



**North East
Derbyshire**
District Council

Contact: Torin Fuller - Senior Governance Officer
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Email: torin.fuller@ne-derbyshire.gov.uk
Date: Wednesday, 19 November 2025

To: **Members of the Cabinet**

Please attend a meeting of the Cabinet to be held on Thursday, 27 November 2025, at 2.00 pm in Executive Meeting Room, District Council Offices, Mill Lane, Wingerworth, Chesterfield, S42 6NG.

The meeting will be live streamed from [The Council's YouTube Channel](#).

Yours sincerely

A handwritten signature in black ink that reads "Sarah Steuberg". The signature is written in a cursive style.

Assistant Director of Governance and Monitoring Officer

| <u>Members of The Committee</u> | |
|---|--|
| Councillor N Barker (Chair) Councillor J Barry Councillor K Gillott Councillor K Rouse | Councillor P Kerry (Vice-Chair) Councillor J Birkin Councillor S Pickering |

Notice of Meeting to be held in Private

It is intended that part of this meeting will be held in private under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012. The matters to be considered in private are listed under the heading Private Session. The categories of exempt information that are likely to be disclosed during the discussion of these items, as defined in Part 1 of Schedule 12A to the Local Government Act 1972, are listed below each item.

No representations have been received requesting that these items be open to the public.

A G E N D A

Public Session

1 Apologies for Absence

2 Declarations of Interest

Members are requested to declare the existence and nature of any disclosable pecuniary interest and/or other interest, not already on their register of interests, in any item on the agenda and withdraw from the meeting at the appropriate time.

3 Minutes of Last Meeting (Pages 4 - 10)

To approve as a correct record and the Leader to sign the Minutes of the meeting of Cabinet held on 23 October 2025 and the Special Cabinet held on 6 November 2025.

4 Council Plan 2023-2027 Performance Report - Update July to September 2025 (Pages 11 - 32)

Report of Councillor N Barker, Leader of the Council and Portfolio Holder for Strategic Leadership & Finance

5 Choice Based Lettings and Allocations Policy (Pages 33 - 131)

Report of Councillor N Barker, Leader of the Council and Portfolio Holder for Strategic Leadership and Finance

6 Tenancy Strategy (Pages 132 - 151)

Report of Councillor N Barker, Leader of the Council and Portfolio Holder for Strategic Leadership and Finance

7 New Equality and Diversity Policy (Pages 152 - 174)

Report of Councillor J Barry, Portfolio Holder for Growth and Assets

8 Medium Term Financial Plan - Revised Budget 2025/26 (Pages 175 - 189)

9 Urgent Items

To consider any other matter which the Leader is of the opinion should be considered as a matter of urgency, in accordance with the provisions of Statutory Instrument 2012 No 2089, Regulation 11.

10 Exclusion of Public

The Leader to move:-

That the public be excluded from the meeting during the discussion of the following items of business to avoid the disclosure to them of exempt information as defined in Part 1 of Schedule 12A to the Local Government Act 1972, (as amended by the Local Government (Access to Information) (Variation) Order 2006). [The category of exempt information is stated after each item].

Private Session

11 New Homes To Rent Opportunity - Earls Park, Holmewood (Pages 190 - 197)

Report of Councillor N Barker, Leader of the Council and Portfolio Holder for Strategic Leadership and Finance

12 Urgent Items

To consider any other matter which the Leader is of the opinion should be considered as a matter of urgency, in accordance with the provisions of Statutory Instrument 2012 No 2089, Regulations 5 and 11.

Access for All statement

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- Call with [Relay UK](#) via textphone or app on 0800 500 888 a free phone service
- **Visiting** our offices at 2013 Mill Lane, Wingerworth, S42 6NG

CABINET

MINUTES OF MEETING HELD ON THURSDAY, 23 OCTOBER 2025

Present:

Councillor Nigel Barker (Chair) (in the Chair)
Councillor Pat Kerry (Vice-Chair)

Councillor Jayne Barry
Councillor Stephen Pickering

Councillor Joseph Birkin

Also Present:

| | |
|-------------|---|
| L Hickin | Managing Director - Head of Paid Service |
| M Broughton | Director of Growth and Assets |
| J Dethick | Director of Finance and Resources (Section 151 Officer) |
| S Sternberg | Assistant Director of Governance (Monitoring Officer) |
| L Pepper | Assistant Director of Communities |
| D Thompson | Assistant Director of Planning |
| A Smith | Legal Services Manager and Deputy Monitoring Officer |
| D Vickers | Communications Marketing & Design Manager |
| T Fuller | Senior Governance Officer |

CAB/ Apologies for Absence

28/2

5-26 No apologies for absence had been received.

CAB/ Declarations of Interest

29/2

5-26 There were no declarations of interest.

CAB/ Minutes of Last Meeting

30/2

5-26 RESOLVED – that the Minutes of the meeting held on 11 September 2025 were approved as a correct record.

CAB/ Digital Strategy

31/2

5-26 Cabinet considered a report which sought approval of the Council's Digital Strategy 2025–2030, which set out a five-year roadmap for digital transformation aligned with the Council Plan. The report explained the aims of the strategy to improve service delivery, increase efficiency, promote digital inclusion, and enhance resident engagement through innovation, data-driven decision-making, and collaborative leadership.

The report set out four digital ambitions of the strategy: easy, engaging and inclusive; simple, stable and secure; well-used and used well; collaborate, share, innovate.

The Digital Strategy 2025-2030 was attached to the report at Appendix 1.

RESOLVED

1. That Cabinet approved the Council's Digital Strategy 2025-2030 which sets out a five year roadmap for digital transformation, aligned with the Council Plan. The strategy aims to improve service delivery, increase efficiency, promote digital inclusion and enhance resident engagement through innovation, data driven decision making and collaborative leadership.

REASONS FOR DECISION

The strategy provides a comprehensive, forward-looking framework for digital transformation.

It supports the Council's priorities and addresses challenges such as digital exclusion, service complexity, and resource constraints.

Endorsing the strategy enables coordinated delivery and accountability across services.

OTHER OPTIONS CONSIDERED AND REJECTED

Not adopting the strategy would risk fragmented digital development, missed opportunities for efficiency, and reduced service quality.

A less ambitious approach would not meet the expectations of residents or the demands of modern service delivery.

This was not a Key Decision and so can be implemented with immediate effect by officers.

CAB/ Supported Housing Lease Agreements

32/2

5-26

Cabinet received a report which sought approval on the future use of The Spinner (formerly Arkam House), and two long term void properties, 167 Market Street, Clay Cross, and 60 John Street, Clay Cross.

The report explained that the properties would be leased to P3 under a full repairing and insuring lease (FRI) agreement at £nil consideration (a peppercorn rent). Approval was therefore required to facilitate the necessary pre-lease agreements whilst renovation works were on-going, and to agree for the properties to be leased at a peppercorn rent.

The report suggested that the granting of the leases at £nil consideration (peppercorn rent) would facilitate the delivery of this service through P3 Charity. In addition, the cost savings to the Council in terms of reduced need for temporary accommodation, emergency hotel placements, and failed tenancies, where people were not ready for independent living, would far out way lost rental income.

Cabinet considered the report. The existing support contract with P3 Charity was discussed.

RESOLVED that:

1. Cabinet noted and agreed to the intended use of the properties highlighted in this report.
2. Cabinet agreed for the properties to be leased under a full repairing and insuring arrangement, and at a peppercorn rent / lease charge.

REASONS FOR DECISION

To increase the amount of good quality supported housing in the district, exclusively to fulfil the needs of the Councils Housing Options service.

To fulfil the Councils housing strategy objectives in delivering supported housing and increasing the quality of housing in the district

To re purpose valuable Council social assets for the benefit of residents.

To further the Councils commitment to reduce the use of hotels for people at risk of or experiencing homelessness.

OTHER OPTIONS CONSIDERED AND REJECTED

Not to proceed would create a strategic weakness for the Council. Having no direct access supported housing is not sustainable in the short or long term.

Properties could be leased via the private sector. This is more costly. Using our own housing stock reduces costs, and allows us to regenerate homes, rather than losing them to the private market.

Not to charge peppercorn rent / lease charges. To not enter into this agreement would mean the Council and Rykneld Homes LTD having to carry out repairs and maintenance. This would create a resource burden. Therefore, the proposed arrangement necessary.

This was not a Key Decision and so can be implemented with immediate effect by officers.

CAB/ Planning Policy Annual Monitoring Reports for Publication

33/2

5-26

Cabinet received a report which informed Members of the key findings of the annual monitoring reports:

- Authority Monitoring Report: 1st April 2024 – 31st March 2025 (AMR)
- Brownfield Land Register: 2025 Update (BLR)
- Infrastructure Funding Statement: 1st April 2024 – 31st March 2025 (IFS)

The report set out the key findings of each monitoring report and sought approval for the publication of the documents on the Council's website to fulfil the Council's statutory duties to prepare and publish monitoring data.

RESOLVED

1. Cabinet noted the contents of the Annual Monitoring Reports for the 2024-2025 monitoring period and approve their publication on the Council's website.

REASONS FOR DECISION

This report sets out the key findings of the 2024-2025 Authority Monitoring Report, Brownfield Land Register Update and Infrastructure Funding Statement. This enables the Council to understand the effectiveness of its policies and trends over time. Publication of these documents on the Council's website will fulfil the Council's statutory duties to prepare and publish the required annual monitoring datasets.

OTHER OPTIONS CONSIDERED AND REJECTED

The Council has a statutory duty to prepare these documents and there is no reasonable alternative.

This was not a Key Decision and so can be implemented with immediate effect by officers.

CAB/ 34/2 **Urgent Items**

5-26 There were no urgent items of business to consider.

CAB/ 35/2 **Exclusion of Public**

5-26 RESOLVED – that the public be excluded from the meeting during the discussion of the following item of business to avoid the disclosure to them of exempt information as defined in Part 1 of Schedule 12A to the Local Government Act 1972 (as amended by the Local Government (Access to Information) (Variation) Order 2006).

CAB/ 36/2 **Derby and Derbyshire Strategic Leadership Board - Revised Terms of Reference and Hosting** **5-26**

Cabinet considered a report which sought approval revisions to the terms of reference and hosting arrangements of the Derby and Derbyshire Strategic Leadership Board (D2 SLB). The report explained that the issue had been considered at Council on 22 September 2025.

RESOLVED that Cabinet:

1. approved of the revised terms of reference set out in Appendix 1.
2. agreed that South Derbyshire District Council (SDDC) acts as Host Authority in place of Derbyshire County Council (DCC).
3. approved of the annual payment to SDDC of £34,500 per annum for the purposes of hosting and providing hosting support. The sum to be paid from the Retained Business Rates (held by Derbyshire County Council as the Accountable Body) and to be uplifted by 5% per annum.

4. approved of the payment of £2,000 to SDDC from the Retained Business Rates (held by Derbyshire County Council as the Accountable Body) for the purpose of obtaining advice and assistance in relation to the transfer of hosting of the Board and the revised terms of reference.

REASONS FOR DECISION

The D2 SLB in part at least, is a merger of two (now dissolved) successful Joint Committees, the workstreams and roles of which is to support effective and efficient decision making across a range of themes in Derbyshire. In addition to this, the D2 SLB is now the recognised mechanism to make nominations to the EMCCA Board.

The D2 SLB is not a legal entity and therefore to establish and operate the Joint Committee, a host organisation is required. The host authority will be responsible for the administration of meetings of the Joint Committee and hold funding on behalf of the Joint Committee. The host authority's Statutory Officers will act as the Statutory Officers for the Joint Committee.

Following the recent decision of DCC to withdraw funding and withdraw from being the host authority of the D2 SLB, it has been necessary to reflect, establish the impact of the current situation, consider the implications of this decision, and to consider a potential alternative proposal.

OTHER OPTIONS CONSIDERED AND REJECTED

Given the decision by DCC, there was no alternative but to identify another organisation to host the D2 SLB. SDDC offered to be that organisation, which was welcomed by all other member organisations of the D2 SLB. With the Board having agreed 'in principle' to the revised terms of reference and the proposed hosting body, it is for each Council to agree or choose not to agree to either or both (hosting and terms of reference) or to present another option for either or both. A 'do nothing' approach is not possible, therefore has been rejected.

This was not a Key Decision and so can be implemented with immediate effect by officers.

CAB/ Urgent Items

37/2

5-26 There were no urgent items of business to consider

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CABINET

MINUTES OF MEETING HELD ON THURSDAY, 6 NOVEMBER 2025

Present:

Councillor Nigel Barker (Chair) (in the Chair)
Councillor Pat Kerry (Vice-Chair)

Councillor Jayne Barry
Councillor Kevin Gillott
Councillor Kathy Rouse

Councillor Joseph Birkin
Councillor Stephen Pickering

Also Present:

| | |
|-------------|---|
| L Hickin | Managing Director - Head of Paid Service |
| M Broughton | Director of Growth and Assets |
| J Dethick | Director of Finance and Resources (Section 151 Officer) |
| S Sternberg | Assistant Director of Governance (Monitoring Officer) |
| A Bryan | Governance Manager |
| T Fuller | Senior Governance Officer |

CAB/ Apologies for Absence

38/2

5-26 There were no apologies for absence.

CAB/ Declarations of Interest

39/2

5-26 In respect of the Local Government Reorganisation Submission, Councillor J Barry declared a Non-registerable Interest as an employee of Derbyshire County Council.

CAB/ Local Government Reorganisation Submission

40/2

5-26 Cabinet considered a report which summarised the Local Government Reorganisation (LGR) proposal for Derbyshire, which was attached to the report at Appendix 1. The report explained that the proposal made the case for two unitary councils on a North/South geography, underpinned by a robust options appraisal and thorough financial analysis. Two unitary councils would help ensure the future of local government in Derbyshire would be financially sustainable, simplified and strengthened.

The proposal had been considered by Council at its meeting on 3 November 2025 and the draft minutes of the meeting had been circulated to Cabinet Members and were attached to the report at Appendix 2. Council had recommended to Cabinet that the proposal for local government reorganisation in Derbyshire "Case for Change" was approved and submitted to Government on or before 28th November 2025 with option A as the base case supported by modification A1 as the preferred boundary option.

Cabinet considered the proposal, the recommendation from Council and the discussion that had taken place at the Council meeting regarding LGR. The key

points raised at the discussion were shared, namely the changes that LGR would have on democratic representation and the potential impacts of council tax harmonisation for North East Derbyshire residents. In this context the link between harmonisation of council tax and services was discussed.

The preferred options and anticipated preferred options of the other Councils in Derbyshire were shared and discussed. This included the whole county option that had been put forward by Derbyshire County Council. There was further explanation as to how the Districts and Boroughs had narrowed the options down to two unitary Councils. In this context, some Members reiterated the need for the Council to engage in the process and submit a preferred option.

Some Members suggested that whilst valid points were raised at the Council meeting, there was nothing raised that was unexpected or had not been considered. Therefore, it was suggested that having considered all the evidence option A with the modification of A1 remained the best option for North East Derbyshire.

At the end of the discussion, Cabinet agreed that option A as the base case supported by modification A1 was the preferred option that should be sent to the Ministry of Housing, Communities and Local Government.

RESOLVED – That Cabinet:

1. Considered the views of Council on the proposal for Local Government Reorganisation in Derbyshire including a preferred option (detailed in the appendices in the proposal at Appendix 1).
2. Approve the proposal, with option A as the base case supported by modification A1 as the preferred boundary option (detailed in the appendices in the proposal at Appendix 1) for submission to the Ministry of Housing, Communities and Local Government by 28 November 2025.
3. Delegated authority to make any minor changes to the Managing Director in consultation with the Portfolio Holder for Local Government Reorganisation and Leader of the Council, ahead of submission.

This was a Key Decision but in accordance with 13 (h) of the Council's Scrutiny Rules, the Call-in procedure has been waived.

CAB/ Urgent Items

41/2

5-26 There were no urgent items.

North East Derbyshire Council

Cabinet

Council Plan 2023-2027 Performance Report - Update July to September 2025

27 November 2025

Report of Councillor N Barker, Leader of the Council and Portfolio Holder for Strategic Leadership & Finance

Classification: This report is public

Report By: Kath Drury, Information and Improvement Manager

Contact Officer: As above

PURPOSE / SUMMARY

To report progress on the objectives underpinning the Council plan for the period July to September 2025 (quarter 2).

RECOMMENDATIONS

1. That progress against the Council Plan 2023-2027 objectives be noted.

Approved by The Leader

IMPLICATIONS

Finance and Risk: Yes ☐ No ☒

Details:

On Behalf of the Section 151 Officer

Legal (including Data Protection): Yes ☐ No ☒

Details

On Behalf of the Solicitor to the Council

Staffing: Yes ☐ No ☒

Details:

On behalf of the Head of Paid Service

DECISION INFORMATION

| | |
|--|---|
| Decision Information | |
| Is the decision a Key Decision? A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds: NEDDC: Revenue - £125,000 <input type="checkbox"/> Capital - £310,000 <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i> | No |
| Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In) | N/A |
| District Wards Significantly Affected | None |
| Equality Impact Assessment (EIA) details: | |
| Stage 1 screening undertaken <ul style="list-style-type: none"> Completed EIA stage 1 to be appended if not required to do a stage 2 | N/A - information only report |
| Stage 2 full assessment undertaken <ul style="list-style-type: none"> Completed EIA stage 2 needs to be appended to the report | No, not applicable |
| Consultation: Leader / Deputy Leader <input type="checkbox"/> Cabinet <input type="checkbox"/> SMT <input checked="" type="checkbox"/> Relevant Service Manager <input type="checkbox"/> Members <input checked="" type="checkbox"/> Public <input type="checkbox"/> Other <input type="checkbox"/> | Yes Details: SMT – 20/10//25 Scrutiny committees x 4 – November 2025 |

| |
|--|
| Links to Council Plan priorities: <ul style="list-style-type: none"> A great place that cares for the environment A great place to live well A great place to work A great place to access good public services |
| The report links to all Council Plan 2023-27 objectives and priorities. |

REPORT DETAILS

1 Background

- 1.1 The attached appendix contains the performance updates by objective as of end of September 2025.

2. Details of Proposal or Information

- 2.1 The appendix details what has been achieved and progressed by objective, strategy, and tactic.

2.2 A Great Place to Live Well

2..2.1 The Council made significant progress in supporting community health and wellbeing, including the delivery of new physical activity programmes, targeted health interventions, and improvements to play areas and leisure facilities. Notable achievements include the completion and occupation of 39 new affordable homes, the launch of community safety initiatives to address antisocial behaviour, and the award of grants supporting mental health and social inclusion. The Council also advanced key infrastructure projects, such as the Shopfronts Improvement Scheme and public realm enhancements funded by the UK Shared Prosperity Fund, while maintaining high standards in environmental health and food safety. Promotion of the district as a leisure and tourism destination continued, with the Food and Drink Trail expanding to 44 businesses and achieving strong engagement across social media and events.

2.2.2 Regarding metrics, three measures have been flagged as red. The proactive community patrols target has not been made this quarter due to staffing pressures however it is good to note that the number of targeted proactive littering/dog fouling patrols target has been met this quarter. The empty homes target has been flagged due to target of six looking challenging at the half year point. As noted, these cases are complex and time-consuming. The community based activities target was not met during this quarter, primarily due to the absence of school-based provision over the summer break. This significantly affected delivery and attendance figures for the period. This seasonal pattern has been observed in previous Q2 reports and, while disappointing, it is not unexpected. An ambitious target has been set for leisure participation to reflect the opening of Clay Cross Active which is recording significant attendances however there are still concerns that the monitoring system is not collecting all visits and this is being progressed with the service provider.

2.3 A Great Place to Work

2.3.1 Notable progress includes the launch of a Digital Skills project to upskill residents, new apprenticeships with local colleges for Streetscene operatives, and successful funding for Lifeguard and Swimming Teacher training leading to new appointments. Business engagement remained high through regular network meetings, and the Shopfronts Improvement Scheme awarded 15 grants to revitalise local high streets. The Council's placement programme saw two students move into appointed roles, and preparations are underway for the

new food waste service, with recruitment of 16 additional staff in progress. Efforts to attract and support new businesses continued, with active promotion of Coney Green Business Centre and new business units at Baileys Square, Clay Cross, helping to create further opportunities for local enterprise and employment.

2.4 A Great Place to Access Good Public Services

2.4.1 The Council continued to strengthen public service delivery and partnership working, securing a new five-year lease for the Citizens Advice Bureau at Clay Cross Active and supporting a range of community initiatives, including grants for mental health and social inclusion projects. Progress was made on key infrastructure, such as enhancements to customer service facilities and the adoption of digital innovations like the FutureFox AI tool for planning consultation analysis and the launch of the 'Just Do More' leisure app. The Council maintained strong fiscal management, generating £233,550 in capital receipts from property sales.

2.4.2 All targeted metrics were met or exceeded, with the exception of formal complaints, where 94% were responded to within 15 working days against a target of 98%. Of the 50 formal complaints received, only three exceeded the timescale, and overall performance still represents a very high level of compliance.

2.4 Regarding the three metrics for trend monitoring, all are showing positive trends.

2.5 A Great Place that Cares for the Environment

2.5.1 The Council advanced its environmental agenda through a range of sustainability campaigns, including Plastic Free July and Organic September, and supported positive behaviours to reduce waste. Progress was made on decarbonisation projects, with new air source heat pumps operational at Eckington Active Leisure Centre and solar panels installed at Baileys Square, Clay Cross. The Warm Homes Local Grant scheme launched, and the Council continued to reduce its own emissions by approving temporary vehicle storage to cut travel distances and ordering electric pool cars. Community engagement remained strong, with litter picks, climate change grants, and successful prosecution for fly-tipping. Biodiversity initiatives included seasonal awareness campaigns and ongoing hedgerow planting under the Biodiversity Net Gain programme all contributing to a cleaner, greener, and more sustainable district.

3 Reasons for Recommendation

3.1 This is an information report to keep Cabinet informed of progress against the council plan objectives.

4 Alternative Options and Reasons for Rejection

4.1 Not applicable to this report as providing an overview of progress against the council plan objectives.

DOCUMENT INFORMATION

| Appendix No | Title |
|---|--|
| 1 | A summary of Council plan progress for the period July to September 2025 |
| Background Papers (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet you must provide copies of the background papers) | |
| | |



**North East
Derbyshire**
District Council

Council Plan 2023 - 2027

A summary of progress for the period
July to September 2025 (Q2)





A great place to live well

This quarter, the following progress has been made on ***a community with lifelong good health***

Maximise opportunities for residents of all ages and abilities to participate in physical and social activity

- Arts Council England support priorities agreed for the district. These include support for Clay Cross and wider engagement for local groups.
- Consistent promotion of healthy lifestyles content across communication channels as well as development of marketing plans for leisure centres.
- Health and Wellbeing delivered a diverse programme of community activities including the Out and About Summer Club, the Clay Cross Games, and the Mining Memories Walk—each designed to promote physical activity and social engagement.

- Killamarsh Active hosted a 'Community Activity Day' on 5th July linked in with annual 'Skateboard Jam' partnered with Extreme Wheels, the event attracted around 200 people throughout the day. The day consisted of varying activities hosted by clubs who use the centre, also emergency services including police, mountain rescue and fire service were in attendance, working with North East Derbyshire Safe Neighbourhood Team.



- Continued delivery of the Walk Derbyshire groups across the district and Walking into Communities work across Clay Cross. 30 new participants joined this quarter, throughput of 1,107 participants, 97 sessions delivered, and 1 new walk leader volunteer trained.
- Children's play area improvements scheduled for Clay Lane Clay Cross, Arkwright, Sharley Park Clay Cross and Tennyson Street Mickley. Clay Cross Active site delivered.

Directly or in partnership, reducing health inequality supporting Public Health, DCC and other partners to deliver targeted programmes in the district

- Live Life Better Derbyshire have organised drop-in sessions at leisure facilities to do blood pressure testing which has resulted in referrals to doctors for further checks, also a range of general health advice to residents.

- Community Action Grants, 2 grants awarded (12 to date). Total awarded to date is totalling £5,528. The 100th grant application successfully awarded in September to



This quarter, the following progress has been made on *a community with lifelong good health*

Obsessive Recessive Roots for their Pig Pals project which is a men's mental health project focusing on an outdoor based programme that uses animal care and land-based tasks to support emotional wellbeing. Cheque presentation made by the Chair of Council, Cllr. Lee Hartshorne.

- Luncheon Clubs, Clubs for Disabled and Older People's Clubs grants: 4 grants awarded during this period (15 to date) totally £4,000 so the scheme is now fully allocated.

Assist residents in ensuring their homes are suitable and meet their health needs

- We've seen a recent rise in antisocial behaviour (ASB), particularly cases that are having a negative impact on individuals' mental health. Over the past six weeks, we've carried out one ASB Case Review, mainly involving neighbour disputes. In response, we've implemented action plans, issued formal warnings, and extended a Closure Order to address ongoing issues and support community wellbeing.
- Adaptations for Disabled Tenants: Two request adaptations undertaken this period.

Protect the public from ill health caused by environmental factors and business operations

- Ran a pest control campaign highlighting the services we offer.
- The Council has worked with Rykneld Homes to successfully resolve damp and sewer flooding issues in a property in Killamarsh.
- 15 Infectious Diseases notifications handled during this period.

• We continue to provide general advice and support to both businesses and members of the public. Over the period, we've responded to a range of service requests, including:

- Pest control advice - 35 enquiries
 - Animal licensing guidance - 9 enquiries
 - Housing support - 7 enquiries
 - Planning advice - 33 enquiries
 - Food safety and hygiene advice - 33 enquiries
 - Health and safety guidance - 16 enquiries
- We're committed to helping our communities with clear, practical advice across a wide range of topics. We've supported food businesses this quarter through:
 - 19 new food business registrations
 - 19 completions of Level 2 Food Hygiene Training
 - 10 completions of Level 3 Food Hygiene
 - In addition, all high-risk food premises have been inspected as planned, helping to ensure food safety standards are maintained across the district.



This quarter, the following progress has been made on *a place to live that people value*

Develop and continually improve the quality and range of housing providing a nice home and area for all residents to meet all needs

- The Housing Options Team have continued to focus on prevention work and move-on through temporary accommodation and as at the end of the quarter there were 6 in temporary accommodation with zero in bed and breakfast.
- Work has begun on the development of a housing and health deep dive. This piece of work is part of the Council's continued housing strategy development. The research and data contained in this work will help to inform the Council's work in delivering sustainable/affordable homes in the district.

• **The new build development at Whiteleas, North Wingfield delivered by Rykneld Homes Ltd, is progressing well.** So far, 39 of the 48 affordable homes have been completed and are now occupied, helping to meet housing needs in the area.

- Planning permission has been granted for two developments in Stonebroom:
 - Five new bungalows will be built off Byron Grove, providing much-needed affordable housing for local residents. This project is being supported by £323,000 in grant funding from Homes England, helping to make the homes more accessible.
 - A new community building is planned off Cleveland Road, which will include a pre-school facility, food bank, car parking, and a play area—designed to support families and strengthen the local community

These developments reflect our ongoing commitment to improving housing and



community infrastructure across North East Derbyshire.

- Purchase of two 2 bedroomed homes in Clay Cross for affordable rent from Countryside Properties UK.

- **Work is progressing on a new supported accommodation project in partnership with P3 Charity, which will provide 11 specialist housing units for people in need of extra support.** The scheme includes The Spinner and two refurbished council-owned properties in Clay Cross, all designed to offer safe and stable homes with tailored support. The Council's Housing Options team will have exclusive nomination rights, ensuring that local residents most in need can benefit from the accommodation. The scheme is expected to launch in early 2026, helping to improve lives.

Directly and with partners, improve where people live to ensure they are safe, clean, functional, and attractive

- We've been raising awareness around antisocial behaviour (ASB), including creative initiatives like the graffiti wall project at Dronfield bypass, which encourages positive expression and community pride.



This quarter, the following progress has been made on *a place to live that people value*

- Over the past quarter, we have collaborated with North and South Safer Neighbourhood Teams (SNT) on a range of initiatives to improve safety and tackle anti-social behaviour (ASB):

Community Engagement

- Delivered 4 Scam Awareness and ASB events in Clay Cross, Dronfield, and Killamarsh.
- Hosted scam and fraud awareness sessions for local clubs to highlight this under-reported crime.
- Supported a Safety and Wellbeing event at Tesco Clay Cross, offering advice on ASB, crime prevention, and community support.

Targeted Interventions

- Conducted ASB door-knocks in Wingerworth, Grassmoor, Dronfield, and Arkwright, plus telephone engagement in Danesmoor.
- Applied for a Partial Closure Order (July-October) and continue working with legal teams on enforcement measures.
- Issued 2 Community Protection Warnings (CPWs) and 2 Community Protection Notices (CPNs).

Emerging Issues

- Addressing concerns at Hardwick Hall/ Stainsby Mill, including fly-tipping, hazardous waste, and inappropriate activity. Enforcement and education are underway, with plans for a Public Spaces Protection Order (PSPO) in partnership with Bolsover District Council.

Future Commitment

- Secured funding for the Community Safety and Antisocial Behaviour Officer role through March 2026, enabling continued proactive work.

- The Shopfronts Improvement Scheme, funded by the UK Shared Prosperity Fund (UKSPF), launched across the district in July 2025. So far in Quarter 2:

- 15 grants have been awarded, totalling £180,000
- This includes a major investment of £100,000 to upgrade 10 shop units at Southgate in Eckington

The scheme is backed by £210,000 in total funding, helping to revitalise high streets and support local economic growth.

- The Legal team are broadening their approach to tackle landlords who are failing to tackle antisocial behaviour by working with the Community Safety Team.

Well maintained public realm that connects our communities

- A61/Mill Lane phase 2 design works commenced.
- Funded by UKSPF, work continues to develop the following improvements which will enhance public realm:
 - Public realm improvements at Southgate shops, Eckington.
 - Ashland Rd/Station Rd, Eckington.
 - Removal of decommissioned outdated CCTV cameras in Clay Cross.
 - Installation of town centre maps in Eckington, Killamarsh and Clay Cross.
- Work has now started on the Connections phase of the Clay Cross Town Deal, with improvements focused on reopening Bridge Street to two-way traffic. This will help ease congestion and support the upcoming pedestrianisation of Market Street. These upgrades are part of a wider £24.1 million investment to improve transport, create jobs, and enhance public spaces in Clay Cross.



This quarter, the following progress has been made on ***a place where people enjoy spending time***

Improve and promote places and attractions to spend leisure time

- Continual promotion of the district as a leisure and tourism destination through Facebook, Instagram and email campaigns.
- Targeted campaign was delivered to celebrate and expand the Food and Drink Trail, showcasing the district's culinary and tourism offer:
 - A refresher campaign was launched to re-engage audiences and highlight new venues.
 - Tourism Shorts were re-shared across social media, featuring local businesses and attractions.
 - New businesses were added to the trail, each supported with bespoke promotional adverts and video content.
 - The campaign achieved strong engagement through platforms like Instagram and YouTube, with thousands of views and interactions.

• **North East Derbyshire District Council supported a range of vibrant summer events including Peak Highland Games, the Cromford Steam Fair and the Ashover Show to promote the district's unique character and what it has to offer.** The latter attracted over 12,000 attendees, where the Council's Economic Development team promoted the district's thriving Food and Drink Trail and broader tourism offer. This engagement helped raise awareness of local businesses and encouraged visitors to explore the district's culinary and leisure destinations.



- Working with Clay Cross Parish Council to improve Bevan Park in Danesmoor through a community consultation survey and results will support the parishes investment in the play park moving forward.

Develop and promote the local 'offer' to ensure a diverse range of high-quality activities and places to spend time

- Promotion of leisure memberships and the leisure wider offer across all channels including the new leisure website and Instagram account.
- Planned activity, utilising UKSPF funding, includes:
 - Additional walking guides incorporating Food and Drink Trail businesses.
 - Comprehensive marketing plan to inform a comprehensive events strategy for Baileys Square, Clay Cross.
 - Proposed Christmas market in Clay Cross.

• **The number of businesses participating in the Food and Drink Trail has increased from 33 to 44.** Promotional activity has achieved a social media reach of 321,445 with 34,808 engagements and 18,200 visits to the dedicated website.

| Metric | Target | Quarter 2 Value | RAG |
|--|-------------|-----------------|----------------------|
| Increase participation in leisure activities at leisure centres year on year. | 283,748 | 273,182 | Within 10% of target |
| Achieve 1600 monthly attendance through community-based activity. | 4,800 | 4,505 | |
| Bring 6 long term empty properties back into use per year. | 6 per annum | 2 | |
| Number of targeted proactive littering/dog fouling patrols carried out. | 36 | 36 | |
| Number of proactive community patrols or events focussing on litter, waste, and dog fouling. | 3 | 1 | |

| | |
|---|--|
| Achieve 1600 monthly attendance through community-based activity. | The target was not achieved, primarily due to the absence of school-based provision during the summer break. This had a considerable impact on delivery for the quarter. This pattern has been observed in previous Q2 reports and, while unfortunate, is not entirely unforeseen. |
| Bring 6 long term empty properties back into use per year. | <p>Our Empty Homes Officer has successfully resolved many quick-win cases, ensuring properties are correctly classified and generating Council Tax income. The focus has now shifted to more complex cases where property owners are not engaging. These require legal action, which is time-consuming and costly.</p> <p>We've learned that dealing with non-responsive owners and the complexity of these cases makes achieving the annual target of six properties challenging. Future targets will remain ambitious given these constraints.</p> |
| Number of targeted proactive littering/dog fouling patrols carried out. | The team is currently carrying a vacant post and one of the team is doing animal licensing duties as well as undertaking a team leader course, all of which have impacted on time available to carry out the proactive community patrols. On a positive note, the number of targeted proactive littering/dog fouling patrols target has been met this quarter. |





A great place to work

This quarter, the following progress has been made on *a community with growing, commutable employment opportunities*

Support existing businesses (including the Council) to maintain and grow workforce

- Quarterly Business Networks meetings continue to support local engagement. The Clay Cross Business Network met on 24 July 2025, with 29 attendees representing 25 businesses. The Manufacturing Cluster Network followed on 10 September 2025, attended by 12 individuals from 8 businesses. Dronfield Network meetings, externally facilitated, were held on 17 July and 18 September 2025, attracting 10 and 6 businesses respectively. The Tourism Network convened on 17 September 2025, with 16 attendees participating.

- **The UK Shared Prosperity Fund (UKSPF) funded element of Derbyshire Accelerator Programme has commenced as the Council received funding in July 2025.** Businesses receiving non-financial support: (annual target 60) 15 this quarter (59 in total this year). Enterprises adopting new to the business technologies or processes (target 20) 5 this quarter (5 total this year).



- District wide UKSPF funded Shopfronts Scheme commenced in July 2025. £210k allocated for the scheme. 15 grants have been awarded in this quarter, totalling £180k, this includes an award of £100k to upgrade 10 units at Southgate in Eckington.

- **Planning is underway for the launch of the food waste service in April 2026. To support delivery, recruitment is in progress for 16 additional staff to meet operational resource requirements.**

- Two Council work placement students have successfully transitioned into appointed roles, reflecting the value and impact of our placement programme.
- Advertising current leisure vacancies through digital screens across the centres to increase awareness.
- Planning permission has been granted for the expansion of the coach and bus repair facility in Killamarsh (Ref: 25/00264/FL). This development supports local employment and sustainable transport infrastructure.

Progress against our objective:



This quarter, the following progress has been made on ***a community with growing, commutable employment opportunities***

Attract and support new businesses to the area which bring new jobs

- Coney Green Business Centre, Clay Cross is being actively promoted as a flexible and professional venue for businesses seeking workspace solutions.

- As part of the Clay Cross Town Deal, awareness is being raised around the upcoming availability of new business units at Baileys Square. These units will offer exciting opportunities for businesses to establish and grow within the Clay Cross community. Three units are in the process of being leased and a number of new units are under offer.

A great place to work



This quarter, the following progress has been made on ***a community with a diverse range of commutable employment that match the skills of residents***

Work with partners to match and develop local skills with local business employment need

- Digital Skills project has commenced with UK Shared Prosperity funding received in July. The proposed target is to deliver digital training to 40 people from new businesses. The training offer includes AI, digital marketing and cybersecurity.
- Funding has been successfully secured to support Lifeguard and Swimming Teacher training, with participants appointed to casual posts at the Council upon completion.



- Apprenticeships developed with local colleges for Streetscene operatives, i.e. mechanic, arborist.



A great place to access good public services

This quarter, the following progress has been made on *assist and influence other public partners to improve their services in the district*

Actively participate, nurture relationships, and maximise benefits for NEDDC residents in partnerships such as Health, Economy, Resilience, etc.

- In August 2025, the Council completed a new five-year lease enabling the Citizens Advice Bureau (CAB) to relocate to Clay Cross Active. Since moving into the leisure facility, CAB has become fully operational and continues to provide vital help and advice services to the local community. The co-location has had a measurable impact: between July and September 2025, CAB reported a 15% increase in client numbers, equating to approximately 600 additional residents accessing support compared to the same period last year. This growth highlights the success of integrating public services within community hubs and reflects the Council's commitment to improving accessibility and wellbeing across the district.

- Citizens Advice hold weekly appointments and drop in advice sessions at Killamarsh Active, based around 'Cost of Living'. Over the summer Killamarsh Active hosted a 'Workshop for Girls' partnered with Compassionate Voices, this was to enable girls to build resilience, discuss personal matters, body confidence and self-esteem.
- Community Action Grants - 2 grants awarded (12 to date). Total awarded to date is totalling £5,528. The 100th CAG application successfully awarded in September to Obsessive Recessive Roots for their Pig Pals project which is a men's mental health project focusing on an outdoor based programme that uses animal care and land based tasks to support emotional wellbeing. Cheque presentation made by the Chair of Council, Cllr. Lee Hartshorne.
- Luncheon Clubs - Four grants were awarded during this quarter to clubs for Disabled and Older People bringing the total to 15 grants issued to date. The scheme, which supports inclusive community activities, is now fully allocated, with a total funding of £4,000 distributed.
- Commemorative photo shoots and news articles were published to mark key Armed Forces anniversaries: VJ Day-80 in August and the Battle of Britain 85 in September.





This quarter, the following progress has been made on ***assist and influence other public partners to improve their services in the district***

Collate and analyse district wide data to inform improvements

- **Over 500 residents completed the Citizens' Survey in July 2025 with representation from all parishes.** This data has been analysed, reported and published with recommendations made to improve services.

- The Council has procured the AI tool FutureFox to support analysis of responses to the Issues and Options Local Plan consultation. This innovative approach will enhance the quality and efficiency of data interpretation, helping to inform future policy development and decision-making.

Directly assist residents and businesses to access all available public services and support

- **Funding for a new primary care facility in Wingerworth has been secured through a Section 106 contribution,** as part of the Deerlands Road development proposal. This supports enhanced local healthcare provision.

- Supporting Chesterfield Community Trust with their social prescribing project to get young people the support they need to access physical activity and mental health support services.
- We have promoted the Pest control campaign alongside the promotion of online services.
- Enhancements to the reception area are nearing completion. New estate agent-style poster holders have been installed to present public notices and meeting information in a more professional format. A digital display now offers access to NEDDC's core service booklets and Rykneld Homes meeting details via QR codes. New seating for the waiting area is scheduled for installation in October 2025, after which the refurbishment will be complete.



This quarter, the following progress has been made on ***continually improve Council services to deliver excellence and value for money***



Fiscally responsible and efficient

- A successful property auction was held on 24 September 2025 in partnership with Eddisons generating £233,550 in sales towards the £1 million Capital Receipts target. A further auction is planned for February 2026.
- Fees and charges reviewed across the Leisure Centres.

Listen to customers (Residents and Businesses) to improve services

- The Citizens' Survey July 2025 report has been compiled and published, capturing the views of over 500 residents on key council services and priorities. A series of recommendations shaped by the insights and feedback received have now been agreed. Progress against these actions will be formally reviewed at three and six-month intervals to ensure continued responsiveness and improvement.

- **A total of 61 businesses participated in the How's Business Survey**, which focused on growth ambitions and barriers to expansion. The findings have yielded valuable insights that will inform targeted and responsive support strategies.

- The Customer Services mobile events programme has successfully resumed and is receiving positive feedback from the community. The team visited the Arkwright Centre on 16 September 2025. A planned visit to Morton Village Hall on 29 September 2025 was postponed due to unforeseen issues at the venue. The Parish Council has confirmed that a future visit will be arranged.

Ensure good governance and transparency in all we do

- A review of the Acquisitions and Disposals Policy is currently underway by the Estates Team with a view to it being formally adopted and in place by April-2026.

- **The Annual Performance Report for 2024/25 has been compiled, formally approved, and published, providing a clear account of progress against Council Plan objectives and service delivery outcomes.** The Equality Duty and Plan Review for 2024/25 has also been completed and presented to both the Senior Management Team and Services Scrutiny Committee, ensuring alignment with statutory obligations and community insight. In addition, the Data Protection Annual Report for 2024/25 and the forward-looking Work Programme for 2025/26 have been submitted to the Risk Group for oversight, reinforcing our commitment to compliance, accountability, and continuous improvement.



This quarter, the following progress has been made on *continually improve Council services to deliver excellence and value for money*

- The Local Government and Social Care Ombudsman's (LGSCO) annual letter, summarising cases received during the last financial year, was presented to the Standards Committee on 2 July 2025 and subsequently to the Scrutiny Committee on 9 September 2025. No complaints were investigated by LGSCO.
- The Legal team developed materials to assist Managers with decision making in the Council and role of delegated decisions.

Modernise and innovate services to continually improve

- The Digital Strategy is progressing well and is on track for formal adoption, setting a clear roadmap for modernising services and driving innovation across the organisation.

• **We're delivering a wide range of ICT enhancements to improve performance and maintain support across services.** Most client devices (80%) have been upgraded to Windows 11, and new virtual desktop infrastructure is in place with a Windows 11 build underway. Members will soon benefit from new laptops replacing outdated iPads, and major upgrades to the Revenues and Benefits system have been completed. Work is progressing on migrating telephony at Coney Green Business Centre and moving income management software to cloud hosting. These upgrades will improve operational efficiency, and enhance public-facing services.

- In addition, testing and development of a new HR & Payroll system is underway, which will streamline processes, improve payroll accuracy, reduce manual administration, and provide staff with easier access to HR services.

- The Leisure 'Just Do More' app has been launched, supporting our digital transformation by making it easier for residents to access leisure services, book activities, and stay connected on the go.
- Inhouse process mapping work has started on corporate processes and is already yielding service improvements and efficiencies.

Maintain a motivated and skilled workforce

- Engineering staff have achieved significant professional milestones, successfully

• **We continue to champion our 'One Team' ethos by celebrating the progression of newly appointed managers as part of our talent pipeline.**

completing the CMI Level 7 Certificate in Strategic Management and Leadership and an MSc (Hons) in Construction, Project, and Cost Management—strengthening leadership capability and technical expertise within the team.

- Success in Focus Scheme, the Council's improved appraisal process has been rolled out and will be evaluated in the new year.

• **High resident satisfaction with waste and recycling services and the Streetscene teams that deliver those services. (Citizens Survey July 2025).**

| Metric | Target | Quarter 1 Value | RAG or Trend |
|--|----------------------|-----------------|--------------|
| Average Time to process new Housing Benefit and Council Tax Reduction claims (days). | 20 | 16.97 | |
| Average time to process change in circumstances for Housing Benefit and Council Tax Reduction claims (days). | 6 | 1.9 | |
| Council Tax collected %. | Annual target 96.14% | 55.99% | |
| NNDR Collected %. | Annual target 96.66% | 57.14% | |
| Total number in Temporary Accommodation. | Decrease | 6 | ↓ Q1 - 10 |
| Total number in Bed & Breakfast. | Decrease | 0 | ↓ Q1 - 1 |
| % of formal complaints responded to within 15 working days. | 98% | 94% | |
| % of internal reviews responded to within 20 working days. | 85% | 83% | |
| % of abandoned calls (01246 231111). | 5% | 2.4% | |
| % calls answered within 30 seconds (01246 231111). | 80% | 80% | |
| Capital receipts to be achieved from disposal of surplus land and property assets (£) (Cumulative). | Increase | £233,550 | ↑ Q1 - £0 |

| | |
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| % of formal complaints responded to within 15 working days. | Out of the 50 formal complaints received 3 took longer than the timescale. 94% still represents a very high level of compliance. |
|---|--|





This quarter, the following progress has been made on ***reducing carbon emissions and pollution across the district***

Assist and influence other public partners, residents, and businesses to reduce their carbon emissions.

- **Between July and September, a series of sustainability-focused campaigns were promoted to encourage positive environmental behaviours.**

These included Plastic Free July, which aimed to reduce single-use plastics; the Big Butterfly Count, which supported biodiversity awareness; Second Hand September, promoting reuse and sustainable consumption; Organic September, featuring an interview-style piece on organic practices; and Forest Week, which highlighted carbon sequestration and biodiversity. Across these initiatives, the organisation promoted actions such as reducing waste and composting, helping to lower carbon emissions and support long-term environmental goals.

- Encouraging new members at Clay Cross Active to be paperless. Introduction of the Just Do More App has replaced the need for plastic membership cards across all leisure sites.
- Warm Homes Local Grant scheme now live. Governance assurance assessment is still underway but the scheme can progress. Our local delivery partners, SBS, is managing the customer journey with staff and Environmental Health involved in the assessment and approval process. 136

enquiries received with 104 applications in progress and no grants awarded during this quarter. Total scheme allocation is £5.2m between April 25 to March 2028.

- Following national reviews of Government-funded insulation schemes, the Department for Energy Security and Net Zero carried out sample audits using independent surveyors. Twelve of our completed homes were inspected in April and May 2025. We've received feedback for five properties so far, with no major concerns reported. The remaining seven reports are expected soon, and no issues were raised during site visits. Work has now started on Wave 3 of the Social Housing Decarbonisation Scheme, with 111 homes identified for improvement. Progress updates will be shared from Quarter 3 onwards.
- Derbyshire County Council (DCC) is progressing with the rollout of on-street residential electric vehicle (EV) charging following the approval of £6.6 million LEVI (Local Electric Vehicle Infrastructure) funding. While planning is underway, the specific rollout schedule across Derbyshire has not yet been agreed, and therefore no confirmed figures are available for provision in North East Derbyshire at this stage.





This quarter, the following progress has been made on ***reducing carbon emissions and pollution across the district***

Continually reduce the Council's own carbon emissions.

- Temporary vehicle storage for Streetscene refuse collection vehicles has been approved at Mill Lane. This initiative will reduce travel distances for service delivery, helping to lower emissions and improve operational efficiency.

- **The new Air Source Heat Pump system at Eckington Active Leisure Centre is now fully operational.** Work is underway to connect a new electrical cable that will allow enhanced monitoring of energy usage. This will help fine-tune the system for maximum efficiency, supporting our commitment to reducing carbon emissions and improving sustainability.

- Solar panels to units at Baileys Square, Clay Cross installed.
- Two electric pool cars have been ordered to support low-emission travel. In parallel, work is underway to assess the cost implications of expanding the use of Hydrotreated Vegetable Oil (HVO) fuel across the fleet.

Assist and influence other public partners, residents, and businesses to reduce pollution.

- Planning approval has been granted for the installation of solar panels at Clee Hill Plant Ltd (Ref: 25/00592/FL), supporting the transition to cleaner energy.

Develop policies and plans which require and encourage alternatives to car usage.

- Planning permission has been granted for the expansion of the coach and bus repair facility in Killamarsh (Ref: 25/00264/FL). This

development supports local employment and sustainable transport infrastructure.

Directly and with partners and residents, reduce litter and pollution from waste.

- Climate Change Action NED has received funding to support attendance at outdoor events such as galas, where they'll engage residents with practical advice and national campaigns on climate action. Their focus is on promoting everyday actions that contribute to sustainability, in partnership with organisations like Marches Energy Agency, aligning with the Council's commitment to informed and active community involvement.

- **Delivered a community litter pick at Clay Cross social centre** to support the work of the Active neighbourhood Pilot scheme around the theme of taking pride in the community.



- We successfully prosecuted one individual for tipping resulting in offender receiving a custodial sentence.



This quarter, the following progress has been made on ***increasing biodiversity across the district***

Assist and influence other public partners, residents, and businesses to utilise their assets to improve biodiversity

- A series of articles were published to support seasonal sustainability themes, including Sustainable Holidays (25 July), Gardening for Wildlife (August and September), Sustainable Halloween (25 September), and a joint piece with Streetscene for Second Hand September (25 September). These articles aimed to raise awareness and encourage practical actions around reuse, biodiversity, and environmentally conscious celebrations.

- The proposal to promote Wingerworth Lido as a biodiversity hub is currently undergoing a full review by the Environment Scrutiny Committee.
- Organic September encouraged residents to support organic practices at home.
- As part of the development approved off Deerlands Road, Wingerworth (Planning Ref: 25/00592/FL), adjacent land has been secured for biodiversity offsetting. This supports environmental sustainability and enhancing local ecological value.



Where appropriate, utilise Council assets to improve biodiversity

- As part of the 2025-2028 Biodiversity Net Gain delivery plan, three-quarters of the hedgerow whip planting targets have already been achieved.

North East Derbyshire District Council

Cabinet

27 November 2025

Choice Based Lettings and Allocations Policy

Report of Councillor N Barker, Leader of the Council and Portfolio Holder for Strategic Leadership and Finance

Classification: This report is public

Report By: **Lee Pepper**

Contact Officer: Diane Parker

PURPOSE / SUMMARY

The Council's Choice Based Lettings and Allocations Policy details how Rykneld Homes Limited allocate the Council's housing stock. The policy also covers the allocation of properties belonging to Registered Providers and Housing Associations and some private rented accommodation via the nominations process.

A review has been carried out to ensure the policy is meeting the needs of the districts residents and to incorporate any new legislative changes.

The purpose of the report is for Cabinet to agree the key proposed amendments with a view to adopt the draft policy on 1 April 2026 to allow for training on the amendments. However as Flexible Tenancies are no longer offered as a tenancy option, this amendment will take immediate effect and this type of tenancy will be removed from the current policy.

The policy is in line with current housing legislation and guidance.

RECOMMENDATIONS

1. Cabinet to agree the proposed amendments and adopt the draft policy.
2. Cabinet to agree the implementation date of 1 April 2026, except for the Flexible Tenancy amendment which will be withdrawn immediately as this type of tenancy is no longer in use.

Approved by the Portfolio Holder – Cllr Barker, Portfolio Holder for Strategic Leadership and Finance)
(Delete completely for Scrutiny Reports)

IMPLICATIONS

Finance and Risk: Yes ☐ No ☒

Details:

There are no financial implications associated with these policy amendments

On Behalf of the Section 151 Officer

Legal (including Data Protection): Yes ☐ No ☒

Details:

There are no legal implications to the amendments and data protection will be in accordance with the Council's and Rykneld Homes Limited's data protection and GDPR policy and procedures.

The policy is in line with legislation and operational guidance.

On Behalf of the Solicitor to the Council

Staffing: Yes ☐ No ☒

Details:

There will be no staffing implications as existing employees at Rykneld Homes Limited and the Councils Housing Options team will implement the amendments.

On behalf of the Head of Paid Service

| | |
|---|----------------------------|
| Decision Information | |
| Is the decision a Key Decision? A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds: NEDDC: Revenue - £125,000 <input type="checkbox"/> Capital - £310,000 <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i> | No |
| Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In) | No |
| District Wards Significantly Affected | All indirectly |
| Equality Impact Assessment (EIA) details: | |
| Stage 1 screening undertaken <ul style="list-style-type: none"> Completed EIA stage 1 to be appended if not required to do a stage 2 | Yes, superseded by stage 2 |
| Stage 2 full assessment undertaken <ul style="list-style-type: none"> Completed EIA stage 2 needs to be appended to the report | Yes, appended. |

| | |
|---|---|
| Consultation: Leader / Deputy Leader <input checked="" type="checkbox"/> Cabinet <input type="checkbox"/> SMT <input type="checkbox"/> Relevant Service Manager <input checked="" type="checkbox"/> Members <input checked="" type="checkbox"/> Public <input checked="" type="checkbox"/> Other <input checked="" type="checkbox"/> | Yes Details: A full consultation was carried out with: <ul style="list-style-type: none"> • Members (email/online survey) • Scrutiny committee • The public (online survey) • Waiting list applicants (letter and online survey) • Other housing providers and external organisations online survey. • Advertised on social media • The consultation survey was available on Rykneld Homes website with a link from the Council's website |
|---|---|

| |
|--|
| Links to Council Plan priorities; <ul style="list-style-type: none"> • A great place that cares for the environment • A great place to live well • A great place to work • A great place to access good public services |
| A great place to live well A great place to access good public services |

REPORT DETAILS

1 **Background** *(reasons for bringing the report)*

- 1.1 For context, as at 31 March 2025, the Council owned 7,500 properties with 1,667 applicants on the housing waiting list. During 2024/25 there were 400 lets to Council owned properties and 97 nominations to Register Providers *(Source: LAHS 2024-2025)*.

- 1.2 The Choice Based Lettings and Allocations Policy is owned by the Council and implemented by Rykneld Homes Limited and the Council's Housing Options team (when assessing Homelessness applicants).
- 1.3 A review has been carried out in conjunction with Rykneld Homes Limited to ensure the policy is meeting the needs of the districts residents and those in most need is able to access secure accommodation.
- 1.4 A full consultation has been carried out for 28 days, ending 5 September 2025, receiving 205 respondents. 76.24% of the respondents were registered with Choice Move and currently on the housing waiting list, the amendments will affect this group the most. From all 205 respondents the majority agreed with all the proposed amendments by a large margin. **See Appendix 3**

2. Details of Proposal or Information

- 2.1 The key proposed amendments can be found in **Appendix 1**, giving a more in-depth overview of the reasons for concern, current procedure and the proposed amendments.
- 2.2 A summary of the Key proposed amendments are as follows:

- 1. Banding amendment - Create a new category in Priority Band 3 for non-emergency/urgent Homeless Prevention cases**

Non-Urgent - prevention of Homelessness Measures (Section 195(2) following Investigations by the Councils Housing Options Team.

- 2. Banding amendment – Reword the category in Band 2 - People living in temporary accommodation pending enquiries.**

To read: Victims/survivors of domestic abuse, living in temporary accommodation, including living in bed and breakfast, Council owned homeless units, refuges and other supported accommodation who require settled accommodation.

Children under the age of 18 are victims of domestic abuse if they see, hear or experience the effects of abuse, and are related to the perpetrator or the person experiencing the abuse.

- 3. Banding amendment – Statutory Housing Health and Safety Rating System (HHSRS) Category 1 and 2 Hazards**

Split the banding into Category 1 and 2 Hazards as defined in the HHSRS to ensure that applicants living in the worst conditions have a higher priority.

Band 1 - Statutory Overcrowding as defined in the Housing Act 1985 and Category 1 Hazards

Band 2 - Housing Health and Safety Rating System (HHSRS) category 2 hazards

4. Use and Occupation - New Banding Criteria

Applicants on a Use and Occupation Agreement who are required to leave the current property and are eligible to join the housing register.

5. Refusing offers

Reduce applicants refusing properties from 3 to 2 refusals

6. Removal of Flexible Tenancies

Due to no longer offering these types of tenancy remove from the Allocations Policy

7. Armed Forces – Award an additional 12 months ‘waiting time’ without the need of a local connection

To award an additional 12 months ‘waiting time’ to Armed Forces applicants’ or ex partners without the need for a local connection

8. Insert Band 3 general medical priority and Band 4 No priority medical need

Band 3 - Applicants suffering from general ill-health, as assessed by a medical professional, which would be helped by a move to another property but not in urgent/emergency need.

Band 4 - Applicants suffering from mild or temporary health conditions who are adequately housed

9. Insert Pet Ownership

Rykneld Homes will conduct a risk assessment on the number of pets in the household, including types and breeds against property suitability. Guide/assistance dogs are exempt from the assessment.

If an applicant is in ownership or cares for any breed of dog banned under the Dangerous Dogs Act (1991) and does not have a Certificate of Exemption the applicant may be registered but will not be allocated a property whilst the pet is still in their ownership or care.

- 2.3 In addition to the key proposed amendments a number of wording changes have been identified and incorporated into the policy. This is to strengthen the wording to ensure clarity when implementing the policy and does not create any policy changes.

- 2.4 The draft policy which includes the proposed amendments can be found in **Appendix 2**

3 Reasons for Recommendation

- 3.1 The amendments will ensure that the Council continues to operate a robust policy which enables Rykneld Homes Limited to allocate the council's housing stock to those in most need in the most effective and transparent way. It will also allow the Council to make best use of its housing stock and help with anti-social behaviour.
- 3.2 The policy was last reviewed in October 2022, with minimal amendments, therefore a full review was due in October 2025.

4 Alternative Options and Reasons for Rejection

- 4.1 An alternative option was not to amend the policy, however this would not resolve the issues identified, therefore this was rejected as an unviable option.
- 4.2 The current policy is due to expire, therefore conducting a review in 2025 is essential, therefore not to review the policy at this time was rejected.

DOCUMENT INFORMATION

| Appendix No | Title |
|---|--|
| 1 | Key Proposed Amendments |
| 2 | Draft Choice Based Lettings and Allocations Policy |
| 3 | Consultation Results |
| 4 | EIA |
| Background Papers (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet you must provide copies of the background papers) | |
| | |



Allocations Policy Amendments

1. Banding Amendment - Create a new category in Priority Band 3 for non-emergency/urgent Homeless Prevention cases

The Council's Housing Option's team are getting more homeless applicants which is placing a greater burden on housing priority Band's 1 and 2. Prevention of homelessness applicants (with a local connection) are currently placed in Band 2 urgent need, however some applicants have a greater need for re-housing than others. To allow the applicants with the most housing need to secure a home it is proposed to include a non-urgent homeless prevention category in Band 3.

Current Procedure – Prevention of homelessness applicants (with a local connection) are currently placed in Band 2 urgent need and Homelessness cases in Band 3 are as follows:

BAND THREE – Moderate needs (No time limit)

- Priority homeless but no local connection following investigation by the Council's Housing Options Team
- Homeless Applicants found to be intentionally homeless and the section 189 (B) relief of homelessness duty owed to them has come to an unsuccessful end.

Proposed amendment – Include in the Band 3 Category for **non-urgent** Homelessness prevention cases.

- Non-Urgent - prevention of Homelessness Measures (Section 195(2) Following Investigations by the Council's Housing Options Team.

As per the usual procedure all homeless assessments will be carried out by the Council's Housing Options Team and referred to Rykneld Homes Limited stating the appropriate banding that the applicant will be placed in.

2. Banding Amendment – Reword the category in Band 2, People living in temporary accommodation pending enquiries.

The Council's Housing Option's team are getting more homelessness applicants which means more temporary accommodation is required. Applicants are aware that if they are in temporary accommodation due to homelessness, they get a higher priority for housing. The Council has a limited number of temporary accommodation which is full most of the time. There are concerns that applicants are using this route to gain a higher priority banding when temporary accommodation is not always necessary. Please note: applicants who are fleeing Domestic Violence will still require priority if placed in any form of temporary accommodation.

Current Procedure – People living in temporary accommodation pending enquiries are awarded band 2 priority. This includes applicants living in bed and breakfast, Council owned homeless units, accommodation within Council stock, women's refuge and other supported accommodation as a result of a homeless application under investigation, after investigation the Housing Options

Team will treat this in the same way as a prevention of homelessness and may make an offer of accommodation or change the banding priority as appropriate.

Amendment – Reword the category in Band 2, People living in temporary accommodation pending enquiries. To read:

Victims/survivors of domestic abuse, living in temporary accommodation, including living in bed and breakfast, Council owned homeless units, refuges and other supported accommodation who require settled accommodation.

Children under the age of 18 are victims of domestic abuse if they see, hear or experience the effects of abuse, and are related to the perpetrator or the person experiencing the abuse.

3. Banding Amendment – Statutory Housing Health and Safety Rating System (HHSRS) Category 1 and 2 Hazards

Environmental Health are getting more applicants in relation to private tenancy conditions. Proof needs to be obtained to ensure these properties fall within the statutory framework and the work has not already been completed by the landlord as requested by Environmental Health.

Current Procedure - Where a private sector household is deemed to be living in Category 1 Hazards (Bands A-C) of the Government's Housing Health and Safety Rating System (HHSRS) and the Council has a duty to take action - place in Priority Band 1.

Amendment – Strengthen wording and include new category in band 2 for category 2 hazards:

If the Council has a duty to take action, priority can be awarded once the work has been requested of a landlord and not completed within a 6 month period. Evidence will be requested from the Council's Environmental Health Department that the work has not been completed.

Split the banding into Category 1 and 2 Hazards as defined in the HHSRS to ensure that applicants living in the worst conditions have a higher priority.

- **Band 1** - Statutory Overcrowding as defined in the Housing Act 1985 and Category 1 Hazards
- **Band 2** - Housing Health and Safety Rating System (HHSRS) category 2 hazards

4. Use and Occupation - New Banding Criteria

One statutory succession is allowed to a surviving spouse (this includes civil partners) or a member of the deceased tenant's family, subject to formal succession criteria. Therefore, anyone living in the property who is not eligible to a succession is placed on a Use and Occupation Agreement whilst alternative accommodation is secured. A Use and Occupation Agreement is also used sometimes where the tenant leaves, and an occupant remains living



in an unsuitable property i.e. they are under occupying. In both situations, if the remaining person is eligible to join the housing register, it would be beneficial to help secure alternative accommodation if there were a category within the policy specifically for those on a Use and Occupation Agreement, thus reducing the risk of homelessness and making best use of the housing stock available.

Current Procedure – Not in policy.

Amendment – Include new category in priority band 2:

- Band 2 - Applicants on a Use and Occupation Agreement who are required to leave the current property and are eligible to join the housing register.

The applicant will be required to meet the housing eligibility criteria and the policy and procedures will be applicable, including risk assessments where necessary.

Rykneld Homes Limited can use their discretion to allow the applicant to remain if the applicant is eligible for the type of property they are currently living in, and it suits their housing need.

5. Refusing offers

Currently, 3 offers can be refused, however reasons must be given for the refusal. 3 refusals on suitable properties, that meet their housing need, from the same applicant does not reflect an urgency to move for the applicant and can cause delays in high demand social housing properties being let.

Current Procedure – The policy currently allows 3 offers of suitable accommodation to be refused. When an applicant has been offered and refused 3 homes their application will be re assessed and housing advice given including considering the property location and property type. If the applicant's reasons for refusal are not considered reasonable, applications may be suspended for a period of three months.

Amendment – Reduce number of offers to 2.

Reducing the number to 2 refusals will raise any issues the applicant has in terms of accepting a reasonable offer at an earlier date. It will also help other applicants to be offered a property quicker and reduce the amount of time before properties are let.

6. Removal of Flexible Tenancies

There has been limited use of Flexible tenancies and only used for Domestic Violence cases for applicants with equity. Due to the Domestic Abuse Act 2021 these applicants can no longer have flexible tenancies and must be issued with a secure/assured tenancy. Flexible tenancies are no longer required.

Current – Flexible Tenancy's were offered as part of a pilot scheme prior to this type of tenancy being introduced nationally as a statutory requirement, this was never introduced and using flexible tenancies is not required as an option.

Amendment – Due to no longer offering these types of tenancy remove from the Allocations Policy.

7. Armed Forces – Award an additional 12 months 'waiting time' without the need of a local connection

To support the Derbyshire wide Armed Forces Covenant, which the Council is committed.

Current – Applicants who are Armed Forces Personnel or ex partners do not need to have a district connection to join the housing register and receive priority banding. The applicant will be banded in priority band 1 or 2, however they will not receive the extra 12 months waiting time for a local connection criteria.

Amendment – To award an additional 12 months 'waiting time' to Armed Forces applicants' or ex partners without the need for a local connection, improving their chances of being re-housed. This is in line with the Policy's local connection 12 months waiting time criteria.

8. Insert Band 3 General Medical Priority and Band 4 No priority medical need

There is a larger number of applicants stating that they have a need to move properties due to a medical condition, however some are milder conditions that are not assessed as critical and/or crisis medical needs. The current policy does not reflect milder medical needs. The new banding approach will ensure that those banded in band 1 and 2 who are in most housing need will have better prospects of being re-housed.

Current – Medical priority applicants are placed in two bands, either Band 1 Critical and/or crisis medical needs or Band 2 Urgent medical needs or applicants with significant care needs. Both bands require that moving properties will help manage and improve their condition.

Amendment – Include a general medical criteria in priority bands 3 and 4 as follows:

Band 3 - Applicants suffering from general ill-health, as assessed by a medical professional, which would be helped by a move to another property. Circumstances will be assessed against the following criteria;

- Where there is an inability to manage some aspects of the current accommodation but day to day activities are not hindered.
- Some concern relating to an applicant's ill-health being affected by their current accommodation but do not require urgent re-housing however a move would provide some improvement. This will only be awarded where the ill-health is solely and directly related to the applicant's current housing situation and re-housing is required to prevent deterioration.



Band 4 - Applicants suffering from mild or temporary health conditions who are adequately housed, this can include, but the list is not exhaustive:

- Physical or mental ill health where a move to another property will not improve the condition.
- Mild depression/anxiety – no medication or support required.
- Broken bones.

9. Insert Pet Ownership

Owners of an excessive number of pets in small unsuitable properties, including flats can cause anti-social behaviour, such as noise nuisance with excessive persistent barking from dogs and is also cause for concern regarding the welfare of the pets. In addition, the policy does not reflect the Dangerous Dogs Act (1991) for banned dogs.

Inserting the paragraph will help manage nuisance behaviour from pets, promote responsible pet ownership and ensure properties don't have too many pets for the size of the property. It will also ensure that the policy reflects the Dangerous Dogs Act and banned dogs legislation.

Current – Nothing in the policy regarding pets.

Amendment - Insert New Section as follows:

In line with the Tenancy Agreement, tenants are responsible for any pet that they or members of their household bring into their home, garden or communal areas.

Pets can cause annoyance, danger, nuisance, or disturbance to neighbours, this can include, for example, excessive noise and/or persistent barking, excessive smells, damage to the home and fouling. Keeping a large number of animals may cause a nuisance even if each animal is acting in a normal manner.

Prior to allocating a property, to mitigate the risks of any tenancy breach occurring as soon as someone moves in, Rykneld Homes will conduct a risk assessment on the number of pets in the household, including types and breeds against property suitability. Guide/assistance dogs are exempt from the assessment. Written confirmation from a medical professional may be requested for welfare pets to include the number of pets required if there is an excessive number in the household.

If the assessment concludes the pets are unsuitable for a property, the applicant will not be allocated the property, and the application will be suspended whilst the pets are still in their care. It is the applicant's responsibility to update Rykneld Homes of any change in the number of pets within their care.

If an applicant is in ownership or cares for any breed of dog banned under the Dangerous Dogs Act (1991) and does not have a Certificate of Exemption the applicant may be registered but will not be allocated a property whilst the pet is still in their ownership or care.



Choice Based Lettings and Allocations Policy

November 2025



North East
Derbyshire
District Council

We speak your language

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Mówimy Twoim językiem

French

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Spanish

Hablamos su idioma

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CONTROL SHEET FOR [Choice Based Lettings and Allocations Policy]

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|--|---|
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1. Introduction

The Council's Choice Based Lettings and Allocations Policy details how, Rykneld Homes, will allocate the Council's housing stock. The policy also covers the allocation of properties belonging to Registered Providers and Housing Associations where the Council has nomination rights or agreed lettings plans through the planning process, and some private rented accommodation as part of the Council's Landlord Accreditation Scheme, run by Decent and Safe Homes (DASH) East Midlands.

This policy applies to both new applicants and Council tenants who wish to transfer to another property and covers key areas such as:

- how people apply to join the housing register;
- the system of advertising and how 'bidding' operates;
- the priorities that will be used to determine successful applicants;
- eligibility criteria for properties.

2. Scope

As far as possible, this policy is designed to create a balance between:

- the Council as a landlord meeting housing need within the district by making best use of its properties in order to create balanced, sustainable communities;
- ensuring that applicants can exercise as much choice as possible within current supply and that homes are allocated in a clear, fair and transparent manner;
- the Council delivering its statutory duties under housing and related legislation.

To fulfil our legal and statutory obligations the policy also has due regard to current legislation and any subsequent amendments, for example;

- Housing Act 1985
- Housing Act 1996
- Immigration Act 1996
- Immigration Act 2016
- Localism Act 2011
- Homeless Reduction Act 2017
- **Allocation of accommodation: guidance for local housing authorities in England**
- Homelessness (Suitability of Accommodation) (England) Order 2012
- Allocation of Housing and Homelessness (Eligibility) (England) (Amendment) Regulations 2018
- Allocation of Housing and Homelessness (Eligibility) (England) (Amendment) (EU Exit) Regulations 2019)
- **The Allocation of Housing and Homelessness (Eligibility) (England) and Persons Subject to Immigration Control (Housing Authority Accommodation and Homelessness) (Amendment) Regulations 2024**

- Allocation of Housing and Homelessness (Eligibility) (England) and Persons Subject to Immigration Control (Housing Authority Accommodation and Homelessness) (Amendment) Regulations 2025
- Children Act 1989
- Welfare Reforms
- Equalities Act
- Human Rights Act
- Domestic Abuse Act 2021
- Care Act 2014

The Policy will also have due regard to Council and Rykneld Homes policies and strategies, including the;

- Corporate Plan
- Single Equality Scheme 2016-19
- Tenancy Strategy
- Housing and Economic Development Strategy
- Homelessness Strategy
- Anti-Social Behaviour Strategy
- Adaptations Policy
- ~~Flexible Tenancy Policy~~
- All Rykneld Homes Policies as set out to the Board, including Risk Management, Value for money, ASB, Asset Management, 5 year estate delivery plans, equality and diversity, health and safety, **Awaab's Law** and tenant involvement

3. Principles

The policy will link to the Council's values to;

- Be honest and accountable.
- Treat everyone fairly and with respect.
- Listen, involve and respond.
- Be collaborative, open and transparent

The policy will also link to the Council's Plan priorities;

- A great place to live well
- A great place to access good public services

We will:

- Develop and continually improve the quality and range of housing, providing comfortable homes for residents that meet their needs.
- Maintain public spaces that connect our communities.

- Directly, and with partners, improve where people live to ensure they are safe, clean, functional and attractive.
- In partnership with RHL, delivery of housing services that meet consumer standards for social housing.
- Contribute to improving health and well-being

The CBL and Allocations policy supports Community Lettings Plans for some homes and/or settlements and an age criteria will be taken into consideration when allocating flats in blocks to ensure communities are stable, viable and balanced.

4. Statement

The statement sets out the policy and procedures of the policy.

4.1 Housing Register Eligibility Criteria

Eligibility

The Council operates a primarily open housing register, so anyone can apply, including existing North East Derbyshire District Council tenants. However, the following exceptions will normally apply:

- Applicants must be 16 or over to register and must be able to satisfy Rykneld Homes, the Council and (for young people aged between 16 and 17 years) Children and Young Adults Services that they are able to live independently, sustain a tenancy and have an identified package of support available to them where necessary. The only exception to this being where the applicant is a child who is subject to the provisions under the Children Act 1989 and Section 67 of the Immigration Act 2016. All young people aged 16 or 17 will be assessed under the Derbyshire Joint Protocol on Young People aged 16/17 Presenting with Accommodation Needs. This assessment will be initiated in all cases by the Council's Housing Options Team in conjunction with Derbyshire County Council's Children's Social Care;
- Applicants who are subject to immigration control, within the meaning of the Asylum and Immigration Act 1996 and are **NOT** eligible under Regulation 3 of the Allocation of Housing and Homelessness (Eligibility) (England) Regulations 2006, and subsequent amendments (Allocation of Housing and Homelessness (Eligibility) (England) (Amendment) Regulations 2018, Allocation of Housing and Homelessness (Eligibility) (England) and Persons Subject to Immigration Control (Housing Authority Accommodation and Homelessness) (Amendment) Regulations 2024, Allocation of Housing and Homelessness (Eligibility) (England) and Persons Subject to Immigration Control (Housing Authority Accommodation and Homelessness) (Amendment) Regulations 2025 and the *Allocation of Housing and Homelessness (Eligibility) (England) (Amendment) (EU Exit) Regulations 2019), cannot be registered for choice based lettings. The Secretary of State may in the future prescribe other persons or classes of persons who are not qualifying persons.
- *On 31 January 2020, the UK formally left the European Union (EU) and entered a transition period, which ended at 11pm on 31 December 2020. The Government has legislated to protect the rights, including to access benefits and services, of those EEA citizens who are lawfully resident in the UK at the end of the transition period under the

EEA Regulations, for the duration of the grace period (1 January to 30 June 2021) and until the final determination of an application made by the deadline to the EUSS. The legislation* also includes protections for their family members which may include a family member arriving in this grace period to join their EEA citizen 'sponsor' who was residing in the UK prior to the end of the transition period and is yet to apply to the EUSS.

When EEA applicants, alongside their family members, present to local authorities from 1 January 2021, they will need to provide evidence of their immigration status. Those who have applied and been granted status under the EUSS will be able to use their digital status to demonstrate their entitlement to access social housing or homelessness assistance, using the gov.uk web page: [Government Website Digital Status](#). For full eligibility details see **Appendix 7**.

- Eligibility for homeless help: the Ukraine Family Scheme and the Sponsorship Scheme.

There are currently two schemes under which a person fleeing the war in Ukraine can be granted leave; the Ukraine Family Scheme, and the Homes For Ukraine Sponsorship Scheme.

A person given leave under either scheme is eligible for homelessness assistance. They do not need to be habitually resident.

The Allocation of Housing and Homelessness (Eligibility) England Regulations have been amended to include a new category of people who are eligible for homelessness assistance. People who left Ukraine because of the Russian invasion that began on 24 February 2022 are eligible for assistance if they:

- were residing in Ukraine immediately before 1st January 2022
- have been given leave in accordance with the Immigration Rules
- are not subject to a no recourse to public funds condition

From 30 March 2022, leave under the Ukraine Family Scheme or the Homes for Ukraine scheme is leave within the immigration rules.

Leave granted before 30 March was leave outside the rules. A person granted leave outside the rules is eligible for homelessness assistance unless they are subject to a no recourse to public funds (NRFP) condition. A person given leave under either scheme before 30 March is also eligible for assistance. See **Appendix 8** for further details.

- Applicants who have equity/assets or savings who can access funds to find alternative accommodation to alleviate their housing need (excluding existing NEDDC tenants and Extra Care specialist housing applicants).
- Applicants who are existing council tenants on an introductory tenancy (unless in exceptional circumstances as assessed by Rykneld Homes).
- Existing Council and Housing Association Tenants who have moved twice or more in the past 24 months with no priority may not be registered (assessments will be carried out to identify any extenuating circumstances and may be registered at Rykneld Homes discretion).

Obligation to be Truthful

Section 171 of the Housing Act 1996 makes it an offence to withhold information that the Council reasonably requires to assess an application, or to provide false information that leads to gaining a tenancy. We will take appropriate action, including possession

proceedings, against anyone who gains a tenancy through knowingly providing false information. We will check if an applicant, or anyone in the household, is already registered. Only one application at any one time is allowed.

Deliberate worsening of circumstances

If there are reasons to believe that an applicant has deliberately worsened their circumstances to either gain access to the housing register or get housing priority, then their application may be suspended while further investigations are undertaken. If the investigation cannot show deliberate intent, then their application will be reinstated from their original effective date, however any applicant who has deliberately worsened their circumstances will not be awarded additional priority or may not be able to gain access to the housing register or their application may be cancelled. If a property has already been allocated and let to the applicant in these circumstances we may take court action to evict them, under Ground 5 in Schedule 2 Housing Act 1985 (as amended by section 146 of 1996 Housing Act).

Checks and References

On application we will make a number of checks at registration to verify that the details and information provided to us are correct and up to date. Before an offer of housing is made these details will be rechecked to ensure circumstances have not changed, these include;

- A reference on application from a current landlord for Council and Housing Association tenants, for private rented sector tenants a reference will be requested on offer of accommodation
- A reference from a previous landlord to show that they conducted the tenancy, sole or jointly in a satisfactory manner
- Proof of the applicants National Insurance number may be required, in some cases further checks may be made for verification purposes
- Verification checks on previous addresses
- Previous criminal convictions checks, within the provisions of the Rehabilitation of Offenders Act 1974
- Pre offer checks, which may include a visit to the place the applicant currently lives
- Appropriate checks to find out if the applicant or any person who will live with them has breached tenancy conditions in the past, including non-payment of rent and/or other charges
- Checks to make sure that the applicant has not purposefully worsened their circumstances to obtain more priority on their application
- All applicants will be asked for details of savings and/or equity/assets
- Work related checks will be carried out under the 'Right to Move' criteria

If getting a landlord's reference is likely to cause problems the applicant should contact Rykneld Homes for advice, they may ask for other information, for example, a rent book or Council Tax details.

For every applicant on the application form we must see proof of at least **one** of the following forms of proof of identity, and proof of current address:

- birth certificate;
- medical card;
- marriage certificate;
- driving licence;

- National Insurance number (evidence can include card, letter)
- passport;
- benefit entitlement letter

Proof of address can be made by providing a recent bank statement, Council tax bill, benefit letter or a recent utility bill or any documents as requested by Rykneld Homes.

On offer of a property and prior to the tenancy agreement being signed Rykneld Homes will discuss with applicants the financial implications of signing the tenancy, and at this point, a declaration will need to be signed stating that they are aware of the financial implications.

Ineligibility, Suspensions and Other Restrictions

There are certain circumstances in which an application may have been made by a disqualified applicant, ineligible applicant or, more likely, an application may be suspended, all cases will be considered in their own right and special circumstances may be applicable on occasions. Rykneld Homes may not offer a property or put forward a nomination for a Registered Provider or Housing Association property, whilst an application remains ineligible or suspended or the applicant is disqualified.

Rykneld Homes may conduct further investigations and assessments if they believe that an applicant or member of their household may be responsible for unacceptable behaviour serious enough to make them unsuitable to be a tenant.

Existing Council and Registered Provider tenants who wish to transfer and who are not deemed to have a housing priority may be refused.

Assessments will have due regard to any current legislative and local and national policy guidelines, including (but not limited to) the:

- Housing Act 1996
- Localism Act 2011
- Homeless Reduction Act 2017
- Anti-Social Behaviour, Crime and Policing Act 2014

Rykneld Homes will consider whether the behaviour was unacceptable at the time of the application and if their behaviour has improved, as previous unacceptable behaviour may not justify a decision to consider the applicant unsuitable. Proof of improved behaviour may be requested, for example, letter from probation worker, support worker or other professional organisation.

Unacceptable Behaviour

Unacceptable behaviour applies to current and former Council tenants and residents in Registered Provider, Housing Association and private rented sector homes. Each application will be determined on its own merits. Where Rykneld Homes is satisfied that special or exceptional circumstances exist, it may in its absolute discretion decide not to treat as ineligible a person whose behaviour falls within any category deemed as unacceptable behaviour.

Non-payment of rent or other charges

Where there is currently a high amount of debt due to rent arrears or other charges the applicant would normally be excluded from the register and therefore is unable to bid for

properties. Applicants who have maintained either an account clear of outstanding charges, or an agreement to pay off their outstanding charges, for a period of at least 6 calendar months would normally be admitted to the register. Any offer of accommodation would normally be withheld until all outstanding charges are paid in full, however each case will be considered on its own merits. The following conditions will normally apply:

- **Council/Housing Association Arrears current or former tenants** - arrears will need to be under £500 before applicants can bid on properties.
- **Private Rented Tenants** - Register but advise applicant of arrears, if arrears are over £1,000 the application will be suspended until below this limit

For statutorily homeless applicants where the Council has accepted a duty to accommodate, an agreement must be in place and payments made towards their outstanding charges before they would normally be admitted to the register and an offer of accommodation made. However each case will be considered on its own merits. The Housing Options Team will work with homeless applicants from the date of application to ensure that the period can commence at the earliest possible time. The following conditions will normally apply:

- **Homeless Applicants** – No set debt limit - Register in accordance with the Housing Options Team's assessment, normally a payment plan of 6 weeks will be required for any outstanding debt.
- **If the arrears is over £1,000** - the Housing Options Team can use their discretion, based on the applicants circumstances and housing need, to defer the application for 3 months and advise applicant to make an arrangement to pay off the arrears.

Where outstanding rent or charges are due to the non-receipt of housing benefit and this is through no fault of the tenant, an application would be admitted. Help will be provided to an applicant to complete the required benefit forms, where special needs exist.

The process for current/former tenancy related or use and occupation charges for housing applications can include:

- Rent
- Water
- Repairs
- Outstanding recharges (current tenants included) Process for current/former tenancy related charges for housing applications
- Use and Occupation charges / Mesne Profit

In all case discretion can be applied in priority cases where there is an emergency need to move.

Non-payment of rent accrued due to welfare reforms affecting those households on housing benefits and under occupying a property

Transferring tenants can be accommodated outside of part 6 of the Housing Act and therefore outside of normal allocations rules regarding reasonable preference.

The Council has adopted a proactive approach for applicants wishing to transfer due to financial reasons and a shortfall in housing benefit. These tenants will be given priority

banding and in some extenuating circumstances may be offered a direct let into a smaller property suitable to their needs. The offer will be in line with The Homelessness (Suitability of Accommodation) (England) Order 2012. This will be regardless of any rent arrears accrued from April 2013 due to the revised housing benefit regulations. Tenants who have accrued arrears prior to April 2013 will not be eligible for a direct offer. Each case will be assessed on its merits by Rykneld Homes Limited.

If a direct let is offered and is refused then the tenant will be placed in band 3 and encouraged to pursue HomeSwapper or choose to meet the shortfall in rent. If rent arrears continue to accrue they will be subject to the normal rent arrears procedures and will also be referred to the Council's Housing Options Team for advice.

Where there is a shortage of suitable properties available within the desired area, applicants will be encouraged to consider moving to an alternative area to meet their housing need.

Tenants will have the right to appeal (see 4.10 for the Review and Appeals Procedure).

Tenancy Agreement Breaches

Where an applicant has breached one or more conditions in their tenancy agreement, consideration will be given as to the nature, seriousness and circumstances of these breaches and the length of time the tenancy has been free from problems.

Pet Ownership

In line with the Tenancy Agreement, tenants are responsible for any pet that they or members of their household bring into their home, garden or communal areas.

Pets can cause annoyance, danger, nuisance, or disturbance to neighbours, this can include, for example, excessive noise and/or persistent barking, excessive smells, damage to the home and fouling. Keeping a large number of animals may cause a nuisance even if each animal is acting in a normal manner.

Prior to allocating a property, to mitigate the risks of any tenancy breach occurring as soon as someone moves in, Rykneld Homes will conduct a risk assessment on the number of pets in the household, including types and breeds against property suitability. Guide/assistance dogs are exempt from the assessment. Written confirmation from a medical professional may be requested for welfare pets to include the number of pets required if there is an excessive number in the household.

If the assessment concludes the pets are unsuitable for a property, the applicant will not be allocated the property, and the application will be suspended whilst the pets are still in their care. It is the applicant's responsibility to update Rykneld Homes of any change in the number of pets within their care.

If an applicant is in ownership or cares for any breed of dog banned under the Dangerous Dogs Act (1991) and does not have a Certificate of Exemption the applicant may be registered but will not be allocated a property whilst the pet is still in their ownership or care.

Anti-Social Behaviour

Anti-social behaviour (ASB) can include relevant criminal convictions, any relevant breach of a tenancy agreement, nuisance or annoyance to neighbours or using a property for immoral or illegal purposes. When considering whether an applicant should be excluded, the following factors will be taken into account;

- The frequency and duration of the conduct
- The scale, severity and type of the anti-social behaviour and its effect on other people, including whether this has caused harm, harassment, alarm or distress
- Any actions in progress by the landlord to address the conduct, such as possession proceedings
- Unacceptable behaviour, which if the applicant was a tenant of the Council would entitle the Council to a possession order

The following are examples of unacceptable behaviour, but the list is not exhaustive;

- Causing anti-social behaviour, nuisance or annoyance to neighbours
- Criminal behaviour such as arson, drug dealing, violence or threats of violence
- Use of property for immoral or illegal purposes
- Behaviour which has resulted in a sanction against the applicant, or member of their household, including injunctions, possession orders, Community Protection Notices or criminal conviction
- Perpetrating Domestic Abuse
- Violence or threats of violence to staff or agents of any principal partners, previous landlords, the Police or other statutory or voluntary agencies
- Obtaining a tenancy by giving false information or failing to provide information that is reasonably requested

When considering behaviour due regard will be given to the 'Rehabilitation of Offenders Act 1974' and the ['Allocation of Accommodation – Code of Guidance for local housing authorities.'](#)

Where an applicant is known to have caused Anti-Social Behaviour but has not been convicted and where Rykneld Homes believes that they present a potential risk to the local community or officers from a professional service, the applicant will be subject to a risk assessment and may not be eligible to join the Housing Register.

Risk Assessment

If deemed appropriate Risk Assessments may be conducted, they are person centred and will be carried out by Rykneld Homes on a case by case basis. The assessments can include checks and evidence from internal and external organisations, such as former tenancies, employee local knowledge, probation and Police information. Dependant on the outcome of the assessment applicants may be required to agree to a support plan or proof that they are already engaging with support services, which may involve external professional services.

Rykneld Homes will also take into account the assessments of housing and support needs completed by offender management services, or voluntary organisations acting on behalf of these agencies, to ensure the applicant is in receipt of the right support package to sustain a tenancy and minimise the risk of re offending.

Some high risk applicants, dependent on the nature of the risk to the community may not be able to join the housing register or the applicant may be restricted to the areas/properties they are eligible to bid for. Where an assessment has deemed the applicant may be at risk of becoming homeless a referral to the Councils Housing Options team will be made for further housing advice.

Review on Suspended Applications

Suspended applicants will be able to request a review of their housing application after 12 months in suspension. The review will be based on the applicant's current circumstances, if the suspension can be lifted the applicant will be banded accordingly.

Tenant Transfers

To improve tenancy sustainment for the long term and ensure applicants with a genuine housing need are given housing priority, restrictions to tenant transfers has been implemented. Each application will go through an in depth assessment to make sure the reason/s for wanting to move cannot be resolved without having to move.

Restrictions to tenant transfers are as follows;

- Where a tenant wishes to move to the same property type and size, within the same area with no priority, and it is considered the applicant is reasonably housed under the Allocations Policy, they may not be registered.
- Tenants who have moved twice or more in the past 24 months with no priority may not be registered (assessments will be carried out to identify any extenuating circumstances and may be registered at Rykneld Homes discretion).
- Reasonable preference (priority) tenant transfer applicants - No change (register with relevant priority banding in accordance with the policy and current legislation). Transfer applicants who submit a Right to Buy application will be removed from the register.

4.2 Property Eligibility Criteria

In order to reduce tenant failures and provide sustainability across our communities applicants will be:

- Assessed to determine what size properties are affordable and will be registered to bid for the assessed property type, for example:
 - Applicants not being able to bid on a property which they will be under occupying, and where applicable this will alleviate the under occupation charge

The under occupation charge does not apply to applicants over the qualifying age for state pension.

In extenuating circumstances restrictions on the eligible size criteria may not apply, for example, but not exhaustive;

- Lack of properties within the assessed property size criteria

- Applicants with a medical priority / in need of an adapted property

No applicant will be treated less favourably if they are in receipt of benefits to help with their housing costs.

Properties will be allocated to people with a range of different needs, therefore to create a balance across communities empty properties may be let subject to a property criteria, for example;

- Age
- General needs
- Specialist/adapted properties for disabled people

Right to Move applicants will be given 1% of all the lets in accordance with the The Allocation of Housing (Qualification Criteria for Right to Move) (England) Regulations 2015. **See Appendix 3**

Un Let Properties

If a property remains un let after advertisement the property criteria may be relaxed and may be advertised by other means on a first come, first served basis, however the property will still be subject to eligibility.

4.3 Offering Choice

Rykneld Homes will help customers to make informed choice by providing comprehensive, easy to understand information on the:

- total number of homes owned by the Council, by type and location (and partner landlords if relevant);
- total number and locations of properties currently available, including those undergoing development work and those for discretionary lets;
- outcomes of previous lettings;
- lettings criteria for each home (see 4.6 Property and Applicant Lettings Criteria)

In addition, all applicants will be encouraged to look at the whole range of housing options available to them, for example mutual exchange, transfer, private sector, shared ownership, low-cost home ownership schemes.

All applicants have the following choices;

- Area/s of preference for re-housing across the whole district.
- Up to 6 bids for individual homes per advertising cycle (number will be subject to regular review).
- To not bid (unless the applicant is a priority applicant with a time limit – see 4.5 Time Limiting and Banding Review)
- Option to bid on any type of home where the applicant and lettings criteria can be met (see 4.6 Property and Applicant Lettings Criteria)
- Option to bid only on eligible homes that meet their own aspirations, for example with garden, close to public transport or particular health amenities.

4.4 Making an Application to be Accepted onto the Housing Register

Every applicant must complete and return an application form which can be obtained directly from Rykneld Homes, the Council and partner agencies or downloaded from Rykneld Homes' web site. The following support will be available to all applicants.

- Help to complete the application form.
- Written and verbal information to ensure customers understand how applications will be dealt with.
- Support with the review, appeal and complaints procedures.
- Assistance in accessing advertising and 'bidding' for properties.
- Liaison between CBL staff and relevant support agencies.
- Advice on affordability of properties, particularly for those households in receipt of housing benefits and assessed as under occupying a social tenancy as part of the Government's wider welfare reforms.

Rykneld Homes will use a number of ways to identify if an applicant has any support needs including, but not limited to, information from;

- the application form;
- a referral from a support provider such as social services, probation services or the Primary Care Trust or the Council's Housing Options Team;
- Community Mental Health Teams;
- CPN's (Community Practitioner Nurse);
- a member of the family;
- our monitoring of bidding;
- the applicant themselves, including affordability of property.

If support needs are identified we will make contact with the applicant for further information, to ensure we offer the most appropriate support such as:

- advice on the CBL Allocations scheme;
- availability of support agencies/networks, including Support Plans
- help with bidding and finding a home
- advice on budgeting and debt prevention

All information relating to this policy and accessing the system will be provided in a range of formats to meet applicant's particular circumstances. These may include audiotape, large print, symbols, Braille, different languages, interpreting services and sign language. If there are any other requirements the Council and Rykneld Homes will endeavour to meet them.

An application, whether new or due to a change of circumstances will be registered from the date it was received fully completed and with the correct documentation. All applications will be subject to the same process of assessment. The information given on the application form will be stored on a computer and may be shared with other public agencies (such as the Department for Work and Pensions) and Council services (such as Housing Benefits and Council Tax) solely to detect and prevent fraud but will be in full compliance with the Data Protection Act 1998 and Rykneld Homes Limited's Privacy Policy.

All applications will be reviewed annually, in line with the registration date, to ensure that the information is still up to date. At the one year anniversary each applicant will be written

to and invited to confirm their application status and details. If there is no response within 21 days, the application will be cancelled and a letter sent confirming this.

Homeless Applicants

Any person who considers themselves homeless or threatened with homelessness will be referred to the Council's Housing Options Team who will carry out the investigations and assessments of the applicant. Once complete the team will inform Rykneld Homes' Choice Move team of the priority banding, eligible property criteria and required area to enable the housing application to be registered.

Joint Tenants Who Want To Be Re-Housed Separately

Joint tenants of either the Council or a Housing Association will usually only be considered for re-housing with all other applicants, unless there are extenuating reasons, such as separation, divorce, relationship breakdown or their safety is threatened.

In cases where extenuating circumstances do exist, once a joint tenant is successful in seeking alternative accommodation without the other joint tenant, the joint tenancy must be terminated. An investigation will be carried out as to whether the remaining tenant should be granted a full tenancy for that property or moved to an alternative one. In all cases, support and assistance will be offered to help the remaining tenant be rehoused if deemed necessary.

Confirmation of Acceptance on to the Register

When an application is accepted it will be confirmed by letter, which will include the:

- registration date and bidding reference number;
- any priority and banding awarded;
- assessed property type;
- detailed advice on how to bid.

This information should be retained for use during bidding and when contacting housing staff.

Appeals and Review of Suspended Applications

Where an application is ineligible or suspended, applicants will be informed of the decision in writing with the reasons for this. The letter will also set out other options available to them and their right to a review in the first instance, followed by appeal if the applicant is not satisfied by the review outcome (see 4.10 Review and Appeal Procedure).

Cancellation of Invalid Applications

Applications are no longer valid when a;

- Council tenancy or Housing Association nomination is accepted either as a sole or joint tenant;
- joint tenancy with an existing tenant is accepted;
- tenancy is assigned to an applicant;
- new secure tenancy is granted on the death of a successor;
- purchase or part-purchase of a property in a 'build for sale' or 'shared ownership' scheme results from a Council nomination;
- submission to purchase a Council property under the Right to Buy scheme is received

- if an applicant is assessed as having savings, equity and/or assets and are able to fund appropriate alternative accommodation to meet their housing need (excluding existing NEDDC tenants and Extra Care specialist housing applicants)

An application will therefore be cancelled if:

- it is no longer valid (see above)
- the applicant requests us to do so
- there is no response to a review letter or other correspondence
- the applicant moves and does not inform Rykneld Homes of the new address
- the applicant leaves the country and is subsequently prevented from being registered because of the restrictions within the Asylum and Immigration Act or any subsequent legislation
- we find that the applicant has supplied false or incomplete information connected with that application

4.5 Housing Need and Priority Banding Scheme

All applicants who are accepted on to the Housing Register will have their application assessed and placed into one of the four 'bands' summarised below, in line with their current housing need. There is no hierarchy of the categories within the bands.

Detailed definitions of each band's categories can be found in Appendix 1.

BAND ONE – Emergency/Very Urgent Need

District connection normally required

- Homeless applicants assessed by the Council's Housing Options team who are owed the Main Housing Duty under Section 193 of the Housing Act 1996
- Homeless applicants owed a relief duty under Section 189B (2) where the applicant is, at the point of that 189B duty being accepted, considered likely to be in priority need and unintentionally homeless, whether a decision to that effect has been made or not.
- Homeless applicants in temporary accommodation provided by the council to meet a Section 188 Interim Accommodation Duty considered likely to be in priority need and unintentionally homeless.
- **Statutory Overcrowding for private rented tenants as defined in the Housing Act 1985 and Category 1 Hazards**
- Domestic abuse, immediate risk of harm or serious safety concerns
- Critical and/or crisis medical needs
- Moves that release an adapted property
- Adaptations – Tenants Incentive Scheme (Adaptation Transfer) **will reflect medical priority awarded in line with the policy, band 1 is for critical and medical only.**
- Special cases which require an urgent and immediate need for housing
- Hate crime cases where re-housing of the victim is appropriate
- Multiple band 2 needs

BAND TWO - Urgent Need

District connection normally required

- **Urgent medical needs** or applicants with significant care needs
- Applicants with support needs
- Applicants providing support
- Anti-Social behaviour where re housing a victim is appropriate
- **Victims/survivors of domestic abuse, living in temporary accommodation, including living in bed and breakfast, Council owned homeless units, refuges and other supported accommodation who require settled accommodation.**
- Young people and the Children Act 1989 to include Care Leavers, vulnerable homeless young people
- Vulnerable Young people aged 16 and 17
- Lacking in basic amenities
- People whose home is a property tied to their job, who are retiring or leaving employment
- Moves that release an under occupied property
- Council Tenants Affected by Development work to Council owned homes, Decanting or the Creation of Decant Pools.
- **Urgent** - prevention of Homelessness Measures (Section 195(2) Following Investigations by the Councils Housing Options Team
- People Leaving Temporary Supported Accommodation
- Armed Forces (as defined in The Housing Act 1996 (Additional Preference for Armed Forces) (England) Regulations 2012)
- Ex-partners of Armed Forces Personnel leaving MOD accommodation
- People who need to move to a particular locality in the district of the authority, where failure to meet that need would cause hardship (to themselves or to others). (Including; the Allocation of Housing (Qualification Criteria for Right to Move) (England) Regulations 2015). See Appendix 3 for further guidance
- Non Statutory Overcrowding by 2 or more bedrooms – Definition Used by North East Derbyshire District Council, see Appendix 5
- **Housing Health and Safety Rating System (HHSRS) category 2 hazards**
- **Use and Occupation**
- Multiple Band 3 Needs

BAND THREE – Moderate needs (No time limit)

- Private sector tenants with an assured shorthold tenancy
- Applicants without any district connection but would otherwise meet the criteria of Band 1 and 2
- **Non-Urgent - prevention of Homelessness Measures (Section 195(2) Following Investigations by the Councils Housing Options Team.**
- Priority homeless but no local connection following investigation by the Councils Housing Options Team
- Homeless Applicants found to be intentionally homeless and the section 189 (B) relief of homelessness duty owed to them has come to an unsuccessful end.
- Shared Amenities after a 6 month period
- Special circumstances
- No Fixed Abode/Sofa Surfing following investigation by the Councils Housing Options Team **.(Letters covering all 7 nights of the week from each person the applicant is staying with will be required as evidence)**

- Non Statutory Overcrowding by 1 bedroom – Definition Used by North East Derbyshire District Council, see Appendix 5
- Children aged 5 and under living in upper floor flats/maisonettes
- Applicants who are deemed not to have made best use of their priority banding after a review.
- **General medical needs - physical or mental health as assessed by a medical professional**

BAND FOUR – General Needs (No time limit)

- No Specific Housing Needs
- Homeless but no local connection **AND** no priority following investigation by the Councils Housing Options Team
- No local connection
- Applicants with equity, savings and/or assets who can secure accommodation in the private rented sector which meets the household's needs
- **Applicants with mild or temporary health conditions who are adequately housed**

Multiple Needs

In order to classify as having multiple needs, the following rules apply:

Multiple Band 3 Needs:

In order to qualify as having multiple Band 3 needs, applicants must fall into the two of the following categories:

- Special circumstances, for example families with special needs children
- Private sector tenants living in an assured shorthold tenancy
- Non statutory overcrowding by 1 bedroom – Definition used by North East Derbyshire District Council

Multiple Band 2 Needs:

To qualify as having multiple Band 2 needs, applicants must fall into at least two of the following categories:

- Medical needs (general) or significant care needs, where re-housing would improve health
- Support needs – receiving or providing
- Anti-social behaviour cases where re-housing of the victim is appropriate
- Non statutory overcrowding by 2 bedroom – Definition used by North East Derbyshire District Council

Time Limiting and Banding Review

Where Priority Bands 1 and 2 are awarded, the time an applicant can stay within them will be subject to a full review, which could result in a number of outcomes including:

- “housing options” advice being provided to the applicant;
- extra support to the applicant;
- change of priority banding (up or down)
- With valid reason bid on an applicants’ behalf (See 4.8 - Bidding for Applicants in Priority Bands 1 and 2)

An offer of accommodation may be made to Homeless applicants placed in priority bands 1 and 2 in order to meet the statutory homelessness duty. The offer must be one which is appropriate under The Homelessness (Suitability of Accommodation) (England) Order 2012.

Priority Band 1 will be subject to a full review after 3 months with close monitoring between reviews, however homeless applicants will be reviewed in accordance with legislation stated in the Homeless Reduction Act 2017.

Priority Band 2 applications will be subject to a full review after 6 months.

Applicants registered in Priority Bands 3 and 4 will be asked to update their application details annually, with any substantial changes potentially leading to re-categorisation. The information given will be stored on a computer and may be shared with other public agencies (such as the Department for Work and Pensions) and Council services (such as Housing Benefits and Council Tax) solely to detect and prevent fraud but will be in full compliance with the Data Protection Act 1998 and Rykneld Homes Privacy Policy.

Where a change of banding occurs as a result of a review, applicants will be notified in writing with an explanation as to why the change has occurred.

In all of above cases, actual accrued waiting time is not limited and is a factor on which winning bids are determined within the bands.

Definition of 'District Connection'

With the exception of some homelessness, domestic violence, hate crime cases, armed forces personnel (as defined in The Housing Act 1996 (Additional Preference for Armed Forces) (England) Regulations 2012) and Right to Move applicants, Priority Bands 1 and 2 require a district connection. For the purposes of this Allocations Policy, this is defined as applicants:

- living in the district for at least 6 months out of the last 12; or 3 years out of the last 5 years, unless they came to the area to attend a further education establishment;
- having a close family member (child, parent, brother or sister) who has lived in the district for at least the last 5 years;
- giving or receiving care/support from someone living in the district;
- who are children or young adults leaving care;
- moving to meet the needs for higher education/training purposes;
- moving to receive specialist medical treatment;
- moving to or from supported housing which is near family;
- who are key workers or similar; who are public sector employees such as;
 - Clinical National Health Service staff (except doctors and dentists)
 - Teachers and nursery nurses
 - Police officers, Community Support Officers and some civilian police staff
 - Prison officers and some other Prison staff
 - Probation Service staff
 - Social workers, educational psychologists, and therapists
 - Local Authority Planners
 - Firefighters
 - Connexions Personal Advisers
 - Some Ministry of Defence personnel

- Environmental Health Officer
- Highway Agency Traffic Officers
- with other special reason for living in the district, for example:-
 - children for whom the County Council (Social Care) is acting as corporate parent and who are placed outside the district will be deemed to have a connection with the district; and
 - people who need to move to the district, where failure to meet their need would cause hardship (to themselves or other family members).

In all the above cases, supporting documentary evidence will be required.

There is an exemption to the qualification rule for applicants to whom the Council has accepted a homelessness duty under section 189B(2) or 193 (2) of the Housing Act 1996 because either because;

- a) They have a local connection with the Council under the definition of local connection set by Part 7 of the Housing Act 1996, but do not otherwise meet the local connection criteria for joining the register or
- b) they do not have a local connection with the Council, but do not have a local connection with any other area therefore remain the responsibility of the Council

Community Connection

This is a system of preference for applicants wishing to live in the community or adjoining community where they:

- have been living for the last 12 months; or 3 out of the last 5 years
- have a close family member for example; child, parent/guardian, brother or sister, who has lived in the community for at least the last 5 years.
- give or receive care/support from someone living in the community
- receive specialist medical treatment
- need to move to or from supported housing which is near family
- 'Right to Move' applicants, see Appendix 3
- applicants not qualifying under Right to Move regulations but who need to move for employment purposes (assessments will still be based on the 'Right to Move' criteria Work Qualification Definition as stated in Appendix 3)
- employment purposes qualifying through homeless legislation as referred by the Housing Options Team
- education/training purposes (starting from children in Secondary school year 10 and above)
- people who need to move to the community, where failure to meet their need would cause hardship (to themselves or other family members)
- Care Leavers aged 16 – 21, or up to the age of 25 if still receiving support from a Personal Advisor see the statutory guidance in Appendix 1
- **Armed Forces Personnel or ex partners due to a relationship breakdown or bereaved partners due to death in service**

In all the above cases, supporting documentary evidence would be required.

Applicants will be awarded an extra 1 year waiting time for those bids where they meet the above community connection requirements.

Discharge of Homelessness Duty

Under the Localism Act 2011, Part 7 of the 1996 Housing Act and the Homeless Reduction Act 2017 the Housing Authority has the power to fulfill its main homelessness duty with an offer of private rented accommodation.

The Council may decide to end its homelessness duty with an offer from within its own housing stock, housing association stock or through an offer of private rented accommodation within or outside the district boundary. If an offer of private rented accommodation is made then it must be assessed against the Homelessness (Suitability of Accommodation) (England) Order 2012. This Act provides guidelines as to the suitability of accommodation in relation to Health and Safety standards, standard of landlord management and suitability in terms of location, such as proximity to employment, schools, GP or other support networks.

The housing pressures faced limit the degree of choice that the Council is able to offer along with the responsibility the Council has to some groups in urgent housing need and to reduce the financial impact of temporary accommodation on the Council. The Council through the Housing Options Team may make a direct offer to applicants owed a statutory homelessness duty to alleviate housing need, however the applicant's preferred choice of area may not be available.

Expressing a preference over where an applicant would prefer to live does not mean that the Council will be able to meet that preference, or that the Council will not offer suitable accommodation outside of a preferred area in order to meet the duty owed to any applicant under the section 189B(2) Relief of homelessness duty or the main section 193(2) duty under Part 7 of the Housing Act 1996.

Furthermore the Council may restrict the time an applicant is therefore able to bid for accommodation in an area where they would prefer to live. The offer of accommodation would be in any area of the district that the Council has assessed is suitable and safe for the applicant to live in.

A decision to make a direct offer of accommodation could be:

- Where an applicant is not bidding in areas where properties are available and as a result they may be occupying a temporary accommodation unit that may be needed for another newly presenting homeless applicant, to reduce the financial burden on the Council of the cost of temporary accommodation

Armed Forces Personnel and their families

The Housing Act 1996 (Additional Preference for Armed Forces) (England) Regulations 2012 states that Council's Allocations Policies and Choice Based Lettings schemes "must be framed so as to give additional preference to a person with urgent housing needs who falls within one or more ..." of the following:

- is serving in the regular forces and is suffering from a serious injury, illness mental ill health (including PTSD) or disability which is attributable (wholly or partly) to the person's service,
- formerly served in the armed forces,
- has recently ceased, or will cease to be entitled, to reside in accommodation provided by the Ministry of Defence following the death of that person's spouse or civil partner who has served in the regular forces and whose death was attributable (wholly or partly) to that service, or

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

To support the Derbyshire wide Armed Forces Covenant, which the Council is committed, the priority will also include;

- ex partners/spouses who have to move out of a MOD property due to a relationship breakdown
- **awarding an additional 12 months 'waiting time' to Armed Forces applicants' or ex/bereaved partners without the need for a community connection, improving their chances of being re-housed. This is in line with the Policy's local connection 12 months waiting time criteria.**

In relation to former armed forces personnel any application to register for Choice Move must be made within five years of discharge from the armed forces.

Medical Assessments

If an applicant, support agency/carer thinks that the applicants' current home is unsuitable due to their medical or mobility needs they may ask to be assessed. If the state of repair of the home is adding to these problems, where possible the property should be repaired before re-housing can be considered. The ability to adapt a home, where appropriate, will also be taken into account.

Medical banding may be given to applicants where:

- They are being discharged from hospital and their home is totally unsuitable for their needs; or
- The design of their current home means they cannot use essential facilities within their home without significant difficulty or help; or
- The design of their current home means they cannot get into or out of their home without significant difficulty or help; and
- A move to a different type of property would resolve these difficulties or alleviate them significantly.
- There is a fully-assessed need to move on the grounds of disability or ill health
- There is an assessment by the Community Mental Health team for severe mental ill health and it is determined that urgent rehousing is required.

An applicant must apply to go on the housing register, and in the first instance their application will initially be awarded banding without the medical assessment. They will be able to bid on applicable homes whilst their medical assessment is being considered.

On application a medical assessment form will be sent to the applicant for them to complete or for their representative to complete on their behalf (family member, friend or support agency). Where necessary the applicant will be required to contact a medical professional or Community Mental Health Team support worker to provide evidence of their medical condition, for example a patient summary. Rykneld Homes may visit the applicant to obtain further information for verification and to clarify the applicant's circumstances.

The assessment will be carried out by Rykneld Homes', once the assessment has been concluded the applicant will be awarded priority banding accordingly.

Crisis/Critical: — Band 1

Details are contained within the banding definitions in Appendix 1.

Some applicants with mobility needs for a specialist or ground floor home may wish to move, although they are already suitably housed from a mobility perspective. If they are over 60 they will be advised to bid for ground floor flats and bungalows. If the applicant is under the age of 60 their registration will be amended to qualify them for these homes so they can bid on equal terms. However applicants under the age of 60 will be individually assessed against the risk to the community. This will include a scan of the area and profile of current residents. Rykneld Homes will have discretion on eligibility for those applicants who have shown evidence of current/previous ASB. Decisions will be made at the DHP if it is felt inappropriate to allocate to a particular applicant due to suitability and community cohesion.

Priority will only be given for a housing type that will resolve the housing need as assessed in the medical assessment.

In some instances, the applicant may have specific needs for a specialist home (for example, a 3 bedroom disabled persons property or adapted house) that has not become available during the time limit. If we review them and determine not enough properties have been available for them despite them actively bidding then we will extend their priority time and conduct another review at the next 3 or 6 months as necessary.

~~If the applicant or a member of their household requires a property with major adaptations or needs housing designed for a disabled person, they may be offered a Flexible Tenancy till such a time their circumstances change and no longer need an adapted property and can seek more suitable alternative accommodation. (See point 4.9 of the policy)~~

Relationship Breakdowns

In situations where a co-habitation relationship has broken down there is no automatic banding. Rykneld Homes and the Housing Options Team will consider the circumstances on an individual basis to determine priority. Evidence of circumstances may need to be provided. In all cases, it is advisable to seek housing and legal advice as early as possible as some actions may result in the applicant being awarded a lower priority.

Applicants with the Ability to Meet Their Own Housing Needs

There is an increasing demand for social housing in the district and while the Council feels it is important to operate an open housing register, it recognises that priority should not be given to those who have sufficient savings, equity and/or assets to meet their own housing needs.

As part of the application process applicants will be financially assessed and they will not be able to bid for any properties until the assessment has been completed and the appropriate band awarded. Should they or a member of their household be found to have equity, savings and/or assets to help secure/afford alternative accommodation in the private rented sector they will normally only be awarded Band 4. If the financial assessment concludes the applicant or a member of their household can afford to buy a suitable property to meet their housing need on the open market they will normally be ineligible to register. ~~However in some circumstances where their funds cannot be accessed then they may register and if a successful bid is made they may be offered a property with a Flexible~~

~~Tenancy as a housing solution until they are in a position to seek alternative accommodation. (See 4.9 of the policy).~~

In some cases, for example medical priority applicants, where there is a limited number of properties to alleviate housing need in the private sector, or due to circumstances where the applicant has no immediate access to their funds they will be placed in the relevant priority band as per the usual procedure.

If any applicant worsens their circumstances to gain social housing, for example by disposing equity, savings and/or assets then an investigation will be carried out by Rykneld Homes to determine the reasons for the disposal. If the investigation deems that the applicant has deliberately worsened their circumstances the amount of the disposed savings and/or assets will be classed as notional and will be included in the financial assessment. For more information on this assessment see Appendix 6.

Discretionary Lets

This criterion refers to a let being allocated which is not subject to the general Allocations Policy. Such a let will be considered on the rare occasions where needs cannot be met through the normal Allocation Policy and procedure, for example:

- temporary accommodation is required following a fire or flood, or other major incident and current property is uninhabitable;
- direct offer of accommodation through the homelessness legislation;
- substantial development or repair work is being carried out and the tenant cannot safely or reasonably be expected to remain in-situ;
- succession to the tenancy of a property built or specially adapted for a person with special needs and they do not need that home;
- referral by Police Authorities as part of their Witness Support programmes;
- re-housing required as part of the Council's Emergency Plan following a local disaster;
- other situations specified in this Policy or Appendices, or unspecified emergency situations;
- re-housing required as a result of regeneration activity directly affecting Council homes;
- potential use in a "tie" situation where two applicants with the same banding and waiting time are at the top of a short-list; and
- any cases deemed as being an exception to the allocations policy

The decision to make a Discretionary Let will be authorised by Rykneld Homes Limited.

Community Lettings Plans

We may adopt plans under this criterion for specific estates/areas. These have either been or will be agreed with local residents and other stakeholders and will have considered the problems that need addressing, supported by evidence following wide consultation with stakeholders. Further details can be found in Appendix 4.

4.6 Property and Applicant Lettings Criteria

Advertised properties will have a criteria which detail any priority rules that apply to the particular property and which applicant's will have priority, which may include;

- if any community lettings criteria apply (together with the detailed rules that apply);

- minimum age of applicant for any offer of a home;
- minimum age of applicant for some flats and bungalows;
- adapted property for people with mobility priority;
- Extra Care Housing Schemes (schemes aimed at older people where they can live independently and have 24-hour care and support on site when it is needed);
- four bedroom and larger homes

Where homes have a minimum age limit, every attempt will be made to offer the home to someone above the minimum age. If there is no one who meets the minimum age limit we may consider lets to younger applicants. People with mobility priority will be considered first for some ground floor flats, bungalows and adapted houses. Homes with aids and adaptations will be restricted to applicants with mobility needs in the first instance.

Extra Care Housing Schemes for older persons provide for tenants needing varying levels of onsite care and support. For vacant homes in these schemes, other agencies, including Social Services, will be involved in setting the lettings criteria and making the final offer decision. If an applicant **only** seeks this type of housing the equity, savings and/or assets restrictions will not apply enabling them to join the housing register and bid as appropriate, however they will not be eligible to bid for any other types of properties. Eligibility criteria will apply and will be detailed in the advert.

Four bedroom and larger properties are in short supply in most areas of the district. In order to make the best use of these 4 bedroom properties, households with a Band 1 and 2 priority and who need a 4 bedroom or larger home to resolve their housing need will be considered first. If applicants in band 1 and 2 have been exhausted priority will cascade to band 3 then 4 applicants with the most number of people in their households. Alternatively some applicants, dependent on the applicant's priority banding, may bid on 3 bedroom properties to help alleviate their immediate housing crisis.

A woman with a confirmed pregnancy will be counted as a household with a child upon the birth of that child and receipt of the birth certificate. If an applicant already has one child, the unborn baby will be treated as if it were the same sex.

Access arrangements for children can only be taken into account for children under the age of 16.

When a person is being released from prison or other correctional institution an application for housing can be accepted, however the application will not be activated until the applicants actual release date. Relevant evidence to support the application and circumstance of probation may be requested, for example, letter from probation worker or prison liaison officer. These applicants will be referred, at the point of application, to the Housing Options Team for assessment under the Homeless Reduction Act 2017.

When a member of an applicant's household is in prison, this person may be included in the household for the purposes of the letting criteria 4 weeks before their confirmed release date from prison.

Guidance to Property Size and Type Eligibility

General guidance on property sizes and types that would normally be offered depending on the composition of the household and if affordable can be found in Appendix 2.

Allocation to a specific property will depend upon applicants fulfilling any 'property' or 'applicant' criteria linked to that property, as outlined in the policy.

If an applicant advises they cannot manage a particular property type due to medical needs, if mental health medical needs, a detailed supporting letter will be required from the Community Mental Health Team to evidence the specific reasons to consider a change of property type eligibility. Any supporting information will need to provide significant evidence of how the applicants' medical needs and support where relevant, could not be managed in any other type of accommodation and detailed reasons for this.

In some areas and localities where there are shortages of particular types of housing, and where the applicant's circumstances do not fit the general guidance, discretion may be exercised by Rykneld Homes. Examples of this could be:

- Where particular types of properties are in short supply,
- Where there is a Community Lettings Plan; the advert may state that applications can be accepted if the criteria are not met, but people who meet the criteria will be considered in the first instance
- Single people with access arrangements to children
- Community lettings plans will also have other rules which may apply
- To ensure community sustainability, vacant flats may be profiled to take into account the composition of current tenants when advertised.

Homes may be let to households of a size or type that don't meet the usual lettings criteria; for example if this is a need identified through a Communities Lettings Plan, or where there are no applicants who fit the criteria.

Overnight Access

If an applicant has access to one or more children under the age of 16 years for two or more nights a week and they have provided documentary evidence supporting their access arrangements, different property types and sizes may be possible, therefore under these circumstances assessments will be carried out by Rykneld Homes on a case by case scenario. However if the child/children's permanent residency is elsewhere the applicant will not get any housing priority for overcrowding.

Property types and sizes will depend on the number of children and the age and sex of those children. 'Property' and 'applicant' criteria will also have to be met when bidding for specific properties.

Affordability assessments will also be carried out to determine if the property is affordable in terms of the under occupation charge.

4.7 Advertising

Advertisement of available homes

All available Council homes will be advertised on a cyclical basis as follows:

- On the ChoiceMove website www.choicemove.org.uk, with free access available at numerous points around the district including offices of the Council, Rykneld Homes and partner agencies.

- A lettings brochure produced weekly detailing all the available homes, available at various points across the District, including offices of the Council, Rykneld Homes and partner agencies.

The advertisements explain:

- how to bid for a home;
- the closing date for bids;
- the details of each property including rent/charge, number of bedrooms, special features;
- applicant eligibility criteria if applicable;
- feedback from previous lettings cycles.

The right is reserved to use other property online search portals to advertise un let properties and also withdraw properties at short notice, in some cases even after advertising. Withdrawal of properties will be kept to an absolute minimum.

Mutual Exchanges

A Mutual Exchange is a swap of accommodation between two or more tenants, where each party moves permanently into their exchange partner's home. A tenant cannot exchange into an empty property. Council and Housing Association tenants can apply to exchange their accommodation, subject to certain conditions, with the consent of their landlords being required before moving. Within some of the advertising media will be a section detailing homes and tenants who wish to move under mutual exchange procedures.

Rykneld Homes is signed up to [HomeSwapper](#) which is a mutual exchange matching website for use by secure tenants.

4.8 Bidding for Homes, Offers and Feedback

“Bidding” refers to the way applicants let Rykneld Homes know they are interested in a home. It doesn’t involve any money; it is an expression of interest only. Acknowledgements will be provided on request.

Bids can be made:

- in person or by post
- by telephone;
- on the website;
- on an applicant’s behalf by Rykneld Homes by prior mutual agreement (they will inform you if this is to be done on your behalf e.g. for priority applicants and in some circumstances vulnerable applicants);
- on an applicant’s behalf by a support agency/worker (by agreement).

With the exception of discretionary/direct lets applicants will normally be able to make up to 6 bids in each cycle of adverts. Before making a bid an applicant should seriously consider if the property:

- is in an area they would like to live in, information on areas is provided with the advert and application forms;

- is the type they would be happy with, the property details are on each advert; and
- has letting criteria they are eligible for.

If applicants consider the above points, waiting times can be kept lower as that reduces the chances of making offers that people don't want.

Bidding for Applicants in Priority Bands 1 and 2

Applicants in Priority Bands 1 or 2 (who are not offered a property directly) will need to search and bid for homes following the usual procedure, however, they will also need to be aware:

- That priority will only be given for homes that meet the applicant's need. For example, if an applicant has mobility needs for level access, they will not be given priority to move from a house with stairs to another similar house.
- Applicants will be expected to bid on all types of homes for which they meet the letting criteria, for example 2 bedroom flats as well as houses, and may need to compromise on their ideal choice in order to move quickly.
- With valid reason we can make a bid on an applicants' behalf or review or cancel a priority at any time.

Band 1 Relating to Statutory Homeless Duty

Statutory homelessness applicants may be eligible for a direct one off offer under their priority band award to accommodation that meets their housing need and enables their support need to be sustained.

Housing Association nominations will also be undertaken by ensuring that all nominations received from Housing Associations will first be considered against Band 1 statutory homelessness duty awards, thereby ensuring that all social housing providers are meeting statutory housing needs in the district.

Following legislative changes private rented accommodation can be utilised to discharge the homelessness duty and will be considered as suitable and appropriate accommodation where it meets the needs of individuals and households. Any offer of private rented accommodation will be in accordance with The Homelessness (Suitability of Accommodation)(England) Order 2012.

Sorting Bids

All bids received by the closing date are placed in descending band order, giving Priority to Band 1, in line with any property and applicant criteria stated. Where two or more applicants are in the same priority band, **and** meet any additional eligibility criteria, then order will be determined by the longest application waiting time.

Where a property has adaptations, applicants who fulfil the eligibility criteria and who have been medically assessed to require those adaptations will be prioritised above applicants without those needs. Where two or more applicants require the adaptations the following sorting methodology will apply. If no applicants have been assessed to need the adaptations present in the property, the remaining eligible applicants will be shortlisted as below.

The procedure for sorting bids is as follows;

1. Applicants in Band 1 are considered first, where there are no suitable applicants within this priority Band, then the home will be cascaded through the other Bands, in priority order, highest priority being first.
2. Where there is more than one applicant, the longest waiting time is first. This date may be different from the original registration date as priority may have been awarded due to a later change in circumstances.
3. Where there are two or more applicants with the same waiting time, then the earliest registration date will be first (see note 2 above).
4. For homes with a minimum age limit we will make every attempt to offer the property to someone above the minimum age. However, if there are no suitable applicants we will consider offering it to other applicants who have bid but do not meet the minimum age limit.
5. Where there are no suitable applicants at all, homes may be re-advertised with a relaxation of any lettings criteria being considered.
6. Dependant on demand homes may be re advertised on other online property search portals.

General – short-listed applicants who are “tied” at the top of a band

In the unusual circumstances of a “tie”; (that is, where two (or more) applicants are at the top of the same band and have exactly the same amount of waiting time and the same registration date) then the successful applicant will be determined by a panel of two senior officers, including the appropriate Rykneld Homes service manager. It may be appropriate, in such circumstances to offer the ‘unsuccessful’ applicant a ‘*discretionary let*’, if appropriate stock is available, although this will not always be possible or practical in every circumstance.

Homes Available in Community Lettings Plan Areas

Homes in areas with these plans will be subject to additional lettings criteria which have been agreed and operate in specific localities.

Successful Bids and Offers

Applicants banding and waiting times will be checked and verified to ensure the applicant is positioned correctly on the shortlist. Once the verification checks have been concluded the eligible top applicants are normally notified between five and ten working days of the bidding cycle closing. The top shortlisted applicant/s will then be invited to attend a viewing, however if the applicant/s cannot be contacted within 24 hours the next eligible person may be offered a viewing.

Following the viewing, the applicant will have up to 24 hours to make a decision as to whether to accept the property. Where this offer is refused, the next applicant on the list will be invited to view the property. All offers will be made once all checks and verifications are complete. This may be at the property and if the offer is accepted confirmed in writing the same day.

Each successful applicant will receive one offer only per cycle. If an applicant has bid on a number of homes and is successful for more than one, then their preferred property will be the only one offered to them in that cycle and Rykneld Homes will proceed down the list to find the next suitable applicant for the other homes.

Applicants are advised wherever possible to consider the location of the property and the property type prior to making a bid.

If Rykneld Homes find that information has not been provided and that a successful applicant does not in fact meet the lettings criteria then the offer can be withdrawn.

Feedback

At the end of each cycle, a list of all properties that have been let, including discretionary lets, will be available to provide transparency and information, so that unsuccessful applicants can see the banding and waiting time of the successful applicant, and also get an indication of how long they may have to wait for a particular locality/dwelling type to help them to make more informed bids in the future.

This will be included within the advertising for the next round of available homes. Feedback will show the address of the property (not house/flat number), the band and waiting time of the applicant who was offered the property following the closing date. No personal information about the successful applicant will be shown.

Refusing Offers

Offers can be refused, however reasons must be given for refusal and if the applicant's reasons are not considered reasonable, applications may be suspended for a period of three months. When an applicant has been offered and refused **2** homes their application will be re assessed and housing advice given including considering the property location and property type. If the applicant's reasons for refusal are not considered reasonable, applications may be suspended for a period of three months.

If an applicant owed any of the statutory homelessness duties under the Housing Act 1996 as amended by the Homelessness Reduction Act 2017 refuses an offer of suitable accommodation, the homelessness duty owed to them will be discharged and they will lose any priority status afforded to them because of the duty owed to them. The Council reserves the right to withdraw any offer of accommodation where there is just cause. The Council's Housing Option Team will explain to the applicant why an offer has been withdrawn.

A statutory homeless duty includes the following:

- a) The prevention of homelessness duty under Section 195(2)
- b) The 'relief of homelessness duty under Section 189B(2)
- c) Where the relief duty has come to an end and an applicant is then owed a section 190 Intentionally homeless temporary accommodation duty to provide them with a reasonable opportunity to secure alternative accommodation for occupation (section 190(2) duty),
- d) The section 193(2) Main Homelessness duty or the section 193C(4) 'reduced' section 193 duty

Non bidders

If applicants on the Housing Register do not express an interest in any property over an extended period of time Rykneld Homes will contact them to see if they need any help using this system or if their circumstances have changed.

If homeless applicants are placed in priority banding and have not made a bid on any properties the Council's Housing Options Team will make contact, again so that any help and advice required can be offered and to determine the action to be taken in line with the Homeless Reduction Act 2017. (See page 22 Discharge of Homeless Duty)

4.9 Tenancy Types Offered

Council homes will be offered on an Introductory tenancy in the first instance, followed by ~~either~~ a secure Lifetime Tenancy. ~~or fixed term Flexible Tenancy~~. Introductory tenancies usually last for one year as a 'trial period', although this period can be extended if the conditions of the tenancy are not being kept to.

~~Flexible tenancies do not affect existing social housing tenants who wish to transfer and who currently have a lifetime tenancy.~~

~~Flexible tenancies may be offered to applicants who fit the criteria stated below where access to social housing would be for a fixed period until their circumstances change or they are able to find alternative accommodation, or in some circumstances more suitable social housing may be offered by Rykneld Homes;~~

- ~~• Owner Occupiers/applicants who have too much equity/savings/assets which they **cannot** access to secure alternative accommodation due to their current circumstances, for example; relationship breakdown, fleeing domestic violence~~
- ~~• Empty/Void properties can be used as a housing solution for applicants for a fixed term until the property can be developed/refurbished/regenerated, case by case assessments will be completed to determine which properties are offered under this criteria~~
- ~~• Properties with major adaptations or housing designed for a disabled person~~

~~**See the Councils Flexible Tenancy policy for further information.**~~

4.10 Review and Appeal Procedure

If applicants are unhappy with any decisions that Rykneld Homes make, they can request a review in the first instance. Examples of where this may happen include:

- decisions relating to applications to join the Council's Housing Register including where applicants have been suspended or excluded unfairly in their view;
- Dissatisfaction with offers on properties made;
- if an applicant believes that they are in the wrong band, or that their band has been changed unfairly in their view after a time-based review;
- if an applicant believes that a property has not been allocated according to this Allocation Policy. For instance, if they expressed an interest for a home, and were in the same priority band and had longer waiting time than the successful applicant.
- An identified officer, who is independent of the original decision making process, will carry out these reviews. This will normally be the appropriate Rykneld Homes Senior Officer (non Homeless applicants).
- Appeals for Homeless applicants are in line with the Homeless Reduction Act 2017 and will be carried out by the Council's Housing Options Team.

Stage 1 – Review (non-homeless applicants)

- A request for a review must be made within 21 days from:
 - the date on which you were notified of Rykneld Homes' decision and the reasons for it, or

- the date of publication of feedback of properties let, where an applicant believes that a property has not been allocated according to this Allocation Policy

You can make this request in writing, in person, by telephone or by email. Your request will be acknowledged in writing within 3 working days of receipt.

- The reviewing officer will have up to 28 working days from the date of receipt to carry out the review. This may be extended by mutual agreement. The reviewing officer will take into account the relevant contents of the Council's Allocations Policy together with any legislative requirements, statutory instruments and any current Code of Guidance. They may seek information from any agency that supports the applicant. Applicants may be asked to provide a written explanation to describe the grounds of their review request.
- If the reviewing officer finds that applicants have given additional relevant information, which had not been taken into account when the original decision was made, the case will be referred back to the officer who originally dealt with the case. This officer will reconsider their original decision in view of the new information provided.
- When the review is complete, the reviewing officer will write to applicants within 3 working days to advise them whether the original decision is upheld or rejected, and their reasons for this outcome. Applicants will also be advised of their right of appeal at stage 2.

Stage 2 – Appeal (non-homeless applicants)

Where applicants are not satisfied with the decision of the reviewing officer, they can appeal to Rykneld Homes within 21 days of the review decision.

A senior Rykneld Homes officer, who has not been involved in the first stage of the decision, will consider the request for an appeal. The decision on the appeal will be based on the facts known to Rykneld Homes at the date of the review. The Officer will make a decision within 28 working days. Rykneld Homes Service Manager may need to ask the applicant for more information to assist in making a decision.

This review and appeal process is over and above customers' general rights to complain about any Council service, either to the Council directly or via the [Housing Ombudsman Service](#).

Discretion

Where a review or appeal made by an applicant, on the grounds that a property has not been allocated according to this Allocation Policy, is upheld, and the applicant has missed out on the offer of a property as a result of this, then consideration will be given to offering the applicant another property as a 'discretionary let'. This will be at the discretion of Rykneld Homes, depending on which stage of the procedure is being followed.

4.11 Policy Review and Monitoring

Review

A desk top review of this policy will take place on an annual basis through monitoring of the effectiveness of the policy. Reviews will take account of the following:

- outcomes of who is housed, the banding system and time limits

- lettings criteria and the categories within them
- advertising methods and media
- bidding methods, procedures, timescales and other criteria attached to the bidding process
- housing register information
- demand information

Performance will be assessed through the following framework, with detailed measures being developed for inclusion in future versions of the Policy appendices:

- National and local performance indicators
- Benchmarking exercises and peer review
- Service Standards: joining the housing register, advice and assistance, bidding, viewing and accepting a property
- Learning from customers, including customer satisfaction with the service, and with opportunities for involvement with developing and improving the service
- Cost and value for money information

This Policy will be subject to periodic review and amendment, based upon customer feedback, the ad-hoc trialling of different methods and relevant changes in government legislation. Following review it may be necessary to make adjustments to the Policy to facilitate the fair and efficient running of the CBL system. Where adjustments are made these will be communicated widely through the available CBL advertising methods.

Monitoring

Through the Choice Based Lettings & Allocations and Welfare Reforms monitoring form the policy will be monitored on a quarterly basis and through the Governments Local Authority Housing Statistic annually. Examples of data to be collected for monitoring include:

- The number of applications, lettings and offer refusals
- Number of applicants in each band
- Applicants connected to armed forces
- 'Right to Move' applicants
- Owner occupiers and exclusions
- Bedroom requirements
- Lets per age band
- Lets per priority band
- Under occupation applicants
- Discretionary lets

5. Responsibility for Implementation

Through the Housing Strategy Team, the council owns the Choice Based Lettings and Allocations Policy. However, the implementation and delivery of the policy is the function of Rykneld Homes, primarily through its Choice Move Team, but also through the Neighbourhood Teams.

The council's Housing Options Team also uses the policy within its role to support homeless applications. In these cases it works closely with Rykneld Homes' Choice Move Team.

Through supporting applicants, other agencies have an indirect role in the delivery of the policy's content, such as DCC, Children's Services, Learning Disabilities Services, probation services, the law centre, P3 and SAFE.

Registered Providers and Private Rented Sector Landlords will also use this policy through properties being advertised via CBL and nominations from the Council's Housing Register list of bidders.

6. Glossary of terms

Arms Length Management Organisation (ALMO): Rykneld Homes, the organisation that is responsible for managing and maintaining the council's housing stock.

Auto Bid: This means bids will automatically be placed on properties that are advertised matching the applicant's criteria.

Choice Based Lettings (CBL): CBL allows applicants for social housing (and existing tenants seeking a move) to apply for available vacancies which are advertised widely (e.g. in the local newspaper or on a website).

Housing Association and Registered Provider: Independent, not-for-profit organisations which own or manage affordable homes, both social rented and intermediate.

Ineligible application: An ineligible application is one which may result in the applicant being restricted from participating in the CBL scheme as a result of the applicant being guilty of unacceptable behaviour.

Decanting: Is the process that takes place when works are required to a Council property and it is decided that it is not safe for the tenant to remain in the property whilst the work is being carried out, therefore the tenant will be moved to an alternative property on a temporary basis.

Nomination rights: This is where the Council has an agreement which allows Rykneld Homes to nominate applicants from its own housing register for properties managed by a partner registered provider or housing association.

Notice to Quit: This is a legal term which refers to the written notification given to the tenant of a property requiring the tenant to vacate the property and hand over possession to the landlord. In the case of this policy, Rykneld Homes will take possession of the property as they manage the Council's properties.

Possession proceedings: This is a legal term which refers to the process which can take place due to a dispute over the possession of a property. For example, where a tenant has failed to pay their rent or have accrued rent arrears and Rykneld Homes wishes to claim for possession of the property off of the tenant, possession proceedings will be undertaken.

Possession order: This is an order from the County Court that requires a tenant to vacate a property by a certain date and time. This order is obtained following possession proceedings being issued.

Suspended application: A suspended application is one that is registered but restricted from bidding.

Transfer applicants: A transfer applicant describes an applicant participating in the scheme who is a current tenant of North East Derbyshire District Council and who will be vacating their current property in order to occupy another property.

7. Appendices

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Detailed Definitions of Bandings

Referrals

Referrals for priority can be made directly by the applicant, an advocate, support worker, carer, other officer or anyone working in a professional or advisory capacity with the applicant.

BAND ONE – Emergency/Very Urgent Need

(Review of priority is required after a 3 month time limit).

District connection normally required

1. Homelessness

- **Main Housing Duty under Section 193 and Section 189b(2)**

Homeless applicants assessed by the Council's Housing Options team who are owed the Main Housing Duty under Section 193 of the Housing Act 1996 following investigation by the Council's Housing Options Team. Priority banding and eligible property type will be assessed by the Council's Housing Options team who will advise Rykneld Homes' Choice Move Team accordingly.

- **Homelessness Temporary Accommodation**

Applicants assessed by the Housing Options team, who are in temporary accommodation provided by the Council to meet a section 188 interim accommodation duty, and who are considered likely to be in priority need and unintentionally homeless whether a decision to that effect has been made or not.

If the applicant has been assessed by the Housing Options team in line with the Homeless Reduction Act 2017, and placed in band 1, at their discretion a one time offer of accommodation may be given. If the applicant refuses this offer (which must be reasonable) the priority will be cancelled and the Council's statutory duty discharged. However, the applicant has the right to request a review of the suitability of the property offered. This must be made either verbally or in writing, giving the reasons why they feel the property is unsuitable, within 21 days of the offer being made (even if the applicant has moved into the property). If the offer is found to be unreasonable, then priority will remain and a second offer will be made.

2. Statutory Overcrowding for private rented tenants as defined in the Housing Act 1985 and Category 1 Hazards

Where a private sector household is deemed to be living in Category 1 Hazards and the Council has a duty to take action, priority can be awarded once the work has been requested of a landlord and not completed within a 6 month period. Evidence will be requested from the Council's Environmental Health Department that the work has not been completed.

3. Domestic abuse (immediate risk of harm or serious safety concerns)

An applicant can be assessed for priority if it is essential that they move because:

- they have been treated violently or threatened with violence or have been subjected to psychological, verbal or financial abuse by their partner or someone else who lives with them; or
- they have been treated violently or threatened with violence or have been subjected to psychological, verbal or financial abuse at or near the property by a former partner or an associated person, and who does not live with them in the property.

The policy applies equally to men and women and to people in same-sex as well as heterosexual relationships. It also applies to applicants who are abused by household members other than spouses or partners. It applies equally to applicants in all tenures.

If the applicant is a Council tenant and the perpetrator is not a tenant (or eligible to be joint tenant) then the applicant must quit the home when they are re-housed. Anyone who remains in the home will be treated as an unauthorised occupier.

Where an applicant has been given priority banding due to being assessed as being at risk from domestic abuse, the applicant is restricted to applying for properties a reasonable distance from their existing home. Reasonable distance will be assessed in terms of the risk to the applicant of living in a certain location, along with the location of support networks, local services, availability of suitable alternative properties and access to transport.

4. Critical and/or crisis medical needs

Priority may be given if applicants suffer ill-health which is aggravated by their housing conditions and which would be helped by a move elsewhere as an emergency. Evidence is required from a medical professional as per the medical assessments criteria stated in the policy:

Circumstances will be assessed against the following criteria:

- Physical Health:
 - Crisis or volatile situation, requiring re-housing in the very near future in order to avoid serious repercussions on health.
 - Serious physical dysfunction or deterioration presenting a risk to life.
- Mental illness/learning disability:
 - High risk or actual breakdown including risk of or actual hospital admissions.
 - To live in ordinary housing is essential to avoid loss of life.
 - Serious mental ill health or deterioration (including severe PTSD caused by serving in the Armed Forces) where there is a clear and adverse link between the current accommodation and the health of the applicant or household member resulting in an emergency need to move
- Environment:
 - Life threatening situation developing if not re-housed away from existing home/neighbourhood.
 - Dangerous or unsafe physical environment

5. Moves that release adapted property

Moves that release adapted property and applications via the “Adaptation Transfer” route (more information can be found on the [Rykneld Homes website](#)).

6. Special cases

An applicant may be considered for special case priority if they have:

- a. an urgent and immediate need for housing, the circumstances of which are exceptional and are not covered by the allocations policy; or
- b. cumulative or multiple Band 2 needs; where the applicant (or a member of their household) has a number of needs which when assessed in isolation would not indicate a very urgent need; or
- c. the applicant's current home poses a significant risk to life or health and immediate re-housing is essential. Such a special case, will in practice, be deemed a "discretionary let".

Applicant may be restricted to applying for properties a reasonable distance from their existing home if it is assessed the applicant is at risk.

7. Cases of hate crime where re housing a victim is appropriate

Hate crime is defined by the Home Office as "any criminal offence which is perceived, by the victim or any other person, to be motivated by hostility or prejudice based on a personal characteristic". The definition covers five main strands, in particular – disability, gender-identity, race, religion or belief and sexual orientation".

Hate crime can include;

- threatening behaviour
- assault
- robbery
- damage to property
- inciting others to commit hate crimes
- harassment

Applicant may be restricted to applying for properties a reasonable distance from their existing home if it is assessed the applicant is at risk. A Police crime number will be required as confirmation of the hate crime.

BAND TWO - Urgent Need

(Review of priority is required after a 6 month time limit).

District connection normally required

1. Urgent medical needs or applicants with significant care needs

Priority may be given if applicants suffer serious ill-health, including mental ill-health as assessed by the Community Mental Health Team, where an applicant's housing situation is directly contributing to causing serious ill-health or a potential serious deterioration. Priority will only be considered where the ill-health severely restricts the applicant's ability to continue to live in their home. This includes applicants who are no longer at immediate risk of Domestic Abuse but moving properties will help manage their mental ill-health, evidence can be provided from, GP/consultants, Domestic Abuse agencies or specialist support workers.

Circumstances will be assessed against the following criteria:

- Some actual risk, or concern about potential risk, to physical safety and functional ability. Unable to be improved unless by alternative property design/ layout

- Where the current accommodation causes serious barriers to completing day to day activities including severe social isolation and restriction of independence. This will only be awarded if the ill-health is solely and directly related to the applicants current housing situation, their ill health is significantly affected and urgent re-housing is required to prevent serious deterioration.
- Clear evidence of significant health improvement if re-housed, particularly where poor surroundings may affect or worsen the illness and urgent re-housing would be the only way to improve the situation of the applicant.
- Potentially unsafe physical environment.
- Serious mental ill-health including survivors of domestic abuse. Evidence will be required to show the on-going effects living in the current accommodation, the support being received and that an urgent move is required to aid treatment and/or recovery.

Applicants with significant care needs may include people with chaotic lifestyles, mental health needs, learning disability, long-term health problems, community care or related health problems and people leaving supportive housing schemes; where re-housing would improve health or promote independent living.

Applicants may be assessed for priority if they are ready to leave hospital or other care institutions and they have:

- spent a long time in hospital or institutional care; or
- spent significant time in temporary or 'move on' accommodation; or
- had repeated stays in hospital or institutional care; **and**
- have no permanent accommodation to return to.

Where the applicant is leaving temporary or 'move on' accommodation, referrals will be considered using the Derbyshire Move On Protocol.

Applicants may also be assessed for priority if:

- They have been discharged into the care of their family but this accommodation is unsuitable for their needs; or
- They have been discharged into temporary accommodation other than a supportive hostel; or
- They have not been in hospital long term, but require a full needs assessment and care package to enable them to live independently in permanent accommodation; or
- They have an assessed severe mental health illness or other health problems that are being caused or exacerbated by their housing situation and this can be resolved by urgent re-housing.

In all such cases, priority will only be awarded if:

- Rykneld Homes is satisfied the applicant is capable of living independently; **and**
- any necessary support needed for the applicant to live independently will be provided

2. Applicants with support needs – receiving or providing

Applicants may be assessed for priority if they need to move to be nearer to family or friends in order to give or receive a high level of essential support. Priority may only be given where a high level of support is both needed and will be given. Priority will only be given if:

- there is evidence that a high level of support is needed and, without that support, the applicant would have serious problems in their daily life; **and**

- the person giving the support confirms that they are already giving a high level of support or will give it if one of the parties moves nearer; **and**
- a move will greatly cut or ease the travelling time needed to give or get support.

Priority will not usually be given where a primary carer already lives with or near to the applicant. However, this can be considered where a move is essential in order to support a primary carer who has other people for whom they are responsible. For example, where one partner needs a high level of care and the spouse provides this but there are also young children in the household. In this case, priority will only be awarded to enable one secondary carer's household to move. Priority cannot be awarded to more than one household.

If an applicant with a high level of support needs lives with others who provide that support, they can ask to be assessed for priority so they can live independently but remain within reach of supportive family and friends or of alternative agency support. This policy covers people who are not tenants (or eligible to be joint tenants) or owner-occupiers.

If the support is provided by an agency, the agency must confirm that the applicant needs a high level of support and will be given that support if they move. It must also be shown that the applicant cannot get this support where they live now. An applicant cannot be awarded priority just so they can be near particular services or facilities.

Priority will only be given for an area that will resolve the housing need.

3. Anti-Social behaviour where re housing a victim is appropriate

Anti social behaviour is any behaviour that unreasonably and adversely affects the quality of life of other members of society. More information on anti-social behaviour is available on the [Rykneld Homes Website](#).

For the purposes of this policy, this will include members of their household for whom they are responsible.

We will always tackle the perpetrator, and wherever possible support the victim in remaining in their home. However, if the anti-social behaviour is continuous, reported regularly to the landlord or Police, all appropriate actions have been attempted to resolve the issues and it is assessed by Rykneld Homes that it is more appropriate to re house the victim, re-housing priority may be given, in all cases a crime reference number or relevant supporting evidence will be requested to support the application.

4. Victims/survivors of domestic abuse, living in temporary accommodation, including living in bed and breakfast, Council owned homeless units, refuges and other supported accommodation who require settled accommodation

Where applicants are living in bed and breakfast, Council owned homeless units, accommodation within Council stock, women's refuge and other supported accommodation as a result of a homeless application under investigation, after investigation the Housing Options Team will treat this in the same way as a prevention of homelessness and may make an offer of accommodation or change the banding priority as appropriate.

Children under the age of 18 are victims of domestic abuse if they see, hear or experience the effects of abuse, and are related to the perpetrator or the person experiencing the abuse.

5. Young people and the Children Act 1989

Care Leavers:

Young people under the age of 21 who have been or are still in the care of the Local Authority (Children's Services) and people aged from 21 up to the age of 25 who are receiving support from the Local Authority (Children's Services) as per the statutory guidance which can be found on the [Governments website](#).

Priority will be given to a care leaver if they are assessed as having a housing need. Evidence will need to be provided by their support worker from Derbyshire County Council's Children's Services.

Vulnerable Homeless Young People:

16 and 17 year olds, who have been assessed by or on behalf of Social Services as in need under the Children Act 1989, may be given priority on the same basis as care leavers (see above). All applicants aged 16/17 will be assessed directly by the Council's Housing Options Team in conjunction with Derbyshire County Council's Children's Social Care Team in line with the Derbyshire Joint protocol on Young People aged 16/17 Presenting with Accommodation Needs.

Priority will only be given for a home located in an area that will enable the necessary support to be provided.

6. Vulnerable Young people aged 16 and 17

Any person over the age of 16 can apply to be on the housing register; however housing will not normally be allocated to anyone under the age of 18. 16 and 17 year olds will normally be re housed via a Children Act referral from social services under the terms of the agreed protocol or via a homeless application.

If a 16 or 17 year old is vulnerable and requires housing before their 18th birthday, an assessment will be made of the person's circumstances and an allocation may be made. However, adequate referral and support arrangements should be in place and all 16 and 17 year olds will require a guarantor both to accept responsibility for the tenancy and rent.

7. Lacking in basic amenities

Applicants in self-contained accommodation which lacks the basic amenities of:

- Bath or shower
- Internal toilet
- Kitchen
- Hot water

8. People whose home is a property tied to their job, who are retiring or leaving employment.

Council and Rykneld Homes' Employees:

These tenants are treated as being on the housing register from the date they began that job. If they were already on the housing register before becoming an employee, they will keep that registration.

Priority is given if a move is needed to release the home:

- for a new jobholder because the employee retires, resigns, or is redeployed; or because they have died and their partner must move; or
- for redevelopment, demolition or sale where the site is being disposed of.
If employment ends, and the home is not needed for a new employee, the former occupant may be allowed to stay in their home if they wish to do so, provided:
- the home would form part of the general housing stock; and
- they meet the letting criteria for the property, returned to the general housing stock.

If the applicant has not been offered a home at the end of the time limit the priority will be reviewed and a final offer will be made by proxy bid by Rykneld Homes' officers. If the applicant refuses this offer, the priority will be cancelled.

People NOT Employed by the Council or Rykneld Homes, but with a Tied Tenancy:

These tenants are treated as being on the housing register from the date that their application was approved.

Priority is given if a move is needed to release the home:

- for a new jobholder because the employee retires, resigns, or is redeployed; or because they have died and their partner must move; or
- for redevelopment, demolition or sale where the site is being disposed of.

If the applicant has not been offered a home at the end of the time limit the priority will be reviewed and a final offer will be made by proxy bid by Rykneld Homes' officers. If the applicant refuses this offer, the priority will be cancelled.

9. Council Tenants Affected by Development work to Council owned homes, Decanting or the Creation of Decant Pools.

If a Council tenant's home is having major improvements, repair work or the property is included in the Council's Long Term Regeneration Programme, they may be moved temporarily into a decant property. The appropriately authorised Senior officer will withdraw from the letting pool, one or more properties. These will be dealt with as "Discretionary Lettings".

Temporary homes will be offered on the same estate or as near as possible to the tenant's home. These temporary moves may be arranged if:

- a) member of the household is a shift worker;
- b) there are strong medical reasons why the household cannot cope with the building works;
- c) a member of the household is under one year of age;
- d) the gas, electricity or water has to be disconnected for a long period;
- e) the size of the household and age of the people in it would make it difficult for them to live in the home during the work; or
- f) the home is in a block of flats, and the household will be unreasonably disturbed by work in other flats.
- g) if the property is being demolished to allow for redevelopment and the property is being re built

Once the work is finished, the tenant would normally be expected to return to their permanent home.

10. Urgent - prevention of Homelessness (Section 195(2) Measures Following Investigations by the Councils Housing Options Team.

Priority banding and eligible property type will be assessed by the Council's Housing Options team who will advise Rykneld Homes' Choice Move Team accordingly.

If the applicant has been assessed as having a risk of becoming homeless in the next 56 days by the Housing Options team under Section 195(2) in line with the Homeless Reduction Act 2017, and placed in band 2, at their discretion a one-time offer of accommodation may be given. If the applicant refuses this offer (which must be reasonable) the priority may be cancelled and the Council's statutory duty discharged. However, the applicant has the right to request a review of the suitability of the property offered. This must be made either verbally or in writing, giving the reasons why they feel the property is unsuitable, within 21 days of the offer being made (even if the applicant has moved into the property). If the offer is found to be unreasonable, then priority will remain and a second offer will be made.

11. People Leaving Temporary Supported Accommodation

Residents of supported housing projects who have gained an acceptable level of independent living skills may be nominated by the Supported Housing Provider for priority housing status. This will enable service users to secure accommodation through the choice based lettings system as a priority in appropriate circumstances.

People leaving temporary supported accommodation is defined within the Derbyshire Move On Plans Protocol (MOPP), more information on the MOPP can be found on the [Derbyshire County Council website](#).

12. Armed Forces (no district or community connection required)

The Housing Act 1996 (Additional Preference for Armed Forces) (England) Regulations 2012 states that Council's Allocations Policies and Choice Based Lettings schemes must be framed so as to give additional preference to a person with urgent housing needs who falls within one or more ... of the following:

- is serving in the regular forces and is suffering from a serious injury, mental ill health including PTSD or disability which is attributable (wholly or partly) to the person's service,
- formerly served in the armed forces,
- has recently ceased, or will cease to be entitled, to reside in accommodation provided by the Ministry of Defence following the death of that person's spouse or civil partner who has served in the regular forces and whose death was attributable (wholly or partly) to that service, or
- is serving or has served in the reserve forces and is suffering from a serious injury, illness or disability which is attributable (wholly or partly) to the person's service

To support the Derbyshire wide Armed Forces Covenant, which the Council is committed, the priority will also include;

- ex-partners/**bereaved partners** who have to move out of a MOD property ~~due to a relationship breakdown.~~

In relation to former armed forces personnel any application to register for Choice Move must be made within **five** years of discharge from the armed forces.

13. People who need to move to a particular locality in the district of the authority, where failure to meet that need would cause hardship (to themselves or to others). (Including; the Allocation of Housing (Qualification Criteria for Right to Move) (England) Regulations 2015).

Applicants who are suffering prolonged hardship (physical, emotional, financial) which is worsened by their current housing situation and where a move could alleviate their hardship.

Right to Move applicants must be an existing Social Housing tenant (in England) and have;

- a 'need' to move and;
- reasonable preference under s.166(3)(e) because of a need to move to the local authority's district to avoid hardship, and
- need to move because the tenant works in the district, or need to move to take up an offer of work (including apprenticeships and training) See Appendix 3 for further guidance.

14. Non Statutory Overcrowding – Definition Used by North East Derbyshire District Council

Applicants that are overcrowding their current property by 2 or more bedrooms, as assessed by Rykneld Homes using the Councils overcrowding definition and guidance in Appendix 5.

15. Housing Health and Safety Rating System (HHSRS) category 2 hazards

If the Council has a duty to take action, priority can be awarded once the work has been requested of a landlord and not completed within a 6 month period. Evidence will be requested from the Council's Environmental Health Department that the work has not been completed.

16. Moves that release an under occupied property

Applicants assessed by Rykneld Homes as under occupying their current property and the move will release that property for re-let. This includes:

- applicants eligible to pay the under occupation charge
- existing council tenant applicants wishing to downsize

Band 2 will only be applied to those downsizing where there is a 'significant change of property type or size'.

For example, a 2 bedroom bungalow/flat downsizing to a 1 bedroom bungalow/flat will not be deemed as a significant change if the applicants are not subject to the under occupation charges and therefore there isn't a financial benefit to a move.

17. Use and Occupation

The Use and Occupation applicant will be required to meet the housing eligibility criteria and the policy and procedures will be applicable, including risk assessments where necessary.

Rykneld Homes Limited can use their discretion to allow the applicant to remain if the applicant is eligible for the type of property they are currently living in, and it suits their housing need.

18. Cumulative Band 3 Needs

Where the applicant (or a member of their household) suffers from a number of needs, which when assessed in isolation would normally result in an applicant being placed in Band 3, they may be considered for Band 2.

BAND THREE – Moderate needs (No time limit)

1. Private sector tenants with an assured shorthold tenancy

Private sector tenants with an assured shorthold tenancy, evidence of tenancy agreement and/or status required.

2. Applicants without any district connection but would otherwise meet the criteria of Band 1 and 2 including Priority homeless with no local connection following investigation by the Councils Housing Options Team

Applicants without any local connection who otherwise meet the criteria of Band 1 or 2, includes applicants wishing to be re-housed across local authority boundaries, for example for employment reasons or to give or receive support.

Direct applicants from outside the district will be assessed using the criteria and definitions as stated in the policy under Band 1 and Band 2 and if they would have otherwise have fitted either of these categories, then they will be awarded Band 3.

3. Shared Amenities after a 6 month period

Only people who have lived in the property as their permanent full time residence for at least 6 months and fit the following criteria;

- applicant must be a non-family member and;
- they do not have the exclusive use of a bedroom/one room, and;
- they share facilities. The council considers that shared facilities include;
 - kitchens, and;
 - bathrooms.

(If households within households are sharing a property then the overcrowding criteria may apply).

4. Non Statutory Overcrowding – Definition Used by North East Derbyshire District Council

Applicants that are assessed by Rykneld Homes, using the Councils overcrowding definitions and guidance in Appendix 5, as being overcrowded in their current property by 1 bedroom.

5. Special circumstances

For example, families with children with special needs who may need to be near a particular educational school, or foster parents who need a larger home to enable them to continue as fosterers. Also applicants with assessed mental ill health but does not need urgent re housing and other circumstances which may be determined by assessment.

6. Children aged 5 and under living in upper floor flats

Cases where children aged 5 and under are living in upper floor flats will be given priority band 3.

7. No Fixed Abode/Sofa Surfing

These applicants will be assessed by the Council's Housing Options team in line with the Homeless Reduction Act 2017, if they are satisfied that an applicant has no permanent home and is staying at various locations (sofa surfing), then priority Band 3 can be awarded proof. **Letters covering all 7 nights of the week from each person the applicant is staying with will be required as evidence.** Each case will be assessed on their own merit, therefore the Housing Options Team may also award a higher priority band dependent on the applicants circumstances.

8. Applicants from band 1 and 2 who are deemed not to have made best use of their priority

After an applicant has had a review, if it is deemed that the applicant has not made best use of their priority banding, for example, have refused suitable offers or are not bidding on advertised properties, then their application will be placed in band 3.

9. Intentionally Homeless Applicants

Applicants who have been found to be intentionally homeless and the section 189B relief of homelessness duty owed to them has come to an unsuccessful end, these applicants will be assessed by the Council's Housing Options Team.

10. Homeless Applicants Owed the Section 193C(4) Duty

Applicants assessed by the Council's Housing Options Team, who are owed the section 193C(4) duty as a result of the relief duty coming to an end for deliberate non co-operation with the actions set out in their personal housing plan to help them relieve their homelessness.

11. Non-Urgent - prevention of Homelessness Measures (Section 195(2) Following Investigations by the Council's Housing Options Team.

Priority banding and eligible property type will be assessed by the Council's Housing Options team who will advise Rykneld Homes' Choice Move Team accordingly. If the applicant's circumstances change and prevention becomes more urgent the applicant may be re assessed and banded accordingly.

12. General medical needs - physical or mental health as assessed by a medical professional

Applicants suffering from general ill-health, as assessed by a medical professional, which would be helped by a move to another property. Circumstances will be assessed against the following criteria;

- Where there is an inability to manage some aspects of the current accommodation but day to day activities are not hindered.
- Some concern relating to an applicant's ill-health being affected by their current accommodation but do not require urgent re-housing however a move would provide some improvement. This will only be awarded where the ill-health is solely and directly related to the applicant's current housing situation and re-housing is required to prevent deterioration.

BAND FOUR – General Needs (No time limit)

1. No Specific Housing Needs

This band will include applicants with none of the specific housing needs included in Bands 1, 2 and 3, but who wish to be re-housed.

2. Applicants with equity, savings and/or Assets (not including existing Council tenants)

Applicants with equity, savings and/or assets who are able to secure alternative accommodation in the private rented sector. (see Appendix 6 (NB applicants with equity, savings and/or assets who are assessed as able to buy a property on the open market will be ineligible to register, unless the applicant is already a council tenant wishing to transfer or only require Extra Care housing)).

3. Homeless but no local connection AND no priority following investigation by the Councils Housing Options Team

The Councils Housing Options team will determine if an applicant assessed in line with the Homeless Reduction Act 2017 has no local connection and no priority need. Each case will be assessed on their own merit, therefore the Housing Options Team may also award a higher priority band dependent on the applicants circumstances.

4. Mild or temporary health conditions

Applicants suffering from mild or temporary health conditions who are adequately housed, this can include, but the list is not exhaustive:

- Physical or mental ill health where a move to another property will not improve the condition.
- Mild depression/anxiety – no medication or support required.
- Broken bones.

Appendix 2

Framework to Property Sizes and Types and Qualifying Household Size.

The table is for guidance purposes only and is based on full affordability, the actual eligible property type will be determined by the applicant's assessment as stated in 4.2 of the policy.

The property eligibility will be allocated in line with the bedroom criteria stated within appendix 5, However as 4 bedroom properties are in short supply, in some circumstances applicants, normally those placed in Band 1, may bid on 3 bedroom properties to help alleviate their immediate housing crisis.

| | Studio flat/Bed-sit | 1 Bed Ground Floor | 2 bed Ground Floor | 1 Bed Upper Floor Flat/Maisonette | 2 Bed Upper Floor Flat/Maisonette | 1 Bed Bungalow | 2 Bed Bungalow | 3 Bed Bungalow | 2 Bed House | 3 Bed Flat/Maisonette | 3 Bed House | 4 Bed House |
|---|---------------------|--------------------|--------------------|-----------------------------------|-----------------------------------|----------------|----------------|----------------|-------------|-----------------------|-------------|-------------|
| Single person aged under 60 | ✓ | ✓ | ✓ | ✓ | ✓ | | | | | | | |
| Single person aged 60 or over | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | | | | |
| Couple with one applicant aged 60 or over | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | | | |
| Couple with both applicants aged under 60 | | ✓ | ✓ | ✓ | ✓ | | | | ✓ | | | |
| 2 adults (not couple) where both applicants are aged under 60 | | | ✓ | | ✓ | | | | ✓ | | | |
| 2 adults (not couple) where one of the applicants is aged 60 | | | ✓ | | ✓ | | ✓ | | ✓ | | | |
| Household with 1 child (aged 5 and under) | | | ✓ | | | | | | ✓ | | ✓ | |
| Household with 1 child (Aged 6 and over) | | | ✓ | | ✓ | | | | ✓ | ✓ | ✓ | |
| Household or single person expecting a baby | | | ✓ | | | | | | ✓ | | | |
| Household with 2 children (same sex) aged between 6 - 16 or (different sex) aged between 6 - 10 | | | ✓ | | ✓ | | | | ✓ | ✓ | ✓ | |
| Household with 2 children criteria as above but at least 1 is aged 5 or under | | | ✓ | | | | | | ✓ | | ✓ | |
| Household with 2 children (same sex) over 16 or (different sex) aged over 10 | | | | | | | | | | ✓ | ✓ | |
| Household with 3 or more children aged 6 and above | | | | | | | | | | ✓ | ✓ | |
| Household with 3 or more children and at least 1 is aged 5 or under | | | | | | | | | | | ✓ | |
| 3 (individual) Adults aged under 60 | | | | | | | | | | ✓ | ✓ | |
| 3 (individual) Adults aged 60 or over | | | | | | | | ✓ | | ✓ | ✓ | |
| Household with 4 or more children or household of at least 6 people in total | | | | | | | | | | ✓ | ✓ | ✓ |

| | | | | | | | | | | |
|---|---|--|--|--|--|--|---|--|--|--|
| 4 Bed House | ✓ | | | | | | | | | |
| 3 Bed House | ✓ | | | | | | | | | |
| 3 Bed Flat/ Maisonette | | | | | | | | | | |
| 2 Bed House | | | | | | | | | | |
| 3 Bed Bungalow | | | | | | | | | | |
| 2 Bed Bungalow | | | | | | | | | | |
| 1 Bed Bungalow | | | | | | | | | | |
| 2 Bed Upper Floor Flat/Maisonette | | | | | | | | | | |
| 1 Bed Upper Floor Flat/Maisonette | | | | | | | | | | |
| 2 bed Ground Floor | | | | | | | | | | |
| 1 Bed Ground Floor | | | | | | | | | | |
| Studio flat/Bed-sit | | | | | | | | | | |
| Household with 4 or more children and at least 1 is aged 5 or under or household of at least 6 people in total | | | | | | | | | | |
| Household with 5 or more children or household of at least 8 people in total | | | | | | | | | | |
| Household with 5 or more children and at least 1 is aged 5 or under or household of at least 8 people in total | | | | | | | | | | |
| Household with 2 or more children with evidenced medical problems | | | | | | | ✓ | | | |

Appendix 3

Right to Move Procedure Guidance

The Allocation of Housing (Qualification Criteria for Right to Move) (England) Regulations 2015 states that local authorities cannot decide that a person does not qualify for an allocation of accommodation on the grounds that the applicant does not have a local connection with the area if the applicant is a tenant of social housing and who needs to move to take up a job or live closer to employment or training (including apprenticeships).

A local connection requirement is not needed for existing social tenants seeking to transfer from another local authority district in England who:

- have reasonable preference under s.166(3)(e) because of a need to move to the local authority's district to avoid hardship, and
- need to move because the tenant works in the district, or
- need to move to take up an offer of work

Applicants will be treated as if they have a local connection in terms of waiting time and will be placed in priority band 2.

Rykneld Homes must be satisfied that the tenant needs, rather than wishes, to move which may include:

- the distance and/or time taken to travel between work and home
- the availability and affordability of transport, taking into account level of earnings
- the nature of the work and whether similar opportunities are available closer to home
- other personal factors, such as medical conditions and child care, which would be affected if the tenant could not move
- the length of the work contract
- whether failure to move would result in the loss of an opportunity to improve their employment circumstances or prospects, for example, by taking up a better job, a promotion, or an apprenticeship

The above is not an exhaustive list and other local circumstances may be taken into consideration.

Work Qualification Definitions (also refer to non Right to Move applicants)

The qualification regulations 2015 only apply if work is not short-term or marginal in nature, nor ancillary to work in another district. Voluntary work is also excluded.

The Secretary of State considers that the following are relevant considerations for exclusion and where possible Rykneld Homes will adhere to the following set definitions:

Short-term Definition

- whether work is regular or intermittent
- period of employment and whether or not work was intended to be short-term or long-term at the outset

- A contract of employment that was intended to last for less than 12 months could be considered to be short-term

Marginal Definition

- the number of hours worked (employment of less than 16 hours a week could be considered to be marginal in nature)
- the level of earnings

However Rykneld Homes may take into account that if;

- a tenant only works 15 hours a week, for example, it may not be determinative if they are able to demonstrate that the work is regular and the remuneration is substantial

Ancillary Definition

- If a person works occasionally in the local authority's district, even if the pattern of work is regular, but their main place of work is in a different local authority's district, the work is excluded from the regulations
- If the tenant is expected to return to work in the original local authority district. If a local authority has reason to believe this is the case, they should seek verification from the tenant's employer
- A person who seeks to move into a local authority to be closer to work in a neighbouring authority – for example, where the transport links are better in the first local authority's area – is also excluded from these regulations. However, there is nothing to prevent local authorities looking sympathetically on tenants seeking to move into their authority's district for this reason, if they choose to do so

Voluntary Work Definition

- Voluntary work means work where no payment is received or the only payment is in respect of any expenses reasonably incurred

Apprenticeship

- The term 'work' includes an apprenticeship. This is because an apprenticeship normally takes place under an apprenticeship agreement which is an employment contract (specifically a contract of service)

Verification and evidence

Rykneld Homes will require proof that the work or job-offer is genuine and should seek appropriate documentary evidence, which could include:

- a contract of employment
- wage/salary slips covering a certain period of time, or bank statements (this is likely to be particularly relevant in the case of zero-hours contracts)
- tax and benefits information – e.g. proof that the applicant is in receipt of working tax credit (if eligible)
- a formal offer letter
- additionally, the employer may be contacted to verify the position

Rykneld Homes may consider whether an applicant qualifies both at the time of the initial application and when considering making an allocation.

A set quota which the Council and Rykneld Homes feels appropriate for the proportion of properties that it expects to allocate each year to transferring tenants who need to move into their district for work related reasons is 1%. However this will be reviewed and revised as appropriate based upon supply and demand through monitoring channels.

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Appendix 4

Community Lettings Plans

A Community Lettings Plan is an agreement between the Council, Rykneld Homes and local tenants and residents that restricts lettings in the area to certain households. This is done to tackle a specific issue or problem that has been identified locally, at block, street, estate or neighbourhood level.

Community Lettings Plans allow the Council and Rykneld Homes to:

- Identify and explore the barriers to accessing housing.
- Deliver better outcomes and improve life chances for current tenants and future residents.

The plans may consider:

- The proportion of people with formerly chaotic lifestyles
- Existing child density
- Adapted homes
- The need to create balanced and sustainable communities
- A maximum or minimum age limit for certain homes
- A requirement for a community connection
- The proportion of customers who do not rely solely on benefits for the payment of their rent
- Specific housing management reasons. For example, age designation of certain homes where particular problems have arisen.

Four key elements will be considered when developing a new Community Lettings Plan:

- Selective lettings. There may be some restrictions as to who can apply for certain properties or areas. For example this may involve age restrictions or a requirement to have a community connection.
- Making the best use of housing stock.
- Developing a balanced and sustainable community to promote community cohesion and balance the needs of existing and new tenants in order to create more inclusive neighbourhoods where people want to live. This may be in areas where there is a high turnover of homes either within an estate or amongst certain property types.
- Attract potential tenants - for example certain homes may be offered with a furnished or part-furnished package attached.

Key stages of development

- Developing a stock and demand profile of the area

This may include a breakdown of and information on:

- Property types and numbers
- Household type
- Voids and lettings within the last financial year
- The numbers of, and reasons for, refusals
- Reasons why tenants are leaving, and applying for the area
- The number of transfer requests to leave an area
- The level of demand for properties in the area
- How long tenancies are lasting
- How quickly vacancies are filled

- The layout of the area and services available
 - Any specific social issues within the area, including any multi-agency involvement, such as neighbourhood management approaches.
 - An estimate of vacancies expected
 - Local targets for performance
- **Involving and consulting customers**
Rykneld Homes will consult with residents and existing tenants, and involve them in the development of any proposals for Community Lettings Plans. Partner landlords who have stock within the area will be consulted regarding the need or otherwise for a local plan.
- **Evaluating the information**
Rykneld Homes and the Council will evaluate the information in the stock and demand profile and will take account of customer views when identifying recommendations to develop Community Lettings Plans. Diversity and equal opportunity issues of local communities will also be considered when formulating Community Lettings Plans, and an equality and diversity impact assessment will be carried out.
- **Making recommendations**
Recommendations may include some of the following criteria:
 - Setting a maximum or minimum age limit for certain properties.
 - Preference to applicants with a community connection or who already live or work in that area.
 - Preference to applicants who are giving or receiving support to or from family, voluntary agency, day care, play groups or other locally based organisations.
 - Preference to people who are economically active
 - Preference to other household types who would not normally be eligible under the Council's Allocations Policy - e.g. this could be couples without children, where there is a high density already in the area of families with children.
 - Preference to specific groups of people for specific types of home or in specific localities where this would benefit the community.
 - Meeting the needs of certain groups of people to ensure most appropriate use of stock.
- **Impact of Community Lettings Plans on the Allocations Policy**
In considering adoption of a Community Lettings Plan, Rykneld Homes and the Council will take into account the impact of overall lettings in the district. Any home subject to a community lettings plan will be clearly labelled within the advertisements.
- **Review of Community Lettings Plans**
Rykneld Homes will ensure that Community Lettings Plans are publicised, monitored, and reviewed annually or bi-annually with the involvement of local tenants and residents.

Non Statutory Overcrowding Assessment – Definition Used by North East Derbyshire District Council

Local Authorities can use their own definitions when assessing overcrowding for awarding priority housing, as stated in the *CLG's Allocations of Accommodation: Guidance for Local Authorities in England*. The definition which has been adopted is more lenient than the previous Statutory Overcrowding legislation, and has been brought in line with the welfare reforms bedroom criteria.

- each single adult
- each couple
- all children of the same gender under 16
- all children under 10 (regardless of gender)
- each disabled tenant (proven medical need)
- each partner needing an external overnight carer
- all foster children (also applies when no foster children live there as long as the room isn't empty for more than 52 weeks)
- each foster child that can't share a bedroom because of a disability or medical condition (with medical evidence)
- each adult child in the Armed Forces or each reservist
- all external carers who provide overnight care for tenant or your partner
- Children who are unable to share because of their severe disabilities (following medical assessment)

Overcrowding assessments will be carried out by Rykneld Homes using the following detailed guidance;

a) General

- If a member of the applicant's household applies for housing in his/her own right, they will no longer be considered as part of the applicant's household for rehousing
- Only people who have lived in the property as their permanent full time residence for at least 6 months, and babies born into the household, can be considered within the overcrowding assessment. Additionally, if any member of the household has given up suitable housing, they will not be included when an assessment of overcrowding is made
- Applicants who are overcrowded, but who's overcrowding can be resolved by one household within a larger household moving to another property to resolve their housing need will be excluded from the assessment

b) Children

- No more than 2 children should share a room
- A child up to the age of 10 can share a bedroom with 1 other child of either sex
- A child from the age of 10, and up to the age of 15, can share a bedroom with 1 other child of the same sex
- A child aged 16 years or more should have their own bedroom
- Adult children over the age of 18 should only be regarded as part of the household if they have always lived with the applicant, otherwise the non-dependent criteria may apply

- Children are not considered as part of the household of the applicant if the children have a main permanent residence elsewhere
- Adopted children are treated in the same way as other children
- If the applicant acts as a foster parent enquires will be made with Social Services to ensure the foster parent has been approved, upon receipt of approval an additional bedroom will be assessed. With regards to the length of the fostering arrangements the room cannot have been empty for more than 52 weeks
- Children who are unable to share because of their severe disabilities (following medical assessment) can have their own bedroom

c) Couples

- The Council will treat families headed by a single parent in the same way as a family headed by a couple
- Married or co-habiting couples should have their own bedrooms and not share with children
- Couples can be treated as needing two bedrooms only if there is a medical need and a medical assessment agrees with this need

d) Non-dependents

- Children over the age of 18 should only be regarded as part of the household if they have always lived with the applicant. If they have moved away and then moved back with the applicant, for example after a relationship breakdown they will be treated as a non-dependent (excluding members of the Armed Forces who continue to live with their parents but are away on operational duty and Students who are away on a temporary basis i.e. at university or college).
- Non-dependents will only be considered as a member of the household if they have been living with the applicant as their permanent full time residence for a period of over 6 months.
- Non-dependents who are a couple, regardless of marital status and sexual orientation, are able to share a bedroom.
- Commercial lodgers are never considered as non-dependents. (In this context Commercial Lodgers are non-family members who are receiving board and/or lodgings in return for payment, or payment in kind)
- Other non-dependents who have lived with the applicants for less than 6 months will be disregarded
- Carers who provide frequent overnight care for the applicant or their partner will be eligible to have their own bedroom

e) Pregnant Women

- A woman with a confirmed pregnancy will be counted as a household with a child upon the birth of that child and receipt of the birth certificate
- Pregnant women will be required to provide proof of pregnancy for example a certificate of confinement or a letter from a GP
- In some circumstances, where the birth of the children would cause serious overcrowding (especially for multiple births) discretion may be used to decide to grant priority equal to that after the child(ren) is born. The priority will be removed if the pregnancy does not run its full term

Note: For this purpose a room is either a bedroom or it is not, there is no such thing as a half-bedroom, or a bedroom deemed suitable for occupancy by one person but not two.

Appendix 6

Owner Occupier/Financial Assessment

As part of the application process applicants and members of their household will be required to provide up to date financial information to allow for an assessment of their housing needs to be undertaken.

A financial assessment will determine affordability of alternative accommodation and will be based on:

- The current market value of the districts average house prices.
- Affordability to buy a property on the open market including a deposit and potential mortgage payments (including affordable home ownership options such as shared ownership, if available).
- The district's annual average private rented prices.

Applicants must include copies of all property transactions including solicitor's completion forms, valuations, surveys and bank, building society or lending organisation statements relating to current owned properties and properties sold within 5 years prior to submitting a housing application. Failure to provide all necessary documentation when the application is submitted will result in the application being returned to the applicant as an incomplete form.

The assessment will include an investigation as to whether the applicant/household has sufficient funds to secure alternative suitable and appropriate housing to meet their housing need and may include:

- Ownership of any interest in a property, whether in the United Kingdom or outside the United Kingdom;
- Details of property currently owned or formerly owned within the last five years;
- Level of personal assets, savings, equity within existing or former home;
- Potential for securing grants including disabled facilities grants to enable adaptations to be undertaken to their existing home, use of existing income or capital from the owner occupied home, selling of existing accommodation to repurchase alternative accommodation to meet housing need;
- Any mobile homes/static caravans/motor caravans.

As part of the registration process if the applicant(s) are unable to meet their housing need through the release of financial resources and wider assets (as set out in the eligibility criteria), the applicant will be banded accordingly. It will be the responsibility of the applicant to provide evidence of alternative housing options being unavailable to them.

The applicant's level of savings, equity and/or assets will be assessed against any debt owed.

Any applicant or member of their household who currently owns a property will be expected to produce evidence that the property is up for sale on the open market and its sale is being actively pursued. A housing application will not be activated until this evidence has been provided.

Proof of sale of the property must be provided before an allocation of accommodation can be considered.

Repossession

Upon receipt of evidence an owned property is in the process of being repossessed, a referral will be made to the Housing Options Team for further consideration. A decision on the housing application will be made in conjunction with the Housing Options Team following their investigations and confirmation the applicant is actively engaging with the support offered.

Banding/worsening circumstances

Whereby an applicant has put their home up for sale but has not considered suitable alternative options to remain in their home, such as a Disabled Facilities Grant, purchasing adaptations or re-mortgaging/financial advice, their housing application will remain in Band 4.

Upon receipt of evidence that demonstrates suitable alternative options were considered prior to putting the property up for sale the housing application will be banded accordingly.

Unable to sell

Whereby evidence is provided that the applicant has pursued their right of occupation to the owned property but this cannot be sold due to a court decision or similar legal decision, the applicant will be banded accordingly.

Applicants can appeal the decision within 21 days of notification and should do so by contacting the Choice Move Team and the normal appeals procedure outlined in Section 4.10 will apply.

Owner Occupiers - Domestic Abuse

Owner Occupiers seeking re-housing due to fleeing domestic abuse will be required to provide evidence from a solicitor/legal representative that confirms they are unable to pursue access to or sell their current owned home due to the domestic abuse.

This evidence must provide background information relating to the domestic abuse and confirm the support the applicant is receiving from any agencies.

Following initial assessment of a domestic abuse situation a referral will be made to the Housing Options Team for consideration of alternative housing options such as private rented accommodation.

If following the Housing Options Team's assessment it is confirmed that other housing options are not viable, a decision will be made by senior officers from the Housing Options Team and Rykneld Homes' Allocations Team before allowing access to the housing register and being banded accordingly.

Property, Equity, Savings and Assets disposals

If an applicant has worsened their circumstances or have transferred their property or equity, savings and/or assets to another person within the last 5 years they will be required to provide additional information as to why the transfer was undertaken. Cross-checks with other agencies such as Department for Work and Pensions and HM Revenue & Customs may be carried out as to why assets were transferred.

If it is deemed that the applicant has deliberately worsened their circumstances to gain access to the housing register or a higher priority the amount of the disposed savings and/or assets will be classed as notional and will be included in the financial assessment.

Where it is determined that the applicant(s) deliberately worsened their circumstances in order to gain access to social housing the application will be awarded Band 4 status, however Rykneld Homes also reserve the right to cancel their application.

General Conditions

Where an owner occupier has been re-housed in accordance with their housing application the applicant must undertake to place their property on the open market immediately and provide information that demonstrates how active they are in pursuing its sale, they may not rent the property or make any financial gain while waiting to sell. Evidence must be provided within a reasonable timescale, determined by the Housing Team in conjunction with the applicant based on their individual situation.

Reviews will be carried out accordingly by the Housing Team following signing of the tenancy agreement and if Rykneld Homes believes false information has been provided or a sale is not being pursued, then appropriate action will be taken, including possession proceedings.

As a general rule the above will apply. However, in each case the individual's circumstances will be assessed in line with the Allocations Policy criteria.

Eligibility for Social Housing and Homelessness Assistance

Annex A – Managing applications for social housing or homelessness assistance from 1 January 2021

1. When EEA applicants, alongside their family members, present to local authorities from 1 January 2021, they will need to provide evidence of their immigration status. Those who have applied and been granted status under the EUSS will be able to use their digital status to demonstrate their entitlement to access social housing or homelessness assistance, using the gov.uk web page: [Government Website Digital Immigration Status](#). Generally,

- EEA citizens, and their family members, granted settled status (also known as indefinite leave to enter or remain) will be eligible to access social housing and homelessness assistance (under provisions in Regulation 3 and 5 of the Eligibility Regulations); and
- EEA citizens, and their family members, granted pre-settled status (also known as limited leave to enter or remain), including EEA citizens frontier working in the UK, will be eligible on broadly the same terms as they are now (under provisions 4 and 6 of the Eligibility Regulations).

2. For those EEA citizens and their family members (including family members moving to the UK to join their sponsor EEA citizen) who are eligible to apply to the EUSS but have yet to do so during the grace period (from 1 January to 30 June 2021), local housing authorities will need to satisfy themselves that the applicant(s):

- was exercising a qualifying EU right to reside immediately before the end of the transition period on 31 December 2020 (or the family member has joined their sponsor EEA citizen during the grace period, and both have yet to apply). This evidence is required in order for the applicant to demonstrate they are part of the 'grace period' cohort and their rights are protected by the Withdrawal Agreement; and
- meets the relevant eligibility criteria at the time of the initial application and again when considering making an allocation to them, particularly where a substantial amount of time has elapsed since the original application.

3. You might like to signpost the applicants who have yet to apply to the EUSS gov.uk web page at: www.gov.uk/settled-status-eu-citizens-families/applying-for-settled-status; or suggest they contact the EU Settlement Resolution Centre, either online or by calling 0300 123 7379, for questions about how to apply.

4. Those EEA citizens who miss the 30 June 2021 deadline and who do not have a different form of UK immigration status will be considered to have no lawful basis for remaining in the UK. They will need to obtain status under the EUSS or another UK immigration status to resolve this. In line with the Withdrawal Agreements, late applications to the EUSS will be accepted where there are reasonable grounds for missing the 30 June 2021 deadline.

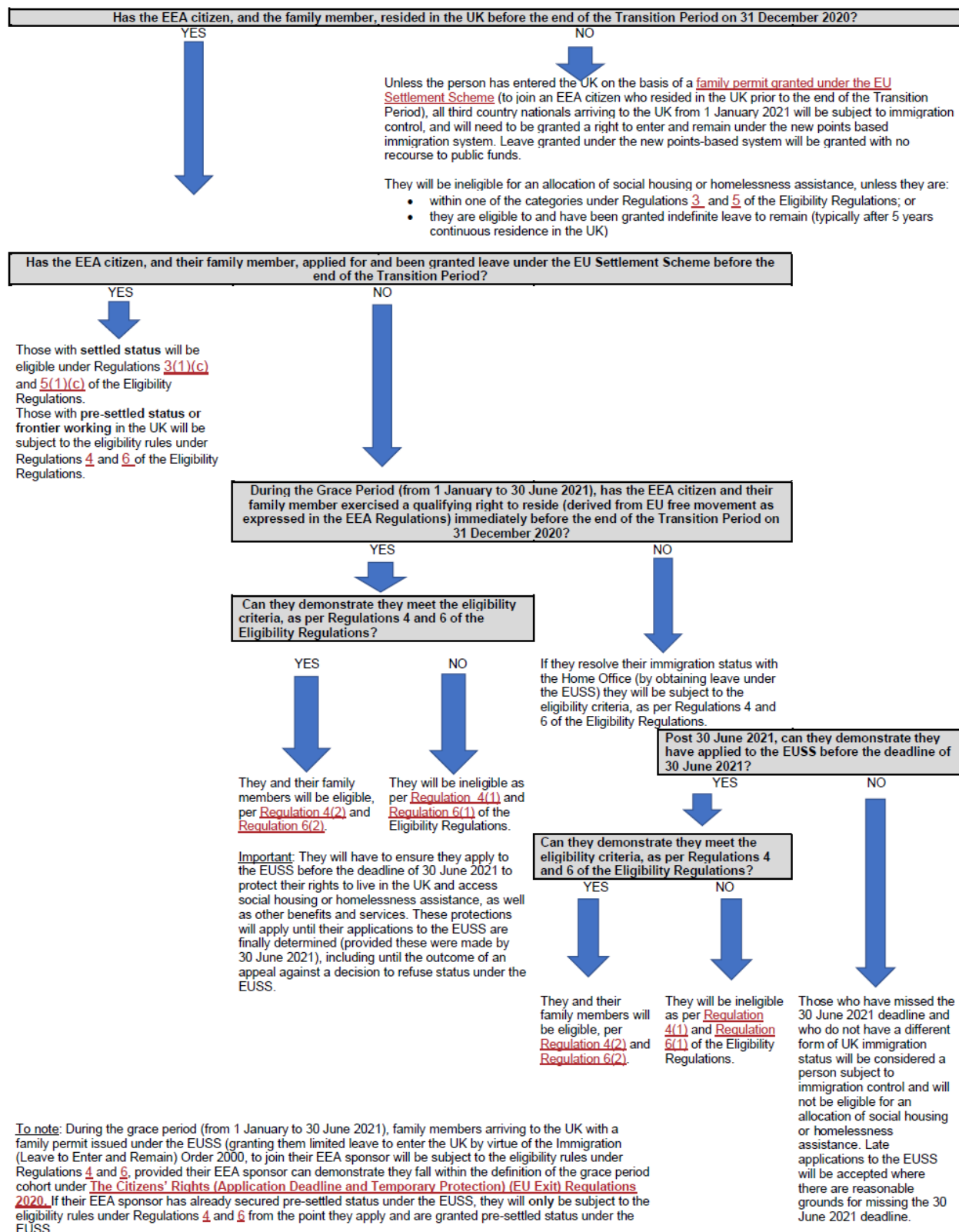
5. Newly arriving EEA citizens and their family members who move to the UK from 1 January 2021 will (unless they are eligible to apply to the EUSS in another capacity, such

as being a joining family member) come under the new points-based immigration system. Under that system, access to benefits and services will be the same for EEA and non-EEA citizens. They will generally be considered eligible after indefinite leave to remain is granted, usually after five years of continuous residence; unless they are within one of the exempted categories in the Eligibility Regulations.

6. The table at Annex B outlines how the eligibility rules in the Eligibility Regulations will apply to EEA citizens from 1 January 2021.

DRAFT

Annex B - From 1 January 2021, when determining the eligibility of an EEA citizen, and their family member, for an allocation of social housing or homelessness assistance, the local authority should consider the following:



Support for people fleeing the conflict in Ukraine

(National Homelessness Service Guidance as at 31 March 2022)

People granted leave under the Ukraine Family Scheme or the Homes for Ukraine sponsorship scheme are eligible for homelessness assistance. They do not need to be habitually resident.

Homeless applications and immigration conditions

If a person who has come to the UK as a result of the war in Ukraine applies as homeless, the local authority must investigate whether they meet immigration and residence conditions.

The local authority must accept a homeless application and start making inquiries if there is reason to believe a person is:

- homeless or threatened with homelessness within 56 days
- eligible based on their immigration and residence status

If the authority also has reason to believe they have a priority need (for example if they have children or are vulnerable) then it must secure emergency accommodation while carrying out inquiries.

Reason to believe is a low threshold and does not require proof. Local authorities should be mindful of the fact that people who have fled their home and country as a result of conflict might not have relevant documents.

If the authority is satisfied that the person is eligible and homeless it must take reasonable steps to help the person secure accommodation.

Homelessness inquiries should be carried out with humanity and care. Local authorities should ensure that staff are able to deal with applicants in a sensitive manner.

Eligibility for homeless help: the Ukraine Family Scheme and the Sponsorship Scheme

There are currently two schemes under which a person fleeing the war in Ukraine can be granted leave; the Ukraine Family Scheme, and the Homes For Ukraine Sponsorship Scheme.

A person given leave under either scheme is eligible for homelessness assistance. They do not need to be habitually resident.

Changes to the eligibility regulations

The Allocation of Housing and Homelessness (Eligibility) England Regulations have been amended to include a new category of people who are eligible for homelessness assistance.

People who left Ukraine because of the Russian invasion that began on 24 February 2022 are eligible for assistance if they:

- were residing in Ukraine immediately before 1st January 2022
- have been given leave in accordance with the Immigration Rules
- are not subject to a no recourse to public funds condition

From 30 March 2022, leave under the Ukraine Family Scheme or the Homes for Ukraine scheme is leave within the immigration rules.

Leave granted before 30 March 2022 was leave outside the rules. A person granted leave outside the rules is eligible for homelessness assistance unless they are subject to a no recourse to public funds (NRFP) condition.

A person given leave under either scheme before 30 March is also eligible for assistance.

The Ukrainian Family Scheme

The Ukraine Family Scheme allows Ukrainian nationals and their immediate family members can apply to join a family member living in the UK. The family member can be either:

- a British national
- someone settled in the UK - for example, with indefinite leave to remain, settled status or proof of permanent residence
- someone from the EU, Iceland, Liechtenstein, Norway or Switzerland who has pre-settled status and started living in the UK before 1 January 2021
- someone with refugee status or humanitarian protection in the UK

Applicants can be granted leave to enter the UK for up to three years with rights to work, study, and access public funds.

Homes for Ukraine

The Homes for Ukraine scheme allows sponsors living in the UK to provide a home for Ukrainian individuals or families.

The scheme launched on 18 March 2022 and is open to Ukrainian citizens and their immediate family members.

Sponsors can be organisations or individuals of any nationality, providing they have at least six months leave to remain in the UK.

The accommodation can be a spare room or self contained accommodation. It must be available for at least 6 months, fit for people to live in, and suitable for the number of people.

Other circumstances where a person is eligible for homelessness assistance

A person who has been affected by the war in Ukraine might come under another category of people who are eligible. These include someone with:

- refugee status
- indefinite leave to remain
- humanitarian protection
- leave granted under Article 8 of the Human Rights Convention
- EU settled status
- EU pre-settled status who is exercising a right to reside

Some family members of people with EU settled and pre-settled status might be entitled to join them in the UK. People in this situation should get immigration advice.

Returning British citizens and people with settled status

Some groups of people are only eligible for homelessness assistance if they are habitually resident in the Common Travel Area. These include:

- British Citizens
- Irish Citizens
- people with indefinite leave to remain
- people with EU settled status

The Common Travel area is the UK, the Channel Islands, the Isle of Man and the Republic of Ireland.

From 22 March 2022, people who left Ukraine in connection with the Russia invasion are not required to be habitually resident.

Claiming asylum

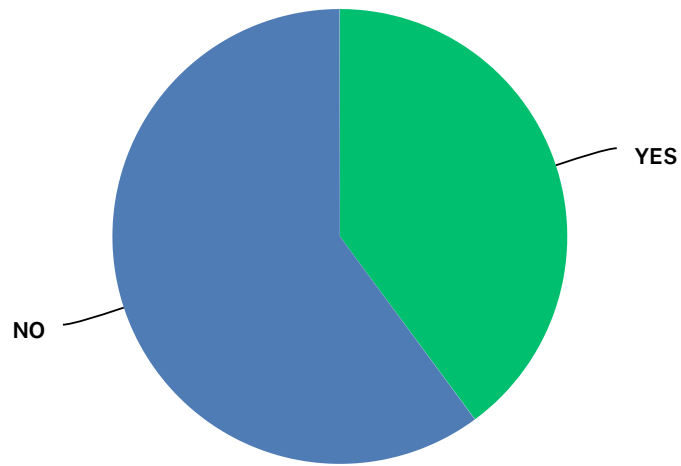
A person who is in the UK might be able to claim asylum if they would be in danger in the country where they are from or normally live.

Anyone affected by the war in Ukraine who is considering claiming asylum should get immigration advice. A person claiming asylum is not eligible for homelessness assistance. They might be entitled to support from UK Visas and Immigration.



Q1 Are you a current NEDDC / Rykneld Homes Tenant?

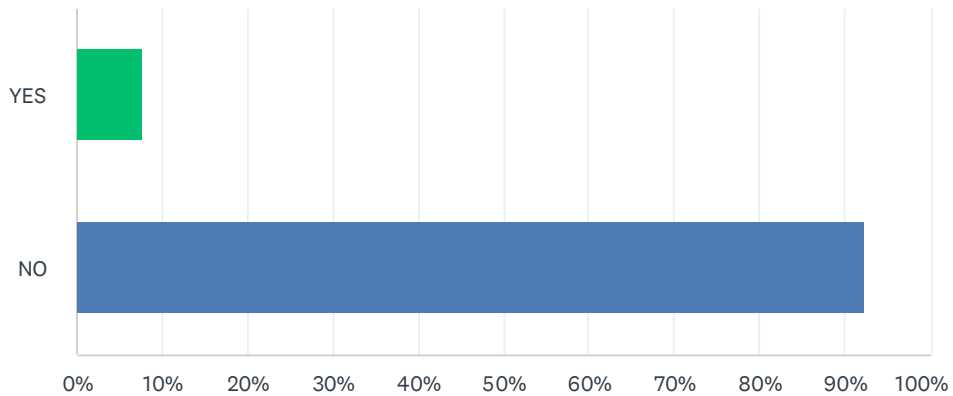
Answered: 158 Skipped: 47



| ANSWER CHOICES | RESPONSES | |
|----------------|-----------|-----|
| YES | 39.87% | 63 |
| NO | 60.13% | 95 |
| TOTAL | | 158 |

Q2 Are you an elected member of North East Derbyshire District Council?

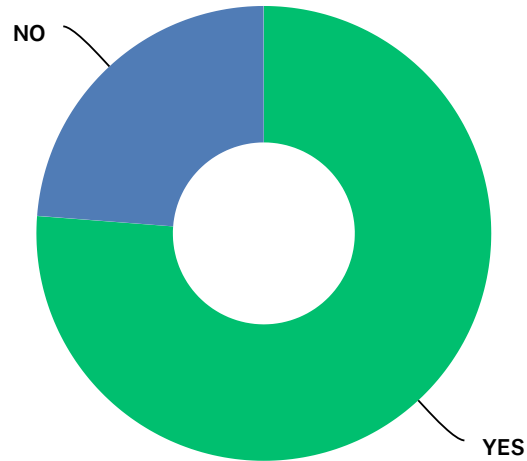
Answered: 157 Skipped: 48



| ANSWER CHOICES | RESPONSES | |
|----------------|-----------|-----|
| YES | 7.64% | 12 |
| NO | 92.36% | 145 |
| TOTAL | | 157 |

Q3 Are you currently registered for rehousing with NEDDC / Rykneld Homes?

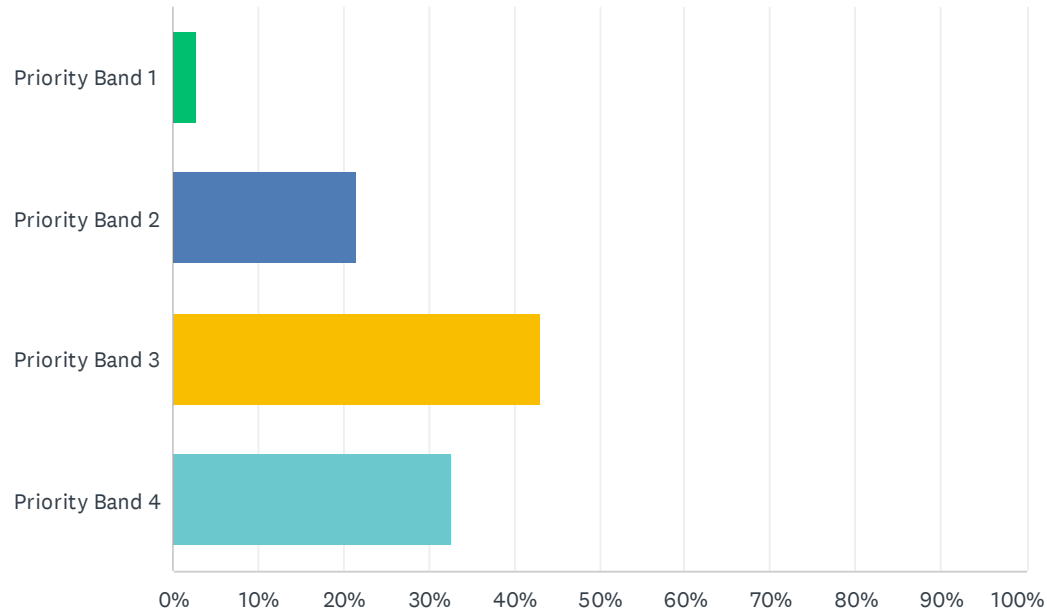
Answered: 202 Skipped: 3



| ANSWER CHOICES | RESPONSES | |
|----------------|-----------|-----|
| YES | 76.24% | 154 |
| NO | 23.76% | 48 |
| TOTAL | | 202 |

Q4 If you answered 'Yes' to question 3 - What priority banding is your application?

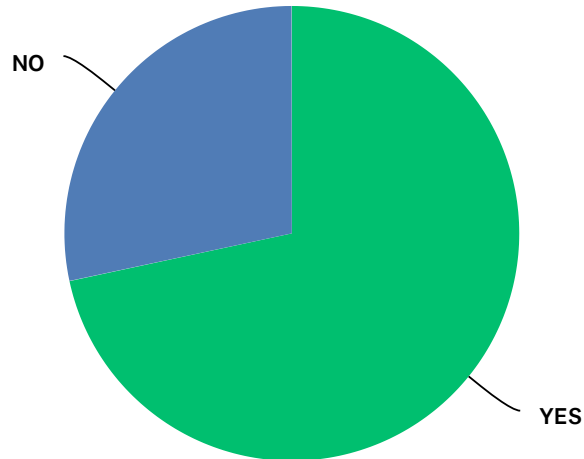
Answered: 107 Skipped: 98



| ANSWER CHOICES | RESPONSES | |
|-----------------|-----------|-----|
| Priority Band 1 | 2.80% | 3 |
| Priority Band 2 | 21.50% | 23 |
| Priority Band 3 | 42.99% | 46 |
| Priority Band 4 | 32.71% | 35 |
| TOTAL | | 107 |

Q5 Do you agree with the proposal to create a new Priority Band 3 category for non-urgent homeless prevention cases?

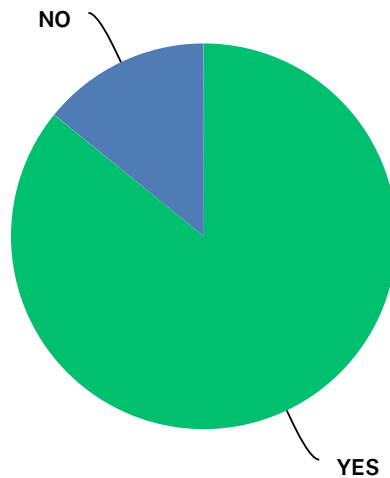
Answered: 201 Skipped: 4



| ANSWER CHOICES | RESPONSES | |
|----------------|-----------|-----|
| YES | 71.64% | 144 |
| NO | 28.36% | 57 |
| TOTAL | | 201 |

Q6 Do you agree with the proposal to update the wording for Priority Band 2 to include all applicants, including victims/survivors of domestic abuse, who are currently living in temporary accommodation pending homelessness enquiries?

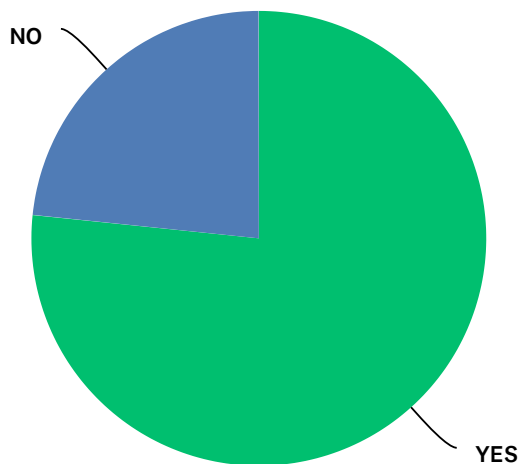
Answered: 198 Skipped: 7



| ANSWER CHOICES | RESPONSES | |
|----------------|-----------|-----|
| YES | 85.86% | 170 |
| NO | 14.14% | 28 |
| TOTAL | | 198 |

Q7 Do you agree with the proposal to include applicants living in private rented accommodation who have proven unresolved category 1 or 2 hazard/s in their property to be placed in Priority Band 1 or 2 respectively?

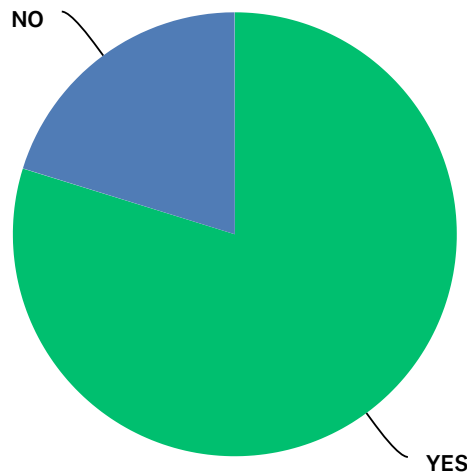
Answered: 197 Skipped: 8



| ANSWER CHOICES | RESPONSES | |
|----------------|-----------|-----|
| YES | 76.65% | 151 |
| NO | 23.35% | 46 |
| TOTAL | | 197 |

Q8 Do you agree with the proposal to include those in Use and Occupation Agreements, eligible to join the housing register to be placed in Priority Band 2 thus reducing the risk of homelessness and making best use of available housing stock?

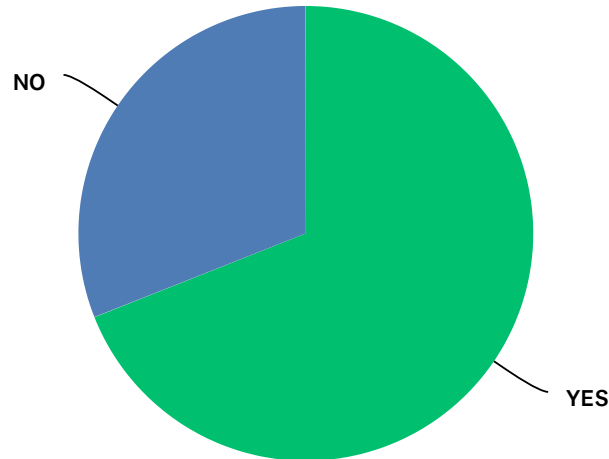
Answered: 198 Skipped: 7



| ANSWER CHOICES | RESPONSES | |
|----------------|-----------|-----|
| YES | 79.80% | 158 |
| NO | 20.20% | 40 |
| TOTAL | | 198 |

Q9 Do you agree with the proposal to reduce the number of unreasonable refusals on suitable properties per applicant from 3 to 2?

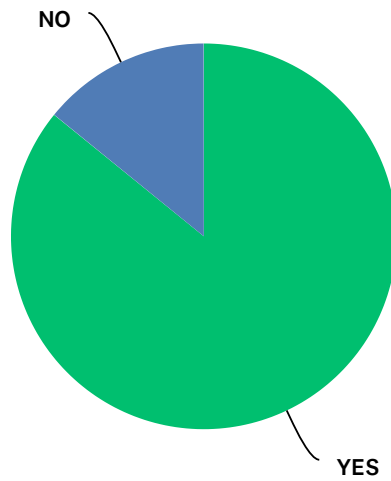
Answered: 200 Skipped: 5



| ANSWER CHOICES | RESPONSES | |
|----------------|-----------|-----|
| YES | 69.00% | 138 |
| NO | 31.00% | 62 |
| TOTAL | | 200 |

Q10 Do you agree with the proposal to remove Flexible Fixed Term Tenancies as a tenancy option, offering only Secure and Assured tenancies?

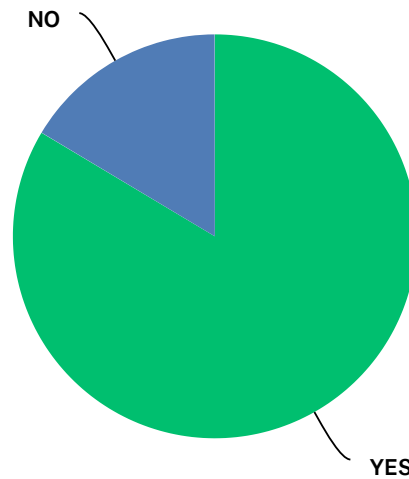
Answered: 198 Skipped: 7



| ANSWER CHOICES | RESPONSES | |
|----------------|-----------|-----|
| YES | 85.86% | 170 |
| NO | 14.14% | 28 |
| TOTAL | | 198 |

Q11 Do you agree with the proposal to award 12 months 'waiting time' to Armed Forces Personnel or ex-partners as per all other applicants who meet the local connection criteria?

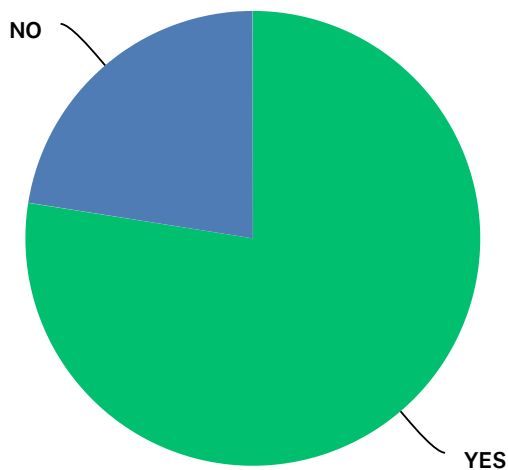
Answered: 195 Skipped: 10



| ANSWER CHOICES | RESPONSES | |
|----------------|-----------|-----|
| YES | 83.59% | 163 |
| NO | 16.41% | 32 |
| TOTAL | | 195 |

Q12 Do you agree with the proposal to introduce categories for medical need in Priority Band 3 and 4 to reflect milder medical needs than those who meet the higher banding criteria?

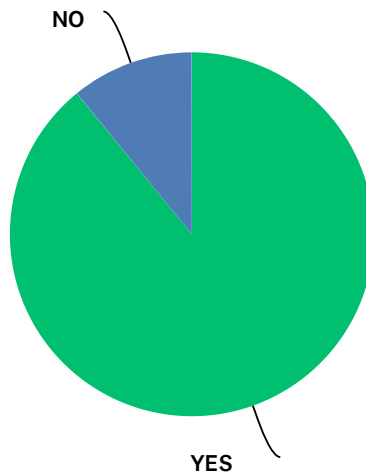
Answered: 200 Skipped: 5



| ANSWER CHOICES | RESPONSES | |
|----------------|-----------|-----|
| YES | 77.50% | 155 |
| NO | 22.50% | 45 |
| TOTAL | | 200 |

Q13 Do you agree with the proposal to create a new section in relation to pet ownership, ensuring properties do not have too many pets for the size of the property to mitigate the risk of anti-social behaviour and concerns for animal welfare?

Answered: 202 Skipped: 3



| ANSWER CHOICES | RESPONSES | |
|----------------|-----------|-----|
| YES | 89.11% | 180 |
| NO | 10.89% | 22 |
| TOTAL | | 202 |



Equality Impact Assessment

Carrying out an Equality Impact Assessment (EIA) will help the Council to meet its Public Sector Equality Duties (Equality Act 2010).

The duties which need to be considered when making decisions are to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
- Advance equality of opportunity between people who share a protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not

Failure to assess the equality impact may increase the risk of making an unfair decision which could potentially be discriminatory. It also prevents us from identifying opportunities to promote equality and therefore leaves the Council open to potential legal challenge.

Using this EIA template will help to ensure that a decision is made in a fair way, based on evidence. It provides a clear and structured method to assess the potential impact on protected groups.

For more information how to complete this form please refer to the Guidance which can be found at [HERE](#)

| | |
|---|--|
| Title of policy or proposal | Choice Based Lettings and Allocations Policy |
| Briefly describe the aims of the policy change, decision or proposal, the likely outcomes, and the rationale for it | The Council's Choice Based Lettings and Allocations Policy details how Rykneld Homes Limited allocate the Council's housing stock. The policy also covers the allocation of properties belonging to Registered Providers and Housing Associations and some private rented accommodation via the nominations process. |
| <p>Consider the potential impact on any member of staff or member of the public with the following protected characteristics:</p> <p>Age, Disability, Gender identity/Gender reassignment, Race, Religion or belief, Sex, Sexual orientation, Women who are pregnant or have recently had a baby.</p> <p>Also, for issues affecting staff, consider employees who are married or in a civil partnership.</p> | |

| | |
|---|---|
| <p>What information is already held, or have you obtained through consultation or engagement activity? (For each protected characteristic: What do you know about our employees, service users or anyone else who potentially could be affected by the proposal? Who has been consulted? If you have gaps in your evidence or data, you may need to carry out targeted engagement activity and/or consider information from local or national research.)</p> | <p>A Choice Based Lettings and Allocations policy was first implemented due to the Localism Act 2011 and is reviewed on an annual basis. The current policy which has been implemented since 2018 has received annual updates in line with new legislation and identified key amendments. Therefore, the policy is being continuously monitored by the Council and Rykneld Homes to ensure its fit for purpose and does not discriminate against any of the protected characteristics.</p> <p>For the 2025 key amendments a full consultation exercise was carried out, which included:</p> <p>A full consultation was carried out with:</p> <ul style="list-style-type: none"> • Members (email/online survey) • Scrutiny committee • The public (online survey) • Waiting list applicants (letter and online survey) • Other housing providers and external organisations • Advertised on social media • The consultation survey was available on Rykneld Homes website with a link from the Council's website <p>The group the amendments will affect the most are applicants on the Housing Waiting list which made up 76.2% of the respondents. This includes applicants with the protected characteristics and the most vulnerable people who have a housing need in our district, for example, applicants with a disability, homeless, fleeing Domestic Violence or hate crime, care leavers and older people (the list is not exhaustive). From all respondents the majority agreed with all the proposed amendments by a large margin.</p> <p>Information is also obtained by the in-depth housing assessment for each application and their household, which has led to amendments being made to the policy to ensure those in most housing need are successful in securing settled accommodation whilst remaining in line with legislation.</p> |
| <p>After considering the information, which protected groups may potentially be affected? (Delete those not likely to be affected)</p> | <p>Age</p> <p>Disability</p> <ul style="list-style-type: none"> • Physical/mobility impairment • Sensory: hearing/visual or speech • Mental health • Learning disabilities • Non-visible conditions such as epilepsy/diabetes |

| | |
|---|---|
| | Sex |
| | Race including gypsies and travellers |
| | Sexual Orientation |
| | Religion/Belief |
| | Gender Reassignment |
| | Pregnancy & Maternity |
| | |
| <p>Using the information you have, give details of any potential positive and negative impacts on protected groups likely to be affected by the policy change, decision, or proposal</p> <p>(For each protected characteristic where there could be a potential impact, consider the following: Could people from any protected groups be positively or negatively affected? Could anyone's ability to take part in public life be affected? Could this policy change, decision or proposal affect public attitudes towards any protected group? Could any groups become more or less likely to be at risk of harassment or victimisation because of this policy change, decision, or proposal? Are there opportunities to create positive impacts?) <i>(remember that the law permits disabled people to be treated equally or better than other groups to enable reasonable adjustments to be made).</i></p> | <p>All the groups above can apply for housing and are not discriminated against due to their protected characteristic.</p> <p>Age Applicants must be 16 or over to register and will not normally be rehoused until they are 18. In some circumstances if applicants are 16 and 17 years support from DCC's Children and Young Adults Services will be given to enable them to live independently, sustain a tenancy and have an identified package of support available to them where necessary.</p> <p>Under the Domestic Abuse Act if children are abused/witness abuse housing priority can be given and are treated the same way an adult would be treated. This means priority banding will be awarded and a district/local connection is not required.</p> <p>Older people may require additional support to access the service, this may especially be the case where access to a computer is limited and computer literacy is low. Similarly, vulnerable older people who have difficulties leaving their home may remain unaware of what services and housing or support options are available to them. The Choice Move team can work with the applicant and bid on properties on their behalf. Support to complete Housing Application forms can be given by Rykneld Homes.</p> <p>There is a lack of affordable housing in the district which means applicants may be waiting a while on the housing register, therefore the Council and Rykneld Homes are continually looking to or working with developers to build new bungalows, extra care schemes or supported housing for older people or those with a disability to enable more housing choice to help independent living.</p> <p>Disability The policy gives priority to applicants with a medical condition, such as physical or mental disability. Emergency or urgent medical needs will be placed in band 1 or 2, and those with a general medical priority where housing which would be helped by a move to another property but not in urgent/emergency need will be placed in band 3, this ensures those in most need are</p> |

able to secure housing first.

Where a property has adaptations, the policy gives priority to those people who require that adaptation, therefore the general rules are overridden to allow adapted properties to be offered to the applicant in most need.

People with sensory impairments may find accessing the website and bidding for properties difficult or impossible, the Choice Move team can bid for properties that match the applicants criteria in the area of their choice on their behalf.

Race

Under the policy, people who are experiencing hate crime, including that which is race related, can be awarded additional priority for housing under the policy.

The 'district connection' and 'community connection' element of the policy could be considered to disadvantage those from outside of the area, and potentially this may disadvantage those from an ethnic minority groups, especially newer immigrants, however if any person is fleeing Domestic Abuse/hate crime no local connection is necessary and the person would get priority banding.

Due to larger family sizes, larger properties may be required by the South Asian communities, which the district currently has a shortage of. However, due to small numbers and the demand for larger properties from across the community, the housing needs of those who require larger houses due to religious or cultural beliefs should be met in the same way as others. Applicants bid for properties in the area of their choice.

Normally Gypsies and Travellers do not wish to live in 'bricks and mortar' housing, however G&T's can apply to be on the housing register and can bid for housing in the same way as the settled community. Demonstrating a 'district connection' may however prove difficult, if not impossible, for this group meaning that they would not be eligible for bands 1 and 2, and also they would not be eligible for the additional 12 months waiting time due to no community connection.

Sex/ Sexual Orientation/Gender reassignment

Applicants or any members of their household will be treated by the sex they wish to be identified.

The policy does not disadvantage any applicant because of their sex/sexual orientation/gender reassignment. Domestic Abuse or hate crime applicants are given

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| | <p>priority with no local connection required. This applies to any person with any gender including transgender.</p> <p>The policy does not discriminate against applicants because of their sexual orientation. Same sex couples are treated the same as heterosexual couples and are able to secure a joint tenancy.</p> <p>Religion/Belief Choice based lettings allow individuals to bid for properties that meet their personal needs and requirements, including proximity to places of worship and religious beliefs.</p> <p>Pregnancy & Maternity An applicant who is pregnant will be banded in accordance with the assessed priority, for example, homeless, overcrowding, shared amenities, domestic abuse, etc. Applicants do not get priority simply because they are pregnant, assessments will take place regarding their housing need, support needs will be taken into consideration the same as all other applicants, for example if they need to move to receive support they priority will be given.</p> <p>Where the birth of the child/ren would cause serious overcrowding discretion by Rykneld Homes may be used to decide to grant priority equal to that after the child/ren is born.</p> |
| Give details of any actions that can be taken to promote equality or to lessen any potential adverse impact on protected groups. | <p>We are continually working with housing providers to address disability issues for younger people and transition into independent living, i.e. for those with a learning disability, sensory impairment, older people's extra care schemes.</p> <p>Continue to monitor customer satisfaction to identify any gaps or trends in provision.</p> <p>Getting the right support in place is essential to help with applications and to sustain tenancies, the Council and Rykneld Homes are continually looking at ways to promote, assess and implement support.</p> |
| What plans are there to monitor and review the actual impact of the policy change, decision, or proposal on equality of opportunity? | <p>The Council and Rykneld Homes will continue to monitor the policy to ensure its fit for purpose on an operational basis. The policy will then be reviewed after 1 year of implementation.</p> <p>The protected characteristics are monitored via the housing application form under section 35 Equal Opportunities.</p> <p>Before the amendments are implemented full training will be given to Rykneld Homes employees to ensure the</p> |

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| | policy is being interpreted and implemented correctly. |
| When will follow up review be done? | <p>The policy is being implemented April 2026, therefore the review will be conducted April 2027.</p> <p>If it is found that the policy is not working correctly as intended then small amendments will occur before that date.</p> <p>03/11/2025</p> |

Based on a consideration of all the potential impacts, mark one of the following as an overall summary of the outcome of this assessment:

X

The equality analysis has not identified any potential for discrimination or adverse impact and all opportunities to promote equality have been taken.

The equality analysis has identified risks or opportunities to promote better equality; the change, decision or proposal will be adjusted to avoid risks and ensure that opportunities are taken.

The equality analysis has identified risks to equality which will not be eliminated, and/or opportunities to promote better equality which will not be taken. Acceptance of these is reasonable and proportionate, given the objectives of the change, decision or proposal, and its overall financial and policy context.

The equality analysis shows that the change, decision, or proposal would lead to actual or potential unlawful discrimination or would conflict with the Council's positive duties to an extent which is disproportionate to its objectives. It should not be adopted in its current form.

Explain how the judgement above was reached and action plan what will be taken to reduce any negative or to enhance any positive impacts on equality

The policy is governed by legislation and government guidance and is based on housing need.

Embedded in the policy gives priority to vulnerable applicants, including those with the protected characteristics. These applicants receive the most priority for housing if they have a housing need.

Name(s) and job title(s) of person (people involved in) carrying out this assessment

Diane Parker – Housing Intelligence and Assurance Officer
Gary Smithurst – Housing Options Manager
Amar Bashir - Improvement Officer

Authorising Director or Assistant Director



Date authorised

5th November 2025

The completed equality impact assessment must be attached to the report that will be considered by the decision maker or decision makers to enable them to give due regard to the impact of the policy, decision, or proposal on protected groups. Also send a copy to Amar.Bashir@ne-derbyshire.gov.uk

North East Derbyshire District Council

Cabinet

27 November 2025

Tenancy Policy

Report of Councillor N Barker, Leader of the Council and Portfolio Holder for Strategic Leadership and Finance

Classification: This report is public

Report By: **Lee Pepper**

Contact Officer: Diane Parker

PURPOSE / SUMMARY

The Localism Act 2011 placed a new duty on local housing authorities to prepare and publish a Tenancy Policy. These provisions came into force on 15 January 2012. The Tenancy Policy has been reviewed since implementation with the latest being November 2025.

The aim of the Tenancy Policy is to set out the types of tenancies used by the Council and matters to which Registered Providers of social housing in the district are to have regard in formulating their tenancy policies when using their flexibilities as social landlords.

A key amendment in the Choice Based Lettings and Allocations Policy is to remove Flexible Tenancies as these types of tenancies are no longer offered by the council, therefore these also need removing from the Tenancy Policy as a tenancy option.

RECOMMENDATIONS

1. Cabinet to agree the proposed amendments to remove Flexible Tenancies from the Tenancy policy and adopt the draft policy.

Approved by the Portfolio Holder – Cllr Barker, Portfolio Holder for Strategic Leadership and Finance)
(Delete completely for Scrutiny Reports)

IMPLICATIONS

Finance and Risk: Yes ☐ No ☒

Details:

On Behalf of the Section 151 Officer

Legal (including Data Protection): Yes ☐ No ☒

Details:

There are no legal implications to the amendments and data protection will be in accordance with the Council's and Rykneld Homes Limited's data protection and GDPR policy and procedures.

The policy is in line with legislation.

On Behalf of the Solicitor to the Council

Staffing: Yes ☐ No ☒

Details:

There will be no staffing implications as existing employees at Rykneld Homes Limited and the Councils Housing Options team will implement the amendments.

On behalf of the Head of Paid Service

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| Decision Information | |
| Is the decision a Key Decision? A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds: NEDDC: Revenue - £125,000 <input type="checkbox"/> Capital - £310,000 <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i> | No |
| Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In) | No |
| District Wards Significantly Affected | All indirectly |
| Equality Impact Assessment (EIA) details: | |
| Stage 1 screening undertaken <ul style="list-style-type: none"> Completed EIA stage 1 to be appended if not required to do a stage 2 | Yes, superseded by stage 2 |
| Stage 2 full assessment undertaken <ul style="list-style-type: none"> Completed EIA stage 2 needs to be appended to the report | Yes, appended. |

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| Consultation: Leader / Deputy Leader <input checked="" type="checkbox"/> Cabinet <input type="checkbox"/> SMT <input type="checkbox"/> Relevant Service Manager <input checked="" type="checkbox"/> Members <input checked="" type="checkbox"/> Public <input checked="" type="checkbox"/> Other <input checked="" type="checkbox"/> | Yes Details: Consultation was carried out for the key amendment to policy with: <ul style="list-style-type: none"> • Members (email/online survey) • Scrutiny committee • The public (online survey) • Waiting list applicants (letter and online survey) • Other housing providers and external organisations online survey. • Advertised on social media • The consultation survey was available on Rykneld Homes website with a link from the Council's website |
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|--|
| Links to Council Plan priorities; <ul style="list-style-type: none"> • A great place that cares for the environment • A great place to live well • A great place to work • A great place to access good public services |
| A great place to live well A great place to access good public services |

REPORT DETAILS

1 **Background** *(reasons for bringing the report)*

- 1.1 The Tenancy Policy provides a statutory framework for how social rented housing is provided in the district, it also links with the Choice Based Lettings and Allocations Policy and Homelessness Code of Guidance and outlines the Council's position on the following social housing reforms:

- Affordable Rent
 - Flexible Fixed term Tenancies
 - Discharge of Homelessness Duty by offer of accommodation in the private rented sector
 - Change to Succession Rights.
- 1.2 Flexible Tenancy's were offered as part of a pilot scheme prior to this type of tenancy being introduced nationally as a statutory requirement, this was never introduced, therefore the use of flexible tenancies is not a regulatory requirement.
- 1.3 Although these tenancy types were an option very few were issued and more recently these are no longer offered to applicants.
- 1.4 A full consultation has been carried out for 28 days, ending 5 September 2025, receiving 205 respondents. 85.8% of the respondents agreed with the proposed amendment to remove Flexible Tenancies.

2. Details of Proposal or Information

- 2.1 There has been limited use of Flexible Tenancies and only used for Domestic Violence cases for applicants with equity. Due to the Domestic Abuse Act 2021 these applicants can no longer have Flexible Tenancies and must be issued with a secure/assured tenancy.
- 2.2 Flexible Tenancies has been identified as a key policy amendment when reviewing the Choice Based Lettings and Allocations Policy.
- 2.3 The Key proposed amendments is to remove Flexible Tenancies as a tenancy option from policy due to no longer offering these types of tenancies.
- 2.4 The Tenancy Policy requires amending in line with the Choice Based Lettings and Allocations policy.
- 2.5 The draft policy can be found in **Appendix 1**.

3 Reasons for Recommendation

- 3.1 Removing Flexible Tenancies ensures any tenancy offered through Rykneld Homes on behalf of the Council will be a secure lifetime tenancy.
- 3.2 Issuing lifetime tenancies gives more security and stability to those who are in most housing need requiring settled accommodation.

4 Alternative Options and Reasons for Rejection

- 4.1 An alternative option was not to amend the policy, however this would not be in line with the proposed amendments to the Choice Based Lettings and Allocations Policy, therefore this was rejected.

- 4.2 If Flexible Tenancies remain in the policy, not offering these types of tenancies could be challenged by the Regulator of Social Housing.

DOCUMENT INFORMATION

| Appendix No | Title |
|---|----------------------|
| 1 | Draft Tenancy Policy |
| 2 | EIA |
| Background Papers (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet you must provide copies of the background papers) | |
| | |



**North East
Derbyshire**
District Council

Tenancy Policy

**(North East Derbyshire District
Council's Tenancy Policy)**

November 2025

CONTROL SHEET FOR TENANCY POLICY

| Policy Details | Comments / Confirmation (To be updated as the document progresses) |
|---|---|
| Policy title | Tenancy Policy |
| Current status – i.e. first draft, version 2 or final version | Final Version - 2016 update 2018 Update 2025 |
| Policy author | Housing Intelligence and Assurance Officer |
| Location of policy – i.e. L-drive, shared drive | S-drive |
| Member route for approval | |
| Cabinet Member (if applicable) | Cllr N Barker |
| Equality Impact Assessment approval date | 7 th January 2013 |
| Partnership involvement (if applicable) | Bolsover DC and Chesterfield BC |
| Final policy approval route i.e. Executive/ Council /Planning Committee | Cabinet |
| Date policy approved | 7 th January 2013, revision 10 February 2016. November 2025 |
| Date policy due for review (maximum three years) | September 2030 |
| Date policy forwarded to Strategy and Performance (to include on Intranet and Internet if applicable to the public) | 7 th March 2016, updated 2018 version June 2018, updated version Nov 2025 |

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1. Introduction

The Localism Act 2011 placed a new duty on local housing authorities to prepare and publish a Tenancy Policy; these provisions came into force on 15 January 2012.

The Policy must set out the matters to which Registered Providers of social housing are to have regard in formulating their tenancy policies. These tenancy policies will explain how Registered Providers (RPs) intend to implement the range of new flexibilities introduced through the Localism Act 2011.

2. Scope

Registered Providers of social housing should have due regard to the framework provided by this policy when formulating their own, so that we can work in partnership to provide the best housing options and outcomes for our residents.

3. Principles

The production of a tenancy policy is a legal requirement for local authorities under the Localism Act 2011. It will link to the council's Homelessness Strategy and Allocations Policy in terms of providing a framework for how social and affordable rented housing is provided in the district.

The Allocations Policy is reviewed separately to take account of the freedoms for local authorities to decide their own priorities, which are set out in the Localism Act 2011 and the Code of Guidance on the Allocation of Accommodation.

This policy has been developed through consultation with Elected Members, Registered Providers and partner local authorities. This has included a scoping questionnaire to all Registered Providers, face to face consultation at the sub-regional Registered Provider Forum, and through circulation of the Policy for comment.

4. Statement

4.1 Objective

The overall objective of this Tenancy Policy is to ensure that our Registered Provider partners work with us to deliver neighbourhoods that are sustainable and provide our residents with settled and stable homes.

4.2 Local Context

Housing Stock within the district

| | Number |
|--|--------|
| Total households Source : Housing Needs Study 2023 | 47,475 |
| Local Authority Housing Stock at 1st April 2023 Source: LAHS 2025 | 7,500 |
| Register Provider housing stock in NEDDC Source: ONS Subnational estimates of dwellings by tenure 2021 | 1,216 |

There are 7,500 (2025) homes owned by the Council, and approximately 1,216 (2021) rented homes owned by Registered Providers. This equates to 19% of the total number of households in the North East Derbyshire district.

Housing Register and Allocations

| | Number |
|---|--------|
| Number of applicants on the Housing Register as at 1 April 2025 | 1,667 |
| Number of lettings 2024/25 | 400 |
| Number of nominations to Registered Providers | 97 |

Source: LAHS 2025

The Local Authority Housing Statistics (LAHS) shows as at 1 April 2025 the Council's Housing Register has 1,667 applicants. 400 lettings were made during the year 2024/25, together with approximately 97 nominations to Registered Providers (all Housing Associations).

Housing Need

A Housing Needs Study was carried out for the council by Iceni in 2024, the study concluded that, in order to meet all housing need in the district 290 new social/affordable rented homes and 66 for Affordable Home Ownership should be provided each year up to 2044. The Council's Local Plan sets out a requirement to provide at least 30% affordable housing within high value areas, and at least 20% in the remaining area of the district.

Average House Prices

The Housing Needs Study states, as of March 2023, the overall median house price across all property types in the district of North East Derbyshire was £240,000, this is higher than the surrounding local authorities and East Midlands, but lower than England.

The median house prices for each property type is as follows:

Flats: £119,500
Terraced houses: £150,000
Semi-detached houses: £200,000
Detached houses: £320,000

Source: Incini Housing Needs Study

Weekly Rental Prices in the District

The table below shows the average rent levels in the District for social and affordable rents compared with lower quartile market rents. This highlights that social rents are significantly lower than affordable rents and that affordable rents are below lower quartile market rents.

Average Rents Per Calendar Month

| | Social rent | Affordable rent (AR) | Lower quartile (LQ) market rent |
|------------|-------------|----------------------|---------------------------------|
| 1-bedroom | £337 | £409 | £525 |
| 2-bedrooms | £368 | £476 | £725 |
| 3-bedrooms | £375 | £545 | £850 |
| 4-bedrooms | £406 | £625 | £1,200 |
| All | £365 | £485 | £750 |

Source: Incini Housing Needs Study

Market Housing Affordability

Assessing whether a household can afford home ownership – A household is considered able to afford to buy a home if the residual cost is no more than 4 times the gross household income. The residual cost is calculated by deducting any capital that is available for use towards home ownership (e.g. savings or equity) from the overall cost of the home.

Assessing whether a household can afford market renting – A household is considered able to afford market rented housing in cases where the rent payable would constitute no more than 30% of gross income.

The table below shows households unable to afford market housing (to buy OR rent) by household type. This is the theoretical affordability of households as the analysis considers all households in the District and does not take into account their intention to move home.

| Household type | Number of each household type unable to afford market housing | Total number of each household type in NED | % of households of each household type unable to afford market housing |
|-----------------------|---|--|--|
| Single pensioners | 2,918 | 8,571 | 34.0% |
| 2 or more pensioners | 711 | 6,170 | 11.5% |
| Single non-pensioners | 2,493 | 5,979 | 41.7% |
| Childless couple | 1,312 | 9,932 | 13.2% |
| Other multi-adult | 1,679 | 7,295 | 23.0% |
| Lone parent | 751 | 1,329 | 56.5% |
| 2+ adults 1 child | 556 | 4,301 | 12.9% |
| 2+ adults 2+ children | 805 | 3,899 | 20.6% |
| Total | 11,224 | 47,475 | 23.6% |

Source: Incini Housing Needs Study

4.3 Social Housing Reforms and Guidance to Registered Providers

The Government introduced a number of reforms to allocations and social housing tenure that offer new flexibilities to social landlords. The following sections provide guidance to Registered Providers and set out the Council's position in relation to the reforms.

Affordable Rent

Affordable Rent was introduced as the model for financing new social homes in the Homes and Community Agency's Affordable Homes Programme 2011-2015. The Government launched the Affordable Homes Programme for 2016–21, and at that time announced at Autumn Statement new funding and greater flexibility so that it now funds a range of affordable homes for rent as well as home ownership. The government announced a new, larger, £11.5bn Affordable Homes Programme 2021-26 (AHP), including funding for social rent, supported housing, and a renewed commitment to delivering homes using modern methods of construction (MMC).

Affordable Rents can be set up to a maximum of 80% and providers should set rents in accordance with the requirements of the Welfare Reform and Work Act 2016 and any subsequent amendments. The additional income generated by Affordable Rents is to be used for reinvestment in new affordable housing. Since April 2012 local authorities and Registered Providers have been able to let properties on an Affordable Rent basis if they wish to do so. The Council will adopt Affordable Rent to properties where it is a viable option to do so.

Affordability must be considered when setting Affordable Rents that are based on private rental prices. 80% of market rent in the more expensive parts of the district, such as some rural villages, could make Affordable

Rents too expensive for those on a low income. The average rent prices shows that the larger the property, the wider the gap between social and private rents.

Conversions of social rented properties to Affordable Rent by Registered Providers should be carried out with care, taking into account the above points and also the tenure mix within the area concerned. We would like to be notified in advance of any proposed conversions to Affordable Rent.

Fixed Term Tenancies

Since the revised Tenancy Standard April 2011, Registered Providers have had the option of offering tenancies for a fixed period of time instead of the traditional lifetime tenancies. Registered Providers can determine the length of tenancy that they offer to new tenants, although the Government has specified that the minimum period of a fixed term tenancy should be at least five years, except in exceptional circumstances. Details of a Registered Provider's position in relation to fixed term tenancies must be set out in their tenancy policy.

Through the Localism Act 2011, since April 2012 local authorities and all Registered Providers can also use flexible tenancies for new tenants if they wish to do so. Existing tenants will not be affected by this change.

The aim of the reform is to ensure that those in most need are able to access social housing and that if a tenant's circumstances change to enable them to access private housing, they can move on and free up a social rented property for others.

The Council piloted a scheme to grant 2 or 5 year Flexible Tenancies to a small number of applicants, such as, to prevent homelessness, financial hardship and/or help with their health and wellbeing at a time when they are in most need. However, from 2025 the Council will not be issuing Flexible Tenancies as a tenancy option.

The withdrawal of Flexible Tenancies by the Council is largely due to the lack of need for this type of tenancy and the legislative changes for settled accommodation, for example the Domestic Abuse Act 2021.

If Registered Providers decide to use fixed term tenancies they should have regard to the following:

- Tenancies of five years (or more) should be awarded and 2 years in exceptional circumstances
- Vulnerable people in need of settled or stable accommodation, where their situation is unlikely to change, should be granted permanent tenancies.
- Fixed term tenancies should not generally be used to control rent arrears or anti-social behaviour; the normal possession grounds should be used to tackle these issues

Review and Renewal of Fixed Term Tenancies

Where Registered Providers decide to introduce fixed term tenancies they are asked to have regard to the following:

- When carrying out a tenancy review there should be a presumption of renewal of the tenancy on terms at least equivalent to that which is currently held, unless the specified reasons for not granting another tenancy are met. Registered Providers should show good reason for not renewing the fixed term tenancy, and these reasons should be clearly explained to the tenant
- At least six months notice must be given to the tenant before the tenancy is due to end. The tenant should be advised of their right to request a review of the proposal and of the time within which this request needs to be made
- Where a new tenancy is not being offered, advice and assistance should be given to the tenant at the earliest opportunity to help them to find suitable alternative accommodation. The local authority should be notified as soon as possible if homelessness could potentially arise, but it is expected that the Registered Provider will take all steps necessary to avoid this outcome

Discharge of homelessness duty by offer in the private rented sector

The Localism Act 2011 allows a local authority to discharge its homelessness duty by making an offer of accommodation in the private rented sector; the Homeless Reduction Act 2017 and the Homeless Code of Guidance states that under the 'relief duty' the Local Authority is required to help people who are homeless to secure accommodation, this can be in the private sector with a minimum 6 months tenancy. However local authorities are to have regard to the suitability of accommodation in line with the Homelessness (Suitability of Accommodation) (England) Order 2012, and that the property's minimum requirements are adhered to in respect of health and safety and that the Landlord is a fit and proper person to act in that capacity.

One of the strategic priorities in our Homelessness Strategy is to prevent homelessness by maximising available accommodation across all sectors. We will continue to work with landlords in the private rented sector to provide accommodation for applicants who are homeless, but will ensure that landlords are fit and proper, properties are of a satisfactory standard and meet health and safety standards, properties are in the right location to meet the needs of the household, and that rent payments can be covered.

Housing Register and Allocations

The Localism Act 2011 introduced new freedoms for local authorities to determine how they allocate social housing. Local authorities can set their own priorities for allocations taking into account local needs and objectives, whilst continuing to give priority to those in the 'reasonable preference' categories.

North East Derbyshire District Council reviews its Allocations Policy to take on an annual basis to ensure the policy is fit for purpose for the districts changing needs and economic climate.

Succession

Changes have been made to succession rights on new tenancies so that only the spouse or civil partner who occupies the property as their only or principal home at the time of the tenant's death can automatically succeed to the tenancy, and the tenancy can only be passed on once. Alternative properties can be offered for the succession to free up family accommodation or make best use of housing stock. Local authorities and Registered Providers are able to include additional contractual succession rights within their tenancy terms if they wish to do so.

The Council will be flexible in its approach to succession rights, and the needs of any remaining family relation living in the property for at least 12 months, each case will be assessed in its own right.

4.4 Monitoring and Reviewing the Tenancy Policy

We will consider the content of the Tenancy Policy and the effect on tenants in the district by monitoring:

- the number of Affordable Rent properties in the district, and the level of rent charged
- homelessness offers into the private rented sector
- housing market changes and affordability
- rent levels across different tenures
- the impact of the economy and cost of living

The Tenancy Policy will be reviewed at least every five years in line with the requirements of the Localism Act 2011. The Tenancy Policy may be reviewed more frequently than this as a result of monitoring, further consultation and any changes in legislation.

4.5 Registered Provider Tenancy Policies

The Tenancy Policies produced by Registered Providers will be found on their website, or on application.

Please contact the Strategic Housing Team at North East Derbyshire District Council, telephone 01246 231111, for contact details of Registered Providers with stock in the district.

5. Responsibility for Implementation

The Council's Housing strategy team.



Equality Impact Assessment

Carrying out an Equality Impact Assessment (EIA) will help the Council to meet its Public Sector Equality Duties (Equality Act 2010).

The duties which need to be considered when making decisions are to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
- Advance equality of opportunity between people who share a protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not

Failure to assess the equality impact may increase the risk of making an unfair decision which could potentially be discriminatory. It also prevents us from identifying opportunities to promote equality and therefore leaves the Council open to potential legal challenge.


Using this EIA template will help to ensure that a decision is made in a fair way, based on evidence. It provides a clear and structured method to assess the potential impact on protected groups.

For more information how to complete this form please refer to the Guidance which can be found at [HERE](#)

| | |
|---|---|
| Title of policy or proposal | Tenancy Policy |
| Briefly describe the aims of the policy change, decision or proposal, the likely outcomes, and the rationale for it | <p>The Localism Act 2011 placed a new duty on local housing authorities to prepare and publish a Tenancy Policy. These provisions came into force on 15 January 2012. The Tenancy Policy has been reviewed since implementation with the latest being November 2025.</p> <p>The aim of the Tenancy Policy is to set out the types of tenancies used by the Council and matters to which Registered Providers of social housing in the district are to have regard in formulating their tenancy policies when using their flexibilities as social landlords.</p> |
| <p>Consider the potential impact on any member of staff or member of the public with the following protected characteristics:</p> <p>Age, Disability, Gender identity/Gender reassignment, Race, Religion or belief, Sex, Sexual orientation, Women who are pregnant or have recently had a baby.</p> <p>Also, for issues affecting staff, consider employees who are married or in a civil partnership.</p> | |

| | |
|--|---|
| <p>What information is already held, or have you obtained through consultation or engagement activity? (For each protected characteristic: What do you know about our employees, service users or anyone else who potentially could be affected by the proposal? Who has been consulted? If you have gaps in your evidence or data, you may need to carry out targeted engagement activity and/ or consider information from local or national research.)</p> | <p>This policy originally has been developed through consultation with Elected Members, Registered Providers and partner local authorities. This has included a scoping questionnaire to all Registered Providers, face to face consultation at the sub-regional Registered Provider Forum, and through circulation of the Policy for comment.</p> <p>The recent update is to remove Flexible Tenancies, consultation has been carried out in line with the Choice Based Lettings and Allocations Policy key amendment to no longer implement Flexible Tenancies.</p> |
| <p>After considering the information, which protected groups may potentially be affected? (Delete those not likely to be affected)</p> | <p>Age</p> |
| | <p>Disability</p> <ul style="list-style-type: none"> • Physical/mobility impairment • Sensory: hearing/visual or speech • Mental health • Learning disabilities • Non-visible conditions such as epilepsy/diabetes |
| | <p>Sex</p> |
| | <p>Race including gypsies and travellers</p> |
| | <p>Sexual Orientation</p> |
| | <p>Religion/Belief</p> |
| | <p>Gender Reassignment</p> |
| | <p>Pregnancy & Maternity</p> |

| | |
|---|---|
| <p>Using the information you have, give details of any potential positive and negative impacts on protected groups likely to be affected by the policy change, decision, or proposal</p> <p>(For each protected characteristic where there could be a potential impact, consider the following: Could people from any protected groups be positively or negatively affected? Could anyone's ability to take part in public life be affected? Could this policy change, decision or proposal affect public attitudes towards any protected group? Could any groups become more or less likely to be at risk of harassment or victimisation because of this policy change, decision, or proposal? Are there opportunities to create positive impacts?) <i>(remember that the law permits disabled people to be treated equally or better than other groups to enable reasonable adjustments to be made).</i></p> | <p>The Tenancy Policy is aimed at Registered Providers and Housing Associations to take into consideration the Council's preferred option on the types of tenancy they offer in our district.</p> <p>The Policy does not affect any of the protected characteristics adversely.</p> <p>The Council has removed Flexible Fixed Term tenancies therefore any tenancy offered through Choice Move will be a secure lifetime tenancy which gives more security and stability to all our tenants, including all applicants with a protected characteristic.</p> <p>We have tried to protect all the vulnerable groups by highlighting in the policy if Flexible Fixed Term tenancy are to be used by Registered Providers they should have regard to the following:</p> <ul style="list-style-type: none"> • Tenancies of five years (or more) should be awarded and 2 years in exceptional circumstances • Vulnerable people in need of settled or stable accommodation, where their situation is unlikely to change, should be granted permanent tenancies. • Fixed term tenancies should not generally be used to control rent arrears or anti-social behaviour; the normal possession grounds should be used to tackle these issues <p>Flexible Fixed Term tenancies are no longer an option for applicants fleeing Domestic Abuse due to the new legislative changes.</p> <p>Gypsies and Travellers on permanent or transit sites would not be covered by the Tenancy Policy as they would have a different form of tenancy.</p> |
| <p>Give details of any actions that can be taken to promote equality or to lessen any potential adverse impact on protected groups.</p> | <p>None, by removing Flexible Fixed Term tenancies this has lessened any potential adverse impact on protected groups. We cannot fully control Register Provider tenancy types they wish to use, however they do have to have due regard to this Policy.</p> |
| <p>What plans are there to monitor and review the actual impact of the policy change, decision, or proposal on equality of opportunity?</p> | <p>The policy will be reviewed and amended accordingly in line with the Allocations Policy where necessary. Although, unless there is a change in legislation the Council will only offer lifetime tenancies.</p> |
| <p>When will follow up review be done?</p> | <p>5 years in line with legislation, unless amendments are required prior to this date.</p> |

| | |
|---|--|
| Based on a consideration of all the potential impacts, mark one of the following as an overall summary of the outcome of this assessment: | |
| X | The equality analysis has not identified any potential for discrimination or adverse impact and all opportunities to promote equality have been taken. |
| | The equality analysis has identified risks or opportunities to promote better equality; the change, decision or proposal will be adjusted to avoid risks and ensure that opportunities are taken. |
| | The equality analysis has identified risks to equality which will not be eliminated, and/or opportunities to promote better equality which will not be taken. Acceptance of these is reasonable and proportionate, given the objectives of the change, decision or proposal, and its overall financial and policy context. |
| | The equality analysis shows that the change, decision, or proposal would lead to actual or potential unlawful discrimination or would conflict with the Council's positive duties to an extent which is disproportionate to its objectives. It should not be adopted in its current form. |
| Explain how the judgement above was reached and action plan what will be taken to reduce any negative or to enhance any positive impacts on equality | The removal of the Flexible Tenancies reduced any negative impacts of the Policy. The amendments to Policy will give a positive affect, especially to housing applicants who was originally eligible for a Flexible Fixed Term tenancy, they will now receive a secure lifetime tenancy from the Council. |
| Name(s) and job title(s) of person (people involved in) carrying out this assessment | Diane Parker – Housing Intelligence and Assurance Officer Gary Smithurst – Housing Options Manager Amar Bashir - Improvement Officer |
| Authorising Director or Assistant Director |  Lee Pepper – Assistant Director Communities |
| Date authorised | 5 th November 2025 |
| The completed equality impact assessment <u>must</u> be attached to the report that will be considered by the decision maker or decision makers to enable them to give due regard to the impact of the policy, decision, or proposal on protected groups. Also send a copy to Amar.Bashir@ne-derbyshire.gov.uk | |

North East Derbyshire Council

Cabinet

New Equality and Diversity Policy

27th November 2025

Report of the Portfolio Holder for Growth & Assets

Classification: This report is public

Report By: Kath Drury, Information and Improvement Manager

Contact Officer: As above

PURPOSE / SUMMARY

To inform Cabinet and seek approval on the refreshed Equality and Diversity Policy

RECOMMENDATIONS

1. To approve the refreshed Equality and Diversity Policy

Approved by the Portfolio Holder for Growth & Assets – Cllr Barry

IMPLICATIONS

Finance and Risk: Yes ☐ No ☒

Details:

On Behalf of the Section 151 Officer

Legal (including Data Protection): Yes ☐ No ☒

Details

On Behalf of the Solicitor to the Council

Staffing: Yes ☐ No ☒

Details:

On behalf of the Head of Paid Service

DECISION INFORMATION

| | |
|--|--|
| Decision Information | |
| Is the decision a Key Decision? A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds: NEDDC: Revenue - £125,000 <input type="checkbox"/> Capital - £310,000 <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i> | No |
| Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In) | No |
| District Wards Significantly Affected | None |
| Equality Impact Assessment (EIA) details: | |
| Stage 1 screening undertaken <ul style="list-style-type: none"> Completed EIA stage 1 to be appended if not required to do a stage 2 | Yes |
| Stage 2 full assessment undertaken <ul style="list-style-type: none"> Completed EIA stage 2 needs to be appended to the report | N/A |
| Consultation: Leader / Deputy Leader <input type="checkbox"/> Cabinet <input checked="" type="checkbox"/> SMT <input checked="" type="checkbox"/> Relevant Service Manager <input checked="" type="checkbox"/> Members <input checked="" type="checkbox"/> Public <input type="checkbox"/> Other <input checked="" type="checkbox"/> | Yes Details: SMT/Service Managers, Equality representatives and Union representatives |

| |
|--|
| Links to Council Plan priorities: <ul style="list-style-type: none"> A great place that cares for the environment A great place to live well A great place to work A great place to access good public services |
| This policy cuts across the council plan as an underpinning foundation. |

REPORT DETAILS

1 Background

- 1.1 The purpose of the policy is to ensure a consistent approach to our legal obligations with regards to equality and help us to treat people and staff fairly. It sets out what our responsibilities are and the systems and mechanisms we have in place to help us to:
- Eliminate discrimination, harassment, victimisation and any other prohibited conduct.
 - Advance equality of opportunity.
 - Foster good relations between different groups.
- 1.2 Responsibilities under the policy are clearly set out. A good understanding of the policy will ensure that equality considerations are given 'due regard' as required by the Equality Act 2010 and applied consistently throughout the Councils' functions as an employer and service provider.
- 1.3 When the previous equality and diversity policy came up for review, it provided an opportunity to incorporate our approach as an employer also and have one council wide policy.

2. Details of Proposal or Information

- 2.1 Previously the Council had two Equality and Diversity policies, one outward facing for customers and residents, and one inward facing for employees. This new policy combines both and provides an overarching policy for residents and employees.
- 2.2 With the growing awareness of mental illness and hidden disabilities, this policy includes a section on neurodiversity and emphasizes that our obligations under reasonable adjustments include all disabilities – physical and hidden.
- 2.3 Under this policy we have expanded the responsibilities section to make it clearer and function specific - In plans, policies and practices, In service delivery, In employment and In partnership, contracting and commissioning.
- 2.4 The policy has been shared with service managers, SMT and staff members on the Council's Equality Teams channel. Comments have been considered with most being incorporated into the final draft policy notably making the hidden disability and reasonable adjustments section clearer.
- 2.5 The report was presented to the Senior Management Team (SMT) on 22 April 2025 and received endorsement to proceed for formal approval. The policy was subsequently presented to the Services Scrutiny Committee on 13th May 2025 and consultation with the unions has now concluded.

3 Reasons for Recommendation

- 3.1 The Equality and Diversity Policy is essential to fostering an inclusive working environment and demonstrating as a public service provider that every individual is valued and respected. This policy demonstrates compliance with legal obligations, including the Equality Act 2010, and demonstrates the Council's commitment to creating a workplace and community free from discrimination, harassment, and inequality.

4 Alternative Options and Reasons for Rejection

- 4.1 None, the Council requires an up-to-date Equality and Diversity policy to demonstrate its compliance with the Equality Act 2010.

DOCUMENT INFORMATION

| Appendix No | Title |
|---|--|
| 1 | Stage 1 EIA |
| 2 | Draft Equality and Diversity Policy V5 Final Draft |
| Background Papers (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet you must provide copies of the background papers) | |
| | |



Stage 1 – Equality Impact Assessment Screening

Any new policy, strategy, function, service, practice, or proposal will need to be screened to decide whether it's relevant to equality and if this is the case, it is necessary to build an assessment (Stage 2) into the **initial drafting** or **development** of the piece of work.

The relevant strands of equality are:

Age, Disability, Gender identity/Gender reassignment, Race, Religion or belief, Sex, Sexual orientation, Women who are pregnant or have recently had a baby.

Also, for issues affecting staff, consider employees who are married or in a civil partnership.

The next section sets out the points you may need to consider in determining whether to carry out an EIA (stage 2). For advice/support in making this determination, please contact the Performance & Improvement Team (Equality lead).

| | |
|--|--|
| Title of policy or proposal | Equality and Diversity Policy |
| Name of EIA lead | Kath Drury - Information & Improvement Manager |
| Briefly describe the aims of the policy, strategy, service, decision or proposal, its aims, the likely outcomes, and the rationale for it | <p>The aim of the Equality Policy is to demonstrate the Council's commitment to promoting equality and diversity both as an employer and a service provider.</p> <p>It demonstrates how we are complying with the general duty of the Equality Act 2010 to</p> <ul style="list-style-type: none">• Eliminating discrimination, harassment, victimisation and any other prohibited conduct.• Advancing equality of opportunity.• Fostering good relations between different groups. <p>This is a refresh of two existing Equality Policies – one for customers and residents and one for employees.</p> |

| | Initial Assessment Considerations | Yes | No | Comments |
|----|--|------------|-----------|-------------------------------|
| 1. | Does this policy/proposal affect people: <ul style="list-style-type: none">• Customers• Residents• Staff | X | | Affects all groups positively |

| | Initial Assessment Considerations | Yes | No | Comments |
|----|---|-----|----|---|
| 2. | Does it have the potential to adversely impact on any of the protected characteristics? | | X | |
| 3. | Can the council influence the impact? E.g., is it a statutory requirement, national guidance etc. | X | | The Equality Duty is positive |
| 4. | Are existing equality monitoring processes already in place? If so, please note under comments | X | | All policies and projects are screened for equality impacts |

If the answer to questions 1 to 3 above is 'yes', then an **Equality Impact Assessment** (Stage 2) may be necessary.

A copy of the form should be sent via email to the Performance and Improvement (Equality Lead) amar.bashir@ne-derbyshire.gov.uk and a copy should be retained with your policy/proposal documentation.

| Equality Officer Recommendation | Tick as appropriate | Date |
|---------------------------------|---------------------|----------|
| EIA Stage 2 required | | |
| EIA Stage 2 NOT required | X | 15/04/25 |

Copy to be returned to the EIA lead with Equality Officer recommendation.

Information and Improvement Team to keep a central electronic record of all decisions made under Stage 1.



**North East
Derbyshire**
District Council

Equality and Diversity Policy

November 2025

Final Draft following Joint Consultative Group on 07/11/25

Equalities Statement

North East Derbyshire District Council is committed to equalities as an employer and when delivering the services it provides to all sections of the community.

The Council believes that no person should be treated unfairly and is committed to eliminating all forms of discrimination, advancing equality and fostering good relations between all groups in society.

Access for All statement

You can request this document or information in another format such as large print or **language** or contact us by:

- **Phone** - [01246 231111](tel:01246231111)
- **Email** - connectne@ne-derbyshire.gov.uk
- **Text** - [07800 00 24 25](tel:07800002425)
- **BSL Video Call** – a three-way video call with us and a BSL interpreter. It is free to call North East Derbyshire District Council with Sign Solutions, you just need Wi-Fi or mobile data to make the video call or call into the offices at Wingerworth.
- Call with [Relay UK](#) – it is a free phone service provided by BT for anyone who has difficulty hearing or speaking. It's a way to have a real time conversation with us by text.
- **Visiting** our [offices](#) at Wingerworth – 2013 Mill lane, [S42 6NG](#)

CONTROL SHEET FOR EQUALITY AND DIVERSITY POLICY

| Policy Details | Comments / Confirmation (To be updated as the document progresses) |
|---|---|
| Policy title | Equality and Diversity Policy |
| Current status – i.e. first draft, version 2 or final version | Final draft |
| Policy author | Information & Improvement Manager, HR & OD Manager |
| Location of policy (whilst in development)– i.e. L-drive, shared drive | S: Drive |
| Relevant Cabinet Member (if applicable) | Cllr Barry and Cllr Birkin |
| Equality Impact Assessment approval date | EIA Stage 1 – 15/04/25 |
| Final policy approval route i.e. Cabinet/Council | Cabinet |
| Date policy approved | |
| Date policy due for review (maximum three years) | |
| Date policy forwarded to Information & Improvement and Communications (to include on Intranet and Internet if applicable to the public) | |

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1. Introduction

The Council cares about promoting and providing equality, diversity, and inclusion in all our areas of responsibility. The Council believes in treating everyone equally and with respect. The Council wishes to continue to support our diverse community and workforce and encourage everyone to reach their full potential.

Our communities and organisation are made up of brilliant people. Each of us is unique, whether in terms of background, personal characteristics, experience, skills and motivation, and the Council values our people.

Everyone has a right to be treated fairly and with dignity and respect. Everyone is responsible for ensuring that our own actions and behaviours show respect to others.

This policy applies to all: -

- Council Members
 - Employees,
 - Customers and those applying to access our services
 - Contractors, sub-contractors and consultants
 - Partners delivering commissioned services
 - Students, volunteers, interns and apprenticeships, etc.
- Job applicants and is relevant to all stages of the employment relationship.

1.1 Legal obligations

The [Equality Act 2010](#) aims to reduce inequality across a range of *protected characteristics*. These are: -

- | | |
|-----------------------|----------------------------------|
| • Age | • Marriage and civil partnership |
| • Disability | • Pregnancy and maternity |
| • Race | • Religion or belief |
| • Sex | • Sexual orientation |
| • Gender reassignment | |

See appendix one for the behaviours prohibited under the Equality Act.

1.2 General Duty

The general duty requires the Council to consider equality in every aspect of our work. To meet the general equality duty, the Council must demonstrate it has due regard to:

- Eliminating discrimination, harassment, victimisation and any other prohibited conduct.
- Advancing equality of opportunity.
- Fostering good relations between different groups.

See appendix two for further detail on 'due regard'.

1.3 Specific Duty

To meet the public sector specific equality duty the Council must:

- Publish information to demonstrate how the organisation is complying with the Public Sector Equality Duty.
- Prepare and publish equality objectives at least every four years.
- Publish data about our workforce, service provision, equality objectives and engagement with protected groups when setting equality objectives

This policy reinforces our responsibilities under the Equality Act 2010 to ensure equality of opportunity for all sections of the community and in particular our due regard to the general and specific equality duties.

The equality objectives contained within the Equality Plan outlines the specific steps the Council will take to achieve these duties. The Equality plan can be found on the Council's website: <http://www.ne-derbyshire.gov.uk>

1.4 Reasonable Adjustments

The Equality Act requires the Council to consider reasonable adjustments as a way of reducing or removing any barriers to ensure no individual is placed at a substantial disadvantage.

This applies as follows:

- To ensure Council facilities are accessible, in line with relevant legislation, to disabled people or that reasonable adjustments where practicable are available to support disabled people.
- Where a physical feature puts disabled people at a substantial disadvantage compared with people who are not disabled to avoid that disadvantage or adopt a reasonable alternative method of providing the service or exercising the function.
- Where not providing an auxiliary aid puts disabled people at a substantial disadvantage compared with people who are not disabled, to provide that auxiliary aid.
- Where the provision, criterion or practice, or the need for an auxiliary aid or service, relates to the provision of information, the steps which it is reasonable to take include steps to ensure that the information is provided in an accessible format.

This duty applies regardless of whether someone's impairment is visible or not.

The Council's approach to reasonable adjustments is as follows: -

- To ensure Council facilities are accessible to disabled people or that reasonable adjustments are available to support disabled people.
- To use alternative premises for meetings/events, checking these are suitable for disabled individuals wherever reasonably possible.

- To offer a system whereby disabled individuals can register their specific format requirements, such as large print documents, braille or telephone interpretation services. This information is available on our website and through Customer Services or for employees via the HR Team.
- Creating an inclusive culture where employees feel happy to disclose their disability should they wish to.
- Being a Disability Confident Employer.

The Council acknowledges that not all disabilities are visible and raises awareness of the **Hidden Disabilities** Sunflower Scheme within its workforce to better understand and assist individuals with hidden disabilities. Reasonable adjustments (1.4) will also be considered to support individuals. Similarly, these principles are applied to employees, providing them with the necessary support to thrive in their roles within the Council.

2. Responsibilities

Leader of the Council, Cabinet Members and Councillors

- To promote the Council's approach and commitment to equality and diversity across the organisation and in the wider community, recommending changes and improvements where necessary.
- To publicly advocating the Council's approach to equality and diversity and to directly challenge prejudice, discriminatory behaviour and attitudes.
- To give genuine and conscientious consideration to equality issues and impact when considering any proposals and making decisions.

Managers

- To develop a culture that promotes equality and values diversity in employment and in service delivery and making sure this policy is fully implemented.
- To ensure equality and diversity is a key consideration in relation to service delivery and leadership practices.
- To ensure equality and diversity considerations are reflected in business and service plans.
- To give genuine and conscientious consideration to equality issues and to consider any equality impact when considering any proposals and making decisions.
- To ensure partners, agency workers and contractors are aware of and comply with this Equality and Diversity Policy.
- To undertake relevant training as requested by the Council.
- To seek advice from your line manager if you are in any doubt.

Employees

- To take personal responsibility for observing, upholding, promoting and applying this policy, creating the right work environment.
- To treat colleagues and third parties (including customers, suppliers, contractors, agency staff and consultants) fairly and with dignity, trust and respect. Sometimes, this may mean allowing for different views and viewpoints and making space for others to contribute.
- To constructively challenge inappropriate comments or ways of working or raising any occurrences with your manager at the earliest opportunity.
- To ensure any dealings that you have with colleagues, or third parties must be free from any form of discrimination, harassment, victimisation or bullying.
- To be aware and understand that you can be personally liable for discrimination and harassment.
- To undertake relevant training as requested by the Council.
- To seek advice from your line manager if you are in any doubt.

If any employee is found to have committed, authorised or condoned an act of discrimination, harassment, victimisation or bullying, the Council will take action under the Council's Disciplinary policy.

Information and Improvement and Human Resources teams develop and monitor our equality related policies and practices, supported by the Senior Management Team and our Employee Networks.

3. Principles

3.1 In plans, policies, and practices the Council will: -

- design services that meet the needs of our communities and workforce by using detailed research, consultation and good practice.
- ensure our plans, policies, and practices do not unfairly discriminate against people with protected characteristics by undertaking equality impact assessments and acting on the results.
- ensure all our workforce, volunteers, customers, residents, partners, and contractors are made available of this Equality and Diversity Policy.

3.2 In service delivery the Council will: -

- ensure services are relevant to the people of North East Derbyshire and consider, individuals' and communities' different needs.
- actively engage with as many sections of the community as possible when consulting about our services.
- encourage and support our communities to engage in community life and public duties.
- celebrate the variety of lifestyles and cultures in North East Derbyshire.
- take all steps possible to review and monitor our services to ensure they do not discriminate unfairly and identify where services can be improved.

- ensure service provision complies with relevant legislation and statutory codes of practice.
- continue developing good practice policies and practices.
- treat all customers positively, with dignity and respect.
- act promptly, investigate and respond to complaints of discrimination, harassment, victimisation and bullying.
- analyse and understand findings when outcomes are not as intended and where potential improvements could be implemented.
- listen to all stakeholders and ensure all viewpoints are taken into consideration when shaping decisions.

3.3 In employment the Council will: -

- foster an inclusive culture to help everyone benefit from a wider range of different perspectives, experiences and skills.
- promote a working environment based on dignity, trust and respect.
- do everything reasonably possible to ensure the workplace is free from discrimination, bullying, harassment, and victimisation and will act promptly on any complaints through our policies.
- aim to recruit and retain a workforce that is as diverse as the community the Council serve in all our services and at every level.
- treat all employees, volunteers and job applicants fairly and provide reasonable adjustments when required without delay.
- ensure all our employees and volunteers receive equality and diversity training.
- provide employees with clear information about job selection, development and encourage everyone to reach their full potential.
- provide a safe working environment and demonstrate the Council care about the health and wellbeing of our colleagues.
- ensure the Council adhere to relevant legislation and statutory codes of practice.
- continue to develop good practice employment policies and practices.
- listen to employees and ensure all viewpoints are taken into consideration when shaping decisions.
- Implement reasonable adjustments to improve access to services.

3.4 In partnerships, contracting and commissioning the Council will: -

- aim to work with partners, contractors and those we commission our services to have the same values and principles and approach to equality and diversity as the Council.
- share our knowledge of our communities, their requirements, and aspirations, with our partners and contractors to help shape and improve the services they provide.

- listen to the views of our partners and contractors to help us to improve our work and practice.

4. Our approach

4.1 Equality Plan

The Council has an Equality Plan which sets out our equality objectives and the steps the Council will take to achieve them. The Plan also contains information about our communities which helps inform our service planning. The Equality plan can be found on the Council's website.

The Equality Plan is supported by an action plan which sets out the steps the Council will take to deliver its equality objectives. The action plan is updated regularly and progress against our equality objectives are published on the Council's website.

4.2 Equality Impact Assessment

The Council will carry out Equality Impact Assessment (EIA) of relevant policies, plans and procedures to ensure that they do not impact unfairly on individuals and/or groups because of their equality characteristics. The impact assessment process consists of two stages – all relevant policies, plans and procedures are screened (stage one) for equality impact with those having impact undertaking a full assessment (stage two). This is an important driver for improving our services and actions to ensure these improvements are incorporated into service delivery.

To ensure that decision makers consider equality implications (due regard) all screening assessments (stage one) are referenced in council reports and delegated decisions, and completed equality impact assessments (stage two) are included in full where required.

4.3 Equality monitoring

The Council undertakes equality monitoring to enable us to better understand who is accessing our services as well as their experiences and outcomes. For example, when undertaking consultation, the council collect monitoring data (when appropriate to do so) to check that any feedback on our services is representative of the people we serve.

Whenever the Council ask members of the public for information for equality monitoring purposes, the Council will take care that this is relevant and appropriate. The Council will: -

- Only ask for the information the Council need.
- Provide an explanation of why the Council need the information and how it will be used.
- Take care to ensure that individuals cannot be identified from the information collected, especially where the results of monitoring are made public or shared.

- Comply with the law in relation to confidentiality, data protection and freedom of information.

Our customer satisfaction measurement may also gather data on equality and diversity to enable us to better understand who is accessing our service, the types of requests/complaints that they bring forward, their experiences and outcomes.

4.4 Consultation and engagement

Consultation is the process by which the Council seek comments, information and opinions about our strategies, policies and services to inform and evidence our decision-making and design good services. This includes many familiar activities such as surveys, public meetings and forums. We make decisions influenced by the knowledge we have gathered through consultation.

Current and past consultations can be found on the [Ask Derbyshire](#) website.

4.5 Information provision

The Council does not routinely provide printed information in languages other than English except where those communications are of a legal nature or concern public safety.

Our 'Access for All' statement is prominent on all corporate communications, and we can offer a telephone interpretation service or officer support to customers with communication or other individual needs.

As a reasonable adjustment for disabled customers, the Council will provide communications in alternative formats (such as large print, Braille) on request (1.4). This is important too for those with hidden disabilities where communication can be a significant barrier.

4.6 British Sign Language (BSL) Charter

Our commitment to Deaf and Hard of hearing people has been strengthened by us signing up to the BSL Charter. The five pledges of the commitment aimed at improving the rights and access of Deaf and Hard of hearing people are: -

- Consult formally and informally with the deaf community on a regular basis.
- Ensure access for deaf people to information and services.
- Support deaf children and families.
- Ensure staff working with deaf people can communicate effectively using British Sign Language.
- Promote learning and high-quality teaching of British Sign Language.

4.7 Customer Service Standards

The Council has a Customer Service Code of Practice and Standards outlining how we deal with customers by telephone, letter, face-to-face, email and other forms of communication. Our promise to customers, together with the standards, can be found on our website.

4.8 Hate incidents and hate crime

The Council is committed to tackling hate crime and harassment arising from perceptions of difference and to fostering good relations between different groups. The police are responsible for investigating criminal offences and for gathering evidence. We will work in partnership with the police when appropriate to do so.

The definition of a **hate crime** is: -

Any **criminal offence** which is perceived, by the victim or any other person, to be motivated by a hostility or prejudice based on a persons' race, religion, sexual orientation, disability or transgender status or based on perception of a persons' race, religion, sexual orientation, disability or transgender status.

The definition of a **hate incident** is: -

Any **non-crime incident** which is perceived, by the victim or any other person, to be motivated by a hostility or prejudice based on a persons' race, religion, sexual orientation, disability or transgender status or based on perception of a persons' race, religion, sexual orientation, disability or transgender status.

The Council will when appropriate to do so: -

- Work in partnership with the police and all relevant external agencies to deal with incidents of harassment and hate crime.
- Take reports of harassment and hate incidents/crimes seriously and encourage reporting.
- Ensure complainants/witnesses are dealt with sympathetically.
- Signpost victims and witnesses to specialist support and advice services where appropriate.
- Keep victims and witnesses informed on their complaints about harassment and hate incidents/crimes.
- Deal with perpetrators of harassment or hate incidents/crimes effectively and appropriately. For example, seeking remedies such as injunctions or seeking possession of council property using our powers under the Anti-Social Behaviour, Crime and Policing Act 2014 and the Housing Act 1985 and 1996.
- Send out a clear message that the Council will not tolerate harassment or hate incidents/crimes. Any hate incident witnessed by or reported to a council employee will be recorded and where appropriate, investigated by relevant officers at the Council and/or reported to police.

As an employer

4.9 Our commitment to Employees

The Council believe a culture of equality, diversity and inclusion not only benefits our organisation but supports wellbeing and enables our people to have a positive experience at work because they can be themselves and feel that they belong.

Fostering an inclusive culture helps everyone to benefit from a wider range of different perspectives, experiences and skills. The Council believe this creates a happier, more productive working environment for us all.

The Council are committed to promoting a working environment throughout the employment lifecycle based on dignity, trust and respect, and one that is free from discrimination, harassment, bullying or victimisation. The Council will not tolerate discrimination, bullying or harassment against employees on the grounds of a protected characteristic as set out within our Anti-Harassment and Anti-Bullying Workplace Guidance.

That the Council will ensure recruitment and retention procedures do not treat people less favourably because of their: -

- Age
- Disability
- Race
- Sex (or Gender)
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Religion or belief
- Sexual orientation

If anyone is concerned about any equality's issues relating to their employment at the Council please contact your line manager, Trade Union or the Human Resources team.

4.10 Recruitment

The Council wish to attract talented people into the organisation and actively values and promotes a diverse workforce. The Council works to harness the complementary skills, knowledge and backgrounds of people who work together in an environment that is fully inclusive and respecting of individuals.

People from different backgrounds can bring fresh ideas and perceptions which can make the way the Council work more efficient and improve service delivery. Our commitment to equality and diversity is to our own employees as well as to the communities the Council serve, driven by purpose as a local authority and our desire to attract talented people within our workforce.

Our commitments:

- To encourage job applications from as diverse a range of people as possible by taking reasonable and appropriate steps for example advertising on a range of media platforms.
- For those involved in recruitment decisions to have attended appropriate Recruitment and Selection Training in advance so they are clear that decisions about recruitment must not discriminate in any way.
- Every decision-maker is encouraged to challenge themselves, and other members of the recruitment selection panel, to make sure that any stereotypes, unconscious bias or prejudice do not play any part in recruitment decisions.

4.11 Equality and diversity training

The Council is committed to developing and leading its workforce to ensure the organisation can deliver high quality and effective services.

Equality and diversity training is mandatory for all new employees as part of their onboarding programme. All employees are encouraged to undertake a refresh session within three years.

The Council routinely evaluate corporate training to ensure it meets legislative, business and individual needs. Individual learning needs are identified through various methods including one to one meetings, team meetings etc.

Equality and diversity training is available to Elected Members in their induction and a refresh session is delivered half way through the administrative term (2 years).

4.12 Equality monitoring

The Council encourage job applicants and employees to provide equality information. This is optional and an employee does not have to provide this information. This data is used to inform statutory requirements such as gender pay gap reporting, identifying areas for improvement, trends or to enhance service delivery. The data collected is collected, stored, retained and used in accordance with GDPR Regulations.

4.13 Neurodiversity

The Council recognises the wide range of neurodiverse people in society. Neurodiversity refers to the different ways the brain can work and interpret information. Most people are neurotypical, meaning that their brain functions and processes information in the way society expects them to. However, it is estimated that around 1 in 7 people (more than 15% of people in the UK) are neurodivergent, meaning that their brain functions, learns and processes information differently.

This can manifest itself in thinking styles such as dyslexia autism, ADHD and dyspraxia. It is often referred to as a hidden disability (1.4). People with hidden impairments often face difficulties in the workplace which at times can be less obvious to staff than for those with more obvious disabilities. Asking employees generally about access arrangements is a powerful way of encouraging employees to seek assistance whether they recognise themselves as disabled or not and supports the Council's approach of being an inclusive and accessible workplace.

5. Raising Concerns

If you think we are not providing a service in line with this policy or you think you have been treated unfairly in any way, you can raise this with us by:

- Completing the on-line **Compliments, Comments and Complaints form** [North East Derbyshire District Council](#)
- Writing to the council at North East Derbyshire District Council, 2013 Mill Lane, Wingerworth, Chesterfield, Derbyshire S42 6NG

- Calling our **Customer Services team on 01246 231111**
- Asking one of our employees to put it in writing for you.

The Access for All panel at the front of this document contains details of all the ways that you can contact us.

For Employees, please raise any concerns with your line manager in the first instance. You can contact your Trade Union Representative or the HR Team, if concerns relate to your line manager.

For more information on promoting equality and understanding the Equality Act 2010, please visit:

Equality Advisory and Support Service (EASS)

A government-funded website providing advice on equality concerns.

Website: <https://www.equalityadvisoryservice.com>

Helpline: 0808 800 0082

Equality and Human Rights Commission (EHRC)

A public body responsible for promoting and upholding equality and human rights laws across England, Scotland, and Wales.

Website: <https://www.equalityhumanrights.com>

Equality Act 2010

The Equality Act 2010 protects people from discrimination and promotes equal treatment in the workplace and wider society.

Website: <https://www.legislation.gov.uk/ukpga/2010/15/contents>

Appendix 1 – Prohibited Behaviours

The Equality Act 2010 defines the following as prohibited behaviours:

Direct discrimination

Direct discrimination occurs when a person treats another less favourably than they treat or would treat others because of a protected characteristic. For example, denying a customer a service because of their ethnicity or disability.

Direct discrimination is generally unlawful. However, it may be lawful in the following circumstances:

- In relation to the protected characteristic of disability, where a disabled person is treated more favourably than a non-disabled person.
- Where the Equality Act 2010 provides an express exception which permits directly discriminatory treatment that would otherwise be unlawful. For example, providing a single sex swimming session to encourage more women to participate in an activity where they are underrepresented, where such positive action can be objectively justified.

It is direct discrimination if a service provider treats a service user less favourably because of the service user's association with another person who has a protected characteristic.

It is also direct discrimination if a service provider treats a service user less favourably because the service provider mistakenly thinks that the service user has a protected characteristic.

Indirect discrimination

Indirect discrimination may occur when a service provider applies an apparently neutral provision, criterion or practice which puts persons sharing a protected characteristic at a particular disadvantage.

Indirect discrimination occurs under the following four conditions:

- The service provider applies (or would apply) the provision, criterion or practice equally to everyone within the relevant group including a particular service user
- The provision, criterion or practice puts, (or would put), people who share the service user's protected characteristic at a particular disadvantage when compared with people who do not have that characteristic
- The provision, criterion or practice puts, (or would put), the service user at that disadvantage
- The service provider cannot show that the provision, criterion or practice is justified as a proportionate means of achieving a legitimate aim.

Appendix two – Due Regard

The Equality Act requires that public authorities demonstrate that they have had ‘due regard’ to the three aims of the equality duty in their decision-making.

Assessing the potential impact on equality of proposed changes to policies, procedures and practices where relevant and proportionate is one of the key ways in which the Council demonstrates ‘due regard’. This enables public authorities to identify and then mitigate or objectively justify any adverse impact resulting from the policy or practice.

Under the Equality Act 2010 the Council should have “due regard” when making decisions.

- Those responsible for the duty to have due regard must consciously bring it to mind when considering the duty. If they do not or if their appreciation of the duty is incomplete or mistaken, the courts will deem that due regard has not been applied.
- The due regard duty must be fulfilled before and at the time that a particular policy is being considered. Compliance with the duty should not be treated as a rearguard action after a decision to implement the policy in question. It must be exercised with rigour and with an open mind. Due regard involves more than a tick box exercise. The “substance and reasoning” of the decision must be examined.
- The due regard duty cannot be delegated to a third party by the public authority charged with it.
- The duty is ongoing.
- It is good practice for public authorities to keep an adequate record showing that they have considered their equality duties and pondered relevant questions.
- When applying the “due regard” test, the public authority must consider whatever countervailing factors are relevant in the circumstances.

North East Derbyshire District Council

Cabinet

27 November 2025

Medium Term Financial Plan – Revised Budget 2025/26

Report of the Deputy Leader of the Council with responsibility for Finance

Classification: This report is public

Report By: Jayne Dethick, Director of Finance and Resources (S151 Officer)

Contact Officer: Jayne Dethick

PURPOSE / SUMMARY

To present revisions to the 2025/26 budget that was approved by Council in January 2025 for Cabinet to consider.

RECOMMENDATIONS

1. That the following recommendations are made to Council:
 - 1a the budget in respect of the General Fund as set out in **Appendix 1** of this report be approved as the Current Budget for 2025/26.
 - 1b the budget in respect of the HRA as set out in **Appendix 3** of this report be approved as the Current Budget for 2025/26.
 - 1c the Capital Programme as set out in **Appendix 4** of this report be approved as the Current Budget for 2025/26.

Approved by Cllr P Kerry, Deputy Leader with responsibility for Finance

IMPLICATIONS

Finance and Risk: Yes ☒ No ☐

Details:

The issue of financial risk is covered throughout the report. In addition, it should be noted that not achieving a balanced budget is outlined as a key risk within the Council's Strategic Risk Register. While officers are of the view that these risks are being appropriately managed it needs to be recognised that the continued budget pressures on the Council's financial position, particularly the impact of the uncertainty

surrounding national funding, need careful consideration when the Medium Term Financial Plan is refreshed in the coming months.

The capital programme identifies and recognises the need to maintain the Council's assets in a fit for purpose state and to retain and attract income streams for the Council. The financing of the capital programme is secured for 2025/26 thus minimising the risk of any additional unplanned borrowing.

All financial implications are covered in the relevant sections throughout the report.

On Behalf of the Section 151 Officer

Legal (including Data Protection): Yes ☐ No ☒

Details:

There are no legal issues arising directly from the report.

On Behalf of the Solicitor to the Council

Staffing: Yes ☐ No ☒

Details:

There are no staffing issues arising directly from this report.

On behalf of the Head of Paid Service

DECISION INFORMATION

| | |
|---|---------------------|
| Decision Information | |
| Is the decision a Key Decision? A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds: NEDDC: Revenue - £125,000 <input type="checkbox"/> Capital - £310,000 <input type="checkbox"/> <input checked="" type="checkbox"/> Please indicate which threshold applies | No |
| Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In) | No |
| District Wards Significantly Affected | None |
| Equality Impact Assessment (EIA) details: | |
| Stage 1 screening undertaken <ul style="list-style-type: none"> Completed EIA stage 1 to be appended if not required to do a stage 2 | No, not applicable |
| Stage 2 full assessment undertaken <ul style="list-style-type: none"> Completed EIA stage 2 needs to be appended to the report | No, not applicable |
| Consultation: Leader / Deputy Leader <input checked="" type="checkbox"/> Cabinet <input type="checkbox"/> SMT <input checked="" type="checkbox"/> Relevant Service Manager <input checked="" type="checkbox"/> Members <input checked="" type="checkbox"/> Public <input type="checkbox"/> Other <input type="checkbox"/> | Yes Details: |

| |
|--|
| Links to Council Plan priorities; <ul style="list-style-type: none"> A great place that cares for the environment A great place to live well A great place to work A great place to access good public services |
| The budget underpins all Council Plan priorities. |

REPORT DETAILS

1 Background

- 1.1 The Original Budget for 2025/26 was approved by Council in January 2025. However, as the financial year progresses planned changes can arise,

therefore the process for preparing revised budgets is completed as early as possible to allow planned changes to be delivered within the financial year.

- 1.2 The revised budget process is now complete and the proposed revisions for the General Fund, HRA and Capital Programme are shown in the appendices to the report and detailed below.

2 General Fund Revenue Account

- 2.1 The proposed revisions for the General Fund are attached at Appendix 1. The appendix shows the Original Budget for 2025/26 which was approved by Council in January 2025, the Current Budget, and the proposed Revised Budget for 2025/26. Appendix 2 details the net cost of each service by Directorate.
- 2.2 The Original Budget approved in January 2025 included a contribution from the Resilience Reserve of £0.294m after the approval of the Council Tax increase. The revised budget position, taking account of growth and efficiencies identified in Table 1 below reduces the required contribution from the Resilience Reserve to nil and forecasts a contribution back to the Resilience Reserve of £0.432m.
- 2.3 Variances from the current budget are detailed in Tables 1 and 2 below. These include variances in amounts transferred to and from grants and reserves. Some of the costs in the General Fund are funded by grants and reserves and some of the income in the General Fund needs to be moved to the grants and reserves to fund future expenditure commitments. Therefore, these movements are necessary to show the “true” position of the General Fund.
- 2.4 The main Net Cost of Services variances can be further analysed as:

Table 1

Net Cost of Services:

| Variances | ‘£000 |
|---|--------------|
| Pay related costs | 293 |
| Building related costs | 132 |
| Utilities | (173) |
| Postage (revenues and benefits) | 34 |
| Financials Upgrade | 22 |
| M365/CoPilot Licenses | 57 |
| Insurances | 115 |
| Apprenticeship Levy | 25 |
| 3G Pitch income (due to open January 2026) | 29 |
| Investment property Income | 76 |
| Expenditure funded from grants and reserves | (393) |
| Grant income moved to reserves | 303 |
| Other variances | 16 |
| Total | 538 |

- 2.5 Reserves variances can be further analysed as:

Table 2

| Variances | £000 |
|---------------------------------|--------------|
| Transfers to Reserves: | |
| Revenue grants | 303 |
| Transfer to Resilience reserve | 727 |
| Other earmarked reserves | 0 |
| Total | 1,030 |
| Transfers from Reserves: | |
| Revenue grants | (226) |
| Invest to save | (8) |
| Other earmarked reserves | (159) |
| Total | (393) |
| Net Reserves Variance | (637) |

- 2.6 The overall salary budget has increased by £293k. A 3% top slice was included in the original budget which has been largely met however the need to recruit agency staff to cover some vacancies has created a budget pressure.
- 2.7 There have been some increases to building maintenance costs (e.g. contractual increases), postages, insurances and the apprenticeship levy. There have also been investments in ICT including an upgrade to the financial management system, Microsoft 365 and Co Pilot licenses. These increases have been mitigated by a reduction in utility costs and an increase in interest income.
- 2.8 Overall, the revised budget process has reduced the call on the Resilience Reserve from a withdrawal of £294k to a contribution of £432k. Any further savings identified during the remainder of this financial year will also be contributed to this reserve.
- 2.9 Use of reserves is in line with the Local Government Finance Policy Update issued by the Government in February 2024, it is recognised that use of reserves is not a sustainable solution for the medium term; this is being considered as part of the budget setting process and medium-term financial plan refresh currently being undertaken. The final position will clearly be dependent on the actual financial performance out-turning in line with the revised budgets and there may be further budget changes required as the year progresses.
- 2.10 The Invest to Save Reserve had an opening balance of £2.429m at the 1 April 2025. Commitments already made against this reserve amount to £0.426m leaving £1.725m uncommitted.
- 2.11 The Resilience Reserve had an opening balance of £3.597m and after accounting for contributions made to the General Fund the estimated balance is £4.030m. This reserve will continue to be utilised to provide financial resilience to the General Fund in future years as required by Medium Term Financial Plan.

General Fund Balances

- 2.12 The level of General Fund Balances has been maintained at £2m in this budget. The General Fund balances are considered to be at an acceptable level rather than generous. The General Fund balance needs to be considered against the background of ongoing reductions in the level of Government funding together with the range of risks facing the Council. With only a limited level of General Fund reserves it is crucial that the Council continues to maintain robust budgetary control while securing its ongoing savings targets in order to safeguard both its reserves and its financial sustainability.
- 2.13 Section 25 of the Local Government Act 2003 requires the Chief Financial Officer (Section 151 Officer) to report formally on the adequacy of proposed reserves when setting a budget requirement. Given the current level of general balances and the earmarked Resilience Reserve, the Council has sufficient balances to provide a period in which to review and recover financial challenges. In a situation in which the Council were operating at a lower level of balances and an overspend or an under achievement of income occurred which took balances to below minimum levels then immediate 'crisis' remedial action would need to be considered. Such a response is not conducive to sound financial management but more importantly would have a significant detrimental impact upon the Council's ability to deliver the planned and agreed level of services to local residents. However, Cabinet will recognise that given a level of General Fund Balances of £2m, against the savings requirement in the Medium Term Financial Plan, the need to continue to tackle the underlying forecast budget deficit remains.

Housing Revenue Account (HRA)

The Housing Revenue Account revised budget for 2025/26 is set out in **Appendix 3** to this report.

Income

- 2.14 Overall, there are no major income variances to report with revised income budgets being slightly higher (£0.187m) than the original budget.

Expenditure

- 2.15 Rykneld Homes Limited (RHL), who undertake the management of the Council's housing stock, receive a management fee for provision of these services. The management fee agreed in the original budget was £12.806m, which has been increased in the revised budget by £0.030m for the actual pay award (3.2% actual, budget 3.0%).
- 2.16 The remainder of the HRA expenditure is managed by the Council. The only variances relate to funding adjustments with depreciation being £0.244m higher and interest being £0.573m lower than original budget.
- 2.17 Taking account of the proposed budget changes detailed above, the contribution to the resilience reserve has reduced by £0.731m to £0.559m.

Contributions to the Major Repairs reserve and Development reserve have reduced due to changes in the capital programme (£0.244m and £1.200m respectively).

- 2.18 The HRA balance is being maintained at £3m in line with the level of financial risk facing the HRA. Maintenance of this balance is necessary as it will help ensure the financial and operational stability of the HRA which is essential if we are to maintain the level of services and quality of housing provided to our tenants. Given the challenges that regulation will present and the Council's ambition to increase social housing across the district, the Council and Rykneld Homes will need to continue to work closely together in order to ensure the sustainability of the HRA over the life of the 30 year Business Plan.

Capital Investment Programme

The Council's capital programme is shown in **Appendix 4**. It has been updated from the original budgets to reflect approvals within the year and the profiling of the individual schemes following approved changes by Members and from detailed discussions with budget officers.

2.19 HRA Schemes

The HRA Capital Programme for 2025/26 was increased post outturn to take account of the budgets rolled over from 2024/25. The capital programme includes additional Warm Homes Grant of £1m for local energy efficiency projects and the Stonebroom Regeneration project has been reprofiled with £1.2m being moved to future financial years.

2.20 General Fund

The General Fund Capital Programme has also been increased to take account of budget rollovers from 2024/25. The main variances in the General Fund relate to additional grant funding received for new projects along with reprofiling of the vehicles purchase and ICT schemes.

Capital Financing

- 2.21 **Appendix 4** also details how each scheme is financed. In summary:

HRA Capital Financing

- 2.22 The HRA Capital Programme is financed from a combination of capital receipts, revenue contributions, prudential borrowing, use of reserves and grants. The Prudential Borrowing financing arrangements were agreed by Council as part of the Treasury Management Strategy at its meeting in January 2025.

General Fund Capital Financing

- 2.23 The General Fund Capital Programme is financed from a combination of capital receipts, revenue contributions, prudential borrowing and grants. The Prudential Borrowing financing arrangements were agreed by Council as part of the Treasury Management Strategy at its meeting in January 2025.

3 Reasons for Recommendation

- 3.1 The purpose of this report is to prepare revised budgets as early as possible within the financial year to provide sufficient time to allow any planned changes to be delivered. The Council has faced some specific financial challenges this year putting pressure on the ability to set a balanced General Fund budget but, use of reserves ring fenced for providing resilience when needed has mitigated this.

4 Alternative Options and Reasons for Rejection

- 4.1 There are no alternative options being considered at this time. How resources are utilised is ultimately a decision for Members which will form part of the 2026/27 Medium Term Financial Planning process.

DOCUMENT INFORMATION

| Appendix No | Title |
|---|---|
| 1 | General Fund Revised Budget – Summary 2025/26 |
| 2 | General Fund Revised Budget – Detail 2025/26 |
| 3 | HRA Revised Budget 2025/26 |
| 4 | Capital Programme Revised Budget 2025/26 |
| Background Papers (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet you must provide copies of the background papers) | |
| None | |

GENERAL FUND ACCOUNT - SUMMARY REVISED BUDGET 2025/26

APPENDIX 1

| | Original Budget 2025/26 £ | Current Budget 2025/26 £ | Revised Budget 2025/26 £ | Variance £ |
|---|------------------------------------|-----------------------------------|-----------------------------------|------------------|
| Organisation and Place Directorate | 9,062,589 | 9,062,589 | 9,441,512 | 378,923 |
| Finance and Resources Directorate | 5,142,395 | 5,142,395 | 5,142,265 | (130) |
| Growth and Assets Directorate | 3,043,045 | 3,043,045 | 3,201,755 | 158,710 |
| Recharges to Capital and HRA | (618,350) | (618,350) | (618,350) | 0 |
| Net Cost of Services | 16,629,679 | 16,629,679 | 17,167,182 | 537,503 |
| Investment Properties | (467,195) | (467,195) | (461,545) | 5,650 |
| Bad Debt Provision | 40,000 | 40,000 | 40,000 | 0 |
| Interest | (469,015) | (469,015) | (1,261,404) | (792,389) |
| Debt Repayment Minimum Revenue Provision | 56,000 | 56,000 | 56,000 | 0 |
| Parish Precepts | 3,835,198 | 4,083,784 | 4,083,784 | 0 |
| Transfer To Earmarked Reserves | 0 | 0 | 303,198 | 303,198 |
| Transfer From Earmarked Reserves | (500,982) | (500,982) | (893,690) | (392,708) |
| Transfer To/(From) Resilience Reserve | (294,290) | (294,290) | 432,356 | 726,646 |
| Total Spending Requirement | 18,829,395 | 19,077,981 | 19,465,881 | 387,900 |
| Business Rates | (6,079,668) | (6,079,668) | (6,079,668) | 0 |
| New Homes Bonus | (743,488) | (743,488) | (743,488) | 0 |
| Extended Producer Responsibility | (434,000) | (434,000) | (821,900) | (387,900) |
| Recovery Grant | (203,179) | (203,179) | (203,179) | 0 |
| Employers National Insurance Contribution | (145,150) | (145,150) | (145,150) | 0 |
| Collection Fund (Surplus)/Deficit - Council Tax | (141,491) | (141,491) | (141,491) | 0 |
| Collection Fund (Surplus)/Deficit - NNDR | 0 | 0 | 0 | 0 |
| NEDDC Council Tax Requirement | (7,247,221) | (7,247,221) | (7,247,221) | 0 |
| Parish Council Council Tax Requirement | (3,835,198) | (4,083,784) | (4,083,784) | 0 |
| Council Tax Requirement | (18,829,395) | (19,077,981) | (19,465,881) | (387,900) |

| | | Original Budget 2025/26 £ | Current Budget 2025/26 £ | Revised Budget 2025/26 £ | Variance £ |
|---|---|------------------------------------|-----------------------------------|-----------------------------------|---------------|
| <u>Operations and Place Directorate</u> | | | | | |
| Managing Director & Head of Paid Service | | | | | |
| 4500 | Managing Director | 185,563 | 185,563 | 185,814 | 251 |
| | Vacancy Savings | (345,549) | (345,549) | 0 | 345,549 |
| 5720 | Supporting PA's | 115,760 | 115,760 | 135,692 | 19,932 |
| | | (44,226) | (44,226) | 321,506 | 365,732 |
| Assistant Director Environmental Health | | | | | |
| 3400 | Environmental Protection | 132,716 | 132,816 | 159,521 | 26,705 |
| 3401 | Food, Health & Safety | 159,553 | 159,553 | 155,968 | (3,585) |
| 3402 | Environmental Enforcement | 145,936 | 145,936 | 127,191 | (18,745) |
| 3404 | Licensing | 24,303 | 24,303 | 11,249 | (13,054) |
| 3405 | Pollution | 137,301 | 137,201 | 128,302 | (8,999) |
| 3407 | Pest Control | 31,052 | 31,052 | 29,191 | (1,861) |
| 3408 | Home Improvement | 26,679 | 26,679 | 26,473 | (206) |
| 3409 | EH Technical Support & Management | 288,674 | 288,674 | 302,087 | 13,413 |
| 3410 | Private Sector Housing | 90,658 | 90,658 | 85,021 | (5,637) |
| 3419 | Destitute Funerals | 1,500 | 1,500 | 1,500 | 0 |
| 3420 | Fly Tipping | 3,000 | 3,000 | 3,000 | 0 |
| 3426 | Covid Enforcement Team | 0 | 0 | 2,221 | 2,221 |
| 3427 | Private Water Supply | 0 | 0 | (170) | (170) |
| 3429 | Joint Assistant Director Environmental Health | 53,094 | 53,094 | 53,235 | 141 |
| | | 1,094,466 | 1,094,466 | 1,084,789 | (9,677) |
| Assistant Director Streetscene | | | | | |
| 3174 | Street Scene | 389,874 | 389,874 | 353,036 | (36,838) |
| 3227 | Materials Recycling | 821,828 | 821,828 | 917,212 | 95,384 |
| 3230 | Food Waste Collection | 0 | 0 | 306,064 | 306,064 |
| 3244 | Parks Derbyshire County Council Agency | (384,000) | (384,000) | (272,000) | 112,000 |
| 3282 | Eckington Depot | 178,593 | 178,593 | 151,189 | (27,404) |
| 3285 | Dronfield Bulk Depot | 3,960 | 3,960 | 3,840 | (120) |
| 3511 | Hasland Cemetery | (50,585) | (50,585) | (50,590) | (5) |
| 3513 | Temple Normanton Cemetery | (4,815) | (4,815) | (9,625) | (4,810) |
| 3514 | Clay Cross Cemetery | (59,085) | (59,085) | (68,380) | (9,295) |
| 3516 | Killamarsh Cemetery | (20,785) | (20,785) | (20,225) | 560 |
| 3918 | Dog Fouling Bins | (65,668) | (65,668) | (61,795) | 3,873 |
| 3921 | Street Cleaning Service | 684,322 | 684,322 | 689,591 | 5,269 |
| 3922 | Gully Emptying Service | 98,949 | 98,949 | (21,768) | (120,717) |
| 3943 | Transport | 805,207 | 805,207 | 777,418 | (27,789) |
| 3944 | Grounds Maintenance | 743,671 | 743,671 | 699,311 | (44,360) |
| 3945 | Domestic Waste Collection | 2,057,001 | 2,057,001 | 1,997,030 | (59,971) |
| 3946 | Commercial Waste Collection | (312,815) | (312,815) | (307,611) | 5,204 |
| 3947 | Assistant Director Streetscene | 106,539 | 106,539 | 106,793 | 254 |
| | | 4,992,191 | 4,992,191 | 5,189,490 | 197,299 |
| Assistant Director Planning | | | | | |
| 4111 | Applications And Advice | (592,000) | (592,000) | (747,115) | (155,115) |
| 4113 | Planning Appeals | 0 | 0 | 50,155 | 50,155 |
| 4116 | Planning Policy | 460,785 | 460,785 | 552,751 | 91,966 |
| 4119 | Neighbourhood Planning Grant | 0 | 0 | (20,000) | (20,000) |
| 4311 | Environmental Conservation | 18,630 | 18,630 | 20,250 | 1,620 |
| 4511 | Assistant Director - Planning | 106,009 | 106,009 | 106,164 | 155 |
| 4513 | Planning | 901,784 | 901,784 | 867,855 | (33,929) |
| 4515 | Building Control | 39,000 | 39,000 | 39,000 | 0 |
| 5354 | Land Charges | 44,538 | 44,538 | 34,803 | (9,735) |
| | | 978,746 | 978,746 | 903,863 | (74,883) |
| Assistant Director Governance | | | | | |
| 1121 | Member's Services | 567,845 | 567,845 | 549,175 | (18,670) |
| 1123 | Chair's Expenses | 7,100 | 7,100 | 7,100 | 0 |
| 1231 | Corporate Training | 41,980 | 41,980 | 57,000 | 15,020 |
| 1259 | Corporate Groups | 8,500 | 8,500 | 11,475 | 2,975 |
| 1311 | Human Resources | 337,382 | 337,382 | 390,690 | 53,308 |
| 3121 | Health & Safety Advisor | 100,740 | 100,740 | 113,626 | 12,886 |

| | | Original Budget 2025/26 £ | Current Budget 2025/26 £ | Revised Budget 2025/26 £ | Variance £ |
|---|---|------------------------------------|-----------------------------------|-----------------------------------|----------------|
| 5313 | Register Of Electors | 215,372 | 215,372 | 201,527 | (13,845) |
| 5321 | Assistant Director Governance | 116,596 | 116,596 | 116,154 | (442) |
| 5353 | Legal Section | 228,698 | 228,698 | 243,899 | 15,201 |
| 5392 | Scrutiny | 48,462 | 48,462 | 0 | (48,462) |
| 5711 | Democratic Services | 368,737 | 368,737 | 251,218 | (117,519) |
| | | 2,041,412 | 2,041,412 | 1,941,864 | (99,548) |
| Total for Organisation and Place Directorate | | 9,062,589 | 9,062,589 | 9,441,512 | 378,923 |
| <u>Finance & Resources Directorate</u> | | | | | |
| Director of Finance & Resources | | | | | |
| 1312 | Payroll | 109,490 | 109,490 | 113,104 | 3,614 |
| 1315 | Design & Print | 142,841 | 142,841 | 144,854 | 2,013 |
| 1321 | Communications & Marketing | 144,910 | 144,910 | 175,556 | 30,646 |
| 1323 | NEDDC News | 39,000 | 39,000 | 22,300 | (16,700) |
| 3135 | Drainage | 15,134 | 15,134 | 13,271 | (1,863) |
| 3512 | CBC Crematorium | (200,000) | (200,000) | (200,000) | 0 |
| 4428 | Manor Farm Redevelopment | 0 | 0 | 47,457 | 47,457 |
| 5113 | Unison Duties | 22,692 | 22,692 | 105 | (22,587) |
| 5611 | External Audit | 180,869 | 180,869 | 157,913 | (22,956) |
| 5615 | Bank Charges | 133,500 | 133,500 | 144,000 | 10,500 |
| 5621 | Contribution to/from HRA | (185,450) | (185,450) | (185,450) | 0 |
| 5707 | Local Government Reorganisation | 0 | 0 | 3,190 | 3,190 |
| 5713 | Audit | 118,370 | 118,370 | 123,035 | 4,665 |
| 5714 | Financial Support Services | 3,000 | 3,000 | 2,500 | (500) |
| 5715 | Procurement | 78,304 | 78,304 | 85,246 | 6,942 |
| 5716 | Director of Finance & Resources | 73,986 | 73,986 | 74,100 | 114 |
| | Vacancy Savings | (178,594) | (178,594) | 0 | 178,594 |
| 5721 | Financial Services | 370,117 | 370,117 | 432,409 | 62,292 |
| 5724 | Insurance | 410,460 | 410,460 | 525,510 | 115,050 |
| 5725 | Apprenticeship Levy | 45,000 | 45,000 | 70,000 | 25,000 |
| 5727 | Cost Of Ex-Employees | 108,600 | 108,600 | 108,600 | 0 |
| | | 1,432,229 | 1,432,229 | 1,857,700 | 425,471 |
| Assistant Director ICT | | | | | |
| 5215 | Telephones | 20,950 | 20,950 | 15,450 | (5,500) |
| 5216 | Mobile Phones and Ipads | 28,490 | 28,490 | 26,490 | (2,000) |
| 5701 | Joint ICT Service | 47,386 | 47,386 | 81,304 | 33,918 |
| 5734 | NEDDC ICT Service | 759,372 | 759,372 | 707,303 | (52,069) |
| 5736 | Business Development | 172,822 | 172,822 | 150,989 | (21,833) |
| 5737 | Corporate Printing Costs | 20,700 | 20,700 | 20,700 | 0 |
| | | 1,049,720 | 1,049,720 | 1,002,236 | (47,484) |
| Assistant Director Communities | | | | | |
| 1218 | Community Safety | 83,649 | 83,649 | 86,174 | 2,525 |
| 1220 | Assistant Director Communities | 52,894 | 52,894 | 52,847 | (47) |
| 3165 | Housing Options Team | 408,048 | 408,048 | 348,115 | (59,933) |
| 3176 | Pool Car | 730 | 730 | 150 | (580) |
| 3740 | Strategic Housing | 157,478 | 157,478 | 174,753 | 17,275 |
| 3747 | Homeless Temp Accomodation | 40,320 | 40,320 | 20,891 | (19,429) |
| 3748 | Homelessness Grant | 62,000 | 62,000 | 36,000 | (26,000) |
| 3749 | Empty Properties | 1,500 | 1,500 | 1,500 | 0 |
| 3754 | Homelessness Strategy | 46,129 | 46,129 | 4,835 | (41,294) |
| 3756 | Supported Housing Improvement Programme | 95,637 | 95,637 | (28,157) | (123,794) |
| 3759 | Emergency Welfare Assistance Grant | 20,000 | 20,000 | 20,000 | 0 |
| 3760 | Asylum Dispersal | 0 | 0 | (90,100) | (90,100) |
| 5221 | Customer Services | 414,565 | 414,565 | 414,009 | (556) |
| 5223 | Franking Machine | 47,900 | 29,900 | 29,900 | 0 |
| 5224 | Hybrid Mail | 17,000 | 35,000 | 35,000 | 0 |
| 5741 | Housing Benefit Service | 780,298 | 780,298 | 647,198 | (133,100) |
| 5742 | Test & Trace | 0 | 0 | (79,419) | (79,419) |
| 5747 | Debtors | 73,116 | 73,116 | 73,228 | 112 |
| 5748 | Ukrainian Guests | 0 | 0 | 2,100 | 2,100 |
| 5751 | NNDR Collection | 8,454 | 8,454 | 14,030 | 5,576 |
| 5759 | Council Tax Administration | 362,773 | 362,773 | 533,065 | 170,292 |
| 5825 | Concessionary Bus Passes | (12,045) | (12,045) | (13,790) | (1,745) |

| | | Original Budget 2025/26 £ | Current Budget 2025/26 £ | Revised Budget 2025/26 £ | Variance £ |
|---|---|------------------------------------|-----------------------------------|-----------------------------------|---------------|
| | | 2,660,446 | 2,660,446 | 2,282,329 | (378,117) |
| Total for Finance & Resources Directorate | | 5,142,395 | 5,142,395 | 5,142,265 | (130) |
| <u>Growth & Assets Directorate</u> | | | | | |
| Director of Growth & Assets | | | | | |
| 1283 | Emergency Planning | 21,000 | 21,000 | 20,440 | (560) |
| 4600 | Director of Growth & Assets | 146,373 | 146,373 | 146,475 | 102 |
| | Vacancy Savings | (172,207) | (172,207) | 0 | 172,207 |
| | | (4,834) | (4,834) | 166,915 | 171,749 |
| Assistant Director Property, Estates & Assets | | | | | |
| 3172 | Engineers | 152,423 | 152,423 | 99,981 | (52,442) |
| 3241 | Car Parks | 53,225 | 53,225 | 51,490 | (1,735) |
| 3247 | Street Names/Lights | 7,000 | 7,000 | 12,500 | 5,500 |
| 3249 | Footpath Orders | (400) | (400) | (1,000) | (600) |
| 3265 | Dams And Fishing Ponds | 2,750 | 2,750 | 2,500 | (250) |
| 4412 | Midway Business Centre | (84,280) | (84,280) | (47,540) | 36,740 |
| 4425 | Coney Green Business Centre | (78,630) | (78,630) | (11,795) | 66,835 |
| 4523 | Estates Administration | 247,199 | 247,199 | 226,825 | (20,374) |
| 4525 | Miscellaneous Properties | 22,570 | 22,570 | 20,970 | (1,600) |
| 5204 | Assistant Director Property, Estates & Assets | 106,359 | 106,359 | 106,461 | 102 |
| 5205 | Mill Lane | 187,651 | 187,651 | 150,127 | (37,524) |
| 5206 | Mill Lane Land | 0 | 0 | 1,688 | 1,688 |
| 5209 | Facilities Management | 231,319 | 231,319 | 231,772 | 453 |
| 5210 | Pioneer House | 56,108 | 56,108 | 114,540 | 58,432 |
| | | 903,294 | 903,294 | 958,519 | 55,225 |
| Assistant Director - Regeneration & Programmes | | | | | |
| 1255 | Strategy and Performance | 163,110 | 163,110 | 251,115 | 88,005 |
| 1331 | Strategic Partnerships | 265,225 | 265,225 | 190,950 | (74,275) |
| 1333 | Healthy North East Derbyshire | 0 | 0 | (940) | (940) |
| 1336 | UKSPF | 4,667 | 4,667 | (627,761) | (632,428) |
| 1337 | Pride in the Public Realm | 0 | 0 | 50,000 | 50,000 |
| 1338 | Feeling Safer | 0 | 0 | 49,505 | 49,505 |
| 1339 | Explore the District | 0 | 0 | 88,700 | 88,700 |
| 1340 | Inclusive Communities | 0 | 0 | 222,195 | 222,195 |
| 1341 | Derbyshire Accelerator | 0 | 0 | 86,250 | 86,250 |
| 1342 | Sector Development | 0 | 0 | 3,750 | 3,750 |
| 1343 | Digital Skills | 0 | 0 | 50,000 | 50,000 |
| 1344 | Vocational Skills | 0 | 0 | 20,000 | 20,000 |
| 1345 | UKSPF Management | 0 | 0 | 57,361 | 57,361 |
| 4211 | Tourism Promotions | 36,038 | 36,038 | 39,230 | 3,192 |
| 4238 | Working Communities Strategy | 63,060 | 63,060 | 44,866 | (18,194) |
| 4351 | Alliance | 3,845 | 3,845 | 3,910 | 65 |
| 4443 | Elderly Peoples Clubs | 4,000 | 4,200 | 4,200 | 0 |
| 4512 | Growth Agenda | 21,820 | 21,820 | 21,815 | (5) |
| 4517 | Economic Development | 274,593 | 274,593 | 194,268 | (80,325) |
| 5750 | Assistant Director Regeneration & Programmes | 106,189 | 106,189 | 106,396 | 207 |
| 5785 | Contributions | 136,085 | 135,885 | 135,885 | 0 |
| | | 1,078,632 | 1,078,632 | 991,695 | (86,937) |
| Assistant Director Leisure | | | | | |
| 4561 | Leisure Centre Management | 210,670 | 228,670 | 226,014 | (2,656) |
| 4731 | Promotion Of Recreation And Leisure | 39,302 | 39,302 | 39,304 | 2 |
| 4736 | Derbyshire Sports Forum | 14,450 | 14,450 | 14,450 | 0 |
| 4740 | Parkinsons UK Physical Activity Programme | 0 | 0 | 480 | 480 |
| 4742 | Arts Development | 2,570 | 2,570 | 5,090 | 2,520 |
| 8441 | Eckington Swimming Pool | 34,575 | 25,575 | 26,468 | 893 |
| 8445 | Eckington Pool Cafe | (6,241) | (6,241) | 6,833 | 13,074 |
| 8451 | Dronfield Sports Centre | (78,343) | (87,343) | (166,952) | (79,609) |
| 8455 | Dronfield Café | (4,157) | (4,157) | (2,777) | 1,380 |
| 8461 | Clay Cross Active | 759,223 | 759,223 | 766,373 | 7,150 |
| 8465 | Clay Cross Active Outdoor | (57,649) | (57,649) | (28,375) | 29,274 |
| 8466 | Clay Cross Active Café | (58,534) | (58,534) | (974) | 57,560 |
| 8471 | Killamarsh Leisure Centre | 196,637 | 196,637 | 189,769 | (6,868) |

| | | Original Budget 2025/26 £ | Current Budget 2025/26 £ | Revised Budget 2025/26 £ | Variance £ |
|------|--|--|---|---|-----------------------|
| 8475 | Killamarsh Outdoors | (18,655) | (18,655) | (23,500) | (4,845) |
| 8476 | Killamarsh Café | 32,105 | 32,105 | 32,423 | 318 |
| | | 1,065,953 | 1,065,953 | 1,084,626 | 18,673 |
| | Total for Growth & Assets Directorate | 3,043,045 | 3,043,045 | 3,201,755 | 158,710 |
| | Corporate Charges | | | | |
| 0001 | Recharges to Capital and HRA | (618,350) | (618,350) | (618,350) | 0 |
| | Total for Corporate Charges | (618,350) | (618,350) | (618,350) | 0 |
| | Net Cost of Services | 16,629,679 | 16,629,679 | 17,167,182 | 537,503 |
| | Investment Properties | | | | |
| 4411 | Stonebroom Industrial Estate | (54,095) | (54,095) | (57,640) | (3,545) |
| 4413 | Clay Cross Industrial Estate | (85,010) | (85,010) | (87,620) | (2,610) |
| 4415 | Norwood Industrial Estate | (205,070) | (205,070) | (205,490) | (420) |
| 4417 | Eckington Business Park | (700) | (700) | (3,600) | (2,900) |
| 4418 | Rotherside Court Eckington Business Unit | (37,955) | (37,955) | (15,350) | 22,605 |
| 4423 | Pavillion Workshops Holmewood | (92,835) | (92,835) | (98,780) | (5,945) |
| 4432 | Miscellaneous Investment Properties | 8,470 | 8,470 | 6,935 | (1,535) |
| | Total for Investment Properties | (467,195) | (467,195) | (461,545) | 5,650 |

HOUSING REVENUE ACCOUNT - Revised Budgets 2025/26

APPENDIX 3

| | Original Budget 2025/26 £ | Current Budget 2025/26 £ | Revised Budget 2025/26 £ | Variance 2024/5 £ |
|--|------------------------------------|-----------------------------------|-----------------------------------|-------------------------|
| INCOME | | | | |
| Dwelling Rents | (37,007,918) | (37,007,918) | (37,200,232) | (192,314) |
| Non-Dwelling Rents | (526,958) | (526,958) | (526,957) | 1 |
| Charges for Services and Facilities | (64,250) | (64,250) | (59,250) | 5,000 |
| Contributions Towards Expenditure | (50,000) | (50,000) | (50,000) | 0 |
| INCOME TOTAL | (37,649,126) | (37,649,126) | (37,836,439) | (187,313) |
| EXPENDITURE | | | | |
| Repairs & Maintenance | 6,024,242 | 6,024,242 | 6,046,242 | 22,000 |
| Supervision and Management | 9,290,548 | 9,290,548 | 9,334,021 | 43,473 |
| Rents, Rates & Taxes | 114,000 | 114,000 | 120,000 | 6,000 |
| Capital Charges - Depreciation | 8,555,485 | 8,555,485 | 8,799,932 | 244,447 |
| Provision for Bad Debts | 250,000 | 250,000 | 250,000 | 0 |
| Debt Management Expenses | 11,500 | 11,500 | 23,000 | 11,500 |
| EXPENDITURE TOTAL | 24,245,775 | 24,245,775 | 24,573,195 | 327,420 |
| NET COST OF SERVICES | (13,403,351) | (13,403,351) | (13,263,244) | 140,107 |
| Corporate & Democratic Core | 185,450 | 185,450 | 185,450 | 0 |
| NET COST OF HRA SERVICES | (13,217,901) | (13,217,901) | (13,077,794) | 140,107 |
| Interest Payable | 8,103,612 | 8,103,612 | 6,303,487 | (1,800,125) |
| Transfer - Pensions Reserve | | | | 0 |
| | | | | 0 |
| Interest Receivable | (2,611,497) | (2,611,497) | (237,881) | 2,373,616 |
| Transfer to/(from) Resilience Reserve | (1,290,063) | (1,290,063) | (559,214) | 730,849 |
| Transfer to HRA Insurance Reserve | 50,000 | 50,000 | 50,000 | 0 |
| Contribution to MRR | 6944515 | 6,944,515 | 6,700,068 | (244,447) |
| Contribution to Development Reserve | 2,171,709 | 2,171,709 | 971,709 | (1,200,000) |
| Water Litigation Liability | (150,375) | (150,375) | (150,375) | 0 |
| (Surplus)/Deficit on HRA Services | 0 | 0 | 0 | 0 |
| Opening HRA Balance | (3,000,000) | (3,000,000) | (3,000,000) | |
| Transfers (to)/from Balances | 0 | 0 | 0 | |
| Closing HRA Balance | (3,000,000) | (3,000,000) | (3,000,000) | |

| | Original Budget 2025/26 £ | Current Budget 2025/26 £ | Revised Budget 2025/26 £ | Variance £ |
|---|------------------------------------|-----------------------------------|-----------------------------------|------------------|
| Capital Expenditure | | | | |
| Housing Revenue Account | | | | |
| Capital Works - Council Housing | 16,445,000 | 16,490,000 | 15,545,000 | (945,000) |
| Garage Demolitions | 23,000 | 30,000 | 30,000 | 0 |
| North Wingfield New Build Scheme | 0 | 1,559,000 | 1,559,000 | 0 |
| Stock Purchase Programme | 2,000,000 | 3,022,000 | 3,022,000 | 0 |
| Stonebroom Regeneration Project | 9,753,000 | 9,701,000 | 8,501,000 | (1,200,000) |
| Warm Homes Social Housing Fund (RHL) | 0 | 0 | 945,000 | 945,000 |
| Warm Homes Local Grant Project | 0 | 0 | 1,000,000 | 1,000,000 |
| HRA - Capital Expenditure | 28,221,000 | 30,802,000 | 30,602,000 | (200,000) |
| General Fund | | | | |
| Private Sector Housing Grants (DFG's) | 894,000 | 894,000 | 1,017,106 | 123,106 |
| Asset Refurbishment | 500,000 | 699,000 | 639,000 | (60,000) |
| Asset Refurbishment - Mill Lane | 0 | 316,000 | 316,000 | 0 |
| Dronfield Sports Centre Carbon Efficiency Programme | 0 | 0 | 60,000 | 60,000 |
| Fuel Island Project | 0 | 420,000 | 420,000 | 0 |
| Southern Vehicle Hub | 0 | 0 | 310,000 | 310,000 |
| Clay Cross Football Pitch | 0 | 9,000 | 9,000 | 0 |
| Coney Green Telephony System | 65,000 | 162,000 | 162,000 | 0 |
| Replacement of Vehicles | 3,247,000 | 4,144,000 | 3,108,120 | (1,035,880) |
| Contaminated Land | 0 | 42,000 | 42,000 | 0 |
| ICT Schemes | 110,000 | 500,000 | 359,000 | (141,000) |
| CX Town Clay Cross Active 3G Pitch | 0 | 968,000 | 968,000 | 0 |
| CX Town Clay Cross Active 3G Pitch Replacement Fund | 27,000 | 27,000 | 27,000 | 0 |
| CX Town Market Street Regeneration | 3,000,000 | 10,533,000 | 10,533,000 | 0 |
| CX Town Clay Cross Active Community Hub | 0 | 2,179,000 | 2,828,000 | 649,000 |
| CX Town Low Carbon Housing Challenge Fund | 0 | 655,000 | 655,000 | 0 |
| CX Town Rail Station Feasibility | 0 | 44,000 | 44,000 | 0 |
| CX Town Programme Management | 241,000 | 373,000 | 373,000 | 0 |
| Pride in the Public Realm Eckington Southgate - UK SPF Grants | 0 | 0 | 30,000 | 30,000 |
| Pride in the Public Realm Killamarsh - UK SPF Grants | 0 | 0 | 10,000 | 10,000 |
| Pride in the Public Realm Other - UK SPF Grants | 0 | 0 | 37,803 | 37,803 |
| Quality Parks and Play Areas - UK SPF Grants | 0 | 0 | 160,060 | 160,060 |
| Shop Fronts - UK SPF Grants | 0 | 0 | 210,000 | 210,000 |
| Management & Admin - UK SPF Grants | 0 | 0 | 12,197 | 12,197 |
| General Fund Capital Expenditure | 8,084,000 | 21,965,000 | 22,330,286 | 365,286 |
| Total Capital Expenditure | 36,305,000 | 52,767,000 | 52,932,286 | 165,286 |

| | Original Budget 2025/26 £ | Current Budget 2025/26 £ | Revised Budget 2025/26 £ | Variance £ |
|--|------------------------------------|-----------------------------------|-----------------------------------|------------------|
| Capital Financing | | | | |
| Housing Revenue Account | | | | |
| Major Repairs Reserve | (15,500,000) | (15,545,000) | (15,545,000) | 0 |
| Prudential Borrowing - HRA | (8,553,000) | (11,082,000) | (11,082,000) | 0 |
| Development Reserve | (2,223,000) | (2,230,000) | (1,030,000) | 1,200,000 |
| External Grant | (945,000) | (945,000) | (1,945,000) | (1,000,000) |
| Capital Receipts Reserve | 0 | 0 | 0 | 0 |
| 1-4-1 Receipts | (1,000,000) | (1,000,000) | (1,000,000) | 0 |
| HRA Capital Financing | (28,221,000) | (30,802,000) | (30,602,000) | 200,000 |
| General Fund | | | | |
| Disabled Facilities Grant | (894,000) | (894,000) | (1,017,106) | (123,106) |
| External Grant | (3,939,000) | (13,871,000) | (14,330,590) | (459,590) |
| Prudential Borrowing | (2,066,000) | (3,748,000) | (3,818,340) | (70,340) |
| RCCO - General Fund | (65,000) | (866,000) | (866,000) | 0 |
| Useable Capital Receipts | (1,120,000) | (2,586,000) | (2,298,250) | 287,750 |
| General Fund Capital Financing | (8,084,000) | (21,965,000) | (22,330,286) | (365,286) |
| HRA Development Reserve | | | | |
| Opening Balance | (51,000) | (113,000) | (112,695) | 305 |
| Amount due in year | (2,172,000) | (2,172,000) | (971,709) | 1,200,291 |
| Amount used in year | 2,223,000 | 2,230,000 | 1,030,000 | (1,200,000) |
| Closing Balance | 0 | (55,000) | (54,404) | 596 |
| Major Repairs Reserve | | | | |
| Opening Balance | 0 | (589,000) | (589,461) | (461) |
| Amount due in year | (15,500,000) | (15,500,000) | (15,500,000) | 0 |
| Amount used in year | 15,500,000 | 15,545,000 | 15,545,000 | 0 |
| Closing Balance | 0 | (544,000) | (544,461) | (461) |
| Capital Receipts Reserve | | | | |
| Opening Balance | (10,000) | (2,542,000) | (2,504,188) | 37,812 |
| Income expected in year | (1,500,000) | (1,500,000) | (1,500,000) | 0 |
| Debt Repayment/Other Expenses | 0 | 0 | 0 | 0 |
| Amount used in year | 1,120,000 | 2,586,000 | 2,298,250 | (287,750) |
| Closing Balance | (390,000) | (1,456,000) | (1,705,938) | (249,938) |
| Capital Receipts Reserve 1-4-1 receipts | | | | |
| Opening Balance | 0 | (276,000) | (314,370) | (38,370) |
| Income expected in year | (1,000,000) | (1,000,000) | (1,000,000) | 0 |
| Amount used in year | 1,000,000 | 1,000,000 | 1,000,000 | 0 |
| Closing Balance | 0 | (276,000) | (314,370) | (38,370) |
| Total Capital Financing | (36,305,000) | (52,767,000) | (52,932,286) | (165,286) |

Agenda Item 11

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted