



**Notice of a public meeting of
Health, Housing and Adult Social Care Policy and Scrutiny
Committee**

To: Councillors Doughty (Chair), Cullwick (Vice-Chair),
Cuthbertson, Flinders, Richardson, K Taylor and Warters

Date: Tuesday, 16 October 2018

Time: 5.30 pm

Venue: The George Hudson Board Room - 1st Floor West
Offices (F045)

AGENDA

1. Declarations of Interest (Pages 1 - 2)

At this point in the meeting, Members are asked to declare:

- any personal interests not included on the Register of Interests
- any prejudicial interests or
- any disclosable pecuniary interests

which they may have in respect of business on this agenda.

2. Minutes (Pages 3 - 10)

To approve and sign the minutes of the meeting held on 11 September 2018.

3. Public Participation

At this point in the meeting, members of the public who have registered their wish to speak regarding an item on the agenda or an issue within the Committee's remit can do so. The deadline for registering is **5:00 pm on Monday 15 October 2018**.

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- 4. Safer York Partnership Bi-annual Report** (Pages 11 - 24)
This report updates the committee on the work of the Safer York Partnership and its progress against the aims and objectives of the Community Safety Strategy.
- 5. Update on Community Policing**
The committee will receive a verbal update from Lindsey Robson, York & Selby Commander, North Yorkshire Police, on Community Policing as requested by members.
- 6. Implementation of the Extension of HMO Licensing** (Pages 25 - 46)
This report will update the committee on the approach being taken to implement the mandatory extension of licensing to smaller Houses in Multiple Occupation (HMO) in York.
- 7. Work Plan** (Pages 47 - 50)
Members are asked to consider the Committee's work plan for the municipal year.
- 8. Urgent Business**
Any other business which the Chair considers urgent.

Democracy Officer:

Name - Chris Elliott

Telephone – 01904 553631

E-mail – Christopher.elliott@york.gov.uk

For more information about any of the following please contact the Democracy Officer responsible for servicing this meeting

- Registering to speak
- Business of the meeting
- Any special arrangements
- Copies of reports

Contact details are set out above

This information can be provided in your own language.

我們也用您們的語言提供這個信息 (Cantonese)

এই তথ্য আপনার নিজের ভাষায় দেয়া যেতে পারে। (Bengali)

Ta informacja może być dostarczona w twoim własnym języku. (Polish)

Bu bilgiyi kendi dilinizde almanız mümkündür. (Turkish)

یہ معلومات آپ کی اپنی زبان (بولی) میں بھی مہیا کی جاسکتی ہیں۔ (Urdu)

 **(01904) 551550**

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Health and Adult Social Care Policy and Scrutiny Committee**Agenda item 1: Declarations of interest.**

Please state any amendments you have to your declarations of interest:

Councillor S Barnes Works for Leeds North Clinical Commissioning Group

Councillor Craghill Member of Health and Wellbeing Board

Councillor Doughty Member of York NHS Foundation Teaching Trust.

Councillor Richardson Niece is a district nurse.
Ongoing treatment at York Pain clinic and ongoing treatment for knee operation.

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City of York Council

Committee Minutes

Meeting	Health, Housing and Adult Social Care Policy and Scrutiny Committee
Date	11 September 2018
Present	Councillors Doughty (Chair), Cullwick (Vice-Chair), Cuthbertson, Flinders, K Taylor, Warters and Steward (Substitute)
Apologies	Councillor Richardson

20. Declarations of Interest

Members were asked to declare, at this point in the meeting, any personal interests not included on the Register of Interests, or any prejudicial or disclosable pecuniary interests they may have in respect of the business on the agenda.

Councillor Kallum Taylor declared a personal, non-prejudicial interest in agenda item 5 (Unity Health) as he is registered as a patient with Unity Health.

21. Minutes

Members requested that the following change be made to minute 7 of the meeting held on the 20 June 2018.

a) Amend line to read as follows:

- *“They expressed hope that the measures being put in place at Unity Health would enable them to turn the situation around”.*

Resolved: That subject to the amendment to minute 7 (Unity Health), the minutes of the meeting of the Health Housing and Adult Social Care Policy and Scrutiny Committee held on 20 June 2018 be approved and signed by the Chair as a correct record.

Resolved: That the minutes of the last meeting of the Health, Housing and Adult Social Care Policy and Scrutiny Committee held on 25 July 2018 be approved and signed by the Chair as a correct record.

22. Public Participation

There were two registrations to speak under the Council's Public Participation Scheme, both speakers registered to speak about the Mental Health Support Line and more broadly, crisis support in York.

Jackie Harrison, a resident and service user, spoke about her positive experiences of the Mental Health Support Line and her concern at the proposed reduction of service hours. Ms Harrison explained her experiences of the alternative services and why they are not an adequate replacement for the Mental Health Support Line. It was explained to the committee that the Mental Health Support Line offers a unique and personalised service and whilst it's hours are only being reduced, the loss of overnight support would be felt by service users.

Councillor Denise Craghill also spoke of her concern regarding the reduction in service hours of the Mental Health Support Line. Councillor Craghill reported that service users were not convinced that the alternative services suggested were capable of replacing the Mental Health Support Line and questioned the reasoning behind this proposed change. The Councillor also raised a question on sustainability of the overnight service when staff were being shared with Evelyn Crescent. The Councillor urged the Committee to investigate this issue in more depth, as any reduction in service hours for mental health and crisis support in York, must be considered carefully.

23. 2018/19 Finance and Performance First Quarter Report - Health, Housing & Adult Social Care

Officers were in attendance to present the quarterly finance and performance report for Health, Housing and Adult Social Care. Members expressed their disappointment with the detail of performance indicators presented in the report. Members requested that more detail of individual performance indicators be shown in future reports. The committee requested that the Chair write to the Head of Democratic Services to request that this issue be looked at.

Following questions from Members, officers informed the committee that they would report back further on the following topics as officers present were unable to answer:

- An update on support for the Disabled Workers Co-Operative
- List of changes to the working arrangements of Health Checks
- A list of steps being taken by the Council to affect numbers of adults drinking over 14 units of alcohol each week

- Measures in place to improve DTOC figures

Members were pleased to see that the introduction of the 7 day discharge service was going well. Officers reported that cases are now being spread more evenly across the week and staff were reporting positive interaction with family members during weekend working hours.

Officers responded to questions from members regarding the re-commissioning of drug and alcohol support services and expressed confidence that the correct provider has been procured in what is a tight financial situation.

Members also discussed the freezing of employment at YorCraft, officers informed the committee that colleagues were reviewing how YorCraft supports people and how it could be developed to provide the best bespoke service for its users.

It was reported that there was a projected overspend for residential placements. Officers informed the committee that this was potentially due to a growth in the number of people with dementia or more complex cases but that the Quarter 2 report would give a better indication of the trends.

24. Unity Health

There was one registration to speak on this item. Paula Tunbridge, Director of Campus Life and Wellbeing at the University of York spoke about the University's concerns regarding any alternative service for students, should Unity Health not be allowed to register new patients. Ms Tunbridge explained that the bespoke student support offered by Unity Health was a crucial service, involving important pastoral and administrative factors to support breaks from study and student specific issues.

Dr Wilcox, a Partner at Unity Health, spoke about the changes that have been made to the communication and triage elements of their service since their last appearance at the committee.

- The online triage system has ceased and the practice has moved to a phone based system.
- More call-handlers have been employed and conversations have continued with BT to help resolve ongoing technical issues.
- Drop in clinics organised on weekends

- Redesigning of access model, now a doctor led point of contact with doctors and a pharmacist in the same room as the call-handlers, to help deal with issues quickly and identify more urgent cases easily.

Dr Wilcox informed the committee that the general feedback has been good and patients are reporting that it is now easier to access the service.

Dr Wilcox then informed the committee of the actions taken to rectify some of the larger concerns flagged by the CQC report:

- Following the inspection on 23 May, where Unity Health were rated inadequate, the practice acted swiftly with help from the Clinical Commissioning Group, Local Medical Committee and the Royal College of General Practitioners.
- More staff, including doctors and nurses have been employed

There has been open communication with the Care Quality Commission throughout this process and Unity health are confident of a more favourable follow up visit.

Members welcomed the effort that has been made by Unity Health to resolve some of the issues flagged up by the CQC report. There were still a number of outstanding concerns for members including:

- The time that it would take to initiate 'plan B'
- Ongoing concerns with outstanding complaints
- The pressure that the new student population would exert on the service and whether this would lead to the same issues re-occurring

Dr Wilcox informed the committee that all the plans were in place to receive the new intake of student patients as it always is and this year would be no different. It was also noted that all vacant call-handler positions had now been filled. It was also noted that only the two regulatory failures were being re-inspected in September and both Unity Health and the CCG were confident these had been rectified.

Dr Kevin Smith, from the Clinical Commissioning Group was also in attendance to discuss the support that he and his team had been giving to Unity Health and discuss with the committee the way in which the CCG currently monitor GP's in the Vale of York.

Dr Wilcox finished by explaining to the committee the upgrades being made to the practice at Wenlock Terrace, to increase the number of consulting rooms and create a better care environment.

Resolved: That Unity Health will be invited back to the Health, Housing and Adult Social Care Policy and Scrutiny committee to update the committee on their progress at a future meeting.

25. Priory Medical Group - Burnholme Health Centre Progress Report

Resolved: That this item be deferred as representatives from Priory Medical Group were unable to attend on this occasion.

26. Update on the Older Persons' Accommodation Programme

The Council Lead on the Older Persons' Accommodation Programme was in attendance to present an update. It was reported that:

- Issues with the Fordlands road site had been resolved and work has begun on the new care home.
- Carlton Tavern would be removed from the list, but not before a discussion with the proposed developer
- The proposed development of the Oaklands site continues to be an issue however there are plans that can be activated should the current option not be viable.

Councillors were informed that outstanding issues with the Burnholme site including landscaping and the cycle route were still being discussed and officers were confident that these issues would be resolved.

Councillors were pleased to hear that best practice regarding co-production and information sharing with Councillors and residents was being shared with other departments in the Council.

The officer also reported on positive engagement with the York Central team on potential overlap with the Older Persons Accommodation Programme.

27. Update on the Care Quality Commission Local System Review Action Plan

Following the recent review undertaken by the Care Quality Commission regarding the Local System Review, officers reported that CQC would be returning to use York as a case study for the journey of improvement, to better understand the enablers and barriers to the systems in place.

The Assistant Director of Joint Commissioning explained that she believed the review had come at a really good time as relationships had been improving amongst providers in York, however this would provide a welcome reminder of what still needs to be done.

Members also discussed the complex nature of joint funding. The officer explained some of the more common examples of joint funding such as the Better Care Fund, Improved Better Care Fund and discussed some of the more unique ways in which projects and programmes can be funded by multiple partners.

28. Commissioned Substance Misuse Services Update Report

The committee were informed that the task group established to review substance misuse services had now met on two occasions. The committee were asked to endorse the remit set by the task group.

Members expressed some concern that the remit of the task group may be too broad and that it was not clear what the task group would do with it's findings.

Members agreed that the task group would be best to refine their remit as the review developed and as their subject knowledge increased.

Resolved: That the committee endorse the draft remit proposed by the Task Group to enable this scrutiny review to progress.

29. Work Plan

Members considered the committee's work plan for the 2018-19 municipal year.

The following changes were made to the Work Plan:

- A review of the Mental Health Support Line was added to the November meeting
- An update report from Unity Health was added to the January meeting
- The overview report on student health services, scheduled for November, has been moved to the January meeting
- The update report from Priory Medical Group has been deferred until their funding arrangements have been agreed

Resolved: That the work plan be approved subject to the amendments above.

Councillor P Doughty, Chair

[The meeting started at 5:30pm and finished at 8:00pm.]

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Health, Housing & Adult Social Care Policy & Scrutiny Committee

16 October 2018

Report of Interim Corporate Director of Health, Housing & Adult Social Care

SAFER YORK PARTNERSHIP BI-ANNUAL REPORT

Summary

1. Last year it was agreed that a report outlining the work that has been delivered through Safer York Partnership against the Community Safety Strategy would be reported to the Health, Housing and Adult Social Care Policy and Scrutiny Committee on a bi-annual basis. This report is the half year report for 2018-19 and outlines the work that has been delivered against each of the partnership's strategic priorities.
2. With the introduction of the Community Safety Strategy 2017-20, Safer York Partnership implemented a new performance monitoring regime. This is based on delivery of outcomes by partners to demonstrate the 'added value' the community safety partnership brings to mainstream delivery of work that contributes to the partnership's priorities. Whilst the partnership considers police crime data and responds where hot spots or an increase in a crime type is emerging, performance is no longer driven by police performance data.
3. It should also be noted that due to changes in the way police data is supplied to the local authorities and the introduction of tighter data access control, CYC no longer routinely receives data recorded by the Police. This is being addressed by the Head of Business Intelligence, working with North Yorkshire Police to determine how we will receive data in future. A number of datasets, where data can be sourced from alternative national sources are within Annex 1.

Safer York Partnership Priorities

3. Safer York Partnership has identified the following strategic priorities within its three year Community Safety Strategy 2017-20:

Strategic Priority	Lead Agency
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Road & River Safety	North Yorkshire Fire & Rescue
Keeping the City Centre Safe	North Yorkshire Police
Protecting People from Harm	CYC Safeguarding Adults & Children
Tackling Anti-social Behaviour	CYC/NYP Community Safety Hub
Serious Organised Crime	North Yorkshire Police
Tackling Substance Misuse	Public Health

Road and River Safety

- 4 North Yorkshire Fire and Rescue chair the River Safety Task Group. The group have delivered awareness raising events over the summer months in the city centre. However, these events have not been well attended. Communications messages about the danger of open water, the risk of swimming in the river and the increased danger posed by the river when excessive alcohol has been consumed, continue to be promoted using social media and other communication opportunities.
- 4.1 City of York Council delivers Road Safety Training to every **Primary School** in York, and most of the **Secondary Schools**. Last Financial year (to end of March 2018) Road Safety Cycle Training was delivered to approx 1700 children and Road Safety Pedestrian Training to approx 2,500 children via York School.
- 4.2 In addition, this year (2018) saw the start of a pilot project to help schools with inconsiderate parking outside school. There are two elements to the project:- “**kiddie signs**” placed out at the school entrance morning and afternoon With supporting materials of an assembly and a fun booklet, called **Should you Sack your Chauffeur** to take home. Feedback from pilot schools is positive, with some schools going on to purchase the “kiddie signs” and continuing on with the initiative.

Keeping the City Centre Safe

Operation Safari

- 5 Operation Safari focuses on a partnership approach to tackling incidents related to the night time economy. Work continues with the ambulance service, British Transport Police, Licensing, Fire and Rescue, the Universities and Street Angels to provide support to those who are vulnerable due to excessive alcohol.

Operation Erase

- 5.1 Operation Erase is a multi-agency initiative that has been running for three years and is aimed at tackling alcohol related anti-social behaviour late on Saturday afternoons. This summer's good weather combined with a number of events in the city has seen large increases in visitor numbers. Although there remains a perception that alcohol related anti-social behaviour has increased, there was a 14% reduction between 2016 and 2017 and an 11% reduction between 2017 and 2018. Much of the behaviour which is highlighted in media reports is low level nuisance rather than criminal and this is addressed through high visibility patrols by the police, BID Rangers and CYC Neighbourhood Enforcement Team.

City Centre Hot Spot

- 5.2 Due to the importance of the city centre in terms of York's overall reputation as a tourist destination and the impact on the economy from visitor numbers, the City Centre has been adopted by Safer York Partnership as a Hot Spot. This is enabling partners to focus on all types of crime and anti-social behaviour related to the city centre. A hot spot group has been established which incorporates Operations Safari and Erase but also focuses on other issues such as street drinkers, beggars and nuisance related to buskers.
- 5.3 There has been an increase in the number of needles found in public areas within the city centre. The Neighbourhood Enforcement team are currently working with Public Health, the BID and Changing Lives to target this issue. Initiatives include working with needle exchanges, increased outreach services and distribution of plastic needle bins.
- 5.4 The Neighbourhood Enforcement team have planned Saturday afternoon joint patrols with Make It York with the purpose of engaging with all buskers in the city centre and to ask them not to hand their microphones to members of the public. All buskers will be provided with a laminated card they can show the public which states that they are not permitted by CYC or MIY to hand over their microphone in the interest of reducing noise nuisance and ASB.
- 5.5 In addition, officers are working with Make it York to review and update the existing Buskers' Code of Conduct, in consultation with local buskers. A Gag Mag seller in the city centre has been issued with a Fixed Penalty Notice by Neighbourhood Enforcement Officers following complaints by members of the public.

- 5.6 An entrenched rough sleeper with chronic health issues has been given a Criminal Behaviour Order with positive and negative conditions to engage with support services and not to inject in public or to leave drug paraphernalia in public spaces. The Order was sought with the full support of support and enforcement agencies represented on the City Centre ASB Task Group and has been granted for 2 years.
- 5.7 A number of Direction to Leave notices have been issued to those sleeping in tents in and around the city centre. These are always sought in partnership with the Salvation Army in order they can offer accommodation and support alongside enforcement action.
- 5.8 Work is ongoing to work with providers to manage some minor ASB associated those visiting soup kitchens in the city centre. In addition we are working with Two Ridings Community Foundation to encourage coordinated working between the various charities offering support to rough sleepers in York.
- 5.9 A new Text to Give Campaign will be launched on 1st November in partnership with the Two Ridings Community Foundation to encourage people to give to charity rather than to those on the street.

Business Crime

- 5.10 York Business Against Crime continues to grow and is about to re-tender for its radio and information sharing systems. The organisation has just renewed its accreditation as a Business Crime Partnership and will continue to work with the BID and Make It York to support information sharing between retailers, licensed premises and local business.

Counter Terrorism

6. The Counter Terrorism Task Group has continued to meet monthly. A programme of physical security measures for the city centre has been agreed and will be implemented in phased approach over the next twelve months. Monthly training and awareness events have been run jointly by City of York Council and the Counter Terrorism Unit. These have been well attended by a range of partners.
- 6.1 Following the successful workshop held in September 2017, a further workshop was held in September 2018 to engage specifically with the

city's tourist attractions and those organisations which hold events attracting large crowds to the city centre. Following this event, further support will be given to those organisations to assist them in developing business continuity plans, emergency plans and to provide them with further training and awareness raising. Working with North Yorkshire Police and the Counter Terrorism Unit, the task group will be developing some exercises to test evacuation plans and to highlight any gaps in the city's ability to respond to a terrorist attack or other serious incident.

Protecting People from Harm

7. Work has continued with the Children's and Adult Safeguarding teams to strengthen links between the strategic boards and to facilitate better information sharing and joint working. Regular meetings taken place between the Board Chairs and the Operational Managers to identify where there are cross cutting themes that can be delivered jointly. Safer York Partnership continues to support Safeguarding Week through the promotion of key messages and support to events.

Domestic Abuse

- 7.1 A Domestic Abuse operational group as a sub-group to the York and North Yorkshire Joint Co-ordinating Group has been established. This group has undertaken analysis of the MARAC scheme in York, identifying some key areas for change to facilitate better engagement from partners and more timely intelligence gathering. The group has also facilitated the re-drafting of the York and North Yorkshire Domestic Abuse Strategy. This has now been approved, subject to minor amendments by the two Community Safety Partnerships for York and North Yorkshire. An action plan, including specific actions for the city, will now be developed and monitored through the Community Safety Partnerships.
- 7.2 A large piece of work has been undertaken by the Domestic Abuse Commissioning sub-group to produce a detailed needs analysis in order to review all domestic abuse services and develop new service specifications for a two phase tender process across the city and county. A tender process has now been undertaken and the bids are currently being evaluated with a start date for implementation in York from 1st March 2019.

Prevent

- 7.3 Prevent Strategic Board has considered the Counter Terrorism Local Profile for York and North Yorkshire and made a number of recommendations to support local delivery through the Prevent Local Delivery Group. The Channel Panel in York has continued to meet monthly to develop the referral process and prepare for changes in the administration of the Channel system nationally, which will impact on York in around late 2019. These will see more responsibility for Channel being placed on the Local Authority rather than the police. York already has excellent safeguarding referral processes in place which are being developed to enable Prevent referrals to form part of existing practice. Since April 2018, the York Channel Panel has received four referrals, of which two have been adopted for Channel interventions.

Tackling Anti-social Behaviour

- 8 The Joint North Yorkshire Police/City of York Council Anti-social Behaviour Hub continues to tackle the highest risk/most serious cases of anti-social behaviour identified through shared intelligence and analysis of reporting.
- 8.1 The hub has been dealing with one of its most time consuming cases. Complaints were received from 24 different complainants in the local area relating to a case passed to the hub in April of this year. Since that time ASB officers have obtained an Injunction, requested possession that has now been agreed by the tenant. In addition 3 Fixed Penalty Notices have been served by the Neighbourhood Enforcement Officer's (NEO's) for waste accumulation in the garden. The tenants are due to leave on 21st October.
- 8.2 Working with colleagues in the North Yorkshire Police and Legal Services, the ASB team have obtained 3 Premises Closure Orders which have given immediate respite to neighbours, by closing the properties, in two of these cases, the properties were closed to all parties, and in one only the tenant was allowed to remain.
- 8.3 Following on from a fire in Dale Street in early July, the ASB Hub received various complaints from local residents about ongoing drug dealing from the tenants of the fire damaged property, this coupled with evidence of cannabis being grown at the address and investigations that the NEO's had carried out regarding dog on dog attacks in the locality. At a court hearing in August we were granted possession, and the tenants were formally evicted.

- 8.4 The Hub obtained an eviction in Apollo Court on 29th June, to ensure that the harassment that neighbours were experiencing stopped. As a result of the work led through the Hub, one of the Neighbourhood Enforcement Officers was awarded Employee of the month by City of York Council
- 8.5 The Hub have coordinated the 4 current hot spot areas, that are currently in place, and as part of their ongoing work, have arranged for multi agency reassurance visits to local residents to take place in the Groves, Chapelfields and Nunnery Lane. This involved officers speaking with large numbers of residents to obtain information about the extent of the issues, and to advise what actions are taking place in the areas.

Crime Not To Care

- 8.6 The Neighbourhood Enforcement team launched the Crime Not To Care campaign in partnership with Keep Britain Tidy. The campaign will run for 12 months and its aim is to highlight to residents their duty of care responsibilities in relation to domestic waste in an effort to reduce fly-tipping, e.g. ensuring householders check waste carriers licences of those to who remove waste on their behalf, not leaving goods out on the pavement for scrap metal/waste collectors to take, not leaving additional bags out next to bins etc. Currently the council can only undertake formal enforcement action via the prosecution route for such offences. However the government is currently proposing to introduce Fixed Penalty Notices for domestic duty of care offences which will feel will be both more effective and proportionate.

Operation Eyeball

- 8.7 City of York Council has worked with the North Yorkshire Police Rural Crime team and the Office of the Police and Crime Commissioner to lead on the development of the Operation Eyeball (cross-county work to reduce fly-tipping). Under the operation, multi-agency meetings, involving CYC, NYCC, district councils and East Riding of Yorkshire Council, NYP, Environment Agency, NFU and Network Rail are held on a regular basis to share best practice, coordinate enforcement activity and increase information/intelligence-sharing. The first county-wide day of action was held on the 13th September with another planned on the 5th November. This consisted of coordinated council/police stop and search operations running across the county targeting suspected unlicensed waste carriers and scrap metal dealers. In York 23 vehicles

were stopped and checked for waste and 17 notices were served requiring evidence of authority to carry waste or to produce waste information/records. In addition the group is currently in the process of producing an information sheet for farmers/landowners in partnership with the NFU and looking at ways of working with local garages and workshops to tackle common trends such as tyre dumping.

Portable CCTV

- 8.8 The council is currently in the process of procuring portable CCTV cameras for use in fly-tipping hot-spot areas. The Neighbourhood Enforcement team is particularly keen to deploy CCTV in rural and semi-rural areas, where there is little natural surveillance from surrounding properties. The aim is to increase opportunities for intelligence-gathering for enforcement purposes.

Designated Public Space Orders

- 8.9 All of the Designated Public Space Orders have been reviewed and converted to Public Space Protection Orders (PSPO) under new legislation. These will continue to be monitored. New PSPOs will only be granted as a last resort and where measures can be put in place to mitigate the displacement of anti-social behaviour to other areas of the city.

Street Urination Prosecutions

- 8.10 A significant number of successful street urination prosecutions continue to be obtained. In September four individuals were given fines and costs totalling over £2000 for this offence. Prosecution cases are progressed by the Neighbourhood Enforcement team on receipt of witness statements received by North Yorkshire Police officers.

Illegal encampments

- 8.11 The Neighbourhood Enforcement team has dealt with a number of illegal traveller encampments across the city over the summer period.

Serious Organised Crime

9. The police are the lead agency for Serious Organised Crime. Multi agency work is managed through a multi-agency county and citywide Serious Organised Crime Board with operational delivery through a

multi-agency disruption panel. City of York Council contribute to the disruption panel through representation from housing, public protection and community safety, sharing intelligence to facilitate the disruption of serious organised crime groups identified as operating in the city. A presentation on the multi-agency approach to Serious Organised Crime and the impact of it across the county and city was given to the Safer York Partnership Board at its last meeting in September.

Modern Slavery and Human Trafficking

- 9.1 The Modern Slavery Partnership continues to meet quarterly. The partnership is developing awareness raising materials that can be used on National Anti-Slavery Day on 18th October and also next year as part of National Safeguarding Week. City of York Council was one of the first organisations in the city to produce a statement on Modern Slavery and one of the first Local Authorities in the country to do so.

Tackling Substance Misuse

10. There are clear links between many aspects of the health and wellbeing agenda and community safety. Substance misuse (whether drugs or alcohol) is strongly linked to both crime and disorder. Substance misuse can also make some people more vulnerable and therefore at risk of becoming victims of crime. The Community Safety Hub works closely with Public Health to ensure that the education, awareness and support services are incorporated in delivery of multi-agency approaches to tackling the consequences of substance misuse and excessive alcohol consumption.

- 10.1 Substance misuse services (including alcohol treatment) are delivered through a contract with Changing Lives in partnership with Spectrum Health. The Community Safety Hub works closely with support services to ensure that support is offered to those in need of support. This includes joint working to provide support to those who are homeless and the inclusion of requirements to engage with support services where enforcement action is required to deal with prolific offenders.

Council Plan

11. The Community Safety Strategy links to the following priorities within the Council Plan 2015-19:

- **A focus on frontline services** – to ensure all residents, particularly the least advantaged, can access reliable services and community facilities
- **A council that listens to residents** – to ensure it delivers the services they want and works in partnership with local communities

Implications

12. In producing this report the following implications have been considered:

- **Financial** – none identified
- **Human Resources (HR)** – none identified
- **Equalities** – none identified
- **Legal** Safer York Partnership is a statutory partnership identified within the Crime and Disorder Act 1998
- **Crime and Disorder** - Safer York Partnership supports the Council's discharge of its crime and disorder duties under the Crime and Disorder Act 1998
- **Information Technology (IT)** - none identified
- **Property** – none identified
- **Other**

No other implications identified

Risk Management

13. There are no identified risks relevant to this report.

Conclusions

14. The Police and Justice Act 2006 introduced a clear role for Overview and Scrutiny Committees in overseeing the work of Community Safety Partnerships and their constituent partners. Under the council's scrutiny arrangements bi-annual performance reports from Safer York Partnership are presented to the Scrutiny and Policy Committee.

Recommendation

15. Members are asked to note and comment on the contents of this report.

Reason

16. To update Members on the performance of the Safer York Partnership.

Contact Details

Author:

Jane Mowat
Head of Community Safety
Tel: 01904 555742
Jane.mowat@york.gov.uk

Chief Officer Responsible for the report:

Michael Melvin
Interim Corporate Director of Health, Housing &
Adult Social Care
Tel: 01904 554045

Report Approved **Date**

Wards Affected:

All

For further information please contact the author of the report

Annexes

Annex 1 – Safer York BI-Annual Report Statistics

Background Papers

Community Safety Strategy 2017-20

Abbreviations

CYC- City of York Council
NYP- North Yorkshire Police
BID- Business Improvement District
MIY- Make it York
ASB- Anti-Social Behaviour
MARAC- Multi Agency Risk Assessment Conference
NEO- Neighbourhood Enforcement Officer

NYCC- North Yorkshire County Council
NFU- National Farmers Union
PSPO- Public Space Protection Orders



HHASC - Safer York - Crime Statistics 2018/2019

Direction of Travel (DoT) shows the trend of how an indicator is performing against its Polarity over time.
Produced by the Business Intelligence Hub October 2018



			Previous Years			2018/2019						
		Collection Frequency	2015/2016	2016/2017	2017/2018	Q1	Q2	Q3	Q4	Target	Polarity	DOT
Crime	CSP01	All Crime	Monthly	12,015	11,221	11,958	3,429	-	-	-	-	Up is Bad Neutral
	CSP02	Serious Aquisitive Crime (NI 16)	Monthly	1,201	1,010	1,211	327	-	-	-	-	Up is Bad Neutral
	CSP12	Criminal damage (excl. 59)	Monthly	1,612	1,526	1,535	410	-	-	-	-	Up is Bad Neutral
		IQUANTA Family Grouping (Rank out of 15)	Monthly	10	8	8	7	-	-	-	-	N/a
	CSP15	Overall Violence (Violence Against Person Def.)	Monthly	2,513	2,509	3,188	1,033	-	-	-	-	Up is Bad Red
		IQUANTA Family Grouping (Rank out of 15)	Monthly	6	4	2	2	-	-	-	-	N/a
ASB	CSP13	NYP Recorded ASB Calls for Service	Monthly	8,997	8,860	8,225	-	-	-	-	-	Up is Bad Neutral
	CSP24	Number of Alcohol related ASB incidents	Monthly	1,749	1,495	1,355	-	-	-	-	-	Up is Bad Green
DV	CSP51	Number of Reports of Domestic Abuse Incidents reported to NYP	Monthly	2,858	3,140	3448(est)	-	-	-	-	-	Up is Bad Red
Hate Crime	CSP23	Hate Crimes or Incidents as Recorded by NYP	Monthly	141	189	180	35	-	-	-	-	Up is Bad Neutral
		IQUANTA Family Grouping (Rank out of 15)	Monthly	5	6	3	9	-	-	-	-	N/a
Hub Cases	ASBH02	New Cases recorded by ASB Hub - (YTD)	Monthly	1,173	799	256	45	-	-	-	-	Neutral Neutral
	ASBH03	Total Cases Closed recorded by ASB Hub - (YTD)	Monthly	751	281	110	81	-	-	-	-	Neutral Neutral
	ASBH06	ASB Hub Cases Open at end of Period	Monthly	583	1,103	653	617	-	-	-	-	Neutral Neutral

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Health Housing and Adult Social Services Policy
and Scrutiny Committee

16th October 2018

Report of the Assistant Director – Housing and Community Safety
Implementation of the Extension of HMO licensing

Summary

1. This report provides an update regarding our approach to implementing the mandatory extension of licensing to smaller Houses in Multiple Occupation (HMO) in York.

Background

2. Earlier this year following over two year's of consultation the government introduce new legislation to:
 - Extended mandatory licensing to all HMOs¹ (other than section 257 HMOs and flats in larger purpose built blocks) that are occupied by 5 or more persons in two or more separate households.
 - Introduce mandatory condition in all licensed HMOs concerning minimum sleeping room sizes and maximum number of occupants²;
 - Introduce a mandatory condition in all licensed HMOs concerning the provision of refuse storage facilities.³
3. On the 19th July the Executive Member for Housing and Safer Neighbourhoods approved an implementation policy (see attachment) where we proposed
 - to risk assess application forms to determine when we shall visit within the 5 year period prioritising non-compliant properties first,
 - introducing the new mandatory licencing conditions and refreshing existing licensing conditions.

¹ 23rd February 2018 laid an order advising that the law will be implemented on the 1st October 2018
<http://www.legislation.gov.uk/ukxi/2018/221/made>

² Licensing of Houses in Multiple Occupation (Mandatory Conditions of Licences) England Regulations 2018 will be implemented on the 1st October 2018

³ Licensing of Houses in Multiple Occupation (Mandatory Conditions of Licences) England Regulations 2018 will be implemented on the 1st October 2018

- amend the changes to the licensing fees having regard to the new duties.
4. We had very limited options to consider when developing our implementation policy as the council had a duty to licence HMOs who fall within the definition and to introduce the new conditions
 5. The approved policy outlined a pragmatic approach as we anticipate licensing a further 700 properties. It includes that we don't visit every property before we issue the licence. Instead we collect a range of information to ensure that:
 - the property meets the minimum safety standards including the new room size provision
 - the licence holder meets the fit and proper test
 - Satisfactory arrangements are in place to manage the property.
 6. The intention being to issue HMO licences, where the application satisfies the above tests to enable the licence to be issued with any relevant conditions attached. A visit will then be programmed in to ensure that the conditions are met. During that visit a full assessment will be carried out having regard to the Housing Health and Safety Risk Assessment ⁴ as well as looking at matters relating to HMO licensing.
 7. At the application stage should we determine that standards are not being met, we will visit before a licence issued. Again not an exhaustive list such visits will be triggered where:
 - a) the rooms sizes don't meet the legal minimum sizes or
 - b) that there are significant safety matters at the property (lack of fire detection at the property)
 - c) Where there is history of non-compliance by the licence holder or by the person managing the property
 8. Since the approval we have been working to:
 - Provide an online application process to make it simpler and easier for landlords to apply for a licence. The process also seeks to help officers carry out the necessary risk based assessment prioritising visits.

⁴ Housing Health and Safety Risk Assessment – a legal tool to determine with there are any health and safety issues at the domestic dwelling

https://www.york.gov.uk/info/20097/private_landlords_and_tenants/1067/housing_health_and_safety_rating_system_hhsrs

- Ensure that we have the staffing in place to provide the necessary support to deliver the scheme. Both in terms of back office staff to help landlords make and process the new applications and also Enforcement Officers ensuring that properties are compliant.
- Delivering a market and communication plan which aims to ensure that Landlords/agents and tenants and a range of internal and external partners and are fully aware of the legislative requirements.

Consultation

9. There was no formal consultation process for extending the national mandatory HMO licensing scheme as we have a statutory duty to do so. However we have been working with a range of internal partners⁵ and external partners⁶ and the sector⁷ to ensure that they are aware of the changes that have been proposed and to help shape the implementation policy.

Council Plan

10. Licensing of HMOs is aligned to the three key priorities for the council
 - **a prosperous city for all** - where local businesses can thrive and residents have good quality jobs, housing and opportunities. Good quality HMOs can provide a good source of housing for residents on low incomes
 - **a focus on frontline services** - to ensure all residents, particularly the least advantaged, can access reliable services and community facilities . Provision of poor quality housing including HMOs can have significant impact on the health and wellbeing of residents. Changes to the benefits system means that this HMOs are the only option available to residents who are often the most economically vulnerable
 - **a council that listens to residents** - to ensure it delivers the services they want and works in partnership with local communities. Licensing of HMOs means that we are tackling the sector which has been found to have the poorest standards. By

⁵ Internal partners include Planning, Council Tax, Neighbourhood Management Officers, Parking, Waste Strategy Building Control

⁶ External Partners include – North Yorkshire Fire and Rescue Service, Regional Private Sector Housing Groups

⁷ Others in the Sector include the York Residential Landlord Association, National Landlord Association and the Higher York Partnership

raising standards in these properties it not only improves the properties for the tenants but also has a positive impact on the neighbouring properties.

Implications

11. The report is for information only and there are no other implications at this stage for the following:
 - **Financial.** The amendments to the fee structure income outlined in the policy will cover the cost of the HMO licensing. Any income generated from the licensing scheme must **only** be used to cover costs incurred by the council to carry out the licensing function.
 - **Human Resources (HR).** We have considered the additional resources required to licence the increase in the number of HMOs. These would be fully funded from the fee income
 - **Equalities.** We carried out a the One Planet York Assessment
 - **Legal.** We have a statutory duty to implement the extension of any Mandatory HMO licensing scheme.
 - **Crime and Disorder.** The government is clear that this is part of their strategy to tackle poor landlord practises which has led to overcrowding, poor management of tenant behaviour, failure to meet the required health and safety standards, housing of illegal immigrants and intimidation of tenants when legitimate complaints are made. Although only a minority of landlords the impacts of their practises are disproportionate putting safety and welfare of tenants and risk and adversely affecting local communities
 - **Information Technology (IT) –** We have worked with ICT to procure a simple online solution which will provide 24/7 access to prospective licence holders
 - **Property –** Additional desk space will be required in West Offices to accommodate additional staffing
 - **Other – None**

Risk Management

12. We have a statutory duty to implement the new laws. By revising our policy and providing adequate resources we will be able to ensure that

the we are managing the associated risks

Recommendations

- 13. Member are asked to note the contents of this report and agree to support the approach outlined in the Implementation policy

Reason

- 14. So that the council can ensure that we are meeting our statutory duties.

Contact Details

Author:

Ruth Abbott

Housing Standards and
Adaptations Manager
Housing Services
01904 554092

Chief Officer Responsible for the report:

Tom Brittain

Assistant Director Of Housing and Community
Safety

Report Approved Date

Wards Affected:

All

For further information please contact the author of the report

Annexes

Annex 1- HMO Implementation Policy

Background Papers:

Extension of Mandatory Houses in Multiple Occupation(HMO) Licensing 19th
July 2018

<http://democracy.york.gov.uk/ieListDocuments.aspx?CIId=932&MIId=10869&Ver=4>

Abbreviations

HMO- Houses of Multiple Occupation

Licensing of Houses In Multiple Occupation Implementation Policy 2018

General Policy Statement

The council aims to encourage, support and regulate private landlords and agents to provide safe and well managed properties, free from category 1 hazards. Inform and support tenants around what they can expect¹. Good quality Houses in Multiple Occupation (HMOs) provide a source of affordable and flexible housing for residents in the city.

This is the revised implementation programme for HMOs which are required to be licensed by law . From the 1st October 2018 all HMOs occupied by more than 5 unrelated occupants who form two or more households will need to be licensed, irrespective of the new storeys.

To support this aim and to ensure that we are complying with the new law we are changing how we licence Houses in Multiple Occupation, the changes reflect the:

- Housing Act 2004 and regulations/orders made there under
- Other legislation such as the Energy Efficiency (Private Rented Property)(England and Wales) Regulations 2015
- Best Practise from other councils
- First Tier Property Tribunal judgements,
- The councils wider strategic objectives in particular relating to sustainability

Where it relates to a new HMO then the proposed licence holder will need to ensure that the standards are achieved by complying with the licence conditions prior to a HMO being licensed and let.

The three tests being that the:

- 1) property is reasonably suitable for occupation as a HMO (**physical standards**)
- 2)management arrangements are satisfactory (**management standards**) **including having passed a recognised training qualification or to do so within a 18 month period of issuing the licence**
- 3) licensee and manager are fit and proper persons (**Fit and Proper test**) The applicant must be the most appropriate person to hold the licence.

¹ Strategic Aim 2 Private Sector Housing Strategy

Licensing of Houses In Multiple Occupation Implementation Policy 2018

The council is aware that enforcement action on its own is insufficient. We will continue to work in partnership with landlords/managing agents and letting agents and other partners. By offering a wide range of support/advice for example on our website, landlord training and events. We will also continue to offer further support and recognition to landlords who offer standards well above the minimum by supporting the YorProperty Accreditation Scheme and the Good Landlord Awards.

Within three years the council will review the impact of these changes to determine whether there is a need to introduce a local Additional Scheme to extend licensing of HMOs further.

HMO Licence – general

A licence will be valid for a maximum of five years and will specify the maximum number of occupants and households for the house and the number and occupancy levels within each room used as sleeping accommodation.

A licence will not relate to more than one HMO

It cannot be transferred to another person if the licence holder dies, the licence cease to be in force.

During the first 3 months beginning with the date of the licence holder's death the house will be treated as if a temporary exemption notice (TEN) has been served

A licence ends automatically after 5 years or after the period specified in the licence (if that is different).

Unless the HMO ceases to be licensable within that period or the council grants a temporary exemption notice on the expiry of that period the HMO must be re-licensed or an Interim Management Order made in respect of it

A licence will be granted:

Licensing of Houses In Multiple Occupation Implementation Policy 2018

- Where the house is reasonably suitable for occupation as a HMO (**physical standards**) and
- The management arrangements are satisfactory (**Management Standards**) this includes the licence holder having attended a recognised training course or to do so within a 18 month period of issuing the licence.
- The licensee and manager are fit and proper persons (**Fit and Proper test.**) The applicant must be the most appropriate person to hold the licence

A property which meets the requirements of being the licensing of HMOs order will need to be licenced even if the property does not have the relevant planning permission. This does not mean that the property has the relevant planning permission.

Implementation Policy

Previous Policy	Proposed Policy
<p>It is intended that following the receipt of the application form for a new HMO that an officer will visit the property. All matters relating to existing conditions relating to safety will need to meet before a licence will be issued. A full housing health and safety rating system inspection will be carried out at the same time. Any matters arising from that part of the inspection will be dealt with under Part 1 of the Act</p> <p>Where a property doesn't meet the new safety conditions and amenity standards but can do so within a six months period then a draft licence will be issued giving the licence holder six months to meet those conditions.</p>	<p>All new HMO applications will be risk assessed to determine when to visit the property during the 5 year period. The risk assessment will have regard to</p> <ol style="list-style-type: none"> 1) The size of the sleeping rooms and whether they meet the new minimum legal standards 2) Safety issues – in particular relating to fire safety, gas safety and electrical safety 3) Level of amenities 4) History of compliance with the landlord and any person managing the property. Including whether they have. <p>Where it is determined that the property does not meet the requirements relating to safety and/or room sizes. Then the property will be visited before a licence is issued to ensure that these safety matters are resolved and the appropriate action is taken having regards to our enforcement policy.</p>

Licensing of Houses In Multiple Occupation Implementation Policy 2018

	<p>Where the minimum room sizes are not met a licence condition will be issued having regard to the room size giving the licence holder up to 18 months to ensure that the room either meets the standard through building work or that it ceases to be used.</p> <p>NOTE the council does not intend to reduce the licensing fee in these circumstances.</p> <p>Where the property is safe and meets the minimum room size standards but lacks the level of amenities (bathroom and kitchen) in line with Appendix A. The licence holder will be normally be given up to 18 months to comply with these provisions.</p>
The Three Tests	
That the property is reasonable suitable and meets the physical standards	
Licence Condition	Reason for change
<p>All rooms used for sleeping accommodation will meet the minimum room sizes outlined in the regulations. Each room will specify the size of the room and the number of people who can occupy that the room</p>	<p>New Condition: To introduce and implement the conditions relating to the <u>minimum</u> room sizes for sleeping accommodation in line with the regulations The Licensing of Houses in Multiple Occupation (Mandatory Conditions of Licences) (England) Regulations 2018.</p> <p>NOTE the council can determine in certain circumstances, using the Housing Health and Safety Risk assessment that where <u>minimum</u> room sizes are insufficient require higher standards.</p>

Licensing of Houses In Multiple Occupation Implementation Policy 2018

<p>Where gas is supplied to provide copies of the annual gas safety certificates at the application stage and on demand</p>	<p>No change</p>
<p>The licence holder must ensure that carbon monoxide detectors are fitted to all high-risk rooms, in accordance with EN50291. Where this is not being met the licence will be issued with a condition that the matter is required within a maximum of 28 days</p>	<p>Amended condition: Change in the timescale to reduce the period of the licence condition from 6 months to 28 days in line with time period specified in the Smoke and Carbon Monoxide Alarm (England) Regulations 2015.</p>
<p>To provide a copy of the current electrical safety certificate for the fixed electrical wiring at the application stage. The electrical safety inspection should be done at intervals not exceeding 5 years. Where matters have been raised by the competent person as needing urgent or remedial the licence holder must have declared that the work must have been completed.</p>	<p>No change</p>
<p>To provide current copies of the Portable Appliance Tests (PAT) that a competent person has carried out those checks within two years of making the licence condition. To ensure throughout the period of the licence that the checks are carried out at least once every two years. The licence holder must supply to the authority on demand a copy of the current PAT</p>	<p>No change</p>

Licensing of Houses In Multiple Occupation Implementation Policy 2018

<p>certificate.</p> <p>Where furniture is provide that the licence holder on applications confirms that it meets the Furniture and Furnishings (Fire Safety) Regulations 1988 as amended and that continues to do so throughout the period of the licence.</p> <p>To provide a copy of the comprehensive fire risk assessment for that property and details of the satisfactory means of fire escape and fire detection system.</p> <p>To provide copies of the Energy Performance Certificate for that property (EPC). The condition will ensure that the property complies with the Minimum Energy Efficiency Standards as per the regulations or that the Licence holder has registered the property on the PRS exemption register and provided the relevant evidence to support the exemption</p> <p>To ensure that adequate heating is provided which is fully controllable by the tenants, and safely and</p>	<p>No change</p> <p>Amended condition: to introduce word comprehensive for guidance on risk assessments and standards visit North Yorkshire Fire and Rescue http://www.northyorksfire.gov.uk/businesssafety/legislation</p> <p>Amended condition : to require landlords to provide full Energy Performance Certificates to ensure that they comply with the Minimum Energy Efficiency Standards so that properties with F and G ratings are not being let unless the license holder has registered their property on the Government website and has provided the relevant evidence to support the exemption. https://prsregister.beis.gov.uk/NdsBeisUi/failover-landing</p> <p>No change</p>
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Licensing of Houses In Multiple Occupation Implementation Policy 2018

<p>properly installed and maintained. It should be appropriate to the design, layout and construction, such that the whole of the dwelling can be adequately and efficiently heated. The space heating may be centrally controlled but such systems should be operated to ensure that tenants are not exposed to cold indoor temperatures and should be provided with controls to allow the tenants to regulate the temperature within their unit.</p> <p>Conditions can be imposed restricting or prohibiting the use of occupation of particular parts of the house by persons occupying it where there are specific health and safety issues or where the minimum room sizes are not being met.</p> <p>Conditions can be imposed requiring work to ensure facilities or equipment to be made available or to meet any such standards that the works are carried within such period or periods as may specify by in or determined under the licence.</p> <p>To provide details about facilities and equipment to be made available in the house for the purpose of meeting the kitchen, bathroom and personal washing facilities standards as per prescribed in the national standards</p>	<p>No change but this will be linked to the condition relating to minimum room sizes.</p> <p>No change</p> <p>Amended condition: Where a property is not visited for any other purpose (room size or fire safety) and the property is deemed to be meet all other requirements apart from the</p>
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Licensing of Houses In Multiple Occupation Implementation Policy 2018

<p>as outlined in Appendix B. Should the standards not be met then a licence condition will be issued to provide the necessary standards within a period up to 18 months of issuing the licence.</p> <p>Conditions will be imposed requiring any such facilities and equipment provided to be kept in good repair and proper working order.</p>	<p>amenity standards in appendix B then a licence condition will be issued giving up to 18 months to meet those standards</p> <p>No change</p>
That the management arrangements are satisfactory	
Conditions	Reason for amendment or change
<p>A system for tenants to report defects, including in emergencies and arrangements to respond to those requests.</p>	<p>No change</p>
<p>To provide a written statement of terms of the tenancy to the tenants within 28 days moving in to the HMO.</p>	<p>No change</p>
<p>A process for dealing with anti-social behaviour occurring within the HMO by tenants or their visitors.</p>	<p>No change</p>
<p>Arrangements in place for periodic inspections to identify where repair or maintenance is needed. Should be met and that the licence will be issued to ensure that they continue to be met.</p>	<p>No change</p>

Licensing of Houses In Multiple Occupation Implementation Policy 2018

<p>To keep smoke alarms in working order. To supply on demand with a declaration by the licence holder as to condition of the and positioning of such alarms</p>	<p>No change</p>
<p>The name, address and telephone number for licensee and manager is to be displayed in the common parts of the HMO.</p>	<p>This will be deemed to be met if kept in a file for public viewing in the communal areas of the licenced property</p>
<p>Copies the of a valid safety certificates safety (gas/electrical/ PAT testing) and a plan showing the internal layout of the property specifying the rooms to be displayed in the common parts.</p>	<p>Amended condition: to include all relevant safety certificates to be displayed and a copy of the layout of the property specifying the rooms used for sleeping accommodation and the maximum number of occupants. This will be deemed to be met if kept in a file for public viewing in the communal areas of the licenced property</p>
<p>A copy of the licence and licence condition to be displayed in the common parts.</p>	<p>Amended condition: to include the licence conditions to be provided at the house. This will be deemed to be met if kept in a file for public viewing in the communal areas of the licenced property</p>
<p>The licence holder must ensure that the exterior of the property is maintained in a reasonable decorative order and state of repair.</p>	<p>No change</p>

Licensing of Houses In Multiple Occupation Implementation Policy 2018

<p>The licence holder must ensure that the refuse is stored correctly at the property. That information about refuse storage and collection is given to the tenants at the start of the property including a copy of the refuse collection calendar and at the end of the tenancy the tenant is provided with information and guidance on the correct disposal of excess and bulky waste</p> <p>All other matters relating to the management of the HMO will be dealt with under the management regulations.</p>	<p>Amended condition: To ensure that licence holders are provide adequate storage at the property. That the refuse storage and collection is being properly managed by the licence holder by requiring the licence holder to give information to the tenant about the refuse storage arrangements and collection at the beginning, during and end of the tenancy in line with the council scheme</p> <p>No change</p>
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Fit and proper person test for licence holders and managers –No Changes

A person will be considered fit and proper if the council is satisfied that:

- They have no unspent convictions relating to offences involving fraud, dishonesty, violence or drugs, or sexual offences
- They have no unspent convictions relating to housing or landlord and tenant law
- They have not been refused a HMO licence, been convicted of breaching the conditions of a licence or have acted otherwise than in accordance with the approved code of practice under S197 of the Act within the last five years
- They have not been in control of a property subject to an HMO Control Order an Interim Management Order (IMO) or Final Management Order (FMO) or work in default carried out by a local authority
- They have not been subject to legal proceedings by a local authority for breaches of planning, compulsory

Licensing of Houses In Multiple Occupation Implementation Policy 2018

purchase, environmental protection legislation or other relevant legislation.

The council will require all applicants to complete a self-certification form. The council will reserve the right to check the accuracy of the information with its partners

Transitional arrangements

All existing HMOs which are required to be licenced from the 1st October 2018 for the first time will be treated in line with this policy statement. Where the licence holder does not comply with the provisions relating to room sizes they will be provided with a notification specifying the condition(s) and a time period by when the licence holder should comply with those conditions, this period must not exceed 18 months from the granting of the licence.

All existing licenced HMOs (3 storeys or more with 5 occupants) will need to comply with the new conditions from the time they make their first grant (renewal) after the 1st October 2018.

Enforcement Policy

The policy is written in the context of York's Housing Strategy and Private Sector Housing strategy and must be read in conjunction with the latest enforcement policy.

Fees

Fees for new applications for HMO required to be licensed from the 1st October 2018. In line with recent Court decisions – there will be two stages to the fee payment.

- The first fee payment will need to accompany the licence application.
- The second payment will need to be received where the application is complete enabling the council to carry out the necessary checks to enable the notice of intention to issue the licence but before the final decision to grant the licence is issued. At this point there will be a reduction to the second stage fee where the applicant has already attended a recognised training course (reduction of £75) and/or is an active member of YorProperty (reduction of £85).

Licensing of Houses In Multiple Occupation Implementation Policy 2018

Band	Number of occupants	First stage fee Submitted with application form £	Second stage fee Submitted a draft notice of intention Stage £	Total Fee £
Band A	5/6 occupants	657	438	1095
Band B	7/9 occupants	765	510	1275
Band C	10/14 occupants	837	558	1395
Band D	15 +occupants	945	630	1575

Renewal of HMO fees

Band	Number of occupants	First stage fee Submitted with application form £	Second stage fee Submitted a draft notice of intention Stage £	Total Fee £
Band A	5/6 occupants	477	318	795
Band B	7/9 occupants	513	342	855
Band C	10/14 occupants	531	354	885
Band D	15 +occupants	585	390	975

In the case of licence holders applying for a subsequent licence for the same property (renewal) to charge a lower fee than the full HMO application licence fee if it is provided within time. Where an application is received and it's either incomplete or is outside of time to charge the full fee for an initial application. The other discounts relating to HMO training and YorProperty apply.

Where the council has to do more than the normal administrative work and identifies an unregistered HMO and bringing it into the licensing regime there will be an additional charge based on the hourly enforcement rate. Note this applies only where the council makes a decision does not take formal enforcement action.

Licensing of Houses In Multiple Occupation Implementation Policy 2018

Amenity Standards – Bathroom Facilities

The table below outlines the minimum facilities which should be provided

Number of persons Sharing	1 bathroom with WC	1 bathroom and 1 separate WC	2 bathrooms with WCs	2 bathrooms, a separate WC, or a third bathroom	3 bathrooms with WC
3 or 4	✓	x	x	x	x
5	x	✓	x	x	x
6	x	x	✓	✓	✓
7	x	x	✓	✓	✓
8	x	x	✓	✓	✓
9	x	x	x	✓	✓
10	x	x	x	✓	✓
11 - 15	x	x	x	x	✓

Where a separate toilet is provided the room should contain a wash hand basin with hot and cold running water. The wash hand basin should be correctly connected to waste drainage. The term bathroom means a room containing a

Licensing of Houses In Multiple Occupation Implementation Policy 2018

bathing facility, which can either be a suitable bath or shower compartment or both.

Amenity Standards- Kitchen Facilities

The table below outlines the minimum facilities which should be provided

5 People	<ul style="list-style-type: none"> • 1 sink • 1 x 4 ring cooker • other amenities as detailed below
6-7 people	<ul style="list-style-type: none"> • 2 x sink or 1x sink and 1 x dishwasher • 2 x 4 ring cooker or 1x 6 ring cooker and microwave • other amenities as detailed below
8-10 people	<ul style="list-style-type: none"> • 2 x sink or 1 x sink and 1 x dishwasher • 2 x 4 ring cooker • other amenities as detailed below
11+ people	<p><i>Please contact the Housing Standards and Adaptations Service</i></p>

Other required kitchen amenities in a shared house

Fridge with freezer space -0.075m² or one 1 shelf per person

Worktops 1.5m x 0.5m for up to 5 sharers, additional 0.5m work surface for each additional user up to 3m x 0.5m

Licensing of Houses In Multiple Occupation Implementation Policy 2018

Electrical sockets 4 in addition to those used for major appliances (fridge, microwave, washing machine)

Dry food Storage 0.08m³ or 1 shelf per person (the space in the unit under the sink is not acceptable)

Where cooker rings/hobs are provided they must suitably and safe located and suitably connected to the fixed electrical system.

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Health, Housing and Adult Social Care Policy and Scrutiny Committee

Work Plan 2018-19

<p>20 June 2018 @ 5.30pm</p>	<p>Housing</p> <ol style="list-style-type: none">1. Attendance of Executive Member for Housing and Safer Neighbourhoods <p>Health</p> <ol style="list-style-type: none">2. Business case for new mental health hospital for York3. CCG report on Patient Transport Services for York4. Unity Health Report on patient communication problems5. Report on sexual health re-procurement.6. Scoping report on Commissioned Substance Misuse Services7. Work Plan 2018-19
<p>25 July 2018 @ 5.30pm</p>	<p>Health</p> <ol style="list-style-type: none">1. Attendance of Executive Member for Health and Adult Social Care2. HWBB Annual Report including review of Health and Wellbeing Strategy and update on new Mental Health Strategy3. End of Year Finance and Performance Monitoring Report4. Six-monthly Quality Monitoring Report – residential, nursing and homecare services5. Safeguarding Vulnerable Adults Annual Assurance Report6. Work Plan 2018-19

<p>11 Sept 2018 @ 5.30pm</p>	<ol style="list-style-type: none"> 1. 1st Quarter Finance and Performance Monitoring report <p>Health</p> <ol style="list-style-type: none"> 2. Update on Unity Health Actions to improve patient communications and CQC inspection. 3. Update report on Priory Medical Group proposals to relocate to proposed Burnholme Health Centre 4. Update Report on Elderly Persons' Accommodation 5. Delivery of CQC Local System Review Action Plan 6. Substance Misuse Services Scrutiny Review Update Report 7. Work Plan 2018-19
<p>16 Oct 2018 @ 5.30pm</p>	<p>Housing & Community Safety</p> <ol style="list-style-type: none"> 1. Safer York Partnership Bi-annual Report 2. Update on Community Policing – Lindsey Robson, York & Selby Commander, North Yorkshire Police 3. Update report on implementation of new licensing laws for HMOs 4. Work Plan 2018-19
<p>14 Nov 2018 @ 5.30pm</p>	<p>Health</p> <ol style="list-style-type: none"> 1. Mental Health Help Line 2. Report on aims of Oral Health Action Team

	<ol style="list-style-type: none"> 3. Report on engagement around Home First Strategy 4. Healthwatch York six-monthly Performance Report 5. Overview report on self-harm and suicide prevention 6. Feasibility Report on Body Mass Index Scrutiny Review (TBC) 7. Work Plan 2018-19
12 Dec 2018 @ 5.30pm	<ol style="list-style-type: none"> 1. HWBB six-monthly update report 2. Update Report on progress of CYC Asset/Place-based approach to working. (Pippa Corner / Joe Micheli) 3. Work Plan 2018-19
15 Jan 2019 @ 5.30pm	<ol style="list-style-type: none"> 1. 2nd Quarter Finance and Performance Monitoring Report <p>Health</p> <ol style="list-style-type: none"> 2. Update Report on Unity Health 3. Overview report on student health services 4. Update report on Priory Medical Group proposals to relocate to proposed Burnholme Health Centre (TBC depending on funding agreements) 5. Six-monthly Quality Monitoring Report – residential, nursing and homecare services 6. Work Plan 2018-19
12 Feb 2019 @ 5.30pm	<ol style="list-style-type: none"> 1. Work Plan 2018-19
12 March 2019 @ 5.30pm	<ol style="list-style-type: none"> 1. 3rd Quarter Finance and Performance Monitoring Report <p>Health</p>

	<ol style="list-style-type: none">2. Healthwatch York six-monthly Performance Report <p>Housing</p> <ol style="list-style-type: none">3. Safer York Partnership Bi-Annual report4. Draft Work Plan 2019-20
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