



SHEFFIELD CITY COUNCIL Cabinet Report

Report of: **Richard Webb**
Executive Director, Communities

Date: **15 January 2014**

Subject: Designating an area of Page Hall for a Selective Licensing Scheme

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Summary

The Page Hall area of Sheffield is undergoing rapid change as a result of significant and sustained inward migration. The majority of the newer residents in the area are Roma Slovak.

The scale and pace of the change, and the cultural differences between the newer residents and the established community, are causing community tensions and putting pressure on local services.

Members of the community and a range of public, private, and voluntary organisations are working together to reduce the negative impacts of the change on local residents (established and new) – but more needs to be done.

This report describes the impact that more responsibly managed private rented housing could make to the quality of life of both established and newer residents in Page Hall. The report proposes that a Selective Licensing scheme be introduced in the area to help achieve this.

The Selective Licensing scheme would apply to a defined geographical area of Page Hall, which is detailed later in this report. The area would include around 350 private rented properties. The scheme would run alongside a voluntary registration scheme which is the subject of an additional report to Cabinet.

A Selective Licensing scheme basically gives the Council more teeth to tackle the irresponsible management of private rental properties, which is contributing to the issues in Page Hall. The scheme would include support for landlords and tenants.

The overall aims of the proposal are to:

- **Improve the standard of private rented housing.** Increases in standards will result directly from enforcement action taken on specific properties, and landlords proactively improving their properties and tenancy management to comply with the new scheme
- **Break the cycle of low demand,** which sees house prices fall as the area is considered less desirable, established residents selling-up (or dealing with the stress of falling / negative equity), more houses being let irresponsibly, making the area less desirable, and so the cycle repeats
- **Reduce anti-social behaviour** - due to both the quicker identification and tackling of overcrowded, noisy and un-sanitary properties; and, increased support and advice for landlords, tenants and local residents

The Council has successfully bid for £145,000 of Government 'rogue landlord' funding to help support enforcement of the scheme. We are confident that a targeted approach of Selective Licensing, Voluntary registration and strengthened enforcement measures will result in positive and long term improvements in Page Hall.

Overall, we believe that the scheme would make a significant contribution to the general regeneration of the area in collaboration with other council departments, partner agencies and the voluntary sector.

The proposal has been through a comprehensive consultation process with residents, landlords and other stakeholders, which was approved by an Individual Cabinet Member decision report of 26 June 2013. This report, which is available on the [Council's website](#)¹, recommended that the Council:

- a) **Consult on the introduction of a Selective Licensing scheme in a designated area of Page Hall.** A Selective Licensing scheme imposes a legal requirement for all landlords in a designated area to register as a landlord, apply for a licence for each property they rent out in the area, and comply with various licence conditions. Selective Licensing would give the Council more teeth to tackle irresponsible letting of properties

REASONS FOR RECOMMENDATIONS

There is a high demand for private rented accommodation in Page Hall from new arrivals. This has led to some landlords letting their properties irresponsibly - e.g. not carrying out adequate tenancy management to support new arrivals to use local facilities appropriately and understand local cultural norms. We believe that better tenancy management support would help to tackle the related issues of anti-social behaviour and low housing demand, and, most importantly, improve the lives of local residents.

¹ <https://www.sheffield.gov.uk/in-your-area/housing-services/private-sector-housing/selective-licensing.html>

Council officers in many departments are experiencing referrals to streets and properties where there are large numbers of residents congregating, properties that have large numbers of people living in them, unsanitary conditions, property disrepair or lack of general maintenance, fly tipping and general household rubbish piled in yards.

The condition of properties and the local street scene is making the area less desirable. House prices are falling despite high demand for rental properties from the new arrivals, and most of the homes in the area are now privately rented. We believe that this imbalance in tenure, irresponsible letting practices, and a lack of integration from new arrivals is making the area a worse place to live. The proposed area for selective licensing is therefore an area of low housing demand.

We recognise that some private landlords operating in the area are professional and responsible. They co-operate and respond to the advice of housing and environmental officers. However, there are also a number of landlords that are reluctant to accept full landlord responsibilities and continue to refuse to meet their obligations to tenants and the local community.

The documents and evidence provided as part of the recent consultation made the case for a Selective Licensing Scheme for a specific area in Page Hall. We believe that this case still holds.

However, during the consultation we learned a lot about the local area and we listened carefully to the views of landlords and residents. We have therefore amended our proposal to focus on a smaller geographic area where challenges are most pronounced – with the rest of the proposed area being covered by the voluntary scheme that was the preferred choice of local landlords.

The additional enforcement activity – made possible in part by the Council's successful Government funding bid – will provide overall support and boost to the programme by ensuring that housing disrepair and tenancy mismanagement is dealt with strictly and quickly.

Recommendations:

It is recommended that the council:

- a) Approve the designation of the area referred to in this report and defined on the map set out in **Appendix A**, and the schedule of properties set out at paragraph 8.1 of the report as being subject to selective licensing, to come into force on 22 April 2014² and unless revoked beforehand, to remain in force for a period of five years from that date.
- b) Approve the Selective Licensing Scheme detailed in this report, including the Scheme Licensing Fees set out in **Appendix E** and the Scheme Standards set out in **Appendix D**.

² Date subject to change dependent on operations

- c) That the Director of Commissioning be authorised to amend the Scheme Licensing Fees and the Scheme standards as necessary for the successful administration of the scheme.

Background Papers: Individual Cabinet Member Decision

Category of Report: **OPEN/CLOSED***

Statutory and Council Policy Checklist

Financial Implications
<u>YES/NO</u> Cleared by: Karen Hesketh/Liz Orme
Legal Implications
<u>YES/NO</u> Cleared by: Brendan Twomey
Equality of Opportunity Implications
<u>YES/NO</u> Cleared by: Phil Reid
Tackling Health Inequalities Implications
YES/NO
Human rights Implications
YES/NO:
Environmental and Sustainability implications
YES/NO
Economic impact
YES/NO
Community safety implications
YES/NO
Human resources implications
YES/NO
Property implications
YES/NO
Area(s) affected
Burngreave Ward
Relevant Cabinet Portfolio Leader
Cllr Harry Harpham, Deputy Leader and Cabinet Member for Homes and Neighbourhoods
Relevant Scrutiny and Policy Development Committee if decision called in

Successful Neighbourhoods
Is the item a matter which is reserved for approval by the City Council?
YES/NO
Press release
<u>YES</u>/NO

DESIGNATING AN AREA OF PAGE HALL FOR A SELECTIVE LICENSING SCHEME

1 SUMMARY

- 1.1 The Page Hall area of Sheffield is undergoing rapid change as a result of significant and sustained inward migration. The majority of the newer residents in the area are Roma Slovak.
- 1.2 The scale and pace of the change, and the cultural differences between the newer residents and the established community, are causing community tensions and putting pressure on local services.
- 1.3 Members of the community and a range of public, private, and voluntary organisations are working together to reduce the negative impacts of the change on local residents (established and new) – but more needs to be done.
- 1.4 This report describes the impact that more responsibly managed private rented housing could make to the quality of life of both established and newer residents in Page Hall. The report proposes that a Selective Licensing scheme be introduced in the area to help achieve this.
- 1.5 The Selective Licensing scheme would apply to a defined geographical area of Page Hall, which is detailed later in this report. The area would include around 350 private rented properties. The scheme would run alongside a voluntary registration scheme which is the subject of an additional report to Cabinet.
- 1.6 A Selective Licensing scheme basically gives the Council more teeth to tackle the irresponsible management of private rental properties, which is contributing to the issues in Page Hall. The scheme would include support for landlords and tenants.
- 1.7 The overall aims of the proposal are to:
 - **Improve the standard of private rented housing.** Increases in standards will result directly from enforcement action taken on specific properties, and landlords proactively improving their properties and tenancy management to comply with the new scheme
 - **Break the cycle of low demand,** which sees house prices fall as the area is considered less desirable, established residents selling-up (or dealing with the stress of falling / negative equity), more houses being let irresponsibly, making the area less desirable, and so the cycle repeats
 - **Reduce anti-social behaviour** - due to both the quicker identification and tackling of overcrowded, noisy and un-sanitary properties; and, increased support and advice for landlords, tenants and local residents

- 1.8 The Council has successfully bid for £145,000 of Government 'rogue landlord' funding to help support enforcement of the scheme. We are confident that a targeted approach of Selective Licensing, Voluntary registration and strengthened enforcement measures will result in positive and long term improvements in Page Hall.
- 1.9 Overall, we believe that the scheme would make a significant contribution to the general regeneration of the area in collaboration with other council departments, partner agencies and the voluntary sector.
- 1.10 The proposal has been through a comprehensive consultation process with residents, landlords and other stakeholders, which was approved by an Individual Cabinet Member decision report of 26 June 2013. This report, which is available on the Council's website³, recommended that the Council:
- b) **Consult on the introduction of a Selective Licensing scheme in a designated area of Page Hall.** A Selective Licensing scheme imposes a legal requirement for all landlords in a designated area to register as a landlord, apply for a licence for each property they rent out in the area, and comply with various licence conditions. Selective Licensing would give the Council more teeth to tackle irresponsible letting of properties

³ <https://www.sheffield.gov.uk/in-your-area/housing-services/private-sector-housing/selective-licensing.html>

2 WHAT DOES THIS MEAN FOR SHEFFIELD PEOPLE?

- 2.1 If the recommendations are approved, a specified area of Page Hall will be designated as a Selective Licensing area. This means that landlords of privately rented properties in the designated area will have to comply with tougher standards.
- 2.2 There will also be an increase in landlord enforcement activity in Page Hall to support the scheme, funded by the council's successful bid to Government. We are confident that the introduction of the scheme and associated enforcement activity will lead to a long term improvement in the quality of private rented housing in the area.
- 2.3 Increased support for landlords and their tenants (e.g. on how to use local services appropriately), and improved management of properties more generally, should also lead to a reduction in anti-social behaviour associated with overcrowding, noise, litter and inappropriate use of sanitation.
- 2.4 Increased regulation and enforcement will also demonstrate to landlords and the public across the city that the Council is prepared to take firm action to improve poor property and management standards of private rented housing in Sheffield. We expect this to have a knock-on effect on the quality of private rented housing more generally across the city.

3 OUTCOME AND SUSTAINABILITY

- 3.1 The main outcome of this proposal will be an improved quality of life for residents in Page Hall and the surrounding areas as a result of:
 - **Improved standard of private rented housing** as a result of increased enforcement activity, and through the introduction of Selective Licensing. Increases in standards will result directly from enforcement action taken on specific properties, and landlords proactively improving their properties and tenancy management to comply with the new scheme
 - **Breaking the cycle of low demand**, which sees house prices fall as the area is considered less desirable, established residents selling-up (or dealing with the stress of falling / negative equity), more houses being used for low-value private rental, which makes the area less desirable, and so the cycle repeats
 - Reduced **anti-social behaviour** - particularly due to the quicker identification and tackling of overcrowded, noisy and un-sanitary properties, and the support and advice that landlords, tenants and local residents will get as a result of the scheme

3.2 The Council's Corporate Plan⁴ 2011-14 sets out the Council's strategic direction and priorities for the next three years and how the Council plans to achieve them. If approved, the proposals in this report would contribute to a number of these outcomes. For example:

- **Tackling Poverty and Social Justice:** People using and living around private rented sector housing in Page Hall are generally on low incomes. The Council is committed to supporting people that need additional help and support, and this proposal is absolutely in keeping with this commitment
- **Better Health and Wellbeing:** Irresponsible letting of poor quality properties in the Page Hall area is probably having a negative impact on the physical and mental wellbeing of residents both existing and new
- **Great Place to Live:** The Council wants to create more 'desirable homes'. This requires private landlords to fulfil their duties to their tenants and the local community, and private rented tenants to understand their legal and moral obligations towards their neighbours
- **Safe and Secure Communities:** The Council wants communities to be safe and secure and to feel safe and secure. This proposal should help to contribute to a reduction in incidents of anti-social behaviour and should also help to improve community cohesion

3.3 The proposals are also in line with our Housing Strategy Action Plan, which states that we will:

- Develop a **register of privately rented homes and landlords** where there are high concentrations of poor quality properties so that we can target education and enforcement measures

⁴ Sheffield City Council Corporate Plan 2011-2014

- 3.4 The scheme is an integral part of an overall approach to improving the quality of life of people living in Page Hall. This overall approach is being taken forward by a new collaboration of senior officers from the Council, South Yorkshire Police and other agencies. This collaboration has been set up to ensure a coherent and focused approach in Page Hall to dealing with crime and disorder, pressures on local services, public health, and safeguarding.

4 WHAT IS A SELECTIVE LICENSING SCHEME?

- 4.1 Selective Licensing is a regulatory tool provided by the Housing Act 2004. It allows councils to introduce Selective Licensing in areas that are suffering from either low housing demand and / or significant and persistent anti-social behaviour. This report demonstrates that Page Hall is an area of market weakness, with house prices still falling, and lack of demand from private rented tenants other than new arrivals.
- 4.2 The scheme enables the Council to impose a legal requirement on all landlords in the designated area to **register as a landlord, apply for a licence** for each property they rent out in the area, and **comply with specific licence conditions**. Selective Licensing would basically give the Council more teeth to tackle irresponsible letting of properties in the designated area. Further background information on Selective Licensing is available on the [Council website](#)⁵.
- 4.3 The Council proposed the introduction of Selective Licensing in a specific area of Page Hall on the grounds of **low housing demand**, and stakeholders were consulted on this basis. A summary of the evidence to support the Council view that the area is suffering from low demand is provided at Appendix C.

5 CONSULTATION – BACKGROUND AND APPROACH

- 5.1 The Cabinet Member for Homes and Neighbourhoods (Cllr Harry Harpham) approved a proposal to consult on the introduction of a Selective Licensing Scheme in a defined area of Page Hall in June 2013.
- 5.2 The consultation was launched on 10th July 2013 and closed on 18th September 2013.
- 5.3 The aim of the consultation was to find out what residents, landlords, local businesses and other stakeholders in the area thought about the proposal. The consultation focussed on key issues associated with selective licensing and the Council committed to listening to all views and issues raised.
- 5.4 All residential properties in the area were visited by council officers to establish tenure and landlord details (for rented properties).

⁵ <https://www.sheffield.gov.uk/in-your-area/housing-services/private-sector-housing/selective-licensing.html>

- 5.5 A questionnaire, information leaflet, letter, and free post reply envelope were hand delivered to all home owners and private tenants in the area. The information was also posted to all known landlords, managing agents and business owners within the consultation area. The information included a detailed explanation of the proposed scheme – including key benefits and disadvantages.
- 5.6 Members of the public were invited to attend public meetings and ‘drop-in sessions’ over the ten week consultation period. These meetings provided an opportunity for people to speak to council officers, ask questions, raise concerns and make comments. Meetings were also held with local landlords.
- 5.7 Council officers visited every home to check that residents had received and returned their questionnaire. Council officers used the doorstep visit to answer questions, take verbal comments, and encourage people to complete questionnaires. Arabic, Urdu and Slovak interpreters were provided to improve the quality and breadth of information collected from residents. Council officers also visited every business premise within the proposed area.
- 5.8 A copy of the information leaflet “Tell us what you think” and questionnaire were available as a link on the council’s website, together with FAQs and a map of the proposed area.

6 CONSULTATION - RESPONSES

6.1 Overall response

- 6.1.1 Two out of every three residents that responded (66%) said that they were in favour of Selective Licensing, with only 12% not in favour (the remaining 22% either did not respond to that question or answered ‘don’t know’)
- 6.1.2 Around 75% of landlords, who responded to the survey, were not in favour of the introduction of Selective Licensing, with only 9% in favour.
- 6.1.3 It is fair to assume from the consultation that the scheme was widely supported by residents but opposed by the majority of landlords.
- 6.1.4 A detailed analysis of the consultation questionnaires and responses can be found at Appendix B. A summary of some of the key themes identified during the consultation is included below.

6.2 Tensions during the consultation

- 6.2.1 A group of particularly vocal local landlords tended to dominate the public meetings. Occasionally, as feelings ran high, some of the landlords became abusive and aggressive and the police were called to attend. Aggressive behaviour by local landlords was also experienced by officers consulting with residents on the streets of Page Hall.
- 6.2.2 Unsurprisingly, residents told us that they felt intimidated and unable to contribute to the discussions at the public meetings. Some residents also reported that their landlord had taken their consultation questionnaire off them before they were able to complete it.

6.3 Landlord Views

- 6.3.1 Landlords were the most outspoken stakeholder group throughout the consultation period.
- 6.3.2 Some of the responses and points made at public meetings suggested that some local landlords were not aware of their legal responsibilities – suggesting that further support is required in this area.
- 6.3.3 There was a general objection that it was unfair to target good landlords for the irresponsible actions of the minority. Some landlords came forward with examples of good practice and alternative ways of working. A number of landlords indicated that they would be happy to sign up to a voluntary registration scheme, which included help, training and support for landlords.
- 6.3.4 The biggest issue raised by landlords, managing agents and some residents, related to the cost of applying for the Selective Licences. The general feeling was that the licence fee and the cost of bringing properties up to repair standards would be passed on to tenants. This is worrying when properties should already up to repairs standards.
- 6.3.5 It was expressed that there was a lack of evidence of the link between landlords and anti-social behaviour, and that it was not the landlords' job to deal with anti-social behaviour. A significant number of landlords told us that they did not feel responsible for any the anti-social behaviour caused by their tenants and that the council, police and others should deal with this problem and not impose a burden on landlords.
- 6.3.6 Some landlords said they had evidence that buy to let mortgage lenders were refusing to advance money to landlords with homes in areas covered by Selective Licensing schemes, thereby potentially having a negative impact on the property market and housing provision.
- 6.3.7 It was raised that the licence fees along with a perception of the area being deemed as “bad” would drive out good landlords, make it more difficult to secure mortgages, re-mortgage or loans to invest in properties. It was felt that this “red lining” of Page Hall would create more empty properties resulting in a crash in the market.
- 6.3.8 The council received two petitions objecting to the introduction of Selective Licensing. The first was submitted by a representative from a local action group and objected to the introduction of Selective Licensing. There were 725 signatures. A second petition was submitted to local members, again objecting to Selective Licensing.
- 6.3.9 The National Landlords Association submitted a response which argued against the introduction of Selective Licensing. The response appears to have been instigated at a National, rather than local level, as it did not appear to be knowledgeable about the specific issues in the neighbourhood.

6.4 Resident views

- 6.5 Although residents believe that landlords are not tackling the problems in the area, they also think that the council and police need to do more. They were often upset and angry that their neighbourhood was facing such problems and tensions.
- 6.6 A significant number of Page Hall residents have complained to the Council about the new arrivals overcrowding the privately rented houses and the related anti-social behaviour (e.g. excessive noise, litter, inadequate use of sanitation facilities). These formal complaints are supplemented by anecdotal reports from local community workers, residents and the council's own enforcement officers.
- 6.7 Cultural issues were discussed as residents attempted to explain why there had not been a high level of integration. Residents embraced the area as one always having a multicultural dynamic, but that the speed and number of new arrivals with a vastly different culture could not be absorbed.
- 6.8 Local people tell us that there are significant issues in the area relating to anti-social behaviour. Tackling anti-social behaviour will help to improve the area both in terms of quality of life for local people, as well as helping to improve demand for the area, which in the longer term will benefit property values and rental income.

6.9 Views shared by some landlords and residents

- 6.9.1 Some residents and landlords raised concerns about the need to take up references for new tenants. Specifically, landlords said this would penalise those new arrivals that would be unable to provide references or that references may be falsified.
- 6.9.2 Local residents and responsible landlords have told us that they are angry that irresponsible landlords are profiting from renting out their houses without properly considering their duties to tenants or the local community. The local community (established and new) wants action to be taken to compel local landlords to let their properties more responsibly.

7 CONSULTATION – COUNCIL RESPONSE

- 7.1 It is clear that the majority of local residents support the proposed scheme on the grounds that more responsible management of private rented properties should contribute to improvements in the neighbourhood and alleviate some of the antisocial behaviour caused by private rented tenants. We support the view of residents.
- 7.2 Unsurprisingly, it is equally clear from the consultation that the majority of landlords oppose the scheme and a number of concerns have been raised. Our response to the key areas of concerns is set out below.

7.3 Anti-social behaviour of tenants is not the landlord's problem

7.4 Residents have every right to expect landlords to take action if their tenants are being anti-social. The fact that some landlords in Page Hall do not recognise this responsibility is evidence that action is required. Further support for landlords and tenants will be a key feature of the scheme.

7.5 The scheme is unfair to good landlords

7.6 We recognise that there are landlords in Page Hall who let their properties responsibly. However, we believe that the consultation has shown that the irresponsible letting of properties in this specific area is a significant issue. The scheme will help us tackle this.

7.7 We should introduce a voluntary scheme

7.8 Feedback from landlords and residents, and further analysis of house prices during the consultation period, has helped us recognise that the challenges in the area are more pronounced in a specific geographical area, which is smaller than the area originally proposed for the scheme.

7.9 This report therefore proposes that we reduce the geographical area to be covered by Selective Licensing. However it is also proposed that we introduce a **voluntary scheme** in the rest of the area (see map at Appendix A). This voluntary scheme is the subject of a separate Cabinet report.

7.10 This change will reduce the impact of the scheme on landlords and mean that a proportion of the properties originally in scope of the scheme will instead be covered by a voluntary scheme preferred by landlords.

7.11 However, we are proposing to continually review take-up and effectiveness of the voluntary scheme and we will not rule out proposing an expansion of the Selective Licensing scheme to the wider area in the future.

7.12 The scheme will cost too much / costs will be shifted to tenants

7.13 The costs of the scheme to landlords over the 5 years lifetime of the scheme will work out at about £12 per month per property⁶. Our understanding of the local property market, market rent levels, and typical buy-to-let mortgage rates, suggests that the majority of landlords will be able to absorb this cost without increasing rent levels.

7.14 For example, the average property price in the proposed Selective Licensing scheme area is around £49,000. If £6,000 is allowed for work to bring the property up to rental standards, and we assume a rental income of £455 per month for a 2-bedroom house (less the licence fee of £12 per month), the calculated rental yield will still be around 9%. This yield value compares very favourably with other areas of the city and the calculated yield value would be even higher for a 3-bedroom house, which can be rented out at closer to £500 per month. This also demonstrates that the rental market in the area is sustainable and should continue to attract landlord investors.

7.15 It will cost too much to bring homes up to the required standards

⁶ £750 fee for landlords that sign up on time divided by 60 months

7.16 It is important to clarify that all properties being rented out should already meet legal standards. For those that aren't, we will allow time and provide expert support to help landlords to understand and implement any required improvements. However, we will take robust action where properties are not brought up to standard. The additional enforcement activity will further boost this.

7.17 It will be too difficult to get references for some tenants

7.18 We recognise this will prevent some tenants easily gaining accommodation. However, it is a legal requirement, so isn't something we have the power to avoid. However, we have fully considered this, and have worked with the Council's legal team to decide how we will monitor the compliance of this. For example, we may develop an option more akin to a 'mediation' session where landlords and tenants attend a tenancy signing up session, with interpreters if necessary. Rights, responsibilities and expectations will be fully stated at this session to ensure all parties are clear on their rights and duties. The mediator may then provide the references.

7.19 The scheme will reflect poorly on Page Hall, reduce mortgage availability, and lead to more empty housing

7.20 We believe that the scheme will help us improve the longer term quality of private rented housing in Page Hall, provide targeted support for new arrivals, and ultimately help to arrest the decline in property values. We believe that professional landlords will be able to successfully manage private rental properties in the designated area and yield values should remain high enough to attract both investment and finance. It is also acceptable and expected that any short term negative points will disappear as longer term regeneration occurs.

7.21 We will monitor the situation in relation to empty properties, which can result from poor financial planning and management by landlords (e.g. income from properties is spent without making allowance for the costs of repairs). We will intervene where appropriate if properties are left empty in poor repair. We will, for example, be exploring options for taking over the management of properties left empty, carry out repairs, and recoup our costs from rental income.

7.22 Summary

7.23 The comments and views of stakeholders have been fully considered by officers and, where considered appropriate, have led to revisions to the scheme. The revised proposal for the scheme is set out below.

8 THE PROPOSED SCHEME

8.1 The proposed scheme will see Selective Licensing introduced into a designated area consisting of approximately 350 private rented properties (see map at Appendix A). The properties comprising the designated area are set out below:-

Willoughby St All properties	Wade St All properties	Lloyd St All properties
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Robey St All properties	Popple St All properties	Hinde St All properties
Page Hall Road 53-135 (odd numbers) and 52- 118 (even numbers)	Hinde House Lane 31-125 (odd numbers) and 34- 102 (even numbers)	Lauder St All properties

8.2 Scheme requirements

8.3 The proposed Scheme is expected to run for 5 years. The following provisions would apply under the Scheme:

- A landlord would need to apply for a licence for each house or flat they own. The scheme would be run by administrative officers in the Council who would process applications and payments, issue repairs schedules and licences, and ensure payment is received and processed. They would escalate cases to a licensing enforcement officer who would take action for breach of the licence / non-payment and complete court paperwork if necessary
- The licence holder would be the subject of a 'fit and proper' test which means giving consideration to any previous history like criminal convictions or failure to comply with landlord and tenant duties.
- The licence would have conditions attached – some which are set in legislation, and some set by the Council. Conditions may relate to the management, use and occupation of the property. For example, the landlord would be required to have better management practices in place, with support and training from the council, to deal with tenants that are causing anti-social behaviour in or directly around the home. Landlords must comply with these conditions or they could be fined
- Letting a property without a licence is an offence liable to a fine up to £20,000 on conviction. Failure to comply with licence conditions is also an offence liable to a fine of up to £5,000 per breach.
- The Scheme standards and conditions can be found at **Appendix D**
- Each licensed property would be the subject of a thorough inspection to ensure compliance with the scheme standards. Informal advice will be provided on how to rectify hazards in the quickest and most cost effective way. Further inspections would be carried out on receipt of a complaint. Where it is found that the property does not meet the scheme standards, the licence may be revoked

- 8.4 The licensing staff will be supplemented by housing enforcement staff, working in the community, who would deal with disrepair and tenancy management issues. They will inspect properties and take enforcement action – e.g. door knocking to identify houses being rented out without a licence. There will be more enforcement, more checks and more information collected.
- 8.5 We will continue to work closely with other council services, other public services such as the police, as well as the voluntary sector to provide a package of support for tenants in the area.
- 8.6 Costs of the scheme**
- 8.7 Councils can recover costs associated with administering and enforcing a Selective Licensing scheme. A Local Government Cost calculator assists authorities in determining costs and charges.
- 8.8 The cost of administering the licensing scheme has been calculated at just over £238,000 over the 5 year licensing period (detailed calculations are set out in Appendix E).
- 8.9 The licence fees have to be calculated with a view to recovering this cost over the 5 year period. Councils are not allowed to ‘make a profit’ from licence fees, or use it for other purposes.
- 8.10 There are approximately 350 private rented properties in the area that would be subject to the licence fee. The licence fees have therefore been calculated to generate funding to meet costs whilst ensuring that the Council does not subsidise or gain from the scheme.
- 8.11 It is proposed that landlords who make their applications on time should be eligible for a lower charge than those landlords who do not comply in time.
- 8.12 An assumption has been made that there will be 90% compliance, and that the vast majority of landlords will apply early to get the benefit of the cheaper fee.
- 8.13 As licensing is property specific, there is no scope to introduce proportional fees for landlords with multiple properties as the same amount of work has to be carried out for each property.
- 8.14 The licence fee will last for the 5 year period. The calculation results in the following fees being required to cover the costs of the scheme over that period;
- Applications made within the 3 month Notice period £725
 - Applications made after the 3 month notice period £1,000
 - Applications made after pursuit for non-licensing £1,200

- 8.15 We have checked with other authorities to see if our fee levels are broadly consistent. The costs of licences in other Local Authority areas range considerably – between £500 and £1500 per property. The cost of our current Houses in Multiple Occupation (HMO) licence is around £750.
- 8.16 Given that other authorities report that they make a ‘loss’ on Selective Licensing schemes, we believe that we have set our fees levels to allow a good chance of recovering costs whilst not placing too high a financial burden on landlords.
- 8.17 We suspect that some landlords are currently operating illegally and will attempt to stay ‘beneath the radar’. During the consultation period, we have gathered data on every property in the area and this will be used target landlords that are not complying with the scheme. We expect most prosecutions to be within the early stages of the scheme.

9 FINANCIAL IMPLICATIONS

9.1 Cost recovery and cash flow

- 9.2 The recommendation to implement Selective Licensing has financial implications for the Council in terms of cash-flow. The majority of the costs are new and not within existing budgets.
- 9.3 The law allows local authorities to recover the costs of performing the function of a Selective Licensing scheme, through licence fees. It is not allowed to use the income to subsidise other work and must not ‘make a profit’ from it.
- 9.4 The costs we can recoup may include;
- Administering the Scheme
 - Land Registry checks and legal costs connected with prosecutions
 - Translation and other miscellaneous costs. We cannot include the costs of additional housing inspection staff who enforce disrepair for example

9.5 The scheme will generate income from fees which will be received mostly in year 1. This funding will be needed to fund the management of the Selective Licensing scheme over the full five year period. This requires accounting procedures to be developed, including the setting up of separate budget codes to ensure the income and expenditure is transparent and accountable and can be rolled over into future years. The Council's finance department are working on this.

9.6 Assumptions

9.7 The estimated costs of the scheme have been informed by the local government cost calculator, experience of other local authorities running selective licensing schemes, and our own experience of running the licensing scheme for Houses in Multiple Occupation (HMOs).

9.8 It is assumed that the set-up of the scheme will be from January 2014 to the end of March 2014.

9.9 We expect the costs to be higher in the first two years, with reductions over years 3 and 4, and no *additional* costs in year 5 on the basis that the team will have the resources to absorb any outstanding administration.

9.10 An assumption has been made that there will be 90% compliance overall, and that the vast majority of landlords will apply early to get the benefit of the cheaper fee. Any variance will affect the income but should balance with expenditure.

9.11 As licensing is property specific, there is no scope to introduce proportional fees for landlords with multiple properties as the same amount of work has to be carried out for each property.

9.12 The staff working on the scheme will also be responsible for other team tasks. An assumption has therefore been made about the proportion of time they will spend on licensing. As this will be flexible throughout the period to meet fluctuations in demand, the salary costs are rounded rather than exact.

9.13 As the budget is based on assumptions, it must be closely monitored over the period of the programme. As the majority of the fee income should be received in year one a 'Trading Account' approach will be taken – drawing down income each year as required over the five year time span. Should licence applications fall short of the number anticipated, costs will need to be reduced to ensure the shortfall of income does not create an overspend in the operating budget.

9.14 If we do not receive the anticipated number of licence applications in advance, licensing staff will turn their attention towards the processing of court applications for prosecutions. Landlords are legally required to licence their properties if the recommendation is approved – so the prosecution process is relatively straightforward.

9.15 Introducing the scheme will **come with a level of financial risk to the Council**. This is inevitable given the number of assumptions we have had to make to determine costs, fee levels, and the likely income profile. However, we believe that the level of risk is manageable and proportionate to the potential gains for the local area and its residents.

10 LEGAL IMPLICATIONS

- 10.1 The Housing Act 2004 provides that for a local authority to designate an area for Selective Licensing it must be satisfied that at least one of the two sets of general conditions are met. The set of conditions the Council relies upon in respect of these proposals is that the area is one which is experiencing (or is likely to experience) low housing demand and the local housing authority is satisfied that 'designating' an area will, when combined with other measures, lead to improved social and economic conditions in the area.
- 10.2 The Council considers that in respect of the designated area, as demonstrated in this report, this set of conditions are met. The Council therefore may designate that the designated area as being subject to the selective licensing scheme detailed in this report.
- 10.3 The Act further provides that the proposed Selective Licensing scheme needs to be consistent with the Council's housing strategy. The Council must also seek to adopt a coordinated approach in connection with dealing with homelessness, empty properties and anti-social behaviour, as regards combining licensing with other courses of action or measures taken by the Council and external organisations. The Council must also not implement a selective licensing scheme unless they consider other courses of action available to them that might provide effective methods of achieving the scheme's objectives and the Council considers that the scheme will significantly assist in achieving those objectives. The Council considers that in respect of the designated area, as demonstrated in this report, these additional statutory requirements are met.
- 10.4 The Act provides that private sector let properties falling within the designated area for a Selective Licensing scheme are required to be licensed. The relevant local authority is required to consider applications, deciding whether to approve and issue a license or to refuse to issue a license. The authority must impose some statutory licence conditions. In addition, the authority may impose other conditions relating to the management, use and occupation of the property. Further the authority must consider whether the proposed license holder is a fit and proper person to hold a license and whether the proposed management arrangements are satisfactory. Also the authority may charge a license fee reflecting the administration costs of the scheme. The Council is therefore empowered to implement and administer the Selective Licensing scheme detailed in this report.

- 10.5 The maximum period that an area may be designated as subject to selective licensing is five years. The Council intends that the selective licensing scheme detailed in this report shall run for five years. However the Council shall keep the Scheme under review and if it considers it appropriate to revoke the Scheme; it may do so at any time.
- 10.6 The Act provides that before making a selective licensing designation a local housing authority must take reasonable steps to consult persons who are likely to be affected by the designation and consider any representations made in accordance with the consultation. The Council, in its consultation process, and the regard had by it to the consultation responses when deciding the proposals, as detailed in this report, has complied with this requirement.
- 10.7 The Act requires that a selective licensing scheme cannot come into force unless it is confirmed by government or a general approval has been issued. In 2010, the government issued a general approval giving all local housing authorities in England approval to designate an area as being subject to selective licensing. The general approval is subject to the condition that the local housing authority undertakes a consultation process of no less than 10 weeks. The Council has complied with that condition. The Council therefore has authority to designate the designated area as being subject to selective licensing and it not required to seek specific confirmation of the designation.

11 HUMAN RESOURCE IMPLICATIONS

- 11.1 Additional staff would be required to administer the scheme. The licence fees will pay for the extra resources. It is essential that staff are recruited as soon as a decision is made to ensure the lengthy process of preparation begins immediately. It is proposed that staff are recruited initially from the existing team to ensure they already have skills and knowledge of the legislative process. Any vacancies arising would be filled using the usual Recruitment and Selection policies of the Council.

12 EQUALITIES IMPLICATIONS

- 12.1 An equalities impact assessment can be found at **Appendix F**.

13 ALTERNATIVE OPTIONS CONSIDERED

13.1 Stay as we are

- 13.1.1 We could continue with the current regulatory approach and address a limited number of service requests on that basis. The approach would have some impact, but not in a forceful and targeted way.

- 13.1.2 Over the last decade there has been significant investment in the area, which has included Housing Market Renewal funding. However, despite this, the area has failed to see any improvements in the housing market in terms of demand and house prices. The Migration Impact Funding did have limited positive effect, although this was not provided for long enough to establish sustainable changes.

13.1.3 Our current reactive approach cannot focus enough on developing effective partnerships with other services, the voluntary sector and landlords. The investment in 'on the ground' support as a result of the scheme will help us take a more proactive approach.

13.2 Introduce Selective Licensing within the whole of the designated area of Page Hall where consultation took place

13.2.1 There is the option and general support from the community to introduce Selective Licensing across the whole area. This would result in around 900 private rented properties being required to licence.

13.2.2 But it was also clear throughout the consultation that landlords and residents felt that the majority of the problems occurred in the roads in the grid to the left hand side of Page Hall Road. This is backed up by the higher level of interventions from Private Housing Standards than anywhere else in the consultation area.

13.2.3 Demand for properties and house prices are also slightly better in the area outside the proposed Scheme area. It is anticipated that the proposed Voluntary Registration Scheme for this area will see further improvements. It will be reviewed and may be considered for Selective Licensing at some point in the future. The housing market will also be monitored to establish if prices are falling compared with other areas in the city.

14 REASONS FOR THE RECOMMENDATIONS

14.1 There is a high demand for private rented accommodation in Page Hall from new arrivals. This has led to some landlords letting their properties irresponsibly - e.g. not carrying out adequate tenancy management to support new arrivals to use local facilities appropriately and understand local cultural norms. We believe that better tenancy management support would help to tackle the related issues of anti-social behaviour and low housing demand, and, most importantly, improve the lives of local residents.

14.2 Council officers in many departments are experiencing referrals to streets and properties where there are large numbers of residents congregating, properties that have large numbers of people living in them, unsanitary conditions, property disrepair or lack of general maintenance, fly tipping and general household rubbish piled in yards.

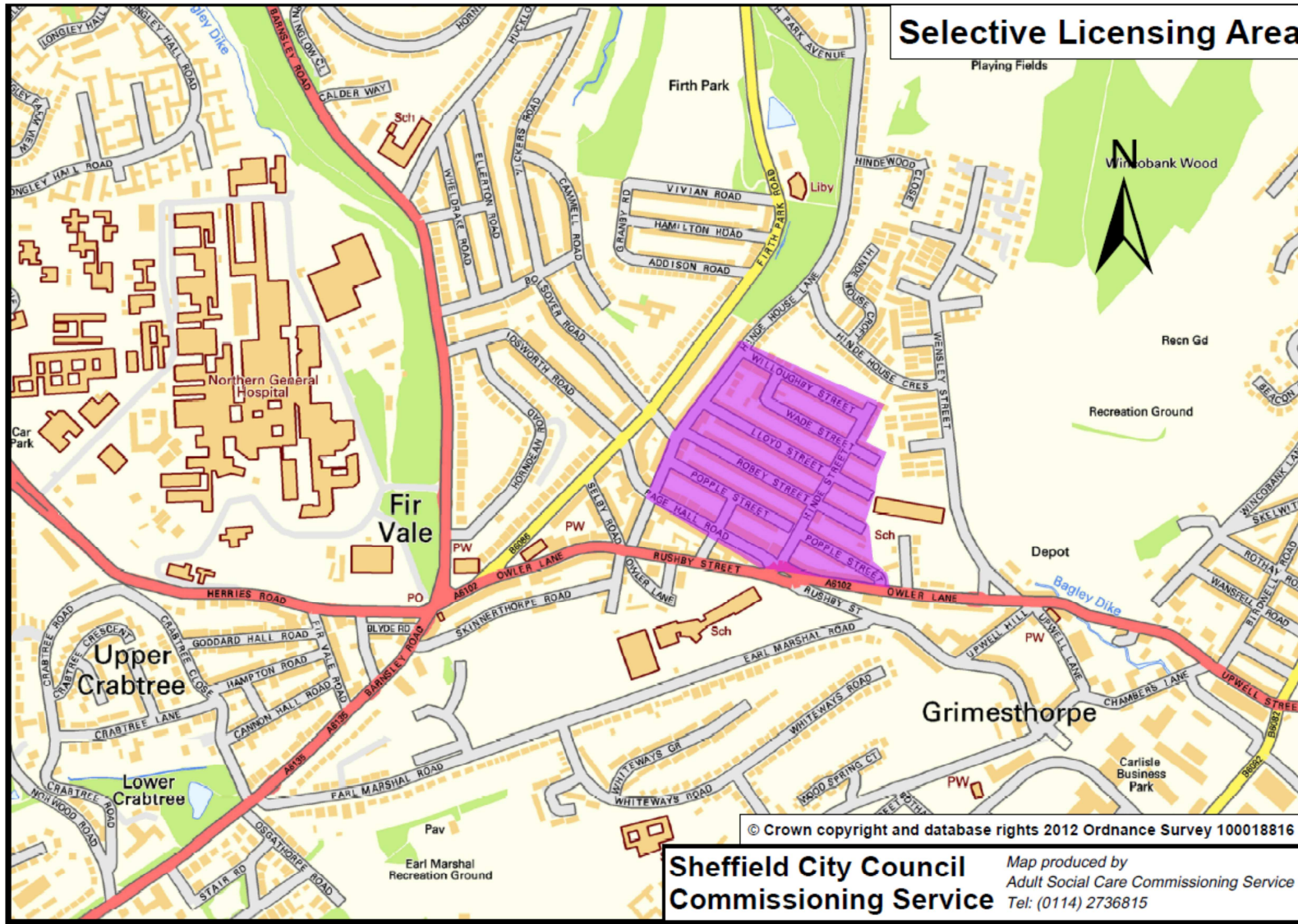
14.3 The condition of properties and the local street scene is making the area less desirable. House prices are falling despite high demand for rental properties from the new arrivals, and most of the homes in the area are now privately rented. We believe that this imbalance in tenure, irresponsible letting practices, and a lack of integration from new arrivals is making the area a worse place to live. The proposed area for selective licensing is therefore an area of low housing demand.

- 14.4 We recognise that some private landlords operating in the area are professional and responsible. They co-operate and respond to the advice of housing and environmental officers. However, there are also a number of landlords that are reluctant to accept full landlord responsibilities and continue to refuse to meet their obligations to tenants and the local community.
- 14.5 The documents and evidence provided as part of the recent consultation made the case for a Selective Licensing Scheme for a specific area in Page Hall. We believe that this case still holds.
- 14.6 However, during the consultation we learned a lot about the local area and we listened carefully to the views of landlords and residents. We have therefore amended our proposal to focus on a smaller geographic area where challenges are most pronounced – with the rest of the proposed area being covered by the voluntary scheme that was the preferred choice of local landlords.
- 14.7 The additional enforcement activity – made possible by the Council’s successful Government funding bid, will provide overall support and boost to the programme by ensuring that housing disrepair and tenancy mismanagement is dealt with strictly and quickly.

15 RECOMMENDATIONS

- 15.1 It is recommended that the council:
- a) Approve the designation of the area referred to in this report and defined on the map, set out in Appendix A, as being subject to selective licensing, to come into force on 22 April 2014 and unless revoked beforehand, to remain in force for a period of five years from that date.
 - b) Approve Selective Licensing scheme detailed in this report, including the Scheme Licensing Fees set out in **Appendix E** and the Scheme Standards set out in **Appendix D**.
 - c) That the Director of Commissioning be authorised to amend the Scheme Licensing Fees and the Scheme standards as necessary for the successful administration of the scheme.

Appendix A – DESIGNATED SELECTIVE LICENSING AREA (shaded pink on the map)



Appendix B – CONSULTATION REPORT

Introduction

Context

Sheffield Council is considering designating the Page Hall area of Sheffield as a Selective Licensing area to tackle low demand for housing and anti-social behaviour.

This report details the results of a survey which was part of a wider consultation, carried out between 10 July and 18 September 2013. The consultation involved all residents, businesses and landlords in the area, as well as stakeholders, and focused on what respondents thought of the proposal and the area as whole.

What is Selective Licensing?

Selective Licensing was introduced in the Housing Act 2004, and is a tool that enables Local Authorities to designate areas for Selective Licensing that suffer from either low demand for housing and/or significant and persistent anti-social behaviour.

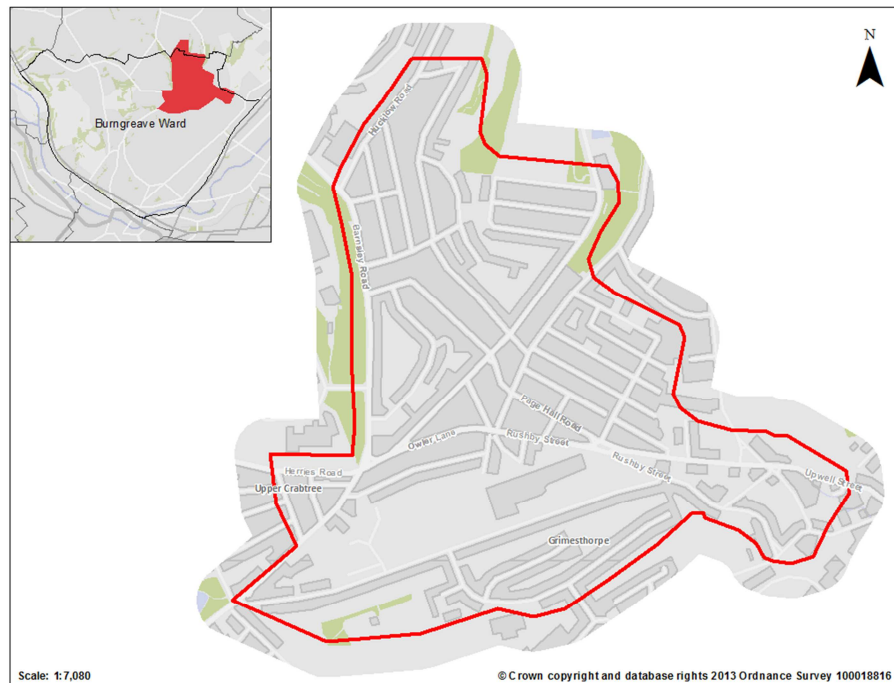
If the Selective Licensing area is approved:

- All private rented properties in the area (excluding “tied” accommodation that is linked to the job the person is doing) will require a licence
- The licence holder will be required to comply with conditions relating to the management of the property, fire safety and anti-social behaviour in addition to undertaking checks on potential new tenants and providing references for tenants wanting to rent their properties;
- Landlords or their agents will also be required to prove they are ‘fit and proper persons’ to obtain and hold a licence.

If introduced successfully, Selective Licensing can ensure that landlords are ‘fit and proper persons’, tenancy relations are managed fairly, vulnerable tenants are protected from the worst housing conditions and from bad landlords. Additionally, landlords will be supported to participate in the regeneration of an area, tackle anti-social behaviour, and improve the housing stock to achieve minimum housing standards within their properties.

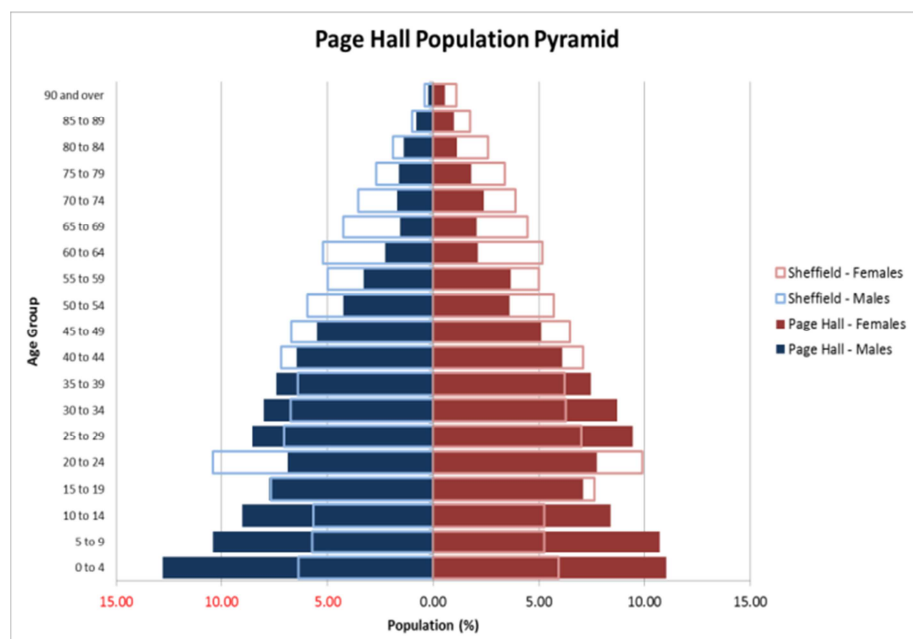
Page Hall Profile

The Page Hall area is located in the North East of the City, predominantly in the Burngreave ward, with a small section around Hucklow Road in Firth Park ward.



Demographics

The total population of the defined Page Hall area is 6,161 according to the 2011 Census.



The profile of the population differs from Sheffield as a whole, with more children aged 0-14 in and more aged 25-34. However, there are fewer people aged 40 and

over and fewer 15-24 year olds although Sheffield as a whole has a high proportion of 15-24 year olds due to the large number of students.

Deprivation

The whole of Page Hall is ranked within the top 20% most deprived areas in England, with one area from Willoughby Street to Page Hall Road ranking in the top 10%. This small area ranks in the top 1% nationally on Living Environment deprivation. (Indices of Deprivation 2010

www.gov.uk/government/publications/english-indices-of-deprivation-2010)

Unemployment

Unemployment in Page Hall is around double the Sheffield average. Male unemployment is around 15% but has fallen a little in the last year. Female unemployment, although lower at 6%, has increased. This is consistent with the city as a whole (NOMIS www.nomisweb.co.uk).

Housing Benefits

Nearly 40% of households in Page Hall are receiving Housing Benefit and/or Council Tax Benefit. These 844 households include 957 dependent children aged 0-17. More than 28% of households were also receiving higher level benefits like Income Support, Job Seekers Allowance and Pension Credits (ibid)

Housing

There are 2,227 properties Page Hall area. In January 2012 there were 152 vacant dwellings, 6.7% of the total.

The number of properties that have a different Council Tax payer from one year previously provides a reasonable indication of the amount of turnover in an area. In Page Hall, 23.5% of properties had changed Council Tax payer during the previous year. Some of these may have changed residents more than once in that time (SCC – council tax register).

Households

There are 2,042 households in Page Hall. The average household size in the area is 3.2 people, in comparison to 2.3 citywide (Census 2011)

Household Composition

The majority of these are families, with single person households only accounting for around 1 in 5 compared to a third citywide. A quarter of all households are married or same sex civil partnership couples with dependent children, the most common household type in Page Hall¹.

Tenure

Although the majority of households are owner occupiers (55%), there are proportionately less than there are citywide. On the other hand, the private rented

sector is nearly twice as large as Sheffield as a whole, applying to 28% of households in the area. Only 14% of rent from a social landlord (Census 2011).

Overcrowding

The 2011 census identifies whether households have sufficient numbers of rooms and bedrooms based on the household size. Considering that the average household size is above average in Page Hall, these occupancy rating figures suggest that overcrowding is a slight issue in the area, as 15% of households have fewer rooms and 14% have fewer bedrooms than they require. By comparison these figures citywide are 9% and 5%, respectively.

Your Views: a summary of key findings

About You

In total, 3,202 surveys were sent out to residents, landlords and businesses in Page Hall. From this, 863 replies were received, a response rate of 27%. Individual surveys received the following responses:

- Residents – 731 (29%)
- Landlords – 107 (21%)
- Business – 26 (19%)

Each questionnaire asked specific questions about the respondents in order to find out more about residents, landlords and businesses in the area.

Tenants

Private tenants comprise of around 26% of respondents. This is consistent with the 2011 Census figures on housing tenure, suggesting this group is fairly represented in the survey results. However, looking at the remaining respondents in more detail suggests owner occupiers are over-represented, comprising of 69% of respondents but only 55% of households in the area, according to the Census.

Assuming that the survey is a representative sample of the population of Page Hall as a whole, the most common type of property in the area is a three bed semi-detached house, comprising of 31% of respondents. This compares with only 19% citywide, according to the 2011 Census.

Overall, 60% of respondents lived in terraced properties as a whole, twice the citywide figure, and nearly a third in semi-detached accommodation. 57% of respondents were in 3 bedroom properties.

On the whole, assuming the respondents to the survey are a representative sample of the population in the area, it would appear that Page Hall is predominantly a well-established, settled community with around a third of people having lived in the area for at least 10 years. Only 8% of respondents had lived in Page Hall for less than 6 months at the time the survey was carried out. In addition to this, 58% of people had lived in their current home during this same period as well.

Looking to the future, 58% of people were unsure how long they planned to stay in the area, 20% stated that they planned to remain for at least another 10 years.

Respondents were also asked a series of questions about themselves. It should be noted that these questions did have a fairly high rate of non-responses. From those that did respond, 37% identified themselves as Black or Minority Ethnic (BME), significantly higher than the 19% citywide average. 11% were Pakistani, the single largest BME community who responded to the survey.

In addition to this the majority of respondents were female (46%) and aged between 40 and 64 (22%). 16% considered themselves to have a disability.

Landlords

95% of responses were received from property landlords, with letting and management agents comprising of only a very small proportion.

From these responses, the majority of landlords (44%) own just one property in the Page Hall area. However, half of respondents stated that they also owned properties in other parts of the city. Terraced accommodation comprises of 60% of properties rented out by landlords who responded, a figure consistent with responses from residents.

43% of landlords who responded were BME, more than double the Sheffield average. Again, the Pakistani community represented the largest single BME group, 13% of all respondents.

Around 55% of landlords were male, 16% female, and again the 40-64 age group was the most represented, with 23% of all respondents.

Businesses

Just over half of respondents to the business survey owned their own premises. A further 35% rented with the remaining 13% leasing their business premises.

Looking at the types of businesses in the area, there was some variety amongst respondent, although most were from the retail sector. With two responses each, hair dressers and travel agents were the most common type of businesses who responded.

In terms of the demography of resident respondents, 23% identified themselves as BME, slightly above the 19% citywide average. 15% were Pakistani, the single largest BME community who responded to the survey.

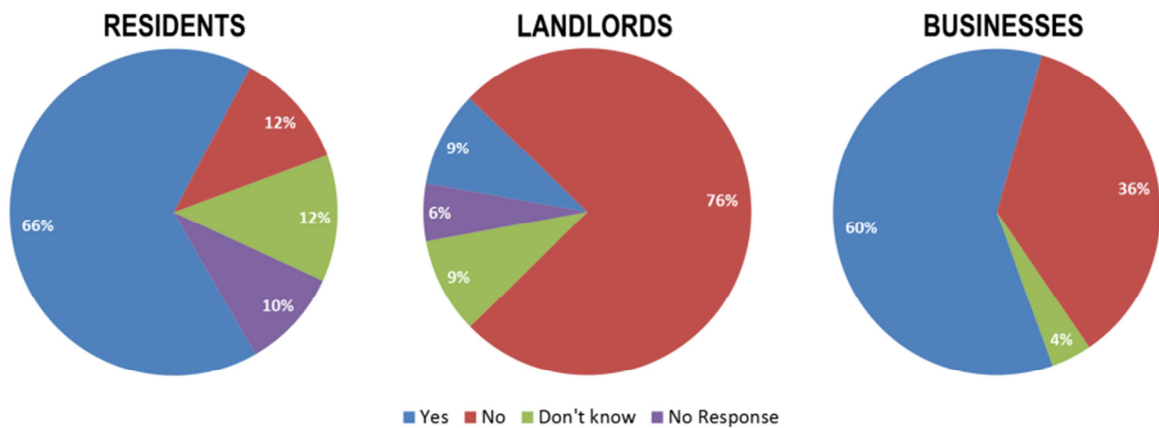
Additionally, two thirds of business owners were male, 19% female, with nearly half aged between 40 and 64.

Selective Licensing

A key element of the survey was whether or not the residents, landlords and businesses would support the introduction of Selective Licensing in the Page Hall

area. The graph below shows how each of the three groups responded to this question.

Do you support the introduction of Selective Licensing?



When asked whether they supported the introduction of Selective Licensing 66% of residents were in favour of Selective Licensing, with only 12% not in favour. The remainder were unsure or did not respond to the question.

In addition to this, half of all residents would still be in favour of the proposals even if this meant an increase in their rents. It is important to note, however, that as only 26% of respondents were in private rented accommodation, it is likely that many of those who agreed with an increase in rent were unlikely to be directly affected by this proposal.

"Licensing will improve calibre of tenants in area and make it a better place to live"

"Selective Licensing...will be bad for [the] area."

Page Hall residents

"I appreciate that selective licensing [is a] way [to] help improve the area. However, it seems unfair for responsible landlords to bear the cost of problems caused by others, particularly in a part of the city where it is hard to make letting profitable anyway."

Landlord

Business owners were also in favour of the introduction of Selective Licensing, on the whole, with 60% of respondents supporting this view. 36%, on the other hand, disagreed.

In contrast to this, around three quarters of landlords who responded to the survey, were not in favour of the introduction of Selective Licensing, with only 9% agreeing with the idea.

Anti-social Behaviour

One of the key impacts on low house prices is anti-social behaviour (ASB) in the target area. The survey focused specifically on experiences of anti-social behaviour from residents, businesses and landlords.

46% of residents in Page Hall have witnessed or have been a victim of ASB, with a further 32% of business owners and 18% of landlords. It should be noted that many landlords may not live or spend a significant amount of time in the Page Hall area, compared with residents and business owners, which could account for the lower figure.

Anti-social behaviour

"I am pleased the Council are finally taking action against rogue landlords and anti-social tenants. It's about time."

"More action should be taken to reduce anti-social behaviour"

"Thank you for this effort to improve our community. It seems to me though that the tenants should be the ones held to account... I'm not sure it's fair to make the landlord responsible for someone else's behaviour"

To put this into context, the 2011/12 Crime Survey for England and Wales (CSEW) stated that nationally, around 29% of respondents stated they had experienced or witnessed ASB, whilst in South Yorkshire this figure was 20%ii. This suggested that more residents and business owners have experienced ASB in the Page Hall area than both the national and sub-regional averages.

When asked specifically whether they had witnessed ASB from tenants of private rented properties, 56% of residents and a further 40% of business owners said they had. In contrast, only 10% of landlords said they were aware of any incidents of ASB from their tenants, suggesting that a significant number of landlords are unaware of any issues that are occurring. Interestingly, however, 47% of landlords believed that anti-social behaviour was an issue in the Page Hall area as a whole.

When asked, 52% of residents and 67% of businesses also felt that landlords did not take any action against tenants causing ASB, although the lack of awareness highlighted previously could be a possible reason for this.

Finally, landlords and businesses were specifically asked to rate out of 10 how effectively they thought the council was dealing with anti-social behaviour in the Page Hall area. Businesses responded with an average score of only 3.6 and landlords a marginally higher 4.0. Asked the same question of the police, businesses and landlords responded with average scores of 4.0 and 4.8 respectively.

Demand

Landlords were asked to identify the level of demand for their properties from existing and potential tenants. Three quarters of landlords stated that they could

usually rent their properties quickly, although there was no waiting list. 16% of landlords stated that they were experiencing difficulties finding new tenants.

The majority, 38% of respondents, felt that demand for properties had increased in the last 2 years, whilst 19% felt it had declined and a third that it had remained the same during this time. Interestingly, immigration was cited as the top reason for all three of these circumstances, with comments specifically identifying immigration from Eastern Europe.

References

One requirement that will come into play with the introduction of Selective Licensing is the requirement to undertake checks on new tenants and provide references for those leaving their properties. At present, around a fifth of landlords do not request references, with reasons ranging from a lack of time, to a lack of understanding of the concept. Most commonly, however, landlords will only let properties to people they knew or had been informally referred to them, for example by a friend.

1.1 “Potential tenants in this area don't give references even if asked for. If we don't let property because of [a lack of a] reference, it will be empty for years leading to further damage to property by people in the neighbourhood”

What Do Residents Most Like About Living in Page Hall?

Residents were asked what they most liked about the Page Hall area, based on a list of common factors and given the opportunity to provide additional answers if necessary. Nearly half of all respondents said that public transport was what they most liked about Page Hall.

Also popular amongst respondents were the local shopping facilities, parks and open spaces and health services. On the other hand, very few respondents liked the activities for teenagers in the area.

Other suggestions for what people liked most about Page Hall included the close proximity to family and friends, the local people and community, access to places of worship, the multi-cultural nature of the area, as well as more general positive comments about the area as a whole. It should be noted, however, that 14% of residents responded with 'nothing', or words to that effect, making this the most popular answer to this question.

What Most Needs Improving?

Residents were also asked what most needs improving about the Page Hall area. The most significant issue was clearly



A word cloud of factors residents like about living in Page Hall. The most prominent words are 'PUBLIC TRANSPORT', 'HEALTH SERVICES', 'PUBLIC EDUCATION', 'SPORTS AND LEISURE', 'CLEAN STREETS', 'PARKS AND OPEN SPACES', 'CULTURE', and 'ACCESS TO NATURE'. Other smaller words include 'JOB PROSPECTS' and 'WELLBEING FACILITIES'.



A word cloud of factors that most need improving in Page Hall. The most prominent words are 'LITTER', 'ROADS', 'CRIME', 'ACTIVITIES FOR TEENAGERS', 'POLLUTION', 'PUBLIC TRANSPORT', 'PARKS AND OPEN SPACES', 'EDUCATION', 'JOBS', 'HEALTH', 'HOUSING', 'CULTURE', and 'SHOPPING'. Other smaller words include 'ACCESS TO NATURE'.

litter, identified by 78% of respondents. Also high was the number of people who listed crime, road and pavement repairs, traffic congestion, pollution, job prospects and activities for teenagers.

Corresponding with the previous question, the fewest number of respondents felt public transport most needed improving, only 10% of the total. Indeed, generally, there were few contrasting issues between what people liked and disliked about Page Hall.

Amongst the additional comments, 2.2% of respondents replied that ‘nothing’ needed to improve, however 1.5% people said ‘everything’ to the same question.

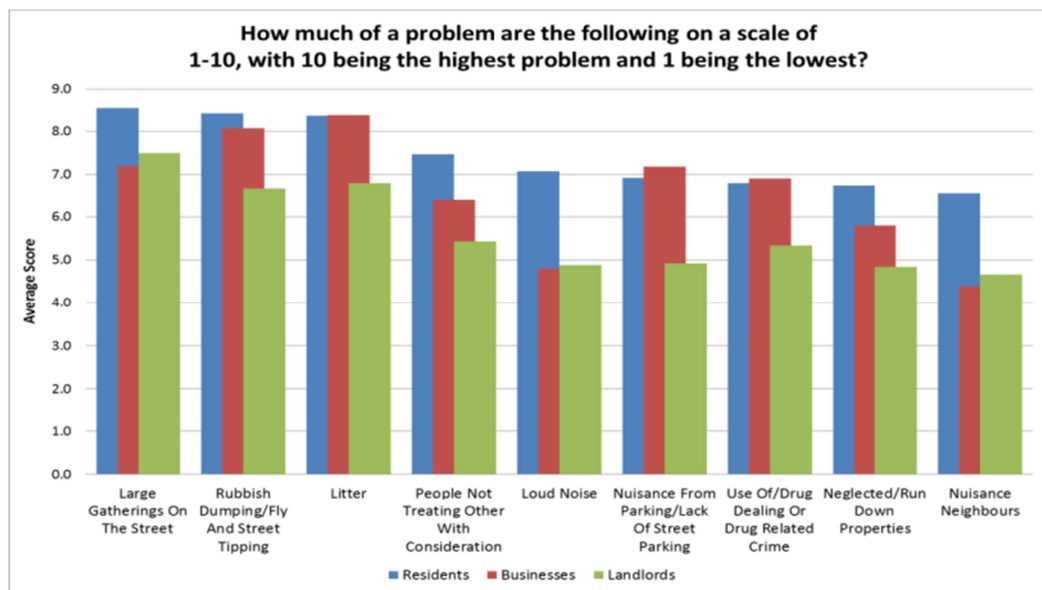
Litter

“It used to be a nice area to live in [but] rubbish is thrown out everywhere. People are selling their houses because they cannot put up with it anymore”

“Landlords do not make tenants keep...free of rubbish it's a disgrace”

Page Hall residents

Residents, businesses and landlords were also asked to rank some key issues in the area in terms of the significance of the problem. The graph below shows the average score for how each group responded to each issue.



Although there are some variations, generally speaking large gatherings on the street was seen as the most important issue, followed by rubbish dumping/fly and street tipping and litter. Residents identified loud noise and nuisance neighbours as a much more significant issue than it was for landlords and businesses; however the latter group found that a lack of parking and drug dealing/drug related crime was more important to them than the other two groups.

Large Gatherings of People on the Streets

“Large gatherings of children on the street causes a risk to drivers”

“Large gatherings of people on streets are intimidating; kids shouldn’t be out late unsupervised”

“This area has too many noisy [people] gathering outside which is very intimidating and very disturbing.

Page Hall residents

Living Conditions

Only 21% of residents and 35% of business owners, felt landlords maintained their properties to a good standard, while 32% of residents felt that few or none of landlords in the area acted responsibly in letting, managing and maintaining their properties.

Overcrowding is an issue that the survey frequently raises amongst residents, although the data from the 2011 census did not identify as a significant issue. Additionally, the resident’s survey identifies that only 5% of respondents live in properties with two or more families living in them and only 16% with more than 2 adults. However, there is enough anecdotal evidence to suggest that there is perhaps a hidden issue that the data is not identifying.

Overcrowding

“There appears to be acute overcrowding in the rented properties”

“A house nearby has at least six adults and five children living in it. In my opinion this is grossly overcrowded”

“Landlords should only let out homes to one family not two [or] three...living [in the] same house”

Page Hall residents

“[Reducing] overcrowding...would significantly reduce most of the issues outlined in this questionnaire”

Landlord

Conclusion

This report has studied the views of residents of Page Hall as well as local businesses and landlords and highlighted some important messages.

In summary, reviewing the evidence, it is clear that the results show that the community recognise the challenges in the area and are supportive of a local authority intervention.

Sources

Appendix C – EVIDENCE TO SUPPORT THE INTRODUCTION OF SELECTIVE LICENSING

The Council believes that there is a case for Selective Licensing on the grounds of LOW DEMAND.

Low house prices

Page Hall has a high number of privately rented Victorian terraced houses offered at low rent. In some streets, more than half of the houses are private rental properties. The very low house prices and the amount of housing benefit available, means that a good yield is possible for landlords renting to households claiming benefits.

By nature of the age and design of the properties, and the fact that they are very much at the value end of the market, the quality of rented housing is generally poorer with a higher than average likelihood of health and safety hazards.

Landlords and owner occupiers who bought several years ago are now likely to be in negative equity and some cannot afford to maintain or update their properties. Local residents have told officers that they would like to move out of the area but are trapped by negative equity.

There is a general downturn or 'standstill' in house prices in the Page Hall area, although the larger semi-detached and 'villa' style properties in the proposed voluntary scheme area are clearly still more desirable than the inner terraces and continue to achieve slightly higher prices. In fact, some of the properties in the voluntary scheme area are attracting much higher prices.

The number of interventions from the Council's Private Housing Standards team, in the voluntary scheme area is lower than the Selective Licensing area; however they are still higher than the city average.

Increased community tensions, overcrowding of properties, housing in poor sanitary condition, and increased antisocial behaviour are making this area a less desirable place to live. This is keeping house prices down.

House prices in the Selective Licensing area, are persistently low and have reduced in recent years. House prices are falling, whereas they are slowly increasing in the rest of the area where we carried out consultation. We have also found a significant number of properties offered for sale by auction.

The situation in Page Hall has changed dramatically in recent years with a range of sources suggesting that property prices for terraced properties in this area have fallen from £65 - £70k to £35 - £40k.

Properties currently being sold through auction are generally newly-empty, ex-rental properties in need of improvements. Auctioneers tell us that all properties are being bought by landlord investors. The properties have been put into auction to facilitate a quick sale as owners feel that the property will take much longer to sell if it goes on the open market. This suggests that: sellers are keen to sell properties very quickly,

even if it attracts a lower price; and, that the turnaround time of properties is very low.

We are told that the market has also changed in that traditional first time buyers are not investing in the area – purely investors. And, that families appeared not to be passing on properties to family members as much, which questions sustainability and stability in property ownership⁷.

Summary of auctioned properties within the Selective licensing designated area over the last 3 years:

2013

8 properties ranging from a minimum of £38,000 to a maximum of £48,500. 6 properties in the September auction were withdrawn or unsold.

2012

6 properties ranging from a minimum of £36,000 to a maximum of £50,000

2011

10 properties ranging from a minimum of £28,000 to a maximum of £41,000

The average overall sale price of a house in a typical street in the proposed Selective Licensing area is now around £49,000. The average sale price of a house in a typical street in the whole of the consultation area is now around £69,500⁸

⁷ Mark Jenkinson & son auctioneer

⁸ Source: Zoopla October 2013

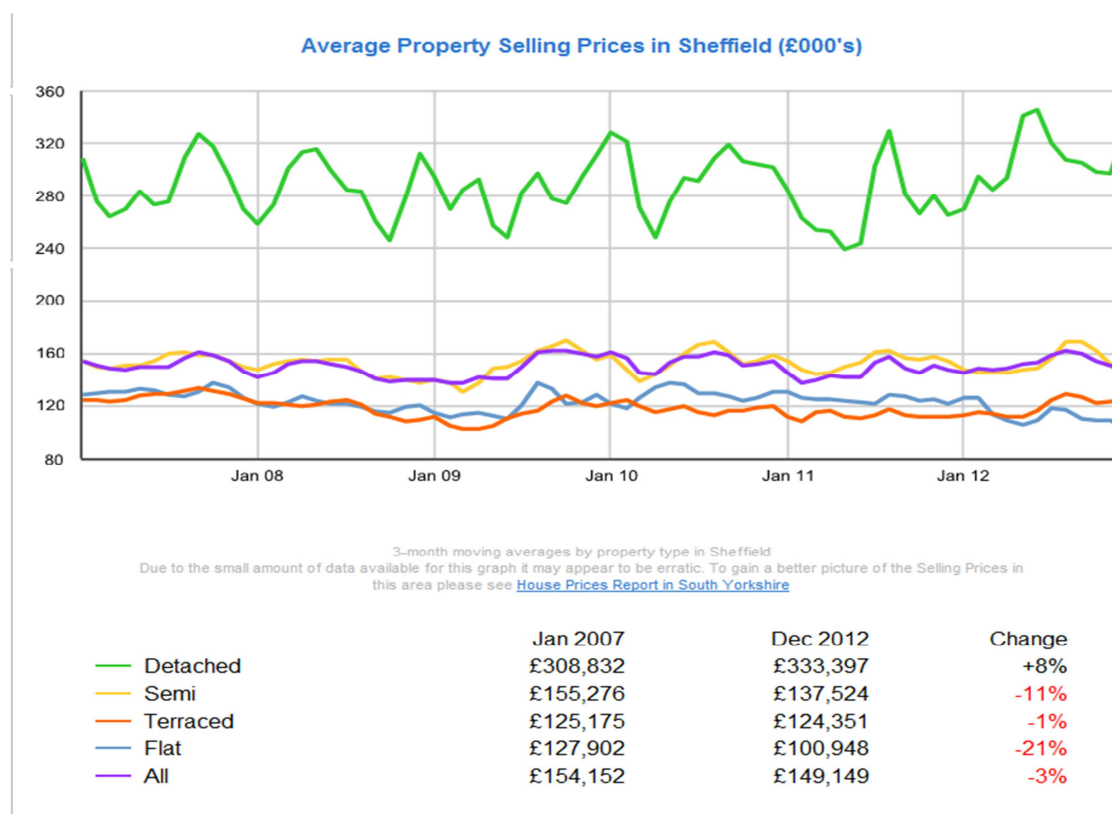
Page Hall House Price Average Comparison



As the graph above shows, the average sale price of housing that is typically offered for rent in the Selective Licensing area has fallen by around 21% between 2010 and 2013, compared with a fall of around 16% over the same period for similar housing in the Voluntary Registration scheme area.

It is reasonable to conclude from the data, that there are specific streets in Page Hall, located in the Selective Licensing Area, that have seen large reductions in house prices over recent years – **clear evidence of low demand**.

This considerable reduction compares to a much more stable picture across Sheffield where terraced housing prices are selling for broadly the same price as they were in 2007 – as shown in the table below.



Average Rent in Page Hall

The average **rent** for the Burngreave Ward, which Page Hall falls into was £507 in 2012 compared to £623 citywide. The average rent value in Burngreave and Page Hall is effectively at floor level because it is influenced heavily by the amount of housing benefit that can be claimed by tenants. This is illustrated clearly by the level of rent levels in the ‘no DSS’ private rented housing market in Page Hall, which are actually much lower at around £400 per month (for a 2-bedroom terrace in good condition with a reputable landlord). This gives a much better indication of just how low the ‘real’ rental market value is in Page Hall. However, anecdotal evidence suggests that some landlords are commanding much higher rents from new arrival tenants who are willing to pay what is being asked to gain accommodation.

Vacancy and turnover rates

In January 2012, 152 (6.7%) of the properties in the Firvale area were vacant⁹. However, there are very few empty properties in the private rented sector in the Page Hall area as a result of high demand from new arrivals for rental property. Properties that are vacant are generally in a poor state of repair – sometimes because landlords bought when the market was buoyant but now find themselves in negative equity and not able to afford repairs.

Evidence of our visiting officers' experience is that there is a high turnover of tenancies in the area from the Slovak Roma community occupying properties. This may be the insecurity of tenancies or general transient nature of the community and their economic status. As the consultation report states (Appendix B), the number of properties that have a different Council Tax payer from one year previously provides a reasonable indication of the amount of turnover in an area. In Page Hall, 23.5% of properties had changed Council Tax payer during the previous year. Some of these may have changed residents more than once in that time (SCC – council tax register).

However, demand for housing remains high as a result of landlords buying up houses at low prices and renting them to new arrivals. In a completely free market, the high demand for rented housing would lead to constrained supply and increased prices over time. Whilst we are seeing constrained supply, the maximum level of housing benefit available effectively caps the rental price. Feedback from new arrivals suggests that landlords have found ways of using the constrained supply (and the power this gives them over unsupported tenants) to increase their profits. For example, some tenants tell us that they are expected to carry out their own repairs and that bonds are very rarely given back at the end of tenancies. Selective Licensing would enable us to tackle these issues specifically through setting specific conditions.

Lack of mixed communities in terms of tenure

There are up to 60% of private rented housing in the central streets of the Page Hall area and this figure will increase further if action is not taken to address the underlying causes of low demand from owner-occupiers.

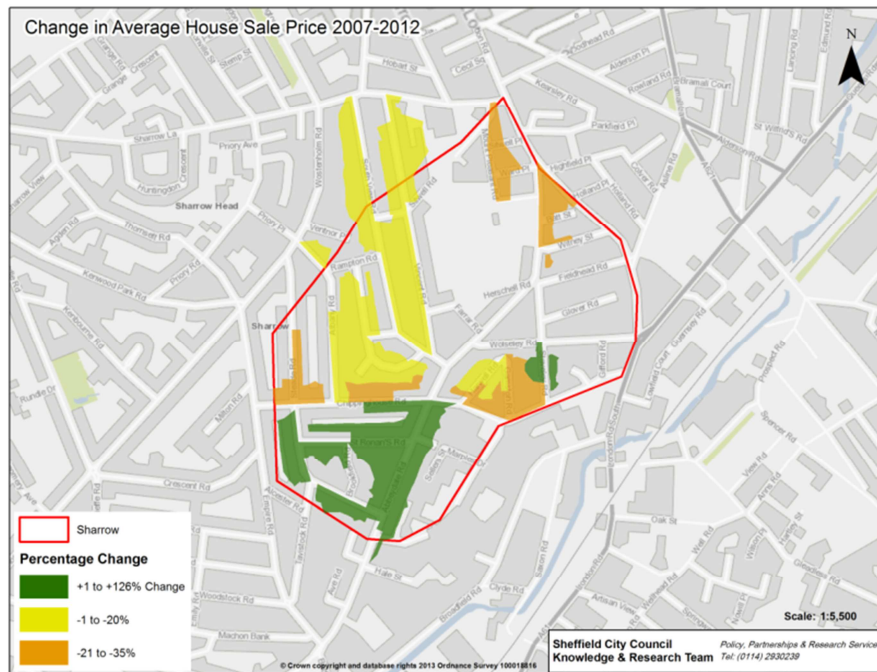
As there is a high proportion of lower quality private rented properties in the area, it poses a problem in terms of tenure balance and creating a sustainable community. The irresponsible letting of private rented property in Page Hall is leading directly to increased anti-social behaviour and a continued decline in property condition.

⁹ Page Hall Profile by Corporate Policy and Research Team 2013

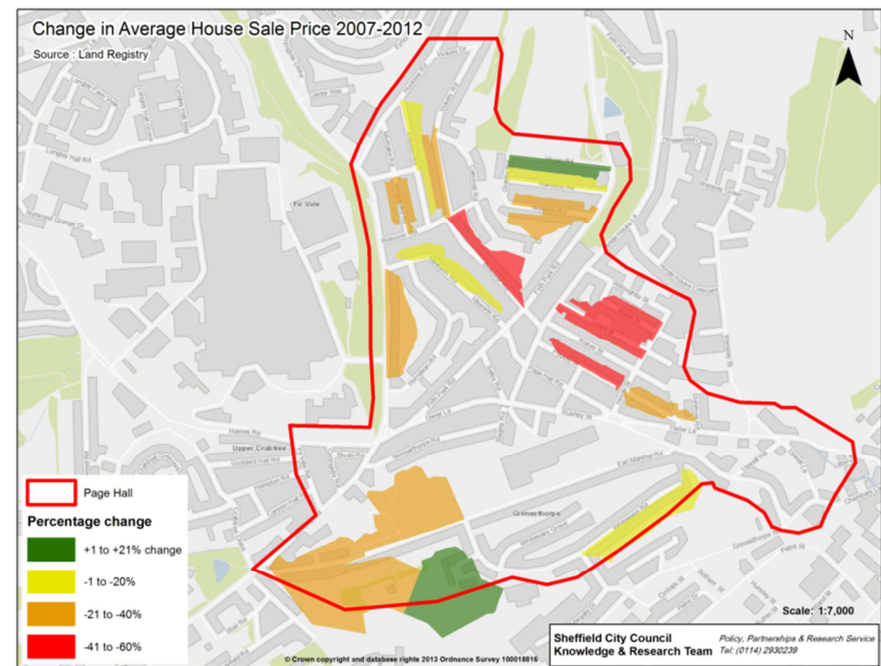
The maps below compare the changes in house prices between Page Hall (right) and Sharrow (left). Sharrow and Page Hall have until recently shared similar characteristics in terms of socio – demographic and economic position, property type and cultural diversity. However, Page Hall has seen changes in recent years due to the significant number of migrant new arrivals who have been attracted to the area. This may be because of the supply of private rented housing and also because they have existing family or friends in the area.

The colour coding demonstrates how house prices have either risen, been similar or decreased over the 5 year period. The Page Hall map clearly shows the Selective Licensing designated area in red; meaning there has been a decrease in price of between 41 and 60%

SHARROW

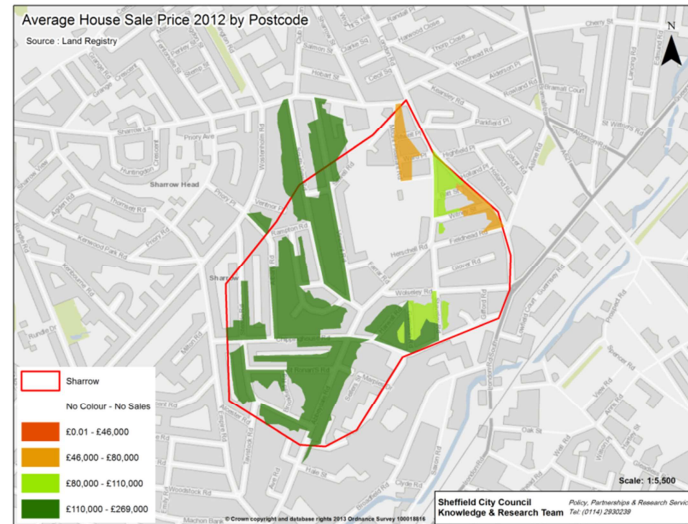
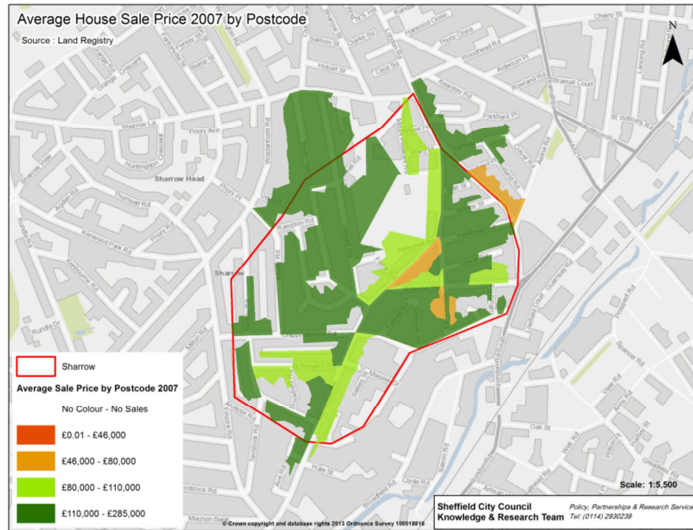
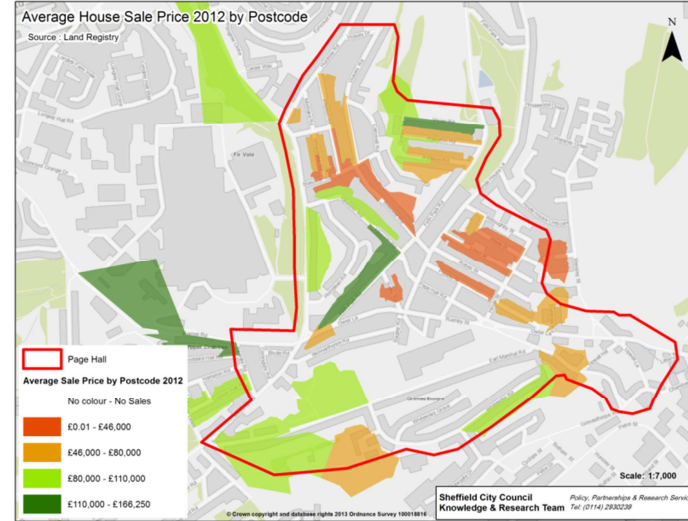
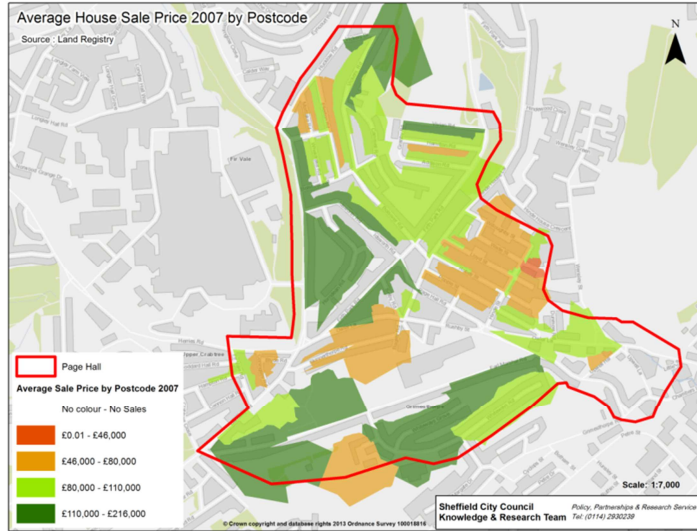


PAGE HALL



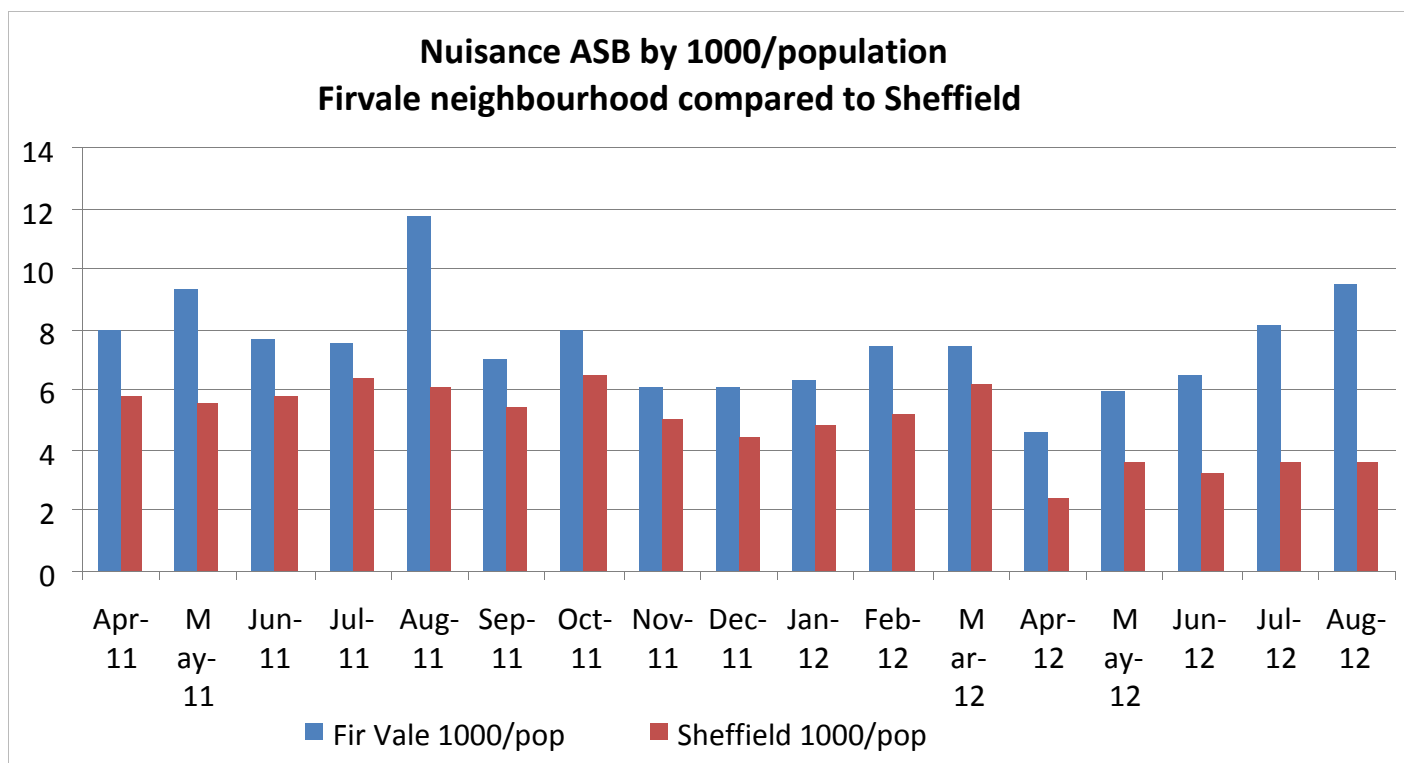
The maps below shows the actual sale prices in Page Hall in 2007 and 2012 – making it very clear, when brought together with the

maps and data above, that the area is experiencing market weakness. This correlates with the perceptions and experience of residents and workers on the ground. The comparable analysis for Sharrow is shown as well.



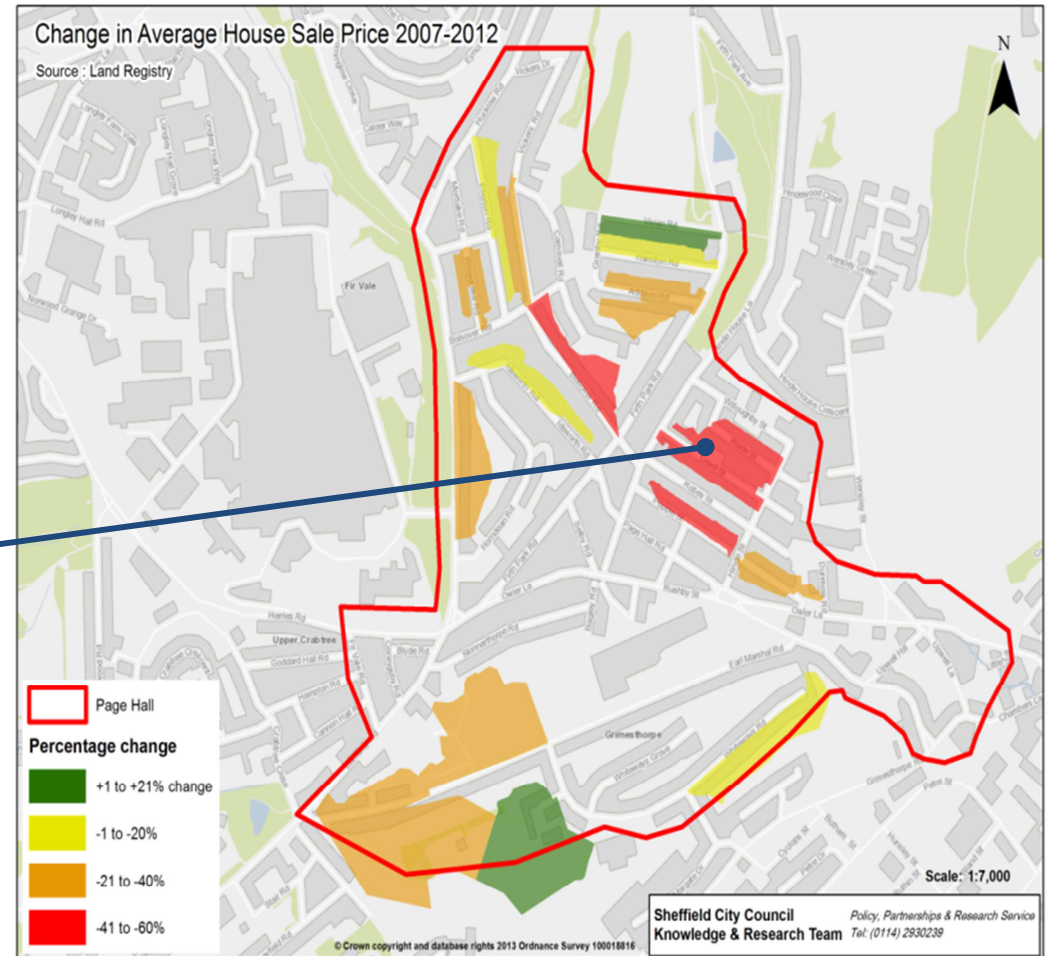
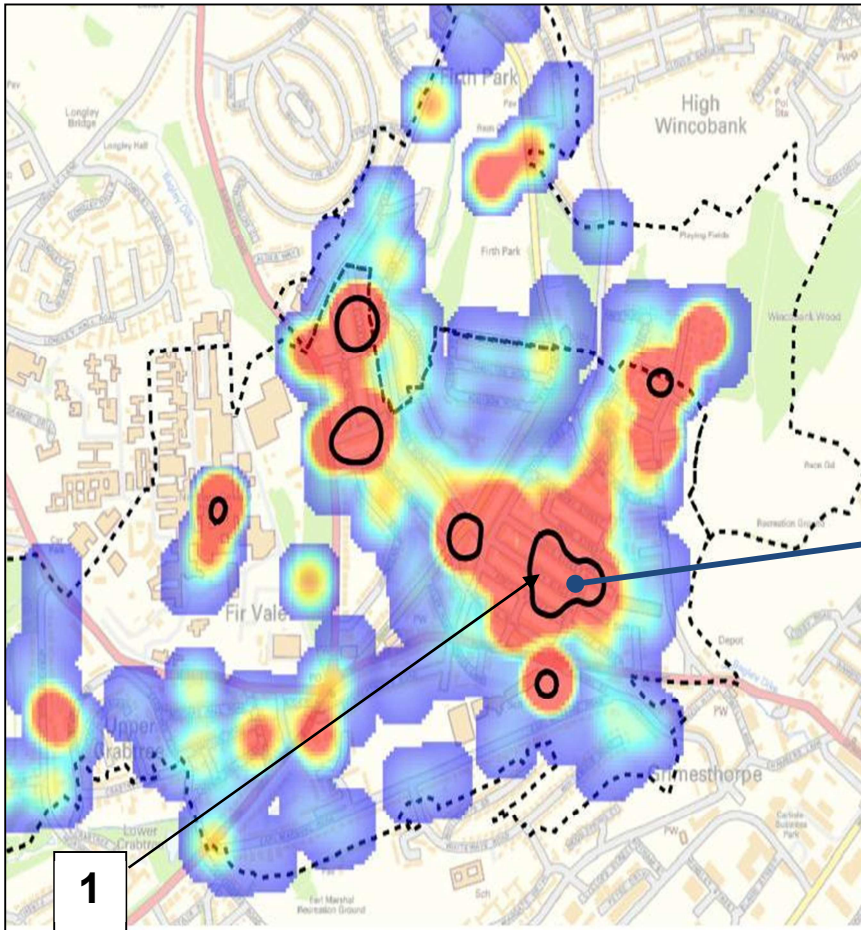
ANTI SOCIAL BEHAVIOUR

The area is experiencing a significant and persistent problem caused by anti-social behaviour, which can be seen in the graph provided by South Yorkshire Police below.



Also provided by South Yorkshire Police; the 'heat map' below shows the concentration of anti-social behaviour incidents in Page Hall.

ASB Hotspot Map



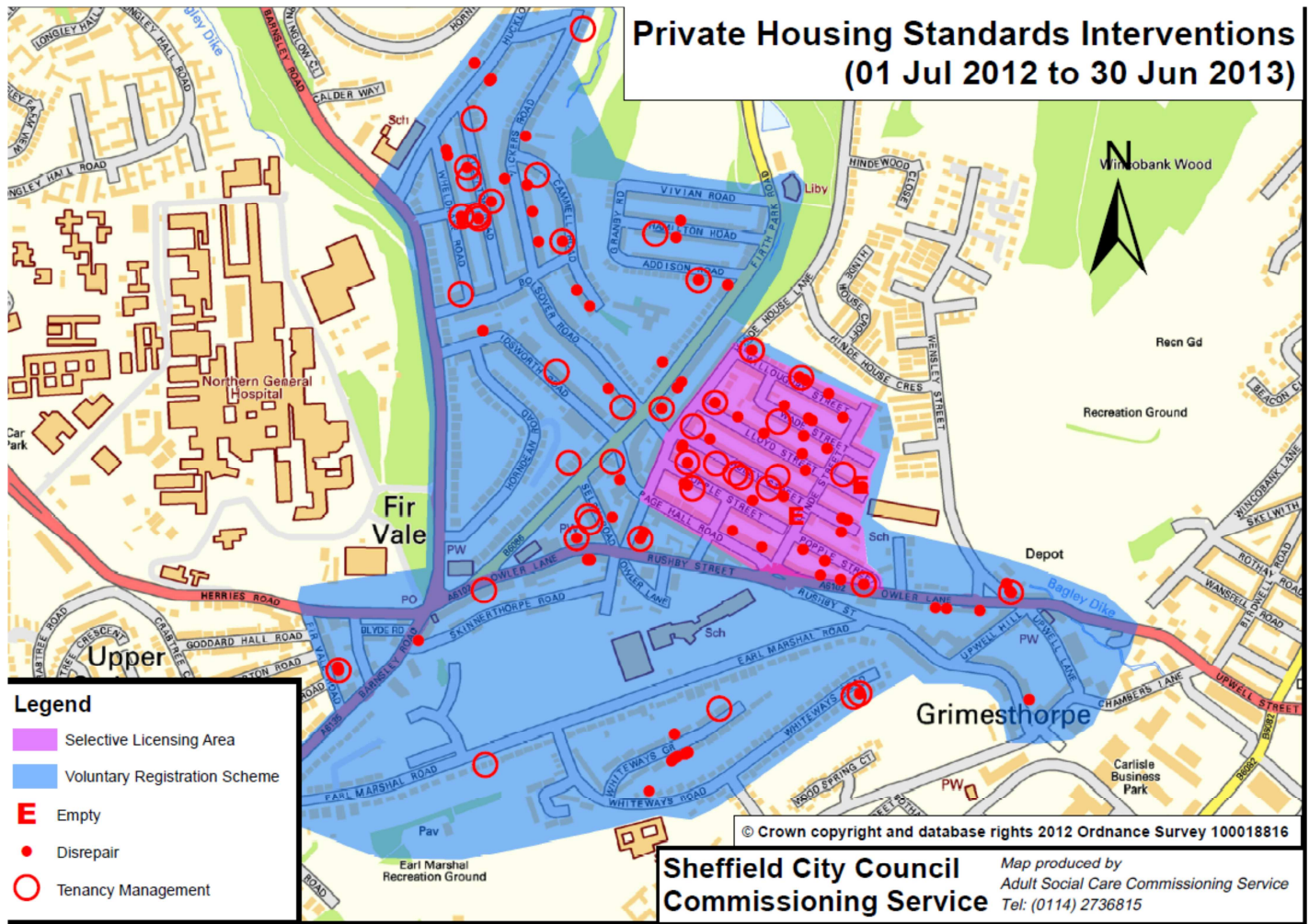
Arrow number 1 points to the Selective licensing area. This is where the highest concentration of private rented properties are, and where the Private Housing Standards team has most activity and interventions (see appendix A). This is the area we are recommending to introduce Selective Licensing.

Tenants *fly-tipping* and dropping *litter and waste* in the street or shared open spaces is a particular issue for the local community. This was borne out in the feedback from the consultation. The experience of our Officers working in the area suggests that some private rented landlords who have let premises in the area are *failing to take appropriate action to combat this problem* – e.g. providing advice to tenants on the use of local services. This is putting additional pressure on public services so it is essential that landlords take more responsibility for this. We know that last year alone, there were 667 responses to fly tipping complaints by Environmental Services. 11.5% of those were in the Page Hall/Fir Vale area alone. Throughout the summer in Fir Vale/Page Hall – they needed to carry out a ‘deep clean’ up to 3 times every week.¹⁰ Clearly this was not sustainable and has been reduced to the normal level.

Increased enforcement and Selective Licensing will enable the Council to specify conditions of tenancy and that will compel landlords to take action. This, when combined with other measures being taken by the Council and partners in the area, will help to reduce anti-social behaviour.

¹⁰ Locality Management Department SCC

The following map shows the levels of interventions by the private housing standards team in the proposed Selective licensing area, and the proposed voluntary registration area. It aligns with the house price information to show that the concentration of interventions are in the Selective licensing area. However – there are still significantly more in the voluntary scheme area than in the rest of the city.



Page Hall Selective Licensing

Please read this carefully. It talks about what you must do to comply with Selective Licensing.

Section 1	Licence Conditions	Page
Section 2	Property Standards	Page
Section 3	The training	Page
Section 4	Tenancy Management	Page
Section 5	Overcrowding	Page
Section 6	The Fit and Proper test	Page

Section 1

Licence Conditions

Here are the conditions that you are required to meet for each of the properties you let out in the Selective Licensing area.

Please make sure you read these conditions carefully. If you breach any of them – we can prosecute you for a breach of the conditions, which could incur a fine of £5,000 per breach.

1. All properties must be brought up to and kept up to the property standards detailed in Section 2 of this document
2. You must attend an approved training course within 12 months of the start of Selective Licensing
3. You must always be aware of your tenancy management responsibilities and keep to the tenancy management expectations detailed in Section 4 of this document
4. You must explain to your tenants in a way that they can understand, how to use the property's facilities; such as gas and electrical appliances and sanitation facilities
5. You must explain to your tenants in a way that they can understand, how to store and dispose of waste properly
6. You must make sure your tenants are aware of their responsibilities to be good neighbours and not to cause nuisance, annoyance or anti-social behaviour in or around their home
7. You must not allow your property to become over- crowded. We have made it clear what the permitted numbers are for different house types in Section 5
8. You must make the authorities aware of any situation where you are concerned there may be any abuse or exploitation or criminal activity taking place in or around your property
9. You must undergo and pass the 'Fit and Proper' test as attached

Section 2

Property Standards

Here are the standards that each of your properties must meet.

Sometimes, your property might require additional measures – such as if it is a House in Multiple Occupation (HMO), or a licensable HMO. Please check with us if you think this applies to you.

Properties should generally be in reasonable repair with internal layouts that allow for the safe use of the property and reasonable escape in case of fire.

They must not have more people living or staying there, than we permit.

General

1. Access to gas and electric meters, fuse boards, Gas and Water stop taps should be accessible to all occupants at all times without having to pass through other accommodation or through a shop. Where this is not possible due to security problems, tenants must be able to shut off gas and electrics from within the accommodation
2. Any gas or electric supply that requires frequent checking or feeding of the meter must be readily accessible. This excludes hatch access to a cellar area

Gas and Solid Fuel Safety

3. Gas supplies must be safe and regularly serviced. Appliances must be safe and serviced in line with the manufacturer's requirements. A photocopy of the latest servicing certificate for the supply and appliances, no more than 12 months old, must be displayed inside the property or in the tenant information pack. The landlord must supply a copy of the gas safety certificate with the application and on demand.
4. All gas installations must be covered by a current Landlord Gas Safety Certificate (eg a CP12) issued by a Gas Safe registered engineer. All works to gas installations must comply with Gas Safety (Installation & Use) (as amended) Regulations 1998
5. A Carbon Monoxide alarm is required for any property with a gas or solid fuel appliance, such as a boiler, gas fire or gas oven / hob. This should be to BS EN 50291:2001. It should be fitted to a suitable location, following the manufacturer's specific fitting instructions, usually at least 3m away from the gas appliance. Where there are multiple gas appliances additional detectors should be positioned in accordance with manufacturer's instructions. The whole detector (not just the battery) must be tested quarterly, using the manufacturer's instructions

Electrical Safety

6. The electric supply and appliances provided by the landlord must be in a safe working condition. All appliances provided shall have operating guidance supplied.
7. The fixed electrical wiring and installations must be certified as safe by an electrician qualified to undertake the test at least every five years, unless otherwise indicated on the previous inspection to be sooner, and must be to a 'Satisfactory' standard. This will usually be a domestic electrical installation condition report. The landlord must supply a copy of the electrical condition report with the application for licensing. Where there is no existing report then one shall be provided within 1 year of the commencement of selective licensing. Where an application for selective licensing is not made in advance, then a copy of the electrical condition report shall be submitted with the application.
8. Any alterations or additions to the electrical installations must be carried out by an electrician registered under Building Regulations Part P and the installation left in a safe condition and proper working order.
9. Sockets should be located where appliances can be used safely without flexes causing a trip hazard. There should be a minimum of two double sockets in all habitable rooms. Large rooms may require more.
10. Each fixed electrical appliance shall have its own dedicated electrical socket. In addition to sockets dedicated for appliances, a minimum of two double sockets above the work top are to be provided in each kitchen. Sockets should be located away from sinks, in a position where appliances can be used safely
11. Light switches should be in a suitable location where they are easy to use. Light fittings should have low energy light bulbs where appropriate

(There is a link to the Landlords Guide to Electrical Safety published by the Electrical Safety Council on the Councils web page at www.sheffield.gov.uk/phs)

Doors and Frames

12. Doors and frames should be sound and well fitted and doors should be able to be latched closed. Some doors may need to be solid doors or fire doors in HMOs or where there are other high fire risks (See the section on fire safety)
13. Locks with a thumb turn mechanism to allow escape from the property without the use of a key are required. On the external side of the door barrels of locks should not protrude from the face of doors.
14. Any bedrooms fitted with locks must allow escape without the use of a key
15. Any glazing in doors shall be safety glazing to BS6206

Windows

16. All windows should be sound and well fitted, and opening lights should be able to be readily opened and securely closed. Windows shall not be louvre windows.

17. Window locks and keys should be provided to ground floor windows and any other windows accessible without the use of a ladder
18. Any opening escape windows should not have grills, mesh or roller shutters fitted that prevent them opening, including during a power failure
19. Any windows with glass 800mm from the floor will require safety glass to BS 6206

Fire Safety

20. If your property is a Licensable HMO – it must meet the fire standards for HMO licensing see www.sheffield.gov.uk/hmo
21. Other HMOs that are two or three storeys must meet the fire standards for Non licensable HMOs

Family houses must meet the following minimum fire safety standards:

22. Smoke alarms must be fitted to each hallway and landing ceiling. A mains powered interlinked system is installed with a heat detector in the kitchen as these are more reliable and more tamper resistant than independent detectors. A radio linked system is satisfactory. Existing 10 year lithium battery type detector is the minimum requirement for family accommodation for houses with a direct means of escape. They are recommended to be interlinked. Where no existing detection is in place and where there is no direct means of escape hard wired alarms are to be fitted, installed by an electrician certified in accordance with BS 5839.
23. There must always be a clear escape route in the property that leads directly to a place of safety outside of the building. All exit routes in control of the landlord, should be kept clear and unobstructed at all times
24. Where there is no direct escape from the staircase to the outside without passing through another room then these properties will need to be individually assessed unless they fit into the following two categories:
 - 25.1 The works for a **2 storey house with the staircase descending into the kitchen** with no secondary means of escape are:
 - to create a half hour fire resisting lobby at the foot of the staircase to separate the staircase from the kitchen. The new fire door shall open up against the staircase and an existing door on the staircase removed. It shall be fitted with intumescent strips (but NOT cold smoke seals).
 - hard wired detection (which can be radio linked) covering the new landing area, the first floor landing and the cellar close to the meters (if any)

For three storey houses with the same arrangement the doors at first floor level will need to be sound and if the attic door is situated on the staircase it needs to be sound and well fitting into the frame. If there is no attic door then a new door and frame need constructing in the attic.

- 25.2 The works for a **two storey family house with two alternative routes at ground level** are:

- Renew any ground floor doors that are not substantial and well-fitting with well-fitting fire doors.
 - hard wired detection (which can be radio linked) covering the two landing areas and the cellar close to the meters (if any)
 - Three storey properties with the same arrangement the doors at first floor level shall be sound construction and if the attic door is situated on the staircase it needs to be sound and well fitting into the frame. If there is no attic door then a new door and frame need constructing in the attic.
25. A fire blanket is to be provided in the kitchen. This should meet BS EN 1869:1997. It should be wall mounted but not close to the cooker, or positioned where a tenant would need to pass the cooker to reach it in an emergency
26. External doors should have thumb turn locks to allow easy escape
27. There should be no polystyrene, such as ceiling or wall tiles in the property
28. Where practical, escape windows should be provided when new windows are being fitted
29. Cellar ceilings under escape routes should provide 30 minutes fire resistance. Cellar ceilings in good condition will be accepted as will infill with mineral fibre insulation and chicken wire support

Internal Stairs

30. Handrails or grab rails are required to all stairs. There should be adequate guard rails around stair wells and safe access to any cellar
31. There should not be any horizontal balustrade rails and no gaps wider than 100mm between spindles
32. Stairways should be well lit to allow for their safe use

Furniture

33. If furniture, curtains, blinds and soft furnishings are provided, they must be compliant with the Furniture & furnishings (Fire Safety) Regulations 1993

Cellars

34. If a coal chute exists, it must be made safe and secure to prevent access from outside

Heating

35. You should provide a form of heating to all habitable rooms which can be controllable by the tenants. Heating should be capable of providing the following temperatures in each room:

Bedrooms only	18 C
Living Room	21 C

Study / Bedroom 21 C

Bathroom/ WC/ Dining Kitchen 21 C

36. Temperatures must be achievable when the external temperature is $-1.^{\circ}\text{C}$

37. No bottled gas, paraffin or halogen heaters are permitted within the property. and any new tenancy agreement must incorporate this standard.

Water

38. The hot water systems must provide a constant controllable supply of hot water to baths, sinks, showers and wash hand basins and cold water would be available to these appliances and to the water closet.

Kitchen

39. The kitchen should be laid out in such an arrangement as to allow for its safe use and be easy to keep clean and hygienic by the tenant.

40. A piped hot and cold water supply is required to the kitchen sink.

41. In furnished accommodation a refrigerator of appropriate size for the number of occupants in the property, including freezer space should be provided in the kitchen or immediately adjacent to the kitchen and in unfurnished accommodation a space for a fridge is required in the same location.

42. In furnished accommodation a 4-ring cooker, oven and grill located with a work top of at least 300mm either side must be provided and in unfurnished accommodation a space for a cooker must be provided with either a gas or electric supply and with work surface of at least 300mm to both sides of the . The cooker or the space for the cooker shall be positioned away from any door openings. 2 or 3 rings may be acceptable for small 1 or 2 person flats and studios, where space is limited.

43. There must be adequate food and utensil storage in the kitchen. 1 standard single storage cupboard per adult is adequate. The space in the sink base unit is not suitable for food storage

44. A minimum 1 linear metre of dedicated free worktop space for food preparation is required in the kitchen, with a minimum depth of 500mm

45. Where the property is furnished, a washing machine shall be fitted and in unfurnished properties there must be space for a washing machine. In both cases there must be plumbing provision and a dedicated electrical socket

46. Tumble driers are recommended to help reduce condensation problems. If provided they must be either the condensing type or the extract hose must be properly connected to a wall vent. Combined washer/driers complying with these conditions are acceptable.

47. There must be an extractor fan controlled by a humidistat with a manual over-ride are recommended.

48. Trickle ventilators in windows are recommended to allow for background ventilation. These can be in the frames of windows or by the provision of airbricks with controllable ventilators.

Bathroom/toilet Facilities

49. Bathrooms and water closets must have adequate space to ensure their safe use. Any alterations to the bathroom and water closet need to comply with Building Regulation standards
50. A suitable method of ventilation should be fitted to all rooms. In bathrooms it is recommended to fit a humidity controlled extractor fan, Where the rooms are not on an external wall then this shall be fan that will extract through ducting and be of appropriate size.is required
51. An internal water closet has to be provided with a wash hand basin with a hot and cold water supply
52. A shower and or a bath, and wash hand basin are required each with a tiled, or equivalent, splash back area
53. Any shower should have a waterproof surround and a shower screen/curtain
54. If a shower is situated in a bath, tiles or equivalent shall extend 1.5m from the shower head down the length of the bath, 150mm over the top of the shower head and 150mm past the side of a shower curtain to prevent damage to plasterwork

Decoration

55. The decoration of the interior and exterior of the property should be clean and sound at the commencement of tenancy.
56. Walls and ceilings must be in a sound condition throughout the tenancy.
57. Floor coverings must be provided and be clean, level, sound, well secured and easy to clean, with no frayed areas, to minimise trip hazards (particularly to stairs and landings). In bathrooms and kitchens with vinyl or tiled floor coverings, the edges should be sealed to minimise water ingress

Security

58. Where burglar alarms are provided, they should be fitted with an automatic cut out device that prevents the alarm for ringing for more than 20 minutes. Full operating instruction should be given and the contact details of the service engineers. The equipment should be serviced regularly and replaced if unreliable
59. The burglar/fire alarm key holder must be registered with environmental services – to avoid expensive costs of silencing alarms causing nuisance.

Gardens/Yards

60. Gardens and yards should be clean and tidy, free from rubbish and safe at all times during the tenancy
61. You must not allow any dumping of rubbish in the garden and/or yard and you must make sure there are no health hazards associated with domestic, animal or human waste
62. Access steps, handrails, pathways, sheds and gates must be maintained in good condition
63. External access steps and pathways should be maintained and free from tripping hazards. Handrails should be fitted to external steps where there are 3 or more steps and to steep sloping paths
64. Where the drop from the side of a staircase is greater than 600mm handrails shall be fitted with a vertical balustrade with no gaps wider than 100mm between spindles
65. External redundant buildings should be demolished if unsafe, or maintained in a safe condition.
66. Access to the rear of properties should be gated where practical
67. External lighting controlled by passive PIR dusk to dawn sensors should be provided and maintained for rear and side entrance doors and for access passageways. Light fittings should be positioned below first floor windows and the lighting shall be directed downwards to avoid causing disturbance to neighbours)

Rubbish / Dustbins

68. You must make it clear to your tenants that waste should be stored and disposed of properly. You must advise them of the bin collection days.
69. One standard 240 litre wheeled bin for up to 5 people, and any other recycling bin / bags as required in the area, should be provided on a hard standing area away from ground floor windows and not within any passage.
70. Other recycling facilities should be maintained to the Council's requirements. Tenants should be encouraged to recycle as much as possible through the use of Council provided recycling bins, boxes or bags

Rainwater goods

71. Roofs, gutters, drains and down-pipes must be in a good state of repair and be securely fitted.

Energy efficiency

72. Roof/loft spaces must be insulated where they are accessible from the house. A minimum of 270mm loft insulation, or equivalent including any upright stud walls in attic loft spaces, where accessible. Dormer windows

and roof slopes can be over-boarded with insulated plasterboard to obtain greater energy efficiency if no insulation is evident

73. Hot water tanks and exposed hot water supply pipes house must be insulated
74. There should be cellar insulation between the ground floor joists, where accessible, fixed in place with chicken wire or other suitable arrangements. (Mineral fibre insulation is recommended for its fire protection qualities)
75. Any appliances included in the tenancy shall have an energy efficiency rating of 'A' or 'A+' .
76. An Energy Performance Certificate (EPC) is required. Properties should have a certificate with an D rating or ideally higher

Space Standards

77. Houses of up to 3 bedrooms shall have a minimum of one living room – minimum 13m² free from cooking facilities that is not used for sleeping. This will increase by 1m² for each bedroom over 3.
78. Bedrooms of 10.2m² or above can be occupied by a maximum of 2 adults or children over 10 years old (hereafter an adult is anyone over the age of 10 and children are between 1 and 9 inclusive) , 1 adult and two children or 4 children
79. Bedrooms of between 8.35m² and 10.2 m² shall be occupied by no more than 1 adult and two children or 3 children
80. Bedrooms of between 6.5m² and 8.35m² shall be occupied by no more than 1 adult or two children
81. Bedrooms of between 4.65m² and 6.5m² shall be occupied by no more than one child. Rooms of less than 4.65m² are not to be counted as bedrooms

Section 3

The Training Course

We feel that all landlords should receive adequate training which will help them to understand and carry out their legal and moral obligations properly. It will also help the private rented sector make a positive contribution to the local community.

You must supply us, within 12 months of the start of Selective Licensing with information demonstrating that you have attended a landlord training course approved by the Council, within the last 5 years.

The course could have been;

- run by another local authority in an area where you also have properties
- a National Landlords Association course
- A Residential Landlords Association course
- The Landlords for Excellence course that was run by the Council with Sheffield Hallam University

If you have not already attended one of these, we are running a training course in association with the Residential Landlords Association which you will need to attend. We will provide you details and dates of these courses when you apply.

Section 4

Tenancy Management Standards

As well as making sure you comply with repairing responsibilities – we are encouraging landlords to give greater consideration to tenancy management too. This is so that we can make sure tenancies are managed well, and help people from all communities integrate into their neighbourhood.

In particular, you shall deal with anti-social behaviour at the earliest opportunity and where they become aware of child safety and vulnerable adult safety – relating to sexual, mental or physical abuse or exploitation they shall report them to the appropriate authorities

In the next section, we have highlighted some things that will help us all to have more successful private rented housing in the city. We expect all parties to respect this so that scheme officers and landlords are not brought into disrepute.

In general, you must be compliant with, and be aware of all, relevant statutory provisions and other legal requirements to do with privately rented houses. An overview of the law private landlords need to be aware of, can be found in the Landlord Information Pack (paper copies available on request from Private Housing Standards or on line at www.sheffield.gov.uk/tro) and on line at www.sheffield.gov.uk/psh. Landlords must ensure that they are aware of, and understand this information.

Equal opportunities

- You must make sure that in all dealings with tenants and prospective tenants, no people or groups of people are treated less favourably than any other person, for example, because of their race, age, gender, disability, nationality, sexuality, gender reassignment, religion or belief.
- Before the start of new tenancies, you will be required to meet with prospective tenants, along with an advisor and/or translator. The meeting will make sure that the tenants understand their responsibilities and obligations, and so that you can provide them with all the information they need about the property

Tenancy Agreements

- You must provide your tenants with a written tenancy agreement which complies with the Guidance on Unfair Terms in Tenancy Agreements published by the office of Fair Trading and with the Unfair Terms in Consumer Contracts Regulations 1999. The tenancy agreement must not contain any terms or conditions which are contrary to any English law relating to the rights and responsibilities of private landlords and tenants and shall include amongst other things, the following points:
 - (a) the name and address of the landlord and name and address of any agent authorised by the landlord

- (b) where only part of a property are being rented to a tenant, e.g. a room in a shared house, the part of the property being let will be identified in the agreement by a room number or by its location in the property e.g. 1st floor back bedroom
- (c) the arrangements for using any shared areas i.e. what parts of the premises the tenant is going to have shared use of and how many other tenants they will be sharing with
- (d) the full name of the tenant and their date of birth
- (e) In shared the houses, a clear explanation of who will be responsible for paying fuel and water charges, how the amount will be calculated and how it will be paid
- (f) the amount of rent, any service charges, and when and how it is to be paid
- (g) the maximum numbers of people to be able to occupy the building based upon the space standards.
- a requirement on the tenant to dispose of rubbish properly including appropriate use of the door to door recycling facilities provided by the Sheffield City Council and a prohibition on illegally burning or fly tipping waste from the property
- (h) tenancy conditions allowing you to evict your tenant before the end of the fixed term contract through the Courts (using the appropriate grounds in schedule 2 of the Housing act 1988) in the event of rent arrears, anti-social behaviour, using the property for immoral or illegal purposes, causing the property to be overcrowded or damage to the property
- (i) a tenancy condition stating that Notices served by the landlord on the tenant will be properly served if left at the premises rented to the tenant

You should make a copy of the tenancy agreement available in advance of the letting so that tenants can read it before being asked to sign and should give prospective tenants the opportunity to get independent advice before signing. Additional copies of the tenancy agreement should be made available if the tenants request it

The tenancy agreement should make it clear whether it's a joint tenancy or an individual tenancy

Deposits and rent in advance

- You must not demand any money for Tenancy deposits or rent prior to the tenants signing and exchanging the tenancy agreement.
- Reservation or holding deposits can be accepted providing they are not excessive. A receipt should be issued stating clearly what this money is for and the grounds for a refund. The holding deposit should be taken off the first month's rent/deposit, if the tenant signs the agreement

- When you or a letting agent takes a deposit from an Assured Shorthold tenant, the deposit must be protected in a government-authorized tenancy deposit scheme and then give the tenant the 'prescribed information' about the deposit within the required timescales
- In addition to giving the prescribed information to the tenants, you, or your agent must keep a record of having given this information such that they have clear evidence of the information having been given to the tenant.

Other Information to be given to tenants at the start of the tenancy

You must give your tenants an information pack which contains

- a copy of the gas and electrical certificates,
- tests for smoke alarms and fire detection systems
- Emergency contact numbers.
- instructions for using the heating system, alarms, fire detection systems, the washer and other gas and electrical appliances
- refuse/ recycling requirements, such as collection days and what materials should be recycled.
- clear instructions for turning off and restoring hot and cold water supplies and central heating for periods of absence during winter,
- instructions for the safe and efficient working of any other appliances in the house.
- You should inform tenants who the utility suppliers are, if you know.
- Before a tenancy agreement is signed, you must advise your tenants about the grounds on which they can apply to court to end the tenancy and the importance of not allowing antisocial behaviour or overcrowding and of disposing rubbish and recycling properly.

Inventories

- An accurate, detailed and agreed inventory of furniture, fixtures and equipment, including the condition of the property and its contents, shall be provided at the start of each tenancy. Tenants should be given the opportunity to record any points about the inventory that they disagree with.

References

- You must require at least 2 satisfactory references from prospective tenants. These references must provide testimony as to the tenants past record of adhering to tenancy conditions and not committing anti-social behaviour, or provide other genuine and significant evidence as to the likelihood of them adhering to tenancy conditions and not committing anti-social behaviour such as the advice meeting mentioned above.

Insurance and permission to let

- You must have current Buildings and Public Liability Insurance, and permission obtained from any mortgage company and/ or the freeholder, to let the property.

Rent and other charges

- You must give written receipts to tenants for rent paid in cash at the time the rent is paid.
- Where rent is paid weekly it is a legal requirement to provide a rent book or similar document which must be kept updated
- During the fixed term of the tenancy agreement, you must not make any attempt to increase the rent or make extra charges other than what is allowed for in the tenancy agreement. At a time when the tenancy is periodic (there is no fixed term eg the tenancy is running on after the contract has run out) any rent increase will be proposed through the appropriate legal procedure (currently Housing Act 1988 s.13)

Managing your repairing obligations

- You must make sure that your tenants have a simple and straightforward way of reporting repairs to you. Ideally this should be in writing – except in an emergency
- Relevant non-emergency repair and emergency repair telephone numbers should be provided to tenants at the start of each new tenancy and within 3 months of the commencement of selective licensing for existing tenants.
- You must respond to repairs which you identify yourself, or reported by the tenants during the course of the tenancy as follows:
 - It is expected that a repair will be completed within the times stated below in the majority of cases. It is however recognised that there may be circumstances where this may not be achievable, and Landlords should advise tenants of anticipated completion dates for repairs where target dates cannot be met, and make any necessary arrangements to address health and safety issues until the repairs are completed.

Category - A (emergency)

All repairs endangering the safety, health or security of the residents or the structure of the building e.g. gas leaks, major electrical faults, blocked WCs, major water leaks.

Response time: *Not more than within 24 hours of notification.*

This should include a response to burglary damage boarding/ repair of any insecure door or window within 12 hours.

Category - B (urgent)

Eg. Complete breakdown of heating/hot water systems and serious lighting faults.

Response time: *Within 48 hours of notification.*

Category – C

All other urgent repairs affecting the structure and services but not regarded to be prejudicial to the safety, health or security of the residents or the structure of the building, e.g. direct water penetration, refrigerator breakdowns and major cooker faults.

Response time: *Within seven working days of notification.*

Category – D

All other repairs reported but which do not affect the safety, health or security of the residents or the structure of the building and are services, which do not prevent reasonable occupation of the accommodation. Examples are plasterwork and minor furniture repairs.

Response time: *Within three weeks of notification.*

Access to carry out repairs

- You must make all reasonable efforts to agree a mutually acceptable time of access with the tenants so that you can carry out repairs. (In an emergency situation, tenants should co-operate as fully as possible with the landlord. If the tenants have individual tenancies, rather than a joint tenancy, then legally you don't have to give 24 hours written notice to enter the common parts, however it is courteous to do so)
- You must make sure that planned programmes of repair, servicing and those improvements that a landlord is entitled to do, are carried out with due regard to the convenience of the occupants and that the tenant's permission has been obtained.
- You must advise your tenants as far as possible as to how long repairs are going to take and any disruption or inconvenience that may be caused.
- You must take reasonable steps to carry out repairs in a way which minimises discomfort and disruption to tenants and is considerate to the tenant's circumstances
- Ensure that all contractors and tradespersons carry relevant Identification, which should be shown to tenants on demand and can be checked. Alternatively, the tenants should be notified who will be coming and when.

- You must make sure that all redundant components and debris is removed from the property and exterior on completion of works. Contractors should behave in a professional and courteous manner at all time

General Safety

- You must make sure that smoke / fire detection systems and firefighting equipment is serviced / tested - in line with local authority regulations. Investigate any reports of false alarms. Records should be kept of these inspections. Tenants should be advised if they are responsible for routine tests.
- Where gas is supplied to the house, you must have an annual gas safety check carried out by a Gas Safe registered installer. A copy of the certificate must be given to the tenants, and a copy sent to the Council.
- Any furniture provided must comply with The Furniture and Furnishings (Fire Safety) Regulations 1988,1989,1993

Anti-social behaviour

- Anti-social behaviour is defined as being “behaviour that causes nuisance, annoyance, harassment, alarm or distress to one or more people living nearby”. This can include (but is not limited to), leaving rubbish and litter, vandalism, noise nuisance, harassment and intimidation, abusive behaviour, and drug and alcohol abuse.
- You should deal fairly with all parties and take account of the advice about dealing with anti-social behaviour in the Landlord Information Pack we will give you.
- Where you receive a complaint about alleged anti-social behaviour by one of your tenants or their family or guests, you should take reasonable steps to get details of the complaint, make enquiries of anyone else that may have information about the problem and then talk to the alleged perpetrator about their behaviour. You should do this within 7 days of the complaint
- If there is reason to think the initial complaint against the tenant or their family may be justified, you will make the tenant aware of the effect of the behaviour on others and that you will take steps to end their tenancy and recover the costs of the legal action from them if the problems continue.
- Where you suspect that the behaviour may amount to a criminal offence, this should be reported to the Police.
- Where the service of Notice does not act as an effective deterrent, you will give reasonable consideration to ending the tenancy by the proper legal proceedings, including getting legal advice where appropriate.

Respect for privacy and right to ‘Quiet Enjoyment’ and unlawful eviction

All tenants have the right to 'Quiet Enjoyment' in their home. This is the right to live in the property free from interference and disturbance by their landlord or anyone acting for the landlord. This right must be respected by the landlord, and agent and, in the event of any concerns from the tenant, they must take all reasonable steps to ensure that their family, business associates and anyone else who may have had contact with the tenant, is aware of the importance of respecting this right.

Where the landlord wants to take possession of the premises (evict the tenant), the proper legal procedure will be followed, with the correct legal Notices being given and the correct Court procedures followed.

Section 5

Overcrowding

- You must not allow anyone to live or stay in your property if it is going to make it overcrowded
- If you suspect that the house has become overcrowded, you must make the tenant immediately aware that this is an offence. The Council can prosecute landlords and tenants who cause overcrowding.
- Where there is evidence that the tenants have caused overcrowding, you will be firm in making it clear to the tenants that you will take reasonable steps to end the overcrowding including taking possession action through the Courts
- The permitted numbers of people are shown below
 - Property with One bedroom – 2 people
 - Property with Two bedrooms – 4 people
 - Property with Three bedrooms – 6 people
 - Property with Four bedrooms – 8 people

(Babies under the age of one year do not count as a person)
- You must not exceed these at any time – and your tenants must be told that they must not allow guests to sleep in their home if it will exceed these numbers

Section 6

The Fit and Proper test

You will be required to pass the Fit and Proper test, as defined by the

Housing Act 2004 which provides for a judgement about whether the relevant person is Fit and Proper.

Appendix E - COSTS AND CASH FLOW FOR SELECTIVE LICENSING

Costs and cashflow for Selective Licensing Scheme								
Expenditure		Set up Jan- March 2014	Yr 1 2014_15	Yr 2 2015_16	Yr 3 2016_17	Yr 4 2017_18	Yr 5 2018_19	5 YR TOTAL
Staffing	Grade							
Housing Trainee	2	1,938	7,750	7,750	6,200	6,200	0	
Licence Administrator	4	4,400	17,600	17,600	13,200	13,200	0	
Licence Enforcement Officer	5	4,125	16,500	16,500	22,000	22,000	0	
Non staff								
Translation and Comms		1,250	5,000	5,000	3,000	3,000	0	
Overheads, legal etc		2,616	10,463	10,463	10,350	10,350		
Total Expenditure		14,328	57,313	57,313	54,750	54,750	0	238,453
Income	Fee £							
Applications in advance	725	206,625						
Applications after 'go live' date	1,000		20,000					
Applications after chasing	1,200				12,000			
Total Income		206,625	20,000	0	12,000	0	0	238,625
Cashflow		192,297	-37,313	-57,313	-42,750	-54,750	0	172
Cumulative cashflow		192,297	154,984	97,672	54,922	172	172	172

Fee Structure

There are 3 different levels of fee for a licence. During the 3 month notice period, we will encourage landlords to pay earlier and receive a discounted fee.

When the scheme becomes formally operational, expected to be 22 April 2014¹¹, licence fees will increase.

Those landlords who have to be pursued for non-payment will be subject to a higher fee.

Description	Cost per property
Applications made in advance	£725
Applications made after 22 April 2014 ¹²	£1,000
Applications that have to be pursued	£1,200

¹¹ This date may change due to operational circumstances

¹² This date may change dependent on operational circumstances

Appendix F – EQUALITIES IMPACT ASSESSMENT

15.2 Sheffield City Council

15.3 Equality Impact Assessment

15.4

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Name of policy/project/decision:

- a) Introduction of Selective Licensing in an area of Page Hall, Priority Area 1, comprising approximately 350 private rented properties
- b) Introduction of a Voluntary Registration scheme in the rest of the area of Page Hall selected for consultation (Area 2), comprising approximately 520 private rented properties

Status of policy/project/decision: New

Name of person(s) writing EIA: Claire Briddock

Date: 16/12/13

Service: Community Services /

Commissioning

Portfolio: Communities

What are the brief aims of the policy/project/decision?

To introduce Selective Licensing and a Voluntary Registration scheme in Page Hall, to improve the quality of private rented accommodation and standard of tenancy management. A Selective Licensing scheme lasts for up to 5 years.

Are there any potential Council staffing implications, include workforce diversity?

Additional staff will be needed to administer the licence and carry out the necessary enforcement activity to make any selective licence effective. It is envisaged that a significant part of the cost associated with this will be met from the licence fee itself. Any additional / new staff will be recruited by following the Council's usual recruitment processes.

Under the [Public Sector Equality Duty](#), we have to pay due regard to: “Eliminate discrimination, harassment and victimisation, advance equality of opportunity and foster good relations.” [More information is available on the council website](#)

Areas of possible impact	Impact	Impact level	Explanation and evidence (Details of data, reports, feedback or consultations. This should be proportionate to the impact.)
Age	Positive	High	The total population of the defined Page Hall area, according to the 2011 Census, is 6,161. The profile of the population differs from Sheffield as a whole, with more children aged 0-14 in and more aged 25-34. However, there are fewer people aged 40 and over and fewer 15-24 year olds, although, Sheffield as a whole, has a high proportion of 15-24 year olds due to the large number of students. The inward migration of people over the last few years, into the Page Hall area from European Accession countries, has resulted in a significant

Areas of possible impact	Impact	Impact level	Explanation and evidence (Details of data, reports, feedback or consultations. This should be proportionate to the impact.)
			increase in the number of children living in the area. This will impact on local schools and health provision in the area. Service providers in the area, including NHS and Education have increased service provision in the area to reflect this change in demand for services.
Disability	Positive	Medium	The demographics are similar to elsewhere in the city, so there is no disproportionate impact. However, if properties are made safer this could impact on people with a disability.
Pregnancy/maternity	Positive	Medium	See above under age
Race	Negative	High	
Religion/belief	-Select-	-Select-	No disproportionate/negative impact anticipated for this group
Sex	-Select-	-Select-	No disproportionate/negative impact anticipated for this group
Sexual orientation	-Select-	-Select-	No disproportionate/negative impact anticipated for this group
Transgender	-Select-	-Select-	No disproportionate/negative impact anticipated for this group
Carers	-Select-	-Select-	No disproportionate/negative impact anticipated for this group
Voluntary, community & faith sector	Negative	Medium	VCF organisations in the area are already working with an increase in demand due to the number of people, predominantly Roma slovak, moving into the area. The introduction of Selective Licensing in the area has the potential to put additional pressure on VCF services in the area through the need for advice and guidance.
Financial inclusion, poverty, social justice:	Negative	High	Page Hall and the people that live within it are generally experiencing high levels of deprivation compared to the City average. We know that Page Hall is at the lower end of the rental market which attracts those on lower incomes who may be vulnerable. Selective Licensing has the potential to inadvertently lead to an increase in evictions and increasing vacant properties in the area as 'bad' landlords move to other areas. This also has the potential to impact on homelessness and / or overcrowding if tenants are evicted as part of this process. Part of the work to mitigate against this is to engage landlords early on in the process, undertake the public consultation and engaging with the local community, and putting advice and support in place if the licence is put in place in conjunction with joint working with other services this may impact on e.g. Housing Solutions. The EIA will be reviewed throughout the project including additional EIAs to be

Areas of possible impact	Impact	Impact level	Explanation and evidence (Details of data, reports, feedback or consultations. This should be proportionate to the impact.)
Cohesion:	Negative	High	<p>produced before and after the public consultation.</p> <p>Page Hall is an area which is already experiencing problems with community cohesion. Selective licensing has the potential to cause further tension between landlords and tenants living in the area. To mitigate against this we will need to work closely with partners working in the area and work with both the local community and landlords to support and advise them if the licence is put in place. The EIA will be reviewed throughout the project including additional EIAs to be produced before and after the public consultation.</p> <p>The new arrivals that have moved in significant numbers into private rented housing often do not understand cultural norms or how local services work. Their support needs are therefore particularly acute. Yet they are unlikely to receive the tenancy direction or management support by their landlord in the way that we would want. This is working against the successful integration of new arrivals into the Page Hall area. Residents have recently highlighted concerns about antisocial behaviour to local police. As a direct result, South Yorkshire Police and Sheffield City Council jointly agreed that a Section 30 Dispersal Order should apply in the area. This came in to place on 12th August 2013 and lasted for 3 months. This was the second such order in twelve months. Recent reports suggest that this hasn't been effective, with groups of people returning soon after being moved on.</p>
Other/additional:	Negative	High	<p>Potential impact on other services in addition to the VCF as outlined above e.g. increases in homelessness presentations or children moving schools. This means engaging with other services and providers which the proposal may impact on early on within the process to identify ways to minimise / prepare for potential impact in other service areas. The project also has the potential to move problems to another area in the city. Again we will be working with partners and other services to minimise / prepare for this as a indirect potential outcome of the project</p>

Overall summary of possible impact

A key feature of the strategy is to work with a community that has a higher percentage of BME and in particular has seen a significant increase in inward migration from European Accession countries in the past few years.

Fundamentally this proposal is equality neutral impacting all local people equally regardless of age, sex, race, faith, disability, sexuality, etc. However, numerous positive equality impacts are likely for certain protected characteristics - particularly race, the elderly, disabled people, young people and the less well off.

There is a risk that Selective Licensing may initially have a negative impact on all groups, as landlords could leave properties empty rather than pay for a licence, which may result in more homeless cases and overcrowding.

If you have identified significant change, med or high negative outcomes or for example the impact is on specialist provision relating to the groups above, or there is cumulative impact you **must** complete the action plan.

Review date: **Q Tier Ref** **Reference number:**

Entered on Qtier: -Select- **Action plan needed:** Yes

Approved (Lead Manager): John Corris **Date:** 16/12/13

Approved (EIA Lead person for Portfolio): **Date:**

Does the proposal/ decision impact on or relate to specialist provision: no

Risk rating: Medium

Action plan

Area of impact	Action and mitigation	Lead, timescale and how it will be monitored/reviewed
All groups	<p>Further EIAs to be produced throughout the schemes to ensure that equality implications are being properly considered and addressed.</p> <p>A further EIA will be required for the implementation of the licence if this is agreed by Cabinet, to cover licence terms</p>	<p>John Corris</p> <p>The EIAs and associated action plan will be monitored and reviewed as the project progresses</p>

Area of impact	Action and mitigation	Lead, timescale and how it will be monitored/reviewed
	and conditions, to ensure both tenants and landlords are adequately informed and supported to comply with the licence. This will also include consideration of payment terms, and potential discount schemes to encourage landlords to comply	
All groups	Selective Licensing and a Voluntary scheme, does have certain risks attached. Over the 5 years of the scheme it is hoped that the neighbourhood will become much more balanced and stable. In the short term landlords may decide to leave the area, which may result in fewer properties being available to rent. However, as the quality of accommodation improves, this will attract landlords to invest in the area.	John Corris The EIAs and associated action plan will be monitored and reviewed as the project progresses
Race	<p>The licence holder is required to demand references from persons who occupy the property. This may have a negative impact on new migrants, in particular those arriving from European Accession countries. This may result in an increase in homeless cases and overcrowding.</p> <p>Although this is a Legal Requirement as stated in the 2004 Housing Act we recognise that this can be unrealistic for new arrivals. We will therefore be setting up a tenancy sign up service including Landlord's, Council Officers and potential tenants to help address this issue. Landlords will need to evidence that they have taken all reasonable steps to obtain a reference with the understanding that this may not be achievable in all cases. We will also waive the need for Landlords to require references from current established tenants where one has not already been provided.</p>	John Corris The EIAs and associated action plan will be monitored and reviewed as the project progresses
Race	A lot of good work has already been carried out in the area. The most effective was as far back as 2008/9 the Migration Impact Fund (MIF) enabled the development of strong partnerships to address the impact of migration from the A8 countries. Following on from the success of the MIF partnership, the Page Hall Tasking Group has met weekly to further develop partnerships with the Council, SY Police and the local advice centre. However, it is recognised that this has not resulted in a strategic and	John Corris The EIAs and associated action plan will be monitored and reviewed as the project progresses

Area of impact	Action and mitigation	Lead, timescale and how it will be monitored/reviewed
	<p>decision making collaboration. Fortunately, the Gold and Silver command structure is now in place to head up the future plans to aid the integration of the Roma Slovak community. In particular advice on how to use services, help with completing forms, advice on the correct usage of waste disposal receptacles etc. Local links with the advice centre and local workers are already well established, and will continue to be supported. However, it needs to be noted that the pressures already placed on existing resources will make it very difficult to cope with the increasing demands placed on them.</p>	
All groups	Early engagement and ongoing work / communication with other services and partners including the VCF that are working within the area or may be impacted on by the proposal	<p>John Corris</p> <p>Will be monitored through engagement activities</p>
All groups	Integration of Selective Licensing approach into other relevant service plans, and strategies including the Housing Strategy and Corporate Plan. This will be to ensure Selective Licensing is not undertaken in isolation but is part of a wider range of activities and regeneration in the area	<p>John Corris</p> <p>Evidence of selective licensing integrated into other plans and strategies</p>
Other	Information package to be developed including, leaflets about common repair issues, landlord information pack which includes standard letter templates for use in their tenancy management This will be important in terms of the council supporting landlords throughout the licence process and ensuring a key and consistent message	<p>John Corris</p> <p>Production of information package and training materials</p>
All groups	This also has the potential to impact on homelessness and / or overcrowding if tenants are evicted as part of this process. Part of the work to mitigate against this is to engage landlords early on in the process, undertake the public consultation and engaging with the local community, and putting advice and support in place if the licence is put in place in conjunction with joint working with other services this may impact on e.g. Housing Solutions. We envisage this to be a short term issue, and as the neighbourhood improves this should in turn improve.	<p>John Corris</p> <p>The EIAs and associated action plan will be monitored and reviewed as the project progresses</p>
Cohesion	To mitigate against this we will need to work closely with partners working in the area and	John Corris

Area of impact	Action and mitigation	Lead, timescale and how it will be monitored/reviewed
	work with both the local community and landlords to support and advise them if the licence is put in place.	The EIAs and associated action plan will be monitored and reviewed as the project progresses
-Select-		
-Select-		
-Select-		

Approved (Lead Manager):

Date:

Approved (EIA Lead Officer for Portfolio):

Date:

ⁱ Census 2011

ⁱⁱ Census 2011

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