

Cabinet Agenda

Date: Thursday 21 January 2021

Time: 6.30 pm

Venue: Virtual Meeting - Online

Membership:

Chair: Councillor Graham Henson (Leader of the Council, Portfolio Holder for Strategy, Partnerships, Devolution and Customer Services)

Portfolio Holders:	Portfolio:
Councillor Sue Anderson	Community Engagement and Accessibility
Councillor Simon Brown	Adults and Public Health
Councillor Keith Ferry	Deputy Leader, Regeneration, Planning and Employment
Councillor Phillip O'Dell	Housing
Councillor Varsha Parmar	Environment
Councillor Christine Robson	Young People and Schools
Councillor Krishna Suresh	Community Cohesion and Crime
Councillor Adam Swersky	Finance and Resources

Non-Executive Members:	Role:
Councillor Antonio Weiss	Non-Executive Cabinet Member
John Higgins	Non-Executive Voluntary Sector Representative

Quorum 3, including the Leader and/or Deputy Leader)

Contact: Nikoleta Nikolova, Senior Democratic & Electoral Services Officer
Tel: 020 8416 8284 E-mail: nikoleta.nikolova@harrow.gov.uk

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Useful Information

Meeting details:

This meeting is open to the press and public and can be viewed on www.harrow.gov.uk/virtualmeeting

Filming / recording of meetings

Please note that proceedings at this meeting may be recorded or filmed. If you choose to attend, you will be deemed to have consented to being recorded and/or filmed.

The recording will be made available on the Council website following the meeting.

Agenda publication date: Wednesday 13 January 2021

Public Notice (Pages 7 - 10)

Agenda - Part I

1. Apologies for Absence

To receive apologies for absence (if any).

2. Declarations of Interest

To receive declarations of disclosable pecuniary or non pecuniary interests, arising from business to be transacted at this meeting, from:

- (a) all Members of the Committee, Sub-Committee or Panel;
- (b) all other Members present in any part of the room or chamber.

3. Petitions

To receive any petitions submitted by members of the public or Councillors.

4. Public Questions *

To receive any public questions received in accordance with paragraph 16 of the Executive Procedure Rules.

Questions will be asked in the order in which they were received. There will be a time limit of 15 minutes for the asking and answering of public questions.

[The deadline for receipt of public questions is 3.00 pm, 18 January 2021. Questions should be sent to publicquestions@harrow.gov.uk

No person may submit more than one question].

5. Councillor Questions *

To receive any Councillor questions received in accordance with paragraph 17 of the Executive Procedure Rules.

Questions will be asked in the order agreed with the relevant Group Leader by the deadline for submission and there be a time limit of 15 minutes.

[The deadline for receipt of Councillor questions is 3.00 pm, 18 January 2021].

6. Key Decision Schedule January - March 2021 (Pages 11 - 28)

7. Progress on Scrutiny Projects (Pages 29 - 30)

For consideration

8. Covid-19 Update (To Follow)

Verbal update from the Chief Executive.

Community

- KEY 9. Borough Wide Public Spaces Protection Order to address environmental issues** (Pages 31 - 136)
- Report of the Corporate Director, Community.
- KEY 10. Consolidation of Fixed Penalty Notices for Environmental Crime Enforcement** (Pages 137 - 162)
- Report of the Corporate Director, Community.
- KEY 11. Renewal of the Edgware Selective Licensing Scheme** (Pages 163 - 318)
- Report of the Corporate Director, Community.
- KEY 12. Review of Housing and Homelessness Strategies (Part 2): Housing Allocation Scheme and Tenancy Strategy & Policy** (Pages 319 - 492)
- Report of the Divisional Director, Housing.
- KEY 13. Green Homes Grant Scheme - Request to utilise grant funding awarded via lead Borough Ealing** (Pages 493 - 510)
- Report of the Divisional Director, Housing.
- KEY 14. Department for Work and Pensions (DWP) Contract - Kick-start Funding** (Pages 511 - 544)
- Report of the Corporate Director, Community.

Resources and Commercial

- KEY 15. Fees and Charges 2021/22** (Pages 545 - 616)
- Report of the Director of Finance.
- KEY 16. Calculation of Business Rates Tax Base for 2021-2022** (To Follow)
- Report of the Director of Finance.
- KEY 17. Draft HRA Budget 2021-22 and MTFs 2022-23 to 2023-24** (Pages 617 - 646)
- Report of the Divisional Director, Housing.
- 18. Treasury Management Strategy Statement & Annual Investment Strategy for 2020/21 - Mid Year Review** (To Follow)
- Report of the Director of Finance.

19. Calendar of Meetings 2021/2022 (Pages 647 - 668)

Report of the Director of Legal and Governance Services.

20. Any Other Urgent Business

Which cannot otherwise be dealt with.

Agenda - Part II - Nil

*** Data Protection Act Notice**

The Council will audio record items 4 and 5 (Public and Councillor Questions) and will place the audio recording on the Council's website, which will be accessible to all.

[Note: The questions and answers will not be reproduced in the minutes.]

Deadline for questions	3.00 pm on 18 January 2021
Publication of decisions	22 January 2021
Deadline for Call in	5.00 pm on 29 January 2021
Decisions implemented if not Called in	30 January 2021

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Legal & Governance Services
Director – Hugh Peart

Public Notice 2

Cabinet – 21 January 2021 at 6.30 pm

Pursuant to Regulation 10 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 notice is hereby given that the Cabinet proposes to take a Key Decision at the Cabinet Meeting to be held virtually on Thursday 21 January 2021 at 6.30pm:

Department for Work and Pensions (DWP) Contract - Kick-start Funding

[This report advises Cabinet of the rationale for Harrow Council entering into an Agreement with the Department for Work and Pensions (DWP) for a Grant to become a Gateway for the Kickstart Scheme.]

The reasons why compliance with Regulation 9 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 was impracticable is that:

- (1) the Council received an Offer Letter for a Grant to become a Kickstart Gateway for employers wishing to support young people into paid employment on 7th January 2021. The Council is required to sign an agreement by 7th February 2021. The January Key Decision Schedule was published on 23 December 2020;
- (2) The decision is urgent in order to meet the above deadline.

The agreement of the Chair of the Overview and Scrutiny Committee has been obtained that the making of the decision is urgent and cannot reasonably be deferred.

Additionally, the Chair of Overview and Scrutiny Committee has waived call-in and agreed that the decision proposed is reasonable in the circumstances and should be treated as a matter of urgency as any delay likely to be caused by the call-in process would seriously prejudice the Council's interests.

A handwritten signature in black ink, appearing to be 'HP'.

Director of Legal and Governance Services
Date: 13 January 2021



Legal & Governance Services
Director – Hugh Peart

Public Notice

Cabinet – 21 January 2021 at 6.30 pm

Pursuant to paragraph 5(4) & (5) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, notice was given that the Cabinet may need to meet in private via the Key Decision Schedule, January to March 2021.

For information, the Key Decisions advised via the Key Decision Schedule for January to March 2021 (published on 23 December 2020) and Review of Housing and Homelessness Strategies (Part 2): Housing Allocation Scheme and Tenancy Strategy & Policy which was deferred from the December meeting are to be considered and are set out on the Cabinet agenda.

In addition, the report on “**Commissioning of Harrow Paediatric Services**” has been deferred from the January to the February 2021 Cabinet meeting.

A handwritten signature in black ink, appearing to be the initials "HP" followed by a stylized flourish.

Director of Legal and Governance Services
Date: 13 January 2021

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London Borough of Harrow

Key Decision Schedule (January 2021 - March 2021)

Month: January

The following is a list of Key Decisions which the Authority proposes to take at the above Cabinet meeting. The list may change over the next few weeks. A further notice, by way of the Cabinet agenda, will be published no less than 5 clear days before the date of the Cabinet meeting, showing the final list of Key Decisions to be considered at that meeting.

A Key Decision is a decision by the Executive which is likely to:

- (i) result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates; or
- (ii) be significant in terms of its effects on communities living or working in an area of two or more wards or electoral divisions of the Borough.

A decision is significant for the purposes of (i) above if it involves expenditure or the making of savings of an amount in excess of £1m for capital expenditure or £500,000 for revenue expenditure or, where expenditure or savings are less than the amounts specified above, they constitute more than 50% of the budget attributable to the service in question.

Decisions which the Cabinet intends to make in private

The Cabinet hereby gives notice that it may meet in private after its public meeting to consider reports which contain confidential information. The private meeting of the Cabinet is open only to Members of the Cabinet, other Councillors and Council officers.

Reports relating to decisions which the Cabinet will take at its private meeting are indicated in the list of Key Decisions below with the reasons for the decision being made in private where appropriate. The Schedule also contains non-Key Decisions which involve Cabinet having to meet in private. Any person is able to make representations to the Cabinet if he/she believes the decision should instead be made in the public Cabinet meeting. If you want to make such representations please contact Democratic & Electoral Services. You will then be sent a response in reply to your representations. Both your representations and the Cabinet's/Leader's response will be published on the Council's website <http://www.harrow.gov.uk/www2/mgListPlans.aspx?RPId=249&RD=0&bcr=1> at least 5 clear days before the Cabinet meeting.

The Cabinet/Leader will be considering a report prepared by the relevant Directorate. The report together with any other documents (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken by Cabinet/Leader from Democratic Services, on 020 8424 1055 or by contacting democratic.services@harrow.gov.uk or by writing to Democratic & Electoral Services, Harrow Council, Civic Centre PO Box 2, Station Road, Harrow, HA1 2UH or on the Council's website. Copies may be requested but a fee will be payable. Reports to be considered at the Cabinet's public meeting will be available on the Council's website 5 clear days before the meeting.

The KDS looks 3 meetings ahead and will be published 28 clear days before the Decision Date / Period of Decision.

Subject	Nature of Decision	Decision Maker	Decision date / Period of Decision	Cabinet Member / Lead officer	Open or Private Meeting	Additional Documents to be submitted and any Consultation to be undertaken
JANUARY 2021						
Fees and Charges 2021/22	To agree the Council's fees and charges to be implemented from April 2021.	Cabinet	21 January 2021	Councillor Adam Swersky Corporate Director, Resources Dawn.Calvert@harrow.gov.uk, tel. 0208 420 9269	Part exempt	Agenda Report and any related appendices
Calculation of Business Rates Tax Base for 2021-2022	To approve the Council's Business Rates Retention amount for 2021-22	Cabinet	21 January 2021	Councillor Adam Swersky Corporate Director, Resources fern.silverio@harrow.gov.uk, Tel: 020 8736 6818	Open	Agenda Report and any related appendices
Draft HRA Budget 2021-22 and MTFS 2022-23 to 2023-24	To approve the draft HRA budget for 2021-22 & MTFS for submission to Cabinet (then	Cabinet	21 January 2021	Councillor Phillip O'Dell; Councillor Adam Swersky Divisional Director, Housing	Open	Agenda Report and any related appendices Council tenants, leaseholders,

Subject	Nature of Decision	Decision Maker	Decision date / Period of Decision	Cabinet Member / Lead officer	Open or Private Meeting	Additional Documents to be submitted and any Consultation to be undertaken
	Council) for approval of rents, service charges, revenue and capital budgets.			tasleem.kazmi@harrow.gov.uk, tel. 020 8420 9201		private residents and staff.
Renewal of the Edgware Selective Licensing Scheme	To approve the Renewal of the Edgware Selective Licensing Scheme.	Cabinet	21 January 2021	Councillor Varsha Parmar Corporate Director, Community richard.lebrun@harrow.gov.uk, tel. 020 8736 6267	Open	Agenda Report and any related appendices Open consultation on the website as well as paper copies and notices. Statutory partners.
Green Homes Grant Scheme - request to utilise grant funding awarded via lead Borough Ealing	Cabinet is requested to delegate authority to the Corporate Director of Community,	Cabinet	21 January 2021	Councillor Graham Henson; Councillor Phillip O'Dell Divisional Director, Housing	Part exempt	Agenda Report and any related appendices CSB, Portfolio Holder for

Subject	Nature of Decision	Decision Maker	Decision date / Period of Decision	Cabinet Member / Lead officer	Open or Private Meeting	Additional Documents to be submitted and any Consultation to be undertaken
	<p>following consultation with the Portfolio Holder for Housing and Employment, Portfolio Holder for Finance and Resources and the Director of Finance to:-</p> <p>a. Approve the request to grant the Housing Asset Management Team permission to collaborate with the lead Borough Ealing to utilise the funding awarded under the Green Homes Grant (GHG)</p>			Andrew.Campion@harrow.gov.uk		Housing and Portfolio holder for Finance and Resources.

Subject	Nature of Decision	Decision Maker	Decision date / Period of Decision	Cabinet Member / Lead officer	Open or Private Meeting	Additional Documents to be submitted and any Consultation to be undertaken
	<p>coalition bid to enable retrofit solutions works to be delivered via an appointed managing agent within the lead Borough. The value of the grant is £4.783 million in total and £580,793 of this can be used to support works on private properties within Harrow.</p> <p>b. Tranche 1a will involve the Council recommending privately owned/ private rented properties for works. The full</p>					

Subject	Nature of Decision	Decision Maker	Decision date / Period of Decision	Cabinet Member / Lead officer	Open or Private Meeting	Additional Documents to be submitted and any Consultation to be undertaken
	<p>cost of works will be met by grant payments from Ealing Council with no financial impact on the Council's General Fund or HRA and no impact on the Council's borrowing requirement.</p> <p>c. Note a potential second phase of funding (tranche1b) if the lead Borough are successful with the submission bid. A total bid of £14.5 million on behalf of 10 Boroughs</p>					

Subject	Nature of Decision	Decision Maker	Decision date / Period of Decision	Cabinet Member / Lead officer	Open or Private Meeting	Additional Documents to be submitted and any Consultation to be undertaken
	<p>could amount to an additional sum of up to £1.232m per Borough.</p> <p>d. Tranche 1b, if successful will require the Council to contribute some additional funding from the HRA and will be reported to Cabinet as appropriate.</p>					
Commissioning of Harrow Paediatric Services	<p>Cabinet is requested to:</p> <ol style="list-style-type: none"> 1. Delegate authority to the Corporate Director People Services, following 	Cabinet	21 January 2021	<p>Councillor Christine Robson</p> <p>Corporate Director, People priya.ganatra@harrow.gov.uk</p>	Open	<p>Agenda Report and any related appendices</p> <p>None</p>

Subject	Nature of Decision	Decision Maker	Decision date / Period of Decision	Cabinet Member / Lead officer	Open or Private Meeting	Additional Documents to be submitted and any Consultation to be undertaken
	<p>consultation with the Portfolio Holders for Young People and Schools and Finance and Resources, to approve the financial contribution to be made by the Council to Harrow Clinical Commissioning Group via the People Services overarching s75 Agreement for jointly commissioned paediatric services for SALT and OT.</p> <p>2. Delegate</p>					

Subject	Nature of Decision	Decision Maker	Decision date / Period of Decision	Cabinet Member / Lead officer	Open or Private Meeting	Additional Documents to be submitted and any Consultation to be undertaken
	<p>authority to the Corporate Director People Services to review of the current People Services overarching s75 Agreement with Harrow CCG, and agree a new s75 Agreement for 1st April 2022 implementation.</p>					
FEBRUARY 2021						
HRA Budget 2021-22 and MTFS 2022-23 to 2023-24	To approve the HRA budget for 2021-22 & MTFS for submission to Cabinet (then	Cabinet	11 February 2021	Councillor Phillip O'Dell; Councillor Adam Swersky Divisional Director,	Open	Agenda Report and any related appendices Council tenants,

Subject	Nature of Decision	Decision Maker	Decision date / Period of Decision	Cabinet Member / Lead officer	Open or Private Meeting	Additional Documents to be submitted and any Consultation to be undertaken
	Council) for approval of rents, service charges, revenue and capital budgets.			Housing tasleem.kazmi@harrow.gov.uk, tel. 020 8420 9201		leaseholders, private residents and staff.
Revenue and Capital Monitoring 2020/21 - Quarter 3 as at 31st December 2020	<ol style="list-style-type: none"> 1. To note the Revenue and Capital forecast position as at Quarter 3 2. To approve virements 3. To approve any amendment in the capital programme delegated to Cabinet 	Cabinet	11 February 2021	Councillor Adam Swersky Charlie Stewart, Corporate Director, Resources Dawn.Calvert@harrow.gov.uk, tel. 0208 420 9269	Part exempt	Agenda Report and any related appendices
Final Revenue Budget 2021/22 and Medium Term Financial Strategy 2021/22-2023-24	To recommend to Council: <ul style="list-style-type: none"> • The proposed revenue budget 2021/22 and 	Cabinet	11 February 2021	Councillor Adam Swersky Charlie Stewart, Corporate Director, Resources	Part exempt	Agenda Report and any related appendices

Subject	Nature of Decision	Decision Maker	Decision date / Period of Decision	Cabinet Member / Lead officer	Open or Private Meeting	Additional Documents to be submitted and any Consultation to be undertaken
	<p>the Medium Term Financial Strategy 2021/22 to 2023/24 to enable the Council Tax to be set</p> <ul style="list-style-type: none"> • The members allowance scheme 2021/22 • The 2021/22 pay policy statement • The 2021/22 schools budget 			Dawn.Calvert@harrow.gov.uk, tel. 0208 420 9269		
Final Capital Programme 2021/22 to 2023/24	<p>To approve to Council:</p> <ul style="list-style-type: none"> • Final of 2021/22 to 2023/24 Capital Programme • The 	Cabinet	11 February 2021	<p>Councillor Adam Swersky</p> <p>Charlie Stewart, Corporate Director, Resources Dawn.Calvert@harrow.gov.uk, tel.</p>	Part exempt	Agenda Report and any related appendices

Subject	Nature of Decision	Decision Maker	Decision date / Period of Decision	Cabinet Member / Lead officer	Open or Private Meeting	Additional Documents to be submitted and any Consultation to be undertaken
	Capital Strategy			0208 420 9269		
Harrow Digital Infrastructure Strategy	To approve the draft Harrow Digital Infrastructure Strategy.	Cabinet	11 February 2021	Councillor Keith Ferry Corporate Director, Community David.Sklair@harrow.gov.uk	Open	Agenda Report and any related appendices The following council services have been consulted: Planning, Transport, Corporate Estates, Housing – Assets. External consultation will follow Cabinet approval.
Procurement of Harrow Council's Domestic Abuse Service	Seek approval from Cabinet to: 1. Launch a	Cabinet	11 February 2021	Councillor Krishna Suresh; Councillor Simon Brown; Councillor	Open	Agenda Report and any related appendices

Subject	Nature of Decision	Decision Maker	Decision date / Period of Decision	Cabinet Member / Lead officer	Open or Private Meeting	Additional Documents to be submitted and any Consultation to be undertaken
	<p>procurement for a new domestic abuse service, to commence in September 2021 for an initial period of three years, with the option to extend for a further two years (1plus1).</p> <p>2. Delegate authority to the Corporate Director for People Services to award the contract, in consultation with the Portfolio Holder for Community Cohesion and Crime, together with</p>			<p>Christine Robson; Councillor Phillip O'Dell</p> <p>Director of Strategy farah.ikram@harro w.gov.uk; tel.020 8420 9389</p>		<p>Groups that have been and will continue to be consulted:</p> <ol style="list-style-type: none"> 1. Professionals within Adult Social Care, Children's services, Public Health, Housing and Community Safety 2. Stakeholders including Health Partners, Safeguarding Boards, Harrow Domestic Violence Forum and service users 3. 'Soft' market engagement with potential service providers has

Subject	Nature of Decision	Decision Maker	Decision date / Period of Decision	Cabinet Member / Lead officer	Open or Private Meeting	Additional Documents to be submitted and any Consultation to be undertaken
	Portfolio Holders for Adults and Public Health, Young People and Schools and Housing					also been conducted.
Treasury Management Strategy Statement including Annual Investment Strategy for 2021/22 and Capital Strategy for 2021/22	Cabinet is asked to note the report and recommend to Council that the Treasury Management Strategy Statement for 2021/22 be approved including: <ul style="list-style-type: none"> • Prudential Indicators for 2021/22; • Minimum Revenue Provision Policy Statement for 2021/22; • Annual 	Cabinet	11 February 2021	Councillor Adam Swersky Director of Finance dawn.calvert@harr ow.gov.uk	Open	Agenda Report and any related appendices Finance and Legal Services.

Subject	Nature of Decision	Decision Maker	Decision date / Period of Decision	Cabinet Member / Lead officer	Open or Private Meeting	Additional Documents to be submitted and any Consultation to be undertaken
	Investment Strategy for 2021/22. <ul style="list-style-type: none"> • Capital Strategy for 2021/22 					
MARCH 2021						

Harrow Council Cabinet 2020/21

Contact Details of Portfolio Holders

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Portfolio	Councillor	Address	Telephone no.	Email
Leader, Strategy, Partnerships, Devolution & Customer Services	Graham Henson	Labour Group Office Room 102, PO Box 2, Civic Centre Station Road HARROW HA1 2UH	Mobile: 07721 509916 Group Office: (020) 8424 1897	Email: graham.henson@harrow.gov.uk
Deputy Leader, Regeneration, Planning & Employment	Keith Ferry	Labour Group Office Room 102, PO Box 2, Civic Centre Station Road HARROW HA1 2UH	Mobile: 07922 227147 Group Office: (020) 8424 1897	Email: keith.ferry@harrow.gov.uk
Adults & Public Health	Simon Brown	Labour Group Office Room 102, PO Box 2, Civic Centre Station Road HARROW HA1 2UH	Group Office: (020) 8424 1897	Email: simon.brown@harrow.gov.uk
Community Cohesion & Crime	Krishna Suresh	Labour Group Office Room 102, PO Box 2, Civic Centre Station Road HARROW HA1 2UH	Mobile: 07967 565477 Group Office: (020) 8424 1897	Email: krishna.suresh@harrow.gov.uk

Portfolio	Councillor	Address	Telephone no.	Email
Community Engagement & Accessibility	Sue Anderson	Labour Group Office Room 102, PO Box 2, Civic Centre Station Road HARROW HA1 2UH	Mobile: 07875 094900 Group Office: (020) 8424 1897	Email: sue.anderson@harrow.gov.uk
Environment	Varsha Parmar	Labour Group Office Room 102, PO Box 2, Civic Centre Station Road HARROW HA1 2UH	Mobile: 07764 681987 Group Office: (020) 8424 1897	Email: varsha.parmar@harrow.gov.uk
Finance & Resources	Adam Swersky	Labour Group Office Room 102, PO Box 2, Civic Centre Station Road HARROW HA1 2UH	Mobile: 07904 466987 Group Office: (020) 8424 1897	Email: adam.swersky@harrow.gov.uk
Housing	Phillip O'Dell	64 Marlborough Hill HARROW HA1 1TY	Tel: (020) 8861 0090 Group Office: (020) 8424 1897	Email: phillip.odell@harrow.gov.uk
Young People & Schools	Christine Robson	Labour Group Office Room 102, PO Box 2, Civic Centre Station Road HARROW HA1 2UH	Group Office: (020) 8424 1897	Email: christine.robson@harrow.gov.uk

PROGRESS ON SCRUTINY PROJECTS

Review	Methodology	Type of report	Expected date for report to Cabinet	Comments
<p>Joint Overview & Scrutiny Committee (JHOSC) for Shaping a Healthier Future Programme</p>	<p>Joint Committee</p>	<p>Update reports will be provided for O&S/ Health and Social Care sub committee and Cabinet (for information)</p>	<p>As required</p>	<p>The JHOSC Chair and Vice-Chair agreed to suspend meetings for 2020 given the pressures NHS colleagues are under in the second wave of Covid-19. Due to the uncertainty around how long these pressures will last, it was agreed to accept written responses to questions under the theme of Covid 19. This was shared with members in mid-November.</p> <p>A JHOSC update report was provided to Health Sub on 19 November, as usual practice.</p>
<p>Shared Services – Lessons learnt, other councils' experiences, impact on savings and improving quality</p>	<p>Review</p>	<p>Report to Cabinet</p>	<p>TBC</p>	<p>The scope was agreed by O&S on 16 September 2019. The first meeting with the group took place on 23 September. The challenge panel took place on 2 March 2020, with a view to reporting back to O&S in April. However as council capacity and resources were diverted to deal with the Covid pandemic, this was delayed.</p> <p>The final report of the review was scheduled to go to O&S in October, and Cabinet thereafter, however given the stretch in organisational capacity the O&S Chair and Vice-Chair have decided that this is now better considered in the new year. This is scheduled for O&S 9 February 2021, with a relaxation on when the Executive is expected to respond.</p>

<p>Development and delivery of the Harrow Strategic Development Partnership</p>	<p>Review</p>	<p>Single-item O&S meetings</p>	<p>As required</p>	<p>A model of informal briefing from the services followed by formal scrutiny through committee (O&S), prior to the relevant report going to Cabinet, has been adopted. This allows scrutiny to formally consider and comment on HSDP progress to Cabinet. There was a special O&S meeting on 1 September to consider the phase one report on progress.</p> <p>Regular meetings between the Chair and Vice-Chair of O&S and the Corporate Director and services continue. There is regular informal feedback on progress through Scrutiny Leadership Group.</p>
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Contact: Nahreen Matlib, Senior Policy Officer. **Email:** nahreen.matlib@harrow.gov.uk



Report for: Cabinet

Date of Meeting:	21 January 2021
Subject:	Borough Wide Public Spaces Protection Order to address environmental issues
Key Decision:	Yes
Responsible Officer:	Paul Walker, Corporate Director (Community)
Portfolio Holder:	Councillor Varsha Parmar, Portfolio Holder for Environment
Exempt:	No
Decision subject to Call-in:	Yes
Wards affected:	All
Enclosures:	Appendix A – Consultation Responses Appendix B – Consultation Comments Appendix C – Draft Order Appendix D - Police Statement re Alcohol Exclusion Zone Appendix E – Harrow BID website Appendix F – Proposed Public Notice Appendix G – Equality Impact Assessment (EQIA)

Section 1 – Summary and Recommendations

This report proposes to renew the Borough wide Public Spaces Protection Order (PSPO), as created under the Anti-Social Behaviour, Crime and Policing Act 2014, to address specific matters of Anti-Social Behaviour (defined as anything that can cause harassment, nuisance and / or annoyance) that affect the Borough.

Recommendations:

Cabinet is requested to:

1. Consider and approve the Public Spaces Protection Order (Borough Wide) (Harrow Council) 2020 to take effect from 1st February 2021

Reason: (for recommendations)

The PSPO would allow direct action against low level anti-social behaviour, with the benefit of being able to issue fixed penalty notices for breaches, if appropriate.

Section 2 – Report

Harrow Council (“The Council”) is committed to maintaining a clean and safe environment for the benefit of everyone in the borough. The commitment recognises the Council’s responsibility to keep the streets and local environment clear of litter and obstructions and deal with other local environmental quality issues including anti-social behaviour.

In June 2017, a Borough Wide PSPO was approved and implemented (from 1st July 2017), and included controls around:

- Spitting, urination and defecation
- Smoking in Children’s Play Areas
- Consuming alcohol in public places
- Driving over the footways, verges and kerbs
- Dog owners having the means to pick up after their dogs

The maximum duration for a PSPO is 3 years unless extended before then. As a result of Covid 19 priorities, it was not possible to extend this PSPO earlier but the proposed PSPO in this report is effectively a renewal of that.

The proposal to re-adopt the borough-wide PSPO is in line with the council priorities referred to above. In particular, in tackling matters of crime and anti-social behaviour, which includes matters that cause harassment, annoyance and / or nuisance. The Council knows that the majority of those who live, work and visit the borough do keep the area clean; however, it wants to ensure where this is not the case that it uses the relevant legislation and approaches to maintain a clean and safe environment.

In March 2014, the Anti-Social Behaviour, Crime and Policing Act 2014 came into force, with commencement of various provisions staggered. One of the aims of the legislation is to enable intervention before something becomes a bigger problem.

Included within the legislation is the power to put in place a Public Spaces Protection Order, details of which are provided below. In November 2015, Cabinet granted the Corporate Director of Community authority to approve

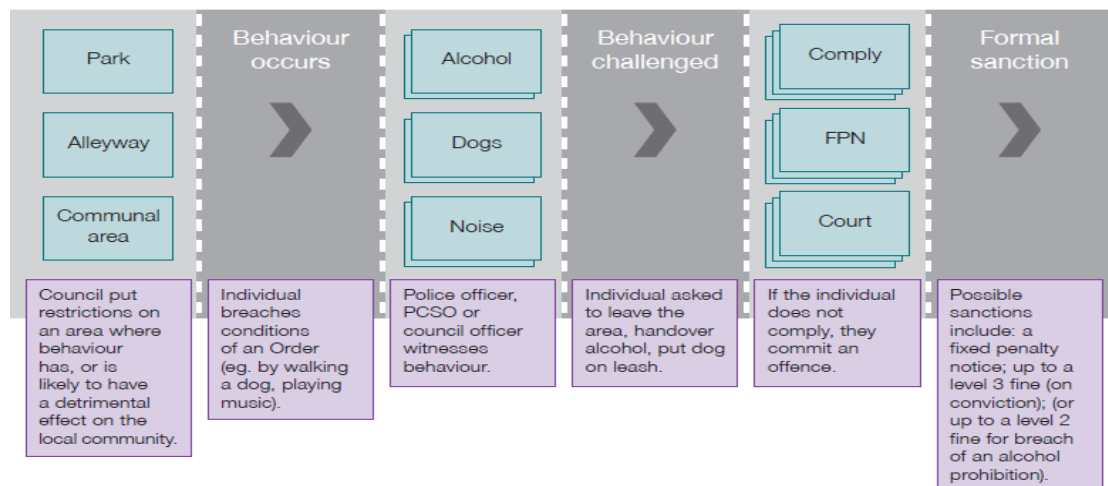
any PSPO affecting up to three bordering wards following consultation with the Portfolio Holder¹. Proposed PSPOs falling outside of this limitation, such as the one subject of this report, need Cabinet approval.

Public Spaces Protection Orders

Public Spaces Protection Orders provide a power to deal with particular nuisance or problems that directly affect an area.

An overview of the process is shown below, taken directly from the Official Guidance that accompanies the legislation.

Public spaces protection order



Fixed Penalty Notice Levels for PSPO

In February 2015, Cabinet approved the use of Fixed Penalty Notices as an option in relation to Community Protection Notices and Public Spaces Protection Orders. These are set at £100 with no discount

Proposed Borough Wide PSPO

Alcohol Control Zone

The Council introduced a Borough Wide Designated Public Places Order (DPPO) in 23rd June 2008, making the Borough a controlled drinking zone. The effect of this was to make it an offence to continue to drink alcohol when asked not to do so by a Police Officer, or to refuse to surrender any alcohol to an Officer.

With the introduction of the Anti-Social Behaviour, Crime and Policing Act 2014, the pre-existing designated public place orders was replaced by the PSPO and the 2017 PSPO provision is proposed for reintroduction. The

¹ <http://modern.gov:8080/ieListDocuments.aspx?CIId=249&MIId=62618&Ver=4>

Police have also provided a statement in support of this in Appendix D for its continuation.

Spitting

Spitting itself is an emotive issue and one that residents of Harrow support in terms of strong enforcement. With the current pandemic of covid-19, spitting is also seen as a public health risk and one that needs to be discouraged completely. Spitting would only be allowed in public space if there is “reasonable excuse” or if carried out into a handkerchief, tissue, bin or other suitable receptacle. Reasonable excuse would need to, for example, constitute a matter of medical or health related issue that could be evidenced through appropriate documentation that can be provided after the event and within the time frame of any appeal.

Urination and Defecation

With regards urination and defecation, the Crown Prosecution Service (CPS) does not classify urinating in the street as a basic offence that would fall under Section 5 of the Public Order Act 1986², enforced by the Police. However urination in the street can be part of a drunk and disorderly offence, but the offence must also include evidence of abusive language or disorderly behaviour. Urination alone is not enough for either offence³.

Harrow unfortunately suffers from incidents of urination and defecation both on the street but also in parks. There is limited action that can currently be taken to address this, hence the inclusion in the original and reintroduction of the PSPO of offences in respect of both urination and defecation. This would also allow Police greater powers to tackle such anti-social behaviour.

Dog Fouling

It is an emotive subject, and while the majority of dog owners are responsible in their approach, unfortunately it still remains an issue. Keep Britain Tidy have shown that 4 out of 10 people surveyed nationally in 2016 believe dog fouling to be an issue in their area, and 1 in 5 recreational areas suffer from constant issues of dog fouling. This is supported in the consultation, with 43% of responders stating it is an issue they have seen, and 38% frequently.

Dog fouling is often seen as one of the most offensive types of nuisance anti-social behaviour, affecting parks and streets. Dog excrement is also a public health risk, with the potential to lead to blindness from an infection called Toxocara canis. No person using the streets or parks of Harrow should have to worry about this risk of infection.

The Council is therefore seeking to continue the double approach to this aspect using the proposed Public Spaces Protection Order, being the offence

² <https://www.cps.gov.uk/legal-guidance/public-order-offences-incorporating-charging-standard>

³ https://www.met.police.uk/SysSiteAssets/foi-media/metropolitan-police/disclosure_2018/january_2018/information-rights-unit---guidance-issued-to-police-officers-for-dealing-with-offenders-who-are-engaging-in-public-urination

of allowing a dog to foul and not clearing it up, as well as not having the suitable means to pick it up. This is consistent with neighbouring Boroughs, who have adopted such provisions for a number of years (e.g. Hillingdon)

Smoking in Children's Play Areas

The very nature of these areas is for children to play safely, enjoy exercise, have fun, without the risk of detriment to their health. The Council, as part of its priority of making a difference to families, communities and the vulnerable, needs to take steps to protect children from unnecessary risks to health. This is particularly true in areas provided by the Council in their green areas.

To this end, the Public Spaces Protection Order seeks to continue the ban on smoking in play areas, to remove the risk of second hand smoke as well as clearly having these areas as ones for enjoyment and health. This is in line with the Chief Medical Officer view on such spaces, Chartered Institute of Environmental Health and the Royal Society of Public Health report on smokefree communities⁴

Driving over footpaths, footways and verges on land owned or controlled by the Council

Driving over a verge occurs throughout the Borough of Harrow, with limited action viable by the Council. It often damages the verge, which not only spoils the appearance of the street, but involves the Council in unnecessary additional expense in making good the damage. The Highways section of the Council has calculated that an average road in Harrow will have around 2.5% of footway being illegally used as vehicle cross overs so approximate cost to the borough could be up to £2,648,351.68 annually (as of 2017) including Officer time and repairs

The Council has a statutory obligation to maintain and keep the highway (including such verges and footpaths) in a basic safe and accessible condition.

Prior to the introduction of the Borough Wide PSPO in 2017, enforcement could only take place if it could be directly shown that a vehicle has caused damage to the verge / footpath. But the added difficulty at present is that Officers have to demonstrate that such damage is linked to a particular vehicle / premise before any action (e.g. cost recovery) is feasible. The mere presence of a car in a drive next to a damaged verge or on the highway next to it is not proof that this car caused the damage.

By continuing this element to the Public Spaces Protection Order, it provides officers with a far more straight forward approach to ensuring verges, footpaths and footways are not damaged and not causing nuisance or risk. While concentration will be placed on those areas where damage is being caused, where it is not feasible to attribute damage to any one person /

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https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/823316/2019-08-05_ASB_Revised_Statutory_Guidance_V2.2.pdf

vehicle, action might still be potentially feasible where it is shown a vehicle has gone over these areas (e.g. car in the drive where there is no dropped kerb).

What are the requirements for making a PSPO?

The ASB, Crime and Policing Act 2014, Section 59 sets out the conditions that need to be met for a PSPO to be made.

The first condition is that:

- (a) Activities carried on in a public place within the authority's area have had a detrimental effect on the quality of life of those in the locality, or
- (b) It is likely that the activities will be carried on in a public place within that area and that they will have such an effect.

The second condition is that the effect, or likely effect, of the activities:

- (a) Is, or is likely to be, of a persistent or continuing nature,
- (b) Is, or is likely to be, such as to make the activities unreasonable, and
- (c) Justifies the restrictions imposed by the notice

The only prohibitions or requirements that may be imposed are ones that are reasonable to impose in order:

- (a) To prevent the detrimental effect referred to in the first condition above
- (b) To reduce the detrimental effect or to reduce the risk of its continuance, occurrence or recurrence

How will the PSPO be enforced?

Failure to comply with a PSPO is an offence and can lead to a summary conviction and fine not exceeding level 2 on the standard scale. In February 2015, the Council agreed that a Fixed Penalty (FPN) of £100 could be applied to any non-compliance with a PSPO if appropriate, rather than a prosecution. However, for repeat offenders or in cases where it is believed the issuing of a FPN would not deter future breaches, or if the offender fails to pay the FPN, a prosecution may be commenced. A person authorised by the Council, a Police Officer and / or a Police Community Support Officer (PCSO) if authorised can enforce the PSPO.

How will the PSPO be advertised?

If the Order is put in place then information will go on the Council Website, be put on social media, signage will be erected in relevant areas and through use of other methods to maximise publicity of the Order. This will include working with partners including Police, Community Champions and Park Groups.

How long will the PSPO last?

Any PSPO can last a maximum of 3 years, although it can be extended if necessary, and/or reviewed (and varied or discharged) during the course of its life. In this case, the proposed PSPO is sought for (a further) 3 years.

Will it work?

The 2017 PSPO had been in place for 3 years and there have been changes to people's behaviour as a result, but issues still remain across the Borough that require continued work.

For example, Wealdstone Square saw a history of street drinking that caused nuisance and annoyance that the PSPO helped alleviate through alcohol control in public places. This was an important strand in this case, but controls must remain in place to ensure any return to this behaviour is controlled and removed but takes into account that other areas in the Borough are now also suffering from such activity. The reintroduction of the Borough Wide approach allows a broader approach and extra tool to tackle such matters by the Council and the Police.

Additionally, the feedback from the consultation shows that people are still witnessing matters that this PSPO seeks to address, showing that work must continue to tackle such matters.

Options considered

In relation to the recommendation in this report, the main options include:

1. Cabinet approve the Public Spaces Protection Order (Borough Wide) (Harrow Council) 2020 (as drafted in Appendix C)

This would result in all aspects of the proposed PSPO coming into force for a duration of (a further) 3 years.

This is the preferred option and is supported by the consultations carried out as set out in Appendix A and B to this report.

2. Cabinet approve some aspects of the Public Spaces Protection Order (Borough Wide) (Harrow Council) 2020 (as drafted in Appendix C)

Where Cabinet does not agree with all the proposals, these can be removed or amended. Additionally, Cabinet can choose a shorter period for the PSPO.

3. Cabinet does not approve the Public Spaces Protection Order (as drafted in Appendix C)

By choosing this option, the Council will rely have limited provisions, if any, to seek to achieve the same outcomes. However, for reasons noted in this report, it is felt that there are inadequate or no provisions for dealing with the other issues that the proposed PSPO reintroduction

seeks to tackle. For example, in the case of dog fouling, there is currently no real statutory provision or power to manage this apart from on an individual basis through potentially using a Community Protection Notice.

3. Community Consultation

The Anti-Social Behaviour, Crime and Policing Act 2014 and “*Anti-social behaviour powers Statutory guidance for frontline professionals*”⁵ sets out the requirements for consultation around a PSPO.

Before making a PSPO, the council must consult with the Chief Officer of Police, and the local police body, which was done in relation to the proposed PSPO. This occurred, with consultation being sent to the Borough Commander, Chief Inspector for the Area and Licensing Team.

The council must also consult whatever community representatives they think appropriate. In this case, a consultation took place on the Council website from May 2020 to June 2020, to seek maximum coverage and so that anyone could comment on the proposal. Communications took place around this to advertise the consultation, including in the Harrow People and articles in the Harrow Times, as well as on the Harrow BID website (See Appendix E). Public Notices were put in parks as well as outside schools, covering all aspects of the proposed PSPO but specifically targeting aspects of dog fouling and driving over verges.

Appendix A and B provides the feedback from the consultation, as well as a copy of the Public Notice used. As can be seen, there is wide support for all aspects of the proposed PSPO.

Home Office guidance state that where a local council is considering making a PSPO which will impose restrictions on the use of specific types of land such as registered common land, a registered town or village green, and open access land, or on public rights of way, it should consider discussing the proposal with relevant interested groups. This proposal does not identify any land requiring specific consideration.

We received 1093 responses of which 1074 (98%) live in various areas of Harrow and 19 (2%) live in Barnet, Brent, Ealing, Hillingdon, Watford or somewhere else.

858 completed the equality monitoring form; 390 (45%) were 45-64 years old 240(28%) were 65 plus, 223 (26%) 25-44.

269 (26%) work in Harrow, 26 (6%) own a business in Harrow, 889 (85%) own a car and 137(13%) are dog owners.

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https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/823316/2019-08-05_ASB_Revised_Statutory_Guidance_V2.2.pdf

There was overwhelming support for the reintroduction of all aspects of the Borough Wide Public Spaces Protection Order, in summary:

Anti-social public drinking

920 (97%) think Harrow should continue the PSPO that requires persons to stop street (or other public place) drinking.

Urination in a public space

812 (86%) agree that it should be an offence to urinate in a public place.

Defecation in a public space

896 (95%) agree that it should be an offence to defecate in a public place

Spitting in a Public Place

893 (94%) agree it should be an offence to be spitting in a public place.

Dog fouling

930 (98%) agree it should be an offence not to clear up after a dog for which you're responsible.

839 (88%) agree it should be an offence not to have the means to clear up after a dog for which you're responsible.

Smoking in children's play area

866 (91%) agree that it should be an offence to smoke in children's play areas (smoking of any tobacco, smokeless, or herbal product).

Driving on cycle lanes, footpaths, footways and grass verges

667 (71%) agree it should be an offence to drive over cycle lanes unless authorised to do so.

12 (86%) agree that it should be an offence to drive over footpaths (path not next to a road) unless authorised to do so.

773 (82%) agree it should be an offence to drive over footways (pavement next to a road) unless authorised to do so.

781 (82%) agree it should be an offence to drive over grass verges unless authorised to do so.

A full summary of the consultation results can be found in Appendix A.

Implications of the Recommendation

Resources

The resourcing of a PSPO was an area of concern highlighted in the consultation feedback.

The management and enforcement of the PSPO will be through current staffing levels. Delegation to enforce under the ASB, Crime and Policing Act 2014 rests with all delegated officers within the Community and Public Protection Service.

In terms of dog fouling, spitting, urination, defecation, alcohol control and smoking in children's play areas, the primary resource will be the on street enforcement officers.

In terms of driving over verges, kerbs and footways, this will be monitored and enforced primarily through the highways and networks team

All warranted officers will be able to take action where an offence under the PSPO is witnessed. Additionally, Police are able to also enforce the requirements of the PSPO

Training on the Public Spaces Protection Order has been provided by the Community Safety Officers who lead on these corporately. Additional officers within the enforcement teams can then take on additional monitoring and enforcement.

Legal comments

Chapter 2 of Part 4 of the Anti-Social Behaviour, Crime and Policing Act 2014 deals with Public Spaces Protection Orders (PSPO).

Sections 59 – 61 inclusive deal with the power to make such orders, their duration, and their variation and discharge.

In order to make a PSPO, a local authority has to be satisfied on reasonable grounds that two conditions are met:

1. That—

(a) activities carried on in a public place within the authority's area have had a detrimental effect on the quality of life of those in the locality, or

(b) it is likely that activities will be carried on in a public place within that area and that they will have such an effect.

And

2. That the effect, or likely effect, of the activities—

(a) is, or is likely to be, of a persistent or continuing nature,

(b) is, or is likely to be, such as to make the activities unreasonable, and

(c) justifies the restrictions imposed by the notice.

A PSPO prohibits, or requires, things to be done in an area or for both – i.e. prohibit and require, but these must be to prevent or reduce detrimental effect in the area. A PSPO can be limited to apply by time/circumstances etc but must be clear to understand what is required and/or prohibited. The legislation sets out the requirements for the content of a PSPO and publication requirements that must be followed.

Under Section 60 of the Act, a PSPO cannot have effect for longer than 3 years unless extended.

Sections 62 and 63 covers aspects relating to PSPOs prohibiting the consumption of alcohol.

Sections 64 and 65 deal with orders restricting public rights of way over the highway.

Section 66 specifically provides an interested party (as defined in the Act) the ability to challenge the validity of a PSPO, or its variation, by application to the High Court. The grounds for such a challenge are that the local authority did not have the power to make or vary the order or include certain prohibitions/requirements, or that a requirement under the relevant part of the Act was not complied with.

There is a 6-week time limit to make such an application from the date of the order or variation. Pending full determination, the High Court can suspend the operation of the order, or variation. Upon determining the application, the Court, if it finds that the authority did not have the power to do what it did/required under the order, or that the interests of the applicant have been substantially prejudiced by a failure to comply with a requirement of the Act in relation to PSPOs, can quash or vary the order or any prohibitions or requirements under it.

When considering any proposed PSPOs, the authority must consider any equality issues pursuant to its duty under section 149 of the Equality Act 2010.

Financial Implications

The enforcement shall be carried out within the Public Protection Service as well as the Police and the use of our current third-party enforcement contractor. The third-party enforcement contractor works on the basis of taking a proportion of Fixed Penalty Notices income successfully collected, so there is no cost to be Council.

There will be a small cost of advertising of the reintroduction, which will be funded from current budgets. Advertising will be undertaken using means of posters, signage, social media and partners communication methods.

The financial burden on the Council has been eased in terms of enforcing such an Order, with the new agreement in place with the 3rd Party

Enforcement Service that the Council is only responsible for paying the service for any FPN successfully paid. This removes any risk aspect. But work continues to maximise payment to maximise effect (consequence of actions) including prosecuting where necessary which will have cost implication but absorbed within the running of the scheme

Any income will be used to offset costs associated with managing the PSPO requirements and issuing fixed penalty notices which will be met from existing budgets, as well as environmental campaigns to increase education and compliance. To this end the scheme is based on cost recovery but should any income above and beyond this be received it shall be ring-fenced to the environmental compliance team for this purpose and a review of fees carried out as the purpose of the PSPO is not to raise income. These may also help to cover any additional legal (prosecution) costs incurred that are not recoverable from PSPO offenders

As with any enforcement, it is imperative that no income target is set as any enforcement should be based on the offence rather than the need to raise money.

Procurement Implications

There are no procurement implications

Performance Issues

Improving the environment and reducing matters of anti-social behaviour will have a positive impact on helping make a difference to families, businesses and communities.

The reintroduction of the Public Spaces Protection Order continues to put in place clear requirements across the Borough that are less bureaucratic and more efficient to enforce. This can be seen in the example of verges; the previous burden of proving beyond reasonable doubt that a person has caused damage to a verge which is required to make out the criminal offence, but instead members of the public will recognise driving over such areas will lead to their detriment.

If the scheme is not renewed, then it will limit the ability to enforce by the Council in these areas due to limited other legislation being in place to tackle them

Environmental Impact

The aspects seeking approval are expected to have a hugely positive impact on the Environment, by putting in place a proactive scheme that addresses matters evidenced within the area.

By having clear requirements in place, backed up by the means of a timely penalty for non-compliance (Fixed Penalty Notices), it allows matters that affect the environment to be addressed in a more efficient and effective means and hopefully leading to longer term behavioural changes.

Risk Management Implications

Risks included on corporate or directorate risk register? **No**

Separate risk register in place? **No**

The relevant risks from the risk register are attached/summarised below. **N/A**

The following key risks should be taken onto account when agreeing the recommendations in this report:

Risk Description	Mitigations	RAG Status
Bad publicity due to level of fine issued	<ul style="list-style-type: none"> ▪ PSPO has been in place for the last 3 years without complaint or bad publicity ▪ Consultation has taken place to understand any issues that may lead to bad publicity ▪ Fines are standard for PSPO as agreed by Cabinet ▪ Communication in place and will be continued to seek compliance prior to need for fines to be issued 	
Poor payment of fines, therefore limited impact	<ul style="list-style-type: none"> ▪ Work has taken place with legal about streamlining prosecution process for non-payment including standardising templates ▪ More emphasis put on initial messaging to those receiving fines about consequences, as well as better follow up 	
Lack of resources to take these fines forward	<ul style="list-style-type: none"> ▪ 3rd Party on street enforcement team in place, working 7 days a week ▪ Training of staff to incorporate into normal work (e.g. compliance visits for food hygiene will pick up shop front trade offences) ▪ Re-investment of fines to increase capacity if needed 	
Lack of evidence to support follow up action	<ul style="list-style-type: none"> ▪ All Officers are required to provide statements to support offence as well as attend court ▪ Use of bodyworn cameras by 3rd party enforcement officers ▪ Quality assurance checks carried out by Management ▪ Contract with 3rd party company results in payment only for each successfully paid fine 	
Inconsistent approach to	<ul style="list-style-type: none"> ▪ Operational policy in place around fixed 	

issuing, leading to loss of reputation	<ul style="list-style-type: none"> penalty notices ▪ Training of officers issuing tickets ▪ Monthly performance checks to understand what has been issued by whom and why 	
Cost of administering the scheme outweighs the benefits	<ul style="list-style-type: none"> ▪ Contract with 3rd party company results in payment only for each successfully paid fine ▪ Systems set up to minimise cost of the scheme, including online payment system 	
3 rd party officers fail to follow council policies and procedures, leading to loss of reputation	<ul style="list-style-type: none"> ▪ Clear contract in place with 3rd party ▪ Monthly performance and monitoring meetings ▪ Team leader conducts regular 1-2-1 meetings, team meetings and checks 	
Proposal not agreed leading to limitations of action by officers	<ul style="list-style-type: none"> ▪ Offences would have to be pursued through use of legal notices where feasible (e.g. Community Protection Notices) or prosecution ▪ Those FPNs already in place could still be enforced at the levels already set 	

Equalities implications / Public Sector Equality Duty

Pursuant to section 149 of the Equality Act 2010 (“the Act”), the council, in the exercise of its functions, has to have ‘due regard’ to (i) eliminating discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act; (ii) advancing equality of opportunity between those with a relevant protected characteristic and those without; and (iii) fostering good relations between those who have a relevant protected characteristic and those without.

The relevant protected characteristics are age, race, disability, gender reassignment, pregnancy and maternity, religion or belief, sex and sexual orientation. The duty also covers marriage and civil partnership, but to a limited extent.

In line with this, an initial Equalities Impact Assessment (EqIA) was completed but did not find that a full EqIA was required as no potential adverse impacts in relation to the decision for this report were considered likely. This was reviewed post consultation and no changes required.

In line with this, the experience of the last 3 years has shown no adverse impacts on any characteristic mentioned. This is continually monitored including data breakdown of those issues Fixed Penalty Notices by the 3rd Party Enforcement Officers. This data include demographic breakdown to assist in this process.

Council Priorities

The reintroduction of the Borough Wide PSPO clearly links in with the Council priority of:

1. Improving the environment and addressing climate change

Section 3 - Statutory Officer Clearance

Statutory Officer: Jessie Man

Signed on behalf of the Chief Financial Officer

Date: 30th November 2020

Statutory Officer: Paresh Mehta

Signed on behalf of the Monitoring Officer

Date: 8th January 2021

Chief Officer: Paul Walker

Signed off by the Corporate Director

Date: 8th January 2021

Head of Procurement: Nimesh Mehta

Signed by the Head of Procurement

Date: 26th November 2020

Head of Internal Audit: Susan Dixon

Signed by the Head of Internal Audit

Date: 7th January 2021

Mandatory Checks

Ward Councillors notified: NO, as it impacts on all Wards

EqlA carried out: YES

EqlA cleared by: Dave Corby

Section 4 - Contact Details and Background Papers

Contact: Richard Le-Brun, Head of Community and Public Protection, 020 8424 6267, Richard.lebrun@harrow.gov.uk

Background Papers: None

**Call-in waived by the Chair of Overview and Scrutiny
Committee - NO**

Consultation on the Introduction of a Borough Wide Public Space Protection Order

26 May 2020 to 23 June 2020

Introduction	3
What is a PSPO?	
Environmental problems	4
Views on what action the Council can take	7
Comments	10

Introduction

The council would like to continue to use powers to get tough with people who:

- Urinate, defecate or spit in public places
- Are not prepared to clean up after their dog
- Smoke in children's play areas
- Drive on footpaths and verges

In order to do this we wish to renew the Borough Wide Public Spaces Protection Order (PSPO).

What is a Public Spaces Protection Order (PSPO)?

A PSPO is an order which aims to stop anti-social behaviour happening in a public place.

The failure to comply with the requirements of a PSPO is a criminal offence. In order to introduce a PSPO a council has to be satisfied that two conditions are met:

The first condition is that

- (a) activities carried on in a public place within the authority's area have had a detrimental effect on the quality of life of those in the locality, or
- (b) it is likely that activities will be carried on in a public place within that area and that they will have such an effect.

The second condition is that the effect, or likely effect, of the activities

- (a) is, or is likely to be, of a persistent or continuing nature,
- (b) is, or is likely to be, such as to make the activities unreasonable, and
- (c) justifies the restrictions imposed by the notice.

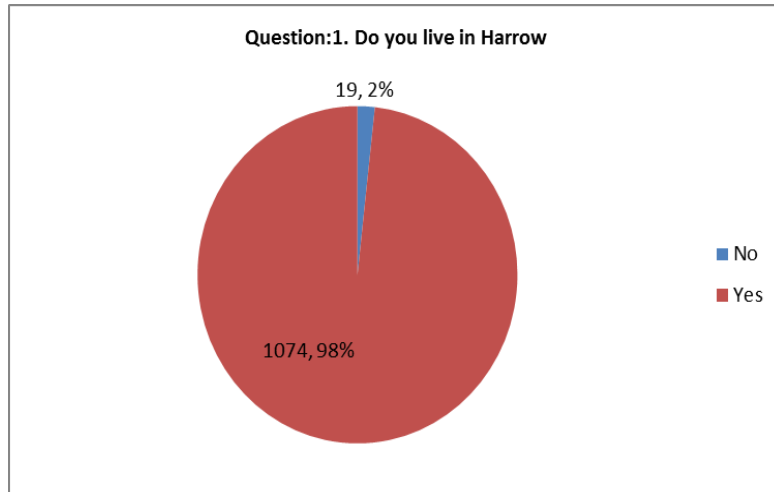
PSPOs can only be introduced by a council after a necessary consultation, notification and publicity. A PSPO can last a maximum of three years, although it can be extended or varied (or discharged) during the course of its life.

The consultation took place between 26 May 2020 to 23 June 2020.

We received 1093 responses of which 1074 (98%) live in various areas of Harrow and 19 (2%) live in Barnet, Brent, Ealing, Hillingdon, Watford or somewhere else.

858 completed the equality monitoring form; 390 (45%) were 45-64 years old 240(28%) were 65 plus, 223 (26%) 25-44.

269 (26%) work in Harrow, 26 (6%) own a business in Harrow, 889 (85%) own a car and 137(13%) are dog owners.

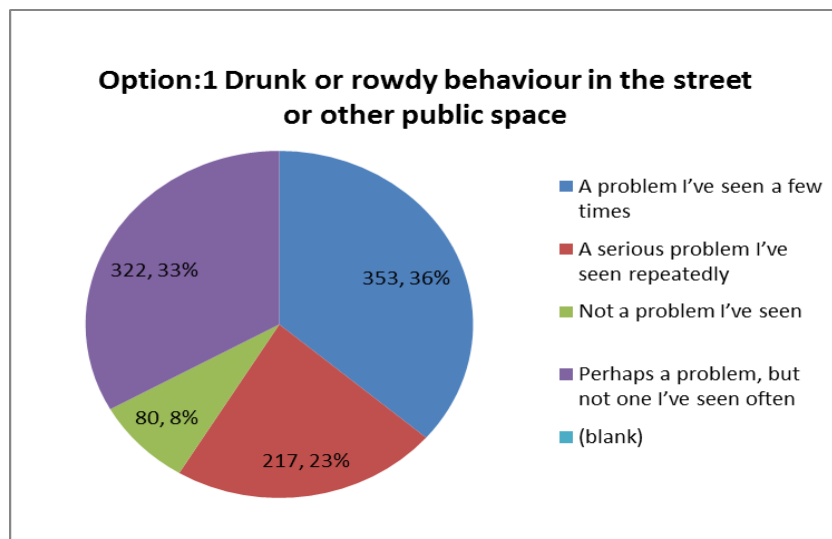


Environmental problems

These set of graphs indicate views on environmental problems in Harrow.

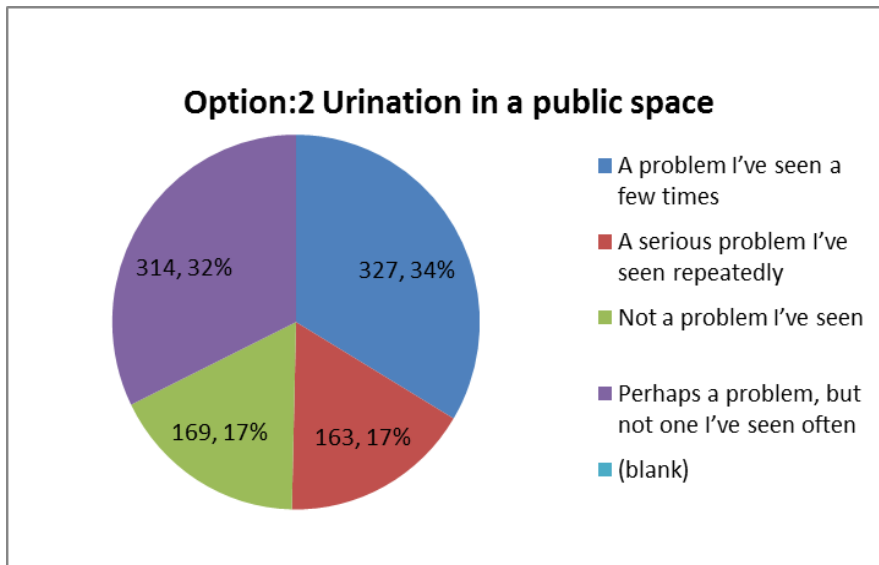
Drunk or rowdy behaviour in the street or other public space

353 (36%) indicated that it is a problem seen a few times, 322 (33%) responded to this issue as being perhaps a problem, but not one they have seen often and 217 (23%) responded to the issue as a serious problem seen repeatedly.



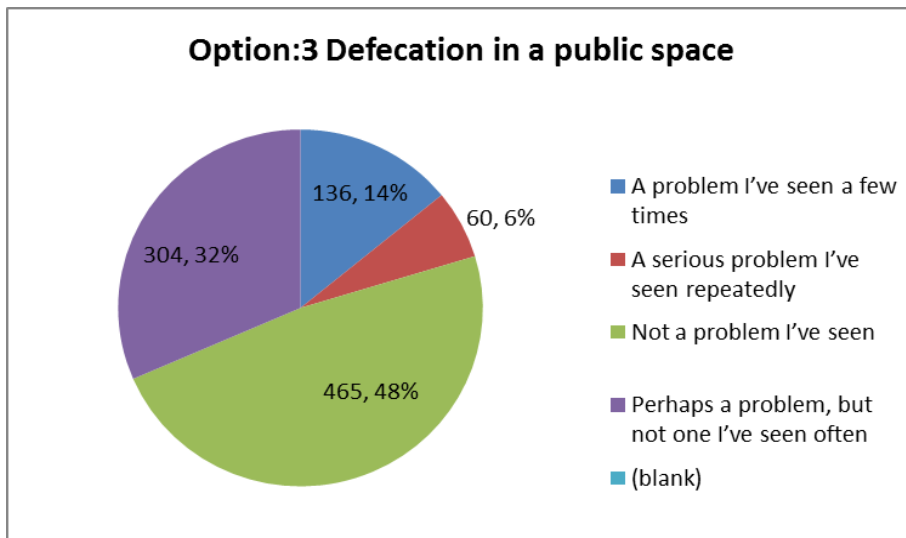
Urination in a public space

327 (34%) indicated that urination is a problem seen a few times in a public space and 314 (32%) view it has perhaps a problem but not one seen often.



Defecation in a public space

465 (48%) It is not a problem they have seen and 304 (32%) responded that it was perhaps a problem but not one they have seen often.

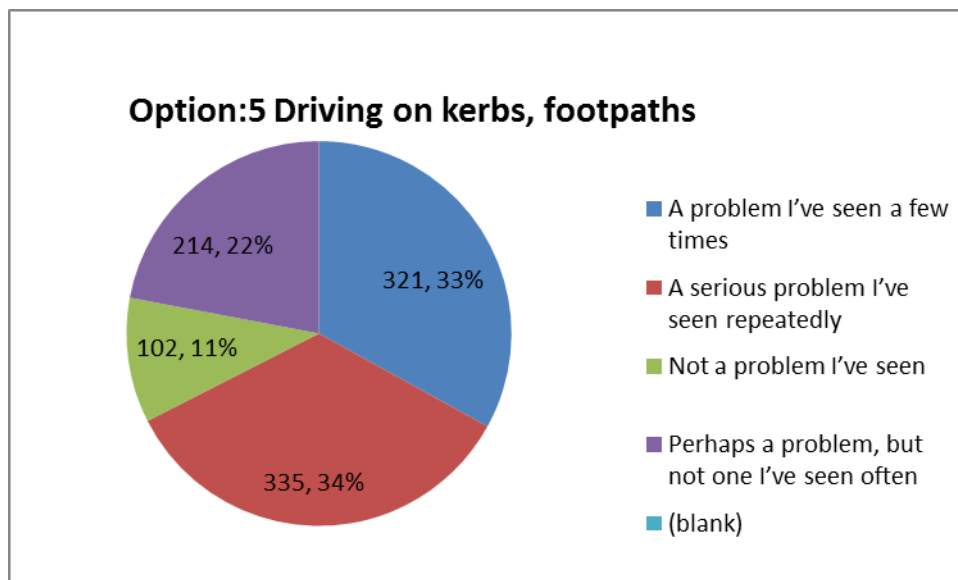


Spitting in the street or other public space

491 (51%) indicated that spitting in the street is a serious problem which they have seen repeatedly with 330 (34%) stating that it is a problem seen a few times.

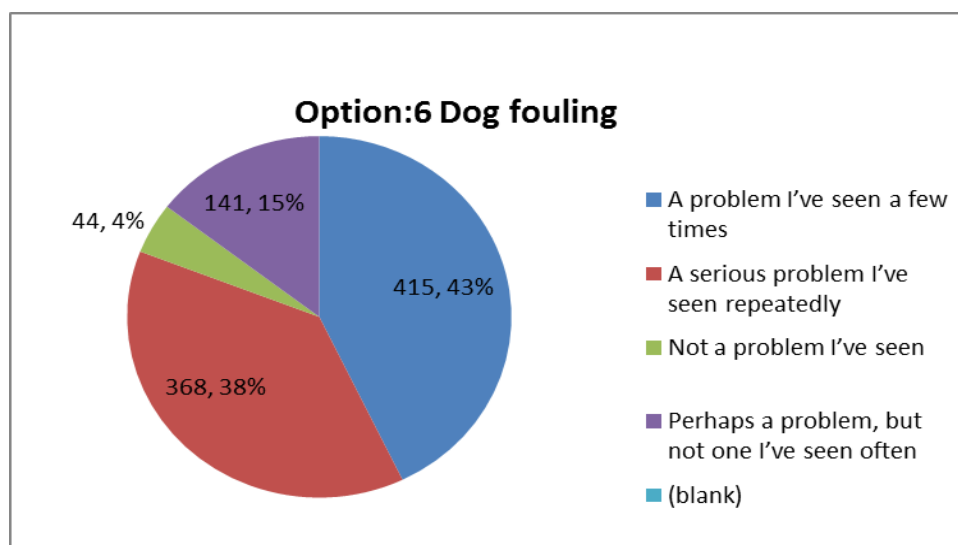
Driving on kerbs, footpaths and verges

335 (34 %) responded to driving on kerbs, footpaths and verges has being a serious problem that they have seen repeatedly and 321 (33%) indicating that it is a problem they have seen a few times and 214 (22%) see it has perhaps a problem but not one seen often.



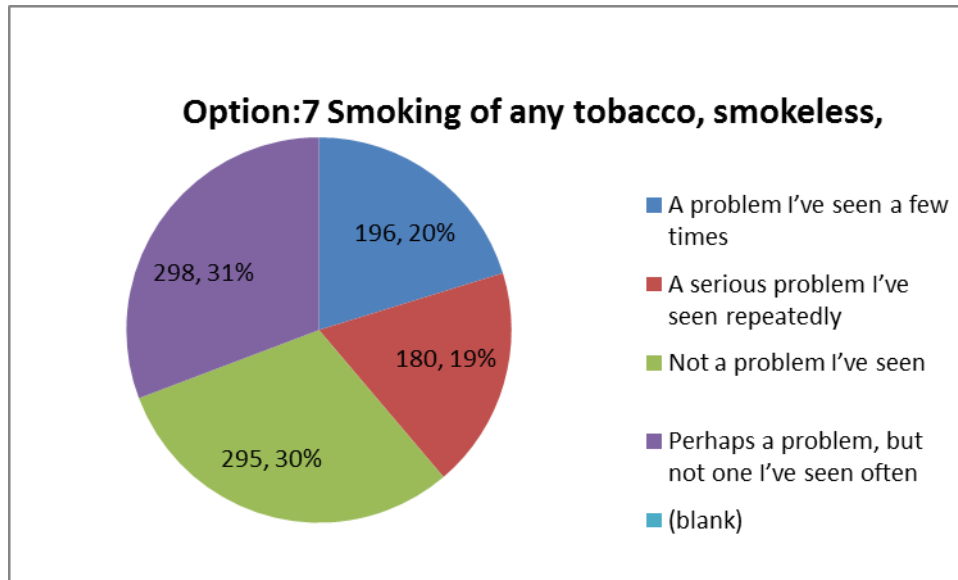
Dog fouling

415 (43%) informed us that dog fouling is a problem seen a few times and that 368 (38%) repounded that it is a serious problem seen repeatedly.



Smoking of any tobacco, smokeless, or herbal product in children’s play areas

298 (31%) indicated that it is perhaps a problem, but not one seen often, 295 (30%) indicated that smoking in childrens play areas is not a problem they have seen and 196 (20%) reponded to it being a problem seen a few times.



Views on what action the Council can take

Anti-social public drinking

Harrow currently has a borough wide alcohol exclusion zone which has helped us to stop anti-social public drinking – it’s not about spoiling picnics or street parties.

920 (97%) think Harrow should continue the PSPO that requires the ability to stop street drinking.

Urination in a public space

It is not a specific offence to urinate in the street, and the Police can only take action if a person is committing a public order offence (e.g. when associated with drunk and disorderly conduct)

812 (86%) agree that it should be an offence to urinate in a public place.

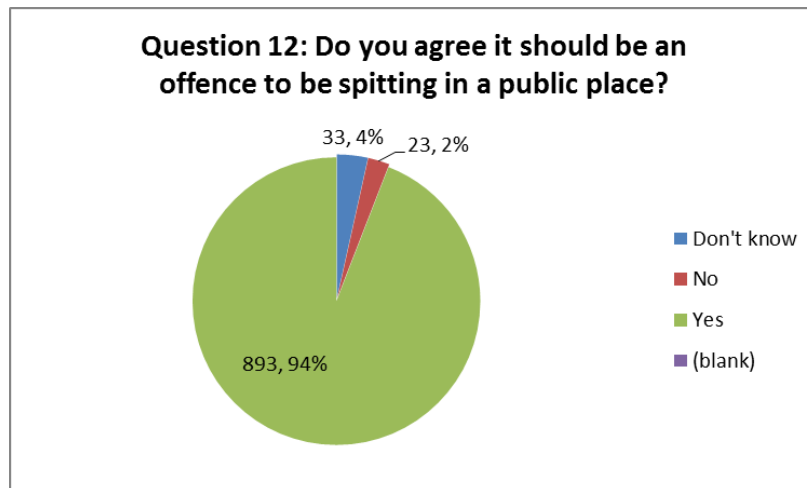
Defecation in a public space

896 (95%) agree that it should be an offence to defecate in a public place

Spitting in a public space

Previous surveys of residents have shown this to be an area which they believe requires specific action. By continuing to make it a specific offence under a PSPO, failure to adhere to it can result on a level 3 fine (up to £1000) and / or a fixed penalty notice of £100 which is more likely to discourage this activity.

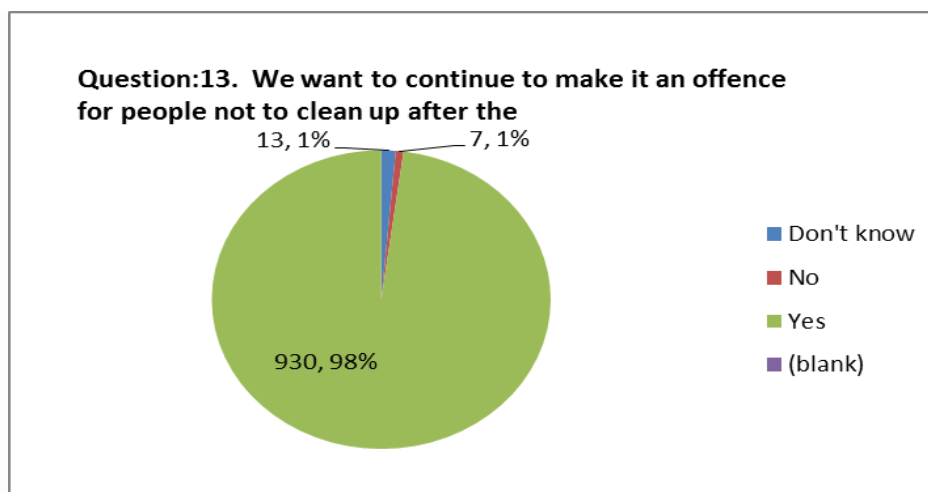
893 (94%) agree it should be an offence to be spitting in a public place.



Dog fouling

We want to continue to make it an offence for people not to clean up after the dog they're walking. We also want to make it an offence for people walking dogs to not have with them the means of picking up faeces. In this case a receptacle for picking up waste is defined as any object capable of holding faeces for disposal. By way of guidance a trouser or coat or other pocket, a handbag, purse or sports bag is not such an item for the purpose of this article. This would apply to any public space controlled by the council.

930 (98%) agree it should be an offence not to clear up after a dog for which you're responsible.



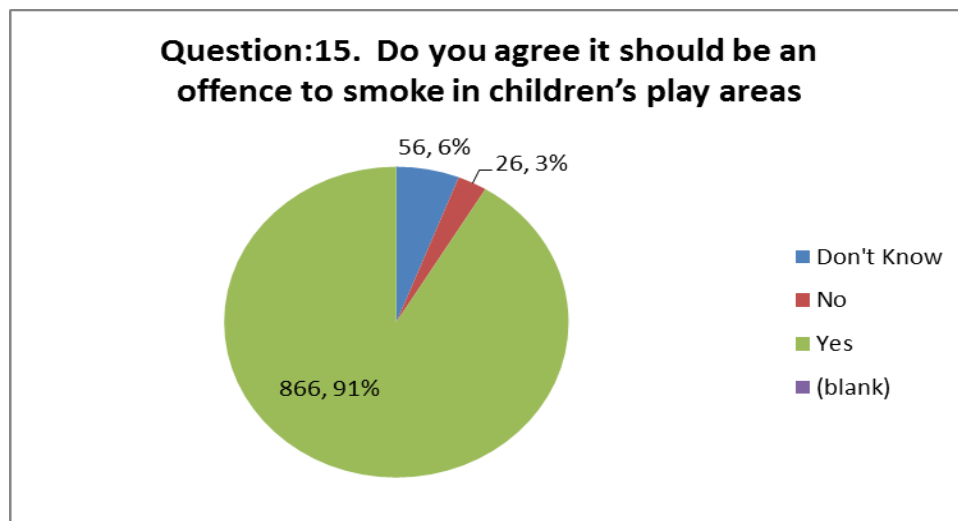
It is important that those walking dogs have the means to pick up any fouling committed by the Dog and therefore we are looking to make it an offence for a person walking a dog not to have the means to pick up any dog fouling.

839 (88%) agree it should be an offence not to have the means to clear up after a dog for which you're responsible.

Smoking in children's play area

Every year the council gets complaints about people smoking in children's play areas. We want to protect children's health by making smoking in play areas an offence. This would include smoking tobacco, tobacco related product and smokeless tobacco products including electronic cigarettes, herbal cigarettes or any illegal substance, within the boundary of the children's play areas.

866 (91%) agree that it should be an offence to smoke in children's play areas (smoking of any tobacco, smokeless, or herbal product.



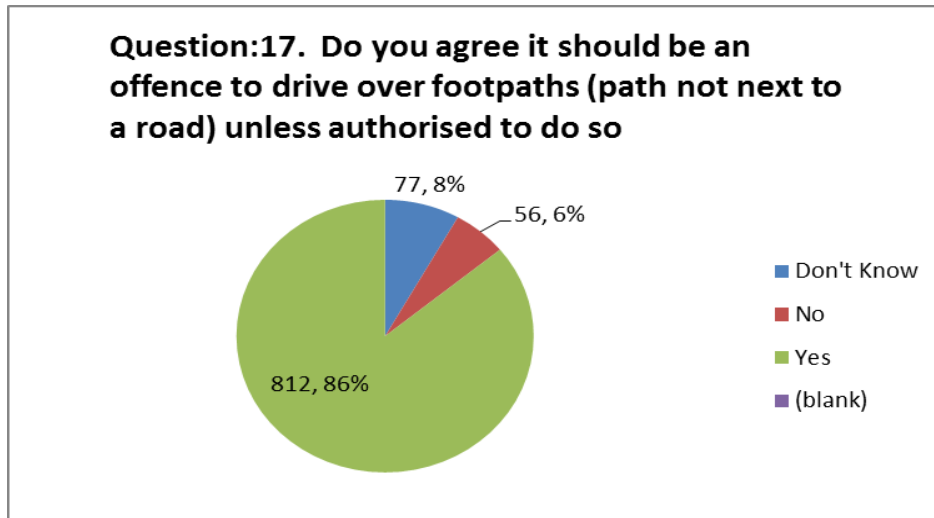
Driving on cycle lanes, footpaths, footways and grass verges

Driving on cycle lanes, footpaths, footways, and grass verges damages the environment, causes inconvenience to others and costs the council thousands of pounds each year in repairs, that's why we'd like to make it an offence.

In this case, the Council is seeking to stop people driving on any cycle lane, footway or footpath, maintainable at the public expense, any grass verge managed by the Local Authority and which is adjacent to the carriageway or footway of a highway, including gutters and adjoining footpaths within the London Borough of Harrow

667 (71%) agree it should be an offence to drive over cycle lanes unless authorised to do so.

812 (86%) agree that it should be an offence to drive over footpaths (path not next to a road) unless authorised to do so.



773 (82%) agree it should be an offence to drive over footways (pavement next to a road) unless authorised to do so.

781 (82%) agree it should be an offence to drive over grass verges unless authorised to do so.

Comments

<p>Harrow needs a method for public to report the incidences. Also where people drive on pavements it is often due to Harrow changing the road system and parked cars restricting a two way flow. There should be a place that Harrow residents can give their ideas on how to make the road more free flowing as nobody really wants to use the footpath but sometimes it is the only way to get cars moving.</p>
<p>An increased police presence would serve as a deterrent. Officers are rarely seen around here.</p>
<p>People openly smoking weed/cannabis in parks and public places. More needs to be done to tackle this problems in the borough.</p>
<p>Consider people causing noise pollution by playing loud music until the early hours.</p>
<p>The biggest issue in Harrow is fly tipping and filthy streets, which have not been addressed in this survey. Why is nothing being done to monitor areas which see repeated flytipping. I am embarrassed at the state of my street and have reported it a number of times. People might treat the area with more respect if it looked better.</p>
<p>Started off thinking some of these were good ideas, but on reflection, the council shouldn't be allowed near any more enforcement on their own. Get MPs to work with government to come up with workable laws that are legal, simple and proportionate and apply across the country.</p>
<p>How would these new powers be regulated and enforced?</p>
<p>Nothing will get done and police won't do nothing nor will the council</p>
<p>More on the spot fines for litter dropping not just to in Harrow shopping centre</p>
<p>Separate but related: The grass verges look beautiful and are wonderful for wildlife when left uncut, or mowed only twice a year. They look awful mown down to scorched grass, especially when litter is mown over and therefore spread even further! Please consider following Plant life's guide to green verges. It saves the council money too!</p>
<p>Too much drug dealing in Harrow which authorities know about but do very little or nothing</p>
<p>Gather the data, Get the public to provide the locations of hotspots in a way that doesn't require another dodgy app... best is just data entry (postcode, name of street or photos) to be added and for it to be anonymous. Most people I know don't want to report the drug dealers or anti social behaviour to the police for fear of giving their name and being targeted as a result.</p> <p>The data will help you to target PCOS to the right area at the right time of day and then you will be able to have tangible measurements on the reduction in reports of anti social behaviour in those areas.</p>
<p>The biggest problem is littering, there should be huge fines for this. Selfish, lazy idiots litter.</p>
<p>Littering and leaving bagged rubbish on verges, or by bins, is equally a problem.</p>
<p>The cycle lanes in Harrow are not joined up and woefully inadequate. Would be amazing if you concentrate on sorting this, particularly in a time when cycle travel is to be encouraged.</p>
<p>Please can you also address litter and fly tipping. These are major issues. You need to learn from other boroughs and enforce tougher penalties</p>
<p>Stop demonising dog walkers. We often care more about the environment than people do. You should be tackling the drunks and those eating in public who litter our parks. Harrow parks are full of rubbish and litter, not dog poo. You should be closing parks at night to prevent drunks and druggies from using them.</p>
<p>All these measures are important to help make Harrow a pleasant, clean place to live. The other huge problem is fly tipping and dumped cars. It does seem that CCTV is an effective deterrent and I would be happy to see more of these in all neighbourhoods. Harrow Weald looks so unloved compared to other more affluent areas of the borough.</p>
<p>I also think that the Council should be able to fine residents who do not keep the front of their homes clean.</p>
<p>Just the general amount of litter seen on road side and pavements i.e. beer cans, take away</p>

<p>packaging, bits of furniture, people dumping rubbish on side roads cause they can't be bothered to dispose of it correctly. The council should take proactive measures in know hotspots, and come down hard on repeat offenders. It's time the council took a zero tolerance policy on people not disposing of their rubbish correctly.</p>
<p>At present the laws are in place but cannot be effectively policed</p>
<p>Aside from fines I really urge the council to invest in a Keep Harrow Clean campaign. Reporting offenders should be easy and fines issued.</p>
<p>Highly supportive of all of the proposals</p>
<p>Harrow really needs to take a zero tolerance policy that gets the message out that fines and prosecutions will take place. The area has gone downhill over 35 years and its been self inflicted. Criminals know that the area is under resourced with police and they dont even have the resource to follow up on CCTV from private residence. Fly-tipping is common place and the high profile mice and rats near Debenhams was not an exception. There is now plenty of talk amongst residents that if the catch something on video it will just go up on social media as it is the best way to get a reaction. Lastly the amount of car crime in the roads off Pinner Road (somerset road to Durham Road) is shocking. Its clearly highly organised gangs and lots of very clear images are being shared yet no action from the authorities.</p>
<p>Please could you include litter dropping.</p>
<p>Thank you for looking into this and focusing on this especially in Wealdstone which needs it most!</p>
<p>I would say drug use and other antisocial behaviour is more pressing issue.</p>
<p>I have extensively travelled worldwide and harrow is one of the filthiest places I have ever witnessed !</p>
<p>It's the people who park in their residence but have cars that are too big so they encroach on the pavement meaning those with wheelchairs and buggies have to walk out on the pavement.</p>
<p>Educating people is key. Prosecuting people who fly tip is also important, there are many repeat offenders locally.</p>
<p>Illegal dumping should also be in the list. The amount of times I've seen a sofa, mattress or other rubbish dumped in the street. This is a problem and eye sore too.</p>
<p>No. Just do a survey on the residents continuously dumping their rubbish on the verges.</p>
<p>Fly tipping is rampant</p>
<p>Please have a phone number available for us to report unsocial behaviour and have the parks supervised, especially late afternoons and evenings. Also have it as an offence to leave rubbish on public places after a picnic. This morning in Canons Park, there were plastic bags, bottles, food boxes and wrapping paper in the fields and it's like that most mornings. Supervise parks, bring back the park keeper.</p>
<p>This survey is useless unless Harrow Council acts on, and publishes the findings. I think they already have to powers to deal with some of the areas in this survey, but they don't utilise them, so the problems never go away. By bringing up areas such as dog fouling, street urination, & spitting, they are playing lip service to problem areas that should already be under control</p>
<p>Roads should be wide enough to allow cars to park whilst not obstructing the traffic flow as this is another reason why people may mount and park over the kerb.</p>
<p>I see a lot of enforcements officers in Harrow Town Centre but non in Wealdstone where there is a real problem with spitting on the streets and drunken crowds on corners</p>
<p>I don't want them just going after one person who drops a cigarette butt near Harrow bus station while ignoring groups of people doing much worse (this has often happened) . Its not about making money from fines! I want to see you targeting the people who persistently fly tip, litter and cause anti social behaviour. It's often the same people getting away with it all the time. Make take always responsible for an area around them. Start community service again and as well as fines get these people clearing up their own mess and find out what makes them like it and educate them. The people that have moved in to Harrow over the last 20 or so year have ruined it and driven those who have spent their lives here away. I am one of those who isn't able to go or I would. So very sad! You need to make it easier for us to report these issues. Not your web site as it's rubbish. How about having members of the public who can look for you And report to you, they can also watch</p>

social media. You will find plenty on the fixit Facebook page who would be happy to help. We live with these problems and want something done so let us help.
Please make Harrow good again.
mainly the fouling.
How about trying to crack down on all the marijuana being smoke in Harrow's parks? Walk through any park on any day and you'll find someone smoking a spliff. How about monitoring peoples back gardens too...I can't open my windows due to the smell wafting in from my next door neighbours. I can't really sit outside and enjoy an evening without smelling it.
Citizens have freedoms and responsibilities. Please refrain from turning harrow into a repressive authoritarian police state.
Think these good ideas to try and improve Harrow for our health and wellbeing.
Whilst these issues are important a bigger problem is fly tipping every day I walk the dog and without fail there is a new fly tip somewhere on the walk the council are excellent at clearing them but the following day a fresh load of rubbish is left. There are certain roads that have more rubbish than the tip a few cameras at key locations might help.
Dumping mattresses is becoming a huge problem.
Adults cycling on the footpath or using scooters on the footpath should also be an offence.
No
No, but good luck. I also think the fines are too low. We have insufficient people to catch these beggars so why not appoint upstanding members of the public to assist? The problem there is the safety of that person, after verbal and maybe physical abuse. If some youngsters have no qualms attacking the police they are not likely to care about Joe Public. I will happily support any initiative undertaken by the Council to make Harrow cleaner.
You should also make it an offence to park on footways - this is a terrible problem for visually-impaired people.
We also have a massive problem with littering on our road (Box tree Road) and it's mostly from KFC DRUGS AND ALCOHOL ABUSE HAVE BECOME A HUGE PROBLEM, ALSO DRUG DEALING.
Design could be better, scrolling difficult!
Need Harrow to be clean again. We have lovely parks, and the potential for a clean greener borough.
It would be really good if there is a proper clean up in Harrow. I would like to point out in Harrow next to the cinema where Tesco is there is a smell constantly of urine is really unpleasant and the council should do a proper clean up of the streets around their as well as North Harrow.
Empty the bins properly and get rid of the rats!
Pls do not persecute motorists
Fly tipping is inevitable whilst you charge residents a premium for limited collections of garden waste. Bring back "free" collections.
Members of public should be encouraged to record and report all anti-social behaviour.
We should consider a license system for dogs again to identify the owners so if reporting this offence you may be able to track the dog.
Revenue from fines should be used for enforcement and education
Spitting out of chewing gum should also be an offence
YOUR SURVEY DID NOT COVER ROAD RAGE THAT I HAVE WITNESSED IN HARROW.
Fly tipping is another significant issue that needs addressing. I would like to understand what the council is and can do about this. Are we able to report these issue to the council and the council will remove the rubbish, I know other councils do this.
Please fix the uneven pavements to make going for a walk safer
I think cameras should be able to be used more effectively and frequently for anti social behaviour

<p>You need to urgently address street litter particularly near schools as children see dirty streets and think it is the norm - this is socially unacceptable as well as graffiti. Harrow need to do much more about street cleaning.</p>
<p>Many of these problems seem to stem from people living in sheds or those in rental properties and couldn't care less about where they live hence treat it without care. All offenses listed and fly tipping is a serious issue, especially when it's the same spots multiple times a week I.e. we should take action to capture them and prevent repeat offences, they also dump bags of food rubbish and waste which is as bad as other unhygienic behaviour as it spreads bacteria, viruses and other disease through the people and other creatures that scavenge at night through the rubbish.</p>
<p>Harrow Council has to make the law work! Especially for people living on benefits who think all the rest (working) owe them something</p>
<p>As previously stated, an increase in police and PcsO numbers would be of great benefit in deterring all forms of anti social behaviour.</p>
<p>What about littering or is that covered by a separate consultation?</p>
<p>Consider a ban on chewing gum ... :)</p>
<p>No</p>
<p>I have lived in Harrow all of my adult life and I think the Council have always done their best to ensure it's a safe and relatively clean Borough and I believe this order will help to maintain this. I do though think, that something needs to be done with regards to helping people to appreciate what a great Borough this is to live in and to encourage them to take pride in it and to be more cohesive, as a community.</p>
<p>Make sure car parks and public toilets are open and cleaned. Then people will use these rather than getting caught short</p>
<p>Very pleased that you are interested in tackling the problem. If the streets were clean it would be a good start of how you will feel about living in Harrow</p>
<p>As this survey is about public protection, I would urge the Council to take action regarding the ever increasing anti social behaviour around Harrow-on-the-Hill tube station and Harrow bus station.</p>
<p>If not already it should be an offence to fly tip or drop fast food containers in streets or parks. Difficult to find offenders I know</p>
<p>we need bodies on the street proactively trying to uphold the law not just treating it as a money maker e.g. standing outside harrow on the hill station to catch people dropping rubbish, cigarette ends. they need to patrol all streets and park areas.</p>
<p>In the wake of COVID 19 the above should be implemented immediately to stop disease</p>
<p>Harrow use to be a nice place. Now it is trashiest place. I wish Pinner is now part of Hillingdon. A better managed council, best services. Somehow Harrow has now uncivil increasing population. It is becoming ghetto. Your recent idea of running consultation for mosque Noise pollution by installing amplifiers is disgrace. It should have been never allowed to be open. Now thousands out of borrow are responding and making it as a religious issue. It should have been Clewley environmental issue and no consultation should have been started at all. I think Harrow as Garden green Calm place Won't be there anymore. Anyway we have now flats coming up everywhere. This will increase population density, reduce green and car parking spaces and increase social problems.</p>
<p>What have you allowed to happen to this Harrow. Councillors have harrow blood on their hands.</p>
<p>I have lived in Pinner for nearly 30 years and what was a beautiful area is now unpleasant and not a nice place to live. There is rubbish on the streets, gardens and public spaces are overgrown and uncared for and something needs to be done to improve the standards in the borough.</p>
<p>Filthy streets and verges strewn with litter and insufficient bins and rubbish collections together with fly tipping is far more distressing</p>
<p>The dropping of litter is out of control throughout the borough increase fines to a prohibitive level i.e.</p>

£1000 for any adult, they'll soon learn.
Some of these peoples start to move to residential areas like flats and hide round there. As i live in a flat its not nice to see this when going out, groups loitering , drinking and smoking and then leaving a mess after doing what they need to.
The Council regularly empties public bins - thank you. However, there are a small minority that dint care and litter parks after sunbathing and/or playing games - how can this be tackled ? Also people get takeaway food then eat while parked up and simply empty out the rubbish from the cars on the street before driving away. A particular problem on Lansdowne Road HA1 - how can this be tackled please ?
It is an offence to ride bicycle on footways (pavement). How does the council controls this offence.
drugs still being sold and smoked in high street and in Gordon Road and by bins in ASDA carpark
Please put these suggestions into place. You need to put deterrents into practice and not just talk/discuss. The majority of residents in Harrow are law-abiding and respectful people. However, it is the others that spoil it for so many. Please do something soon.
If we see a person spitting, littering etc. what action can we take?
There are usually no police or any official around at the critical moment and I am disheartened to see these people get away with it.
I am greatly encouraged by the proposals and it's about time they were implemented. Anyone wishing to become a British citizen should be made aware of what we consider to be antisocial.
You make no mention about littering
every shopping area should have a public toilet
Please help us own our streets again by cleaning or re-educating the jobs. We need to teach the next generation and show them the area they are growing up in is an area to stay forever And not moving away :) I would like to help keep the place clean I would pay more if it helps like the green waste bins - I'd pay for a council warden to do the rounds in my local area to keep it clean from anti social and dirty behaviour.
No, but thanks for the opportunity to respond. I look forward to the action rather than the words!
Why do the council not track down people who regularly leave their rubbish on grass verges just before they know the council will be doing their weekly clean. It is usually placed there the previous night. Surely operatives should report this and observations made so that these people can be fined and start using their own bins and disposing of their rubbish at the tip, like rest of us.
How can these things be implemented? Please help Re parking on pavements.
The Council should have a clear policy on enforcing all the about Easy methods should be put in place to allow residents to report and provide evidence (photo/video)
These measure are all well and good but the behaviour will just continue if it seems there is little chance of being caught. How can it be enforced without the reintroduction of traffic wardens and 'beat bobbies' etc.? The continued slashing of council funding from the central government won't support any funding for that.
Noise pollution should also be included.
Just wish this gets actioned as there a lot of problems happening by entrance to park and school
Bus stop in Alexandra Avenue Rayners Lane (Stop F), Rayners Lane, Harrow HA2 9TU desperately needs litters. People waiting at the stop drops loads of rubbish there.
With power comes responsibility. The duty of public servants is to improve and protect the borough for its residents; not at the expense of its residents. So be compassionate. You know not the journeys and struggles of others.
Not really - feel that enforcement may be a problem, but maybe the existence of penalties will be an incentive to comply.
Nothing to add
It would also help to keep the environment looking cared for if verges were more regularly

cut/maintained.
Sometimes in our area cars park fully on the pavement and this I find totally unacceptable
Good Luck!
No, plenty of steam vented for now ;)
With all of these issues enforcement is the key and if that can't be carried out it's a fruitless process
Just general litter is dreadful in Harrow. My front garden is full of fast food wrappings EVERY DAY
The negative impact this type of enforcement orders have on private residents needs to be recognised. Particularly the impact that enforcement orders have in moving the problem onto private residents. People avoid paying anti social behaviour fines by using private driveways and gardens as public property.
Hope you can enforce all these measures and inform the public that you are doing it. A fine should act as a deterrent. If people know they might think twice. We need a campaign and re-educate the public about need to keep our environment clean.
I hope these issues are addressed promptly and that the message gets through. The problem is that people in the area just do not care. They are not motivated to care about our community. In their minds they are just passing through and they show no respect or consideration It's a disgrace. I hope your policy will make a difference and make this town a desirable place to live again.
Another issue you haven't addressed is the amount of litter and fly tipping in the area. Another by product of mass immigration..... They may contribute a little to the economy, but the contribute nothing to the community. No doubt criminal activity including drug dealing, prostitution, burglary, and shop lifting as increased as a result of mass immigration into the area.
The order should be extended to illegal settlements on park lands even for short period of time
Cars sitting with their engines running is an offence but never enforced. I wish it would be as it is a big problem and is so unnecessary when the air quality is already so bad.
AT LAST THE COUNCIL IS TAKING THIS UNSOCIAL BEHAVIOUR SERIOUSLY.
CLEANING UP THE BOROUGH IS THE FIRST STEP TO REGENERATING THE AREA, including Wealdstone.
Litter that gets left by residents using public spaces such as parks, river banks and open spaces is a big problem. Additionally, another ongoing problem that needs addressing is the multitude of household rubbish that is disposed of on the street most noticeable around street bins. This problem is more noticeable where there are flats above shop premises. On occasion I have spoken to residents who I have seen doing this. Their response is there are not enough bins provided by landlords. In some cases, NO bins are available for them. This problem needs to be the responsibility of landlords who should pay for the clear up of the streets outside their properties.
The law can be a great and precious thing. But it's important not to see it as a hammer and every problem, a nail.
Please also include dropping of protective gloves and masks which are now littering our streets, grass verges and public parks/commons.
The council must be firm on litter and on dumping of waste and clamp down on people. I am a council community champion and given the powers inbound drive up and down roads taking photos and report issues if asked
More should be done to make it much clearer to all people living in Harrow what kind of behaviour is not acceptable and why. Also the consequences that will result from anti social behaviour.
Glad you are on the case, not sure any of it is actually enforceable, but got to start somewhere.
Just that you have left out the problems of pigeons. They are as much if not more of a health hazard than some of the other ones listed. When the Green Flag inspection was being undertaken in PMP the inspector commented that he had not seen so many pigeons gathered in one place before.
Freedom and common sense must prevail, stop trying to find ways to make money!! I am sick to

death of this "Fining" attitude.
Increase the fines for depositing filth. How is the Council going to police this?
Any signage / information about prohibiting these behaviours , needs to be written in several languages due to the diverse population in Harrow.
Good Luck in maintaining control of the above. If standards are set too low we will never regain them, and the Harrow community would suffer.
I think swearing in public spaces should not be allowed too. I am being forced out of my house due to neighbours shouting and swearing.
Filthy dirty street and well if someone hasn't disposed of a mattress and dumped it on road at least once a week fly tipping real issue
Anything the council can do to sensibly improve the civic environment in LB Harrow is welcome.
It would be great if the use of the little gas canisters 'legal highs' could be added to this, as well as littering.
Perhaps you would like to focus on core services rather than trying to raise revenue from fines
I agree that the forms of anti-social behaviour covered in this survey have become increasingly prevalent in recent years. About 30 years ago spitting was hardly ever seen and certainly not tolerated. There are so many different cultures now in London that some of the council's proposed new laws and sanctions may appear to be a form of cultural oppression of minorities. But basic standards of hygiene and decency need to imposed - especially where the behaviours being sanctioned can cause serious disease.
I am less inclined to ban tobacco smoking in public places; but agree that smoking other drugs (cannabis, crack cocaine etc.) should be banned.
There is not enough enforcement of these regulations.
The existing cycle paths on what seem to be areas shared with pedestrians are not fit for purpose. They represent a very real danger to pedestrians : cyclists should only share space in the areas properly designated for motor vehicles.
How do we report any of these offences?
Please implement fines to make people responsible and move on from degenerate behaviours.
There is nothing about duping of litter or fly tipping which with the prolonged period of dry warm weather has increased in public parks. This is a problem as bad as all the others you have indicated.
I think people depositing rubbish bags by full bins should also be added to this, particularly in parks. If you can bring the stuff to the park with you to eat / drink you can take the rubbish home with you once you have finished
Solve the problem with drinkers and drug users ruling our streets. It is only pleasant for them, and not for the residents of the community. The Council, and the police have to do more to tackle this issue....
LITTER!! We need the Council to exercise powers to discourage people from littering and fly-tipping.
Littering should be an offence too. People often think it's ok to leave their litter all over the park and not even use a bin. Children the next day then hurt themselves on broken bottles and cans. People who littler should receive on the stop fines
People that carry out this behaviour have no respect for anyone else. I see it all the time in my local area.
When will we see the results?
Enforcement is clearly going to be an issue. Citizens' arrest???
I think it is a good idea to make these actions offences as we live in a densely populated area and all need to be respectful, and those that won't should be fined.
Fly tipping is a major issue in our ward with furniture and filth left on the street. There has to be strict regulations/fines to stop this practice.

<p>How are the council proposing to police all the issues raised in this survey especially urinating, defecating, spitting, gathering for drinking & smoking at the corner of our streets. We should have a dedicated phone number we can call at all hours. There is also very regular outdoor cooking facilities rigged up in back gardens. The cooking happens in all the weather or seasons fouling the air.</p>
<p>I appreciate the impact of covid-19 will likely impact both the council and the Police's ability to enforce issues relating to anti social behaviour but I hope the areas highlighted in this survey will be prioritised for enforcement to prevent the social fabric of this friendly borough being further eroded.</p>
<p>More cycle Lanes, prohibit motor vehicles, except buses, within a mile of schools 1 hour either side of the school day.</p>
<p>Stop the beds in sheds. Stop approving housing developments. The area cannot take in anymore people.</p>
<p>I have noticed much more of this kind of anti social behaviour. The jewel in Harrow's crown is its open space in North of Borough but it is being spoilt and needs much more monitoring. At moment it does not feel safe. People are cycling and leaving litter and even chopping down the trees.</p> <p>The streets need to have litter dropping prosecutions or fines as it is just becoming a dump in the streets. Please let households know by leaflets etc. that leaving items outside their houses for recycling also makes the areas look awful. They are too lazy to take it to dump or charity shops, maybe this could be treated as fly tipping and notices sent to homes as it is increasing.</p>
<p>Yes, we get an awful lot of people riding motor bikes no helmets racing around the streets. Also people dumping the contents of their houses i.e.:- mattresses , fridges, broken cupboards, or household waste on the corner of roads outside someone's house! It's a disgrace. You should put spy cameras up to catch them.</p>
<p>I see none of these things actually being enforced. People ignore guidance if it is not.</p>
<p>Please make this survey available to most residence so they can have their say I only have access to this because I work in Harrow.</p>
<p>Another concern is the dumping of unwanted items, household and building material. Food waste and littering, and using public waste bins to dump food etc. This problem is increasing. eg. the bus stop across Uppingham avenue is constantly overflowing with rubbish, what time of day,</p>
<p>Domestic bonfires I resent very much pollution from neighbouring bonfires, which is a regular problem in the Suffolk Road area. Is there a law against lighting bonfires?</p>
<p>Appreciate all the help we can get to ensure people are courteous to others and don't endanger other people's health.</p>
<p>All good measures. Well done. Thankyou</p>
<p>Whilst I welcome this survey and prospect that theses issues are to be addressed I believe there is a bigger picture of general maintenance: The pubic areas within the are of Kenton need to be addressed. More maintained public bins have been provided however, street cleaning is not maintained and the build up of rubbish and litter causes anti social behaviour and vermin. Grass verges are left for months and this in turn leads to rubbish build up. The presence of officers to enforce fines etc and their deployment would need to be carefully considered as there is very limited evidence of such officers other than in the Harrow town centre.</p>
<p>I'm to a fan of giving someone a fine for throwing down a cigarette end whilst ignoring the wider issues or those where gathering evidence/prosecuting is more difficult. I think the PSPO should be used in a rounded way and not just an easy way for the Council to make money whilst ignoring the problems of drug use as being a police issue. Can the council and the police work together.</p>
<p>Driving over grass verges could be due to a lack of parking spaces and may require consideration by the Council as to whether the grass verges may need to be removed and turned into parking spaces.</p>
<p>I am very disappointed that graffiti has not bee mentioned in the list of anti-social behaviours. It blights immediate areas and, sometimes, wider communities and it proven to be a spur to further</p>

anti-social behaviour as well as outright criminality. There is clear need for greater surveillance of vulnerable areas so that the culprits can be identified and prosecuted. This can be done cost-effectively by the use of endoscopic-type cameras, as were deployed in Hayes a few years ago.
Parking on foot paths where there is not at least a meter wide access for pedestrians to walk on, should be made an offence. Certain households with too many cars are inconsiderate to others like people with push chairs and people with vision issues to move around safely. Driveways are filled with cars and the front paths blocked with further cars parked on the footpath. Council should survey such areas and either place bollards or double yellow lines to make walking and moving around easier for all.
Cycling on the pavement and vehicles especially vans blocking driveways which are not theirs
All the issues in this survey have been going on for far too long, despite me and many others complaining to Harrow Council over many years. As I have said the main problem is with Romanian men, who speak little or no English. I've been so exasperated at times by their despicable behaviour, that I have tried to speak to them about their habits, but it's a waste of time. Both my children have told me not to do this anymore as it could put my life in danger.
It would be helpful if it was also an offence to cycle on footpaths without due regard to pedestrians. Too many cyclists cycle on footpaths and through parks in a manner which could be dangerous. Very few of them consider it necessary to ring a bell or call out a warning to pedestrians when they cycle up behind them - a sudden change of direction or stumble by a pedestrian could be disastrous to both parties. It is not always possible to hear cycle tyres on tarmac paths. As they zoom past or between us we have often called out "It would be helpful to know you are coming" but many just shout abuse back at us! Some have apologised and called out a warning on future encounters.
The survey didn't seem to include littering or minor fly tipping which must be a headache for the council and very aggravating for the public.
I agree with giving fines for all the issues raised in this article. It should also include fines for littering, spitting out gum, driving with loud motorcycles or cars.
As per earlier comment that rubbish should be included in this survey
If you cannot identify problem areas, how can you stop the offence?
We should avoid too many draconian measures and devote more energy towards educating the public
Dumping and littering has also become a huge issue but I guess this is difficult to police?
Overdue.
No.
The reason this behaviour happens is because it seems Harrow does not deal with crime and bad behaviour. It's allowed to flourish and it seems a problem that has built up over the years. Harrow council website is very very poor and it's reporting tools are rubbish if they even work.
It should also be an offence to cycle on the pavement
Harrow seems to be particularly dirty at the moment. There is a lot of dumping of rubbish on pavements.
This survey should have also included Litter, whilst Covid 19 lockdown has been in place there has been very little if no litter especially take away rubbish such as KFC however now these type of premises have been allowed to re-open the rubbish is once again back on the streets, often just thrown out of car windows. note only is it unsightly but unhygienic and attracts rats etc.
There is a growing trend for barbecues in parks and public spaces. I think this should be an offence. It presents a fire risk, especially as disposable BBQs are often not disposed of carefully. It can also be unpleasant for others to be subjected to smoke - it can affect asthmatics, for instance.
I did mention above about the growing use of Nitrous Oxide capsules that litter the place too - actually we haven't covered the dropping of litter either?
No. I'm glad you are addressing these problems.
THE KFC , HIGH RD , HARROW WEALD IS A PRIME EXAMPLE OF BAD TRAFFIC CONTROL AND MANAGEMENT AND HAS BEEN ALLOWED TO GO UNNOTICED.
Fly tipping, crack down on it.
like i have said, this is q close knit community and we love west harrow - we want to protect it from drug dealers and those who disrespect it.

Lots of rubbish around Harrow (well, around UK). Would be nice to have a good clearing up of rubbish in woods of Roxbourne Park and along bushes of Rayners Lane tube.
RUBBISH DUMPING AND FLYTIPPING IS A HUGE PROBLEM WHERE I LIVE. ONCE A PLACE IS TREATED AS A CONSTANT RUBBISH TIPPING OR DUMPING SIDE, THEN THE BINMEN WHO COME TO COLLECT THE WEEKLY OR 2 WEEKLY BINS DONT TAKE THE RUBBISH AWAY BECAUSE THE BINS ARE CONSIDERED AS CONTAMINATED. AND SO THE ISSUE FESTERS AND THE RUBBISH AND FLYTIPPING CONTINUE. THERE SHOULD BE GREATER USE OF CCTV FILM MONITORING AND STRICT PENALTIES TO DEAL WITH THIS ISSUE. THIS HAPPENS MORE SO IN BLOCKS OR ESTATES WHERE ONCE NEIGHBOURS START USING AS A DUMPING SITE, IS NEVER ADEQUATELY DEALT WITH TO STOP THIS BEHAVIOUR.
IN REGARDS TO PARKING, SINCE HARROW COUNCIL HAS NOW MOVED TO AN ONLINE FORMAT, WE CANNOT REPORT ILLEGAL PARKING SINCE IT TAKES MANY DAYS FOR OUR EMAIL TO GET REVIEWED BY WHICH TIME THE CAR HAS SINCE MOVED. ALSO, GLASS VERGES SHOULD PERHAPS BE MADE ILLEGAL TO PARK WITH THE EXCEPTION OF BLUE DISABLED BADGE HOLDERS. THE ROARDS, BOTH MAIN, SIDE AND RESIDENTIAL STREETS ARE VERY CROWDED WITH CARS DOUBLE PARKED ON EITHER SIDE SO THIS LEAVES VERY SPACE FOR OTHERS SUCH AS THE DISABLED TO FIND PARKING SPACES NEAR THEIR HOUSE. THE DISABLED BAYS IN THE SIDE AND RESIDENTIAL STREETS ARE NOT REGULARLY MONITORED BY TRAFFIC WARDENS SO THOSE WHO NEED THE SPACES FIND THEM OCCUPIED BY CARS NOT DISPLAYING THE DISABLED BLUE BADGE.
LOCAL MEDIA SHOULD ALSO REGULARLY REPORT ON TOUGH PENALTIES ISSUED TO KEEP THE ISSUES ON THE SPOT LIGHT AND DETER THE CULPRITS.
I think you understand that many of the selected issues are totally unacceptable in this Borough or anywhere.You need to ensure this is made law as soon as possible.
Sort Harrow out please. It is trash. One such a beautiful area turned into a pig sty mostly down to rogue landlords and HMO. Provide them with extra bins so the.dont dump their rubbish everywhere. As a resident of 10 years I am sick of it. Especially south Harrow with gang related crimes. There should be a low number of chicken and chips shops.
It should also be an offence to cycle on the footpaths. I keep getting people expecting me to move out of their way. I am walking and should not have to worry about fast cyclists on the pavement!
The council's continued failure to collect rubbish from Public bins or to pick up rubbish from paths and roads is a large reason for dirty public places. Would be really good if you did your job properly first before worrying about fining others.
No stop finding ideas to make money ok .!? Pcn's Business rates Council taxes High mad ness salaries need to open your books and justify all of your non senses ok
Fly tipping,especially on grass verges.Major problem in Glebe lane.infested with rats!!!
Another major issue not mentioned in survey is fly tipping and rubbish strewn streets. Being a dog walker I often get extremely cross on the amount of rubbish thrown in street, including broken bottles in roads and on pavements making it dangerous for animals and small children.
Who on earth is going to enforce these PSPO's????
I sincerely hope action is followed through on all all issues and Harrow Council keep residents informed on the outcome of this survey.
Please can you make it a priority make Harrovians feel safer even in busy areas such as Harrow Weald?
Please make something happen!
I do not like the idea of fining. Educate and encourage. If operative have "targets", it can mean that common sense is not used and fines are issued too readily. Fines should not be a source of revenue for Harrow.
Parking a third vehicle on the pavement access to a driveway.

<p>This questionnaire is not formatted to bring some of the issues like people with cycle are riding on footpaths. Throwing butts everywhere. Littering everywhere. ETC</p>
<p>WHY DON'T YOU HAVE ANY COUNCIL STAFF WHO WALK/DRIVE AROUND RESIDENTIAL AREAS CHECKING ON ANTI-SOCIAL BEHAVIOUR - DAYTIME AND NIGHT-TIME PATROLS. AND I DON'T MEAN THE 'SPECIAL' POLICE. THEY HAVE PROVED TO BE NO USE IN MARLBOROUGH HILL AND THEY DON'T WORK AT NIGHT, WHEN THE OFFENCES OCCUR, ANYWAY.</p> <p>ALL THE COUNCIL SEEMS TO CARE ABOUT IN MARLBOROUGH HILL IS RAISING REVENUE FROM VEHICLE PARKING.</p>
<p>Only stricter fine will clean up Harrow. Wealdstone is actually known as the arse hole of Harrow. That's very sad but sadly, it's true.</p>
<p>Harrow used to be a nice area, but not anymore.</p>
<p>The key will be having staff who can enforce these rules. For instance it is difficult for a citizen to start explaining to someone that they should not be spitting in public; I have done this but the response can be unpleasant even possibly dangerous. So make sure the staff are provided to enforce these things.</p>
<p>This is all great in theory but depends on officials in around to enforce the orders.</p>
<p>People leave lot of household rubbish on the roads. E.g. mattresses. Old electrical and furniture. Bags full of bottles.</p>
<p>I think there's a hot spot for night-time eating and drinking at the top of the steps from Marlborough Hill up to The Bridge (near H&W station). A shame there's no longer a waste bin there.</p>
<ol style="list-style-type: none"> 1. Please add Sylvia Avenue Open Space to Schedule 2 2. Can a Council Officer take action? 3. How can a member of the public take action?
<p>After 4 -5 years of neglect - Harrow Labour council get an 'F' for failure. There's no point you acting now as no-one is going to vote you back in.</p> <p>So now all of a sudden and just before a local council election you start trying to win votes with all these stricter penalties (that should have been in place 4 years ago) . Sorry, but you can't pull the wool over my eyes or many other Harrow residents.</p>
<p>Houses on HMO should be visited on regular occasions to review the occupancy and code violations</p>
<p>I feel there is a lot of damage and eye sores around the borough, caused by inconsiderate building related people/vehicles...mounting pavements and not clearing up mess they make e.g. cement remains over pavements, materials left on public land and generally inconsiderate behaviour which impacts on local people and places.</p>
<p>I am delighted to hear that the Council is trying to grapple with these issues, but have little faith that any perpetrators will be adequately punished, when drug dealing takes place openly on our streets, at all times during the day and night.</p>
<p>Make it an offence to have a dog off the lead in open spaces unless there are signs specifically allowing this. Have clear signage telling dog owners that they must keep their animals on a lead.</p>
<p>We are in favour of this protection order and feel it is necessary to protect the wonderful parks that Harrow maintains.</p>
<p>I just wonder how the council is going to enforce the measures proposed, as it can't have an official or police officer on every road. I suggest giving some limited powers to residents, who can then send photographs to the council of any offences observed. In addition, make it easier and quicker to summon a CEO.</p>
<p>Making it an offense is a good decision as long as they are implemented and that the culprits get a fine.</p>
<p>The issues/behaviours identified as problematic may be associated with social problems (e.g. homelessness, addiction). It is incumbent on the council to address these along with the kinds of measures being proposed to punish them. There is also a general problem in how public space is perceived by many people in the UK - not as an amenity but as something that can be trashed because "not mine". I have passed young men sitting eating in an immaculate car throwing litter</p>

through the window onto the pavement. Their pride in their own possessions does not extend to the public space they are privileged to use.
Nitrous oxide containers are a big problem in my local park and car parks.
An exception for driving over verge or footpath could be access between a drive and road if the normal access is blocked (e.g. by parking or roadworks).
Why cars parked on cycle ways and pavements. Also drug dealers in local parks
More officers on street who bother to enforce laws are needed. North Harrow police presence is mostly in red cup cafe.
The double parking in the shopping area is a real problem, especially at the weekends, day time and evening. It's like an obstacle course.
Please reinstate Public Toilets as a matter of National Urgency. Then you will naturally have less defecation in public spaces. Please get rid of segregated cycle paths/lanes. Cycling is permitted on the highway for good reasons: Cycles and cars have similar speeds - esp. in city driving Cycling on the pavement is illegal for good reasons. Cycles are travelling much faster than pedestrians. Pedestrians are only concerned about the space 2 - 3 m around them so don't consider cycle normally. We are only human - bring back the human touch please.
All of these suggestions should be implemented to keep Harrow a good place to live and to show people that we care about our environment
Drug dealing in parks and open spaces e.g. Yeading Walk should be stopped.
I strongly believe that the closure of local police stations in recent years was a mistake and has led to an increase in certain types of anti-social behaviour. More visible policing would be an important part of any strategy to tackle such issues.
Please renew the powers and come down very hard on offenders and get it in their thick skulls to stop doing it.
Anti-social behaviour is a massive issue in Harrow Town Centre. Living in Perceval Square, College Road, I frequently hear people shouting and swearing in the street very loud. I see spitting in public. I see consumption of cans of beer in public and urination in public. There is a big problem with badly behaved young people, especially young men. They are usually in their teens and twenties and walk about as if they own the place wearing their gangster clothing and shouting and swearing which is intimidating for members of the public. There is so little police presence in my area they walk about with a sense of impunity. Everyone is terrified of approaching them as they might be carrying knives or other weapons.
The only issue that I have that in the past the council has introduced far more restrictions under the radar of such consultations. The members of public only come to hear of such offences when they receive the Fixed Penalty Notice. When one follows up to seek more information it becomes apparent that it was slipped in after a borough wide consultation. Having had personal experience of such made up offences I have no confidence that this consultation is going to be any different. The council officers and councillors use such offences to collect extra funds as the Gov funding is being reduced. The problem is that the ordinary public cannot do anything about this consultation or no consultation the rules will be slipped in. The council have to go through this process to meet the regulatory requirements. The poor public are then made to believe that it was the public buy-in that brought in the rules. Basic common sense and working with the public can achieve the same results but then the revenue cannot be generated. Sad but true.
I'm glad you see this as important to the public realm
Harrow Parks Forum happy to work with Harrow Council on these issues - Community Engagement Team have our contact details.
Making rules is easy. Enforcing them, consistently and universally, is not, and carries significant

<p>costs for the Council, both financial and reputational. If offenders see that there is little chance of being observed by "an official", the regulations will very shortly be ignored, to the detriment of the majority of law-abiding residents.</p>
<p>BIKES IN PARK; PAVEMENTS; ROADWAYS - PEOPLE CROSSING ETC</p> <p>DURING THIS LOCKDOWN AND MORE PEOPLE HAVE BEEN WALKING IT IS NOTICABLE THAT BIKES DO NOT HAVE BELLS ANYMORE. THIS SHOULD BE COMPULSORY SO THAT PEOPLE CAN BE AWARE OF A BIKE APPROACHING FOR THE SAFETY OF THE WALKER. TOO OFTEN BIKES DO NOT OBSERVE THE 2 METRE RULE AND WIZZ PAST TO CLOSE AND FAST.</p>
<p>It certainly seems the Harrow Council are now trying to do something to improve the community well being. Unfortunately, most of these considerations need to be policed and with all due respect, whatever is decided, in an only a short space time will be shown to be just lip-service to those of us that live in the borough. There will never be a feed back from the Council to the rate payers or police on how well the changes, if made, are going. We still have around 20 'professional' street beggars roaming around-being able to avoid detection by careful use of their iphones! Some of them have set positions, like the main entrance to Harrow-on-the-Hill Station, which the police somehow seem to 'overlook'.</p>
<p>I think we should do everything possible to encourage responsible and social behaviour in open spaces and on pedestrian and cycling lanes. I would be concerned that some fines would be aimed too much at certain groups, young people or the homeless which I wouldn't find acceptable unless investigation into why the problem happened and could more be done about it was also part of the plan. Could there be any thought to providing public facilities somewhere in the larger parks without spoiling the natural wildness of them which I appreciate is what makes them so wonderful?</p>
<p>Residents should be fined for damaging pavements where they have not used a dropped kerb and driveway/crossing.</p>
<p>Problem with people parking across out drive when they go to pick up school children from Priestmead school, Hartford Avenue. I have spoken to the parents and the school many times. Also reported it to the council who do nothing at all. It's like it is our problem as residents for living there.</p>
<p>I would be interested to know how the Borough plan to enforce all/any of the above. The contractors the Council employed to fine people for 'littering' were content to stand on/at the forecourt of Stanmore Station but never once crossed the road (even when requested) to fine people littering when they parked on Kerry Court & Kerry Avenue. The littering around Old Church Lane; Elm Park and Bernays Gardens is far less since Stanmore College closed (covid). These students who attend the college create all sorts of problems with littering & other anti-social behaviours. These students should be fined regularly and made to clean up the mess they make. Fly-tipping pan-harrow is disgraceful and I don't think the Council investigate or prosecute sufficiently.</p>
<p>For people to throw away their rubbish after eating and drinking. If bins are full they should be responsible and take it home. As leaving it outside a full bin is encouraging the foxes to add more mess. I walk every day in park next to park high school and seen them leave behind food boxes and bottles. These people should be fined and need to appreciate the amenities they have. Whilst walking I see that even if bin isn't full they are lazy to throw it in bin and get up and go leaving their rubbish behind. Fine these lazy irresponsible teenagers and adults</p>
<p>These are issues that need to dealt with Borough wide, in a consistent and firm manner. perhaps people need to be educated into how to behave properly.</p>
<p>All very well, but how will such enforcement be promulgated and enforced, and by whom? I have often encountered motorcyclists using pedestrian pavement in order to either avoid traffic queues or to intimidate pedestrians. Cyclists are not supposed to use pavements either but no-one is doing anything about that.</p>

All of the above should be heavily cracked down upon to slow down the rate at which The Borough of Harrow is becoming a cesspit. It's the broken window syndrome. It should be made clear that all this anti social behaviour won't be tolerated. It's not fair on the majority who want to live in a pleasant environment which is NOT unreasonable!
Thank you Harrow Council for trying to improve the environment and make the borough a beautiful and safe place to visit. So much of the above if not stopped makes people feel unsafe. Its low level offences and behaviours such as these that have a huge impact on the majority of residents.
How about making cycling on pavements subject to a PSPO. It is becoming more prevalent to see cyclists on pavements and with any increase in cycling this will only become worse and more of a danger to pedestrians
Cycling on pavements should be clamped down. Some time ago the council erected little bollards in Imperial Drive, with images of a pedestrian and a cyclist on them. I understood this to mean that cycling on the pavement is allowed. This makes no sense to me because I understood cycling on the pavement is illegal so I don't know how the council can legally encourage it. (These bollards were erected quietly, without -as far as I know - any consultation or notification to the public). Cyclists on the pavement are a serious hazard for pedestrians and for the council to encourage them seems highly irresponsible.
Stop cyclists using footpaths
We need to separate the different means of transport. So there needs to be an area for vehicles, for cycles and for pedestrians.
I'd be interested to know how the Council intend to enforce any/ all of the above, if they are agreed. The contractors who are meant to enforce fines for littering are pathetically apathetic or over zealous; they certainly don't seem to have regular practice. E.g. they were content to stand by the forecourt of Stanmore Station but refused to cross the road to fine people littering all round Kerry Court & Kerry AvenueHad they done so they could probably have collected sufficient funds to pay for something useful to the area!
It is great that Harrow Council is listening to residents' views on these matters. I hope that it will lead to action, and that the council is not afraid to penalise residents who refuse to comply with these rules and laws.
Just use common sense
Please, please focus on the issue of rowdy behaviour and over spilling bins connected to the many HMOs in our area.
I have seen that sometimes council officials such as the litter wardens are subject to abuse when attempting to carry out their duties. The council should mount a campaign to get members of the public on side. The officials should wear body cams so that they can be protected.
Fly tipping is a major problem in Harrow many residents dump furniture and white goods in the street outside their own houses surly this is dangerous. I have seen a fridge dumped in Headstone Lane and this is a dangerous thing to do.
Chandos Park.. car park gates should remain closed permanently to avoid the constant issues of drug taking/dealing and general unsocial behaviour
I strongly believe there aren't enough public toilets in Harrow.
Why no questions about litter dropping? This is a major problem and spoils the amenities and makes the roads and footways look shabby and can be very dangerous.
We want Harrow borough to be a clean and healthy place to work and live.
Usually it is the same small number of persistent offenders behaving anti-socially in this way. The council needs to stop housing and protecting those who cause nuisance and danger to their neighbours! Think of the many not the few.
Litter in the parks and stop bbqs
Stop Harrow from having any more bad changes - it's already changed because of over population and people abusing our codes of practice and not adhering to rules - we need more civic pride More education on recycling and litter pick up / needs to be taught in schools
Some of these situations are not clear cut. There might be times when to drive over a verge or park over a footpath is necessary to avoid a worse congestion issue. If these things are made offences there has to be room for specific

circumstances to be considered and not just. a money making exercise for the council.
Bring back Park Keepers & Park Rangers!
I gave my answers but I don't think this should go out to consultation in the first place; all the questions were about ASB so the answers should not be opinions by Joe Public. i.e.: if I drink on the streets its obvious the answer I will give was it OK to drink in public. These are common sense things regarding ASB and the Police should sort this out. The money spent on this survey should have been spent on things that are needed.
Any changes proposed should have had a thorough equality impact assessment, including consideration of impact on people affected by socio-economic inequality. Any powers resulting from these changes need to be resourced effectively. For example, I have never seen any enforcement staff in our parks despite using them daily. It would also help if playgrounds had appropriate signage that includes a contact for when you see an offence occurring. More often than not, the offence happens the individual has moved on before enforcement can happen. As a result, the rules are not taken seriously. Please note, your equality questions at the end of this really need updating. A particular answer is the gender one. There should be more opportunity for self identification.
More signage asking people not to litter in parks and streets.
Spitting tobacco on the streets. I don't think some people understand this type of behaviour is not acceptable. More signage or educating needed. Even better raise awareness campaign to help people understand basic rules when out in public i.e. urinating on streets, littering, spitting tobacco, and smoking near schools and children's parks. Absolutely not drugs in parks. Wardens placed in schools during opening and end of day to stop older kids in gangs/groups hoovering around the school gates. You don't need to be a rocket scientist to figure out why they are there in the first place!
The biggest issue is littering and fly tipping - the state of the residential roads around where I live are terrible
Yes reinforcing the need for working toilets in parks. Harrow recreation grounds toilets have been out of action for more than a year. Really not good enough.
Good luck trying to police this considering the standard of the populace in Harrow. I think you're fighting an uphill battle.
I moved to harrow 22 years ago. I'm an immigrant from Ireland. I loved visiting harrow town centre to meet with friends etc. and can remember how lovely and clean it was. What has happened to harrow? What have you let it go?
I pay a large amount of council tax every year but I have face piles of rubbish dumped around Honeypot lane when I leave my house for work in the mornings.
To repeat: the key to this working is proper patrols and enforcement by Council Officers and agencies, with serving of penalties and taking legal action- and that means not being intimidated by thugs and loud mouths, nor just focusing on young women as 'easy' targets to meet number targets! Publicity about actions taken to reassure residents.
Cyclists speeding In parks without warning bells. Bylaws used to prohibit cycling in parks
I hope that the topics in the survey are dealt with and not just a box ticking exercise
With regards the dog fouling the survey gives the impression that presently it is NOT an offence to clear up the mess and that not having the means to take away the mess the same whereas it is in both cases.
Please provide more protection for our parks and green spaces. They are being destroyed by social behaviour and no one is doing anything to stop it.
No, but am so surprised that littering isn't mentioned in your survey? The amount of fly tipping that goes on in the Borough is really bad. On a personal note, I live near a popular fast food drive through and people park alongside Boxtree park here in Harrow Weald and simply dump their bags on the road then drive off. There isn't even one bin for them to use. No wonder we have a problem

with rats. So please add littering to your consultation.
Are there any laws about lighting bonfires anytime of the day because that's another pain, people are so inconsiderate. That's bonfires on Warden Avenue and Ovesden Avenue. I'm sure we used to have by-laws to cover this but everything seems to have gone to pot over the years.
Address litter problems!!!! The area is filthy with litter - much more than urine, defecation etc. This undermines any pride in the local environment.
Having rules is one thing but what is your plan for enforcement? There are consistent repeat offenders to these issues. What further powers are available to stop people being in certain areas? Many of these issues seem driven by drink and drug use. What plans are in place to tackle this?
Drug taking also an issue in public places
general littering is a problem. I'd should be an offence to pile litter next to overflowing bins
Insufficient commercial waste containers by the entrance of Brotherhood Hall. Rubbish are dumped & left unattended & uncollected for weeks resulting rats on site. Is an eyesore for passer-by & road users on the main road? Is a Health Hazzard for residents? Please take action seriously to protect the environment. Thank you.
<ol style="list-style-type: none"> 1. Dog fouling is getting worse as is spitting. 2. Signage in different languages is needed. 3. Cut the grass verges. Dog are shitting there and owners don't clean it up. 4. Street washing needs to come back.
Obviously fly tipping is a massive issue in the borough and dumping of goods outside charity shops. There are presumably cameras that see this going on so prosecutions should be happening. People also continually dumping their rubbish next to rubbish bins constantly should be prosecuted. Council clean teams see this and should report it rather than the onus being on the public to report it. Fly tips stay there often for weeks without being cleared and these have obviously been seen by clean team members. Shops on the high street taking over pavement areas restricting social distancing should also be addressed and stopped, South Harrow has several shops doing this and this should be addressed immediately.
Can the statistics for fines issued and action taken be made publicly available in an easy to access way (e.g. twitter) so that local people can see exactly what is being done on a local level.
All the things in this questionnaire should be enforced to make harrow a cleaner and nicer place for everyone.
Fly tipping & litter is a big issue, more should be done about that
This should have been done 2 years ago.. Harrow is almost a 3rd world borough with the people dumping rubbish everywhere it seems..
I'm very glad to see this kind of action taking place, I want to have pride in where I live but unfortunately a lot of residents of Harrow on the Hill aren't allowing that. Thank you for trying to make a difference.
I agree with all the proposals mentioned in this survey
There is always rubbish on the streets and litter everywhere on Mollison Way & surrounding Queensbury station. More police presence in these areas are required.
I think the use of mini gas canisters should also be addressed as the balloons and canisters little the Cambridge Road car park all the time and are a slip hazard as well as a litter issue
People also dump lots of rubbish. With Corona virus, people should not socialise on street corners. I see it everyday they park up, get out and drink and smoke. I have to walk in middle of road to social distance. Please do something, this used to be such a lovely area. I have lived here 29 years.
It is good that you are looking at introducing penalties but you need to ensure there is presence night and day to enforce them, including in the quieter residential areas.
Dog mess and litter bins should be large enough and secure enough to stop foxes/rats etc. getting in and pulling rubbish out. Bins should be emptied regularly to encourage clean and tidy behaviour.

We as a community champion can help more and given us authority to put up the posters of STOP and Think before making an offence!!!
Surprised this is not already law or continues to be law.
The London Borough of Harrow is getting dirtier and more and more dilapidated. It needs to be protected from the anti-social behaviour of the few who are despoiling it for the many. The anti-social actions of the few are having a negative impact on the quality of life of the many... This is grossly unfair and should be challenged.
Include double parking in your list
Please ensure you have visible resources to police this. Otherwise it's useless.
Will litter be covered in a similar way - this is a more common problem?
I have filled surveys before, I just hope that you will take notice this time, (I have complained to the allotments officer regarding the selfish behaviour of a plot holder and been completely ignored.)
I wonder if there are the resources to monitor/police these proposals.
Another major concern is fly tipping in the Kenton area. Some streets are a disgrace and seem to be regular areas for lazy people to dump their rubbish - referring here particularly to Shrewsbury Avenue and all streets off it.
Yes I'm concerned about the traffic that mount the pavement outside my home due to- Lowered damaged kerb stones Motorist whom are impatient and try to pass the oncoming vehicle They're on a rat run so can be a queue of cars at one time Recently- I've reported an incident to the police and highways dept. last week. I opened my front door to find a car on the pavement speeding by and another vehicle behind. As I stepped up from my home and put my foot on the pavement (the shock made me lean back & replace my foot) the second driver saw me and immediately swerved onto the road. If I had made this manoeuvre a second sooner he would have run over me. I was in a state of shock and had to sit down. This is a daily problem -as with turning right at the top of West St. People of all ages are driving in this manner.
If it can be done economically then the general idea is OK. BUT only for those activities/offences actually committed by humans, not by animals
Spend more on cleaning up the borough
Would only be affective if you actually do this. Your current inspectors to not seem to travel over to the worst affected area.
Smoking and drinking in public should be banned. Littering our pavements with the remainder of the items and having to follow the smell of it all.
I think people will see these measures as just another method of raising money for the council. You will have to emphasise the environmental impacts of the offences, and perhaps promise to put any revenue from PSPOs back into the environment.
There is no point in making extra orders to punish people unless they are enforced sensibly. We regularly hear about genuine mistakes that are pounced upon whilst serious matters are ignored. Common sense must always prevail!
Dropping litter
Driving on or over cycle lanes where the road has been narrowed To make that an offence is ridiculous. Road conditions dictate sometimes you have to drive over white lines left for cycles. Another crackpot idea. To make car drivers life a misery.
Rubbish bins or the lack of them, in my area and Harrow as a whole I have noticed that bins are too far apart, resulting in some folks throwing their litter on the ground . There should also be a law to prevent littering, a law than can easily be enforced without all the red tape in legalities.
Dropping litter and cigarettes is also fined in neighbouring Hillingdon. Could this be included?
Proposals do not go far enough. I would include cycling on pavements and going through red lights and wrong way down one way streets. I would also include driving the wrong way round council car parks. Nearly had a head on collision last week in Pinner Car park due to stupid woman driving fast and ignoring the arrows.

I just want the council to pull its finger out and do something about the state of the borough. The amount of rubbish being dumped and fly tipping. There has been an increase in the rodent population; rats are running around everywhere, even in the daytime.
If you follow through with all of these things I think Harrow will be a better place to live. We will all be safer and enjoy a cleaner, healthier and better environment. Perhaps Harrow will be an outstanding borough and the rest of the country can learn from us.
STOP the spread of HMO's STOP destroying family life in Harrow by converting family homes into HMO's.
Common sense needs to be exercised. In tight circumstances it is sometimes practical, although not ideal, to pull onto a footpath, providing it is clear. The number of cars in Harrow is, and will, increase. Proper arrangements need to be made for parking and clear access, including for apartment blocks, where residents will own cars.
All very nice but never any action!!
No
Over the last few years the borough has gone from being one of the cleanest places in London to one of the filthiest. Illegal dumping of rubbish is common both on public and private land, this has increased rats and foxes. Defecation in public had become increasingly common, destroying our parks. Spitting on our pavements has also increased. There is awful driving in the bough (presumably from motorists who have not completed a UK driving test!) Drunks make the area less safe.
No. I think that I've ranted enough for now! Thanks.
See my note about cycling on public footpaths this is very dangerous and elderly people especially are vulnerable when exiting their homes
There not enough public toilet. In the borough.
I am very disappointed with the way people abuse the streets and roads of Harrow, showing no care or consideration for others but I do not wish for zealous wardens to issue copious fines either, as I do feel we need to educate people and discourage poor behaviour rather than pick an argument with them and slap fines on them. I am happy to see this consultation take place and hope that the problems highlighted will be reduced in time.
As mentioned, fly tipping also a major problem locally (Ron art Street). This & general littering also needs treating more seriously
It appears very clear that the whole point of this survey, it is simply an underhand way to target motorists. The road Traffic Act covers most of the above and with regards to driving across a footpath; this is covered by the Highways Act (sec 72). If any of this is passed, I will be very keen to see where the investment has gone, i.e. how much money will be spent on bolstering officers to target ASB like drunk and disorderly and spitting, as I can guarantee that the bulk of this will go into enforcement cameras, which by their very nature can only realistically be used to prosecute identifiable items such as vehicles.
The other item that could be included is fly tipping from residents living in the flats above the shops, coming out and leaving black bags by the waste bins. When asked politely to put it in the bin once more you get abuse.
I would support this 100 %
Find a way for public to report using cameras and you to prosecute, how are you planning to be there when these offences occur?
We need more police patrol and anyone caught in any illegal behaviour should be severely punished.
Definitely needed PSPO should be implemented for the sake of public Health & Safety & Hygiene. Council should look into - 'Why Car Park are ALWAYS left empty?' People who don't have car permits be allowed to park overnight. This is wasting Taxpayers money down the drain.
Restricted parking in nearby roads has caused problems for those that live in nearby roads.

Please think carefully about possible effects when deciding about this in future.
People who choose to defy the Law and also deliberately misbehave must get their just dues.
This is not a small task but once it is done properly will bring rich rewards.
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Restricted parking in nearby roads has caused problems for those that live in nearby roads. Please think carefully about possible effects when deciding about this in future.
Very important not to just have a consultation online or in a closed meeting and implement all sorts of fines without first ensuring, hand over heart that the PUBLICITY about each of these issues has been tirelessly hammered home. It costs next to nothing if you get the community on board and work with existing partners of Harrow Council to help put out these messages loud and clear. There should be a good educational programme for around three months so that nobody pretends they did not know. Posters, leaflets, community magazines, Harrow Times, Harrow People and many, Many more can help publicise. The Council web-site is another additional tool but many do not bother or have access or any interest/ability. Let old and young folk publicise e.g. Age Concern, Harrow Youth Parliament, Harrow Interfaith (using Faith Groups), and Harrow CCG, Harrow Carers, Northwick Park Hospital and other organisations. The list is endless. Just use your imagination and be fair in allowing people to be fully aware of the consequences of their actions as well as the benefits which will accrue. I would put much emphasis on the latter. Good luck with the campaign which has brilliant goals and good intentions at its heart for the citizens of this borough.
People who choose to defy the Law and also deliberately misbehave must get their just dues.
This is not a small task but once it is done properly will bring rich rewards.
Yes please ensure there are personnel to enforce any actions proposed.
When the council has Been informed of any incident by the public with the proof they have taken they have been told by the council they are not able to take action as their proof is not a proof unless taken by the council!!!! Why as it is the good citizen trying to protect. So annoying I think it's good that the council is concerned about these issues as I think most residents will be also. I would like to see any new powers used with a degree of common sense so that persons who may transgress due to things outside their control are not punished just for the sake of sticking to the law. Hope to see progress with regard to the suggestions you make, thank you.
Who is going to enforce this? Have you seen a police officer lately?
Driving in a cycle lane should not be enforceable, unless there is a raised area between the two i.e. concrete/paving...
What is the council going to do, to ensure that council bins in public areas are emptied on regular bases and are not left to overflow!
Other boroughs, such as Brent, allow residents up to 3 free collections per year of bulk items, such as white goods, mattresses, etc. Will Harrow council consider such a scheme to reduce the volume of fly tipping in the borough!
With the increase in population in Harrow, some selfish people park regularly across resident's driveways, to the extent that it should be considered antisocial behaviour. At the end of our garden, we have a driveway which is now only used when visitors come and some 20-30 something workers, who have several cars between them, help themselves to it, ignoring our request to them to ask first, as we do regularly have people visiting. They drop litter there, from their rented place next door, sweep all their leaves into our driveway, for us to keep clearing, and are surly when asked to move vehicles parked there or across the driveway. We own our home, but it is horrid to feel that we have to explain that we need our driveway back for workmen or relatives etc. They do not care. This issue occurs regularly, especially at weekends, when no one is around in council offices and police are busy with more important things. People can feel too intimidated to do much about it!

This issue needs to be dealt with. It can cause all sorts of problems over time!
Needless to say, all these problems are the result of diminished civic education, policing and change in culture. I believe education should be the starting point.
I applaud this action!
We as a community champion can help more and given us authority to put up the posters of STOP and Think before making an offence!!!
Surprised this is not already law or continues to be law.
The London Borough of Harrow is getting dirtier and more and more dilapidated. It needs to be protected from the anti-social behaviour of the few who are despoiling it for the many. The anti-social actions of the few are having a negative impact on the quality of life of the many... This is grossly unfair and should be challenged.
Include double parking in your list
Please ensure you have visible resources to police this. Otherwise it's useless.
Will litter be covered in a similar way - this is a more common problem?

Consultation on the Introduction of a Borough Wide Public Space Protection Order

26 May 2020 to 23 June 2020

RESPONSE TO COMMENTS

Comments

Comment Made	Response
Harrow needs a method for public to report the incidences. Also where people drive on pavements it is often due to Harrow changing the road system and parked cars restricting a two way flow. There should be a place that Harrow residents can give their ideas on how to make the road more free flowing as nobody really wants to use the footpath but sometimes it is the only way to get cars moving.	Comment passed to the Network Management Team to take into account and see what can do around this aspect
An increased police presence would serve as a deterrent. Officers are rarely seen around here.	There are dedicated ward officers, and resources are brought in as and when needed. We continue to work closely with them and work on intelligence to ensure targeting the right area
People openly smoking weed/cannabis in parks and public places. More needs to be done to tackle this problems in the borough.	There has been a lot of targeted work around this, with a number of parks hit by the Police recently addressing this. But if anyone sees such activity, please report to 101 so it can be followed up
Consider people causing noise pollution by playing loud music until the early hours.	There is current legislation around this and we are looking to see what can do to increase capacity to tackle this including the use of Fixed Penalty Notices
The biggest issue in Harrow is fly tipping and filthy streets, which have not been addressed in this survey. Why is nothing being done to monitor areas which see repeated flytipping. I am embarrassed at the state of my street and have reported it a number of times. People might treat the area with more respect if it looked better.	This is covered under current legislation, and work is taking place to better use intelligence to address this issue, including tying in information about missed bins, side waste, fly tipping and multiply occupied premises
Started off thinking some of these were good ideas, but on reflection, the council shouldn't be allowed near any more enforcement on their own. Get MPs to work with government to come up with workable laws that are legal, simple and proportionate and apply across the country.	We do work across London to identify areas that require better legislation, and also correspond with local Councillors and MPs
How would these new powers be regulated and enforced?	This is set out in the cabinet report
Nothing will get done and police won't do nothing nor will the council	Noted
More on the spot fines for litter dropping not just to in Harrow shopping centre	Approximately 7000 FPNs for littering are issued annually across Harrow. While the town centre is a focus as our main urban hub, officers are out and about and issuing in all wards

Separate but related: The grass verges look beautiful and are wonderful for wildlife when left uncut, or mowed only twice a year. They look awful mown down to scorched grass, especially when litter is mown over and therefore spread even further! Please consider following Plant life's guide to green verges. It saves the council money too!	Noted and passed to the grounds team
Too much drug dealing in Harrow which authorities know about but do very little or nothing	Work constantly takes place in conjunction with the Police around this. It is about tackling the dealers and those higher up the chain to stop this, rather than tackle each individual
Gather the data, Get the public to provide the locations of hotspots in a way that doesn't require another dodgy app... best is just data entry (postcode, name of street or photos) to be added and for it to be anonymous. Most people I know don't want to report the drug dealers or anti social behaviour to the police for fear of giving their name and being targeted as a result. The data will help you to target PCOS to the right area at the right time of day and then you will be able to have tangible measurements on the reduction in reports of anti social behaviour in those areas.	Noted and will be looked at to see how can capture better
The biggest problem is littering, there should be huge fines for this. Selfish, lazy idiots litter.	Litter fines are limited by legislation
Littering and leaving bagged rubbish on verges, or by bins, is equally a problem.	Agreed, and is addressed daily using current legislation and includes FPNs, clear up costs and follow up to those multiply occupied premises that do not have enough bins
The cycle lanes in Harrow are not joined up and woefully inadequate. Would be amazing if you concentrate on sorting this, particularly in a time when cycle travel is to be encouraged.	There is a current project to improve cycling and walking, including improved cycle lanes
Please can you also address litter and fly tipping. These are major issues. You need to learn from other boroughs and enforce tougher penalties	Agreed, but current legislation around this
Stop demonising dog walkers. We often care more about the environment than people do. You should be tackling the drunks and those eating in public who litter our parks. Harrow parks are full of rubbish and litter, not dog poo. You should be closing parks at night to prevent drunks and druggies from using them.	We are not demonising any party, but targeting those who unfortunately do not follow the law or respect the environment.

<p>All these measures are important to help make Harrow a pleasant, clean place to live. The other huge problem is fly tipping and dumped cars.</p> <p>It does seem that CCTV is an effective deterrent and I would be happy to see more of these in all neighbourhoods. Harrow Weald looks so unloved compared to other more affluent areas of the borough.</p>	<p>This is being looked at as part of the CCTV renewal</p>
<p>I also think that the Council should be able to fine residents who do not keep the front of their homes clean.</p>	<p>Unfortunately, cannot be done under a PSPO</p>
<p>Just the general amount of litter seen on road side and pavements i.e. beer cans, take away packaging, bits of furniture, people dumping rubbish on side roads cause they can't be bothered to dispose of it correctly. The council should take proactive measures in know hotspots, and come down hard on repeat offenders. It's time the council took a zero tolerance policy on people not disposing of their rubbish correctly.</p>	<p>Noted</p>
<p>At present the laws are in place but cannot be effectively policed</p>	<p>They are being policed, but in a targeted manner</p>
<p>Aside from fines I really urge the council to invest in a Keep Harrow Clean campaign.</p> <p>Reporting offenders should be easy and fines issued.</p>	<p>We work closely with them and are currently in partnership with them to look at waste from houses in multiple occupation</p>
<p>Highly supportive of all of the proposals</p>	<p>Thank you</p>
<p>Harrow really needs to take a zero tolerance policy that gets the message out that fines and prosecutions will take place. The area has gone downhill over 35 years and its been self inflicted.</p> <p>Criminals know that the area is under resourced with police and they dont even have the resource to follow up on CCTV from private residence.</p> <p>Fly-tipping is common place and the high profile mice and rats near Debenhams was not an exception. There is now plenty of talk amongst residents that if the catch something on video it will just go up on social media as it is the best way to get a reaction.</p> <p>Lastly the amount of car crime in the roads off Pinner Road (somerst road to Durham Road) is shocking. Its clearly highly organised gangs and lots of very clear images are being shared yet no action from the authorities.</p>	<p>Noted, but these areas fall outside the PSPO</p>
<p>Please could you include litter dropping.</p>	<p>Already an offence covering all areas</p>

Thank you for looking into this and focusing on this especially in Wealdstone which needs it most!	Thank you
I would say drug use and other antisocial behaviour is more pressing issue.	These already have direct laws to address them, and falls outside this PSPO
I have extensively travelled worldwide and harrow is one of the filthiest places I have ever witnessed !	Noted
It's the people who park in their residence but have cars that are too big so they encroach on the pavement meaning those with wheelchairs and buggies have to walk out on the pavement.	This will hopefully help address
Educating people is key. Prosecuting people who fly tip is also important, there are many repeat offenders locally.	Noted and agreed
Illegal dumping should also be in the list. The amount of times I've seen a sofa, mattress or other rubbish dumped in the street. This is a problem and eye sore too.	Already an offence outside of this PSPO
No. Just do a survey on the residents continuously dumping their rubbish on the verges.	Noted
Fly tipping is rampant	Noted
Please have a phone number available for us to report unsocial behaviour and have the parks supervised, especially late afternoons and evenings. Also have it as an offence to leave rubbish on public places after a picnic. This morning in Canons Park, there were plastic bags, bottles, food boxes and wrapping paper in the fields and it's like that most mornings. Supervise parks, bring back the park keeper.	We are looking at this as part of the reporting process to simplify
This survey is useless unless Harrow Council acts on, and publishes the findings. I think they already have to powers to deal with some of the areas in this survey, but they don't utilise them, so the problems never go away. By bringing up areas such as dog fouling, street urination, & spitting, they are playing lip service to problem areas that should already be under control	Noted and we will happily advertise number of FPNs issued etc.
Roads should be wide enough to allow cars to park whilst not obstructing the traffic flow as this is another reason why people may mount and park over the kerb.	Noted, but falls outside of this PSPO
I see a lot of enforcements officers in Harrow Town Centre but non in Wealdstone where there is a real problem with spitting on the streets	They are present in Wealdstone often. The timings change depending on when intelligence tells us is the worst

and drunken crowds on corners	
I don't want them just going after one person who drops a cigarette butt near Harrow bus station while ignoring groups of people doing much worse (this has often happened) . Its not about making money from fines! I want to see you targeting the people who persistently fly tip, litter and cause anti social behaviour. It's often the same people getting away with it all the time. Make take always responsible for an area around them. Start community service again and as well as fines get these people clearing up their own mess and find out what makes them like it and educate them. The people that have moved in to Harrow over the last 20 or so year have ruined it and driven those who have spent their lives here away. I am one of those who isn't able to go or I would. So very sad! You need to make it easier for us to report these issues. Not your web site as it's rubbish. How about having members of the public who can look for you And report to you, they can also watch social media. You will find plenty on the fixit Facebook page who would be happy to help. We live with these problems and want something done so let us help.	Noted, and addressed above
Please make Harrow good again.	We are determined to do so
mainly the fouling.	
How about trying to crack down on all the marijuana being smoke in Harrow's parks? Walk through any park on any day and you'll find someone smoking a spliff. How about monitoring peoples back gardens too...I can't open my windows due to the smell wafting in from my next door neighbours. I can't really sit outside and enjoy an evening without smelling it.	Noted, and addressed above
Citizens have freedoms and responsibilities. Please refrain from turning harrow into a repressive authoritarian police state.	We are not
Think these good ideas to try and improve Harrow for our health and wellbeing.	Thank you
Whilst these issues are important a bigger problem is fly tipping every day I walk the dog and without fail there is a new fly tip somewhere on the walk the council are excellent at clearing them but the following day a fresh load of rubbish is left.	Noted, and addressed above

There are certain roads that have more rubbish than the tip a few cameras at key locations might help.	
Dumping mattresses is becoming a huge problem.	Agreed, and being looked at to see what can be done around this
Adults cycling on the footpath or using scooters on the footpath should also be an offence.	This is being looked at, but in a targeted approach where evidence shows this is a persistent issue
No	Noted
No, but good luck. I also think the fines are too low. We have insufficient people to catch these beggars so why not appoint upstanding members of the public to assist? The problem there is the safety of that person, after verbal and maybe physical abuse. If some youngsters have no qualms attacking the police they are not likely to care about Joe Public.	We are more than happy to work with residents, especially around intelligence and evidence.
I will happily support any initiative undertaken by the Council to make Harrow cleaner.	Thank you
You should also make it an offence to park on footways - this is a terrible problem for visually-impaired people.	It is in London
We also have a massive problem with littering on our road (Box tree Road) and it's mostly from KFC	This premise is being worked with as do carry out a litter pick, but appreciate people move beyond this area
DRUGS AND ALCOHOL ABUSE HAVE BECOME A HUGE PROBLEM, ALSO DRUG DEALING.	Noted
Design could be better, scrolling difficult!	Noted, apologies
Need Harrow to be clean again. We have lovely parks, and the potential for a clean greener borough.	Noted
It would be really good if there is a proper clean up in Harrow. I would like to point out in Harrow next to the cinema where Tesco is there is a smell constantly of urine is really unpleasant and the council should do a proper clean up of the streets around their as well as North Harrow.	Noted
Empty the bins properly and get rid of the rats!	We do (very few ever missed) and happily!
Pls do not persecute motorists	We wont as long as they follow the law
Fly tipping is inevitable whilst you charge residents a premium for limited collections of garden waste. Bring back "free" collections.	Noted
Members of public should be encouraged to record and report all anti-	Noted, and covered above

social behaviour.	
We should consider a license system for dogs again to identify the owners so if reporting this offence you may be able to track the dog.	Noted, but would require national legislation
Revenue from fines should be used for enforcement and education	Agreed
Spitting out of chewing gum should also be an offence	It would be under this PSPO
YOUR SURVEY DID NOT COVER ROAD RAGE THAT I HAVE WITNESSED IN HARROW.	Unfortunately wouldn't be covered by a PSPO
Fly tipping is another significant issue that needs addressing. I would like to understand what the council is and can do about this. Are we able to report these issue to the council and the council will remove the rubbish, I know other councils do this.	Noted, and covered above
Please fix the uneven pavements to make going for a walk safer	Noted, and please report any such areas
I think cameras should be able to be used more effectively and frequently for anti social behaviour	Noted, and covered above
You need to urgently address street litter particularly near schools as children see dirty streets and think it is the norm - this is socially unacceptable as well as graffiti. Harrow need to do much more about street cleaning.	Noted and we are looking to see how we can improve neighbourhoods
Many of these problems seem to stem from people living in sheds or those in rental properties and couldn't care less about where they live hence treat it without care. All offenses listed and fly tipping is a serious issue, especially when it's the same spots multiple times a week I.e. we should take action to capture them and prevent repeat offences, they also dump bags of food rubbish and waste which is as bad as other unhygienic behaviour as it spreads bacteria, viruses and other disease through the people and other creatures that scavenge at night through the rubbish.	These are being covered outside of this PSPO
Harrow Council has to make the law work! Especially for people living on benefits who think all the rest (working) owe them something	Agreed
As previously stated, an increase in police and PcsO numbers would be of great benefit in deterring all forms of anti social behaviour.	Noted
What about littering or is that covered by a separate consultation?	Already laws in place around this and unfortunately cannot ban chewing gum unless legislation introduced nationally

Consider a ban on chewing gum ... :)	
No	Noted
I have lived in Harrow all of my adult life and I think the Council have always done their best to ensure it's a safe and relatively clean Borough and I believe this order will help to maintain this. I do though think, that something needs to be done with regards to helping people to appreciate what a great Borough this is to live in and to encourage them to take pride in it and to be more cohesive, as a community.	Noted, and agreed. For all the bad points, this Borough has so much going for it and great communities
Make sure car parks and public toilets are open and cleaned. Then people will use these rather than getting caught short	Noted
Very pleased that you are interested in tackling the problem. If the streets were clean it would be a good start of how you will feel about living in Harrow	Noted
As this survey is about public protection, I would urge the Council to take action regarding the ever increasing anti social behaviour around Harrow-on-the-Hill tube station and Harrow bus station.	Noted and is being addressed in conjunction with the Police. Unfortunately sustainable change can take time
If not already it should be an offence to fly tip or drop fast food containers in streets or parks. Difficult to find offenders I know	It is an offence already
we need bodies on the street proactively trying to uphold the law not just treating it as a money maker e.g. standing outside harrow on the hill station to catch people dropping rubbish, cigarette ends. they need to patrol all streets and park areas.	We run the service as cost neutral as possible, and not about making money but addressing issues. Ideally no one would offend and no enforcement needed
In the wake of COVID 19 the above should be implemented immediately to stop disease	A lot of work is taking place around this
I have lived in Pinner for nearly 30 years and what was a beautiful area is now unpleasant and not a nice place to live. There is rubbish on the streets, gardens and public spaces are overgrown and uncared for and something needs to be done to improve the standards in the borough.	Noted
Filthy streets and verges strewn with litter and insufficient bins and rubbish collections together with fly tipping is far more distressing	Noted and please report any specific areas as can then ensure addressed
The dropping of litter is out of control throughout the borough increase fines to a prohibitive level i.e. £1000 for any adult, they'll soon learn.	Unfortunately legislation doesn't allow

<p>Harrow use to be a nice place. Now it is trashiest place. I wish Pinner is now part of Hillingdon. A better managed council, best services. Somehow Harrow has now uncivil increasing population. It is becoming ghetto. Your recent idea of running consultation for mosque Noise pollution by installing amplifiers is disgrace. It should have been never allowed to be open. Now thousands out of borrow are responding and making it as a religious issue. It should have been Clewley environmental issue and no consultation should have been started at all. I think Harrow as Garden green Calm place Won't be there anymore. Anyway we have now flats coming up everywhere. This will increase population density, reduce green and car parking spaces and increase social problems.</p> <p>What have you allowed to happen to this Harrow. Councillors have harrow blood on their hands.</p>	Noted
<p>Some of these peoples start to move to residential areas like flats and hide round there. As i live in a flat its not nice to see this when going out, groups loitering , drinking and smoking and then leaving a mess after doing what they need to.</p>	Noted and being addressed
<p>The Council regularly empties public bins - thank you. However, there are a small minority that dint care and litter parks after sunbathing and/or playing games - how can this be tackled ? Also people get takeaway food then eat while parked up and simply empty out the rubbish from the cars on the street before driving away. A particular problem on Lansdowne Road HA1 - how can this be tackled please ?</p>	We are putting more patrols in the problem parks to address
<p>It is an offence to ride bicycle on footways (pavement). How does the council controls this offence.</p>	It is, and Police enforce. But we are looking to introduce further controls where this is a persistent issue
<p>drugs still being sold and smoked in high street and in Gordon Road and by bins in ASDA carpark</p>	Noted and passed to local Police team
<p>Please put these suggestions into place. You need to put deterrents into practice and not just talk/discuss. The majority of residents in</p>	Noted and we will

Harrow are law-abiding and respectful people. However, it is the others that spoil it for so many. Please do something soon.	
If we see a person spitting, littering etc. what action can we take? There are usually no police or any official around at the critical moment and I am disheartened to see these people get away with it.	We are looking at how people can report this easier and then we also use this intelligence to target areas
I am greatly encouraged by the proposals and it's about time they were implemented. Anyone wishing to become a British citizen should be made aware of what we consider to be antisocial.	Noted
You make no mention about littering	Separate legislation around this already
every shopping area should have a public toilet	Noted
Please help us own our streets again by cleaning or re-educating the yobs. We need to teach the next generation and show them the area they are growing up in is an area to stay forever And not moving away :) I would like to help keep the place clean I would pay more if it helps like the green waste bins - I'd pay for a council warden to do the rounds in my local area to keep it clean from anti social and dirty behaviour.	Noted and thank you
No, but thanks for the opportunity to respond. I look forward to the action rather than the words!	Noted!
Why do the council not track down people who regularly leave their rubbish on grass verges just before they know the council will be doing their weekly clean. It is usually placed there the previous night. Surely operatives should report this and observations made so that these people can be fined and start using their own bins and disposing of their rubbish at the tip, like rest of us.	Such bags are gone through and evidence looked for, leading to fines and clear up costs. But we need peoples help to provide evidence when all we have are bags
How can these things be implemented? Please help Re parking on pavements.	Please see cabinet report
The Council should have a clear policy on enforcing all the about Easy methods should be put in place to allow residents to report and provide evidence (photo/video)	Noted, and covered above
These measure are all well and good but the behaviour will just continue if it seems there is little chance of being caught. How can it be enforced without the reintroduction of traffic wardens and 'beat	Noted and resources covered in cabinet report

bobbies' etc.? The continued slashing of council funding from the central government won't support any funding for that.	
Noise pollution should also be included.	Unfortunately, cannot be but covered above
Just wish this gets actioned as there a lot of problems happening by entrance to park and school	Noted
Bus stop in Alexandra Avenue Rayners Lane (Stop F), Rayners Lane, Harrow HA2 9TU desperately needs litters. People waiting at the stop drops loads of rubbish there.	Noted and passed on
With power comes responsibility. The duty of public servants is to improve and protect the borough for its residents; not at the expense of its residents. So be compassionate. You know not the journeys and struggles of others.	Noted
Not really - feel that enforcement may be a problem, but maybe the existence of penalties will be an incentive to comply.	Noted
Nothing to add	Noted
It would also help to keep the environment looking cared for if verges were more regularly cut/maintained.	Noted
Sometimes in our area cars park fully on the pavement and this I find totally unacceptable	Please report as can be fined
Good Luck!	Thank you!
No, plenty of steam vented for now ;)	Noted
With all of these issues enforcement is the key and if that can't be carried out it's a fruitless process	Agreed
Just general litter is dreadful in Harrow. My front garden is full of fast food wrappings EVERY DAY	Noted
The negative impact this type of enforcement orders have on private residents needs to be recognised. Particularly the impact that enforcement orders have in moving the problem onto private residents. People avoid paying anti social behaviour fines by using private driveways and gardens as public property.	Unfortunately this PSPO cannot cover this but report, and we can see what action we can take
Hope you can enforce all these measures and inform the public that you are doing it. A fine should act as a deterrent. If people know they might think twice.	Agreed and we will

<p>We need a campaign and re-educate the public about need to keep our environment clean.</p>	
<p>I hope these issues are addressed promptly and that the message gets through. The problem is that people in the area just do not care. They are not motivated to care about our community. In their minds they are just passing through and they show no respect or consideration It's a disgrace. I hope your policy will make a difference and make this town a desirable place to live again.</p> <p>Another issue you haven't addressed is the amount of litter and fly tipping in the area. Another by product of mass immigration..... They may contribute a little to the economy, but the contribute nothing to the community. No doubt criminal activity including drug dealing, prostitution, burglary, and shop lifting as increased as a result of mass immigration into the area.</p>	Noted
<p>The order should be extended to illegal settlements on park lands even for short period of time</p>	This is being looked at in conjunction with neighbouring boroughs
<p>Cars sitting with their engines running is an offence but never enforced. I wish it would be as it is a big problem and is so unnecessary when the air quality is already so bad.</p>	This will be followed up
<p>AT LAST THE COUNCIL IS TAKING THIS UNSOCIAL BEHAVIOUR SERIOUSLY.</p> <p>CLEANING UP THE BOROUGH IS THE FIRST STEP TO REGENERATING THE AREA, including Wealdstone.</p>	Agreed
<p>Litter that gets left by residents using public spaces such as parks, river banks and open spaces is a big problem. Additionally, another ongoing problem that needs addressing is the multitude of household rubbish that is disposed of on the street most noticeable around street bins. This problem is more noticable where there are flats above shop premises. On occasion I have spoken to residents who I have seen doing this. Their response is there are not enough bins provided by landlords. In some cases, NO bins are available for them. This problem needs to be the responsibility of</p>	Noted, and covered above

landlords who should pay for the clear up of the streets outside their properties.	
The law can be a great and precious thing. But it's important not to see it as a hammer and every problem, a nail.	Noted
Please also include dropping of protective gloves and masks which are now littering our streets, grass verges and public parks/commons.	All covered under littering legislation
The council must be firm on litter and on dumping of waste and clamp down on people. I am a council community champion and given the powers inbound drive up and down roads taking photos and report issues if asked	Noted, and covered above and thank you for being a champion
More should be done to make it much clearer to all people living in Harrow what kind of behaviour is not acceptable and why. Also the consequences that will result from anti social behaviour.	Noted
Glad you are on the case, not sure any of it is actually enforceable, but got to start somewhere.	It is, and we are!
Just that you have left out the problems of pigeons. They are as much if not more of a health hazard than some of the other ones listed. When the Green Flag inspection was being undertaken in PMP the inspector commented that he had not seen so many pigeons gathered in one place before.	By addressing litter, remove food source and they will move
Freedom and common sense must prevail, stop trying to find ways to make money!! I am sick to death of this "Fining" attitude.	Noted
Increase the fines for depositing filth. How is the Council going to police this?	Please see cabinet report
Any signage / information about prohibiting these behaviours , needs to be written in several languages due to the diverse population in Harrow.	We are looking at more pictorial signs to assist
Good Luck in maintaining control of the above. If standards are set too low we will never regain them, and the Harrow community would suffer.	Noted
I think swearing in public spaces should not be allowed too. I am being forced out of my house due to neighbours shouting and swearing.	This can be addressed through ASB legislation
Filthy dirty street and well if someone hasn't disposed of a mattress and dumped it on road at least once a week fly tipping real issue	Noted, and covered above

Anything the council can do to sensibly improve the civic environment in LB Harrow is welcome.	Noted
It would be great if the use of the little gas canisters 'legal highs' could be added to this, as well as littering.	Littering and these cannisters already covered by other legislation
Perhaps you would like to focus on core services rather than trying to raise revenue from fines	These areas are what those in the Borough tell us are important to them
<p>I agree that the forms of anti-social behaviour covered in this survey have become increasingly prevalent in recent years. About 30 years ago spitting was hardly ever seen and certainly not tolerated. There are so many different cultures now in London that some of the council's proposed new laws and sanctions may appear to be a form of cultural oppression of minorities. But basic standards of hygiene and decency need to imposed - especially where the behaviours being sanctioned can cause serious disease.</p> <p>I am less inclined to ban tobacco smoking in public places; but agree that smoking other drugs (cannabis, crack cocaine etc.) should be banned.</p>	Smoking will only be banned in children play areas
There is not enough enforcement of these regulations.	Noted
The existing cycle paths on what seem to be areas shared with pedestrians are not fit for purpose. They represent a very real danger to pedestrians : cyclists should only share space in the areas properly designated for motor vehicles.	Noted, and covered above
How do we report any of these offences?	Noted, and covered above
Please implement fines to make people responsible and move on from degenerate behaviours.	Noted
There is nothing about duping of litter or fly tipping which with the prolonged period of dry warm weather has increased in public parks. This is a problem as bad as all the others you have indicated.	Covered above
I think people depositing rubbish bags by full bins should also be added to this, particularly in parks. If you can bring the stuff to the park with you to eat / drink you can take the rubbish home with you once you have finished	Noted, and covered above
Solve the problem with drinkers and drug users ruling our streets. It is only pleasant for them, and not for the residents of the community. The	Noted

Council, and the police have to do more to tackle this issue....	
LITTER!! We need the Council to exercise powers to discourage people from littering and fly-tipping.	Noted, and covered above
Littering should be an offence too. People often think it's ok to leave their litter all over the park and not even use a bin. Children the next day then hurt themselves on broken bottles and cans. People who litter should receive on the spot fines	Noted, and covered above
People that carry out this behaviour have no respect for anyone else. I see it all the time in my local area.	Noted, and covered above
When will we see the results?	Looking at November
Enforcement is clearly going to be an issue. Citizens' arrest???	Noted, and more fines than handcuffs!
I think it is a good idea to make these actions offences as we live in a densely populated area and all need to be respectful, and those that won't should be fined.	Noted
Fly tipping is a major issue in our ward with furniture and filth left on the street. There has to be strict regulations/fines to stop this practice.	Noted, and covered above
How are the council proposing to police all the issues raised in this survey especially urinating, defecating, spitting, gathering for drinking & smoking at the corner of our streets. We should have a dedicated phone number we can call at all hours. There is also very regular outdoor cooking facilities rigged up in back gardens. The cooking happens in all the weather or seasons fouling the air.	Please see Cabinet report
I appreciate the impact of covid-19 will likely impact both the council and the Police's ability to enforce issues relating to anti social behaviour but I hope the areas highlighted in this survey will be prioritised for enforcement to prevent the social fabric of this friendly borough being further eroded.	Noted
More cycle Lanes, prohibit motor vehicles, except buses, within a mile of schools 1 hour either side of the school day.	Noted, and covered above
Stop the beds in sheds. Stop approving housing developments. The area cannot take in anymore people.	Noted, and covered above
I have noticed much more of this kind of anti social behaviour. The jewel in Harrow's crown is its open space in North of Borough but it is being spoilt and needs much more monitoring. At moment it does not	Noted, and covered above

<p>feel safe. People are cycling and leaving litter and even chopping down the trees.</p> <p>The streets need to have litter dropping prosecutions or fines as it is just becoming a dump in the streets. Please let households know by leaflets etc. that leaving items outside their houses for recycling also makes the areas look awful. They are too lazy to take it to dump or charity shops, maybe this could be treated as fly tipping and notices sent to homes as it is increasing.</p>	
<p>Yes, we get an awful lot of people riding motor bikes no helmets racing around the streets. Also people dumping the contents of their houses i.e.:- mattresses , fridges, broken cupboards, or household waste on the corner of roads outside someone's house! It's a disgrace. You should put spy cameras up to catch them.</p>	Noted, and covered above
<p>I see none of these things actually being enforced. People ignore guidance if it is not.</p>	They are enforced
<p>Please make this survey available to most residence so they can have their say I only have access to this because I work in Harrow.</p>	Noted
<p>Another concern is the dumping of unwanted items, household and building material. Food waste and littering, and using public waste bins to dump food etc. This problem is increasing. eg. the bus stop across Uppingham avenue is constantly overflowing with rubbish, what time of day,</p>	Noted, and covered above
<p>Domestic bonfires I resent very much pollution from neighbouring bonfires, which is a regular problem in the Suffolk Road area. Is there a law against lighting bonfires?</p>	Commercial bonfires not allowed but domestic allowed unless causing a nuisance
<p>Appreciate all the help we can get to ensure people are courteous to others and don't endanger other people's health.</p>	Noted
<p>All good measures. Well done. Thankyou</p>	Thank you
<p>Whilst I welcome this survey and prospect that theses issues are to be addressed I believe there is a bigger picture of general maintenance: The pubic areas within the are of Kenton need to be addressed. More</p>	Noted, and covered above

<p>maintained public bins have been provided however, street cleaning is not maintained and the build up of rubbish and litter causes anti social behaviour and vermin. Grass verges are left for months and this in turn leads to rubbish build up. The presence of officers to enforce fines etc and their deployment would need to be carefully considered as there is very limited evidence of such officers other than in the Harrow town centre.</p>	
<p>I'm to a fan of giving someone a fine for throwing down a cigarette end whilst ignoring the wider issues or those where gathering evidence/prosecuting is more difficult. I think the PSPO should be used in a rounded way and not just an easy way for the Council to make money whilst ignoring the problems of drug use as being a police issue. Can the council and the police work together.</p>	Noted, and covered above
<p>Driving over grass verges could be due to a lack of parking spaces and may require consideration by the Council as to whether the grass verges may need to be removed and turned into parking spaces.</p>	Noted
<p>I am very disappointed that graffiti has not been mentioned in the list of anti-social behaviours. It blights immediate areas and, sometimes, wider communities and it proven to be a spur to further anti-social behaviour as well as outright criminality. There is clear need for greater surveillance of vulnerable areas so that the culprits can be identified and prosecuted. This can be done cost-effectively by the use of endoscopic-type cameras, as were deployed in Hayes a few years ago.</p>	Already an offence so does not need a separate law
<p>Parking on foot paths where there is not at least a meter wide access for pedestrians to walk on, should be made an offence. Certain households with too many cars are inconsiderate to others like people with push chairs and people with vision issues to move around safely. Driveways are filled with cars and the front paths blocked with further cars parked on the footpath. Council should survey such areas and either place bollards or double yellow lines to make walking and moving around easier for all.</p>	It is an offence
<p>Cycling on the pavement and vehicles especially vans blocking driveways which are not theirs</p>	Noted, and covered above
<p>All the issues in this survey have been going on for far too long,</p>	Noted, and covered above

despite me and many others complaining to Harrow Council over many years. As I have said the main problem is with Romanian men, who speak little or no English. I've been so exasperated at times by their despicable behaviour, that I have tried to speak to them about their habits, but it's a waste of time. Both my children have told me not to do this anymore as it could put my life in danger.	
It would be helpful if it was also an offence to cycle on footpaths without due regard to pedestrians. Too many cyclists cycle on footpaths and through parks in a manner which could be dangerous. Very few of them consider it necessary to ring a bell or call out a warning to pedestrians when they cycle up behind them - a sudden change of direction or stumble by a pedestrian could be disastrous to both parties. It is not always possible to hear cycle tyres on tarmac paths. As they zoom past or between us we have often called out "It would be helpful to know you are coming" but many just shout abuse back at us! Some have apologised and called out a warning on future encounters.	Noted, and covered above
The survey didn't seem to include littering or minor fly tipping which must be a headache for the council and very aggravating for the public.	Noted, and covered above
I agree with giving fines for all the issues raised in this article. It should also include fines for littering, spitting out gum, driving with loud motorcycles or cars.	Noted, and covered above
As per earlier comment that rubbish should be included in this survey	Noted, and covered above
If you cannot identify problem areas, how can you stop the offence?	Noted, and covered above
We should avoid too many draconian measures and devote more energy towards educating the public	Or do both
Dumping and littering has also become a huge issue but I guess this is difficult to police?	Noted, and covered above
Overdue.	Noted
No.	Noted
The reason this behaviour happens is because it seems Harrow does not deal with crime and bad behaviour. It's allowed to flourish and it seems a problem that has built up over the years. Harrow council website is very very poor and it's reporting tools are rubbish if they even work.	Noted

It should also be an offence to cycle on the pavement	It is, enforced by Police
Harrow seems to be particularly dirty at the moment. There is a lot of dumping of rubbish on pavements.	Noted, and covered above
This survey should have also included Litter, whilst Covid 19 lockdown has been in place there has been very little if no litter especially take away rubbish such as KFC however now these type of premises have been allowed to re-open the rubbish is once again back on the streets, often just thrown out of car windows. note only is it unsightly but unhygienic and attracts rats etc.	Noted, and covered above
There is a growing trend for barbecues in parks and public spaces. I think this should be an offence. It presents a fire risk, especially as disposable BBQs are often not disposed of carefully. It can also be unpleasant for others to be subjected to smoke - it can affect asthmatics, for instance.	We are looking to see what controls we can put in all the parks and this is being looked at
I did mention above about the growing use of Nitrous Oxide capsules that litter the place too - actually we haven't covered the dropping of litter either?	Covered under legislation
No. I'm glad you are addressing these problems.	Thank you
THE KFC , HIGH RD , HARROW WEALD IS A PRIME EXAMPLE OF BAD TRAFFIC CONTROL AND MANAGEMENT AND HAS BEEN ALLOWED TO GO UNNOTICED.	Noted, and covered above
Fly tipping, crack down on it.	Noted, and covered above
like i have said, this is q close knit community and we love west harrow - we want to protect it from drug dealers and those who disrespect it.	Noted, and we want to support you
Lots of rubbish around Harrow (well, around UK). Would be nice to have a good clearing up of rubbish in woods of Roxbourne Park and along bushes of Rayners Lane tube.	Noted
RUBBISH DUMPING AND FLYTIPPING IS A HUGE PROBLEM WHERE I LIVE. ONCE A PLACE IS TREATED AS A CONSTANT RUBBISH TIPPING OR DUMPING SIDE, THEN THE BINMEN WHO COME TO COLLECT THE WEEKLY OR 2 WEEKLY BINS DONT TAKE THE RUBBISH AWAY BECAUSE THE BINS ARE CONSIDERED AS CONTAMINATED. AND SO THE ISSUE FESTERS AND THE RUBBISH AND FLYTIPPING CONTINUE. THERE SHOULD BE GREATER USE OF CCTV FILM MONITORING AND	Noted, and covered above

<p>STRICT PENALTIES TO DEAL WITH THIS ISSUE. THIS HAPPENS MORE SO IN BLOCKS OR ESTATES WHERE ONCE NEIGHBOURS START USING AS A DUMPING SITE, IS NEVER ADEQUATELY DEALT WITH TO STOP THIS BEHAVIOUR.</p> <p>IN REGARDS TO PARKING, SINCE HARROW COUNCIL HAS NOW MOVED TO AN ONLINE FORMAT, WE CANNOT REPORT ILLEGAL PARKING SINCE IT TAKES MANY DAYS FOR OUR EMAIL TO GET REVIEWED BY WHICH TIME THE CAR HAS SINCE MOVED. ALSO, GLASS VERGES SHOULD PERHAPS BE MADE ILLEGAL TO PARK WITH THE EXCEPTION OF BLUE DISABLED BADGE HOLDERS. THE ROARDS, BOTH MAIN, SIDE AND RESIDENTIAL STREETS ARE VERY CROWDED WITH CARS DOUBLE PARKED ON EITHER SIDE SO THIS LEAVES VERY SPACE FOR OTHERS SUCH AS THE DISABLED TO FIND PARKING SPACES NEAR THEIR HOUSE. THE DISABLED BAYS IN THE SIDE AND RESIDENTIAL STREETS ARE NOT REGULARLY MONITORED BY TRAFFIC WARDENS SO THOSE WHO NEED THE SPACES FIND THEM OCCUPIED BY CARS NOT DISPLAYING THE DISABLED BLUE BADGE.</p> <p>LOCAL MEDIA SHOULD ALSO REGULARLY REPORT ON TOUGH PENALTIES ISSUED TO KEEP THE ISSUES ON THE SPOT LIGHT AND DETER THE CULPRITS.</p>	
<p>I think you understand that many of the selected issues are totally unacceptable in this Borough or anywhere. You need to ensure this is made law as soon as possible.</p>	Noted
<p>Sort Harrow out please. It is trash. One such a beautiful area turned into a pig sty mostly down to rogue landlords and HMO. Provide them with extra bins so the.dont dump their rubbish everywhere. As a resident of 10 years I am sick of it. Especially south Harrow with gang related crimes. There should be a low number of chicken and chips shops.</p>	Noted
<p>It should also be an offence to cycle on the footpaths. I keep getting people expecting me to move out of their way. I am walking and should not have to worry about fast cyclists on the pavement!</p>	Noted, and covered above

The council's continued failure to collect rubbish from Public bins or to pick up rubbish from paths and roads is a large reason for dirty public places. Would be really good if you did your job properly first before worrying about fining others.	Noted
No stop finding ideas to make money ok .!? Pcn's Business rates Council taxes High mad ness salaries need to open your books and justify all of your non senses ok	We would happily stop issuing fines if people stopped offending
Fly tipping,especially on grass verges.Major problem in Glebe lane.infested with rats!!!	Noted, and covered above
Another major issue not mentioned in survey is fly tipping and rubbish strewn streets. Being a dog walker I often get extremely cross on the amount of rubbish thrown in street, including broken bottles in roads and on pavements making it dangerous for animals and small children.	Noted, and covered above
Who on earth is going to enforce these PSPO's????	Please see cabinet report
I sincerely hope action is followed through on all all issues and Harrow Council keep residents informed on the outcome of this survey.	Noted
Please can you make it a priority make Harrovians feel safer even in busy areas such as Harrow Weald?	Noted
Please make something happen!	Noted
I do not like the idea of fining. Educate and encourage. If operative have "targets", it can mean that common sense is not used and fines are issued too readily. Fines should not be a source of revenue for Harrow.	No target in place.
Parking a third vehicle on the pavement access to a driveway.	Noted
This questionnaire is not formatted to bring some of the issues like people with cycle are riding on footpaths. Throwing butts everywhere. Littering everywhere. ETC	Noted
WHY DON'T YOU HAVE ANY COUNCIL STAFF WHO WALK/DRIVE AROUND RESIDENTIAL AREAS CHECKING ON ANTI-SOCIAL BEHAVIOUR - DAYTIME AND NIGHT-TIME PATROLS. AND I DON'T MEAN THE 'SPECIAL' POLICE. THEY HAVE PROVED TO BE NO USE IN MARLBOROUGH HILL AND THEY DON'T WORK AT NIGHT,	Being looked at

WHEN THE OFFENCES OCCUR, ANYWAY. ALL THE COUNCIL SEEMS TO CARE ABOUT IN MARLBOROUGH HILL IS RAISING REVENUE FROM VEHICLE PARKING.	
Only stricter fine will clean up Harrow. Wealdstone is actually known as the arse hole of Harrow. That's very sad but sadly, it's true.	Noted
Harrow used to be a nice area, but not anymore.	Noted
The key will be having staff who can enforce these rules. For instance it is difficult for a citizen to start explaining to someone that they should not be spitting in public; I have done this but the response can be unpleasant even possibly dangerous. So make sure the staff are provided to enforce these things.	Please see cabinet report and previous answers
This is all great in theory but depends on officials in around to enforce the orders.	Noted
People leave lot of household rubbish on the roads. E.g. mattresses. Old electrical and furniture. Bags full of bottles.	Noted
I think there's a hot spot for night-time eating and drinking at the top of the steps from Marlborough Hill up to The Bridge (near H&W station). A shame there's no longer a waste bin there.	Noted and will see what can be done
1. Please add Sylvia Avenue Open Space to Schedule 2 2. Can a Council Officer take action? 3. How can a member of the public take action?	Will seek to do this, yes and a member of public can help by providing intelligence or evidence of issues
After 4 -5 years of neglect - Harrow Labour council get an 'F' for failure. There's no point you acting now as no-one is going to vote you back in. So now all of a sudden and just before a local council election you start trying to win votes with all these stricter penalties (that should have been in place 4 years ago) . Sorry, but you can't pull the wool over my eyes or many other Harrow residents.	This is a renewal so been in place since 2017
Houses on HMO should be visited on regular occasions to review the occupancy and code violations	They are
I feel there is a lot of damage and eye sores around the borough, caused by inconsiderate building related people/vehicles...mounting pavements and not clearing up mess they make e.g. cement remains over pavements, materials left on public land and generally inconsiderate behaviour which impacts on local people and places.	Noted, and covered above

I am delighted to hear that the Council is trying to grapple with these issues, but have little faith that any perpetrators will be adequately punished, when drug dealing takes place openly on our streets, at all times during the day and night.	Noted
Make it an offence to have a dog off the lead in open spaces unless there are signs specifically allowing this. Have clear signage telling dog owners that they must keep their animals on a lead.	Looking at this aspect
We are in favour of this protection order and feel it is necessary to protect the wonderful parks that Harrow maintains.	Thank you
I just wonder how the council is going to enforce the measures proposed, as it can't have an official or police officer on every road. I suggest giving some limited powers to residents, who can then send photographs to the council of any offences observed. In addition, make it easier and quicker to summon a CEO.	Noted, and covered above
Making it an offense is a good decision as long as they are implemented and that the culprits get a fine.	Noted
The issues/behaviours identified as problematic may be associated with social problems (e.g. homelessness, addiction). It is incumbent on the council to address these along with the kinds of measures being proposed to punish them. There is also a general problem in how public space is perceived by many people in the UK - not as an amenity but as something that can be trashed because "not mine". I have passed young men sitting eating in an immaculate car throwing litter through the window onto the pavement. Their pride in their own possessions does not extend to the public space they are privileged to use.	Noted
Nitrous oxide containers are a big problem in my local park and car parks.	Noted, and covered above
An exception for driving over verge or footpath could be access between a drive and road if the normal access is blocked (e.g. by parking or roadworks).	Noted
Why cars parked on cycle ways and pavements. Also drug dealers in local parks	Noted, and covered above
More officers on street who bother to enforce laws are needed. North Harrow police presence is mostly in red cup cafe.	Noted, and covered above

The double parking in the shopping area is a real problem, especially at the weekends, day time and evening. It's like an obstacle course.	Noted, and covered above
<p>Please reinstate Public Toilets as a matter of National Urgency. Then you will naturally have less defecation in public spaces.</p> <p>Please get rid of segregated cycle paths/lanes.</p> <p>Cycling is permitted on the highway for good reasons: Cycles and cars have similar speeds - esp. in city driving Cycling on the pavement is illegal for good reasons. Cycles are travelling much faster than pedestrians. Pedestrians are only concerned about the space 2 - 3 m around them so don't consider cycle normally.</p> <p>We are only human - bring back the human touch please.</p>	Noted, and covered above
All of these suggestions should be implemented to keep Harrow a good place to live and to show people that we care about our environment	Noted
Drug dealing in parks and open spaces e.g. Yeading Walk should be stopped.	Noted, and covered above
I strongly believe that the closure of local police stations in recent years was a mistake and has led to an increase in certain types of anti-social behaviour. More visible policing would be an important part of any strategy to tackle such issues.	Noted
Please renew the powers and come down very hard on offenders and get it in their thick skulls to stop doing it.	Noted
Anti-social behaviour is a massive issue in Harrow Town Centre. Living in Perceval Square, College Road, I frequently hear people shouting and swearing in the street very loud. I see spitting in public. I see consumption of cans of beer in public and urination in public. There is a big problem with badly behaved young people, especially young men. They are usually in their teens and twenties and walk about as if they own the place wearing their gangster clothing and shouting and swearing which is intimidating for members of the public. There is so little police presence in my area they walk about with a sense of	Noted and will follow up

impunity. Everyone is terrified of approaching them as they might be carrying knives or other weapons.	
The only issue that I have that in the past the council has introduced far more restrictions under the radar of such consultations. The members of public only come to hear of such offences when they receive the Fixed Penalty Notice. When one follows up to seek more information it becomes apparent that it was slipped in after a borough wide consultation. Having had personal experience of such made up offences I have no confidence that this consultation is going to be any different. The council officers and councillors use such offences to collect extra funds as the Gov funding is being reduced. The problem is that the ordinary public cannot do anything about this consultation or no consultation the rules will be slipped in. The council have to go through this process to meet the regulatory requirements. The poor public are then made to believe that it was the public buy-in that brought in the rules. Basic common sense and working with the public can achieve the same results but then the revenue cannot be generated. Sad but true.	Noted but we honestly do want to work with people to improve their area
I'm glad you see this as important to the public realm	Noted
Harrow Parks Forum happy to work with Harrow Council on these issues - Community Engagement Team have our contact details.	Thank you
Making rules is easy. Enforcing them, consistently and universally, is not, and carries significant costs for the Council, both financial and reputational. If offenders see that there is little chance of being observed by "an official", the regulations will very shortly be ignored, to the detriment of the majority of law-abiding residents.	Noted
BIKES IN PARK; PAVEMENTS; ROADWAYS - PEOPLE CROSSING ETC DURING THIS LOCKDOWN AND MORE PEOPLE HAVE BEEN WALKING IT IS NOTICABLE THAT BIKES DO NOT HAVE BELLS ANYMORE. THIS SHOULD BE COMPULSORY SO THAT PEOPLE CAN BE AWARE OF A BIKE APPROACHING FOR THE SAFETY OF THE WALKER.	Noted, and covered above

TOO OFTEN BIKES DO NOT OBSERVE THE 2 METRE RULE AND WIZZ PAST TO CLOSE AND FAST.	
<p>It certainly seems the Harrow Council are now trying to do something to improve the community well being.</p> <p>Unfortunately, most of these considerations need to be policed and with all due respect, whatever is decided, in an only a short space time will be shown to be just lip-service to those of us that live in the borough.</p> <p>There will never be a feed back from the Council to the rate payers or police on how well the changes, if made, are going.</p> <p>We still have around 20 'professional' street beggars roaming around-being able to avoid detection by careful use of their iphones! Some of them have set positions, like the main entrance to Harrow-on-the-Hill Station, which the police somehow seem to 'overlook'.</p>	Noted, and covered above
<p>I think we should do everything possible to encourage responsible and social behaviour in open spaces and on pedestrian and cycling lanes. I would be concerned that some fines would be aimed too much at certain groups, young people or the homeless which I wouldn't find acceptable unless investigation into why the problem happened and could more be done about it was also part of the plan. Could there be any thought to providing public facilities somewhere in the larger parks without spoiling the natural wildness of them which I appreciate is what makes them so wonderful?</p>	Noted, and covered above
<p>Residents should be fined for damaging pavements where they have not used a dropped kerb and driveway/crossing.</p>	They are but please report if you see this so we can follow up
<p>Problem with people parking across out drive when they go to pick up school children from Priestmead school, Hartford Avenue. I have spoken to the parents and the school many times. Also reported it to the council who do nothing at all. It's like it is our problem as residents for living there.</p>	Noted
<p>I would be interested to know how the Borough plan to enforce all/any of the above. The contractors the Council employed to fine people for 'littering' were content to stand on/at the forecourt of Stanmore Station but never once crossed the road (even when requested) to fine people littering when they parked on Kerry Court & Kerry Avenue.</p>	Please see Cabinet Report

<p>The littering around Old Church Lane; Elm Park and Bernays Gardens is far less since Stanmore College closed (covid). These students who attend the college create all sorts of problems with littering & other anti-social behaviours. These students should be fined regularly and made to clean up the mess they make.</p> <p>Fly-tipping pan-harrow is disgraceful and I don't think the Council investigate or prosecute sufficiently.</p>	
<p>For people to throw away their rubbish after eating and drinking. If bins are full they should be responsible and take it home. As leaving it outside a full bin is encouraging the foxes to add more mess. I walk every day in park next to park high school and seen them leave behind food boxes and bottles. These people should be fined and need to appreciate the amenities they have. Whilst walking I see that even if bin isn't full they are lazy to throw it in bin and get up and go leaving their rubbish behind. Fine these lazy irresponsible teenagers and adults</p>	Noted, and covered above
<p>These are issues that need to dealt with Borough wide, in a consistent and firm manner. perhaps people need to be educated into how to behave properly.</p>	Noted
<p>All very well, but how will such enforcement be promulgated and enforced, and by whom?</p> <p>I have often encountered motorcyclists using pedestrian pavement in order to either avoid traffic queues or to intimidate pedestrians. Cyclists are not supposed to use pavements either but no-one is doing anything about that.</p>	Noted, and covered above
<p>All of the above should be heavily cracked down upon to slow down the rate at which The Borough of Harrow is becoming a cesspit. It's the broken window syndrome. It should be made clear that all this anti social behaviour won't be tolerated. It's not fair on the majority who want to live in a pleasant environment which is NOT unreasonable!</p>	Noted
<p>Thank you Harrow Council for trying to improve the environment and make the borough a beautiful and safe place to visit. So much of the above if not stopped makes people feel unsafe. Its low level offences and behaviours such as these that have a huge impact on the majority of residents.</p>	Thank you

How about making cycling on pavements subject to a PSPO. It is becoming more prevalent to see cyclists on pavements and with any increase in cycling this will only become worse and more of a danger to pedestrians	Noted, and covered above
Cycling on pavements should be clamped down. Some time ago the council erected little bollards in Imperial Drive, with images of a pedestrian and a cyclist on them. I understood this to mean that cycling on the pavement is allowed. This makes no sense to me because I understood cycling on the pavement is illegal so I don't know how the council can legally encourage it. (These bollards were erected quietly, without -as far as I know - any consultation or notification to the public). Cyclists on the pavement are a serious hazard for pedestrians and for the council to encourage them seems highly irresponsible.	
Stop cyclists using footpaths	Noted, and covered above
We need to separate the different means of transport. So there needs to be an area for vehicles, for cycles and for pedestrians.	Noted, and covered above
I'd be interested to know how the Council intend to enforce any/ all of the above, if they are agreed. The contractors who are meant to enforce fines for littering are pathetically apathetic or over zealous; they certainly don't seem to have regular practice. E.g. they were content to stand by the forecourt of Stanmore Station but refused to cross the road to fine people littering all round Kerry Court & Kerry AvenueHad they done so they could probably have collected sufficient funds to pay for something useful to the area!	Noted, and covered above
It is great that Harrow Council is listening to residents' views on these matters. I hope that it will lead to action, and that the council is not afraid to penalise residents who refuse to comply with these rules and laws.	Thank you
Just use common sense	Would ne nice!
Please, please focus on the issue of rowdy behaviour and over spilling bins connected to the many HMOs in our area.	Noted, and covered above
I have seen that sometimes council officials such as the litter wardens are subject to abuse when attempting to carry out their duties. The council should mount a campaign to get members of the public on side. The officials should wear body cams so that they can be	Our on street enforcement officers do have body cams and we have a zero tolerance to abuse

protected.	
Fly tipping is a major problem in Harrow many residents dump furniture and white goods in the street outside their own houses surly this is dangerous. I have seen a fridge dumped in Headstone Lane and this is a dangerous thing to do.	Noted, and covered above
Chandos Park.. car park gates should remain closed permanently to avoid the constant issues of drug taking/dealing and general unsocial behaviour	This area is being looked at with the Ward Councilllors
I strongly believe there aren't enough public toilets in Harrow.	Noted
Why no questions about litter dropping? This is a major problem and spoils the amenities and makes the roads and footways look shabby and can be very dangerous.	Noted, and covered above
We want Harrow borough to be a clean and healthy place to work and live.	So do we
Usually it is the same small number of persistent offenders behaving anti-socially in this way. The council needs to stop housing and protecting those who cause nuisance and danger to their neighbours! Think of the many not the few.	Noted
Litter in the parks and stop bbqs	Noted, and covered above
Stop Harrow from having any more bad changes - it's already changed because of over population and people abusing our codes of practice and not adhering to rules - we need more civic pride More education on recycling and litter pick up / needs to be taught in schools	Noted
Some of these situations are not clear cut. There might be times when to drive over a verge or park over a footpath is necessary to avoid a worse congestion issue. If these things are made offences there has to be room for specific circumstances to be considered and not just. a money making exercise for the council.	As with any offence, if it is shown there is reasonable excuse then this is taken into account
Bring back Park Keepers & Park Rangers!	Noted
I gave my answers but I don't think this should go out to consultation in the first place; all the questions were about ASB so the answers should not be opinions by Joe Public. i.e.: if I drink on the streets its obvious the answer I will give was it OK to drink in public.	Noted and will feed back about the equality form

<p>These are common sense things regarding ASB and the Police should sort this out. The money spent on this survey should have been spent on things that are needed.</p>	
<p>Any changes proposed should have had a thorough equality impact assessment, including consideration of impact on people affected by socio-economic inequality. Any powers resulting from these changes need to be resourced effectively. For example, I have never seen any enforcement staff in our parks despite using them daily. It would also help if playgrounds had appropriate signage that includes a contact for when you see an offence occurring. More often than not, the offence happens the individual has moved on before enforcement can happen. As a result, the rules are not taken seriously.</p> <p>Please note, your equality questions at the end of this really need updating. A particular answer is the gender one. There should be more opportunity for self identification.</p>	
<p>More signage asking people not to litter in parks and streets.</p> <p>Spitting tobacco on the streets. I don't think some people understand this type of behaviour is not acceptable. More signage or educating needed. Even better raise awareness campaign to help people understand basic rules when out in public i.e. urinating on streets, littering, spitting tobacco, and smoking near schools and children's parks. Absolutely not drugs in parks. Wardens placed in schools during opening and end of day to stop older kids in gangs/groups hovering around the school gates. You don't need to be a rocket scientist to figure out why they are there in the first place!</p>	Noted, and covered above
<p>The biggest issue is littering and fly tipping - the state of the residential roads around where I live are terrible</p>	Noted, and covered above
<p>Yes reinforcing the need for working toilets in parks. Harrow recreation grounds toilets have been out of action for more than a year. Really not good enough.</p>	Noted and being looked at re public toilets
<p>Good luck trying to police this considering the standard of the populace in Harrow. I think you're fighting an uphill battle.</p>	Noted

<p>I moved to harrow 22 years ago. I'm an immigrant from Ireland. I loved visiting harrow town centre to meet with friends etc. and can remember how lovely and clean it was. What has happened to harrow? What have you let it go?</p> <p>I pay a large amount of council tax every year but I have face piles of rubbish dumped around Honeyopot lane when I leave my house for work in the mornings.</p>	Noted
<p>To repeat: the key to this working is proper patrols and enforcement by Council Officers and agencies, with serving of penalties and taking legal action- and that means not being intimidated by thugs and loud mouths, nor just focusing on young women as 'easy' targets to meet number targets! Publicity about actions taken to reassure residents.</p>	Noted
<p>Cyclists speeding In parks without warning bells. Bylaws used to prohibit cycling in parks</p>	Noted, and covered above
<p>I hope that the topics in the survey are dealt with and not just a box ticking exercise</p>	We do want to tackle these issues not tick a box
<p>With regards the dog fouling the survey gives the impression that presently it is NOT an offence to clear up the mess and that not having the means to take away the mess the same whereas It is in both cases.</p>	There used to be dog control orders that made a specific offence, but these have gone. Without the PSPO there are means to address, but not straight forward
<p>Please provide more protection for our parks and green spaces. They are being destroyed by social behaviour and no one is doing anything to stop it.</p>	Noted, and covered above
<p>No, but am so surprised that littering isn't mentioned in your survey? The amount of fly tipping that goes one in the Borough is really bad. On a personal note, I live near a popular fast food drive through and people park alongside Boxtree park here in Harrow Weald and simply dump their bags on the road then drive off. There isn't even one bin for them to use. No wonder we have a problem with rats. So please add littering to your consultation.</p>	Noted, and covered above
<p>Are there any laws about lighting bonfires anytime of the day because that's another pain, people are so inconsiderate. That's bonfires on Warden Avenue and Ovesden Avenue. I'm sure we used to have by-laws to cover this but everything seems to have gone to pot over the</p>	See above

years.	
Address litter problems!!!! The area is filthy with litter - much more than urine, defecation etc. This undermines any pride in the local environment.	Noted, and covered above
Having rules is one thing but what is your plan for enforcement? There are consistent repeat offenders to these issues. What further powers are available to stop people being in certain areas? Many of these issues seem driven by drink and drug use. What plans are in place to tackle this?	Noted, and covered above
Drug taking also an issue in public places	Noted, and covered above
general littering is a problem. I'd should be an offence to pile litter next to overflowing bins	Noted, and covered above
Insufficient commercial waste containers by the entrance of Brotherhood Hall. Rubbish are dumped & left unattended & uncollected for weeks resulting rats on site. Is an eyesore for passer-by & road users on the main road? Is a Health Hazzard for residents? Please take action seriously to protect the environment. Thank you.	Noted and will be looked at
1. Dog fouling is getting worse as is spitting. 2. Signage in different languages is needed. 3. Cut the grass verges. Dog are shitting there and owners don't clean it up. 4. Street washing needs to come back.	Noted
Obviously fly tipping is a massive issue in the borough and dumping of goods outside charity shops. There are presumably cameras that see this going on so prosecutions should be happening. People also continually dumping their rubbish next to rubbish bins constantly should be prosecuted. Council clean teams see this and should report it rather than the onus being on the public to report it. Fly tips stay there often for weeks without being cleared and these have obviously been seen by clean team members. Shops on the high street taking over pavement areas restricting social distancing should also be addressed and stopped, South Harrow has	Noted, and covered above

several shops doing this and this should be addressed immediately.	
Can the statistics for fines issued and action taken be made publicly available in an easy to access way (e.g. twitter) so that local people can see exactly what is being done on a local level.	
All the things in this questionnaire should be enforced to make harrow a cleaner and nicer place for everyone.	Thank you
Fly tipping & litter is a big issue, more should be done about that	Noted, and covered above
This should have been done 2 years ago.. Harrow is almost a 3rd world borough with the people dumping rubbish everywhere it seems..	It is a renewal of a scheme that has been in place since 2017, but want to continue the work
I'm very glad to see this kind of action taking place, I want to have pride in where I live but unfortunately a lot of residents of Harrow on the Hill aren't allowing that. Thank you for trying to make a difference.	Thank you
I agree with all the proposals mentioned in this survey	Thank you
There is always rubbish on the streets and litter everywhere on Mollison Way & surrounding Queensbury station. More police presence in these areas are required.	Noted, and covered above
I think the use of mini gas canisters should also be addressed as the balloons and canisters litter the Cambridge Road car park all the time and are a slip hazard as well as a litter issue	Noted, and covered above
People also dump lots of rubbish. With Corona virus, people should not socialise on street corners. I see it everyday they park up, get out and drink and smoke. I have to walk in middle of road to social distance. Please do something, this used to be such a lovely area. I have lived here 29 years.	Noted, and covered above
It is good that you are looking at introducing penalties but you need to ensure there is presence night and day to enforce them, including in the quieter residential areas.	Thank you
Dog mess and litter bins should be large enough and secure enough to stop foxes/rats etc. getting in and pulling rubbish out. Bins should be emptied regularly to encourage clean and tidy behaviour.	Noted, and covered above
We as a community champion can help more and given us authority to put up the posters of STOP and Think before making an offence!!!	Noted and happy to work better with you
Surprised this is not already law or continues to be law.	It is a renewal

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<p>The London Borough of Harrow is getting dirtier and more and more dilapidated. It needs to be protected from the anti-social behaviour of the few who are despoiling it for the many. The anti-social actions of the few are having a negative impact on the quality of life of the many... This is grossly unfair and should be challenged.</p>	<p>Noted, and covered above</p>
<p>Include double parking in your list</p>	<p>Noted but already can be addressed</p>
<p>Please ensure you have visible resources to police this. Otherwise it's useless.</p>	<p>Noted</p>
<p>Will litter be covered in a similar way - this is a more common problem?</p>	<p>Noted, and covered above</p>
<p>I have filled surveys before, I just hope that you will take notice this time, (I have complained to the allotments officer regarding the selfish behaviour of a plot holder and been completely ignored,)</p>	<p>We will, thank you</p>
<p>I wonder if there are the resources to monitor/police these proposals.</p>	<p>Please see above</p>
<p>Another major concern is fly tipping in the Kenton area. Some streets are a disgrace and seem to be regular areas for lazy people to dump their rubbish - referring here particularly to Shrewsbury Avenue and all streets off it.</p>	<p>Noted, and covered above</p>
<p>Yes I'm concerned about the traffic that mount the pavement outside my home due to- Lowered damaged kerb stones Motorist whom are impatient and try to pass the oncoming vehicle They're on a rat run so can be a queue of cars at one time Recently- I've reported an incident to the police and highways dept. last week. I opened my front door to find a car on the pavement speeding by and another vehicle behind. As I stepped up from my home and put my foot on the pavement (the shock made me lean back & replace my foot) the second driver saw me and immediately swerved onto the road. If I had made this manoeuvre a second sooner he would have run over me. I was in a state of shock and had to sit down. This is a daily problem -as with turning right at the top of West St. People of all ages are driving in this manner.</p>	<p>Noted, and covered above</p>

If it can be done economically then the general idea is OK. BUT only for those activities/offences actually committed by humans, not by animals	Noted
Spend more on cleaning up the borough	Noted
Would only be affective if you actually do this. Your current inspectors to not seem to travel over to the worst affected area.	They are all over the Borough but can only work on intelligence and evidence reported
Smoking and drinking in public should be banned. Littering our pavements with the remainder of the items and having to follow the smell of it all.	Would require national legislation change
I think people will see these measures as just another method of raising money for the council. You will have to emphasise the environmental impacts of the offences, and perhaps promise to put any revenue from PSPOs back into the environment.	Agreed
There is no point in making extra orders to punish people unless they are enforced sensibly. We regularly hear about genuine mistakes that are pounced upon whilst serious matters are ignored. Common sense must always prevail!	Noted
Dropping litter	Noted, and covered above
Driving on or over cycle lanes where the road has been narrowed To make that an offence is ridiculous. Road conditions dictate sometimes you have to drive over white lines left for cycles. Another crackpot idea. To make car drivers life a misery.	Noted, and covered above
Rubbish bins or the lack of them, in my area and Harrow as a whole I have noticed that bins are too far apart, resulting in some folks throwing their litter on the ground . There should also be a law to prevent littering, a law than can easily be enforced without all the red tape in legalities.	Noted, and covered above
Dropping litter and cigarettes is also fined in neighbouring Hillingdon. Could this be included?	It is in Harrow, and under different legislation
Proposals do not go far enough. I would include cycling on pavements and going through red lights and wrong way down one way streets. I would also include driving the wrong way round council car parks. Nearly had a head on collision last week in Pinner Car park due to stupid woman driving fast and ignoring the arrows.	Noted, and covered above

I just want the council to pull its finger out and do something about the state of the borough. The amount of rubbish being dumped and fly tipping. There has been an increase in the rodent population; rats are running around everywhere, even in the daytime.	Noted, and we are
If you follow through with all of these things I think Harrow will be a better place to live. We will all be safer and enjoy a cleaner, healthier and better environment. Perhaps Harrow will be an outstanding borough and the rest of the country can learn from us.	That is what we want!
STOP the spread of HMO's STOP destroying family life in Harrow by converting family homes into HMO's.	Noted
Common sense needs to be exercised. In tight circumstances it is sometimes practical, although not ideal, to pull onto a footpath, providing it is clear. The number of cars in Harrow is, and will, increase. Proper arrangements need to be made for parking and clear access, including for apartment blocks, where residents will own cars.	Noted
All very nice but never any action!!	There is, but we need to advertise the successes better
No	Noted
Over the last few years the borough has gone from being one of the cleanest places in London to one of the filthiest. Illegal dumping of rubbish is common both on public and private land, this has increased rats and foxes. Defecation in public had become increasingly common, destroying our parks. Spitting on our pavements has also increased. There is awful driving in the bough (presumably from motorists who have not completed a UK driving test!) Drunks make the area less safe.	Noted, and covered above
No. I think that I've ranted enough for now! Thanks.	No problem, we want to hear views as only way we can improve
See my note about cycling on public footpaths this is very dangerous and elderly people especially are vulnerable when exiting their homes	Noted, and covered above
There not enough public toilet. In the borough.	Noted, and covered above
I am very disappointed with the way people abuse the streets and roads of Harrow, showing no care or consideration for others but I do not wish for zealous wardens to issue copious fines either, as I do feel we need to educate people and discourage poor behaviour rather than	Noted

pick an argument with them and slap fines on them. I am happy to see this consultation take place and hope that the problems highlighted will be reduced in time.	
As mentioned, fly tipping also a major problem locally (Ron art Street). This & general littering also needs treating more seriously	Noted, and covered above
It appears very clear that the whole point of this survey, it is simply an underhand way to target motorists. The road Traffic Act covers most of the above and with regards to driving across a footpath; this is covered by the Highways Act (sec 72). If any of this is passed, I will be very keen to see where the investment has gone, i.e. how much money will be spent on bolstering officers to target ASB like drunk and disorderly and spitting, as I can guarantee that the bulk of this will go into enforcement cameras, which by their very nature can only realistically be used to prosecute identifiable items such as vehicles.	Targeting any person who doesn't care about the environment, who lead to public money being spent on their actions, or want to be detrimental to Harrow. And the money is directed back to improve the environment not parking cameras
The other item that could be included is fly tipping from residents living in the flats above the shops, coming out and leaving black bags by the waste bins. When asked politely to put it in the bin once more you get abuse.	Noted, and covered above
I would support this 100 %	Thank you
Find a way for public to report using cameras and you to prosecute, how are you planning to be there when these offences occur?	Noted, and covered above
We need more police patrol and anyone caught in any illegal behaviour should be severely punished.	Noted, and covered above
Definitely needed PSPO should be implemented for the sake of public Health & Safety & Hygiene. Council should look into - 'Why Car Park are ALWAYS left empty?' People who don't have car permits be allowed to park overnight. This is wasting Taxpayers money down the drain.	Noted
Restricted parking in nearby roads has caused problems for those that live in nearby roads. Please think carefully about possible effects when deciding about this in future.	Noted
People who choose to defy the Law and also deliberately misbehave must get their just dues.	Noted

This is not a small task but once it is done properly will bring rich rewards.	Hopefully!
Find a way for public to report using cameras and you to prosecute, how are you planning to be there when these offences occur?	Noted, and covered above
We need more police patrol and anyone caught in any illegal behaviour should be severely punished.	Noted, and covered above
Definitely needed PSPO should be implemented for the sake of public Health & Safety & Hygiene. Council should look into - 'Why Car Park are ALWAYS left empty?' People who don't have car permits be allowed to park overnight. This is wasting Taxpayers money down the drain.	Noted, and covered above
Restricted parking in nearby roads has caused problems for those that live in nearby roads. Please think carefully about possible effects when deciding about this in future.	Noted, and covered above
Very important not to just have a consultation online or in a closed meeting and implement all sorts of fines without first ensuring, hand over heart that the PUBLICITY about each of these issues has been tirelessly hammered home. It costs next to nothing if you get the community on board and work with existing partners of Harrow Council to help put out these messages loud and clear. There should be a good educational programme for around three months so that nobody pretends they did not know. Posters, leaflets, community magazines, Harrow Times, Harrow People and many, Many more can help publicise. The Council web-site is another additional tool but many do not bother or have access or any interest/ability. Let old and young folk publicise e.g. Age Concern, Harrow Youth Parliament, Harrow Interfaith (using Faith Groups), and Harrow CCG, Harrow Carers, Northwick Park Hospital and other organisations. The list is endless. Just use your imagination and be fair in allowing people to be fully aware of the consequences of their actions as well as the benefits which will accrue. I would put much emphasis on the latter. Good luck with the campaign which has brilliant goals and good intentions at its heart for the citizens of this borough.	Noted, and will always look at better ways of doing things
People who choose to defy the Law and also deliberately misbehave	Noted

must get their just dues.	
This is not a small task but once it is done properly will bring rich rewards.	Noted
Yes please ensure there are personnel to enforce any actions proposed.	Noted
When the council has Been informed of any incident by the public with the proof they have taken they have been told by the council they are not able to take action as their proof is not a proof unless taken by the council!!!! Why as it is the good citizen trying to protect. So annoying I think it's good that the council is concerned about these issues as I think most residents will be also. I would like to see any new powers used with a degree of common sense so that persons who may transgress due to things outside their control are not punished just for the sake of sticking to the law. Hope to see progress with regard to the suggestions you make, thank you.	Unfortunately it is the law that defines the need for evidence, and most of the laws have the burden "beyond reasonable doubt".
Who is going to enforce this? Have you seen a police officer lately?	Please see cabinet report
Driving in a cycle lane should not be enforceable, unless there is a raised area between the two i.e. concrete/paving...	Noted, and covered above
What is the council going to do, to ensure that council bins in public areas are emptied on regular bases and are not left to overflow!	They are but unfortunately people also need to take responsibility for taking rubbish home if the bin is full
Other boroughs, such as Brent, allow residents up to 3 free collections per year of bulk items, such as white goods, mattresses, etc. Will Harrow council consider such a scheme to reduce the volume of fly tipping in the borough!	Noted
With the increase in population in Harrow, some selfish people park regularly across resident's driveways, to the extent that it should be considered antisocial behaviour. At the end of our garden, we have a driveway which is now only used when visitors come and some 20-30 something workers, who have several cars between them, help themselves to it, ignoring our request to them to ask first, as we do regularly have people visiting. They drop litter there, from their rented place next door, sweep all their leaves into our driveway, for us to keep clearing, and are surly when asked to move vehicles parked there or across the driveway. We own our home, but it is horrid to feel that we have to explain that we need	Noted, and covered above

<p>our driveway back for workmen or relatives etc. They do not care. This issue occurs regularly, especially at weekends, when no one is around in council offices and police are busy with more important things. People can feel too intimidated to do much about it! This issue needs to be dealt with. It can cause all sorts of problems over time!</p>	
<p>Needless to say, all these problems are the result of diminished civic education, policing and change in culture. I believe education should be the starting point.</p>	<p>Noted</p>
<p>I applaud this action!</p>	<p>Thank you!</p>

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The Public Spaces Protection Order (Borough Wide) (Harrow Council) 2021

Harrow Council (“The Authority”) has made the following Public Spaces Protection Order under Section 59 of the Anti-Social Behaviour, Crime and Policing Act 2014 (“the Act”)

The Order comes into force on **TO BE CONFIRMED** for a period of 3 years.

In this Order an “Authorised Officer of the Authority” means any employee of the authority who is authorised in writing by the Authority for the purpose of giving directions under this Order. “The Restricted Area” relates to all public spaces within the London of Borough as shown in schedule 1, apart from the offence of smoking in a children’s play area where the restricted area is detailed in schedule 2 of this order.

Authorised persons include “Authorised Officer of the Authority”, Police and PCSOs (Police Community Support Officer)

Offences

1. Prohibition of Alcohol Consumption

- 1.1. Any person who, without reasonable excuse, continues consuming alcohol in the restricted area when asked not to continue to consume alcohol by a constable or an Authorised Officer commits an offence.
- 1.2. Any person who, without reasonable excuse, fails to surrender any alcohol in their possession when asked to do so by a constable or an Authorised Officer commits an offence.
- 1.3. The restricted area relates to all public spaces in the London Borough of Harrow administrative area shown in red on the plan shown in schedule 1 of this order.

Penalties

- 1.4. A person who is guilty of an offence under this part of the order shall be liable on summary conviction to a fine not exceeding level 2 on the standard scale.

2. Urinating, Defecating and Spitting

- 2.1 No person shall urinate, defecate or spit within any public place within the administrative area of the London Borough of Harrow (“the restricted area”) shown in red on the plan shown in schedule 1 of this order.
- 2.2 Any person who without reasonable excuse fails to comply with this prohibition commits an offence. With regards spitting, it shall not be deemed an offence if carried out into a handkerchief, tissue, bin or other suitable receptacle

Penalties

- 2.3 A person who is guilty of an offence under this part of the order shall be liable on summary conviction to a fine not exceeding level 3 on the standard scale.

3. Dog Fouling

- 3.1 This prohibition relates to all public spaces in the London Borough of Harrow administrative area shown in red on the plan shown in schedule 1 of this order (“The Restricted Area”)
- 3.2 If a dog defecates at any time on land to which this Section applies and a person who is in charge of the dog at the time fails to remove the faeces from the land forthwith, that person shall be guilty of an offence, unless they have a reasonable excuse for failing to do so.
- 3.3 If a person who is in charge of a dog does not have or produce when requested by a constable or an Authorised Officer a receptacle for picking up dog faeces, that person shall be guilty of an offence
- 3.4 A receptacle is defined as any object capable of holding faeces for disposal
- 3.5 By way of guidance a trouser or coat or other pocket, a handbag, purse or sports bag is not such an item for the purpose of this article.
- 3.6 For the purposes of this offence:
- (a) Placing the faeces in a receptacle on the land which is provided for the purpose, or for the disposal of waste, shall be a sufficient removal from the land;
 - (b) Being unaware of the defecation (whether by reason of not being in the vicinity or otherwise), or not having a device or other suitable means of removing faeces shall not be a reasonable excuse for failing to remove the faeces.

Penalties

- 3.7 A person who is guilty of an offence under this part of the order shall be liable on summary conviction to a fine not exceeding level 3 on the standard scale.

4. Driving over Footways, Footpaths and Verges

- 4.1 This prohibition applies to any footway or footpath, maintainable at the public expense, or any grass verge managed by the Local Authority and which is adjacent to the carriageway or footway of a highway, including adjoining footpaths within the restricted area.
- 4.2 The “restricted area” relates to all public spaces in the London Borough of Harrow administrative area shown in red on the plan shown in schedule 1 of this order.
- 4.3 If a person drives over any footway, footpath or verge as defined in 4.1 above within the restricted area, that person shall be guilty of an offence, unless the reason is for the purposes of emergency vehicles gaining access to, or attending to, an incident.

Penalties

- 4.4 A person who is guilty of an offence under this part of the order shall be liable on summary conviction to a fine not exceeding level 3 on the standard scale.

5. Smoking in Play Areas

- 5.1 Smoking of any tobacco or tobacco related product, smokeless tobacco product including electronic cigarettes, herbal cigarettes or any illegal substance, within the boundary of the children's play areas
- 5.2 The restricted areas to which this prohibition applies is listed in Schedule 2 of this order

Penalties

- 5.3 A person who is guilty of an offence under this part of the order shall be liable on summary conviction to a fine not exceeding level 3 on the standard scale.

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WITNESS STATEMENT

CJ Act 1967, s.9; MC Act 1980, ss.5A(3)(a) and 5B; Criminal Procedure Rules 2005, Rule 27.1

Statement of **PC Cowley**..... **URN:**

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Age if under 18 **Over 18**..... (if over 18 insert 'over 18') **Occupation:** **Police Officer 203343**.....

This statement (consisting of: **1**..... pages each signed by me) is true to the best of my knowledge and belief and I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated anything in it which I know to be false, or do not believe to be true.

Signature: **Date:** 15/10/2020

Tick if witness evidence is visually recorded (supply witness details on rear)

This statement refers to street drinking and the impact on the surrounding community and visitors to the area as observed and reported to the Police. I am PC Darren Cowley 2548NW. I have worked on the London Borough of Harrow for 2 years and have been working with the licensing team in the MPS for the last 30 months. I have worked as a Police constable for the last twenty years.

The aim of a PSPO is to reduce anti-social behaviour in areas identified as problematic, individuals identified as vulnerable, individuals that are repeat offenders and the order is enforceable for those who choose to not comply.

I have found the PSPO effective in maintaining a degree of control over persistent offenders across the locations covered by the PSPO on the borough. The PSPO unlike the CDZ covers alcohol misuse, drug misuse and factors in any negative behaviours that cause ASB. The PSPO affords the MPS and the Local authority an opportunity to identify any 'hot spots' and they can be referred to a Borough Joint Action Group to ensure the MPS and partners tackle the identified issues.

Over the last few months the amount of recorded drink related incidents have increased ranging from issues with premises to drunken individuals behaviour. This creates 'hot spots' which are identified but not limited to as shown,

- (Northolt Road - o/s South Harrow Train Station) (Northolt Road J/w St Margaret Avenue) (463 Alexandra Avenue, Rayners Lane) (High Street, Wealdstone, near TJ's PH) (Roxborough Park, near Kingsley Road) (Near 413 Alexandra Avenue, Rayners Lane) (Columbia Avenue, Edgware) (7 -12 Kenton Court, Kenton Road) (Elmgrove Road near j/w Woodlands - Wickes Building) (Outside near to 345 Rayners Lane, Harrow)
- (Whitchurch Lane j/w Buckingham Road near Overbrook Walk) (Parkway j/w Stag Lane)
- (Near Platinum car park on Lyon Road, Harrow) (North and South Parade, Mollison Way, Edgware)
- (Parkway j/w The Highlands, Edgware) (Gordon Road, Wealdstone)
- (Moorhouse Road j/w Charlton Road) (Holy Trinity Church, Headstone Drive, Wealdstone) (Mollison Way J/W Cotman Gardens) (Belmont circle near Parnell way car par) (Shaftesbury Circle near Maya PH)

The residents and local community are often left with disruption, litter, urine in the street and are exposed to the behaviours of drunkenness and substance misuse. An extension of the PSPO to cover the areas mentioned would make it easier for officers and local authority staff to enforce the PSPO. Looking at the MPS records for the areas shown above some of the calls are resolved by the telephone call but most require a Police attendance. The types of crimes and ASB recorded range from reports of criminal damage, theft shoplifting, assaults, drug possession, begging and robbery.

Signature: **Signature witnessed by:**

Witness contact details

Home address:
..... Postcode:
Home telephone number Work telephone number
Mobile/pager number Email address:
Preferred means of contact:
Male / ~~Female~~ (delete as applicable) Date and place of birth:
Former name: Ethnicity Code (16+1): Religion/belief:

Dates of witness non-availability
.....

Witness care

- a) Is the witness willing and likely to attend court? Yes / No. If 'No', include reason(s) on **MG6**.
- b) What can be done to ensure attendance?
- c) Does the witness require a Special Measures Assessment as a vulnerable or intimidated witness?
Yes / No. If 'Yes' submit **MG2** with file.
- d) Does the witness have any specific care needs? Yes / No. If 'Yes' what are they? (Disability, healthcare, childcare, transport, , language difficulties, visually impaired, restricted mobility or other concerns?)

Witness Consent (for witness completion)

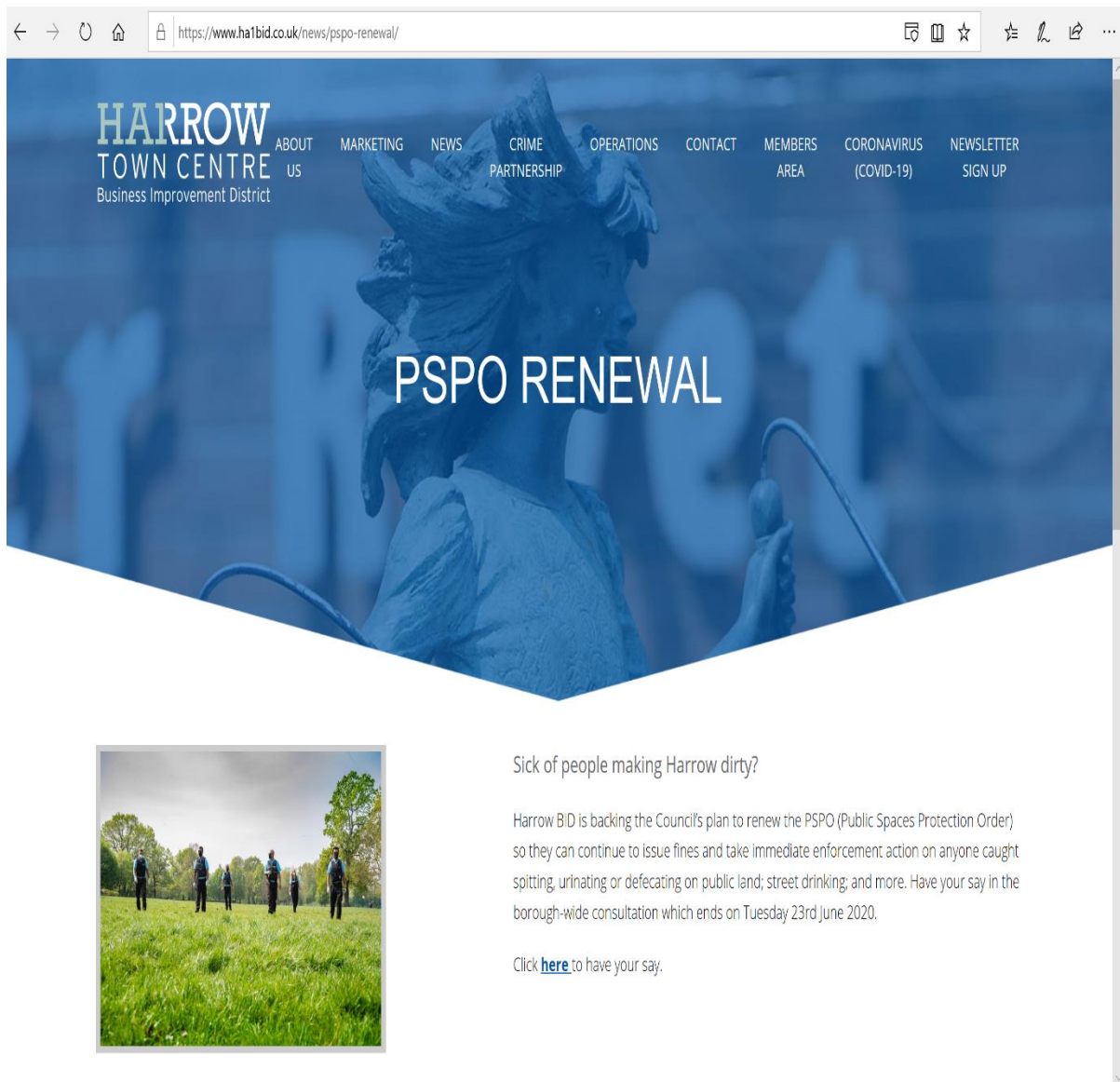
- a) The criminal justice process and Victim Personal Statement scheme (victims only) has been explained to me Yes No
- b) I have been given the Victim Personal Statement leaflet Yes No
- c) I have been given the leaflet 'Giving a witness statement to police — what happens next?' Yes No
- d) I consent to police having access to my medical record(s) in relation to this matter: (obtained in accordance with local practice) Yes No N/A
- e) I consent to my medical record in relation to this matter being disclosed to the defence: Yes No N/A
- f) I consent to the statement being disclosed for the purposes of civil proceedings e.g. child care proceedings, CICA Yes No
- g) The information recorded above will be disclosed to the Witness Service so they can offer help and support, unless you ask them not to. Tick this box to decline their services:

Signature of witness: Print name:
Signature of parent/guardian/appropriate adult: Print name:
Address and telephone number if different from above:

Statement taken by (print name): **548qk 203343 cowley** Station: **wembley**

Time and place statement taken:

APPENDIX E – HARROW BID WEBSITE




The screenshot shows a web browser window with the URL <https://www.hatbid.co.uk/news/pspo-renewal/>. The page features a blue-tinted header image of a statue. The navigation menu includes: ABOUT US, MARKETING, NEWS, CRIME PARTNERSHIP, OPERATIONS, CONTACT, MEMBERS AREA, CORONAVIRUS (COVID-19), and NEWSLETTER SIGN UP. The main heading is "PSPO RENEWAL".

HARROW TOWN CENTRE
Business Improvement District

ABOUT US MARKETING NEWS CRIME PARTNERSHIP OPERATIONS CONTACT MEMBERS AREA CORONAVIRUS (COVID-19) NEWSLETTER SIGN UP

PSPO RENEWAL



Sick of people making Harrow dirty?

Harrow BID is backing the Council's plan to renew the PSPO (Public Spaces Protection Order) so they can continue to issue fines and take immediate enforcement action on anyone caught spitting, urinating or defecating on public land; street drinking; and more. Have your say in the borough-wide consultation which ends on Tuesday 23rd June 2020.

Click [here](#) to have your say.

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PUBLIC NOTICE

HARROW COUNCIL IS CURRENTLY CONSULTING ON THE INTRODUCTION OF A PUBLIC SPACES PROTECTION ORDER (PSPO) THAT WILL INTRODUCE THE FOLLOWING PROHIBITIONS BOROUGH WIDE:

- DOG FOULING IN PUBLIC SPACES
- FAILURE TO HAVE MEANS TO PICK UP AFTER YOUR DOG IN PUBLIC
- SMOKING IN CHILDRENS PLAY AREAS
- DRIVING OVER VERGES, FOOTWAYS AND KERBS
- URINATING, DEFECATING AND SPITTING IN PUBLIC SPACES

WE WANT TO HEAR YOUR VIEWS AND YOU CAN RESPOND TO THIS CONSULTATION AND FIND OUT MORE INFORMATION SEARCH THE HARROW.GOV.UK WEBSITE OR GO TO:

<https://consult.harrow.gov.uk/consult.ti/HPSP0/consultationHome>

ALTERNATIVELY, IF YOU WOULD LIKE A PAPER COPY OF THE CONSULTATION, THEN:

EMAIL COMMUNITY.ENGAGEMENT@HARROW.GOV.UK

OR WRITING TO: PSPO CONSULTATION, 4TH FLOOR, EAST WING, CIVIC CENTRE
STATION ROAD, HARROW HA1 2XA

OR RINGING: 020 8736 6267

(LEAVING NAME AND ADDRESS / EMAIL TO SEND FORM TO)

CONSULTATION ENDS ON **23rd June 2020 AT 23:59** (THOUGH EVERY EFFORT WILL BE MADE TO INCLUDE FORMS RECEIVED SHORTLY AFTER THIS DATE)

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Equality Impact Assessment (EqIA)



You will need to produce an Equality Impact Assessment (EqIA) if:

- You are developing a new policy, strategy, or service
- You are making changes that will affect front-line services
- You are reducing budgets, which may affect front-line services
- You are changing the way services are funded and this may impact the quality of the service and who can access it
- You are making a decision that could have a different impact on different groups of people
- You are making staff redundant or changing their roles

Guidance notes on how to complete an EqIA and sign off process are available on the Hub under Equality and Diversity. You must read the [guidance notes](#) and ensure you have followed all stages of the EqIA approval process (outlined in appendix 1). Section 2 of the template requires you to undertake an assessment of the impact of your proposals on groups with protected characteristics. Equalities and borough profile data, as well as other sources of statistical information can be found on the Harrow hub, within the section entitled: [Equality Impact Assessment](#) - sources of statistical information.

Equality Impact Assessment (EqIA)		
Type of Decision:	<input checked="" type="radio"/> Cabinet <input type="radio"/> Portfolio holder <input type="radio"/> Other (state)	
Title of Proposal	Borough PSPO Introduction	Date EqIA created 18th November 2020
Name and job title of completing/lead Officer	Richard Le-Brun, Head of Community & Public Protection	
Directorate/ Service responsible		
Organisational approval		
EqIA approved by Directorate Equalities Lead	Name Dave Corby	Signature <input checked="" type="checkbox"/> Tick this box to indicate that you have approved this EqIA Date of approval 8TH January 2021

<p>1. Summary of proposal, impact on groups with protected characteristics and mitigating actions (to be completed after you have completed sections 2 - 5)</p>
<p>a) What is your proposal? Introduce the Public Spaces Protection Order across the Borough to address issues of dog fouling, smoking in children’s play areas, driving over verges, footpaths and footways, and street drinking</p>
<p>b) Summarise the impact of your proposal on groups with protected characteristics There will be no adverse or positive impact per se on any characteristic, as none are more affected than any other under this order</p>
<p>c) Summarise any potential negative impact(s) identified and mitigating actions None Identified</p>

2. Assessing impact					
You are required to undertake a detailed analysis of the impact of your proposals on groups with protected characteristics. You should refer to borough profile data , equalities data , service user information, consultation responses and any other relevant data/evidence to help you assess and explain what impact (if any) your proposal(s) will have on each group. Where there are gaps in data, you should state this in the boxes below and what action (if any), you will take to address this in the future.		What does the evidence tell you about the impact your proposal may have on groups with protected characteristics? Click the relevant box to indicate whether your proposal will have a positive impact, negative (minor, major), or no impact			
Protected characteristic	For each protected characteristic, explain in detail what the evidence is suggesting and the impact of your proposal (if any). Click the appropriate box on the right to indicate the outcome of your analysis.	Positive impact	Negative impact		No impact
			Minor	Major	
Age	There is no evidence found to show the PSPO, which was in place previously for 3 years, has a potential impact on this characteristic. This is born out from the consultation, where 1093 responses were received and none indicating any perceived or evidenced adverse impact on any characteristic. Additionally, during the 3 years a duplicate Order was in place, the Council received no complaints regarding adverse effects on characteristics, only the reasons why a person should not have an FPN associated with it, or seeking to cancel the FPN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Disability	As Above	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gender reassignment	As Above	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Marriage and Civil Partnership	As Above	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Pregnancy and Maternity	As Above	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Race/ Ethnicity	As Above	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Religion or belief	As Above	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gender	As Above	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sexual Orientation	As Above	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>2.1 Cumulative impact – considering what else is happening within the Council and Harrow as a whole, could your proposals have a cumulative impact on groups with protected characteristics?</p> <p><input type="checkbox"/> Yes No <input checked="" type="checkbox"/></p>					
<p>If you clicked the Yes box, which groups with protected characteristics could be affected and what is the potential impact? Include details in the space below</p>					

2.2 Any other impact - considering what else is happening nationally/locally (national/local/regional policies, socio-economic factors etc), could your proposals have an impact on individuals/service users, or other groups?

Yes No

This will impact the Borough in a positive way as provides another tool to use to address matters adversely affecting the environment

3. Actions to mitigate/remove negative impact

Only complete this section if your assessment (in section 2) suggests that your proposals may have a negative impact on groups with protected characteristics. If you have not identified any negative impacts, please complete sections 4 and 5.

In the table below, please state what these potential negative impact (s) are, mitigating actions and steps taken to ensure that these measures will address and remove any negative impacts identified and by when. Please also state how you will monitor the impact of your proposal once implemented.

State what the negative impact(s) are for each group, identified in section 2. In addition, you should also consider and state potential risks associated with your proposal.	Measures to mitigate negative impact (provide details, including details of and additional consultation undertaken/to be carried out in the future). If you are unable to identify measures to mitigate impact, please state so and provide a brief explanation.	What action (s) will you take to assess whether these measures have addressed and removed any negative impacts identified in your analysis? Please provide details. If you have previously stated that you are unable to identify measures to mitigate impact please state below.	Deadline date	Lead Officer
N/A	N/A	N/A		

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4. Public Sector Equality Duty

How does your proposal meet the Public Sector Equality Duty (PSED) to:

1. Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010
2. Advance equality of opportunity between people from different groups
3. Foster good relations between people from different groups

No Impact

5. Outcome of the Equality Impact Assessment (EqIA) click the box that applies

Outcome 1

No change required: the EqIA has not identified any potential for unlawful conduct or disproportionate impact and all opportunities to advance equality of opportunity are being addressed

Outcome 2

Adjustments to remove/mitigate negative impacts identified by the assessment, or to better advance equality, as stated in section 3&4

Outcome 3

This EqIA has identified discrimination and/ or missed opportunities to advance equality and/or foster good relations. However, it is still reasonable to continue with the activity. Outline the reasons for this and the information used to reach this decision in the space below.

Include details here

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Report for: Cabinet

Date of Meeting:	21 st January 2021
Subject:	Consolidation of Fixed Penalty Notices for Environmental Crime Enforcement
Key Decision:	Yes - the issuing of FPNs affects the whole Borough
Responsible Officer:	Paul Walker, Corporate Director (Community)
Portfolio Holder:	Cllr Varsha Parmar, Portfolio Holder for Environment
Exempt:	No
Decision subject to Call-in:	Yes
Wards affected:	All wards
Enclosures:	Appendix A – List of FPNs to be approved with fine levels Appendix B – Equalities Impact Assessment (EqIA)

Section 1 – Summary and Recommendations

This report sets out to consolidate all of the FPNs that can be issued for environmental reasons, set out clearly all offences FPNs can be used for, and to get agreed levels for each in line with legislation.

Recommendations:

Cabinet is requested to:

To approve the Fixed Penalty Notices set out in Appendix A including the fine levels.

Reason: (for recommendations)

To consolidate all FPNs to allow maximum use to provide safer and cleaner borough

Section 2 – Report

2.1 Introduction & Background

2.1.1 FPN's have now well known for their use in the enforcement of road traffic, parking and smoking offences. The development of the government's Local Environmental Quality (Cleaner Safer Greener) programme had resulted in legislation such as the Antisocial Behaviour Act 2003 and the Clean Neighbourhoods and Environment Act 2005 (CNE05) allowing the use of FPNs to address non-compliance.

2.1.2 Since this time, numerous other legislative instruments have come into play to allow the use of FPNs, including those around street trading, fly tipping, duty of care and ASB, Crime and Policing. Some of these had been approved separately by Cabinet previously, but the recent contract with Barnet and Ealing around FPNs and use of on street enforcement gives the opportunity to consolidate and ensure a consistent approach and allowance of all potential FPNs where applicable to provide the tools to officers to tackle low level environmental issues and seek compliance.

2.1.3 Appendix A shows the FPN's and the fine levels proposed, as well as current levels where previously set.

2.2 FPN's as an enforcement tool

2.2.1 The term 'enforcement' can mean everything from a written warning in a letter, a statutory notice, a Formal Caution, prosecution, taking an injunction, prohibition or restriction, works in default, seizure, anti-social behaviour orders and the like.

2.2.2 FPN's are a valuable addition to the enforcement toolkit. Benefits are:-

- Appropriate and proportional means of dealing with low-level offending.
- Deal with infringements in a swift, simple, effective and cost-effective way.

- Reduces demands on officer time such as preparing reports, carrying out interviews, preparing case files, attending court when an FPN can be issued instead of a prosecution
- Reserve courts cases for the more serious and / or persistent offenders, reducing demand on legal support services.
- Financial penalty is a deterrent and sufficient to induce behaviour change, and similar to the fine the court might impose for minor offences.
- Some FPN's could be served by a variety of other persons as well as Council officers. These include Police Community Support Officers (PCSO's), Police and Council contractor staff.

There are some limitations: -

- FPN's should only be used when there is sufficient evidence to prosecute, which needs to happen for non-payment to maintain credibility on enforcement
- A FPN cannot be recovered as a civil debt, again emphasising the need to be able to prosecute in the case of non-payment.
- FPN's can be considered suitable for dealing with persons under 18 years old, and this is specifically covered in the Operational Procedure for Fixed Penalty Notices.

2.3 Enforcement Policy considerations

- 2.3.1 In utilising FPN's, their place in the enforcement toolkit needs to be clear, to enable officers to choose the most appropriate effective and consistent enforcement action for a particular offence. Whilst each enforcement case must be treated on its merits, it is reasonable to set general guidelines.
- 2.3.2 An "Environmental Compliance Enforcement Policy" that took into account legislation, Regulators Code of Conduct and other guidance is already in place since the introduction of FPNs in 2014/15. It will continue to act as an overarching policy, with more detailed policies on various topics underneath it as necessary, and be subject to updating if the fixed penalty notices stated in Appendix A are approved
- 2.3.3 Additionally a "Fixed Penalty Notice Operational Guidance" is also in place. It should be noted an officer's decision to use a FPN will be based on the overall assessment of these factors, as several but not necessarily all will be present in an individual case. The individual case details, nature of the offence, the type of FPN involved will also be factors.

2.4 Fixed Penalty Notice Penalty Level

- 2.4.1 The legislation enabling FPNs also covers the level of penalty associated with them.
- 2.4.2 Appendix A sets out the FPN levels proposed for Harrow in Appendix A fall within these. Where feasible, the DEFRA default levels are set, or

in line with the London Councils Transport and Environment Committee (TEC) levels to ensure consistency. TEC is a statutory committee and acts as the “joint committee” required by the London Local Authorities Act 2004, Section 17(7) for Fixed Penalty Notices

- 2.4.3 Discount levels for fixed penalty notices are determined by the Environmental Offences (Fixed Penalties) (Miscellaneous Provisions) Regulations 2006 (regulation 3) where applicable. Those fees set by the London Councils Transport and Environment Committee (TEC) are also taken into consideration in line with their powers under the London Local Authorities Act 2004 and 2007
- 2.4.4 All fixed penalty notices are set at the maximum amount to ensure maximum deterrent to prevent the offences occurring in the first place. Additionally, discounts are removed as there is no viable evidence to show that these have any impact on the compliance or payment rates, but only increase the administrative burden on the Authority to manage different levels.

2.5 Scheme of Delegation issues

- 2.5.1 In line with previous delegations, there is a need to clearly ensure all relevant powers are properly delegated through the Council’s Scheme of Delegation, and to ensure officers are properly authorised to act and serve FPN’s. There is also the need to take account of the new corporate structure.
- 2.5.2 The Managers and relevant Principal Officers within the Community & Public Protection Team, or Network Management Team, depending on the type of FPN involved, have the authority to determine whether any representation against prosecution for failure to pay a fixed penalty notice is entertained.
- 2.5.3 The Head of Community & Public Protection or equivalent shall have the authority to cancel fixed penalty notices.

3 Options considered

- 3.1 **Approve Appendix A**, to allow the appropriate use of all possible tools to tackle low level environmental issues in a consistent manner. This is the recommended option
- 3.2 **Reject Appendix A**, and stick to the ones delegated already, and fine levels set, leaving some gaps in areas where FPNs could be used
- 3.3 **Approve Appendix A with changes** to fine levels within the confines of any restrictions. This is not recommended, as will lead to potential confusion and inconsistency across boroughs.

4 Current situation

- 4.1 A number of FPNs have been authorised over the years for various aspects of environmental legislative compliance, but these have been done on a “as and when” basis rather than have one constant list
- 4.2 As a result, the levels set are inconsistent and not all possible FPNs are available for staff to use as an immediate address of issues found

5 Why a change is needed

- 5.1 To make available an additional enforcement tool to tackle environmental crime in the Borough, using a more cost effective and proportionate response to low level offences.
- 5.2 To tackle low level environmental and highway crimes in a cost effective, efficient means
- 5.3 To have a consistent approach in line with the tri-borough on street enforcement contract

6 Resources, costs and risks

- 6.1 The FPN Scheme will operate on a financial penalty basis; however it must be stressed that the FPN Scheme will not be operated as a revenue or income generator for the London Borough of Harrow. FPNs will only be issued where they have most benefit.
- 6.2 Ultimately, the purpose of the FPN is to reduce environmental crime within the Borough. Fixed penalties should be part of a wider enforcement strategy, designed to address all aspects of environmental crime. Their use is aimed to ensure that resources are focused on priority areas and that an appropriate balance is struck between resources devoted to fixed penalties and those spent on prosecutions, both for non-payment of fixed penalties and for more serious incidents.
- 6.3 Resource wise, the tri-borough contract has consolidated the presence of Local Authority Services (previously Kingdom) officers to carry out low level enforcement on the borough. There is also a move, with the introduction of Window 10 tablets and a new database being procured, to get more officers on to the street directly into the areas the issues are occurring to then take such action as necessary.

7 Staffing and workforce

- 7.1 The approval of the FPNs would enable a clearer means for the Community & Public Protection Service to issue them for environmental crime offences already being enforced.

- 7.2 To maximise their effectiveness as a low cost, proportionate remedy to low level environmental crime, the intention is that the FPNs set out in Appendix A continue to be delegated to a third party company initially to implement in line with Council policies and procedures, including proper authorisation of individuals and back ground checks.
- 7.4 Under Part 4 of the Police Reform Act 2002 Police Community Support Officers (PCSOs) have the power to issue fixed penalty notices for littering under section 88 of the Environmental Protection Act 1990 and offences under dog control orders under section 59 of Clean Neighbourhoods and Environment Act 2005 without any requirement for the Council's permission or authorisation.
- 7.5 Police are also authorised to issue FPNs under the ASB, Crime and Policing Act 2014, and a clear process has been developed with the Council to ensure this takes place as and when required
- 7.6 All FPNs will be administered through the Council, who will take prosecution for any non-payment. The obligation will rest with all parties to gather sufficient evidence at the time of the offence to enable a successful prosecution to take place.
- 7.7 It should be noted that the function of issuing FPNs remain with the Council primarily, with the initial use of a private company to carry out the initial work. It should be noted that the selection of this private company will take into account the ethical reputation of the company, as well as adherence to Council Policies and Procedures which should remove concerns that such a scheme is purely for income generation.
- 7.8 The scheme is there to seek compliance and to improve the highways and environment, not as a money maker. All FPN receipts will be used to supplement the Community & Public Protection service in covering ongoing costs associated with the scheme, and to meet the council's environment agenda.

8 Equalities Impact considerations

- 8.1 A separate equalities impact screening assessment has been completed for this report. The screening assessment followed the screening methodology recommended in the Councils Equalities Impact Assessment.

9 Financial Implications

- 9.1 The code of practice clearly states that the FPN regime is not intended as an additional source of income for authorities. The

authority should therefore not expect any net proceeds. On that basis no assumptions are made about the impact any income may have on current revenue budgets and are not factored into any future Medium-Term Financial Saving (MTFS) or set as any income target.

- 9.2 It is likely that some income will be generated initially from the implementation of the regime as this has been demonstrated in other London Boroughs that operate FPNs. However, the levels of income are variable and affected by offence rates. In general, as the success of any FPN is advertised, the public becomes more compliant and fewer offences are committed and less income received. This is the main intention of the policy.
- 9.3 Any income will be used to offset costs associated with issuing the fixed penalty notices which will be met from existing budgets. To this end the income shall be ring fenced to the environmental compliance team for this purpose.

10 Environmental Impact

- 10.1 The aspects seeking approval are expected to have a hugely positive impact on the Environment, by allowing swift and efficient enforcement of environmental offences.
- 10.2 The majority of the fixed penalty notices are specifically addressing environmental aspect such as littering, fly tipping and matters that will positively address matters that detrimentally affect the environment

11 Performance Issues

- 11.1 The introduction of fixed penalty notices will enable the Council to increase the number of enforcement actions against those individuals who disregard the environment. This in turn will improve the efficiency of the Environmental Compliance Team in tackling low level environmental crime.

12 Risk Management Implications

- 12.1 Risks included on corporate or directorate risk register? **No**
- 12.2 Separate risk register in place? **No**
- 12.3 The relevant risks from the risk register are attached/summarised below. **N/A**
- 12.4 The following key risks should be taken onto account when agreeing the recommendations in this report:

Risk Description	Mitigations	RAG Status
Bad publicity due to level of fine issued	<ul style="list-style-type: none"> ▪ Levels have been set in line with London Councils Transport and Environment Committee set levels ▪ Majority already in place ▪ Those at high level (e.g. fly tipping, littering) are aligned to key priorities of Council ▪ New fines at high level (e.g. noise) will be issued following opportunities to comply (e.g. Notices) ▪ Communication in place and will be continued to seek compliance prior to need for fines to be issued 	
Poor payment of fines, therefore limited impact	<ul style="list-style-type: none"> ▪ Work has taken place with legal about streamlining prosecution process for non-payment including standardising templates ▪ More emphasis put on initial messaging to those receiving fines about consequences, as well as better follow up 	
Lack of resources to take these fines forward	<ul style="list-style-type: none"> ▪ 3rd Party on street enforcement team in place, working 7 days a week ▪ Training of staff to incorporate into normal work (e.g. compliance visits for food hygiene will pick up shop front trade offences) ▪ Re-investment of fines to increase capacity if needed 	
Lack of evidence to support follow up action	<ul style="list-style-type: none"> ▪ All Officers are required to provide statements to support offence as well as attend court ▪ Use of bodyworn cameras by 3rd party enforcement officers ▪ Quality assurance checks carried out by Management ▪ Contract with 3rd party company results in payment only for each successfully paid fine 	
Inconsistent approach to issuing, leading to loss of reputation	<ul style="list-style-type: none"> ▪ Operational policy in place around fixed penalty notices ▪ Training of officers issuing tickets ▪ Monthly performance checks to understand what has been issued by whom and why 	
Cost of administering the scheme outweighs the benefits	<ul style="list-style-type: none"> ▪ Contract with 3rd party company results in payment only for each successfully paid fine ▪ Systems set up to minimise cost of the scheme, including on line payment system 	
3 rd party officers fail to follow council policies and procedures, leading to loss of reputation	<ul style="list-style-type: none"> ▪ Clear contract in place with 3rd party ▪ Monthly performance and monitoring meetings ▪ Team leader conducts regular 1-2-1 meetings, team meetings and checks 	
Proposal not agreed leading to limitations of action by officers	<ul style="list-style-type: none"> ▪ Offences would have to be pursued through notice or prosecution ▪ Those FPNs already in place could still be enforced at the levels already set 	

13 Data Protection Implications

13.1 There are none, as an appropriate Data Protection Assessment has been conducted for both the Councils and Local Authority Services systems

14. Procurement Implications

14.1 There are no procurement implications

15. Legal Implications

15.1 Along with all other local authorities in England, Harrow Council now has extended powers (including the issuing of Fixed Penalty Notices) to enable enforcement of legislation intended to protect both the individual and community as a whole. This activity is set within the following legislation:

- Environmental Protection Act 1990 (as amended)
- Clean Neighbourhoods and Environment Act 2005
- Highways Act 1980
- Refuse Disposal (Amenity) Act 1978
- London Local Authorities Act(s) 1995-2007
- Town and Country Planning (Control of Advertisement) Regulations 1990 (as amended)
- Greater London Council (General Powers) Act 1982
- Criminal Justice and Public Order Act 1994
- Anti-Social Behaviour Act 2003 (as amended)
- Anti-Social Behaviour, Crime and Policing Act 2014

15.2 The legislation that allows the introduction of the relevant Fixed Penalty Notices is included in Appendix A, and the levels set are set in compliance with amounts allowed under such legislation and in line with a consistent approach across London.

Council Priorities

The use of FPNs sought directly impact the following Council priority:

1. **Improving the environment and addressing climate change**

Section 3 - Statutory Officer Clearance

Statutory Officer: Jessie Man

Signed on behalf of the Chief Financial Officer

Date: 31st November 2020

Statutory Officer: Isha Prince
Signed on behalf of the Monitoring Officer
Date: 3rd December 2020

Statutory Officer: Nimesh Mehta
Signed by the Head of Procurement
Date: 26th November 2020

Statutory Officer: Paul Walker
Signed by the Corporate Director
Date: 8th January 2021

Statutory Officer: Susan Dixon
Signed on by the Head of Internal Audit
Date: 6th January 2021

Mandatory Checks

Ward Councillors notified: NO, as it impacts on all Wards

EqlA carried out: YES

EqlA cleared by: Dave Corby

Section 4 - Contact Details and Background Papers

Contact: Richard Le-Brun, Head of Community and Public Protection, 020 8424 6267, Richard.lebrun@harrow.gov.uk

Background Papers: None

Call-in waived by the Chair of Overview and Scrutiny Committee

NO

APPENDIX A

FIXED PENALTY NOTICES FOR DELEGATION WITH FINE LEVELS

Environmental				
	Legislation	Current Level	Proposed Levels	Comments
Depositing litter	Section 87 and 88(1) of the Environmental Protection Act 1990, amended by section 23 of Clean Neighbourhoods and Environment Act 2005 Penalty levels amended by The Environmental Offences (Fixed Penalty) (England) Regulations 2017	£100	£150	Maximum changed as of 1 st April 2018
Littering from Vehicles	London Local Authorities Act 2007 section 24	N/A	£100	In line with London Councils Transport and Environment Committee set levels
Unauthorised distribution of literature on designated land	Schedule 3A, paragraph 7(2) Environmental Protection Act 1990, amended by section 23 of Clean Neighbourhoods and Environment Act 2005 Penalty levels amended by The Environmental Offences (Fixed Penalty) (England) Regulations 2017	£80	£150	In line with London Councils Transport and Environment Committee set levels
Graffiti and flyposting	Section 43 of the Anti-Social Behaviour Act 2003, amended by section 28 of Clean Neighbourhoods and Environment Act 2005 Penalty levels amended by The Environmental Offences (Fixed Penalty) (England) Regulations 2017	£80	£150	In line with London Councils Transport and Environment Committee set levels
Flyposting – displaying advertisement in contravention of regulations	Town and Country Planning Act 1990 s.224(3), provided for in Schedule 2 of LLAA 2004	£100	£100	In line with London Councils Transport and Environment Committee set levels

Nuisance parking	Section 6(1) of the Clean Neighbourhoods and Environment Act 2005	£100	£100	Does not apply to a private sale or carrying out emergency repairs within 72 hours of issue
Failure of a <u>commercial</u> premise to comply with a waste receptacle notice	Section 46 and 47ZA of the Environmental Protection Act 1990, LLAA 2007	£110	£110	In line with London Councils Transport and Environment Committee set levels
Abandoning a vehicle	Section 2A(1) of the Refuse Disposal (Amenity) Act 1978	N/A	£200	
Failure to furnish documentation (waste carrier's licence)	Section 5B(2) of the Control of Pollution (Amendment) Act 198	£300	£300	
Failure to produce authority (waste transfer notes)	Section 34A(2) of the Environmental Protection Act 1990, and Regulation 35 of The Waste (England and Wales) Regulation 2011	£300	£300	
Fly-tipping	Section 33 of the Environmental Protection Act	£200	£400	In line with London Councils Transport and Environment Committee set levels
Failure to comply with requirement at civic amenity site	London Local Authorities Act 2007 section 26 and 29	N/A	£100 (households) £300 (businesses)	In line with London Councils Transport and Environment Committee set levels
Waste receptacles (commercial and industrial premises only)	London Local Authorities Act 2007 section 23	N/A	£110	In line with London Councils Transport and Environment Committee set levels
Waste receptacles (household only)	London Local Authorities Act 2007 section 20 amended by Schedule 12 of the Deregulation Act 2015	N/A	£80	In line with London Councils Transport and Environment Committee set levels
SKIPS				
	Legislation	Current Level	Proposed Levels	Comments
Depositing builder's skip on highway without permission	Highways Act 1980 section 139(3) London Local Authorities and Transport for London Act 2003 (LLA 2003) Schedule 4	N/A	£100	In line with London Councils Transport and Environment Committee

150

				set levels
Failure to secure lighting or other marking of builder's skip	Highways Act 1980 section 139(4)(a) London Local Authorities and Transport for London Act 2003 (LLA 2003) Schedule 4	N/A	£100	In line with London Councils Transport and Environment Committee set levels
Failure to secure marking of builder's skip with name and address	Highways Act 1980 section 139(4)(b) London Local Authorities and Transport for London Act 2003 (LLA 2003) Schedule 4	N/A	£100	In line with London Councils Transport and Environment Committee set levels
Failure to secure removal of builder's skip	Highways Act 1980 section 139(4)(c) London Local Authorities and Transport for London Act 2003 (LLA 2003) Schedule 4	N/A	£100	In line with London Councils Transport and Environment Committee set levels
Failure to comply with conditions of permission	Highways Act 1980 section 139(4)(d) London Local Authorities and Transport for London Act 2003 (LLA 2003) Schedule 4	N/A	£100	In line with London Councils Transport and Environment Committee set levels
Failure to remove or reposition builder's skip	Highways Act 1980 section 140(3) London Local Authorities and Transport for London Act 2003 (LLA 2003) Schedule 4	N/A	£100	In line with London Councils Transport and Environment Committee set levels
150 HIGHWAYS				
	Legislation	Current Level	Proposed Levels	Comments
Painting or otherwise inscribing or affixing picture etc. upon the surface of a highway or upon a tree, structure or works on or in a highway	Highways Act 1980 section 123(1), FPN provision by London Local Authorities and Transport for London Act 2003 (LLA 2003) Schedule 4	N/A	£100	In line with London Councils Transport and Environment Committee set levels
Wilful obstruction of highway	Highways Act 1980 section 137(1), FPN provision by London Local Authorities and Transport for London Act 2003 (LLA 2003) Schedule 4	N/A	£100	In line with London Councils Transport and Environment Committee set levels
Erecting a building, fence or hedge on highway	Highways Act 1980 section 138, FPN provision by London Local Authorities and Transport for London Act 2003 (LLA 2003) Schedule 4	N/A	£100	In line with London Councils Transport and Environment Committee set levels
Failure to comply with notice requiring removal of tree or shrub	Highways Act 1980 section 141(3) FPN provision by London Local Authorities and Transport for London Act 2003 (LLA 2003) Schedule 4	N/A	£100	In line with London Councils Transport and Environment Committee

				set levels
Using of stall etc. for road side sales in certain circumstances	Highways Act 1980 section 147A(2) FPN provision by London Local Authorities and Transport for London Act 2003 (LLA 2003) Schedule 4	N/A	£100	In line with London Councils Transport and Environment Committee set levels
Depositing material etc. on a made-up carriageway	Highways Act 1980 section 148(a) FPN provision by London Local Authorities and Transport for London Act 2003 (LLA 2003) Schedule 4	N/A	£100	In line with London Councils Transport and Environment Committee set levels
Depositing material etc. within 15 feet from centre of made-up carriageway	Highways Act 1980 section 148(b) FPN provision by London Local Authorities and Transport for London Act 2003 (LLA 2003) Schedule 4	N/A	£100	In line with London Councils Transport and Environment Committee set levels
Depositing anything on highway to the interruption of user	Highways Act 1980 section 148(c) FPN provision by London Local Authorities and Transport for London Act 2003 (LLA 2003) Schedule 4	N/A	£100	In line with London Councils Transport and Environment Committee set levels
Pitching of booths, stalls or stands or encamping on highway	Highways Act 1980 section 148(d) FPN provision by London Local Authorities and Transport for London Act 2003 (LLA 2003) Schedule 4	N/A	£100	In line with London Councils Transport and Environment Committee set levels
Failure to comply with notice requiring works to prevent soil or refuse escaping onto street or into sewer	Highways ACT 1980 section 151(3) FPN provision by London Local Authorities and Transport for London Act 2003 (LLA 2003) Schedule 4	N/A	£100	In line with London Councils Transport and Environment Committee set levels
Failure to comply with notice requiring removal of projection from buildings	Highways Act 1980 section 152(4) FPN provision by London Local Authorities and Transport for London Act 2003 (LLA 2003) Schedule 4	N/A	£100	In line with London Councils Transport and Environment Committee set levels
Failure to comply with notice requiring alteration of door, gate or bar opening outwards onto street	Highways Act 1980 section 153(5) FPN provision by London Local Authorities and Transport for London Act 2003 (LLA 2003) Schedule 4	N/A	£100	In line with London Councils Transport and Environment Committee set levels
Keeping of animals straying or lying on side of highway	Highways Act 1980 section 155(2) FPN provision by London Local Authorities and Transport for London Act 2003 (LLA 2003) Schedule 4	N/A	£100	In line with London Councils Transport and Environment Committee set levels
Depositing things on highway which	Highways Act 1980 section 161(1)	N/A	£100	In line with London

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cause injury or danger	FPN provision by London Local Authorities and Transport for London Act 2003 (LLA 2003) Schedule 4			Councils Transport and Environment Committee set levels
SCAFFOLDING				
	Legislation	Current Level	Proposed Levels	Comments
Erecting scaffolding or other structure without licence or failing to comply with terms of licence or perform duty under subsection (4)	Highways Act 1980 section 169(5) FPN provision by London Local Authorities and Transport for London Act 2003 (LLA 2003) Schedule 4	£100	£100	In line with London Councils Transport and Environment Committee set levels
STREET TRADING AND RELATED OFFENCES				
	Legislation	Current Level	Proposed Levels	Comments
Contravention of condition of street trading licence or temporary licence	London Local Authorities Act 1990 34(1)	£100	£100	In line with London Councils Transport and Environment Committee set levels
Making false statement in connection with application for street trading licence or temporary licence	London Local Authorities Act 1990 34(2)	£125	£125	In line with London Councils Transport and Environment Committee set levels
Resisting or obstructing authorised officer	London Local Authorities Act 1990 34(3)	£250	£250	In line with London Councils Transport and Environment Committee set levels
Failure to produce street trading licence on demand	London Local Authorities Act 1990 34(4)	£100	£100	In line with London Councils Transport and Environment Committee set levels
Unlicensed street trading	London Local Authorities Act 1990 38(1)	£150	£150	In line with London Councils Transport and Environment Committee set levels
NOISE AND ASB				
	Legislation	Current Level	Proposed Levels	Comments
Failure to comply with a Community Protection Notice	Sections 48 and 52 of the Anti-social behaviour, crime and policing Act 2014	£100	£100	
Failure to comply with a Public Space Protection Order	Section 68(1) of the Anti-social behaviour, crime and policing Act	£100	£100	

	2014			
Contravention or failure to comply with requirement or prohibition imposed by an abatement notice	Environmental Protection Act 1990 S.80(4) provided by Schedule 2 of the LLAA 2004	N/A	£100 Residential £400 (Industrial, trade or business)	In line with London Councils Transport and Environment Committee set levels
Noise from Dwelling	Noise Act 2996 section 8 as amended by section 82 of the Cleaner Neighbourhoods and Environment Act 2005	N/A	£110	In line with London Councils Transport and Environment Committee set levels

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Equality Impact Assessment (EqIA)



You will need to produce an Equality Impact Assessment (EqIA) if:

- You are developing a new policy, strategy, or service
- You are making changes that will affect front-line services
- You are reducing budgets, which may affect front-line services
- You are changing the way services are funded and this may impact the quality of the service and who can access it
- You are making a decision that could have a different impact on different groups of people
- You are making staff redundant or changing their roles

Guidance notes on how to complete an EqIA and sign off process are available on the Hub under Equality and Diversity. You must read the [guidance notes](#) and ensure you have followed all stages of the EqIA approval process (outlined in appendix 1). Section 2 of the template requires you to undertake an assessment of the impact of your proposals on groups with protected characteristics. Equalities and borough profile data, as well as other sources of statistical information can be found on the Harrow hub, within the section entitled: [Equality Impact Assessment](#) - sources of statistical information.

Equality Impact Assessment (EqIA)		
Type of Decision:	<input checked="" type="radio"/> Cabinet <input type="radio"/> Portfolio holder <input type="radio"/> Other (state)	
Title of Proposal	Consolidation of Fixed Penalty Notices	Date EqIA created 15 th October 2020
Name and job title of completing/lead Officer	Richard Le-Brun, Head of Community and Public Protection	
Directorate/ Service responsible	Community / Environment	
Organisational approval		
EqIA approved by Directorate Equalities Lead	Name Dave Corby	Signature <input checked="" type="checkbox"/> Tick this box to indicate that you have approved this EqIA Date of approval 8 th January 2021

<p>1. Summary of proposal, impact on groups with protected characteristics and mitigating actions (to be completed after you have completed sections 2 - 5)</p>
<p>a) What is your proposal? To introduce any environmental fixed penalty notices and set a level in line with London</p>
<p>b) Summarise the impact of your proposal on groups with protected characteristics There will be no adverse effects on any of the protected characteristics but likely to be some positive impact on disability and maternity by addressing areas which cause obstruction / narrowing of streets such as through street trading</p>
<p>c) Summarise any potential negative impact(s) identified and mitigating actions Historical evidence of enforcement in Harrow shows that language can be a barrier to enforcement and compliance. Harrow has a high proportion of ethnic minorities, and these could be impacted. This is monitored regularly, as well as a breakdown of FPNs issued and demographics, to understand if there are any adverse trends that then can be addressed through education for example</p>

2. Assessing impact					
You are required to undertake a detailed analysis of the impact of your proposals on groups with protected characteristics. You should refer to borough profile data , equalities data , service user information, consultation responses and any other relevant data/evidence to help you assess and explain what impact (if any) your proposal(s) will have on each group. Where there are gaps in data, you should state this in the boxes below and what action (if any), you will take to address this in the future.		What does the evidence tell you about the impact your proposal may have on groups with protected characteristics? Click the relevant box to indicate whether your proposal will have a positive impact, negative (minor, major), or no impact			
Protected characteristic	For each protected characteristic, explain in detail what the evidence is suggesting and the impact of your proposal (if any). Click the appropriate box on the right to indicate the outcome of your analysis.	Positive impact	Negative impact		No impact
			Minor	Major	
Age	No data available to demonstrate a specific issue related to FPNs and this characteristic, but there is a clear FPN policy in place that addresses the issuing of FPNs to those of 16 or under	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Disability	No data available to demonstrate a specific issue related to FPNs and this characteristic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	No data available to demonstrate a specific issue related to FPNs and this characteristic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marriage and Civil Partnership	No data available to demonstrate a specific issue related to FPNs and this characteristic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pregnancy and Maternity	No data available to demonstrate a specific issue related to FPNs and this characteristic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Race/ Ethnicity		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Religion or belief	No data available to demonstrate a specific issue related to FPNs and this characteristic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gender	No data available to demonstrate a specific issue related to FPNs and this characteristic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sexual Orientation	No data available to demonstrate a specific issue related to FPNs and this characteristic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>2.1 Cumulative impact – considering what else is happening within the Council and Harrow as a whole, could your proposals have a cumulative impact on groups with protected characteristics?</p> <p><input type="checkbox"/> Yes No <input checked="" type="checkbox"/></p>					
<p>If you clicked the Yes box, which groups with protected characteristics could be affected and what is the potential impact? Include details in the space below</p>					
<p>2.2 Any other impact - considering what else is happening nationally/locally (national/local/regional policies, socio-economic factors etc), could your proposals have an impact on individuals/service users, or other groups?</p> <p><input type="checkbox"/> Yes No <input checked="" type="checkbox"/></p>					

If you clicked the Yes box, Include details in the space below

3. Actions to mitigate/remove negative impact

Only complete this section if your assessment (in section 2) suggests that your proposals may have a negative impact on groups with protected characteristics. If you have not identified any negative impacts, please complete sections 4 and 5.

In the table below, please state what these potential negative impact (s) are, mitigating actions and steps taken to ensure that these measures will address and remove any negative impacts identified and by when. Please also state how you will monitor the impact of your proposal once implemented.

State what the negative impact(s) are for each group, identified in section 2. In addition, you should also consider and state potential risks associated with your proposal.	Measures to mitigate negative impact (provide details, including details of and additional consultation undertaken/to be carried out in the future). If you are unable to identify measures to mitigate impact, please state so and provide a brief explanation.	What action (s) will you take to assess whether these measures have addressed and removed any negative impacts identified in your analysis? Please provide details. If you have previously stated that you are unable to identify measures to mitigate impact please state below.	Deadline date	Lead Officer

4. Public Sector Equality Duty

How does your proposal meet the Public Sector Equality Duty (PSED) to:

1. Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010
2. Advance equality of opportunity between people from different groups
3. Foster good relations between people from different groups

This does not effect or impact on this duty

5. Outcome of the Equality Impact Assessment (EqIA) click the box that applies

Outcome 1

No change required: the EqIA has not identified any potential for unlawful conduct or disproportionate impact and all opportunities to advance equality of opportunity are being addressed

Outcome 2

Adjustments to remove/mitigate negative impacts identified by the assessment, or to better advance equality, as stated in section 3&4

Outcome 3

This EqIA has identified discrimination and/ or missed opportunities to advance equality and/or foster good relations. However, it is still reasonable to continue with the activity. Outline the reasons for this and the information used to reach this decision in the space below.

Include details here

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Report for: Cabinet

Date of Meeting:	21 st January 2021
Subject:	Renewal of Selective Licensing of private rented accommodation in the Edgware Ward
Key Decision:	No
Responsible Officer:	Paul Walker, Corporate Director Community
Portfolio Holder:	Councillor Varsha Parmar, Portfolio Holder for Environment
Exempt:	No
Decision subject to Call-in:	Yes
Wards affected:	Edgware
Enclosures:	Appendix A – DCLG Guidance Appendix B – Edgware Complaint Breakdown Appendix C - Proposal for Introduction of Selective Licensing Scheme Consultation Report Appendix D – Consultation (including forms) Appendix E – Designation of Selective Licensing Appendix F – Draft Conditions Appendix G – Referred Legislation Appendix H- Equality Impact Assessment

Section 1 – Summary and Recommendations

This report proposes the re-introduction of a Selective Licensing Scheme in the ward of Edgware (which previously had one), which would require private rented accommodation to be licensed and meet conditions, in order to address significant and persistent problems with anti-social behaviour in that area.

Recommendations:

Cabinet is requested to:

1. Consider the evidence, consultation responses and other information forming part of this report and determine whether the Edgware ward (as delineated and edged in red on the map at **Appendix E**) should continue to be designated as being subject to Selective Licensing.
2. If the Edgware ward is to continue being designated as being subject to selective licensing, confirm that the designation is to take effect from 15th March 2021 for a period of five years.
3. Agree that the Council can begin to accept applications for Selective Licensing (if approved) from 1st March 2021, in anticipation of the scheme coming into effect on 22nd April 2021.
4. If the scheme is approved, agree to the Head of Community & Public Protection taking all steps necessary to publicise, commence and administer the scheme including the issuing and amending of licences.
5. Note that the Selective Licensing scheme (if approved) and the operation of the designation will be reviewed annually.
6. Delegate authority to the Corporate Director Community, in consultation with the Portfolio Holder for Environment, to amend and approve discretionary licensing conditions implemented by the Head of Community and Public Protection.

Reason: (For recommendation)

To continue to address issues of anti-social behaviour in the Edgware ward, in line with the corporate priorities of making a difference to residents, community, businesses and the vulnerable.

Section 2 – Report

1. Introduction

- 1.1 Harrow Council is committed to maintaining a clean and safe environment for the benefit of everyone in the borough. The commitment recognises the Council's responsibility to keep the local environment clear of litter, fly-tipping and vandalism; encourage behaviour change to initiate improvements; and reduce the fear of any crime in the Borough. This includes tackling rogue landlords but assisting those that need help.
- 1.2 A project was set up in 2012-13 to identify areas within the Borough that were suffering from high levels of anti-social behaviour and environmental issues.
- 1.3 As a result of the project, three areas were identified that suffered high levels of issues, evidenced in the project report in **Appendix B**. This included Edgware, which showed high levels of deliberate fires, above Borough average rates for serious crime and ASB, high levels of fly-tipping and large volume of noise nuisance (especially from private rented properties).
- 1.4 The data was analysed for the period 2012-13 and addresses cross-referenced with council tax data to determine how many ASB related complaints related to private rented properties, which was 33% for Edgware. This has remained steady in the last decade, though indicating a lot are centred around clusters (e.g. Park Way, Mollison Way)
- 1.5 The Housing Act 2004, Part III, allows Local Authorities to introduce a Selective Licensing Scheme if certain conditions are met for the area. The Department for Communities and Local Government "Selective Licensing in the Private Rented Sector" Guide for Local Authorities states that the area must have one or more of the following being experienced:
- i. low housing demand (not applicable in Edgware),
 - ii. significant and persistent problem caused by anti-social behaviour (ASB),
 - iii. poor property conditions,
 - iv. high levels of migration,
 - v. high level of deprivation, and
 - vi. high levels of crime.
- 1.6 Details of what factors can be considered is set out in pages 8 to 13 of the guidance that can be found in **Appendix A**
- 1.7 By designating an area for Selective Licensing, in combination with other actions, it should lead to a reduction in, or the elimination of, the problems being experienced.

- 1.8 The designation of an area as being subject to selective licensing is intended to lead to all private rented properties in the area, subject to certain exemptions, having to be licensed by the local authority, unless the property is a House in Multiple Occupation and therefore subject to another licensing scheme.
- 1.9 The Local Housing Authority can decide to designate an area, or part of an area, subject to meeting the requirements, without Secretary of State approval, unless it exceeds 20% of the Borough geographical area or private rented properties, in which case it will need such approval. The proposal to renew the Edgware Ward designation meets neither limit.

Objectives and outcomes of a selective licensing scheme

- 1.10 The purpose of a Selective Licensing Scheme is to directly tackle issues affecting an area, as detailed in 1.5 above, attributable to private rented accommodation.
- 1.11 In addition, Harrow has unfortunately witnessed increasing issues with housing standards over the last few years, especially in terms of overcrowding and inappropriate letting of premises (e.g. “Beds in Sheds”), which has led to increased environmental and ASB issues. This has included increased fly tipping due to lack of suitable numbers of bins for the occupants in place.
- 1.12 The breakdown of complaints in Edgware (comparatively to other Wards) shown in **Appendix B**, show the issues faced in the Edgware Ward especially in terms of environmental and anti-social behaviour matters. Added to this, there is a high transient population within the Ward, which brings its own issues in terms of consistent approach to problems and what those problems can be.
- 1.13 A breakdown of Edgware relevant complaints over the last 5 years has shown that there has been an impact on some of the key areas:

Description	2015	2016	2017	2018	2019	5 year change (%)
Abandoned vehicle report	86	104	56	43	27	-69
Asbestos	0	1	0	2	5	0
Drug substance misuse dealing	3	5		1	1	-67
Fly tipping	111	132	196	34	32	-71
Housing Dampness	4	9	2	1	0	-100
Housing Disrepair	12	0	9	6	14	17
Housing Overcrowding	8	9	15	22	9	13
Intimidation or harassment	1	1	1	2	1	0
Litter or rubbish (ASB)	7	1	0	1	0	-100
Noise (Received Normal Hours)	45	54	45	57	59	31
Nuisance behaviour	29	32	14	9	16	-45
Rowdy behaviour	1	3	0	3	1	0
Vehicle noise or use (ASB)	0	1	0	0	0	0

- 1.14 Fly tipping is a key indicator monitored, and this has seen a big decrease overall. The same is applicable across areas of abandoned

cars, drug use, litter and rubbish and nuisance behaviour. These are all positive impacts that Selective Licensing has contributed to.

- 1.15 The areas that show less of an impact are those localised to premises and occurrences within, such as noise complaints. As a result of this, work has taken place to improve guidance around landlords ASB action plans which need to capture steps around this and part of the selective licensing conditions.
- 1.16 Housing disrepair and overcrowding, while only minor increases, can be attributed to a proactive approach by the Service to inspect premises that apply for Selective Licences and subject to the Housing Health & Safety Rating Scheme (HHSRS) by Officers. Therefore, more issues such as this are being found that without such a scheme would remain hidden and unknown, partly down to tenants not understanding what to expect or who to report them to.
- 1.17 By continuing the Selective Licensing Scheme, it will retain the proactive measures in place to address potential tenant issues as well as ensuring that there are suitable conditions at premises to maximise the potential to prevent anti-social behaviour and environmental concerns. This can be seen in the mandatory conditions, set in Statute, and proposed conditions to be applied to the licences.
- 1.18 With the renewal of a clear licensing regime, it is intended to continue to bring confidence to the private rented sector within the Ward, with all parties understanding the standards that all rented accommodation will operate to. This, as well as targeted enforcement against rogue landlords, will help ensure a fair playing field in that area to encourage good landlords to operate.
- 1.19 Encouragement is given to good landlords with a discount being offered for membership of an accredited landlord scheme.
- 1.20 From a tenant aspect, it will be clear what is expected of them as Selective Licensing will require tenancy agreements to clearly define tenants' obligations regarding preventing anti-social behaviour. This, as well as the requirement for references prior to tenancy, will aid in ensuring that those actually living in the area become part of the solution regarding issues previously faced, rather than the actual problem.
- 1.21 For the vast majority of landlords that the Council encounters in terms of non-compliant premises, the problem tends to stem from a lack of understanding of standards or inexperience of managing a premise. Selective Licensing, in conjunction with educational work that officers routinely carry out, will aid in setting down clear guidance and standards to actually assist rather than penalise.
- 1.22 For "rogue" landlords, the renewal of selective licensing introduces elements that discourage their activities. For instance, a landlord that operates without a licence can be made, by Court Order, to repay rent paid in respect of the unlicensed premises.

- 1.23 Overall, Selective licensing aims to improve premises conditions in an area, as well as their management and occupation that will contribute to the community they are within. It will aid in protecting the welfare of tenants, provide confidence in the rented sector, and put clear standards in place for the good of all. It will be more conducive to good landlords but provide an environment that is less opportunistic and attractive for rogue landlords. It will also give the authority and landlords more powers in dealing with those tenants that chose to cause anti-social behaviour.

Aims:

To ensure:

1. A regulated standard of management and condition of private rented properties. Improving the standards to ensure landlords improve their properties and manage tenancy agreements to reduce anti-social behaviour;
2. A more settled and diverse community living with improved security and a sense of community;
3. Homes owners who do not sell up purely because of frustration / fear that their area is considered less appealing and house prices falling compared to neighbouring areas;
4. Encourage the good tenants to stay in the area and avoid displacement of tenants; and
5. Harrow to be considered an attractive area to live and work, which can result in improved economic future for local businesses.

Objectives:

A reduction in:

6. Accumulation of waste;
7. Drug and alcohol related crime;
8. Gang nuisance;
9. Illegal conversions;
10. Negativity due to badly managed and poorly maintained properties;
11. Overcrowding;
12. Sub-letting;
13. Vandalism; and
14. Transient population, leading to a more stable community.

2. Options considered

- 2.1 Section 81(4) of the Housing Act 2004 sets out the requirement that Councils must have considered other potential courses of action available to provide an effective method of achieving the objective or objectives that the designation would intend to achieve, and that making the designation will significantly assist them to achieve the objective(s).

- 2.2 All options were considered and for some, such as the additional and mandatory HMO licensing schemes, these are already in place.

Do Nothing

- 2.3 The evidence has shown that the area is subject to conditions that require intervention, for the purpose of helping the community.
- 2.4 The consultation which took place between 5th June 2020 to 14th August 2020 show that the issues have remained in place despite other forms of intervention taking place. This includes aspects of noise, which is mentioned in 1.15 above, as well as refuse storage especially in hot spot areas such as Park Way (more related to lack of storage rather than previously related to fly tipping)
- 2.5 In line with Council commitments and requirements of putting the community first, the option of doing nothing is not an option. If no action is taken the problems experienced in the ward are likely to continue.

Mandatory Licensing

- 2.6 Mandatory licensing refers to the licensing of Houses in Multiple Occupation (HMO) where the premises are occupied by five or more people who form two or more households. This licensing regime has been in place in Harrow since 2006, but only covers a small portion of the rented accommodation sector.
- 2.7 Despite being in place for 14 years, with proactive enforcement being in place, some of the issues highlighted in the evidence above have continued as can be seen in 1.13 above
- 2.8 Mandatory Licensing can ensure that standards are in place for specific, individual premises but not able to raise them in an area per se. Therefore, the use of this licensing regime alone would not meet the objectives set out by a Selective Licensing scheme.
- 2.9 This scheme is already in place, but only affects HMOs, and so does not deal with issues affecting the area resulting from other privately rented properties.

Additional Licensing

- 2.10 Additional Licensing covers Houses in Multiple Occupation not subject to the mandatory scheme noted above. In Harrow this covers any premise with two or more different households (up to October 2018 also covered 2 storey buildings until Mandatory HMO definition changed). Harrow has had such a scheme in place since 2010, and is seeking to be renewed in 2021, with consultation taking place currently.
- 2.11 Again, this addresses matter of multi occupied premises, but does not ensure a consistent approach across the rented sector in an area to bring standards up.

- 2.12 It is worth noting that while only 183 premises in Edgware have been licensed as a HMO, including Additional, this compares to 684 that currently are licensed for selective. Therefore, reliance purely on Additional Licensing would not cover approximately 80% of the rented premises in Edgware.
- 2.13 Additional licensing is already in place in Harrow but as noted above, does not go far enough in that it does not capture many privately rented properties.

Borough Wide Designation under Selective Licensing

- 2.14 Some councils have adopted Borough Wide schemes, such as seen in Newham, but Harrow has been keen to ensure that such a scheme is used only where it is required for a targeted approach, and in line with legal requirements. Additionally, it is important that there is a clear evidence base to support any scheme, and for the areas proposed, which is established for Edgware but is currently not in place for the whole Borough.
- 2.15 It should be noted that there has been widespread support for selective licensing on a larger scale, but this in itself cannot be evidence to justify introducing a wider scheme. Additionally, all areas will probably suffer from aspects of anti-social behaviour linked to private rented accommodation, but it is imperative that a proportionate, evidenced approach is taken to target and tackle areas.
- 2.16 This option not viable due to a lack of Borough wide evidence to justify it at present.

Accredited Landlord Scheme

- 2.17 There are accredited landlord schemes in operation that put in place a consistent standard and lead to improved standards of accommodation, not necessarily matters of ASB. While such schemes are valuable, it is imperative that all landlords in an area engage in improving it. Such a scheme is voluntary and so take up is variable. Therefore, it is felt that a more intensive intervention is required, making it mandatory on all landlords to comply with conditions in order to address the problems being experienced in the area.
- 2.18 As part of the selective licensing scheme, it is proposed that a £75 discount is applied to the initial application if the landlord is a member of an accredited scheme. This recognises the actions of landlords to be proactive in approach and already have signed up to agreed set standards.
- 2.19 This option is already in place, but merely compliments current licensing schemes and does not address the wider issues that selective licensing is expected to help with.

Action Against Individual Cases

- 2.20 Legislation allows enforcement action to be taken against cases of nuisance and fly tipping (Environmental Protection Act 1990), Anti-Social Behaviour (ASB, Crime and Policing Act 2014) and other related matters.
- 2.21 The Council has introduced Fixed Penalty Notices for environmental issues, such as littering across the Borough.
- 2.22 The Anti-Social Behaviour, Crime and Policing Act 2014 provides additional powers to local housing authorities by way of absolute grounds for possession in housing cases where certain conditions are met, although this will only assist with council tenancies.
- 2.23 The issue with reliance on these powers is that it affects property and/or person specific issues and does not necessarily address the wider issues, although it may have some deterrent effect.
- 2.24 The DCLG Guidance recognises that Selective Licensing is not a tool that can be used in isolation, and the above enforcement powers can be used to compliment a change in culture and address issues.
- 2.25 This option is already in place but has localised effect on its own.

Special Interim Management Order

- 2.26 A Special Interim Management Order transfers the management of a residential property to the local housing authority for a period of up to 12 months and can only be made if approved by a First-tier Tribunal (Property Chamber).
- 2.27 These orders are used to address matters of anti-social behaviour emanating from a property that the landlord is failing to take appropriate action to deal with. The order is then made to protect the health, safety or welfare of persons occupying, visiting, or engaged in lawful activities in the locality of the property.
- 2.28 These are strong powers to deal with isolated individual problems of anti-social behaviour which nevertheless seriously impact upon the community.

This option is already in place but has localised effect on its own and can be used where a focused approach is needed.

Part 1 of the Housing Act 2004

- 2.30 These enforcement powers are designed to effectively deal with hazards within a property and though effective at getting landlords to remedy such hazards, Part 1 of the Act does not offer a wider strategic procedure to improve a designated area.

Empty Property Strategy

- 2.31 The council already has an intervention team dedicated to bringing long-term empty dwellings back into use, but this initiative is only restricted to empty homes and cannot deal with poorly managed private rented accommodation.

Landlords Forum

- 2.32 The council has been hosting landlord forums for years which have shown a lot of interest from landlords and is a great way of exchanging information and educating our landlords who operate in the borough but this does not offer a comprehensive, structure for managing private rented properties and tenants and offers no enforcement to ensure that such a structure is adhered to.
- 2.33 Landlord forums have also shown that they are well attended by proactive landlords but not by all, and the issue remains that Harrow has a large proportion of independent landlords that are hard to reach or live outside the area and therefore do not attend.
- 2.34 This year was unfortunately this is the first year such a forum was not held due to covid-19.
- 2.35 Going forward, these forums will continue in addition to other steps.

Designation of the Edgware Ward for Selective Licensing

- 2.36 Selective licensing applies to privately rented homes which are not HMOs.
- 2.37 In light of the consultation outcome and feedback, and in conjunction with the evidential reports within the appendices, it appears that a Selective Licensing scheme designation for the Edgware Ward would continue to help to tackle the issues identified.
- 2.38 The renewal of such a designation would allow a consistent approach across the Ward that works in conjunction with the Mandatory and Additional Licensing Schemes, as well as enforcement powers, to address the issues highlighted in the area.
- 2.39 It should be noted that a premise that is subject to Mandatory or Additional Licensing would not also need to apply for a Selective License.
- 2.40 This option is recommended to Cabinet to put in place a Ward wide approach to issues.

3. Community Consultation

- 3.1 The Department of Communities and Local Government Selective Licensing Guidance recommends that any consultation on a scheme is for a minimum 10 weeks.

- 3.2 The consultation on the renewal of a Selective Licensing Scheme in the ward of Edgware ran from 5th June 2020 to 14th August 2020. The aim of the consultation was to seek the views of residents, landlords, local businesses and other stakeholders in the area and neighbouring boroughs about the issues in the Ward and the potential introduction of the selective licensing scheme.
- 3.3 The consultation was both online and available in hard copy. Copies of the form are attached in **Appendix D**.
- 3.4 Consultation was also conducted with neighbouring Boroughs due to potential concerns over displacement of issues. No responses were received for or against the proposed scheme.
- 3.5 Consultation also included writing to all landlords, managing agents and letting agents known as well as placement of consultation posters around Edgware and neighbouring wards giving details of the proposals as well as means to comment.
- 3.6 Feedback from the consultation is contained in **Appendix C**, with a summary below.
- 3.7 Formal consultation also took place with other relevant partners, including Housing Needs, due to the need to ensure a tie in with any approach addressing homelessness and empty homes.
- 3.8 On contacting other Councils who have introduced a Selective Licensing scheme, there appears to be no evidence to suggest an increase in homelessness as a result. This would tie in with the lack of evidence as a result of introducing additional and mandatory HMO licensing in the Borough.

Summary of Consultation

- 3.9 The consultation showed very low numbers of responses, totalling 23 overall of which 18 were residents and 5 landlords / managing agents. This was in line with previous consultations, despite it being advertised widely in the Borough (including posters throughout the area and neighbouring areas).
- 3.10 Residents were evenly split in terms of whether the scheme should be renewed, but all landlords and managing agents that responded indicated opposition to this. Unfortunately, with such low numbers, there is no statistical ability to determine a ward or wider view of the proposal. To give context, with over 600 premises licensed under the previous delegation, the opposition of 5 landlords and managing agents cannot lead to any conclusions being drawn.
- 3.11 The comments made by those in the consultation are captured in **Appendix C**, with response from the Council. A lot of these comments indicate a recognition of issues in the ward, especially around

environmental and ASB, which the Selective Licensing Scheme is aimed, in conjunction with other actions.

- 3.12 Additionally, Safeagent (who represent some landlords) also submitted a letter detailing a number of concerns and issues, all of which are addressed and documented in **Appendix C**.
- 3.13 Therefore, overall, there was opposition to the scheme, but evidenced with the need for action by the Council to address the matters covered by the scheme.

4. Licensing Conditions

- 4.1 Under the Housing Act 2004, Selective Licensing is subject to certain mandatory conditions that would be applied to all licences.
- 4.2 Further, discretionary conditions can also be applied in relation to certain aspects; it is proposed to include these to directly address elements of anti-social behaviour, including environmental impact. All proposed conditions, together with the mandatory ones, are shown in **Appendix F**.
- 4.3 The discretionary conditions are linked to the management of the premise and the tenancy use and are aimed not to put any further financial burden on any party. Additionally, it includes the requirement to inform the Authority of any material change to the premise or any legal action / convictions that occur. This is aimed to maintain confidence in the licensing scheme and ensure statutory requirements are met.
- 4.4 The original assessment of a Selective Licensing Scheme addressed the conditions that would be applicable, and these formed the basis of those previously imposed and subject to discussion during consultation.
- 4.5 The conditions have also been set in line with those applied by neighbouring boroughs, to ensure consistency of approach as landlords and tenants operate across boundaries, and therefore trying to minimise the burden on landlords by minimising conflicting or additional burdens and to minimise displacing any issues.
- 4.6 The fee set on application covers the reasonable monitoring of these conditions to ensure compliance, with the majority expected to be in place at the application and approval stages. These fees are set as part of the annual Council fee setting process.

5. Designation

- 5.1 Should Cabinet agree to the renewal of a Selective Licensing Scheme, a Designation Notice must be issued which gives formal notification of the scheme. This Designation Notice must comply with the

requirements set out in Section 83 of the Housing Act 2004, including the proper publication of it.

- 5.2 A period of no less than three (3) months (from the designation being made) must pass before the scheme then comes into force. This period is to be used to advertise the scheme, work with landlords and ensure the successful implementation.
- 5.3 Based on the above, it is proposed that the designation of the scheme comes into force on 29th April 2021, which meets the 3 month period and allows for the call in period.

6. Implications of the Recommendation

Resources

- 6.1 The administration of the Mandatory and Additional Licensing of Houses in Multiple Occupation schemes is currently managed by the Residential Licensing Team, with one specific officer involved. Compliance visits to, and enforcement of, Houses in Multiple Occupation is conducted by the Residential Licensing Team and assisted by colleagues from the Domestic Environmental Health Team who are also responsible for all other private sector housing enforcement and environmental protection matters.
- 6.2 If the scheme renews, we expect an increase in applications as the scheme is publicised, especially in the first few months of the renewal. As well as initial licensing and compliance visits, further staffing resources will be required. Detailed staffing and resources plans will be developed and will be subject to any necessary consultation with staff. The costs of additional staffing will be met by the selective licensing fee.

Performance Issues

- 6.3 Continuing to improve the private rented sector in Edgware will have a positive impact on helping make a difference to families, businesses and communities. It fits in with Harrow's Housing Strategy to provide good quality private sector housing locally, which recognises the contribution that a healthy private rented sector can make to the provision of housing solutions for those who cannot access home ownership or affordable housing.
- 6.4 The process to consult with and continue the selective licensing scheme has also enabled the identification of empty properties. The Council can enable and encourage property owners by offering a range of grants, funded with both external and council resources, to bring properties up to a standard suitable for letting. Selective Licensing will enable the environment that encourages the right responsible

landlords, but with assistance to them to help with tenancies, to contribute to the area.

- 6.5 By continuing the scheme, with clear conditions that must be met, the Council can assist and enable landlords and owners to achieve good standards, but recognising that it will be easier to target and achieve compliance with those landlords who seek to provide sub-standard accommodation. This will hopefully provide more suitable accommodation that the Council could also use for the purpose of housing homeless, knowing that minimum standards are ensured.
- 6.6 The continuation of Selective Licensing also ties in with the Council's Private Sector Housing Strategy for **2019-2024**, using additional powers to address areas where private sector housing can be seen to contribute to issues faced in the community and need addressing. It is to work with good landlords to provide them the environment where these properties will be successful and can be managed successfully.
- 6.7 With strategy and with the continuation of such scheme, Harrow Council believes that, through investment in private sector housing and by ensuring that good standards are maintained, wider benefits for the residents of Harrow will be delivered.
- 6.8 In view of the Council's limited resources, the Private Sector Housing Strategy focuses on what can be done to encourage and facilitate the continued provision of a good quality private housing sector, including private rented housing. This will be achieved by working in partnership with other boroughs, landlords, developers and private tenants and residents, whilst using available enforcement resources to tackle the worst conditions in the sector. Selective Licensing builds on and encourages this process and allow a sustainable approach.
- 6.9 The continuation of Selective Licensing Scheme will make a difference to the community within Edgware, by directly influencing the ASB, property standards and environmental issues affecting the area. It will introduce new conditions that the private rented sector will have to meet to ensure that their properties are maintained and managed properly. This will encourage a sustainable private rented sector market.
- 6.10 If the scheme is not renewed, then it will limit the options the Council has to make change across an area, with resources being focused on individual problem premises and people and not being able addressing the wider issues.

Environmental Implications

- 6.11 The renewal of the scheme allows conditions to be put against rented accommodation in a designated area. These conditions include those that directly relate to environmental matters, for instance in the aspect of refuse storage, and ensure that all parties connected to private

residential properties play their part in improving the area they reside in.

6.12 Therefore, such a scheme will aid in protecting the environment and having a positive impact.

Risk Management Implications

6.13 Risks included on corporate or directorate risk register? **No**

6.14 Separate risk register in place? **No**

6.15 The relevant risks from the risk register are attached/summarised below. **N/A**

6.16 The following key risks should be taken onto account when agreeing the recommendations in this report:

Risk Description	Mitigations	RAG Status
Bad publicity due to being seen as a tax on landlords	<ul style="list-style-type: none"> ▪ Evidence based approach to show need in this area, directly linked to conditions placed on the licence ▪ Consultation process allowing input from all to understand any concerns ▪ Scheme been in place for the last 5 years so is known 	
Poor compliance, including take up of the scheme	<ul style="list-style-type: none"> ▪ Work over the last 5 years has identified and licensed the majority of premises in the area, so details known ▪ Publicity, including 3 months advertising as per legislation, to take place to push scheme ▪ Better understanding of area from the last 5 years 	
Lack of benefit from the scheme	<ul style="list-style-type: none"> ▪ Evidence shows reduction in main issues, such as fly tipping, in area since scheme was originally introduced ▪ Inspections of premises as part of the licensing scheme means all premises do gain a proper inspection and follow up ▪ Monitoring of progress conducted to show effective, including conditions applied 	
Judicial review of the scheme by a landlord / representative	<ul style="list-style-type: none"> ▪ Evidence base to show justification for renewing ▪ Meet the legislation in terms of consultation, advertising and implementation ▪ Address any concerns raised directly to prevent need for a judicial review 	
Lack of resources to implement properly	<ul style="list-style-type: none"> ▪ Residential Licensing team in place to oversee, with additional officers introduced to assist 	

	<ul style="list-style-type: none"> ▪ Better online applications and payments scheme, with further work taking place 	
Requirement for income outweighs main outcomes of the scheme	<ul style="list-style-type: none"> ▪ Target assigned to scheme lessened, to better represent cost of scheme 	

7. Legal Implications

Selective Licensing designations

7.1 Sections 80 to 84 of the Housing Act 2004 (hereinafter referred to as 'the Act'), specifically covers the designation of selective licensing areas. Section 80(1) allows a local housing authority (the council) to designate either the whole of its area or an area within it to be subject to selective licensing.

7.2 However, under section 80(2) of the Act, before introducing a selective licensing scheme, the Council must consider that:

- a) the first or second set of general conditions mentioned in section 80(3) or (6) of the Act; or
- b) any conditions specified in an order under section 80(7) of the Act as an additional set of conditions are satisfied in relation to the area

7.3 Section 80(3) of the Act states:

“(3) The first set of general conditions are—

(a) that the area is, or is likely to become, an area of low housing demand; and

(b) that making a designation will, when combined with other measures taken in the area by the local housing authority, or by other persons together with the local housing authority, contribute to the improvement of the social or economic conditions in the area.”

7.4 Section 80(6) of the Act states:

“(6) The second set of general conditions are—

(a) that the area is experiencing a significant and persistent problem caused by anti-social behaviour;

(b) that some or all of the private sector landlords who have let premises in the area (whether under leases or licences) are failing to take action to combat the problem that it would be appropriate for them to take; and

(c) that making a designation will, when combined with other measures taken in the area by the local housing authority, or by other persons together with the local housing authority, lead to a reduction in, or the elimination of, the problem.

“Private sector landlord” does not include [a non-profit registered provider of social housing or] a registered social landlord within the meaning of Part 1 of the Housing Act 1996 (c 52).”

- 7.5 Section 57(5) of the Act sets out the definition of “anti-social behaviour”.

Consultation, other requirements and options

- 7.6 Before making a (selective licensing) designation, the local housing authority is required by section 80(9) of the Act, to:

“(a) take reasonable steps to consult persons who are likely to be affected by the designation; and

(b) consider any representations made in accordance with the consultation and not withdrawn.”

- 7.7 The consultation should run for at least 10 weeks. As noted, at 3.2 in this report the consultation for the proposed Edgware ward scheme ran for 10 weeks. Details of the consultation carried out to meet this requirement are set out in **Appendix C**.

- 7.8 Section 81(2) of the Act requires the local housing authority to “*ensure that any exercise of the power (selective licensing designation) is consistent with the authority’s overall housing strategy.*” Section 81(3) of the Act goes on to require that the authority seeks to adopt a co-ordinated approach in connection with dealing with homelessness, empty properties and anti-social behaviour.

- 7.9 Section 81(4) of the Act states that a designation should not be made unless the authority:

“(a) ...have considered whether there are any other courses of action available to them (of whatever nature) that might provide an effective method of achieving the objective or objectives that the designation would be intended to achieve, and

(b) they consider that making the designation will significantly assist them to achieve the objective or objectives (whether or not they take any other course of action as well).”

- 7.10 In addition, under the Selective Licensing of Housing (Additional Conditions) (England) Order 2015, article 3 requires:

“(1) The following conditions are specified as additional conditions for the purposes of section 80(2)(b) of the 2004 Act, which a local housing authority must consider are satisfied in relation to the area

before making a selective licensing designation under this provision—

(a) that the area contains a high proportion of properties in the private rented sector, in relation to the total number of properties in the area;

(b) that the properties referred to in sub-paragraph (a) are occupied either under assured tenancies or licences to occupy; and

(c) that one or more of the sets of conditions in articles 4 to 7 is satisfied.

(2) For the purposes of this article, a property shall not be regarded as being in the private rented sector where the landlord is a private registered provider of social housing, as defined by section 80 of the Housing and Regeneration Act 2008.”

- 7.11 Articles 4-7 cover conditions relating to housing conditions, migration, deprivation, and crime. From 1 April 2015, a local housing authority will need to apply to the Secretary of State for Communities and Local Government for confirmation of any scheme which would cover more than 20% of its geographical area or that would affect more than 20% of privately rented homes in their area. The proposed designation in this case will not require Secretary of State confirmation.

Commencement, duration and notification

- 7.12 Under section 82 of the Act, a designation cannot come in to force earlier than 3 months after the date on which the designation is made. Any designation cannot be for no longer than a 5 year period and the local housing authority is expected to review the operation of the designation from time to time, and can revoke it if appropriate (section 84).
- 7.13 As soon as a designation is made, the authority is required to publicise this in accordance with the requirements of section 83 of the Act.

Conditions

- 7.13 Section 90 of the Act states that a licence can include such conditions as the local housing authority consider appropriate for regulating the management, use or occupation of the house concerned, and section 91 of the Act sets out general conditions that apply to licences.
- 7.14 The Licensing of Houses in Multiple Occupation and other houses (Miscellaneous Provisions) (England) Regulations 2006 sets out the mandatory conditions that need to go on to a licence (under a selective licensing scheme). **Details of these conditions are in Appendix F.**
- 7.15 There are procedures under the Act relating to appeals against decisions relating to licences, and the Act also sets out offences (and other consequences) relating to licensing requirements.

Relevant case law

7.16 Recent case law on the subject of selective licensing schemes has raised challenges against local authorities on issues such as:

- compliance with the consultation requirements (adequacy of consultation, length of it, who was consulted and how long before the designation it was obtained);
- the level of evidence to support a selective licensing scheme; and
- inadequate consideration of alternative options to a selective licensing scheme.

8. Financial Implications

8.1 Section 87(7) of the Housing Act 2004 states that “*when fixing fees under this section, the local housing association may (subject to any regulations made under subsection (5)) take into account:*

- all costs incurred by the authority in carrying out their functions under this Part [i.e. Part 3 of the HA 2004 relating to selective licensing], and*
- all costs incurred by them in carrying out their functions under Chapter 1 of Part 4 in relation to Part 3 houses (so far as they are not recoverable under or by virtue of any provision of that Chapter)”.*

8.2 However, the EU Directive and the Provision of Services Regulations 2009 which was subsequently passed states, at Regulation 18(4):

“Any charges provided for or by a competent authority which applicants may incur under an authorisation scheme must be reasonable and proportionate to the cost of the procedures and formalities under the scheme and must not exceed the cost of those procedures and formalities.”

8.3 In line with *Hemming v Westminster City Council*, the fee is split into an administrative and management parts.

8.4 Once fees are set, the Council is expected to review its fees and adjust them where necessary to reflect previous deficits or surpluses. It can take into account the cost of administering the licence over a 5 year period.

8.5 Based on the scheme intending to be self-financing, for the life of the licensing period (5 years), a fee is set at a level where the total revenue from the fee is intended to cover the costs as stated above.

8.6 An initial discount of £75 is proposed for landlords who are a member of an accredited landlord scheme. This is in line with recognising the DCLG

guidance that Selective Licensing is to be used in conjunction with other action to improve the private rented sector. Ultimately, the ideal would be for the private sector to manage itself, addressing the issues, and the recognition of accredited schemes assists in encouraging this.

- 8.7 A licence will not be issued until a complete application and full payment has been received by the Local Authority, to ensure that costs are covered.
- 8.8 It is not the intention of the Authority to look to licence the whole Borough, but only where the evidence justifies it, within the limits of the DCLG requirements.
- 8.9 The continuation of Selective Licensing will reduce the service costs of Public Protection in line with making it self-financing
- 8.10 Further, in line with good practice, the fee is constantly benchmarked to ensure that it does not provide additional burdens or step outside what is seen across London. This includes London Wide benchmarking, including sites such as <https://www.hmoserviceslondon.com/hmo-licensing-cost/>

9. Equalities implications / Public Sector Equality Duty

- 9.1 The Council must pursuant to section 149 of the Equality Act 2010 (“the Act”), the council, in the exercise of its functions, has to have ‘due regard’ to (i) eliminating discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act; (ii) advancing equality of opportunity between those with a relevant protected characteristic and those without; and (iii) fostering good relations between those who have a relevant protected characteristic and those without. It is not an absolute requirement to eliminate unlawful discrimination, harassment, victimisation or other prohibited conduct, or to promote equality of opportunity or foster good relations between persons who share a protected characteristic and those who do not. It is a duty to have due regard to the need to achieve the goals listed above.
- 9.2 The relevant protected characteristics are age, race, disability, gender reassignment, pregnancy and maternity, religion or belief, sex and sexual orientation. The duty also covers marriage and civil partnership, but to a limited extent.
- 9.3 In line with this, an Equalities Impact Assessment (EqIA) has been conducted and took into account the consultation feedback. The EqIA can be found in **Appendix G**, and to summarise, found that no group would be adversely impacted by the introduction of this scheme.
- 9.4 Additionally, the policies and procedures governing, that oversee the licensing process and enforcement, address equalities and ensure a fair, balanced approach in line with statutory requirements and guidance.

10. Procurement

There are no procurement implications.

11. Council Priorities

The introduction of Selective Licensing in Edgware contributes to:

- 1. Improving the environment and addressing climate change**
 - a. By putting conditions on protecting the environment including around waste
- 2. Tackling poverty and inequality**
 - a. By tackling the tenants using private rented accommodation in an area
- 3. Addressing health and social care inequality**
 - a. By addressing the standard of accommodation for those living in an area to make sure it meets a minimum level

Section 3 - Statutory Officer Clearance

Statutory Officer: Jessie Man

Signed on behalf of the Chief Financial Officer

Date: 7th January 2021

Statutory Officer: Jabou Kinteh

Signed on behalf of the Monitoring Officer

Date: 11th January 2021

Statutory Officer: Nimesh Mehta

Signed on by the Head of Procurement

Date: 26th November 2020

Statutory Officer: Paul Walker

Signed by the Corporate Director

Date: 8th January 2021

Statutory Officer: Susan Dixon

Signed by the Head of Internal Audit

Date: 7th January 2021

Mandatory Checks

Ward Councillors notified: No as Borough Wide

EqIA carried out: YES

EqIA cleared by: David Corby

Section 4 - Contact Details and Background Papers

Contact: Richard Le-Brun, Head of Community and Public Protection, 020 8424 6267, Richard.lebrun@harrow.gov.uk

Background Papers: None

Call-in waived by the Chair of Overview and Scrutiny Committee - NO



Department for
Communities and
Local Government

Selective licensing in the private rented sector

A Guide for local authorities



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Introduction

The Government values the private rented sector and wants to see a strong, healthy and vibrant market. Its aim is a bigger and better private rented sector that offers security, stability and decency. We are increasing the supply of private rented sector housing through the £1 billion Build to Rent fund and a £3.5 billion Private Rented Sector Guarantee scheme to underpin investment in the private rented sector. We are also educating tenants so that they understand their rights, and their responsibilities. We want landlords to treat their tenants as valued customers, not just someone who they can extract rent from without providing any kind of service.

The Government is keen to ensure that the sector is encouraged to meet, in a professional way and with decent quality accommodation, the demands placed upon it by the housing needs of the wide range of tenants it services. It strongly supports voluntary arrangements such as accreditation and landlords' forums.

Currently local authorities have powers to introduce selective licensing of privately rented homes in order to tackle problems in their areas, or any part or parts of them, caused by low housing demand and/or significant anti-social behaviour. Local residents, landlords and tenants (and any other person likely to be affected by the selective licensing designation) must be consulted prior to the introduction of a licensing scheme. Landlords who rent out properties in an area that is subject to selective licensing are required to obtain a licence from the local authority for each of their properties.

With effect from 1 April, a new General Approval will come into force. Local authorities will be required to obtain confirmation from the Secretary of State for any selective licensing scheme which would cover more than 20% of their geographical area or would affect more than 20% of privately rented homes in the local authority area. Additional criteria for making a scheme are also now in force. A designation may be made to combat problems in an area experiencing poor property conditions, an influx of migration, a high level of deprivation or high levels of crime.

Together these new rules will enable local authorities to make effective licensing schemes to address specific problems arising in particular areas.

This (non-statutory) guidance explains the criteria for making a selective licensing scheme and discusses the type of evidence needed to support a designation. It sets out what a local authority would expect a scheme to deliver in terms of the economic and social conditions of the designated area and how during the period of the designation this will be evaluated. It also explains the processes that need to be complied with before a designation can be brought into force. This Guidance applies to both designations made under the General Approval 2015 and those which require confirmation by the Secretary of State.

Overview

1. Part 3 of the Housing Act 2004 (the Act) sets out the scheme for licensing private rented properties¹ in a local housing authority area. Under section 80 of the Act a local housing authority can designate the whole or any part or parts of its area as subject to selective licensing. Where a selective licensing designation is made it applies to privately rented property in the area. Subject to certain exemptions specified in the Selective licensing of Houses (Specified Exemptions)(England) Order 2006², all properties in the private rented sector which are let or occupied under a licence, are required to be licensed by the local housing authority, unless the property is a House in Multiple Occupation and is required to be licensed under Part 2 of the Act³. With effect from 1 April 2015 a local housing authority will now need to apply to the Secretary of State for Communities and Local Government (Secretary of State) for confirmation of any scheme which would cover more than 20% of their geographical area or that would affect more than 20% of privately rented homes in the local authority area.
2. Under the new arrangements if a local housing authority makes a designation that covers 20% or less of its geographical area or privately rented properties, the scheme will not need to be submitted to the Secretary of State, provided the authority has consulted for at least 10 weeks on the proposed designation. However, if the local housing authority makes one or more designations that are in force partly concurrent to an existing scheme, and cumulatively all the designations cover more than 20% of the area or the private rented stock, those new designations will need to be submitted to the Secretary of State for approval. Likewise if the local housing authority makes two or more designations at the same time, each of which account for less than 20% of the area or private rented stock, but cumulatively account for more than 20% of either, all of the schemes will need to be submitted to the Secretary of State for confirmation.
3. In deciding the number of privately rented properties a scheme would apply to the local housing authority may want to consider data it holds on sector, including housing benefit and council tax records.

¹ Private rented properties do not include accommodation where the tenancy is granted by a non-profit registered provider of social housing or a profit-making registered provider of social housing, within the meaning of Part 2 of the Housing and Regeneration Act 2008.

² SI 2006/370

³ Housing Act 2004 Section 85 (1)(a).

Conditions applying to Selective licensing

4. A selective licensing designation may be made if the area to which it relates satisfies one or more of the following conditions. The area is one experiencing:
 - low housing demand (or is likely to become such an area)⁴;
 - a significant and persistent problem caused by anti-social behavior⁵;
 - poor property conditions⁶;
 - high levels of migration⁷;
 - high level of deprivation⁸;
 - high levels of crime⁹.
5. In considering whether to designate an area for selective licensing on the grounds above on property conditions, migration, deprivation and crime the local housing authority may only make a designation if the area has a high proportion of property in the private rented sector¹⁰. Nationally the private rented sector currently makes up 19% of the total housing stock in England¹¹. The actual number of privately rented properties in a given area may be more or less than this, and if it is more than 19%, the area can be considered as having a high proportion of privately rented properties. 19% is the figure as of March 2014. This figure will vary from time to time, so local authorities are strongly advised to consult the latest available English Housing Survey when considering whether an area has a high proportion of privately rented properties.
6. When considering whether to make a selective licensing designation a local housing authority must first identify the objective or objectives that a designation will help it achieve. In other words it must identify whether the area is suffering problems that are caused by or attributable to any of the criteria for making the designation and what it expects the designation to achieve - for example, an improvement in property conditions in the designated area.
7. Secondly, it must also consider whether there are any other courses of action available to it that would achieve the same objective or objectives as the proposed scheme without the need for the designation to be made. For example, if the area is suffering from poor property conditions, is a programme of renewal a viable alternative to making the designation? In areas with Anti-Social Behaviour,

⁴ Housing Act 2004 Section 80(3)

⁵ Housing Act 2004, Section 80(6)

⁶ The Selective Licensing of Houses (Additional Conditions)(England) Order 2015 – Article 4

⁷ The Selective Licensing of Houses (Additional Conditions)(England) Order 2015 – Article 5

⁸ The Selective Licensing of Houses (Additional Conditions)(England) Order 2015 – Article 6

⁹ The Selective Licensing of Houses (Additional Conditions)(England) Order 2015 – Article 7

¹⁰ The Selective Licensing of Houses (Additional Conditions)(England) Order 2015 - Article 3 (1) (a)

¹¹ English Housing Survey 2013/2014

where landlords are not taking appropriate action, could an education programme or a voluntary accreditation scheme achieve the same objective as a selective licensing designation?

8. If the problems of anti-social behavior are only associated with a small number of properties a local housing authority should consider making a Special Interim Management Order, rather than a selective licensing designation covering properties with regard to anti-social behaviour (see Annex below).
9. Only where there is no practical and beneficial alternative to a designation should a scheme be made.
10. If the local housing authority decides there is no practical and beneficial alternative to the scheme, it must only make the designation if it is satisfied that the scheme will significantly assist it in achieving its objective or objectives, with other actions the local housing authority may be taking.
11. Any designation made must:
 - ensure that the exercise of the power is consistent with their overall housing strategy¹²; and
 - seek to adopt a co-ordinated approach in connection with dealing with homelessness, empty properties and anti-social behaviour affecting the private rented sector as regards combining licensing with other action taken by them or others.¹³

¹² Housing Act 2004, Sections 81(2)

¹³ Housing Act 2004, Sections 81(3)

Making a scheme – identifying the factors affecting an area, assessing impacts of schemes and measuring their outcomes

Introduction:

12. Before proposing a designation and embarking on a consultation the local housing authority must identify the problems affecting the area to which the designation will apply and provide evidence to support the existence of the problems. It must also decide what other measures it, or other persons together with the local housing authority, will take together with the selective licensing scheme to eliminate or mitigate those problems and how they will work together. The local housing authority must also assess what outcomes will be delivered through the making of a scheme and taking the other measures¹⁴.

Low Housing Demand

13. When deciding if an area is suffering from, or likely to become, an area of low housing demand, it is recommended that local housing authorities consider the following factors:

- The value of residential premises in the area, in comparison to the value of similar premises in other areas which the authority considers to be comparable (whether in terms of type of housing, local amenities, availability of transport).
- The turnover of occupiers of residential premises (in both rented and owner occupied properties).
- The number of residential premises which are available to buy or rent, and the length of time for which they remain unoccupied.
- The general appearance of the locality and the number of boarded up shops and properties.

14. The scheme should state how it will help address the problems associated with low demand in the designated area, for example, through imposing conditions relating to the management of properties. It must identify how the scheme will work in combination with other specified measures that the local housing authority is taking to combat those problems.

15. The outcome of the scheme should be a reduction in or elimination of the blight of low demand which has led to improvements of the social and economic conditions of the sector, which are identifiable.

¹⁴ It should be noted that in making a selective licensing designation, the local housing authority must also take other measures to help address the problems. A scheme cannot be made unless those other measures are to be introduced (or continued in force).

Anti-Social Behaviour

16. In deciding whether an area suffers from anti-social behavior, it is recommended that local housing authorities consider whether private sector landlords in the designated area are not effectively managing their properties so as to combat incidences of anti-social behaviour caused by their tenants or people visiting their properties and in particular the area suffers from anti-social behaviour as a result of this failure or because that failure significantly contributes to that problem.
17. In considering whether the area is suffering from anti-social behaviour which a landlord should address regard must be had as to whether the behaviour is being conducted within the curtilage of the rented property or in its' immediate vicinity and includes acts of (but not limited to):
 - intimidation and harassment of tenants or neighbours;
 - noise, rowdy and nuisance behaviour affecting persons living in or visiting the vicinity;
 - animal related problems;
 - vehicle related nuisance;
 - anti-social drinking or prostitution;
 - illegal drug taking or dealing;
 - graffiti and fly posting;
 - and litter and waste within the curtilage of the property.
18. The scheme should state what measures will be taken to address the problems associated with anti-social behaviour, for example by including conditions in licences requiring landlords to take action to deal with such behaviour, to ensure that properties are not let to persons with a known record of anti-social behaviour and relating to the use of the property. It should also make clear how the measures taken in the scheme when combined with other specified measures will work together to combat the problems caused by anti-social behaviour.
19. The outcome of the scheme should be a reduction in, or elimination, of anti-social behaviour (caused by tenants in the private sector) in the designated area.

Poor property conditions

20. Local housing authorities can address poor property conditions through their powers in Part 1 of the Act, which are extensive. As mentioned below a local housing authority should not use its Part 3 powers (selective licensing) where it is appropriate to tackle small numbers of properties which are in disrepair directly and immediately under Part 1. There may, however, be circumstances in which a significant number of properties in the private rented sector are in poor condition and are adversely affecting the character of the area and/ or the health and safety of their occupants. In that case, as part of wider strategy to tackle housing conditions, the local housing authority may consider it appropriate to make a selective licensing scheme so that it can prioritise enforcement action under Part 1 of the Act, whilst ensuring through licence conditions under Part 3 that the properties are properly managed to prevent further deterioration.
21. It is recommended that local housing authorities consider the following factors to help determine whether there are poor property conditions in their area:
- The age and visual appearance of properties in the area and that a high proportion of those properties are in the private rented sector¹⁵ ;
 - Whether following a review of housing conditions under section 3(1) of the Act¹⁶, the authority considers a significant number of properties in the private rented sector need to be inspected in order to determine whether any of those properties contain category 1 or 2 hazards. In this context “significant” means more than a small number, although it does not have to be a majority of the private rented stock in the sector. It would not be appropriate to make a scheme if only a few individual properties needed attention.
22. The scheme should state what action the authority intends to take under Part 1 of the Act if it identifies there are serious deficiencies with properties, including the timescale for taking the appropriate action and its enforcement plan for non-compliance with improvement notices or prohibition orders it serves.
23. The outcome of the designation would be a general improvement of property conditions in the designated area within the lifetime of the designation.

High levels of migration

24. Migration refers to the movement of people from one area to another. It includes migration within a country and is not restricted to migration from overseas. A selective licensing designation can be made, as part of wider strategy, to preserve or improve the economic conditions of the area to which migrants have moved and ensure people (including migrants) occupying private rented

¹⁵ The proportion of properties is a statutory requirement- see The Selective Licensing of Houses (Additional Conditions)(England) Order 2015- Article 3 (1) (a)

¹⁶ It is a prerequisite to making a scheme that such a review has been carried out. The Selective Licensing of Houses (Additional Conditions)(England) Order 2015 – Article 4 (a)

properties do not live in poorly managed housing or unacceptable conditions.

25. In considering whether an area is experiencing, or has experienced, high levels of migration: the local housing authority will want to consider whether the area has experienced a relatively large increase in the size of the population over a relatively short period of time. In assessing this, the local housing authority should consider whether net migration into the designated area has increased the population of the area. We suggest a population increase of around 15% or more over a 12 month period would be indicative that the area has or is experiencing a high level of migration into it.
26. The designated area must contain a high proportion of privately rented properties with a significant number of migrants to the area occupying them. In assessing whether the area is experiencing or has experienced significant migration the local housing authority will want to have regard to such information it holds on households in the area; any significant increase in the call for, or in the provision of, local authority services in the area; any increase in local authority or police intervention in the area and any changes to the socio- economic character of the area.
27. The scheme should state what actions the local housing authority intends to take to ensure the preservation or improvements to the social or economic conditions of the area. It should also state what it would put in place through licensing, to ensure proper standards of management of privately rented properties in the area are maintained, and to prevent properties becoming overcrowded.
28. The outcome of the designation should be to preserve or improve the economic or social conditions of the area during the lifetime of the designation and ensure that a proper standard of management of privately rented property is maintained and that properties do not become overcrowded.

High levels of deprivation

29. A local housing authority may make a designation if the area is experiencing a high level of deprivation. It must, however, be clear that by making the scheme it will, together with other measures as part of a wider strategy, improve housing conditions in the private rented sector in that area.
30. In deciding whether to make a designation because the local authority considers the area suffers from a high level of deprivation we recommend that the local housing authority considers the following factors when compared to other similar neighbourhoods in the local authority area or within the region:
 - the employment status of adults;
 - the average income of households;
 - the health of households;
 - the availability and ease of access to education, training and other services

for households;

- housing conditions;
- the physical environment;
- levels of crime.

31. Although it is a matter for the local housing authority to determine, whether having regard to the above factors, the area is one that is suffering from a high level of deprivation, the local housing authority may only make a designation if a high proportion of housing in the area is in the private rented sector.
32. The scheme should state what actions the local housing authority intends to take to combat housing problems associated with the deprivation; including, for example, through licence conditions to ensure properties are managed properly, and can contribute to an improvement in the well-being of the occupants and wider community.
33. The outcome of the designation should be (together with other measures) a reduction of the problems with housing in the private rented sector contributing to the high level of deprivation.

High levels of crime

34. In considering whether an area suffers from a high level of crime the local housing authority may wish to have regard to whether the area has displayed a noticeable increase in crime over a relatively short period, such as in the previous 12 months; whether the crime rate in the area is significantly higher than in other parts of the local authority area or that the crime rate is higher than the national average. In particular the local housing authority may want to consider whether the impact of crime in the area affects the local community and the extent to which a selective licensing scheme can address the problems.
35. The licensing scheme must be part of a wider strategy to address crime in the designated area and can only be made if a high proportion of properties in that area are in the private rented sector. In particular the local housing authority should consider:
- whether the criminal activities impact on some people living in privately rented accommodation as well as others living in the areas and businesses therein;
 - the nature of the criminal activity, e.g. theft, burglary, arson, criminal damage, graffiti;
 - whether some of the criminal activity is the responsibility of some people living in privately rented accommodation.

36. The scheme should show what measures the local housing authority will be able to take through licensing (and such other measures as are being taken), to reduce criminal activity in the area, such as by imposing conditions in licences to ensure properties are safe from intruders.
37. The outcome of the designation (together with the other measures) should lead to a reduction in crime in the area.

Selective licensing as part of the overall housing strategy

38. Selective licensing is not a tool that can be used in isolation. The local housing authority will have to show how such a designation will be part of the overall strategic borough wide approach¹⁷, and how it fits with existing policies on:

- Homelessness
- Empty Homes
- Regeneration
- Anti-social behaviour associated with privately renting tenants

39. Local housing authorities must also ensure that selective licensing complements other measures. It should only be used where existing measures alone are not sufficient to tackle the underlying housing problems of a specific area. Local authorities should also carefully consider any potential negative economic impact that licensing may have on their area – particularly the risk of increased costs to landlords who are already fully compliant with their obligations. These additional costs can reduce further investment and are frequently passed on to tenants through higher rents.

40. The selective licensing scheme must be consistent with the overall housing strategy and co-ordinated with procedures for homelessness, empty properties, anti-social behaviour in the private rented sector, and housing market renewal activity.

41. Local housing authorities will also have to demonstrate the role of other partners (if any), such as the Police or Social Services, in ensuring the designation reaches its goal.

42. The local housing authority must show:

- it has considered whether there are any other courses of action available to them that might provide an effective method of achieving the objectives that the designation is intended to achieve, and;
- how the making of the designation will significantly assist the local housing authority in achieving its' objectives (whether or not in conjunction with those other measures).

43. It is important for local housing authorities to demonstrate how licensing will work in conjunction with existing initiatives (such as landlord accreditation) and partnerships. Licensing in itself is not a stand-alone tool, and local housing authorities should take account of this. For example, landlords will need adequate

¹⁷ Housing Act 2004, Section 81

support to help them deal with problem tenants. Local housing authorities should ensure that their schemes are adequately resourced and include services such as active outreach support programmes to engage with landlords and tenants who need their assistance.

44. It is also important for local housing authorities to consider some of the possible effects of making a designation, and to include any risk assessment they may have carried out. For example, has there been an assessment of the likelihood of possible displacement of unprofessional landlords to other areas within the local authority's jurisdiction, or to neighbouring local authorities.

Consultation requirements

45. Section 80 (9) of the Act states that when considering designating an area the local housing authority must:

- take reasonable steps to consult persons who are likely to be affected by the designation, and,
- consider any representations made in accordance with the consultation.

46. Local housing authorities will be required to conduct a full consultation. This should include consultation of local residents, including tenants, landlords and where appropriate their managing agents and other members of the community who live or operate businesses or provide services within the proposed designation. It should also include local residents and those who operate businesses or provide services in the surrounding area outside of the proposed designation that will be affected. Local housing authorities should ensure that the consultation is widely publicised using various channels of communication.

47. If the designation does not require the confirmation of the Secretary of State because of its extent the local housing authority must consult on the proposed scheme for at least 10 weeks. We recommend that if the scheme requires confirmation the local housing authority should aim to consult for at least 10 weeks unless there are special reasons for not doing so.

48. The consultation should be informative, clear and to the point, so the proposal is readily understood. It should inform local residents, landlords, letting agents and businesses about the proposed designation, giving the reasons for proposing it, why alternative remedies are insufficient, demonstrating how it will tackle specific problems together with other specified measures, and describing the proposed outcome of the designation. It should also set out the proposed fee structure and level of fees the authority is minded to charge (if any). Consultees should be invited to give their views, and these should all be considered and responded to.

49. Once the consultation has been completed the results should then be published and made available to the local community. This should be in the form of a summary of the responses received and should demonstrate how these have either been acted on or not, giving reasons.

Application to the Secretary of State for Confirmation

50. Applications for confirmation of Selective licensing designations should be submitted to the Department for Communities and Local Government and should use the following structure.

- Introduction. This should cover the strategic significance of the proposed area and provide a detailed description of the proposed area (including the number and types of properties affected, and a map of the area).
- An explanation of whether the designation is for more than 20% of the local authority's geographical area; or affects more than 20% of privately rented homes in the area and how this was calculated or where the scheme is for less than 20% of the area or homes, how it together with other schemes affects more than 20% cumulatively.
- Where the designation would cover over 20% of the area or 20% of properties the application should set out what the rationale for adopting a large scale scheme is.
- Current position with regards to tackling:
 - low housing demand;
 - anti-social behaviour;
 - poor property conditions;
 - an influx of migration;
 - a high level of deprivation;
 - high levels of crime;

demonstrating how the area would benefit from the combination of existing policies and selective licensing.

- Conclusion, addressing the relevant issues that were raised in the stakeholder consultation and details as to what the long term impact of the scheme will be on the proposed area.

51. In addition the local housing authority must include with the application:

- A copy of the consultation document and the published summary of the responses;
- Details of the fees that will be charged;

- A copy of the Designation and minutes of the Council meeting resolving to make the designation;
- A copy of the local housing authority's strategy to ensure compliance with the scheme and enforcement against those who do not comply. It must also supply the level of compliance with other licensing schemes it operates, including mandatory House of Multiple Occupation licensing.

52. Applications should be e-mailed to: selectivelicensing@communities.gsi.gov.uk

Hard copies should be sent to:

The Department for Communities and Local Government
 Private Sector Property
 Fry Building
 2 Marsham Street
 London SW1P 4DF

Department's role in the confirmation process

53. The Secretary of State's role in confirmation will be exercised by officials in the Private Sector Property Division and the final decision whether to confirm or refuse to confirm the designation will be made by a senior official of the division.
54. The decision will be in writing and where appropriate, will give reasons where the Secretary of State declines to give consent. There is no appeal against the Secretary of State's decision, although it can be subject to judicial review.
55. We aim to make a decision in relation to an application within 8 weeks from receipt, but processing applications may take longer if we have not been given all the information required, or we require further information or research, or if the case is complex.
56. We may request further information relating to the application and supporting documentation, including clarification of matters which are unclear and we may seek further evidence of certain matters. If we do not have sufficient information to make a decision we will let you know.
57. The role of the Secretary of State is not about second-guessing the local housing authority's reasons for making the decision. As this guidance makes clear local housing authorities will know their local housing market conditions better than the Department. The approval system is concerned with ensuring that the local housing authority has carried out the requirements imposed on it through the legislation before making the designation and can sufficiently demonstrate,

where a scheme will impact on a large geographical area or number of privately rented properties, that there is robust evidence to support the reasons for making the designation.

58. There is no presumption towards refusal or acceptance. All applications will be considered impartially on a case by case basis balancing the views and interest of all parties and we will consider representations in support of the application from Government Departments and agencies, such as the Home Office.
59. However, the Secretary of State will take into account in deciding whether to confirm a scheme, the robustness of the proposed measures to ensure compliance¹⁸. In particular, the Secretary of State will expect to be assured there are systems in place to monitor compliance, and enforcement measures are in place where there is non-compliance. He will also take account when considering confirmation of a new scheme whether there has been sufficient compliance with other licensing schemes operating in the local housing authority area.
60. It is important that licensing schemes that exist are robustly enforced and if a local housing authority is unable to show compliance this will cast doubt on its ability to ensure compliance with the application scheme.

¹⁸ A local housing authority that has designated an area subject to selective licensing is under a general duty to ensure the scheme is complied with: Housing Act 2004, section 79 (5)(a)

Duration and Notification of a Selective licensing Scheme

61. Where a designation does not require confirmation, it cannot come into force until three months after it is made. Where it requires confirmation, it cannot come into force until three months after it has been confirmed by the Secretary of State¹⁹.

62. A designation may be made for up to 5 years²⁰.

63. Section 83 of the Act requires local housing authorities to publish a notice of the designation once it has been confirmed. A local housing authority must:

- publish a notice within the designated area within seven days of the designation being confirmed.
- notify all those consulted on the proposed designation within two weeks of the designation being confirmed.

64. Further information on the publication requirements relating to additional and selective licensing designations can be found in Statutory Instrument No. 373 “The Licensing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions) (England) Regulations 2006” which can be found on the Office of Public Sector Information website www.opsi.gov.uk.

¹⁹ Housing Act 2004, section 82 (3) and (7)

²⁰ Housing Act 2004, section 84 (2)

Local Authority Review of a Selective licensing Scheme

65. Sections 84 of the Act require local housing authorities to:

- Review the operation of a designation made by them from time to time, and;
- If following a review they consider it appropriate to do so, they may revoke the designation.

66. Selective licensing is not intended to be an end in itself. It is a means to an end. It is about improving management standards in the private sector in areas where those standards are sorely needed to be improved, for the benefit of occupiers and the wider community. Therefore after making a designation local housing authorities must continue to monitor designations to show that they are achieving the desired effect. For example, if a selective licensing designation is deemed to have worked, and the problems of low demand and/or anti-social behaviour have been resolved in an area, the local housing authority may consider that the designation is no longer needed and should be revised or revoked. Alternatively, if a designation is failing to tackle the issues it is meant to address, the local housing authority may consider that the designation should be revised or revoked and alternative measures considered addressing the issues. The Government recognises that licensing may have to be a long term strategy and that it will not provide instant solutions. It also appreciates that, if in the initial phase there has been little improvement in an area, this does not necessarily mean that a designation is a failure.

Renewal of a Selective licensing Scheme which requires confirmation

67. When considering whether a local housing authority should renew a selective licensing scheme which requires confirmation by the Secretary of State, consideration will be given as to whether the existing schemes have met or not met their objectives, and whether they were properly made. The Secretary of State will only confirm a renewal if he is satisfied there is a continuing need for a scheme in the area and the consultation and other processes have been gone through.

68. Any existing scheme that covers more than 20% of the geographical area of the authority or 20% of private rented homes in the area will require confirmation on any proposed renewal as will any scheme which covers less than 20% but cumulatively with other schemes would include more than 20% of the area of stock.

Annex

Special Interim Management Order

It will not be appropriate to make a selective licensing designation to address isolated individual problems of anti-social behaviour which nevertheless seriously impact upon the local community. In such cases local housing authorities should consider making a Special Interim Management Order (SIMO) under part 4 of the Act²¹.

A Special Interim Management Order transfers the management of a residential property to the local housing authority for a period of up to twelve months and can only be made if approved by the First Tier Tribunal (Residential Property). The tribunal may not authorise a Special Interim Management Order in respect of a property unless, in the case of non-Houses of Multiple Occupation, there is **anti-social behaviour** emanating from the property, the landlord is failing to take appropriate action to deal with the problem, and, that it is necessary to make the order to protect the health, safety or welfare of persons occupying, visiting or engaged in lawful activities in the locality of the house.

²¹ The criteria for making such an order is set out in SI 2006/369- The Housing (Interim Management Orders) (Prescribed Circumstances) (England) Order 2006

APPENDIX B – COMPLAINT BREAKDOWN

This demonstrates complaints have gone down in the main for Edgware, with the exception of noise, with fly tipping falling by 71% in the last 5 years in terms of reports for investigation

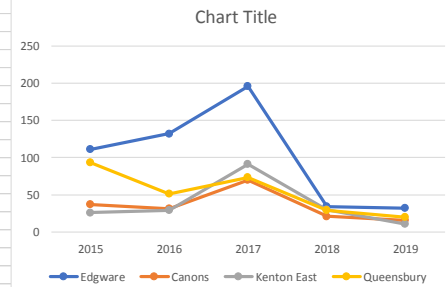
Edgware					
	2015	2016	2017	2018	2019
Drug substance misuse dealing	3	5	0	1	1
Fly tipping	111	132	196	34	32
Housing Dampness	4	9	2	1	0
Housing Disrepair	12	0	9	6	14
Housing Overcrowding	8	9	15	22	9
Intimidation or harassment	1	1	1	2	1
Litter or rubbish (ASB)	7	1	0	1	0
Noise (Received Normal Hours)	45	54	45	57	59
Nuisance behaviour	29	32	14	9	16
Rowdy behaviour	1	3	0	3	1

Canons					
	2015	2016	2017	2018	2019
Drug substance misuse dealing	0	1	2	1	1
Fly tipping	37	31	70	21	16
Housing Dampness	3	5	5	6	4
Housing Disrepair	12	8	11	8	12
Housing Overcrowding	7	2	2	7	1
Intimidation or harassment	2	1	0	0	0
Litter or rubbish (ASB)	3	0	0	0	0
Noise - CP Section 61 consent	0	0	3	0	0
Noise (Received by OOH team)	43	54	52	59	45
Nuisance behaviour	15	15	5	3	8
Rowdy behaviour	0	1	1	0	1

Kenton East					
	2015	2016	2017	2018	2019
Asbestos	1	1		3	0
Drug substance misuse dealing	1	0			1
Fly tipping	26	29	91	30	11
Housing Dampness	1	0	2	7	1
Housing Disrepair	6	4	3	1	6
Housing Overcrowding	7	12	6	3	9
Intimidation or harassment	2	0	3	0	0
Litter or rubbish (ASB)	0	1	0	0	2
Noise (Received by OOH team)	31	25	41	36	36
Nuisance behaviour	17	10	2	5	5
Rowdy Behaviour	0	0	0	2	2

Queensbury					
	2015	2016	2017	2018	2019
Drug substance misuse dealing	1	0	0	0	0
Fly tipping	93	51	73	29	20
Housing Dampness	9	0	9	6	7
Housing Disrepair	13	0	8	7	10
Housing Overcrowding	15	3	9	7	12
Intimidation or harassment	6	1	3	0	0
Litter or rubbish (ASB)	0	1	0	0	0
Noise (Received Normal Hours)	69	5	49	47	56
Nuisance behaviour	32	5	4	5	4
Rowdy behaviour	2	0	0	2	1
Vehicle noise or use (ASB)	2	1	0	0	0

FLY TIPPING					
	2015	2016	2017	2018	2019
Edgware	111	132	196	34	32
Canons	37	31	70	21	16
Kenton East	26	29	91	30	11
Queensbury	93	51	73	29	20



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Proposal for a Neighbourhood Improvement Scheme under the Housing Act 2004 regarding three areas of the borough suffering from persistent and significant anti-social behaviour and deprivation.

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Section 2 – Report

1. Introduction

Local authorities can decide to designate a selective licensing scheme either because they have areas of low housing demand and/or are experiencing “a significant and persistent” problem of anti social behaviour in an area. The former does not apply to Harrow as house prices have risen all over but the latter does in some areas.

While Harrow’s crime rates are among of the lowest of London boroughs, this report draws attention to the following three areas of the borough South Harrow, Wealdstone High Street and north-east Edgware reported in the Harrow Strategic Assessment 2012 ¹ as consistent hotspots for crime and anti-social behaviour (ASB).

This report provides evidence that these areas are particularly affected by crime and ASB compounded by deprivation and that there is connection to the private rented sector. The council recognises that the private rented sector offers housing for many people in the borough and it is not the aim of this proposal to make this market impeded for tenants or landlords. For years the areas highlighted in this report have been beset by crime, anti-social behaviour and poor housing standards that the residents and visitors who live and work here have had to endure. This has no doubt contributed to the decline of the area and the negative influx of residents. The council believes these problems can be tackled more effectively if poor landlords showed more interest in running their properties professionally and diligently.

It is proposed that Harrow Council designate the areas outlined in green in figures on Map 1, 2 and 3 below as the selective licensing areas, with the area in green being the wider consultation area. The three maps set out the boundaries of the proposed areas which for the purpose of this report shall be titled the South Harrow Area, the Wealdstone High Street Area and the Edgware Area.

The way in which these properties are used has led to substantial problems in the area which are detailed in this report. Should the designation be made it will last for 5 years and is intended to reduce ASB and deal with the poor management of privately rented accommodation in a combined approach with other initiatives and strategies.

The Council wishes to work alongside private landlords who often provide much needed housing for the people of Harrow, but are not ready to accept landlords who fail to show interest in operating responsibly or tenants who are a nuisance to others.

The selective licensing scheme’s goal is to produce landlords in the proposed designated areas who will be committed, responsible, and cooperative and involved in the smooth running of their rented properties. This will contribute in the long-term to better homes, an area worth investing in and a positive effect on the quality of life for the local community.

¹ Greenhill ward was also a hotspot but has been excluded from this proposal due to the unique attraction the town centre and transport links will have on crime

The successful selective licensing schemes in Blackburn with Darwen, Newham, Middlesbrough and elsewhere demonstrate that this legislative tool is effective and curtails the negative activity of absentee and unscrupulous landlords who are free to roam under the radar thereby undermining the local area.

2. Legislative framework

Housing Act 2004 – Types of Discretionary licensing

Under parts 2 and 3 of the Housing Act 2004 (the Act) Local Authorities have the power to introduce a discretionary licensing scheme.

There are two types of scheme that can be considered; Additional licensing which Harrow Council already has in place and Selective licensing.

Selective licensing is a regulatory tool provided by Section 80 of the Act. This section states that a selective licensing scheme can be declared if one of two general conditions is met. The first relates to low housing demand which is not an issue in Harrow, but the DCLG Guidance (March 2015) also allows it for an area must have one or more of the following being experienced:

- i. significant and persistent problem caused by anti-social behaviour (ASB),
- ii. poor property conditions,
- iii. high levels of migration,
- iv. high level of deprivation
- v. high levels of crime

The Communities and Local Government (CLG) *Approval steps for additional and selective licensing designations in England* guidance says that an area can be deemed to be suffering from significant and persistent anti-social behaviour if it suffers from:

- Crime: tenants not respecting the property in which they live and engaging in vandalism, criminal damage, burglary, robbery/theft and car crime.
- Nuisance Neighbours: intimidation and harassment; noise, rowdy and nuisance behaviour; animal related problems; vehicle related nuisance. Tenants engaged in begging; anti-social drinking; street prostitution and kerb-crawling; street drugs market within the curtilage of the property.
- Environmental Crime: tenants engaged in graffiti and fly-posting; fly-tipping; litter and waste; nuisance vehicles; drugs paraphernalia; fireworks misuse in and around the curtilage for their property.

Section 80 (6) (b) of the Act requires local authorities to consider that:

- Some or all of the private sector landlords who have let premises in the area are failing to take action to combat such problems that it would be appropriate for them to take.
- *A landlord has responsibility to ensure persons he has permitted to reside at a property do not cause an annoyance or nuisance to other persons residing in it, or other persons living, working or visiting the immediate neighbourhood. If anti-social behaviour is being carried out within the*

immediate vicinity of the property and is being caused by the occupiers of it, then it would be reasonable to expect a landlord to ensure that those persons are not conducting themselves in a way that is adversely impacting on the local community. This applies equally to visitors to the property.’ (Approval steps for additional and selective licensing designations in England, CLG)

The Guidance is clear on the information the local authority is required to provide. Section 4 details the proposal for a selective licensing scheme in Blackpool and the evidence that this type of scheme is needed.

The March 2015 guidance is consistent in this approach.

Properties covered by selective licensing

By making the designation, all privately rented accommodation in the designated area will require a licence. Owners of rented properties will be required to make an application to the Council for a licence and will need to nominate either the manager or the owner to be the licence holder.

Section 79(2) details those houses that are covered and this is defined as a whole house that is occupied either under:

- a) A single tenancy or licence
- b) Under two or more tenancies or licences in respect of different dwellings contained in it.

This definition has been interpreted to mean the following:

- a) A house let under a single tenancy only requires one licence.
- b) Where the freeholder of a building containing a number of flats, owns all the flats and lets those flats on tenancies or licences (not including long leasehold), then the freeholder will be required to apply for one licence to cover the whole building containing the flats.
- c) A building containing flats where each flat is owned by a long leaseholder and the flats are individually rented out, the leaseholder will be required to apply for a licence for their individual flat.
- d) A building containing flats where there is a mixture of different long leaseholders and accommodation owned by the freeholder, each of the leaseholders would require an individual licence for their flat or flats and the remaining accommodation would require a licence applied for by the freeholder.
- e) Landlords who own more than one ‘house’ under the above definitions within the designated area will need to apply for a licence for each of those houses.
- f) Houses being used as houses in multiple occupation and are not covered by the Mandatory licensing scheme, will need a licence and the owner or manager will be required to apply.

Licence Applications and Fees

Section 87 of the Act details the application process for a licence. In particular this section states that an application must be made in accordance with such requirement as specified by the authority. It also states that the authority may require the application to be accompanied by a fee fixed by the authority.

When fixing fees under this section of the Act the local authority may take into account all costs incurred to carry out their functions under this part of the law.

The application process is detailed within the Act and there are subsequent regulations detailing the contents of an application form. This includes providing information on the property layout, certificates for gas, furniture and fire safety. The Licensing and management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions) (England) Regulations 2006 schedule 2 provides full details on what must be included within an application this includes determining if the manager or proposed licence holder is a fit and proper person.

Conditions and penalties

Once an application has been made the local authority must consider whether to grant or refuse the licence and the licence holder must firstly pass the Fit and Proper Person Test as defined by the Housing Act 2004 (section 66 (2)). This test specifies that the local authority must take into account evidence of any of the conduct detailed below and also applies to anyone “associated or formerly associated with the proposed licence holder or manager “whether on a personal, work or other basis”, if relevant. The matters that the local authority needs to have a regard to are:

- Any offence involving fraud, or other dishonesty, or violence or drugs in section 3 of the Sex Offences Act 2003
- Practiced unlawful discrimination of the law in connection with the carrying out of any business
- Contravened any provision of the law relating to housing or landlord and tenant law – illegal eviction etc
- Acted other than in accordance with any code of practice for the management of HMOs

N.B. Any “spent” convictions cannot be taken into account. However a lack of conviction may not mean that the incident was not relevant. The manager must send in with their application proof of their status and that they do not have any unspent convictions as specified above.

In the event that the landlord would not pass the fit and proper person test then he/she can nominate a manager in their place who must pass this test. If the local authority is not satisfied then it must refuse the application and give its reasons for this. The local authority **must** grant a licence if it is satisfied that:

- The property is reasonably suitable
- The licence holder would be a fit and proper person

If the licence is granted it will have conditions attached to it. Section 90 and Schedule 4 of the Act details the mandatory licence conditions that must be included, however there is provision for the local authority to add additional conditions that are either specific to the licence in question or that are locally agreed to address specific issues.

A licence would be valid for 5 years; however, the local authority has the discretion to grant the licence for a shorter period of time where there are problems with the application such as evidence of insufficient management.

Once the licence has been issued the licence holder must comply with the conditions attached to the licence. Where there is a breach of those conditions the licence holder may be prosecuted with a fine of up to £5,000 per breach.

If the licence application is refused the local authority must instigate an interim management order. This is where the local authority takes over the management of the property for up to one year or until such time as the owner is able to rectify the reasons for the licence being refused. If the owner is unable to rectify the problems then the local authority can apply for a Final management order where they take on the management for up to 5 years.

In some circumstances rather than refuse the licence it may be possible for the owner to apply for a temporary exemption notice under section 86 of the Act. This allows 3 months for the owner to take such steps as are necessary so the property no longer requires a licence.

Where a property requires a licence but the owner has not applied for one the owner can be prosecuted. Failing to apply for a licence could lead to prosecution and a fine of up to £20,000.

In addition to the fine there is a provision under section 96 of the Act for a Rent Repayment Order. This allows amounts paid in respect of a house or other periodical payment payable in connection with a tenancy or licence to be recovered for the period that the property should have been licensed.

Under section 98 of the Act there is also a restriction on terminating tenancies where a property is not licensed. This section states that 'No section 21 notice may be given in relation to a short hold tenancy of the whole or part of an unlicensed house so long as it remains a house'.

The Current situation

3. The proposal

The designation will be used to tackle anti-social behaviour (ASB) in the area and to assist in improving the quality and the management of rented accommodation. Every privately rented flat, house or room (unless already licensed as a HMO under the existing mandatory scheme) will require a licence to operate in the area and landlords will be responsible for making an application to the Council.

The council aims to achieve the following outcomes:

- To improve how the private rented stock is being managed in the proposed areas for designation.
- To promote sustainable communities by cutting down on the high population turnover.
- To reduce the incidence of anti-social through educating landlords and tenants, implementing conditions, enforcement and advice and support
- To encourage landlord accreditation

The Government Guidance on setting a selective licensing designation; describes the conditions as being:

“The area is experiencing a “significant and persistent” problem caused by anti-social behaviour and that some or all private landlords in the area are not taking appropriate action to combat the problem that it would be appropriate for them to take; and that the making of the designation, when combined with other measures taken by the LHA (Local Housing Authority), or by the LHA in conjunction with others, will lead to a reduction in, or elimination of the problem.”

The evidence to justify fulfilling this criterion has been procured from several sources listed below:

- The 2011-2012 Harrow Strategic Assessment by Harrow council
- The Census 2011
- Harrow council Environmental Health database of service requests
- Metropolitan Police Crime Reporting Information System (CRIS) which lists all police call outs
- Fire Authority

The three areas have been preliminarily labelled as the following: the South Harrow Area, the Wealdstone High Street Area and the Burnt Oak Broadway Area. The council wards in which the designated areas are located will be examined to provide a clear picture of the problems in these areas.

NB: With the exception of borough boundaries, all boundary lines for the designated areas running parallel through a road shall include properties on both sides of that road and shall include the rear garden where applicable.

3.1 The South Harrow Area

The South Harrow Area proposed for designation bordered in green below under this scheme encompasses the eastern parts of both Roxbourne and Roxeth wards:

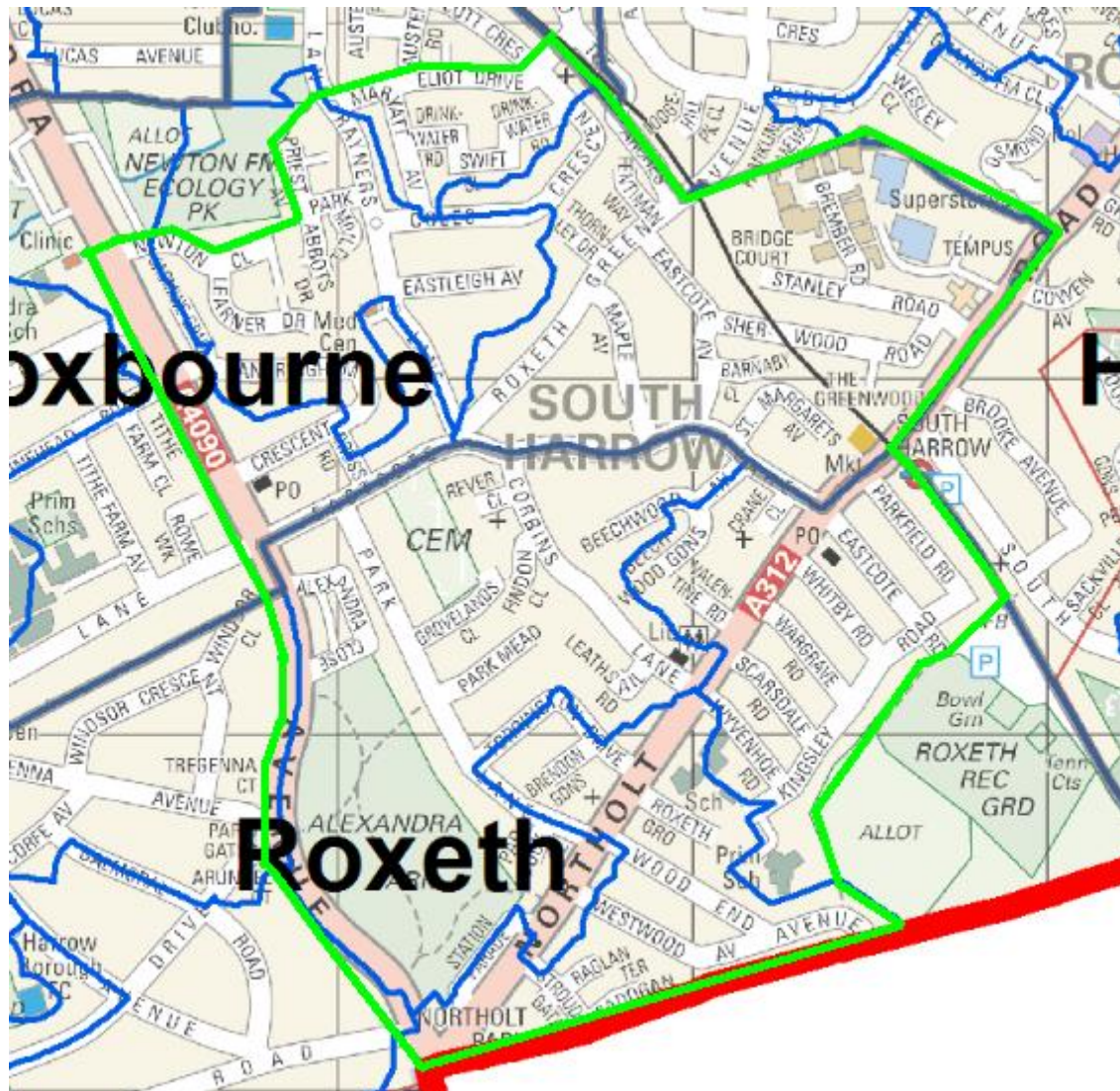


Fig. 1

Crime and Anti-Social Behaviour

The proposed area straddles the following wards: Roxbourne, Roxeth and a corner of Harrow on the Hill.

Crime and anti social behaviour are a concern within the proposed area and form the major reason for the proposal.

The area suffers from a number of fires both deliberate and accidental each year. The Fire Service attended a total of 1,575 deliberate fires in Harrow during 2012-2013, of which 110 (7%) were in the Roxbourne and 53 (3.4%) in Roxeth in which the South Harrow Area is situated. Although the ward boundaries are obviously a greater area than the designated project area they give an indicator as to the problems experienced in South Harrow.

Crime is a significant factor in parts of the borough with Roxeth and Roxbourne having the third and fourth highest confirmed reports of serious violent crimes respectively for the 2012-2013 financial year.

For serious violent offences, Roxbourne consistently is among the wards with above average rates rising 11.6 % between the years 2009/10 to 2010/11.

Aside from the Harrow Town Centre in Greenhill with its expected attraction for criminal elements to congregate around the licensed late night entertainment premises, pubs and transport hub, the South Harrow area was named in the 2011-2012 Harrow Strategic Assessment as one of three chief hotspots for crime and anti-social behaviour in Harrow.

Figures 1, 2 and 3 depict all recorded crime in a 1km radius of South Harrow between 2008-2011. There is a high degree of continuity over the three year period in terms of the location of hotspots, with a strip along Northolt Road around South Harrow Station. The location of South Harrow within relatively small parts of three wards: Roxeth, Roxbourne and Harrow on the Hill, can make it more difficult to identify problems and coordinate interventions for police. This is why this location would be ideal for the Neighbourhood Improvement Scheme as the designated zone can cross borders to cover the problem areas highlighted in the Harrow Strategic Assessment report and therefore planning and strategy can be focused more effectively into the area with the most concern allowing better coordination between local authority and police to tackle the problems therein.

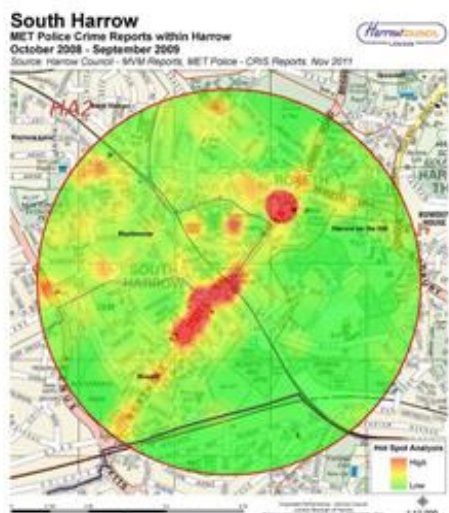


Fig.2 covering incidents 2008-2009

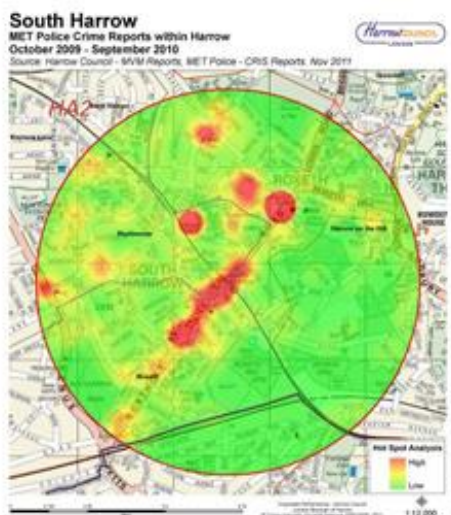


Fig.3 covering incidents 2009-2010

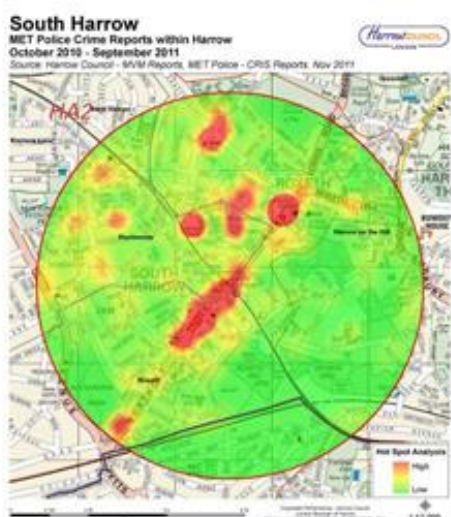


Fig.4 covering incidents 2010-2011

Criminality and ASB are closely related and often high areas of crime are riddled with ASB. The Audit Commission report published in 2006 (Community Safety national Report May 2006) stated that 'fear of crime and concern about anti-social behaviour reduce the quality of life in the area where people live' so, the level of crime provides a wider picture of the proposed area for designation and highlights the issues that residents in the area are faced with.

ASB Reports Received by the Police

ASB figures in Harrow show a seasonal trend with more incidents occurring in summer than in winter. The most recent data for 2012-2013 show that the main forms of ASB reported to the police are harassment and threats to kill, fear/provocation of violence and abusive, disorderly behaviour.

The figure below depicts the volume of ASB reports per ward in the last financial year and shows that Roxbourne ward is among the higher wards.

ASB Reports in Harrow between 2012-2013

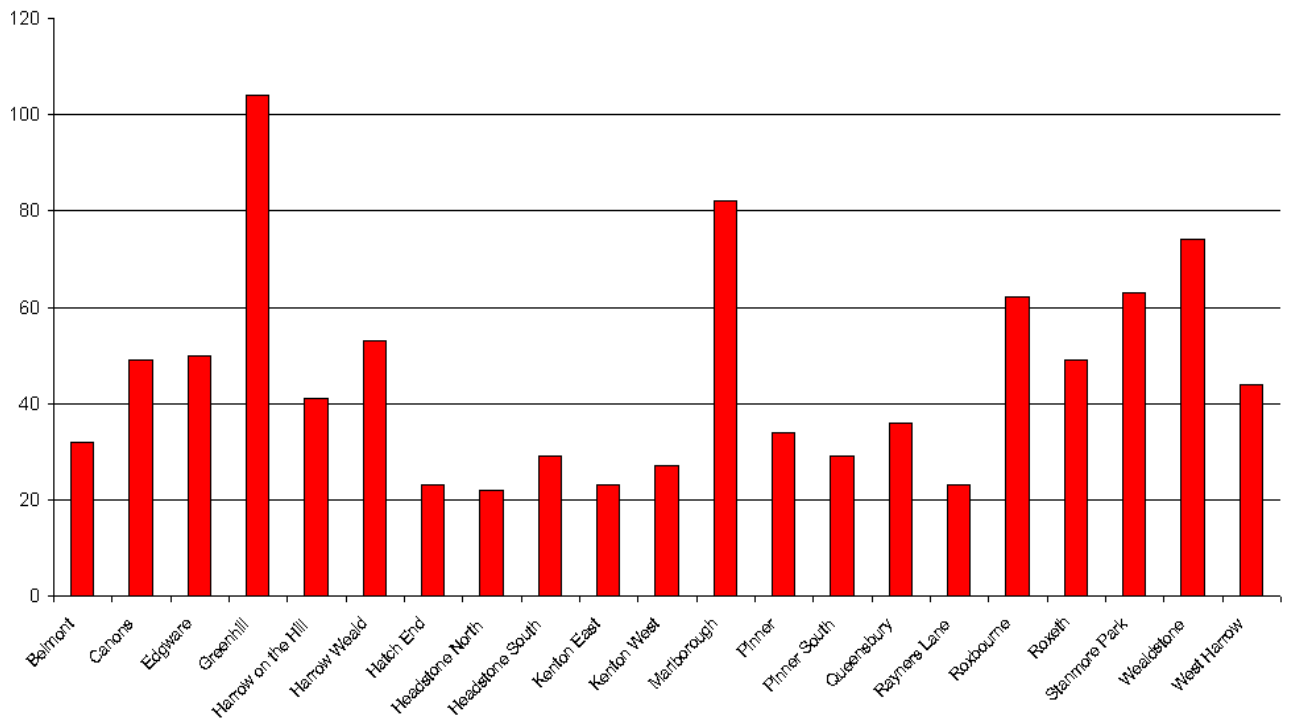
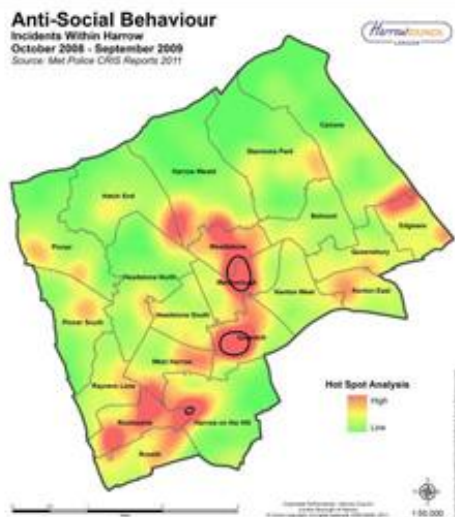


Fig. 5

The overall rate per 1000 of ASB reports have declined in recent years but Roxbourne ward has had a higher than average rate of police call outs for ASB than Harrow on the whole and this trend has been consistent for the last four years at least. For the year 2012-2013 the average rate of ASB call outs was 4.1 compared to Roxbourne ward's rate of 4.6. While other wards may have experienced higher rates of ASB, when the data is mapped, it illustrates that not all of Roxbourne or Roxeth are affected (see below). The clustering is more concentrated in the Northolt Area, which has been consistent for the last several years.

The figures below show the hot spots of ASB in the borough over the last four



years
2009

Fig.6 covering incidents between 2008-

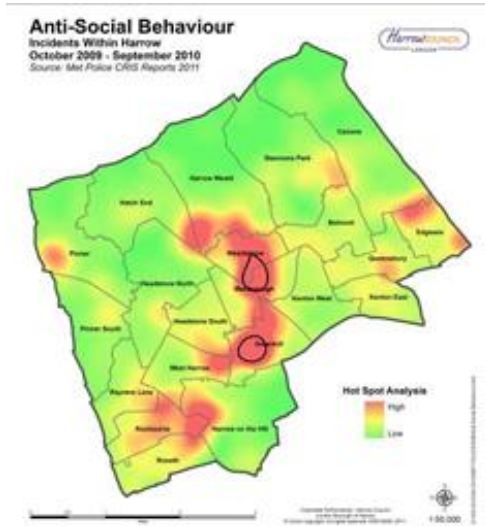


Fig. 7 covering incidents between 2009-2010

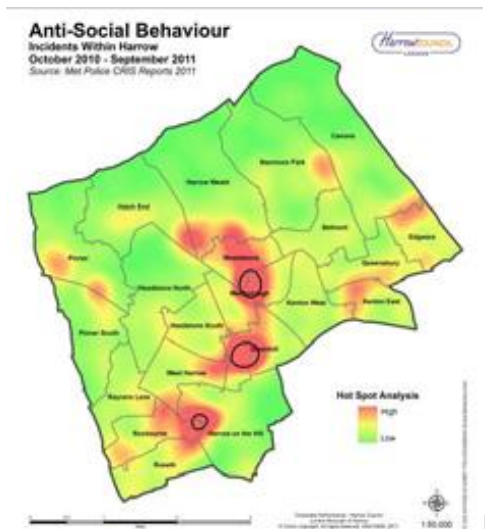
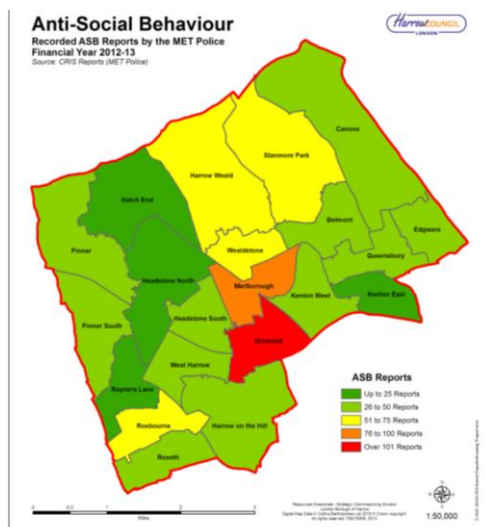


Fig.8 covering incidents between 2010-2011



2013

Fig. 9 covering incidents between 2012-

Although the Metropolitan police in Harrow have not recorded the tenure in domestic ASB incidents reported to them, the clustering of crime and ASB incidents coinciding with the area of Roxbourne and Roxeth where there have been a large number of complaints about private rented housing (see section titled Private Rented housing stock in this chapter) cannot be ignored. The police ASB data is reflected by Harrow council ASB data where the cases investigated by the council provide a clearer link between the private rented stock and ASB in the proposed designated area.

ASB Reports Received by Harrow Council

Between the 2012-2013 financial year, the Council's anti-social behaviour team received a total of 359 complaints. The breakdown of the complaints between the two year period of 2011-2013 shows that the most frequent complaint was nuisance behaviour across most wards and Roxbourne ward was the highest to receive complaints.

Table 1 below covers a three year period and shows that the ASB for Roxbourne more than doubled between 2008-2011. Roxbourne and Roxeth have both been above the borough average for ASB throughout the three year period between 2008-2011.

Chart 21: Rates for anti-social behaviour per 1000 People in each ward					
Ward	2008-2009 SA	2009-2010 SA	2010-2011 SA	Percent Change 2009-10 and 2010-11	Percent change 2008-09 and 2010-11
Belmont	0.9	0.7	1.4	101.0	56.4
Canons	0.8	0.9	1.5	62.0	80.0
Edgware	1.6	7.3	3.5	-52.9	110.7
Greenhill	1.9	1.2	1.0	-22.5	-48.5
Harrow on the Hill	1.4	1.4	0.7	-50.2	-53.3
Harrow Weald	1.4	2.9	1.5	-48.4	6.7
Hatch End	1.8	1.9	1.1	-40.0	-37.1
Headstone North	0.5	0.4	0.2	-50.0	-60.0
Headstone South	1.8	1.9	0.5	-73.9	-72.5
Kenton East	1.2	1.7	0.8	-53.2	-33.7
Kenton West	0.8	1.6	0.9	-41.2	25.0
Marlborough	2.6	1.7	1.9	10.6	-27.0
Pinner	1.1	2.3	1.5	-34.8	36.4
Pinner South	0.5	1.0	0.5	-50.0	0.0
Queensbury	1.2	1.4	1.5	6.7	33.3
Rayners Lane	1.6	2.3	0.6	-76.0	-64.7
Roxbourne	1.1	3.8	2.2	-41.9	105.1
Roxeth	2.4	2.2	2.2	0.0	-7.7
Stanmore Park	2.6	2.0	1.9	-4.8	-28.6
Wealdstone	1.7	2.9	1.9	-36.0	11.9
West Harrow	1.2	1.4	1.0	-29.6	-17.9
Averages	1.4	2.1	1.3	-34.5 %	-5.9 %

Table 1: showing data received by Harrow council. *Taken from the Harrow Strategic Assessment 2012*

As shown in figure 10 below, the worst recorded rate of ASB was found to be located in the eastern lower super-output area of Roxbourne ward which includes the South Harrow Area.

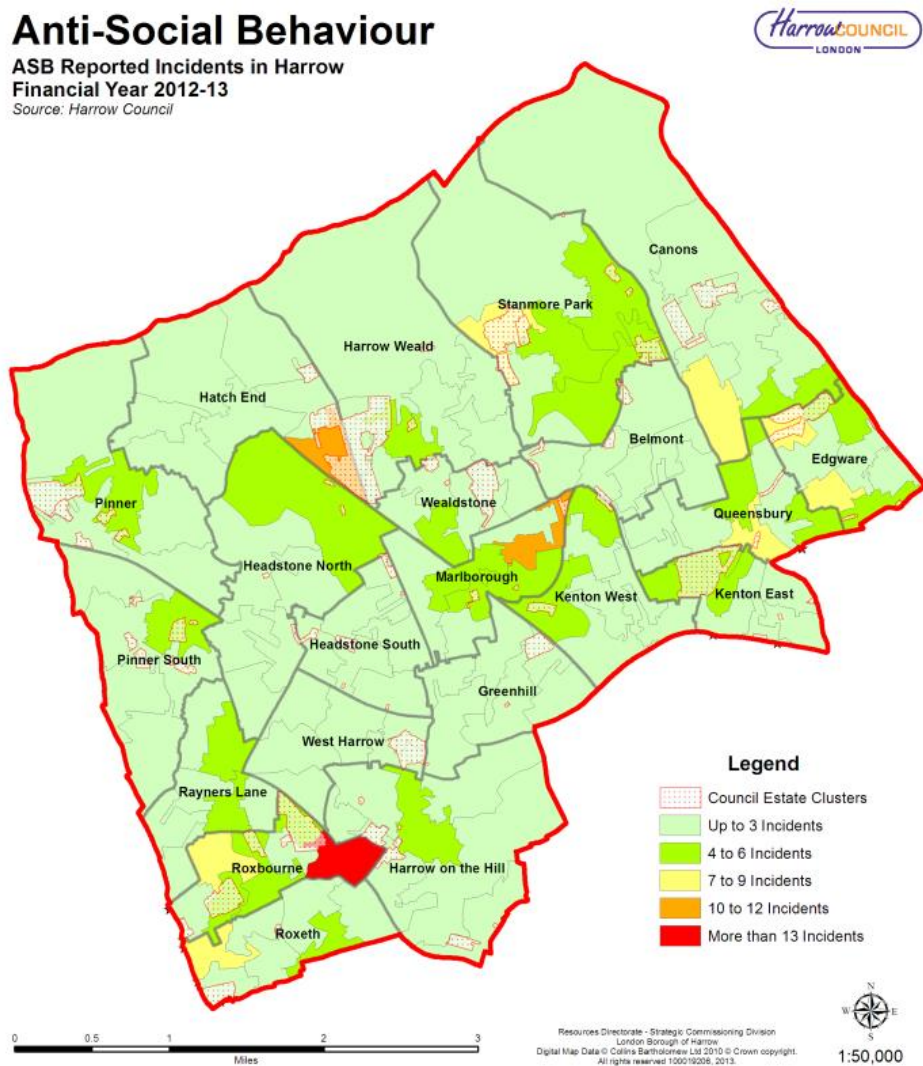


Fig.10

To analyse the data for the purpose of this proposal, all complaints not relating to a specified residential address were removed from the list of complaints received for the financial year of 2012-2013 and the remaining addresses were cross-referenced with council tax data to determine how many ASB complaints related to private rented properties. It was found that for Roxbourne ward, 11 out of 18 (61%) complaints of this nature definitively came from the private rented stock and mostly related to nuisance behaviour. Nearly all of the problem properties were based in the proposed designated area.

While the pool of council ASB complaints is eclipsed by that received by the police, the latter handles longstanding cases that when resolved, can have a profound effect on the local area.

Environmental Anti-Social Behaviour

The following maps covering 2008-2011 (figures 11-13) show hotspots of environmental crime such as fly-tipping and noise within a 1km radius of the centre of South Harrow for the last three years. There is a much dispersed cluster of hotspots in the circle.

The following chart illustrates the number of publicly reported reports received by Harrow Council for each of the last three years and the percent change for each year within the South Harrow area. The top complaint for the 2010 - 2011 periods was that of fly tipping where it has seen an increase of 15.1% against the previous year. Within this area anti-social behaviour reported to the council has been relatively low compared to that received by the police but contained nearly 10.1% of all reports made to the council for the borough. From the total number of complaints received by the council in this area, fly tipping and noise made up nearly 57% of the complaints to the council. When comparing the total number of reports during the past three years, South Harrow (i.e. Roxbourne and Roxeth) received 7.9% of the complaints to the council.

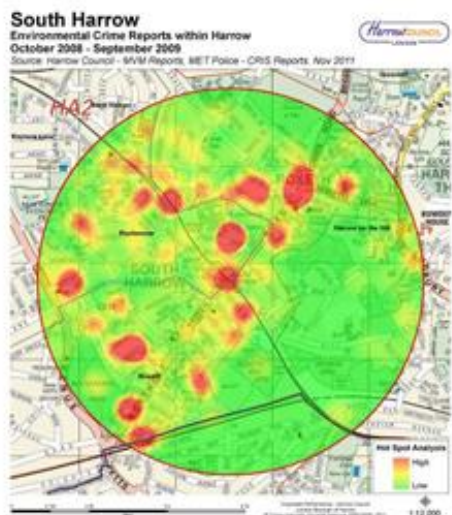


Fig. 11 covering 2008-2009

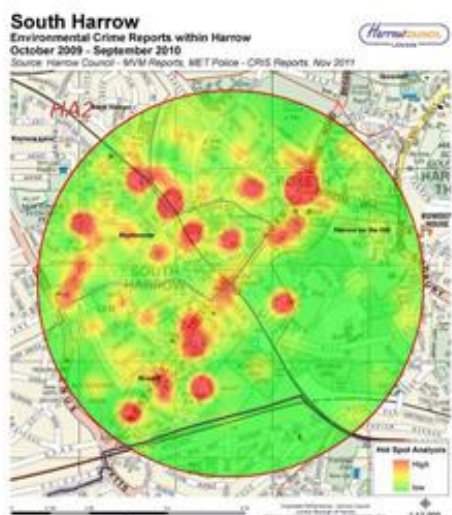


Fig. 12 covering 2009-2010

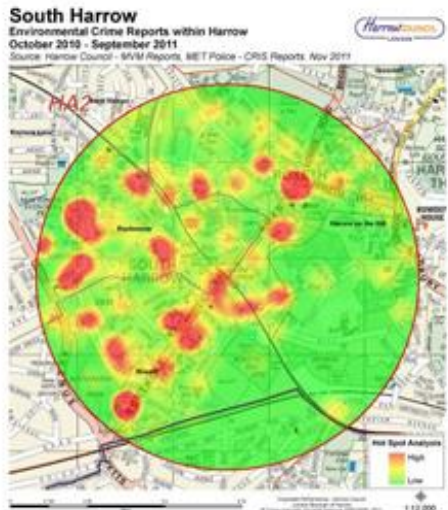


Fig.13 covering 2010-2011

The Audit Commission found that fear of crime is fuelled by dirty streets cluttered by abandoned cars and anti-social behaviour such as noisy neighbours. Roxbourne ward has been affected by higher than average levels of nuisance/abandoned vehicles and has a very high proportion of noise nuisance complaints as the next section reveals.

Noise nuisance

Table 2 illustrates the number of noise complaints that were received by the council during the three time periods of the Strategic Assessment by each ward. For all three years Roxbourne had a rate higher than the Harrow average.

Chart 24: Rates for noise per 1000 People in each ward					
Ward	2008-2009 SA	2009-2010 SA	2010-2011 SA	Percent Change 2009-10 and 2010-11	Percent change 2008-09 and 2010-11
Belmont	4.8	4.6	8.6	85.4	77.5
Canons	6.8	8.1	6.8	-15.3	0.3
Edgware	14.3	14.1	8.3	-41.4	-42.2
Greenhill	14.0	13.1	11.6	-11.3	-16.8
Harrow on the Hill	9.8	8.3	5.6	-31.9	-42.7
Harrow Weald	6.0	9.5	7.4	-21.6	25.0
Hatch End	4.6	5.7	6.0	5.0	30.6
Headstone North	6.3	6.0	5.9	-1.6	-6.3
Headstone South	6.8	6.0	6.8	13.9	0.5
Kenton East	6.2	4.2	5.2	22.7	-16.3
Kenton West	5.3	7.4	6.3	-15.2	19.6
Marlborough	11.8	8.2	9.0	8.8	-24.1
Pinner	9.8	10.7	10.4	-2.8	6.1
Pinner South	5.4	4.6	3.9	-16.7	-28.6
Queensbury	4.0	4.8	6.2	28.0	52.4
Rayners Lane	5.3	8.2	5.0	-39.1	-5.4
Roxbourne	10.3	8.5	9.6	13.7	-6.3
Roxeth	5.2	5.5	5.8	6.7	12.3
Stanmore Park	10.0	10.1	9.8	-3.7	-2.8
Wealdstone	8.5	7.6	7.7	0.8	-9.1
West Harrow	7.2	7.6	5.8	-23.5	-19.3
Averages	7.8	7.8	7.2	-7.2 %	-6.8 %

Table 2

A more in-depth map looking at super output areas below reveals that the eastern part of Roxbourne adjacent to Northolt Road is the most affected by noise nuisance in south Harrow and this is where the most number of private rented properties is concentrated in this ward.

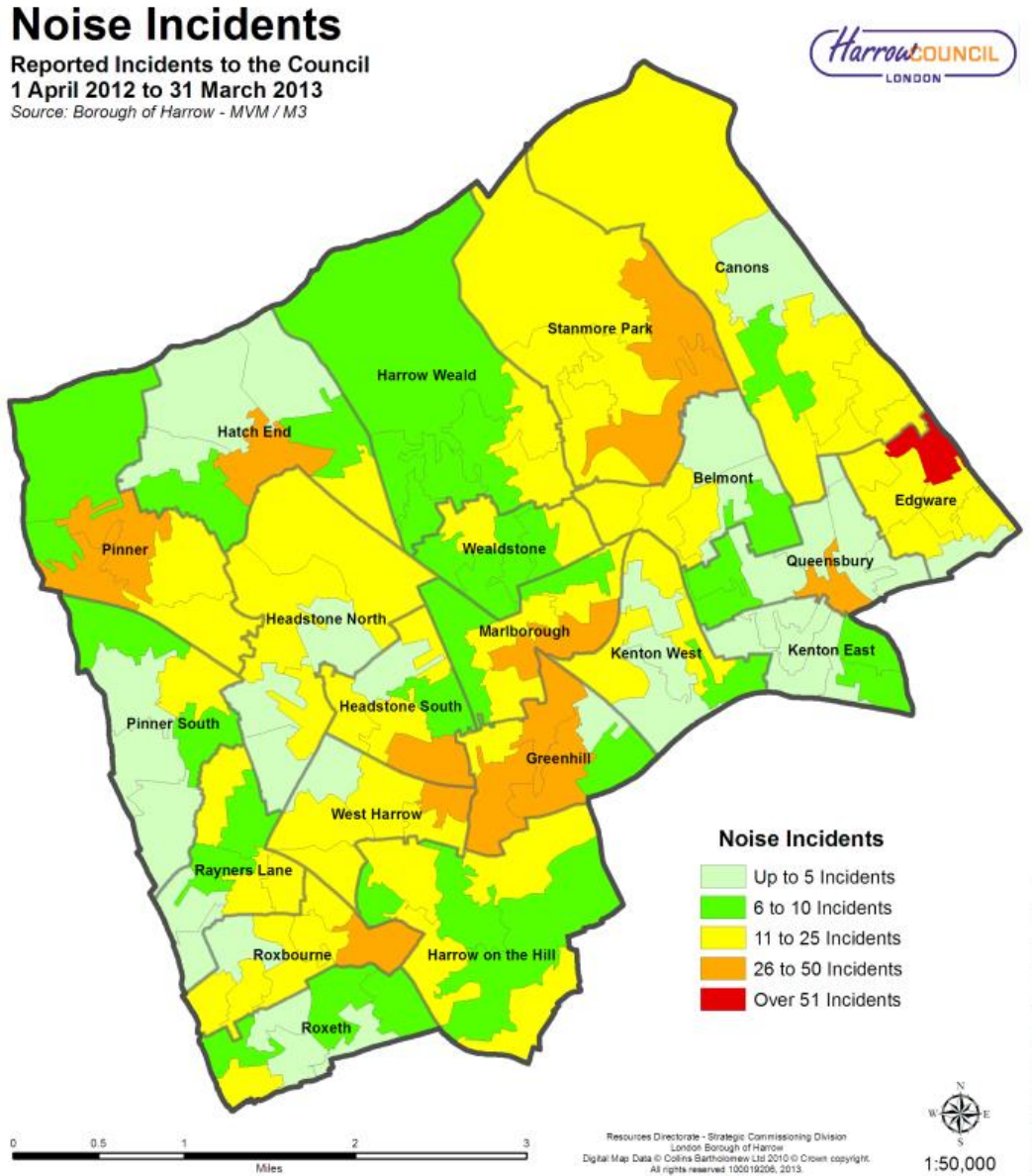


Fig.14

Closer analysis of the most recent data reveals that of the 89 noise complaints that the council received for Roxbourne ward (excluding commercial noise), 40% were as a result of noise originating from privately rented properties (see table below).

No. of complaints from the public for Roxbourne ward by tenure for 2012-2013

Tenure	No. of Noise Complaints	Percentage of Total
Unknown	1	1 %
Council	26	25%
Private Rented	41	40%
Owner-Occupied	21	20%
Registered Social Landlord	14	13.6%

Table 3

These figures help to build up a consistent picture of crime and ASB in the designated area.

3.1 Summary of key facts

In the wards in which this designated area is proposed:

Roxbourne ward

- Higher than average crime rate
- Higher than average ASB rate
- High volume of noise complaints
- High volume of benefit dependent households
- High turnover of residents
- Large volume of service requests for Council intervention regarding private rented properties
- Large number of overcrowded properties
- Number of residents citing poor health is worse than borough average

Roxeth

- High rate of crime
- High rate of ASB
- High volume of noise nuisance
- Large number of overcrowded properties
- Average number of residents in poor health

3.2 The Wealdstone High Street Area

The proposed area (bordered in green below) straddles the following wards: Wealdstone and Marlborough

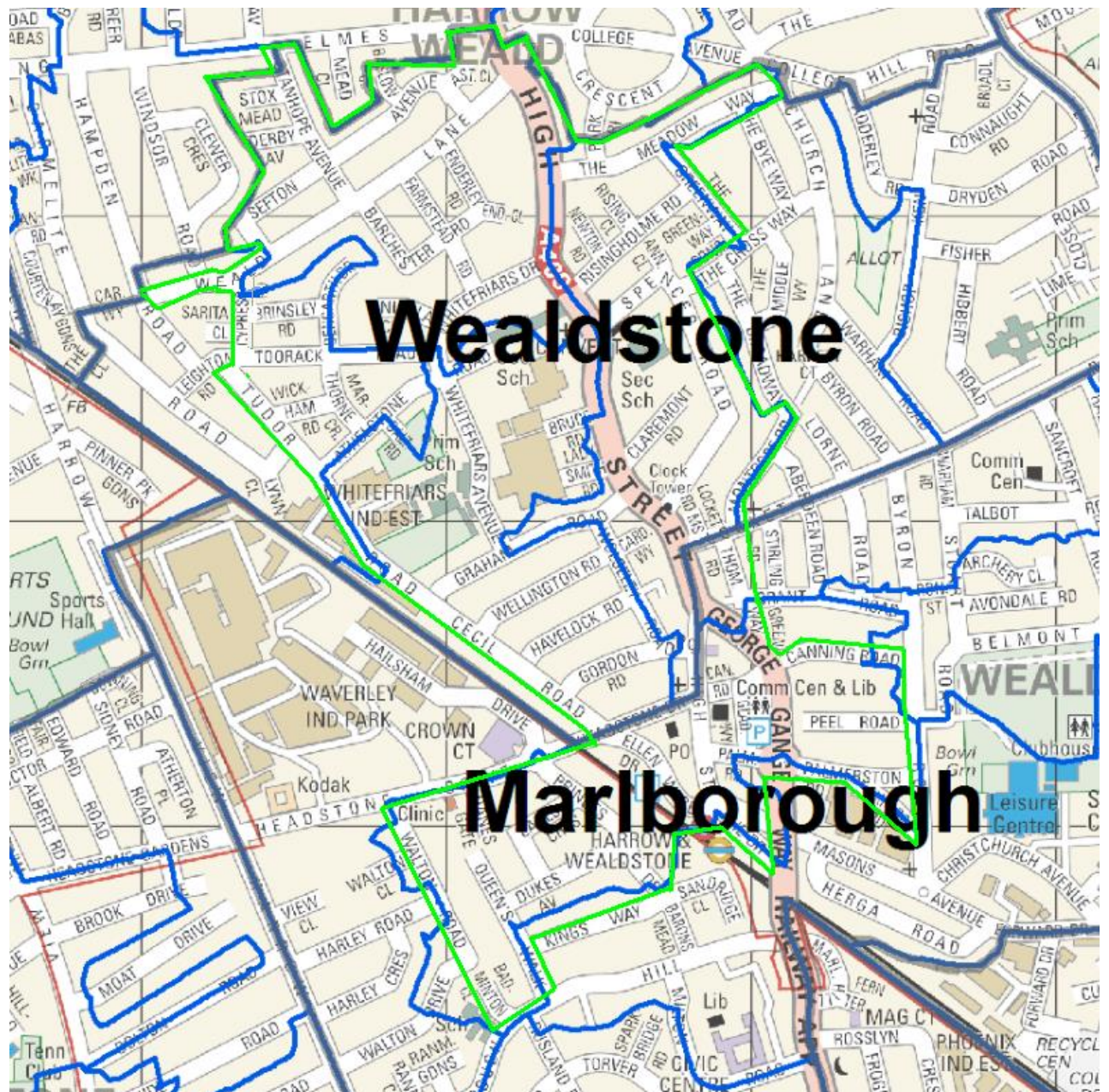


Fig.15

Crime and Anti-Social Behaviour

The area suffers from a number of fires both deliberate and accidental each year. Out of the 100 fires in Wealdstone 86 were deliberate and out of 99 fires in Marlborough 76 were deliberate. Together these two wards made up 10.3% of the total deliberate fires in Harrow for 2012-2013.

During the previous tax year of 2012-2013, Marlborough ward suffered the highest incidents of ambulance call outs resulting from weapon injuries and the second highest from physical assault.

For serious violent offences, both Marlborough and Wealdstone consistently are among the wards with above average rates with the highest rates after Greenhill ward for the last several years running.

The Wealdstone High Street area was named in the 2011-2012 Harrow Strategic Assessment as one of three chief hotspots for crime and anti-social behaviour in Harrow. The following maps in figures 16, 17 and 18 include all recorded crime in a 1km radius of Harrow Town Centre for the last three years. The pattern is relatively consistent over the three year period. There is a high degree of continuity over the three year period and most incidents are along the Wealdstone High Street.

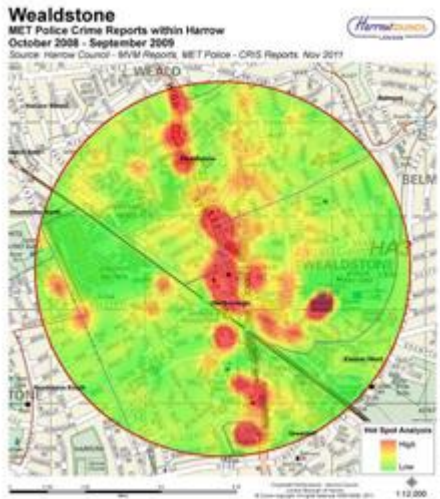


Fig.16 covering 2008-2009

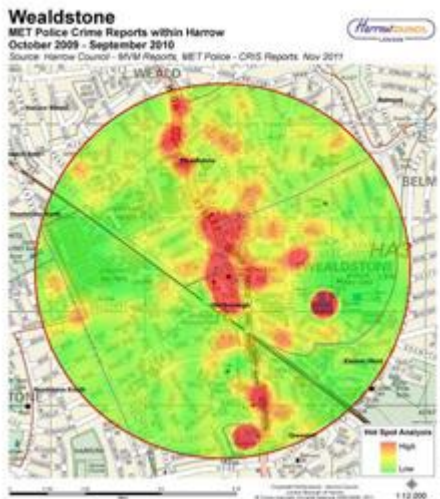


Fig. 17 covering 2009-2010

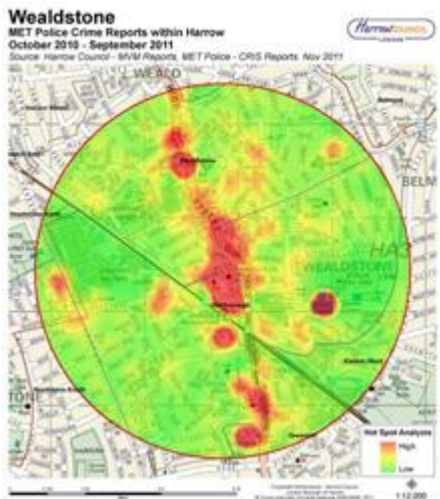


Fig.18 covering 2010-2011

The north of Marlborough where it borders Wealdstone is particularly high for police call outs as the map below displays.

CRIS Callouts (MET Police)

All Reported Incidents in Harrow
Financial Year 2012-13

Source: MET Police

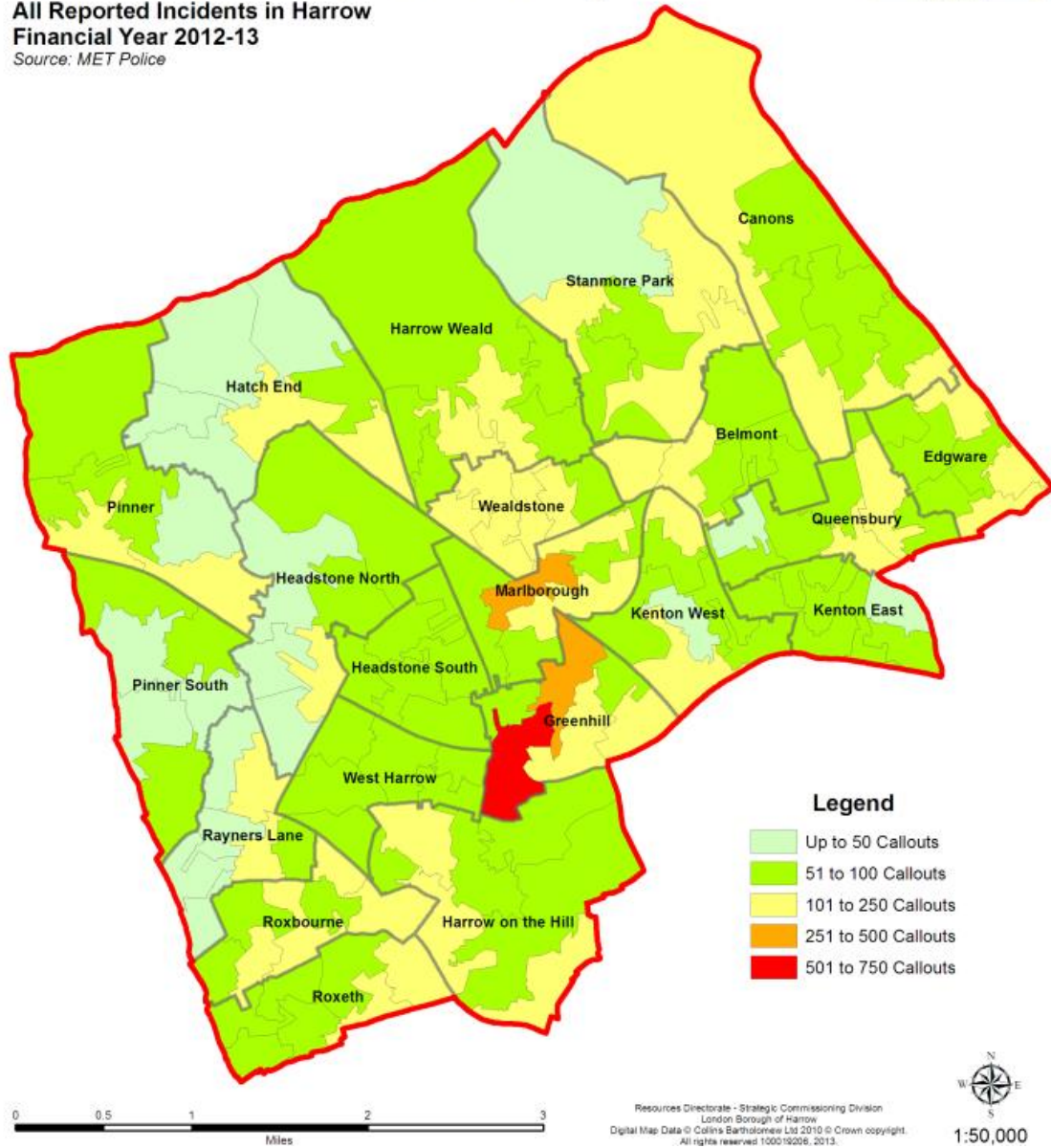


Fig. 19

ASB Reports Received by the Police

The figure below depicts the volume of ASB reports per ward in the last financial year and shows that Marlborough and Wealdstone are among the highest wards for the previous financial year.

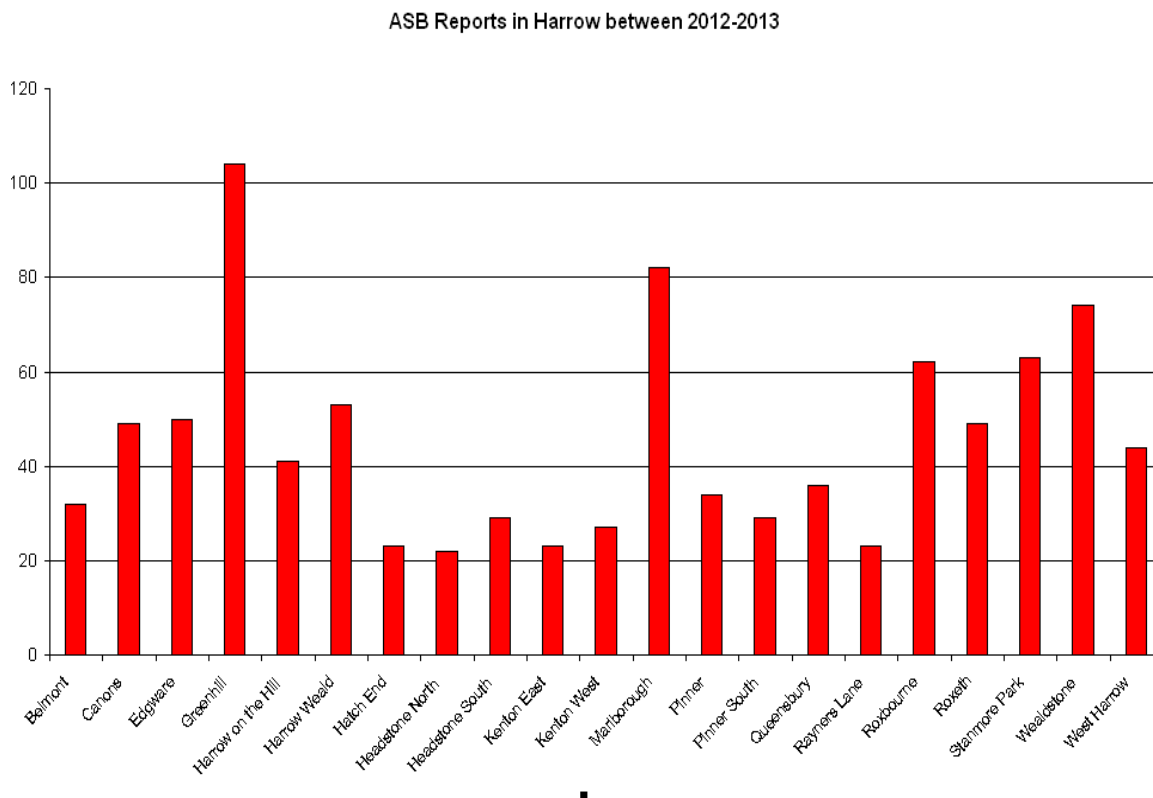


Fig. 20

The overall rate per 1000 of ASB reports have declined in recent years but Marlborough ward has had an extremely higher than average rate of police call outs for ASB than Harrow on the whole and this trend has been consistent for the last four years. For the year 2012-2013 the average rate of ASB call outs in Harrow was 4.1 compared to Marlborough and Wealdstone wards' significantly higher rate of 7.6 each. The clustering of the incidents in the following maps charting the spread of ASB through the years beginning for 2008-09 illustrates that the majority of the problems for these wards is clustered along the Wealdstone High Street area which crosses both these wards.

The figures 6, 7, 8 and 9 in this report show the hot spots of ASB in the borough over the last four years

ASB Reports Received by Harrow Council

Marlborough and Wealdstone have had extremely high rates of ASB in every year from 2008 (see table 1).

The spread of ASB passes through Marlborough to central Wealdstone as the map in figure 10 illustrates.

To analyse the data for the purpose of this proposal, all complaints not relating to a specified residential address were removed from the list of complaints received for the financial year of 2012-2013 and the remaining addresses were cross-referenced with council tax data to determine how many ASB complaints related to private rented properties. It was found that for Wealdstone ward and Marlborough, 7 out of 12 (58%) and 9 out of 14 (64%) ASB complaints respectively originated from private rented tenants and mostly related to nuisance behaviour. Many of the problem properties were based in the proposed designated area.

Environmental Anti-Social Behaviour

The following maps covering 2008-2011 (figures 21-23) show hotspots of environmental crime such as fly-tipping and noise along Wealdstone High Street. There is a much dispersed cluster of hotspots in the circle.

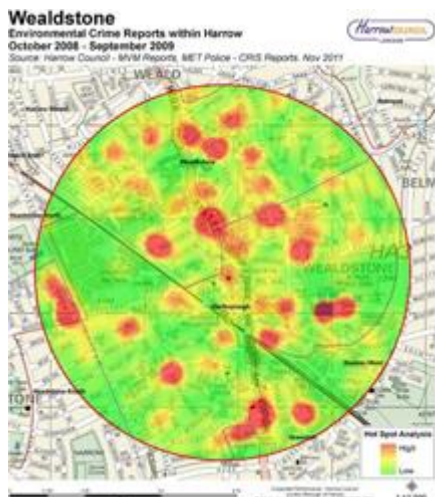


Fig.21 covering 2008-2009

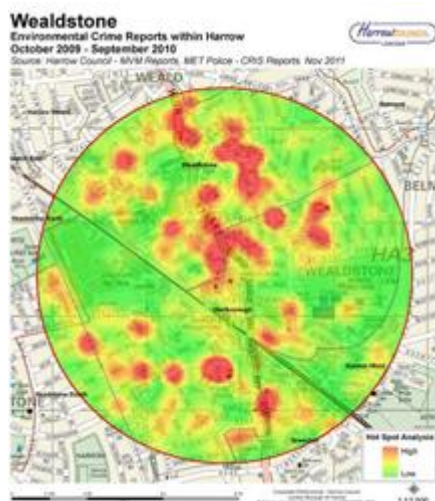


Fig. 22 covering 2009-2010

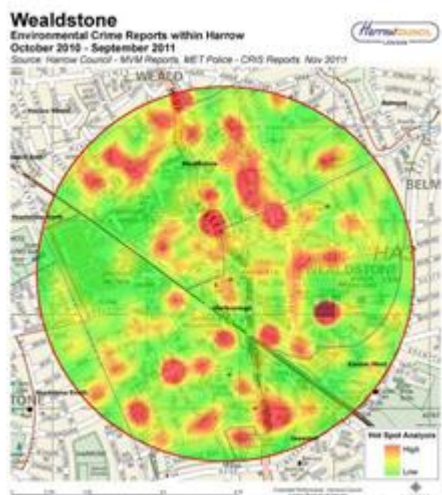


Fig.23 covering 2010-2011

Marlborough ward suffers the highest incidents of both fly tipping and graffiti. The statistics from the previous tax year shows that 1,259 out of 8,139 fly tipping incidents and 68 out of 439 graffiti incidents originated from Marlborough ward.

The following maps (figures 68 through 70) illustrate the number of noise complaints that were received by the council during the three time periods of the Strategic Assessment by each ward. For all three years Marlborough has had a higher than average rate of noise complaints. Wealdstone’s rates have been fairly close to the average (see table 2 in page 17).

Noise nuisance

In 2012-2013, Marlborough was the seventh highest for noise complaints received by the council. Closer analysis of the most recent data reveals that of the 51 noise complaints that the council received for Wealdstone and 66 for Marlborough (excluding commercial noise), 54.9% and 43.9% respectively were as a direct result of noise originating from privately rented properties (see table below).

No. of complaints from the public for Wealdstone ward by tenure for 2012-2013

Tenure	No. of Noise Complaints	Percentage of Total
Council	7	13.7%
Private Rented	28	54.9%
Owner-Occupied	14	27.5%
Registered Landlord Social	2	3.9%
Total	51	100%

Table 4

No. of complaints from the public for Marlborough ward by tenure for 2012-2013

Tenure	No. of Noise Complaints	Percentage of Total
Council	3	4.6%
Private Rented	29	43.9%
Owner-Occupied	30	45.5%
Registered Social Landlord	4	6.1%
Total	66	100%

Table 5

These figures help to build up a consistent picture of crime and ASB in the designated area.

Summary of key facts

In the wards in which this designated area is proposed:

Marlborough

- High ambulance call outs for weapon injuries and physical assault
- Large number of deliberate fires
- Higher than average serious violent crime
- Higher than average rates of ASB
- Higher than average rates of noise nuisance
- High number of fly-tipping and graffiti incidents
- High population turnover
- Large number of benefit dependent households
- Large number of private rented properties
- Large number of category 1 hazards when compared to other Harrow wards
- Large volume of service requests for Council intervention regarding private rented properties
- Large number of overcrowded properties

Wealdstone

- Large number of deliberate fires
- Higher than average serious violent crime
- Higher than average rate of ASB
- Average rate of noise nuisance
- High population turnover
- Large number of category 1 hazards when compared to other Harrow wards
- Large volume of service requests for Council intervention regarding private rented properties
- Large number of overcrowded properties

3.3 The Edgware Area

The proposed area is the Edgware ward

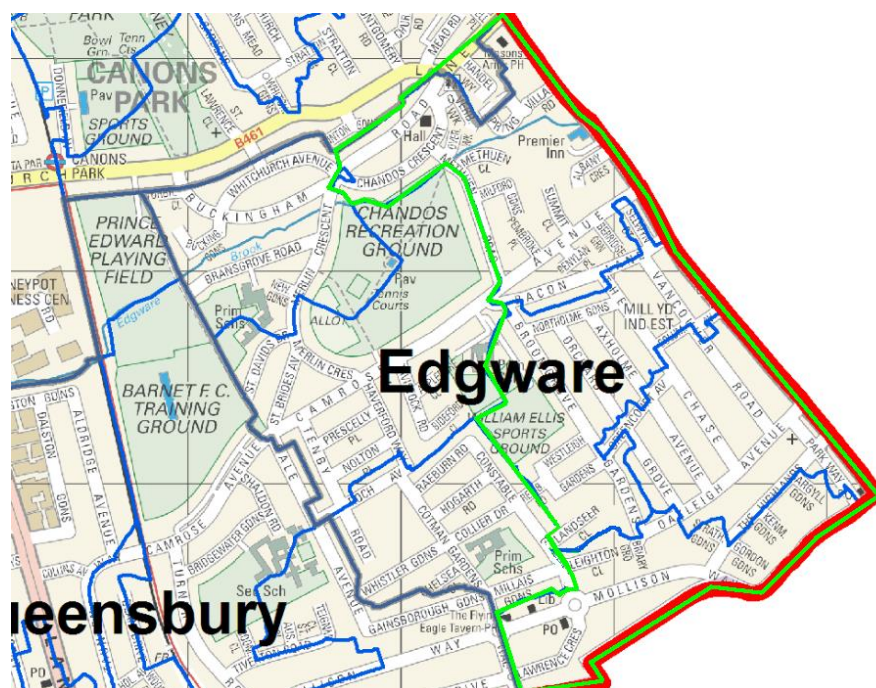


Fig. 24

Crime and Anti-Social Behaviour

The area suffers from a number of fires both deliberate and accidental each year. Out of the 86 fires in Edgware 76 were deliberate and out of 99 fires in Marlborough 76 were deliberate which is 6% of the total deliberate fires in Harrow for 2012-2013.

Edgware consistently is among the wards with above borough average rates for serious crime. The eastern part of Edgware ward along Burnt Oak Broadway was named in the 2011-2012 Harrow Strategic Assessment as one of the main hotspots for crime and anti-social behaviour in Harrow. The following maps in figures 31, 32 and 33 below include all recorded crime in a 1km radius of Harrow Town Centre for the last three years. The pattern is relatively consistent over the three year period. There is a high degree of continuity over the three year period and most incidents are among the housing estate on and around the vicinity of Burnt Oak Broadway.



Fig. 25 covering 2008-2009

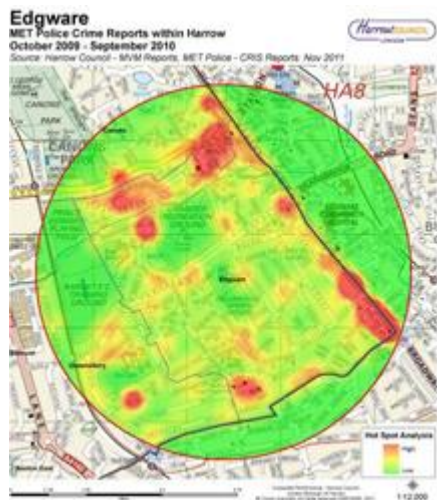


Fig. 26 covering 2009-2010



Fig.27 covering 2010-2011

ASB Reports Received by the Police

The overall rate per 1000 persons of ASB incidents have declined in recent years but Marlborough ward has had an extremely higher than average rate of police call outs for ASB than Harrow on the whole and this trend has been consistent for the last four years. For the year 2012-2013 the average rate of ASB call outs in Harrow was 4.1 compared to Edgware's rate of 4.6. The clustering of the ASB incidents in figures 6, 7 and 8 (see page 12) indicate that such problems in Edgware seem to occur along Burnt Oak Broadway and Whitchurch Lane.

ASB Reports Received by Harrow Council

Edgware has very high rates of ASB being always greater than the borough average. The rate of ASB more than doubled between the years 2008-09 and 2010-11.

The spread of ASB reports to Harrow council show more prominence in the north-east corner and south of Edgware (see map depicting this in figure 10 on page 15).

To analyse the data for the purpose of this proposal, all complaints not relating to a specific residential address were removed from the list of complaints received for the financial year of 2012-2013 and the remaining addresses were cross-referenced with council tax data to determine how many ASB complaints related to private rented properties. It was found that for Edgware, 7 out of 21 (33%) ASB complaints originated from private rented tenants and mostly related to nuisance behaviour.

Environmental Anti-Social Behaviour

The following maps from the Harrow Strategic Assessment 2012 (figures 34 - 36) show hotspots of environmental crime such as fly-tipping, noise and ASB in Edgware. The maps suggest that the problems are concentrated along Burnt Oak Broadway and in the housing estate west of it and that this pattern has been consistent over the years.

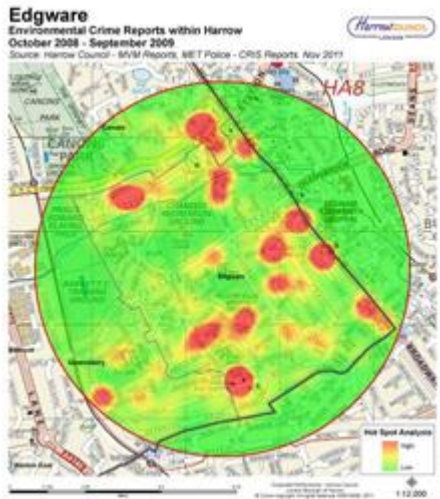


Fig.28 covering 2008-2009

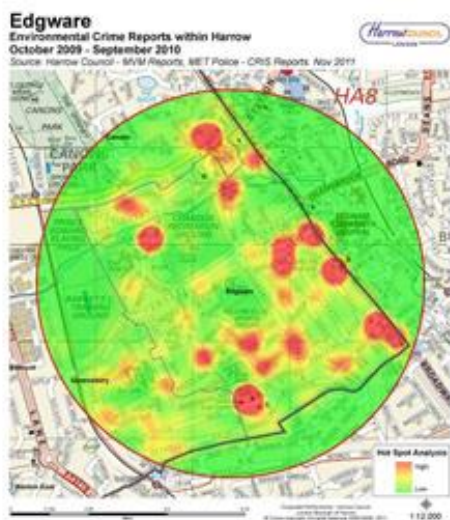


Fig. 29 covering 2009-2010

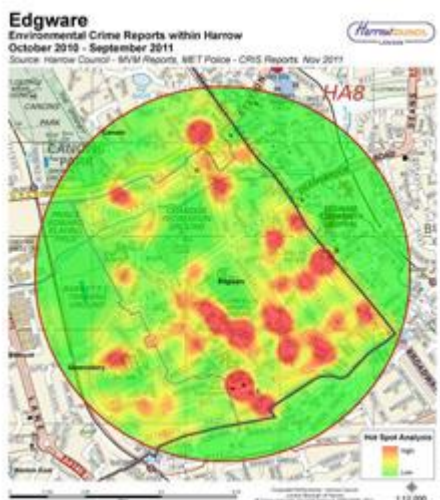


Fig.30 covering 2010-2011

Edgware suffered from a high number ward fly tipping incidents many of which was domestic waste accounting for 9% of the total fly tipping that occurred in Harrow between 2012-2013 and exceeding the borough average of 388 incidents per year.

Noise nuisance

Table 2 on page 17 shows that the number of noise complaints for Edgware has been above average for several years running although it has declined significantly in recent years. However, when the incidents are plotted for Edgware, it becomes clear that this ward is relatively low in reported noise nuisance except the north eastern corner which is the highest area affected by noise nuisance in the whole of Harrow (see map in figure 14 on page 18)

In 2012-2013, Edgware was the third highest for noise complaints received by the council. Closer analysis of the most recent data reveals that of the 82 noise complaints that the council received for this ward 59.8% were as a direct result of noise originating from private rented properties (see table below).

No. of complaints from the public for Edgware ward by tenure for 2012-2013

Tenure	No. of Noise Complaints	Percentage of Total
Council	12	14.6%
Private Rented	49	59.8%
Owner-Occupied	17	20.7%
Registered Social Landlord	4	4.9%
Total	82	100%

Table 6

These figures help to build up a consistent picture of crime and ASB in the designated area.

Summary of key facts

In the wards in which this designated area is proposed:

Edgware

- Large number of deliberate fires
- Hotspot for serious crime and ASB
- Consistently Higher than average ASB incidents both on Met Police and Harrow council databases
- A designated hotspot for environmental ASB particularly for fly tipping
- Large volume of noise nuisance from private rented properties complaints particularly in north eastern part of Edgware

4. Housing Demand

Section 80(4) of the Housing Act 2004 requires local authorities to take account of the following factors when deciding whether an area is 'subject to low housing demand':

- the value of residential premises in the area, in comparison to the value of similar premises in other areas which the authority consider to be comparable (whether in terms of types of housing, local amenities, availability of transport or otherwise);
- the turnover of occupiers of residential premises;
- the number of residential premises which are available to buy or rent and the length of time for which they remain unoccupied.

DCLG guidance (also advises that the additional factors below can be investigated to assess housing demand:

- A lack of mixed communities in terms of tenure, for example, a high proportion of rented property, low proportion of owner occupied properties.
- A lack of local facilities, for example, shops closing down.
- The impact of the rented sector on the local community, for example, poor property condition, anti-social behaviour etc.
- Criminal activity.

The Value of Residential Premises in the Area

Using ward level data was considered too large to provide geographically comparable areas for comparison of house prices. The Census 2011 does not provide data for house prices at the LSOA level so the next smallest boundary level was used which was MSOA level. MSOAs covering each of the three proposed areas plus three other similar areas (i.e. located near a tube station and with a high street) were used. The figure below depicts the prices of a variety of dwelling types in each MSOA.

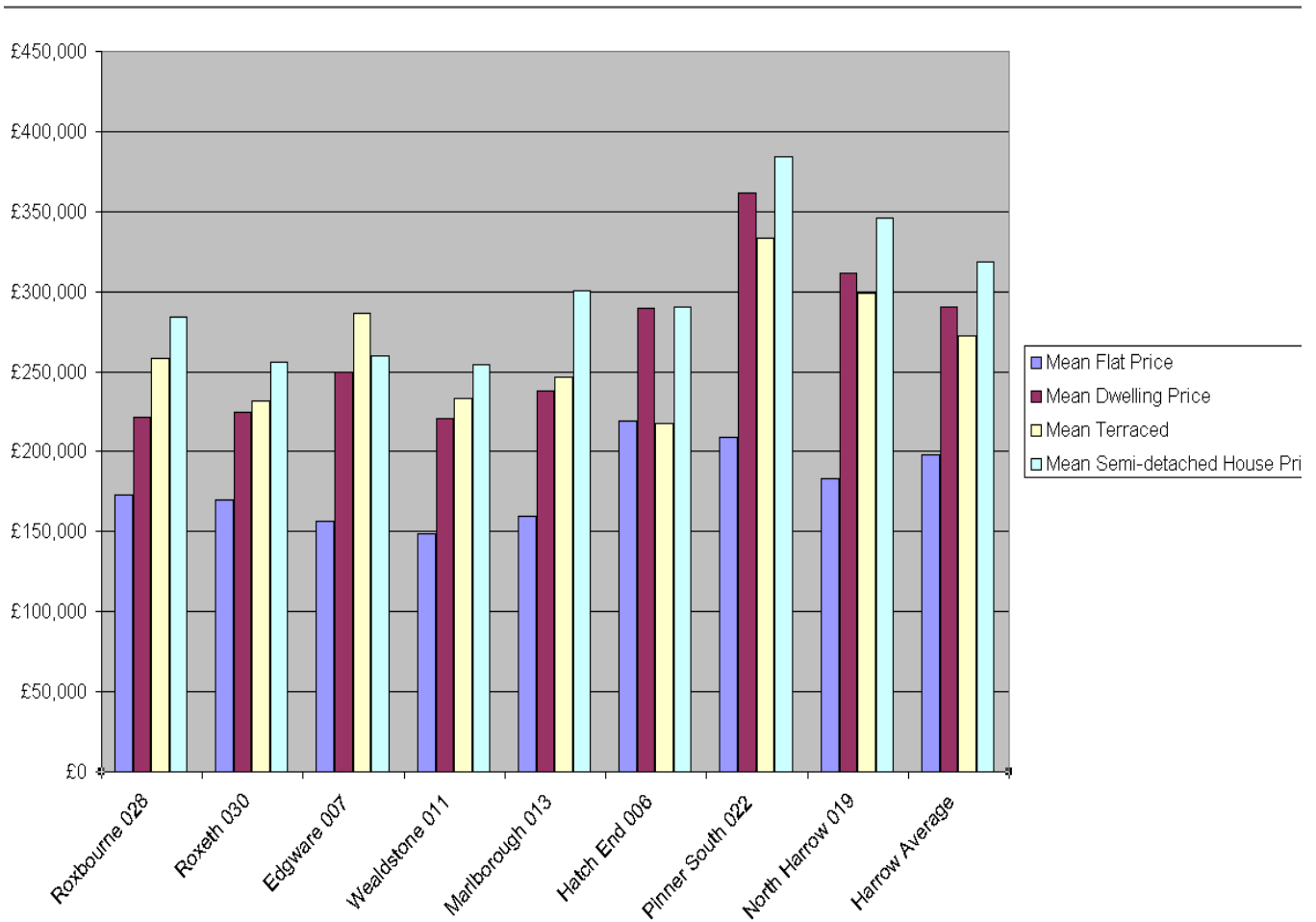


Fig. 31

The average prices of different dwelling types in each of the selected MSOAs illustrates that property prices are much lower in the proposed areas than the same dwelling types located in other areas with comparable amenities as well as being cheaper than the borough averages.

The figure below illustrates that the tenure composition for these areas. It can be seen that the number of private rented properties is greater in the proposed areas than in the comparable areas of Hatch End, Pinner South and North Harrow.

The trend suggests that areas with a higher concentration of private rented properties also tend to have depreciated house prices. These areas also suffer from poor quality private rented housing and social deprivation which evoke a negative impact on the value of housing, turnover of residents and quality of life as later sections will elaborate.

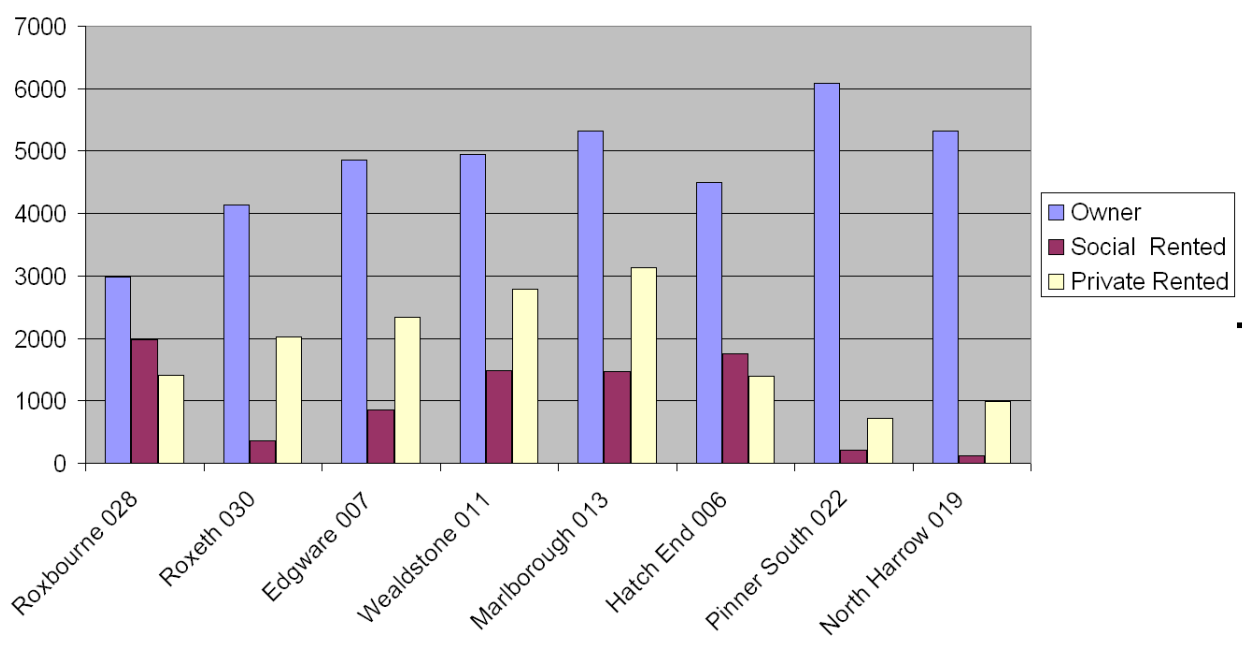


Fig. 32

Population turnover and Deprivation in Roxbourne and Roxeth

The population in the area is particularly transient. The graph below shows the six mid-super output levels (MSOAs²) in Harrow with the highest negative turnover rates for the 2008-2009 year taken from the Census 2011. It reveals that this part of Roxbourne which covers the proposed area has the highest negative churn (which was -21 per 1000 persons) i.e. more leaving than entering was within Roxbourne ward covering the South Harrow Area. This negative outflow has been consistent for the preceding several years suggesting that many residents feel no ties to the local area, community spirit is found wanting and that the quality of life is relatively poorer here.

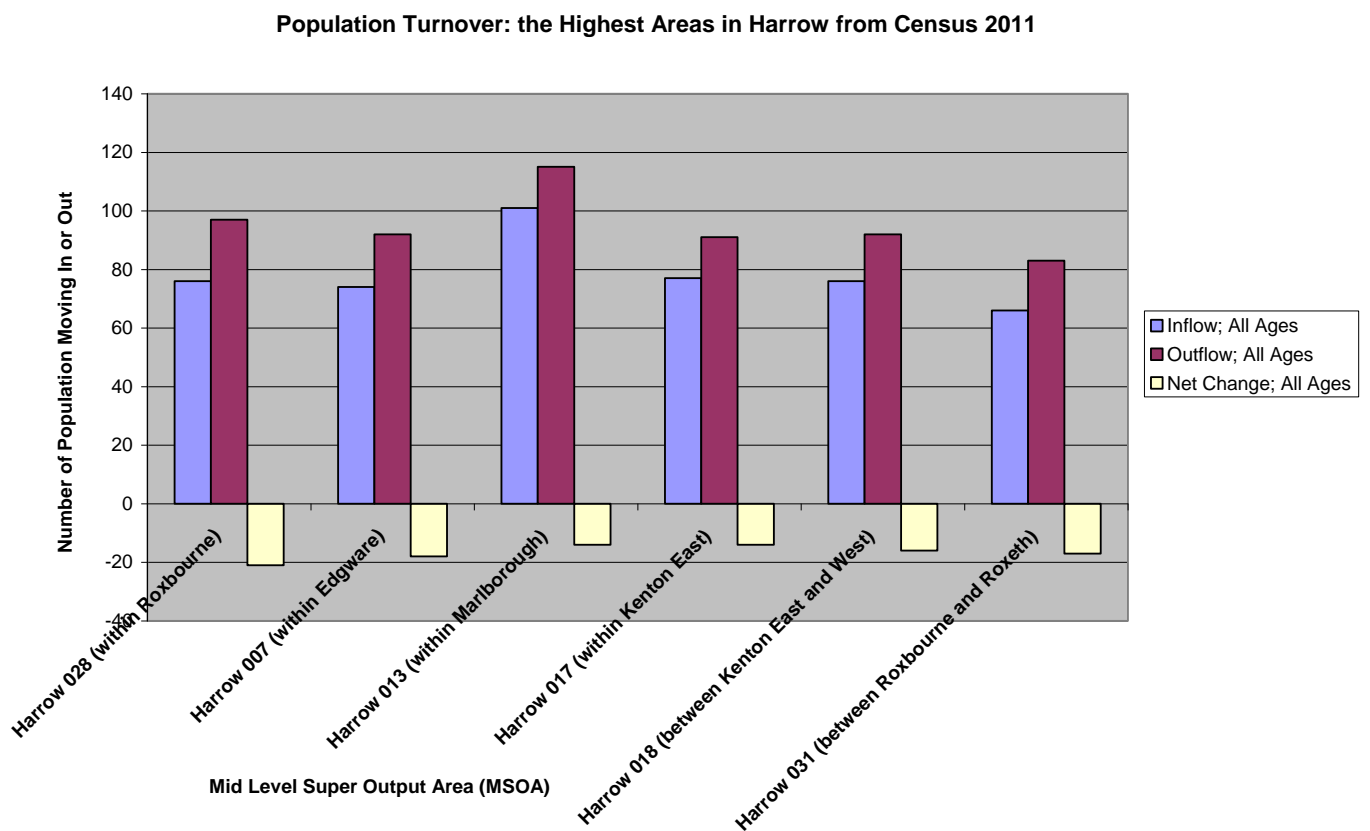


Fig.33

Benefit Dependency

Roxbourne ward has one of the highest number of lone parent households in work but receiving child tax credit and the highest number of claimants for jobseeker's allowance and income support than any other ward in Harrow.

In 2011, Roxbourne ward was found to have the highest number of children in out-of-work families.

While the number of lone parent households with dependent children in Roxeth dropped between 2001 to 2011, the opposite trend has been observed for

² These are boundaries smaller than wards but larger than lower super output areas and sometimes the only boundary level used to represent data.

Roxbourne. In 2001, there were a total of 442 lone parent households with dependent children in Roxbourne and in 2011 this number rose to 500, 49% of whom were unemployed, higher than the borough average of 43%.

5% of Harrow's council tax benefit and housing benefit claimants live in Roxeth. 8.3% live in Roxbourne. The vast majority of these claimants are either single or a couple.

6.5% JSA claimants live in Roxeth while 7.7% live in Roxbourne.

Health

5.4% of the Roxbourne's population regarded themselves as having either bad health or very bad health which is much higher than the borough average of 4.6%. The margin between the borough average and Roxbourne's average for poor health has widened from 2001 to 2011.

The Private Rented Housing Stock

As of the 2011 Census, Roxbourne has a total of 1069 privately renting which is much higher than the borough average. Roxbourne ward's private rented residents make up 23.7% of the ward's residents while Roxeth's makes up 25.7% of its population.

Most of the private rented housing in Roxbourne and Roxeth is contained within the following super out areas depicted below which flank Northolt Road and Eastcote Lane.

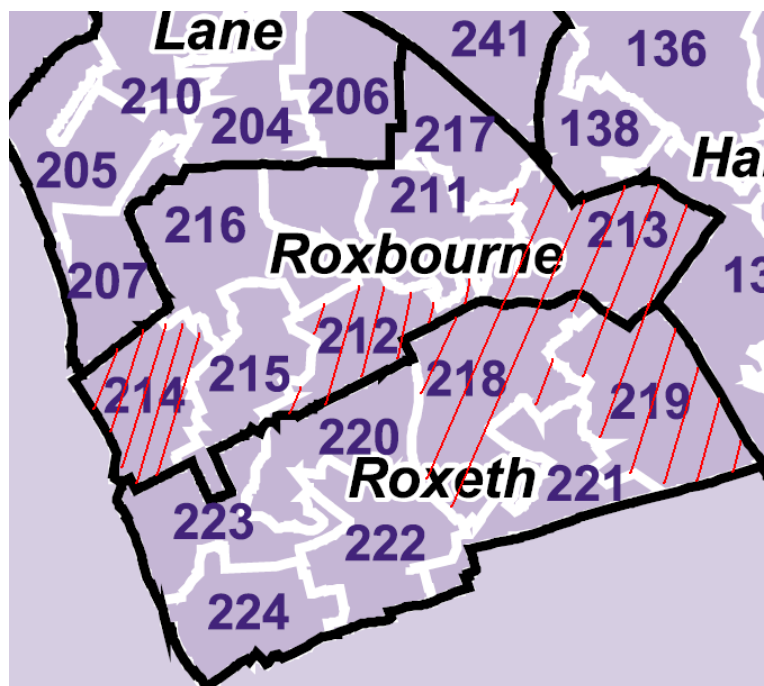


Fig. 34

Although Roxbourne and Roxeth overall generated lower service requests to the Private Sector housing enforcement team, the vast majority of these were

densely populated in the South Harrow Area (see map below showing the area highlighted yellow and orange across Roxbourne and Roxeth south of Harrow).

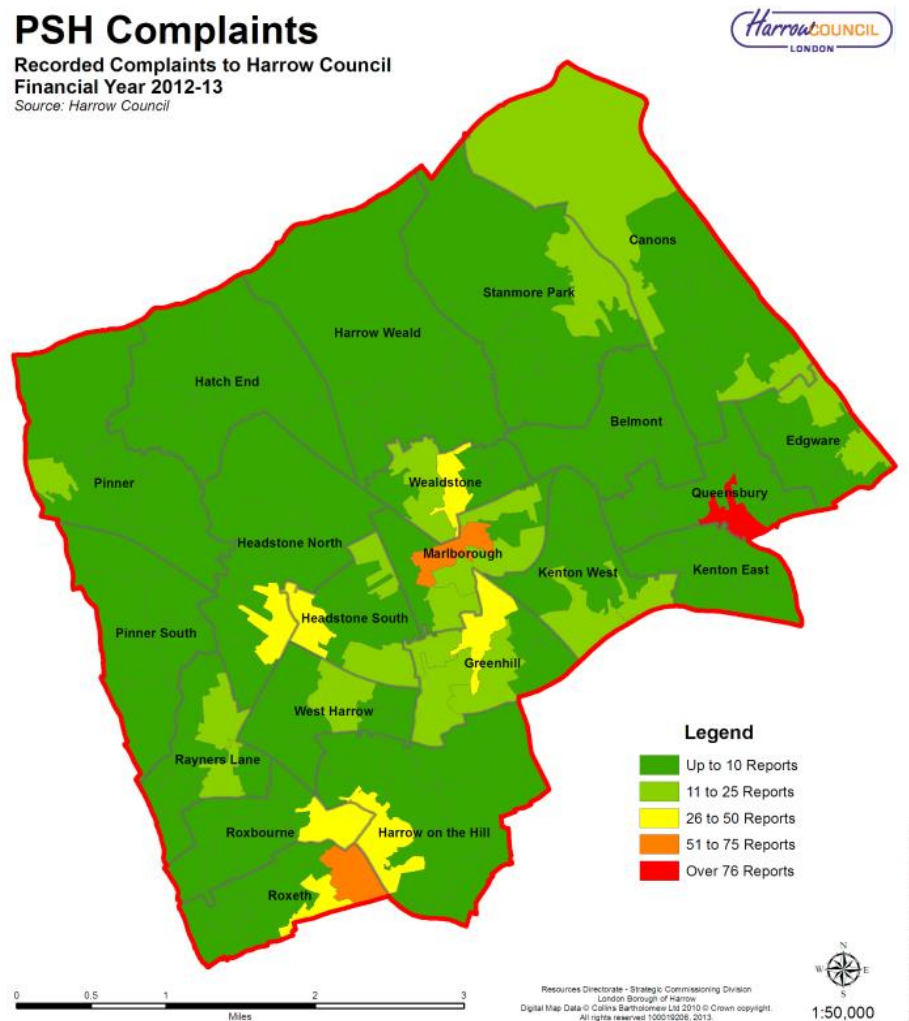


Fig. 35

Of the 57 service requests received for Roxbourne ward, 53% were directly as a result of the condition of the property the complainant was living in.

The occupancy rating in the Census 2011 which measures overcrowding by looking at how many households required at least one extra bedroom reveals that 14.5% and 13% of the borough's overcrowded households lived in Roxbourne and Roxeth respectively (see figure below).

Occupancy Rating by Ward from Census 2011

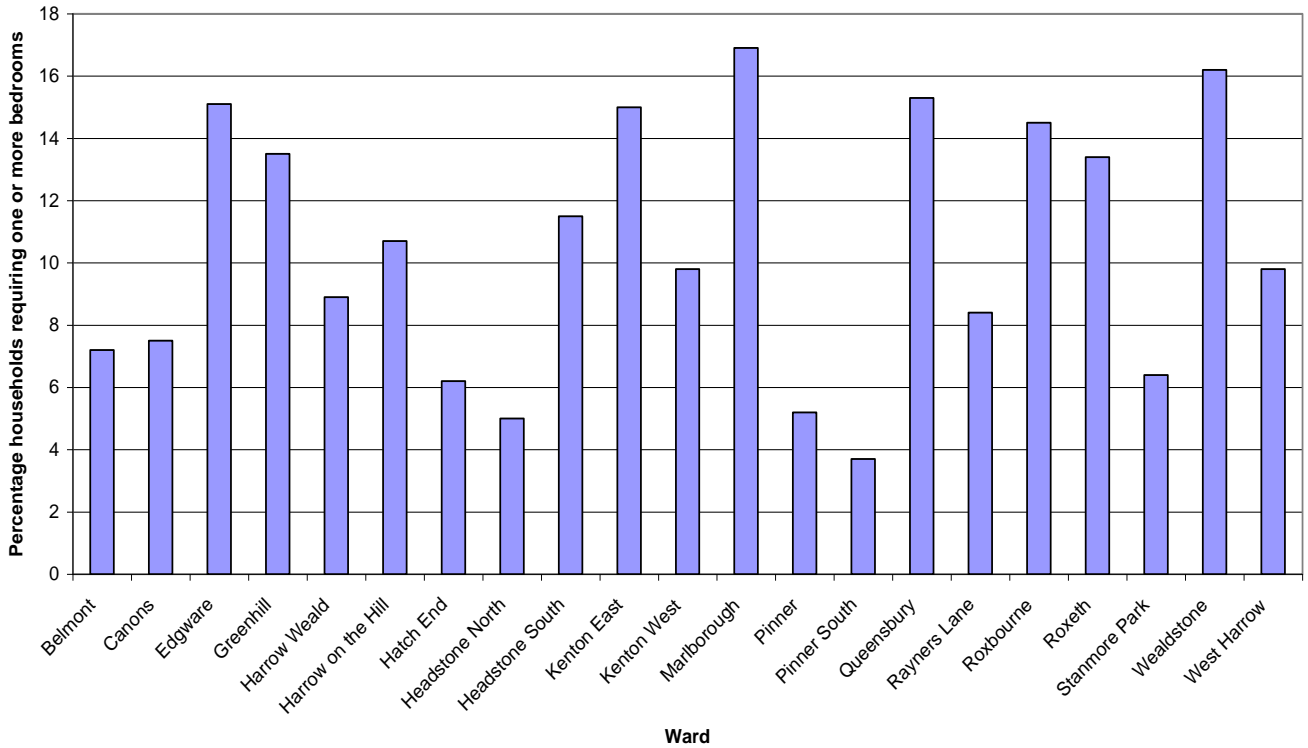


Fig. 36

All of this details a picture of an area experiencing a mix of poor housing with a large number of housing standards complaints of which a significant percentage are the result of landlord negligence and where a disproportionately large number of households are benefit dependent and have social problems reflected by this. In fact, a report published by the Audit Commission in 2006 reported that one in three people living in more deprived areas thinks that anti-social behaviour is damaging their quality of life.

All of the above indicate that both council wards in which the designated area is located suffer from higher rates of crime and deprivation than Harrow as a whole.

Population turnover and Deprivation in Marlborough and Wealdstone

A population high turnover makes it harder to create ties with the local area and nurture a community spirit which facilitates greater care and pride for the place residents live in.

Marlborough ward contains the MSOA with the highest number of people entering and leaving its boundary based on the findings of the Census 2011, although the evidence indicates that more people leave than enter creating a negative flux of migration. This MSOA borders Wealdstone and had a net change rate of -14 per 1000 persons.

Marlborough is the third highest ward in Harrow for children in out of work families and also the third highest for children in families receiving either income support or jobseeker's allowance.

Marlborough has the second highest claimants for jobseeker's allowance.

According to the Census 2011, the number of lone parent households with dependent children in both Marlborough and Wealdstone increased from 2001 to 2011. In Wealdstone out of 399 lone parent households with dependent children 46.9% were unemployed while in Marlborough 387 47.8% were unemployed. Both higher than the borough average of 43.5%

Marlborough and Wealdstone's number of households on housing benefit and council tax benefit (950 and 1,140 respectively) far exceeds the borough average of 677. 6% of Harrow's council tax benefit and housing benefit claimants live in Marlborough while 7.3% live in Wealdstone. The vast majority of these claimants are either single or a couple.

The number of claimants for jobseeker's allowance in Marlborough (275) and Wealdstone (173) also significantly surpasses the borough average of 128.

Health

According to census data, 4.7% and 4.8% of the Marlborough's and Wealdstone's population respectively regarded themselves as having poor health which is slightly higher than the borough average of 4.6%.

Housing stock

As of the 2011 Census, Marlborough has the second highest number of privately rented properties (30.8% of the ward's housing stock) has the fourth highest (26.9% of Wealdstone's stock). The super output areas in Marlborough and Wealdstone with high number of private rented properties are shown below in figure 28 flanking Wealdstone High Street.

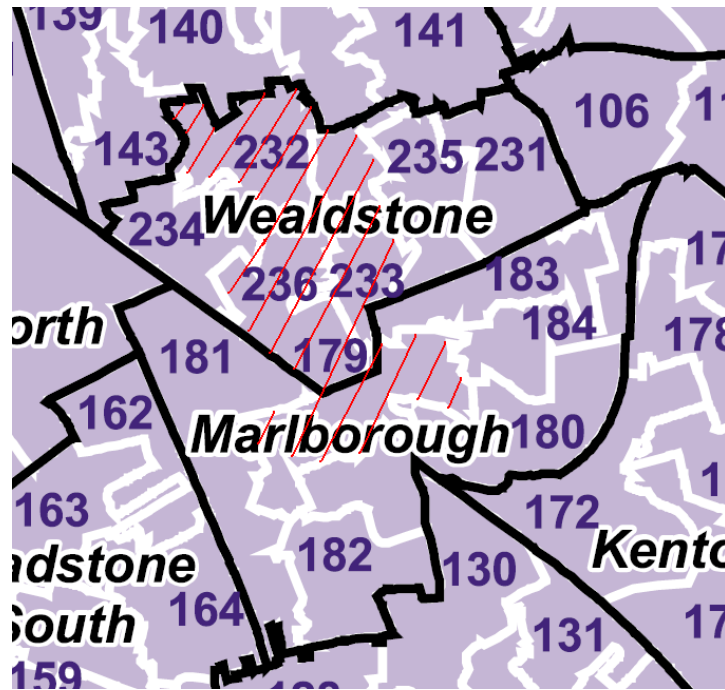


Fig.37

Marlborough generated the most service requests to the Council's Private Sector Housing Enforcement team in the previous financial year. Wealdstone was also on the higher than most wards.

Of the 132 service requests received for Marlborough and 100 service requests for Wealdstone, 47.7% and 53% respectively were directly as a result of the condition of a private rented property.

Marlborough and Wealdstone also among the most number of identified category one hazards under the Housing Act 2004 (see figure 29 below), mostly attributed to excess cold, damp and mould and crowding and space. These hazards can affect the morale of people living in such conditions and influence how people feel about where they live.

Pivot Chart of Hazards

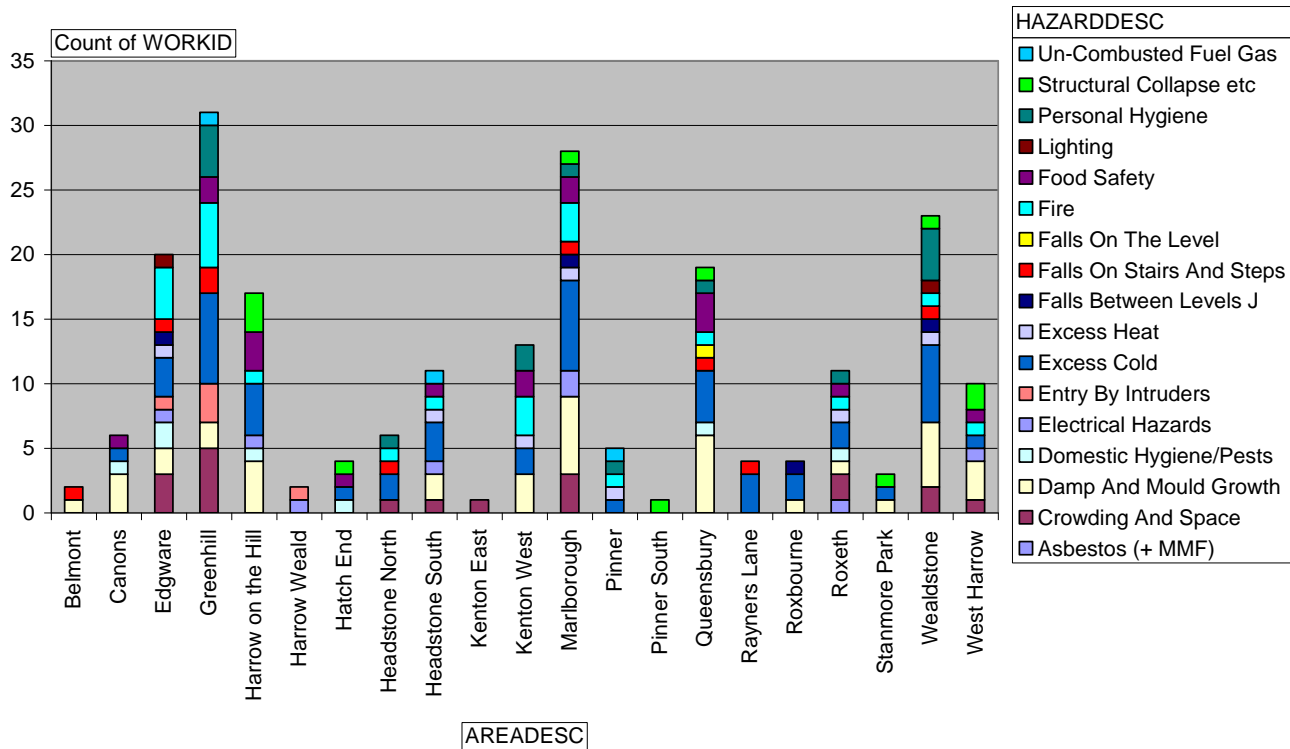


Fig. 38

The occupancy rating in the Census 2011 reveals that Marlborough and Wealdstone were the highest for overcrowded households than any other ward.

Population turnover and Deprivation in Edgware

The population of Edgware is very transient, with a high turnover and one of the lowest negative churn rates (-18) in Harrow (see figure 15 for graph on page 20).

In 2009-2010 which is the earliest data, the MSOA which covers most of Edgware and all of the proposed area for designation, 74 people came to live there while 92 migrated out of the area. The area has consistently had a negative rate of net migration change for several years running.

In earlier sections of this report, it has been highlighted that a transient community presents less attachment and commitment/care for the local area and is often an indicator for deprivation and poor quality of life.

Benefit Dependency

According to the Census 2011, there were 253 lone parent households with dependent children in Edgware and 49.4% were unemployed which was higher than the borough average of 43.5%.

Census data also reveals that there were 870 households (making up 5.6% of the total claimants of Harrow) on housing benefit and council tax benefit which significantly exceeds the borough average of 677. The vast majority of these claimants are either single or a couple.

The number of claimants for jobseeker's allowance (JSA) in Edgware (155) also surpasses the borough average of 128, making up 5.8% of the borough's JSA claimants.

Health

4.5% of Edgware ward's population regarded themselves as having poor health which is slightly lower than the borough average of 4.6%.

Housing stock

24.5 % of the housing stock in Edgware is privately rented.

Most of the private rented housing in Edgware is along the following super out areas below which coincides with where crime and environmental ASB is occurring in this ward.

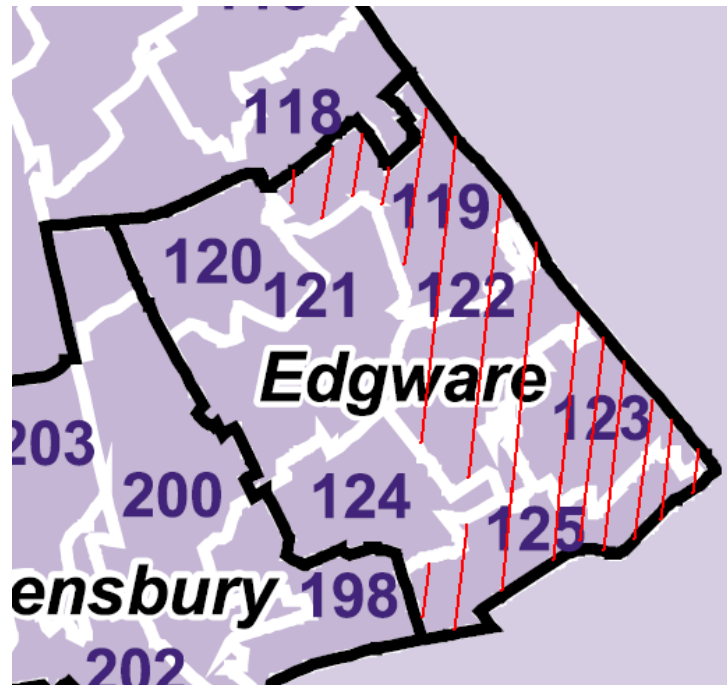


Fig. 39

Edgware generated 69 complaints/ service requests to the Council's Private Sector Housing Enforcement team in the previous financial year which was not as high as other wards like Marlborough and Wealdstone but greater than the borough average of 62.5 but it must be borne in mind that Edgware has a smaller private rented housing stock than these other wards.

Of the 132 service requests received for Edgware 59% were directly as a result of the condition of a private rented property.

In 2012-2013, Edgware had an above average number of category 1 hazards, mostly attributed to excess cold, fire, damp and mould and crowding and space (see figure 38).

The occupancy rating in the Census 2011 revealed that 15.1% of households in Edgware are overcrowded (i.e. 562 households), one of the highest figures in Harrow and well above the borough average 421 households.

5. Conclusion

Local authorities can decide to designate a Neighbourhood Improvement Scheme either because they have areas of low housing demand and/or are experiencing “a significant and persistent” problem of anti social behaviour in an area. It has been proven that both these conditions apply to Harrow.

This report has identified that there are higher than average levels of unemployment, poor health, crime and ASB compounded high population turnover and social deprivation in these three proposed areas. Consequently it is not strange that these areas are recognised as being rundown and adding adversely to the overall reputation of Harrow.

Cheaper housing in places of low demand have attracted unprofessional landlords into the area who exhibit little interest in responsible management of their rented properties, often letting problems originating from their tenants go on without care. This has can create destabilisation and lead to unhappiness for the local community.

Low housing demand is occasionally caused and certainly worsened by ASB. Evidence has been produced in this report to link the private rented sector in each proposed area as a contributing factor in ASB incidents. It has also been observed that in areas with a low percentage of private rented properties, the value of housing is higher. This indicates that the private rented housing in the proposed areas is having an adverse effect on the value of local housing.

Therefore, implementing this scheme will tackle the problems of low housing demand and ASB by involving landlords more closely in the running of their properties in a responsible way and taking to task misbehaving tenants.

Why a change is needed

Local authorities can decide to designate a Neighbourhood Improvement Scheme either because they have areas of low housing demand and/or are experiencing “a significant and persistent” problem of anti social behaviour in an area. The former does not apply to Harrow as house prices have risen across the borough but the latter does.

This report has identified that there are high levels of unemployment, poor health, high levels of crime and ASB, high population turnover and social deprivation in these three proposed areas. Consequently it is not strange that these areas are recognised as being rundown and adding adversely to the overall reputation of Harrow.

Evidence has been produced in this report to link the private rented sector in each proposed area as a contributing factor in ASB incidents. Therefore, implementing a Neighbourhood Improvement Scheme will tackle the problems by involving landlords more closely in the running of their properties in a responsible way and taking to task misbehaving tenants.

A House of Commons Report titled '*Selective Licensing of Privately Rented Housing*' stated that in areas where selective licensing had been implemented, those areas had the largest increase in house prices.

What's in it for Landlords?

While some landlords are responsible, others are not. This will substantiate the council's position of wishing to support cooperative, decent landlords.

The Neighbourhood Improvement scheme will aim to work with landlords to establish good practice and to help landlords reach the most optimal outcomes in any problems regarding managing their properties.

We anticipate some landlords will protest at having to pay for a licence if they are good landlords who simply let a property in the designated area and feel that they are being unfairly grouped with poor landlords but this would be a misconception. The Neighbourhood Improvement Scheme creates a level playing field for all landlords in the designated area so poor landlords will find it harder to get away with undercutting good landlords by providing cheap, ill-conditioned accommodation. Every landlord will be treated fairly and receive the same support. Furthermore, as the licence period is five years, there is no guarantee that presently good landlords will not become complacent overtime and rather than trying to identify good landlord from bad landlord, this scheme is designed to create a culture of good practice across the whole area and therefore, all landlords operating therein will have to be licensed.

The scheme is not to be seen as a tax for landlords. It is an opportunity for a close mutually-beneficial partnership with the council to monitor and regulate the area. For example, support can be provided for landlords finding it hard to abide by licence conditions or need help dealing with anti-social tenants.

Ultimately, it is hoped that as the condition of the private rented stock improves and the reputation of private landlords increases it will create stable communities and raise the rental value of private rented properties so that these areas become more attractive to investors. Higher rental value would lead to a more diverse community instead of being a focal point for low-income and disadvantaged households.

Based on the consultations of other councils who implemented the scheme, it is expected that the licence fee will be a chief concern for many landlords and some may intend to raise the rent and make the tenant pay as a result. However, since these are deprived areas the landlords may be hard-pressed to find tenants willing to pay the raised prices for poor quality accommodation. Rental value must increase with gradual area improvement.

Landlords may be able to apply for business tax relief for the licence fee.

6. How will the Neighbourhood Improvement Scheme help tackle ASB?

The council has been running an additional licensing scheme for several years which has shown success in raising the standards of two storey houses in multiple occupation (HMO). From this experience, the council has found that landlords who licensed their properties were more responsive to operating to a higher standard, were more concerned about making sure their properties were safe, showed cooperation and were easier to reach and obtain involvement in any matters arising from their licensed HMOs. This is why the council is extremely confident that this success can be extended to other parts of the private rented sector if the Neighbourhood Improvement Scheme were to be implemented.

All the private rented properties will be inspected to make sure they comply with minimum standards.

Landlords will be encouraged to join accreditation schemes and will receive a discounted licence fee if they have already joined one at the time of application.

The council does not condone landlords who show little or no responsibility toward their tenant's inconsiderate behaviour so it is proposed that penalties for poor management such as reduced licence terms, stricter conditions and repercussions for breaches of such will be enforced. Late applications will result in a penalty fee so that the scheme is treated seriously by all concerned.

Landlords will be required to meet the following criteria:

- Demonstrate they are fit and proper and a CRB check may be carried out by the council to ensure that no criminal convictions exists for the applicant which could affect the management of the property e.g. sexual offences
- Have good management and financial arrangements
- Have a procedures for dealing with problem tenants including making sure all households have a written tenancy agreement
- Any additional conditions will be issued with the licence as the council sees fit for example, making sure that references are obtained for new tenants for landlords who frequently let to problem tenants

Discounts will be issued to accredited landlords and those whose properties have no category one hazards during the application inspection. This will encourage the improvement of dwelling conditions.

The Neighbourhood Improvement Scheme will facilitate a closer working relationship between the Council and landlords in the designated area. The plan is to instil an incentive to improve standards thereby providing dwellings suitable for modern times.

Harrow Council is fortunate that it has a positive relationship with a number of authorities that have already been through this process and can share best practice. It is expected that this scheme working along side other intervention

projects in the area, will have a significant impact on ASB issues and consequently the housing tenure of the area.

7. Main options

Other interventions have been reviewed as alternative measures to tackle the ASB and poor management problems in the proposed areas (see below) but these do not cover the wider issues and are ad-hoc in nature. The Neighbourhood Improvement Scheme offers a multi-pronged approach to deliver long-term changes bringing together different teams within and outside the council to work together on a shared agenda of area improvement.

Do Nothing

Evidence has shown that the area is subject to conditions that require intervention, for the purpose of helping the community.

Consultation show that issues have remained in place despite other forms of intervention taking place.

In line with Council commitments and requirements of putting the community first, the option of doing nothing is not an option. If no action is taken the problems experienced in the ward are likely to continue.

Mandatory Licensing

Mandatory licensing refers to the licensing of Houses in Multiple Occupation (HMO) where the premises are three or more storey's and occupied by five or more people who form two or more households. This licensing regime has been in place in Harrow since 2006, but only covers a small portion of the rented accommodation sector.

Despite being in place for nearly ten years, with proactive enforcement being in place, some of the issues highlighted in the evidence above have still continued to happen.

Mandatory Licensing is able to ensure that standards are in place for specific, individual premises but not able to raise them in an area per se. Therefore the use of this licensing regime alone would not meet the objectives set out by a Selective Licensing scheme.

This scheme is already in place, but only affects HMOs, and so does not deal with issues affecting the area resulting from other privately rented properties.

Additional Licensing

Additional Licensing covers Houses in Multiple Occupation not subject to the mandatory scheme noted above. In Harrow this covers two storey properties occupied by different households. Harrow has had such a scheme in place since 2010, and as the current 5 year designation ends in November 2015; a consultation on renewing this is currently open.

Again, this addresses matters of multi occupied premises, but does not ensure a consistent approach across the rented sector in an area to bring standards up.

Using the evidence base provided from the survey of the Edgware Ward (see Appendix C), only 94 of premises would fall under the additional or mandatory scheme, compared to a minimum 550 private rented accommodation that would fall within Selective Licensing.

Additional licensing is already in place in Harrow but as noted above, does not go far enough in that it does not capture many privately rented properties.

Borough Wide Designation under Selective Licensing

Some councils have adopted Borough Wide schemes, such as seen in Newham, but Harrow has been keen to ensure that such a scheme is used only where it is required for a targeted approach, and in line with legal requirements. Additionally, it is important that there is a clear evidence base to support any scheme, and for the areas proposed, which is established for Edgware but is currently not in place for the whole Borough.

It should be noted that there has been wide spread support for selective licensing on a larger scale, but this in itself cannot be evidence to justify introducing a wider scheme. Additionally, all areas will probably suffer from aspects of anti-social behaviour linked to private rented accommodation, but it is imperative that a proportionate, evidenced approach is taken to target and tackle areas.

It is important that any such scheme is actually seen to work, and it therefore makes operational sense to pilot the scheme in an area to understand how it works and ensure it does reach the outcomes required.

It is the intention of the Council if Selective Licensing is agreed in Edgware, to monitor the implementation of the scheme as well as look at the other identified areas to understand the evidence base and to consult on these as necessary. There is currently no intention to put in place a Borough Wide scheme, as it is not considered that all areas within the Borough suffer from the key components to justify such as action.

This option not viable due to a lack of Borough wide evidence to justify it at present.

Accredited Landlord Scheme

There are accredited landlord schemes in operation that put in place a consistent standard and lead to improved standards of accommodation, not necessarily matters of ASB. While such schemes are valuable, it is imperative that all landlords in an area engage in improving it. Such a scheme is voluntary and so take up is variable. Therefore it is felt that a more intensive intervention

is required, making it mandatory on all landlords to comply with conditions in order to address the problems being experienced in the area.

As part of the selective licensing scheme, it is proposed that a £75 discount is applied to the initial application if the landlord is a member of an accredited scheme. This recognises the actions of landlords to be proactive in approach and already have signed up to agreed set standards.

This option is already in place, but merely compliments licensing and does not address the wider issues that selective licensing is expected to help with.

Action Against Individual Cases

Legislation allows enforcement action to be taken against cases of nuisance and fly tipping (Environmental Protection Act 1990), Anti-Social Behaviour (ASB, Crime and Policing Act 2014) and other related matters

The Council has introduced Fixed Penalty Notices for environmental issues, such as littering across the Borough

The Anti-Social Behaviour, Crime and Policing Act 2014 also introduced additional powers to local housing authorities by way of absolute grounds for possession in housing cases where certain conditions are met, although this will only assist with council tenancies.

The issue with reliance on these powers is that it affects property and / or person specific issues and does not necessarily address a wider issue, although it may have some deterrent effect.

The DCLG Guidance recognises that Selective Licensing is not a tool that can be used in isolation, and the above enforcement powers can be used to compliment a change in culture and address issues.

This option is already in place, but has localised effect on its own.

Special Interim Management Order

A Special Interim Management Order transfers the management of a residential property to the local housing authority for a period of up to 12 months and can only be made if approved by a residential property tribunal.

These orders are used to address matters of anti-social behaviour emanating from a property that the landlord is failing to take appropriate action to deal with. The order is then made to protect the health, safety or welfare of persons occupying, visiting or engaged in lawful activities in the locality of the house.

These are strong powers to deal with isolated individual problems of individual anti-social behaviour which nevertheless seriously impact upon the community.

This option is already in place, but has localised effect on its own. Can be used where a focused approach is needed.

Part 1 of the Housing Act 2004

These enforcement powers are designed to effectively deal with hazards within a property and though effective at getting landlords to remedy such hazards, Part 1 of the Act does not offer a wider strategic procedure to improve a designated area.

Empty Property Strategy

The council already has an intervention team dedicated to bringing long-term empty dwellings back into use but this initiative is only restricted to empty homes and cannot deal with poorly managed private rented accommodation.

Landlords Forum

The council has been hosting landlord forums for years which have shown a lot of interest from landlords and is a great way of exchanging information and educating our landlords who operate in the borough but this does not offer a comprehensive, structure for managing private rented properties and tenants and offers no enforcement to ensure that such a structure is adhered to.

Acknowledgements

This report was made possible thanks to the contribution of the following teams of Harrow council who provided their help and advice:

The Strategic Assessment Team

The Economic Develop & Enterprise & Research Team

The Private Sector Initiatives Team

Community Safety Services

Special thanks to Blackpool Council

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Consultation On Proposal To Renew Selective Licensing

Harrow Council has identified areas where there are a number of badly managed and poorly maintained properties which are linked to anti social behaviour. To overcome these problems Harrow Council is considering renewing the selective licensing scheme in a designated area, being the **Edgware ward**. Map is enclosed showing the roads affected.

Working in partnership with the Police, landlords, agents, tenants etc we aim to tackle anti-social behaviour and improve areas in low housing demand. We want to improve the area to make it attractive for people to want to live, work and invest in the area. Since Selective Licensing was introduced in Edgware we have:

- Licensed XX amount of premises
- Dd
- Dd
- Dd

If the Selective Licensing scheme is renewed, all private rented properties would be required to apply for a license. This will enable the Council to ensure that fire safety standards, basic amenities and general management of rented properties are being met. The Scheme will be reviewed and renewed after five years from date of implementation, and a proposed fee of £550.

The results of the consultation will enable the Council to ensure, through the renewal of the Selective Licensing scheme, to address your concerns. We will not give your personal information to anyone else. The information we receive helps us to see if the people who fill in our questionnaires reflect the different groups of people who live in the borough. Under the Data Protection Act 1998, we require your consent to process it. When you fill in the boxes below you are giving your consent.

An online version is available at <http://www.harrow.gov.uk/environmentconsultations>

SERVICE					
A1	Our services are open from 9am to 5pm Monday to Friday. How do you rate this availability?	Excellent, <input type="checkbox"/>	Good, <input type="checkbox"/>	OK, <input type="checkbox"/>	Poor, <input type="checkbox"/>
Comments:					
A2	Is your business your	Yes <input type="checkbox"/> No <input type="checkbox"/>			
	Own	Yes <input type="checkbox"/> No <input type="checkbox"/>			
	Rented	Yes <input type="checkbox"/> No <input type="checkbox"/>			
	Leased	Yes <input type="checkbox"/> No <input type="checkbox"/>			
	Other	Please specify:			

A3	What type of business do you run <i>(please specify)</i> Food outlet Newsagent Bookmakers Other	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Please specify
A4	Would you invest further in the borough	Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know <input type="checkbox"/> Comment

YOUR EXPERIENCE

B1	Have you experienced any of the following problems with private rented properties? Badly managed properties Property condition in a poor state of disrepair Overcrowded properties Overflowing bins / fly tipping Nuisance from anti-social behaviour Groups congregating Alcohol related crime Drug dealing or drug related issues Gang nuisance Violence Harassment Racial prejudices Other	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Comment
----	--	---

B2	<p>Has your business being affected by</p> <p>Noise nuisance</p> <p>Nuisance from parking</p> <p>Noise from cars</p> <p>Nuisance neighbours</p> <p>Overflowing bins/fly tipping</p> <p>Drug/alcohol related crime</p> <p>Other</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Comment</p>
B3	<p>Do you agree that Harrow Council should hold Landlords and Managing Agents responsible to manage their properties?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know <input type="checkbox"/></p> <p>Comments</p>
B4	<p>Do you think that landlords are taking enough action against tenants who cause a nuisance or anti-social behaviour</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know <input type="checkbox"/></p> <p>Comments</p>
B5	<p>Do you think the Council is dealing effectively with landlords and agents who neglect their properties</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know <input type="checkbox"/></p> <p>Comments</p>
B6	<p>Selective licensing scheme would enable the Council to have greater control on private rented properties. Therefore do you agree that Harrow Council should introduce selective licensing scheme?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know <input type="checkbox"/></p> <p>Comments</p>
B7	<p>Do you feel anti social problems are dealt effectively</p> <p>By the Council</p> <p>Police</p> <p>Partnership working with Landlords/Managing agents</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Comment</p>

OVERALL SATISFACTION

C1	What is your overall opinion of our service?	Excellent, <input type="checkbox"/> Good, <input type="checkbox"/> OK, <input type="checkbox"/> Poor, <input type="checkbox"/> Comments:
C2	Are there any other aspects you wish to comment on?	Yes <input type="checkbox"/> No <input type="checkbox"/> Comments:
C3	Is there anything else, which you feel, is important for the service or would improve the service?	Suggestions: 1 2 3

FURTHER CONSULTATION

D1	Would you be interested in participating in future stakeholder consultation exercises regarding the review of the Council's Private Sector Housing Enforcement policies?	Yes <input type="checkbox"/> No <input type="checkbox"/> Comments
D2	You are welcome to return this questionnaire anonymously, but if you wish to give your name and address so we can respond to any issues you have raised, then please do so here.	Name: Address: Tel: Email:

CUSTOMER SATISFACTION SURVEY

To help us monitor equal access and service delivery, we would like to monitor the ethnic origin of our service users. This will help us to ensure that we continue to provide a service, which is delivered on a fair basis across the community. Any information you provide will be treated in strictest confidence.

Please tick the box which best describes your ethnic origin:

Black African
Caribbean
Other Please specify

Asian Bangladeshi
Chinese
Indian
Pakistani
Other Please specify

European Irish
UK
Other Please specify

Other Ethnic Group Please specify

Is your first language English? Yes
No If "NO" please specify

Gender Male
Female

Thank you for taking the time to complete this form and assisting us in improving the service. Your comments and suggestions are always welcome.

Please return the completed questionnaire to:

Residential Licensing Team

Community & Public Protection

Civic Centre

PO Box 18

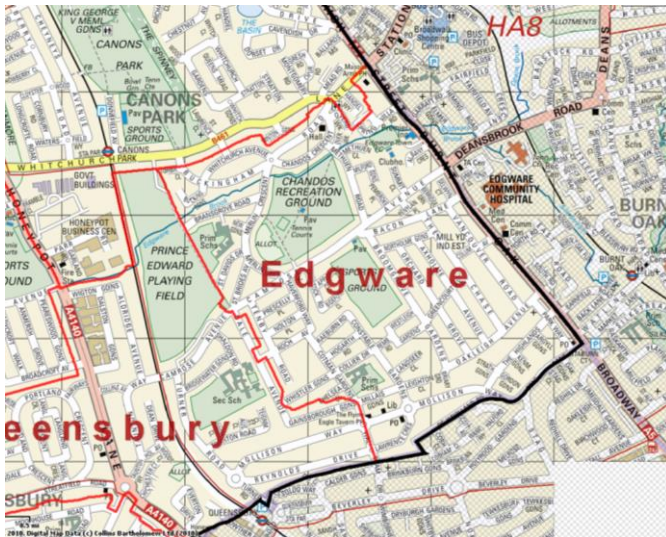
Station Road

Harrow

HA1 2UT Email: residential.licensing@harrow.gov.uk

If you have any questions regarding this form, please do not hesitate to contact Residential Licensing Team on the above email

Map of proposed ward



Designated ward road names:

All Roads within the Ward of Edgware being:

Lawrence Crescent	Gordon Gardens	Mollison Way	De Havilland Road
Strathclyde Gardens	The Highlands	Kenmore Gardens	Argyll Gardens
Parkway	Leighton Close	Constable Gardens	Millais Gardens
Chelsea Close	Cotman Gardens	Collier Drive	Hogarth Road
Raeburn Road	Rembrandt Road	Westleigh Gardens	Broomgrove Gardens
Greencourt Avenue	Orchard Grove	Axholme Avenue	The Chase
Vancouver Road	Columbus Avenue	Bacon Lane	Camrose Avenue
Rochdale Avenue	Nolton Place	Prescelly Place	Tenby Road
Haverford Way	Tavistock Road	Appledore Close	Bideford Close
Northolme Gardens	Penylan Place	Selwyn Court	Berridge Green
Pembroke Place	Summit Close	Albany Crescent	Milford Gardens
Methuen Road	St Brides Avenue	Merlin Crescent	St David Drive
New Gardens	Bransgrove Road	Buckingham Road	Chandos Crescent
Methuen Close	Spring Villa Road	Overbrook Walk	Whistlar Gardens
Buckingham Gardens	Torbridge Close	Burnt Oak Broadway	Waltham Drive
Oakleigh Avenue	Landseer Close	Whitchurch Avenue	Overbrook Walk

Edgware Ward Councillors



[Councillor James Lee](#)

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Work: nitin.parekh@harrow.gov.uk

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Consultation On Proposal To Renew Selective Licensing

Harrow Council has identified areas where there are a number of badly managed and poorly maintained properties which are linked to anti social behaviour. To overcome these problems Harrow Council is considering renewing the selective licensing scheme in a designated area, **Edgware ward**. Map is enclosed showing the roads affected.

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- Licensed XX amount of premises
- Dd
- Dd
- Dd

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The results of the consultation will enable the Council to ensure, through the renewal of the Selective Licensing scheme, to address your concerns. We will not give your personal information to anyone else. The information we receive helps us to see if the people who fill in our questionnaires reflect the different groups of people who live in the borough. Under the Data Protection Act 1998, we require your consent to process it. When you fill in the boxes below you are giving your consent.

An online version is available at <http://www.harrow.gov.uk/environmentconsultations>

SERVICE

A1	Our service is open from 9am to 5pm Monday to Friday. How do you rate this availability?	<div style="display: flex; justify-content: space-around;"> Excellent, <input type="checkbox"/> Good, <input type="checkbox"/> OK, <input type="checkbox"/> Poor, <input type="checkbox"/> </div> <p>Please specify</p>
A2	<p>Are you?</p> <p>A Landlord</p> <p>Managing Agent</p> <p>Leaseholder</p> <p>Other</p>	<div style="display: flex; justify-content: space-between;"> Yes <input type="checkbox"/> No <input type="checkbox"/> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Yes <input type="checkbox"/> No <input type="checkbox"/> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Yes <input type="checkbox"/> No <input type="checkbox"/> </div> <p>Please specify:</p>

A3	Are you a member of the London Landlords accreditation scheme or any other recognised landlord body? If yes Please specify which one	Yes <input type="checkbox"/> No <input type="checkbox"/>
A4	Are your rented properties In Harrow Outside the borough	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
A5	Do you Request references prior to renting Provide written tenancy agreements	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Comments

YOUR EXPERIENCE

B1	Have you experienced any of the following Renting your properties. Anti social problems in the neighbourhood, which have affected your tenants. Keeping the good tenants Evicting bad tenants Tenants breaching the tenancy agreement ie subletting/overcrowding Rent arrears Damage caused by tenants Complaints from the Council	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
----	--	--

	<p>Overflowing bins and/or refuse dumped around the property</p> <p>Nuisance from anti social behaviour</p> <p>Noise nuisance from the tenants</p> <p>Other</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Please specify</p>
B2	<p>Have you used the services of any of the following Teams:</p> <p>Homelessness</p> <p>Environmental Health</p> <p>Anti-Social Behaviour</p> <p>Police</p> <p>Other</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Please specify</p>
B3	<p>Have you complained to the Council about other private rented properties causing</p> <p>Noise nuisance</p> <p>Nuisance from parking</p> <p>Nuisance neighbours</p> <p>Overflowing bins/fly tipping</p> <p>Drug dealing or drug related crime</p> <p>Alcohol related crime</p> <p>Gang nuisance</p> <p>Violence</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

	<p>Harassment</p> <p>Racial prejudices</p> <p>Other</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Please specify</p>
B4	<p>With regards to anti social behaviour have you?</p> <p>Being a victim</p> <p>Witnessed it</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Comment</p>
B5	<p>Do you feel anti social problems are dealt effectively</p> <p>By the Council</p> <p>Police</p> <p>Partnership working with Landlords/Managing agents</p> <p>Other</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know <input type="checkbox"/></p> <p>Please specify</p>

B6	<p>If you have made any complaints</p> <p>Were you happy with the way your complaint was dealt with</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Comment</p>
B7	<p>Are there any other Services you would like more information on?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Please specify</p>

OVERALL SATISFACTION

D1	<p>What was your overall opinion of our service?</p>	<p>Excellent, <input type="checkbox"/> Good, <input type="checkbox"/> OK, <input type="checkbox"/> Poor, <input type="checkbox"/></p> <p>Please specify</p>
D2	<p>Are there any other aspects you wish to comment on?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Please specify</p>
D3	<p>Is there anything else, which you feel, is important for the service or would improve the service?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Please specify</p>

FURTHER CONSULTATION

E1	<p>Would you be interested in participating in future stakeholder consultation exercises regarding the review of the Council's Private Sector Housing Enforcement policies?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Comments</p>
----	---	---

E2	Selective licensing scheme would enable the Council to have greater control on private rented properties. Therefore do you agree that Harrow Council should introduce selective licensing scheme?	Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know Comments Yes <input type="checkbox"/> No <input type="checkbox"/> Comments
E3	You are welcome to return this questionnaire anonymously, but if you wish to give your name and address so we can respond to any issues you have raised.	Name: Address: Daytime Tel: Mobile Number: Email:

EQUALITY MONITORING

To help us monitor equal access and service delivery, we would like to monitor the ethnic origin of our service users. This will help us to ensure that we continue to provide a service, which is delivered on a fair basis across the community. Any information you provide will be treated in strictest confidence.

Please tick the box which best describes your ethnic origin:

Black African
 Caribbean
 Other Please specify

.....

Asian Bangladeshi
 Chinese
 Indian
 Pakistani
 Other Please specify

.....

European Irish
 UK
 Other Please specify

.....

Other Ethnic Group Please specify

.....

Is your first language English? Yes
 No If "NO" please specify

Gender Male
 Female

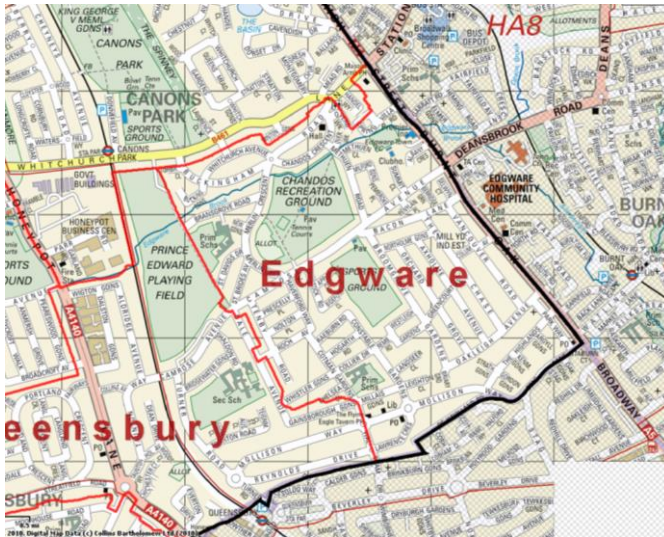
Thank you for taking the time to complete this form and assisting us in improving the service. Your comments and suggestions are always welcome.

Please return the completed questionnaire to:

Harrow Council
Community & Public Protection
Residential Licensing Team
Civic Centre
PO Box 18
Station Road
Harrow
HA1 2UT Email: residential.licensing@harrow.gov.uk

If you have any questions regarding this form, please do not hesitate to contact Residential Licensing Team on residential.licensing@harrow.gov.uk

Map of proposed ward



Designated ward road names:

All Roads within the Ward of Edgware being:

- | | | | |
|---------------------|----------------|-------------------|--------------------|
| Lawrence Crescent | Gordon Gardens | Mollison Way | De Havilland Road |
| Strathclyde Gardens | The Highlands | Kenmore Gardens | Argyll Gardens |
| Parkway | Leighton Close | Constable Gardens | Millais Gardens |
| Chelsea Close | Cotman Gardens | Collier Drive | Hogarth Road |
| Raeburn Road | Rembrandt Road | Westleigh Gardens | Broomgrove Gardens |
| Greencourt Avenue | Orchard Grove | Axholme Avenue | The Chase |

Vancouver Road	Columbus Avenue	Bacon Lane	Camrose Avenue
Rochdale Avenue	Nolton Place	Prescelly Place	Tenby Road
Haverford Way	Tavistock Road	Appledore Close	Bideford Close
Northolme Gardens	Penylan Place	Selwyn Court	Berridge Green
Pembroke Place	Summit Close	Albany Crescent	Milford Gardens
Methuen Road	St Brides Avenue	Merlin Crescent	St David Drive
New Gardens	Bransgrove Road	Buckingham Road	Chandos Crescent
Methuen Close	Spring Villa Road	Overbrook Walk	Whistlar Gardens
Buckingham Gardens	Torbridge Close	Burnt Oak Broadway	Waltham Drive
Oakleigh Avenue	Landseer Close	Whitchurch Avenue	Overbrook Walk

Edgware Ward Councillors



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Edgware

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Labour

Edgware

Room 102, Labour Group Office, PO Box 2, Civic Centre, Station Road, HARROW, HA1 2UH

Work: Group Office: (020) 8424 1897

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[Councillor Nitin Parekh](#)

Labour

Edgware

The Mayor

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Consultation On Proposal To Renew Selective Licensing

Harrow Council has identified areas where there are a number of badly managed and poorly maintained properties which are linked to anti social behaviour. To overcome these problems Harrow Council is considering renewing the selective licensing scheme in a designated area, being the **Edgware ward**. Map is enclosed showing the roads affected.

Working in partnership with the Police, landlords, agents, tenants etc we aim to tackle anti-social behaviour and improve areas in low housing demand. We want to improve the area to make it attractive for people to want to live, work and invest in the area. Since Selective Licensing was introduced in Edgware we have:

- Licensed XX amount of premises
- Dd
- Dd
- Dd

If the Selective Licensing scheme is renewed, all private rented properties would be required to apply for a license. This will enable the Council to ensure that fire safety standards, basic amenities and general management of rented properties are being met. The Scheme will be reviewed and renewed after five years from date of implementation, and a proposed fee of £550.

The results of the consultation will enable the Council to ensure, through the renewal of the Selective Licensing scheme, to address your concerns. We will not give your personal information to anyone else. The information we receive helps us to see if the people who fill in our questionnaires reflect the different groups of people who live in the borough. Under the Data Protection Act 1998, we require your consent to process it. When you fill in the boxes below you are giving your consent.

An online version is available at <http://www.harrow.gov.uk/environmentconsultations>

SERVICE	
A1	<div style="display: flex;"> <div style="flex: 1;"> <p>Our service is open from 9am to 5pm Monday to Friday. How do you rate this availability?</p> </div> <div style="flex: 3;"> <p style="text-align: center;"> Excellent, <input type="checkbox"/> Good, <input type="checkbox"/> OK, <input type="checkbox"/> Poor, <input type="checkbox"/> </p> <p>Please specify</p> </div> </div>
A2	<p>Are you?</p> <p>Owner occupier Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Private rented tenant Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Housing Association tenant Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Council tenant Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Other Please specify:</p>

A3	<p>Do you like where you live</p> <p>Has the area changed for the better or worse</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Comment</p> <p>Better <input type="checkbox"/> Worse <input type="checkbox"/></p>
A4	<p>What do you <i>(please specify)</i></p> <p>Like best about the area</p> <p>Dislike about the area</p>	
A5	<p>How long have you lived in Harrow <i>(please specify)</i></p>	
A6	<p>If you are a tenant has your landlord</p> <p>Requested references prior to renting</p> <p>Provided written tenancy agreements</p> <p>Have an annual gas safety check</p> <p>Keep the property in a good state of repair</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Comments</p>

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YOUR EXPERIENCE		
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B1	<p>Have you experienced any</p> <p>Anti social problems in the neighbourhood, which have affected you</p> <p>Landlord/Agent threatening if you complaint about your living conditions</p> <p>Affected by subletting/overcrowding</p> <p>Damage caused by tenants</p> <p>Complaints from the Council</p> <p>Overflowing bins and/or refuse dumped around the property</p> <p>Nuisance from anti social behaviour</p> <p>Noise nuisance</p> <p>Other</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Please specify</p>
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B2	<p>Have you used the Services of any of the following Teams:</p> <p>Homelessness</p> <p>Environmental Health</p> <p>Anti-Social Behaviour</p> <p>Police</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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	Other	Please specify
B3	<p>Have you complained about</p> <p>Noise nuisance</p> <p>Nuisance from parking</p> <p>Noise from cars</p> <p>Nuisance neighbours</p> <p>Overflowing bins/fly tipping</p> <p>Drug dealing or drug related crime</p> <p>Alcohol related crime</p> <p>Gang nuisance</p> <p>Violence</p> <p>Harassment</p> <p>Racial prejudices</p> <p>Other</p>	<p>Please specify</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Please specify</p>
B4	<p>With regards to anti social behaviour have you?</p> <p>Being a victim</p> <p>Witnessed it</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Comment</p>

B5	<p>Do you feel anti social problems are dealt effectively</p> <p>By the Council</p> <p>Police</p> <p>Partnership working with Landlords/Managing agents</p> <p>Other</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know <input type="checkbox"/></p> <p>Please specify</p>
B6	<p>Do you think that landlords are taking enough action against tenants who cause a nuisance or anti-social behaviour</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know <input type="checkbox"/></p> <p>Comments</p>
B7	<p>Do you think the Council is dealing effectively with landlords and agents who neglect their properties</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know <input type="checkbox"/></p> <p>Comments</p>
B8	<p>If you have made any complaints, were you happy with the way your complaint was dealt with</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Comment</p>
B9	<p>Are there any other Services you would like more information on?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Please specify</p>

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OVERALL SATISFACTION

C1	What was your overall opinion of our service?	Excellent, <input type="checkbox"/> Please specify	Good, <input type="checkbox"/>	OK, <input type="checkbox"/>	Poor, <input type="checkbox"/>
C2	Are there any other aspects you wish to comment on?	Yes <input type="checkbox"/> No <input type="checkbox"/> Please specify			
C3	Is there anything else, which you feel, is important for the service or would improve the service?	Yes <input type="checkbox"/> No <input type="checkbox"/> Please specify			

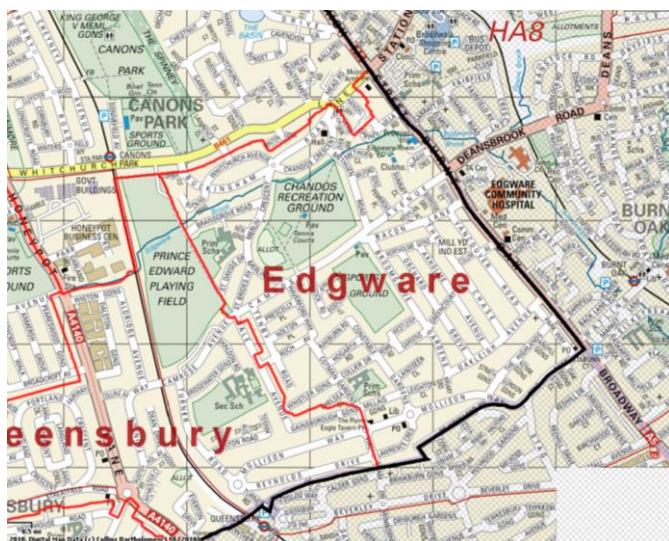
FURTHER CONSULTATION

D1	Would you be interested in participating in future stakeholder consultation exercises regarding the review of the Council's Private Sector Housing Enforcement policies?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Don't Know <input type="checkbox"/>	Comments
D2	Selective licensing scheme would enable the Council to have greater control on private rented properties. Therefore do you agree that Harrow Council should introduce selective licensing scheme?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Don't Know <input type="checkbox"/>	Comments

HMO Licensing Team
Civic Centre
PO Box 18
Station Road
Harrow
HA1 2UT Email: residential.licensing@harrow.gov.uk

If you have any questions regarding this form, please do not hesitate to contact Residential Licensing Team on residential.licensing@harrow.gov.uk

Map of proposed ward



Designated ward road names:

All Roads within the Ward of Edgware being:

Lawrence Crescent	Gordon Gardens	Mollison Way	De Havilland Road
Strathclyde Gardens	The Highlands	Kenmore Gardens	Argyll Gardens
Parkway	Leighton Close	Constable Gardens	Millais Gardens
Chelsea Close	Cotman Gardens	Collier Drive	Hogarth Road
Raeburn Road	Rembrandt Road	Westleigh Gardens	Broomgrove Gardens
Greencourt Avenue	Orchard Grove	Axholme Avenue	The Chase

Wealdstone Selective licensing Residents/tenants Questionnaire 2015

Vancouver Road	Columbus Avenue	Bacon Lane	Camrose Avenue
Rochdale Avenue	Nolton Place	Prescelly Place	Tenby Road
Haverford Way	Tavistock Road	Appledore Close	Bideford Close
Northolme Gardens	Penylan Place	Selwyn Court	Berridge Green
Pembroke Place	Summit Close	Albany Crescent	Milford Gardens
Methuen Road	St Brides Avenue	Merlin Crescent	St David Drive
New Gardens	Bransgrove Road	Buckingham Road	Chandos Crescent
Methuen Close	Spring Villa Road	Overbrook Walk	Whistlar Gardens
Buckingham Gardens	Torbridge Close	Burnt Oak Broadway	Waltham Drive
Oakleigh Avenue	Landseer Close	Whitchurch Avenue	Overbrook Walk

Edgware Ward Councillors



[Councillor James Lee](#)

Labour

Edgware

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Working in partnership with the Police, landlords, agents, tenants etc we aim to tackle anti-social behaviour and improve areas in low housing demand. We want to improve the area to make it attractive for people to want to live, work and invest in the area. Since Selective Licensing was introduced in Edgware we have:

- Licensed XX amount of premises
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If the Selective Licensing scheme is renewed, all private rented properties would be required to apply for a license. This will enable the Council to ensure that fire safety standards, basic amenities and general management of rented properties are being met. The Scheme will be reviewed and renewed after five years from date of implementation, and a proposed fee of £550.

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SELECTIVE LICENSING

A1	What type of service provider are you	
	ASB Team	<input type="checkbox"/>
	Fire Brigade	<input type="checkbox"/>
	Council Housing	<input type="checkbox"/>
	Housing Association	<input type="checkbox"/>
	Planning	<input type="checkbox"/>
	Police	<input type="checkbox"/>
	Other (<i>please specify</i>)	<input type="checkbox"/>

Selective licensing Service Provider Questionnaire 2020

A2	Do you support the Council's proposal to introduce selective licensing? <i>(Please specify if your response is evidence based).</i>	
A4	Do you agree landlords/Agents should have a responsibility to have satisfactory management arrangements: <i>(Please specify).</i>	
A5	Please provide any additional comments regarding any complaints received with private rented properties. <i>(Please specify if your response is evidence based).</i>	

YOUR EXPERIENCE

B1	If the Selective licensing scheme was not implemented what impact do you think this may have on the community? <i>(Please specify if your response is evidence based).</i>	
B2	Do you think that landlords are taking enough action against tenants who cause a nuisance or anti-social behaviour <i>(Please specify if your response is evidence based).</i>	

B3	<p>Do you think the Council is dealing effectively with landlords and agents who neglect their properties? <i>(Please specify if your response is evidence based).</i></p>	
B4	<p>What do you think? <i>(Please specify if your response is evidence based).</i></p> <p>Should the Council intervene in areas suffering from low housing demand</p>	
B5	<p>Poorly managed properties contribute to the decline of an area. <i>(Please specify if your response is evidence based).</i></p>	
B6	<p>Ineffectively managed tenancies contribute to the decline of an area. <i>(Please specify if your response is evidence based).</i></p>	

B7	Selective licensing will help reduce anti-social behaviour. <i>(Please specify if your response is evidence based).</i>	
B8	Selective licensing will help make an area more attractive to potential renters, and so increase rental values and property prices. <i>(Please specify if your response is evidence based).</i>	

OVERALL SATISFACTION

C1	Are there any other aspects you wish to comment on? <i>(Please specify).</i>	
C2	Is there anything else, which you feel, is important for the service or would improve the service?	Yes <input type="checkbox"/> No <input type="checkbox"/> Please specify

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FURTHER CONSULTATION

D1	Do you have any further comments regarding this proposal,	Comments
D2	Do you believe there is a better option or alternatives to Selective Licensing, please provide details including your justification.	<i>Please specify if your response is evidence based.</i>
D3	Please provide your contact details	Name: Department: Telephone Number(s):

Email:

EQUALITY MONITORING

To help us monitor equal access and service delivery, we would like to monitor the ethnic origin of our service users. This will help us to ensure that we continue to provide a service, which is delivered on a fair basis across the community. Any information you provide will be treated in strictest confidence.

Please tick the box which best describes your ethnic origin:

Black African
 Caribbean
 Other Please specify

Asian Bangladeshi
 Chinese
 Indian
 Pakistani
 Other Please specify

European Irish
 UK
 Other Please specify

Other Ethnic Group Please specify

Is your first language English? Yes
 No If "NO" please specify

Gender Male
 Female

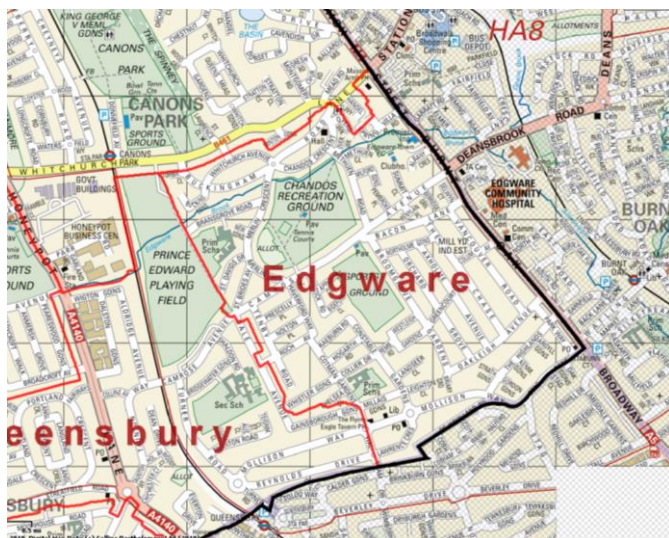
Thank you for taking the time to complete this form and assisting us in improving the service. Your comments and suggestions are always welcome.

Please return the completed questionnaire to:

Harrow Council
Residential Licensing Team
Civic Centre
PO Box 18
Station Road
Harrow

If you have any questions regarding this form, please do not hesitate to contact Residential Licensing Team at residential.licensing@harrow.gov.uk

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| Chelsea Close | Cotman Gardens | Collier Drive | Hogarth Road |
| Raeburn Road | Rembrandt Road | Westleigh Gardens | Broomgrove Gardens |
| Greencourt Avenue | Orchard Grove | Axholme Avenue | The Chase |
| Vancouver Road | Columbus Avenue | Bacon Lane | Camrose Avenue |
| Rochdale Avenue | Nolton Place | Prescelly Place | Tenby Road |
| Haverford Way | Tavistock Road | Appledore Close | Bideford Close |
| Northolme Gardens | Penylan Place | Selwyn Court | Berridge Green |
| Pembroke Place | Summit Close | Albany Crescent | Milford Gardens |

Selective licensing Service Provider Questionnaire 2020

Methuen Road St Brides Avenue Merlin Crescent St David Drive
 New Gardens Bransgrove Road Buckingham Road Chandos Crescent
 Methuen Close Spring Villa Road Overbrook Walk Whistlar Gardens
 Buckingham Gardens Torbridge Close Burnt Oak Broadway Waltham Drive
 Oakleigh Avenue Landseer Close Whitchurch Avenue Overbrook Walk

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The London Borough of Harrow Council Designation of an Area for Selective Licensing 2021

The London Borough of Harrow in exercise of their powers under Section 80 of the Housing Act 2004 (“the Act”) hereby designates for selective licensing the area described in paragraph and shown in Annex A

CITATION, COMMENCEMENT AND DURATION

1. This designation may be cited as the London Borough of Harrow Designation of an area for Selective Licensing 2021
2. This designation is made on 28th January 2021, and shall come into force on 28th April 2021
3. This designation shall cease to have effect on 27th April 2026 or earlier if the Council revokes the scheme under Section 84 of the Act

AREA TO WHICH THE DESIGNATION APPLIES

4. This designation shall apply to the Council Ward of Edgware, marked in purple on the map in Annex A

APPLICATION OF THE DESIGNATION

5. This designation applies to any house¹ which is let or occupied under a tenancy or licence within the area described in paragraph 4 unless –
 - (a) The house is a house in multiple occupation and is required to be licensed under Part 2 of the Act²;
 - (b) The tenancy or licence of the house has been granted by a registered social landlord³;
 - (c) The house is subject to an Interim or Final Management Order under Part 4 of the Act;
 - (d) The house is subject to a temporary exemption under Section 86 of the Act; or
 - (e) The house is occupied under a tenancy or licence which is exempt under the Act of the occupation is of a building or part of a building so exempt as defined in Annex B⁴;

¹ For the definition of “house” see sections 79 and 99 of the Act

² Section 55 of the Act defines which Houses in Multiple Occupation are required to be licensed under the Act. See also The Licensing of Houses in Multiple Occupation (Prescribed Descriptions) (England) Order 2006 (SI 2006/371)

³ Section 79(3) of the Act. For the definition of a Registered Social Landlord see Part 1 of the Housing Act 1996

⁴ Section 79 (4) of the Act and SI 370/2006

EFFECT OF THE DESIGNATION

6. Subject to sub paragraphs 5(a) to (e) every house in the area specified in paragraph 4 that is occupied under a tenancy or licence shall be required to be licensed under Section 85 of the Act⁵
7. The London Borough of Harrow will comply with the notification requirements contained in Section 83 of the Act and shall maintain a register of all houses registered under this designation, as required under Section 232 of the Act⁶
8. In line with Cabinet agreement and delegation, this designation is hereby made and comes into force on 28th April 2021

London Borough Of Harrow Cabinet

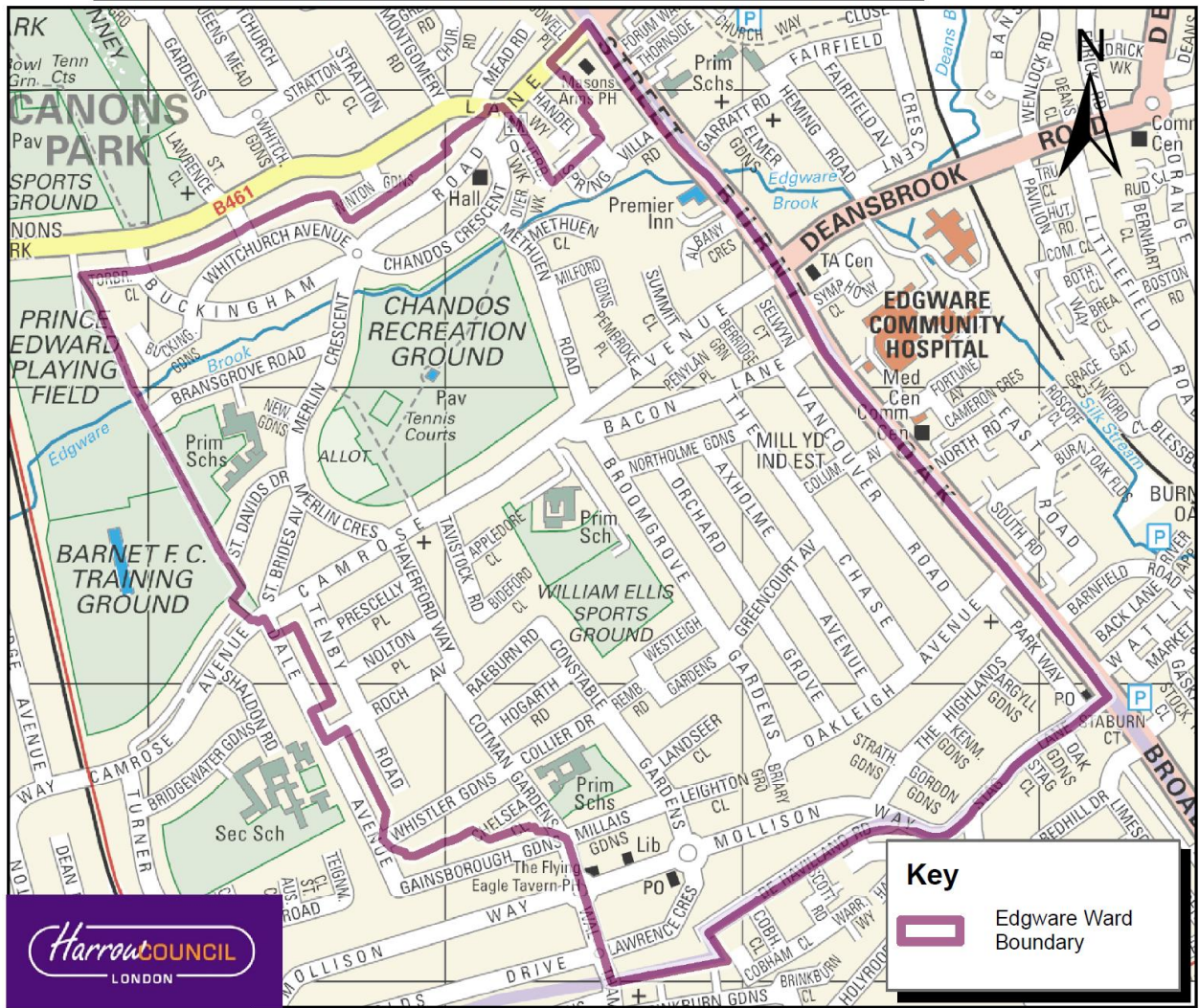
Date: 21st January 2021

⁵ Section 86 of the Act provides for certain temporary exemption. As to suitability see Section 89. Note, if the house is not suitable to be licensed the Council must make an Interim Management Order – see Section 102

⁶ Section 232 of the Act and paragraph 11 of SI 373/2006

ANNEX A – PARAGRAPH 4: MAP OF DESIGNATED AREA

Selective Licensing Designated Area: Edgware Ward



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 Digital map data © Collins Bartholomews Ltd (2015)

ANNEX B – Paragraph 5(d): Exempted Tenancies or licences⁷

1. A tenancy or licence of a house⁸ or a dwelling⁹ within a house where the house or the dwelling is subject to a prohibition order made under section 20 of the Act the operation of which has not been suspended under section 23.

Certain tenancies which cannot be assured tenancies

2. A tenancy which cannot be an assured tenancy by virtue of section 1 (2) of the Housing Act 1988 comprised in part of schedule 1 of the Act and which is:

- a) a business tenancy under Part II of the Landlord and Tenant Act 1954;
- b) a tenancy under which the dwelling-house consists of or comprises premises; which, by virtue of a premises licence under the Licensing Act 2003, may be used for the supply of alcohol (within the meaning of Section 14 of that Act) for consumption on the premises¹⁰;
- c) a tenancy under which agricultural land, exceeding two acres, is let together with the house¹¹;
- d) a tenancy under which the house is comprised in an agricultural holding or the holding is comprised under a farm business tenancy if it is occupied (whether as tenant or as a servant or agent of the tenant), in the case of agricultural holding, by the person responsible for the control of the farming of the holding, and in the case of a farm business tenancy, by the person responsible for the control of the farming of the holding, and in the case of a farm business tenancy, by the person responsible for the control of the management of the holding¹².

Tenancies and licences granted etc by public bodies

3. A tenancy or licence of a house or dwelling within a house that is managed or controlled¹³ by:

- a) a local housing authority;
- b) a police authority established under section 3 of the Police Act 1996 or the Metropolitan Police Authority established under section 5b of that Act;
- c) a fire and rescue authority under the Fire and Rescue Services Act 2004;
- d) a health service body within the meaning of section 4 of the National Health Services and Community Care Act 1990.

Tenancies, licences etc. regulated by other enactments

4. A tenancy, licence or occupation of a house which is regulated under the following enactments:

⁷ See The Selective Licensing of Houses (Specified Exemptions) (England) Order 2006 SI 370/2006

⁸ Sections 79(2) and 99 of the Act

⁹ For the definition of a dwelling – see section 99 of the Act

¹⁰ See paragraph 5 of Schedule 1 of the 1988 Act as amended by section 198 (1) and paragraph 108 of schedule 6 of the Licensing Act 2003

¹¹ For the meaning of “agricultural land” section 26 (3) (a) of the General Rate Act 1967

¹² See paragraph 7 of Schedule 1 of 1988 Act as amended by section 40 and paragraph 34 of the Schedule to Agricultural Tenancies Act 1995

¹³ For the definition of “person managing” and “person having control” see section 263 of the Act

- a) sections 87 to 87D of the Children Act 1989;
- b) section 43 (4) of the Prison Act 1952;
- c) section 34 of the Nationality, immigration and Asylum Act 2002;
- d) The Secure Training Centre Rules 1998¹⁴;
- e) The Prison Rules 1998¹⁵;
- f) The Young Offender Institute Rules 2000¹⁶;
- g) The Detention Centre Rules 2001¹⁷
- h) The Criminal Justice and Court Service Act 2003 (Approved Premises) Regulations 2001¹⁸;
- i) The Care Homes Regulations 2001¹⁹;
- j) The Children's Homes Regulations 2001²⁰;
- k) The Residential Family Centres Regulations 2002²¹.

Certain student lettings etc.

5. A tenancy or licence of a house or a dwelling within a house –

- i. which is managed or controlled by a specified educational establishment²² or is of a specified description of such establishments and
- ii. the occupiers of the house or dwelling are undertaking a full time course of further or higher education at the specified establishment²² and
- iii. the house or dwelling is being managed in conformity with an Approved Code of Practice for the management of excepted accommodation under section 233 of the Act²³

Long Leaseholders

6. A tenancy of a house or a dwelling within a house provided that –

- i. the full term of the tenancy is for more than 21 years and
- ii. the tenancy does not contain a provision enabling the landlord (or his successor in title) to determine it other than by forfeiture, earlier than at the end of the term and
- iii. the house or dwelling is occupied by a person to whom the tenancy was granted or his successor in title or by any members of either of those person's family.

Certain family arrangements

¹⁴ SI 472/1998 as amended by SI 3005/2003

¹⁵ SI 728/1999 as amended by SI 1794/2000, SI 1149/2001, SI 2116/2002, SI 3135/2002. SI 3301/2003 and SI 869/2005

¹⁶ SI 3371/2000 as amended by SI 2117/2002, SI 3135/2002 and SI 897/2005

¹⁷ SI 238/2001. Section 66 (4) of the Nationality, Immigration and Asylum Act 2002 provides that the reference to a detention centre is to be construed as a reference to a removal centre as defined in Part VIII of the Immigration and Asylum Act 1999

¹⁸ SI 850/2001

¹⁹ SI 3965/2001 as amended by SI 865/2001. SI 534/2003, SI 1590/2003, SI 1703/2003, SI 1845/2003, SI 664/2004, SI 696/2004, SI 1770/2004 and SI 3168/2004

²⁰ SI 3967/2001 as amended by SI 865/2002, SI 2469/2002, SI 664/2004 and SI 3168/2004

²¹ SI 3213/2002 as amended by SI 664/2004, SI 865/2004 and SI 3168/2004

²² See the schedule to the Houses in Multiple Occupation (Specified Educational Establishments) (England) (No2) Regulations 2006 for the list of specified bodies

²³ The relevant codes of practice are approved under SI 646/2006 – The Housing (Approval of Codes of Management Practice) (Student Accommodation) (England) Order 2006

7. A tenancy or licence of a house or a dwelling within a house where –

- i. the person who has granted the tenancy or licence to occupy is a member of the family of the person who has been granted the tenancy or licence and
- ii. the person who has granted the tenancy or licence to occupy is the freeholder or long leaseholder of the house or dwelling and
- iii. the person occupies the house or dwelling as his only or main residence (and if there are two or more persons at least one of them so occupies).

Holiday lets

8. A tenancy or licence of a house or a dwelling within a house that has been granted to the person for the purpose of a holiday.

Certain lettings etc. by a Resident Landlord etc.

9. A tenancy or licence of a house or a dwelling within a house under the terms of which the person granted the tenancy or licence shares the use of any amenity with the person granting that tenancy or licence or members of that person's family. An "amenity" includes a toilet, personal washing facilities, a kitchen or a living room but excludes any area used for storage, a staircase, corridor or other means of access.

Interpretation

In Annex B –

- a) a "person" includes "persons" where the context is appropriate;
- b) a "tenancy" or "licence" includes "a joint tenancy" or "joint licence", where the context is appropriate;
- c) "long leaseholder" in paragraph 7 (ii) has the meaning conferred in paragraphs 9 (i) and (ii) and in those paragraphs the reference to "tenancy" means a "long lease";
- d) a person is a member of the family of another person of –
 - i. he lives with the person as a couple;
 - ii. one of them is the relative of the other; or
 - iii. one of them is, or is a relative of, one member of a couple and the other is a relative the other member of the couple

and

iv. For the purpose of this paragraph –

- 1) "couple" means two persons who are married to each other or live together as husband and wife or in an equivalent arrangement in the case of persons of the same sex;
- 2) "relative" means a parent, grandparent, child, grandchild, brother, sister, uncles, aunt, nephew, niece or cousin;
- 3) a relationship of the half-blood is to be treated as a relationship of the whole blood and
- 4) a stepchild of a person is to be treated as his child.

APPENDIX D – DRAFT SELECTIVE LICENSING CONDITIONS

These conditions fall under Part 3 of the Housing Act 2004, and comprise of those set down in Legislation and those related to tackling locally identified issues affecting private sector rented accommodation.

MANDATORY CONDITIONS

	Item	Condition	Reason
1	Gas Safety	If gas is supplied to the house, the licence holder must produce to Harrow Council at the time of application, and annually thereafter or on demand, a gas safety certificate obtained in respect of the house within the last 12 month.	Schedule 4, House Act 2004 Mandatory Condition
2	Electrical Appliances	The licence holder must keep electrical appliances made available by them in the house in a safe condition, and supply the authority (at the time of the application and on demand thereafter) a declaration by the licence holder as to the safety of such appliances	Schedule 4, House Act 2004 Mandatory Condition
3	Furniture	The licence holder must keep furniture made available by them in the house in a safe condition, and supply the authority on demand a declaration by the licence holder as to the safety of such furniture. The Furniture and Furnishings (Fire)(Safety) Regulations 1988 (as amended 1989 & 1993) sets out requirements	Schedule 4, House Act 2004 Mandatory Condition
4	Smoke Detectors	The licence holder must ensure that smoke alarms are installed in the house and that they are kept in proper working order. They must also supply the authority on demand a declaration by the licence holder as to their condition and positioning	Schedule 4, House Act 2004 Mandatory Condition
5	Terms of Occupation	The licence holder must supply to the occupiers of the house a written statement of the terms on which they occupy it. A copy must be supplied to the Local Authority on demand.	Schedule 4, House Act 2004 Mandatory Condition

6	References	The licence holder must demand references from persons who wish to occupy the house. Evidence of this must be provided to the Local Authority on demand	Schedule 4, House Act 2004 Mandatory Condition
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PRESCRIBED CONDITIONS

	Item	Condition	Reason
1	Premise Management	<p>The licence holder must ensure that:</p> <ul style="list-style-type: none"> (a) All repairs to the house or any installations, facilities or equipment within it are carried out by competent and reputable persons; (b) All occupants of the house receive written confirmation detailing arrangements in place to deal with repairs and emergencies and report nuisance and anti-social behaviour (c) All occupiers of the premise are made aware of the licence and the conditions set out within it (d) All corridors, stairways, common parts and exit routes are kept free from obstruction and combustible materials (e) Carbon monoxide detectors are provided in premises where gas appliances are present, and kept in proper working order. They must also supply the authority on demand a declaration by the licence holder as to their condition and positioning (f) Rent receipts are available on demand by the local authority 	To ensure the maintenance of the premise; to safeguard tenants and to reduce conditions prevalent to anti-social behaviour
2	Energy Efficiency	Each new tenancy will require an Energy Performance Certificate (EPC)	Safeguard occupants in terms of the reduction of fuel poverty , national

			energy efficiency measures and to be aware of the statutory requirements for Energy Performance Certificates (EPCs)
3	Competence	The licence holder and / or manager overseeing the premise will need to demonstrate competence of managing private rented accommodation.	To ensure the effective management of the premise, and allow proactive approach to prevent issues such as anti-social behaviour
4	Managing Agent	If the Licence Holder uses the services of a managing agent / agency for the purposes of their premise, to ensure that they are a member of a Redress Scheme in line with The Redress Scheme for Lettings Agency Work and Property Management Work (Requirement to Belong to a Scheme etc) (England) Order 2014	To ensure the effective management of the premise, and meet statutory obligation
5	Landlord Residence	The licence holder must reside in the UK, to allow reasonable contact and direct management of the premise	Efficient communication with the licence holder to ensure conditions are met
6	Management of Behaviour	<p>The licence holder must take reasonable and practical steps to reduce or prevent anti-social behaviour by persons occupying or visiting the premise and the use of the premise for illegal purposes</p> <p>The licence holder must:</p> <ol style="list-style-type: none"> a. Provide a written action plan to Harrow Council outlining procedures for dealing with anti-social behaviour at the time of application. This must be reviewed annually and submitted on request. b. Obtain tenant references prior to granting a tenancy as to previous tenancy 	To proactively reduce anti-social behaviour associated with private sector accommodation.

		<p>conduct, including behaviour of the proposed occupier and household. The Licence Holder needs to have due regard to what the reference says and be satisfied that the tenant is not likely to cause any anti-social behaviour.</p> <p>c. If a Licence holder receives a reference request for a current or former tenant for the purposes of an application to rent a property from another Licence Holder he must respond to the request in writing within a reasonable period and either;</p> <p>i) decline the request for a reference ; or</p> <p>ii) when giving a reference state whether or not he is aware of any allegations of anti-social behaviour made against the tenant and if such allegations have been made give details of the same including details of whether (to his knowledge) the allegations have been admitted or have been found proven in any court or tribunal.</p> <p>d. Require any prospective tenant to disclose unspent criminal convictions when applying for a tenancy. Where the prospective tenant discloses unspent criminal convictions the Licence Holder must demonstrate that due consideration was given to whether those convictions indicate a real risk that the prospective tenant is likely to commit acts of antisocial behaviour.</p> <p>e. Cooperate with Harrow Council, Police and other agencies in resolving complaints of anti-social behaviour. The Licence Holder and/or their nominated managing agent are required to undertake an investigation of any complaints regarding their tenants. Written records of these will be required.</p> <p>f. The licence holder/management agents must make regular (at least monthly) inspections of the property to ensure that the property is in a decent state of repair and that the occupiers are not in breach of tenancy terms and conditions.</p> <p>g. Ensure that each tenant is made aware that they are responsible for their own behaviour and the behaviour of other occupiers and visitors. Tenants must be made aware that if they, other occupiers, or their visitors: Cause nuisance or</p>	
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		<p>annoyance to neighbours; or use abusive or threatening language or behaviour to neighbours; or fail to store or dispose of refuse properly; or cause damage to fixtures, fittings, fire prevention or alarm equipment or installations, or to the fabric of the premises; or fail to give access to the landlord or his agent for the purpose of maintaining communal areas or, upon reasonable notice, to inspect or undertake works within their accommodation. They will be liable to enforcement action which may include possession proceedings either under the terms of the tenancy, pursuant to s.21 of the Housing Act 1988</p>	
7	Change of Circumstance	<p>The Licence Holder and managing agents must consult with Harrow Council before making any material changes to the layout, amenity provision, fire precautions or occupation of the house and must inform the Council of:</p> <ol style="list-style-type: none"> a. Details of any unspent convictions not previously disclosed to the Local Authority that may be relevant to the Licence Holder and/or the property manager and their fit and proper person status and in particular any such conviction in respect of any offence involving fraud or dishonesty, or violence or drugs or any offence listed in Schedule 3 to the Sexual Offences Act 2003; b. Details of any finding by a court or tribunal against the Licence Holder and /or the manager that he/she has practiced unlawful discrimination on grounds of sex, colour, race, ethnic or national origin or disability in, or in connection with, the carrying on of any business; c. Details of any contravention on the part of the Licence Holder or manager of any provision of any enactment relating to housing, public health, environmental health or landlord and tenant law which led to civil or criminal proceedings resulting in a judgment or finding being made against him/her; d. Information about any property the Licence Holder or manager owns or manages or has owned or managed for which a local housing authority has refused to grant a licence under Part 2 or 3 of the Act, or has revoked a licence in consequence of the Licence Holder breaching the conditions of his/her licence; e. Information about any property the Licence Holder or manager owns or 	<p>To ensure safe guard the occupants; address potential anti-social behaviour issues and maintain confidence in the licencing regime, and ultimately the private rented sector</p>

		<p>manages or has owned or managed that has been the subject of an interim or final management order under the Housing Act 2004;</p> <p>f. The property becoming empty:</p> <p>g. Changes to liability insurance:</p> <p>h. Notification of repossession/foreclosure</p> <p>i. Successful claims against the licence holder for default of tenancy deposits.</p> <p>j. Change in managing agent or the instruction of a managing agent;</p> <p>k. The undertaking of substantial works to the property, including conversions and modernisations or emergency problems relating to fire, flood or disaster and the tenants are made temporarily homeless</p>	
8	Occupants	The licence holder must ensure that the occupancy of the rooms does not exceed level set within the licence, and that no rooms other than bedrooms are used for the purposes of sleeping	To ensure compliance with space and amenity standards, and protect occupants
9	Emergency Arrangements	The licence holder must have in place suitable emergency and other management arrangements in the event of their absence. The name and contact details, including contactable telephone number, of the licence holder must be supplied to each occupier and be displayed in a prominent place in the premise	To ensure proper reporting of anti-social behaviour, health & safety and other relevant issues in the absence of the landlord
10	Inspections	The licence holder, or nominated person of the licence holder, must undertake inspections of their premise on at least a monthly basis to ensure conditions are met	To ensure the conditions on the licence are being complied with
11	Council Inspections	The licence holder must allow the Council to undertake compliance checks on receipt of 24 hours' notice. Officers will produce valid authorisation at the time of the visit	To ensure the premise complies with the Housing

			Act 2004 and licence conditions
12	Security	<p>The licence holder must ensure:</p> <ul style="list-style-type: none"> a. That provisions for securing access to the premise are maintained in good working order at all times, and sufficient to prevent reasonable attempts of forced entry b. To ensure occupiers have access to the necessary keys to access the security provisions, including window locks if fitted c. Details of any burglar alarm fitted is known to the occupiers and written instruction in its use, especially in terms of codes and how and when this would be changed d. All relevant locks are changed when previous occupants have not surrendered the keys. This must be conducted prior to re-letting e. Reasonable access and egress to and from the premise, including use of any gates 	To ensure the safety and welfare of the occupants, specifically in terms of fire and entry by intruders. To also provide suitable accommodation to discourage anti-social behaviour
13.	Maintenance	<p>The licence holder must ensure:</p> <ul style="list-style-type: none"> a. The exterior of the property is maintained in a reasonable decorative order and state of repair, making sure any statutory requirements (e.g. planning permission) is met; b. The external areas associated with the house, including any garden or yards, are maintained in a reasonable state of cleanliness and free from rodent infestation and harbourage 	To prevent deterioration of any premise that would fundamentally affect the vicinity and community, and potentially encourage anti-social behaviour.
14	Refuse	The licence holder must ensure:	To prevent environmental

		<ul style="list-style-type: none">a. Suitable and sufficient provision is made for storage of refuse generated in the property and that occupants use receptacles provided by the Council for storage prior to collection. No waste or waste receptacle must cause obstructionb. Access must be available at all times to adequate, external refuse storagec. Any waste that would fall outside the normal domestic waste, especially in terms of bulky items, are disposed of responsibly and appropriately without due delay (e.g. at the Civic Amenity Site)d. That, where applicable, all appropriate bins are provided to allow for recyclinge. All occupants are provided with details of bin collections, use of refuse containers and details of where items can be recycled / disposed of, at the time of letting the premise	issues that are linked to anti-social behaviour and deterioration of an area.
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Equality Impact Assessment (EqIA)



You will need to produce an Equality Impact Assessment (EqIA) if:

- You are developing a new policy, strategy, or service
- You are making changes that will affect front-line services
- You are reducing budgets, which may affect front-line services
- You are changing the way services are funded and this may impact the quality of the service and who can access it
- You are making a decision that could have a different impact on different groups of people
- You are making staff redundant or changing their roles

Guidance notes on how to complete an EqIA and sign off process are available on the Hub under Equality and Diversity. You must read the [guidance notes](#) and ensure you have followed all stages of the EqIA approval process (outlined in appendix 1). Section 2 of the template requires you to undertake an assessment of the impact of your proposals on groups with protected characteristics. Equalities and borough profile data, as well as other sources of statistical information can be found on the Harrow hub, within the section entitled: [Equality Impact Assessment](#) - sources of statistical information.

Equality Impact Assessment (EqIA)		
Type of Decision:	<input checked="" type="radio"/> Cabinet <input type="radio"/> Portfolio holder <input type="radio"/> Other (state)	
Title of Proposal	Renewal of Selective Licensing of private rented accommodation in Edgware Ward	Date EqIA created 17 th November 2020
Name and job title of completing/lead Officer	Richard Le-Brun, Head of Community & Public Protection	
Directorate/ Service responsible		
Organisational approval		
EqIA approved by Directorate Equalities Lead	Name Dave Corby	Signature <input checked="" type="checkbox"/> Tick this box to indicate that you have approved this EqIA Date of approval 8 th January 2021

1. Summary of proposal, impact on groups with protected characteristics and mitigating actions (to be completed after you have completed sections 2 - 5)
a) What is your proposal? Renewal of Selective Licensing Scheme in Edgware Ward to tackle matters of anti-social behaviour, property standards and environmental impacts
b) Summarise the impact of your proposal on groups with protected characteristics The renewal of such a scheme helps ensure fit and proper management and tenancy, providing a fair environment for all landlords, better choice and standard of rented accommodation, and be adverse to rogue and non-compliant landlords and tenants
c) Summarise any potential negative impact(s) identified and mitigating actions None Identified

2. Assessing impact					
You are required to undertake a detailed analysis of the impact of your proposals on groups with protected characteristics. You should refer to borough profile data , equalities data , service user information, consultation responses and any other relevant data/evidence to help you assess and explain what impact (if any) your proposal(s) will have on each group. Where there are gaps in data, you should state this in the boxes below and what action (if any), you will take to address this in the future.		What does the evidence tell you about the impact your proposal may have on groups with protected characteristics? Click the relevant box to indicate whether your proposal will have a positive impact, negative (minor, major), or no impact			
Protected characteristic	For each protected characteristic, explain in detail what the evidence is suggesting and the impact of your proposal (if any). Click the appropriate box on the right to indicate the outcome of your analysis.	Positive impact	Negative impact		No impact
			Minor	Major	
Age	<p>There is no evidence found to show selective licensing has a potential impact on this characteristic.</p> <p>The findings of the Parliament (Selective licensing of private landlords (England & Wales) - House of Commons Library (parliament.uk)) as well as an independent review (Title (publishing.service.gov.uk)) have not highlighted any adverse affect against any characteristic, as it affects all equally. It has the potential to improve the situation for areas of high risk accommodation in the community as increases knowledge of legal requirements and affects landlords and tenants regardless of age, race, disability etc.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Disability	As Above	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gender reassignment	As Above	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Marriage and Civil Partnership	As Above	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Pregnancy and Maternity	As Above	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Race/ Ethnicity	As Above	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Religion or belief	As Above	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gender	As Above	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sexual Orientation	As Above	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>2.1 Cumulative impact – considering what else is happening within the Council and Harrow as a whole, could your proposals have a cumulative impact on groups with protected characteristics?</p> <p><input type="checkbox"/> Yes No <input checked="" type="checkbox"/></p>					
<p>If you clicked the Yes box, which groups with protected characteristics could be affected and what is the potential impact? Include details in the space below</p>					

2.2 Any other impact - considering what else is happening nationally/locally (national/local/regional policies, socio-economic factors etc), could your proposals have an impact on individuals/service users, or other groups?

Yes No

Selective licensing directly impacts the community to aim to improve the socio economic aspects of it, through addressing crime, ASB, environmental and property issues, making it more of a desirable place to be. This will seek to improve sustainable tenancy and a more stable private rented sector

3. Actions to mitigate/remove negative impact

Only complete this section if your assessment (in section 2) suggests that your proposals may have a negative impact on groups with protected characteristics. If you have not identified any negative impacts, please complete sections 4 and 5.

In the table below, please state what these potential negative impact (s) are, mitigating actions and steps taken to ensure that these measures will address and remove any negative impacts identified and by when. Please also state how you will monitor the impact of your proposal once implemented.

State what the negative impact(s) are for each group, identified in section 2. In addition, you should also consider and state potential risks associated with your proposal.	Measures to mitigate negative impact (provide details, including details of and additional consultation undertaken/to be carried out in the future). If you are unable to identify measures to mitigate impact, please state so and provide a brief explanation.	What action (s) will you take to assess whether these measures have addressed and removed any negative impacts identified in your analysis? Please provide details. If you have previously stated that you are unable to identify measures to mitigate impact please state below.	Deadline date	Lead Officer
N/A	N/A	N/A		

4. Public Sector Equality Duty

How does your proposal meet the Public Sector Equality Duty (PSED) to:

1. Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010
2. Advance equality of opportunity between people from different groups
3. Foster good relations between people from different groups

The renewal of such a scheme ensures that tenants of any characteristic are protected from harassment and victimisation from unlawful evictions

5. Outcome of the Equality Impact Assessment (EqIA) click the box that applies

Outcome 1

No change required: the EqIA has not identified any potential for unlawful conduct or disproportionate impact and all opportunities to advance equality of opportunity are being addressed

Outcome 2

Adjustments to remove/mitigate negative impacts identified by the assessment, or to better advance equality, as stated in section 3&4

Outcome 3

This EqIA has identified discrimination and/ or missed opportunities to advance equality and/or foster good relations. However, it is still reasonable to continue with the activity. Outline the reasons for this and the information used to reach this decision in the space below.

Include details here

Report for: **Cabinet**

Date of Meeting:	21 January 2021
Subject:	Review of Housing and Homelessness Strategies (Part 2): Housing Allocation Scheme and Tenancy Strategy & Policy
Key Decision:	Yes This decision is Key because it is likely to: (i) be significant in terms of its effect on communities living or working in an area of two or more wards of the Borough.
Responsible Officer:	Nick Powell- Divisional Director- Housing Housing Services, Community Directorate
Portfolio Holder:	Councillor Phillip O'Dell - Portfolio Holder for Housing
Exempt:	No
Decision subject to Call-in:	Yes
Wards affected:	All wards
Enclosures:	Appendix 1- Amended Housing Allocation Scheme Appendix 2- Proposed Tenancy Strategy & Policy Appendix 3- EqIA Appendix 4- Tenancy Management challenges Appendix 5- Summary of consultation

Section 1 – Summary and Recommendations

This report sets out the second part of the review of the housing and homelessness strategies, comprising the Housing Allocation Scheme and the Tenancy Strategy & Policy.

Recommendations:

Cabinet is requested to:

- (1) Approve the amended Housing Allocation Scheme;
- (2) Approve the proposed Tenancy Strategy & Policy, including the proposal to end the use of flexible tenancies for general needs council lettings; and
- (3) Delegate authority to the Divisional Director for Housing following consultation with the Portfolio Holder for Housing to 1) agree Local Lettings Plans and 2) update the financial limits for accessing social housing on a yearly basis.

Reason:

The Housing Allocation Scheme is a statutory requirement of Part VI of the Housing Act 1996 as amended by the Homelessness Act 2002 and the Localism Act 2011. The Tenancy Strategy is a statutory requirement under the Localism Act 2011. The Tenancy Policy is a requirement of the Tenancy Standard set by the Regulator of Social Housing.

Section 2 – Report

1. Introductory paragraph

1.1 Introduction

This report sets out the second part of the review of the housing and homelessness strategies.

Cabinet is requested to approve the proposed changes to the Housing Allocation Scheme and the Tenancy Strategy & Policy, which are statutory requirements under Part VI of the Housing Act 1996 (as amended by the Homelessness Act 2002 and the Localism Act 2011), the Localism Act 2011 and the Tenancy Standard set by the Regulator of Social Housing.

The suite of housing and homelessness strategies and policies sets out the Council's priorities for housing in Harrow and responds to changes in the housing sector, including the Housing and Planning Act 2016 and the Homelessness Reduction Act 2017 (HRA 2017).

The Housing Strategy and the Homelessness & Rough Sleeping Strategy were approved by Cabinet in November 2019.

The suite of housing and homelessness strategies and policies helps the Council meet its vision and corporate priorities, particularly 'Improving the environment and addressing climate change', 'Tackling poverty and inequality' and 'Building homes and infrastructure'.

The housing and homelessness strategies also assist Housing Services in meeting its priorities as detailed in the Smarter Housing Plan.

The housing and homelessness strategies set out our aims to ensure we have a supply of genuinely affordable housing to meet the needs of households in Harrow who cannot afford market housing and to target our limited resources of existing affordable housing, prioritise local applicants with the greatest housing need and meet the statutory duties placed on the Council as a local housing authority.

The documents reflect the priorities and feedback identified through consultation with stakeholders, including residents, officers, Members, Registered Providers ("RP") (housing associations) and voluntary & community sector organisations.

1.2 Housing Allocation Scheme

The Housing Allocation Scheme sets out how the Council will allocate the rented social housing which it owns and housing association properties to which it has nomination rights.

The scope of the Housing Allocation Scheme does not include homelessness accommodation (such as Emergency Accommodation and Temporary Accommodation) which is dealt with in the Homelessness & Rough Sleeping Strategy. It also excludes some specific types of social lettings, such as Extra Care Housing for Older People which is allocated in conjunction with an Adult Social Care panel. Other lettings that are outside of the scope of the Housing Allocation Scheme are listed in Appendix 14 of the current scheme.

The Housing Allocation Scheme explains the options for people looking for a home in the London Borough of Harrow, and sets out which groups of people are priorities for an allocation of the public rented housing made available by Harrow Council and housing associations (registered providers) in our area.

The aim of Harrow's housing allocation scheme is to meet local priority housing needs, make the best use of Harrow's very limited social housing stock and be fairer to all by ensuring that the relatively few residents, who are in the most need of housing, wait as short a time as possible for an allocation of public rented housing.

1.3 Tenancy Strategy

The Tenancy Strategy sets out the expectations for all social landlords in the local area in relation to the types of tenancies that will be granted, the length

of fixed-term tenancies when these are granted, the circumstances under which a particular type of tenancy will be granted and the process for reviewing tenancies at the end of the fixed term and the circumstances under which a tenancy may or may not be renewed either in the same property or in a different property.

1.4 Tenancy Policy

As a social landlord, we are obliged to have our own Tenancy Policy which has regard to the Council's Tenancy Strategy. The Tenancy Policy should contain the way in which a tenant or prospective tenant may appeal or complain about the length and/or type of fixed-term tenancy offered and a decision not to renew the tenancy at the end of the fixed term period. It has information on how the needs of those who are vulnerable by reason of age, disability or illness, and households with children are taken into account including the use of tenancies which provide a reasonable degree of stability. It should also contain information on the advice and assistance to be given to tenants to find alternative accommodation if a fixed-term tenancy is not renewed.

2. Options considered

2.1 Housing Allocation Scheme

The Housing Allocation Scheme is a statutory requirement under Part VI of the Housing Act 1996 (as amended by the Homelessness Act 2002 and the Localism Act 2011) and sets out how social housing is allocated in Harrow.

The Council should keep the Housing Allocation Scheme under review. It is best practice to review Housing Allocation Schemes every few years to ensure compliance with the law and effectiveness in meeting local housing need.

The context in which the Council operates has changed since the last review of the Housing Allocation Scheme so it is important to review and update the Housing Allocation Scheme to reflect policy and legislative changes and set current priorities.

The Housing Allocation Scheme enables the Council to set out its priorities and policy and communicate these to applicants and other stakeholders.

Reviewing the Housing Allocation Scheme is necessary for the Council to comply with its statutory duty and to reduce the risk of legal challenge.

The following options have been considered in the review of the current Housing Allocation Scheme:

- a) Continue to use Choice Based Lettings for the majority of social housing allocations made in Harrow, in line with the current policy.

This option is recommended. While choice in Harrow is limited by the small social housing stock and the low turnover, the principle of choice is valued by applicants and stakeholders. Continuing to use Choice Based Lettings for the majority of social housing allocations would allow applicants on the housing register (waiting list) to continue to bid for council and housing association properties advertised by the council that they are eligible for. There are existing penalties for not bidding and for refusals which can be implemented more robustly and consistently and the effectiveness of these can be reviewed in 12 months.

- b) Suspend the use of Choice Based Lettings and instead use direct offers for all social housing allocations made in Harrow for a pilot period and then review.

This option is not recommended. While choice in Harrow is limited by the small social housing stock and the low turnover, the principle of choice is valued by applicants and stakeholders. Direct offers would address the challenges of applicants not bidding and of refusals but would remove the opportunity for applicants on the housing register (waiting list) to bid for council and housing association properties advertised by the council that they are eligible for. It is unnecessary to suspend Choice Based Lettings for a period because there are existing penalties for not bidding and for refusals which can be implemented more robustly and consistently and the effectiveness of these can be reviewed in 12 months.

- c) End the use of Choice Based Lettings and instead use direct offers for all social housing allocations made in Harrow

This option is not recommended. While choice in Harrow is limited by the small social housing stock and the low turnover, the principle of choice is valued by applicants and stakeholders. Direct offers would address the challenges of applicants not bidding and of refusals but would remove the opportunity for applicants on the housing register (waiting list) to bid for council and housing association properties advertised by the council that they are eligible for. It is unnecessary to end Choice Based Lettings because there are existing penalties for not bidding and for refusals which can be implemented more robustly and consistently and the effectiveness of these can be reviewed in 12 months.

2.2 Tenancy Strategy and Tenancy Policy

The Tenancy Strategy is a statutory requirement under the Localism Act 2011. The Tenancy Policy is a requirement of the Tenancy Standard set by the Regulator of Social Housing.

The context in which the Council operates has changed since the current Tenancy Strategy and the Tenancy Policy were approved.

The Tenancy Strategy and Tenancy Policy enable the Council to set out its priorities and policy and communicate these to applicants, new council tenants and other stakeholders, particularly Registered Providers (housing associations).

Reviewing the Tenancy Strategy and Tenancy Policy is necessary for the Council to comply with its statutory duty and to reduce the risk of legal challenge.

The following options have been considered in the review of the current Tenancy Strategy and Policy:

- a) Continue to use flexible fixed-term tenancies, in line with the current strategy and policy, for all permanent lettings of general needs Harrow council housing (following a successful introductory tenancy)

This option is not recommended. This option would not resolve any of the challenges of administering and managing flexible tenancies. This option would not address the concerns of some tenants, such as having a different tenancy type to their neighbours, lack of security and not feeling invested in their neighbourhood and home (which may impact on willingness to decorate or maintain their home). Any legal challenges would still need to be addressed as they arise, such as a tenant challenging their flexible tenancy not being renewed.

- b) Continue to use flexible fixed-term tenancies for all permanent lettings of general needs larger family sized Harrow council housing (homes with 3 bedrooms or more) but end the use of flexible fixed-term tenancies for smaller homes (with 2 bedrooms or less) and reconsider the length of flexible fixed-term tenancy awarded for specific groups of tenants (such as awarding longer tenancies to those with young children)

This option is not recommended. While it would retain the original purpose for using flexible tenancies (providing the Council more flexibility in using its housing stock when the housing needs of tenants change and properties become under-occupied), it would not resolve any of the challenges of administering and managing flexible tenancies. This option would not address the concerns of some tenants. Any legal challenges would still need to be addressed as they arise.

- c) End the use of flexible fixed-term tenancies and use lifetime tenancies instead for all permanent lettings of general needs Harrow council housing (following a successful introductory tenancy), for current tenancies and future lettings

This option is recommended. Reverting to using lifetime tenancies would alleviate the challenges of administering and managing flexible tenancies. This option would also address the concerns of some tenants. All tenants would have the same tenancy status. This option would remove the risk of any legal challenges arising from the use of flexible fixed-term tenancies. In order to address the original purpose for using flexible tenancies (allowing the Council to require tenants to move if they are under-occupying at the time of the tenancy review) a review of the approach to under-occupation will be undertaken in early 2021 to ensure that opportunities to release larger family sized homes are maximised.

3. Current situation

3.1 Review of housing and homelessness strategies

The first part of the review of housing and homelessness strategies focused on the Housing Strategy and the Homelessness & Rough Sleeping Strategy. The Private Sector Housing Strategy was incorporated into the new Housing Strategy. The strategies were approved by Cabinet in November 2019.

The current housing and homelessness strategies are as follows:

- Housing Strategy 2019
- Homelessness & Rough Sleeping Strategy 2019
- Housing Allocation Scheme 2013 (amended in 2015)
- Tenancy Strategy (2012) and Tenancy Policy (2012)

This second part of the review of housing and homelessness strategies focuses on the Housing Allocation Scheme and the Tenancy Strategy and Policy.

3.2 Housing Allocation Scheme

3.2.1 Housing applications and Housing Register

All housing applications are assessed in line with Harrow's Housing Allocation Scheme. If eligible the applicant will be advised of their priority band, their entitlement (maximum number of bedrooms) and their priority date. Applicants can ask for a review of the assessment decision. Housing Needs should be notified of changes in circumstances.

The housing register is made up of eligible applicants who are either home seekers (who are seeking social housing, usually for the first time) or transfer applicants (also known as choice applicants, who are already social housing tenants but need or want to move).

3.2.2 Priority Bands

The priority bands were reviewed in December 2015.

The priority bands are:

- A+ Emergencies and Under-occupiers
- A Urgent and High Priority
- B Standard Priority
- C Non-urgent
- C- Initial preference

3.2.3 Choice Based Lettings

The Choice Based Lettings (CBL) method allows applicants on the housing register (waiting list) to bid for council and housing association properties advertised by the council that they are eligible for. Some councils use CBL, others make direct offers instead, some use a mixture of CBL and direct

offers. Harrow Council mainly uses the CBL method along with some direct offers, as outlined in the Housing Allocation Scheme. Harrow Council uses the Locata CBL scheme.

3.3 Tenancy Strategy and the Tenancy Policy

The Tenancy Strategy was approved/last reviewed in 2012. The Tenancy Policy was last reviewed in 2018.

3.3.1 Flexible Tenancies

Harrow Council introduced flexible tenancies in 2012 for general needs council tenancies in recognition of the extremely limited social housing supply in Harrow, to encourage better use in particular of large family homes. For example they could be used to require single people living in family homes that were previously suitable for their needs to downsize and enable them to be allocated to families. It is not mandatory for social landlords to use flexible tenancies. All new general needs Harrow council tenants are given a 1 year introductory tenancy usually followed by a 5 year flexible tenancy. Harrow Council chooses to offer a 5 year fixed term for the initial term and any subsequent tenancies. A flexible tenancy is a type of secure tenancy but for a fixed length of time which gives the tenant and the landlord rights and responsibilities. A flexible tenancy can only be ended by a court order. The flexible tenancy is reviewed prior to the end of the fixed period and may be renewed for a further 5 years. There is no limit on the number of times a flexible tenancy can be renewed.

3.3.2 Review of Flexible Tenancies

All flexible tenancies held by Harrow Council tenants are reviewed at least 9 months before they are due to end. This review meeting is carried out with the tenant in their home. The review is conducted initially by a Housing Officer. The review considers the tenant's housing needs, personal circumstances and any concerns regarding their tenancy such as rent arrears and anti-social behaviour. The outcome of the review is discussed and agreed with a manager. All flexible tenancies that have been reviewed to date have been renewed.

3.3.3 Renewal of Flexible Tenancies

Following the review, a tenant can be awarded another 5 year tenancy at their current address, a five year tenancy at a different property to suit their household needs or may not be offered a further council tenancy. We expect most flexible tenancies to be renewed after review.

We currently have a number of 'automatic renewal' categories, including:

- tenants or a member of the household with a disability and receiving qualifying disability benefits
- tenants with a member of the household with a severe learning disability or enduring mental health needs confirmed by Adult Social Care or Children's Services

- tenants receiving continued support from the Leaving Care team.

This means that following a review meeting, Harrow Council tenants in the above categories will always be offered a further 5 year flexible tenancy.

4. Why a change is needed

4.1 National, regional, and local changes

A range of changes have occurred since 2012 related to key policies, legislation and drivers contained in the housing and homelessness strategies.

These include:

- Changes to welfare benefits (e.g. Benefit Cap, Bedroom Tax/Under Occupancy Charge/Spare Room Subsidy, Universal Credit, benefits freeze)
- Housing & Planning Act 2016
- Grenfell Tower fire June 2017
- Homelessness Reduction Act 2017
- Social Housing Green Paper 2018
- National Rough Sleeping Strategy 2018
- Lifting of HRA borrowing cap
- Risks associated with Brexit
- National Planning Policy Framework (2019)
- draft New London Plan (2019)
- London Housing Strategy.

At a regional level the drivers have changed and include the London Housing Strategy and the London Plan. Sub-regionally a new West London (including Harrow) Strategic Housing Market Assessment (SHMA) has been completed.

The strategies should also reflect local changes to the Borough Plan (formerly known as the Harrow Ambition Plan), Housing Services' Smarter Housing Plan, regeneration plans, Adult Social Care pressures and challenges of income levels and affordability.

The Housing Evidence Base has been updated to reflect current data and trends in respect of affordability, population, homelessness, and housing need, social housing, supported housing and new supply. The Housing Evidence Base is provided as a background paper.

The proposed changes to the strategies are intended to make the strategies more relevant, compliant, and clearer to all stakeholders.

4.2 Housing Allocation Scheme

The Housing Allocation Scheme was last reviewed in 2015.

Very few new lettings are made each year, so choice is very limited.

All applicants with a housing need (band A+ to C-) can bid, which encourages the idea that if they wait long enough and bid regularly, they will get social housing.

Households with an urgent need to move do not necessarily place bids for the first suitable property advertised on Locata, or they refuse properties after viewing. They remain in unsatisfactory conditions for long periods of time, waiting for an ideal property.

Some applicants do not attend viewings, despite having bid on a property, been shortlisted, and been invited to view. Reasons for refusals include size, location, no parking, and no lift. For Housing Association (now known as Registered Provider) properties, these also include the rent being higher than Council rents and no Right to Buy.

Refusals have a negative impact on void times and rent loss for the Council and RPs.

Some lower banded households are offered social housing which could have gone to households with more urgent housing needs, such as where a lower banded applicant successfully bids for a property that higher banded applicants have not bid for or have refused. This undermines the message that applicants face a long wait for social housing, raises expectations and discourages applicants from exploring other housing options.

It is important to be clear so that all households can make realistic decisions about their housing options.

The Council should keep the Housing Allocation Scheme under regular review generally. It is best practice to review Housing Allocation Schemes every few years to ensure compliance with the law and effectiveness in meeting local housing need.

4.3 Tenancy Strategy and Tenancy Policy

Some tenants are concerned about the lack of security if they only have a five year tenancy. Some tenants may not feel invested in their neighbourhood or home, so may not decorate or maintain their home. So far there is no evidence of releasing larger properties, which was a key aim of using the flexible tenancy regime, and therefore there are concerns that flexible tenancies are inconsistent with tenancy sustainability.

There are a number of tenancy management challenges when using flexible tenancies. For example, if relevant dates are missed a flexible tenant becomes a secure lifetime tenant. Another challenge relates to renewing flexible tenancies and rent arrears, in that where a tenant with a flexible tenancy has accrued rent arrears and the court has awarded the Council a possession order suspended on terms (SPO), it would normally be considered reasonable to renew the flexible tenancy if the tenant has complied with the terms of the SPO. However, if the arrears have not been cleared by the end of the flexible tenancy, any court order is negated by the signing of a new tenancy and the rent arrears become former tenant arrears. The Council's

tenancy conditions allow these arrears to be added to the tenant's new rent account, but once a new flexible tenancy is granted the Council cannot rely on the SPO to enforce payment. This matter is pertinent where a tenant is in receipt of state benefits as there are limits set by the Department for Work & Pensions on the amount that can be deducted from benefits to be paid towards rent arrears. When granting a SPO the courts tend to order the tenant to pay the terms of the SPO so that the Council can only recover the set minimum payment each week towards the arrears. The current limit is £81.89 a month for tenants in receipt of Universal Credit. It is not common practice for courts to set a SPO requiring a higher monthly payment to clear arrears by the end of the flexible tenancy period. Cases such as these cause a negative impact on the Housing Revenue Account. Further challenges are listed in Appendix 4.

4.4 Local and London-wide provision

Flexible tenancies were adopted by a variety of social housing providers from 2012. Following policy reviews, many larger registered providers and local housing authorities have reverted to only awarding lifetime tenancies, citing legislative restraints, tenant anxiety and officer workload as the major reasons. Of our West London neighbours, Hillingdon remains the only borough offering flexible tenure with Kensington & Chelsea recently reverting to lifetime tenancies.

5. Proposed Changes

5.1 Proposed Changes to the Housing Allocation Scheme

5.1.2 Use of Choice Based Lettings

We consulted on the option of suspending Choice Based Lettings and instead implementing direct offers for all lettings for a period but following feedback and further research we now propose to continue using Choice Based Lettings for the majority of social housing lettings but to implement more robustly the existing penalties for refusals and for not bidding and review again in 12 months.

We will monitor and review in 12 months using the following indicators:

- Number of lettings by band, bedroom size and waiting time, broken down by the protected characteristics of the applicants
- Number of applicants by band and bedroom size who have failed to bid, broken down by the protected characteristics
- Number of applicants by band and bedroom size who have refused a property where a direct offer has been made, broken down by the protected characteristics
- Number of applicants by band and bedroom size who have refused a direct offer and been downgraded, broken down by the protected characteristics
- Type of property refused
- Reasons for refusal

5.1.3 Other changes and amendments

We propose minor amendments to the Scheme to address changes in law and other issues including:

- the Homelessness Reduction Act 2017
- the latest Homelessness Code of Guidance for Local Authorities
- Income Levels to Access Social Housing
- changes to West London and Pan London schemes
- changes to Registered Providers (housing associations) such as mergers
- 6 changes detailed below.

a) Sheltered Housing for Older People

Currently all sheltered applicants are awarded Band B. Urgent cases are awarded Band A general needs but prioritised for sheltered housing which is difficult to administer. Demand for sheltered housing in Harrow is outstripping supply.

We propose to introduce the following banding for Sheltered Housing for Older People:

- (A) Urgent Priority
- (B) Standard Priority
- (C) Out of Borough Applicants

As with the current scheme, applicants will be considered and put in bands that are either the general needs scheme or sheltered scheme and not both.

This change will not disadvantage any current applicants as those with an urgent need to move have already been awarded additional priority.

b) New council owned housing used for temporary accommodation

The Council is developing some new housing funded through the General Fund (GF) that then moves into the Housing Revenue Account (HRA) as social housing. This accommodation must be used as temporary accommodation (TA) while it is held in the GF.

We propose to allow those currently in this type of temporary accommodation to be offered a secure tenancy of the property they occupy when it moves from the GF into the HRA and can be let as social housing (e.g. 72 properties at the Gayton Road scheme).

This will be subject to suitability of the property and there being no recent tenancy issues such as arrears or ASB. Eligibility, suitability and occupancy checks will be made before granting a secure tenancy, as well as confirming a continuing homelessness duty.

c) Local Lettings Plans

The current Housing Allocation Scheme allows an agreement between Harrow Council's Housing Services and a registered provider (housing association) called a Local Lettings Plan. This sets out how properties will be allocated in exceptional circumstances to meet area specific issues, for a specific block or estate.

We propose to allow Housing Services to implement a Local Lettings Plan for its own council housing stock, with delegated authority for the Divisional Director for Housing in consultation with the Portfolio Holder for Housing to authorise a Local Lettings Plans.

The purpose is to have a planned approach to the letting of high density/high rise schemes to ensure sustainable mixed and balanced communities.

d) Over 50s Blocks

Some properties were previously designated for people aged 50 years and over but over time the age mix has changed, such as through the Right to Buy. We propose to end these types of allocations as the blocks are no longer occupied only by over 50s and there is no reason to prioritise this group.

e) Local Residence Criteria

The Local Residence criteria will be removed for those that fall in either of the categories listed below:

- applicants that need to move because they are the victim of domestic abuse; or
- applicants who are Travellers.

The requirement for this amendment in respect of applicants who are victims of domestic abuse is contained in statutory guidance.

'Improving access to social housing for victims of domestic abuse in refuges or other types of temporary accommodation' published by MHCLG in November 2018 states in paragraph 19:

Many people escaping domestic abuse may seek a place of safety in a refuge or other form of temporary accommodation before they apply for social housing, which may be in a different part of the country to their original home. This may be for a number of reasons: victims may need to put a safe distance between themselves and their abuser; they may want to be closer to their family and support network; and in some cases the choice of where they live may be constrained by the refuge spaces that are available. The Secretary of State therefore strongly encourages all local authorities to exempt from their residency requirements those who are living in a refuge or other form of safe temporary accommodation in their district having escaped domestic abuse in another local authority area.

The amendment in respect of applicants who are Travellers arises out of a case brought against the London Borough of Hillingdon (and subsequent appeal) as Hillingdon Council's Allocations Policy required households wanting to join their housing register to have been living in the borough continuously for at least ten years. This was successfully challenged by three claimants who were Irish Travellers, on the basis that it indirectly discriminated against nomadic Gypsy and Traveller communities and this had not been justified.

f) Applicants accepted homeless by another council

Currently there is an anomaly in the Housing Allocation Scheme where applicants accepted as homeless by another council are given higher priority than those accepted as homeless by Harrow Council. We propose that this be corrected and that they also be awarded Band C.

5.2 Proposed Changes to the Tenancy Strategy and the Tenancy Policy

5.2.1 Combining the Strategy and Policy

The Tenancy Strategy and Tenancy Policy are currently separate documents and we propose to combine them into one document that will be known as "The Tenancy Strategy & Policy."

5.2.2 Succession

We consulted on our approach to succession, specifically whether we should continue to offer succession over and above what the law requires for tenancies starting after 2012, to a family member living with the deceased tenant for at least 5 years before the date of death and to a live-in carer living with the tenant for 5 years and providing care for the deceased tenant for preceding 12 months and who gave up accommodation to provide care. The alternative would be for them to make an application for a discretionary tenancy.

The outcome of the consultation on our approach to succession was that there were mixed views and we will not propose any changes to our approach at this time.

5.2.3 Review and Renewal of Flexible tenancies

We initially consulted on our approach to the review and renewal of flexible fixed-term tenancies.

We currently have a number of 'automatic renewal' categories, including:

- g) tenants or a member of the household with a disability and receiving qualifying disability benefits
- h) tenants with a member of the household with a severe learning disability or enduring mental health needs confirmed by Adult Social Care or Children's Services
- i) tenants receiving continued support from the Leaving Care team.

This means that following a review meeting, Harrow Council tenants in the above categories will always be offered a further 5 year flexible tenancy.

The outcome of the consultation on the review and renewal of flexible fixed-term tenancies was also mixed.

5.2.4 Use of Flexible Tenancies

More recently we have consulted on the continued use of flexible fixed-term tenancies.

Flexible Tenancies were introduced by the Localism Act 2011. The Housing & Planning Act 2016 intended to phase out lifetime tenancies and make fixed-term tenancies compulsory and would have allowed a fixed term of up to 19 years based on age of the youngest child in household. Anomalies and impracticalities of current legislation were to be resolved by the Housing & Planning Act under provisions which have not been implemented. The Social Housing Green Paper 2018 reversed the decision to phase out lifetime tenancies.

We propose to end the use of flexible fixed-term tenancies and use lifetime tenancies instead for all new permanent lettings of general needs Harrow council housing, following the successful completion of an introductory tenancy which is usually for one year. Existing flexible tenants will be transitioned to lifetime tenancies.

Reverting to using lifetime tenancies would alleviate the challenges of administering and managing flexible tenancies. This option would also address the concerns of some tenants. All tenants would have the same tenancy status. This option would remove the risk of any legal challenges arising from the use of flexible fixed-term tenancies.

Sheltered Housing applicants are currently offered lifetime tenancies so will not be affected by this change.

5.2.5 Under-Occupation

There is currently a dedicated officer who provides assistance to under-occupiers and a range of incentives are offered including Band A+ priority on the housing register. However alternative accommodation for under-occupiers is not readily available, particularly in view of the small social housing stock in Harrow.

In order to address the original purpose for using flexible tenancies (allowing the Council to require tenants to move if they are under-occupying at the time of the tenancy review) a review of the approach to under-occupation will be undertaken in early 2021 to ensure that opportunities to release larger family sized homes are maximised.

6. Consultation

Consultation has been carried out with a range of stakeholders including:

- Cross-party Members Working Group
- Residents Board, a strategic group made up of selected council tenants and leaseholders
- Council tenants, through Housing Matters (our residents meeting for council tenants and leaseholders) and a survey in Homing In (our residents' magazine for council tenants and leaseholders)
- Online survey, open to any interested respondent
- Voluntary & Community Sector organisations
- Registered Providers (housing associations)
- Homelessness Task Force members
- Officers across Housing Services
- Officers across other council services.

A summary of the outcomes of the consultation is attached as Appendix 5.

Ward Councillors' comments

Ward councillors have contributed to the review of the housing and homelessness strategies through the Cross-party Members Working Group and through additional presentations to the Labour Group.

Risk Management Implications

Risks included on corporate or directorate risk register? **Yes** HRA risk is on the Housing Services risk register

Separate risk register in place? **No**

The relevant risks contained in the register are attached/summarised below.
Yes

The following key risks should be taken into account when agreeing the recommendations in this report:

Risk Description	Mitigations	RAG Status
<p>HRA Business Plan viability is threatened</p> <p>Viability of HRA in medium term is under review in the context of a wide range of variables which can have a significant impact on the financial resources available to the HRA as reported to Cabinet :</p> <p>-HRA Business Plan update 8th Oct 2020 - HRA Budget 2021/22 and</p>	<ul style="list-style-type: none"> ▪ Void times and void loss- Housing Allocation Scheme sets out policy on non-bidding and refusals which helps to minimize void times and void loss and associated negative impact on HRA. ▪ Use of flexible tenancies- proposal to end use of flexible tenancies will reduce the challenge of recovering former flexible 	<p>Amber</p> <p>(in line with the the risks cited on HRA Budget report, elsewhere on the agenda)</p>

Risk Description	Mitigations	RAG Status
MTFS 2022/23 to 2023/24, elsewhere on the agenda	tenant rent arrears and legal challenges relating to flexible tenancies, and associated negative impact on HRA.	
Statutory duties	<ul style="list-style-type: none"> ▪ Reviewing the Housing Allocation Scheme and the Tenancy Strategy & Policy ensures that the Council complies with its statutory duty. 	Green
Under-occupation	<ul style="list-style-type: none"> ▪ Ending the use of flexible tenancies may reduce the ability to mitigate the risk of under-occupation, but there is no evidence to date that flexible tenancies are an effective tool to address under-occupation. ▪ A review of the approach to under-occupation will be undertaken in early 2021 to ensure that opportunities to release larger family sized homes are maximised. 	Green
Risk of legal challenge	<ul style="list-style-type: none"> ▪ Reviewing the Housing Allocation Scheme and the Tenancy Strategy & Policy to ensure they are compliant and up to date reduces the risk of legal challenge. ▪ Ending the use of flexible tenancies will remove the risk of challenge in relation to flexible tenancies. 	Green

Procurement Implications

There are no direct procurement implications resulting from the recommendation to this report. However if any procurement is required it will be conducted compliant with the Contract Procedure Rules.

Legal Implications

The Housing Allocation Scheme is a statutory requirement under Part VI of the Housing Act 1996 as amended by the Homelessness Act 2002 and the Localism Act 2011.

The Tenancy Strategy is a statutory requirement under the Localism Act 2011. The Tenancy Policy is a requirement of the Tenancy Standard set by the Regulator of Social Housing. There is a requirement to keep them under review.

Article 13 of the Council's Constitution defines a 'key decision', which includes a decision likely to be significant in terms of its effects on communities living or working in an area of two or more wards of the Borough. Part 3A to the Constitution states the Cabinet is responsible for all key decisions.

The Housing Allocation Scheme

The allocation of housing by local housing authorities is regulated by Part 6 of the Housing Act 1996. Section 159(1) of Housing Act 1996 requires that local housing authorities must comply with the provisions of Part VI when allocating housing accommodation. However, subject to this compliance, authorities may otherwise allocate housing in any manner they consider appropriate: section 159(7) Housing Act 1996.

Section 166A(1) of the Housing Act 1996 (as amended by the Homelessness Act 2002 and the Localism Act 2011) requires that every local housing authority must have an allocation scheme ("the scheme") for determining priorities between qualifying persons. This is a statutory requirement. It is best practice to review the schemes regularly (i.e. every few years) to ensure compliance with the law and good practice and that the scheme is addressing housing need effectively.

In formulating or amending its scheme, a local housing authority must have regard to its current homelessness strategy under section 1 of the Homelessness Act 2002. The scheme may be framed to give additional preference to particular descriptions of people (section 166A(5), HA 1996). However, a local housing authority must not allocate housing accommodation except in accordance with its allocation scheme: section 166A(1) HA 1996.

As a result of changes made by the Localism Act 2011, with effect from 18 June 2012, local housing authorities have been able to decide who "qualifies" for an allocation. Accommodation can therefore only be allocated to someone who qualifies under those local criteria (section 160ZA(6) Housing Act 1996) and local housing authorities can largely determine who qualifies (section 160ZA(7) Housing Act 1996). The Secretary of State does however have the power to prescribe classes of persons who are, or are not, to be treated as qualifying persons: section 160ZA(8) Housing Act 1996.

Where changes are to be made to the scheme, it is a requirement to consult with those affected by the changes including Registered Providers.

The Tenancy Strategy and Policy

The Tenancy Strategy and the Tenancy Policy should also be reviewed and updated to ensure compliance with changes to legislation and statutory guidance.

Ending the use of flexible tenancies

Since the Localism Act 2011 came into force on 01 April 2012, local housing authorities have had discretion not to offer a “lifetime” tenancy to a new tenant. The Localism Act 2011 introduced a power for local housing authorities to offer “flexible tenancies” to new social tenants. Flexible tenancies are secure fixed-term tenancies with a minimum term of two years. It was intended to give local housing authorities and housing associations greater freedom to manage their housing stock, ensure that social housing is allocated to those who need it most, and to ensure that lifetime tenancies are not given to tenants irrespective of how their circumstances might change in the future.

The Housing and Planning Act 2016 contains provisions which would limit local housing authorities’ ability to offer longer-term tenancies in certain circumstances. The aim was to phase out lifetime tenancies. However, in August 2018 the government announced that it will not implement these provisions “at this time”.

The current position is that local housing authorities still have discretion over whether or not to offer a flexible tenancy. Therefore, it is not mandatory for Harrow Council to offer flexible tenancies. Consultation has been carried out with a range of stakeholders.

Financial Implications

Housing Allocation Scheme

The Housing Allocation Scheme which is a statutory requirement under the Housing Act 1996 sets out how the Council will allocate HRA owned social housing units (and housing association properties to which it has nomination rights) to meet local priority housing needs, make the best use of Harrow’s very limited social housing stock and ensure that residents in the most need of housing wait as short a time as possible before being allocated public rented housing.

An effective approach to allocations and lettings reduces void times and therefore void loss to the HRA. It also minimises the amount of time that homeless households who have applied for social housing and are in the most need of housing spend in emergency/temporary accommodation which impacts on the GF.

There is a financial cost to legal challenges.

Tenancy Strategy & Policy

The Tenancy Strategy is a statutory requirement under the Localism Act 2011. The Tenancy Policy is a requirement of the Tenancy Standard set by the Regulator of Social Housing.

The Tenancy Strategy and the Tenancy Policy set out expectations in relation to the types of tenancies that will be granted and associated issues. This has an impact on tenancy management, including rent and rent arrears which impact the HRA.

Both the Housing Allocation Scheme and Tenancy Policy & Strategy can attract legal challenges for which there is a cost to the Council.

The recommended option of continuing to use Choice Based Lettings with a more robust use of penalties for refusals and non-bidding is aimed at minimising the cost of void properties and temporary accommodation in the HRA and General Fund respectively whilst minimising the Council's exposure to legal challenges.

Choice Based Lettings is currently implemented in Harrow using Locata. Continuing to use Choice Based Lettings as the method of allocation and Locata as the scheme through which this method is implemented will require continuation of the annual subscription to Locata at an annual cost of £30,000 per annum in the HRA and will continue to require re-let to target rent for all void units which is assumed in the draft HRA Budget report.

Although there has been no financial modelling carried out to substantiate the financial impact on the HRA or cost of temporary accommodation on the General Fund, the proposals are considered reasonable and in line with assumptions used for the construction of draft budgets [included in the HRA Draft Budget 2021/22 and MTFS 2022/23 to 2023/24](#) appearing elsewhere on the agenda.

Equalities implications / Public Sector Equality Duty

When making policy decisions, the Council must take account of the public sector equality duty (Section 149 of the Equality Act 2010) and in particular any potential impact on protected groups.

A range of stakeholders have been involved in consultation on the proposed changes to the strategies.

An EqIA has been completed in respect of the proposed changes to the Strategies and policies, which are intended to make them more relevant, compliant, and clearer to all stakeholders.

There is data available for some of the protected characteristics, particularly age, sex and ethnicity, but there is limited data for others. This makes it difficult to identify trends and to gauge the impact of the proposed changes on all groups with different protected characteristics. Data is currently held across

three systems (Locata, Civica and Northgate). Housing Services is migrating to a new digital platform (Cx) in 2021 and we anticipate that this will improve the recording and management of diversity data.

The diversity profile of applicants on the housing register and those to whom social housing is allocated is influenced by other wider factors, such as income levels (including welfare benefits), the affordability of private rented housing and of home ownership and the supply of affordable housing in Harrow, which in turn link to socio-economic factors such as education and employment. These factors are outside of the remit of the Housing Allocation Scheme but should be explored through the Borough Plan. Work will be undertaken during 2021 to explore and understand the over-representation of Black applicants on the housing register compared to the population profile of Harrow.

The EqIA is attached as Appendix 3. Based on the data available it is not anticipated that the proposed changes will have any negative impact on any groups with any specific protected characteristics.

The impact and outcomes of the new Housing Allocation Scheme and the new Tenancy Strategy & Policy will be monitored and reported to the Housing Services Senior Management Team.

Council Priorities

The suite of housing and homelessness strategies and policies help the Council meet its vision and corporate priorities, particularly 'Improving the environment and addressing climate change', 'Tackling poverty and inequality' and 'Building homes and infrastructure'.

In particular the Housing Allocation Scheme contributes to the priority 'Tackling poverty and inequality' by meeting local priority housing needs, making the best use of Harrow's very limited social housing stock and ensuring that residents in the most need of housing wait as short a time as possible before being allocated public rented housing.

Section 3 - Statutory Officer Clearance

Statutory Officer: Tasleem Kazmi

Signed on behalf of the Chief Financial Officer

Date: 13 January 2021

Statutory Officer: Paresh Mehta

Signed on behalf of the Monitoring Officer

Date: 12 January 2021

Chief Officer: Paul Walker

Signed off by the Corporate Director

Date: 13 January 2021

Head of Procurement: Nimesh Mehta

Signed on by the Head of Procurement

Date: 11 January 2021

Head of Internal Audit: Susan Dixon

Signed on by the Head of Internal Audit

Date: 12 January 2021

Mandatory Checks

Ward Councillors notified: NO, as it impacts on all Wards

EqIA carried out: YES

EqIA cleared by: David Corby

Section 4 - Contact Details and Background Papers

Contact:

Meghan Zinkewich-Peotti, Housing Strategy Project Manager
Housing Services, Community Directorate, Meghan.zinkewich-peotti@harrow.gov.uk tel. 020 8424 1346

Background Papers:

- Housing Allocation Scheme 2013 (amended in 2015)
- Tenancy Strategy 2012
- Tenancy Policy 2012
- Housing Evidence Base
 - Affordability of Housing in Harrow
 - Homelessness and Housing Needs
 - New Supply
 - Population
 - Social Housing
 - Supported Housing

Call-in waived by the Chair of Overview and Scrutiny Committee - NO

LONDON BOROUGH OF HARROW HOUSING ALLOCATION SCHEME

**As required by Part VI of the Housing Act 1996 as amended by
the Homelessness Act 2002, the Localism Act 2011 and the
Homelessness Reduction Act 2017**

Housing Allocation Scheme

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1. Purpose of the scheme document

1.1. Background

Every council is required by law to have a written scheme setting out how it will allocate the rented housing which it owns and to which it has nomination rights. This new scheme, which was amended in December 2020, replaces previous London Borough of Harrow Housing Allocation Schemes or Lettings and Transfers Schemes.

1.2. Legal framework

Harrow Council's allocation scheme sits within a framework which includes the Housing Act 1996 (as amended by the Homelessness Act 2002 and the Localism Act 2011), the Homelessness Reduction Act 2017 and regulations issued by government relating to allocations. The sections below explain how the main laws set the context for the allocation scheme.

1.2.1. Localism

- 1.2.1.1. Under the Localism Act 2011, local authorities can identify groups who will not qualify for an allocation of social housing, by taking into account:
- a household's ability to meet their own housing costs.
 - any behavior that affects a person's ability to be a suitable tenant
 - local connection between the household and the local authority.

This is dealt with in more detail in section 7 on Qualification and Eligibility.

1.2.2. Reasonable preference

- 1.2.2.1. The Council must give 'reasonable preference' to the following groups when it decides how to allocate housing:
- households living in overcrowded or unsanitary conditions,
 - those who need to move due to a medical condition or disability,
 - those who need to move for health related or welfare reasons, including care leavers and people with high level support needs,
 - those who need to move due to hardship.
 - those who are homeless or at risk of homelessness.
- 1.2.2.2. We can also give additional preference to households in one of the reasonable preference groups listed above. By law, we must give additional priority to applicants who are current or previous members of the armed forces and who are in housing need.

1.3. Housing Priority

This document explains the options for people looking for a home in the London Borough of Harrow and sets out which groups of people are priorities for an allocation of the public rented housing¹ made available by Harrow Council and

¹The term public rented housing is used throughout this document to mean homes let on any kind of secure, assured, fixed term or flexible tenancy by a council or housing association or

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housing associations in our area².

1.4. Types of tenancy

The scheme applies to the way the council will allocate all public rented housing. It covers properties let at secure, assured and “affordable” rents.

1.5. Procedures for letting public rented housing

It explains the detailed procedures that Harrow will follow in letting council and housing association³ rented homes both to existing tenants looking to transfer and to new home seekers.

1.6. Consultation

Appendix 1 sets out the process the council went through in consulting on and drawing up this scheme document.

1.7. Changing the scheme

We will review the scheme at least every 5 years.

2. Housing advice

2.1. Our service

The council’s housing service can give information to anyone who is looking for a home in the borough, whatever their circumstances. We can also offer advice to Harrow residents on finding accommodation outside Harrow, in places where homes are more plentiful, and rents and mortgage costs are lower. Some of these areas are within reasonable travelling distance of Harrow for work or study.

2.2. Contact details

We provide housing advice online, on the housing options pages of Locata at www.locata.org.uk/harrow, by e-mail at locatahelp@harrow.gov.uk, by telephone, and in person, by appointment only at Harrow Civic Centre. Go to www.harrow.gov.uk to find up to date details about advice lines, appointments and our advice service.

2.3. Housing assistance

Large numbers of people seek low-rent public and private housing in Harrow, but only small numbers of homes become available to the council each year. We regret, therefore, that we are only able to offer help with accommodation to a very

other publicly funded housing provider. The more usual term of “social housing” is avoided in order to make it clear that the policy does not cover shared ownership or “intermediate” rented housing but does cover properties let at “target”, “social” and “affordable” rents.

² The council must have an allocations scheme by law and must take into account any relevant allocations codes of guidance, the council’s homelessness strategy and tenancy strategy and the London Mayor’s housing strategy. In addition, our scheme is framed so as to be compatible with the council’s equality duties.

³ In this document the term housing association is used in preference to the term “registered provider” because our customers better understand the meaning of that term. Should any registered providers that are not housing associations start doing business in Harrow this scheme should be read as also applying to them.

limited number of households. This help can include, depending on individual circumstances, enabling people to stay where they are living now or facilitating a move to a private rented or low-cost home ownership home. For many people a move to public rented housing in Harrow is unlikely to be a realistic and achievable housing option.

3. Housing in Harrow

3.1. The housing market in Harrow

Harrow is a very popular place to live. There are many different types of homes in the borough, from homes to buy on the open market, through low-cost home ownership schemes run by housing associations, to private, council-owned and housing association-owned rented housing. The last two types, referred to in this scheme as “public rented housing”, make up only around 10% of Harrow’s property market, making it one of the smallest public rented sectors of any London borough.

3.2. Specialist housing

Some homes within Harrow are designed for particular groups. These include rented and leasehold sheltered and retirement housing for older people, and schemes with on-site support for particularly vulnerable people with a range of support needs.

3.3. New rented social housing

The council works successfully with housing associations to increase the supply of affordable rented properties in Harrow, but the numbers of such units (averaging around 45 per year over the last 3 years) is not enough to keep pace with the demand, particularly as over 20 council homes are lost on average each year as a result of the right to buy legislation. Access to such homes is through nomination via “Locata” (see section 5 below). The Council also has an ambitious development programme and a major regeneration programme is underway at Grange Farm Estate.

3.4. Housing Association allocations

No housing associations in Harrow (except a few that specialise in schemes for older people) manage their own waiting lists, other than for their own tenants wishing to transfer. This means that most people should make only one application for public rented housing in Harrow, via www.locata.org.uk/harrow.

3.5. High demand and low supply

Many people wish to move to council or housing association rented homes because these offer below-market rents and because people perceive them as giving greater security of tenure than homes rented by landlords in the private sector. However, the supply of this type of housing is very limited. Each year we expect to re-house around 250 households into public rented housing. Half of the vacancies are studio and 1- bedroom flats, normally suitable only for single people and childless couples. Half of these small units are reserved for older people. Yet at any one time we have over 2,000 households who have registered their interest in taking such a tenancy, and over 850 new households applying to register each

year. The overwhelming majority of applicants with an acknowledged housing need are families, for whom most of the available accommodation is unsuitable.

3.6. Low supply of larger, family homes

The demand to supply ratio is worse for family homes than for 0-1 bedroom properties and, despite using some suitable 3 bedroom properties with 2 reception rooms as 4 bed properties, it is by far the highest for 4 bedroom properties. The larger the number of bedrooms required by a family, the longer are the waiting times and the lower is the likelihood of ever receiving an offer.

3.7. Type of housing available

Sometimes people who apply for housing with Harrow have an unrealistic expectation of being offered a large house or bungalow with a garden whereas, in reality, most of our homes are flats rather than houses. Very few ground floor flats are available. The few bungalows in our stock are either very small or are let to people with mobility needs. Most of our properties are on small to medium sized housing estates, and there are large parts of the borough where we have no or very few properties.

3.8. Condition of the available housing

Council and housing association rented properties are unfurnished (with the odd exception) and are usually re-let undecorated. Only residents in sheltered schemes in Harrow can expect their homes to be redecorated by the council or housing association landlord, and the terms of tenancy agreements require tenants to keep their homes in good decorative order.

3.9. Other housing options

Most people who apply for housing with Harrow will never be offered a public tenancy, however long they wait. When the prospect of immediate re-housing is unrealistic, we advise people to seriously consider other options, especially private renting and/ or moving away from West London.

4. Aims of the Scheme

4.1. Overall aims

The Council aims ensure that public rented housing goes to those with the most need, as defined by local standards, while reducing the budgetary impact of homelessness. The housing allocations scheme is one of a group of policies that sits beneath Harrow's overarching Housing Strategy. The allocation scheme supports the strategy's key objectives, specifically to 'promote realistic housing options for people who need to move', 'prioritise new homes for people living or working in Harrow' and 'meet the needs of older and vulnerable residents'. A number of other factors have also been taken into account in order to produce a balanced and fair allocation policy and process.

4.2. Supporting vulnerable people

The scheme reflects the Council's ambition to support and protect people who are most in need. It aims to give the highest priority to those who are less able to

provide for their own housing needs than most of the population and therefore most in need of the council's help when their accommodation is unsuitable for their needs. We define unsuitable housing as accommodation that is:

- adversely affecting in a major way someone's medical condition or disability, or
- significantly detrimental to their welfare (for example there is significant risk of harm or risk to a vulnerable person's independence), or
- severely overcrowded or severely unsanitary.

The fact that a landlord is a private person charging a rent that is higher than a public sector rent does not make a home unsuitable.

4.3. **Tackling homelessness**

A person is threatened with homelessness if s/he has applied for Part 7 assistance and is likely to become homeless within 56 days or, if occupying accommodation under an assured shorthold tenancy, has been served with a valid notice under section 21 of the Housing Act 1988 expiring within 56 days.

The Council's first priority, pursuant to its duties and powers under the Homelessness Reduction Act 2017, is to prevent people from becoming homeless by helping them to remain in their current accommodation or facilitate a move to alternative private rented accommodation. Where the Council believes that the potential applicant/s are able to access market housing i.e. private rented or low-cost home ownership, the Council will provide advice and assistance as necessary.

A relevant Part 7 duty means for these purposes an accommodation duty owed to Part 7 applicant who is eligible for assistance and either (i) has a priority need and has become homeless intentionally, (ii) has a priority need and has not become homeless intentionally, or (iii) does not have a priority need, has not become homeless intentionally and the Council has elected to secure that accommodation becomes available for his occupation.

In accordance with the changes brought in by the Localism Act 2011 we no longer make the presumption that most applicants owed the main homelessness duty will have the duty ended with an offer of public rented housing. Hence there are distinctions made in the scheme between homeless applicants who applied before and after 9th November 2012⁴. The scheme gives those who are homeless, as required by law, "reasonable preference", but homeless people will only receive a high level of priority for an allocation of public rented housing if their household is vulnerable for reasons other than homelessness, or if it is needed in the council's interest in order to manage the costs of homelessness.

4.4. **Promoting informed choice**

Under the scheme housing applicants become "members" of the West London choice-based lettings scheme, called Locata, and actively search for a home⁵. By

⁴ Because the latter do not have to agree to an offer of private sector housing aimed at ending the full duty.

⁵ The choice-based lettings banding system replaced, in 2002, a "points" system, under which council officers decided which applicant would be offered which property.

letting and nominating to our properties in a transparent, applicant-friendly, and fair way we aim to empower applicants and promote equal treatment⁶.

4.5. **Changes from the previous allocations scheme**

Following a review of the scheme, it was identified that a high number of applicants either refused an offer of a tenancy or did not bid for available suitable vacancies. The aim of Harrow's housing allocation scheme is to meet local priority housing needs, make the best use of Harrow's very limited social housing stock and be fairer to all by ensuring that residents who are in the most need of housing, wait as short a time as possible for an allocation of public rented housing. In order to retain the principle of choice, ensure that those in most need of housing wait as short a time as possible and minimize loss of rental income due to void properties, the significant change in this revised scheme is to implement more robustly the penalties that already exists in the allocation scheme to address:

- (a) Refusals – where an applicant has refused one or more reasonable offers or have not turned up to a viewing when invited, they will be downgraded to a lower priority band. The circumstances are set in the chart in appendix 16.
- (b) Not bidding – where an applicant who urgently need to move, for example where a band A+ and A applicant has not been bidding, they may receive a direct offer of accommodation. The chart in appendix 16 outlines which groups of applicants we may make direct offers.

In addition to these changes, there are 6 minor changes to the Scheme which are made to address changes in law and other issues including:

- (c) Introducing a separate banding for sheltered Housing for Older People to make it easier to access sheltered housing. This change will not disadvantage current applicants as those with an urgent need to move have already been awarded additional priority.
- (d) Allowing current temporary occupants to be offered a secure tenancy of the property they occupy when it is converted from temporary use to a council property. This will be subject to suitability of the property and there being no recent tenancy issues such as arrears or ASB.
- (e) Implementing a Local Lettings Plan setting out how properties will be allocated in exceptional circumstances to meet area specific issues, for a specific block or estate. The purpose is to have a planned approach to the letting of high density/high rise schemes to ensure sustainable mixed and balanced communities. The Divisional Director for Housing following consultation with the Portfolio Holder for Housing will authorise Local Lettings Plans for council housing stock under a delegated authority.
- (f) Ending allocations to designated people aged 50 years and over. This is because some properties were previously designated for people aged 50 years and over. Over time and through the Right to Buy the age mix has

⁶ Although the council is committed to letting its housing applicants express a preference as to the type of property and the area in which they would like to live, applicants need to be aware that our ability to satisfy their expressed preference may be severely limited. Hence in appendix 15 we spell out the circumstances in which we will make direct offers, and in which we will penalise applicants for refusals of suitable offers.

changed and the blocks are no longer occupied only by over 50s. Therefore, there is no reason to continue to prioritise this group.

(g) Removing the local residence criteria for applicants:

- i) moving because of domestic abuse and
- ii) who are travellers.

(h) Correcting the current anomaly in the Housing Allocation Scheme where applicants accepted as homeless by another council are given higher priority than those accepted as homeless by Harrow Council. All homeless applicants will be awarded Band C whether accepted by another Council or Harrow Council.

4.6. **Equality and Fairness**

Equality duties: the scheme is framed so as to give effect to the council's Equality Act 2010 responsibility to eliminate unlawful discrimination on grounds of age, disability, race, religion, sex, sexual orientation, gender reassignment, marriage/ civil partnership, pregnancy/ maternity. Regular monitoring and adjustment of the scheme will take place to give effect to this duty. As far as possible it also aims to advance equality of opportunity between people from different groups.

Treating tenants and homeseekers equally: The Localism Act 2011 allows the council to allocate properties to council tenants outside the allocation scheme. Harrow, however, prefers to keep most lettings within the scheme to promote transparency, clarity and equality. Appendix 13 lists cases that do not qualify as "lettings" and hence do not need to be covered by this allocation scheme.

4.7. **Facilitating Inter-borough mobility**

(a) Within West London Locata Harrow, like the other partners, makes a small percentage of vacancies available to members living in any of the six partner local authority areas.

(b) The Mayor's Office of the Greater London Authority runs a scheme called "housingmoves" which facilitates moves by council and housing association tenants to other parts of London. Harrow contributes a small percentage of its vacancies to this scheme.

Note: Both mobility schemes have built-in mechanisms aimed at ensuring that the number of moves into Harrow by non-Harrow residents is matched by the number of lettings by partner boroughs to Harrow residents who wish to move out of the borough.

4.8. **Making best use of council resources**

In order to manage the costs of homelessness and balance the competing needs of different groups of people in housing need, the council may from time to time reserve or earmark properties for particular categories of applicant and may set targets for percentages of allocations to different groups. Targets are approved

annually following consultation with the Portfolio Holder for Housing. In addition, the allocation scheme takes into account:

- housing need and supply
- statutory and contractual obligations
- the cost to the council of emergency and temporary accommodation other financial considerations
- the council's responsibility as a landlord
- the council's responsibility to co-operate with the police and other statutory agencies to reduce risk to citizens associated with, for example, ex-offenders, witness protection, and gang culture.
- making the best use of council stock.
- the housing situation within the borough.

4.9. **Other corporate policy objectives**

In addition, the scheme contributes to many other strategic goals of the council and the housing service, shown in Appendix 2.

5. West London Locata

5.1. **The central lettings agency**

The central lettings agency, Locata Housing Services (LHS) Ltd., is a company set up by west London local authorities and housing associations, including Harrow Council. In addition to running the west London scheme, LHS works with many housing authorities up and down the country. It provides the computer program that enables Harrow and the other partners to advertise property vacancies, register and verify our housing applicants and match properties to the people who have expressed an interest in them. It also provides our on-line housing information service, the targeted housing options website at www.locata.org.uk/harrow.

5.2. **West London Locata**

The partner boroughs and housing associations which advertise properties in the west London scheme as at December 2020 are:

London Borough of Brent*
London Borough of Ealing*
London Borough of Harrow*
London Borough of Hillingdon*
A2 Dominion
Catalyst Housing*
Hillside Housing Trust
Inquilab Housing Association
Network Homes
Notting Hill Genesis* (formerly Genesis and Notting Hill Housing)
Octavia Housing
Paradigm Housing*
Shepherds Bush Housing Association
Westway Housing Association

*indicates the member organisations that form and control Local Housing Services

- 5.3. **Eligibility of other Locata partners' members for Harrow properties** Harrow makes available a small number of its vacancies for cross-partner advertising and a small proportion of other partners' vacancies is available for Harrow members to bid for. The cross-partner scheme applies to lettings of Harrow public rented housing to the homeseekers and transfer applicants of all other organisations, including those that joined since 31/03/20 or may join the partnership in the future. Sections 14.2 and 20.7 explain how Harrow deals with bidders who are registered with other Locata partners.

6. How the scheme works

6.1 Priority banding

We assess those who apply for housing as belonging to one of five bands of housing need, from A+ (highest) to C- (lowest). Only applicants banded A+ to C- (initial preference) qualify for the housing register. Those disqualified, if they live in Harrow, can use the Locata website to access their targeted housing options. Priority within bands is on a date order basis, according to the date the member was placed into that band. The new scheme maintains the same basic format as the old, although there are significant changes to the definitions of who gets priority and which band they are placed in. Harrow residents who do not qualify for an allocation of public rented housing (see qualification rules in section 7 below) will be given a Locata ("LIN") number in order to be able to log in to the Locata website to search for other suitable housing solutions relevant to their particular circumstances. They cannot bid for public rented homes.

6.2. Property advertising

Vacant council and housing association properties are advertised on the West London Locata website (www.locata.org.uk) to people registered in bands A+, A, B, C and C-. We let between 80 and 90% of new and vacant council housing and housing association rented homes to which the council has nomination rights through this scheme. Circumstances in which direct offers may be made, sometimes bypassing the Locata process, are set out in section 23 below.

6.3. Expressing an interest – "bidding"

Members are able to express an interest ("bid") for up to three properties at any one time. The properties are let to bidders first by band then in waiting time order. Bids may be placed by housing staff on members' behalf, either at the member's request or in order to facilitate the making of a direct offer to a person in urgent need of re-housing (see section 23 below on the making of direct offers).

6.4. Feedback on let properties:

All properties let under this policy are listed on the Locata website. The personal feedback section for each Locata member shows each property they placed bids for, the number of bidders and the band and registration date of the successful bidder. There is also feedback on all properties let through Locata in the Freesheet Archive of the website (www.locata.org.uk). The feedback enables members to gauge the scarcity and popularity of different areas and property types, to be able to judge how long they might have to wait to be re-housed, and

thus to exercise informed choice.

6.5. **Ensuring fairness for different groups**

There are two main groups of people who apply for housing in Harrow:

- An overwhelming 85% of applicants are people who do not currently have a public sector tenancy, referred to as “homeseekers” (this includes homeless households).
- The second group, referred to as “transfers”, comprises permanent council and housing association tenants in the borough who decide to apply to the council rather than their own landlord for a move. Both kinds of transfer applicant together make up only 15% of registered Locata members.
- In addition, there is a very small number of applicants who do not fit into either group, including those from outside Harrow who are offered tenancies under an inter-borough mobility scheme (see section. 4.8 above) or a reciprocal arrangement with the police or a social care service agency.

As explained in section 4.9 above, targets are set from time to time for the proportion of homes to be allocated to the two main groups, and regular monitoring takes place to ensure the targets are achieved, which is done, if necessary, by earmarking properties in the adverts for one group or the other.

6.6. **Transitional relief arrangements**

We protect some categories of applicant who applied and were assessed under the pre-2013 priority categories and who no longer have priority under the scheme. If they had accrued a long waiting time in band C at the implementation date⁷ they are still able to obtain public rented housing as band B applicants (the equivalent of the old band C) until they are either offered suitable permanent public rented housing, are residing in accommodation that is considered suitable for their household’s needs, or their circumstances change. The length of waiting time will vary with the size of property required, as shown in table 1 below, and will be calculated from, 22/10/2013, the date from which this change was previously implemented.

Staff assist protected applicants by advice and direct offers if this is necessary in order for them to be successful. The protection applies to:

- Those who are overcrowded by only 1-bedroom
- Those whose priority for overcrowding is based on the old Locata standard and does not count as overcrowding under the national bedroom standard (subject to affordability where the family is benefit- dependent)
- Those whose priority for overcrowding includes family members aged 21 or over who do not need to live in the household either to receive or provide care and essential support
- Those whose medical or welfare priority to move is of a variable or comparatively mild or moderate nature.

⁷ The protected waiting times are based on the assumption that half the lettings in the first year of the scheme are reserved for applicants protected by transitional relief.

No. of bedrooms needed	No. of yrs. wait to qualify for transitional relief
1-bedroom (non-sheltered)	2 or more
2-bedroom	5 or more
3-bedroom	7 or more
4 or more bedrooms	8 or more

6.7. Transitional relief for accepted homeless people

Accepted homeless people in temporary accommodation and formerly accepted homeless people who accepted a qualifying offer of private rented sector housing were in band C under the pre-2013 scheme. Under the scheme many of them will remain in band C, i.e. those suitably housed.

However, in band C there are now 3 priority bands ahead of them rather than the former 2, resulting in longer waiting times. These applicants, if they need a 1 or 2 bed property and if they have a long waiting time in band C, will still be able to obtain public rented housing as band B applicants (the equivalent of the old band C) until they are either offered suitable permanent public rented housing, are residing in accommodation that is considered suitable for their household's needs, or their circumstances change and will be assisted by advice and direct offers if this is necessary in order to be successful.

No. of bedrooms needed	No. of yrs. wait to qualify for transitional relief
1-bedroom (non-sheltered)	2 or more
2-bedroom	5 or more

6.8. We have protected the band C priority of the affected homeless families from bed and breakfast who were offered council 1-bed flats on the basis that they could keep the priority for 2-bedroom accommodation they would have had if they had remained homeless.

6.9.

Table 3 – Groups not entitled to transitional protection			
Group	Exceptions	Bands	Treatment

Those with income or savings over the newly designated limits (appendix 10) for eligibility for an allocation of public rented housing	Discretionary hardship exceptions as referred to in appendix 10.	A, B and C	Applicants disqualified under the new scheme; transitional relief does not apply.
Those not currently resident in Harrow at the date of implementation of the new scheme	Those who qualify to apply as listed in section 7.4 below.	C and D	Applications will be closed; transitional relief does not apply.
Those who have not lived in Harrow for 5 years at the date of implementation of the new scheme	a. Those who qualify to apply as listed in section 7.4 below. b. Those who have been awaiting a 1-bedroom allocation for 2 or more years as listed in section 6.6 above	A, B, C and D	Applications disqualified; transitional relief does not apply.
Accepted Homeless applicants and formerly accepted homeless applicants who accepted a qualifying offer in the private rented sector who require family-sized accommodation (3 or more bedrooms).	Those who, on reassessment, qualify for band A*, A or B on grounds set out in the new scheme.	C	Applicants will remain in band C.
Accepted homeless applicants where the duty was accepted after 13 December 2012 and who have refused a reasonable offer of private sector housing since they approached Harrow for housing.	None	C	Applicants will remain in band C.

7. Qualification and eligibility to register for housing with Harrow

7.1 How to make an application

Application for housing with Harrow Council is made using an on-line application form on the Locata website, at www.locata.org.uk/harrow. The Locata system makes an initial automatic assessment of priority on the basis of the answers the applicant gives to the questions about their needs and current housing circumstances. Some types of application (e.g. where the lowest band applies) are automatically validated (i.e. made active) on the Locata system. Where necessary, officers in the housing assessment team check and confirm the assessment and validate the application. Those applying must give their consent for the information they provide to be shared with other relevant agencies as necessary to carry out an accurate assessment of their case and to ensure that any housing allocation is appropriate.

7.2. Validated applications

Only those applicants whose priority band is A+, A, B, C or C- (Initial preference) will be able to bid for homes on Locata. Those who are Harrow residents who are disqualified under section 7.5 below, although unable to bid, will have access to the other housing options signposted on the Locata website.

7.3 Assistance with making an application

The housing department will offer assistance to complete the form if the applicant is unable to use a computer and has no friend, relative or advocate helping them. An eligible person may be registered without an online application form in some limited circumstances, at the discretion of a team manager in the Housing Needs team.

7.4. Who can make an application

People aged eighteen or over⁸ can register their housing need with the council if they are in one or more of the following groups (referred to, in line with the relevant legislation, as “qualifying persons”): -

- living in Harrow.
- not living in Harrow but need to move because of risk of domestic abuse or people from the travelling community.
- homeless within the meaning of Part VII of the Housing Act 1996 or threatened with homelessness within 56 days and owed a prevention duty.
- homeless within the meaning of Part VII of the Housing Act 1996, and have been assisted by Harrow with out of borough temporary accommodation, as long as they continue to have a priority need⁹
- homeless within the meaning of Part VII of the Housing Act 1996 and being assisted as “rough sleepers” who have had a previous residence in Harrow

⁸ The housing department assists 16 and 17 year olds outside the choice based lettings scheme, in partnership with Children’s Services.

⁹ priority need is defined in Part VII of the Housing Act 1996, as amended.

of at least 5 years

- formerly accepted homeless applicants who took a qualifying offer of housing outside Harrow as long as they continue to have a priority need and providing they maintain their registration.
- homelessness duty has been accepted by another council and Harrow has agreed that the council that owes the duty is unable to provide suitable accommodation
- young people leaving care, referred to Housing by Harrow Council Children's Services under their quota arrangements, whether or not they currently live in Harrow.
- due to be discharged within 1 month from hospital or prison and the last settled address was in the borough.
- serving and former members¹⁰ of the Armed Forces and the Reserved Forces whether or not they currently live in Harrow.
- secure, introductory or flexible tenants of Harrow Council, even if housed outside the borough.
- Public rented sector tenants accepted for re-housing by Harrow as a reciprocal arrangement with another borough or under an agreed mobility scheme such as the Pan London Housing Reciprocal scheme, the "safe and sound" scheme, the national witness protection scheme and any other such scheme which Harrow joins subsequent to the start date of this scheme (see section 14 below for more information)¹¹.
- Exceptionally, people whom the council (on the decision of a team leader in the housing needs team) considers should be qualifying persons, on a case-by-case basis, because of exceptional circumstances or special needs or on hardship grounds; this may include older people needing to move to Harrow to be nearer to relatives who provide care and support or people who need to access specialised medical treatment or take up a particular employment, education or training opportunity, or victims of domestic violence who need to make a fresh start in a borough with which they do not have a local connection, where other types of housing would not meet their housing need.

¹⁰ former members" are defined as those who left the armed forces within 5 years of the date they make a housing application.

¹¹ not including the pan London tenant mobility scheme, which has its own application process.

7.5. Exclusions

People will not qualify for priority for public rented housing in Harrow if:-

- (1) They have been accepted homeless by a borough other than Harrow¹² and that borough is able to provide suitable housing, *or*
- (2) they are not currently resident within the borough (unless they are in one of the categories of non-residents who are listed as qualifying persons in section 7.4 above), *or*
- (3) they are ineligible under the Housing Act 1996, S. 160A (including some people from abroad who are ineligible for an allocation of housing – appendix 3 gives more detail about this group), *or*
- (4) any member of the qualifying person's household: -
 - (a) has been guilty of serious anti-social behaviour and a possession order is being sought or has been obtained, *or*
 - (b) (in the case of a homeseeker) has been guilty of behaviour which the council considers would entitle it, if they had been a secure tenant, to obtain a Possession Order under S.84 of the Housing Act 1985 on any ground mentioned in Part 1 of Schedule 2 to that Act, other than rent arrears¹³, *or*
 - (c) has been convicted of, or had legal action taken against them, for physical or verbal abuse of council staff or its contractors or housing association partners, *or*
 - (d) knowingly or intentionally provides false or misleading information to Harrow Council (including documentation), fails to disclose relevant information that they are under a legal duty to disclose or withholds information that has been reasonably requested in relation to their housing application *or*¹⁴,
 - (e) has paid money to obtain a tenancy with either a council or housing association *or*,
 - (f) has been convicted of a fraud offence in relation to Harrow Council or a housing matter; or there is sufficient evidence of an admission of fraud, or an alternative sanction to prosecution is/has been accepted by the applicant in relation to the provision of public sector/local authority
 - (g) services

¹² Those accepted homeless by another borough may register for housing if they fulfill the 5 year Harrow residence criterion but will have low priority.

¹³ Homelessness Act 2002, S.14(8)

¹⁴ We may decide to prosecute in cases of attempts to falsely claim priority for housing

- (5) they are assessed as having no significant housing need – i.e. they do not fit in any of the priority categories described in section 8 below.
- (6) they have sufficient financial resources to house themselves (see appendix 9 which explains how we determine this)

Any Harrow resident excluded from registering for access to bidding for public rented housing will be given a Locata “LIN” number to enable them to access their personal housing options and housing advice, which they can do by logging in to www.locata.org.uk/harrow.

7.6. **Assessment and decision**

The application assessment procedure is described in appendix 10. We will write to applicants to tell them if their assessment is likely to take longer than 28 days and the reasons for it.

7.7. **Ineligibility decisions**

We will write to anyone we exclude from registering giving our reasons and, if they are a Harrow resident, offering access to online targeted housing options. A copy will be sent to the relevant social care services team if they are involved or if we consider it appropriate.

7.8. **Right of review**

Applicants have a statutory right to ask for a review of a decision to exclude them from registering. The review procedure is set out in appendix 4. If the review upholds the original decision to exclude applicants can seek judicial review of the decision. Harrow also gives the right of review to those who disagree with their assessment (e.g. their priority band or date).

7.9. **Right to reapply following exclusion from registering**

We will consider a fresh application if: -

- A previously out of Borough applicant has moved into the borough or
- immigration status has changed, or
- depending on the seriousness of the behaviour that led to the exclusion and the circumstances of the case, it can be demonstrated that there has been no recurrence of anti-social behaviour for a period of at least one year, or
- depending on the seriousness of the fraud, the false, misleading or withheld information was provided more than a year ago.

In the case of an excluded applicant the fresh application should be made using the change of circumstances form on the Locata website.

7.10. **Change of Circumstances**

All applicants who register for housing with Harrow have a responsibility to keep the council informed of any change in circumstances that might affect their priority for housing, such as the number of bedrooms they need, if they have now lived in Harrow continuously for the last 5 years and qualify for additional priority, or the type of property needed. This must be done online through Locata through the completion of a “change of circumstances” form. If a person is unable to do this, they will need to contact the Housing Register service directly for further advice and assistance.

7.11. Lettings to staff, board members & councillors

Staff, housing association board members, council members and their relatives are treated the same as any other housing applicant and must be seen not to be gaining any advantage or disadvantage or any preferential treatment in the course of their application. The procedure for ensuring that Harrow Council is transparent and equitable when letting homes to staff, board members and councillors is set out in appendix 14.

8. Housing priorities in Harrow

a. The statutory “reasonable preference” priorities

As required by law we give “reasonable preference” to people who need to move for the following reasons:

- medical needs, including needs relating to a disability (**group 1**) Note: Harrow gives only those with a very high level of medical need to move reasonable preference for housing.
- welfare grounds (**group 2**);
Note: Harrow gives only those with a very high level of welfare need to move reasonable preference for housing.
- they are occupying unsanitary or overcrowded housing, or are otherwise living in unsatisfactory conditions (**group 3**)
Note: Harrow gives only those who lack *more than* one bedroom or are living unavoidably in *severely* unsatisfactory conditions reasonable preference for housing;
- the council has accepted a duty under homelessness legislation (**group 4**);
- another council has accepted a duty under homelessness legislation and Harrow is satisfied that the council that owes the duty is unable to provide accommodation (**group 4**)
- the council has agreed that they are homeless but has decided either that they do not have a priority need or that they are intentionally homeless or has ended the full duty because of refusal of a suitable offer (**group 5**).
- they need to move to a particular locality within the borough and failure to meet that need would cause hardship (to themselves or others) (**group 2A**).

Note: Harrow does not normally give priority to people who say that they need to move to a particular locality within the borough, because the area covered by Harrow is small and transport within it is very good, so there should be little disadvantage arising from living in one part rather than another. If, exceptionally, we are satisfied that there will be such hardship, which has given rise to a social services care plan requiring a move for this reason, we will treat it as a move on welfare grounds (i.e. **group 2**).

b. **Harrow's priorities**

In addition to statutory "reasonable preference" grounds, and in some cases as part of them, the council considers the following groups to be a priority for housing assistance:

- **Group 6 – Homeless duty ended by qualifying offer of private sector accommodation:** formerly accepted homeless applicants who have accepted a qualifying offer of private sector housing (should they choose to re-register and subject to the household continuing to have a priority need as defined by homelessness law);
- **Group 7 – Underoccupiers¹⁵:** People living in public rented accommodation which is larger than they need who are willing to move to smaller public rented accommodation (this can be anywhere in the country, not just Harrow).
- **Group 8 – No longer in use**
- **Group 9 (welfare preference) – Disability-adapted housing:** People living in public rented accommodation which is adapted or purpose built to accommodate physical disability where no-one in the household needs such facilities. We also prioritise for a move those council and housing association tenants who need major adaptations but whose current home it would be impractical or uneconomic to adapt.
- **Group 10 (welfare preference) – Adoption & fostering:** People recommended by Children's Services as suitable to adopt or foster one or more children but who need more appropriate housing in order to do so and do not have the means to source the accommodation themselves.
- **Group 11 – Unsuccessful applications for succession and occupiers holding over:** People who are not entitled to succeed to a council tenancy but to whom the council would have a statutory homelessness duty *and* who do not have the means to source alternative accommodation themselves, where the property is larger than they need or has adaptations in place that are not required by the occupier.
- **Council-interest transfers:** both emergency and urgent tenant transfers (**group 12**), permanent decants (**group 13**) and service tenant move-ons

¹⁵ Although under the Localism Act moves by social tenants who do not have statutory reasonable preference are not counted as "Allocations" and do not have to be prioritised alongside the applications of other people Harrow has decided to include them in the scheme and treat them as top priority along with emergency cases.

(**group 14**) that are in the council's interest (including for any of the reasons set out in section 4.7 above).

- **Group 15 – Ex-tenants moving on from an institution¹⁶:** Ex-tenant who relinquished their tenancy in a timely manner in return for a re- housing undertaking upon discharge from the institution.
- **Group 16 (welfare preference) – Young people leaving care (on an annual quota basis):** Young people leaving care, approved for move-on to a fixed annual quota of studio and one-bedroom accommodation, provided they meet the eligibility criteria set out in appendix 3.
- **Group 17 (welfare preference) – Move on from supported accommodation (on an annual quota basis):** People living in council-sponsored supported housing who are approved for move-on to a fixed annual quota of studio and one-bedroom accommodation.
- **Group 18 (welfare preference) – Move-on from residential care:** People who are ready for independent living who have been placed by the council in residential care accommodation.
- **Group 19 (welfare preference) – Older residents:** People who would be likely to retain their independence for longer if accommodated in a specialist housing scheme for older people (the schemes are described in section 15 below).
- **Group 20 – Serving and former-members of the armed forces and reserved forces and their families:** Former and serving members of the Armed Forces¹⁷ who apply to Harrow and who have urgent housing needs, if they fall within one or more of the statutory reasonable preference categories (set out in section 8.1 above), will be given additional preference (i.e. a higher priority band than those with reasonable preference who are not armed forces applicants). The relevant groups comprise:
 - (i) serving members of the Armed Forces who need to move because of a serious injury, medical condition or disability sustained as a result of service;
 - (ii) former members of the Armed Forces or Reserve Forces;
 - (iii) the bereaved spouse or civil partner of a member of the Armed Forces leaving Services Family Accommodation following the death of their spouse or partner
 - (iv) serving or former members of the reserve forces who need to move because of a serious injury, medical condition or disability sustained as a result of their service.

¹⁶ Institutions include prisons and mental health residential placements

¹⁷ "former members" are defined as those who left the armed forces within 5 years of the date they make a housing application

9. The Banding Scheme

9.1. **Details of bands, band reasons, priority dates, bidding time limits and the consequences of refusal are given in appendix 16 of this allocation scheme.**

9.2. **The five priority bands are:-**

band A+ “Emergency & top priority”

- Emergencies (both homeseeker & transfer categories) (this can apply to some households in groups 1, 2, 10, 12 and 19)
- Serving and former-members of the armed forces and reserved forces and their families with urgent housing needs (group 20)
- Underoccupiers (transfers only) (group 7)
- Non-statutory successors (group 11).

Note: band A+ is exclusively for those people who go to the top of the waiting list because of a life & death risk to their wellbeing or because they are ex-service personnel with urgent housing needs or because they are freeing up a larger social home.

band A “Urgent and high priority”

- Homeseekers and transfers with an identified housing need to whom the council gives reasonable preference but who do not qualify for emergency band A+ (groups 1, 2, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18 and 19).
- Transfers with an identified housing need to whom the council gives reasonable preference because they are occupying unsanitary or overcrowded housing or are otherwise living in unsatisfactory conditions (group 3) but who do not qualify for emergency band A+

band B “Standard priority”

- Older residents whose likelihood of remaining independent would benefit from the supported environment of sheltered housing, but who do not meet the otherwise high assessment threshold for medical or welfare “reasonable preference” (group 19).
- Applicants who qualify for transitional relief.

band C “Non-urgent priority”

- **Full homeless duty not accepted:** homeless people to whom the council has not accepted a duty, either because found intentionally homeless or because there is no priority need (under the prevention, relief or main duties).
- **Homeless people where the duty was accepted after 13 December 2012,**

who have refused a reasonable offer of private sector housing since they approached Harrow for housing.

- **Homeless people** where the council has accepted a duty under homelessness legislation and has provided either emergency accommodation (anywhere) or suitable self-contained temporary accommodation (under relief or main duties). **Homeless people** where the homeless application was made after 08 November 2012; band C will apply for up to 1 year from the date of discharge of the duty into a private rented sector home.
- **Another council has accepted a duty under homelessness legislation** and Harrow is satisfied that the council that owes the duty is unable to provide accommodation .
- **Homeless people** to whom the council has ended its duty because of a refusal of a reasonable offer of housing, as long as they remain homeless (subject to verification in case of a successful Locata bid).
- **Homeseekers** with an identified housing need to whom the council gives reasonable preference because they are occupying unsanitary or overcrowded private rented housing or are otherwise living in unsatisfactory conditions in private rented accommodation (group 3).
- **Serial refusers:** certain categories of people in band A+ who have refused a reasonable offer of housing, or people in band A who have refused 2 offers, or B who have refused 3 offers (details at appendix 14).
- **Deliberate damage to property:** people who, even though they are owed the statutory reasonable preference, have put their temporary accommodation or public rented housing into such a bad state, as judged on inspection¹⁸ that the cost of bringing it back to a lettable standard far exceeds the acceptable level of costs that would normally be incurred

Note: If still living in the property the applicant can remedy the breach of tenancy by making good the damage, allowing inspection to check it, and applying for their earlier priority to be restored.

- **Unable to verify:** If we are unable to verify an applicant who has band A+, A or B priority for an offer¹⁹ (we will demote the application to band C until verification can take place – see appendix 6). If a member in band C comes near to an offer and we are unable to verify them we will write to them giving 28 days' notice of disqualification from the register unless they contact us

¹⁸ Disrepair may be apparent because of failure to co-operate with inspection.

¹⁹ An example would be where we try to carry out a home visit but cannot gain admittance in order to satisfy ourselves that the applicant is actually living at the address they have applied from.

and co- operate to enable verification to take place.

band C- (minus) “Initial preference”

- **Homeseekers** with an identified housing need who qualify for statutory reasonable preference but who have not lived continuously in the borough of Harrow for the last five years.
- **Applicants** with an identified housing need to whom the council give reasonable preference, where there has been a deliberate change in circumstances which has resulted in a worsening of a household’s circumstances (for example: moving from suitable accommodation into overcrowded accommodation or inviting other people to join a household and make it overcrowded)

9.3. Over-riding the banding priority system

(a) Banding over-ride

The service manager for housing assessment has a residual discretion to increase the band of households whose defining features (including their multiple needs) are deemed to be so exceptional as to warrant a higher priority band than they would normally attract under the scheme. Such cases will be kept to a minimum and will usually entail some imminent threat, recent disaster, or an exceptional need not anticipated or covered by the scheme. Appendix 5 describes the assessment process for applicants with medical, welfare and multiple needs.

(b) Allocation over-ride

The service manager for housing assessment also has discretion, where they consider that the defining features (including the multiple needs) of a member in band A are so exceptionally severe as to warrant immediate/imminent re-housing, to enable the household to be made a direct offer outside the scheme (see section 23 on direct offers). Such cases will be kept to a minimum and will usually entail some imminent threat, recent disaster, or an exceptional need not anticipated or covered by the scheme

10. Waiting Time

10.1. Moving between bands

The principle of the scheme is that no one should overtake existing members within a higher band. Priorities within bands will be on a date order basis, according to the date the member was placed into that band.

- Moving Up a Band
Moving up a band – the date that the higher priority has been given.
- Moving Down a Band
Moving down a band – new priority date reverts to the date that applied when the member was previously in that band or any earlier date when they were in a higher band. The principle is that when moving down their priority date

should be the earliest date that they were in the new lower band, or in a higher band.

If the member has been suitably housed (i.e. they should have been disqualified) for any of the time, the new band date cannot be any earlier than the date they were subsequently assessed as A+, A, B, or C band.

Table 4 – Examples of priority dates as applicants move between bands	
Example 1	Priority Date
Member applies in January and is disqualified	None
In February member is placed in band A	February
In March member is placed in band A+	March
In April member is downgraded to band C	February

Example 2	Priority Date
Member applies in January and is placed in band B	January
In February member is placed in band A	February
In March member is placed in band A+	March
In April member is downgraded to band A	February

Example 3	Priority Date
Member applies in January and is placed in band B	January
In February member is placed in band A+	February
In April member is downgraded to band A	February

Example 4	Priority Date
Member applies in January and is placed in band A for medical reasons	January
In February member is accepted as homeless, moves to suitable temporary accommodation and is placed in band	January
In April member refuses direct reasonable offer but remains homeless – band C	January

Example 5	Priority Date
Older person applies for sheltered accommodation in January and is placed in band B	January
In February member changes his mind and wants one bed non-sheltered but has no reasonable preference for it and is disqualified	None
In April member is placed in medical priority - band A	April
By July member has refused 2 reasonable offers – band C	April
In August member becomes an emergency medical priority – band A+	August
In September medical need disappears – disqualified	None
In October new medical assessment – band A	October

10.2. Time Limits on high priority band A+ and A cases

- Time limits (shown in the chart in appendix 15) are enforced in order to ensure that only genuine emergency and urgent cases are given high priority. Members given emergency and urgent status must actively bid for properties, attend accompanied viewings when invited, and must not refuse offers on grounds that have nothing to do with their emergency or urgent housing needs.
- We want to be able to give people a realistic idea of how long re- housing will take under the scheme. We expect people to wait just long enough to meet their assessed needs, not to acquire a long waiting time in order to pick what they consider to be the best property. We will make such applicants a reasonable direct offer which, if refused, will result in demotion to band C or, for medical and welfare cases, from A+ “Emergency” band to band A.
- In practice time limits depend on the type of property needed and the supply during the bidding period. The council will take into account whether high priority members are making appropriate bids and whether they are refusing properties unreasonably.
- Band A+ “Under-occupation” rating has no time limit, because the council is keen to see under-occupiers move and will not penalise them for taking their time to decide.

10.3. Over-riding the band priority dates

The service manager responsible for housing assessment has a residual discretion to backdate the priority date of an applicant where it can be shown either:

- that there was a delay (not the fault of the applicant) in the obtaining or receiving of the relevant supporting information, *or*
- (in a case where the priority date is the date of the officer’s decision) that the decision took an unreasonable length of time and, had it been made in a timely manner, the priority date would have been earlier.

11. Who can be considered part of the household?²⁰

Both Homeseekers and transfer tenants

11.1. Definition of immediate family

Only the applicant, their partner²¹, their immediate family²² and anyone else with an exceptional need to live with them can be included on the application. This does not normally include lodgers or anyone sub-letting from the applicant.

11.2. Family living abroad

The council will not include on the application any family member who is not resident in the UK at the time the application is made. Such members will only be added to the application once they are living in the UK and can clearly demonstrate that they have leave to remain and recourse to public funds.

11.3. Joint access cases

Bedroom eligibility will be awarded to the main care provider (with whom the children live for more than half the week) who is in receipt of child benefit or tax credits. We will take into account both parents' housing arrangements to ensure that one property has adequate accommodation for the children, but they may have to accept an element of overcrowding when staying with the other parent.

11.4. Extended family

Because of the severe shortage of larger properties applicants need to consider whether other people living in their household could move into smaller properties of their own. If a household member has already made a separate housing application we will not include them on the new application.

11.5. Dependant relatives

A relative who has joined the household because they are unable to live independently will be included on the application only if there are no other options for the family²³. We will expect to see advice from an appropriate professional

²⁰ What follows is a guide to who the council assesses as eligible for re-housing. It does not mean that other people who fall outside the definitions cannot live in the household, even if it causes overcrowding, but they will not be taken into account in assessing the need for re-housing. Note however, that overcrowding may breach tenancy conditions.

²¹ *Partner* means someone who lives with the applicant as a partner, or who would live with them if they were able to. It includes mixed gender and same sex couples, living in a permanent relationship, whether or not they are married or in a civil partnership.

²² *Immediate family* means the applicant's children aged 20 or under who live with the applicant all the time, or for 4 or more nights every week. If a young person is living with a partner, or has their own children, they will not be included on the application unless they have an exceptional need to live with the applicant. Young people living away from home as students will not be included on the application.

²³ An example of an alternative option might be that the relative owns or occupies a larger property which could accommodate the whole family, rather than the relative moving into the applicant's home.

confirming that the relative needs to live with the family. Where this is not considered essential other options, such as sheltered housing, will be discussed with the family before an assistant manager in the housing assessment team decides whether the relative should be included in the application or advises them to make a separate housing application.

11.6. **Carers**

A carer will be included on the application only where it can be demonstrated that:

- a live-in carer is essential on a 24 hour, daily and continuing basis, and
- a live-in carer has been identified and has moved in with the household or is ready to do so when accommodation is made available, and
- a manager in the housing assessment team (in consultation with the council's medical adviser or social care services as appropriate) agrees that a live-in carer is essential²⁴.

Homeseekers only

11.7. People who were part of the household at the date of registration, and are still in occupation will be included on the application and, if successful, the tenancy.

11.8 We will also include children born since the registration date and children (under 21) joining the household where it can be proved that the homeseeker is the sole legal guardian and that there is no other option for re-housing. Where there is another legal guardian a decision will be made on a case-by-case basis to agree where it is reasonable to expect the child to be part of the household.

Transfer tenants

11.9. People who were part of the household at the start of the tenancy, and are still in occupation will be included on the application.

11.10. We will also include children born since the start of tenancy and dependent children (under 18) joining since the tenancy started.

11.11. If there are children aged 21 or over who are living at home we can advise them on their housing options, but they will not count towards any calculation of overcrowding (see section 21 below). (They may apply for housing in their own right, but may be disqualified because they have no priority²⁵).

11.12. If we agree to re-house the immediate family but not everyone currently living with the applicant, the tenant has a responsibility to ensure that no unauthorised

²⁴ Receipt of carer's allowance does not necessarily mean that that it is necessary for the carer to live with the person being cared for. In all cases, regardless of whether or not the carer is in receipt of carer's allowance, it will be necessary for the applicant to provide evidence that they receive disability benefits commensurate with the need for a live-in carer.

²⁵ The council does not give any priority to family members of tenants of public rented housing solely on the basis of their status as family members, unlike some other councils and housing associations which have "sons and daughters" schemes. We consider that this would be unfair to family members of private sector tenants.

occupants remain in the property when they leave it.

12. Removal from the Housing List

12.1. An applicant will be removed from Locata membership if:-

- it is found that they have never been or that they have ceased to be a qualifying or eligible person, *or*
- if they fail to respond following automatic “hibernation” (see 13.2 below) of their application on Locata or when invited to renew by a written communication from the council or Locata (see Section 13, Re-registrations), *or*
- the council considers there are good reasons for doing so.

12.2. Moving out of the borough

Normally, people who move out of the borough will no longer be eligible for band A+, A, B, C or C- and will therefore be disqualified. Those accepting an offer of temporary accommodation out of borough, and those to whom the council previously accepted a homelessness duty, who have accepted a qualifying offer to move into the private sector out of borough, will remain eligible. In exceptional circumstances the service manager responsible for housing assessment has discretion to allow other members to keep their registration and priority banding after they have moved out of the borough²⁶.

12.3. Procedure for removing

We will write to any applicant (other than those subject to the “hibernation” process described in section 13.2 below) in band A+, A, B, C or C- before removing them from Locata membership, unless they have given us no forwarding address or other method of communication. The notice will explain why we are proposing to remove them and will ask the applicant to provide the information required within 28 days to enable us to decide on re-registration or removal. If the decision is to remove them we will notify them in writing with reasons and advise of their right to request a review (see appendix 4, review procedure). A copy will be sent to the adults or children’s social care service if they are involved or if it is considered appropriate.

12.4. Communication following removal from registration

If there is no response to the written notice in section 12 the application will be removed and the applicant will be unable to bid on Locata or to access their personal housing options on the Locata website. Applicants who discover that they have been de-registered against their wishes must contact us to discuss the circumstances, so that we can decide whether to reinstate the application.

²⁶ An example could be an older person who is sick or disabled, has lived in the borough for a long time, has lost their accommodation through no fault of their own and has secured short-term accommodation outside the borough.

13. Re-registrations (renewals)

13.1. Rolling annual programme of re-registration

Members must renew their application every year. Failure to do so will result in de-registration.

13.2. Members not in bands A+ or A or accepted homeless

Three months before the registration anniversary a member receives an on-screen prompt on the Locata website – it requires them to confirm the details of their registration are up to date.

One month before the registration anniversary, if the member has not logged on to bid or check their personal housing options they receive an e-mail, text or letter (according to the preference they have expressed in their application) giving them 28 days to respond.

One month after the registration anniversary an e-mail, text or letter (according to the preference they have expressed in their application) is sent informing them that their application has been cancelled. In the Locata back office system the application is “hibernated”. If the member logs on within 3 months the application is automatically re-activated, but longer than this and a new application is required.

13.3. Members in bands A+ and A and those accepted homeless

Members not subject to hibernation will be written to if they have not communicated with us during the previous 12 months. We will check the applicant file for other recent contact such as bidding, telephone calls, interviews or correspondence. If the member appears to be vulnerable and/ or to have a high priority we may make a home visit. They are allowed one month after our reminder to re-register. If there is no contact we remove the member unless we consider that they should remain registered, and we will record our reasons for doing so on the applicant’s file.

13.4. Reinstatement of a closed application

A member who discovers that they have been de-registered needs to contact us to explain the circumstances, so that we can decide whether to reinstate the application and whether the original band and priority date still apply.

14. Inward mobility

14.1. Pan London Tenant Mobility Scheme – “housingmoves”

Harrow contributes a small percentage of its vacant properties to the scheme, which enables public rented housing tenants living outside Harrow to move into the borough. The scheme is reciprocal, so that incoming moves are counterbalanced by Harrow tenants who move out of the borough under the scheme. The scheme has its own application form and priority criteria, which Harrow will honour for incoming tenants provided their home landlord verifies their

circumstances satisfactorily at the time of offer.

14.2. **Applicants from other Locata partners**

When non-Harrow applicants bid for Harrow properties under Locata cross partner bidding arrangements their eligibility for an offer may be assessed under Harrow's policy as the receiving partner rather than the policy of the registering partner, if it is different²⁷.

14.3. **Reciprocal requests**

Harrow only agrees to reciprocal requests when it is satisfied that the person is in urgent need, that they need to move to Harrow, and that the reciprocal property being offered will be beneficial to Harrow residents with high priority to move. We will not accept reciprocal requests from West London Locata partners, who can use the cross partner bidding arrangements. The team leader responsible for housing allocations and nominations decides whether to grant a request for a reciprocal move.

14.4. **Special requests**

Harrow participates in various schemes that assist welfare agencies and others to manage housing difficulties experienced by their clients. There is a National Witness mobility scheme²⁸, the pan-London Safe and Secure scheme²⁹ and the Pan London Housing Reciprocal scheme³⁰. When we accept people from outside the borough under these protocols it is always on the understanding that Harrow residents in similar circumstances will be eligible to benefit from the schemes, and it is always a very small minority of lettings. Decisions to accept such cases are made by team managers in the Housing Needs Team.

14.5. **Other requests**

Because of the shortage of accommodation in Harrow we only accept incoming nominations for sheltered and designated elderly accommodation³¹. Such nominations from other housing organisations can be considered only from homeseekers (from any borough outside the West London Locata partnership),

²⁷ Examples (not exhaustive): (1) a bidder from another Locata partner who is banded A to C but, if assessed by Harrow, would be disqualified (2) a management transfer from another partner may expect to move from a flat to a house but we would treat them according to the Harrow management transfer policy of like-for-like only; (3) another partner's applicant has 12 months waiting time in a high priority band for a reason that Harrow would have time-limited to, say, 6 months.

²⁸ To enable those testifying in major criminal trials to make a new life away from the risk of reprisals.

²⁹ To tackle gang violence.

³⁰ Which enables people with public rented tenancies to move out of a borough where they are unsafe without losing their security of tenure by making a homelessness application

³¹ Because there is no longer a national mobility scheme we expect the borough or landlord nominating the older person to Harrow to offer a reciprocal property for a Harrow resident wishing to move to that borough.

and from public rented tenants (from outside London³²), where there is a local family connection. Applicants must register with the authority where they have the most connection but they can bid for cross-borough properties. Accepted applications will be placed in band B and treated as if they were in-borough applicants.

15. Housing for older people

15.1. Harrow has two types of accommodation specifically for older people. Where one partner of a couple is below the age required for eligibility for the scheme the team leader for lettings and nominations will decide on eligibility for the tenancy, in consultation (as necessary) with the housing assessment team and resident services team. Older people from outside Harrow may apply as stated in section 14.5 above.

15.2. Sheltered Housing

This type of accommodation is for members aged sixty or over (although age limits for schemes can vary) who are able to live independently and manage alone, but who will benefit from the added security of an on-call warden and an alarm cord system should it be necessary to seek help in an emergency. This includes people who can manage alone with the aid of a social services care package. Members with a disability may be considered for sheltered from 55 years.

Sheltered tenant transfers: Members who are already living in a sheltered scheme may apply to transfer to another, but will only get priority for this if there is a need (as opposed to a preference) for the transfer.

Housing association specialist schemes: Within this category there are a few sheltered schemes in Harrow that are owned by housing associations and which cater for customers with specific cultural needs, such as ASRA accommodation for Asian elders.

15.4. Extra Care Housing

Harrow has one extra care scheme, and other schemes are planned. The schemes are staffed by residential social care staff working on a rotational basis to provide cover 24 hours per day.

Care Panel: These schemes are not normally advertised through choice based lettings. Access to both schemes is by nomination via the Adult Services weekly care panel, which includes representatives from Adult Social Care, Housing and the Care and Support providers at the schemes. People age 55+ are eligible.

15.5. End of designation of Over 50s Blocks

³² Public rented tenants living in London are expected to apply to "housingmoves", and members in West London should use cross partner bidding on Locata.

Some council properties were previously designated for people aged 50 years and over. Over time and through the Right to Buy the age mix in those blocks has changed and they are no longer occupied by people aged 50 or over only. Therefore, there is no need to continue to continue with such allocations and the properties will be made available to all eligible members regardless of age.

16. People with mobility difficulties

16.1. Mobility classification

Where an applicant, or one of the household, has mobility difficulties they are asked to state which of the following classifications best fits their circumstances:

1. They use a wheelchair all the time, both indoors and outdoors.
2. They cannot manage steps or stairs and do not rely on a wheelchair indoors, although they may use one some of the time.
3. Independent but can only manage one or two steps.

16.2. Mobility assessment


Irrespective of the band assessment, if the applicant self-assesses as mobility group 1 or 2, or if they say they have a substantial and permanent physical disability which may place them in mobility group 1 or 2, the Housing Assessment team will make a referral to the Occupational Therapy team, for a report on their housing needs. Taking into account the recommendations of the report the housing options officer will place the member in one of the following mobility groups:-

1. Wheelchair user indoors and outdoors.
2. People who cannot manage steps or stairs and may use a wheelchair some of the time.

If the applicant does not need any of the major facilities or adaptations implied by mobility groups 1 and 2, but they can manage only one or two steps, or if there is a medical report that states that someone in the household needs to be on the ground floor or in lift accessible accommodation, the options officer will place the member in the following mobility group:-

3. Independent but can only manage one or two steps

16.3. Purpose-built and adapted vacancies

The council has access to very few fully wheelchair adapted properties, although we make efforts to ensure that there is a good proportion of such properties in most of the housing association new build schemes in the borough. Fully and partially adapted and purpose-built properties are advertised with the mobility symbol  1 or 2, and lists of bidders are prioritised to make sure that those

waiting for this type of home get first consideration.

16.4. General needs property vacancies

Much of the council's stock of housing does not lend itself to economically feasible adaptation for wheelchair users. Because of the scarcity of suitable homes, and the urgency of the housing need of many people with physical disabilities, but we do try to ensure, where a property is suitable for adaptation and a customer with mobility difficulties is interested in it, that we commission the necessary adaptations, in partnership with our colleagues in the occupational therapy service. For this reason, we try to ensure that our property adverts are as informative as possible so that customers with mobility difficulties are able to bid for suitable properties and do not waste their bids on unsuitable ones.

16.5 **Ground floor and lift accessible properties**

We also earmark much of the small stock of ground floor and lift accessible properties for people in mobility group 3, and advertise them accordingly as



3. Conversely, where an applicant has been classified as mobility group 3, we do not shortlist them for unsuitable properties, such as houses with stairs, unless the best solution for them would be to install a stairlift. This would usually only apply to larger properties such as 3 and 4 bedroom houses, because of the shortage of 3 and 4 bedroom ground floor and lift accessible apartments in Harrow. We would be very unlikely to agree to install a stairlift in a 2-bedroom house, when there is a reasonable availability of 2-bedroom ground floor flats to bid for.

17. Advertising properties

17.1. **Where and when the properties are advertised**

Partners and associates advertise their vacant properties online through the Locata website, www.locata.org.uk every week. Personalised hard copy sheets of available properties can be provided to people who are unwilling or unable to use the website to search for a home.

17.2. **Exclusions from advertising**

The assistant service manager responsible for housing allocations and nominations decides when to advertise potentially vacant properties and when to exclude properties from advertising under the choice based letting scheme. We aim to advertise and allocate through Locata 80% to 90% of available general needs and ordinary sheltered homes (i.e. not including extra care and supported housing designated for particular groups such as people with learning difficulties).

17.3. **Limitations on who can bid for each property**

Taking into account their targets and responsibilities under the scheme, the team manager for housing allocations and nominations sets the eligibility criteria for bidding for each advertised property and is responsible for ensuring that they are adequately described in the adverts:

- whether available for transfers or homeseekers or both, minimum and maximum numbers of persons in the household if children are allowed
- in the case of a house or flat with a private garden whether it will be prioritised for families with children under the age of 12 (done whenever

- practicable)
- if there are age-limits (e.g. over 55, 60 or 65)
- the mobility level, if applicable (see section 16 above on physical mobility needs)
- if applications are restricted to or prioritised for special cases such as quota/ homeless/ decant/ key worker/ same estate/ overcrowded or underoccupying households
- if pets are allowed
- whether available for cross-borough bids
- if sheltered
- whether in a scheme that caters specifically for a particular group of people (e.g. Asian elders)

17.4. **Other information given in the adverts**

The adverts also, where possible, specify:-

- location, including street/ estate/ district/ postcode as appropriate, to give bidders a clear idea of where the property is situated
- who owns the property and whether it is a specialist landlord
- type of tenancy (e.g. flexible /fixed term)
- the weekly or monthly rent including any other charges
- type of rent (e.g. social, affordable)
- the estimated date the property will be ready for occupation
- if a local lettings policy applies.

17.5. **Local lettings policies (LLPs)**

The council may from time to time implement a Local Lettings Plan which will set out how properties will be allocated in exceptional circumstances to meet area specific issues, for a specific block or estate. This will ensure that there is a planned approach to the letting of high density/high rise schemes to ensure sustainable mixed and balanced communities.

The Council may also agree with partner housing associations a local lettings policy aimed at promoting sustainable estates, good tenancy management, and meeting the needs of a local area.

LLPs must be evidence-based and fulfill a clear need³³.

For Council Scheme LLPs, these will be authorised by the Divisional Director for Housing following consultation with the Portfolio Holder for Housing under a delegated authority.

For LLPs agreed with partner housing associations these must be approved by the

³³ Example objectives might be to reduce anti-social behavior, reduce high child densities, dilute high concentrations locally of people with support needs, increase the proportion of working people on a particular estate, or to ensure that, where there are high concentrations of older residents, they are able to live in peace.

service manager for the housing needs service in conjunction with any relevant housing association(s) following an equalities impact assessment that takes into account any effect of the policy on the council's ability to house applicants with high priority within the expected timescales³⁴. LLPs should be reviewed by the service manager for housing provision in conjunction with the partner housing associations on a regular basis (at least every two years).

17.6. **Sensitive lettings**

Occasionally a property becomes available for letting which, because of particular circumstances such as the frailty or vulnerability of neighbours, it is deemed that it should be let "sensitively". No tenancy will be offered for such a property until it is confirmed that neither the prospective tenant nor any member of their household has:

- a history of anti-social behaviour or nuisance
- a history of drug or alcohol misuse
- a history of drug-dealing caused housing management problems in previous accommodation, including emergency and temporary accommodation.

Other factors may be taken into account where justifiable. For example the nature of the sensitivity may indicate that the property should be let to a male or female applicant.

Conversely a neighbour of a property to be let may have a history of behavior which indicates that the property should not be let to a person who is likely to be particularly vulnerable to harassment or aggressive behavior. The assistant service manager responsible for housing allocations and nominations decides whether to designate and let a property as "sensitive".

17.7. **Housing association vacancies**

Some of the housing associations with properties in Harrow are Locata partners. These associations advertise and allocate their properties directly using the Locata system. While the housing allocations team tries to ensure that these adverts are in line with Harrow standards and that Harrow's lettings policies are followed, it is not always possible to achieve compliance. Some housing associations have their own allocation policies which differ from Harrow's, so it is very important to read their adverts particularly carefully.

17.8. **Complaints relating to housing association lettings**

Complaints about adverts and allocations by Locata partners should be addressed to those partners. While we will do our best to assist in resolving such complaints and will take responsibility if the association was acting on our instructions, we cannot be held liable for errors made or separate allocation policies followed by

³⁴ Examples of groups that might be prioritised in a local lettings policy might be transfer applicants with a positive tenancy history (no arrears, not history of anti social behavior), smaller families, people who are not vulnerable, employed people, people from the local neighborhood or estate, or people of a minimum age.

these bodies, which are independent of the council.

18. Bidding for properties

18.1. How to express an interest (“bid”)

Qualifying and eligible members (bands A+ to C-) can express an interest in a limited number of properties, making up to 3 bids per week, for adverts on Locata, by whichever method they prefer of:

- bidding by telephone
- text message
- bidding online via the website, www.locata.org.uk (Harrow libraries provide use of computers free of charge to local residents), or
- any new technology that may become available in the future.

18.2. Limitations on bidding

Members who make more than the allowed number of bids will have the additional ones disregarded, so it is important to bid for no more than 3 homes; one of the ineligible bids might be the one that would have given the best chance of a property viewing.

18.3. Bidding for the wrong properties

The Locata choice based lettings technology excludes from consideration all bids for a property that do not meet the eligibility rules and the criteria set by the assistant manager responsible for housing allocations (see sections 17.3 above and 19 below). Members who consistently bid for properties for which they are ineligible may be contacted to discuss their bidding.

18.4. Direct allocations

Members who urgently need to move and who do not bid for properties may receive a direct offer (see section 23, direct offers, below).

18.5. Persons not suitable to bid

If the multi agency public protection panel (MAPP) recommends that a tenant or homeseeker with high priority should be excluded from bidding such people will be assisted by a direct offer (see section 23, below)

18.6. Support with bidding

Full details of how to bid and the other features of the scheme are set out in Locata’s online scheme guide, which can be obtained from the council if the applicant has no access to a computer. Staff in the housing needs service assist and encourage members with support needs and those who have difficulty with written English to use the website to choose and bid for properties. The council keeps an “assisted bidding” list of those who tell us that they are unable to engage with the system themselves, and also provides support and training for relatives, social care, advocacy and advice agencies so that support workers are able to assist their clients to use the system.

19. Eligibility of Bids

19.1. Bidding rules

Location of properties – Harrow Locata members may bid for properties advertised in the following sections of Locata:-

- Harrow
- Cross-Borough
- Any of the individual housing association pages

Table 5 – Bidding rules

To be eligible, a bid from a Harrow member must satisfy the following

Rule	Notes
There is no current offer of another property ³⁵	Making an offer to a member makes all other bids from that member ineligible whilst the offer remains on the table
Member is registered with Harrow, or with a partner housing association and is resident in Harrow.	If a property is a Harrow property and not advertised cross-borough, the member must be registered with Harrow or with a partner housing association (resident in Harrow).
Member is in correct category (“housing list”)	The member’s housing list (Homeseeker or Transfer) must match that of the property
Bid before deadline	The bid must reach Locata before the bidding list closes
Only three bids per fortnight allowed	Only the first 3 bids from a member for a round of Locata adverts are eligible
Maximum persons	The member’s household must have no more than the maximum number of persons for the property ³⁶
Minimum persons	The member’s household must not have less than the minimum number of persons for the property ³⁷

³⁵ When a member comes top of more than one bidding list the decision as to which property to offer is at the landlord’s discretion

³⁶ Management transfers bidding for like-for-like properties may be exempted from the minimum and maximum persons rule, as may some ex-service tenants and underoccupiers.

³⁷ Management transfers bidding for like-for-like properties may be exempted from the minimum and maximum persons rule, as may some ex-service tenants and underoccupiers.

Maximum beds ³⁸	A member cannot bid for a property with more bedrooms than they are assessed as needing
Minimum age	The member must satisfy the age requirement on the property label
Mobility level	Mobility level 1 and 2 properties are not available for bids from able-bodied households.

19.2. Other bidding criteria

In addition to the basic rules set by the system described in section 19.2 above members may be ineligible for an offer on a property where they do not meet the advertised criteria, examples of which are described in section 17.3 and 17.5 above. Other rules are applicable to particular groups – for example a management transfer will not be considered if they bid for a non “like for like” property, and an applicant in mobility group 3 will not be eligible for an unsuitable property with stairs (as described in section 16.5 above).

19.3. Number of bedrooms

Although an applicant is registered as needing a certain number of bedrooms, as assessed by the bedroom standard (see section 21 below for more information on this), it is often in their interests to consider bidding for properties with a smaller number of bedrooms. This is because the waiting time is likely to be less, as supply of smaller homes is greater³⁹.

19.4. Illegitimate bidding

It is important that applicants keep the housing department up to date with their circumstances, such as people leaving their household, new additions to the household and deteriorations and improvements in physical mobility. If a bid is placed for a property on the basis of out of date information and comes high on the list for it with an invitation to view, the applicant will not be offered the property if the change in circumstances mean that they would not have met the advert criteria or would have had a lower priority for that property (see more information about how we verify applicants at the point of tenancy offer in section 22 below).

³⁸ Under-occupiers (and members releasing adapted property at the housing assessment manager’s discretion) may be allowed to bid for larger property than they would otherwise be assessed as needing

³⁹ For example an applicant with a teenage girl and boy “needs” 3 bedrooms, but is likely to achieve re-housing much quicker if they are prepared to consider 2 bedroom properties

20. Tenant selection, viewing and offers

20.1. Ranking of bids

All eligible bids for each property are placed into priority order. Priority is decided:

- first by band
- second by date order within each band
- third by registration date, and
- finally by random selection⁴⁰.

Where a property has been advertised to give preference to a mobility group, bids from these applicants will be prioritised as described but ahead of bids from members who are not in that mobility group.

20.2. Decisions relating to the list of bidders

The prioritised list is given to the landlord for offering.

20.3. No expressions of interest in a property

If there are no eligible bidders for a property the manager responsible for housing allocations and nominations may decide either to make a direct offer (see Section 23, below), or re-advertise it, or refer it back to the landlord (or Harrow Resident Services as appropriate).

20.4. Invitations to view

In order to minimise delays most Locata landlords arrange multiple viewings, usually inviting up to five members per property. Members must bring proof of identity to the viewing. Unverified members (see appendix 6 on verification) are advised via the "Invitation to view letter" to contact their housing officer within 24 hours in order to arrange for verification and confirm their eligibility, wherever possible prior to the viewing date.

20.5. Ability to afford the rent

Applicants who are found at verification to be unable to afford the rent for a particular property will not be offered that property. Whether the accommodation is affordable will be determined taking into account the financial resources available to the applicant and the level of rent for that accommodation⁴¹.

20.6. Verification for an offer (see appendix 6 for details)

The housing assessment team carries out any further eligibility checks considered necessary, maintaining contact with the importing landlord throughout the process. Members who fail to have their verification completed before the viewing date may not be offered the property, so it is very important to provide all the documents and proofs requested quickly, and to allow access if a home visit is needed.

⁴⁰ Every bid is assigned a random number when the bid is made. This number is used to resolve ties - where both priority date and registration date of two successful bidders are the same - the higher random number gets priority.

⁴¹ The applicant may be asked to demonstrate how they would pay the rent by, for example, setting out what payments they would make out of their income, and an assessment would need to be made as to how realistic this would be.

When eligibility and priority have been confirmed the member with the highest priority who attended the viewing is offered the property and invited to sign for the tenancy.

20.7. Verification of members from other Locata partners

A process is in place for partners to accept the verifications carried out by each other. However, Harrow reserves the right not to accept a member registered and verified by a partner organisation if we have reason to believe a Harrow member in similar circumstances would not have been approved for that property.

20.8. Property condition

Empty properties in sheltered housing are routinely decorated if the decoration is in poor condition. Other empty properties will be redecorated by the council if the decoration is in poor condition, the new tenants are disabled, and they wish the council to decorate for them. Decorating by the council usually consists of 2 coats of emulsion to walls and ceilings. All other empty properties where decoration is poor have a decoration allowance available for new tenants to carry out the decorating themselves. Refusal of a property on the grounds of poor decorative condition is not normally considered as a “reasonable” refusal, because the new tenant could make the property suitable by decorating it.

20.9. Refusals

If the member refuses an offer, the next member is selected. Penalties for unreasonable refusals are set out in the chart in appendix 15. The property may be reserved for a direct offer to someone who fails to attend or who wishes to refuse it, in order to protect, for example, a potentially homeless member from eviction. We ask housing association partners to co-operate with us, by not immediately signing up the next person on the list in cases where we have made a direct offer to an urgent case and have requested that the property be held for them.

20.10 Tenancy transfers

Existing council and housing association tenants cannot be granted a new tenancy until they end their existing tenancy.

20.11 Joint tenancies

It is usual for a joint tenancy to be granted to married and cohabiting couples, civil partners and same sex couples, .

20.12 Information about the reason for the vacancy

If the previous tenants left because of racial harassment, prospective tenants of ethnic minority origin will be advised of this after they have viewed the property and expressed an interest in it, but before they formally enter into a tenancy.

21. Number of bedrooms

21.1 Maximum and optimum numbers of bedrooms

The maximum number of bedrooms for which members are eligible to bid is determined by the size of their household but, as there is a shortage of large homes, many members will be advised seriously to consider bidding for smaller accommodation than they would prefer. Where a property has two living rooms and one can reasonably be used as a bedroom, the property advert will be labelled on that basis⁴².

21.2. Bedroom needs assessment

Table 6 – Comparison of bedroom standard and Harrow rules	
Maximum bedroom eligibility is determined using the following guidelines, which are based on the national “Bedroom Standard” (BS) but with some difference	
BS – separate bedroom	Harrow scheme for comparison, including changes from the previous allocation scheme
A married or co-habiting couple	The same as the BS and the same as the previous allocation scheme
An adult aged 21 years or more	Harrow’s scheme does not take into account sons and daughters aged 21 or over in calculating the number of bedrooms required. Instead we will do our best to assist adult sons and daughters to find their own private sector accommodation. Where Adult Social Care recommends, and we agree, that it is essential for an adult son or daughter to remain in the family home either to give or receive care, we will allocate a bedroom accordingly. Similarly, adult relatives living as part of the household are entitled to a bedroom if they need to live with the household either to give or receive care (see section 11 above).

⁴² A “three bedroom parlour house” therefore will be advertised as a 4-bedroom home, and those eligible for a maximum of 3 bedrooms will not be eligible to bid for it.

A pair of adolescents aged 10-20 years of the same sex	(a) The previous allocation scheme assigned a separate bedroom to same sex siblings where one is aged 10 or more if there was a 5 year age gap. This is no longer the case as the new scheme applies the BS. (b) If the household comprises a mother aged under 21 with a daughter they will be eligible for a bedroom each, just as if the mother was aged 21.
A pair of children aged under 10, regardless of sex.	The previous allocation scheme assigned a separate bedroom to opposite sex siblings where one is aged 7 or more. This is no longer the case as the new scheme applies the BS.

21.3. Discretionary additional bedroom

A housing assessment team leader will add a bedroom where the medical adviser recommends this as essential for the applicant's independence⁴³. We will try to check with a benefits provider whether they will agree to pay benefit for an additional bedroom and advise the applicant accordingly before completing our assessment, in case the answer is negative and the applicant would be unable to make up the rental shortfall.

21.4. Ex-service tenants and Underoccupiers

An additional bedroom may also sometimes be agreed for an ex-service tenant (by the manager responsible for the housing assessment service) or an underoccupier (by a housing assessment team leader. The manager agreeing an additional bedroom must first satisfy themselves that the property is going to be affordable for the applicant. In such a case, if it is necessary to meet the minimum occupancy criteria for the relevant property adverts, a "dummy" household member will be added to the application to ensure bidding eligibility for the agreed size of home.

21.5 Overcrowding

Only where a household lacks two or more bedrooms, as calculated by the bedroom standard set out in section 21.2 above, will they qualify for reasonable preference with Harrow. This is because, in the prevailing housing conditions in Harrow, many people lack a bedroom without a need for public rented housing being indicated. Unless there are other factors causing multiple needs that adversely affect a household's housing circumstances, lacking one bedroom no longer attracts any priority in Harrow.

21.6 Renewing Fixed-Term tenancies

Where registered providers continue to use fixed-term tenancies, their assessing officer is expected to look carefully at the number of bedrooms needed by the























⁴³ Examples: (1) a live-in carer is essential, (2) the person's medical condition requires such a large amount of equipment to be stored in the home that it is not practical without an additional room, (3) a husband and wife are unable to share a bedroom because of a medical or welfare difficulty.

household when their fixed-term tenancy is reviewed prior to their renewal date. If people have left the household, or care needs have changed, since the tenancy was granted, and if it is agreed that the tenant continues to be eligible for a public rented tenancy, the new tenancy will be offered for a smaller home in line with the reassessed need. Such new tenancies will either be offered directly or through banding on Locata, as appropriate to each case.

21.7. **Bedroom need (maximum and minimum) at a glance⁴⁴**

The table on the next page specifies the maximum and alternative acceptable occupancy standards for bidding on Locata, subject to individual property advert restrictions.

⁴⁴ Shows the number of bedrooms needed - only where the current home is 2 bedrooms short of this number will preference for overcrowding be given.

Table 7 – At a glance bedroom need calculator							
	Studio/ Bedsit	1	2	3	4	5	6
Single Person							
Cohabiting or Married Couple							
Adult siblings wishing to live together ⁴⁵							
Pregnant but childless woman (with or without partner)							
Parent(s) with one child ⁴⁶							
Parent(s) with one girl and one boy both aged under 10							
Parent(s) with two same sex children Aged under 21							
Parent(s) with 1 girl and 1 boy where one is 10 or older							
Parent(s) with 1 girl / 2 boys, or 2 girls / 1 boy all aged under 21							
Parent(s) with 4 children, 2 of each sex, all aged under 21							
Parent(s) with 4 children where 3 are of 1 sex and 1 of the other & all aged under 21							
Parent(s) with 5 or more children all aged under 21 ⁴⁷							

21.8. Realistic bidding

Members will be advised that they stand a greater chance of successful early re-housing if they bid for the smallest property for which the number of people in their household is eligible, because supply is greater the fewer bedrooms there are. Supply of 5 and 6 bedroom properties is almost non-existent.

⁴⁵ Unless it is agreed that one sibling is the carer for the other

⁴⁶ parent(s) with one child in a bedsit or studio flat will not be regarded as 2 bedrooms short and therefore do not qualify for overcrowding priority. Similarly, if they have a room or rooms in a parental home they will not qualify for overcrowding priority unless there is a particular reason why they cannot establish their own home in the private sector.

⁴⁷ maximum bedroom need depends on age & sex of children.

21.9. Studio Flats

Although many applicants need, according to the BS, only a self-contained bedsitter or studio flat, we generally assess them so that they are able to bid for 1-bedroom homes because, unlike some of our west London partners, Harrow does not have many studios in its housing stock. Studios are less popular, so waiting times are shorter for applicants who are prepared to consider one. They will also be regarded as a suitable offer should bidders, or applicants to whom we are making a direct offer, refuse them on the grounds of their relatively small size. Exceptionally, for special reasons, an applicant may be assessed as eligible to bid only for studios, called on the Locata system "0 beds".

22. Verification of circumstances prior to an offer of housing

22.1. Offer withdrawal or bypass

We verify all people who are likely soon to be made an offer of housing, to check whether they still have the level of priority and bedroom requirements assessed when they were given their priority banding, and to check their identity and proof of where they are living. Our verification procedure is described fully in appendix 6. If we are unable to verify circumstances we may demote the applicant on Locata to band C until we can make contact and resolve outstanding queries.

Members will not be made an offer of accommodation, and their banding will be downgraded (to A, B, C, C-) or they will be disqualified and removed from the register, as appropriate, if, at the time they bid for a property, any of the following circumstances exist:-

22.2. Change of circumstances

The member has not informed us of a relevant change of circumstances or has completed their application inaccurately, resulting in an incorrect assessment. This might have given the member higher priority than they should have had, or over-calculated the bedrooms needed, or made them eligible for a type of property to which they were not entitled (e.g. mobility- adapted).

22.3. Disqualification

The member is a person from abroad who has fallen out of eligibility because of a change in their circumstances.

Note: Such members will be excluded and cannot reapply unless and until their circumstances change, as described in appendix 3.

23.4. Unable to afford the rent

The reductions in and caps on benefit have resulted in problems for benefit dependent people, especially those with large families, living in all parts of

London, including Harrow⁴⁸. In the event that an applicant is found to be unable to afford the rent they may not be verified for an offer.

22.5. Financial resources available to meet own housing costs Applicants who are found to have sufficient financial resources (income/ capital/ freehold, leasehold or joint interest held in a home) to obtain accommodation for themselves in the private sector or through a low cost home ownership scheme, taking into account the size and type of property needed (appendix 9 sets out the financial limits we apply).

Note: Such members will be given advice about home ownership options, disqualified from Locata, and cannot ask for a reassessment until they can show that there has been a change in their financial circumstances which was beyond their control. In exceptional circumstances the service manager responsible for housing assessment has discretion to make offers to underoccupying tenants and to those with negative equity and those who would be unable to manage a mortgage because of age, infirmity, disability, etc.

22.6. Right to buy application

Tenants who have a current application to buy their dwelling or for a home purchase grant, e.g. Homebuy, at the time a bid is made for a property. Note: Such members will be disqualified on grounds of “sufficient financial resources”. In order to have their high priority reinstated the member will need to withdraw their purchase application and show that they no longer have the financial wherewithal to purchase their own home.

22.7. Behaviour which affects suitability to be a tenant

Applicants who are found at verification to have one of the following issues:

- Council and housing association tenants, and homeless homeseekers placed in temporary accommodation, who have rent arrears (appendix 11 sets out the council’s rent arrears policy)

Note: Such members will be downgraded to band C. Team managers in Housing Needs have discretion to keep the high priority, or reinstate it at a later date, if the member is in band A*, or where other exceptional circumstances apply, or where the arrears are paid off before a firm offer is made or, depending on the level of arrears, if the member has made a satisfactory agreement to clear the arrears and has kept to that agreement for at least six months and paid off at least 50% of the arrears.

- Tenants upon whom the council or housing association has served notice of its intention to seek possession or obtain an injunction, due to breach of one or more (non-rent-arrears) tenancy condition.

⁴⁸ This is why we have introduced services to assist people to move to parts of the country where rent levels are lower and council waiting lists shorter.

Note: Such members will be excluded and cannot reapply for at least a year, as described in section 7.9. Reinstatement of registration with the previous high priority happens if and when the council or housing association withdraws legal action or a court decision is given in favour of the tenant.

- Ex council and housing association tenants, who have deliberately lost their accommodation e.g. eviction due to rent arrears.

Note: Such members will be downgraded to band C. In order to have their high priority reinstated the member must wait at least one year and will need to demonstrate that they have conducted their tenancies well since the eviction.

- Council and housing association tenants and homeless homeseekers placed in temporary accommodation who have wilfully damaged or neglected their property, or who are refusing to allow repairs to be carried out.

Note: Such members will be downgraded to band C. In order to have their high priority reinstated the member must demonstrate that they have remedied the damage.

- Tenants or homeseekers, where they or any member of their household has attacked or threatened staff or has a history of anti- social or criminal behaviour related to housing, or is found to have given false or misleading information in order to obtain a tenancy, as described in section 7.5 above.

Note: Such members will be excluded and cannot reapply for at least a year, as described in section 7.9.

- Tenants or homeseekers who owe the council money.

Note: Such members will be downgraded to band C. In order to have their high priority reinstated the member must demonstrate that they have repaid what they owe, or that they have made a satisfactory agreement to pay and have kept to that agreement for at least six months and paid off at least 50% of the original debt.

22.8. Demotion after verification

We will write to any member whose priority is reduced as a result of verification, explaining why and advising them of their right to request a review of our decision. (Appendix 4 sets out the Review Procedure)

23. Direct offers

23.1. Circumstances for direct offers

In certain limited circumstances, we use our discretion to allocate properties directly to the following members and to applicants ineligible to become members. Whenever possible the offer we make will be for a property for which a bid has been placed on Locata either by the applicant or by staff, and for which the applicant would be the highest priority bidder. We consider a reasonable offer of

accommodation to be one which is not in an area which is known to be unsafe for that member and, so far as reasonably practicable, matches the size and type of property for which the applicant is eligible as set out in the table in section 21.7 above. As there is a shortage of large homes, the applicant may be offered smaller accommodation than they would prefer, in furtherance of the council's statutory homelessness duties.

23.2. Special circumstances

Some applicants will not be allowed to bid under choice based lettings Examples are public protection panel cases and applicants under the age of 18 (where the council has accepted a homelessness duty, or who are in the Leaving Care Quota). One offer, in line with policy, will be made and, if it is unreasonably refused, the applicant will be disqualified.

23.3. Band A+ emergency and band A urgent need

Where a band A+ and A applicant has not been successful on Locata either because they have not been bidding, or because they have refused one or more reasonable offers, or they have not turned up to a viewing when invited, we may make a direct offer. The chart in appendix 16 outlines to which groups of applicants we may make direct offers.

23.4. Under-occupiers in very desirable properties

Where an under occupier has highly specific requirements (e.g. they will only be tempted to move if a particular property is offered to them) we may decide to offer that property to them directly, outside Locata.

23.5. Temporary decants

We will make one direct offer of a reasonable transit property to tenants who need to be temporarily moved out. If the offer is refused we will start possession proceedings.

23.6. Permanent decants

We will make one suitable offer to tenants who need to be permanently decanted, but who have failed to make a successful bid for alternative accommodation within the necessary timescale. If the offer is refused we may start possession proceedings.

23.7. Non-statutory successors, unauthorised occupants

Non-statutory successors and/ or unauthorised occupants who are offered a discretionary tenancy - One offer will be made to those who have failed to make a successful bid for alternative accommodation within the necessary timescale. If the offer is refused we will start possession proceedings.

23.8. Over-riding emergency need

Members in band A+ whose defining features (including their cumulative needs) are considered by a service manager in the Housing Needs team to be exceptionally severe may be made a direct offer in order to effect their immediate re-housing.

23.9. **Limited circumstances**

In certain limited circumstances, we may use our discretion to allocate properties directly to make better use of our housing stock or to exercise our homelessness duty. Decisions on this will be made by one of the following: Head of Housing Needs or a Senior Housing Needs Team Manager.

24. **Non-secure tenancies**

24.1. **Tenancies which can be offered on a non-secure basis**

If a block is scheduled, or being considered, for redevelopment or demolition, or for any other reason consistent with best use of council resources (as set out in section 4.7 above). the Council may decide to re- let vacant properties to homeless households on non-secure tenancies.

24.2. **What happens when possession is required**

If the Council requires possession of a property in order for redevelopment or demolition to proceed, the Housing Assessment Manager will place homeless households who are non-secure tenants of that property into the appropriate band depending on whether possession is imminent and whether it is appropriate to offer each applicant alternative temporary accommodation. This will also apply to housing association assured shorthold tenants living in the same block.

24.3. **Asylum seekers**

Asylum seekers who do not qualify for housing but who have been accepted as unintentionally homeless and in priority need may have been housed in a Council property with a non-secure tenancy.

If Asylum Seekers are granted exceptional leave to remain in this country, or refugee status, they will qualify for housing. In these circumstances, the Head of Housing will authorise the granting of a secure tenancy of the property they occupy unless one of the following applies:-

- the Council is taking or seeking to take action against the tenant due to rent arrears or other breach of tenancy
- the property is larger than the tenant needs
- the property is in a block that is scheduled for demolition or redevelopment or which the Council has a policy of letting only to non-secure tenants, because it is considering demolition or redevelopment.

25. **Refusals following direct offers**

25.1. **Recording the refusal**

The applicant must give their reasons for refusal in writing, or sign a written statement of their reasons. The property will not usually be held vacant while the refusal is investigated – it will normally be re-offered and let to another applicant unless the offer is to a homeless household. In such cases the offer may be held for a short period (usually no longer than 48 hours) while the reasons for the

refusal are considered in consultation with one of the team leaders for homelessness advice and assessment and the applicant is advised of the possible consequences and given a chance to reconsider their decision to refuse.

25.2. **Consequences for homeless applicants of refusing a reasonable offer.**

A team leader in either the assessment or provision team will interview the applicant and record the discussion. If, having heard the reasons for refusal, they consider the offer to be suitable, they will explain to the applicant the council's intention to discharge its homelessness duty, advise them of their right to seek a review of this decision (see appendix 4, review procedure), and of the importance of them accepting the property (which they can do while still pursuing a statutory review) if they wish to avoid being evicted from their current accommodation.

Following the interview they will inform the applicant of their decision by letter. In cases of unreasonable refusal we will advise the applicant of our intention to discharge the homelessness duty and, if the applicant is occupying temporary accommodation provided by the council, to commence eviction proceedings. Homeless applicants have the right to seek a formal review of our decision and, if still not satisfied, to pursue their disagreement with our homelessness decision through the courts. Priority will be reduced to band C.

25.3. **Unsuitable offers**

If there is a clear mismatch e.g. where the homeseeker or property details were recorded incorrectly, the offer will be withdrawn and the applicant notified by letter.

The applicant may provide new information which substantiates their claim that the offer was unsuitable. The interviewing team leader may need to consult other appropriate officers before deciding whether the offer was unreasonable. If they find in favour of the applicant they will accept the refusal, withdraw the offer, and restore the applicant's priority.

If a reviewing officer finds in favour of the applicant their priority will be restored to the band and date that applied at the time of the offer. Applicants should note that the review officer normally has 8 weeks to review the decision, and may not agree to provide "accommodation pending" to a homeless applicant while doing so.

25.4. **Ex-service tenants**

Following a refusal of a reasonable offer ex-service tenants will be advised that their priority for re-housing has been withdrawn and that the council considers it has fulfilled its contractual obligation to offer suitable re-housing. The member will be invited to make their own housing arrangements and eviction proceedings from the tied accommodation will be started.

25.5. **"Special circumstances" and quota cases**

Following a refusal of a reasonable offer, applicants will be advised that their high priority has been removed and they will be placed in the appropriate band on the general waiting list if they are eligible persons. Children's Services (in the case of looked after children), the relevant supported accommodation provider (in the

case of the move on quota), or the professionals involved in a “special circumstances” case will be kept fully informed at all stages.

25.6. Temporary/permanent decant tenant and non-statutory successors/occupiers holding over:

Following a refusal of a reasonable offer by a tenant who needs to be decanted or by a person not entitled to succeed to a tenancy who the council has agreed to re-house, the relevant housing management officer will be advised so that they can commence possession proceedings (housing management teams will closely monitor such cases.)

25.7. Emergency management transfer:

Following a refusal of a reasonable offer by an emergency management transfer the housing assessment team will remove the priority status, place the tenant in the appropriate lower band, and inform the tenant and the relevant housing management officer.

26. Outgoing Mobility Nominations

26.1. The “housingmoves” scheme

Harrow Council tenants wishing to move to another London borough will be advised of the “housingmoves” scheme and assisted, if necessary, to make an application. Housing association tenants will be referred back to their landlord to provide advice and support on *housingmoves*.

26.2. Non-housingmoves mobility

Members requesting re-housing in another borough which is not in the partners’ areas will be considered for nomination to another local authority or housing association, if they are eligible. The nominee will have to meet the criteria of the receiving authority, which sometimes includes needing to have a local connection with the borough they wish to move to. Older public rented tenants may qualify to be nominated to the Seaside and Country Homes scheme.

26.3. Checking a borough’s willingness to accept a nomination

Members meeting these criteria may have to complete an additional application form. The housing options officer will telephone the receiving organisation to find out if they will accept the nomination. The officer will let the member know in writing if their application is rejected.

26.4. The nomination process

If the receiving organisation is willing to consider the nomination, the housing options officer will make a nomination. Details are noted on the member’s file so that if they bid and are eligible for an offer via Locata a check is made, in order to avoid duplicate offers. If the nomination is rejected, this information is updated on the file. The officer will let the member know in writing whether or not the nomination has been accepted or rejected.

Appendix 1 – Consultation on & context of this allocation scheme

In drawing up this scheme we consulted a range of stakeholders including:

- housing association (registered provider) landlords with which the Council has nomination arrangements
- statutory services
- Voluntary & Community Sector organisations
- Other Council services, including Adult Social Care and Children's Services
- Residents
- Councillors.

We have given due consideration to the council's powers and duties contained in the Housing Act 1996, the Homelessness Act 2002, related legislation and the Secretary of State's 2012 allocation of accommodation statutory code of guidance for housing authorities. We have also drafted and framed the scheme to ensure that it is compatible with the authority's equality duties under various pieces of legislation including the Equality Act 2010.

In accordance with the Localism Act 2011 we have prepared this scheme having regard to the council's homelessness strategy and tenancy strategy and the London Housing Strategy.

An equalities impact assessment for the scheme can be found on the Harrow website.

Appendix 2 – Harrow’s strategic aims to which the allocation scheme contributes

Table 8: Aspects of Harrow’s Housing Strategy to which the scheme contributes, additional to those set out in section 4 of the scheme

Strategic aim	Example of how allocations policy can help
1) Prevent and tackle homelessness and rough sleeping	Ensuring that the priority scheme does not unintentionally offer an incentive to become homeless (e.g. by offspring asking their parent to exclude them).
2) Promote realistic housing options for people who need to move	Managing customer expectations by prioritising only those people who can realistically be re-housed with an acceptable wait and offering alternative housing solutions to those without priority.
3) Prioritise new homes for people living or working in Harrow	Ensuring, through the 5-year residence qualification, that priority for housing goes first to those with the strongest local ties to Harrow.

<p>4) Increase the supply of affordable homes to rent and buy</p>	<p>Giving high priority for a move to tenants who no longer need a larger home or no longer need disability adaptations so as to take full advantage of the potential offered by the new fixed term tenancies. Providing clear financial guidelines so as to ensure that tenants and homeseekers who have the financial wherewithal to move to shared ownership or to their own housing in the private sector are directed down that pathway rather than occupying scarce public rented units.</p>
<p>5) Meet the needs of older and vulnerable residents</p>	<p>Ensuring that, where older people, people with disabilities and vulnerable people with support needs can be assisted through an allocation of public rented housing to develop independence or remain independent for longer, or gain access to essential facilities, they are offered suitable housing.</p>

Appendix 3 – Non-eligible people from abroad⁴⁹

1. Applicants who are eligible

- a. UK national, Irish national or commonwealth citizen with the right of abode (all subject to the habitual residence test⁵⁰)
- b. Person granted Exceptional Leave to Remain which is not subject to a condition of no recourse to public funds
- c. Person who has unconditional and unlimited leave to remain in the UK, is habitually resident in the Common Travel Area⁵¹ and who is not sponsored
- d. Person who has been granted Humanitarian Protection
- e. Person who has been recorded by the Secretary of State as a Refugee
- f. Person not habitually resident in the Common Travel Area but who has rights of residence under European Law
- g. Person not habitually resident in the Common Travel Area but who is in the UK as a result of having been deported or expelled from another country
- h. Person not habitually resident in the Common Travel Area but who is fleeing from Lebanon or Zimbabwe (and other limited exceptions as from time to time decreed by the Secretary of State)
- j. Person whose only right to reside in the UK arises under European law allowing the minor of an European Economic Area (EEA) national to complete their education, providing that the child entered/ resided in the UK while the EEA national parent was exercising treaty rights
- k. Person who is already a secure, introductory, flexible or assured tenant of accommodation to which they have been nominated by a local authority⁵²

2. Applicants who are not eligible

- l. Person subject to immigration control without the required leave to remain
- m. Illegal entrant
- n. Asylum seeker
- o. Person in the country on condition that they have no recourse to public funds
- p. Person from abroad who fails the habitual residence test (with some exceptions as listed above)
- q. Person from abroad who is in breach of the European Community Right of Residence Directive

⁴⁹ The statutory framework for eligibility is subject to alteration by the Secretary of State and over-rides this allocations scheme if the latter is out of date

⁵⁰ Generally most people are not habitually resident for the first 3 months, but this might not be the case if a British citizen is resuming occupation. Whether someone is habitually resident depends on their main centre of interest and their individual circumstances. There is no legal definition.

⁵¹ The Common Travel Area comprises the UK, Channel Islands, Isle of Man and Eire

⁵² Existing public renting tenants are free to apply for a transfer regardless of their immigration status.

- r. Person whose only right to reside in the UK arises under European law based on their status as a job seeker or an initial 3 months right of residence
- s. Person from abroad who has been the subject of a sponsorship agreement for less than 5 years and whose sponsor is still alive
- t. Person with limited leave not granted as a result of a claim for asylum⁵³

3. Restricted Cases

Section 184(7) of the Housing Act 1996 defines those applicants, referred to as “restricted cases”, who are owed a duty under homelessness legislation because of the needs of someone in their household who is otherwise ineligible for housing assistance. Such applicants are not entitled to reasonable preference for public rented housing. If they are homeless the homelessness duty must normally be discharged by an offer of private sector housing.

If the restricted case meets the criteria of the council for medical, welfare or hardship priority, or for overcrowding or otherwise unsatisfactory conditions (see section 8.1 of this scheme: priority groups 2, 2A and 3), they will qualify to join the housing register and receive the appropriate banding applying to the level of need, so that they can be made an offer of public rented housing if it has not been reasonably practicable meanwhile to bring the homelessness duty to an end with a private accommodation offer,

4. European Union

The UK ceased to be member of the European Union (EU) at 11pm on 31 January 2020. The Housing Allocation Scheme may need to be amended in due course as a result.

⁵³ People with limited leave can apply directly to housing associations.

Appendix 4 – Reviews

This appendix sets out the procedure for reviewing the following decisions:-

- Not to register someone who has applied for housing .
- To remove someone from Locata membership other than at his or her request.
- Other decisions relating to this allocations scheme, including banding, mobility group, assessed number of bedrooms and priority dates.

An officer senior to the officer making the original decision and who was not involved in making the decision will carry out these reviews.

Procedure

1. A request for a review must be made within 21 days from the day on which the applicant is notified of the authority's decision and the reasons for it. The Council has discretion to extend the time limit if it considers this would be reasonable.
2. The officer carrying out the review will carry out an investigation in accordance with internal procedures and taking careful note of relevant legislative requirements, statutory instruments and codes of guidance. If not already received they will invite the applicant to make written representations or, if the applicant is unable to do this or would be disadvantaged by this method, the reviewing officer may hear oral representation. In some cases both written and oral representations may be allowed, and the applicant may appoint someone to act on their behalf in making them.
3. If the reviewing officer finds that the officer who took the decision did not take relevant information into account they will refer the file back to that officer for re-consideration of their original decision as part of the review process.
4. The reviewing officer will notify the applicant of their decision within eight weeks of the request for a review (although this time limit may be extended by agreement with the applicant).

Outcome option 1: Original decision upheld

The review decision letter will give the reasons supporting the review decision. In cases of exclusion from registration or reduced or no preference banding the applicant will be advised (as appropriate) that:-

- (i) A fresh application will be considered if the applicant was ineligible due to being subject to immigration control and the applicant's immigration status has changed.
- (ii) Members/ex-members who have been excluded from membership on grounds of serious anti-social behavior must demonstrate good behaviour for at least a year (or more depending on how extreme the case was) before a fresh application will be considered.
- (iii) Members or any member of their household who knowingly gave false/misleading information or withheld information will not have a fresh application considered for at least one year (or more depending on how extreme the case was).
- (iv) Members who have assaulted a member of staff must demonstrate good behavior for at least a year (or more depending on how extreme the case was) before a fresh application will be considered.
- (v) When the member has paid off rent arrears, remedied damage, legal action has been withdrawn or they can prove that a local connection has been established they can apply to have their former priority reinstated or their application reassessed.

There is no right to request a review of the decision reached on this review, but the review decision letter will advise the applicant that they can seek legal advice on judicially reviewing the decision if they remain dissatisfied.

Outcome option 2: Original decision Quashed

The review decision letter will explain what action the Council will take as a result and their reasons for doing so. The file will be sent back to the Housing Register officer for fresh enquiries to be made and a fresh decision issued. Applicants will be advised of their right to request a review of the new decision.

Outcome option 3: Original decision overturned

The review decision letter will explain the new status of the application and the file will be returned to the Housing Register Team for the case to be updated (e.g. a new band to be recorded). In such cases applicants will be advised that the revised decision is not reviewable.

New information supplied

If the applicant provides the reviewing officer with new information that was not known to the officer who took the original decision the review will take this into account as part of the review.

Appendix 5 – Procedure for assessment of medical, welfare and multiple need

1. Who assesses & why

All applications to Harrow Council for housing or transfer are automatically assessed via the on-line self assessment tool. In all cases claiming a medical or welfare need to move the auto assessment will be considered by an officer in the housing assessment team (HAT) in accordance with our published allocations scheme.

2. Priority in Harrow

Those with a severe medical or welfare need to move are assessed as band A. Band A+ defines cases which warrant emergency status over and above the urgent priority given by band A.

Those for whom the medical, welfare or overcrowding need to move is relatively mild, moderate, temporary or intermittent, do not receive priority under the Harrow scheme.

The severity of cases is assessed according to the suitability of the current housing circumstances, not the clinical severity of the medical condition.

3. Procedure for applications presenting multiple needs

3.1. When assessing an applicant who is in more than one of the reasonable preference categories, or where more than one member of the household has a medical, welfare or disability need to move, i.e.:-

- Homeless (no duty) or homeless (duty accepted)
- Living in unsatisfactory housing conditions
- With a medical, welfare or disability need to move
- Needing to move to a particular locality to prevent hardship the decision as to the appropriate priority band will depend on both the combination and degree of the various factors, with a view to ensuring that we give the greatest priority to those in the greatest need.

3.2. The Housing Register officer who assesses an application must always ensure that they discuss cases presenting possible multiple needs with a team manager. Multiple need does not always warrant a higher band. An applicant may present a number of less severe difficulties. It is quite possible for these to be assessed as sufficiently minor that the banding that would apply because of one of the needs is not justifiably lifted to a higher banding by the combination of the needs. For example, an applicant warranting band B because they are in need of sheltered accommodation might not be lifted to band A because of medical need. Each case is taken on its merits.

4. **Mental health problems**

- 4.1. Mental illness can range from severe conditions such as bi-polar affective disorder, schizophrenia and post traumatic stress disorder to mild depression. Even severe conditions can often be under control through medication, so none of these conditions automatically confers priority re- housing status.
- 4.2. In many cases re-housing will not alleviate the mental condition of the applicant. It is always the effect on health of the current housing circumstances that we look at, not the medical condition itself.

5. **Homelessness (duty owed)**

- 5.1. The banding of accepted homeless cases is defined within the scheme. If an accepted homeless household has a medical, welfare, disability or location need and has been placed in emergency accommodation, their needs will be taken into account in any offer of temporary or private sector accommodation which is made to them in order to ensure that the Council discharges its duty to find suitable accommodation.
- 5.2. When Harrow accepts a homelessness duty to a housing applicant and places them in emergency or temporary accommodation, any request by the applicant to have their banding reviewed will be investigated and considered by the responsible accommodation officer, who will then make a recommendation to a Team Manager to approve.
- 5.3. If, during the course of their homelessness assessment, or as a result of enquiries made during the council's continuing duty towards the applicant, it is found that there is severe social hardship even in the provided temporary accommodation, the applicant will be given band A or, if the need constitutes an emergency, band A+.
- 5.4. If their current accommodation is unsuitable because of medical, welfare, or disability need, but it is conceivable that suitable temporary accommodation could be found, the applicant will be given band A until either they are successful in bidding for permanent housing, or until we can locate more suitable temporary accommodation for the household, whichever is the sooner.
- 5.5. **Decision and convening of a panel** – All reassessed (homeless duty owed) cases will be reviewed and agreed by a team leader in both HAT and HPT. When both parties cannot agree they will convene a Panel meeting (comprising the two team leaders and chaired by the manager responsible for Housing Register assessment – or in their absence, another Housing Need Team Manager to discuss the case and decide the banding. All reassessed cases will be documented on a decision form, signed by both teams, and placed on file.

6. **Criteria to be considered**

In carrying out their assessment of a household's housing needs, in order to ensure that they give the greatest priority to those in the greatest need, the case officers will take into account such of the following matters as apply to the application concerned:-

- 6.1. any previous history of hospital admissions or incidents and the likelihood of further admissions
- 6.2. any relevant evidence as to whether there would be an adverse effect on the applicant of staying where they are and not being re-housed, and the likely extent and degree of any adverse effect
- 6.3. the number and severity of violence or harassment incidents against the applicant and the proximity of the perpetrator to the victim
- 6.4. any previous history of sexual abuse, rape, etc,
- 6.5. if the age, health and mental functioning of the person means they are less able to cope with, or remedy, their difficulties themselves.
- 6.6. minor medical problems that would not normally give any priority but which are combined with significant social difficulties
- 6.7. whether and to what extent the medical condition is controlled by medication and/or therapy
- 6.8. learning difficulties, even if mild
- 6.9. the extent to which any physical mobility difficulties are exacerbated by the current housing, for example where it causes the person to be unable to leave the building to carry out normal daily activities
- 6.10. the context, such as the number of people in the household, their ages and relationships, details about the accommodation occupied and its landlord, whether the household owns a car, the level of financial assets, and details of who provides day to day support to the household and where they live.

7. **Types of report that may be relevant**

- 7.1. **Self assessment** – In cases of medical or welfare need (or any claim for higher priority) we normally expect to see a letter or application statement from the applicant giving a clear picture of the impact of their housing circumstances on their everyday life. Equally acceptable would be a letter from an advocate such as Harrow Association for the Disabled, Harrow Mencap, Harrow Housing Advice Centre or the applicant's solicitor, friend or relation, provided such letters

are accompanied by authorisation from the applicant.

7.2. **Professional assessment** – However, in addition to this self-assessment, we normally expect to see professional evidence relating to the applicant's claim for priority, such as one or more of the following:-

- Medical – Normally a consultant's report will be required, although reports from two or more of the following may carry sufficient weight if together they give a clear and informative picture of the difficulties being experienced by the patient in their home. A GP's letter on its own, simply stating the applicant's medical condition and their wish to move does not constitute proof of a medical need to move, especially where it is not clear that the housing conditions are having a severely adverse effect on the applicant's medical condition.

Other medical sources of information: G.P., health visitor, community mental health nurse, occupational therapist or fieldworker.

- Social services – key social care worker, supported housing worker, education welfare officer.
- Housing management – housing officer, anti-social behaviour co-ordinator, tenancy arrears officer.
- Crime agencies – Victim support, probation officer, police.

8. **Decision**

- 8.1 The case officer should make a file note on any multiple needs case to explain how they have taken the multiple needs into account in their assessment, and summarising why they have decided no significant housing need & therefore disqualified, band C or band B. If they consider that band A or A+ is warranted they will make a recommendation to a team manager in HAT who will agree the recommendation or give guidance to the case officer as to why they disagree.
- 8.2. The team manager can either over-ride the recommendation or specify the additional evidence that the case officer needs to obtain before the correct assessment decision can be reached. The HAT team managers also review a sample of cases where case officers are not recommending that the banding be raised, to ensure that they are taking consistent decisions.
- 8.3. A small sample of cases is reviewed by the service manager responsible for housing assessment on a regular basis in order to ensure that consistent decisions are being taken by team leaders.
- 8.4. Applicants are advised that they can request a review of the banding if they disagree with the assessed level of priority, and the review will normally be carried out by the Reviews Officer, who reports regularly to the service manager responsible for housing assessment with a view to ensuring consistency of

decisions.

9. Multiple needs examples

9.1. Where an application is received that has a combination of defining features or multiple needs, the housing options officer assessing the case must consider whether the applicant has “emergency medical need” or “emergency severe need” (band A+) or “medical hardship” or “severe social hardship” (band A).

9.2. Common examples of such circumstances are as follows, but please note that this list covers typical and common cases and the considerations that need to be addressed and is not intended to be an exhaustive list of the types of multiple need that occur:-

- A family living in public rented housing which is overcrowded (i.e. at least 2 bedroom deficient) gets band A. However the household may also include a member with a medical condition. An assessment is made as to whether the overcrowding is also affecting the medical condition to an extent that is so exceptional as to warrant **emergency** priority (band A+ medical).
- A family living in public rented housing which is overcrowded (i.e. at least 2 bedroom deficient) may have particular welfare needs, e.g. child protection, which are exacerbated by the overcrowding. In this case an assessment is made as to whether the level of overcrowding is contributing to the risk to the welfare of the family to an extent that is so exceptional as to warrant **emergency** priority (band A+ severe need).
- A family where more than one family member has a medical condition, none of which individually is sufficient to warrant medical priority – hence disqualified. A view is taken as to whether the family’s cumulative need makes their current accommodation so unsuitable as to warrant **medical** priority, and thus band A medical.
- An adult couple who both have learning difficulties, where the Care Plan of each person requires their re-housing (band A). A view is taken as to whether the couple’s cumulative need is so exceptional as to warrant **emergency** priority, and thus band A+ severe need.
- Unsanitary conditions in the property leave the applicant or a member of their household, with a medical condition, at increased risk of infection. If the situation is exceptional, and irremediable within 6 months, **emergency** priority, and thus band A+ medical, would be warranted.
- The applicant or a member of their household is unable to mobilise adequately in their accommodation and this is exacerbated by the lack of opportunity to provide the necessary adaptations (e.g. because of landlord opposition) and/ or the inability of the person to leave the property. If the situation is exceptional **emergency** priority, and thus band A+ medical, would be warranted.

Appendix 6 – Verification

All members must have their circumstances and housing conditions verified before they will be eligible to sign up for a secure or assured tenancy. There must be an up to date verification on file within 6 months of a tenancy offer, or 12 months in the case of social housing tenants and older residents moving to specialist schemes for older people. Verification may include a home visit where appropriate.

All members will be required to provide the following documents:-

- Proof of identity and residence for all persons included on the application
- Proof that they are still eligible persons
- Proof of benefits being received
- Other proofs as appropriate.

Following verification the case officer will amend and update the application as appropriate ensuring that all necessary information is noted on the system. Where it is not possible to complete verification (for example because we are unable to confirm that the applicant actually lives at their stated address) the member will not be allowed to sign up for the tenancy, even if they are the top bidder for the property.

If it is confirmed following verification either that the member is ineligible for an offer or should be excluded from the scheme a case officer in the housing assessment team will write to them, giving reasons for the decision and advising them of their right to request a review of the decision (see appendix 4, Reviews).

Sensitive Lettings

If the property to be let has been designated a sensitive letting, as described in section 17.6, the verifier will need to confirm that neither the prospective tenant nor any member of their household has:

- a history of anti-social behaviour or nuisance a history of drug or alcohol misuse
- a history of drug-dealing
- caused housing management problems in previous accommodation, including emergency and temporary accommodation.

Affordability

For many households that rely on benefits, especially those with large families, living in London, even in public rented housing, may be unsustainable in the longer term. Applicants who are found at verification stage to be unable to afford the rent will not be made the offer of accommodation. Whether the accommodation is affordable will be determined taking account of the financial resources available to the household and the level of rent for the accommodation.

Home visit

Members placed in band A and A+ and those members in band B who have been waiting the longest will be visited, unless their circumstances have already been verified by homelessness investigations. All those who are likely to be made an offer will be visited if they have not been visited within the last 6 months (12 months in the case of social housing tenants and older people bidding for specialist older people's schemes), unless a manager in the housing needs team deems a desktop check to be sufficient. One of the responsibilities of the visiting officer is to check that the correct banding has been applied to the case, so as to ensure that allocations are made to those with the highest level of need.

Homeless and formerly homeless households living outside the M25 may not need a home visit, although the continuing priority need of formerly homeless applicants will need to be confirmed. Such homeless applicants, and formerly homeless applicants who took a qualifying offer, who are accommodated outside the M25, cannot be verified if they give up employment in order to take up an offer of housing in Harrow.

At the home visit previous addresses and the reasons for leaving will be investigated to determine whether the applicant lost their accommodation by doing or failing to do something. This will include where the applicant is a former tenant of a social landlord and was evicted because of a breach of tenancy agreement or is a former council tenant with rent arrears.

If the visit takes place at the beginning of the application process the visiting officer explains the scheme fully to the member, stressing that **they will not be able simply to wait for the council to make them an offer – they must actively bid for homes if they are to be re-housed**. They will also ascertain whether the applicant will need any assistance such as interpretation, help with bidding or advice on their housing options.

At the point of offer

If the visit takes place at the point of offer the visiting officer will advise the member to bring original documents into the Housing Department within the next few days if they have not been able to produce them at the visit, in order for verification to be completed.

Desktop check

We will also check credit rating agencies and the land registry, wherever possible, to determine whether the applicant has accommodation available to them elsewhere and whether they have undeclared sources of income or savings.

Visit Report

The visiting officer completes a housing visit report and places it on the file, and makes recommendations, if appropriate, to the officer who requested the visit. If the case cannot be verified, e.g. because the visiting officer was unable to find the applicant at home and could not satisfy themselves that the person was living there in the circumstances described, or because the applicant failed to supply documents when requested, the case will be demoted to band C until the required information is forthcoming. The case officer in HAT will update and reassess the application, amending the band, if necessary, make any further enquiries and request any further documents needed. The case officer will refer the case to the reviews and fraud officer and/or a team leader if the applicant has given false or misleading information or has withheld information.

Deadlines

We are required to verify applicants who have successfully bid on other Locata partners' properties within 72 hours of receiving a verification request and, at the latest, within 24 hours of an offer being made.

Appendix 7 – Procedure for assessment of non- statutory succession/ occupiers holding over/

Applications for Succession

When a tenant dies, and remaining occupants of the property apply to take on the tenancy but are not legally entitled to succeed to the tenancy, the housing management officer for the area will interview the applicant(s). The housing management officer will then submit a report to the Housing Assessment manager for their recommendations, taking into account:

- The applicant's relationship to the former tenant(s)
- The age of the applicant and any disability, medical or social factors
- The length of time they have lived with the departed/ deceased tenant
- Their ability to finance accommodation in the private sector
- Whether the person would have priority need if they applied as homeless
- Whether the person meets the current "positive residence test" (see below)
- Any other relevant considerations

The final decision is taken by the Senior Professional, Resident Services.

Occupiers Holding Over

In any case where a tenancy is due to end or has been ended by the tenant(s) serving Notice to Quit or a Surrender, the housing management officer for the area will interview anyone in occupation after the tenancy has ended or expected to be in occupation when the tenancy ends, and who makes an application for continued accommodation. The housing management officer will then submit a report to the Housing Assessment manager for their recommendation, taking into account:

- The applicant's relationship to the former tenant(s)
- The circumstances in which the tenancy ended
- The age of the applicant and any disability, medical or social factors
- The length of time the applicant has lived at the property
- Their ability to finance accommodation in the private sector
- Whether the person would have priority need if they applied as homeless
- Whether the person meets the current "positive residence test" (see below)
- Any other relevant considerations

The final decision is taken by the Senior Professional, Resident Services.

The application process

Unless there is good reason to exempt an applicant, applications to take on someone else's tenancy, whether deceased or vacated, should be made using the online application, a standard format that helps to ensure that we assess the housing need element consistently. The housing management officer, upon receiving a request to take over a tenancy, should advise the applicant of how to make an online application.

Where, following reasonable attempts to interview an applicant, the applicant does not meet the housing management officer, or where they fail to provide on request sufficient information, the report should be submitted based on what information is known.

Decision options on applications from Non-statutory Successors and Occupiers Holding Over

1. **Offer the tenancy of the existing property** – the housing management officer will make arrangements to sign them up.
2. **Offer the tenancy of a smaller, non-adapted, or other type of property** – the housing management officer will advise the housing options team that the applicant has been approved for band A+ priority on Locata. The housing management officer will give the decision in writing to the applicant advising them that they have a right to appeal against the decision to the Head of Resident Services. Both the Housing Register officer and the Housing Management officer will advise the applicant that they have a limited period from date of registration to exercise choice by bidding for appropriate properties. The usual guidelines for time limited bidding are 3 to 6 months, but in the case of a property that has more than 1 bedroom or where there is a particular requirement such as ground floor or mobility adaptations the housing management officer should check with the housing options team in order to give a reasonable deadline. If they fail to secure accommodation within the given period they may be made one direct offer only in line with current policy. If they refuse this offer possession proceedings will be commenced (the housing management team will closely monitor this)
3. **Not to offer re-housing** – the housing management officer will write to the applicant advising them that they have a right to appeal against the decision to the Head of Resident Services, initiate possession proceedings and refer the applicant to the housing advice service to explain how to move in the private sector. The housing management officer's letter will also advise the applicant of the reason for the decision and that, should they experience a significant change in their circumstances, they may request us to look at the decision again (e.g. if the decision was made on solely on the basis that employment income was sufficient to afford shared ownership, and the applicant loses their job).

Current positive residence test

- No ongoing culpable involvement in anti social behaviour
- No outstanding debt over £100 to the council or a partner housing association
- No breach of council or housing association tenancy (within last 5 years)
- No serious offence within last 5 years

Appendix 8 – List of tables in the scheme

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Appendix 9 – Financial resources

Assessment

If an applicant has sufficient financial resources to resolve their own housing need, or they unreasonably disposed of financial resources that could have enabled them to purchase/obtain their own accommodation, or they own other accommodation, they will be assessed either as:

- Disqualified, but able to access alternative housing options

or, in exceptional circumstances:

- Higher priority (e.g., elderly owner occupiers who cannot stay in their own home, cannot sell it, and need to move into sheltered accommodation).

Financial Assets

All households applying for housing will be assessed for their ability to buy a property within the Borough. This will include applicants who have been accepted under homelessness legislation and to whom the authority owes a duty under sections 193(2) or 195(2). Assets that may be taken into consideration include but are not limited to savings, bonds, commercial property, residential property, property abroad and money apportioned through the proceeds of a divorce settlement. Other valuables owned (e.g. cars) may also be taken into account. Asset assessments will be conducted at the time of application and also before any offer of public rented housing is made.

Property owners

We will not make an allocation where any applicant owns or part owns a property that they can live in (even if they are not currently living in it) or where, if they sold it, they could afford to buy another property. Property ownership, or a share in a property, where the value of the share is greater than the savings limit, will count as “above benchmark” financial resources. We may make exceptions to this rule in the case of vulnerable older people who have substantial or critical care needs.

If an applicant owns a share in a property but is unable to live there, for example, if their relationship has broken down, we will assess their financial circumstances on the basis of the money that could reasonably be expected to be released if the property were sold.

In determining whether an applicant is eligible to receive an allocation of housing, the Council will consider the following:

- Whether the applicant can sell their current home.
- The expected equity after the proposed sale of the property.
- The applicant’s current financial circumstances and commitments
- Whether the applicant will be eligible for a mortgage.
- The supply of economically realistic accommodation suitable for the applicant’s specific needs on the private market for either sale or rent
- Whether the applicant’s housing need can be met in the private market, taking into consideration the cost of housing in and outside of Harrow.

- Whether adaptation of the present property is a viable option. Whether significant care and support needs would impact on the ability of the applicant to secure and maintain accommodation.

Where the Council agrees to assist a home owner with re-housing, the applicant must undertake to place their home on the open market immediately. They may not rent their home or make any financial gain while waiting to sell.

Savings

Any applicant with savings over £30,000⁵⁴ (in line with the threshold for child tax credit qualification) will not be eligible for public rented housing as they will be deemed to have enough financial resources to rent in the private sector. Deliberate disposal of assets in order to become eligible for an allocation will disqualify an applicant.

Income

Applicants with gross incomes (including notional income from capital assets but disregarding disability benefits) in line with or above the income required for low cost home ownership (including shared ownership⁵⁵) properties by bed size will not be offered public rented housing. This is because they are deemed to have sufficient financial resources to enable the applicant and their household to find other suitable accommodation. The following household income eligibility limits are an absolute income cap; that is anyone earning above these limits (including notional income from capital assets but disregarding disability benefits) would be expected to move either to rent or buy independently.

Maximum joint household income to qualify for public rented housing	
0/1 bed	£50,000
2 bed	£65,000
3 bed	£75,000
4 bed+	£90,000

⁵⁴ The figures are as of Dec 2020. The Council will review the financial limits at least every two years, to consider if they still apply, and will take into account any significant changes in: house prices in the borough, income level, the availability of affordable home ownership properties and private rents.

⁵⁵ There is no set minimum income requirement for shared ownership. Each property will be valued individually and the registered provider will determine the minimum income required for that property to be affordable. There is a maximum income threshold of £90,000 in London. The applicant will usually need a deposit of 5-10% of the equity share that they are buying. If they have a large cash deposit this may reduce the income required. They will usually need at least approx £4,000 - £5,000 to pay for the costs of buying a home, though this will depend on the home and options that they choose. Welfare benefits will not be included as income when assessing affordability so they are unlikely to be able to secure a mortgage and be accepted for shared ownership. If they have a poor credit history they may not be able to secure a mortgage and they may not be able to proceed with shared ownership. Visit the Low Cost Home Ownership page on the Harrow website at www.harrow.gov.uk for more information

Important Note

Intentional unemployment in order to become eligible for an allocation will disqualify an applicant. The Council will not make an allocation where, upon verification, we determine that an applicant can afford a mortgage to buy or part-buy a property by using their assets and income.

In assessing “intentional deprivation of assets” the council will follow Department for Work and Pensions (DWP) guidelines wherever possible.

Appendix 10 – Housing application assessment process

Registration

If the officer assessing the incoming application is satisfied that the applicant is eligible for housing they will make an initial assessment based on the information on the application form and any other information available, usually within 28 days. In some cases the application may be activated automatically from the information given on the form. If the application does not qualify for registration, the applicant will be sent a LIN number and a letter explaining the reason(s) for disqualification and, if the applicant lives in Harrow, how to access targeted online housing options and advice, as stated in sections 7.7 and 7.8 of the scheme. If the application does qualify for priority on the scheme, the system or the officer will register the application in the appropriate bedroom category and in one of the five priority bandings with the priority date being the date of registration. If, in order to confirm high priority, they need to check identification documents or supporting information such as medical evidence, or carry out a home visit, they will do this before registering the application, so these cases may take a little longer. We will write to applicants to tell them if their assessment is likely to take longer than 28 days and the reasons for it.

Decision letter

We write to all those who have been assessed as eligible with:

- the Locata Identification Number (LIN)
- the assessed band and the reason for it
- the right to request a review if you consider any of your registration details to be inaccurate (see Appendix 4 for review procedure)
- how to access alternative housing options via the Locata website.

In addition, if assessed as band A+, A, B, C or C- (initial preference), we advise the applicant of:

- how to bid for homes using the Locata website the priority date
- the maximum bed size for which the applicant can bid mobility group (physical disability level) if applicable

The preferred means of communication as stated on the application form will be used to communicate with the applicant (i.e. e-mail or posted letter).

Banding appeal

If the applicant does not agree with their band or priority date they should first discuss the matter with a housing options officer, whose job it is to make sure that applicants fully understand how their banding has been assessed. It may be, for example, that we need more information in order to make a more accurate assessment. If the applicant remains dissatisfied with the decision they have a right to ask for a review to be carried out by our reviewing officer, who is someone senior to the person who made the decision and who was not party to making that decision. Before asking for this, however, we make applicants aware that the reviewing officer has the authority to lower as well as increase a band (see Review Procedure at Appendix 4).

Keeping an application up to date

Applicants must keep the housing department informed of any changes in their circumstances, e.g. when they move house, have a baby, or someone leaves or joins their household by logging into their Locata account and completing an online change of circumstances form. If this results in a band change we will inform the applicant in writing of the new band, the reason for it and the applicable priority date, and of their right to request a review of the decision (see Appendix 4 on the review procedure). Failure to tell us about a change in circumstances which would boost priority means the applicant may miss out on an offer of housing. Conversely, failure to advise us of changes (such as a member of the household leaving) may result in an offer being withdrawn on the basis that we gave a higher priority than the applicant was entitled to.

Checks before offers of housing

We always carry out a full verification check before confirming any offer and allowing a tenancy sign-up to take place. See Appendix 6 which explains the verification process. If, as a result of our inquiries, we believe that an applicant has knowingly withheld information with the intention of obtaining a public rented tenancy we may decide to prosecute for fraud.

Appendix 11 – Debts and arrears policy

All applicants

No offer will be made to an applicant, even one who is owed the statutory reasonable preference, who owes the council or a partner housing association money (either rent, service charges, council tax or any other debt) and has refused to make, or has failed to keep to for a minimum of 6 months, an agreed repayment arrangement to repay the debt and has not paid off at least 50% of the original debt.

Accepted Homeless Households in temporary accommodation

Homeless households in Council-provided temporary accommodation will be advised that, if they fall into rent arrears, their bids on Locata will be rejected until such time as the arrears are cleared or an agreement has been reached to clear the arrears and this agreement has been kept to for at least 6 months and at least 50% of the original debt has been paid off

This policy will also apply when the applicant either:

- refuses to pay the rent, or
- fails to make a commitment to repay arrears, or
- fails to provide supporting information for a Housing Benefit claim.

Depending on the amount of the arrears and the nature of the agreement, discretion will be exercised to review cases and make the applicant eligible for an offer earlier or later than six months. Exceptions can be agreed by a team leader in the housing needs team to this policy, particularly for those cases in bands A+ or A.

Tenants

Tenants, like homeseekers, are allowed to be members of Locata even if they have rent arrears. However, at the time that they bid for a property they must have a clear rent account. Their bids on Locata will be rejected until such time as the arrears are cleared or an agreement has been reached to clear the arrears and this agreement has been kept to for at least three months. Consideration will be given to varying this rule where other exceptional circumstances apply such as:-

- Tenants with rent arrears and urgent management, medical or social hardship priority in band A+ or A may be transferred at the discretion of the service manager responsible for tenancy management. In most cases, tenants will be less than 10 weeks in arrears or on Housing Benefit and have been reducing the arrears regularly for at least six months, or the urgency of the case is considered to warrant a move despite the arrears
- Tenants who need to move because they are underoccupying their current home or where a permanent decant is essential may be transferred despite rent arrears. Tenants in arrears who qualify for a tenants' underoccupation incentive payment will be transferred with the payment offset against the arrears.

Appendix 12 Processing applications from people over 60 years of age

Members may indicate on the application form if they wish to be considered for sheltered accommodation. Relatives, social workers, or doctors may also refer them, or the Council's Medical Adviser may recommend sheltered accommodation.

Following registration a home visit is arranged for verification (see **appendix 6, Verification**).

The sheltered assessment officer will carry out a Sheltered Assessment, setting out, in detail, the member's ability to manage independently, any medical problems and how these may affect day to day activities, their present living conditions and any difficulties experienced in the accommodation.

At the home visit the member is asked if they are interested in other Locata partners' areas or in other areas of London or the country.

The sheltered assessment officer evaluates the Sheltered Assessment, taking into account the advice of the Council's medical advisor if applicable, and recommends that the applicant is either suitable or not for sheltered accommodation. Those who appear to need a higher level of support and or care are referred to the Social Services Elderly Care Management Team for an assessment of their suitability for extra care sheltered housing or Residential Care.

Members assessed as suitable for sheltered accommodation will be placed in the following Sheltered housing priority bands based on their need:

- A) Urgent Priority
- B) Standard Priority
- C) Out of Borough Applicants

If members express an interest in sheltered accommodation outside west London, following agreement the completed assessment is sent to the relevant authority to decide if they are able to assist.

The Housing Register officer will advise members about Locata and explain how to bid and, if the person needs it, bid for properties on their behalf.

Elderly members who do refuse to consider sheltered accommodation will be disqualified unless they qualify for a higher band for other reasons.

Appendix 13: Legally not defined as lettings and therefore not necessary to be covered by the allocations scheme

1. An offer of accommodation to a tenant of Harrow Council who does not meet any of the grounds for priority in this scheme (such lettings will be very infrequent and justification for any such lettings will be noted on the tenancy file).
2. Statutory succession and assignment of a tenancy to the successor on the tenant's death (the procedure for making a non-statutory succession decision is described in appendix 7).
3. Assignment of a tenancy by way of mutual exchange.
4. Transfer of a tenancy by Court Order under family law provisions or under the Civil Partnership Act 2004.
5. Council initiated transfers (e.g. decanting to alternative accommodation to allow for major works to take place). Permanent (but not temporary) decants are normally done through the allocations scheme, but do not have to be if it is in the council's interest, especially in cases where the applicant refuses to co-operate in making an application to move.
6. Re-housing required because the council is displacing a person from their accommodation or needs to re-house them pursuant to the Land Compensation Act 1973.
7. A person being granted a family intervention tenancy.
8. Provision of non-secure temporary accommodation in discharge of any homelessness duty or power.
9. Lettings made by housing associations outside their nomination agreements with the council.
10. Allocations to individuals subject to the Multi Agency Public Protection (MAPP) arrangements (although we will usually assess according to the priorities set out in the scheme and make the person a direct offer, as per section 23 of the allocations scheme).
11. Offers of tied accommodation to council employees.
12. Urgent management transfer cases (although we will allow such cases to exercise choice wherever practical before making them a direct offer, as per section 23 of the allocations scheme).
13. Contractual duty to re-house council employees in tied accommodation (although we will allow such cases to exercise choice wherever practical before making them a direct offer, as per section 23 of the allocations scheme).

Appendix 14 – Lettings to staff, Board members of relevant organizations, council members, and relatives

The following procedure must be undertaken to ensure that any lettings can be justified under a high level of scrutiny.

1. The housing applicant must have no direct input into any decisions about their re-housing. This includes no inputting of any data about their application into the housing needs databases nor assessing their own level of priority.
2. Staff members must not have any involvement in the inputting of application data or assessing priority for a relative.
3. Applications should be clearly marked on the housing databases that this is a staff member, board member, councillor or relative of any of these. The team leaders in the housing assessment team will keep a confidential record of all such marked applications.
4. When such an applicant has bid for a property and is showing near the top of a bidding list, or is to be made a direct offer, a “record of interest” note must be completed and signed off before any offer is made. The details of the offer must be scrutinised and signed off by the service manager responsible for housing assessment or housing provision.
5. Attached to the note must be copies of the computer screens of all appropriate information, including the Locata advert, the date the property was advertised, the shortlist from which the applicant is being offered, and any policy evidence for any applicants above them not being made the offer.

Appendix 15 – Table of bands, band reasons, priority dates, time limits and refusal consequences

Reason for band A+	Description of band A+ priority reason	Relevant priority date	Time limits for bidding	Consequence of Refusal
Band A+ Emergencies and underoccupiers				
Guideline waiting time: 0 bed & sheltered = 2 months, 1 bed = 3 months, 2 bed = 4 months, 3 & 4 bed = 6 months				
Emergency medical (group 1 emergencies)	Exceptional circumstances when the applicant or a member of their household has a life threatening condition which is seriously affected by their current housing. OR: Housing conditions and/or other circumstances are having such a major adverse effect on medical condition or disability of the applicant or a member of their household as to warrant emergency priority	Date approved as an emergency	We expect most medical & welfare emergencies to be re-housed within 3 to 6 months maximum. If there is a failure to bid, failure to attend a viewing or a refusal of a reasonable offer, one direct offer of housing will be made (see section 23)	Downgrade to band A if direct offer is also refused (groups 1 & 2).
Severe need (group 2 emergencies & group 21)	Exceptional circumstances and/or multiple needs which warrant emergency priority, including risk of imminent significant harm to children or vulnerable adults. Ex-service personnel who qualify in band A, if they have urgent housing needs.			
Emergency management transfer (<i>transfers only</i>) (group 12 emergencies)	Exceptional circumstances because of significant and insurmountable problems associated with the tenant's occupation of the home <i>and</i> imminent personal risk to the tenant or a member of their household if they remain there (e.g. because of harassment). These transfers will be to properties of the same size and type (i.e. management transfers are always "like for like" – i.e. same number of bedrooms and flat to flat or house to house)			(Management transfers group 12) downgraded to band C if direct offer is also refused.

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Reason for band A+	Description of band A+ priority reason	Relevant priority date	Time limits for	Consequence of Refusal
Enabling adoption or fostering (group 10)	Where agreement has been reached to provide public rented housing on the recommendation of Children's Services as suitable to adopt or foster one or more children. In order to do this they need more appropriate housing but do not have the means to source the accommodation themselves. In these cases we will offer flexible tenancies which are unlikely to be renewed if fostering ceases.	Date of approval/referral.	Normally 3 – 6 months. We will make a direct offer if there is a failure to bid, view or accept offers	Downgrade to band C if direct offer is refused
Under-occupation (<i>transfers only</i>) (group 7)	Applicant is willing to move to a property with fewer bedrooms or needs to downsize because their home is no longer affordable. They <i>may</i> be eligible for the Under-Occupation Incentive Scheme ⁵⁶	Date applied to downsize	No time limit	No refusal penalty ⁵⁷
Tenancy succession/occupiers holding over (group 11)	Those without a right of succession and those occupying property of which they are not the tenant, if approved jointly by the tenancy management and housing assessment service managers for an offer of suitable alternative housing (see Appendix 7 on the assessment process for this).	Date approved for re-housing	We will make a direct offer if there is a failure to bid, view or accept offers	Possession proceedings will be commenced usually after 3 - 6 months

⁵⁶ If the applicant requests we may be able to re-house them and their adult child separately (for example if they need 2 bedrooms and live in a 3-bedroom home we could re-house in two separate 1-bedroom homes and give the tenant underoccupier priority for giving up 1 bedroom)

⁵⁷ If the applicant is moving because of unaffordability (because of the "bedroom tax" for public sector tenants on benefit) and gets into arrears, or their arrears increase, following a refusal or failure to bid, one direct offer will be made and notice of seeking possession issued if this is refused. Priority will remain A* until re-housed, evicted, or the arrears are cleared

Reason for band A	Description of band A priority reason	Relevant priority date	Time limits for bidding	Consequence of Refusal
Band A Urgent and high priority cases Guideline waiting time: 0 bed & sheltered = 4 months, 1 bed = 6 months, 2 bed = 1 yr, 3 bed = 2 yrs, 4 bed = 3 yrs				
Medical hardship (group 1)	<p>Other than emergencies and cases of exceptional multiple need, reasonable preference for housing will only be given where current housing conditions are having a <i>major</i> adverse effect on the medical condition or disability of the applicant or a member of their household.</p> <p>N.B. Medical priority will not apply where the effect of housing conditions on health is comparatively moderate, slight or variable, because the prevailing housing conditions in Harrow find many people in that position without a need for public rented housing being</p>	Date medical information submitted that warrants a band A assessment.	Time taken to re-house will vary according to bed size & adaptations needed – not normally longer than 3 yrs in band A	Failure to bid, failure to attend a viewing or a refusal of 2 reasonable offers will result in downgrade to band C.
Severe social hardship (group 2)	<p>Multiple welfare needs that warrant high priority.</p> <p>Social care services or police/ probation or other welfare agency referral agreed by a housing assessment team leader for an urgent move in order to give or receive care and support as part of a care plan, because of a risk to a vulnerable person's independence in the current accommodation, or other social welfare reasons.</p>	Date all relevant information submitted that warrants a band A assessment.	In cases of risk of harm we will make a direct offer if failure to bid, view or accept offers.	Failure to bid, failure to attend a viewing or a refusal of 2 reasonable offers will mean downgrade to band C

Reason for band A	Description of band A priority reason	Relevant priority date	Time limits for bidding	Consequence of Refusal
Overcrowding and high priority hardship (transfers only) (group 3)	<p>Overcrowding - reasonable preference for housing will only be given where overcrowding is severe, as defined in Section 21.2. This is because, in the prevailing housing conditions in Harrow, many people lack a bedroom without a need for public rented housing being indicated.</p> <p>High priority hardship -with dependent children and living in insecure accommodation with no bedroom and lacking or sharing amenities.</p>	<p>Date the tenant became severely overcrowded⁵⁸.</p> <p>Date all relevant information submitted that warrants a band A assessment.</p>	We will review any case not re-housed within the expected timescale.	Failure to bid, failure to attend a viewing or a refusal of 2 reasonable offers will mean down-grade to band C.

⁵⁸ The date cannot precede the date the applicant actually made a transfer application.

Reason for band A	Description of band A priority reason	Relevant priority date	Time limits for bidding	Consequence of Refusal
Statutory overcrowding (<i>transfers only</i>)	Statutorily overcrowded as defined in Part X of the Housing Act 1985, the proviso that household members over 20 will not count towards the assessment unless they are giving or receiving care (see section 21 on overcrowding) OR Court order to re-house	Date the tenant became statutorily overcrowded or court order issued	We will make a direct offer if there is a failure to bid, view or accept offers	Failure to bid, failure to attend a viewing or a refusal of 2 reasonable offers will result in downgrade to band C.
Unsanitary conditions	The applicant lives in a private sector property that the council's environmental health team has determined poses a category 1 hazard under the Housing Health and Safety Rating System and the council is satisfied that the problem cannot be resolved by the landlord within 6 months, and that continuing to occupy the accommodation will pose a considerable risk to health of the applicant or one of their household.	Date the applicant reported the property to Environmental Health	We will review any case not re-housed within the expected timescale	Failure to bid, failure to attend a viewing or a refusal of 2 reasonable offers will mean down-grade to band C.

Reason for band A	Description of band A priority reason	Relevant priority date	Time limits for bidding	Consequence of Refusal
Releasing adapted property or making the best use of adapted stock (<i>transfers only</i>) (group 9)	<p>At the council's discretion where there is an unmet need for the property occupied – e.g. where the tenant does not require walk-in shower or other wheelchair accessible features.</p> <p>Where the current property needs major adaptations in order to meet the household's needs and it is in the council's interest for the tenant to move.</p>	Date of transfer application or date the occupant with a disability deceased/ moved out.	We will review any case not re-housed within the expected timescale for the bed size.	No refusal penalty unless a direct offer is made to a tenant who needs adaptations, in which case demotion to band C will be considered.

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♣ Provided Harrow has not decided to refer to another authority under S.198 of the 1996 Housing Act.

♦ The date cannot precede the date of the homeless application unless the applicant already had band A for some other reason when they started working full time.

Reason for band A	Description of band A priority reason	Relevant priority date	Time limits for bidding	Consequence of Refusal
Council interest transfers - Permanent decants (group 13) - Non-emergency management transfers (group 12) - Service tenants (group 14)	<p>Decanting needed from a property imminently required because of lease expiry or for essential works and the tenant will not be returning (e.g. development schemes)</p> <p>Agreed by the service manager for tenancy management for non-emergency transfer. These transfers will be to properties of the same size and type (“like for like” – see Section 19.3)</p> <p>Ex-service tenants (e.g. caretakers and sheltered wardens) where the council has a contractual obligation to re-house.</p>	Date approved for re-housing	We will make a direct offer if there is a failure to bid, view or accept offers, or if there is a need for the property to be handed back before bidding is likely to be successful	Possession proceedings will be commenced usually after 3 - 6 months
Ex-tenant discharged from institution (group 15)	Where a commitment has been made in order to get a tenant to relinquish their public housing tenancy on entering an institution such as a prison or nursing home. The priority will normally only be given for studio and 1-bedroom properties.	Date of application	Normally 3 – 6 months. We will make a direct offer if there is a failure to bid, view or accept offers	Failure to bid, failure to attend a viewing or a refusal of 2 reasonable offers will result in downgrade to band C.

Reason for band A	Description of band A priority reason	Relevant priority date	Time limits for bidding	Consequence of Refusal
Young people leaving care move-on quota (group 16)	Approved for move-on by Social care Services as part of their annual fixed quota of studio and 1-bedroom properties, provided they meet the eligibility criteria set out in appendix 3.	Date put forward to Housing for the quota	Normally 3 – 6 months. We will make a direct offer if there is a failure to bid,	Failure to bid, failure to attend a viewing or a refusal of 2 reasonable offers will result in downgrade to band C.
Supported housing move-on quota (group 17)	Approved for move-on by the Supporting People Move-On panel (comprising representatives of council accredited supported schemes) as part of their annual fixed quota of studio and 1-bedroom properties.	Date of panel meeting	view or accept offers	
Move-on from residential care (group 18)	Where agreement has been reached to provide public rented housing on the recommendation of a Social care service or equivalent that the person is able to live independently.	Date all relevant information submitted to support suitability for independent living.	Expected to bid regularly and move fairly quickly or risk being downgraded to reduced preference band C	
Older people approved for sheltered accommodation (group 19)	Applicants (usually 60 years+, but exceptionally 55 years+) who are assessed as likely to benefit (e.g. by retaining their independence for longer) from sheltered or other specialist older people's accommodation where there is an urgent need to move.	Date of registration or becoming eligible for older people's housing, whichever is the later	Expected to bid regularly and move fairly quickly or risk being downgraded to reduced preference band B	Failure to bid, failure to attend a viewing or a refusal of 2 reasonable offers will result in downgrade to band B.

Reason for band B	Description of band B priority reason	Relevant priority date	Time limits for bidding	Consequence of Refusal
Band B Standard priority Guideline waiting time: sheltered accommodation 1 year				
Older people approved for sheltered accommodation (group 19)	Applicants (usually 60 years+, but exceptionally 55 years+) who are assessed as likely to benefit (e.g. by retaining their independence for longer) from sheltered or other specialist older people's accommodation where there is a need to move.	Date of registration or becoming eligible for older people's housing, whichever is the later	Expected to bid regularly and move fairly quickly or risk being downgraded to reduced preference band C	Failure to bid, failure to attend a viewing or a refusal of 3 reasonable offers will result in downgrade to band C

Reason for band C	Description of band C priority reason	Relevant priority date	Time limits for bidding	Consequence of Refusal
Band C Non urgent There are no guideline waiting times for this band, as it is difficult to anticipate the frequency with which people in this category will be successful on Locata. This group will always be considered <i>after</i> other property bidders in bands A+, A and B.				
Other homeless people within the meaning of part VII of the Housing Act 1996, including those owed a duty by another borough	<p>Applicants accepted homeless under S. 193(2) or S. 195 (2) of the 1996 Housing Act or S. 65 of the 1985 Housing Act who are occupying emergency accommodation or suitable temporary accommodation provided under the Housing Act 1996 Part VII. Applicants who applied as homeless after 08/11/12, for up to 1 year from the date of discharge of duty into a private rented sector property.</p> <p>Applicants accepted homeless since 30/11/12 under S. 193(2) or S. 195 (2) of the 1996 Housing Act or S. 65 of the 1985 Housing Act who have refused a reasonable offer of private sector housing since they approached Harrow for housing.</p> <p>No duty accepted because not in priority need or because found to be intentionally homeless (verification will be carried out at the time of any offer and, if the applicant is no longer homeless, or has spent some of their waiting time in suitable housing, no tenancy will be offered or, if now homeless again, their priority date adjusted).</p> <p>Another council has accepted a duty under homelessness legislation and Harrow is satisfied that the council that owes the duty is unable to provide accommodation.</p>	date the applicant became homeless ⁵⁹	No time limits	No penalties

⁵⁹ The date cannot precede the date of the homeless application.

Reason for band C	Description of band C priority reason	Relevant priority date	Time limits	Consequence of Refusal
Other homeless people within the meaning of part VII of the Housing Act 1996, including those owed a duty by another borough	<p>Making effective use of Council owned accommodation assets.</p> <p>Temporary occupants of Council owned housing used as temporary accommodation to be offered as a secure tenancy at the time that the property is moved from General Fund into Council Housing Management</p> <p>The offer of a secure tenancy will be subject to suitability of the property and there being no recent tenancy issues such as arrears or ASB by the occupant.</p> <p>Households who are threatened with homelessness within 56 days and are owed a homelessness prevention duty, under homelessness legislation.</p> <p>Households who are homeless and are owed a homelessness relief duty, under homelessness legislation.</p>	Date the applicant became homeless	No time limits	End of homelessness duty
Previously accepted homeless "qualifying offer" applicants (group 6)	Households who were accepted homeless and who have subsequently accepted a <i>qualifying offer</i> allowing them to remain in private sector accommodation after the duty has ceased, The applicant must renew their registration every year and continue to have a priority need in order to retain this priority.	Original priority date when first accepted homeless	No time limits	No penalties
Council & partner housing association debtors	People who owe the council or one of our partner housing associations money– original band can be restored upon satisfying the criteria for arrangements to repay the debt.	Original priority date in band A+, A or B		

Deliberate damage to Property	people who, even though they are owed the statutory reasonable preference, have left their temporary accommodation or public rented housing in such a bad state, as judged on pre-inspection or by failure to allow access for inspection, that the cost of bringing it back to a lettable standard far exceeds the acceptable level of costs that would normally be incurred – if still living in the property original band can be restored upon the tenant making good the	Original priority date in band A, B or C		
Serial refusers	One reasonable offer refused (band A* emergencies) Two reasonable offers refused (band A urgent) Three reasonable offers refused (band B reasonable preference)	Original priority date in band A+, A or B		
Reason for band C	Description of band C priority reason	Relevant priority date	Time limits	Consequence of Refusal
Overcrowding and high priority hardship (homeseekers only) (group 3)	reasonable preference for housing will only be given where overcrowding is severe, as defined in Section 21.2. This is because, in the prevailing housing conditions in Harrow, many people lack a bedroom without a need for public rented housing being indicated. With dependent children and living in insecure accommodation with no bedroom or lacking amenities	Date the tenant became severely overcrowded. Date all relevant information submitted	No time limits	No penalties

Out of Borough Older people approved for sheltered accommodation (group 19)	Out of borough applicants (usually 60 years+, but exceptionally 55 years+) who are assessed as likely to benefit (e.g. by retaining their independence for longer) from sheltered or other specialist older people's accommodation where there is a need to move to Harrow.	Date of registration or becoming eligible for older people's housing, whichever is the later		
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Reason for band C- (minus)	Description of band C- (Initial Preference) priority reason	Relevant priority date	Time limits	Consequence of refusal
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Band C- (minus) Initial Preference

There are no guideline waiting times for this band, as it is difficult to anticipate the frequency with which people in this category will be successful on Locata. This group will always be considered *after* other property bidders in bands A+, A, B and C.

Initial Preference	<p>Applicants who are assessed as having a significant housing need – i.e. they fit into one of the statutory “reasonable preference” priorities described in Section 8.1, are living in the borough of Harrow but have not been resident in the borough continuously for the last 5 years.</p> <p>With an identified housing need to whom the council give reasonable preference, where there has been a deliberate change in circumstances which has resulted in a worsening of a household's circumstances (for example: moving from suitable accommodation into overcrowded accommodation or inviting other people to join a household and make it overcrowded)</p>	<p>date the applicant registered on Locata</p> <p>Date all relevant information submitted</p>	No time limits	No penalties
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Appendix 16 - Confidentiality and Data Protection

The Council treats housing applicants' personal information as confidential in accordance with data protection legislation. In normal circumstances, this information is only disclosed to landlords participating in the choice based letting scheme within Harrow (and outside where applicants bid on cross partner properties) to enable them to consider an application and to determine whether an offer of accommodation can be made. Applicants give their consent to this disclosure in completing the online housing application.

Personal information is only disclosed to other parties with applicants' consent or in exceptional circumstances where disclosure without consent is warranted, defined as follows:

- Where there are over-riding legal, social or public interest considerations, for example, a risk of serious harm to the person themselves or to others if the information is not disclosed, where there is a serious threat to another party's staff or contractors
- Where the information is required by a local authority department or its external auditors to carry out statutory functions
- Where the information is required by the police as part of a criminal investigation (Crime and Disorder Act 1998, Section 115)

Medical information obtained from an applicant's GP or other healthcare staff cannot be passed on without prior consent from the professional(s) involved.

All applicants for housing have the right to see information the Council holds about them, regardless of the date the information was recorded. This extends to their housing application records, and information about members of their family held for the purposes of that application. The right of access covers "personal" information, namely, factual information and expressions of opinion, which relate to a living individual.

In certain circumstances the Council may refuse access. This arises where, for example, the information: -

- may identify a third party and that party has not consented to the Disclosure;
- concerns an individual's health, and disclosure may cause serious harm to the wellbeing of the applicant; or
- is held for the purpose of prevention or detection of crime or in respect of some other legal proceedings

Requests for access to records must be made in writing to the officer dealing with the applicant's case.

Appendix 17 – Summary of amendments to Housing Allocations Scheme approved by the Council’s Cabinet on 21 January 2021 to take effect from 1 April 2021

1. Implement more robustly the penalties that already exists in the allocation scheme for refusals and not bidding

Following a review of the scheme, it was identified that a high number of applicants either refused an offer of a tenancy or did not bid for available suitable vacancies. The aim of Harrow's housing allocation scheme is to meet local priority housing needs, make the best use of Harrow's very limited social housing stock and be fairer to all by ensuring that the relatively few residents who are in the most need of housing, wait as short a time as possible for an allocation of public rented housing. In order to retain the principle of choice, ensure that those in most need of housing wait as short a time as possible and minimize loss of rental income due to void properties, the significant change in this revised scheme is to implement more robustly the penalties that already exists in the allocation scheme as follows:

- (i) Refusals – where an applicant has refused one or more reasonable offers or have not turned up to a viewing when invited, they will be downgraded to a lower priority band. The circumstances are set out in detail in the chart in appendix 16.
- (j) Not bidding – where an applicant who urgently need to move, for example where a band A+ and A applicant has not been bidding, they may receive a direct offer of accommodation. The chart in appendix 16 outlines which groups of applicants we may make direct offers.

2. Introducing a separate banding for sheltered Housing for Older People to make it easier to access sheltered housing.

Currently all sheltered applicants awarded Band B. Urgent cases are awarded Band A general needs but prioritised for sheltered housing which is difficult to administer. Demand for sheltered housing in Harrow is outstripping supply.

We have introduced the following banding for Sheltered Housing for Older People which will make it easier to administer and prioritise those with urgent need to move:

- A) Urgent Priority
- B) Standard Priority
- C) Out of Borough Applicants

As with the current scheme, applicants will be considered and banded in either the general needs scheme or sheltered scheme, but not both.

3. Allowing current temporary occupants of Council properties to be offered a secure tenancy of the property they occupy.

The property will be offered to the occupants when it is converted from the temporary use to a council managed permanent property. The offer will be subject to suitability of the property for the existing household and there being no recent tenancy issues such as arrears or ASB.

4. Implementing a Local Lettings Plan for Council Schemes where necessary as is currently the case with Registered Provider Schemes.

This will set out how properties will be allocated in exceptional circumstances to meet area specific issues, for a specific block or estate. The purpose is to have a planned approach to the letting of high density/high rise schemes to ensure sustainable mixed and balanced communities. The Divisional Director for Housing following consultation with the Portfolio Holder for Housing will authorise Local Lettings Plans for council housing stock under a delegated authority.

5. Ending allocations to designated people aged 50 years and over.

This is because some properties were previously designated for people aged 50 years and over. Over time and through the Right to Buy the age mix has changed and the blocks are no longer occupied only by over 50s. Therefore, there is no reason to continue to prioritise this group.

6. Removing the local residence criteria for applicants:

- i) moving because of domestic abuse and
- ii) people from the travelling community.

7. Correcting the current anomaly in the Housing Allocation Scheme where applicants accepted as homeless by another council are given higher priority than those accepted as homeless by Harrow Council.

All homeless applicants will be awarded Band C whether they are accepted by another Council or Harrow Council.

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Appendix 2: Tenancy Strategy & Policy

HARROW COUNCIL TENANCY STRATEGY & POLICY 2021-2026

TENANCY STRATEGY 2021 – 2026

1 Introduction

1.1 There have been many changes in the national housing landscape since Harrow Council published its previous Tenancy Strategy in 2012.

1.2 In 2012 there was an overriding government view that social housing tenants should not benefit from greater tenancy security than tenants in the private sector thereby introducing the use of discretionary fixed-term tenancies for social housing landlords.

1.3 In 2016 the then government enacted the Housing and Planning Act 2016 with the intention of phasing out the award of lifetime tenancies. Social tenants were only to be offered fixed-term tenancies but with the proviso that landlords could offer tenancies lasting up to the 19th birthday of the youngest occupant. This would have affected new and existing tenants who moved home (with a few exceptions).

1.4 These provisions were not implemented and the national climate regarding social housing changed dramatically following the fire at Grenfell Tower in 2017.

1.5 In the social housing green paper, A New Deal for Social Housing 2018, the government stated it would not implement compulsory fixed-term tenancies; while in the private sector there have been moves to require landlords to offer longer tenancies and to remove “no fault” evictions.

1.6 The Secure Tenancies (Victims of Domestic Abuse) Act 2018 although not yet in force recognised that where a secure (lifetime) tenant was offered a new tenancy when moving due to domestic abuse, they should retain their existing security of tenure and not be offered a fixed-term tenancy.

1.7 The social housing sector was subject to a compulsory 1% rent reduction for four years from April 2016 – March 2020, impacting on many areas of social housing including regeneration and planned improvements programmes.

1.8 Universal Credit (UC) has been rolled out across the whole of the UK and is now the primary state benefit for those of working age on a low income or out of work. UC brings its own administrative issues for social landlords, the default position is that tenants are responsible for paying rent from their monthly UC payment, differing from housing benefit which was usually paid directly to a tenant's rent account. Tenants have an individual responsibility for reporting all changes

directly to the DWP including rent increases. The impact of these requirements on rent arrears or on social landlords' income collection, particularly following yearly rent increases, will be monitored.

1.9 In the social housing white paper, The Charter For Social Housing Residents (2020), the government sets out what every social housing resident should be able to expect in relation to safety, landlord performance, complaints, being treated with respect, having their voice heard, the quality of their home and neighbourhood, and access to home ownership.

2 Objectives

2.1 This strategy supports our overarching objectives within the Smarter Housing Plan 2020

- Provide smarter housing services
- Highly valued by our communities
- Delivered by people inspired to achieve

2.2 We want our strategy to contribute to the continuation of mixed and balanced communities and prevent unnecessary churn and upheaval.

3 Strategic Overview

3.1 Harrow Council recognises that it may have limited influence over decisions by other social landlords operating within Harrow, many of whom operate across several local authority areas. The changes in national outlook have led some social landlords to withdraw from offering fixed-term tenancies and to return to only offering lifetime tenancies. However, Harrow Council expects social landlords to have regard to this Tenancy Strategy so that tenants and applicants across the borough understand the types of tenancy available.

3.2 The Localism Act 2011 requires every Council to publish a Tenant Strategy which contains provisions on expectations for all social landlords in the local area in relation to:

- a) The types of tenancies that will be granted
- b) The length of fixed-term tenancies when these are granted
- c) The circumstances under which a particular type of tenancy will be granted
- d) The process for reviewing tenancies at the end of the fixed term and the circumstances under which a tenancy may or may not be renewed either in the same property or in a different property.
- e) All social landlords are required to set out the way in which a tenant or prospective tenant may seek a review of:
 - the length of the fixed-term
 - the type of tenancy offered
 - a decision not to grant another tenancy on the expiry of the fixed term.

4 Strategy statement

4.1 Harrow Council expects all social housing providers to produce a Tenancy Policy which addresses the items listed above. The Council sets out its strategy regarding the above matters and expects social housing providers operating in the borough to have regard to these strategic views.

a) What type of tenancies will be granted?

The Council expects that social landlords will offer either fixed-term tenancies or lifetime time tenancies (secure or assured) and that these tenancies may be preceded by a 12-month introductory or probationary tenancy.

b) If fixed-term tenancies are offered how long will they last?

Although permissible by law, the Council does not support the granting of flexible fixed-term tenancies of less than five years. The Council would expect that in most instances, fixed-term tenancies, where awarded, will be for a five-year period or longer, or up to the 19th birthday of the youngest occupant if longer than five years.

c) Under what circumstances will a particular tenancy be granted?

- Where social landlords offer an introductory or probationary tenancy, it should be offered to all new social housing tenants
- Existing social housing tenants should not lose their security of tenure or other tenancy rights following a move to a different social housing tenancy where there has been no break in tenancy
- Social landlords may wish to offer a fixed-term tenancy to existing or new tenants moving to a new build affordable rent property
- Social landlords may wish to offer a mix of fixed-term and lifetime tenancies depending on various circumstances, such as
 - lifetime tenancies to some categories of tenant, such as people over pension age or people with an enduring physical or mental health disability
 - fixed-term tenancies to tenants moving to certain types or size of home.

d) What process will be used for reviewing tenancies at the end of the fixed-term?

- Social landlords must have a clear policy for reviewing a tenancy prior to the end of the fixed term. This should include details of any financial limits that

may prevent the award of a further tenancy, and how a landlord will decide if a property continues to meet a household's needs.

- The tenancy review should primarily be an opportunity for both landlord and tenant to consider if the current home still best meets a tenant's needs and how it might be possible to meet a tenant's future housing aspirations.
- Where the review is being carried out with a vulnerable tenant, we expect social landlords to take all practicable steps to ensure that the tenant can fully participate in the review hearing.
- We would expect the review to take place at least 9 months before the tenancy is due to come to an end to allow sufficient time for a tenant to find alternative housing if the tenancy is not renewed and alternative accommodation is not to be provided.

e) Under what circumstances will a tenancy not be renewed either in the same property or in a different property?

- Social landlords must have a clear policy for reviewing a tenancy prior to the end of the fixed-term. This should include details of any financial limits that will prevent the award of a further tenancy, how a landlord will decide if a property continues to meet a household's needs and any other matters that may be taken into account.
- Given the Council's intention to prevent homelessness wherever possible and to ensure that appropriate economically realistic housing options are available to people in housing need it would be counter productive for landlords not to renew tenancies unless they have carried out the review thoroughly including offering appropriate pro-active advice and assistance to find alternative accommodation.
- Although it is clear in the Localism Act 2011 that it is the responsibility of the landlord to provide the advice and assistance, the Council can provide a comprehensive service locally to all applicants for affordable housing including advice and assistance on finding suitable private rented accommodation.
- As the Council retains the statutory responsibility to provide housing for homeless households in priority need, we want to ensure that a robust approach is taken to the provision of advice and assistance where a tenancy is not renewed and we would ask all social landlords in Harrow to:
 - notify the Council when a tenancy is not to be renewed and of the agreed alternative housing arrangements
 - if not making use of the Council's advice and assistance service (which is our preferred option) to provide details of the advice and assistance provided.

4.2 All social landlords are required to set out the way in which a tenant or prospective tenant may seek a review of:

- the length of the fixed term

- the type of tenancy offered
- a decision not to grant another tenancy on the expiry of the fixed term.

4.3 The Council expects social landlords to ensure their Tenancy policies contain the following information

- How and to whom review requests should be made, including timescales for making the request
- How any review panel will be comprised
- Give timescales for administering the review
- Be accessible and widely publicised, such as published on websites, available in housing offices, local community buildings

The Tenant Standard

The Regulatory Framework for Social Housing in England from April 2012 sets out the specific standards that Registered Providers (RPs) must meet and takes account of the amendments made as a result of the Localism Act 2011. The Tenant Standard requires RPs to let their homes in a transparent and efficient way and to take account of the housing needs and aspirations of tenants and potential tenants. They must demonstrate how their lettings:

- Make the best use of available housing
- Are compatible with the purpose of the housing
- Contribute to local authorities' strategic housing function and sustainable communities

RP's are also expected to co-operate with local authorities' strategic housing function and their duty to meet identified Local housing needs. This includes assistance with local authorities' homelessness duties, and through meeting obligations in nomination agreements.

As Harrow Council owns and manages its own housing stock, we will produce our own Tenancy Policy which will follow the principles set out in this document.

Complaints

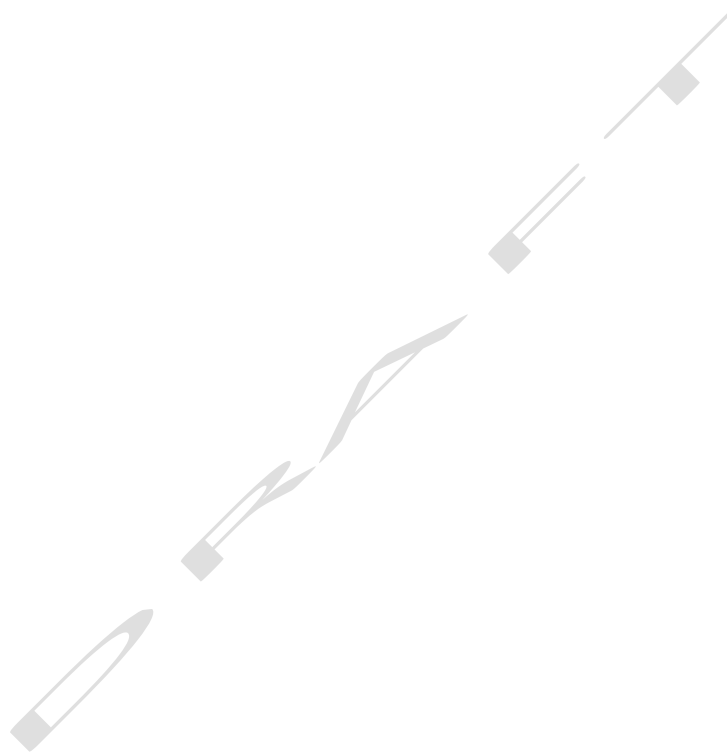
All social landlords are required to set out the way in which a tenant or prospective tenant can escalate a complaint if they are dissatisfied with the response. This should include information on:

- Any internal complaints' procedure
- Housing Ombudsman
- Judicial Review
- Where to seek independent legal advice

The social housing white paper, The Charter for Social Housing Residents (2020), sets out what every social housing resident should be able to expect in relation to complaints. The expectation is that social housing tenants will have their complaints dealt with promptly and fairly, with access to a strong ombudsman who will give them swift and fair redress when needed. This requirement will be developed further by the Regulator of Social Housing.

Equalities

A range of stakeholders were consulted during the development of this Tenancy Strategy and an EqIA was completed.



HARROW COUNCIL TENANCY POLICY (2021 – 2026)

1 Introduction

1.1 As Harrow Council is a social landlord with its own housing stock, we are required to have a Tenancy Policy. In this policy, Resident Services will address the issues in the Tenancy Strategy and how as a social landlord, Harrow Council will address these.

1.2 Harrow Council has taken the decision to revert to offering secure lifetime tenancies in all circumstances for its own social housing stock, after consultation with stakeholders. Where a tenancy is offered to a new social housing tenant or a person who has previously held a social housing tenancy but with a break in tenure, the secure tenancy will be preceded by a 12-month Introductory tenancy.

1.3 All existing fixed-term tenancies will be transitioned to secure lifetime tenancies following the successful completion of the introductory tenancy.

1.4 As well as addressing issues regarding tenancy and tenure type, this Tenancy Policy also sets out how Resident Services deals with applications for succession following the change in law brought about by the Localism Act 2011.

2 Policy statement

2.1 As a social landlord, we have regard to the Council's strategic view and set out below how we have adopted these expectations into our Tenancy Policy.

What type of tenancies will be granted?

As a stock retaining council, for its own stock, Harrow Council will offer 12-month introductory tenancies to all new social housing tenants. Following a successful introductory tenancy, all tenancies will transition to a secure (lifetime) tenancy. Existing social housing tenants transferring/moving from organisations that offer fixed-term tenancies, will be awarded a secure (lifetime) tenancy.

If fixed term tenancies are offered how long will they last?

We will no longer be offering fixed-term tenancies.

Under what circumstances will a particular tenancy be granted?

- Where a tenancy is offered to a new social housing tenant or a person who has previously held a social housing tenancy but with a break in tenure, the secure tenancy will be preceded by a 12-month Introductory tenancy. Existing social

housing tenants will be awarded a secure (lifetime) tenancy from the outset of the tenancy.

- Existing Introductory tenants who move during the 12-month introductory period will be awarded an introductory tenancy lasting for the remainder of the introductory period

What process will be used for reviewing tenancies at the end of the fixed term?

We will no longer be offering fixed-term tenancies.

Under what circumstances will a tenancy not be renewed either in the same property or in a different property?

We will no longer be offering fixed-term tenancies.

3 Reviews

3.1 Social landlords are required to set out the way in which a tenant or prospective tenant may seek a review of the length of the fixed term, the type of tenancy offered and a decision not to grant another tenancy on the expiry of the fixed term. This information is not required as we no longer offer fixed-term tenancies.

3.2 Under current legislation there is no right for a tenant to ask for a formal review of the decision to award an Introductory tenancy. However, where a tenant believes that the Council has incorrectly awarded an Introductory tenancy, the tenant should write to the Resident Services Operations Manager at PO Box 65, Civic Centre, Station Road, Harrow, HA1 2XG or email to housing.residentservices@harrow.gov.uk. Such a request should be made within 14 days of the date of signing the tenancy agreement. Such requests will only be considered where the council has awarded an introductory tenancy in contravention of this Policy.

Any such request will be considered by a Resident Services Operations Manager having regard to previous tenure and other information provided by the tenant during the housing application process.

3.3 Requirements for review hearings where an Introductory tenancy is to be extended or ended can be found in Resident Services' Introductory tenancy procedure. Requirement on review hearings prior to seeking possession on absolute grounds for anti-social behaviour can be found in the Anti-social Policy and Procedure.

4 Succession and survivorship

The law regarding succession was altered by the Localism Act 2011 providing different rules for succession dependant on the start date of the tenancy. Harrow Council's position on succession is set out below. Whenever the tenancy starts, the law only allows one succession.

4.1 Survivorship by joint tenants

Survivorship has some different rules from those relating to succession by someone who is not a joint tenant. Joint tenants have a right of survivorship following the death of a joint tenant until there is only one surviving tenant. Survivorship applies in all tenure types. There is no residency criteria for survivorship to take place. Therefore, a non-resident joint tenant will survive the tenancy and remain a tenant. There is no right of succession after a tenancy has been “survived”. Issues relating to non-residency on survivorship are dealt with by other housing management methods.

4.2 Tenancies that started prior to 1 April 2012

Tenancies that started prior to 1 April 2012 have succession rights as follows:

- Succession to a partner or spouse
- Succession to a family member living with the tenant for the preceding 12 months (not necessarily at the tenancy address). Family members are defined at section 113 Housing Act 1985.

4.3 Tenancies that started after 1 April 2012

4.3.1 Tenancies that started after 1 April 2012 have succession rights by law only to a partner or spouse.

4.3.2 Harrow Council allows succession to a family member (as defined by s113 Housing Act 1985) who has lived with the tenant as a member of the household for a minimum of 5 years consecutively (not necessarily at the tenancy address).

4.3.3 Harrow Council allows succession to a full-time carer (who does not qualify as a family member) and who gave up accommodation to provide care to the deceased tenant for a minimum of 12 months prior to death and where no alternative economically realistic housing option exists. There is no right of succession to a carer employed by the deceased tenant.

4.4 All cases of succession

Successful applications for succession by family members or live-in carers irrespective of the tenancy start date will be obliged to move to accommodation that meets the needs of the successor household.

4.5 Unsuccessful requests for succession

All requests for “succession” for those who fall outside the above categories will be considered on an individual basis in line with the Council’s Discretionary Tenancy Policy.

4.6 Introductory and demoted tenancy successions

Succession in cases of Introductory, extended Introductory or demoted tenancies will be granted in line with the current law and further details can be found in the Council's succession policy.

5 Publicity

5.1 The Tenancy Strategy and Policy is readily available. It can be found on line at www.harrow.gov.uk and a printed copy may be requested by emailing housing.residentservices@harrow.gov.uk

6 Complaints

6.1 If a tenant or housing applicant is dissatisfied with the service they have received, the Council operates a two-tier complaints' procedure. Further information can be found at www.harrow.gov.uk and search for complaints.

6.2 Designated Person scheme

If a tenant has not been able to resolve their complaint through the Council's complaints' procedure, they can take their complaint to a designated person, such as an MP or local councillor.

6.3 The Housing Ombudsman

If a tenant has been unable to resolve the complaint through either of the above, they can escalate their complaint to the Housing Ombudsman. For further information, go to <https://www.housing-ombudsman.org.uk>.

6.4 Judicial review

Judicial review is a type of court proceeding in which a judge reviews the lawfulness of a decision or action made by a public body. Judicial review is a challenge to the way in which a decision has been made, rather than the rights and wrongs of the conclusion reached. This is a complex area of law and independent legal assistance is likely to be essential.

6.5 Independent legal advice

Tenants or applicants may seek independent legal advice by contacting, among others:

- Citizens Advice
- Harrow Law Centre
- Shelter
- Solicitors specialising in housing law

Equality Impact Assessment (EqIA)



You will need to produce an Equality Impact Assessment (EqIA) if:

- You are developing a new policy, strategy, or service
- You are making changes that will affect front-line services
- You are reducing budgets, which may affect front-line services
- You are changing the way services are funded and this may impact the quality of the service and who can access it
- You are making a decision that could have a different impact on different groups of people
- You are making staff redundant or changing their roles

Guidance notes on how to complete an EqIA and sign off process are available on the Hub under Equality and Diversity. You must read the [guidance notes](#) and ensure you have followed all stages of the EqIA approval process (outlined in appendix 1). Section 2 of the template requires you to undertake an assessment of the impact of your proposals on groups with protected characteristics. Equalities and borough profile data, as well as other sources of statistical information can be found on the Harrow hub, within the section entitled: [Equality Impact Assessment](#) - sources of statistical information.

Equality Impact Assessment (EqIA)		
Type of Decision:	<input checked="" type="radio"/> Cabinet <input type="radio"/> Portfolio holder <input type="radio"/> Other (state)	
Title of Proposal	Review of Housing and Homelessness Strategies: Housing Allocation Scheme and Tenancy Strategy & Policy	Date EqIA created Nov 2019-Nov 2020
Name and job title of completing/lead Officer	Meghan Zinkewich-Peotti Housing Strategy Project Manager Housing Services, Community	
Directorate/ Service responsible	Community- Housing Services	
Organisational approval		
EqIA approved by Directorate Equalities Lead	Signature	Dave Corby Head of Service- Community Engagement Community- Commissioning Services <input checked="" type="checkbox"/> Tick this box to indicate that you have approved this EqIA Date of approval 13/01/2021

1. Summary of proposal, impact on groups with protected characteristics and mitigating actions

(to be completed **after** you have completed sections 2 - 5)

a) What is your proposal?

- To review and amend the Housing Allocation Scheme, the Tenancy Strategy and the Tenancy Policy to reflect a range of changes that have occurred to housing policy, legislation, statutory guidance, and local, regional, and national drivers since they were last approved.
- To retain the use of Choice Based Lettings as the method for the allocation of social housing in Harrow.
- To end the use of flexible/fixed-term tenancies for the letting of Harrow's council housing and to revert to the use of lifetime tenancies for all permanent council housing lettings, following a successful 1 year introductory tenancy.

b) Summarise the impact of your proposal on groups with protected characteristics

There is data available for some of the protected characteristics, particularly age, sex and ethnicity, but there is limited data for others. This makes it difficult to identify trends, draw statistically significant conclusions and gauge the impact of the proposed changes on all groups with different protected characteristics. Based on the data available we do not anticipate that the proposed changes will have any negative impact on any groups with any specific protected characteristics.

Housing Allocation Scheme: Retaining the use of Choice Based Lettings as the method for the allocation of social housing in Harrow preserves choice, which stakeholders have indicated is important, and is more transparent than direct lettings. Outcomes must be monitored and analysed by protected characteristics but the diversity profile of applicants on the housing register and those to whom social housing is allocated is influenced by other wider factors, such as income levels (including welfare benefits), the affordability of private rented housing and of home ownership and the supply of affordable housing in Harrow, which in turn link to socio-economic factors such as education and employment. These factors are outside of the remit of the Housing Allocation Scheme but should be explored through the Borough Plan.

Tenancy Strategy & Policy: Reverting to only offering lifetime tenancies will mean that all applicants becoming new Harrow Council tenants in the future will be offered the same type of tenancy. All current flexible tenants will be transitioned to a lifetime tenancy. Existing tenants whose tenancies started before 12 August 2013 hold a lifetime tenancy and have not been impacted by the use of flexible tenancies. Reverting to the use of lifetime tenancies will provide reassurance to any applicants or tenants who are concerned about the possibility of being required to move due to their circumstances at the point of their tenancy review.

b) Summarise any potential negative impact(s) identified and mitigating actions

There is data available for some of the protected characteristics, particularly age, sex and ethnicity, but there is limited data for others. This makes it difficult to identify trends, draw statistically significant conclusions and gauge the impact of the proposed changes on all groups with different protected characteristics.

Data is currently held across three systems (Locata, Civica and Northgate). Housing Services is migrating to a new digital platform (Cx) in 2021 and we anticipate that this will improve the recording and management of diversity data.

Based on the data available we do not anticipate that the proposed changes will have any negative impact on any groups with any specific protected characteristics. Further work is needed to monitor outcomes by protected characteristics carefully going forward.

Housing Allocation Scheme

The proposal is to retain Choice Based Lettings as the method for allocating social housing in Harrow and to address the current challenges by implementing more robustly the existing penalties for refusals and for not bidding and review again in 12 months.

In order to closely monitor outcomes and review progress in 12 months we will use the following indicators:

- Number of lettings by band, bedroom size and waiting time, broken down by the protected characteristics of the applicants
- Number of applicants by band and bedroom size who have failed to bid, broken down by the protected characteristics
- Number of applicants by band and bedroom size who have refused a property where a direct offer has been made, broken down by the protected characteristics
- Number of applicants by band and bedroom size who have refused a direct offer and been downgraded, broken down by the protected characteristics
- Type of property refused
- Reasons for refusal.

A number of features are already in place to support applicants who require assistance navigating Choice Based Lettings, including assisted bidding and automatic bidding.

Tenancy Strategy & Policy

The proposal is to end the use of flexible/fixed-term tenancies for the letting of Harrow's council housing and to revert to the use of lifetime tenancies for all permanent council housing lettings, following a successful 1 year introductory tenancy.

The original purpose for using flexible tenancies was to allow the Council to require tenants to move if they are under-occupying at the time of the tenancy review. This was expected in the long-term to benefit applicants and tenants requiring larger, family sized homes. However, there is no evidence to date that the use of flexible tenancies achieves the release of larger homes. There is currently a dedicated officer who provides assistance to under-occupiers (all tenancy types) and a range of incentives are offered including Band A+ priority on the housing register. However alternative accommodation for under-occupiers is not always readily available, particularly in view of the small social housing stock in Harrow.

In order to address the original purpose for using flexible tenancies a review of the approach to under-occupation will be undertaken in early 2021 to ensure that opportunities to release larger family sized homes are maximised.

2. Assessing impact					
You are required to undertake a detailed analysis of the impact of your proposals on groups with protected characteristics. You should refer to borough profile data , equalities data , service user information, consultation responses and any other relevant data/evidence to help you assess and explain what impact (if any) your proposal(s) will have on each group. Where there are gaps in data, you should state this in the boxes below and what action (if any), you will take to address this in the future.		What does the evidence tell you about the impact your proposal may have on groups with protected characteristics? Click the relevant box to indicate whether your proposal will have a positive impact, negative (minor, major), or no impact			
Protected characteristic	For each protected characteristic, explain in detail what the evidence is suggesting and the impact of your proposal (if any). Click the appropriate box on the right to indicate the outcome of your analysis.	Positive impact	Negative impact		No impact
			Minor	Major	
Age	<p><u>Population of Harrow</u></p> <p>The total usual resident population in Harrow on Census Day (27 March 2011) was 239,100 people. The Government's population estimates as of mid-2019 show that the total population of Harrow is now 251,200.</p> <p>At the time of the 2011 Census 20.1% of residents were children (aged 0-15), 65.8% were of working age (16-64) and 14.1% were aged 65 and above.</p> <p>The Government's population estimates as of mid-2019 show that Harrow's population now comprises 53,400 (21%) children aged 15 and under, 157,800 (63%) adults of working age (aged 16-64) and 40,000 (16%) adults aged 65 and over. As with most areas in the country, the borough has an ageing population.</p> <p><u>Housing Allocation Scheme</u></p> <p>Housing Register</p> <p>In November 2020 there were 2,081 eligible applicants on the housing register. 1,930 (92.7%) were 'homeseekers' and 151 (7.3%) were 'transfer applicants'- those already in social housing but with an identified need to move to a more suitable property.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	<p>3.8% of applicants were aged under 25 years, 50.7% were aged between 25 and 45 years old, 36.4% were aged between 45 and 64 years old and 8.4% were aged 65 years and older.</p> <p>While older people are under-represented on the housing register compared to the overall population this is likely to be because of the range of other specialist housing and care options available to them, such as living with relatives, domiciliary care and residential care.</p> <p>The age profile of applicants on the housing register is influenced by other wider factors, such as income levels (including welfare benefits) by age, affordability of private rented housing and home ownership for different age groups and the supply of affordable housing in Harrow.</p> <p>New Social Lettings</p> <p>235 permanent social lettings were made in 2019/2020 that are within the scope of the Housing Allocation Scheme, 45 sheltered housing for older people and 190 general needs. Of these 161 were permanent LA (council) lettings (39 sheltered housing for older people and 122 general needs housing) and 74 were permanent RP (housing association) lettings (6 sheltered housing for older people and 68 general needs housing).</p> <p>Across the 235 permanent social lettings 13% of the new tenants were aged under 25, 34% were aged 25 to 45, 36% were aged 45 to 64 and 17% were aged 65 or over. 16% of the new general needs tenants were aged under 25, 42% were aged 25 to 45, 38% were aged 45-64 and 4% were aged 65 or over. 31% of the new sheltered housing tenants were aged 45 to 64 and 69% were aged 65 or over. This data refers to the main tenant only.</p> <p>Of the 161 permanent LA (council) lettings 39 were sheltered housing for older people and 122 were general needs housing. Overall 13% of the new tenants were aged under 25, 30% were aged 25 to 45, 39% were aged 45 to 64 and 18% were aged 65 or over. 17% of the new general needs tenants were aged under 25, 40% were aged 25 to 45, 40% were aged 45-64 and 3% were aged 65 or over. 33% of the new sheltered housing</p>				
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	<p>tenants were aged 45 to 64 and 67% were aged 65 or over. This data refers to the main tenant only.</p> <p>Of the 74 permanent RP (housing association) lettings 6 were sheltered housing for older people and 68 were general needs housing. Overall 14% of the new tenants were aged under 25, 43% were aged 25 to 45, 31% were aged 45 to 64 and 12% were aged 65 or over. 15% of the new general needs tenants were aged under 25, 47% were aged 25 to 45, 32% were aged 45-64 and 6% were aged 65 or over. 17% of the new sheltered housing tenants were aged 45 to 64 and 83% were aged 65 or over. This data refers to the main tenant only.</p> <p>The majority of sheltered housing lettings are made to applicants aged 65 and over which is expected as this type of housing is specifically for older people.</p> <p>Impact of proposal</p> <p>Overall the age profile of lettings compared to the age profile of the register shows an over-representation of younger tenants aged under 25 and of older tenants aged 65 and over and an under-representation of tenants aged 25 to 45 years. This is likely to be in part due to housing supply and the availability of 0/1 bed general needs accommodation and sheltered housing compared to family sized homes. We do not anticipate that the proposal to continue using Choice Based Lettings will have a negative impact on this protected characteristic. The proposal to create priority bandings for sheltered housing will improve the management of the allocation of those properties but is unlikely to change the outcome for this age group, as under the current policy they must already choose between general needs and sheltered housing and receive appropriate priority on the register.</p> <p><u>Tenancy Strategy & Policy</u></p> <p>Harrow Council Housing Tenants</p> <p>Approximately 5% of households in Harrow live in local authority social housing and at March 2020 there were 5,747 tenants (including joint tenants) living in 4,738 Council properties.</p>				
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At March 2020, 21% of tenants were aged 16-44, 47% were aged 45-64 and 32% were aged 65+.

Harrow Council Housing- Introductory and Flexible Tenancies

Introductory (or probationary) tenancies: As at October 2020 there were a total of 112 existing introductory tenants. 73% of introductory tenants were aged 16 - 45; 13% were aged 45-64 and 14% were aged 65+. Under the current Tenancy Policy their introductory tenancies are expected to be converted to flexible tenancies, which would then be reviewed every 5 years. Reverting to only using lifetime tenancies will positively impact this group as their introductory tenancies will be converted to lifetime tenancies instead.

Flexible (fixed-term) tenancies: As at October 2020 there were a total of 434 existing flexible tenants. 82% of tenants were aged 16-45; 14% were aged 45-64 and 4% were 65+. Under the current policy their flexible tenancies are reviewed every 5 years. Reverting to only using lifetime tenancies will positively impact this group as their flexible tenancies will be converted to lifetime tenancies.

Impact of proposal

Currently those under 45 years are more likely to be impacted by the use of flexible tenancies as people in this age group comprise the largest group of 'homeseekers' on the housing register and are the largest group being offered new tenancies with Harrow Council.

Older applicants receiving their first tenancy are less likely to be adversely impacted by the use of flexible tenancies as those moving into sheltered accommodation are currently awarded a lifetime tenancy, as are those aged 65 (or state pension age) moving into general needs one-bed homes. Existing flexible tenants in general needs one-bed homes attaining 65 (or state pension age) at the time of tenancy review are also awarded a lifetime tenancy.

	<p>Tenants who are under-occupying larger sized general needs housing, such as those whose adult children have moved out, may be concerned about the possibility that they may be pressured to move to a smaller home at the time of the tenancy review. Lifetime tenancies will provide reassurance to tenants who are concerned about this.</p> <p>Tenants who have young and school-aged children may be concerned about the possibility that they will be asked to move at the time of the tenancy review which would interrupt their children's education or that they will be required to move if their children have reached adulthood. Lifetime tenancies will provide reassurance to any applicants or tenants who are concerned about this.</p> <p>The original purpose for using flexible tenancies was to allow the Council to require tenants to move if they are under-occupying family sized homes at the time of the tenancy review so it is possible that tenants who are overcrowded, such as some tenants with children, may face a longer wait for larger properties if the use of flexible tenancies ends. However there is no evidence to date that the use of flexible tenancies achieves the release of larger homes.</p> <p>Reverting to only offering lifetime tenancies will mean that all applicants becoming new Harrow Council tenants in the future will be offered the same type of tenancy. All current flexible tenants will be transitioned to a lifetime tenancy. Existing tenants whose tenancies started before 12 August 2013 hold a lifetime tenancy and have not been impacted by the use of flexible tenancies.</p> <p>In order to address the original purpose for using flexible tenancies a review of the approach to under-occupation will be undertaken in early 2021 to ensure that opportunities to release larger family sized homes are maximised.</p>				
Disability	<p><u>Population of Harrow</u></p> <p>The total usual resident population in Harrow on Census Day (27 March 2011) was 239,100 people. The Government's population estimates as of mid-2019 show that the total population of Harrow is now 251,200.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

In the ONS Annual Population Survey (July 2019 to June 2020) 15% of Harrow's working age population classified themselves as disabled, a total of 23,500 people. 4,176 individuals-received Disability Living Allowance (DLA) in February 2020. (DLA is currently being replaced by Personal Independence Payment (PIP) for disabled people, leading to a decline in the number of DLA claimants in recent years. Applicants for DLA currently have to be aged under 16.)

Housing Allocation Scheme

Housing Register

In November 2020 there were 2,081 eligible applicants. 1,930 (92.7%) were 'homeseekers' and 151 (7.3%) were 'transfer applicants'- those already in social housing but with an identified need to move to a more suitable property.

Some applicants are awarded priority Band A+ or A for 'Medical' reasons. Others with disabilities or long-term health conditions may have cumulative needs and be given priority under a different reason such as 'Severe Hardship' or 'Social Hardship'. It is also likely that applicants in categories such as 'Under-Occupation' and 'Elderly Sheltered' are disabled or have a long-term health condition. Unlike some other protected characteristics, the status of disability can change. Whilst we record this information at the application stage and again at the offer/letting stage, and it is the responsibility of the applicant to notify us of changes in their circumstances, we are unable to keep every record up-to-date on the Housing Register. For these reasons there is currently limited comprehensive data on disability.

New Lettings

235 permanent social lettings were made in 2019/2020 that are within the scope of the Housing Allocation Scheme, 45 sheltered housing for older people and 190 general needs. Of these 161 were permanent LA (council) lettings (39 sheltered housing for older people and 122 general needs housing) and 74 were permanent RP (housing association) lettings (6 sheltered housing for older people and 68 general needs housing).

There is limited data on disability. However, once a disability is identified which has an impact on the type of housing that is suitable, any offer of housing will take this into account. We require that 10% of all new affordable homes are built to wheelchair standard. We also make adaptations to existing homes as specified by OT's. Other disability needs may be met through support services.

Impact of proposal

We do not have sufficient data on disability to assess the impact of the proposed change, but we do not anticipate that it will have a negative impact on this group as the assessment process for dealing with housing needs relating to disability has not changed.

Tenancy Strategy & Policy

Harrow Council Housing Tenants

Approximately 5% of households in Harrow live in local authority social housing and at March 2020 there were 5,747 tenants (including joint tenants) living in 4,738 Council properties.

Approximately 23% of Council tenants have declared that they have a disability.

Harrow Council Housing- Introductory and Flexible Tenancies

Introductory (or probationary) tenancies: As at October 2020 there were a total of 112 existing introductory tenants. Less than 2% of introductory tenants had declared a disability and the proposed change to award an introductory tenancy followed by a lifetime tenancy may have a positive impact in terms of relieving any confusion or concern that existing introductory tenants may have regarding their tenancy status and the review process.

The proposed change is unlikely to have a negative impact on future introductory tenants as they will have an expectation of their tenancy converting to a lifetime tenancy.

	<p>Flexible (fixed-term) tenancies: As at October 2020 there were a total of 434 existing flexible tenants. Approximately 12% of those with a flexible tenancy had declared a disability.</p> <p>The current Tenancy Policy includes a number of 'automatic renewal' categories, including:</p> <ul style="list-style-type: none"> • tenants or a member of the household with a physical disability and receiving qualifying disability benefits • tenants with a member of the household with a severe learning disability or enduring mental health needs confirmed by Adult Social Care or Children's Services • tenants receiving continued support from the Leaving Care team. <p>This means that following a review meeting, Harrow Council tenants in the above categories will always be offered a further 5 year flexible tenancy.</p> <p>Impact of proposal</p> <p>Reverting to only using lifetime tenancies will not impact this group's security of tenure (due to the automatic renewal categories in the current Tenancy Policy) but as their flexible tenancies will be converted to lifetime tenancies this may have a positive impact in terms of relieving any confusion or concern that this group may have regarding their tenancy status and the review process.</p> <p>Releasing adapted properties where the occupant requiring the adaptations no longer resides in the property is not reliant on the use of flexible tenancies as there are other mechanisms available to address this scenario.</p>				
<p>Gender reassignment</p>	<p><u>Population of Harrow</u></p> <p>The total usual resident population in Harrow on Census Day (27 March 2011) was 239,100 people. The Government's population estimates as of mid-2019 show that the total population of Harrow is now 251,200.</p> <p>There is limited data held about this protected characteristic for the Harrow population. The England/Wales Census and Scottish Census have not asked if people identify as</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	<p>transgender. The charity GIRES estimated in their Home Office funded study in 2009 the number of transgender people in the UK to be between 300,000 and 500,000. More recently Stonewall advised that it is estimated that around 1% of the population might identify as trans, including people who identify as non-binary. This would represent about 600,000 trans and non-binary people in Britain and about 2,500 people in Harrow.</p> <p><u>Housing Allocation Scheme</u></p> <p>Housing Register</p> <p>In November 2020 there were 2,081 eligible applicants. 1,930 (92.7%) were 'homeseekers' and 151 (7.3%) were 'transfer applicants'- those already in social housing but with an identified need to move to a more suitable property.</p> <p>There is limited data on gender reassignment.</p> <p>New Lettings</p> <p>235 permanent social lettings were made in 2019/2020 that are within the scope of the Housing Allocation Scheme, 45 sheltered housing for older people and 190 general needs. Of these 161 were permanent LA (council) lettings (39 sheltered housing for older people and 122 general needs housing) and 74 were permanent RP (housing association) lettings (6 sheltered housing for older people and 68 general needs housing).</p> <p>There is limited data on gender reassignment.</p> <p>Impact of proposal</p> <p>We do not have sufficient data on gender reassignment to assess the impact of the proposed change, but we do not anticipate that it will have a negative impact on this group.</p> <p><u>Tenancy Strategy & Policy</u></p>				
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	<p>Harrow Council Housing Tenants</p> <p>Approximately 5% of households in Harrow live in local authority social housing and at March 2020 there were 5,747 tenants (including joint tenants) living in 4,738 Council properties.</p> <p>No Council tenants are recorded as identifying as transgender.</p> <p>Harrow Council Housing- Introductory and Flexible Tenancies</p> <p>Introductory (or probationary) tenancies: As at October 2020 there were a total of 112 existing introductory tenants.</p> <p>Flexible (fixed-term) tenancies: As at October 2020 there were a total of 434 existing flexible tenants.</p> <p>There is limited data about gender reassignment.</p> <p>Impact of proposal</p> <p>We do not have sufficient data on gender reassignment to assess the impact of the proposed change, but we do not anticipate that it will have a negative impact on this group.</p>				
<p>Marriage and Civil Partnership</p>	<p><u>Population of Harrow</u></p> <p>The total usual resident population in Harrow on Census Day (27 March 2011) was 239,100 people. The Government's population estimates as of mid-2019 show that the total population of Harrow is now 251,200.</p> <p>At the time of the 2011 Census 54% of Harrow's residents were married, which was the highest level in London. 21% of households were married, or in same-sex civil partnerships, with dependent children, the highest level in London.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>At October 2020 there have been 144 Same Gender Civil Partnerships in Harrow, 25 of which has been converted to a Marriage. There have been 8 Opposite Gender Civil Partnerships. There have been 57 Same Sex marriages.</p> <p><u>Housing Allocation Scheme</u></p> <p>Housing Register</p> <p>In November 2020 there were 2,081 eligible applicants. 1,930 (92.7%) were 'homeseekers' and 151 (7.3%) were 'transfer applicants'- those already in social housing but with an identified need to move to a more suitable property.</p> <p>There is limited data on marriage and civil partnership.</p> <p>New Lettings</p> <p>235 permanent social lettings were made in 2019/2020 that are within the scope of the Housing Allocation Scheme, 45 sheltered housing for older people and 190 general needs. Of these 161 were permanent LA (council) lettings (39 sheltered housing for older people and 122 general needs housing) and 74 were permanent RP (housing association) lettings (6 sheltered housing for older people and 68 general needs housing).</p> <p>There is limited data on marriage and civil partnership.</p> <p>Impact of proposal</p> <p>We do not have sufficient data on marriage and civil partnership to assess the impact of the proposed change, but we do not anticipate that it will have a negative impact on this group.</p> <p><u>Tenancy Strategy & Policy</u></p> <p>Harrow Council Housing Tenants</p>				
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	<p>Approximately 5% of households in Harrow live in local authority social housing and at March 2020 there were 5,747 tenants (including joint tenants) living in 4,738 Council properties.</p> <p>There is limited data on marriage and civil partnership.</p> <p>Harrow Council Housing- Introductory and Flexible Tenancies</p> <p>Introductory (or probationary) tenancies: As at October 2020 there were a total of 112 existing introductory tenants.</p> <p>Flexible (fixed-term) tenancies: As at October 2020 there were a total of 434 existing flexible tenants.</p> <p>There is limited data on marriage and civil partnership.</p> <p>Impact of proposal</p> <p>We do not have sufficient data on marriage and civil partnership to assess the impact of the proposed change, but we do not anticipate that it will have a negative impact on this group.</p> <p>Sole tenants who request a joint tenancy following a marriage or civil partnership will currently not be granted this request during the life of a flexible tenancy. These requests will be granted during a lifetime tenancy. This change will therefore have a positive impact on those tenants making this type of request.</p>				
<p>Pregnancy and Maternity</p>	<p><u>Population of Harrow</u></p> <p>The total usual resident population in Harrow on Census Day (27 March 2011) was 239,100 people. The Government's population estimates as of mid-2019 show that the total population of Harrow is now 251,200.</p> <p>ONS births figures show Harrow as having 3,526 live births in 2019. 14 live births per 1000 population is higher than the England & Wales average of 10.8.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	<p><u>Housing Allocation Scheme</u></p> <p>Housing Register</p> <p>In November 2020 there were 2,081 eligible applicants. 1,930 (92.7%) were 'homeseekers' and 151 (7.3%) were 'transfer applicants'- those already in social housing but with an identified need to move to a more suitable property.</p> <p>There is limited information specifically about pregnancy and maternity (with children aged under 2 years).</p> <p>Unlike some other protected characteristics, the status of pregnancy and maternity changes. Whilst we record this information at the application stage and again at the offer/letting stage, and it is the responsibility of the applicant to notify us of changes in their circumstances, we are unable to keep every record up-to-date on the Housing Register.</p> <p>New Lettings</p> <p>235 permanent social lettings were made in 2019/2020 that are within the scope of the Housing Allocation Scheme, 45 sheltered housing for older people and 190 general needs. Of these 161 were permanent LA (council) lettings (39 sheltered housing for older people and 122 general needs housing) and 74 were permanent RP (housing association) lettings (6 sheltered housing for older people and 68 general needs housing).</p> <p>208 permanent council lettings were made in 2019/20, 167 of general needs properties and 41 of sheltered housing for older people. Of these new tenants 1 was pregnant and 11 had children aged under 2.</p> <p>There is limited other information specifically about pregnancy and maternity (with children aged under 2 years).</p>				
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	<p>Impact of proposal</p> <p>We do not have sufficient data on pregnancy and maternity (with children aged under 2 years) to assess the impact of the proposed change, but we do not anticipate that it will have a negative impact on this group.</p> <p><u>Tenancy Strategy & Policy</u></p> <p>Harrow Council Housing Tenants</p> <p>Approximately 5% of households in Harrow live in local authority social housing and at March 2020 there were 5,747 tenants (including joint tenants) living in 4,738 Council properties.</p> <p>There is limited information specifically about pregnancy and maternity (with children aged under 2 years). Existing tenants are not obliged to inform their landlord about such changes to their circumstances and are most likely to advise their landlord of changes to their household in relation to requests to move.</p> <p>Harrow Council Housing- Introductory and Flexible Tenancies</p> <p>Introductory tenancies: As at October 2020 there were a total of 112 existing introductory tenants. 28% of those with introductory tenancies were in family sized accommodation. A higher proportion of introductory tenants are in one-bed accommodation as tenants in all age groups are awarded introductory tenancies whereas only working age tenants are awarded flexible tenancies.</p> <p>Flexible (fixed-term) tenancies: As at October 2020 there were a total of 434 existing flexible tenants. Of those tenants awarded a flexible tenancy, 53% were awarded to those in family size accommodation and 47% awarded to those in one bed properties. Families are slightly more impacted by the award of a fixed-term tenancy than those in one-bed accommodation (who are more likely to be single people).</p> <p>Impact of proposal</p>				
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	<p>We do not have sufficient data on pregnancy and maternity (with children aged under 2 years) to assess the impact of the proposed change, but we do not anticipate that it will have a negative impact on this group.</p>				
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Race/ Ethnicity	<p><u>Population of Harrow</u></p> <p>The total usual resident population in Harrow on Census Day (27 March 2011) was 239,100 people. The Government's population estimates as of mid-2019 show that the total population of Harrow is now 251,200.</p> <p>Harrow's population is one of the most diverse nationally. 64% of Harrow's population is from a BAME background. 45.4% of the population identify as Asian, which ranks 2nd nationally and 9.7% are of Black heritage. Since 2001 there has been a 59.4% increase in the number of residents who are Asian. The largest ethnic groups in the borough are Indian, followed by Kenyans and Sri Lankans. Harrow is home to the largest Sri Lankan born community in the country. The top three nationalities of the most recent arrivals to the borough are Romanian, Indian, and Polish.</p> <p><u>Housing Allocation Scheme</u></p> <p>Housing Register</p> <p>In November 2020 there were 2,081 eligible applicants. 1,930 (92.7%) were 'homeseekers' and 151 (7.3%) were 'transfer applicants'- those already in social housing but with an identified need to move to a more suitable property.</p> <p>78% of applicants disclosed their ethnicity and 31% of these were White, 29% were Asian, 26% were Black, 7% were of Mixed ethnicity and 8% were of Other ethnicity.</p> <p>Black applicants were over-represented on the housing register (26%), as they were at the Initial Assessment stage of the homelessness process (28% of those assessed in 2019/20) against just 8% of the population. White and Asian applicants were under-represented at 29% of applicants against 42% of the population and 25% of applicants against 43% of the population respectively.</p> <p>Whilst transfer applicants account for just 7% of the housing register, White applicants account for 54% of known ethnicity in this group. This may reflect the proportion of long-term tenants whose needs have changed over decades, including those wishing to move to sheltered accommodation, under-occupiers and those with medical needs.</p>				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
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	<p>This may also reflect cultural differences in multi-generational living arrangements. Asian applicants make up 24% of this group and Black applicants 16%.</p> <p>65 of the 99 homeseekers and transfer applicants in Band A+ were under-occupiers and at least 38 of these were White. Ethnicity wasn't recorded in 18 cases. This is likely to reflect older people who have been council tenants for many years and less likely to reflect the profile across all council tenants or residents.</p> <p>58 of the 100 applicants in Band A had a 'Medical' band reason and, whilst ethnicity wasn't recorded in 13 cases, 17 were Asian, 13 were Black and 9 were White.</p> <p>New Lettings</p> <p>235 permanent social lettings were made in 2019/2020 that are within the scope of the Housing Allocation Scheme, 45 sheltered housing for older people and 190 general needs. Of these 161 were permanent LA (council) lettings (39 sheltered housing for older people and 122 general needs housing) and 74 were permanent RP (housing association) lettings (6 sheltered housing for older people and 68 general needs housing).</p> <p>Across the 235 permanent social lettings 24% of the new tenants were White, 20% were Black, 17% were Asian, 5% were of Mixed ethnicity, 2% were of Other ethnicity and 31% did not disclose their ethnicity. 23% of the new general needs tenants were White, 22% were Black, 15% were Asian, 5% were of Mixed ethnicity, 3% were of Other ethnicity and 33% did not disclose their ethnicity. 29% of the new sheltered housing tenants were White, 11% were Black, 24% were Asian, 7% were of Mixed ethnicity, 2% were of Other ethnicity and 27% did not disclose their ethnicity.</p> <p>Of the 161 permanent LA (council) lettings 39 were sheltered housing for older people and 122 were general needs housing. Overall 24% of the new tenants were White, 18% were Black, 19% were Asian, 5% were of Mixed ethnicity, 2% were of Other ethnicity and 32% did not disclose their ethnicity. 23% of the new general needs tenants were White, 20% were Black, 16% were Asian, 6% were of Mixed ethnicity, 2% were of Other ethnicity and 33% did not disclose their ethnicity. 26% of the new sheltered housing</p>				
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	<p>tenants were White, 13% were Black, 28% were Asian, 5% were of Mixed ethnicity, 2% of Other ethnicity and 26% did not disclose their ethnicity.</p> <p>Of the 74 permanent RP (housing association) lettings 6 were sheltered housing for older people and 68 were general needs housing. Overall 25% of the new tenants were White, 23% were Black, 14% were Asian, 4% were of Mixed ethnicity, 4% were of Other ethnicity and 30% did not disclose their ethnicity. 24% of the new general needs tenants were White, 25% were Black, 15% were Asian, 3% were of Mixed ethnicity, 4% were of Other ethnicity and 29% did not disclose their ethnicity. 50% of the new sheltered housing tenants were White, 17% were of Mixed ethnicity and 33% did not disclose their ethnicity.</p> <p>Impact of proposal</p> <p>The missing ethnicity data for new lettings (31% across all lettings) makes it difficult to draw statistically significant conclusions and assess the impact of the proposed change. Further work is needed to monitor outcomes by ethnicity carefully going forward.</p> <p>Black applicants were over-represented on the housing register (26%) compared to 8% of the population. The diversity profile of applicants on the housing register and those to whom social housing is allocated, including ethnicity, is influenced by other wider factors, such as income levels (including welfare benefits), the affordability of private rented housing and of home ownership and the supply of affordable housing in Harrow, which in turn link to socio-economic factors such as education and employment. These factors are outside of the remit of the Housing Allocation Scheme but should be explored through the Borough Plan.</p> <p>Of the general needs lettings where ethnicity was disclosed/recorded 32% of new tenants were Black (30% for new council tenants and 35% for new RP (housing association) tenants). The missing ethnicity data for new lettings makes it difficult to draw statistically significant conclusions. Based on the data available Black applicants are over-represented in new lettings compared to the housing register which indicates Choice Based Lettings does not negatively impact on the outcome for Black applicants.</p> <p>Tenancy Strategy & Policy</p>				
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Harrow Council Housing Tenants

Approximately 5% of households in Harrow live in local authority social housing and at March 2020 there were 5,747 tenants (including joint tenants) living in 4,738 Council properties.

Of the 84% who have disclosed their ethnicity, the largest single group housed within the Council's stock is White, making up 47% of known ethnicity. The next largest groups are Asian at 24% and Black at 20%. This ratio is disproportionate to Harrow's population, but this may be due to the high proportion of longstanding tenants in a borough with a rapid demographic change, low churn of properties, very little social housing and the discharge of housing duty into the private sector since 2011.

Harrow Council Housing- Introductory & Flexible Tenancies

Introductory tenancies: As at October 2020 there were a total of 112 existing introductory tenants. The majority of tenants with introductory tenancies (40%) identified as White British. 11% of introductory tenants were Black or of Black mixed ethnicity and 18% Asian (with the largest proportion being Indian at 6%).

Flexible (flexible) tenants: As at October 2020 there were a total of 434 existing flexible tenants. The majority of tenants 41% with flexible tenancies identified as White British. 17.5% of tenants are Black and/or of Black Mixed ethnicity and 16% Asian (with the largest proportion being Indian at 8%).

Impact of proposal

The Housing Allocation Scheme impacts on which applicants are eligible to receive an offer of social housing and the Tenancy Strategy & Policy states which type of tenancy a successful applicant should receive. We do not anticipate that the proposed change to revert to awarding lifetime tenancies will have a negative impact on any particular ethnic group.

Religion or belief	<p><u>Population of Harrow</u> The total usual resident population in Harrow on Census Day (27 March 2011) was 239,100 people. The Government's population estimates as of mid-2019 show that the total population of Harrow is now 251,200.</p> <p>Religious diversity is strong in Harrow. At the 2011 Census Harrow was the most religiously diverse borough in the country. Harrow had the highest number (and proportion) of Hindu followers in the country (25.3%), the highest number of Jains (2.2%) and the second highest number of Zoroastrians. Harrow 's Jewish community was the sixth largest nationally. 37.3% of residents were Christians (the 5th lowest proportion in the country) and 12.5% were Muslims. Harrow had the 2nd lowest ranking for 'no religion'.</p> <p><u>Housing Allocation Scheme</u></p> <p>Housing Register</p> <p>In November 2020 there were 2,081 eligible applicants. 1,930 (92.7%) were 'homeseekers' and 151 (7.3%) were 'transfer applicants'- those already in social housing but with an identified need to move to a more suitable property.</p> <p>In November 2020 only 32.3% of applicants disclosed their religion. Of these applicants 39% of applicants were Christian (12.6% of total), 35.4% were Muslim (11.4% of total), 12.8% had no religion (4.1% of total) and 9.5% were Hindu (3.1% of total). The remainder were Buddhist, Jewish, Sikh or from other religions.</p> <p>New Lettings</p> <p>235 permanent social lettings were made in 2019/2020 that are within the scope of the Housing Allocation Scheme, 45 sheltered housing for older people and 190 general needs. Of these 161 were permanent LA (council) lettings (39 sheltered housing for older people and 122 general needs housing) and 74 were permanent RP (housing association) lettings (6 sheltered housing for older people and 68 general needs housing).</p>				
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	<p>There is limited data on religion or belief.</p> <p>Impact of proposal</p> <p>We do not have sufficient data on religion or belief to assess the impact of the proposed change, but we do not anticipate that it will have a negative impact on any particular religious or faith group.</p> <p><u>Tenancy Strategy & Policy</u></p> <p>Harrow Council Housing Tenants</p> <p>Approximately 5% of households in Harrow live in local authority social housing and at March 2020 there were 5,747 tenants (including joint tenants) living in 4,738 Council properties.</p> <p>Only 58% of tenants have disclosed their religion. Of these they are Christian 53%, Muslim 17%, Hindu and Jain 10%, Prefer Not To Say 5%, No religion/None 11%, and Other 4% (including Buddhist, Jewish, Humanist, Rastafarian, Sikh).</p> <p>Harrow Council Housing- Introductory Flexible Tenancies</p> <p>Introductory tenancies: As at October 2020 there were a total of 112 existing introductory tenants. Only 4% of introductory tenants declared their religion.</p> <p>Flexible (fixed-term) tenancies: As at October 2020 there were a total of 434 existing flexible tenants. Only 18% of flexible tenants declared their religion, with an equal split between Christians and Muslims. Other religions did not have a significant declaration. Tenants are not obliged to declare their religion.</p> <p>Impact of proposal</p>				
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	<p>We do not have sufficient data on religion or belief to assess the impact of the proposed change to revert to awarding lifetime tenancies, but we do not anticipate that it will have a negative impact on any particular religious or faith group.</p>				
<p>Sex</p>	<p><u>Population of Harrow</u></p> <p>The total usual resident population in Harrow on Census Day (27 March 2011) was 239,100 people. The Government's population estimates as of mid-2019 show that the total population of Harrow is now 251,200.</p> <p>The 2011 Census showed that in Harrow 49.4 per cent of residents were males and 50.6 per cent were females. The Government's population estimates as of mid-2019 show that the total population of Harrow is made up of 125,800 men and 125,400 women. Overall, the number of males and females living in Harrow is very similar.</p> <p><u>Housing Allocation Scheme</u></p> <p>Housing Register</p> <p>In November 2020 there were 2,081 eligible applicants. 1,930 (92.7%) were 'homeseekers' and 151 (7.3%) were 'transfer applicants'- those already in social housing but with an identified need to move to a more suitable property.</p> <p>65% of these applicants are female and 35% male.</p> <p>New Lettings</p> <p>235 permanent social lettings were made in 2019/2020 that are within the scope of the Housing Allocation Scheme, 45 sheltered housing for older people and 190 general needs. Of these 161 were permanent LA (council) lettings (39 sheltered housing for older people and 122 general needs housing) and 74 were permanent RP (housing association) lettings (6 sheltered housing for older people and 68 general needs housing).</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	<p>Across the 235 permanent social lettings 57% of the new tenants were female and 43% were male. 63% of the new general needs tenants were female and 37% were male. 33% of the new sheltered housing tenants were female and 67% were male.</p> <p>Of the 161 permanent LA (council) lettings 39 were sheltered housing for older people and 122 were general needs housing. Overall 55% of the new tenants were female and 45% were male. 62% of the new general needs tenants were female and 38% were male. 31% of the new sheltered housing tenants were female and 69% were male.</p> <p>Of the 74 permanent RP (housing association) lettings 6 were sheltered housing for older people and 68 were general needs housing. Overall 62% of the new tenants were female and 38% were male. 63% of the new general needs tenants were female and 37% were male. 50% of the new sheltered housing tenants were female and 50% were male.</p> <p>Impact of proposal</p> <p>Female applicants are over-represented on the housing register compared to the general population. Single-parent households with children are more likely to be eligible for priority than other family structures, and these are more likely to be headed by a female applicant.</p> <p>Of the general needs lettings in 19/20 38% of new council tenants were male and 62% were female, very similar proportions as for new RP (housing association) tenants. This is very similar to the profile of the housing register. We do not anticipate that the proposed change will have a negative impact on this protected characteristic.</p> <p><u>Tenancy Strategy & Policy</u></p> <p>Harrow Council Housing Tenants</p> <p>Approximately 5% of households in Harrow live in local authority social housing and at March 2020 there were 5,747 tenants (including joint tenants) living in 4,738 Council properties.</p>				
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	<p>At March 2020, 63% of these tenants were female and 37% male. This data refers to the main tenant only.</p> <p>Harrow Council Housing- Introductory and Flexible Tenancies</p> <p>Introductory (or probationary) tenancies: As at October 2020 there were a total of 112 existing introductory tenants. 45% of these tenants were female and 55% were male. This data refers to the main tenant only.</p> <p>Flexible (fixed-term) tenancies: As at October 2020 there were a total of 434 existing flexible tenants. 59% of these tenants were female and 41% were male. This data refers to the main tenant only.</p> <p>Impact of proposal</p> <p>The Housing Allocation Scheme impacts on which applicants receive an offer of social housing and the Tenancy Strategy & Policy states which type of tenancy a successful applicant should receive. We do not anticipate that the proposed change will have a negative impact on this this protected characteristic.</p>				
<p>Sexual Orientation</p>	<p><u>Population of Harrow</u></p> <p>The total usual resident population in Harrow on Census Day (27 March 2011) was 239,100 people. The Government's population estimates as of mid-2019 show that the total population of Harrow is now 251,200.</p> <p>ONS data shows that the proportion of the UK population aged 16 years and over identifying as heterosexual or straight decreased from 95.3% in 2014 to 94.6% in 2018 and the proportion identifying as lesbian, gay or bisexual (LGB) increased from 1.6% in 2014 to 2.2% in 2018. In 2018, there were an estimated 1.2 million people aged 16 years and over identifying as LGB, with men (2.5%) more likely to identify as LGB than women (2.0%) in 2018. Younger people (aged 16 to 24 years) were most likely to identify as LGB in 2018 (4.4%). More than two-thirds (68.7%) of people who identified as LGB were single (never married or in a civil partnership).</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	<p>Among English regions, people in London were most likely to identify as LGB (2.8%) but organisations such as Stonewall believe the true figure to be higher. This would equate to at least 7,000 Harrow residents identifying as lesbian, gay or bisexual (LGB) but there is limited data held about the protected characteristic of sexual orientation for the Harrow population.</p> <p><u>Housing Allocation Scheme</u></p> <p>Housing Register</p> <p>In November 2020 there were 2,081 eligible applicants on the housing register. 1,930 (92.7%) were 'homeseekers' and 151 (7.3%) were 'transfer applicants'- those already in social housing but with an identified need to move to a more suitable property.</p> <p>There is limited data about sexual orientation. Only 29% of applicants have disclosed their sexual orientation.</p> <p>New Lettings</p> <p>235 permanent social lettings were made in 2019/2020 that are within the scope of the Housing Allocation Scheme, 45 sheltered housing for older people and 190 general needs. Of these 161 were permanent LA (council) lettings (39 sheltered housing for older people and 122 general needs housing) and 74 were permanent RP (housing association) lettings (6 sheltered housing for older people and 68 general needs housing).</p> <p>There is limited data about sexual orientation.</p> <p>Impact of proposal</p> <p>We do not have sufficient data on sexual orientation to assess the impact of the proposed change, but we do not anticipate that it will have a negative impact on this protected characteristic.</p> <p><u>Tenancy Strategy & Policy</u></p>				
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Harrow Council Housing Tenants

Approximately 5% of households in Harrow live in local authority social housing and at March 2020 there were 5,747 tenants (including joint tenants) living in 4,738 Council properties.

There is limited data about sexual orientation. Only 36% have disclosed their sexual orientation.

Harrow Council Housing- Introductory & Flexible Tenancies

Introductory (or probationary) tenancies: As at October 2020 there were a total of 112 existing introductory tenants. There is limited data about sexual orientation.

Flexible (fixed-term) tenancies: As at October 2020 there were a total of 434 existing flexible tenants. There is limited data about sexual orientation.

Impact of proposal

We do not have sufficient data on sexual orientation to assess the impact of the proposed change, but we do not anticipate that it will have a negative impact on this protected characteristic.

2.1 Cumulative impact – considering what else is happening within the Council and Harrow as a whole, could your proposals have a cumulative impact on groups with protected characteristics?

Yes

No

If you clicked the Yes box, which groups with protected characteristics could be affected and what is the potential impact? Include details in the space below

2.2 Any other impact - considering what else is happening nationally/locally (national/local/regional policies, socio-economic factors etc), could your proposals have an impact on individuals/service users, or other groups?



Yes

No



Due to the Covid-19 pandemic more Harrow residents are struggling financially, including finding it challenging to pay their rent or mortgage. This is in addition to the existing affordability challenges of housing in Harrow. This may lead to an increase in demand for social housing in Harrow, which is limited in supply. The Housing Allocation Scheme may therefore impact on these residents, as it sets out the policy for the allocation of social housing in Harrow. Based on the data available we do not anticipate that it will have a negative impact on any specific protected characteristic.

The prospectus for new grant funded Affordable Homes from 2023 requires these to be let on lifetime tenancies. This requirement will be met by the proposed change to the Tenancy Strategy & Policy.

3. Actions to mitigate/remove negative impact

Only complete this section if your assessment (in section 2) suggests that your proposals may have a negative impact on groups with protected characteristics. If you have not identified any negative impacts, please complete sections 4 and 5.

In the table below, please state what these potential negative impact (s) are, mitigating actions and steps taken to ensure that these measures will address and remove any negative impacts identified and by when. Please also state how you will monitor the impact of your proposal once implemented.

State what the negative impact(s) are for each group, identified in section 2. In addition, you should also consider, and state potential risks associated with your proposal.	Measures to mitigate negative impact (provide details, including details of and additional consultation undertaken/to be carried out in the future). If you are unable to identify measures to mitigate impact, please state so and provide a brief explanation.	What action (s) will you take to assess whether these measures have addressed and removed any negative impacts identified in your analysis? Please provide details. If you have previously stated that you are unable to identify measures to mitigate impact, please state below.	Deadline date	Lead Officer

4. Public Sector Equality Duty

How does your proposal meet the Public Sector Equality Duty (PSED) to:

1. Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010
2. Advance equality of opportunity between people from different groups
3. Foster good relations between people from different groups

The proposed changes to the strategies and policies are intended to make them more relevant, compliant, and clearer to all stakeholders. This is particularly important so that all households can make realistic and informed decisions about their housing options.

Up to date strategies and policies that have been approved after consultation minimises the risk of unlawful discrimination.

The aim of Harrow's Housing Allocation Scheme is to meet local priority housing needs, make the best use of Harrow's very limited social housing stock and be fairer to all by ensuring that the relatively few residents who are in the most need of housing, wait as short a time as possible for an allocation of public rented housing.

5. Outcome of the Equality Impact Assessment (EqIA) click the box that applies

Outcome 1

No change required: the EqIA has not identified any potential for unlawful conduct or disproportionate impact and all opportunities to advance equality of opportunity are being addressed

Outcome 2

Adjustments to remove/mitigate negative impacts identified by the assessment, or to better advance equality, as stated in section 3&4

Outcome 3

This EqIA has identified discrimination and/ or missed opportunities to advance equality and/or foster good relations. However, it is still reasonable to continue with the activity. Outline the reasons for this and the information used to reach this decision in the space below.

Include details here

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Appendix 4: Tenancy Management Challenges

Flexible Tenancies: tenancy management challenges

The tenancy management challenges when using flexible tenancies include:

1. Renewing flexible tenancies and rent arrears

Where a tenant has accrued rent arrears and the court has awarded the Council a Suspended Possession Order, it would be reasonable to renew the flexible tenancy where the tenant has complied with the court order. However, if the arrears have not been cleared at the end of the flexible tenancy, any court order is negated by the signing of a new tenancy and the rent arrears become former tenant arrears. The Council's tenancy conditions allow these arrears to be added to the tenant's rent account, but the court order can no longer be relied on to enforce payment. This matter is pertinent where a tenant is in receipt of state benefits as there are limits set by the Department for Work & Pensions on the amount that can be deducted from benefits to be paid towards rent arrears; courts frequently set the Suspended Possession Order at that same level (currently £81.89 a month for tenants receiving Universal Credit). It is not common practice for courts to set a Suspended Possession Order at a higher level that would clear rent arrears by the end of the flexible tenancy period.

2. Ending a flexible tenancy during the life of the tenancy

One of the main challenges of taking possession proceedings during the life of a flexible tenancy is the requirement for the tenancy agreement to include a forfeiture clause, as this type of tenancy is treated in a similar way to a lease. By the time the Housing & Planning Bill was being debated in Parliament, it was acknowledged that a problem over forfeiture existed and a section was proposed that 'would ensure local authorities may terminate new fixed-term secure tenancies on the statutory fault grounds without the need to take action to forfeit'. Although enacted, this section in the Housing & Planning Act 2016 has not been implemented and no date for implementation is known. To date there has been one court case on this matter where Croydon Council was not awarded a possession order as the court found that their tenancy conditions did not have a forfeiture clause. Harrow Council's tenancy conditions do contain a forfeiture clause – whether it would be considered sufficient would be a matter for the courts to decide.

3. Expiry of flexible tenancy

Currently, where social landlords grant flexible tenancies, the tenancy will automatically become a lifetime tenancy at the end of the fixed term unless the landlord grants a new tenancy or is in the process of obtaining possession through the courts. Where the landlord does not propose to offer a new tenancy at the end of the flexible tenancy, the landlord is obliged to serve 2 separate notices, the first giving 6 months' notice of their intention not to award a new tenancy and a second notice giving 2 months' notice that the landlord requires possession of the property.

In practice where there may be every intention to award a new flexible tenancy at the end of the existing one, it can be possible to miss the deadline for signing the new tenancy and by default the tenant becomes a lifetime tenant. For example this could happen if a tenant was admitted to hospital at the point of signing or was otherwise unavailable. It could also be the case that a tenant deliberately misses a date to sign the new agreement in the knowledge that they will become of lifetime tenant, though this is likely to be rare.

The Housing & Planning Act 2016 acknowledged this issue and amended the law as follows: 'unless the landlord grants a new tenancy, a further five-year fixed-term tenancy will arise automatically at the end of the fixed term. That does not prevent the landlord from bringing the original tenancy to an end, but it gives the tenant some protection, while ensuring that

the tenancy does not roll over into a lifetime tenancy.’ This section of the Housing & Planning Act 2016 has not been brought into force.

There are problems with asking tenants to sign the new tenancy agreement at the time of the review meeting (likely to be 7-8 months in advance of the new tenancy date). If a tenant were to breach to tenancy conditions after the review and had signed the new agreement, the court would not be obliged to grant a possession order as this scenario specifically falls outside the mandatory grounds for granting possession even where the requisite notices have been signed.

4. Moving to alternative accommodation

Where the Council wants a tenant to move to different, smaller accommodation with a new flexible tenancy there is an added complication in that acceptance of the offer of a new flexible tenancy by signing the new tenancy is not sufficient, the tenant must actually move. Otherwise if the tenant has signed the new agreement but not moved prior to the end of the tenancy term, the court is not obliged to grant a possession order as this scenario specifically falls outside the mandatory grounds for granting possession even where the requisite notices have been signed.

Alternative accommodation of the required size may not be readily available, particularly in view of the small social housing stock in Harrow.

5. Providing advice and information when not renewing a tenancy

This provision within the legislation is not readily compatible with the Council’s decision not to award another flexible tenancy due to the tenant’s conduct. This fits as part of the aspirational aspect of flexible tenancies that people will move on of their own accord at the end of the 5-year tenancy as their income has improved or other opportunities for home ownership have arisen. Even if the Council does not wish to offer a further tenancy due to tenant’s conduct, the Council is still obliged to offer advice on future housing options which may be very contradictory to the reality of the reason for eviction.

The regulatory Tenant Standards says that as part of the Tenant Policy the Registered Provider must set out ‘The advice and assistance they will give to tenants on finding alternative accommodation in the event that they decide not to grant another tenancy.’ Harrow Council’s current Tenant Policy states that ‘The tenancy review should primarily be an opportunity for both landlord and tenant to consider if the current home still best meets the tenants needs and how it might be possible to meet future aspirations for example for home ownership by discussing low cost home ownership options available, savings for deposits etc.’.

Harrow Council’s Housing Services is currently carrying out a rolling 3-year programme of tenancy audits. Discussing tenant aspirations to move on to alternative accommodation would be more appropriate as part of the tenancy audit discussion than at the stage of seeking possession on conduct grounds. It can also be raised by a tenant at any time.

6. Changing the tenancy conditions

If the Council wished to change the tenancy conditions (apart from increasing rent / service charges) it would need to seek permission from each individual flexible tenant. This differs from the mechanism used to vary tenancy conditions for lifetime tenants, where they must be consulted on any proposed change but permission is not required and therefore any revision to tenancy conditions supersedes existing conditions. This would not be the case for those with flexible tenancies who would retain the tenancy conditions provided at sign up.

7. Section 137A Notice

As Harrow Council offers introductory tenancies followed by a flexible tenancy to new social housing tenants, the law states that a section 137A Notice must be served notifying the tenant of the type of tenancy they will get at the end of the successful introductory tenancy. The notice must set out that a tenant has the right to request a review of the type of tenancy they will be offered. This information should be provided to tenants in advance of signing the tenancy agreement.

In practice as there is frequently only a couple of days between a tenant viewing a property and signing the tenancy agreement there is insufficient time to provide the required information prior to the sign up. Delaying the sign up is not a viable option and will result in additional void time and loss of rental income to the Housing Revenue Account.

Issuing this section 137A Notice to all tenants invited to view a property would cause confusion to those tenants where it is not relevant and tenants for whom the section 137A Notice is relevant may not appreciate this so serving the Notice on the new tenant is the safest option.

As a practical measure Harrow Council has taken the decision to provide the section 137A Notice as the first part of the tenancy sign up process. Any tenant wishing to challenge the tenure they have been awarded is still able to do so and has 21 days from the date of the section 137A Notice so to do. If it is found that the wrong tenure has been awarded, this will be corrected with the award of a tenancy with the correct tenancy type.

Harrow Council's Housing Services' procedure states that providing the section 137A Notice and the tenancy conditions must be the first act of the sign up meeting to ensure compliance with this legislation. However, it is always open to challenge by a tenant to say that officers did not comply with the written procedure and thereby bringing the existence of a flexible tenancy into doubt.

This type of section 137A Notice is not required for introductory tenancies that are to be followed by a secure lifetime tenancy.

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Appendix 5:

Review of Housing and Homelessness Strategies (Part 2): Housing Allocation Scheme and Tenancy Strategy & Policy

Summary of consultation

Consultation has been carried out with a range of stakeholders on the Housing Allocation Scheme and the Tenancy Strategy & Policy and their feedback has been taken into account when developing the new documents.

There was a strong emphasis on the need to be clear, fair and transparent in policy changes and decisions in relation to housing and homelessness.

Choice in the allocations process was valued. There was mixed feedback on the use of flexible tenancies, acknowledging both the challenges of their use and the aim to facilitate the release of large family homes.

There was also a focus on the importance of addressing specific issues, such as under-occupation, while recognising that this type of work is resource intensive.

Cross-party Members Working Group

Members:

- Councillor Phillip O'Dell, Portfolio Holder for Housing
- Councillor Camilla Bath, Shadow Portfolio Holder for Housing
- Councillor Christine Robson
- Councillor Maxine Henson
- Councillor Sachin Shah
- Councillor Sarah Butterworth
- Councillor Sasikala Suresh

Members asked questions, raised concerns and made suggestions on a range of topics.

The topics discussed over six meetings in 2019 were:

1. Scene setting, current strategies and changes since 2012
2. Homelessness and rough sleeping
3. Housing Allocations Scheme
4. Private sector housing
5. Tenancy strategy and policy
6. Housing strategy including affordable housing

An additional meeting was held on 22 October 2020 to further discuss the Housing Allocation Scheme and the Tenancy Strategy & Policy.

Residents Board

The Residents Board is a strategic group made up of volunteer council tenants and leaseholders. Consultation was held with this group on 9 January, 15 May, 9 July and 22 October 2019 and 29 September 2020.

The group provided feedback and suggestions regarding how to bring empty properties back into use, encouraging under-occupiers to move to smaller properties and on low-cost home ownership.

In relation to the review and renewal of flexible/fixed-term tenancies the group highlighted the need to be clear about the purpose of the review (i.e. not intended to be negative) and the importance of explaining that rent arrears and ASB will be dealt with throughout the tenancy, not just at the point of review. This was later superseded by the proposal to end the use of flexible fixed-term tenancies, with group members expressing mixed views.

In relation to succession of tenancy the group explained that it is a cause of worry for some tenants and that it is important to provide clear information.

Housing Matters

Housing Matters is the residents meeting for council tenants and leaseholders. Consultation was held at this meeting on 7 March 2019 regarding the Tenancy Strategy and Policy.

There were mixed views but broadly speaking the feedback and concerns of the residents present about tenancy succession and the review of flexible tenancies mirrored those of the Residents Board. The proposal to end the use of flexible fixed-term tenancies was not discussed.

Survey in Homing In

Homing In is the magazine for council tenants and leaseholders. A survey was sent out inside the magazine in July 2019 regarding the review of the housing and homelessness strategies. 173 responses were received.

The feedback on tenancy succession and the review and renewal of flexible tenancies was mixed. The proposal to end the use of flexible fixed-term tenancies was not discussed.

In September 2020 information about a new online survey was published in Homing In magazine.

Online surveys

Two online surveys were conducted, in August 2019 and in October 2020. They were open to any interested respondent. There were 18 respondents to the first survey and 11 respondents to the second survey. The number of responses is too small to be statistically significant.

In the first survey respondents commented on proposed changes to the housing and homelessness strategies, including the Housing Allocation Scheme, and commented on tenancy succession for council tenants and the review and renewal of fixed term tenancies.

In the second survey 10 respondents supported the proposal to retain CBL. 8 respondents supported the proposal to phase out the use of flexible tenancies and revert to awarding lifetime tenancies.

Comments from respondents on the use of Choice Based Lettings and the challenges of refusals and non-bidding include:

‘Better continuous contact with those in Band A and not bidding required’

‘We strongly oppose the proposal to “implement more robustly the penalties for not bidding and for repeated refusals” which we consider to be contrary to a Choice Based Lettings Scheme. This is an applicant’s choice and sometimes applicant’s do not bid due to a range

of complex reasons. Rather than channelling resources into punitive measures we would advocate for more investment in human resources to empower Harrow Residents to understand and make full use of the Locata system. We are unaware of the Council having any hard to let properties and do not accept giving applicants choice will lead to more voids if lettings are managed efficiently.'

'It does feel as though the borough is slightly out of line with practice elsewhere and would agree that not bidding should be penalised providing all necessary safeguards and support is in place for those who struggle with bidding due to digital exclusion, accessibility/disability barriers.'

'Agree as long as the non-bidders, those that don't show up for viewings and refusers are actively monitored and reported on, and penalties are stringently imposed if there is no acceptable reason for their behaviour. This is the type of action that gets dropped to a low priority for housing officers and can then get forgotten about over time, reinforcing the message that there is no consequence.'

'Discretion should be applied to applicants who prefer to avoid particular parts of the borough for personal reasons especially so for vulnerable applicants i.e. people with mental/physical health issues and single parents. If applicants are coerced into accepting tenancies in areas not of their choosing it may lead to long term negative outcomes for householders i.e. they are less likely to be invested in the home or area, increased pressure on services such as tenancy management/social services/NHS, cause social isolation etc.'

'Expectation needs to be managed more robustly at the outset, with a strong focus on realistic prospects of the standard of accommodation and the number of properties that become available each year. It appears that many on the housing register prefer to remain in temporary accommodation for lengthy periods in the expectation that an ideal property might become available 'soon' and that, despite being 'homeless' they are unrealistically choosy and waste council resources, particularly those that don't show up for viewings or refuse offers.'

Comments from respondents on the use of flexible tenancies include:

'...secure tenancies are needed to build communities and fixed term 'flexible' tenancies merely introduce insecurity into the lives of our clients at a time when they face more insecurity in the workplace coupled with the negative impact of welfare reform.'

'Flexible tenancies lead to instability, a lack of personal 'investment' in the home and mitigate against tenancy exchange that assists employability for families and support for those who need it.'

'The main benefit of flexible tenancies is that this is the only way to ensure that larger council properties do not, in future, become under-occupied for decades when they are in such short supply for the many families in need of them. It is too early for this benefit to be apparent now, as the vast majority of families allocated larger properties on flexible tenancies since 2011 still need 3+ bedrooms, but current downsizing incentives are not successful in freeing up larger properties once children have grown up and moved out.'

Voluntary & Community Sector organisations

A meeting was held on 5 June 2019 to consult with voluntary and community sector organisations on the housing and homelessness strategies. A further meeting was held on 8 October 2020 to discuss the Housing Allocation Scheme and the Tenancy Strategy & Policy.

Key points included that if the decision is made to move away from CBL to direct offers then transparency is imperative, as well as a robust change management plan, initial transition period, clear rules for refusals and what is reasonable, consideration of the impact on under-occupiers and consideration of the impact on cross borough moves.

Registered Providers (housing associations)

A meeting was held on 11 July 2019 to consult with registered providers of social housing on the housing and homelessness strategies. A further meeting was held on 8 October 2020 to discuss the Housing Allocation Scheme and the Tenancy Strategy & Policy.

Key points included:

- Nominations and Lettings- there was concern about RPs asking for deposits and rent in advance but the RPs who attended have different approaches (e.g. only rent in advance, asking for 1 week in advance, asking for 1 month in advance, allowing this to be paid over time, requiring at least a small amount of credit even if less than 1 week of rent), discussion around use of affordability checks, guarantors and Universal Credit. RPs raised importance of sharing information about applicants and their support needs.
- Flexible Fixed-Term Tenancies- some RPs are moving away from fixed term tenancies and going back to assured tenancies.
- Choice Based Lettings- discussion about alternative option of direct officers, what other social landlords are doing, other ways to sanction applicants who do not bid.
- Downsizing- suggestion that some flats could be ring-fenced on a new development for under-occupiers, lessons learnt from regeneration schemes could be applied to the approach to under-occupiers, discussion about direct matching (especially when under-occupiers want to stay on the same estate or street), how under-occupiers get housing options information, discussion about older under-occupiers concerned about moving away from their GP, hospital, health clinics, social activities (e.g. bingo), higher rents may put under-occupiers off, some occupiers say they need a bigger home for family or carers.

Homelessness Task Force

This group is made up of representatives from different services across the Council. The Task Force has discussed a range of topics relating to homelessness and rough sleeping and has made recommendations.

Officers across Housing Services

Consultation was held with Housing colleagues on 8 August and 3 September 2019. A further meeting was held on 6 October 2020 to discuss the Housing Allocation Scheme and the Tenancy Strategy & Policy.

Feedback from officers included that applying the existing measures to deal with refusals and non-bidding more robustly could address these challenges without needing to suspend CBL.

Officers across other Council services

Colleagues from different services such as Adult Social Care, Children's and Planning, joined some of the consultation meetings listed above. A briefing was delivered to Adult Social Care colleagues on 3 October 2019.

Labour Group

Consultation was held with the Labour Group on 9 September 2019 (Housing Strategy-Affordable Housing and Tenancy Strategy & Policy), 7 October 2019 (Homeless & Rough Sleeping Strategy and Allocations Scheme) and 24 February 2020 at the request of the Portfolio Holder for Housing.

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Report for: **Cabinet**

Date of Meeting:	21 January 2021
Subject:	Green Homes Grant Scheme – request to utilise grant funding awarded via lead Borough Ealing
Key Decision:	Yes
Responsible Officer:	Nick Powell, Divisional Director of Housing
Portfolio Holders:	Councillor Philip O'Dell, Portfolio Holder for Housing. Councillor Adam Swersky, Portfolio Holder for Finance & Resources
Exempt:	No
Decision subject to Call-in:	Yes
Wards affected:	All
Enclosures:	Appendix 1: Risk register

Section 1 – Summary and Recommendations

Following a successful coalition bid for Green Homes Grant (tranche 1a) between 7 West London Boroughs, this report requests Cabinet to approve the collaboration of Harrow Council with coalition partners to identify private properties in the Borough which can benefit from grant funding held by London Borough of Ealing to meet Government Green Energy targets.

Recommendations:

Cabinet is requested to:

- a. Approve the request to grant the Housing Asset Management Team permission to collaborate with the lead Borough Ealing to utilise the funding awarded under the Green Homes Grant (GHG) coalition bid to enable retrofit solutions works to be delivered via an appointed managing agent within the lead Borough. The value of the grant is £4.783 million in total and £580,793 of this can be used to support works on private properties within Harrow.
 - b. Tranche 1a will involve the Council recommending privately owned/ private rented properties for works. The full cost of works will be met by grant payments from Ealing Council with no financial impact on the Council's General Fund or HRA and no impact on the Council's borrowing requirement.
- 1.2 Delegate authority to the Corporate Director of Community, following consultation with the Portfolio Holder for Housing and, Portfolio Holder for Finance/ Resources and, Director of Finance to:
- b. Note a potential second phase of funding (tranche1b) if the lead Borough are successful with the submission bid. A total bid of £14.5 million on behalf of 10 Boroughs could amount to an additional sum of up to £1.232m per Borough. If the bid is successful, we will seek permission to collaborate with the lead Borough Ealing to utilise the funding awarded under the Green Homes Grant (GHG) coalition bid from the delegated authority mentioned in 1.2.
 - c. Tranche 1b, if successful will require the Council to contribute £75,000 from the HRA. We will seek approval from the delegated authority mentioned in 1.2, to allow us to contribute the £75,000 required in line with Grant Contribution requirements.

This route will enable the Council to: -

- Address the Climate Change Emergency that Harrow Council has declared with retrofit measures.
- Target not only Harrow's poorest energy performing stock but also those households in greatest need helping to reduce fuel poverty.
- Contribute to helping the local Harrow economy by providing opportunities for local training within colleges and employment opportunities, via agreed social value contribution/ commitments.
- Carry out retrofit measures to private properties supported by Grant funding from Ealing Council, with no cost to the Council for phase 1a. Costs for tranche1b to be quantified and reported to Cabinet as appropriate.

Reason: (for recommendations)

1. Due to the estimated value of the proposed contract award we require Cabinet authorisation to comply with the Council's Contract Procedure rules and to enable us to utilise this grant funding.

2. Private properties in Harrow can benefit from grant received directly from Ealing Council under phase 1a to meet Government Green Energy targets.

Once details have been finalised for 1b, Cabinet will be requested to approve an addition to the Capital programme as part of the quarterly monitoring cycle.

Section 2 – Report

Introductory paragraph

- 2.1 In July 2020, government announced £2 billion of support through the Green Homes Grant (GHG) to save households money, cut carbon emissions and create green jobs.
- 2.2 The GHG is comprised of up to £1.5 billion of support through energy efficiency vouchers and up to £500m of support allocated to English Local Authority (LA) delivery partners, through the Local Authority Delivery (LAD) scheme.
- 2.3 The GHG LAD scheme sets out to improve the worst-quality homes in England by installing Eligible Measures and the initial LAD scheme (tranche 1a), aims to provide up to £200m to Local Authorities to deliver the Eligible Measures in Eligible Households.
- 2.4 The primary purpose of the GHG LAD is to raise the energy efficiency rating of low income (under £30,000 household income) and low EPC rated households (those with E, F or G ratings). In addition to our private sector dwellings in tranche 1a and 1b, tranche 1b has also widened its scope and Harrow has placed a bid to retrofit 30 Council properties.
Landlord grants (for both private and social rented accommodation) are capped at £5,000 and for owner occupied properties an 'average of £10,000' can be utilised from the GHG: LAD.
- 2.5 An allocation of up to £300 per property for enabling works has been factored in which may include surveys, to ensure that all properties are ready for install, and there will be some capacity to 'average' this if needed, as some properties may not require any enabling works.

Some boroughs will offer top up funding to ensure that as much funding as possible is utilised across their stock, but Harrow do not have the necessary budget to enable this and works will be carried out entirely from the capital grant support provided directly from Ealing Council with no financial impact on Harrow Council.
- 2.6 This is expected to result in the following outcomes:

- a. **Tackle fuel poverty** by increasing low-income household's energy efficiency rating and therefore reducing their energy bills;
- b. **Support clean growth** and ensure homes are thermally comfortable, efficient, and well-adapted to climate change.
- c. **Support economic resilience and a green recovery** in response to the economic impacts of Covid-19, creating thousands of jobs; and
- d. **Use learnings from the delivery experience** to inform the development and design of further energy efficiency and heat schemes.

Partners include:

- London Borough of Harrow;
- London Borough of Hammersmith & Fulham;
- London Borough of Brent;
- London Borough of Hounslow;
- London Borough of Lambeth;
- Royal Borough of Kensington & Chelsea
and for 1b the additional Boroughs that have joint this tranche are:-
- London Borough of Hillingdon
- London Borough of Newham
- London Borough of Barnet

- 2.7 The GHG LAD scheme opened applications on 4 August 2020, with a deadline of 1 September 2020, and a condition that all works being delivered were complete by 31 March 2021, (grant funding to be deployed by 31 March 2021).
- 2.8 On 30 September 2020 the consortium was informed that our bid was successful. It was agreed that the grant amount would be shared equally amongst all members within the consortium.
- 2.9 Due to the announcement of the 2nd tranche (1b) of funding by the Department of Business, Energy and Industrial Strategy (BEIS) and the onset of a second wave of national lockdown, the bid had to be revisited. There were numerous discussions between the consortium partners about what could realistically be achieved and whether to request an extension for part 1a. Ealing as the lead Borough, approached BEIS to discuss an extension of the March end date for tranche1a to align with the tranche 1b delivery deadline of 30th September 2021.
- 2.10 Ealing were advised by BEIS to revisit the conversation in March so that there is evidence and reporting post-delivery that can show the trajectory of the project so far. This project was due out to site in January, but discussions are now taking place around viability to

extend the deadline to enable a completion of works, especially in relation to a new wave of national lockdown. This is discussed further in **Section 4 - Current Situation**.

- 2.11 Under the apportioned grant funding Harrow Council can identify and recommend works up to a value of £580,793 relating to privately owned/ rented properties. Table below shows how this allocation is arrived at:

LAD overall grant	£4,783,000
Overall admin fee-Ealing	-£717,450
For allocation	£4,065,550
No. LA delivery partners	7
Allocation per Authority	£580,793

The full LAD grant awarded was £4.783m, and the grant conditions allow 15% to be spent by Ealing Council on administrative and enabling costs, i.e. £717,450. The total value of the competitive open tender has been calculated to amount to £4.06m, which is below the EU threshold of £4.73m.

- 2.12 The grant award covers all costs of delivery and requires no additional budget from the Council for the first tranche 1a.

3. Options considered

- 3.1 Options were considered as to how to best to approach the submission and the options were: -

(a). Individual bid application for Harrow.

Consideration was given to submitting an individual bid for Harrow, but it was agreed that it would be a more efficient approach to collaborate with other Boroughs to submit a joint bid.

(b). Submitting a joint consortium bid

This was the preferred option as there was much to be gained by teaming with our neighbouring Boroughs. This would mean that consortium Boroughs can share technical expertise, provide a joint voice to Government and get improved economies of scale.

With relevant staff already in post, and previous bid experience and success there was a more experienced resource to address issues and expertly collate all requirements in relation to the bid.

(c). Do nothing

This was not an option as the Council has declared a Climate Emergency, and want to actively participate in applying for and winning

bids so that we are able to access more funding for this particular type of work going forward.

- 3.2 Options were also considered as to how to best to approach the award/ utilisation of relevant grant funding and the options were: -

(a). To utilise the funding

It was agreed that if Harrow were to be awarded funding that we would seek Cabinet approval to draw down and utilise the apportioned amount attributed to Harrow at tranche 1a, and to bring notification of a further tranche of potential funding 1b to Cabinet's attention at the same time.

(b). To not utilise the funding

This was not an option.

The Council has declared a Climate Emergency, and want to actively participate in applying for and winning bids so that we are able to access more funding for this particular type of work going forward.

4. Current situation

- 4.1 The Consortium plans to carry out a minimum of 400 energy efficiency retrofits, initially targeting owner-occupied homes belonging to pensioners earning under £16,000 and privately rented properties in breach of compliance. However, we are also targeting other groups on low incomes in poorly energy performing homes through letter drops etc.

- 4.2 Each Borough is working towards the identification of a minimum of 50 homes which currently have an EPC in place and are eligible for participation based on income/benefits analysis. As Ealing are the lead Borough for this grant application the Government has awarded £4.783m to Ealing Council to deliver private-sector home energy retrofits on behalf of the seven-Borough consortium.

For tranche 1a there is no financial impact on the Council as the works will be paid for by Ealing Council based on the allocation above.

- 4.3 Ealing have followed their internal governance to request Cabinet for authority to tender to appoint a managing agent to assess the initial 350 homes as soon as the contract is awarded (January award). All Consortium Boroughs are following their necessary governance in order to inform all members, and to request authorisation to utilise their apportioned funding via Ealing, whom have been awarded the grant funding on behalf of the consortium.
- 4.4 Approval has been granted to invite tenders and award a contract to deliver home energy retrofits under the Green Homes Grant Local Authority Delivery (GHG LAD) scheme.

At the time of writing this report the Consortium were not due to be on site till January and the grant conditions require all works to be delivered by 31 March 2021, however with a third national lockdown in place, this could have a potential impact on the schedule originally planned for, and will most likely incur delay.

To this effect Ealing will continue to discuss the situation and timelines with BEIS as well as any appointed managing agent so that there is a clear understanding of what the capacity and realistic timelines for delivery will be once we better understand the new guidance and COVID safety practices of the winning bidder. We will keep all necessary parties updated.

In addition to the above the lead borough, Ealing have also submitted an Early Day motion to continue to put pressure on the government to extend the GHG: LAD deadlines, especially now that we are in a nation-wide lockdown. They have requested Government that the LAD deadline be extended to align deadlines for all phases of the LAD scheme to the Green Homes Grant Voucher Scheme deadline of March 2022.

- 4.5 Up to a 50 additional homes per Borough will 'self-select' to participate in the LAD scheme, bringing the total homes to be assessed for works to 700. It is anticipated a combination of a letter drop to qualifying households and enhanced communications will bring forward these "self-selected" homes. Each identified eligible home will receive a retrofit assessment and EPC if a valid EPC is not in place. Total number of properties eligible will be variable as a mix of owner occupiers (grant £10k) and private rented landlords (grant £5k) are eligible and will be dependent on the final take up of each group.
- 4.6 The managing agent will work to the Green Homes Grant Local Authority scheme on behalf of Consortium Boroughs to deliver £4m worth (£4,065,550.00) of grant funded works for energy efficient upgrades to low income, low energy performing homes across the Consortium Boroughs using a procurement procedure based on the OJEU open tender procedure.
- 4.7 Additionally, the Consortium will endeavour to work with existing local fuel poverty programmes, Age UK, Dementia Concern, Council/NHS services working with vulnerable groups, and community groups to identify eligible residents in need of energy efficiency measures, including those who were unable to participate in previous schemes, such as the Energy Company Obligation (ECO).
- 4.8 The Consortium anticipates insulation, air source heat pumps and replacement windows and doors to be the top recommendations from these plans.
- 4.9 TrustMark/MCS certified installers will be used across the scheme, with an updated EPC issued upon completion of works. Homes with an

existing EPC will be prioritised to save time and money at the beginning of the project.

- 4.10 Those unable to benefit from tranche 1a of the LAD will be assisted in applying for other programmes. These homes may become eligible under our tranche 1b grant application, should it be successful.

Submission for 1b bid for additional grant – awaiting response from BEIS

- 4.11 As stated previously, tranche1b was announced by BEIS and a further 3 Boroughs joined the Consortium bringing it to a total joint application on behalf of 10 boroughs. The Consortium have bid for £14.5 million on behalf of the Boroughs in this round. If we are successful with the application this would potentially amount to an additional £1.232 million per Borough to carry out a further 1,000 to 1,200 retrofit improvements. This means approximately between another 100 properties for each partner.
- 4.12 The application was submitted on 2nd December and we expect to know if the bid has been successful in January. Tranche 1b works will be able to begin as soon as the Memorandum of Understanding (MOU) is signed and the first tranche of funding is received in January. This will essentially be concurrent to 1a.
- 4.13 In addition to our private sector dwellings in tranche 1a and 1b, tranche1b has also widened its scope and Harrow has placed a bid to retrofit 30 Council properties. The grant conditions for 1b have been relaxed slightly to include EPC rated D properties. These properties will require a 33% Housing Revenue Account (HRA) contribution. Hence total average resources available per social dwelling equates to £7.5k inclusive of borough contribution. While this bid has been placed through the Consortium we are one of four Boroughs who intend to use grant funding for our Council stock.
- 4.14 These properties are currently being identified and are subject to a 33% Borough contribution. The expected contribution is £75k and this will come from HRA Capital budget for carbon reduction projects in 2021/22.
- 4.15 As per the table below, the total grant award for the partnership is £4.783m of which 15% (£717m) can be allocated for administrative and enabling costs including surveys and the costs of the managing agent.

The element which is expected to directly relate to Harrow's participation is estimated at £580,793.00, based on an even split between Consortium Boroughs. Any variation from this expected allocation will be agreed with the partnering Boroughs.

	Funding	15% Admin Budget	Budget	Per-Borough	Borough contribution
1A	£4.783M (awarded)	£717,450	£4,065,550	£580,793	0
1B	£14.5M (Requested)	£ 2,175,000	£12,325,000	£1,232,500	£75,000
Total	£19,283,000	£2,892,450	£16,390,550	£1,813,293	£75,000

grant award covers all costs of delivery and requires no additional budget from the Council for the first tranche 1a. Tranche 1b, if approved will require a £75k contribution from the HRA.

5. Why a change is needed

- 5.1 Many local authorities including Harrow Council have declared Climate Emergencies, aiming to achieve carbon neutrality by 2030.

Whilst the declaration is only a first step in acknowledging the problem, assistance to create robust and deliverable action plans are starting to emerge, including the introduction of Green recovery schemes and funding opportunities such as the Green Homes Grant from central government.

- 5.2 The SCATTER local authority emissions calculation tool, developed by Manchester and Nottingham in collaboration with research partners, estimates that in the London Borough of Harrow, around 58% of our direct emissions, 262,000 tonnes of CO2 equivalent per annum, are attributable to residential properties, primarily from their gas heating requirements. Energy retrofit measures such as improved building fabric insulation can significantly reduce these existing gas heating requirements. In addition, in many cases it is possible to replace the gas heating system completely via heat pump technology, which uses electricity to extract and intensify heat from the environment in order to provide space heating and hot water to the home.

- 5.3 This funding opportunity will enable a reduction in greenhouse gas emissions from some of the worst performing (in energy and emissions terms) housing stock in the Borough, whilst also helping to reduce energy costs for lower income residents.

6. Implications of the Recommendation

- 6.1 The recommendation path allows Harrow to work towards the Council's, London and Government targets for carbon reduction within the Borough. It also provides access via the lead authority, to much needed funding if we are to achieve these targets.

- 6.2 The recommendation will also ensure a warmer more thermally efficient home for our residents and an improvement in EPC rating thus reducing carbon emissions and making savings for our residents.

6.3 With the potential of an addition of grant funding for the second tranche (1b) we will be able to identify more homes that we are able to install relevant measures to, in order to provide thermal efficiency whilst reducing carbon emissions.

6.4 This recommendation will also provide much needed assistance to the local Harrow economy with opportunities for jobs and training as part of the Green Recovery.

7. Resources, costs /Staffing/workforce

7.1 A Project Management Officer will be required as part of the delivery process. The Climate Action and sustainability team at Ealing will be responsible for monitoring and delivering outcomes of the project; and costs associated with the Project Manager officer time have been funded by the grant.

8. Ward Councillors' comments

8.1 In response to the Council's declaration of a Climate and Ecological Emergency and commitment to achieving Net Zero Carbon Emissions by 2030, Harrow Council has made a commitment to deliver, and enable the delivery of retrofitting Borough housing stock to net-zero levels.

8.2 This grant gives the Council its first opportunity to deliver retrofits at scale, under a fully funded scheme for tranche 1a and potentially to follow through for tranche b were we to be successful. This forms part of a broader ambition to scale up retrofitting and upskill the local workforce via relevant social commitments by the winning supplier, which will help to start underpinning the growth of the green economy.

9. Performance Issues

9.1 Clear considerations of what is expected from the Managing Agent have been set within the tender documents including the quality and workflow with the managing agent being responsible for managing the supply chain as well as any complaints arising or their supply chain.

The managing agent's contract will include provisions to cover the Councils in the event of contractor/sub-contractor poor performance.

9.2 Meetings will be held bi-monthly by Ealing Council and attended by partnering Boroughs as appropriate to identify any issues and discuss all related works for the upcoming weeks.

KPI's have been issued as part of the tender and monthly reporting to BEIS will inform whether these are being adhered to and will also inform on any corrective actions that need to be taken.

10. Environmental Implications

- 10.1 The utilisation of this grant will enable the Council to start to meaningfully reduce fuel poverty for households within the Borough which results in community wealth generation by reducing the overall impact of heating and fuel costs for residents.
- 10.2 It is the intention that the delivery of any contract will contribute to the Council's objectives around social, economic and environmental sustainability.
The appointed Managing Agent will be requested to do all it can to ensure that it supports Harrow's economy by buying locally wherever practical and maximise opportunities for local people in employment and training.

11. Data Protection Implications

- 11.1 All personal data processed in connection with the contract will be carried out in full compliance with data protection laws including the Data Protection Act 2018 and GDPR.

12. Risk Management Implications

Risks included on corporate or directorate risk register? Yes

Separate risk register in place? Yes

The relevant risks contained in the register are attached/summarised below. Yes

The following key risks should be taken into account when agreeing the recommendations in this report:

- 12.1 The inability to deliver to the required timescales.

This is an issue that all Local Authorities are facing and are working with one another to resolve. The funder requires that all works are complete by 31 March 2021, therefore, permission to access and utilise the funds are being sought (via the lead Borough) as soon as possible so that the consortium can commence work and mitigate this risk.

In addition to this point as discussed at Section 2 above there has been ongoing conversation between BEIS and the leading Borough on the possibility of an extension; at the time of writing this report there is an assumption that an extension will be granted, but at the end of March, so that there is evidence and reporting post-delivery that can show the trajectory of the project so far.

Additional update: Due to a third national Lockdown further conversations are taking place with BEIS and relevant MP's to encourage government to agree to an extension so that these works can be carried out, as works start times will inevitably be delayed due to resulting restrictions nationwide.

Ealing will continue to discuss the situation and timelines with BEIS following as well as the appointed managing agent so that there is a clear understanding of what the capacity and realistic timelines for delivery will be once we better understand the new guidance and COVID safety practices of the winning bidder and we will keep all necessary parties updated.

Risk Description	Mitigations	RAG Status
<p>Delivery timescales The funder requires all works to be completed by 31 March 2021</p>	<p>Work at pace to fulfil a compliant procurement process that produces the required delivery partner, who brings a robust supply chain that is committed to communication, quality and expediency. As stated above, it has been requested to extend project delivery timescales. This is already in discussion with BEIS. NB* this may be subject to Covid restrictions.</p>	<p>Significant/ Moderate</p>
<p>Bid response overwhelms capacity to award within timescales required to deliver bid outcomes An open procurement method is being utilised. There may be a high number of bids, which will add time required for evaluation and award.</p>	<p>The team at Ealing will mitigate this risk by setting aside adequate time to complete evaluations and ensure partner boroughs are involved in the process.</p>	<p>Significant/ Moderate</p>
<p>Poor performance of managing agent or their supply chain The chosen delivery agent and their supply chain may not perform as expected</p>	<p>The managing agent's contract will include provisions to cover the Council in the event of contractor/sub-contractor poor performance. This will include cover for claims from third parties; loss or damage to works, plant, materials and equipment; loss or damage to client property; and death or injury of employees. Ealing will schedule regular meetings with the contract management resources as well as the broader consortium.</p>	<p>Significant/ very low</p>
<p>Fraudulent claims made for installations The delivery agent may attempt to make claims for works that haven't happened, haven't been completed, or that took place prior to launch date of the scheme</p>	<p>The invitation to tender and the terms and conditions of the managing agent's contract will include clear and consistent information regarding eligibility, data collection and compliance. Regular paperwork checks by both the lead authority and partners will ensure any works put forward for funding include auditable documentation to establish compliance.</p>	<p>Critical/ very low</p>
<p>Fraudulent conduct -grant beneficiary A household in receipt of grant carries out identity theft or falsely claims low-income status</p>	<p>Ensure a grant agreement, which confirms identity has not be misrepresented, has been signed by the homeowner before scheduling works.</p>	<p>Critical/ very low</p>

12.7 In addition to the above, further identifiable risks (non-key risks) are detailed and attached at Appendix 1 (Risk Register).

13. Procurement Implications

- 13.1 Ealing Council are leading on the procurement. The procurement value does not exceed the OJEU value for works and as a result Ealing Council have undertaken a Sub-OJEU procurement process in line with their internal rules for tranche1a.

Managing agents and EPCs

- 13.2 A managing agent will be appointed who will undertake EPCs on properties and arrange and have responsibility for the works completed at the eligible homes. The managing agent will either deliver the Works themselves or through their supply chain.

Where the managing agent uses a supply chain, and they will be encouraged to use local SMEs to undertake the Works in each Borough (provided they hold the TrustMark/MCS certification).

Value For Money

- 13.3 The grant application proposes a competitive tender process for a delivery agent to manage the programme on behalf of the seven Boroughs. The tender will call for costs related to the management of the programme and guaranteed maximum pricing for specific energy efficiency measures. These will be compared across bidders on a like for like basis, with award based on a mix of quality and cost.
- 13.4 The tender will also seek to deliver opportunities for local businesses to take on additional work in the partner Boroughs and set foundations for new employment opportunities over the longer term.

Grant success for Phase 1b

- 13.5 In the event that our consortium are successful in being awarded a second phase of grant funding, Ealing will lead the tender in line with their internal governance.

- 13.6 The threshold that has been set are:-**

Price 40%

Quality 60% of which Social Value = 15%

14. Legal Implications

Set out detailed legal implications of the proposed decision.

- 14.1 Harrow Council, along with the other Consortium Boroughs has the requisite power to enter into the proposed Memorandum of Understanding (MoU) in order to be a participant in and benefit from the Green Homes Grant Scheme.
- 14.2 Section 111(1) of the Local Government Act 1972 gives a local authority the power to do anything (whether or not involving the expenditure, borrowing or lending of money or the acquisition or disposal of any property or rights) which is calculated to facilitate, or is conducive or incidental to, the discharge of any of their functions.

This will include doing anything that, in its opinion, is in the interests of, and will bring direct benefit to, its area or any part of it or all or some of its residents.

- 14.3 In addition to this, section 1 (1) of the Localism Act 2011 gives local authorities general power to do anything individuals may do unless it is specifically prohibited in legislation.
- 14.4 Procurement of the partner's delivery agent's contract by Ealing Council on behalf of Harrow and the other Consortium Boroughs will be in accordance with the Public Contract Regulations 2015 and Ealing Council's Contract Procedure Rules as appropriate.
- 14.5 Ealing Council will enter into the contract with the delivery agent and will direct the delivery agent to carry out works on the properties as identified by the Consortium Boroughs.
- 14.6 All the Consortium Boroughs will enter into a Memorandum of Understanding requiring them to certify the works undertaken before any payment is made by Ealing and the MoU will contain indemnities requiring them to comply with the Green Homes Grant Scheme conditions.

15. Financial Implications

- 15.1 The Authority was part of a successful consortium bid to BCIS for Green Homes Funding with London Borough of Ealing as the consortium lead.
- 15.2 Phase 1A will permit Harrow Council to recommend properties for works to meet Government Green Energy targets. The maximum value of works for financial year 2020/21 is £580,793 and must be spent by 31st March 2021. The works will be paid for directly by Ealing Council therefore there is no financial impact on Harrow Council.
- 15.3 Phase 1B is currently in the submission phase and approval from Cabinet will be requested as appropriate once financial impacts have been quantified.
- 15.4 There will also be no additional staffing costs to the Council as these will be covered entirely by Ealing Council.

16. Equalities implications / Public Sector Equality Duty

- 16.1 The contract specification has been clear on the equalities related duties on contractors, given the wide range of needs of Council residents. The procurement exercise has been designed to deliver existing policies and strategies maintaining the current level of equality in service provision.

- 16.2 An Equality Impact Assessment has been prepared by Ealing Council specifically for the procurement exercise. This identified no need for a full assessment at this stage because it did not identify any potential for unlawful conduct or disproportionate impact. All opportunities to address diversity-particularly vulnerability for all tenants and will be addressed through the contract specification and ensure residents receive the same service regardless of but taking into account specific needs.

17. Council Priorities

Please see below how the decision sought delivers the Council's priorities.

1. Improving the environment and addressing climate change

The retrofits will bring homes to a comfortable home standard, eliminate damp and mould. Energy efficiency upgrades will save residents money, making homes more affordable to comfortably operate.

2. Tackling poverty and inequality /Addressing health and social care inequality

Eliminating fuel poverty for households results in community wealth generation by reducing the overall impact of heating and fuel costs for residents, as well as draughts, reducing negative impacts on health, hospital admissions, and length of stay. There is a direct correlation between fuel poverty and health, as evidenced by the recent COVID-19 outbreak, which was felt most severely by communities known to have higher fuel poverty rates.

3. Thriving economy

There is potential for job creation in the Borough bringing skilled job opportunities, as well as apprenticeships for those looking to upskill or move into the green economy.

The consortium lead Borough has liaised closely with the West London Alliance Recovery work, including aligning opportunities with the West London Business skills academies that are soon to be launched.

Due to the pace of delivery required by this grant, as well as the simultaneous publication of other similar grants aimed at other audiences (i.e., able to pay households and commercial), it is expected the sector will need to grow quickly to satisfy demand for energy efficiency retrofits.

Section 3 - Statutory Officer Clearance

Statutory Officer: Tasleem Kazmi

Signed on behalf of the Chief Financial Officer

Date: 6th January 2021

Statutory Officer: Sarah Inverary

Signed on behalf of the Monitoring Officer

Date: 8th January 2021

Statutory Officer: Mohamed Alotia

Signed on behalf of the Head of Procurement

Date: 6th January 2021

Statutory Officer: Paul Walker

Signed by the Corporate Director

Date: 12th January 2021

Statutory Officer: Susan Dixon

Signed by the Head of Internal Audit

Date: 8th January 2021

Mandatory Checks

Ward Councillors notified: NO as it impacts on all Wards

EqIA carried out: YES

EqIA cleared by: Ealing Council (as they are the lead borough)

Section 4 - Contact Details and Background Papers

Harrow Contact: Andrew Campion, Head of Asset Management, tel. 0208 424 1339, Andrew.Campion@harrow.gov.uk

Coalition Contact: Tania Jennings (Ealing Council Lead)

Background Papers: None

Call-in waived by the Chair of Overview and Scrutiny Committee - NO

Risk Management Implications

Risks included on corporate or directorate risk register? **Yes**

Separate risk register in place? **Yes**

The relevant risks contained in the register are attached/summarised below. **Yes**

The following key risks should be taken onto account when agreeing the recommendations in this report:

Risk Description		Mitigations	RAG Status
<p>Complexities of a collaborative bid The collaborative bid brings together seven boroughs to agree the approach and delivery of a programme of £4.78m within a short time</p>	<p>Many local authorities do not have a domestic energy officer resource, therefore the consortium has been built on shared intelligence and contributions from key authorities that do have a resource in place to lead various work packages. Decision making, responsibilities and ultimately the success of the programme depends on clear communication and defined roles and responsibilities</p>	<p>Create governance documents and back to back MOUs with participating authorities to make clear agreements about roles, responsibilities, decision making and resolution of differences</p>	<p>A Significant/ very low</p>
<p>Bid response overwhelms capacity to award within timescales required to deliver bid outcomes An open procurement method is being utilised. There may be a high number of bids, which will add time required for evaluation and award.</p>	<p>In order to be compliant with procurement regulations and ensure small companies have the opportunity to be part of the delivery network, it has been agreed to use an open procurement method. Ealing may receive a high number of compliant bid packages to evaluate.</p>	<p>The team will mitigate this risk by setting aside adequate time to complete evaluations and ensure partner boroughs are involved in the process.</p>	<p>A Significant/ Moderate</p>
<p>Poor performance of managing agent or their supply chain The chosen delivery agent and their supply chain may not perform as expected</p>	<p>There will be significant pressure on the building industry to deliver retrofits under challenging conditions including: the required delivery timescales; the ongoing impacts of Covid-19; adverse winter weather; pressure on the labour market; pressure on the supply chain providing products for retrofit. The consortium may be unable to deliver the anticipated number of retrofits within the timescales defined in the grant award paperwork.</p>	<p>The managing agent's contract will include provisions to cover the Council in the event of contractor/sub-contractor poor performance. This will include cover for claims from third parties; loss or damage to works, plant, materials and equipment; loss or damage to client property; and death or injury of employees. Ealing will schedule regular meetings with the contract management resources as well as the broader consortium.</p>	<p>A Significant/ very low</p>
<p>Fraudulent claims made for installations The delivery agent may attempt to make claims for works that haven't happened, haven't been completed, or that took place</p>	<p>Lack of clarity or potential misunderstanding of grant conditions or fraudulent behaviour. Works will not be reimbursed unless the evidence complies with the grant conditions</p>	<p>The invitation to tender and the terms and conditions of the managing agent's contract will include clear and consistent information regarding eligibility, data collection and compliance. Regular paperwork checks</p>	<p>Critical/ very low</p>

prior to launch date of the scheme		by both the lead authority and partners will ensure any works put forward for funding include auditable documentation to establish compliance	
Homes may be selected that don't meet the criteria.	Due to the limitation in	Third party screening service will ensure that they meet the criteria	Moderate
Fraudulent conduct -grant beneficiary A household in receipt of grant carries out identity theft or falsely claims low-income status	Potential misunderstanding of criteria or intentional fraudulent behaviour to make financial gain Wasted time resources; if not caught before works, legal action to recover funds.	Ensure a grant agreement, which confirms identity has not be misrepresented, has been signed by the homeowner before scheduling works.	Critical/ very low
Failure of cost controls Installers overinflating costs	Installers may seek to exploit systems to overcharge, possibly due to volume and pace of approvals. The funding may not achieve value for money and may not reach as many eligible homes.	Ensure that robust processes are in place to confirm the paperwork, quotations and installations adhere to the pricing schedule set agreed in the contract	Significant/ very low
Insufficient demand from potential recipients The consortium communications plan and pre-identification of eligible households does not lead to sufficient take up of the grant scheme	Communications plan did not identify the best contact method and/or clear messaging; COVID19 risks are perceived as insurmountable to the audience. Low take up of the grant in the first round of communications/outreach.	Ensure that messaging is clear and well timed; referral network is well-trained; pre-assessment handover to the delivery agent is well-considered	Significant/ very low
Insufficient capacity to match demand The consortium's interest in the grant outstrips the consortium's ability to deliver – in regard to labour, supplies or grant funds	The supply network and/or processes to convert leads to retrofits is unable to cope with demand; the deliverable grant value was underestimated by the consortium Long wait-times; reduced number of retrofits completed	Ensure expectations are managed for both the delivery agent and the grant target audience. Ensure robust processes are developed to maximise delivery; apply for additional grant for Phase 1b to extend delivery capability	Significant Low
Failure of systems and/or processes which have been included within the Risk Register. The processes described to address risk across the project are not adhered to or managed/monitored effectively	Lack of resource or attention to detail; poor communication Underperformance of scheme; risk of document non-compliance; risk of not delivering value for money	Programme management board to set aside appropriate time and resource to monitor scheme processes and outcomes; regular communications and reporting	Significant very low



Report for: Cabinet

Date of Meeting:	21 st January 2021
Subject:	DWP Contract – Kick Start Scheme Gateway
Key Decision:	Yes - revenue grant in excess of £500,000
Responsible Officer:	Paul Walker, Corporate Director Communities Directorate
Portfolio Holder:	Cllr Keith Ferry, Portfolio Holder Planning, Regeneration and Employment.
Exempt:	No
Decision subject to Call-in:	No (The decision is urgent because the DWP requires the Grant Offer Letter to be signed by 7 th February 2021)
Wards affected:	All
Enclosures:	Kickstart Scheme Grant Offer Letter; Equalities Impact Assessment

Section 1 – Summary and Recommendations

This report sets out the rationale for Harrow Council entering into an Agreement with the DWP for a Grant to become a Gateway for the Kickstart Scheme

Recommendations:

1. Cabinet is requested to agree that the Corporate Director for Community following consultations with the Portfolio Holder for Planning, Regeneration and Employment be authorised to enter into a Grant Agreement with the Department for Work and Pensions (DWP) for Harrow Council to become a Kickstart Scheme Gateway on behalf of a group of employers to help them create jobs for young people at risk of long-term unemployment; With operational management delegated to Head of Service Economic Development and Manager Economic Development.

Reason: (For recommendations)

The number of young people unemployed in Harrow has risen 349% between November 2019 & November 2020 (1,885 in November 2020) as a result of the Covid 19 pandemic. The Grant from the DWP will provide funding to support Young People claiming universal credits into 6 month paid placements. It will provide funding up to £7648.80 per eligible person.

Section 2 – Report

Introduction

The Coronavirus pandemic and the necessary measures taken to decrease the rate of infection have resulted in a 349% increase in unemployment of 18-24-year olds between November 2019 and November 2020. The Grant from the DWP will enable the council to place eligible young people into paid work placements (25 hours a week for 6 months) and provide funding for employability support. The DWP Grant will provide £7648.80 per person for 80 young people to fund salary costs and employability support. Entering into the Grant Agreement will provide funds to address worklessness for a key group affected by the pandemic and support the Council's vision of a Thriving Economy

Options

Option 1 Do nothing, wait for market forces to shape economic recovery and hope young people will be offered employment.

Option 2. Enter into a Grant Agreement with the DWP to become a Kickstart Scheme Gateway on behalf of a group of employers to help them access financial support to create jobs for young people at risk of long-term unemployment.

Option 2 is recommended. This is because the paid work experience that has been secured, linked to employability support & job brokerage, will provide young people the skills, experience and knowledge to secure sustainable long-term employment. Failure to act and just wait for economic recovery increases the risk of long-term unemployment for a generation of young people.

Background

The Kickstart programme was launched to address the threat of long-term unemployment to 16-24-year olds. Young people are traditionally insecure in the labour market. Opportunities for new entrants leaving school, Further Education and University are reduced as businesses focus on business survival and protecting existing jobs. Whilst those young people who were in employment are often the first to be made redundant. Either because there are no redundancy costs (if they have worked less than 2 years) or their redundancy costs are less than other workers because of their age.

Under the Kickstart programme the DWP will pay the minimum wage to organisations employing young people. The payment will be the minimum wage for 25 hours a week for 6 months. The paid placements must be new supernumerary posts and not replace existing jobs.

Harrow Council submitted an application to DWP to become an Gateway Organisation in September 2020. The DWP offered a Grant (subject to contract) to the council on the 7th January and expect the council to enter into an agreement in January 2021.

Harrow's scheme developed by its Xcite employment initiative was developed with the Voluntary sector and council departments. The Young Harrow Foundation will be part of the steering group, along with Jobcentreplus (JCP) and the careers service/ YHF will host monthly virtual peer group meetings that will allow young people to discuss the work related issues they are enjoying or finding a challenge and reduce feelings of isolation

The organisations offering paid placements provided Xcite with job descriptions (JDs). Jobcentreplus, the Council and Young Harrow Foundation will also advertise local posts and Xcite will offer pre application support to improve the quality of CVs and interview technique and refer applicants back through the JCP portals.

The Gateway role includes the processing of payments for the partner organisations. Payments come into the council and will be forwarded onto the partner in the voluntary sector and private businesses. HMRC check the young person is on payroll and will release additional payment monthly in arrears.

Each Young Person and organisation will be allocated an employment adviser from Xcite who will be their point of contact for all support. An employability programme will be delivered throughout the 6 months placement, to support the young person either stay with their current employer, which could include

securing an apprenticeship. Or progressing into apprenticeships and employment elsewhere. All successful completers will receive a certificate of attendance and a reference

The council will pay its placements the London Living Wage, the difference between the minimum wage and LLW will be met from resources secured by Economic Development. These include the start up fee from DWP, of which the full sum will be retained by the council for the 22 council kickstart placements and £300 will be retained for the external placements. In addition, Section 106 funding (for site specific placements) and carry forward from underspend DWP grants in 2019/20.

Performance issues

The Grant will help the council meet its targets to support young people into employment.

Environmental Impact

The Grant will help develop a skilled local labour market reducing commuting and journeys to work and in turn reducing carbon emissions

Data Protection Implications

DWP will refer their clients to Xcite via a secure e mail system. The records on those clients are then stored in accordance with council procedure. Records are destroyed after 7 years in accordance with funding body guidelines.

Risk Management Implications

Risks included on corporate or directorate risk register? **No**

Separate risk register in place? **No**

The relevant risks contained in the register are summarised below. **N/A**

The following key risks should be taken into account when agreeing the recommendations in this report:

Risk Description	Mitigations	RAG Status
Fraud – employers claiming to have employed young people but paying them less than the minimum wage.	The salary payments by DWP will be made in arrears on evidence bank statement or pay slip. This reduces any risk to the council of external organisations claiming grant payments for young people they have not employed or are not paying the London Living Wage.	Green
Clawback of salary costs	Under contractual	Green

Risk Description	Mitigations	RAG Status
from Harrow Council if young people do not complete their placement.	arrangements with the DWP there will be no clawback.	
Insufficient funds to provide support to young people during their paid placement.	The start payment will cover the admin and training costs of Xcite for delivering Management and Administration and training.	Green
Insufficient demand for places	There are over 10 eligible applicants for each placement. Vacancies will be advertised through Jobcentreplus, Young Harrow Foundation, Prospects, Xcite and with services in People's Directorate working with Young People	Green
There are insufficient placement opportunities to meet demand.	Economic Development is engaging employers and a second application for additional places can be made	Green
Risk of long-term unemployment for a generation of young people.	Entering into a Grant Agreement with the DWP to become a Kickstart Scheme Gateway on behalf of a group of employers to help them access financial support to create jobs for young people	Green
External resources secured by Economic Development are insufficient to cover the gap between minimum wage and the London Living Wage.	The gap will be met from the start payment Xcite will retain and underspend from grant carried forward from 2019/20 (please see finance comments	Green
Failure to comply with the terms and conditions of the Grant Agreement may result in Grant payments being suspended, reduced, reclaimed or withheld, and/or the Grant being withdrawn	Economic Development and the Xcite team have a track record of complying with the financial requirements of DWP & GLA bids including claims and administration.	Green

Procurement Implications

There are no procurement implications, employability training will be delivered in house. Other training, for example ESOL, literacy, maths, digital skills will be provided through the council's Adult Community Service (Learn Harrow). Set out detailed procurement implications of the proposed decision. Liaise with the relevant procurement officer and ensure that their clearances are obtained.

Legal Implications

Section 1 of the Localism Act 2011 gives the Council the general power of competence, the Council has the power to receive funding and enter into the grant agreement.

The Council will, on entering the Grant agreement, commit to perform and discharge all the obligations in the Grant agreement. The terms and conditions should be reviewed by Legal to ensure there are no detrimental provisions for the Council. The fact that there are no clawback provisions removes the most significant risk usually associated with grant agreements.

The Council will also be required to enter into an agreement with each participating employer in the form attached to the Grant agreement.

In addition, on entering the Grant agreement, the Council will be required to provide a warranty that the Council has the authority to enter into, observe the obligations under the Grant agreement and has obtained all the relevant consents and approval to authorise the execution and delivery of the performance and validity of the obligations under it.

Financial Implications

The funding award under this Kickstart scheme is for a maximum of £7,648.80 per eligible work placement. DWP provides the funding to help employers to provide 6 months of paid employment for young people, including employability support to develop their work skills and to help them find future employment. DWP has agreed to fund up to 80 placements under this funding agreement. This equates to a maximum funding of £611,904.

Out of the 80 placements, 22 are anticipated to be provided by the Council on the basis of paying London Living Wage (LLW). The estimated cost of each 6-month placement (at 25 hours per week) including on-costs, is £7,420 (not in pension scheme) or £9,174 (in pension scheme). If employer's pension contribution is taken into account, an additional funding of £1,524 will be required for each placement, or £34k in total for all 22 placements.

The funding agreement allows the Council to retain £300 for each placement provided by other organisations as a contribution towards administrative costs. If all the remaining 58 placements are successfully filled, this will provide £17k funding to the Council and will be used to help fund the cost of paying LLW set out above. The remaining additional cost of £17k can be met from other grant funding (Raising Ambition Harrow grant) already set aside by Economic Development team.

The grant claim and administration process will be managed by existing resource within Economic Development team. The employability support for the 22 placements will also be provided by existing resource in Learn Harrow team and Economic Development team.

For the 22 Council placements, there is a small cost of £50 each for setting up the employee through Pertemps. This cost will be met from within the funding above. In terms of IT access, existing equipment will be recycled at no additional costs to the scheme.

Equalities implications / Public Sector Equality Duty

The Kickstart programme was launched to address the threat of long-term unemployment to 16-24-year olds. Young people are traditionally insecure in the labour market. Opportunities for new entrants leaving school, Further Education and University are scrapped as businesses focus on business survival and protecting existing jobs. Whilst those young people who were in employment are often the first to be made redundant. Either because there are no redundancy costs (if they have worked less than 2 years) or their redundancy costs are less than other workers because of their age. The Grant will enable the council to advance the opportunities of young people that have been impacted more by the economic downturn than any other group. Entering into a Grant for the Kickstart Gateway Contract will enable the council to advance equality of opportunity between young people and other groups. Young people in each of the protected characteristics on universal credits will be eligible for this programme. Those people outside of the eligible group will be referred to alternate provision that has been designed to support their needs. This will include Work and Health Programme for long-term unemployed residents and the JET programme for recently unemployed residents.

Council Priorities

Please identify how the decision sought delivers these priorities.

- 1. Improving the environment and addressing climate change**
- 2. Tackling poverty and inequality**
- 3. Building homes and infrastructure**
- 4. Addressing health and social care inequality**
- 5. Thriving economy**

The decision will meet the council's objective for a Thriving Economy by developing the skills, knowledge and experience of young people through paid work.

Section 3 - Statutory Officer Clearance

Statutory Officer: Jessie Mann
Signed on behalf of the Chief Financial Officer
Date: 13 January 2021

Statutory Officer: Patricia Davilla
Signed on behalf of the Monitoring Officer
Date: 12 January 2021

Statutory Officer: Nimesh Mehta
Signed by the Head of Procurement
Date: 13 January 2021

Statutory Officer: Paul Walker
Signed by the Corporate Director Paul Walker
Date: 13 January 2021

Statutory Officer: Susan Dixson
Signed by the Head of Internal Audit
Date: 13 January 2021

Mandatory Checks

Ward Councillors notified: NO as it impacts on all Wards

EqlA carried out: YES

EqlA cleared by: Dave Corby

Section 4 - Contact Details and Background Papers

Contact: Mark Billington, tel. 0208 736 6533,
Mark.billington@Harrow.gov.uk

Background Papers: None

Call-in waived by the Chair of Overview and Scrutiny Committee - YES



Department
for Work &
Pensions

Department for Work and Pensions
Caxton House
Tothill Street
London SW1H 9NA

Kickstart.grantapprovalteam@dwp.gov.uk

Our ref: KSB1BB8FE8

7 January 2021

London Borough of Harrow
Harrow Civic Centre
1 Station Rd
Harrow
Middlesex
HA1 2XY

Attn: Victoria Isaacs
By email to: Victoria.Isaacs@harrow.gov.uk

Dear Victoria,

Kickstart Scheme – Grant Offer Letter for Gateways

Thank you for your application to become a Kickstart Scheme Gateway on behalf of a group of employers to help them create jobs for young people at risk of long-term unemployment.

After considering your application, we are pleased to offer you a Kickstart Scheme grant, subject to your agreement to and compliance with this Grant Offer Letter and the Kickstart Scheme Grant Funding Agreement: Terms and Conditions for Gateways available at <https://www.gov.uk/government/publications/kickstart-scheme-terms-and-conditions>, as updated by us from time to time (the **Conditions**).

We conduct a number of checks as part of the application process. The employers included in this Grant and referred to as **Employers** in the Grant Agreement have met these checks. Unfortunately, we are unable to include the remaining employers.

The Grant Agreement between you and us comprises this Grant Offer Letter and the Conditions. It is made between the Secretary of State for Work and Pensions (acting as part of the Crown) of Caxton House, Tothill Street, London SW1H 9NA (**DWP** or **us**) and London Borough of Harrow, a public authority, whose principal address is at Harrow Civic Centre, 1 Station Rd, Harrow, Middlesex, HA1 2XY (the **Grant Recipient** or **you**).

Once you enter into this Grant Agreement with us, you will need to put in place agreements with each Employer (in the form provided in Attachment 2) to ensure you have an appropriate basis to deliver the Funded Activities and can comply with your Grant Agreement with us.

Unless the context otherwise requires, capitalised expressions used in this Grant Offer Letter have the same meanings as in Annex 1 of the Conditions.

1. **OVERVIEW OF THE GRANT**

The key elements of the Grant are described in the table below:

<p>Funded Activities</p>	<p>We will provide you with Grant funding to help you and your Employers to provide six months of paid employment for young people, including employability support to develop their work skills and to help them find future employment</p> <p>Your responsibilities as a Gateway will include:</p> <ol style="list-style-type: none"> 1. Gathering relevant information from Employers about the Kickstart Scheme jobs they provide. 2. Passing on to the Employers the relevant payments we make to you as soon as possible and in any event within a maximum of five (5) Working Days of receiving payment from us. 3. Sharing your expertise with Employers to help them onboard and offer employability support to young people employed through the Kickstart Scheme. 4. Providing help directly to young people employed through the Kickstart Scheme with developing the skills and experience to find work after completing the Scheme. 5. Ensuring funding payments claimed by Employers are valid and properly incurred and recovering any amounts wrongly paid. <p>You and your Employers will use the Grant to carry out the following activities:</p> <ol style="list-style-type: none"> 1. Funding will be used to create six-month, meaningful jobs for young people, aged 16-24, who are claiming Universal Credit and referred to you and/or your Employers by us for employment opportunities (Participants). 2. Funding can only be used by you and your Employers to employ Participants in new jobs. The jobs must not: <ul style="list-style-type: none"> • replace existing or planned vacancies; and/or • cause existing employees, apprentices or contractors to lose work or reduce their working hours. 3. All jobs supported by Grant funding must: <ul style="list-style-type: none"> • be for a minimum of 25 hours a week, for six months; and • pay at least the National Minimum Wage/National Living Wage (as applicable) for the Participant's age group and national insurance and minimum automatic enrolment contributions.
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	<p>4. You and your Employers will help Participants to develop their skills and experience to find work with you, one of your Employers or another employer after completing the Kickstart Scheme.</p> <p>Provided Grant funding is only used for Funded Activities, you and your Employers have the control and flexibility to decide how best to help the Participants you are supporting.</p> <p>A more detailed description of the Funded Activities is set out in Annex 2 (Funded Activities) of the Conditions.</p>
<p>Maximum number of employment opportunities to be funded</p>	<p>80 Placements.</p> <p>The Employers and employment opportunities that are included in this Grant Agreement are listed in Attachment 3.</p> <p>The maximum number of employment opportunities funded and the amount of Grant funding provided may be increased or decreased from time to time as explained in the Conditions, including clauses 3 and 21.</p>
<p>Maximum Sum of Grant per Participant</p>	<p>Up to £7648.80 per Participant.</p> <p>This maximum figure is based on a Participant aged 25 at the end of their six-month Kickstart Scheme employment. The actual amount of the Grant paid for each Participant will depend on their age at the end of their six-month Kickstart Scheme employment and what the National Minimum Wage/National Living Wage is for a Participant of that age.</p>
<p>Funding Period</p>	<p>The period from the date on which the Grant Agreement takes effect until the Project End Date.</p>
<p>Payment Schedule</p>	<p>The Grant funding will be paid to you in the following instalments for each Participant who is employed in accordance with the requirements of this Grant Agreement:</p> <ul style="list-style-type: none"> • Initial payment of £1800* for administration, set-up costs, support and training on confirmation that the Participant has started employment with you or the Employer; and • Monthly payments of wage costs – paid in arrears on confirmation that the Participant has been paid through PAYE in the previous month. <p>The monthly wage cost payments will cover for each Participant in the relevant time period 100% of the relevant National Minimum Wage (or the National Living Wage</p>

	<p>depending on the age of the Participant) for 25 hours a week plus the associated employer National Insurance contributions and minimum automatic enrolment contributions.</p> <p>A more detailed description of the payment schedule is set out in Annex 3 (Payment Schedule) of the Conditions. This includes how payment will be adjusted if the Participant stops being employed as part of the Kickstart Scheme before the end of the intended six-month employment period.</p> <p>* If the Participant will be working for you rather than an Employer, the initial payment will be £1500 not £1800.</p>
	<p>From the initial payment, we expect you will retain £300 as a contribution towards your own administrative costs and pass through the rest to the Employer to contribute to its set-up, support and training costs. If you will be helping with set-up, support and training during the period of the relevant Kickstart Scheme job, you may agree with the Employer that you will retain more than £300 from the initial payment to reflect your contribution to these Funded Activities.</p> <p>Please note: We expect you to pass through the right amount of Grant funding to the Employer as soon as possible and in any event within five (5) Working Days after you receive the funding from us. We may contact the Employers you represent and ask about the speed with which they are receiving payment from you.</p>
Grant Review	DWP may review the Grant during the lifetime of the Funding Period.
Project End Date	<p>31 December 2021.</p> <p>Please note:</p> <ul style="list-style-type: none"> • The Grant Agreement may be terminated earlier as explained in the Conditions. • The Project End Date may be extended if we choose to extend the Kickstart Scheme.
Kickstart Representative	Victoria Isaacs

2. PAYMENT OF THE GRANT

2.1 The Grant is made pursuant to section 2 of the Employment and Training Act 1973.

- 2.2 Subject to your compliance with the terms of the Grant Agreement, DWP will make Grant payments in accordance with the Payment Schedule. You are fully responsible for paying the correct Grant money to each Employer once you have received payment from us. Employer requests for payment must not be submitted to us.
- 2.3 You must complete and sign the Confirmation of Bank Details form in Attachment 1 to this Grant Offer Letter as part of your acceptance of the Grant. Grant payments will be made in pound sterling (GBP) into the bank account listed in the form. This bank account must be in the name of your business and located in the UK. No payment will be made in advance of receipt of a correctly completed and signed form.
- 2.4 The signatory to your Confirmation of Bank Details form must be your chief finance officer or other person with proper delegated authority. Any change of bank details must be notified immediately on the same form and signed by an approved signatory. Any change of signatory must be notified to us for approval as soon as known.

3. **THE GRANT AGREEMENT BETWEEN YOU AND US**

- 3.1 Once you sign this Grant Offer Letter as designated below, the Grant Agreement between you and us will be deemed to take effect. Please ensure you have read and understand this Grant Offer Letter and the Kickstart Scheme Grant Funding Agreement: Terms and Conditions for Gateways available at <https://www.gov.uk/government/publications/kickstart-scheme-terms-and-conditions>.
- 3.2 You should note that failure to comply with the terms and conditions of the Grant Agreement may result in Grant payments being suspended, reduced, reclaimed or withheld, and/or the Grant being withdrawn, without prejudice to any other civil or criminal sanctions which may be appropriate.

4. **THE AGREEMENT BETWEEN YOU AND EACH EMPLOYER**

- 4.1 As soon as possible after you sign this Grant Offer Letter, you will enter into an agreement with each Employer in the form provided in Attachment 2 to this Grant Offer Letter (**Employer Agreement**). We will be entitled in our absolute discretion to enforce the terms of the Employer Agreement as if we were you. We will not make any payments to you for an Employer you represent until you confirm to us in writing that you have entered into an Employer Agreement with that Employer and hold a valid copy of it. You will provide us with a signed copy of each Employer Agreement on request.
- 4.2 You must ensure that each Employer receiving Grant funding complies with the terms of the Employer Agreement at all times. You will make full use of the rights and sanctions afforded to you under the Employer Agreement to monitor and ensure the appropriate delivery of the Employer's Funded Activities and compliance with the Employer Agreement.

5. **FILLING VACANCIES & NO GUARANTEE OF FUNDING**

- 5.1 You will provide full details of the proposed Kickstart Scheme vacancies being offered by you and/or your Employers following the signing of this Grant Offer Letter.

We will review the vacancies, check they match the Eligibility Criteria for the Kickstart Scheme and refer any suitable candidates from our records to you or the relevant Employer(s). We reserve the right not to refer people to fill the vacancies or provide Grant funding if you, any of your Employers or any of the vacancies do not meet the Eligibility Criteria for the Kickstart Scheme in our opinion. You understand that there is no guarantee of any funding or obligation to provide it.

5.2 We will only provide Grant funding for you and your Employers to engage candidates referred to you or them by us. This allows us to check that the candidate is properly employed and receiving salary and ensure that public money is being used appropriately.

6. **ACCEPTING THE OFFER**

To accept this offer of grant funding, please arrange for an authorised signatory to sign and date this Grant Offer Letter as indicated below and return **both** the signed Grant Offer Letter and your Confirmation of Bank Details form to the following address within one calendar month of receipt. (**Deadline**): 7 February 2021.

Kickstart.grantapprovalteam@dwp.gov.uk

We will not refer candidates or provide funding until we receive this documentation completed to our satisfaction and your written confirmation that an Employer Agreement is in place with the relevant Employer. If we do not receive this documentation by the Deadline, the Grant offer will lapse. If you will not be able to meet the Deadline or have any other questions about this Grant Offer Letter, please let us know immediately.

7. DECLARATION

7.1 By signing this Grant Offer Letter, you warrant and represent that:

- 7.1.1 your obligations under the Grant Agreement are legal, valid, binding and enforceable;
- 7.1.2 all authorisations and consents necessary to enable you to enter into and perform the obligations in the Grant Agreement have been obtained;
- 7.1.3 you have read and understand the application criteria for the Kickstart Scheme (available at <https://www.gov.uk/government/collections/kickstart-scheme>) and the vacancies provided by you and your Employers meet those criteria;
- 7.1.4 you understand your responsibilities as a Kickstart Scheme gateway (<https://www.gov.uk/guidance/check-if-you-can-apply-for-a-grant-as-a-representative-of-a-group-of-employers-through-the-kickstart-scheme#responsibilities>) and have the prior experience, and robust financial and governance processes, to manage the Grant with the Employers you represent;
- 7.1.5 the information in your Grant application is correct and complete;
- 7.1.6 the person signing this Grant Agreement is duly authorised to sign on your behalf; and
- 7.1.7 your Kickstart Representative referenced in the table above is authorised to make decisions and provide information on your behalf.

Yours sincerely



_____ for and on behalf of DWP

Name of DWP signatory: Nick Riddle

I confirm the agreement of London Borough of Harrow to the terms and conditions in this Grant Offer Letter and the Conditions. I am authorised on behalf of the Grant Recipient to accept this offer on the terms set out in this Grant Offer Letter and the Conditions.

Signature:

Name:

Position:

Date:

ATTACHMENT 1

Confirmation of Bank Details form

Guidance: The Gateway must complete parts 1 to 5. Part 5 must only be completed by the person who signed the Grant Offer Letter or their replacement.

The Gateway should take a copy of the form for their records and return the original along with the signed Grant Offer Letter to the address indicated in the Grant Offer Letter.

Part 1: Grant Recipient details

Gateway Name / Trading Name <input type="text"/>	Address of Gateway including Postcode <input type="text"/>
Kickstart reference number <input type="text"/>	
Grant name <input type="text"/>	Contact telephone number <input type="text"/>

Part 2: Bank

Bank / Building Society name <input type="text"/>	Account name <input type="text"/>
<input type="text"/>	Account number <input type="text"/>
Bank sort code <input type="text"/> - <input type="text"/> - <input type="text"/>	Account type <input type="text"/>
Building Society roll number <input type="text"/>	Branch address, including Postcode <input type="text"/>

Part 3: Email address for remittance

Send our advice remittance email to

Part 4: Authorised signatories

The names and specimen signatures of people authorised to sign payment claim forms on behalf of the person who signed the Grant Offer Letter are shown below. These signatures are binding on this organisation in respect of this Grant Agreement.

Name	Nam
<input type="text"/>	<input type="text"/>
Position in the organisation	Position in the
<input type="text"/>	<input type="text"/>
Signature	Signatur
<input type="text"/>	<input type="text"/>
Date	Dat
<input type="text"/>	<input type="text"/>

Part 5: Grant Recipient declaration

To be completed by the person who signed the Grant Offer Letter

- I certify that the information given on this form is correct.
- I agree that following discussions, any overpayments can be automatically recovered from future payments.

Name	Signature (<i>the person who signed the agreement</i>)
<input type="text"/>	<input type="text"/>
Date	
<input type="text"/>	

Return this form to the address indicated in the Grant Offer Letter, alongside a signed Grant Offer Letter.

General Data Protection Regulation (2018): The information on this form will be recorded on DWP's computer system. The information provided will be used for paying your grant and will not be passed to anyone outside of DWP without your permission.

ATTACHMENT 2
Employer Agreement

[Gateway's name and address]

[contact name and details]

[Insert date]

[Employer's name]
[Employer's address]

Attn: [Employer's contact name]
By email to: [Employer's contact email address]

Dear [Insert Employer's contact name],

Kickstart Scheme – Funding Letter

We are pleased to inform you that the Secretary of State for Work and Pensions (**DWP**) has accepted our application to take part in the Kickstart Scheme and work with you to create jobs for young people at risk of long-term unemployment. This letter explains what happens next and how you can access candidates and funding for your Kickstart Scheme vacancies.

Before DWP will submit candidates for your Kickstart Scheme vacancies or provide any grant funding, you will need to enter into an agreement with us that explains what you can use the funding for and the standards you will need to uphold as a recipient of public money.

The agreement between you and us (**Kickstart Employer Agreement**) comprises:

- this Funding Letter, which gives you an overview of your duties as a Kickstart Scheme employer and the funding; and
- the Kickstart Scheme Terms and Conditions for Gateways and Employers available at <https://www.gov.uk/government/publications/kickstart-scheme-terms-and-conditions>, as updated from time to time (the **Conditions**).

Once you sign this Funding Letter, the Kickstart Employer Agreement between you and us will take effect. Please ensure you have read and understand this Funding Letter and the Conditions.

Unless the context otherwise requires, capitalised expressions used in this Funding Letter have the same meanings as in Annex 1 of the Conditions.

1. KICKSTART SCHEME OVERVIEW

The table below explains what you can use Kickstart Scheme funding for and how it will be paid:

<p>Funded Activities</p>	<p>We will provide you with Grant funding from DWP to help you provide six months of paid employment for young people, including employability support to develop their work skills and to help them find future employment. The activities funded are as follows:</p> <ol style="list-style-type: none"> 5. Funding will be used to create six-month, meaningful jobs for young people, aged 16-24, who are claiming Universal Credit and referred to you by DWP (directly or via us) for employment opportunities (Participants). 6. Funding can only be used by you to employ Participants in new jobs. The jobs must not: <ul style="list-style-type: none"> • replace existing or planned vacancies; and/or • cause existing employees, apprentices or contractors to lose work or reduce their working hours. 7. All jobs supported by Grant funding must: <ul style="list-style-type: none"> • be for a minimum of 25 hours a week, for six months; and • pay at least the National Minimum Wage/National Living Wage (as applicable) for the Participant's age group and national insurance and minimum automatic enrolment contributions. 8. You will help Participants to develop their skills and experience to find work with you or another employer after completing the Kickstart Scheme. <p>A more detailed description of the Funded Activities is set out in Annex 2 (Funded Activities) of the Conditions.</p>
<p>Maximum number of employment opportunities to be funded</p>	<p>Insert details</p> <p>The maximum number of employment opportunities funded and the amount of funding provided may be increased or decreased from time to time as explained in the Conditions, including clauses 3 and 21.</p>
<p>Funding Period</p>	<p>The period from the date on which the Kickstart Employer Agreement takes effect until the Project End Date.</p>
<p>Project End Date</p>	<p>31 December 2021.</p> <p>Please note:</p> <ul style="list-style-type: none"> • The Kickstart Employer Agreement may be terminated earlier as explained in the Conditions. • The Project End Date may be extended if DWP

	chooses to extend the Kickstart Scheme.
Payment Schedule	<p>DWP will provide us with Grant funding to contribute to our costs and the costs of the employers we represent, including you. From this Grant funding, we will pay you the following for each Participant employed by you in accordance with the requirements of the Kickstart Employer Agreement:</p> <ol style="list-style-type: none"> 1. Initial payment of £[insert amount – to be agreed by the gateway and the employer] for set-up costs, support and training. <ul style="list-style-type: none"> • DWP will only provide us with funding for this payment when it is satisfied that the Participant has started employment with you. 2. Monthly wage cost payments, paid in arrears, for each Participant. <ul style="list-style-type: none"> • DWP will only provide us with funding for these payments on confirmation that the Participant has been paid through PAYE by you in the previous month. <p>The monthly wage cost payments will cover for each Participant in the relevant time period 100% of the relevant National Minimum Wage (or the National Living Wage depending on the age of the Participant) for 25 hours a week plus the associated employer National Insurance contributions and minimum automatic enrolment contributions.</p> <p>A more detailed description of how payment works is set out in Annex 3 (Payment Schedule) of the Conditions. This includes how payment will be adjusted if the Participant stops being employed as part of the Kickstart Scheme before the end of the intended six-month employment period.</p>
Review	We and DWP may review the Funded Activities during the lifetime of the Funding Period.
Employer Representative	[Insert name, title and contact details (phone and email) of Employer's main point of contact for the Kickstart Scheme]
Gateway Representative	[Insert name, title and contact details (phone and email) of the Gateway's main point of contact for the Kickstart Scheme]

2. PAYMENT

- 2.1 DWP provides Grant funding for the Kickstart Scheme pursuant to section 2 of the Employment and Training Act 1973.
- 2.2 Subject to your compliance with the terms of the Kickstart Employer Agreement, we will make payments to you in accordance with the Payment Schedule. We will pay you as soon as possible and in any event within five (5) Working Days after we receive the Grant funding from DWP.
- 2.3 DWP may contact you from time to time to check how quickly you are receiving payments from us. Requests for payment must not be submitted to DWP.
- 2.4 We will ask you for details of the bank account into which payments will be made. This bank account must be in the name of your business and located in the UK. All payments will be made in pound sterling (GBP) into this bank account.

3. THE KICKSTART EMPLOYER AGREEMENT BETWEEN YOU AND US

- 3.1 The Kickstart Employer Agreement is a legally binding agreement between you and us so please make sure you understand what your obligations are. Failure to comply with the terms and conditions of the Kickstart Employer Agreement may result in payments being suspended, reduced, reclaimed or withheld, and/or your involvement in the Kickstart Scheme ending, without prejudice to any other civil or criminal sanctions which may be appropriate.
- 3.2 You should note that DWP is entitled to enforce the terms of the Employer Agreement as if it was us. If requested by DWP, we will provide DWP with a signed copy of the Kickstart Employer Agreement between you and us.

4. **FILLING VACANCIES & NO GUARANTEE OF FUNDING**

- 4.1 You will provide full details of the proposed Kickstart Scheme vacancies being offered by you following the signing of this Funding Letter. DWP will review the vacancies, check they match the Eligibility Criteria for the Kickstart Scheme and refer any suitable candidates from its records for the vacancies. DWP reserves the right not to refer people to fill the vacancies or provide Grant funding for them if you or any of the vacancies do not meet the Eligibility Criteria for the Kickstart Scheme in its opinion. You understand that there is no guarantee of any funding or obligation on us or DWP to provide it.
- 4.2 DWP will only provide Grant funding for you to engage candidates referred to you by DWP. This allows DWP to check that the candidate is properly employed and receiving salary and ensure that public money is being used appropriately.

5. **ACCEPTING THE OFFER**

To accept this offer of funding, please arrange for an authorised signatory to sign and date this Funding Letter as indicated below and return it to the following address within one calendar month of receipt (**Deadline**):

[add return address details]

DWP will not refer candidates or provide funding until it receives written confirmation from us that a Kickstart Employer Agreement is in place with you. If we do not receive this documentation by the Deadline, this offer of funding will lapse. If you will not be able to meet the Deadline or have any other questions about this Funding Letter, please let us know immediately.

6. **DECLARATION**

- 6.1 By signing this Funding Letter, you warrant and represent that:
- 6.1.1 your obligations under the Kickstart Employer Agreement are legal, valid, binding and enforceable;
 - 6.1.2 all authorisations and consents necessary to enable you to enter into and perform the obligations in the Kickstart Employer Agreement have been obtained;
 - 6.1.3 you have read and understand the application criteria for the Kickstart Scheme (available at <https://www.gov.uk/government/collections/kickstart-scheme>) and your business and the vacancies provided by you meet those criteria;
 - 6.1.4 the person signing this Funding Letter is duly authorised to sign on your behalf; and
 - 6.1.5 your Kickstart Representative referenced in the table above is authorised to make decisions and provide information on your behalf.

Yours sincerely

_____ for and on behalf of [name of gateway organisation]
(Gateway)

Name of Gateway's signatory: []

I confirm the agreement of [Employer name] (**Employer**) to the terms and conditions in this Funding Letter and the Conditions. I am authorised on behalf of the Employer to accept this offer on the terms set out in this Funding Letter and the Conditions.

Signature:

Name:

Position:

Date:

ATTACHMENT 3

Employers and Employment Opportunities

The **Employers** and employment opportunities that are included in this Grant Agreement are listed in the attachment below:

Application number	Organisation name (required)	Number of placements (required)
KSB1BB8FE8	London Borough of Harrow	22
KSB1BB8FE8	ALRIDHA FOUNDATION	2
KSB1BB8FE8	Angel Hands Foundation	1
KSB1BB8FE8	Avant & Co ACC Ltd	2
KSB1BB8FE8	Bereavement Care	1
KSB1BB8FE8	HARROW CITIZENS ADVICE BUREAUX SERVICE LIMITED	2
KSB1BB8FE8	WATFORD FC'S COMMUNITY SPORTS & EDUCATION TRUST	1
KSB1BB8FE8	GREATER LONDON MIDDLESEX WEST COUNTY SCOUT COUNCIL	1
KSB1BB8FE8	Harrow Carers	2
KSB1BB8FE8	Harrow Heritage Trust	1
KSB1BB8FE8	HARROW ASSOCIATION OF SOMALI VOLUNTARY ORGANIZATIONS (HASVO)	2
KSB1BB8FE8	THE WEST HOUSE AND HEATH ROBINSON MUSEUM TRUST	1
KSB1BB8FE8	HIGGINS PARTNERSHIPS 1961 PLC	1
KSB1BB8FE8	LONDON BUSINESS PARTNERSHIP LIMITED	2
KSB1BB8FE8	London Youth Choir	1
KSB1BB8FE8	Mind in Harrow	3
KSB1BB8FE8	ST. LUKE'S HOSPICE (HARROW & BRENT) LTD.	6
KSB1BB8FE8	Toy Galaxy Ltd	9
KSB1BB8FE8	Voluntary Action Harrow Ltd	1
KSB1BB8FE8	Zest of Mind Ltd	4
KSB1BB8FE8	Newton Farm Nursery Infant and Junior school	3
KSB1BB8FE8	MSA Education Ltd	6
KSB1BB8FE8	Taymo Education Limited	4
KSB1BB8FE8	Mo Mo Education Limited	2

Equality Impact Assessment (EqIA)



You will need to produce an Equality Impact Assessment (EqIA) if:

- You are developing a new policy, strategy, or service
- You are making changes that will affect front-line services
- You are reducing budgets, which may affect front-line services
- You are changing the way services are funded and this may impact the quality of the service and who can access it
- You are making a decision that could have a different impact on different groups of people
- You are making staff redundant or changing their roles

Guidance notes on how to complete an EqIA and sign off process are available on the Hub under Equality and Diversity. You must read the [guidance notes](#) and ensure you have followed all stages of the EqIA approval process (outlined in appendix 1). Section 2 of the template requires you to undertake an assessment of the impact of your proposals on groups with protected characteristics. Equalities and borough profile data, as well as other sources of statistical information can be found on the Harrow hub, within the section entitled: [Equality Impact Assessment](#) - sources of statistical information.

Equality Impact Assessment (EqIA)		
Type of Decision:	<input checked="" type="radio"/> Cabinet <input type="radio"/> Portfolio holder <input type="radio"/> Other (state)	
Title of Proposal	DWP Kick Start Gateway	Date EqIA created 12.01.21
Name and job title of completing/lead Officer	Mark Billington	
Directorate/ Service responsible	Community Directorate, Enterprise Service	
Organisational approval		
EqIA approved by Directorate Equalities Lead	Signature	Name Dave Corby Head of Service – Community Engagement <input checked="" type="checkbox"/> Tick this box to indicate that you have approved this EqIA Date of approval 13/01/2021

1. Summary of proposal, impact on groups with protected characteristics and mitigating actions (to be completed after you have completed sections 2 - 5)	
a) What is your proposal?	<p>The proposal will enable the council to enter into a contract with the DWP to provide funding for paid work placements (25 hours a week) for young people claiming Universal Credits. It will provide them with the experience and skills to gain sustainable employment.</p>
b) Summarise the impact of your proposal on groups with protected characteristics	<p>The proposal will improve the wellbeing of a group that have suffered a 349% increase in unemployment between November 2019 and November 2020. This is higher than any other group, and it will enable 16-24 year olds to gain the experience that other groups in the labour market have already had the opportunity to gain, pre pandemic.</p>
c) Summarise any potential negative impact(s) identified and mitigating actions	<p>N/A</p>

2. Assessing impact					
You are required to undertake a detailed analysis of the impact of your proposals on groups with protected characteristics. You should refer to borough profile data , equalities data , service user information, consultation responses and any other relevant data/evidence to help you assess and explain what impact (if any) your proposal(s) will have on each group. Where there are gaps in data, you should state this in the boxes below and what action (if any), you will take to address this in the future.		What does the evidence tell you about the impact your proposal may have on groups with protected characteristics? Click the relevant box to indicate whether your proposal will have a positive impact, negative (minor, major), or no impact			
Protected characteristic	For each protected characteristic, explain in detail what the evidence is suggesting and the impact of your proposal (if any). Click the appropriate box on the right to indicate the outcome of your analysis.	Positive impact	Negative Impact		No impact
			Minor	Major	
Age	The service aims to support young people who are those most affected by unemployment resulting from unemployment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disability	The project will support eligible disabled young people and refer others to Work and Health Programme	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gender reassignment	The project will support eligible young people and refer others to relevant provision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Marriage and Civil Partnership	The project will support eligible young people and refer others to relevant provision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pregnancy and Maternity	The project will support eligible young people and refer others to relevant provision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Race/ Ethnicity	The project will support eligible young people and refer others to relevant provision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Religion or belief	The project will support eligible young people and refer others to relevant provision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sex	The project will support eligible young people and refer others to relevant provision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sexual Orientation	The project will support eligible young people and refer others to relevant provision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>2.1 Cumulative impact – considering what else is happening within the Council and Harrow as a whole, could your proposals have a cumulative impact on groups with protected characteristics?</p> <p><input type="checkbox"/> Yes No <input checked="" type="checkbox"/></p>					
<p>If you clicked the Yes box, which groups with protected characteristics could be affected and what is the potential impact? Include details in the space below</p>					
<p>2.2 Any other impact - considering what else is happening nationally/locally (national/local/regional policies, socio-economic factors etc), could your proposals have an impact on individuals/service users, or other groups?</p> <p><input type="checkbox"/> Yes No <input checked="" type="checkbox"/></p>					

If you clicked the Yes box, Include details in the space below

3. Actions to mitigate/remove negative impact

Only complete this section if your assessment (in section 2) suggests that your proposals may have a negative impact on groups with protected characteristics. If you have not identified any negative impacts, please complete sections 4 and 5.

In the table below, please state what these potential negative impact (s) are, mitigating actions and steps taken to ensure that these measures will address and remove any negative impacts identified and by when. Please also state how you will monitor the impact of your proposal once implemented.

State what the negative impact(s) are for each group, identified in section 2. In addition, you should also consider and state potential risks associated with your proposal.	Measures to mitigate negative impact (provide details, including details of and additional consultation undertaken/to be carried out in the future). If you are unable to identify measures to mitigate impact, please state so and provide a brief explanation.	What action (s) will you take to assess whether these measures have addressed and removed any negative impacts identified in your analysis? Please provide details. If you have previously stated that you are unable to identify measures to mitigate impact please state below.	Deadline date	Lead Officer

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4. Public Sector Equality Duty

How does your proposal meet the Public Sector Equality Duty (PSED) to:

1. Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010
2. Advance equality of opportunity between people from different groups
3. Foster good relations between people from different groups

Include details in the space below.

The Kickstart programme was launched to address the threat of long-term unemployment to 16-24 year olds. Young people are traditionally insecure in the labour market. Opportunities for new entrants leaving school, Further Education and University are scrapped as businesses focus on business survival and protecting existing jobs. Whilst those young people who were in employment are often the first to be made redundant. Either because there are no redundancy costs (if they have worked less than 2 years) or their redundancy costs are less than other workers because of their age. The Grant will enable the council to advance the opportunities of young people that have been impacted more by the economic downturn than any other group. Entering into a Grant for the Kickstart Gateway Contract will enable the council to advance equality of opportunity between young people and other groups. Young people in each of the protected characteristics on universal credits will be eligible for this programme. Those people outside of the eligible group will be referred to alternate provision that has been designed to support their needs. This will include Work and Health Programme for long term unemployed residents and the JET programme for recently unemployed residents.

5. Outcome of the Equality Impact Assessment (EqIA) click the box that applies

Outcome 1

No change required: the EqIA has not identified any potential for unlawful conduct or disproportionate impact and all opportunities to advance equality of opportunity are being addressed

Outcome 2

Adjustments to remove/mitigate negative impacts identified by the assessment, or to better advance equality, as stated in section 3&4

Outcome 3

This EqIA has identified discrimination and/ or missed opportunities to advance equality and/or foster good relations. However, it is still reasonable to continue with the activity. Outline the reasons for this and the information used to reach this decision in the space below.

Include details here

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Report for: Cabinet

Date of Meeting:	21 January 2021
Subject:	Fees and Charges 2021/22
Key Decision:	Yes
Responsible Officer:	Dawn Calvert, Director of Finance and Assurance
Portfolio Holder:	Councillor Adam Swersky, Portfolio Holder for Finance and Resources
Exempt:	No
Decision subject to Call-in:	Yes
Wards affected:	All
Enclosures:	Appendix 1: Harrow Charging Policy <u>Fees & Charges schedules for Directorates:</u> Appendix 2: Community Appendix 3: Resources Appendix 4: People's (Adults and Children's)

Section 1 – Summary and Recommendations

This report sets out the Council's proposed Fees & Charges for the financial year 2021/22.

Recommendations:

Cabinet is requested to:

1. Agree the Fees & Charges to be implemented from April 2021 (Appendices 2 to 4), except those fees and charges marked 'Statutory prescribed' or 'for noting only – non-Cabinet approval'.

2. Delegate authority to the Director of Finance and Assurance, to amend fees and charges in year and agree new fees and charges, in consultation with relevant Corporate Directors and Portfolio Holders.

Reason: (for recommendations)

To ensure the Council sets a schedule of fees and charges for 2021/22.

Section 2 – Report

Introduction

- 1) This report sets out the Fees & Charges that are proposed to be applied to services for the year 2021/22. This report asks Cabinet to delegate authority to the Director of Finance and Assurance, to amend fees and charges in year, in consultation with relevant Corporate Directors and the relevant Portfolio Holders.
- 2) Fees and charges generate significant income for the Council each year and provide significant funding support to the provision of those services that are charged for. Charges are set broadly within the framework of the Medium-Term Financial Strategy (MTFS), the Charging Policy and in accordance with legislative requirements.
- 3) This report provides the charging details of Council services. The policy background to charging, (the Councils Charging Policy), is included at Appendix 1.

Options Considered

- 4) The Financial Regulations in the Council’s Constitution state that Directors are responsible for ensuring that there is, as a minimum, an annual review of fees and charges (for the forthcoming financial year) and an in depth one on a three-year rolling basis. The options are to review and set the charges for the forthcoming financial year or, to not do so, but given that the council should set its charges for implementation for each year (and seek to recover its costs), the latter is not really an option.

Background to Fees & Charges

- 5) Harrow Council receives income through a wide variety of sources that are summarised as the following:
 - Grants from Central Government & other sources
 - Council Tax and National Non-Domestic Rates
 - Fees & Charges
- 6) Councils are involved in a wide range of services and the ability to charge for some of these services has always been a key funding source to support the cost of providing the service.
- 7) The Council provides both statutory and discretionary chargeable services. Where fees and charges apply to statutory services these are often set

nationally, for example some planning and licensing fees. The majority of statutory services, Building Control being a notable exception, are not funded directly from fees and charges but instead from the Council's other main sources of revenue, i.e. government grants and local taxation. Examples of services funded in this way include Highways, Children's Services, Street Cleansing and Domestic Refuse services.

- 8) There may be circumstances where the charge is set for reasons such as, for example, where the Council wishes to manage demand, or deter or incentivise certain behaviours such as encouraging re-cycling, discouraging trade use of civic amenity waste sites etc.
- 9) The remaining chargeable services where the Council levies fees and charges are of a discretionary nature. These cover a wide range of services such as Libraries, Pest Control, Commercial Waste, Leisure & Recreation facilities, and Parking. Discretionary Services are those that an authority has the power to provide but is not obliged to. This report includes recommendations for the appropriate level of fees and charges for 2021/22 for these types of services.
- 10) The Council has an agreed Charging Policy (Appendix 1) that provides guidance for budget holders in how to set fees, and guidance for members in how to ensure that effective charging strategies are in place.

Charging Policy

- 11) The policy framework (Appendix 1) aims to encourage a consistent and cost-effective approach to the setting of charges for services provided by Harrow Council by:
 - Specifying the process and frequency for reviewing existing charges for all areas of the council's work for which charges could in principle be set
 - Providing guidance on the factors that need to be taken into consideration when charges are being reviewed
 - Requiring more active use of market intelligence when setting charges
 - Establishing parameters for calculating different levels of charges
 - Recommending the criteria for applying concessions or discounted charges consistently across the council

Medium Term Financial Strategy 2020/21

- 12) The Charging Policy provides guidance on the factors to consider when reviewing charges. Where possible, and consistent with the Council's service priorities, it is proposed to increase charges to move towards full cost recovery. Many of the charges are being increased by 3% (rounded up or down as appropriate). This takes account of the current level of inflation as measured by the Retail Price Index, which as at September 2020 is 1.1% and also provides for an element of movement towards full cost recovery.

Summary of Proposed Changes

Community Directorate (Appendix 2)

13) The 2021/22 proposed fees and charges for the Community Directorate are detailed in Appendix 2. In general, discretionary charges have been increased by 3% to allow for inflation, with suitable rounding, which is in line with the corporate guidance. Within the schedule, there are a number of fees and charges which are for noting by Cabinet as they relate to non-executive functions in licencing and therefore require Council Approval in a separate report.

14) The Directorate has undertaken a review of its fees and charges. Where fees are not increased in accordance with the inflationary guide, they are set out and explained below:

Fees that remain unchanged or are changed by lower than the inflationary uplift or are reduced are:

15) Sport Pitches (charges 6 and 8) – No increase is proposed for Junior pitch lettings to encourage bookings from youth teams and support sport activities.

16) Pay & Display parking charges for On Street and Public Car Parks (charges 29, 37a and 37b) – These charges were last reviewed and revised in April 2020. No increase is proposed to help support local economy.

17) Special Waste Collection (charge 30a) – the charge for up to 4 items (both recyclable and non-recyclable) is reduced to encourage the use of the service which is anticipated to contribute positive to the issue of fly tipping.

18) Garden Waste Collection (charge 31) – The garden waste collection scheme was reviewed last year and the subscriptions were simplified as a result. The current charges reflect full cost recovery and therefore no increase is proposed.

19) Supply of bins (charges 32 and 33) – these charges remain at the same level as 2020/21 in order to remain competitive in the market.

20) Commercial Food Waste Collection (charge 33c) – these charges remain at the same level as 2020/21 to incentivise food premises to take up the service and to increase waste recycling.

21) Civic Amenity site (charge 35) – charges are held at the same level following a benchmarking exercise with neighbouring boroughs.

22) The Great Barn (charge 95a) – some of the hire charges (corporate events, dry hire and wedding ceremony) are kept at the same level in order to remain competitive with other local private venues.

- 23) Harrow Museum (charge 95a) – education and local history charges are kept at the same level to encourage uptake by schools and other organisations.
- 24) Meals on Wheels (charge 103) – No increase is proposed for meal charges pending a wider review on meals on wheels operation.
- 25) MOT bay (charge 107) – No change is proposed to MOT charges due to competition in the local market.
- 26) Libraries (charge 117) – No increase is proposed for printing and copying charges to remain competitive with local market and no increase in the charges for educational visits and Lego parties to increase uptake. Room hire charges are generally kept at 2020/21 level to remain competitive with local market. A reduction in loan charges for audio book cassette is proposed because of the reducing number of issues for this format with no new stock now being purchased. Some other charges are rounded to the nearest 5p.
- 27) Building Control (charge 120) - The current fees are slightly above the average charged by neighbouring boroughs following a benchmarking exercise. There is also competition from the private sector, therefore no increase is proposed in order to maintain our market share.
- 28) Self-build and Custom Housebuilding (charge 122) - No increase is proposed as these charges were newly set last year and current charges reflect full cost recovery.
- 29) Learn Harrow (charge 128) – course fees and registration charges are kept at 2020/21 level to encourage uptake by learners. Courses are currently delivered online due to Covid-19 restrictions.
- 30) Housing Temporary Accommodation (charge 98) - No change from the 2020/21 rates as the maximum amount of Subsidy which can be claimed remains at 90% x Local Housing Allowance (LHA) 2011 rates. Where temporary accommodation is leased by a Local Authority and provided to the homeless family / person, the maximum amount recoverable through the Housing Benefit system is restricted to 90% x LHA rates as they stood in 2011. The amount of LHA which can be claimed by homeless families / persons where the temporary accommodation is not provided through the Local Authority is not restricted and is paid to the claimant at the prevailing rates for that financial year.
- 31) Housing Adaptations (charge 100) - Fees for specialised adaptations for disabled persons in both private and Council owned accommodation remain unchanged at 21% which is included within the base budget and considered a fair estimate of the specialised nature of the professional services associated with these works.
- 32) Housing units under Property Acquisition Programme (charge 99) - As Local Authority owned accommodation LHA is not restricted to 90% x LHA 2011 rates but can be claimed at the prevailing rates for the financial year. LHA rates for 2021/22 have not yet been published although these are expected to increase at a rate below 3%.

Fees that are proposed to increase above the inflationary guidelines:

- 29) Off Street Business Permits (Car Parks) (charge 37e) – these charges have been reviewed and revised by comparing with the hourly or daily tariffs for the relevant car parks, but the proposed charges remain attractive to support local businesses.
- 30) Car Valeting and Other Services (charge 106) - these charges are rounded up to the nearest pound.
- 31) Trees for Parks and Highways (charge 2) – the charges have been increased to reflect full cost recovery.
- 32) Allotments (charge 3) and Trade Waste sack collection (charge 33a & 33b) - these charges are rounded up to the nearest 5p.
- 33) Music Service (charge 96) - the small group music tuition, after school clubs and instrumental lessons are increased to move towards cost recovery.

Introduction of new fees or new categories to fees:

- 34) Planning – use of 3D modelling (charge 123) – this will be a requirement for all large major developments.
- 35) Planning – admin fee for invalid applications (charge 125) – following benchmarking exercise, a new admin fee is introduced for any invalid householder application, full planning application and major application

Resources Directorate (Appendix 3)

- 36) The proposed fees and charges for 2021/22 for the Resources Directorate are detailed in Appendix 3.
- 37) Helpline and Telecare (**charge 2**) - The 2021/22 charges have not been increased in order for the pricing to remain competitive with other service providers in the marketplace.
- 38) Fees and charges (**charges 4 to 6**) covering Local Land charges, citizenship ceremonies, nationality checking and marriage & civil partnership for 2021/22 have been amended where appropriate to ensure appropriate cost recovery.

People's Directorate (Appendix 4)

- 39) The proposed fees and charges for 2021/22 for the Peoples Directorate is detailed in Appendix 4. The schedule covers Adults services and Children and Families.
- 40) Where possible, discretionary charges for adult social care (Appendix 4) are increased by 3 % as a move towards full cost.

- 41) The Care Act introduced a single legal framework for charging for care and support (section 14-17), including discretion as to whether or not to charge. Where a local authority arranges care and support to meet a service user's needs, it may charge the adult, except where the local authority is required to arrange care and support free of charge, i.e for reablement. The principle is that service users should only be required to pay what they can afford, and all service users who are eligible to receive chargeable services are required to go through a financial assessment process to determine their ability to pay.
- 42) Charges in relation to the management of client finances under Court of Protection (**charge 3**) are prescribed up to a maximum amount by the Office of the Public Guardian.
- 43) The Council's Deferred Payments Policy (**charge 5**) seeks to fully recover costs by way of administration charges; however, it cannot make a profit. The majority of the charges are estimates as legal costs will vary on a case by case basis. The valuation fee is reviewed annually in line with staffing costs and the annual management fee is linked to the Office of the Public Guardian rates.
- 44) Charges for arranging care for self funders (**charge 6**) – The Care Act enables Councils to fully recover costs for services to self-funders. In this respect, new charges were introduced in April 2020 with a set up cost (one-off) at £300 and annual review (ongoing) at £200. These costs were based on officer time however it has been identified that these costs were under assessed and did not cover the full staffing cost for these services. In order to fully recover costs, there is an increase of £150 (50%) to £450 in relation to the one-off charge and a £40 (20%) increase to £240 for the annual ongoing cost. There are currently approximately 190 self-funders for whom care is arranged by the Council, although it is difficult to know how many new self-funders will require services in 2021-22.
- 45) The proposed fees and charges for the Children & Families Service are proposed to increase by approximately 3% to move towards full cost recovery, rounded where appropriate.

Performance Issues

- 46) Income forms part of the monthly Monitoring which is sent to both the Corporate Strategy Board and Cabinet Members on a quarterly basis. Any specific changes to fees and charges as part of the MTFS will be monitored through the monthly savings tracker which is also widely distributed.

Environmental Implications

- 47) There are no material environmental impacts from the development and implementation of Fees & Charges and the changes detailed in the schedules to this report.

48) Any significant changes to the method of delivering services will be subject to an options appraisal, a part of which will be to assess any environmental consequences of the proposed changes.

Risk Management Implications

49) Risks included on corporate or directorate risk register? **No**

50) Separate risk register in place? **No**

51) The relevant risks contained in the register are attached/summarised below. **n/a**

52) The following key risks should be taken onto account when agreeing the recommendations in this report:

Risk Description	Mitigations	RAG Status
Increase in charges have an adverse effect on demand for the service	<ul style="list-style-type: none"> ▪ The impact of an increase having an adverse effect on demand is fully considered when deciding on the level of the increase. ▪ Charges do not always increase and can be frozen at the prior year level or even reduced. ▪ Fees and charges will be monitored through the Council's various relevant performance indicators and the monthly budget monitoring process. 	
Adverse impact on Council's budget of not setting charges to fully recover costs	<ul style="list-style-type: none"> ▪ The income from fees and charges is factored into the Council's budget setting process and therefore the fact that most charges do not fully recover costs is already factored into the budget. ▪ As per para 12 where possible, and consistent with the Council's service priorities, it is proposed to increase charges to move towards full cost recovery. 	
Powers to charge are exceeded	<ul style="list-style-type: none"> ▪ When new charges are set, the service will set the charge at a level to either recover costs or for the charge to be subsidized and therefore it is set at a level where costs are not over recovered. ▪ Where fees and charges exceeded the 	

	cost of providing the service, the service budget would be a net income budget and not a net cost budget which is not the current situation.	
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Legal Implications: Powers to Charge

- 53) Local authorities have a variety of powers to charge for specific statutory services set out in statute.
- 54) The Local Government Act 2003 also provides a power to trade and a power to charge for discretionary services, the latter on a costs recovery basis. The power to charge for discretionary services is not available to local authorities if there is a statutory duty to provide the service or if there is a specific power to charge for it or if there is a prohibition on charging.
- 55) Additionally, the Localism Act 2011 provides local authorities with a general power of competence that confers on them the power to charge for services but again subject to conditions/limitations similar to those noted above.
- 56) Where authorities have a duty to provide a statutory service free of charge to a certain standard, no charge can be made for delivery to that standard, however delivery beyond that point may constitute a discretionary service for which a charge could be made.
- 57) All items/services listed in the appendices are pursuant to a power to provide the relevant service whether it is provided because of a statutory obligation to do so, or on a discretionary basis where the authority is not obliged to provide the service but can choose to do so. In relation to the latter, an authority charging for such services would do so on a cost recovery basis, pursuant to the Local Government Act 2003/Localism Act 2011.
- 58) In the appendices to this report, the column titled 'Basis for charging' indicates whether the fee stated is prescribed by statute (as a set amount or up to an amount) in which case it is noted as 'statutory prescribed' or 'statutory discretionary' where legislation provides that you may charge for providing a service but the amount of the charge is discretionary, within the remit of the legislation e.g. the charge may be limited to cost recovery, reasonable cost or based on consideration of prescribed matters, or as 'discretionary' which is where the authority is not obliged to provide the service but if it does so then the charges are based on cost recovery pursuant to the statutory power to charge in Local Government Act 2003/Localism Act 2011.

Financial Implications

- 59) The increase in fees and charges income will either have been included in the budget as an MTFs saving or be used to offset the

operational costs of the service, for example, the inflationary increases in running costs.

Procurement Implications

60) There are no Procurement implications arising from this report.

Equalities implications / Public Sector Equality Duty

61) Section 149 of the Equalities Act 2010 created the public sector equality duty. Section 149 states that:-

62) A public authority must, in the exercise of its functions, have due regard to the need to:

- a. ● Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act;
- b. ● Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- c. ● Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

63) The relevant protected characteristics are age, race, disability, gender reassignment, pregnancy and maternity, religion or belief, sex and sexual orientation.

64) When making decisions in relation to service provision, the Council must take account of the equality duty and in particular any potential impact on protected groups. Each proposal has been prepared in accordance with the Council's charging policy regarding fees and charges.

65) Some charges will not increase in 2021/22 and some will be reduced. In others, the level of charge is set by Government and not within the Council's control.

66) Many of the charges where increases are proposed relate to discretionary services such as hiring playing fields and rooms at the arts centre and would not be considered as essential goods that would contribute to a calculation of increases in the cost of living. It is not possible to calculate the percentage increase across the board as this would depend on the number of times each service was accessed. A number of the charges are being increased by about 3%, reflecting that most services do not currently recover their full costs. This is in the context of inflation as measured by the Retail Price Index being 1.1% as at September 2020. The difference represents a small movement towards full cost recovery.

Council Priorities

67) This report deals with setting the Council's fees and charges for the financial year 2021/22, from 1st April 2021. The Council's priorities are set out below:

- Improving the environment and addressing climate change
- Tackling poverty and inequality
- Building homes and infrastructure
- Addressing health and social care inequality
- Thriving economy

68) Income raised helps provide the financial resources to cover costs and develop services, while the way the charges are set impacts on the users of services, particularly vulnerable people and families. The concessions available are an important element of the overall charging regime.

Section 3 - Statutory Officer Clearance

Statutory Officer: Dawn Calvert

Signed by the Chief Financial Officer

Date: 13th January 2021

Statutory Officer: Paresh Mehta

Signed on behalf of the Monitoring Officer

Date: 12th January 2021

Chief Officer: Charlie Stewart

Signed off by the Corporate Director

Date: 13th January 2021

Head of Procurement: Nimesh Mehta

Signed by the Head of Procurement

Date: 5th January 2021

Head of Internal Audit: Susan Dixon

Signed by the Head of Internal Audit

Date: 13th January 2021

Mandatory Checks

Ward Councillors notified: NO, as it impacts on all Wards

EqIA carried out: YES

EqlA cleared by: Alex Dewsnap

Section 4 - Contact Details and Background Papers

Contact: Sharon Daniels, Head of Strategic and Technical Finance, Tel: 020 8424 1332 / internal ext. 2332, Email: Sharon.Daniels@harrow.gov.uk

Background Papers: None

Call-in waived by the Chair of Overview and Scrutiny Committee - NO

Fees & Charges Policy

1) Process and Frequency for Reviewing Charges

A regular review of all charges should be undertaken to ensure they are consistent with the council's priorities and take account of service aims, market sensitivity, customer preferences, and income generation needs.

The setting of appropriate fees & charges should be an integral part of service planning and improvement. The following arrangements for reviewing charges will be applied to all areas of the council where charges for services already exist or could in principle be set:

- a major review of each service's charging policy should take place at least once every three years. To manage the workload it is recommended that charging reviews are undertaken on a 3 year rolling programme, with the more significant charges and/or the less complicated areas being reviewed first.
- the portfolio holder should have the authority to adjust charges between the annual review where this is considered necessary to protect usage and income in response to significant market developments.
- when introducing a new charge it will be necessary to establish the lawful basis of any charge.

2) Factors to consider when reviewing charges

Annual reviews of charges will consider the following factors:

- inflationary pressures - charges should be increased at least in line with inflation unless there is a good reason why not
- the actual or potential impact of any competition in terms of price or quality
- trends in user demand and the forecast effect of price changes
- customer survey results
- whether the particular service should be expected to cover its costs or should be subsidised, and to what extent
- council wide and service budget targets
- cost structure implications arising from developments such as investments made in the service
- alternative charging structures that could be more effective
- proposals for targeted promotions during the year, and evaluation of any that took place in the previous year
- Method and cost of income collection

A list of questions is provided as Annex A to assist service managers to review their charges. These questions were designed by the Audit Commission to be used by councils to examine their approach to charging and to identify opportunities to maximise the benefits of charges.

3) The Use of Market Intelligence

All managers of services for which a charge is made should consult regularly with customers and interested groups on the range, quality and cost of services provided. Where cost effective comprehensive and accurate usage statistics, commensurate to the size of the service, should be maintained for all services and at all facilities where charges are made. This will enable analysis of usage, justification of any subsidy given by council and accurate forecasting of the effect of price changes on usage. This is necessary to understand the needs, behaviour and expectations of the market and its users, and their ability to pay. This information should be used in the review of charges.

All managers of services for which a charge is made should take steps to identify competitors offering similar or related services, and make use of comprehensive and dynamic market intelligence in evaluating:

- their charging policy
- the range of services provided
- the quality of services provided
- their cost structure

Benchmarking should be undertaken regularly with other councils in the local area and with relevant national groupings of authorities, to ensure that charges are at comparable levels and that significant differences are understood and justified.

4) Parameters for calculating different levels of charges

Charges should be set at a level to maximise both take-up and income targets. Wherever possible the income raised should cover the full cost of providing the service in question. If a service is unable to cover its full cost then the subsidy to the service should be fully justified in terms of achieving the council's priorities. There are restrictions on making a profit from charging, further details of the legal background to setting a charge is provided as Annex B.

Full cost should be based on the direct cost of service provision including staff, supplies and services, equipment, premise costs. It should include support service costs (SSC's) where appropriate but not capital charges.

For certain services it will be normal entrepreneurial practice to set **Promotional Charges**, **Differential Charging** and **Frequent User Discounts**

- **Promotional Charges** are defined as short term charges that are targeted to increase

take-up or awareness of the services that are available

- **Differential Charges** can be used to dampen demand at peak times and increase revenue from spare capacity
- **Frequent User Discounts** are to be used only for commercial reasons such as generating customer loyalty where alternative provision from competitors exists, and where market analysis shows a real risk of reduced income if they are not offered.

Fines - There may be circumstances where income generation is not the key driver for the way in which prices are set, for example, where the Council wishes to manage demand, or deter or incentivise certain behaviours such as encouraging re-cycling, discouraging trade use of civic amenity waste sites etc. In this context, however, the general principles of pricing should apply and in particular that any charged activities, enforcement etc must at least recover cost.

5) Concessions

There are two potential areas of concessions, the first type based on the individual's status, for example, child, student, pensioner, disabled person plus a second level based on ability to pay linked to receipt of means-tested benefits, such as housing benefit. The Council is in the process of defining a common set of eligibility criteria to be applied consistently across all service areas, which minimise duplicated processes and which are as simple as possible for the user to understand and to access. Further guidance will be issued when this work is completed.

Concessionary charges should not normally apply at times or in situations which would result in the loss of income from customers paying the full charge. No concessions will be provided to non Harrow Council residents.

Within the overall aim of minimising any social or economic barriers to the take-up of services, the council should at all times consider ways in which a proportion of income generated from charges could be used in the interests of social inclusion. The types of mechanisms that might be made available to encourage take-up of council services by disadvantaged groups might include transport to facilities, provision of child care, additional promotional discounts to encourage use, or development activity to raise levels of aspiration. Accurate user statistics should be maintained to ensure that a subsidy being provided on social inclusion grounds is effective.

Annex A(1)

Charging Review – Questions to be covered

The following questions are provided to assist service managers to undertake a review of their charges.

1. What do we want to achieve including:

- How much income are we trying to generate, and why?
- Whose use of services do we want to subsidise, and by how much?
- Whose behaviour are we hoping to influence, and in what ways?
- How will charges help improve value for money, equity and access to services?

2. What's the current picture?

- What is the current charge.
- How do charges compare to similar councils and other service providers?
- How are charges structured, and why?
- Are cost effective mechanisms available for paying and collecting charges
- Are income targets being achieved?
- What is the impact, intended or unintended, of charges on local people?
- Which people are using services and which aren't?
- Which users are paying for services and which aren't?
- Are concessions being taken up by the people at whom they are targeted?
- Are we maximising the take-up of related benefits in this area?

3. What do local people think of our charges?

- Have we consulted service users and the public about the current and proposed charges plus their views on value for money of the service?

4. Where do we go from here?

- What changes, if any, should we make to the level and structure of charges?
- How will we evaluate the impact of charges?
- What data will we need?
- Can we collect this data cost effectively?
- When should we next review our approach?

Annex B(1)

Guidance on the legal framework for calculating charges

Discretionary income generation which must be in a 'function related activity', or contribute to 'wellbeing' outcomes as defined by the 2003 Local Government Act. Broadly the rules/guidance which apply are:

- Councils are under a duty to ensure, that taking one year with another, the income from charges for discretionary services does not exceed the costs of provision.
- Where discretionary charging results in a surplus or profit over and above the costs attributable that activity, this shall be addressed in subsequent years by reducing charges to compensate for the level of over recovery. Any over recovery should aim to be addressed within a three year period.
- Charges may be set differentially, so that users are charged different amounts, for example for parking at different times of the day or for different levels of service.
- Authorities are not required to charge for discretionary services and may provide them free of charge if they wish.
- Authorities need to be able to demonstrate that users have consented to a charge. Payment in advance not only demonstrates consent but avoids debt collection costs. Where a charge can't be levied in advance then a service needs to ensure that charges are clearly visible to the user.
- The charging powers conveyed by the 2003 Act do not apply if there are already powers to charge for the service or charging is already prohibited.

	Agreed charges 2020/21			Proposed charges 2021/22			Legislation giving power to charge	Basis for charging	For Noting only/Non Cabinet Approval
	Basic	VAT 20%	Total	Basic	VAT 20%	Total			
	£	£	£	£	£	£			
1. Hire of Pavilion tea rooms (per hour)									
General public	15.00		15.00	15.50		15.50	S93 - Local Government Act / Localism Act 2011	Discretionary	
Concessions (community groups and charities and registered pre-school groups meeting criteria)	10.50		10.50	10.80		10.80	S93 - Local Government Act / Localism Act 2011	Discretionary	
Pre- school day rate	115.00		115.00	118.50		118.50	S93 - Local Government Act / Localism Act 2011	Discretionary	
2. Tree Donations for Parks & Highways (outside scope of VAT)									
Per Tree	364.00		364.00	600.00		600.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
Per tree (with memorial plaque)	520.00		520.00	See below		See below	S93 - Local Government Act / Localism Act 2011	Discretionary	
Additional cost if tree pit needs to be installed in hard surface	New		New	100.00		100.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
Additional cost of memorial plaque required	New		New	100.00		100.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
3. Allotment Gardens (per year) (outside scope of VAT)									
Rent of single pole (25.29 sq mtrs)	5.50		5.50	5.70		5.70	s10 Allotments Act 1950	Statutory Discretionary	
Concessions	2.75		2.75	2.85		2.85	s10 Allotments Act 1950	Statutory Discretionary	
Water charge per pole (25.29 sq mtrs) -concessions do not apply	2.75		2.75	2.85		2.85	s10 Allotments Act 1950	Statutory Discretionary	
Rotavating charge per 25.29 sq mtrs (pole) (5 pole plot minimum size for service)	16.40		16.40	16.90		16.90	s10 Allotments Act 1950	Statutory Discretionary	
Weed spraying charge per 25.29 sq mtrs (pole) (5 pole plot minimum size for service)	16.40		16.40	16.90		16.90	s10 Allotments Act 1950	Statutory Discretionary	
4. Fly Tipping Removal									
Removal of fly tip on private land hourly rate (minimum charge of one hour)	238.33	47.67	286.00	245.83	49.17	295.00	S 33B Environmental Protection Act 1990	Statutory Discretionary	
Annual charge for investigation and removal of fly tipping (charge for initial service and may increase as a result of the investigation)	1,912.50	382.50	2,295.00	1,970.00	394.00	2,364.00	S 33B Environmental Protection Act 1990	Statutory Discretionary	
5. Graffiti Removal									
Removal of graffiti/fly posting on private land hourly rate (minimum charge of one hour)	108.33	21.67	130.00	111.67	22.33	134.00	S 127, Localism Act 2011	Statutory Discretionary	
Sports Fees									
6. Tennis Courts									
Adult hard court rent per hour	8.62	1.72	10.35	8.92	1.78	10.70	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
Junior hard court rent per hour	4.79	0.96	5.75	4.79	0.96	5.75	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
7. Rounders Pitch									
Rental per occasion	67.83	13.57	81.40	70.00	14.00	84.00	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
8. Football, Gaelic Football and Rugby									
(a) Seasonal Pitch Letting (29 week season 1 match per week)	2,435.00		2,435.00	2,510.00		2,510.00	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
Seasonal senior pitch letting (29 week season 1 match per week) without Council changing accommodation	1,858.00		1,858.00	1,914.00		1,914.00	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
(b) Occasional Senior Let (per match)	136.08	27.22	163.30	140.17	28.03	168.20	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
Occasional senior pitch letting (per match) without Council changing accommodation	103.83	20.77	124.60	106.92	21.38	128.30	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
(c) Seasonal Junior Pitch Letting (1 match per week)	1,502.00		1,502.00	1,502.00		1,502.00	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
(d) Seasonal Junior Pitch Letting (1 match per week) Without Council Changing Accommodation	1,146.00		1,146.00	1,146.00		1,146.00	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
(e) Occasional Junior Let (per match)	84.08	16.82	100.90	84.08	16.82	100.90	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
(f) Occasional Junior Pitch Letting (per match) Without Council Changing Accommodation	64.17	12.83	77.00	64.17	12.83	77.00	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
(g) Use of shower and dressing room without use of pitch when available (per team)	66.92	13.38	80.30	68.92	13.78	82.70	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
(h) Football/Rugby Exclusive Use (exempt VAT)	4,389.00		4,389.00	4,520.70		4,520.70	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
(i) vertidrainning request for pitch	441.67	88.33	530.00	454.92	90.98	545.90	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	

	Agreed charges 2020/21			Proposed charges 2021/22			Legislation giving power to charge	Basis for charging	For Noting only/Non Cabinet Approval
	Basic	VAT	Total	Basic	VAT	Total			
		20%			20%				
(j) Sanding request for 100t sand supply and apply for pitch	4,687.50	937.50	5,625.00	4,828.33	965.67	5,794.00	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
(k) Sanding request brush surface	158.33	31.67	190.00	163.33	32.67	196.00	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
(l) Extra cut request (outside standard cuts)	62.83	12.57	75.40	64.75	12.95	77.70	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
(m) additional markings in year	62.83	12.57	75.40	64.75	12.95	77.70	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
9. Cricket Pitches									
(a) Seasonal Lettings of 1 Day Per Week per 22 week season (exempt VAT)	3,925.00		3,925.00	4,043.00		4,043.00	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
(b) Occasional Letting Per Day	191.67	38.33	230.00	197.50	39.50	237.00	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
(c) Cricket exclusive use (exempt VAT)	6,865.00		6,865.00	7,070.00		7,070.00	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
10. Providing straight running track as required in Park									
Per hour	117.50	23.50	141.00	120.83	24.17	145.00	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
12. Bowls									
Season Letting (exempt VAT)	7,320.00		7,320.00	7,540.00		7,540.00	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
13. Event Hire of Asset/Open Space									
Concessions apply to events by community organisations, schools, places of worship and registered charities within the borough that have free entry and are open to the general public	0.00		0.00	0.00		0.00			
Application Fee (concession 80% discount)	55.00	11.00	66.00	56.67	11.33	68.00	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
Small Event (up to 499 capacity) - Hire Charge (concession 80% discount)	440.00		440.00	453.00		453.00	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
Medium Event (500-1000 capacity) - Hire Charge (concession 80% discount)	880.00		880.00	906.00		906.00	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
Large Event (over 1000 capacity) - Hire Charge (concession 80% discount)	1,980.00		1,980.00	2,040.00		2,040.00	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
Large Commercial Event (professional producers/arrangers/promoters)	POA		POA	POA		POA			
Circus/Funfair daily rate:									
- small per set up/down day (deposit POA)	220.00		220.00	227.00		227.00	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
- small per operational day (deposit POA)	440.00		440.00	454.00		454.00	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
- medium per set up/down day (deposit POA)	440.00		440.00	454.00		454.00	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
- medium per operational day (deposit POA)	880.00		880.00	906.00		906.00	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
- large per set up/down day (deposit POA)	990.00		990.00	1,020.00		1,020.00	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
- large per operational day (deposit POA)	1,980.00		1,980.00	2,040.00		2,040.00	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
Hire of space special events (POA)	POA		POA	POA		POA			
Filming	POA		POA	POA		POA			
Waste Management	POA		POA	POA		POA	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
Reinstatement fee after event for damages, per labour hour	55.83	11.17	67.00	57.50	11.50	69.00	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
14. Sports Playing Fields (Education Season)									
Without accommodation									
Schools football fixture (31 week season) (exempt VAT)	1,030.00		1,030.00	1,060.00		1,060.00	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
Schools cricket fixture (18 week season) (exempt VAT)	1,540.00		1,540.00	1,586.00		1,586.00	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
Schools football fixture (Casual per match)	55.42	11.08	66.50	57.08	11.42	68.50	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
Schools cricket fixture (Casual per match)	96.46	19.29	115.75	99.33	19.87	119.20	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
15. Cemetery Fees (Outside scope VAT)									
Exclusive right of burial inc. Deed of Grant and Number (Muslim, Lawn, Traditional, Cremated Remains - full size plot, Greek)									
Resident	2,790.00		2,790.00	2,875.00		2,875.00	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Non-resident	5,012.00		5,012.00	5,165.00		5,165.00	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Childs Section, Cremation Plots									
Resident	0.00		0.00	0.00		0.00	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Non-resident	1,791.00		1,791.00	1,845.00		1,845.00	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
16a. Interment Fees									
Child/Stillborn Half Plot (Resident)	0.00		0.00	0.00		0.00	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Child/Stillborn Half Plot (Non resident)	584.25		584.25	602.00		602.00	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Over 12 Years old (Resident)	862.70		862.70	888.00		888.00	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	

	Agreed charges 2020/21			Proposed charges 2021/22			Legislation giving power to charge	Basis for charging	For Noting only/Non Cabinet Approval
	Basic	VAT 20%	Total	Basic	VAT 20%	Total			
Over 12 Years old (Non resident)	1,561.50		1,561.50	1,608.00		1,608.00	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Crem Plot (Resident)	273.00		273.00	281.00		281.00	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Crem Plot (Non-resident)	485.95		485.95	500.00		500.00	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Oversized coffin/casket surcharge over 700mm (27") wide	513.25		513.25	529.00		529.00	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Additional fee for 3 Metre depth digging	698.90		698.90	720.00		720.00	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
16b. Memorial Rights									
Lawn / Crem Section (Resident)	0.00		0.00	0.00		0.00	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Lawn / Crem Section (Non resident)	322.15		322.15	332.00		332.00	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
16c. Memorials (Harrow Borough Only)									
Traditional Section (Child Resident)	322.15		322.15	332.00		332.00	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Traditional Section Child (Non resident)	578.75		578.75	596.00		596.00	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Traditional Section (Over 12 years old) (Resident)	322.15		322.15	332.00		332.00	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Traditional Section (Over 12 years old) (Non resident)	578.75		578.75	596.00		596.00	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Erection of a vertical memorial in lawn sections (Resident)	322.15		322.15	332.00		332.00	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Memorial Rights vertical memorial in lawn sections (Non resident)	556.90		556.90	574.00		574.00	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Replacement of a flat plaque by an upright memorial	322.15		322.15	332.00		332.00	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Conversion of a flat plaque to a vertical headstone style memorial	322.15		322.15	332.00		332.00	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Provision of an additional flat plaque	322.15		322.15	332.00		332.00	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Replacement of a flat plaque by one of a larger size.	322.15		322.15	332.00		332.00	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Additional inscription to existing memorials.	111.40		111.40	115.00		115.00	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Alterations or additions to existing memorials.	111.40		111.40	115.00		115.00	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
16d. Public Graves in which the exclusive right of burial has not been purchased									
Under 12 Years old / Half Plot (Resident)	0.00		0.00	0.00		0.00	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Under 12 years old / Half Plot (Non-resident)	731.65		731.65	754.00		754.00	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Over 12 Years old (Resident)	1,234.00		1,234.00	1,271.00		1,271.00	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Over 12 Years old (Non-resident)	1,856.40		1,856.40	1,912.00		1,912.00	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Oversized coffin/casket surcharge over 700mm (27") wide	512.15		512.15	528.00		528.00	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Additional fee for 3 Metre depth digging	698.90		698.90	720.00		720.00	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Permission for a flat plaque or flower container on a public grave where permissible	115.75		115.75	119.00		119.00	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
16e. Sundry Fees									
Option to Purchase (Non-refundable reservation fee)	540.00		540.00	556.00		556.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
Commerative plaques on trees where permissible	328.00		328.00	338.00		338.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
Charge for the supply and installation of a standard park seat (1.8m) as a memorial, dedication or sponsored gift, including the supply and fixing of commemorative plaque.	The cost of supplying & fixing the seat incl. plaque plus 10% admin fee		The cost of supplying & fixing the seat incl. plaque plus 10% admin fee	The cost of supplying & fixing the seat incl. plaque plus 10% admin fee		The cost of supplying & fixing the seat incl. plaque plus 10% admin fee	S93 - Local Government Act / Localism Act 2011	Discretionary	
16f. Purchase of Exclusive right of burial only prior to any interment. This includes Deed of Grant and Number Tablet.									
Child (Resident)	933.65		933.65	962.00		962.00	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Child (Non resident)	1,861.85		1,861.85	1,918.00		1,918.00	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Over 12 Years old (Resident)	2,489.75		2,489.75	2,564.00		2,564.00	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Over 12 Years old (Non resident)	4,979.50		4,979.50	5,129.00		5,129.00	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Supplementary charge for plots directly adjacent to paths in Carpenders Park (Resident)	1,315.85		1,315.85	1,355.00		1,355.00	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Supplementary charge for plots directly adjacent to paths in Carpenders Park (Non Resident)	2,522.50		2,522.50	2,598.00		2,598.00	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Single burial in-situe casket (Harrow - New single depth graves only)	709.80		709.80	721.00		721.00	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Memorial Removal for interment (authorisation)	159.45		159.45	164.00		164.00	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Chapel Hire	85.20		85.20	88.00		88.00	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	

	Agreed charges 2020/21			Proposed charges 2021/22			Legislation giving power to charge	Basis for charging	For Noting only/Non Cabinet Approval
	Basic	VAT	Total	Basic	VAT	Total			
		20%			20%				
Certificate of burial	79.70		79.70	82.00		82.00	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Transfer of exclusive right of burial	79.70		79.70	82.00		82.00	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Copy of deed of grant of burial rights	60.05		60.05	62.00		62.00	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Cancellation or postponement of a previously arranged interment	220.60		220.60	227.00		227.00	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Manual depth test in a grave space on request.	77.55		77.55	80.00		80.00	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Admin charge for memorial permission re-application memorial permission	73.15		73.15	75.40		75.40	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
10 Year Extension to Exclusive Right of Burial (Child Resident)	0.00		133.20	0.00		137.00	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
10 Year Extension to Exclusive Right of Burial (Child Non resident)	268.65		268.65	277.00		277.00	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
10 Year Extension to Exclusive Right of Burial (Over 12 Years old Resident)	354.90		354.90	366.00		366.00	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
10 Year Extension to Exclusive Right of Burial (Over 12 Years old Non resident)	709.80		709.80	731.00		731.00	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
17a. Standard S38 / 278 supervision fees (outside scope of VAT)									
Min supervision fee for S38 or S278 works'	5,000.00		5,000.00	5,150.00		5,150.00	S 278, Highways Act 1980	Statutory Discretionary	
The Council undertakes the supervision of new estate roads or works on the highway that are the subject of a Section 38 or S278 Agreement. The percentage quoted is a percentage of the value of the work performed.									
S38 works – design,checking and supervision fee (subject to min fee) for construction works valued up to £500,000	10.00%		10.00%	10.00%		10.00%	S 278, Highways Act 1980	Statutory Discretionary	
S38 works – design,checking and supervision fee (subject to min fee) for construction works valued in excess of £500,000	5.00%		5.00%	5.00%		5.00%	S 278, Highways Act 1980	Statutory Discretionary	
S278 works – design,checking and supervision fee (subject to min fee) for construction works valued up to £500,000	15.00%		15.00%	15.00%		15.00%	S 278, Highways Act 1980	Statutory Discretionary	
S278 works – design,checking and supervision fee (subject to min fee) for construction works in excess of £500,000	7.50%		7.50%	7.50%		7.50%	S 278, Highways Act 1980	Statutory Discretionary	
17b. Standard Non S38 / 278 supervision fees (outside scope of VAT)									
Supervision fee for developers that are carrying out significant works on the highway	3,000.00		3,000.00	3,090.00		3,090.00			
18. Licences for Projections over the Highway Section 177 Highways Act 1980 (outside scope of VAT)									
The Council issues licences for canopies and any other projection over the highway, and incurs ongoing administration/inspection costs for which an initial lump sum of £500 is normally charged.									
Application for Licence for a building to oversail the highway	273.00		273.00	281.00		281.00	Section 177 Highways Act 1980	Statutory Discretionary	
Application for permission to oversail the highway with construction equipment (not cranes - covered elsewhere)	273.00		273.00	281.00		281.00	Section 177 Highways Act 1980	Statutory Discretionary	
Application to change a structure projecting over or under the highway (additional charges per hours)	60.06		60.06	62.00		62.00	Section 177 Highways Act 1980	Statutory Discretionary	
19a. Vehicles Crossings (outside scope of VAT)									
Administration and Supervision Fees:									
A charge for provision of estimate for construction of a vehicle crossing non refundable if application proceeds (including one alteration after submission)	104.00		104.00	107.00		107.00	S184, Highways Act 19080	Statutory Discretionary	
2nd and further alterations to application	50% of application fee		50% of application fee	50% of application fee		50% of application fee			
Estimate in 10 working days (non refundable) (as above but within 10 working days)	260.00		260.00	268.00		268.00	S184, Highways Act 19080	Statutory Discretionary	
Estimate for shared crossing. Only available where it is not possible to provide off street parking without a shared vehicle crossing.	150% single application		150% single application	150% single application		150% single application			
Residential Advice - Provision of site meeting and construction drawing of front garden showing compliance with Vehicle Crossing Policy requirements. Aerial view drawing setting out hard standing area, landscaping and drainage requirements:									

	Agreed charges 2020/21			Proposed charges 2021/22			Legislation giving power to charge	Basis for charging	For Noting only/Non Cabinet Approval
	Basic	VAT	Total	Basic	VAT	Total			
		20%			20%				
Standard Visit - within 4 weeks	143.33	28.67	172.00	147.50	29.50	177.00	S184, Highways Act 19080	Statutory Discretionary	
19b. Vehicle Access Protection Marking									
Application fee (non refundable)	52.00		52.00	53.60		53.60	Reg 4, Local Authorities (Transport Charges) Regulations 1998	Statutory Discretionary	
Marking (for a length of up to 5 metres)	156.00		156.00	160.70		160.70	Reg 4, Local Authorities (Transport Charges) Regulations 1998	Statutory Discretionary	
Marking (for each additional metre over and above 5 metres)	20.80		20.80	21.50		21.50	Reg 4, Local Authorities (Transport Charges) Regulations 1998	Statutory Discretionary	
20. Street Works Licence									
Licence Fee (VAT exempt)	1,040.00		1,040.00	1,070.00		1,070.00	Schedule 3, New Roads & Street Works Act 1991	Statutory Discretionary	
Where officers involvement exceeds the statutory functions, as required by the terms of the licence, additional time will be charged to the nearest half an hour (hourly rate shown)	160.00		160.00	165.00		165.00	Schedule 3, New Roads & Street Works Act 1991	Statutory Discretionary	
21. Tables & Chairs on the Highway licence (please note planning permission is likely to be needed)									
Issue of licence (subject to successful application)	816.40		816.40	514.00		514.00	S 32, London Local Authorities Act 1990	Statutory Discretionary	
Annual renewal of licence (subject to successful application)	816.40		816.40	514.00		514.00	S 32, London Local Authorities Act 1990	Statutory Discretionary	
Pavement Licence (Until 23rd September 2020)	50.00		50.00	50.00		50.00	S 1, Building and Planning Act 2020	Statutory Discretionary	
22. Adding or changing a name of an existing property or address (exempt VAT)									
A charge to make amendments to the National Land and Property Gazetteer									Non Executive Licensing - Council Approval Required
Minimum charge (up to one hour of officer time)	63.35		63.35	65.30		65.30	S93 - Local Government Act / Localism Act 2011	Discretionary	
Any period of time in excess of one hour to the nearest half an hour (hourly rate shown)	107.00		107.00	110.00		110.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
23. Temporary traffic restrictions for highway works (planned) (exempt VAT)									
Standard charge for one order up to 1 week	2,485.00		2,485.00	2,560.00		2,560.00	Reg 4, Local Authorities (Transport Charges) Regulations 1998/948	Statutory Discretionary	
Standard charge for one order > 1 week but < 3 months	2,685.00		2,685.00	2,770.00		2,770.00	Reg 4, Local Authorities (Transport Charges) Regulations 1998/948	Statutory Discretionary	
Standard charge for one order > 3 months but < 18 months	4,212.00		4,212.00	4,340.00		4,340.00	Reg 4, Local Authorities (Transport Charges) Regulations 1998/948	Statutory Discretionary	
24. Temporary traffic restrictions for highway works (emergency) (exempt VAT)									
Standard charge for one order	1,985.00		1,985.00	2,045.00		2,045.00	Reg 4, Local Authorities (Transport Charges) Regulations 1998/948	Statutory Discretionary	
25. Preparation of plans of temporary traffic restrictions / diversion routes for highway works (exempt VAT)									
** Note: A quotation will be provided based on the nature and extent of the works requested.									
Minimum charge (up to 2 hrs of officer time)	208.00		208.00	214.00		214.00	Reg 4, Local Authorities (Transport Charges) Regulations 1998/948	Statutory Discretionary	
Any period of time in excess of one hour to the nearest half an hour (hourly rate shown)	104.00		104.00	107.00		107.00	Reg 4, Local Authorities (Transport Charges) Regulations 1998/948	Statutory Discretionary	
26. Damage to footpaths, street lighting etc (outside scope of VAT)									
Recharges for damage caused to footpaths/street lighting/street furniture (administration on-cost added to direct contractor cost).									
Cost Of works (Administrative costs)									
£0 to £2000	25% or minimum £200		25% or minimum £200	25% or minimum £200		25% or minimum £200	S 131, Highways Act 1980	Statutory Prescribed	
£2,001 and over	25.00%		25.00%	25.00%		25.00%	S 131, Highways Act 1980	Statutory Prescribed	
27. Memorial Seats On the Highway/Open Spaces (outside scope of VAT)									

	Agreed charges 2020/21			Proposed charges 2021/22			Legislation giving power to charge	Basis for charging	For Noting only/Non Cabinet Approval
	Basic	VAT	Total	Basic	VAT	Total			
Charge for the supply and installation of a standard highway seat (1.8m) as a memorial, dedication or sponsored gift, including the supply and fixing of commemorative plaque.	The cost of supplying & fixing the seat incl. plaque plus 10% administration fee	20%	The cost of supplying & fixing the seat incl. plaque plus 10% administration fee	The cost of supplying & fixing the seat incl. plaque plus 10% administration fee	20%	The cost of supplying & fixing the seat incl. plaque plus 10% administration fee	Section 1, Parish Councils Act 1957 and S 93 Local Government Act and Localism Act 2011	Discretionary	
Charge for the supply and installation of a standard parks seat (1.8m) as a memorial, dedication or sponsored gift, including the supply and fixing of commemorative plaque.	POA		POA	POA		POA	Section 1, Parish Councils Act 1957 and S 93 Local Government Act and Localism Act 2011	Discretionary	
28. Civic Centre Lettings (exempt VAT)									
Council Chamber:									
Mon-Fri (1st hour)	270.00		270.00	278.00		278.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
Each Additional Hour	87.50		87.50	90.00		90.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
Saturday (1st hour)	328.00		328.00	338.00		338.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
Each Additional Hour	109.00		109.00	112.00		112.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
Sunday (1st hour)	437.00		437.00	450.00		450.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
Each Additional Hour	131.00		131.00	135.00		135.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
Committee Rooms 1 & 2 or Gallery:									
Mon-Fri (1st hour)	187.00		187.00	193.00		193.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
Each Additional Hour	62.50		62.50	64.50		64.50	S93 - Local Government Act / Localism Act 2011	Discretionary	
Saturday (1st hour)	230.00		230.00	237.00		237.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
Each Additional Hour	75.00		75.00	77.00		77.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
Sunday (1st hour)	296.00		296.00	305.00		305.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
Each Additional Hour	87.50		87.50	90.00		90.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
Members' Lounge (By Special Arrangement):									
Mon-Fri (1st hour)	240.00		240.00	247.00		247.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
Each Additional Hour	75.00		75.00	77.00		77.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
Saturday (1st hour)	280.00		280.00	288.00		288.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
Each Additional Hour	87.50		87.50	90.00		90.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
Sunday (1st hour)	345.00		345.00	355.00		355.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
Each Additional Hour	115.00		115.00	118.50		118.50	S93 - Local Government Act / Localism Act 2011	Discretionary	
Committee Rooms 3,5,6:									
Mon-Fri (1st hour)	115.50		115.50	119.00		119.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
Each Additional Hour	42.00		42.00	43.30		43.30	S93 - Local Government Act / Localism Act 2011	Discretionary	
Saturday (1st hour)	148.00		148.00	153.00		153.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
Each Additional Hour	54.00		54.00	55.60		55.60	S93 - Local Government Act / Localism Act 2011	Discretionary	
Sunday (1st hour)	175.00		175.00	180.00		180.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
Each Additional Hour	62.50		62.50	64.50		64.50	S93 - Local Government Act / Localism Act 2011	Discretionary	
Training Room Hire									
per hour or part thereof	44.00		44.00	45.40		45.40	S93 - Local Government Act / Localism Act 2011	Discretionary	
Half Day	130.00		130.00	134.00		134.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
Full Day	220.00		220.00	226.00		226.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
29. Civic Centre Visitors Car Park Charges									
Up to 1 Hour	1.33	0.27	1.60	1.33	0.27	1.60	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Up to 2 Hours	2.17	0.43	2.60	2.17	0.43	2.60	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Up to 3 Hours	3.92	0.78	4.70	3.92	0.78	4.70	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Up to 6 Hours	6.67	1.33	8.00	6.67	1.33	8.00	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
6-24 Hours	12.50	2.50	15.00	12.50	2.50	15.00	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
30. Special Refuse Collection (outside scope for VAT)									
Hourly rate (Minimum charge of one hour)	284.00		284.00	293.00		293.00	S45 Environmental Protection Act 1990	Statutory Discretionary	

	Agreed charges 2020/21			Proposed charges 2021/22			Legislation giving power to charge	Basis for charging	For Noting only/Non Cabinet Approval
	Basic	VAT	Total	Basic	VAT	Total			
		20%			20%				
30 a. Special Waste Service									
(Non business supply; outside the scope of VAT)									
Up to 4 items (both recycable and non recycable)	42.00		42.00	40.00		40.00	S45 Environmental Protection Act 1990	Statutory Discretionary	
Up to 8 items (both recycable and non recycable)	62.50		62.50	64.50		64.50	S45 Environmental Protection Act 1990	Statutory Discretionary	
Up to 12 items (both recycable and non recycable)	82.50		82.50	85.00		85.00	S45 Environmental Protection Act 1990	Statutory Discretionary	
Landlords/Agents-Up to 8 items	73.00		73.00	75.50		75.50	S45 Environmental Protection Act 1990	Statutory Discretionary	
Landlords/Agents-Over 8 items	115.00		115.00	118.50		118.50	S45 Environmental Protection Act 1990	Statutory Discretionary	
Additional charge for Premium Collection Service (24 hour removal)	24.00		24.00	24.70		24.70	S45 Environmental Protection Act 1990	Statutory Discretionary	
Single item-Mattress	14.50		14.50	15.00		15.00	S45 Environmental Protection Act 1990	Statutory Discretionary	
Clearance from inside property (5 items) Domestic	83.50		83.50	86.00		86.00	S45 Environmental Protection Act 1990	Statutory Discretionary	
Clearance from inside property (5 items) Landlord/Agent	93.50		93.50	96.50		96.50	S45 Environmental Protection Act 1990	Statutory Discretionary	
House clearance	POA		POA	POA		POA	S45 Environmental Protection Act 1990	Statutory Discretionary	
31. Garden Waste Collection(outside scope for VAT)									
Resident charge for Garden Waste collection full year service fortnightly full rate	75.00		75.00	75.00		75.00	Controlled Waste (England & Wales) Regulations 2012	Statutory Discretionary	
Resident charge for Garden Waste collection full year service fortnightly concessionary rate for residents on means tested benefits	25.00		25.00	25.00		25.00	Controlled Waste (England & Wales) Regulations 2012	Statutory Discretionary	
Resident charge for Garden Waste summer collection service (Apr-Oct) fortnightly full rate	50.00		50.00	50.00		50.00	Controlled Waste (England & Wales) Regulations 2012	Statutory Discretionary	
Resident charge for Garden Waste summer collection service (Apr-Oct) fortnightly concessionary rate for residents on means tested benefits	20.00		20.00	20.00		20.00	Controlled Waste (England & Wales) Regulations 2012	Statutory Discretionary	
Additional amount for Extension of Summer service to full year	40.00		40.00	40.00		40.00	Controlled Waste (England & Wales) Regulations 2013	Statutory Discretionary	
32. Supply of Bins – Sales									
New/Additional/Change of 240 Litre Wheeled Bin	69.20		69.20	69.20		69.20	S47 Environmental Protection Act 1990	Statutory Discretionary	
1,100 Litre bin (flats, new developments)	562.50	112.50	675.00	562.50	112.50	675.00	S47 Environmental Protection Act 1990	Statutory Discretionary	
1280 litre recycling bin	641.67	128.33	770.00	641.67	128.33	770.00	S47 Environmental Protection Act 1990	Statutory Discretionary	
New Garden Waste Bin (if sign up to service)	30.00		30.00	30.00		30.00	S47 Environmental Protection Act 1991	Statutory Discretionary	
Food waste bins (7L and 23L) - issue of 3rd bin and above at premise	4.58	0.92	5.50	4.58	0.92	5.50	S47 Environmental Protection Act 1990	Statutory Discretionary	
Bio-bags (pack of 50)	2.42	0.48	2.90	2.42	0.48	2.90	S47 Environmental Protection Act 1990	Statutory Discretionary	
33. Trade Waste bin charges									
Replacement 140/240 litre trade bin	57.33	11.47	68.80	57.33	11.47	68.80	S47 Environmental Protection Act 1990	Statutory Discretionary	
Replacement 360 litre trade bin	57.33	11.47	68.80	57.33	11.47	68.80	S47 Environmental Protection Act 1990	Statutory Discretionary	
Replacement 660 litre trade bin	455.00	91.00	546.00	455.00	91.00	546.00	S47 Environmental Protection Act 1990	Statutory Discretionary	
Replacement 1100 litre trade bin	595.00	119.00	714.00	595.00	119.00	714.00	S47 Environmental Protection Act 1990	Statutory Discretionary	
Replacement 1280 litre trade bin	673.75	134.75	808.50	673.75	134.75	808.50	S47 Environmental Protection Act 1990	Statutory Discretionary	
Replacement Bin lid	83.33	16.67	100.00	83.33	16.67	100.00	S47 Environmental Protection Act 1991	Statutory Discretionary	
Reinstatement of suspended trade contract	154.17	30.83	185.00	158.33	31.67	190.00	S47 Environmental Protection Act 1990	Statutory Discretionary	
Provision of replacement key	77.50	15.50	93.00	80.00	16.00	96.00	S47 Environmental Protection Act 1990	Statutory Discretionary	
Bin Removal	9.58	1.92	11.50	9.92	1.98	11.90	S47 Environmental Protection Act 1990	Statutory Discretionary	
** Note: All new trade contracts must be paid by Direct Debit									
33a. Trade Refuse Collection (Outside scope for VAT)									
120 Litre bin (weekly charge)	7.65		7.65	7.90		7.90	S45 Environmental Protection Act 1990	Statutory Discretionary	
240 Litre bin (weekly charge)	8.60		8.60	8.90		8.90	S45 Environmental Protection Act 1990	Statutory Discretionary	
360 Litre bin (weekly charge)	9.60		9.60	9.90		9.90	S45 Environmental Protection Act 1990	Statutory Discretionary	
660 Litre bin (weekly charge)	11.90		11.90	12.30		12.30	S45 Environmental Protection Act 1990	Statutory Discretionary	
1,100 Litre bin (weekly charge)	16.00		16.00	16.50		16.50	S45 Environmental Protection Act 1990	Statutory Discretionary	
Sack collection (per sack, min 3 per week)	2.00		2.00	2.05		2.05	S45 Environmental Protection Act 1990	Statutory Discretionary	
Ad-hoc trade collection - on normal scheduled day - Charges as per schedule, minimum £30									
Ad-hoc trade collection - not on scheduled day - Double the charges above, minimum £30									

	Agreed charges 2020/21			Proposed charges 2021/22			Legislation giving power to charge	Basis for charging	For Noting only/Non Cabinet Approval
	Basic	VAT	Total	Basic	VAT	Total			
		20%			20%				
33b. Collections for Trade Recycling (Outside scope for VAT)									
240 Litre bin (weekly charge)	6.65		6.65	6.85		6.85	S45 Environmental Protection Act 1990	Statutory Discretionary	
660 Litre bin (weekly charge)	9.40		9.40	9.70		9.70	S45 Environmental Protection Act 1990	Statutory Discretionary	
1,280 Litre bin (weekly charge)	11.70		11.70	12.00		12.00	S45 Environmental Protection Act 1990	Statutory Discretionary	
Sack collection (per sack, min 3 per week)	1.30		1.30	1.35		1.35	S45 Environmental Protection Act 1990	Statutory Discretionary	
Paper Collection per sack	1.30		1.30	1.35		1.35	S45 Environmental Protection Act 1990	Statutory Discretionary	
Ad-hoc trade collection - on normal scheduled day	charge per bin size plus £5.50		charge per bin size plus £5.50	charge per bin size plus £5.50		charge per bin size plus £5.50	S45 Environmental Protection Act 1990	Statutory Discretionary	
Ad-hoc trade collection - not on scheduled day	twice bin size plus £10.5		twice bin size plus £10.5	twice bin size plus £10.5		twice bin size plus £10.5	S45 Environmental Protection Act 1990	Statutory Discretionary	
33c. Commercial Food Waste Collection									
<i>(Non business supply;outside the scope of VAT)</i>									
140L (per collection)-Standard price	8.95		8.95	8.95		8.95	S45 Environmental Protection Act 1990	Statutory Discretionary	
140L (per collection)-Concessionary price	7.75		7.75	7.75		7.75	S45 Environmental Protection Act 1990	Statutory Discretionary	
240L (per collection)-Standard price	17.20		17.20	17.20		17.20	S45 Environmental Protection Act 1990	Statutory Discretionary	
240L (per collection)-Concessionary price	12.90		12.90	12.90		12.90	S45 Environmental Protection Act 1990	Statutory Discretionary	
33d. Commercial Waste Removal Service									
(if the council acts under the EPA 1990 s45(1) when providing this service, it will be non business. If it amounts to industrial waste, then the supply will be standard rated.)									
Hire of vehicle and driver-Full day	545.83	109.17	655.00	545.83	109.17	675.00	S45 Environmental Protection Act 1990	Statutory Discretionary	
Hire of vehicle and driver-half day	295.83	59.17	355.00	295.83	59.17	366.00	S45 Environmental Protection Act 1990	Statutory Discretionary	
Disposal charge for each load of specific waste (concrete,soil,subsoil or rubble)	187.50	37.50	225.00	187.50	37.50	232.00	S45 Environmental Protection Act 1990	Statutory Discretionary	
Disposal charge for mixed waste (per tonne)	273.33	54.67	328.00	273.33	54.67	338.00	S45 Environmental Protection Act 1990	Statutory Discretionary	
33e. Confidential Waste									
(Standard rated VAT)									
External businesses (per collection)	11.38	2.28	13.65	11.38	2.28	14.00	S45 Environmental Protection Act 1990	Statutory Discretionary	
Schools and Internal services (per collection)	9.08	1.82	10.90	9.08	1.82	11.20	S45 Environmental Protection Act 1990	Statutory Discretionary	
Confidential waste sack per collection	5.46	1.09	6.55	5.46	1.09	6.75	S45 Environmental Protection Act 1990	Statutory Discretionary	
33f. Out of Borough collections									
Out of borough collections up to 15 miles outside borough boundary									
Price per mile > 1mile	1.08	0.22	1.30	1.08	0.22	1.35	S45 Environmental Protection Act 1990	Statutory Discretionary	
Ad-hoc trade collection (in addition to charge per mile)	21.83	4.37	26.20	21.83	4.37	27.00	S45 Environmental Protection Act 1990	Statutory Discretionary	
Refuse:	0.00			0.00					
120 Litre bin (weekly charge additional to charge per mile)	7.65	1.53	9.18	7.65	1.53	9.45	S45 Environmental Protection Act 1990	Statutory Discretionary	
240 Litre bin (weekly charge additional to charge per mile)	8.60	1.72	10.32	8.60	1.72	10.65	S45 Environmental Protection Act 1990	Statutory Discretionary	
360 Litre bin (weekly charge additional to charge per mile)	9.60	1.92	11.52	9.60	1.92	11.90	S45 Environmental Protection Act 1990	Statutory Discretionary	
660 Litre bin (weekly charge additional to charge per mile)	11.90	2.38	14.28	11.90	2.38	14.70	S45 Environmental Protection Act 1990	Statutory Discretionary	
1,100 Litre bin (weekly charge additional to charge per mile)	16.00	3.20	19.20	16.00	3.20	19.80	S45 Environmental Protection Act 1990	Statutory Discretionary	
Recycling									
240 Litre bin (weekly charge additional to charge per mile)	6.65	1.33	7.98	6.65	1.33	8.20	S45 Environmental Protection Act 1990	Statutory Discretionary	
660 Litre bin (weekly charge additional to charge per mile)	9.40	1.88	11.28	9.40	1.88	11.60	S45 Environmental Protection Act 1990	Statutory Discretionary	
1,280 Litre bin (weekly charge additional to charge per mile)	11.70	2.34	14.04	11.70	2.34	14.50	S45 Environmental Protection Act 1990	Statutory Discretionary	
34. Clearance of contaminated wheeled bin (domestic, recycling or trade) reported by crew (i.e. "Heavy" or "contaminated" etc.) (Outside scope for VAT)									
"2 wheeled" bin	49.50		49.50	51.00		51.00	S45/46 Environmental Protection Act 1990	Statutory Discretionary	
"4 wheeled" bin	95.50		95.50	98.50		98.50	S45/46 Environmental Protection Act 1990	Statutory Discretionary	
35. Civic Amenity Site - Trade Waste Charges (outside scope of VAT)									
Disposal of residual trade waste (per tonne)	275.00		275.00	275.00		275.00	S45 Environmental Protection Act 1990	Statutory Discretionary	

	Agreed charges 2020/21			Proposed charges 2021/22			Legislation giving power to charge	Basis for charging	For Noting only/Non Cabinet Approval
	Basic	VAT 20%	Total	Basic	VAT 20%	Total			
Minimum charge	95.00		95.00	95.00		95.00	s45 Environmental Protection Act 1990	Statutory Discretionary	
Disposal of Green waste or cardboard (per tonne)	80.00		80.00	80.00		80.00	s45 Environmental Protection Act 1990	Statutory Discretionary	
Minimum charge	25.00		25.00	25.00		25.00	s45 Environmental Protection Act 1990	Statutory Discretionary	
Disposal of Scrap Metal (per tonne)	No charge		No charge	No charge		No charge			
Trade Mattress (price per mattress)	20.00		20.00	20.00		20.00	s45 Environmental Protection Act 1990	Statutory Discretionary	
Household Recyclable waste bought to site by non residents, charge per car load	25.00		25.00	25.80		25.80	s46 Environmental Protection Act 1990	Statutory Discretionary	
37. Car Parking Charges							s45/46 Road Traffic Regulation Act 1984		
37a. On-street charges (outside scope of VAT)									
ZONE A (Pinner)									
BRIDGE STREET (per 20mins)	0.40		0.40	0.40		0.40	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
CANNON LANE (per 20 mins)	0.20		0.20	0.20		0.20	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
HIGH STREET, PINNER (per 20 mins)	0.40		0.40	0.40		0.40	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
LOVE LANE (per 20 mins)	0.40		0.40	0.40		0.40	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
MARSH ROAD (per 20 mins)	0.40		0.40	0.40		0.40	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
STATION APPROACH (per 20 mins)	0.40		0.40	0.40		0.40	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
ZONE B (Stanmore)									
CHURCH ROAD (per 20 mins)	0.40		0.40	0.40		0.40	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
COVERDALE CLOSE (per 20 mins)	0.40		0.40	0.40		0.40	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
MERRION AVENUE (per 20 mins)	0.40		0.40	0.40		0.40	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
RECTORY LANE (per 20 mins)	0.40		0.40	0.40		0.40	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
THE BROADWAY (per 20 mins)	0.40		0.40	0.40		0.40	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
STANMORE HILL (per 20 mins)	0.40		0.40	0.40		0.40	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
ZONE C (Wealdstone)									
SANDRIDGE CLOSE (long stay - per visit)	5.00		5.00	5.00		5.00	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
ZONE CA (Wealdstone East)									
CANNING ROAD (per 20 mins)	0.40		0.40	0.40		0.40	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
GORDON ROAD (per 20 mins)	0.40		0.40	0.40		0.40	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
GRAHAM ROAD (per 20 mins)	0.40		0.40	0.40		0.40	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
HIGH STREET (per 20 mins)	0.40		0.40	0.40		0.40	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
SPENCER ROAD (per 20 mins)	0.40		0.40	0.40		0.40	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
HEADSTONE DRIVE (per 20 mins)	0.40		0.40	0.40		0.40	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
WOLSELEY ROAD (per 20 mins)	0.40		0.40	0.40		0.40	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
ZONE C1 (Wealdstone)									
LADYSMITH ROAD (per 20 mins)	0.40		0.40	0.40		0.40	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
ZONE D (Harrow)									
COLLEGE ROAD (per 20 mins)	0.80		0.80	0.80		0.80	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
GREENHILL WAY (per 20 mins)	0.80		0.80	0.80		0.80	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
HEADSTONE ROAD (per 20 mins)	0.20		0.20	0.20		0.20	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
JUNCTION ROAD (per 20 mins)	0.80		0.80	0.80		0.80	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
LYON ROAD (per 20 mins)	0.80		0.80	0.80		0.80	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
ST JOHN'S ROAD (per 20 mins)	0.80		0.80	0.80		0.80	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
STATION ROAD SLIP ROAD (per 20 mins)	0.80		0.80	0.80		0.80	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
ZONE DA (Canons Park)									
DONNEFIELD AVENUE (per 20 mins)	0.20		0.20	0.20		0.20	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
ZONE E (Harrow)									
GROVE HILL (per 20 mins)	0.80		0.80	0.80		0.80	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
LANSDOWNE ROAD (per 20 mins)	0.80		0.80	0.80		0.80	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
LOWLANDS ROAD (per 20 mins)	0.80		0.80	0.80		0.80	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
PETERBOROUGH ROAD (per 20 mins)	0.80		0.80	0.80		0.80	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
WHITEHALL ROAD (per 20 mins)	0.80		0.80	0.80		0.80	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
ZONE F (Harrow)									
BONNERSFIELD LANE (per 20 mins)	0.80		0.80	0.80		0.80	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
CRYSTAL WAY (per 20 mins)	0.40		0.40	0.40		0.40	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
FLAMBARD ROAD (per 20 mins)	0.40		0.40	0.40		0.40	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	

	Agreed charges 2020/21			Proposed charges 2021/22			Legislation giving power to charge	Basis for charging	For Noting only/Non Cabinet Approval
	Basic	VAT 20%	Total	Basic	VAT 20%	Total			
SHEEPCOTE ROAD (per 20 mins)	0.80		0.80	0.80		0.80	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
STATION ROAD (per 20 mins)	0.80		0.80	0.80		0.80	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
ZONE H (Stanmore)									
COURT DRIVE (per 30 mins)	0.20		0.20	0.20		0.20	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
BROCKLEYSIDE (per 20 mins)	0.20		0.20	0.20		0.20	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
LONDON ROAD (per 20 mins)	0.20		0.20	0.20		0.20	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
ZONE J (Wealdstone)									
LOCKET ROAD (per 20 mins)	0.40		0.40	0.40		0.40	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
GRANT ROAD (per 20 mins)	0.40		0.40	0.40		0.40	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
THOMSON ROAD (per 20 mins)	0.40		0.40	0.40		0.40	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
MASONS AVE (per 20 mins)	0.40		0.40	0.40		0.40	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
MONTROSE ROAD (per 20 mins)	0.40		0.40	0.40		0.40	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
STUART AVENUE (per 20 mins)	0.40		0.40	0.40		0.40	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
ZONE K (Harrow)									
BLAWITH ROAD (per 20 mins)	0.40		0.40	0.40		0.40	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
DOMINION PARADE (per 20 mins)	0.80		0.80	0.80		0.80	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
HIGH MEAD (per 20 mins)	0.40		0.40	0.40		0.40	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
NIBTHWAITE ROAD (per 20 mins)	0.40		0.40	0.40		0.40	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
STATION ROAD (per 20 mins)	0.40		0.40	0.40		0.40	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
BETHECAR ROAD (per 20 mins)	0.40		0.40	0.40		0.40	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
ZONE L (Rayners Lane)									
ALEXANDRA AVENUE (20 mins)	0.40		0.40	0.40		0.40	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
IMPERIAL DRIVE (per 20 mins)	0.40		0.40	0.40		0.40	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
RAYNERS LANE (per 20 mins)	0.40		0.40	0.40		0.40	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
VILLAGE WAY EAST (per 20 mins)	0.40		0.40	0.40		0.40	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
WARDEN AVENUE (per 20 mins)	0.40		0.40	0.40		0.40	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
ZONE M (South Harrow)									
BROOKE AVENUE (per 20 mins)	0.40		0.40	0.40		0.40	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
BROOKE AVENUE (long stay - per visit)	5.00		5.00	5.00		5.00	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
EASTCOTE ROAD (per 20 mins)	0.40		0.40	0.40		0.40	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
NORTHOLT ROAD (per 20 mins)	0.40		0.40	0.40		0.40	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
PARKFIELD ROAD (per 20 mins)	0.40		0.40	0.40		0.40	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
SCARSDALE ROAD (per 20 mins)	0.40		0.40	0.40		0.40	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
SOUTH HILL AVENUE (per 20 mins)	0.40		0.40	0.40		0.40	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
SOUTH HILL AVENUE (long stay - per visit)	5.00		5.00	5.00		5.00	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
WARGRAVE ROAD (per 20 mins)	0.40		0.40	0.40		0.40	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
WHITBY ROAD (per 20 mins)	0.40		0.40	0.40		0.40	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
ZONE M1 (South Harrow)									
SHERWOOD ROAD (per 20 mins)	0.40		0.40	0.40		0.40	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
STANLEY ROAD (per 20 mins)	0.40		0.40	0.40		0.40	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
ZONE N (Sudbury Hill)									
CAVENDISH AVENUE (per 20 mins)	0.20		0.20	0.20		0.20	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
FERNBANK AVENUE (per 20 mins)	0.20		0.20	0.20		0.20	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
GREENFORD ROAD (per 20 mins)	0.20		0.20	0.20		0.20	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
ROSEBANK AVENUE (per 20 mins)	0.20		0.20	0.20		0.20	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
ZONE P (Harrow)									
ROSSLYN CRESCENT (per 20 mins)	0.40		0.40	0.40		0.40	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
ZONE R (Harrow)									
WOODLANDS ROAD (per 20 mins)	0.80		0.80	0.80		0.80	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
ZONE S (Harrow)									
ELMWOOD AVENUE (per 20 mins)	0.40		0.40	0.40		0.40	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
ZONE SM (Stanmore Marsh)									
HONEYPOT LANE (per 20 mins)	0.20		0.20	0.20		0.20	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
ZONE TA (Edgware South)									
HANDEL WAY (per 20 mins)	0.50		0.50	0.50		0.50	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
MEAD ROAD (per 20 mins)	0.50		0.50	0.50		0.50	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
WHITCHURCH LANE (per 20 mins)	0.50		0.50	0.50		0.50	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
ZONE TB (Edgware North)									

	Agreed charges 2020/21			Proposed charges 2021/22			Legislation giving power to charge	Basis for charging	For Noting only/Non Cabinet Approval
	Basic	VAT 20%	Total	Basic	VAT 20%	Total			
CANONS DRIVE (per 20 mins)	0.50		0.50	0.50		0.50	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
EDGWARE ROAD (per 20 mins)	0.50		0.50	0.50		0.50	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
HIGH STREET (per 20 mins)	0.50		0.50	0.50		0.50	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
MONTGOMERY ROAD (per 20 mins)	0.50		0.50	0.50		0.50	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
RYE WAY (per 20 mins)	0.50		0.50	0.50		0.50	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
ZONE U (Pinner road & County Roads)									
BEDFORD ROAD (per 20 mins)	0.20		0.20	0.20		0.20	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
DEVONSHIRE ROAD (per 20 mins)	0.20		0.20	0.20		0.20	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
OXFORD ROAD (per 20 mins)	0.20		0.20	0.20		0.20	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
PINNER ROAD (per 20 mins)	0.20		0.20	0.20		0.20	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
PINNER VIEW (per 20 mins)	0.20		0.20	0.20		0.20	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
RUTLAND ROAD (per 20 mins)	0.20		0.20	0.20		0.20	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
NEPTUNE ROAD (per 20 mins)	0.20		0.20	0.20		0.20	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
ZONE V (West Harrow)									
UNNAMED ROAD off Vaughan Road (per 20 mins)	0.20		0.20	0.20		0.20	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
ZONE W (West Harrow)									
BLENHEIM ROAD (per 20 mins)	0.20		0.20	0.20		0.20	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
THE GARDENS (per 20 mins)	0.20		0.20	0.20		0.20	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
ZONE WH (West Harrow)									
WHITMORE ROAD (per 20 mins)	0.20		0.20	0.20		0.20	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
PORLOCK AVENUE (per 20 mins)	0.20		0.20	0.20		0.20	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
ZONE X (Burnt Oak)									
BACON LANE (per 20 mins)	0.20		0.20	0.20		0.20	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
BURNT OAK BROADWAY (per 20 mins)	0.20		0.20	0.20		0.20	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
COLUMBIA AVENUE (per 20 mins)	0.20		0.20	0.20		0.20	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
NORTHOLME GARDENS (per 20 mins)	0.20		0.20	0.20		0.20	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
OAKLEIGH AVENUE (per 20 mins)	0.20		0.20	0.20		0.20	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
THE CHASE (per 20 mins)	0.20		0.20	0.20		0.20	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
THE HIGHLANDS (per 20 mins)	0.20		0.20	0.20		0.20	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
VANCOUVER ROAD (per 20 mins)	0.20		0.20	0.20		0.20	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
ZONE Z (Headstone Lane)									
HEADSTONE LANE (per 20 mins)	0.20		0.20	0.20		0.20	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
LONG ELMES (per 20 mins)	0.20		0.20	0.20		0.20	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
Kenton Pay and display zone									
KENTON ROAD (per 20 mins)	0.40		0.40	0.40		0.40	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
MAYFIELD AVENUE (per 20 mins)	0.40		0.40	0.40		0.40	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
WILLOWCOURT AVENUE (per 20 mins)	0.40		0.40	0.40		0.40	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
North Harrow Pay and display zone									
ARGYLE ROAD, NORTH HARROW (per 20mins)	0.40		0.40	0.40		0.40	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
PINNER ROAD, NORTH HARROW (per 20 mins)	0.40		0.40	0.40		0.40	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
STATION ROAD, NORTH HARROW (per 20 mins)	0.40		0.40	0.40		0.40	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
Pay and display zones (Other)									
MARLBOROUGH HILL (long stay - per visit)	5.00		5.00	5.00		5.00	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
MILTON ROAD (per 20 mins)	0.40		0.40	0.40		0.40	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
HEADSTONE DRIVE outside Kodak (per 20 mins)	0.40		0.40	0.40		0.40	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
HIGH STREET stand alone in Edgware (per 20 mins)	0.50		0.50	0.50		0.50	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
UXBRIDGE ROAD, Hatch End (per 20 mins)	0.20		0.20	0.20		0.20	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
KENTON LANE, Belmont (per 20 mins)	0.20		0.20	0.20		0.20	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
BELMONT CIRCLE, Belmont (per 20 mins)	0.20		0.20	0.20		0.20	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
MOLLISON WAY,Queensbury (per 20 mins)	0.20		0.20	0.20		0.20	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
37b. Off-street Parking							s35 Road Traffic Regulation Act 1984		
s35 Road Traffic Regulation Act 1984									
Note: Off street parking is VAT liable.									
Queens House (Multi storey)									
Long stay - per visit	4.17	0.83	5.00	4.17	0.83	5.00	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Per 60 mins	1.17	0.23	1.40	1.17	0.23	1.40	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Davy House									

	Agreed charges 2020/21			Proposed charges 2021/22			Legislation giving power to charge	Basis for charging	For Noting only/Non Cabinet Approval
	Basic	VAT	Total	Basic	VAT	Total			
		20%			20%				
Per 60 mins	1.17	0.23	1.40	1.17	0.23	1.40	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Greenhill Way									
Per 60 mins	1.17	0.23	1.40	1.17	0.23	1.40	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Grimsdyke Road									
Per 60 minutes	0.42	0.08	0.50	0.42	0.08	0.50	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Palmerston Rd									
Per 60 mins	0.83	0.17	1.00	0.83	0.17	1.00	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Peel House (Multi storey)									
Per 60 mins	0.83	0.17	1.00	0.83	0.17	1.00	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Cambridge Rd									
Per 60 mins	0.83	0.17	1.00	0.83	0.17	1.00	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Over 4 hrs	4.17	0.83	5.00	4.17	0.83	5.00	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Chapel Lane									
Long stay - per visit	9.50	1.90	11.40	9.50	1.90	11.40	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Per 60 mins	0.83	0.17	1.00	0.83	0.17	1.00	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Love Lane									
Long stay - per visit	9.50	1.90	11.40	9.50	1.90	11.40	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Per 60 mins	0.83	0.17	1.00	0.83	0.17	1.00	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
West House									
up to 30mins	Free		Free	Free		Free	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Per 60 mins	0.83	0.17	1.00	0.83	0.17	1.00	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Over 6 hrs	9.50	1.90	11.40	9.50	1.90	11.40	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Kenton Lane, Belmont Circle									
Per 60 mins	0.42	0.08	0.50	0.42	0.08	0.50	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Kinghill Drive, Belmont Circle									
Per 60 mins	0.42	0.08	0.50	0.42	0.08	0.50	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Whitchurch Playing Fields, Stanmore Marsh									
Per 60 mins	0.42	0.08	0.50	0.42	0.08	0.50	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
37c. On Street Residents Permits (outside scope of VAT)									
s45 Road Traffic Reg Act 1984									
Residents Permits : Annual Charges									
For cars registered after 1 March 2001 use CO2 emissions									
For cars registered before 1 March 2001 use engine capacity									
Electric Only Vehicles									
1st Vehicle	20.00		20.00	20.60		20.60	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
2nd Vehicle	20.00		20.00	20.60		20.60	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
3rd Vehicle	25.00		25.00	25.80		25.80	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
4th Vehicle	31.00		31.00	32.00		32.00	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Non Diesel fuel - CO₂ emissions rated up to 150g/km/Engine capacity up to 1,299cc									
1st Vehicle	50.00		50.00	51.50		51.50	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
2nd Vehicle	75.00		75.00	77.50		77.50	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
3rd Vehicle	100.00		100.00	103.00		103.00	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
4th Vehicle	125.00		125.00	129.00		129.00	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Diesel fuel - CO₂ emissions rated up to 150g/km/Engine capacity up to 1,299cc									
1st Vehicle	60.00		60.00	62.00		62.00	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
2nd Vehicle	90.00		90.00	93.00		93.00	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
3rd Vehicle	120.00		120.00	123.50		123.50	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
4th Vehicle	150.00		150.00	154.50		154.50	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Non Diesel fuel - CO₂ emissions rated between 151g/km up to 185g/km/Engine capacity between 1,300cc and 1,849cc									
1st Vehicle	60.00		60.00	62.00		62.00	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
2nd Vehicle	90.00		90.00	93.00		93.00	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
3rd Vehicle	120.00		120.00	123.50		123.50	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
4th Vehicle	150.00		150.00	154.50		154.50	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	

	Agreed charges 2020/21			Proposed charges 2021/22			Legislation giving power to charge	Basis for charging	For Noting only/Non Cabinet Approval
	Basic	VAT	Total	Basic	VAT	Total			
		20%			20%				
Diesel fuel - CO₂ emissions rated between 151g/km up to 185g/km/Engine capacity between 1,300cc and 1,849cc									
1st Vehicle	72.00		72.00	74.00		74.00	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
2nd Vehicle	108.00		108.00	111.50		111.50	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
3rd Vehicle	144.00		144.00	148.50		148.50	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
4th Vehicle	180.00		180.00	185.50		185.50	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Non Diesel fuel - CO₂ emissions rated between 186g/km up to 225g/km/Engine capacity between 1,850cc and 2,449cc									
1st Vehicle	70.00		70.00	72.00		72.00	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
2nd Vehicle	105.00		105.00	108.00		108.00	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
3rd Vehicle	140.00		140.00	144.00		144.00	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
4th Vehicle	175.00		175.00	180.00		180.00	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Diesel fuel - CO₂ emissions rated between 186g/km up to 225g/km/Engine capacity between 1,850cc and 2,449cc									
1st Vehicle	84.00		84.00	86.50		86.50	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
2nd Vehicle	126.00		126.00	130.00		130.00	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
3rd Vehicle	168.00		168.00	173.00		173.00	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
4th Vehicle	210.00		210.00	216.50		216.50	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Non Diesel fuel - CO₂ emissions rated over 226g/km /Engine capacity greater than 2,450cc									
1st Vehicle	80.00		80.00	82.50		82.50	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
2nd Vehicle	120.00		120.00	123.50		123.50	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
3rd Vehicle	160.00		160.00	165.00		165.00	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
4th Vehicle	200.00		200.00	206.00		206.00	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Diesel fuel - CO₂ emissions rated over 226g/km /Engine capacity greater than 2,450cc									
1st Vehicle	96.00		96.00	99.00		99.00	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
2nd Vehicle	144.00		144.00	148.00		148.00	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
3rd Vehicle	192.00		192.00	198.00		198.00	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
4th Vehicle	240.00		240.00	247.00		247.00	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Officers have reviewed the issue of permits and the administrative costs. Permits will continue to be issued for 12 months, and an administration fee of £25 for the surrender of a permit. Whole months only are refunded. Where the amount to be refunded is equal to or less than the administration fee, no refund will be made. This practice has been in place for some time. Permits will only be issued for 12 months, but no charge will be made for a change in registration of the vehicle.									
37d. On Street Visitors Permits (outside scope of VAT). s45 Road Traffic Reg Act 1984									
Residents Permits (book of 10)									
Note: (50% discount on visitor permits for senior citizens, or disabled residents in receipt of disability benefits or attendance allowance).							s45/46 Road Traffic Regulation Act 1984		
All visitors permits (book of 10)	20.30		20.30	20.90		20.90	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
37e. Off - Street Business Permits (Car Parks). s35 Road Traffic Regulation Act 1984									
Pinner, Wealdstone							s35 Road Traffic Regulation Act 1984		
Reg. No. Specific: 3 months	238.33	47.67	286.00	275.00	55.00	330.00	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Reg. No. Specific: 6 months	455.00	91.00	546.00	525.00	105.00	630.00	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Reg. No. Specific: Annual	866.67	173.33	1,040.00	1,000.00	200.00	1,200.00	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Company: per annum - marked specific bay	1,033.33	206.67	1,240.00	1,166.67	233.33	1,400.00	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
North Harrow - Cambridge Road CP							s35 Road Traffic Regulation Act 1984		
Reg. No. Specific: 3 months	216.67	43.33	260.00	229.17	45.83	275.00	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Reg. No. Specific: 6 months	416.67	83.33	500.00	437.50	87.50	525.00	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Reg. No. Specific: Annual	783.33	156.67	940.00	833.33	166.67	1,000.00	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	

	Agreed charges 2020/21			Proposed charges 2021/22			Legislation giving power to charge	Basis for charging	For Noting only/Non Cabinet Approval
	Basic	VAT	Total	Basic	VAT	Total			
		20%			20%				
Company: per annum - marked specific bay	958.33	191.67	1,150.00	1,000.00	200.00	1,200.00	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Central Harrow - Queens House CP							s35 Road Traffic Regulation Act 1984		
Reg. No. specific: 3 months	216.67	43.33	260.00	229.17	45.83	275.00	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Reg. No. specific: 6 months	416.67	83.33	500.00	437.50	87.50	525.00	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Reg. No. specific: Annual	783.33	156.67	940.00	833.33	166.67	1,000.00	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Company: per annum - marked specific bay	958.33	191.67	1,150.00	1,000.00	200.00	1,200.00	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Central Harrow - Davy House CP / Greenhill Way CP							s35 Road Traffic Regulation Act 1984		
Reg. No. specific: 3 months	285.83	57.17	343.00	320.83	64.17	385.00	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Reg. No. specific: 6 months	545.83	109.17	655.00	612.50	122.50	735.00	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Reg. No. specific: Annual	1,040.00	208.00	1,248.00	1,166.67	233.33	1,400.00	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Company: per annum - marked specific bay	1,206.67	241.33	1,448.00	1,333.33	266.67	1,600.00	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Contract Parking at Queens House Car Park: Season ticket (per annum)	810.00	162.00	972.00	1,083.33	216.67	1,300.00	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
37f. On - Street Business Permits (outside scope of VAT). s45 Road Traffic Regulation Act 1984 and the Traffic Management Orders							s45/46 Road Traffic Regulation Act 1984		
Annual - Electric only vehicles									
Local centre	37.50		37.50	38.50		38.50	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
District centre	56.25		56.25	58.00		58.00	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
Major centre	112.50		112.50	116.00		116.00	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
Metropolitan centre	168.75		168.75	174.00		174.00	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
Annual - Non diesel fuel vehicles									
Local centre	150.00		150.00	154.50		154.50	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
District centre	225.00		225.00	232.00		232.00	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
Major centre	450.00		450.00	463.50		463.50	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
Metropolitan centre	675.00		675.00	695.50		695.50	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
Annual - Diesel fuel powered vehicles									
Local centre	180.00		180.00	185.50		185.50	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
District centre	270.00		270.00	278.00		278.00	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
Major centre	540.00		540.00	556.00		556.00	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
Metropolitan centre	810.00		810.00	834.50		834.50	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
37h. Traders Permits									
Day - Electric only vehicles									
Local centre	1.25		1.25	1.29		1.29	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
District centre	1.88		1.88	1.94		1.94	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
Major centre	3.75		3.75	3.86		3.86	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
Metropolitan centre	5.63		5.63	5.80		5.80	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
Day - Non-diesel fuel powered vehicles									
Local centre	5.00		5.00	5.15		5.15	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
District centre	7.50		7.50	7.73		7.73	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
Major centre	15.00		15.00	15.45		15.45	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
Metropolitan centre	22.50		22.50	23.18		23.18	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
Day - Diesel fuel powered vehicles									
Local centre	6.00		6.00	6.18		6.18	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
District centre	9.00		9.00	9.27		9.27	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
Major centre	18.00		18.00	18.54		18.54	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
Metropolitan centre	27.00		27.00	27.81		27.81	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
Week - Electric only vehicles									
Local centre	3.75		3.75	3.86		3.86	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
District centre	5.63		5.63	5.80		5.80	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
Major centre	11.25		11.25	11.59		11.59	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
Metropolitan centre	16.88		16.88	17.39		17.39	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
Week - Non-diesel fuel powered vehicles									
Local centre	15.00		15.00	15.45		15.45	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
District centre	22.50		22.50	23.18		23.18	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
Major centre	45.00		45.00	46.35		46.35	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
Metropolitan centre	67.50		67.50	69.53		69.53	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
Week - Diesel fuel powered vehicles									

	Agreed charges 2020/21			Proposed charges 2021/22			Legislation giving power to charge	Basis for charging	For Noting only/Non Cabinet Approval
	Basic	VAT	Total	Basic	VAT	Total			
		20%			20%				
Local centre	18.00		18.00	18.54		18.54	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
District centre	27.00		27.00	27.81		27.81	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
Major centre	54.00		54.00	55.62		55.62	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
Metropolitan centre	81.00		81.00	83.43		83.43	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
Month - Electric only vehicles									
Local centre	7.50		7.50	7.73		7.73	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
District centre	11.25		11.25	11.59		11.59	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
Major centre	22.50		22.50	23.18		23.18	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
Metropolitan centre	33.75		33.75	34.76		34.76	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
Month - Non-diesel fuel powered vehicles									
Local centre	30.00		30.00	30.90		30.90	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
District centre	45.00		45.00	46.35		46.35	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
Major centre	90.00		90.00	92.70		92.70	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
Metropolitan centre	135.00		135.00	139.05		139.05	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
Month - Diesel fuel powered vehicles									
Local centre	36.00		36.00	37.08		37.08	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
District centre	54.00		54.00	55.62		55.62	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
Major centre	108.00		108.00	111.24		111.24	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
Metropolitan centre	162.00		162.00	166.86		166.86	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
37i. Doctor Permits									
Annual - Electric only vehicles	20.00		20.00	20.60		20.60	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
Annual - Non diesel fuel powered vehicles	80.00		80.00	82.40		82.40	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
Annual - Diesel fuel powered vehicles	96.00		96.00	98.88		98.88	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
38. Road Traffic Regulation (outside scope of VAT)									
** Note: Charges to provide road space for various works plus the stationing of vehicles and equipment have been reviewed and changes are proposed. These proposals are in line with the charges and procedures of neighbouring authorities. Dispensations are used to provide parking for contractors working in a specific locality.									
Suspension of parking places administration >14 days notice	41.60		41.60	43.00		43.00	Reg 3 Local Authorities (Transport Charges) Regulations 1998	Statutory Discretionary	
Suspension of parking places administration 2-14 days notice	84.25		84.25	87.00		87.00	Reg 3 Local Authorities (Transport Charges) Regulations 1998	Statutory Discretionary	
Suspension of parking places administration less than 2 days notice	124.80		124.80	129.00		129.00	Reg 3 Local Authorities (Transport Charges) Regulations 1998	Statutory Discretionary	
Note: Initial application fee no longer includes one bay for one day	0.00			0.00					
2a. Suspension of parking places - bay per day - town centre	33.30		33.30	34.30		34.30	Reg 3 Local Authorities (Transport Charges) Regulations 1998	Statutory Discretionary	
2a. Suspension of parking places - bay per day district centre	25.50		25.50	26.30		26.30	Reg 3 Local Authorities (Transport Charges) Regulations 1998	Statutory Discretionary	
2a. Suspension of parking places - bay per day local	19.25		19.25	19.80		19.80	Reg 3 Local Authorities (Transport Charges) Regulations 1998	Statutory Discretionary	
Note: Where bays are not individually marked, for charging purposes, a bay is a continuous length of 5 metres or part thereof.									
Health Care Permits - LA's and HA's	29.65		29.65	30.60		30.60	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
Health Care Permits - External companies	156.00		156.00	160.70		160.70	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
39. Parking discretionary Lettings (outside scope of VAT)									
Peel House (per hour)	82.00		82.00	84.50		84.50	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
40. Pest Control									
(Pest that are of public health significance)									
40a (i) Rats and Mice									
Domestic premises (price for a course of treatment, up to three visits)	118.75	23.75	142.50	122.33	24.47	146.80	S93 - Local Government Act / Localism Act 2011	Discretionary	
Domestic premises (additional visit and treatment as part of a course of treatment)	32.96	6.59	39.55	34.00	6.80	40.80	S93 - Local Government Act / Localism Act 2011	Discretionary	
Commercial premises (per visit, min 2 visits)	134.33	26.87	161.20	138.42	27.68	166.10	S93 - Local Government Act / Localism Act 2011	Discretionary	
Commercial additional half-hour thereafter	53.75	10.75	64.50	55.42	11.08	66.50	S93 - Local Government Act / Localism Act 2011	Discretionary	
40a (ii) Bed Bugs									
Residential premises (3 bed semi size property) (min 2 visits).	238.33	47.67	286.00	245.50	49.10	294.60	S93 - Local Government Act / Localism Act 2011	Discretionary	
Bed bugs per additional bedroom (At the same treatment)	25.58	5.12	30.70	26.33	5.27	31.60	S93 - Local Government Act / Localism Act 2011	Discretionary	

	Agreed charges 2020/21			Proposed charges 2021/22			Legislation giving power to charge	Basis for charging	For Noting only/Non Cabinet Approval
	Basic	VAT	Total	Basic	VAT	Total			
		20%			20%				
40a (iii) Cockroaches									
Gel baits (for two sequential visits to one premises) (3 bed semi size property)	134.33	26.87	161.20	138.33	27.67	166.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
Cockroaches per additional bedroom (At the same treatment)	25.58	5.12	30.70	26.33	5.27	31.60	S93 - Local Government Act / Localism Act 2011	Discretionary	
40b. Wasps									
Colony killed but nest not removed	73.67	14.73	88.40	75.92	15.18	91.10	S93 - Local Government Act / Localism Act 2011	Discretionary	
Additional colony treated at the same time as the initial treatment	22.08	4.42	26.50	22.75	4.55	27.30	S93 - Local Government Act / Localism Act 2011	Discretionary	
Other Pest Control Services									
Domestic premises	138.67	27.73	166.40	142.83	28.57	171.40	S93 - Local Government Act / Localism Act 2011	Discretionary	
Commercial premises (per visit) Minimum charge as priorities allow. This charge is due to resource constraints, when it may not be possible to offer this service in the case of large block treatments.	138.67	27.73	166.40	142.83	28.57	171.40	S93 - Local Government Act / Localism Act 2011	Discretionary	
40d Fleas (one visit)	134.33	26.87	161.20	138.42	27.68	166.10	S93 - Local Government Act / Localism Act 2011	Discretionary	
40e Other insects (one visit)	169.00	33.80	202.80	174.08	34.82	208.90	S93 - Local Government Act / Localism Act 2011	Discretionary	
40f Squirrels (Domestic owner/occupied properties) (2 visits 5 days apart)	112.67	22.53	135.20	116.42	23.28	139.70	S93 - Local Government Act / Localism Act 2011	Discretionary	
Pest proofing (labour per hour)	53.75	10.75	64.50	55.42	11.08	66.50	S93 - Local Government Act / Localism Act 2011	Discretionary	
Survey fee (refundable against treatment if accepted)	26.46	5.29	31.75	27.25	5.45	32.70	S93 - Local Government Act / Localism Act 2011	Discretionary	
Missed appointment fee	26.46	5.29	31.75	27.25	5.45	32.70	S93 - Local Government Act / Localism Act 2011	Discretionary	
Dead animal collection and disposal service (outside scope of VAT)	32.08	6.42	38.50	33.08	6.62	39.70	S93 - Local Government Act / Localism Act 2011	Discretionary	
Stray dog return to owner within borough	44.67	8.93	53.60	46.00	9.20	55.20	s149 Environmental Protection Act 1990	Statutory Discretionary	
Stray dog return to owner from kennels	66.75	13.35	80.10	68.75	13.75	82.50	s149 Environmental Protection Act 1990	Statutory Discretionary	
Charge for kennelling initial administration fee	17.70		17.70	18.20		18.20	s149 Environmental Protection Act 1990	Statutory Discretionary	
Charge for kennelling at cost (per day)	11.45		11.45	11.80		11.80	s149 Environmental Protection Act 1990	Statutory Discretionary	
40g									
Rat Flap	143.33	28.67	172.00	147.67	29.53	177.20	S93 - Local Government Act / Localism Act 2011	Statutory Discretionary	
CCTV Inspection	113.75	22.75	136.50	117.16	23.43	140.60	S93 - Local Government Act / Localism Act 2011	Statutory Discretionary	
41. Condemnation Certificate for Food Considered Unfit for Human Consumption (outside scope of VAT)									Non Executive Licensing - Council Approval Required
The fee is per half hour. The fee reflects the cost of undertaking the service with two officer visits.	149.60		149.60	154.10		154.10	s45 Food Safety Act 1990	Statutory Discretionary	
42. Amendments to Registers (outside scope of VAT)									Non Executive Licensing - Council Approval Required
Where a fee can be charged, the fee reflects the cost of undertaking the service	66.60		66.60	68.60		68.60	s45 Food Safety Act 1990	Statutory Discretionary	
43. Training Courses (exempt VAT)									
a. Level 2 Certificate in Food Hygiene or Health & Safety	92.00		92.00	95.00		95.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
b. Level 2 Certificate in Food Hygiene exam resit	26.00		26.00	27.00		27.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
d. Level 3 Food Hygiene Course (3 Days)	275.00		275.00	283.00		283.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
e. Level 3 Food Hygiene Course Exam resit	180.00		180.00	185.00		185.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
h. Level 4 Food Hygiene Course (5 Days)	720.00		720.00	742.00		742.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
i. Level 4 Food Hygiene Course Exam Re-sit	192.00		192.00	198.00		198.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
l. Half Day Course	51.00		51.00	52.50		52.50	S93 - Local Government Act / Localism Act 2011	Discretionary	
m. Full Day Course	92.00		92.00	95.00		95.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
n. Level 2 Certificate in Food Hygiene taught in a client's own premises within the Borough. Up to a maximum of 25 persons per course. Additional charges for any travel outside the borough, subject to full recovery of costs and administration.	On agreement		On agreement	On agreement		On agreement	S93 - Local Government Act / Localism Act 2011	Discretionary	
p. Standard fee for up to 15 candidates	1,160.00		1,160.00	1,195.00		1,195.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
q. Additional fee per candidate over 15 (subject to maximum of 25 persons)	51.00		51.00	52.50		52.50	S93 - Local Government Act / Localism Act 2011	Discretionary	
r. Other classroom based							S93 - Local Government Act / Localism Act 2011		
Level 1 Health & Safety	51.00		51.00	52.50		52.50	S93 - Local Government Act / Localism Act 2011	Discretionary	
Level 3 Health & Safety	275.00		275.00	283.50		283.50	S93 - Local Government Act / Localism Act 2011	Discretionary	
Risk Assessment	51.00		51.00	52.50		52.50	S93 - Local Government Act / Localism Act 2011	Discretionary	
Level 2 Risk Assessment	92.00		92.00	95.00		95.00	S93 - Local Government Act / Localism Act 2011	Discretionary	

	Agreed charges 2020/21			Proposed charges 2021/22			Legislation giving power to charge	Basis for charging	For Noting only/Non Cabinet Approval
	Basic	VAT	Total	Basic	VAT	Total			
		20%			20%				
Level 3 Risk Assessment	275.00		275.00	283.50		283.50	S93 - Local Government Act / Localism Act 2011	Discretionary	
Manual Handling	51.00		51.00	52.50		52.50	S93 - Local Government Act / Localism Act 2011	Discretionary	
Lone Working	51.00		51.00	52.50		52.50	S93 - Local Government Act / Localism Act 2011	Discretionary	
Stress	51.00		51.00	52.50		52.50	S93 - Local Government Act / Localism Act 2011	Discretionary	
Fire Safety Awareness	51.00		51.00	52.50		52.50	S93 - Local Government Act / Localism Act 2011	Discretionary	
Level 2 Fire Safety	92.00		92.00	95.00		95.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
Fire Risk Assessment (Half day)	51.00		51.00	52.50		52.50	S93 - Local Government Act / Localism Act 2011	Discretionary	
Fire Warden/Marshall	51.00		51.00	52.50		52.50	S93 - Local Government Act / Localism Act 2011	Discretionary	
Level 2 Hazard Critical Control Points	92.00		92.00	95.00		95.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
Level 3 Hazard Critical Control Points	275.00		275.00	283.50		283.50	S93 - Local Government Act / Localism Act 2011	Discretionary	
Level 1 Food Hygiene and Safety	92.00		92.00	95.00		95.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
Level 3 Supervising Food Safety	275.00		275.00	283.50		283.50	S93 - Local Government Act / Localism Act 2011	Discretionary	
Level 4 Managing Food Safety	720.00		720.00	742.00		742.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
Level 2 Nutrition and Health	92.00		92.00	95.00		95.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
COSHH	51.00		51.00	52.50		52.50	S93 - Local Government Act / Localism Act 2011	Discretionary	
Premises Manager	78.00		78.00	80.50		80.50	S93 - Local Government Act / Localism Act 2011	Discretionary	
Asbestos Awareness	51.00		51.00	52.50		52.50	S93 - Local Government Act / Localism Act 2011	Discretionary	
Legionella Awareness	51.00		51.00	52.50		52.50	S93 - Local Government Act / Localism Act 2011	Discretionary	
s. E-learning								Discretionary	
Level 3 Course - On line (Food Safety, Health & Safety)	229.32		229.32	236.00		236.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
Care Certificate On Line	52.00		52.00	53.50		53.50	S 14, Care Act 2014	Statutory Discretionary	
Spectator Safety	52.00		52.00	53.50		53.50	S93 - Local Government Act / Localism Act 2011	Discretionary	
Understanding Spectator Safety at Events	52.00		52.00	53.50		53.50	S 14, Care Act 2014	Statutory Discretionary	
Care Certificate - Communication	52.00		52.00	53.50		53.50	S 14, Care Act 2014	Statutory Discretionary	
Care Certificate - Privacy & Dignity	52.00		52.00	53.50		53.50	S 14, Care Act 2014	Statutory Discretionary	
Care Certificate - Fluids & Nutrition	52.00		52.00	53.50		53.50	S 14, Care Act 2014	Statutory Discretionary	
Care Certificate - Mental Health, Dementia & Learning Disability	52.00		52.00	53.50		53.50	S 14, Care Act 2014	Statutory Discretionary	
Care Certificate - Safeguarding Adults	52.00		52.00	53.50		53.50	S 14, Care Act 2014	Statutory Discretionary	
Care Certificate - Safeguarding Children	52.00		52.00	53.50		53.50	S 14, Care Act 2014	Statutory Discretionary	
Care Certificate - Basic Life Support	52.00		52.00	53.50		53.50	S 14, Care Act 2014	Statutory Discretionary	
Care Certificate - Health & Safety	52.00		52.00	53.50		53.50	S 14, Care Act 2014, S 57, Health and Safety Act 1974	Statutory Discretionary	
Care Certificate - Handling Information	52.00		52.00	53.50		53.50	S 14, Care Act 2014, S 57, Health and Safety Act 1974	Statutory Discretionary	
45. Copies of entries on Public Register									Non Executive Licensing - Council Approval Required
Data Extraction	14.20		14.20	14.60		14.60	Data Protection (Charges and Information) Regulations 2018	Discretionary	
Copy charge per A4 page	0.11	0.02	0.13	0.12	0.02	0.14	Section 93 Local Government Act 2003 / section 3 Localism Act 2011	Discretionary	
46. Copies of entries on Food Premises Register (exempt VAT)									Non Executive Licensing - Council Approval Required
a) Single entry (up to 100 entries)	13.65		13.65	14.00		14.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
b) Part Register (100 entries)	386.60		386.60	398.00		398.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
c) Part Register (200 entries)	775.30		775.30	799.00		799.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
d) Part/Whole Register	1,289.00		1,289.00	1,328.00		1,328.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
47. Environmental Information (regulations)									Non Executive Licensing - Council Approval Required

	Agreed charges 2020/21			Proposed charges 2021/22			Legislation giving power to charge	Basis for charging	For Noting only/Non Cabinet Approval
	Basic	VAT 20%	Total	Basic	VAT 20%	Total			
** Note: Access to this information is in most circumstances free of charge. However reasonable charges can be made for supplying additional information. Charges, where levied, will be chiefly for the copying of documents, officer time to provide more detailed work including, for example the review or preparation of reports, letter, opinions, etc. The Council also receives periodic requests for information, which do not fall under the remit of the above regulations. The same fee is applied to reflect the cost of provision of this service. The charging structure includes the waiver of fees for provision of information to individuals and organisations of a registered charity. In this way the charging structure is not intended to deter such persons or bodies with a genuine interest in the local environment.							Reg 8, Environmental Information Regulations 2004	Statutory Discretionary	
Minimum charge:									
Allowing one hour of officer time	25.00		25.00	25.00		25.00	Reg 8, Environmental Information Regulations 2004	Statutory Discretionary	
Every hour or part hour thereafter	25.00		25.00	25.00		25.00	Reg 8, Environmental Information Regulations 2004	Statutory Discretionary	
Fees for copies:									
A4 photocopy (where copying has to be put out to a commercial company, fees are the commercial copy costs plus any costs to the council.)	0.10	0.02	0.12	0.11	0.02	0.13	Reg 8, Environmental Information Regulations 2004	Statutory Discretionary	
48. Health, Safety and Environmental Information per hour or part hour									Non Executive Licensing - Council Approval Required
Provision of a statement of fact or provision of information with regard to civil/statutory investigations undertaken by the Council. The Health & Safety at work act permits a fee to be charged for the provision of this information	95.00		95.00	98.00		98.00	S 57, Health & Safety at Work Act 1974	Statutory Discretionary	
49. Immigration Employment Requests									Non Executive Licensing - Council Approval Required
** Note: The service (principally food team) receives an increasing number of requests from business that are seeking immigration clearance for employees entering the UK for employment purposes. The request requires official notification that the business is registered and or licensed with the council and is trading within its area.									
Standard Fee	99.40		99.40	102.40		102.40	S93 - Local Government Act / Localism Act 2011	Discretionary	
Every hour or part hour thereafter if visits required	99.40		99.40	102.40		102.40	S93 - Local Government Act / Localism Act 2011	Discretionary	
50. Health Certificates									Non Executive Licensing - Council Approval Required
Companies requests for health certificates for foods being exported outside the EC (outside scope of VAT).	128.90		128.90	132.80		132.80	S93 - Local Government Act / Localism Act 2011	Discretionary	
51. Service of Hazard Awareness Notice									Non Executive Licensing - Council Approval Required
Charge per hour of work involved	91.50		91.50	94.30		94.30	S 49, Housing Act 2004	Statutory Discretionary	
52. Prohibition/Emergency Prohibition Orders									Non Executive Licensing - Council Approval Required
Charge per hour of work involved	91.50		91.50	94.30		94.30	S 49, Housing Act 2004	Statutory Discretionary	
53. CCTV Fees (outside scope of VAT)									
This is the cost of providing CCTV footage on CD including delivery. Viewing at the civic centre is free.	11.00		11.00	11.35		11.35	S93 - Local Government Act / Localism Act 2011	Discretionary	
Copying and Purchase of a recording			Cost +15%			Cost +15%	S93 - Local Government Act / Localism Act 2011	Discretionary	
Search charge to insurers/ solicitors to determine availability of record footage regarding road traffic incidents. (Service provided subject to staff availability and maintained at the same level as Data Protection Requests).	11.50		11.50	11.80		11.80	S93 - Local Government Act / Localism Act 2011	Discretionary	
Charge to insurers of recordings regarding road traffic incidents. (Service provided subject to staff availability).	98.00		98.00	101.00		101.00	S93 - Local Government Act / Localism Act 2011	Discretionary	

	Agreed charges 2020/21			Proposed charges 2021/22			Legislation giving power to charge	Basis for charging	For Noting only/Non Cabinet Approval
	Basic	VAT 20%	Total	Basic	VAT 20%	Total			
54. Stray Dogs									
Statutory dog return fee (plus the expenses incurred by reason of the dog's detention will be additional to fee listed)	25.00		25.00	25.80		25.80	Reg 2 - Environmental Protection (Stray Dogs) Regulations 1992/288; pursuant to s149 EPA 1990	Statutory Prescribed	
55. Local Authority Pollution Control									Non Executive Licensing - Council Approval Required
55a. Application Fee									
Standard Process	1,579.00		1,579.00	1,579.00		1,579.00	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Additional fee for operating without a permit	1,137.00		1,137.00	1,137.00		1,137.00	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
PVRI, SWOBs and Dry Cleaners Reduced Fee Activities	148.00		148.00	148.00		148.00	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
PVR I & II combined	246.00		246.00	246.00		246.00	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Other Reduced Fee Activities	346.00		346.00	346.00		346.00	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Reduced fee activities: Additional fee for operating without a permit	68.00		68.00	68.00		68.00	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard Mobile Plant for the 1 st & 2 nd applications	1,579.00		1,579.00	1,579.00		1,579.00	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
For the 3 rd to 7 th applications	943.00		943.00	943.00		943.00	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
For the 8 th and subsequent applications	477.00		477.00	477.00		477.00	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Where an application for any of the above is for a combined Part B and waste application, add an extra £297 to the above amounts									
55b. Annual Subsistence Charge									
Standard process Low	739.00		739.00	739.00		739.00	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Additional amounts charged where a permit is for a combined Part B and waste installation	99.00		99.00	99.00		99.00	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard process Medium	1,111.00		1,111.00	1,111.00		1,111.00	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Additional amounts charged where a permit is for a combined Part B and waste installation	149.00		149.00	149.00		149.00	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard process High	1,672.00		1,672.00	1,672.00		1,672.00	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Additional amounts charged where a permit is for a combined Part B and waste installation	198.00		198.00	198.00		198.00	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Reduced fee activities Low	76.00		76.00	76.00		76.00	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Reduced fee activities Med	151.00		151.00	151.00		151.00	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Reduced fee activities High	227.00		227.00	227.00		227.00	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
PVR I & II combined Low	108.00		108.00	108.00		108.00	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
PVR I & II combined Medium	216.00		216.00	216.00		216.00	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
PVR I & II combined High	326.00		326.00	326.00		326.00	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Other Reduced Fee Activities Low	218.00		218.00	218.00		218.00	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Other Reduced Fee Activities Medium	349.00		349.00	349.00		349.00	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Other Reduced Fee Activities High	524.00		524.00	524.00		524.00	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard Mobile Plant 1st & 2nd permits Low	618.00		618.00	618.00		618.00	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard Mobile Plant 1st & 2nd permits Medium	989.00		989.00	989.00		989.00	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard Mobile Plant 1st & 2nd permits High	1,484.00		1,484.00	1,484.00		1,484.00	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	

	Agreed charges 2020/21			Proposed charges 2021/22			Legislation giving power to charge	Basis for charging	For Noting only/Non Cabinet Approval
	Basic	VAT 20%	Total	Basic	VAT 20%	Total			
Standard Mobile Plant 3rd to 7th permits Low	368.00		368.00	368.00		368.00	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard Mobile Plant 3rd to 7th permits Medium	590.00		590.00	590.00		590.00	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard Mobile Plant 3rd to 7th permits High	884.00		884.00	884.00		884.00	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard Mobile Plant 8th and subsequent permits Low	189.00		189.00	189.00		189.00	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard Mobile Plant 8th and subsequent permits Medium	302.00		302.00	302.00		302.00	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard Mobile Plant 8th and subsequent permits High	453.00		453.00	453.00		453.00	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Late payment Fee	50.00		50.00	50.00		50.00	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Where a Part B installation is subject to reporting under the E-PRTR Regulation, add an extra £99 to the above amounts							Regulation 66, Environmental Permitting (England and Wales) Regulations 2016		
55c Transfer and Surrender									
Standard process transfer	162.00		162.00	162.00		162.00	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard process partial transfer	476.00		476.00	476.00		476.00	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
New operator at low risk reduced fee activity (extra one-off subsistence charge)	75.00		75.00	75.00		75.00	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Reduced fee activities: partial transfer	45.00		45.00	45.00		45.00	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
55d Temporary Transfer for mobiles									
First transfer	51.00		51.00	51.00		51.00	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Repeat following enforcement or warning	51.00		51.00	51.00		51.00	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
55e Substantial Changes s10 & s11									
Standard Process	1,005.00		1,005.00	1,005.00		1,005.00	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard process where the substantial change results in a new PPC activity	1,579.00		1,579.00	1,579.00		1,579.00	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Reduced Fee Activities	98.00		98.00	98.00		98.00	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
55f LA-IPPC Fees & Charge (Local Authority Integrated Pollution, prevention and control.)									
Application	3,218.00		3,218.00	3,218.00		3,218.00	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Additional fee for operating without a permit	1,137.00		1,137.00	1,137.00		1,137.00	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Annual Subsistence Low Risk	1,384.00		1,384.00	1,384.00		1,384.00	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Annual Subsistence Medium Risk	1,541.00		1,541.00	1,541.00		1,541.00	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Annual Subsistence High Risk	2,233.00		2,233.00	2,233.00		2,233.00	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Substantial Variation	1,309.00		1,309.00	1,309.00		1,309.00	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Transfer	225.00		225.00	225.00		225.00	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Partial Transfer	668.00		668.00	668.00		668.00	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Surrender	668.00		668.00	668.00		668.00	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
56. Application for a new premises or club premises licence or to vary a premises or a club premises licence									
Non domestic Rateable Value Band									Non Executive Licensing - Council Approval Required
Band A	100.00		100.00	100.00		100.00	Regulation 4 & Schedule 2, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Band B	190.00		190.00	190.00		190.00	Regulation 4 & Schedule 2, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Band C	315.00		315.00	315.00		315.00	Regulation 4 & Schedule 2, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	

	Agreed charges 2020/21			Proposed charges 2021/22			Legislation giving power to charge	Basis for charging	For Noting only/Non Cabinet Approval
	Basic	VAT	Total	Basic	VAT	Total			
		20%			20%				
Band D	450.00		450.00	450.00		450.00	Regulation 4 & Schedule 2, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Band E	635.00		635.00	635.00		635.00	Regulation 4 & Schedule 2, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
57. Application fee for Premises exclusively or primarily in the business of selling alcohol for consumption on the premises									Non Executive Licensing - Council Approval Required
Band D	900.00		900.00	900.00		900.00	Regulation 4 & Schedule 2, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Band E	1,905.00		1,905.00	1,905.00		1,905.00	Regulation 4 & Schedule 2, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
58. Annual renewal fee for premises or club premises licence									Non Executive Licensing - Council Approval Required
Band A	70.00		70.00	70.00		70.00	Regulation 5 and Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Band B	180.00		180.00	180.00		180.00	Regulation 5 and Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Band C	295.00		295.00	295.00		295.00	Regulation 5 and Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Band D	320.00		320.00	320.00		320.00	Regulation 5 and Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Band E	350.00		350.00	350.00		350.00	Regulation 5 and Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
58A. Annual renewal fee for Premises exclusively or primarily in the business of selling alcohol for consumption on the premises									
Band D	640.00		640.00	640.00		640.00	Regulation 5 and Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Band E	1,050.00		1,050.00	1,050.00		1,050.00	Regulation 5 and Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
59. Exceptionally large events									Non Executive Licensing - Council Approval Required
Number in attendance at any one time									
5,000 to 9,999	1,000.00		1,000.00	1,000.00		1,000.00	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
10,000 to 14,999	2,000.00		2,000.00	2,000.00		2,000.00	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
15,000 to 19,999	4,000.00		4,000.00	4,000.00		4,000.00	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
20,000 to 29,999	8,000.00		8,000.00	8,000.00		8,000.00	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
30,000 to 39,999	16,000.00		16,000.00	16,000.00		16,000.00	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
40,000 to 49,999	24,000.00		24,000.00	24,000.00		24,000.00	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
50,000 to 59,999	32,000.00		32,000.00	32,000.00		32,000.00	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
60,000 to 69,999	40,000.00		40,000.00	40,000.00		40,000.00	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
70,000 to 79,999	48,000.00		48,000.00	48,000.00		48,000.00	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
80,000 to 89,999	56,000.00		56,000.00	56,000.00		56,000.00	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
90,000 and over	64,000.00		64,000.00	64,000.00		64,000.00	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
60. Personal Licences, Temporary Events & Other Fees									Non Executive Licensing - Council Approval Required
Application for a grant of personal licence	37.00		37.00	37.00		37.00	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Theft, loss etc. of premises licence or summary	10.50		10.50	10.50		10.50	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Application for a provisional statement where premises being built etc	315.00		315.00	315.00		315.00	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Notification of change of name or address	10.50		10.50	10.50		10.50	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Application to vary licence to specify individual as premises supervisor	23.00		23.00	23.00		23.00	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Application for transfer of premises licence	23.00		23.00	23.00		23.00	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Interim authority notice following death etc of licence holder	23.00		23.00	23.00		23.00	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Theft, loss etc of certificate or summary	10.50		10.50	10.50		10.50	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Notification of change of name or alteration of rules of club	10.50		10.50	10.50		10.50	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Change of relevant registered address of club	10.50		10.50	10.50		10.50	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Temporary Event Notice	21.00		21.00	21.00		21.00	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Theft, loss etc of temporary event notice	10.50		10.50	10.50		10.50	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Theft, loss etc of personal licence	10.50		10.50	10.50		10.50	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Duty to notify change of name or address	10.50		10.50	10.50		10.50	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Right of freeholder etc to be notified of licensing matters	21.00		21.00	21.00		21.00	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
61. Gambling Act 2005							Gambling Act (Premises Licence Fees) (Eng & Wales) Regs 2007		Non Executive Licensing - Council Approval Required
Betting Premises (Other) Licence Application									
- New	3,000		3,000	3,000		3,000	Regulation 5 & Schedule 1	Statutory Prescribed	
- Annual fee	600		600	600		600	Regulation 8 & Schedule 1	Statutory Prescribed	

	Agreed charges 2020/21			Proposed charges 2021/22			Legislation giving power to charge	Basis for charging	For Noting only/Non Cabinet Approval
	Basic	VAT	Total	Basic	VAT	Total			
		20%			20%				
- Variation	1,500		1,500	1,500		1,500	Regulation 11 & Schedule 1	Statutory Prescribed	
- Transfer	1,200		1,200	1,200		1,200	Regulation 12 & Schedule 1	Statutory Prescribed	
62. Bingo Premises Licence							Gambling (Premises Licence Fees) (Eng & Wales) Regs 2007		Non Executive Licensing - Council Approval Required
- New	3,500.00		3,500.00	3,500.00		3,500.00	Regulation 5 & Schedule 1	Statutory Prescribed	
- Annual fee	1,000.00		1,000.00	1,000.00		1,000.00	Regulation 8 & Schedule 1	Statutory Prescribed	
- Variation	1,750.00		1,750.00	1,750.00		1,750.00	Regulation 11 & Schedule 1	Statutory Prescribed	
- Transfer	1,200.00		1,200.00	1,200.00		1,200.00	Regulation 12 & Schedule 1	Statutory Prescribed	
62A. Adult Gaming Centres							The Gambling (Premises Licence Fees) (England & Wales) Regulations 2007		
- New	2,000.00		2,000.00	2,000.00		2,000.00	Regulation 5 & Schedule 1	Statutory Prescribed	
- Annual fee	1,000.00		1,000.00	1,000.00		1,000.00	Regulation 8 & Schedule 1	Statutory Prescribed	
- Variation	1,000.00		1,000.00	1,000.00		1,000.00	Regulation 11 & Schedule 1	Statutory Prescribed	
- Transfer	1,200.00		1,200.00	1,200.00		1,200.00	Regulation 12 & Schedule 1	Statutory Prescribed	
62B. Gaming Machines & Lotteries									
Small Society Lotteries application for a new licence	40.00		40.00	40.00		40.00	Regulation 3 Small Society Lotteries (Registration of Non-Commercial Societies) Regulations 2007	Statutory Prescribed	
Small Society Lotteries annual fee	20.00		20.00	20.00		20.00	Regulation 5 Small Society Lotteries (Registration of Non-Commercial Societies) Regulations 2007	Statutory Prescribed	
Notification of gaming machines in alcohol licensed premises	50.00		50.00	50.00		50.00	Regulation 3 Gaming Machines in Alcohol Licensed Premises (Notification Fee) (England and Wales) Regulations 2007	Statutory Prescribed	
Notification of more than two machines	100.00		100.00	100.00		100.00	Regulation 3 Gambling Act 2005 (Licensed Premises Gaming Machine Permits) (England and Wales) Regulations 2007	Statutory Prescribed	
Annual fee	50.00		50.00	50.00		50.00	Regulation 5 Gambling Act 2005 (Licensed Premises Gaming Machine Permits) (England and Wales) Regulations 2007	Statutory Prescribed	
Club Gaming Permits	200.00		200.00	200.00		200.00	Regulation 8 Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007	Statutory Prescribed	
Annual Fee	50.00		50.00	50.00		50.00	Regulation 12 Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007	Statutory Prescribed	
Club Machine Permits	100.00		100.00	100.00		100.00	Regulation 8 Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007	Statutory Prescribed	
Annual fee	50.00		50.00	50.00		50.00	Regulation 12 Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007	Statutory Prescribed	
63. Street Works permits (London Permit Scheme)							Traffic Management (The London Borough of Harrow) Permit Scheme Order 2011 - London Permit Scheme for Roads and Street Works		
63a. Category 0-2 and Traffic Sensitive Streets									
Type of street works (per successful application)									
Provisional Advance Authorisation Type 0,1, 2 or traffic sensitive road	105.00		105.00	105.00		105.00	Appendix E, Table 1	Statutory Prescribed	
Major works Type 0,1, 2 or traffic sensitive road	234.00		234.00	234.00		234.00	Appendix E, Table 1	Statutory Prescribed	
Standard works Type 0,1, 2 or traffic sensitive road	130.00		130.00	130.00		130.00	Appendix E, Table 1	Statutory Prescribed	
Minor works Type 0,1, 2 or traffic sensitive road	65.00		65.00	65.00		65.00	Appendix E, Table 1	Statutory Prescribed	
Immediate works Type 0,1, 2 or traffic sensitive road	60.00		60.00	60.00		60.00	Appendix E, Table 1	Statutory Prescribed	
Permit Variation Type 0,1, 2 or traffic sensitive road	45.00		45.00	45.00		45.00	Appendix E, Table 1	Statutory Prescribed	
63b. Category 3-4 Non-Traffic Sensitive Streets									
Type of street works (per successful application)									
Provisional Advance Authorisation Type 3 or 4 non traffic sensitive road	75.00		75.00	75.00		75.00	Appendix E, Table 1	Statutory Prescribed	
Major Works Type 3 or 4 non traffic sensitive road	150.00		150.00	150.00		150.00	Appendix E, Table 1	Statutory Prescribed	
Standard Works Type 3 or 4 non traffic sensitive road	75.00		75.00	75.00		75.00	Appendix E, Table 1	Statutory Prescribed	
Minor Works Type 3 or 4 non traffic sensitive road	45.00		45.00	45.00		45.00	Appendix E, Table 1	Statutory Prescribed	
Immediate Works Type 3 or 4 non traffic sensitive road	40.00		40.00	40.00		40.00	Appendix E, Table 1	Statutory Prescribed	
Permit Variation Type 3 or 4 non traffic sensitive road	35.00		35.00	35.00		35.00	Appendix E, Table 1	Statutory Prescribed	
63c. Street Works									
Preparation and provision of statutory undertakers plant plans	95.00		95.00	95.00		95.00		Discretionary	
64. Street Works - Fixed Penalty Charges									
Applies to statutory undertakers or holders of street works licenses. FPNs issued as set out in Harrow's policy for the issuing of Fixed Penalty Notices for Street Works Noticing Offences - October 2010									

	Agreed charges 2020/21			Proposed charges 2021/22			Legislation giving power to charge	Basis for charging	For Noting only/Non Cabinet Approval
	Basic	VAT 20%	Total	Basic	VAT 20%	Total			
(i) For offences committed under New Roads and Street works Act 1991 sections 54(5), 55(5), 55(9), 57(4), 70(6), 74. (payment within 36 days)	120.00		120.00	120.00		120.00	Regulation 7 & Schedule 2 of The Street Works (Fixed Penalty) (England) Regulations 2007	Statutory Prescribed	
Discounted amount for early payment (payment within 29 days)	80.00		80.00	80.00		80.00	Regulation 7 & Schedule 2 of The Street Works (Fixed Penalty) (England) Regulations 2007	Statutory Prescribed	
(ii) For working without a permit (payment within 36 days)	500.00		500.00	500.00		500.00	Regulation 24, The Traffic Management Permit Scheme (England) Regulations 2007	Statutory Prescribed	
Discounted amount for early payment (payment within 29 days)	300.00		300.00	300.00		300.00	Regulation 25, The Traffic Management Permit Scheme (England) Regulations 2007	Statutory Prescribed	
65. Street works - Inspection fees									
Sample Inspection. Charges per inspection	50.00		50.00	50.00		50.00	Regulation 3, Street Works (Inspection Fees) (England) Regulations 2002	Statutory Prescribed	
Defect Inspection. Charges per inspection	47.50		47.50	47.50		47.50	Section 75, New Road and Street Works Act 1991 and NRSWA 1991 Code of Practice for Inspections	Statutory Discretionary	
Inspection following third party report. Charge for inspection if reinstatement found to be defective	68.00		68.00	68.00		68.00	Section 75, New Road and Street Works Act 1991 and NRSWA 1991 Code of Practice for Inspections	Statutory Discretionary	
Investigatory Inspection. Charge for inspection if reinstatement found to be defective	50.00		50.00	50.00		50.00	Section 75, New Road and Street Works Act 1991 and NRSWA 1991 Code of Practice for Inspections	Statutory Discretionary	
66. Street Works - Charges for prolonged occupation of the highway									
Carriageway - category 0 & 1 (traffic sensitive) - first 3 days	5,000.00		5,000.00	5,000.00		5,000.00	Regulation 9, The Street Works (Charges for Unreasonably Prolonged Occupation of the Highway) (England) Regulations 2009	Statutory Prescribed	
Carriageway - category 0 & 1 (traffic sensitive) - per day in excess of 3 days	10,000.00		10,000.00	10,000.00		10,000.00	Regulation 9, The Street Works (Charges for Unreasonably Prolonged Occupation of the Highway) (England) Regulations 2009	Statutory Prescribed	
Carriageway - category 0 & 1 (not traffic sensitive) - first 3 days	2,500.00		2,500.00	2,500.00		2,500.00	Regulation 9, The Street Works (Charges for Unreasonably Prolonged Occupation of the Highway) (England) Regulations 2009	Statutory Prescribed	
Carriageway - category 0 & 1 (not traffic sensitive) - per day in excess of 3 days	2,500.00		2,500.00	2,500.00		2,500.00	Regulation 9, The Street Works (Charges for Unreasonably Prolonged Occupation of the Highway) (England) Regulations 2009	Statutory Prescribed	
Carriageway - category 2 (traffic sensitive) - first 3 days	3,000.00		3,000.00	3,000.00		3,000.00	Regulation 9, The Street Works (Charges for Unreasonably Prolonged Occupation of the Highway) (England) Regulations 2009	Statutory Prescribed	
Carriageway - category 2 (traffic sensitive) - per day in excess of 3 days	8,000.00		8,000.00	8,000.00		8,000.00	Regulation 9, The Street Works (Charges for Unreasonably Prolonged Occupation of the Highway) (England) Regulations 2009	Statutory Prescribed	
Carriageway - category 2 (not traffic sensitive) - first 3 days	2,000.00		2,000.00	2,000.00		2,000.00	Regulation 9, The Street Works (Charges for Unreasonably Prolonged Occupation of the Highway) (England) Regulations 2009	Statutory Prescribed	
Carriageway - category 2 (not traffic sensitive) - per day in excess of 3 days	2,000.00		2,000.00	2,000.00		2,000.00	Regulation 9, The Street Works (Charges for Unreasonably Prolonged Occupation of the Highway) (England) Regulations 2009	Statutory Prescribed	
Carriageway - category 3 & 4 (traffic sensitive) - first 3 days	750.00		750.00	750.00		750.00	Regulation 9, The Street Works (Charges for Unreasonably Prolonged Occupation of the Highway) (England) Regulations 2009	Statutory Prescribed	
Carriageway - category 3 & 4 (traffic sensitive) - per day in excess of 3 days	750.00		750.00	750.00		750.00	Regulation 9, The Street Works (Charges for Unreasonably Prolonged Occupation of the Highway) (England) Regulations 2009	Statutory Prescribed	
Carriageway - category 3 & 4 (not traffic sensitive) - first 3 days	250.00		250.00	250.00		250.00	Regulation 9, The Street Works (Charges for Unreasonably Prolonged Occupation of the Highway) (England) Regulations 2009	Statutory Prescribed	
Carriageway - category 3 & 4 (not traffic sensitive) - in excess of 3 days	250.00		250.00	250.00		250.00	Regulation 9, The Street Works (Charges for Unreasonably Prolonged Occupation of the Highway) (England) Regulations 2009	Statutory Prescribed	
Footway/verge - category 0 & 1 - per day	2,500.00		2,500.00	2,500.00		2,500.00	Regulation 9, The Street Works (Charges for Unreasonably Prolonged Occupation of the Highway) (England) Regulations 2009	Statutory Prescribed	
Footway/verge - category 2 - per day	2,000.00		2,000.00	2,000.00		2,000.00	Regulation 9, The Street Works (Charges for Unreasonably Prolonged Occupation of the Highway) (England) Regulations 2009	Statutory Prescribed	
Footway/verge - category 3 & 4 - per day	250.00		250.00	250.00		250.00	Regulation 9, The Street Works (Charges for Unreasonably Prolonged Occupation of the Highway) (England) Regulations 2009	Statutory Prescribed	
Site clearance (SLG) by end of next working day of notification	100.00		100.00	100.00		100.00	Regulation 9, The Street Works (Charges for Unreasonably Prolonged Occupation of the Highway) (England) Regulations 2009	Statutory Prescribed	
67. Annual renewal fees for large events									
76a LA 2003 Premises/Clubs									
Additional annual fees for capacities 5000 - 9999	500.00		500.00	500.00		500.00	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	Non Executive Licensing - Council Approval Required
Additional annual fees for capacities 10000 - 14999	1,000.00		1,000.00	1,000.00		1,000.00	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Additional annual fees for capacities 15000 - 19999	2,000.00		2,000.00	2,000.00		2,000.00	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Additional annual fees for capacities 20000 - 29999	4,000.00		4,000.00	4,000.00		4,000.00	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Additional annual fees for capacities 30000 - 39999	8,000.00		8,000.00	8,000.00		8,000.00	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Additional annual fees for capacities 40000 - 49999	12,000.00		12,000.00	12,000.00		12,000.00	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Additional annual fees for capacities 50000 - 59999	16,000.00		16,000.00	16,000.00		16,000.00	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Additional annual fees for capacities 60000 - 69999	20,000.00		20,000.00	20,000.00		20,000.00	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Additional annual fees for capacities 70000 - 79999	24,000.00		24,000.00	24,000.00		24,000.00	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	

	Agreed charges 2020/21			Proposed charges 2021/22			Legislation giving power to charge	Basis for charging	For Noting only/Non Cabinet Approval
	Basic	VAT	Total	Basic	VAT	Total			
		20%			20%				
Additional annual fees for capacities 80000 - 89999	28,000.00		28,000.00	28,000.00		28,000.00	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Additional annual fees for capacities 90000 and over	32,000.00		32,000.00	32,000.00		32,000.00	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
68. Special Treatments									Non Executive Licensing - Council Approval Required
Grant of a new licence							s.7(6) London Local Authorities Act 1991		
Band A : Ear piercing only	225.00		225.00	225.00		225.00	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
Band B - Aromatherapy, body massage, Champissage (Indian Head massage), Fairbane therapy/Tangent therapy, facials (basic only), Thermo auricular therapy (Hopi ear candles), holistic/remedial/therapeutic massage, Infra red, manicure (NOT NAIL EXTENSION), Marma therapy, Metamorphic Technique, pedicure, Polarity therapy, Qi Gong, Reiki, Reflexology, Shiatsu, Sports massage, Thai massage and all treatments in Band A.	441.00		441.00	441.00		441.00	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
Band B (Domestic)- Aromatherapy, body massage, Champissage (Indian Head massage), Fairbane therapy/Tangent therapy, facials (basic only), Thermo auricular therapy (Hopi ear candles), holistic/remedial/therapeutic massage, Infra red, manicure (NOT NAIL EXTENSION), Marma therapy, Metamorphic Technique, pedicure, Polarity therapy, Qi Gong, Reiki, Reflexology, Shiatsu, Sports massage, Thai massage and all treatments in Band A.	200.00		200.00	200.00		200.00	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
Band C - Acupressure, Acupuncture, Bowen Technique, Colour therapy, Electrolysis, Advance electrolysis, Endermologie, Faradism, Foot Detox, Galvanism, Gyrotory Massage – G5, High Frequency, Korean Hand Therapy, Manual lymphatic drainage, Micro current therapy (non surgical face lifts), Micropigmentation (Semi Permanent Makeup), Moxabustion, Nail extensions, NAET, Rolfing, Sclerotherapy, Stone therapy, Trichology, Tui – na, Ultra sonic and all treatments in Band A and B.	677.00		677.00	677.00		677.00	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
Band C (Domestic) - Acupressure, Acupuncture, Bowen Technique, Colour therapy, Electrolysis, Advance electrolysis, Endermologie, Faradism, Foot Detox, Galvanism, Gyrotory Massage – G5, High Frequency, Korean Hand Therapy, Manual lymphatic drainage, Micro current therapy (non surgical face lifts), Micropigmentation (Semi Permanent Makeup), Moxabustion, Nail extensions, NAET, Rolfing, Sclerotherapy, Stone therapy, Trichology, Tui – na, Ultra sonic and all treatments in Band A and B.	304.00		304.00	304.00		304.00	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
Band D - Body piercing, beading, Bio Skin Jetting, Tattooing, Tattoo removal, Steam & Sauna Baths, Spa, Jacuzzi, Floatation tank, Hydrotherapy, Thalassotherapy & Ultra violet Tanning (Sun beds) and all treatments in Band A, B & C	892.00		892.00	892.00		892.00	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
Band D (Domestic) - Body piercing, beading, Bio Skin Jetting, Tattooing, Tattoo removal, Steam & Sauna Baths, Spa, Jacuzzi, Floatation tank, Hydrotherapy, Thalassotherapy & Ultra violet Tanning (Sun beds) and all treatments in Band A, B & C	404.00		404.00	404.00		404.00	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
Band E - Laser and intense pulse light treatments	767.00		767.00	767.00		767.00	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
Band E (Domestic) - Laser and intense pulse light treatments	767.00		767.00	767.00		767.00	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
Variation of licence	101.00		101.00	101.00		101.00	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
69. Pet Shops									Non Executive Licensing - Council Approval Required
Initial registration	287.00		287.00	287.00		287.00	s.1(2) Pet Animals Act 1951	Statutory Discretionary	
Renewal	197.00		197.00	197.00		197.00	s.1(2) Pet Animals Act 1951	Statutory Discretionary	
Note: Plus fee for approved veterinary or other specialist inspection, fee structure aligned to Department of Business Innovation & Skills Guidance									
70. Sex Entertainment Venue									Non Executive Licensing - Council Approval Required
Annual Licence New Grant	4,499.04		4,499.04	4,635.00		4,635.00	Local Government Miscellaneous Provisions Act 1982, Part II, Sched 3, Para 19.	Statutory Discretionary	

	Agreed charges 2020/21			Proposed charges 2021/22			Legislation giving power to charge	Basis for charging	For Noting only/Non Cabinet Approval
	Basic	VAT 20%	Total	Basic	VAT 20%	Total			
Renewal	3,712.80		3,712.80	3,825.00		3,825.00	Local Government Miscellaneous Provisions Act 1982, Part II, Sched 3, Para 19.	Statutory Discretionary	
Variation (in combination with renewal)	1,212.64		1,212.64	1,250.00		1,250.00	Local Government Miscellaneous Provisions Act 1982, Part II, Sched 3, Para 19.	Statutory Discretionary	
Variation (mid term)	2,304.64		2,304.64	2,375.00		2,375.00	Local Government Miscellaneous Provisions Act 1982, Part II, Sched 3, Para 19.	Statutory Discretionary	
Transfer	797.68		797.68	822.00		822.00	Local Government Miscellaneous Provisions Act 1982, Part II, Sched 3, Para 19.	Statutory Discretionary	
71. Sex Shops									Non Executive Licensing - Council Approval Required
Initial application	2,610.40		2,610.40	2,690.00		2,690.00	Local Government Miscellaneous Provisions Act 1982, Part II, Sched 3, Para 19.	Statutory Discretionary	
Renewal	1,305.20		1,305.20	1,345.00		1,345.00	Local Government Miscellaneous Provisions Act 1982, Part II, Sched 3, Para 19.	Statutory Discretionary	
Application to transfer a sex shop licence	655.20		655.20	675.00		675.00	Local Government Miscellaneous Provisions Act 1982, Part II, Sched 3, Para 19.	Statutory Discretionary	
72. Breeding Establishments for Dogs									Non Executive Licensing - Council Approval Required
(a) Initial Registration	452.40		452.40	466.00		466.00	Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018	Statutory Discretionary	
(b) Renewal	246.48		246.48	254.00		254.00	Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018	Statutory Discretionary	
(c) Change to registration	62.40		62.40	64.50		64.50	Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018	Statutory Discretionary	
Note: Plus fee for approved veterinary or other specialist inspection									
74. Immigration Inspections (outside scope of VAT)									Non Executive Licensing - Council Approval Required
** Note: The Council responding to requests, provides a letter to the British High Commission in respect of accommodation being fit for purpose.									
Inspection of property and provision of report for immigration purposes (within 10 working days).	171.60		171.60	177.00		177.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
Inspection of property and provision of report for immigration purposes (within 3 working days).	246.48		246.48	254.00		254.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
75. Scrap Metal and Salvage (outside scope of VAT)									Non Executive Licensing - Council Approval Required
Scrap Metal dealers site licence/renewal	589.68		589.68	607.50		607.50	Schedule 1, para 6 Scrap Metal Dealers Act 2013	Statutory Discretionary	
Scrap Metal dealers collectors licence/renewal	327.60		327.60	337.50		337.50	Schedule 1, para 6 Scrap Metal Dealers Act 2013	Statutory Discretionary	
Variation of site licence	513.76		513.76	529.00		529.00	Schedule 1, para 6 Scrap Metal Dealers Act 2013	Statutory Discretionary	
Variation of site licence (minor variation)	100.88		100.88	104.00		104.00	Schedule 1, para 6 Scrap Metal Dealers Act 2013	Statutory Discretionary	
Variation of collectors licence	264.16		264.16	272.00		272.00	Schedule 1, para 6 Scrap Metal Dealers Act 2013	Statutory Discretionary	
Variation of collectors licence (minor variation)	100.88		100.88	104.00		104.00	Schedule 1, para 6 Scrap Metal Dealers Act 2013	Statutory Discretionary	
76. Highways Enforcement (outside scope of VAT)									Non Executive Licensing - Council Approval Required
Where a non-licensed skip is found, a retrospective application fee of twice the standard is applied									
Skip (per month)	59.00		59.00	61.00		61.00	Skip licences - Highways Act 1980 s139 and Local Authorities (Transport Charges) Regulations 1998/948 Article 3, 4 and Schedule 1	Statutory Discretionary	
Skip Renewal (per month)	59.00		59.00	61.00		61.00	Skip licences - Highways Act 1980 s139 and Local Authorities (Transport Charges) Regulations 1998/948 Article 3, 4 and Schedule 1	Statutory Discretionary	
** Note: The deposit required from builders, developers, etc for the positioning of materials on the highway is £200. This deposit is fully or partially refunded, depending on any necessary repairs or reinstatement works. The change reflects increases in costs of works by contractors and protects the council if costs exceed the current amount of the deposit.							As above		
77. Building Materials on the Highway (outside scope of VAT)									Non Executive Licensing - Council Approval Required

	Agreed charges 2020/21			Proposed charges 2021/22			Legislation giving power to charge	Basis for charging	For Noting only/Non Cabinet Approval
	Basic	VAT 20%	Total	Basic	VAT 20%	Total			
** Note: Where building material is identified that does not have a permit the council may issue a permit whether or not prosecution is deemed appropriate. The fee for such a 'retrospective' application is twice the initial fee. The fee for a 'retrospective' renewal application is twice the renewal fee. Officers will exercise discretion to make the standard charge where there is evidence that the company genuinely endeavoured to apply for the permit in advance or is a genuine emergency.									
Deposit (subject to highway damage)	546.00		546.00	563.00		563.00	Skip licences - Highways Act 1980 s171 and Local Authorities (Transport Charges) Regulations 1998/948 Article 3, 4 and Schedule 1	Statutory Discretionary	
First month	108.16		108.16	111.50		111.50	Skip licences - Highways Act 1980 s171 and Local Authorities (Transport Charges) Regulations 1998/948 Article 3, 4 and Schedule 1	Statutory Discretionary	
Renewal (per month)	97.76		97.76	100.50		100.50	Skip licences - Highways Act 1980 s171 and Local Authorities (Transport Charges) Regulations 1998/948 Article 3, 4 and Schedule 1	Statutory Discretionary	
78. Housing of Multiple Occupation									
HMO Application	1,362.40		1,362.40	1,405.00		1,405.00	s63(3) and (7) Housing Act 2004	Statutory Discretionary	Non Executive Licensing - Council Approval Required
HMO Renewal	967.20		967.20	997.00		997.00	s63(3) and (7) Housing Act 2004	Statutory Discretionary	
HMO Renewal with material change	1,362.40		1,362.40	1,405.00		1,405.00	s63(3) and (7) Housing Act 2004	Statutory Discretionary	
New Application (self contained) (per unit)	280.80		280.80	290.00		290.00	s63(3) and (7) Housing Act 2004	Statutory Discretionary	
Renewal Application (self contained)	200.72		200.72	207.00		207.00	s63(3) and (7) Housing Act 2004	Statutory Discretionary	
Renewal Application (self contained) with material change (per unit)	280.80		280.80	290.00		290.00	s63(3) and (7) Housing Act 2004	Statutory Discretionary	
(a) Selective Licensing									
Selective Licensing Application	580.00		580.00	580.00		580.00	s87(3) & (7) Housing Act 2004	Statutory Discretionary	
79. Hypnotism events									
Capacity (maximum permitted) number of persons up to 2000	331.76		331.76	342.00		342.00	s2A Hypnotism Act 1952	Statutory Discretionary	Non Executive Licensing - Council Approval Required
Note: Additional charges for extension of hours beyond 11pm, 10% of scale fee plus 1% for each day of extension. Prices for larger capacities on application							s2A Hypnotism Act 1952	Statutory Discretionary	
80. Animal Boarding Establishment									
Animal Boarding Establishment (Kennel/Cattery)								Statutory Discretionary	Non Executive Licensing - Council Approval Required
New Licence application Inspection - combined (dogs & cats)	312.00		312.00	312.00		312.00	s.1(2) Animal Boarding Establishments Act 1963	Statutory Discretionary	
Renewal Licence application Inspection - combined (dogs & cats)	250.00		250.00	250.00		250.00	s.1(2) Animal Boarding Establishments Act 1963	Statutory Discretionary	
New Licence Inspection - single species (dogs or cats)	237.00		237.00	237.00		237.00	s.1(2) Animal Boarding Establishments Act 1963	Statutory Discretionary	
Renewal Licence Inspection - single species (dogs or cats)	175.00		175.00	175.00		175.00	s.1(2) Animal Boarding Establishments Act 1963	Statutory Discretionary	
Unannounced mid licence visit	115.00		115.00	115.00		115.00	s.1(2) Animal Boarding Establishments Act 1963	Statutory Discretionary	
reassessment of star rating visit	115.00		115.00	115.00		115.00	s.1(2) Animal Boarding Establishments Act 1963	Statutory Discretionary	
Complaint Visit 1st hour including travel and report writing	115.00		115.00	115.00		115.00	s.1(2) Animal Boarding Establishments Act 1963	Statutory Discretionary	
Complaint visit additional charge per hour	50.00		50.00	50.00		50.00	s.1(2) Animal Boarding Establishments Act 1963	Statutory Discretionary	
Home Boarder									
Renewal Licence Inspection	115.00		115.00	115.00		115.00	Animal Activities Licensing Regulations 2018	Statutory Discretionary	
New Licence application	145.00		145.00	145.00		145.00	Animal Activities Licensing Regulations 2018	Statutory Discretionary	
Complaint Visit 1st hour including travel and report writing	115.00		115.00	115.00		115.00	Animal Activities Licensing Regulations 2018	Statutory Discretionary	
Complaint visit additional charge per hour	50.00		50.00	50.00		50.00	Animal Activities Licensing Regulations 2018	Statutory Discretionary	
reassessment of star rating visit	115.00		115.00	115.00		115.00	Animal Activities Licensing Regulations 2018	Statutory Discretionary	
Franchisee arrangers Licence									
Renewal application and Assessment of Home boarder Franchisee	115.00		115.00	115.00		118.45	Animal Activities Licensing Regulations 2018	Statutory Discretionary	
New application and Assessment of Home boarder Franchisee	145.00		145.00	145.00		145.00	Animal Activities Licensing Regulations 2018	Statutory Discretionary	
Assessment of a hobby host as part of a franchisee licence	75.00		75.00	75.00		75.00	Animal Activities Licensing Regulations 2018	Statutory Discretionary	
Complaint Visit 1st hour including travel and report writing	115.00		115.00	115.00		115.00	Animal Activities Licensing Regulations 2018	Statutory Discretionary	
Complaint visit additional charge per hour	50.00		50.00	50.00		50.00	Animal Activities Licensing Regulations 2018	Statutory Discretionary	
reassessment of star rating visit	115.00		115.00	115.00		115.00	Animal Activities Licensing Regulations 2018	Statutory Discretionary	

	Agreed charges 2020/21			Proposed charges 2021/22			Legislation giving power to charge	Basis for charging	For Noting only/Non Cabinet Approval
	Basic	VAT 20%	Total	Basic	VAT 20%	Total			
Dog Day Care									
Renewal Licence Inspection	175.00		175.00	175.00		175.00	Animal Activities Licensing Regulations 2018	Statutory Discretionary	
New Licence application	218.00		218.00	218.00		218.00	Animal Activities Licensing Regulations 2018	Statutory Discretionary	
Complaint Visit 1st hour including travel and report writing	115.00		115.00	115.00		115.00	Animal Activities Licensing Regulations 2018	Statutory Discretionary	
Complaint visit additional charge per hour	50.00		50.00	50.00		50.00	Animal Activities Licensing Regulations 2018	Statutory Discretionary	
reassessment of star rating visit	115.00		115.00	115.00		115.00	Animal Activities Licensing Regulations 2018	Statutory Discretionary	
Dog Breeding Establishment									
New applicant vet inspection with kennel units	320.00		320.00	320.00		320.00	Breeding and Sale of Dogs (Welfare) Act 1999	Statutory Discretionary	
Renewal applicant inspection with kennel units	250.00		250.00	250.00		250.00	Breeding and Sale of Dogs (Welfare) Act 1999	Statutory Discretionary	
New applicant vet inspection domestic dwelling	245.00		245.00	245.00		245.00	Breeding and Sale of Dogs (Welfare) Act 1999	Statutory Discretionary	
Renewal applicant inspection breeding in a domestic dwelling	175.00		175.00	175.00		175.00	Breeding and Sale of Dogs (Welfare) Act 1999	Statutory Discretionary	
Unannounced mid licence visit	115.00		115.00	115.00		115.00	Breeding and Sale of Dogs (Welfare) Act 1999	Statutory Discretionary	
Complaint Visit 1st hour including travel and report writing	115.00		115.00	115.00		115.00	Breeding and Sale of Dogs (Welfare) Act 1999	Statutory Discretionary	
Complaint visit additional charge per hour	50.00		50.00	50.00		50.00	Breeding and Sale of Dogs (Welfare) Act 1999	Statutory Discretionary	
reassessment of star rating visit	115.00		115.00	115.00		115.00	Breeding and Sale of Dogs (Welfare) Act 1999	Statutory Discretionary	
81. Dangerous wild animals									Non Executive Licensing - Council Approval Required
Dangerous Wild Animals									
New applicant vet inspection commercial / outside premises	320.00		320.00	320.00		320.00	s.1(2)(e) Dangerous Wild Animals Act 1976	Statutory Discretionary	
Renewal applicant vet inspection commercial / outside premises	259.00		259.00	259.00		259.00	s.1(2)(e) Dangerous Wild Animals Act 1976	Statutory Discretionary	
New applicant vet inspection domestic dwelling	245.00		245.00	245.00		245.00	s.1(2)(e) Dangerous Wild Animals Act 1976	Statutory Discretionary	
Renewal applicant vet inspection domestic dwelling	175.00		175.00	175.00		175.00	s.1(2)(e) Dangerous Wild Animals Act 1976	Statutory Discretionary	
DWA on Location - 1st hour including travel and report writing	115.00		115.00	115.00		115.00	s.1(2)(e) Dangerous Wild Animals Act 1976	Statutory Discretionary	
DWA on location visit additional charge per hour	50.00		50.00	50.00		50.00	s.1(2)(e) Dangerous Wild Animals Act 1976	Statutory Discretionary	
Complaint Visit 1st hour including travel and report writing	115.00		115.00	115.00		115.00	s.1(2)(e) Dangerous Wild Animals Act 1976	Statutory Discretionary	
Complaint visit additional charge per hour	50.00		50.00	50.00		50.00	s.1(2)(e) Dangerous Wild Animals Act 1976	Statutory Discretionary	
82. Performing Animals									Non Executive Licensing - Council Approval Required
Circus / Animal for Exhibition									
DWA on Location - 1st hour including travel and report writing	115.00		115.00	115.00		115.00	s.1(2) Performing Animals (Regulation) Act 1925	Statutory Discretionary	
DWA on location visit additional charge per hour	50.00		50.00	50.00		50.00	s.1(2) Performing Animals (Regulation) Act 1925	Statutory Discretionary	
New Licence application Inspection -	312.00		312.00	312.00		312.00	s.1(2) Performing Animals (Regulation) Act 1925	Statutory Discretionary	
Renewal Licence application Inspection -	250.00		250.00	250.00		250.00	s.1(2) Performing Animals (Regulation) Act 1925	Statutory Discretionary	
Complaint Visit 1st hour including travel and report writing	115.00		115.00	115.00		115.00	s.1(2) Performing Animals (Regulation) Act 1925	Statutory Discretionary	
Complaint visit additional charge per hour	50.00		50.00	50.00		50.00	s.1(2) Performing Animals (Regulation) Act 1925	Statutory Discretionary	
Show - Exhibitions - AGO - Markets									
Inspection (Full day per officer)	350.00		350.00	350.00		350.00			
Inspection (Half day per officer)	175.00		175.00	175.00		175.00			
83a. Riding Establishments									Non Executive Licensing - Council Approval Required
Riding Establishment									
Base licence inspection veterinary fee + fee per horse	216.00		216.00	216.00		216.00	s.1(2) Riding Establishments Act 1964	Statutory Discretionary	
New licence applicant 50% to total							s.1(2) Riding Establishments Act 1964	Statutory Discretionary	
Base mid licence inspection veterinary fee + fee per horse	104.00		104.00	104.00		104.00	s.1(2) Riding Establishments Act 1964	Statutory Discretionary	
Fee per horse for the first 10 horses	15.00		15.00	15.00		15.00	s.1(2) Riding Establishments Act 1964	Statutory Discretionary	
Fee per horse for next 11-50 horses	10.00		10.00	10.00		10.00	s.1(2) Riding Establishments Act 1964	Statutory Discretionary	
Fee per horse 51 horses & over	8.00		8.00	8.00		8.00	s.1(2) Riding Establishments Act 1964	Statutory Discretionary	
Complaint Visit 1st hour including travel and report writing	115.00		115.00	115.00		115.00	s.1(2) Riding Establishments Act 1964	Statutory Discretionary	
Complaint visit additional charge per hour	50.00		50.00	50.00		50.00	s.1(2) Riding Establishments Act 1964	Statutory Discretionary	
reassessment of star rating visit	115.00		115.00	115.00		115.00	s.1(2) Riding Establishments Act 1964	Statutory Discretionary	
Application to change licence	65.52		65.52	65.52		67.50			
83b. Pet Vending/Sale of Pets									Non Executive Licensing - Council Approval Required
Pet Vending / Sale of Pets									
New Licence application Inspection -	312.00		312.00	312.00		312.00	Pet Animals Act 1951	Statutory Discretionary	
Renewal Licence application Inspection -	250.00		250.00	250.00		250.00	Pet Animals Act 1951	Statutory Discretionary	
Unannounced mid licence visit	115.00		115.00	115.00		115.00	Pet Animals Act 1951	Statutory Discretionary	
reassessment of star rating visit	115.00		115.00	115.00		115.00	Pet Animals Act 1951	Statutory Discretionary	

	Agreed charges 2020/21			Proposed charges 2021/22			Legislation giving power to charge	Basis for charging	For Noting only/Non Cabinet Approval
	Basic	VAT 20%	Total	Basic	VAT 20%	Total			
Complaint Visit 1st hour including travel and report writing	115.00		115.00	115.00		115.00	Pet Animals Act 1951	Statutory Discretionary	
Complaint visit additional charge per hour	50.00		50.00	50.00		50.00	Pet Animals Act 1951	Statutory Discretionary	
84. Scaffolding Licence									Non Executive Licensing - Council Approval Required
** Note: The fee for scaffolding found without a licence requiring a 'retrospective' application is twice the initial first month fee. The fee for a 'retrospective' extension to the application is twice the subsequent month fee.									
Residential									
Up to 10 metres (first month)	174.00		174.00	179.00		179.00	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
10-15 metres (first month)	200.00		200.00	206.00		206.00	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
More than 15 metres (first month)	248.00		248.00	255.00		255.00	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
Up to 10 metres (subsequent months)	138.00		138.00	142.00		142.00	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
10-15 metres (subsequent months)	158.00		158.00	163.00		163.00	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
More than 15 metres (subsequent months)	200.00		200.00	206.00		206.00	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
Commercial									
Up to 15 metres (first month)	200.00		200.00	206.00		206.00	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
More than 15 metres (first month)	248.00		248.00	255.00		255.00	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
Up to 15 metres (subsequent months)	158.00		158.00	163.00		163.00	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
More than 15 metres (subsequent months)	200.00		200.00	206.00		206.00	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
Refundable deposit based on the area covered / enclosed by the structure - less than 15 metres squared	546.00		546.00	562.50		562.50	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
Refundable deposit based on the area covered / enclosed by the structure - more than 15 metres	1,092.00		1,092.00	1,125.00		1,125.00	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
Additional charges per hour eg for attending site meeeting	96.00		96.00	100.00		100.00	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
85. Hoarding Licence									Non Executive Licensing - Council Approval Required
** Note: Where hoarding is identified that does not have a licence the council may issue a licence whether or not prosecution is deemed appropriate. The fee for such a 'retrospective' application is twice the initial first month fee. The fee for a 'retrospective' extension to the application is twice the subsequent month fee. Officers will exercise discretion to make the standard charge where there is evidence that the company genuinely endeavoured to apply for the licence in advance or there was a genuine emergency.									
Up to 15 metres (first month)	200.00		200.00	206.00		206.00	s.172-3 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
More than 15 metres (first month)	248.00		248.00	255.00		255.00	s.172-3 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
Up to 15 metres (subsequent months)	158.00		158.00	163.00		163.00	s.172-3 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
More than 15 metres (subsequent months)	200.00		200.00	206.00		206.00	s.172-3 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
Refundable deposit based on the area covered / enclosed by the structure - less than 15 metres	546.00		546.00	562.50		562.50	s.172-3 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
Refundable deposit based on the area covered / enclosed by the structure - more than 15 metres	1,092.00		1,092.00	1,125.00		1,125.00	s.172-3 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	

	Agreed charges 2020/21			Proposed charges 2021/22			Legislation giving power to charge	Basis for charging	For Noting only/Non Cabinet Approval
	Basic	VAT	Total	Basic	VAT	Total			
		20%			20%				
Additional charges per hour eg for attending site meeeting	96.00		96.00	99.00		99.00	s.172-3 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
86. Crane (Lifting Equipment) Licence									Non Executive Licensing - Council Approval Required
Where a non-licensed crane is found, a retrospective application fee of twice the standard is applied									
Licence Administration Fee	248.00		248.00	255.00		255.00	s.169/s.179 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
Deposit	546.00		546.00	562.50		562.50	s.169/s.179 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
87. Advertising Board Licence									Non Executive Licensing - Council Approval Required
Permission for a A1 (637 (width) x 1100 (height) x 800 (depth) mm) size advertising board on the public highway. No other sizes permitted									
Permit per year	153.00		153.00	158.00		158.00	s.115F(1) Highways Act 1980	Statutory Discretionary	
Penalty for non compliance under Highways Act 1980 and Planning legislation to recover all costs associated with the removal	cost recovery		cost recovery	cost recovery		cost recovery	s.115K(3) Highways Act 1980	Statutory Discretionary	
88. Stopping up of Highways									
Assessment of Stopping Up of Highway request (Highways Act 1980) - per location (The charge quoted does not include the cost of undertaking the legal process to stop up highway or any purchasing of land. If the assessment indicates that a stopping up process is accepted then a separate non-refundable legal fee held on account will be requested in order for the Council to undertake the legal process. There is no guarantee of success as the process requires a statutory consultation to be undertaken and the final decision will be made by a Magistrates Court and not by the Council.)	238.16		238.16	245.30		245.30	s. 117 Highways Act 1980	Statutory Discretionary Review	
89. Highway enquiries									
To provide clarification about the status of a highway or a public path - assessment of request per location	238.16		238.16	245.30		245.30	s93 - Local Government Act / Localism Act 2011	Discretionary	
90. Street Naming and Numbering									Non Executive Licensing - Council Approval Required
Adding alias/name	204.20		204.20	210.40		210.40	s93 Local Government Act 2003 - s64/65 Town Improvement Clauses Act 1847	Statutory Discretionary	
Application for numbering property per property	204.20		204.20	210.40		210.40	s93 Local Government Act 2003 - s64/65 Town Improvement Clauses Act 1847	Statutory Discretionary	
Application for naming a road (applicant choice of name adhering to SNN policy with LFB approval)	£238.06 plus £33.86 per property		£238.06 plus £33.86 per property	£245.20 plus £34.90 per property		£245.20 plus £34.90 per property	s93 Local Government Act 2003 - s64/65 Town Improvement Clauses Act 1847	Statutory Discretionary	
Naming or renaming of house or block of flats (applicants choice of name adhering to SNN Policy and approval of LFB)	204.20		204.20	210.40		210.40	s93 Local Government Act 2003 - s64/65 Town Improvement Clauses Act 1847	Statutory Discretionary	
Naming or renaming of commercial premises (applicants choice of name adhering to SNN Policy and approval of LFB)	204.20		204.20	210.40		210.40	s93 Local Government Act 2003 - s64/65 Town Improvement Clauses Act 1847	Statutory Discretionary	
Numbering: 1 plot	117.95		117.95	121.50		121.50	s93 Local Government Act 2003 - s64/65 Town Improvement Clauses Act 1847	Statutory Discretionary	
Numbering: 2-20 plots	£60.05 per unit		£60.05 per unit	£61.90 per unit		£61.90 per unit	s93 Local Government Act 2003 - s64/65 Town Improvement Clauses Act 1847	Statutory Discretionary	
Numbering: 21-50 plors	£1,190.3 + £23.81 per unit		£1,190.3 + £23.81 per unit	£1,226.00 + £24.50 per unit		£1,226.00 + £24.50 per unit	s93 Local Government Act 2003 - s64/65 Town Improvement Clauses Act 1847	Statutory Discretionary	

	Agreed charges 2020/21			Proposed charges 2021/22			Legislation giving power to charge	Basis for charging	For Noting only/Non Cabinet Approval
	Basic	VAT	Total	Basic	VAT	Total			
		20%			20%				
Numbering: over 50 plots	£1,911 + £17.91 per unit		£1,911 + £17.91 per unit	£1,968.00 + £18.50 per unit		£1,968.00 + £18.50 per unit	s93 Local Government Act 2003 - s64/65 Town Improvement Clauses Act 1847	Statutory Discretionary	
Certificate of naming/numbering/historic documents	101.55		101.55	104.60		104.60	s93 Local Government Act 2003 - s64/65 Town Improvement Clauses Act 1847	Statutory Discretionary	
91. Removal Abandoned Vehicle									
Administration fee for arranging removal of abandoned car from private land	50.00		50.00	50.00		50.00		Discretionary	
92 Environmental Health Other charges									
SFBB (Safer food,better business) Pack	25.00		25.00	25.00		25.00		Discretionary	
SFBB (safer food,better business) Diary refill	12.50	2.50	15.00	12.50	2.50	15.00		Discretionary	
FHRS (Food Hygiene Rating Scheme) Re-rating visit	200.00		200.00	200.00		200.00		Discretionary	
93. Hourly rates for Environmental Health Officers									
Relating to enforcement, works in default after serving of statutory notice:							S8, Environmental Protection Act 1990	Statutory Discretionary	
a) Divisional Director per hour or part thereof	256.60		256.60	264.30		264.30	S8, Environmental Protection Act 1990	Statutory Discretionary	
b) Service Manager per hour or part thereof	192.20		192.20	198.00		198.00	S8, Environmental Protection Act 1990	Statutory Discretionary	
c) Team Leader per hour or part thereof	128.90		128.90	132.80		132.80	S8, Environmental Protection Act 1990	Statutory Discretionary	
d) Enforcement Officers	96.10		96.10	99.00		99.00	S8, Environmental Protection Act 1990	Statutory Discretionary	
e) Consultation fee for any application permit or licence per hour (min 1 hour)	96.10		96.10	99.00		99.00		Discretionary	
f) Premise consultation per hour (minimum 1 hour)	96.10		96.10	99.00		99.00		Discretionary	
CULTURAL SERVICES									
94. Community Notice Boards									
Charge per poster for all 20 locations for 2 weeks including printing and posting (min posting time) A4	38.58	7.72	46.30	39.75	7.95	47.70	S93 - Local Government Act / Localism Act 2011	Discretionary	
Charge per poster for all 20 locations for 2 weeks including printing and posting (min posting time) A3	57.67	11.53	69.20	59.42	11.88	71.30	S93 - Local Government Act / Localism Act 2011	Discretionary	
Charge per A3 poster for an individual board per 2 weeks including printing and posting (min posting time)	29.04	5.81	34.85	29.91	5.98	35.90	S93 - Local Government Act / Localism Act 2011	Discretionary	
Charge per A4 poster for an individual board per 2 weeks including printing and posting (min posting time)	19.50	3.90	23.40	20.09	4.02	24.10	S93 - Local Government Act / Localism Act 2011	Discretionary	
Additional Charge for 'special run' for all 20 locations per 2 weeks (min posting time)	86.67	17.33	104.00	89.33	17.87	107.20	S93 - Local Government Act / Localism Act 2011	Discretionary	
95a. Harrow Museum & Great Barn									
Venue Hire									
Great Barn - wedding Mon-Thu	4,150.00	830.00	4,980.00	4,275.00	855.00	5,130.00	Regulation 12 The Marriages and Civil Partnerships (approved Premises) Regulations 2005	Statutory Discretionary	
Great Barn - wedding Fri & Sun	5,133.33	1,026.67	6,160.00	5,283.33	1,056.67	6,340.00	Regulation 12 The Marriages and Civil Partnerships (approved Premises) Regulations 2005	Statutory Discretionary	
Great Barn - wedding Sat	6,000.00	1,200.00	7,200.00	6,175.00	1,235.00	7,410.00	Regulation 12 The Marriages and Civil Partnerships (approved Premises) Regulations 2005	Statutory Discretionary	
Great Barn - wedding refundable damage deposit	n/a		n/a	n/a		n/a	Regulation 12 The Marriages and Civil Partnerships (approved Premises) Regulations 2005	Statutory Discretionary	
Great Barn - wedding - cancellation fee - a year or more prior to the event	25% fee		25% fee	25% fee		25% fee	Regulation 12 The Marriages and Civil Partnerships (approved Premises) Regulations 2005	Statutory Discretionary	
Great Barn - wedding or function - cancellation fee six months prior to the event	50% fee		50% fee	50% fee		50% fee	Regulation 12 The Marriages and Civil Partnerships (approved Premises) Regulations 2005	Statutory Discretionary	
Great Barn - wedding or function - cancellation fee three months prior to the event	100% fee		100% fee	100% fee		100% fee	Regulation 12 The Marriages and Civil Partnerships (approved Premises) Regulations 2005	Statutory Discretionary	
Great Barn - wedding ceremony (with any of the above)	208.33	41.67	250.00	208.33	41.67	250.00	Regulation 12 The Marriages and Civil Partnerships (approved Premises) Regulations 2005	Statutory Discretionary	
Great Barn - Corporate prices DDR silver (per person)	47.00	9.40	56.40	47.00	9.40	56.40	Regulation 12 The Marriages and Civil Partnerships (approved Premises) Regulations 2005	Statutory Discretionary	

	Agreed charges 2020/21			Proposed charges 2021/22			Legislation giving power to charge	Basis for charging	For Noting only/Non Cabinet Approval
	Basic	VAT	Total	Basic	VAT	Total			
		20%			20%				
Great Barn - Corporate prices DDR gold (per person)	50.00	10.00	60.00	50.00	10.00	60.00	Regulation 12 The Marriages and Civil Partnerships (approved Premises) Regulations 2005	Statutory Discretionary	
Great Barn - Corporate prices DDR diamond (per person)	54.17	10.83	65.00	54.17	10.83	65.00	Regulation 12 The Marriages and Civil Partnerships (approved Premises) Regulations 2005	Statutory Discretionary	
Dry hire fee	2,000.00	400.00	2,400.00	2,000.00	400.00	2,400.00	Regulation 12 The Marriages and Civil Partnerships (approved Premises) Regulations 2005	Statutory Discretionary	
Great Barn - discretionary discount (community event)	5% reduction		5% reduction	5% reduction		5% reduction	Regulation 12 The Marriages and Civil Partnerships (approved Premises) Regulations 2005	Statutory Discretionary	
Great Barn - Charitable rate and half day hire	50% reduction		50% reduction	50% reduction		50% reduction	Regulation 12 The Marriages and Civil Partnerships (approved Premises) Regulations 2005	Statutory Discretionary	
Education									
Onsite Schools session (VAT exempt)	125.00		125.00	125.00		125.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
Holiday Activities (VAT exempt)	POA		POA	POA		POA	S93 - Local Government Act / Localism Act 2011	Discretionary	
Tuesday Afternoon Talks (VAT exempt)	4.00		4.00	4.00		4.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
Mini Museum (VAT exempt)	n/a		n/a	n/a		n/a	S93 - Local Government Act / Localism Act 2011	Discretionary	
Private Tour per person (VAT exempt)	10.00		10.00	10.00		10.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
Local History Charges - Digital Image Use									
Non-commercial, personal use (.jpeg):	7.00		7.00	7.00		7.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
Publication - front cover - UK rights	55.00	11.00	66.00	55.00	11.00	66.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
Publication - front cover - World rights	75.00	15.00	90.00	75.00	15.00	90.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
Publication - interior - UK rights	40.00	8.00	48.00	40.00	8.00	48.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
Publication - interior - World rights	55.00	11.00	66.00	55.00	11.00	66.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
Leaflets and brochures - UK rights	40.00	8.00	48.00	40.00	8.00	48.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
Leaflets and brochures - World rights	55.00	11.00	66.00	55.00	11.00	66.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
Presentations and internal reports	40.00	8.00	48.00	40.00	8.00	48.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
Advertising in newspapers and periodicals	40.00	8.00	48.00	40.00	8.00	48.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
Temporary Exhibitions (up to A1)	40.00	8.00	48.00	40.00	8.00	48.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
Temporary Exhibitions (A1-A0)	55.00	11.00	66.00	55.00	11.00	66.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
Interior decoration of commercial premises:	POA	POA	POA	POA	POA	POA	S93 - Local Government Act / Localism Act 2011	Discretionary	
Up to A3	40.00	8.00	48.00	40.00	8.00	48.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
A2	75.00	15.00	90.00	75.00	15.00	90.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
A1	150.00	30.00	180.00	150.00	30.00	180.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
A0	300.00	60.00	360.00	300.00	60.00	360.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
Larger than A0	POA	POA	POA	POA	POA	POA	S93 - Local Government Act / Localism Act 2011	Discretionary	
TV - 5 year unlimited transmission (excluding video and DVD) - UK rights	300.00	60.00	360.00	300.00	60.00	360.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
TV - 5 year unlimited transmission (excluding video and DVD) - World rights	500.00	100.00	600.00	500.00	100.00	600.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
Videos, DVDs amd Films - UK rights	125.00	25.00	150.00	125.00	25.00	150.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
Videos, DVDs amd Films - World rights	250.00	50.00	300.00	250.00	50.00	300.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
Web use	37.50	7.50	45.00	37.50	7.50	45.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
95b. Harrow Arts Centre									
95 b (i). Price Bands (Large Room)									
Large Room - Arts Organisation	26.00		26.00	26.50		26.50	S93 - Local Government Act / Localism Act 2011	Discretionary	
Large Room - Charity/ Community/ Religious Group	26.00		26.00	26.50		26.50	S93 - Local Government Act / Localism Act 2011	Discretionary	
Large Room - Education Institution	43.00		43.00	44.50		44.50	S93 - Local Government Act / Localism Act 2011	Discretionary	
Large Room - Function (dry hire)	40.50		40.50	42.00		42.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
Large Room - Corporate	43.00		43.00	44.50		44.50	S93 - Local Government Act / Localism Act 2011	Discretionary	
Large Room - Harrow Council	43.00		43.00	44.50		44.50	S93 - Local Government Act / Localism Act 2011	Discretionary	
95b (ii). Price Band (Small Room)									
Small Room - Arts Organisation	13.00		13.00	13.50		13.50	S93 - Local Government Act / Localism Act 2011	Discretionary	
Small Room - Charity/ Community/ Religious Group	13.00		13.00	13.50		13.50	S93 - Local Government Act / Localism Act 2011	Discretionary	
Small Room - Education Institution	25.00		25.00	26.00		26.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
Small Room - Function (dry hire)	21.00		21.00	21.50		21.50	S93 - Local Government Act / Localism Act 2011	Discretionary	
Small Room - Business	25.00		25.00	26.00		26.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
Small Room - Harrow Council	25.00		25.00	26.00		26.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
95b (iii). Price Band (Dance Studio)									
Dance Studio - Arts Organisation	32.00		32.00	33.00		33.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
Dance Studio - Charity/ Community/ Religious Group	32.00		32.00	33.00		33.00	S93 - Local Government Act / Localism Act 2011	Discretionary	

	Agreed charges 2020/21			Proposed charges 2021/22			Legislation giving power to charge	Basis for charging	For Noting only/Non Cabinet Approval
	Basic	VAT	Total	Basic	VAT	Total			
		20%			20%				
Dance Studio - Education Institution	48.50		48.50	50.00		50.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
Dance Studio - Function (dry hire)	45.00		45.00	46.50		46.50	S93 - Local Government Act / Localism Act 2011	Discretionary	
Dance Studio - Business	48.50		48.50	50.00		50.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
Dance Studio - Harrow Council	48.50		48.50	50.00		50.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
95b (v). Price Band (HES 1/2/3)									
Hatch End Suite 1/2/3 - Arts Organisation	26.00		26.00	26.50		26.50	S93 - Local Government Act / Localism Act 2011	Discretionary	
Hatch End Suite 1/2/3 - Charity/ Community/ Religious Group	26.00		26.00	26.50		26.50	S93 - Local Government Act / Localism Act 2011	Discretionary	
Hatch End Suite 1/2/3 - Education Institution	43.00		43.00	44.50		44.50	S93 - Local Government Act / Localism Act 2011	Discretionary	
Hatch End Suite 1/2/3 - Function	40.50		40.50	42.00		42.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
Hatch End Suite 1/2/3 - Business	43.00		43.00	44.50		44.50	S93 - Local Government Act / Localism Act 2011	Discretionary	
Hatch End Suite 1/2/3 - Harrow Council	43.00		43.00	44.50		44.50	S93 - Local Government Act / Localism Act 2011	Discretionary	
95b (vi). Price Band (Hall)	0.00			0.00				Discretionary	
Elliott Hall - Arts Organisation (Meeting only)	126.00		126.00	130.00		130.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
Elliott Hall - Charity/ Community/ Religious Group (Meeting only)	126.00		126.00	130.00		130.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
Technician Support for Hall Hire	35.00	7.00	42.00	35.00	7.00	42.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
95b (vii). Price Bands (Performance & Functions)									
Elliott Hall - Performance & Functions Fri-Sun per hour (min 4 hours)	220.00		220.00	226.50		226.50	S93 - Local Government Act / Localism Act 2011	Discretionary	
Elliott Hall - Performance & Functions Mon-Thurs per hour (min 4 hours)	185.00		185.00	190.50		190.50	S93 - Local Government Act / Localism Act 2011	Discretionary	
Elliott Hall - COUNCIL per hour (min 4 hours)	164.00		164.00	164.00		164.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
Kitchen included with Elliott Hall charge	0.00			0.00			S93 - Local Government Act / Localism Act 2011	Discretionary	
Kitchen when booked with another space	120.00	24.00	144.00	123.75	24.75	148.50	S93 - Local Government Act / Localism Act 2011	Discretionary	
95b (ix). Box Office Service & Ticket Printing									
Elliott Hall	154.00	30.80	184.80	158.75	31.75	190.50	S93 - Local Government Act / Localism Act 2011	Discretionary	
<i>Note: The Council holds Public Indemnity Insurance, which indemnifies individuals and non-profit organisations against liabilities that may arise from the hire of Council premises. A charge of 7% will be added to the above hire charges.</i>									
95b (x). Catering – these are quoted according to individual requirements and are subject to individual quotes.								Discretionary	
95b (xi). Technical, equipment and other charges – these are quoted according to individual requirements.								Discretionary	
96a. Harrow Music Service SLA charges music tuition									
Small group per annual hour (Primary and Secondary)	1,671.52		1,671.52	1,732.18		1,732.18	S93 - Local Government Act / Localism Act 2011	Discretionary	
Large group/ensemble per annual hour (Primary and Secondary)	1,906.55		1,906.55	1,969.10		1,969.10	S93 - Local Government Act / Localism Act 2011	Discretionary	
Class teaching per annual hour (Primary and Secondary)	2,078.97		2,078.97	2,141.40		2,141.40	S93 - Local Government Act / Localism Act 2011	Discretionary	
Accompanist	1,539.74		1,539.74	Discontinued		Discontinued	S93 - Local Government Act / Localism Act 2011	Discretionary	
Advisory support hourly rate	63.96		63.96	Discontinued		Discontinued	S93 - Local Government Act / Localism Act 2011	Discretionary	
Rockschool per annual hour	1,940.59		1,940.59	1,997.85		1,997.85	S93 - Local Government Act / Localism Act 2011	Discretionary	
SongFest and Sing Sing Sing (one off charge)	266.51		266.51	274.50		274.50	S93 - Local Government Act / Localism Act 2011	Discretionary	
96b. Whole class instrumental teaching programmes									
First programme cost per class per term	422.71		422.71	435.40		435.40	S93 - Local Government Act / Localism Act 2011	Discretionary	
Additional programme cost per class per term	842.63		842.63	867.90		867.90	S93 - Local Government Act / Localism Act 2011	Discretionary	
96c. After school clubs termly charge									
Harrow Youth Brass Band	58.00		58.00	60.00		60.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
Junior Steel Pan Club	37.00		37.00	40.00		40.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
Harrow Children's Choir	37.00		37.00	40.00		40.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
BRAVO Band Club	37.00		37.00	40.00		40.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
BRAVO Strings Club	37.00		37.00	40.00		40.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
96d. Festival tickets	8.00		8.00	8.00		8.00		Discretionary	
96e BRAVO after school instrumental lessons charged directly to parents									
Paired 30 minutes per term	135.00		135.00	140.00		140.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
Individual 20 minutes per term	180.00		180.00	185.00		185.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
Individual 30 minutes per term	270.00		270.00	280.00		280.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
Individual 15 minute per term	135.00		135.00	140.00		140.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
NEW BRAVO ZOOM lessons individual 15 minutes per term	100.00		100.00	104.00		104.00	S93 - Local Government Act / Localism Act 2012	Discretionary	

	Agreed charges 2020/21			Proposed charges 2021/22			Legislation giving power to charge	Basis for charging	For Noting only/Non Cabinet Approval
	Basic	VAT 20%	Total	Basic	VAT 20%	Total			
HOUSING									
97. Bed & Breakfast charges									
Weekly charge, set at maximum HB rate for shared B&B plus service charge for heating, lighting etc	155.77	0.00	155.77	155.77	0.00	155.77	No change from 2020/21 rates as the maximum amount of Subsidy which can be claimed remains at 90% x Local Housing Allowance (LHA) 2011 rates. Where temporary accommodation is leased by a Local Authority and provided to the homeless family / person, the maximum amount recoverable through the Housing Benefit system is restricted to 90% x LHA rates as they stood in 2011. The amount of LHA which can be claimed by homeless families / persons where the temporary accommodation is not provided through the Local Authority is not restricted and is paid to the claimant at the prevailing rates for that financial year.	Discretionary	
98. Private Sector Leased Temporary Accommodation, plus nightly paid self contained accommodation - Weekly charges at new recoverable HB level									
1 Bedroom Accommodation per month	155.77	0.00	155.77	155.77	0.00	155.77		Discretionary	
2 Bedroom Accommodation per month	197.30	0.00	197.30	197.30	0.00	197.30		Discretionary	
3 Bedroom Accommodation per month	259.61	0.00	259.61	259.61	0.00	259.61		Discretionary	
4 Bedroom Accommodation per month	321.69	0.00	321.69	321.69	0.00	321.69		Discretionary	
5 Bedroom Accommodation per month	375.00	0.00	375.00	375.00	0.00	375.00		Discretionary	
98a. Furniture storage - Weekly charge for full storage cost for new applicants; no charge made for removal, as this likely to be beyond most household's abilities to pay at a time when they are facing homelessness.									
Weekly charge for full storage cost for new applicants; no charge is made for removal, as this likely to be beyond most household's abilities to pay at a time when they are facing homelessness.	45.00	0.00	45.00	45.00	0.00	45.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
99. PAP Units									
							Local Housing Allowance	PAP rents set at pre-Covid LHA 2020 rates plus £45 per week as 2021/22 rates not yet published by Government. Rates can be set above LHA 2011 levels as Housing Benefit Regulations do not apply to accommodation owned by Council. Rents will be revised once 2021/22 LHA rates published. Post Covid LHA rates for 2020 are higher and not considered sustainable in the longer term.	
Weekly Rents are based on LHA rates plus £45 and estimates are shown below									
Harrow									
Apartment 1 bed	248.00		248.00	251.48		251.48			
Apartment 2 bed	302.00		302.00	306.46		306.46			
Apartment 3 bed	366.00		366.00	371.91		371.91			
Apartment 4 bed	431.00		431.00	450.63		450.63			
House 2 bed	302.00		302.00	306.46		306.46			
House 3 bed	366.00		366.00	371.91		371.91			
House 4 bed	431.00		431.00	437.19		437.19			
Aylesbury									
Apartment 1 bed	180.00		180.00	182.34		182.34			
Apartment 2 bed	212.00		212.00	215.05		215.05			
Apartment 3 bed	256.00		256.00	259.09		259.09			
Apartment 4 bed	336.00		336.00	341.29		341.29			
House 2 bed	212.00		212.00	215.05		215.05			
House 3 bed	256.00		256.00	259.09		259.09			
House 4 bed	336.00		336.00	341.29		341.29			
Watford									
Apartment 1 bed	211.00		211.00	213.31		213.31			
Apartment 2 bed	254.00		254.00	257.51		257.51			
Apartment 3 bed	307.00		307.00	311.72		311.72			

	Agreed charges 2020/21			Proposed charges 2021/22			Legislation giving power to charge	Basis for charging	For Noting only/Non Cabinet Approval
	Basic	VAT	Total	Basic	VAT	Total			
		20%			20%				
Apartment 4 bed	404.00		404.00	409.90		409.90			
House 2 bed	254.00		254.00	257.51		257.51			
House 3 bed	307.00		307.00	311.72		311.72			
House 4 bed	404.00		404.00	409.90		409.90			
100. Home Improvement Agency ("HIA") Fee structure							S93 - Local Government Act / Localism Act 2011		
(a) Jobs designed and supervised, % charged on the cost of all works.	21.00%	VAT at standard rate	21.00%	21.00%	VAT at standard rate	21.00%		Discretionary	Fees for specialised adaptations for disabled persons in both private and Council owned accommodation remain unchanged at 21% which is included within the base budget and considered a fair estimate of the specialised nature of the professional services associated with these works.
b) Jobs where no design works required, e.g. Stairlift, minor adaptation etc. but still arranged and supervised, % charged on the cost of all works	21.00%		21.00%	21.00%		21.00%		Discretionary	
c) Jobs where external Architect/Surveyor appointed, % charged on the cost of all works	21.00%		21.00%	21.00%		21.00%		Discretionary	
101. Council Adaptations (Housing Revenue Account)							Statutory discretionary (or statutory costs recovery) - legislation provides that you may charge for providing a service but the amount of the charge is discretionary, within the remit of the legislation – the charge may be limited to cost recovery, reasonable cost or based on consideration of prescribed matters eg. consideration of rental value of land for allotments.	Discretionary	
Jobs designed and supervised, % charged on the cost of all works.	21.00%	VAT at standard rate	21.00%	21.00%	VAT at standard rate	21.00%		Discretionary	
b) Jobs where no design works required, e.g. Stairlift, minor adaptation etc. but still arranged and supervised, % charged on the cost of all works	21.00%		21.00%	21.00%		21.00%		Discretionary	
c) Jobs where external Architect/Surveyor appointed, % charged on the cost of all works	21.00%		21.00%	21.00%		21.00%		Discretionary	
Note: All fees above are subject to a Minimum Fee of £275 on all works									
- Staying Put Grant (for recipients of a means tested benefit) with a repair of £500 or less									
- Small repair bills									
- Contributing towards larger bills where a loan is not feasible									
- As an advance for essential fees (repayable if work proceeds)									
- Home Energy Efficiency Scheme shortfall									
- Provision of materials for Handyperson Scheme									
- Assistance for any other case of hardship where other assistance cannot be obtained									
(In all cases there must be no other appropriate source of financial help. Fees have been related to benchmark and market rates as far as possible. The majority of fees have been increased to ensure cost recovery)									
102. Environmental Information									
To supply environmental information relating to property searches - Charge is per location or address	35.90		35.90	37.00		37.00	Regulation 8, Environmental Information Regulations 2004	Statutory Discretionary	
To supply environmental information including information relating to rights of way: Bridleway, Byway, Footpath	35.90		35.90	37.00		37.00	Regulation 8, Environmental Information Regulations 2004	Statutory Discretionary	
To supply environmental information including information relating to traffic scheme	35.90		35.90	37.00		37.00	Regulation 8, Environmental Information Regulations 2004	Statutory Discretionary	
Plan copies (per copy)	11.45		11.45	11.80		11.80	Regulation 8, Environmental Information Regulations 2004	Statutory Discretionary	
103. Meals on Wheels (per meal)									
Hot meal standard (inc dessert) - SS clients, day centres, luncheon clubs	6.00		6.00	6.00		6.00	Civic Restaurants Act 1947 Section 3	Statutory Discretionary	
Frozen meal standard- SS clients, day centres, luncheon clubs	6.00		6.00	6.00		6.00	Civic Restaurants Act 1947 Section 3	Statutory Discretionary	
Harrow Social Services uses - Kosher meal (hot or frozen)	10.70		10.70	10.70		10.70	Civic Restaurants Act 1947 Section 3	Statutory Discretionary	
Private customers - Standard / Caribbean/ Asian meal (hot)	7.79	1.56	9.35	7.79	1.56	9.35	Civic Restaurants Act 1947 Section 3	Statutory Discretionary	

	Agreed charges 2020/21			Proposed charges 2021/22			Legislation giving power to charge	Basis for charging	For Noting only/Non Cabinet Approval
	Basic	VAT	Total	Basic	VAT	Total			
		20%			20%				
Private customers - Standard / caribbean/Asian meal (frozen)	6.75		6.75	6.75		6.75	Civic Restaurants Act 1947 Section 3	Statutory Discretionary	
Private customers - Kosher meal (hot)	11.42	2.28	13.70	11.42	2.28	13.70	Civic Restaurants Act 1947 Section 3	Statutory Discretionary	
Private customers - Kosher meal (frozen)	11.42		11.42	11.42		11.42	Civic Restaurants Act 1947 Section 3	Statutory Discretionary	
Private customers - Hot starter/dessert	3.13	0.63	3.75	3.13	0.63	3.75	Civic Restaurants Act 1947 Section 3	Statutory Discretionary	
Private customers - cold starter/salad/dessert	3.13		3.13	3.13		3.13	Civic Restaurants Act 1947 Section 3	Statutory Discretionary	
Private customer - outside borough delivery charge within 15 miles of boundary (note vat payable on all prices above for out of borough customers)	4.17	0.83	5.00	4.17	0.83	5.00	Civic Restaurants Act 1947 Section 3	Statutory Discretionary	
Meal deals and ad hoc arrangements (POA)	POA		POA	POA		POA			
Provision of meals to a local authority (note supplementary charges apply to cultural, special dietary and kosher meals plus increased mileage if not neighbouring LA):									
meals only - 50-75 per day (per meal)	8.92	1.78	10.70	8.92	1.78	10.70	Civic Restaurants Act 1947 Section 3	Statutory Discretionary	
meals only - 76-100 per day (per meal)	7.54	1.51	9.05	7.54	1.51	9.05	Civic Restaurants Act 1947 Section 3	Statutory Discretionary	
meals only - 101-125 per day (per meal)	7.00	1.40	8.40	7.00	1.40	8.40	Civic Restaurants Act 1947 Section 3	Statutory Discretionary	
meals only - 126-150 per day (per meal)	6.58	1.32	7.90	6.58	1.32	7.90	Civic Restaurants Act 1947 Section 3	Statutory Discretionary	
meals only - 150 or more per day (per meal)	6.25	1.25	7.50	6.25	1.25	7.50	Civic Restaurants Act 1947 Section 3	Statutory Discretionary	
meals plus delivery to one site - 50-75 per day (per meal)	10.25	2.05	12.30	10.25	2.05	12.30	Civic Restaurants Act 1947 Section 3	Statutory Discretionary	
meals plus delivery to one site - 76-100 per day (per meal)	8.42	1.68	10.10	8.42	1.68	10.10	Civic Restaurants Act 1947 Section 3	Statutory Discretionary	
meals plus delivery to one site - 101-125 per day (per meal)	7.67	1.53	9.20	7.67	1.53	9.20	Civic Restaurants Act 1947 Section 3	Statutory Discretionary	
meals plus delivery to one site - 126-150 per day (per meal)	7.08	1.42	8.50	7.08	1.42	8.50	Civic Restaurants Act 1947 Section 3	Statutory Discretionary	
meals plus delivery to one site - 150 or more per day (per meal)	6.71	1.34	8.05	6.71	1.34	8.05	Civic Restaurants Act 1947 Section 3	Statutory Discretionary	
meals plus direct delivery to service user - 50-75 per day (per meal)	12.46	2.49	14.95	12.46	2.49	14.95	Civic Restaurants Act 1947 Section 3	Statutory Discretionary	
meals plus direct delivery to service user - 76-100 per day (per meal)	11.08	2.22	13.30	11.08	2.22	13.30	Civic Restaurants Act 1947 Section 3	Statutory Discretionary	
meals plus direct delivery to service user - 101-125 per day (per meal)	9.63	1.93	11.55	9.63	1.93	11.55	Civic Restaurants Act 1947 Section 3	Statutory Discretionary	
meals plus direct delivery to service user - 126-150 per day (per meal)	9.38	1.88	11.25	9.38	1.88	11.25	Civic Restaurants Act 1947 Section 3	Statutory Discretionary	
meals plus direct delivery to service user - 150 or more per day (per meal)	8.63	1.73	10.35	8.63	1.73	10.35	Civic Restaurants Act 1947 Section 3	Statutory Discretionary	
104. Driver assessments									
(The making of assessments falls under the definition of examination services and so will be exempt from VAT because the council is an eligible body for the supply of education or vocational training VAT Act 1994 Schedule 9 Group 6.)									
External businesses (per session)	65.50		65.50	67.50		67.50	S93 - Local Government Act / Localism Act 2011	Discretionary	
Schools and Internal services (per session)	47.75		47.75	49.20		49.20	S93 - Local Government Act / Localism Act 2011	Discretionary	
105. Driver Certificate of Professional Competence (CPC) Training								Discretionary	
(The supply of vocational training by the Council will be exempt from VAT under VAT Act 1994 Schedule 9 Group 6.)								Discretionary	
Standard Price (per day;7 hour a day)	83.75		83.75	86.30		86.30	S93 - Local Government Act / Localism Act 2011	Discretionary	
106. Car Valeting and Other Services									
Car Valeting Service at Depot site	9.17	1.83	11.00	10.00	2.00	12.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
Car Valeting Service at Depot site with collection and return from civic centre	13.33	2.67	16.00	14.17	2.83	17.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
Winter Check	9.17	1.83	11.00	10.00	2.00	12.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
Coach minibis hire - dependent on size, route and hours required	POA		POA	POA		POA	S93 - Local Government Act / Localism Act 2011	Discretionary	
107. MOT test	0.00			0.00		49.00			
Class 4 -Standard price	49.00		49.00	49.00		49.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
Class 5-Standard price	55.00		55.00	55.00		55.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
Class 7- Standard price	55.00		55.00	55.00		55.00	S93 - Local Government Act / Localism Act 2011	Discretionary	
Discount for fleet account holders or parnter organisations	POA		POA	POA		POA	S93 - Local Government Act / Localism Act 2011	Discretionary	
109. Street Trading									Non Executive Licensing - Council Approval Required
Licence Administration fee (Applicable to all Licensing types, including variations and cancellations)	50.00		50.00	50.00		50.00	S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	
Standalone street trading unit licence (e.g. stall)									
Up to 7 days (per trader)	20.80		20.80	21.00		21.00	S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	

	Agreed charges 2020/21			Proposed charges 2021/22			Legislation giving power to charge	Basis for charging	For Noting only/Non Cabinet Approval
	Basic	VAT	Total	Basic	VAT	Total			
		20%			20%				
Up to 2 months (per trader)	205.92		205.92	206.00		206.00	S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	
2 to 6 months (per trader)	458.64		458.64	458.00		458.00	S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	
7 to 12 months (per trader)	633.36		633.36	633.00		633.00	S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	
Market on the footway only	1,491.00		1,491.00	1,491.00		1,491.00	S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	
Front of Shop Displays (connected with business)- based on a standard single shop front							S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	
6 Month Licence	480.48		480.48	312.00		312.00	S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	
1 Year Licence (15% discount)	816.40		816.40	541.00		541.00	S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	
110. Professional Advice									
(a) Minor Construction Works (Sustainable Drainage). Provision of advice to customer or representative regarding surface water attenuation requirements, flood risk mitigation and resilience, sustainable drainage systems							Section 93 - Local Government Act and Localism Act 2011	Discretionary	
On site meeting (max 2 hr)	114.95		114.95	118.40		118.40	Section 93 - Local Government Act and Localism Act 2011	Discretionary	
(b) Developments (Traffic & Transportation). Provision of advice to developer or representative in connection with the design of development proposals. Can be meeting or time spent undertaking an assessment							Section 93 - Local Government Act and Localism Act 2011	Discretionary	
Hourly rate Traffic Team Leader	133.65		133.65	137.70		137.70	Section 93 - Local Government Act and Localism Act 2011	Discretionary	
Hourly rate Traffic Deputy Team Leader	115.50		115.50	119.00		119.00	Section 93 - Local Government Act and Localism Act 2011	Discretionary	
Hourly rate Traffic Engineer	105.05		105.05	108.20		108.20	Section 93 - Local Government Act and Localism Act 2011	Discretionary	
Hourly rate Traffic Technician	84.25		84.25	86.80		86.80	Section 93 - Local Government Act and Localism Act 2011	Discretionary	
(c) Developments (Sustainable Drainage & Flood Relief). Provision of advice to developer or representative in connection with the design of development proposals. Can be meeting or time spent undertaking an assessment or providing technical information							Section 93 - Local Government Act and Localism Act 2011	Discretionary	
Hourly rate Drainage Team Leader	133.65		133.65	137.70		137.70	Section 93 - Local Government Act and Localism Act 2011	Discretionary	
Hourly rate Drainage Deputy Team Leader	115.50		115.50	119.00		119.00	Section 93 - Local Government Act and Localism Act 2011	Discretionary	
Hourly rate Drainage Engineer	105.05		105.05	108.20		108.20	Section 93 - Local Government Act and Localism Act 2011	Discretionary	
Hourly rate Drainage Technician/ Arboriculture Officer	84.25		84.25	86.80		86.80	Section 93 - Local Government Act and Localism Act 2011	Discretionary	
(d) Street Works and Network Management									
Hourly rate Team Leader	133.65		133.65	137.70		137.70	Section 93 - Local Government Act and Localism Act 2011	Discretionary	
Hourly rate Deputy Team Leader	115.50		115.50	119.00		119.00	Section 93 - Local Government Act and Localism Act 2011	Discretionary	
Hourly rate Engineer	105.05		105.05	108.20		108.20	Section 93 - Local Government Act and Localism Act 2011	Discretionary	
Hourly rate Technician	84.25		84.25	86.80		86.80	Section 93 - Local Government Act and Localism Act 2011	Discretionary	
111. Gardening/Grounds Service									
(a) Mow Lawn, pruning trees and shrubs, trim hedges, weeding and digging of beds, winter maintenance: price per labour hour	51.67	10.33	62.00	53.33	10.67	64.00	Section 93 - Local Government Act and Localism Act 2011	Discretionary	
(b) small rockery (1 day)	337.50	67.50	405.00	347.50	69.50	417.00	Section 93 - Local Government Act and Localism Act 2011	Discretionary	
(c) Tree work	0.00		POA	0.00		POA	Section 93 - Local Government Act and Localism Act 2011	Discretionary	
(d) Patio laying (POA, estimate based on 4mX2m basic slabs where ground currently laid to lawn and flat)	775.00	155.00	930.00	798.33	159.67	958.00	Section 93 - Local Government Act and Localism Act 2011	Discretionary	
(e) Other domestic general repair & maintenance services per hour	51.67	10.33	62.00	53.33	10.67	64.00	Section 93 - Local Government Act and Localism Act 2011	Discretionary	
112. Advertising fees									
(a) Roundabouts	0.00			0.00					
Annual contracts	3,187.50	637.50	3,825.00	3,283.33	656.67	3,940.00	S 115F, Highways Act 980	Statutory discretionary	
(b) Banners									
Banners on vehicles - per vehicle, 6 weeks	150.00	30.00	180.00	155.00	31.00	186.00	S 115F, Highways Act 980	Statutory discretionary	
Advertising on panels on side/top of council vehicle - initial 3 months	1,200.00	240.00	1,440.00	1,237.50	247.50	1,485.00			
Advertising on panels on side/top of council vehicle - amendment to advert (3 month duration)	1,200.00	240.00	1,440.00	1,237.50	247.50	1,485.00		Statutory discretionary	
Advertising on panels on side/top of council vehicle - additional months, no change to advert	400.00	80.00	480.00	412.50	82.50	495.00		Statutory discretionary	

	Agreed charges 2020/21			Proposed charges 2021/22			Legislation giving power to charge	Basis for charging	For Noting only/Non Cabinet Approval
	Basic	VAT	Total	Basic	VAT	Total			
		20%			20%				
Production of banners (Maximum 2 banners)	166.67	33.33	200.00	171.67	34.33	206.00	S 115F, Highways Act 980	Statutory discretionary	
Banners - Highways application, non Council subsoil	20.00		20.00	20.60		20.60	S 115F, Highways Act 980	Statutory discretionary	
Banners - Highways application, Council subsoil	30.00		30.00	31.00		31.00	S 115F, Highways Act 980	Statutory discretionary	
Highways Banner safety check (per 2 weeks)	30.00	6.00	36.00	30.83	6.17	37.00	S 115F, Highways Act 980	Statutory discretionary	
Weekly Advertising fee (Maximum 2 banners), inclusive of installation and removal of banners	55.00	11.00	66.00	56.67	11.33	68.00	S 115F, Highways Act 980	Statutory discretionary	
6 weeks campaign EXCLUDING printing, application and removal on council assets (excluding vehicles) (Maximum 2 banners)	183.33	36.67	220.00	189.17	37.83	227.00	S 115F, Highways Act 980	Statutory discretionary	
Concession for Educational institutions							S 115F, Highways Act 980	Statutory discretionary	
Concession for non Educational Institutions that are charities or community groups							S 115F, Highways Act 980	Statutory discretionary	
Banners at least 50% smaller than standard size							S 115F, Highways Act 980	Statutory discretionary	
(c) Benches									
Admin for own artwork (to comply to standard)	22.92	4.58	27.50	23.58	4.72	28.30	S 115F, Highways Act 980	Statutory discretionary	
Artwork design	POA		POA	POA		POA	S 115F, Highways Act 980	Statutory discretionary	
Advertising per week	79.17	15.83	95.00	81.67	16.33	98.00	S 115F, Highways Act 980	Statutory discretionary	
- 13 weeks (10% discount)	926.25	185.25	1,111.50	954.17	190.83	1,145.00	S 115F, Highways Act 980	Statutory discretionary	
- additional 13 weeks (5% discount on 13 weeks)	879.92	175.98	1,055.90	906.67	181.33	1,088.00	S 115F, Highways Act 980	Statutory discretionary	
113. Handyperson Service	0.00			0.00					
Charge per labour hour (min 1 hr)	33.75	6.75	40.50	34.75	6.95	41.70	Section 93 - Local Government Act and Localism Act 2011	Discretionary	
Premium Service (one off additional charge)	22.50	4.50	27.00	23.17	4.63	27.80	Section 93 - Local Government Act and Localism Act 2011	Discretionary	
114. Cookery School/Kitchen Hire/Pop Up Restaurant	0.00			0.00					
Classes	0.00			0.00					
Adult classes	25-60		25-60	25-60		25-60	Section 93 - Local Government Act and Localism Act 2011	Discretionary	
Adult Cookery class	25-60		25-60	25-60		25-60	Section 93 - Local Government Act and Localism Act 2011	Discretionary	
Children's party class - 2 hours (per child min 10, max 14) tailor made package with tutors	POA		POA	POA		POA	Section 93 - Local Government Act and Localism Act 2011	Discretionary	
Children class	18-35		18-35	18-35		18-35	Section 93 - Local Government Act and Localism Act 2011		
Kitchen Hire									
Deposit (refundable subject to T&C's)	104.00		104.00	107.00		107.00	Section 93 - Local Government Act and Localism Act 2011	Discretionary	
Monday - Friday	0.00			0.00				Discretionary	
Hourly rate (concessions 20% discount and no min hours)	52.00		52.00	53.60		53.60	Section 93 - Local Government Act and Localism Act 2011	Discretionary	
Half day AM (09:00 - 13:00) or PM (13:30 - 17:30)	200.00		200.00	206.00		206.00	Section 93 - Local Government Act and Localism Act 2011	Discretionary	
Full day (09:00 - 17:00)	390.00		390.00	402.00		402.00	Section 93 - Local Government Act and Localism Act 2011	Discretionary	
Hourly rate (Evening) (min 3 hours)	57.50		57.50	59.20		59.20	Section 93 - Local Government Act and Localism Act 2011	Discretionary	
Full day plus evening hours	POA		POA	POA		POA	Section 93 - Local Government Act and Localism Act 2011	Discretionary	
Saturday / Sunday	0.00			0.00					
Hourly rate (concessions 20% discount and no min hours)	57.50		57.50	59.20		59.20	Section 93 - Local Government Act and Localism Act 2011	Discretionary	
Half day AM (09:00 - 13:00) or PM (13:30 - 17:30)	210.00		210.00	216.00		216.00	Section 93 - Local Government Act and Localism Act 2011	Discretionary	
Full day (09:00 - 17:00)	420.00		420.00	433.00		433.00	Section 93 - Local Government Act and Localism Act 2011	Discretionary	
Hourly rate (Evening) (min 3 hours)	68.00		68.00	70.00		70.00	Section 93 - Local Government Act and Localism Act 2011	Discretionary	
Full day plus evening hours	POA		POA	POA		POA	Section 93 - Local Government Act and Localism Act 2011	Discretionary	
Equipment Hire									
Tailor made packages available	POA		POA	POA		POA	Section 93 - Local Government Act and Localism Act 2011	Discretionary	
115. Events catering/Hospitality Service/School Meals									
Food (current prices listed on website or available on request)	market rate		market rate	market rate		market rate	Civic Restaurants Act 1947 Section 3	Statutory discretionary	
Drinks (current prices listed on website or available on request)	market rate		market rate	market rate		market rate	Civic Restaurants Act 1947 Section 3	Statutory discretionary	
Provision of meals to school falls under own local authority control	POA		POA	POA		POA	Civic Restaurants Act 1947 Section 3	Statutory discretionary	
Provision of meals to school under local authority control - management fee per meal	POA		POA	POA		POA	Civic Restaurants Act 1947 Section 3	Statutory discretionary	
Provision of meals to academy school - management fee per meal	POA		POA	POA		POA	Civic Restaurants Act 1947 Section 3	Statutory discretionary	
Hire of Marquee/Equipment/furniture/sundries	POA		POA	POA		POA	Section 93 - Local Government Act and Localism Act 2011	Discretionary	

	Agreed charges 2020/21			Proposed charges 2021/22			Legislation giving power to charge	Basis for charging	For Noting only/Non Cabinet Approval
	Basic	VAT	Total	Basic	VAT	Total			
		20%			20%				
116. Arc House Café and Venue									
Arc House performance space									
<i>Exempt from VAT - Exclusive use of venue</i>									
<i>Standard rated - Service package</i>									
Internal Performance Space Hire									
Monday - Saturday									
Hourly rate	36.50		36.50	N/A		N/A	S19 Local Government (Miscellaneous Provisions) Act 1976	Statutory discretionary	
PLI for one-off booking (7%)	2.56		2.56	N/A		N/A	S19 Local Government (Miscellaneous Provisions) Act 1976	Statutory discretionary	
Course booking per hour (in same booking)	0.00								
- 4-5 bookings -5%	34.70		34.70	N/A		N/A	S19 Local Government (Miscellaneous Provisions) Act 1976	Statutory discretionary	
- 6 bookings -10%	32.85		32.85	N/A		N/A	S19 Local Government (Miscellaneous Provisions) Act 1976	Statutory discretionary	
- > 6 bookings -20%	29.20		29.20	N/A		N/A	S19 Local Government (Miscellaneous Provisions) Act 1976	Statutory discretionary	
Charity/L Govt Educational -20%	29.20		29.20	N/A		N/A	S19 Local Government (Miscellaneous Provisions) Act 1976	Statutory discretionary	
Sunday	0.00								
Hourly rate	42.00		42.00	N/A		N/A	S19 Local Government (Miscellaneous Provisions) Act 1976	Statutory discretionary	
PLI for one-off booking (7%)	2.94		2.94	N/A		N/A	S19 Local Government (Miscellaneous Provisions) Act 1976	Statutory discretionary	
<i>Arc House Stage and Amphitheatre</i>									
Standard - 4hr	330.00		330.00	N/A		N/A	S19 Local Government (Miscellaneous Provisions) Act 1976	Statutory discretionary	
Standard - 6hr	440.00		440.00	N/A		N/A	S19 Local Government (Miscellaneous Provisions) Act 1976	Statutory discretionary	
Standard - 8hr	545.00		545.00	N/A		N/A	S19 Local Government (Miscellaneous Provisions) Act 1976	Statutory discretionary	
Charity (-30%) - 4hr	229.32		229.32	N/A		N/A	S19 Local Government (Miscellaneous Provisions) Act 1976	Statutory discretionary	
Charity (-30%) - 6hr	305.76		305.76	N/A		N/A	S19 Local Government (Miscellaneous Provisions) Act 1976	Statutory discretionary	
Charity (-30%) - 8hr	382.20		382.20	N/A		N/A	S19 Local Government (Miscellaneous Provisions) Act 1976	Statutory discretionary	
<i>Arc House Stage and Amphitheatre and Grass Area</i>									
Standard - 4hr	353.60		353.60	N/A		N/A	S19 Local Government (Miscellaneous Provisions) Act 1976	Statutory discretionary	
Standard - 6hr	462.80		462.80	N/A		N/A	S19 Local Government (Miscellaneous Provisions) Act 1976	Statutory discretionary	
Standard - 8hr	572.00		572.00	N/A		N/A	S19 Local Government (Miscellaneous Provisions) Act 1976	Statutory discretionary	
Charity (-30%) - 4hr	245.44		245.44	N/A		N/A	S19 Local Government (Miscellaneous Provisions) Act 1976	Statutory discretionary	
Charity (-30%) - 6hr	321.36		321.36	N/A		N/A	S19 Local Government (Miscellaneous Provisions) Act 1976	Statutory discretionary	
Charity (-30%) - 8hr	398.32		398.32	N/A		N/A	S19 Local Government (Miscellaneous Provisions) Act 1976	Statutory discretionary	
<i>All bookings</i>									
Deposit	100.00		100.00	N/A		N/A	S19 Local Government (Miscellaneous Provisions) Act 1976	Statutory discretionary	
Additional equipment hire and related services (eg security) provision	POA		POA	N/A		N/A	S19 Local Government (Miscellaneous Provisions) Act 1976	Statutory discretionary	
Tailor made packages available on request	POA		POA	N/A		N/A	S19 Local Government (Miscellaneous Provisions) Act 1976	Statutory discretionary	
117. Libraries									
a) Audio Visual Service									
<i>Standard rated</i>									
Compact Disc (CD)	1.12	0.23	1.35	1.17	0.23	1.40	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
CD Boxsets	2.17	0.43	2.60	2.21	0.44	2.65	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Adult DVD	2.17	0.43	2.60	2.21	0.44	2.65	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Children's DVD	1.37	0.28	1.65	1.42	0.28	1.70	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Family Feature DVD	2.17	0.43	2.60	2.21	0.44	2.65	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Educational DVD	1.37	0.28	1.65	1.42	0.28	1.70	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Language Course (Short)	1.83	0.37	2.20	1.87	0.38	2.25	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Language Course (Long)	1.83	0.37	2.20	1.87	0.38	2.25	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Audio Book Cassette (Abridged)	1.37	0.28	1.65	0.83	0.17	1.00	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Audio Book Cassette (Unabridged)	1.37	0.28	1.65	0.83	0.17	1.00	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Audio Book on CS/ Digital	1.37	0.28	1.65	1.50	0.30	1.80	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	

	Agreed charges 2020/21			Proposed charges 2021/22			Legislation giving power to charge	Basis for charging	For Noting only/Non Cabinet Approval
	Basic	VAT	Total	Basic	VAT	Total			
		20%			20%				
b) Printing & Copying Service									
<i>Standard rated</i>									
Black & White A4 (Per Side)	0.21	0.04	0.25	0.21	0.04	0.25	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Black & White A3 (Per Side)	0.42	0.08	0.50	0.42	0.08	0.50	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Colour A4 (Per Side)	0.42	0.08	0.50	0.42	0.08	0.50	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Colour A3 (Per Side)	0.83	0.17	1.00	0.83	0.17	1.00	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
c) Reservations Service									
<i>Outside the scope of VAT</i>									
Locally Available Items (Harrow)	0.00	0.00	0.00	0.00	0.00	0.00	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Items not available locally but available via the London Libraries Consortium or specific stock purchase is required	1.00	0.00	1.00	1.00	0.00	0.00	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Items Not Available Locally	4.70	0.00	4.70	5.00	0.00	5.00	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
British Library Requests	17.65	0.00	17.65	18.00	0.00	18.00	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Copy of Journals or Periodicals	7.80	0.00	7.80	8.00	0.00	8.00	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Music Scores in stock within Harrow	16.65	0.00	16.65	17.00	0.00	17.00	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Music Scores via Inter-Library loan - price per box	26.00	0.00	26.00	26.50	0.00	26.50	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
d) Replacement Library Cards									
<i>Outside the scope of VAT</i>									
Adult Library Card	2.50	0.00	2.50	2.55	0.00	2.55	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Children's Library Card	1.10	0.00	1.10	1.15	0.00	1.15	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
e) Activities & Events									
<i>Standard rated</i>									
Film Club - Member	2.25	0.45	2.70	2.29	0.46	2.75	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Film Club - Non Member	3.67	0.73	4.40	3.71	0.74	4.45	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
<i>VAT Exempt (provided Educational)</i>									
Craft Activities (Adult) - Member	1.65	0.00	1.65	1.70	0.00	1.70	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Craft Activities (Adult) - Non Member	2.20	0.00	2.20	2.25	0.00	2.25	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Author Talks - Member	1.65	0.00	1.65	1.70	0.00	1.70	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Author Talks - Non Member	3.35	0.00	3.35	3.40	0.00	3.40	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Local History Talks - Member	3.35	0.00	3.35	3.40	0.00	3.40	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Local History Talks - Non Member	5.50	0.00	5.50	5.55	0.00	5.55	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Specialist Talks	Variable	0.00	Variable	Variable	0.00	Variable	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
LEGO Clubs & Holiday Sessions - Member	2.70	0.00	2.70	2.80	0.00	2.80	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
LEGO Clubs & Holiday Sessions - Non Member	4.40	0.00	4.40	4.50	0.00	4.50	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
LEGO Parties	109.50	0.00	109.50	109.50	0.00	109.50	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Class Visits	109.50	0.00	109.50	109.50	0.00	109.50	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
f) Room Hire Charges									
<i>VAT Exempt</i>									
Gayton, Stanmore (meeting room), Wealdstone, and smaller meeting room at new Town Centre Library									

	Agreed charges 2020/21			Proposed charges 2021/22			Legislation giving power to charge	Basis for charging	For Noting only/Non Cabinet Approval
	Basic	VAT	Total	Basic	VAT	Total			
		20%			20%				
Room Hire Per Hour (Business)	35.00	0.00	35.00	35.00	0.00	35.00	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Room Hire Per Hour (General)	23.50	0.00	23.50	23.50	0.00	24.50	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Room Hire Per Hour (Concessions - charitable organisations and community groups)	11.50	0.00	11.50	11.50	0.00	12.00	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Room Hire Per Hour (Outside of Library Opening Hours)	47.00	0.00	47.00	47.00	0.00	48.50	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Stanmore Studio and larger meeting room at new Town Centre Library									
Room Hire Per Hour (Business)	40.00	0.00	40.00	40.00	0.00	40.00	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Room Hire Per Hour (General)	29.00	0.00	29.00	29.00	0.00	29.00	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Room Hire Per Hour (Concessions - charitable organisations and community groups) - NEW	14.50	0.00	14.50	14.50	0.00	14.50	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Room Hire Per Hour (Outside of Library Opening Hours)	52.00	0.00	52.00	52.00	0.00	55.00	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Greenhill Library (New Town Centre Library)- Pavilion Space									
Room Hire Per Hour (Business) Full Space	80.00	0.00	80.00	80.00	0.00	80.00	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Room Hire Per Hour (General) Full Space	65.00	0.00	65.00	65.00	0.00	65.00	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Room Hire Per Hour (Concessions - charitable organisations and community groups) Full Space	32.50	0.00	32.50	32.50	0.00	32.50	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Room Hire Per Hour (Outside of Library Opening Hours) Full Space	100.00	0.00	100.00	100.00	0.00	100.00	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Room Hire Per Hour (Business) Half Space	40.00	0.00	40.00	40.00	0.00	40.00	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Room Hire Per Hour (General) Half Space	32.50	0.00	32.50	32.50	0.00	32.50	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Room Hire Per Hour (Concessions - charitable organisations and community groups) Half Space	16.25	0.00	16.25	16.25	0.00	16.25	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Room Hire Per Hour (Outside of Library Opening Hours) Half Space	52.00	0.00	52.00	52.00	0.00	55.00	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
g) Overdue Item									
<i>Outside the scope of VAT</i>									
Books (Adult Member)	0.26	0.00	0.26	0.27	0.00	0.27	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Books (Child Member)	0.00	0.00	0.00	0.00	0.00	0.00	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Books (Concessions)	0.17	0.00	0.17	0.18	0.00	0.18	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Large Print Books	0.26	0.00	0.26	0.27	0.00	0.27	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
CDs	0.26	0.00	0.26	0.27	0.00	0.27	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Audio Books (Adult)	0.26	0.00	0.26	0.27	0.00	0.27	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Audio Books (Child)	0.00	0.00	0.00	0.00	0.00	0.00	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
DVD (Adult)	1.10	0.00	1.10	1.10	0.00	1.10	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
DVD (Child)	0.70	0.00	0.70	0.70	0.00	0.70	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
DVD (Concessions)	0.70	0.00	0.70	0.70	0.00	0.70	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
h) Use of Public Printing and Scanning Facilities									
Public Network Computer:							Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
First Two Hours	0.00	0.00	0.00	0.00	0.00	0.00	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
After 2 Hours: Hourly Charge	2.50	0.00	2.50	2.55	0.00	2.55	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
After 2 Hours: Hourly Charge (Concessions)	1.50	0.00	1.50	1.55	0.00	1.55	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Use of Scanning Facilities (Flatbed or Multifunctional Device) per session	1.00	0.00	1.00	1.00	0.00	1.00	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	

	Agreed charges 2020/21			Proposed charges 2021/22			Legislation giving power to charge	Basis for charging	For Noting only/Non Cabinet Approval
	Basic	VAT 20%	Total	Basic	VAT 20%	Total			
118. Electric Vehicle Charging Points									
Electric Vehicle Charging points - charging rate - per kw	0.19		0.19	0.20		0.20			
Unlocking fee (to access EV charge point)	1.50		1.50	1.55		1.55			
119. Miscellaneous Planning Charges									
a. Harrow Unitary Development Plan (outside scope of VAT)									
Industrial Estates - List of companies	5.75		5.75	5.92		5.92	Section 93 Local Government Act 2003	Discretionary	
Large Employers Listing	5.75		5.75	5.92		5.92	Section 93 Local Government Act 2003	Discretionary	
Housing Monitoring Schedules (Yearly)	31.00		31.00	31.93		31.93	Section 93 Local Government Act 2003	Discretionary	
b. Planning Development Documents(outside scope of VAT)	51.00								
Core Strategy	51.00		51.00	52.53		52.53	Section 93 Local Government Act 2003	Discretionary	
Inspectors Report on Core Strategy	51.00		51.00	52.53		52.53	Section 93 Local Government Act 2003	Discretionary	
Site allocations DPD	51.00		51.00	52.53		52.53	Section 93 Local Government Act 2003	Discretionary	
AAP	51.00		51.00	52.53		52.53	Section 93 Local Government Act 2003	Discretionary	
DM Policies/DPD	51.00		51.00	52.53		52.53	Section 93 Local Government Act 2003	Discretionary	

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Resources Fees & Charges 2021-22

2020/21

0%

20%

2021/22

0%

20%

Appendix 3

Service	Proposed charges 2020/21		FINAL 20/21		%	Proposed charges 21/22		FINAL 21/22		Legislation giving power to charge	Basis for charging	
	Basic	VAT 0%	VAT 20%	Total		% Change	Basic	VAT 0%	VAT 20%			Total
1. Payroll Commissions												
Deductions of Union Dues from Pay (excl VAT)	2.50%	0		2.50%	0.00%	2.50%	0.00		2.50%	0.00%	s116B Trade Union & Labour Relations (Consolidation) Act 1992	Statutory discretionary
Admin fee – attachment of earnings (excludes VAT) per deduction	1.00	0		1.00	0.00%	1.00	0.00		1.00	0.00%	s7(4)(a) Attachment of Earnings Act 1971	Statutory prescribed
2. Helpline & Telecare												
Helpline												
Option A Premium £425												
weekly	8.17	0		8.17	0.00%	8.17	0.00		8.17	0.00%	Regulation 3, Care and Support (Preventing Needs for Care and Support) Regulations 2014	Statutory discretionary
Quarterly	106.25	0		106.25	0.00%	106.25	0.00		106.25	0.00%	Regulation 3, Care and Support (Preventing Needs for Care and Support) Regulations 2014	Statutory discretionary
Option B Standard £225												
605 weekly	45.32	0		45.32	0.00%	45.32	0.00		45.32	0.00%	Regulation 3, Care and Support (Preventing Needs for Care and Support) Regulations 2014	Statutory discretionary
Quarterly	56.25	0		56.25	0.00%	56.25	0.00		56.25	0.00%	Regulation 3, Care and Support (Preventing Needs for Care and Support) Regulations 2014	Statutory discretionary
Telecare												
Fall detectors	139.00	0		139.00	0.00%	139.00	0.00		139.00	0.00%	Regulation 3, Care and Support (Preventing Needs for Care and Support) Regulations 2014	Statutory discretionary
Bed sensors-Tim Control	100.00	0		100.00	0.00%	100.00	0.00		100.00	0.00%	Regulation 3, Care and Support (Preventing Needs for Care and Support) Regulations 2014	Statutory discretionary
Bed sensors-Mattress	35.00	0		35.00	0.00%	35.00	0.00		35.00	0.00%	Regulation 3, Care and Support (Preventing Needs for Care and Support) Regulations 2014	Statutory discretionary
Bed sensors- over bed Mattress	80.00	0		80.00	0.00%	80.00	0.00		80.00	0.00%	Regulation 3, Care and Support (Preventing Needs for Care and Support) Regulations 2014	Statutory discretionary

Resources Fees & Charges 2021-22

2020/21

0%

20%

2021/22

0%

20%

Appendix 3

Service	Proposed charges 2020/21		2020/21		FINAL 20/21	%	Proposed charges 21/22		2021/22		FINAL 21/22	% Change	Legislation giving power to charge	Basis for charging
	Basic	VAT 0%	VAT 20%	Total			% Change	Basic	VAT 0%	VAT 20%				
Property exit sensors	298.00	0		298.00	0.00%	298.00	0.00		298.00	0.00%		0.00%	Regulation 3, Care and Support (Preventing Needs for Care and Support) Regulations 2014	Statutory discretionary
Medical prompts	100.00	0		100.00	0.00%	100.00	0.00		100.00	0.00%		0.00%	Regulation 3, Care and Support (Preventing Needs for Care and Support) Regulations 2014	Statutory discretionary
Smoke detectors	75.00	0		75.00	0.00%	75.00	0.00		75.00	0.00%		0.00%	Regulation 3, Care and Support (Preventing Needs for Care and Support) Regulations 2014	Statutory discretionary
Epilepsy sensors	280.00	0.00		280.00	0.00%	280.00	0.00		280.00	0.00%		0.00%	Regulation 3, Care and Support (Preventing Needs for Care and Support) Regulations 2014	Statutory discretionary
Radio Pullcard	75.00	0.00		75.00	0.00%	75.00	0.00		75.00	0.00%		0.00%	Regulation 3, Care and Support (Preventing Needs for Care and Support) Regulations 2014	Statutory discretionary
3. Concessionary Travel														
Blue Badges	10.00	0.00		10.00	0.00%	10.00	0.00		10.00	0.00%		0.00%	Regulation 6(1) -Disabled Persons(Badges for Motor Vehicles)(England)Regulations 2000	Statutory prescribed
Replacement Freedom Pass	10.00	0.00		10.00	0.00%	10.00	0.00		10.00	0.00%		0.00%	Local Government Act 2003/Localism Act 2011	Statutory discretionary
Replacement Taxi Pass	10.00	0.00		10.00	0.00%	10.00	0.00		10.00	0.00%		0.00%	Local Government Act 2003/Localism Act 2011	Statutory discretionary
Legal and Governance														
4. Local Land Charges														
Additional Enquiries - Part I (inclusive of Official Statutory £6 fee)	220.83	0.00	44.17	265.00	3.92%	233.33		46.67	280.00	5.66%		5.66%	Reg 8, Environmental Information Regulations 2004	Statutory discretionary
LCC1 Form	15.00	0.00		15.00	0.00%	15.00	0.00		15.00	0.00%		0.00%	Reg 8, Environmental Information Regulations 2004	Statutory discretionary
Con 29 Form	208.33	0.00	41.67	250.00	4.17%	220.83		44.17	265.00	6.00%		6.00%	Reg 8, Environmental Information Regulations 2004	Statutory discretionary
Additional Parcel	12.50	0.00	2.50	15.00	0.00%	13.33		2.67	16.00	6.67%		6.67%	Reg 8, Environmental Information Regulations 2004	Statutory discretionary
Additional Enquiries - Part II	25.00	0.00	5.00	30.00	0.00%	26.67		5.33	32.00	6.67%		6.67%	Reg 8, Environmental Information Regulations 2004	Statutory discretionary
Additional Enquiries - Added by Solicitors	30.00	0.00	6.00	36.00	0.00%	31.67		6.33	38.00	5.56%		5.56%	Reg 8, Environmental Information Regulations 2004	Statutory discretionary
NLIS search - Part I	220.83	0.00	44.17	265.00	10.42%	233.33		46.67	280.00	5.66%		5.66%	Reg 8, Environmental Information Regulations 2004	Statutory discretionary

Resources Fees & Charges 2021-22

2020/21

2021/22

Appendix 3

Service	2020/21		2021/22		FINAL 20/21	%	2021/22		FINAL 21/22	%	Legislation giving power to charge	Basis for charging
	Proposed charges 2020/21	0%	20%	Proposed charges 21/22			0%	20%				
	Basic	VAT 0%	VAT 20%	Total	% Change	Basic	VAT 0%	VAT 20%	Total	% Change		
5. Copying Documents												
A4 per page	0.10	0.00	0.02	0.12	0.00%	0.00			0.00	-100.00%		Discretionary
A3 per page	0.30	0.00	0.06	0.36	0.00%	0.00			0.00	-100.00%		Discretionary
6. Registration Services												
6a. Citizenship Ceremonies												
Private Ceremony (individual) first family member	150.00	0		150.00	20.00%	160.00	0.00		160.00	6.67%	Schedule 1, Paragraph 9 of The Nationality, Immigration and Asylum Act 2002	Discretionary
Private ceremony additional family member (adult) per person	80.00	0		80.00	6.67%	90.00	0.00		90.00	12.50%	Schedule 1, Paragraph 9 of The Nationality, Immigration and Asylum Act 2002	Discretionary
Private ceremony (couples)	250.00	0		250.00	25.00%	250.00	0.00		250.00	0.00%	Schedule 1, Paragraph 9 of The Nationality, Immigration and Asylum Act 2002	Discretionary
Group ceremony (Statutory)	80.00	0		80.00	0.00%	80.00	0.00		80.00	0.00%	Schedule 8, Table 20 of The Immigration and Nationality (Fees) Regulations 2018	Statutory Prescribed
Photograph	20.00	0		20.00	33.33%	20.00	0.00		20.00	0.00%	Schedule 1, Paragraph 9 of The Nationality, Immigration and Asylum Act 2002	Discretionary
6b. Additional Ceremonies												
Naming (Moat Room) Mon to Fri	183.33	0	36.67	220.00	7.32%	333.33		66.67	400.00	81.82%	Local Government Act 2003/Localism Act 2011	Discretionary
Naming (Moat Room) Sat	220.83	0	44.17	265.00	3.92%	333.33		66.67	400.00	50.95%	Local Government Act 2003/Localism Act 2011	Discretionary
Naming (Moat Room) Sun & BH	266.67	0	53.33	320.00	6.67%	333.33		66.67	400.00	25.00%	Local Government Act 2003/Localism Act 2011	Discretionary
Naming (external venues) Mon to Fri	266.67	0	53.33	320.00	6.67%	333.33		66.67	400.00	25.00%	Local Government Act 2003/Localism Act 2011	Discretionary
Naming (external venues) Sat	304.17	0	60.83	365.00	2.82%	333.33		66.67	400.00	9.59%	Local Government Act 2003/Localism Act 2011	Discretionary
Naming (external venues only) Sun & BH	375.00	0.00	75.00	450.00	12.50%	416.67		83.33	500.00	11.11%	Local Government Act 2003/Localism Act 2011	Discretionary
Renewal of Marriage Vows / Commitment ceremony (new service (Moat Room) Mon to Fri	183.33	0.00	36.67	220.00	7.32%	333.33		66.67	400.00	81.82%	Local Government Act 2003/Localism Act 2011	Discretionary
Renewal of Marriage Vows / Commitment ceremony (new service) (moat Room) Sat	220.83	0.00	44.17	265.00	3.92%	333.33		66.67	400.00	50.95%	Local Government Act 2003/Localism Act 2011	Discretionary
Renewal of Marriage Vows / Commitment ceremony (new service) (Moat Room) Sun	266.67	0.00	53.33	320.00	6.67%	333.33		66.67	400.00	25.00%	Local Government Act 2003/Localism Act 2011	Discretionary

Resources Fees & Charges 2021-22

2020/21

2021/22

Appendix 3

Service	2020/21		2021/22		%	2021/22		FINAL 21/22	% Change	Legislation giving power to charge	Basis for charging	
	Proposed charges 2020/21	0%	20%	FINAL 20/21		Proposed charges 21/22	0%					20%
	Basic	VAT 0%	VAT 20%	Total	% Change	Basic	VAT 0%	VAT 20%	Total	% Change		
Renewal of Marriage Vows / commitment ceremony (new service) Mon to Fri (external venues).	266.67	0.00	53.33	320.00	6.67%	333.33		66.67	400.00	25.00%	Local Government Act 2003/Localism Act 2011	Discretionary
Renewal of Marriage Vows / Commitment Ceremony (new service) external venue Sat	304.17	0.00	60.83	365.00	2.82%	333.33		66.67	400.00	9.59%	Local Government Act 2003/Localism Act 2011	Discretionary
Renewal of Marriage Vows / Commitment ceremony (new service) Sun & BH (external venues).	375.00	0.00	75.00	450.00	12.50%	416.67		83.33	500.00	11.11%	Local Government Act 2003/Localism Act 2011	Discretionary
6d. Marriage & Civil Partnerships												
Conduct Civil Marriages / Civil Partnerships at Moat room (Mon-Fri)	160.00	0.00		160.00	6.67%	200.00	0.00		200.00	25.00%	Local Government Act 2003/Localism Act 2011	Discretionary
Conduct Civil Marriages/CPs at Civic Centre Moat Room (Saturday)	230.00	0.00		230.00	4.55%	250.00	0.00		250.00	8.70%	Local Government Act 2003/Localism Act 2011	Discretionary
Conduct Civil Marriages/CPs at Civic Centre Middlesex Room (Saturdays)	475.00	0.00		475.00	5.56%	500.00	0.00		500.00	5.26%	Local Government Act 2003/Localism Act 2011	Discretionary
Conduct Civil Marriages/CPs at Civic Centre Council Chamber (Saturdays)	475.00	0.00		475.00	5.56%	500.00	0.00		500.00	5.26%	Local Government Act 2003/Localism Act 2011	Discretionary
Conduct Civil Marriages/CPs at Civic Centre Middlesex Room (Sundays)	575.00	0.00		575.00	4.55%	600.00	0.00		600.00	4.35%	Local Government Act 2003/Localism Act 2011	Discretionary
Conduct Civil Marriages/CPs at Civic Centre Council Chamber (Sundays)	575.00	0.00		575.00	4.55%	600.00	0.00		600.00	4.35%	Local Government Act 2003/Localism Act 2011	Discretionary
Licensing of premises for conduct of civil marriages / Civil partnerships (3 year period)	1,500.00	0.00		1,500.00	0.00%	1,500.00	0.00		1,500.00	0.00%	Reg 12 - Marriages and Civil Partnerships (Approved Premises) Regulations 2005	Statutory discretionary
Licence admin fee (each change of approval / responsible person/holder)	125.00	0.00		125.00	4.17%	125.00	0.00		125.00	0.00%	Reg 12 - Marriages and Civil Partnerships (Approved Premises) Regulations 2005	Statutory discretionary
Conduct Civil Marriages/CP's at outside premises (Mon-Fri)	475.00	0.00		475.00	5.56%	500.00	0.00		500.00	5.26%	Reg 12 - Marriages and Civil Partnerships (Approved Premises) Regulations 2005	Statutory discretionary
Conduct Civil Marriages/CP's at outside premises (Saturdays)	475.00	0.00		475.00	5.56%	500.00	0.00		500.00	5.26%	Reg 12 - Marriages and Civil Partnerships (Approved Premises) Regulations 2005	Statutory discretionary
Conduct Civil Marriages/CP's at outside premises (Sundays and Bank Holidays)	575.00	0.00		575.00	4.55%	600.00	0.00		600.00	4.35%	Reg 12 - Marriages and Civil Partnerships (Approved Premises) Regulations 2005	Statutory discretionary
7. Copies of Register of Electors (all statutory)												
Hard Copy for Non- Electoral Purposes – Basic Charge	10.00	0.00		10.00	0.00%	10.00	0.00		10.00	0.00%	Regulation 15, s110 of The Representation of the People (England and Wales) (Amendment) Regulations 2002	Statutory Prescribed
Hard Copy – Plus cost for 1,000 names	5.00	0.00		5.00	0.00%	5.00	0.00		5.00	0.00%	Regulation 15, s110 of The Representation of the People (England and Wales) (Amendment) Regulations 2002	Statutory Prescribed
Data Copy for Non-Electoral Purposes – Basic Charge	20.00	0.00		20.00	0.00%	20.00	0.00		20.00	0.00%	Regulation 15, s110 of The Representation of the People (England and Wales) (Amendment) Regulations 2002	Statutory Prescribed

Resources Fees & Charges 2021-22

2020/21

2021/22

Appendix 3

Service	2020/21		2021/22		%	2021/22		FINAL 21/22	%	Legislation giving power to charge	Basis for charging	
	Proposed charges 2020/21	0%	20%	FINAL 20/21		Proposed charges 21/22	0%					20%
	Basic	VAT 0%	VAT 20%	Total	% Change	Basic	VAT 0%	VAT 20%	Total	% Change		
Data Copy – Plus cost for 1,000 names	1.50	0		1.50	0.00%	1.50	0.00		1.50	0.00%	Regulation 15, s110 of The Representation of the People (England and Wales) (Amendment) Regulations 2002	Statutory Prescribed
8. Register of Births, Deaths, Marriages & Civil Partnerships (all statutory)												
For entering Notice of Marriage	35.00	0		35.00	0.00%	35.00	0.00		35.00	0.00%	Registration of Births, Deaths, Marriages and Civil Partnerships (Fees) Regulations 2016	Statutory Prescribed
Notice of Civil Partnership	35.00	0		35.00	0.00%	35.00	0.00		35.00	0.00%	Registration of Births, Deaths, Marriages and Civil Partnerships (Fees) Regulations 2016	Statutory Prescribed
For the attendance of a Superintendent Registrar to take Notice of Marriage or Civil Partnership of a housebound or detained person	47.00	0		47.00	0.00%	47.00	0.00		47.00	0.00%	Schedule 1, Registration of Births, Deaths, Marriages and Civil Partnerships (Fees) Regulations 2016	Statutory Prescribed
For a Superintendent Registrar to attend outside his office for the marriage and civil partnership of a housebound or detained person	84.00	0		84.00	0.00%	84.00	0.00		84.00	0.00%	Schedule 1, Registration of Births, Deaths, Marriages and Civil Partnerships (Fees) Regulations 2016	Statutory Prescribed
For a Registrar to attend a marriage at a register office	46.00	0		46.00	0.00%	46.00	0.00		46.00	0.00%	Schedule 1, Registration of Births, Deaths, Marriages and Civil Partnerships (Fees) Regulations 2016	Statutory Prescribed
For a Registrar to attend a Civil Partnership at a register office	46.00	0		46.00	0.00%	46.00	0.00		46.00	0.00%	Schedule 1, Registration of Births, Deaths, Marriages and Civil Partnerships (Fees) Regulations 2016	Statutory Prescribed
For a Registrar to attend outside his office for the marriage and civil partnership of a housebound or detained person	84.00	0		84.00	0.00%	84.00	0.00		84.00	0.00%	Schedule 1, Registration of Births, Deaths, Marriages and Civil Partnerships (Fees) Regulations 2016	Statutory Prescribed
Certification for worship and registration for marriages of Place of Meeting or Religious Worship	29.00	0		29.00	0.00%	29.00	0.00		29.00	0.00%	Schedule 1, Registration of Births, Deaths, Marriages and Civil Partnerships (Fees) Regulations 2016	Statutory Prescribed
Registration of religious buildings for solemnisation of marriages	123.00	0		123.00	0.00%	123.00	0.00		123.00	0.00%	Schedule 1, Registration of Births, Deaths, Marriages and Civil Partnerships (Fees) Regulations 2016	Statutory Prescribed
Consideration by Superintendent Registrar of a divorce obtained outside of the British Isle	50.00	0		50.00	0.00%	50.00	0.00		50.00	0.00%	Schedule 1, Registration of Births, Deaths, Marriages and Civil Partnerships (Fees) Regulations 2016	Statutory Prescribed
Consideration by the registration authority of a civil partnership dissolution obtained outside of the British Isles	50.00	0.00		50.00	0.00%	50.00	0.00		50.00	0.00%	Schedule 1, Registration of Births, Deaths, Marriages and Civil Partnerships (Fees) Regulations 2016	Statutory Prescribed
9. Certificates (all statutory)												
Standard certificate (RBD/AR) at registration.	4.00	0.00		4.00	0.00%	4.00	0.00		4.00	0.00%	Schedule 1, Registration of Births, Deaths, Marriages and Civil Partnerships (Fees) Regulations 2016	Statutory Prescribed
Short certificate of birth at registration.	Free	0.00		0.00	0.00%	Free	0.00		Free	#VALUE!	Schedule 1, Registration of Births, Deaths, Marriages and Civil Partnerships (Fees) Regulations 2016	Statutory Prescribed
Birth certificate historical (short or standard) (additional) after registration.	10.00	0.00		10.00	0.00%	10.00	0.00		10.00	0.00%	Schedule 1, Registration of Births, Deaths, Marriages and Civil Partnerships (Fees) Regulations 2016	Statutory Prescribed
Certificates for certain statutory purposes after registration (prior to completion of register).	7.00	0.00		7.00	0.00%	7.00	0.00		7.00	0.00%	Schedule 1, Registration of Births, Deaths, Marriages and Civil Partnerships (Fees) Regulations 2016	Statutory Prescribed
Standard Death certificate (RBD/AR) at registration.	4.00	0.00		4.00	0.00%	4.00	0.00		4.00	0.00%	Schedule 1, Registration of Births, Deaths, Marriages and Civil Partnerships (Fees) Regulations 2016	Statutory Prescribed

Resources Fees & Charges 2021-22

2020/21

2021/22

Appendix 3

0% 20%

0% 20%

Service	2020/21		2021/22		FINAL 20/21	%	2021/22		FINAL 21/22	%	Legislation giving power to charge	Basis for charging
	Proposed charges 2020/21	0%	20%	Proposed charges 21/22			0%	20%				
	Basic	VAT 0%	VAT 20%	Total	% Change	Basic	VAT 0%	VAT 20%	Total	% Change		
Death certificate historical after registration.	10.00	0.00		10.00	0.00%	10.00	0.00		10.00	0.00%	Schedule 1, Registration of Births, Deaths, Marriages and Civil Partnerships (Fees) Regulations 2016	Statutory Prescribed
Change of forename added within 12 months of birth registration	40.00	0.00		40.00	0.00%	40.00	0.00		40.00	0.00%	Schedule 1, Registration of Births, Deaths, Marriages and Civil Partnerships (Fees) Regulations 2016	Statutory Prescribed
Consideration by Registrar/Superintendent Registrar for a correction	75.00	0.00		75.00	0.00%	75.00	0.00		75.00	0.00%	Schedule 1, Registration of Births, Deaths, Marriages and Civil Partnerships (Fees) Regulations 2016	Statutory Prescribed
10. Freedom of Information Act (set by ICO)												
Where meeting a request is likely to cost in excess of £450, the Council can seek to recover the whole cost (subject to agreement of the requester), (plus VAT if applicable). In accordance with ICO guidance, a maximum allowed charge of £25 per hour for staff time for the extra work will be applied	£450 min plus £25 ph over 18 hours	0.00		£450 min plus £25 ph over 18 hours	0.00%	£450 min plus £25 ph over 18 hours	0.00		0.00	0.00%	Reg 3, Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004	Statutory prescribed

Statutory prescribed - legislation provides that the local authority charge for providing a service and either (a) the charge is prescribed (i.e set eg. £100 or (b) the range is prescribed.

Statutory discretionary (or statutory costs recovery) - legislation provides that you may charge for providing a service but the amount of the charge is discretionary, within the remit of the legislation – the charge may be limited to cost recovery, reasonable cost or based on consideration of prescribed matters eg. consideration of rental value of land for allotments.

Discretionary – here the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011

People (Adults) Fees and Charges

Appendix 4

h	Agreed charges 2020/21			Proposed Charges 2021/22				Basis for charging
	Basic	VAT	Total	Basic	VAT	Total	Change %	
								Legislation/Power to Charge
Social Care Services								
1. Day care (per 7 hour session – 9am to 4pm)								
The charges proposed are in line with current staff ratios, where increased levels of support are required charges will increase.								s.14 of Care Act 2014 confers the power to charge for meeting needs under s.18-20 except where LA required to provide care is free of charge Statutory discretionary
Internally provided services – internal clients	53.50		53.50	55.00		55.00	2.80%	Care Act 2014 Statutory Discretionary
Internally provided services – external clients	63.50		63.50	65.00		65.00	2.36%	Care Act 2014 Statutory Discretionary
2. Transport (per journey)								
Harrow Special Needs Transport – rate per day	32.90		32.90	34.00		34.00	3.36%	Care Act 2014 Statutory Discretionary
Cash personal budget per day	15.00		15.00	15.00		15.00	0.00%	Discretionary
3. Court of Protection Charges								
Part 19 of the Court of Protection Rules 2017 and the accompanying Practice Direction sets out the fixed costs that may be claimed by solicitors and public authorities acting in Court of Protection proceedings and the fixed amounts of remuneration that may be claimed by solicitors and office holders in public authorities appointed to act as a deputy.								
1. Up to Court Application Stage	745.00		745.00	745.00		745.00	0.00%	Statutory Prescribed
2. 1 st Year Annual Management Fee	775.00		775.00	775.00		775.00	0.00%	Statutory Prescribed
3. Subsequent Years Management Fee - an amount not exceeding £650 Where the net assets of the Citizen are below £16,000, the local authority deputy for property and affairs may take an annual management fee not exceeding 3.5% of Citizen's net assets on the anniversary of the court order appointing the local authority as deputy Where the court appoints a local authority deputy for health and welfare, the local authority may take an annual management fee not exceeding 2.5% of Citizen's net assets on the anniversary of the court order appointing the local authority as deputy up to a maximum of £555	650.00		650.00	650.00		650.00	0.00%	Statutory Prescribed
4. Annual Property Management Fee	300.00		300.00	300.00		300.00	0.00%	Statutory Prescribed
5. Annual Report to Public Guardian.	216.00		216.00	216.00		216.00	0.00%	Statutory Prescribed
6. Preparation of a basic HMRC income tax return	70.00		70.00	70.00		70.00	0.00%	Statutory Prescribed
7. Preparation of complex HMRC Income Tax return	140.00		140.00	140.00		140.00	0.00%	statutory Prescribed
4. Appointeeships								
All charges will be levied on the basis of the prescribed OPG rates detailed in section 3 above Court of Protection Charges.								
1. Annual Administration Fee - Where the net assets of Citizen are below £16,000, the local authority may take an annual management fee not exceeding 3.5% of Citizen's net assets								

People (Adults) Fees and Charges

Appendix 4

	Agreed charges 2020/21			Proposed Charges 2021/22				Basis for charging
5. Deferred Payments Charges								
The Care Act 2014 established a universal deferred payment scheme from April 2015 so that service users will not have to sell their home in their lifetime to pay for their care. The costs detailed below are calculated to ensure full cost recovery.								
1. Legal Costs for unmortgaged property (est)	500.00		500.00	500.00		500.00	0.00%	Care and Support (Deferred Payment) Regulations 2014/2671 Statutory Discretionary
2. Legal Costs for mortgaged property (est)	750.00		750.00	750.00		750.00	0.00%	Care and Support (Deferred Payment) Regulations 2014/2671 Statutory Discretionary
3. Disbursements	100.00		100.00	100.00		100.00	0.00%	Care and Support (Deferred Payment) Regulations 2014/2671 Statutory Discretionary
4. Valuation Fee	340.00		340.00	345.00		345.00	1.47%	Care and Support (Deferred Payment) Regulations 2014/2671 Statutory Discretionary
5. Annual Management Fee	650.00		650.00	650.00		650.00	0.00%	Care and Support (Deferred Payment) Regulations 2014/2671 Statutory Discretionary
6. Termination Charge	200.00		200.00	200.00		200.00	0.00%	Care and Support (Deferred Payment) Regulations 2014/2671 Statutory Discretionary
6. Charges for arranging care for self funders								
The Care Act 2014 gave councils the ability to charge self-funders for putting in place their care and support services to ensure full cost recovery but not to profit from such charges. These charges were introduced in April 2020 for citizens, who self-fund their care in this respect.								
Set up of the initial care package	300.00		300.00	450.00		450.00	50.00%	Care Act 2014 Discretionary
Annual Review of Care Package	200.00		200.00	240.00		240.00	20.00%	Care Act 2014 Discretionary

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	Agreed charges 2020/21	Proposed Charges 2021/22	Basis for charging
<p>The Care Act will introduce a single legal framework for charging for care and support (section 14-17), including discretion as to whether or not to charge. Where a local authority arranges care and support to meet a service users needs, it may charge the adult, except where the local authority is required to arrange care and support free of charge.</p> <p>The principle is that service users should only be required to pay what they can afford. Regulations determine the maximum amount a local authority can charge.</p> <p>Only in care homes, where the financial assessment identifies that a service users resources exceed the capital limits, is the local authority precluded from paying towards the costs of care.</p> <p>The upper financial limit is current set at £23,250. Below this level a person can seek means-tested support from the local authority. Where a person's resources are below the lower capital limit of £14,250 they will not need to contribute to the cost of their care and support from their capital. The Council applies a 'tariff' or graduated scale to reflect income received on capital and assets held between the upper and lower limits. These limits are set by the Department for Work and Pensions and the Council will be notified ahead of the 1st April 2021 should these change.</p>			<p>https://www2.harrow.gov.uk/(S(1bwain55pptpzair2v30wdir))/documents/s164387/Charging%20and%20Assessment%202016-17%20%20Latest.pdf</p>

Statutory prescribed - legislation provides that the local authority charge for providing a service and either (a) the charge is prescribed (i.e set eg. £100 or (b) the range is prescribed.

Statutory discretionary (or statutory costs recovery) - legislation provides that you may charge for providing a service but the amount of the charge is discretionary, within the remit of the legislation – the charge may be limited to cost recovery, reasonable cost or based on consideration of prescribed matters eg. consideration of rental value of land for allotments.

Discretionary – here the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011

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	Agreed charges 2020/21			Proposed Charges 2021/22			% Change 2021/22	Legislation/Power to Charge	Basis for Charging
	Basic	VAT	Total	Basic	VAT	Total			
	£	Exempt £	£	£	Exempt £	2021/22 £			
1. Children's Centres									
Room Hire									
Cost per Hour									
Room Size 1-10	14.70	0.00	14.70	15.20	0.00	15.20	3.40%	s1, Localism Act 2011	Discretionary
Room Size 11-20	23.50	0.00	23.50	24.20	0.00	24.20	2.98%	s1, Localism Act 2012	Discretionary
Room Size 21-30	28.20	0.00	28.20	29.10	0.00	29.10	3.19%	s1, Localism Act 2013	Discretionary

Statutory prescribed - legislation provides that the local authority charge for providing a service and either (a) the charge is prescribed (i.e set eg. £100 or (b) the range is prescribed.

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Report for: Cabinet

Date of Meeting:	21 st January 2021
Subject:	Draft Housing Revenue Account Budget 2021-22 & Medium-Term Financial Strategy 2022-23 to 2023-24
Key Decision:	Yes
Responsible Officer:	Nick Powell-Divisional Director of Housing; Dawn Calvert- Director of Finance; Paul Walker- Corporate Director of Community
Portfolio Holder:	Councillor Phillip O'Dell- Portfolio Holder for Housing; Councillor Adam Swersky- Portfolio Holder for Finance and Resources;
Exempt:	No
Decision subject to Call-in:	Yes
Wards affected:	All
Enclosures:	Appendix 1 – HRA Budget 2021-22 Appendix 2 – Average Rents & Service Charges (Tenants) Appendix 3 – Garage & Parking charges Appendix 4 – Facility Charges Appendix 5 – Water charges Appendix 6 – Community Centre Charges Appendix 7 – Capital Programme

Section 1 – Summary and Recommendations

This report sets out the draft proposals on the Housing Revenue Account budgets and rent setting for 2021/22 and Medium-Term Financial Strategy (MTFS) for 2022-23 to 2023-24 to be considered by Cabinet on 21st January 2021.

Recommendations:

Cabinet is requested to:

- 1) Approve proposed average weekly rent for non-sheltered and sheltered accommodation of £118.01 and £98.18 for 2021-22 respectively as set out in paragraph 34.
- 2) Approve proposed average weekly tenant service charge of £3.32 per week as set out in paragraph 40.
- 3) Approve proposed average weekly rents for affordable rented and shared ownership accommodation of £197.11 and £199.82 for 2021-22 respectively as set out in paragraph 35 to 36.
- 4) Approve an increase in the overall HRA Capital programme of £28,013,177 made up £4,507,424 planned investment and £23,505,753 Building Council Homes for Londoners (BCHfL) as set out in paragraphs 56 to 66.
- 5) Note Charges for Facilities, Community Halls, Garages and Water to remain unchanged as set out in appendices 3 to 6.
- 6) Note the following:
 - Reconfigured planned investment programme which continues to focus on health and safety and compliance as well as supporting increased flexibility in its delivery. In the coming years we are also making provision to support the Council's ambition to reduce carbon emissions.
 - Assumptions made in construction of the budget and likely changes to be made in the final budget to be submitted to Cabinet 11th February 2021
 - Risk Management Implications which require prudent financial reserves, volatility around borrowing costs and ongoing probability of reforms in the housing sector.

Final approval for the budget and MTFS will be sought from Cabinet and Council in February 2021.

Reason (for the recommendations) :

To recommend the draft HRA budget and capital programme for 2021-22 and the MTFS for 2022-23 to 2023-24.

Section 2 – Report

1. The Council is required by the Local Government and Housing Act 1989 (section 74) to keep a Housing Revenue Account (HRA) which records all revenue expenditure and income relating to the provision of council dwellings and related services. The use of this account is heavily prescribed by statute and the Council is not allowed to fund any expenditure for non-housing related services from this account. In addition, the Act ensures that the HRA does not fall into a deficit position.
2. The Council has a retained housing stock of c4820 homes currently available to let and manages an additional c1200 leasehold properties with an annual rent roll of c.£29m.
3. The Council has a statutory obligation to agree and publish the HRA budget for 2021-22, and approval for this will be sought 11th February 2021. The primary purpose of this report is to present an initial draft HRA revenue position (see Appendix 1) and a capital position (see Appendix 7 for 2021/22 based on budget submissions plus a HRA Medium Term Financial Strategy(MTFS) 2022-23 to 2023-24 (see Appendix 1), ahead of the final budget presentation and rent setting at Full Council on 25th February 2021.As it stands the budget for 2021/22 has been balanced and so nets to nil.
4. The budget and MTFS have been set within the framework set out in the HRA Business Plan update, reported to Cabinet 8th October 2020, including impact of legislation contained in the Welfare Reform & Work Act 2016 and Housing & Planning Act 2016 including reversion to rent increases of up to CPI + 1% from April 2020. The Business Plan update also included assumptions around inflation and interest rates as well as cost reductions in revenue expenditure required to produce a sustainable financial position for the Council's HRA.
5. Revenue cost reductions assumed at £1.90m will be phased in fully by 2021 and investment in HRA stock, detailed in Capital Investment section supported by appendix 7, is estimated at £11,109m for 2021-22,£5,895m per annum 2022-23 and 2023-24 then £4,895m per annum thereafter. This is based on latest stock condition survey results with focus on essential health & safety, compliance and statutory requirements.
6. A significant change since the Business Plan was submitted to Cabinet is the assumption on CPI used for rental increases. Business plan assumed CPI of 2% in 20-21/22, but the September 2020 CPI used for budget setting came in at 0.5% resulting in an overall reduction in rental income of £13m across the 30 year business plan assuming CPI would return to 2% within two years.
7. Following the recent Budget 2020 announcement, where the Chancellor reversed the recent 1% hike in the interest rate for the Public Works Loan Board (PWLB),the Authority is reviewing its borrowing strategy to secure debt in light of the reduction in PWLB rates . A risk to the Building Council Homes for Londoners (BCHfL) programme has been identified.

The recommendations to proceed are therefore predicated on satisfactory borrowing rates being secured.

8. The draft budget assumes an increase in tenant service charges in line with the Consumer Prices Index (CPI), the Government's preferred measure of inflation, until such time as the review is concluded. Background of this review is given in the Consultation section of this report.
9. Details on the assumptions used to construct the draft budgets and MTFs, which will be reviewed prior to finalisation of the budget, are given later in this report.

Options considered

10. For 2021/22 rent setting there has been no change to the government rent policy issued in 2020, that allows for social housing providers to increase rents by the previous September Consumer Prices Index (CPI) rate +1% for a five-year period. Guidance released in November 2020 does allow local authorities to breach this cap in circumstances of exceptional financial hardship. However, this would not currently apply to Harrow Council's HRA. Other unregulated income streams can be adjusted to ensure full cost recovery.
11. The Council can proceed with the programme of building 659 new units within the HRA originally approved by Council 27th February 2019 or implement alternative delivery models if it is considered the level of risk now presented cannot be sufficiently mitigated.

Option 1: Continue with new build programme within the HRA

12. This would provide up to 659 additional units across a mix of tenures including affordable rented and shared ownership as part of the BCHfL programme within the Council's HRA and in collaboration with the Harrow Strategic Development Partnership (HSDP).
13. Full utilisation of approved grant and borrowing, with sufficiently low interest rates, would be assumed and tested on an ongoing basis against a suite of assumptions using the HRA Business Plan.
14. Regular review and testing of assumptions would ensure continued viability given changing macro-economic and regulatory assumptions with appropriate mitigations against identified risks.
15. To ensure resources are not over extended and it remains affordable the programme will be expedited in phases with viability reviewed at each stage before starting on the next phase.

Option 2 : Consider alternative delivery models

16. In the event risks around the HRA indicate the service would, on the balance of probabilities, become unviable, alternative delivery models for the provision of low-cost housing would be implemented.
17. It is therefore considered prudent to consider alternatives in the context of the Council's wider regeneration aspirations and work is ongoing in this area.

Preferred Options

18. A rent increase of CPI plus 1% is the preferred option as this is necessary to balance the HRA to a neutral position in 2021/22. Tenant service charges linked to inflation until the review is completed with other income streams not increased due to reduced demand as a result of COVID. Surpluses on the HRA will be used to support investment in stock and the BCHfL programme.
19. Option 1 is the preferred option as it will provide much needed housing supply for the local community as well as mitigating the costs of homelessness on the General Fund and securing the longer-term viability of the Council's HRA.

Background

20. Statutory rent reductions spanning 2016-17 to 2019-20 imposed by Government impacted on the HRA by requiring service reviews across the HRA to reduce costs and maximise income.
21. As a result, it has been assumed a permanent reduction in revenue expenditure of £1.90m will be in place by March 2021 to mitigate the impact of rent reductions and these are on track for achievement.
22. Given the scale of the BCHfL programme and associated risks the cost base of the HRA must now be kept under constant review to ensure continued viability.

Consultation

23. Under s.105 of the Housing Act 1985, the Council is required to maintain such arrangements as it considers appropriate to enable secure tenants to be informed and consulted about housing management matters which substantially affect them. However, rent and other charges for facilities are specifically excluded from the definition of housing management; therefore, there is no statutory requirement to consult secure tenants on proposed rent changes. The Council has however, always consulted residents on proposed changes via representative groups such as the Value for Money group and the quarterly residents' drop-in meeting (Housing Matters), formerly TLRCF (the Tenants', Leaseholders and Residents' Consultative Forum).

24. Further consultation in respect of the budget will be undertaken via the framework described above.
25. A review of tenant and leaseholder service charges is also under way to ensure all costs incurred in the provision of services are being properly recovered. The outcome of this review is not finalised as yet because of challenges with the baseline data which underpins the new service charges model. This will be reported to cabinet once available.

COVID-19

26. The global pandemic that has been experienced so far in 2020 and continues to be experienced across the London region and others has had an obvious and significant impact on the local economy. There have been impacts on every activity that occurs within the HRA, from the Council's ability to collect income to void turnaround times. As a result, the impact can be seen in every area of budget setting in this HRA report. It should be noted that, although the financial impact of COVID-19 has been seen mostly during 2020/21, this is not reflected in the 2020/21 budget since that was agreed prior to the pandemic. Thus, we are comparing a pre-COVID budget (2020/21) with a COVID-recovery budget (2021/22).
27. At present it is unclear how and when many economic uncertainties will be resolved, and so medium-term planning is also affected. The HRA Medium Term Financial Plan (MTFP) is included as appendix 1 and is based on the draft budget for 2021/22 with inflationary assumptions built in for future years. An update of the HRA Business Plan will be submitted to Cabinet after 2020/21 final accounts which will include updates of key assumptions.

Balances

28. HRA revenue balances were £7.5m as at 31 March 2020 and these are expected to be £7.1m at the end of 2023-24 which are above the minimum balances considered prudent.
29. The budgets for the financial years 2021/22 and 2022/23 have been balanced and so net to nil with a surplus anticipated from 2023-24. The first significant rental streams being generated from the BCHfL programme later in the MTFS.
30. In addition to specific reserves to support repairs, IT investment, restructuring, tenants experiencing financial difficulties, a reserve to support the BCHfL programme has been set up. These reserves are all within the HRA.
31. Given the scale of the programme significant additional contributions will be required to ensure associated risks can be contained. Although the draft budget and MTFS allow for a modest BCHfL reserve, increased

contributions will be made after 2023-24 when the revenue account returns to a surplus.

Income

Assumptions supporting the main HRA income streams are set out below:

Dwelling rents

32. Rent policy set out by central government states that existing rents may be increased annually by the previous September's CPI rate, plus up to 1%. This calculation has been applied, giving a rent increase of 1.5%. Although the Government has stated rents can be increased by CPI plus up to 1% for five years from April 2020, there is no confirmation these increases are permitted beyond March 2025. The Business Plan update reported to Cabinet 8th October, assumed increases for all subsequent years from April 2025 will be at CPI only as this is considered a more prudent assumption given developments in the macro-economic environment.
33. Rents for newly constructed homes are on Affordable rents or the lower London Affordable Rents where the scheme benefits from part of the £32.144m grant secured from the Greater London Authority.
34. The overall average rent & service charge for the Council's housing stock for 2021-22 will be £119.18 per week comprising rent £115.86 (£118.01 non sheltered, £98.18 sheltered) and tenant service charge £3.32 per week (2020-21 current average £117.45, comprising rent £114.15, tenant service charge £3.30) assuming an increase of CPI plus 1% for rents and CPI only for tenant service charges, as detailed in Appendix 2. CPI is required to be set at the September rate of 0.5%.
35. Rents for new build homes are set at affordable rent and are governed by different criteria depending on funding source. The overall average rent is estimated to be £197.10 per week assuming a rent increase of CPI plus 1% for affordable rented units.
36. Rents for shared ownership units, assuming the Council retains 65%/75% equity share, are estimated at £199.82 per week on average.

Right-to-Buy sales

37. There have been fourteen sales under Right-to-Buy ("RTB") so far in 2020-21 and a further ten are assumed by the end of the financial year totalling twenty four estimated sales with twenty four expected for 2021-22, then reducing to twenty per annum for remainder of the MTFS. It is envisaged the HRA will continue to be viable if RTB sales continue at these levels assuming BCHfL programme proceeds as proposed.
38. The Council continues to retain the majority of the capital receipts arising from the sale of Right to Buy properties, in line with the retention agreement signed with the Government. Under this agreement the receipts must be used within three years to fund a maximum of 30% of

spend on replacement properties or be paid to the Government with a high interest penalty. While the new build programme, identified in the Business Plan, can absorb some of these receipts, there has often been difficulties in matching the timing of expenditure to when the receipts must be used and like most London Councils which have limited land, Harrow has found it difficult to invest these receipts and has been required to return some receipts with interest to MHCLG.

39. The Government has recognised the potential difficulties in meeting construction timetables during the current pandemic and has allowed a time extension for the payment of unused receipts to end of 2020/21. Latest forecasts show that with the use of this extension Harrow Council will need to pay £5.115m. receipts to the Government for the current financial year. These funds will not be lost to the Authority but instead these Right to Buy receipts from disposals and the associated interest costs will be ring fenced to Harrow via the GLA and made available to Harrow as affordable housing grant to be used to deliver new rented affordable homes. This arrangement is called the right-to-buy ring fence offer (RTBRFO), to voluntarily repay these receipts to MHCLG and then claim these from GLA to support new build and regeneration schemes.

Service charges: Tenants & Leaseholders

40. Tenants who benefit from specific estate-based services pay a charge to the Council on a weekly basis in addition to their weekly rent charge. Service charges are not subject to the rental increase of 1.5% but are based on cost recovery This service charge was £3.30 in 2020-21 and it is proposed this will increase to an average of £3.32 in 2021-22 and throughout MTFS in line with CPI. A review of service charges is in the process of being concluded and it is anticipated the current assumptions on CPI increases will be revised for the final HRA budget to be submitted to Cabinet 11th February 2021.
41. Leaseholders are invoiced annually by the end of September for the previous financial year, based on actual costs. Income expected from leaseholders in 2021-22 (excluding s20 income for capital schemes) is £874k and reflects the recovery of costs from leaseholders of estate-based costs, communal lighting, repairs, ground maintenance, insurance premiums and administration charges. The above figure takes into account the increase in grounds maintenance charges to the HRA from the General Fund following the results of a recent review of the service provided.

Other Income

42. Rents for shops and commercial units situated on HRA land, garages, parking, facility charges and charges for community centres are set out in appendices 3 to 6.
43. Due to the current economic climate it is proposed to keep these rents at their current level. This can be revised in a year's time when we may have more economic certainty.

Expenditure

Assumptions supporting the main HRA expenditure items are set out below:

Employee Costs

44. Following the Government's spending review, no pay increase has been assumed for the life of the MTFS with the current staffing establishment used as a basis. As Local Government is subject to separate negotiations the impact of any potential award has been held in HRA revenue reserves which will be deployed to support a subsequent pay award. If no pay award is negotiated the impact of the pay freeze will remain in reserves to support the MTFS.
45. In 2021/22 there is a proposal to create four new roles within Housing Repairs, Resident Services and Housing Regeneration totalling an additional £231k if approved. Two posts, totalling £111k are for a 3-4-year fixed term to support the BCHfL programme, comprising an apprentice and a project manager of which £62k will be funded through capital if approved. The other posts are a hoarding officer (£58k) currently funded through grant which comes to an end this financial year and a Climate Change Project Manager (£63k).
46. Several members of staff spend their time on both HRA and General Fund activities and as a result staff costs are split based on percentages of time relevant to services.

Utility Costs

47. There has been no increase in utility charges as anticipated usage is low and there is little information available about the global wholesale energy price post Covid. Charges for water supplies and sewerage have traditionally been paid to the Council with the amounts collected then paid over to the water company. For the majority of tenants this arrangement has now ceased with tenants paying the water company direct. This results no additional costs for tenants or the Council.

Central Recharges

48. Costs of support services, which are estimated to increase by 2% p.a. in line with Government's long-term inflation target, are allocated to services using suitable bases of apportionment (e.g. number of staff, estimated time allocation, gross budget). Recharges reflect the full cost of all support services and are designed to permit transparency and challenge to secure value for money.

Repairs

49. Expenditure on repairs has been driven by a focus on legislative and Health & Safety requirements with due regard to the cost reductions identified by the Service Reviews and approved by the Programme Board. These have been reviewed in conjunction with the capital programme.

Works is ongoing on the stock condition survey to better inform investment decisions and prioritise works over the next 3 to 5 years. This stock condition survey results will be supplemented with information to target retrofit works to address carbon reduction. A review of the repairs service is also taking place. This will help to better understand the cost base and inform the budget cycle next year in line with decisions around extension and the future procurement of the main repairs contract. The review of the capital programme will allow targeting works to reduce the need for reactive repairs. This will also be supported by the development of a robust Planned Preventative Maintenance (PPM) programme designed to extend the life of components. Repairs reporting will also be improved through investment in a new Housing and Asset Management System.

Bad debt provision

50. The HRA has been financially impacted by the COVID pandemic. Rent arrears have risen sharply and this is exacerbated by restrictions on enforcement, in line with national policy.
51. Income collection has become more challenging since the pandemic impacted, despite mitigations by housing services, and this could lead to increased write-offs of arrears. Similarly, the transition to Universal Credit means that some rents that would have been received automatically are now recoverable from the tenant. Where tenants suffer a financial impact from the current climate, arrears are likely to increase with the potential for further write-offs, which represent a cost to the Council.
52. It is unclear at this stage precisely to what extent our arrears will be affected and for what duration. For purposes of this draft budget it has been assumed that arrears will continue to rise during 2021 and that it may therefore be necessary to increase the bad debt provision at the end of March 2022. A budget to increase the bad debt provision by £150k has been proposed.

General Contingency

53. In addition to HRA reserves, an annual amount of £150k is set aside to cover unforeseen expenditure that may arise in the management and maintenance of the housing stock or in-service development initiatives.
54. Applications for support from this general contingency will be considered on a case by case basis with due regard to the position of the whole HRA.

Charges for Capital

55. HRA Borrowing is divided into historic and new borrowing:
 - Historic debt – includes debt Councils were required to raise at the time of Self Financing in 2012 in order to leave the subsidy system and resulted in the Council reaching the Government imposed cap of £150.683m; this is now being progressively reduced in line with RTB disposals thereby reducing interest exposure and providing capacity

for future investment. Interest on this historic debt, shared in a single loans pool with General Fund, averages at 4.05% and is assumed to continue at this level.

- New borrowing – for BCHfL programme only is estimated at £93.5m for the full life of the scheme, an increase over the estimated borrowing of £77.2m and £73.1m reported to Cabinet 13th February 2020 for the Budget and 8th October 2020 for the Business Plan update 2020. This increase is due primarily to additions to the Capital programme detailed below.

Interest is expected to be payable at the lower rate of 3% as a result of the HRA taking advantage of lower rates conferred in a dedicated second pool for new home building in the HRA.

Current HRA rules do not require either debt to attract Minimum Revenue Provision (MRP), a mandatory charge in General Fund designed to ensure the cost of the asset is charged to revenue over its useful economic life. This is because depreciation in the HRA counts as a genuine charge against revenue and transfers resources to the HRA's Major Repairs Reserve which can be used to finance capital expenditure as well as repay debt.

The costs of the BCHfL programme are under review and the results of this will be used to update the HRA Business Plan and revise the debt repayment strategy with the aim of stabilising the HRA medium term position.

Capital Investment

56. Planned investment programme, based on the latest stock condition survey, budget for 2021/22 is £11.109m, then £5.895m for 2022/23 and 2023/24, then £4.895m per annum thereafter with focus continuing to be on Health & Safety and statutory works.
57. These estimates allow for slippage from 2020/21 of £2.519m together with an addition of £3m, spread evenly 2021/22 to 2023/24, to meet Government carbon reduction targets by 2030 by retrofitting Council homes.
58. Costs associated with the mandatory upgrade of the Housing IT system, are included at £769k for 2021/22 after allowing for slippage of £197k together with an addition to the programme of £572k assuming the scheme will complete within prescribed time limits and cost estimates.

Building Council Homes for Londoners

59. The Grange Farm Regeneration scheme will demolish obsolete Council homes and re-provide 274 new homes. Cabinet approved budget allocations 13th February 2020 for phases 1, which is now under construction and phase 2 of the scheme. Expenditure has been reprofiled following a review with an addition of £100k to phase 2 to align to latest cost estimates.

60. Grange Farm phase 1, which is supported by Housing Infrastructure Fund (HIF) as well as RTBRFO support, will provide eighty-nine homes, sixty-eight at affordable rent and twenty-one shared ownership at an estimated remaining cost of £18.877m which includes slippage of £9.551m
61. Grange Farm phases 2 which is still at the planning stage is estimated to cost £18.4m The procurement route, which has not been finalised, will be the subject of another report to Cabinet and the costs, together with those for phase 3, will be reviewed prior to finalisation of the HRA Budgets for approval by Cabinet 11th February 2021.
62. Remaining schemes within the BCHfL programme are at various stages of development and planning and are included in the capital programme at a total remaining estimated cost of £115.527m which includes slippage of £18.539m. Also included in this are additional costs estimated at £23.506m reflecting the anticipated increase in build costs resulting from changes in the macro-economic environment.
63. The BCHfL programme, which has already provided 96 of a total of 659 additional homes, has assumed a selection of sites currently held in the General Fund will be transferred to the HRA for development in line with the current regulations for appropriations although the exact locations and valuations of these sites have yet to be clarified.
64. Funding will be from a combination of GLA grants totalling £32.144m, approved borrowing and other internal HRA resources with no impact on General Fund.
65. Net additions to the HRA capital programme over the approved budget total £27.453m. Of this, £28.013m relate to the current MTFS 2021-22 to 2023-24 inclusive with the remainder reductions in the planned investment programme 2024-25 and 2025-26 as a result of the stock condition survey
66. Appendix 7 details the full capital programme including slippage and summarises the additions and re-profiling requested.

Consultation Papers and new developments

67. For the second year, the outcome of the Government's consultation on 'Use of Right to Buy (RTB) Receipts' and increased flexibilities has still not been concluded. **"Use of receipts from Right to Buy sales"** – Government has consulted on options including increasing proportion of eligible new build expenditure which can be funded from retained right to buy receipts from 30% to 50% as well as potentially extending the deadline for reinvestment of these proceeds from three to five years enabling Councils more time and manoeuvrability to reinvest earmarked sales proceeds to replenish stock lost through right to buy. This will mean the Council will have to put less of its own resources in either through retained receipts or additional borrowing should this proposal go through.
68. This update assumes the current arrangements of 30% financing ratio and three-year deadline for reinvestment is continuing. The Council has

submitted a consultation response positively supporting the proposals set out in the consultation document.

69. However, local authorities have been allowed to retain their receipts between April and March 2021, without penalties, due to the impact of the COVID pandemic on development schemes. The Government has also issued a consultation, in November, asking for authorities' current position on the use of receipts. This may lead to a further extension of the repayment timetable, but this is not known at this time. As there has not been any formal conclusion to the last Government consultation process, future policy regarding the RTB system is not known and this continues to impede the use of the receipts
70. Following on from this on 17 November 2020 the white paper, the Charter for Social Housing Residents was released. The Building Safety Bill is already in progress and the Energy White Paper released on 15th December. These have implications going forward including :
- Consultation in respect of electrical safety, installation of carbon monoxide monitors
 - A review of the Decent Homes Standard to support the decarbonisation and energy efficiency of social homes, and include standards for communal and green space outside the home..
 - Proposed introduction of Tenant Satisfaction measures that will be formally monitored including the introduction of a regular inspection regime for social landlords
 - Increased regulations to improve responses to complaints
 - Requirements to improve tenant engagement and empowerment
 - There are also linked commitments with the Building Safety Bill with regard to the management of tall buildings, for example the appointment of a Building Safety Manager
 - Retrofitting of the existing social housing stock to meet the Councils Climate Change objectives as well as those set out by the Government
71. **“Revised HRA Manual”** – Primary guidance is based on the HRA Manual issued by MHCLG in 2007; a revised version is expected and is likely to allow Councils to transfer land from General Fund to HRA at nil consideration or below fair value.
72. Although details have yet to be released, including restrictions regarding the number of years land is to be left undeveloped or it's physical condition, the Council will consider the new guidance with due regard its broader regeneration aspirations with the aim of securing maximum advantage.

Changes expected in finalising budget

73. Completion of the tenant service charge review to inform the final budget.

74. Given the requirements to increase contributions to the BCHfL reserve a review of the cost base of the HRA will continue.
75. Estimates of the cost of Grange Farm including the new phase 3 are in progress and these will be included in the final report to Cabinet.
76. The results of this will be submitted to Cabinet 11th February 2021 as part of the final budget and MTFS.

Variation to MTFS 2021-22

Changes in estimates of expenditure and income together with the anticipated impact of Covid-19 have been contained resulting in a neutral position for 2021-22, which is unchanged from the MTFS approved by Council on 13th February 2020. The main changes in estimates are :

- Operating expenditure – increase £45k due to increased recharges in respect of Grounds maintenance and service from Council Depot partially offset by reductions in other expenditure
- Repairs – increase £178k due mainly to review of planned preventative maintenance requirements
- Other expenditure & income – reduction £223k due to increase in expenditure qualifying for capitalisation; improvement in estimated income from leaseholders and reduced void losses from rental income

Summary

77. HRA Budget & MTFS detailed in Appendix 1 include rent increases at CPI plus 1% and sits within the framework set out in the HRA Business Plan Update submitted to Cabinet 8th October 2020.
78. Revenue reserves are expected to remain stable and above minimum recommended balances over the life of the MTFS provided interest on new borrowing does not exceed 3%.
79. Longer term viability of the Council's HRA is dependent on successful completion of BCHfL therefore continuous review of the cost base of the HRA and underlying assumptions are essential through a revised HRA Business Plan Update.
80. Risks associated with BCHfL are significant and earmarked reserves to support this programme are modest therefore increased contributions are required which will be supported by the continuous review process.
81. Consultation papers and emerging Government regulation will be reviewed to ensure maximum advantage is secured for the Council as a whole.

Performance Issues

82. The BCHfL programme contributes to delivery targets agreed with the GLA. Failure to take the project forward would jeopardise achievement of these targets and potentially withdrawal of grant funding resulting in costs already incurred being written off to revenue which would compromise the longer term viability of the Council's HRA.

Environmental Implications

83. All new homes have to meet high standards of energy efficiency to reduce CO2 emissions and reduce fuel poverty as required by London Plan.

Data Protection Implications

84. There are no GDPR implications.

Risk Management Implications

85. Risks included on corporate or directorate risk register? **Yes/No**
 Separate risk register in place? **Yes/No**
 The relevant risks contained in the register are ~~attached~~/refreshed and summarised below. **Yes/No/n/a**

86. A number of risks have been identified, listed below which if they materialise individually or collectively, could impede delivery of core services or raise questions about continued financial viability. The following key risks should be taken onto account when agreeing the recommendations in this report:

Risk Description	Mitigations	RAG Status
<ul style="list-style-type: none"> Interest rates – an immediate and significant risk; these have been assumed at 3% for the draft 2021/22 budget and MTFS. Increases in excess of this over the life of the MTFS will put the BCHfL programme at risk as not all homes will be completed and generating sufficient rental streams to service the debt 	In mitigation following the recent Budget 2020 announcement, where the Chancellor reversed the recent 1% hike in the interest rate for the Public Works Loan Board (PWLb), the Authority is reviewing its borrowing strategy to secure more favourable rates in light of the reduction in PWLB rates and minimise rates increases.	Amber
<ul style="list-style-type: none"> Inflation rates-There is a potential adverse financial impact on the HRA as a result of high inflationary pressures. Rent increases are based on the September CPI figure, which was lower than expected at 0.5%. 	In mitigation If inflation rises above that assumed in the budget generally, or spikes as a result of BREXIT, reductions in spend may need to be made or some of the growth recommended in the MTFS update removed	Amber
<ul style="list-style-type: none"> Rent increases – Following 2021/22, there will be three further years of the September CPI plus 1% rent increases. Historically the ring fenced account has relied almost solely on 	In mitigation HRA reserves will be strengthened from 2023-24 and the Business Plan refreshed, and stress tested to ensure the Council's HRA remains viable.	Amber

<p>rent income to finance both revenue and capital works. Many changes in policy, including the four years of rent reductions, have made medium to long term planning difficult. These risks have increased with the removal of the debt cap, as the Council is making long term financing decisions, on capital investment, based on income streams set by the current policy After that, it is unclear what rent policy central government will set out for us to follow. Clearly, there is great uncertainty of how costs of running the service will increase with inflation over the coming years and so it is hoped that rent collected will be sufficient to meet the needs of the service. The current Business Plan assumes CPI only rent increases beyond this (at 2%-Governments' long-term target); if rent increases are below this from 2025 this will have an adverse impact on revenue balances.</p>		
<ul style="list-style-type: none"> • Welfare reforms – Currently one of the biggest risks to the account is a large increase in arrears. From April 2020 current tenant arrears have risen by 20% as at qtr 2, to £717k. This was due to the impact of the COVID 19 pandemic and the measures put in place by the Government, which included a suspension of evictions. 	<p>To mitigate this position increased resources are being employed to help recover rent owed and signpost tenants to where they may seek support and the provision for bad debt has been increased to recognise that not all of the outstanding debt will be recovered.</p>	Amber
<ul style="list-style-type: none"> • Delays to schemes – GLA grant funding and additional borrowing will be linked to successful delivery of additional housing supply in line with agreed targets for start on sites and completions. Failure to deliver new supply in line with these targets could result in withdrawal of funding and/or borrowing which would result in lower or delayed rental income streams and potential write off of costs to the revenue account. 	<p>In mitigation regular monitoring of new build schemes and update of the overarching HRA Business Plan will identify potential delays and appropriate action taken to substitute and expedite schemes ensuring full grant utilisation and keeping rental income in line with expectations. The BCHfL reserve can be deployed to offset unforeseen revenue costs if required.</p>	Amber

87. In the light of these risks it is essential current targets for cost reductions are met and the cost base of the HRA kept under continuous review with the aim of strengthening reserves.

Procurement Implications

Any procurement arising from this report will be advised on supported by the procurement team and will be conducted compliant with the Public Contract Regulations and the Contract Procedure Rules.

Legal Implications

Under section 103 of the Housing Act 1985 the terms of a secure tenancy which is a periodic tenancy may be varied by the landlord by a notice of variation served on the tenant. The landlord authority is required to serve a preliminary notice on the secure tenant giving them advance notification of any change proposed to be made to the terms of their tenancy and inviting their comments. A preliminary notice is not required for variation of rent or payments in respect of services or facilities provided by the landlord. Although a preliminary notice is not required in respect of a variation to the rent (or services/facilities) charge, a notice of variation is needed and this must set out what the change is and the date on which it takes effect. The period between the date on which the notice is served and the date on which it takes effect must be at least four weeks or the rental period, whichever is the longer.

Section 105 of the Housing Act 1985 requires a landlord authority to maintain such arrangements as it considers appropriate to enable those secure tenants who are likely to be substantially affected by matters of housing management, to be informed and consulted about the proposals, and before deciding on the matter, the landlord authority has to consider any representations made. The legislation sets out what matters of housing management relate to but this does not extend to the rent payable under a secure tenancy or to charges for services or facilities provided by the authority.

The rent reduction requirements brought in under section 23 of the Welfare Reform and Work Act 2016 has now ended and replaced by the new rent standard introduced by section 197 of the Housing & Regeneration Act 2008 which permits Authorities to increase rents by CPI plus up to 1% for five years commencing April 2020.

Under section 74 of the Local Government & Housing Act 1989 the Council, as a Local Housing Authority, must maintain a Housing Revenue Account (HRA) which includes sums falling to be credited or debited in accordance with the category of properties listed within s74(1), which consists primarily of Council housing stock. HRA must include any capital expenditure on housing stock which a Local Authority has decided to charge to revenue. Save in accordance with a direction of the Secretary of State, sums may not be transferred between HRA or General Fund, therefore HRA is ring-fenced and cannot be used to subsidise a budget deficit within General Fund, neither can General Fund be used to subsidise a budget deficit in HRA. Section 76 of 1989 Act requires Local Authorities to formulate and implement proposals to secure HRA for each financial year does not show a debit balance. If a debit occurs, this must be carried forward to next financial year.

Financial Implications

Financial implications are included in the body of the report

Council Priorities

- 1. Improving the environment and addressing climate change**
The Planned Investment programme is being designed to address key climate change issues with a focus on renewable energy and efficiency in existing and new homes.
- 2. Tackling poverty and inequality**
The additional housing will be genuinely affordable thereby providing accommodation to the most vulnerable in the Borough
- 3. Building homes and infrastructure**
Provision of additional housing will support the local community and economy thereby contributing to the wellbeing of residents and supporting community cohesion,
- 4. Thriving economy**
The Business Plan is designed to support the longer term viability of the HRA which provides much needed housing and advice to residents and those at risk of becoming homeless.

Section 3 - Statutory Officer Clearance

Statutory Officer: Tasleem Kazmi
Signed on behalf of Chief Financial Officer
Date: 7th January 2021

Statutory Officer: Paresh Mehta
Signed on behalf of Monitoring Officer
Date: 11th January 2021

Statutory Officer: Nimesh Mehta
Signed by the Head of Procurement
Date: 17th December 2020

Statutory Officer: Paul Walker
Signed by the Corporate Director
Date: 12th January 2021

Statutory Officer: Susan Dixon
Signed by the Head of Internal Audit
Date: 11th January 2021

Mandatory Checks

Ward Councillors notified: NO- as it impacts on all Wards

EqlA carried out: YES

EqlA cleared by: Dave Corby

Section 4 - Contact Details and Background Papers

Contact: Tasleem Kazmi, Finance Business Partner – Housing & Regeneration,
Tel 020 8416 5201 or email tasleem.kazmi@harrow.gov.uk

Background Papers: [HRA Business plan update](#)

Call-in waived by the Chair of Overview and Scrutiny Committee

NO

HRA Budget 2021-22 and MTFS 2022-23 to 2023-24 – Expenditure

All figures in £s	Budget 2021-22	Budget 2022-23	Budget 2023-24
Employee Costs	2,502,260	2,502,260	2,504,080
Supplies & Services	861,550	860,120	860,120
Utility cost	599,640	599,640	599,640
Estate & Sheltered Services	3,415,730	3,399,510	3,421,350
Central Recharges	3,503,280	3,573,340	3,644,810
Operating Expenditure	10,882,460	10,934,870	11,030,000
Repairs – Voids	1,000,000	1,000,000	1,000,000
Repairs – Responsive	3,238,770	3,238,770	3,238,770
Repairs – Other	2,608,190	2,458,190	2,458,190
Repairs Expenditure	6,846,960	6,696,960	6,696,960
Contingency	150,000	150,000	150,000
Bad debt provision	150,000	150,000	150,000
Affordable Housing	477,150	477,150	477,150
Charges for Capital	7,226,390	8,508,890	8,929,590
Depreciation	7,401,800	7,351,220	7,601,630
Other Expenditure	15,405,340	16,637,260	17,308,370
Total Expenditure	33,134,760	34,269,090	35,035,330

Appendix 1 (continued)

HRA Budget 2021-22 and MTFS 2022-23 to 2023-24 – Income

All figures in £s	Budget 2021-22	Budget 2022-23	Budget 2023-24
Rent Income – Dwellings	(29,226,470)	(30,367,870)	(31,828,140)
Rent Income – Non Dwellings	(494,330)	(494,330)	(494,330)
Service Charges – Tenants	(1,639,250)	(1,643,580)	(1,656,390)
Service Charges – Leaseholders	(874,430)	(863,030)	(863,030)
Facility Charges	(577,170)	(577,170)	(577,170)
Interest	(3,000)	(3,000)	(3,000)
Other Income	(154,460)	(154,460)	(154,460)
Recharge to General Fund	(165,650)	(165,650)	(165,650)
Total Income	(33,134,760)	(34,269,090)	(35,742,170)
In Year Deficit / (Surplus)	0	0	(706,840)
BALANCE brought forward	(6,346,710)	(6,346,710)	(6,346,710)
BALANCE carried forward	(6,346,710)	(6,346,710)	(7,053,550)

Average Rent & Service Charges – Social Rented Units Appendix 2

Description	No. units	2020-21 weekly charge	2021-22 rent	2021-22 service charge	2021-22 total	Increase
Bedsit bungalow	19	£105.62	£104.18	£2.99	£107.17	£1.55
1 Bed bungalow	115	£115.79	£115.02	£2.48	£117.50	£1.71
2 Bed bungalow	27	£131.90	£129.91	£3.93	£133.84	£1.94
Bedsit flat	82	£91.21	£88.14	£2.99	£91.13	-£0.08
1 bed flat	1,180	£101.24	£98.80	£3.92	£102.72	£1.48
2 bed flat	783	£115.27	£112.44	£4.51	£116.95	£1.68
3 bed flat	42	£127.84	£124.43	£5.28	£129.70	£1.87
1 bed Maisonette	6	£94.22	£95.17	£0.45	£95.62	£1.41
2 bed Maisonette	48	£114.17	£111.90	£3.94	£115.85	£1.68
3 bed Maisonette	44	£127.39	£124.55	£4.71	£129.26	£1.87
4 bed Maisonette	1	£133.51	£135.51	£0.00	£135.51	£2.00
2 bed Parlour House	34	£127.03	£127.56	£1.36	£128.92	£1.89
3 bed Parlour House	522	£139.97	£140.16	£1.89	£142.05	£2.08
4 bed Parlour House	55	£152.96	£152.43	£2.73	£155.15	£2.20
5 & 6 bed Parlour	10	£163.99	£157.30	£9.07	£166.36	£2.37
2 bed Non Parlour	497	£123.19	£122.79	£2.22	£125.01	£1.83
3 bed Non Parlour	707	£135.08	£134.73	£2.36	£137.09	£2.00
4 bed Non Parlour	33	£149.19	£148.10	£3.30	£151.40	£2.21
5,6 & 7 bed Non	6	£161.14	£162.27	£1.28	£163.55	£2.41
Sheltered bedsit	12	£101.01	£90.09	£12.31	£102.40	£1.39
Sheltered – other units	500	£100.43	£98.38	£3.53	£101.90	£1.47
Non sheltered	4,211	£119.52	£118.01	£3.26	£121.28	£1.76
Sheltered	512	£100.45	£98.18	£3.73	£101.92	£1.47
Total	4,723	£117.45	£115.86	3.32	£119.18	£1.73

Average charge for social rented units 2020-21 was £117.45 per week comprising £114.15 rent, £3.30 service charge compared to budgeted £114.13 and £3.30 per week respectively.

Estimated average charge 2021-22 is £119.18 per week comprising £115.86 rent, £3.32 service charge, reflecting rent increase of CPI + 1% where September CPI is ½% and just CPI for tenant service charges.

Average Rent – Affordable Rented & Shared ownership Units
Appendix 2 (continued)

Description	No. units	2020-21 rent	2021-22 rent	Increase
1 bed flat	17	£169.68	£172.22	£2.55
2 bed flat	49	£195.35	£198.28	£2.93
3 bed flat	10	£209.33	£212.47	£3.14
2 bed Parlour House	1	£137.86	£139.93	£2.07
3 bed Parlour House	1	£208.45	£211.58	£3.13
3 bed Non Parlour House	9	£208.21	£211.34	£3.12
4 bed Non Parlour House	4	£225.39	£228.77	£3.38
3 bed Parlour House (shared ownership)	5	£196.86	£199.82	£2.95
Total	96	£197.31	£200.27	£2.96
Affordable rented	91	£194.19	£197.11	£2.91
Shared ownership	5	£196.86	£199.82	£2.95
Total	96	£197.31	£200.27	£2.96

Ninety-six new homes have completed; table above shows average rents for 2021-22 reflecting average rent increase of CPI + 1% where September CPI is ½% and CPI only for service charges.

Council initially has equity of 65% to 75% in shared ownership units with option for the tenant to purchase additional equity in future.

Garages & parking space charges**Appendix 3**

All in £s	Current Weekly Rental 2020-21	Proposed Weekly Rental 2021-22
Garages	14.05	14.05
Car Spaces	9.16	9.16

Facility Charges

Appendix 4

Sheltered Block	No. of properties	Current average weekly facility charge (Heating) 2020-21	Proposed average weekly facility charge (Heating) 2021-22 0% increase
Alma Court	30	17.02	17.02
Belmont Lodge	30	17.02	17.02
Boothman House	30	17.02	17.02
Cornell House	30	17.02	17.02
Durrant Court	27	17.02	17.02
Edwin Ware Court	30	13.24	13.24
Goddard Court	30	17.02	17.02
Grahame White House	30	17.02	17.02
Grange Court	30	13.24	13.24
Harkett Court	30	17.02	17.02
Harrow Weald Park 0 Bed	12	11.50	11.50
Harrow Weald Park 1 Bed	19	15.54	15.54
Harrow Weald Park 3 Bed	1	23.10	23.10
John Lamb Court	32	17.88	17.88
Meadfield	30	17.02	17.02
Sinclair House	27	17.02	17.02
Tapley Court	26	17.02	17.02
Thomas Hewlett House	30	17.02	17.02
William Allen House	29	13.24	13.24
Resident Warden Accommodation	9	24.83	24.83
Other Non-Sheltered	101	14.67	14.67

Water Charges

Appendix 5

Sheltered Block	No.of flats	Current Range Water Charge 2020-2021		Proposed Range Charge at 0% increase for 2021-2022	
		Lower	Higher	Lower	Higher
Alma Court	30	£5.87	£5.87	£5.87	£5.87
Edwin Ware Court	30	£4.99	£6.49	£4.99	£6.49
Grange Court	30	£4.99	£6.20	£4.99	£6.20
John Lamb Court	32	£6.20	£6.20	£6.20	£6.20
William Allen House	29	£4.99	£6.20	£4.99	£6.20
Total No of Sheltered Flats	151				
Resident Warden Accommodation	3	£7.89	£8.73	£7.89	£8.73
Total Sheltered Flats incl Warden	154				

Responsibility for collection of water charges has been transferred for the majority of HRA properties to the water company. The Council collects water charges for remaining properties which have not yet been transferred to water company.

Community Hall and Capacity	Current 2020-21			Proposed 2021-22		
	Charges per first 3 hours block booking then subsequent hourly rate			Charges per hour letting 0% Price Increase		
	Evening Rate	Daytime Rate	Weekend Rate	Evening Rate	Daytime Rate	Weekend Rate
	£	£	£	£	£	£
Augustine Road [max 30]	27.38	13.69	41.06	27.38	13.69	41.06
Marsh Road Hall [max 30]	27.38	13.69	41.06	27.38	13.69	41.06
Brookside Hall [max 30]	27.38	13.69	41.06	27.38	13.69	41.06
Woodlands Hall [max 60]	41.06	20.52	56.05	41.06	20.52	56.05
Churchill Place [max 100]	54.74	24.62	68.43	54.74	24.62	68.43
Kenmore Park [max 100]	54.74	24.62	68.43	54.74	24.62	68.43
Pinner Hill Hall [max 100]	54.74	24.62	68.43	54.74	24.62	68.43
Pinner Hill [max 100]	52.63	23.67	65.79	52.63	23.67	65.79

Terms & Conditions associated with Hall lets:

- Lets to Tenants & Residents Assocs free, providing 4 weeks' notice provided.
- Charges shown are exclusive of VAT at 20% and Insurance Premium at 7%
- Day time rates are from 9.00am to 3.30pm
- Commercial lets will be charged at above hourly rates plus 20%.
- Registered Charities will receive a discount of 50% (9.00am to 3.30pm only).
- Block Bookings of 6 months minimum will receive a 25% discount.
- Refundable deposit of £100 against loss or damage required by all other users.

Of the 10 community centres, there are a number of premises that are fully let and supported by lease agreements and therefore charges not levied in accordance with the above schedule. These are:

- Stonegrove Gardens fully let to nursery on lease agreement £12,700 rent pa
- Pinner Hill hall partly let as nursery on lease agreement of £5,200 rent pa
- Churchill Place hall partly let as nursery on lease agreement of £13,000 rent pa

HRA Capital Programme

Appendix 7

Budget Description including additions / re-profiling (£)	MTFS			Additional		Total
	2021-22	2022-23	2023-24	2024-25	2025-26	Cumulative
Main programme	8,494,876	4,050,000	4,050,000	4,050,000	4,050,000	24,694,876
Retrofit for energy efficiency	1,000,000	1,000,000	1,000,000	0	0	3,000,000
Housing IT system	769,136	0	0	0	0	769,136
Aids & Adaptations	845,000	845,000	845,000	845,000	845,000	4,225,000
Planned investment	11,109,012	5,895,000	5,895,000	4,895,000	4,895,000	32,689,012
Grange Farm phase 1	15,811,940	2,632,450	432,490	0	0	18,876,880
Grange Farm phase 2	975,000	1,800,000	6,037,500	2,537,500	3,052,940	14,402,940
Other schemes	66,028,750	40,229,976	7,860,367	1,407,410	0	115,526,504
Building Council Homes for Londoners (BCHfL)	82,815,690	44,662,426	14,330,357	3,944,910	3,052,940	148,806,324
Total HRA Capital Programme	93,924,702	50,557,426	20,225,357	8,839,910	7,947,940	181,495,336

2021-22 includes slippage estimates from 2020-21.

Summary of additions / reductions included in the capital programme over the term of the MTFS and two years beyond are summarised below:

Additions included in programme above (£)	MTFS			Additional		Total
	2021-22	2022-23	2023-24	2024-25	2025-26	Cumulative
Main programme	1,595,399	(330,000)	(330,000)	(330,000)	(330,000)	275,399
Retrofit for energy efficiency	1,000,000	1,000,000	1,000,000	0	0	3,000,000
Housing IT system	572,025	0	0	0	0	572,025
Planned investment	3,167,424	670,000	670,000	(330,000)	(330,000)	3,847,424
Grange Farm phase 2	0	0	0	0	100,000	100,000
Other schemes	13,447,410	9,657,976	400,367	0	0	23,505,754
Building Council Homes for Londoners (BCHfL)	13,447,410	9,657,976	400,367	0	100,000	23,605,754
Total HRA Capital Programme	16,614,834	10,327,976	1,070,367	(330,000)	(230,000)	27,453,178

Summary of re-profiling included in the capital programme summarised below:

Additions included in programme above (£)	MTFS				Additional		Total
	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	Cumulative
Main programme	-2,519,477	2,519,477	0	0	0	0	0
Housing IT system	-197,111	197,111	0	0	0	0	0
Grange Farm ph 1	-9,550,760	6,485,820	2,632,450	432,490	0	0	0
Grange Farm ph 2	3,900,000	-9,128,580	-6,299,360	6,037,500	2,537,500	2,952,940	0
BCHfL other	-18,538,740	18,538,740	0	0	0	0	0
Total HRA Capital Programme	-26,906,088	18,612,568	-3,666,910	6,469,990	2,537,500	2,952,940	0

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Report for: Cabinet

Date of Meeting:	21 January 2021
Subject:	Calendar of Meetings 2021/22
Key Decision:	No
Responsible Officer:	Hugh Peart, Director of Legal and Governance Services
Portfolio Holder:	Councillor Graham Henson, Leader of the Council
Exempt:	No
Decision subject to Call-in:	Yes
Wards affected:	None
Enclosures:	Draft Calendar of Meetings 2021/22 Calendar Summary 2021/22

Section 1 – Summary and Recommendations

This report sets out the proposals for the Council's Calendar of Meetings for the Municipal Year 2021/22.

Recommendations:

Cabinet is requested to approve the Calendar of Meetings for the Municipal Year 2021/22.

Reason: (for recommendations)

The Calendar of Meetings is approved on an annual basis at this time of the year for the succeeding Municipal Year. Advance approval of the Calendar facilitates the planning and forward commitments of both Members and officers. It will also allow the room booking arrangements to be put in place at the earliest opportunity.

Section 2 – Report

- 2.1 The Calendar of Meetings provides the framework for the Council's democratic processes.
- 2.2 It is established practice for the Authority's Calendar of Meetings for the succeeding Municipal Year to be the subject of consideration and agreement at this time of the year.
- 2.3 The draft Calendar for 2021/22 follows the pattern established for 2020/21 where possible, other than those changes which are necessary as a result of public holidays, school terms, and religious festivals.
- 2.4 The Calendar makes no specific allowance for Members' commitments at the annual national party conferences or the Local Government Association General Assembly and Conference. However, as in previous years, the relevant dates in 2020 as indicated on the Calendar are:
- (i) Labour Party Conference: 19 – 22 September 2021
 - (ii) Conservative Party Conference: 26 – 29 September 2021
- 2.5 All Members of Council were consulted on their observance of religious festivals in order that allowance could be made for such commitments through 2021/22 and comments received from Members have been incorporated.
- 2.6 A draft of the proposed Calendar for the Municipal Year 2021/22 was provided to the Conservative Group in advance of this meeting.

In addition, Unison and GMB have also been provided with the draft dates for meetings of the Employees' Consultative Forum

Options considered

None other than it was considered prudent to have a programme in place and to follow the pattern of meetings from previous years.

Performance Issues

There are no performance implications associated with this report.

Environmental Implications

There are no environmental implications associated with this report.

Data Protection Implications

There are no data protection implications associated with this report.

Risk Management Implications

The likelihood of committee meetings not being arranged to ensure that they are conducive to good governance and the business of the Council.

Risks included on corporate or directorate risk register? **No**

Separate risk register in place? **No**

The relevant risks contained in the register are summarised below. **N/A**

The following key risks should be taken onto account when agreeing the recommendations in this report:

Risk Description	Mitigations	RAG Status
Meetings not arranged to meet the business requirements of the Council`	Consultation with the Leader, Unions and Officers Special Meetings can be arranged in accordance with the Constitution	Green

Procurement Implications

There are no procurement implications associated with this report.

Legal Implications

There are no legal implications associated with this report.

Financial Implications

There are no financial implications associated with this report.

Equalities implications / Public Sector Equality Duty

No equalities impact assessment has been carried out. However, the Calendar takes account of religious days and, where possible, no meetings are held on those days and all Members were consulted on their observance of religious festivals.

Council Priorities

The Council's vision:

Working Together to Make a Difference for Harrow

The publication of a transparent Calendar of Meetings in relation to decision making at committees the by providing clear information on opportunities that are available to attend and listen to debates and to participate through the avenues of Petitions, Public Questions and Deputations.

Section 3 - Statutory Officer Clearance

Statutory Officer: Sharon Daniels
Signed on behalf of the Chief Financial Officer
Date: 23 December 2020

Statutory Officer: Caroline Eccles
Signed on behalf of the Monitoring Officer
Date: 5 January 2021

Chief Officer: Charlie Stewart
Signed by the Corporate Director
Date: 11 January 2021

Head of Procurement: Nimesh Mehta
Signed by the Head of Procurement
Date: 11 January 2021

Head of Internal Audit: Susan Dixson
Signed by the Head of Internal Audit
Date: 8 January 2021

Mandatory Checks

Ward Councillors notified: NO

EqIA carried out: NO

An EqIA is not required as there is no change to the service provided.

Section 4 - Contact Details and Background Papers

Contact: Elaine McEachron, Democratic Electoral & Registration Services Manager

Telephone No. 07790 801429

Email Address. elaine.mceachron@harrow.gov.uk

Background Papers: None

Call-in waived by the Chair of Overview and Scrutiny Committee - NOT APPLICABLE (Call in applies)

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Calendar of Meetings

1 May 2021 - 31 May 2022

May 2021

Calendar 2021-22

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																																	
						1																																																																																																	
2	3 <small>Public Holiday</small>	4	5	6 <small>GLA London Assembly Election</small>	7	8 <small>VE Day</small>																																																																																																	
9	10 <small>Group Meetings</small>	11	12 <small>Eve of Eid-al-Fitr</small>	13 <small>Ascension Day Eid-al-Fitr</small>	14	15																																																																																																	
16 <small>Eve of Shavuot</small>	17 <small>Shavuot – First Day</small>	18 <small>Shavuot – Second Day</small>	19	20 <small>Annual Council Licensing & General Purposes Committee (Special) Overview & Scrutiny Committee (Special)</small>	21	22																																																																																																	
23 <small>Pentecost</small>	24 <small>Group Meetings Whit Monday</small>	25	26 <small>Planning Committee</small>	27 <small>Cabinet</small>	28	29																																																																																																	
30 <small>Trinity Sunday</small>	31 <small>Half Term Public Holiday</small>	<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th colspan="7">April 2021</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> </tr> <tr> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> <td style="text-align: center;">6</td> <td style="text-align: center;">7</td> <td style="text-align: center;">8</td> <td style="text-align: center;">9</td> <td style="text-align: center;">10</td> </tr> <tr> <td style="text-align: center;">11</td> <td style="text-align: center;">12</td> <td style="text-align: center;">13</td> <td style="text-align: center;">14</td> <td style="text-align: center;">15</td> <td style="text-align: center;">16</td> <td style="text-align: center;">17</td> </tr> <tr> <td style="text-align: center;">18</td> <td style="text-align: center;">19</td> <td style="text-align: center;">20</td> <td style="text-align: center;">21</td> <td style="text-align: center;">22</td> <td style="text-align: center;">23</td> <td style="text-align: center;">24</td> </tr> <tr> <td style="text-align: center;">25</td> <td style="text-align: center;">26</td> <td style="text-align: center;">27</td> <td style="text-align: center;">28</td> <td style="text-align: center;">29</td> <td style="text-align: center;">30</td> <td></td> </tr> </tbody> </table>		April 2021							S	M	T	W	T	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th colspan="7">June 2021</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> </tr> <tr> <td style="text-align: center;">6</td> <td style="text-align: center;">7</td> <td style="text-align: center;">8</td> <td style="text-align: center;">9</td> <td style="text-align: center;">10</td> <td style="text-align: center;">11</td> <td style="text-align: center;">12</td> </tr> <tr> <td style="text-align: center;">13</td> <td style="text-align: center;">14</td> <td style="text-align: center;">15</td> <td style="text-align: center;">16</td> <td style="text-align: center;">17</td> <td style="text-align: center;">18</td> <td style="text-align: center;">19</td> </tr> <tr> <td style="text-align: center;">20</td> <td style="text-align: center;">21</td> <td style="text-align: center;">22</td> <td style="text-align: center;">23</td> <td style="text-align: center;">24</td> <td style="text-align: center;">25</td> <td style="text-align: center;">26</td> </tr> <tr> <td style="text-align: center;">27</td> <td style="text-align: center;">28</td> <td style="text-align: center;">29</td> <td style="text-align: center;">30</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		June 2021							S	M	T	W	T	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
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27	28	29	30																																																																																																				

June 2021

Calendar 2021-22

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Overview & Scrutiny Committee	2	3	4	5
	Public Holiday			Corpus Christi		
	Half Term					
6	7 Corporate Parenting Panel	8 Health & Wellbeing Board	9	10	11	12
			Trading Standards Joint Advisory Board	Conservative Group Meeting		
13	14	15	16 Planning Committee	17 Cabinet	18	19
	Labour Group Meeting					
20	21	22 Health & Social Care Scrutiny Sub-Committee	23	24 Pension Fund Committee	25	26
	7.00 pm Member Training				West London Waste Authority - Audit Committee West London Waste Authority	
27	28	29 SACRE	30 Major Developments Panel			
		St Peter & St Paul's Day				

May 2021						
S	M	T	W	T	F	S
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30	31					

July 2021						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

July 2021

Calendar 2021-22

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Pension Board Conservative Group Meeting	2	3
4	5 Labour Group Meeting	6 LGA General Assembly (6-8 July) (AGM – 6 July)	7 Overview & Scrutiny Committee (Special – Committee Procedure Rules 43 & 44)	8	9	10
11	12 Group Meetings	13 Governance, Audit, Risk Management & Standards Committee	14 Traffic & Road Safety Advisory Panel	15 Cabinet	16	17
18 Tisha B'av	19 Eve of Eid-al-Adha	20 Eid-al-Adha	21 Planning Committee	22 Council	23 School Term ends	24
25	26 Performance & Finance Scrutiny Sub-Committee	27 Health & Wellbeing Board	28 7.00 pm Member Training	29	30	31

June 2021						
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August 2021						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2021

Calendar 2021-22

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4 Jain Paryushan Parva (4-11 Aug)	5	6	7
8	9 Muharram	10	11	12	13	14
15 VJ Day Assumption	16	17	18 Ashura	19 Portfolio Holder Decision Meeting (Provisional) (for any Urgent Key Decisions)	20	21
22	23	24	25	26	27	28
29	30 Krishna Janmashtami Public Holiday	31				

July 2021						
S	M	T	W	T	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2021						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

September 2021

Calendar 2021-22

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Planning Committee	2	3	4
			School Term starts	Group Meetings		Jain Paryushan Parva (4-11 Sep)
5	6	7	8	9 Cabinet	10	11
	Eve of Rosh Hashanah	Rosh Hashanah – First Day	Rosh Hashanah – Second Day			Jain Paryushan Parva (4-11 Sep)
12	13 Pension Fund Committee	14 Overview & Scrutiny Committee	15	16	17	18
			Battle of Britain Day Eve of Yom Kippur	Yom Kippur		
19	20	21	22	23 Governance, Audit, Risk Management & Standards Committee	24	25
Note: Labour Party Annual Conference 19- 22 September	Eve of Sukkot	Sukkot – First Day	Sukkot – Second Day		West London Waste Authority	
26	27	28 Health & Wellbeing Board SACRE	29 Planning Committee	30 Pension Board		
Note: Conservative Party Annual Conference 26 – 29 September	Sukkot – Last Day					

August 2021						
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29	30	31				

October 2021						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

October 2021

Calendar 2021-22

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 7.00 pm Member Training	5 Corporate Parenting Panel	6	7 Navratri (7 th -14 th)	8	9
10	11	12	13 Trading Standards Joint Advisory Board	14 Group Meetings Navratri (7 th -14 th)	15	16
17	18 Milad Un Nabi	19 Traffic & Road Safety Advisory Panel	20 Planning Committee	21 Cabinet	22	23
24	25	26 Major Developments Panel	27	28	29	30
Half Term						

31

All Hallow's Eve

September 2021						
S	M	T	W	T	F	S
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November 2021						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

November 2021

Calendar 2021-22

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 All Saints' Day	2 Diwali (2-6 Nov)	3 Diwali (2-6 Nov)	4 Diwali (2-6 Nov)	5 Diwali (2-6 Nov)	6 Diwali (2-6 Nov)
7	8 7.00 pm Member Training	9 Overview & Scrutiny Committee	10 Employees' Consultative Forum	11 Health & Social Care Scrutiny Sub-Committee Armistice Day	12	13
14 Remembrance Day	15 Group Meetings	16	17 Planning Committee	18 Cabinet	19	20
21	22 Group Meetings	23 Health & Wellbeing Board	24 Pension Fund Committee	25 Council	26	27
28 Advent Sunday Eve of Hanukkah	29 Hanukkah – First Day	30 Governance, Audit, Risk Management & Standards Committee St Andrew's Day				

October 2021						
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December 2021						
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19	20	21	22	23	24	25
26	27	28	29	30	31	

December 2021

Calendar 2021-22

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Pension Board	2 SACRE	3	4
				Group Meetings	West London Waste Authority	
5	6	7	8 Planning Committee	9 Cabinet	10	11
	Hanukkah – Last Day					
12	13 Performance & Finance Scrutiny Sub-Committee	14	15	16	17	18
					School Term ends	
19	20	21	22	23	24	25
						Christmas Day Public Holiday
26	27	28	29	30	31	
Boxing Day	Public Holiday					

November 2021						
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January 2022						
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January 2022

Calendar 2021-22

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																																	
						1 New Year's Day Public Holiday																																																																																																	
2	3	4 School Term starts	5	6	7	8																																																																																																	
9	10 7.00 pm Member Training	11 Overview & Scrutiny Committee (Special – Committee Procedure Rules 43 & 44)	12 Employees' Consultative Forum	13 Conservative Group Meeting	14 Tamil Thai Pongal	15																																																																																																	
16 Tu B'Shevat	17 Labour Group Meeting	18 Health & Wellbeing Board	19 Planning Committee	20 Cabinet	21	22																																																																																																	
23	24 Harrow Business Consultative Panel	25 Governance, Audit, Risk Management & Standards Committee	26	27 Holocaust Memorial Day	28	29																																																																																																	
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February 2022

Calendar 2021-22

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Corporate Parenting Panel Chinese New Year	2 Major Developments Panel	3 Conservative Group Meeting	4	5
6	7 Labour Group Meeting	8 Overview & Scrutiny Committee	9	10 Cabinet	11	12
13	14	15	16 Planning Committee	17 Conservative Group Meeting Purim	18	19
Half Term						
20	21 Labour Group Meeting	22 Health & Social Care Scrutiny Sub-Committee	23 7.00 pm Member Training	24 Council	25	26
27	28 Maha Shivaratri					

January 2022						
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March 2022						
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20	21	22	23	24	25	26
27	28	29	30	31		

March 2022

Calendar 2021-22

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Traffic & Road Safety Advisory Panel	2	3 Pension Board	4	5
		St David's Day	Trading Standards Joint Advisory Board	Conservative Group Meeting		
6	7	8 SACRE	9 Pension Fund Committee	10 Cabinet	11	12
	Labour Group Meeting					
13	14	15	16 Planning Committee	17	18	19
	7.00 pm Member Training			St Patrick's Day	Holi	
20	21	22 Health & Wellbeing Board	23	24 Corporate Parenting Panel	25	26
27	28	29 Performance & Finance Scrutiny Sub-Committee	30	31		
				Group Meetings		

February 2022						
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27	28					

April 2022						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

April 2022

Calendar 2021-22

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
					School term ends	Ramadan starts
3	4	5 Overview & Scrutiny Committee	6	7 Cabinet	8	9
	Public Holiday					
10	11	12	13 Planning Committee	14	15	16
Rama Navami Palm Sunday				Mahavir Jayanti Vaisakhi Maundy Thursday	Eve of Passover Good Friday Public Holiday	Passover – First Day
17	18	19	20 Governance, Audit, Risk Management & Standards Committee	21	22	23
Passover - Second Day Easter Sunday	Passover – Third Day Easter Monday Public Holiday	School Term starts		Eve of Seventh Day of Passover	Passover – Seventh Day	St George's Day Passover – Eighth Day
24	25	26	27	28	29	30

March 2022						
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27	28	29	30	31		

May 2022						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

May 2022

Calendar 2021-22

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Public Holiday	3 Eid-al-Fitr	4	5 Election – London Boroughs	6	7
8 VE Day	9	10 Members' Welcome Evening	11	12 7.00 pm Mandatory Member Training	13	14
15	16 Group Meetings	17	18	19 7.00 pm Mandatory Member Training	20	21
22	23 Group Meetings	24	25	26 Ascension Day	27	28
29	30 Public Holiday	31	Half Term			
Half Term						

April 2022						
S	M	T	W	T	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
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June 2022						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Committee Calendar Summary 2021/22

Meeting	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Council	20/5, 22/7	25/11	24/2	-
Cabinet	27/5, 17/6, 15/7	9/9, 21/10, 18/11	9/12, 20/1, 10/2	10/3, 7/4
Advisory Panels:				
Corporate Parenting	7/6	5/10	1/2	24/3
Harrow Business Consultative	-	-	24/1	-
Major Developments	30/6	26/10	2/2	
Traffic and Road Safety	14/7	19/10	1/3	
Consultative Forums:				
Employees'	-	10/11	12/1	
Governance, Audit, Risk Management And Standards Committee	13/7	23/9	30/11, 25/1	20/4
Health and Wellbeing Board	8/6, 27/7	28/9, 23/11	18/1	22/3
Licensing and General Purposes Committee	20/5 (Sp)	-	-	-
Licensing & General Purposes Subsidiary Bodies:				
Chief Officers' Employment	AD HOC			
Licensing	AD HOC			
Personnel Appeals	AD HOC			

Meeting	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Overview & Scrutiny Committee	20/5 (Sp), 1/6, 7/7 (Sp)	14/9, 9/11	11/1 (Sp), 8/2	5/4
Scrutiny Sub-Committees:				
Health and Social Care	22/6	11/11	22/2	-
Performance and Finance	26/7	13/12	-	29/3
Call-In	AD HOC			
Call-In (Education)	AD HOC			
Pension Board	1/7	30/9	1/12	3/3
Pension Fund Committee	24/6	13/9	24/11	9/3
Planning Committee	26/5, 16/6, 21/7	1/9, 29/9, 20/10, 17/11	8/12, 19/1, 16/2	16/3, 13/4
Portfolio Holder Decision Meeting	19/8 (provisional)			
Standing Advisory Council on Religious Education	29/6	28/9	2/12	8/3
Other Meetings:				
Group Meetings:				
Council	10/5, 12/7	22/11	17/2(C)/ 21/2(L)	
Cabinet	24/5 10/6(C)/14/6(L) 1/7(C)/5/7(L)	2/9 14/10 15/11	2/12 13/1(C)/17/1(L) 3/2(C)/7/2(L)	3/3(C)/7/3(L) 31/3
Member Training	21/6, 28/7	4/10, 8/11	10/1, 23/2	14/3
Planning Briefings	25/5, 15/6, 19/7	31/8, 28/9, 18/10, 16/11	7/12, 18/1, 14/2	15/3, 11/4
Trading Standards Joint Advisory Board	9/6	13/10	-	2/3
West London Waste Authority	25/6 (+ Audit)	24/9	3/12	-