

14 June 2021

OVERVIEW AND SCRUTINY COMMITTEE 1

Overview & Scrutiny of:-

Strategic Direction; Environmental Health; Waste & Recycling; Climate Change, Coastal and Flood Risk Management; Communities; Housing and Information Technology.

A meeting of the **Overview and Scrutiny Committee 1** will be held on **Tuesday, 22nd June, 2021** at **10.00 am** in the **Council Chamber, Forde House Offices, Newton Abbot TQ12 4XX**

PHIL SHEARS
Managing Director

Membership:

Councillors Clarence, D Cox, H Cox, Foden, Hocking, Jenks, Mullone, Nutley, Orme, Parker, Parker-Khan, Rollason and Thorne

Please Note: The public can view the live streaming of the meeting at [Teignbridge District Council Webcasting](#) (public-i.tv) with the exception where there are confidential or exempt items, which may need to be considered in the absence of the press and public.

AGENDA

1. **Apologies**
2. **Election of Chair**
3. **Election of Vice Chair**
4. **Minutes** (Pages 3 - 6)
To approve the minutes of the meeting held on 20 April 2021
5. **Declarations of Interest**

6. **Public Questions (if any)**

7. **Councillor Questions (if any)**

8. **Executive Forward Plan**

To note forthcoming decisions anticipated to be made the Executive over the next 12 months. The Executive Forward Plan can be found [here](#).

9. **Work Programme**

(Pages 7 - 12)

To review the Committee's work programme.

10. **Executive Member presentation by the Leader of the Council, Councillor Connett, Strategic Direction**

11. **Empty Homes Policy**

(Pages 13 - 36)

12. **Council Strategy Performance Monitoring Q4**

(Pages 37 - 48)

Part II: Item suggested for discussion with the press and public excluded

13. **Local Government (Access to Information) Act 1985 - Exclusion of Press and Public**

RECOMMENDED that, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of the following item on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act.

14. **Teignbridge Council housing development programme**

(Pages 49 - 62)

If you would like this information in another format, please telephone 01626 361101 or e-mail info@teignbridge.gov.uk

OVERVIEW AND SCRUTINY COMMITTEE 1

20 APRIL 2021

Present:

Councillors H Cox (Chair), Foden, Gribble, Hocking, Mullone, Nutley, Patch, Rollason and Thorne

Apologies:

Councillors Jenks, Clarence, D Cox and Parker

Officers in Attendance:

Head of Community Services and Improvement
Housing Enabling and Development Manager
Environmental Protection Manager
Housing Strategy Officer
Trainee Democratic Services Officer
Democratic Services Officer

23. MINUTES

The minutes of the meeting held on 19 February 2021 were approved as a correct record and authorised to be signed at the earliest convenience.

24. DECLARATION OF INTEREST

None.

25. PUBLIC QUESTIONS (IF ANY)

None

26. COUNCILLOR QUESTIONS (IF ANY)

None.

27. EXECUTIVE FORWARD PLAN

The Executive Forward Plan listing items to be considered by the Executive over the next few months was noted.

28. WORK PROGRAMME

The Committee's work programme as circulated with the agenda was noted.

29. EXECUTIVE MEMBER BIENNIAL UPDATE - HOMES AND COMMUNITY

The Executive Member for Homes and Community, Councillor Wrigley paid tribute to the Head of Community Services and Improvement and staff for the delivery of the services, particularly in the last six months which had been above expectation. He presented his biannual service update to the Committee which included:

- **Teignbridge Housing Strategy** – this was recently subject to public consultation and is the subject of minute 30 below.
- **Devon Home Choice Review** – a common set of policies recently approved by the Executive to use for ranking and allocating those in need to homes.
- **Homelessness Prevention and Rough Sleeper Initiatives** – progressing well and beyond the target with 276 successful homelessness prevention cases, and 309 successful cases of alternative accommodation, thus preventing homelessness. Rough sleepers were being housed where possible. A partnership grant bid with South Hams and West Devon District Councils of £231,000 had been successful to assist housing rough sleepers.
- **Heating Grants** – Successful bidding, reducing carbon and increasing efficiency, and housing adaptations in relation to Council buildings, development of the Teignbridge 100 homes, and assisting the vulnerable and those on low income.
- **Community Safety** – an Anti Social Behaviour Officer recently appointed to progress work including the community Safety Partnership, youth intervention schemes, and the recently approved Public Safety Protection Order to tackle issues in relation to outdoor drinking in Teignmouth.
- **Section 106 Affordable Housing Delivery** – 121 new homes delivered across the district despite Covid19. Two of the Teignbridge 100 homes were currently being constructed in the Buckland, Newton Abbot area for affordable rent. An additional five flats off east Street Newton Abbot was also progressing. The current number on the Council's housing waiting list was approximately 1000.
- **Customer Services** – led “the face” of Teignbridge during Covid19. Councillor Wrigley commended the team for the efficient way the service had and was being run particularly in processing the covid grants.

In regards to IT for Councillors, the Executive Member asked Members to contact him who were interested in being part of a Councillors IT user group to discuss IT needs with Strata.

In response to questions the Executive Member advised that: yearly comparison figures on homelessness and rough sleepers would be advised; and in relation to homelessness it was difficult to measure people sleeping on a friend or family's sofa, or the number of adolescents and adults living with parents.

The full presentation can be found [here](#).

30. HOUSING STRATEGY 2021-2026

Consideration was given to the agenda report and appended Teignbridge Housing Strategy 2021-2026. The Strategy was fit for purpose to direct the Council to deliver its housing objectives to respond to the communities housing

needs. Housing is a Council priority and the Strategy would work alongside the Council Strategy and other council policies such as the Local Plan, for the provision of affordable housing, improving existing homes, preventing homelessness and rough sleeping, ensuring the housing needs of individuals are put first, and tackling climate change. It would provide an annual delivery plan which could be monitored on a quarterly basis.

In response to questions the Executive Member for Communities advised that the Local Plan enables as many affordable housing units per development that can be requested in accordance with national planning legislation

It was recommended by a majority vote,

RECOMMENDED

The Committee recommends to the Executive that the Teignbridge Housing Strategy 2021-2026 as set out in Appendix A to the agenda report be adopted

31. PSPO (CONTROL OF DOGS) TASK AND FINISH GROUP - REVIEW OF THE CURRENT ORDER

Consideration was given to the agenda report to agree the terms of reference for the task and finish group. The group was tasked by the committee on 22 December 2020 to review the current Order so that any changes could be considered by the committee, approved by the Executive and implemented before the expiry of the existing PSPO in March 2022 to ensure continuity.

It was unanimously

RESOLVED

The report be approved.

32. STRATA JOINT EXECUTIVE - MINUTES OF THE MEETING HELD ON 25 JANUARY 2021

The Minutes of the meeting held on 25 January 2021 were received and noted.

CLLR H COX
Chair

The meeting started at 10am and finished at 11.30am

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OVERVIEW & SCRUTINY COMMITTEE (1) WORK PROGRAMME 2021 – 2022

Agenda Item 9

Strategic Direction; Environmental Health; Waste & Recycling; Climate Change Emergency; Communities; Housing & Information Technology

Chair – Cllr H Cox
Vice Chair – Cllr Jenks

Portfolio Holders

Strategic Direction (Council Leader - Cllr Connett)
Recycling, Household Waste & Environmental Health (Cllr Dewhirst)
Homes & Communities (Cllr Wrigley)
Climate Change, Coastal and Flood Risk Management (Cllr J Hook)

The Overview and Scrutiny Committee Work Programme details the planning activity to be undertaken over the coming months.

The dates are indicative of when the Committee will review the items. It is a flexible programme however and it is possible that items may need to be rescheduled and new items added with new issues and priorities.

Standing Item

Strata Joint Executive Minutes

| 22 June 2021 Deadline for final reports 2 June | Report | Lead Officer / Next Steps |
|--|--------------|--|
| Executive Member Presentation | Presentation | Strategic Direction - Leader, Cllr Connett |
| Teignbridge affordable housing development proposals | Report | EM Cllr Wrigley Housing enabling and Development Officer |
| Council Strategy Performance Monitoring Q4 | Report | Project Manager, BID EM Cllr A Connett Executive Members |
| Empty Homes Policy | Report | Private Sector Housing Manager EM Cllr Wrigley |

| 13 September 2021 Deadline for final reports 23 August | Report | Lead Officer / Next Steps |
|--|---------------------------------|---|
| Executive Member Presentation | Presentation | Councillor Dewhirst (Recycling, Household Waste & Environmental Health) |
| Council Strategy Performance Monitoring Q1 | Report | Project Manager, BID EM Cllr A Connett Executive Members |
| Recycling targets | Report | EM Cllr Dewhirst Waste and Cleansing Manager |
| PSPO Task and Finish Group interim report | Report by Task and Finish Group | EM Cllr Dewhirst Waste and Cleansing Manager Environmental Protection Manager |

| 15 November 2021 Deadline for reports | Report | Lead Officer / Next Steps |
|--|--------|---------------------------|
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|--|---------------------------------|---|
| Executive Member Presentation | Presentation | Cllr J Hook (Climate Change, Coastal and Flood Risk Management) |
| Council Strategy Performance Monitoring Q2 | Report | Project Manager, BID EM Cllr A Connett Executive Member |
| PSPO Task and Finish Group report | Report by Task and Finish Group | EM Cllr Dewhirst Waste and Cleansing Manager Environmental Protection Manager |
| Homelessness and Rough Sleeping Strategy | Report | Housing Needs Lead EM Cllr Wrigley |

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|---|--------------|--|
| 10 January 2022 Deadline for reports | Report | Lead Officer / Next Steps |
| Executive Member Presentation | Presentation | Councillor Wrigley (Homes and Community) |
| Initial Financial plan Proposals 2022/23 to 2024/25 | Report | Chief Finance Officer |
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|---|--------------|---|
| 1 February 2022 Deadline for reports | Report | Lead Officer / Next Steps |
| Executive Member Presentation | Presentation | Councillor Connett (Strategic Direction) |
| Final Financial plan Proposals 2022/23 to 2024/25 | Report | Chief Finance Officer |
| Council Strategy Performance Monitoring Q3 | Report | Project Manager, BID EM Cllr A Connett Executive Member |

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|---------------------------------------|--------------|--|
| 29 March 2022 Deadline for reports | Report | Lead Officer / Next Steps |
| Executive Member Presentation | Presentation | Councillor Dewhirst (Recycling, Household Waste & Environmental Health) |
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|-------------------------------------|--------------|---|
| 10 May 2022 Deadline for reports | Report | Lead Officer / Next Steps |
| Executive Member Presentation | Presentation | Cllr J Hook (Climate Change, Coastal and Flood Risk Management) |
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Items to be scheduled

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| Task & Finish Groups | | Lead Officer |
|--|----------------|--|
| COVID 19 Community Impact | | Amanda Pujol |
| PSPO | | David Eaton |
| BAME | Joint with OS2 | Amanda Pujol |
| Climate and Ecological Emergency (9 Feb meeting) | | David Eaton/William Elliott/ Loraine Montgomery |

Past Meetings

| 22 September 2020 | Report |
|--|---------------|
| Leader & PH updates | |
| Fly Tipping | Report |
| Notice of Motion from Council 28 July 2020 Black Lives Matter | |
| Grounds Maintenance weed Control-non toxic weed control | Report |
| Council Strategy performance Monitoring Q1 | Report |

| 19 October 2020 11am | |
|---|--|
| Rural skip service Cllr H Cox Supported by Cllrs Gribble, Hocking Nutley, Patch | Call-in of Executive decision 6 October 2019 |

| 22 December 2020 | |
|---|--------------|
| Executive Member Presentation | Presentation |
| Council Strategy performance Monitoring Q2 | Report |
| Ecological Emergency | Report |
| COVID-19 Review Group Update | Update |
| PSPO (control of dogs) RG | Report |
| Members IT | Update |
| Strata Joint Executive 24 Sept 2020 | Minutes |
| Tourism Contribution | Report |
| GESP | Report |

| 12 January 2021 10am | Report | Lead Officer / Next Steps |
|-------------------------------|---------------|---|
| Executive Member Presentation | Presentation | Cllr Dewhirst – Recycling, Household Waste and Environmental Health |

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|---|--------|--|
| Budget Initial Financial Plan Proposals 2021-24 (OS2 invited for budget update, and to ask questions) | Report | Chief Finance Officer EM Cllr Keeling |
| Community Safety Annual Report | Report | Community Safety & Safeguarding Manager EM Cllr Wrigley |
| BAME Review Group Update | Report | Head of Community Services and Improvement Review Group Members |
| Joint Waste Strategy | Report | Waste & Cleansing Manager EM Cllr Dewhirst |

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|---|-------------------------|---|
| 9 February 2021 10am Deadline for final reports 22 January | Report | Lead Officer / Next Steps |
| Executive Member Presentation | Presentation | Cllr J Hook climate change and ecological emergency |
| Budget | Report | Chief Finance Officer EM Cllr Keeling |
| Council Strategy Performance Monitoring Q3 | Report | Performance & Data Analyst, EM Cllr A Connett Executive Members |
| Connecting Devon and Somerset Scheme. | Report/ Presentation | Head of Place & Commercial Services /Matt Barrow DCC (All Members of OS(2) to be invited for update) |
| Climate and Ecological Emergency – consider creating a Review Group | Report | Chair and Vice Chair Ecological Emergency officer Climate Change officer |

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|--|--------------|--|
| 20 April 2021 | Report | Lead Officer / Next Steps |
| Executive Member Presentation | Presentation | Cllr Wrigley - Homes and Communities |
| Housing Strategy | Report | Head of Community Services and Improvement/Housing Enabling & Development Manager/ Housing Strategy Officer EM Cllr Wrigley |
| Strata Executive Minutes 25 January 2020 | Minutes | EM Cllr Wrigley |
| PSPO (control of dogs) Task and Finish Group | Report | EM Cllr Dewhirst Environment Protection Manager |

PROPOSAL FORM FOR ITEMS FOR FOR CONSIDERATION BY OVERVIEW & SCRUTINY

Submitted by:

Item for Consideration:

Expected outcome i.e. new policy, new action, new partnership, review and/or scrutinise the performance of other public bodies or of the Council in relation to its policy objectives, performance targets and/or particular service areas:

Priority for matter to be considered:

High (up to 3 months)

Medium (3-6 months)

Low (over 9 months).

Basis on which priority has been set

The suggested item should be included in future programme(s) because: (please tick as appropriate)

- (a) It is a district level function over which the district has some control
- (b) It is a recently introduced policy, service area of activity which would be timely to review.
- (c) It is a policy which has been running for some time and is due for review
- (d) It is a major proposal for change
- (e) It is an issue raised via complaints received
- (f) It is an area of public concern
- (g) It is an area of poor performance
- (h) It would be of benefit to residents of the district

(i) Which of the Council's objectives does the issue address?

(j) Is there a deadline for the Council to make a decision? (If so, when and why?)

Members are requested to provide information on the following:-

(k) What do you wish to achieve from the review?

(l) Are the desired outcomes likely to be achievable?

(m) Will it change/increase efficiency and cost effectiveness?

Additional information – an explanatory sentence or paragraph to be provided below to support each box which has been ticked.

Please return completed form to Democratic Services Department.

Teignbridge District Council
Committee name Overview and Scrutiny
Meeting date 22nd June 2021
Part i / ii
Report Title EMPTY HOMES POLICY

Purpose of Report

To advise the committee of the work being carried out by the Authority on Empty homes and to consider the draft Empty homes policy (Appendix A) and make comment on issues, or actions that have been proposed as part of this work.

Recommendation(s)

The Committee RECOMMENDS to the Executive that the Empty homes policy (Appendix A) is adopted.

Financial Implications

Please refer to Section 3.1 of the report
Martin Flitcroft Chief Finance Officer & Head of Corporate Services
Email: martin.flitcroft@teignbridge.gov.uk

Legal Implications

The policy has been updated to ensure compatibility with the public rights to enjoyment of private property and to meet the policy objectives (i.e. the protection of residential amenity and encouraging the residential occupation of otherwise vacant homes particularly in areas of housing need).

Karen Trickey Solicitor to the Council and Monitoring Officer
Karen.Trickey@teignbridge.gov.uk

Risk Assessment

See attached Equality Impact Assessment (Appendix B)

Environmental/ Climate Change Implications

Environmental implications associated with developing policies to reduce empty homes in Teignbridge may be influenced by a number of factors including: the impact of empty homes on the demand for new accommodation, the impacts of building neglect on increased maintenance requirements, carbon emissions arising from enforcement (increased travel etc.) and whether or not homes continue to consume energy when empty.

William Elliott – Climate Change Officer
Email: William.Elliott@teignbridge.gov.uk

Report Author

Alison Dolley Private Sector Housing Manager

Email: alison.dolley@teignbridge.gov.uk

Executive Member

Cllr Martin Wrigley

Email: Martin.Wrigley@teignbridge.gov.uk

Appendices/Background Papers

1. Introduction

- 1.1 The Council recognises the importance of returning empty homes back into use through its contribution to the Councils Teignbridge Ten programme “A roof over our head” and it’s recently adopted Housing Strategy 2021-2026. It also recognises the importance of reducing the number of empty homes to maximise income from New Homes Bonus (NHB). Performance is reported on the number of empty homes impacting on NHB and the number of long term empty homes brought back into use through the Councils intervention.
- 1.2 The Empty homes policy deals with homes that have been empty and details the aims and objectives to reduce long term empty homes and an action plan of how these objectives will be met.
- 1.3 Working collaboratively, several departments, including Council Tax, Environmental Health, Planning, Building Control all play a role in bringing empty homes back into use.

2. REPORT DETAIL

- 2.1 Homes may become empty for a number of reasons and in most cases this is a short term or temporary situation, for example awaiting sale or letting or to be renovated prior to occupation. The financial and personal circumstances of owners influences whether the property is brought back into use in a timely fashion. However empty homes are a waste of valuable resource and sometimes can be a source of serious nuisance to those who live near them.
- 2.2 Empty homes are classified by Council Tax depending on why and how long they have been left empty. This includes for example, owners in hospital or receiving care, unresolved ownership matters (usually following the death of the owner), financial matters such as bankruptcy etc. and may be exempt from paying council tax. Appendix 1 of the empty homes policy demonstrates the categories of dwellings which are exempt from Council tax payment.
- 2.3 Owners of unoccupied and substantially unfurnished empty properties receive a discount of 100% for 1 month, followed by 100% Council tax charge.

2.4 Premiums are applied to annual Council Tax charges once properties, falling outside of exemption categories, have been empty for 2 years plus to encourage owners to bring properties back into use sooner, as follows:

- 2 years or more – 100% premium (i.e. twice the annual charge)
- 5 years or more – 200% premium (i.e. three times the annual charge)
- 10 years or more 300% premium (i.e. four times the annual charge)

2.5 It is important to recognise that empty homes work falls broadly within two categories:

- a. “True” empty homes work
- b. New homes bonus work

An empty homes/landlord liaison officer is employed by the Council with 0.5FTE concentrating on empty homes work.

2.6 “True” empty homes work

This work primarily involves dealing with longer term empty homes (more than 2 years). They may not be registered on the Council tax database as they may have been deleted by the valuation office or they may be sufficiently furnished that they do appear on the list for NHB (see below).

There are currently 72 homes that have been empty for 2 years or more, 39 for 5 years or more and 20 that have been empty for 10 years or more; 131 in total. This represents 0.2% of the total housing stock.

Empty homes may be reported from various sources such as neighbours etc. and through a risk based approach the empty homes officers prioritises a “top 20” empty homes to deal with.

Normally these properties require more input from the Council to help bring them back into use and adopting a zero tolerance policy, formal action is pursued, dovetailed with any appropriate incentives.

Complex, and vulnerable owners, as well as complicated legal ownership normally cause difficulty in securing reoccupation in a timely fashion and a variety of enforcement action is required to be taken. The policy details what action can be taken to support reoccupation.

In the last 2 years, the Council has pursued the following formal interventions

- 16 notices served under the Housing Act to gain entry to an empty home
- 19 – owners assisted with loans/grants to help improve the home for reoccupation
- 8 Liability Orders / Charging Orders pursued through Council tax for unpaid Council tax debts.
- 12 improvements or prohibition notices

- 4 notices served under Town & Country Planning Act for untidy land.

2.7 A variety of formal and informal methods has achieved reoccupation without having to resort to more lengthy, time consuming and costly options such as Compulsory Purchase Order, Empty Dwelling Management order and Enforced sale but the threat of these options in some cases have secured reoccupation.

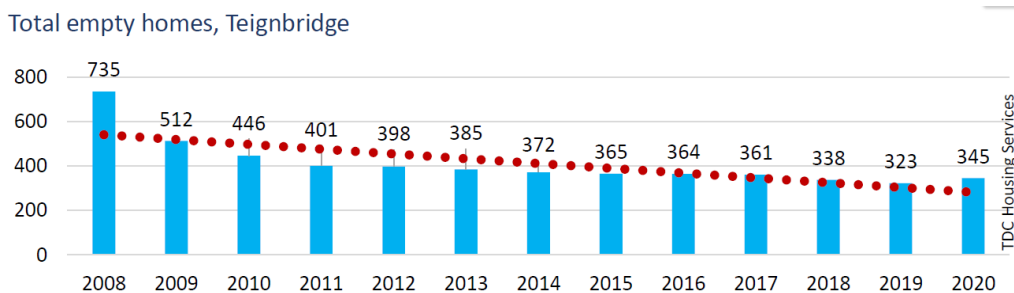
2.8 New Homes Bonus (NHB)

The number of empty homes in Teignbridge impacts on the income that Teignbridge receive from NHB. This involves an extensive exercise of “cleansing” Council tax data so the number of certain classes of empty homes (C, CPrem5 & CPrem5 classes – unfurnished and empty for 6 months or more) are at its lowest at a certain time of the year, usually the first week in October.

2.9 There is a natural churn of properties that move from un-occupation to occupation through, for example the sale or letting of a property. NHB work requires ongoing contact with owners, estate agents/letting agents, valuation office etc. to ensure only those that are physically empty on that date are recorded. Where appropriate Council Tax class changes will be implemented. Because of the importance of the income that this generates for Teignbridge District Council, all empty homes resources within the Housing and Council tax Department are concentrated on this work from July to October to ensure that this number is as low as possible.

2.10 As this is a “data cleansing” exercise it does not necessarily deal with those properties which are “true” empty homes but the importance of this work is recognised as an income generator for the Council.

2.11 Since 2008 the number of empty homes in Teignbridge has steadily reduced from 735 to 345. A slight increase occurred in 2020 due to the impact of the pandemic and house sales/rent movements.



Going forward a government consultation has recently sought the views on the future of the New Homes Bonus, from 2022/23 onwards, including whether the number of empty homes should influence this funding stream.

3. Implications and Risk Management

3.1 **Financial** - Whilst it is acknowledged that new homes bonus work is a data cleansing exercise the importance of this work to maximise income for the Council is recognised. This work will continue in 2021/22 and will be reviewed following any Government announcement of any changes to this funding.

3.2 **Legal** - Whilst there are many tools that are available to assist with indirectly bringing a home back into use, it is recognised that options such as compulsory purchase, empty dwelling management order etc. may have a financial implication for the authority on bring these properties back into use. Where all other avenues have been explored a Member decision may be required to pursue these options if there is a cost implication for the authority.

3.3 **Risks** – The risk involved in not having a clear empty homes policy is that the number of empty homes in Teignbridge would increase impacting on income generated through new homes bonus. Long term empty homes would remain empty reducing the number of homes available in Teignbridge and complaints to the Council would increase.

4. **Conclusion**

4.1 Whilst it is recognised that most empty homes can be brought back into use through assistance and direction from the Council it is acknowledged that there are several long term empty homes that require more formal intervention from the authority and through the Councils empty homes policy and working collaboratively across Council departments appropriate action will be taken to secure reoccupation.

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Empty homes policy

The purpose of this policy is to support the Teignbridge Ten programme “A roof over our head” in the Council Strategy. The policy aims to reduce empty homes through a range of measures, including support and enforcement and compliments the existing housing strategy by supporting other housing objectives including meeting housing needs, supporting homelessness and improving housing conditions. The policy also supports other corporate projects such as clean scene, strong communities and action on climate.

Why are empty homes important?

Homes may become empty for a number of reasons and in most cases this is a short term or a temporary situation, for example awaiting sale or letting or to be renovated prior to occupation. The financial and personal circumstances of owners influences whether the property is brought back into use in a timely fashion.

However empty homes are a waste of valuable resource and sometimes can be a source of serious nuisance to those who live near them.

Bringing long term empty homes back into use helps the Council address the needs of the district as well as attracting grant funding from central government – New Homes Bonus (NHB). In Teignbridge £27.6M NHB has been raised over a 12 year period.

Empty homes are classified by Council Tax depending on why and how long they have been left empty. This classification includes owners in hospital or receiving care, unresolved ownership matters (usually following the death of the owner), financial matters such as bankruptcy etc. and dependent on the circumstances an owner of an empty property may be exempt from paying council tax.

Appendix 1 demonstrates the categories of dwellings which are exempt from Council tax payment.

Owners of unoccupied and substantially unfurnished empty properties receive a discount of 100% for **1 month**, followed by 100% Council tax charge.

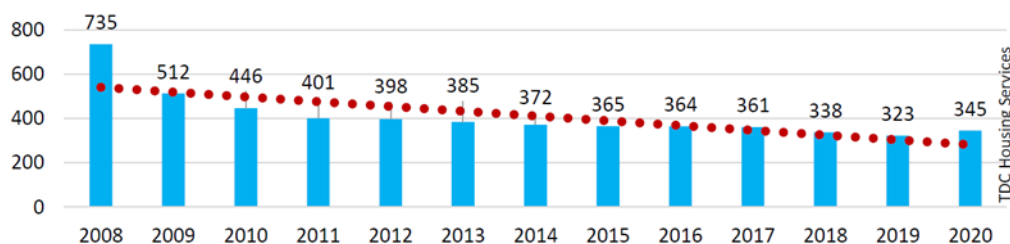
Premiums are applied to annual Council Tax charges once properties, falling outside of exemption categories, have been empty for 2 years plus to encourage owners to bring properties back into use sooner, as follows:

- 2 years or more – 100% premium (i.e. twice the annual charge)
- 5 years or more – 200% premium (i.e. three times the annual charge)
- 10 years or more 300% premium (i.e. four times the annual charge)

Empty homes in Teignbridge

Properties which have been empty for 6 months or more and are substantially unfurnished (Class C) have a negative impact on the amount of New Homes Bonus the Council receives and need to be kept to the minimum. In Teignbridge this number has decreased year on year since 2008 although the impact of Covid 19 has seen an increase in 2020 due to the initial slow-down in the housing market, owners shielding, lack of tradesman and materials etc. This is illustrated in in graph 1.

Total empty homes, Teignbridge



Number for empty homes in Teignbridge as at October each Year

The number of Class C properties in Teignbridge as of the 6th October 2020 was 345 which equates to approximately 0.54% of the housing stock in Teignbridge.

These properties are further categorised as 214 properties that have been empty for between 6 months and 2 years and 131 properties that have been empty for 2 years or more. Whilst the majority of these properties have been vacant for less than 2 years, over a third have been empty for more than 2 years.

Targeting those properties which have been empty between 6 months and 2 years is more likely to have an impact on NHB and increase income for Teignbridge District Council, whilst properties which have been empty for 2 years or more are more likely to have a detrimental impact on neighbours and their surrounding area.

Aims and objective of the policy

The aim of the empty homes policy is to reduce the number of long term empty homes in Teignbridge by returning homes back into use and discouraging owners from leaving properties empty, ensuring the effective use of the housing stock in Teignbridge and negating the negative impact on a local area.

The objectives of empty homes policy are as follows:

1. Through a targeted approach bring empty homes back into use.
2. Adopt a zero tolerance policy for homes empty for 2 years or more, and take enforcement action across all services within the Council, where necessary, to ensure properties are brought back into use.

3. Where appropriate provide assistance to help bring empty homes back into use.

Action Plan to meet our objectives

In bringing empty homes back into use it is recognised that there is a need to work both on a proactive and reactive basis. A coordinated approach across all departments within the Authority is paramount in the success in bringing empty homes back into use and it is recognised that there is no single solution which will resolve problems associated with empty properties.

1. Through a targeted approach bring empty homes back into use..

The Council will work directly and assertively with owners of unfurnished properties empty between 6 months and 2 years (Class C) by encouraging them and providing tools and mechanisms to bring their property back into use. Due to limited resources, the Council will prioritise those in areas of high housing need within the district:

- Newton Abbot, including Kingskerswell and Kingsteignton
- Dawlish
- Teignmouth

Where a housing need has been identified in other areas of the District through our housing options team we will adapt this policy to help meet this identified need.

Empty properties identified within these areas will be risk assessed (Appendix 2 – Empty Property Risk Assessment form) and prioritised for action using the following criteria:

- Length of time empty
- Priority area
- High profile location
- Social impact
- Poor housing conditions
- Structural issues
- Potential nuisance
- Security of property
- Impact on New homes bonus and
- Willingness of owner to cooperate to bring property back into use
- Likely to be brought back into use without assistance/enforcement
- Council Tax debts

Across all targeted work, owners will receive frequent contact from the Council. Standard letters including a link to our website for help available from will include information on VAT relief, loans and grants, advice for those considering letting, legislative requirements and referral to Support for People Renting in Teignbridge

(SPRINT) who offer free tenant finding. A proforma is also sent for owners to complete to inform what action is being taking to bring the property back into use, likely timescales for occupation and reasons for delays.

From the information received and the risk assessment it will be determined whether assistance is required or whether to escalate a particular case for enforcement. (See below)

Where owners do not respond to attempts to communicate with them and there is no evidence that they are taking action to bring about reoccupation, or where the property has been identified as 'high risk' using the empty property risk assessment, a zero tolerance approach will be adopted and the most appropriate enforcement action considered to bring the property back into use.

2. Zero tolerance enforcement policy

Based on the risk assessment a zero tolerance policy will be adopted across properties within the priority areas that have been empty for 2 years or more. The following enforcement options will be considered and implemented where necessary to ensure that the property is brought back into use:

- a. Securing empty property – Notice to secure a property that is open to access, where it is evident that intruders are gaining access.
- b. Improving housing conditions –Improvement notice, Prohibition Order or a Hazard Awareness Notice to remove hazards.
- c. Eradication of vermin- notice to clear any land of vermin and remove waste/deposits/accumulations likely to attract vermin.
- d. Abatement of a nuisance – Notice to abate a statutory nuisance such as an accumulation or deposit that is prejudicial to health or a nuisance.
- e. Safety of empty homes –Notice to make a property safe or allow emergency action to be taken to make it safe. Notice to make satisfactory provision for drainage where it is not currently in place, including sewers, drains and rain water pipes that are currently in disrepair or missing.
- f. Unsightly condition of empty home and adjoining land – notice to address unsightly land or external appearance of a property.
- g. Compulsory purchase order and where appropriate to sell it on to allow it to be reoccupied.

- h. Enforced sale – enforced the sale of a property to recover debts incurred relating to carrying out works in default or to recover outstanding Council Tax debts to the property. Where debts are in excess of £4k Council Tax will begin the formal proceedings of applying for a liability order/charging orders.
- i. Empty Dwelling Management order to take control of the management of an empty property, carry out necessary works in order to secure its occupation and to let to tenants for a set period.

For each property, the range of enforcement actions will be considered and in some cases several enforcement actions will be considered working collaboratively across departments. Where appropriate regard will be made to the Council's Housing Enforcement Policy

<https://www.teignbridge.gov.uk/media/6066/171101-housing-enforcement-policy-2017-master-v4.pdf>

Where enforcement action has been taken that allows for works to be carried out in default the Council may carry out any necessary works and recharge the owner, including any charges as detailed in the Housing Enforcement Policy. Where monies are not paid accordingly, the Council will enforce the sale of the property to recover their costs.

Details of the Council's procedure including timescales for action for all work on empty homes can be found in Appendix 4.

Reporting of Empty properties

Members of the public can advise the Council of properties which are empty.

The Council will determine why the property is empty using the Council Tax information available and will carry out a risk assessment to determine if action will be taken by the Local Authority. In some cases these properties do not appear on Council Tax as an empty home and are challenging in securing occupation.

Financial assistance

The Council will work proactively with a range of partners to deliver the Empty Homes policy and ensure funding is maximised to bring empty properties back into use. Working in partnership with Lendology CIC (formally Wessex Resolution CIC) low costs loans may be offered to assist owners of empty homes carry out any necessary repairs/improvements to enable the property to be let, occupied or sold. Grants may be available where a loan cannot be provided. Details of the Council's grants and loans policy can be found [here](#).

Properties that are exempt from paying council tax.

| | |
|---------|---|
| Class B | A property owned by a charitable body which has been unoccupied for less than six months. |
| Class D | An unoccupied property where the liable person is held in detention. |
| Class E | An unoccupied property where the liable person has gone to live in a care home. |
| Class F | An unoccupied property where a person is acting as a personal representative of someone who has died and either no grant of Probate or Letter of Administration has been made or less than six months have passed since the day on which such a grant was made. |
| Class G | An unoccupied property where occupation is prohibited by law. |
| Class H | An unoccupied property awaiting occupation by a Minister of Religion from which to perform his/her duties. |
| Class I | An unoccupied property where the liable person has his/her sole or main residence in another place to receive personal care because of old age, disablement, illness, past or present alcohol or drug dependence or past or present mental disorder. |
| Class J | An unoccupied property where the liable person is now solely or mainly resident elsewhere to provide personal care for the reasons mentioned in Class I. |
| Class K | An unoccupied property where the liable person is a student and this was his/her previous sole or main residence. |
| Class L | An unoccupied property where the liable person is the mortgagor (borrower) and the property has been repossessed by the mortgagee (lender). |
| Class M | Halls of Residence providing accommodation for students. |

| | |
|---------|---|
| Class N | A property wholly occupied by students or school leavers. |
| Class O | A property owned by the Secretary of State for Defence and is held for the purposes of Armed Forces accommodation. |
| Class P | A property where the liable person is a member of visiting forces. |
| Class Q | An unoccupied property where the liable person is acting in a capacity of a Trustee in Bankruptcy. |
| Class R | An unoccupied caravan pitch or boat mooring. |
| Class S | A property occupied only by a person or persons aged under 18. |
| Class T | An unoccupied annexe to an occupied property which may not be let separately without a breach of Planning Control within the meaning of Section 171A of the Town and Country Planning Act 1990. |
| Class U | A property occupied only by person(s) who are severely mentally impaired, or by student(s) who are living with severely impaired person(s) and who would (under normal circumstances) be liable to pay the council tax. |
| Class V | Main UK residence of a visiting diplomat. |
| Class W | An annexe or similar self-contained part of a property occupied by a relative of the other occupants who is over the age of 65 or severely mentally impaired or substantially and permanently disabled. (Effective 1 April 1997). |

Empty homes priority risk assessment

| | | |
|---|-----------------------|----|
| Length of time vacant | Under 6 months | 0 |
| | 6 months – 12 months | 5 |
| | 12 months to 2 years | 10 |
| | 2 years plus | 20 |
| Priority Area | Yes | 20 |
| | No | 0 |
| High profile location | No | 0 |
| | Yes | 10 |
| Have complaints been received from neighbours | No | 0 |
| | Yes | 10 |
| Would intervention result in additional NHB | Yes – 1 unit | 10 |
| | Yes – 2 or more units | 20 |
| | No | 0 |
| Social Impact | Score per impact | |
| • Appearance (including garden) | | 10 |
| • Vermin | | 10 |
| • Fly tipping | | 10 |
| • Anti Social Behaviour | | 10 |
| • Squatters | | 10 |
| Poor housing conditions (likely to have a category 1 hazards) | No | 0 |
| | Yes | 10 |
| Structural issues | No | 0 |
| | Yes | 10 |
| Property to cause a statutory nuisance | No | 0 |
| | Yes | 10 |
| Property secure | No | 10 |
| | Yes | 0 |
| Owner co-operative | No | 10 |
| | Yes | 0 |
| Likely to be brought back into use without assistance / enforcement | No | 10 |
| | Yes | 0 |
| Council Tax debts | No | 0 |
| | Yes | 10 |
| | No liability | 10 |
| | | |

Incentives for owners of Empty homes

1. Financial Assistance

Please refer to the Council Grants and loans policy for up to date information on what financial assistance is available

<https://www.teignbridge.gov.uk/media/7317/housing-grant-and-loan-policy-v4.pdf>

2. VAT reduction

VAT is chargeable at a reduced rate for works to bring long term empty properties back into use, see <https://www.gov.uk/guidance/buildings-and-construction-vat-notice-708> The Councils' empty homes officer can provide a letter confirming the relevant date which is acceptable by HMRC.

| Unoccupied | VAT chargeable |
|------------|----------------|
| 2 years + | 5% |
| 10 years+ | 0% |

3. Landlord Training Courses

Teignbridge District Council may offer training courses to both new and experienced landlords to provide landlords with the skills required to set up, manage and end a tenancy, ensuring that all legal requirements are met.

4. SPRINT - Tenant finding and rent support service

This provides a free service to help landlords prepare properties for let including an inspection to ensure that they are free from hazards under the Housing Act 2004, collating relevant legal certification/documentation, and introducing tenancy ready families to landlords. Tenants are assisted with benefit applications and support is provided to both tenants and landlords to ensure that tenancies are sustainable.

Empty homes procedure

| Action | Priority and Non Priority Group | Timescales | | |
|--|---|--|---|-------------------|
| Initial letter | Advice letter outlining importance of bringing empty homes back into use, support Council can provide and request to complete occupation status proforma to ascertain intentions and timescale. | | | |
| Letter 2 | Reminder letter to complete the occupation status proforma | 3-4 weeks | | |
| Visit | Visit made and risk assessment carried out | 2 weeks | | |
| | High Priority | Time scale | Non Priority | Time scale |
| Letter 3 – initial enforcement letter | If no response stronger letter requiring urgent attention identifying enforcement powers available to the Council. A requisition for information will be served with the letter to confirm details of ownership requiring information within 15 days. Where a visit has not been previously made a risk assessment, carried out. | 4 weeks | Letter identifying need to bring empty home back into use | 8 weeks |
| Letter 4 | If still no response, case reviewed with other relevant departments to determine relevant course of action and owner advised. If unable to gain access to property notice served and/or warrant obtained to gain entry. | 5-6 weeks after letter 2 | | |
| Enforcement action | Following an inspection of the property, if the owner has made no attempt to carry out any works or has not | Time scales for enforcement action will be | | |

| | | | | |
|-------------------------------------|--|---|--|--|
| | <p>indicated a reasonable timescale whereby the works will be completed the Council will determine the most appropriate enforcement action to take as detailed above and including</p> <ol style="list-style-type: none"> 1. Securing the property where access can be easily gained 2. Improving the housing conditions where a category 1 hazard has been identified, to stop further deterioration, reduce impact on neighbours. 3. Eradicating vermin where there is evidence. 4. Making the property safe where there is an imminent risk to health. 5. Addressing unsightly external appearance 6. Enforced sale 7. Compulsory purchase order 8. Empty Dwelling Management order <p>This will be in consultation with other departments within the Council to ensure that the most appropriate and, if necessary, a range of enforcement action is taken.</p> | <p>determined in accordance with the requirements of the legislation.</p> | | |
| <p>Commencement of works</p> | <p>Where an owner has commenced</p> | | | |

| | | | | |
|--|--|--|--|--|
| | <p>refurbishment works a reasonable timescale will be given for these works to be completed. Regard will be given to the works being carried out but where works are minor then 12 weeks maximum would be deemed reasonable. Where works have commenced but there is no clear progression of works to completion or reasons for delays are unreasonable it will be necessary to explore the legal options available, having regard to other statutory obligations, to ensure the completion of the works using the necessary enforcement tools. Regard will be made to the Council's Housing Enforcement policy.</p> | | | |
|--|--|--|--|--|

Equality Impact Assessment



| | |
|--|---|
| Assessment Of: | |
| <input checked="" type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input type="checkbox"/> Service <input type="checkbox"/> Other [please state] | <input type="checkbox"/> New <input checked="" type="checkbox"/> Already exists / review <input type="checkbox"/> Changing |
| Directorate: Directorate of Community Service and Improvement | Assessment carried out by: Alison Dolley |
| Service Area: Housing | Job Role: Private Sector Housing Manager |
| Version / Date Of Sign Off By Director: | |

Step 1: What do we want to do?

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the Policy Officer early for advice.

1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use plain English, avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

Review of the Councils empty homes policy on reducing the number of empty homes in the District and to maximise New Homes Bonus income

1.2 Who will the proposal have the potential to affect?

Service users
 The wider community
 Teignbridge workforce

1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by your manager.

If 'Yes' complete the rest of this assessment.

Yes
 No
 [please select]

| |
|--|
| |
|--|

Step 2: What information do we have?

2.1 What data or evidence is there which tells us who is, or could be affected?

Please use this section to demonstrate an understanding of who could be affected by the proposal. Include general population data where appropriate, and information about people who will be affected with particular reference to protected and other relevant characteristics (listed in 2.2).

Use one row for each evidence source and say which characteristic(s) it relates to. You can include a mix of qualitative and quantitative data - from national research, local data or previous consultations and engagement activities.

Outline whether there are any over or under representation of equality groups within your service - don't forget to benchmark to local population where appropriate.

For workforce / management of change proposals you will need to look at the diversity of the affected team(s) using available evidence such as the employee profile data. Identify any under/over-representation compared with Teignbridge's economically active citizens for age, disability, ethnicity, gender, religion/belief and sexual orientation.

| Data / Evidence Source <i>[Include a reference where known]</i> | Summary of what this tells us |
|--|--|
| Council Tax data | This provides details of empty homes and reasons why they are empty (Council Tax classification) |
| | |
| | |
| | |
| | |
| Additional comments: | |

2.2 Do you currently monitor relevant activity by the following protected characteristics?

| | | |
|---|--|--|
| <input type="checkbox"/> Age | <input type="checkbox"/> Disability | <input type="checkbox"/> Gender Reassignment |
| <input type="checkbox"/> Marriage and Civil Partnership | <input type="checkbox"/> Pregnancy/Maternity | <input type="checkbox"/> Race |
| <input type="checkbox"/> Religion or Belief | <input type="checkbox"/> Sex | <input type="checkbox"/> Sexual Orientation |

2.3 Are there any gaps in the evidence base?

Where there are gaps in the evidence, or you don't have enough information about some equality groups, include an equality action to find out in section 4.2 below. This doesn't mean that you can't complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later. If you are unable to fill in the gaps please state this clearly with a justification.

For workforce related proposals all relevant information on characteristics may need to be sought from HR (e.g. pregnancy/maternity). For smaller teams diversity data may be redacted. A high proportion of not known/not disclosed may require action to address and identify the information needed.

| |
|----|
| No |
|----|

2.4 How have you involved communities and groups that could be affected?

You will nearly always need to involve and consult with internal and external stakeholders during your assessment. The extent of the engagement will depend on the nature of the proposal or change. This should usually include individuals and groups representing different relevant protected characteristics. Please include details of any completed engagement and consultation and how representative this has been of Teignbridge's diverse communities.

Include the main findings of any engagement and consultation in Section 2.1 above.

If you are managing a workforce change process or restructure please refer to HR for advice on how to consult and engage with employees. Relevant stakeholders for engagement about workforce changes may include e.g. staff-led groups, trades unions as well as affected staff.

A consultation on the Housing strategy took place in early 2021 that included the Council's objective of bringing empty homes back into use. Comments made during this consultation have been taken into consideration in the review of the policy.

2.5 How will engagement with stakeholders continue?

Explain how you will continue to engage with stakeholders throughout the course of planning and delivery. Please describe where more engagement and consultation is required and set out how you intend to undertake it. Include any targeted work to seek the views of under-represented groups. If you do not intend to undertake it, please set out your justification. You can ask the Consultation Officer for help in targeting particular groups.

As per 2.4

Step 3: Who might the proposal impact?

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered above and the characteristics protected by the Equality Act 2010. Also include details of existing issues for particular groups that you are aware of and are seeking to address or mitigate through this proposal.

3.1 Does the proposal have any potentially adverse impacts on people on the basis of their protected or other relevant characteristics?

Consider sub-categories (different kinds of disability, ethnic background etc.) and how people with combined characteristics (e.g. young women) might have particular needs or experience particular kinds of disadvantage.

Where mitigations indicate a follow-on action, include this in the 'Action Plan' Section 4.2 below.

| | |
|---|--|
| GENERAL COMMENTS (highlight any potential issues that might impact all or many groups) | |
| | |
| PROTECTED CHARACTERISTICS | |
| Age: Young People | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| Potential impacts: | |
| Mitigations: | |
| Age: Older People | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| Potential impacts: | |
| Mitigations: | |
| Disability | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| Potential impacts: | |

| | |
|--|--|
| Mitigations: | |
| Sex | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| Potential impacts: | |
| Mitigations: | |
| Sexual orientation | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| Potential impacts: | |
| Mitigations: | |
| Pregnancy / Maternity | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| Potential impacts: | |
| Mitigations: | |
| Gender reassignment | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| Potential impacts: | |
| Mitigations: | |
| Race | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| Potential impacts: | |
| Mitigations: | |
| Religion or Belief | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| Potential impacts: | |
| Mitigations: | |
| Marriage & civil partnership | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| Potential impacts: | |
| Mitigations: | |
| OTHER RELEVANT CHARACTERISTICS | |
| Socio-Economic (deprivation) | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| Potential impacts: | |
| Mitigations: | |
| Other group(s) <i>Please add additional rows below to detail the impact for other relevant groups as appropriate e.g. Asylums and Refugees; Rural/Urban Communities, Homelessness, Digital Exclusion, Access To Transport</i> | |
| Potential impacts: | |
| Mitigations: | |

3.2 Does the proposal create any benefits for people on the basis of their protected or other relevant characteristics?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our Public Sector Equality Duty to:

- ✓ Eliminate unlawful discrimination for a protected group
- ✓ Advance equality of opportunity between people who share a protected characteristic and those who don't
- ✓ Foster good relations between people who share a protected characteristic and those who don't

The reoccupation of empty homes increase housing stock availability potentially for homeless households

Step 4: Impact

4.1 How has the equality impact assessment informed or changed the proposal?

What are the main conclusions of this assessment? Use this section to provide an overview of your findings. This content should be used as a summary in reports, where this full assessment is included as an appendix.

If you have identified any significant negative impacts which cannot be mitigated, provide a justification showing how the proposal is proportionate, necessary and appropriate despite this.

| |
|--|
| Summary of significant negative impacts and how they can be mitigated or justified: |
| |
| Summary of positive impacts / opportunities to promote the Public Sector Equality Duty: |
| |

4.2 Action Plan

Use this section to set out any actions you have identified to improve data, mitigate issues, or maximise opportunities etc. If an action is to meet the needs of a particular protected group please specify this.

| Improvement / action required | Responsible Officer | Timescale |
|-------------------------------|---------------------|-----------|
| | | |
| | | |
| | | |

4.3 How will the impact of your proposal and actions be measured?

How will you know if have been successful? Once the activity has been implemented this equality impact assessment should be periodically reviewed to make sure your changes have been effective and your approach is still appropriate. Include the timescale for review in your action plan above.

| |
|--|
| Performance is reported quarterly on a) the number of empty homes impacting on NHB and b) the number of long term empty homes brought back into use through the Council's intervention. (Council Strategy – Roof Over Our Heads) |
|--|

Step 5: Review & Sign-Off

EIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek review and feedback from management before requesting it to be signed off. All working drafts of EIAs and final signed-off EIAs should be saved in G:\GLOBAL\EIA Once signed-off please add the details to the 'Corporate Register' of all council EIAs saved in the same directory.

| | |
|---|--|
| Reviewed by Service Manager: Yes <input type="checkbox"/> No <input type="checkbox"/> Instead was reviewed by: | Strategic Leadership Team Sign-Off: |
| Date: | Date: |

Version 1 – March 2021

TEIGNBRIDGE DISTRICT COUNCIL
OVERVIEW & SCRUTINY COMMITTEE

22 JUNE 2021

PART I

| | |
|---|---|
| Report Title | Quarter 4 2020-21 Council Strategy Performance |
| Purpose of Report | To update members on the delivery of the Council Strategy 2020-2030, providing the detailed performance information used to track its delivery. Members are asked to review the performance information and areas where performance is not on track. |
| Recommendation(s) | The Committee RESOLVES to: Review the report and the actions being taken to rectify performance issues detailed in Appendix A. |
| Financial Implications | A summary of the financial information supporting the delivery of the council strategy has been provided as part of this report. Finance Systems Manager Email: steve.wotton@teignbridge.gov.uk |
| Legal Implications | A summary of the legal requirements are contained in the detail of this report. Monitoring Officer Email: Karen.trickey@teignbridge.gov.uk |
| Risk Assessment | Failure to deliver the council strategy or parts of it will be identifiable in both the performance and risks reports, enabling both senior management and members to take action where necessary. Chief Finance Officer Email: martin.flitcroft@teignbridge.gov.uk |
| Environmental/ Climate Change Implications | The council strategy contains a dedicated programme entitled Action on Climate alongside other projects in the strategy that also impact on climate and the environment. Detailed information about this programme and actions being taken are contained within this performance report. Climate Change Officer Email: william.elliott@teignbridge.gov.uk |
| Report Author | Jack Williams – Data and Performance Analyst |
| Executive member | Strategic Direction - Cllr Alan Connett |
| Appendices / Background Papers | Appendices A – O&S1, O&S2 Quarter 4 Performance Exception Report |

1. REPORT DETAIL

This performance report looks at the Council Strategy 2020-2030 and covers the period from 1st Jan to 31st March. If you have any queries please ask them in advance of the meeting.

1.1 T10 Finance – for updating at SLT

[Executive report 11 February](#) identified a budget gap in the current year funded by savings and government grants. Gaps are identified in future years of £1.2 million for 2022/23 and £2.6 million for 2023/24 and heavy use of earmarked reserves in 2021/22 to balance the revenue account and maintain general reserves at £2 million. Further representations to Government on funding and continued efforts to generate savings/extra income will need to be made.

1.2 T10 Programmes

1 is ahead of schedule, 6 are on track. The following programmes continue to be reported with a caution status:

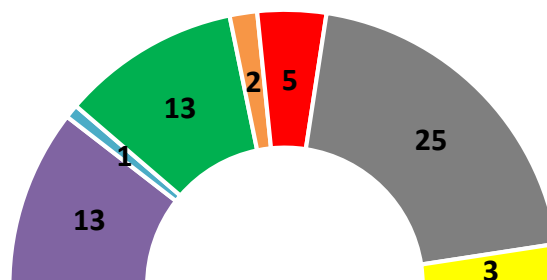
- A Roof over our Heads
- Going to Town
- Out and About and Active

1.3 T10 Performance Indicators

A total of 62 PIs are included in the Q4 report.

- 14 PIs are either ahead or well ahead of target
- 13 PIs are on target
- 7 PIs are underperforming
- 3 PIs with data not available at this time.

There are a total of 25 monitoring indicators tracking background data trends that do not have targets.



Q4 Status of all Performance Indicators

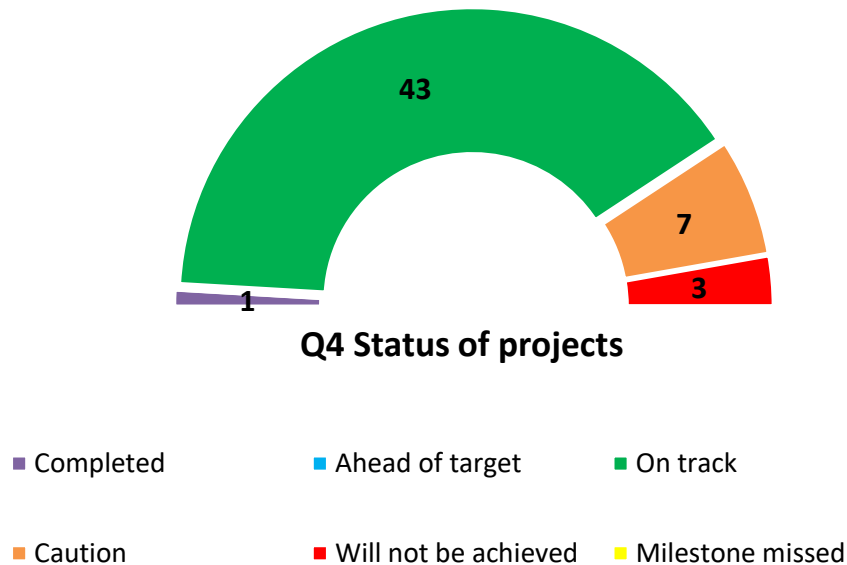
- | | |
|-----------------------------------|-------------------|
| ■ Well ahead of target | ■ Ahead of target |
| ■ On target | ■ Caution |
| ■ Concern | ■ No target |
| ■ Data not available at this time | |

1.4 T10 Projects

A total of 54 projects are included in the report.

- 1 completed
- 43 are on track

- 7 are reported with a caution status
- 3 will not be achieved



Details of the Programmes, projects and performance indicators with a concern or caution status together with an explanation of their performance and improvement plan can be found in **Appendix A1 for O&S1 and Appendix A2 for O&S2 Committees**

2. Implications, Risk Management & Climate Change Impact

2.1 Legal

Although there are no direct legal implication regarding this report, it will be appreciated that the Committee has constitutional responsibility to review and scrutinise the performance of the Council in relation to policy objectives and performance targets to which this report refers.

2.2 Risks

The Council Strategy has a comprehensive set of risks associated to its delivery. Each risk has a set of mitigating actions which are reviewed and updated by the officers directly responsible.

These risks are monitored and discussed as part of the strategic and corporate risk reports that are presented regularly to the Strategic Leadership Team and Audit Scrutiny Committee. Any areas of poor performance or unacceptable risk are identified in the reports.

2.3 Environmental/Climate Change Impact

The council strategy contains a dedicated programme entitled Action on Climate. This programme looks at the actions the authority can achieve to reduce carbon emissions and to increase the district's resilience to the changing climate.

The organisational carbon footprint for the authority has been completed for the financial year 2018/19 and reviewed by SLT and Informal Executive; the carbon footprint report and supporting data are now available on the council website. Work is undergoing to develop a Carbon Action Plan to reduce the authority's carbon footprint.

The authority continues to support the Devon Climate Emergency, which is seeking to achieve net-zero carbon emissions across Devon at the earliest credible date.

3. ALTERNATIVE OPTIONS

None

4. CONCLUSION

The Council Strategy performance report provides Members with an overview of performance for the Teignbridge Ten Programmes including details of any areas of poor performance.

The Council Strategy runs from April 2020 to 2030.

01 Action on Climate

Lead contact: David Eaton, Cllr Jackie Hook

Programme Status:

On Track

Note: Data for the 4 utilities monitoring performance indicators provided by the utility companies, is not yet available.

| Project Status | Code | Title | Executive member | Last Review Date | Progress Review | Project Responsible Officer |
|-----------------------------|----------|---|--------------------------|------------------|---|-----------------------------|
| Will not be achieved | CSZH 3.4 | Review use of single use plastics in Teignbridge Council's operations and buildings | Climate change emergency | 23/04/2021 | Unfortunately due to ongoing pandemic and working from home arrangements, there is not further progress to report on this project. Recycling Officer due to go on mat leave at the end of April so work may need to go on hold until officer is back. | Elizabeth Turner |
| Caution | CSZH1.9 | Produce an Annual Carbon Footprint | Climate Change Emergency | 16/04/2021 | Officers have not completed the 2019/20 Carbon footprint as the work of the Public Sector Decarbonisation Scheme bids has been prioritised. The authority has been successful with the Leisure Centres bid and significant work is required to ensure the project is completed within the timescales of the grant conditions. | David Eaton |

41

02 A Roof over our Heads

Lead Contact: Graham Davey, Cllr Martin Wrigley

Programme Status:

Caution

| |
|---|
| <p>Summary Statement: 5 indicators well ahead of target, 3 on target and 3 reported as a concern and 1 caution and 2 tracking performance indicators Details of these are summarised below and a fuller explanation is in the Performance Indicator section of the report. All of the areas of concern are as a direct result of Covid19 and national lockdowns especially in respect of the housing delivery chain. Of the 16 projects 12 are on track with 3 raising concern. Projects have still been able to be progressed due to staff working from home with only a skeleton staff in the Office.</p> |
| <p>Make sure plans take full account of all housing needs Following the formal ending of the Greater Exeter Strategic Partnership it has been agreed that a joint statutory plan will not be progressed. We are therefore pursuing our Local Plan consolidating strategic and non-strategic matters. A new Local Development Scheme (timetable) for the Local Plan was approved by Executive in December 2020 with the next key milestone being a draft plan including site options for public consultation in June 2021. Work is still on track to meet this deadline.</p> |
| <p>Deliver affordable housing The net additional homes is a concern with only 426 delivered against a target of 753. The affordable homes delivery have recovered with 121 delivered against a target of 128. This is due to RP partners purchasing additional units from developers. Delivery of over 200 next financial year is currently projected unless there is a further slowdown in the market.</p> |
| <p>Evaluate options for delivering affordable rented housing Drake Road and East Street, Newton Abbot schemes both granted planning consent and successfully tendered. Starts on site delayed but both schemes now well under construction with Drake Road due to complete in June / July 2021. Further schemes are being worked up on Teignbridge land to form a 100 home pipeline of future delivery. Funding and resources are currently being evaluated prior to report to Executive later in the year.</p> |
| <p>Improve housing conditions and reduce empty homes The number of dwellings improved by Council intervention is well ahead of target and the number of vulnerable and elderly residents assisted to remain in their home has improved to only just below target. The number of empty properties impacting on New Homes Bonus, whilst below last year's figure of 323 has exceeded the revised target of 450. Reaching a figure of 345 is a considerable Corporate achievement bearing in mind staff being furloughed and limited scope for property inspections.</p> |
| <p>Prevent homelessness wherever possible Both targets to prevent homelessness, either by enabling people to stay in their own home or finding them alternative accommodation are again well ahead of target. The rough sleeper statistics have gladly again decreased. This will continue to be an area of concentrated Officer work during the Covid 19 Pandemic supported by a dedicated outreach team to get people off the street.</p> |
| <p>Housing Strategy The drafting of the new Teignbridge Housing Strategy is completed with over 500 responses to the consultation. Strategy to be presented to Members of Overview and Scrutiny Committee in April 2021.</p> |

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| PI Code | Title | Executive Member | +/- | Current Target | Q1 Act | Q2 Act | Q3 Act | Q4 Act | PI Verifying Manager | Officer Notes |
|---------|-------------------------------|------------------|-----|----------------|--------|--------|--------|--------|--------------------------------|---|
| CSROH01 | Net additional homes provided | Planning | + | 753 | 32 | 111 | 252 | 426 | Michelle Luscombe, Fergus Pate | (Quarter 1 - 4) Reason: Quarter 4 is still very low due to lack of confidence in the market, mortgage funding is harder to acquire and so far a wet winter. Even before the impact of Covid 19 was felt, the 760 dwelling target was not being met. The target had increased in line with the Government’s standard method for calculating housing need once the current Local Plan turned 5 years old. Before then, the Local Plan target had been 620 homes per year and average completions had been more than 640 dwelling per year. Improvement plan: The Local Plan Review process is underway. This is the formal mechanism for responding to updated housing targets. Teignbridge’s new plans are due to be in place by 2024. Local Development Scheme - Teignbridge District Council. Government has consulted on a planning White Paper, which promotes the preparation of a new type of Local Plan to similar timescales. Continued under delivery of housing will trigger the presumption in favour of sustainable development. This could result in unplanned development sites that are not allocated in the Local Plan coming forward. (HW) |

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|---------|-------------------------------------|----------|---|----|-----|-----|-----|----|--------------------------------|---|
| CSROH02 | Number of self-build homes provided | Planning | + | 38 | n/a | n/a | n/a | 20 | Michelle Luscombe, Fergus Pate | (2020 - 2021) There have been a total of 116 Custom and Self Build dwellings completed as from 1 April 2016 to 1 April 2021 - minus 96 which have been already included. Therefore a remainder of 20 have been completed in 2020/21. (HW) |
|---------|-------------------------------------|----------|---|----|-----|-----|-----|----|--------------------------------|---|

| PI Code | Title | Executive Member | +/- | Current Target | Q1 Act | Q2 Act | Q3 Act | Q4 Act | PI Verifying Manager | Officer Notes |
|---------|---|---------------------------|-----|----------------|--------|--------|--------|--------|----------------------|---|
| CSROH05 | Deliver an average of 128 affordable homes in urban areas as per Local Plan target (E1) | Communities, Housing & IT | + | 128 | 0 | 33 | 81 | 121 | Graham Davey | (Quarter 4) Additional delivery purchased off the shelf by Partners has increased delivery above last quarter's expectations. (GD) |
| CSROH06 | Deliver 29 affordable homes in rural areas to include delivery within the DNPA (E1) | Communities, Housing & IT | + | 29 | 0 | 0 | 10 | 10 | Graham Davey | (Quarter 4) Scheme of 10 homes completed at Denbury. Widecombe in the Moor granted planning consent and Starcross has a submitted application pending Planning decision. (GD) |

| Project Status | Code | Title | Executive member | Last Review Date | Progress Review | Project Responsible Officer |
|----------------------|------|--|---------------------------|------------------|---|-----------------------------|
| Will not be achieved | CS05 | Develop 10 social rented apartments in Newton Abbot town centre | Communities, Housing & IT | 07/04/2021 | Due to Covid19 this project has slipped. Planning application has been submitted and awaiting determination. In the meantime, additional costs are being evaluated to comply with recently amended building regulations. Revised milestones have been negotiated with Homes England. Alternative contingencies are being investigated in case costs make scheme unviable. | Graham Davey |
| Caution | CS06 | Develop 10 units of supported accommodation to help households find more permanent homes | Communities, Housing & IT | 08/04/2021 | Proposal was based on a further scheme of 10 units using the "Albany House" model. An opportunity was considered based on acquisition of a building in central Newton Abbot but was not pursued due to the capital costs of acquisition, demolition and rebuild. A further scheme may require additional management staff resources also placing pressure on revenue budgets. The "non viability" of this scheme has prompted an internal review of Temporary Accommodation to assess current and projected provision. This review has prompted a re-evaluation of whether a ten unit scheme is the best way forward or whether there are more appropriate forms of provision for the client group of mainly vulnerable single homeless persons. A new round of Homes England funding entitled Rough Sleeper Accommodation Programme can be linked to future proposals. | Graham Davey |

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| Will not be achieved | CS07 | Develop a plan for a shared housing scheme for single households | Communities, Housing & IT | 09/04/2021 | Financial modelling continues as does the evaluation of site opportunities. Once a suitable property is located, advice will be sought from the Private Sector Housing Team regarding compliance with House in Multiple Occupation regulations. Further viewings continue to take place subject to Covid 19 restrictions. May be possible to acquire land for a purpose built solution. | Graham Davey |
|-----------------------------|------|--|---------------------------|------------|---|--------------|

03 Clean Scene

Lead contact: Chris Braines, Cllr Alistair Dewhurst

Programme Status: On track

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| PI Code | Title | Executive Member | +/- | Current Target | Q1 Act | Q2 Act | Q3 Act | Q4 Act | PI Verifying | Officer Notes |
|-----------|---|---|-----|----------------|---------|----------|----------|----------|---------------|--|
| CSCLS 5.3 | Residual household waste per household | Waste Management and Environmental Health | - | 349.00kg | 96.20kg | 188.40kg | 276.40kg | 372.40kg | Chris Braines | (Quarter 1 - 4) Waiting on final figures but estimated figure is 372.4kg/hh (EB) |
| CSCLS 5.4 | Household waste collected: £'s per household (BV86) | Waste Management and Environmental Health | - | £58.88 | £22.93 | £23.39 | £45.41 | £66.76 | Chris Braines | (Quarter 1 - 4) Estimate figures - to be adjusted at year-end (SW) |

Note: Estimated data only available for Household waste recycled and composted and Residual household waste per household performance indicators. The actual data is usually available 8 weeks after the end of the quarter which will be towards the end of May.

09 Strong communities

Lead contact: **Rebecca Hewitt, Cllr Martin Wrigley**

Programme Status:

On track