policy is key to reducing inequality amongst vulnerable groups.

Key needs met include:

- Prevention and relief of homelessness
- Prevention and relief of street homelessness
- Households adversely affected by welfare reform
- Households whose homes are not suitable for their medical needs or disability
- Move-on from hospitals
- Move-on from Supported housing

6. Organisational Impacts

6.1 Finance (including whole life costs where applicable) - There are associated financial implications of approximately £18,000 to make amendments to the Abris system. These costs were identified as part of the initial installation of the new system and can be met from existing budget.

6.2 Legal Implications including Procurement Rules - There are no direct legal implications arising from this report at this time.

6.3 Equality, Diversity and Human Rights

6.4 The Public Sector Equality Duty means that the Council must consider all individuals when carrying out their day-to-day work, in shaping policy, delivering services and in relation to their own employees.

6.5 It requires that public bodies have due regard to the need to:

- Eliminate discrimination
- Advance equality of opportunity
- Foster good relations between different people when carrying out their activities

6.6 The Policy will ensure that anyone will be safeguarded against exposure to the different elements contained in the policy. Those who exhibit a protected characteristic would automatically be covered by this policy, and therefore there is no negative impact on anyone displaying a protected characteristic.

6.7 Human Resources - There are no direct HR implications arising from this report at this time.

7. Risk Implications

7.1 There are no risks identified with implementing this policy.

8. Recommendation

8.1 Members are asked to approve the Allocations Policy, with a view to the Policy being implemented on the 1st June 2020.

Is this a key decision? Yes

Do the exempt information categories apply? No

Does Rule 15 of the Scrutiny Procedure Rules (call-in and urgency) apply? No

How many appendices does the report contain? 2

List of Background Papers: None

Lead Officer: Yvonne Fox – Assistant Director of Housing
Telephone (01522) 873716

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Appendix A

Lincs Homefinder

Lettings Policy

Section		Page
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This document can be made available in Braille, large print and audio versions. Contact City of Lincoln Council on 01522 873333 or housingsolutions@lincoln.gov.uk to request a copy.

1	Introduction
1.1	The lettings policy
1.1.1	The lettings policy was agreed by the Council's Executive Committee on 23 rd March 2020 and implemented from 1 st June 2020.
1.1.2	The lettings policy states how: <ul style="list-style-type: none"> • Lincs Homefinder operates • the Council assesses the housing needs of applicants • the Council allocates its properties • the Council nominates applicants to Registered Providers
1.1.3	All allocations of Council homes and nominations to Registered Providers will be made in accordance with the lettings policy.
1.1.4	The lettings policy also links to the Council's Tenancy Strategy, Tenancy Policy, Housing Strategy and Homelessness Strategy.
1.2	Legislative and policy framework
1.2.1	This is the allocation scheme, as required by the Housing Act 1996, as amended by the Homelessness Act 2012, Localism Act 2011 and the Homelessness Reduction Act 2017. It sets out the framework within which the City of Lincoln Council will operate in the assessment of housing need on the housing register and the letting of social and affordable rented properties.
1.2.2	The principles set out in this policy are not absolute rules and all references to statutory legislation are not to be used as substitutes for the detail within the original.
1.2.3	The lettings policy is to be reviewed with the introduction of any new or amended legislation or new working arrangements within the Council. Any such reviews will be subject to the Council's constitution.
1.3	Statement of choice
1.3.1	The Council is fully committed to operating a choice based lettings scheme called Lincs Homefinder which enables applicants to play an active role in choosing where they live, whilst accommodating those in the greatest housing need.
1.4	Equal Opportunities
1.4.1	The Council is committed to the promotion of equality of opportunity for all existing and potential applicants. No one will be treated unfairly due to age, gender, disability, race, religion, sexual orientation, transsexuality, marital or partnership status, or being pregnant/on maternity leave. This

	list is not intended to be exhaustive but indicative of the Council's intention and commitment to ensuring equality.
1.5	Data Protection, Confidentiality and Sharing Information
1.5.1	The Council is what is known as a 'Controller' of the data you provide and is registered with the Information Commissioner's Office. The Council takes your privacy seriously and will not use the information you give for any purposes other than to administer your application, unless the law allows this.
1.5.2	If you provide your personal information on the online application, you are consenting to the Council using this and any other information you provide as proof of your application, to process and consider your application. We will: <ul style="list-style-type: none"> • Keep your information accurate and up to date, with your assistance • Retain your information only for as long as necessary (minimum of 6 years from the end of your tenancy/application and longer in certain circumstances) • Store your information securely in accordance with the Data Protection Act 1998 at a level appropriate for its sensitivity. For further information see the Council's Data Protection Policy.
1.5.3	We will not share your personal information with third parties without your consent, unless they are processing your information on our behalf or because the law allows this, for example to check the information provided by you or about you. This includes any sensitive personal information you provide for example regarding you or your family's health, although only where it is necessary.
1.5.4	We are also under a duty to protect the public funds we administer, and to this end may use the information you have provided for the prevention and detection of fraud. We may also share this information with other bodies responsible for auditing or administering public funds for these purposes. The third parties may include but are not limited to, passing your information and receiving information about you, with the agencies/services listed in the Statement and Declaration on the application form.
1.5.5	If after providing consent for us to process your personal information for this purpose, you decide to withdraw your consent, then you must contact us immediately to confirm this. However, the consequences of this will be that your application will not be considered. We may also have already passed on your information, as the law allows, to other departments within the Council and other organisations.
1.5.6	If you want to know more about the information we hold about you and how we process this or have a complaint regarding the way we have handled your personal information please ask for the Data Protection Officer at the Council. If you however remain unhappy, then you have a right to complain to the Information Commissioner at: Information

	Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Telephone:01625 545 700. Website : www.ico.org.uk
2.	Lincs Homefinder
2.1	Aims and objectives of the lettings policy
2.1.1	<p>The main objectives of this policy are to:</p> <ul style="list-style-type: none"> • Provide a fair, open and accountable framework with equality of access • Prevent homelessness and reduce the use of temporary accommodation • Ensure freely available and accessible advice and assistance, to ensure applicants' understanding and participation • Take account of the relevant legislation, statutory regulations and guidance • Reflect the Council's tenancy policies and strategies • Have due regard to the Lincolnshire Homelessness Strategy • To assist households with a need to remain in, or move to a particular area of the city • To ensure effective use of social housing stock by reducing under occupation of Council accommodation • Reducing void times by advertising properties while on notice • To increase the supply of properties by advertising and nominating applicants for properties for Registered Providers and Supported Housing providers • To encourage customers to consider a variety of housing options by providing information on alternative solutions • To ensure the lettings process is transparent by making lettings in accordance with this policy • To ensure that customers are not treated unfairly on the basis of their age, gender, disability, race, religion, ethnic origin, sexual orientation, transsexuality, marital or partnership status or being pregnant/on maternity leave.
2.2	Partnerships with Registered Providers and Private Landlords
2.2.1	<p>Some Registered Providers and Private Landlords that manage accommodation within Lincoln are expected to request nominations for a proportion of the properties that they allocate to their tenants. The following lettings made are considered to be nominations:</p> <ul style="list-style-type: none"> • Customers from any band of Lincs Homefinder • Customers from a direct letting category • Any other groups as agreed between the Council and the Registered Provider or the Private Landlord.
2.3	Joining the housing register
2.3.1	All customers must be registered on the Lincs Homefinder system before they will be considered for a Council property or a nomination to a

	Registered Provider. All customers should complete the online application to join the housing register.
2.3.2	The information provided on the application will be used by the Council to determine the size and type of property that the applicant requires and whether any further housing needs assessments are required.
2.3.3	The Council will only usually accept applications from customers and any other people who normally reside with them as a member of their family, or any other person that may be reasonably expected to reside with them.
2.3.4	An applicant can only be registered as the main or a joint applicant or a member of the household to be rehoused on one active housing application. Exceptions to this must be authorised by a senior manager. An example of an exception that will be considered is if there is shared care or access arrangements for children.
2.3.5	Any offer of housing made to City of Lincoln Council staff, elected members or staff working for or board members of a Registered Provider must be approved by a senior manager. This also applies to relatives and household members of these groups.
2.4	Verifying information received on the housing application
2.4.1	Where a housing application is completed with insufficient supporting information to enable the Council to process it the application will not be accepted. A list of acceptable required documents will be provided (see Appendix B). Without this information an application will not be processed.
2.4.2	For any application which includes someone from abroad, proof of identification, nationality and immigration status will be required. Verification may be sought from the Immigration Services to safeguard the use and allocation of public funds.
2.4.3	Once all information has been received and the assessment of the application is complete the main applicant will be sent an acknowledgement advising them of: <ul style="list-style-type: none"> • Their application reference number • The size of property they are entitled to • The housing need band that their application has been placed in • The band date
2.5	Keeping the housing register up to date
2.5.1	The Council will update the housing register where appropriate, including <ul style="list-style-type: none"> • When the customer informs the Council of a change in their circumstances • Following periodic reviews • As a result of receiving no response to contact, for example to an offer of accommodation

	<ul style="list-style-type: none"> When updating information on the housing register, for example if during a data review it is noted that there are duplicate applications on the system
2.6	Dating of Application
2.6.1	The initial registration date of an application will be the date the application is fully completed and submitted online. All relevant documentations requested should be provided within 14 days of initial contact. Failure to provide relevant documentation may result in a late registration date or cancellation of an application.
2.6.2	<p>The following explains how effective band dates will be awarded:</p> <ul style="list-style-type: none"> New application – the effective date will be the same as the applicants registration date. Assuming all required documents are received within 14 days, if not, then the date will be when all required documents are actually received. Change of circumstances which results in a higher band assessment – the effective date will be the date the applicant provides satisfactory evidence of the change of circumstances. Change of circumstances which results in a lower band assessment – the effective date will revert back to the registration date in use. Homelessness applications – the effective date will be the date the homeless duty (prevention duty, relief duty or full duty) has been accepted and notified to the applicant. Refusal of reasonable offers – the Council reserves the right to amend the effective date to the date of the second refusal of a reasonable offer of accommodation.
2.6.3	<p>The exceptions to this are:</p> <ul style="list-style-type: none"> Armed forces personnel leaving the services who will have their priority award backdated to the date on their Cessation of Occupation Certificate Care leavers – if it is the care leaver’s initial approach for rehousing their date will be backdated to their 18th birthday
2.7	Cancellation of Application
2.7.1	<p>The Council reserves the right to cancel a customer’s application from the register:</p> <ul style="list-style-type: none"> On the request of the customer If a customer does not meet the qualification criteria to be a tenant If the applicant is under 18 years old (unless permission has been granted by a senior manager) Where the customer has more than one application registered or appears on more than one application Where a reply to any application reminder or request is not received within the specified time If any correspondence is returned by the Post Office as undelivered When the customer has been rehoused by the Council or a Registered Provider, including shared ownership schemes

	<ul style="list-style-type: none"> • If they complete a mutual exchange • Where a Council tenant completes the purchase of their home through the Council's right to buy scheme • When the Council is notified that a customer is deceased or has moved in to permanent residential care.
2.8	Suspension and cancellation of applications
2.8.1	<p>We may suspend a housing application if there is good reason to do so, examples of this may be:-</p> <ul style="list-style-type: none"> • The applicant has been asked, in writing, by telephone or by email for key information in relation to their application and we are waiting for a appropriate response • We have asked a support agency or support worker to provide additional key information about a household and are waiting for a reply from them. • If we are unable to contact an applicant following several attempts • Whist awaiting response to an annual review request • Where required, an applicant refused a home visit
2.8.2	<p>The Council will contact the customer using the last known contact details they were provided with and inform the applicant that their application has been cancelled. In the event of a customer's death the Council will cancel the application after receiving written confirmation from the Registrar, the deceased applicant's executor, personal representative or next of kin.</p>
2.8.3	<p>Should a customer subsequently wish to re-join the register they will be required to complete a new application which will be processed based on their current circumstances and with the subsequent registration date.</p>
2.8.4	<p>If a customer's housing application was cancelled within 14 days of the date on their application the date will be backdated to that of the original application. Where the housing application was cancelled over 14 days after the date of registration it will not be backdated unless there are exceptional circumstances.</p>
2.9	False statements and withholding information
2.9.1	<p>It is an offence for anyone to knowingly or recklessly make a statement that is materially false, or to deliberately withhold information which the Council reasonably requires them to give, or fails to notify the Council of changes regarding their housing circumstances.</p>
2.9.2	<p>The City of Lincoln Council takes fraud seriously, including cases of people:</p> <ul style="list-style-type: none"> • Applying to the Council as homeless when they already have somewhere to live • Applying for council housing using false information or identity • Subletting or not living at their Council property, where this contravenes the tenancy agreement

2.9.3	The Council will take legal action against customers who give false information or withhold information regarding their housing application which may include criminal prosecution under the Prevention of Social Housing Fraud Act 2013. If the customer has been allocated a property in these circumstances then the Council or other landlord may take court action to evict the customer.
3.	Scope of the lettings policy
3.1	Definition of a let
3.1.1	All lettings within Part 6 of the Housing Act 1996 will be made as: <ul style="list-style-type: none"> • An introductory tenancy • A secure tenancy • A fixed term tenancy • A temporary licence • A nomination to a Registered Provider <p>Lettings will be made in accordance with the relevant legislation.</p>
3.1.2	The Council will normally grant an introductory or a secure tenancy. All new tenants will be introductory tenants unless they have transferred from another secure tenancy held with the City of Lincoln Council, another Local Authority or are a transferring tenant of a Housing Association.
3.1.3	Where more than one adult applies for housing together they can normally apply as joint tenants. Joint tenancies will only be granted where both the main and joint applicants are eligible and qualifying.
3.1.4	The housing register will include customers who may be eligible for: <ul style="list-style-type: none"> • Service tenancies for employees of the Council • Non-secure Council tenancies created by the Housing Act 1985
3.2	Local lettings policies
3.2.1	The Council may operate local lettings policies to enhance the sustainability of defined communities or to allocate a proportion of new build properties to existing tenants. Where a local lettings policy operates preference for offers of accommodation may be given to particular applicant groups outside of the reasonable preference categories. Local lettings policies will be approved by the Council for particular properties or groups of properties and will be reviewed regularly.
3.2.2	Overall, preference for allocations will be given to applicants using the priority banding system and local lettings policies will not discriminate unjustifiably, directly or indirectly, on equality grounds.
3.2.4	Should a property be subject to a local lettings policy the criteria will be clearly indicated when the property is being advertised through the choice based lettings scheme.

3.3	Council tenancies granted outside of Part 6 of the Housing Act
3.3.1	A customer may take over a tenancy outside of Part 6 of the Housing Act which is other than through the housing register. Reasons for this include succession, assignment, mutual exchange and through tenancy management where a joint tenancy becomes a sole tenancy or a sole tenancy becomes a joint tenancy.
4.	Eligibility for offers of accommodation (under Part 6 of the Housing Act 1996)
4.1	Eligible customers
4.1.1	Applicants should be aged 18 years or over.
4.1.2	Applications from the following groups will normally be considered: <ul style="list-style-type: none"> • Persons not subject to immigration control taking account of nationality and immigration. The main customer groups to whom properties will be let to are: • British nationals who are habitually resident in the Common Travel Area (CTA) is United Kingdom, Channel Islands, Isle of Man or Republic of Ireland. • Commonwealth citizens who have the right of abode and are habitually resident in the CTA. • European Economic Area (EEA) nationals who have the right to reside in the UK and are habitually resident in the CTA.
4.1.3	Persons subject to immigration control who have been granted: <ul style="list-style-type: none"> • Refugee status • Humanitarian Protection or Discretionary Protection, provided they are eligible for public funds • Indefinite Leave to Remain, provided that they are habitually resident in the CTA and their Leave to Remain was not granted in the previous five years on the basis of sponsorship given in relation to maintenance and accommodation (or if their sponsor has died) • Persons subject to immigration control who are nationals of a country that has ratified the European Convention on Social and Medical Assistance (ECSMA) or the European Social Charter (ESC) provided that they are habitually resident in the CTA and lawfully present in the UK.
4.1.4	In addition to European Nationals who are habitually resident in the UK, and can prove they have a current British National Insurance Number, applications from the following groups of people will also be considered: <ul style="list-style-type: none"> • A person granted refugee status when his/her request for asylum is accepted. • Persons granted exceptional leave to enter or remain. This will be someone who has failed in the request for asylum, but has been

	<p>given leave to remain where there are compelling, compassionate circumstances.</p> <ul style="list-style-type: none"> • Persons granted indefinite leave to remain in the UK who are regarded as having settled status. Applicants still have to establish habitual residence.
	<p>Under the Housing Act 1996, local authorities must consider whether applicants are eligible for housing assistance. This relates to some people who may have been living abroad or do not have permanent permission to remain in the UK. Any person making an application who is identified as falling under the Asylum and Immigration Act 1996 will be assessed in accordance with the Act. We reserve the right to seek advice and assistance to resolve the issue of eligibility.</p>
4.2	Ineligible applicants
4.2.1	<p>Those who cannot join the choice based lettings scheme are:</p> <ul style="list-style-type: none"> • Persons who are ineligible to reside in the United Kingdom • Persons granted exceptional leave to enter or remain but do not have recourse to public funds.
4.2.2	<p>There may be cases where an ineligible person forms part of a household with others who are eligible. It is important to note that whilst the ineligible person cannot be granted a tenancy they may be taken into account in the size of accommodation to be offered, but the tenancy will only be granted to the individual who is eligible.</p>
4.3	Qualification criteria to a council tenant
4.3.1	<p>When an application is registered, or while it remains on the housing register, the council may decide the customer is non-qualifying. The council will consider whether the customer or a member of his/her household, should be considered to non-qualifying on the grounds of unacceptable housing-related behaviour.</p>
4.3.2	<p>Each case will be considered on its own merits following an assessment of the circumstances of the case. This will include whether there has been any modification in the behaviour of the applicant or their household and whether there are any extenuating circumstances such as vulnerability or safeguarding issues. This improved behaviour must be demonstrated for a minimum of 6 months.</p>
4.3.3	<p>Customers will be treated as meeting the qualification criteria unless subsequently found to be non-qualifying. If the customer does not meet the criteria to be a tenant their housing application will be cancelled.</p>
4.4	Non-qualifying persons
4.4.1	<p>The following will normally be considered to be non-qualifying persons and therefore unable to join the choice based lettings scheme:</p>

	<ul style="list-style-type: none"> • Applicants who cannot evidence a local connection – see section below • Existing social housing tenants who have not been in their current home for 12 months • Applicants that have purchased property via a Council’s Right to Buy scheme in the last 5 years • Applicants that have benefited from either a disabled facilities grant/adaption or renovation grant in the last 5 years • Applicants that have demonstrated serious unacceptable behaviour • Applicants with housing related debt • Applicants that have breached a condition of their current or a previous tenancy • Applicants or an applicant with a household member that has a history of causing anti-social behaviour • Applicants that have used their home for illegal or immoral purposes • Applicants that have been convicted of an offence in the locality of their home • Applicants that caused their property condition to deteriorate <p>Applicants that used false information to obtain a tenancy A senior manager is able to approve exceptions to the above.</p>
4.5	Residency Qualification
4.5.1	<p>To qualify for a local connection the applicant must:</p> <ul style="list-style-type: none"> • Be a current resident within Lincoln and have been for at least 24 months • Have had their current main place of permanent employment in Lincoln for a continuous period of at least 12 months. This must be the applicant’s main place of employment and not the head office of the company they are employed by. • Be an applicant who has been accepted under homeless duty with the City of Lincoln Council as a reciprocal arrangement with another housing organisation • Be a member of HM Armed Forces through Section 315 of the Housing and Regeneration Act (2008) who have established a local connection with the city during their service or before they joined their service • Be a refugee who have been granted leave to remain and have been dispersed to Lincoln • Be an applicant who has been accepted from outside of the area as part of a Witness Protection recommendation • Be an applicant from outside of Lincoln who is a victim of domestic abuse or fleeing other violence and/or harassment and who cannot return to the area where they were living in fear of harm and a homelessness duty has been accepted • Be a care leaver (who has been in care with Lincolnshire County Council and qualifies for rehousing under the Lincolnshire Care Leavers agreement) applying for their first permanent accommodation following their 18th birthday or six months prior to

	<p>their 18th birthday, in preparation for them to be awarded a tenancy on or after their 18th birthday.</p> <ul style="list-style-type: none"> • Be awarded a local connection in other exceptional cases and this has been authorised by a senior manager. Examples of exceptional circumstances could include: • Have previously lived in Lincoln for at least 24 months (whilst aged 18 or over) within the last 5 years and are returning for employment or carer obligations • Be an immediate family member of a current resident of Lincoln (family members are defined as parents or guardians, adult children or brothers or sisters that have lived within the city for at least five years) and wish to live in Lincoln to provide essential care
4.5.2	<p>The following do not give an applicant a local connection:</p> <ul style="list-style-type: none"> • Living in bail hostels or approved premises • Occupying a mobile home, caravan or motor caravan which is not placed on an official mobile home or caravan park • Hostel residents from outside of Lincoln who have not otherwise lived in Lincoln for a period of 24 months • Those residing in supported accommodation • Those occupying student accommodation – hall of residence and all other accommodation sourced in connection to education • Those residing in prison within the area • Those residing in hospital, in-patient or residential care settings <p>Those that cannot evidence a qualifying connection</p>
4.6	Existing social housing tenants
4.6.1	This policy aims to promote settled and sustainable communities, therefore social housing tenants who have not been in their current home for 12 months will be considered non-qualifying and not accepted on to the scheme.
4.6.2	Any exceptional cases where an applicant's household circumstances have significantly changed and the applicant was not aware or anticipating the change prior to taking their current tenancy can be considered by a senior manager.
4.7	Right to buy
4.7.1	Where an applicant or member of the moving household has benefited from a Right to Buy in the last five years they are not eligible to apply for rehousing on Homefinder.
4.7.2	This will not apply in exceptional circumstances, where it is considered that a household's circumstances or housing needs have changed significantly since the completion of the purchase.
4.8	Disabled Facilities/Renovation Grants and Adaptations

4.8.1	Where an applicant or member of the moving household has benefited from the either a disabled facilities grant/adaption or renovation grant they will not normally be accepted onto the housing register within the first five years.
4.8.2	This will not apply in exceptional circumstances, where it is considered that a households circumstances or housing needs have changed significantly since the completion of the relevant works.
4.9	Serious unacceptable behaviour
4.9.1	This can relate to anti-social behaviour, criminal behaviour, nuisance, property condition and/or any significant housing related debt.
4.9.2	When deciding whether or not to allow an applicant to join the scheme or to be offered a tenancy the council are entitled to take into account relevant current and previous behaviour of the applicant and or/ members of their household.
4.9.3	It is the responsibility of an applicant to provide reasonable information to enable their application to be processed and assessed. Applications will not be registered until the council have received all the required information and are satisfied that an applicant, and their household, is eligible and a qualifying person.
4.9.4	In determining the issue it is not necessary for the applicant to have actually been a tenant of the council when the behaviour occurred. Furthermore, the behaviour is not limited to that caused by the applicant and/or their household, it extends to behaviour caused by visitors to an applicant's home for which they were responsible.
4.9.5	The following contains examples of where we may consider applicants as non-qualifying and therefore not eligible to join the scheme, due to evidence of serious unacceptable behaviour as the council may consider them unsuitable as a tenant. This includes but is not limited to: Drug dealing Serious violent or sexual offences Serious ASB Eviction from a previous council tenancy due to rent arrears or ASB
4.10	Housing related debt
4.10.1	Housing related debt, generally determined, but not limited to the equivalent of 8 weeks rent liability or more. The definition of housing related debt includes rent arrears owed to any landlord, the costs of repairing damage to accommodation, mortgage arrears owed to the council or any other lender, other Registered Provider's debts including Housing Benefit overpayment and rent advance or deposit payments and court costs.

4.10.2	The council expects applicants with housing related debt to either pay the debt in full or reduce the debt to less than the equivalent to 8 weeks rent liability followed by regular payments of an acceptable amount to reduce the debt for a minimum of 13 consecutive weeks and ongoing to reduce the debt. Any exception to this must be authorised by a senior manager.
4.10.3	The qualification criteria will not normally be applied on the basis of rent arrears alone where the council has: <ul style="list-style-type: none"> • Assessed the customer as fleeing violence • Assessed the customer as needing to move urgently due to suffering severe harassment (including racial, sexual or homophobic harassment, any form of hate crime or because of their disability or age) • Accepted the customer for rehousing under the Witness Protection Scheme
4.11	Breach of tenancy condition
4.11.1	Any breach of tenancy for which possession action has been or is being pursued will result in the applicant not normally qualifying for the choice based lettings scheme. If the council has evidence that the applicant is breaking their tenancy conditions the council may not offer accommodation until the breach has been remedied. This includes, but is not limited to damaging the property, making structural alterations without consent, allowing the garden to become neglected or overgrown, poor internal decoration and cleanliness standard. This also applies to applicants whose landlord is another Local Authority, Registered Provider or Private Landlord. The City of Lincoln Council may visit their tenants to inspect their property before the offer of another tenancy is made.
4.11.2	If the applicant has previously been evicted from a Registered Provider they would normally be ineligible until they have demonstrated for a period of 12 months that their behaviour has improved to a standard that would not constitute a breach of tenancy or for enforcement action to be taken against the applicant.
4.12	Anti-social behaviour
4.12.1	If an applicant has been subject to or is subject to an Anti-Social Behaviour Injunction,, a Criminal Behaviour Order, a Community Protection Notice, a Closure of Premises Order, or has been in breach of any of those orders, or a Possession Order or notice has been served for anti-social behaviour. For an applicant to qualify for the scheme they must demonstrate that their behaviour has improved over a period of 12 months and that they are capable of being a responsible tenant before they are able to reapply,
4.13	Use of the home for illegal or immoral purposes
4.13.1	If the applicant or a member of their household has a conviction for using their home for illegal or immoral purposes they will not normally qualify for

	the scheme until they can demonstrate that their behaviour has improved and that they are capable of being a responsible tenant.
4.14	Convicted of an offence in the locality of their home
4.14.1	If the applicant, or a member of their household has been convicted of an offence that was committed in, or in the locality of, their home, or committed elsewhere against a person with a right to reside in, or occupy housing accommodation in the locality, or was committed elsewhere against the landlord of their home, or a person employed in connection with the exercise of the housing management function and the conduct affects those functions (either directly or indirectly).
4.14.2	For the purposes of this policy the locality is defined as within the city of Lincoln or within a 3 mile radius of the boundary of the city. If the offences were committed against a landlord or member of staff that did not operate within the city of Lincoln the locality is deemed to cover the location at which the offence was committed.
4.15	Property condition
4.15.1	Causing the condition of the property to deteriorate by a deliberate act of neglect.
4.16	Making a false statement to obtain a tenancy
4.16.1	Should an applicant have been found to obtain their current or a previous tenancy using a false statement they will not normally qualify for the scheme.
4.16.2	Each case will be assessed on its own merits and any exceptions to the qualification criteria must be authorised by a senior manager.
4.16.3	If the council decides that an applicant does not meet the qualification criteria to be a tenant the customer will be notified in writing of the decision and the reasons for it.
4.16.4	The customer may request a review of the decision to find them non-qualifying to be a council tenant.
4.16.5	If the customer considers that they should no longer be regarded as non-qualifying to be a tenant, they have the right make a fresh application for rehousing, providing evidence that this is no longer the case, ie cleared arrears (even if they have not requested a review).
4.17	Reduced preference to be a council tenant
4.17.1	A customer's behaviour, and that of any household member, will be taken into consideration when making an offer of accommodation. If the

	behaviour is not deemed to be serious enough to justify a decision to treat the customer as non-qualifying, a customer in the Gold or Silver bands may be given less preference in the allocation of a property than a customer in the same band as them without a record of such behaviour.
4.17.2	Each case will be considered on its own merits following an assessment of the circumstances. This assessment will consider whether there has been a modification in their behaviour and whether there are any exceptional circumstances such as vulnerability or safeguarding issues.
4.17.4	Customers who have deliberately worsened their circumstances may also have their priority reduced. For example, if a homeless applicant refuses a suitable offer of accommodation their banding may be reduced to Bronze Band for a period of 6 months from the date of the most recent unreasonable refusal.
4.17.5	If the council decides to reduce a customer's priority the customer will be notified in writing of the decision and the reasons for it. The customer may request a review of the decision to reduce their preference - see procedure below.
4.17.6	Once the Authority is satisfied that the behaviour is remedied or improved to a satisfactory standard the reduction in preference will be removed. An example would be an applicant reducing their rent arrears to below 8 weeks or demonstrating their behaviour has improved for a 12 month period. This decision must be authorised by a senior manager.
4.18	Exceptional circumstances
4.18.1	The Authority will consider any request from households with exceptional circumstances who would not normally qualify for housing. Each case will be assessed on an individual basis.
5.	Determining housing need
5.1	Housing needs bands
5.1.1	Customer will have their housing needs categorised into one of the three bands on Lincs Homefinder to reflect the degree of housing need they have; <ul style="list-style-type: none"> • one • two • three • Transfer
5.1.2	The Housing Act 1996, as amended, states that when determining priorities under the lettings policy, the council must give reasonable preference to certain categories of people. This currently includes those: <ul style="list-style-type: none"> • Who are homeless • Who the local authority has a duty to accommodate

	<ul style="list-style-type: none"> • Occupying insanitary, overcrowded or unsatisfactory housing conditions • Who need to move on medical or welfare grounds • Who need to move to a particular locality to reduce hardship
5.1.3	The Council normally assesses the customer's housing need based on their usual residence, but where the customer has a legal interest in another property, the council will consider whether the customer could reasonably be expected to move to or return to that property.
5.1.4	<p>The Government has issued statutory guidance regarding the rehousing of Armed Forces personnel. In summary, the council must give additional preference for lettings to the following groups, where they have urgent housing needs:</p> <ul style="list-style-type: none"> • Customers in regular forces who are suffering from a serious injury, illness or disability which is attributable (wholly or partly) to their service • Customers who formerly served in HM regular forces • Customers leaving accommodation provided by the Ministry of Defence following the death of their spouse or civil partner who has served in the regular forces and whose death was attributable (wholly or partly) to that service • Customers in HM reserve forces and are suffering from a serious injury, illness or disability which is attributable (wholly or partly) to the applicant's service.
5.1.5	The Council will normally prioritise Armed Forces personnel who have a connection to Lincoln ahead of those with a connection to another authority. The council may waive the local connection criteria for Armed Forces personnel in certain circumstances, for example, where the customer has links to the Lincoln area which fall short of satisfying the statutory definition, or where the customer is unable to demonstrate a connection to any other authority.
5.1.6	Where the Council has assisted a homeless household to obtain a tenancy in the private rented sector to prevent or relieve their homelessness, the applicant is able to remain on the housing register in the band (and with the application date) that they were awarded prior to securing a tenancy. This will be reviewed annually and if the applicant is assessed as having secured adequate accommodation, they may be contacted and advised that their priority is being reduced.
5.2	Summary of bands on Lincs Homefinder
5.3	Band One
	This band consists of customers requiring urgent rehousing where the council has a legal duty to consider them for accommodation.
5.3.1	Homeless

	<p>Where the City of Lincoln Council has accepted a duty in accordance with the Housing Act 1996, Part 7 as amended</p> <p>Examples:</p> <ul style="list-style-type: none"> • Statutorily homeless customers that have been awarded a full duty ie eligible, homeless, in priority need, unintentionally homeless and with a local connection to Lincoln • Homeless applicants that are in the Relief stage and complying with their Personalised Housing Plan
5.3.2	Medical
	<p>Where the customer or household member's medical condition is being severely affected or exacerbated by the property they currently reside in and it is not reasonably and practicably capable of being adapted. This must be verified by self-assessment and a medical professional.</p> <p>Examples include where the customer:</p> <ul style="list-style-type: none"> • In unable to return home from hospital or residential care because the property does not meet their medical needs (hospital discharges) and where a move to temporary accommodation would be inappropriate • Requires rehousing to prevent an admission to hospital, residential care or nursing home • Is unable to access any of the facilities in their current property • Has extreme difficulty mobilising within their current property • Has extreme difficulty accessing the property owing to steps or slopes leading to doorways • Requires an adapted property to meet their needs • Requires extra facilities on health grounds, for example a bedroom or a bathroom (see criteria for an extra bedroom) • Urgently requires older person's housing because of their medical history, vulnerability, being at risk in their current property and requires housing related support • Requires suitable adapted accommodation because of a serious injury, medical condition or disability which he or she, or a member of their household, has sustained as a result of service in the Armed Forces.
5.3.3	Housing conditions
	<p>Where a customer, or their household, needs to move due to the condition of their property.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Customers whose property has been approved for clearance by a Council Executive decision, eg compulsory purchase order, prohibition order or emergency prohibition order (not due to wilful neglect/damage) • On referral from the council's Private Sector or Environmental Health teams where major works are required to a customer's

	<p>property making it uninhabitable, eg private rented properties where there is no alternative measure to render the property habitable</p> <ul style="list-style-type: none"> • On assessment of disrepair by the council the property is uninhabitable • Households assessed as being statutorily overcrowded in their last settled address • Households with dependent children who are overcrowded by two or more bedrooms.
5.3.4	Additional needs: General
	<p>Where a customer, or a member of their household, needs to move on welfare or hardship grounds which do not fall into other categories.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Customers requiring rehousing due to their care or support needs where medical priority is not applicable but there is a demonstrable need to move eg to give or receive support, or to access specialised medical facilities. Approval for this must be given by a Senior Manager • Customers requiring rehousing due to harassment, including racial, sexual or homophobic harassment or abuse, or other hate crimes where a need to move is agreed in conjunction with Police or Social Care eg to assist in the delivery of a care plan, witness protection, safeguarding procedures, or as a result of a Lincoln Multi Agency Risk Assessment Conference • Customers under occupying in their current Lincoln council home where the move will achieve best use of social housing stock, leaving vacant possession • City of Lincoln Council service employees and service occupants required to move from service tenancies or service occupation, for example, due to retirement • Customers with dependent children who have moved into or are living in council high rise accommodation may be awarded this banding but only with the approval of a senior manager and/or the Tenancy Services Manager. • Where a need to move to prevent homelessness is agreed by the council as part of the customer's Personal Housing Plan under the Homelessness Reduction Act 2018 • Where a current tenant needs to move using a management transfer with the agreement of a senior manager • Where an applicant is residing in council accommodation under Use & Occupation and the property is not of a suitable size for the applicant to qualify to stay there or they do not wish to stay there
5.4	Band Two
	This band consists of those customers in non-urgent need that the council has a legal duty to consider for rehousing.
5.4.1	Homeless

	<p>All categories of homeless people who are not statutorily homeless.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Not in priority need • Homeless applicants in the prevention stage and working on their Personalised Housing Plan • Intentionally homeless with priority need (if eligible for Homefinder)
5.4.2	<p>Medical</p>
	<p>Where the customer, or household member, is experiencing difficulties in the property they reside in, and their current home is not reasonably and practicably capable of being adapted and this is verified by self-assessment and a medical professional.</p> <p>Examples include where the customer:</p> <ul style="list-style-type: none"> • Has difficulty negotiating the stairs in the property • Has difficulty accessing the property owing to steps or slopes leading to doorways • Needs to move because the property is having a detrimental effect on their physical or mental well-being which could lead to a deterioration in their medical condition • Requires the facilities of older person's housing on age or individual needs for housing related support • Has a medical need for improved heating which cannot be secured in the current property
5.4.3	<p>Housing Conditions</p>
	<p>Where a customer needs to move due to the condition of their property.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Households with dependent children who are overcrowded by one bedroom in their settled accommodation where they have permanent residency • Customers lacking essential services, for example, no cold running water, no inside WC or no utility connections to heat the house which cannot be rectified • Lacking essential facilities or sharing with a household that are not moving but have permanent residency of dependent children
5.4.4	<p>Additional needs: general</p>
	<p>Where a customer, or member of the household, needs to move on welfare or hardship grounds which do not fall into the other categories.</p> <p>Example:</p> <ul style="list-style-type: none"> • Customers requiring rehousing to recover from the effects or threats of violence or physical, emotional or sexual abuse (with evidence from relevant Agency) • Financial difficulties that could be alleviated by moving, but not due to own deliberate act

	<ul style="list-style-type: none"> Victim of neighbour nuisance with supporting evidence from the Public Protection & Anti-Social Behaviour Team or Tenancy Services
5.4.5	Additional needs: children
	<p>Where a customer needs to move because of the needs of a child in the household on welfare or hardship grounds which do not fall into the other categories.</p> <p>Example:</p> <ul style="list-style-type: none"> To facilitate fostering or adoption arrangements on referral from Children's Services To assist carers to find suitable accommodation Family living separately who have previously lived together but current housing circumstances do not allow
5.5	Band Three
5.5.1	<p>This band consists of customers who can demonstrate a local connection to Lincoln and who do not meet the criteria for the Gold and Silver Bands.</p> <p>Examples:</p> <ul style="list-style-type: none"> Customers that have no assessed housing need Customers whose priority has been removed after they have refused two reasonable offers of accommodation Customers who have deliberately worsened their circumstances Homeless applicants that are assessed as being intentionally homeless Customers that are financially able to resolve their own housing situation (have savings, shares or property or are in receipt of a salary in excess of the national average salary)
5.6	Transfer Band
5.6.1	<p>This band consists of current City of Lincoln Council tenants that wish to be rehoused into alternative council accommodation.</p> <p>The aim for this banding is to enable the council to facilitate an annually agreed percentage of transfers to aid the movement and flow of households to ensure that the housing stock is being adequately used.</p> <p>Applicants will be prioritised using the same criteria that is applied for all non-transfer applicants. This will ensure that transfer applicants that can demonstrate a higher level of housing need will be given a higher priority for rehousing.</p>

5.7	Change of Circumstances
5.7.1	An applicant will have their housing need reassessed following a change of circumstances but may also request that their housing need be reassessed at any time during the lifespan of their application.
5.8	Deliberate worsening of circumstances and reduced preference
5.8.1	<p>If an applicant has deliberately and knowingly made their housing situation worse so that they are awarded a higher housing needs band than the one that they would otherwise have been awarded, the applicant will be subject to reduced preference which will mean that those applicants will only be considered for offers of accommodation after all other applicants. These applicants will also not usually be considered for a direct offer of accommodation. This can be applied on acts or omissions by the applicant or a member of the household.</p> <p>The decision to reduce preferences will be reviewed if the applicant has a change of circumstances.</p>
5.9	Permanent decants (clearance)
5.9.1	Should an applicant's property be scheduled for demolition or purchase under a Housing related decision or Executive Committee decision, the council will award affected customers gold band: Housing Conditions and encourage the customers to bid for properties and also consider the customers for a direct offer of accommodation made by a direct letting.
5.10	Length of time in a priority band
5.10.1	<p>Applicants in bands one and two will normally be given 180 days preference for rehousing through the choice based lettings scheme. If the customer has failed to bid for a property they may lose their priority preference and be placed in Band 3.</p> <p>Where the Council has a duty to secure accommodation for a statutorily homeless applicant they will be considered for a direct offer of accommodation as soon as a suitable property has been identified.</p>
5.11	Priority limit extension
5.11.1	An applicant may request an extension of their priority award. All requests for extensions will be considered after the applicant has been in the priority bands for over 150 days.
5.11.2	<p>The decision on whether to extend the priority award will be determined by:</p> <ul style="list-style-type: none"> • If there has been a change in the customer's circumstances since the priority was awarded • Whether the customer has been bidding for accommodation

	<ul style="list-style-type: none"> • Whether the customer has any support needs relating to their rehousing • The number of properties being advertised that are suitable for the applicant's needs • The level of demand for suitable properties • The position for properties the applicant has expressed an interest on • If the customer has completed reasonable actions required by them as part of their Personal Housing Plan under the Homelessness Reduction Act 2018.
5.11.3	Notification of the decision of whether to extend the priority award will be sent to the customer and the customer has a right to request a review of the decision if it is not to extend their priority.
5.12	Bedroom requirements
5.12.1	The Council allocate their properties ensuring that the customers are considered for accommodation that is appropriate to the needs and size of their household. The number of bedrooms required is based on a calculation of how many people are to be rehoused and the ages and gender of any children.
5.12.2	<p>A separate bedroom should be available for:</p> <p>Each adult (age 18 years or over) except when living together as partners Two children, unless they are not the same gender and one is 10 years or over. In this case separate bedrooms should be available.</p> <p>In normal circumstances no more than two people will be expected to share a bedroom.</p> <p>For further information see Appendix A – Property Eligibility</p>
5.12.3	On receipt of a proof of pregnancy (a MAT B1 form or doctor's or midwife's letter) the pregnancy will be noted. Upon receipt of the birth certificate the child will be included in the bedroom calculation. For the purposes of their calculation, the child is assumed to be able to share a bedroom with adults or children up to their first birthday.
5.12.4	<p>The Council may also consider awarding an extra bedroom in certain circumstances should supporting evidence be provided.</p> <p>Examples are:</p> <ul style="list-style-type: none"> • Where an applicant requires a carer (that is in receipt of Disability Living Allowance or Personal Independence Payment (PIP) and proof has been provided) to live with them or if medical equipment or adaptations require additional space • An applicant requiring additional space due to a medical condition • Where an adaptation is required and the property can be adapted • If a request has been submitted by Children's Services or an Occupational Therapist.

5.12.5	The Council shall make a decision regarding which parent or guardian it deems has the primary care of a child. These decisions will be based on the individual merits of the case and will take into account receipt of the child benefit, court orders, percentage of time spent caring for the child, how regular and permanent the arrangement is and whether the Council already provides any accommodation for the primary carer.
5.12.6	Should a customer not have primary care of dependent children, but shares care, either as a result of an informal arrangement or a court order, the Council will consider the size and type of accommodation that is appropriate on a case by case basis.
5.12.7	In exceptional circumstances consideration may be given to permit customers to under occupy or over occupy a property. The customer must agree to this in writing and approval must be given by a senior manager.
5.12.8	In exceptional circumstances a customer may be considered for a range of property sizes to maximise their opportunity to secure suitable rehousing.
6.	Choice Based Lettings
6.1	Property type
6.1.1	The Council will allocate different property types to particular groups of customers.
6.1.2	Adapted properties are normally offered to customers requiring the adaptations, as assessed by an Occupational Therapist. The Council may advertise such properties as giving preference to applicants that require the adaptations.
6.1.3	Sheltered accommodation and older persons schemes are normally offered according to the following criteria: <ul style="list-style-type: none"> • Applicants in need of supported accommodation who fulfil any determined assessment criteria, this will be determined, where appropriate by a sheltered housing needs assessment, to assess individual needs and independence and the ability of the sheltered service to meet those needs • Applicants or their partner are 60 years or over, taking into account the requirements of the scheme and community.
6.1.4	Houses and maisonettes with two or more bedrooms will normally be allocated to households with primary care of dependent children ahead of households made up of parents and guardians with access to children or households made up of adults only. Parents without primary care will normally be considered for flats. Houses and maisonettes will also be allocated to households with an appropriate medical recommendation if the property is reasonably and practicably capable of being adapted to their needs.

	Please see Appendix C – Property Eligibility for further information.
6.1.5	There may be occasions when the Council are required to apply a set of criteria when allocating a property and this is known as a sensitive letting. An example of this is bypassing an applicant during the shortlisting process if the applicant is known to be vulnerable to the behaviours of tenants already residing within the locality of the property.
6.2	Properties suitable for customers with pets
6.2.1	If an applicant or tenant wishes to keep a pet in a Council home they require written permission. The Council's Pet Policy contains further details.
6.3	Carers, Prospective/Approved Adopters and Foster Carers
6.3.1	Applicants with a disability or other need who require an additional bedroom to accommodate a carer are required to provide an approved and detailed Care Plan. Such Care Plans will need to be shared with all Registered Providers so that appropriate accommodation can be considered. The Council will work closely with the relevant Children's Services departments, on an individual case basis to assist in meeting the needs of prospective and approved adopters and foster carers and duties under s22G of the Children Act 1989.
6.4	Advertising Vacancies and Bidding
6.4.1	Advertising cycle
6.4.2	Once applicants are registered they are able to start looking for a suitable vacancy. Vacancies will be advertised on a weekly basis from midnight on Wednesday to midnight on the following Monday (6 days). Adverts will include key property attributes, local facilities and eligibility criteria.
6.4.3	Vacancies will be advertised in the following ways: <ul style="list-style-type: none"> • Lincs Homefinder Website – www.lincshomefinder.co.uk The Council's website directs users to this website to allow applicants to view available properties and apply 'on-line' for properties of their choice. Access to the website is available in some of the Partner's reception areas. • Reception Areas – Registered Providers may advertise vacancies in their reception areas. • Dispersed office locations – the Council and Registered Providers may circulate a list of vacancies to assist with access should any applicant approach them for information.
6.4.4	There are occasions when properties may not be advertised using the advertising cycle and will be allocated using a direct let process. A direct let is when an officer identifies a property as being suitable for the needs of an applicant that has a specific and urgent need for rehousing. Examples:

	<ul style="list-style-type: none"> • Current Council tenants requiring a transfer because they are at risk of violence • Current Council tenants whose homes are due to be demolished • Homeless applicants <p>See Section 11 for additional information.</p>
6.5	Withdrawing adverts
6.5.1	<p>Occasionally, the Council may be required to withdraw a property advert, for instance:</p> <ul style="list-style-type: none"> • If it becomes apparent that the property may be let through direct lets in accordance with this policy • The current tenant of the property being advertised has withdrawn their notice terminating their tenancy of that property, so the property is no longer available, • Significantly incorrect information had been advertised in respect of the property or the applicants' eligibility for that property. • Where the property is required by the Council in an exceptional circumstance
6.6	Bidding for a vacancy
6.6.1	Applicants are restricted to making 2 bids in each cycle. Where an applicant meets the property eligibility, bids can only be placed during the bidding cycle, and should be placed through the applicants individual online account by themselves or their advocates.
6.6.2	Where a vacancy has been advertised and no bids have been received, or been successful, the vacancy may be re-advertised and may be allocated on a first come first served basis subject to the usual eligibility criteria.
6.6.3	Bids for individual vacancies are ranked by banding and banding date, firstly those with a local connection to Lincoln.
7.	Shortlisting and Offers
7.1.1	At the end of the advertising cycle, applicants who have bid will be shortlisted according to their eligibility criteria and any local lettings or sensitive lettings criteria. Verification checks will be undertaken at this stage to ensure applicants still qualify and their circumstances have not changed.
7.1.2	Offers of Council accommodation are made on the basis of the information on the applicant's housing application and any associated assessments. It is the customer's responsibility to inform the Council of any changes in their housing circumstances.
7.1.3	Applicants will be made one offer of accommodation at any one time. Should they be made an offer they will not normally be offered other properties in the same bid cycle.

7.1.4	An offer of accommodation may be withdrawn, with the applicant's agreement or if there is a change in the applicant's circumstances that affects their application.
7.1.5	Prior to a formal offer of accommodation being made the Council may require proof of identification, eligibility or qualification to be provided. Applicants will be contacted and asked to provide the supporting evidence within a reasonable timescale.
7.1.6	<p>When signing their tenancy agreement the tenant(s) will be expected to provide proof of their identity, such as:</p> <ul style="list-style-type: none"> • Recognised photographic identification eg passport, driving licence • A photograph of themselves • Agree to have their photograph taken by the member of staff present at the sign up. <p>Photographs will only be taken with the applicant's consent but if the applicant refuses the reason for refusal will be noted and countersigned by the applicant.</p>
7.2	Bypassing bids
7.2.1	<p>In certain circumstances there may be exceptions to offering the applicant with the highest ranking for a property.</p> <p>Please see Appendix D for a full list of reasons for bypassing bids.</p>
7.2.2	Bids are updated to reflect the reason for being bypassed, so applicants are aware.
7.3	Failure to respond to an offer
7.3.1	The successful candidate will be contacted by an officer to be offered a tenancy and to arrange an accompanied viewing of the property.
7.3.2	If an applicant cannot be contacted following three attempts over different advertising cycles, their application will be cancelled. If the applicant fails to respond within 24hrs of contact regarding a specific vacancy, the Council reserves the right to move to the next eligible person on the shortlist. It is important that all applicants ensure they are contactable as their bid may be bypassed after reasonable attempts to contact them have been unsuccessful.
7.4	Withdrawal of offers
7.4.1	<p>In exceptional circumstances an offer may not be made or may be withdraw, this may include but is not limited to:</p> <ul style="list-style-type: none"> • it is clear that an applicant is not capable of understanding the responsibilities associated with being a tenant or they do not understand what they are signing

	<ul style="list-style-type: none"> • current tenant of the property being advertised has withdrawn their notice terminating their tenancy of that property, so the property is no longer available • applicant has failed to respond to three contact attempts from a Partner • Partner or landlord believes the property is unaffordable from the onset. • Identifying information that affects the application
7.5	Tenancies
7.5.1	<p>Joint tenancies will normally be offered to:</p> <ul style="list-style-type: none"> • Married couples, civil partnerships, unmarried couples and same sex partnerships, provided that both are named on the application form, unless both parties request the tenancy to be granted in a sole name, stating their reasons • Adults wishing to live together as friends, if both names have been included on the application form • Applicants and their live-in carers, where the Council considers it to be justified.
7.5.2	Joint tenancies are not usually given to a parent and adult child, unless there are formal caring responsibilities.
7.5.3	In all other circumstances sole tenancies will be offered to the eligible lead applicant. In cases relating to persons from abroad who are subject to immigration restrictions, the tenancy will only be granted to the individual who is eligible, whilst the ineligible person can still be taken into account in respect of size and type of accommodation offered.
8.	Refusals of offers of tenancy
8.1	Generally, if an applicant refuses two offers, they will be contacted to discuss their housing needs and circumstances. With the exception to applications assessed with Band 1 priority (excluding Accepted Homeless housing duty), the application will be reviewed after the refusal of 1 reasonable offer. Once reviewed, if it is deemed the reason for refusing the offer was unreasonable, the Council reserves the right to reduce their banding to Band 3, for a period of 6 months from the date of the most recent unreasonable refusal. Should an applicant in band 3 refuse an offer and it be considered that the refusal was unreasonable their date of registration may be amended to the date that the offer was refused.
8.2	<p>All decisions will be made on a case by case basis with the Council considering the following factors:</p> <ul style="list-style-type: none"> • Property size – based on the assessed bedroom requirements • Property type – based on the lettings policy criteria, medical housing or Occupational Therapist recommendation • Property condition – whether the property meets the required lettings standard or will meet it following repairs

	<ul style="list-style-type: none"> • Whether the property has the potential to meet the applicant's needs following adaptation • Location of the property – whether the property is within a reasonable distance for support, schools, employment etc • The demand and supply of similar properties in the applicant's preferred areas • Whether the property was made as a direct offer.
8.3	Applicants have the right to request a review of the decision to remove their priority or change their date of application following the refusal of an offer of accommodation. Statutorily homeless applicants have an additional right to request a review of the suitability of the accommodation offered to discharge the Council's duty to them, regardless of whether or not they accept the offer.
8.4	An applicant failing to respond to an offer or a letter being returned as undeliverable will be considered to be a refusal of an offer. In these cases the housing application will normally be cancelled.
9.	Non-Bidding
9.1	All applicants will be monitored to establish if any suitable properties have been advertised. If suitable properties have been advertised the applicant may be contacted to establish why they have not bid. This will enable the Council to ascertain if any additional assistance is required to participate in the scheme. The Council reserves the right to review such applications.
10.	Vacancies excluded from the scheme
10.1	The Council reserves the right to exclude certain properties and housing schemes from this Scheme, but the majority of social housing vacancies in Lincoln will be advertised and let through this scheme. Examples of where this may occur include (but are not limited to) where a property is needed urgently to deal with an emergency. Specialist accommodation may also be let outside this Scheme for example extra care schemes for people with medical or support needs.
10.2	In exceptional circumstances properties may be withdrawn from an advertising cycle and those applicants who may have already expressed an interest in any such property will be notified of the reasons why if the applicant requests the information.
11.	Direct lettings of City of Lincoln Council accommodation
11.1	In some circumstances it may be necessary to directly match an applicant to a suitable property. This means that the applicant may not be able to bid for properties such as homeless applicants. If this applies, we will notify the applicant direct.
11.2	Applicants subject to a direct letting will normally be made one offer of suitable accommodation. If they do not accept the property the Council

	may decide to make no further offers to them, reduce their banding or discharge their homeless duty to them. They will be able to request a review of any decision on the suitability of a property or a decision not to make a further offer of accommodation.
11.3	Properties let through direct lettings may not be advertised through this scheme, but information will normally be made available to indicate that the letting took place. This may not be done if there is good reason, such as the need to re-house someone threatened with violence.
12.	Allocations to Employees and Relations
12.1	The Scheme's application form requires applicants to declare if they or a member of their household are either a member of staff/Councillor/Board Member or related to a member of staff/Councillor/Board Member of any Partner within the Scheme.
12.2	In such cases there will be stringent procedures and checks in place to ensure the application is processed in accordance with this Policy and other applications. A Team Leader or Senior Manager will check the processing and assessment. Prior to any offer of accommodation being made to such an applicant the Council will gain approval from a Senior Manager.
13.	The Right to Review
13.1	All applicants have the statutory right to request a review on certain Part 6 allocations decision and these include decisions: <ul style="list-style-type: none"> • About the facts of the case • That the customer does not meet qualification thresholds or • That the applicant is ineligible for Council housing because of their immigration status.
13.2	All correspondence to the applicant relating to their housing need award will advise them of their right to review and how to request a review.
13.3	A review must normally be requested by the applicant within 28 days of being notified of the decision.
13.4	The right to request a review is in addition to the statutory right to review for homelessness decisions (Housing Act 1996, Part 7). Customers must request a review under Part 7 within 21 calendar days of being notified of the decision. The review of the applicant's case will be considered and decided by senior managers who were not involved in the original decision.
13.5	The applicant will be notified of the review decision in writing within eight weeks of the request for the review being received (or longer if agreed in writing by both parties).

13.6	The applicant does not have the right to a review of a decision that was reached by an earlier review.
14.	Role of Elected Members
14.1	The Allocation of Housing (Procedure) Regulations 1997 prevent elected members from being part of a decision-making body or making an allocation at the time the allocation is made when either: <ul style="list-style-type: none"> • The unit of housing accommodation concerned is situated in their electoral ward or • The person subject to the decision has their sole or main residence in the member's electoral ward.
14.2	Where the above-mentioned circumstances do not apply the elected members involvement in allocation decisions are not prevented, nor do they prevent a ward member from seeking or providing information on a constituent's behalf.
14.3	Elected members are responsible for determining allocation policies and monitoring their implementation.
15.	Compliments and complaints
15.1	The City of Lincoln Council has a compliments and complaints procedure that is accessible for the public to use.
15.2	If an applicant is dissatisfied with how they have deal with, and feel they have been unfairly treated, discriminated against and/or the Council has failed to do something they should have done, then the applicant can make a complaint by contacting: <p>City of Lincoln Council Post - City Hall, Beaumont Fee, City Hall, Lincoln, LN1 1DD Email – housing@lincoln.gov.uk Telephone – 01522 881188</p> <p>The same contact details can be used for a compliment.</p>
16	Ombudsman
16.1	The Local Government Ombudsman is independent of all government departments, councils and politicians. The Ombudsman examine complaints without taking sides. In most cases the complainant must have pursued the matter through the Council's own complaints procedure before a complaint can be considered by the Housing Ombudsman. <p>Contact details for the Housing Ombudsman Service are: Email – info@housing-ombudsman.org.uk Telephone – 0300 111 3000 Post – Housing Ombudsman Service, Exchange Tower, Harbour Exchange Square, London, E14 9GE</p>

Appendix B Allocations Policy Consultation Comments

Comment	CoLC response
It may make it more difficult for ex-offenders to find accommodation	Social housing is not the only accommodation available. Any person who is homeless or threatened with homelessness within 56 days can approach their local authority for help and advice. A personalised housing plan will be completed, and several types of housing may be available for the person to consider. The Council works with private landlords to provide a deposit guarantee scheme and has recently secured funding via the Rough Sleeper Initiative to work with private landlords and secure a better offer for those at risk of rough sleeping.
It would be good if all Lincolnshire had the same policy	<p>Each local authority needs to frame its allocations policy to comply with legislation. This broadly means that the people in most housing need are prioritised for accommodation. However, under the Localism Act 2011, a local authority can frame its scheme to reflect local housing markets and demand.</p> <p>Lincolnshire is a primarily rural county but has a large coastline and the pressures of small towns and a city. Each authority has a different stock profile and demand; therefore, the same policy would not be suitable for all. Therefore, CoLC and NKDC will be introducing policies that are broadly similar but have some differences based on local need and demand.</p>
→ Currently waiting for up to a year in Band 1 to get accommodation	The majority of CoLC applicants placed in Band 1 are direct matched to the next suitable offer of accommodation. In an isolated case where a specific property type is required it may take several months to secure a suitable property, but this is the exception and not the norm.
Change may mean that supported housing providers cannot comply with LCC contract	Social housing is not the only housing option for people moving out of hostel accommodation. As a result of the Avenue placing people in Lincoln from Lincolnshire, many households ready to move on from supported housing do not have a local connection with the city. If they wish to remain in the city, they could look to secure accommodation in the private rented sector.
Could this mean that people with a local connection to the area could remain homeless	Any person who has a local connection with Lincoln and whom the Council has a full duty to secure suitable accommodation will be accommodated within the city. In line with the provisions of the Localism Act 2011, this accommodation may not be social housing but could be accommodation within the private rented sector.
People should be offered help to return to their own area	In line with the provisions of the Homelessness Reduction Act, any person who is homeless or threatened with homelessness will receive assistance to return to the area they have a connection with
Sofa surfing should be classed as homeless	Any person sofa surfing can approach the local authority for help and advice as they are normally at risk of homelessness within 56 days.

Comment	CoLC response
Where do care leavers live until they are 18	A young person in the care of Lincolnshire County Council will remain in their care until their 18th birthday. LCC has several accommodation projects for young people and some children may be living with foster carers until they are ready to live independently.
Separated parents: one parent may not be able to go on the waiting list which means they won't be able to live close to their children	Unfortunately, the high demand for social housing in the city means that we cannot offer every person accommodation. This means that if a person wants to move from another area to be closer to children, they will normally need to look to secure accommodation within the private rented sector unless their circumstances are exceptional.

SUBJECT: CITY OF LINCOLN COUNCIL ENVIRONMENTAL POLICY

DIRECTORATE: MAJOR DEVELOPMENTS

REPORT AUTHOR: KATE BELL, REGENERATION OFFICER

1. Purpose of Report

- 1.1 To present and seek views on the draft Environmental Policy and Christmas Market Environmental Policy Statement.
- 1.2 To seek views on the proposed approach to member consultation on the draft Environmental Policies.

2. Background

- 2.1 On the 6th of January 2020 the Council's Executive approved the Lincoln Zero Carbon report, recommending that the Council adopt an Environmental Policy by Spring 2020.
- 2.2 On the 23rd of July 2019 Full Council passed a Motion to declare a climate and environmental emergency. The Motion includes a commitment from the Council to take action to deliver carbon reductions to reduce the Council's own carbon emissions.
- 2.3 On the 24th of September 2019 Full Council passed a Motion to support Lincoln to achieve plastic free community status and to eliminate, wherever possible, single use plastics from the Council's operations.
- 2.4 For the 2019 Christmas Market the Council's Events Team contacted stallholders requesting that they work with the council to take steps to reduce their environmental impact and reduce, where possible, the single use plastics.
- 2.5 The Council's Vision 2025 Climate Change Internal Low Carbon Taskforce, which includes representatives from a range of service areas and all Directorates, have worked together to prepare a draft Environmental Policy. In light of the Council's commitment to the priority theme 'let's address the challenge of climate change' the taskforce will become the Climate Change Vision Group.

3. The Purpose of an Environmental Policy

- 3.1 The purpose of an Environmental Policy (EP) is to set out our goals for protecting and improving the environment. The Policy covers all of our activities and estate, including our 'landlord' responsibilities for property and council homes.
- 3.2 Adopting an Environmental Policy will help to ensure that all Council employees

apply the policy where it relates to their role in the authority's corporate activities. In addition it will enable the Council to encourage and support our partners to adopt their own policies, leading by example.

- 3.3 Following Executive approval on the 6th of January the Council have started setting up the necessary processes to work towards an independently accredited environmental management system. The EMS is a systematic approach that enables organisations to work towards achieving environmental improvements over the short, medium and long term. An Environmental Policy is a minimum requirement to achieve accreditation for any EMS.
- 3.4 Without an EP the Council are not able to ensure, through the procurement process, that suppliers and outsourced service providers apply the policy to services or goods supplied to the Council, or require that they have their own equivalent policy to work to.
- 3.5 The EP demonstrates that the council is honouring its commitment to deliver the actions outlined in the Climate and Environmental Emergency Declaration as well as its commitment to be a single use plastic free council.

See Appendix A for a Draft Environmental Policy

4. Implementing the Environmental Policy

- 4.1 It is proposed that the Council will manage the significant environmental aspects of its activities through a single Council-wide environmental management system (EMS). An Environmental Management System (EMS) is a structured and documented system used to manage and report on an organisation's environmental performance and responsibilities. In addition to reviewing energy consumption the Council would also review and work towards reducing the environmental impacts of events, such as the Lincoln Christmas Market.
- 4.2 It is proposed that the EMS will be used as a mechanism to monitor and steer the implementation of the Council's Environmental Policy. The EMS would ensure that the Council takes the necessary steps to understand and control any risks of harm to the environment resulting from our activities, and to respond to opportunities for environmental improvement.
- 4.3 The Climate Change Vision Group will be responsible for monitoring and delivering the EMS and EP as part of the council's V2025 commitment to address the challenges of climate change.
- 4.4 It is proposed that the Environmental Policy and EMS will be included in the Climate Change Vision 2025 annual progress reported to Performance Scrutiny Committee. Any amendments to the policy will require scrutiny by the Policy Scrutiny Committee. The Council will publicise its environmental performance each year to enable the people of Lincoln to hold us to account.

5. Lincoln Christmas Market (LCM)

- 5.1 At many markets, large scale events and festivals throughout the UK events organisers are taking steps to reduce waste and Carbon Dioxide (CO₂) emissions.

On the 24th of September 2019 Full Council passed a motion to support Lincoln to achieve plastic free community status, part of this includes a responsibility to reduce, wherever possible, single use plastic waste at council organised events. In addition the council's commitment to address the challenge of climate change it is necessary that wherever possible the Council take steps to reduce the environmental impact whilst retain events that are so beneficial to the city.

- 5.2 A specific Lincoln Christmas Market Environmental Policy Statement would clarify the Council's environmental position and values, with a commitment that the Council is working towards improving the environmental performance of large scale events in the city over a period of time. It is not the intention that the statement will require the Council, stakeholders, contractors or stall holders to make any sudden changes in the first year. This will be a gradual process and will require the Council's Events team and Policy Scrutiny Committee to review the policy statement on an annual basis.
- 5.3 In 2019 the Council's Events team took steps to inform stall holders ahead of the 2019 Lincoln Christmas Market (LCM) of the Council's Climate and Environmental Emergency Declaration and our commitment to reduce the environmental impact of the LCM. The events team sent out a polite letter to all stall holders asking them to make efforts to reduce single use plastic and general waste. The response from stall holders was largely positive, with the majority stating in their applications that they care about the environment.

6. Environmental Policy Statement - Lincoln Christmas Market (LCM)

- 6.1 The following aims are proposed to reflect the long-term strategic commitment for the LCM. Progress towards achieving the aims in full will be incremental year on year, and managed through the LCM's detailed annual implementation plans.
- To comply with the requirements of environmental legislation and approved codes of practice
 - To assess the environmental impact of current and likely future operations
 - To continuously seek to improve environmental performance
 - To reduce impacts, wherever possible, from pollution, emissions and waste
 - To encourage more sustainable forms of transport
 - To sustainably manage the use of all resources, energy, water and procurement
 - To raise awareness, encourage participation and train employees in environmental matters
 - To expect similar environmental standards from all suppliers and contractors
 - To assist performers, stall holders and visitors to participate in the LCM in an environmentally-sensitive way

See Appendix B for a Draft Environmental Policy Statement

7. Corporate Priorities

- 7.1 This would be meeting the new corporate priority Let's Address the Challenge of Climate Change.

8. Organisational Impacts

8.1 Finance

The Environmental Policy will not have any direct costs associated with it, other than existing officer resources. It is anticipated that any indirect costs as a result of implementing the Policy will be either covered within existing budgets or included in a project specific report to CMT/Executive.

8.2 Legal Implications including Procurement Rules

The Environmental Policy is likely to have implications to the procurement of contracts and services. It is proposed that any changes to contracts to enable the council to reduce the environmental impact through third party suppliers or services is introduced gradually and on a case by case basis. It will be necessary to review contracts when they come up for renewable, as well as new contracts, to consider the environmental and financial implications.

It is proposed that once the Environmental Policy has been approved by Executive the committee report template is amended to extend 'Significant Community Impact' to include '&/or Environmental Impact' in order to enable officers to explain any anticipated environmental impact as a result of the new policy, project or proposed service change.

9. Land, Property and Accommodation

N/A

10. Recommendation

- 10.1 To consider the proposed the content of the Council's draft Environmental Policy and the proposed member consultation.
- 10.2 To consider a specific LCM Environmental Policy Statement.
- 10.3 To give approval for the council to adopt an Environmental Policy and specific Events/Christmas Market Environmental Policy Statement to Executive Committee.

Appendix A

City of Lincoln Council's Environmental Policy

Scope of the Policy

The purpose of this policy is to set out our goals for protecting and improving the environment. The Policy covers all of our activities and estate, by which we mean properties and land owned and managed by the City Council, including our 'landlord' responsibilities for property and council homes.

All Council employees must apply the Policy where it relates to their role in the authority's corporate activities. We will encourage and support our partners to adopt their own policies.

We will also ensure, through the procurement process, that suppliers and outsourced service providers apply the policy to services or goods supplied to us, or have an equivalent policy to work to.

As part of the council's vision 2025 priorities the council is committed to the following priorities:

- Let's drive economic growth
- Let's reduce inequality
- Let's delivery quality housing
- Let's enhance our remarkable place
- Let's address the challenge of climate change

Our Environmental Policy supports these priorities and will guide the development and delivery of a programme of actions across the five themes above.

Environmental Policy

In addition to fulfilling our statutory environmental responsibilities and complying with all legal and other requirements, including any voluntary commitments, we will use our powers and influence to further protect and improve the environment – making continual improvement in our performance.

We will:

- Work with partners on a city-wide programme to make Lincoln a zero carbon city and reduce our own emissions of greenhouse gas.
- Anticipate the effects of climate change and adapt our services to protect the City.
- Prevent or minimise pollution to air, water and land (including noise pollution, litter, fly tipping, soil and water contamination and the impact of car travel).
- Protect and, where possible, enhance the quality, extent and accessibility of Lincoln's open space, trees and natural environment for people and wildlife.
- Contribute to the creation of a sustainable, built environment through Central Lincolnshire Local Plan Policies and its implementation of adopted Local Plan Policy through the Council as the local Planning Authority.
- Wherever possible take steps to improve the environmental performance of residential and commercial, Council owned properties.
- Consider the embodied carbon and take steps to minimise the energy and water demand of all our planned new buildings, both residential and commercial
- Encourage and adopt the appropriate generation and use of renewables and low carbon energy.

- Use products and materials such as paper efficiently and specify goods that, wherever possible, have a minimal environmental impact in the extraction or sourcing of materials, manufacture, transport, use and disposal. We will comply with all relevant environmental legislation.

Implementing the Policy

▪ Environmental Management

At the City of Lincoln we recognise that we can affect the environment through: the services we provide and how we deliver them, our policies, our enforcement laws and regulations, the choices we make when buying goods or commissioning services – as well as our role as community leader.

We will manage the significant environmental aspects of our activities to implement this Policy through a single Council-wide environmental management system. An Environmental Management System (EMS) is a structured and documented approach to manage and report on an organisation's environmental performance and responsibilities. The EMS will be monitored by an independent, accreditation body. We will use the EMS to monitor implementation of this Policy, taking steps to understand and control any risks of harm to the environment resulting from our activities, and to respond to opportunities for environmental improvement.

▪ Communication, Participation and Dialogue

We recognise the importance of effective communication in delivering this policy, as well as the potential of participation and dialogue to enhance progress.

We will communicate this policy within the Council and to our external stakeholders, enabling our employees and elected members to fulfil their role in delivering the Policy by providing information, training and other support.

We will also encourage dialogue within the Council and with our stakeholders to foster debate, learning and greater environmental improvement. This will include the public, business, education and community organisations and regulators.

Through our procurement processes, we will seek to ensure that goods and services we buy meet our environmental requirements and we will work with our contractors and suppliers to help them improve their environmental performance.

We will encourage the public, schools and partners to take action too, through environmental information, advice and services.

▪ Accountability

The Policy will need to be considered by our Policy Scrutiny Committee, approved by the Executive and will be reviewed annually.

Delivery of the Environmental Policy is the overall responsibility of the Council's Corporate Management Team and will be overseen by the Climate Change Vision group, chaired by the Director of Major Developments. The Council will publicise its environmental performance each year to enable the people of Lincoln to hold us to account.

Appendix B

DRAFT Environmental Policy statement – Lincoln Christmas Market

The City of Lincoln Council are committed to minimising their impact on the environment, building on work they are already doing, and will continue to work with our partners, contractors and traders to achieve this. This policy applies to the Lincoln Christmas Market (LCM) operations as well as to other events organised by the City of Lincoln council.

Aims

The following aims reflect the long-term strategic commitment that this policy is for the LCM. Progress towards achieving the aims in full will be incremental year on year, and managed through the LCM's detailed annual implementation plans.

- To comply with the requirements of environmental legislation and approved codes of practice
- To assess the environmental impact of current and likely future operations
- To continuously seek to improve environmental performance
- To reduce impacts, wherever possible, from pollution, emissions and waste
- To encourage more sustainable forms of transport
- To sustainably manage the use of all resources, energy, water and procurement
- To raise awareness, encourage participation and train employees in environmental matters
- To expect similar environmental standards from all suppliers and contractors
- To assist performers, stall holders and visitors to participate in the LCM in an environmentally-sensitive way

The CoLC's Corporate Management Team and senior management for the LCM will endorse this policy to demonstrate the council's commitment.

The LCM's implementation plan will:

1. prioritise specific actions to be undertaken over a given period to ensure that progress on achieving the policy aims is manageable;
2. include targets, performance indicators, monitoring and reporting arrangements and a communications plan;
3. include a timescale for reviewing and refreshing the plan.

The Council's events team will report on progress annually to the Council's Performance Scrutiny Committee.

The Council's events team and Climate Change Vision Group will review this policy together annually.

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