

## **Appendix 6**

### **Consultation Plan**

#### Consultation requirements

Section 80 (9) of the Housing Act 2004 states that when considering designating an area the local housing authority must:

- take reasonable steps to consult persons who are likely to be affected by the designation, and,
- consider any representations made in accordance with the consultation and not withdrawn.

Local housing authorities are required to conduct a full consultation. This should include consultation of local residents, including tenants, landlords and where appropriate their managing agents and other members of the community who live or operate businesses or provide services within the proposed designation. It should also include local residents and those who operate businesses or provide services in the surrounding area outside of the proposed designation that will be affected. Local housing authorities should ensure that the consultation is widely publicised using various channels of communication.

If the designation does not require the confirmation of the Secretary of State because of its extent, then the local housing authority must consult on the proposed scheme for at least 10 weeks.

The consultation should be informative, clear and to the point, so the proposal is readily understood. It should inform local residents, landlords, letting agents and businesses about the proposed designation, giving the reasons for proposing it, why alternative remedies are insufficient, demonstrating how it will tackle specific problems together with other specified measures, and describing the proposed outcome of the designation.

It should also set out the proposed fee structure and level of fees the authority is minded to charge (if any). Consultees should be invited to give their views, and these should all be considered and responded to.

Once the consultation has been completed the results should then be published and made available to the local community. This should be in the form of a summary of the responses received and should demonstrate how these have either been acted on or not, giving reasons

### **Consultation Plan**

If Cabinet wish to proceed to prepare a consultation exercise the key steps are listed below.

### **Prior to formal consultation – Minimum 10 week period**

Define draft boundaries to contain the 22 Lower Super Output Area's (LSOA's) to create proposed selective licensing designations.

Undertake a desk top exercise to collate information on localities working with Neighbourhood's, Housing Services and partners to design a draft 'Area Plan' document which will describe a base position for each location and propose a Declaration Criterion based on the best data sets available. The Area Plan should identify all local issues not just those relating to private sector housing. Create a draft License Fee Structure, based on the likely costs of the licensing activity required in each area.

Engage a specialist consultant to design and undertake independent consultation and information gathering for each proposed declaration area to inform and develop the Area Plan.

### **Consultation Period – Minimum 10 Week period**

Commencement of formal consultation will be timed to ensure that all practical issues discussed in section 2 and appendix 3 are mitigated, allowing a robust consultation. The consultation period will run for a minimum of 10 weeks. Following the outturn of the consultation, the results will be published, and a report will be presented to Cabinet within 10 weeks including all representations for a decision if the declarations are to be made.

### **Who will be consulted?**

- National federation of residential Landlords (NFRA)
- Rotherham Landlord Association
- Individual landlords operating within the proposed declarations
- Shelter
- Citizens Advice Bureau
- Letting Agents operating within Rotherham.
- Rotherham residents living in the proposed designations.
- Police Crime Commissioner
- South Yorkshire Police – Chief Inspector Sharron Wood
- South Yorkshire Fire and Rescue
- All Ward Councillors
- RMBC departments:
  - Early Help
  - Rotherham Investment & Development Office (RIDO)
  - Youth Offending Service
  - Community Protection
  - Housing
  - Homelessness Team

- Neighbourhoods
- Greenspaces
- Highways
- Rotherham Youth Cabinet
- Schools and Colleges relevant to each proposed declaration
- Community Organisations relevant to each proposed declaration
- Businesses
  - Rotherham Voice
  - Barnsley and Rotherham Chamber of Commerce
  - Individual businesses located within proposed declaration boundary.
- Parish and Town Councils within proposed declaration boundary

**Methods of consultation – arranged via independent consultant in partnership with Corporate Communications.**

- In writing (Partners/Organisations)
- Online survey (RMBC Website) QR codes Survey
- Workshops in each location
- Printed questionnaires at public facing events and on request
- CAP / Ward Briefings – in person
- Visits to businesses / area Walkabouts

**Communication**

- RMBC Website
- Safer Rotherham Partnership Website
- Social media / local media
- Posters/leaflets in local community
- Neighbourhoods communication
- Member briefings
- Partners communication channels