

ROTHERHAM SELECTIVE LICENSING 2020-2025 FINAL OUTPUT REPORT

Town Centre/Eastwood, Masbrough, Thurgroft,
Dinnington, Maltby, Parkgate.



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Selective Licensing in the Metropolitan Borough of Rotherham 2020-2025

Executive Summary

The 2020-25 selective licensing scheme in Rotherham was concluded on the 30th April 2025, despite considerable operational challenges, it successfully delivered the scheme's housing objectives. The headline outcomes are:

Scheme Delivery and Outputs

- **2,319** licences (2260) and exemptions (59) issued
- **2,377** properties inspected
- **536** rebates granted for better managed properties
- **3** Licences revoked after prosecution
- **331** Licences surrendered

Enforcement Activity

To ensure consistent standards across all licence holders:

- **2,574** Formal Enforcement Notices (not including warnings) were issued, including:
 - **1,335** Housing Notices
 - **1,239** Environmental Notices (inc. ASB)

Improvements To Residents' Health, Welfare and Neighbourhoods

The scheme significantly improved housing conditions, with measurable health benefits for residents and cost savings for the NHS and wider community.

Work to disrupt criminality and associated antisocial behaviour delivered significant area impact.

- **Category 1 Hazards** (serious and immediate risks):
 - Found in **292 properties**
 - **589 hazards** identified and removed
- **Category 2 Hazards** (less immediate but still harmful):
 - Found in **1,470 properties**
 - **7,587 hazards** identified and addressed
- **Cost savings (BRE Housing Health Costs Calculator)**
 - **£148,543** savings to the NHS from removing hazards
 - **£1,860,797** wider Societal benefits from preventing ill health

- **Impact on criminality and antisocial behaviour**
 - **Over £40M** of seized Cannabis and disruption to organised crime
 - **155** detected cannabis cultivations
 - **155** Emergency prohibition Notices
 - **Reduction** in associated ASB and violence in the areas.
 - **Over 2000** instances of nuisance and ASB addressed
 - **Improved** partnership and intelligence working

Impact on Households

The proactive nature of the scheme enabled the council to reach vulnerable tenants who may not have otherwise reported unsafe conditions due to:

- Language barriers
- Fear of retaliation or eviction
- Lack of awareness of their rights

As a result, **1,470 households** in Rotherham experienced significant improvements in their living conditions, contributing to safer, healthier homes across the borough.

The local environment has been protected from deterioration and the activities of irresponsible individuals and criminal gangs.

Overview

In January 2020, Cabinet declared six areas under selective licensing which commenced 1st May 2020. The declarations were made under the criterion of high levels of deprivation in areas of high levels of Private Sector Housing. Four of the six areas had been under a previous declaration of selective licensing in 2015-20 under the criterion of Low Demand.

The boundaries of the 2020-25 schemes in Maltby, Dinnington, Town centre / Eastwood and Masbrough had been reduced since the 2015-20 schemes, as it was considered that the low demand issue in these areas had improved, and that private sector landlords would be able to maintain these improvements. The two new areas under declaration in 2020-25 were Parkgate and Thurgroft.

The scheme was designed to have a fixed, two stage licence fee with a number of discounts and a rebate, paid back to landlords who, on inspection, were found to have good management and minimal hazards in their properties. The scheme committed to 100% Housing Health and Safety Rating System inspection (HHSRS) of licensable properties. The estimated number of licensable properties was 2256.

The 2020-25 selective licensing project was designed to have a 9-week application phase, during which the council encouraged all licensable properties to voluntarily apply for a licence via the online application. The inspection phase was scheduled to start September 2020.

Challenges

Covid-19 emerged as a significant aspect of life in the UK from March 2020, with social distancing measures and formal lockdowns in place until March 2021. In response, the Council extended the application period for licences, recognising that landlords faced financial pressures due to non-receipt of rents and were unable to access properties for obtaining gas/electric certificates or EPC inspections

necessary for completing applications. Proactive housing inspections were suspended, except in serious cases, and the fear of Covid-19 led to residents' reluctance to allow inspections for many months after formal restrictions were lifted. This extended application phase and the inability to conduct property inspections significantly impacted the planned delivery of the scheme, effectively reducing the operational period of the five-year declarations to 3.5 years.

Staff recruitment and retention issues became an issue over the Covid period and continued for much of the scheme's duration, which is a nationally recognised issue in Environmental Services

Performance management presented a challenge when identifying directly attributable performance measures to demonstrate impact on the declaration criteria of 'high levels of deprivation'. Although the areas were identified in the Indices of Deprivation (IoD2019) and the Index of Multiple Deprivation (IMD2019), the broad criteria on which these indices are based (Income, Employment, Education, Skills and Training, Health and Disability, Crime, Barriers to Housing and Services, and Living Environment) were complex to monitor within the specified declaration boundaries. This complexity arose from the limited availability of public data sources at the declaration boundary level. The comprehensive definition of deprivation extended beyond the scheme's direct influence, particularly in areas such as education, employment, and income, which are significantly affected by national factors and the economic climate. Although a refreshed IMD was not published before the scheme concluded, the ranking system used in this index would have made direct measures of improvement challenging. The scheme has successfully focused its performance management on areas within its influence that impact deprivation.

Successes.

Despite these difficulties, and due to the tenacity of both staff and management the scheme was successfully delivered. At the end of the scheme on 30th April 2025, 2319 licences (2260) and exemptions (59) had been issued, 2377 property inspections completed, including HHSRS inspections, and 536 rebates issued.

To support the scheme objectives and to ensure all licence holders were held to the same standards 2574 Formal Enforcement Notices were issued and enforced, this included 335 Housing Notices and a further 1239 environmentally focused Notices

The impact of this licensing activity can be quantified as health benefits to the occupiers of licenced properties and financial benefit to the NHS and wider community.

In the Housing Health and Safety Rating System (HHSRS), Category 1 hazards represent the most serious risks to a person's health and safety within a dwelling. These hazards are deemed serious and immediate, posing a significant threat to the well-being of the occupants and the council has a duty to act, of the 2377 inspection undertaken 292 properties had Category 1 (HHSRS) hazards and 589 individual category 1 hazards were identified and removed.

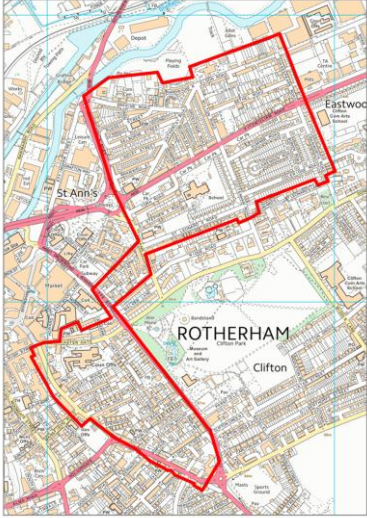
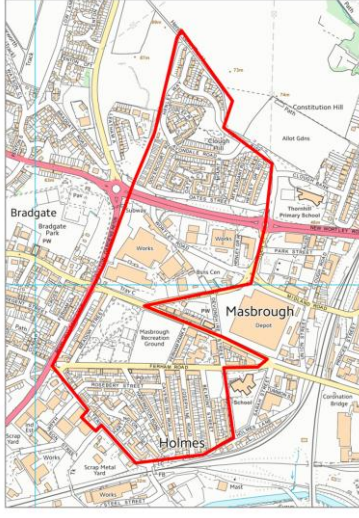

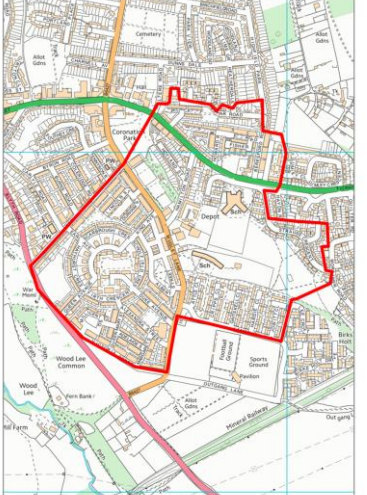
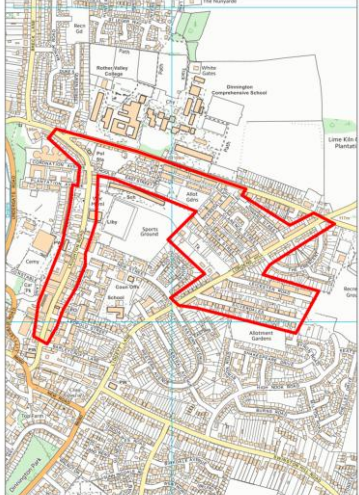
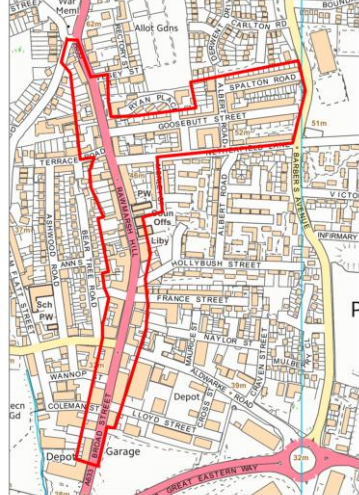
Category 2 Hazards are less immediate but still pose a significant risk of harm to residents. 1470 properties had Category 2 hazards on initial inspection with 7587 hazards identified.

This represent significant improvements to the wellbeing of 1470 families or individuals within Rotherham who were living in poor conditions not addressed by

their landlord and not reported to the local authority. The Proactive nature of selective licensing removes the barrier of language, apathy or fear, which prevent private tenants asserting their right to live in safe, healthy homes.

The environmental impacts of the inspection activities and enforcement during the scheme have protected residents from deteriorating localities and irresponsible individuals and criminal gangs.

Maps

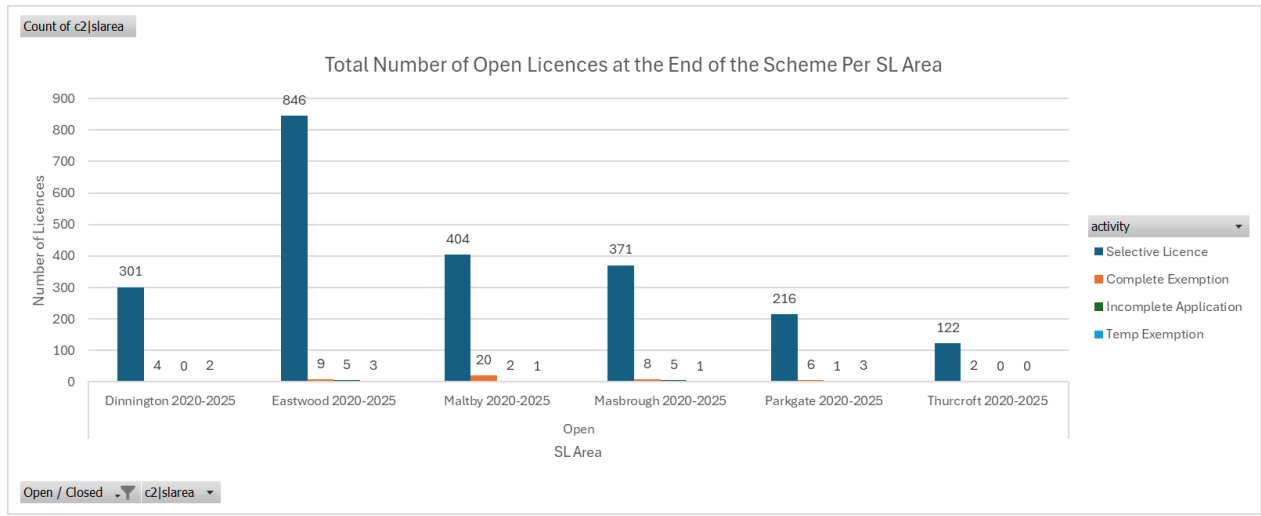
Eastwood / Town Centre	Masbrough	Thurcroft
		
Maltby South East	Dinnington	Parkgate
		

Analysis by Areas

Applications

The scheme received 2319 applications, 63 more than estimated at the start of the scheme. 39 properties were believed to be licensable which did not licence and were subject to enforcement action as the scheme closed. Most were properties which

became licensable during the latter stages of the scheme. Where enforcement remains an option, cases are progressing.



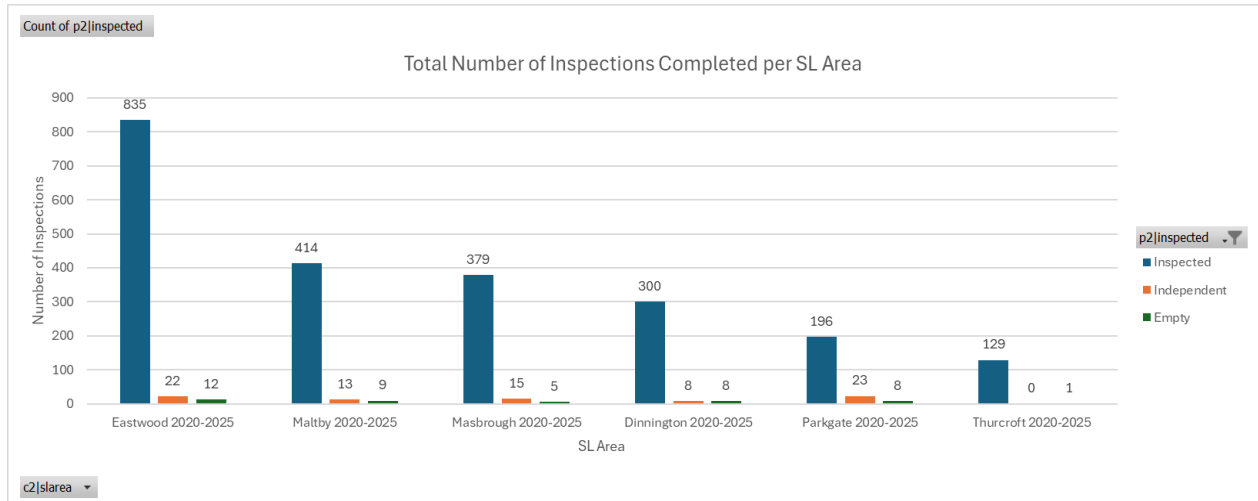
Make up of Licence Holders

Summary of licence holders portfolio's		
Portfolio size (properties)	Number of landlords having portfolio size	% of total landlords
1	914	76.0%
2	173	14.4%
3	13	1.1%
4	32	2.7%
5	19	1.6%
6	12	1.0%
7	9	0.7%
8	6	0.5%
9	8	0.7%
10	2	0.2%
11	1	0.1%
12	4	0.3%
13	2	0.2%
15	1	0.1%
16	1	0.1%
17	1	0.1%
21	1	0.1%
27	1	0.1%
29	1	0.1%
32	1	0.1%
49	1	0.1%
	1203	100.0%

Rotherham's Private rented sector is dominated by landlords who do not operate letting as their full-time occupation. 1203 Licence holders held 2319 licences. 90.4% of licence holders had 1 or 2 properties in the selective licensing areas. The

challenge for part time landlords is having the funding, knowledge and the professionalism to operate their lettings as an effective business.

Inspections



Row Labels	Inspected	Independent	Empty	Grand Total
Eastwood 2020-2025	835	22	12	869
Maltby 2020-2025	414	13	9	436
Masbrough 2020-2025	379	15	5	399
Dinnington 2020-2025	300	8	8	316
Parkgate 2020-2025	196	23	8	227
Thurcroft 2020-2025	129	0	1	130
Grand Total	2253	81	43	2377

Selective Licensing - Total Number of Properties with Category 1 or 2 hazards.						
Area	Total licences	Total HHSRS Inspections	Area	Total	% of total licences area	% of inspections completed
Eastwood	858	835	Eastwood	522	61%	62.5%
Masbrough	381	379	Masbrough	363	95%	95.8%
Dinnington	308	300	Dinnington	174	56%	58.0%
Maltby	425	414	Maltby	202	48%	48.8%
Parkgate	225	196	Parkgate	119	53%	60.7%
Thurcroft	124	129	Thurcroft	90	73%	69.8%
Total	2321	2253	Total	1470	63%	65.2%

65.2% of properties in all areas were found to have Category 1 and or Category 2 hazards on first inspection. Masbrough was found to be the worst affected of the 6

areas, with 95.8% of all properties inspected having hazards and 25% having category 1 hazards on first inspection, showing an absence of management by licence holders in this area. This is particularly disappointing as this was the second period of selective licensing in Masbrough. Maltby had the lowest level of properties with hazards (48%) and only 5% of properties with Category 1 hazards.

			Selective Licensing - Total Number of Properties where Category 1 Hazards have been identified (Cumulative)				Selective Licensing - Total Number of Category 1 Hazards Identified in all properties (Cumulative)			
Area	Total licences	Total HHSRS Inspections	Area	Total	% of total licences	% of inspections completed	Area	Total	% of total defects	% of inspections completed
Eastwood	858	835	Eastwood	111	13%	13.3%	Eastwood	224	38%	27%
Masbrough	381	379	Masbrough	92	24%	24.3%	Masbrough	214	36%	56%
Dinnington	308	300	Dinnington	30	10%	10.0%	Dinnington	44	7%	15%
Maltby	425	414	Maltby	23	5%	5.6%	Maltby	39	7%	9%
Parkgate	225	196	Parkgate	25	11%	12.8%	Parkgate	48	8%	24%
Thurcroft	124	129	Thurcroft	11	9%	8.5%	Thurcroft	20	3%	16%
Total	2321	2253	Total	292		13.0%	Total	589		

13% of all properties had Category 1 hazards leaving tenants at serious risk.

			Selective Licensing - Total Number of Properties where Category 2 Hazards have been identified (Cumulative)				Selective Licensing - Total Number of Category 2 Hazards Identified in all properties (Cumulative)			
Area	Total licences	Total HHSRS Inspections	Area	Total	% of total licences	% of inspections completed	Area	Total	% of total defects	% of inspections completed
Eastwood	858	835	Eastwood	522	61%	62.5%	Eastwood	3210	42%	384%
Masbrough	381	379	Masbrough	363	95%	95.8%	Masbrough	1642	22%	433%
Dinnington	308	300	Dinnington	174	56%	58.0%	Dinnington	638	8%	213%
Maltby	425	414	Maltby	202	48%	48.8%	Maltby	1037	14%	250%
Parkgate	225	196	Parkgate	119	53%	60.7%	Parkgate	578	8%	295%
Thurcroft	124	129	Thurcroft	90	73%	69.8%	Thurcroft	482	6%	374%
Total	2321	2253	Total	1470		65.2%	Total	7587		

Of the other areas, Thurcroft, had the second highest rate of hazards, followed by Eastwood, Parkgate and then Dinnington.

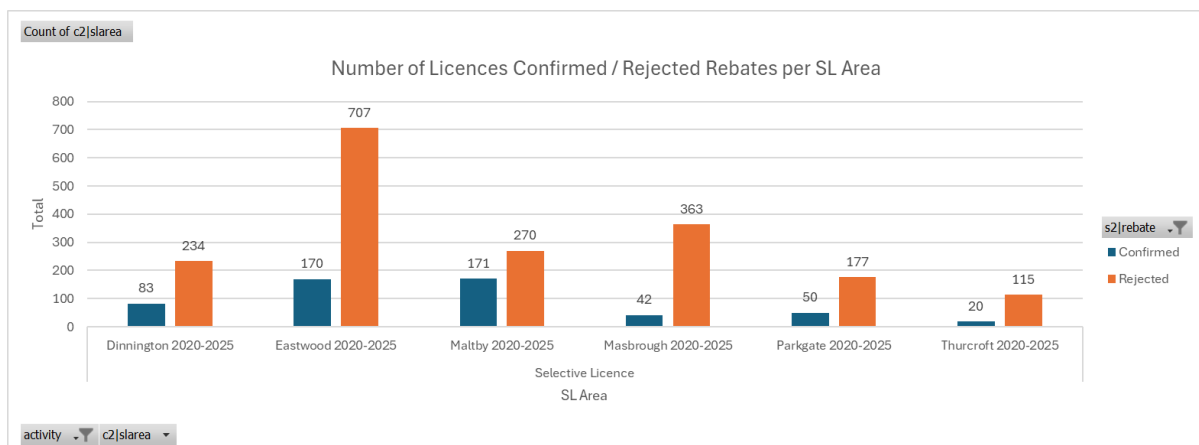
Of the 8176 hazards identified over the life of the scheme, the 5 most prevalent were, Risk of Fire, followed by Damp and Mould, then Falls between levels and electrical and carbon monoxide risk.

Hazards By Type

Hazard	% of total hazards found	Hazard	% of total hazards found
Fire	18.45%	Excess Heat	2.00%
Damp and Mould Growth	16.78%	Position and Operability of Amenities	1.85%
Falls between Levels	8.92%	Uncombusted Fuel Gas	1.73%
Electrical Hazards	8.64%	Domestic Hygiene, Pests and Refuse	1.73%
Excess Cold	6.97%	Food Safety	1.05%
Carbon Monoxide and Fuel Combustion Products	6.08%	Entry by Intruders	0.98%
Personal Hygiene, Sanitation, Drainage	5.91%	Lighting	0.36%
Falls associated with Stairs and Steps	5.20%	Water Supply for Domestic Purposes	0.28%
Collision and Entrapment	4.56%	Falls associated with Baths	0.09%
Falls on the Level	3.14%	Asbestos	0.04%
Structural Collapse and Falling Elements	2.65%	Crowding and Space	0.04%
Hot Surfaces and Materials	2.50%	Collision Hazards from Low Headroom	0.02%
		Explosions	0.02%
Grand Total	100.00%		

Properties eligible for 'Better Management' Rebate

This scheme introduced the 'better management' rebates as recognition of licence holders within the scheme boundaries who on inspection were proven to be offering a more professional service and standard of property maintenance.



Overall, 22% of licenced properties received rebates, Maltby (39%) followed by Dinnington (26%) received the highest levels of rebate. The eligibility criteria for rebate are detailed below.

CONDITIONS FOR ELIGIBILITY FOR THE REBATE

At the time of the licensing inspection of the property:

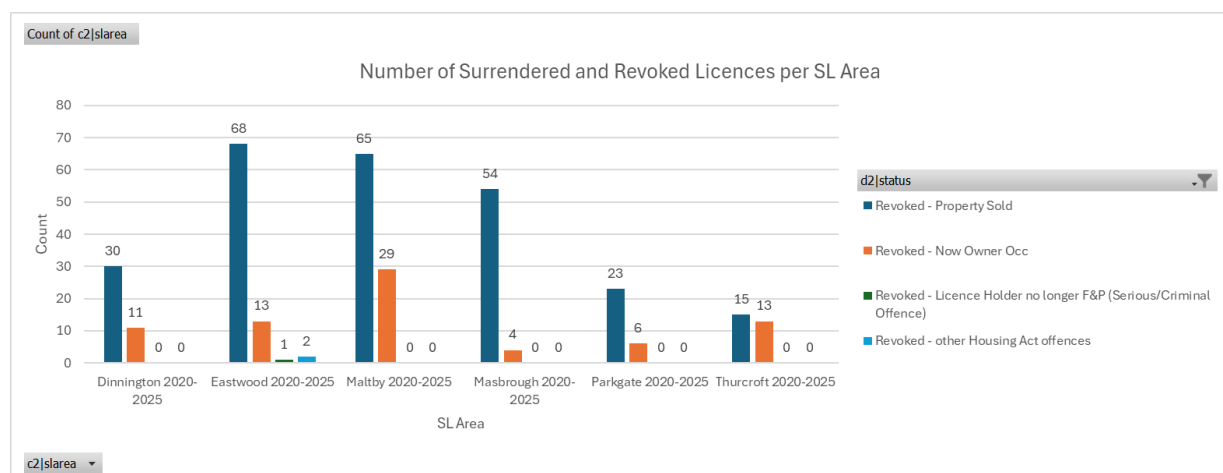
1. No late payment fee was applied to the application
2. You are fully compliant with the statutory licence conditions (conditions 1-4).
3. Property is free from serious disrepair / poor management – this would usually mean the property is free of any category 1 hazard or serious category 2 hazards, under the Housing Health and Safety Rating System (HHSRS).

This would usually mean:

- Working smoke detection on each level including any cellar
- Internal doors close, have handles, no damage and minimal gaps
- A working heating and hot water system that is fixed, programmable and controllable
- Windows that close, have handles, no damage and minimal gaps, where they have a sill height of less than 1100mm, a restrictor is in place
- Electrics in good working order and not damaged
- Staircases have handrails and balustrades with gaps no more than 100mm between spindles
- Hot and cold running water to the kitchen and all bathrooms/toilets
- The property is free from pests and refuse including the yard/garden area
- The roofs, walls and floors are in good condition
- The property is free from all damp and mould
- Safe and hygienic kitchen layout. Ideally a hob and cooker sited away from a thoroughfare and with an adequate area

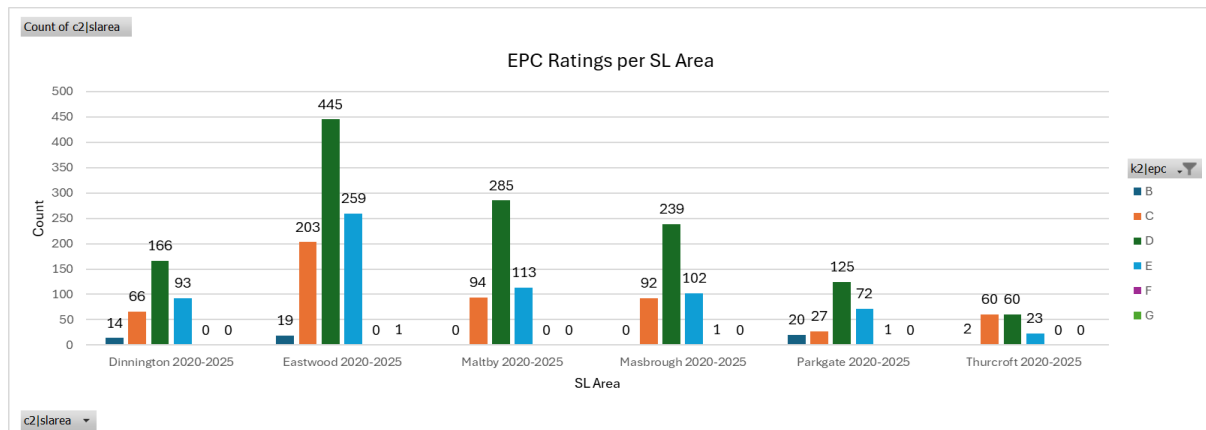
This is not an exhaustive list and other failures may be considered when considering the eligibility for a rebate.

Surrendered Licences over life of scheme with reasons.



The overall turnover rate for licences over the life of the scheme was higher than anticipated at 15%. Three licences were revoked following prosecutions. When properties were sold, the areas where most properties remained in the rented sector were Masbrough, Eastwood and Parkgate, whereas Thurcroft and Maltby had the highest levels of properties which moved into owner occupation.

EPC ratings per area



In England and Wales, the minimum EPC (Energy Performance Certificate) rating for letting a property is currently E. EPCs were collected as part of the application process and excess cold hazards were identified and enforced. Only three F and G rated properties were identified. Looking to the future, the government is proposing to raise the minimum EPC rating for privately rented homes from E to C by 2028 for new tenancies and by 2030 for all existing tenancies in England and Wales. This would have captured 1985 properties (77%) of licensed properties. Illustrating the challenge to improve the heating properties of old housing stock.

Health Benefits

The work done to proactively identify and remove hazards from family homes prevents illness and accidents which might otherwise occur or worsen existing health conditions.

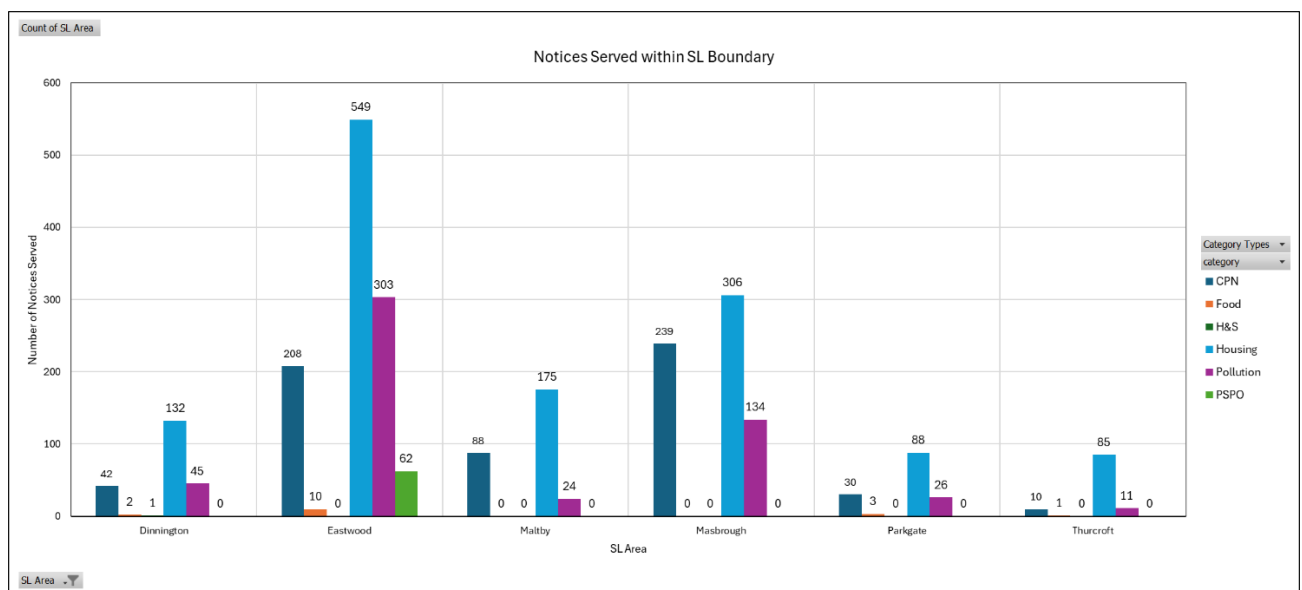
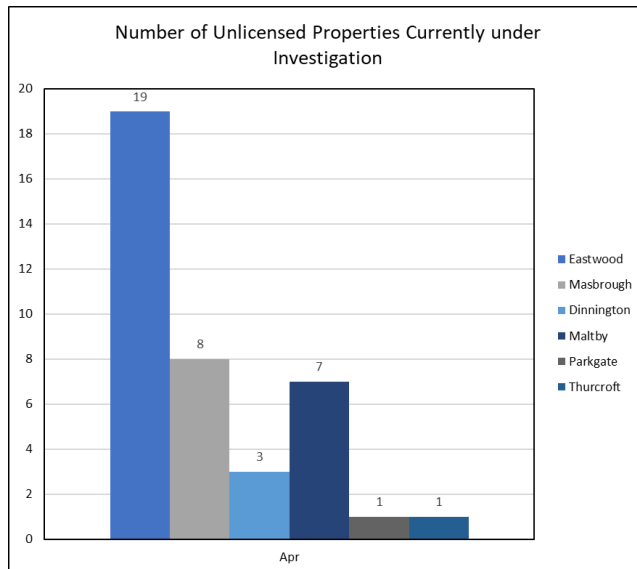
The Building Research Establishment (BRE) developed its Housing Health cost calculator to Quantify and measure the health-cost benefits of housing improvements.

The Housing Health Cost Calculator (HHCC) calculates the health costs of hazards in homes, and the savings associated with addressing them. It shows the cost savings to the NHS and wider society from improving health and safety in housing. Local authorities use this methodology to carry out retrospective health-cost benefit analyses of hazards that have been mitigated thanks to their interventions and the works carried out by Licence holders.

Sum of Saving to NHS = £148,543.00	Sum of Savings to Society= £1,860,797.00
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The savings to society are calculated using the methodology stated in The Full Cost of Poor Housing. Inputting the Hazards identified and removed over the life of the 2020-25 selective licensing scheme into the Housing Health Cost Generator, generates savings of: -

Enforcement



All enforcement has been taken under the Council's General Enforcement Policy.

Properties were inspected under section 239 of the Housing Act 2004, providing the appropriate notice to licence holders, which allowed licence holders to be present at inspections which improved communication. The use of S239 also allowed for enforcement action under the Housing Act to be taken where hazards were found. To reflect the licence fee paid, the powers to charge for Notices was not used when serving housing enforcement notices within the scheme. This prevented argument and delays regarding fees, increasing efficiency and compliance with Notices. The use of Notices ensured a formal process monitored compliance. Environmental offences were similarly addressed by warnings and formal action where necessary.

Court action was used over Civil penalties during the scheme, as experience from other Local Authorities suggests it requires dedicated staff to improve recovery rates for Civil Penalties, which increases scheme costs and still delivers uncertain rates of recovery. The process of prosecuting criminal offences under the Housing Act, allowed the Council to more effectively publicise its enforcement action, creating a deterrent and more visible consequences for non compliance than Civil Penalties would allow.

2,574 Formal Enforcement Notices were issued during the scheme, including:

- **1,335** Housing Notices
- **1,239** Environmental Notices (inc. ASB)

Enforcement was followed up with revisits or confirmation of compliance.

Unlicensed properties were identified and pursued throughout the scheme ensuring compliant licence holders were not placed at disadvantage. At the end of the scheme 39 eligible properties were suspected of being unlicensed and where possible legal action is being undertaken.

Support for the Private Sector

Landlords and tenants were encouraged and able to contact the selective licence team via a dedicated email and telephone line. Officers attended Landlord forums and circulated periodic newsletters to all licence holders. In all cases, licence holders or tenants who approached the team with questions or concerns were assisted. This included advice about the management of difficult tenancies including ASB or access issues. Advice about evictions was offered to both licence holders and tenants. Training for landlords via the National Residential Landlords Association was promoted.

Criminality in the Private Rented Sector

Early in the scheme, the Proactive area-based focus allowed by selective licensing uncovered a phenomenon which has since been nationally recognised; the use of private sector residential properties by organised crime groups to cultivate cannabis.

The effect of this activity is

- Wholesale electricity theft / risk of fire and electrocution
- Structural alteration of properties making them unstable
- Increased local anxiety as the grows attract ASB, criminality and violence.
- Cannabis smell in the general areas.
- Links to trafficking, slavery and weapons

The focussed, proactive work within the selective licensing areas provided intelligence relating to drug cultivation. Working in conjunction with South Yorkshire Police and other partners, significant progress was achieved in disrupting this criminal activity in declared areas and across the Borough.

Outcome

- **Over £40M** of seized Cannabis and disruption to organised crime
- **155** detected cannabis cultivations
- **155** Emergency prohibition Notices
- **Reduction** in associated ASB and violence in the areas.
- **Improved** partnership and intelligence working

Prosecutions

Prosecutions are undertaken where offences are committed and cooperation with the offender fails to deliver action or a change in behaviour. All prosecutions follow the Council's Enforcement Policy. The aim of formal action is to safeguard residents and to ensure non-compliant landlords do not achieve a commercial advantage over those who obtain licenses.

During this scheme Civil Penalties have not been issued as previous experience demonstrated that to deliver the process and recover money owed can be very time consuming. Peer reviews on the subject have identified the need to have dedicated staff to administer Civil Penalties to ensure effective outcomes. The Scheme budget did not extend to this. In any future schemes this element will be included.

Overall, 48 prosecutions cases have been prepared as a consequence of offences committed by individuals or companies within the area boundaries. The table below shows 15 successful prosecutions and their outcomes. There are a further 23 ongoing prosecution cases and 10 prosecutions cases were prepared and withdrawn, due to late compliance and it no longer being in the public interest to proceed.

Count	Reference	Statute	Hearing	Outcome
1	068190, Naseer	Housing Act 2004, Section 95 (1) Failure to licence	19/10/2022	Successfully Prosecuted Fine: £80, Costs: £230.11, Surcharge: £34 Total Penalty £344.11
2	068042, ALTAF	Housing Act 2004, Section 95 (1) Failure to licence	07/09/2022	Successfully Prosecuted Fine: £440, Costs: £330.11 Surcharge: £44 Total Penalty £814.11
3	068371, Mehmood	Housing Act 2004, Section 95 (1) Failure to licence	01/08/2024	Successfully Prosecuted Fine: £3,000, Costs: £688, Surcharge: £300 Total Penalty £3,988.00
4	009177 KHALIQ	Housing Act 2004, Section 95 (1) Failure to licence	18/12/2024	Successfully Prosecuted Fine: £3,000, Costs: £216.20, Surcharge: £1,200 Total Penalty £4,416.20
5	009188 TRUEMAN	Housing Act 2004, Section 95 (1) Failure to licence	21/08/2024	Successfully Prosecuted Fine: £440, Costs: £247, Surcharge: £176 (for each of the two Defendants) Total Penalty £863 (for each of the two Defendants)
6	009196 WINDER	Housing Act 2004, Section 95(1) and Section 235 Failure	04/09/2024	Successfully Prosecuted Fine: £1,500, Costs: £494, Surcharge: £600

		to provide information and to Licence		Total Penalty £2,594
7	009202 MY POD HOME LTD	Housing Act 2004 Section 43 failure to comply with Emergency Prohibition	20/11/2024	Successfully Prosecuted Fine: £666, Costs: £304.13, Surcharge: £266 Total Penalty £1,236.13
8	009195 HUSSAIN	Housing Act 2004 Section 43 failure to comply with Emergency Prohibition & 95 (1) Failure to Licence	20/11/2024	Successfully Prosecuted Fine: £660, Costs: £303.67, Surcharge: £264 Total Penalty £1,227.67
9	009207 ORLIK	Housing Act 2004, Section 95(1) and Section 235 Failure to provide information and to Licence	20/11/2024	Successfully Prosecuted Fine: £660, Costs: £432.45, Surcharge: £264 Total Penalty £1356.45
10	009220 NICKLIN	Anti-Social Behaviour, Crime and Policing Act 2014, Section 43 and 48	18/12/2024	Successfully Prosecuted Fine: £440, Costs: £270.11, Surcharge: £176.00 Total Penalty £886.11
11	009176 HAVENHAND	Anti-Social Behaviour, Crime and Policing Act 2014	12/06/2024	Successfully Prosecuted Fine: £440, Costs: £334, Surcharge: £176 Total Penalty £950
12	009179 TANCOSOVA	Environmental Protection Act 1990 Section 88	10/07/2024	Successfully Prosecuted Fine: £220, Costs: £353, Surcharge: £88 Total Penalty £661
13	009178 HOLUB	Environmental Protection Act 1990 Section 33(1)(a)	21/08/2024	Successfully Prosecuted Fine: £40, Costs: £400, Surcharge: £16 Total Penalty £456
14	009193 MOFFATT	Anti-social Behaviour, Crime and Policing Act 2014 Section 43	10/07/2024	Successfully Prosecuted Fine: £220, Costs: £459, Surcharge: £88 Total Penalty £767
15	009205 POPIK	Environmental Protection Act 1990 Section 87	21/08/2024	Successfully Prosecuted Fine: £220, Costs: £250, Surcharge: £88 Total Penalty £558

Governance & Communication

The oversight of the scheme was provided by bi-monthly multidepartment meetings, chaired by the Head of Service Community Safety and Regulatory Services. Monthly updates were provided to the Cabinet Member for Housing.

Additional governance was provided by the Council's Improving Places Select Commission around its halfway stage in November 2022, which reported to the Oversight & Scrutiny Management Board on the 5 July 2023.

General communication with licence holders was achieved by a periodic Newsletter sent to all licence holders registered email addresses and by attendance at bi-annual Landlord Forums hosted by the National Residential landlord's Association (NRLA) and earlier in the scheme via the local Rotherham Landlords Forum.

Licence holders were in direct contact with inspecting officer via the S239 appointments for inspections and by the dedicated 'Landlord licensing' email address.

Periodic updates, as required by Section 84 (3) of the Housing Act 2004, were published on the landlord licensing pages of the council website

Staffing

Staffing for the administration and the enforcement of all six areas.

Scheme management	1.5FTE
Housing officers	3FTE
Enforcement officers	3FTE
Administrative officers	1.5FTE
Total	9FTE

Finance

The scheme was funded primarily from licence fees which were structured as below

Total licence fee per house applicable to all selective licenses applied for in designations made in 2020	£521	Made up of the application element and the maintenance element.
Application fee element	£68	Non-refundable, paid with the application
Maintenance fee element	£453	<p>Paid once a draft licence has been granted. This portion of the licence fee can, on request, be spread over monthly payments by Direct Debit. An administration fee of £13 is charged to set up a Direct Debit.</p> <p>Where a licence is applied for by a new owner / manager following the surrender of a previous licence, or a premise becomes licensable for the first time during the scheme, the maintenance part of the licence fee will be charged at pro-rata rate to cover the remainder of the licensable period.</p>
Additional Unit maintenance fee	£132	Applicable where there is an additional letting unit in the same building/house under the same ownership. Only one maintenance fee element is incurred for the building and each additional unit of accommodation will be charged at £132.
Rebate for licence holders with proven High Standards of property management	£127	Qualifying criteria must be met at the time of the property licensing inspection (see above).
Late Application fee	£136	Where licences were not applied for within 90 days of becoming licensable and resulted in additional administrative to work to trace and encourage application. Paid with application element - non-refundable
Changes of address details on an existing licence where the holder remains the same	Free	For minor changes
Surrender of a licence	Maintenance part of the licence fee will be calculated pro rata	Where a licence is surrendered, as a property is sold before the end of the scheme or it becomes no longer licensable or the licenced person changes, a pro rata rebate of the maintenance part of the licence fee can be requested, but only if the council is notified within a maximum of one calendar month of the change (date of property transfer or end of tenancy).

Budget income and expenditure over the life of the scheme.

Selective Licensing 2	Actual Pre Year 1 2019/20 £	Actual Year 1 2020/21 £	Actual Year 2 2021/22 £	Actual Year 3 2022/23 £	Actual Year 4 2023/24 £	Actual Year 5 2024/25 £	Actual + Forecast 2025/26 £	Total Actual + Forecast £
Expenditure	0	146,384	186,392	254,739	292,140	346,565	28,677	1,254,898
Income	-2,176	-351,565	-583,689	-146,438	-62,170	-10,039	-5,018	-1,161,093
Net	-2,176	-205,181	-397,297	108,301	229,971	336,527	23,659	93,804
Movement to/from reserve:								
Transfer to 'reserve'	-2,176	-205,181	-399,928					-607,285
Transfer from 'reserve'				78,301	199,971	329,013		607,285
								0
Annual variance:	0	0	2,631	30,000	30,000	7,514	23,659	
Cumulative variance:				32,631	62,631	70,145	93,804	

The majority of the income was received in the first two years of the scheme and transferred to a reserve account; ring fenced for scheme spend.

The scheme fees were set in 2019 prior to the scheme starting and not amended during the life of the scheme.

During the life of the scheme inflation, especially wage inflation, increased beyond the projected %, resulting in an overspend of £93,804 which was found from service budgets.

Return to MHCLG

As part of the best practice guidance included in the General Approval, local authorities are requested to provide the following data to the department on their scheme(s) (a) upon commencement of the scheme and (b) on the scheme end date or within 12 weeks of scheme end date.

On the scheme end date (or within 12 weeks of scheme end date), local authorities are requested to provide details of:

- total number of licenses issued; and as a % of eligible properties

The scheme received 2319 applications, 63 more than estimated at the start of the scheme. 39 properties were believed to be licensable which did not licence and were subject to enforcement action as the scheme closed.

Expected licences	2256
Actual licences	2319
Unlicensed properties at end of scheme	39
possible total licensable properties	2358
Actual / possible licensable properties	98.3%

- total value of licensing fees = £1,161,093
- total costs associated with the scheme = £1,294,898
- This report details the approach to delivery, the challenges and the outcomes in relation to the 2020-25 selective licensing declarations.