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Cambridge City Council

COMMUNITY SERVICES SCRUTINY COMMITTEE

To: Scrutiny Committee Members: Kerr (Chair), Kightley (Vice-Chair), Blackhurst, Brown, Birtles, Blencowe, Moghadas and O'Reilly

Alternates: Councillors Pippas, Todd-Jones and Minns (Tenant and Leaseholder Rep)

Executive Councillor for Arts, Sport and Public Places: Councillor Cantrill

Executive Councillor for Community Development and Health: Councillor Pitt

Executive Councillor for Housing: Councillor Smart

Non-voting co-optees: Diane Best, Kay Harris and John Marais (Tenant/Leaseholder Reps) & Tom Dutton (PCT Representative)

Despatched: Wednesday, 9 January 2013

Date: Thursday, 17 January 2013

Time: 1.30 pm

Venue: Committee Room 1 & 2 - Guildhall

Contact: Martin Whelan

Direct Dial: 01223 457013

AGENDA

1 APOLOGIES

To receive any apologies for absence.

2 DECLARATIONS OF INTEREST

Members are asked to declare at this stage any interests that they may have in an item shown on this agenda. If any member of the Committee is unsure whether or not they should declare an interest on a particular matter, they should seek advice from the Head of Legal Services **before** the meeting.

3 MINUTES (Pages 1 - 26)

4 PUBLIC QUESTIONS (SEE INFORMATION BELOW)

Items for decision by the Executive Councillor, without debate

These Items will already have received approval in principle from the Executive Councillor. The Executive Councillor will be asked to approve the recommendations as set out in the officer's report.

There will be no debate on these items, but members of the Scrutiny Committee and members of the public may ask questions or comment on the items if they comply with the Council's rules on Public Speaking set out below.

5 PETITION - DEMOLITION OF COUNCIL PROPERTIES IN THE CAMPKIN ROAD, COLVILLE ROAD AND OTHER AREAS

A petition has been received stating the following

"We the undersigned petition the council to not proceed with plans to demolish and forcibly relocate secure tenants, residents and leaseholders of Council properties in the Campkin Road, Colville Road and other areas

There are 8000 people on the housing register, emergency homeless people are being housed in Peterborough and Ipswich and these proposals are intending to add to the homeless numbers, whilst forcing existing people to move including large numbers of extremely vulnerable people. It will also reduce the available Council housing as well, when more housing is needed not less"

Under the Council's procedure the petitioners may present the petition and speak for five minutes. Members of the Committee may then discuss the petition for a maximum of 15 minutes.

6 PETITION - LICHFIELD ROAD AND NEVILLE ROAD

A petition has been received stating the following

"We, the residents of Lichfield Road and Neville Road, Cambridge wish to keep the roads exactly as they are now, and not to redevelop or move us

out to alternative accommodation.”

Under the Council's procedure the petitioners may present the petition and speak for five minutes. Members of the Committee may then discuss the petition for a maximum of 15 minutes.

Items for debate by the Committee and then decision by the Executive Councillor

These items will require the Executive Councillor to make a decision *after* hearing the views of the Scrutiny Committee.

There will be a full debate on these items, and members of the public may ask questions or comment on the items if they comply with the Council's rules on Public Speaking set out below.

Decisions of the Executive Councillor for Housing

Items for debate by the Committee and then decision by the Executive Councillor

7 AFFORDABLE HOUSING DEVELOPMENT PROGRAMME - EQUALITIES IMPACT (Pages 27 - 58)

8 AFFORDABLE HOUSING DEVELOPMENT PROGRAMME - WATER LAND AND AYLESBOROUGH CLOSE PROJECT APPROVALS AND EQUALITIES IMPACT

To follow

9 LETTINGS POLICY REVIEW (Pages 59 - 134)

10 HOUSING REVENUE ACCOUNT BUDGET SETTING REPORT 2012/13 TO 2016/17 (Pages 135 - 260)

11 HOUSING PORTFOLIO BUDGET - 2013/14

To follow

Decisions of the Executive Councillor for Arts, Sport and Public Places

Items for decision by the Executive Councillor, without debate

12 PETITION - COLDHAMS COMMON

A petition has been received stating the following

“We the undersigned petition the council to Ask that authority is withdrawn from the project, and that all works cease, all gates are removed, and grazing stopped until the users of the common are properly consulted. Ask

that our views are properly heard and taken into account, in particular the introduction of grazing; and the restriction of access across the common for walkers, bicycles and the disable. Ask that the council consider removal of any or all fencing.”

Under the Council's procedure the petitioners may present the petition and speak for five minutes. Members of the Committee may then discuss the petition for a maximum of 15 minutes.

13 CORN EXCHANGE IMPROVEMENTS - EXTERIOR AND ENTRANCE LOBBY *(Pages 261 - 270)*

14 UPGRADE OF CORN EXCHANGE BUILDING MANAGEMENT SYSTEM (BMS) HEATING CONTROLS IN THE FRONT PLANT ROOM *(Pages 271 - 278)*

Items for debate by the Committee and then decision by the Executive Councillor

15 ARTS & RECREATION DEVELOPMENT FUNDING TO VOLUNTARY AND NOT-FOR-PROFIT ORGANISATIONS 2013-14 *(Pages 279 - 296)*

16 OPTIONS FOR THE USE OF CITY-WIDE DEVELOPER CONTRIBUTIONS *(Pages 297 - 320)*

This is a joint decision for the Executive Councillor for Arts, Sport and Public Places and the Executive Councillor for Community Development and Health. *(Pages 297 - 320)*

17 ARTS, SPORT AND PUBLIC PLACES - REVENUE AND CAPITAL BUDGETS

To follow

Decisions of the Executive Councillor for Community Development and Health
Items for decision by the Executive Councillor, without debate

18 ANNUAL UPDATE ABOUT THE WORK OF "STRATEGIC" PARTNERSHIPS *(Pages 321 - 330)*

Items for debate by the Committee and then decision by the Executive Councillor

19 COMMUNITY DEVELOPMENT FUNDING TO VOLUNTARY AND NOT-FOR-PROFIT ORGANISATIONS 2013-14 *(Pages 331 - 356)*

- 20 CREDIT UNIONS** (*Pages 357 - 364*)
- 21 NEIGHBOURHOOD COMMUNITY PLANNING PROJECTS IN ABBEY, ARBURY AND KINGS HEDGES - DEVELOPMENT PLANS** (*Pages 365 - 382*)
- 22 COMMUNITY DEVELOPMENT AND HEALTH - REVENUE AND CAPITAL BUDGETS**

To follow

Information for the Public

Location The meeting is in the Guildhall on the Market Square (CB2 3QJ).

Between 9 a.m. and 5 p.m. the building is accessible via Peas Hill, Guildhall Street and the Market Square entrances.

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To ask a question or make a statement please notify the Committee Manager (details listed on the front of the agenda) prior to the deadline.

- For questions and/or statements regarding items on the published agenda, the deadline is the start of the meeting.
- For questions and/or statements regarding items NOT on the published agenda, the deadline is 10 a.m. the day before the meeting.

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disabled
people**

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COMMUNITY SERVICES SCRUTINY COMMITTEE

11 October 2012

1.30 - 5.20 pm

Present: Councillors Kerr (Chair), Kightley (Vice-Chair), Blackhurst, Brown, Birtles, Blencowe, Moghadas and O'Reilly

Executive Councillor for Housing – Councillor Smart

Executive Councillor for Arts, Sport and Public Places – Councillor Cantrill

Executive Councillor for Community Development and Health – Councillor Pitt

Tenant and Leaseholder Representative – Mr Marais

Officers Present

Director of Customer and Community Services – Liz Bisset

Head of Arts and Recreation – Debbie Kaye

Head of Community Development – Trevor Woollams

Head of Estates and Facilities – Bob Hadfield

Head of Legal Services – Simon Pugh

Head of Strategic Housing – Alan Carter

Asset Manager – Will Barfield

Children and Young Peoples Service Manager – Paula Bishop

Recreation Services Manager – Ian Ross

Senior Children and Young People Participation Officer - Karl Wilks

Youth Officer – Mark Peck

Committee Manager – Martin Whelan

12/62/CS Apologies

Apologies were received from Kay Harris (Tenant and Leaseholder Representative), Diana Minns (Tenant and Leaseholder Representative - Alternate) and Diana Best (Tenant and Leaseholder Representative).

12/63/CS Declarations of Interest

Councillor Blencowe	12/73/CS	Former full time employee of the YMCA
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12/64/CS Minutes

The minutes of the meeting held on 28th June were agreed as a true and accurate record.

12/65/CS Public Questions (See information below)

The public questions were taken at the start of the relevant items, and for clarity are recorded with the relevant agenda item.

Under section 4.2.1 of the Council procedures the Chair re-ordered the agenda to take item 7 first. For the ease of the reader, the minutes are listed in the same order as the agenda.

12/66/CS Built Assets Maintenance Procurement Strategy 2012-2017

Matter for Decision: To consider the built assets maintenance procurement strategy for 2012-2017.

Decision of Executive Councillor for Housing:

The Executive Councillor resolved;

- i. To approve the appointment of Eastern Shires Purchasing Organization (ESPO) to carry out a procurement exercise with officers of the City Council to select two main contractors to carry out planned maintenance works for the City Council with effect from April 2014 to March 2019, with an option to extend for a period of up to three years.
- ii. To authorise the Director of Customer and Community Services to invite and evaluate tenders and, following consultation with Executive Councillor, the Director of Resources, Chair and Spokes of the Committee to award two contracts for the appointment of main contractors to carry out planned maintenance works in accordance with the requirements of the Constitution with effect from April 2014 to March

2019, with an option to extend for one or more periods up to a maximum extension of three years.

- iii. To approve the use of the Scape National Minor Works framework contract to call off contracts with Kier Services for a period of up to three years from October 2012 for the purpose of carrying out parts of the Council's planned maintenance works programme.
- iv. To approve a procurement budget of £60,000 for legal and other costs associated with the procurement and implementation the new planned works contracts and other contracts referred to in this report.
- v. To authorise the Director of Customer and Community Services to invite and evaluate tenders (or call off services from an existing framework agreement if appropriate) and, following consultation with the Executive Councillor, Director of Resources, Chair and Spokes of the Committee to award contracts for the appointment of contractors to carry out certain types of responsive maintenance work listed in this report for a period of up to three years to supplement the Council's direct provision of repairs and voids, in accordance with the requirements of the Constitution.
- vi. To approve the use of the ESPO framework contract "2930 - "Installation of Gas Fired Domestic Central Heating Systems" to call off a contract for a period of up to three years to carry out heating installations and in void properties and carry out emergency boiler replacements.
- vii. To authorise the Director of Customer and Community Services to invite and evaluate tenders (or call off services from an existing framework agreement if appropriate) and, following consultation with the Director of Resources to award a contract for the appointment of a supplier to provide a web-based NEC3 contract management application.
- viii. To approve the recruitment of 3.5 full time equivalent additional contract management surveyors and 2 full time equivalent asset officers within the Estates and Facilities Asset Management team in order to manage the delivery of additional capital investment.

Reason for the Decision:

As per the officer report

Any alternative options considered and rejected:

Not Applicable

Scrutiny Considerations:

The committee received a report from the Asset Manager regarding the Built Assets Maintenance Procurement Strategy 2012-2017.

In response to questions from members of the committee the Asset Manager made the following points

- i. The meaning of “call off” was explained.
- ii. It was confirmed that no level of work was guaranteed to any company through this procurement process.

The Scrutiny Committee considered the recommendations and endorsed them by 4 votes to 0.

The Executive Councillor approved the recommendations

Conflicts of interest declared by the Executive Councillor (and any dispensations granted)

N/A

12/67/CS Housing Revenue Account (HRA) Mid-Year Business Plan Update

Matter for Decision: To consider the Housing Revenue Account (HRA) Mid-Year Business Plan Update.

Decision of Executive Councillor for Housing

The Executive Councillor resolved to:

Revenue – HRA

- i. To agree the HRA budget strategy, process and timetable for the 2013/14 budget cycle as outlined in Section 9 [pages 84 to 97 refer] of the committee report.
- ii. To agree the revised HRA revenue, funding and reserves projections as shown in Appendix E, and the associated decisions in section 9 [pages 84 to 97 refer], of the HRA Mid-Year Business Plan Update document (Committee Report).
- iii. To approve the mid-year unavoidable expenditure items and savings, as detailed in Section 9, on pages 85 to 88 of the HRA Mid-Year Business Plan Update document .
- iv. To authorise the Director of Customer & Community Services, in consultation with the Director of Resources, to calculate and communicate final cash limits or savings targets based on the decisions taken in this report, as outlined in Section 9 of the HRA Mid-Year Business Plan Update document.

Treasury Management

- v. To approve the approach to determining the most appropriate borrowing route in respect of any additional HRA borrowing requirement, as outlined in Section 8 of the HRA Mid-Year Business Plan Update, delegating responsibility to the Director of Resources for the final decision, in consultation with the Executive Councillor, Chair, Vice Chair and Opposition Spokesperson for HMB.

The Executive Councillor resolved to recommend to Council;

Capital

- vi. To agree in-year re-allocation of funding for decent homes and other investment in the housing stock, to allow unavoidable expenditure items to be met and to make best use of the current procurement arrangements, as detailed in Section 9, on pages 96 and 97 of the HRA Mid-Year Business Plan Update document.

- vii. To approve additional investment in 2012/13 in respect of the warden call system at Rawlyn Court, as identified on pages 96 and 97 of the HRA Mid-Year Business Plan Update document.
- viii. To approve re-phasing of £3,800,000 of resource, ear-marked for investment in Ditchburn Place, from 2012/13 into 2013/14, recognising that the feasibility work undertaken in the current year will not result in a decision that will be implemented until 2013/14 at the earliest.
- ix. To agree the revised Housing Capital Investment Plan as shown in Appendix F of the HRA Mid-Year Business Plan Update.

Reason for the Decision:

As per the officer report

Any alternative options considered and rejected:

Not Applicable

Scrutiny Considerations:

The committee received a report from the Director of Customer and Community Services regarding the Housing Revenue Account (HRA) Mid-year Business Plan Update.

Clarification was requested on how other authorities had been able to reduce the level of rent increases without affecting their business plans. The Director of Customer and Community Services advised that each authority's business plan was unique, and that it was very difficult to compare plans. The committee was reminded that any reduction in level of rent increase would have a cumulative effect, and that those savings would need to be found in each year of the business plan going forward and not just the single year.

In response to a question from a member of the committee the Executive Councillor for Housing confirmed that it was not the intention to look at the option of reducing the level of rent increases

The Scrutiny Committee considered the recommendations and endorsed them by 4 votes to 0.

The Executive Councillor approved the recommendations

Conflicts of interest declared by the Executive Councillor (and any dispensations granted)

N/A

12/68/CS Council New Build Programme - Scheme Approvals

1. Clare Blair

Mrs Blair addressed the committee and made the following comments

- With reference to Water Lane and Green End Lane the process had been a disaster, and previously agreed policies for managing the consultation had been disregarded.
- Consultation had been insufficient and the meetings organised had not provided an opportunity to discuss the process. It was explained that residents had been encouraged to speak at the Scrutiny Committee if they wished to discuss the proposals. It was highlighted that many of the residents were vulnerable and old, and either not able or willing to appear and speak at a public meeting.

The Executive Councillor for Housing responded and acknowledged that the process was not satisfactory. The Executive Councillor explained that it was difficult to find a balance between advising residents too soon and creating undue distress, and too late where the process appears to be complete. The Executive Councillor clarified the arrangement details for the residents meeting, but again acknowledged that the process wasn't satisfactory.

Mrs Blair made the following comments in response

- The EQIA supplied is inadequate and doesn't meet the required standard. It was questioned whether an EQIA had been prepared for the schemes proposed.

- Questioned whether the tenant consultation could actually influence the process.

The Executive Councillor for Housing responded that an EQIA should be produced. The Executive Councillor highlighted the successful development projects undertaken with sheltered housing schemes.

At the request of the Executive Councillor, the Head of Strategic Housing confirmed that the scheme was covered by an EQIA produced for the Enabling and Development Service.

2. Leah Arnold

Leah Arnold addressed the committee and made the following comments

- She was supportive of the proposals, although was aware that some residents were against the proposals.
- Ms Arnold explained that the existing units at Aylesborough Close were unsuitable for families with young children for the following reasons.
 - The un-secure gardens
 - Lack of adequate storage

The Executive Councillor thanked Ms Arnold for attending and speaking, and explained that the issues raised would be addressed in the plans.

Ms Arnold welcomed the response,

3. Michael Bond

Mr Bond addressed the committee and explained that he was Chair of Old Chesterton Residents Association and Age UK Cambridge. Mr Bond made the following points

- The site was already of a low density compared with equivalent private sector lead developments, and the proposals would further reduce the density of the development.
- There were already in excess of 8,000 people on the waiting list, and the proposals would result in a reduction of a further 9 homes.

- The site (Aylesborough Close) was currently car free and enjoyed a large green open space. The proposals would result in the green open space becoming a car park.
- Reconsideration of the proposed decision was urged.

The Executive Councillor for Housing explained that the plans were indicative, and that there was still opportunity to influence the site plans. It was explained that whilst the number of units would be reduced, the units proposed were larger and could each accommodate more people. The Executive Councillor agreed that green open space and building at an appropriate density were really important considerations.

At the request of the Executive Councillor, the Head of Strategic Housing explained that the proposals were designed to increase the floor space (40m² to 60m² for 1 bed room units) and improve the accessibility.

Mr Bond responded to the response from the Executive Councillor with the following points

- There was a need to be smarter with the use of land, and ensure that a range of options were available.
- Noted that only 3 equivalent properties would be provided for the current 24.

The Executive Councillor re-iterated that the layout and designs were still indicative and subject to planning approval.

4. Dr Guskov

Dr Guskov spoke in objection to the proposals for Aylesborough Close and made the following comments

- The project was not in the interest of leaseholders, tenants, neighbours, Cambridge citizens and British Public, nor was it financially realistic.
- Clarification was requested whether any officer or Councillor had declared an interest in relation to the project.

Dr Guskov tabled an un-validated petition in objection to the proposals for Aylesborough Close.

The Executive Councillor confirmed that no declarations had been made by officers or members involved in the project. The Executive Councillor also explained in response to questions regarding finance, that the budget would be re-fined and included in the budget process. It was confirmed that the figure stated for home loss payments was incorrect and would be update through the budget process.

5. Mr Hinton

Mr Hinton addressed the committee and made the following comments regarding the proposals.

- Mr Hinton explained that he had moved to Aylesborough Close in 1976, and had lived there ever since.
- His property had received significant investment in recent years and this would be wasted.
- The majority of the tenants were against the proposals.

The Executive Councillor explained that the improvements had been undertaken under a different funding system, and that without the change to the housing revenue account projects of this nature would have not been possible. It was explained that the exact details of the changes were not known until very recently.

Mr Hinton suggested that the properties would continue to be suitable for 20/30 further years, if investment was undertaken.

Councillors Bird, Todd-Jones and Price addressed the committee with the approval of the Chair.

Councillor Bird

Councillor Bird spoke in opposition to the proposals for Water Lane and Green End Road and made the following comments

- Residents were very upset about the proposals.

- Consultation was insufficient.
- Only three of the existing residents would be allowed to return.
- An EQIA had not been completed for the project despite the proposals affecting the most vulnerable members of society. Based on the insufficient EQIA, the Councillor requested a suspension of the project.
- An un-validated petition was presented to the committee in opposition for the proposals for Water Lane and Green End Road.
- The process was progressing too fast and provided inadequate opportunities for challenge.
- Concern that the proposals would result in elderly residents feeling forced into moving into White Friars.

Councillor Price

Councillor Price spoke in opposition to the proposals for Water Lane and Green End End Road and made the following comments

- Not against development per se, but the proposals were progressing too fast.
- There had insufficient consultation, with only 10 days notice given for the residents meeting and insufficient opportunity at the residents meeting to question the proposals.
- The development would not result in an increase in the number of units available.

Councillor Todd-Jones

Councillor Todd-Jones spoke and made the following comments

- Previously raised concerns were re-iterated.
- Clarification was requested on how a guarantee could be given to existing residents, if there were going to be fewer units in the new proposals.

- Clarification was requested on residents would receive support if their new rent was higher.

The Executive Councillor explained that the guarantee had related to the sheltered housing programme, but whilst there was no guarantee it was likely that existing residents would be able to return if they wished.

Councillor Price in response expressed concern about the lack of consultation and other shortcomings in the process.

Matter for Decision: To consider scheme approvals in the Council New Build Programme.

Decision of Executive Councillor for Housing:

The Executive Councillor resolved to

- i. Note the indicative mix, design and layout of the schemes and that they are subject to planning approval.
- ii. Approve the scheme capital budget highlighted in the report to cover the Construction Cost of the scheme; Home Loss Payments to tenants and leaseholders and professional quantity surveyor fees.
- iii. Approve that delegated authority be given to the Director of Customer and Community Services following consultation with the Director of Resources and the Head of Legal Services to seal a Development Agreement with our preferred house-builder/developer partner.

For the following schemes

- a. Aylesborough Close Ph 1 (1-8a and 39-50 Aylesborough Close and adjacent garages)
- b. Water Lane (6-14a Water Lane and 238-246 Green End Road)
- c. Stanesfield Road Scouts Hut

Reason for the Decision:

As per the officer report

Any alternative options considered and rejected:

Not Applicable

Scrutiny Considerations:

The committee received a report from the Head of Strategic Housing regarding the Affordable Housing Scheme.

The committee made following comments

- i. Councillors were encouraged to vote against the schemes for Water Lane and Green End Road.
- ii. The proposals were presented as a done deal.
- iii. The use of affordable rent levels as the method for calculating rents would result in significant increases in rent levels vis a vis the existing stock.
- iv. A “life changing” decision should not be made until sufficient information was available to make a properly informed decision.
- v. In comparison to the information supplied to Councillors in other forums such as through the planning policy process, the information supplied was insufficient to make an informed decision.
- vi. Concern that some residents had already resigned themselves to moving.
- vii. The process was flawed and adversely affected the most vulnerable members of society.

The Executive Councillor addressed the comments received, and explained that it was a tricky job for Ward Councillor to balance the needs of their residents against the wider needs of the city. The committee were reminded that it had the responsibility for scrutinising the strategic overview of housing in the city.

The Executive Councillor explained that she didn't normally attend residents meetings, because her attendance didn't assist residents but was willing to attend when requested by residents.

The Head of Strategic Housing confirmed that an equalities assessment was not produced for each scheme, but had been for the programme of 146 new homes. The Head of Strategic Housing and the Director of Customer and Community Services outlined the steps undertaken to support residents.

- viii. It was noted that the existing units at Aylesborough Close were difficult to let and sometimes refused by prospective tenants.
- ix. Clarification was requested on how the scheme compared with similar schemes.

The Director of Customer and Community Services explained that strenuous efforts were made to ensure that all tenants were appropriately supported to find the best possible outcome for them. The Director of Customer and Community Services outlined the housing developments needs in the city, and current rent policy.

- x. The assertion that the committee had to consider the strategic housing implications of the proposals was challenged.
- xi. Further information was requested regarding the position of leaseholders.
- xii. The EQIA was inadequate.

The Executive Councillor explained that it would not be appropriate for tenants to have a veto on scheme proposal, but that it was important for tenants to have a say in the development of proposals. The Executive Councillor also reiterated that she didn't normally attend residents meetings, because her attendance didn't assist residents but was willing to attend when requested by residents.

- xiii. General support was expressed for the Stanesfield Road scheme.
- xiv. Clarification was sought on the implications; specifically the financial implication if a decision was deferred.

The Head of Strategic Housing explained that that grant funding had to be spent by March 2015, and that £17,500 would be the penalty for each incomplete unit and that any delay could prejudice the ability of the City Council to deliver the schemes without penalty.

The committee were asked to consider the implication of deferral in terms of what positive outcomes could be realistically delivered. The committee discussed the implications of deferral.

Councillor Blencowe proposed an amendment to defer schemes “a” and “b” (Aylesborough Close and Water Lane) for further consultation and a re-assessment of the suitability of the scheme. The Scrutiny Committee voted four votes in favour of the amendment and four votes against the amendment. The amendment was defeated on the Chairs casting vote.

The Scrutiny Committee considered the recommendations and voted as below

Aylesborough Close	Four votes in favour and four votes against The proposal was endorsed on the Chairs casting vote.
Water Lane	Four votes in favour and four votes against The proposal was endorsed on the Chairs casting vote.
Stansfield Road	Unanimously in favour

The Executive Councillor approved the recommendations.

Conflicts of interest declared by the Executive Councillor (and any dispensations granted)

N/A

12/69/CS Disposal of 7 Severn Place Cambridge CB1 1HL

Matter for Decision: To consider the disposal of 7 Severn Place, Cambridge, CB1 1HL.

Decision of Executive Councillor for Housing

The Executive Councillor resolved to

- i. Approve the principle of the disposal of the HRA asset at 7 Severn Place and the reinvestment of the associated capital receipt in the provision of new additional affordable housing, subject to agreement of the terms of the sale by the Executive Councillor for Customer Services & Resources.

Reason for the Decision:

As per the officer report

Any alternative options considered and rejected:

Not Applicable

Scrutiny Considerations:

Not applicable

Conflicts of interest declared by the Executive Councillor (and any dispensations granted)

N/A

12/70/CS Repairs and Maintenance Improvement Plan - Progress to date and permission to procure associated IT solutions

Matter for Decision: To consider the Repairs and Maintenance Improvement Plan - Progress to date and permission to procure associated IT solutions report.

Decision of Executive Councillor for Housing:

- i. To give delegated authority to the Director of Customer & Community Services, following consultation with the Director of Resources, Executive Councillor for Housing, the Chair and Opposition Spokesperson(s) for Community Services, to select the most appropriate procurement route, whether that be by virtue of waiver of the

requirements of the contract procedure rules (where permissible), direct contract or mini competition from an existing framework agreement, or by full tender exercise, and if appropriate to tender and award contracts for the provision of new IT hardware and systems for the Repairs and Maintenance Service as outlined in paragraph 3.4 and 3.5 of the committee report.

Reason for the Decision:

As per the officer report

Any alternative options considered and rejected:

Not Applicable

Scrutiny Considerations:

Not Applicable

Conflicts of interest declared by the Executive Councillor (and any dispensations granted)

N/A

12/71/CS Project Appraisal - Capital Grant Application From Arbury Community Centre

Matter for Decision: To consider a project appraisal for a Capital Grant Application from Arbury Community Centre

Decision of Executive Councillor for Housing in her capacity as Deputy Leader:

The Deputy Leader resolved;

Financial recommendations

- i. To recommend to Council that scheme (which is not included in the Council's Capital & Revenue Project Plan) subject to resources being available to fund the capital and revenue costs.

- ii. To note that the total cost of the project is £80,000 funded from developer contributions and that there are no ongoing revenue implications arising from the project

Procurement recommendations:

- iii. To approve a Capital Grant of £80,000 to the Arbury Community Association (Reg Charity 300370) subject to the Charity completing the Council's legal grant agreement.

Reason for the Decision:

As per the officer report

Any alternative options considered and rejected:

Not Applicable

Scrutiny Considerations:

Not Applicable

Conflicts of interest declared by the Executive Councillor (and any dispensations granted)

The Deputy Leader following consultation with the Leader took the decision, as the Executive Councillor for Community Development and Health had previously been a trustee of Arbury Community Centre.

12/72/CS Project Appraisal - Capital Grant application from the Centre at St.Pauls

Matter for Decision: To consider a project appraisal for a capital grant application from the Centre at St Pauls.

Decision of Executive Councillor for Community Development and Health:

The Executive Councillor for Community Development and Health resolved to

- i. Approve a capital grant of £25,000 from the Newtown Capital Grants Programme towards the cost of fitting out the main hall. This grants programme is already included in the Council's Capital Programme Ref: PR025
- ii. Note that there are no revenue implications for the City Council arising from this project.

Reason for the Decision:

As per the officer report

Any alternative options considered and rejected:

Not Applicable

Scrutiny Considerations:

Not Applicable

Conflicts of interest declared by the Executive Councillor (and any dispensations granted)

N/A

12/73/CS City Centre Youth Venue - Feasibility

Matter for Decision: To consider the feasibility of a City Centre Youth Venue.

Decision of Executive Councillor for Community Development and Health:

The Executive Councillor for Community Development and Health resolved;

- i. To agree not to pursue the proposal to locate a city centre youth venue at the YMCA.

- ii. To ask the informal member panel to continue to meet to explore ideas for youth projects.
- iii. To ask officers to report back to this committee in March 2013 to outline suggestions from the member steering group for a project or projects to support young people in Cambridge.

Reason for the Decision:

As per the officer report

Any alternative options considered and rejected:

Not Applicable

Scrutiny Considerations:

The committee received a report from the Head of Community Development regarding the proposed city centre youth venue.

The committee thanked the officers involved in supporting the process and agreed that in the absence of identified support from young people the project was too risky. Support was expressed for the Urban Sports festival.

The Executive Councillor for Community Development and Health thanked the Councillors O'Reilly and Kerr for their involvement in the project group.

Officers were encouraged to liaise with the operators of the Saffron Walden skate. The Head of Community Development confirmed that this was already being progressed.

The Scrutiny Committee considered the recommendations and endorsed unanimously.

The Executive Councillor approved the recommendations.

Conflicts of interest declared by the Executive Councillor (and any dispensations granted)

N/A

12/74/CS A Business Plan for the Children and Young People's Participation Service (ChYpPS)

Matter for Decision: To consider a business plan for the Children and Young People's Participation Service.

Decision of Executive Councillor for Community Development and Health:

The Executive Councillor resolved to

- i. Agree the draft ChYpPS Plan 2013 – 2016
- ii. Agree that officers arrange a formal review meeting with the Executive Councillor for Community Development and Health, Scrutiny Chair and Spokes in October 2013 to review progress with the Plan.

Reason for the Decision:

As per the officer report

Any alternative options considered and rejected:

Not Applicable

Scrutiny Considerations:

The committee received a report from the Head of Community Development regarding the business plan for the Children and Young Peoples Participation Service.

The committee made the following comments

- i. The committee noted that the income targets were challenging and asked officers to comment. The Children and Young Peoples Service Manager agreed that the income targets were challenging but felt that they were achievable given the changes that had been implemented within the service to facilitate the new approach. She highlighted that an annual review had been built into the Business Plan to monitor progress.

- ii. Clarification was requested on the inclusion of a participation figure for the sessions. The Children and Young Peoples Service Manager advised that the figure included (15) was the optimal number for a universal session, but that for specialist sessions the group sizes would be smaller.
- iii. The work undertaken by the service was widely welcomed.

The Executive Councillor welcomed the work undertaken to date, but highlighted that the new approach would be focussed on maximising the use of resources, which may result in a reduced number of sessions to provide the capacity within the service to deliver the income targets. The Executive Councillor thanked the officers for the work on this project.

The Scrutiny Committee considered the recommendations and endorsed them by 4 votes to 0.

The Executive Councillor approved the recommendations.

Conflicts of interest declared by the Executive Councillor (and any dispensations granted)

N/A

12/75/CS Corn Exchange PA System

Matter for Decision: To consider a project appraisal regarding the Corn Exchange PA system.

Decision of Executive Councillor for Arts, Sport and Public Places

The Executive Councillor resolved to;

Financial recommendations

- i. Approve the commencement of this scheme, which is already included in the Council's Capital & Revenue Project Plan (SC522).
- ii. Note that the total cost of the project is £160,000 funded from Corn Exchange Equipment R&R budget and Capital Reserves.

- iii. Note that there are no ongoing revenue implications arising from the project.

Procurement recommendations

- iv. Approve the carrying out and completion of the procurement of sound equipment to the value of £160,000.

Reason for the Decision:

As per the officer report

Any alternative options considered and rejected:

Not Applicable

Scrutiny Considerations:

The committee received a report from the Head of Arts and Recreation regarding the PA system for the Corn Exchange. The decision had not been selected for pre-scrutiny, but the clarification was requested on the reason for the proposed decision. The Head of Arts and Recreation and the Director of Customer and Community Services outlined for the reasons for the proposed decision.

Conflicts of interest declared by the Executive Councillor (and any dispensations granted)

N/A

12/76/CS City Centre Box Office Software

Matter for Decision: To consider a project appraisal regarding the City Centre Box Office Software

Decision of Executive Councillor for Arts, Sport and Public Places

The Executive Councillor resolved to;

- i. Authorise the Head of Arts & Recreation to procure a new ticketing/CRM system for the Cambridge Corn Exchange Box Office.

Reason for the Decision:

As per the officer report

Any alternative options considered and rejected:

Not Applicable

Scrutiny Considerations:

Not Applicable

Conflicts of interest declared by the Executive Councillor (and any dispensations granted)

N/A

12/77/CS Leisure Management October 2013 onwards

Matter for Decision: To consider the Leisure Management arrangements for post October 2013.

Decision of Executive Councillor for Arts, Sport and Public Places

The Executive Councillor resolved to;

- i. Approve proceeding to the 'Invitation To Tender' (ITT) stage and release of contract specification documentation to the selected companies.
- ii. Approve the proposed principles underpinning the contract specification highlighted in sections 4.5-4.7 of the committee report.
- iii. Note the timetable for the remainder of the procurement process outlined in section 4.8 of the committee report.

Reason for the Decision:

As per the officer report

Any alternative options considered and rejected:

Not Applicable

Scrutiny Considerations:

The committee received a report from the Head of Arts and Recreation regarding the Leisure Management contract.

The committee made the following comments on the proposed decision.

- i. The improved performance at Parkside was welcomed, however clarification was requested on the nature of the problems experienced. The Recreation Services Manager explained that the problems had primarily related to the responsive of the contractors. It was also noted that a number of the problems had been addressed by the infrastructure improvements.
- ii. Clarification was requested on the latest position as to whether it would be possible to include a clause in the contract requiring the payment of the living wage as a minimum to all staff.

The Executive Councillor explained that he was very supportive of the suggestion but that the Council had to satisfy certain legal conditions in order to include it within the specification. The Head of Legal Services reminded the committee that there was a legal prohibition on taking “non-commercial considerations” into account other than in limited circumstances. The Head of Legal Services said that the Council was taking specialist legal advice on its powers with regard to the “living wage”. This followed the decision of the Executive Councillor for Customer Services and Resources in July 2012 to instruct officers to “Report further to the Strategy and Resources Scrutiny Committee on measures to ensure that future council contracts pay at least the ‘living wage’.” (Minute 12/44/SR.)

Members were encouraged to highlight any good practice elsewhere.

The Scrutiny Committee considered the recommendations and endorsed them by 4 votes to 0.

The Executive Councillor approved the recommendations

Conflicts of interest declared by the Executive Councillor (and any dispensations granted)

N/A

The meeting ended at 5.20 pm

CHAIR



To: Executive Councillor for Housing (and Deputy Leader): Councillor Catherine Smart
Report by: Liz Bisset, Director of Customer & Community Services
Relevant scrutiny committee: Community Services Scrutiny Committee 17/1/2013
Wards affected: All Wards

**THE AFFORDABLE HOUSING DEVELOPMENT PROGRAMME:
CONSOLIDATED EQUALITY IMPACT ASSESSMENT
Not a Key Decision**

1. Executive summary

1.1. The affordable housing development programme began in 2008. Four separate equality impact assessments have been carried as the programme has progressed to implementation and understanding of equality issues has evolved. Following the Community Services Scrutiny Committee on 11th October 2012, where the Executive Councillor for Housing agreed to progress the Water Lane and Aylseborough Close sites for redevelopment, concerns were raised about the equalities impact of the proposals. This has prompted two further reports to this committee. The first – this report - brings together a consolidated and updated Equalities Impact Assessment for the Affordable Housing Development Programme, (appended). This report also makes recommendations to clarify or amend aspects of current procedure that could be improved. The second, separate report, also included on this agenda, reviews the decisions relating to Water Lane and Aylesborough Close to consider whether they remain sound.

2. Recommendations

The Executive Councillor is recommended:

- a. To agree the Equalities Impact Assessment for the Affordable Housing Development Programme.
- b. To bring an EQIA on each new scheme considered for redevelopment to Community Services Scrutiny Committee, prior to a final decision being made to go ahead

- c. To hold a public meeting with residents at each new scheme proposed for redevelopment, at least 1 month prior to the Scrutiny Committee, and to incorporate views into the final report.
- d. To endorse the composition of the steering group, as set out in para 3.10. to include additional membership to that agreed by Council in October 2012.

3. Background

Updating the Equality Impact Assessment

3.1. The Council, as a public sector organisation, has a duty under section 149 of the Equalities Act to have due regard to equalities issues and impacts in policy and decision making. The Act does not state that Equality Impact Assessments (EQIAs) must be used to achieve proper consideration of equalities; nevertheless the Council has chosen to continue to use EQIAs for this purpose. Guidance from the Equalities and Human Rights Commission stresses that assessing the impact on equality is an ongoing process, to be reviewed in the light of experience gained through implementing policy.

3.2. The four previous EQIAs carried out to date covering different dimensions of the AHDP are detailed on first page of the consolidated EQIA, appended to this report. The consolidated and updated EQIA covers the issues more comprehensively than before, using the Council's newly formatted template. It considers equalities issues on two dimensions;

- i) The objectives of the programme as a whole in meeting housing need for the city, including those covered by the equalities act as having protected characteristic;
- and
- ii) The impact on individual tenants and leaseholders affected by the redevelopment programme, either because they are resident in properties considered for redevelopment, or because they have unmet housing need.

3.3. The protected characteristics within the Council's policy, compliant with the Equalities Act, are age, disability, gender, pregnancy and maternity, transgender, marriage and civil partnership, race or ethnicity, religion or belief, sexual orientation. Not all characteristic will be relevant to all policies or practice. In the case of the AHDP age, disability, pregnancy and maternity are most relevant to the policy overall, and age and disability

including mental health (described as mental impairment in the Act), are most relevant to the impact on residents of individual schemes.

Engaging tenants and leaseholders

3.4. We have recognised from the start of the programme that it is important to keep tenants and other stakeholders informed about proposals for potential redevelopment of their homes. Two reports in 2008 to Community Services Scrutiny Committee (in July and November) said that there would be “Detailed consultation on Council housing sites included for consideration with all stakeholders including ward members, tenant representatives and any tenants affected on a scheme by scheme basis, prior to final decision on a scheme”. This has been interpreted as written correspondence with residents, typically informing them that a site will be considered for redevelopment and that feasibility work will need to be carried out. If the scheme is assessed as feasible to come forward for development residents are written to again, and in most cases invited to a meeting on site or near to where they live.

3.5. Detailed consultation on the individual needs of residents has been carried out after the decision to develop is taken to establish their wants and needs and to provide intensive support to tenants, where needed, to explore their future housing options. This is an area where in the light of the experience of Water Lane and Aylesborough Close we could improve on our current procedures. There is no doubt that we carry out detailed assessments of each individual resident affected by the AHDP, and seek to provide alternative accommodation that takes into account any vulnerabilities they may have. I am proposing that we bring this part of the process forward and carry out the detailed individual assessments, and then present this in an EQIA for each scheme prior to the final decision. This is likely to need to be considered as a confidential appendix to preserve the anonymity and privacy of individual tenants. This will mean that we will need to be clear with residents that a decision has not yet been taken at this initial stage of assessing their housing needs. There will always be a balance between giving sufficient time for consultation and not overly prolonging a period of uncertainty.

3.6. This period of consultation should also seek to capture more generally the views of affected residents. I am therefore also proposing that we allow a period of at least 4 – 6 weeks prior to the decision for the first collective meeting with residents of an affected scheme, prior to a report coming to scrutiny committee. This period of time should allow for residents or tenants to put forward their views on the proposals. These can then be noted and incorporated into a final report. These will need to be considered in the context of the overall objective of the AHDP which is a citywide policy to meet the housing needs within the city overall.

Involving other agencies and support services

3.7. At a strategic level we liaise with various sections of the County Council as they are organised to support older people, adults with learning disability, and adults with physical disability and sight impairment. Some services including many for people experiencing mental health issues are jointly commissioned and delivered by the County Council and Primary Care Trust. The strategy for the provision of 'Extra Care Housing' for older people is an example where a strategy has been developed between the County Council, the Primary Care Trust and district housing authorities across the County. The Supporting People Commissioning Board has been a forum where many of the statutory agencies have come together to manage housing-related support for vulnerable people to sustain their independence. This Board has included representatives from the probation services and drug and alcohol support services. Data to direct new or changed supported or specialist housing provision is captured in various strategic documents such as the Strategic Housing Market Assessment, the Supporting People Strategy, and the County-wide Extra Care Strategy.

3.8. The strategic planning of the inter-relationship between housing, care and health services is currently the subject of significant change with the advent of the Health and Well-being Board, Local Health Partnerships, public health becoming a function of the County Council, and general practitioners leading on the commissioning of local health services. Council officers, including senior housing officers, recently met with GP representatives and others from the Local Health Partnership to improve dialogue about individual cases.

3.9. At an operational level we liaise with social workers, social care and older peoples services, Community Psychiatric Nurses for those open to the Mental Health Services, the Learning Disability Partnership, AddAction and Inclusion for those with Drug and Alcohol Issues and the Street Outreach team, the Probation Service and the Family Intervention Project. We also work alongside the housing related support services offered by the Circle Group. We also have experience of working with residents who have non-statutory appointees, for example, relatives with Power of Attorney.

3.10. A motion to Council on 25 October 2012 agreed "...that a steering group is set up to over-see the development of the programme: the group would consist of the Executive Councillor for Housing, the Chair of the Community Services Scrutiny Committee, the opposition Spokesperson on

the Community Services Scrutiny Committee and an elected Tenant or Leaseholder representative”. This original proposal has been enhanced with one additional member from the Liberal Democrat party and the Labour party, and with both a tenant and a leaseholder representative. The Executive Councillor for Housing will not be a member of the steering group but will attend the steering group , ex-officio, to be advised in her decision making role. The first meeting of the steering group has been held to agree terms of reference and to consider the reports coming to this committee.

3.11. The Equalities Panel considered the updated EQIA on 12th December 2012. The views and comments of both the bodies have been taken on board for this report.

3.12. Other agencies and support services will continue to be engaged as now, in the evaluation of the needs of individual tenants. In many cases the residents permission will be needed to share information about their personal circumstances between agencies. Thus it is not considered appropriate to engage with other agencies about individuals prior to a decision on the future of a scheme.

4. Implications

(a) Financial Implications

4.1. The financial provision for the delivery of the Affordable Housing Development Programme is set out in the report on the “Housing Revenue Account (HRA) mid-year business plan” to Community Services Scrutiny Committee on 11th October 2012, appendix F. Individual scheme financial implications are reported as project appraisals are submitted to Committee See also section 4(b) below.

(b) Staffing Implications (if not covered in Consultations Section)

4.2. Additional staff time has been allocated to support residents this year and budget bids have been made for the cost of this support to become part of the baseline budget for 2013.14 and 2014.15. The additional capacity bid for over the next two years is the equivalent of 1.5 full time staff at an estimated cost of £50,000 per annum. This cost will be included as part of the capital cost of delivering the programme.

(c) Equal Opportunities Implications

This is appended in full

(d) Environmental Implications

4.3. The environmental implications of the delivery of the Affordable Housing Development Programme are considered when schemes are brought forward for approval. The Council has a commitment to deliver housing that meets at least code level 4 for sustainable homes, and in the case of the Council's own land holding at Clay Farm, code level 5.

(e) Procurement

4.4. The procurement implications of the delivery of the Affordable Housing Development Programme were set out in the report to Community Services Scutiny Committee 25th March 2010 entitled "Affordable Housing Development Partnership:500 Partnership". This brought forward proposals to procure a housebuilder/developer partner for delivery of the programme.

(f) Consultation and communication

4.5. This is covered in the body of the report.

(g) Community Safety

4.6. The community safety implications of the delivery of the Affordable Housing Development Programme is considered on a scheme by scheme basis. This includes considering where current design makes management of anti-social behaviour difficult; and secure by design standards for new build.

5. Background papers

These background papers were used in the preparation of this report:

If an Equality Impact Assessment has been undertaken please include details in the background papers

Meeting the equality duty in policy and decision-making . Equality and Human Rights Commission. January 2012

6. Appendices

Equality Impact Assessment

7. Inspection of papers

To inspect the background papers or if you have a query on the report please contact:

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Cambridge City Council Equality Impact Assessment

Completing an Equality Impact Assessment will help you to think about what impact your strategy, policy, plan, project, contract or major change to your service may have on people that live in, work in or visit Cambridge, as well as on City Council staff.



The template is easy to use. You do not need to have specialist equalities knowledge to complete it. It asks you to make judgements based on evidence and experience. There are guidance notes on the intranet to help you. You can also get advice from David Kidston, Strategy and Partnerships Manager on 01223 457043 or email david.kidston@cambridge.gov.uk, or from any member of the Joint Equalities Group.

1. Title of strategy, policy, plan, project, contract or major change to your service:

Affordable Housing Development Programme (AHDP) – This Equalities Impact Assessment consolidates a number that have been carried out since 2009 covering different dimensions of the AHDP as it has evolved, and adds new considerations in the light of the experience of implementing the programme. During this period new legislation was introduced on local authorities' duties in respect of the equalities impact of decisions.

ADHP has been evolving since 2008. This Equalities Impact Assessment consolidates a number that have been carried out since 2009 covering different dimensions of the AHDP as circumstances have changed. These are:

December 2009 - *Enabling and Development Team EQIA* undertaken (former Stage 1 format). This is high level but demonstrates that there was an awareness of the value of prioritising more Affordable Housing for older people to promote transfer from family housing; the need for more fully wheelchair accessible housing; the need for sites for Gypsies and Travellers; the value of integrating tenure types to promote sustainable communities; and the potential positive benefits of the service on the health and 'well-being' of households who are not able to access housing to buy or to rent from private landlords.

March 2011 - *Affordable Housing Development Programme EQIA* produced. This was done in a new shorter format being trialled by the Housing Service and was produced as part of project to procure partners to deliver new Affordable Housing schemes. The Housing Service was experimenting with the EQIA format to encourage greater use by staff. An ***EQIA for the Seymour Court Project*** was also produced. These were both reported to the June 2011 Community Services Scrutiny Committee as part of a paper that informed of the bid to the HCA for funding that then led to the 146 Programme.

September 2011 - *Home Loss Policy EQIA* produced in preparation for report to October 2011 Community Services Scrutiny Committee. New corporate style used. The EQIA refers to an understanding of the need to provide different degrees of support to individual tenants and leaseholders and that staff efforts will focus on those who are more vulnerable.

April 2012 - Self-financing EQIA. Housing shorter form EQIA produced and refers to new build opportunities and risks.

2. What is the objective or purpose of your strategy, policy, plan, project, contract or major change to your service?

Affordable Housing Development Programme is the name given to the programme to develop 146 new Council homes. For many years Cambridge City Council, as a Local Authority, was not able to access government funding to build affordable housing, as so was not in a financial position to build new council homes. This changed in March 2009 when the Council accessed funding from the Homes and Communities Agency to build and complete 7 new properties. In February 2011 the introduction of self-financing of the Housing Revenue Account (HRA) meant that we were able to bid successfully for funding to build a further 146 new homes by March 2015.

In the longer term first HRA Business Plan produced under 'self-financing' has signalled that the Council could provide more than 600 more new homes in the medium term (say up to ten years).

There are a number of things the Council is trying to achieve through the new build programme.

- Provide additional good standard Affordable Housing.
- Replace some of the Council's existing housing that no longer meets current day standards and is becoming less popular with residents.
- Build new house types that will better meet the overall mix of Affordable Housing needed in the future.
- Improve the energy efficiency of the Council's housing.

The type of new housing will also be planned make sure it fits with the local community and adds to the range of housing available locally, including any specialist housing. The new housing will be built to a standard that helps keep gas and electric bills down. This continues the approach taken with the 7 new build that both catered for specialist needs, and were built to high sustainability standards.

The AHDP will consider new build on a range of sites; vacant sites such as small infill plots, garage sites; existing housing where this is considered to be of a poor standard; City Council owned land at Clay Farm.

3. Who will be affected by this strategy, policy, plan, project, contract or major change to your service? (Please tick those that apply)

- Residents
 Visitors
 Staff

The AHDP addresses the strategic need for affordable housing in the city and as such impacts on:

- Housing applicants registered on Home-Link (the Council's choice-based

- lettings system) i.e. households who need to find somewhere to live
- Transfer applicants registered on Home-Link whose circumstances have changed and who may need to find somewhere alternative to live (a single person under-occupying a three bedroom family house for example).

Where proposed new development is on sites with existing Council housing it will impact on those who live there:

- Resident leaseholders and tenants of schemes that are proposed for redevelopment
- Non-resident leaseholders of schemes that are proposed for redevelopment
- Sub-tenants of non-resident leaseholders of schemes that are proposed for redevelopment

In considering the equalities impact it is worth noting that both these groups require consideration. Many of those who are on the housing register, particularly those who are given the highest banding for need, will have a level of vulnerability. Although not all vulnerabilities are captured under the Equalities Act, many will be such as disability including mental health, age, pregnancy and maternity, and gender relating to domestic violence. For those residents who are existing tenants or leaseholders, many of them will also have a protected characteristic as it will be the reason they are able to access social housing. This will be considered in more detail under the following sections which look at each of protected characteristics.

4. What type of strategy, policy, plan, project, contract or major change to your service is this? (Please tick)

- New
 Revised
 Existing

The overarching strategy

The AHDP is a new build programme, that has been evolving over time. It is a response to the strategic need for affordable housing in the city to meet both current and future needs.

The Council currently has an oversupply of one bedroom properties, making up 24% of the stock, and an undersupply of larger family accommodation. Future projections of housing need show that 90% of demand will be for two or more bedroom properties, (Affordable Housing Supplementary Planning Document 2008). This profile will be kept under review and will be adjusted if demand changes, for example as a result of welfare reform encouraging people to downsize. At the moment we do not know what the impact will be on the 600 households in social housing who will lose housing benefit as a consequence of having an additional bedroom. The vast majority affected have one additional bedroom and will lose 14% of their benefit. Many could choose none the less to stay put.

In terms of strategic housing need in the city Annex 2 of the Affordable Housing Supplementary Planning Document (AHSPD) produced in January 2008 calls for a mix of new Affordable Housing to meet need for:

- 50% 1 and 2 bedroom dwellings, but with no more than 10% 1 bedroom dwellings
- 50% 3 bedroom or larger dwellings, but no less than 20% 3 bedroom dwellings

The AHSPD is based on housing needs data and population projections provided in the Cambridge Sub-region Strategic Housing Market Assessment (SHMA). The SHMA is produced within government guidelines and has been tested at planning inquiries and has been demonstrated to be a sound methodology in estimating future housing need.

The AHSPD therefore is the starting point for the mix of any new Affordable Housing on any new housing or redevelopment scheme that involves house-builders; developer; and Registered Providers.

In percentage terms the City Home general housing is made up as follows:

	%
1 bed	29
2 bed	36
3 bed	34
4 or more bed	1

It can be seen that in terms of meeting future housing needs as defined in the AHSPD, the City Homes stock has an over-supply of one bedroom dwellings and an under-supply of two bedroom and particularly 3 bedroom and larger dwellings. The AHSPD has therefore been used as the starting point for the consideration of the mix of new Council housing by size in the AHDP.

Generally where existing housing is being replaced small, mainly flats for one person, will be replaced with a range of energy efficient one and two bedroom flats and two and three bedroom family houses. The AHDP currently includes 9 one bedroom general needs properties which have larger bedrooms and living rooms that could accommodate guests staying, and 6 one bed specialists units for older people, also of a larger size.

146 Programme - Estimated Property Mix at 11 December 2012

	1BF	2BF	2BH	3BH	4BH	Fully Accessible	Total
Seymour Court	1*	18*	0	0	0	1*	20
Latimer Close	1	2	2	5	1	1	12
Colville Ph 1	0	24*	0	0	2	0	26
Aylesborough Ph 1	3	7	2	2	2	0	16
Water Lane	3*	11*	0	0	0	0	14
Barnwell Road	4	8	2	0	0	0	14
Wadloes Road	1	2	1	3	0	0	7
Stanesfield Scouts Hut	1	1	0	3	0	0	5
Campkin Road	2	4	4	6	2	0	18
Kendal Way	0	1	0	0	0	0	1
Atkins Close	0	0	3	2	0	0	5
Uphall Road	0	2	0	0	0	0	2
Total	16	80	14	21	7	2	140
Percentage of Total	11.43%	57.14%	10.00%	15.00%	5.00%	1.43%	

Key – 1 BF = One bedroom Flat

2 BH = Two Bedroom House etc

* = new housing designed for older people (58 in total = 41% of Programme)

The proportions between units of different sizes may change as schemes develop.

Redevelopment of existing stock

It should be noted that if the Council did not pursue a new Council house building programme it could result in some of the most vulnerable people in the city being sustained in some of the poorest housing.

It is recognised that where existing stock is proposed for redevelopment there is a need to understand and take into account the profile of existing residents, the impact of the proposed change on them, and to put in place measures to mitigate any adverse consequences of the policy.

For the scheme proposed for redevelopment we have the following profile of characteristics of existing residents. It is important to point out that residents self identify their needs to housing officers, but although most do some may choose not to reveal personal information. The profile is there our best estimate to date, and is updated by housing officers on a regular basis.

Of the 144 tenants who are either in schemes that are already under development, or proposed for redevelopment

31.5 % are over 60

27.9 % have identified mental health issues

16% have a physical disability

23.3 % have substance abuse issues, often linked to poor health.

1.3 % tenants need translation and interpretation support.

The Council offers both practical and individualised support to all tenants and leaseholders who will be rehoused as a result of this policy. The assistance offered is tailored to individual need and circumstances. Housing officers keep records of discussions with each tenant, and this allows senior managers to track progress. Tenants choose to take up offers of support, for example assistance to bid on home-link. Support can also involve working with other agencies with the permission of the residents themselves. In 2011 the Council approved a Home Loss Policy in October 2011 consolidating the practice employed to that date to compensate and support residents, both tenants and leaseholders, who are required to move from their home for whatever reason.

The Council has undertaken a number of refurbishment schemes in the past that has required tenants to move out of their homes to enable the works to be carried. For example, a significant amount of relocation has been required as part of the Sheltered Housing Modernisation Programme. Officers have developed experience and knowledge in providing support tenants who have been required to move; and compensation payments have been made in line with legislation and best practice.

Home loss policy

In the Home Loss Policy, the Council recognises that the enforced loss of their home is one of the most difficult situations that a tenant or leaseholder can be faced with. The expressed intention in the policy is to strike a balance between mitigating the impact on individuals required to move and securing the longer term benefits from the proposed redevelopment or refurbishment.

To mitigate the immediate direct impact on residents, the policy document goes on to state:

“In approving this Policy the Council aims to ensure;

- that there is the least possible disturbance to tenants and leaseholders who are required to move from their homes
- that support is available for those in who need that support to organise the move
- that it is clear what constitutes reasonable alternative housing and in what circumstances tenants and leaseholders are able to choose to return to a scheme once it is redeveloped or refurbished
- fairness and transparency in the way that Home Loss payments are made”

Home Loss Payment to Tenants

This is a payment that the Council must pay by law under the Land Compensation Act 1973. To be eligible, the tenant must have occupied the premises for at least one year. The payment is in recognition of the trauma and disruption of the loss of the home. It is not a payment that is designed to cover the actual costs of moving. The amount of Home Loss Payment is reviewed periodically. The current payment is £4700.

Disturbance Payment to Tenants

Unlike Home Loss Payments, Disturbance Payments are not fixed in law but they are required to be equal to the reasonable expenses of the tenant who is moving.

The Council will pay for or arrange the following

- All removal costs to removal contractors or cost of a van if a tenant moves themselves
- Disconnection and re-connection of cooker
- Lifting and re-fitting curtains and carpets in the new home or the cost of new curtains and carpets if the existing curtains and carpets cannot be re-fitted
- Cost of re-direction of mail and costs associated with moving telephones
- Any costs associated with cancelling a service that a tenant has contracted to pay at their current address

In a situation where it is possible for a tenant or leaseholder to return to a refurbished or redeveloped scheme and they choose to do so, Home Loss Payment will not be payable, but Disturbance Payments to cover both moves will.

Once a redevelopment or refurbishment scheme has specific approval by Council to proceed, tenants and leaseholders are contacted and the name of the contact person is provided. As well as providing the tenant or leaseholder with full information of the redevelopment or refurbishment scheme the tenant will be offered a package of support tailored to meet their reasonable needs.

The Home Loss Policy set out the following criteria for alternative housing for tenants;

- The criteria set out in the Council's Letting Policy will be the basis upon which alternative accommodation is deemed suitable.
- Tenants required to move will be given a Band A priority to bid under Home-Link or will have the benefit of a direct let.
- Every effort will be made to re-house a tenant in the area of their choice.
- Tenants required to move will be given priority to return to suitable alternative accommodation on the redeveloped or refurbished scheme provided there is sufficient new accommodation of the type required available.
- Should a tenant be interested in types of tenancy other than for social rent then advice and assistance will be offered to help the tenant secure such a move.

When a leaseholder's property is to be redeveloped, and if they are not able to afford to buy a suitable alternative home on the open market, the Council will offer advice and assistance to secure shared ownership, equity share or another form of intermediate housing option in the city.

Support to Move

The Council recognises that individual tenants and leaseholders will require different degrees of support to move. In particular the Home Loss Policy cites the Council will

prioritise its assistance to

- Older people
- Tenants with physical and/or learning impairment
- Tenants for whom English is not their first language

The support required will be assessed and negotiated on a case by case basis.

The type of support to be provided to those tenants and leaseholders who need it are as follows (this is not an exhaustive list as residents may have other request that we are able to support)

- Assistance with registering on Home-Link
- Assistance to view alternative accommodation
- Assistance with forms relating to change of address
- Assistance with rearranging care support if applicable
- Where no friends or family are available arranging packing and removals
- Clearance of unwanted items
- Arranging lifting and refitting of carpets and curtains refit

5. Responsible directorate and service

Directorate: Customer and Community
Service: Strategic Housing

6. Are other departments or partners involved in delivering this strategy, policy, plan, project, contract or major change to your service?

- No
 Yes (please give details):

An officer project board meets quarterly and oversees the planning and monitoring of the delivery of the AHDP. The board has representatives either attendees or corresponding representatives from the Enabling and Development Team, Housing Advice, City Homes, Repairs and Maintenance, the Departmental Business Team, the procurement team, legal services and internal audit. City Homes officers lead on the provision of support to existing tenants where a redevelopment is proposed. The Enabling and Development Team officers have the overall project management role and lead on the support to existing leaseholders and any sub-tenants. The Housing Advice Manager attends to ensure appropriate process on alternative housing options for those required to move. Finance officers are involved in the assessment of the financial viability of schemes and that they fit with the HRA Business Plan. The development of sites and construction of new housing has been contracted to house-builder partners.

At a strategic level we liaise with various sections of the County Council as they are organised to support older people, adults with learning disability, and adults with physical disability and sight impairment. Some services including many for people experiencing mental health issues are jointly commissioned and delivered by the County Council and Primary Care Trust. The strategy for the provision of 'Extra Care Housing' for older people is an example where a strategy has been developed between the County Council; the Primary Care Trust and district housing authorities

across the County. The Supporting People Commissioning Board has been a forum where many of the statutory agencies have come together to manage housing-related support for vulnerable people to sustain their independence. This Board has included representatives from the probation services and drug and alcohol support services. Data to direct new or changed supported or specialist housing provision is captured in various strategic documents such as the Strategic Housing Market Assessment; the Supporting People Strategy; the County-wide Extra Care Strategy etc.

The strategic planning of the inter-relationship between housing; care and health services is currently the subject of significant change with the advent of the Health and Well-being Board; Local Health Partnerships; public health becoming a function of the County Council; and general practitioners leading on the commissioning of local health services.

At an operational level we liaise with social workers, social care and older peoples services, Community Psychiatric Nurses for those open to the Mental Health Services, the Learning Disability Partnership, AddAction and Inclusion for those with Drug and Alcohol Issues and the Street Outreach team, the Probation Service and the Family Intervention Project. We also work alongside the housing related support services offered by the Circle Group. We also have experience of working with residents who have non-statutory appointees, for example, relatives with Power of Attorney.

7. Potential Impact

(a) Age (any group of people of a particular age, including younger and older people)

Older People

a. Strategic Perspective

The Council's Older People's Housing Strategy 2009-2014 reports that the population of older people will increase in Cambridge to 2021 although not as fast as elsewhere in the County or generally not as fast as elsewhere in the country. It identifies the need for housing that take account of the numbers who are likely to be physically or mentally frail, as more people live to a greater age.

"The population of elderly people aged over 75 is currently falling in Cambridge, and is expected to continue to do so until after 2011 when it will begin to increase again. By 2016 there will be more people aged 75 and older than there are now, and by 2021 it is predicted that there will be 250 more people aged over 85 than there were in 2006, and 1230 more people aged over 75. We know that over a third of men aged

85 and over, and half the women of the same age, are physically or mentally frail. We therefore predict around 200-250 more frail elderly people in Cambridge in 2021 than today.

We also know that people wish to stay in their homes, and people who are getting older now are demanding better quality accommodation and services than previous generations. The increase in the frail-elderly population people means that we should plan accommodation specifically to meet their needs, whilst assuming that the majority of younger-older people (aged 60-65 or 70), will choose to remain in their own homes.”

The Housing Strategy 2012 to 2015 responds to these demographics by stating

“We will continue to consider the housing needs of older people when enabling and developing new housing, including requiring affordable housing to be developed to Lifetime Homes standards, and promoting the development of high quality, accessible housing specifically designed for older people. Affordability of housing for older people wanting to down-size from larger homes is also an issue

As a housing authority our intention is to develop a range of housing for older people in Cambridge that at one end of the spectrum provides accessible accommodation with good space standards well-located in terms of local service and amenities through more traditional forms of sheltered housing for older people to Extra Care Schemes for frail elderly people who nevertheless want to stay as independent as possible.

b. Local Provision and Need

The provision of housing for older people in the city is generally good. The city is just completing a comprehensive upgrading of all sheltered and extra care housing, as have other social housing providers. Housing for older people is not generally in short supply. Older applicant on the housing needs register can apply both for specialist housing, which excludes other types of applicant, and for general needs housing as not all older people want to live in specialist housing. They therefore have a wider choice than many others.

In April 2008 there were 996 Council and Registered Provider rented sheltered units available in Cambridge, the majority of which were one bedroom flats. The Council’s sheltered housing modernisation programme is virtually complete and the 525 Council sheltered dwellings are all now at a good modern day standard.

There are two Extra Care Schemes for Older People in Cambridge one at the newly opened Richard Newcombe Court provided by Cambridge Housing Society on land provided by the Council and one at the Ditchburn Place scheme owned and managed by the Council (City Homes). Another Extra Care Scheme is proposed on the Bell School site – part of the Southern Fringe growth site.

King Street Housing Society and 100 Houses have completed new general housing schemes within the last five years that are targeted at people aged over 55 years. Other similar groups of apartments are planned on the strategic growth sites.

Housing Register (Older People)

The availability of housing for older people to meet their needs is illustrated by the proportion who make a successful bid in any one quarter. For home-link bidders aged over 60 of the 68 individuals who bid between July 2012 and September 2012 40% were successful in the that quarter bid round which is far higher than for applicants as a whole which is 7%. This is consistent with annual trends. This should lead us to be reasonably confident that we will be able to re-house older people in accommodation that will meet their needs. Older people are a diverse group but in general accessibility to shops and transport are important considerations for both individuals and schemes designed for older people.

However at 9.2%, people aged 65 and over are under-represented on the Home-Link register compared with the general population of Cambridge. This could indicate an unmet need.

Only a small proportion of older people - 39 applicants - volunteered on their application that they have an age-related mental or physical 'vulnerability' (7 and 32 people respectively). This may indicate a reluctance to disclose, or may indicate that when people are housed it is at a point where their health has not yet begun to deteriorate.

The impact of the AHDP on current residents

It is recognised that moving can be traumatic for older people. City Homes which provides housing management and support have led the support to re-house 248 tenants as a consequence of the programme to modernise our sheltered stock, and are therefore very experienced in working sensitively with older people. The package of support provided is described in section 4, and we would expect a high proportion of older people to take up the individualised support.

Included in the sites to be redeveloped by March 2015 are two sites that have traditionally been let to older people as Category 1 sheltered housing flats and bungalows. Category 1 is a historic definition of sheltered where dwellings are not linked by internal corridors; may not have communal facilities and historically did not necessarily have a resident warden. These are Colville Road and Augers Road and; Water Lane and Green End Lane. On both these sites there will be re-provision of housing for older people.

A third site included in the AHDP with grant and to be completed by March 2015 is Seymour Court. It was agreed to redevelop Seymour Court as part of the sheltered housing modernisation programme. Here 50 bedsits for older people will be replaced by 20 general flats for people aged 55 years and over designed to much higher space and accessibility standards.

Existing Residents and Cumulative Impact

Although originally designed for older people due to the size; design and construction of both the Colville/Augers Road and Water Lane/Green End Road properties they have become increasingly less popular with older single people and working age

single people have been moving in to the properties. The following is a snap-shot showing the current occupancy across the two schemes.

	Age Under 60	Age 60 and over
Colville/Augers Road	3	14
Water Lane/Green End Road	14	10

Of the new Affordable Housing currently proposed to be built on the above two sites twenty four will be one and two bedroom flats targeted at older people aged 55 and over. Coupled with the twenty new flats at Seymour Court the AHDP to end March 2015 a total of 43 units older people will be provided, in line with the overall strategy.

Considerations

This analysis shows that whilst we have a good supply of housing for older people, and most specialist housing has been upgraded, there remains a need to continue to upgrade general needs housing to meet the needs of older people, in order to offer a range of options. Where redevelopment of existing schemes impacts on existing older tenants, it is acknowledged that they may require a higher level of support. Thus we are addressing the issues raised by:

- § by ensuring that the brief for new schemes ensure accessibility requirements;
- § by considering the mix of stock when drawing up plans,
- § by ensuring that alternative accommodation offered is suitable for tenants' needs,
- § by consulting tenants regarding their individual circumstances and calling on specialist help, when appropriate, to ensure that the impact of having to move is minimised.

(b) Disability (including people with a physical impairment, sensory impairment, learning disability, mental health problem or other condition which has an impact on their daily life)

In the year to September 2012 8% of successful home-link applicants had a declared vulnerability linked to a health related issue. (This is likely to be an underestimate but it will give a reasonable estimate of the balance between different types of vulnerabilities). Of these around a third had mental health issues and two fifths had a permanent or age related physical disability.

Two thirds of those applicants categorized as vulnerable were allocated one bedroom properties, with almost all of the remainder allocated two bedroom properties.

There are a couple of conclusions we can draw from this. Firstly it demonstrates a need for accessible housing. Secondly we should expect to find that a significant proportion of tenants in existing one bedroom properties have mental health support needs.

Accessible Housing

Approximately 2% of the national population use wheelchairs. Local disability prevalence rates show a higher than average incidence of disability in most categories for Cambridge compared with other authorities – Fenland and Peterborough rates are also high. (Draft Cambridgeshire Disability Housing Strategy, February 2008). This information has led to an approach to require at least 2% of all new Affordable Housing on schemes to be fully wheelchair accessible. The remainder will at least meet the Lifetime Homes Standard. This requirement has also been translated to the AHDP. We will keep this target under review, but regard it as a minimum to aspire to. At the moment there is a fully wheelchair accessible ground floor two bedroom flat planned for Seymour Court and also one at the Latimer Close redevelopment. As noted in the 'Age' section above, approximately forty three of the 146 new Affordable Housing to be provided directly by the Council to March 2015 will also meet higher accessibility standards and will accord to the HCA standards for older people.

The Cambridgeshire Physical and Sensory Impairment JSNA identifies housing as a major factor affecting the health and well-being of disabled people.

People with Mental Health or Other Support Needs

City Homes provides around 30 specialist units for those with mental health support needs, but the majority of those with mental health needs will be housed in general housing. We have been working with Mental Health service commissioners, but to date have not identified any needs for housing specifically designed for people with mental health issues. Their preference is currently for general housing with 'floating' support available for residents; that is more intensive housing related support available to individuals on an individual 'person-centred' basis.

Homelessness legislation, national housing policy and the Council's Lettings Policy (common with all local housing authority policies) inevitably give least priority to working age single people for housing. Of the single people who are housed it is most often those who have support needs for whatever reason whether it be because of a vulnerability in relation to mental health or a vulnerability through substance or alcohol misuse.

Where tenants are relocated consideration is given to sustaining their support network be they family and friends support, or support from specialist services. Housing officers who coordinate the work with tenants are trained in mental health issues as part of their basic training.

Considerations

This analysis shows that in the design of new housing it is important to take into account accessibility issues, but that those with mental health support need will mostly live in general needs housing.

Where redevelopment of existing schemes impacts on existing tenants with physical impairment, or mental health issues it is acknowledged that they may require a higher level of support. Thus we are addressing the issues raised by:

- § by ensuring that the brief for new schemes ensure accessibility requirements;
- § by considering the mix of stock when drawing up plans,
- § by ensuring that alternative accommodation offered is suitable for tenants' needs,
- § by consulting tenants regarding their individual circumstances and calling on specialist help, when appropriate, to ensure that the impact of having to move is minimised.

(c) Gender

No specific gender issues have been identified, although it is worth noting that most of those fleeing domestic violence for whom we have a statutory responsibility will be women. This accounted for 3% of lettings last year. In domestic violence cases the location where people are housed can be an important factor; for example away from the perpetrator or near to a family support network.

(d) Pregnancy and maternity

The general need for family sized housing has been covered in the earlier section looking at requirements in the Affordable Housing Supplementary Planning Document (AHSPD) This is borne out by the profile of home-link lettings for the year to September 2012. Of the 538 households that we successfully housed last year 54% were families with children. The majority of those in temporary housing waiting to be housed, at any one time, will be families with children. It is worth remembering that families with children do not have access to as wide a pool as older people

The demographic and population forecasts show an ongoing need for more two and three bedroom houses and flats to accommodate new and growing families. The AHSPD mentioned in section 7 above reflects the drive to create mixed and balance communities and that there should be a balanced in the new provision of housing but that includes a majority of two and three bedroom houses.

The AHDP reflects this strategic 'direction of travel' proposing to replace a number of mainly flats for single working age adults with a range of one and two bedroom flats and two and three bedroom family houses.

Often a pregnancy will create a more urgent need to move whether this is a first child or for a growing family. Officers have not sought to analyse the number of existing residents affected by the AHDP who may fall into this 'protected characteristic group' as any resident living in one of the one bedroom properties in the current programme would be given priority to move under the current Lettings Policy. However, this does not prevent individuals seeking and receiving the support of housing officers to move should they wish.

(e) Transgender (including gender re-assignment)

We have not identified any equalities issues specific to this protected characteristic in relation to the affordable housing development programme, but feeling safe in the home environment may be a consideration when undergoing gender reassignment .

(f) Marriage and Civil Partnership

We have not identified any equalities issues specific to this protected characteristic in relation to the affordable housing development programme

(g) Race or ethnicity

.

We have not identified any equalities issues specific to this protected characteristic in relation to need in the affordable housing development programme. For the small numbers of residents who have required this so far – three - we have offered translation and interpreting as part of the support.

(h) Religion or belief

We have not identified any equalities issues specific to this protected characteristic in relation to the affordable housing development programme

(i) Sexual orientation

We have not identified any equalities issues specific to this protected characteristic in relation to the affordable housing development programme

(j) Other factor that may lead to inequality (please state):

None, but it is worth noting that those who seek to access housing will, by and large, be those on lower incomes.

7. If you have any additional comments please add them here

None

8. Conclusions and Next Steps

- a. If you have not identified any negative impacts, please sign off this form.
- b. If you have identified potential negative actions, you must complete the action plan at the end of this document to set out how you propose to mitigate the impact. If you do not feel that the potential negative impact can be mitigated, you must complete question 8 to explain why that is the case.
- c. If there is insufficient evidence to say whether or not there is likely to be a negative impact, please complete the action plan setting out what additional information you need to gather to complete the assessment.

All completed Equality Impact Assessments must be emailed to David Kidston, Strategy and Partnerships Manager, who will arrange for it to be published on the City Council's website. Email david.kidston@cambridge.gov.uk.

Conclusions.

The affordable housing development programme seeks to develop new council housing that is better aligned to need. In particular it addresses the need for more family housing; and for accommodation that is wheelchair accessible and built to lifetime homes standards.

Redevelopment will, over time, take place on a range of different sites. In the programme scheduled to be completed by 2015 there are a number of redevelopment schemes proposed or underway that involve demolishing existing properties. It is recognised that many of those who live in these properties will have protected characteristics. To date detailed work with each resident has been carried out following a decision to redevelop. In the future an EQIA will be brought forward for each new scheme prior to a final decision, showing the potential impact on those with protected characteristics. An intensive support package is in place for all residents affected by the AHDP, but particularly in recognition that those who are vulnerable will need additional support. The specific wants and needs of each individual resident will be taken into account in exploring options for rehousing.

Positive Impacts

- The new housing planned will better reflect need and demand
- The new housing planned will improve the balance of housing in the local community
- The mix of new housing planned will increase the provision of much needed family housing
- The AHDP will increase the provision of fully wheelchair accessible housing
- The new housing planned will improve the quality of housing for older people
- The new housing planned will be to better space standards than the housing proposed for redevelopment
- The new housing planned will be to improved energy efficiency standards helping to keep utility bills low for the residents
- All residents required to move will be re-housed in better standard accommodation

Negative Impacts

- A number of residents who are rehoused as a consequence of the redevelopment scheme will be vulnerable, and support is provided in recognition of this.
- If residents who are required to move have very particularly requirements it may be challenging to meet their requirements. The experience of the modernisation of our sheltered housing is that the vast majority of residents move to accommodation of their choice.

- For some the disturbance and uncertainty caused by the implementation of the AHDP will be unsettling.
- Some residents may choose not to reveal all of their support needs to officers and therefore appropriate support cannot be made available.

9. Sign off

Name and job title of assessment lead officer: Liz Bisset, Director of Customer and Community Services

Names and job titles of other assessment team members and people consulted: Alan Carter, Head of Strategic Housing; Simon Pugh, Head of Legal.

Date of completion: 21.12.12

Date of next review of the assessment: January 2013 and annually thereafter by the Head of Strategic Housing .

Equality Impact Assessment title:

Date of completion:

Equality Group	Age - Older People
<p>Details of possible disadvantage or negative impact</p>	<ul style="list-style-type: none"> • A number of older residents will need to move from their homes. • If older residents have very specific requirements of alternative housing it may be challenging to offer everyone new homes in the area of their choice. • For some older people the disturbance and uncertainty caused by the implementation of the AHDP will be unsettling • Some residents may choose not to reveal all of their support needs to officers and therefore appropriate support cannot be made available
<p>Action to be taken to address the disadvantage or negative impact</p>	<ul style="list-style-type: none"> • All residents are provided with a named housing officer to contact after the decision has been made to consider redeveloping a scheme. • Where possible all residents will be hand delivered the letter informing them of the decision and are offered the immediate opportunity to talk through the proposal and how they will be supported to secure alternative housing. • A scheme based meeting will be set up at least a month before a final decision to redevelop, to discuss proposals with residents. • All residents will be offered as little or as much support as they feel they need to secure alternative housing and then to move. • At the request of the resident, any formal or informal carers will be contacted and be liaised with to ensure the resident receives the appropriate support. <p>Case Study – housing officer account.</p> <p>Mr X has been a tenant for 25 years. Mr X is an older person and has very restricted mobility and very rarely leaves his property. I carried out a home visit to Mr X to explain what the process was, and why the council were doing this.</p> <p>Mr X receives no formal support and relies on neighbours for help with shopping etc. Mr X was very anxious about moving and believed that we would move him into a care home, as he is unable to pack any boxes or move furniture. After explaining what the Council would assist with, Mr X was very relieved and open minded to moving.</p>

	<p>I identified a bungalow in the same area so that Mr X would still be able to use the same GP's, shops and have his support network. I arranged a viewing at the property due to Mr X mobility problems, I secured transport through the British Red Cross who collected him, supported with mobility aids during the viewing and dropped him back home afterwards. I continued to visit on a near fortnightly basis to update on the property and to offer reassurance. During these visit we selected the soft furnishings. Mr X is currently waiting to move into his new accommodation. During my last visit 3 weeks ago, Mr X was very tearful as he said that I had been a great support for him and he could not wait to move now after dreading it to start with and feels like he's now got a new lease of life. Mr X is now also receiving a monthly visit from the Red Cross be-friending service.</p>
Officer responsible for progressing the action	<p>City Home housing officers lead in supporting tenants. The Project Managers in the Enabling and Development Team lead on supporting leaseholders.</p>
Date action to be completed by	<p>Not applicable</p>

Equality Group	Disability – People with Mental Health or Other Support Needs
<p>Details of possible disadvantage or negative impact</p>	<ul style="list-style-type: none"> • • A number of vulnerable single people will need to move from their homes. • If any have very specific requirements of alternative housing it may be challenging to offer everyone new homes in the area of their choice • Some may find the disturbance and uncertainty caused by the implementation of the AHDP will be unsettling • Some residents may choose not to reveal all of their support needs to officers and therefore appropriate support cannot be made available
<p>Action to be taken to address the disadvantage or negative impact</p>	<ul style="list-style-type: none"> • All residents are provided with a named housing officer to contact immediately after the decision has been made to redevelop a scheme. • Where possible all residents are hand delivered the letter informing them of the decision and are offered the immediate opportunity to talk through the proposal and how they will be supported to secure alternative housing. • A scheme based meeting will be set up at least a month before a final decision to redevelop, to discuss

	<p>proposals with residents.</p> <ul style="list-style-type: none"> • All residents will be offered as little or as much support as they feel they need to secure alternative housing and then to move. • At the request of the resident, any formal or informal carers will be contacted and be liaised with to ensure the resident receives the appropriate support. <p>Case Study – housing officer account.</p> <p>Mr W has been a tenant for 10 years. Mr W has a very chaotic lifestyle with addictions to alcohol and Class A drugs, he also has a diagnosis of bi-polar disorder. Mr W is supported by the forensic psychiatry service.</p> <p>It took a long time to engage with Mr W and build a trusting relationship with him, I visited with his Community Pyschiatric Nurse (CPN) on a fortnightly basis and also informed the local policing team of the situation with Mr W and the importance of him engaging with me. This led to a joint visit with the local officer who Mr W respected. The officer explained what I did and that I was working for his best interests. From this meeting we had a good relationship.</p> <p>I continued to have weekly conversations with his CPN and made bids fortnightly on Mr W behalf. I identified a suitable property for Mr W in an area that he knew and was still able to access the same support groups, GP's etc. I arranged a 7.45am viewing of the property with his two supports workers and brother (this was perceived as the best time as Mr W would be sober) All the soft furnishings were chosen in a joint visit with his CPN so that is was a supportive environment. Mr W has little comprehension of money and his personal affairs therefore Mr W and his CPN agreed that the home loss payment should be made direct into Mr W bank account at Fulbourn Hospital. This agreement was made in writing.</p>
Officer responsible for progressing the action	City Home housing officers lead in supporting tenants. The Project Managers in the Enabling and Development Team lead on supporting leaseholders.
Date action to be completed by	Not applicable

Equality Group	Gender
Details of possible disadvantage or negative impact	No actions identified
Action to be taken to address the disadvantage or	

negative impact	
Officer responsible for progressing the action	
Date action to be completed by	

Equality Group	Pregnancy and maternity
Details of possible disadvantage or negative impact	The AHDP seeks to address the strategic need for more family housing in the city.
Action to be taken to address the disadvantage or negative impact	The profile of new build affordable housing is in line with predicted need.
Officer responsible for progressing the action	Alan Carter
Date action to be completed by	Not applicable

Equality Group	Transgender
Details of possible disadvantage or negative impact	None identified
Action to be taken to address the disadvantage or negative impact	
Officer responsible for progressing the action	
Date action to be completed by	

Equality Group	Marriage and Civil Partnership
Details of possible disadvantage or negative impact	None identified
Action to be taken to address the disadvantage or negative impact	
Officer responsible for progressing the action	
Date action to be completed by	

Equality Group	Race or ethnicity
Details of possible disadvantage or negative impact	None identified but we may need to provide additional translation and interpretation support.

Action to be taken to address the disadvantage or negative impact	Provide translation and interpretation support as needed.
Officer responsible for progressing the action	
Date action to be completed by	

Equality Group	Religion or belief
Details of possible disadvantage or negative impact	None identified
Action to be taken to address the disadvantage or negative impact	
Officer responsible for progressing the action	
Date action to be completed by	

Equality Group	Sexual orientation
Details of possible disadvantage or negative impact	None identified
Action to be taken to address the disadvantage or negative impact	
Officer responsible for progressing the action	
Date action to be completed by	

Other factors that may lead to inequality	
Details of possible disadvantage or negative impact	Generally lack of access to affordable housing for those on the home-link register, which currently stands at around 8,800, affects those who are priced out of the housing market in Cambridge because they cannot afford to rent or buy in the private sector.
Action to be taken to address the disadvantage or negative impact	The AHDP is aiming to bring our own housing stock in line with housing need in the city, including for those with protected characteristics.
Officer responsible for progressing the action	Alan Carter

Date action to be completed by	Not applicable.
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To: Executive Councillor for Housing (and Deputy Leader): Councillor Catherine Smart
Report by: Liz Bisset, Director of Customer and Community Services
Relevant scrutiny committee: Community Services Scrutiny Committee 17/1/2013
Wards affected: All Wards

LETTINGS POLICY REVIEW

Key Decision

1. Executive summary

The purpose of this report is to explain, and seek approval for, proposed revisions to the Council's Lettings Policy. The policy is one of 7 drawn up by the district councils who form the Home-Link (choice based lettings) partnership. The decision to review lettings policies across the Home-Link partnership was a requirement outlined within guidance issued by the Department of Communities and Local Government paper entitled *Allocation of accommodation: guidance for local housing authorities in England* (June 2012). It was also influenced by the Government's welfare reform programme and, in particular, the introduction of size-related criteria affecting housing benefit entitlement for social housing tenants (see sections 3.3 to 3.5).

Local authorities did not necessarily have to develop a new allocations policy, but will need to be able to show that they had taken account of new regulations, and that they have considered the priorities identified by the Government.

Although each authority within the Home-Link partnership is free to devise its own lettings policy, the partnership is based on the principle that the reasonable preference banding categories and reasons for an A, B, C or D priority to applications need to be consistent across all 7 lettings policies. The Home-Link partnership has produced a framework document upon which all 7 lettings policies should be based.

2. Recommendations

The Executive Councillor is recommended:

To approve the amendments to Cambridge City Council's Lettings Policy

3. Background

3.1 Cambridge City Council is one of the partners in the Cambridge sub regional choice based lettings scheme (known as 'Home-Link'), which replaced the points-based waiting list in February 2008. Instead of allocating properties via a waiting list properties are now advertised by the council and registered providers every two weeks and applicants can 'bid' on up to 3 properties in each advertising cycle. Applicants are banded from A-D with A being the highest and properties are offered to the applicant with the highest band in each shortlist. Where two or more people have the same priority band priority is given to the applicant with the longest date in band.

3.2 The new Code of Guidance *Allocation of accommodation: guidance for local housing authorities in England* was issued in June 2012 and called upon local authorities to review allocations schemes and, in doing so, consider the following principles:

- § Applying local flexibilities – in line with the *Localism Act* authorities are encouraged to set their own priorities for allocations by defining *qualifying persons* who can join the housing register
- § Making best use of stock – tackling under occupation and overcrowding
- § Rewarding those who work or make a community contribution
- § Increased priority for applicants leaving the armed forces – this has been the only prescriptive element within the guidance. There are two Statutory Instruments, which apply part of the guidance. One prevents local authorities from excluding members of the armed forces, leaving service within the previous 5 years, from the housing register on the basis that they do not have a local connection to the district.

The other, still in draft form, requires that additional preference is given to applicants who have previously served in the armed forces. Please see section 5 for links to both of these documents.

- 3.3 The Government intends to use powers contained within the *Welfare Reform Act 2012* to provide that, from April 2013, working-age social tenants in receipt of Housing Benefit will experience a reduction in their benefit entitlement if they live in housing that is deemed to be too large for their needs.
- 3.4 The regulations stipulate that one bedroom is required for the following:
- § Adult couple
 - § Other person aged 16 or over
 - § Any two children of the same sex up to the age of 16
 - § Any two children regardless of sex under the age of 10
 - § Any other child
- 3.5 Housing benefit entitlement will be reduced by 14% for those under-occupying by 1 bedroom and 25% for those under-occupying by 2 bedrooms.
- 3.6 Home-Link scheme partners have been reviewing the lettings policy in response to both the Code of Guidance and welfare reform changes outlined above. In response to these considerations the main changes to Cambridge City Council's Lettings Policy are as follows (The full, revised policy can be found at appendix 1):
- § Applicants will need to demonstrate a local connection with Cambridge City before they can be accepted on to the housing register and become a *qualifying person* (see section 3.3 of amended policy attached at appendix 1)
 - § Exclusion provisions for applicants with histories of unacceptable behaviour such as domestic or other violence, harassment, anti social behaviour or tenancy related debt have been strengthened but are still subject to careful review (see section 3.4 of amended policy attached at appendix 1)
 - § A revision of the bedroom entitlement assessment so that it dovetails with the Local Housing Allowance size related criteria provisions (see section 5.5 of amended policy attached at appendix 1)
 - § Notwithstanding the change detailed in the above bullet point, landlords will still be able to use local lettings plans on new and, where appropriate, existing developments to create mixed and balanced communities (see section 5.17 of amended policy)

attached at appendix 1). An additional local discretion to allow landlords to meet the needs of atypical cases (see section 5.5.5 of amended policy attached at appendix 1) or properties (see section 7.3.2 of amended policy attached at appendix 1)

- § Increased priority for those assessed as under occupying or overcrowding current accommodation. Applicants lacking/under occupying by 1 bedroom will be placed in band B (band C under the existing policy) and applicants lacking/ under occupying by 2 bedrooms will be placed in band A (band B under the existing policy)
- § Increased priority for members of the armed forces – it is proposed that the date in band (the date that an applicant moved into a particular band and affords priority within that band) should be calculated by backdating the date in band by the cumulative length of military service (see section 2.4 of amended policy attached at appendix 1)
- § Foster carers and adoption - A new clause has been inserted which makes reference to foster carers and adoption and the principle that those accepted by the County Council to offer foster care or adoption placements should be given bedroom entitlement which reflects their proposed household size (see section 5.5.4 of amended policy attached at appendix 1)
- § Staying contact with children – the council’s existing Lettings Policy provides for one bedroom entitlement to be awarded to both parents in a split household where the staying contact is organised on a 50/50 basis. The wording of this clause has been amended to align with the framework document (see section 5.6 of amended policy attached at appendix 1)

3.7 The Home-Link partnership considered whether to offer increased priority to those who work or make a community contribution but it was felt that administering a fair system would be excessively complicated and was not deliverable within existing resources

3.8 In conjunction with the lettings policy review there are a number of system efficiencies and enhancements planned for the Home-Link IT system. Amongst these is the cessation of Home-Link magazine at the end of December, which has already been replaced by personalised property sheets for each applicant. It also includes digital member packs, an online housing options assessment process, an auto-banding system, bulk email services, a proxy bidding service and a housing register review module. These enhancements should enable

staff to spend more time supporting vulnerable customers to use the system.

- 3.9 Dispensing with the Home-Link magazine will save the partnership around £110,000 per annum in total. This will help fund the enhancements referred to in 3.8 above and bolster the development fund for future improvements.
- 3.10 If approved the proposed changes to the lettings policy will come into force on the 1st April 2013.

4. Implications

(a) **Financial Implications**

Existing applicants will need to be reassessed under the new policy and will need to reapply using a pre-assessment and full application process. From mid January until the end of March all existing housing register applicants will be contacted and supported to reapply if they are still eligible and wish to remain on the register. The Council will be paying a fee to Sector (part of Locata, the Home-Link systems provider) to contact every housing register applicant regarding the review process. This cost will be comfortably offset by the savings in printing costs from the cessation of the Home-Link magazine. Sector will be working closely with teams managing the housing registers across the sub region to resolve and manage queries throughout the process.

It is estimated that the savings realised from the ending of the Home-Link magazine as outlined in 3.8 and 3.9 above will be worth £22,000 to this authority.

- (b) **Staffing Implications** (if not covered in Consultations Section)
None

(c) **Equal Opportunities Implications**

An Equality Impact Assessment (EIA) has been conducted on the lettings policy review, the new pre-assessment process and the cessation of the Home-Link magazine and is referred to as a background paper

- (d) **Environmental Implications**
Nil

- (e) **Procurement**
No implications

(f) **Consultation and communication**

An extensive customer and stakeholder consultation on the review has taken place and the results are contained within a background paper

(g) **Community Safety**

See exclusion provisions listed at 3.6 (2nd bullet point) listed above

5. Background papers

These background papers were used in the preparation of this report:

- § Equality Impact Assessment
- § Consultation summary
- § Statutory Instruments relating to allocation for those leaving the armed forces
<http://www.legislation.gov.uk/uksi/2012/1869/regulation/3/made?view=plain> and
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/8418/2060715.pdf

6. Appendices

Appendix 1 – revised Cambridge City Council Lettings Policy

7. Inspection of papers

To inspect the background papers or if you have a query on the report please contact:

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Cambridge City Council

LETTINGS POLICY

This document sets out how Cambridge City Council, in partnership with Registered Providers (Housing Associations) with properties in the district, will allocate their properties through the
the
“Home-Link Choice Based Lettings Scheme”

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Chapter 1

1.1 Introduction

1.1.1 This is the letting policy for Cambridge City Council, and should be considered in conjunction with the Cambridge Sub-regional Choice Based Lettings scheme ("CBL"), framework document, which outlines how the CBL scheme will work. The Partnership Organisations to the Sub-regional CBL scheme are:

- a) Cambridge City Council
- b) East Cambridgeshire District Council
- c) Fenland District Council
- d) Forest Heath District Council
- e) Huntingdonshire District Council
- f) South Cambridgeshire District Council
- g) St Edmundsbury Borough Council

1.1.2 The CBL scheme and this lettings policy have been designed in collaboration with the sub regional Partnership Organisations listed above, with the aim of having as much consistency in the letting of social housing as is possible in a very diverse sub-region. The lettings policy aims to ensure that all people seeking social housing in the City of Cambridge are able to exercise choice in deciding where they wish to live and in the type of property they would prefer.

1.1.3 The policy enables Cambridge City Council to consider the individual needs of its applicants whilst making best use of the scarce resource of housing stock. The policy sets out:

- a) How to apply for housing.
- b) Who will qualify to be accepted onto the housing register.
- c) How priority for housing applicants will be given.
- d) What the decision-making processes are.
- e) How homes will be let.

1.1.4 You may view the CBL framework document and this lettings policy, at www.cambridge.gov.uk or request a copy from any of the Partnership Organisation's offices. (See Appendix 1 on p.31)

1.2 Objectives of the lettings policy

- a) To meet the legal requirements for the allocation of social housing as set out in the Housing Act (1996) as amended by the Homelessness Act (2002) and the Localism Act (2011).
- b) To assist applicants in the highest assessed need
- c) To let properties in a fair and transparent way and provide a consistent lettings process
- d) To make best use of housing stock
- e) To ensure that applicants are not unlawfully discriminated against, whether directly or indirectly
- f) To support vulnerable applicants
- g) To provide increased choice and information to applicants
- h) To provide information and feedback on homes that are let through the CBL scheme
- i) To improve mobility across the sub-region
- j) To promote social inclusion and help achieve sustainable communities

1.3 Statement on choice

- 1.3.1 Cambridge City Council is fully committed to enabling applicants to play a more active role in choosing where they live, whilst continuing to house those in the greatest need in the City of Cambridge.
- 1.3.2 The CBL scheme will enable applicants from the City of Cambridge to have access to a percentage of available homes from all the Partnership Organisations across the sub region.

1.4 Legal context

- 1.4.1 All applicants for housing will be assessed to determine their eligibility to be placed on the housing register. This is to ensure homes are let to those in the highest assessed need and ensures that the Council meets its legal obligations as set out in the Housing Act (1996) as amended by Homelessness Act (2002) and the Localism Act (2011).

This policy has also had regard to:

- a) Allocation of accommodation: guidance for local housing authorities in England, and
 - b) Cambridge City Council Homelessness Strategy, and
 - c) Cambridge City Council Tenancy Strategy (containing details of the types of social rented tenancies that may be offered by housing association landlords).
- 1.4.2 The law states that there are five groups of applicants where reasonable preference must be considered:
 - a) People who are homeless (within the meaning of Part VII (7) of the Housing Act 1996, as amended by the Homelessness Act 2002.)
 - b) People who are owed a duty by any local housing authority under section 190(2), 193(2), or 195(2) of the 1996 Act (or under section 65(2) or 68(2) of the Housing Act 1985) or who are occupying accommodation secured by any such authority under section 192(3)
 - c) People occupying unsanitary or overcrowded housing or otherwise living in unsatisfactory housing conditions
 - d) People who need to move on medical or welfare grounds (including grounds relating to a disability); and
 - e) People who need to move to a particular locality in the district of the authority, where failure to meet that need would cause hardship (to themselves or to others)
 - 1.4.3 The lettings policy has been designed to ensure applicants who fall into the above reasonable preference categories will be awarded reasonable preference.
 - 1.4.4 Every application received by Cambridge City Council will be considered according to the facts unique to that application as Cambridge City Council recognises that every applicant's situation is different. Applications will be considered on an individual basis and individual circumstances will be taken into account. However, all lettings will be made in accordance with this lettings policy.

1.5 Equal opportunities and diversity

- 1.5.1 The lettings policy will be responsive, accessible and sensitive to the needs of all. Cambridge City Council is committed to promoting equality of opportunity and will ensure that all applicants are treated fairly and without unlawful discrimination on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation,

1.6 Monitoring and reviewing the lettings policy

- 1.6.1 Cambridge City Council will monitor the operation of the lettings policy by regularly reviewing the policy to ensure that the policy meets its stated objectives and complies with legislative changes.

Chapter 2

2.1 How to apply for housing

- 2.1.1 To apply to go on the housing register, applicants are required to complete an on-line pre-assessment form. This will allow the applicant's housing options to be assessed and determine which options are most appropriate. If this includes social rented housing, and the applicant is eligible, they will then be required to complete a more detailed register application form. Where applicants are unable to use these on-line facilities a paper form will be available on request.

Both on-line forms can be completed at www.home-link.org.uk. A paper form if required can be requested from Cambridge City Council or any of the Partnership Organisation's offices as detailed in Appendix 1 on p.31.

- 2.1.2 An applicant may include anyone on their application who may reasonably be expected to live with them as part of their household.
- 2.1.3 Where two applicants wish to have a shared application they will be known as joint applicants. Although siblings, grandparents and friends may jointly apply to the register, due to the level of demand for family sized accommodation from family households (nuclear families with children), they will not be prioritised for an offer of this size of accommodation ahead of families.
- 2.1.4 On receipt of the application Cambridge City Council will assess this and may request additional information and supporting evidence so that the applicant's eligibility and housing need can be confirmed. Cambridge City Council will verify the information provided which may include inviting the applicant for an interview or visiting them at home.
- 2.1.5 Applications will only be accepted onto the register where:
- a) The applicant is eligible within the meaning of the Asylum and Immigration Act (1996) (see Chapter 3); and
 - b) The applicant qualifies for an allocation of accommodation. (See sections 3.2 to 3.4).
- 2.1.6 After assessment Cambridge City Council will write to applicants to inform them whether the applicant has been accepted onto the housing register, or give reasons if they have not. Where accepted they will be informed of:
- a) Their unique reference number, which allows them to bid for homes through the CBL Scheme
 - b) The Housing Needs Band in which the application has been placed
 - c) The date that the application was placed in the band (the "date in band")
 - d) The size of property for which the applicant is likely to be able to bid

If they have not been accepted onto the housing register they will be given reasons why and information on the review process (see Chapter 6).

2.2 Date of registration

- 2.2.1 The registration date of an application will be the date the online housing application form is received electronically and, if a paper application is submitted the date it is received at the offices of Cambridge City Council, or any of the Partnership Organisations is the date of registration.

2.3 Date in band

2.3.1 The principle of the policy is that normally no applicant should overtake existing applicants in a band. Therefore applicants will be placed within a band in date order.

- a) **New applications:** the date in band will be the same as the applicant's date of registration.
- b) **Change of circumstances which results in a higher band assessment:** the date in band will be the date the applicant provides evidence of the change of circumstances leading to the award of a higher priority band.

2.3.2 When applicants move down bands due to a change in their circumstances the following applies:

- a) **Returning to a band that they were previously placed in:** the date in band reverts to the date that applied when the applicant was previously in that band.
- b) **Moving into a lower band they have not previously been placed in:** the date in band will be the date that the application was first placed into a higher band. In most circumstances this is likely to be their date of registration.

2.4 Armed Forces¹ personnel – date in band.

2.4.1 Additional priority will be awarded to the following categories of people:

- (a) former members of the Armed Forces¹;
- (b) serving members of the Armed Forces¹ who need to move because of a serious injury, medical condition or disability sustained as a result of their service;
- (c) bereaved spouses and civil partners of members of the Armed Forces¹ leaving Services Family Accommodation following the death of their spouse or partner;
- (d) serving or former members of the Reserve Forces² who need to move because of a serious injury, medical condition or disability sustained as a result of their service.

2.4.2 Additional priority will be awarded to the above categories of people by awarding their application the appropriate priority band, as set out in this lettings policy, and backdating their date in band by the total cumulative period of their length of military service. This will have the effect of raising their priority above applicants in similar circumstances who have not undertaken military service.

2.4.3 Current members of the Armed Forces¹ may also request that this additional priority be applied to their housing application six months prior to the date when they are due to leave military service. Appropriate evidence of the end to military service will be required.

¹ Means the Royal Navy, the Royal Marines, Her Majesty's regular army or the Royal Air Force

² Means the Royal Fleet Reserve, the Royal Naval Reserve, the Royal Marines Reserve, the Army Reserve, the Territorial Army, the Royal Air Force Reserve or the Royal Auxiliary Air Force

2.5 Multiple applications

- 2.5.1 An applicant can only be included on one active application on the housing register at any time.

2.6 Change of circumstances

- 2.6.1 Where an applicant registered with Cambridge City Council has a change in their circumstances they must promptly inform Cambridge City Council. Applicants can obtain a change of circumstances form from any Partnership Organisation, but this must then be sent to the Partnership Organisation that is managing their application. Change of circumstances received by Cambridge City Council will be assessed based on the new circumstances. Examples of change of circumstances are detailed below, although this list is not exhaustive.

- a) Change of address
- b) People joining or leaving the household
- c) Pregnancy/birth of a child
- d) Relationship breakdown
- e) Change to the medical circumstances of anyone included on the application
- f) Death of a household member
- g) Death of a joint applicant
- h) Change of income and/or capital

2.7 Applicant's consent and declaration

- 2.7.1 When an applicant applies for housing, they will be required to sign a declaration to confirm that:
- a) The information they have provided is true, accurate and complete.
 - b) They will promptly inform Cambridge City Council of any change in circumstances.
 - c) They understand that information will be shared with all the Partnership Organisations .
 - d) They consent to Cambridge City Council making enquiries of any relevant persons to confirm the information on the application form is correct.
 - e) They consent to the release of any relevant information either to Cambridge City Council held by third parties, or by Cambridge City Council to third parties.
 - f) The information provided may be used to help in the detection and prevention of fraud.

- 2.7.2 Cambridge City Council may take legal action against applicants who withhold or provide false information regarding their housing application. Where an applicant has been let a property as a result of providing false information, their landlord may take court action to obtain possession of the property.

2.8 Data protection

- 2.8.1 Cambridge City Council policy on Data Protection is available on request or can be found at <http://www.cambridge.gov.uk/ccm/content/contact-us/data-protection/data-protection-policy.en>.

2.9 Application review

- 2.9.1 When an applicant has not bid for any available properties for one year, we will normally write to them to see if they still wish to be on the housing register. If there is

no response within the required time limit, (28 days from the letter being sent) the application will be cancelled. We will write to the applicant to notify them of this. If an applicant contacts Cambridge City Council within 28 days of their application being cancelled and indicates that they still want to be considered for housing, the application will be reinstated from their last applicable date in band (see s.2.3 above).

2.10 Cancelling an application

2.10.1 An application will be cancelled from the housing register in the following circumstances:

- a) At the applicant's request.
- b) If the applicant no longer falls within a qualifying class of applicant (see s.3.2).
- c) If the applicant becomes ineligible for housing (see s.3.1).
- d) When the applicant has been housed through the Lettings Policy.
- e) When a tenant completes a mutual exchange.
- f) Where an applicant does not maintain their application through the review process, or where they move and do not provide a contact address.
- g) Where the applicant has died.

2.10.2 When an application is cancelled, we will write to the applicant or their representative to notify them. Where an applicant has been highlighted as vulnerable, Cambridge City Council will contact the applicant to check their circumstances before cancelling the application. Any applicant whose application has been cancelled has the right to ask for a review of the decision, (see Chapter 6).

2.10.3 Where an applicant wishes to re-join the housing register at a later date their new date of registration will be the date they re-apply.

Chapter 3

3. Who can be accepted onto the housing register?

3.1 Eligible applicants

3.1.1 Cambridge City Council cannot, by law, allocate housing accommodation to anyone who is subject to immigration control within the meaning of the Asylum and Immigration Act (1996), unless they fall within a class exempted from this restriction by Government regulations. In addition, the council cannot allocate housing accommodation to other classes of persons from abroad if, by law, Government regulations dictate we cannot.

3.1.2 Applications whose immigration status makes them ineligible to be considered on the register will be notified in writing of the decision and the reason for the decision. If an applicant is accepted onto the register, but subsequently becomes ineligible, their housing application will be cancelled and the applicant notified. Applicants found to be ineligible have a right to ask for a review of the decision (see Chapter 6).

3.2 Qualifying categories of applicants

3.2.1 The Cambridge sub-region (the Home-Link area) is an area where the demand for social housing far exceeds the supply. For this reason only those applicants who meet the local connection criteria will qualify to join the housing register (see s.3.3).

3.2.2 Applicants will not qualify to join the housing register if they are considered to be unsuitable to be a tenant because of unacceptable behaviour (see s.3.4)

3.3 Local Connection

3.3.1 An applicant will be considered to have a local connection with Cambridge City Council and accepted onto the housing register if they meet one of the following criteria:

- a. The applicant works in the local authority area for sixteen hours or more per week; or
- b. The applicant has lived in the local authority area for at least 6 of the last 12 months, or 3 of the last 5 years; or
- c. The applicant has family members who are resident in the local authority area. Family members are defined as parents, sons and daughters or brothers or sisters who have been resident in the local authority for a period of 5 years or longer. Other close family ties will be considered on a case by case basis; or
- d. The applicant is owed a full housing duty under the relevant homelessness legislation by Cambridge City Council; or
- e. The applicant is a member of the Armed Forces¹ and former Service personnel, where their application is made within five years of discharge; or

¹Means the Royal Navy, the Royal Marines, Her Majesty's regular army or the Royal Air Force

- f. The applicant is a bereaved spouse or civil partner of a member of the Armed Forces¹ leaving Services Family Accommodation following the death of their spouse or partner; or
- g. The applicant is a serving or former member of the Reserve Forces² who needs to move because of a serious injury, medical condition or disability sustained as a result of their service; or
- h. There are special circumstances that Cambridge City Council considers give rise to a local connection.

3.4 Applicants with a history of unacceptable behaviour

- 3.4.1 Where an applicant has a history of behaviour which in the opinion of Cambridge City Council is unacceptable and makes the applicant unsuitable to be a tenant the Council may decide that the applicant does not qualify to be accepted onto the housing register. Unacceptable behaviour can include domestic or other violence, harassment, anti social behaviour or tenancy related debt
- 3.4.2 When considering whether an applicant qualifies to be accepted on the housing register, notwithstanding a history of unacceptable behaviour, the council will consider the nature of the behaviour, when it took place, the length of time that has elapsed since and whether there has been any change in circumstances which would show that the applicant had amended their behaviour so that they are considered suitable to become a tenant.
- 3.4.3 If the Council decides that an applicant does not qualify to be accepted on the housing register because the applicant has a history of unacceptable behaviour that makes them unsuitable to be a tenant the applicant will be informed in writing of this decision and the reasons for the decision. They will also be informed how they can become a qualifying person, for example, by agreeing an arrangement to make payments towards rent arrears and adhering to this, or by the applicant showing that the circumstances or behaviour that made them unsuitable to be a tenant, has changed.
- 3.4.4 If an applicant is accepted onto the register but a change in their behaviour means that they are no longer a qualifying person, their housing application will be cancelled and the applicant will be notified in writing of this decision and the reasons for the decision.
- 3.4.5 Applicants considered as not qualifying due to unacceptable behaviour have a right to ask for a review of the decision (see Chapter 6).

3.5 16 and 17 year olds

- 3.5.1 Anyone aged 16 or over can apply for housing. However until the applicant reaches 18 years old any offer of accommodation will be subject to appropriate guarantor or trustee arrangements being in place. Applicants under 18 years old will be referred to a housing officer for advice regarding their housing rights and options.

¹ Means the Royal Navy, the Royal Marines, the regular army or the Royal Air Force

² Means the Royal Fleet Reserve, the Royal Naval Reserve, the Royal Marines Reserve, the Army Reserve, the Territorial Army, the Royal Air Force Reserve or the Royal Auxiliary Air Force

Chapter 4

4.0 Assessment of housing need

4.1 Legal background

- 4.1.1 All eligible and qualifying applicants will be placed in a housing needs band following an assessment of their household's needs. This is to ensure that Cambridge City Council meets its legal obligations as set out in the Housing Act 1996 as amended by the Homelessness Act 2002 and the Localism Act 2011.

4.2 Advice and information

- 4.2.1 Cambridge City Council will ensure that advice and information on how to apply for housing in the City of Cambridge is available free of charge to everyone. If applicants are likely to have difficulty in making an application without assistance, then the council will make any necessary assistance they require available.

4.3 Assessment of housing need

- 4.3.1 Assessments of housing needs are based on an applicant's current housing circumstances. Assessments will be completed by housing officers of Cambridge City Council.

4.4 Local connection criteria

- 4.4.1 To ensure local housing needs are met, 90% of properties advertised through the CBL scheme will be labelled as available to applicants with a local connection to Cambridge City Council. 10% of advertised properties, plus those that are difficult to let, will be open to bidding from applicants with a local connection to any authority in the Cambridge Sub-region. 25% of new growth homes will be made available for cross boundary mobility. The relevant local connection requirement will be clearly labelled on the property advertisement.
- 4.4.2 Where a property has local connection criteria attached to it through a local lettings plan or s.106 agreement, then these properties will be let in line with the criteria within the s.106 agreement. This may differ from the local connection criteria contained within this lettings policy.

4.5 Housing needs bands

- 4.5.1 Eligible and qualifying applicants will be placed in one of the following four bands in date order. Applicants placed in Band A will have the highest assessed need, band D the lowest. When an applicant is placed in a housing needs band the same level of priority will apply with all Partnership Organisations in the sub-region.

4.6 Band A: Urgent Need

Applicants with the following circumstances will be placed into Band A:

a) Urgent transfer

Where an existing council or housing association tenant needs to move urgently because of circumstances that could include:

- a) Major repairs are required on the property in which they live and which cannot be undertaken with the tenant living in the property.

- b) The property is being demolished.
- c) Urgent social need to move.

b) Current supported housing resident

The applicant has been assessed through Cambridge City Council's Hostels Assessment and Resettlement Panel (HARP) procedure and the supported housing provider as ready to move into independent accommodation and the applicant has not been placed in band A for any other reason. The purpose of HARP is to:

- Ensure a steady flow of clients through the hostel system
- Scrutinise and approve assessments and ongoing support plans
- Approve cases to move into Band 'A' to give applicants enough priority to successfully bid on property.
- Identify cases that are appropriate for a move into the private rented sector
- Ensure timely move on for substance misusers who have stabilised and are ready to move on

In exceptional circumstances, and at the discretion of a senior officer within the Housing Advice Service at Cambridge City Council, arrangements can be made with a supported housing provider(s) for move on and assigning band A status outside of the HARP process.

c) Urgent health and safety risk

The applicant's current accommodation has been assessed by Cambridge City Council or a Partner Organisation as posing an urgent health and safety risk. This will apply where the assessment has classified the accommodation as unsafe, or where there is a risk of imminent harm as identified in the assessment, which cannot be remedied in a reasonable time and where the health and safety risk has not been caused intentionally by the applicant or a member of the applicant's household.

d) Urgent medical need

An assessment of medical need will be made by a medical professional or appropriately trained officer, using sub-regionally agreed criteria for assessment.

Urgent medical need priority will be awarded when an applicant's current housing conditions have been assessed as having a major adverse effect on the medical condition or disability of the applicant or a member of their household and this will be improved by alternative accommodation.

e) Lacking two or more bedrooms

Means the household is assessed as lacking two or more bedrooms (see s.5.5).

f) Under-occupancy by two or more bedrooms or release of adapted property

Means where an existing council or housing association tenant:

- a) Is assessed as having two or more bedrooms that are not required by the household (see s.5.5).
- b) Where a property has been adapted and the adaptations are no longer required. For example if the person requiring the adaptations has moved or died.

g) Homeless households (Full homelessness duty owed under s.193 (2) of the Housing Act 1996 as amended by the Homelessness Act 2002)

Means where an applicant is not homeless intentionally or threatened with homelessness intentionally, is eligible for assistance and has a priority need for accommodation, and Cambridge City Council or a PO has accepted a duty under s193 (2) of the Housing Act 1996 as amended by the Homelessness Act 2002 (referred to as the full homelessness duty) and this duty has not been brought to an end.

h) Urgent multiple needs

This priority will be applied where an applicant is assessed as having two or more Band B needs. This may include an application where two household members have the same assessed need e.g. two high medical needs.

For multiple needs in Band A please see 'emergency housing status' (see Chapter 5)

4.7 Band B: High Need

Applicants with the following circumstances will be placed into Band B:

a) High health and safety risk

An applicant's current accommodation has been assessed by Cambridge City Council or a Partner organisation as posing a high health and safety risk to them or members of their household. This will apply where the assessment has identified that the applicant is living in a property, the condition of which places them or members of their household at a high risk of harm as identified in the assessment, which cannot be remedied in a reasonable time and where the health and safety risk has not been caused intentionally by the applicant or a member of the applicant's household.

b) High medical need

An assessment of medical need will be made by a medical professional or appropriately trained officer, using sub-regionally agreed criteria for assessment.

High medical need priority will be awarded where an applicant's current housing conditions have been assessed as having a significant adverse effect on the medical condition or disability of the applicant or member of their household and this will be improved by alternative accommodation.

c) Lacking one bedroom

This priority will be applied where the household is assessed as lacking one bedroom based on the bedroom calculation in Chapter 5.

d) Under-occupancy by one bedroom.

This priority will be applied where an existing council or housing association tenant is assessed as having one bedroom more than required by the household (see s.5.5).

e) Victims of harassment, violence or abuse

Where Cambridge City Council or a Partnership Organisation has investigated and identified that the applicant or a member of their household is being subjected to harassment or other conduct causing alarm and distress that will be improved by a move to alternative accommodation. Harassment might be, but is not limited to, harassment due to, race, sex, gender reassignment, sexual orientation, mental

health, physical disability, learning disability, religion, domestic abuse or harassment by a former partner or associated persons.

Cambridge City Council will offer advice and support to assist the applicant in identifying possible ways to resolve the situation.

f) Potentially homeless (prior to homelessness decision being made)

Where an applicant is threatened with homelessness within a period of more than 28 days, Cambridge City Council will work with the applicant to try and prevent their homelessness. Those applicants, who appear likely to have a priority need in the event of a homelessness application, will be placed in Band B whilst the prevention measures are being pursued

Where homelessness prevention has not been possible and an applicant remains threatened with homelessness within the next 28 days, they may choose to make a homeless application which will be assessed under part 7 of the Housing Act 1996 as amended by the Homelessness Act 2002.

g) Sleeping Rough

This priority will be applied where it has been confirmed that an applicant is sleeping rough and has no other accommodation available to them. The council will verify that an applicant is sleeping rough before awarding this priority. Rough sleeping priority will not be awarded when accommodation is available to the applicant, including a placement at a direct access hostel, but the applicant chooses not to take up this offer of accommodation. Applicants assessed as 'Sleeping Rough' will not be awarded additional priority on any other accommodation related factors.

h) Multiple needs

This priority will be applied where an applicant is assessed as having three or more Band C needs. This may include an application where more than two household members have the same assessed need e.g. three medical needs.

4.8 Band C: Medium Need

Applicants with the following circumstances will be placed into Band C:

a) Medium medical need

An assessment of medical need will be made by a medical professional or appropriately trained officer, using sub-regionally agreed criteria for assessment.

Medium medical need will be awarded where an applicant's current accommodation is having a minimal effect on the medical condition or disability of the applicant or member of their household, but a move to different accommodation would be likely to improve their quality of life.

d) Need to move for social reasons

Means where Cambridge City Council or a PO has assessed the applicant's need to move for social reasons. An applicant will only be awarded this factor once irrespective of the number of social needs that may apply to their situation.

Examples where a social need to move may apply may include where an applicant:

- a) Needs to move to or within an area of the sub-region to give or receive support, and a proven level of support is required and can be given

- b) Has found employment in the Cambridge City Council area and needs to move closer to work, or will otherwise lose their employment
- c) Has staying contact with a child/children and is living in accommodation where the child/children are not allowed to stay overnight.
- d) Is living in a first floor or above property and has children less than 10 years of age as part of their household, or is more than 24 weeks pregnant.

e) Housing conditions.

This priority will be applied where the applicant/s either lack or share one or more of these facilities with persons, who are not members of their household. Facilities may include:

- a) A living room
- b) Kitchen
- c) Bathroom

f) Other homelessness.

Applicants who are homeless or threatened with homelessness and are:

- a) Intentionally homeless.
- b) Homeless or threatened with homelessness but not in priority need.
- c) Owed a main homelessness duty by a local authority that is not a PO in the sub-region.

Applicants assessed as 'Other Homelessness' will not be awarded additional priority on any other accommodation related factors.

Applicants given this priority will have their application reviewed on the anniversary of the decision, unless there is a change in their circumstances in the meantime.

4.9 Band D: Low Housing Need

4.9.1 Any applicant who does not meet any of the criteria in Bands A, B and C will be assessed as having a low level of housing need and their application will be placed in Band D.

4.9.2 Anyone assessed as having sufficient financial resources to resolve their own housing need (see s.4.12) will be placed in band D. These applicants will only be considered for an offer of a property once all other bidding applicants who do not have sufficient financial resources to resolve their own housing need have been considered.

4.10 Low priority

4.10.1 In certain circumstances, applicants will be accepted onto the housing register, but their application will be considered as low priority as a result of behaviour or circumstances that affects their suitability to be a tenant. In these circumstances their application will be placed in a housing needs band but they will not be actively considered for an offer of a tenancy or be able to express interest in available properties. Their application will remain in low priority until the applicant has shown that the circumstances or behaviour has changed so that they are considered suitable to be a tenant.

4.10.2 The following categories will be considered as low priority:

- a. Applicants with rent arrears, former rent arrears or other housing-related charges or debts, where these are not sufficiently high to class them as not qualifying to join the register (see s.3.4). Other than in exceptional circumstances, an applicant with outstanding rent arrears, former rent arrears or other housing-related debts will not be considered for an offer of a tenancy or eligible to bid for housing until they have shown a regular repayment record. The council's housing related debt policy is available on request.
 - b. Applicants with a history of anti-social behaviour where this is not sufficiently severe to class them as not qualifying to join the register (see s.3.4).
- 4.10.3 All applicants who are considered low priority will be informed of this decision in writing, and how their application could be re-assessed, for example, by agreeing and keeping to an arrangement to make payments towards rent arrears, or by the applicant satisfying the council that the circumstances or behaviour that made them unsuitable to be a tenant have changed.
- 4.10.4 Cambridge City Council expects applicants to clear any housing related debts owed to any registered social landlord before an offer of a tenancy is made, where it is clearly within their means to do this (for example where the debt is relatively low and the applicant has a reasonable disposable income or has sufficient savings available).
- 4.10.5 When a financial assessment shows that the debt cannot be cleared immediately then a realistic and affordable repayment arrangement should be agreed to clear the debt. The applicant may become eligible to bid for property as long as they have made regular payments in line with the agreement they have made.
- 4.10.6 Applicants found to be low priority have a right to ask for a review of the decision (see Chapter 6). A designated senior officer will undertake the review.

4.11 Intentionally worsening housing circumstances

- 4.11.1 If an applicant is assessed as having intentionally worsened their housing situation in order to improve their housing priority, their level of housing need will be assessed on the basis of their previous accommodation.
- 4.11.2 Applicants found to have intentionally worsened their circumstances have a right to ask for a review of the decision (see Chapter 6).
- 4.11.3 All applicants deemed to have intentionally worsened their circumstances will have their application reviewed on the anniversary of the decision, unless there is a change in their circumstances in the meantime.
- 4.11.4 If Cambridge City Council has assessed and accepted the applicant is homeless or threatened with homelessness, has a priority need under the homeless legislation, but considers that they have become homeless intentionally; the applicant will be placed in Band C.

4.12 Financial resources

- 4.12.1 All qualifying applicants are entitled to apply for housing regardless of income levels. However if an applicant is assessed as having income and/or capital, which will enable them to resolve their own housing need through other tenures they will not receive any preference for rented housing and, when bidding, will appear on the shortlist after all other applicants that do not have the resources to resolve their own need.

This assessment will be based on the following

- a) The total income of the applicant/partner
- b) Any capital available to the applicant/partner
- c) Average property prices in the area for the type of accommodation needed by the household
- d) The ability of the applicant/partner to acquire a mortgage and maintain required repayments based on a realistic assessment of their financial position and commitments.
- e) The ability of the applicant/partner to meet the required mortgage repayments based on a realistic assessment of their financial position and commitments.

4.12.2 Excluded from the above financial assessment will be any member of the Armed Forces¹ who may have received a lump sum as compensation for an injury or disability sustained on active service.

4.13 Officer review for Band A applicants

4.13.1 Where an applicant has held Band A status for three months from their applicable date in band Cambridge City Council may carry out a review of their circumstances. This will result in either:

- a) A direct let – usually for statutorily homeless applicants living in temporary accommodation.
- b) Priority being maintained.
- c) Moving into a lower priority band if the circumstances under which they were placed in Band A no longer apply.

¹ Means the Royal Navy, the Royal Marines, Her Majesty's regular army or the Royal Air Force

Chapter 5

5.1 Assessment information and criteria

- 5.1.1 The following section outlines criteria taken into account when considering assessments of housing need.

5.2 Transfer applicants

- 5.2.1 Transfer applicants are those applicants who are tenants of a council or housing association property in the UK who wish to move to alternative accommodation.

5.3 Homeless applications

- 5.3.1 Applicants who are already on the housing register will remain in their existing housing needs band whilst a homeless assessment is carried out (unless the criterion in s.5.3.3 below applies).
- 5.3.2 When a decision has been made by Cambridge City Council that an applicant is owed a full homelessness duty under s.193 (2) of the Housing Act 1996 (as amended) their application will be placed and remain in Band A until that duty is brought to an end (See s.4.6 (g)).
- 5.3.3 Where a person is threatened with homelessness within a period of more than 28 days, the Council will work with the applicant to try and prevent their homelessness. Those persons, who appear likely to have a priority need in the event of a homelessness application being made, will be placed in Band B whilst the prevention measures are being pursued.
- 5.3.4 A person who is threatened with homelessness may have an existing housing register application. Applicants already in Band A will retain their existing Band A status whilst homelessness prevention measures are pursued.
- 5.3.5 An applicant who is statutorily homeless or threatened with homelessness but deemed not to have a priority need will be placed in Band C (unless other circumstances are such that they are eligible for placement within a different band).
- 5.3.6 Applicants who have been assessed as being in priority need but are intentionally homeless will be assessed as having band C status in line with 4.8(f), if an applicant has intentionally worsened their circumstances the housing needs assessment will take this into account (see s.4.11).

5.4 Split families

- 5.4.1 Where an application is made by family members where it would be reasonable to expect them to live together but they are unable to do so, the council will assess their particular circumstances to consider the best way of addressing their housing needs.

5.5 Bedroom requirement guidelines

- 5.5.1 Bedroom requirements are generally determined in line with the Local Housing Allowance (LHA) regulations and these regulations will be applied when calculating bedroom requirements in overcrowding and under-occupancy assessments. They will also be used when calculating the size of property (number of bedrooms in the property) that an applicant will be able to bid on and eligible to be offered through the letting process.

Bedroom requirements are determined by the applicant's size of household. Generally the LHA regulations allow one bedroom each for:

- a) Every adult couple
- b) Any other adult aged 16 or over
- c) Any two children (aged under 16) of the same sex
- d) Any two children, regardless of sex, under the age of 10
- e) Any other child aged under 16
- f) A non-resident carer (claimant/partner have disability and need overnight care)

Applicants requiring help in calculating their bedroom entitlement can use the Directgov online bedroom entitlement calculator at <https://lha-direct.voa.gov.uk/BedRoomCalculator.aspx>.

- 5.5.2 Single and joint applicants of pensionable age may be eligible to be considered for one and two bedroom older person/s and/or sheltered housing.
- 5.5.3 A pregnant woman expecting her first child will be assessed as requiring two bedrooms from week 24 of her pregnancy.
- 5.5.4 Applicants who have been accepted to receive foster care or adoption placements by Cambridgeshire County Council should be given bedroom entitlement which reflects their proposed household size.
- 5.5.5 An applicant may be assessed as requiring an additional bedroom where Cambridge City Council considers there are special circumstances.

5.6 Staying contact with children

- 5.6.1 A child, or children, living between parents at separate addresses will only be considered as having one main home unless there are exceptional circumstances that mean that both parents should provide a home. A Court Order allowing access to children, or confirming residence between separated parents does not mean that the council must consider that the child is part of an applicant's household for the purposes of a housing register application.
- 5.6.2 An assessment will be made by the council as to which parent's property is considered as the child's main home. If the council considers that an applicant does not provide the child with his or her main home then the child will not be considered as part of the register application. The child would then not be considered as part of the bedroom requirements when assessing overcrowding or under-occupation. They would also not be considered when assessing the size of property (number of bedrooms) that the applicant would be eligible to bid for and offered through the lettings process.

5.7 Medical assessments

- 5.7.1 Medical assessments will be carried out for any applicants who believe that their medical condition or disability is affected by their current accommodation. The applicant will be required to fill in a self-assessment medical form, or provide information from a medical professional, detailing the effect that their current accommodation has on their medical condition or disability. These forms will be assessed and where appropriate referred to a medical professional or appropriately trained officer for their opinion of how the medical condition is affected by the applicant's housing circumstances.

5.8 Harassment and domestic violence

- 5.8.1 Where the applicant is a victim of harassment, domestic violence or anti-social behaviour, Cambridge City Council will offer advice and support to assist applicants in identifying possible ways of resolving their situation.

5.9 Applicant subject to Multi Agency Public Protection Arrangements, (MAPPA)

- 5.9.1 Where an applicant is subject to Multi Agency Public Protection Arrangements (MAPPA), Cambridge City Council will liaise with the panel to ensure an appropriate housing solution to meet the needs of the applicant and the community as a whole.

5.10 Emergency housing status

- 5.10.1 An emergency housing status may be awarded to applicants in exceptional circumstances, where remaining in their current accommodation may cause risk of death or serious injury, or where an applicant has been assessed as having multiple needs that fall within Band A. An applicant with emergency housing status who bids for a home will be considered as a priority above all other applicants in any other band.

5.11 Direct Lets

- 5.11.1 Most properties will be advertised through the Choice Based Lettings (CBL) scheme. However in certain circumstances some properties may be let directly to applicants and these properties will be let outside of the allocation scheme. Where an applicant is identified as requiring a direct let the case will be referred to a the Senior Officer Review Panel (SORP) for approval (except in 'a' below where the decision will be made by the Housing Advice Operations Manager). The list below gives some examples of where this may happen.

- a) Where the council has accepted a full homelessness duty towards a household but the household has not found suitable accommodation during a period of choice through the CBL scheme.
- b) Where an applicant and their household require a specific size, type or adapted property and the applicant has not been able to find suitable accommodation through the CBL scheme
- c) Where an existing social housing tenant is required to move to make the best use of stock, and they have not been successful in finding a suitable property through the CBL scheme

- 5.11.2 Information as to which properties have been allocated though direct lets will be made available through the CBL feedback mechanism.

- 5.11.3 Direct lets will be made on the basis of a suitable property becoming available. Where a property becomes available that is suitable for more than one applicant with a direct let status, the date applicants were awarded a direct let status will be used as a deciding factor in deciding to whom the property will be let.

5.12 Direct lets to homeless applicants

- 5.12.1 Homeless applicants who are owed a full homelessness duty by Cambridge City Council (under s.193 (2) of the Housing Act 1996 as amended by the Homelessness Act 2002) will be placed in Band A and will be able to bid for properties via the CBL

scheme. Their date in band will be the date they originally applied to the council as homeless.

5.12.2 Where homeless applicants in Band A have not been have not been offered a tenancy through the bidding process within 3 months of their date in band, the council reserves the right to make a direct let of a property, either in the social or private rented sector, under the council's policy on discharging homelessness duties. The decision to make a direct let will depend on the extent to which homeless applicants have had the opportunity to bid for a property during the initial 3 month period of the full duty being accepted.

5.12.3 Where a homeless applicant bids for a property within the initial 3 month period of being owed the full homelessness duty, is offered the tenancy and subsequently refuses the offer, their application will remain within the same housing band and the s.193 (2) duty under the Housing Act 1996 as amended by the Homelessness Act 2002, will continue.

5.12.4 The full homelessness duty will come to an end, and a homeless applicant will lose their priority under this section, when any of the circumstances within s.193 (6) or (7) of the Housing Act 1996 Act are met. This will include an applicant:

- a) Accepting an offer of accommodation made through the CBL scheme
- b) Accepting an offer made via the direct let mechanism within the policy (see s.5.11 above)
- c) Accepting a suitable offer of accommodation in the private rented sector in line with section 193 of the Housing Act 1996 (as amended by the Localism Act 2011) and the Homelessness (Suitability of Accommodation) (England) Order 2012

Having been informed of the possible consequences of refusal and the right to request a review of the suitability of the accommodation, refuses a reasonable offer of suitable accommodation made via the direct let mechanism or in the private rented sector as outlined in 'c' above

S. 193(6) of the Housing Act 1996 Act gives the full circumstances under which the full homelessness duty comes to an end.

5.12.5 Where a homeless applicant is to be allocated a property through the direct let process Cambridge City Council has responsibility for determining the suitability of any allocation. They will do this by assessing the household's particular needs and circumstances within the context of the general housing conditions in the area as a whole.

5.12.6 Where a homeless applicant is offered accommodation via a direct let, but does not feel that this offer is suitable; they have the right to request a review of the decision that the offer is suitable. For details of the review process (see Chapter 6).

5.12.7 As the property does not have to remain available during the review of the suitability and reasonableness of a direct let, homeless applicants are advised to accept and move in to the accommodation pending the decision on review. If the review outcome is unsuccessful for the applicant they will still have accommodation to live in whilst they consider their further options.

5.12.8 If a homeless applicant refuses a direct let and it is then deemed suitable at review, the full homelessness duty will come to an end. They will also have to vacate any temporary accommodation that is being provided.

5.12.9 If, on reviewing an applicant's refusal of a direct let, the property offered is considered to be unreasonable or unsuitable, the duty under s.193 (2) will continue and the applicant will be made a further offer of suitable accommodation.

5.13 Applicants who require a specific size, type or adapted property.

5.13.1 Where an applicant requires a specific size, type or adapted property, they will be placed in the appropriate housing needs band, but may be offered a direct let if Cambridge City Council have a shortage of suitable properties. For example:

- a) An applicant requires a very large property to accommodate their household.
- b) An applicant requires a property of a specific type in a specific area of the district.
- c) An applicant requires a property with specific adaptations and such a property becomes available.
- d) Where an applicant is willing to move to release a property larger than required to meet their housing needs.

5.14 Sheltered housing

5.14.1 Sheltered housing will be advertised through the CBL scheme. Sheltered housing is available to applicants over 60 years of age and prior to an offer of a tenancy applicants will be subject to an assessment by the landlord of the accommodation to establish their prospective support needs and suitability to living in sheltered housing.

5.15 Extra care homes

5.15.1 Extra care homes are properties for older people where additional support services are provided. Allocation to extra care homes will not be advertised through CBL but will be made by an allocation panel.

5.16 Refusals of direct let

5.16.1 Where an applicant (other than a person owed the full homelessness duty) refuses a reasonable offer of a direct let a senior officer will review the reasons for the refusal and the applicant may lose any housing priority they held, dependent on the reasons for the offer refusal. Applicants have the right to ask for a review of this decision (see Chapter 6).

5.17 Local lettings plans

5.17.1 Local lettings plans are used within the sub region to help create balanced and sustainable communities or to help the council decant residents affected by a refurbishment programme in the district. Where a local lettings plan applies, it will be stated in the property details when advertised. Details of any local lettings plans will be available from the local authority in whose area the property is situated. Some local lettings plans may ask for an applicant to have a local connection to a specific parish or village. In those cases, the connection criteria will be stipulated in the legal agreement for that development.

Chapter 6

6.1 Reviews of decisions

6.1.1 The council's Senior Officer Review Panel (SORP) will carry out reviews of assessment decisions as required. The panel will be comprised of two senior officers.

6.1.2 Examples of decisions that may be reviewed include:

- a) Multiple need in band
- b) Emergency housing status
- c) Moving people up a band or down a band
- d) Priority assessments, in complex cases.
- e) Housing people in different accommodation to designated need size
- f) Low priority decisions
- g) Direct lets

The above list is not exhaustive.

6.2 Statutory reviews

6.2.1 An applicant has the right to request a review of certain decisions made under part 6 of the Housing Act 1996. These are:

- a) Decisions about the facts of the applicant's case which are likely to be, or have been, taken into account in considering whether to accept onto the housing register or to allocate housing accommodation to the applicant
- b) Lack of any reasonable preference based on previous behaviour s167 (2C) Housing Act 1996
- c) Ineligibility for an allocation based on immigration status s160A (9).
- d) Decisions that an applicant does not qualify for entry on to the housing register (see sections 3.2 to 3.4)

6.2.2 Decision letters issued in respect of housing applications will advise the applicant of their right to request a review and provide appropriate guidance on how to do this. An applicant can obtain further details of the review procedure from Cambridge City Council.

6.2.3 A request for a review of a decision can be made in writing or verbally to a member of staff at Cambridge City Council. The request should be made within 21 days following the notification of the decision. Reviews will be considered within 28 days of the request being received and the applicant will receive a written response outlining the result of the review.

6.2.4 An applicant will only be entitled to one internal review. If an applicant is still unhappy following the review of a decision, they can make a complaint through the council's complaints procedures, contact the Local Government Ombudsman (see s.6.4) or seek to challenge the decision via a judicial review.

6.2.5 Statutory reviews will be undertaken by a senior housing advisor or Housing Advice Operations officer who was not involved in the original decision, and who is senior to the original decision making officer.

6.3 Homeless reviews

6.3.1 Homeless applicants have the right to request a review of certain decisions made by Cambridge City Council in respect of their homeless application. Within the context

of the council's lettings policy this includes the decision to bring to an end the full homelessness duty by making a suitable offer of permanent accommodation via the housing register through the direct let mechanism or in the private rented sector (see s.5.12).

- 6.3.2 If an applicant wishes to review the decision following a homeless application they must request this within 21 days of the date of the decision letter. Cambridge City Council will refer review requests to an external, independent organisation (qualified to interpret homelessness legislation) that will make a judgement on whether to uphold or overturn the council's decision.
- 6.3.3 If an applicant wishes to request a review of the reasonableness of an offer or the suitability of the property, this must be made within 21 days of notification of a decision to make the offer. Late review requests can be considered under exceptional circumstances at the discretion of the local authority.
- 6.3.4 Applicants who request reviews of decisions about suitability of accommodation will be advised to accept and move into accommodation pending the outcome of their review request. If the review goes in their favour alternative accommodation will be provided as quickly as possible. However if the reasonableness and suitability of the offer is upheld the applicant will still have accommodation to live in whilst they consider their further options.
- 6.3.5 The applicant has the right of appeal to the county court if he or she is dissatisfied with the decision on a review.

6.4 The Local Government Ombudsman

- 6.4.1 The Local Government Ombudsman investigates complaints of injustice arising from maladministration by local authorities and other bodies. They can be asked to investigate complaints about most council matters including housing.
- 6.4.2 If an applicant is not satisfied with the action the council has taken, and has exhausted the council's own complaints procedure, they can send a written complaint to the ombudsman.
- 6.4.3 The Local Government Ombudsman can be contacted at:

Local Government Ombudsman
The Oaks No 2
Westwood Way
Westwood Business Park
Coventry CV4 8JB
Tel: 024 7682 0000
Website: www.lgo.org.uk

If an applicant wishes to make a complaint against a housing association, they should contact:

The Housing Ombudsman Service
Norman House
105 -109 Strand
London
WC2R 0AA
Tel: 08457 125 973
Website: www.ihos.org.uk

Chapter 7

7.1 Letting of accommodation

- 7.1.1 Properties will be advertised through the sub regional CBL scheme. The advertising will be carried out on a regular basis and for specific periods of time, known as advertising cycles.

7.2 Labelling property advertisements

- 7.2.1 All adverts will include a description of the property and any other relevant information, for example rent charge, property size, length and type of tenancy, local facilities, disabled adaptations or if the property is sheltered housing. The property will be labelled to show who is able to express an interest in it (known as bidding), for example, where a local connection is required, or if there is an age restriction on the property.
- 7.2.2 Applicants should check the information contained in the property advert labelling to see if they qualify to be considered for the property.

7.3 Bedroom requirements

- 7.3.1 Bedroom requirements will generally be determined in line with the Local Housing Allowance (LHA) regulations (see s.5.5).
- 7.3.2 Landlords may choose to allow the under-occupation of certain properties including those that they advertise. The property advert will explain this on those properties the landlord is willing to under-occupy. Where a landlord is willing to allow under-occupation this will generally be by allowing an applicant to be considered for one bedroom more than their assessed Local Housing Allowance (LHA) entitlement (for example allowing applicants with an assessed two bedroom LHA need to be considered for a 3 bedroom property). All households bidding for these properties and meeting the labelling criteria will be considered in line with the shortlisting criteria contained in 7.4.1 below.
- 7.3.3 Where a landlord is willing to allow under-occupation an affordability assessment will be completed to ensure that the applicant being considered for the property is able to meet rent payments. If the applicant is assessed as being unable to afford the rent payments the landlord may bypass them on the shortlist.

7.4 Shortlisting

- 7.4.1 After the end of an advertising cycle a shortlist of applicants bidding for the property and meeting the labelling criteria will be produced. Applicants will be ranked in order of their priority band with band A above band B, band B above band C, and band C above band D. Where more than one applicant in the same priority band appears on the shortlist they will be ranked in date order as determined by their date in band (see 2.3). In circumstances where there is more than one applicant in the same band with the same date in band, the applicant with the earliest registration date will appear higher on the shortlist. If there is more than one applicant with the same band, date in band and registration date a housing advisor will make an allocation decision based on the best use of the housing stock and needs of the applicants.
- 7.4.2 When a shortlist of applicants is completed the landlord of the available property will offer an accompanied viewing of the property to the highest priority applicants. This is to ensure that if the applicant who tops the shortlist decides not to take the tenancy, the property can be quickly offered to the next person on the shortlist.

7.4.3 After viewing the property the applicant at the top of the shortlist will be given 24 hours to accept or refuse the offer. If an applicant is offered a tenancy (verbally or in writing) and does not reply to accept that offer within the deadline given, the landlord will take this as a refusal of the offer. If the offer is refused the next person on the short list will be offered the property. The landlord will work down the shortlist in order.

7.4.4 In exceptional circumstances a housing advisor may make a decision to bypass an applicant on a shortlist e.g. if, in doing so, the offer could put a vulnerable person at risk of any harm. This is referred to as a 'sensitive let'. Any such decisions will be explained fully to the applicant in writing by the landlord making the decision.

7.5 Introductory tenancies

7.5.1 All new tenancies offered by Cambridge City Council will be introductory tenancies unless one of the following apply:

- The person/s being offered the tenancy is already a secure tenant with Cambridge City Council or another local authority.
- The person/s being offered the tenancy is already a tenant under an assured tenancy (other than an assured shorthold tenancy) of a Housing Association in or out of the City of Cambridge.

Further information on introductory tenancies can be obtained at www.cambridge.gov.uk

7.6 Formal offer of the property

7.6.1 Once the applicant has confirmed their acceptance of the tenancy the landlord of the property will write to confirm the formal offer of the tenancy. The CBL system will then not allow that applicant to be considered for any further properties and once the tenancy starts their housing register application will be cancelled.

7.6.2 Once the property is ready to let the landlord of the property will complete the tenancy sign up.

7.7 Withdrawal of offers

7.7.1 In exceptional circumstances an offer of a property may be withdrawn, for example:

- a) Where there has been a change in the applicants' circumstances
- b) Where the successful applicant has rent arrears or other housing related debts that had previously not come to light
- c) Following verification the applicant is not eligible for the property
- d) Where an error has been made in the advertising criteria
- e) Where an offer of accommodation could put a vulnerable person at risk of any harm.

7.8 Refusing an offer of accommodation

7.8.1 Usually, if an applicant refuses an offer of accommodation made through CBL, they will remain in their housing needs band. If an applicant refuses three offers of a property made through CBL, a housing officer may contact the applicant to offer support and assistance and verify their circumstances.

7.9 Allocations to staff, council members or their family members

7.9.1 Members of staff, their close family and elected members who require housing with Cambridge City Council may apply for housing in the same way as other applicants. Their status should be disclosed on the application form at the time of applying.

7.9.2 If an applicant who is a member of staff, elected member or a member of their direct family, makes a successful bid for a property the Director of Customer and Community Services or other designated officer. will be informed and must approve the letting prior to the formal offer being made.

7.10 Tenancy management outside the scope of the lettings policy

7.10.1 The following tenancy management areas are not included as part of this lettings policy as they are not included within part 6 of the Housing Act 1996:

- a) Mutual exchanges
- b) Introductory tenancies converted to secure tenancies
- c) Where a secure tenancy of a property is assigned by way of succession to the same property
- d) Where a secure tenancy is assigned to someone who would be qualified to succeed to that tenancy if the secure tenant died immediately before the assignment
- e) Where court orders are made under one of the following:
 - i. Section 24 of the Matrimonial Causes Act 1973
 - ii. Section 17 (1) of the Matrimonial and Family Proceedings Act 1984
 - iii. Paragraph 1 of schedule 1 to the Children Act 1989

Chapter 8

8.0 Confidentiality and access to information

8.1 Applicants' Rights to Information

- 8.1.1 Applicants have the right to request such general information as will enable them to assess:
- a. How their application is likely to be treated under the Lettings Policy (including in particular whether they are likely to be regarded as a member of a group of people who are to be given preference by virtue of this Policy, (see Chapter 3)
 - b. Whether housing accommodation appropriate to their needs is likely to be made available to them.
- 8.1.2 Applicants have the right to request information held about their application which is likely to be, or has been, taken into account when considering whether to allocate them housing.

8.2 Data protection

- 8.2.1 When an applicant applies to the Home-Link scheme the Partnership Organisations will only ask for information that they need to assess their eligibility and housing needs. The Partnership Organisations will collect and keep data in accordance with [the council's] David *-is that right?* guidelines on handling personal data.
- 8.2.2 These guidelines are in accordance with the Data Protection Act 1998 which covers both electronic and manual records and the Act governs everything we do with the personal data, including collecting, storing, using and disposing of it.
- 8.2.3 Confidential information held about applicants will not be disclosed to third parties apart from:
- a) Where the individual who is the subject of the confidential information has consented to the disclosure
 - b) Where the council or a Partnership Organisation is required by law to make such disclosures
 - c) Where disclosure is made in accordance with an information sharing protocol

8.3 Requesting information

- 8.3.1 Applicants are able to request copies of the information held regarding their application. This information is held in line with Data Protection Act guidelines. Please note that we cannot provide you with personal information about other people if doing so will breach the Data Protection Act 1998.

Appendix 1

Cambridge Sub regional Choice Based Lettings

Partner Organisation List

Local Authority

Cambridge City Council

PO Box 700
Cambridge
CB1 0JH
Email: cbl@cambridge.gov.uk
Website: www.cambridge.gov.uk

South Cambridgeshire District Council

South Cambridgeshire Hall
Cambourne Business Park
Cambourne
Cambridge
CB23 6EA
Email: cbl@scambs.gov.uk
Website: www.scambs.gov.uk

East Cambridgeshire District Council,

The Grange
Nutholt Lane
Ely
Cambs.
CB7 4PL
Email: customerservices@eastcambs.gov.uk
Website: www.eastcambs.gov.uk

Huntingdonshire District Council

Pathfinder House
St Mary's Street
Huntingdon
Cambridgeshire
PE29 3TN
Email: housingservices@huntsdc.gov.uk
Website: www.huntsdc.gov.uk

Fenland District Council

Fenland Hall
County Road
March
Cambridgeshire
PE15 8NQ
Email: info@fenland.gov.uk
Website: www.fenland.gov.uk

LSVT Landlord

Sanctuary Housing

Avro House
49 Lancaster Way Business Park
Ely
Cambs
CB6 3NW
Email: contactus@sanctuary-housing.co.uk
Website: www.sanctuary-housing.co.uk

Luminus Group

Brook House
Ouse Walk
Huntingdon
Cambridgeshire
PE29 3QW
Email: homes@luminus.org.uk
Website: www.luminus.org.uk

Roddons Housing Association

Beacon House
23 Hostmoor Avenue
March
Cambridgeshire
PE15 0AX
Email: roddensenquiries@circle.org.uk
Website: www.circle.org.uk/roddons/

Local Authority

Forest Heath District Council

College Heath Road
Mildenhall
Suffolk
IP28 7EY

Email: cbl@forest-heath.gov.uk

Website: www.forest-heath.gov.uk

St Edmundsbury Borough Council

West Suffolk House
Western Way
Bury St Edmunds
Suffolk
IP33 3YU

Email: home-link@stedsbcc.gov.uk

Website: www.stedmundsbury.gov.uk

LSVT Landlord

Flagship Housing Group

Keswick Hall
Keswick
Norwich
Norfolk
NR4 6TJ

Email: info@flagship-housing.co.uk

Website: www.flagship-housing.co.uk

Havebury Housing Partnership

Havebury House
Western Way
Bury St. Edmunds
Suffolk
IP33 3SP

Email: office@havebury.com

Website: www.havebury.com

Appendix 2

GLOSSARY OF TERMS

Adapted properties – Means a property that has been adapted for an applicant with disabilities.

Advertising cycle – Means how often properties are advertised and available to make a bid on.

Advertised - Properties that are advertised and are available for applicants to bid for under CBL.

Age restrictions - Where a property is labelled, as only being available to applicants of a certain age.

Application number - A unique housing number generated by the computer system.

Bedroom eligibility - How many bedrooms a household is assessed as needing.

Bid – The process used by applicants in registering an interest in an available property.

Choice Based Lettings (CBL) - A method of allocating social and affordable homes which have become available for letting by openly advertising them, and allowing applicants to bid for these.

Customer/Applicant - Is either a tenant of a Partner Organisation (PO) (including those in temporary accommodation) or a housing applicant on the Home-Link sub-regional housing register.

Date of registration - The date an application form is registered with a PO

Date in band - The date an application is placed in a housing needs band and used as the applicable date when short-listing.

Decision making organisation - The organisation that made a particular decision with regard to a housing or homeless application.

Direct let - A property that is offered directly to an applicant, without them having to bid.

Domestic violence - Is threatening behaviour, violence or abuse (physical, psychological, sexual, financial or emotional) by a former partner or associated person.

Housing Associations - Also known as Registered Social Landlords RSL's) and Registered Providers (RP's). These are landlords who also provide social and affordable rented homes for which applicants/ customers can bid for through the Home-Link CBL scheme.

Housing options - Looking at the number of ways in which an applicant or customer might be assisted and supported to find a solution to their housing needs. Housing options may include private rented accommodation, mutual exchange, or even a home-buy product.

Housing needs register - A list of those requesting and qualifying for housing.

Housing Related Debts - Are defined as current rent arrears, former tenant arrears, outstanding re-chargeable repairs, current and former housing related service charge

arrears and court costs. They do not include Council Tax debts or Housing Benefit overpayments.

Joint Application - Where one or more applicant applies to join the housing register on one application form.

Labelling properties - Describing who is eligible to bid for a property

Local Connection - The connection an applicant has to a specific area within the sub region

Local elected members - Each local authority is governed by a group of elected members also known as councillors.

LSVT Landlord - Large Scale Voluntary Transfer, where a Local authority has sold its housing stock to a Registered Social Landlord

Mutual exchange - A scheme which allows two tenants to swap their homes.

Partner organisations (Partnership Organisations) - All the organisations that are partners to the Home-Link CBL scheme these may be local authority or RSL organizations.

The Cambridge Sub Region - The area covered by the seven Local Authorities that make up the Home-Link scheme..

Transferring tenant - An applicant who is currently a tenant of a local authority or housing association and who wishes to move.

What we did

Consultation on changes to the Home-link system was carried out between 20th July and 28th September 2012. This involved publicising the consultation to both customers (applicants to the Housing Registers) and Stakeholders (both Registered Providers and other agencies) through a variety of methods. See Consultation Plan at Appendix 1.

Consultation was concentrated on three issues.

- Changes to the Home-link website and the introduction of the pre-assessment module.
- The withdrawal of the Home-link magazine
- Formal consultation on the new draft Lettings Policy

Home-link partners who manage the Housing Registers led the consultation in their own areas, but sub-regional documentation including questionnaires were provided to ensure consistency of responses. Different approaches were taken with some sending out questionnaires by post while others emailed links to the website surveys. This explains some anomalies in methods used to respond seen below.

Applicants on the Housing Register

Response method	CCC	SCDC	HDC	FDC	ECDC	SEBC	FHDC	Not known	Total
Paper Form	4	17	1	1	30	0	1	4	58
Website survey								369 ¹	369
Total									427

¹ Note: It is not possible to split the on-line surveys by district

Stakeholder responses

Method	Total
Website	12
Paper	0
Email	3 ²
Total	15

The three stakeholder events were well attended with 14 attending at Cambourne, 10 at March and 17 at Mildenhall (not including Council staff). Wider presentations were given than covered in the questionnaire and question and answer sessions held. The low number of responses may indicate that stakeholders don't have any strong opposition to the proposals.

About improvements to the Home-link Website

Question 1 – Do you agree this will improve access to housing information you (your clients) may be looking for?

Responder	Yes (%)	No (%)	Not sure (%)	Total
Customer (paper)	28 (48%)	20 (35%)	10 (17%)	58 (100%)
Customer (website)	278 (75%)	24 (7%)	67 (18%)	369 (100%)
Stakeholder	8 (67%)	1 (8%)	3 (25%)	12 (100%)
Overall	314 (72%)	45 (10%)	80 (18%)	439 (100%)

² Comments only

Other comments:

Responder	Comment	Positive / Negative / Neutral	Home-link response
Customer	I think this is a good direct option and it would help me in my situation	Positive	
Customer	I can go to the library but you are only allocated 1 hours time on the computers and often have to wait for a computer to become available	Neutral	Need to ensure we publicise alternative access and support options fully
Customer	A simple to use website would be good – finding present website extremely difficult to use	Negative	Need to bear in mind when developing web pages
Customer	I always bid on the telephone	Neutral	Important to keep other options like this available
Stakeholder at Event	Will pre-assessment pick up issues like DV when assessing local connection and signpost on to advice?	Neutral	Yes, this will be covered
Stakeholder at Event	Will paper forms still be available?	Neutral	Yes, but aim to reduce the number & encourage on line applications.
Stakeholder by email	Good idea. Will information be specific to local authority? Who will keep it up to date? Will partners be able to update via back office?	Positive	Information will be both local and sub-regional. Partners will keep their information up to date.

Question 2 – Does this raise any particular issues for you (your clients)?

Responder	Yes (%)	No (%)	Not sure (%)	Total
Customer (paper)	24 (47%)	23 (45%)	4 (8%)	51 (100%)
Customer (website)	66 (18%)	188 (52%)	107 (30%)	361 (100%)
Stakeholder	5 (42%)	4 (33%)	3 (25%)	12 (100%)
Overall	95 (22%)	215 (51%)	114 (27%)	424(100%)

Other comments:

Responder	Comment	Positive / Negative / Neutral	Home-link response
Customer	I live 160 miles away but it would be very helpful to talk to someone on the phone about my housing situation. I'm not on the web so I rely on the phone.	Neutral	* Need to ensure we publicise alternative access and support options fully
Customer	My browser is old, no update available, concerned I will have download issues with new site/system	Negative	This will apply to access to all websites not just Home-link. Consider when developing website
Customer x 20	No access to/don't use a computer	Neutral	See *
Customer x 2	Can I be sent information by post?	Neutral	Need to promote how to apply for personalised property lists widely
Customer	Have to go to the library then it is only open certain days and times – not really helpful	Negative	See *
Customer	Nearly 70 years of age, never used a computer	Neutral	See *

Customer	Fine if you are computer literate, many older people are not.	Negative	See *
Customer	I have never been trained to use a computer which means I will have to get someone to do it for me	Negative	See *
Customer	I won't be able to see what's on offer as have no computer	Negative	See *
Customer	I personally have not used the website, did try once, didn't work, have not used since! But then no property has been suitable for many reasons	Negative	See *
Customer	I can only use the computer in the library, often they are all being used and its not so private. I prefer to use my phone.	Negative	See *
Customer	I do not know how to use a computer and English is not my first language	Negative	Ensure information is available in other languages
Customer	I am very dyslexic and discalisc and would rather speak to someone. Also, the signal where I am is very bad and computers take a long time to load then crash.	Negative	See * Broadband accessibility is a priority for Cambs
Customer	No internet, can't get into City before 5pm to use computers	Negative	See *
Customer on line	Unable to read or write (someone is doing this for me)	Neutral	See *
Stakeholder at Event	Can people save applications and come back to them? It would help to have a list of what you need to complete the form at the beginning	Neutral	Yes and good point. Will consider list of information on first page if not included already
Stakeholder at Event	The mutual exchange information on the website is very out of date. Will this be improved?	Neutral	Has been superseded by new mutual exchange system,

Stakeholder by email	A significant number of our clients do not have access at home to the internet and a larger proportion has difficulty using it.	Negative	See *
Stakeholder by email	I note the phone facility is to be retained and welcome this but I am concerned that there are undeclared plans to phase this facility out	Neutral	There are no plans to phase out the phone facility

Summary of responses relating to improvements to the website

Responses are clearly split between those who responded on line who see that it would improve access to information for them and those who do not have access to the internet who gave a more mixed response. Consideration needs to be given to the type of information being proposed and whether leaflets should also be developed in order to provide consistent additional information for those who cannot access the internet.

Several comments were made about access in public places i.e. libraries, council offices and limitations around opening hours and support available. Consideration can be given to offering support to staff in information points and including them in the training when implementing the changes.

Equality issues have been raised and these will be fed back into the Access Strategy review. The number of people who responded on paper forms who do not have internet access was high at nearly 50%, and it will be crucial to promote alternative methods to make options information available.

About the withdrawal of the Home-link magazine

Question 3 – Do you agree that a personalised property list giving information on properties that you are eligible to bid for will be a suitable replacement for the printed magazine?

Responder	Yes (%)	No (%)	Not sure (%)	Total
Customer (paper)	46 (87%)	5 (9%)	2 (4%)	53 (100%)
Customer (website)	285 (78%)	42 (11%)	39 (11%)	366 (100%)
Stakeholder	8 (67%)	4 (33%)	0 (0%)	12 (100%)
Overall	339 (78%)	51 (12%)	41 (10%)	431 (100%)

Other comments:

Responder	Comment	Positive / Negative / Neutral	Home-link response
Customer	Helps comparison and for when bidding cross partner	Positive	No comment
Customer x 2	I would like to be sent this personalised property list, how do you go about it?	Positive	Need to promote how to apply for personalised property lists widely
Customer	Will the lists be at the library or posted out?	Neutral	Posted out as they will be different for each person
Customer	I think this would be very useful as I always found it difficult getting the magazines	Positive	No comment
Customer	It would be better. No access to the magazine since the fire in the Co-op	Positive	*Need to ensure we publicise alternative access and support options fully
Customer	Never see a magazine	Neutral	See *

Customer	Not really interested in Fenland and certain other places	Neutral	No comment
Customer	I prefer the personalised property list to the magazine	Positive	No comment
Customer	It will be better	Positive	No comment
Customer	At the moment we get a property list once a fortnight from Sanctuary so would still like to carry on with this	Positive	No comment
Customer	It will save on expenses but I can't work a computer	Positive	See *
Customer	Will be better for me, I do not get the magazine anyway!	Positive	No comment
Customer	You might get a job in another area i.e. Suffolk and need to move there.	Neutral	Will see cross partner homes on personalised property lists
Customer	Strongly agree	Positive	No comment
Stakeholder at Event	A lot of people don't need the magazine	Positive	No comment
Stakeholder at Event	Need to improve access and information about personalised property lists in Council offices and libraries	Neutral	Agreed, will take on board when implementing changes.
Stakeholder at Event	The property lists won't pull through all properties suitable for adaptation for disabled clients	Negative	OTs can still view and print off magazine to consider additional properties or access assisted bidders lists/proxy bidding
Stakeholder at Event	Will you be pro-active in identifying potential subscribers to the property list? May need to put posters up in magazine points explaining how to apply for them	Neutral	Yes, will do this as part of implementation
Stakeholder by email	How will you establish someone cannot access the website? Can customers simply say that they don't wish to use the website or is the intention to force them to use it?	Negative	Yes, just asking for a personalised property list to be sent out is fine. No plans to force people to use the website.

Question 4 – Does the withdrawal of the magazine raise any particular issues for you/your clients?

Responder	Yes (%)	No (%)	Not sure (%)	Total
Customer (paper)	13 (25%)	39 (75%)	0	52 (100%)
Customer (website)	56 (15%)	280 (77%)	27 (7%)	363 (100%)
Stakeholder	4 (33%)	6 (50%)	2 (17%)	12 (100%)
Overall	73 (17%)	325 (76%)	29 (7%)	427 (100%)

Other comments:

Responder	Comment	Positive / Negative / Neutral	Home-link response
Customer	If it's not happening until December 2012 why not have magazine posted as at present?	Neutral	We can encourage people to ask for personalised property lists now if their currently subscription to the magazine is ending.
Customer	I was very disappointed to receive your letter about the magazine not being printed anymore. I don't have much time to go on the internet, it's easier to look through the magazine.	Negative	* Need to ensure we publicise alternative access and support options fully
Customer	As we are looking for a property in Steeple Morden only we may not receive anything for a long time. Could you therefore send a letter if no properties are available so we don't feel forgotten?	Neutral	Suggest that a personalised property list is sent with other properties available in order to see what alternatives there are.

Customer	Not been able to find magazine locally in past year	Negative	See *
Customer	Love to go up and get the magazine	Negative	See *
Customer	Ok as long as you post me details of properties that become available	Positive	See *
Customer	Please keep the magazine	Negative	See *
Customer	Fewer properties to bid for on property list	Negative	Properties to bid on will be the same
Customer	I will need mailings sent to me so I can see what properties I can bid for	Neutral	See *
Customer	With the magazine you can see what is available each edition	Neutral	So you can on property list
Customer	The less paper involved the better. Too much paper confuses elderly people and enlarges the carbon footprint	Positive	No comment
Customer	Useful to see properties before you bid	Neutral	Can view both on line and in the property list
Customer	Will be difficult to ask people all time to access on line for me	Negative	See *
Customer	I prefer to have what I can bid for come to my house as I can't use a computer	Positive	See *
Customers on line	All information published has got to be correct. Ie as now happens, images of properties are often not the actual properties, but rather a generic style. Not helpful now and would, I think, make the contributors to the magazine more inclined to this 'Laid back' approach to the magazine should be published as though it was the private rental sector target group	Negative	This is an issue for partners and housing providers to consider.
Customer on line	I cant read or write so don't have the internet – I do however look at the	Neutral	See *

	magazine		
Stakeholder by email	I am disappointed that in a consultation exercise a decision has already been taken to stop the magazine in Jan 2013. That goes against the principle of consultation.	Negative about process	Main consultation is on Lettings Policy but also took opportunity to consult about alternative options for the magazine.
Stakeholder by email	Have the costs of continuing with the magazine perhaps in cheaper format been full explored? The cost of printing high numbers of personalised property lists could also be high	Neutral	This has been costed, and the property lists are much cheaper. It was not considered appropriate to reduce the quality of the magazine.
Stakeholder by email	Will agencies be able to print off magazines to use locally? What will customers see?	Neutral	Yes, customers will be able to view on line both the full magazine and properties they are eligible to bid for as now.
Stakeholder by email	Good idea, I have no worries about this	Positive	No comment
Stakeholder by email	If we have a proper mail out system for people who like paper copies it should not make a big difference. But LA partners need to be prepared for the printer ink bill, which will result from the colour printouts.	Positive	Cost of ink is small compared to printing magazines.

Summary of responses relating to withdrawal of the magazine

The consultation responses for both people with and without internet access are generally positive about this with 76% of people agreeing that a personalised property list is a suitable replacement for the magazine. There remains a need to ensure that people are aware of this option. Consideration could be given to developing some leaflets to hold at the old magazine information points advising people on the changes and directing them to access options and support, at least for a period of time. These could provide a useful hand over period and is likely to be supported by information point staff. A copy of the magazine could also be printed off by staff at these points as a 'reference only' copy.

About the Lettings Policy

Question 5 – Do you agree that people should only be able to apply for housing in your area if they have a local connection?

Responder	Yes (%)	No (%)	Not Sure (%)	Total
Customer (paper)	40 (69%)	17 (29%)	1 (2%)	58 (100%)
Customer (website)	227 (62%)	93 (26%)	44 (12%)	364 (100%)
Stakeholder	6 (50%)	4 (33%)	2 (17%)	12 (100%)
Overall	273 (63%)	114 (26%)	47 (11%)	434 (100%)

Other comments:

Responder	Comment	Positive / Negative / Neutral	Home-link response
Customer	This doesn't help me because I have been on your list since 2000	Negative	Customer who may be ineligible after register has been reviewed
Customer	Engenders yet more prejudice, hostility and cliquy attitudes	Negative	No comment
Customer	As long as mutual exchanges throughout England still allowed	Neutral	Yes they will be
Customer	If people can only apply on the basis of their local connection I can not apply	Negative	Customer who may be ineligible after register has been reviewed
Customer	There may be other reasons	Neutral	Family and work connections are included
Customer	I believe they should be considered on their circumstances. I am a typical example, my health is not good and I would love to live	Neutral	Family and work connections are included

	closer to my family 60 miles away		
Customer	Yes, unless they are moving to area for employment reasons or to look after a relative if that counts as a local connection	Positive	Yes it does, family and work connections are included
Customer	Local people should have first choice	Positive	No comment
Customer	Unfair that you must link to areas to bid when immigrants (who have no links whatsoever) can get house anywhere	Negative	No comment
Customer	There may be a perfectly sound reason for moving from one place to another	Negative	We wish to prioritise those living, working or having family in the area
Stakeholder at Event	What about unaccompanied care leavers where the local authority are the corporate parent? These YP are often placed out of county. Will there be any leeway for exceptional circumstances?	Neutral	Yes, the policy allows for consideration of exceptional circumstances
Stakeholder at Event	What about people who are living out of area but have family connections?	Neutral	Family and work connections are included
Stakeholder at Event	Will there be a blanket ban on people with arrears or ASB?	Neutral	No, the test is changing but the policy remains as now. Decisions will still be made on individual cases. The key is are they engaging with services, paying rent arrears off etc.
Stakeholder at Event x 2	Will victims of domestic violence or those fleeing threats from other areas be excluded?	Neutral	If they meet homelessness criteria they will automatically be eligible to go onto Register.
Stakeholder at Event	Will offenders be automatically excluded?	Neutral	No, each case would be considered individually.
Stakeholder at Event	What about people who have family here?	Neutral	Family and work connections are included
Stakeholder at Event	Will people who come to the area for work	Neutral	Yes, if working they will qualify.

	be able to go onto Register straight away?		
Stakeholder at Event	We let hard to lets to some over 65s with no local connection, how will we let our hard to let properties?	Negative	They will be put through Home-link and if they re not let they can be advertised separately. Need to ensure information is given to people who are advised that are not eligible suggesting they check back for hard to let vacancies.
Stakeholder at Event	If you're not verifying how will you know about ASB, etc? Not often asked for information about former tenants by Cambs Sub-region	Neutral	Should be verifying for A and B bands. Lower bands would be verified if considered for offer.
Stakeholder at Event	Will people be told straight away that they are not eligible during the online application?	Neutral	Yes and information on other options given.
Stakeholder at Event	Can owner occupiers still go on the list?	Neutral	Yes, but likely to be Band D unless their circumstances warrant higher priority
Stakeholder by email	Can local connection be awarded if Band B homeless prevention awarded? Otherwise might force people to apply as homeless to be able to get connection that way	Neutral	Need to consider this. Currently homelessness is a separate route.
Stakeholder by email	The policy isn't clear as to how local connection is dealt with when shortlisting. E.g. if someone has a local connection to South Cambs will they be able to bid on City properties?	Neutral	Bidding in other areas will remain as now, via the 10% cross partner properties available to bid for.
Stakeholder by email	Generally speaking this is fair. So long as it is made clear that people will be able to continue to bid and be considered for cross partner properties AND that discretion can	Positive	Exceptional circumstances can be applied in special cases.

	and should be applied. Eg if someone's only relative is an aunt who has been their main carer / guardian; And also in cases of violence and harassment where this is the area of choice.		
Stakeholder on line	Local connection through family should only be where the family members are adults so children, and siblings of an applicant have to be adults and meet the residence criteria to give a person a local connection.	Neutral	Current policy accepts that family members may be children. Need to consider this and make policy clear.

Summary of responses relating to local connection

The response to this question was fairly mixed. From the comments made some people were not clear what 'local connection' entailed. Some disagreed saying that people should be considered if they had family or worked in the area. Some thought 'local' meant local to their village rather than the district as a whole. Some queries from stakeholders regarding homeless prevention and family members who are children can be considered and the policy clarified.

Some of the discussion at the events with stakeholders included discussion about wider eligibility issues (i.e. ASB) rather than just local connection and some of the comments reflect this. In general it is clear that a programme of training for stakeholders on the changes will be necessary to ensure that the policy is understood and applied consistently across the sub-region.

Question 6 – We have to give additional priority to former Armed Services personnel. Do you agree that using date in service is a fair way of ensuring that Armed Forces personnel are given additional priority for housing?

Responder	Yes (%)	No (%)	Not sure (%)	Total
Customer (paper)	42 (74%)	10 (18%)	5 (8%)	57 (100%)
Customer (website)	160 (44%)	107 (29%)	97 (27%)	364 (100%)
Stakeholder	7 (58%)	3 (25%)	2 (17%)	12 (100%)
Overall	209 (48%)	120 (28%)	104 (24%)	433 (100%)

Other comments:

Responder	Comment	Positive / Negative / Neutral	Home-link response
Customer	Do not agree special rights in this way. Other people have been of service too	Negative	#Government policy has to be applied
Customer	Only agree if they are on full term engagement	Neutral	See #
Customer	If this is what the coalition want	Neutral	See #
Customer	Should have to apply same an anyone	Negative	See #
Customer	Could some armed service personnel still be housed in the Army base in Waterbeach even after it shuts down?	Neutral	This is a separate issue
Customer	Given a chance but not priority	Negative	See #
Customer	Band A is for the homeless and we are in Band B and it just makes it harder for us to get a 3 bedroom house	Negative	No comment
Customer	They do a brilliant job and they need looking after	Positive	No comment

Customer	I thought they received good pensions /compensation etc. from Government	Negative	See #
Customer on line	Allowing previous length of service to the armed forces, enabling housing priority, will create social resentment. People choose to enter the armed forces, get paid, contract finishes, join the job market. Is this then to become an army recruitment tool and hooray! For the boys abroad. Homes fit for heroes! It stinks of political engineering for policy gain. What happens when 30,000 troops return?	Negative	See #
Stakeholder at Event	Does 'Armed Forces' include bereaved wives?	Neutral	Yes, this was included by Government after the Draft policy was agreed and will be added.
Stakeholder at Event	How many ex-Armed Forces are on Register? Will need a flag on the system in order to monitor	Neutral	Consider about 250 across sub-region. Yes, agreed
Stakeholder by email	The new armed forces rules should apply to NEW not current applications. 3.3.1.e needs to be made more explicit and state that armed forces personnel will be given local connection to the local authority to which they apply (thereby being able to access cross -partner properties) ONLY IF they do not have an established local connection in another way (eg previous civilian residence, immediate relatives in the area etc) Is the sub-region saying that residence at Waterbeach barracks gives a local	Negative	See # No, this will not be the case

	connection to South Cambs? If not this needs to be made clear. It also needs to be made clear that apart from the local connection and date in band rule for armed forces personnel, otherwise their band priority will be determined according to their housing circumstances like other applicants.		
Stakeholder on line	If Forces personnel have a connection to an area presumably they will not get a priority banding if they left the forces more than 5 years ago. This is not clear.		The 'application' needs to be within 5 years of leaving the services. Check that this is clear in policy.

Summary of responses relating to priority for Armed Forces personnel

This was a mixed response and it was clear that some people were responding on the issue of whether or not Armed forces personnel should be given priority at all rather than the way that this was awarded. However, in general nearly half of respondents agreed that this was a fair way to award priority.

Question 7 – Do you agree that additional priority should be given to overcrowded and under occupied households to make best use of the homes we have?

Responder	Yes (%)	No (%)	Not sure (%)	Total
Customer (paper)	46 (81%)	5 (9%)	6 (10%)	57 (100%)
Customer (website)	296 (82%)	27 (7%)	40 (11%)	363 (100%)
Stakeholder	8 (67%)	3 (25%)	1 (8%)	12 (100%)
Overall	350 (81%)	35 (8%)	47 (11%)	432 (100%)

Other comments:

Responder	Comment	Positive / Negative / Neutral	Home-link response
Customer	Only if excessive disparity	Positive	The new rules are tighter
Customer	Not if overcrowding is the result of persons moving into a fully occupied property to further their advancement	Negative	Partners will be alert to contrived circumstances when assessing applications
Customer	Housing should be for English born and English tax payers past or present	Neutral	No comment
Customer	Having lived in my 3-bedroom house for 40 odd years does this mean I would have to move when you say so not when I can afford it? (I am now living alone)	Negative	No, tenants cannot currently be forced to move to a smaller home.
Customer	This isn't explained fully!	Neutral	Information was available on the website
Customer	This will improve in terms of housing as some people would like to downgrade to smaller accommodation and that will give way to people who need bigger properties	Positive	No comment
Customer	I do not agree that a couple should occupy 3 bed houses, many do this and are on benefits!	Positive	Would be prioritised under new policy
Customer	Yes if you can make better use of under-occupied homes	Positive	No comment
Stakeholder at Event	What if people are able to pay the rent for larger accommodation than they need?	Neutral	There is no requirement to move, if they can pay that's fine.
Stakeholder at Event	Is there a definition of bedroom size yet?	Neutral	No, it won't be defined. Providers must consider the position with their own stock. On new developments double bedrooms are being suggested.

Stakeholder at Event	What about disabled tenants who are under occupying but don't want to move?	Neutral	Will need to pay HB shortfall, claim DHP or downsize.
Stakeholder at Event	Currently people obtain EHO assessment for overcrowding, what will happen when this changes	Neutral	There is a mis-match between HHSRS and HB regulations. If overcrowded according to HB criteria applicant will be in Band A, so no need to chase EHO for additional priority.
Stakeholder by email	What does additional priority mean?	Neutral	Customers now in Band B will go into Band A, customers in Band C will go into Band B.
Stakeholder by email	I'm aware it is Government policy to address under occupancy by reducing housing benefit. How will this work in practice?	Neutral	Training and information will be available for agencies over the coming months.
Stakeholder by email	I agree with the approach taken.	Positive	No comment

Summary of responses relating to overcrowding and under occupation

This was supported by most of those responding with an overall 81% of people supporting the change to award additional priority in these circumstances.

General Questions

Question 8 – Do any of these changes cause you particular problems? If so please explain

Responder	Yes (%)	No (%)	Not sure (%)	Total
Customer (paper)	6 (16%)	30 (81%)	1 (3%)	37 (100%)
Customer (website)	79 (22%)	190 (53%)	89 (25%)	358 (100%)
Stakeholder	4 (36%)	5 (45%)	2 (18%)	11 (100%)
Overall	89 (22%)	225 (55%)	92 (23%)	406 (100%)

Other comments:

Responder	Comment	Positive / Negative / Neutral	Home-link response
Customer	I don't think so as long as I can keep looking for a property in Cambs area!	Neutral	Possible applicant with no local connection so may be adversely affected
Customer	We lose some of the personal touch	Negative	* Need to ensure we publicise alternative access and support options fully
Customer	We have been on your housing list for several years and the changes will make it harder to get a house.	Negative	* Need to ensure we publicise alternative access and support options fully
Customer on line	I would like to move to be near my family but as I am already housed in a one bed which is adequately housed I cant move but if I could bid ie more weight given to transfer applicants – then I may be able to	Neutral	* Need to ensure we publicise alternative access and support options fully including mutual exchanges

	get another one bed flat and someone else could have mine – no one has lost out and there would be two happy people instead of one – please think about this		
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Question 9 – Please add any general comments you wish to make

Other comments:

Responder	Comment	Positive / Negative / Neutral	Home-link response
Customer	Will those without internet be disadvantaged?	Negative	* Need to ensure we publicise alternative access and support options fully
Customer	I think it's a good idea	Positive	No comment
Customer	When a property is advertised as having a walk in shower for example, it always states that priority will be given to people needing that facility – does age count as well as disability? Also wouldn't it make sense to put 'these' people into ground floor flats not bungalows that have gardens to maintain.	Neutral	Separate issue but do consider older people as well as disabled for adapted properties and general purpose bungalows.
Customer	I know there is a lack of affordable housing in the whole of Cambridgeshire and Councils are facing spending cuts. These changes will make it even more difficult to find decent affordable accommodation if there are fewer areas you can bid for.	Negative	Shouldn't change areas you can bid for which will remain as now.
Customer	It becomes advisable for everyone to buy and use a computer	Neutral	No comment
Customer	Now I receive a magazine, I choose my eligible house, I bid and send slip off.	Neutral	Will be able to continue with this

	Everyone can do this. Unfortunately not everyone wants to learn to use on line services and is a time commitment when you haven't got a pc at home.		
Customer	Please don't change the system	Negative	System won't actually be changed too much.
Customer	I feel many people are given housing who are not worthy leaving little for other people who are older, vulnerable etc.	Negative	No comment
Customer on line	I am at present on a Band C for priority status. With these new changes for priority coming into force I feel I may never reach a higher priority-needs banding.	Negative	This is possible
Stakeholder at Event	Will the policy of not verifying C and D bands add to providers void times if they have to be done before sign up?	Neutral	Not many let to C/D bands, some providers also verify themselves anyway so this will avoid duplication
Stakeholder at Event	On matching policy on bedroom size – what if people are working and can afford a larger property?	Neutral	They will not be considered for a larger home, they can seek private rented accommodation if they want additional bedrooms than the policy allows.
Stakeholder at Event	Over 65s needing 2 bedrooms can currently bid for non-sheltered properties. This doesn't fit with the matching policy.	Negative	They can only bid for elderly designated properties, which may not be full sheltered. This is for providers to consider when labelling
Stakeholder by email	You state that all applications will be reviewed with some coming off the list, some changing bands and some having altered size of property eligibility. How will people be notified, how will changes of	Neutral	All applicants will be notified in writing. Changes in circumstance will be considered at the time of review. The appeal process and

	circumstances be considered and is there an appeal process		potential numbers of appeals when registers are reviewed requires further consideration
Stakeholder by email	At the moment there are provisions for direct lets to be given in certain circumstances, similarly emergency housing status. There are no time limits and it's possible for people to get band A and then refuse offers. Could we operate a final offer as per accepted homeless direct lets to draw an end to people in urgent need turning down suitable offers?	Neutral	This is for each partner to consider and deal with in line with local circumstances.
Stakeholder by email	There is no mention of exclusions or the discharge of duty to private rented sector for accepted homeless households. Will this be fed into the revised lettings policy?	Neutral	Check whether this is addressed sufficiently in the policy.
Stakeholder by email	With staying contact for children, the current policy says if there is equal staying contact the children can be counted for both parents household. Surely if the children have a home with one parent they should then not be housed again with another - could this be bought in line with homeless legislation bearing in mind the scarce resource of social housing?	Neutral	As now, child can only have one main home.
Stakeholder by email	Is there more guidance around sensitive lets? It seems a bit ambiguous and often is a cause for people complaining.	Neutral	For partners to consider locally.
Stakeholder online	Direct lets referred to in the policy are of little use unless there is a penalty if the applicant refuses it eg. reduction in banding once their reasons have been considered.		There are implications for homeless households who do not accept direct lets.

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EQUALITY IMPACT ASSESSMENT

Partial Assessment Form

Policy, practice, function or project assessed	<p>Lettings Policy</p> <p>Introduction of pre-assessment module</p> <p>Ending the large scale printing & distribution of Home-link magazines</p>
Lead Officer	Andy Glaves
Team	Completed on behalf of the Sub-regional Home-link Team
Start date of assessment	28 th May 2012 (pre-consultation)
Completion of assessment	2 nd October 2012 (post-consultation)

A. POLICY, PRACTICE, FUNCTION OR PROJECT TO BE ASSESSED

A1. Please describe what are the main aims, objectives, purpose and intended outcomes of the policy or function?

- To meet the legal requirements for letting social housing;
- To assist customers in the highest assessed need;
- To make the best use of existing housing stock;
- To provide a consistent lettings process across the sub-region, so properties are let in a fair and transparent way;
- To provide increased choice and information to customers in the allocation of social housing;
- To support vulnerable customers accessing available homes;
- To ensure that customers are not discriminated against, whether directly or indirectly;
- To provide a wider housing options approach in supporting customers to meet their housing needs;
- To improve mobility across the sub-region;
- To promote social inclusion and help achieve sustainable communities.

A2. Is this policy or function associated with any other Council policy or priority?

Yes, this policy is linked with the Council's

- Housing strategy,
- Homelessness Strategy
- Tenancy Strategy
- Tenancy Policy

A3. Who are the intended beneficiaries/stakeholders of the policy or function? How many people are affected and from what sections of the community?

Applicants on the Housing Register and those approaching the Council for advice, however potentially any resident or existing tenant in the district may apply for housing.

Stakeholders include housing associations and both statutory and voluntary support agencies.

A4. Is the policy/function corporate and far-reaching?

Far reaching, it has potential to affect large numbers of residents

A5. Are you expecting to make any significant change to the policy or service in the near future? If so, please give details.

Yes, three changes are planned:

1. The introduction of a pre-assessment module to the website which will allow people to apply online and also provide more information on housing options
2. Changes to the lettings policy in four main areas:
 - a) applicants will need to have a connection to an area before they will be accepted onto the Housing Register
 - b) Former Armed Forces personnel are to be excluded from the requirement in a) and will be given additional priority for housing
 - c) There will be increased priority for people who are under occupying their current home and for those who are overcrowded although any overcrowding will be assessed using the Local Housing Allowance rules and so will be tighter
 - d) Households will only be offered properties that are the right size for them according to the LHA size criteria.
3. The withdrawal of large-scale printing and distribution of a sub-regional Home-link Magazine every two weeks replaced by the availability of a bespoke Personalised Property List.

A6. Is this a new or existing policy or function?

The existing Lettings policy is being amended in light of social housing and welfare benefit reforms.

Introduction of the pre-assessment module is new as is the availability of Personalised Property Lists.

B. EVIDENCE/ DATA and CONSULTATION

It is important to consider all information that is available in determining whether the policy or function could have a differential impact. Please attach examples of monitoring information, research or consultation reports.

B1. What monitoring or other information do you have about relevant target groups, which will show the impact of the policy or function?

Monitoring from the Locata IT system, which holds the Housing Register and details from previous reviews of the Home-link scheme, Subscribers lists, assisted bidders lists, bid method information, etc.

We have now consulted applicants and stakeholders on the proposed changes.

B2. Have you compared the data you have with the equality profile of the local population? What does it show?

Yes, we have compared customers on the Housing Register by ethnicity, age and vulnerability.

Ethnicity: There appears to be a high percentage of white other at 10% on the housing register on average across the seven authorities. This is likely to reflect the growing eastern European workers living in the area. This may highlight a need for translation services. Asian/Black groups amount to around 5% of customers, which largely reflects the demographics in the general population as at the last Census.

Age: There is a broad spread of ages on the housing register with most customers in the 16-49 and over 65 age groups. Fewer customers are in the age group between 50 and 65 but this is likely to reflect a more stable period in people's lives with housing not being an issue. Bidding by age shows that people under 60 are most likely to bid on-line with a range between 80% and 93%, with those over 50 bidding on-line reducing by age band from 64% at 60-69 to 44% from 90-99 years of age. Many family members are thought to bid on behalf of older relatives.

Vulnerability: There is a broad range of vulnerabilities reflected on the register, with physical disability and mental health problems being the highest. There has been an issue with the capture of disability information on the housing register so current data is incomplete. When the housing register is reviewed the inclusion of vulnerability data will be mandatory and a clearer picture should emerge.

NB: Initial Census results for the Population and Household Estimates for England and Wales were released on the 16 July 2012 but only included age and sex not ethnicity. This will be released in later editions and can be reviewed later.

B3. Have you identified any improvements or other changes that could be made from monitoring the data?

Monitoring of new applications will be easier with the on-line system as applications will not be 'submitted' unless they are correctly completed. Also see above regarding vulnerable applicants.

Consultation responses have helped to identify key actions to help with the changes, i.e. FAQ leaflet and making applicants aware of the options available to those without a computer.

B4. Have you consulted or involved external stakeholders about the policy or function? If so, what were their views?

Consultation with both customers and stakeholders was carried out between July-Sept 2012 through a questionnaire and events. Overall, the responses were positive and have helped to inform the final Lettings policy and implementation, and issues relating to access to the service and any problems with this will inform a review of the Access Strategy.

- 72% felt that improvements to the website will improve access to information.
- 78% felt that the personalised property list will be a suitable replacement for the printed magazine.
- 63% agreed that only people with a local connection to the area should be able to apply for housing.
- 48% agreed with the method of using the date in service as a fair way of prioritising applications from former armed service personnel. (Most responses of a negative nature related to the issue of former armed service personnel having priority, as opposed to the method of awarding this – and this is a legal requirement).
- 81% agreed with additional priority being awarded for over-crowding and under-occupation.

B5. Have you undertaken any consultation with staff to assess their perception of any impacts of the policy or function? If so, what has been learnt from them?

Staff have been involved with the new lettings policy and other changes through the Home-link Review, the operations Group and the consultation events. Concerns about impacts have been discussed and resolved or mitigated against throughout the review of the lettings policy.

B6. Please provide information about any other consultation, research, or involvement undertaken in relation to this impact assessment.

A full consultation plan was drawn up to cover the formal consultation covering a wide range of individuals including applicants, stakeholders, agencies, staff etc. A range of methods was used including individual letters to applicants, website promotions, events, etc.

C1. IMPACT OF THE POLICY OR FUNCTION		
Assess the potential impact on each of the following protected characteristics. The impact could be negative, positive or neutral. If you assess a negative impact for any of the groups then you will need to assess whether that impact is low, medium or high. Refer to the evidence you use.		
DESCRIPTION OF IMPACT	Nature of Impact (Positive, Neutral, Adverse)	Extent of Impact (Low, Medium, High)
AGE: Identify the potential impact of the policy or function on different age groups.		
Older people may be at an advantage as they may be offered properties with a spare bedroom, as they are not subject to the LHA rules.	Positive	Low
Older people will also benefit from increased priority for downsizing should they wish to move.	Positive	Low
Older people on the subscribers list will be sent more personalised information than before.	Positive	Low
Children may be disadvantaged by the new matching policy restricting the size of home offered.	Negative	High
More officer time will be available to support people as more able customers will be able to apply on-line	Positive	Low
DISABILITY: Identify the potential impact of the policy or function on disabled people.		
Increased priority for people if a disability is affected by current housing.	Positive	Low
More accessible on line options for applicants (along with support workers and family) to find information and access Home-link 24/7.	Positive	Low
If subscribe to Personalised Property list this will be a prompt to bid.	Positive	Low
Children with a disability will have to justify why they require separate bedrooms making applications take longer to process.	Negative	High

GENDER REASSIGNMENT: Identify the potential impact of the policy or function on people that have changed gender identity.		
Policy applied to all regardless of gender reassignment	Neutral	Low
MARRIAGE AND CIVIL PARTNERSHIPS: Identify the potential impact of the policy or function on people who are married or in a civil partnership.		
Policy applied to all regardless of relationship status	Neutral	Low
PREGNANCY AND MATERNITY: Identify the potential impact of the policy or function on pregnant or maternal mothers and those women who wish to breastfeed.		
Pregnant women will not be offered accommodation including a bedroom for the child until the child is born unless any HB shortfall in the rent can be met from other sources	Negative	Medium
RACE: Identify the potential impact of the policy or function on different ethnic groups, including national origins, colour and nationality.		
Information is available in different languages and translation can be arranged. Audio information can be made available. In all cases officers will consider the needs of the customer and provide for these whilst acknowledging that the ideal solution cannot always be found.	Neutral	Low
RELIGION/BELIEF: Identify the potential impact the policy or function on different religious/faith groups.		
Needs of individuals are assessed and considered under the policy	Neutral	Low
SEX: Identify the potential impact of the policy or function on men and women.		
Policy applied to all regardless of gender. The only impact relating to gender is covered within pregnancy and maternity above.	Neutral	Low
SEXUAL ORIENTATION: Identify the potential impact of the policy or function on lesbian, gay men, bisexual or heterosexual people.		
Policy applied to all regardless of sexual orientation	Neutral	Low

OTHER CHARACTERISTIC SPECIFIC TO SOUTH CAMBRIDGESHIRE – RURALITY: Identify the potential impact of the policy or function on people who are rurally isolated.		
Increased accessibility via on-line services.	Positive	Low
Personalised property sheets can be sent to individuals by post.	Positive	Low
Increased communication by email.	Positive	Low
Withdrawal of magazine/not available in local pick up points – a personalised property sheet can replace this for those, for whom this would cause a disadvantage.	Neutral	Low

PLEASE NOTE: Following completion of the section above, if the nature of the impact is adverse then you may need to proceed to a full equality impact assessment.

C2. Could you minimise or remove any adverse or potential impact that is high, medium or low significance, in advance of a full impact assessment? Explain how.

There are two areas that show a high negative impact. These are as a result of Government legislation. In addition the requirements for allocating social renting are the same as the size requirements for those renting privately. We can also consider how we apply Discretionary Housing Payments locally and whether or not these can be used to reduce some of the impact, at least in the short term.

C3. Does the policy or function actively promote equal opportunities and good community relations? Or could changes be made so that it does so?

Yes, the Access Strategy and Directory of support services will be reviewed to ensure fair and equal access for all.

C4. Please provide any further information, qualitative or quantitative that does not fit into the questions but you feel has a likely impact on this assessment.

N/A

D. CONCLUSIONS			
D1. Was there sufficient data to complete the partial assessment?	Yes?	<input checked="" type="checkbox"/>	If "NO", what arrangements are in place for evidence gathering and continuing with the assessment?
	No?	<input type="checkbox"/>	
D2. Is the outcome of the partial assessment that the policy or function would have an adverse impact (medium or high impact) on one or more target group?	Yes?	<input checked="" type="checkbox"/>	If "YES", will you proceed to a full assessment? If so, what arrangements are in place to carry out the full assessment?
	No?	<input type="checkbox"/>	No, a full assessment will not be necessary. The adverse impacts identified are as direct results of government legislation and tenants in the private sector already have the same restrictions.
D3. Is the outcome of the partial assessment that the policy or function would have a neutral or positive impact on equalities?	Yes?	<input checked="" type="checkbox"/>	If "YES", have you included proposals in the Action Plan to further improve the impact of the policy or function on equalities? To review the access strategy Do you plan to review the service or policy again in future to assess whether there has been any change? If so, when?
	No?	<input type="checkbox"/>	Has the Equalities Steering Group and the Consultative Forum reviewed the assessment? If so what were their comments? No
D4. Do you have any other conclusions/outcomes from the partial assessment?			

ACTION PLAN for enhancing existing practice

Recommendation/ issue to be addressed	Planned Milestone	Planned completion of milestone (date)	Officer Responsible	Progress
Review of access strategy				
FAQ leaflet				

RESOURCES

Does the above action plan require any additional resources?

No – within current resources and staff time

ARRANGEMENTS FOR MONITORING

Please give your plans for monitoring the achievement of the above actions.

Progress monitored through Home-Link operations group and Home-Link Management Board

SIGN OFF: The officers below confirm that this partial assessment has been completed in accordance with the Council’s guidance

Signature of Lead Officer		Date:
Signature of Corporate Manager or Chief Officer:		Date:

Please retain the original form on your service area and return a copy of the completed form to the Equality & Diversity Officer.



To: Executive Councillor for Housing (and Deputy Leader): Councillor Catherine Smart
Report by: Director of Customer & Community Services
Relevant scrutiny committee: Community Services Scrutiny Committee 17/1/2013
Wards affected: All Wards

HOUSING REVENUE ACCOUNT (HRA) BUDGET SETTING REPORT (BSR) 2013/14 to 2016/17 – REVENUE AND CAPITAL Key Decision

1. Executive Summary

- 1.1 At this stage in the 2013/14 budget process the range of assumptions on which the HRA Business Plan Mid-Year Update was based need to be reviewed, in light of the latest information available, to determine whether any aspects of the strategy need to be revised. This will then provide the basis for the finalisation of the 2012/13 revised and 2013/14 budgets.
- 1.2 The HRA Budget-Setting Report, which is attached, provides an overview of the review of the key assumptions. It sets out the key parameters for the detailed recommendations and final budget proposals.
- 1.3 The recommendations that follow refer to the strategy outlined in the HRA Budget Setting Report.
- 1.4 The HRA BSR confirms that the key parameters agreed as part of the HRA Business Plan of February 2012, and subsequent update of October 2012, can be achieved in setting the 2013/14 HRA Budget.
- 1.5 Housing Management Board, on 8th January 2013, considered and supported the proposed review of rents and service charges and the revenue bids and savings, which form part of the HRA budget, both revised for 2012/13 and for 2013/14 and beyond.
- 1.6 The Executive Councillor for Housing will take final decisions in respect of the items in 1.5 above (recommendations a to m) at a meeting of Strategy & Resources in February 2013.

- 1.7 This report also recommends, following consideration at this meeting of Community Services, the approval of the Housing Capital Investment Plan, including capital bids and associated funding proposals (recommendations n to s), for final decision at Council on 21st February 2013.

2. Recommendations

The Executive Councillor, is recommended, following scrutiny and debate at Housing Management Board, to:

Review of Rents and Charges

- a) Approve the proposed charges for Housing Revenue Account services and facilities, as shown in Appendix B of the attached HRA Budget Setting Report.
- b) Approve that council dwellings rents be increased in line with rent restructuring guidelines to seek to achieve convergence with formula rent by 2015/16, with a maximum in individual increases of inflation (RPI at September 2012 of 2.6%) plus half percent (0.5%) plus £2.00 per week with effect from 1 April 2013, in accordance with the latest government guidelines.
- c) Approve inflationary increases of 2.4% in garage rents for 2013/14, in line with the base rate of inflation for the year assumed in the HRA Budget Setting Report, pending future recommendations in respect of garage pricing structures following the findings of the Garage Working Group.
- d) Approve that service charges for gas maintenance, door entry systems, lifts and electrical and mechanical maintenance are increased by a maximum of inflation at 2.6% plus 0.5%, if required, to continue to recover full estimated costs as detailed in Appendix B of the attached HRA Budget Setting Report.
- e) Approve that caretaking, communal cleaning, estate services, grounds maintenance, window cleaning, temporary housing premises and utilities, sheltered scheme premises, utilities, digital television aerial and catering charges continue to be recovered at full cost, as detailed in Appendix B of the attached HRA Budget Setting Report.
- f) Approve revised leasehold administration charges for 2013/14 as detailed in Appendix B of the attached HRA Budget Setting Report.

- g) Approve the revised Rent Write Off Policy, as detailed in Appendix A(1) of the HRA Budget Setting Report.
- h) Approve the revised Rent Policy, as detailed in Appendix A(2) of the HRA Budget Setting Report.

Revenue – HRA

Revised Budget 2012/13:

- i) Approve with any amendments, the Revised Budget items shown in Appendix D of the attached HRA Budget Setting Report.

Budget 2013/14:

- j) Approve with any amendments, the Non-Cash Limit items shown in Appendix E of the attached HRA Budget Setting Report.
- k) Approve with any amendments, the Unavoidable Revenue Bids and Savings shown in Appendix F of the attached HRA Budget Setting Report.
- l) Approve with any amendments, the Priority Policy Fund (PPF) Bids shown in Appendix G of the attached HRA Budget Setting Report.

Treasury Management

- m) Approve the continued approach to determining the most appropriate borrowing route in respect of any additional HRA borrowing requirement, as outlined in Section 6 of the HRA Budget Setting Report, delegating responsibility to the Director of Resources for the final decision, in consultation with the Executive Councillor, Chair, Vice Chair and Opposition Spokesperson for HMB.

The Executive Councillor is asked to recommend to Council (following scrutiny and debate at Community Services Scrutiny Committee):

Housing Capital

- n) Approval of capital bids, including resource to re-roof HRA commercial property in Campkin Road and funding to meet the relocation costs of existing residents in housing in Water Lane and Aylesborough Close (subject to approval that the schemes proceed, as shown in Appendix H of the HRA Budget Setting Report.

- o) Approve re-phasing of both the expenditure, and external funding, in respect of the new build affordable housing programme, in line with scheme specific approvals and anticipated cash flows.
- p) Approve the virement of £40,000 of resource from the communal area uplift allocation, where work is still being done to produce full stock condition data, to the budget for work to HRA commercial property, to facilitate the conversion of ECCHO House to a two-bedroom dwelling for social housing purposes at a total cost of £95,000, as detailed in the project appraisal at Appendix P, and the Housing Capital Investment Plan at Appendix N of the HRA Budget Setting Report.
- q) Approve a reduction of £80,000 in each of the Disabled Facilities Grant and Private Sector Housing Grants and Loans budgets in 2012/13 due to a combination of reduced demand, coupled with a temporary reduction in activity by the new Shared Home Improvement Agency whilst the service was set up. Permission is sought to re-profile this resource to 2017/18, the end of the current funding period, from which point future funding for this area of investment is at risk.
- r) Approve the revised Housing Capital Investment Plan as shown in Appendix N of the HRA Budget Setting Report.
- s) Approve a provisional addition to the Housing Capital Allowance of £25,358,000 in respect of anticipated qualifying expenditure in 2013/14.

3. Implications

3.1 All budget proposals have a number of implications. A decision not to approve a revenue bid will impact on managers' ability to deliver the service or scheme in question and could have staffing, equal opportunities, environmental and/or community safety implications. A decision not to approve a capital or external bid will impact on managers' ability to deliver the developments desired in the service areas.

(a) Financial Implications

3.2 The financial implications are outlined in the attached HRA Budget Setting Report 2013/14.

(b) Staffing Implications

3.3 Any direct staffing implications are outlined in the attached HRA Budget Setting Report 2013/14.

(c) **Equal Opportunities Implications**

3.4 An Equality Impact Assessment is included at Appendix O of the attached HRA Budget Setting Report 2013/14

(d) **Environmental Implications**

3.5 Where relevant, officers have considered the environmental impact of budget proposals, which are annotated as follows:

- +H / +M / +L: to indicate that the proposal has a high, medium or low positive impact.
- Nil: to indicate that the proposal has no climate change impact.
- -H / -M / -L: to indicate that the proposal has a high, medium or low negative impact.

(e) **Procurement**

3.6 Any procurement implications arising directly from revenue or capital bids will be considered and addressed as part of each individual project.

(f) **Consultation and Communications**

3.7 Consultation with tenant and leaseholder representatives is carried out as part of the HMB scrutiny process. The view of a representative group of tenants and leaseholders, in respect of investment priorities, was sought as part of the 2012 STAR tenants and leaseholder survey.

(g) **Community Safety**

3.8 Any community safety implications are outlined in the attached HRA Budget Setting Report 2013/14.

4. Background Papers

These background papers were used in the preparation of this report:

HRA Business Plan 2012/13 to 2041/42 as approved in February 2012
HRA Business Plan Update 2012/13 to 2041/42

5. Appendices

6. Inspection of Papers

To inspect the background papers or if you have a query on the report please contact:

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Version 2 / 3
HMB / Community
Services

Housing Revenue Account Budget Setting Report 2013/14

January
2013

Cambridge City Council



Version Control

	Version	for :	Anticipated Content
	1	Draft	Draft content for consultation
Current	2	Housing Management Board 8 January 2013	Member Scrutiny and Tenant and Leaseholder Input
Current	3	Community Services Scrutiny Committee 17 January 2013	Member Scrutiny
	4	Special Strategy & Resources Scrutiny Committee 8 February 2013	Amendments to Executive proposals Opposition budget amendment proposals
	5	Council Meeting 21 February 2013	The Executive Councillor for Housing's recommended final budget proposals
	6	FINAL	Final version for publication following Council

Cambridge City Council

Housing Revenue Account

Budget Setting Report

2012/13 to 2016/17

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Section 1

Introduction

Background

Following the introduction of a 'self-financing' system for local authority social housing from April 2012, the authority is now required to support a housing debt of £213,572,000, in return for retaining all rental streams in respect of the housing stock. This allows local decision making to drive the level of investment in the housing stock, agreeing spending priorities in line with local demand.

Decisions are now made, and require regular review, at a local level in terms of priorities for investment, to deliver a balance between:

- Investment in the existing housing stock
- Investment in new affordable housing
- Investment in new initiatives and income generating activities
- Spend on landlord service (i.e. housing management, responsive and void repairs)
- Spend on discretionary services (i.e. support)
- Repayment of housing debt

"To effectively manage the housing business into the future, it is imperative that the housing service couples an in depth knowledge of the condition of the housing stock it is managing, with a clear understanding of the direction in which it would like to see housing services travel."

To achieve this key objective it is important that the organisation sets budgets for the short to medium term in the context of the longer-term impact of the viability of the Housing Revenue Account 30-Year Business Plan and Asset Management Plan, incorporate both changes in external factors and local priorities.

Purpose, Scope and Key Dates

Purpose

At its meeting on 25 October 2012, following consideration at both HMB and Community Services Scrutiny Committee, the Council considered the budget prospects for the Housing Revenue Account (HRA) for 2013/14 and future years in the context of both local and national policy priorities and the implications for local authority landlords of the current economic climate. The approved HRA Mid-Year Business Plan Update set out the agreed financial strategy for the HRA, and confirmed the framework for the detailed budget work to develop proposals for the 2013/14 budget.

At this stage in the process, the range of assumptions on which the HRA Mid-Year Business Plan Update was based need to be reviewed in light of the latest information available to determine whether any aspects of the strategy need to be revised. This will then provide the basis for the finalisation of the HRA budget and setting of rents for 2013/14.

This document provides an overview of the review of the key assumptions that has been undertaken, and sets the key parameters for the consideration of detailed recommendations and budget finalisation to be made at the meetings of HMB and Community Services Scrutiny Committee in January 2013, and ultimately to Council on 21 February 2013..

Scope

The HRA Budget Setting Report is designed to compliment the Council's General Fund Budget Setting Report, providing an overview of the financial position for the HRA. It covers HRA revenue and housing capital spending, highlighting the inter-relationships between the two, and the resultant implications. The HRA is the authority's landlord account, within which all services to tenants and leaseholders are provided and funded and it is the account into which the proceeds of the rent and landlord service charges are credited.

As with the HRA Mid-Year Business Plan Update, a key aspect of the detailed budget work has been risk assessment and management. In order to ensure that the HRA's financial position and risks are appropriately managed over the medium and longer-term, within the financial projections, the following modelling periods have been adopted for the HRA:

For the ...	Period	Purpose / Use
HRA Business Plan Update & Budget	5 years	Detailed budget & rent setting
Longer-Term Projections	30 years	Demonstrate long-term effects & ability to support debt

The 5-year forecast period includes a review of the current year budget position, a detailed projection for the following year and forward projections for the following three years, to demonstrate the full-year effects of budget proposals and decisions.

The full 30-year model for the HRA is not shown in detail within this report, however, any significant longer-term implications are highlighted as appropriate.

Sensitivity analysis of key factors is undertaken, as part of both the Business Plan Update and budget setting processes to ensure that effective contingency plans are available to the Council and that the appropriate levels of reserves can be maintained.

Key Dates

The key member decision-making dates are as follows:

Date	Task
2012	
18 September	The Executive Councillor for Housing considers HRA Business Plan Update and incorporates HMB, including Tenant and Leaseholder Representative, views in recommendations to Council
11 October	Community Services consider HRA Business Plan Update
25 October	Council approves HRA Business Plan Update 2012/13 to 2041/42
2013	
8 January	Executive Councillor for Housing approves rent levels and considers HMB, including Tenant and Leaseholder Representative, views, before making recommendations to Council in respect of the HRA Budget Setting Report
17 January	Community Services consider HRA Budget Setting Report
8 February	Special Strategy & Resources Scrutiny Committee considers any budget amendment proposals
21 February	Council approves HRA Budget Setting Report

Review of Key Factors

The work on the 2013 HRA Budget Setting Report takes as its starting point the key medium and long-term parameters identified and agreed as part of the Housing Revenue Account 30-Year Business Plan of February 2012 and update of October 2012.

The HRA Business Plan Update agreed a base position, for detailed budget work, of the 2012/13 budget inflated to 2013/14 prices and adjusted for known / approved changes.

For the Housing Revenue Account the approved budget strategy included:

- A financial model that anticipates set-aside of resource to allow debt repayment from the point at which the first of 20 loans reaches maturity.
- A financial model assuming use of borrowing headroom, in order to increase the supply of affordable housing.
- Rent increases in line with government rent guidelines as part of the self-financing settlement.
- Housing stock that is maintained at an investment standard by the end of an initial 10-year period.
- The delivery, subject to viability of 250 new and re-provided homes in the initial 5 year period.
- The identification of a general savings requirement of 1.6% in general management expenditure for 2013/14 and beyond, alongside an adjustment in responsive and planned repairs expenditure in line with anticipated stock changes. For 2013/14 the general management savings requirement is equivalent to £76,880, and the revenue repairs expenditure is anticipated to be reduced by £21,310.
- A priority policy fund for 2013/14 to 2017/18 at an increased level of £150,000, recognising some of the key challenges facing the authority as a landlord in the medium-term .
- A minimum working balance for reserves of £2m, with a continued target level of £3m.

Key factors for review

This report reviews the key factors as follows:

Factor	Section	Notes
Policy Context for budget setting	2	
HRA Resources:		
Rent Income	3	Based on rent increases in line with government guidelines and local policy decision
Service Charge Income	3	Based on recovering full anticipated costs of service delivery
Other Income (Garages / Shops)	3	Latest projections in rent and void levels
Grant Income		Latest projections in external funding
Earmarked Funds	3	Latest projections of key funds
HRA Spending Proposals:		
2012/13 Revised Budget	4	Based on January 2013 scrutiny committee reports
Post HRA Business Plan Update Approvals	4	Based on decisions made under urgency powers and those proposed in the October 2012 and January 2013 cycle of meetings
2013/14 Budget Proposals including:		
Non-cash limit items	4	Based on latest projections / detailed estimates
Bids and savings proposals	4	Based on January 2013 scrutiny committee reports
Overall position against savings targets	4	Based on January 2013 scrutiny committee reports
PPF bids	4	Based on January 2013 scrutiny committee reports

Housing and Leasehold Stock

Housing Stock

Cambridge City Council Housing Revenue Account owns and manages the following properties, broken down by category of housing provided:

Housing Category	Actual Stock Numbers as at 1/4/2012	Estimated Stock Numbers as at 1/4/2013
General Housing	6,646	6,577
Sheltered Housing	525	505
Supported Housing	28	28
Temporary Housing (Individual Units)	41	43
Temporary Housing (HMO's)	17	17
Miscellaneous Leased Dwellings	23	25
Shared Ownership Dwellings	87	87
Total Dwellings	7,367	7,282

A breakdown of the housing stock by property type, excluding shared ownership, is demonstrated in the table below:

Stock Category (Property Type)	Actual Stock Numbers as at 1/4/2012
Bedsits	112
1 Bed Flat / Maisonette	1,638
2 Bed Flat / Maisonette	1,267
3 Bed Flat / Maisonette	41
1 Bed House / Bungalow	188
2 Bed House / Bungalow	1,136
3 Bed House	2,269

Stock Category (Property Type)	Actual Stock Numbers as at 1/4/2012
4 Bed House	95
5 Bed House	7
6 Bed House	2
Sheltered Housing	525
Total Dwellings	7,280

The current composition of the Council's sheltered and extra care housing stock is as follows:

Stock Category	Actual Stock Numbers as at 1/4/2012	Estimated Stock Numbers as at 1/4/2013
Modern or Refurbished Schemes		
1 Bed Flat	370	398
2 Bed Flat	49	51
1 Bed Bungalow	3	3
2 Bed Bungalow	2	2
Schemes Undergoing / Awaiting Modernisation		
Bedsit	36	2
1 Bed Flat	51	49

Leasehold Stock

The Housing Revenue Account continues to maintain the freehold in respect of flats, sold under the right to buy process on long leases. Services continue to be provided to these properties in respect of repairs and improvements to communal areas and services for common facilities.

At 1st April 2012, the Council retained the freehold and managed the leases for 1,077 leasehold flats.

Section 2

Review of Local and National Policy Context and Priorities

Review of Local Policy Context

The local policy context and priorities for the Council are agreed in May each year through the adoption by Council of an Annual Statement. The Annual Statement approved in May 2012 (and reproduced in full below), confirmed a 'Vision for the City' and agreed how the Council would work towards meeting the vision during 2012/13 and beyond.

Council and Housing Vision

The Council has a clear vision for the future of our city, a vision that we share with Cambridge citizens and with partner organisations.

Cambridge – where people matter

- A city which celebrates its diversity, unites in its priority for the disadvantaged and strives for shared community wellbeing.
- A city whose citizens feel they can influence public decision making and are equally keen to pursue individual and community initiatives.
- A city where people behave with consideration for others and where harm and nuisance are confronted wherever possible without constraining the lives of all.

Cambridge – a good place to live, learn and work

- A city which recognises and meets needs for housing of all kinds – close to jobs and neighbourhood facilities.
- A city which draws inspiration from its iconic historic centre and achieves a sense of place in all of its parts with generous urban open spaces and well-designed buildings.

- A city with a thriving local economy that benefits the whole community and builds on its global pre-eminence in learning and discovery.
- A city where getting around is primarily by public transport, bike and on foot.

Cambridge – caring for the planet

- A city in the forefront of low carbon living and minimising its impact on the environment from waste and pollution.

Portfolio Plan

The strategic objectives for the HRA are set out in the Housing Portfolio Plan which is available in full on the City Council website.

In this document, the Council's Vision has been translated, from a housing perspective, into 3 strategic objectives for 2013/14, as detailed in the Housing Portfolio Plan.

These are:

- Maximise the delivery of new sustainable housing in a range of sizes, types and tenures - at least maintaining current standards and driving energy efficient homes for residents.
- Make the best use of existing homes.
- Deliver good quality housing and housing related advice.

Housing Vision

The vision for Housing Services picks up the following themes and prioritises:

- Improving housing standards: Maintaining and refurbishing council housing, and supporting the development of new affordable housing, in the public and private sector, that achieves high environmental standards of energy efficiency, minimal carbon emission, and maximum waste recycling.
- Delivering high quality services: Enabling tenants and residents to have influence over the way we manage services and set priorities. Understanding the diverse needs of our

customers. Being open and accountable to service users. Providing services through partnerships or other providers where this is the best option.

- Safe and secure neighbourhoods: Creating and maintaining estates in which our tenants and other residents feel safe and secure. Working in neighbourhoods with partners to effectively address issues that reduce the quality of life.
- Affordable housing plus: Promoting the successful delivery of new affordable housing that meets the needs of the city, and that creates good places to live for all residents regardless of tenure.

Tenant and Leaseholder Consultation

STAR Survey – Satisfaction Levels

In 2012, the authority undertook the Housemark STAR Satisfaction Survey, in place of the previously adopted Status Survey. Three separate surveys were sent out to a representation of general needs tenants, sheltered scheme residents and leaseholders, with the results for each group available separately.

The full results were presented as part of the HRA Business Plan Update of September / October 2012, with an increase in the overall satisfaction in services provided by the landlord increasing from 82% to 83% (72% to 76% on a net satisfaction basis) between 2008 and 2012.

Of the 13 key questions asked, where comparisons were possible, the trends were positive between 2008 and 2012 in all but two cases. The ability of staff to deal with tenants problems reduced slightly from 76% to 75% (on a gross satisfaction basis) between the two survey periods, whilst satisfaction that the landlord listens to views and acts upon them went down from 65% to 60%. These areas, amongst others, will be subject to targeted actions as part of the work in the time period between the 2012 survey and the next full survey in 2014.

STAR Survey – Identification of Tenant Investment Priorities

The STAR Survey also confirmed tenant priorities for investment, the results of which assist the Council in directing future investment appropriately, thus meeting tenant expectations.

All respondents were asked to rank a number of areas of potential investment in their order of priority, with the top 5, for general needs and sheltered housing combined, being:

1. Building new council housing
2. Repairing your home
3. Providing sheltered accommodation for older people
4. Dealing with enquiries and providing support to tenants
5. Tackling anti-social behaviour

STAR Survey – Planning ahead

The Resident Involvement Service will take forward a series of actions around tenant satisfaction before the STAR Survey 2014, with the purposes being to:

- Work to positively influence some of the 30% of tenants who in 2012 were 'neutral' on whether they felt their views were acted upon by the Council
- Ensure that RI becomes a force driving performance in the housing service

Some of the key actions planned are:

- Ensure that the new post of Resident Involvement Facilitator focuses on developing residents' groups on estates to be an independent tenant voice.
- Run a series of features in Open Door until STAR 2014, engaging residents with the results and impacts of the STAR survey-cycle. Features, prepared with residents, will be on:
 1. Tenants' top 5 priorities from STAR, and how we're delivering them
 2. The new RI Facilitator ensuring we are listening to and acting on tenants' views on estates
 3. Community/Environment Days and the Cambridge Standard: showing how they listen to and act on tenants' views
 4. Open Door postal surveys designed with residents, and directing service-spending
 5. Features showing how residents are now involved in the whole STAR cycle
 6. Features showing how we've improved our complaints system, and resulting service-improvements

- Resident representatives will be involved in designing STAR surveys, setting questions and importing positive practice from providers who deliver STAR well as a tool to drive performance and satisfaction.

Partnership Working

The organisation and the Housing Service recognise the benefits, and therefore promote, partnership working wherever possible. Opportunities to work in partnership with other local authorities, although challenging, can deliver significant efficiencies in both cost and service delivery terms.

From a strategic housing perspective, the City Council continue to work with senior housing officers from neighbouring local authorities and housing associations (Cambridge Sub-Regional Housing Board), with the Sub-Regional Housing Coordinator jointly funded, but employed by the City Council, ensuring a coherent approach to housing strategy across the sub-region that centres on Cambridge.

The increase in investment in our housing stock as part of the initial 30-Year HRA Business Plan approved in February 2012, necessitates the authority seeking a new partner / partners to deliver planned maintenance services, both in terms of capital investment (including decent homes) and planned / cyclical revenue expenditure, from April 2014, when the existing partnership arrangements are expected to be fully exhausted.

Cambridge City Council are now actively utilising a Framework Agreement with five partners; a housebuilder (KeepMoat) and four Registered Providers (RP's), for the development of land owned by the Council to provide high quality and sustainable market and affordable housing. The Council is working with KeepMoat to design housing schemes, carry out consultations, submit planning applications and build new housing once planning permission has been granted, with the resulting affordable housing dwellings being owned and managed by the Council.

The Housing Service also continues to explore opportunities to work in partnership with other support providers in the city / county, to ensure, where possible, that council tenants continue to receive support services from a support provider with strong links to their landlord.

Review of National Policy Context

Local authority landlords continue to respond to the challenges highlighted as part of the Localism Act, with the key themes relevant to housing being:

- New freedoms and flexibilities for local government
- New rights and powers for communities and individuals
- Reform to ensure decisions about housing are taken locally

National Housing Policy

A range of significant national policy reforms having a direct impact on housing continue to be implemented. The Council's revised Housing Strategy, agreed in June 2012, shows further how some of these changes are being taken forward locally.

Tenancy Strategy and Tenure Reform

The Council agreed a new Tenancy Strategy in June 2012 advising Registered Providers operating in the City of the issues to be taken into account when deciding types and lengths of tenancy to offer, and the circumstances under which any fixed term tenancies will be reviewed. Some providers in the City have started to introduce fixed term tenancies.

A Tenancy Policy for the Council's tenants has also been agreed. The Council has decided not to use fixed term tenancies at this stage for its own properties. As part of a review of the policy, further work will take place during the coming year with tenants, applicants and other partners to assess whether fixed term tenancies might be appropriate to be used in particular circumstances.

Affordable Rents

Government grant available for new affordable homes has been reduced significantly. To secure grant, developers are now required to charge new Affordable Rents on the new homes and/or some existing homes at the point of re-let; the aim is for the additional income to fund more new affordable housing.

These Affordable Rents can be up to 80% of market rents. With high private rent levels in the City, the Council has negotiated with the Homes and Communities Agency for the new homes being built through the Affordable Housing Development Programme to be let at or around 65% of local market rents and no higher than Local Housing Allowance levels.

Early indications from work carried out as part of the Strategic Housing Market Assessment are that Affordable Rent properties across the sub-region are generally being let to people in high priority bands through Home-Link. Although it is too early to get an accurate picture, this early sign suggests that Affordable Rents (which tend locally to be higher than Social Rents) may be being let to people on lower incomes, including those on Housing Benefit, which if found to be the case may put pressure on the Housing Benefit/ Universal Credit bill.

Lettings Reform

Councils are being given more freedom to decide who should be accepted onto their waiting lists/needs registers, and the Council, along with its sub-regional partners, has consulted on reforms to the Home-Link Lettings Policy. Key proposals include: only accepting people onto the register if they have a local connection; using the Local Housing Allowance bedroom entitlement rate to assess the size of housing required; giving more priority to those under-occupying their homes; and giving more priority to members of the armed forces in line with government requirements. Changes will come in from April 2013. All applicants will be required to reapply and the priority banding for some applicants will change.

Welfare Reforms

The Welfare Reform Act provides for the introduction of "Universal Credit" to replace a range of existing means-tested benefits and tax credits for people of working age and proposes other significant changes to the benefits system over the next few years.

From April 2013, financial restrictions will be introduced to working age Housing Benefit claimants who live in accommodation that is deemed to be too large for their households needs. Working age tenants receiving Housing Benefit who have one spare bedroom would be subject to a 14% reduction and those with two or more spare bedrooms will have their housing costs eligible for benefits reduced by 25%. There is no transitional protection or phased approach.

In respect of HRA tenants, it is estimated that the 'bedroom tax', as it is often referred to will affect 500 households who under-occupy by one bedroom and 100 households who under-occupy by two or more bedrooms. Work is being undertaken to contact these residents in an attempt to minimise the impact of the changes, supporting them to re-locate should this be their only option.

Also from April 2013, new and existing Housing Benefit claimants in working age households will have their Housing Benefit capped so that their total income no longer exceeds the national standard for average weekly earnings. These caps are £500 per week for families and £350 for single people. This is expected to affect approximately 35 households in council accommodation.

From October 2013 new claims for working age people for Job Seekers Allowance (income based), Income Support, Employment & Support Allowance (income related), Child Tax Credit, Working Tax Credit and Housing Benefit will claim Universal Credit. Customers will be paid directly (unlike existing arrangements where social landlords are paid directly) and will receive one monthly payment, in arrears like a salary, for Universal Credit and it will be administered centrally by the DWP.

Pensioners are also excluded from Universal Credit and it is currently anticipated that pensioners will have their housing costs paid via Pension Credit a year after the introduction of Universal Credit, commencing October 2013.

It is anticipated that these changes will impact adversely, with increased demand on the Customer Service Centre, Housing Allocations, Homelessness and City Homes, with limited scope for tenants to move within the social housing sector as stock is already in full use, prompting increased demand for mutual exchanges.

Monitoring the Impact of Reforms

The Council is working both internally and sub-regionally – eg through the Strategic Housing Market Assessment – to assess the likely impact of these reforms across the City and beyond. This work will continue to be developed as changes are implemented.

Supporting People

The Housing Revenue Account has, for a number of years, received funding for the provision of support services from the County Council, via the Supporting People regime. The national funding for Supporting People has been subject to successive annual reductions, with the pressure to reduce costs while expanding the number of residents receiving services, increasing hugely in the last few years.

There continues to be a clear driver locally to move away from 'buildings-based services' to more 'floating support models' with services delivered only where there is specific identified need.

Cambridge City Council are currently contracted to deliver support services in sheltered (older people services) / extra care housing and temporary accommodation across the housing stock.

The current contract for support in our sheltered housing schemes comes to an end in March 2013, with a tender process underway to let 5 single district-based contracts for support to older people across the County. The City Council is contracted to continue to provide support in the Ditchburn Extra Care Housing until January 2014, with an option to extend for 2 years after this date, and in Temporary Housing until March 2014, at which point it is anticipated that the County Council will re-tender.

A combination of the County Council's desire to drive down the costs of support provision, coupled with the need to expand the breadth of services whilst letting fewer larger contracts may result in an inability for Cambridge City Council to bid to continue to deliver support services in the future. As part of the budget process, consideration has, and will be, given to the extent to which the Housing Revenue Account wishes to provide enhanced housing management services to plug the gap that the reduction in support funding will create.

Contract	No. of Units	Contract Status	Maximum Estimated Support Income 2012/13 Gross of Voids (£)	Maximum Estimated Support Income 2013/14 Gross of Voids (£)	Risks / Ongoing Assumptions
Temporary Housing (116 Chesterton Road)	60	Block Gross Contract – Extension Expires 31/3/2014. SP confirm intention to re-tender from April 2014	132,070	132,070	Supporting People could still seek a reduction in costs for the second year of the extension period
Temporary Housing (New Street)					
Temporary Housing (Dispersed Tenancies)					
Temporary Housing (Shared Houses)					
Brandon Court	30	Block Gross Contract at £9.00 per client per week – Extension Expires 31/3/2013 To be tendered district-wide from April 2013	219,630	0	Currently assuming unsuccessful in being awarded a contract to deliver support district-wide. Potential for redundancy costs and negative impact on landlord services. Potential for 6 month extension to September 2013
Ditchburn Place (Sheltered)	15				
Ditton Court	26				
Greystoke Court	24				
Lichfield / Neville Road	171				
Mansel Court	25				
Rawlyn Court	26				
School Court	29				
Stanton House	33				
Talbot House	21				
Walpole Road	48				
Whitefriars	20				
Community Alarms	47	Anticipated to expire 31/3/2013 in line with sheltered housing contracts.	9,950	9,950	Indication that SP intend to continue to contract direct with landlords for third party emergency alarm answering service only
Ditchburn Place (Extra Care)	36	Block Gross Contract (Part of Care Contract) – Expires 25/1/2014.	45,740	45,740	Support is likely to be tendered alongside care from January 2014
Total Maximum Support Income (Gross of Voids)			407,390	187,760	

External Factors

The Housing Revenue Account continues to be impacted upon by a number of external factors, all of which are outside of the direct control of the organisation, with little or no ability for the organisation to influence them. In making strategic budgetary decisions, judgements have been made about the likely direction of travel for many of the factors.

Inflation Rates

The table below shows the movement in each of the main measures of inflation over the last 12 months:

Year	RPI % Monthly Inflation	RPI(X) % Monthly Inflation	CPI % Monthly Inflation	CPI(Y)% Monthly Inflation
November 2011	5.2	5.3	4.8	3.4
December 2011	4.8	5.0	4.2	2.8
January 2012	3.9	4.0	3.6	3.6
February 2012	3.7	3.8	3.4	3.5
March 2012	3.6	3.7	3.5	3.5
April 2012	3.5	3.5	3.0	3.0
May 2012	3.1	3.1	2.8	2.7
June 2012	2.8	2.8	2.4	2.4
July 2012	3.2	3.2	2.6	2.5
August 2012	2.9	2.9	2.5	2.4
September 2012	2.6	2.6	2.2	2.1
October 2012	3.2	3.1	2.7	2.7

The October 2012 figures show an unexpected increase over the previous month, in what has recently been an otherwise downward trend, with expenditure such as tuition fees being sited as responsible for this.

The work undertaken in 2012, culminating in approval of the HRA Business Plan Update in October 2012, assumed the use of 2.4% in general inflation for 2013/14, with 2.5% in future years. It is not considered that any remedial action is required in relation to these assumptions at this stage.

An assumption was made that the level of RPI would be 2.5% at September 2012, the point in time when a snapshot is taken to determine the base rate of inflation for rent increase. The actual rate of 2.6% was marginally higher, but it should be noted that the rate for September was the lowest of all published rates in the last 12 months in the table above.

Interest Rates on Lending

The Council lend externally, on a short-term basis, any cash balances that are held at any point within the financial year. If the balances held relate in any way to the Housing Revenue Account, the General Fund pays the interest earned to the Housing Revenue Account.

The level of interest receivable on Housing Revenue Account balances continues to remain low, with the expectation that a recovery in the rates available to the Council as a whole will in no way be immediate.

Status	Year	Interest Rate Earned on Balances
Actual Rates Earned	2007/08	5.84%
	2008/09	5.35%
	2009/10	1.36%
	2010/11	0.57%
	2011/12	0.72%
Estimated Rates	2012/13	0.82%
	2013/14	0.82%
	2014/15	1.25%
	2015/16	1.25%
	2016/17	1.5%

Interest Rates on Borrowing

The Housing Revenue Account supports an external debt portfolio of £213,572,000, consisting of 20 Public Works Loans Board (PWLB) maturity loans, with redemption dates of between 26 and 45 years, at interest rates ranging between 3.46% and 3.53%.

Any borrowing requirement in the first 5 years of the HRA Business Plan is likely to be undertaken internally, but assumptions of the rates available to the HRA have been made in line with those available externally from the PWLB for prudence.

Right To Buy

Following the Government's initiative to re-invigorate right to buy from April 2012, from which point purchasers could obtain discounts of up to £75,000 against the purchase price of a Council dwelling, interest and activity has significantly increased and continues to remain high.

During the whole of 2011/12, 48 right to buy applications were received and recorded. Between April and October 2012, 85 right to buy applications have been received and recorded, indicating that activity for the full year could see at least a 200% increase on that of last year. If this level of activity continues, consideration may need to be given to the staffing resource allocated to this area of activity.

Not all right to buy applications will proceed to completion, but by mid November 2012, 17 completions had taken place, compared to 12 for the whole of 2011/12.

Status	Year	Right to Buy (RTB)			Rent to Mortgage (RTM)			Total
		House	Flat	Bedsit	House	Flat	Bedsit	
Actual Sales	2007/08	23	19	1	0	0	0	43
	2008/09	2	4	0	0	0	0	6
	2009/10	11	2	0	0	0	0	13
	2010/11	12	5	0	0	0	0	17
	2011/12	7	5	0	0	0	0	12
Estimated Sales	2012/13							40
	2013/14							42
	2014/15							28
	2015/16							28
	2016/17							28

Legislation came into force from April 2012, allowing local authorities to opt to retain additional right to buy receipts, once the number of sales assumed in the self-financing business plan has been achieved each year. For the right to buy receipts assumed in the government's business plan, the receipt is shared between central government and the local authority at 75% and 25% respectively, adjusted for some small allowable deductions.

For any sale over and above the level assumed in the self-financing settlement, the first call on the receipt is to compensate the authority by a sum equal to the debt that was attributed to the dwelling from the outset of self-financing.

Cambridge City Council entered into an agreement with CLG, effective from 1 April 2012, that allows the authority to retain any residual balance in the above right to buy receipts, subject to specific conditions.

Cambridge City Council is required to re-invest any retained receipts for the delivery of new affordable housing, with the receipt funding no more than 30% of the net cost of each new dwelling. The balance must be funded from the Council's own resources or through borrowing.

The conditions of the agreement also require the authority to deliver the resulting dwelling within 3 years of retaining the receipt being utilised as funding, with failure to do this resulting in the requirement to pass the capital receipt to central government, with accrued interest at a rate far higher than the authority is likely to have achieved in the interim period.

Section 3

Housing Revenue Account Resources

Rent Arrears and Bad Debt Provision

Historically rent collection performance locally has been consistently good, with approximately 98% of the value of current tenant arrears brought forward and rent raised, collected in year.

Rent arrears are a combination of current and former tenant debt, with the latter more difficult to pursue and recover, with a marked increase in the level of former tenant arrears in recent years.

A pro-active approach to pursuing current tenant debt continues to be key in keeping former tenant debt, and therefore the cost of rent written off, to a minimum. The timescale within which former tenant debt is pursued is crucial if the organisation is to have a realistic chance of recovering the sums due.

The year-end position in respect of rent debt is summarised in the table below:

Financial Year End	Value of Year End Arrears in Accounts (Current Tenants)	Current Tenant Arrears as a Percentage of Gross Debit Raised in the Year	Value of Year End Arrears in Accounts (Former Tenants)
31/3/2007	£693,541	2.54%	£506,091
31/3/2008	£622,446	2.27%	£601,117
31/3/2009	£595,366	2.01%	£633,797
31/3/2010	£625,433	2.05%	£642,521
31/3/2011	£582,400	1.88%	£746,852
31/3/2012	£655,177	1.98%	£863,677

2011/12 saw a marked and worrying increase in the level of both current and former tenant arrears. This trend is also anticipated to worsen, particularly in light of the changes to be imposed under the Welfare Benefit Reforms from April 2013, when benefits are reduced to an overall benefit cap level for some claimants and reductions are made in housing benefit entitlement for under-occupancy of a dwelling for others. From the middle of 2013/14 new housing benefit claims will cease to be paid directly to the landlord in the majority of cases, with existing claims moving to this basis over a transitional period.

It is imperative that the financial burden that increased rent arrears and bad debt bring to the Housing Revenue Account is minimised. The Housing Revenue Account is responding proactively to the challenges posed by both the current economic climate and the anticipated welfare benefit changes. Additional ongoing staffing resource (2 full time equivalent posts) was directed into proactive arrears recovery action in 2012/13, and fixed-term additional funding has been proposed as part of this budget cycle, specifically targeted to support tenants through the period of major benefit changes.

The Housing Revenue Account maintains a provision for bad and doubtful debt, with the value of the provision reviewed annually, taking into consideration both the age and value of outstanding debt at the time. At 31 March 2012, the provision for bad debt stood at £1,232,318, representing 81% of the total sum outstanding.

An updated policy for the write off of HRA debt is attached at Appendix A (1).

Void Levels

Void levels have been higher than would normally be anticipated in recent years due to a combination of the sheltered housing refurbishment programme, and the increased number of Temporary Housing units that the authority provides via the Housing Revenue Account.

The assumptions used in void levels, when predicting the amount of rent income that the authority will receive, are expected to remain at an increased average level of 1.25%, until the end of 2014/15, at which point the Homes and Communities Agency grant funded 3-Year Affordable Housing New Build and Re-Development Programme is expected to be complete.

The value of rent not collected as a direct result of void dwellings in 2011/12 was £354,050, representing a void loss of 1.14%, compared with £428,888, representing a void loss of 1.47%, in 2010/11.

Financial Year End	No. of General Year End Voids	No. of Sheltered Refurbishment Year End Voids	No. of Re-Development / Disposal Year End Voids	Total Year End Voids
31/3/2007	71	51	45	167
31/3/2008	44	66	51	161
31/3/2009	73	40	40	153
31/3/2010	54	37	42	133
31/3/2011	38	37	16	91
31/3/2012	73	37	20	130

On an ongoing basis, from 2015/, an assumption of 1% voids in general housing is still considered to be appropriate, subject to continuation of improved performance in void re-let times.

Rent Restructuring

As part of the HRA Self-Financing legislative changes from April 2012, central government gave clear indication that local authorities were expected to continue to set rents in line with government guidelines, using the system of rent restructuring that was introduced from April 2002, ensuring ultimate consistency in rents across all social housing tenure.

Rent increases for tenants of Cambridge City Council continue to be a combination of two factors:

- An inflationary increase (inflation using the Retail Price Index at September plus 0.5%)
- A £2.00 per week increase to close the gap between the target rent and the actual rent

Adhering to this expectation, residents of Cambridge City Council will continue to move towards a target rent for each property, over an intended transitional period, extended to April

2015. Tenants will continue to be protected by a limit on any annual increase, of inflation (based upon the retail price index of the preceding September) plus 0.5% plus £2.00 per week.

With target rents calculated using a formula which combines both property prices and average manual earnings, both weighted for the geographical location of the housing stock, target rents for Cambridge City Council were considerably higher than the levels being charged at the outset of the regime, resulting in an inability for the authority to achieve target rents by the intended convergence date of April 2015.

At April 2012, the average actual rent was representative of 91% of the average target rent.

In reality, if the authority continues to move towards target rents in line with both government guidelines and the existing rent setting policy, target rents will not be achieved in the majority of the housing stock for a further 12 years.

One of the main problems with the government's approach to phasing actual rents towards target rents, is the fixed nature of the £2.00 per week which is expected to close the gap between where the process began and the current target rent for each property. With the distance between the two starting figures for most council properties being significant and the high levels of inflation that have been applicable in many of the years in the process to date, the fixed £2.00 per week has less and less impact in attempting to close the gap.

Rent Policy

The local rent setting policy was last updated in January 2012.

There is some discretion in the government's rent restructuring regime, in how rents are set at a local level, with options to use an element of flexibility in the calculation of target rents (5% for general stock housing and 10% for sheltered housing) and to move all void properties directly to target rent prior to re-let.

Historically, neither of the above has been applied locally, in part due to the potential negative impact through the previous HRA subsidy mechanism.

Any decision to move void properties directly to target rent needs to be taken in full recognition of the potential impact of rent rebate subsidy limitation, where an increase in average actual rent above the limit rent set would result in payment of the difference across to the General Fund, impacting the sums received from the Department for Work and Pensions (DWP) in respect of housing benefit.

However, with a target rent for the housing stock at April 2012 of £96.42, a limit rent of £92.10 and an actual transitional rent charged of £87.70, the limit rent would only be impacted if over 50% of the housing stock were moved directly to target rent levels prior to April 2015, from which point target and limit rents will converge.

Less than 10% of the housing stock becomes void at some point in any one year (although a considerable proportion of these voids are transfers, mutual exchanges, repeat voids and decants for re-development), indicating that a decision to move void properties directly to target would not negatively impact upon rent rebate subsidy limitation and therefore the business plan.

As part of this HRA Budget Setting Report and the budget process for 2013/14, it is proposed to revise the rent policy to reflect the intention to move all void properties with an above average SAP (energy efficiency) rating, straight to target rent levels before re-letting. This is considered to go some way to offsetting the impact for a future tenant of the higher rent level against the expectation of lower than average fuel bills, whilst recognising the additional investment which the authority will have made in dwelling to achieve this energy rating.

The authority is required to obtain an Energy Performance Certificate (EPC) for each property at the point at which it becomes void, assuming we don't already hold a valid certificate for the dwelling. As part of this, the property is awarded an energy rating of between A and G, (scored from 100 down to 0), with A being 92% to 100% energy efficient and fully self-funding in energy terms. The average rating for our housing stock is 70% and a C rating, while the national average property rating is 60% and a D rating. The table below shows the rating bands:

Energy Rating Band	Energy Rating Score (%)
A	92 – 100
B	81 – 91
C	69 – 80
D	55 – 68
E	39 – 54
F	21 – 38
G	0 – 20

On this basis, the rent policy has been amended to reflect that all void properties with an A to C energy rating will be moved straight to target rent before being re-let. In practice this may mean that all properties will be advertised at target rent, with the proviso that the rent will be reduced if the property has an average, or below average, energy efficiency rating, as the EPC surveys are undertaken while the properties are empty.

The number of properties, which are moved directly to target rent under the revised rent policy, will be closely monitored, allowing the impact of this change to be built into future financial modelling.

The revised Rent Policy is included at Appendix A(2).

Rent Setting

Rent levels continue to be set in January of each year, with the Executive Councillor for Housing having delegated authority to make this decision, following pre-scrutiny by Housing Management Board.

The government have been very clear that they expect local authorities to continue to set rents in line with government rent restructuring guidelines, as the national principles of comparable social rents remains unchanged. However, operating in the new HRA Self-

Financing environment allows local authorities more local discretion in terms of decision-making.

The HRA Self-Financing settlement, and the resulting level of debt that Cambridge City Council was required to take on, was derived from financial projections undertaken nationally, using the assumptions that rents continue to be increased in line with government guidelines, whilst the need to spend on council dwellings and associated services for council tenants increases in line with relatively conservative estimates of inflation levels in future years.

Any decision to increase rents at a lower rate than assumed in the debt settlement and business plan, will require some form of remedial action to mitigate the financial impact if the authority still wishes to be in a position to redeem the housing debt as originally agreed in February 2012.

The HRA Business Plan approved in February 2012, did not include an assumption that savings would be required in HRA services. However, the actual interest rates secured for the borrowing required in March 2012, were higher than anticipated, resulting in the need to reintroduce a savings requirement as part of the HRA Business Plan Update in October 2012. Any decision to reduce the level of rent increase would result in the need to reduce anticipated costs, and therefore service levels, by a corresponding sum.

A 1% lower rent increase represents the need to deliver ongoing savings of approximately £341,000 at 2013/14 rent levels (£1.00 represents approximately £380,000).

To illustrate the impact of a decision to deviate from the Government assumptions for setting rents under the rent restructuring regime, a decision not to converge rents (i.e. never to apply the £2.00 limit to close the gap between target and actual rents) would result in an inability to pay off the debt during the life of the base business plan. It is estimated that it would be year 35 before sufficient resource would be available to redeem the loans, and the additional investment identified as aspirational in the original business plan would not be possible.

A decision in a single year, for example in 2013/14, not to apply the £2.00 increase in rent, would not remove the ability to redeem the loans during the life of the plan, but would result in the loss of over £4.3 million in income during the life of the business plan, necessitating either a

compensating reduction in expenditure or a decision not to undertake some of the additional investment that would otherwise be possible.

It is still considered prudent to assume that the authority continues to follow government guideline in the setting of rents for 2013/14.

On this basis, with a base level of inflation at September 2012 of 2.6%, rents will increase locally by 2.6% plus 0.5%, plus a maximum of £2.00 per week (if the property is below target rent). This will result in an average rent increase for Cambridge City Council tenants of 5.16%, equivalent to £4.53 per week on a 52-week basis.

Service Charges

Service charges are levied for services that are not pure landlord functions, and are provided to some tenants and not others, depending upon the type, nature and location of the property. Some of these services are eligible for housing benefit, depending upon the nature of the service. Charges fall into two categories:

- Charges that have been levied since, or are levied from, the introduction of a service which are set to recover the full estimated cost of providing each service.
- Charges that have been 'separated out', which means charges for services that were provided prior to April 2004, and were, until identified separately, funded from pooled rental income. In this instance, rents will have been reduced by a corresponding sum at the point at which the charge was separately identified. Once separated out from rent, service charge increases have been limited to annual rises of inflation (RPI at the pre-ceding September) plus 0.5%.

The majority of services provided to tenants of Cambridge City Council are now separately identified, with the exception of communal electricity, grounds maintenance and estate services to non-sheltered flatted accommodation, where work is being undertaken with a view to separating out these charges during 2013/14.

Service charges are currently levied for the following services:

- Caretaking (General Housing)
- Communal Cleaning
- Estate Services Champion (General Housing)
- Window Cleaning
- Door Entry
- Passenger Lifts
- Gas Servicing
- Electrical / Mechanical Maintenance (Sheltered / Temporary Housing)
- Grounds Maintenance (Sheltered)
- Premises (Sheltered / Temporary Housing)
- Utilities (Sheltered / Temporary Housing)
- Support (Sheltered / Supported Housing)

It is possible that, at some point during 2013/14, Cambridge City Council will cease to be the support provider in sheltered housing, and the authority will no longer have the responsibility to charge and recover the costs of support services from residents.

Proposed service charge levels for 2013/14 are detailed at Appendix B

Other Sources of Income

Garages

The Housing Revenue Account currently owns 1,846 residential garages, and manages a further 17 on behalf of the General Fund. If fully occupied, the HRA garage stock could generate an annual income at 2012/13 rent levels of £793,060.

In recent years, the occupancy levels of the garage stock have reduced significantly, due to a combination of factors:

- Condition (significant investment has been identified as being required in many areas)
- Location (available garages are not located near to those waiting for a garage to rent)
- Affordability (the current economic climate results in increased street parking)
- Size (many garages are considered too small for modern cars)

Proactive marketing of garages is difficult, when there are a number of identified problems, with void levels for the first half of 2012/13 running at approximately 23%, and a reduced income expectation for the year of £610,910.

A dedicated member / tenant and leaseholder representative/ officer working group has been set up to consider options for the future of garage sites across the city, with a report to Housing Management Board anticipated in March or June 2013.

There are a number of options being considered for each garage site, including potential investment as garages, conversion to parking spaces with bollards or demolition to make way for new build affordable housing.

The working group are considering the above options, but will also make recommendations on changes to letting policies, tenancy conditions, pricing structures, and the approach to marketing.

A temporary staffing resource has been included in the proposals made as part of the 2013/14 budget process to allow a dedicated officer to take forward the recommendations which are ultimately agreed, with the expectation that the higher sum of £640,380 can be achieved from 2013/14.

Commercial Property

Rental income from commercial property continues to fluctuate due to the timing of lease renewals for the small portfolio of shops and other business premises that are owned by the HRA.

In 2012/13 the income generated by the commercial property portfolio is anticipated to be in the region of £400,000, increasing to £407,000 from 2013/14.

Interest / Investment Income

The Housing Revenue Account receives interest on general and any ear-marked revenue balances, including any funds set-aside in the major repairs reserve, debt repayment reserve or right to buy re-investment reserve

The General Fund invests all cash balances for the whole authority and the HRA is entitled to claim a share of the actual interest earned at the end of each financial year, based upon the average HRA cash balance throughout the year at the average external rate of interest.

Other External Funding

In addition to income direct from service users, the Housing Revenue Account anticipates receiving external funding in the following forms:

- Homes and Communities Agency (HCA) Grant – The authority was awarded grant of £2,587,500 to build 146 new and re-developed homes before March 2015. This funding will be claimed on a scheme by scheme basis, with 50% available at start on site and 50% at practical completions, with schemes reaching these stages between the beginning of 2012/13 and the end of 2014/15.
- Supporting People Grant – The level of grant funding via the Supporting People Programme has reduced significantly over the last 10 years, with more reductions anticipated for 2013/14 and beyond. The level of funding in some cases, will be dependent upon whether the authority opts to bid for, and is awarded, support contracts advertised in the coming months.

Ear-Marked & Specific Funds

Earmarked Funds

In addition to General Reserves, the Housing Revenue Account maintain, or will maintain, a number of earmarked or specific funds which are held against major expenditure of a non-recurring nature or where the income is received for a specific purpose. See Appendix C for detail. The following funds are currently held:

Repairs & Renewals

These are maintained to fund major repairs and periodic replacement of assets such as vehicles, plant, equipment, furniture and Council-owned administrative premises. Annual

contributions are based on estimated replacement costs, spread over the anticipated life of the assets.

Major Repairs Reserve

This reserve currently contains the balance of major repairs allowances (MRA) funding for the period up to 31st March 2012, from when the HRA Subsidy system ceased to exist. The residual funding under the old system will be contributed to on an annual ongoing basis from the Housing Revenue Account, recognising the need to depreciate the housing stock, or in effect set-aside sufficient resource to maintain the asset in a lettable state.

Any resource available in the Major Repairs Reserve can be utilised as a source of funding in the Housing Capital Investment Plan, with the expectation that the increase each year by an element representing depreciation for the housing stock, will be reduced by an element that represents the need to fund the relevant expenditure in ensuring the housing stock remains decent.

Shared Ownership

A reserve of £300,000 is maintained to enable the HRA, in any one year, to re-purchase shares of properties, where the occupier wishes to move on, thus ensuring that the limited stock is made available for those on the shared ownership register.

In many cases, the funding for shared ownership is re-circulated, with the HRA buying back and selling on a dwelling in the same financial year. The reserve ensures that buying back a dwelling is still possible, even if the re-sale may be in a future financial year.

Tenants Survey

The Tenants Survey reserve allows the Housing Revenue Account to spread the costs of the STAR Tenants and Leaseholder Survey evenly across financial years, despite the survey only being undertaken formally every two years. This does not detract from the possibility that an element of annual activity may take place to gauge changes in opinion, by surveying small samples, ie; focus groups.

HRA Aerial Monies

Mobile telephone aerials have been installed on the roofs of a number of the flat blocks within the HRA. The authority leases the roof space to the telecoms provider for an annual lease

premium / rental fee. This income is appropriated into an ear-marked reserve, to be offset by expenditure specific to the area in which the mast is installed.

Pension Fund

As part of the February 2011 Budget Setting Report, approval was given for inclusion of a provision equivalent to an annual increase in employers pension contributions of 0.75% in each of the six years from 2011/12 to 2016/17. This was in recognition of the adverse impact that the economic downturn would undoubtedly have on investment income to the Fund and in anticipation of future increases in employer contributions being required, following the triennial review of the Pension Fund and outcomes of the fundamental structural review of public service pension provision by the Public Services Pensions Commission, Chaired by Lord Hutton.

HRA Debt Repayment Set-Aside

The implementation of self-financing saw the HRA take on an opening debt of £213,572,000. The 30-year Business Plan, approved in February 2012, adopted a treasury management strategy that resulted in a portfolio of 20 maturity loans with varying maturity dates. The financial model allowed for the set-aside of surplus revenue resource over the life of the plan to ensure that the loans can be redeemed at the maturity date of the shortest loan.

To ensure that this is possible, resource will be appropriated at the end of each financial year, into this ear-marked reserve, in preparation for debt redemption at the appropriate time, should the authority choose to redeem as opposed to re-finance.

This approach of using an ear-marked reserve, as opposed to making a formal voluntary revenue provision (VRP), allows the HRA to retain full flexibility over the use of the set aside balance in the future.

Fixed Term and TUPE Posts Costs

Where the HRA appoints staff on fixed-term contracts an obligation to pay redundancy costs can result at the end of that period. In addition, if services which the HRA is currently contracted to provide externally are terminated, there is the potential for some of the staff involved in the delivery of services to remain with the Council, after TUPE transfer occurs, depending upon the proportion of staff time spent undertaking specific activities. This can also lead to unexpected redundancy costs.

To cover this eventuality the HRA will establish an earmarked reserve (as has happened previously in the General Fund) to hold contributions based on the potential liability of such posts. This is considered particularly prudent in light of the fixed-term nature of the some of the HRA PPF bids for 2013/14 and 2014/15, coupled with the periodic extensions of existing support contracts,

Right to Buy Attributable Debt Ear-Marked Capital Receipt

Following the transition to self-financing, the HRA is eligible to retain an element from all right to buy receipts over and above those assumed in the initial settlement, in recognition of the debt which the authority was required to take on as at 28th March 2012. The sums retained will be identified in a separate ear-marked capital balance, allowing them to be utilised to repay debt should the authority so choose.

Right to Buy Retention Agreement New Build Ear-Marked Capital Receipt

Within the terms of the Right to Buy Receipt Retention Agreement, the authority may retain receipts from additional right to buy sales for a period of up to 3 years, for the express purpose of re-investment in new affordable housing. If not utilised within the time frame, the HRA must pay the funds, with interest, to central government. To ensure that these resources are separately identified for re-investment, and if necessary repayment, purposes, an ear-marked balance will be identified to hold the balance at any one time. At this stage, the resource has not been incorporated into the Housing Capital Investment Plan, but will be included at the point at which there is a scheme identified, which meets the criteria for funding from this particular funding stream.

Section 4

Housing Revenue Account Budget

Post-HRA Business Plan Update Approvals

There were no revenue decisions taken between the publication of the HRA Business Plan Update (approved as part of the October committee cycle) and publication of this document. Such decisions, including any made under urgency arrangements, together with financial implications would be noted here.

There are capital implications to take into account in reviewing the final budget proposals in relation to scheme specific approval being given for a number of HRA new build and re-development schemes at Community Services up to and including October 2012. The schemes will scheme specific approval, where resources have now been incorporated in line with the latest committee approvals are:

- Seymour Court
- Latimer Close
- Barnwell Road
- Campkin Road (Phase 1)
- Colville Road (Phase 1)
- Water Lane
- Aylesborough Close (Phase 1)
- Stanesfield Road

The Aylesborough Close and Water Lane schemes are being re-considered in the January 2013 committee cycle, to include decant costs, which were omitted from the original proposals.

It should be noted that scheme specific approvals are awarded at the scheme viability stage, and that there may be the need to revisit the original approvals for all schemes once final scheme proposals, design and planning considerations have progressed.

Revised Budget 2012/13

The Housing Revenue Account (HRA) revenue budgets for the current year (2012/13) were initially reviewed as part of the HRA Business Plan Update in October 2012. A further review is undertaken as part of the January 2013 committee cycle and may be updated until Council reviews this report in February 2013. The current overall effects of the revised budget proposals, compared to the Original Budget, are shown in the table below.

2012/13 Revised Budget	HRA BP Update October 2012 £	January 2013 £
Net HRA Use of / (Contribution to) Reserves	4,707,190	4,611,350
Variation on previously reported projection		(95,840)

The above figures include carry forward approvals from 2011/12, with savings and unavoidable bids identified in the current year, as part of the January 2013 committee cycle, incorporated in the right-hand column.

Revised Budget items are considered by Housing Management Board for revenue items and Community Services for capital items, and are detailed in Appendix D. These can be summarised as follows:

Revised Budget Items	2012/13 £
Savings	(174,090)
Bids	78,250
Net Effect on Current Year Budget	(95,840)

The items submitted, as part of the revised budget, will be analysed as in previous years, to ensure that any ongoing implications are identified and that appropriate lessons can be learned for future budget management and monitoring.

Non-Cash Limit Budgets

Non-Cash Limit items are those that do not relate directly to the cost of service provision, including for example dwelling rent income, direct revenue funding of capital expenditure (DRF) and investment income. These are summarised in the table below together with full details given in Appendix E.

Proposal Type	2013/14 £	2014/15 £	2015/16 £	2016/17 £
Non-Cash Limit items	(297,490)	0	0	0

Budget Proposals Summary

The budget proposals contained within this HRA BSR document are detailed in Appendix F, and can be summarised as follows:

Proposal Type	2013/14 £	2014/15 £	2015/16 £	2016/17 £
Unavoidable Revenue Bid	146,730	146,730	96,640	96,640
Service Reviews	(16,500)	(32,700)	(40,800)	(40,800)
Saving	(143,530)	(143,530)	(93,440)	(93,440)
Net Effect of HRA proposals	(13,300)	(29,500)	(37,600)	(37,600)

Service Reviews

The Service Review process has been developed corporately over recent years and identifies particular service areas for detailed evaluation. The HRA incorporates any Service Review savings either identified by HRA services directly, or as a by-product of reviews of corporate services, support services or rechargeable services.

It is difficult, however, to fully predict the impact in monetary terms of savings to the HRA from in-direct service reviews, as the detail surrounding revised recharging mechanisms is not usually completed until the after the review is complete and resulting changes have been made.

Performance Against Savings Target

As in previous years, a savings target for the HRA as a whole has been adopted, rather than allocating individual savings requirements to specific service areas or cost centres.

The following table compares the level of net savings, which are being proposed with the overall net savings target for the whole Housing Revenue Account. A more detailed comparison is included at Appendix F.

Portfolio	2013/14 £	2014/15 £	2015/16 £	2016/17 £
HRA General Savings Requirement				
HRA Repairs Reduction in line with stock loss				
Net Savings Requirement (HRA BP Update October 2012)	98,190	98,190	98,190	98,190
Unavoidable Revenue Bid	146,730	146,730	96,640	96,640
Service Reviews	(16,500)	(32,700)	(40,800)	(40,800)
Saving	(143,530)	(143,530)	(93,440)	(93,440)
Net performance against HRA Cash Limit	84,890	68,690	60,590	60,590

This shows that the Cash Limit has not been achieved for 2013/14 and the subsequent 3 years, with an ongoing under-achievement against the net savings requirement from 2015/16 of £60,590. The inability to meet the Cash Limit reflects a higher level of pressure from unavoidable revenue bids, particularly in relation to the increase in use of HRA dwellings for Temporary Housing purposes and our need to respond to changes in legislation surrounding asbestos.

Overall Budget Position and Priority Policy Fund (PPF)

Overall Budget Position

The overall impact on the HRA, of the factors considered above in the context of the Cash Limit established in the October 2012 HRA Business Plan Update, is set out below:

Proposal Type	2012/13 £	2013/14 £	2014/15 £	2015/16 £	2016/17 £
Net Savings Requirement (HRA BP Update October 2012)		98,190	98,190	98,190	98,190
2012/13 Revised Budget	(95,840)				
Unavoidable Revenue Bid		146,730	146,730	96,640	96,640
Service Reviews		(16,500)	(32,700)	(40,800)	(40,800)
Saving		(143,530)	(143,530)	(93,440)	(93,440)
Net Position (Under) / Over Cash Limit	(95,840)	84,890	68,690	60,590	60,590
Non-Cash Limit items	0	(297,490)	0	0	0
Overall Net Position Against Cash Limit (Under) / Over	(95,840)	(212,600)	68,690	60,590	60,590

If all of the identified Priority Policy Fund (PPF) space were anticipated to be called upon for the period from 2013/14 to 2016/17, the above under-achievement in identified ongoing savings, would necessitate an increase in the saving requirement from 2014/15 onwards.

Based upon the PPF proposals incorporated as part of this HRA BSR, there is not expected to be a demand for the full level of funding ear-marked, thus allowing the under-achievement in savings to be offset by the reduction in demand for new funding.

Review of Priority Policy Fund (PPF) Funding

The Housing Revenue Account PPF allows facilitation of strategic re-allocation of limited resource into new and expanding service areas, recognising the priorities identified through the Council's Vision for the City and the STAR Tenants and Leaseholder Survey.

The HRA business Update of October 2012 assumed an increased level of funding for HRA PPF Bids of £150,000 per annum for the period from 2013/14 to 2016/17. The HRA BSR reviews this assumption, considering the affordability of this assumption in light of the outcome of the review of other factors impacting the overall budget position.

The current list of PPF Bids is shown in Appendix G. In reviewing PPF Bids for approval, consideration is given to the relative value of PPF Bids compared to the additional Savings that their inclusion would require.

HRA Priority Policy Fund 2013/14	2013/14 £	2014/15 £	2015/16 £	2016/17 £
Funding available	(150,000)	(150,000)	(150,000)	(150,000)
Bids into Fund	100,170	139,440	39,270	39,270
Shortfall / (Unused) Funding	(49,830)	(10,560)	(110,730)	(110,730)

The level of PPF funding was increased from £75,000 to £150,000 per annum as part of the HRA Business Plan Update in October 2012, due particularly to the challenges anticipated as part of the introduction of the Welfare Benefit Reforms. The higher level of short-term PPF bids directly reflects our assumed need to respond proactively to these changes. There has been a lower demand for ongoing PPF funding as part of the 2013/14 budget process, due to a recognition that the current economic climate suggests the need for austerity, coupled with limited officer capacity to bring forward areas for additional investment in the early years of an already significantly enhanced HRA Business Plan.

Any unused PPF funding could be utilised to either:

- Increase the level of direct revenue funding of capital
- Increase the ability to set-aside resource to repay housing debt
- Offset the under-achievement in net savings to avoid an increased savings requirement in future years

Given the demand for PPF at a lower level than allowed for, it is proposed to offset this against the inability to fully meet the HRA Net Savings Requirement for 2013/14 and beyond, thus avoiding the need to increase the anticipated level of saving required in future years, at a time

when the HRA faces some key challenges in rent collection and arrears recovery terms, whilst also embarking on new initiatives such as major new build and re-development programmes.

The effects of this would be as follows:

Proposal Type	2012/13 £	2013/14 £	2014/15 £	2015/16 £	2016/17 £
Reduction required to meet Cash Limit	0	98,190	98,190	98,190	98,190
Service Reviews	0	(16,500)	(32,700)	(40,800)	(40,800)
Savings	(174,090)	(143,530)	(143,530)	(93,440)	(93,440)
Unavoidable Revenue Bids	78,250	146,730	146,730	96,640	96,640
Net Position above / (below) savings requirement	(95,840)	84,890	68,690	60,590	60,590
PPF Funding	0	(150,000)	(150,000)	(150,000)	(150,000)
PPF Bids	0	100,170	139,440	39,270	39,270
Net PPF Position – Available for Offset Against Under-Achievement in Savings	0	(49,830)	(10,560)	(110,730)	(110,730)
Net Position above / (below) Overall Cash Limit for the HRA	(95,840)	35,060	58,130	(50,140)	(50,140)
Non-Cash Limit Adjustments	0	(297,490)	0	0)	0
Net Position for the HRA above / (below) overall assumptions	(95,840)	(262,430)	58,130	(50,410)	(50,410)

Section 5

Capital and Asset Management

Asset Management

An Asset Management Strategy, detailing the anticipated investment need across the Housing Revenue Account asset base was approved in February 2012, recognising the need to understand, in detail, future investment needs across the entire housing stock.

The ability to balance investment in maintaining existing assets to protect the current revenue streams, with creating new affordable housing assets to generate future revenue streams is key to maintaining a financially viable HRA, whilst meeting some of the increasing housing need in the city.

Determining priorities for investment continues to be a difficult task, with ongoing conflicts in the desire to improve existing housing stock, deliver new affordable housing and invest in the services that are provided to tenants on an ongoing basis, balanced against limited available resource.

Stock Condition

Stock condition data is held in respect of all of the housing stock where access has been possible, with continual updates undertaken as part of the routine programmes of work.

A key area with an identified weakness in terms of data recording is in respect of the communal areas of both sheltered and flatted accommodation, where work is underway to gather the information required to facilitate more accurate investment profiles for incorporation into the Asset Management Plan.

Pending the findings of this work, the uplift of £75.00 per property per annum, as recommended by Savills, has been retained in the Housing Capital Investment Plan to ensure provision of sufficient resources to maintain communal areas (lifts, door entry systems, balconies, landings, balustrades, communal floor coverings and communal rooms) to a safe, decent and desirable standard. Once the work has been completed, this funding will need to be profiled appropriately between years, with any surplus being returned for investment in other areas and any shortfall being made good by reducing spend elsewhere.

Decent Homes

The housing service reported achievement of decency in the housing stock as at 1 April 2012 at 96%, compared with over 99.5% achieving the desired standard at 1 April 2011. There were 354 properties that were considered to be non-decent (in addition to the 755 refusals), with another 643 anticipated to become non-decent during 2012/13.

The target is to achieve and maintain decency in all dwellings, with any properties either non-decent at 1st April each year, or becoming non-decent during the year, are included in the decent homes programme, to be addressed in year.

Stock Investment

The Asset Management Plan, approved in February 2012, addressed the investment need in Housing Revenue Account assets over a 30-year period. An update of the medium-term investment position, for the period from 2012/13 to 2016/17 is included at Appendix N.

New Build Affordable Housing

Delivery of a programme of 146 units of new and re-developed affordable housing is now underway. The Council is working with its procured developer partner, KeepMoat, to deliver a number of mixed tenure schemes, with a mix of affordable and market housing on most sites in an attempt to ensure the financial viability of the programme as a whole. The authority secured provisional grant from the Homes and Communities Agency (HCA) of £2,587,500, towards the development of the affordable homes in the city.

At bid stage, each scheme was included using very broad indicative costs. As the feasibility of each development site is investigated more fully, scheme specific approval is sought from the Executive Councillor for Housing, following scrutiny at Community Services, with the more detailed financial sums then incorporated into the Business Plan at the next opportunity. It is possible that schemes may require further consideration and re-approval once full scheme drawings have been produced and planning constraints investigated.

The first of the schemes to receive scheme specific approval was the re-development of the Seymour Court / Seymour Street site, with 51 units of previously sheltered accommodation now demolished to make way for a mix of market and 20 units of affordable housing.

During 2011/12 and 2012/13 scheme specific approval was given for the development / re-development of housing in Latimer Close, Barnwell Road, Campkin Road (Phase 1), Colville Road (Phase 1), Aylesborough Close and Stanesfield Road. In relation to a number of the schemes, existing residents are being, or will need to be, relocated in preparation for re-development of the site. City Homes are working with residents affected, to ensure that full support is provided in identifying suitable alternative accommodation and re-locating to it.

The table below details the schemes in the 3-year affordable housing programme, which have received site-specific approval, with the total sums approved for investment. Appendix I details the current investment profile for each of the schemes in the programme.

Schemes Approved	Spend Approved (Net of Cross Subsidy)	Grant Approved	Net Cost to CCC Approved
Seymour Court / Street	1,303,000	(350,000)	(953,000)
Latimer Close	1,391,590	(210,000)	1,181,590
Barnwell Road	1,218,160	(280,000)	938,160
Campkin Road (Phase 1)	2,459,740	(315,000)	2,144,740
Colville Road (Phase 1)	1,712,450	(367,500)	1,344,950
Water Lane	1,425,790	(245,000)	1,180,790
Aylesborough Close	2,313,610	(280,000)	2,033,610
Stanesfield Road	696,050	(87,500)	608,550
Total Scheme Specific Approvals	12,520,390	(2,135,000)	10,385,390

Also included in the current business model is the assumption that the authority will deliver the affordable housing on the Clay Farm site in years 3 to 5 of the business plan, subject to scheme viability. Feasibility work is underway for this scheme, which would also deliver a mix of market and social housing on the land currently owned by the Council's General Fund.

Asset Disposals & Acquisitions

Consideration continues to be given to the disposal or acquisition of specific land or property, where there is demonstrable evidence that better value for money can be delivered in respect of the provision of affordable housing. The capital receipt generated by a strategic disposal can be retained in full by the authority, subject to offsetting it against the authority housing capital allowance and utilising it to invest in affordable housing.

Receipts from asset disposals are only recognised in the HRA's reserves at the point of receipt and after all relevant costs have been provided for.

The table below provides an update of the properties currently being considered for market disposal (outside of the currently approved 3-Year Affordable Housing Programme).

Anticipated disposal	Asset	Comment
2012/13	7 Severn Place	Decision secured for market sale of property for commercial land assembly.
2012/13	14 dwellings in Roman Court (one of two existing wings)	Transfer on long lease to Papworth Housing Trust agreed in principle, with transfer anticipated taking place to allow start on site by March 2013, for the re-development of the wing to be retained by the HRA as part of the same project.

Strategic property acquisitions are also considered, with the Council's right of first refusal to buy back ex-right to buy dwellings a primary route for these considerations. All ex-Council dwellings that are subject to the right of first refusal legislation, are considered for re-purchase against the criteria agreed when the legislation was introduced, including criterion such as; whether a

property meets an identified need for specific accommodation or could form part of a site assembly for a future re-development.

The decision to enter into an agreement with Communities and Local Government (CLG) to retain additional right to buy receipts for re-investment in the provision of new affordable housing also encourages the strategic acquisition of existing dwellings in the city as an alternative to building new dwellings, but with CLG being clear that the erection of new dwelling is a clear preference.

Capital Bids

Detailed in Appendix H are the capital bids for the period from 2012/13 to 2016/17, with the impact of these incorporated into the Housing Capital Investment Plan presented at Appendix N.

Also incorporated in this appendix is the virements of £40,000 between the funding ear-marked for investment in communal areas following a full stock condition survey and the budget for works to HRA commercial properties, to allow the conversion of the existing non-dwelling building, known as ECCHO House to be converted to a 2-bedroom dwelling to meet an identified need.

Reductions in the anticipated spend in 2012/13 in respect of both Disabled Facilities Grants and Private Sector Housing Grants and Loans, of £80,000 in each case, have also been included, with the assumption that the funding is moved to 2017/18, the end of the current investment period, the point at which future funding for this area is at risk.

Section 6

Treasury Management Strategy

Background

Treasury Management is defined as:

The management of the organisations investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks."

It is a statutory requirement for the Housing Revenue Account Council to set a balanced budget, including the revenue implications that arise from capital financing decisions.

When considering any capital expenditure in the Housing Revenue Account, consideration must be given not only to the ability to fund the direct capital expenditure, but also to the revenue implications of both the financing decision and the ongoing cost of managing and maintaining the asset.

The Housing Capital Investment Plan provides an indication of the borrowing need of the HRA in any one year, ensuring that this can be incorporated in the Council's overall borrowing assumptions and Treasury Management Strategy.

Current HRA Borrowing

The Council has adopted a two-pool approach to managing Council debt, ensuring that any borrowing taken out for HRA purposes impacts the HRA directly, and does not adversely impact the General Fund.

As at 1 April 2012, the Housing Revenue Account was supporting two forms of borrowing, internal and external.

External Borrowing

Based on the final self-financing determination, the HRA borrowed £213,572,000 from the Public Works Loans Board (PWLB), in a portfolio of 20 maturity loans, at preferential rates ranging between 3.46% and 3.53% depending upon the term of the loan.

Loan Ref	Principal	Interest Rate	Annual Interest	Maturity Date	Term
1	10,678,600	3.46%	369,479.56	28/03/2038	26
2	10,678,600	3.47%	370,547.42	28/03/2039	27
3	10,678,600	3.48%	371,615.28	28/03/2040	28
4	10,678,600	3.49%	372,683.14	28/03/2041	29
5	10,678,600	3.50%	373,751.00	28/03/2042	30
6	10,678,600	3.51%	374,818.86	28/03/2043	31
7	10,678,600	3.52%	375,886.72	28/03/2044	32
8	10,678,600	3.52%	375,886.72	28/03/2045	33
9	10,678,600	3.52%	375,886.72	28/03/2046	34
10	10,678,600	3.52%	375,886.72	28/03/2047	35
11	10,678,600	3.53%	376,954.58	28/03/2048	36
12	10,678,600	3.53%	376,954.58	28/03/2049	37
13	10,678,600	3.53%	376,954.58	28/03/2050	38
14	10,678,600	3.53%	375,886.72	28/03/2051	39
15	10,678,600	3.52%	375,886.72	28/03/2052	40
16	10,678,600	3.52%	374,818.86	28/03/2053	41
17	10,678,600	3.51%	374,818.86	28/03/2054	42
18	10,678,600	3.51%	374,818.86	28/03/2055	43
19	10,678,600	3.51%	373,751.00	28/03/2056	44
20	10,678,600	3.50%	376,954.58	28/03/2057	45
TOTAL	213,572,000	TOTAL	7,494,241.48		

Internal Borrowing

In addition to the external loans attributable to the HRA, there are two sums of internal borrowing from the General Fund, which the HRA is required to support:

- £893,250 internal borrowing derived from historic borrowing approvals prior to 2003
- £283,000 internal borrowing to deliver the first 7 units of new build affordable housing between 2010/11 and 2011/12

The Housing Revenue Account is required to pay the General Fund the annual interest associated with the above borrowing as part of the Item 8 Debit to the HRA, at a specified interest rate.

Future Borrowing

The Housing Revenue Account is subject to an applicable debt cap, as notified to the authority as part of the HRA Self-Financing Settlement, at a level of £230,839,000. With existing debt of £214,748,250, the authority is in the arguably fortunate position that the HRA Business Plan contains £16,090,750 of borrowing headroom, which can be utilised to allow some expansion of the housing business.

The original 30-Year HRA Business Plan included the assumption that the HRA would borrow during the period between 2012/13 and 2016/7 to deliver 250 units of new and re-developed affordable housing.

In the months leading up to the point at which it is identified that the HRA will be required to borrow against this headroom to finance identified investment in new build affordable housing, consideration will be given to both the type and source of borrowing to be taken out.

Borrowing Options

Borrowing Source	Current View
Internal Borrowing	There is still some capacity to internally borrow, but the term of the loan is unlikely to be for the duration of the business plan, as the General Fund will need elements of the resource at various stages over the next 30 years. Consideration should be given to this borrowing route for the additional borrowing required for use of the headroom in the business plan. It should be noted that the rate which the General Fund can expect to earn on external investments over the longer-term, needs to be balanced with any rate for lending that may be offered to the HRA.
Inter-Authority Borrowing	This option is worthy of further consideration, although the appetite locally did not appear to exist in respect of the initial debt settlement borrowing.
PWLB Borrowing	The authority has registered for entitlement to a certainty arte with PWLB, realising a 20 basis point reduction against the published rates available. This opportunity is available for borrowing from 1/11/2012 to 31/10/2013, after which the authority will need to re-register, assuming the certainty rate is still available. This route remains low risk compared with other forms of external borrowing, meaning this route is likely to remain the preferred route after use of any existing internal resource or inter-authority borrowing that is available.

If borrowing from the PWLB, there are a variety of borrowing options remain available to the organisation. Sums can be borrowed for any term of up to 50 years, and there are a number of different types of loan available.

Loan Rate	Description	Current View
Fixed Rate	The interest rate stays static throughout the life of the loan.	The rate being offered by PWLB is lower than available generally and rates are generally lower than they have been for years.
Variable Rate	The interest charged on the loan varies as the interest rate changes.	Carries significant risk in respect of future interest rate rises.

Loan Type	Description	Advantages	Disadvantages	Risks
Maturity	Interest only paid during the life of the loan, with the principal requiring repayment or re-financing at the end of the loan period.	Minimises payments required during the life of the loan, releasing funds for either set-aside for loan repayment at the end of the term or re-investment, therefore providing some flexibility to allow an expanding business model.	Interest payments are higher, as the borrowing rates for this type of loan are the highest of the three available from PWLB. Money is borrowed for the full term and no principal is repaid during the life of the loan.	Resources available during the life of the loan are not invested in income generating schemes / assets or invested appropriately over the longer-term to generate a suitable financial return. If re-financing at the end of the loan period, rates may be significantly higher than at the outset.
Equal Instalment of Principal Loan (EIP)	Interest and principal repaid during the life of the loan, with the principal reducing equally across years, while the interest reduces over time as the loan balance reduces.	Facilitates payback over the term of the business plan. Borrowing rates for this type of loan are the lowest available from PWLB, as the principal sum is reduced quickly.	The annual cost of borrowing is greater in the earlier years of the loan term,	The requirement to repay more in the earlier years may result in an inability to respond to other financial changes in the business model, ie; inflation rates, unanticipated investment need.
Annuity Loan	Interest and principal repaid during the life of the loan with repayments staying the same throughout. As the loan balance reduces, the value of the principal being paid increases and the interest reduces.	Facilitates payback over the term of the business plan. Rates are lower than for maturity loans.	Repayment of an element of the principal is required from the outset which as a stand-alone option could require additional borrowing / reduction in expenditure in the early years of the business plan to meet the borrowing costs.	Additional borrowing required in the early years is not available internally or can only be secured at greater cost externally, limiting ability to further utilise headroom for new build / asset enhancement / service improvements.
Mix of more than one loan type	Combination of multiple loans, either maturity, EIP or annuity	Allows spread of risk and benefit of an element of loans at the lowest interest rate.	Requires greater treasury management, with a mix of a number of loans of differing types.	No additional risks than those highlighted against each loan type.

Type and Source of Borrowing

As noted in the tables above, the Council would always look to lend from the General Fund to the HRA, subject to availability, before any external borrowing was considered. This has the advantage of retaining the money paid as interest within the Council overall; even if the interest rate charged was the same as available externally and so the HRA had no direct benefit, the General Fund would receive investment income that could exceed the levels available from the market.

Although it appears beneficial for the General Fund to lend resource to the HRA in the short-term, the type of loan (ie; fixed or variable) would be key in arriving at an appropriate decision. The preferred borrowing route for the HRA is likely to remain fixed interest loans, however, for the General Fund, this could result in lower interest receipts over the medium and longer-term, than those that may have been realised from market lending, depending upon the prevailing interest rates.

The introduction of a PWLB Certainty Rate, available initially until October 2013, equivalent to a 20 basis point reduction in the standard PWLB rates, provides an incentive for the authority to consider external PWLB borrowing as an alternative to internal or inter-authority borrowing.

At the point at which the HRA is required to take out additional borrowing, consideration will be given to the most mutually advantageous borrowing route. PWLB rates are revised and re-issued on a twice-daily basis, and hence it will be necessary to review any borrowing decision in light of prevailing rates at the date the borrowing is required.

Loan Portfolio

In respect of additional borrowing, the sums required are not expected to be significant enough to justify a vast portfolio of loans, with any perceived benefits to be derived from such a portfolio, potentially outweighed by the administrative burden associated with setting up and managing them.

Consideration will be given to single versus multiple loans, with the loan term chosen, taking into consideration the purpose of the borrowing. In respect of additional borrowing to facilitate new build affordable housing, the break-even and payback period of the schemes being financed will be a key factor.

Premature Repayment of PWLB Debt

The potential to redeem loans held with the PWLB, at an earlier stage than agreed at the outset, still remains. A discount rate is used at the point of redemption, to calculate whether the authority should pay a premium, or alternatively receive a discount, for repaying the principal sum early.

If the discount rate applicable at the point of redemption is lower than the original loan rate, a premium is payable and if it is higher, a discount is receivable by the authority.

With the view that the interest rates secured on 28th March 2012 to fund the self-financing settlement were at or near the lowest point they are likely to achieve and that the direction of travel over time will be upward, any decision to redeem debt early is likely to deliver a benefit to the HRA, in the form of receipt of a discount for early redemption.

This view supports the opinion that borrowing for a longer period if rates are low, provides additional flexibility in terms of not only releasing resource for alternative investment during the life of the business plan, but also by recognising the potential benefit of repaying debt prematurely should balances be available to do so.

Treasury Management Summary

In summary, in respect of additional borrowing against the headroom in the Business Plan, it is still recommended that:

- Fixed rate loans are considered as opposed to the variable alternative
- Consideration is given, in each case, to borrowing from the General Fund, other public sector organisations and the PWLB, with the financial impact of each option identified
- If borrowing from the PWLB, the previous approach of taking out maturity loans to provide flexibility and reduce risk is continued
- The term of the loan should be considered based upon the break-even and payback of the scheme and the impact on the HRA's cashflow, with the aim that schemes should payback within the 30 year life of the business plan
- Multiple loans should be considered if clear financial benefit can be demonstrated

Section 7

Summary and Overview

Equality Impact Assessment, Uncertainties and Risk Assessment

Equality Impact Assessment

Under current legislation, local authorities have legal duties to pay 'due regard' to the need to eliminate discrimination and promote equality with regard to race, disability, gender, including gender reassignment, age, sexual orientation, pregnancy / maternity, and religion or belief as well as to promote good race relations.

The law requires that this duty be demonstrated in the decision making process. Assessing the potential equality impact of proposed changes to policies, procedures and practices is one of the key ways in which public authorities can show 'due regard'.

As a key element of considering the changes proposed in this Budget Setting Report, an Equality Impact Assessment has been undertaken covering all of the HRA Budget 2013/14 proposals. The assessment identifies the impact that financial proposals could have on equality groups, together with mitigation arrangements. It also includes an action plan identifying how disadvantage or negative impact can be addressed, together with timescales and details of lead officers. This is included in this report at Appendix O.

Risk Assessment

To ensure that the authority is able to sustain a financially viable Housing Revenue Account, it is imperative that consideration is given to the level of internal and external risks that the housing service is subject to.

An update of the key risks and associated mitigating actions is presented at Appendix J.

HRA Reserves

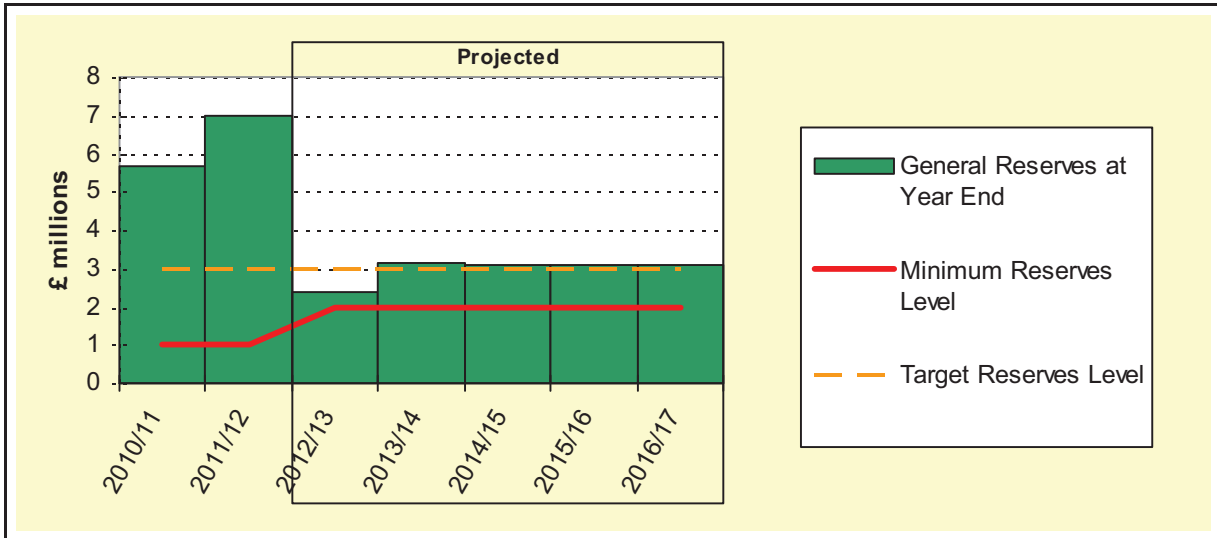
Housing Revenue Account General Reserves

Reserves are held partly to help manage risks inherent in financial forecasting and budget-setting. These risks include, changes in inflation and interest rates, unanticipated service demands, rent and other income shortfalls, and emergencies, such as uninsured damage to the housing stock. In addition, reserves may be used to support the Housing Capital Investment Plan and, in the short-term, to support revenue spending, for example to spread the impact of savings requirements over more than one financial year.

The HRA BSR incorporates the requirements of the Local Government Act 2003, whereby the Chief Financial Officer must report on the adequacy of reserves and provisions and the robustness of budget estimates.

For the Housing Revenue Account the intended target level of reserves remains at £3m, while the minimum level of reserves was increased as part of the HRA Self-Financing Business Plan, to £2m, recognising the increased risks associated with operating in a self-financing environment.

It is not proposed at this time to make any further changes to the target or minimum levels for reserves, as it is considered prudent to retain the current levels in order to safeguard the Council against the higher levels of risk and uncertainty associated with the new financial regime.



Base Assumptions and Sensitivities

The current base financial assumptions, reviewed and used, as part of this BSR are detailed in Appendix K. In all cases, the revised assumptions included are derived from the best information available at the current time, utilising both historic trend data and the expert advice and opinion of specialists in the field of housing finance, lending and borrowing and asset management.

For every figure used in the assumptions made in the financial models and Business Plan, there will always be an infinite number of alternative values that could have been used. To mitigate the risks associated with this, modelling of key sensitivities is undertaken, recognising that it is impossible to model all permutations of each of the key sensitivities.

Appendix L provides an update of the key sensitivities modelled in the original HRA Business Plan, at current prices.

Future Issues and Prospects

The financial position for the Housing Revenue Account will be subject to ongoing review, with an update of the HRA Business Plan scheduled to be presented in the September / October 2013 committee cycle.

The key areas for consideration as part of this planned review are currently:

- Progress, and performance against original financial expectations, of 3-Year Affordable Housing New Build and Re-Development Programme
- Ability to deliver against commitment for new build dwellings as part of the Right to Buy Retention Agreement, with options for early repayment of receipts if required
- Financial and operational impact of Welfare Benefit Reforms
- Impact of any changes in Tenancy Policy, following review by September 2013
- Financial and operational impact of changes in the delivery of support services
- Financial and operational impact of Asset Management Action Plan and Repairs improvement Plan activities for 2012/13 and 2013/14

Options and Conclusions

Overview

The budget for 2013/14 and beyond has been considered in the wider context of the locally identified priorities, which seek to achieve a balance of investment in housing assets and services:

- Investment in the existing housing stock
- Investment in new affordable housing
- Investment in new initiatives and income generating activities
- Spend on landlord service (i.e. housing management, responsive and void repairs)
- Spend on discretionary services (i.e. support)
- Repayment of housing debt

Feedback from tenants in the 2012 Tenants and Leaseholder Survey indicates the following top 5 priorities for future investment in housing services:

1. Building new council homes
2. Repairing existing council homes
3. Providing sheltered housing
4. Dealing with enquiries and providing support to tenants
5. Tackling anti-social behaviour

Options

The work undertaken as part of the 2013/14 budget process, to date, has resulted in the development of proposals for the base budget of the Housing Revenue Account.

During January 2013, Housing Management Board and Community Services will have considered the budget proposals, prior to the Executive Councillor for Housing making recommendation for the final HRA Budget for 2013/14 to 2016/17 to Council for consideration and approval.

The HRA BSR recommends, in summary:

- Approval of the revised budget proposals as presented
- Approval of the unavoidable revenue bid proposals as presented
- Approval of the general savings proposals as presented
- Approval of the service review savings as presented
- Approval of the non-cash limit items as presented
- Approval of the PPF bids as presented
- Approval of the capital bids as presented

The meeting of Council on 21 February 2013 will consider the final proposed Budget, as identified in this report, for approval.

Conclusions

The review of key factors undertaken and presented in this report shaped the approach for finalising the budget for 2013/14.

As part of the 2013/14 budget process, significant pressures from Unavoidable Revenue Bids was identified in a number of areas of the service.

The level of savings required was driven by the need to ensure that housing debt could still be redeemed at the point originally anticipated, whilst also releasing resource for strategic re-allocation through the PPF bid process. This ensures that the Housing Service is in a position to respond to new challenges and to meet changing demands and tenant / leaseholder aspirations.

Although the level of saving required to reach the cash limit was not achieved, the ability to offset this against a lower than anticipated demand for PPF funding has resulted in the ability to present a sustainable budget for the period 2013/14 to 2016/17.

In future years, as in previous years, consideration will need to be given to whether the perceived benefits of strategic investment in new areas outweigh any anticipated negative impact of the savings proposed as part of the HRA budget process.

The HRA's approach to long-term financial planning and review, incorporating prudent financial assumptions, is key in ensuring a viable housing service, which has the ability to respond to the many and varied challenges that face the sector on an ongoing basis.

Appendix A (1)

Housing Revenue Account

Write Off Policy

1 Introduction

The purpose of this Write Off Policy is to outline the circumstances where rent, and other arrears, should be submitted for write off and the guidelines that should be followed as set out in this policy.

2 Background

Cambridge City Council's rental income supports the management, maintenance and major improvements of the housing stock. In addition to supporting the debt taken on under Self Financing. It is therefore the Council's policy to exhaust all possible options to try to recover arrears in accordance with its rent arrears policy.

The write off policy will be required in circumstances where all efforts have failed to recover the debt, legal action can no longer be taken and the debt is deemed to be no longer recoverable.

3 Policy Statement

Cambridge City Council's Write Off Policy focuses around the following statements of principle:

- Exhaust all possible options to try to recover the arrears in accordance with its rent arrears policy.
- Evidence the methods used for the recovery of the arrear as part of the write off request.
- Ensure debts to be written off receive the relevant approvals, as set out in this policy, and in compliance with the Council's Constitution and Financial Standing Orders.

4 Policy Criteria

Debts may be submitted for write off if they fall into one of the following criteria:

- **Debtor Untraceable** - Where the activity undertaken to trace the debtor, particularly in the case of Former Tenants Arrears, has been unsuccessful.
- **Debtor Deceased** - Where the tenant is deceased and it is proven that there are no funds available in the estate.
- **Uneconomical to Recover** - Where an arrear is deemed uneconomical to pursue and routine recovery activity has been unsuccessful. In any given year, less than two weeks average rent is deemed to be the threshold for a debt being uneconomical to pursue.
- **Bankruptcy** – Where the tenant has been made bankrupt and we can no longer pursue the tenant for the debt covered under the bankruptcy order.
- **Debt Relief Order (DRO)** – Similar to a bankruptcy order, a tenant that has a DRO can no longer be pursued for any arrear covered within the order. In the case of a DRO, the council hold the debt for a period of 12 months before the debt is forwarded for write off to ensure no changes to circumstances occur within the period.
- **Recovery Procedures Exhausted** - In cases where all available options have been pursued and activity is now deemed to be exhausted.
- **Debts Over 7 Years Old** – Where the debt has remained on a rent account for a long period of time due to a variety of reasons but is now considered too old to pursue through the legal process as too much time has elapsed.
- **Imprisonment** – These cases need to be considered, depending upon the circumstances and length of imprisonment involved.
- **Unable to Substantiate Debt** – In exceptional circumstances insufficient information may be held in order to substantiate the debt.

- **Other / Special Circumstances** – Exceptional circumstances where the landlord considers write off the most appropriate action.

5 Policy Process

The write off policy is enacted from the point at which a decision is taken to put forward an arrear case for write off. Prior to this, the Arrears Recovery Policy should be followed. The following steps should be taken to request a write off be considered.

- **Request for Write Off Form** - The request for write off form can be produced directly from The Housing Management System, pre-populates with a large amount of the data required from the rent account to facilitate the write off. This form should then be completed by the requesting officer, detailing the action taken and justification / reason for the request, attaching any relevant evidence or supporting documentation. The requesting officer should then sign the form. A separate request form will need to be completed for each tenant debt put forward.
- **Write Off Batch Header Form** – When the requests for write off forms have been completed they should be listed in batches on the Write Off Batch Header Form. Batches of debts should be prepared in line with the approval limits / bandings contained within this policy. This form should also be signed by the requesting officer and all documentation passed to the finance section of the Hobson Business Team.
- **Finance Verification** - On receipt of the completed write off documentation, a finance officer will check the paperwork and evidence provided and the reason for write off, to ensure that all arrears recovery options have been explored prior to the submission. The finance officer will then sign and log the case and reference the batch.
- **Approval Stages** – Dependent upon the value banding of the batch, requests are then passed to the next stage for approval, in line with the approval limits in section 6 of this policy. The write off's are considered and / or approved by one or two of the following depending on value; Director of Customer and Community Services, Director of Resources, Executive Councillor for Housing and Housing Management Board.

6 Policy Approval Limits / Bandings

The following approval limits exist and where it is necessary to forward the write off's to the Scrutiny Committee (Housing), a report must be provided with a summary of the cases to be considered detailing a brief history of each individual case.

- **£0.00 - £500.00** – Director of Customer and Community Services
- **£500.01 - £1000.00** – Director of Resources
- **£1000.01 - £2000.00** – Director of Resources and Executive Councillor for Housing.
- **£2000.01 and above** – Director of Resources and Executive Councillor for Housing (following pre-scrutiny at Housing Management Board).

7 Review of Write Off Policy

The Council will update and review the policy in accordance with any changes in legislation relating to the collection of debt or any other housing legislation.

The bad debt provision will be reviewed annually as part of the HRA Business Planning and Budget Setting processes.

The policy will be reviewed by officers at a minimum of every 3 years, with any changes being presented to Housing Management Board for pre-scrutiny and approval by the Executive Councillor for Housing.

Policy Date January 2013

Review Date January 2016

Appendix A (2)

Housing Revenue Account

Rent Setting Policy

1 Introduction

The purpose of this policy is to explain how Cambridge City Council will set rent levels for its properties.

2 Policy Statement

Cambridge City Council's Rent Setting Policy focuses around the following statements of principle:

The Council will set rents in accordance with Government rent restructuring policies and guidance.

Rents are set at a level that ensures that the Council can meet its landlord obligations to tenants, maintaining stock to the Decent Homes Standard, while delivering a financially viable Housing Revenue Account over the longer term.

Rents are set to ensure that the Council moves actual rent levels towards rent restructured target rents in line with the Government's target date for convergence.

3 Policy Objectives

The objectives of the rent setting policy are:

- To identify how Cambridge City Council will set rents for general stock properties
- To identify how Cambridge City Council will set rents for shared ownership properties
- To identify how Cambridge City Council will set rents for garages and parking spaces

- To comply with the Government's rent restructuring policy
- To identify the process for providing statutory notice to tenants of proposed changes in rent levels

4 Background

Rent restructuring was introduced with effect from April 2002, following the Government's policy statement in December 2000 when Ministers published "The Way Forward for Housing".

The Government's aim is to ensure consistency in the calculation of rent across local authorities and other Registered Providers (RP's), ensuring that social rents are more affordable, fairer and less confusing for all tenants.

The rent restructuring policy requires rents to be set based upon formula driven by a combination of relative county earnings and relative property values.

5 Detailed Implementation

In line with the rent restructuring policy, Cambridge City Council calculates a 'target' rent for each individual property based on the Government's 'target' rent formula as set out below:

- 70% based on the average county-level manual earnings compared with the national average manual earnings;
- 30% based on the January 1999 property valuation of an individual property, compared with the national average value of a social housing property;
- An additional 'weighting' based on the number bedrooms in the property.
- A weekly rent cap for properties based upon the number of bedrooms in the property.

Actual rents currently charged below target rents will move towards target rents in accordance with the Government's assumptions for guideline rent convergence.

6 Annual Rent Increases

In line with the Council's tenancy conditions, tenants will be given 4 weeks written notice of any change in rents, which will usually be effective from the annual date for rent increases, being the first Monday in April of each calendar year.

Annual rent increases currently comprise, in line with the guidelines, two elements:

Inflation plus 0.5% across all properties (based on the retail price index (RPI) inflation rate for the preceding September)

Increase (or decrease) in an attempt to ensure rent convergence over the convergence period, under rent restructuring guidelines (limited to a maximum of £2 per week on a 52 week basis)

Rent will be due on each Monday during the rent year (52 or 53 weeks), but will be raised on rent accounts across 48 chargeable weeks for collection purposes.

7 General Needs, Sheltered and Supported Housing

Cambridge City Council does not currently apply the 5% flexibility in formula rents (10% for sheltered / supported housing), but will review this practice on an annual basis, with any change proposed only after consultation.

Rents in respect of void properties with a higher than average energy efficiency rating (a SAP rating of C or above), will be set at target rent before the property is re-let. Rents in respect of other void properties, including mutual exchanges, will continue to be phased towards target rents in line with other properties in the area.

Rents for properties which have undergone a material change, full refurbishment or rebuild, (i.e.; sheltered scheme refurbishment, property extension or conversion) will be set immediately at target rents, reflecting the increased investment and condition of the property.

Rents for all new build properties will be introduced immediately at either target or Homes & Communities Agency approved rent levels, reflecting the initial investment and condition of the property.

8 Shared Ownership Housing

Rents for shared ownership properties will be amended in line with the requirements of the lease.

Target rents will be reduced by 20%, in line with the terms of the shared ownership lease, to reflect the tenant's liability for repairs to the property.

Rents will be increased (or decreased) in line with government guidelines for rent restructuring as far as possible within the terms of the lease, with a maximum increase of inflation (RPI at the preceding September) plus 0.5% plus a proportion of £2 directly relational to the share retained by the Council.

Rents in respect of void properties with a higher than average energy efficiency rating (a SAP rating of C or above), will be set at target rent before the property is re-let. Rents in respect of other void properties will continue to be phased towards target rents in line with other properties in the area.

Rents in respect of void properties with a higher than average energy efficiency rating (a SAP rating of C or above), will be set at target rent before the property is re-let. Rents in respect of other void properties, including mutual exchanges, will continue to be phased towards target rents in line with other properties in the area.

9 Garages

Rent levels for garages and parking spaces will be reviewed annually as part of the budget process, set according to demand.

VAT will be applied to all private garages, ie; garages or parking spaces let to those who are either not housing tenants of Cambridge City Council or are tenants where the garage is not in the immediate proximity of the tenanted dwelling.

10 Monitoring

The setting of all rents will be monitored and reviewed annually by Housing Management Board, with decisions in respect of rent setting being made by the Executive Councillor for Housing.

11 Review of the Rent Setting Policy

The Rent setting policy will be reviewed by officers at a minimum of every 3 years, with any changes being presented to Housing Management Board for scrutiny and approval by the Executive Councillor for Housing.

Policy Date January 2013

Review Date January 2016

Appendix B

Service Charges

	Charges 2012/13	Charge Basis	Charges 2013/14
General Stock			
Caretaking Charge	£0.77 to £5.15	Per Week Over 48 Weeks	A
Communal Cleaning	£1.09 to £4.63	Per Week Over 48 Weeks	A
Estate Services Champion	£0.75	Per Week Over 48 Weeks	A
Window Cleaning	£0.01 to £1.53	Per Week Over 48 Weeks	A
Door Entry	£0.15 to £1.65	Per Week Over 48 Weeks	B
Passenger Lifts	£0.44 to £0.45	Per Week Over 48 Weeks	B
Gas Maintenance / Servicing	£2.01	Per Week Over 48 Weeks	B
Digital TV Aerial Charge	£0.49	Per Week Over 48 Weeks	A
General Sheltered Schemes			
Premises Charge	£0.54 to £19.92	Per Week Over 48 Weeks	A
Communal Heating / Lighting	£2.51 to £7.23	Per Week Over 48 Weeks	A
Individual Heating / Lighting	£4.74 to £10.34	Per Week Over 48 Weeks	A
Water	£2.21 to £2.97	Per Week Over 48 Weeks	A
Grounds Maintenance	£0.93 to £2.28	Per Week Over 48 Weeks	A
Electrical / Mechanical Maintenance	£2.55 to £4.66	Per Week Over 48 Weeks	B
Ditchburn Place			
Premises Charge	£2.92 to £46.15	Per Week Over 48 Weeks	A
Communal Heating / Lighting	£0.68 to £5.68	Per Week Over 48 Weeks	A
Individual Heating / Lighting	£5.58 to £10.99	Per Week Over 48 Weeks	A
Water	£3.10 to £5.09	Per Week Over 48 Weeks	A

Catering	£90.38	Per Week Over 48 Weeks	A
Grounds Maintenance	£1.87	Per Week Over 48 Weeks	A
Electrical / Mechanical Maintenance	£2.40	Per Week Over 48 Weeks	B
Launderette Charges - Wash	£3.00	As Requested	A
Temporary Accommodation			
Premises Charge	£48.03 to £55.23	Per Week Over 48 Weeks	A
Individual Heating / Lighting	£15.38 to £26.15	Per Week Over 48 Weeks	A
Water	£6.67	Per Week Over 48 Weeks	A
Electrical / Mechanical Maintenance	£3.44 to £7.04	Per Week Over 48 Weeks	B
Independent Living Services			
Private Lifelines - In City	£4.54	Per Week Over 52 Weeks	£4.65
Private Lifelines - Out City	£7.35	Per Week Over 52 Weeks	£7.53
Keysafe / Keyholding Charge	£1.84	Per Quarter	£1.88
Warden Agencies	£3.95	Per Week Over 52 Weeks	£4.04
Monitoring Charge	£0.30	Per Week Over 52 Weeks	£0.32
Leasehold Charges for Services			
Solicitors' pre-sale enquiries	£75.00	As Requested	£75.00
Copy of lease	From £20.00	As Requested	From £20.00
Re-mortgage Enquiry/Copy of Insurance schedule	£25.00	As Requested	£25.00
Notice of Assignment/Notice of Charge	£75.00	As Requested	£75.00
Deed of Variations	£150.00	As Requested	£150.00
Retrospective consent for improvements	£10.00	As Requested	£10.00
Registering sub-let details	£50.00	As Requested	£50.00

Key	
A	These charges are currently (or will be - in the case of any new charges), based on recovering the actual cost of service provision and the proposal is to continue to recover the full estimated cost of providing these services in 2013/14.
B	These charges were separated out from pooled rent in 2004/05, and therefore can be increased to recover full cost up to a maximum of inflation at 3.1% (RPI at September 2012 plus 0.5%) for future years.
	<p>Service charges levied for support activities will be subject to alteration as a result of the savings requirement, or tender outcomes, as arrived at by the County Council Supporting People Team.</p> <p>Charges for the optional household contents insurance scheme will continue to be determined by the insurer but notified to tenants by the Council.</p>

Appendix C

HRA Earmarked & Specific Funds (£'000)

Repairs & Renewals

Housing Revenue Account	Opening Balance	Contributions	Expenditure to November 2012	Closing Balance
General Management	(951.6)	(139.0)	1.0	(1,089.6)
Special Services	(1,007.4)	(135.6)	22.1	(1,120.9)
Repairs and Maintenance	(28.8)	(12.2)	0.0	(41.0)
Totals	(1,987.8)	(286.8)	23.1	(2,251.5)

Major Repairs Allowance

	Opening Balance	Contributions	Expenditure to November 2012	Closing Balance
MRA	(1,171.1)	(0.0)	0.0	(1,171.1)

Shared Ownership

	Opening Balance	Contributions	Expenditure to November 2012	Closing Balance
Shared Ownership	(300.0)	(0.0)	0.0	(300.0)

Tenants Survey

	Opening Balance	Contributions	Expenditure to November 2012	Closing Balance
Tenants Survey	(33.8)	(6.2)	4.7	(35.3)

Aerial – Roof Space Rental

	Opening Balance	Contributions	Expenditure to November 2012	Closing Balance
Aerial Income	(87.6)	(0.0)	0.2	(87.4)

Pension Reserve

	Opening Balance	Contributions	Expenditure to November 2012	Closing Balance
Pension Reserve	(63.8)	(0.0)	0.0	(63.8)

Debt Set-Aside

	Opening Balance	Contributions	Expenditure to November 2012	Closing Balance
Debt Set-Aside	(0.0)	(0.0)	0.0	(0.0)

2013/14 Budget - Revised Budget 2012/13

Page 1 of 3

Reference	Item Description	2012/13 Budget £	2013/14 Budget £	2014/15 Budget £	2015/16 Budget £	2016/17 Budget £	Contact	Officer Priority (Bids)
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Revised Budget

Housing Revenue Account

RB3030	Reduction in the budget for external audit fees	(5,000)	0	0	0	0	Julia Minns	
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The Audit Commission audit practice will cease to operate with effect from October 2012. Contracts for the external audit of public sector bodies have been awarded to the private sector following a regionally based tendering exercise and the associated scale fees have been reduced by 40% from those which previously applied. The reduction in 2012/13 represents a part year effect only. (See also S3026).

RB3036	Savings in City Homes Operational Expenditure	(20,000)	0	0	0	0	Robert Hollingsworth	
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It is anticipated that reductions can be made in professional training (£5,000), general training (£5,000), consultants and professional fees (£5,000) and car and cycle allowances (£5,000), where expenditure in recent years has been lower than previously experienced.

RB3041	Savings in Independent Living Service Management costs	(58,260)	0	0	0	0	Robert Hollingsworth	
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A vacant post, at a senior level in the Independent Living Service, is currently being held open pending a review of the service structure in light of anticipated changes in the way that support services are funded / provided.

RB3046	Additional costs of repairs and void works to Temporary Housing properties	13,150	0	0	0	0	Frances Swann	
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Due to an increased demand for homeless temporary housing units, the costs of repairs and void works for 2012/13 are more than previously budgeted. Unit numbers have increased from approximately 55 to 65 over the last year, with a further increase anticipated.

RB3185	Reduction in budget for Anti-Social Behaviour external legal costs	(10,000)	0	0	0	0	Lynda Kilkelly	
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Based upon the experience in recent years of the volume of work passed to external legal firms, it is anticipated that a reduction can be made in the budget for such fees. Any one complex case could cause a problem in any one year, but would not be expected to have an ongoing impact.

RB3188	Additional costs of catering services at Ditchburn Place	9,770			0	0	Laura Wilderspin	
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2013/14 Budget - Revised Budget 2012/13

Page 2 of 3

Reference	Item Description	2012/13 Budget £	2013/14 Budget £	2014/15 Budget £	2015/16 Budget £	2016/17 Budget £	Contact	Officer Priority (Bids)
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Revised Budget

A combination of staff sickness and the externalisation of catering services from September 2012 have resulted in an anticipated overspend in costs for the current financial year.

RB3189	Re-alignment of the budget for water quality testing	(14,240)	0	0	0	0	John Horwood	
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Based upon prior years expenditure, it is proposed to re-align the budget for routine water testing in line with current spending.

RB3191	Staff savings in Resident Involvement	(18,520)	0	0	0	0	Sandra Farmer	
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The change in arrangements for resident involvement has resulted in an anticipated underspend in employee costs for the year, with a lead in time to recruiting to the new role, which as recruited to internally, in turn resulted in a follow on recruitment.

RB3195	Reduction in garage income	14,470	0	0	0	0	Andrew Latchem	U
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Garage income is lower than anticipated due to increased voids as part of the HRA new build redevelopment programme.

RB3197	Reduction in leasehold service charge income	40,860	0	0	0	0	Andrew Latchem	U
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Income in respect of leasehold services is expected to be less in 2012/13 as a direct impact of the level of repairs carried out in communal areas in 2010/11, which is reflected in adjustments made to leasehold charges for the current year.

RB3203	Re-alignment in budget for TV aerial maintenance	(26,170)	0	0	0	0	John Horwood	
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Following installation of new equipment in recent years, a formal maintenance contract is not considered necessary, with the lower level of routine repairs to the installations now being met from responsive repair budgets.

RB3210	Changes in interest payable and receivable in respect of the HRA for 2012/13	(21,900)	0	0	0	0	Julia Hovells	
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Changes in the both the assumed level of internal borrowing and in the anticipated year end HRA balances, result in a net reduction in cost to the HRA.

Total Revised Budget in Housing Revenue Account

Page 222				
(95,840)	0	0	0	0

2013/14 Budget - Revised Budget 2012/13**Page 3 of 3**

Reference	Item Description	2012/13 Budget £	2013/14 Budget £	2014/15 Budget £	2015/16 Budget £	2016/17 Budget £	Contact	Officer Priority (Bids)
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Revised Budget

Total Revised Budget	(95,840)	0	0	0	0
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Report Total	(95,840)	0	0	0	0
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2013/14 Budget - Non-Cash Limit Items 2013/14

Page 1 of 2

Reference	Item Description	2012/13 Budget £	2013/14 Budget £	2014/15 Budget £	2015/16 Budget £	2016/17 Budget £	Contact	Officer Priority (Bids)
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Non-Cash Limit Items

Housing Revenue Account

NCL3216	Adjustment to anticipated rent income for 2013/14		0 517,580		0	0	0 Julia Hovells	
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A lower level of rent income is anticipated in 2013/14, due to a delay in the expected release dates of the first affordable housing new build properties, coupled with loss of rent from an earlier point than expected as residents in properties identified for re-development are re-housed further in advance of works beginning than initially anticipated.

NCL3217	Reduction in HRA Bad Debt Provision		0 (6,890)		0	0	0 Julia Hovells	
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The provision for bad debt in the HRA is based upon a percentage of the rental income. A reduction in anticipated rental income drives a slightly lower contribution to the fund from 2013/14.

NCL3218	Reduction in the level of revenue funding of capital for 2013/14		0 (517,260)		0	0	0 Julia Hovells	
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The timing of payments associated with the first of the new build affordable housing programme contracts is such that a lower level of resource is anticipated to be required to fund capital expenditure in 2013/14.

NCL3219	Net changes in interest payable and receivable by the HRA		0 (177,510)		0	0	0 Julia Hovells	
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Changes in the anticipated profile of additional borrowing against the HRA borrowing headroom are expected to result in less interest payable in 2013/14.

NCL3220	Reduction in assumed depreciation charges to the HRA		0 (113,410)		0	0	0 Julia Hovells	
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An adjustment has been made to reflect the use of the self-financing settlement assumption of uprated Major Repairs Allowance in place of componentised depreciation, which is allowable for a 5 year transitional period, if we so choose. The approach to depreciation for 2014/15 and beyond, will be considered as part of the HRA Business Plan Update of October 2013, taking into consideration any emerging guidance.

Total Non-Cash Limit Items in Housing Revenue Account			0 (297,490)		0	0	0	
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Page 224

Total Non-Cash Limit Items			0 (297,490)		0	0	0	
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2013/14 Budget - Non-Cash Limit Items 2013/14**Page 2 of 2**

Reference	Item Description	2012/13 Budget £	2013/14 Budget £	2014/15 Budget £	2015/16 Budget £	2016/17 Budget £	Contact	Officer Priority (Bids)
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Non-Cash Limit Items

Report Total

		0	(297,490)		0	0	0	
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2013/14 Budget - Cash Limit 2013/14 to 2016/17

Page 1 of 5

Reference	Item Description	2012/13 Budget £	2013/14 Budget £	2014/15 Budget £	2015/16 Budget £	2016/17 Budget £	Contact	Officer Priority (Bids)
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Reduction required to Cash Limit**Housing Revenue Account**

RCL3204	HRA savings target and required reduction in responsive repairs in line with stock reductions		0	98,190	98,190	98,190	98,190	Julia Hovells
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The general savings target for the HRA for 2013/14 was agreed at £76,880, with an additional requirement to reduce responsive repairs expenditure by £21,310 in line with anticipated stock reductions.

**Total Reduction required to Cash Limit in
Housing Revenue Account**

0	98,190	98,190	98,190	98,190
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Total Reduction required to Cash Limit

0	98,190	98,190	98,190	98,190
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Reference	Item Description	2012/13 Budget £	2013/14 Budget £	2014/15 Budget £	2015/16 Budget £	2016/17 Budget £	Contact	Officer Priority (Bids)
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Unavoidable Revenue Bids

Housing Revenue Account

UR3038	Additional staffing resource to manage decant process in respect of HRA New Build and Re-Development Programme		0	50,090	50,090	0	0 Robert Hollingsworth	U
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Additional 1.5 FTE Assistant Housing Officer resource is expected to be required in 2013/14 and 2014/15, to manage the process of finding alternative accommodation for residents in housing which has been approved for re-development, managing the transfer process and the site until handover to a developer. This cost will be met from the fees associated with the capital budget for new build / re-development.

UR3045	Additional costs in managing and maintaining Temporary Housing properties		0	23,600	23,600	23,600	23,600 Frances Swann	U
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Due to an increased demand for homeless temporary housing units, the costs of repairs, void works and utilities are more than previously budgeted. Unit numbers have increased from approximately 55 to 63 over the last year, with a further increase anticipated.

UR3187	Increased costs of asbestos surveys		0	42,200	42,200	42,200	42,200 John Horwood	U
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The authority, as a landlord, has an obligation to comply with the current asbestos legislation, which requires additional asbestos sampling and testing prior to any works in a property.

UR3198	Reduction in leasehold service charge income		0	30,840	30,840	30,840	30,840 Andrew Latchem	U
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Income in respect of leasehold services is expected to be less in 2013/14 as a direct impact of the level of repairs carried out in communal areas in 2011/12, which is reflected in adjustments made to leasehold charges for the upcoming year.

Total Unavoidable Revenue Bids in Housing Revenue Account		0	146,730	146,730	96,640	96,640		
Total Unavoidable Revenue Bids		0	146,730	146,730	96,640	96,640		

2013/14 Budget - Cash Limit 2013/14 to 2016/17

Page 3 of 5

Reference	Item Description	2012/13 Budget £	2013/14 Budget £	2014/15 Budget £	2015/16 Budget £	2016/17 Budget £	Contact	Officer Priority (Bids)
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Service Reviews

Housing Revenue Account

SR3113	Delete vacant Customer Care & Quality Officer post	0	(16,500)	(16,500)	(16,500)	(16,500)	Robert Hollingsworth	
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Post No: A1249_01, Customer Care & Quality Officer is currently vacant. Not filling the post will result in quality systems / complaints handling / service development work being undertaken elsewhere across the service within existing staffing resources.

SR3156	Design, Engineering and Facilities Service. Non replacement of post on retirement.	0	0	(16,200)	(24,300)	(24,300)	Jim Stocker	
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Retirement of Design, Engineering and Facilities Manager. Member of staff has indicated that they will be taking deferred retirement. (See also SR3155).

Total Service Reviews in Housing Revenue Account		0	(16,500)	(32,700)	(40,800)	(40,800)		
Total Service Reviews		0	(16,500)	(32,700)	(40,800)	(40,800)		

Reference	Item Description	2012/13 Budget £	2013/14 Budget £	2014/15 Budget £	2015/16 Budget £	2016/17 Budget £	Contact	Officer Priority (Bids)
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Savings

Housing Revenue Account

S3026	Reduction in the budget for external audit fees		0	(10,000)	(10,000)	(10,000)	(10,000)	Julia Minns
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The Audit Commission audit practice will cease to operate with effect from October 2012. Contracts for the external audit of public sector bodies have been awarded to the private sector following a regionally based tendering exercise and the associated scale fees have been reduced by 40% from those which previously applied. (See also RB3030).

S3037	Savings in City Homes Operational Expenditure		0	(20,000)	(20,000)	(20,000)	(20,000)	Robert Hollingsworth
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It is anticipated that reductions can be made in professional training (£5,000), general training (£5,000), consultants and professional fees (£5,000) and car and cycle allowances (£5,000), where expenditure in recent years has been lower than previously experienced.

S3042	Reduction in communal electricity budgets for the north of the city		0	(5,000)	(5,000)	(5,000)	(5,000)	Andrew Latchem
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Based upon recent expenditure, it is estimated that the cost of communal electricity in the north of the city will be lower than budgeted.

S3043	Removal of residual operational budget for Roman Court		0	(7,290)	(7,290)	(7,290)	(7,290)	Andrew Latchem
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The residual budget for security and utilities at Roman Court will no longer be required once refurbishment works begin. Any budget required in respect of the new scheme will be matched by assumed service charge income.

S3044	Reduction in shrub replacement programme budget allocation		0	(3,000)	(3,000)	(3,000)	(3,000)	Andrew Latchem
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Following higher levels of investment in shrub replacement in previous years, and some targeted investment on estates as part of the Cambridge Standard capital allocation, it is anticipated that shrub beds can be maintained with a lower level of annual investment in the future. The saving can be identified by reducing the investment in replacing shrubs on housing estates by £1,500 in each of the north and south areas of the city.

S3186	Reduction in budget for Anti-Social Behaviour external legal costs		0	(10,000)	(10,000)	(10,000)	(10,000)	Lynda Kilkelly
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2013/14 Budget - Cash Limit 2013/14 to 2016/17

Page 5 of 5

Reference	Item Description	2012/13 Budget £	2013/14 Budget £	2014/15 Budget £	2015/16 Budget £	2016/17 Budget £	Contact	Officer Priority (Bids)
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Savings

Based upon the experience in recent years of the volume of work passed to external legal firms, it is anticipated that a reduction can be made in the budget for such fees. Any one complex case could cause a problem in any one year, but would not be expected to have an ongoing impact.

S3190	Re-alignment in the budget for water quality testing	0	(14,870)	(14,870)	(14,870)	(14,870)	John Horwood	
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Based upon prior year expenditure, it is proposed to re-align the budget for routine water testing in line with required spending.

S3192	Net salary adjustments and other minor operational savings	0	(1,970)	(1,970)	(1,970)	(1,970)	Julia Hovells	
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This represents the net impact of budgeting for actual staff in post compared to global assumptions made in salary budgets for spinal points and increments, coupled with minor savings and efficiencies in other operational expenditure

S3194	Capitalisation of staff costs associated with HRA New Build programme	0	(50,090)	(50,090)	0	0	Julia Hovells	
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A bid has been included to allow recruitment of additional staff to undertake the decant of existing HRA properties to facilitate the HRA 146 New Build programme. The revenue bid will be fully offset by the ability to charge these costs to the new build capital projects in the form of fees.

S3206	Reduction in reactive repairs in line with anticipated reductions in stock numbers	0	(21,310)	(21,310)	(21,310)	(21,310)	Bob Hadfield	
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A saving in responsive repairs is proposed to meet the assumed saving in the HRA Business Plan in respect of reductions in spend in line with reduced stock numbers.

Total Savings in Housing Revenue Account	0	(143,530)	(143,530)	(93,440)	(93,440)
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Total Savings	0	(143,530)	(143,530)	(93,440)	(93,440)
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Report Total	0	84,890	68,690	60,590	60,590
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2013/14 Budget - PPF Bids 2013/14 to 2016/17

Page 1 of 2

Reference	Item Description	2012/13 Budget £	2013/14 Budget £	2014/15 Budget £	2015/16 Budget £	2016/17 Budget £	Contact	Officer Priority (Bids)
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PPF Funding**Housing Revenue Account**

FPPF3205	Priority Policy Funding for the HRA for 2013/14	0	(150,000)	(150,000)	(150,000)	(150,000)	Julia Hovells	
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Total PPF Funding in Housing Revenue Account	0	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)		
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Total PPF Funding	0	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)		
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2013/14 Budget - PPF Bids 2013/14 to 2016/17

Page 2 of 2

Reference	Item Description	2012/13 Budget £	2013/14 Budget £	2014/15 Budget £	2015/16 Budget £	2016/17 Budget £	Contact	Officer Priority (Bids)
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PPF Bids

Housing Revenue Account

PPF3039	Citywide Garage Project Officer		0	33,390	33,390	0	0 Sandra Farmer	M
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A review of housing garages across the city has resulted in a recommendation to employ a dedicated officer for 2 years, to manage the programme of works, review pricing structures, market and manage garages, making best use of the garage stock and any land available for re-development. The effectiveness of this approach will be reviewed after 2 years to determine whether continued investment in staffing might generate higher rental yield on a longer-term basis.

PPF3040	Additional staffing resource to minimise the impact of the introduction of the Welfare Reforms		0	66,780	66,780	0	0 Robert Hollingsworth	H
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It is anticipated that a proactive approach to supporting households that will be adversely affected by benefit caps, reduction in benefit due to under-occupation and the introduction of universal credit, will minimise the impact for the authority in the longer term. Up front investment is expected to aid income management and minimise any increase in rent arrears. It is proposed that a review of the benefit of these roles be carried out at the end of an initial 2 year period.

PPF3196	Bid to enable delivery of enhanced housing management services in sheltered housing		0	0	39,270	39,270	39,270 Robert Hollingsworth	H
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If it is not viable for the authority to bid to continue to deliver support services in sheltered housing, as procured by the County Council, an enhanced level of housing management activity is proposed to supplement the anticipated low level of support that will be provided under the new support arrangements. Funding has already been approved to allow this to happen in 2013/14, but not yet beyond this date.

Total PPF Bids in Housing Revenue Account		0	100,170	139,440	39,270	39,270		
Total PPF Bids		0	100,170	139,440	39,270	39,270		
Report Total		0	(49,830)	(10,560)	(110,730)	(110,730)		

2013/14 Budget - Capital Bids 2012/13 to 16/17

Page 1 of 1

Reference	Item Description	2012/13 Budget £	2013/14 Budget £	2014/15 Budget £	2015/16 Budget £	2016/17 Budget £	Contact	Officer Priority (Bids)
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Unavoidable Capital Bids

Housing Revenue Account

UC3199	Bid to meet the costs of leasehold repurchase at Water Lane and Aylesborough Close	0	728,500	0	0	0	Alan Carter	U
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A report to Community Services in October 2012 obtaining approval for the redevelopment of Water Lane and Aylesborough Close did not include in the cost implications the cost of buying back ex-council dwellings from the existing leaseholders.

UC3202	Capital bid to allow re-roofing of Campkin Road shops	108,000	0	0	0	0	John Horwood	
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The HRA owns and manages a number of shops and other commercial premises. The flat roof on the shops in Campkin Road requires urgent re-roofing.

Total Unavoidable Capital Bids in Housing Revenue Account	108,000	728,500	0	0	0			
Total Unavoidable Capital Bids	108,000	728,500	0	0	0			
Report Total	108,000	728,500	0	0	0			

Appendix I

New Build Investment Cashflow – Scheme Specific and Outline Approvals

New Build / Re-Development Scheme	2012/13	2013/14	2014/15	2015/16
	£'0	£'0	£'0	£'0
New Build / Re-Development Expenditure (Net of Developer's Cross Subsidy)				
Seymour Court / Street	19,070	534,930	0	0
Latimer Close	596,450	770,140	0	0
Barnwell Road	157,070	609,080	452,010	0
Campkin Road (Phase 1)	629,270	1,430,070	400,400	0
Colville Road (Phase 1)	150,010	620,820	941,620	0
Water Lane	119,770	119,770	1,186,250	0
Aylesborough Close	366,000	424,180	1,523,430	0
Stanesfield Road	0	696,050		0
Residual 146 Programme Schemes	0	872,640	290,880	0
Clay Farm	0	0	10,246,930	3,415,640
Total New Build/ Re-Development Expenditure	2,037,640	6,077,680	15,041,520	3,415,640
New Build / Re-Development Grant Funding				
Seymour Court / Street	(175,000)	(175,000)	0	0
Latimer Close	0	(210,000)	0	0
Barnwell Road	0	(140,000)	(140,000)	0
Campkin Road (Phase 1)	0	(157,500)	(157,500)	0
Colville Road (Phase 1)	0	(183,750)	(183,750)	0
Water Lane	0	(122,500)	(122,500)	0
Aylesborough Close	0	0	(280,000)	0
Stanesfield Road	0	(87,500)	0	0
Residual 146 Programme Schemes	0	(227,500)	(227,500)	0
Clay Farm (Grant assumed, not awarded)	0	0	(910,000)	(910,000)
Total New Build / Re-Development Funding	(175,000)	(1,303,750)	(2,021,250)	(910,000)
Balance to be Funded from HRA Resources or Borrowing	1,862,640	4,773,930	13,020,270	2,505,640

Appendix J

Key Risk Analysis

Risk Area & Issue arising	Controls / Mitigation Action
Effects of Legislation / Regulation	
<p>Implications of new legislation / regulation or changes to existing are not identified.</p> <p>Funding is not identified to meet the costs associated with changes in statutory requirements.</p> <p>HRA Debt Settlement could be re-opened by Government</p>	<ul style="list-style-type: none"> • Effective processes are in place for the HRA to ensure that implications are identified and raised • Additional / specific funding enhancements for new services are earmarked for that purpose, to ensure effective implementation • The Council has processes in place to manage the demands of local and national housing agendas, including the Vision Statement and HRA Business Plan
Housing Portfolio & Spending Plans	
<p>The Council approves plans which are not sustainable into the future, leading to increasing problems in balancing budgets.</p>	<ul style="list-style-type: none"> • Council has adopted medium and long-term modelling (up to 30 years) for HRA, to ensure decisions are made in the knowledge of long-term deliverability issues / implications • Council has a policy of requiring R&R Funds to be in place to cover all major assets with a finite life, with long-term programmes for key areas • The Business Plan includes long-term trend analysis on key cost drivers such as growth levels and demographics, and their implications • Target levels of reserves are set for the HRA to enable uneven pressures to be effectively dealt with, and to provide cover against unforeseen events / pressures
Financial planning lacks appropriate levels of prudence	
<p>Business Planning assumptions are wildly inaccurate</p> <p>Financial policies, in general, are not sufficiently robust</p> <p>Funding to support the approved Capital & Revenue Projects Plan is not available</p>	<p>Council has adopted key prudence principles, reflected in:</p> <ul style="list-style-type: none"> • Use of external expert opinion and detailed trend data to inform assumptions • Ongoing revenue funding for capital is reviewed for affordability as part of the 30-year modelling process • Adoption of strict medium / long-term planning • Policy on applying capital receipts for strategic disposals only at point of receipt

Risk Area & Issue arising	Controls / Mitigation Action
External income / funding streams	
<p>Undue reliance may be placed on external income streams, leading to approval of unsustainable expenditure</p> <p>Rent and service charge arrears increase and bad debt rises, as a direct result of the Welfare Benefit Reforms</p> <p>Rent income is under-achieved due to a major incident in the housing stock</p> <p>Changes to the right to buy rules and pooling regulations result in a significant increase in sales and commitment to deliver replacement units</p> <p>The economic downturn reduces the ability to fund capital pressures from the sale of assets</p>	<ul style="list-style-type: none"> • Modelling over the medium and long-term is conducted for key income sources, including sensitivity analysis on potential changes • Council seeks to influence national settlements and legislative changes through response to formal consultation and the provision of information to negotiation bodies such as LGA and CIH • Increased resources identified for income management. Performance closely monitored to allow further positive action if required. • Asset Management Plan in place to identify and address key issues in the housing stock to minimise likelihood of incident • Sensitivities modelled so potential impacts are understood • 3 year affordable housing programme facilitates some re-supply of affordable housing • Policy on applying capital receipts for strategic disposals only at point of receipt
Use of resources including Projects and Partnerships	
<p>There is ineffective use of the resources available to the HRA</p> <p>Failure to deliver Major Housing / Development Projects, i.e; return on capital, project on time etc.</p>	<ul style="list-style-type: none"> • Council employs robust business planning in key activity areas • Council has adopted a standard project management framework • Housing Service is required to contribute to Portfolio Planning process, linked directly to resources • MTOs are used to prioritise available resources ensuring best match with objectives • Performance and contractor management procedures have been updated • Organisational development and workforce planning activity is being targeted • The Council has been recognised as a high performer under the national Use of Resources assessment, scoring a maximum rating of 4 in 2008

Appendix K

Business Planning Revised Assumptions

Key Area	Assumption	Comment
General Inflation	2.4%, then 2.5%	General inflation on expenditure - included at 2.4% (Based upon CPI(Y) to June 2012), for 2013/14, returning to 2.5% for the remaining life of the plan.
Capital Programme Inflation	4.4%, 4.5% for four years, then 3.5%	Real increase above CPI(Y) of 2% for 5 years as per advice given by Savills, then 1% above from 2018/19.
Capital Investment	Investment Standard	Base model assumes an investment standard in the housing stock, compared with a basic decent homes standard, recognising long-term benefits of pro-active rather than re-active investment.
Pay Inflation	2.9% for two years, then 4.4%	Assume pay award of 1% and allowance for increments at 1.9% for 2013/14 and 2014/15, then re-introducing allowance for pay award at 2.5% from 2015/16 onwards.
Employee Turnover	3%	Employee budgets - assume an employee turnover saving of 3% of gross pay budget for office-based staff.
Rent Increase Inflation	3.1%, then 3%	Rent increases assumed in line with government guidelines of RPI at preceding September of 2.6% plus 0.5%. Assume RPI at 2.5% from September 2013.
Rent Convergence	2015/16	Convergence with target rent assumed in 2015/16, although limits on individual increases inhibit achieving this locally.
External Borrowing Interest Rate	4%	Assumes additional PWLB borrowing from 2013/14 at a rate of 4%. Current rates for 25 to 50 years range from 3.98% to 4.11%, with the certainty rate being 20 basis points lower.
Internal Borrowing Interest Rate	4%	Assume the same rate as available externally for modelling purposes from 2013/14, recognising that if internally borrowing a mutually beneficial rate would need to be negotiated, on a case by case basis.
External Lending Interest Rate	0.82% for 2 years, 1.25% for 2 years, then 1.5% ongoing	Interest rate – based on latest market projections (on average 0.82% for 2012/13 and 2013/14, then 1.25% for 2014/15 and 2015/16 and 1.5% from 2016/17).
HRA Minimum Balances	£2,000,000	Maintain HRA minimum balance at £2,000,000, recognising increased risks in HRA Self-Financing environment.
HRA Target Balances	£3,000,000	Maintain HRA target balance at £3,000,000.
Right to Buy Sales	40, 42, then 28 per annum ongoing	An increase in the assumptions of 10 to 17 per annum in the CLG settlement model, with 40 now assumed in 2012/13, increasing to 42 in 2013/14, then reducing slightly to 28 per annum for the remaining life of the plan, recognising that some of the current increased activity is an immediate response to the legislative changes.
Right to Buy	Settlement	Right to buy receipts assumed in the debt settlement included in

Key Area	Assumption	Comment
Receipts	sales included from the model.	the model, assuming the receipts will be utilised partly for general fund housing purposes. Assumed additional receipts received have been included, with the assumption that they are required to be utilised to deliver new affordable housing or be repaid to CLG after 3 years, in line with agreement with CLG.
Void Rates	1% plus specific properties, 1.25%, then 1%	Assumes general void rate of 1% for 2013/14 plus removal of specific dwellings identified for re-development, with higher global figure of 1.25% assumed for 2014/15 recognising remainder of the sheltered housing refurbishment programme and Roman Court development 1% assumed from 2015/16 onwards.
Bad Debts	0.56%, then 1.12%	Based upon historic bad debt provision made in the HRA for 2012/13, increased by 100% to reflect the requirement to collect 100% of rent directly from the latter part of 2013/14. Assumes an extension of the existing rent payment profile across the entire housing stock.
Rent Collection Transactional Costs	An increase in collection costs of £100,000 per annum from 2013/14	An increase of £100,000 per annum has been included from 2013/14, recognising the increase in collection costs associated with the requirement to collect 100% of rent directly from tenants, as opposed to receiving approximately 50% via housing benefit as currently happens.
Debt Management Expenses	£20,000 per annum	Allows an assumption for recharge of internal treasury management activity and a contribution for specialist financial advice in this field.
New Build Programme	250 Units	Assumes delivery of the current 3-year affordable housing investment programme of 146 units, where HCA grant funding has been approved and an additional 104 units on the Clay Farm site in year 4/5 of the business plan.
Savings Target	1.6%	A savings target is included in the revised model for a 5 year period, with the assumption that savings and efficiencies will be driven out to allow strategic re-investment in new assets, existing assets and housing services.
Policy Space	£150,000	Policy space re-included in base model for 5 years, at an increased level recognising desire to expand services, with assumption that policy space will need to be created through the generation of savings.
Service Reviews	Per budget savings proposals	The HRA Business Plan assumes that the outcomes of service reviews will deliver ongoing benefit to the HRA as indicated in the budget process for 2013/14 and beyond.

Appendix L

Business Planning Key Sensitivity Analysis

Topic	Business Plan Assumption	Key Sensitivity Modelled	Financial Impact
Interest Rates for additional borrowing	PWLB fixed rate maturity loan at 4%	Assume fixed rate loan over 30 years, with increase of 2% in interest rates from the outset	Increased interest payable across the life of the business plan equates to £9.711 million.
General Inflation	General Inflation using CPI(Y) at 2.4%, then 2.5% for expenditure	Volatility in the economy could lead to an increase in inflation. 1% increase in general inflation for the life of the plan	Inability to pay off any debt during the life of the plan,
Rents Inflation	RPI at 2.6% for rents base for 2013/14, then 2.5%	Volatility in the economy could lead to an increase in inflation as measured by RPI. 1% increase in rents base inflation from 2014/15 for the life of the plan	Ability to redeem debt by year 19.
Capital Investment Real Increase Inflation	Capital Investment Inflation at 2% above CPI(Y) for 5 years and then at 1%	A real increase of 2% is allowed for building inflation until 2017/18 in line with existing external procurements. Assume that real inflationary increase of 1% is not required from 2018/19 for the remainder of the plan, assuming benefits of re-procurement from 2014/15	Ability to repay debt remains the same, but with £30 million additional balances by year 30.
Employer's Pension Contribution	Business Plan includes provision for increases of 0.75% from 2011/12 to 2016/17	Assumptions on life expectancy and negative market effects on the value of assets in the Pension Fund leading to increased employer contribution requirements above the level of provision already made. Assume an additional 0.75% in pension provision in 2017/18 also	£3.4 million reduction in balances over the life of the plan, with no change in ability to redeem the debt.
Right to Buy Sales (Revenue Impact)	Numbers assumed to increase to 40 in 2012/13, 42 in 2013/14, then reduce to 28 per annum from 2015/16	The increase in discount levels could result in a greater long-term impact than is being anticipated, with no experience to draw from. Assume sales remain at 40 per annum ongoing	The ability to repay debt is extended by one year.

Topic	Business Plan Assumption	Key Sensitivity Modelled	Financial Impact
Investment Income	Business Plan assumes interest on balances increasing to only 1.5% by 2016/17	Rates may fail to recover as anticipated, fall further or recover at a greater pace. Assume ongoing rate remains low at 1%, as opposed to 1.5%.	£4.1 million reduction in balances over the life of the plan, with no change in ability to repay the debt.
Housing Rent Collection and Welfare Benefit Reforms	Budgeted costs based on historic levels of enforcement activity, but an increased level of transactional collection costs, with additional staffing for 2 years bid for	Economic climate may require an ongoing increase in enforcement activity. Welfare Benefit Reforms will result in 100% more rent being required to be collected directly from tenants. Assume, in addition to the increase in transactional costs and fixed term staffing built into the base, ongoing additional staffing costs of £134,000 per annum from 2015/16.	Ability to repay the debt is deferred by one year, with £7.94 million reduction in balances over the life of the plan.

Appendix M

HRA Summary Forecast 2012/13 to 2016/17

Description	2012/13 £0	2013/14 £0	2014/15 £0	2015/16 £0	2016/17 £0
Income					
Rental Income (Dwellings)	(32,843,550)	(34,073,000)	(35,683,010)	(37,912,500)	(40,073,480)
Rental Income (Other)	(1,010,620)	(1,047,410)	(1,073,600)	(1,100,440)	(1,127,950)
Service Charges	(2,254,420)	(2,104,180)	(2,156,780)	(2,210,700)	(2,265,970)
Contribution towards Expenditure	(453,390)	(414,140)	(422,370)	(430,800)	(439,430)
Other Income	(40,500)	(58,070)	(59,520)	(61,010)	(62,540)
Total Income	(36,602,480)	(37,696,800)	(39,395,280)	(41,715,450)	(43,969,370)
Expenditure					
Supervision & Management - General	4,613,710	4,956,920	5,133,510	5,394,940	5,669,190
Supervision & Management - Special	2,310,500	2,311,650	2,251,540	2,321,370	2,393,530
Repairs & Maintenance	7,243,910	7,117,230	7,351,830	7,698,830	8,094,710
HRA Subsidy	0	0	0	0	0
Depreciation – t/f to Major Repairs Res.	9,578,490	9,603,470	9,685,900	9,945,200	10,294,800
Debt Management Expenditure	20,000	20,000	20,580	21,490	22,430
Other Expenditure	419,760	672,300	775,650	887,870	1,004,470
Total Expenditure	24,186,370	24,681,570	25,219,010	26,269,700	27,479,130
Net Cost of HRA Services	(12,416,110)	(13,015,230)	(14,176,270)	(15,445,750)	(16,490,240)
HRA Share of operating income and expenditure included in Whole Authority I&E Account					
Interest Receivable	(94,180)	(104,770)	(148,070)	(152,750)	(144,250)
Mortgage Interest Receipts (in above)	0	0	0	0	0
HRA (Surplus) / Deficit for the Year	(12,510,290)	(13,120,000)	(14,324,340)	(15,598,500)	(16,634,490)
Items not in the HRA Income and Expenditure Account but included in the movement on HRA balance					
Loan Interest	7,505,850	7,474,240	7,670,770	7,835,450	7,653,290
Debt Redemption Premium	301,330	0	0	0	0
Housing Set Aside	1,090,400	0	0	2,242,370	5,744,960
Depreciation Adjustment	(2,214,080)	(2,242,080)	(2,044,210)	(2,069,960)	(2,095,720)
Direct Revenue Financing of Capital	10,438,140	7,162,340	8,711,540	7,577,890	5,347,670
(Surplus) / Deficit for Year	4,611,350	(725,500)	13,760	(12,750)	15,710
Balance b/f	(6,974,040)	(2,362,690)	(3,088,190)	(3,074,430)	(3,087,180)
Total Balance c/f	(2,362,690)	(3,088,190)	(3,074,430)	(3,087,180)	(3,071,470)

Appendix N

Housing Capital Investment Plan (5 Year Detailed Investment Plan)

Description	2012/13	2013/14	2014/15	2015/16	2016/17
	£'000	£'000	£'000	£'000	£'000
General Fund Housing Capital Spend					
Assessment Centre	1,111	0	0	0	0
Disabled Facilities Grants	470	550	550	550	550
Private Sector Housing Grants and Loans	115	195	195	195	195
Long Term Vacants	20	20	20	20	20
Total General Fund Housing Capital Spend	1,716	765	765	765	765
HRA Capital Spend					
Decent Homes					
Kitchens	691	255	618	598	292
Bathrooms	196	128	522	525	119
Boilers / Central Heating	2,024	1,316	618	2,450	1,688
Insulation / Energy Efficiency	108	100	100	100	100
External Doors	179	28	129	108	63
PVCU Windows	36	339	1,002	1,350	912
Wall Structure	15	36	621	63	114
Wall Finishes	784	196	319	230	115
Wall Insulation	100	100	100	100	100
External Painting	0	0	0	0	0
Roof Structure	387	300	800	300	322
Roof Covering	1,224	544	215	210	274
Chimneys	51	39	12	2	1
Electrical / Wiring	326	83	91	181	317
Smoke Detectors	3	5	19	109	9
Sulphate Attacks	204	102	102	102	102
Major Voids	56	53	51	48	53

Description	2012/13	2013/14	2014/15	2015/16	2016/17
	£'000	£'000	£'000	£'000	£'000
HHSRS Contingency	263	150	100	100	100
Other Health and Safety Works (Balconies)	510	50	50	50	50
Other External Works	0	0	3	5	0
Rising Damp / Penetrating Damp	4	0	0	0	0
Professional Fees	556	556	556	556	556
External Professional Fees	19	19	19	19	19
Decent Homes Backlog	2,131	3,808	2,131	1,065	3,019
Planned Maintenance Contractor Overheads	791	796	781	792	799
Total Decent Homes	10,658	9,003	8,959	9,063	9,124
Other Spend on HRA Stock					
Garages	316	300	300	300	300
Asbestos Contingency	260	200	200	200	200
Disabled	924	878	878	878	878
TIS Schemes	28	21	21	21	21
Communal Areas Uplift	506	546	546	546	546
Fire Prevention / Fire Safety Works	1,239	300	300	300	300
Hard surfacing on HRA Land - Health and Safety Works	212	250	250	150	150
Hard surfacing on HRA Land - Recycling	298	0	0	0	0
Communal Areas Floor Coverings	276	100	0	0	0
Professional Fees	155	155	155	155	155
Lifts and Door Entry Systems	26	13	13	13	13
Fencing	100	100	100	100	100
Cemetery Lodge	50	0	0	0	0
Hanover / Princess Laundry	3	0	0	0	0
East Road Garages - Lighting Controls	4	0	0	0	0
TV Aerials	0	0	0	0	0
Planned Maintenance Contractor Overheads	293	286	274	262	262
Total Other Spend on HRA stock	4,690	3,149	3,037	2,925	2,925

Description	2012/13	2013/14	2014/15	2015/16	2016/17
	£'000	£'000	£'000	£'000	£'000
HRA New Build / Re-Development					
Teversham Drift	4	0	0	0	0
Cockerell Road	0	0	0	0	0
Harris Road	0	0	0	0	0
Church End	16	0	0	0	0
Roman Court	692	591	41	0	0
3 Year Affordable Housing Programme (Cash Spend)	2,038	6,078	4,795	0	0
3 Year Affordable Housing Programme (Notional Spend – Equal to Land Value of Market Housing)	1,500	5,308	1,134	0	0
Clay Farm	0	0	10,247	3,416	0
Total HRA New Build	4,250	11,977	16,217	3,416	0
Cambridge Standard Works					
Cambridge Standard Works	506	200	200	200	200
Total Cambridge Standard Works	506	200	200	200	200
Sheltered Housing Capital Investment					
Emergency Alarm Service	110	0	0	0	0
Talbot House	4	0	0	0	0
Ditchburn Place	42	1,900	1,900	0	0
Brandon Court	508	0	0	0	0
Total Sheltered Housing Capital Investment	664	1,900	1,900	0	0
Other HRA Capital Spend					
Orchard Upgrade / Open Contractor / Mobile Working / ASB Database	260	0	0	0	0
Low Cost Home Ownership	300	300	300	300	300
RFR Buy Back	330	330	330	0	0
Commercial Property	210	30	30	30	30
Total Other HRA Capital Spend	1,100	660	660	330	330
Total HRA Capital Spend	21,868	26,889	30,973	15,934	12,579

Description	2012/13	2013/14	2014/15	2015/16	2016/17
	£'000	£'000	£'000	£'000	£'000
Total Housing Capital Spend at Base Year Prices	23,584	27,654	31,738	16,699	13,344
Inflation Allowance and Stock Number Adjustment for Future Years	0	0	949	1,246	1,789
Total Inflated Housing Capital Spend	23,584	27,654	32,687	17,945	15,133
Housing Capital Resources					
Right to Buy Receipts	(398)	(441)	(495)	(516)	(522)
Other Capital Receipts (Land and Dwellings)	(0)	(0)	(0)	(0)	(0)
Notional Land Receipts (Land Value of Market Housing on New Build Affordable Housing Sites)	(1,500)	(5,308)	(1,134)	0	0
Major Repairs Reserve	(3,424)	(12,374)	(7,642)	(7,875)	(8,199)
Direct Revenue Financing of Capital	(10,438)	(7,162)	(8,712)	(7,578)	(5,348)
Other Capital Resources (Grants / Shared Ownership / R&R Funding)	(475)	(1,604)	(2,321)	(1,210)	(300)
Disabled Facilities Grant	(298)	(262)	(262)	(262)	(262)
Developer's Contributions (Affordable Housing)	(68)	(0)	(0)	(0)	(0)
Prudential Borrowing	0	0	(11,619)	0	0
Total Housing Capital Resources	(16,602)	(27,151)	(32,184)	(17,442)	(14,630)
Net (Surplus) / Deficit of Resources	6,982	503	503	503	503
Capital Balances b/f	(9,190)	(2,208)	(1,705)	(1,202)	(699)
Use of / (Contribution to) Balances in Year	6,982	503	503	503	503
Capital Balances c/f	(2,208)	(1,705)	(1,202)	(699)	(196)

Appendix O Cambridge City Council Equality Impact Assessment



1. Title of strategy, policy, plan, project, contract or major change to your service:

Housing Revenue Account Budget 2013/14

2. What is the objective or purpose of your strategy, policy, plan, project, contract or major change to your service?

To enable the Council to set a balanced budget for the Housing Revenue Account, which ensures that housing debt can be redeemed when loans mature, whilst also ensuring the authorities housing stock is managed and maintained to an acceptable standard, meeting tenants and leaseholders priorities.

3. Who will be affected by this strategy, policy, plan, project, contract or major change to your service? (Please tick those that apply)

- Residents (See below)
 Visitors
 Staff

A specific client group or groups (please state): HRA tenants and leaseholders, including vulnerable

4. What type of strategy, policy, plan, project, contract or major change to your service is this? (Please tick)

- New
 Revised
 Existing

5. Responsible directorate and service

Directorate: Customer & Community Services
 Service: Strategic Housing

6. Are other departments or partners involved in delivering this strategy, policy, plan, project, contract or major change to your service?

- No
 Yes (please give details):

This is an assessment of the Housing Revenue Account budget, and therefore

covers all services provided by the authority as a housing landlord to tenants and leaseholders. These services will be provided directly by City Homes, Strategic Housing and Estates & Facilities, with support services provided by other service areas in some cases.

7. Potential impact

Please list and explain how this strategy, policy, plan, project, contract or major change to your service could **positively** or **negatively** affect individuals from the following equalities groups.

(a) Age (any group of people of a particular age, including younger and older people)

A revised budget proposal not to fill a senior management post in the Independent Living Service, has the potential for an adverse impact on the standards of service to older residents in sheltered housing. This has been mitigated by sharing the responsibilities of the post between two other senior managers across City Homes. A formal restructure of the service is currently being considered, which will seek to ensure that service standards are maintained.

The unavoidable bid to maintain the delivery of a fresh meals service for older vulnerable residents in the extra care housing at Ditchburn Place will ensure that this group see no negative impact in service delivery, despite staff sickness and the change to an external contractor.

The reduction in both estimated rental income and revenue funding of capital expenditure in 2013/14 as a result of the longer than anticipated lead in time for the delivery of the initial new affordable housing, may negatively impact older people who require social housing, where the additional supply will not be available as quickly as expected.

The new build affordable housing programme incorporates a considerable amount of re-development, which will require re-location of existing tenants, with the potential for a negative impact on older people in respect of some housing schemes, where there is a prevalence of older tenants. To mitigate the negative impact of having to relocate, home loss payments are made, and the budget process includes an unavoidable bid to employ staff to specifically support tenants through the process. The negative impact on existing older tenants is balanced by the provision of 58 new homes for older people in the programme built to much higher standards of space, accessibility and energy efficiency.

The removal of the residual operational budget for Roman Court recognises that the site is anticipated to be transferred to a contractor for refurbishment works to deliver housing for older people once complete.

The County Council's intention to tender support services in sheltered housing will result in a reduced level of direct service from any new provider, as services are expected to be provided to a wider client group within existing contract resources. A bid for additional funding from the HRA seeks to mitigate the impact on the residents in our sheltered schemes, by delivering enhanced housing management services.

(b) Disability (including people with a physical impairment, sensory impairment, learning disability, mental health problem or other condition which has an impact on their daily life)

The unavoidable bid to maintain the delivery of a fresh meals service for older residents with disabilities in the extra care housing at Ditchburn Place will ensure that this group see no negative impact in service delivery, despite staff sickness and the change to an external contractor.

The reduction in both estimated rental income and revenue funding of capital expenditure in 2013/14 as a result of the longer than anticipated lead in time for the delivery of the initial new affordable housing, may negatively impact those who require social housing on medical grounds, where the additional supply will not be available as quickly as expected.

The new build affordable housing programme incorporates a considerable amount of re-development, which will require re-location of existing tenants, with the potential for a negative impact on those with mental health issues living in some of the housing schemes. To mitigate the negative impact of having to relocate, home loss payments are made, and the budget process includes an unavoidable bid to employ staff to specifically support tenants through the process.

The removal of the residual operational budget for Roman Court recognises that the site is anticipated to be transferred to a contractor for refurbishment works, with a resulting wing to be transferred to a specialist provider for to deliver housing for those with disabilities.

(c) Gender

There are no discrete implications for this equalities group.

(d) Pregnancy and maternity

The reduction in both estimated rental income and revenue funding of capital expenditure in 2013/14 as a result of the longer than anticipated lead in time for the delivery of the initial new affordable housing, may negatively impact women with, or expecting, children who require social housing, where the additional supply will not be available as quickly as expected.

(e) Transgender (including gender re-assignment)

There are no discrete implications for this equalities group.

(f) Marriage and Civil Partnership

There are no discrete implications for this equalities group.

(g) Race or ethnicity

There are no discrete implications for this equalities group.

(h) Religion or belief

There are no discrete implications for this equalities group.

(i) Sexual orientation

There are no discrete implications for this equalities group.

(j) Other factor that may lead to inequality (please state):

The proposal to realise savings in City Homes operational expenditure by reducing budgets for training has the potential to result in vulnerable tenants not receiving the benefit of support in maintaining their tenancies from a workforce trained to a higher standard.

An increase in the number of temporary housing units and a resulting increase in the costs of repairing these units is proposed in response to meeting the need for housing homeless households, to include housing for younger people, pregnant and new mothers and those with mental health, drug and alcohol dependency issues.

Vacancies in the Resident Involvement Team are likely to result in a lower level of resident involvement activity during 2012/13, with the potential for any targeted work with specific equalities groups not being undertaken in year. To mitigate this, a revised work plan has been devised for implementation once all posts have been recruited to.

The proposal to delete the City Homes Customer Care and Quality Officer post has the potential for a negative impact on the ability to monitor and maintain quality across the service, with particular reference to the equalities groups. However, it is anticipated that the duties of this role will be performed by a number of other staff across both City Homes and Strategic Housing, thus mitigating any direct impact on any particular group or individual.

The proposal to provide additional staffing input to support tenants through the welfare benefit changes, is made in an attempt to mitigate the potential impact for both tenants on low incomes and the Council. The funding will enable staffing resource to be targeted at those groups who need support the most.

8. If you have any additional comments please add them here

9. Conclusions and Next Steps

- If you have not identified any negative impacts, please sign off this form.
- If you have identified potential negative actions, you must complete the action plan at the end of this document to set out how you propose to mitigate the impact. If you do not feel that the potential negative impact can be mitigated, you must complete question 8 to explain why that is the case.
- If there is insufficient evidence to say whether or not there is likely to be a negative impact, please complete the action plan setting out what additional information you need to gather to complete the assessment.

All completed Equality Impact Assessments must be emailed to David Kidston, Strategy and Partnerships Manager, who will arrange for it to be published on the City Council's website. Email david.kidston@cambridge.gov.uk.

10. Sign off

Name and job title of assessment lead officer:

Julia Hovells, Business Manager / Principal Accountant

Names and job titles of other assessment team members and people consulted:

David Kidston, Strategy & Partnerships Manager
Robert Hollingsworth, Head of City Homes
Alan Carter, Head of Strategic Housing
Bob Hadfield, Head of estates & Facilities

Date of completion: 11/12/2012

Date of next review of the assessment: December 2013

Action Plan

Equality Impact Assessment title: HRA Budget Setting Report

Date of completion:

Equality Group	Age
Details of possible disadvantage or negative impact	<p>1) Reduction in senior management in the Independent Living Service may adversely impact the quality / level of service to older people.</p> <p>2) Delays in delivery of new affordable housing may negatively impact identification of appropriate accommodation for older people.</p> <p>3) The tender of support services for older people is likely to have a negative impact on the quality / level of support received by tenants.</p>
Action to be taken to address the disadvantage or negative impact	<p>1) Service to be restructured, with service quality / level considerations being made as part of this process.</p> <p>2) Brandon Court has been fully refurbished, providing a current supply of housing for older people.</p> <p>3) A bid in the HRA budget process for enhanced housing management services will go some way to replacing the anticipated reduction in support services provided to sheltered residents. Staff will also work with residents to ensure signposting to other public bodies and voluntary organisations who can provide help and support, whilst actively encouraging expansion of volunteers to assist in our sheltered housing schemes.</p>
Officer responsible for progressing the action	<p>1) Robert Hollingsworth, Head of City Homes</p> <p>2) Robert Hollingsworth, Head of City Homes</p> <p>3) Robert Hollingsworth, Head of City Homes</p>
Date action to be completed by	<p>1) September 2013</p> <p>2) December 2012</p> <p>3) September 2013</p>

Equality Group	Disability
Details of possible disadvantage or negative impact	<p>1) Delays in delivery of new affordable housing may negatively impact identification of appropriate accommodation for those with a disability.</p>
Action to be taken to address the disadvantage or negative impact	<p>1) Those in need of housing on medical grounds will continue to have a higher priority for allocation to existing limited affordable housing through the Choice Based Lettings Scheme.</p>
Officer responsible for progressing the action	<p>1) Alan Carter, Head of Strategic Housing</p>
Date action to be completed by	<p>1) April 2013 ongoing</p>

Equality Group	Gender
Details of possible disadvantage or	

negative impact	
Action to be taken to address the disadvantage or negative impact	No actions required.
Officer responsible for progressing the action	
Date action to be completed by	

Equality Group	Pregnancy and maternity
Details of possible disadvantage or negative impact	1) Delays in delivery of new affordable housing may negatively impact identification of appropriate accommodation for women with, or expecting, children.
Action to be taken to address the disadvantage or negative impact	1) All housing applications are assessed, and where the housing need is critical, applicants are awarded top priority (A Band) for housing allocation to existing limited affordable housing through the Choice Based Lettings Scheme.
Officer responsible for progressing the action	1) Alan Carter, Head of Strategic Housing
Date action to be completed by	1) April 2013 ongoing

Equality Group	Transgender
Details of possible disadvantage or negative impact	
Action to be taken to address the disadvantage or negative impact	No actions required.
Officer responsible for progressing the action	
Date action to be completed by	

Equality Group	Marriage and Civil Partnership
Details of possible disadvantage or negative impact	
Action to be taken to address the disadvantage or negative impact	No actions required.
Officer responsible for progressing the action	
Date action to be completed by	

Equality Group	Race or ethnicity
Details of possible disadvantage or negative impact	
Action to be taken to address the disadvantage or negative impact	No actions required.
Officer responsible for progressing the action	
Date action to be completed by	

Equality Group	Religion or belief
Details of possible disadvantage or negative impact	
Action to be taken to address the disadvantage or negative impact	No actions required.
Officer responsible for progressing the action	
Date action to be completed by	

Equality Group	Sexual orientation
Details of possible disadvantage or negative impact	
Action to be taken to address the disadvantage or negative impact	No actions required.
Officer responsible for progressing the action	
Date action to be completed by	

Other	Other factors that may lead to inequality
Details of possible disadvantage or negative impact	1) Reductions in training budgets may impact negatively on the expertise of staff to deal with particular housing management issues.
Action to be taken to address the disadvantage or negative impact	1) The use of residual training budgets will be prioritised accordingly, in an attempt to mitigate any negative impact, with staff with the greatest training need receiving the highest priority.
Officer responsible for progressing the action	1) Robert Hollingsworth, Head of City Homes
Date action to be completed by	1) March 2014

Project Appraisal and Scrutiny Committee Recommendation

Project Name	ECCHO House Refurbishment
Committee	Housing Management Board
Portfolio	Housing
Committee Date	8 January 2013
Executive Councillor	Councillor Catherine Smart
Lead Officer	Andrew Latchem

Recommendation/s

Financial recommendations –

The Executive Councillor is asked to approve commencement of this capital project, where funding is already included in the Housing Capital Investment Plan

- The total maximum cost of the project is estimated to be £95,000.
- The ongoing revenue implications, from April 2014, will result in anticipated additional net revenue income of £4,140 per annum in the Housing Revenue Account. A part year effect, estimated to be £3,100 is anticipated in 2013/14.

Procurement recommendations:

- The works will be procured from the existing Planned and Preventative Maintenance contract with Apollo or reserve contract with Kiers. If the quotations for the work exceeds the estimated contract value by more than 15% the permission of the Executive Councillor and Director of Resources will be sought prior to proceeding.

1 Summary

1.1 The project

The project is to convert an existing building into a two-bedroom bungalow, fully adapted for a disabled household.

Target Start date	February 2013
Target completion date	June 2013

1.2 The Cost

Total Capital Cost	£95,000
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Capital Cost Funded from:

Funding:	Amount:	Details:
Reserves	£0	
Repairs & Renewals	£0	
Section 106	£0	
Other	£95,000	HRA Commercial Property – Major Voids / Improvements. (Existing Housing Capital Plan Budget post HRA BSR virements)

Net Revenue Cost / (Income)

Year 1 (2013/14)	£ (3,100)
Ongoing	£ (4,140)

The anticipated ongoing revenue benefit to the HRA is the net of the assumed rental income for the dwelling of £6,380 less the assumed need to spend in respect of the dwelling in terms of

management (£200), routine maintenance (£750) and set-aside for major repairs (£1,290).

The year 1 saving assumes that the property is let from July 2013, although in reality this could be sooner, subject to the completion of the required building works and letting of the property to a suitable occupant.

1.3 The Procurement

The project will be undertaken under the existing Planned Maintenance contract, by one of the two existing planned maintenance contractors, either Apollo or Kier.

2 Capital Project Appraisal & Procurement Report

2.1 What is the project?

The project is to convert an existing building into a two-bedroom bungalow, fully adapted for a disabled household.

ECCHO House is the East Chesterton Community House based in Franks Lane in East Chesterton. It was built about 20 years ago as a local community office for the residents of East Chesterton.

It ceased to be used by housing staff in 1996 when the North Area Housing Office was built at 171 Arbury Road. More recently it has been used by SURESTART, but they have vacated the building, in favour of larger premises.

There is local demand for an adapted bungalow in the area, which may also free up a three-bedroom house.

The building was always designed to be easily converted for residential use, should it no longer be required as office accommodation, and this project would convert the building in to a disabled adapted two bedroom bungalow subject to planning consent. Use of the building as a dwelling is considered a higher priority than continued alternative use.

2.2 What are the aims & objectives of the project?

To provide a two bedroom disabled adapted bungalow for a priority applicant. For the fraction of the cost of a new build disabled bungalow, the conversion would allow us to provide a social housing unit for a disabled household.

2.3 Summarise the major issues for stakeholders & other departments?

The project will involve the Estates and Facilities Team, including the Council's Architects.

2.4 Summarise key risks associated with the project

Key risks associated with the project include vandalism to the building, which is currently vacant. Any delay in the project will impact negatively upon the potential net revenue stream from the new bungalow, at approximately £80.00 per week.

If the project does not take place, the identified need in the area to re-house a disabled household will not be met.

2.5 Financial implications

- a. Appraisal prepared on the following price base: 2012/13 – 2013/2014 for works and 2013/14 for revenue financial implications.

2.6 Capital & Revenue costs

(a) Capital	£	Comments
Building contractor / works	80,200	
Purchase of vehicles, plant & equipment	0	
Professional / Consultants fees	11,000	Planning, Building Regulations, Legal Fees, Architects
IT Hardware/Software	0	
Other capital expenditure	3,800	Section 106 Agreement
Total Capital Cost	95,000	

(b) Revenue	£	Comments
Rent Income	(£6,380)	
Management Costs	200	
Maintenance Costs	750	
Major Repairs Set Aside	1,290	
Total Net Revenue Cost	(4,140)	

2.7 VAT implications

There are no anticipated adverse VAT implications associated with this project, as the resulting dwelling will be let as social housing to a tenant of the Council.

2.8 Other implications

The building is now currently empty and is in a residential street, there is a concern that the building may be subject to vandalism and attract anti social behaviour. The provision of a disabled bungalow meets our commitment to affordable housing and for services to people with disabilities.

2.9 Estimate of staffing resource required to deliver the project

Technical Officers from Estates and Facilities, as well as City Homes and the Architects will staff the project.

2.10 Identify any dependencies upon other work or projects

The building will has received planning consent for change of use to residential, and the works will need to comply with building regulations.

2.11 Background Papers

There are no background papers associated with this appraisal.

2.12 Inspection of papers

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Date prepared:	December 2012

Capital Project Appraisal - Capital costs & funding - Profiling

Appendix A

	2012/13	2013/14	2014/15	2015/16	2016/17	Comments
	£	£	£	£	£	
Capital Costs						
Building contractor / works	80,200					
Purchase of vehicles, plant & equipment						
Professional / Consultants fees	11,000					
Other capital expenditure:	3,800					
Total Capital cost	95,000	0	0	0	0	
Capital Income / Funding						
Government Grant						
S106 funding						
R&R funding						
Earmarked Funds						
Existing capital programme funding	95,000					HCIP - Post approval of virement as part of HRA BSR
Revenue contributions						
Total Income	95,000	0	0	0	0	
Net Capital Bid	0	0	0	0	0	



Cambridge City Council

To: Executive Councillor for Arts, Sport and Public Places
Report by: Steve Bagnall
Scrutiny committee: COMMUNITY SERVICES Jan 2013
Wards affected: None

Project Appraisal and Scrutiny Committee Recommendation

Project Name: Corn Exchange Improvements

Recommendation/s

Financial recommendations –

- The Executive Councillor is asked to recommend this scheme (which is not included in the Council's Capital & Revenue Project Plan) for approval by Council, subject to resources being available to fund the capital and revenue costs.
- The total cost of the project is £110,000 funded from Corn Exchange Repairs and Renewals Funds and a Capital Reserves bid awaiting approval.
- There are no ongoing revenue implications arising from the project.

Procurement recommendations:

- The Executive Councillor is asked to approve the carrying out and completion of the procurement of improvements to the main entrance of the Corn Exchange including new internal doors, the installation of external architectural lighting to the front façade and the installation of LCD advertising screens. Estimated total project cost £ 110,000.

- Subject to:
 - The permission from the Executive Councillor being sought before proceeding if the value exceeds the estimated contract by more than 15%.

1 Summary

1.1 The project

Target Dates:	
Start of procurement	February 2013
Award of Contract	May 2013
Start of project delivery	August 2013
Completion of project	September 2013

1.1 Anticipated Cost

Total Project Cost	£ 110,000
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Cost Funded from:

Funding:	Amount:	Details:
Reserves	£ 50,000 ¹	Bid reference C3054 part of Service Review AR9
Repairs & Renewals	£ 60,000	Corn Exchange Buildings R&R 27708 £ 45,000 Corn Exchange Equipment R&R 27710 £ 15,000
Developer Contributions	£ 0	
Other	£ 0	

Ongoing Revenue Cost

Year 1	£ 0
Ongoing	£ 0

¹ Forms part of a Corn Exchange and Guildhalls Capital Bid of £150,000

1.2 Procurement process

The project is likely to be divided into 4 elements

1. Design & Professional fees - £20,000
2. External Lighting £ 25,000
3. LCD screens £ 15,000
4. Main Entrance Lobby works £ 50,000

Items 1 – 3 will be procured after obtaining 3 written quotations responding to an appropriate specification. Item 4 will be subject to a formal invitation to tender to 4 candidates.

2 Project Appraisal & Procurement Report

2.1 Project Background

This project forms part of the ongoing Corn Exchange improvements plan and will significantly enhance the arrival experience for visitors to the venue.

The main entrance to the venue has not been upgraded since the major redevelopment 25 years ago. It is looking very tired and shabby. The project is divided into three main areas –

1. External lighting.

External lighting will be installed to enhance the architectural features and to create a sense of excitement for visitors when approaching the venue. The intention is that this will deliver a tasteful and subtle effect and energy efficient LED fittings will be used throughout to ensure carbon impact is kept to a minimum.

2. Entrance lobby improvements.

The two sets of wooden doors in the main entrance lobby will be replaced by glass doors. New lighting and floor coverings will be installed.

3. LCD advertising screens.

LCD screens will be installed in the lobby and in the ground floor external windows. All other poster frames will be removed, negating need for poster/printed matter to be displayed on the building frontage. Energy efficient screens will be specified to ensure carbon impact is kept to a minimum

Listed building consent has been obtained for this project. Ref: 12/0781/LBC.

2.2 Aims & objectives

The aim of this project are -

- To ensure that the Corn Exchange is maintained in a manner befitting its status as the premier arts and entertainment venue in the city.
- To provide a welcoming and inviting arrival experience for visitors.
- To provide a stylish and well-maintained venue that is attractive to conference and corporate event clients.
- To provide a flexible and contemporary means of promoting events, reducing the need for printed posters.
- To minimise any impact upon carbon footprint produced by these improvements to the building

2.3 Major issues for stakeholders & other departments

None

2.4 Summarise key risks associated with the project

Failure to invest in the appearance of the building and the customer experience of using the venue is likely to lead to damage to the Corn Exchanges reputation, declining ticket sales and a subsequent risk of failure to attract the kind of high profile artists that the venue is know for.

Corn Exchange Management are working to attract increased corporate and conference events to the venue. This is unlikely to succeed without an ongoing programme of building maintenance and improvements.

Both the external lighting and the LCD screens will add to the carbon footprint of the venue, although this will be partly offset by a reduction in use of printed posters. It is essential that the procurement and operation of these elements are carefully managed to be particularly mindful of this issue.

2.5 Financial implications

- a. Appraisal prepared on the following price base: 2012/13
- b. Specific grant funding conditions are: None
- c. Other comments: None

2.6 Capital & Revenue costs

(a) Capital	£	Comments
Building contractor / works	20000	
Purchase of vehicles, plant & equipment	70000	
Professional / Consultants fees	20000	
IT Hardware/Software		
Other capital expenditure		
Total Capital Cost	110000	

(b) Revenue	£	Comments
Maintenance		
R&R Contribution		
Developer Contributions		See Appendix B
Total Revenue Cost	0	

2.7 VAT implications

This work will be subject to VAT at the standard rate.

2.8 Environmental Implications

The external lighting and the LCD panel will increase use of energy add to the carbon footprint of the venue, although this will be partly offset by a reduction in the use of printed posters. All possible consideration will be given to ensure that the products chosen provide the lowest possible impact.

Climate Change impact – L	
---------------------------	--

2.9 Other implications

None

2.10 Staff required to deliver the project

This project will largely be delivered via external contractors. Some planning input will be provided by the Corn Exchange technical team.

The procurement exercise will be run by the Corn Exchange technical team.

2.11 Dependency on other work or projects

None

2.12 Background Papers

None

2.13 Inspection of papers

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Date prepared:	29 th November 2012

Capital Project Appraisal - Capital costs & funding - Profiling

Appendix A

DOUBLE CLICK TO ACTIVATE THE SPREADSHEET
Make sure year headings match start date ...

	2012/13	2013/14	2014/15	2015/16	2016/17	Comments
	£	£	£	£	£	
Capital Costs						
Building contractor / works		20,000				
Purchase of vehicles, plant & equipment		70,000				
Professional / Consultants fees		20,000				
Other capital expenditure:						
<i>insert rows as needed</i>						
Total Capital cost	0	110,000	0	0	0	
Capital Income / Funding						
Government Grant						
Developer Contributions						
R&R funding		60,000				£15000 27710 £45000 27708
Earmarked Funds						
Existing capital programme funding						
Revenue contributions						
Total Income	0	60,000	0	0	0	
Net Capital Bid	0	50,000	0	0	0	



Cambridge City Council

To: Executive Councillor for Arts, Sport and Public Places
Report by: Steve Bagnall
Scrutiny committee: COMMUNITY SERVICES Jan 2013
Wards affected: None

Project Appraisal and Scrutiny Committee Recommendation

Project Name: Corn Exchange - improvements to heating management system

Recommendation/s

Financial recommendations –

- The Executive Councillor is asked to recommend this scheme which is on the Capital plan (C3227) for approval by Council, subject to resources being available to fund the capital and revenue costs.
 - The total cost of the project is £20,000, funded from Corn Exchange Repairs and Renewals fund
 - There are no ongoing revenue implications arising from the project.

Procurement recommendations:

The Executive Councillor is asked to approve the carrying out and completion of the procurement of a heating control system for the Corn Exchange foyer area.

- Subject to:
 - The permission from the Executive Councillor being sought before proceeding if the value exceeds the estimated contract by more than 15%.

1 Summary

1.1 The project

Purchase and installation of heating control system to include control panel , valves, dampers and sensors.

Target Dates:

Start of procurement	February 2013
Award of Contract	April 2013
Start of project delivery	May 2013
Completion of project	May 2013

1.2 Anticipated Cost

Total Project Cost	£ 20,000
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Cost Funded from:

Funding:	Amount:	Details:
Reserves	£	
Repairs & Renewals	£20,000	Corn Exchange Buildings R&R fund 27708
Developer Contributions	£	
Other	£	

Ongoing Revenue Cost

Year 1	£	
Ongoing	£	

1.3 Procurement process

Three written quotations will be obtained in response to an appropriate specification.

2 Project Appraisal & Procurement Report

2.1 Project Background

The existing equipment is old and not fit for purpose, there is a lack of control over the heating system which results in it either being off when it is needed on or on when not needed. This either results in a cold building or an over heated building which wastes energy at some expense. There is also no control over the adjustment of the level of heating so the achieving a comfortable heating level for visitors is very difficult. The new management system will be more energy efficient.

2.2 Aims & objectives

The aim of the project is to install a heating control system that provides a good level of comfort for visitors and is more energy efficient to operate.

2.3 Major issues for stakeholders & other departments

None

2.4 Summarise key risks associated with the project

Not undertaking this work risks ongoing complaints from customers and clients.

The inefficiency of the current system also risks considerable energy wastage.

2.5 Financial implications

- a. Appraisal prepared on the following price base: 2012/13
- b. Specific grant funding conditions are: None
- c. Other comments: None

2.6 Capital & Revenue costs

(a) Capital	£	Comments
Building contractor / works	5000	
Purchase of vehicles, plant & equipment	15000	
Professional / Consultants fees		
IT Hardware/Software		
Other capital expenditure		
Total Capital Cost	0	

(b) Revenue	£	Comments
Maintenance		
R&R Contribution		
Developer Contributions		See Appendix B
Total Revenue Cost	0	

2.7 VAT implications

This work will be subject to VAT at the standard rate.

2.8 Environmental Implications

Climate Change impact +M	
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This project will improve the energy efficiency of the Corn Exchange foyer heating system.

2.9 Other implications

None

2.10 Staff required to deliver the project

This project will largely be delivered via external contractors. Some planning input will be provided by the Corn Exchange technical team.

The procurement exercise will be run by the Corn Exchange technical team.

2.11 Dependency on other work or projects

None

2.12 Background Papers

None

2.13 Inspection of papers

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Date prepared:	28 th November 2012

Capital Project Appraisal - Capital costs & funding - Profiling

Appendix A

DOUBLE CLICK TO ACTIVATE THE SPREADSHEET
Make sure year headings match start date ...

	2012/13	2013/14	2014/15	2015/16	2016/17	Comments
	£	£	£	£	£	
Capital Costs						
Building contractor / works		5,000				
Purchase of vehicles, plant & equipment		15,000				
Professional / Consultants fees						
Other capital expenditure:						
<i>insert rows as needed</i>						
Total Capital cost	0	20,000	0	0	0	
Capital Income / Funding						
Government Grant						
Developer Contributions						(See Appendix B)
R&R funding		20,000				(State cost centre/s)
Earmarked Funds						(State cost centre/s)
Existing capital programme funding						(Programme ref.)
Revenue contributions						(State cost centre/s)
Total Income	0	20,000	0	0	0	
Net Capital Bid	0	0	0	0	0	Must agree to 1.2 above

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To: Executive Councillor for Arts, Sport and Public
Places: Councillor Rod Cantrill
Report by: Debbie Kaye, Head of Arts & Recreation
Relevant scrutiny committee: Community Services 17/1/2013
Scrutiny Committee
Wards affected: All Wards

ARTS & RECREATION DEVELOPMENT FUNDING TO VOLUNTARY AND NOT-FOR-PROFIT ORGANISATIONS 2013-14

Key Decision

1. Executive Summary

1.1 This report details applications and recommendations relating to 2013-14 Arts and Recreation Development funding (formerly known as leisure grants) for voluntary and not-for-profit organisations.

2. Recommendations

The Executive Councillor is recommended:

- 2.1 To agree the recommendations for Arts and Recreation Development grants to voluntary and not-for-profit organisations in 2013-14 as set out in Appendix 2 of this report, subject to confirmation of the Council's 2013-14 budget in February 2013 and, in some cases, the provision of further information from applicants.
- 2.2 To agree the Area Committee (Community and Arts & Recreation Development) Grants process from 2013-14 as set out in 3.13 of this report and replicated in the Community Development grants report.
- 2.3 To reaffirm the Council's commitment to the local and national Compact and Best Value Guidance regarding statutory and voluntary sector relationships (replicated in the Community Development grants report).

3. Background

3.1 A report to this committee in October 2011 approved revised grant priorities 2012-14, funding arrangements and eligibility criteria. A copy is attached as Appendix 1. Subsequently the grants have been renamed

Arts and Recreation Development to acknowledge and highlight these changes.

- 3.2 Applications have been invited in line with these arrangements. 54 organisations have applied for funding for a total of 77 projects and activities. Applications and recommendations are set out in Appendix 2.
- 3.3 Since 2006 Arts and Recreation Development (formerly named Leisure) Grants have been cash limited. The proposed budget for 2013-14 is £291,470, which remains the same as the current year. Not inflating Arts and Recreation Development grants will result in a saving of £5,830 for 2013-14.
- 3.4 The following figures are subject to approval of the City Council's full 2013-14 budget in February 2013.

2013-14 Priorities and Funds	Budget %	Available £	Bids £	Offers £	Balance £
Arts & Recreation Development Grants	90	262,470	461,321	245,514	16,956
Area Committee Grants*	10	29,000	0	0	29,000
TOTAL	100%	291,470	461,321	245,514	45,956

* Area Committee Grants will be awarded via the area committee grant process during 2013-14.

- 3.5 This funding programme aims to support clearly defined services and activities which:
- § meet the grant priorities and funding conditions
 - § are costed to include all relevant overheads within a full cost recovery budget
 - § have measurable targets and make a clear impact on demonstrable community needs
 - § are backed up by research and consultation
- Groups, which are actively working towards meeting these conditions, may be considered for funding.

- 3.6 An organisation will not be eligible if it:
- § is set up and/or managed wholly or partly by a statutory organisation
 - § provides religious instruction or worship (religious organisations may be eligible for grants to provide social, leisure, cultural or welfare activities with no proselytising)
 - § operates for private gain
 - § is connected with any political party or involved in party politics

- 3.7 Detailed assessments of each application have been undertaken by officers in the sports, arts and grants services. Proposed awards reflect these assessments which focus on the following criteria:
- § eligibility criteria
 - § delivering against the grant priorities
 - § evidence of need
 - § outcomes
 - § monitoring and evaluation
 - § partnerships and collaboration
 - § quality
 - § risk
- 3.8 As the previous method of awarding grants resulted in some groups receiving funding from the Council over a sustained period of time, the Council started discussions with groups over a year ago in relation to the new funding arrangements. Particular discussions continue in relation to large grants.
- 3.9 Some organisations need to widen their approach to fundraising and improve the quality of funding applications. We work with the Cambridge Council for Voluntary Support and others to ensure organisations are aware of appropriate options and support available.
- 3.10 All funded groups will have funding agreements for their grants and structured monitoring arrangements.
- 3.11 **Cambridgeshire Compact**
The Council endorsed the Cambridgeshire Compact in 2007. Its main aim is to improve and develop the relationships between the statutory and voluntary sectors. Of particular importance to this report the Compact has the following three undertakings for statutory organisations:
- § Develop a long-term policy and strategy for support and investment in voluntary and community sector activity in Cambridgeshire including Compact compliance
 - § Consultation periods are for 12 weeks wherever possible
 - § Work towards a situation in which statutory contracts and service agreements are a minimum of three years duration and where a minimum of 12 weeks notice is given in respect of decisions to change or terminate a grant or contract condition (or less by mutual agreement)
- 3.12 **Three Year Agreements**
In line with the approved funding arrangements and Compact undertakings we will be offering three-year funding agreements to organisations that have applied to undertake a project over the next three

years. These are highlighted on the chart of applications attached as Appendix 2. Funding agreements and monitoring arrangements will be implemented. These agreements will be tapered by 10% each year from the original figure approved.

3.13 Area Committee Grants

Cambridgeshire Community Foundation will no longer be managing area committee grants on behalf of the Council. This report would like to acknowledge the professional and dedicated manner in which they have undertaken this role since 2009. The Community Development Grants Team will take on this work with immediate effect. No comments were received following consultation with all members on the process for 2013-14, which was as follows:

- § one grant round per annum - one report to each of the area committees
- § chair and officer approval process consistent with the Council's process for year round grant applications
- § comprehensive marketing and publicity
- § quarterly updates to all members
- § annual report with monitoring feedback
- § application forms and requirements appropriate to the size of group and funding

3.14 Cambridge Arts Theatre

Following a request from the Cambridge Arts Theatre to consider a different funding approach in lieu of revenue funding the proposal is to make a contribution to their capital programme of £125,000, which will be paid back, from the Arts and Recreation Development Grant budget, over a three-year period (£25,000 from 2013-14, and £50,000 from 2014-15 and 2015-16).

The S3232 Cambridge Arts Theatre capital grant budget proposal is to rephase current grant funding to the Cambridge Arts Theatre and recover the sum paid by 2015/16 at no net cost to the Council. The advance payment will be used to support the theatre's capital development programme which will, in turn, generate additional income and therefore not require ongoing income support from the Council.

The Arts Theatre will not be able to apply for any additional funding from the Council during that period and they will only be able to apply for project funding, and not core funding, from 2016-17 alongside all other voluntary and community organisations which will be assessed against relevant priorities and criteria.

4. Implications

- (a) **Financial Implications** -These are detailed in the report and in Appendices 1 and 2

- (b) **Staffing Implications** - None
- (c) **Equal Opportunities Implications**
 - § All grant aid policies are based on the Council's Medium Term Objective to secure a healthy and thriving community, especially through the provision of services to areas and communities that are the most disadvantaged.
 - § Effective implementation of equal opportunities policy and practice by applicant groups is a condition for grant aid.
 - § An Equality Impact Assessment was undertaken on the revised priorities and Sports and Arts strategies.
- (d) **Environmental Implications** - All applicants are required to have environmental policies to detail how they will contribute to reducing carbon emissions and establish good practice. Climate change rating +L
- (e) **Consultation and Communication** - Consultation was undertaken on both the sports and arts strategy development and the review of grant priorities.
- (f) **Community Safety** - some projects, services and activities funded by arts and recreation development grants will have a positive impact but this is not the primary outcome for this funding.
- (g) **Procurement** - None

5. Background papers

These background papers were used in the preparation of this report:

- § Grant and discretionary rate relief applications 2013-14 (not available to the public)

6. Appendices

Appendix 1 – Arts and Recreation Development Funding Priorities 2012-14 and Funding Arrangements

Appendix 2 – Arts and Recreation Development grant and discretionary rate relief applications 2013-14

7. Inspection of papers

To inspect the background papers or if you have a query on the report please contact:

Author's Name: Jackie Hanson
Author's Phone Number: 01223 - 457867
Author's Email: jackie.hanson@cambridge.gov.uk

Arts & Recreation Development Funding Priorities 2012-14 and Funding Arrangements

Priority Reference number	Priority Description
	<p>L1 Improve access to leisure activities A targeted approach to improving access to arts and sports for city residents who currently have restricted access, particularly including:</p>
L1.1	§ Minority ethnic groups
L1.2	§ People with disabilities
L1.3	§ People on low incomes
L1.4	§ Children, young people and older people at risk of exclusion from leisure opportunities
	<p>L2 Enhance the City's cultural offer Arts and sports activities that enhance Cambridge's cultural offer by doing some or all of the following:</p>
L2.1	§ Celebrating Cambridge's cultural identity or local traditions
L2.2	§ Benefiting the local economy
L2.3	§ Reflecting the city's creative reputation through being new, innovative, and ambitious
L2.4	§ Promoting environmental sustainability
	<p>L3 Encourage and support local neighbourhood arts and sports activities that enhance current provision and are for the benefit of local residents</p>
	<p>These grants will be awarded via the Council's Area Committees, North, South, East and West Central and are not available by application to the main grants round.</p>

Funding Arrangements

A. Three Year Grant Agreements

- § Funding for ongoing projects that meet the Council's arts and recreation development grant priorities L1 and L2 which will be tapered over the three years by 10% a year from the original award.
- § These agreements will usually be available for organisations that had been in receipt of an annual leisure grant for two consecutive years.
- § Payment in years two and three will be subject to an annual review and the funding being available.

B. One Year Project Grants

- § Funding for one-off projects that meet the Council's arts and recreation development grant priorities for the benefit of local residents city-wide.

C. Area Committee Grants

- § Funding for projects that meet the Council's arts and recreation development grant priorities for the benefit of local residents in the wards designated by area committees.

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Arts and Recreation Grant and Discretionary Rate Relief (DRR) Applications 2013-14 Appendix 2

The following recommendations are subject to confirmation of the Council's 2013-14 budget in February 2013 and, in some cases, to the receipt and verification of further information from applicant organisations (this could include projects, programmes, finances, governance etc).

- § The recommendation is for the purpose unless otherwise stated
- § Figures in brackets are numbers of beneficiaries
- § No offer is generally due to not meeting the funding priorities and/or eligibility criteria
- § DRR = Discretionary Rate Relief (actual amounts still to be confirmed)

Ref	Group	2013-14 Application Purpose	2013-14 Bid	Offer	Year	2012-13 Funding	Notes
1	30 Bird Visual arts theatre company creating site specific performance and installation projects working with practitioners from a range of disciplines	MUD 12-month intergenerational, participatory, partnership project. Outdoor "Creative Laboratory" at St Matthews School with public access - a permanent physical structure encouraging creativity, play, exploration - past, present and future. Workshops around this structure linking to Cambridge Film Festival, Festival of Ideas, Wordfest, Cambridge Music Festival; 3 free performances of MUD. (2736 all city)	10,000	5,000	1	0	£5k bid to East AC
2	Academy of Ancient Music Professional period instrument orchestra playing historically informed baroque & classical music via concerts, recordings and educational work. World tours. Orchestra in residence at Cambridge University.	Seed funding for 20 pupils from a Cambridge based school to each concert at West Road concert hall series in 2013-14; 14-15; 15-16 seasons. (300 children attending 15 concerts 225 city 75%)	3,500	1,500	3	0	
3	Arts & Minds Participation in and experience of high quality arts and culture to maintain mental health, well-being and support recovery when people do become ill.	Weekly 'Arts on Prescription' sessions for 30 weeks for people with mental health problems and social gatherings in cultural venues. Celebration events and exhibitions of work produced. Referrals from GP, social workers, self referral. (31 all city)	21,307	2,000	3	0	

4	Britten Sinfonia City orchestra with community and educational programme. World-class musical performances, nurtures artistic talent.	Targeting new audiences who have high disadvantage for 'At Lunch' concert series, particularly older people, addressing barriers of cost (1,100 - 700 city - 63%)	5,000	1,500	3	0	
5	Britten Sinfonia	DRR only 13 Sturton St. CB1 2SN 15% (11,000)	1,243	1,243	3	1,219	15% DRR
6	Cambridge 105 FM Radio Ltd Community radio station with Ofcom licence. Covers local artists and events and feature programmes. Broadcasts more local hours than any other station in the area.	3 radio production taster sessions in Cambridge schools for 90 city young people - use basic recording equipment, write and record broadcasts, explore history of radio summer term 2013.	2,000	500	1	0	
7	Cambridge 105 FM Radio Ltd	DRR only. Unit 9a, Gwydir St Enterprise Centre, 23-25 Gwydir Street. CB1 2LG. Volunteers trained to produce their own radio programmes 15% (120 - 90 city)	210	210	3	206	15% DRR
8	Cambridge 99 Club Ltd Rowing Club for all	DRR only Boathouse, Kimberley Rd. CB4 1HJ rowing and training facilities (150 50% city)	1,086	1,086	3	1,065	20% DRR
9	Cambridge and Coleridge Athletics Club For any ability age 10 upwards and from 8yrs via linked community clubs. Training and competitions. Sport England Club mark	Contribution to rental of facilities at University track and Chesterton Sports Centre to provide athletics coaching, training and competition (745 - 326 city - 44%)	2,330	2,330	3	2,330	
10	Cambridge & County Folk Museum Museum of local social history providing local exhibitions, events and activities for the people of Cambridge to celebrate their local culture.	Support its forward plan to raise the profile of the museum and its cultural offer to city residents; increase number of residents using the services, work with other cultural organisations eg Kettle's Yard to improve awareness. (17,000 - 8500 city)	56,293	56,000	1	56,000	
11	Cambridge & County Folk Museum	DRR 2/3 Castle Street. CB3 0AQ (20%)	2,616	2,616	1	2,542	20% DRR
12	Cambridge Art Salon Local community gallery, studios and business support to artists. Creative projects and events.	25 community art classes in the Art Salon gallery, including visits to other creative spaces in the city that are featured on the Cambridge Art Walks Map.(60 - 50)	850	500	1	0	
13	Cambridge Art Salon	DRR bid - 29 Cromwell Rd. CB1 3EB	644	644	3	632	20% DRR

14	Cambridge Arts Theatre Regional theatre with programme of dance, drama, music, comedy and panto, hosting touring productions	Capital programme contribution as detailed in the covering report under 3.14	50,980	25,000	3	50,980	
15	Cambridge Cats Basketball Club Competitive and recreational, for men women and children. 5 junior and 3 senior teams competing at local, regional and national level. Sport England Clubmark	Subsidised programme for under 16s and under 18s to compete at national level. Hardship fund for disadvantaged, predominantly BME -Philippine community (24 - 14)	1,400	1,200	3	1,000	
16	Cambridge Cats Basketball Club	Junior programme (age 8 - 13) (20 - 14 city)	570	550	3	300	
17	Cambridge Disabled Kids Swimming Club Swimming for children with disabilities	Hydrotherapy pool hire x 42 sessions, instructor costs x 39 sessions. Award ceremony (36 - 21 city 58%)	2,800	2,500	3	2,500	
18	Cambridge Drawing Society Workshops, demonstrations, lectures, sketching groups and two exhibitions, one at Guildhall to promote members' work	Promote and publicise annual spring exhibition at Guildhall and autumn exhibition including young artists award (for the under 35s) and space for community art groups (3778 - 994 city 27%)	947	500	3	500	
19	Cambridge Film Trust Manages the Cambridge Film Festival and promotes independent film, events and special screenings	3 free non-theatrical outdoor and other indoor film events for local residents (1200 - 960 city 80%)	4,200	3,000	3	3,000	
20	Cambridge Film Trust Consortium Develops a film education programme using the Arts Picturehouse as an exhibition venue. Develops media literacy and cultural skills.	Cultural film screenings, digital film courses for young people, increased cultural cinema access for young people from culturally excluded or low income families, online exhibition platform for films on YouTube/Vimeo, young film makers online community via social media traversing cultural and geographical barriers. (600 for 3 x school screenings; 36 digital film production courses; 400 screenings, 1200 website hits (2236)	6,600	5,000	3	5,000	

21	Cambridge Kerala Cultural Association Cultural, social and educational activities for residents from Kerala, India	1.Children's traditional dance training 3 sessions a week, professional tutor. 2. Piano lessons for children 104 sessions a year. 3.Talent contest over 2 days for Indian association members from East Anglia (For all bids) 261 - 246 city) <i>Offer for talent contest only</i>	5,395	500	1	500	£1,000 CD grant A&R offer for talent contest only
22	Cambridge Lotus Flower School Reclaim and renew the true, diurnal inspired cultural heritage of China	Promote traditional art, painting, Chinese and Persian culture via exhibition at Guildhall in 2012 (£6,000 bid) and at the Lotus Flower School (exercise, mediation, lotus making, art, painting, calligraphy, classic writing, Chinese tea and food, Chinese classical dance). (21 beneficiaries)	15,000	0	0		
23	Cambridge Malayalee Association Social, artistic, cultural, sports activities for Malayalee residents (from Kerala India)	Traditional Indian dance classes; regional and national Kalamela talent competition	2,014	0	0	500	£1,000 CD grant
24	Cambridge Modern Jazz Club High quality and innovative jazz events in Cambridge	12-15 high quality concerts mainly at Hidden Rooms (1200 - 828 69%).	2,800	2,520	3	2,800	
25	Cambridge Museum of Technology Trust Industrial heritage museum in Victorian Pumping Station. Events, exhibitions, volunteering opportunities	Museum service based at the Victorian pumping station focusing on the city's industrial heritage and technological achievements. 12 public events to consolidate and improve the existing programme relating to history, environmental sustainability, science, technology, engineering, and arts. (2775 - 1193 43%)	6,900	6,900	3	8,330	
26	Cambridge Museum of Technology Trust	DRR The Old Pumping Station, Cheddars Lane CB5 8LD	701	701	3	687	20% DRR
27	Cambridge Sculpture Trails Enable access to sculpture in public places in Cambridge city via walks, leaflets, website and school activities.	Development and refinement of an app for mobile phones enabling access to existing sculpture trails. 2 days of designer's time.	672	400	1	0	
28	Cambridge Sporting Football Club Youth work for Asian young people	Pitch hire, sports kits, hall hire, transport (60 - 35 city)	1,000	500	3	0	

29	Cambridge Storytellers Promote the art of story telling via events, encouraging new storytellers and providing a platform for storytellers	2 series of 6 workshops - 1 for public at Michaelhouse - half places free for young people age 18-25; 1 for students at CRC age 16-18 as out of school enrichment. 1 linked performance event "Cambridge Young Storyteller of the Year" (30 - 20 city 66%)	650	500	1	0	
30	Cambridge Summer Recitals Three week summer festival of classical music concerts	Sounds Green 4 x Summer evening concerts with Cambridge University Botanic Gardens. 2 as part of the Summer Music Festival and 2 in advance. Jazz, wind and brass, world music or percussion. (400 - 160 40%)	1,000	0	1	0	
31	Cambridge Summer Recitals	CamKids Musical Theatre - staged performances of musical theatre works eg Pied Pier of Hamelin and Bugsy Malone - 5 days rehearsal + 1 performance (200 - 105 city 53%).	4,000	0	1	1,500	
32	Cambridge Summer Recitals	"Street Music" - to encourage more people to enjoy music – players on punts, flash mob opera in city centre, young artists performing. (200 per event. 1,000-1,500)	1,500	1,500	1	0	
33	Cambridge Summer Recitals	Free lunchtime concerts - 3 Fitz Proms (in Fitzwilliam Museum) and 4 x one-hour chamber concerts (1400 - 100 45%)	1,000	1,000	3	1,000	
34	Cambridge University: Kettle's Yard Public gallery focusing on 20th century and contemporary art. Programme of visual arts, music and education.	3-year programme of arts/cultural activity in Arbury & Kings Hedges at Kettles Yard and other venues across the city. Year 1 - 24 half day sessions working with artist of national or international standing; intergenerational photography project led by young peoples group "Club United" at the Meadows. Low income at risk of excluded participants. (9,000 city)	15,000	15,000	3	8,330	

35	University of Cambridge Museums (UCM) and Festivals Eight university museums and the Public Engagement team. Fitzwilliam - lead, Sedgwick, Zoology, Archaeology and anthropology, Whipple, Classical Archaeology and Kettle's Yard, Polar	Free audience focussed events; targeted community outreach programme including museum visits and awareness raising of the City's cultural offer (including the University festivals); regular family events and volunteering, work placement opportunities.1. a community programme with city schools and groups linked with Kettle's Yards work in north Cambridge 2. presence at events eg Arbury Carnival and Big Weekend 3. Museum events - summer at the museums, twilight at the museums, monthly (Saturday) and holiday family drop in events 4. Open Cambridge, Black History series, Night at the Museums with music. (800,000 - 400,000 city)	35,400	20,000	3	24,000	
36	Cambridge Wordfest Promote the arts of literature, language and the spoken word by supporting festivals and events. 2 literary festivals a year.	Engage more city residents in activities via targeted publicity and subsidised tickets for the spring and winter festivals	4,830	2,250	3	2,500	
37	Cambridgeshire Rowing Association Boathouse for affiliated and individual members	DRR only. Kimberley Road. CB4 1HT (20%)	1,051	1,051	3	1,031	20%DRR
38	CamKerela Cultural, art and sport events for families from Kerala	Cricket activities and equipment - 28 practice sessions and 6 matches (87; 75 city)	3,300	750	3	700	
39	CB1 Poetry Poetry readings for well known and new poets with open mike sessions	Contribution to 8 poetry events (300 - 180 60%)	500	500	3	400	
40	Changing Spaces Negotiates use of empty commercial property for use by arts for exhibitions; delivers training and education	To establish Changing Spaces as a permanent and sustainable organisation in order to deliver a programme of high quality contemporary art exhibitions and performances in accessible public locations (145 - 86 City 59%)	2,500	2,500	3	0	
41	Chinese Families Together Cultural and social activities for Chinese families	Fortnightly 2 hour sessions (26) for multi sport activity (30; 25 city)	2,250	1,000	3		£3,000 CD grant
42	City of Cambridge Rowing Club Amateur club for juniors and adults	DRR only. The Boathouse, Kimberley Road. CB4 1HJ (20%) (204 - 142 city 70%)	364	364	3	357	20% DRR

43	Classworks Theatre Ltd Youth theatre for 13-25s encouraging creativity, team work, performance skills, volunteering	Intergenerational project leading to performance with documentary film. 15 young people will work in 4 residential settings with 10 older people at each home. Sessions, rehearsals, 4 performances in homes and 1 public performance (55 all city)	3,756	3,000	1	5,000	
44	Cultural Arts United Develop and promote cultural arts, targeting black minority ethnic communities	Bling Ya Ting Talent Show - 2 auditions and finals held at Corn Exchange. Performing arts project (900 - 80% city)	2,920	2,500	3	2,000	
45	Cultural Arts United	Speak Out - a voice for young people community poetry project. Aged 8+ from the East & South Asian, Caribbean and African communities. Weekly session in summer term culminating in show at Corn Exchange. 3 professional poets performing. (70+ 95% city)	1,924	1,500	1	0	
46	Cultural Arts United	The Lavashow - radio show on Cambridge 105fm - music of black origin especially Caribbean music - reggae, dancehall, calypso. Equipment -laptop, decks, hard drive, mixer etc.	2,114	0	1	0	
47	Dance Moves New and enhanced skills in innovative and creative movement to those who might not otherwise consider dance	Dance for Dementia project for adults with early onset dementia and young adults without dementia - exploring and embracing issues around memory and mood. Research, dance workshops, short film,(20 all city - 9 over 60's)	2,125	1,200	1	0	
48	Dance Offensive Opportunities for young people to dance and perform and teach others	Low cost/concessionary weekly street dance classes for 7-14 year olds and for 12-18 year olds. 38 weeks pa. (350 - 315 city)	8,000	2,000	3	2,000	
49	E-Luminate Festivals Promotes best of Cambridge using light as a theme and a medium. Show case latest technology in clean-tech lighting.	E-Luminate Cambridge Festival - 2 weeks in February 2014. 5- 10 outdoor installations in Cambridge City, 4 projections on iconic buildings eg Guildhall; educational activities, workshops, competitions. <i>Offer for research and business plan</i>	50,000	5,000	3	0	Offer for research and business plan
50	FLACK Cambridge Supports the recovery from homelessness by involving homeless people in creative activities including the production of a monthly magazine, film unit, skills training and social activities.	Monthly Flack Flicks Film Club - shared preparation of a meal and film viewing and discussion. Average attendance 15.	1,134	500	1	500	Homeless strategy – co-ordinate future funding. £1,000 CD grant

51	FLACK Cambridge	Weekly Tai Chi and circular strength training groups run by Cambridge Kung Fu. 48 sessions pa (average attendance 8)	3,120	500	1	2,000	Impact of Big lottery award
52	Gomito Productions A collaboration of artists making new visual theatre	A Beautiful Destruction. Outdoor theatre project - 3 days on site preparation; 5 public performances.. 140 audience per show on Coldhams Common (560 - 536 city 95%)	7,480	1,000	1	0	
53	Hoipolloi Theatre Company Creative organisation making theatre, online work, film and workshops. Collaborate with City organisations including Junction and Arts Picturehouse, schools and colleges.	DRR Office F, Dales Brewery, Gwydir Street, CB1 2LJ (5182 - 2185 city)	428	428	3	420	15% DRR
54	Hoipolloi Theatre Company	DRR Unit D1, 17D Sturton Street, CB1 2SN	250	250	3	246	15% DRR
55	Kalpona Creative and cultural activities to promote harmony through cultural confluence	6-8 cultural sessions in schools and community centres to provide creative development, cultural experience through practicing artists, mentoring. 6-8 cultural shows for session participants. Event x 8-10; cultural show x 6-8; cultural event x 1-2.	4,000	0	0	0	
56	Kelsey Kerridge Sports Hall Sport facilities and opportunities for all ages and abilities	Affordable sports centre, providing concessionary rates to disadvantaged groups of residents	16,650	16,650	1	16,650	
57	Kelsey Kerridge	2/3 of debt charges to City Council	8,413	8,200	1	8,413	tbc
58	Kelsey Kerridge	Discretionary Rate Relief. Kelsey Kerridge Sports Centre, Queen Anne Terrace. CB1 1NA	11,001	11,001	1	10,786	20% DRR
59	Libra Theatre Company Drama group for people with learning disabilities; fortnightly workshops and public performances	Public musical production. Drama workshops and activities for people with learning and physical disabilities. 2 public musical productions with 9 rehearsals (12 - 5 city)	1,850	750	3	900	
60	Pakistan Cultural Association Social, cultural, religious, welfare and sporting activities. Promote values, cohesion and integration.	Children's Cricket Sports Day (30 90% 27 city)	190	100	3	150	£2,750 CD grant
61	Pakistan Cultural Association	Football Match Day (30 children 90% 27 city)	340	100	3	150	
62	Pakistan Cultural Association	Women's sports day (30 90% city 27)	290	100	3	150	
63	Pakistan Cultural Association	2 Women's cultural and talent nights (100 - 90 city)	1,040	500	3	500	

64	Parkrun Free weekly timed runs in 150 locations across Britain.	Weekly 5k park run free of charge (329 45% of these are city) - initial set up costs at Wimpole Estate. <i>Offer for a city venue only</i>	1,000	1,000	1	1,000	Offer for city venue
65	Romsey Mill Trust Support for young people and families experiencing multiple disadvantages. Outreach, training, learning, sports, arts activities to promote inclusion.	Weekly sports group for vulnerable young women aged 14-16 - boxing, gymnastics and jogging. x 40 sessions (8 all city)	2,390	2,000	3	3,000	£14,241 CD grant
66	Rowan Humberstone Ltd Artistic training and work experience to adults with learning disabilities and those excluded from education and employment sectors	Four studios open enabling 114 weekly placements and art related activities (62 - 33 city) 53%	11,315	3,000	3	1,000	£1,560 CD grant DRR
67	St Martin's Centre Social Services supported day centre with lunch and activities for older and housebound people in a Christian environment	Twice weekly art classes x 43 weeks 8-10 older people (14 beneficiaries all city)	1,813	1,000	3	1,000	£2,570 CD grant
68	St Martin's Centre	Singing workshops for a mix of active older people and those with a degree of dementia (20 all city)	520	500	3	500	
69	Sin Cru Dance and creative arts workshops in B-boying, music, visual art and other forms of hip hop for young people	Annual 'Sinstitute of Hip Hop Arts event for young people for 5 days + 5 weekends culminating with end of festival showcase (90 - 46 city 51%)	7,774	2,000	3	2,000	
70	Strawberry Fair Free one-day arts and music festival run by volunteers. Cambridge Band Competition; Under 18's Band Competition; gigs, film screenings, Youth Slam Poetry workshops	Futures - a new area of the fair for young people aged 13-18 - support a series of artist led workshops and activities in youth setting prior to the fair culminating in a final celebration of the work in the new Futures area on Fair day. (575 all city)	2,000	2,000	3	0	
71	Talking in Tune Workshops and events to develop enjoyment of singing for those in distress and risk exclusion	51 weekly singing workshops for the Lifecraft Singers, plus 3 performances for people who have experienced mental health problems.(50 - 44 city 885 average attendance 12)	2,399	750	3	500	
72	The You Can Hub Support people with barriers to turn ideas into reality. Cycling project - You Can Bike Too	All ability cycling project at Milton Country Park - session 3/4 times per week; individual bike hire opportunities; regular cycling sessions in the city (250 - 100 city)	24,256	6,000	3	0	

73	WriteOn Rehearsed readings, staged productions, workshops, open to all writers, actors and directors interested in producing new dramatic writing	8 performances of rehearsed readings of new drama consisting of Monologues & Duologues Festival x 4; Naked Stage Festival x 4 ((200 - 120 city 60%)	610	700	3	890	
74	WriteOn	5 professionally led workshops (on aspects of writing/acting/directing) at ADC Theatre and/or Ross Street Community Centre (50 - 25 city 50%)	87	110	1	0	
75	WriteOn	Themed ensemble new writing performance event in Corpus Playroom for experienced and inexperienced writers and actors to collaborate and learn from each other - 2 rehearsals + 1 performance (110 - 66 city 60%)	150	180	1	0	
76	WriteOn	Collaborative new writing and performance project with a local organisation (TBC) (80 - 48 60%)	150	180	1	0	
77	WriteOn	Communication and outreach - newsletters, website, outreach (700 - 350 city 50%)	240	0	1	0	Overheads inc in above
		Total offers		245,514			
		Budget available		262,470			
		Budget Remaining after offers		16,956			



To: Executive Councillor for Arts, Sport and Public Places: Councillor Rod Cantrill and Executive Councillor for Community Development and Health: Councillor Mike Pitt

Report by: Director of Environment

Relevant scrutiny committee: Community Services Scrutiny Committee 17/1/2013

Wards affected: All Wards

OPTIONS FOR THE USE OF CITY-WIDE DEVELOPER CONTRIBUTIONS

Key Decision

1. Executive Summary

- 1.1 The Council has given area committees some devolved decision-making powers over the use of funding from certain types of developer contributions. Whilst about two thirds of the unallocated funding in those categories has been devolved, around a third remains in a city-wide fund. Decisions about how this money should be spent on strategic projects (benefiting residents of more than one area or city-wide) rest with the Executive Councillors.
- 1.2 This report sets out a range of strategic project ideas including suggestions generated by Area consultation workshops, projects that are 'on hold' pending the identification of funding and requests for devolved contributions to be supplemented by city-wide funding. It considers ten project options in particular that the Executive Councillors have asked officers to focus on.

2. Recommendations

- 2.1 It is recommended that the Executive Councillor for Arts, Sport and Public Places prioritises for delivery the following projects from the City-wide Developer Contributions Programme, subject to project appraisal and the identification of appropriate funding to meet any related revenue and maintenance costs (see paragraph 4.3-4.6):
- Logan's Meadow Local Nature Reserve extension (£160,000)
 - Paradise Local Nature Reserve improvements (£100,000)
 - Drainage of Jesus Green (£95,000 or, if possible, up to £119,000).

(If approved, the Logan's Meadow LNR extension and Upper River Cam Biodiversity projects will come off the Capital Plan on-hold list.)

- 2.2 It is recommended that the Executive Councillor for Arts, Sport and Public Places:
- a. confirms the allocation of two specific public art contributions with expiry dates in the short-term (totalling c.£88,000) to a public art project to mark both the 150th anniversary of the city's role in formulating the rules of Association Football and the 400th anniversary of the city's acquisition of Parker's Piece;
 - b. assigns the full amount of city-wide developer contributions funding for provision for children and teenagers (based on the mid-December 2012 analysis) to the North Area Committee (£40,000 or, if possible, up to £52,000) and the East Area Committee (£35,000 or, if possible, up to £47,000), in recognition of the levels of funding currently available to those areas for play provision.

- 2.3 It is recommended that the Executive Councillor for Community Development and Health prioritises for delivery the following projects from the City-wide Developer Contributions Programme, subject to project appraisal and the identification of appropriate funding to meet any related revenue and maintenance costs:
- Grant for the Centre at St Paul's development – phase 3 (£50,000)
 - Grant for the Cherry Trees Centre refurbishment (£50,000) and
 - Grant for the extension of St Andrew's Hall (£140,000).

- 2.4 It is recommended that:
- a. the Executive Councillor for Arts, Sport & Public Places allocates £100,000 of city-wide funding from outdoor sports/formal open space contributions; and
 - b. the Executive Councillor for Community Development & Health allocates £85,000 (or, if possible, up to £109,000) of city-wide funding from community facilities contributions

for the longer-term development of the Rouse Ball Pavilion on Jesus Green, subject to project appraisal and the identification of appropriate funding to meet any related revenue and maintenance costs.

- 2.5 It is recommended that the Executive Councillor for Arts, Sport and Public Places confirms that that all three of the water play projects at Abbey, Coleridge and Kings Hedges, which have already been approved, should each have £50,000 of developer contributions for public art assigned to them (see paragraph 5.1) and that this be included in the Council's Capital Plan for 2013/14.

3. Background

- 3.1 Developers are often asked to make financial contributions to the City Council to address the impact of their developments on Cambridge. These payments are used in line with national and local planning policy and the purposes and conditions set out in legal (Section 106) agreements. Previously, Executive Councillors have decided how to use contributions after reports to scrutiny committees. Examples of completed projects can be found on the [Developer Contributions](#) web page (www.cambridge.gov.uk/s106) . A list of projects that are in the process of being delivered can be found in Appendix A.
- 3.2 The decision to devolve to area committees decision-making powers over the use of developer contributions was made following a report to this Committee in January 2012. It was agreed that:
- a. this would apply to the following contribution types: community facilities, informal open space; provision for children and teenagers (also referred to as play provision); indoor sports facilities; outdoor sports facilities (and its predecessor, formal open space); public art and public realm;
 - b. the funding to be devolved to an area committee would be based on 100% of contributions from minor planning applications determined by the area committee or by officers under delegated powers and 50% of contributions from major applications from that area determined by the Planning Committee;
 - c. the other 50% of contributions from Planning Committee decisions would be held in a city-wide fund for strategic projects benefiting residents of more than one area of the city. Decisions on the use of this funding would remain with the relevant Executive Councillors following reports to this Scrutiny Committee;
 - d. the relevant Executive Councillor would have the power to reallocate any devolved contributions getting close to 'expiry dates' to schemes that would enable the money to be used appropriately and on time.
- 3.3 The agreed approach to implementing devolved decision-making, following a report to this Committee last June, highlighted that:
- a. residents and community groups would be consulted, in early autumn 2012, about the need for new or improved local facilities and ideas for projects that could help to meet those needs;
 - b. these three-year needs assessments would be reported in November 2012 so that each area committee could prioritise an initial set of projects in its area, to be taken forward for project appraisal and delivery in the short-term (by March 2014).

- 3.4 Since the report last June, significant progress has been made.
- a. Four area workshops took place between mid-September and early October, involving over 100 members of the public (not including city councillors). Others put forward their comments and ideas by email. In all, the consultation generated over 250 ideas for projects.
 - b. The area committees last November identified 16 initial priority projects (see Appendix B). Around £550,000 have been allocated to these priorities – the details will be confirmed at the project appraisal stage. All the ideas raised via the area consultations were summarised in the area committee reports.

4. City-wide funding and strategic project options

- 4.1 The consideration of strategic project options is set in the context of existing (received and available) city-wide funding. More details of this latest (mid-December 2012) analysis can be found in Appendix C.

Contribution type (Rounded down to the nearest £25,000)	City-wide funding
Community facilities	£325,000
Informal Open Space	£275,000
Outdoor Sports (including Formal Open Space)	£250,000
Indoor Sports	£25,000
Play provision	£75,000
Public Art	£150,000
Public Realm	£100,000

- 4.2 There are a range of strategic project options from which to choose:
- a. Appendix D sets out the projects from the ‘on-hold’ list of the Council’s Capital Plan pending the identification of specific funding;
 - b. Appendix E provides an assessment of 24 project ideas generated via last autumn’s area consultations, which could benefit residents of more than area;
 - c. the North and East Area Committees have both made specific requests that the Executive Councillors provide additional money from city-wide funding to supplement the amounts devolved to their areas in view of the particular needs that they face.
- 4.3 The Executive Councillors have asked officers to focus on ten options that have already been worked up in some detail. All ten of these projects are recommended for funding.

Focus on ten strategic project options for the use of city-wide funding

Project idea	Type	Where idea came from	Proposed allocation
Proposals for delivery by the Council in the short-medium term			
A.	Logan's Meadow LNR extension	Informal open space	'On hold' project £160k
B.	Paradise LNR extension	Informal open space	'On hold' project £100k
C.	Drainage of Jesus Green (see paragraph 4.4)	Informal OS	West/Central workshop £15k-£39k
		Formal OS	
D.	Public art to mark 150 th anniversary of city's role in formulating the rules of Association Football and the 400 th anniversary of the city's acquisition of Parker's Piece	Public art	South Area workshop £88k
Proposals for supplementing devolved funding for Areas			
E.	Supplement the play provision contributions devolved to North Area	Play provision	North Area Committee £40k-£52k (see para 4.4)
F.	Supplement the play provision' contributions devolved to East Area	Play provision	East Area Committee £35k-£47k (see para 4.4)
Proposals for delivery by others in the short-medium term			
G.	Extend St Andrew's Hall	Community facilities	North Area workshop £140k contribution
H.	Improvements to Cherry Trees Centre	Community facilities	East Area workshop £50k contribution
I.	Centre at St Paul's development - phase 3	Community facilities	South Area workshop £50k contribution
Proposals for delivery by others in the longer term			
J.	Rouse Ball Pavilion development (see paragraph 4.4)	Outdoor sports	West/Central workshop £100k contribution
		Community facilities	

4.4 The cost estimates are provided in the context of the latest analysis of available funding (Appendix C), which is rounded down to the nearest £25,000. If it is possible for some more funding to be made available to prioritised projects from the actual existing developer contributions available, officers will explore this during the project appraisal process. This explains why proposed allocations for projects C, E, F and J are presented as ranges (eg, £84k - £109k).

4.5 Given that strategic projects are larger and more complex than those being taken forward by the area committees, the aim is for most to be delivered in the short to medium term (the delivery timescales for prioritised projects will be clarified via the project appraisal process). The timing of project delivery for some of the proposed projects involving certain types of construction or grounds works will be informed by the environmental and weather conditions.

4.6 **Commentary on the ten strategic project options:**

A.	Logan’s Meadow Local Nature Reserve extension	
	Proposed allocation: £160,000 (Informal Open Space)	Where: East Chesterton ward, North Area

a. This includes wetland habitat creation and access improvements at this nature reserve, which is visited by residents from across the city. A project appraisal has already been approved, but the project is currently on the Capital Plan ‘on hold’ list. See Appendix D. The latest analysis of available contributions has identified significant city-wide funding to enable this project to happen, including informal open space contributions from post-July 2006 Section 106 agreements, which can be used for habitat creation.

b. Whilst the current proposed allocation is less than the original project estimate (£30,000 less) in order to enable other projects to be funded at the same time, officers advise that this would enable the delivery of a substantial project. The North Area Committee in November 2012 agreed to urge the Executive Councillor for Arts, Sport and Public Places to fund this project from city-wide funding.

B.	Paradise Local Nature Reserve improvements	
	Proposed allocation: £100,000 (Informal open Space)	Where: Newnham ward, West/Central Area

a. This is also aimed at increasing biodiversity and improving access (including new and extended boardwalks) at another of our local nature reserves, which is used by residents from across the city.

- b. It has previously been presented as part of the Upper River Cam Biodiversity Project, which is on the 'on hold' list of the Capital Plan pending identification of suitable funding (see Appendix D). Given the other proposed uses of the city-wide Informal Open Space funding (projects A and C), it would be difficult to fund the full Biodiversity Project. However, there would be enough for a substantial part of the Paradise LNR improvement project (albeit £10,000 less than the current estimate for this element). Officers advise that this would enable the delivery of a substantial project.

C.	Drainage of Jesus Green	
	Proposed allocation: £95,000 or, if possible, up to £120,000 (£80k Formal Open Space and £15k-39k Informal Open Space)	Where: Market ward, West/Central Area

- a. Heavy rain causes water-logging on parts of Jesus Green, not just in the winter months. This has made significant areas of this major park, which is used by residents from across the city, unusable. Drainage would not only enable greater informal uses of the park throughout the year, but also formal sports pitch provision at Jesus Green. The scheme has already been prepared and has been estimated as costing in the region of £120,000. Please note the links between this scheme and the proposals for developing the Rouse Ball Pavilion (project J).
- b. To enable the extension of the two local nature reserves to move forward at the same time, it may only be possible to provide £15,000 of city-wide informal open space contributions for the drainage work. This should not be a problem, however, as officers are exploring a range of options such as: examining ways to bring down the overall costs; seeking funding from other sources for sustainable drainage; and checking whether there may in fact be more than £15,000 of suitable informal open space contributions available (see paragraph 4.4).

D.	Public art to mark both the 150th anniversary of the city's role in formulating rules of Association Football and the 400th anniversary of the city's acquisition of Parker's Piece	
	Proposed allocation: £88,000 (Public art)	Where: Market ward, West/Central Area

- a. Although this proposal has been inspired by a suggestion made at the South Area workshop, it relates to Parker's Piece. Whilst there will be public consultation on the nature of the public art that could

be produced for this level of funding, initial suggestions have included the possibility of benches on the open space incorporating public art related to the anniversaries.

- b. The level of funding suggested is informed by the fact that two public art contributions (£88,000 in total) are due to expire in March and June 2014 (see note 6 under Appendix C). The public art project on Parker’s Piece would enable the contributions to be used on time in accordance with the relevant Section 106 agreements.
- c. Officers have considered the alternative public art project option of a memorial to the Far East Prisoners of War, but it is clear that this project could not be completed within timescales required for the use of the two developer contributions.

E.	Supplement the play provision contributions devolved to the North Area with city-wide funding	
	Proposed allocation: £40,000 (or, if possible, up to £52,000) (Provision for children & teenagers)	Where: North Area

- a. Three of the four wards in the North Area are amongst the top 20 most deprived in the whole of Cambridgeshire, according to the County Council’s Indices of Multiple Deprivation 2010. Despite this high need, the amount of developer contributions devolved to the North Area Committee was relatively low. This reflects the North Area’s comparatively low levels of development and its previous spending on completed projects and allocations to on-going projects. More details were set out in the report to the North Area Committee last November (see background papers).
- b. Since producing the provisional devolved funding analysis last September, a review of past spending on (and allocations to) projects has enabled more funding to be found for the North Area for community facilities, as well as a little more play provision.
- c. Even so, the devolved funding available to the North Area for the provision/improvement of play areas is still only around £10,000. Last autumn’s North Area consultation identified requests for improvements to eight play areas, which could not be considered due to the lack of funding. The North Area Committee in November agreed to urge the Executive Councillor to make available more funding.

F.	Supplement the play provision contributions devolved to the East Area with city-wide funding	
	Proposed allocation: £35,000 (or, if possible, up to £47,000) (Provision for children & teenagers)	Where: East Area

- a. There is a similar case for more funding for the East Area.
- The Indices of Multiple Deprivation 2010 show the Abbey ward is the 11th most deprived in Cambridgeshire (out of 123 wards).
 - Even though some more funding for play provision in the East Area has been found through the recent review of past spending on (and allocations to) projects, the latest analysis still shows only around £20,000 for the East Area.
 - The East Area Committee was unable to consider any of the seven suggestions for play area improvements arising from its workshop, given the insufficient funding. It agreed to urge the Executive Councillor to make available more play provision funding.
- b. The reason why the proposed allocation for the East Area is less than that for the North Area relates to the latest analysis of play provision funding currently available to the areas (around £10,000 in the North Area and around £20,000 in the East Area).

See paragraph 5.3a for the next steps in relation to both North and East Area play provision.

G.	Extend St Andrew's Hall	
	Proposed allocation: £140,000 contribution (Community facilities)	Where: East Chesterton ward, North Area

- a. St Andrew's Hall runs a community café from its main hall and this has already proved popular. Its location next to Riverside Bridge means that it draws people not just from the north of the city.
- b. The proposal is to expand St Andrew's Hall to provide a café space which can operate independently from the main building but with the option of being incorporated into other hall uses if required.
- c. St Andrew's Hall has been liaising closely with Community Development officers in developing these proposals. The total cost of the project is estimated at around £330k. The rest of the funding would come from St Andrew's Hall and other grant providers.

H.	Improvements to Cherry Trees Centre	
	Proposed allocation: £50,000 contribution (Community facilities)	Where: Abbey ward, East Area

- a. Age UK operates this day centre for elderly people, which is used widely by older people from across the city. It is redeveloping the centre into a multi-purpose facility to address the needs not just of older people, but the wider community. This would include further work with ethnic groups, disability services and advocacy.
- b. The proposals are well advanced and Age UK have tendered the works. The total cost of the project is estimated to be around £225,000, including around £80,000 which would be eligible for funding from community facilities contributions.
- c. Alongside this proposed allocation of city-wide funding, the East Area Committee at its meeting on 10 January 2013 is also considering funding from its devolved developer contributions.

I.	Centre at St Paul's development - phase 3	
	Proposed allocation: £50,000 contribution (Community facilities)	Where: Trumpington ward, South Area

- a. The Centre at St Paul's is well-used by a wide range of community groups from the local area and across the city. It has undergone a major refurbishment of its main hall to provide a large open-plan and multi-use community hall (Phases 1 and 2).
- b. The centre is now ready to start Phase 3 of the development in January 2013. This will deliver a new reception hall, disabled toilets and meeting space where residents, community groups and visitors can meet and enjoy tea and coffee. The total cost of this phase is £200,000: the proposed allocation for phase 3 from the Council would complement the other fund-raising by the centre.

J.	Rouse Ball Pavilion, Jesus Green	
	Proposed allocation: £185k-£209 (£100k Formal Open Space and £85k-£109k Community Facilities)	Where: Market ward, West/Central Area

- a. This would involve replacing the existing pavilion with an expanded and more sustainable building (in a similar style) that could encompass sports changing rooms, public toilets, a community hub / community meeting space and a café. This would benefit visitors to the park from across the city.

- b. A business plan for this project, which was prepared for an earlier (unsuccessful) bid for lottery funding, put the overall costs of this project above £500,000. This will need to be refreshed alongside the development of detailed proposals.
- c. This project is one for the longer-term. It is hoped that the proposed allocation will signal the Council's commitment as it seeks to secure other funding from partners and other external sources.

5. Other issues and next steps

5.1 Recent reviews of spending and allocations to particular projects have highlighted an issue relating to the Abbey, Coleridge and King's Hedges water play (splash pad) projects (Capital Plan project references SC476, SC477 and SC478 respectively).

- a. The water play projects were approved in March 2011 (including the use of informal and formal open space and play provision contributions) following a report to this Scrutiny Committee. It has come to light recently, however, that the public art funding element of these projects may not have been fully reflected in subsequent records.
- b. It is proposed that this now be rectified in the Capital Plan with £50,000 of public art funding allocated to each project. In addition to some funding already allocated from public art contributions, this will need to draw on all the remaining/currently available city-wide funding for public art (following the proposed prioritisation of the public art project on Parker's Piece).
- c. If any further public art developer contributions that are due in soon could top up the public art funding for these projects (say, up to £60,000 per project) this would be addressed in an updated project appraisal.

5.2 In terms of the next steps, the focus is on getting delivered those projects identified as priorities for 2013/14.

- a. For city-wide projects prioritised following this report, projects appraisals will be taken forward from January 2013, where these are still needed. Those involving more than £75,000 of developer contributions funding will be reported back to this Committee, apart from the Cherry Trees Centre proposals which are being reported to the East Area Committee in January 2013.
- b. Arrangements will be put in place for giving area committees regular updates on project delivery progress.

5.3 The Executive Councillor for Arts, Sport and Public Places has confirmed with officers that previously proposed timescales for reporting back to area committees will need to be rescheduled in order to dedicate the necessary time and resources to short-term delivery. The impact of this will be:

- a. reports back to the North and East Area Committees, to enable them to consider possible uses of the city-wide play provision contributions being added to their devolved funding, are now planned for the second quarter of 2013.
- b. Longer-term project options will be reported back in the second half of 2013. Given the number of longer-term options identified in each area, it may be necessary to focus on a smaller number that local councillors consider to be particularly important for their areas.

6. Implications

6.1 Financial Implications

- a. Proposals for area and city-wide developer contributions programmes are being reported separately in budget reports to this Committee so that funding for the agreed short-term priority projects can be included in the Council's Capital Plan for 2013/14.
- b. Assuming that the recommendations in this report are approved, this paves the way for spending around £820,000 of city-wide funding in the short-to-medium term and another £185,000 of contributions in the longer-term. The table, below, shows that this would leave around £200,000 of city-wide funding currently available for spending in future. This will be supplemented by the receipt of further contributions accruing to the city-wide fund.

Contribution type	Available funding (Before)	Proposed allocations	Remaining funding (After)
Community facilities	£325,000	£325,000	£0
Informal Open Space	£275,000	£275,000	£0
Outdoor Sports	£250,000	£180,000	£70,000
Indoor Sports	£25,000	£0	£25,000
Play provision	£75,000	£75,000	£0
Public Art	£150,000	£150,000	£0
Public Realm	£100,000	£0	£100,000

- c. The Executive Councillors are asked to note that no specific provision has currently been identified for the running and maintenance costs of new or improved council-run facilities arising from the priority projects. This is not an immediate issue for 2013/14 (when the focus will be on the delivery of new projects), but officers are exploring options to address this.
- d. The situation is different in the case of grant-funding by the Council (from developer contributions funds) to community groups for the provision of local projects (eg, community facilities): The grant recipients would normally be expected to meet the running costs and maintenance costs of its new or improved facilities.

6.2 Staffing Implications: The approach to devolved decision-making for developer contributions is based on making sure that the overall programme of area and city-wide priority projects for short-term delivery is manageable and achievable. Staffing capacity has been strengthened by the introduction of the Project Facilitation Fund. Even so, it is important to recognise that alongside the appraisal and delivery of the new developer contribution-funded priority projects, services are also:

- a. delivering around 20 on-going projects funded by developer contributions, which were already approved before devolved decision-making was introduced (see Appendix A); and
- b. managing other contributions-funded grant programmes that are running in parallel with devolved decision-making (including the East Area Community Facilities grants programme and the New Town Community Development Capital Grants Programme).

6.3 Equal Opportunities Implications:

- a. Equality impact assessments will be undertaken for particular prioritised projects as part of the project appraisal process. For now, it is worth noting that:
 - i. all the community facilities projects recommended for city-wide funding will benefit Black and Minority Ethnic residents and people with a disability
 - ii. consultees highlighted the benefit of access improvements (including better/more even footpaths) at the local nature reserves for elderly people and parents with pushchairs.

- b. An initial equality impact assessment (EqIA) of the proposals for devolved decision-making overall was undertaken in December 2011: the key points were included in the report to this Committee in January 2012. Officers are in the process of updating this EqIA in relation to the implementation of devolved decision-making for developer contributions. This will be made available on the Council's website at least five working days before this Committee meeting. Two of the main learning/action points that have already emerged from the on-going review are the need to:
- i. engage more fully with young people, people with a disability and people from ethnic minorities and related community groups. This is about both improving distribution lists for consultations and meetings arranged by the consultation and being more proactive in offering to attend existing meetings held by harder-to-reach groups. (In this context, it is worth noting that Community Development is already working with young people to understand their priorities in a more general way, not just in relation to developer contributions).
 - ii. consider the possibility of using city-wide developer contributions to supplement devolved funding where this is out of step with needs in particular areas of the city. This is already being addressed via recommendation 2.2b of this report.

6.4 Environmental Implications: Climate change assessments will be undertaken for particular prioritised projects as part of the project appraisal process. Looking at the overall package of proposed priorities for city-wide funding, however, there would seem to be a low negative impact on carbon emissions, primarily arising from extensions to community centres. At the same time, there could be a positive impact on addressing climate change, primarily through promoting biodiversity and improving access at local nature reserves.

6.5 Procurement: These issues will be covered in project appraisals for specific priority projects.

6.6 Consultation and communication: Many of the city-wide projects in this report have emerged through the Area workshops/consultations last autumn. Regular updates on project delivery progress on will be provided in reports to Area Committees, via the Developer Contributions web page and via emails to Area workshop participants. Consultation on the specific details of priority projects will take place as part of project appraisals, where this has not already happened.

6.7 Community Safety: Community safety considerations will be factored into the design of the new/improved facilities to be funded by developer contributions.

7. Background papers

The background papers used preparing this report are set out below.

The following documents can be found on the Council's [Developer Contributions](http://www.cambridge.gov.uk/s106) web page (www.cambridge.gov.uk/s106).

- Planning Obligations Strategy
- Reports on devolved decision-making to the Community Services Scrutiny Committee on 12/1/12 and 28/6/12
- Reports to the area committees providing an update on devolved decision-making and developer contributions following the area workshops: West/Central (1/11/12); South Area (12/11/12); North Area (22/11/12) and East Area (29/11/12)
- List of on-going projects being funded by developer contributions.

The other documents referred to in this report are:

- The project appraisal for Logan's Meadow LNR extension was reported to the Environment Scrutiny Committee on 16/3/12. The one for the Upper River Cam Biodiversity Project was reported to the Community Services Scrutiny Committee on 25/3/12. These can be found via the [Committee meeting minutes and agendas](http://www.cambridge.gov.uk/democracy) web page (www.cambridge.gov.uk/democracy).
- An equality impact assessment (EqIA) on devolved decision-making, dated December 2011, can be found on the [Equality Impact Assessments](http://www.cambridge.gov.uk/eqia) web page (www.cambridge.gov.uk/eqia). This assessment is being reviewed and updated: once completed (by 11 January 2013), it will be posted on the same web page.

8. Appendices

- A. Developer contributions funding towards on-going projects
- B. Area committees' priorities for delivery by March 2014
- C. Updated analysis of available developer contributions
- D. Projects from the 'on hold' list of the Council's Capital Plan
- E. City-wide project ideas arising from Area workshops in autumn 2012

9. Inspection of papers

To inspect the background papers or if you have a query on the report please contact:

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Developer contributions funding towards on-going projects

Appendix A

	Ward	Ref.	Funding	Due
NORTH AREA				
Kings Hedges 'Pulley' play area	Kings Hedges	SC494	£50k-£99k	Spring 13
Vie public open space (adaptation to entrance following land transfer)	East Chesterton	SC469	£15k-49k	Spring 13
EAST AREA				
Abbey Pool play area facilities	Abbey	SC479	£50k-£99k	Spring 13
Coldham's Common LNR Extension	Abbey	SC456	£15k-£49k	Winter 12/13
Coleridge Recreation Ground	Coleridge	SC544	£250k-£299k	Spring 13
Flamsteed Road Scout Hut	Coleridge	PR026	£100k-£149k	Spring 13
King's Church community centre	Petersfield	PR026	£100k-£149k	Winter 12/13
Mill Road Cemetery Memorial public art	Petersfield	SC432	£50k-£99k	Winter 12/13
Petersfield & Flower Street play area improvements	Petersfield	SC496	Under £15k	Spring 13
Peverel Road play area	Abbey	SC497	£50k-£99k	Spring 13
St Martin's Church centre – phase 1	Coleridge	PR026	£100k-£149k	Winter 12/13
SOUTH AREA				
Cherry Hinton Hall: grounds improvements (phase 1)	Cherry Hinton	SC474	£15k-£49k	Spring 13
Southern Connections	Trumpington	SC548	£50k-£99k	Autumn 15
WEST/CENTRAL AREA				
Hobb's Pavilion	Market	SC512	£200k-£249k	Spring 13
Jesus Green play area	Market	SC492	£100k-£149k	Spring 13

Note: Some on-going projects are also being funded from other sources. Delivery timescales for the last part of the Pye's Pitch recreational facilities project (SC436) and the water play projects (para 5.1) are being clarified.

Area committees' priorities for delivery by March 2014

Priority project	Contribution	Estimate
NORTH AREA		
Community meeting space at Sikh community centre	Community facilities	£50k
Formalise BMX track next to Brown's Field Community Centre	Informal open space	£30k
Improve Nun's Way skate park		£65k
EAST AREA		
Increase biodiversity at Stourbridge Common	Informal open space	£15k
Improve access to Abbey paddling pools from Coldham's Common		£10k
Install adult gym equipment next to Ditton Fields play area	Formal open space (OS)	£30k
SOUTH AREA		
Conversion of Hanover Court/Princess Court laundry into community meeting space	Community facilities	£100k
Trim Trail/outdoor fitness equipment at Nightingale Ave Rec	Informal open space	£30k
Improve skate park at Cherry Hinton Rec.		£65k
Cherry Hinton Community Centre - stage 1 (at Cherry Hinton library)	Community facilities	£9k
WEST/CENTRAL AREA		
Benches in parks and open spaces	Informal open space	£30k
Access improvements to Midsummer Common community orchard		£20k
Public art element of improvements to the entrances at Histon Road Rec.	Public art	Up to £50k
Community meeting space at Centre 33	Community facilities	£12k

- Priorities are subject to project appraisal and identification of funding for running and maintenance costs.
- In addition to their three priorities, the South and West/Central Area Committees each prioritised an additional community grant (shaded grey) which would be straightforward to finalise.
- Cherry Hinton councillors identified play area improvements (up to £50k) and 5-a-side goals (up to £7.5k) at Cherry Hinton Recreation Ground as their 2nd and 3rd priorities. These will be delivered in the medium term.

Updated analysis of available developer contributions

This latest analysis was produced in mid-December 2012. Since the provisional analysis of devolved developer contributions (as at September 2012), which was included in the reports to the area committees in November 2012, officers have taken account of:

- a. developer contributions income received in the last three months; and
- b. regular reviews of spending/allocation of contributions to projects.

Allocations have been made for the priority projects for delivery by March 2014 that were identified by the Area Committees last November: these are subject to project appraisal and identification of sufficient funding for running and maintenance costs. Tables 1 & 2 show the 'before' and 'after' positions.

Table 1: Before Area priority setting for 2013/14

<i>Rounded down to nearest £25,000</i>	North	East	South	West/ Central	City- Wide
Community facilities	£200,000	£125,000	£225,000	£300,000	£325,000
Informal OS	£75,000	£175,000	£275,000	£150,000	£275,000
Outdoor Sports	£0	£100,000	£150,000	£150,000	£250,000
Indoor Sports	£10,000	£25,000	£15,000	£25,000	£25,000
Play provision	£10,000	£20,000	£75,000	£75,000	£75,000
Public Art	£0	£50,000	£5,000	£50,000	£150,000
Public Realm	£0	£75,000	£0	£25,000	£100,000

Table 2: After Area priority setting for 2013/14

<i>Rounded down to nearest £25,000</i>	North	East	South	West/ Central
Community facilities	£150,000	£125,000	£100,000	£275,000
Informal OS	£0	£150,000	£175,000	£100,000
Outdoor Sports	£0	£75,000	£150,000	£150,000
Indoor Sports	£10,000	£25,000	£15,000	£25,000
Play provision	£10,000	£20,000	£75,000	£75,000
Public Art	£0	£50,000	£5,000	£0
Public Realm	£0	£75,000	£0	£25,000

In addition, under South Area, £50,000 play provision contributions and £7,500 formal open space contributions are assigned to 2014/15.

Notes

1. Sums above £25,000 are rounded down to the nearest £25,000. Sums below £25,000 are rounded down to the nearest £5,000.
2. The outdoor sports contribution type includes available contributions that previously accrued to its predecessor, formal open space.
3. In addition to the amounts shown in Table 2, there is around £115,000 for specific projects stipulated in Section 106 agreements, around £80,000 of which is for a city-wide youth venue.
4. The financial implications of the recommended strategic projects, if approved, are addressed in paragraph 6.1a of this report.
5. Of the £275,000 city-wide informal open space contributions, over £150,000 relates to Section 106 agreements made since July 2006: this can be used to fund those aspects of projects related to habitat creation.
6. Two public art contributions are due to expire within the next 18 months. These relate to:
 - around £71,000 from Market ward (West/Central area) which has to be spent by June 2014 and
 - around £17,500 from Abbey ward (East area), which has to be contractually committed by March 2014.

This is addressed in paragraph 4.6 D and recommendation 2.2a.

Projects from the 'on hold' list of the Council's Capital Plan

	Project	Comments
i.	Logan's Meadow Local Nature Reserve extension	A project appraisal for £188,000 (subject to resources being available) was approved following report to the Environment Scrutiny Committee in March 2010.
ii.	Upper River Cam Biodiversity Project See paragraphs 4.6 A and B	<p>A project appraisal for £118,000 of works at Paradise local nature reserve and Sheep's Green/Coe Fen was approved by the Executive Councillor for Arts and Recreation in March 2010 (subject to resources being available). The overall cost of this scheme is now estimated as £130,000.</p> <p>Subsequent checks to ensure compliance with Section 106 conditions and the Council's Planning Obligations Strategy SPD highlighted that only informal open space contributions from agreements entered into after July 2006 would be eligible for the habitat creation elements of the projects. As a result, the projects have been placed on the 'on hold' while sufficient funding could be identified.</p>
iii.	Cherry Hinton Hall grounds improvements	The costs of the second phase of the ground improvements are estimated as being £982,000, with £582,000 being bid for from the Heritage lottery Fund. Following an approved project appraisal in January 2012 (reported to this Committee), £400,000 of developer contributions has already been allocated to this project.
iv.	Pavilion refurbishment at Nightingale Avenue Recreation Ground	This project (£228,000) is not being considered for city-wide funding as it primarily benefits South Area residents. Although not specified in the Section 106 agreement, the presumption has been that this project could, in due course, be funded from developer contributions relating to the Bell School development.

City-wide project ideas arising from Area workshops in autumn 2012

Appendix E

#	Project idea	Idea from	Timescale	Need?	Other comments
COMMUNITY FACILITIES					
1	Extend St Andrew's Hall	North Area	Short term	Yes	See paragraph 4.6 G
2	Renovate Abbey Church as community facility	East Area	Medium term	Yes	Very early days in the development of this project idea.
3	Improvements to Cherry Trees Centre (Age UK)	East Area	Short term	Yes	See paragraph 4.6 H
4	Permanent base for 'Make Do & Mend' charity	East Area	Medium term	Yes	Unlikely to meet requirements of S106 funding
5	Centre at St Paul's Phase 3	South Area	Short term	Yes	See paragraph 4.6 I
6	Great St Mary's Church development	West/Central	Medium term	To be clarified	Primarily a project to improve the existing church. Limited dedicated 'community' use that could meet S106 funding requirements
INFORMAL OPEN SPACE					
7	Green corridor: Newmarket Road to Cherry Hinton Hall	East Area	Medium to long term	Yes	Needs feasibility work, clarify land ownership & consents and engineering solution designs.
8	Turn Coleridge lakes into a country park/nature reserve	South Area	Medium to long term	No	Land not in Council ownership. Would need owner consent, mitigation of significant health & safety issues and discussions/engagement with partners.
9	Improve pathways on Jesus Green and Midsummer Common	West/Central Area	Short to medium term	Yes	May be funding links with County Council. Some additional funding allocated in Environmental Improvement Programme.
10	Drainage of Jesus Green	West/Central	Short term	Yes	See paragraph 4.6 C

#	Project idea	Idea from	Timescale	Need?	Other comments
11	Cambridge Open Air Theatre	West/ Central Area	Medium term	Possible	Open air theatre included in options for Cherry Hinton Hall masterplan. Uncertainty as to how/whether this will proceed.
12	Meet any funding shortfall for Cherry Hinton ground improvements if lottery funding not secured	South Area	Medium term	Partly	Will need to see how the bid for lottery funding fares. See also reference to the 'on hold' project in Appendix C. This project would also involve play contributions.
INDOOR SPORTS					
13	Indoor urban sports facility	East Area	Medium term	Yes (but not climbing wall)	Uncertainty over deliverability as proposal is reliant on identification of a suitable venue and service provider, and an appropriate business proposition. Indoor climbing is provided for at Kelsey Kerridge Sports Centre.
14	Ice rink	West/ Central & East Areas	Long term	Yes	Officers continue to work with Cambridge Leisure and Ice Centre to identify a suitable site, which is proving challenging. This is one of a number of barriers to moving the project forward; others include the identification of an appropriate commercial partner and an acceptable business proposition.
15	Create a velodrome	North Area	Long term	Possibly	Unaffordable within the available contributions at the city council (Manchester Velodrome cost £24m). Any regional scheme would require national governing body (British Cycling) support, multiple funding partners and a suitable site.

#	Project idea	Idea from	Timescale	Need?	Other comments
16	Develop a professional cycling track	South Area	Medium term	Possibly	See 15, unless the aim for is for more outside BMX/cyclo-cross provision (needs clarifying)
OUTDOOR SPORTS					
17	3G pitch at Cambridge Rugby Club	West/ Central Area	Medium term	Possible	To be financially justifiable and viable, it would need to be floodlit & permit wide range of community use.
18	Upgrade changing facilities at Cambridge Rugby Club	West/ Central Area	Medium term	Unlikely	Need to ascertain additionality regarding wider community benefit.
19	Jesus Green (Rouse Ball) Pavilion	West/ Central Area	Longer term	Yes	See paragraph 4.6 J
20	Initiatives to extend season at Jesus Green pool	West/ Central Area	Short to medium term	Yes	This is being addressed via the specification for the new Leisure Management contract. Contractors are asked to identify how use of the pool could be further developed and the use extended to include more unheated use (eg, for triathlon, outdoor endurance swimming). Items such as thermal pool liners and covers are also being considered to offer assistance with water temperature retention.
PUBLIC ART					
21	Far East POW Memorial (public art)	East Area	Medium term	No	Reliant on identifying an appropriate location. Would need to consult and commission an artist.

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#	Project idea	Idea from	Timescale	Need?	Other comments
22	Public art to mark 150 th anniversary of the city's role in formulating rules of Association Football and the 400 th anniversary of the city's acquisition of Parker's Piece	South Area	Short term	Yes	See paragraph 4.6 D. Would need to consult and commission an artist.
PUBLIC REALM					
23	Riverside public realm improvements: next phase	East Area	Medium term	Yes	Would need to design and procure. A workshop consultee has highlighted the need to consider this project idea in the context of other proposals relating to the river.
24	Improve arterial road streetscape	East Area	Medium term	Yes	Timescales for deliverability depend on the nature and scale of the scheme (to be developed).

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The 'need' column is based on an officer assessment of whether there is a strategic need for the proposed projects.

Through the reports to the Area Committees in November 2012, officers undertook to report to this committee two other proposals which are not eligible for City Council developer contributions funding:

- Create a cycleway from the Guided Busway in the north to Addenbrooke's Hospital in the south (also known as the Chisholm Trail). This was raised by both the East and North Area workshop consultations. This is a transport-related issue, which will be raised with colleagues at the County Council.
- There were also requests via the West/Central and South Area consultations for the Council to contribute to the costs of open spaces outside Cambridge (eg, at Coton and Wandlebury) that are used by city residents. This is not eligible for city council developer contributions funding, which has to be used within the city.



To: Community Services Scrutiny Committee
Report by: Director of Customer and Community Services
Relevant scrutiny committee: COMMUNITY SERVICES 17 January 2013
Wards affected: All Wards

UPDATE ON STRATEGIC PARTNERSHIPS AND OUR INVOLVEMENT

Non- Key Decision

1. Executive summary

- 1.1 The Executive Councillor for Community Development and Health's remit covers the work of the **Cambridge Local Health Partnership**, which is a part of the network of Cambridgeshire's **Shadow Health and Wellbeing Board**, and the Cambridge and South Cambridgeshire Children and Young People's **Area Partnership**, which is a part of Cambridgeshire's **Children's Trust**.
- 1.2 This report gives scrutiny members a feel for the direction these partnerships are moving in and their developing priorities. It is part of a commitment given in the Council's "Principles of Partnership Working" that the lead member in each partnership provide his or her scrutiny committee with an annual account of their work.

2. Recommendations

- 2.1 The Executive Councillor for Community Development and Health is recommended to:
 - a) Continue to work with the emerging Health and Wellbeing Board (including the **Cambridge Local Health Partnership**) for Cambridgeshire and the Children's Trust for Cambridgeshire (including the **Area Partnership**) to ensure high quality services are available to Cambridge citizens and to press for the continuing application of our partnership principles as a part of the emerging partnership arrangements.

3. Overview

- 3.1 Strategic partnerships in the county have begun to settle after a radical shake up that took place following the end of Cambridgeshire's Local Area Agreement and in response to national legislative and policy changes and a drive towards more efficient ways of working.
- 3.2 The new partnerships covering the county, on the whole, involve one representative of the 5 district councils, to keep their Boards to a manageable size. District Councillors are more likely to be involved in locality arrangements, which will form part of their network, inform their decisions and carry out some local action and commissioning.
- 3.2 The strategic partnerships that are covered in this paper include:
- § **Shadow Health and Wellbeing Board** and its locality body, the Cambridge Local Health Partnership
 - § **Children's Trust** and its locality body, the Cambridge City and South Cambridgeshire Children and Young People's Area Partnership.
- 3.3 The Council's "Principles of Partnership Working" are intended to help guide our participation and provide aims that we wish to see achieved. The partnerships we are involved with should deliver benefits to local people and help achieve our vision for our communities. The principles also commit the Council's lead member within the partnership to providing an annual report giving an account of the work of the partnership to their scrutiny committee and for officers, where necessary, to bring 'in principle' decisions back through the City Council's own decision making and scrutiny processes to be confirmed (or otherwise). It is likely, therefore, that scrutiny committees may have discussed the work of partnerships more than once in a given year, depending on their work.
- 3.3 There are other significant partnerships that the Council is involved with, outside of the partnerships referred to in section 3.2, which will be the subject of other reports. These include: the Greater Cambridgeshire and Peterborough **Local Enterprise Partnership**, **Cambridgeshire Horizons**, **Cambridge Community Safety Partnership**, and the **Cambridgeshire and Peterborough Waste Partnership (RECAP)**.

4. Shadow Health and Wellbeing Board

- 4.1 The Government's reforms to the NHS included proposals for Health and Well-being boards to bring together the NHS (via GP consortia),

public health and local authorities (upper tier) to work strategically and in partnership. These included a new duty for county councils and unitary local authorities to take steps to improve the health of their populations.

- 4.2 Cambridgeshire was accepted as an early implementer and work began to transfer public health responsibilities to the county council and to put in place joint commissioning arrangements ahead of the legislation being put in place. There is some flexibility about the membership of Health and Well-being Boards and the model the County Cabinet chose provided the Shadow Board with a small membership of nine, with one member representing the district councils, operating as a “hub” in a wider network.
- 4.3 A district council member’s group meets before each Shadow Board meeting to help inform and guide the contributions of the district representative. The Council also has a representative in the county’s Adults Wellbeing and Health Overview and Scrutiny Committee but its relationship with the Shadow Board and the emerging Healthwatch is still being defined.
- 4.4 The Shadow Board met for the first time on 14 October 2011. It looked at its proposed functions and possible priorities, what a picture of success for the Board might look like, draft terms of reference and the roles and responsibilities of partner organisations. The statutory responsibility for public health and responsibility for the commissioning of NHS services in Cambridgeshire will rest with NHS Cambridgeshire until April 2013.
- 4.5 A Clinical Commissioning Group was established for Cambridgeshire and Peterborough. This is presently a sub-committee of the NHS Cambridgeshire Board and will build the elements of a new system of clinical commissioning, taking decisions that cannot be taken appropriately at locality commissioning level, ready for the transfer on 1 April 2013.
- 4.6 The new Clinical Commissioning Group (CCG) will develop a close working relationship with the Health and Wellbeing Board, and its network, to take forward the wider health and wellbeing of localities and partnership working. It will be informed by the local commissioning plans of Local Commissioning Groups and by Cambridgeshire’s Health and Wellbeing Strategy.
- 4.7 Local Commissioning Groups (LCGs) are smaller groups of GP practices with more of a focus on local issues than the CCG. There will be 8 LCGs within the Cambridgeshire and Peterborough CCG.

CATCH is the largest LCG and covers parts of Cambridge and South Cambridgeshire. It comprises of 28 practices with a patient population of 217,783. The other LCG that covers parts of Cambridge City (including practices in the north and north east) is Cam Health, which comprises of 9 practices with a patient population of 83,215.

- 4.8 Cambridgeshire's Health and Wellbeing Strategy was published on 28 October 2012. It shows six priorities to improve the physical and mental health and wellbeing of Cambridgeshire's residents. In particular, with each of the priorities, work will be carried out to improve the health of the poorest first. The partnership is presently developing an action plan to identify where additional partnership and collaborative work can make a difference. A summary of the strategy is shown in Appendix 1.
- 4.9 The Shadow Board sees itself as a being the centre of a wider network of local stakeholder "hubs" across Cambridgeshire. These "hubs" are the **Local Health Partnerships**, which build on the former local Improving Health Partnerships and are based on each of the five district council boundaries.
- 4.10 The Cambridge Local Health Partnership held its first formal meeting on 3 July 2012 and agreed a terms of reference to guide its work. It has since met twice, with the last meeting on 29 November 2012. It involves representatives form the local GP Commissioning Groups, Director of Public Health and representatives from the Council, including the then Executive Member for Community Development and Health, who chairs the meeting. The meetings are held in public and agenda and minutes are published on the Council's website.
- 4.11 The Cambridge Local Health Partnership will be looking at how it can provide local actions to support Cambridgeshire's Health and Wellbeing Strategy. In the short-term it has identified a few actions where it feels it can add value. These include:
 - a. Improving the flow of information and the quality of communication between local GP's and local Housing Officers, so that people presenting can receive a service appropriate to their needs.
 - b. Looking at how the "Aging Well" initiative, including Community Navigators, can be best supported in Cambridge, taking advantage of the existing networks and support available.
- 4.12 The partnership will take into account work carried out by the county Adults Wellbeing and Health Overview and Scrutiny Committee, and

aim help improve local service delivery. It is still relatively early days for the partnership and it will develop its work programme more fully over the coming months. The Head of Refuse and Environment, is the Council's lead officer for health work.

5. Cambridgeshire Children's Trust

5.1 The Cambridgeshire Children's Trust is a partnership between organisations with a role in improving outcomes for children and young people in the area. The Trust Board gives strategic direction, commissions county-wide activity and supports the work of the Local Safeguarding Children's Board. Jackie Hanson, from Community Development is the City Council's Safeguarding lead for children and young people and she represents the District Councils on the Local Safeguarding Children's Board. The Area Partnerships inform the decisions of the Trust Board about the priorities in their area and commission local activity.

5.2 The Children and Young people's Plan (Big Plan 2) operated until the end of March 2011. The Council was identified as a partner within this plan. This has now been replaced by a more strategic plan setting out the key priorities of the Trust Board, which is informing partners providing or commissioning services for children and young people in Cambridgeshire. The present priorities for the Trust include:

a. **Together for Families** (High Demand Families). The Government's Troubled families Unit (TFU) has allocated up to £3m of support for Cambridgeshire to "turn around the lives" of troubled families, which meet their set criteria, in the county by 2015. Direct funding will be provided in the form of an "attachment fee" for beginning to work with these families and a subsequent payment-by-results based on getting children back into school; reducing criminal and anti-social behaviour; getting parents on the road back to work and reducing costs to the local authorities. A Steering Group has been established to jointly commission the project until 2014 and a first cohort of families living in the county have been identified (162 families who meet the payment by results criteria for year 1). Locality based multi-agency meetings have been arranged to check data and engage local partners and stakeholders. The Director of Customer and Community Services is the City Council's lead officer for this work.

b. **Eastern European Families**. It has been recognised that this group make a positive contribution but that there is a challenge to existing services in understanding and meeting the needs of Eastern European families. A working group has been set up to

begin to gather and examine data and talk to specialists and families to identify how improvements can be made that will help them participate in local community life.

- 5.3 The Trust's work also includes contributing to the developing action plan for the Cambridgeshire Health and Wellbeing Strategy, looking at the role voluntary and community organisations can play in the provision of universal services and moving forward with a Child Poverty Action Plan.
- 5.4 The Executive Councillor and the Head of Community Development attend Area Partnership meetings. Area Partnerships have now prepared local commissioning plans that will run until 2014. Priorities for the Cambridge and South Cambridgeshire Area Partnership include support for vulnerable children (5 to 13 years of age); children in Traveller and migrant families; and, children with mental health issues. A local officer group is overseeing this plan. This work has been funded through one-off pooled funding of £86,000 from the 3 Local Authorities (including £20,000 from the City Council). The Area Partnership is also advising on service provision for children and young people in the growth site areas and will be looking at the impact of the welfare reforms on children and young people. Further pooled funding of £46,000 (including £10,000 from the City Council) will enable more work to be commissioned in the coming year.
- 5.5 The City Council's Children and Young People's Participation Service (ChYpPS) teamed up with Romsey Mill to successfully bid to run 3 neighbourhood projects with vulnerable young people in the City and South Cambridgeshire and a pilot project with a group of girls from Abbey ward. Other projects have been commissioned to take forward work with children and families from the Traveller communities in Fen Road and children with mental health problems.
- 5.6 The open access and preventative nature of most of the City Council's ChYpPS' work is important in the context of the Children's Trust. It helps to build self-esteem, confidence and social skills in children and young people through play but also identify those young people who are more vulnerable and who need more specialist and targeted help.
- 5.7 Meetings of the Children's Trust Board are **open and accessible** to the public with agenda, reports and minutes are available for inspection and on the County Council's website. The Area Partnership provides an account to the Board.

6. Implications

(a) Financial Implications

The partnerships are responsible for commissioning significant levels of services for local people and their effectiveness and efficiency will be vital in achieving good value for money. The City Council does have interdependencies with the partnerships and could face additional pressures if some fail to deliver or redirect resources. For example if people fail to receive sufficient health and social care they may find it difficult to live independently, placing pressure on appropriate housing supply.

(b) Staffing Implications (if not covered in Consultations Section)

(c) Equal Opportunities Implications

The partnerships will identify ways of involving all communities, including those who are more disadvantaged. The emphasis for the Children and Young People's Area Partnership is likely to be on targeting services to support vulnerable young people, whilst the Health and Wellbeing Board will be looking at addressing health inequalities between different groups and localities. EqIAs will be carried out when the Council looks to change policies or service delivery in response to the plans or strategies of the partnerships.

(d) Environmental Implications

Environmental infrastructure, such as the provision of community and children's centres that support vulnerable families, can improve the wellbeing of local people. The partnerships will deploy the assets, such as buildings, of organisations and it is important that they contribute to reducing their carbon use.

(e) Procurement

The lead partnerships will help shape the procurement or commissioning of services to achieve their aims either by influencing others by setting out priorities in plans and strategies or by directly bending mainstream work. The scrutiny committee will be advised in cases where the Council is looking to commit resources to a partnerships work.

(f) Consultation and Communication

The individual partnerships have their own consultation mechanisms, in part directed by legislation, which give guidance on who should be involved in consultations and how changes are managed and implemented.

(g) **Community Safety**

Some of the partnerships have community safety as a core part of their remit and actively consider how they can improve the safety of local communities.

7. Background papers

These background papers were used in the preparation of this report:

i). Papers to Shadow Health and Wellbeing Board on 28 October 2012.

These can be found here:

<http://www.cambridgeshire.gov.uk/CMSWebsite/Apps/Committees/Meeting.aspx?meetingID=547>

ii). Papers to Cambridge Local Health Partnership.

These can be found here:

<http://www.cambridge.gov.uk/democracy/ieListMeetings.aspx?CId=347&Year=2012>

iii) Papers to Children's Trust meeting on 10 September 2012.

These papers can be found here:

<http://www.cambridgeshire.gov.uk/CMSWebsite/Apps/Committees/Committee.aspx?committeeID=29>

8. Appendices

1. Cambridgeshire's Health and Wellbeing Strategy: An Executive Summary

9. Inspection of papers

To inspect the background papers or if you have a query on the report please contact:

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To: Executive Councillor for Community Development and Health: Councillor Mike Pitt
Report by: Trevor Woollams, Head of Community Development
Relevant scrutiny committee: Community Services 17/1/2013
Scrutiny Committee
Wards affected: All Wards

COMMUNITY DEVELOPMENT FUNDING TO VOLUNTARY AND NOT-FOR-PROFIT ORGANISATIONS 2013-14

Key Decision

1. Executive summary

1.1 This report details applications and recommendations relating to 2013-14 Community Development funding for voluntary and not-for-profit organisations.

2. Recommendations

The Executive Councillor is recommended:

- 2.1 To agree the recommendations for Community Development grants to voluntary and not-for-profit organisations in 2013-14 as set out in Appendix 2 of this report, subject to confirmation of the Council's 2013-14 budget in February 2013 and, in some cases, to the provision of further information from applicants.
- 2.2 To agree the Area Committee (Community and Arts & Recreation Development) Grants process from 2013-14 as set out in 3.13 of this report and as replicated in the Arts & Recreation Development grants report.
- 2.3 To reaffirm the Council's commitment to the local and national Compact and Best Value Guidance regarding statutory and voluntary sector relationships (replicated in the Arts & Recreation Development grants report).

3. Background

3.1 Community Development funding priorities contribute to the City Council's Medium Term Objectives and the Community Development Strategy. A copy is attached as Appendix 1.

3.2 Application Process – Community Development funding for 2013-14 was publicised with a closing date of 4th October. Detailed assessments on all of the applications were undertaken looking at:

- § how the priorities are met and what outcomes are expected
- § who the beneficiaries are, how many and where they are from
- § the evidence of need, partners involved in the project, and consultation undertaken
- § how projects will be measured and monitored
- § the organisation and that the funding conditions are met
- § the amount requested in relation to the total cost of the project and anticipated benefit to city residents

3.3 86 organisations have applied for funding for a total of 128 projects, services and activities. Applications and recommendations are set out in Appendix 2.

3.4 There are no commitments for the 2013-14 grants budget as all previous three-year service level agreements have now been completed.

3.5 Since 2006 Community Development Grants have been cash limited. The proposed budget for 2013-14 is £861,690, which remains the same as the current year. Not inflating Community Development grants will result in a saving of £17,400 for 2013-14.

3.6 Growth Areas – the successful budget bid 2012-13 for £10,000 to support community activities in new and adjacent communities is now in its second of three years. This will support Priority 4 in the chart below and applications will be processed in the same way as all other Community Development grants.

3.7 The figures in the following chart are subject to approval of the City Council's full 2013-14 budget in February 2013.

2013-14 Priorities and Funds		Budget %	Available £	Bids £	Offer £	Balance £
1	Community Activities					
1.1	Children. Young people.	11.02	95,000	153,445	94,032	968

	Families experiencing disadvantage					
1.2	Equality & Diversity	10.44	90,000	142,347	82,207	7,793
1.3	Active Older People	4.65	40,000	47,294	37,107	2,893
2	Social & Economic Deprivation					
2.1	Legal Advice Services	27.27	235,000	234,905	234,905	95
2.2	Economic Inclusion	16.83	145,000	160,807	133,089	11,911
3	Strengthening the Voluntary sector	16.83	145,000	147,347	140,913	4,087
4	A Growing City (3.6 + £10,000)	0.58	15,000	8,962	6,000	9,000
5	Social Enterprises	2.32	20,000	24,999	19,999	1
6	Area Committee Grants*	10.06	86,690	0	0	86,690
TOTAL		100	871,690	920,106	748,252	123,438

* Area Committee Grants will be awarded via the area committee grant process during 2013-14.

Applications and recommendations are set out in Appendix 2, along with a description of the purpose for each grant area.

3.8 This funding programme aims to support clearly defined services and activities which:

- § meet the priorities and funding conditions
- § are costed to include all relevant overheads within a full cost recovery budget
- § have measurable targets and make a clear impact on demonstrable community needs
- § are backed up by research and consultation

Groups, which are actively working towards meeting these conditions, may be considered for funding.

3.9 An organisation will not be eligible if it:

- § is set up and/or managed wholly or partly by a statutory organisation

- § provides religious instruction or worship (religious organisations may be eligible for grants to provide social, leisure, cultural or welfare activities with no proselytising)
- § operates for private gain
- § is connected with any political party or involved in party politics

3.10 Some organisations need to widen their approach to fundraising and improve the quality of funding applications. We work with the Cambridge Council for Voluntary Support and others to ensure organisations are aware of appropriate options and support available.

3.11 All funded groups will have funding agreements for their grants and structured monitoring arrangements.

3.12 Cambridgeshire Compact

The Council endorsed the Cambridgeshire Compact in 2007. Its main aim is to improve and develop the relationships between the statutory and voluntary sectors. Of particular importance to this report the Compact has the following three undertakings for statutory organisations:

- § Develop a long-term policy and strategy for support and investment in voluntary and community sector activity in Cambridgeshire including Compact compliance
- § Consultation periods are for 12 weeks wherever possible
- § Work towards a situation in which statutory contracts and service agreements are a minimum of three years duration and where a minimum of 12 weeks notice is given in respect of decisions to change or terminate a grant or contract condition (or less by mutual agreement)

3.13 Area Committee Grants

Cambridgeshire Community Foundation will no longer be managing area committee grants on behalf of the Council. This report would like to acknowledge the professional and dedicated manner in which they have undertaken this role since 2009. The Community Development Grants Team will take on this work with immediate effect. No comments were received following consultation with all members on the process for 2013-14 which was as follows:

- § one grant round per annum - one report to each of the area committees
- § chair and officer approval process consistent with the Council's process for year round grant applications
- § comprehensive marketing and publicity
- § quarterly updates to all members
- § annual report with monitoring feedback

§ application forms and requirements appropriate to the size of group and funding

3.14 Members should be aware that officers have received correspondence from a representative of the National Secular Society stating that he objects to the Council funding the scouts because he feels that they discriminate against aethiests. His objection relates to the reference to God in the promise that new scouts are asked to recite when they join which states: *On my honour, I promise that I will do my best to do my duty to God [other terms for God are accepted] and to The Queen, to help other people and to keep the Scout Law.*

In response to a national campaign by the National secular Society, the scout association says: *Scouting does not identify itself with any one religion but works with adults and young people from every culture, background and religion.*

Officers have checked with the Equality and Human Rights Commission who have confirmed that the scouts are not in breach of Equality legislation by requiring new members to say the promise.

4. Implications

(a) **Financial Implications** -These are detailed in the report and in Appendix 2

(b) **Staffing Implications** - None

(c) **Equal Opportunities Implications**

§ All grant aid policies are based on the Council's Medium Term Objective to secure a healthy and thriving community, especially through the provision of services to areas and communities that are the most disadvantaged.

§ Effective implementation of equal opportunities policy and practice by applicant groups is a condition for grant aid.

§ An Equality Impact Assessment was undertaken on the revised strategy and priorities.

(d) **Environmental Implications** - All applicants are required to have environmental policies to detail how they will contribute to reducing carbon emissions and establish good practice. Climate change rating +L

(e) **Consultation and Communication** - Consultation was undertaken on the grant priorities.

- (f) **Community Safety** - some projects, services and activities funded by community development grants will have a positive impact but this is not the primary outcome for this funding.
- (g) **Procurement** - None

5. Background papers

These background papers were used in the preparation of this report:

- § Grant and discretionary rate relief applications 2013-14 (not available to the public)

6. Appendices

Appendix 1 – Community Development Funding Priorities

Appendix 2 – Community Development grant and discretionary rate relief applications 2013-14.

7. Inspection of papers

To inspect the background papers or if you have a query on the report please contact:

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Community Development Funding Priorities

Priority Ref	Priority Description
	CD1 Community Activities - enabling the following groups to participate in their communities and improve their own well-being
	<p>To enable people in the priority groups listed in CD1.1, 1.2 and 1.3 below to come together to pursue community activities in all parts of the City.</p> <p>Consideration will be given to specific activities and services that enable those groups and individuals to participate in their communities and improve their own well-being. Activities must include one or more of the following:</p> <ul style="list-style-type: none"> § supporting those who are disadvantaged by low income/ disability/ discrimination § proposals that enable people to participate in decisions and influence the services that affect their lives § bringing people together to identify common issues and to bring about change § investigating local needs and developing responsive projects § increasing the awareness of and celebrating the city's cultural diversity <p><i>It is not for personal care services, proselytising or worship or services which are the responsibility of other statutory agencies unless part of a formal partnership arrangement.</i></p>
CD 1.1	<p>Activities which support children and young people and families experiencing disadvantage:</p> <ul style="list-style-type: none"> § to provide children and young people with opportunities to participate in positive activities, engage in democratic processes, improve the quality of life in neighbourhoods and across the city. § to meet the needs of children and young people in the areas of growth or demographic change
CD 1.2	<p>Activities which support</p> <ul style="list-style-type: none"> § BME groups § people with disabilities § LGBT groups § women lacking opportunities to live safe and fulfilling lives § community cohesion - activities helping people from different backgrounds to integrate into the Cambridge community and to get on well together
CD1.3	Activities which support older people to live socially and physically active lives.
	CD 2 Social and Economic Deprivation - projects, services or activities which:
CD 2.1	<p>Improve access to Legal Advice Services (legal, welfare benefits, money/debt advice) for disadvantaged residents which must have the appropriate quality mark and referral systems.</p> <p>Legal advice services are defined as advice, information or assistance involving knowledge of rights, obligations, conferred by law, and of legal procedures, whether provided by a lawyer or otherwise.</p>

CD 2.2	Promote Economic Inclusion . Supporting organisations that help individuals to overcome barriers to participation in the City's economy. Support, advice and guidance for workless people and those at the risk of worklessness to gain the confidence, motivation, skills and qualifications to engage in rewarding employment or entrepreneurial activities.
	CD 3 Voluntary Sector Infrastructure - organisations playing a supporting, coordinating or developmental role in relation to voluntary and community organisations, especially new, emerging or fragile groups and those working to achieve Community Development priorities. Priorities include:
CD 3	<ul style="list-style-type: none"> § Improving skills and knowledge, sharing expertise and good working practice. § Participation in the local Compact, Local Enterprise Partnership, other relevant local partnerships and civic life. § Identifying and seeking different sources of income and partnership potential. § Stimulating and supporting good volunteering practice. § Encouraging innovation and joint working where appropriate.
	CD 4 A Growing City - enabling voluntary and community activity in new communities on fringe sites to flourish and to support the integration with neighbouring parts of the city.
CD 4	<ul style="list-style-type: none"> § Community development activities in new developments in the City (see Community Activities CD1 above for the type of activities eligible for funding). § Building capacity in and making links with adjoining neighbourhoods where development is taking place
	CD 5 Promoting Social Enterprise - supporting the development of businesses that re-invest their profits in the business or in the community to further social and/or environmental causes.
CD 5	<ul style="list-style-type: none"> § Initiatives that identify and remove barriers to starting and running successful social enterprises. § Projects that provide business advice, leadership and management training, peer-support and networking opportunities to enable social enterprises to thrive. § Projects that support communities to take on ownership of community-based buildings from which to run social enterprises. § Support for voluntary and community organisations to enable them to make a transition from grant dependency to financial sustainability.
	CD 6 Area Committees – for local groups or groupings of city residents who want a grant for a community project or activity that will benefit local people living in their area – especially those whose opportunities may be limited by disadvantage such as disability, low income or discrimination.
	These grants will be awarded via the Council's Area Committees, North, South, East and West Central and are not available by application to the main grants round.

Community Development Grant and Discretionary Rate Relief (DRR) Applications 2013-14
Appendix 2

The following recommendations are subject to confirmation of the Council's 2013-14 budget in February 2013 and, in some cases, to the receipt and verification of further information from applicant organisations (this could include projects, programmes, finances, governance etc).

- § The recommendation is for the application purpose unless otherwise stated
- § Figures in brackets are numbers of beneficiaries
- § No offer is generally due to not meeting the leisure funding priorities and/or eligibility criteria
- § DRR = Discretionary Rate Relief (actual amounts still to be confirmed)

CD1 Community Activities - enabling the following groups to participate in their communities and improve their own well-being

To enable people in the priority groups listed in CD1.1, 1.2 and 1.3 below to come together to pursue community activities in all parts of the City. **Consideration will be given to specific activities and services that enable those groups and individuals to participate in their communities and improve their own well-being. Activities must include one or more of the following:**

- § **Supporting those who are disadvantaged by low income/ disability/ discrimination**
- § **Proposals that enable people to participate in decisions and influence the services that affect their lives**
- § **Bringing people together to identify common issues and to bring about change**
- § **Investigating local needs and developing responsive projects**
- § **Increasing the awareness of and celebrating the city's cultural diversity**

It is not for personal care services, proselytising or worship or services, which are the responsibility of other statutory agencies unless, as part of a formal partnership arrangement.

CD 1.1	<p>Activities which support children and young people and families experiencing disadvantage:</p> <ul style="list-style-type: none"> § To provide children and young people with opportunities to participate in positive activities, engage in democratic processes, and improve the quality of life in neighbourhoods and across the city. § To meet the needs of children and young people in the areas of growth or demographic change
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Ref	Group	2013-14 Application Purpose	13-14 Bid	Offer	12-13 Funding	Notes
1	Cambridge and District Community Mediation Service Help resolve disputes between neighbours, individuals, groups and organisations	Mediation help and support for City residents Enquiries, casework and publicity (80 city)	6,500	6,500	6,500	£5,000 Safer Cities funding 2012-13 joint agreement with CD

2	Cambridge District Scout Council Scouting activities for young people supported by adult volunteers.	DRR - Corrie, Flamstead, Gilbert, Marmora, Perne, Stanesfield, Green End, Chedworth, Logans, (1076 977 city) 20%	2,708	2,708	2,655	20% DRR
3	Cambridge Family Mediation Service. Provide a range of services in the context of separation and divorce. Help children come to terms with family change	DRR - Essex House, 3rd Floor Regent Street, CB2 1AB (20%) (108 28 city)	687	700	687	20% DRR
4	Cambridge Seacadets Local branch of uniformed youth organisation aged 10-18; activities with nautical theme – sailing, adventure training	DRR	3,256	3,321	3,256	20% DRR
5	Cambridge Women's Aid Information, advice, support for domestic violence victims. Safe accommodation for women fleeing domestic abuse	Contribution towards children's holiday activities and outings (70 all city)	4,000	4,000	4,000	
Page 340	Centre 33 Counselling, information, homelessness and advocacy services for young people aged 11-25	Information and advice drop-in (5 days a week,) and outreach service for young people 8-25 (4000 - 3250 city)	27,030	27,500	26,500	
	Centre 33	DRR - 33 Clarendon Street, Cambridge CB1 1JX 20%)	928	928	910	20% DRR
8	East Barnwell Community Centre Community facility	DRR - Newmarket Road, CB5 8RS (20%) (420 - 330 city)	1,243	1,243	1,219	20% DRR
9	Homestart Support and practical help from trained volunteers to families with under fives. Weekly groups in Kings Hedges and Abbey	Weekly Kings Hedges family group activities (38 sessions for 12 city families)	6,567	6,500	4,000	
10	Meadows Children and Family Wing Activities, drop ins, after school clubs, and courses for local families and children	Family support twice-weekly drop-ins (attendance 63). Twice weekly after school clubs (584 visits pa for 28 children) and parenting courses (36) 314 beneficiaries	79,453	20,000	15,000	Base budget contribution
11	Red Hen Project Emotional support, training and guidance for children and families	DRR - Northfield Avenue, CB4 2LG (362 all city)	609	609	597	20% DRR
12	Relate Cambridge Emotional support, training and guidance	DRR - 3 Brooklands Avenue, CB2 8BB (5952; 2170 city)	1,134	1,134	1,134	

	for children and families					
13	Romsey Mill Trust Support for young people and families experiencing multiple disadvantage. Outreach, training, learning, sports, arts activities to promote inclusion and develop personal, social and spiritual well-being.	Social Inclusion Programme - Youth Club for 12 young people aged 12-15 identified as having high needs. 40 sessions + 4 trips. All city	3,804	3,800	10,000	CD2.2 £3,500 £2,000 A&R grant
14	Romsey Mill Trust	Social Inclusion Programme - After school club for 12 young people aged 11-12 from Parkside & Coleridge schools with positive activities. 40 sessions + 1 trip.	2,894	2,890		
15	Romsey Mill Trust	Open access holiday youth club (50 all city)	3,380	3,000		
16	Romsey Mill Trust	DRR - Hemingford Road, CB1 3BZ	1,091	1,091	1,099	20% DRR
17	Student Community Action Provides social, educational, practical support to vulnerable groups and student volunteers to over 30 VCSOs in Cambridge.	Contribution towards children and family projects (600+ registered volunteers and 640 beneficiaries - 627 city)	6,500	6,500	6,500	
	Student Community Action	DRR - 10 Pembroke Street, CB2 3QY	620	620	625	20% DRR
	Trumpington Residents' Association Community facility	DRR - Trumpington Pavilion, Paget Road. CB2 9JF (20%)(10,000 - 9500 city)	442	442	433	20% DRR
	Trumpington Village Hall Community facility	DRR - Trumpington Village Hall, CB2 9HZ (20%) (18,500 - 17,000 city)	546	546	535	20% DRR
		Total awards		94,032		
		Budget available		95,000		
		Budget remaining		968		

CD 1.2	<p>Activities which support</p> <ul style="list-style-type: none"> § BME groups § People with disabilities § LGBT groups § Women lacking opportunities to live safe and fulfilling lives § Community cohesion - activities helping people from different backgrounds to integrate into the Cambridge community and to get on well together
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Ref	Group	2013-14 Application Purpose	13-14 Bid	Offer	12-13 Funding	Notes
21	1Eid Cambridge Eid celebration events for all communities in order to break barriers and facilitate understanding	2 day Community Festival on Parker's Piece celebrating Eid for all communities (4500; 3000 city)	4,936	2,000	2,000	
22	Boishakhi Cultural Association Bangladeshi residents: fortnightly meetings, badminton; trips; Eid events	1 Summer seaside trip with 2 coaches (100 city 100%)	1,195	1,195	800	
23	Boishakhi Cultural Association	One event with cultural activities around Eid or New Year (100 city 100%)	370	285		
24	Cambridge African Network Promote community engagement, integration of the African community, personal development of members. Training, information and recreation.	Monthly meetings (120); 1 summer trip (120); AGM (50); dance workshop (40); Black History Month event (120); end of year social event (120). (177 134 city)	1,900	1,500	600	
25	Cambridge Caribbean Association (CamCarib) Cultural and social group for Afro Caribbean residents	Training, newsletters, rent, administration (25 20 city)	520	390	300	
26	Cambridge Caribbean Association (CamCarib)	Quarterly talks on cancer awareness/staying active in the home/early recognition of mental health problems/prevention of heart disease (25 20 city).	420	120		
27	Cambridge Ethnic Community Forum Umbrella organisation working towards eliminating race discrimination, promoting equal opportunities, community cohesion, building good relations and developing BME groups and encouraging civic engagement: holds Community Legal Service Quality Mark	Race Equality Service - 4 days pw drop-in 15 hours per week for 250, telephone help line 24 hours pw 600 calls per annum, information, advice, good practice, meetings and training. Partnership work with Council.	9,069	8,000	6,000	
28	Cambridge Ethnic Community Forum	3 collaborative cohesion events with 3 BME groups for 450 and annual multicultural event for 200	3,260	3,260	3,000	

29	Cambridge Forum of Disabled People Campaigning organisation-helping members.	Running costs and 4 events (detailed programme required)	10,500	5,000	6,000	
30	Cambridge Gateway Club Befriending, social and leisure opportunities for people with learning disabilities	Centre based activities including quiz, karaoke, disco, sport and games evenings and off site activities including ten pin, Christmas and seaside trip (28 - 10 city)	800	800	900	
31	Cambridge Hard of Hearing Club Enhancing the social lives of people with hearing problems. 10 meetings, an outing and dinner	10 meetings (20 city) and quarterly newsletter (250 75% city)	500	500	500	
32	Cambridge Hindu Samaj Cultural, social and sports activities for all. Yoga, mediation and charitable activities.	Hall hire for events and festivals	500	500	0	
33	Cambridge Islamic Youth Project Physical, mental and social activities for Muslim boys, encouraging members to plan activities, think of their social responsibilities.	Weekly 3-hour ethnic minority Muslim boys group - sports, discussion, parental involvement. (25 22 city) plus 1 trip	900	900	850	
34	Cambridge Joint Playschemes Providing leisure activities for children with learning disabilities	Weekly Saturday activity clubs (34- 18 city)	1,000	1,000	1,000	
35	Cambridge Joint Playschemes	DRR - 12 Barnwell House CB5 8UU	210	210	206	20% DRR
36	Cambridge Kerala Cultural Association Cultural, social and educational activities for residents from Kerala, India	Cultural family events 6-8 a year Onam, New Year, BBQ, and Indian Curry Night - for mixed communities (All 5 bids 261 - 246 city) <i>funding for cultural events only</i>	5,395	1,000	750	funding for cultural events only £500 A&R grant
37	Cambridge Malayalee Association Promotes social, artistic, cultural, sports activities for Malayalee residents	3 celebration days - Onam, Harvest and New Year (350 330 city)	4,911	1,000	1,000	
38	Cambridge Mauritius Society Cultural & social activities, multi cultural activities with different communities & faiths	4 Festival events, exhibition and 2 workshops for young people (216 - 200 city)	2,600	2,500	2,000	
39	Cambridge Rape Crisis Centre Services for women and girls who are survivors of rape and sexual violence	Telephone helpline; open three times a week for 4 hours, plus 24-hour answer phone handling approximately 270 calls per year.	1,400	1,400	700	

40	Cambridge Rape Crisis Centre	DRR 17D The Courtyard, Sturton Street, CB1 2SN (20%)	351	351	344	20% DRR
41	Cambridge Rethink Carers' Group Support services for people with schizophrenia and their carers/families	Contribution towards 10 newsletters and meetings and telephone helpline (150 - 50+ city)	1,000	1,000	1,000	
42	Cambridge Samaritans Help for people who are suicidal, despairing or in distress.	DRR - 4 Emmanuel Road, CB1 1JW (20,000 contacts 2011 up by 2218)	2,032	2,032	1,992	20% DRR
43	Cambridge Senior Muslims Discussion, friendship, community spirit.	Activities and information for older people including fortnightly social meetings, and Eid parties (115; 80 city)	10,440	3,000	3,000	
44	Cambridge St Raphael Club Activities for physically disabled people mostly wheelchair users trips and social evenings	Hire of ambilift coach for trip to seaside (29 - 10 city)	760	500	850	
45	Cambridgeshire MENCAP in the Community Support people with learning disabilities lead more independent lives and support families and carers	Young people's befriending service for 13-15 year olds (58 - 21 city)	6,774	2,500	0	
46	Cambridgeshire Vietnamese Refugee Community Cultural activities and advocacy service for older Vietnamese residents	Visits, summer outing, AGM and Mid Autumn Festival, Lunar New Year (300 - city 40)	4,800	3,000	3,000	
47	Camsight Services and information for visually impaired people	Monday Club monthly meetings. Support, information, speakers (music, celebrations, history, equipment demonstrations, health talks, consumer issues etc. (35, 34 city 30 are aged over 80.)	1,000	1,000	1,000	
48	Camsight	DRR - 167 Green End Road CB4 1RW (20%)	1,980	1,980	1,941	20% DRR
49	CAMTAD Basic hearing aid maintenance and advice	DRR - 8a Romsey Terrace CB1 3NH (500). Average attendance 20	370	370	363	20% DRR
50	Changing Directions Young disabled people's social group. Monthly meetings and outings	2 support workers, volunteer expenses for meetings and outings (21 - 11city average 14 attendees)	500	350	500	

51	Chinese Families Together Cultural and social activities for Chinese families; bi-weekly meetings	4 English and Chinese festival celebrations (80 - 50 city)	3,820	3,000	0	£1,000 A&R grants
52	Dales Trust (Diverse is the trading name) Support for people living with or affected by HIV, awareness raising	DRR - Office B Dales Brewery, CB1 2LJ (20%) (5600; 3,000 city)	357	357	350	
53	Friends with Disabilities Social activities for people with physical disabilities via monthly meetings, trips and outings	Meetings, coach trip and celebrates age event (67 city)	1,500	1,500	1,200	
54	Indian Community and Culture Association Promotes Indian culture, Hindu religious events and Sunday prayer meeting; over 50s group; dance and music classes; Gujarati classes; monthly newsletter; sports activities	Cultural activities and newsletter 2810 x 75% city = 2100	7,610	2,500	2,750	CD1.3
55	Indian Community and Culture Association	10% DRR - Bharat Bhavan, Mill Road CB1 2AZ	227	227	223	10% DRR
56	Indian Cultural Society Promote awareness of Indian culture for local residents via cultural and social activities	4 events: spring festival, Bengali new year, 2 day autumn festival, Diwali, cultural programmes of Indian dance and music (500; 300 city 60%)	2,000	1,000	785	
57	Kings Hedges Mohila Shomity Bangladeshi women's group to socialise, increase confidence and skills.	2 Eid parties (1 joint with Shapla for 250 and 1 for KHMS for 70); 1 Trip (75); AGM + 32 meetings (for 35-40)	1,443	1,443	1,000	
58	Lifecraft Self-help group for adults with mental health and wellbeing needs. Day centre, counselling, helpline, campaigns. User led member employment scheme and training.	Gardening project developing the garden area on corner of Gwydir Street/Mill Road - design and plant out area which is public use garden. (6)	6,695	1,000	500	
59	Meadows Children and Family Wing	2 Freedom Programme (domestic violence) courses each 13 weeks plus crèche (24 city women plus children)	15,202	6,000	3,000	

60	Pakistan Cultural Association Social, cultural, religious, welfare and sporting activities. Promote values, cohesion and integration.	Pakistan Day Celebration includes children's talent show, women performance and family involvement (300-269 city)	1,390	750	500	£800 A&R grants
61	Pakistan Cultural Association	Celebration of Diversity, Integration, and Tolerance 200 - 188 city	2,085	750	500	
62	Pakistan Cultural Association	Trip to London (50 children 20 adults -67 city)	930	500	500	
63	Pakistan Cultural Association	Women's monthly coffee mornings (20 a session, 50 - 45 city)	1,260	500	500	
64	Pakistan Cultural Association	1 Women's Discussion Forum (100 - 95 city)	520	250	250	
65	Pakistan Cultural Association	Trip for women (50 - 48 city)	700	0	0	
66	Punjabi Cultural Society, Cambridge Fortnightly meetings for older people, social, cultural events and trips for Punjabi residents	Fortnightly meetings (30; 27city), 2 outings (50; 40 city) 2 cultural celebrations (120; 108 city)	1,500	1,500	1,500	
67	Rowan Humberstone Ltd Artistic training and work experience to adults with learning disabilities and those excluded from education and employment sectors	DRR - 40 Humberstone Road, Cambridge CB4 1JG (62 - 33 city)	1,560	1,560	1,529	20% DRR £3,000 A&R grant
68	Salvation Army Range of services for disadvantaged people	DRR - 104 Mill Road CB1 2BD (45-50 daily, 250 - 246)	666	666	653	20% DRR
69	SexYOUality Activities and support for lesbian, gay and bisexual young people; 4 weekly drop ins, one to one support, volunteering opportunities, arts projects. Training and advice to schools and other organisations	Services to support the health and well being of young LGBT people 14-24; 1:2:1 support (for 25 young people, 100 hrs), weekly drop-in services (2 groups, 92 sessions, 85; 55 city) advice and information, referrals, signposting, volunteering opportunities	10,000	8,500	8,000	
70	SexYOUality	Office A, Dales Brewery, Gwydir Street, CB1 2LJ (20%)	381	381	385	20% DRR
71	Shapla Group Asian women's group to develop skills and confidence. Health and gardening projects, Eid parties and trips.	2 trips (57), 3 Eid parties - one shared with Kings Hedges Mohila Shomity for 200 and 2 for 65 people.	1,180	1,180	600	

72	Turkish Kurdish Speakers in Cambridge Social, learning, educational, leisure activities for Turkish, Kurdish, Cypriot communities	10 monthly family breakfasts at Brownsfield 45-55 per session, (85 - 80 city)	1,000	1,000	950	
		Total awards		82,207		
		Budget available		90,000		
		Budget remaining		7,793		

CD1.3 Activities which support **older people** to live socially and physically active lives.

Ref	Group	2013-14 Application Purpose	13-14 Bid	Offer	12-13 Funding	Notes
73	Age UK Cambridgeshire Encourage older people to contribute to communities, and express choices and opinions. Seek to reduce social exclusion and isolation. Information and preventative services.	Host an event in the city for older people, their carers, and families and a range of talks to over 60s groups/clubs (180; 140 city)	5,000	5,000	5,000	
74	Age UK Cambridgeshire	DRR - Cherry Trees Club, St Matthews St, CB1 2LT (20%)	602	602	591	20% DRR
75	Arbury Community Association Manages Arbury Community Centre. Works in partnership with volunteers and other organisations to provide services and activities that support the most vulnerable and help build community cohesion.	Contribution towards staffing costs to enable 7 day opening (40,000; 30,000 city)	2,000	2,000	2,316	
76	Arbury Community Association	DRR - Arbury Community Centre, Campkin Rd, CB4 2LD (20%)	1,103	1,103	1,082	20% DRR
77	Cambridge Chinese Welfare Project Help Chinese elderly live socially and actively in this country and provide information and help to all Chinese in Cambridge	Weekly drop-in centre with support and welfare. Information, outings and home visiting to housebound members (30 - 15 city)	2,500	2,500	2,500	

78	Cambridge Cruse Helpline, social activities, support groups for bereaved people	Helpline for bereaved people, providing information and advice, and access to other support services and drop-ins (408, 116 city)	4,000	2,000	4,000	
79	Cambridge Joint Ex-Services & Royal Mail Social Club Social entertainment and activities for all ex armed forces	DRR - Barnwell Drive CB5 8RG (20%) (200 - 85% city)	117	117	115	20% DRR
80	Cambridgeshire Older People's Enterprise Support and campaign on behalf of older people and provide information, social and therapeutic activities for members	2 large forums (targeting 200-250), newsletter (approx 3,000 a month), outings 50-70, meetings in city (exercise, hobbies, speakers, consultations), research group.	11,000	10,000	9,000	
81	Cambridgeshire Older People's Reference Group Cross statutory and voluntary agency members meet regularly to consider relevant issues	Cambridgeshire Celebrates Age – contribution towards brochure, promotion and development of local hubs, admin (website/database costs) 200 events (10,000 6,000 city)	5,000	5,000	5,000	
82	Care Network Cambridge Support community groups who provide services to older people and individuals through their Help at Home service.	1. Awareness raising and exploring new transport options for older people 2. Signposting to services via community navigators 3. Referring to Help at Home Scheme at Addenbrookes to support people staying at home	7,437	2,000	5,000	Funding for projects 1 & 2 and for one year only
83	Indian Community and Culture Association	Over 50's activities meetings, exercise class, transport, outings, lunch) and CCA event (75)	4,980	3,250	3,250	
84	Newnham Croft Social & Sports Club Member's club, activities	DRR - Hardwick Street 100%	321	321	315	100% DRR
85	St Martin's Centre Social Services supported day centre with lunch and activities for older and housebound people in a Christian environment	Supervision and support to up to 22 older volunteers	750	750	700	£1,500 A&R grants
86	St Martin's Centre	2 local outings for older people with disabilities and older volunteers (50 all city)	1,000	1,000	1,000	
87	St Martin's Centre	Christmas party (75 all city)	820	820	700	

88	University of the Third Age Courses and activities for those no longer in employment over age of 40	DRR - 27-8 Bridge Street (2556 - 1574 city)	644	644	631	
		Total awards		37,107		
		Budget available		40,000		
		Budget remaining		2,893		

CD2	Social and Economic Deprivation - projects, services or activities which:
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CD 2.1	<p>Improve access to Legal Advice Services (legal, welfare benefits, money/debt advice) for disadvantaged residents which must have the appropriate quality mark and referral systems.</p> <p>Legal advice services are defined as advice, information or assistance involving knowledge of rights, obligations, conferred by law, and of legal procedures, whether provided by a lawyer or otherwise.</p>
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Ref	Group	2013-14 Application Purpose	13-14 Bid	Offer	12-13 Funding	Notes
89	Cambridge and District Citizens Advice Bureau Free, independent, confidential and impartial advice to everyone on their rights and responsibilities and for the problems they face. Lobby on policies & practices that affect people's lives. Advice & Consumer Hub.	Free, confidential, impartial, high quality advice service to City residents primarily covering benefits, debt, employment, housing, legal and relationship, health, consumer, and tax. Monitor policy and practice of institutions and regulations that impact on clients.	200,000	200,000	200,000	Housing SLA approx £30k
90	Cambridge and District Citizens Advice Bureau	Specialist benefit advice work for City residents	30,000	30,000	30,000	
91	Cambridge and District Citizens Advice Bureau	DRR 66 Devonshire Road CB1 2BL (20%)	4,905	4,905	4,809	20% DRR
		Total awards		234,905		
		Budget available		235,000		
		Budget remaining		95		

CD 2.2 Promote **Economic Inclusion**. Supporting organisations that help individuals to overcome barriers to participation in the City's economy. Support, advice and guidance for workless people and those at the risk of worklessness to gain the confidence, motivation, skills and qualifications to engage in rewarding employment or entrepreneurial activities.

Ref	Group	2013-14 Application Purpose	13-14 Bid	Offer	12-13 Funding	Notes
92	Cambridge Online Educational charity providing computer access, training and information targeting disabled and disadvantaged people	Training and education through access to computers for disabled and disadvantaged people. Monday to Friday, plus evening and outreach 1000 sessions a year, 10 spaces at each. (400- 236 city)	15,000	15,000	15,000	
93	Cambridge Women's Resources Centre Training, support and activities to increase women's skills, confidence, motivation, self esteem, employability, ability to make positive life choices.	Accredited ESOL training, basic skills and TCT; job search and IAG services; personalised service for women 36 weeks of the year. Crèche facilities. (350 - 290 city)	50,000	50,000	50,000	
Page 550	Cambridge Women's Resources Centre	DRR - The Wharf, Hooper Street, CB1 2NZ (20%)	3,885	3,855	3,779	20% DRR
	Daily Bread Worker's Co-operative selling wholefood, organic and fair trade goods. Support people recovering from mental disorders - offer employment in a supportive setting	DRR - Unit 3 Kilmaine Close (25%)	1,219	1,219	1,195	25% DRR no mandatory rate relief
96	FLACK Cambridge Supports the recovery from homelessness by involving homeless people in creative activities including the production of a monthly magazine, film unit, skills training and social activities. Support re-integration into mainstream society.	Production and distribution of 500 free copies containing a 4-page insert specifically geared towards homeless service users; listings, activities planner, appointments. Research, planning, production and delivery opportunities and skill development. (75)	2,538	1,000	2,000	2 x £500 A&R grants Homeless strategy for future grants. Check implications of Big Lottery award.
97	Illuminate Training in personal development, coaching hard to reach socially excluded people.	Personal development programme for 10 unemployed/low income people. 4 one to one coaching session for each participant (10; 9 city)	2,000	1,000	1,000	

98	Make, Do and Mend Workshops for people with mental health issues: development of new skills, peer support, volunteering opportunities	Low cost, strength based creative skills workshops for people experiencing or who have experienced mental distress. Demand led by users. (100 - 98 city)	1,475	1,000	1,000	
99	The Phoenix Trust (Milton) Ltd Work experience and training opportunities for disadvantaged young people and adults through manufacturing and trading of concrete paving slabs and wooden garden items	New pan mixer to enable beneficiaries to continue in activities. (20 - 8).	5,000	1,000	1,000	Contribution to project
100	Turning the Red Lights Green (Red 2 Green) - services for people with disabilities and disadvantage; getting into paid or voluntary work, social skills and independent living programmes, participation in the community, social and educational opportunities	Flex Project - supporting people with disabilities into further training, employment or volunteering through interactive seminars, drop in sessions, one to one support. (20 all city)	19,980	5,000		
101	Richmond Fellowship Employment & Training Local branch of specialist provider of mental health services. Support to people recovering from mental health difficulties as they access & maintain suitable employment, volunteering and training opportunities	Employment support, advice and guidance for 120 city clients with mental health problems enabling progression towards employment, voluntary work, training and education.	31,000	31,000	31,000	
102	Richmond Fellowship Employment & Training	DRR - 23 Signet Court, Swann Road, CB5 8LA	1,255	1,255	1,237	20% DRR
103	Romsey Mill Trust	Young Parents courses - functional skills maths. 12 places of 20 hours learning, 20 hours homework, 3 hours support plus crèche	992	990		
104	Romsey Mill Trust	Young Parents course - functional skills English. 12 places of 20 hours learning, 20 hours homework, 3 hours support plus crèche	3,199	3,190	5,000	

105	Romsey Mill Trust	Young Parents Course - shine self-esteem. 12 places of 20 hours learning, 20 hours homework, 3 hours support plus crèche	3,089	3,080		
106	Romsey Mill Trust	Reboot Project for a 12-week accessible skills development courses for young people facing barriers to access employment, training and volunteering opportunities. (12 all city)	3,524	3,500		
107	Squeaky Gate Provide accredited courses in music and the arts to learners at risk of social exclusion primarily due to mental health issues but also homelessness, ASD, offending. Performances.	Programme of music and drama courses (1365 guided learner hours) + end of year performance and events. (120 - 110)	10,786	5,000	1,000	
		Total awards		133,089		
		Budget available		145,000		
		Budget remaining		11,911		

CD3	CD 3 Voluntary Sector Infrastructure - organisations playing a supporting, coordinating or developmental role in relation to voluntary and community organisations, especially new, emerging or fragile groups and those working to achieve Community Development priorities. Priorities include:
	<ul style="list-style-type: none"> § Improving skills and knowledge, sharing expertise and good working practice. § Participation in the local Compact, Local Enterprise Partnership, other relevant local partnerships and civic life. § Identifying and seeking different sources of income and partnership potential. § Stimulating and supporting good volunteering practice. § Encouraging innovation and joint working where appropriate.

Ref	Group	2013-14 Application Purpose	13-14 Bid	Offer	12-13 Funding	Notes
108	The Bath House Neighbourhood Centre (formerly trust) - venue for community and social activities at affordable price	DRR - Gwydir Street, CB1 2LW (20%)	242	242	237	20% DRR
109	Bermuda Community Room Local, diverse, regular meetings and activities, capacity 40	DRR - Gibbons House, Histon Rd, CB4 3LL (100%) (100; 75 City)	212	212	208	100% DRR

110	Business in the Community Promote responsible business practice to transform communities by tackling key social and environmental issues.	Extension of 12-13 project developing a Cambridge based pro bono volunteering network of 20+ professionals creating 30+ social action opportunities leveraging pro bono support of over £20,000 (1500 all city)	10,000	10,000	8,000	
111	Cambridge and District Volunteer Centre Enable people to volunteer and organisations to have good volunteering practice	Local support for individual volunteers and volunteering organisations. Core functions of brokerage, marketing volunteering, good practice development, develop volunteering opportunities, policy response and campaigning, strategic development of volunteering	28,900	28,900	28,500	
112	Cambridge Council for Voluntary Service Support for voluntary groups, provide training and one to one advice sessions, networking, voice for sector	Organisational development - capacity building for 50 City groups, health checks, quality development, one-to-one sessions, group training, crisis management. Representation, networks & communication	30,000	30,000	30,000	
113	Cambridge Council for Voluntary Service	Additional capacity building and Compact programme (to be agreed with Grants Manager)	10,000	10,000	5,000	
114	Cambridge Council for Voluntary Service	Community book keeping service for city groups	5,000	5,000	5,000	
115	Cambridge Council for Voluntary Service	DRR - Llandaff Chambers, 2 Regent Street, CB2 1AX (20%)	3,364	3,364	3,298	20% DRR
116	Cambridge Ethnic Community Forum Umbrella organisation providing race equality services for groups and individuals, cultural diversity service to promote understanding between people from different ethnic groups. Holds Community Legal Service Quality Mark.	Infrastructure activities including fortnightly advice sessions, meetings and surgeries to help with development or collect information about issues important to BME groups. Support for 8-12 groups. Training for 5 groups on organisational development.	34,382	30,000	27,084	
117	Cambridge Ethnic Community Forum	DRR - The Courtyard, 21b Sturton Street. CB1 2SN (20%)	1,077	1,077	841	20% DRR
118	Cambridgeshire Community Foundation Build funds to make grants and manage grants on behalf of donors	DRR - The Quorum, Barnwell Road (20%) 169 groups in county benefitted 101,060 people, 66 city groups helping 21,009 people	1,837	1,785	1,750	20% DRR

119	Encompass Network Promote equality and diversity and eliminate discrimination for minority sexual orientation or gender identification in Cambs. Support, empower and represent VCSOs addressing the needs of these people and act as a hub.	Infrastructure support and representation of LGBTI organisations in Cambridge. Provide range of services and events: LGTB History month, 4 networking events, quarterly newsletters, website, partnerships and advice (1310 - 1179 city)	10,000	8,000	10,000	
120	Guidance, Employment and Training Ltd The GET Group. Infrastructure support group for VCS organisations that offer guidance, employment and training to unemployed or otherwise disadvantaged people.	5 network meetings, 1 adult learning event, working on partnership projects on the delivery of learning, training and employment pathway activities. Training and workforce development. Strategic role in local development., effect funding for member organisations	12,000	12,000	12,000	
121	St John Ambulance City of Cambridge Provision of first aid services at events. Training. Wider community use of premises. YP group	DRR 5%- 2 Barnwell Drive	233	233	219	5% DRR
122	St John Ambulance City of Cambridge	DRR 5% - 3 Barton Road	100	100	98	5% DRR
		Total awards		140,913		
		Budget available		145,000		
		Budget remaining		4,087		

CD 4	A Growing City - enabling voluntary and community activity in new communities on fringe sites to flourish and to support the integration with neighbouring parts of the city.
	§ Community development activities in new developments in the City (see Community Activities CD1 above for the type of activities eligible for funding).
	§ Building capacity in and making links with adjoining neighbourhoods where development is taking place

Ref	Group	2013-14 Application Purpose	13-14 Bid	Offer	12-13 Funding	Notes
123	Meadows Children and Family Wing	Orchard Park family integration 4 hrs a week support to engage with local provision working in partnership with other agencies	8,962	6,000	5,000	FC 8962

		Total awards		6,000		
		Budget available		15,000		
		Budget remaining		9,000		

CD 5	Promoting Social Enterprise - supporting the development of businesses that re-invest their profits in the business or in the community to further social and/or environmental causes.					
	<ul style="list-style-type: none"> § Initiatives that identify and remove barriers to starting and running successful social enterprises. § Projects that provide business advice, leadership and management training, peer-support and networking opportunities to enable social enterprises to thrive. § Projects that support communities to take on ownership of community-based buildings from which to run social enterprises. § Support for voluntary and community organisations to enable them to make a transition from grant dependency to financial sustainability. 					

Ref	Group	2013-14 Application Purpose	13-14 Bid	Offer	12-13 Funding	Notes
Page 355 124	Future Business	Social enterprise support agency developing the sector locally by providing business development and support, premises with affordable rents and co-location, networking.	19,500	14,500	6,000	
125	Future Business	DRR - 47-51 Norfolk Street, CB1 2LF (10%)		1,594	£10k max	10% DRR
126	Future Business	DRR - Citylife House, Sturton Street (10%)		2,049		10% DRR
127	Future Business	DRR- Cambridge City Football Ground (10%)		1,856		10% DRR
128	Future Business	The Hive Kings Hedges CB4 2HY Sept 2013 (up to 10% to be agreed by grants manager)				Up to 10% DRR when assessed
		Total awards		19,999		
		Budget available		20,000		
		Budget remaining		1		

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To: Executive Cllr Community Development and Health
Report by: Trevor Woollams (Head of community
Development)
Relevant scrutiny committee: Community Services January 17th 2013
Wards affected: All

City Council Support for Credit Unions

1. Executive summary

- 1.1 Following debate at Full Council the Executive Councillor for Community Development and Health asked for a report to this committee setting out proposals for how the Council could support and promote the services offered by credit unions.
- 1.2 This report informs members about discussions that have taken place with the two credit unions that currently operate within the city, describes the support and promotional work already provided and sets out further work planned for 2013.

2. Recommendations

The Executive Councillor is recommended:

- 2.1 To note the support the Council already gives to the two credit unions
- 2.2 To endorse the planned work programme

3. Background

- 3.1 The following motion was agreed by Council in May 2012:

This Council recognises the difficulties that face many Cambridge residents on low incomes in seeking credit facilities. This Council also notes that illegal loan-sharks, doorstep lenders and payday loan companies in Cambridge exploit these difficulties in order to profiteer out of those on low incomes.

In order to help those struggling to find access to fair sources of credit, we ask officers to produce a report to Community Services Scrutiny Committee this financial year to investigate the possibilities of helping enable more Cambridge people to gain access to the facilities of credit unions of the kind that operate today in Cherry Hinton and North Cambridge, and to investigate what the council can do to tackle exploitative lending practices.

- 3.2 Since May, the Head of Community Development has been in discussion with the two credit unions operating in the city to ask how the Council could support them to increase their presence across the city and promote their services to residents. Discussions also included ways in which the two credit unions could co-operate and work together to avoid competition and duplication of effort.
- 3.3 Both credit unions expressed a strong desire to work with the Council but said that one of the main issues for them was a lack of volunteers which prevented them from operating out of more venues across the city. They were keen for the Council to try and help them recruit more volunteers in parallel with the promotion of their services.
- 3.4 The credit unions both offer the traditional saving and lending service, with lending based upon the amount of time a member has saved with the credit union and the amount of savings built up. Currently, Cambridge Credit Union operates primarily in the north of the city with its base at 82 Akeman Street and a presence at City Homes North offices where members can make payments. Rainbow Savers, which is a much larger, regional credit union, operates in the city from Cherry Hinton Baptist Church. It also offers other services such as rent processing (where housing benefits are paid direct to the credit union and they pay the landlord), a pre-paid payment card (where members can load their card from their credit union account and make payments or access cash from ATMs), pay point access (where members can make payments into their accounts at Post Offices, Co-op Stores and some Newsagents).
- 3.5 The Head of Community Development has been liaising with managers across the Council and has produced the programme of work at Appendix A. Members will be aware that some of this work has already taken place, some is in progress and some is planned for early 2013. Importantly, this programme aims to help the credit unions strengthen their presence across Cambridge to increase their accessibility to those residents who would benefit most from their services. The programme will also help to promote their services to residents as the changes to the Benefits system are implemented from April 2013.

- 3.6 The programme includes a payment of £14,650 to the Cambridge and District Volunteer Centre who will be leading the work to encourage volunteers to come forward. This work will include promotion via their website, on the 'Do-It' website and on their social networking sites, as well as through newsletters, events and partnership work. They will provide training for volunteers and for the Credit Union staff themselves on volunteer retention. They will also work in partnership with Consumer Hub to run a launch event to attract volunteers and promote the benefits of credit unions. This work has already been commissioned to enable the Volunteer Centre to plan their work.
- 3.7 The programme also includes a one-off payment of £20,000 to Rainbow Savers to use for small emergency loans to Cambridge residents on very low income who find themselves with an urgent need for cash but who are not credit union members. As a condition of the loan they will need to join the credit union and their repayments will include a small amount of saving so that they build up a small nest egg. As the money is repaid, it can be lent to other residents in need. The main purpose of this scheme is to remove the need for vulnerable people to turn to loan sharks or door step lenders that charge high interest rates.
- 3.8 Whilst the grants in 3.6 and 3.7 above are one-off, the wider programme is not exhaustive and it is intended that officers will continue to promote the benefits of credit unions to residents into the future.

7. Implications

(a) Financial Implications

The payments of £14,650 to the Cambridge and District Volunteer Centre and £20,000 to Rainbow Savers will be met from the existing 2012/13 Community Development grants budget.

(b) Staffing Implications

Some staff time will need to be re-prioritised to accommodate the work programme.

(c) Equal Opportunities Implications

The services offered by the credit unions are vital to help residents on low incomes access funding at low interest rates and to avoid the need for them to use door-step lenders and loan sharks.

(d) **Environmental Implications**

None

(e) **Consultation and Communication**

The credit unions have been consulted to understand what support they need. Managers across the Council have been consulted and have informed the programme. Cambridge and District Volunteer Centre have been engaged to help encourage volunteers to come forward. A number of community facility providers have been informally contacted about hosting a roadshow and hosting a credit union once volunteers have been recruited.

(f) **Community Safety**

Promotion of the credit unions and improved accessibility will deter vulnerable people from using loan sharks.

(g) **Procurement**

None

5. **Background papers**

These background papers were used in the preparation of this report:

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6. **Appendices**

- Appendix A: Programme for Supporting Credit Unions

7. **Inspection of papers**

To inspect the background papers or if you have a query on the report please contact:

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Appendix A

Action / Activity	Desired Outcome	Timing	Lead	Comments
1. Credit Unions to co-operate and work together to provide residents with a choice of services	<ul style="list-style-type: none"> Residents get good choice of services. Mutual support Avoid competition Avoid duplication of work 	Now and on-going	David Warren Sally Chickens	Agreed this was a sensible way forward and both CU's would support each other – e.g. through joint promotion and a joint presence in the customer service centre.
2. Host Credit Unions within the Council's Customer Services Centre	<ul style="list-style-type: none"> Residents with high needs can access credit union services Staff can promote CU services and sign post customers. Credit union members can make payments at CSC Close liaison with CAB staff who also work out of CSC 	January 2013	Chris Bolton	Discussions on-going
3. Include information about Credit Unions in welcome packs / publicity in the growth areas	<ul style="list-style-type: none"> New residents, many in affordable homes, are informed of the services and how to access them. 	From January 2013	Vicky Hathrell	Initially southern fringe as welcome packs given out to new residents.
4. Enable Council staff to make payments to the Credit Unions direct from salary.	<ul style="list-style-type: none"> Council staff can benefit from credit union services 	As soon as practicable	Alison Ashford	Currently restriction of 3 nominated accounts per individual.
5. Grant to Rainbow Savers to provide a rolling fund for small emergency loans to Cambridge residents on low incomes who need cash urgently.	<ul style="list-style-type: none"> Assist residents in crisis Deter use of loan sharks and door step lenders Encourage vulnerable residents to join credit union and start saving money 	February 2013	Jackie Hanson	One-off grant of £20,000 to be met from existing 12/13 Community Development grants budget
6. Grant to Cambridge and District Volunteer Centre for project to encourage volunteers to come	<ul style="list-style-type: none"> Volunteers come forward to support both CUs in the City. Enables CUs to expand coverage 	Jan – Apr 2013	Trevor Woollams	Project agreed with CDVC. One-off grant of £14,650 to be met from existing 12/13

Action / Activity	Desired Outcome	Timing	Lead	Comments
forward to assist CUs.	across the City			Community Development grants budget.
7. Promotional programme to explain benefits and encourage membership.	<ul style="list-style-type: none"> • Greater awareness for residents of the services offered by credit unions and how to access them. • Deter use of loan sharks and door step lenders • Encourage volunteers to come forward 	Feb – June 2013	Trevor Woollams	Timing agreed with CUs who need more volunteers to prepare for additional sessions and greater membership. Programme will include articles in Cambridge Matters / Open Door, Community Newsletters etc. and roadshow .
7(a) Use Open Door to promote credit unions and deter use of doorstep lenders and loan sharks	<ul style="list-style-type: none"> • As 7 above 	Summer 2012 December 2012 Also in 2013	Marella Hoffman	Targets Council tenants. See: http://www.cambridge.gov.uk/public/docs/Open_Door_Summer2012.pdf
7(b) Use Cambridge Matters to promote credit unions and deter use of doorstep lenders and loan sharks	<ul style="list-style-type: none"> • As 7 above 	Winter 2012 Spring 2013	Ashley Perry	All households – can give an overall picture
7(c) Use neighbourhood newsletters to promote credit unions and deter use of doorstep lenders and loan sharks	<ul style="list-style-type: none"> • As 7 above 	Spring and Summer 2013	Sally Roden	Can target communities with vulnerable residents and promote local access points.
7(d) Co-ordinate and promote a roadshow around the city where residents can talk to the credit unions and access information.	<ul style="list-style-type: none"> • As 7 above 	Mar or May/June 2013	Sally Roden	Need to give the Volunteer Centre time to try and recruit volunteers
7(e) Use Council website to promote credit unions and deter use of doorstep lenders and loan sharks and use facebook and	<ul style="list-style-type: none"> • As 7 above 	Jan - ongoing	Sally Roden	

Action / Activity	Desired Outcome	Timing	Lead	Comments
twitter to promote specific access sites				
7(f) Include information about credit unions in correspondence to residents affected by Benefits reforms	<ul style="list-style-type: none"> As 7 above 	As per Revenues and Benefits Service work plan	Naomi Armstrong	Could be of particular help for these residents
8. Host a CU in our South Area housing office. (Similar to Cambridge CU operating successfully out of our north area housing office where people can pay in at any time)	<ul style="list-style-type: none"> Residents with high needs can access credit union services Credit union members can make payments at the area office 	Mar 2013	Sandra Farmer	We can make arrangements for residents to make payments at an earlier stage but CUs need more volunteers before hosting sessions.
9. Explore hosting in our community centres (and centres operated by others).	<ul style="list-style-type: none"> More residents in other parts of the city can access credit union services 	June 2013	Trevor Woollams	CUs need more volunteers in place first
10. Explore scope for outreach work in hostels to encourage residents to join a credit union	<ul style="list-style-type: none"> Help provide structure and stability Assist people to manage their limited income effectively and prepare for more permanent accommodation 	June 2013	David Greening	This would need volunteer time but could have real benefits in helping people move to permanent housing.



To: Executive Cllr Community Development and Health
Report by: Trevor Woollams (Head of community
Development)
Relevant scrutiny committee: Community January 17th 2013
Services
Wards affected: Abbey, Arbury and Kings Hedges

Neighbourhood Community Planning projects in Abbey, Arbury and Kings Hedges wards

1. Executive summary

- 1.1 This report follows on from a previous report to this committee in March 2012 which reviewed the Council's 3 Neighbourhood Community Development projects.
- 1.2 This report responds to a request by the Executive Councillor to see future programmes produced by each of the 3 NCP projects. It recommends that the Council continues funding them for the next 3 years so that they can continue their valuable work in the 3 wards that have the highest deprivation levels in the City.

2. Recommendations

The Executive Councillor is recommended:

- 2.1 To agree to continue funding the 3 NCP projects at their current level for the next 2 years (2013/14 and 2014/15).
- 2.2 To support the setting up of a Service Level Agreement (subject to both parties agreeing terms) with Kings Hedges Neighbourhood Partnership to run Nuns Way Pavilion for 3 years from April 2013.
- 2.3 To review the 3 NCP projects again in October 2014.

3. Background

- 3.1 In March 2012 this committee considered a report which gave an overview of progress for each of the 3 Neighbourhood Community Planning (NCP) projects supported by the Council in Abbey, Arbury and Kings Hedges wards. The scrutiny committee and Executive Councillor acknowledged and supported the work and achievements of the 3 NCP projects. The Executive Councillor asked that a further report be brought to this committee, in consultation with the 3 NCP projects, setting out their plans for the future including how they can safeguard, and if possible expand, their capacity to deliver. A short summary of each project is given below. Their future programmes are shown at Appendix A.
- 3.2 **Abbey Action** is an umbrella organisation for groups meeting in Abbey ward and meets approx every two months. A range of local organisations come to the steering group including local ward Cllrs, local churches, residents groups, reps from East Barnwell Community Centre and other local voluntary organisations. Abbey Action is fully engaged with the County Council's plans to turn East Barnwell Community Centre (which they own) into a community hub. However, they are also engaged with groups across the ward and recognise that more support and facilities are required in other locations.
- 3.3 Abbey Action have well advanced plans to become an independently constituted group and they are actively encouraging new members through community events and activities. The project is supported by a part time Community Worker (18.5 hrs).

- 3.4 **Arbury NCP** has an informal steering group which meets quarterly to discuss progress on the project and to input into current projects. The group is currently made up of ward councillors and other local residents' groups. The NCP does a lot of work with young people and people from different ethnic communities. In particular the NCP works with some of our most vulnerable residents, including the elderly, and links up with Housing officers to work with people who are in temporary housing and often have mental health issues and/or miss use drugs and alcohol.
- 3.5 Whilst the NCP does not have aspirations at the current time to develop into an independent organisation, it's work is extremely valuable to the local community. The project is supported by a part time Community Worker (18.5 hrs) and Project Workers (8 hrs) who work with young people primarily from the Asian communities within Arbury.
- **Kings Hedges Neighbourhood Partnership (KHNP)** has become an independently constituted voluntary organisation, and has taken on day to day management responsibility for their base at No. 37 Lawrence Way, which is leased from City Homes North. The remainder of their revenue budget, after staffing costs, is given to the partnership in the form of a grant. The partnership is run by a voluntary management group. KHNP can generate small amounts of income through hiring a room at Lawrence Way which helps to offset their running costs. As an independent constituted voluntary group, they have also been able to successfully apply for small grants. They are supported by a part-time Community Worker.
- 3.6 KHNP has aspirations to develop further and are in discussions with the Head of Community Development about running Nun's Way Pavilion which is situated close to 37 Lawrence Way. The proposal, subject to both parties agreeing, is to sign a 3 year Service Level Agreement (SLA) with KHNP. They would then be responsible for promoting the venue, taking bookings, cleaning and limited maintenance. The aim would then be to discuss a possible re-furbishment of the facility and more formal arrangements which would be implemented at the end of the 3 year period if the SLA was successful.
- 3.7 Current base budget support given to the 3 NCPs by the Council is shown in the table below.

NCP	Budget				Community Worker Hours
	Staff	Rent / Phone	Project	Total	
Abbey	£13,720	£2,480	£6,340	£22,540	18.5 hours
Arbury	£19,180	£1,590	£3,860	£24,630	26.5 hours
Kings Hedges	£13,990	Included in project budget*	£14,060	£28,050	18.5 hours
Total	£46,890	£4,070	£18,740	£75,220	63.5 hours

* Kings Hedges Neighbourhood Partnership receive all non-staff costs as a grant

3.8 It is recommended that this funding is maintained for the next 2 years but reviewed again in October 2014.

7. Implications

(a) Financial Implications

These are set out in the report. No additional finance is required.

(b) Staffing Implications

None anticipated

(c) Equal Opportunities Implications

The work of the NCP projects was included in the EIA for neighbourhood work in 2008. A specific EQIA will be required should any significant changes to the funding of the NCPs be proposed.

(d) **Environmental Implications**

None

(e) **Consultation and Communication**

The NCP steering groups were involved in the review which was reported to this committee in March 2012. They have been asked to provide their future plans which are shown at Appendix A. A draft of this report was shared with the NCP's lead community workers and ward councillors from Abbey, Arbury and Kings Hedges.

(f) **Community Safety**

The NCPs often work with local groups on issues around community cohesion in particular and community safety in general.

(g) **Procurement**

None

5. **Background papers**

These background papers were used in the preparation of this report:

- Review of Neighbourhood Community Planning projects in Abbey, Arbury and Kings Hedges wards: Report to Community Services Scrutiny Committee in March 2012

- Newsletters: <http://www.cambridge.gov.uk/ccm/content/community-and-living/local-communities/community-newsletters.en>
- Kings Hedges NCP website: <http://kingshedgesneighbourhoodpartnership.com/joomla/>

6. Appendices

- Appendix A: NCP Future Plans

7. Inspection of papers

To inspect the background papers or if you have a query on the report please contact:

Author's Name: Trevor Woollams
Author's Phone Number: 01223 457861
Author's Email: Trevor.woollams@cambridge.gov.uk

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Appendix A

NCP Forward Development Plan document 2012- 2015

Name of NCP group: Kings Hedges Neighbourhood Partnership

Key contact person: Alan Soer (Chair)

Contact details: alan.soer@ntlworld.com marie.khnp@virgin.net

Activity 2012-13	Link to Council vision statement	Outcomes expected / How monitored	Resources/ Cost
10 x Community cohesion events	'Where people matter'	Evaluation forms and attendance monitored. Outcomes- reduces isolation, increases community spirit	Volunteer time, paid worker time, venue hire, entertainer costs, materials £5700 approx
4x training courses	Linked into all 3 statements 'Where people matter' ' A good place to live, learn and work' 'Cambridge-caring for the planet'	Evaluation forms and attendance monitored. Outcomes- new skills gained, increased confidence, increased employment prospects. Raising aspirations.	Paid worker time, course tutors, materials and venue hire £2300 approx
Newsletter and delivery x 4	'Where people matter'	Feedback from community and advertisers. Local community feel more involved and informed about local news. Enables people to participate in the community events.	Paid workers time, volunteers time Delivery team £5000
Networking lunches x 4	'Where people matter'	Feedback from attendees via comment slips, networking increased, joint partnership work undertaken	Paid worker time, volunteer time, venue hire, buffet £700
Committee learning and development x 3	'Where people matter'	New skills gained, increased confidence, Networking with similar groups. Monitored by feedback from committee members	£1200
Managing a community building and continuing to work towards the running/ asset transfer of Nuns Way	'Where people matter' 'A good place to live, learn and work'	Monitored by budgets, monitoring figures and feedback. Outcomes a thriving, welcoming community building	£9000

Activity 2013-14	Link to Council vision statement	Outcomes expected / How monitored	Resources/ Cost
Activities as for previous year plus finalising Charity status. Hopefully taking over the running of Nuns Way (SLA?) Establish stronger links with organisations in our area e. g CRC, Milton country park.	As above	As above	As above plus 3% increase
Activity 2014-15	Link to Council vision statement	Outcomes expected / How monitored	Resources/ Cost
Activities as above plus continue to develop Nuns way as a vibrant, economic community resource generating surplus income to continue our work and reduce our reliance on CCC grant	As above	As above	As above plus 3% increase

NCP Forward Development Plan document 2012- 2015

Name of NCP group: Arbury Neighbourhood Community Project (NCP)

Key contact person: Dashlina Souleeyo

Contact details: Dashlina.souleeyo@cambridge.gov.uk 079202 10959

Activity 2012 – 13	Link to Council vision statement	Outcomes expected / How monitored	Resources/ Cost
<p>Newsletters - (Currently 3 newsletters a year are produced and distributed to every household in Arbury. The newsletter outlines activities, information and advice, specific to the Arbury area and communities that live in Arbury).</p> <p>Information Exchanges and Networking meetings – (Currently 3 meetings a year are held. Voluntary, statutory and business groups, companies, and individuals are invited to introduce themselves, let other groups and agencies know who they are and what they do, and find out who others are and what they do, and network, and start connecting for potential joint projects or referrals for their clients).</p> <p>Supporting existing projects (Currently includes a 50+ Friends – a project for people over 50; Street Voices - a project for people who are homeless or temporarily housed, with mental health and/or dug/alcohol misuse issues; Soni Kuriz – a project for young Asian females; English Class – a basic class for those whose first language is not English; Smart Art – a project for primarily young disadvantaged people using art as a means of discussing issues; and events such as Street Parties</p>	<p>Cambridge - where people matter Example – Smart Art Group in which there are discussions with young people about issues such as bullying and anti-social behaviour, and supporting a litter picking project and painting litter bins around 82 Akeman St Community Room.</p> <p>Cambridge - a good place to live, learn and work Example – Supporting group CV writing, and putting on courses in different subjects.</p> <p>Cambridge - caring for the planet Example – Containing an article about environmental issues in every Arbury Newsletter and the Grow Your Own project involving residents in growing fruit and vegetables at the back of 82 Akeman St Community Room.</p>	<p>Evaluation reports, feedback (including verbal) from the community, numbers attending activities, the follow on effects – other projects developing, people gaining confidence to apply for jobs, go to college etc.</p>	<p>Arbury NCP Worker 3 Smart Art workers Arbury NCP budget – please see budget allocation attached – Monthly pay relates to all 4 workers</p>

<p>and Christmas Events). Developing new projects responding to needs as they arise (Currently scoping projects with residents in 3 different parts of the Arbury area). Continuing to contribute to community cohesion by bringing different communities together – people with mental health issues, people with alcohol abuse/drug addiction issues, young people, older people, and people with different cultural backgrounds, residents living in particular estates getting to know one another. (Currently this has been through events and projects developing strong links between different groups such as the 50+ Friends group for older people doing joint projects with the Street Voices group made up of people who are homeless and/or have mental health issues or drug/alcohol misuse issues) Continuing to respond to individuals and organisations that contact the project seeking information/help/advice. Individuals/organisations are supported and referred onto other organisations where appropriate (A large amount of time is taken for this aspect of the Arbury community worker role, writing emails, phone calls and face to face contact). Continuing the process of building confidence and skills through Arbury NCP support and activities – groups, events, referrals (This has been done by</p>			
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<p>developing projects such as computer lessons, under 5's activities, foreign language courses, and Fun Day). Continuing to raise awareness of different issues and supporting projects and encouraging involvement in diverse celebrations – events, advice, ongoing projects. (Celebrations have included Cambridgeshire Celebrates Age, Eid events, Chinese New Year and International Women's Day).</p>			
Activity 2013– 14	Link to Council vision statement	Outcomes expected / How monitored	Resources/ Cost
<p>Newsletters - (Currently 3 newsletters a year are produced and distributed to every household in Arbury. The newsletter outlines activities, information and advice, specific to the Arbury area and communities that live in Arbury). Information Exchanges and Networking meetings – (Currently 3 meetings a year are held. Voluntary, statutory and business groups, companies, and individuals are invited to introduce themselves, let other groups and agencies know who they are and what they do, and find out who others are and what they do, and network, and start connecting for potential joint projects or referrals for their clients). Supporting existing projects (Currently includes a 50+ Friends – a project for people over 50; Street Voices - a project for people who are homeless or temporarily housed, with mental health and/or</p>	<p>Cambridge - where people matter Example – Smart Art Group in which there are discussions with young people about issues such as bullying and anti-social behaviour, and supporting a litter picking project and painting litter bins around 82 Akeman St Community Room.</p> <p>Cambridge - a good place to live, learn and work Example – Supporting group CV writing, and putting on courses in different subjects.</p> <p>Cambridge - caring for the planet Example – Containing an article about environmental issues in every Arbury Newsletter and the Grow Your Own project involving</p>	<p>Evaluation reports, feedback (including verbal) from the community, numbers attending activities, the follow on effects – other projects developing, people gaining confidence to apply for jobs, go to college etc.</p>	<p>Arbury NCP Worker 3 Smart Art workers Arbury NCP budget – please see budget allocation attached – Monthly pay relates to all 4 workers</p>

<p>dug/alcohol misuse issues; Soni Kuriz – a project for young Asian females; English Class – a basic class for those whose first language is not English; Smart Art – a project for primarily young disadvantaged people using art as a means of discussing issues; and events such as Street Parties and Christmas Events).</p> <p>Developing new projects responding to needs as they arise (Currently scoping projects with residents in 3 different parts of the Arbury area).</p> <p>Continuing to contribute to community cohesion by bringing different communities together – people with mental health issues, people with alcohol abuse/drug addiction issues, young people, older people, and people with different cultural backgrounds, residents living in particular estates getting to know one another. (Currently this has been through events and projects developing strong links between different groups such as the 50+ Friends group for older people doing joint projects with the Street Voices group made up of people who are homeless and/or have mental health issues or drug/alcohol misuse issues)</p> <p>Continuing to respond to individuals and organisations that contact the project seeking information/help/advice. Individuals/organisations are supported and referred onto other organisations where appropriate (A large amount of time</p>	<p>residents in growing fruit and vegetables at the back of 82 Akeman St Community Room.</p>		
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<p>is taken for this aspect of the Arbury community worker role, writing emails, phone calls and face to face contact). Continuing the process of building confidence and skills through Arbury NCP support and activities – groups, events, referrals (This has been done by developing projects such as computer lessons, under 5's activities, foreign language courses, and Fun Day). Continuing to raise awareness of different issues and supporting projects and encouraging involvement in diverse celebrations – events, advice, ongoing projects. (Celebrations have included Cambridgeshire Celebrates Age, Eid events, Chinese New Year and International Women's Day).</p>			
Activity 2014 – 15	Link to Council vision statement	Outcomes expected / How monitored	Resources/ Cost
<p>Newsletters - (Currently 3 newsletters a year are produced and distributed to every household in Arbury. The newsletter outlines activities, information and advice, specific to the Arbury area and communities that live in Arbury). Information Exchanges and Networking meetings – (Currently 3 meetings a year are held. Voluntary, statutory and business groups, companies, and individuals are invited to introduce themselves, let other groups and agencies know who they are and what they do, and find out who others are and what they do, and network, and start connecting for</p>	<p>Cambridge - where people matter Example – Smart Art Group in which there are discussions with young people about issues such as bullying and anti-social behaviour, and supporting a litter picking project and painting litter bins around 82 Akeman St Community Room. Cambridge - a good place to live, learn and work Example – Supporting group CV writing, and putting on courses in</p>	<p>Evaluation reports, feedback (including verbal) from the community, numbers attending activities, the follow on effects – other projects developing, people gaining confidence to apply for jobs, go to college etc.</p>	<p>Arbury NCP Worker 3 Smart Art workers Arbury NCP budget – please see budget allocation attached – Monthly pay relates to all 4 workers</p>

<p>potential joint projects or referrals for their clients).</p> <p>Supporting existing projects (Currently includes a 50+ Friends – a project for people over 50; Street Voices - a project for people who are homeless or temporarily housed, with mental health and/or drug/alcohol misuse issues; Soni Kuriz – a project for young Asian females; English Class – a basic class for those whose first language is not English; Smart Art – a project for primarily young disadvantaged people using art as a means of discussing issues; and events such as Street Parties and Christmas Events).</p> <p>Developing new projects responding to needs as they arise (Currently scoping projects with residents in 3 different parts of the Arbury area).</p> <p>Continuing to contribute to community cohesion by bringing different communities together – people with mental health issues, people with alcohol abuse/drug addiction issues, young people, older people, and people with different cultural backgrounds, residents living in particular estates getting to know one another. (Currently this has been through events and projects developing strong links between different groups such as the 50+ Friends group for older people doing joint projects with the Street Voices group made up of people who are homeless and/or have mental health issues or drug/alcohol misuse</p>	<p>different subjects.</p> <p>Cambridge - caring for the planet Example – Containing an article about environmental issues in every Arbury Newsletter and the Grow Your Own project involving residents in growing fruit and vegetables at the back of 82 Akeman St Community Room.</p>		
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<p>issues) Continuing to respond to individuals and organisations that contact the project seeking information/help/advice. Individuals/organisations are supported and referred onto other organisations where appropriate (A large amount of time is taken for this aspect of the Arbury community worker role, writing emails, phone calls and face to face contact). Continuing the process of building confidence and skills through Arbury NCP support and activities – groups, events, referrals (This has been done by developing projects such as computer lessons, under 5's activities, foreign language courses, and Fun Day). Continuing to raise awareness of different issues and supporting projects and encouraging involvement in diverse celebrations – events, advice, ongoing projects. (Celebrations have included Cambridgeshire Celebrates Age, Eid events, Chinese New Year and International Women's Day).</p>			
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NCP Forward Development Plan document 2012- 2015

Name of NCP group: Abbey Action

3rd August 2012

Key contact person: Keith Jordan, Community Worker for Abbey Action

Contact details: Tel: 01223 517259 Email: abbeyaction1@tiscali.co.uk

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Activity 12-13	Link to Council vision statement (see below)	Outcomes expected / How monitored	Resources/ Cost
Adopt group Constitution, Identify and elect group officers	Cambridge - where people matter	Agree constitution More citizens involved in decisions.	Community worker time/ existing budget Advice from CCVS and other organisations.
Establish group bank account for revenue budget	Cambridge - where people matter	Set up to begin 1 st April 2013 (or before). More citizens understanding financial situation of group.	No cost Advice from CCVS and other organisations.
Raising profile of group Increase and widen membership representation	Cambridge - where people matter	20% increase in membership More citizens involved in decisions.	Publicity/ costs from existing funds / support from other organisations Community worker time
Training, to equip members with new skills in running group and organising events	Cambridge - where people matter	More citizens understanding processes and involved in decision making.	Advice and training from CCVS and other organisations.
Continue and widen community activities from outings, walks, environmental projects, newsletter, support for local groups & facilities	Cambridge - where people matter, Cambridge - a good place to live, learn and work Cambridge - caring for the planet	Good attendance at events and activities. Increased involvement from citizens.	Community worker time & using existing budget
Involvement in development of potential new community hub in East Barnwell	Cambridge - where people matter, Cambridge - a good place to live, learn and work Cambridge - caring for the planet	Involvement in processes to achieve improved facilities.	Community worker time & using existing budget
Activity 2013-14	Link to Council vision statement	Outcomes expected / How monitored	Resources/ Cost

Involvement in development of potential new community hub in East Barnwell	Cambridge - where people matter Cambridge - a good place to live, learn and work Cambridge - caring for the planet	Involvement in processes to achieve improved facilities.	Community worker time & using existing budget
Fundraising and applying for external grants	Cambridge - where people matter	Receive additional grant money / income More citizens understanding financial situation of group.	Community worker time and volunteers. Advice from CCVS and other organisations.
Raising profile Set up website and forms of social media	Cambridge - where people matter	Increased membership Website established More involvement from citizens.	Publicity Assistance from outside help and volunteers
Increase and widen membership. Increased participation.	Cambridge - where people matter	Increase in community involvement. More citizens understanding processes and involved in decision making	Community worker time and volunteers
Continue and widen community activities to involve more neighbourhood participation	Cambridge - where people matter, Cambridge - a good place to live, learn and work. Cambridge - caring for the planet	Increase in community involvement. More people involved in community organising and taking decisions	Mainly community worker time. Publicity Using existing budget
Activity 2014-15	Link to Council vision statement	Outcomes expected / How monitored	Resources/ Cost
Raise profile, increase and widen membership	Cambridge - where people matter	Increased membership (20%) and community involvement	Community worker time and volunteers
Continue and widen community activities and publicity. Training for new members	Cambridge - where people matter, Cambridge - caring for the planet	More citizens involved, understanding processes/ community organising and involved in decision making	Community worker time and volunteers. Costs from existing and new funds. CCVS training courses.
Fundraising and applying for grants	Cambridge - where people matter	Receive additional grant money / income. More citizens understanding financial situation of group.	Community worker time and volunteers. Advice from CCVS and other organisations.

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