



# Public Document Pack

## Cambridge City Council

### COMMUNITY SERVICES SCRUTINY COMMITTEE

**To: Scrutiny Committee Members:** Kerr (Chair), Blackhurst (Vice-Chair), Johnson, Kightley, Moghadas, Price, Roberts and Tucker

**Alternates:** Councillors Brierley, Todd-Jones

**Executive Councillor for Community Wellbeing:** Councillor Brown

**Executive Councillor for Housing:** Councillor Smart

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

*Despatched: Thursday, 13 June 2013*

**Date:** Tuesday, 25 June 2013

**Time:** 1.30 pm

**Venue:** Meeting Room - Castle Street Methodist Church - CB3 0AH

**Contact:** Glenn Burgess

**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 9 - 28)**

To approve the minutes of the meeting on 14 March 2013.

**4 PUBLIC QUESTIONS (SEE INFORMATION BELOW)**

**5 RECORD OF URGENT DECISION - GRANT FUNDING TO DEVELOP CAMBS HIA (Pages 29 - 34)**

**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.

**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.

<b>Executive Councillor for Arts, Sport and Public Places</b>
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**6 2012/13 REVENUE AND CAPITAL OUTTURN, CARRY FORWARDS AND SIGNIFICANT VARIANCES (Pages 35 - 50)**

## **Decisions of the Executive Councillor for Community Wellbeing**

### **Items for decision by the Executive Councillor, without debate**

- 7 PROJECT APPRAISAL FOR ST.ANDREW'S HALL COMMUNITY CAFÉ (CAPITAL GRANT) (Pages 51 - 60)**

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

- 8 2012/13 REVENUE AND CAPITAL OUTTURN, CARRY FORWARDS AND SIGNIFICANT VARIANCES - COMMUNITY WELLBEING PORTFOLIO (Pages 61 - 70)**

- 9 ST.LUKES BARN – FUTURE OPTIONS (Pages 71 - 80)**

- 10 LEISURE MANAGEMENT CONTRACT 2013-2020**

Appendix A to this report is not for publication as it contains exempt information. If members wish to discuss the contents, the Committee is recommended to exclude members of the public from the meeting on the grounds that, if they were present, there would be disclosure to them of information defined as exempt from publication by virtue of paragraphs 3 and 5 of Part 1 of Schedule 12A of the Local Government Act 1972.

## **Decisions of the Executive Councillor for Housing**

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

- 11 COMPULSORY PURCHASE ORDER**

This report is not for publication as it contains exempt information. The Committee is recommended to exclude members of the public from the meeting on the grounds that, if they were present, there would be disclosure to them of information defined as exempt from publication by virtue of paragraphs 1, 2 and 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

**12 AFFORDABLE HOUSING PROGRAMME** *(Pages 81 - 114)*

Appendix 2 to this report is not for publication as it contains exempt information. If members wish to discuss the contents, the Committee is recommended to exclude members of the public from the meeting on the grounds that, if they were present, there would be disclosure to them of information defined as exempt from publication by virtue of paragraphs 1, 2 and 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

**13 2012/13 REVENUE AND CAPITAL OUTTURN, CARRY FORWARDS AND SIGNIFICANT VARIANCES - HOUSING PORTFOLIO**  
*(Pages 115 - 128)*

**14 HOUSING REVENUE ACCOUNT (HRA) DISPOSAL AND ACQUISITION STRATEGY** *(Pages 129 - 144)*

**15 HOUSES IN MULTIPLE OCCUPATION IN CAMBRIDGE**  
*(Pages 145 - 178)*

**16 DITCHBURN PLACE REFURBISHMENT** *(Pages 179 - 196)*

**17 EQUITY SHARE** *(Pages 197 - 204)*

**18 SUB-REGIONAL SINGLE HOMELESSNESS SERVICE** *(Pages 205 - 228)*

**19 DISCHARGE OF STATUTORY HOMELESSNESS DUTIES**  
*(Pages 229 - 248)*

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- 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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**COMMUNITY SERVICES SCRUTINY COMMITTEE**

14 March 2013  
1.30pm - 3.40 pm

Scrutiny Committee Members: 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 Leaseholders Representatives: Diane Best, Kay Harris and John 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 Legal Services – Simon Pugh

Head of Strategic Housing – Alan Carter

Green Space Manager - Alistair Wilson

Housing Advice Service Manager – David Greening

Development Officer (Growth): Sarah Lyons

Nature Conservation Project Officer – Guy Belcher

Committee Manager – Glenn Burgess

<b>FOR THE INFORMATION OF THE COUNCIL</b>
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**13/23/CS Apologies**

No apologies were noted

**13/24/CS Declarations of Interest**

No interests were declared.

**13/25/CS Minutes**

<b>Proposed by</b>	<b>Item</b>	<b>Amendment</b>
Councillor Moghadas	13/16/CS	<ul style="list-style-type: none"> <li>Delete the reference to the public speakers (Julie Manniche and Sarah Cloughly) being potential future operators of a community café.</li> </ul>
Councillor Blencowe	13/8/CS	<ul style="list-style-type: none"> <li>Ensure correct spelling of 'Water Lane' throughout the item</li> <li>Highlight that the public speaker (Mr Guskov) was referring specifically to the 'Aylesborough Close' project during his representation.</li> </ul>

Councillor Blencowe emphasised the need for the minutes to record a true, accurate and balanced account of any discussion.

This comment was noted.

It was agreed that the Chair would sign an amended set of the minutes outside of the meeting.

**13/26/CS Public Questions**

None

**13/27/CS Record of Urgent Decision - Appointment of a temporary part-time Surveyor at Cambs Home Improvement Agency**

The decision was noted.



**13/28/CS Record of Director's Urgent Action - Homelessness Review**

The decision was noted.

**13/29/CS Grant Funding for Alcohol Services**

**Matter for Decision:** The council is providing grant funding to Crime Reduction Initiatives (CRI) to deliver specialist alcohol services to single homeless or formerly homeless people who are at risk of rough sleeping or currently rough sleeping. The service level agreement (SLA) between the council and CRI is due to expire on 31<sup>st</sup> March 2013.

**Decision of the Executive Councillor:**

The Executive Councillor resolved to:

- i. Approve an extension to the existing grant funding and SLA to 31<sup>st</sup> March 2014.
- ii. Note that recommendations for future funding of this service will come back to Community Services Scrutiny Committee as part of the Housing General Fund grants to housing agencies report due in January 2014.

**Reasons for the Decision:** As set out in the officer's report

**Any alternative options considered and rejected:** As set out in the officer's report

**Scrutiny Considerations:**

N/A

**Conflicts of Interest Declared by the Executive Councillor (and any Dispensations Granted):**

Not applicable.

## **Re-ordering of the agenda**

Under paragraph 4.2.1 of the Council Procedure Rules, the Chair used her discretion to alter the order of the agenda to take item 8 next. However, for ease of the reader, these minutes will follow the order of the published agenda.

The Chair ruled that under 100B(4)(b) of the Local Government Act 1972 the following item be considered despite not being made publicly available for the Committee five clear working days prior to the meeting. The reason that the item could not be deferred is that the planting season is very near its end and delaying a decision would mean planting waiting until late autumn.

### **13/30/CS Former Councillor Margaret Wright, Memorial Orchard**

**Matter for Decision:** At the Council meeting in July 2012, Cambridge City Councillors paid tribute to former Councillor Margaret Wright, who had recently passed away. It was agreed that a fitting memorial should be established. Land at 24-38 Whitehill Road has been identified and the Executive Councillor is asked to consider the recommendation for change of use of the land, to enable the creation of the Orchard.

#### **Decision of the Executive Councillor:**

The Executive Councillor resolved to:

- i. Permit the use of the land at 24-38 Whitehill Road to allow the creation of an orchard to be dedicated to the memory of Councillor Margaret Wright.

**Reasons for the Decision:** As set out in the officer's report

**Any alternative options considered and rejected:** As set out in the officer's report

#### **Scrutiny Considerations:**

The committee received a report from the Green Space Manager.

The committee expressed their support for this project.

In response to members questions the Green Space Manager confirmed the following:

- i. An official opening ceremony would be arranged on completion of the project.
- ii. Whilst allotment holders had not been specifically included in the consultation process, comments had been received regarding increased access to the site and related security risks.
- iii. It was agreed that officers would discuss with the allotment holders any concerns regarding security of the site, and it was noted that S106 funds could be available to help address any issues.

The Chair noted that Councillor Johnson had expressed his support for the Memorial Orchard.

The Executive Councillor thanked the Members Panel for their hard work on this project and expressed support for this very fitting memorial to former Councillor Margaret Wright.

The Scrutiny Committee considered and endorsed the recommendations unanimously.

The Executive Councillor approved the recommendations.

**Conflicts of Interest Declared by the Executive Councillor (and any Dispensations Granted):**

Not applicable.

**13/31/CS Housing Portfolio Plan 2013/14**

**Matter for Decision:** The draft Housing Portfolio Plan 2013-14 sets out the strategic objectives for the portfolio for the year ahead, describes the context in which the portfolio is being delivered and details the activities required to deliver the outcomes and the vision. Performance measures and risks are also shown for each strategic objective.

**Decision of the Executive Councillor:**

The Executive Councillor resolved to:

- i. To approve the draft Housing Portfolio Plan 2013-14

**Reasons for the Decision:** As set out in the officer's report

**Any alternative options considered and rejected:** As set out in the officer's report

**Scrutiny Considerations:**

The committee received a report from the Executive Councillor for Housing.

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

The Executive Councillor approved the recommendations.

**Conflicts of Interest Declared by the Executive Councillor (and any Dispensations Granted):**

Not applicable.

**13/32/CS Council New Build Programme - Scheme Approvals**

**Matter for Decision:** The report provided details of the redevelopment of Atkins Close garages and a currently vacant site on Wadloes Road. In keeping with the model for the redevelopment of Council sites, mixed tenure schemes are proposed and to be developed with the Council's new house-builder/developer partner, Keepmoat. These sites in the Council new build programme are brought forward now in order that the proposed can be discussed with local residents and stakeholders to ensure that the new schemes can be completed by October 2014.

**Decision of the Executive Councillor:**

The Executive Councillor resolved to:

For the following scheme:

Atkins Close garage site

- ii. Note the indicative mix, design and layout of the schemes and that they are subject to planning approval.

- iii. Approve the scheme capital budget highlighted in the officer's report to cover the construction cost of the scheme and professional quantity surveyor fees.
- iv. 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 scheme:

### Wadloes Road

- v. Note the indicative mix, design and layout of the schemes and that they are subject to planning approval, subject to consultation with immediate residents.
- vi. Approve the scheme capital budget highlighted in the report to cover the construction cost of the scheme and professional quantity surveyor fees.
- vii. 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.

**Reasons for the Decision:** As set out in the officer's report

**Any alternative options considered and rejected:** As set out in the officer's report

### **Scrutiny Considerations:**

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

In response to members questions on the Atkins Close garage site the Head of Strategic Housing and the Development Officer (Growth) confirmed the following:

- i. Neighbourhood consultation had been undertaken on the scheme in January and had received positive feedback.
- ii. Whilst the play area opposite the garage site was not well used, concern had been raised about the loss of play provision in general. However, indicative plans for a new play area within the new development had

- formed part of the consultation and received positive feedback from the public.
- iii. Discussions were ongoing with officers in the Streets and Open Spaces Team regarding new play provision.
  - iv. Only 5 of the 14 garages were currently occupied and alternative sites were being offered to those users.
  - v. As part of the process for a 'change of use' the Council had to demonstrate that the current use of the site could not be maintained.

In response to members questions on the Wadloes Road scheme the Head of Strategic Housing and the Development Officer (Growth) confirmed the following:

- i. No formal engagement had been undertaken with local residents to date. However, if approved, the scheme would go through a robust process of neighbourhood engagement at the pre-application and formal planning application stages.

On the proposal of Councillor Kightley, the committee agreed that the two schemes be voted on separately.

Councillor O'Reilly highlighted the need for local residents to be consulted on the Wadloes Road scheme prior to the pre-application and formal planning application stages.

Councillor O'Reilly proposed the following minor amendment to the Wadloes Road scheme recommendation (addition underlined):

- i. Note the indicative mix, design and layout of the schemes and that they are subject to planning approval, subject to consultation with immediate residents.

The committee endorsed the proposed amendment.

The Scrutiny Committee considered and endorsed the recommendations for the Atkins Road garage site by 4 votes to 0.

The Scrutiny Committee considered and endorsed the amended recommendations for the Wadloes Road scheme by 4 votes to 0.

The Executive Councillor approved the amended recommendations.

**Conflicts of Interest Declared by the Executive Councillor (and any Dispensations Granted):**

Not applicable.

**13/33/CS Homelessness Reviews**

**Matter for Decision:** The report informed Members of the homelessness reviews process at Cambridge City Council and requested permission to continue to outsource this function as well as proposing a change the constitution to avoid any doubt about the process following a legal challenge. A further report would be presented at the next Civic Affairs Committee and recommendations from both reports would be subject to ratification at Full Council on 18<sup>th</sup> April 2013.

**Decision of the Executive Councillor:**

The Executive Councillor resolved to:

- ii. Support the recommendation to Civic Affairs Committee and Council that the Council treats its functions relating to the review of homelessness applications under the Housing Act 1996 as executive functions.
- iii. Subject to the Council accepting the above recommendation, to authorise the Director of Community Services to re-tender the homelessness reviews contract for a period of 3 years with an option to extend for a further 2-year period; and to extend the existing contract until a new contract begins.

**Reasons for the Decision:** As set out in the officer's report

**Any alternative options considered and rejected:** As set out in the officer's report

**Scrutiny Considerations:**

The committee received a report from the Housing Advice Service Manager.

In response to members questions the Head of Legal Services and the Director of Customer and Community Services confirmed the following:

- i. A legal challenge to a homelessness decision had questioned whether the decision to outsource the reviews was properly taken. It was also

desirable to clarify whether the reviews should be treated as an executive or regulatory function. A further report would be presented at the next Civic Affairs Committee and recommendations would be subject to ratification by Full Council on 18th April 2013.

- ii. Whilst the outsourcing decision had not been successfully challenged, the Council was recommended to take a cautious approach and review the process.

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

The Executive Councillor approved the recommendations.

**Conflicts of Interest Declared by the Executive Councillor (and any Dispensations Granted):**

Not applicable.

**Exclusion of Press and Public**

The Committee resolved to exclude members of the public from the meeting for the following item on the grounds that, if they were present, there would be disclosure to them of information defined as exempt from publication by virtue of paragraphs 1, 2 and 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

**13/34/CS Compulsory Purchase Order**

**Matter for Decision:** Request to proceed with a Compulsory Purchase Order (CPO).

**Decision of the Executive Councillor:**

The Executive Councillor resolved to:

- i. Approve the Compulsory Purchase.

**Reasons for the Decision:** As set out in the officer's report

**Any alternative options considered and rejected:** As set out in the officer's report



**Scrutiny Considerations:**

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

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

The Executive Councillor approved the recommendations.

**Conflicts of Interest Declared by the Executive Councillor (and any Dispensations Granted):**

Not applicable.

**13/35/CS Additional Item - Tour de France, Cambridge 2014**

**Matter for Decision:** To endorse the proposed arrangements for management of the event and to authorise officers to enter into a four-way contract with Cambridgeshire County Council, Welcome To Yorkshire and Leeds City Council to ensure the Council's requirements and safeguards are clearly laid out and appropriately secured.

**Decision of the Executive Councillor:**

The Executive Councillor resolved to:

- ii. Endorse the proposed arrangements for the Council's management of the event.
- iii. Authorise officers to enter into a contractual arrangement with Cambridgeshire County Council, Welcome To Yorkshire and Leeds City Council to ensure the Council's requirements and safeguards are put in place.

**Reasons for the Decision:** As set out in the officer's report

**Any alternative options considered and rejected:** As set out in the officer's report

**Scrutiny Considerations:**

The committee received a report from the Head of Arts and Recreation.

In response to members questions the Head of Arts and Recreation confirmed the following:

- i. Whilst the project was in its very early stages, discussions were ongoing on how best to engage with the local community before, during and after the event.
- ii. Agreed to make enquires regarding the public having an opportunity to cycle the route.
- iii. The Cambridge Volunteer Centre had agreed to assist in the recruitment and management of volunteers for the event. Members of the public could contact the Volunteer Centre direct or via Council officers to express an interest in volunteering for the event.
- iv. More detail would be added to the City Council's website in due course.

The Scrutiny Committee considered and endorsed the recommendations unanimously.

The Executive Councillor approved the recommendations.

**Conflicts of Interest Declared by the Executive Councillor (and any Dispensations Granted):**

Not applicable.

**13/36/CS Cambridge Folk Festival Security & PA Production Tenders 2014 - 2016**

**Matter for Decision:** Contracts for the provision of a PA system and security services for the Cambridge Folk Festival expire after the 2013 event. Officers are seeking permission to enter a formal tender process for the provision of these services for the Cambridge Folk Festival from 2014 for a maximum of 3 years.

**Decision of the Executive Councillor:**

The Executive Councillor resolved to:

- i. Authorise the Head of Arts & Recreation to tender for contractors to provide PA and Security services for the Folk Festival.

- ii. Authorise the Head of Arts and Recreation to award the contract(s) to the most favourable tender(s), in accordance with pre-determined selection criteria.

**Reasons for the Decision:** As set out in the officer's report

**Any alternative options considered and rejected:** As set out in the officer's report

**Scrutiny Considerations:**

The committee received a report from the Head of Arts and Recreation.

The Scrutiny Committee considered and endorsed the recommendations unanimously.

The Executive Councillor approved the recommendations.

**Conflicts of Interest Declared by the Executive Councillor (and any Dispensations Granted):**

Not applicable.

**13/37/CS Arts, Sport and Public Places Portfolio Plan 2013/14**

**Matter for Decision:** The report covers the draft Arts, Sport and Public Places Portfolio Plan 2013-14, which sets out the strategic objectives for the portfolio for the year ahead, describes the context in which the portfolio is being delivered and details the activities required to deliver the outcomes and the vision. Performance measures and risks are also shown for each strategic objective.

**Decision of the Executive Councillor:**

The Executive Councillor resolved to:

- viii. Approve the draft Arts, Sport and Public Places Portfolio Plan 2013-14

**Reasons for the Decision:** As set out in the officer's report

**Any alternative options considered and rejected:** As set out in the officer's report

**Scrutiny Considerations:**

The committee received a report from the Executive Councillor for Arts, Sport and Public Places.

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

The Executive Councillor approved the recommendations.

**Conflicts of Interest Declared by the Executive Councillor (and any Dispensations Granted):**

Not applicable.

**13/38/CS The Introduction of Byelaws on Cherry Hinton Chalk Pit Local Nature Reserve**

**Matter for Decision:** Proposal that byelaws be introduced to enable enhanced protection of Cherry Hinton Chalk Pits Local Nature Reserve. The site consists of three adjacent chalk pits designated for their ecological value. In addition to LNR status, two of the Pits (East Pit and West Pit) are also nationally designated as Sites of Special Scientific Interest (SSSIs). The Wildlife Trust own and manage East Pit and lease the other two pits from the City Council.

**Decision of the Executive Councillor:**

The Executive Councillor resolved to:

- i. Defer the item and ask officers to bring back a revised report to a future meeting.

**Reasons for the Decision:** As set out in the officer's report

**Any alternative options considered and rejected:** As set out in the officer's report

**Scrutiny Considerations:**

The committee received a report from the Green Space Manager.

In response to members questions the Green Space Manager and the Nature Conservation Project Officer confirmed the following:

- i. The site consisted of three dry clay pits. Two of the pits are owned by the City Council and have been designated as nature reserves. The third pit had been privately owned until 2009 but was now owned by the Wildlife Trust. As this site was now open to the public, the Wildlife Trust have requested the adoption of byelaws to protect the site.
- ii. Agreed to arrange a site visit for members of the committee and to circulate a detailed site map.

The committee raised concern over the specific wording of the byelaws and highlighted the possibility for confusion over interpretation and enforcement. Sections (5), (6) and (15) were highlighted as specific examples.

It was suggested that clearer guidance and a site-specific enforcement policy would be beneficial to support the byelaws.

Whilst they supported the implementation of the byelaws in principal, the committee proposed that the item be deferred and brought back to a future meeting.

The Executive Councillor agreed that the item be deferred and brought back to a future meeting.

**Conflicts of Interest Declared by the Executive Councillor (and any Dispensations Granted):**

Not applicable.

**13/39/CS Projects to Support Young People**

**Matter for Decision:** The report sets out how work had progressed since the Scrutiny Committee meeting in October 2012 when it was decided not to take forward work with the YMCA to create a City Centre Youth Venue. At that meeting it was agreed that officers should carry out further consultation with the young people attending the Urban Sports Festival and bring projects ideas back to this committee for consideration.

**Decision of Executive Councillors (Community Development and Health/Arts, Sport and Recreation).**

The Executive Councillors resolved that:

The Youth Officer and staff from Arts and Recreation:

- i. Jointly deliver an Urban Sports Festival in the city during the summer of 2013.
- ii. Ask the young people involved in the delivery of the first Urban Sports Festival (and other interested young people) to work with the informal member panel on a feasibility study into the provision of an indoor skate facility in the city.
- iii. Explore options in the city to support and promote young people's music including the identification of non licensed venues where they can perform.
- iv. Pilot a web based brochure for young people. The brochure will promote the range of sports and arts opportunities available for young people in the city.

**Reasons for the Decision:** As set out in the officer's report

**Any alternative options considered and rejected:** As set out in the officer's report

**Scrutiny Considerations:**

The committee received a report from the Head of Community Development.

The committee made the following comments regarding the report:

- i. Noted the success of the Urban Sports Festival held in 2012 and welcomed the recommendations in the officer's report.
- ii. Noted that the 'Youth Summit' held at Meadows Community Centre had also highlighted the need for flexible spaces for young people to access.
- iii. Highlighted the need to continue wider engagement with young people to highlight their wants and needs.

The Scrutiny Committee considered and endorsed the recommendations unanimously.

The Executive Councillor approved the recommendations.

**Conflicts of Interest Declared by the Executive Councillor (and any Dispensations Granted):**

Not applicable.

**13/40/CS Community Development and Health Portfolio Plan 2013/14**

**Matter for Decision:** This report covers the draft Community Development and Health Portfolio Plan 2013-14, which sets out the strategic objectives for the portfolio for the year ahead, describes the context in which the portfolio is being delivered and details the activities required to deliver the outcomes and the vision. Performance measures and risks are also shown for each strategic objective.

**Decision of the Executive Councillor:**

The Executive Councillor resolved to:

- ix. Approve the draft Community Development and Health Portfolio Plan 2013-14

**Reasons for the Decision:** As set out in the officer's report

**Any alternative options considered and rejected:** As set out in the officer's report

**Scrutiny Considerations:**

The committee received a report from the Executive Councillor for Community Development and Health.

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

The Executive Councillor approved the recommendations.

**Conflicts of Interest Declared by the Executive Councillor (and any Dispensations Granted):**

Not applicable.

## **Re-ordering of the agenda**

Under paragraph 4.2.1 of the Council Procedure Rules, the Chair used her discretion to alter the order of the agenda to take item 16 next. However, for ease of the reader, these minutes will follow the order of the published agenda.

### **13/41/CS Community Development Strategy - Refresh**

**Matter for Decision:** The report examines the pressures on the Council's Community Development Service and pulls together the findings of recent reviews of each part of the service to provide a summary document setting out high level Aims and Objectives for the next 3 years.

#### **Decision of the Executive Councillor:**

The Executive Councillor resolved to:

- x. Agree the draft Aims and Objectives for the Community Development service for 2013 to 2016 as set out in Appendix C of the officer's report.

**Reasons for the Decision:** As set out in the officer's report

**Any alternative options considered and rejected:** As set out in the officer's report

#### **Scrutiny Considerations:**

The committee received a report from the Head of Community Development.

Councillor O'Reilly thanked officers for their hard work.

In response to members questions the Head of Community Development and the Executive Councillor confirmed the following:

- i. Acknowledged the need to ensure resources were available to build new communities and strengthen existing ones.
- ii. Whilst the Community Foundation no longer managed the Community Development and Leisure Grants on behalf of the City Council, they provided an important support service for groups looking to access funding.



Councillor Brown proposed the following amendment to Strategic Objective CD5 - Appendix C of the officer's report (addition underlined):

- i. Work with partners to help reduce the community development needs of disadvantaged groups and communities experiencing social and economic deprivation or other social disadvantage, in particular those at risk from measures to reduce the national debts.

Councillor Brown proposed the following amendment to Strategic Objective CD6 - Appendix C of the officer's report (addition underlined):

Provide support for targeted groups including children and young people; low-income families with pre-school children; active older people; black and minority ethnic communities; people with disabilities; women and LGBT residents.

The committee endorsed the proposed amendments.

The Scrutiny Committee considered and endorsed the recommendations unanimously.

The Executive Councillor approved the recommendations.

**Conflicts of Interest Declared by the Executive Councillor (and any Dispensations Granted):**

Not applicable.

**13/42/CS Community Centres - Future Management**

**Matter for Decision:** This report sets out the conclusions of a review of the way the Council's community centres should be managed into the future to ensure they are protected for community use in a climate of reducing public sector resources.

**Decision of the Executive Councillor:**

The Executive Councillor resolved to:

- xi. Agree the strategy for the management of the Council's community centres 2013-2016 as set out in Section 7 of the officer's report

- xii. Endorse the approach being taken by partners to develop management arrangements for the new multi-use centre at Clay Farm.

**Reasons for the Decision:** As set out in the officer's report

**Any alternative options considered and rejected:** As set out in the officer's report

**Scrutiny Considerations:**

The committee received a report from the Head of Community Development.

The Executive Councillor thanked everyone that was able to attend the workshops, and thanked officers for their hard work.

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

The Executive Councillor approved the recommendations.

**Conflicts of Interest Declared by the Executive Councillor (and any Dispensations Granted):**

Not applicable.

The meeting ended at 3.40 pm

**CHAIR**

## CAMBRIDGE CITY COUNCIL Record of Executive Decision

<b>PROPOSAL TO BID FOR GRANT FUNDING TO DEVELOP CAMBS HIA – LOCAL HOUSING AND CARE OPTIONS SERVICE</b>
--

**Decision of:** Executive Councillor for Housing

**Reference:** 13/CS/H1

**Date of decision:** 4 June 2013                      **Recorded on:** 4 June 2013

**Decision Type:** Non Key

**Matter for Decision:** Cambs HIA is seeking to develop an approach to secure authority (from both the City council and from partners) to be able to respond to new opportunities and develop its activities outside the City Council's budget setting process.

This decision, if approved, will enable Cambs HIA to submit a bid for EAC (Elderly Accommodation Council) First Stop Partnership Grant. This grant is funded by DCLG. This will support developing a more holistic approach to meeting peoples housing needs across the council areas covered by Cambs HIA by (1) helping people to identify how suitable their homes are as they get older (2) what options they have to meet their current or future needs. Although suitable alternative housing may not be available, this service will enable people to consider carefully whether adaptations to their current home (that are costly and can take a lengthy period to complete) are the best long term solution.

This does not have a direct impact on the City Councils own budget, but if successful will require costs to be reclaimed monthly in arrears subject to satisfactory performance (i.e. initial costs and risks of failure to deliver will be the responsibility of Cambs HIA).

**Why the decision had to be made (and any alternative options):** This decision is needed to enable the new shared Cambs Home Improvement Agency (operating across City, South Cambs and Huntingdonshire) to complete and submit an application on 4 June 2013 to bid for 18 months grant funding (available from Oct 2013 if successful).

**The Executive Councillor's decision(s):**

- To approve the completion of a bid by Cambs HIA. This will enable Cambs HIA to be considered for a Local Housing Options Partnership Grant. This approval is being granted on the basis that this has a neutral financial implication, with all costs anticipated to be fully met by the grant. However, if funding is awarded it will be paid in arrears and be subject to satisfactory performance. The risks and up front costs would be met from the Cambs HIA ring-fenced budget.
- To require the completed bid and implementation plan to be submitted to Community Services Scrutiny Committee for information and endorsement, should the bid be successful.
- To approve the immediate recruitment of a Housing Options Adviser by Cambs HIA, should the bid be successful. Successful bidders will be notified by the end of June and must be able to confirm the appointment of a Housing Options Adviser by 1 October. If this application for urgent decision by Cambridge City Council is approved, preparations will be made to be able to start the recruitment process as soon as the bid decision is confirmed.

**Reasons for the decision:**

As set out in the Officers Report

**Scrutiny consideration:**

The Chair and Spokes of the Scrutiny Committee were consulted as per the Scrutiny processes outlined in the constitution.

**Report:**

A report detailing the background and financial considerations is attached.

**Conflicts of interest:**

No conflicts of interest were declared by the Executive Councillor

**Comments:**

None



To: Executive Councillor for Housing (and Deputy Leader): Councillor Catherine Smart  
Report by: Pat Strachan, Cambs HIA Manager  
Relevant scrutiny committee: Community Services Scrutiny Committee  
Wards affected: All Wards

URGENT  
DECISION

**PROPOSAL TO BID FOR GRANT FUNDING TO DEVELOP CAMBS HIA – LOCAL HOUSING AND CARE OPTIONS SERVICE**

**Not a Key Decision**

**1. Executive summary**

- 1.1 This decision is needed to enable the new shared Cambs Home Improvement Agency (operating across City, South Cambs and Huntingdonshire) to complete and submit an application on 4 June 2013 to bid for 18 months grant funding (available from Oct 2013 if successful).
- 1.2 Cambs HIA is seeking to develop an approach to secure authority (from both the City council and from partners) to be able to respond to new opportunities and develop its activities outside the City Council's budget setting process.
- 1.3 This decision, if approved, will enable Cambs HIA to submit a bid for EAC (Elderly Accommodation Council) First Stop Partnership Grant. This grant is funded by DCLG. This will support developing a more holistic approach to meeting peoples housing needs across the council areas covered by Cambs HIA by (1) helping people to identify how suitable their homes are as they get older (2) what options they have to meet their current or future needs. Although suitable alternative housing may not be available, this service will enable people to consider carefully whether adaptations to their current home (that are costly and can take a lengthy period to complete) are the best long term solution.
- 1.4 This does not have a direct impact on the City Councils own budget, but if successful will require costs to be reclaimed monthly in arrears subject to satisfactory performance (i.e. initial costs and risks of failure to deliver will be the responsibility of Cambs HIA).

**2. Recommendations**

The Executive Councillor is recommended:

- 2.1 To approve the completion of a bid by Cambs HIA. This will enable Cambs HIA to be considered for a Local Housing Options Partnership Grant. This approval is being granted on the basis that this has a neutral financial implication, with all

costs anticipated to be fully met by the grant. However, if funding is awarded it will be paid in arrears and be subject to satisfactory performance. The risks and up front costs would be met from the Cambs HIA ring-fenced budget.

- 2.2 To require the completed bid and implementation plan to be submitted to Community Services Scrutiny Committee for information and endorsement, should the bid be successful.
- 2.3 To approve the immediate recruitment of a Housing Options Adviser by Cambs HIA, should the bid be successful. Successful bidders will be notified by the end of June and must be able to confirm the appointment of a Housing Options Adviser by 1 October. If this application for urgent decision by Cambridge City Council is approved, preparations will be made to be able to start the recruitment process as soon as the bid decision is confirmed.

### 3. Background

- 3.1 The new shared Cambs HIA was officially established in April 2012, in a partnership agreement between Cambridge City, South Cambs and Huntingdonshire District Councils. The City Council (as the lead authority) provides financial, HR, policy and management support. A Management Board comprising of officer representatives of the three councils oversees, monitors and provides strategic direction for the Agency. The Management Board members have been notified of this proposal. Formal approval at a Cambs HIA Management Board will be sought at its next meeting on 3 July.

<b>Expenditure</b>	18 mths (Oct 13 – Mar 15)
Staff: Housing Options Adviser (32 hrs pw) & Admin support (2 hrs pw) incl on-costs	46,560
Other staff & volunteer costs (travel, phone, training)	990
Promotional materials & PR	400
IT capital (laptop and remote access)	780
Admin & support costs	1110
<b>Total</b>	<b>£49,840</b>

### 4. Implications

- (a) **Financial Implications**  
This proposal is being submitted for approval on the basis that it has neutral financial implications to Cambridge City Council. However, grant funding awarded will be paid monthly in arrears.
- (b) **Staffing Implications**  
A full-time Housing Options Advisor must be appointed by 1 October as a condition of all successful bids. An existing member of the admin team will be offered additional hours to support the record keeping and reporting for this project.
- (c) **Equal Opportunities Implications**  
This proposal has no equal opportunities implication for Cambridge City Council and does not involve any change to existing policies or procedures.

(d) **Environmental Implications**

This proposal will have no environmental implications in Cambridge City.

(e) **Procurement**

There are no procurement implications associated with this report.

(f) **Consultation and Communication**

The proposal has been put forward with the support of Alan Carter, Head of Strategic Housing Services and communicated to the Cambs HIA Management Board for formal approval at the 3 July meeting).

(g) **Community Safety**

This proposal will have no community safety implications in Cambridge City.

## 5. Background Papers

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

- EAC First Stop/ Care & Repair England Local Housing Options Service-application form and guidance notes
- 

## 6. Appendices

There are no appendices associated with this report

## 7. Inspection of Papers

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

Author's Name: Pat Strachan  
Author's Phone Number: 01954 – 713456 (general number 01954 - 713330)  
Author's Email: [pat.strachan@cambshia.org](mailto:pat.strachan@cambshia.org)

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To Executive Councillor for Arts, Sport and Public Places  
Report Director of Customer & Community Services, Director of  
by Environment, Director of Resources  
Relevant Scrutiny Community Services 25 June 2013  
Committee

## **2012/13 Revenue and Capital Outturn, Carry Forwards and Significant Variances**

### **Not a Key Decision**

#### **1. Executive summary**

- 1.1 This report presents a summary of the 2012/13 outturn position (actual income and expenditure) for services within the Arts, Sport and Public Places portfolio, compared to the final budget for the year. The position for revenue and capital is reported and variances from budgets are highlighted, together with explanations. Requests to carry forward funding arising from certain budget underspends into 2013/14 are identified.
- 1.2 It should be noted that outturn reports being presented in this Committee cycle reflect the reporting structures in place prior to the recent changes in Executive portfolios. In light of those changes (together with the requirement to report outturn on the basis of portfolios in place during 2012/13) members of this committee are asked to consider the proposals to carry forward budgets and make their views known to The Leader, for consideration at Strategy & Resources Scrutiny Committee prior to his recommendations to Council.

#### **2. Recommendations**

Members of the Scrutiny Committee are asked to consider and make known their views on the following proposals:

- a) To carry forward requests, totalling £200,650 as detailed in Appendix C, are to be recommended to Council for approval.

- b) To carry forward capital resources to fund rephased net capital spending of £725,000 from 2012/13 into 2013/14 and of £3,000 from 2013/14 into 2012/13 as detailed in Appendix D.

### 3. Background

#### Revenue Outturn

- 3.1 The outturn position for the Arts, Sports & Public Places portfolio compared to final revenue budget, is presented in detail in Appendix A.
- 3.2 Appendix B to this report provides explanations of the main variances.
- 3.3 Appendix C sets out the final list of items, for this service portfolio, for which approval is sought to carry forward unspent budget from 2012/13 to the next financial year, 2013/14.
- 3.4 The overall revenue budget outturn position for the Arts, Sports & Public Places portfolio is set out in the table below:

<b>Arts, Sports &amp; Public Places 2012/13 Revenue Summary</b>	<b>£</b>
Final Budget	7,042,080
Outturn	6,912,673
Variation – Overspend for the year	(129,407)
Carry Forward Requests	200,650
Net Variance	71,243

The variance represents 1.01% of the overall portfolio budget for 2012/13

#### Capital Outturn

- 3.5 Appendix D shows the outturn position for schemes and programmes within the Arts, Sports & Public Places portfolio, with explanations of variances.
- 3.6 An overall underspend of £682,000 has arisen. £725,000 is due to slippage and rephasing of the capital programmes is required to

transfer the budget into 2013/14 and £3,000 for advance works for which capital budgets need to be rephased from 2013/14 into 2012/13. There is an overall overspend of £43,000 over 18 capital schemes as detailed on Appendix D.

#### **4. Implications**

- 4.1 The net variance from final budget, after approvals to carry forward £200,650 budget from 2012/13 to the next financial year, 2013/14, would result in an increased use of General Fund reserves of £71,243.
- 4.2 In relation to anticipated requests to carry forward revenue budgets into 2013/14 the decisions made may have a number of implications. A decision not to approve a carry forward request will impact on officers' ability to deliver the service or scheme in question and this could have staffing, equal opportunities, environmental and/or community safety implications.

#### **5. Background papers**

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

- Closedown Working Files 2012/13
- Directors Variance Explanations – March 2013
- Capital Monitoring Reports – March 2013
- Budgetary Control Reports to 31 March 2013

#### **6. Appendices**

- Appendix A - Revenue Budget 2012/13 - Outturn
- Appendix B - Revenue Budget 2012/13 - Major Variances from Final Revenue Budgets
- Appendix C - Revenue Budget 2012/13 - Carry Forward Requests
- Appendix D - Capital Budget 2012/13 - Outturn

## 7. Inspection of papers

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

Authors' Names: Chris Humphris; John Harvey; Jackie Collinwood;  
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O:\accounts\Committee Reports & Papers\Community Services Scrutiny\2013-06 June\Final\Arts Sports & Public Places\Community Services (AS&PP) Final Outturn 2012-13 Report.doc

## Arts, Sport &amp; Public Places Portfolio / Community Services Scrutiny Committee

## Revenue Budget - 2012/13 Outturn

Service Grouping	Original Budget £	Final Budget £	Outturn £	Variation Increase / (Decrease) £	Carry Forward Requests - see Appendix C £	Net Variance £
<b>Arts &amp; Recreation</b>						
Central Support & Overheads	338,040	328,690	328,690	0	0	0
Arts & Events	177,170	266,470	228,556	(37,914)	3,000	(34,914)
Business & Marketing	408,640	335,190	312,577	(22,613)	0	(22,613)
Cultural Facilities	81,430	319,160	412,928	93,768	0	93,768
Sport & Recreation	1,862,120	2,495,960	2,486,262	(9,698)	30,400	20,702
The Junction	396,970	461,970	462,808	838	0	838
	<b>3,264,370</b>	<b>4,207,440</b>	<b>4,231,821</b>	<b>24,381</b>	<b>33,400</b>	<b>57,781</b>
<b>Streets &amp; Open Spaces</b>						
Open Space Management	1,540,070	1,867,090	1,851,419	(15,671)	42,250	26,579
Environmental Projects	458,060	547,580	539,301	(8,279)	0	(8,279)
	<b>1,998,130</b>	<b>2,414,670</b>	<b>2,390,720</b>	<b>(23,950)</b>	<b>42,250</b>	<b>18,300</b>
<b>Community Development</b>						
Grants - Leisure	291,470	419,970	290,132	(129,838)	125,000	(4,838)
	<b>291,470</b>	<b>419,970</b>	<b>290,132</b>	<b>(129,838)</b>	<b>125,000</b>	<b>(4,838)</b>
<b>Total Net Budget</b>	<b>5,553,970</b>	<b>7,042,080</b>	<b>6,912,673</b>	<b>(129,407)</b>	<b>200,650</b>	<b>71,243</b>

Changes between original and final budgets may be made to reflect:

- portfolio and departmental restructuring
- approved budget carry forwards from the previous financial year
- technical adjustments, including changes to the capital accounting regime
- virements approved under the Council's constitution
- additional external revenue funding not originally budgeted for

and are detailed and approved:

- in the June committee cycle (outturn reporting and carry forward requests)
- in September (as part of the Medium Term Strategy (MTS))
- in the November committee cycle (revised budgets)
- in the January committee cycle (as part of the budget setting report)
- and via technical adjustments/virements throughout the year

**Arts, Sport & Public Places Portfolio / Community Services Scrutiny  
Committee**

**Revenue Budget 2012/13 - Major Variances  
from Final Revenue Budgets**

Service Grouping	Reason for Variance	Amount £	Contact
<b>Arts &amp; Events</b>	<p><b>Arts &amp; Recreation</b></p> <p>Consultancy fees underspent by £16k, taken as a saving. £3k proposed as carry forward to cover anticipated additional electricity cost. Various small underspends across a wide variety of costs within the Arts &amp; Events service</p>	(37,914)	E Midgley
<b>Business &amp; Marketing</b>	<p><b>City Centre Box Office</b> - This Cost Centre over achieved income in relation to On-Line Booking Fees in 2012/13, in previous years the over achievement has been offset against bank and credit card charges from the ticketing supplier. Due to the Box Office having it's own merchant id (MID), this has reduced the charges incurred significantly that we originally incurred and in addition there is also an underspend in relation to these costs.</p>	(22,613)	N Jones
	<p><b>Corn Exchange Marketing</b> - This relates to miscoding of marketing brochure and some advertising costs to a Holding Account in the prior financial year rather than the Marketing Cost Centre</p>	20,051	N Jones
	<p><b>Distribution Service</b> - an underachievement of income for 2012/13 has led to a service review which has led to a reduced budget for 2013/14</p>	31,659	N Jones
<b>Cultural Facilities</b>	<p><b>Corn Exchange Technical</b> - An overspend of expenditure for heating (£16,771) together with an underachievement of income against budget for recharges to shows has resulted in this overspend.</p>	50,054	S Bagnall
	<p><b>Corn Exchange Front of House</b> - As with Corn Exchange Technical this relates to an underachievement in casual staff recharges on events. This budget had a total salary cost underspend</p>	26,748	S Bagnall
<b>Sport &amp; Recreation</b>	<p><b>Leisure Contract Client Costs</b> - Underspend on consultancy fees for the renewal of the Leisure Contract. A carry forward request for £30,400 is being made.</p>	(28,025)	I Ross
<b>Grants - Leisure</b>	<p><b>Community Development</b></p> <p>An extra £125k was incorrectly budgeted to 12/13 for Arts Theatre funding which should be for 2013/14</p>	(129,838)	J Hanson

## Arts, Sport & Public Places Portfolio / Community Services Scrutiny Committee

### Revenue Budget 2012/13 - Carry Forward Requests

#### Request to Carry Forward Budgets from 2012/13 into 2013/14

Item		Request £	Contact
	<b>Streets &amp; Open Spaces - River Frontage Management</b>		
1	Business Rates on Moorings from prior years awaiting assessment	19,250	A Wilson
2	Tree planting programme (ongoing scheme)	23,000	A Wilson
	<b>Arts &amp; Recreation - Folk Festival</b>		
3	£3k proposed as carry forward to cover anticipated additional electricity cost.	3,000	E Midgley
	<b>Arts &amp; Recreation - Sport &amp; Recreation</b>		
4	Payment for RPIX budget to move over to offset Leisure Contract Management Fees from contract variations. Carry forward request for £30,400 for Consultant	30,400	I Ross
	<b>Community Development - Grants</b>		
5	An extra £125k was incorrectly budgeted to 12/13 for Arts Theatre funding which should be for 2013/14	125,000	J Hanson
	<b>Total Carry Forward Requests for Arts, Sport &amp; Public Places Portfolio / Community Services Scrutiny Committee</b>	<b>200,650</b>	

# Arts, Sport & Public Places Portfolio / Community Services Scrutiny Committee

## Capital Budget 2012/13 - Outturn

Capital Ref	Description	Lead Officer	Original Budget	Final Budget	Outturn	Variance - Outturn compared to Final Budget	Re-phase Spend	Over / (Under) Spend	Variance Explanation / Comments
			£000	£000	£000	£000	£000	£000	
<b>Customer &amp; Community</b>									
SC072	Poster Boards	N Jones	0	0	1	1	(1)	0	Planning application now approved for new poster board at Newmarket Road. Poster board to be purchased and erected on site with the remainder of the budget.
SC282	Kettle's Yard	D Kaye	40	0	0	0	0	0	Budget rephased at January 2013 committee
SC349	Fencing and Security at Jesus Green Pool	I Ross	0	0	8	8	0	8	Works complete
SC361	Disabled Access and Facilities - Guildhall Halls	S Bagnall	80	25	0	(25)	25	0	Initial £25k will be spent by June 2013. Remaining budget on hold pending investigation into disabled access options to Guildhall stage.
SC405	Improvements to play areas & open space at land behind St Matthews Street	I Ross	0	0	4	4	0	4	Works complete



Capital Ref	Description	Lead Officer	Original Budget £000	Final Budget £000	Outturn £000	Variance - Outturn compared to Final Budget £000	Re-phase Spend £000	Over / (Under) Spend £000	Variance Explanation / Comments
SC436	Pye's Pitch Rec Facilities (S106)	I Ross	40	12	9	(3)	3	0	Access and steps completed. Final works to gated entrance underway. Project underspend to be returned until viable option for changing rooms can be found
SC441	Sheeps Green Canoe Clubhouse Extension (S106)	I Ross	(5)	(1)	6	7	0	7	Project complete.
SC450	Changing Facilities at Cherry Hinton Village Centre (S106)	I Ross	70	68	73	5	0	5	Project complete subject to contract retentions
SC460	Kings Hedges Learners Pool Electricity	I Ross	25	5	13	8	0	8	Project complete - No further works able to be carried out - Potential further projects and investments as part of leisure management procurement.
SC461	Jesus Green Skatepark Upgrade (S106)	I Ross	5	5	7	2	0	2	Project complete.
SC469	Vie Public Open Space (S106)	I Ross	16	15	6	(9)	9	0	Project almost complete subject to contract retentions
SC471	Parkside Changing Rooms	D Kaye	0	21	9	(12)	0	(12)	Project complete.
SC476	Water Play Area Abbey Paddling Pool (S106)	I Ross	55	50	0	(50)	50	0	Project now includes additional funds for Public Art contributions to enhance project. Delivery rescheduled to complete by March 2014.
SC477	Coleridge Paddling Pool Enhancement (S106)	I Ross	40	50	0	(50)	50	0	Project now includes additional funds for Public Art contributions to enhance project. Delivery rescheduled to complete by March 2014.
SC478	Water Play Area Kings Hedges "Pulley" (S106)	I Ross	80	50	0	(50)	50	0	Project now includes additional funds for Public Art contributions to enhance project. Delivery rescheduled to complete by March 2014.

Capital Ref	Description	Lead Officer	Original Budget £000	Final Budget £000	Outturn £000	Variance - Outturn compared to Final Budget £000	Re-phase Spend £000	Over / (Under) Spend £000	Variance Explanation / Comments
SC512	Hobbs Pavilion Refurbishment (\$106)	I Ross	140	210	206	(4)	4	0	Coming in under budget. Projected completed cost of £215,000
SC522	New Sound Equipment at Corn Exchange	S Bagnall	200	0	0	0	0	0	Budget rephased at January 2013 committee
SC545	Parkside Pool Variable Speed Drive	I Ross	0	44	43	(1)	9	8	Project complete apart from electronic interface between Abbey and Parkside Pools (see funding from SC546)
SC546	Abbey Pool Variable Speed Drive	I Ross	0	46	28	(18)	0	(18)	Project complete, part funding to be transferred to SC545 as a linked scheme.
SC547	Corn Exchange Lift Replacement	S Bagnall	0	0	17	17	0	17	Project incorrectly deleted in January 2013 Scutiny Committee (Original Budget £15,000)
SC553	Corn Exchange House Lighting LED Upgrade	S Bagnall	0	40	43	3	0	3	Project complete
SC575	Corn Exchange Stage Lift	S Bagnall		60	60	0	0	0	Project complete

Capital Ref	Description	Lead Officer	Original Budget	Final Budget	Outturn	Variance - Outturn compared to Final Budget	Re-phase Spend	Over / (Under) Spend	Variance Explanation / Comments
			£000	£000	£000	£000	£000	£000	
SC576	Thermal Pool Covers	I Ross		23	23	0	0	0	Project complete
<b>Environment</b>									
SC234	Histon Road Cemetery Landscaping (S106)	A Wilson	0	5	0	(5)	5	0	Projects to be identified
SC347	Histon Road - Refurbishment of play area (S106)	A Wilson	0	3	11	8	0	8	Project complete
SC348	Allotment Improvements (S106)	A Wilson	17	0	3	3	(3)	0	Budget was rephased to 2013/14 as agreed at January 2013 Community Services Scrutiny committee.
SC396	Ravensworth Gardens - Remedial & Improvement Work	A Wilson	25	25	25	0	0	0	Project complete.
SC410	Mill Road Cemetery	A Wilson	0	0	3	3	0	3	Project complete.
SC432	Mill Road Cemetery Memorial Artwork (S106)	A Preston	51	41	9	(32)	32	0	This project has experienced significant delays due to the requirement for faculty approval from the dioceses for work to the cemetery. This approval has finally been received and the project can now be implemented by the artist.
SC433	Snowy Farr Memorial Artwork (S106)	A Preston	40	43	44	1	0	1	Project complete.
SC435	Biodiversity Projects Year 2 & 3	G Belcher	0	5	5	0	0	0	Project complete.

Capital Ref	Description	Lead Officer	Original Budget £000	Final Budget £000	Outturn £000	Variance - Outturn compared to Final Budget £000	Re-phase Spend £000	Over / (Under) Spend £000	Variance Explanation / Comments
SC456	Coldhams Common LNR Extension (S106)	G Belcher	54	41	33	(8)	8	0	Project on hold. Awaiting feedback from Friends of Coldhams Common proposed revision prior to further stakeholder consultation.
SC474	Cherry Hinton Hall Grounds Improvements - Phase 1 (S106)	A Wilson	75	40	21	(19)	19	0	Pathway and remedial works to be completed in 2013/14.
SC479	Abbey Pool Play Area Facilities (S106)	A Preston	89	0	3	3	(3)	0	Further consultation now required to determine whether the play area should be split to improve access. A S38 application/planning application will then be required following the outcome of the consultation, should the consensus be that the play area should be split/partly relocated.
SC492	Jesus Green Play Area (S106)	A Preston	152	0	4	4	(4)	0	S38 and Planning Applications now submitted, which has led to the delay in completion of this project. The outcome of this could impact further on programme.
SC493	Jesus Green Tennis Court (S106)	A Preston	91	115	102	(13)	3	(10)	Project complete. Final retention due in 2013/14
SC494	Kings Hedges "Pulley" Play Area (S106)	A Preston	75	74	3	(71)	71	0	Contractor on site, construction close to completion. Delays due to late mobilisation of Contractor.
SC496	Petersfield Play Area (S106)	A Preston	78	67	3	(64)	64	0	Contractor on site, construction close to completion. Delays due to late mobilisation of Contractor.

Capital Ref	Description	Lead Officer	Original Budget £000	Final Budget £000	Outturn £000	Variance - Outturn compared to Final Budget £000	Re-phase Spend £000	Over / (Under) Spend £000	Variance Explanation / Comments
SC497	Peveral Road Play Area (S106)	A Preston	88	87	3	(84)	84	0	Contractor on site, construction close to completion. Delays due to late mobilisation of Contractor.
SC499	Outdoor Fitness Equipment in Parks (S106)	A Preston	120	0	0	0	0	0	Scheme removed from the Capital Plan.
SC500	Trumpington Rec Outdoor Space (S106)	A Preston	48	47	46	(1)	1	0	Project complete. Some retention monies retained.
SC519	Wulfstan Way Art Project (S106)	N Black	45	42	43	1	0	1	Project complete.
SC520	Community Olympic Public Art Commission (S106)	N Black	129	106	104	(2)	0	(2)	Project complete.
SC521	Creation of New Allotment Site	A Wilson	15	19	19	0	0	0	Project complete.
SC544	Coleridge Recreation Ground Improvements (S106)	A Wilson	289	0	0	0	0	0	Budget rephased to 2013/14 as agreed at January 2013 Community Services Scrutiny committee.
SC548	Southern Connections Public Art Commission (S106)	N Black	0	4	2	(2)	2	0	Project on target
	Active Communities Small Projects (under £15k) (S106)	A Preston	0	0	10	10	0	10	S106 funds to be allocated towards minor projects.
PR010a	Environmental Improvements Programme - North Area	A Preston	98	43	47	4	(4)	0	Allocated spend to year end achieved.
PR010b	Environmental Improvements Programme - South Area	A Preston	55	8	7	(1)	1	0	Some delay to the delivery of projects from unexpected results from consultation and delays through working with the County Council.

Capital Ref	Description	Lead Officer	Original Budget £000	Final Budget £000	Outturn £000	Variance - Outturn compared to Final Budget £000	Re-phase Spend £000	Over / (Under) Spend £000	Variance Explanation / Comments
PR010c	Environmental Improvements Programme - West/Central Area	A Preston	74	111	38	(73)	73	0	Delays to the delivery of the Grantchester Road Traffic Calming project and underspends through the delivery of schemes at a lower cost.
PR010d	Environmental Improvements Programme - East Area	A Preston	87	45	45	0	0	0	Allocated spend to year end achieved.
PR010di	Environmental Improvements Programme - Riverside/Abbey Road Junction	A Preston	0	25	(7)	(32)	32	0	Final invoice awaited from County Council.
PR010j	Environmental Improvements Programme - Fitzroy/Burleigh Street	A Preston	0	88	18	(70)	70	0	Final invoice awaited from County Council.
PR010k	Environmental Improvements Programme - Wulfstan Way Local Centre (S106)	A Preston	0	29	29	0	0	0	Project complete.
PR027	Replacement of Parks & Open Space Waste/Litter Bins	A Wilson	75	75	0	(75)	75	0	Procurement team has met. Working up tender and looking at options for summer 2013.
<b>Total for Arts &amp; Recreation Portfolio</b>			<b>2,656</b>	<b>1,911</b>	<b>1,229</b>	<b>(682)</b>	<b>725</b>	<b>43</b>	

Changes between original and final budgets may be made to reflect:

Capital Ref	Description	Lead Officer	Original Budget	Final Budget	Outturn	Variance - Outturn compared to Final Budget	Re-phase Spend	Over / (Under) Spend	Variance Explanation / Comments
	<ul style="list-style-type: none"> <li>- rephased capital spend from the previous financial year</li> <li>- rephased capital spend into future financial periods</li> <li>- approval of new capital programmes and projects</li> </ul> <p>and are detailed and approved:</p> <ul style="list-style-type: none"> <li>- in the June committee cycle (outturn reporting and carry forward requests)</li> <li>- in September (as part of the Medium Term Strategy (MTS))</li> <li>- in the January committee cycle (as part of the budget setting report)</li> </ul> <p>Page 4</p> <p>The above figures exclude:</p> <ul style="list-style-type: none"> <li>- 4 schemes transferred to the Hold List in the Budget Setting Report 2012/13</li> <li>- 1 schemes devolved to Area Committees in the Budget Setting Report 2012/13</li> </ul>		£000	£000	£000	£000	£000	£000	

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## Project Appraisal

<b>To</b>	Executive Councillor for Community Well-being
<b>Report By</b>	Trevor Woollams
<b>Project Name</b>	St.Andrew's Hall Extension – Capital Grant
<b>Committee</b>	Community Services Scrutiny Committee
<b>Committee Date</b>	25 <sup>th</sup> June 2013
<b>Wards Affected</b>	East Chesterton primarily plus all wards

## Project Appraisal and Executive Councillor Recommendation

### Recommendations

#### Financial recommendations -

- a) Subject to relevant planning approval and completion of the Council's Capital Grant Agreement The Executive Councillor is asked to approve a capital grant of £140,000 to St.Andrew's Hall Management Committee towards major improvements to St.Andrew's Hall in East Chesterton. This project is already included in the Council's Capital Plan.
- b) There are no revenue or maintenance implications for the Council.

## 1 Summary

### 1.1 The project

The project involves a capital grant of £140,000 to St.Andrew's Hall Management Committee towards the cost of a new extension to St.Andrew's Hall to create additional meeting and activity space and could be used to house the existing community café. The building is shown at Appendix C and will form an extension to the front of the existing community facility.

Provisional funding (subject to this project appraisal) for the capital grant from was agreed by the Executive Councillor for Community Development and Health at Community Services Scrutiny Committee on 17<sup>th</sup> January 2013. This was part of the prioritisation of strategic projects to be funded by city-wide developer contributions funding and to be delivered in the short-to-medium term.

Target Dates:	Note: these are provisional dates provided by St.Andrews Hall
Start of Procurement	September 2013
Award of Contract	November 2013
Start of project delivery	January 2014
Completion of project	July 2014

## 1.2 The Cost

Total Project Cost	£140,000
--------------------	----------

Capital Cost Funded from:

Funding:	Amount:	Details:
Reserves	£	
Repairs & Renewals	£	
Developer Contributions	£140,000	<i>From the strategic developer contributions programme – see Appendix B</i>
Climate Change Fund		
Other		

Revenue Cost

Year 1	0
Ongoing	0

### **1.3 The Procurement**

The works will be procured and project managed by St.Andrew's Hall.

## **2 Capital Project Appraisal & Procurement Report**

### **2.1 What is the project?**

This project is to award a capital grant of £140,000 to St.Andrew's Hall towards the construction of a new extension at the front of the existing community hall with associated storage and fully accessible toilets. The total estimated cost of the works is £250,000 including a small office, project management and professional fees. The remainder of the cost (£110,000) will be met by St.Andrew's Hall. They have this funding in place.

The existing community hall (and meeting rooms) is a high quality, well-used community facility within East Chesterton. It is used by a wide range of local groups and city-wide groups and is run by a local manager employed by the St.Andrew's Hall charity.

St.Andrew's Hall continues to have close links with the City Council and its Trustees work closely with the wider community on projects such as the Chesterton Festival.

The existing hall is used as a community café (currently run by Winter Comfort) on Tuesdays to Fridays from 12 noon to 2pm which means that it is unavailable for hire by groups during these times. The new extension could either free up the existing hall for additional community use (by hosting the community café) or the new extension could be used for meetings and activities so that the community café can be retained in the hall.

### **2.2 The major issues for stakeholders & other departments**

This project will significantly improve the range of community facilities at St.Andrew's Hall and will help to ensure the longer term viability of the hall through increased use and opportunities for income generation.

The project was discussed and prioritised at the area workshop in October 2012 attended by ward councillors and local residents. The (previous) Executive Councillor for Community Development and Health has also attended a meeting at St.Andrew's Hall to discuss the proposals. Members of the Management Committee and their Architects held a drop in event on 7<sup>th</sup> May at the hall where residents and ward councillors were invited to view their plans and comment on the proposals. Responses were very positive.

### **2.3 Summarise key risks associated with the project**

The capital grant will be subject to St.Andrew's Hall finalising design drawings, obtaining planning permission and completing the Council's capital grant agreement which will ensure that no groups wishing to use the facilities are discriminated against.

St.Andrew's Hall have secured the remaining capital funding (£110,000)

### **2.4 Financial implications**

- a) Appraisal prepared on the following price base: 2013/14
- b) The Capital allocation of £140,000 will be paid in instalments in arrears on submission of an Architect's certificate and/or copies of invoices for work completed.
- c) There are no revenue or maintenance implications for the Council.

## 2.5 Capital & Revenue costs

(a) Capital	£	Comments
Building contractor / works	140,000	Estimated costs (not yet tendered)
Purchase of vehicles, plant & equipment		
Professional / Consultants fees		
IT Hardware/Software		
Other capital expenditure		
<b>Total Capital Cost</b>	<b>140,000</b>	

(b) Revenue	£	Comments
<b>Total Revenue Cost</b>	<b>0</b>	

## 2.6 VAT implications

There are no adverse VAT implications to this project

## 2.7 Environmental Implications

Climate Change Impact	-L
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It is estimated that the overall project will have a low but negative environmental impact as the footprint will increase by around 120m<sup>2</sup>. The building design will ensure that the environmental impact will be minimized.

## 2.8 Other implications

An initial EQIA has been carried out which confirms that the impact will be positive. The new extension and toilet facilities will be fully accessible and the capital grant agreement will ensure that the facilities are open to all community groups and individuals. St.Andrew's Hall has indicated that they are

keen to encourage younger people to use the community cafe area and wider community facilities at the hall.

St.Andrew's Hall has produced an outline programme which would deliver the finished project by April 2014. However, this is subject to planning permission, the outcome of their tender process and confirmation of grant funding from others. This project appraisal therefore includes a 3 month contingency and assumes completion by July 2014.

## 2.9 Staff required to deliver the project

Legal support will be required to complete the standard capital grant agreement. The project will be monitored by staff in Community Development.

## 2.10 Identify any dependencies upon other work or projects

None

## 2.11 Background Papers

Report to Community Services Scrutiny Committee on developer contributions – January 2013

## 2.12 Inspection of papers

Author's Name	Trevor Woollams
Author's phone No.	01223 457861
Author's e-mail:	Trevor.woollams@cambridge.gov.uk
Date prepared:	17.5. 2013

## Appendix A

	2012/13	2013/14	2014/15	Comments
	£	£	£	
<b>Capital Costs</b>				
Building contractor / works		100,000	40,000	Profile is estimate based on latest programme from St.Andrews Hall
Purchase of vehicles, plant & equipment				
Professional / Consultants fees				
Other capital expenditure:				
<b>Total Capital cost</b>		<b>100,000</b>	<b>40,000</b>	
<b>Capital Income / Funding</b>				
Government grant				
Developer contributions		100,000	40,000	Strategic Community Facilities – See Appendix B
R&R funding				
Earmarked funds				
Existing capital programme funding				
Revenue contributions				
<b>Total Income</b>		<b>100,000</b>	<b>40,000</b>	
<b>New Capital Bid</b>	<b>0</b>	<b>0</b>	<b>0</b>	



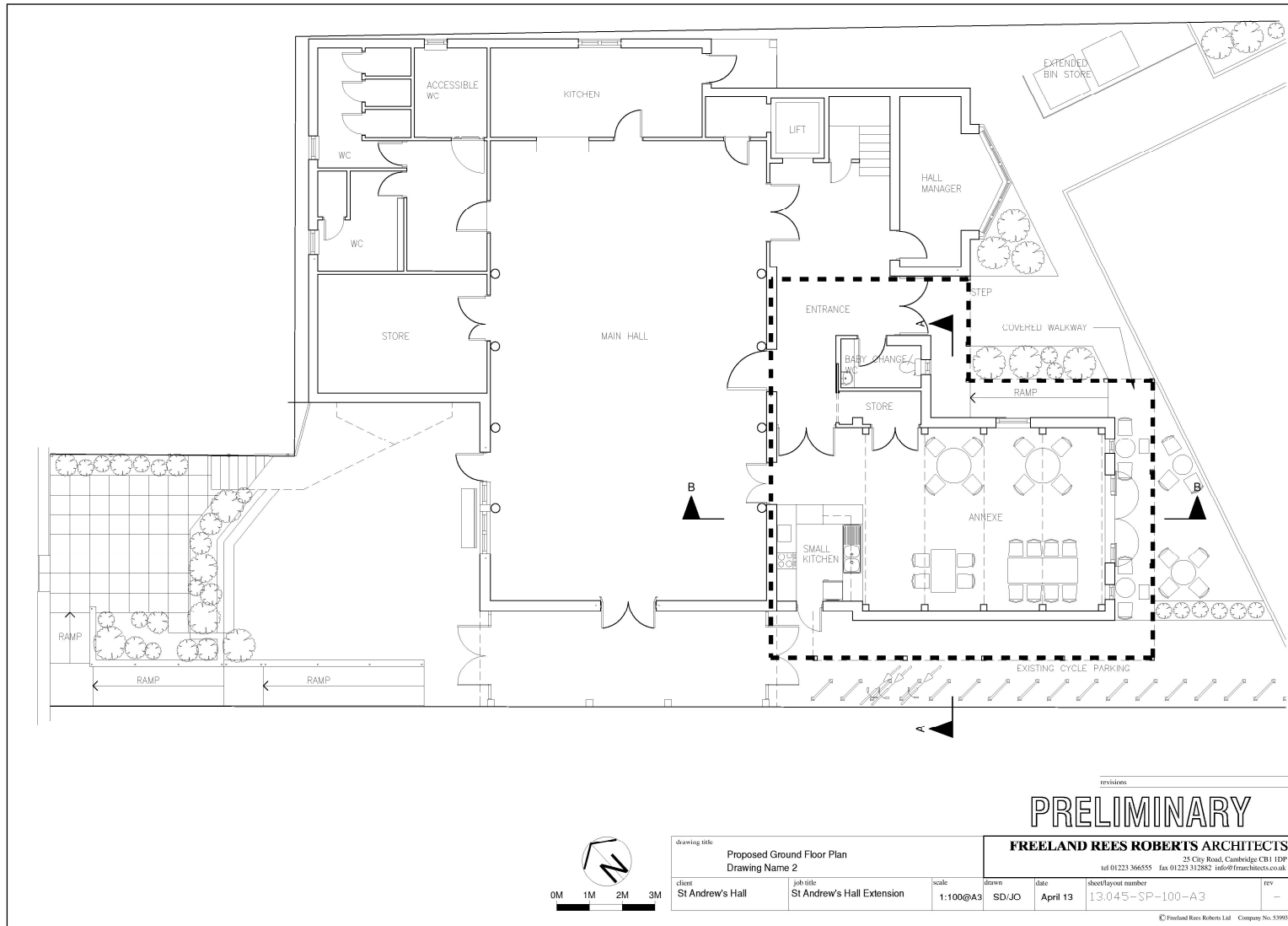


## **APPENDIX B PROPOSED ALLOCATION OF DEVELOPER CONTRIBUTIONS**

Officers are minded to use the following city-wide Community Facilities developer contributions, already assigned to the Strategic Developer Contributions programme (in line with the agreed approach to devolved and city-wide contributions), to fund the developer contribution component of this project (£140,000). If, in due course, it transpires that there are other specific and appropriate contributions that need to be used instead, these arrangements may be revised.

<b>Planning ref.</b>	<b>Development at</b>	<b>£</b>
03/0282/OP	NIAB, Huntingdon Road	89,016
03/0379/OP	Land at George Nuttall Close	19,067
04/0186/FP	18 Long Road	7,436
05/1346/FUL	Auckland court, Auckland Road	7,686
06/0162/FUL	41 High Street, East Chesterton	6,159
09/0819/FUL	Land Adjacent to 5 Wellington Court	7,453
10/0404/FUL	Land between 59 and 63 Histon Road and land rear of 59 Histon Road	3,183

None of these contributions have expiry dates (requiring contracts to be put in place) before the end of May 2015.



revisions

**PRELIMINARY**

drawing title Proposed Ground Floor Plan Drawing Name 2		FREELAND REES ROBERTS ARCHITECTS 25 City Road, Cambridge CB1 1DP tel 01223 366555 fax 01223 312882 info@frarchitects.co.uk					
client St Andrew's Hall	job title St Andrew's Hall Extension	scale 1:100@A3	drawn SD/JO	date April 13	sheet/layout number 13.045-SP-100-A3	rev -	

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To Executive Councillor for Community Development & Health  
Report Director of Customer & Community Services  
by Director of Environment  
Director of Resources  
Relevant Scrutiny Committee Community Services 25 June 2013

## **2012/13 Revenue and Capital Outturn, Carry Forwards and Significant Variances**

### **Not a Key Decision**

#### **1. Executive summary**

- 1.1 This report presents a summary of the 2012/13 outturn position (actual income and expenditure) for services within the Community Development & Health portfolio, compared to the final budget for the year. The position for revenue and capital is reported and variances from budgets are highlighted, together with explanations. Requests to carry forward funding arising from certain budget underspends into 2013/14 are identified.
- 1.2 It should be noted that outturn reports being presented in this Committee cycle reflect the reporting structures in place prior to the recent changes in Executive portfolios. In light of those changes (together with the requirement to report outturn on the basis of portfolios in place during 2012/13) members of this committee are asked to consider the proposals to carry forward budgets and make their views known to The Leader, for consideration at Strategy & Resources Scrutiny Committee prior to his recommendations to Council.

#### **2. Recommendations**

Members of the Scrutiny Committee are asked to consider and make known their views on the following proposals:

- a) To agree which of the carry forward requests, totalling £16,000 as detailed in Appendix C.

- b) To seek approval from Council to carry forward capital resources to fund rephased net capital spending of £183,000 from 2012/13 into 2013/14 as detailed in Appendix D.

### 3. Background

#### Revenue Outturn

- 3.1 The outturn position for the Community Development & Health portfolio, compared to final revenue budget, is presented in detail in Appendix A.
- 3.2 Appendix B to this report provides explanations of the main variances.
- 3.3 Appendix C sets out the final list of items, for this service portfolio, for which approval is sought to carry forward unspent budget from 2012/13 to the next financial year, 2013/14.
- 3.4 The overall revenue budget outturn position for the Community Development & Health portfolio is set out in the table below:

<b>Community Development &amp; Health 2012/13 Revenue Summary</b>	<b>£</b>
Final Budget	3,173,500
Outturn	3,093,050
Variation – (Under)/Overspend for the year	(80,450)
Carry Forward Requests:	16,000
Net Variance	(64,450)

The variance represents -2.0% of the overall portfolio budget for 2012/13.

## **Capital Outturn**

- 3.5 Appendix D shows the outturn position for schemes and programmes within the Community Development & Health portfolio, with explanations of variances.
- 3.6 An overall net underspend of £171,000 has arisen. £183,000 is due to slippage and rephasing of the capital programmes is required to transfer the budget into 2013/14. £12,000 will need to be met from additional funding sources (Grants, Reserves, Repair and Renewals, etc) in respect of projects which have been completed at a lower than anticipated cost.

## **4. Implications**

- 4.1 The net variance from final budget, after approvals to carry forward £16,000 budget from 2012/13 to the next financial year, 2013/14, would result in a reduced use of General Fund reserves of £64,450.
- 4.2 In relation to anticipated requests to carry forward revenue budgets into 2013/14 the decisions made may have a number of implications. A decision not to approve a carry forward request will impact on officers' ability to deliver the service or scheme in question and this could have staffing, equal opportunities, environmental and/or community safety implications.

## **5. Background papers**

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

- Closedown Working Files 2012/13
- Directors Variance Explanations – March 2013
- Capital Monitoring Reports – March 2013
- Budgetary Control Reports to 31 March 2013

## **6. Appendices**

- Appendix A - Revenue Budget 2012/13 - Outturn
- Appendix B - Revenue Budget 2012/13 - Major Variances from Final Revenue Budgets
- Appendix C - Revenue Budget 2012/13 - Carry Forward Requests
- Appendix D - Capital Budget 2012/13 - Outturn

## 7. Inspection of papers

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

Authors' Names: Jackie Collinwood; John Harvey; Julia Hovells  
Authors' Phone Telephone: 01223 – 458241; 01223 - 458143;  
Numbers: 01223 - 457822  
[jackie.collinwood@cambridge.gov.uk](mailto:jackie.collinwood@cambridge.gov.uk)  
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[julia.hovells@cambridge.gov.uk](mailto:julia.hovells@cambridge.gov.uk)

O:\accounts\Committee Reports & Papers\Community Services Scrutiny\2013 June\Final\CD&H\Community Services (CD&H) Final Outturn 2012-13 Report.doc

## Community Development &amp; Health Portfolio / Community Services Scrutiny Committee

## Revenue Budget - 2012/13 Outturn

Service Grouping	Original Budget £	Final Budget £	Outturn £	Variation Increase / (Decrease) £	Carry Forward Requests - see Appendix C £	Net Variance £
<b>Customer &amp; Community Services - Community Development</b>						
Community Development Central & Support Costs	257,950	260,880	259,040	(1,840)		(1,840)
Community Development Admin	308,040	294,110	294,259	149		149
Community Centres	671,450	716,360	710,886	(5,474)		(5,474)
Children and Youth	666,430	748,330	758,289	9,959		9,959
Neighbourhood Community Development	336,780	285,030	283,199	(1,831)		(1,831)
Equalities	63,870	62,220	61,954	(266)		(266)
Grants	1,041,910	1,030,560	1,021,107	(9,453)		(9,453)
	<b>3,346,430</b>	<b>3,397,490</b>	<b>3,388,735</b>	<b>(8,755)</b>	<b>0</b>	<b>(8,755)</b>
<b>Environment - Bereavement Services</b>						
Bereavement Services	(303,900)	(289,890)	(345,585)	(55,695)		(55,695)
	<b>(303,900)</b>	<b>(289,890)</b>	<b>(345,585)</b>	<b>(55,695)</b>	<b>0</b>	<b>(55,695)</b>
<b>Environment - Streets and Open Spaces</b>						
Green Fingers (previously Employment Foundation)	50,390	49,900	49,900	0	0	0
	<b>50,390</b>	<b>49,900</b>	<b>49,900</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Environment - Refuse &amp; Environment</b>						
Health Improvement Strategy	0	16,000	0	(16,000)	16,000	0
<b>Total Net Budget</b>	<b>3,092,920</b>	<b>3,173,500</b>	<b>3,093,050</b>	<b>(80,450)</b>	<b>16,000</b>	<b>(64,450)</b>

Changes between original and final budgets may be made to reflect:

- portfolio and departmental restructuring
- approved budget carry forwards from the previous financial year
- technical adjustments, including changes to the capital accounting regime
- virements approved under the Council's constitution
- additional external revenue funding not originally budgeted for

and are detailed and approved:

- in the June committee cycle (outturn reporting and carry forward requests)
- in September (as part of the Medium Term Strategy (MTS))
- in the November committee cycle (revised budgets)
- in the January committee cycle (as part of the budget setting report)
- and via technical adjustments/virements throughout the year

## Community Development and Health Portfolio / Community Services Scrutiny Committee

### Revenue Budget 2012/13 Major Variances from Final Revenue Budgets

Service Grouping	Reason for Variance	Amount £	Contact
Community Development	<p><b>Customer &amp; Community Services - Community Development</b></p> <p>Various small variances</p>	(8,755)	T Woollams
Bereavement Services	<p><b>Customer &amp; Community Services - Bereavement Services</b></p> <p>£26,000 is a result of a business rate refund, £11,000 is due to a vacant post and around £20,000 is additional net income.</p>	(55,695)	T Lawrence
Health Improvement Strategy	<p><b>Environment - Refuse &amp; Environment</b></p> <p>In April 2013 the Health and Well Being board became a statutory board and will be delivering amongst a number of it's functions the Cambridgeshire Health and Well being Strategy. The transfer of public health to local authorities has almost been completed and the commissioning of services is currently being examined by the Local Commissioning Groups. The precise details are unknown at this stage and the carry forward is requested to accommodate the council's foreseeable requirements.</p>	(16,000)	J Lally
	Other minor variances	0	
	<b>Total</b>	<b>(80,450)</b>	



## Community Development and Health Portfolio / Community Services Scrutiny Committee

### Revenue Budget 2012/13 - Carry Forward Requests

Request to Carry Forward Budgets from 2012/13 into 2013/14 and future years

Item		Request £	Contact
	<p><b>Environment - Refuse and Environment</b></p> <p>In April 2013 the Health and Well Being board became a statutory board and will be delivering amongst a number of it's functions the Cambridgeshire Health and Well being Strategy. The transfer of public health to local authorities has almost been completed and the commissioning of services is currently being examined by the Local Commissioning Groups. The precise details are unknown at this stage and the carry forward is requested to accommodate the council's foreseeable requirements.</p>	16,000	J Lally
	<p><b>Total Carry Forward Requests for Community Development Portfolio / Community Services Scrutiny Committee</b></p>	<b>16,000</b>	

## Community Development &amp; Health Portfolio / Community Services Scrutiny Committee

## Capital Budget 2012/13 - Outturn

Capital Ref	Description	Lead Officer	Original Budget £000	Final Budget £000	Outturn £000	Variance - Outturn compared to Final Budget £000	Re-phase Spend £000	Over / (Under) Spend £000	Variance Explanation / Comments
<b>Customer &amp; Community Services - Community Development</b>									
SC283	City Centre Youth Venue (S106)	T Woollams	100	0	0	0	0	0	In October 2012, following extensive consultation with young people, it was agreed at Community Services Scrutiny not to pursue a city centre youth venue and so the budget has been removed from the capital plan. A programme of youth work, informed by the consultation, was agreed at Community Services Scrutiny in March 2013 and is being progressed within existing service budgets.
SC285	Energy Efficiency Programme - Meadows	T Woollams	13	14	14	0	0	0	Project completed.
SC286	The Junction Development Programme (S106)	T Woollams	2	0	0	0	0	0	Project completed.
SC440	King George Vth Rec Ground Pavilion Redevelopment - Consolidated Scheme (S106)	T Woollams	32	26	10	(16)	16	0	Project awaiting planning permission to continue. Rephase to 2013/14.
SC526	Clay Farm Community Centre - Phase 1 (S106)	A Carter	420	179	183	4	0	4	Project on programme
PR025	New Town Community Development Capital Grants Programme (S106)	T Woollams	114	47	47	0	0	0	Remaining budget was rephased to 2013/14.
PR026	Community Development Grants Programme (S106)	T Woollams	373	429	322	(107)	107	0	Includes many capital projects reliant on voluntary organisations delivering projects to programme.

## Community Development &amp; Health Portfolio / Community Services Scrutiny Committee

## Capital Budget 2012/13 - Outturn

Capital Ref	Description	Lead Officer	Original Budget £000	Final Budget £000	Outturn £000	Variance - Outturn compared to Final Budget £000	Re-phase Spend £000	Over / (Under) Spend £000	Variance Explanation / Comments
Environment - Bereavement Services									
SC519	Mercury Abatement	T Lawrence	0	100	108	8		8	Project completed. Unforeseen and essential repairs to the roadway at the Crematorium following the completion of the crematory project have cost £23k. The building works retention of £31k will be paid as and when snagging is complete (dispute between contractors). The consequent marginal overall project overspend (project budget £2M - £38k = 1.8%) will be funded from Repairs and Renewals and will not require further committee approval as the overall forecast expenditure is within the original budget approval. Contractors are expected to re-level floor of crematory on 13 May.  The final costs for the upgrade and connection to the Council's IT infrastructure, currently undergoing testing following delays outside our control, are still being quantified and will be similarly funded from Repairs & Renewals contributions within the original project approval but are not shown in the forecast spend to year end at this time.
SC523	Refurbishment of Newmarket Rd Cemetery Buildings	T Lawrence	120	78	43	(35)	35	0	Original target date of 31 March 2013, revised to 30 April 2013, which has been agreed with Ex Cllr via HoS. Project on target, despite one weeks delay due to the need for a small redesign of the roofing steel work. Underspend due to a delay in commencement of contract and delivery and installation of steelworks. Project completion date delayed to Friday 10th May following change in sanitary ware necessitated by discovery of syringes and sharps.

## Community Development &amp; Health Portfolio / Community Services Scrutiny Committee

## Capital Budget 2012/13 - Outturn

Capital Ref	Description	Lead Officer	Original Budget £000	Final Budget £000	Outturn £000	Variance - Outturn compared to Final Budget £000	Re-phase Spend £000	Over / (Under) Spend £000	Variance Explanation / Comments
SC524	Cambridge Crematorium - Chapels & Public Areas Refurbishment	T Lawrence	120	25	0	(25)	25	0	Phase 1: East Chapel Waiting Room - decision of selected contractor(s) for minor construction and subsequent decoration works expected to occur week of 13 May. Completion of these works is expected by 30 June 2013. Procurement of associated soft furnishings and furniture continues.
SC525	Cambridge Crematorium - Staff Room Refurbishment	T Lawrence	30	0	0	0	0	0	Project incorporated into main refurbishment works. Original plan aborted due to unforeseen subsidence damage, resulting in an alternative option for a staff refreshment facility being agreed and relocated on the crematorium site. Change of use to original building to be explored via the business plan during 2015-2016.
<b>Total for Community Development &amp; Health Portfolio</b>			<b>1,324</b>	<b>898</b>	<b>727</b>	<b>(171)</b>	<b>183</b>	<b>12</b>	

Page 66

Changes between original and final budgets may be made to reflect:

- rephased capital spend from the previous financial year
- rephased capital spend into future financial periods
- approval of new capital programmes and projects

and are detailed and approved:

- in the June committee cycle (outturn reporting and carry forward requests)
- in September (as part of the Medium Term Strategy (MTS))
- in the January committee cycle (as part of the budget setting report)



To: Executive Cllr Community Well-being  
Report by: Trevor Woollams (Head of Community Development)  
Relevant scrutiny committee: Community Services 25<sup>th</sup> June 2013  
Wards affected: Arbury

### **Future Options for St.Luke's Barn**

#### **Not a Key Decision**

#### **1. Executive summary**

- 1.1 This report considers whether the Cambridge City Council (the Council) should continue to invest in St.Luke's Barn. The Barn is situated within the grounds of St.Luke's School in Arbury. It was built by the Council in 1987 on land owned by Cambridgeshire County Council and we have correspondence indicating that following completion the building was handed over to the Trustees of the Church Schools of Cambridge (The Old Schools) who own the access road to the Barn. Records show that the Council has agreed to pay for the maintenance and management of the building whilst it remains in community use. The Council can give notice to the Trustees if it no longer wishes to invest in the Barn, in which case the Trustees may decide to stop or restrict future community use and may require the Council to demolish the building and reinstate the land.
- 1.2 The Barn has been managed by St.Luke's School since 2004 through annual Service Level Agreements with the Council. It is primarily used for badminton (by the University and Bottisham badminton clubs) and by the school for activities and meetings. There are a couple of first floor meeting rooms which can only be accessed via a narrow staircase. The Barn generates around £21,000 of income a year which is used by the school to cover heating, lighting, cleaning and administration costs.
- 1.3 In 2009 and again in 2011 the County Council expressed an interest in taking over the Barn, first for use as a Children's Centre and later as part of plans to re-develop the school. After feasibility work, the County Council decided not to pursue either of the options.

- 1.4 The Barn now requires substantial modernisation, repair and decoration if it is to be retained for community use into the future. However, even after refurbishment the upstairs community rooms would still be inaccessible for people with mobility disabilities.
- 1.5 The report considers the current use of the Barn as a sports and community facility in the context of other sports and community facilities of higher quality that are available in the locality and recommends that the Council gives notice to the Trustees of the Old Schools of Cambridge that it does not intend to invest in the Barn in the future.

## **2. Recommendations**

The Executive Councillor is recommended that

- 2.1 The Council give notice to the Trustees of the Old Schools of Cambridge that the Council no longer wishes to invest in St.Luke's Barn as set out in paragraph 6.1.
- 2.2 If required to do so by the Trustees of the Old Schools of Cambridge, the Council arranges for the Barn to be demolished.
- 2.3 Officers inform the community users of the Barn that they have given notice (as 2.1 above) and that if the Trustees of the Old Schools of Cambridge decide to end community use, officers work with the school to support the users to help them find alternative venues for their activities.

## **3. Background**

- 3.1 St.Lukes Barn is a community and sports facility. Records show that it was built in 1987 by the Council, under a building license, at a cost of around £180,000. It was built in the grounds of St.Luke's School on land owned by the County Council. Access to the Barn is via an access track alongside the school. The access track is owned by the Trustees of the Old Schools of Cambridge which sits under the Ely Diocesan.
- 3.2 As soon as the Barn was completed it was handed over to the Trustees of the Old Schools of Cambridge on the 18<sup>th</sup> May 1987. Records show that the intention was for the County Council to lease the land upon which the Barn was built to the Trustees of the Old Schools of Cambridge but it appears that this action was not completed.

- 3.3 We have a copy of a draft Agreement from 1986 between the Council, the Trustees of the Old Schools of Cambridge, The Governors of the St.Luke's Church of England Primary School and Cambridgeshire County Council setting out the terms on which the building would be constructed, used and maintained. However, it appears that neither this Agreement nor a subsequent draft prepared in 1991 were completed. This is probably because the County Council had not finalised the lease of the land to the Trustees.
- 3.4 The draft Agreement sets out conditions for community use of the Barn. These include a requirement for the Council to pay the running and maintenance costs of the Barn. The Council can give 12 months notice to the other parties if it decides to end the Agreement. If such notice is given, the Trustees of the Old Schools of Cambridge can require the Council to demolish the building and return the land to its original condition.
- 3.5 Whilst we have no record of the draft Agreement being signed, the Trustees of the Old Schools of Cambridge state in a letter to the Council dated 24<sup>th</sup> June 1986 that they gave their approval to the Barn being constructed on condition that the Council remove the building on request if it ceases to maintain it.
- 3.6 The Barn is constructed with large curved timber beams (Glulam beams) which are covered with corrugated aluminium sheets. The sheets have 150mm thick internal 'rock wool quilt' insulation fixed to their underside.



- 3.7 There is a large hall at the rear of the building which is the size of 2 badminton courts. There are toilets and changing rooms with de-commissioned showers accessed from the hall. At the front of the building there is a small foyer area and office and there are a couple of small meeting rooms and viewing gallery above them with a small kitchenette. The upstairs rooms are only accessible via a narrow internal staircase. There is also an external emergency staircase.
- 3.8 The Council managed the building until 2004. The Barn has since been managed by St.Luke's School under annual Service Level Agreements with the Council.
- 3.9 Towards the end of the last decade the Barn was clearly showing signs of requiring significant upgrading and refurbishment. However, in 2009 the County Council declared an interest in the Barn for use as a Children's Centre. The Council offered to support this use on the understanding that responsibilities for running and maintenance costs were taken up by the operator. Following lengthy discussion and feasibility studies the County Council withdrew their interest. In 2011 the County Council declared another interest in the Barn as part of the redevelopment plans for the school. Again, this did not progress.

#### **4. Use of the Barn**

- 4.1 When the Barn was built in 1987, the sports hall was an important facility for residents living in the north of the city as there were limited alternatives in the vicinity. However, over a number of years the Council has helped to fund a wide range of school sports facilities across the city which are also accessible to residents. Chesterton Sports Centre is very close to St.Lukes Barn and provides a wide range of sports facilities for local residents including a swimming pool, aerobics studio, fitness centre, tennis courts and sports hall where activities such as badminton, basket ball and football are played.
- 4.2 The current use of the Barn's sports hall is primarily badminton and it is used by clubs from the University and Bottisham. This use delivers most of the income which helps to cover the day to day management costs of the Barn. However, it is not clear whether either of the clubs will move to the new sports facilities being developed by the University in the west of the city when they open later this year.
- 4.3 The Head of Arts and Recreation has been consulted about the future options for the Barn and does not consider the facility to be of significant importance as a sports facility, given the availability of higher specification facilities in the area. Sport England's Facilities Planning Model for Indoor Sport 2008 stated that capacity exceeded



demand by just over 30% in Cambridge. The report said that the supply of facilities was good with considerable overlap in their catchment areas. It noted that Cambridge was a significant importer of demand (i.e. lots of people travel into the city to access indoor sports facilities). Since this study was undertaken, the major change in demand has been on major growth sites and these are delivering bespoke solutions as part of the planning process. This means we are able to be reasonably sure that the base line in terms of need and supply should be similar to those calculated in the 2008 report.

- 4.4 The hall has also been used in the past by the local Bangladeshi community living in the Darwin Drive and Akeman Street area to host occasional Eid celebrations (twice in 2012 and 2011 and once in 2010) and the school say that it is currently used once a fortnight by The Cambridge Islamic Youth Project. There is also a monthly 'Jumbo Toy Library' in the hall and it is used by the school for various staff meetings and activities for their children.
- 4.5 The 2 upstairs community rooms are both small. One is approximately 13m<sup>2</sup> and is currently being used as an office and store for equipment by an officer from the County Council's Youth Service. The other is 28m<sup>2</sup> and is available for hire. However, access to the upstairs is via a narrow staircase which makes the rooms inaccessible to anyone with mobility disabilities and presents a safety issue if it were to be used by some groups such as parent and toddler groups. There is also a small viewing gallery which overlooks the sports hall.
- 4.6 Again, there are more suitable community rooms available in the local area. Examples include St.Lukes Church Centre in Victoria Road which offers a number of rooms for hire including 2 halls and hosts many activities such as pre-school, Cubs, Beavers and Scouts, fitness and Pilates classes. The Neighbourhood Centre at 82 Akeman Street which has a small community room for hire (of similar size to the larger upstairs room at the Barn) and hosts various activities. Arbury Community Centre has a wide range of Community facilities and activities and is currently undergoing a major refurbishment of its small hall, funded by a capital grant from the Council.
- 4.7 The Barn was originally one of 5 'Joint Use' community facilities within the grounds of schools which were managed by Community Development staff (the others were at Abbey Meadows, Cherry Hinton, Shirley and St.Philips Schools). The Council withdrew from managing the other 4 facilities when the government placed a duty on schools to make their facilities accessible to the wider community in around 2008/09.

4.8 The income for 2012/13 was approximately £21,000 (mainly from badminton) which was retained by the school to cover general running costs such as heating, lighting, cleaning, bookings etc. There is a Service Level Agreement in place for 2013/14 which includes a contribution of £3,000 from the Council.

## **5. The future of the Barn**

5.1 Over the past 9 months, officers have been in discussion with the Head Teacher at St.Luke's School about options for the future of the Barn. Meetings have been held at the Barn with Arbury ward councillors, the Executive Councillor for Community Development and Health (now Community Well-being) and the Head Teacher. The Head Teacher is keen for a solution to be found so that the school can continue to manage and make use of the Barn. However, it is in a poor state of repair and will soon need major capital investment to bring the Barn up to current day standards.

5.2 Following the meetings with ward councillors, officers commissioned TR Freeman Ltd to carry out detailed roof and structural surveys of the Barn to get an understanding of its condition, the work required to repair, refurbish and modernise the building and an estimate of costs. TR Freeman were also asked for a cost estimate to demolish the building and re-instate the land.

5.3 The roof survey identified numerous external and internal problems that require attention and which are causing leaking and condensation. TR Freeman estimate that the cost of these repairs will be in excess of £110,000. The roof will also require painting once the repairs to the roof are complete.

5.4 The structural survey of the rest of the building did not find any evidence of significant structural movement since remedial work to rectify some twisting on the main glulam arch beams a few years ago. However, many of the windows and doors require replacing, the toilet facilities need upgrading with new fittings and finishes and repairs are required to the sports hall floor. The general condition of the foyer area, first floor rooms and kitchenette was considered very poor and in need of modernisation with some work required to the kitchenette. The estimate for completing this work is around £100,000.

5.5 In summary, capital expenditure of around £250,000 will be required to fully repair, re-furbish and re-decorate the Barn. This figure would be subject to a competitive tenders process. Whilst this work would bring the structure and decoration of the sports hall, toilets, kitchenette and community rooms up to current standards in terms of their

condition, the EQIA has highlighted that the small upstairs community rooms would still be inaccessible to anyone with a mobility disability or anyone who has difficulty climbing stairs. Under the Disability Discrimination Act, the body providing public services has to take reasonable steps make the services it provides accessible for people with disabilities. It could well be argued that it would be unreasonable to spend this amount of money on a building where the upstairs community rooms remain inaccessible.

- 5.6 It would also not change the fact that the Barn is not in the best location in terms of accessibility for Arbury residents. As an example, officers have been in discussion with users of the Darwin Drive Community House who are looking for additional prayer space. They have in the past occasionally used the Barn for one-off large cultural and religious celebrations but they do not use the Barn on a regular basis because there is no direct access to the site from the north and it is too far for many of their community to walk on a daily basis.
- 5.7 In addition to the capital costs there would also be an on-going revenue obligation for the Council to cover future maintenance costs and potentially management costs should the school decide they no longer wish to manage the Barn. The Council's revenue budget for 2013/14 is £13,690. However, this budget will cease from 2014/15.
- 5.8 If the Council decides not to invest this amount of money in a facility that offers limited community benefit, the Trustees of the Old Schools of Cambridge will need to decide whether they wish to maintain the Barn themselves. Should they decide not to do this, they can ask the Council to demolish the Barn and re-instate the land. Officers have received an estimate for the demolition work of around £15,000. This would be subject to firm quotations but could probably be met from the existing revenue budget (£13,690) plus other existing budgets within the service.

## **6. Conclusions**

- 6.1 Given the above, officers are recommending that the Council give notice to the Trustees of the Old Schools of Cambridge that the Council no longer wishes to invest in St.Luke's Barn. In accordance with the condition referred to in paragraph 3.5 and set out in the draft Agreement, the Council will offer to demolish the building and reinstate the land. Alternatively, should the Trustees wish to maintain St.Luke's Barn themselves for use by the school (and to generate income through hire) the Council will offer to pay the Trustees a sum of £15,000, subject to completion of a written Agreement releasing the

Council from any further financial liability or other responsibilities in connection with the Barn.

6.2 A further option officers have explored at the site meetings with ward councillors is to offer to pay a capital sum of up to £250,000 (subject to tender) to the Trustees of the Old Schools of Cambridge to refurbish and redecorate St.Luke's Barn. This option is not recommended and should only be considered if St.Luke's School or the Trustees of the Old Schools of Cambridge undertake to manage and maintain the building (once they have completed the works) for the local community for a period of at least 20 years. The Trustees would need to relinquish the Council from any further financial liabilities or other responsibilities in connection with St.Luke's Barn.

6.3 Officers do not recommend the option in 5.10 for the following reasons:

- This would require a significant capital investment for a facility that would still offer relatively poor sports and community space.
- There are a number of alternative and better sports and community facilities in the locality available for community use.
- The upstairs community rooms are small and would still be inaccessible to people with mobility disabilities and unsuitable for toddler or parent/baby groups.
- The building itself is located in a position that is not very accessible and not overlooked.
- The Trustees have the option of retaining the building for use by the school and the wider community if they wish.
- There is no budget for this work. A budget bid would need to be made and considered alongside other spending pressures and savings requirements.

## 7. Implications

### (a) Financial Implications

These are set out in the report. If the officer recommendation is approved, there is likely to be a one-off cost to the Council of around £15,000 which would be met from existing budgets.

The revenue budget for St.Lukes Barn is £13,690 for 2013/14. There is no on-going revenue budget allocated to St.Lukes Barn beyond March 2014.

### (b) Staffing Implications

The Barn is currently managed by St.Lukes School under a Service Level Agreement which is renewed annually. Should the school decide not to continue with this arrangement beyond March 2014, there would be no existing staff capacity within Community Development to effectively manage the building.

**(c) Equal Opportunities Implications**

An Equalities Impact Assessment has been completed. This considered 2 scenarios.

- a) That the Barn is demolished or community use ends.
- b) That the Barn is refurbished

The impacts have informed this report and the main issues have been highlighted within the body of the report.

**(d) Environmental Implications**

The Barn is very poorly insulated and inefficient to heat. A dehumidifier is used in the sports hall to try and minimise the affects of condensation.

**(e) Consultation and Communication**

Arbury ward councillors and St.Lukes School have been actively engaged in the work to date with the previous Executive Councillor for Community Development and Health. The previous Labour Spokes was also engaged both as Spokes and as an Arbury ward councillor. The new Executive Councillor for Community Wellbeing met with ward councillors and the Head Teacher on 6<sup>th</sup> June and was shown around the Barn. The new Labour Spokes has also been briefed.

The Head of Arts and Recreation has been consulted about the relative importance of the Barn as a sports venue and her views are included in the body of the report.

Should the Executive Councillor agree with the officer recommendation, officers will work with the school to inform the badminton clubs so that they have plenty of notice that they may need to move and also advise them of other potential venues where they could relocate.

Community Development officers would also work with the Cambridge Islamic Youth project to help them find an alternative

meeting place if necessary and would inform the local Bangladeshi community that the Barn may not be available to celebrate Eid from 2014. Again, if required, we would help them find an alternative location.

(f) **Procurement**

If required to do so, the Council would need to seek competitive quotations and enter into a contract to demolish the Barn and reinstate the land.

(g) **Community Safety**

Historically there have been issues of vandalism at the Barn which is not overlooked and can be vulnerable. However, we understand that there have been few problems recently.

## **8. 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 Housing (and Deputy Leader): Councillor Catherine Smart  
Report by: Alan Carter, Head of Strategic Housing  
Relevant scrutiny committee: Community Services 25/6/2013  
Scrutiny Committee  
Wards affected: All Wards

## **Affordable Housing Programme Key Decision**

### **1. Executive summary**

In June 2012, the Executive Councillor for Housing approved a three year rolling programme of housing sites in the Council's ownership for consideration for development, redevelopment or disposal.

This report provides a review of the programme and specifically seeks approval of a revised three year rolling programme that includes sites to be investigated 2013/14 to 2015/16.

The report sets this request for approval to the revised three year programme in the context of;

- the delivery of Affordable Housing through the planning system
- the new Council housing programme

### **2. Recommendations**

The Executive Councillor is recommended:

To approve revisions to the 3 Year Rolling Programme 2013/14 to 2015/16 in the context of the wider Affordable Housing Programme

### **3. Background**

“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” is a Strategic Objective in the Housing Portfolio Plan. Over the last twenty years most new Affordable Housing has been delivered by Registered Providers (RPs) working with house-builder and developers through the planning system. However, the Council has

taken the opportunity recently to provide some balance to this through the implementation of its own new Council House building programme.

### **Affordable Housing Programme**

The Homes and Communities Agency (HCA) introduced a significantly different way of allocating grant to RPs in 2011. RPs were invited to bid for grant in a single bid round to allocate all available grant to the end of March 2015. In the new context of 'self financing', local authorities were able to bid for grant too. Fortunately, the Council's preferred RP partner for the growth sites Cambridgeshire Partnerships Limited (CPL) was successful in securing grant and therefore the planning for the delivery of the first Affordable Housing on the growth sites has been able to continue.

The table below clearly illustrates the adverse impact of the recession on the delivery of new Affordable Housing and how dependent the national system for the delivery of new Affordable Housing is on the private house building market and industry. However, now that CPL has secured grant and with house-building having started on the Trumpington Meadows, Glebe Farm and Clay Farm sites on the Southern Fringe the table also shows that the rate of completions of Affordable Housing is anticipated to pick up. The development of other sites in the city such as the Fire Station and the The Marque site in Hills Road have begun to speed up and the table also includes anticipated completions on these sites.

**Table - Numbers of New Affordable Housing Completions**

Actual	
2006.07	225
2007.08	239
2008.09	282
2009.10	281+ 290 Key Worker - Addenbrookes
2010.11	46
2011.12	3
2012.13	58
Estimate	
2013.14	362
2014.15	681

### **Three Year Rolling Programme**

A new approach to the review of the use of housing land in the Council's ownership was introduced in July 2008 following Committee scrutiny. It was agreed by the Executive Councillor that a three year rolling programme of



sites be brought forward each year for consideration for development, redevelopment or disposal. The annual review keeps members apprised of progress with sites and offers the opportunity to introduce new sites for investigation.

Appendix 1 provides an update of the schemes within the three year rolling programme that are already under investigation.

Appendix 2 is the revised three year rolling programme that is requested to be approved. This Appendix is confidential at this stage in keeping with the process agreed at the July 2008 Community Services Scrutiny Committee. However, following Executive Councillor approval of the inclusion of new sites in the three year programme, any tenants or leaseholders directly affected will be advised immediately, together with the Ward Members and tenant representatives as the three year programme will immediately be in the public domain following the Committee meeting.

### **New Council House Programme**

Eight new Council homes have now been completed since 2010 in Harris Road, Cockerall Road, Teversham Drift and Church End. The scheme to redevelop Seymour Court (the new scheme will be called Jane's Court) is due to complete later in the summer. This will provide 18 two bedroom and 2 one bedroom flats for older people. Two of the two bedroom flats will be fully wheelchair accessible.

Based on the three year rolling programme grant has been secured from the HCA through the bid round mentioned above to provide a further 126 (146 including Seymour Court) new Council homes by the end March 2015.

Appendix 3 is a Workbook of Scheme Audit Checklists showing progress on schemes in the Council's programme.

## **4. Implications**

### **(a) Financial Implications**

Financial implications will be assessed and reported when individual schemes considered suitable for development, redevelopment or disposal are brought forward to this Committee for scrutiny and for approval by the Executive Councillor for Housing.

The cost and funding of the Council's new build programme will be continually reviewed as part of the Council's Medium Term Strategy and budget setting and review cycles.

**(b) Staffing Implications**

Staff in the Enabling and Development Team project manage the delivery of the Affordable Housing Programme. Projects are monitored by the Affordable Housing Development Programme Board, a group of officers that meets quarterly. The Board includes representatives from the Enabling and Development Team, City Homes, Housing Advice and Housing Strategy, with Procurement, Finance, Internal Audit, and Legal staff as corresponding members.

**(c) Equal Opportunities Implications**

An EQIA has been undertaken for the Enabling and Development Service and for the Council's new build programme as a whole which mainly highlighted the benefits of the Council retaining direct control of new housing development itself to ensure a focus on the delivering of housing that meets a diverse range of housing needs. Each individual scheme will be subject to an EQIA at the feasibility stage.

**(d) Environmental Implications**

All new Affordable Housing on the growth sites and in the Council's programme are built to at least Level 4 of the Code for Sustainable Homes.

**(e) Procurement**

To facilitate the development of Council housing sites officers have completed a procurement process to set up an Affordable Housing Development partnership (AHDp) with a house-builder/developer and four Registered Providers. Keepmoat has been selected as our house-builder partner.

**(f) Consultation and communication**

Staff in the Enabling and Development team have structured meetings with staff from CPL in respect of the delivery of Affordable Housing on the growth sites and attend regular forums with other RP providers.

The Council's approach to the involvement of residents affected by the three year programme process and the Council's new house-building programme has been reviewed recently and was the subject of a report to the January 2013 Community Services Scrutiny Committee. One important change in the way that residents will be engaged was agreed. In future the first collective meeting with residents of an affected scheme will be held at least

4 – 6 weeks prior to a report coming to the scrutiny committee for consideration.

The Home Loss Policy also covers the financial compensation available to residents and how they will be supported to move.

(g) **Community Safety**

All new Affordable Housing is assessed against Secure by Design criteria.

**5. Background papers**

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

None.

**6. Appendices**

Appendix 1- Three Year Affordable Housing Programme 2012.13 to 2014.15 Review

Appendix 2 - Three Year Affordable Housing Programme 2013.14 to 2015.16 **(Exempt Information)**

Appendix 3 - Workbook of Scheme Audit Checklists (all information at 11 June 2013)

**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 1 – Three Year Affordable Housing Programme 2012.13 to 2014.15 Review

2012/13	Ward	City Homes	Existing AH Units	Indicative New AH Uits	Progress
<b>Kendal Way</b>	East Chest'ton	North	0	1	Planned to be submitted to October 13 Community Services Scrutiny Committee.
<b>1 to 20 Latimer Close and adjacent garages</b>	Abbey	South	16	12	All rented units now vacant. Planning permission granted March 13. <b>To be removed from programme as progressing to development.</b>
<b>51-73 Barnwell Road</b>	Abbey	South	23	13	Planning application submitted May 13. All rented units now vacant. Start on site projected Sept 13. <b>To be removed from programme as progressing to development.</b>
<b>Wadloes Road</b>	Abbey	South	0	6	Site of former nursery school – now demolished. Approval to develop granted March 13. Change of planning use class from community to residential required. Planning submission being worked up. <b>To be removed from programme as progressing to development.</b>
<b>St Matthews Street Garages</b>	P'field	South	0	0	Feasibility completed. Significant constraints do not make this a suitable site for new Affordable Housing. <b>To be removed from programme as not feasible to redevelop.</b>

Appendix 1 – Three Year Affordable Housing Programme 2012.13 to 2014.15 Review

<b>98-144a Campkin Road (evens only but including a's)</b>	Arbury	North	40	20	Approval granted to progress a scheme June 2012. Tenants and leaseholders consulted and rehousing has commenced. Further redesign underway. Start on site projected Nov 13. <b>To be removed from programme as progressing to development.</b>
<b>6 to 14a Water Lane and 238 to 246 Green End Road.</b>	East Chest'ton	North	23	14	Approval granted to progress a scheme Jan 13. Detailed discussions with tenants underway and rehousing has begun. Awaiting revised programme. <b>To be removed from programme as progressing to development.</b>
<b>9 to 28 Anstey Way and disused drying area</b>	Trump'ton	South	23	31	This amended site consists of the flats and bungalows, as well as the disused drying area. Investigation underway including looking at options specifically for the bungalows and also at phasing any new scheme.
<b>1 to 8a and 39 to 50 Aylesborough Close</b>	Arbury	North	20	16	Approval granted to progress a scheme Jan 13. Rehousing has commenced. Pre-application planning discussions to start. Awaiting revised programme. <b>To be removed from programme as progressing to development.</b>
<b>40 to 64 Colville Road and 1 to 9 Augers Road</b>	Cherry Hinton	South	17	20	Approval granted to progress a scheme Jan 13. 16 of 17 tenants have moved or moving. Planning submission planned end of June 13. <b>To be removed from programme as progressing to development.</b>
<b>Atkins Close Garages</b>	Kings Hedges	North	0	8	Approval granted to progress a scheme March 13. Currently at pre-application planning discussion stage. <b>To be removed from programme as</b>

Appendix 1 – Three Year Affordable Housing Programme 2012.13 to 2014.15 Review

					<b>progressing to development.</b>
<b>Cadwin Fields Garages</b>	Kings Hedges	North	0	2	Initial feasibility work by Keepmoat indicates a number of constraints to redevelopment. Further work required to determine whether a small redevelopment is feasible.
<b>Cameron Road / Nuns Way Garages</b>	Kings Hedges	North	0	4 to 8	Initial feasibility work by Keepmoat indicates a number of constraints to redevelopment. Further work required to determine whether a small redevelopment is feasible.
<b>Gunhild Way Garages</b>	Queen Ediths	South	0	2	Initial feasibility work by Keepmoat indicates a number of constraints to redevelopment. Further work required to determine whether a small redevelopment is feasible.
<b>Markham Close Garages</b>	Kings Hedges	North	0	3	Initial feasibility work by Keepmoat indicates a number of constraints to redevelopment. Further work required to determine whether a small redevelopment is feasible.
<b>Uphall Road Garages (between 11&amp;13 Uphall Rd)</b>	Romsey	North	0	2	Project approval request to progress a scheme to be submitted to the October 2013 Community Services Scrutiny Committee.
<b>Wiles Close Garages</b>	Kings Hedges	North	0	3 to 6	Initial feasibility work by Keepmoat indicates a number of constraints to redevelopment. Further work required to determine whether a small redevelopment is feasible.
<b>Council Land Clay Farm</b>	Trum'ton	South	0	105	Partner house-builder selected to progress this scheme. <b>To be removed from programme as progressing to development.</b>

Appendix 1 – Three Year Affordable Housing Programme 2012.13 to 2014.15 Review

2013/14	Ward	City Homes	AH Units Loss	AH Units Gross	Comment
<b>51-53 Argyle Street</b>	Romsey	South	0	2	Potential redevelopment scheme. Currently a garage / workshop. Feasibility work not yet started
<b>1-20 &amp; 81-91 Hawkins Road Garages</b>	Kings Hedges	North	0	14	Early feasibility work only carried out.
<b>9 to 10a Ventress Close and adjacent Garages</b>	Queen Ediths	South	1	6	Potential redevelopment. Includes land either side of 9/10a. Feasibility work not yet started
<b>Stansfield Road Scouts Hut</b>	Abbey	South	0	4	Approval granted to progress a scheme Oct 13. Scheme involves re-provision of Scouts Hut. Planning application submitted. Start on site projected Set 13. <b>To be removed from programme as progressing to development.</b>
<b>Colville Rd Ph 2 (flats 66-80b)</b>	Cherry Hinton	South	20	18	Site includes a public car park with recycling facilities. In addition to the 20 Affordable Housing units there are 4 leasehold flats. Detailed investigation not yet begun.
<b>69-159a (Lichfield Road (odd nos.))</b>	Coleridge	South	42	46	Includes redevelopment and re-provision of community hall and laundry. Detailed consultation underway Financial viability assessment of scheme initial design underway. Earliest report to Committee for scheme consideration would be Oct 13.
<b>Land to rear 55 Wulfstan Way</b>	Queen Ediths	South	0	1	This site came forward again (originally no development potential) as neighbour has secured planning permission to build bungalow on own and Council land.



Appendix 1 – Three Year Affordable Housing Programme 2012.13 to 2014.15 Review

					Investigation underway.
<b>Fulbourn Rd Garages, Headington Close</b>	Cherry Hinton	South	0	6	Access constraints identified as part of early investigation. Feasibility continuing.
<b>Campkin Rd Ph2 (including 1-20 and 81-91 Hawkins Road garages)</b>	Arbury	North	25	30	The existing flats include 7 leaseholders in addition to the 25 Affordable units. The garage site has previously been approved to be included in the 3 Year Rolling Programme and early feasibility work suggests that sites should be considered together. Investigation not underway yet.
<b>Aylesborough close Ph 2 (65-75 Verulum Way and 1-34 Aylesborough Close and 2-24 Fordwith Close)</b>	Arbury	North	40	Not known	The existing flats include 4 leaseholders in addition to the 40 Affordable Housing. The design and layout and condition of the properties is poor and they make poor use of the land. Detailed investigation not underway yet.
<b>Northfield Avenue Garages</b>	Kings Hedges	North	0	2	Currently a garage site. Feasibility work not yet started
<b>166 and 174 Shelford Road</b>	Trum'ton	South	0	0	Not in Council's ownership. <b>To be removed from programme.</b>
<b>301-326 Hawkins Road Garages</b>	Kings Hedges	North	0	8	Initial plan drawn up to show 8 residential units. More feasibility work and site analysis required, including discussions with planning and highways.

Appendix 1 – Three Year Affordable Housing Programme 2012.13 to 2014.15 Review

<b>2014/15</b>	<b>Ward</b>	<b>City Homes</b>	<b>AH Units Loss</b>	<b>AH Units Gross</b>	<b>Comment</b>
<b>None identified at Present</b>					

**Appendix 3 - Workbook of Scheme Audit Checklists (all information at 11 June 2013)**

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**1. Scheme – Jane’s Court (formerly known as Seymour Court)**

**2. Stage**

Stage	Date (estimate in italics)
3 Year Programme	
Community Serv. Scrutiny Com. - Exec Cllr Approval	
Development Agreement Signed	
Pre-application First Meeting	
Planning Application	
Planning Approval	Nov 2010
Development Agreement – Unconditional	
Start on Site	March 2012
Practical Completion	<i>October 2013</i>

Comments: This scheme was originally part of the Sheltered Housing Programme.

**3. Resident Engagement**

First 3 Year Programme Letter	N/A
3 Year Programme Up-date Letter (if applicable)	N/A
Residents Meeting Prior to Exec Cllr Approval	N/A
Pre-application Neighbourhood Meeting	N/A

Comments (including progress with residents re-housing): Tenants were re-housed under the Sheltered Housing Programme. There were no leaseholders.

**4. Scheme Mix History**

Mix	Formerly	HCA Bid	Exec Cllr Approval	Current
Bedsits	50	0	0	0
1 bed flat	0	2	2	2

2 bed flat	0	19	19	18
Total	50	21	21	20

Comments: Two flats are to fully wheelchair accessible standards. The new scheme will also deliver fourteen market sale properties, alongside the Affordable Housing.

## 5. Scheme Cost History

£	HCA Bid	Exec Cllr Approval	Current
Construction	-	-	-
Home Loss	-	-	-
Project Agent	-	-	-
Internal Fee	-	-	-
Total	400,000	400,000	400,000

Comments: The scheme was sufficiently advanced when the HCA bid was made for the grant bid and allocation to cover the net construction cost of the Affordable Housing. The cost of relocating tenants is not shown in the above.

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## 1. Scheme – Latimer Close, Cambridge CB5 8RP

### 2. Stage

Stage	Date (estimate in italics)
3 Year Programme	Nov 2008
Community Serv. Scrutiny Com. - Exec Cllr Approval	28/06/2012
Development Agreement Signed	25/01/2013
Pre-application First Meeting	28/08/2012
Planning Application	20/12/2012
Planning Approval	03/03/2013
Development Agreement – Unconditional	<i>June 2013</i>
Start on Site	<i>Sept 2013</i>
Practical Completion	<i>Sept 2014</i>

Comments: The detailed scheme design is now being worked up by the architects. Final scheme costs are being prepared ready for validation. Planning conditions are being addressed to enable the Development agreement to move to the unconditional stage.

### 3. Resident Engagement

First 3 Year Programme Letter	13/11/2008
3 Year Programme Up-date Letter (if applicable)	05/10/2011
Residents Meeting Prior to Exec Cllr Approval	None
Pre-application Neighbourhood Meeting	20/09/2012

Comments (including progress with residents re-housing): All tenants have been re-housed. One leasehold property has been repurchased through negotiation and a second is in the Council's ownership through a Compulsory Purchase Order. Negotiations with the remaining two leaseholders has broken down and approval is being sought to apply for Compulsory Purchase Orders.

### 4. Scheme Mix History

Mix	Existing	HCA Bid	Exec Cllr Approval	Current
1 bed flat	16	1	2	1
2 bed flat	0	3	2	3
2 bed house	0	2	2	2
3 bed house	0	3	5	5
4 bed house	0	1	1	1
Total	16	10	12	12

Comments: There are currently 16 one bedroom rented flats, with 4 one bedroom leasehold flats. The new scheme will also deliver eight market sale properties, alongside the twelve Affordable Housing.

### 5. Scheme Cost History

£	HCA Bid	Exec Cllr Approval	Current
Construction	-	772,734	690,373
Home Loss	-	565,712	565,712

Project Agent	-	30,160	17,650
Internal Fee	-	-	26,148
Total	982,936	1,368,606	1,299,883

Comments: The HCA bid included assumptions about the cost construction and of compensating leaseholders but no other cost.

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## 1. Scheme – Barnwell Road, Cambridge CB5 8RG

### 2. Stage

Stage	Date (estimate in italics)
3 Year Programme	2008
Community Services Scrutiny Comm - Exec Cllr Approval	15/03/2012
Development Agreement Signed	<i>June 2013</i>
Pre-application First Meeting	09/01/2013
Planning Application	10/05/2103
Planning Approval	<i>August 2013</i>
Development Agreement – Unconditional	<i>August 2013</i>
Start on Site	<i>Sept 2013</i>
Practical Completion	<i>August 2014</i>

Comments: The detailed scheme design has been worked up by the architects and will now be submitted for formal planning approval. Final scheme costs are being prepared ready for validation.

### 3. Resident Engagement

First 3 Year Programme Letter	2008
3 Year Programme Up-date Letter (if applicable)	16/03/2012
Residents Meeting Prior to Exec Cllr Approval	None
Pre-application Neighbourhood Meeting	30/04/2013

Comments (including progress with residents re-housing): All 23 tenants have now been re-housed. Final negotiation is underway with sole leaseholder regarding purchase.

#### 4. Scheme Mix History

Mix	Existing	HCA Bid	Exec Cllr Approval	Current
1 bed flat	23	1	2	2
2 bed flat	0	3	6	10
2 bed FOG	0	0	3	1
2 bed house	0	2	5	0
3 bed house	0	3	0	0
4 bed house	0	1	0	0
Total	23	10	16	13

Comments: There are currently 23 No 1 bed rented flats, with 1 No. 1 bed leasehold flat. The new scheme will also deliver eight market sale properties, alongside 13 Affordable Housing.

#### 5. Scheme Cost History

£	HCA Bid	Exec Cllr Approval	Current
Construction	-	940,000	908,654
Home Loss	-	248,000	248,000
Project Agent	-	30,160	22,113
Internal Fee	-	-	32,760
Total	529,804	1,218,160	1,211,527

Comments: The HCA bid included assumptions about the cost construction and of compensating leaseholders but no other cost.

#### 1. Scheme – Stanesfield Road, Cambridge CB5 8NH

##### 2. Stage

Stage	Date (estimate in italics)
3 Year Programme	June 2012
Community Services Scrutiny Comm - Exec Cllr Approval	11/10/2012
Development Agreement Signed	<i>June 2013</i>
Pre-application First Meeting	11/12/2012

Planning Application	10/05/2013
Planning Approval	August 2013
Development Agreement – Unconditional	August 2013
Start on Site	Sept 2013
Practical Completion	June 2014

Comments: The detailed scheme design has been prepared by our architects, and will now be submitted for formal planning approval.

### 3. Resident Engagement

First 3 Year Programme Letter	Not applicable
3 Year Programme Up-date Letter (if applicable)	16/03/2012
Residents Meeting Prior to Exec Cllr Approval	Not applicable
Pre-application Neighbourhood Meeting	02/04/2013

Comments : Continued negotiation underway with Scouts regarding surrender of lease.

### 4. Scheme Mix History

Mix	Existing	HCA Bid	Exec Cllr Approval	Current
1 bed flat	0	Not specified	1	1
2 bed flat	0	-	1	1
3 bed house	0	-	3	2
Total	0		5	4

Comments: The scheme was not considered until after the HCA grant bid had been made however the grant allocation available can be allocated to the scheme. There is currently a Scouts Hut on the site, which will be re-provided. The new scheme will deliver four market sale properties, alongside four Affordable Housing.

### 5. Scheme Cost History

£	HCA Bid	Exec Cllr Approval	Current
Construction	Not specified	673,485	673,485
Home Loss	-	248,000	248,000
Project Agent	-	9,092	9,092



Internal Fee	-	13,470	13,470
Total		696,047	696,047

Comments: A contribution of £100,000 has been agreed with the Community Development Service towards the cost of the Scouts Hut.

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## 1. Scheme – Campkin Road (Phase 1), Cambridge CB4 2ND

### 2. Stage

Stage	Date (estimate in italics)
3 Year Programme	June 2010
Community Services Scrutiny Comm - Exec Cllr Approval	28/06/2012
Development Agreement Signed	<i>June 2013</i>
Pre-application First Meeting	<i>June 2013</i>
Planning Application	<i>July 2013</i>
Planning Approval	<i>Oct 2013</i>
Development Agreement – Unconditional	<i>Oct 2013</i>
Start on Site	<i>Dec 2013</i>
Practical Completion	<i>Dec 2014</i>

Comments: The final draft scheme design is now being worked up by the architects, pending a pre-application submission. Scheme costs are being prepared ready for validation.

### 3. Resident Engagement

First 3 Year Programme Letter	02/07/2010
3 Year Programme Up-date Letter (if applicable)	14/08/2012
Residents Meeting Prior to Exec Cllr Approval	22/08/2012
Pre-application Neighbourhood Meeting	To be confirmed

Comments (including progress with residents re-housing): To date 36 of the 40 tenants have either been re-housed or are about to move. 5 of the 8 leaseholders have agreed for the Council to purchase their flat; 2 of the 8 have agreed for valuations to be undertaken; leaving one at early stages of negotiation.

#### 4. Scheme Mix History

Mix	Existing	HCA Bid	Exec Cllr Approval	Current
1 bed flat	40	2	2	4
2 bed flat	0	7	4	10
2 bed house	0	4	4	6
3 bed house	0	10	6	0
4 bed house	0	3	2	0
Total	40	26	18	20

Comments: Scheme viability is driving a predominance of flats as the Affordable Housing.

#### 5. Scheme Cost History

£	HCA Bid	Exec Cllr Approval	Current
Construction		1,281,202	1,281,202
Home Loss		1,300,000	1,300,000
Project Agent		23,590	23,590
Internal Fee		34,947	34,947
Total	1,852,940	2,459,739	2,459,739

Comments: The HCA bid included assumptions about the cost construction and of compensating leaseholders but no other cost.

#### 1. Scheme – Colville Road

#### 2. Stage

Stage	Date (estimate in italics)
3 Year Programme	June 2011
Community Services Scrutiny Comm - Exec Cllr Approval	28/06/12
Development Agreement Signed	
Pre-application First Meeting	18/12/12

Planning Application	<i>June 2013</i>
Planning Approval	<i>Aug 2013</i>
Development Agreement – Unconditional	<i>Aug 2013</i>
Start on Site	<i>Sep 2013</i>
Practical Completion	<i>Nov 2014</i>

Comments: A second pre-application meeting was held on 9 January 2013. Planning application anticipated June 2013

### 3. Resident Engagement

First 3 Year Programme Letter	30/06/11
3 Year Programme Up-date Letter (if applicable)	29/06/12
Residents Meeting Prior to Exec Cllr Approval	None
Pre-application Neighbourhood Meeting	<i>June 2013</i>

Comments (including progress with residents re-housing): Discussions were held with residents as long ago as 2008 but feasibility work was put on hold pending the refurbishment of Talbot House. Two resident meetings have been held together with Ward Councillors after the Executive Councillor approval to proceed.

To date all but 1 of the 17 tenants have either been re-housed or are about to move.

### 4. Scheme Mix History

Mix	Existing	HCA Bid	Exec Cllr Approval	Current
1 bed one person bungalows	18			
1 bed two person flats		2	2	3
2 bed four person flats		5	4	14
2 bed four person houses		5	6	
3 bed five person houses		10	7	3
4 bed six person house		2	2	
Total	18	24	21	20

Comments: At HCA bid stage a 40 dwelling scheme was anticipated ie 24 Affordable Housing and 16 market dwellings. Following discussions with planning officers the current scheme

has been reduced to 34 dwellings ie 20 Affordable Housing and 14 market dwellings. The flats that are Affordable Housing will be designed for older people aged fifty five years and over.

## 5. Scheme Cost History

	HCA Bid	Exec Cllr Approval	Current
Construction		1,434,344	Not available
Home Loss		212,000	
Project Agent		26,641	
Internal Fee		39,469	
<b>Total</b>	<b>1,364,088</b>	<b>1,712,453</b>	

Comment: The HCA bid included assumptions about the cost construction and of compensating leaseholders but no other cost.

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### 1. Scheme – 1-8a and 39-50 Aylesborough Close

#### 2. Stage

Stage	Date (estimate in italics)
3 Year Programme	June 2009
Community Services Scrutiny Comm - Exec Cllr Approval	17/01/13
Development Agreement Signed	<i>June 2013</i>
Pre-application First Meeting	<i>July 2013</i>
Planning Application	<i>August 2013</i>
Planning Approval	<i>October 2013</i>
Development Agreement – Unconditional	<i>October 2013</i>
Start on Site	<i>Nov. 2013</i>
Practical Completion	<i>Nov. 2014</i>

Comments: A report was first submitted for Executive Councillor approval in October 2012. Following concerns raised at the Community Services Scrutiny Committee the report was resubmitted in January 2013.

### 3. Resident Engagement

First 3 Year Programme Letter	June 2009
3 Year Programme Up-date Letter (if applicable)	July 2012
Residents Meeting Prior to Exec Cllr Approval	Oct and Dec 2012
Pre-application Neighbourhood Meeting	To be confirmed

Comments (including progress with residents re-housing): A At the end of April 2013, six of the twenty tenants have moved or are about to. There are four leaseholders. Two have readily engaged with officers and the other two are beginning to engage, one of whom is interested in re-housing under shared equity.

### 4. Scheme Mix History

Mix	Existing	HCA Bid	Exec Cllr Approval	Current
Bedsits	2			Not available
1 bed one person	7			
1 bed two person flats		1	3	
2 bed four person flats	11	7	7	
2 bed four person houses			2	
3 bed five person houses		7	2	
4 bed seven person house		2	2	
Total	20	17	16	

Comments: Four existing homes are occupied by a leaseholders – these are a one bed flat and three two bed flats. The current scheme includes 12 market houses and flats.

### 5. Scheme Cost History

	HCA Bid	Exec Cllr Approval	Current
Construction	-	1,488,352	Not available

Home Loss		775,398	
Project Agent		20,093	
Internal Fee		29,767	
<b>Total</b>	<b>1,804,176</b>	<b>2,313,610</b>	

Comments: The HCA bid included assumptions about the cost construction and of compensating leaseholders but no other cost.

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### 1. Scheme – Water Lane

#### 2. Stage

Stage	Date (estimate in italics)
3 Year Programme	June 2009
Community Services Scrutiny Comm - Exec Cllr Approval	17/01/13
Development Agreement Signed	
Pre-application First Meeting	<i>August 2013</i>
Planning Application	<i>Oct 2013</i>
Planning Approval	<i>Dec 2013</i>
Development Agreement – Unconditional	<i>January 2014</i>
Start on Site	<i>Feb. 2014</i>
Practical Completion	<i>Dec. 2014</i>

Comments: A report was first submitted for Executive Councillor approval in October 2012. Following concerns raised at the Community Services Scrutiny Committee the report was resubmitted in January 2013.

#### 3. Resident Engagement

First 3 Year Programme Letter	June 2009
3 Year Programme Up-date Letter (if applicable)	June 2012
Residents Meeting Prior to Exec Cllr Approval	1 Oct 2012
Pre-application Neighbourhood Meeting	To be confirmed

Comments (including progress with residents re-housing): A further residents meeting was held in December 2012. Six of the twenty-three tenants have moved or are about to. The one leaseholder is engaging with officers and is interested in moving away from the scheme temporarily and then moving back to a new flat on an equity share basis.

#### 4. Scheme Mix History

Mix	Existing	HCA Bid	Exec Cllr Approval	Current
1 bed one person bungalows	4			
1 bed one person flats	19			
1 bed two person flats		1	3	2
2 bed four person flats		2	11	12
2 bed four person houses		2		
3 bed five person houses		4		
4 bed six person house		1		
<b>Total</b>	<b>23</b>	<b>10</b>	<b>14</b>	<b>14</b>

Comments: There is an additional one bedroom flat occupied by a leaseholder. The current scheme includes 12 market houses and flats.

#### 5. Scheme Cost History

£	HCA Bid	Exec Cllr Approval	Current
Construction	-	1,143,486	Not available
Home Loss		249,200	
Project Agent		15,437	
Internal Fee		22,870	
<b>Total</b>	<b>767,610</b>	<b>1,430,993</b>	

Comments: The HCA bid included assumptions about the cost construction and of compensating leaseholders but no other cost.

## 1. Scheme – Atkins Close Garages

### 2. Stage

Stage	Date (estimate in italics)
3 Year Programme	June 2012
Community Serv. Scrutiny Com. - Exec Cllr Approval	March 2013
Development Agreement Signed	<i>June 2013</i>
Pre-application First Meeting	<i>June 2013</i>
Planning Application	<i>August 2013</i>
Planning Approval	<i>October 2013</i>
Development Agreement – Unconditional	<i>October 2013</i>
Start on Site	<i>Oct 2013</i>
Practical Completion	<i>June 2014</i>

Comments: The detailed scheme design is now being worked up by the architects. Final scheme costs are being prepared ready for validation.

### 3. Resident Engagement

First 3 Year Programme Letter	N/A
3 Year Programme Up-date Letter (if applicable)	N/A
Residents Meeting Prior to Exec Cllr Approval	January 2013
Pre-application Neighbourhood Meeting	January 2013

Comments (including progress with residents re-housing): This scheme is the redevelopment of a garage site.

### 4. Scheme Mix History

Mix	Existing	HCA Bid	Exec Cllr Approval	Current
1 bed flat	0	Not specified	6	6
2 bed flat	0	0	0	2
2 bed house	0	0	1	0
Total	0	0	7	8

Comments: The scheme was not specified as part of the HCA grant bid. Included in the bid was a general application for garage



and small in-fill sites. There will be four market properties on the site as well as the eight flats as Affordable Housing.

## 5. Scheme Cost History

£	HCA Bid	Exec Cllr Approval	Current
Construction	-	662,508	Not available
Home Loss	-	-	-
Project Agent	-	19,938	-
Internal Fee	-	24,615	-
Total	Not specified	707,061	-

Comments: The costing of the latest revised scheme is currently being worked on.

### 1. Scheme – Wadloes Road, Cambridge CB4 2ND

#### 2. Stage

Stage	Date (estimate in italics)
3 Year Programme	June 2011
Community Services Scrutiny Comm - Exec Cllr Approval	14/03/2013
Development Agreement Signed	<i>June 2013</i>
Pre-application First Meeting	<i>June 2013</i>
Planning Application	<i>Nov 2013</i>
Planning Approval	<i>Feb 2014</i>
Development Agreement – Unconditional	<i>Feb 2014</i>
Start on Site	<i>Feb 2014</i>
Practical Completion	<i>Oct 2014</i>

Comments: The final draft scheme design is now being worked up by the architects, pending a pre-application submission. Scheme costs will then be prepared ready for validation.

#### 3. Resident Engagement

First 3 Year Programme Letter	N/A
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3 Year Programme Up-date Letter (if applicable)	N/A
Residents Meeting Prior to Exec Cllr Approval	N/A
Pre-application Neighbourhood Meeting	To be confirmed

Comments (including progress with residents re-housing): A letter has been sent to all residential neighbours advising them of our intention to redevelop the site.

#### 4. Scheme Mix History

Mix	Existing	HCA Bid	Exec Cllr Approval	Current
1 bed flat	0	1	2	2
2 bed flat	0	2	4	4
2 bed house	0	1	0	0
3 bed house	0	3	0	3
Total	0	7	6	6

Comments: The site is currently vacant, with the previous use being as a children's nursery (building now demolished). The new scheme will also deliver four market sale properties, alongside the six Affordable Housing.

#### 5. Scheme Cost History

£	HCA Bid	Exec Cllr Approval	Current
Construction	-	730,657	730,657
Home Loss	-	0	0
Project Agent	-	17,358	17,358
Internal Fee	-	21,430	21,430
Total	187,284	769,445	769,445

Comments: The HCA bid included assumptions about the cost construction and of compensating leaseholders but no other cost.

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**1. Scheme – 69-159a Lichfield Road**

**2. Stage**

Stage	Date (estimate in italics)
3 Year Programme	June 2012
Community Services Scrutiny Comm - Exec Cllr Approval	
Development Agreement Signed	
Pre-application First Meeting	
Planning Application	
Planning Approval	
Development Agreement – Unconditional	
Start on Site	
Practical Completion	

Comments: This scheme was not added to the 3 Year Programme until after the grant bid to the HCA was made and therefore the scheme is not being considered as part of the 146 Programme that is due to be completed by March 2015. Residents are aware that the earliest a report will be submitted for consideration is October 2013.

### 3. Resident Engagement

First 3 Year Programme Letter	28 June 2012
3 Year Programme Up-date Letter (if applicable)	
Residents Meeting Prior to Exec Cllr Approval	See comments
Pre-application Neighbourhood Meeting	

Comments (including progress with residents re-housing): Four residents meetings have taken place since June 2012. The meetings have helped inform the feasibility stage.

### 4. Scheme Mix History

Mix	Existing	HCA Bid	Exec Cllr Approval	Current
1 bed	40	N/A		12
2 bed	0			34
Total	40			46

Comments: Following the consultation meetings with residents the feasibility work has focused on the redevelopment of the flats to

provide modern day standard accommodation for older people aged 55 and over. The feasibility work has shown that a phased redevelopment would be possible.

## 5. Scheme Cost History

	HCA Bid	Exec Cllr Approval	Current
Construction			
Home Loss			
Project Agent			
Internal Fee			
Total			

Comment: A costing exercise is currently being undertaken that will inform the feasibility stage.

---

### 1. Scheme – Anstey Way

#### 2. Stage

Stage	Date (estimate in italics)
3 Year Programme	<i>June 2012</i>
Community Services Scrutiny Comm - Exec Cllr Approval	
Development Agreement Signed	
Pre-application First Meeting	
Planning Application	
Planning Approval	
Development Agreement – Unconditional	
Start on Site	
Practical Completion	

Comments: This scheme is not being considered as part of the 146 Programme that is due to be completed by March 2015.

### 3. Resident Engagement

First 3 Year Programme Letter	June 2012
3 Year Programme Up-date Letter (if applicable)	June 2012
Residents Meeting Prior to Exec Cllr Approval	To be confirmed
Pre-application Neighbour Meeting	To be confirmed

Comments (including progress with residents re-housing):

#### 4. Scheme Mix History

Mix	Existing	HCA Bid	Exec Cllr Approval	Current
Bedsits	3			
1 bed	20			
2 bed	0			
3 bed	5			

Comments: The scheme is still at the early stages of feasibility assessment.

#### 5. Scheme Cost History

	HCA Bid	Exec Cllr Approval	Current
Construction	N/A		
Home Loss			
Project Agent			
Internal Fee			
Total			

Comments: A costing exercise is currently being undertaken that will inform the feasibility stage. This will be assisted by information that has been generated from work on the Lichfield Road scheme.

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#### 1. Scheme – Clay Farm

#### 2. Stage

Stage	Date
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3 Year Programme	June 2012
Community Services Scrutiny Comm - Exec Cllr Approval	
Development Agreement Signed	
Pre-application First Meeting	
Planning Application	
Planning Approval	
Development Agreement – Unconditional	
Start on Site	
Practical Completion	

Comments: This scheme is for up to 105 new Affordable Housing on the Council's land at Clay Farm. Exec Cllr approval in principle to include the housing as part of the Council's programme was given July 2012.

### 3. Resident Engagement

First 3 Year Programme Letter	
3 Year Programme Up-date Letter (if applicable)	
Residents Meeting Prior to Exec Cllr Approval	
Pre-application Neighbourhood Meeting	

Comments (including progress with residents re-housing): These is a 'greenfield' site and there are no existing residents.

### 4. Scheme Mix History

Mix	Existing	HCA Bid	Exec Cllr Approval	Current
1 bed	N/A	N/A	N/A	9
2 bed				68
3 bed				22
4 bed				6
Total				105

Comments: This scheme is not being considered as part of the 146 Programme that is due to be completed by March 2015. The current mix is that required by the City Council in the tender exercise to select a partner to develop out the site.

### 5. Scheme Cost History

	HCA Bid	Exec Cllr Approval	Current
Construction	N/A		11,097,116
Home Loss			N/A
Project Agent			To be confirmed
Internal Fee			To be confirmed
Total			

Comments: Four cost and funding scenarios were considered at the July 2012 Customer and Community Services Scrutiny Committee. Hill Partnerships has been selected as the Council's partner to develop the site and a further report will be submitted in due course once final costings are known.

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Note – Early feasibility work is also being undertaken on the following small sites in the 3 Year Rolling Programme.

Small Infill:

Kendal Way

Garage Sites:

Uphall Road

Fulbourn Road

Rear 55 Wulfstan Way

Cadwin Fields

Markham Close

Cameron Road

Wiles Close

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To Executive Councillor for Housing  
Report Director of Customer & Community Services, Director of  
by Environment, Director of Resources  
Relevant Scrutiny Community Services 25 June 2013  
Committee

## **2012/13 Revenue and Capital Outturn, Carry Forwards and Significant Variances**

### **Not a Key Decision**

#### **1. Executive Summary**

- 1.1 This report presents a summary of the 2012/13 outturn position (actual income and expenditure) for services within the Housing portfolio, compared to the final budget for the year. The position for revenue and capital is reported and variances from budgets are highlighted, together with explanations. Requests to carry forward funding arising from certain budget underspends into 2013/14 are identified.
- 1.2 It should be noted that outturn reports being presented in this Committee cycle reflect the reporting structures in place prior to the recent changes in Executive portfolios. In light of those changes (together with the requirement to report outturn on the basis of portfolios in place during 2012/13) members of this committee are asked to consider the proposals to carry forward budgets and make their views known to The Leader, for consideration at Strategy & Resources Scrutiny Committee prior to his recommendations to Council.

#### **2. Recommendations**

Members of the Scrutiny Committee are asked to consider and make known their views on the following proposals:

- a) To agree which of the carry forward requests, totalling £241,330 as detailed in Appendix C, are to be recommended to Council for approval.
- b) To seek approval from Council to rephase spending of £48,000 in respect of energy efficiency improvements in the private sector

into 2013/14, and to recognise the re-phasing required to finance £16,000 of expenditure in respect of the property accreditation scheme earlier than anticipated in 2012/13, therefore reducing the resource available in 2013/14, as detailed in Appendix D.

- c) To seek approval from Council to rephase general fund housing capital expenditure of £151,000 from 2012/13 into 2013/14, in respect of the balance of investment required to create the Assessment Centre on East Road, as detailed in Appendices D and E.
- d) To seek approval from Council to carry forward net capital resources to fund rephased capital spending of £9,586,000 from 2012/13, deferring £8,165,000 into 2013/14, £700,000 into 2014/15, £517,000 into 2015/16 and £204,000 into 2028/29, in relation to investment in the Housing Revenue Account, as part of the Housing Capital Investment Plan, as detailed in Appendices D and E and the associated notes. As part of this, also recognising a delay to 2013/14, of the anticipated £1,500,000 capital receipt for the land on which the market housing is being delivered on the Seymour Court site.
- e) To note the resulting need to defer the use of £3,085,000 of revenue funding of capital expenditure into 2013/14, as considered at Housing Management Board.

### **3. Background**

#### **Revenue Outturn**

- 3.1 The outturn position for the Housing portfolio, compared to final revenue budget, is presented in detail in Appendix A.
- 3.2 Appendix B to this report provides explanations of the main variances.
- 3.3 Appendix C sets out the final list of items, for this service portfolio, for which approval is sought to carry forward unspent budget from 2012/13 to the next financial year, 2013/14.
- 3.4 The overall revenue budget outturn position for the Housing portfolio is set out in the table below:

<b>Housing Portfolio 2012/13 Revenue Summary</b>	<b>£</b>
Final Budget	2,890,510
Outturn	2,746,137
Variation – (Under)/Overspend for the year	(144,373)
Carry Forward Requests:	241,330
Net Variance	96,957

The net variance represents 3.35% of the overall portfolio budget for 2012/13.

### **Capital Outturn**

- 3.5 Appendix D shows the outturn position for schemes and programmes within the Housing portfolio, with explanations of variances.
- 3.6 An overall underspend of £10,644,000 has arisen, £10,614,000 of which relates to spend on the capital schemes covered by the Housing Capital Investment Plan. The remaining variance of £30,000 is a combination of variances in three capital schemes. Underspending in respect of energy efficiency improvements in the private sector of £48,000 has resulted in a request to re-phase this resource into 2013/14. The underspending of £48,000 was partially offset by overspending in the costs of building works in Hobson House (£2,000), and spending ahead of profile in respect of the Landlord Accreditation Scheme, where £16,000 of resource anticipated to be spent in 2013/14 has been utilised at an earlier stage.
- 3.7 Appendix E provides more detail for the capital schemes covered by the Housing Capital Investment Plan (Housing Revenue Account and Housing General Fund schemes funded from HRA resources).
- 3.8 Appendix E summarises the outturn position for the Housing Capital Investment Plan and the associated notes give brief explanations of the variances. A net underspend of £10,614,000 is evident, combining overspending in areas such as fencing and asbestos removal, with underspending in health and safety works (HHSRS) works and internal technical and external professional fees. There is a requirement to carry forward £9,737,000 of rephased expenditure

in other capital schemes between 2012/13 and 2013/14 and future years, predominantly in relation to residual investment in the assessment centre on East Road (£151,000), investment in decent homes in our own stock (£3,415,000), other investment in HRA stock (£2,216,000), new build affordable housing (net of £3,173,000), Cambridge Standard works (£172,000), the refurbishment of and other works to the authority's sheltered schemes (£27,000) and other HRA capital investment (£583,000).

- 3.9 The two key contributory factors in the level of slippage that is evident are the timing of the existing planned maintenance contract, where the contract start was delayed until July 2011 and the phasing of resource for the new build programme, where it is difficult to predict at the outset in which months we will hit the trigger points for contract payments. This is dependent upon the time taken to obtain the relevant approvals, gain planning permission, find existing residents new accommodation and build out the site to the stage where the Council becomes liable to meet the build costs. This varies hugely from scheme to scheme.
- 3.10 Permission is also sought to re-phase the use of direct revenue funding of capital expenditure from the Housing Revenue Account, to finance the re-phased capital expenditure identified in paragraph 3.8.
- 3.11 Right to buy receipts were significantly higher in 2012/13 than anticipated, with 41 dwellings sold during the year. This increase coincides with the government's legislative changes intended to re-invigorate the right to buy scheme, increasing discounts to a maximum of £75,000 and introducing a mechanism for re-supply of lost units which requires local authorities to contribute 70% of the cost of new dwellings.

#### **4. Implications**

- 4.1 The net variance from final budget, after approvals to carry forward £241,330 budget from 2012/13 to the next financial year, 2013/14, would result in an increased use of General Fund reserves of £96,957.
- 4.2 In relation to anticipated requests to carry forward revenue budgets into 2013/14 the decisions made may have a number of implications. A decision not to approve a carry forward request will impact on officers' ability to deliver the service or scheme in question and this could have staffing, equal opportunities, environmental and/or community safety implications.

## 5. Background Papers

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

- Closedown Working Files 2012/13
- Directors Variance Explanations – March 2013
- Capital Monitoring Reports – March 2013
- Budgetary Control Reports to 31 March 2013

## 6. Appendices

- Appendix A - Revenue Budget 2012/13 - Outturn
- Appendix B - Revenue Budget 2012/13 - Major Variances from Final Revenue Budgets
- Appendix C - Revenue Budget 2012/13 - Carry Forward Requests
- Appendix D - Capital Budget 2012/13 - Outturn
- Appendix E – Housing Capital Investment Plan 2012/13 – Outturn
- Appendix E Notes – Notes to the Housing Capital Investment Plan

## 7. Inspection of Papers

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

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## Housing Portfolio / Community Services Scrutiny Committee

## Revenue Budget - 2012/13 Outturn

Service Grouping	Original Budget £	Final Budget £	Outturn	Variation Increase / (Decrease) £	Carry Forward Requests - see Appendix C £	Net Variance £
<b>Housing General Fund</b>						
<b>Housing Strategy, Development, Housing Aid/ Needs</b>						
Strategic Housing Overheads	878,870	850,030	848,067	(1,963)	0	(1,963)
Homelessness Costs	159,370	198,430	280,639	82,209	0	82,209
Housing Advice Service	410,940	441,890	449,189	7,299	0	7,299
Choice Based Lettings (Scheme Costs)	44,240	44,240	38,599	(5,641)	0	(5,641)
125 Newmarket Road - Revenue costs	5,270	5,480	12,310	6,830	0	6,830
Anti Social Behaviour	66,650	66,650	66,650	0	0	0
Housing Strategy	73,060	30,070	34,761	4,691	0	4,691
Growth - Community Services	48,060	37,610	39,265	1,655	0	1,655
CLG Homelessness Grant	0	100,440	(93,420)	(193,860)	193,860	0
CLG Specialist Housing Advisor	0	0	(39,657)	(39,657)	39,650	(7)
Development	93,020	90,920	99,411	8,491		8,491
	<b>1,779,480</b>	<b>1,865,760</b>	<b>1,735,814</b>	<b>(129,946)</b>	<b>233,510</b>	<b>103,564</b>
<b>Private Sector Housing Renewal/ Voluntary Sector</b>						
Home Aid / Home Improvement Grants	55,500	74,500	64,930	(9,570)	0	(9,570)
Grants to Housing Agencies	169,520	156,020	158,294	2,274	0	2,274
	<b>225,020</b>	<b>230,520</b>	<b>223,224</b>	<b>(7,296)</b>	<b>0</b>	<b>(7,296)</b>
<b>Miscellaneous Housing</b>						
Bermuda Road Garages	(7,770)	(7,770)	(6,521)	1,249	0	1,249
Racial Harassment	27,890	27,890	28,779	889	0	889
Supporting People	25,290	13,230	(5,035)	(18,265)	0	(18,265)
City Homes General Fund Overheads	0	55,720	55,720	0	0	0
Contribution to / from HRA	321,320	321,320	335,071	13,751	0	13,751
	<b>366,730</b>	<b>410,390</b>	<b>408,014</b>	<b>(2,376)</b>	<b>0</b>	<b>(2,376)</b>
<b>Total Housing General Fund</b>	<b>2,371,230</b>	<b>2,506,670</b>	<b>2,367,052</b>	<b>(139,618)</b>	<b>233,510</b>	<b>93,892</b>
<b>Environment - Refuse and Environment</b>						
Housing Standards	263,090	300,140	292,850	(7,290)	7,820	530
Property Accreditation	44,530	45,130	42,635	(2,495)	0	(2,495)
Energy Officer	59,000	59,180	55,388	(3,792)	0	(3,792)
Miscellaneous Licensing - Housing	(21,090)	(20,610)	(11,788)	8,822	0	8,822
<b>Total Environment</b>	<b>345,530</b>	<b>383,840</b>	<b>379,085</b>	<b>(4,755)</b>	<b>7,820</b>	<b>3,065</b>
<b>Total Net Budget</b>	<b>2,716,760</b>	<b>2,890,510</b>	<b>2,746,137</b>	<b>(144,373)</b>	<b>241,330</b>	<b>96,957</b>

Changes between original and final budgets may be made to reflect:

- portfolio and departmental restructuring
- approved budget carry forwards from the previous financial year
- technical adjustments, including changes to the capital accounting regime
- virements approved under the Council's constitution
- additional external revenue funding not originally budgeted for

and are detailed and approved:

- in the June committee cycle (outturn reporting and carry forward requests)
- in September (as part of the Medium Term Strategy (MTS))
- in the January committee cycle (as part of the budget setting report)

- and via technical adjustments/virements throughout the year

## Housing Portfolio / Community Services Scrutiny Committee

### Revenue Budget 2012/13 - Major Variances from Final Revenue Budgets

Service Grouping	Reason for Variance	Amount £	Contact
<b>Customer &amp; Community Services - Housing Strategy, Development, Housing Advice, Private Sector Housing and Miscellaneous Housing</b>			
CLG Homelessness Grant	Underspending in CLG Homelessness Grant for 2012/13. The CLG grant totalled £575,470 for 2012/13 and was part of a 4 year settlement for the spending review period. Local authorities are free to carry over underspent sums between financial years. A carry forward of this external grant balance is requested, in line with delegations given to the Head of Strategic Housing, to allow use of the monies in line with CLG expectations and existing commitments in respect of homelessness prevention work and homeless support activity.	(193,860)	D Greening
Homelessness Costs	Spending on bed and breakfast provision was higher than anticipated, particularly in the latter part of 2012/13, despite the introduction of alternative provision using our own housing stock. Additional alternative sources of emergency accommodation are being actively pursued.	82,209	D Greening
CLG Specialist Housing Advisor	Cambridge City Council agreed to host a Specialist Housing Advisor post, seconded from CLG for a year from July 2012, with a commitment until July 2013. The post is fully funded by the CLG and the balance of funding will be requested as a carry forward to honour the agreement.	(39,657)	D Greening
Supporting People	Costs of the Community Support Worker in 2012/13 were less than anticipated, as the post was not occupied from the start of the year. The transition to fixed price Supporting People contracts resulted in an underspend in 2012/13, but it should be noted that the future risk now resides with the City Council, as this is dependent upon housing benefit eligibility as the criteria for a fully funded service.	(18,265)	J Hovells
Contribution to the HRA for Shared Amenities	The contribution to the HRA for shared amenities was 4% higher than budgeted, due predominantly to increased incidence of bulky refuse removal on estates.	13,751	J Hovells
Home Aid / Home Improvement Grants	Additional income was received in 2012/13, with £25k of small value grant and loan repayments being repaid to the authority by the clients. This was partially offset by an increased contribution to the operational costs of Year 1 of the Shared Home Improvement Agency, where set up and hand over costs and the lead in to being fully operational required Cambridge City to contribute £20k more than originally anticipated.	(9,570)	H Reed

## Housing Portfolio / Community Services Scrutiny Committee

### Revenue Budget 2012/13 - Major Variances from Final Revenue Budgets

Service Grouping	Reason for Variance	Amount £	Contact
Development	Employee costs overspent due to cover for extended staff illness. Internal fee cross charge less than budgeted as new build schemes had not progressed as quickly as anticipated.	8,491	A Carter
Housing Advice Service	Employee costs overspent due to the need to employ additional temporary staff to accommodate the increased workload associated with the review of the Housing Register.	7,299	D Greening
125 Newmarket Road	Rental income for 2012/13 was lower than anticipated due to the lease arrangements for the premises, where not all space was occupied, and therefore sub-let during the year.	6,830	D Greening
Minor Variations		3,154	
<b>Total</b>		<b>(139,618)</b>	
<b>Environment - Refuse and Environment</b>			
Minor Variations		(4,755)	
<b>Total</b>		<b>(4,755)</b>	
<b>Total for Housing Portfolio / Community Services Scrutiny Committee</b>		<b><u>(144,373)</u></b>	



## Housing Portfolio / Community Services Scrutiny Committee

### Revenue Budget 2012/13 - Carry Forward Requests

Request to Carry Forward Budgets from 2012/13 into 2013/14 and future years

Item		Request £	Contact
	<b>Director of Customer &amp; Community Services</b>		
1	CLG Homelessness Grants - Carry forward of these external grant balances are requested to allow existing commitments in respect of homelessness prevention work and support activity to be fully met. This grant is no longer ring-fenced, but local authorities are strongly encouraged to utilise the resource for the purpose it was awarded, with the Head of Strategic Housing having delegated authority to approve spending across the spending review period.	193,860	D Greening
2	The authority committed to hosting a secondment from CLG for the period from July 2012 for one year, employing a Specialist Housing Advisor. The balance of funding is requested as a carry forward to allow the authority to fulfil their obligations under the agreement.	39,650	D Greening
	<b>Director of Environment</b>		
3	A carry forward of the underspend of the Compulsory Purchase Order revenue budget to 2013/14 is requested in order to carry out CPO work, if necessary, next year.	7,820	R Lord
	<b>Total Carry Forward Requests for Housing Portfolio / Community Services Scrutiny Committee</b>	<b>241,330</b>	

## Housing Portfolio / Community Services Scrutiny Committee

## Capital Budget 2012/13 - Outturn

Capital Ref	Description	Lead Officer	Original Budget £000	Final Budget £000	Outturn £000	Variance - Outturn compared to Final Budget £000	Re-phase Spend £000	Over / (Under) Spend £000	Variance Explanation / Comments	
SC414	Property Accreditation Scheme	R Lord	0	25	41	16	(16)	0	This grant funding is dependant on applications made by landlords who wish to join the property accreditation scheme and improve the energy efficiency of their houses. The final spend was greater than anticipated in January when the budget was rephased. It is requested that some of the rephased budget in 2013-14 be brought back to fund the spend in 2012-13.	
SC527	Energy efficiency Improvements to private sector housing	J Dicks	0	150	102	(48)	48	0	Some of the remaining fund was not spent by original target completion date because of the premature withdrawal of the Govt. CERT Scheme. It is requested that the unspent budget is rephased in order that it is spent in the first quarter of 2013/14. Officers will work with qualifying contractors to progress agreed work during the early part of the new financial year.	
SC529	Changes to office layout for Housing Options / Choice Based Lettings	D Greening	29	29	31	2	0	2	Building work to accommodate the restructured Housing Advice Service on the ground floor of Hobson House was carried out during 2012/13, with the total cost being approximately £2,000 more than originally anticipated.	
<b>Total Projects</b>						<b>174</b>	<b>(30)</b>	<b>32</b>	<b>2</b>	

## Housing Portfolio / Community Services Scrutiny Committee

## Capital Budget 2012/13 - Outturn

Capital Ref	Description	Lead Officer	Original Budget £000	Final Budget £000	Outturn £000	Variance - Outturn compared to Final Budget £000	Re-phase Spend £000	Over / (Under) Spend £000	Variance Explanation / Comments
PV163	Compulsory Purchase Orders (CPOs)	R Lord	0	0	0	0	0	0	Currently no properties are prioritised for CPO action. Revising policy and reviewing long term vacants.
PV386	HMOs - Management Orders	R Lord	0	0	0	0	0	0	No properties are currently identified for action. Basis of protocol agreed with City Homes who will manage properties where action is taken
<b>Total Provisions</b>									
PR001	Housing Capital Investment Programme	J Hovells	22,465	23,584	12,970	(10,614)	9,737	(877)	See Appendix E and associated notes in respect of the Housing Capital Investment Plan
<b>Total Programmes</b>			<b>22,465</b>	<b>23,584</b>	<b>12,970</b>	<b>(10,614)</b>	<b>9,737</b>	<b>(877)</b>	
<b>Total for Housing</b>			<b>22,494</b>	<b>23,788</b>	<b>13,144</b>	<b>(10,644)</b>	<b>9,769</b>	<b>(875)</b>	

Changes between original and final budgets may be made to reflect:

- re-phased capital spend from the previous financial year
- re-phased capital spend into future financial periods
- approval of new capital programmes and projects

and are detailed and approved:

- in the June committee cycle (outturn reporting and carry forward requests)
- in September (as part of the Medium Term Strategy (MTS))
- in the January committee cycle (as part of the budget setting report)

## 2012/13 Housing Capital Investment Plan - HRA &amp; GF

	Original Budget £000's	Current Budget £000's	Outturn £000's	Variance £000's	Re-phase Spend £000's	Notes	Re-Phasing Year				Budget 2013/14 £000's	
							2013/14 £000's	2014/15 £000's	2015/16 £000's	Post 2016/17 £000's		
<b>General Fund Housing Capital Spend</b>												
Investment in Affordable Housing	0	0	0	0	0							0
Other General Fund Housing	802	1,716	1,431	(285)	151	1						916
<b>Total General Fund Housing Capital Spend</b>	<b>802</b>	<b>1,716</b>	<b>1,431</b>	<b>(285)</b>	<b>151</b>							<b>916</b>
<b>HRA Capital Spend</b>												
Decent Homes Programme	9,054	10,658	6,889	(3,769)	3,415	2						11,827
Other Spend on HRA Stock	3,210	4,690	2,576	(2,114)	2,216	3						4,535
HRA New Build	5,088	4,250	1,075	(3,175)	3,173	4						15,150
Cambridge Standard Works	200	506	134	(372)	172	5						372
Sheltered Housing Capital Investment	3,224	664	639	(25)	27	6						1,927
Other HRA Capital Spend	887	1,100	226	(874)	583	7						1,243
<b>Total HRA Capital Spend</b>	<b>21,663</b>	<b>21,868</b>	<b>11,539</b>	<b>(10,329)</b>	<b>9,586</b>							<b>35,054</b>
<b>Total Housing Capital Spend</b>	<b>22,465</b>	<b>23,584</b>	<b>12,970</b>	<b>(10,614)</b>	<b>9,737</b>							<b>35,970</b>
<b>Housing Capital Resources</b>												
Right to Buy Receipts (General Use)	0	(398)	(401)	(3)	0	8						(441)
Right to Buy Receipts (Retained for New Build / Acquisition)	0	0	(2,080)	(2,080)	0	8						0
Right to Buy Receipts (Debt Set-Aside)	0	0	(997)	(997)	0	8						0
Other Capital Receipts (Land and Dwellings)	0	(1,500)	(13)	1,487	(1,500)	9						(6,808)
MRA / MRR	(7,673)	(3,424)	(3,424)	0	0							(12,374)
Client Contributions	0	0	(120)	(120)	0	10						0
Direct Revenue Financing of Capital	(9,333)	(10,438)	(7,353)	3,085	(3,085)	11						(10,247)
Other Capital Resources (Grants / Shared Ownership / Loan Repayments / R&R)	(3,769)	(774)	(670)	104	0							(1,866)
Developer's Contributions (Affordable Housing)	0	(68)	(68)	0	0							0
Prudential Borrowing	0	0	0	0	0							0
<b>Total Housing Capital Resources</b>	<b>(20,775)</b>	<b>(16,602)</b>	<b>(15,126)</b>	<b>1,476</b>	<b>(4,585)</b>							<b>(31,736)</b>
<b>Net (Surplus) / Deficit of Resources</b>	<b>1,690</b>	<b>6,982</b>	<b>(2,156)</b>	<b>(9,138)</b>								<b>4,234</b>
<b>Capital Balances b/f</b>	<b>(9,190)</b>	<b>(9,190)</b>	<b>(9,190)</b>									<b>(8,277)</b>
<b>Use of / (Contribution to) Balances in Year</b>	<b>1,690</b>	<b>6,982</b>	<b>(2,156)</b>	<b>(9,138)</b>								<b>4,234</b>
Set-aside for future Debt Redemption	0	0	997			8						
Set-aside for Retained Right to Buy Receipts	0	0	2,072			8						
<b>Capital resources remaining to fund future Housing Investment Programme</b>	<b>(7,500)</b>	<b>(2,208)</b>	<b>(8,277)</b>	<b>(9,138)</b>								<b>(4,043)</b>

## Notes to the Housing Capital Investment Plan

Note	Reason for Variance
1	<p>The underspending of £285,000 is a combination of the following - a) an underspend on the Assessment Centre on East Road (£331,000) where final invoices and retention sums are still outstanding, b) no demand for the use of the budget to tackle unfit housing in the private sector (£20,000) and c) an apparent overspend in respect of Disabled Facilities Grants and Private Sector Housing Grants and Loans of £49,000, which relates to monies spent where the costs were recovered from clients and accounted for elsewhere in the accounts (see note 10). £151,000 of the resource in respect of the Assessment Centre requires re-phasing into 2013/14, with the balance being a saving in the revised costs of delivering the scheme.</p>
2	<p>A net underspend of £3,769,000 in decent homes expenditure during 2013/14 relates predominantly to delivery of year 2 of the Planned Maintenance Contract, which was due to run until July 2013, as the original start date was delayed in 2011. Overspending in health and safety works (£184,000) and damp works (£27,000) were more than offset by underspending in other areas of the decent homes programme, where re-phasing of resources is required to allow completion the anticipated programme to July 2013. This includes re-phasing into 2013/14 in respect of wall insulation (£100,000), PVCU (£34,000), re-wiring (£100,000), re-roofing works (£540,000), boilers (£800,000) chimneys (£51,000), energy works (£59,000), smoke detectors (£3,000), backlog works (£650,000), contractor overheads (£242,000), PTR works (£200,000) and major void works (£45,000). Re-phasing into 2015/16 is requested in respect of delayed roof structure works (£387,000) and to the end of the existing funding, 2028/29, in respect of sulphate works (£204,000).</p> <p>Residual underspending of £132,000 in capital PTR work is evident in 2012/13 due to the cost of work being charged to the revenue element of the contract in error. Underspending in respect of HHSRS, internal technical and external professional fees also contributed to the underspend for the year.</p>
3	<p>A net underspend of £2,114,000 was evident in 2012/13, combining underspending in a number of areas where work is still required and funds will need to be re-phased, including; garage improvement works (£46,000 + £4,000 for East Road), hard surfacing works on HRA land (£130,000 into 2015/16), hard-surfacing recycling works (£147,000), works to communal flooring (£70,000 into 2013/14 and £200,000 into 2014/15), works to communal areas (£500,000 into 2014/15), works to the laundry at Hanover Court (£2,000), lifts (£16,000) and disabled adaptations (£136,000). Resources of £760,000 are also required to be re-phased in respect of fire safety works, where a proportion of the works are yet to be carried out by the secondary planned maintenance contractor, £49,000 for works to Cemetery Lodge and £156,000 in respect of contractor overheads. In addition to re-phasing, underspending in respect of internal technical fees, recycling area works and tenants incentive schemes broadly offset significant overspending in fencing works and asbestos removal.</p>
4	<p>This relates to the timing of the spend in respect of the 146 new and re-development programme. A net resource of £3,173,000 is required to be re-phased into 2013/14 and beyond to ensure that contractual commitments can be met. Payments are made under the development contract once the developer has spent more on building out the Affordable Housing element of the site than the notional value of the land that the market housing will occupy. The timing of this is difficult to predict at project outset, as the length of time taken to get on site in each case varies, dependent upon the number of existing residents that requires re-housing and any planning constraints on the site. The net re-phasing combines slippage of resource for Roman Court, Latimer Close, Barnwell Road, Campkin Road, Colville Road, Aylesborough Close and Water Lane, partially offset by use of resource for Stanesfield Road, Seymour Court and Atkins Close earlier than it was profiled to be used in the latest capital plan.</p>
5	<p>Approval was given for the 2012/13 Cambridge Standard allocation to be spent on a variety of environmental projects across the city. Some of these projects are yet to be completed and resources of £172,000 are requested to be carried forward into 2013/14 to allow these, and other projects to take place.</p>

6	Re-phasing of £12,000 in respect of the feasibility works for re-development of Ditchburn Place is requested to allow this scheme to be moved forward in 2013/14 and £15,000 in relation to emergency alarm upgrades to allow completion of the current programme of sheltered scheme replacements .
7	Underspending of £874,000 combines the need to rephase resource into 2013/14 in respect of the costs of upgrading the hardware and software that allow reporting of the Orchard Housing Management Information System (£33,000) the IT development planned as part of the Repairs Improvement Plan (£131,000) and new IT to record Anti-Social Behaviour case work (£27,000), where work has started, but is not yet complete. Resources of £202,000 are also requested to be rephased to complete the work to convert ECCHO House to a residential dwelling and to undertake roofing works to commercial premises in Campkin Road. The remaining allocation from 2012/13 for buying back ex-Council dwellings of £190,000 is also requested as a carry forward, to allow the authority to proceed with acquisitions to ensure appropriate utilisation of retained right to buy receipts, which need 70% match funding.
8	41 properties were sold in total during 2012/13. £401,000 of the capital receipt is available for general use, while £997,000 of the overall capital receipt is identified under new right to buy legislation as needing to be set-aside to offset the debt associated with the unit no longer owned. A further £2,071,000 of right to buy receipts have been retained by the local authority in 2012/13, but must be re-invested in financing up to 30% of additional social housing units, provided this is done within a 3 year time frame.
9	The £1,500,000 in respect of the land transfer for the market housing at Seymour Court (Jane's Court) will now take place early in 2013/14. A receipt of £12,500 was realised in respect of a small land transaction in Scotsdowne Road in 2012/13. Capital receipts such as these can't be budgeted for as they are dependent upon specific in-year requests, and the resulting decisions made under delegated powers.
10	Income was due from leaseholders in 2012/13 in relation to their share of the cost of major improvements undertaken as part of the decent homes programme (£25,000) and was also received from private residents in relation to contributions towards, or repayments of, private sector housing repair grants (£95,000).
11	Due to slippage in the housing capital plan in 2012/13, the use of revenue funding for capital purposes was significantly less than anticipated. A request to increase the use of revenue funding of capital expenditure in 2013/14 by the £3,085,000 not utilised in 2012/13, will ensure that there is sufficient funding to meet the rephased expenditure requested above.



To: Executive Councillor for Housing (and Deputy Leader): Councillor Catherine Smart  
Report by: Julia Hovells, Business Manager / Principal Accountant  
Relevant scrutiny committee: Community Services Scrutiny Committee 13/6/2013  
Wards affected: All Wards

**HOUSING REVENUE ACCOUNT (HRA) ACQUISITION & DISPOSAL POLICY AND PROCESS**  
**Key Decision**

**1. Executive Summary**

- 1.1 Changes in funding for the Housing Revenue Account from April 2012 when Self-Financing was introduced, were shortly followed by significant changes in the legislation surrounding the right to buy process, and ownership of the resulting capital receipts.
- 1.2 This report sets out a policy in respect of strategically acquiring and disposing of HRA assets in response to these changes, to ensure that the authority makes best use of available capital resource, whilst maintaining a balanced and sustainable Housing Revenue Account.

**2. Recommendations**

The Executive Councillor is recommended:

- 2.1 To approve the Housing Revenue Account Acquisition & Disposal Policy and Process documents, attached at Appendices A and B to this report.

**3. Background**

- 3.1 The introduction of Self-Financing for the Housing Revenue Account from April 2012, allows the flexibility for local authorities to increase the supply of affordable housing, borrowing where they are able (up to a prescribed 'borrowing cap'), without the previous constraints of pooling rents collected as part of the national subsidy system.

- 3.2 Increasing the provision of new affordable housing can be achieved either by direct investment in purpose built new build housing or through strategic acquisition, either on the open market or through buy-back opportunities.
- 3.3 From April 2012, the government introduced legislative changes to reinvigorate the right to buy process, increasing the maximum discount from £34,000 to £75,000. At the same time (but introduced retrospectively), the rules around pooling the capital receipt resulting from right to buy and other capital sales were amended.
- 3.3 The authority signed an agreement with Communities and Local Government that allows a proportion of the capital receipts from right to buy sales to be retained locally, on the condition that the receipt is used to fund a maximum of 30% of delivering a new social housing dwelling. This can be achieved by either new build, or acquisition of an open market dwelling for use as social housing. The balance of funding (70%) must be met through the HRA's own resources or through borrowing, where there is borrowing headroom available.
- 3.4 If the capital receipt retained at the end of each quarter has not been used to deliver a lettable dwelling by the end of a 3 year period, it must be returned to Communities and Local Government with accrued compound interest at 4% above the base rate. The rate of interest payable is far higher than the authority could hope to achieve in investing it during the 3-year period.
- 3.5 It is therefore imperative that the authority is able to respond quickly to invest the resource available, subject to having access to the 70% top-up funding, or to pay over the receipt to Communities and Local Government at the point of receipt, so as not to incur unnecessary interest payments.
- 3.6 To ensure delivery of a sustainable Housing Revenue Account over the longer term, it is also vitally important to make the best use of existing assets.
- 3.7 There are opportunities to consider the strategic disposal of an asset if the business case indicates that the asset is making a negative contribution to the finances of the HRA, or if the value of the asset might allow delivery of more than one new build asset in its place.
- 3.8 The attached HRA Acquisition & Disposal Policy identifies the criteria under which buying and selling HRA assets should be considered, and the proposed process ensures that the authority can respond



quickly enough to demand for either. Varieties of mechanisms are, or will be, in place to aid the identification of properties / assets for consideration.

3.9 The policy provides the flexibility to assist the authority in re-balancing the supply of available social housing in the city, responding quickly to changing demands.

3.10 The key acquisition criteria include in the proposed policy are:

- A property which has had, or is particularly suitable for, significant disabled adaptations which would meet the needs of an identified applicant with disabilities.
- A property which is in disrepair, causing concerns in the locality, and where works undertaken to allow letting would improve not only the dwelling, but also the surrounding area.
- A property in specific demand at any time – i.e.; larger properties (four or more bedrooms) suitable for larger households, one-bedroom dwellings suitable for downsizing.
- An existing market unit on one of the new build development sites, where this could increase the balance of affordable housing provision on the site.
- Leasehold flats, where the Council is the freeholder, reducing the risk to the HRA, for example in the identification and subsequent collection of Section 20 charges.
- A property in a specific location that could free up land or access to land, or otherwise facilitate affordable housing development.
- A property where the location lends itself to ease of housing management and maintenance, which could be outside of the city boundary.
- Any other property, where for whatever reason, it may be in the Council's interests to repurchase and value for money can be clearly demonstrated.

3.11 The key disposal criteria included in the proposed policy are:

- A property / asset where the business case indicates a negative contribution to the business plan, with anticipated costs of

managing, maintaining and improving to the required standard, are expected to outweigh the rental stream realisable.

- A property where the location detracts from ease of housing management and maintenance activity.
- A property where the build type detracts from ease of housing maintenance.

## **4. Implications**

### **a) Financial Implications**

The financial implications, and the resulting impact on the Housing Revenue Account Business Plan, of each acquisition or disposal will be individually considered as part of the process of proposing them for approval.

### **(b) Staffing Implications**

There are no direct staffing implications associated with this report.

### **(c) Equal Opportunities Implications**

This policy is directly related to the 30-Year HRA Business Plan and Asset Management Plan, for which an Equalities Impact Assessment was carried out.

The policy relates to the acquisition or disposal of individual assets, where the equalities impact of each sale or purchase will need to be considered as part of the decision making process.

### **(d) Environmental Implications**

There are no direct environmental implications as a result of this report. Any environmental impact of an acquisition or disposal will be considered at the point of decision.

### **(e) Procurement**

There are no direct procurement implications associated with this report at present, with the work associated with acquiring or disposing of an asset being carried out predominantly in-house. If the volume of transactions is significant, it may be necessary to consider externalising aspects of the workload, such as legal and valuation activity.

**(f) Consultation and communication**

This policy seeks to assist the authority in maximising the amount of affordable housing available in the city, either by acquisition or disposal to fund new build. This was one of the key priorities identified in the Tenants and Leaseholders Star Survey in 2012, and is a key theme in the HRA Business Plan and Asset Management Plan.

**(g) Community Safety**

There are no direct community safety implications as a result of this report. There may, however, be community safety implications which are a factor in the decision to acquire or dispose of a particular asset.

## **5. Background Papers**

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

- Housing Revenue Account (HRA) 30-Year Business Plan
- Housing Revenue Account (HRA) Asset Management Plan

## **6. Appendices**

The following appendices accompany this report:

- Housing Revenue Account (HRA) Acquisition & Disposal Policy
- Housing Revenue Account (HRA) Acquisition & Disposal Process

## **7. Inspection of Papers**

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

Author's Name: Julia Hovells  
Author's Phone Number: 01223 - 457822  
Author's Email: [julia.hovells@cambridge.gov.uk](mailto:julia.hovells@cambridge.gov.uk)

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## **Housing Revenue Account**

### **Asset Acquisition & Disposal Policy**

#### **1 Introduction**

The Housing Revenue Account Business Plan and Asset Management Plan set out a number of objectives, one of which is to invest in the provision of new affordable housing. It is identified that this can be achieved by either direct investment in purpose built new build housing or through strategic acquisition, either on the open market or through buy-back opportunities. The potential for strategic disposal of Housing Revenue Account assets is also identified, where it can assist in the viable delivery and sustainability of the plan.

The HRA Self-Financing Housing Capital Investment Plan included both funding for new build schemes and for strategic acquisition of dwellings under the right of first refusal legislation. Since the implementation of self-financing in April 2012, changes in the legislation surrounding right to buy sales and the treatment of the associated capital receipts has resulted in the need to consider a separate Acquisition & Disposal Policy.

#### **2 Policy Statement**

Cambridge City Council is committed to delivering, increasing, managing and maintaining the supply of quality affordable housing for residents in the city, maximising the delivery of new sustainable housing in a range of sizes, types and tenures.

#### **3 Policy Objectives**

The objectives of this Acquisition & Disposal Policy are:

- To increase the supply of additional suitable affordable housing owned and managed by the Housing Revenue Account, recognising the increasing demand on the housing register, whilst providing opportunity to re-balance the mix of housing owned by the authority.
- To facilitate the acquisition of property / assets that will assist in the delivery of identified and potential new build opportunities.
- To facilitate the disposal of property / assets that are no longer meeting the service or business need and where the receipt could be better utilised elsewhere.
- To provide a framework to assess the viability and value for money of acquiring or disposing of a specific property asset, delivering the flexibility to be able to act within limited timescales, as opportunities arise.

## 4 Background

In the current Housing Capital Investment Plan, the gross expenditure approved for both new build affordable housing and repurchase of right of first refusal properties is detailed below:

	<b>2012/13 £'000</b>	<b>2013/14 £'000</b>	<b>2014/15 £'000</b>	<b>2015/16 £'000</b>	<b>2016/17 £'000</b>	<b>Total £'000</b>
New Build (Cash Spend)	2,058	6,078	15,042	3,416	0	26,594
New Build (Notional Spend – Land Transfer Value)	1,500	5,308	1,134	0	0	7,942
RFR Repurchase	330	330	330	0	0	990

The identified new build expenditure is a combination of actual cash spend and notional cash spend, equivalent to the value of the transfer of land to developers to facilitate the provision of market housing, which cross-subsides the cost of delivering the affordable housing on our development sites.

Under the retention agreement introduced retrospectively and entered into by the authority, as part of the new right to buy legislation from April 2012, the authority has opted to retain a proportion of right to buy receipts to replace the dwellings lost through this process. Receipts from the first 9.7 sales in 2012/13 (assumed sales) are shared between the authority and central government in the old capital receipts pooling proportions. For any additional sales, a proportion is retained by the authority to set-aside in relation to the debt attributable to the sale. The balance is then available to be used in line with the current pooling arrangements and retention agreement.

Under the retention agreement, the authority is required to re-invest the retained receipt within a 3 year time frame, using it to fund a maximum of 30% of either a new build affordable dwelling or the purchase of an existing dwelling which is offered for sale. The preference will be to invest in new build dwellings where possible, as this increases the overall supply of housing in the city. However, shortage in available land and the tight development time frame mean that the ability to purchase existing dwellings will need to be actively exercised to ensure an increase in supply of affordable housing within the constraints that exist.

This policy seeks to ensure that the authority is able to meet its obligations under the right to buy retention agreement, taking advantage of opportunities as they arise.

Similarly to the policy in respect of the right of first refusal legislation, this policy needs to be supported by criteria under which potential acquisitions or disposals can be assessed quickly, enabling the required decisions to be made to facilitate completion within an appropriate time frame.

Currently, the Housing Capital Investment Plan does not incorporate additional receipts as a form of funding until the receipt is realised. It will be necessary going forward however, to include an estimated level of funding and an associated assumption of expenditure in relation to stock growth, to ensure that we can meet our obligations under the retention agreement.

Cambridge City Council already has funding from the Homes and Communities Agency (HCA) to build 146 new and re-developed homes in the city over the period to March 2015.

Retained right to buy receipt funding will need to be allocated to either new build schemes or strategic acquisitions.

Cambridge City Council is continuing to develop new-build schemes over and above those which currently have HCA grant funding, but the availability of land owned by the HRA, and in the city in general is a consideration. Schemes will continue to be presented for decision on a scheme by scheme basis, confirming the funding proposed for each scheme as it is approved, including any requirement for prudential borrowing.

This policy focuses particularly on the consideration required in respect of strategic acquisitions, buy-backs and disposals, establishing a set of criteria upon which acquisition or disposal decisions can be made.

The provision of any new build affordable housing by the HRA, will need to be closely aligned with the identified need for housing in the city, as dictated by the housing register, which is reviewed periodically to ensure it is representative of current need.

The mix of housing provided by the HRA would be expected to reflect the profile of identified need at bands A and B of the housing register.

It is proposed that any properties acquired on the open market or through buy-back are let at either social rent levels, assuming that they are introduced directly at target rent or at affordable rents if this is necessary to demonstrate that the acquisition is more financially viable. Affordable rents, or an interim negotiated rent, will continue to apply to new-build properties built with an element of HCA grant funding.

## 5 Detailed Implementation - Acquisition Criteria

Each potential acquisition will be assessed on an individual basis, in line with the acquisition criteria set out in this policy considering the financial implications of the acquisition and the relative merits in value for money terms.

A proposed acquisition will only be progressed if the criteria are met and the relative financial benefits can be demonstrated. The key criteria proposed are as follows:

- A property which has had, or is particularly suitable for, significant disabled adaptations which would meet the needs of an identified applicant with disabilities.
- A property which is in disrepair, causing concerns in the locality, and where works undertaken to allow letting would improve not only the dwelling, but also the surrounding area.
- A property in specific demand at any time – i.e.; larger properties (four or more bedrooms) suitable for larger households, one-bedroom dwellings suitable for downsizing.
- An existing market unit on one of the new build development sites, where this could increase the balance of affordable housing provision on the site.
- Leasehold flats, where the Council is the freeholder, reducing the risk to the HRA, for example in the identification and subsequent collection of Section 20 charges.
- A property in a specific location that could free up land or access to land, or otherwise facilitate affordable housing development.
- A property where the location lends itself to ease of housing management and maintenance, which could be outside of the city boundary.
- Any other property, where for whatever reason, it may be in the Council's interests to repurchase and value for money can be clearly demonstrated.

### **Property which has had, or is particularly suitable for, significant disabled adaptations**

Consideration should be given to the purchase of property which is suitable for conversion, or extension, to create ground floor bathing facilities, level access showers, etc, or which lends itself to the installation of a through floor lift to allow disabled access to the first floor of the property.



### **Empty property or a property in disrepair, causing concern in the locality**

Cambridge City Council is in the early stages of a new build programme, which incorporates some regeneration / re-development of existing housing that is no longer considered to meet the desired standards. Privately owned dwellings do not always receive the same level of improvement works. Sometimes this is because the owner (often a former council tenant when the properties are on existing council estates) is not financially able or willing to undertake improvement works. In these instances, it may be viable to make an offer to purchase the property, undertaking the necessary works ourselves, prior to letting the dwelling as an additional social housing unit.

### **Property in specific or high demand**

From time to time, demand exists for a specific size or type of dwelling, for example, to meet the needs of a larger household. Historically the only real option open to the Council was to invest limited resource in converting two adjacent dwellings into one larger unit of accommodation. This has the negative impact that the rental income receivable on the one larger dwelling is less than could be anticipated from letting the two smaller units separately.

Where the need arises, and the opportunity exists, it may be financially viable to purchase an existing larger property on the open market, thus increasing the overall supply of affordable housing, whilst avoiding the conversion costs and loss of rental income.

There has historically been a shortfall in family sized accommodation, and more recently, due to a combination of our existing re-development programme and tenants need to downsize due to the removal of the spare bedroom subsidy as part of the Welfare Benefit Reforms, an emerging shortfall in one bedroom accommodation.

This key criterion would enable the purchase of suitable dwellings on the open market, in areas of high demand and to meet an identified housing need.

### **Market units on existing and future development sites**

Working with our developer partners and other registered providers in delivering housing on both our own development sites, and the strategic growth sites, there may be an option to acquire new build dwellings direct from the developer, purchasing some of the dwellings initially identified as market housing. This would increase the supply of affordable housing delivered on any of these sites, with potential opportunities to acquire both general needs and shared ownership housing.

The authority will need to be mindful that there may be significant service charges attached to the purchase of any flat on the open market or directly from a developer,

### **Leasehold flats (when offered for sale by the leaseholder)**

Cambridge City Council has approximately 1,100 leasehold flats, where properties have been sold under the right to buy legislation over the past 30 years.

Under the terms of the lease, leaseholders are required not only to pay annual service charges for services and facilities provided to them, or that they benefit from, but also to make an appropriate contribution for their share of the cost of any major repair / replacement / improvement works to the block in which they reside.

Legislation requires that the authority undertake Section 20 consultation with all leaseholders affected prior to letting contracts or awarding works to a block, adhering to prescriptive time frames and processes. Following the completion of works, the authority invoices and attempts to recover the cost of the works from the leaseholders in the block. An individual household's contribution to major works can be significant, and collection of the monies can prove difficult and costly. Any offer to spread or defer repayments has a negative impact on the cashflow for the Housing Revenue Account.

Where opportunities arise, the authority should consider buying back leasehold flats, therefore increasing the supply of affordable housing whilst also mitigating the impact of non-recovery of Section 20 charges, particularly where the purchase would result in the authority again having direct control over the entire block. Ownership of the entire block would only apply however, until any existing or future tenant exercised their right to buy.

### **The purchase of land or property that would aid a future development**

Over many years, the Council has disposed of small areas of land and property where it was considered that alternative use was not an option. The ability to consider wider-scale re-development schemes as part of Self-Financing prompts consideration of any such requests very differently going forward.

Where the opportunity arises, the authority may consider acquisition of small strips of land, garages or existing dwellings, where ownership of the asset would aid the design of a potential development scheme. This would allow maximisation of development opportunities to deliver the greatest number of additional dwellings.

### **A property where the location lends itself to ease of management and maintenance**

Property in or around existing housing estates may prove efficient to manage and maintain, particularly due to its locality, giving rise to consideration for purchase.

## **Other acquisition opportunities**

From time to time there may be other opportunities to acquire an existing dwelling. In these circumstances a business case will be prepared to demonstrate the financial viability of any proposed acquisition.

## **6 Detailed Implementation - Disposal Criteria**

Each potential disposal will be assessed on an individual basis, in line with the disposal criteria set out in this policy, considering the financial implications of the disposal and the relative merits in value for money terms. These will need to be balanced with the social value of the asset.

A proposed disposal will only be progressed if the criteria are met and the relative financial benefits can be demonstrated. The key criteria proposed are as follows:

- A property / asset where the business case indicates a negative contribution to the business plan, with anticipated costs of managing, maintaining and improving to the required standard, expected to outweigh the rental stream realisable, with no clear social benefit to retention.
- A property where the location detracts from ease of housing management and maintenance activity.
- A property where the build type detracts from ease of housing maintenance.

### **Property where the business case indicates a negative financial contribution**

The need to invest in any dwelling to ensure that it continues to meet the desired standard for letting purposes should be carefully considered against the potential future rental stream for the property. If the investment need, plus the cost of management and maintenance for the property, outweighs the anticipated rental stream over the 30 year life of the business plan, the property should be actively considered for disposal.

### **Property location**

On occasions the location of a particular dwelling makes it difficult to let, manage or maintain. In these instances consideration should be given to strategic disposal, particularly where the capital receipt anticipated can be demonstrated to deliver greater benefit elsewhere in the future provision of affordable housing. For example, where the receipt can be used to replace the dwelling with another / others in a preferable location

## Property build type

The construction type of some of the housing stock is non-traditional. In some cases, this can make routine maintenance and future improvement of the dwelling difficult or impossible, particularly when it comes to energy efficiency works.

In specific circumstances it may be beneficial to the authority to dispose of such property, with a view to replacing the dwelling with another of a traditional construction type.

## 7 Assessment / Evaluation Criteria

The ability to demonstrate value for money in respect of any acquisition or disposal is key, with the following tools identified to support the authorities ability to effectively demonstrate this;

- Financial appraisal will be carried out using both the industry standard ProVal software and a financial model developed by the Chartered Institute of Housing, ensuring that the financial impact of the proposed acquisition or disposal is clearly demonstrated.
- An independent property valuation will be sought, using recent market place comparables to ensure validity.
- Appropriate surveys will be conducted, and could include condition, full structural, dilapidations, ground condition and asbestos surveys. These surveys should result in an estimate of the potential initial and future investment need for a property, whether it be to support the proposal to dispose of a dwelling or for inclusion in the business case for a purchase, to ensure that the rental stream for a property can support the required investment to render the property lettable.
- Where an acquisition is to facilitate future development, an assessment of the anticipated gain as a result of the purchase will need to be made. This may be best demonstrated by the additional numbers of units that could be delivered on the site as a direct result of the purchase.

## 8 Review of the HRA Asset Acquisition & Disposal Policy

Officers will review the HRA Asset Acquisition & Disposal Policy every 3 years, as a minimum.

Policy Date            June 2013

Review Date            June 2016

## Appendix B

### Housing Revenue Account

#### Asset Acquisition & Disposal Approval Process

When a potential acquisition or disposal is identified, there is the need for the authority to respond within a reasonable time frame to ensure a successful outcome.

This will not necessarily fit within the existing committee timetable, so the process will require the use of urgent decision, to secure a purchase or sale.

Item	Action	Working Day
1	Potential acquisition / disposal identified	0
2	Instruct registered valuer to provide an independent valuation	0
3	Business Case prepared using external valuation obtained from a registered valuer	5
4	Business Case considered by Housing Management Team (in person or by e-mail) and vendor / purchaser notified of interest	7
5	Business Case presented as an Urgent Decision Paper for consideration by Executive Councillors for Housing and Strategy & Resources	9
6	Urgent Decision Paper circulated to Chairs and Opposition Spokespersons for Community Services and Strategy & Resources	11
7	Urgent Decision confirmed	16
8	Instruct Property Services to offer subject to surveys and arrange required surveys	17
9	Instruct Legal Services to arrange completion of purchase / sale	17 (just over 3 weeks)

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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 25/6/2013  
Wards affected: All Wards

## HOUSES IN MULTIPLE OCCUPATION IN CAMBRIDGE

### Not a Key Decision

#### 1. Executive summary

1.1 This report follows a survey of Houses in Multiple Occupation (HMOs) in Cambridge, as requested through a Council motion in April 2012.

1.2 A project has been conducted, which as well as using existing information available to the Council, involved interviews and focus groups with residents of HMOs, and sought views from a sample of landlords and letting agents operating locally.

1.3 The project covered a range of issues, including where HMOs are located, how they contribute to the local housing market, the condition of the stock, the profile of residents, quality of management, and how HMOs can impact on the wider community.

1.4 The report makes recommendations on how the Council can improve its current approach, based on the findings of the project.

#### 2. Recommendations

2.1 The Executive Councillor is recommended to approve the following approach to dealing with Houses in Multiple Occupation:

2.1.1 Continue to use available methods of supporting and regulating landlord and letting agent activity, increasing the focus on this

area of work following the recent appointment of a dedicated new member of staff.

- 2.1.2 Support the introduction of an improved criteria-based policy for the Cambridge Local Plan which recognises the importance of HMOs but minimises the impact on the wider community.
- 2.1.3 Make better, more targeted information available to tenants on their rights and responsibilities. Information on waste management and recycling, deposit protection, and controlling mould-growth are particular priorities. Ensure that this information is accessible to those for whom English is not their first language.
- 2.1.4 Improve information available to tenants on longer-term housing options, including shared ownership and other intermediate tenures.
- 2.1.5 Work with partners to explore options around procuring suitable shared accommodation in more affordable parts of the sub-region for single homeless people not in priority need.
- 2.1.6 Improve working links between different Council services working with residents and landlords –including enforcement, waste management, housing advice, landlord and tenant liaison, etc
- 2.1.7 Improve monitoring information available within the relevant service areas, to better understand the issues arising from HMOs and trends over time, so that services can respond effectively.
- 2.1.8 Improve engagement and communication with landlords and investigate whether this can be done jointly with other local authorities within the Cambridge sub-region.

### **3. Background**

3.1 This report follows a Council motion in April 2012 which, following a debate about Houses in Multiple Occupation (HMOs), asked for ‘a comprehensive survey into city residents living in private rented accommodation, which looks at rents, agents fees, quality and safety, housing security and the location of housing’. The results were to be used to help the Council to implement housing and planning policy effectively and to inform the debate around the Local Plan Review.



3.2 A project team was set up and a brief was developed to:

3.2.1 Attempt to identify which homes in the City are being used as privately rented HMOs, and assess whether this information can be kept up to date

3.2.2 Identify how HMOs contribute to the housing market

3.2.3 Understand the profile of the HMO stock

3.2.4 Identify the sorts of issues arising from HMOs and how they are currently dealt with

3.2.5 Make recommendations as to how the Council can improve its approach.

3.3 The project was carried out between September 2012 and March 2013, and involved:

3.3.1 Using existing data and other information already available to the Council, both nationally and locally (numbers of HMOs, location, conditions, affordability, complaints received, etc)

3.3.2 A home-interview survey of 152 residents living in smaller privately rented HMOs carried out by mruk research.

3.3.3. A series of focus groups following on from the survey, again conducted by mruk research

3.3.4 A telephone survey of landlords and letting agents operating locally

3.3.5 Some additional questions added to a sub-regional survey of Letting Agents through the Cambridge sub-regional Strategic Housing Market Assessment (SHMA).

### **3.4 Findings**

(see background papers and Appendix 1 to this report for more detail)

3.4.1 Current data, whilst giving a general picture, does not enable us to identify accurately how many HMOs there are or where they are located. This is complicated by the different national definitions of what constitutes an HMO. It is difficult to see how a completely accurate picture can be drawn without surveying residents in every property on a regular basis.

3.4.2 Demand for HMO accommodation in Cambridge remains strong, and HMOs form an important part of the local rental market, both for students and for other single people – particularly younger people in employment who are yet to settle down.

3.4.3 Rent levels appear to be increasing, but rooms in HMOs continue to be more affordable than self-contained accommodation.

3.4.4 Housing Benefit claimants are likely to find HMOs difficult to access – both because of low Local Housing Allowance (LHA) rates and because many landlords and agents are reluctant to accept people receiving benefits. Rehousing single homeless people in HMOs can be particularly difficult.

3.4.5 Turn-over of residents tends to be quite high. Many residents move from within Cambridgeshire (some likely to be from other HMOs), but around one in ten may come from overseas – either as students (including University and English Language students) or for work.

3.4.6 Residents identify a number of benefits to living in HMOs, including the central location of HMOs, benefits of sharing, ability to move on easily, and relative affordability. However, many residents have aspirations of moving on – particularly to buy their own home – but recognise that this may be unachievable. The main reason for this appears to be the costs involved – particularly if wanting to remain in a central location.

3.4.7 It is not clear what the overall levels of decency are in privately rented HMOs, as property survey data includes university and college-owned accommodation. Most prevalent repair issues tend to be around heating and plumbing, with damp and mould a common issue for many residents. Problems with doors and windows, faulty white goods and electrical faults are also reported. Overcrowding does not generally appear to be an issue.

3.4.8 Properties generally appear to be well-managed. Tenants seem to be more satisfied with how landlords have dealt with repairs than letting agents, but this may be partly explained by higher expectations of agents. However, it is recognised that there are a handful of landlords and agents who may not be managing or maintaining their properties effectively. Rent deposits failing to be protected is a particular concern. Residents from non-white ethnic backgrounds appear less likely to report repairs to their landlord.

3.4.9 Whilst membership of national regulatory bodies remains voluntary, the Council uses a range of methods locally to regulate and improve conditions and management. These include: mandatory licensing of larger HMOs, enforcement of regulations and through the Housing Health and

Safety Rating System (HHSRS); and a property accreditation scheme for private landlords.

3.4.10 There is insufficient evidence of issues arising from HMOs in the City to meet national requirements for introducing additional discretionary licensing. In addition, whilst it could potentially be made to be self-financing, it is costly to set up and has not been sufficiently tested nationally to give a full understanding of the likely cost-benefits of such a scheme.

3.4.11 Whilst waste management and recycling appear to be generally well controlled, some issues do arise which can impact on both HMO residents themselves and the wider community.

3.4.12 Anti-social behaviour can also be an issue, although only a small proportion of complaints received relate to the private rented sector, and the extent to which these involve HMOs in particular is unclear. There is a perception amongst HMO residents that, sometimes at least, this may be partly due to negative perceptions amongst the wider community about people living in HMOs.

3.4.13 Parking issues will sometimes arise, particularly in streets with limited parking or where the number of parking permits issued exceeds the number of residents in an area.

3.4.14 Development of new larger HMOs is currently controlled through new development criteria in the Council's Local Plan, and through enforcement of planning regulations where planning permission is required. There is insufficient evidence of issues arising from HMOs in Cambridge which would justify – under planning guidance requirements - the use of Article 4 Directions to remove permitted development rights for smaller HMOs.

3.4.15 The Council provides a range of information to landlords and tenants about their rights and responsibilities, but there are areas where this could be improved – particularly in relation to issues such as waste management and recycling, the right to have deposits protected, and controlling mould growth.

### **3.5 Next Steps**

3.5.1 The findings from the project have been used to inform the draft Local Plan policy and supporting text relating to HMOs. (Public consultation on the draft is due to start in July 2013).

A more detailed action plan is being developed, appointing lead officers to tasks and agreeing timescales for completion. Progress will be monitored through the Housing Management Team.

#### **4. Implications**

##### **(a) Financial Implications**

There are no financial implications. Changes will be implemented using existing financial resources.

##### **(b) Staffing Implications**

There are no staffing implications. Changes will be implemented using existing staff resources.

##### **(c) Equal Opportunities Implications**

An Equality Impact Assessment is being carried out on the proposals for improvement.

##### **(d) Environmental Implications**

Climate change impact rating = Low

Working with landlords to improve the condition of their homes may in some cases lead to new, more energy efficient forms of heating being installed in some properties, although the direct impact of these recommendations cannot be accurately foreseen.

##### **(e) Procurement**

The services of mruk research were procured to carry out resident interviews and focus groups.

There are no further procurement implications.

##### **(f) Consultation and communication**

A home-interview survey was carried out with 152 occupants of smaller HMOs, focusing mainly on Romsey, Petersfield and Coleridge wards, but also covering other wards across the City. This was to understand the profile of residents of smaller HMOs and get their views on what it was like to live in HMOs and how services could be improved.

Four focus groups were held, again with occupants of smaller HMOs.

A telephone survey of 10 landlords and 10 letting agents was carried out, to understand their concerns and how the Council could improve its approach.

Some additional questions on the state of the housing market in relation to HMOs were added to a sub-regional survey of letting agents. This was carried out as part of the Cambridge sub-regional Strategic Housing Market Assessment (SHMA).

The results of the consultation, the final report and the recommendations will be published on the Council's website. A summary will be published in Cambridge Matters.

### (g) **Community Safety**

One of the recommendations is to improve how Council services work together to tackle issues. This includes how reports of Anti-Social Behaviour are dealt with.

## **5. Background papers**

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

Research into Houses in Multiple Occupation in Cambridge: Research Findings March 2013 (mruk research)

Landlord and Letting Agent Survey – Summary of Results

## **6. Appendices**

Appendix 1: Houses in Multiple Occupation in Cambridge: Project Findings & Recommendations

## **7. Inspection of papers**

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

Author's Name: Helen Reed  
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## Appendix 1

# Houses in Multiple Occupation In Cambridge

## Project Findings and Recommendations

### 1.0 PURPOSE OF REPORT

To outline the findings of a project set up to investigate Houses in Multiple Occupation (HMOs) in Cambridge, and to recommend improvements in the Council's approach to managing HMO issues.

### 2.0 BACKGROUND

The report follows a Council motion in April 2012 which, following a debate about HMOs, asked for 'a comprehensive survey into city residents living in private rented accommodation, which looks at rents, agents fees, quality and safety, housing security and the location of housing'. The results were to be used to help the Council to implement housing and planning policy effectively and to inform the debate around the Local Plan Review.

A project brief was developed on the basis of this, to:

- § Attempt to identify which homes in the City are being used as private rented HMOs, and assess whether this information can be kept up to date
- § Identify how HMOs contribute to the housing market
- § Understand the profile of the HMO stock
- § Identify the sorts of issues arising from HMOs and how they are currently dealt with
- § Make recommendations as to how the Council can improve its approach.

The project was carried out between September 2012 and March 2013, and involved:

- § Using existing data and other information already available to the Council, both nationally and locally (numbers of HMOs, location, conditions, affordability, complaints received, etc)
- § A home-interview survey of 152 residents living in smaller privately rented HMOs carried out by mruk research
- § A series of focus groups following on from the survey, again conducted by mruk research
- § A telephone survey of landlords and letting agents operating locally
- § Some additional questions added to a sub-regional survey of Letting Agents through the Cambridge sub-regional Strategic Housing Market Assessment (SHMA).

### **3.0 DEFINITION OF AN HMO**

Defining what constitutes an HMO is far from straightforward, as national definitions vary.

#### **Housing Act Definition<sup>1</sup>**

This statutory definition is a complex one, but essentially an HMO is a flat or house occupied by more than one household who share basic amenities eg - kitchen, bathroom or toilet – and which they occupy as their main residence. There are certain forms of shared accommodation which are excluded from this definition, such as houses shared by only two unrelated persons, owner occupiers who take in up to two lodgers, certain occupation by religious communities, buildings that are managed by educational establishments, etc.

A household is defined as either a single person or members of the same family who are living together. People who are not related to each other by blood, marriage or in an equivalent relationship (in the case of persons of the same sex) each form a separate household.

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<sup>1</sup> Housing Act 2004, sections 254-259



## **Planning Definition<sup>2</sup>**

In planning terms, HMOs are split into two different use classes, based on the number of occupants:

- § A small HMO is a shared dwelling house occupied by between 3 and 6 unrelated individuals who share basic amenities such as a kitchen or bathroom
- § A Larger HMO is occupied by more than 6 unrelated individuals sharing basic amenities such as a kitchen or bathroom.

Changes to the planning system in 2010 extended permitted development rights to allow a change of use from a dwelling house (Use Class 3) to a small HMO (Use Class 4) without the need for planning permission. Larger HMOs are 'sui generis' and require planning permission.

## **Council Tax Definition**

A property is a HMO for Council Tax purposes if:

- § It was originally constructed, or subsequently adapted, for occupation by more than one household (e.g. locks on internal doors restricting access to all occupiers); OR

Each tenant who lives in it is either:

- § A tenant or licensee able to occupy only part of the dwelling; or
- § A licensee liable to pay rent or a licence fee on only part of the dwelling.

Properties which may be HMOs for housing and/or planning purposes, but exempt from Council Tax, include:

- § Halls of Residence owned or controlled by an educational establishment and predominantly occupied by students (Class M exempt)
- § Properties occupied by full-time students (Class N exempt)

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<sup>2</sup> Town and Country Planning Use Classes Order (2010).

## **4.0 HOW MANY HMOS AND WHERE?**

It is not possible, with the information available, to identify how many HMOs there are in the City. The Council holds a number of sources of data, but none of them give an accurate picture, for reasons given below.

The location of HMOs is also difficult to pinpoint, but the combined information available indicates that whilst there are HMOs scattered across the City, most appear to be located in Romsey, Market, Petersfield and Coleridge wards.

### **Licensed HMOs**

The 2004 Housing Act requires that all larger HMOs are licensed – ie properties which are three storeys or more and occupied by five persons or more in two or more households. There are 268 licensed HMOs in Cambridge, although there are likely to be some HMOs which should be subject to licensing, of which the Council is not currently aware. Ward information held is not up to date or completely accurate.

### **Private Sector House Condition Survey<sup>3</sup>**

The Council's Private Sector House Condition Survey estimated that, in 2008, there were around 5,220 buildings being used as HMOs (as defined by the Housing Act). This represented 12.6% of the housing stock, compared to the national figure of 2%, and was approximately 1500 more than when the previous survey was carried out in 2002.

Around 260 of these were estimated to be larger 'higher risk' HMOs subject to mandatory licensing.

It also identified just over 1,000 halls of residence, flats and similar accommodation owned as university accommodation (not classed as HMOs under the Housing Act), and a further 1,040 units used as housing for university students in the private rented sector.

### **Council Tax Register**

Council Tax records show that at May 2012 there were 3,171 properties exempt from Council Tax due to occupation by

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<sup>3</sup> Private Sector House Condition Survey 2009: <https://www.cambridge.gov.uk/housing-research>

students. 2,110 of these were properties other than halls of residence.

Around 10 properties not occupied by students have been designated as HMOs for Council Tax purposes (ie where the landlord is responsible for paying the Council Tax). Registration of such properties relies on the landlord declaring their property as an HMO, or the Council identifying it as such through other channels – eg where they come to the attention of other services.

Again, ward data is not always accurate.

### **Electoral Roll**

The electoral roll can help to identify homes where there are people with different names registered as living in a property, but an address with three or more people living there with different surnames can only be a rough indicator of an HMO. It could relate to a home-owner with lodgers for example, or a family group but with different surnames. We also know that not all tenants in an HMO will necessarily register to vote so some HMOs will remain hidden. The register is only available in hard copy which requires manual interrogation.

### **University Accommodation Lists**

Properties identified as College or University owned and/or managed – including purpose built accommodation and street houses – were excluded from the project as they are outside of the private rented sector and do not fall within the Housing Act definition of HMOs.

The University of Cambridge Colleges aim to house all of their undergraduate students and a significant proportion of their post graduates in their own accommodation. (The largest concentrations of such housing are in Market, Newnham and Castle wards). Therefore relatively few of their students will be living in the private rented sector.

Anglia Ruskin University has less purpose built accommodation, with around 90% of its 7,600 students living in private rented housing or lodging with local families. (As well as purpose built accommodation, ARU owns just under 50 street houses in the City, outside of the private rented sector – 70% of which are in Petersfield and Romsey).

## 5.0 POSITION IN HOUSING MARKET

The private rented market is very strong in Cambridge, with over 26% of households now privately renting (compared with 15% nationally, and rising from 23% locally in 2001).<sup>4</sup>

Nationally around 3% of dwellings are occupied on a shared basis i.e. as shared houses/flats, bedsits, or contain lodgers who are not part of the main household.<sup>5</sup>

The 2011 Census won't specify how many households are in HMOs, or how many HMOs there are, but will give information on households living in shared housing in the wider sense. This may give some further indication of changes since 2001 once data is published.<sup>6</sup>

Respondents to the survey of Letting Agents carried out through the SHMA generally thought that the number of HMOs they manage had stayed about the same over the last year, but just over one third (5 respondents) thought the number had increased. (Whilst this survey was sub-regional, Cambridge has the strongest HMO market in the sub-region, so results suggest that the Cambridge market remains strong). The survey also reported that many Letting Agents had seen an increase in new tenants and buy-to-let investors looking for properties in general, as well as a general increase in rents, and they expected this increase to continue during the coming year.

### **Rent Levels and Affordability**

There is no accurate data available on rent levels specifically for HMOs, only for rooms in shared houses, which will include HMOs, but could also include rooms let by owner-occupiers.

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<sup>4</sup> Census 2011 – Cambridgeshire Atlas:

<http://www.cambridgeshire.gov.uk/business/research/researchmaps.htm>

<sup>5</sup> English Housing Survey 2010: <https://www.gov.uk/government/publications/english-housing-survey-homes-report-2010>

<sup>6</sup> Census 2011 questionnaire: <http://www.ons.gov.uk/ons/guide-method/census/2011/how-our-census-works/how-we-took-the-2011-census/how-we-collected-the-information/questionnaires--delivery--completion-and-return/2011-census-questions/index.html>

Tables 1 & 2 show rent levels for new lets of smaller accommodation in the City as well as the extent to which they have risen over the past year.

**Table 1: Average rent per calendar month – Cambridge City**

	Dec 11	June 12	Dec 12	Change Dec 11 to Jun 12	% Change
Room	£405	£432	£488	£83	20%
Studio	£604	£641	£675	£71	12%
1 bedroom	£757	£769	£802	£45	6%

*Source: VOA data & Cambridgeshire Atlas*

**Table 2: Lower quartile rent per calendar month – Cambridge City**

	Dec 11	June 12	Dec 12	Change Dec 11 to Jun 12	% Change
Room	£359	£360	£420	£61	17%
Studio	£525	£580	£613	£88	17%
1 bedroom	£665	£680	£725	£60	9%

*Source: VOA data & Cambridgeshire Atlas<sup>7</sup>*

The Easyroommate website suggests an average rent of around £500 per month for a room including bills (ranging from £350 to £700 per month).<sup>8</sup> The Spareroom website suggests around £460 per month for properties with a CB postcode (which will also include properties outside the City).<sup>9</sup>

Our survey suggested that residents in HMOs may be paying lower rents than the new lettings data above might suggest. Although the figures need to be treated with caution, a quarter of respondents to our survey said they were paying less than £350 per month, and around a half were paying £400 per month or less. There are a number of reasons why HMO rents may be lower than those published by the Valuation Office. One is that VOA

<sup>7</sup> Cambridgeshire Atlas – private rents: [http://atlas.cambridgeshire.gov.uk/Housing/private\\_rents/atlas.html](http://atlas.cambridgeshire.gov.uk/Housing/private_rents/atlas.html)

<sup>8</sup> Easyroommate website: <http://uk.easyroommate.com/>

<sup>9</sup> Spareroom rental index: <http://www.spareroom.co.uk/rentalindex?>

published rents include shared accommodation other than HMOs which may, in some cases, be able to command a higher rent; another is that landlords may be inclined to keep rents down for existing tenants, but charge at revised market levels when rooms are re-let, which may leave existing tenants paying less than current market rents.

Students in our survey tended to pay slightly higher rents (more than £350 per month). This may be because non-students are more able to shop around for a better deal, whereas students may have a more limited 'window' linked to term-times, with more competition from other students searching at the same time.

Residents of other ethnic groups in our survey were more likely to pay lower rents (below £350) than White British.

Shared rooms, including rooms in HMOs, were seen by survey respondents as a cost-effective and convenient type of accommodation.

Table 3 shows annual incomes for Cambridge City residents.

**Table 3: Mean, median and lower quartile gross annual household income – all households**

	Mean	Median	Lower quartile
Cambridge City	£32,711	£31,800	£15,700

Source: CACI 2012

Government guidance assumes that a household is generally considered to be able to afford to rent privately where the rent payable is up to 25% of gross household income, but that local circumstances could justify a different income figure being used.<sup>10</sup>

The lower quartile annual gross income for all households in 2012 was £15,700. Even based on 30% of household income, to afford a lower quartile one bedroom flat (at £725 pmth or £8,700pa – see Table 2), a household would need an annual income of around £29,000, which makes self-contained accommodation unaffordable to those on lower quartile incomes.

<sup>10</sup> CLG Strategic Housing Market Assessment Practice Guidance 2007, Chapter 5.  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/11812/Strategic\\_Housing\\_Market\\_Assessments-Practice\\_Guidance.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/11812/Strategic_Housing_Market_Assessments-Practice_Guidance.pdf)

Worryingly, the lower quartile rent on a room in a shared house (although not necessarily in an HMO) is also becoming unaffordable to many of those on lower incomes; a rent of £420 pmth or £5040pa would require an annual income of £16,800 – higher than the current lower quartile income. Our survey suggests that rooms in HMOs are more likely than shared accommodation in general to be affordable to those on lower incomes.

Affordability is a particular issue for Housing Benefit Claimants. Local Housing Allowance (LHA) for 25-34 year olds is now only payable at the shared accommodation rate ie £76.65 per week at April 2013, equating to around £316 per month. At April 2013 there were 410 one-room LHA claimants in the City, a number which currently remains fairly stable. This, coupled with reluctance of many local landlords to let to people receiving welfare benefits, makes even this type of accommodation difficult for some to access.

Only 5% of respondents to our survey were claiming housing benefit. This low percentage may reflect the lack of affordability of accommodation for claimants.

### **Availability**

Respondents to our survey thought that there were generally enough HMOs in the City for them to find accommodation, but that quality and resident-type restricted which properties they could access. Mruk research, who carried out the survey, recommended that landlords should be encouraged to accept both students and non-students to broaden the range of accommodation available to all residents. Whilst this can be done, the results are likely to be limited. Landlords of student accommodation are able to align their tenancy start-dates with college term times,<sup>11</sup> and student landlords may also no longer be able to claim Council Tax exemptions.

### **Where HMO residents have come from**

Our survey looked at where tenants had lived prior to moving to their current property. 62% had moved from within

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<sup>11</sup> BSHF Report 2013, Who Lives in the Private Rented Sector: <http://www.bshf.org/published-information/publication.cfm?lang=00&thePubID=19F007B2-15C5-F4C0-990836C156D907F7>

Cambridgeshire, and 11% were from outside the UK – mainly Eastern and Western Europe.

### **Length of Stay**

There are relatively high levels of resident turn-over within the private rented sector compared with other tenures. The median length of stay nationally in private rented accommodation is around 1 year.<sup>12</sup>

In our survey, around 70% of respondents in HMOs had been in the property less than a year, with only 17% having been there for more than two years. Three quarters expected to remain in the property for a year or less. (Non-students were more likely to stay longer than students).

### **Benefits and Drawbacks of Living in HMOs**

Our survey and focus groups identified the following benefits:

- § Their affordability compared with other housing types
- § HMOs tend to be in central locations, so enable people to live close to work or college
- § The potential for sharing household responsibilities and payment of bills
- § More 'freedom' for students than university accommodation
- § Ease of moving
- § Social benefits (provided they lived with the 'right people').

The following potential drawbacks were identified:

- § Potential incompatibility with personality and lifestyles of other occupants
- § Issues around shared space (bathrooms, cooking, entertaining etc)

### **Tenant Aspirations**

Our survey showed a considerable difference between what HMO tenants wanted their housing situation to be in three to five years, and what they expected it to be. Only 16% wanted to still be living in shared housing, whereas 28% expected to be; and 44% wanted to be home-owners, but only 14% expected to be. Only a tiny

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<sup>12</sup> English Housing Survey 2010:  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/6739/2173283.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6739/2173283.pdf)



percentage wanted to live in shared ownership property, which raises the question as to how aware HMO tenants are of this as an alternative to full home-ownership.

In the focus groups financial constraints were the main barrier to improving one's ' housing situation, with many people wanting to stay living centrally but unable to afford to do so other than in an HMO.

### **Homelessness**

The Council has dealt with a number of single people who have been made homeless who are unable even to access HMO accommodation. As with the general private sector an increasing number of private landlords will not accept people on welfare benefits, and Local Housing Allowance levels are not sufficient to cover the rents. However, there have been cases where the Council has been able to support people into HMOs and to sustain their tenancies where self-contained accommodation would be financially out of reach.

Local Authorities can now discharge their duty to homeless people by rehousing them in the private rented sector<sup>13</sup>. (The Council's policy on this is due to be submitted for approval in the June 2013 committee cycle). In theory, therefore, it could be possible to use HMOs as a more cost-effective option for rehousing single homeless people. However, sharing accommodation with others is likely to have severe limitations, owing to the vulnerable nature of many single homeless people.

With the increasing rent levels in HMOs in the City, the reality is that some people will need to look further afield for accommodation. There may be opportunities for the Council to give more support to homeless people on low incomes who are not in priority need in finding shared accommodation in cheaper areas in other parts of the sub-region.

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<sup>13</sup> Localism Act 2011, ss148-149:  
<http://www.legislation.gov.uk/ukpga/2011/20/contents/enacted>

## 6.0 HOW HMOs ARE MANAGED & MAINTAINED

### Housing conditions

Housing, including housing conditions, are recognised as having a significant impact on health and well-being.<sup>14</sup>

It is not clear how many HMOs in the private rented sector fail to meet the national decent homes standard. In our Private Sector House Condition Survey 2009, the overall rate of non-decency amongst HMOs was just under 30%, which was slightly lower than the housing stock overall and lower than would normally be expected nationally. However, the figure included University-owned accommodation outside of the private rented sector, which is thought to have brought the overall figure down artificially low. (Meeting the decent homes standard is not a mandatory requirement, although the Council is required to intervene if Category 1 hazards are identified under the Housing Health and Safety Rating System, or HSSRS).

64% of respondents to our survey said they had reported repairs over the last year. The majority of repair reports are around plumbing and heating issues. Doors and windows, faulty white goods and electrical faults were the other most common repair issues. Damp and mould is also an issue for many residents – particularly amongst those renting from Letting Agents. 317 complaints have been received by the Council over the past two years relating to housing standards in HMOs, and whilst it's not straightforward to analyse how these complaints break down into different types of problems, the results of our survey are thought to broadly tally with the sorts of complaints received by the Council.

Many students taking part in the focus groups tended to feel that properties let to students were in worse physical condition than those let to non-students.

Overcrowding does not appear to be a major issue in HMOs. The Private Sector House Condition Survey did not identify any overcrowded HMOs, and it wasn't highlighted as a major problem in our survey. Although complaints about overcrowding are not currently recorded separately, officers dealing with private sector housing enforcement report that occasional complaints are

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<sup>14</sup> Cambridgeshire JSNA – Housing & Health 2013:  
<http://www.cambridgeshirejsna.org.uk/housing-and-health-2013>

received, but overcrowding tends to be less of a problem than in other types of accommodation.

### **Satisfaction with Management**

HMOs may be managed either by private landlords or letting agencies. There are estimated to be around 60 letting agencies operating in the City; the number of private landlords is unknown. Students are more likely to rent through a letting agency than non-students.

Our survey showed only 5% of tenants were dissatisfied with how properties were managed, a figure which was evenly split between tenants renting from a landlord and those renting from a letting agent. (79% were satisfied, and 16% neither satisfied nor dissatisfied). Recent national research by RICS found 92% of tenants surveyed were satisfied with their letting agent.<sup>15</sup>

Dissatisfaction with how repair problems had been dealt with over the last year was higher – at 18%. Dissatisfaction levels were higher amongst those renting from an agent than from a landlord. Focus group members felt that letting agencies were in a position to deal with issues more quickly and more professionally than landlords, and some tenants were happy to pay the extra fees required by letting agencies to simplify the repair process. Because of the fees charged, residents felt particularly aggrieved where Letting Agents were less effective. Therefore it could be that lower survey satisfaction levels with repairs through letting agencies are at least partly explained by higher expectations.

These results reflect the general view of staff working in this area. Property management is generally good, but there are a handful of landlords and letting agents who manage their properties less effectively and require more Council intervention.

Survey results also suggest that residents from white ethnic backgrounds may be more likely to raise a repair problem than those from other backgrounds. Although there may in some cases be an issue around differing expectations, there may also be language and/or cultural barriers. These may need to be explored further.

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<sup>15</sup> RICS consumer letting survey Renting: Property's Wild West (2012)  
<http://www.rics.org/uk/knowledge/news-insight/press-releases/renting-property-wild-west/>

## **Rent Deposits**

HMO residents tend to pay a deposit equivalent to a month or a month-and-half's rent when they move in.

Students in our survey tended to pay slightly higher deposits, correlating with slightly higher rent levels amongst this group. As with rents, newer tenants tended to have paid higher deposits.

Since 2007 landlords have been required to place deposits for assured shorthold tenancies in a Tenancy Deposit Protection (TDP) scheme to ensure they can get the money back when they leave. The Council is aware that this does not always happen, and a quarter of residents in our survey said that they were not covered by a TDP scheme, or didn't know whether they were. Around 95% of respondents had been tenants for less than five years (ie moved in since 2007), which suggests that up to 20% of respondents who should be protected may not be.

This ties up with recent national research for Shelter which found that one in three renters did not know about their rights around deposit protection, and one in five did not know whether their deposit was protected. 9% of respondents knew for sure that their deposit was not being protected.<sup>16</sup>

## **National Regulation of Letting Agents**

There is no national requirement for Letting Agents to be regulated, but voluntary schemes run through the government's National Approved Lettings Scheme (NALS), the Association of Residential Letting Agents (ARLA) and the Royal Institution of Chartered Surveyors (RICS) which are industry-led. Only around half of the agencies in England belong to one of these organisations.<sup>17</sup> The majority of agents operating in the City are thought to be registered with ARLA or NALS, although there is no accurate data on this.

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<sup>16</sup> Shelter Deposit Protection research:  
[http://england.shelter.org.uk/news/may\\_2013/almost\\_a\\_third\\_of\\_renters\\_unaware\\_of\\_their\\_deposit\\_rights](http://england.shelter.org.uk/news/may_2013/almost_a_third_of_renters_unaware_of_their_deposit_rights)

<sup>17</sup> House of Commons Briefing on Regulation of Letting Agents 2013:  
<http://www.parliament.uk/briefing-papers/SN06000>

Under the Enterprise and Regulatory Reform Act 2013, letting and managing agents must now offer landlords and tenants access to approved 'redress schemes' for dealing with complaints.

### **Enforcement**

HMOs, as other properties, are subject to the requirements of the Housing Health and Safety Rating System (HHSRS) which assesses risks and hazards within the home. Where 'Category 1' hazards are identified, the Council has a general duty to take appropriate enforcement action to remove the hazard.<sup>18</sup> This will initially involve offering advice and support to a landlords to bring the home up to standard. If landlords fail to comply then the Council must take formal enforcement action. (eg serve an improvement notice).

Landlords and agents in control of managing HMOs are also required to adhere to additional national regulations which stipulate the manager's (and occupants') roles and responsibilities.<sup>19 20</sup> Again, where landlords or agents are in breach of these requirements the Council will use its enforcement powers to ensure compliance.

The Council has just appointed a new member of staff to enable more resource to be focussed on enforcement. Where poorly managed properties are identified, this extra resource will enable other properties belonging to/ managed by that landlord or agent to be inspected, so that appropriate steps can be taken to ensure that obligations are being met.

This additional resource will also enable more focus on linking with our Housing Advice service, to ensure that other management issues not subject to formal enforcement can be addressed, through advice to landlords and their tenants. One example of this is promoting use of the Tenant Deposit Protection scheme.

### **Property Accreditation**

The Council runs a Property Accreditation Scheme (formerly referred to as Landlord Accreditation)<sup>21</sup>. Under this voluntary

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<sup>18</sup> Housing Act 2004, section 5

<sup>19</sup> Management of Houses in Multiple Occupation (England) Regulations 2006

<sup>20</sup> Licensing and Management of Houses in Multiple Occupation (Additional Provisions) (England) 2007

<sup>21</sup> Cambridge City Council Property Accreditation Scheme web-link:  
<https://www.cambridge.gov.uk/property-accreditation-scheme>

scheme, landlords and letting agencies sign up to a Code of Standards to demonstrate that the properties they rent out meet an agreed standard. Benefits offered to participants include a discount on the statutory licence fee (where applicable), priority access to available grants, discounted insurance, and free advertising on the Council's accreditation webpage.

143 HMOs are currently registered on the scheme (at April 2013). This is seen as an effective way of working with some of the 'better' landlords to ensure high standards are maintained and signal to prospective tenants that these properties are well-managed.

### **Mandatory Licensing**

Larger HMOs which are three or more storeys high and occupied by five or more people in two or more households are, under the Housing Act 2004, subject to mandatory licensing.<sup>22</sup> Enforcement powers are used to tackle landlords who fail to license their properties or who breach the terms of the licence, under the Council's HMO Licensing Policy.

Whilst 268 properties are currently licensed it is likely that there are other HMOs which should be licensed but which have not yet been brought to the Council's attention. Where unlicensed properties come to light, the Council will work with the landlord or agent to get a licence issued where appropriate, or to help them to bring the property up to the standard required for licensing. If this fails, and there is no reasonable prospect of the property meeting the requirements for licensing, then the Council may prosecute the manager and make a management order to protect the health, safety and welfare of the occupiers. (Although management orders can be costly and haven't been used locally to date).<sup>23</sup>

### **Planning Enforcement**

In the two years between October 2010 and September 2012 there were 27 complaints about potential breaches of planning regulations in relation to HMOs. Of these, no breach was confirmed to have taken place in 11 cases. Between September 2012 and April 2013, there has been one confirmed breach of

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<sup>22</sup> Licensing of HMOs – Council webpage: <https://www.cambridge.gov.uk/licensing-of-houses-in-multiple-occupation>

<sup>23</sup> Housing Act 2004, ss101-104

planning control in respect of HMOs and there are two further possible breaches still being investigated.

### **Discretionary Licensing**

Some local authorities have started to introduce additional licensing of smaller HMOs not subject to mandatory licensing, using discretionary powers. Peterborough City Council and the London Borough of Newham are two examples, and some other authorities are considering it. Fenland District Council for example are considering working with Peterborough on some form of licensing – particularly to tackle issues arising from having a large migrant population in the north of their district.

Before designating an area to be subject to additional licensing, the authority must consider that a significant proportion of HMOs in the district or local area are being managed sufficiently ineffectively as to give rise, or be likely to give rise to, one or more particular problems - either for the occupiers, or for members of the public.<sup>24</sup> This project has found no evidence that a significant proportion of HMOs in the City, or in particular areas of the City, are being managed sufficiently ineffectively to require additional licensing.

One issue experienced by authorities who have gone down this route is the difficulty in identifying which properties are HMOs. A large-scale survey is generally required to identify properties as not all landlords will necessarily be willing to come forward. Experience shows that some may also claim falsely that a property is not an HMO – eg insisting no-one is sleeping there, or that occupants are all from one family – which can be difficult to disprove.

Licensing schemes can be developed to be self-financing – eg through licence fees – but require a relatively large team of officers to administer, and the initial set-up can be costly. There are only a handful of such schemes nationally, and there is currently insufficient evidence to assess whether they are fully cost-effective.

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<sup>24</sup> Housing Act 2004, s56(2)

## **7.0 IMPACT ON LOCAL COMMUNITY**

### **Recycling and Rubbish Collection**

Most respondents to our survey (87%) felt they had enough bins for waste and recycling. However, some participants raised this as a concern in the focus groups. They said that communal areas often get messy where bins overflow, and rubbish sometimes gets put in other people's bins when their own gets full up.

One of the main issues identified in the Landlord and Letting Agent Survey was around the need for better information to be provided to residents of HMOs about bin collections.

The Council does not specifically monitor complaints received from or concerning HMOs. However, it recognises that refuse collection can be an issue for some HMOs who are not entitled under the current policy to an extra black bin. (Only properties with six or more occupants are entitled to an additional bin, although more recycling bins can be provided). Requests are occasionally received for additional bins in smaller households.

Where problems are identified, the City Rangers will visit the property and give advice on refuse management and recycling, but it can be a challenge – particularly amongst some groups of students. The Council has worked with letting agencies to try to resolve some of the problems.

### **Anti-Social Behaviour**

In the period April 2010 to February 2012 an estimated 8% of the complaints received about anti-social behaviour were related to student and other private rented sector accommodation. (This needs to be treated with caution due to database limitations). There is no specific information on HMOs.

The focus group work identified that some participants or others in their household had experienced some conflict with or complaints from residents in the wider community – most commonly around noise levels. They thought this may be more of an issue for student accommodation. Some participants were themselves frustrated by inconsiderate house-mates causing complaints to be made. Whilst they accepted that some complaints could be justified, they did feel that in some cases other residents may perceive the problem to be more pronounced than it actually was,



possibly due to stereotyping and negative perceptions of those living in shared accommodation.

### **Parking**

It is recognised that multiple occupancy can cause issues with parking. Parking permits are required in some areas of the city where HMOs are located, but there are more permits in circulation than there are car-parking spaces.

Although University of Cambridge students are not permitted to have cars, such restrictions do not generally apply to other student accommodation in the private rented sector. Our survey identified more car ownership amongst non-student than student accommodation. About half the respondents reported that residents in their HMO had cars. Most of these reported one or two cars, but tenants in HMOs with five or more residents were most likely not to have any vehicles at all in the property.

Some focus group participants reported that they didn't have parking permits and so parked further away where permits were not required. The general feeling was that they were able to get a space without too much difficulty.

### **Integration with the Wider Community**

Focus group participants mostly lived in areas of mixed accommodation types, including HMOs and residential houses. However, most did not tend to socialise with neighbours – including those also living in shared accommodation – and in many cases had never met their neighbours. This was mainly because residents felt their profile may differ to that of residents in other shared accommodation, and also because of generally short lengths of stay; they did not feel they were likely to have much in common with their neighbours.

## **8.0 CONTROLLING THE DEVELOPMENT OF HMOs**

### **Local Plan**

The current Local Plan for Cambridge has a criteria based policy permitting the development of (larger) HMOs subject to potential impact on residential amenity, suitability of the site/ building, and accessibility to services and sustainable transport routes.

The new draft Plan, to be consulted on from July 2013, is likely to propose a similar criteria-based policy which enables proposals for new (larger) HMOs to be granted planning permission where:

- § They do not lead to an over-concentration of such use in the local area or harm residential amenity or the local area;
- § The building is suitable and allows for refuse storage, cycle and car parking and drying areas;
- § Shops and services are accessible via sustainable modes of transport

The revised Local Plan is also likely to support provision of more purpose-built student accommodation. However, whilst both Universities are keen to develop more of their own accommodation, there is insufficient information on Anglia Ruskin University's growth plans to understand whether this would help to take pressure off homes in the private rented sector.

#### **Article 4 Directions**

Change of use from a dwelling house to a small HMO does not require planning permission.

However, in areas where there are large concentrations of HMOs and there is a need to control HMO development, 'Article 4 directions' can be used to remove national permitted development rights and require planning applications for such changes of use.<sup>25</sup> The National Planning Policy Framework requires the use of Article 4 directions to be limited to situations where it is 'necessary to protect local amenity or the wellbeing of the area', and should not be used unless there is 'clear justification' for doing so.<sup>26</sup>

There is currently no evidence to suggest that Cambridge, or any areas within the City, have particularly high concentrations of HMOs or issues arising from them which would warrant this course of action. As with discretionary licensing, the location of HMOs would need to be closely monitored on an ongoing basis, which would need to be resourced. The Council would also be unable to

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<sup>25</sup> The Town & Country Planning (General Permitted Development) Order 1995  
<http://www.legislation.gov.uk/ukSI/1995/418/contents/made>

<sup>26</sup> NPPF, para 200:  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/6077/2116950.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf)

charge fees for planning applications received in these circumstances.

## **9.0 OTHER ISSUES**

### **Information Available for Landlords and Tenants**

The Council has a set of webpages aimed at tenants, landlords and letting agents outlining their rights and responsibilities, relevant Council policies, and who to contact if they need advice or assistance.<sup>27</sup> There is a Guide for Resident Landlords, but not a specific guide for tenants – tenant information tends to be more spread out and perhaps more difficult to access.

Results of our survey work suggest that some landlords and tenants may not be aware of all of the information available, and that some tenants do not know what they can expect from their landlord or letting agent.

Some of the landlords surveyed suggested that information to tenants on their rights and responsibilities, and in particular information on refuse collection and recycling could be improved.

Anglia Ruskin University provides information on private renting through its website, but is aware that students do not always know what they should expect from their landlord, or fully understand their own responsibilities.<sup>28</sup> Whilst the Council works closely with the ARU Accommodation Service, there remains scope to develop this further.

Information on longer-term housing is not currently targeted at private rent tenants. This could be improved, although recognising the challenges arising from high resident turn-over rates.

### **Council Tax collection rates**

Council Tax collection can be a challenge owing to the transient nature of the HMO population – a problem recognised by other authorities responsible for University towns and Cities.

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<sup>27</sup> Advice for Tenants and Landlords – Council web pages:

<https://www.cambridge.gov.uk/services/advice-private-landlords-and-tenants>

<sup>28</sup> ARU Private Sector House Hunting web page:

[http://www.anglia.ac.uk/ruskin/en/home/central/estates\\_facilities/accommodation/Private\\_sector\\_house\\_hunting.html?utm\\_source=privatesector&utm\\_medium=url&utm\\_campaign=accommodation&utm\\_content=privatesector.estates.jan11](http://www.anglia.ac.uk/ruskin/en/home/central/estates_facilities/accommodation/Private_sector_house_hunting.html?utm_source=privatesector&utm_medium=url&utm_campaign=accommodation&utm_content=privatesector.estates.jan11)

## 10. CONCLUSIONS

Current data, whilst giving a general picture, does not enable us to identify accurately how many HMOs there are or where they are located. This is complicated by the different national definitions of what constitutes an HMO. It is difficult to see how a completely accurate picture can be drawn without surveying residents in every property on a regular basis.

Demand for HMO accommodation in Cambridge remains strong, and HMOs form an important part of the local rental market, both for students and for other single people – particularly younger people in employment who are yet to settle down.

Rent levels appear to be increasing, but rooms in HMOs continue to be more affordable than self-contained accommodation.

Housing Benefit claimants are likely to find HMOs difficult to access – both because of low LHA rates and because many landlords and agents are reluctant to accept people receiving benefits. This may be exacerbated with the introduction of Universal Credit by 2017. Rehousing single homeless people in HMOs can be particularly difficult.

Turn-over of residents tends to be quite high. Many residents move from within Cambridgeshire (some likely to be from other HMOs), but around one in ten may come from overseas – either as students (including University and English Language students) or for work.

Residents identify a number of benefits to living in HMOs, including the central location of HMOs, benefits of sharing, ability to move on easily, and relative affordability. However, many residents have aspirations of moving on – particularly to buy their own home – but recognise that this may be unachievable. The main reason for this appears to be the costs involved – particularly if wanting to remain in a central location.

It is not clear what the overall levels of decency are in privately rented HMOs, as property survey data includes university owned accommodation. Most prevalent repair issues tend to be around

heating and plumbing, with damp and mould a common issue for many residents. Problems with doors and windows, faulty white goods and electrical faults are also reported. Overcrowding does not generally appear to be an issue.

Properties generally appear to be well-managed. Tenants seem to be more satisfied with how landlords have dealt with repairs than letting agents, but this may be partly explained by higher expectations of agencies. However, it is recognised that there are a handful of landlords and agents who may not be managing their properties effectively. Rent deposits failing to be protected is a particular concern.

Residents from non-white ethnic backgrounds appear less likely to report repairs to their landlord.

Whilst membership of national regulatory bodies remains voluntary, the Council uses a range of methods locally to regulate and improve conditions and management. These include: mandatory licensing of larger HMOs, enforcement of regulations and through the Housing Health and Safety Rating System (HHSRS); and a property accreditation scheme for private landlords.

Enforcement of planning regulations is also used to regulate development of larger HMOs which require planning permission.

There is insufficient evidence of issues or problems arising from HMOs to meet the legal requirements for introducing Discretionary licensing. In addition, whilst licensing could potentially be made to be self-financing, it would be costly to set up, and such schemes have not been sufficiently tested nationally to give a full understanding of the likely cost-benefits.

Whilst waste management and recycling appear to be generally well controlled, some issues do arise which can impact on both HMO residents themselves and the wider community.

Anti-social behaviour can also be an issue, although there is a perception amongst HMO residents that, sometimes at least, this may be partly due to negative perceptions amongst the wider community about people living in HMOs.

Parking issues will sometimes arise, particularly in streets with limited parking or where the number of parking permits issued exceeds the number of residents in an area.

Development of new larger HMOs is controlled through a criteria-based policy in the Cambridge Local Plan. There is insufficient evidence to justify the use of article 4 directions to restrict permitted development rights.

The Council provides a range of information to landlords and tenants about their rights and responsibilities, but there are areas where this could be improved – particularly in relation to waste management and recycling.

## **11. PROPOSALS AND RECOMMENDATIONS**

1. Continue to use available methods of regulating landlord and letting agent activity and providing support to landlords and tenants. (A new member of staff has been appointed from May 2013 to increase the resource available for advice and enforcement in the private rented sector).
2. Introduce an improved criteria-based policy for the Local Plan which recognises the importance of HMOs but minimises the impact on the wider community.
3. Make better, more targeted information available to tenants on their rights and responsibilities. Information on waste management and recycling, deposit protection, and controlling mould growth are particular priorities. Ensure that this information is accessible to those for whom English is not their first language.
4. Improve information available to tenants on longer-term housing options, including shared ownership and other intermediate tenures.
5. Work with partners to explore options around procuring suitable shared accommodation in more affordable parts of the sub-region for single people in non-priority need.

6. Improve working links between different Council services working with residents and landlords –including enforcement, waste management, housing advice, landlord and tenant liaison, anti-social behaviour, etc
7. Improve monitoring information available within the relevant service areas, to better understand the issues arising from HMOs and trends over time, so that services can respond effectively.
8. Improve engagement and communication with landlords and investigate whether this can be done jointly with other local authorities within the Cambridge sub-region.

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To: Executive Councillor for Housing: Cllr Catherine Smart  
Report by: Liz Bisset, Director of Community Services  
Relevant scrutiny committee: Community Services Scrutiny Committee 25/06/2013  
Wards affected: Petersfield

## **DITCHBURN PLACE REFURBISHMENT Key Decision**

### **1. Executive summary**

This report presents proposals for the refurbishment of Ditchburn Place sheltered housing scheme.

### **2. Recommendations**

2.1 The Executive Councillor is recommended:

2.2 To approve proposals for the refurbishment and extension of Ditchburn Place including the complete refurbishment and extension of existing small flats and existing Supported Housing bedsits to create new flats. Plus internal refurbishment of flats used for sheltered housing together with the provision of new services.

2.3 To approve the budget of £3,808,982 to fund the project.

2.4 To authorise the Director of Community Services to invite tenders and award a contract for the appointment of a main contractor and project consultants to carry out the works for the refurbishment of Ditchburn Place in accordance with the requirements of the Constitution.

### **3. Background**

3.1 The Executive Councillor for Housing approved a strategy for the long-term modernization of sheltered accommodation on 7<sup>th</sup> November 2005 (record of decision number HMB/051107/A1). Ditchburn Place is the final sheltered scheme to be refurbished under this strategy.

## 4. Design Brief

### 4.1 The project will involve:

- 1) Refurbishing and extending the current 'Extra-care' accommodation. This currently includes twenty-one small individual flats with a sitting room, bedroom and toilet together with shared bathing and dining facilities. New flats will be self-contained incorporating bathrooms / shower rooms, kitchens and bedrooms. To enable this to be carried out various flats will be joined together.
- 2) Refurbishment of Burmaside House including glazed link to main building (Burmaside House is currently occupied by four Supported Housing residents, who will be re-housed elsewhere). A further Supported Housing flat on the second floor of the main building will be extended. Underused guest rooms, will also be incorporated. Other underused ancillary accommodation will be utilised where possible.

(1) and (2) will create 22 Extra-care flats.

- 3) Provision of new mechanical and electrical services in the whole extra-care and sheltered housing complex of buildings, together with all communal accommodation and day centre. This includes new electric meters to fifty flats and a new communal heating system for the whole building.
- 4) Refurbishment of kitchens and bathrooms in thirty existing sheltered flats (fifteen of which are currently used for extra-care).
- 5) Replacement of leaking natural slate roofing on the building frontage and replacement of asbestos-containing slates and tiles to the rest of the roof.
- 6) Improvement to the entrance to the building.

4.2 Refurbishment will take place within the footprint of the existing building, apart from the extension of Burmaside House. Other external building work includes an improved entrance, mobility scooter store, bicycle store and new plant rooms to house boilers and service equipment.

### 4.3 Works related to the new accommodation shall include:

- Improved main entrance with automatic doors.
- A new through-floor lift from first to second floor; other lifts re-used.
- Intercom system (re-used) linked to all flats - with CCTV facility.

- Improved car parking area at the entrance.
- Landscaping work to the entrance area.
- Mobility scooter store for electric wheelchairs, and bicycle store.
- Two assisted bathrooms.
- Full re-decoration of communal areas.

4.4 Ditchburn Place will be modernized to Lifetime Homes Standards, unless this proves not to be possible within constraints of the existing building. The detailed designs for Ditchburn Place will be based on completed works at Mansel Court, Rawlyn Court, Talbot House and Brandon Court, incorporating lessons learned from these projects and feedback from residents.

The project brief contains a full description of the proposals.

## 5. Project Timetable

<b>Provisional timescale of Project</b>	
Feasibility and budget cost plan	September 2012 – February 2013
Project approval	June 2013
Procurement of project consultants	July – October 2013
Contractor procurement	October – January 2014
Detailed design	July 2013 – December 2013
On-Site	Phase 1 (April 2014 – April 2015) Phase 2 (June 2015—Feb 2016) Phase 3 (April 2016 – Jan 2017)
Residents move flats for phases	Phase 1 (March 2014 Supported Housing residents move out) Phase 2 (May 2015) Phase 3 (March 2016)
End of defect period	Phase 1 (April 2016) Phase 2 (February 2017) Phase 3 (January 2018)

## **6. Budget Costs**

- 6.1 The budget costs include all project fees, disturbance costs for residents, main contractor's overheads and profits as well as provision for inflation to 1<sup>st</sup> quarter 2014, and a project contingency sum.
- 6.2 All costs are the best budget estimates available at this stage of the design process. It has not been possible to 'open up' the structure at this feasibility stage, and it therefore remains possible in a refurbishment project of this nature that unforeseen costs may emerge during detailed design work or construction phase.
- 6.3 The design work carried out so far comprises of a feasibility study and preliminary sketch plans, plus site investigations including a partial topographical survey. A structural survey, asbestos survey, and CCTV drainage survey will need to be carried out.
- 6.4 Due to the nature and complexity of the project two separate cost reports have been prepared; the first by the Sweett Group and the second by Davis Langdon. The costs are based upon present day pricing (May 2013).

## **7. Procurement of Main Contractor**

- 7.1 The main contractor will be appointed in accordance with the procedures set out in the Council's constitution. Invitations to tender will be sent to a shortlist selected from contractors responding to a contract notice. Tenders will be evaluated taking into account cost and quality. There will be an EU-compliant two-stage tender process.
- 7.2 At the first stage, contractors will tender overheads and profits based on outline designs. Contractors will also price sample packages of work and tender rates against a schedule of provisional quantities.
- 7.3 The main contractor will be appointed before the design stage is completed so that they can contribute to the design process.
- 7.4 When design work is completed the contractor will price a bill of quantities and submit a "second stage" tender.

## **8. Phasing of Works and Consultation with Residents**

- 8.1 There have been a number of meetings at Ditchburn Place to inform residents of the proposals.
- 8.2 At these meetings relatives have indicated desire for residents to remain at Ditchburn Place during the works. To be able to do the work with residents on site the scheme has had to be phased, with unoccupied flats used to move residents into. Ditchburn Place staff will carefully manage moves.
- 8.3 Residents staying at Ditchburn Place will also maintain a rental income as well as assist in retention of the Care Contract. A more recent meeting has taken place to update residents and relatives of all proposals enclosed in this report.
- 8.4 The building works are planned, at this stage, to be carried out in three phases (please see the phasing plan attached).

### **Phase 1 - (12 month duration)**

Extension and refurbishment works to Burmaside House and the top floor wing of the main building. Both will be unoccupied. This will provide six new Extra Care flats for residents to move into from Phase 2.

Simultaneous with works to Burmaside House and the top floor wing, phase 1 will include kitchen, shower room, heating and electric works to the 'sheltered housing' side of the complex. Residents in these flats will move out to nearby vacant flats, for approximately six weeks, because of the disruptive nature of the works.

### **Phase 2 - (9 month duration)**

Extra Care residents will move to completed works as above, and to other vacant flats, during the works to this phase.

### **Phase 3 - (9 month duration)**

Extra Care residents will move to available vacant flats, during the works to this phase.

- 8.5 There are risks associated with residents remaining on site during the works, especially relating to health and safety, and resident's security. All works will be carefully managed and phases of the refurbishment clearly segregated from the rest of the building. Access for contractors to these areas will be separate.

- 8.6 The contractor's site accommodation will be separated from the residents and the public and shall be located within parts of Ditchburn Place front garden and the Mill Road public garden. Vehicular access will be via Burmaside House off Mill Road.
- 8.7 Independent Living Facilitators will carry out one-to-one interviews with residents and their families to ensure the programme for moving to a different flat is managed sensitively and ensure residents' needs are met.

## **9. Project Management**

- 9.1 The Council's Estates and Facilities team will manage the project. A dedicated Project Manager will be appointed to oversee the procurement and construction phase of the project. The Council's in-house architects will lead on the design process.
- 9.2 Cost consultants will be retained to validate project costs, agree monthly valuations and issue certificates for payment.
- 9.3 The project will comply with the Council's Project Management Guidelines.
- 9.4 Monthly project team meetings will record issues and progress and manage a project risk register. Project progress and high-risk items shall be reported to the Sheltered Housing Project Group.
- 9.5 The project brief sets out the scope and objectives of the project, team members, stakeholders and communication channels.

## 10. Financial Implications

### Capital Costs

The estimated capital costs of the proposed refurbishment including fees and contingencies are included in appendix 1.

10.1 There is currently £3.8m included in the HRA capital investment plan in 2013/14 for sheltered housing investment to cover refurbishment works at Ditchburn Place. This budget includes £149k specifically approved to deliver thermal efficiency, energy efficiency and voltage optimisation works.

10.2 The HRA Business Plan's 30-year capital investment plan includes provision for the following works:

50 kitchen replacements by 2013	£110,000
50 bathroom replacements by 2015	£50,000
50 electrical upgrades by 2019	£50,000
50 central heating replacements (pipework and radiators) in 2033	£115,000
50 additional boiler replacements by 2013 and by 2021	£200,000
Re-roofing including replacement of asbestos cement tiles by 2040	£300,000
Works to communal areas including lighting, floor covering, communal plant	To be confirmed
TOTAL	£825,000 + communal areas

10.3 The cost estimates for the replacement of the entire communal heating plant at Ditchburn Place is greater than the sum of the cost allowances made for heating systems in individual flats in the investment plan. This is because the cost of the communal plant also covers communal areas and the cost of four boiler houses (to accommodate the required phasing of the works with residents in occupation).

The HRA capital investment plan contains allowances for works in communal area that were not surveyed or identified at the time the business plan was written. This is referred to as "communal area uplift."

10.4 It is proposed that as part of the refurbishment works that (subject to structural restraints) bathrooms are replaced with level access

showers. The cost of this is not allowed for in the HRA capital investment plan. It is possible that the disabled adaptation budget could be used over a 3-year period to make up the cost difference between a replacement bathroom and a level access shower. It is estimated that the cost difference is £2,000 per flat.

- 10.5 If the additional funding required to complete the works at Ditchburn Place is taken from the existing roofing, heating, kitchen, bathroom, electrical, communal areas and decent homes backlog budgets over three financial years (2014/5, 2015/16, 2016/17) then this will result in reduced programmes of work to the general housing stock.



## **11. Revenue Implications**

### **11.1 One-off Costs**

The estimated one-off revenue implications of the refurbishment are a loss of income of approximately £216,000 for the period of the refurbishment. This comprises the anticipated loss of rent and service charge income during the phased approach to refurbishing the scheme. This assumes that units not affected by the works at any one time remain let, although whether this will always be possible will be clear until further through the process. The expectation is that the refurbishment will result in the scheme being void in parts for approximately three years. If the scheme is approved, the impact of the loss of revenue will need to be built into future financial planning for the Housing Revenue Account.

### **11.2 Ongoing Costs**

The refurbishment will result in the net loss of 5 units of accommodation at Ditchburn Place. Assuming existing properties were at target rent levels, the ongoing revenue implications as a direct result of the reduction in units is an estimated loss to the Housing Revenue Account of approximately £5,580 per annum. This comprises a net loss of rent (once at target levels), partially offset by reductions in marginal management expenditure, maintenance and major repairs costs. Service charges are assumed to have a nil net effect, as estimated actual costs are recovered from the total number of dwellings in existence.

### **11.3 Impact of Inflation**

The costs in this report include an allowance for inflation to 1st quarter of 2014. Recent figures from BCIS (Building Cost Information Services) forecast inflation from 2<sup>nd</sup> quarter 2013 to 1<sup>st</sup> quarter 2014 at 2.3%. However in this volatile economic environment the exact impact of inflation is difficult to predict.

## **12. Environmental Implications**

- 12.1 The refurbishment of Ditchburn Place will be designed in accordance with the Council's Environmental Principles for Housing. The work will improve the energy efficiency of the building and increase the SAP rating. Any landscape works that are carried out will aim to improve the biodiversity of the site.

### **13. Staffing Implications**

- 13.1 City Architects have carried out all design work for the feasibility and will continue up to completion of the design and Planning Permission submission. City Architects have a very small team, and they will be unable to progress the detail design stage, which will be outsourced.
- 13.2 The Project Manager will lead the pre-contract works on the scheme, (including procurement of consultants and contractor) and at the contract stage the will oversee the contract works. The Principal Architect will act as the 'expert client' for the design during the production information stage and contract works.
- 13.3 The Independent Living Team will oversee the moving process and support for residents.

### **14. Community Safety Implications**

- 14.1 There are opportunities to improve the security of the building by installing a door entry system linked to CCTV, improving communal and external lighting and fitting new external doors.

### **15. Background Papers**

The following background papers were used in the preparation of this report:

- a) Feasibility drawings prepared by Cambridge City Architects.
- b) Design brief for Ditchburn Place.

### **16. Appendices**

Appendix 1 - Budget construction cost plan.

Appendix 2- Scheme phasing diagram.

### **17. Inspection of Papers**

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

Author's Name: Gary Norman / Will Barfield / Paul Marshall

Author's Phone Number: 01223 – 457940  
01223 - 457352

Author's Email: gary.norman@cambridge.gov.uk  
will.barfield@cambridge.gov.uk  
paul.marshall@cambridge.gov.uk

## Appendix 1

### Ditchburn Place Refurbishment

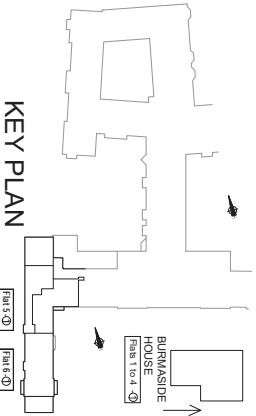
estimated costs of refurbishment, including options.

Building works	£2,619,807
Main contractor prelims @ 12%	£314,377
Main contractor overhead and profit @ 10%	£293,418
Allowance for Inflation Q2 2014 – Q2 2017	NIL
Contingency @ 5%	£161,380
Total estimated construction cost	£3,388,982
Professional Fees and other costs	£320,000
Disturbance allowances including costs for moving residents within the existing building)	£100,000
<b>Total estimated project cost</b>	<b>£3,808,982</b>

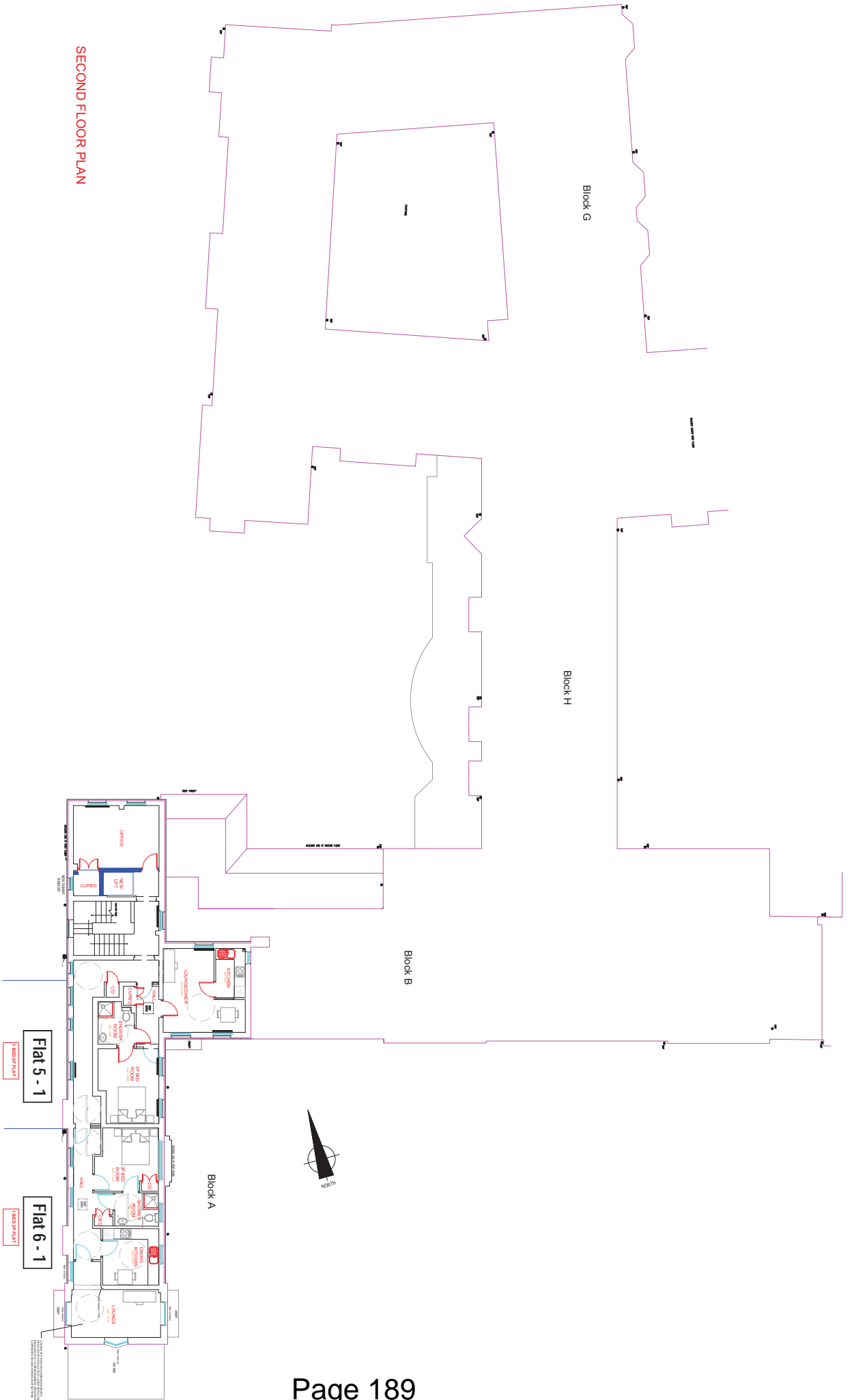
The above costs exclude VAT

PRELIMINARY

KEY PLAN



SECOND FLOOR PLAN



DATE: PLANNING PERMISSION ISSUE

REVISIONS:

- \* / DATE: BY:
- A/13-6-11/PJL: 2 Flats and office on this level—Burmastide House on key plan.
- B/28-7-11/PJL: Flat changes and number changes. Notes added.
- C/15-10-12/PJK: Flat removed over communal kitchen. Various changes.
- D/19-04-13/PJK: Flat numbers amended.

<p>CAMBRIDGE CITY COUNCIL</p>	<p>THE COUNCIL CHAMBER, 2, MARKET STREET, CAMBRIDGE, CB2 3TA. TEL: 01223 414200 FAX: 01223 414299</p>	<p>PROJECT NO: 11030/A/1</p>
	<p>DATE: 06.08.10</p>	<p>SCALE: 1:100 @ A1</p>
<p>DESIGNED BY: D.C.S.</p>	<p>DITCHBURN PLACE, CAMBRIDGE</p>	<p>PROJECT NO: 11030/A/1</p>
<p>PROPOSED SECOND FLOOR PLAN</p>	<p>CAMBRIDGE CITY ARCHITECTS</p>	<p>DATE: 06.08.10</p>

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Flat 4-2  
1 BED 1P FLAT

Flat 5-2  
1 BED 1P FLAT

Flat 1-3  
1 BED 1P FLAT

Flat 3-2  
1 BED 1P FLAT

Flat 2-2  
1 BED 1P FLAT

Flat 1-2  
1 BED 1P FLAT

GROUND FLOOR PLAN

Block G

Block H

Block B

Block A  
EXISTING DAY CENTRE  
New heating and redecorations only

DITCHBURN PLACE, CAMBRIDGE  
PROPOSED GROUND FLOOR PLAN  
scale: 1:100 @ A1

PRELIMINARY



KEY PLAN – SHOWING PHASES

DATE: PLANNING PERMISSION ISSUE

REVISIONS:

- \*/ DATE / BY:
- Rev A 7-6-11/PJM: Flat numbering changed to relate to phasing of work; flats C1 and C2 added. New entrance and function/dining room added.
- Rev B 29-7-11/PJM: Various alterations to flats. Day Centre retained in current location.
- Rev C 16-10-12 / PJM: Main Entrance moved; certain flats altered; function room removed.
- Rev D 8-1-13 / PJM: Certain Flats altered. Assisted bathroom retained. Boiler rooms added, bike shed and mobility scooter store added.
- Rev E 24-4-13 / PJM: Flat annotation '1-3' added.

	Project:	DITCHBURN PLACE, CAMBRIDGE	Drawn/Issue No:	HC-404 / SE
	Drawing:	PROPOSED GROUND FLOOR PLAN	Date:	06.09.10
	Client:	D.C.S.	Scale:	1:100 @ A1
	Drawn by:	D.C.S.	Checked by:	D.C.S.

CAMBRIDGE CITY ARCHITECTS  
A SECTION OF CENTRAL SERVICES

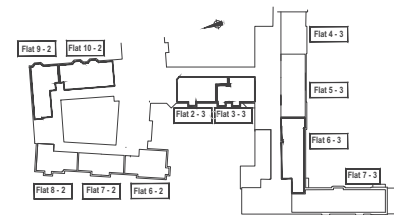
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FIRST FLOOR PLAN

PRELIMINARY



KEY PLAN SHOWING PHASES

DITCHBURN PLACE, CAMBRIDGE  
 PROPOSED FIRST FLOOR PLAN  
 scale: 1:100 @ A1

DATE: PLANNING PERMISSION ISSUE

REVISIONS:

- \* / DATE / BY:
- A/ 10-06-11/PJM Flats amended and renumbered. Dining/function room added; Flat B4 included
- B/ 29-7-11/PJM various changes to flats inc. number changes.Courtyard alterations. Notes added
- C/ 15-10-12 /PJM Various changes to, and number of flats. Flat removed over kitchen
- D/ 19-04-13 /PJM Flat Numbers and grd fr roof changes.
- E/ 24-04-13 /PJM Phase 3 flat annotation amended.

<p>CAMBRIDGE CITY COUNCIL Working for the Community</p>	PROJECT DITCHBURN PLACE, CAMBRIDGE	APP REF / DRAW NO HC 404/ 06E
	DRAWING PROPOSED FIRST FLOOR PLAN	DATE 06.09.10
	CLIENT D.C.S.	SCALE 1:100 @ A1
	CAMBRIDGE CITY ARCHITECTS A SECTION OF CENTRAL SERVICES THE GUILDHALL, CAMBRIDGE, CB2 3DQ Tel: (01223) 457000 Fax: (01223) 457359 P J MARSHALL, BSc (Arch), Dip Arch (Hons), RIBA, Principal Architect	DRAWN BY JRM

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This



**Cambridge City Council**

**Item**

To: Executive Councillor for Housing (and Deputy Leader): Councillor Catherine Smart  
Report by: Alan Carter, Head of Strategic Housing  
Relevant scrutiny committee: Community Services Scrutiny Committee 25/6/2013  
Wards affected: All Wards

## **Equity Share Key Decision**

### **1. Executive summary**

Like Shared Ownership, Equity Share is another form of lease through which the equity in the property is part 'owned' by the Council and part 'owned' by the occupier. The Equity Share policy is proposed as an addition to the City Council's housing 'offer' at this time as it is a form of tenure that may be attractive to leaseholders of City Council flats that will be required to move under the Council's new build housing programme.

### **2. Recommendations**

The Executive Councillor is recommended to approve the Equity Share Policy attached as Appendix 1.

### **3. Background**

The Equity Share lease is proposed as an addition to the City Council's housing offer at this time as it is a form of tenure that may be attractive to leaseholders of City Council flats that will be required to move under the Council's new build housing programme. It is a form of tenure that is offered by a number of other Council's particularly when residents are affected by a regeneration project. Equity Share may be of interest to four or five of the nineteen leaseholders affected by the Council's new house building programme

As context, at April 2013 The Council provided the following Affordable Housing in Cambridge

- 7,235 rented homes
- 86 shared ownership homes

The Council also manages 1092 leasehold flats bought under the Right to Buy legislation. Like Shared Ownership, Equity Share is another form of lease through which the equity in the property is part 'owned' by the Council and part 'owned' by the occupier. The basic difference is that under Shared Ownership the occupier pays rent on the part that they do not own but under Equity Share they do not.

The principles that will apply to the offer of an Equity Share lease are as follows.

- a. Financially, the resident will be no better or no worse off after moving by taking up an Equity Share option. This is in line with the principle of 'equivalence' underpinning the legislation that governs compulsory purchase and is why Equity Share is proposed as an option for leaseholders required to move, rather than Shared Ownership.
- b. Under Equity Share residents will be offered an alternative property of a similar size by bedroom (not bedspace) to the one that they currently occupy. For example, a single person could be offered a move from a one bedroom, one bedroom flat to a one bedroom two person flat.
- c. If a resident requests to move to a larger property than the one they currently occupy then consideration will be given to this but on a Shared Ownership basis not under Equity Share. Consideration will be on a case-by-case basis. The Director already has delegated authority under the Council's constitution to approve the offer of a Shared Ownership lease. Factors that will be taken into account will be the reason for requesting a larger property; the financial impact on the Council; the income of the resident and their ability to afford the larger property (the prevailing guidance from the Home and Communities Agency will be used in this respect – for example, current guidance is that no more than 45% of net household income should be spent on mortgage and rent repayments and that the rent element should be no more than 2.75% of net income).
- d. The resident will be required to reinvest the value of their current property plus 10% less £4,700 in the alternative property under an Equity Share move. This will mean that they have parity with tenants in respect of the financial package under the Council's Home Loss Policy. Residents can choose to invest more of their own capital in an alternative Equity Share property up to 100% of the equity at which point the lease would revert to the form of their current occupation (ie a long lease with the Council retaining the freehold).

- e. The Equity Share lease on the alternative property will be offered for the same duration as the outstanding length of lease on the current property and will be valued on this basis. For example, if the current lease has 50 years to run the Equity Share lease will be offered for a 50 year duration and will be valued as such.
- f. Alternative properties to be offered under Equity Share will only be made available on any of the schemes in the Council's new build programme or on properties that become available in the Council's Shared Ownership scheme.
- g. The freehold of the property leased under Equity Share remains with the Council. If a resident chooses to move before the end of the lease, the Council will have the first option to buy back the lease.

An Equity Share lease has been drawn up by the Council's legal section.

#### **4. Implications**

##### **(a) Financial Implications**

There is likely to be an additional capital cost to the Council as any move facilitated under the Equity Share policy is likely to result in the resident moving to a property of a higher value. This capital cost will be recovered at the end of the lease or when the resident chooses to move in the future. Any capital cost will be considered as part of the project approval for the specific Council new build scheme.

The following is an example of the financial impact of an Equity Share move.

Assumptions;

Resident moves from one bedroom one person flat to one bedroom two person flat.

Value of current flat - £100,000

Value of new flat - £150,000

Home Loss Payment – £100,000 (current flat value) plus £10,000 (10% of current value) less £4,700 (compensation equivalent to tenant) = £115,300.

Capital outlay by Council on new flat (the Council's equity) - £150,000 (value of new flat) less £115,300 (the resident's equity) = £34,700.

In this example the resident has an 77% equity share in the new flat.

(b) **Staffing Implications**

There are no specific staff implications of this policy.

(c) **Equal Opportunities Implications**

Equality Impact Assessments are carried out in respect of each new build project recommended for approval by the Executive Councillor.

(d) **Environmental Implications**

There are no specific environmental implications of this policy.

(e) **Procurement**

There are no specific implications of this policy.

(f) **Consultation and communication**

Leaseholders required to move as a consequence of the Council's new build programme will be invited to meet housing staff to discuss their rehousing options. Equity Share would be one option that would be offered.

(g) **Community Safety**

There are no specific community safety implications of this policy.

**5. Background papers**

None.

**6. Appendices**

Appendix 1 – Equity Share Policy

**7. Inspection of papers**

If you have a query on the report please contact:

Author's Name: Alan Carter  
Author's Phone Number: 01223 - 457948  
Author's Email: alan.carter@cambridge.gov.uk

# CAMBRIDGE CITY COUNCIL

## EQUITY SHARE POLICY

### 1. Introduction

At April 2013 The Council provided the following Affordable Housing in Cambridge

- 7,235 rented homes
- 86 shared ownership homes

The Council also manages 1092 leasehold flats bought under the Right to Buy legislation. Equity Share is another form of lease through which the equity in the property is part 'owned' by the Council and part 'owned' by the occupier

The Equity Share lease is proposed as an addition to the City Council's housing offer at this time as it is form of tenure that may be attractive to leaseholders of City Council flats that will be required to move under the Council's new build housing programme.

### 2. The Council's Vision Statement and Strategic Objectives

This Policy fits with the Vision Statement

"A city which recognises and meets needs for housing of all kinds – close to jobs and neighbourhood facilities"

It also fits with the Strategic Objective HSO1 in the 2013.14 Housing Portfolio Plan

"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."

### 3. Definitions

This section of the policy document defines and contrasts the difference between Shared Ownership and Equity Share.

**Shared Ownership** – This is where a leaseholder buys a percentage of equity in the property (a ‘share’) and pays rent on the share retained by the owner (usually a social landlord). Shares can start as low as 30%. Usually leaseholders can buy extra shares to ‘staircase’ to buy outright although often schemes limit the maximum share that can be purchased and the owner has the first option to buy the shares back from the leaseholder should they wish to sell.

**Equity Share** – This where a leaseholder buys a percentage of equity in the property but is not required to pay rent on the remainder. Here leaseholders often start with a say, 70% share, and there is limited in no ‘staircasing’. Again the owner has the first option to buy the share back from the leaseholder should they wish to sell.

#### 4. Principles

Equity Share will be offered only as a re-housing option for leaseholders who are required to move under the Council’s new build programme.

The principles that will apply to the offer of an Equity Share lease are as follows.

- a. Financially, the resident will be no better or no worse off after moving by taking up an Equity Share option. This is in line with the principle of ‘equivalence’ underpinning the legislation that governs compulsory purchase.
- b. Under Equity Share residents will be offered an alternative property of a similar size by bedroom (not bedspace) to the one that they currently occupy. For example, a single person could be offered a move from a one bedroom, one bedroom flat to a one bedroom two person flat.
- c. If a resident requests to move to a larger property than the one they currently occupy then consideration will be given to this but on a Shared Ownership basis not under Equity Share. Consideration will be on a case-by-case basis. Factors that will be taken into account will be, the reason for requesting a larger property; the financial impact on the Council; the income of the resident and their ability to afford the larger property (the prevailing guidance from the Home and Communities Agency will be used in this respect – for example, current guidance is that no more than 45% of net household income



should be spent on mortgage and rent repayments and that the rent element should be no more than 2.75% of net income).

- d. The resident will be required to reinvest the value of their current property plus 10% less £4,700 in the alternative property under an Equity Share move. This will mean that they have parity with tenants in respect of the financial package under the Council's Home Loss Policy. Residents can choose to invest more of their own capital in an alternative Equity Share property up to 100% of the equity at which point the lease would revert to the form of their current occupation (ie a long lease with the Council retaining the freehold).
- e. The Equity Share lease on the alternative property will be offered for the same duration as the outstanding length of lease on the current property and will be valued on this basis. For example, if the current lease has 50 years to run the Equity Share lease will be offered for a 50 year duration and will be valued as such.
- f. Alternative properties to be offered under Equity Share will only be made available on any of the schemes in the Council's new build programme or on properties that become available in the Council's Shared Ownership scheme.
- g. The freehold of the property leased under Equity Share remains with the Council. If a resident chooses to move before the end of the lease, the Council will have the first option to buy back the lease.

## **5. Home Loss Policy**

The following summarises extracts from the Council's Home Loss Policy as it applies to leaseholders who may want to consider a move under Equity Share.

The amount of Home Loss payment for leaseholders in law is calculated as 10% of the market value of the owner's interest in the property subject to the maximum amount which is currently £47,000. To be eligible the leaseholder must have occupied the premises for at least one year.

Disturbance Payments are also payable and are not fixed in law but they are required to be equal to the reasonable expenses of the resident 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 resident 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 resident has contracted to pay at their current address
- Reasonable legal and surveyor costs from the acquisition of alternative housing

Home Loss Payments and Disturbance Payments are not available for leaseholders who do not occupy the property that is the subject of the redevelopment as their primary place of residence.

The Policy does not apply to any sub-lessees.

**End**



To: Executive Councillor for Housing (and Deputy Leader): Councillor Catherine Smart  
Report by: Director of Community Services  
Relevant scrutiny committee: Community Services Scrutiny Committee 25/6/2013  
Wards affected: All Wards

## SUB-REGIONAL SINGLE HOMELESSNESS SERVICE

### Key Decision

#### 1. Executive summary

This report aims to introduce Members to a new sub-regional initiative, led by Cambridge City Council, aimed at preventing rough sleeping. This project, known as the single homelessness service, will be supported by the Council's plans to pilot a local lettings agency (LLA) service for single homeless people.

There are some important linkages from this report to the report, also presented to this committee, entitled 'Discharge of Statutory Homelessness Duties'. These are principally about the LLA, which will support both initiatives and the detail on housing pressure provided in the other report.

#### 2. Recommendations

The Executive Councillor is recommended:

- 1) Approve the proposals for the establishment of a sub-regional single homelessness service and the City Council's lead role in its development
- 2) Approve the new sub-regional reconnections policy (as set out in appendix 1), which underpins the approach to single homelessness in the sub-region
- 3) Approve the broadening of the use of the Access Scheme holding account for the local lettings agency scheme as set out under financial implications at 4(a) of this report

### 3. Background

#### 3.1 The single homelessness service

3.1.1 In May 2012 the Department for Communities and Local Government (DCLG) announced a national £20 million national funding package to prevent single homelessness and rough sleeping and contribute to the objectives contained within the Government's report entitled *Vision to End Rough Sleeping: No Second Night Out* (July 2011)  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/6261/1939099.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6261/1939099.pdf)

3.1.2 The DCLG distributed these funds to clusters of local authorities with a designated lead partner and Cambridge City Council was given lead authority status for the local sub-regional cluster with £323,000 allocated to the project

3.1.3 The local authority partners within the sub-regional cluster are:

Cambridge City Council  
Peterborough City Council  
South Cambridgeshire District Council  
Huntingdonshire District Council  
Fenland District Council  
St Edmundsbury District Council  
Forest Heath District Council  
East Cambridgeshire District Council

3.1.4 The single homelessness service aims to offer accommodation to a single homeless person. Essentially this could be into any type of accommodation as long as it alleviates homelessness and ensures that the individual does not have to sleep rough. The expectation is that a single homeless person approaching any of the 8 districts within the cluster will get an offer of accommodation anywhere within one of the 8 districts within 24 hours to align with the national *No Second Night Out* strategy to tackle rough sleeping

3.1.5 The single homelessness service is not designed for those who require supported housing provision or who are likely to be considered a 'priority need' for accommodation under the 1996 Housing Act (as amended by the 2002 Homelessness Act) – it is designed to augment the provisions already in place for these groups and targets those who local authorities, in high demand housing areas, have traditionally been unable to help

- 3.1.6 Local homelessness service providers have reported that more service users with lower support needs are entering the hostel system having been found sleeping rough. A snapshot needs assessment conducted by the County Council in July 2012 and involving a sample of 317 service users revealed that 43% had no support needs. This suggests that service users who do not need to be in the hostel system, but are only there because alternative options are scarce, are taking up supported housing placements
- 3.1.7 The refurbishment of the accommodation and remodelling of the service at the Riverside English Churches Housing Group hostel at Victoria Road forms part of a strategic approach to engage some service users with low or no support needs in learning and training activities in order to offer a focused route out of homelessness.
- 3.1.8 The sub-regional homelessness group, which comprises all eight authorities listed above, is working to increase the available supply of accommodation and it is anticipated that this will be primarily achieved through the establishment of a local lettings agency (see section 3.2). However, the Council is also discussing other possibilities with registered providers and local authorities including self contained flats or houses, which may be hard-to-let or operate outside of the choice based lettings (CBL) system, shared houses, co-ops, training flats and lodgings schemes
- 3.1.9 The success of the project will depend on the extent to which local authorities can support each other to provide accommodation across district boundaries and, therefore, the Council has needed to reconsider the definition of single homeless service users that can receive access to services in Cambridge and all authorities have been asked to approve a sub-regional reconnections policy, which is contained at appendix 1 of this report.
- 3.1.10 A more detailed overview of the scheme can be found at appendix 2 of this report

## **3.2 Local lettings agency (LLA)**

- 3.2.1 The Council is proposing to pilot a local lettings agency on behalf of the sub-region as part of the development of the single homelessness service model outlined above
- 3.2.2 The single homelessness service model and, indeed, the Council's general ability to prevent more homelessness are dependent on the need to secure more accommodation in the private rented sector. The sub-regional homelessness group decided to commission a private

rented sector (PRS) study across the sub-region. This study looked at the viability of forming a local lettings agency and to inform the authorities' PRS procurement strategies more generally

3.2.3 The study, published in February of this year, highlighted the difficulties for this authority in procuring accommodation within the district of Cambridge City. The report, conducted by Inside Housing Solutions, says of the situation in Cambridge:

'Market rents are far out of line with local housing allowance rates.

Average across all postcodes analysed given below:

- o Shared: Local housing allowance rate short by approx £120.00 per month
- o 1-beds: Local housing allowance rate short by approx £250.00 per month
- o 2-beds: Local housing allowance rate short by approx £350.00 per month
- o 3-beds: Local housing allowance rate short by approx £420.00 per month
- o 4-beds: Local housing allowance rate short by approx £600.00-£700.00 per month'

This evidence is confirmed by the Council's own experience. Of the 31 properties used through the Council's PRS 'Access (rent deposit/rent guarantee) scheme in 2012-13 only 3 families were housed within Cambridge City.

3.2.4 The study made a number of recommendations for the authorities in the cluster to consider. These were that:

- o A sub-regional LLA could be a viable proposition
- o The focus for the LLA would be on procuring shared accommodation for single sharers
- o The LLA develops a guaranteed rent product for landlords – without this the report suggests that there would be insufficient interest from landlords to make the scheme viable
- o The LLA could be managed by a social enterprise on behalf of the local authorities in the sub-region or by one of the local authorities in the group
- o The LLA could become self-funding within 2-3 years

3.2.5 Following further discussion at the sub-regional group it was agreed that Cambridge City would pilot the scheme for a year at which point it will be reviewed

- 3.2.6 The group has agreed that Peterborough City Council, Forest Heath and St Edmundsbury District Councils will not initially be part of the pilot scheme because they all have successful private rented schemes in place and are able to work to *No Second Night Out* principles as a result
- 3.2.7 Cambridge City will, therefore, be running the LLA and aiming to procure and manage properties in the remaining 5 district authority areas
- 3.2.8 The Council currently employs two landlord liaison officers who will also be supported in this work by a single homelessness service coordinator
- 3.2.9 All properties secured, and landlords engaged, through the LLA will adhere to the same set of standards as described in the discharge of homelessness duties paper presented to this committee.

## 4. Implications

### (a) Financial Implications

It is not anticipated that any additional resources will be required to deliver the initiatives detailed in this report. It is proposed to utilise existing funding, ear-marked for deficit funding of the current Access Scheme to fund any up front costs associated with the creation of the new local lettings agency, as the two schemes are similar and meet the same objective. Performance of the Access Scheme in previous years indicates that there are sufficient funds available to underwrite the Council's risks in respect of both schemes.

Funding can be transferred from the Department of Communities and Local Government (DCLG) homelessness grant to support any shortfall in covering the Council's potential liabilities to landlords.

Funding will be reviewed on a 6 monthly basis in year 1 and then annually thereafter to ensure that the Council is able to cover 100% of its liabilities under the schemes.

There may be additional costs associated with property inspections but these have been budgeted for in the homelessness grant for 2013-14 and are anticipated to be in the region of £6000 per annum.

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

A single homelessness service coordinator will be recruited to support the development of the single homelessness service

(c) **Equal Opportunities Implications**

None

(d) **Environmental Implications**

+L – all rented properties used by the council to support the schemes detailed in this report will need a valid Energy Performance Certificate (EPC)

(e) **Procurement**

None

(f) **Consultation and communication**

The council has consulted with external partners via the Homelessness Strategy Implementation Group (HSIG) on the development of the single homelessness service and local lettings agency via HSIG meetings

(g) **Community Safety**

None

**5. Background papers**

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

None

**6. Appendices**

Appendix 1 – Sub-regional reconnections policy

Appendix 2 – Single homelessness service overview

**7. Inspection of papers**

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

Author's Name: David Greening

Author's Phone Number: 01223 - 457997

Author's Email: david.greening@cambridge.gov.uk



# **Single Homeless Service Project**

## **Sub Regional Reconnection Policy** (with Procedures)

## **Emergency Accommodation Protocol**

**June 2013**

## The status and scope of this document

- 1.1 This document sets out the sub regional reconnections policy. It sets out the essential definitions and says to whom the policy applies, and within what context it applies. It explains the relationship between the reconnections policy and other national and local policies and initiatives and it explains why this is the right approach.
- 1.2 This policy outlines our broad approach, but it does not explain in detail how the reconnection process will work. That is the subject of the reconnection procedure which can be found as [Appendix Two](#).
- 1.3 This document will be formally reviewed periodically, and no less often than annually.

## 2. Definitions

- 2.1 In the context of this policy, 'sleeping rough' means sleeping out of doors or sleeping in unsuitable or insecure accommodation because the individual has no accommodation they can occupy in any local authority area in the [sub-region](#).
- 2.2 In the context of this policy, 'reconnection' means the process by which a person who is sleeping rough in the sub-region, and who has no 'local connection' to the sub-region, is helped to secure suitable accommodation either in a local authority area where there is a local connection or else in some other location where they will not need to sleep rough.
- 2.3 The concept of a local connection is derived from [section 199 of the Part 7 of the Housing Act 1996](#). (However, this policy does **not** concern individuals to whom any of the sub regional Council's may owe a housing duty under the Act. This policy applies to people the Council's have no duty toward, or would be unlikely to have a duty toward were they to make a homelessness application under the Act).
- 2.4 Section 199 defines local connection in broad terms. [Section 4 of Annex 18](#) the Homelessness Guide for Local Authorities goes on to further define local connection, as agreed between local authorities. This reconnections policy bases its definition of local connection on that section 4. That definition is set out in [Appendix One](#).
- 2.5 This policy has been developed in line with the government strategy document [Vision for ending rough sleeping: No Second Night Out nationwide](#), and the guidance document [Effective Action to End Homelessness](#). It is intended to support and complement the plan to introduce a 'sub regional single homelessness service' for single homeless people who do have a local connection to the Cambridge sub-region.
- 2.6 The Cambridge sub-regional cluster of local authorities comprises of the following:

Cambridge City Council  
South Cambridgeshire District Council  
East Cambridgeshire District Council  
Huntingdonshire District Council

- 2.7 Access to the range of housing services across the sub-region will be available to single homeless people with a local connection to any district in the sub-region. Under the sub regional single homelessness service approach, this may result in an offer of accommodation to end homelessness and rough sleeping. **People assisted in this way are not the subject of this policy.**
- 2.8 Access to housing services, and to assistance equal to that provided under the sub-regional single homelessness service, may also be provided to people who are not connected to the sub-region but who are at risk of harm should they have to return to their area of connection or should they have to leave the sub-region. (See [Appendix 1 \(4\)](#)). An exception may also be made for people who are unable to qualify as being locally connected to anywhere.
- 2.9 Each case of the kind referred to in 2.8 will be considered on its merits. It is anticipated that the numbers of individuals achieving a local connection by this route will be small. More information about these kinds of cases can be found at [Appendix Two: Procedure](#).
- 2.10 In the light of the forgoing, it can be seen that this policy concerns those individuals who are not locally connected to the sub-region, and for whom either:
- (a) a case is **not** to be made under paragraph 2.8; or
  - (b) a case **is** to be made under paragraph 2.8.
- 2.11 In the case of a person to whom 2.10 (a) applies, a reconnection should be made within the target time discussed at 4.3 (below)
- 2.12 In the case of a person to whom 2.10 (b) applies, an exception request form should be submitted to the Council at the earliest opportunity, and certainly within five days of the agency having started to work with the client.

### 3. The purpose of the reconnection policy

- 3.1 All of the partner authorities in the sub-region are committed to providing the best possible service to homeless people, including single homeless people not in priority need. One element of this commitment is a pledge to deal effectively with, and ultimately to end, rough sleeping. This approach is summed up in the four principles of 'No Second Night Out':
- 1. No one new to the streets should spend a second night out;
  - 2. No one should make his or her home on the streets;
  - 3. No one should return to the streets once they have been helped off of them; and
  - 4. Ultimately, no one should arrive on the streets.
- 3.2 The Council's commitment extends to those people without a local connection to the sub-region. However, the sub-region does not have the capability to provide a proper level of service to everyone, from

- whatever location, who presents as a rough sleeper. Neither would an offer of services to all-comers be desirable: The No Second Night Out approach recognises that the best option for most rough sleepers is reconnection to a place where they can gain accommodation and benefit from pre-existing social, family, statutory or voluntary networks. It also recognizes that it is in the interests of new rough sleepers that this reconnection is made before a person begins to develop habits associated with a street-based lifestyle.
- 3.3 There is also some evidence that the ready and open availability of good street homeless services may itself attract to a district people who will use such services.
  - 3.4 This policy is therefore intended to achieve a reasonable balance between providing for locally-connected rough sleepers, now more-broadly defined than before, while ensuring that the non-locally connected are quickly assessed and quickly returned to their local district. Services to people without a local connection (or not included as locally-connected under paragraph 2.8) will therefore be limited to what is necessary to achieve this end.
  - 3.5 Single homeless people who have a local connection, but do not have a priority need may access services through the Single Homeless Service project to prevent rough sleeping. Emergency accommodation will be provided for a short period of time, as deemed necessary, until alternative accommodation can be sourced. All authorities in the sub region are signed up to the protocol outlined at Appendix 3: [Emergency Accommodation protocol](#)

#### 4. Key principles of the policy.

- 4.1 It is not acceptable for people to sleep rough anywhere within the sub-region.
- 4.2 All new rough sleepers will be quickly assessed.
- 4.3 New rough sleepers without a connection to the sub regional group, and unlikely to meet the criteria for consideration as an exception under paragraph 2.8, will have access to local housing services limited to the time it will take to make the assessment and arrange a suitable reconnection with the receiving authority or agency. At the date of this policy, when more effective reconnection processes are still being developed locally and nationally, it is not possible to set a target from first encounter to reconnection that is shorter than the present one of five days. However, the intention is to steadily reduce the target to 48 hours.
- 4.4 Please note that the targets referred to in 4.3 (above) apply where there is not an intention to make an exception request.
- 4.5 Individuals refusing a suitable arranged reconnection may be denied further access to housing and related support services in Cambridge or its sub-region. **NB. This will not apply to arrangements made under severe weather provision.**
- 4.6 Any person returning to rough sleeping in the sub-region within 28 days of an arranged reconnection will not be reassessed and will not be permitted access to services (subject to the same exception as in paragraph 4.4).

- 4.7 Anyone returning to rough sleeping in the sub-region more than 28 days after an arranged reconnection will be reassessed from first principals.

## **Appendix One: Who is locally connected (or may be treated as if they are locally connected)?**

Under this policy, a local connection to the sub-region is gained in the following ways:

### **1. Residence**

A person is normally resident within any of the districts in the sub-region.

'Normal residence' is defined as having been resident for six of the past 12 months, or three of the past 5 years. Residence need not have been continuous.

**NB.** A period spent rough sleeping will not qualify as 'residence' for the purpose of establishing a local connection.

### **2. Employment**

A person has stable employment (i.e. not of a short-term or a casual nature) within the sub-region.

### **3. Family associations**

A person has a parent, an adult child or an adult sibling who has been resident in the district for at least 5 years. A qualifying sibling or child must have been an adult for that 5 year period.

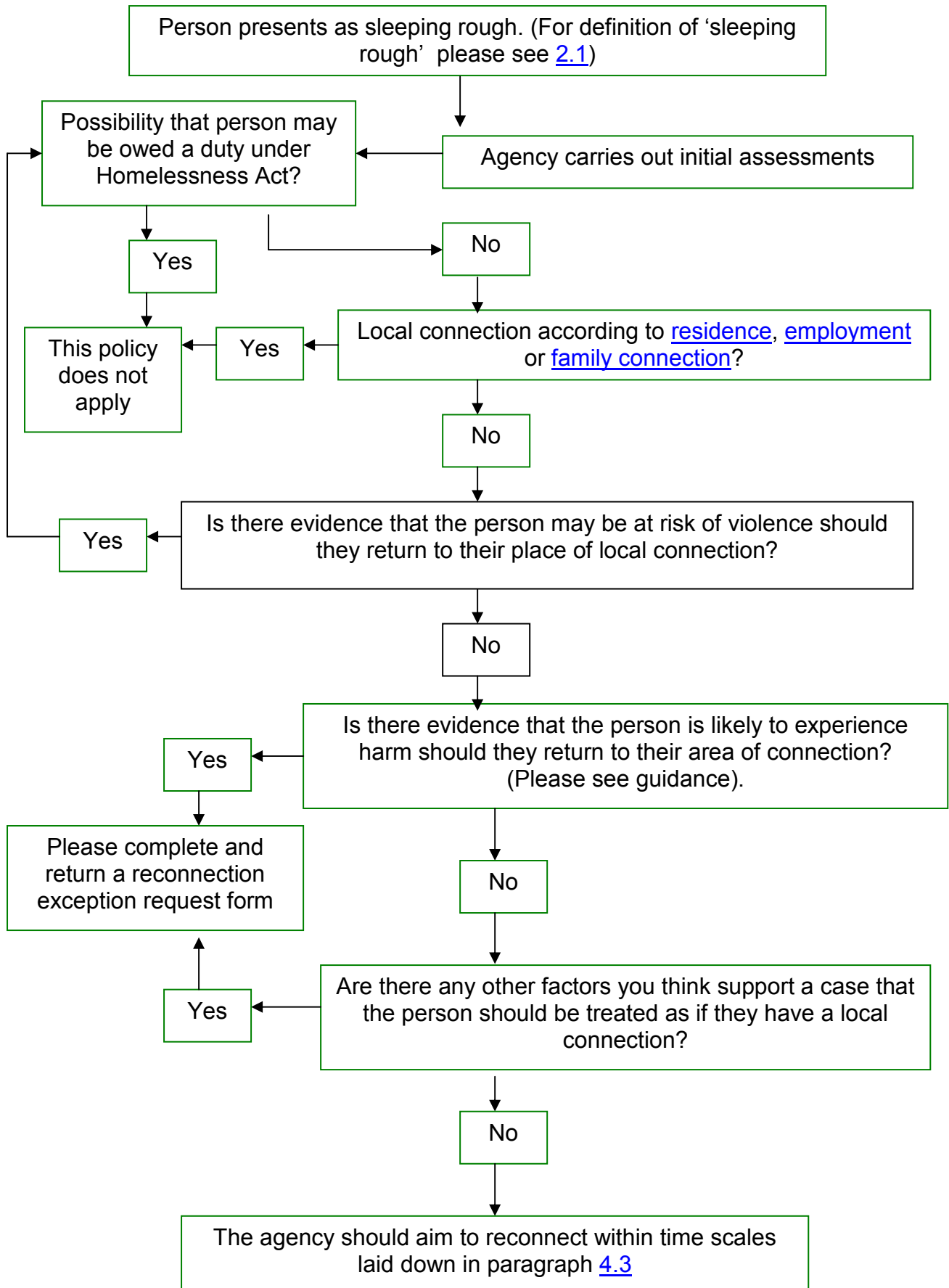
### **4. Risk of harm and other considerations**

A person without a local connection may be treated as if they have a local connection as follows:

- (i) There is evidence that a person is at risk of harm should they return to the place where they have a local connection *and* there is no other district to which they are locally connected except that district where they are at risk
- (ii) There is evidence that a person needs to remain in the sub-region for reasons of their welfare.

A claim under (4) must be made formally to, and confirmed by, a reconnection panel.

## Appendix Two (1): Reconnection Procedure Overview



## Appendix Two (2): Guidance for making a reconnection exception request

The following is intended to assist agencies when deciding to make an application on behalf of a person that relies on the exception to the local connection rule outlined in paragraph 2.8 of this policy. This guidance is not intended to be comprehensive or definitive. Agencies working with rough sleepers are encouraged to continue to take a broad view of what may be in the best interest of the client and in this way test and further refine this policy. Agency workers are encouraged to discuss any case with the housing advice partnership manager before making an application.

1. A reconnection exception request may be made at any time. It should be made on the prescribed form and emailed to [james.mcwilliams@cambridge.gov.uk](mailto:james.mcwilliams@cambridge.gov.uk).
2. A request may be made in order that a client may:
  - be accepted into services;
  - be allowed access to temporary beds; or
  - have a reconnection ban overturned.
3. The reconnection exception request form should be completed with as much information as possible, in particular detailing:
  - why it is necessary for the client to remain in the sub-region;
  - what work has been undertaken to facilitate a reconnection;
  - why this work has not been successful;
  - any drug and alcohol issues including scripting;
  - agencies client is involved with;
  - physical and mental health issues;
  - (if the request is made on the grounds of access to services) why these services cannot be accessed elsewhere;
  - (if the request is made on the grounds that the client needs a period to stabilise) what is planned once this is achieved;
  - current offending behaviour; and
  - longer term planning.
4. The Housing Act 1996 (as amended) makes provision for people who have left accommodation because of the threat of, or the actual experience of, violence. As an alternative to making a reconnection exception request, caseworkers may wish to consider making a homelessness application on behalf of such clients. Case workers considering this are strongly advised first to speak to the Council's housing advice team, as single homeless clients will usually not be in priority need under the Act.
5. Reconnection exception requests citing fleeing from violence should be accompanied by reasonable evidence to support the claim, such as police or former landlord reports.



### **Service standards**

1. A decision will be made on a fully completed exception request within five working days of receipt.
2. The decision will be made by the Council's housing advice partnerships manager and another senior officer assisted, as necessary, by the client's worker or some other person within support services.

## Appendix 3

# Single Homeless Service

## Emergency Accommodation Protocol

This document sets out the sub regional Emergency Accommodations Protocol. It sets out the essential definitions and to whom the policy applies, and within what context it applies. This protocol is designed to ensure that a standardised approach and service is available to all people who qualify for access to the Single Homeless Service across all of the participating authorities in the sub region.

Single people who approach any of the Housing Advice services at any of the local authorities within the sub regional grouping will have their circumstances assessed. Where appropriate, Homeless Prevention activities will try to ensure that they do not lose their accommodation. When it has been established that the applicant will no longer be able to retain their accommodation they will be assessed to determine their suitability for the Single Homeless Service project, in accordance with the agreed procedures.

Once accepted as being suitable for the project there may be a need to secure emergency accommodation until alternative accommodation can be secured through the project. The accommodation secured should, in the first instance, be in the locality area of the authority where the approach has been made. If emergency accommodation cannot be secured in the immediate locality then an approach to another local authority within the sub region for assistance should be made.

Each of the authorities within the sub region has agreed to;

- a) Provide emergency accommodation for all people who qualify for assistance from the Single Homeless Service project.
- b) Assist with the provision of accommodation where the originating locality area is unable to access accommodation in an emergency for qualifying people, on a reciprocal basis. Until alternative accommodation is secured through the project.
- c) Facilitate with the provision of emergency accommodation where a person is in 'fear of violence' in their originating area.
- d) Each local authority will provide the name and contact details of an Officer who will lead on provision of emergency accommodation. This may or may not be the same person who has signed the agreement.

Signed by;

Cambridge City Council.....  
Name of Officer.....  
Date.....

East Cambridgeshire District Council.....  
Name of Officer.....  
Date.....

South Cambridgeshire District Council.....  
Name of Officer.....  
Date.....

Huntingdonshire District Council.....  
Name of Officer.....  
Date.....

St Edmundsbury and Forest Heath District  
Councils.....  
Name of Officer.....  
Date.....

Peterborough City Council.....  
Name of Officer.....  
Date.....

Fenland District Council.....  
Name of Officer.....  
Date.....

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## The single homelessness service for the sub-region – May 2013

### Question and answer sheet on how it will work

#### What is 'the single homelessness service'?

The single homelessness service aims to offer accommodation to a single homeless person. Essentially this could be into any type of accommodation as long as it alleviates homelessness and ensures that the individual does not have to sleep rough. The expectation is that a single homeless person approaching any of the 8 districts within the cluster (see below) will get an offer of accommodation anywhere within one of the 8 districts within 24 hours to align with the national *No Second Night Out* strategy to tackle rough sleeping. So, for example, someone approaching Forest Heath might get an offer in Fenland or Peterborough. The following day someone may approach East Cambridgeshire and secure accommodation in Cambridge.

#### Where did this concept come from and how will delivering this idea be resourced?

The Department for Communities and Local Government (DCLG) has issued a number of single homelessness fund allocations to clusters of local authorities across the country. Our local sub-regional cluster comprises of the following authorities:

Cambridge City Council  
South Cambridgeshire District Council  
East Cambridgeshire District Council  
Huntingdonshire District Council  
St Edmundsbury District Council  
Forest Heath District Council  
Peterborough City Council  
Fenland District Council

The fund available to our sub region is £323,000. This money can be spent over a number of years or can be spent in one go.

#### Who is eligible for the single homelessness service?

A customer will qualify for the single homelessness service if they meet all of the following criteria:

- § Aged over 18
- § Assessed by a Housing Advice Team or designated local services as being at risk of rough sleeping
- § Does not already have a tenancy elsewhere

The single homelessness service is not designed for those who require supported housing provision or who are likely to be considered a 'priority need' for accommodation under the 1996 Housing Act (as amended by the 2002 Homelessness Act). The above definition allows for some local discretion but we will work towards a common assessment process.

Housing advice teams will be trained to assess whether a customer qualifies under the above criteria using a model developed specifically for this purpose.

As stated above, this process should not compromise housing advisor assessments of homeless applicants, under homelessness legislation. If the customer is homeless and likely to be in priority need, a homeless application should be taken. If not the single homelessness service will come into play.

### **Yes, but what about support?**

We will need a responsive support service ('rapid response service') that can operate across the 8 districts. This could be a service that offers immediate help until a referral to mainstream floating support services can be accepted (if required). Customers referred into a supported housing scheme should not require additional support until they move on. For customers with more chaotic lifestyles, who have a history of falling between gaps in service provision, a referral to the countywide Chronically Excluded Adults service can be made for consideration. For those with reasonable prospects of employment the rapid response service could aim to link the person into local employment support services in the area they are moving to. This could be critical in helping customers to settle in, especially, if it is in an area they are not familiar with.

A rapid response service could augment the work already done by the chronically excluded adults service at Cambridgeshire County Council but would serve all 8 districts in this cluster.

### **How will the single homelessness service process work in practice?**

We will be approaching accommodation providers across the 8 districts to encourage them to join the partnership to make this scheme work. The accommodation providers could be offering:

- Self contained flats or houses, which may be hard-to-let or operate outside of the choice based lettings (CBL) system
- Shared houses
- Co-ops
- Training flats
- Lodging schemes

The accommodation providers will be asked to sign up to the scheme and accept any referral of a single homeless person who has a local connection to the sub region and who meets the criteria for that scheme. Likewise local authorities should be attempting to resolve homelessness for all single homeless people with a connection to one of the 8 districts even if the connection is not to their own district. Those districts with a reconnection policy (Peterborough and Cambridge) will redraft their reconnections policies to allow customers who have a connection to one of the eight districts into the homelessness services they offer. Other authorities will sign up to a sub-regional reconnections protocol.

The process of alleviating a person's homelessness will, in many cases, operate in two-stages. The first stage will be to tackle the customer's immediate homelessness and the second stage will be to offer a longer-term option either in social or private rented housing. As social rented housing is in short supply across the region the supply of additional private rented options will be critical.

All local authority partners in the scheme will sign up to a common assessment system currently used by Cambridge City Council called IN-FORM or the CAPITA system being developed in St Edmundsbury and Forest Heath. The system will retain customer details and provide information about their support needs, housing history etc. Once a customer is logged on to this system there is no need to re-refer to projects in the single homelessness service scheme. The projects may all need to own licences to access the scheme.

The accommodation providers will use IN-FORM to record void beds on a daily basis.

### **Private rented accommodation**

The local authority sub-regional partners to this scheme commissioned a PRS procurement study. We wanted to consider whether a local lettings agency model could help deliver more housing options for homeless people, but for single people in particular, in order to support the single homelessness service. One of the key recommendations from the report is that the sub-region could develop a small local lettings agency model based on the development of packages for landlords willing to offer 3 bedroom properties to let to sharers. Following discussions with sub-regional partners it has been proposed that Cambridge City Council pilots such a scheme on behalf of the sub-region and that other local authority partners can 'opt in' at a later stage if they wish.

### ***The process in detail***

Housing advisors / housing options staff within local authorities will, upon receiving an approach from a single homeless person, record or update the customer details on IN-FORM

The housing advisor will check availability on the voids list on IN-FORM and, on identifying a match, will contact the housing provider to try and secure a bed space  
Once a bed space is identified the advisor will generate a letter from the IN-FORM system

The housing advisor will also check private rented housing availability across the sub-region.

If no bed spaces are identified the housing advisor will refer the customer to temporary accommodation to be identified by the local authority that had first contact with the customer.

Once an offer has been made the Housing Advisor will confirm the offer using a standard single homelessness service letter template.

### **What other accommodation can be found?**

There may be other providers that have hard-to-let or temporarily void accommodation that may be available on a short-term basis such as schemes earmarked for refurbishment.

### **What happens if the customer refuses an offer from the single homelessness service?**

If a single service offer is refused the customer will remain on a list of people who may require assistance but is likely to be given less priority than someone else who has not received an offer or who has had a change of circumstances. The single homelessness service coordinator will devise a procedure to re-prioritise cases accordingly.

### **What services will be offered to those who do not have a local connection to one of the 8 councils in the cluster?**

In general no service will be offered other than basic street outreach services if the person is a rough sleeper and payment for travel to return to the area where a local connection is held unless there are exceptional circumstances such as a) no local connection anywhere b) the person is too ill to travel.

If the local authority is not offering assistance and providing payment for travel the advisor should notify the designated single homelessness service contact within the receiving local authority.

### **How will all of this be developed?**

As the coordinating authority Cambridge City will provide a full time officer (our current Landlord Liaison Officer (LLO)) to set the project up – a project development role. We will provide this resource at no cost to the project budget. The project development will be overseen primarily by the Housing Advice Partnerships Manager and the Deputy Housing Needs Manager at Peterborough City Council and regular reports will go to the sub-regional homelessness group and the Cambridgeshire Countywide Homelessness Executive. The project coordinator will be funded from the single homelessness fund and will be employed by Cambridge City Council to support all 8 local authority partners to deliver this scheme. We hope the coordinator will be in post by the end of July 2013.

The coordinator will work closely alongside the LLO (performing the project development role) and will:

- Provide training and information to housing advisors across the 8 districts
- Liaise with support providers, landlords and other professionals to ensure that the accommodation placement starts off on the right footing
- Ensure that IT systems are working effectively are fit for purpose and deliver all the necessary outcome information
- Recruit new housing providers to join the scheme
- Provide advice to all partners engaged in the scheme
- Liaise with other the single homelessness service clusters as appropriate

### **What are we spending the money on?**

We have committed £25,000 to extend the funding for an officer working with people who have no recourse to public funds and are either sleeping rough or at risk of sleeping rough. We have also commissioned a study into private rented sector (PRS) procurement across the sub region. The study will help us to make the work we are doing in this area more effective by making some key recommendations for improvement. Alleviating homelessness and working towards a single homelessness service approach will be highly dependent on getting our private rented sector delivery right.

We will require £35,000 per annum for each of the following 3 posts:

- The single homelessness service Coordinator
- Rapid response support officer x 2

We may also need some money for IN-FORM licences for accommodation providers and district authorities so that their staff can use the system. These are currently £85 per annum



each. We are targeting 28 housing providers across the sub-region (10 Cambridge providers are already IN-FORM licence holders). The expectation would be that licence holders would pay for their own after year 1 if they wanted to remain in the scheme.

We will also be reviewing the availability of money and debt advice across the cluster.

The annual budget, therefore, could look something like this:

Area of expenditure	Annual commitment
No recourse to public funds (NRPF) worker	£25,000 <sup>1</sup>
The single homelessness service coordinator	£35,000
Rapid response service	£70,000
IN-FORM licences	£5000 (year 1 only)
<b>Total</b>	<b>£135,000</b>

In addition to this we have already committed **£19,950** to PRS procurement study.

### **What about the costs of travel from one part of the sub-region to another?**

Initially this will be funded from Cambridge City Council Homelessness Grant under spend or using any remaining monies in the sub-regional pot.

### **When will the scheme start**

We are anticipating that the single homelessness service programme will start in September 2013. It may be a while before the scheme is working at maximum efficiency but we are aiming to work towards that goal within the first year.

### **The funding is for a limited period. What is the exit plan?**

The initial funding should last from 1<sup>st</sup> April 2013 to 31<sup>st</sup> March 2015. Thereafter, assuming that Homelessness grant continues beyond 2015, authorities will give consideration to offering a pro-rata proportion of its homelessness grant to ensure that the project continues.

Based on the funds outlined above the figures below show the potential ongoing contribution per authority per annum beyond March 2015.

Sub regional partner	Homelessness grant allocation	as a proportion of total sub-regional allocation %	Potential ongoing annual contribution to the single homelessness service work
Cambridge	572,223	49.5	66,825
Peterborough	210,277	18.2	24,570
South Cambs	50,185	4.3	5805
Hunts	84,988	7.4	9990
St Eds	50,000	4.3	5805
Fenland	71,067	6.1	8235
Forest Heath	50,000	4.3	5805
East Cambs	66,890	5.8	7830

<sup>1</sup> With additional match funding from Cambridge City and Fenland DC of £5000 per annum

<b>Total sub-regional allocation</b>	<b>1,155,630</b>	99.9	134,865
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The single homelessness service coordinator will be developing this service with a view to enabling partners to deliver the service without a coordinator in post 2 years down the line. It may not be possible to continue funding for the coordinator role beyond March 2015.



To: Executive Councillor for Housing (and Deputy Leader): Councillor Catherine Smart  
 Report by: Director of Community Services  
 Relevant scrutiny committee: Community Services Scrutiny Committee 25/6/2013  
 Wards affected: All Wards

## **DISCHARGE OF STATUTORY HOMELESSNESS DUTIES**

### **Key Decision**

#### **1. Executive summary**

This report aims to offer a summary of homelessness and housing needs pressure in Cambridge. The Council is taking the opportunity to review its approach to private rented sector procurement and is seeking Member approval for a key change in its policy approach to discharging statutory homelessness duties. The Localism Act (2011) allows local authorities to fully discharge the full housing duty by a 'private rented sector offer' (s193(7AA)-(7AC) Housing Act 1996 as amended by s.148(5)-(7) Localism Act 2011. This aspect of the Act was cemented by a Statutory Instrument, the Homelessness (Suitability of Accommodation) (England) Order 2012, which came into force on the 19<sup>th</sup> November 2012.

It is important to say that, there are some linkages between this report and the report entitled 'Single Homelessness Service', also being presented to this committee. The Council's proposed approach to private rented sector procurement underpins our approach in both of these areas. However, the discharge of homelessness duties is legally separate from initiatives to assist single homeless people, to whom the Council does not owe a statutory duty, via use of the private rented sector. The Single Homelessness Service report discusses the development of a Local Lettings Agency, which may be used to assist the council discharge homelessness duties into the private rented sector and thus the two reports are linked in respect of the financial implications detailed at 4a of this report.

#### **2. Recommendations**

The Executive Councillor is recommended to:

- 1) Note the contents of the report in relation to the current housing pressures faced by those in Cambridge who are in housing need
- 2) Adopt the policy on discharge of homelessness duties as set out in appendix one of this report

### 3. Background

#### 3.1 Homelessness and housing pressure

Pressure on homelessness services and emergency and temporary accommodation is predominantly being driven by a recent decline in the number of available social lettings. The figures for the total number of social lettings made to those on the Cambridge City housing register are as follows:

2009-10	890
2010-11	798
2011-12	558
2012-13	595

- 3.1.1 Contrary to homelessness trends across the rest of the United Kingdom, statutory homelessness applications and acceptances in Cambridge are not increasing, although rough sleeping is.
- 3.1.2 The average number of applications for the 5 years preceding 31<sup>st</sup> March 2011 was 163. The average number of acceptances for that 5 year period stood at 134. From 1<sup>st</sup> April 2012 to 31<sup>st</sup> March 2013 Cambridge City Council took 169 homeless applications and accepted a full homelessness duty to 124 of these
- 3.1.3 This year there has been a 23% increase in rough sleeping instances on last year's figures and a 25% increase in numbers of individuals sleeping rough
- 3.1.4 Although this does not mirror national increases which have been lower at 6% last year on top of a 23% increase in the year before, they are more in line with increases seen across London, which stand at 25%  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/73200/Rough\\_Sleeping\\_Statistics\\_England\\_-\\_Autumn\\_2012.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/73200/Rough_Sleeping_Statistics_England_-_Autumn_2012.pdf)
- 3.1.5 Significant pressure is placed on the housing register as a result of the Council's obligations to discharge its homelessness duties with an offer of accommodation in the social housing sector. Less than 10% of households on the Council's housing register are being made an offer

of accommodation in any 6 month period (taken from Home-Link statistical extract 1.4.12 to 30.9.12)

- 3.1.6 In the 12 months from June 2012 to May 2013 37.5% of all lettings to family sized accommodation (with 2,3 or 4 bedrooms) went to statutory homeless households and 83% of all lettings to 2, 3 and 4 bedroom accommodation went to those in band A (taken from Home-Link statistical extract 1.4.12 to 30.9.12)
- 3.1.7 In response to a government target to reduce the use of temporary accommodation the Council successfully reduced its average use of temporary accommodation units from a baseline of 140 in 2005 to 74 by February 2010. This was achieved at a time when lettings figures were relatively high – see figures at 3.1
- 3.1.8 The combined effect of a decline in the number of available lettings coupled with a reduction in the temporary housing stock is that spend on emergency accommodation, and bed and breakfast provision in particular, has increased significantly from a steady average of around £75,000 in 2009-10 and 2010-11 to £108,802 in 2011-12 to £233,442 in 2012-13

## **3.2 Discharge of homelessness duties**

- 3.2.1 The Localism Act (2011) allows local authorities to fully discharge the full housing duty by a 'private rented sector offer' (s193(7AA)-(7AC) Housing Act 1996 as amended by s.148(5)-(7) Localism Act 2011. This aspect of the Act was cemented by a Statutory Instrument, the Homelessness (Suitability of Accommodation) (England) Order 2012, which came into force on the 19<sup>th</sup> November 2012
- 3.2.2 Prior to this legislative change local authorities could offer Assured Shorthold Tenancies with private landlords. However the applicant could decline such offers as a full and final discharge of duty and insist that such accommodation should only be provided as temporary accommodation
- 3.2.3 In order to qualify as a discharge of full homelessness duties the private rented sector offer must be an offer of an Assured Shorthold Tenancy with a minimum fixed term of one year. Applicants will lose the discretion to decline the offer as a final discharge, although they will retain the right to request a review of suitability whether or not they accept the offer

3.2.4 A draft policy approach on discharging homelessness duties, to incorporate the new power to end the duty with a private rented sector offer is contained at appendix 3 of this report

3.2.5 The key policy aims are:

- Full homelessness duties can be discharged efficiently are not unduly delayed by lack of availability of accommodation
- Emergency accommodation costs, particularly derived from bed and breakfast placements are kept to a minimum
- Lengths of stay in temporary accommodation are kept to a minimum and that the Council will ensure that stays in bed and breakfast accommodation for family households will not exceed 6 weeks to comply with The Homelessness (Suitability of Accommodation) (England) Order 2003
- Applicants receive fair and consistent consideration under the policy and each case will be considered on an individual basis and that a blanket policy approach is avoided
- The discharge of homelessness duties into the private rented sector for some households ensures that the housing register is more balanced and that family sized accommodation available though the choice based lettings system is not predominantly allocated to homeless households
- Reduce the reliance on the Council to provide temporary accommodation from its own stock

3.2.6 The policy aims stated in 3.2.5 need to be considered against the contextual background provided within the homelessness and housing pressure section contained at 3.1 of this report

3.2.7 Given the challenges posed for the Council in procuring PRS properties in the city, as highlighted in 3.2.3 of the report on the sub-regional single homelessness service, the decision on whether to discharge duties into the PRS will be based on a careful and robust assessment of each applicant's needs and will hinge on the following considerations:

- Location – refer to section 4.5 and 4.6 of the draft policy at appendix 1
- Equalities considerations 4.7 to 4.14 of the draft policy at appendix 1

- Affordability
- Standard of accommodation – all properties will be inspected by a qualified practitioner
- The landlord is a fit and proper person

3.2.8 All applicants will be able to bid for accommodation through the choice based lettings system for a period of 3 months from the point of acceptance of full homelessness duties before being offered accommodation either in the social rented or private rented sector

3.2.9 The proposed policy and procedure will not come into effect before 1<sup>st</sup> September 2013 and will allow the Council to develop, and consult on, a detailed guidance note, which will assist officers in determining the suitability of accommodation offers in the PRS. This was a key recommendation from the Equalities Impact Assessment.

## 4. Implications

### (a) Financial Implications

It is not anticipated that any additional resources will be required to deliver the proposed policy. It is proposed to utilise existing funding, ear-marked for deficit funding of the current Access Scheme to fund any up front costs associated with the creation of the new local lettings agency, as the two schemes are similar and meet the same objective. Performance of the Access Scheme in previous years indicates that there are sufficient funds available to underwrite the Council's risks in respect of both schemes.

Funding can be transferred from the Department of Communities and Local Government (DCLG) homelessness grant to support any shortfall in covering the Council's potential liabilities to landlords.

Funding will be reviewed on a 6 monthly basis in year 1 and then annually thereafter to ensure that the Council is able to cover 100% of its liabilities under the schemes.

There may be additional costs associated with property inspections but these have been budgeted for in the homelessness grant for 2013-14 and are anticipated to be in the region of £6000 per annum.

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

### (c) Equal Opportunities Implications

An Equalities Impact Assessment (EIA) has been completed in relation to the policy and procedure on discharging homelessness duties. Shelter

completed the EIA in partnership with the council. The policy has been amended accordingly and the council will be progressing the recommendations contained within the assessment.

(d) **Environmental Implications**

+L – all rented properties used by the council to support the schemes detailed in this report will need a valid Energy Performance Certificate (EPC)

(e) **Procurement**

None

(f) **Consultation and communication**

The council has consulted with external partners via the Homelessness Strategy Implementation Group (HSIG) on the discharge of homelessness duties policy and internally with Revenues and Benefits, the housing strategy manager, Environmental Health and City Homes. HSIG partners involved in the consultation were:

Cyrenians, Emmaus, Cambridge Link-Up, Jimmy's Cambridge, Cambridgeshire County Council, Wintercomfort, Circle Support (Cambridgeshire), Riverside ECHG, Flack, Citizens Advice Bureau, CRI CSMHOT.

The policy makes provision for individual households to be consulted on offers of accommodation on a case-by-case basis as part of the suitability assessment.

(g) **Community Safety**

None

## 5. **Background papers**

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

Equality Impact Assessment for the policy on discharge of homelessness duties



## **6. Appendices**

Appendix 1 - Discharge of homelessness duties – draft policy and procedure

## **7. Inspection of papers**

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

Author's Name: David Greening  
Author's Phone Number: 01223 - 457997  
Author's Email: david.greening@cambridge.gov.uk

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<b>Policy and Procedure</b>	<b>Discharge of Homelessness Duties</b>
<b>Team</b>	Housing Advice Service
<b>Department</b>	Customer & Community Services
<b>Date</b>	1 <sup>st</sup> September 2013
<b>Reviews</b>	Annual

<b>1</b>	<b>Background</b>
1.1	The Localism Act 2011 has made significant changes to the way in which Local Authorities can deal with applications for social housing and homelessness applications under Parts 6 and 7 of the Housing Act 1996. The Act allows local authorities to fully discharge the full housing duty by a 'private rented sector offer' (s193(7AA)-(7AC) Housing Act 1996 as amended by s.148(5)-(7) Localism Act 2011. This aspect of the Act was cemented by a Statutory Instrument, the Homelessness (Suitability of Accommodation) (England) Order 2012, which came into force on the 19 <sup>th</sup> November 2012.
1.2	Prior to this legislative change local authorities could offer Assured Shorthold Tenancies with private landlords. However the applicant can decline such offers as a full and final discharge of duty and insist that such accommodation should only be provided as temporary accommodation.
1.3	In order to qualify as a discharge of full homelessness duties the private rented sector offer must be an offer of an Assured Shorthold Tenancy with a minimum fixed term of one year. Applicants will lose the discretion to decline the offer as a final discharge, although they will retain the right to request a review of suitability whether or not they accept the offer.
1.4	A Local Authority does not have to use a private rented sector offer, it is just one of the options that will be available to it.
1.5	If an applicant is housed in this way and subsequently given a section 21 notice to leave within two years of the offer being accepted, then, where the applicant is eligible for assistance and not intentionally homeless, the homelessness duty to secure further suitable accommodation is revived. The duty revives even if the applicant no longer has a priority need, but it only applies to the first incidence of homelessness within the two-year period.
<b>2.</b>	<b>Policy Overview</b>
2.1	This document relates to the policy and procedural arrangements for discharging statutory homeless duties and applies to Cambridge City Council only
2.2	The policy will comply with: <ul style="list-style-type: none"> <li>○ Housing Act 1996 part 7 (as amended by the Homelessness Act 2002)</li> <li>○ Localism Act 2011</li> <li>○ Equality Act 2010 (including compliance with the public sector equality duty)</li> <li>○ Homelessness (Suitability of Accommodation) (England) Order 2012</li> </ul>

	<ul style="list-style-type: none"> <li>○ Cambridge City Council Lettings Policy (April 2013) and any successors</li> </ul>
2.3	The policy outlines the considerations and circumstances, which will lead to decisions on whether full homelessness duties are discharged by an offer of accommodation in the private rented sector or social rented sector.
2.4	The location of the accommodation will be an overriding consideration in determining the suitability of the property
<b>3.</b>	<b>Policy aims and objectives</b>
3.1	<p>The policy aims to ensure that:</p> <ul style="list-style-type: none"> <li>○ Full homelessness duties can be discharged efficiently are not unduly delayed by lack of availability of accommodation</li> <li>○ Emergency accommodation costs, particularly derived from bed and breakfast placements is kept to a minimum</li> <li>○ Lengths of stay in temporary accommodation are kept to a minimum and that the council will ensure that stays in bed and breakfast accommodation for family households will not exceed 6 weeks to comply with The Homelessness (Suitability of Accommodation) (England) Order 2003</li> <li>○ Applicants receive fair and consistent consideration under the policy and each case will be considered on an individual basis and that a blanket policy approach is avoided</li> <li>○ The discharge of homelessness duties into the private rented sector for some households ensures that the housing register is more balanced and that family size accommodation available though the choice based lettings system is not predominantly allocated to homeless households</li> <li>○ Reduce the reliance on the council to provide temporary accommodation from its own stock</li> </ul>
<b>4</b>	<b>Key policy considerations</b>
4.1	All homeless applicants to whom the council owes a statutory homelessness duty will be able to bid for social housing for a 3 month period from the point at which the full homelessness duty is accepted.
4.2	Discharge of full homelessness duty into the private rented sector will not happen before the 3 month period outlined in 4.1 above has elapsed.
4.3	In discharging homelessness duties into the private rented sector the council will make the location, standard and cost of the accommodation the overriding consideration in assessing the suitability of the offer. However, the ability of the applicant to qualify for discretionary housing payments (DHPs) will not be a consideration in assessing affordability as

	DHP awards are only of a temporary nature and this runs contrary to 4.4 below.
4.4	The council recognises the importance of long-term stability and will seek to negotiate longer-term tenancies with prospective landlords and not use the minimum one-year tenancy as the default position.
4.5	<p><b><u>Location</u></b> – the following considerations will apply:</p> <ul style="list-style-type: none"> <li>○ The significance of any disruption which would be caused by the location of the accommodation to the employment, caring responsibilities or education of the person or members of the person's household</li> <li>○ The proximity and accessibility of the accommodation to support, including medical facilities, housing related support and family support and, where required by a member of the applicant's household, the extent to which these facilities are essential to their well-being</li> <li>○ The proximity and accessibility of the accommodation to local services, amenities and transport</li> </ul>
4.6	The time taken (not to exceed one hour by public transport) and affordability of travel for households with commitments detailed in 4.5 above will be key considerations over and above the distance in miles. However, as an absolute rule the council will not place households outside of the areas covered by the Cambridge and Huntingdon Broad Rental Market Areas (BRMAs) unless it is with the agreement of, or requested by, the applicant.
4.7	<b>Equalities</b> - Officers making decisions referred to in 4.5 and 4.6 will refer to a comprehensive guidance note highlighting considerations to be taken into account when assessing the suitability of offers for those falling under the categories above and applicants covered by the Equalities Impact Assessment.
4.8	Applicants to whom Cambridge City Council accepts a statutory homelessness duty are predominantly between the ages of 16-44. 46.24% of all lead applicants accepted as homeless by the council from 1 <sup>st</sup> April 2005 to 31 <sup>st</sup> March 2009 were between the ages of 16-24. A further 46.58% were between 25 and 44.
4.9	A high proportion of applicants accepted as homeless are family-sized households. Between 1 <sup>st</sup> March 2006 and 31 <sup>st</sup> March 2009 only 17.93% to whom the council accepted a statutory homelessness duty were single person households
4.10	In the first three quarters of 2012-13 those aged between 40-64 on the housing register accounted for 31.26% of all applicants and lettings to this age group accounted for 32.21% of all lettings.
4.11	Overall it is clear that legislation governing the council's statutory homelessness duties does not favour those above the age of 44 or those in single person households although figures on the general housing register show that overall lettings to this age group are not

	disproportionately affected. However, it does mean that the 16-24 age group will be disproportionately affected by the introduction of this policy and the guidance notes referred to in 4.7 will need to take account of this. The council will need to continue to address disadvantage to single person households through its sub-regional single homelessness service.
4.12	For applicants with a physical disability the council will need to arrange, or take into account, an occupational therapy assessment by a qualified practitioner before allocating accommodation via a direct let or into the private rented sector
4.13	The council will consider the potential for an applicant to be placed at greater risk of harassment and violence if placed in a certain location. Key considerations will be established in the guidance notes but will apply to applicants who are vulnerable to harassment in a particular area because they are: <ul style="list-style-type: none"> <li>○ Transgender or due to undergo gender reassignment</li> <li>○ Gay, bisexual, lesbian</li> <li>○ From ethnic minority backgrounds</li> <li>○ Of a particular faith, religion or belief</li> </ul>
4.14	For applicants who are the victims of domestic violence the council will take into account the location of accommodation in relation to a perpetrator(s) who may pose a current risk to the applicant
4.9	<b>Standard of accommodation</b> – As a minimum the property will comply with the requirements set out in the Homelessness (Suitability of Accommodation) (England) Order 2012 <a href="http://www.legislation.gov.uk/ukxi/2012/2601/pdfs/ukxi_20122601_en.pdf">http://www.legislation.gov.uk/ukxi/2012/2601/pdfs/ukxi_20122601_en.pdf</a>
4.10	If the council discharges full homelessness duties into the private rented sector the property will need to comply with the council's requirements for private dwellings as required by the Environment Department. These standards cover: <ul style="list-style-type: none"> <li>○ Fire safety</li> <li>○ Internal structural standards</li> <li>○ Gas and electrical safety</li> <li>○ Heating</li> <li>○ Fixtures and fittings</li> <li>○ Condition and safety of outside space</li> <li>○ Drainage</li> </ul>
<b>Procedure</b>	
1.0	This policy and procedure comes into effect from 1 <sup>st</sup> September 2013 and does not apply to those who made a homeless application before this date.
1.1	At the point of a homeless application all applicants will be advised in writing that the council will look to discharge its statutory homeless duties in the private rented sector
1.2	Applicants will be advised to provide the council with any information that it should take into account when considering the location of a private

	rented sector offer
1.3	The housing advisor or landlord liaison officer will complete an assessment of location considerations for each applicant using a pro-forma covering the areas highlighted in the policy at 4.4 and 4.5 above.
1.4	The homelessness application will be assessed in line with Housing Advice procedures
1.5	Before or during the homeless application process the applicant can be offered suitable private rented accommodation to prevent or alleviate homelessness
1.6	If a full homelessness duty is accepted the applicant will be awarded band A status in line with the lettings policy and will then be given 3 months to bid for accommodation through the choice based lettings scheme
1.7	If the applicant lodges a successful bid through the choice based lettings scheme the council will regard this as a discharge of homelessness duties
1.8	If, at the end of the 3 month bidding period the applicant has been unsuccessful s/he will be offered accommodation in the private rented sector based on the assessment listed at 1.2 in this procedure and the availability of accommodation that meets the recommendations contained within that assessment.
1.9	If there are no private rented sector properties available that meet the applicant's needs the applicant will be made a direct let of accommodation into social housing
2.0	<b>Reviews</b>
2.1	An applicant is entitled to request a review of an offer private rented or social housing accommodation (made by direct let or via a successful bid using the choice based lettings system) on the basis of suitability
2.2	The review request can be made verbally or in writing to an officer within the Housing Advice Service but must be made within 21 days of the offer (in line with s202 of the Housing Act 1996)
2.3	The review request and reasons will be heard by the Housing Advice Service Manager and should be heard with a further 5 working days of the receipt of the review request
2.4	In the absence of the Housing Advice Service manager, the Housing Advice Operations Manager or Housing Advice Partnerships Manager can consider the review as long as there was no direct involvement with the original offer of accommodation
3.0	<b>Selection of private rented sector accommodation</b>
3.1	All landlords will be expected to adhere to a set of management standards (contained at appendix 1)
3.2	Landlords offering properties for use by the council must complete a declaration as a fit and proper person (see appendix 2)
3.3	The landlord must also agree to a visit from a council officer or its agent to determine the property's suitability before an applicant moves in. The visiting officer will assess the suitability of the accommodation to ensure that it is in a reasonable physical condition and that there are no category 1 hazards as defined by Part 1 of the Housing Act 2004. This visit will ensure that there are adequate fire precautions, that the electrical equipment is safe and there is adequate carbon monoxide

	precautions. The property should have a valid Energy Performance Certificate (EPC), valid gas safety certificate and electrical periodic inspection report. If the property is a licensable house in multiple occupation (HMO) it will need a current licence.
3.4	If, following the inspection, there are category 1 or 2 hazards that require removal the council will ensure that the landlord removes the hazard before it is considered for use by the local authority under this policy
3.5	Applicants offered private rented sector properties will be given a copy of the management and will be encouraged to contact the council if these are not adhered to during the tenancy.
3.6	The council will ensure that all offers of accommodation in the private rented sector to discharge homelessness duties are offered on a minimum 12 month Assured Shorthold Tenancy
3.7	If the tenant subsequently loses this tenancy within 2 years of taking up this offer and is not intentionally homeless the council will have a statutory duty to accommodate, but can discharge that duty with a further offer of accommodation in the private rented sector.



## Appendix 1 - Proposed management standards

### Prior to the tenancy

#### Landlords will ensure that the following requirements are complied with

**All landlords agree to treat tenants with respect**, regardless of their race, ethnic origin, gender (including maternity and pregnancy), age, sexual orientation, ability/disability, marriage and civil partnership or gender reassignment.

Any **written documents** should be in clear simple language – and if appropriate translated into the first language of the tenant.

<b>Contractual terms</b>	Prospective tenants are provided with a copy of any contractual terms under which a property is offered. Landlords use a government approved national tenancy deposit protection scheme if a deposit is required.
<b>Utility etc. Charges (Gas, Electricity, Telephone)</b>	The tenant is clearly informed as to who is responsible for the payment of all utility charges and Council Tax and that this responsibility is accurately stated in the terms of the letting agreement.  The tenant is provided with details of the providers of all utilities.
<b>Operating Procedures</b>	On request, at the commencement of their tenancy, tenants are provided with information on the landlord's standard operating procedures.  Landlords must have a written complaints procedure which is given to tenants at the commencement of the tenancy.
<b>Accounts and Receipts</b>	A statement will be provided to the tenant at least annually for all monies demanded whether for rent, deposit, utility or service charge. Where transactions are undertaken in cash or cheque a written receipt will always be provided by the landlord.
<b>Letting Agreements</b>	There is a proper written tenancy agreement.  Prospective tenants are issued with a clear statement of the rent due to be paid during the contract, including the dates, amounts and method of payment.  The name and current business address of the landlord is stated on the agreement together with the address and telephone numbers of any managing agent or person/s acting on behalf of the landlord. These should also be displayed clearly in the property

The letting agreement should state the period of tenancy, notice period and procedure for giving notice.

The letting agreement must contain a clause requiring the tenant not to cause nuisance or disturbance.

Letting agreements are written in clear legible language containing no contractual terms in conflict with any statutory or common law entitlement of the tenant or the terms of this Scheme.

Where a fee is charged for arranging a letting agreement, prospective tenants should be clearly informed of this in advance.

**Inventory**

An inventory, based on current good practice, is agreed with the tenant and signed by both parties as being accurate.

**Anti Social Behaviour**

The letting agreement should include a clause requiring the tenant not to cause a nuisance or disturbance and the landlord will use reasonable endeavours to achieve compliance.

It must be clearly stated to the tenant that this applies equally to any visitors the tenant may have and that the tenant is responsible for all visitors.

Court proceedings for possession will be a last resort.

**Pre-tenancy Repairs etc.**

At the commencement of the tenancy or other date mutually agreed with the tenants, all obligations on the part of the landlord in regard to the repairs and dwelling maintenance have been fully discharged.

**During the Tenancy**

**Landlords will ensure that the following requirements will be complied with:**

**Communication**

Landlords should be contactable by tenants and an emergency phone number be provided/ displayed. Landlords should make visits to tenants at appropriate intervals.

**Access**

Where access is required for routine inspection/s or viewings, the tenants receive notification of the date, time and purpose of the visit not less than 24 hours in advance, unless otherwise agreed.

Tenants' privacy and entitlement to unnecessary intrusion is to be respected at all times

**Conduct**

Business is pursued by the landlord in a professional, courteous and diligent manner at all times.

The landlord does not act in such a manner that brings the scheme into disrepute

**Repairs and Maintenance**

All dwellings are maintained in a satisfactory state of repair.

Decorative finishes for which landlords have responsibility are made good within a reasonable timescale if damaged or disturbed during repairs.

Tenants are provided with a point of contact in case of emergency. These should be clearly displayed in the property

The following standards should be achieved:

Priority One - Emergency Repairs

Priority Two - Urgent Repairs.

Priority Three - Non Urgent day to day repairs:

**Planned Programmes of Repair/ Improvement and Cyclical Repairs Programmes.**

Maintenance and Servicing tasks which can be carried out in a planned and cyclical manner and which are the responsibility of the landlord, are carried out with due regard to the convenience of tenants.

With the exception of emergencies, tenants will be notified at least 24 hours prior to attendance by contractors or others to undertake repairs.

**Visual appearance**

Within the landlord's responsibilities and reasonable endeavours the visual appearance of dwellings, outbuildings, gardens, yards and boundaries should be maintained in a reasonable state so as not to detract from the visual amenity of the area

**Furniture and storage space**

All furnishings and furniture provided by the landlord are in satisfactory condition at the commencement of the tenancy and comply as appropriate with the Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended).

**Kitchen Facilities**

Each kitchen contains reasonably modern and hygienic facilities for the storage, preparation and cooking of food

which are suitable for the number of occupants using the kitchen, unless provided by the tenant.

<b>Toilet and Personal Washing Facilities</b>	An adequate number of suitably located, reasonably modern and hygienic W.C.s, baths and/or showers and washbasins are provided with constant hot and cold water supplies as appropriate, which are suitable for the number of occupants, as required by any relevant legislation.
<b>Overcrowding</b>	Dwellings are not knowingly overcrowded.

### **At the End of the Tenancy**

It is advised that the Landlord agrees to meet with the tenant two weeks prior to the tenancy ending to discuss all that needs to be done. This should be put in writing.

### **Landlords will ensure that the following requirements are complied with;**

<b>Tenancy Deposits Cleaning</b>	Tenancy deposits are returned in accordance with any agreements and the requirements of the tenancy deposit protection scheme in operation. Tenants are issued with clear written guidelines regarding the standard of cleaning and other arrangements for bringing the tenancy to an end, so as to avoid misunderstandings regarding the standard of cleanliness and condition of the dwelling expected at the end of the tenancy.
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I am prepared to agree to abide by the principles listed above

## Appendix 2 – Fit and Proper Person Assessment

Fit and Proper Person Assessment			
The local authority must consider evidence as to whether the applicant on a personal, work or other basis, is a fit and proper person. 'Associated with' means in connection with the business of letting or managing the letting of private dwellings			
1	Has the <b>applicant</b> ever accepted a simple caution, previously known as a formal caution, from the Police or been convicted of an offence being subject to the Rehabilitation of Offenders Act 1974 involving any of the following?		
		<b>Yes</b>	<b>No</b>
	Fraud	<input type="checkbox"/>	<input type="checkbox"/>
	Dishonesty	<input type="checkbox"/>	<input type="checkbox"/>
	Violence	<input type="checkbox"/>	<input type="checkbox"/>
	Drugs	<input type="checkbox"/>	<input type="checkbox"/>
	Sexual Offences Act schedule 3	<input type="checkbox"/>	<input type="checkbox"/>
2	Has the <b>applicant</b> ever been subject to unlawful discrimination proceedings relating to their business, being subject to the Rehabilitation of Offenders Act 1974 involving the following?		
		<b>Yes</b>	<b>No</b>
	Sex	<input type="checkbox"/>	<input type="checkbox"/>
	Colour	<input type="checkbox"/>	<input type="checkbox"/>
	Race	<input type="checkbox"/>	<input type="checkbox"/>
	Ethnic or national origin	<input type="checkbox"/>	<input type="checkbox"/>
	Disability	<input type="checkbox"/>	<input type="checkbox"/>
3	Has the <b>applicant</b> ever accepted a simple caution, been convicted of an offence or been served with Statutory Notices under any of the following?:		
		<b>Yes</b>	<b>No</b>
	Landlord and Tenant Law	<input type="checkbox"/>	<input type="checkbox"/>
	Housing Acts	<input type="checkbox"/>	<input type="checkbox"/>
4	Has the applicant ever been convicted for non-compliance of a Statutory Notice under any of the following?:		
		<b>Yes</b>	<b>No</b>
	Landlord and Tenant Law	<input type="checkbox"/>	<input type="checkbox"/>
	Housing Acts	<input type="checkbox"/>	<input type="checkbox"/>
5	Has the <b>applicant</b> been in control of a property:		
		<b>Yes</b>	<b>No</b>
	Subject to a Control Order or Management Order	<input type="checkbox"/>	<input type="checkbox"/>
	Where works have been carried out in default	<input type="checkbox"/>	<input type="checkbox"/>
	Been refused a licence or registration certificate	<input type="checkbox"/>	<input type="checkbox"/>
	Breached conditions of a licence or registration certificate	<input type="checkbox"/>	<input type="checkbox"/>
6	An applicant must have the financial arrangements necessary to ensure that the property is properly managed and maintained. Please answer the following questions:		

		<b>Yes</b>	<b>No</b>
	Are you an undischarged bankrupt?	<input type="checkbox"/>	<input type="checkbox"/>
	Are there any outstanding County Court judgements against you or any company of which you are director or secretary?	<input type="checkbox"/>	<input type="checkbox"/>
7	Some of the above may apply under similar or equivalent legislation in a different country.		
		<b>Yes</b>	<b>No</b>
	Have you ever been subject to action or convicted of any offences that are similar to, or the equivalent of, those listed above in a different country?	<input type="checkbox"/>	<input type="checkbox"/>

**If you have answered 'yes' to any of the above questions, it may be necessary for the Home-Link Manager to contact you for more information.**

8	Do you (the Applicant) have the authority to repair and maintain the property and have the financial arrangements necessary to repair the property?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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**DECLARATION**

<b>I declare that the information provided in this Fit and Proper Person Assessment is true and correct to the best of my knowledge. I understand that knowingly false or misleading statements may result in the withdrawal of approval to offer accommodation to the council</b>			
<b>Applicant</b>	Name – please print:		
	Signature:		Date: