

SCR HOUSING EXECUTIVE BOARD

24th AUGUST 2016

BROAD STREET WEST, SHEFFIELD

No.	Item	Action
1	<p><u>Welcome and Apologies</u></p> <p>Present:</p> <p><u>Board Members</u> Cllr Simon Greaves (BaDC) – Chair Huw Bowen, CBC Simon Carr, LEP / Henry Boot</p> <p><u>In Attendance</u> Dave Sheridan, Keepmoat Jolyon Harrison, Gleesons Karl Apps, NEDDC Rob Coggins, DDDC Rob Pearson, HCA Janet Sharp, SCC Ed Ferrari, SU / SCR Exec Team Mel Dei Rossi, SCR Exec Team Paul Bedwell, Spawforths Tony Stacey, SYHA Julie Hurley, SCR Exec Team Michael Hellewell, SCR Exec Team Craig Tyler, Joint Authorities Governance Unit</p> <p>Apologies were received from Mayor Ros Jones (DMBC), Ian Rooth (BMBC), Mike Hase (DDDC) and Alison Westray-Chapman (NEDDC)</p>	
2	<p><u>Minutes of the Previous Meeting</u></p> <p>The minutes of the previous meeting held on 13th July 2016 were presented for consideration and agreed to be an accurate record.</p> <p>Updates were provided in respect of the following matters:</p> <p>2.5. <u>SCR Housing Offer – Private Sector Support</u></p>	

	<p>It was reported that the private sector-led activity (currently being undertaken on behalf of the Board by representatives of Keepmoat: Eugien Jaruga and Richard Coy) has now commenced. The following key headlines were reported to the Board:</p> <ul style="list-style-type: none"> • Two project meetings have been held, focussing on the three agreed workstreams in terms of timescales and resource requirements. In relation to the workstreams: <ul style="list-style-type: none"> ○ Critical friend analysis/ private sector view of the work currently underway and led by DBA – meeting with David Bishop to be held in the next two weeks. ○ Demand and Markey Analysis – Meeting arranged with Ed Ferrari re data sources. Discussion with Directors of Housing planned for their meeting in October <p>Next project meeting – mid September.</p> <p>In the meantime a Non- Disclosure Agreement has been drafted and tabled for discussion/agreement. This is currently under considered by Keepmoat's internal legal adviser, but signing is expected by the end of this week.</p> <p>It has been agreed that the three workstreams will be concluded by, at the latest, March 2017.</p> <p>Regular progress updates will be provided to the Board.</p> <p>6. <u>Review of Progress Against the HEB Business Plan</u></p> <p>Progress in respect of the various actions identified at the last meeting was reported.</p> <p>Regarding the Housing Summit, it was reported that the Directors of Housing have recommended that this event is not held until later in the year, ideally after the Autumn Statement, by when a number of key announcements will have been made. This also enable the Housing event to be held as part of a series of 'Business Insider' events</p> <p>It was noted the offer still stands for a SCR representative to address the October 2016 Housebuilders federation Forum.</p> <p>Action: Jolyon/ Michael to progress</p>	JH / MH
3	<p><u>Declarations of Interest</u></p> <p>No declarations of interest relating to the business to be transacted at the meeting were noted.</p>	

4	<p><u>Urgent Items / Announcements</u></p> <p>No urgent items were requested.</p>	
5	<p><u>Housing Monitoring Framework proposals</u></p> <p>Building on discussion at previous meetings, the Board was presented with a paper and supporting presentation providing proposals for the creation of a Housing Monitoring Framework. This would be capable of providing members with periodic intelligence/ contextual information on local and national housing market conditions and pipeline information on the ongoing pipeline of land for housing delivery.</p> <p>Members were informed that the paper reiterates the importance of using the existing SCR Priority Sites database for the ongoing monitoring of sites pipeline and housing delivery. This in part is dependent on capturing better and more frequent (6 monthly) updates on Planning Status and Starts/Completions within that database</p> <p>To commence discussion, it was suggested the consistent use of Council Tax returns using the national New Homes Bonus methodology is proposed as a basic approach to monitoring housing delivery at the strategic scale (with the paper providing an initial analysis based on 2014 and 2015 CTB returns).</p> <p>It was also suggested that to provide periodic updates on contextual housing market conditions, members consider a proposal to commission an annual Housing Monitoring Report as an update of proposed indicators drawn mainly from freely available national Open Data sources and an interim (6 monthly) report on selected Pipeline Information indicators. As an example of the format such reports may take, the report produced for the Leeds City Region (LCR) was provided for information.</p> <p>Rob noted the LCR report contains more supporting background data including wages and housing affordability and asked whether the SCR report should do something similar. It was noted, however, that LCR had access to a paid for commercial data set for which a budget would need to be identified.</p> <p>Action: Ed to explore Jolyon's offer re the use of affordability data he has access to for this purpose.</p> <p>It was suggested that in commissioning and producing update reports, we need to avoid being statistically rich but analysis poor.</p>	EF

	<p>The Board commented on issues caused by the lack of having single points of contact in each district in relation to planning, urging the districts to make processes of engagement easier to accord with. It was also suggested that district planning officers need to be more familiar and appreciative of how the SCR perceives 'priority sites' and the measures being introduced to speed up their delivery. It was also suggested that district Members might also benefit from a greater awareness of the SCR's housing delivery ambitions.</p> <p>Action: Michael to discuss this with Cllr Greaves and Huw Bowen, with a view to a future discussion with Local Authority Chief Executives.</p> <p>It was agreed that a means by which the Board can be familiarised with local plan delivery timescales and any changes would be a useful tool.</p> <p>Action: Michael to consider how this information might be made available.</p> <p>It was noted that Chesterfield BC has been ranked 2nd nationally for issuing consents at Planning Board with the suggestion this is due to increased resources and strengthened pre-application work in the interests of asserting the 'Chesterfield is open for business' message. The Board identified this as an example of where the districts should be more adept at sharing best practise and called on the Directors of Housing and Planning to give these opportunities proper consideration, acknowledging proactive moves are being made in this direction and recognising there will always be unplanned bespoke issues for many schemes.</p> <p>Action: Michael to discuss this with Cllr Greaves and Huw Bowen, as well as to raise this with Housing, Economic and Planning Directors.</p> <p>Members were informed that funding has been confirmed, enabling us to retain Ed's services for a further 12 months.</p> <p>The Board discussed the fundamental problem of LAs not being able to report how many completions they have delivered, due to a lack of any mandatory need to do so and the prevalence of varying processes in place in districts to determine the figures.</p> <p>Members voiced general support for the development of SCR Housing Monitoring Reports and requested that consideration be given to what additional open source data sources might be used to give the reports more background information.</p>	<p>MH / SG / HB</p> <p>MH</p> <p>MH / SG / HB</p>
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Action: Michael / Ed to investigate

MH /EF

Consideration was given to what source of data would be most appropriate to provide a true completions figure, noting various means via which this can be determined using various data sources.

The New Homes Bonus figures were identified as a good way of calculating the amount of housing stock brought into use. However, this does not pick up on net additional dwellings (through changes in building use and conversions etc...) It was acknowledged that the government uses 'dwellings completed' figures and these are also the basis of the uplift target figures included in the SEP.

It was also agreed that completions need to be netted off against reductions to give a true increase figure.

The Board therefore decided that 'dwellings completed' (completions data) would be a key component of future reports, noting that this doesn't record all completions and is incapable of informing further detailed analysis.

With this in mind, it was also agreed that the Council Tax information will also be reported (as endorsed by the Board previously). This enables the Board to view a range of information in order to support its work.

RESOLVED, that the Board:

- 1. Note the contents of the report and endorse its specific proposals to create a Housing Monitoring Framework comprising the collection and analysis of key Contextual Information and Pipeline Information for report in an Annual Monitoring Report (December) and Housing Update Report (June).**
- 2. Agree in principle to the collation and assembling of a suite of contextual Information indicators comprising information on the National Context, Local Context, and Local Housing Market to be reported in the relevant Housing Monitoring Report or Housing Update Report and note it will be likely that an external commission will be required to produce this information.**
- 3. Agree that the Priority Sites database will be maintained and refreshed twice yearly in April/May, using data from 31 March reporting to HEB in the June Housing Update Report and November using data from 30 September,**

reporting to HEB in the December Housing Monitoring Report

- 4. Agree that the LAs are provided with access to their data in the database and invited to update it by exception, rather than complete a full data collection exercise and that the scope of the database is extended to provide complete information on planning pipeline, starts/completions, and development/sales information.**
- 5. Agree that to provide an effective update on housing delivery, the HEB Monitoring Framework should have a primary indicator based on dwelling completions (informally referred to as column F) and also include annual data on net additional dwellings from all other sources e.g. analysis of CTB1 data using NHB methodology.**
- 6. Agree that the Housing Monitoring Report (December) and the Housing Update Report (June) should include 6 monthly updates of quarterly data (i.e. the two most recent quarters) on housebuilding completions.**
- 7. Agree that the annual Housing Monitoring Report should include a short section that summarises the latest position with regards to the preparation and adoption of Local Plans (Core Strategies and Sites and Policies DPDs) showing information on:**
 - The current (extant) local plan and year**
 - Status of Core Strategy (in preparation, consultation, examination, adoption)**
 - Status of Sites and Policies DPD (in preparation, consultation, examination, adoption)**
 - Summary of any key Duty to Cooperate arrangements between SCR districts and neighbouring authorities (e.g. agreement on housing numbers).**
- 8. Agree that the annual Housing Monitoring Report provides an update on the SCR Spatial Priorities, noting any significant infrastructure investment or other projects within them (e.g. as arising from SCRIF Mini Commission, SCRIP, and other routes).**
- 9. Agree that the Housing Monitoring Report should also provide a breakdown of key indicators by Priority Growth Areas and other spatial investments as appropriate, indicators including:**
 - Contextual Information: Average house sale price, New build price premium, Number of sales**

	<p>• Pipeline Information: Priority Sites (number and capacity, deliverability and trajectory summary); planning pipeline summary; and delivery (starts/completions) summary</p>	
6.1	<p><u>Early Commission for Housing Growth: Proposals</u></p> <p>The Board was informed that at the 1st August 2016 meeting of the Combined Authority, the Leaders approved the development of an ‘early commission for housing growth’.</p> <p>It was suggested this represents a significant opportunity for the SCR to build on current momentum, making use of funds under local control to accelerate and enable the delivery of new housing schemes. It also allows SCR partners to progress the SCR devolution commitment on housing, in particular the elements relating to co-design and co-investment with the HCA. The report therefore invited the Board to review, discuss and endorse a series of recommendations which relate to the principles, design and operation of the SCR ‘early commission for housing growth’</p> <p>Members were asked to note the stipulation that any schemes proposed must be capable of starting delivery and spending in 2016/17.</p> <p>It was suggested there may be more opportunities to submit schemes in the future to help augment in-year SCR spending profiles although this can’t be guaranteed.</p> <p>It was noted that an expression of interest form will be circulated in due course and all submissions will be assessed against the usual case tests.</p> <p>It was confirmed the LAs will be the deemed scheme promoters working in partnership with private sector partners.</p> <p>Consideration was given to what the Board’s preferred approach to the early commission should be. Members expressed support for Option A (the strategic level scheme approach) and recommended this be pursued alongside Option B (a Joint SCR / HCA approach) subject to further consideration.</p> <p>Members were provided with the revised early commission timetable.</p> <p>Action: ALL to refer any questions on the early commission to Michael</p>	<p>ALL</p>

	<p>It was noted that CEX will agree the approach to the early commission at their next meeting.</p> <p>RESOLVED, that the Board:</p> <ol style="list-style-type: none"> 1. Agree the principles, intended outputs / outcomes and indicative timetable associated with the ‘early commission for housing growth’ as presented in the report 2. Endorse the recommended funding priority options, namely a ‘scheme level strategic approach’ (Option A) and the intention to further investigate ‘a Joint SCR-HCA Programme Approach’ (Option B). 3. Note the identified risks and associated mitigating actions in order to ensure delivery. 4. Endorse the proposal to commission specialist support to assist with prioritisation, evaluation and assurance/appraisal activity 5. Note the future role of the HEB in prioritising schemes, endorsing the recommendations of the SCR Appraisal Panel, and ensuring the delivery of schemes 	
6.2	<p><u>Early Commission for Housing Growth: SCR Single Assurance Framework (Prioritisation and Appraisal Tool)</u></p> <p>A paper was received seeking the Board’s endorsement for SCR to develop a Business Case to update its strategic modelling tools for prioritisation and appraisal.</p> <p>It was noted a need has been identified across multiple themes and the work is key to progressing schemes through the SCR Assurance Framework. This is an essential part of the process required to test the Value for Money of schemes at the development stage.</p> <p>It was noted that following agreement to this approach by the SCR Combined Authority, the Business Case will be subject to SCR prioritisation in line with the SCR Single Assurance Framework.</p> <p>It was noted that the relevant SCR Executive Boards (Transport, Infrastructure & Housing) are asked to endorse the development of a Business Case for an update to their strategic testing tools and associated datasets. The strategic testing tools are required across multiple themes in order to ensure the effective prioritisation and appraisal of schemes which are funded via the SCR single pot. It is proposed that this</p>	

	<p>work will be delivered in phases, with clear opportunities to use common tools and datasets across the three areas of activity:</p> <ul style="list-style-type: none"> • Transport: There is a pressing need to upgrade the transport component to harness the potential of the SCR Large Local Majors bid. A compliant model is required to allow progression of major transport schemes through the SCR Assurance Framework as well as the Department for Transport's Large Majors Competition. • Infrastructure: More sophisticated testing tools are required to develop the next SCR infrastructure pipeline, informed by the SCR Integrated Infrastructure Plan. • Housing: The development of the next SCR infrastructure pipeline needs to ensure that at a SCR-level we have effective tools in place to prioritise and appraise a range of housing projects/ interventions. Ahead of this, early work needs to be undertaken to support the SCR 'early commission for housing growth'. <p>The Executive Boards are asked to endorse the development of a Business Case following the SCR Single Assurance Framework procedures, for an updated suite of testing tools/ associated data. The Business Case to be submitted will set out the need to bring this work forward in phases, as opportunities arise and in line with changes to national guidance/ best practice.</p> <p>It was requested that the process acknowledge that purely housing schemes didn't score particularly well in SCRIF.</p> <p>RESOLVED, that the Board:</p> <ol style="list-style-type: none"> 1. Note the importance of developing robust tools/ datasets to prioritise and appraise a range of housing investments and interventions. 2. Endorse the development of a Business Case for the development of strategic testing tools in support of the Sheffield City Region's housing ambitions. 	
7	<p><u>Social Housing Compact</u></p> <p>The Board was presented with a summary of work undertaken over the last 6 months by Social Housing Organisations (RPs and Local Authorities) in the Sheffield City Region to agree a Social Housing Compact. This was presented for the Board's endorsement.</p> <p>It was noted that sign off will be sought from local Housing Associations, ALMOs, Local Authorities and the LEP and that the HCA's views will also be sought, although it is not clear at</p>	

	<p>this point whether the Agency will be able to endorse the agreement</p> <p>It was noted that the Compact will be launched at an event scheduled for 12th December and requested that Cllr Greaves address the meeting on behalf of the SCR. It was also noted that ministers and senior civil servants will hopefully be in attendance</p> <p>The Board discussed the need to move to 'the next stage' and determine how the foundations of the Compact might realise increases in social housing availability.</p> <p>It was confirmed that other 'players' in the social housing sector e.g., pensions funds seeking investment opportunities will be engaged.</p> <p>RESOLVED, that the Board:</p> <ol style="list-style-type: none"> 1. Agrees to sign up to the Compact. 2. Agrees to provide time on meeting agendas for quarterly updates 	<p>Cllr Greaves</p>
8	<p><u>SCR Bid to the HCA Shared Ownership and Affordable Homes Programme (2016-2021)</u></p> <p>A report was presented informing the Board that the Sheffield City Region has started to lag behind in terms of the delivery of new affordable housing.</p> <p>It was noted the HCA's latest bid round, which closes on 2nd September, provides a great opportunity to bid for new grants and loans to increase supply. With this in mind a "Programme Bid" is being worked up which will make an offer to the HCA which will be greater than the individual bids submitted by local organisations (this follows a similar approach to the SCR offer on Starter Homes which was considered at a previous Housing Executive Board meeting).</p> <p>RESOLVED, that the Board:</p> <ol style="list-style-type: none"> 1. Approves, in principle, the submission of a Programme Bid to the HCA (noting the bidding round closes at midday on 2nd September 2016). 2. Agrees that the Chair of the HEB provides endorsement of the final bid (which will include a letter to relevant Minister(s)). 	
9	<p><u>SCR Infrastructure Fund</u></p>	

	<p>As requested at the last meeting an update paper was presented on the Sheffield City Region Investment Fund, particularly where investments via this route relate to SCR's housing objectives/ ambitions.</p> <p>RESOLVED, that the Board:</p> <p>1. Notes the update</p>	
10	<p><u>HCA Update</u></p> <p>It was noted that a substantive update will be presented to the next meeting.</p>	RP
11	<p><u>Housing Growth Investment Models</u></p> <p>A paper was presented asking the Board to note the update provided by DBA on current progress with the housing growth investment models work (referred to as the Finance and Investment Workstream in the Board's Business Plan).</p> <p>Representatives from DBA will attend the next meeting of the HEB, providing an opportunity for Board members to shape this work ahead of final recommendations later in the year.</p> <p>RESOLVED, that the Board:</p> <p>1. Note the progress made to date in advancing this area of work.</p> <p>2. Note that the Housing Executive Board will have further opportunities to inform and influence this work, with draft findings and recommendations due to be presented to the Housing Executive Board at the meeting in October.</p>	
12	<p><u>Any Other Business</u></p> <p>1. <u>MIPIM</u> The board acknowledged and discussed the opportunity to develop a more comprehensive marketing and communication package ahead of the next MIPIM event to present the SCR's planning and housing investment credentials in the best light.</p> <p>Action: Michael to assess where we are with this initiative</p> <p>2. <u>The 'Long List' of Sites</u> There was a discussion in relation to the priority sites for housing growth. The distinction between three interconnected but different sources of information was explained to the Board.</p>	MH

	<p>Specifically, the priority sites detailed in the HEB Business Plan (representing sites for potential quick delivery at a point in time, subject to financial support), the priority sites pipeline (updated every six months, as discussed previously) and the development/ disposal opportunities work (overseen by the Joint Assets Board).</p> <p>There was a request for the Board to see the full priority sites pipeline information (200+ sites). The initial view from Officers was that it is not appropriate for the Board to see this full information and that reviewing information at this level of detail was outside of the Boards remit.</p> <p>Whilst it was asserted that HEB's role is to operate at a strategic level and not engage in discussion about individual sites it was suggested that there may be a way of bringing this information together for Board consideration using the emerging JAB and OPE mechanisms and subject to the agreement of the data owners (the LAs)</p> <p>It was agreed that the following would be provided to the Board:</p> <ul style="list-style-type: none"> • An update on the status of the sites detailed in the HEB Business Plan. • Following discussion with Directors of Housing, a consideration of what information from the full priority sites pipeline information may be available for the Board to view in support of SCR level investment/ marketing activity (e.g. investment packages for MIPIM). • An update on the work of the Joint Assets Board. <p>Action: Michael to discuss with district leads</p>	MH
11	<p><u>Date of Next Meeting</u></p> <p>Wednesday 5th October, 10.00am at Broad Street West, Sheffield</p>	