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15 November 2013

S U M M O N S

MEETING: Community Board
DATE: 25 November 2013
TIME: 6.00pm
PLACE: Committee Room 1, Town Hall, Gosport
Democratic Services contact: Sharon Dalrymple-Bray

LINDA EDWARDS
BOROUGH SOLICITOR

MEMBERS OF THE BOARD

The Mayor (Councillor Beavis) (ex-officio)
Chairman of the Policy and Organisation Board (Councillor Hook) (ex – officio)

Councillor Burgess (Chairman)
Councillor Kimber (Vice – Chairman)

Councillor Carter CK
Councillor Mrs Cully
Councillor Edgar
Councillor Foster-Reed
Councillor Henshaw

Councillor Mrs Hook
Councillor Hylands
Councillor Mrs Morgan
Councillor Murphy
Councillor Mrs Wright

FIRE PRECAUTIONS

(To be read from the Chair if members of the public are present)

In the event of the fire alarm sounding, please leave the room immediately. Proceed downstairs by way of the main stairs or as directed by GBC staff, follow any of the emergency exit signs. People with disability or mobility issues please identify yourself to GBC staff who will assist in your evacuation of the building.

IMPORTANT NOTICE:

- If you are in a wheelchair or have difficulty in walking and require access to the Committee Room on the First Floor of the Town Hall for this meeting, assistance can be provided by Town Hall staff on request

If you require any of the services detailed above please ring the Direct Line for the Democratic Services Officer listed on the Summons (first page).

NOTE:

- i. Councillors are requested to note that, if any Councillor who is not a Member of the Board wishes to speak at the Board meeting, then the Borough Solicitor is required to receive not less than 24 hours prior notice in writing or electronically and such notice shall indicate the agenda item or items on which the member wishes to speak.
- ii. Please note that mobile phones should be switched off for the duration of the meeting.

AGENDA

PART A ITEMS

1. APOLOGIES FOR NON-ATTENDANCE

2. DECLARATIONS OF INTEREST

All Members present are required to declare, at this point in the meeting or as soon as possible thereafter, any disclosable pecuniary interest in any item(s) being considered at this meeting.

3. MINUTES OF THE MEETING OF THE COMMUNITY BOARD
HELD ON 07 OCTOBER 2013.

4. DEPUTATIONS – STANDING ORDER 3.5

(NOTE: The Board is required to receive a deputation(s) on a matter which is before the meeting of the Board provided that notice of the intended deputation and its object shall have been received by the Borough Solicitor by 12 noon on Thursday, 21 November 2013. The total time for deputations in favour and against a proposal shall not exceed 10 minutes).

5. PUBLIC QUESTIONS – STANDING ORDER 3.6

(NOTE: The Board is required to allow a total of 15 minutes for questions from Members of the public on matters within the terms of reference of the Board provided that notice of such Question(s) shall have been submitted to the Borough Solicitor by 12 noon on Thursday, 21 November 2013).

6. PROJECT INTEGRA CONSTITUTION JOINT MUNICIPAL
WASTE MANAGEMENT STRATEGY AND DRAFT ACTION
PLAN 2013-2016

Part II
Contact:
Stevyn Ricketts
Ext 5282

The purpose of this report is to seek approval for the adoption of the amended Project Integra Constitution, refreshed Project Integra Joint Municipal Waste Management Strategy (JMWMS) and the Project Integra Draft Action 2013 - 2016 for the Partnership. Approval is sought in accordance with the Project Integra Constitution.

7. ALLOCATIONS POLICY REVIEW

To seek approval of the inclusion of local qualification criteria and other proposed revisions detailed in the body of the report to the Scheme of Allocation.

Part II
Contact: Charles
Harman /
Corinne
Waterfield
Ext 5287/5372

8. D DAY MEMORIAL – 70th ANNIVERSARY

Part II

To advise Community Board of the proposed memorials at Stokes Bay commemorating the 70th Anniversary of D Day.

Contact:
Linda Edwards
Ext 5400

9. ANY OTHER ITEMS

-which the Chairman determines should be considered, by reason of special circumstances, as a matter of urgency.

AGENDA ITEM NO 06

Board/Committee:	Community Board
Date of Meeting:	25 th November 2013
Title:	Project Integra Constitution, Joint Municipal Waste Management Strategy and Draft Action Plan 2013-2016
Author:	Chief Executive
Status:	FOR DECISION

Purpose

The purpose of this report is to seek approval for the adoption of the amended Project Integra Constitution, refreshed Project Integra Joint Municipal Waste Management Strategy (JMWMS) and the Project Integra Draft Action 2013 - 2016 for the Partnership. Approval is sought in accordance with the Project Integra Constitution.

Recommendation

The Board approves the adoption of the:

- a) Project Integra Constitution
- b) Project Integra Joint Municipal Waste Management Strategy
- c) Project Integra Draft Action Plan 2013 - 2016

1.0 Background

- 1.1 During the past 12 months Project Integra (PI) has concluded its "Fit for Purpose" review. This resulted in the requirement to amend the Constitution having revised the meetings schedule; and to refresh the JMWMS in order to give strategic direction for the operational elements of the partnership.
- 1.2 To implement the requirements of the JMWMS a Draft Action Plan is prepared annually by Strategy Officers and presented for agreement to the Project Integra Strategic Board (PISB). Once approved by the PISB the Action Plan is then presented for approval by each authority.
- 1.3 Authorities may approve the Draft Action Plan unreservedly or may approve it subject to a reservation in respect of any particular matter that it has concerns with. Where approval is given subject to such reservation, the Partner Authority's voting Member is not entitled to vote on the matter in question when it is subsequently considered by the Board, and any resolution of the Board on the matter in question does not bind that Partner Authority.

2.0 Report

- 2.1 A workshop was held in September 2012 to consider progress on the refresh of the Joint Municipal Waste Management Strategy (JMWMS), where the objectives and operational focus for the Partnership were reviewed and actions for 2013/14 considered.
- 2.2 On 22 November 2012 the Project Integra Strategic Board (PISB) agreed and approved the amendments to the Constitution and the refreshed JMWMS. The constitution changes agreed were the change in post title of Project Integra Executive to Head of Project Integra, the removal of a Project Integra Scrutiny Panel and clarification of authority membership representatives.
- 2.3 The actions resulting from the JMWMS have been incorporated in to the PI Draft Action Plan which is a 3 year rolling plan in recognition of the fact that some actions will take longer than a year to complete, however most detail is for 2013/14.
- 2.4 The PI Draft Action Plan was presented to PISB in March 2013 and agreed and approved for adoption by individual authorities.
- 2.5 Key Actions identify those responsible for delivering the tasks and resources that will be utilized to achieve the outcome. Of those listed only 2 refer to direct input from Officers from Gosport, whose level of commitment can be determined at the time of implementation. The other actions rely on Head of Project Integra and budget to which Gosport contributes. Therefore the Action Plan is not labour intensive for Officers or dependent on further financial support.

3.0 Risk Assessment

- 3.1 It is a requirement of the Project Integra Constitution that each Local Authority within the partnership adopts the Action Plan. Without Board approval the Council would be at risk of loss of benefits of the wider membership of Project Integra.

4.0 Conclusion

- 4.1 It was agreed by all authorities present at the Project Integra Strategic Board held on 22 November 2012 to adopt the Constitution and Joint Municipal Waste Management Strategy: followed on 21 March 2013 by the adoption of the Draft Action Plan 2013 – 2016.

Financial Services comments:	Project Integra is funded by contributions from the partner authorities. These are based on population and are divided into amounts for the costs of the Executive functions and Recycle for Hampshire promotional and educational activities, along with a contribution for the operation of the Materials Analysis Facility. Gosport's contribution for 2013/14 is £20,340 which is provided for within the Council's budget.
Legal Services comments:	
Crime and Disorder:	
Equality and Diversity:	
Service Improvement Plan implications:	Outcomes of the Key Actions which require significant input to and/or implementation of activities in Gosport will be included in the Service Improvement Plan as required.
Corporate Plan:	
Risk Assessment:	Refer to 3.1
Background papers:	None
Appendices/Enclosures:	Appendix A - Project Integra Constitution Appendix B – Project Integra Joint Municipal Waste Management Strategy Appendix C - Project Integra Draft Action Plan 2013 - 2016
Report author/ Lead Officer:	Angela Benneworth (5548)

PROJECT INTEGRA STRATEGIC BOARD

CONSTITUTION

1. BACKGROUND

- 1.1. The partner authorities have been widely acknowledged for their cooperation since 1995 on an integrated waste management partnership programme, known as Project Integra. This has resulted in impressive facilities, generally high recycling performance, high diversion from landfill and a contribution to the fundamental shift in thinking from waste to resource management.
- 1.2. In order to further this agenda, in 2001 the partner authorities set up a Joint Committee (the Project Integra Management Board) in order to increase clarity, accountability and respond in a more effective and coordinated way to new challenges.
- 1.3. The effectiveness of the Board was reviewed during 2005/6 in parallel with the development of a Joint Municipal Waste Management Strategy (JMWMS). To underline its strategic, rather than operational role, the Board became known as the Project Integra Strategic Board.
- 1.4. Further changes, including scrutiny being undertaken by authorities individually rather than through a joint scrutiny committee, were agreed following a review of the partnership and a refresh of the JMWMS, concluded in 2012.
- 1.5. This revised Constitution for the Project Integra Strategic Board complements the JMWMS as one of three core documents underpinning the partnership. The third document is the rolling three year Action Plan, updated annually in accordance with this Constitution.
- 1.6. The JMWMS sets out the long term strategic aims of the partners. The Action Plan sets out priorities and how strategic aims will be delivered in the short to medium term. The Constitution sets out how decisions are made, scrutinised and supported.
- 1.7. For the purposes of the Constitution the parties comprise:
 - ❑ Basingstoke & Deane Borough Council
 - ❑ East Hampshire District Council
 - ❑ Eastleigh Borough Council
 - ❑ Fareham Borough Council
 - ❑ Gosport Borough Council
 - ❑ Hampshire County Council
 - ❑ Hampshire Waste Services Ltd (a registered subsidiary of Veolia Environmental Services (UK) Plc)
 - ❑ Hart District Council
 - ❑ Havant Borough Council
 - ❑ New Forest District Council

- ❑ Portsmouth City Council
- ❑ Rushmoor Borough Council
- ❑ Southampton City Council
- ❑ Test Valley Borough Council
- ❑ Winchester City Council

2. PURPOSE

- 2.1. The purpose of this Constitution is to set out in clear terms how the Project Integra Strategic Board operates and how decisions are made. It also sets out the role of the Project Integra Executive.
- 2.2. The Constitution may be amended from time to time, where all Partner Authorities and HWS agree such amendments. The Board may propose amendments for consideration and approval in its Draft Action Plan.

3. DEFINITIONS

“Annual General Meeting” means the annual meeting referred to in Paragraph 10.1.

“Approved Action Plan” has the meaning given in Paragraph 13.3.

“Board” means the Project Integra Strategic Board.

“Board Member” means a person appointed to the Board under Paragraph 8.1.

“Chairman” means the Board Member appointed as Chairman further to Paragraph 10.2.

“Deputy” means a person appointed as a deputy member of the Board further to Paragraph 8.4.

“Draft Action Plan” has the meaning given in Paragraph 13.2.

“Head of Project Integra” means the person designated under Paragraph 15.1.

“Functions” means the functions of the Board set out in Paragraph 6.

“HWS” means Hampshire Waste Services Limited (a registered subsidiary of Veolia Environmental Services (UK) Plc.

“Joint Municipal Waste Management Strategy (JMWMS)” means the current Strategy of that name as formally agreed and adopted by the Partner Authorities and submitted to DEFRA.

“Legal Adviser” means the legal adviser of Hampshire County Council or of another Partner Authority as the Board may from time to time agree shall advise it.

“Memorandum of Understanding” means the Memorandum of Understanding between WCAs and WDA agreed in 1997 and clarifying the responsibilities and obligations of the WCAs and WDA in Project Integra, including all matters relevant to the WCA/WDA interface.

“More from Less” is the title of a stakeholder document produced in 2005. It can be downloaded from: <http://www3.hants.gov.uk/morefromless.pdf>

“Objectives” means the objectives of the Board set out in Paragraph 5.

“Partner Authorities” means the local authorities set out in Paragraph 1.6.

“Partner Authority’s Executive” means the Cabinet or other main executive body within the authority or the Chairman of the Committee or Board with responsibility for waste management.

“Project Integra” means Hampshire’s integrated waste management partnership.

“Project Integra Executive” means the executive structure set up to support the Board and the partnership.

“Recovery Economy” means an economy that uses and recovers material and energy resources in the most sustainable and efficient manner, with particular regard to minimising carbon emissions.

“Role of the Board Member” is as specified in Paragraph 9.

“Special Meeting” means a meeting convened under Paragraph 11.

“Standing Deputy Chairman” means the Hampshire County Council Board Member designated in accordance with Paragraph 10.4.

“Supplementary Document to the Constitution” means a document as described and approved in accordance with Paragraph 16.

“Vice-Chairman” means the Board Member appointed as Vice-Chairman further to Paragraph 10.2.

“Voting Member” means any Board Member other than that appointed by HWS.

4. VISION

In the period to 2023 Hampshire will manage the effectiveness of its sustainable material resources system to maximise efficient re-use and recycling of material resources and minimise the need for disposal in accordance with the national waste hierarchy.

5. AIMS & OBJECTIVES

The Objectives of the Board mirror those in the JMWMS as follows:

- 5.1. To deliver this overarching vision, the fundamental aim of Project Integra is to provide a long-term solution for dealing with Hampshire's household waste¹ in an environmentally sound, cost effective and reliable way. Success in achieving this depends on joint working between all the parties in the best interests of the community at large. Specifically, the aims of the Strategic Board are:

¹ As defined in the Controlled Waste (England and Wales) Regulations 2012

- 5.2. To deliver the relevant municipal waste and recycling elements of the Material Resources Strategy as set out in the stakeholder document 'More from Less';
- 5.3. Win the support and understanding of the wider public, leading to a change in behaviour towards material resources;
- 5.4. Make access to recycling and related facilities a positive experience for residents and businesses by improving the coverage of kerbside collection systems, implementing further material recovery streams and continuous improvement of services;
- 5.5. Sustain recent reductions in the growth of household waste;
- 5.6. Improve the understanding of, and promote waste avoidance and minimisation;
- 5.7. Maximise value for money by considering the system as a whole through delivery of an integrated waste management process;
- 5.8. To provide suitable and sufficient processing facilities for existing and new material streams;
- 5.9. Secure flexible, sustainable and ethical markets for recovered materials and products;
- 5.10. Ensure each partner clearly understands its roles and responsibility for delivery in accordance with the Memorandum of Understanding;
- 5.11. Meet the statutory obligations but at the same time maintain Hampshire at the forefront of the waste to resources agenda;
- 5.12. Incorporate commercial and trade waste where possible to improve efficiency of waste management systems, including those for municipal waste; and
- 5.13. Improve the efficiency and effectiveness of services through collaboration with neighbouring authorities.

6. FUNCTIONS

The functions of the Board are as follows:

- 6.1. To develop a strategic policy framework within which the Partner Authorities can each discharge their functions as waste disposal authority or waste collection authority (as the case may be) and as set out in the Joint Municipal Waste Management Strategy and in other ways so as to achieve the Objectives.
- 6.2. To produce, for consideration and approval of the Partner Authorities, the Draft Action Plan and associated budget, and to implement the Approved Action Plan.
- 6.3. To discharge, on behalf of the Partner Authorities, their functions in respect of the making of arrangements for the recycling of waste, where such arrangements:
 - (a) Affect two or more of the Partner Authorities; and

- (b) Have been authorised by all of the Partner Authorities by being specifically referred to in the Approved Action Plan.

- 6.4. To influence, advise and lobby government and other agencies, both nationally and internationally, where to do so is consistent with the Objectives.
- 6.5. To commission and promote research into matters relevant to the Objectives.
- 6.6. To develop proposals for the future development of Project Integra (to be included for consideration in the Draft Action Plan). Such proposals may include the creation of separate entities to undertake particular lines of activity, such as the commissioning of research, public awareness or behavioural change campaigns and the provision of training and consultancy services.
- 6.7. To develop proposals on how the Partner Authorities can discharge their functions in the field of resource management, promote a recovery economy, improve economic, social and environmental wellbeing in Hampshire and contribute to the achievement of sustainable development.
- 6.8. To promote opportunities for joint working, collaboration, efficiencies and economies of scale at an operational or management level between the Partner Authorities and with other authorities inside and outside Hampshire.
- 6.9. To carry out such other activities calculated to facilitate, or which are conducive or incidental to the discharge of the Board's Functions in implementing the Approved Action Plan.

7. NAME AND LEGAL STATUS

- 7.1. The Board is a joint committee constituted by the Partner Authorities under Section 101(5) and 102(1) of the Local Government Act 1972. Its name is the "Project Integra Strategic Board". Meetings of the Board are subject to the provisions of the Local Government Act 1972, including provisions on access to information and meetings being held in public.
- 7.2. The area within which the Board is to exercise its authority is the administrative county of Hampshire together with the unitary authority areas of Portsmouth and Southampton.

8. COMPOSITION OF THE BOARD

- 8.1. The Board shall comprise 15 Members, being one Member appointed by each Partner Authority, and one co-opted Member representing HWS.
- 8.2. Each Partner Authority shall ensure that its appointed Board Member is a member of their executive, except where the Authority concerned:
 - (a) has adopted a Mayor and council manager executive, in which case the Board Member may be the council manager or other officer, or
 - (b) has adopted the Committee model. In this case, the Partner Authority shall ensure that the appointed Board Member has the skills and qualities

required to fulfil the strategic nature of the role and has the authority to speak on behalf of the Partner Authority.

- 8.3. The representative of HWS shall be the Managing Director of Hampshire Waste Services Limited, with the skills and qualities required to fulfil the role of the Board Member.
- 8.4. Partner Authorities, and HWS, may each appoint another named person to act as a Deputy for their appointed Board Member. Where the appointed Board Member is unable to attend a meeting, a suitable Deputy may attend and carry out their responsibilities, including, in the case of a Voting Member, voting in their absence.
- 8.5. The term of office of a Board Member and any Deputy shall be determined by the appointing partner authority, provided that for the duration of that period they remain a person who is capable of being appointed to the Board in accordance with Paragraphs 8.2 and 8.4 or, where appropriate, Paragraph 8.3 above. Partner Authorities and HWS may change their appointed Board Member or Deputy at any time provided that written notice of any such change is provided to the Head of Project Integra, taking effect upon receipt.

9. ROLE OF THE BOARD MEMBER

The responsibilities of a Board Member are as follows:

- 9.1. To be committed to, and act as a champion for, the achievement of the objectives both within their own authority and in other arenas.
- 9.2. To be a good ambassador for the Board and for Project Integra.
- 9.3. To attend Board meetings, vote on items of business and make a positive contribution to the achievement of the Objectives.
- 9.4. To remain acquainted with emerging technologies and processes in the area of waste/resource management.
- 9.5. To act as an advocate for the Board in seeking the approval of their Partner Authority to the Draft Action Plan.

10. MEETINGS

- 10.1. The Board shall meet three times a year. The venue for meetings shall be determined by the Board. The Board shall hold an Annual General Meeting annually on one of the meeting dates.
- 10.2. The Chairman and Vice-Chairman of the Board shall be appointed at the Annual General Meeting. Appointments take effect until the next Annual General Meeting. In the absence of the Chairman for any reason the responsibilities of the Chairman shall be discharged by the Vice-Chairman. A Chairman or Vice-Chairman may be re-elected to serve for another period of one year if that is the wish of the majority of the Board but should not normally serve in the same role for more than two consecutive years.

- 10.3. If the Chairman is for any reason unable to continue in the role, the Vice-Chairman shall automatically assume the role of Chairman until the next routine or Special Meeting of the Board, where a new Chairman shall be appointed.
- 10.4. Unless the Hampshire County Council Member is elected Chairman or Vice-Chairman in accordance with Paragraph 10.2 above, the Hampshire County Council Board Member shall assume or resume the role of ex-officio Standing Deputy Chairman. The purpose of the position is to:
- (i) provide assistance and advice to the Chairman and Vice-Chairman in the preparation of meeting agendas and other member events or communications; and
 - (ii) ensure the Hampshire County Council Member is fully informed of strategies and policies being formulated for consideration by the Strategic Board.

The role reflects the unique responsibility of Hampshire County Council within the partnership. In all other respects the role is the same as other Voting Members.

- 10.5. A printed copy of the summons and agenda for each meeting and the minutes of the previous meeting, shall be despatched by the Head of Project Integra at least fourteen days before such meeting to each Board Member. The summons shall contain notice of all business, except urgent business, which is in the ordinary course or by direction of the Chairman or Head of Project Integra required to be brought before the Board.
- 10.6. If within ten minutes of the appointed time for the commencement of the meeting a quorum (that is four Voting Members) is not present, the meeting shall be dissolved. Any business not disposed of shall be considered at the next meeting.
- 10.7. The Chairman may invite any person to attend a meeting of the Board for the purpose of making a presentation, or participating in discussion, on any item relevant to the Board's Functions, where that person is able to provide a professional or commercial viewpoint, which the Chairman considers would be of assistance to the Board.
- 10.8. All decisions of the Board will be notified in writing to Board Members and Deputies within five working days of the Board meeting.

11. SPECIAL MEETINGS

- 11.1. The Chairman may summon a Special Meeting of the Board at any time.
- 11.2. A Special Meeting shall also be summoned on the requisition in writing of not less than four Voting Members, which requisition shall be delivered to the Head of Project Integra and shall specify the business to be considered at the Special Meeting.
- 11.3. The Head of Project Integra shall arrange for any Special Meeting to be held in accordance with the timetable in Paragraph 10.5 above.

12. DECISION MAKING

- 12.1. Voting Members shall be entitled to a vote on items of business considered by the Board (the Board Member appointed by HWS, as a co-opted member, is not permitted to vote by virtue of Section 13(1) of the Local Government and Housing Act 1989).
- 12.2. Subject to Paragraphs 12.4 and 13.3 below, every question shall be determined by the voices of those Voting Members present, provided that if there is a Voting Member who indicates dissent to this procedure then a vote by a show of hands shall take place. A simple majority shall be required.
- 12.3. In the event of there being an equal number of votes for and against a particular proposition, the Chairman shall have a casting vote.
- 12.4. Where the effect of a particular proposition, if adopted by the Board, would be to give rise to contractual or financial implications for any Partner Authority, then in addition to the normal requirement for a simple majority of votes, the vote of the Member appointed by that Partner Authority, in favour of the proposition, shall be required. Where a particular proposition does not have the support of the Members appointed by all Partner Authorities so affected, the proposition cannot be adopted by the Board.
- 12.5. Where the effect of a decision of the Board is that the Partner Authorities, or any of them, shall enter into contractual arrangements, the Partner Authorities so affected shall delegate authority to complete the contractual documentation on their behalf (subject to Paragraph 12.6 below) to the lead Partner Authority further to Section 101 Local Government Act 1972.
- 12.6. Where, further to a resolution of the Board, contractual arrangements are entered into by one of the Partner Authorities, as lead authority on behalf of itself and other authorities, the Partner Authorities so affected shall complete a legal agreement setting out the basis on which risks and liabilities are apportioned between them.

13. ACTION PLAN

- 13.1. At its Annual General Meeting, the Board shall consider and approve the Draft Action Plan.
- 13.2. The Draft Action Plan shall set out the strategy for the achievement of the Objectives over a rolling three year period. It will specify the activities to be undertaken in support of that strategy, together with the resources required and responsibilities for each activity.
- 13.3. The Draft Action Plan shall be considered by each of the Partner Authorities with a view to giving it their approval. On being approved by all of the Partner Authorities, the Draft Action Plan shall become the Approved Action Plan. A Partner Authority may approve the Draft Action Plan subject to a reservation in respect of any particular matter that it has concerns with. Where approval is given subject to such reservation, the Partner Authority's Voting Member is not entitled to vote on the matter in question when it is subsequently considered by the Board, and any resolution of the Board on the matter in question does not bind that Partner Authority.

- 13.4. The Board may consider and propose a draft amendment to the Approved Action Plan, where necessary to accommodate unforeseen circumstances, which have arisen which would assist the Board in achieving the Objectives. Any proposed amendment, which is agreed by the Board, shall then be submitted to the Partner Authorities for approval. On being approved by all the Partner Authorities, the amendment is then incorporated in the Approved Action Plan.

14. DELEGATION TO SUB-COMMITTEES AND OFFICERS

- 14.1. The Board may arrange for any of its functions to be discharged by a sub-committee or by an officer of one of the Partner Authorities, provided that any such arrangements do not include delegation of matters falling within the scope of Paragraph 12.4 above or Paragraph 16 below, which shall remain the sole responsibility of the Board.
- 14.2. The Board may appoint working groups of Members and officers to consider specific matters referred and report back to the Board.

15. EXECUTIVE OFFICER AND PROFESSIONAL SUPPORT

- 15.1. The Board shall designate a named person to fulfil the function of Head of Project Integra. The responsibilities of the Head of Project Integra shall be set out in a job description approved by the Board as a Supplementary Document to the Constitution. In respect of the business of the Board, its sub-committees and working groups the role shall include:
- (a) To make all necessary arrangements for the convening of meetings.
 - (b) To provide, or, where necessary, procure the provision of, all necessary advice on the technical, legal and financial implications of matters under consideration.
 - (c) To bring attention to relevant matters which merit consideration.
 - (d) To take and maintain minutes of meetings, and ensure that business at meetings is conducted in accordance with legal and constitutional requirements.
 - (e) To be responsible for communications with other agencies, including the media.
 - (f) To manage and co-ordinate the day-to-day affairs of the Board and its administrative support.
- 15.2. The Board shall obtain legal, financial and other professional advice as required.
- 15.3. The business address for all communications relating to the administration of the Board's affairs shall be determined by the Board.

16. SUPPLEMENTARY DOCUMENTS TO THE CONSTITUTION

- 16.1. Supplementary Documents to the Constitution (SDCs) set out agreements such as operational protocols, financial arrangements or specifications that the Board have agreed to apply either generally or under specified circumstances.
- 16.2. The Board may from time to time consider amending, deleting or adding to the Supplementary Documents and may, subject to Paragraphs 12.4 above and 16.3 below, approve such changes without the need to refer to each authority for individual approval.
- 16.3. Nothing in this Constitution shall empower or permit the Board to override contractual or legal arrangements agreed between partner authorities or between one or more partner authorities and third parties.

17. URGENT MATTERS

- 17.1. Subject to Paragraph 15.2, this Paragraph applies where the best interests of the Board require that action should be taken, or a decision made, on a matter which would normally fall to be considered by the Board in the exercise of its functions, but where such best interests would be compromised by the action, or decision, being deferred until the next meeting of the Board. In such cases the Head of Project Integra is authorised to take such action or decision, following consultation with the Legal Adviser, Chairman and Vice-Chairman. Any such action taken shall be reported to the next meeting of the Board.
- 17.2. Paragraph 17.1 does not apply to decisions falling within the scope of Paragraph 12.4 or 16.2.

18. CONDUCT AND EXPENSES OF MEMBERS

- 18.1. All Board Members shall observe at all times the provisions of the code of conduct, adopted by their Partner Authority under Section 51 of the Local Government Act 2000. In the meantime, Members are required to observe the provisions of any existing code of conduct adopted by their Partner Authority or, where none exists, the National Code of Local Government Conduct.
- 18.2. Except as outlined in Paragraph 18.3 below, each Partner Authority shall be responsible for meeting any expenses to which any Board Member appointed by them, as their representative is entitled as a result of their attendance at duly authorised meetings. HWS are responsible for meeting any expenses incurred by their appointed representatives.
- 18.3. The Board shall meet appropriate expenses, properly incurred by the Board Chairman or Vice Chairman in relation to circumstances where they have represented the partnership rather than their individual authority. A summary of such expenditure shall be reported to meetings of the Board.

19. LIABILITIES OF BOARD MEMBERS

- 19.1. Board Members have the same responsibilities and liabilities as those which apply when sitting on other committees and bodies as appointed representative on behalf of their authority. Where contractual arrangements are authorised by the Board, any liabilities arising under those arrangements will rest with the constituent

Partner Authorities who are parties to those contractual arrangements. Indemnification for any liabilities, which do arise, is a matter between the Board Member and their Partner Authority. It is noted that under Section 101 of the Local Government Act 2000, the Secretary of State may by order make provision conferring power to local authorities to provide indemnities to some or all of their members and officers.

20. PRESS AND PUBLIC RELATIONS

- 20.1. The Board shall have power to issue such press releases and carry out such further publicity as it deems necessary for the furtherance of the Objectives, including the dissemination of information relating to the functions and workings of the Board, and any action taken or proposed to be taken for the benefit of the residents of Hampshire and other stakeholders.

Dated November 2012

Project Integra

Hampshire Joint Municipal
Waste Management Strategy

Refresh of Core Strategy

November 2012



1. Introduction

1.1 Context

Hampshire has been widely acknowledged for its partnership working on waste, its impressive integrated waste management facilities, relatively high performance and contribution to shifting fundamental thinking from waste to **resource management**.

While Hampshire remains in a good position in relation to most other areas of the UK, it still has a more to do to improve performance to consistently high levels across the whole area, to optimise costs and to achieve this while working to high and consistent level of public satisfaction.

Hampshire also continues to aspire to put into practice the concept of Material Resource Management as embodied in the Hampshire stakeholder document '*More from Less*'¹ and this still continues to have fundamental implications for the way we organise services in the future.

As a way for the 14 waste authorities in Hampshire to deliver this agenda, Project Integra² has refreshed its **2006 Joint Municipal Waste Management Strategy (JMWMS)** in order to provide strategic direction for its operational work, the basis for its annual action plans and indeed for each partner authority to be able to deliver its services against a common strategy framework.

The refreshed strategy covers the period 2013-2023, with a focus on the next five years and potential for further review after that, depending on circumstances at that time.

The revised Waste Framework Directive (2008/98/EC) sets targets for Member States to achieve 50% recycling of municipal waste by 2020. In England government recycling targets for local authorities have ended and the Review of Waste Policies (2011) indicates that England is expected to achieve this target as a result of existing policies. There are therefore, no recycling targets set out in the refreshed strategy.

1.2 Project Integra Strategic Board (PISB) Decisions

At the PISB meeting on 12 Jan 2012 the following Decision was made:

That the operational focus for PI activities was one of working to reduce costs across the whole system through:

- waste prevention (environmentally sound, cost efficiency)
- recycling and performance improvements - for instance through reducing contamination, increasing capture of materials, improving income for materials,

¹ <http://www3.hants.gov.uk/morefromless.pdf>

² The Project Integra partnership comprises the 11 Districts/Boroughs as Waste Collection Authorities (WCAs); Hampshire County Council as a Waste Disposal Authority (WDA); the 2 Unitary Authorities of Portsmouth & Southampton as both WCAs & WDAs; and Veolia Environmental Services (VES), the integrated waste management contractor.

- changing management arrangements (environmentally sound, cost efficiency)
- reducing landfill (environmentally sound, cost efficiency)
- training (cost efficiency)
- joint working between authorities (cost efficiency)

And, looking ahead together (long term solution & strategy, joint working).

At the PISB meeting on 1 March 2012 it was agreed to:

Refresh the JMWMS to provide a strategic direction of travel for waste management in Hampshire.

1.3 Definition of Waste

As its name implies the Joint Municipal Waste Management Strategy (2006) focused on ‘Municipal Waste’, a definition which covered all waste collected by the local authority, including some non municipal fractions such as construction and demolition waste.

Since then government has broadened the definition of municipal waste in order to harmonise with European definitions. A new term - Local Authority Collected Waste (LACW) - has been brought into use to describe all waste collected by the local authority, including non municipal fractions such as construction and demolition waste. From 2011 it is this term that is used in statistical publications which previously referred to municipal waste.

In refreshing this Strategy it was agreed that, for consistency with the 2006 Strategy the term municipal waste should be retained, but that in this context it would refer to Local Authority Collected Waste. However, it is worth noting that most Project Integra actions focus on household waste, namely waste produced on domestic property.

1.4 How this Strategy was Developed

This strategy has been developed in the context of Hampshire’s Material Resources Strategy, Best Value requirements and in conjunction with the land-use policy framework for waste (i.e. the Draft Hampshire Minerals and Waste Development Plan (September 2012).

Adoption of the original strategy in 2006 followed a significant process of consultation and environmental assessment. The core strategy remains valid, as does much of its content, but needs “refreshing” to take account of policy, legislative and financial changes that have occurred since 2006, as well as updating the drivers for change and the challenge ahead for the period of the new plan.

It is not considered necessary to repeat the extensive processes of the 2006 strategy given the relatively minor changes to the content of this document.

1.5 Format of this Strategy

The Hampshire JMWMS still comprises three key documents:

- Part 1: Core Strategy (i.e. this ‘refreshed’ document). This sets out the strategic direction of municipal waste management in Hampshire over the period up to 2023. It includes a policy framework and supporting actions, which have been crafted to ensure delivery of the overall waste management vision.

- Part 2: Supporting Technical Document. This sets out a range of (unchanged) detailed information that supports the content of Part 1; and

- Part 3: Strategic Environmental Assessment ‘*Environmental Report*’. The JMWMS is required by statute to be assessed against (and shaped by) a range of sustainability criteria. This (unchanged) document explains how this process was carried out and reports on the results of the appraisal process.

As part of the refresh of the JMWMS, the structure of the core strategy has been reordered to reflect PI’s focus on the three key issues of:

- Customer Focus
- Value for Money
- Environmental Sustainability

2. Drivers for Change and the Challenge Ahead

2.1 The Current Municipal Waste Picture In Hampshire

2.1.1 How much Municipal Waste is Generated in Hampshire?

The amount (arising) of municipal waste have reduced over the 5 years since the 2006 strategy was adopted – both in terms of total arisings and arising per household or person – as illustrated in Table 1 below.

This is a trend that has been seen at a national as well as local level and results from a combination of the effects of waste prevention initiatives and reduced consumption as a result of the recession.

Table 1: Total municipal waste arisings in Hampshire, Portsmouth and Southampton: 2005/06 compared to 2010/11

		2005/06	2010/11	Change
Municipal waste collected	tonnes	878,667	839,230	-4%
Per household	Kg/hh/a	1300 (approx.)	1,120	
Per person	Kg/person/a	530 (approx)	485	

2.1.2 How is Municipal Waste Currently Managed?

The waste collection systems in Hampshire vary between the collection authorities. However all households receive a kerbside collection for dry mixed recyclables (paper & card, plastic bottles, cans, tins and aerosols). Most receive garden waste collections

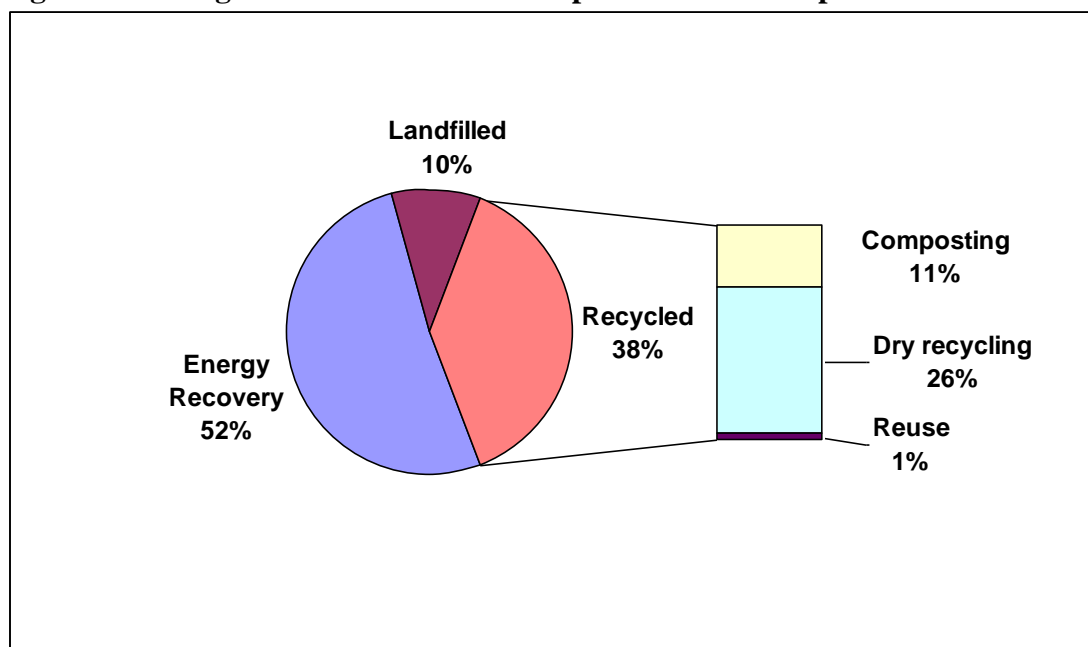
and many receive glass collections.

In addition an extensive network of 26 Household Waste Recycling Centres (HWRCs) and around 750 bring sites provide facilities for households to deposit recyclables and/or waste.

Recyclable materials collected at the kerbside are sorted in two Materials Recovery Facilities (MRFs) and all residual waste collected at the kerbside is sent for energy recovery at three Energy Recovery Facilities (ERFs). Two windrow composting facilities handle the majority of the garden waste received at the HWRCs and collected by WCA's, turning it into ProGrow soil improver.

Figure 1 illustrates the management routes for all municipal waste in Hampshire in 2010/11.

Figure 1: Management Routes for Municipal Waste in Hampshire 2010/11.



2.2 New Drivers for Change

The slowdown in growth of waste arisings compared to the projections made in the 2006 Strategy is particularly significant and has obviated the need for significant new municipal waste disposal infrastructure within Hampshire, although some new facilities may be required to enable continued diversion of waste from landfill and to reflect development of new waste treatment technologies.

The trend in waste and resource management towards treating waste as a commodity, enabling it to be considered as a resource rather than a liability will drive the trend towards greater control of material resources by local authorities.

Some critical material resources are becoming increasingly scarce, such as the ‘speciality’ metals vital for a range of high-tech applications and green technologies, giving a greater importance and value to recycling end-of-life products.

Energy is also an increasingly valuable commodity and energy from waste helps meet national targets for energy from renewable sources and resilience in energy supply.

The revised Waste Framework Directive and national policy has increased the importance of treating waste more as a resource in accordance with the waste hierarchy and as far up the hierarchy as possible.

Legislative, fiscal and regulatory changes that influence both producer and consumer responsibilities nationally and locally.

Locally the Hampshire Minerals and Waste Plan sets out a spatial framework for the capacity and location of waste facilities required to deal with all waste streams in Hampshire in the period to 2030, and an emphasis on minimising landfill.

This is a time of significant change for local authorities, brought about by pressures to make efficiencies and savings through greater collaboration and sharing services across authorities and with other public sector organisations.

The review of Project Integra completed in 2012 has focused attention on a range of activities aimed at reducing costs across the whole waste and resource management process.

Landfilling of waste continues to be the least preferable option in environmental terms and is further discouraged by Landfill Tax which will escalate annually to a ‘floor’ of £80 per tonne in 2014-15. This tax, on top of the normal gate fee, means that recycling and energy recovery technologies have now become more economic to install and operate than landfill.

3. Strategic Options for the Future Management of Municipal Waste in Hampshire

- 3.1** The evaluation of options undertaken in the 2006 JMWMS identified ‘Option 5’ as the preferred approach (see Appendix 1).

Authorities within the Partnership have made significant progress in implementing this approach, consider it remains fit for purpose, and as a result there are no proposals for radical change to it in the short term.

4. Vision and Aims

- 4.1** **Overarching Vision**

In the context of managing municipal waste in Hampshire, the overarching vision for this Joint Municipal Waste Management Strategy is as follows:

In period to 2023 Hampshire will manage the effectiveness of its sustainable material resources system to maximise efficient re-use and recycling of material resources and minimise the need for disposal in accordance with the national waste hierarchy.

4.2 Aims

To deliver this overarching vision, the fundamental aim of Project Integra is to provide a sustainable solution for dealing with Hampshire's household waste materials³ in an environmentally sound, cost effective and reliable way. Success in achieving this depends on joint working between all the parties in the best interests of our communities.

Specifically, the aims of this JMWMS are:

- To deliver the relevant municipal elements of the Material Resources Strategy as set out in the stakeholder document 'More from Less';
- Earn the support and understanding of the wider public, including businesses, leading to a change in behaviour towards material resources;
- Make access to recycling and related facilities and services a positive experience for resident and small businesses by improving the coverage of kerbside collection systems, implementing further material recovery streams and continuous improvement of services;
- Sustain recent reductions in the growth of household waste;
- Maximise value for money by considering the system as a whole through delivery of an integrated waste and resource management process;
- To provide suitable and sufficient processing facilities for existing and new material streams; including the consideration of funding structures other than traditional project finance in order to deliver better value for money.
- Secure flexible, sustainable and ethical markets for recovered materials and products;
- Ensure each partner clearly understands its roles and responsibility for delivery in accordance with the Memorandum of Understanding;
- Meet the statutory obligations but at the same time maintain Hampshire at the forefront of the waste to resources agenda;
- Incorporate commercial and trade waste, including recycle, where possible to improve efficiency of waste and resource management systems, including those for municipal waste; and

³ As defined in the Controlled Waste (England and Wales) Regulations 2012

- Improve the efficiency and effectiveness of services through collaboration with neighbouring authorities, including those of the SE7 authorities⁴.

5. Framework of Key Objectives and Supporting Actions

5.1 Introduction

This section sets out the key objectives against which Project Integra can formulate its supporting actions and Annual Action Plan.

5.2 Key Objectives

Project Integra will be guided by three overriding objectives:

- **Customer Focus;**
- **Value for Money; and**
- **Sustainability**

5.2.1 Customer Focus

Objective 1

Project Integra partners are committed to placing a high priority on maintaining and enhancing high customer satisfaction in providing a waste and resource management service to the residents of Hampshire.

Supporting Action 1: Project Integra partners will maintain consistent and high standards of waste services across Hampshire, based on customer feedback and satisfaction surveys.

5.2.2 Value For Money

Objective 2

Project Integra partners will seek to ensure that the public, and where appropriate, businesses – particularly small and medium enterprises – are provided with an efficient waste management and recycling & reuse service that represents best practice and best value through bring banks, kerbside collections and across the HWRC network.

All waste services will be subject to continuous review and improvement of existing services and systems.

Supporting Action 2: Project Integra partners will continue to evaluate options to progressively extend and improve the efficiency of recycling & reuse collections to maximise the value of recycled & reused materials.

⁴ The 'South East 7' (SE7) are top-tier councils comprising East and West Sussex, Hampshire, Kent and Surrey, and the unitary councils of Brighton & Hove and Medway.

5.2.3 Sustainability

Objective 3

Project Integra partners will encourage the treatment of waste as close as reasonably possible to its source and at the highest level of the waste hierarchy as is economically practicable, minimising the cost of waste transport, and consistent with the principles of environmental sustainability and whole life cycle costs.

Supporting Action 3: Project Integra partners will give consideration to all appropriate alternative technologies to those currently employed as a means of maximising diversion from landfill, reducing CO₂ emissions and balancing cost efficiency and waste management services.

In order to achieve these overriding objectives, Project Integra partners will work to the following supporting objectives, based on the waste hierarchy:

5.2.4 Behavioural Change

Objective 4

Project Integra partners will challenge themselves, the wider community, including the private sector, and government by raising awareness and ownership of resource management issues to change society's attitude and behaviour towards maximising waste prevention, re-use and recycling in order to embed the waste hierarchy in our approach to waste management.

Supporting Action 4 : Project Integra partners will continue to encourage and strengthen partnerships with the community, voluntary (including Third Sector Organisations) and private sectors and investigate opportunities for external funding to generate practical, community based waste minimisation and reuse initiatives including the development and delivery of the Recycle for Hampshire communications and behavioural change programme and the schools education programme.

5.2.5 Waste Prevention and Reuse

Objective 5

Project Integra partners will continue to encourage waste prevention and re-use and work with others, including manufacturers and retailers, to sustain an average annual rate of waste growth below 0.5%.

Supporting Action 5: Project Integra partners will work with WRAP and other similar stakeholder agencies as well as private sector organisations and businesses involved in the supply chain operations that impact on local authorities in order to maximise waste prevention opportunities.

5.2.6 Waste Recycling and Composting

Objective 6

Project Integra partners will continue to encourage participation in recycling and composting, and consider the value of materials and whole system costs and implement appropriate measures to achieve these aims.

The HWRC network across Hampshire will continue to be developed in order to fulfil its role of providing convenient, innovative, and accessible reuse, recycling and composting services for the whole community.

Supporting Action 6: Project Integra partners will undertake regular waste analyses of reuse and recycling facilities (including the MRF performance process, bring banks, household collections and other collections e.g. bulky, commercial etc in order to provide baseline data on a sufficiently regular basis to measure the effectiveness and enable consistent comparison of waste recycling and minimisation initiatives.

Hampshire County Council, Portsmouth City Council and Southampton City Council will engage with the community to consider options aimed at improving the HWRC service provision across Hampshire, maximising value for money and helping service provision for SMEs. The management service contract will be retendered in 2015.

5.2.7 Waste Treatment and Disposal

Objective 7

Project Integra partners will seek treatment of remaining, non-recyclable waste to achieve their aim for zero waste to landfill and continuously monitor and measure their progress towards it.

Supporting Action 7: Consideration will be given to all appropriate alternative technologies to those currently employed such as anaerobic digestion, gasification, mechanical & biological treatment, pyrolysis and solid recovered fuel as a means of maximising diversion from landfill, reducing CO₂ emissions and balancing cost efficiency and waste management services.

5.1.8 Leading the Way

Objective 8

Project Integra will continue to develop its waste and resource management services through local and broader collaboration to ensure that:

- the value of material resources is maximised;
- markets are supplied with high quality materials
- material is recycled through flexible, sustainable and ethical markets.

Supporting Action 8: Project Integra partners will continue to explore innovative opportunities for both accessing and maximising value from waste and also for improving recycling and recovery performance.

5.2 Monitoring and Review

Project Integra will undertake monitoring of performance. Results will be reported to the Project Integra Strategic board as part of the Project Integra Action Plan.

The JMWMS will be reviewed after 5 years, or sooner if required.

Appendix 1

Option 5 as set out in JMWMS 2006

<p style="text-align: center;">5</p> <p>Enhanced MRS pattern activity i.e. enhanced collection / treatment methods with enhanced waste minimisation and commercial waste elements)</p>	<p><i>Collection</i> – Kerb-side collection of dry mixed recyclables, glass and textiles; promote home composting and the use of food digesters; introduce an incentivised scheme for kerb-side collection of green waste (i.e. charge for green waste collections) and facilitate the provision of enhanced waste electrical and electronic equipment (WEEE) 'bring' facilities at household waste recycling centres (HWRCs).</p> <p><i>Commercial Recycling</i> – Provide / facilitate collection and processing capacity to optimise the capture of recyclables from the commercial sector (recyclables that are similar in nature to those arising from the municipal waste stream).</p> <p><i>Waste Growth</i> – MRS and Regional Waste Strategy targets – reduce growth to 1%pa by 2010 and 0.5%pa by 2020.</p> <p><i>Treatment of Residual</i> – Thermal treatment (EfW) of at least 420 000 tonnes per annum with excess residual waste being sent to landfill in the short term and further treatment in the long term.</p> <p><i>Landfill</i> – Pre-process all household waste with residues only to landfill (and minimum organics to landfill).</p>
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Project Integra Draft Action Plan 2013 – 2016

1 Introduction

1.1 Following the conclusion of all elements of the Project Integra Review and the refresh of the Joint Municipal Waste Management Strategy this Action Plan sets out the:

- Proposed key actions for the Project Integra Partnership in 2013/14 with longer term actions through to 2015/16;
- Budget for the proposed activities and the contributions of each partner.

2 Purpose

2.1 To set out a Draft Action Plan for the Project Integra Partnership for 2013 – 2016 for consideration and approval by the Partner Authorities.

3 Approach

3.1 This Action Plan covers the collective actions of Project Integra partners to deliver the Joint Municipal Waste Management Strategy (JMWMS). Actions involving two or more Partner Authorities are included – actions by individual authorities are not.

The Action Plan is a 3 year rolling plan in recognition of the fact that some actions will take longer than a year to complete. However, most detail is for 2013/14.

The Action Plan is prepared annually by Strategy Officers and presented for agreement by the Project Integra Strategic Board (PISB) and then for approval by each authority.

3.2 A workshop was held in September 2012. As well as considering progress on the refresh of the JMWMS, the objectives and operational focus for the Partnership were reviewed and actions for 2013/14 considered. These have been used to develop this Draft Action Plan.

4 Partnership Objectives

4.1 The Project Integra Strategic Board is constituted as a Joint Committee of the 14 local authorities with responsibility for waste management in Hampshire, Portsmouth and Southampton. The long term waste disposal contractor Veolia Environmental Services (VES) is a non-voting member of the Partnership.

4.2 As part of the review the PISB reaffirmed Project Integra's overall

objective as follows:

To provide a sustainable solution for dealing with Hampshire's municipal waste¹ in an environmentally sound, cost effective and reliable way. Success in achieving this depends on joint working between all the parties in the best interests of our communities.

- 4.3 The PISB also agreed the operational focus for its activities through a number of work streams as follows.

Working to reduce costs across the whole system through:

1. communication and behaviour change
2. waste prevention including reuse
3. recycling and performance improvements - for instance through reducing contamination, increasing capture of materials, improving income for materials, changing management arrangements
4. reducing landfill
5. joint working arrangements and activities
6. improve efficiency and effectiveness of services through collaboration with neighbouring authorities including SE7.

- 4.4 Identified below is a table of key actions for the Partnership together with timescales and those responsible for delivery.

¹ This refers to the waste streams local authorities have responsibility for (mainly waste from households with small amounts of waste from businesses). Government now refers this as 'Local Authority Collected Municipal Waste'.

Table 1: Key Actions for Project Integra 2013 – 2016

- communication and behaviour change
- waste prevention including reuse
- recycling and performance improvements - for instance through reducing contamination, increasing capture of materials, improving income for materials, changing management arrangements
- reducing landfill
- joint working arrangements and activities

Action 1	Recycle for Hampshire (R4H) Programme	Workstream Contribution
Detail	<p>Deliver the approved R4H programme in accordance with the agreed timescale. Programme delivered on budget to time with all actions complete.</p> <p>Have provided:</p> <ul style="list-style-type: none"> • Campaigns to increase capture of specific materials for recycling • Recycle Week events • Promote reduced price compost bins and accessories 	<ul style="list-style-type: none"> • Communication and behaviour change • Waste prevention including reuse • Recycling and performance improvements • Reducing landfill • Joint working arrangements and activities • Whole system costs
Expected Outcome	<ul style="list-style-type: none"> • Demonstrable increase in material capture in areas engaged • Successful Recycle Week events delivered • Continued sales of compost bins and accessories across Hampshire 	
Responsibility	<p>Lead Head of Project Integra</p> <p>Capture rate working group (data, direction)</p> <p>Recycle for Hampshire team (delivery)</p>	
Resources	R4H budget	
Timescale	Annual Programme with specific objectives – (<i>Link to R4H Action Plan 2013/14</i>)	

Action 2	Schools Recycling Programme	Workstream Contribution
Detail	To deliver the Schools Recycling Programme to 60 schools per annum across Hampshire. To maximise the benefit of the Schools Recycling Programme and with R4H ensure that resources, (including web based), are used as widely and effectively as possible. (Secondary schools/ Brownies/charities etc)	<ul style="list-style-type: none"> • Communication and behaviour change • Waste prevention including reuse • Recycling and performance improvements • Reducing landfill • Joint working arrangements and activities • Whole system costs
Expected Outcome	Improved awareness of waste & resource management and recycling in Hampshire for school age young people.	
Responsibility	Lead Head of Project Integra Recycle for Hampshire team and HCC Martyn Cole	
Resources	R4H budget	
Timescale	Annual targets as agreed with the Communications Sub Group to be achieved by end of the year.	

Action 3	Contamination Compact	Workstream Contribution
Detail	Develop, agree and implement a Project Integra Contamination Compact 'with all partners committing action to achieve a reduction in the current rate of DMR contamination'.	<ul style="list-style-type: none"> • Recycling and performance improvements • Reducing landfill • Joint working arrangements and activities • Whole system costs
Expected Outcome	Demonstrable decrease in contamination in all areas with associated reduction in cost and increase in recyclable material captured.	
Responsibility	Lead Head of Project Integra Collection Authorities (target areas) All partners via Strategy Officers Group Delivery to be agreed	
Resources	Project Integra budgets	
Timescale	Rolling programme of work with initial targets to be achieved by end of the year to be developed.	

Action 4	Waste Prevention Plan Development	Workstream Contribution
Detail	Production of a Waste Prevention Plan in line with new WDA statutory responsibility. To be developed in consultation with Project Integra WCAs by December 2013.	<ul style="list-style-type: none"> Waste prevention including reuse Recycling and performance improvements Reducing landfill Joint working arrangements and activities Whole system costs
Expected Outcome	Compliant Waste Prevention Plan Produced by 2013	
Responsibility	HCC – Lead (officer name to be provided) in consultation with Project Integra	
Resources	HCC	
Timescale	By December 2013.	

Action 5	Waste Prevention Delivery	Workstream Contribution
Detail	Implementation of Waste Prevention Plan Action Plan.	<ul style="list-style-type: none"> Communication and behaviour change Waste prevention including reuse Recycling and performance improvements Reducing landfill Joint working arrangements and activities Whole system costs
Expected Outcome	Measurable reduction in waste arisings Target to be determined.	
Responsibility	Lead Head of Project Integra All Project Integra authorities	
Resources	To be determined	
Timescale	Implementation programme to be developed approved and implemented December 2013 – March 2016.	

Action 6	Clothing & Textile Banks	Workstream Contribution
Detail	Deliver a partnership framework for the management of clothing and textile banks.	<ul style="list-style-type: none"> Joint working arrangements and activities Whole system costs
Expected Outcome	Joint textiles bank contract in place for authorities wishing to use it.	
Responsibility	Lead Fareham BC Paul Doran	
Resources	Paul Doran on behalf of Fareham as lead authority	
Timescale	Contract operational by June 2013.	

Action 7	Small WEEE	Workstream Contribution
Detail	Deliver programme of activity via task and finish group for small WEEE.	<ul style="list-style-type: none"> • Communication and behaviour change • Waste prevention including reuse • Recycling and performance improvements • Reducing landfill • Joint working arrangements and activities
Expected Outcome	Increase capture of small WEEE items.	
Responsibility	Lead Head of Project Integra working with Martyn Cole HCC	
Resources	To be determined as a part of initial scoping	
Timescale	Report proposing implementation in 2014/15 to comply with the WEEE regulation recast and new guidance anticipated. Initial activity to directly increase capture as a part of any trials during 13/14.	

Action 8	Whole System Costs	Workstream Contribution
Detail	Establish 'whole system costs' for waste & resource management in Hampshire.	<ul style="list-style-type: none"> • Joint working arrangements and activities • Whole system costs
Expected Outcome	Report identifying opportunities (to reduce whole system costs) for authorities, options and recommendations to PISB.	
Responsibility	Lead Head of Project Integra	
Resources	Project Integra budgets	
Timescale	Report by March 2014.	

Action 9	Commercial Waste	Workstream Contribution
Detail	Undertake a feasibility study on commercial waste & working with businesses to determine Project Integra position on commercial waste.	<ul style="list-style-type: none"> • Waste prevention including reuse • Recycling and performance improvements • Reducing landfill • Joint working arrangements and activities
Expected Outcome	Report identifying opportunities for authorities, options and recommendations to PISB.	
Responsibility	Lead Head of Project Integra	
Resources		
Timescale	Report by March 2014.	

Action 10	Joint Working Between Authorities	Workstream Contribution
Detail	Review potential for joint procurement opportunities and frameworks available to authorities in Hampshire.	<ul style="list-style-type: none"> Joint working arrangements and activities Whole system costs
Expected Outcome	Better VFM and significant savings for Project Integra partners. Annual report on progress.	
Responsibility	Lead Head of Project Integra	
Resources	Project Integra Budget	
Timescale	2013/14.	

Action 11	Joint Working SE7	Workstream Contribution
Detail	Ensure engagement with and alignment of appropriate work programmes for the benefit of Project Integra authorities.	<ul style="list-style-type: none"> All
Expected Outcome	Increased opportunities for performance improvement and reduced costs.	
Responsibility	Lead Head of Project Integra in conjunction with HCC SE7 lead Clare Saunders and all partner authorities.	
Resources	To be determined	
Timescale	Key engagement milestones March – June 2013 with agreement approval and implementation post June 2013.	

5 Resources

5.1 Budget

Following the Project Integra Review the budgets for each main element of the Partnership are set out in Appendix 2:

- Executive £126,700 (-31% change from 2012/13 budget);
- Recycle for Hampshire £200,000 (0% change from 2012/13);
- Materials Analysis Facility £233,085 (+5.0% change from 2012/13²).

This represents an overall cost decrease of -7.4% from 2012/13.

5.2 Authority contributions

Authority contributions are based on:

- Executive - total number of households with elements for collection (80%) and disposal (20%);
- Recycle for Hampshire – total number of households (WCAs) plus HCC £50,000;
- Materials Analysis Facility – one third WCAs (evenly split), one third WDAs (split by tonnage), one third VES.

The contributions for each authority are set out in Appendix 3 and will be deducted from MRF materials sales income.

Officer contact details

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² The MAF is managed under the terms of the waste disposal contract and is subject to RPI based increases.

APPENDIX 1
Budgets
Executive

Activities	Costs
Staff Costs	69,200
Events & Activities	2,000
HCC SLA	50,000
IT Costs	2,500
Printing and Stationery	1,800
Legal Costs / Audit	1,200
Gross Expenditure	126,700
Total Income	£126,700

Recycle for Hampshire

Activities	Costs
Staffing Costs	60,000
Contamination Projects	<i>See point 9 below</i>
Capture Projects	
Behaviour Change Activities	
Schools Recycling Programme Education Officers x 3	45,000
Schools Recycling Programme Resources	5,000
Home Composting (leaflets to promote bins)	1,500
Total Expenditure	£200,000

Materials Analysis Facility

	Costs
Total Expenditure	£233,085

1. The salary costs assume 100% of an FTE at range mid point plus NI plus super for the Head of Project Integra and
2. 80% of an FTE at range mid point plus NI plus super for the Admin Officer
3. Conference expenses have been amalgamated and reduced
4. Membership fees have been increased to allow for one full membership fee per annum
5. Members training expenses have been removed as training is now self funding
6. Accommodation costs have not been included
7. Audit costs are included however we are awaiting guidance on whether this will still be required once the final balances of all Project Integra specific accounts are finalised.
8. The HCC SLA has been included as a £50,000 line, as previously discussed this figure has ranged from £40,000-£75000 depending on Project Integra requirements but includes Management and Reporting for the MAF. Finance Reporting & Budget Management, Data Management and Reporting, and the general Project Integra Communications SLA
9. R4H figures for Contamination, Capture and Behavioural Change have not been included individually whilst we are finalising the proposal for next years activities.

APPENDIX 1
Authority Contributions

		Project Integra						MAF	Combined
		Project Integra Executive			Project Fund	Recycle For Hampshire	PI Funding	Material Analysis Facility	Project Integra & MAF
Dwellings		Collection 80%	Disposal 20%	Total			Total	Total	Total
Basingstoke	71,600	9,287.00	0.00	9,287.00	-	14,238.00	23,525.00	5,976.55	29,501.55
East Hampshire	49,270	6,391.00	0.00	6,391.00	-	9,797.00	16,188.00	5,976.55	22,164.55
Eastleigh	52,860	6,857.00	0.00	6,857.00	-	10,511.00	17,368.00	5,976.55	23,344.55
Fareham	47,870	6,209.00	0.00	6,209.00	-	9,519.00	15,728.00	5,976.55	21,704.55
Gosport	36,440	4,727.00	0.00	4,727.00	-	7,246.00	11,973.00	5,976.55	17,949.55
Hart	36,780	4,771.00	0.00	4,771.00	-	7,314.00	12,085.00	5,976.55	18,061.55
Havant	52,710	6,837.00	0.00	6,837.00	-	10,481.00	17,318.00	5,976.55	23,294.55
New Forest	80,010	10,378.00	0.00	10,378.00	-	15,910.00	26,288.00	5,976.55	32,264.55
Portsmouth	88,490	11,478.00	2,870.00	14,348.00	-	17,596.00	31,944.00	14,804.28	46,748.28
Rushmoor	38,130	4,946.00	0.00	4,946.00	-	7,582.00	12,528.00	5,976.55	18,504.55
Southampton	101,350	13,146.00	3,287.00	16,433.00	-	20,153.00	36,586.00	16,320.01	52,906.01
Test Valley	49,280	6,392.00	0.00	6,392.00	-	9,799.00	16,191.00	5,976.55	22,167.55
Winchester	49,550	6,427.00	0.00	6,427.00	-	9,853.00	16,280.00	5,976.55	22,256.55
Hampshire	564,500	0.00	18,304.97	18,305.00	-	50,000.00	68,305.00	58,524.02	126,829.02
Veolia				4,390.13	-	-	4,390.13	77,695.20	82,085.32
		97,846.00	24,461.97	126,698.13	0.00	199,999.00	326,697.13	233,085.59	559,782.71

Dwelling Figures are taken from the Waste Data flow, with figures provided from each authority

Forecast Budget	97,848	24,462	126,700
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Notes

*Dwelling Figures are taken from Waste Dataflow, to which figures are provided by each authority
Differences from budget figures are due to rounding and interest on balances held during the year.*

AGENDA ITEM NO 07

Board/Committee	COMMUNITY BOARD
Date of Meeting:	25 th NOVEMBER 2013
Title:	A REVIEW OF THE GOSPORT SCHEME OF ALLOCATIONS
Author:	HOUSING SERVICES MANAGER
Status:	FOR DECISION

Purpose

To seek approval of the inclusion of local qualification criteria and other proposed revisions detailed in the body of the report to the Scheme of Allocation.

Recommendation

That Members approve the amendments to the existing Scheme of Allocations including:

1. That qualification criteria be included within the Allocations scheme as set out in Appendix B – Scheme of Allocations, Section 3 and Schedule 5
2. That the points scheme is altered as set out in Appendix B – Scheme of Allocations Schedule 1 to reflect the inclusion of the qualification criteria.
3. That applicants who are rehoused as a result of homelessness are entitled to one offer of suitable accommodation as set out in Appendix B Scheme of Allocations Section 2.
4. That the Scheme of Allocations set out in Appendix B be approved
5. That the implementation of the revised Scheme of Allocations be carried out in accordance with paragraph 2.7

1.0 Background

1.1 The Scheme of Allocations, often referred to as the Allocations Policy (and now called the Policy in this document), underpins the allocation of all Council and Registered Provider stock in Gosport. The last review of the Policy was reported to the Community Board in March 2013. At that time it was reported to Members that a report would be put before Board to address further changes to Policy in respect of qualification criteria. This report addresses that commitment.

1.2 The Localism Act 2011 now gives local housing authorities in England the power to decide what classes of persons are, or are not, qualifying persons. This means that the local authority now has the power to determine which categories of applicant are able to go on to the housing register - from which allocations are selected. The proposed changes have been made with reference to the Allocation of Accommodation:

Guidance for Local Housing Authorities 2012.

- 1.3 For ease of reference the Allocations Scheme shown in Appendix B is included with proposed amendments underlined, and any significant deletions showing crossed through. All agreed amendments will be incorporated into the document (which may result in some numbering alterations).

2.0 Report

2.1 Consultation

In developing the proposals contained in this report, consultation has been undertaken with both Housing Register customers and Registered Providers (Housing Associations). The questionnaire was available and publicised to all housing register applicants between 18th October 2013 and 15th November 2013. There were 511 responses to the questionnaire received by 14th November 2013. An analysis of the results is provided at Appendix A.

2.2 Qualification Criteria

It is proposed that the current allocations policy be amended to include locally determined qualification criteria which would exclude certain categories (or 'classes') of applicants from qualifying for the housing register.

The proposed categories of applicant who would not qualify for an allocation of accommodation are:-

- a. Applicants who do not have a housing need as defined in Appendix B Schedule 5 paragraph 1
- b. Applicants who do not have a local connection as defined in of Appendix B Schedule 5 paragraph 2
- c. Applicants, including any member of the applicants intended household upon rehousing, whose behaviour affects their suitability to be a tenant as defined in Appendix B Schedule 5 paragraph 3)
Examples would include:
 - Anti-social behaviour;
 - Criminal acts of an anti-social nature (e.g. burglary, violence against persons),
 - Behaviour resulting in injunctions to stop harassment
 - Housing related debt.
- d. Applicants who have the financial resources to resolve their own housing need in the private sector as defined in Appendix B Schedule 5 paragraph 4.

2.3 Justification

Housing Need Criteria – there is concern that the previous requirement that local authorities maintained open housing registers has led to housing register applicants having unrealistic expectations as to their housing prospects. This criteria would remove applicants from the list who

have no prospect of being allocated housing.

Local Connection criteria – currently those with no local connection with the Borough are accepted onto the housing register but are unlikely to have sufficient points to be allocated a property. In addition there are significant numbers of applicants with a connection to Gosport who are in housing need. This will therefore remove housing register applicants who have no realistic prospect of being allocated housing.

Unacceptable Behaviour criteria – currently those on the housing register who are subject to this criteria are accepted on to the housing register but have penalty points deducted which effectively excludes them from an allocation of a property. This will therefore remove housing register applicants who have no realistic prospect of being allocated housing.

Financial Resources criteria – currently applicants who have sufficient financial resources to meet their housing needs are accepted onto the housing register, but a penalty is applied. The penalty scheme is designed to eliminate any realistic prospect of an offer of rehousing other than for very hard to let properties. The proposed criteria for financial resource assessments addresses the complexity of the current system and is provides improved customer service by being clearer and more transparent.

2.4 **Points Scheme**

It is recommended that the points criteria reflecting local connection and residency be removed as it is proposed to apply local connection as a qualification criteria.

- 2.5 Currently applicants who have Management Rehousing Points (MRP) have their application reviewed after 6 months to ensure that they are using the urgent priority to get re-housed quickly. It is further recommended that applicants awarded points for under-occupation or overriding medical points are treated in a similar way and have these points reviewed after 6 months to assess whether the applicant is being unduly restrictive in their re-housing choices (see Appendix B, Section 2, paragraph 3). A right of review applies to any applicant having points removed.

- 2.6 It is recommended that the penalty points that are currently applied for behaviour which would make the Council consider that they are unsuitable as a tenant be removed, as households subject to this criteria will not now qualify for an allocation and will not be included on the housing register.

2.7 **Implementation**

It is recommended that the qualification criteria in respect of those with no housing need and those with unsuitable behaviour be applied immediately. It is further recommended that the local connection criteria be applied immediately for new applicants, and those who are currently registered on the list with no local connection.

A transitional measure is recommended for specified existing customers

who either:-

1. Meet current local connection criteria but who will not meet the higher threshold of local connection criteria recommended in this report; and,
2. Would be disqualified due to the financial resources test set out in this Report

It is recommended that the stricter local connection criteria and new financial resources test proposed in Appendix B Schedule 5 be applied from the date of the annual review of the application.

2.8 **Number of Offers**

Appendix B Section 2 paragraph 2 includes changes to the policy on choice for applicants who have been offered accommodation as a result of being homeless. It is recommended that the number of suitable offers that are made to those who have a priority as a result of having been accepted as homeless (are subject to a Section 193 duty) are only permitted one offer of suitable accommodation. This is required to ensure that the temporary accommodation that is provided for homeless households remains available for the purpose for which it is provided, for those who need emergency housing.

2.9 Further clarification regarding an applicant's responsibility to provide the necessary information in a timely manner is included in Section 1 6(e) of the amended document (appendix B). This is designed to ensure that applications are processed quickly and efficiently.

2.10 An equality impact assessment has been prepared. It has identified that it is necessary to ensure that there is sufficient support available to ensure that vulnerable applicants are able to meet the requirements to complete an application and proposals to address this concern have been developed.

3.0 **Risk Assessment**

3.1 There are potential risks associated with these changes. The likelihood of the event(s) occurring with controls is shown in brackets.

3.2 **Professional (Operational)**

The housing register will reduce in size. It is estimated that the number of applications could reduce by between 50% and 60% when the qualification criteria are introduced. This could mean a reduction in demand for some properties, which may impact on the let-ability. In mitigation it is proposed to implement the policy using the transitional arrangements detailed in paragraph 2.6. This will enable the impact of the changes to be closely monitored, and managed appropriately. With this mitigation this is considered to be a low risk.

The number of applications which are likely to be cancelled are estimated at 2340. These applicants have a statutory right to a review of the

decision to cancel their application. This could represent a significant workload in the short term. Careful attention is being given to the information that will be available for those who are affected to mitigate this risk. This is considered a low risk.

4.0 Conclusion

4.1 These changes to the Policy deal with specific areas that this Council has the discretion to implement. The recommendations seek to achieve changes that improve the transparency of the Allocations Scheme and to reduce the level of unrealistic expectation that the current policy allows.

Financial Services comments:	none
Legal Services comments:	Contained in the body of the report
Crime and Disorder:	The disqualification of households who have been assessed as being unsuitable as tenants will contribute to demonstrating the Council's commitment to non-tolerance of anti-social behaviour.
Equality and Diversity:	EIA completed – main implications contained at paragraph 2.7
Service Improvement Plan implications:	The Allocations Review is a Housing Service Improvement initiative for 2013/14
Corporate Plan:	A Corporate Plan strategic objective under Pursuit of Excellence to provide quality, customer focused services in an economic and efficient way.
Risk Assessment:	Medium-Low (see 3.0)
Background papers:	Allocation of Accommodation: Guidance for Local Housing Authorities 2012.
Appendices/Enclosures:	
Appendix A	Consultation Results
Appendix B	Revised GBC Scheme of Allocation.
Report author/ Lead Officer:	Corinne Waterfield/Steve Newton

Consultation Results

As at 14th November 2013 there have been 511 responses to the consultation.

Information on the questions asked and responses received are provided below.

1. Housing applicants with no local connection to Gosport. We are proposing to give priority to local people, which would stop people without a local connection being registered for housing within the Borough. Do you agree with this?

Yes 84%

No 16%

2. Financial Resources We are proposing to prevent applicants who have the financial resources to resolve their own housing need from accessing the Housing Register We suggest that we refuse access to the Housing Register for households: Without children that have savings of £16,000+ and an annual combined income of £40,000+ With children that have savings of £16,000+ and an annual combined income of £60,000+ Is this reasonable?

Too high 19%

Too low 11%

Just right 71%

3. Behaviour Should customers who have been guilty of anti-social behaviour or have been an unsatisfactory tenant be excluded from the Housing Register?

Yes 88%

No 13%

4. Housing applicants with no housing need. We are proposing that we will no longer register applicants who do not have a housing need*. * Housing need is defined as people who are homeless, those who have to live in unsatisfactory housing or who are overcrowded and those that need to move because of medical or welfare needs. Our new policy must give priority to these groups of people. Do you agree with this?

Yes 55%

No 45%



Scheme of Allocation for the Gosport Housing Register

2010

Tracked amendments changed at Housing Board 3/11/10
Further tracked amendments Community Board March 2013
Tracked amendments Community Board November 2013

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SECTION ONE

THE SCHEME OF ALLOCATION, ADMINISTRATION & CUSTOMER RIGHTS

1. Gosport Borough Council (the Council) is the administering body for the Scheme of Allocation.
2. The Scheme of Allocation relates to rented accommodation through the Council and approved Housing Association partners. An allocation can be to any type of tenancy (other than assured shorthold tenancies) held by the Council and housing association partners.
3. The Scheme of Allocation is the scheme by which all social housing providers in the Borough of Gosport that have joined the Social Housing Partnership allocate their property. All new social housing tenancies allocated through this Scheme of Allocation (with very few exceptions that are specified in Section Eight) are subject to the provisions of this Scheme.
4. Any application to go on to the Gosport Housing Register shall be assessed under this Scheme
5. The Council shall not allocate housing accommodation except under this Scheme of Allocation The relevant law (Part VI Housing Act 1996) does not apply to existing Council and housing association tenants. However, to maximise the consistency of treatment between customers, this Policy applies to transfer applicants (defined in (iv) below).
6. Where the Scheme of Allocation indicates that discretion may be exercised information regarding which post holder makes the decision on behalf of the Council is included within the Policy at Schedule 4.
7. Administration of the Housing Register.
 - a. Registration
 - (i) Each application will be registered from the date of the completed application, which will be identified from the date stamp given.
 - (ii) Joint applications will be accepted provided that all joint applicants will share the accommodation offered as one dwelling, and all joint applicants are closely related / are partners.

Closely related is defined as:

 - Parent's
 - Adult children (18 or over)
 - Brothers and sisters
 - Other relatives with close links, or other exceptional cases, that this Council approves (see scheme of delegation, schedule 4, line 17).
 - (iii) The applicant must renew their application annually on the anniversary of the date of application. Should the application not be renewed the

Council will give 28 days written notice of its intention to remove the applicant from the Housing Register. Failure to respond to this letter will result in the application being deleted from the Housing Register.

(iv) Applicants are categorised into one of the following:

- Transfer applicants: These are defined as existing tenants of any Registered Provider (Housing Association) of the Social Housing Partnership, and, the tenancy is in Gosport, and vacant possession of the current property will be given to the landlord upon a move under this Scheme;
- Homeless applicants: These are defined as: (for eligibility for the higher level of homelessness points) applicants accepted for the full housing duty under Section 193 housing Act 1996 by the Council. For the lower level of homelessness points the applicant is defined as those accepted as homeless but no accommodation duty applies under Section 193, Housing Act 1996, or full duty under Section 193 has been accepted by another Council.
- Waiting List applicants: These are defined as any cases not falling under the above

b. Completion of applications.

- (i) Application forms that are not fully completed may be registered, at the Council's discretion if the applicant's circumstances are such that they require support to complete an application and this has not been available.
- (ii) Incomplete application forms will be returned to the applicant. Should the applicant fail to respond to any written request for information within the time scale given in the letter, the application will be deemed to have not been made.
- (iii) Applicants need to co-operate with any reasonable enquiries raised by the Council, including enquiries to third parties as stated in the applicants declaration.
- (iv) Where factual information is reasonably required of an applicant to determine any question in respect of their application, the application will be suspended until the information has been provided and assessed. Applicants who are suspended are unable to bid, or have bids approved for available properties.

c. Changes of Circumstance

- (i) The applicant must keep the Council fully informed of all changes of circumstance. Such changes include:
 - Alteration in family size.
 - Changes in medical condition.
 - Changes of address.
 - Alteration of facilities.
 - Notices to Quit or Notices of Seeking Possession have been given or withdrawn.
 - [Changes to financial circumstances which would affect the assessment of financial resources \(see schedule 5\)](#)

d. Information For The Applicant

- (i) Once registered, the applicant will be advised of the level of priority given to the application and be provided with information on how they

can access property advertisements, bidding, verification of application processes, and advice on the likelihood of re-housing.

- e. Applications are subject to verification of facts by the Council to determine eligibility and priority. Verification can happen at any time prior to the applicant being permitted to take up an offer of housing. Verification processes generally involve a home visit by either the Council or Housing Association partner. The applicant must grant the visiting officer access to their property at a reasonable time of the day with reasonable prior notice being given. Any failure on the part of the applicant to agree to a visit may result in the application being cancelled.

Applicants will be assessed based on the information provided on the application form, which in many cases will not be verified unless and until the application has a realistic chance of a successful bid for accommodation. It is the applicant's responsibility to ensure that the application form has been completed accurately and all supporting information is provided. Any incorrect or incomplete information could mean that the priority given is altered at any stage of the process.

No allocations will be made until the applicant has provided all the information requested. If this is not provided when required it may result in the applicant losing a potential offer of accommodation.

A person commits an offence if they knowingly or recklessly make a false statement which is false in a material particular or they knowingly withhold information which the Council has reasonably required them to give. A person guilty of such an offence may be liable for a fine currently no exceeding £5000.

- f. Applicants must bid for available property through the Choice Based Lettings scheme within bidding time limits.
- g. Co-operation on Re-lets
 - (i) Customers are expected to co-operate with the Council or its Housing Association partners in the re-letting of their existing social or affordable accommodation if any by allowing reasonable access, by appointment, for prospective tenants to view the property. Failure to co-operate may result in offers of housing being withdrawn.
 - (ii) Partners to the Housing Register shall waive any contractual or legal powers to require tenants to serve notice to terminate the current tenancy when that termination is due to a move through the Scheme of Allocation.
- h. Applicants have the right to appoint in writing a representative to act on their behalf (including bidding) who can receive information in respect of their application.
- i. Applicants have the right to request a review of a limited number of decisions made in respect of their application, as set out in Part VI Housing Act 1996. A right of review applies in respect of the following only:
 - (i) Any decision not to award any preference on the grounds of unacceptable behaviour;
 - (ii) Any decision to treat an application as ineligible or not qualifying under the scheme of allocation;

- (iii) Any decision concerning the facts of the applicants case which are likely to be, or have been taken into account in considering whether to allocate accommodation.
- (iv) All requests for a review should be in writing and addressed to the Head of Housing Options, and must be made within 21 days, or longer period as the Council may in writing allow, of the applicant being notified of the decision [\(see scheme of delegation, schedule 4 line 7\)](#). Any statutory review procedures apply to an application for a review.
 - Any review will be decided by a more senior officer than any officer involved in the original decision.

SECTION TWO

POLICY STATEMENT ON CUSTOMER CHOICE & NUMBER OF OFFERS

1. Applicants will be entitled to unlimited numbers of offers [unless they are subject to paragraphs 2 and 3 below](#).
2. [If applicants are being offered accommodation as a result of the full homeless duty having being accepted by the Council they will only be entitled to one offer of suitable accommodation. If this offer of suitable accommodation is refused duties previously accepted under the homeless provisions will be discharged and they will be required to move out of any accommodation provided under the homeless provisions. There is a right of appeal regarding suitability of accommodation under the Housing Act 1996 Part VII. The application will remain on the housing register, suspended until the applicant advises of their new housing circumstances, when it will be reassessed. If no contact is made the application will be deleted upon annual review.](#)
- ~~2. Generally, applicants may refuse an offer without penalty.~~
3. Applicants awarded Management Re-housing Panel (MRP) points, 100 medical points [or under-occupation points](#) may have their priority reduced if they do not bid and accept any offer of suitable property. Applicants not re-housed within 6 months of the award will be re-assessed by the relevant officer. [The relevant officer is the Chairman of the MRP \(for MRP cases\) and Lettings Team Leader for 100 medical points. The relevant officer has the discretion to remove awarded points where they consider that bids have not been placed on suitable available properties in the 6 month period, or a suitable offer has been refused. There is a right to request a review of this decision – see Section One i \(iii\)](#)

SECTION THREE

ELIGIBILITY AND QUALIFICATION

[Applicants for an allocation of housing must satisfy the eligibility and qualification criteria. If any applicant does not satisfy these criteria then they will not be allocated housing and their application will not be added to the housing register.](#)

Eligibility

1. The Housing Act 1996 (as amended) prescribes that the following persons are not eligible:
 - a. People who are subject to immigration control (unless they fall within a class prescribed by regulations as eligible)
 - b. People who are not subject to immigration control, but are nevertheless prescribed by regulation as being persons from abroad (this may include British Citizens)
 - c. Any other person as prescribed by the Secretary of State. (For example, British citizens who are not habitually resident.)

Qualification

2. In addition the Council has identified the following classes of applicant who cannot qualify for housing allocation under this scheme:
 - a. Applicants who do not have a housing need in accordance with the definition in Schedule 5 paragraph 1;
 - b. Applicants who do not have a local connection as defined in Schedule 5 paragraph 2;
 - c. Applicants, including any member of the applicants intended household upon rehousing, whose behaviour affects their suitability to be a tenant. (see schedule 5 paragraph 3) Examples would include:
 - Anti-social behaviour;
 - Criminal acts of an anti-social nature (e.g. burglary, violence against persons);
 - Behaviour leading to injunctions to stop harassment
 - Housing related debt or other unsatisfactory tenancy conduct.
 - d. Applicants who have the financial resources to resolve their own housing need in the private sector (defined in Schedule 5 paragraph 4).

SECTION FOUR

ASSESSMENT & PRIORITISATION OF APPLICATIONS

1. Schedule One to this Scheme of Allocation sets out the pointing system and definitions.
2. The Scheme of Allocation will give reasonable preference to the following customer categories, in accordance with Section 167 (2) Housing Act 1996:
 - “a. People who are homeless (within the meaning of Part 7 of the 1996 Act);
 - b. People who are owed a duty by any local housing authority under section 190(2), 193(2) or 195(2) (or under section 65(2) or 68(2) of the Housing Act 1985) or who are occupying accommodation secured by any such authority under section 192(3);
 - c. People occupying insanitary or overcrowded housing or otherwise living in unsatisfactory housing conditions.
 - d. People who need to move on medical or welfare grounds (including grounds relating to a disability); and

- e. People who need to move to a particular locality in the district of the authority, where failure to meet that need would cause hardship (to themselves or to others)".
3. The Scheme of Allocation also gives points to the following particular descriptions of applicants;
- a. Persons under-occupying (as defined in Section Seven of this Scheme) Gosport Council or partner Housing Association properties (this category is a special category within paragraph 2(c) above).
 - ~~b. Households where an adult in the household has a local connection with Gosport, including additional priority for such persons with longer residence than homelessness provisions provide (this category applies to all categories within paragraph 2 above)~~
 - ~~c.~~ b. Existing tenants of landlords, party to the Gosport Housing Register, who are accepted as in need of a move under management grounds as defined in the Management Re-housing Policy (this category is a special category within paragraph 2(c) above). The Management Re-housing Policy has the following purpose:
- The Management Re-housing Panel (MRP) considers applicants that have an urgent need to move. These applicants fall into four main categories:
- (i) Harassment & personal protection
 - (ii) Property factors
 - (iii) Management needs
 - (iv) Exceptional circumstances.
- Eligibility for Management Re-housing Panel Priority requires at least one factor under the statutory (reasonable preference categories) to apply.
- d. Persons approved for move on from supported housing accommodation (this category is a special category within paragraph 2(d) above).
 - e. Persons approved for sublet accommodation (this category is a special category within paragraph 2 (d) above).
 - ~~f. Persons with specified links with the armed services and having an urgent need for rehousing (see section 9)~~
 - ~~g. All registered applicants receive waiting time on the housing register points (5 per year).~~
4. The Housing Services Manager has the discretion to amend the prioritisation within the Scheme of Allocation.

SECTION FOUR (to be deleted)

PRIORITY MODIFICATION

~~The Scheme of Allocation contains provisions for determining priorities in accordance with Section 167 (2A) of the Housing Act 1996.~~

- ~~1. This Section applies to applications that are eligible for an allocation but the applicant's level of preference is to be adjusted. Section Six of this Policy applies to those applicants who are ineligible for an allocation.~~
- ~~2. Two levels of preference modification are used in this Scheme of Allocation:
 - ~~a. Deletion of all points under Schedule One; and,~~
 - ~~b. Deletion of 50% of points within statutory priority points categories and 100% of points within non-statutory priority points categories (see Schedule One).~~~~
- ~~3. Paragraph 2(a) above which removes all preference applies when the Council is satisfied that Section 167(2C), Housing Act 1996 or as subsequently amended applies.~~
- ~~4. Paragraph 2(b) above which reduces an applicants priority will be applied in appropriate cases in accordance with this Scheme of Allocation.~~
- ~~5. The financial resources test assesses the applicant household's financial capability to access the equity market only (full equity and shared ownership). Where an applicant household is assessed, by this Council, as being reasonably capable of accessing the equity market, or would have been so capable if the asset had not been disposed of for reasons not determined as reasonable by this Council, their priority is modified as set out in 12(b) above.~~
- ~~6. The behaviour tests encompass consideration of any behaviour from any member of the applicant household, which affects the applicant's suitability to be a tenant. Applicants caught by these tests will have their priority modified as set out in 1(b) above.~~

~~Although not an exhaustive list, the following circumstances will be investigated during application verification processes:~~

- ~~a. The history of housing related debts (current and former). This is defined as: rent or any occupation charges/damages for trespass; any other expenditure incurred by the housing provider ancillary to the provision of housing which is claimable from the customer (such as making good damage to property, or allowed court/legal costs); or any debt of reasonable charges under homeless persons provisions; or any debt arising from assistance to secure accommodation under homelessness provisions.~~
- ~~b. Any criminal conviction (subject to the provisions of the rehabilitation of offender provisions) for offences adversely affecting other individuals. Convictions for the following are relevant: sex offences; domestic burglaries and acquisitive crime; Class A drug supply; and conviction relating to violence against another person; criminal damages to domestic property;~~
- ~~c. Any injunctions, orders, anti-social behaviour contracts, undertakings or other measures put in place to seek to protect another person from a member of the applicant household.~~
- ~~d. Recommendations received from the Police, Probation, Community Safety, Adult or Children's Services or other similar organisation.~~
- ~~e. Where any member of the applicant household has rights to access, or could reasonably exercise rights to gain access, to suitable accommodation but is not doing so.~~

SECTION FIVE

ASSESSMENT OF HOUSEHOLD AND NUMBER OF BEDROOMS NEEDED

1. The number of bedrooms a household will be eligible for will be in accordance with Housing Benefit (HB) criteria unless there are exceptional medical or social circumstances (to be determined by the Housing Services Manager). The present HB criteria are set out in paragraph 2 below;
2. A bedroom is allocated for each of the following only up to a maximum of four bedrooms:
 1. Each lone parent or couple;
 2. Each other person aged 16+;
 3. Two children under 16 of the same sex;
 4. Two children under 10 of the same or opposite sex;
 5. Any other child.
3. Sheltered scheme units are designated for one or two-person use depending on size. However, in a suitable case this criteria may be waived by the Lettings Team Leader and allocation awarded on the basis of highest priority, regardless of household size. This would enable a two-person unit to be allocated to a one-person household. Suitable cases would include:
 - a. Where a member of the household has been awarded an overriding medical recommendation.
 - b. Where a member of the household has been awarded a medical recommendation with unusual property specifications, which the property in question can satisfy.
3. Where family sized accommodation (two bedroom or larger) is to be offered, all person(s), in the household, with parental responsibility for the children must accept and sign as a tenant/joint tenant.
4. The Council has discretion to require all persons in the household, 18 years of age or over, to accept and sign as a tenant/joint tenant. (scheme of delegation, schedule 4, line 19).
5. Bedrooms under 50 square feet (4.65 square meters) are disregarded as a bedroom.
6. Households where there is split residence of children.

Applicants will need to demonstrate that:-

- i. They have parental responsibility for the child(ren) on the application
- ii. That the child(ren) reside with the applicant for 50% or more of the time for a reasonable period.

Other factors that may be taken into consideration for the assessment are:-

- i. The previous pattern of residence
- ii. Any recommendations from social services or other support agencies

In general, where an application is received from an applicant who is accepted as having split residence of any children, the property they will be offered will be one bedroom below the standard set out in the Scheme of Allocation. The minimum size of property to be offered will be 2 bedrooms.

SECTION SIX

PROVISIONS AFFECTING SPECIFIED CUSTOMER CATEGORIES

1. AGE & OTHER LIMITATIONS

- a. Applicants must be at least 16 years old to make an application.
- b. Any allocation of accommodation to an applicant under 18 years of age will be subject to:
 - (i) A suitable guarantor being offered and accepted by the prospective landlord; and,
 - (ii) Any nomination will be subject to the prospective landlord accepting that the tenancy will be held on trust for the applicant by a suitable named person, or in the event of no such suitable person (or organisation), by the prospective landlord.
 - (iii) In the case of joint applicants, where one applicant is over 18 years of age the over 18 year old will be awarded the tenancy on trust for the under 18 year old applicant.
- c. Certain properties have been specified as “Designated Properties” (non-sheltered schemes). Accordingly, these properties are prioritised for those 58 years or over. The following order of prioritisation for tenant selection applies:
 - (i) All members of the household 58 years or more (competing applications determined on points levels);
 - (ii) Where there are no applicant households in (i) above, competing applications are prioritised by customer age, with the eldest having higher priority.
- d. In a suitable case, sub-paragraphs (c) (i) & (ii) may be waived by the Head of Housing Options and allocation awarded on the basis of the highest points priority, regardless of age. Suitable cases would include:
 - (i) Where a member of the household has been awarded an overriding medical recommendation;
 - (ii) Where a member of the household has been awarded a medical recommendation with unusual property specifications, which the property in question can satisfy.
- e. Properties in the immediate vicinity of Designated Properties are generally prioritised for those aged 38 or more. The prioritisation scheme in paragraph (c) and (d) above applies with the amendment of substituting 38 for 58.
- f. Eligibility Criteria for Sheltered Schemes

- (i). Applicants must generally be aged 60 or over, or lower as specified by the landlord. Where anyone under the age criteria is considered for an allocation they would need to meet the additional following criteria:
- Have a mental/physical disability or illness that requires supported accommodation
 - Are capable of undertaking the responsibilities of a tenancy
 - Have an assessed need for sheltered, supported accommodation (needs is based on a needs and risk assessment undertaken by older person's support officers)
 - The landlord permits people under the age of 60 into the scheme in question.
- (ii). The Council will assess the above, in consultation with any relevant agency. Where any of the above applies the customer's eligibility for the Gosport Council Sheltered schemes will be dependent upon a satisfactory support/care/other package being in place with an undertaking not to withdraw from that package without this Councils consent.
- e. This Council has approved up to 50 properties to be let to approved agencies so that a named person can be accommodated by the agency, accompanied by compulsory tenancy related support. This scheme is known as the sublets scheme (because the named person is subletting the property from the agency). The intended sublet arrangement is subject to the prioritisation and assessment processes set out in this Policy.

The usual outcome is for the named person subletting the tenancy to become a direct tenant (usually after one year) of the Council/ housing association in that same property, subject to Council approval. For the purposes of converting the named persons sublet tenancy to a direct tenant of the Council /housing association: the successful bid establishing the sublet for the named person will be used to approve the award of direct tenancy with the Council / housing association

3. APPLICANTS RELATED TO MEMBERS OR OFFICERS

- a. Any offer of a property in respect of an application which includes a person specified in 3(b) shall only be made with the approval of the Housing Services Manager of the Chief Executive.
- b. Persons referred to in (a) above are persons who are or are related to:-
- a Member of Gosport Borough Council; or;
 - a Board Member of a Housing Association which participates in the Scheme of Allocation; or,
 - an officer of Gosport Borough Council; or
 - an officer of a Housing Association which participates in the Scheme of Allocation.

SECTION SEVEN

LETTINGS PROVISIONS

1. All available properties are let via choice based lettings system.
2. The advertising cycle is weekly.
3. Available properties are determined by, and subject to, the nominations procedure.

4. PLANNED LETTINGS APPROACH

- a. All lettings under this Policy are subject to the Planned Lettings Approach, subject to (v) below;
 - (i) Schedule Two sets out the target for lettings specified for each customer category group in a financial year;
 - (ii) Reference to the relevant annual target will be made when setting any preference category for any individual property;
 - (iii) The Housing Services Manager in consultation with the Chair of the Community Board has the discretion to amend the annual targets in Schedule Two.
 - (iv) Unless the provisions in (v) below apply, applicant selection for an offer of accommodation will be made from the customer category to whom preference has been made (if applicable) regardless of the presence of higher prioritised bidders in a non-preference category for that property.
 - (v) Specified circumstances over-rule Planned Lettings preference rules above. These circumstances are:
 - Applicants with Management Re-housing Points (except decant cases of MRP points category) or under-occupation or overriding medical points (100 points) awarded. In these circumstances the applicant, regardless of customer category, with the highest priority is to be given the offer of accommodation.
 - Where the property in question has characteristics suitable for people with specific needs planned lettings provisions need not apply. Examples include properties significantly adapted, e.g. having stair lifts or level entry showers.

5. COMMUNITY LETTINGS

- a. Lettings in the “Tower Blocks” (Harbour and Seaward Towers and Blakes, Hammond and Garland Court) are subject to the following special rule that no households with residing children (or where the applicant is pregnant) under the age of 14 are eligible for allocation in these properties, unless this condition is waived by the landlord;
- b. The Housing Services Manager, in consultation with the Chair of Community Board and Group Housing Spokespersons shall have the discretion to introduce specific amendments to this Scheme in respect of specific allocations areas.
- c. Juniper Court extra Care Scheme.
 - (i) Nominations to this scheme are determined using the Planned Lettings approach using the level of support needed as the criteria to determine successful bidders. The following targets apply:
 - High Care and Support 33.3%
 - Medium Care and Support 33.3%
 - Low Care and Support 33.3%

- (ii) Care and Support needs are determined by assessment through Hampshire Adult Services.
 - (iii) A multi-agency Panel shall oversee the lists of applicants interested in the scheme and this Panel may make recommendations to the Council in respect of individual applicant's priority assessment.
 - (iv) The landlord and contracted care/support provider will determine the support needs of the existing residents and request a nomination which maintains the balance of care and support needs detailed in c(i) above.
 - (v) The nominations process in Schedule Three applies.
- d. It is accepted that nomination requests may require specific characteristics in respect of nominees. Any such requirements must be agreed by the Housing Services Manager prior to nomination request, and be justified on the basis of the specific accommodation in question. This provision is intended for new developments where special consideration to the overall sustainability of an area is accepted by the Council as needed. Other cases can be considered on an exceptional basis.

SECTION EIGHT

LETTINGS OUTSIDE OF SCHEME OF ALLOCATION

1. The following categories do not fall to be considered under the Scheme of Allocation:
 - a. Offers of accommodation on a non-secure tenancy basis.
 - b. Offers of this Council's general needs stock to homeless applicants under Section 193, HA 1996 - homeless customers (the use of permanent stock on a temporary basis).
 - c. Offers of housing as a consequence of taking up employment with this Council, and the housing is offered under the relocation package - contractual tenancy.
 - d. Offers of accommodation on a secure tenancy (Council) or assured tenancy (Housing Association) basis that are not made by the applicant. An example of this would be where, for management reasons, the authority decides that a household needs to be moved (see Management Re-housing Panel Policy).
 - e. Mutual exchanges.
 - f. Where Section 160 housing Act 1996 (as amended by the Homelessness Act 2002) applies. This covers cases such as a succession to a secure tenancy under Section 89 Housing Act 1985, and assignments.

All other categories of allocation including general transfer cases are included within this Scheme of Allocation.

SECTION NINE

Links with the Armed Services

1. Applicants from the Armed Services as defined in paragraph 3 of this section will not be required to establish a local connection with Gosport to qualify for the housing register (see Schedule 5 paragraph 2). The qualification criteria relating to housing need, financial resources and unsuitable behaviour will apply in accordance with Schedule 5.

4.2. Applicants from the Armed Services (as defined in paragraph 3), with existing reasonable preference (defined in categories a-e in Section 3 paragraph 2) and an urgent housing need of rehousing (defined as in receipt of written notification that they must leave their current accommodation within 6 months) be awarded an additional 20 points;

2.3. The definition of Armed Services links is as follows:

(i) is serving in the regular forces and is suffering from a serious injury, illness or disability which is attributable (wholly or partly) to the person's service

(ii) formerly served in the regular forces;

(iii) has recently ceased, or will cease to be entitled, to reside in accommodation provided by the Ministry of Defence following the death of that person's spouse or civil partner who has served in the regular forces and whose death was attributable (wholly or partly) to that service, or

(iv) is serving or has served in the reserve forces and is suffering from a serious injury, illness or disability which is attributable (wholly or partly) to the person's service.

SCHEDULE ONE

PRIORITISATION SYSTEM

POINTS SCHEME

	Housing Need	Points	Special rules applying
1	Homelessness	30 points, 6 months after a Section 193 duty accepted by this Council and that duty is not ended. Otherwise 5 points	The 5 point category is applicable for cases where duties are owed by another Council or this Council has accepted the applicant(s) is homeless but no accommodation duty applies.
2	Management Re-housing Policy Priority	100	Awarded points reviewed after 6 months
3	Approved Move-on need	100	Subject to a satisfactory report from the current support provider. This category is for the sole use of applicants with a Gosport Local connection residing in accommodation with support who are assessed as ready to move-on to more settled accommodation.
4	Under-occupation	50 points per bedroom over assessed need	Restricted to Gosport Council tenants and CBL Partner tenants residing in Gosport
5	Medical	10, 20, 30,100	Awarded points reviewed after 6 months where the award is 100
6	Social	10,20,30	
7	Local Connection	50 points for residence of applicant(s). 25 points for close relatives residence, employment,	Homelessness provisions criteria for local connection applies i.e. residence 6 out of last 12 months or 3 out of last 5 years. Employment not of a casual nature. Close relative as defined under

	Housing Need	Points	Special rules applying
		special reasons	homelessness. Special reasons may apply.
8	Residence of up to 5 years immediately prior to application	5 points per complete year of residence (25 points maximum)	
9	Waiting time on list	5 per year	5 points awarded on each anniversary of application
10	Pregnancy	10 points	Any allocation of accommodation does not take into account unborn child
11	Unfit Housing	Up to 20 points	Determined in consultation with Environmental Health Officer
12	Hardship	Up to 20 points	Discretionary points used to address anomalies where other points categories insufficiently address the case issues.
13	One bedroom short	10 points	As determined in reference to Section Five
14	More than one bedroom short	20 points	As determined in reference to Section Five
15	Links with Armed Services	20 points	Specified criteria applies and the household must be in defined urgent housing need (see Section 9 of Policy document)

SCHEDULE TWO THE PLANNED LETTINGS SYSTEM

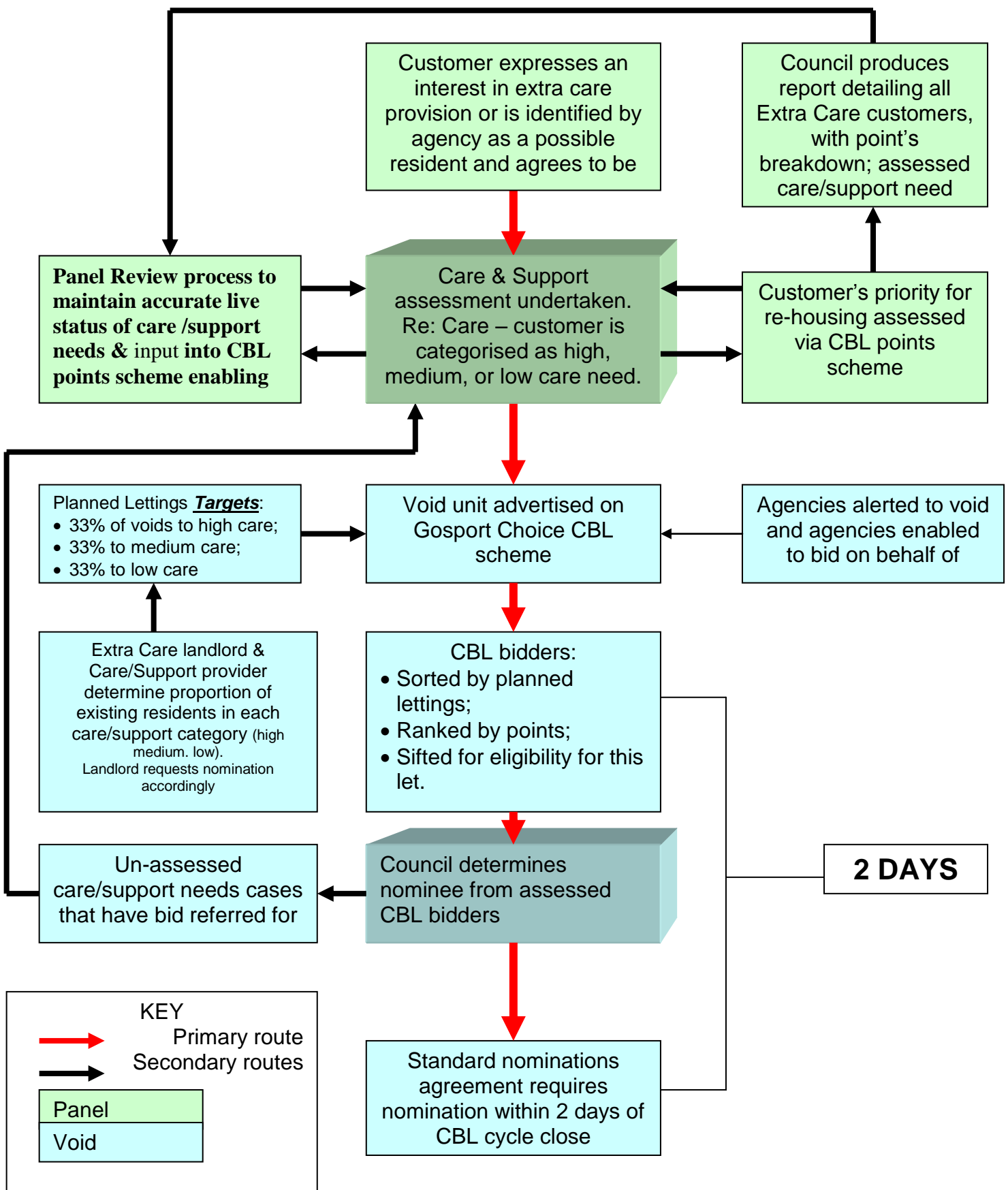
1. The Planned Lettings approach sets targets to be achieved in respect of:
 - a. The percentage of a particular customer category (transfer, waiting list, homeless) for which actual rented lets are achieved by;
 - b. Allocation area (Table One).

**TABLE ONE
TARGET FOR ACTUAL LETTINGS BY ALLOCATING AREA**

Customer category			
Area	Transfer	Waiting List	Homeless
All General Needs stock	25% 20% (HSM decision 26/7/11) 15% (HSM email 13/10/11)	65% 70% (HSM decision 26/7/11) 75% (HSM email 13/10 11)	10%
Sheltered & elderly designated stock	50%	50%	
New developments	70%	30%	
Tower Blocks	10%	80%	10%

1. Lettings will be monitored on a cumulative basis within the allocating year (April to March). A degree of flexibility has to be recognised within the targets, within the year, and as measured on a year-end result. The variation from target will be monitored on an area-by-area basis.
2. For rare property types: defined as all four or more bedroom properties and 2 or more bedroom bungalows: the property preference criteria shall have regard to previous lets in the allocating area in question (see Table One) and the number of lets and offers in the financial year to date for that property type across the whole district.

SCHEDULE THREE
GOSPORT EXTRA CARE SCHEME
DRAFT NOMINATIONS & PANEL PROCESS



Schedule 4

SCHEME OF ALLOCATIONS FOR THE GOSPORT HOUSING REGISTER – SCHEDULE OF DELEGATIONS

Item Number	Decision	Decision Maker	Comments	Policy Reference
1	Discretion to Remove Management Re-housing Panel priority	Chairman of the MRP	To be assessed 6 months after award	MRP Policy
2	Discretion to remove 100 medical points	Lettings Team Leader	To be assessed 6 months after award	Schedule One to the Policy
3	Discretion to amend points levels in Schedule One	Housing Services Manager		Section 3, paragraph 4
4	Financial resources assessment—thresholds of income and capital to secure an equitable interest	Head of Housing Options	Thresholds will vary over time as the market changes.	Section 4, paragraph 5
5	Approval of offers of housing Approval of offers where Officer, Member or relative of the Council or RP partners will benefit	Lettings Team Leader Housing Services Manager	Unless a member of the applicant household includes an officer, or is related to an officer of the Council or housing association partner or a Member, or is relative to a Member of the Council or partner housing association Board	Section 6, paragraph 3
6	Eligibility to be registered	Lettings Team Leader		Section 1
7	Priority modification	Lettings Team		Section 4
8	Statutory review of decisions of ineligibility or priority modification	Head of Housing Options		Section 1, paragraph 6(i)

Item Number	Decision	Decision Maker	Comments	Policy Reference
9	Eligibility to access GBC sheltered schemes	Lettings Team Leader in consultation with support needs assessing officer		Section 6 (2)(f)
10	Allocation of designated elderly accommodation to non-elderly households	Head of Housing Options		Section 6 (2)(f)
11	Suspension of application	Lettings Team Leader	Suspensions arise pending the applicant providing information required to process the application, or at customer discretion.	Section 1 (6)(b)
12	Allocation of designated elderly or mature let to an under-age person	Head of Housing Options		Section 6 (2)(d)
13	Assessment of points fields in Schedule One as follows: items:1, 4, 7, 8-10, 13, 14 Items: 5 – 6 Items 3 and 11-12 Items: 2	Lettings Team Leader Medical/Social Priority Officer Head of Housing Options Chairman of MRP	Although 100 medical points cases are to be approved by Lettings Team Leader	Schedule One MRP Policy
14	Assessment of split households	Lettings Team Leader		Section 5 paragraph 6
15	Planned Lettings	Housing Services Manager	This relates to the setting of targets for planned lettings	Section 7 paragraph 4
16	Community Lettings	Housing Services Manager, in consultation with the Chair of Community Board and Group Housing Spokespersons	This relates to the setting of targets and any specific policy amendments for an area	Section 7 paragraph 5

Item Number	Decision	Decision Maker	Comments	Policy Reference
17	Other relatives with close links	Lettings Team Leader		Section 1, paragraph 6
18	Exceptional Circumstances	Chair of the MRP		Section 3 paragraph 3
19	Discretion regarding joint tenancy	Head of Housing Options		Section 5 paragraph 4

Schedule 5 – Qualification Criteria

Applicants for an allocation of housing must satisfy the eligibility and qualification criteria. If any applicant does not satisfy these criteria then they will not be allocated housing and their application will not be added to the housing register.

1. Housing Need Criteria.

Applicants with no housing need will not be considered to be a qualifying person. Applicants who do not have a housing need are defined as those with no housing need points. Points awarded for waiting time are not considered to be housing need points.

2. Local Connection Criteria.

An applicant is not considered to have a Local Connection and will be considered to be a qualifying person for the housing register unless one of the criteria below are met:-

- A minimum of one applicant has been resident in Gosport for a minimum of 2 years immediately prior to making an application for housing who continue to reside in the Borough.
- At least one applicant has worked on a full or part time basis (a minimum of 16 hours per week) in Gosport and remains in permanent employment in the Borough.
- The applicant has close relatives in the Borough. This is defined as (mother, father, brother, sister, adult children) and the close relative has lived in the Borough for a minimum of 5 years immediately prior to the housing register application being submitted and continue to do so.
- An applicant has been accepted as being owed the main homeless duty. The Homelessness main duty is defined as the main duty under Section 193 Part VII Housing Act 1996 (as amended by the Homelessness Act 2002).
- They are subject to the arrangements details for the Armed Forces and meet the definition included in Section 9 paragraph 3.
- Special connection (as approved by the Housing Services Manager) this will include:-
 - Applicants accepted for extra care housing or other specialist housing with a particular need to be in Gosport
 - Applicants who have been placed out of the Borough with a commitment for rehousing from Gosport Borough Council

3. Unacceptable Behaviour Criteria

An applicant will not be a qualifying person if the applicant or a member of the household has behaved in a manner which effects their suitability to be a tenant and they have not addressed or have insufficiently addressed this behaviour.

Behaviour which affects an applicants suitability to be a tenant includes:-

- housing related debts
- criminal convictions for offences that adversely affect others (subject to the Rehabilitation of Offenders provisions).
- Behaviour resulting in anti-social behaviour orders, contracts and injunctions against them
- That the property has been allowed to be seriously damaged by the tenant, their household or their visitors

4.Financial Resources Criteria

Applicants will be considered to have sufficient financial resources to meet their own housing needs and therefore will not be a qualifying person if any of the following criteria are met:-

- The applicant or any member of the household has savings or equity of £16,000 (unless that asset is a payment to ex-members of the armed services for injuries that happened in service, or a trust fund that has been provided for a disabled child or other award for damages).
- The applicant and their household have a combined income of £31,000 and they require a one bedroom property to meet their housing needs.
- The applicant and their household have a combined income of £45,000 and they require a two bedroom property to meet their housing needs.
- The applicant and their household have a combined income of £56,000 and they require a three bedroom property or larger to meet their housing needs.
- The applicant or their household has the right to occupy a property that they own either outright or with a mortgage and meets their needs, or would release sufficient equity to enable them to resolve their housing need as defined in section 5 (2).

Applicants who spend or dispose of capital or assets shall be deemed to still hold the capital or asset and be subject to the above tests.

AGENDA ITEM NO 08

Board/Committee:	Community Board
Date of Meeting:	25 November 2013
Title:	D Day Memorial- 70 th Anniversary
Author:	Borough Solicitor and Deputy Chief Executive
Status:	FOR DECISION

Purpose

To advise Community Board of the proposed memorials at Stokes Bay commemorating the 70th Anniversary of D Day

Recommendation

The Community Board agree the proposal for the D Day memorial at Stokes Bay as set out in Section 2 of this report including the estimated costs which will be included as part of the revised budget for 2013/14 for approval by Council in February 2014.

1 Background

- 1.1 2014 marks the 70th anniversary of the D Day landings and nationally there are a series of events proposed to commemorate the anniversary.
- 1.2 Gosport played a significant role in the landings with troops embarking from Stokes Bay and Hardway. The Council have previously commemorated the 65th anniversary with a Service of Remembrance at the Canadian Stone.

2 Report

- 2.1 The Council were approached by the D Day Fellowship, a group of local people, as they were working on a project to raise awareness of D Day in Gosport through a series of interpretation boards across the borough telling the story of Gosport's role in D Day. Some of these interpretation boards would be sited on Council land. The D Day Fellowship are seeking funding from the Heritage Lottery Fund for the interpretation Boards
- 2.2 One significant area for the interpretation boards is Stokes Bay which currently contains the Canadian Stone and the Mulberry Harbour Stone. The D Day Fellowship's proposal provided an opportunity to consolidate these different memorials into a single location at Stokes Bay to provide a focus for the commemoration of the 70th anniversary.

2.3 Hampshire County Council have been working with the Council on the design for the new memorial area for D Day which will be located in the vicinity of the existing Mulberry Harbour Stone. A drawing of the proposed memorial is attached at Appendix 1. The D Day Fellowship will be providing the details for the interpretation Boards in the memorial area.

2.4 The costs of providing the memorial area is around £25000 and HCC have indicated that they will provide a contribution towards its provision. A planning application will be made before Christmas and works will commence in Spring so that the memorial area will be the focus of the commemoration of D Day in June 2013.

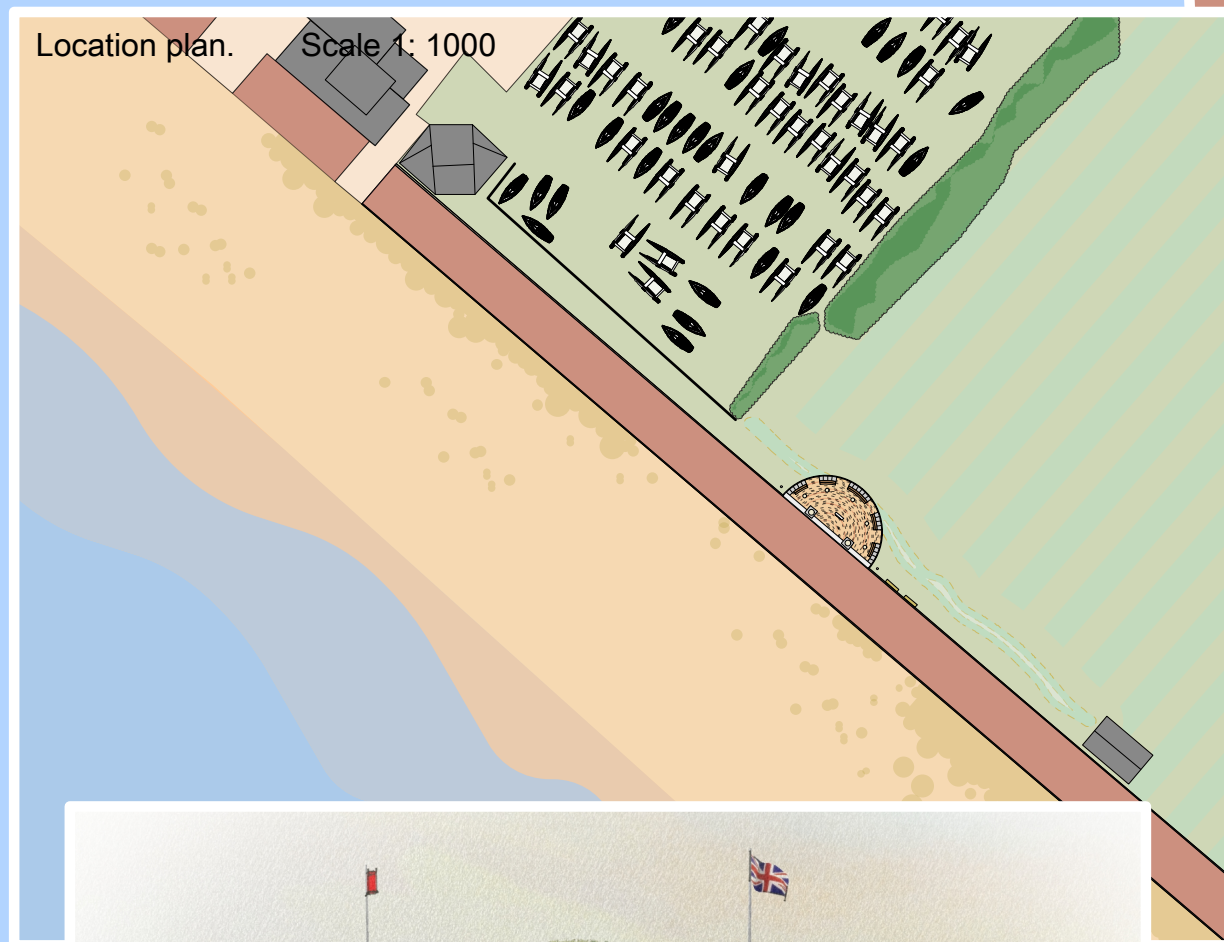
3.0 Risk Assessment

3.1 The contract for the construction works will be subject to the Council's Contract Procedure Rules.

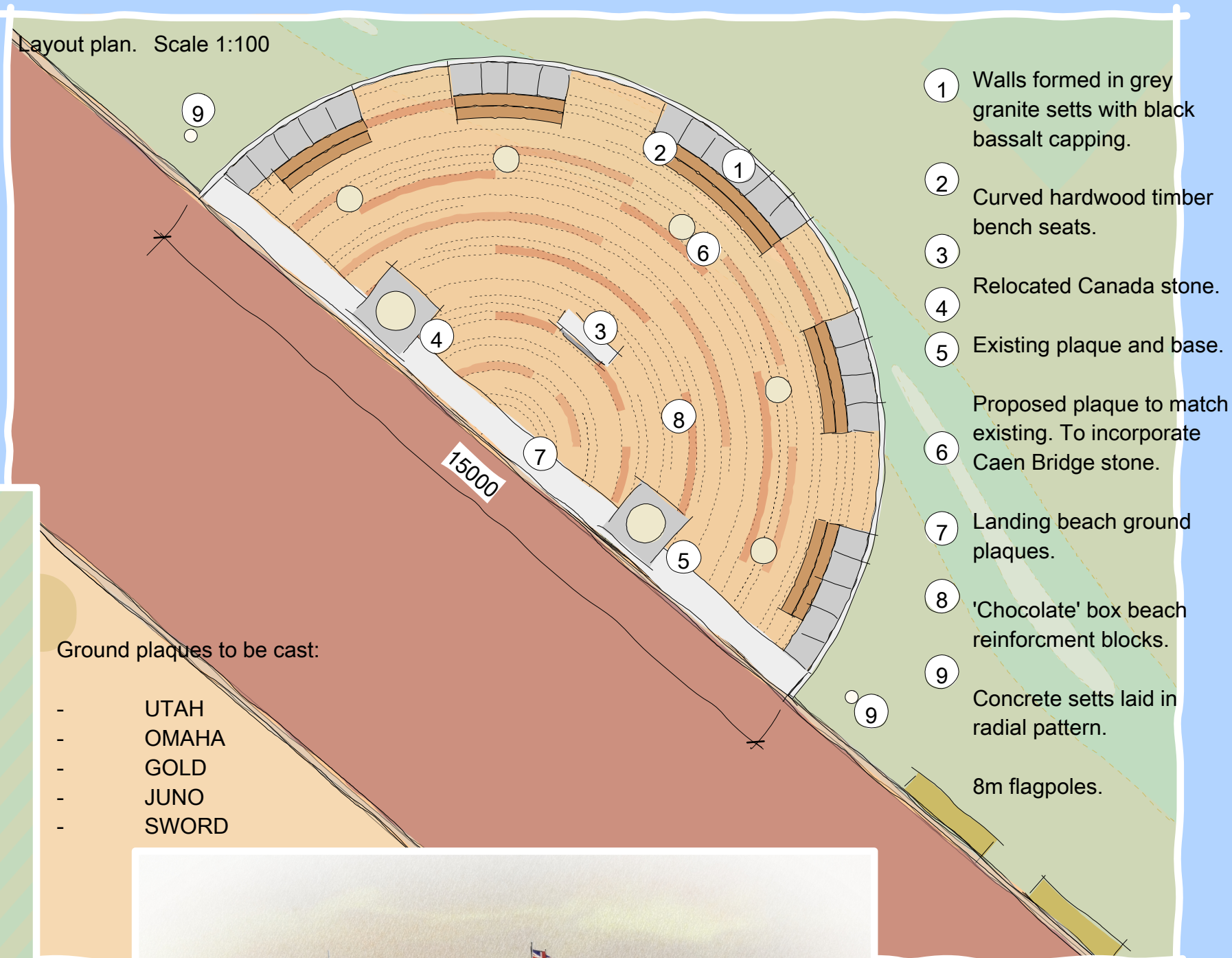
Financial Services comments:	As included in Section 2
Legal Services comments:	None
Crime and Disorder:	None
Equality and Diversity:	Level access for people with Disabilities will be incorporated
Service Improvement Plan implications:	None
Corporate Plan:	None
Risk Assessment:	Section 3
Appendix 1	Drawing Stokes Bay Memorial Site
Background papers:	None
Report author/ Lead Officer:	Linda Edwards



Elevated view from the south.



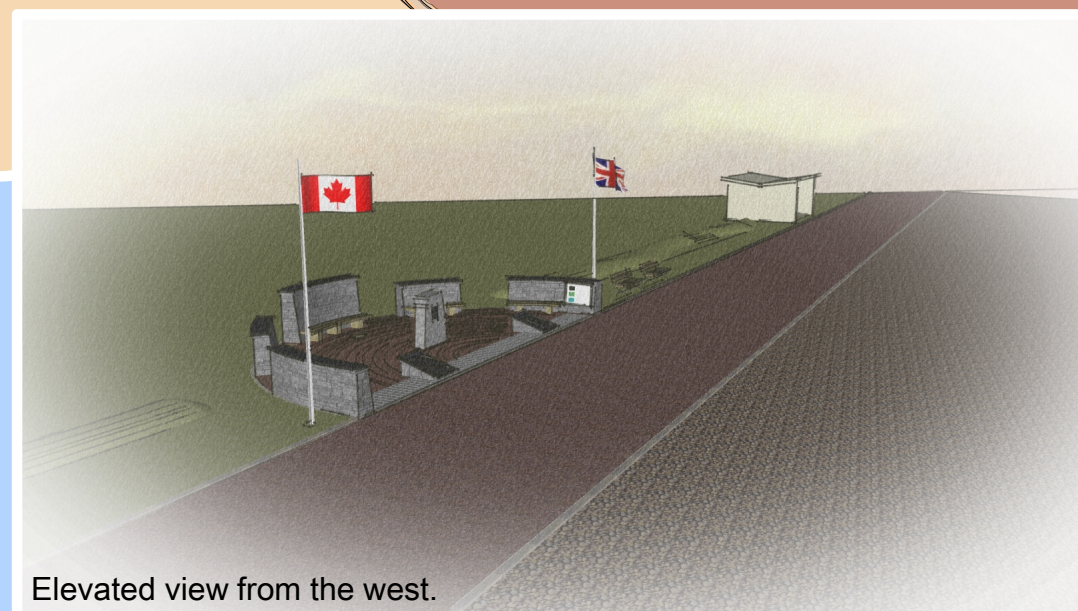
View from the beach.



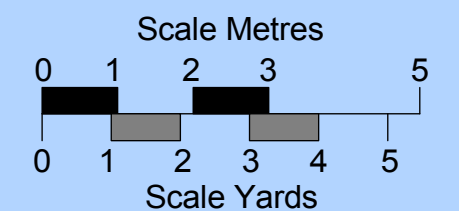
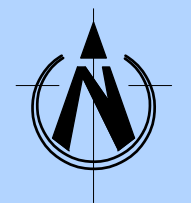
Ground plaques to be cast:

- UTAH
- OMAHA
- GOLD
- JUNO
- SWORD

- 1 Walls formed in grey granite sets with black basalt capping.
- 2 Curved hardwood timber bench seats.
- 3 Relocated Canada stone.
- 4 Existing plaque and base.
- 5 Proposed plaque to match existing. To incorporate Caen Bridge stone.
- 6 Landing beach ground plaques.
- 7 'Chocolate' box beach reinforcement blocks.
- 8 Concrete sets laid in radial pattern.
- 9 8m flagpoles.



Elevated view from the west.



HCC Property Services,
Three Minsters House,
76 High Street, Winchester SO23 8UL.
tel: (01962) 847801

Notes	
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2 No dimensions are to be scaled from this drawing	

rev	description	date	by

PROJECT Stokes Bay D-Day Memorial Site				SHEET CONTENTS External Works Landscape Proposals	
SCALE @ A1 1:100 @ A3	DATE Oct 2013	DRAWN. WP	CHKD. PB	DRAWING No. SBDDAY-L-200	REVISION
				FILE REF. <i>File name</i>	

