

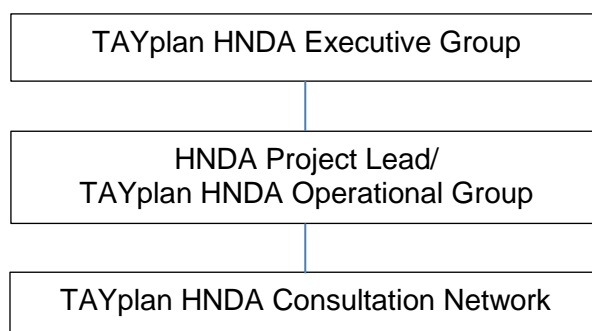
TAYplan-wide Joint HNDA Partnership Arrangements

Introduction

1. Prior to commencing the Joint HNDA Exercise the four councils and TAYplan SDPA established working arrangements and a framework for delivering the HNDA Project. This appendix explains those arrangements.
2. These arrangements set out the broad roles and remits of those participating in the TAYplan-wide Housing Market Partnership with responsibility for Housing Need and Demand Assessment (HNDA).

Operating Structure

3. The Heads of housing and planning from TAYplan SDPA and from Angus, Dundee City, Fife and Perth & Kinross Councils jointly agreed to the following three tier structure for the TAYplan Housing Market Partnership in Summer 2012. This was considered to be the best structure to implement the requirements of the Scottish Government's HNDA Guidance (at the time this was the guidance published in 2008).



Who is who

4. The table below explains who forms part of each group:

| | |
|----------------------------------|--|
| HNDA Executive Group | The Heads of housing and planning from TAYplan SDPA and from Angus, Dundee City, Fife and Perth & Kinross Councils. This group serves as the project board for the HNDA. |
| HNDA Operational Group | Housing and Planning Officers from TAYplan SDPA and from Angus, Dundee City, Fife and Perth & Kinross Councils. This group undertakes the work needed to prepare the HNDA. |
| HNDA Project Lead | Appointed from within the Operational Group. This is an officer who takes lead responsibility for project managing the HNDA. |
| HNDA Consultative Network | The network of housing market partnerships of each of the four councils as well as internal council staff. These are a wide range of different professions from public, private and voluntary sector organisations; all with an interest in housing. |

5. The shared role and remit follows that of the Scottish Government guidance:

Shared Role

To work as the TAYplan Housing Market Partnership to provide a 'robust and credible' HNDA for the TAYplan Strategic Development Plan area.

Shared Remit

- To share and pool information and intelligence, including relevant contextual material and policy information.
- To develop a project plan* for undertaking the HNDA and ensure its findings are regularly reviewed.
- To support core** members in the analysis and interpretation of housing market intelligence (with or without the support of consultants).
- To sign off the assessment report and the core outputs.
- To consider the implications of the assessment, including housing supply targets.

* This includes review of associated risks

** Core members are housing/planning representatives from Angus Council, Dundee City Council, Fife Council Perth & Kinross Council and TAYplan Strategic Development Plan Authority

Specific Roles and Remits

| TAYplan HNDA Executive Group |
|---|
| <p>Role</p> <p>To direct the constituent parts of the TAYplan Housing Market Partnership in providing a 'robust and credible' HNDA for the TAYplan Strategic Development Plan area.</p> |
| <p>Remit to:</p> <ul style="list-style-type: none"> ▪ Agree appropriate membership of the TAYplan Housing Market Partnership. ▪ Ensure that the TAYplan Housing Market Partnership works within the framework of the Scottish Government HNDA guidance. ▪ Direct outputs of the TAYplan Project Lead and Operational Group, including: <ul style="list-style-type: none"> ▪ Agree the project plan, schedule of tasks and timescales for each project stage. ▪ Commit resources to secure completion of the project within timescale. ▪ Sign off any changes to the project plan. ▪ Agree approaches to publicity, communication and consultation for the project. ▪ Ensure appropriate steps are taken to manage risks within the project. ▪ Chair to liaise with Scottish Government Centre for Housing Market Analysis and other relevant Government Departments as required. ▪ Sign off key project stages, the TAYplan HNDA assessment report and the core HNDA outputs. ▪ Consider jointly the implications of the assessment, including housing supply targets. ▪ Agree approaches and timescales for engaging with the democratic processes within individual local authorities over the TAYplan HNDA assessment and core HNDA outputs. ▪ Agree to the commission of external consultants to support the project, where appropriate. |

| TAYplan HNDA Project Lead (requirements subject to clarification around the Scottish Government HNDA guidance refresh) |
|---|
| <p>Role</p> <p>To lead day-to-day operations of the TAYplan Housing Market Partnership in providing a 'robust and credible' HNDA for the TAYplan Strategic Development Plan area.</p> |
| <p>Remit to:</p> <ul style="list-style-type: none"> ▪ Co-ordinate the technical work to deliver the TAYplan HNDA in accordance with the Scottish Government HNDA guidance. ▪ Provide the project plan and schedule of tasks working to agreed timescales / review and propose any changes to the project plan. |

- Co-ordinate the commissioning and management of external consultancy support where required.
- Establish appropriate membership of the TAYplan HNDA Consultation Network.
- Develop and implement approaches to publicity, communication and consultation for the project.
- Maintain a risk log and highlight any risk changes.
- Establish appropriate data and monitoring systems for the TAYplan HNDA including an audit trail for key decisions within the project
- Facilitate and report to the TAYplan Executive Group and the TAYplan Operational Group.
- Co-ordinate the completion of key project stages and accompanying technical reports.
- Co-ordinate the delivery of the TAYplan HNDA assessment report and the core HNDA outputs.
- Facilitate further areas of joint working between the four authorities relating to local HNDAs.

TAYplan HNDA Operational Group

Role

To support the day-to-day operations of the TAYplan Housing Market Partnership in providing a 'robust and credible' HNDA for the TAYplan Strategic Development Plan area.

Remit to:

- Provide technical input to deliver the TAYplan HNDA in accordance with the Scottish Government HNDA guidance.
- Support the HNDA Project Lead in delivering the project plan and schedule of tasks working to agreed timescales / propose any changes to the project plan.
- Support the commissioning and management of any external consultancy support where required.
- Recommend and review appropriate membership of the TAYplan HNDA Consultation Network.
- Recommend approaches to publicise and communicate the project.
- Highlight risks to the project and any risk changes.
- Provide data/information for the TAYplan HNDA and identify any data/ information gaps.
- Support the provision of audit trail for key decisions within the project.
- Support the HNDA Project Lead in reporting to the TAYplan Executive Group.
- Support the completion of key project stages and accompanying technical reports.
- Support the delivery of the TAYplan HNDA assessment report and the core HNDA outputs.
- Lead in further areas of joint working between the four authorities relating to local HNDAs.

TAYplan HNDA Consultation Network

Role

To support the TAYplan Housing Market Partnership in providing a 'robust and credible' HNDA for the TAYplan Strategic Development Plan area.

Remit to:

- Participate in consultation approaches to provide comments from an individual/ organisational perspective.
- Provide specialist input to key consultation stages of the TAYplan HNDA project, including as appropriate:
 - Housing market partnership membership.
 - Key stages and timescales.
 - Proposed consultation approach.
 - Functional housing market areas.
 - HNDA data sources and methodology including affordability assessment, housing demand assessment.
 - Specific housing needs.
- Collate the views of wider organisation members around the TAYplan HNDA project.
- Provide feedback on final draft assessment reports and the core outputs.

Regular attendees of the TAYplan HNDA Executive and Operational Group

The following officers took part in the preparation of this Housing Need and Demand Assessment:

| | |
|------------------------|---|
| HNDA Executive | Alan McKeown – Angus Council Vivienne Smith – Angus Council Gordon Pyper – Angus Council (Chair 2013) Gregor Hamilton – Dundee City Council Elaine Zwirlein – Dundee City Council Keith Winter – Fife Council (Chair 2011) Derek Muir – Fife Council David Littlejohn – Perth & Kinross Council (Chair 2012) Lorna Cameron – Perth & Kinross Council Pam Ewen – TAYplan SDPA |
| Chair rotates annually | |

| | |
|---|---|
| HNDA Operational Group | Kevin Thurlow – Angus Council Ken McGregor – Angus Council Ken Stephen – Angus Council John Wolstencroft – Dundee City Council Robin Shields – Dundee City Council Gordon Reid – Dundee City Council Ross Pattenden – Dundee City Council Vania Kennedy – Fife Council Dave Wardrope – Fife Council Nicola McCowan Hill – Perth & Kinross Council Kate Cowey – Perth & Kinross Council Gillian Conway – Perth & Kinross Council Norma Robson – Perth & Kinross Council Nick Smith – TAYplan (Project Lead) |
| (Regular staff attending) | |
| Each authority takes it in turn to chair meetings | |

Organisations serving on the housing market partnerships of each of the four councils

Representatives from the following organisations or groups form the housing market partnerships of each of the four councils. Some representatives may serve on more than one of the housing market partnerships.

Angus Council Housing Market Partnership

| | |
|---------------------------------------|--|
| Aberdeenshire Council | Dundee City Council |
| Trust Housing Association Limited | Tenants First Housing Co-operative |
| Dens Road (Arbroath) Limited | Stewart Milne Homes |
| J & J Learmonth | Taylor Shepherd Homes Limited |
| D J Laing Homes Limited | Housing & Neighbourhood Services |
| Angus Council Communities Directorate | Angus House |
| Angus Council People Directorate | Barratt East Scotland |
| Cala Homes (East) Limited | Bett Homes |
| Angus Council Infrastructure Services | Margaret Blackwood Housing Association Limited |
| James Keillor Estates Limited | McNulty Homes Limited |
| Guild Homes (Tayside) Limited | Scottish Government |
| NWP Limited | Hillcrest Housing Association Limited |
| Scottish Government | LEJ Limited |

| | |
|--|-------------------------------------|
| St Margaret's House | Bellrock Developments Limited |
| Scottish Building Federation | Trust Housing Association Limited |
| Angus Housing Association Limited | H + H Properties (UK) Limited |
| Scotia Homes Limited | Jacobsen Properties Limited |
| Tayside Property Online | Muir Homes Limited |
| Homes for Scotland | Abertay Housing Association Limited |
| Perth & Kinross Council | Taylor - Wimpey Homes |
| Ark Housing Association | A & J Stephen (Builders) Limited |
| TAYplan Strategic Development Planning Authority | Pert-Bruce Construction Limited |
| Tayside Solicitors Property Centre (TSPC) | |

Dundee City Council Housing Market Partnership

| | |
|---|---|
| Dundee City Council | <ul style="list-style-type: none"> • Housing Department • Social Work Department, • Planning Division, City Development Department, • Corporate Planning, • Communities, • Legal Department |
| <ul style="list-style-type: none"> • HOME Scotland, • Angus Housing Association, • Abertay Housing Association, • Cairn Housing Association, • Hillcrest Housing Association, • Blackwood Housing Association, • Sanctuary Scotland Housing Association, Bield Housing Association, • Caledonia Housing Association, • Scottish Veterans • Scottish Government • Homes for Scotland • Blackadders (property agent and solicitors) | |

Fife Council Housing Market Partnership

representatives from:

- Fife Council;
- NHS Fife;
- Scottish Government;
- Housing Association Forum;
- Tenants and Residents Federations; and
- Private Landlords Steering Group.

The Fife Housing Market Partnership has consultative links to the Scottish Rural Property and Business Association and the Dunfermline Building Society

Perth & Kinross Council Housing Market Partnership

- Ark Housing Association
- Atholl Estates
- Bield Housing
- Cairn Housing Association
- Caledonia Housing Association
- Fairfield Housing Co-operative
- Hanover (Scotland) Housing Association

- Hillcrest Housing Association
- Homes for Scotland
- Kingdom Housing Association
- Link Housing Association
- NHS
- Perth and Kinross Council (various officers and Senior Management across all services)
- Perthshire Solicitors Property Centre
- Sanctuary Housing
- SCARF
- Scottish Government
- Scottish Land and Estates
- Trust Housing Association