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10 November 2015

To: Councillor Mark Howell, Portfolio Holder

Anna Bradnam  
Jose Hales  
Philippa Hart  
Hazel Smith  
Bunty Waters

Opposition Spokesman  
Opposition Spokesman  
Opposition Spokesman  
Opposition Spokesman  
Scrutiny and Overview Committee

Dear Sir / Madam

You are invited to attend the next meeting of **HOUSING PORTFOLIO HOLDER'S MEETING**, which will be held in **MONKFIELD ROOM, FIRST FLOOR** at South Cambridgeshire Hall on **WEDNESDAY, 18 NOVEMBER 2015 at 5.30 p.m.**

Yours faithfully  
**JEAN HUNTER**  
Chief Executive

**Requests for a large print agenda must be received at least 48 hours before the meeting.**

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<b>AGENDA</b>		<b>PAGES</b>
<b>PROCEDURAL ITEMS</b>		
<b>1.</b>	<b>Declarations of Interest</b>	
<b>2.</b>	<b>Minutes of Previous Meeting</b> The Portfolio Holder is asked to sign the minutes of the meeting held on 17 June 2015 as a correct record.	<b>1 - 4</b>
<b>DECISION ITEMS</b>		
<b>3.</b>	<b>Sub-Regional Home-Link Allocations and Lettings Policy - Updates and Amendments</b>	<b>5 - 10</b>
<b>4.</b>	<b>Spending Programme for Commuted Sums</b>	<b>11 - 14</b>
<b>5.</b>	<b>Affordable Homes Draft Service Plan 2016/17</b>	<b>15 - 18</b>
<b>6.</b>	<b>Equality Scheme 2015-2020 (2015-2017 version)</b>	<b>19 - 46</b>
<b>STANDING ITEMS</b>		
<b>7.</b>	<b>Tenant Participation Group</b>	

**8. Forward Plan**

**47 - 48**

The Portfolio Holder will maintain, for agreement at each meeting, a Forward Plan identifying all matters relevant to the Portfolio which it is believed are likely to be the subject of consideration and / or decision by the Portfolio Holder, or recommendation to, or referral by, the Portfolio Holder to Cabinet, Council, or any other constituent part of the Council. The plan will be updated as necessary. The Portfolio Holder will be responsible for the content and accuracy of the forward plan.

**9. Date of next meeting**

Wednesday 16 March 2015 at 5.30pm.

**OUR LONG-TERM VISION**

South Cambridgeshire will continue to be the best place to live, work and study in the country. Our district will demonstrate impressive and sustainable economic growth. Our residents will have a superb quality of life in an exceptionally beautiful, rural and green environment.

**OUR VALUES**

We will demonstrate our corporate values in all our actions. These are:

- Working Together
- Integrity
- Dynamism
- Innovation

## **GUIDANCE NOTES FOR VISITORS TO SOUTH CAMBRIDGESHIRE HALL**

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# Agenda Item 2

## SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of the Housing Portfolio Holder's Meeting held on  
Wednesday, 17 June 2015 at 5.30 p.m.

**Portfolio Holder:** Mark Howell

**Councillors in attendance:** Anna Bradnam, Grenville Chamberlain, Kevin Cuffley, Lynda Harford, Philippa Hart, Janet Lockwood, David McCraith, Hazel Smith, Bunty Waters

**Officers in attendance:**  
Gill Anderton Head of Housing Development (New Build)  
Tracey Cassidy Supported Housing Manager  
Julie Fletcher Head of Housing Strategy and Development  
Anita Goddard Housing Operational Services Manager  
Julie Fletcher Housing Performance Improvement Team Leader

### 1. DECLARATIONS OF INTEREST

Councillor Mark Howell declared a non-pecuniary interest as an employee of the Papworth Trust.

### 2. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 18 March 2015 were agreed as a correct record.

### 3. ANTI-SOCIAL BEHAVIOUR POLICY AND PROCEDURE STATEMENT

The Head of Housing and Property Services presented the revised Anti-Social Behaviour Policy and Procedure for responding to nuisance and anti-social behaviour.

The Portfolio Holder and Members were informed that the majority of anti-social behaviour was noise related. The service had seen an increase in cases due to mental health issues.

Comments, questions and discussion regarding the policy were:

- Action when Housing Association tenants were causing an anti-social behaviour issue that was affecting Council tenants was queried. It was clarified that in such cases the Council could intervene using its own team to deal with the matter and charge the Housing Association for this. Members were informed that the Council's team was often asked to deal with anti-social behaviour cases on behalf of the Housing Association, for which the Council then billed the Housing Association.
- Members were assured that a multi-agency approach was taken with complex cases and that the Council worked very closely with social services where vulnerable people were involved.
- Members were informed that the Neighbourhood Support Team were trained mediators.
- Members requested they be informed of Acceptable Behaviour Contracts being implemented in their communities, so they could respond to any local queries regarding this.

Overall the Housing Portfolio Holder agreed with the Anti-Social Behaviour Policy and

Procedure, however **RECOMMENDED** that further work was undertaken to make it more concise, and that it be brought back to a future Housing Portfolio Holder meeting for decision. Furthermore the policy should include that local Members were to be informed of when Acceptable Behaviour Contracts were implemented in their communities.

#### 4. **SOCIAL HOUSING TENANCY FRAUD POLICY**

The Head of Housing and Property Services presented the Social Housing Tenancy Fraud Policy. Comments and discussion regarding the policy were:

- It was felt the policy was too concise and that some further detail was needed.
- Faking of a disability should be included in the examples of what fraud could be.
- It was clarified that having a lodger was allowed as long as tenants informed the Council of this. Tenants could keep any money earned from having a lodger.
- No issues relating to people trafficking had yet been seen in relation to houses of multiple occupancy.
- Members expressed their appreciation for the work of the Tenancy Fraud Officer.

The Housing Portfolio Holder **APPROVED** the Social Tenancy Fraud Policy subject to the addition of some further detail to the policy.

#### 5. **COMMUNAL FACILITIES USE AND CHARGING POLICY**

The Supported Housing Manager presented the Communal Facilities Use and Charging Policy.

Comments and discussion regarding the policy were:

- It was clarified that Council sheltered housing tenants did not have to pay to use communal rooms at the sheltered housing schemes.
- Sheltered housing tenants had access to key safes in order to be able to access the communal rooms.
- Estate Officers kept the details of all external groups who used the communal rooms.
- It would be left up to the sheltered housing tenants whether the communal rooms would be advertised.
- During the communal room charging pilot phase, no external groups had stopped using the communal rooms despite having to pay.

The Housing Portfolio Holder **APPROVED** the adoption of the Communal Facilities Use and Charging Policy.

#### 6. **TENANT PARTICIPATION GROUP**

The Chairman of the Tenant Participation Group (TPG) provided an update on the TPG:

- The Tenant Participation Group had been busy with its latest piece of scrutiny work reviewing sheltered housing and support. Part of this had looked at the role of Sheltered Housing Wardens. The review's findings had been presented on 16 June 2015. Recommendations would be made to the Housing Portfolio Holder for consideration.
- Clarification was provided around the roles of Visiting Support Officers and Estate Officers. The Head of Housing and Property Services clarified that Visiting Support Officers visited people on sheltered housing schemes and were tenure neutral. Estate Officers were funded through the Housing Revenue Account (HRA). These Officers were on call usually covered four sites. All Residents had the contact number for the Estate Officer, which was also included in the monthly Tenant

Participation Group newsletter. Estate Officers were responsible for the fabric of the building but would also help residents if needed.

The Housing Portfolio Holder thanked the Chairman of the Tenant Participation Group for her update.

## 7. FORWARD PLAN

The Housing Portfolio Holder **NOTED** the work programme and advised members that a further Portfolio Holder meeting may be held in December. A meeting may also be held when information came out on Right to Buy regarding Housing Associations. The Head of Housing Strategy and Development would be organising this meeting and it may be called at short notice if required.

## 8. NEW BUILD STRATEGY (COUNCIL HOMES) 2015-2018

The meeting moved to private session and the Head of Housing Development (New Build) presented the confidential report.

In considering the report and all the options for decision, comments and discussion regarding the report were:

- Councillor Lynda Harford raised the importance of land being put forward for Gypsy and Travellers. It was noted that the Council House New Build Strategy could not influence this.
- The importance of the rebalancing of housing supply to offset welfare benefit changes was highlighted.
- Members were informed that the delivery of affordable housing on exception sites was driven by several factors, including the availability of land, the housing need in the village, the support of local residents and parishes, and Planning. This was underpinned by the requirement to deliver the affordable housing numbers assumed in the Local Plan as well as an additional 1000 new build homes as part of the City Deal.

The Housing Portfolio Holder :

- a) **APPROVED** the refreshed New Build Strategy 2015-18 (at Appendix 1).
- b) **APPROVED** affordable rent levels for new build properties that do not exceed the Local Housing Allowance cap, which is equivalent to approximately 65-70% (Option C).
- c) **APPROVED** the principle for the potential to build market sale homes to support the financial viability of schemes.
- d) **NOTED** the Affordable Housing Delivery Programme 2015/18 and the financial viability defaults.

## 9. DATE OF NEXT MEETING

The next meeting would take place on 21 October 2015 at 5.30pm.

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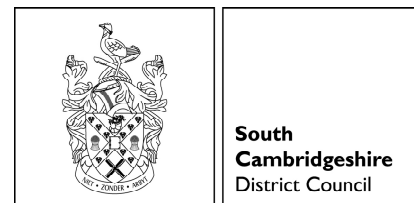
**The Meeting ended at 7.15 p.m.**

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# Agenda Item 3



**REPORT TO:** Housing Portfolio Holder  
**LEAD OFFICER:** Director of Housing

18 November 2015

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## Sub-Regional Home-link Allocations and Lettings Policy – Updates and Amendments

### Purpose

1. To seek approval from the Housing Portfolio Holder for the recommended updates and amendments to the Sub-Regional Home-link Policy.
2. This is a not key decision but is required to ensure consistency with partner local authorities and to reflect recent legal advice.

### Recommendations

3. It is recommended that the Housing Portfolio Holder approves the amendments to the Home-Link Allocations and Lettings Policy as set out in **Appendix 1**.
4. Approval will need to be subject to the outcome of the Consultation Period which closes on 23<sup>rd</sup> October 2015.

### Background

5. The Council is one of seven Local Authority Partners in the Home-link Sub-Regional Allocation scheme. The partners work to an over-arching Allocations Framework to ensure consistency across the sub-region. Some partners have applied minor variations to the template document to reflect housing need and practices in their individual area.
6. The current policy underwent significant review and legal scrutiny in 2012 in order to ensure its compliance with the requirements of the 2011 Localism Act.
7. One of the partners (Cambridge City Council) has since sought further legal advice, primarily in relation to recent guidance relating to the allocation of social housing.
8. As a result of this advice, Cambridge City Council has already sought approval from the Home-Link Management Board to undertake minor amendments to its Lettings Policy.
9. The amendments have already been agreed by the Home-Link Management Board (September 2015). The remaining six partners, including South Cambridgeshire District Council, are now seeking approval to make similar amendments to their own Lettings Policies.

## Considerations

10. The benefit to Cambridgeshire of adopting similar amendments are:
  - to ensure consistency across the sub-region
  - to reflect current legal advice
  - to future proof the Lettings Policy as far as reasonably practical.
11. A summary and explanation of the amendments is attached (see **Appendix 1**). All of the amendments are relatively minor and do not constitute a fundamental change in the philosophy or practices associated with current allocations process.
12. A six week consultation period is currently underway and will end on 23 October 2015. A verbal update in relation to the responses already received will be provided at the 21 October meeting.

## Options

13. To approve the recommendations set out in **Appendix 1** unless there are any significant responses from the consultation exercise.
14. To ask officers to review the proposed changes to take into account comments by the Portfolio Holder and to bring it back for decision as soon as possible.

## Implications

15. **Financial**  
None
16. **Legal**  
If approval is not obtained, the existing Lettings Policy will not reflect current legal advice.
17. **Staffing**  
None.
18. **Risk Management**  
Without the changes being adopted the lettings policy risks being out of step with recent Government guidance and legal advice.
19. **Equality and Diversity**  
The changes are intended to ensure improved equity in the way that people are assessed and helped by the lettings policy.

## Consultations (including the Youth Council)

20. A consultation exercise is being undertaken.

## Effect on Strategic Aims

### Aim 4 –

21. Work with tenants, Parish Councils and Community groups to sustain successful, vibrant villages.

**Aim 6 –**

22. Ensure best use of Council assets and benefit from opportunities to achieve efficiencies from partnership working.

**Background Papers**

South Cambridgeshire District Council's Lettings Policy (as approved by Home-link Management Board in October 2012)

**Report Author:** Heather Wood/Sue Carter– Head of Housing Advice and Options  
Telephone: (01954) 713044

## SUMMARY OF PROPOSED AMENDMENTS TO THE LETTINGS POLICY

	<b>Proposed Changes</b>	<b>Comment</b>
1.	<p>People who are applying to join the register cannot include those who are subject to immigration control as members of their household. (Note – this does not automatically exclude a family member from living with the applicant but does mean that they won't be included in the bedroom entitlement).</p>	<p>This is line with government guidance and allowing housing applicants to add these individuals may favourably affect the priority partners would give them and the number of bedrooms they would be entitled to. It is felt that this is fair and reasonable given that housing is in short supply in Cambridgeshire and West Suffolk.</p>
2.	<p>Two new specific reasons for local connection have been added. These are:</p> <p>The applicant or a member of the applicant's household needs to move away from another area to escape violence or harm; or</p> <p>The applicant is a care leaver from the local authority area who has been placed (by Children's Services) outside the local authority area</p>	<p>The two specific reasons have been added following recent case law about excluding people in reasonable preference. Although these would previously have been considered under 'special circumstances' partners felt they should be more explicit</p>
3.	<p>The description of unacceptable behaviour has been expanded to include all household members rather than just the applicants. The description of the examples of unacceptable behaviour has also been expanded to include tenants who allow their properties to fall into disrepair.</p>	
4.	<p>The description of the arrears that may be considered as unacceptable behaviour has been amended to be only those that are legally recoverable &amp; not statute barred as these are the only arrears that can be taken into account when making an allocation.</p>	

	<b>Proposed Changes</b>	<b>Comment</b>
5.	<p>There is a provision in the policy to ensure that housing applicants who have made their own circumstances worse should not get additional priority as a result. The policy has changed slightly to ensure that applicants do not need to have known the policy before taking the action that they have to 'worsen their circumstances'.</p>	<p>Examples where applicants may be considered to have 'worsened their circumstances' are:</p> <ul style="list-style-type: none"> <li>▪ deliberately overcrowding your own home</li> <li>▪ moving to a smaller property which is inadequate for your family size</li> <li>▪ selling a property and spending the proceeds without securing alternative housing</li> <li>▪ moving to a property clearly unsuitable for the medical needs of an applicant or household member.</li> </ul>
6.	<p>Housing applicants in the highest priority group (band A) on the register will have their ability to bid removed if they refuse 3 reasonable offers of accommodation</p>	<p>This change is recommended because band A is considered to be an 'urgent' housing status and regular refusal of accommodation offers may call this into question. This provision would be at the discretion of the partners and not automatic.</p>
7.	<p>The revised lettings policy will prioritise people who are in band A and are terminally ill above all others in band A and give them an 'emergency status'.</p>	<p>This is because the date a banding priority is awarded determines which bid for accommodation finishes highest. People who are terminally ill do not have the luxury of time to wait for their priority date to become a significant factor in the bidding process</p>
8.	<p>A provision for at least 1% of adverts to provide preference to those social housing tenants needing to move for employment reasons (who would otherwise suffer hardship) has been added.</p>	<p>This ensures compliance with recent 'Right to Move' guidance.</p>

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# Agenda Item 4



South  
Cambridgeshire  
District Council

**Report To:** Housing Portfolio Holder  
**Lead Officer:** Director of Housing

18 November 2015

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## Spending Programme for Commuted Sums

### Purpose

1. The purpose of this report is to set out the planned spending programme to ensure that commuted sum money, received in lieu of affordable housing, is spent within specified time limits for the provision of affordable housing.
2. This is not a key decision but has been brought before the Housing Portfolio Holder to approve in principle the process for funding affordable housing using commuted sum money.

### Recommendations

3. It is recommended that the Housing Portfolio Holder approves Option A to:
  - a) note the current position of the commuted sum budget
  - b) agree that the default position for future funding should be to contribute to the Council's own new-build programme.
  - c) agree that where monies cannot be spent within the set timescale, the funding shall be offered to housing associations where a need for additional resources is required to make an affordable housing scheme viable. This can be offered in conjunction with unspent Right to Buy receipts.

### Reasons for Recommendations

4. The 1% rent reduction per year over the next four years will have a significant impact on the Council's ability to invest in its own new-build programme to provide new affordable housing. Therefore, the default position that future allocations of commuted sum money should be to invest into the Council's own new build programme will provide an alternative funding stream to support delivery as set out in the Council's New Build Strategy 2015-18.
5. The option to fund other schemes where it is unlikely that the money will be spent by the Council within the set timescales will ensure that we can meet our obligations towards the provision of affordable housing and are not required to return monies to the developer. Likewise, it is recommended that Right to Buy receipts that cannot be used to match fund Council developments, should be offered to housing associations to ensure funds are redistributed within the District to provide affordable housing, rather than returning back to Government with the potential of increased interest charges applied.

## Background

6. Since 2006 the Council have received commuted sum payments where approval has been granted as part of the planning decision to receive payment in lieu of affordable housing. Typically payment has been received on smaller private schemes where no registered provider wishes to take on 1 or 2 units for affordable housing due to management and viability considerations.
7. As well as the smaller schemes where a commuted sum is acceptable, the Council have received a large payment relating to a scheme at Papworth for just over £2m.
8. Since 2006, just under £3.9m in total has been received, of which £1.28m has been spent to support housing development in the District, mainly providing grant funding to registered housing providers and contributing to an officer post within Housing Strategy. Each request for funding has been considered on its merits and approved by the Housing Portfolio Holder.

## Considerations

9. There is currently £2.65m in the commuted sums budget that needs to be spent by varying timescales up to 2025, with an estimated potential for a further £2.8m awaiting payment as part of planning decisions.
10. With the exception of a payment received of £53,000 that has to be spent by April 2017 specifically in the village of Little Wilbraham, all other payments received can be spent across the District.
11. The following table outlines the timelines for money to be spent, schemes that have been committed to receive grant funding and potential schemes identified for funding.

Year to be spent	Money Received	Balance
2016/17	£407,174	£407,174
2017/18	£450,828	£858,003
2018/19	£509,258	£1,367,261
2019/20	£553,736	£1,920,997
2020/21	£71,302	£1,992,300
2021/22	£57,500	£2,049,800
2022/23	£131,087	£2,180,887
2023/24	£199,093	£2,379,980
2024/25	£57,013	£2,436,994
2025/26	£219,619	£2,656,613



<b>Committed Funding</b>			
Year of Payment	Scheme Details	Amount	Cumulative Total
2015/16	Whaddon – New Farm	£500,000	£500,000
2016/17	Cambourne – Tranche 1	£410,000	£910,000
2017/18	Cambourne – Tranche 2	£410,000	£1,320,000
2015-2026	Development Post contribution	£200,000	£1,520,000
<b>Potential Schemes to be Funded (subject to planning/PFH Approval)</b>			
2016/17	Great Eversden OSP 148	£100,000	£1,625,000
2016/17	Emmaus	£100,000	£1,720,000
2016/17	Almshouses in Little Gransden	£100,000	£1,820,000

12. By 2017/18, £858,000 must be spent on the provision for affordable housing if the money is not to be returned to the developer. Given that the schemes at Whaddon and Cambourne are likely to require funding by the year end 2016/17 amounting to £910,000, we are confident that all monies can be spent.
13. From the money currently held, taking into account the committed and potential grant funding, £836,613 remains uncommitted, with the potential for an additional £2.8m available over the next 10 years, giving a potential 10 year capital programme of £3.6m.

### **Options**

14. **Option A:**  
To note the current position of the commuted sum budget and, notwithstanding the committed and earmarked schemes, agree that the default position for future funding should be to contribute to the Council's own new-build programme. Where monies cannot be spent within the set timescale, funding to be offered to other housing providers where a need for additional resources is required to make a scheme viable. This may be offered in conjunction with unspent Right to Buy receipts, to ensure funds are redistributed within the District and not returned to Government. This is the recommended option as it will provide an alternative funding stream to support the delivery of new council homes as set out in the Council's New Build Strategy 2015-18 or help to fund additional affordable homes in the District by working with registered providers.
15. **Option B:**  
To note the current position of the commuted sum budget and agree that all future funding other than where it is already approved should be to contribute to the Council's own new-build programme. This option is not recommended as the potential schemes earmarked may become unviable.
16. **Option C:**  
To note the current position of the commuted sum budget and agree an annual bidding round for housing providers, including the Council, to bid for funds. This option is not recommended as the amount of commuted sum money available is insufficient to be able to proportionately fund the provision of affordable housing across the District resulting in the Council not able to meet the expectations of housing providers.

17. **Option D:**  
To note the current position of the commuted sum budget and continue to consider requests on an ad hoc basis. This does not provide clarity on the allocation of commuted sum monies with the risk that monies not spent will have to be paid back to the developer.
18. For all of the above options it is proposed that Housing Portfolio Holder approval will still be sought scheme by scheme.

### **Implications**

19. In the writing of this report, taking into account financial, legal, staffing, risk management, equality and diversity, climate change, community safety and any other key issues, the following implications have been considered:

#### ***Financial***

20. The Council will benefit from having the option to use commuted sums and Right to Buy Receipts and will be able to use this to build a small number of new affordable homes. Where the Council is unable to spend the Right to Buy Receipts within the required timeframe a clear process of allocating that money to housing associations will ensure that the investment is not lost to the District.

#### ***Legal***

21. None

#### ***Staffing***

22. None.

#### ***Risk Management***

23. There is a risk that without a clear process on the allocation of commuted sum monies that the receipt will have to be returned to the developer. Although there is a robust monitoring system in place, having clarity and consistency on the process will ensure that expenditure is kept on track.

#### ***Equality and Diversity***

24. The commuted sums money and the Right to Buy receipts will still be used to build new affordable housing so there is no adverse affect on equalities arising from this proposal.

### **Consultation responses (including from the Youth Council)**

25. None.

### **Effect on Strategic Aims**

#### **Aim 1 - Partnerships**

26. Build new council homes to provide affordable accommodation to meet the needs of local communities.

### **Background Papers**

None

**Report Author:** Julie Fletcher – Head of Housing Strategy  
Telephone: (01954) 713352

# Agenda Item 5



South  
Cambridgeshire  
District Council

**Report To:** Housing Portfolio Holder  
**Lead Officer:** Director of Housing

18 November 2015

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## Affordable Homes Draft Service Plan 2016/17

### Purpose

1. To provide the Housing Portfolio Holder with an update on the revised Affordable Homes Service Plan for 2016/17
2. This is not a key decision.

### Recommendations

3. That the Housing Portfolio Holder endorses the service plan actions identified in this report and suggests additions to or amendments to these service plan actions if required.

### Reasons for recommendations

4. A list of service projects needs to be agreed in the autumn to enable service and financial planning to be put in place for effective delivery by April 2016. The proposed list represents a continuation of key projects already underway and a series of new projects designed to take forward key developments identified in previous years work and to further enhance the service to customers.

### Background

5. The existing Affordable Homes Service Plan includes a number of service plan projects intended to run over a two or three year timeframe. This is therefore a refresh of the service plan designed mainly to introduce new service plan actions to address external challenges.
6. The Affordable Homes service plan differs to other service plans within the Council as it is closely linked to the Housing Revenue Account (HRA) Business Plan. The introduction of the self financing regime for council housing from April 2012 means that a separate 30 year HRA Business Plan is in place from 2012/13 onwards. Following changes to the rents system announced by the Government in the July 2015 Budget statement; a full review of the HRA Business Plan will be undertaken and reported the Council during 2016.
7. There is also a linked Asset Management Strategy that sets out the Council's approach to managing its homes and other properties, which also covers a 30 year period. Arising from the Asset Management Strategy, the Five Year Housing Maintenance Plan sets out the planned expenditure to maintain the Council's homes and forms part of the HRA Business Plan.
8. The service plan is set in the context of the overarching Housing Strategy 2012 - 2016, which in turn is related to the sub regional housing strategy, which reflects the

sub regional strategic housing agenda of the sub regional housing market centred on Cambridge. The strategy itself is an action for the service plan.

### Considerations

9. The service plan addresses the Council's key aims and actions from the Corporate Plan 2015 - 2020, as well as projects contained within the Business Efficiency and Improvement Plan.
10. The July 2015 budget announcement of a reduction in anticipated rent increases requires a fundamental review of the HRA Business Plan. A number of the service plan actions are designed to help feed into that review process.
11. Other Government policy changes such as the reduction in rents, changes to welfare benefits and the proposal to sell council houses to pay for the extension of the Right to Buy to housing associations, also require specific activity to model the impacts and to identify possible mitigations for both the Council and for the Council's tenants.

### Options

12. The Portfolio Holder is requested to consider these proposed actions and to suggest changes or additions where required.

**Table 1 Service Plan themes 2016-2017**

<b>Topic</b>	<b>Carried Forward or New</b>	<b>Budget implication</b>	<b>Notes</b>
Housing Strategy 2016 - 2021	CF	No extra budget required	Process of review underway but will be completed in in early 2016/17 to allow time for details of new Housing Bill and other Government policy changes to be firmed up.
Wilford Furlong project	CF	Funding required will be addressed when proposal is brought to the Housing Portfolio Holder	Establish delivery phase after PFH decision in March 2016
Tenant profiling project	N	No extra budget required at this stage	We will need to gather more information on our tenants to enable us to understand the impact of welfare changes and help mitigate any negative impacts. In particular we need to understand who might fit within the over £30K household income category.
Tenure models review	N	No extra budget required	We will need to explore if there are more creative ways of using tenancies to help deal with the welfare benefit changes e.g. different types of shared ownership and shared equity.

Delivery models review	N	No extra budget required	Working in partnership with Cambridge City, housing associations and private sector contractors we will need to explore if there are new and efficient ways of delivering core front line services e.g. new partnership models to deliver responsive repairs delivery of housing related support.
Modular housing review	N	No extra budget required	Explore the potential for system build and other modular homes to be able to provide new accommodation for people in housing need at a much cheaper rate than standard housebuilding.
Stock holding options	N	No extra budget required to develop initial thinking	Explore if there are innovative ways by which housing could be built and held in JVs or other bodies that provides greater flexibility to the Council to meet the need for housing that is affordable
New build and Housing Development Agency (HDA)	N	No extra budget required	Work with Cambridge City to launch new housing delivery body to include work needed to comply with new statutory requirement to promote self build
HRA service review	N	No extra budget required	Full VFM review of the HRA to ensure maximum efficiency and identify any potential area of cost savings
Welfare benefit monitoring	N	No extra budget required	Work with Benefits team to monitor roll out and impact of welfare benefit changes in particular to ensure that Council has right resources in place to respond to changes on workload.
Local employers survey	N	May require some funding from General Fund but there will be an opportunity to share this cost with Cambridge City.	Survey all key local employers to get a better understanding of the type and cost of housing needed to maintain their workforces. In partnership with Cambridge City. Work already undertaken by Cambridge Ahead and other bodies will be taken into account when developing the survey.
Asset maximisation project	N	No extra budget required	Review all stock holding and land parcels to identify where a return could be made through market sale.

## **Implications**

### ***Financial***

13. There are financial dimensions to all of these projects but there is no significant new funding required at this stage.

### ***Legal***

14. A number of these projects will require specialist input from our legal services.

### ***Staffing***

15. There are no specific staffing requirements arising from these projects at this stage.

### ***Risk Management***

16. Risk logs will be developed for each project.

### ***Equality and Diversity***

17. Equality Impact Assessments will be carried out on each policy change as it is developed.

## **Consultations (including the Youth Council)**

18. The final version of the service plan will be produced with the help of the Tenant Participation Group and the Youth Council.

## **Effect on Strategic Aims**

19. The Affordable Homes service plan is important for all three of the Council's main strategic aims.

## **Conclusions / Summary**

20. Table 1, contains draft service plan actions list that will be incorporated within the final form of the Affordable Homes service plan to be brought back to the Housing Portfolio Holder in March 2016.

**Background Papers:** the following background papers were used in the preparation of this report:

None

**Contact Officer:** Stephen Hills- Director of Housing  
Telephone: (01954) 3412

# Agenda Item 6



South  
Cambridgeshire  
District Council

**Report To:** Housing Portfolio Holder  
**Lead Officer:** Equality and Diversity Officer

18 November 2015

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## Equality Scheme 2015-2020 (2015-2017 version)

### Purpose

1. To request that the Housing Portfolio Holder comment on and endorse the final (post-consultation) draft of the Equality Scheme for 2015 – 2020 (2015 – 2017 version) and adopts the Equality Scheme on behalf of the Council.
2. There are no key decisions arising directly from this report.

### Recommendations

3. That the Housing Portfolio Holder comment on and endorse the final (post-consultation) draft of the Council's Equality Scheme 2015 – 2020 (2015 – 2017 version) attached at **Appendix A** and adopts the Equality Scheme on behalf of the Council. This is to ensure that the Council is fully compliant with the statutory duty set out in Equality Act 2010.

### Reasons for Recommendations

4. The Housing Portfolio Holder commented on and endorsed an earlier version of the Equality Scheme on 18 March 2015. The Equality Scheme 2015 – 2020 has been developed to provide closer alignment with the Corporate Plan for the same period and to reflect the latest data on the community profile of South Cambridgeshire.
5. In addition, it is necessary to agree priorities at this stage in order to enable effective planning and resourcing and to demonstrate that the Council is compliant with the second specific duty of the Public Sector Equality Duty as detailed in paragraph 7 of this report.

### Background

6. The Equality Act 2010 came into effect on 01 October 2010 and brings together, harmonises and extends current equality law. The existing anti-discrimination laws have been consolidated into a single Act, which has been introduced to strengthen the laws preventing discrimination and the inequalities that still exist in society today.
7. The Council's statutory Public Sector Duty requires us to:
  - Publish information annually to demonstrate how we meet the General Duty. This requirement is met on an annual basis. The Annual Equality Report 2014 also enhances the Council's compliance with this specific duty.
  - Prepare and publish one or more objectives to meet any of the aims of the General Duty at least every four years. The Council's equality objectives that it will be focusing on are detailed in Chapter 6 of the Equality Scheme. These objectives are aligned with the Corporate Plan, agreed by Council in February 2015.

8. A growing elderly population, greater mobility, immigration and other social trends are making changes to the population we serve. At the same time issues of equality, diversity and community cohesion are high on the national agenda, which could impact at a local level. An Equality Scheme helps to address inequalities and promote equal life changes for the people living in South Cambridgeshire.

### **Considerations**

9. The Council's Equality Scheme 2015 – 2020 has been developed for a five-year period to provide closer alignment with the Corporate Plan. Annual reviews will continue to take place to ensure that the equality objectives remain fit for purpose and that the community profile information is up to date.
10. The three equality objectives outlined in the Equality Scheme are as follows:
- Improve service design, delivery and access by improving the way we engage with communities, use customers' feedback and develop our knowledge and understanding of our communities.
    - This supports Council Aim 1: Engagement.
  - Identify, prioritise and deliver actions, which will narrow the gap in outcomes between disadvantaged groups and the wider community.
    - This supports Council Aim 2: Partnerships.
  - Foster good relations by promoting greater awareness and understanding between our communities.
    - This supports Council Aim 3: Wellbeing.
11. In addition, three equality commitments have been identified to help promote and raise awareness of equality issues during the course of 2015 to 2017:
- The Council will explore the issues affecting people with dementia and their carers in terms of access to services. In addition, the Council will aim to be a dementia-friendly organisation by supporting the Dementia Friends initiative and holding awareness sessions for staff and partners to learn more about dementia and the effects it has on sufferers and carers.
  - The Council will work with partners to help address the issue of 'new town blues' in our new communities. In addition, the Council will train staff in Mental Health First Aid to identify, understand and help a person who may be developing or experiencing mental health difficulties.
  - The Council will improve access to services and the responsiveness of services and ensure that Gypsy and Traveller rights and needs are integrated into existing policies and services. In addition, the Council will recruit two new Officers to support the Gypsy and Traveller community in the district.

### **Options**

12. The Housing Portfolio Holder may agree, amend or reject the Equality Scheme as presented, bearing in mind that the Council has a legal obligation to publish one or more equality objectives.



## **Implications**

13. In the writing of this report, taking into account financial, legal, staffing, risk management, equality and diversity, climate change, community safety and any other key issues, the following implications have been considered: -

### ***Financial***

14. All current equalities work is being taken forward from existing budgets.

### ***Legal***

15. The Council has a public responsibility to ensure that it adheres to legislative requirements in relation to equalities, which ensure that our services are open to and accessible by all our residents and reflect the diversity of our rural district.

### ***Staffing***

16. The Equality and Diversity Officer is responsible for mainstreaming equalities into the Council with the support of the EMT and Equalities Consultative Forum.

### ***Risk Management***

17. Non-compliance with equalities legislation is a strategic risk for the Council. Adoption of this scheme will contribute towards mitigating this risk. The precise wording is as follows:

‘The Council could be successfully challenged over not complying with general equalities legislation or legislation specific to public and local authority bodies, *leading to financial compensation payments and penalties, possible Equality and Human Rights Commission inspection, resulting in reduction in reserves available to support balanced MTFS, adverse publicity and effect on reputation.*’

### ***Equality and Diversity***

18. The Council is committed to eliminating discrimination and prejudice, and developing a culture which values difference, both in employment and service delivery. Our commitment to equalities is based on the idea of equal life chances. This helps local authorities to develop an equal society for the community, which it serves. An Equality Scheme sets out our plans for making equality happen for people living in South Cambridgeshire.

## **Consultation responses (including from the Youth Council)**

19. The Equality Scheme was subject to six weeks public consultation from 17 July to 28 August 2015. In addition the Tenants Participation Group (TPG) and Youth Council were consulted at their meetings on 03 August and 16 August 2015 respectively.
20. A total of 24 individual responses were received in relation to the Equality Scheme consultation. 87.5% of respondents agreed or agreed strongly with the Council's equality objectives and 66.67% of respondents agreed or agreed strongly with the equality commitments.
21. A full analysis of consultation responses is available on request.

## **Effect on Strategic Aims**

22. The updated Equality Scheme and its associated Equality Objectives have been aligned with Strategic Aims as set out in the Council's Corporate Plan.

**Background Papers:** Analysis of Equality Objectives and Commitments Consultation 17  
July to 28 August 2015.

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# **Equality Scheme**

## **2015 – 2020**

### **(2015 – 2017)**

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## Foreword

South Cambridgeshire District Council is committed to equality of opportunity in our approach to service delivery, employment and being a community leader. We are committed to identifying, understanding and eliminating all barriers that prevent access to services, information and employment. Equality is an important element of our first Strategic Aim – *Engage with residents, parishes and businesses to ensure we deliver first class services and value for money* – and our Values of *Working Together and Integrity*.

In October 2010, South Cambridgeshire District Council attained *Achieving* status on the Equality Framework for Local Government (EFLG). The Council uses the EFLG as the improvement framework against which to measure its performance and development. Since adopting the earlier Equality Standards for Local Government (ESLF) in 2006, the Council has been successful in making significant progress on its equality and diversity journey.

This Equality Scheme will help improve our services and policies and make sure that the different needs of people are better understood. It will also help to ensure that our services are better targeted and will lead to improved customer satisfaction and better staff recruitment and retention.



Councillor Ray Manning  
Leader of the Council



Jean Hunter  
Chief Executive

## 2. Feedback

The Council welcomes your feedback. If you would like more information about the Equality Scheme or this document in an alternative format, please contact us using the information below:

Phone: 03450 450 500

Email: [equality.schemes@scambs.gov.uk](mailto:equality.schemes@scambs.gov.uk)

Website: [www.scambs.gov.uk](http://www.scambs.gov.uk)

Or write to us at:

Paul Williams  
Equality and Diversity Officer  
South Cambridgeshire District Council  
South Cambridgeshire Hall  
Cambourne Business Park  
Cambourne  
Cambridge  
CB23 6EA

## 3. Introduction and Context

### 3.1 The Legal Context

The Equality Act 2010 came into effect on 1 October 2010 and brings together, harmonises and extends current equality law. The existing anti-discrimination laws have been consolidated into a single Act, which has been introduced to strengthen the laws preventing discrimination and the inequalities that still exist in society today.

The Equality Act has also created changes to earlier legislation and includes discrimination previously unrecognised in legislation. In essence, it creates a new 'Single Equality Duty' on public bodies to tackle discrimination, promote equality of opportunity and encourage good community relations.

The term *protected characteristics* has replaced *equality strands* for describing the protected traits held by groups or individuals under anti-discrimination and equality legislation. The earlier separate duties for disability, gender and race have been replaced with a single, more effective framework and the new 'Single Equality Duty' covers:

- Age
- Disability
- Gender Reassignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race
- Religion or Belief
- Sex
- Sexual Orientation

On 05 April 2011, further parts of the Equality Act were implemented under the General Duty, which requires local authorities exercising public functions to have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation;
- Advance equality of opportunity between those who share a protected characteristic and those who don't;
- Foster good relations between those who share a relevant protected characteristic and those who don't.

The specific duties support and aid compliance with the General Duty and require local authorities to:

- Publish information annually to demonstrate how we meet the General Duty starting no later than 31 January.
  - ✓ The Council has published a document entitled "[Equality Information and the Public Sector Equality Duty.](#)" which can be downloaded from our website by clicking on the link or is available on request using the contact details in chapter 2.
- Prepare and publish one or more objectives to meet any of the aims of the General Duty at least every four years.
  - ✓ The Council's objectives that it will be focussing on during this three-year scheme are detailed in chapter 6.
  - ✓ The Council has published a document entitled "[Annual Equality Report 2014.](#)" which details progress against the Council's objectives. This document

can be downloaded from our website or is available on request using the contact details in chapter 2.

South Cambridgeshire District Council believes that having an Equality Scheme will help to ensure that we comply with the aims of general and specific duties as detailed above.

### **3.2 The Purpose of an Equality Scheme**

This Scheme has been prepared in response to the Equality Act 2010, which has two main purposes – to harmonise discrimination law and to strengthen the law to support progress on equality. It combines and supersedes our existing Disability, Gender and Race Equality Schemes; and brings together our objectives across the nine protected characteristics and the characteristic specific to South Cambridgeshire – ‘Rurality.’

The purpose of our Equality Scheme is to:

- Find out what barriers are faced by people and take steps to remove them.
- Make sure we meet our legal duties.
- Explain how we make things fairer for people in planning our services and what we do.
- Show how the Scheme links to other equalities objectives and priorities.
- Work in partnership with other organisations and partners to prevent ignorance and prejudice in the wider community.
- Set our commitments that go beyond our statutory duties.
- Monitor and check what we are doing and report each year.

We recognise that the Council and the environment in which it operates are not static and believe that the Scheme and resultant action plans should be living documents which are flexible and which meet the needs of the communities we serve. So, for this reason we will update the Scheme annually to ensure continued alignment with the Corporate Plan.



## 4. The South Cambridgeshire Context

### 4.1 Our Vision, Aims and Objectives

In February 2015, the Council reaffirmed its vision for the future:

***South Cambridgeshire will continue to be the best place to live and work in the country. Our district will demonstrate impressive and sustainable economic growth. Our residents will have a superb quality of life in an exceptionally beautiful, rural and green environment.***

Underpinning the vision are three Council aims. These aims are:

1. **ENGAGEMENT:** Engage with residents, parishes and businesses to ensure we deliver first class services and value for money.
2. **PARTNERSHIPS:** Work with partners to create opportunities for employment, enterprise, education and world-leading innovation.
3. **WELLBEING:** Ensure that South Cambridgeshire continues to offer an outstanding quality of life for our residents.

Each Council aim is supported by a number of objectives. The Council recognises that equality objectives should not sit in isolation and should be seen as an integral part of the corporate plan so that delivering the corporate plan delivers our equality objectives and vice-versa. As such, the Council's equality objectives, which are detailed in chapter 7, are based on the three Council aims.

In support of its vision, the Council has committed to four organisational values each identified as a key factor in the successful realisation of the vision. These values are:

1. Working together
2. Integrity
3. Dynamism
4. Innovation

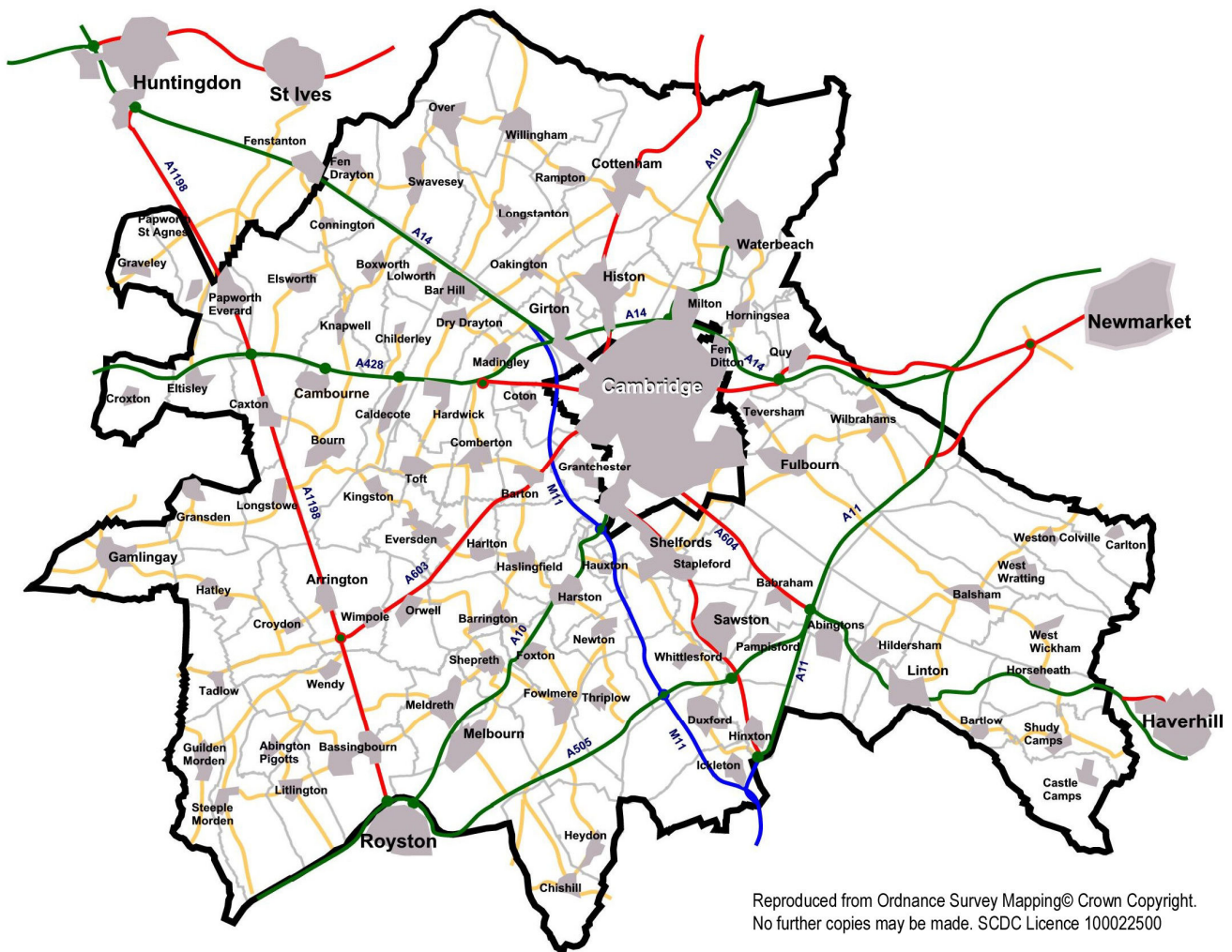
### 4.2 A Profile of South Cambridgeshire

South Cambridgeshire is the second largest district in Cambridgeshire covering approximately 350 square miles of countryside. It is also the second most populated district after Huntingdonshire and the district completely surrounds Cambridge City. It shares its boundaries with Huntingdonshire, Fenland and East Cambridgeshire to the north. In the south the district has boundaries with North Hertfordshire, Central Bedfordshire, Uttlesford and St. Edmundsbury. It is relatively rural with most of the population living in villages or rural areas – there are no towns in South Cambridgeshire. Cambourne is currently the largest village in the district with approximately 9,600 people, Sawston is the second largest village with approximately 7,180 people and Cottenham is the third largest village with approximately 6,070 people.<sup>1</sup> Cambourne, Sawston and Cottenham are currently ranked 12<sup>th</sup>, 15<sup>th</sup> and 18<sup>th</sup> respectively of the largest settlements in Cambridgeshire. However, future development will be focussed around the fringes of Cambridge and in a new town (Northstowe).

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<sup>1</sup> ONS mid-year population estimates, 2013

South Cambridgeshire is a vibrant district at the heart of the rapidly growing East of England region. We are a diverse community, with some of the oldest villages in England now neighbouring some of the newest and most exciting modern communities in the country.



South Cambridgeshire is a rural district with a population of 151,400<sup>2</sup> residents. This population is expected to increase faster than the national average and by 2026, the population is expected to increase by 16.6% to 176,500 residents.<sup>3</sup>

South Cambridgeshire is a prosperous area with high levels of economic activity and low levels of unemployment; but with increasing house prices and a shortage of affordable homes. It is a healthy area, with high life expectancy compared with national rates and an area with the lowest crime rate in Cambridgeshire.

<sup>2</sup> ONS Mid-Year 2013

<sup>3</sup> County Council estimates, November 2012

## 4.3 The People of South Cambridgeshire

The information in this section is a summary of the document entitled "[Equality Information and the Public Sector Equality Duty](#)," which can be downloaded from our website by clicking on the link or is available on request using the contact details in chapter 2.

### Age Structure

South Cambridgeshire has an ageing population. In 2012 nearly 55% of the population was younger than 45; in 2031 that proportion is expected to drop to nearly 53%. The highest growth is expected to occur in the 65+ age group, from 17.48% in 2012 to 22.12% in 2031. The biggest decline is expected to occur in the 45-64 age group, from 27.13% in 2013 to 24.57% in 2031.<sup>4</sup>

South Cambridgeshire has the county's highest proportion of 1-15 year olds and the lowest proportion of 16-24 year olds. It is the second highest for people aged 40-64 and third highest for people aged 25-39 and people aged over 65.

A growing elderly population, greater mobility, immigration and other social trends are making changes to the population we serve. These changes will accelerate as a result of the population growth facing the district in the next ten years or so, leading to a far more diverse society than previously.

### People with a Disability

According to the Census in 2011, 13.9% of the South Cambridgeshire population declared that they have a disability, whereby day-to-day activities are limited a little or a lot. The percentage of people with a disability has decreased from 14.7% in the 2001 Census.

For our own Council stock, this percentage is much higher, with 41% of households stating that they have a disability following the tenancy survey carried out in December 2009.

### People with Dementia

The population of Cambridgeshire will age substantially by 2026: the number of people aged over 90 years is forecast to more than double, and the number of people in their 80s to rise by more than 50%. This will lead to steep rises in the number of older people with dementia.

The most common type of dementia is Alzheimer's disease, a physical disease in which protein 'plaques' and 'tangles' develop in the structure of the brain, leading to the death of brain cells.

The table below shows the number of older people in Cambridgeshire expected to have dementia. This assumes that current prevalence rates will not change in future years and applies the current rate to future population projections. The estimate for South Cambridgeshire for 2012 is 1,842, and this is expected to rise to 3,104 by 2026 – a rise of over 40%. An increase of this size over a short period is likely to put severe strain on existing services.

	2012	2016	2021	2026
<b>Cambridgeshire</b>				
Number	7,442	8,433	10,173	12,182
Variance 2012		+992	+2,731	+4,740

<sup>4</sup> ONS Mid-Year 2013

Cambridge City				
Number	1,249	1,329	1,484	1,675
Variance 2012		+80	+235	+426
East Cambridgeshire				
Number	1,055	1,222	1,473	1,759
Variance 2012		+168	+418	+705
Fenland				
Number	1,401	1,591	1,890	2,242
Variance 2012		+190	+489	+841
Huntingdonshire				
Number	1,895	2,195	2,762	3,401
Variance 2012		+300	+867	+1,506
South Cambridgeshire				
Number	1,842	2,096	2,564	3,104
Variance 2012		+255	+722	+1,262

Source: CFAS II (2013) prevalence estimates applied to CCC Research & Performance Team population forecasts (2012 based)

## Deprivation

South Cambridgeshire is a very affluent area and is in the least deprived 5% of local authorities based on the Indices of Deprivation (IND) annual scores; however the district exhibits a pattern of scattered deprivation in some of its rural wards. Sawston ward contains three Lower Super Output Areas (LSOAs) within the district's most deprived 20% based on the IND, and Histon & Impington and Fulbourn wards have two each. The most deprived LSOA overall is in Histon & Impington ward, which is on the Cambridge fringe and close to areas of deprivation with the City.

Overall, South Cambridgeshire is relatively far less deprived than other districts in Cambridgeshire. The most deprived LSOA, in Histon & Impington ward, is ranked near the upper boundary of the second quintile nationally, but all other district LSOAs lie within the least deprived 50% nationally.

## Together for Families

The multi-agency Together for Families (TFF) partnership is a national initiative to change how public services intervene and help families with multiple problems. The programme is delivered by local authorities on a payment-by-results basis. Families are eligible if they meet 3 out of 4 criteria based on:

- crime and anti-social behaviour;
- education and truancy;
- worklessness; and
- a fourth criterion at the discretion of the relevant local authority.

At the end of November 2014, over 1,000 TFF families had been identified across Cambridgeshire and of those 1,000 TFF families, 544 families have been turned around for the better. Nationally, there were 117,910 taking part in the scheme for the same period.

## The Black, Asian and Minority Ethnic (BAME) Community

The 2011 Census data shows that in South Cambridgeshire 87.3% of the population were White British and a further 6% declared themselves as White Irish, White Gypsy/Irish Traveller and White Other. In the ten years since the previous Census, the White British population has decreased by 5.9% (previously 93.2%).

6.8% of the population are from the Black, Asian and Minority Ethnic (BAME) community and the Asian or Asian British: Indian population are the largest BAME group in the district at 1.5% of the overall population. The BAME population has increased by 3.9% from 2.9% in 2001.

### **Gypsies and Travellers**

Gypsies and Travellers were identified separately for the first time in the 2011 Census. There are some doubts that the percentage of 0.3% identified by the Census may not give a true reflection of the actual Gypsy and Traveller community in the district, which was previously estimated to be 1.0% by the Cambridge Sub-Region Traveller Needs Assessment.

There are a number of key issues, which directly affect the Gypsy and Traveller community.

#### **Mortality:**

- Life expectancy: Gypsy and Traveller women live 12 years less than women in the general population and men live 10 years less.
- Nationally 17% of Gypsy and Traveller mothers have experienced the death of a child compared to less than 1% of the wider population.

#### **Mental health:**

- Gypsies and Travellers are nearly three times more likely to suffer from anxiety than average and just over twice as likely to be depressed. Women are twice as likely to experience mental health problems as men.

#### **Older people:**

- The CSTNA identified that a few elderly Gypsies and Travellers are extremely isolated as they do not have relatives on the same site and were dependent on other site residents for their needs.
- An Age Concern report exploring the issues for older Gypsies and Travellers identified the potential severe social exclusion and vulnerability that older Gypsies and Travellers may face including barriers in accessing health and social care services.

#### **Communications:**

- Poor levels of literacy in the Gypsy and Traveller population can make it difficult to navigate the health system and may also present problems with inappropriate usage of prescription drugs. People with poor literacy skills may also feel embarrassed about having to seek help with reading.
- The lack of a postal address may mean that appointment letters are never received leading to missing appointments and treatment.
- This may also present problems with reading communications such as hospital appointments/results or public health information.

#### **Health:**

- Men from the Gypsy and Traveller community do not discuss personal issues with the women in their family network and will not access health services until the problem is severe. They do not relate to female Health Professionals so the Traveller Health Team is at a disadvantage in that the Lead Nurse is a female and in her experience most of her contact has been with women about their own health issues.
- It is widely reported that women's health issues are never discussed in front of men, even if it is their husband.

## Gender & Households

The gender split in the district is broadly similar to the national average with 50.3% of the total population being female and 49.7% being male.

All people	151,400
Males	74,700
Females	76,700
Total Household	59,960

Table 1 Population & Households. Source: Population – ONS Mid-year Population Estimates 2013.

## Life Expectancy

South Cambridgeshire has a higher than average life expectancy for both men and women compared to the rest of Cambridgeshire and the UK. Nationally, life expectancy for new-born baby boys is highest in South Cambridgeshire (83 years). The average life expectancy for a woman in South Cambridgeshire is 85.9 years. The national average for a man is 79.3 years and for a woman is 83.04 years.

	South Cambs	England & Wales
Life expectancy at birth (years)		
Males	83	79.4
Females	85.9	83.1
At age 65		
Males	20.6	18.7
Females	23.2	21.1

Table 2 Life Expectancy. Source: ONS, Life Expectancy at birth and at Age 65 in the UK, 2011-13

## Religion or Belief

Christianity is the largest stated religion in South Cambridgeshire at 58.8%, although this is down by 13.2% from the last Census in 2001. The biggest non-Christian religion is Islam, which comprises 0.98% of the population.

RELIGION	Number	% of total SCDC
Christian	87,463	58.8%
Buddhist	700	0.47%
Hindu	1,123	0.75%
Jewish	362	0.24%
Muslim	1,464	0.98%
Sikh	186	0.13%
Other religion	568	0.38%
No religion	44,741	30.08%
No religion stated	12,148	7.46%

Table 3 Religion or Belief. Source: ONS, 2011 Census

Also of interest, is the fact that over 30% of all residents claim to have 'no religion' (a further 7.46% did not state any religion or faith).

## Sexual Orientation

There is no data on sexual orientation within the local community. This position is unlikely to change as sexual orientation was not included in the 2011 UK Census. The Lesbian, Gay

and Bi-sexual charity, Stonewall, estimate that between 5 to 7% of the population is gay, lesbian or bisexual.

### **Transgender and Transsexual Community**

According to the Terence Higgins Trust when people are described as transgender this suggests someone who feels that some aspect of the sex and gender they were born with does not fit who they feel they really are. When people are described as transsexual this is usually used to describe a person who feels that they were born the wrong sex and who identifies with and would like to be accepted as a member of the opposite sex. Many transsexuals want to change physically and do undergo sexual reassignment to change their bodies so that they are the sex they feel is right for them.

No local data is available on the transgender and transsexual community in South Cambridgeshire. The Gender Trust highlights that the prevalence of transsexualism varies widely between 1 in 4,000 and 1 in 10,000 people. This is mainly due to the social stigma attached to being transsexual, arising from a widespread lack of awareness of the true nature of the condition. It is something that is often kept hidden.

## **4.4 The Council as a Service Provider**

South Cambridgeshire District Council provides a wealth of services to its residents and thousands of businesses across more than 100 villages, including:

### **Environmental services:**

- Collecting waste and recycling from 63,000 households
- Cleaning streets, dealing with abandoned cars and clearing and investigating fly tipping
- Making sure food premises are clean and safe and making this information available to you
- Advising on and enforcing health and safety at work
- Dealing with pollution
- Licensing taxis, public entertainment and the sale of alcohol

### **Housing services:**

- Increasing the supply of affordable homes through our own building programme and by working with housing associations
- Managing more than 5000 homes
- Providing housing advice and support for homeless people

### **Planning services:**

- Considering planning applications, dealing with development without planning permission and building control
- Conserving our environment and buildings
- Developing planning policy to shape the future of the district

### **New communities:**

- Developing the local economy and supporting businesses
- Planning for major developments
- Promoting local tourism
- Supporting sports development and promoting healthy living
- Working towards a sustainable South Cambridgeshire

### **Working with communities, partners and customers:**

- Promoting community safety
- Providing customer and voluntary sector grants
- Making sure all our customers can access services equally in the best way for them
- Administering local democracy including elections

#### **Corporate services:**

- Increasing customer access and developing smarter ways of working through technology and partnerships
- Providing support for those who need support with Housing and Council Tax
- Collecting Council Tax and Business rates
- Providing support services such as accountancy and legal

## **4.5 The Council as an Employer**

The information in this section is a summary of the document entitled "[Equality in Employment – July 2013](#)" which can be downloaded from our website by clicking on the link or is available on request using the contact details in chapter 2.

Please note that due to a technical issue, it is not possible at the current time to publish up-to-date staffing information. It is hoped that during the course of 2015, the Council will be in a position to publish updated workforce profile information following a full staff validation exercise.

Headline figures taken from the report can be found below:

- 89.36% of staff declared themselves as White British, White Irish or White Other. 1.91% of all staff declared themselves to be Black, Asian or Minority Ethnic (BAME).
- 4.89% of all staff declared that they have a disability.
- 49.36% of the Council's staff are female and 50.64% are male.
- The highest percentage of Council staff was in the 45-54 age group, although there have been increases in the 18 and under and 19-24 age groups.
- The Council has an extensive suite of family friendly policies in place. In recent years, this has led to a marked increase in the number of male staff requesting to work part time or seeking changes to their working patterns such as home working, job-sharing, shift working, staggered hours, term-time working, annualised hours and compressed hours. 21.70% of the Council's workforce work part-time hours (3.62% male and 18.09% female).
- 48.87% of the workforce identify as Christian, followed by 1.49% other religion or belief and 0.85% Buddhist. 21.06% of staff declared that they have no religion or belief.
- Three-quarters (75.11%) of staff declare their sexual orientation as heterosexual and 1.49% declare themselves as Lesbian, Gay or Bi-sexual.

## **4.6 The Elected Councillors**

Currently, there are 57 Councillors of the District Council representing 105 parishes and settlements.

There are currently 42 (73.7%) male and 15 (26.3%) female Councillors. The National Census of Local Authority Councillors 2013 highlighted the following key points about Councillors in the Eastern Region:



- 70.3% of Councillors were male and 29.9% were female, which is reflective of the national make-up across England and Wales. These proportions have changed slightly from the 2010 Census (68% male and 31% female).
- 97.3% of Councillors were White and 2.7% were from a Black, Asian or Minority Ethnic (BAME) group. These proportions are slightly better than the 2010 Census (98.3% White and 1.71% BAME).
- The average Councillor age was 60.6, which was just slightly above the national average of 60.2. The average Councillor age has increased significantly from the 2010 Census, where the average was 55.7.
- 11.6% of Councillors had a long term illness, health problem or disability and was better than the national percentage of 13.21%.
- 29.9% of Councillors had at least one caring responsibility, which was the highest proportion of all the national regions. Nationally, a greater proportion of female Councillors had caring responsibilities (35.11%) compared with males (24.6%), and a greater proportion of Councillors from BAME backgrounds had caring responsibilities (38.6%) compared with those Councillors who were White (27.5%).

## **5. Development of the Equality Scheme**

### **5.1 Gathering Data and Using Information**

#### **5.1.1 Collection of Data**

One of the duties that must be carried out by any public sector authority is the gathering of information on the effects of its current policies and practices in employment, those that use its services and also its general performance.

The Council has gathered and will continue to gather this information in the following ways:

- Staff and Councillor surveys
- Customer Satisfaction surveys
- Equality Impact Assessments
- Staff and Councillor Workshops
- External Stakeholder workshops
- Complaints and Compliments forms
- Equality and Diversity Steering Group
- Staff Statistics and Recruitment Monitoring Forms

#### **5.1.2 Staff Surveys**

A staff survey is generally carried out periodically and asks a range of equality and diversity questions as well as employees' general opinions and experiences about their jobs and feelings towards the Council as an employer.

A programme of staff surveys is underway and will continue during 2015/16.

### **5.2 Consultation and Engagement**

The Council recognises the importance of consultation in the development and implementation of its Equality Scheme. Involvement and consultation helps to give everyone, including minority groups, an opportunity to provide input about the provision of services.

Extensive consultation will take place with Council staff, Councillors, local residents, community groups, partner organisations, parish councils and other associations during March and April 2015 on this new scheme as the Council further develops its approach to delivering Equality over the next 5 years.

### **5.3 Equality Impact Assessments (EQIAs)**

#### **5.3.1 Carrying out Equality Impact Assessments**

As part of any effective policy development process, it is important to consider any potential risks to those who will be affected by the policy's aims or by its implementation. As part of the Council's commitment to Equality and Diversity we are carrying out Equality Impact Assessments (EQIAs) on all our new and existing policies and procedures. This helps us to consider any potential risk on different groups.

Carrying out an EQIA at the start of the policy development process allows the policy holders to identify, at every step, what the consequences may be to different groups, and whether a

policy should adopt a certain direction, approach, criterion or eligibility requirement or whether there are any opportunities to promote equality.

### **5.3.2 What we assess**

The Single Equality Duty requires public authorities to check how their policies affect people from different groups and communities in respect of the protected characteristics held by groups or individuals under anti-discrimination and equality legislation. The Council has extended this assessment to include all equality areas and due to the rural nature of the district, now includes 'rurality' as a consideration during the EQIA process. This relates to both existing and proposed policies.

### **5.3.3 Training for Staff**

Through our internal training programme we provide equalities training for all staff to ensure they understand their role and objectives under the equality duties and wider equality legislation. In addition, there will be a series of sessions held during 2015/2016 on Equality Impact Assessments, which will cover:

- What they are and why the Council has to do them;
- The benefits of impact assessments;
- The law on equalities and how this relates to impact assessments; and
- The process for carrying out impact assessments.

### **5.3.4 Quality Assurance**

Directors are responsible for reviewing and signing off completed impact assessments relevant to their service areas with the support of the Equality and Diversity Officer.

### **5.3.5 Equality Monitoring**

In line with legislation, guidance from the Equality and Human Rights Commission, Stonewall, Advisory, Conciliation and Arbitration Service (ACAS) and Employers organisations, South Cambridgeshire District Council is committed to ensuring that it is operating fairly and equitably in both Service Delivery and Employment.

The Council monitors the diversity of its workforce and a data validation exercise for all staff will take place during 2015 to improve the monitoring data that we currently hold on Council staff. Work is continuing to improve systems across the Council for monitoring the diversity of its customers and service users.

### **5.3.6 Why Gather Information on Equality?**

In policy development equality monitoring can help us to understand:

- whether the policy is likely to have the intended effect;
- how proposed policies might affect particular groups; and
- how we can amend policies to eliminate discrimination and promote equality.

In service delivery, equality monitoring can help us to understand:

- the needs of service users;
- which groups are using our services;

- which groups are not using our services;
- how to reach under-represented groups;
- how satisfied different groups are with our services;
- differences in service outcomes; and
- how to use our resources better.

### **5.3.7 Publication of our Equality Impact Assessments**

The Council publishes the results of our Equality Impact Assessments. These are available on the Council's website (via the link below) or can also be made available on request:

<https://www.scambs.gov.uk/content/equality-impact-assessments>

## **5.4 Monitoring and Evaluation**

### **5.4.1 Complaints and Compliments**

Complaints are monitored for equality issues. If inequality issues are picked up through the monitoring of complaints forms these issues are investigated and outcomes are used to inform the Scheme and subsequent action planning, with a view to eliminating the need for complaints on similar grounds.

Monitoring Compliments forms may provide valuable feedback on progress and actions taken to eliminate inequality or discrimination. These findings will inform the Scheme's review process.

### **5.4.2 Equality Framework for Local Government**

In June 2009, the Council achieved level 2 of the Equality Standard for Local Government. The standard has subsequently been replaced by the Equality Framework for Local Government, which has three tiers of accreditation: Developing, Achieving & Excellent. South Cambridgeshire District Council reached the Developing tier of accreditation in September 2009.

In October 2010, the Council was subject to a diversity peer challenge by the Local Government Association (LGA). The Council successfully demonstrated that it met the criteria for the Achieving level of the framework.

The Equality Framework assessed five performance areas:

- Knowing your communities
- Leadership, partnership and organisational commitment
- Involving your communities
- Responsive services and customer care
- A skilled and committed workforce

The peer report stated that "South Cambridgeshire District Council has demonstrated excellent engagement with residents and customers and shown that it can and will respond to needs. It has a good combination of leadership, effective policies and processes and robust engagement with some parts of the voluntary sector. This has resulted in many good examples of responsive services to meet the needs of its diverse communities."

“The council has shown a strong ethos of collaborative working with various partners and is making place shaping a reality. Equality and diversity is well-embedded however further work needs to be done to make stronger links with strategic and service planning.”

During 2013/14, the Council conducted a review of its position on the Equality Framework for Local Government. The review concluded that the Council was in a strong position to actively pursue ‘Excellence’ in the future, should a number of areas for further improvement be addressed. The Council has used and will continue to use the Equality Framework for Local Government as the benchmarking tool to assess our equalities performance.

## 6. Equality Objectives

### 6.1 Equality Objectives for 2015 – 2020

South Cambridgeshire District Council has set three equality objectives, which are aligned to the aims of the Corporate Plan.

**Improve service design, delivery and access by improving the way we engage with communities, use customers' feedback and develop our knowledge and understanding of our communities.**

*This supports Council Aim 1 ENGAGEMENT: Engage with residents, parishes and businesses to ensure we deliver first class services and value for money.*

**Identify, prioritise and deliver actions, which will narrow the gap in outcomes between disadvantaged groups and the wider community.**

*This supports Council Aim 2 PARTNERSHIPS: Work with partners to create opportunities for employment, enterprise, education and world-leading innovation.*

**Foster good relations by promoting greater awareness and understanding between our communities.**

*This supports Council Aim 3 WELLBEING: Ensure that South Cambridgeshire continues to offer an outstanding quality of life for our residents.*

### 6.2 Delivering Equality Objectives through the Corporate Plan

Please note that corresponding Council Objectives from the Corporate Plan are shown in brackets, e.g. (1).

**6.2.1 Improve service design, delivery and access by improving the way we engage with communities, use customers' feedback and develop our knowledge and understanding of our communities.**

- Develop the property company pilot scheme into full business plans to deliver a mix of high quality housing and generate income (1)
- Improve efficiency and value for money within a viable financial strategy (2)
- Make the district an even more attractive place to do business (3)
- Work with tenants, Parish Councils and community groups to sustain successful, vibrant villages (4)

**6.2.2 Identify, prioritise and deliver actions, which will narrow the gap in outcomes between disadvantaged groups and the wider community.**

- Build new Council homes to provide affordable accommodation to meet the needs of local communities and provide and refurbish Gypsy and Traveller sites (5)
- Ensure best use of Council assets and benefit from opportunities to achieve efficiencies from partnership working (6)
- Move to a commercial approach to service delivery (7)
- Work with RECAP waste partners to reduce costs, carbon impact and waste sent to landfill (8)

### **6.2.3 Foster good relations by promoting greater awareness and understanding between our communities.**

- Work with GPs and partners to link Health Services and to improve the health of our communities (9)
- Ensure impacts of welfare reform are managed smoothly and effectively (10)
- Establish successful and sustainable New Communities with housing and employment at Northstowe and the major growth sites, served by an improved A14 and A428 (11)
- Increase the range and supply of temporary accommodation to help minimise the use of bed and breakfast accommodation for homeless households (12)

## **6.3 Our Commitments for 2015 – 2017**

### **6.3.1 People with Dementia**

The population of Cambridgeshire will age substantially by 2026: the number of people aged over 90 years is forecast to more than double, and the number of people in their 80s to rise by more than 50%. This will lead to steep rises in the number of older people with dementia.

It is estimated that in South Cambridgeshire the number of people developing dementia is expected to rise to 3,104 in 2026 from 1,842 in 2012 – a rise of over 40%. An increase of this size over a short period is likely to put a severe strain on existing services.

**Commitment: The Council will explore the issues affecting people with dementia and their carers in terms of access to services. In addition, the Council will aim to be a dementia-friendly organisation by supporting the Dementia Friends initiative and holding awareness sessions for staff and partners to learn more about dementia and the effects it has on sufferers and their carers.**

### **6.3.2 Mental Health in our New Communities**

Evidence of people developing mental health vulnerabilities experienced by moving to a new settlement, has been available since the 1930s. This is also known as ‘new town blues’ and the evidence suggests that there is a strong link between mental ill health and a lack of social ties and community infrastructure in a new environment.

For South Cambridgeshire, early signs of ‘new town blues’ was evident with the development of Cambourne and more recently Orchard Park. The Council is keen to ensure that the new town of Northstowe and other new developments do not replicate the issue of ‘new town blues.’

**Commitment: The Council will work with partners to help address the issue of ‘new town blues’ in our new communities. In addition, the Council will train staff in Mental Health First Aid to identify, understand and help a person who may be developing or experiencing mental health difficulties.**

### 6.3.3 The Gypsy and Traveller Community

There are a number of key issues, which directly affect the Gypsy and Traveller community, specifically:

- Lower life expectancy rates with Gypsy and Traveller women live 12 years less than women in the general population and men live 10 years less.
- Nearly three times more likely to suffer from anxiety than average and just over twice as likely to be depressed. Women are twice as likely to experience mental health problems as men.
- Elderly Gypsies and Travellers can feel extremely isolated with the potential for severe social exclusion.
- Poor levels of literacy in the Gypsy and Traveller population can make it difficult to navigate the health system.
- Men from the Gypsy and Traveller community do not discuss personal issues with the women in their family network and will not access health services until the problem is severe.

**Commitment: The Council will improve access to services and the responsiveness of services and ensure that Gypsy and Traveller rights and needs are integrated into existing policies and services. In addition, the Council will recruit two new Officers to support the Gypsy and Traveller community in the district.**

These commitments will be delivered within existing resources and in conjunction with existing initiatives and action plans wherever possible.
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## **7. Responsibility and Accountability**

The Council's Chief Executive has overall responsibility for making sure that we carry out the actions in the Equality Scheme. Actions will be allocated to relevant Managers and Officers who are responsible for carrying these out and reporting on progress.

This Equality Scheme will be reviewed and updated on an annual basis to help ensure compliance with Government guidance and legislation and incorporate emerging good practice.

### **7.1 Portfolio Holder with Responsibility for Equality and Diversity**

There will be quarterly reports to the Portfolio Holder with responsibility for equality and diversity on progress against the delivery of the scheme and its equality objectives. An annual review of the strategy will also be considered by the Portfolio Holder to ensure that the objectives are still relevant and are being met.

### **7.2 The Executive Management Team (EMT)**

South Cambridgeshire District Council's Executive Management Team supports the development and implementation of policies and practices to enable us to meet our statutory obligations and achieve its commitment to equality and diversity given in the Council's Comprehensive Equality Policy.

The Executive Management Team will consider reports on progress with work plans, identifying areas for action and improvement.

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## Housing Portfolio Holder – Work Programme

Date of meeting	Title of Report	Key or Non-Key?	Reason Key Specify no(s) listed below	Purpose of Report, ie For Recommendation / Decision / Monitoring	Lead Officer / Report Author
16 March 2016	Housing Strategy 2016- 2021	Non Key		Decision	Julie Fletcher
	Service Plan 2016/17	Non Key		Decision	Stephen Hills
	New build Pipeline update	Non Key		Monitoring	Gill Anderton
	Willingham: Wilford Furlong Project	Non Key		Decision	Stephen Hills
June 2016					

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Agenda Item 8

### Key Decisions

1. it is likely to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates, or
2. it is likely to be significant in terms of its effects on communities living or working in an area of the District comprising two or more wards. In determining the meaning of 'significant' for the purposes of the above, the Council must have regard to any guidance for the time being issued by the Secretary of State in accordance with section 9Q of the 2000 Act (guidance)).

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