Version 2
Housing Scrutiny Committee

Housing Revenue Account Budget Setting Report 2020/21

January 2020

Cambridge City Council

Version Control

Version	for:	Anticipated Content
1	Draft	Draft content for consultation
2	Housing Scrutiny Committee 15 January 2020	Member Scrutiny Tenant and Leaseholder Representative Input Amendments to Executive proposals Opposition budget amendment proposals Rents and Service Charges approved Revenue budgets considered and approved
3	Council Meeting 13 February 2020	The Executive Councillor for Housing's recommended final budget proposals Capital budgets considered and approved
4	FINAL	Final version for publication following Council

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Section 1
Introduction

Foreword by the Executive Councillor

The City Council's Housing Revenue Account (HRA) Budget Setting Report allows the authority to review and update the key financial and policy assumptions that underpin the HRA's long-term business plan and to recommend a budget for the coming financial year that fulfills key housing objectives.

Since the approval of the HRA Medium Term Financial Strategy in September / October 2019, the authority still awaits the outcomes of both the Housing Green Paper of August 2018 and the Consultation on the Future Use of Right to Buy Receipts. Increasing the percentage of the receipts from a sale that can be spent on financing new social housing from 30% to 50% and being allowed to keep receipts for a longer period would both be helpful changes, although the view remains of the Labour administration that local authorities like Cambridge should have the power to pause Right to Buy sales if only to stem the annual loss of council homes available for rent.

From April 2020 rents will return to an annual increase of up to CPI plus 1% for a period of five years, with a resulting increase in the level of rental income.

The Council declared a climate change emergency in February 2019, calling on Government, industry and regulators to make changes to enable Cambridge to reach net zero carbon by 2030. The authority is fully committed to reducing its carbon footprint and improving sustainability across the entire asset portfolio.

An improved financial outlook, coupled with increasing information on the current condition of our housing stock, allows us to consider accelerated investment to improve the energy efficiency of council homes. A significant programme of initial investment has been incorporated into the 2020/21 budget proposals to allow the poorest performing homes, those rated D, E, F or G, to receive prioritised investment.

Government plans for a Future Homes Standard would end the use of fossil-fuel heating systems in all new houses from 2025, with the authority reviewing not only the approach to heating new homes, but also to replacement heat sources in existing homes as gas boilers become life expired.

The delivery of new council homes part-funded by the Devolution Grant is progressing well, with 343 homes either completed or on site and a total of 546 additional homes expected by the end of the programme in 2023/24. All homes being constructed go beyond national standards with respect to sustainability. This Budget Setting Report also proposes additional up-front resource to assist with the preparatory work required to meet this authority's ambition, restated here, to build an extra one thousand new council homes over the course of the decade following the end of the current housebuilding programme, to help tackle the affordable housing crisis in Cambridge.

Councillor Richard Johnson.

Executive Councillor for Housing

Background

The Housing Revenue Account budget is set in the context of a 30-year business plan, which is reviewed twice each year, in September / October when the budget strategy is agreed and again in January / February, when the budget is approved.

The HRA Budget Setting Report covers both HRA revenue and all housing capital spending. As the landlord account for the authority, the HRA accounts for all services to tenants and leaseholders and is the account into which the proceeds of the rent and service charges are credited.

Resource available to invest in housing is dependent upon the income streams in the Housing Revenue Account, the most significant of these being the rental income for the housing stock. The authority is now required to comply with a national approach to rent setting, where rents will be increased annually by up to inflation (as measured by the Consumer Price Index) plus 1%, from April 2020 for 5 years.

The Housing Revenue Account continually reviews priorities for investment, considering:

- The level of investment required to maintain decency in the existing housing stock
- The need to spend on landlord services (management and maintenance)
- The need to support, and potentially set-aside for repayment of, housing debt
- The ability to identify resource for Investment in new affordable housing
- The ability to invest in new initiatives, such as improving the energy efficiency of the existing housing stock. The Council committed to reducing its carbon footprint and improving sustainability across its asset portfolio, declaring a climate change emergency in February 2019 and calling on government, industry and regulators to make changes to enable Cambridge to reach net zero carbon by 2030.
- The desire to invest in income generating activities and discretionary services (i.e.; support)
- The ability to respond quickly to changes in housing and building legislation

The HRA must be able to support a significant level of housing debt whilst also ensuring the ongoing delivery of housing services. As at April 2019, the authority was supporting a housing debt of £215,136,135.

Purpose, Scope and Key Dates

Purpose and Scope

The HRA Medium Term Financial Strategy for 2019/20, approved in September / October 2019 set the financial strategy for the HRA for 2020/21. As part of this, internal and external factors impacting the housing service were reviewed, taking account of any emerging changes in national housing policy and the impact of any anticipated change in the economic environment. The review determined the financial strategy for the HRA and the framework for the detailed budget work to develop proposals for the 2020/21 budget.

As part of this document, the assumptions on which the HRA Medium Term Financial Strategy was based, have been reviewed to determine whether any aspects of the strategy need to be revised. Business risks and any potential mitigation are considered as part of this review and sensitivity analysis of key factors is undertaken, to ensure that effective contingency plans are available to the Council and that an appropriate level of reserves can be maintained in light of changes in assumptions.

The outcome of the exercise, summarised in this document, provides the basis for setting the HRA budget and rents and charges for 2020/21, culminating in recommendations to both Housing Scrutiny Committee on 15 January 2020, and ultimately Council on 13 February 2020.

The work on the 2020/21 HRA Budget Setting Report adopts the following key parameters:

- A financial model that assumes revenue resource is set-aside to redeem 25% of the self-financing housing debt as it matures
- A financial model assuming borrowing in order to extend the financial viability of the business plan once rental income is insufficient to meet costs of both new build and maintaining / improving the housing stock.
- Rent increases in line with the Rent Standard, with rent of CPI plus 1% per annum for a period of 5 years.
- Housing stock that is maintained at a level that allows the authority to comply with the current decency standard.
- An efficiency savings target of £130,000 per annum included for 5 years, directly offset by a corresponding Strategic Investment Fund that will allow resource to be re-invested in priority areas for the service.
- An adjustment in responsive repairs expenditure in line with anticipated stock changes.
- A minimum working balance for reserves of £2m, with a target level of £3m.

Key Dates

The key member decision-making dates were / are as follows:

Date	Task
2019	
26 September	The Executive Councillor for Housing considered HRA Medium Term Financial Strategy, incorporated Housing Scrutiny Committee, including Tenant and Leaseholder Representative views, and approved revenue aspects, making recommendations to Council in respect of the capital plan.
17 October	Council approved HRA Medium Term Financial Strategy 2019/20
2020	
15 January	Executive Councillor for Housing considers Housing Scrutiny Committee views, before approving HRA revenue budgets and rent levels, and making recommendations to Council in respect of the capital aspects of the HRA Budget Setting Report
13 February	Council approves HRA Budget Setting Report

Section 2

Review of National and Local Policy Context and External Factors

Review of National Policy Context

National Rent Setting Policy

From April 2020 local authority rents will be regulated by the Regulator of Social Housing, alongside housing associations and other registered providers, with the Regulator's rent standard applicable to local authorities also.

Rent increases will be limited to an increase of up to CPI plus 1% from April 2020 for 5 years (based upon CPI at the preceding September), with properties below target rent levels still waiting until they are vacated to be moved directly to target rent.

Target rents will continue to be set with reference to January 1999 property values.

The 5% flexibility remains, but with the need to ensure that there is a clear rationale for using the flexibility which considers local circumstances and affordability.

Affordable rents increases are also limited to a maximum increase of CPI plus 1% from April 2020, but with the ability to re-set the rent at up to 80% of market rent upon re-let.

A local authority can request an exemption from the Rent Standard from the Secretary of State, where the government rent policy would otherwise cause unavoidable and serious financial difficulty.

The Regulator of Social Housing carried out a further consultation between May and July 2019, surrounding the detailed rules and expectations of the Rent Standard to be applicable from April 2020 in light of the Direction published by Government, with the detailed guidance still awaited at the time of writing this report.

Housing Green Paper

Consultation on the Ministry of Housing, Communities and Local Government green paper 'A new deal for social housing' concluded on 6 November 2018.

The formal outcome of the consultation and any resulting change in legislation is still awaited at the time of writing this report.

The five key principles in the consultation document were:

- a safe and decent home with a sense of security and ability to get on in life;
- improving and speeding up how complaints are resolved;
- empowering residents, ensuring voices are heard and landlords held to account;
- tackling stigma and celebrating thriving communities, challenging stereotypes
- building much needed social homes ensuring a springboard to home ownership.

The consultation considered a vast number of points, including:

- introduce further safety measures in social housing and reviewing the decent homes standard and engaging residents in how to ensure homes are safe
- improve mediation for residents, ensuring access to advice and support, review process for the handling of complaints.
- review performance reporting, regulation and resident engagement
- Tackle stigma in social housing, provide good neighbourhood management, tackle anti-social behaviour.

Welfare Reforms

Universal Credit

Since 17th October 2018, working age tenants (including couples where one is a pensioner) needing to apply for one of the six legacy benefits have needed to apply for Universal Credit instead. Existing legacy benefit claimants are being ‘naturally migrated’ to Universal Credit when they have a prescribed change in their circumstance. To support these claimants with the transition to Universal Credit, an additional payment of two weeks Housing Benefit is made. Tenants in temporary or specified accommodation will continue to receive Housing Benefit for their housing costs.

From April 2019, the DWP has been funding Citizens Advice through a national partnership to assist people with applying for Universal Credit. This is supplemented by Cambridge City Council funding a post in the Jobcentre to provide Personal Budgeting Support (PBS), which facilitates support for a greater number of claimants.

The authority has sent out leaflets and printed articles in Open Door to increase awareness and engagement and offers 1-2-1 support when it is known that a tenant has moved to Universal Credit.

Many tenants will move to Universal Credit due to one of the specified changes in circumstances. However, following trials in Harrogate (due to end summer 2020), a process of managed migration will move remaining Housing Benefit claimants to Universal Credit nationally but no timeframe or guidance on this is available.

Benefit Cap

Support is ongoing for those impacted by the reduced Benefit Cap, with referrals made to Cambridge Citizens Advice for budgeting support and to Cambridge Housing Society to look at ways to help those affected into work. Others still need short term Discretionary Housing Payments (DHPs) to support them until they’re able to improve their circumstances. DHPs are used extensively to support those affected by welfare reforms and are typically awarded with conditionality, the purpose of which is to assist the tenant in no longer being subject to the Benefit Cap. A big part of this is the work carried out by City Homes, who assist tenants to find solutions that work for them.

Removal of the Spare Room Subsidy

Numbers of customers affected by the removal of the spare room subsidy has reduced with 262 HRA tenants currently affected by the reform (343 in 2018). 223 are impacted by a reduction of 14% and 39 by 25%. DHPs are used to support tenants affected by the Removal of the Spare Room Subsidy. DHPs are typically awarded with attached conditionality that seeks to assist the tenant in no longer being subject to the Spare Room Subsidy.

Limiting the Child Element to two children

Since 1 April 2017, new benefit claims and current benefit claims which increase the family element above two children, do not have additional child elements included in the Housing Benefit calculation. There are exemptions for multiple births, result of abuse and adoption.

Right to Buy

Right to Buy Sales

During 2018/19, 60 right to buy applications were received and recorded, resulting in 27 completions. This compares to 65 applications in the previous year, which gave rise to 47 completions.

In the first 8 months of 2019/20, 45 right to buy applications were received and 19 sales completed. This seems to confirm that interest has again stabilised at the lower levels experience until a few years ago, when RTB received some re-invigoration at a national level.

Predicting future sales continues to be difficult, but the current level of initial interest in the scheme, coupled with continued uncertainty surrounding exit from the European Union, indicate that interest is likely to remain low, at least in the short term.

For the HRA Budget Setting Report 30 sales are assumed in 2020/21, reducing to 25 sales per annum from 2021/22 onwards.

The table below highlights the activity over the last 5 years, detailing the mix of houses, flats and bedsits sold through this process.

Status	**Year**	**Right to Buy (RTB)**			**Total**
		House	Flat	Bedsit	
Actual Sales	2014/15	26	24	1	51
	2015/16	24	17	1	42
	2016/17	36	22	0	58
	2017/18	26	20	1	47
	2018/19	13	14	0	27
Estimated Sales	2019/20	17	18	0	35
	2020/21	15	15	0	30
	2021/22	13	12	0	25
	2022/23	13	12	0	25
	2023/24	13	12	0	25

Right to Buy Receipts

At 31 March 2019, the authority held £13,932,386.83 of right to buy receipts under the retention agreement with CLG, to be spent within 3 years of their original receipts date, with a maximum of 30% of any new dwelling being funded via this mechanism. The balance must be funded from Devolution Grant, the Council's own resources, or through borrowing and retained right to buy receipts can't be used to fund replacement dwellings or dwellings receiving any other form of public subsidy. With the Bank of England base rate still at 0.75%, any penalty interest payable on receipts not re-invested appropriately will be at the rate of 4.75%.

A government consultation, which closed on 9 October 2018, considered the following amendments to the regulations surrounding the use and application of retained right to buy receipts:

- Extending the spending deadline from 3 to 5 years for receipts currently held, whilst retaining the 3 year timeframe for any future receipts received.

- Increasing the level of right to buy receipts which can be used to finance a new home from the current cap of 30%, to 50% in respect of social rented homes, where authorities meet the eligibility criteria for the Affordable Homes Programme and can demonstrate a need for social housing over other affordable housing.

- Deter the use of receipts for acquisition of existing market homes by limiting the value of an acquisition to the cost of delivery of a new home as determined by Homes England and the Greater London Authority. This would mean a cap on the value of an acquisition for Cambridge City Council of £167,000.

- Allowing right to buy receipts to be used to fund shared ownership homes as well as rented.

- Allowing land held by the General Fund to be transferred to the HRA for the delivery of affordable homes at zero value, but with some suggestion a time limit may be imposed on how long the General Fund will have had to hold the land prior to transfer.

- Consideration of changes to allow transfer of receipts to a Housing Company or ALMO (Arm's Length Management Organisation), subject to some constraints.

- Allowing a 3 month 'interest free' window after each quarter to allow authorities to make decisions about whether to retain or pay over receipts.

The outcome of the consultation is still awaited at the time of writing this report.

Appendix G summarises the latest position in respect of receipts held and appropriately re-invested. The authority has avoided breach of any re-investment deadlines to date, but no longer has any protection from repayment of receipts, with sums now required to be spent on new build homes in each arising quarter to avoid payment of any penalty.

Newly arising receipts continue to be retained at the end of each quarter for the current year and following 2 years, as the authority requires the receipts to combine with Devolution Grant to deliver over 500 new homes. After this period, the decision to retain or pay over receipts each quarter will revert to the Head of Finance, in consultation with the Strategic Director, taking into consideration any need to borrow to appropriately re-invest the resource and the implications of this on the business plan. The Executive Councillor for Housing will be informed if the recommendation in the quarter were to be to pay receipts directly back to Central Government.

Review of Local Policy Context

Housing Stock

The Housing Revenue Account owns and manages the following properties:

Housing Category	Actual Stock Numbers as at 1/4/2019	Estimated Stock Numbers as at 1/4/2020
General Housing – Social	6,152	6,066
General Housing – Affordable	297	379
Sheltered Housing	510	510
Supported Housing	22	22
Temporary Housing (Individual Units)	61	61
Temporary Housing (HMO / EA's)	24	24
Miscellaneous Leased Dwellings	18	18
Sub Total Rented Dwellings	**7,084**	**7,080**
Shared Ownership Dwellings	109	97
Total HRA Dwellings	**7,193**	**7,177**

Note: General Housing - Affordable are new build homes, which are let as agreed in the HRA Rent Setting Policy, at Cambridge rent levels, which are capped at Local Housing Allowance levels, which is in the region of 55% of market rent.

The number of properties anticipated to be held by 1/4/2020 is less than that reported at 1/4/2019 as a result of assumed sales under the right to buy and vacation and subsequent demolition of properties in Ventress Close, Akeman Street, Colville Road and Campkin Road. Although handover of new homes in Nuns Way, Wiles Close and Cameron Road has taken place, and is anticipated at Anstey Way before year end, there will not be enough new units delivered during 2019/20 to outstrip those disposed of or demolished. A greater number of new homes are anticipated for handover during 2020/21 and 2021/22.

A breakdown of the housing stock by property type is demonstrated in the table below:

Stock Category (Property Type)	Actual Stock Numbers as at 1/4/2019	Estimated Stock Numbers as at 1/4/2020
Bedsits	97	97
1 Bed	1,703	1,691
2 Bed	2,529	2,534
3 Bed	2,243	2,234
4 Bed	102	102
5 Bed	7	7
6 Bed	2	2
Sheltered Housing	510	510
Total HRA Rented Dwellings	**7,193**	**7,177**

Leasehold Stock

At 1st April 2019, the Council retained the freehold and managed the leases for 1,184 leasehold flats.

Housing Demand

The mix of new housing delivered by the Housing Revenue Account continues to be influenced by a combination of the numbers on the housing register locally coupled with strategic forecasts of future housing need.

Cambridge City Council currently has 2,146 households on the housing register (1,452 'live' and 684 with applications 'pending'). 483 applicants were housed over the last year (to end of September 2019), with the majority (76%) of lettings being to applicants at band A or B.

The greatest demand for housing is still one and two bedroomed properties, with one-bed applicants accounting for 57% of the register, two-bed applicants 30%, three-bed applicants 11% and 2% of applicants waiting for properties with 4 or more bedrooms.

Applicants are banded according to housing need. Of those with a 'live' application, band A represents the highest housing need, making up approximately 9% of the register. Band B applicants represent approximately 26%, band C 38% and band D 27% at the end of September 2019.

Support for Vulnerable People

The Housing Service has a Tenancy Support Team, with 3 staff employed to help and support tenants, with a focus on supporting the more vulnerable tenants in our homes, to help them sustain their tenancies. The HRA also employs 2 Financial Inclusion Officers who work with tenants to ensure that they are receiving all the financial support to which they are entitled.

Cambridge City Council remains in contract with the County Council for the delivery of tenure neutral support services to older people across the city, with a term of up to 4 years from April 2018. The contract sum is fixed at £180,000 per annum.

The authority has been contracted to deliver both care and support services in extra care housing at Ditchburn Place for many years. Following an inability to negotiate a way that the City Council could continue to deliver care services at Ditchburn Place, the County Council have formally decided to contract directly with another care provider.

The City Council are working closely with the County Council and the new care provider to ensure as smooth a transition as possible for both staff and residents.

External Factors

Update of the financial forecasts for the HRA also takes into consideration factors outside of the direct control of the authority, but which could impact strategic decision making.

Inflation Rates

The base rate of inflation used to drive expenditure assumptions in the HRA financial forecasts is the Consumer Price Index (CPI). Changes in this measure of inflation were reviewed as part of the Medium Term Financial Strategy, with the view that there will be a steady increase in the rate over the next three years (1.8%, 2.1%, 2.3%) until a level of 2.4% is arrived at by the end of 2022.

The rate has fluctuated over the past 12 months, but overall has fallen from a starting point of 2.4% in September 2018 to a rate of 1.7% in September 2019.

The Bank of England have revised their predictions following the November 2019 meeting, compared with those made in August 2019, but still with the long-term target of 2% in mind.

Taking a mid-year average of the CPI forecasts published in the Bank of England November 2019 Monetary Policy Report results in revised assumptions for CPI of 1.75% for 2021/22, 2.1% for 2022/23 and 2.2% ongoing, marginally lower than the assumptions made as part of the HRA Medium Term Financial Strategy in September 2019.

For 2020/21, an adjustment to the revised Bank of England forecasts would mean reducing the measure of CPI used in the construction of the budget from 1.8% to 1.45%. On the basis that the detailed budget work has already been undertaken, and the change in inflation assumption causes only a marginal financial impact, the previous assumption of 1.8% has been retained for 2020/21.

The assumptions surrounding building maintenance expenditure inflation are derived from a mix of forecast using the RICS (Royal Institution of Chartered Surveyors) Building Cost Information Service (BCIS) all in tender price index and CPI. This recognises that older planned maintenance contracts use the BCIS as an inflation driver, and those let more recently adopt CPI as the measure of inflation for contract price increases.

The latest projections for the BCIS Index over the next 4 years currently predict a maintained rate of growth of 2.7% for 2020/21, but are increased to 4.7%, 5.3% and 6.4% in the following 3 years. Taking an average of these rates of growth for the forecast three years gives rise to an annual increase of 5.5%.

On a similar average basis, the assumptions for CPI over the same period are 2%, a difference of 3.5%. As only 50% of the work programme is anticipated to be subject to the BCIS indices, half of the uplift has been applied and a rate of CPI plus 1.75% has been incorporated into the business plan forecasts for the next 4 years.

Interest Rates

The Housing Revenue Account is entitled to a proportion of interest earned on revenue and capital cash balances invested by the authority, with a mix of investments adopted by the Council. In the 2019/20 HRA Medium Term Financial Strategy it was agreed that HRA resource would be invested only in lower risk investments, therefore generating a lower rate of return, with an ongoing interest rate of 0.8% assumed.

This assumption has been retained for the HRA Budget Setting report, as detailed in **Appendix A**, recognising that this is a prudent assumption and that some recovery in interest rates can be expected in future years. The interest rates projections will be reviewed as part of the 2020/21 HRA Medium Term Financial Strategy.

In respect of HRA borrowing, the self-financing loan portfolio with the Public Works Loans Board remains, with rates of between 3.46% and 3.53%.

With the HRA borrowing cap having been abolished, subject to financial viability, and the ability to support the borrowing, the authority can borrow to invest in the provision of affordable housing without external constraint.

Any transfer of land between the General Fund and the HRA to allow development, currently still impacts the HRA Capital Financing Requirement, effectively increasing borrowing. Although there is now no cap on borrowing, such decisions must still be made in the knowledge of the revenue impact of transferring the land. The outcome of a government consultation which sought to allow the transfer of land between funds at nil value is still awaited.

The assumption has previously been made that any additional borrowing is externalised, with borrowing from the Public Works Loan Board (PWLB) at preferential rates for local authorities. An announcement in October 2019 confirmed an increase in the base lending rate from the PWLB of 1% with immediate effect, having a huge impact upon the financial viability of HRA Business Plans where significant borrowing was assumed, to facilitate the delivery of new homes.

When the HRA Medium Term Financial Strategy was prepared in the summer of 2019, a borrowing rate of 2.44% was assumed. Subsequent to this the rate fell further, before the 1% increase was then applied from October 2019.

Based upon the rates available (30-year maturity loan) at the time of drafting this report, a revised rate of 3.24% has been incorporated into any borrowing assumptions from 2020/21 onwards. To ensure continued prudency, this rate does not take account of the potential 20 basis point reduction that may be available to the authority through the certainty rate currently in place if the authority shares its long-term borrowing strategy and capital investment plans with government.

However, a significant increase in the rates available from the PWLB re-opens the debate that the authority had when it financed the HRA Self-Financing Settlement in March 2012, when a number of alternative lending routes were explored, including internal borrowing, inter-authority borrowing, market borrowing and bond issuance. At the point at which the HRA Business Plan formally incorporates any significant borrowing for the delivery of new homes, all these borrowing routes will again need to be explored.

Section 3
Housing Revenue Account Resources

Rent

Rent Arrears, Bad Debt Provision and Void Levels

Rent collection performance locally has dipped marginally, with over 98% of the value of rent due, collected in 2018/19, compared with 98.5% in 2017/18. This compares to the collection rates of over 99% achieved in prior years.

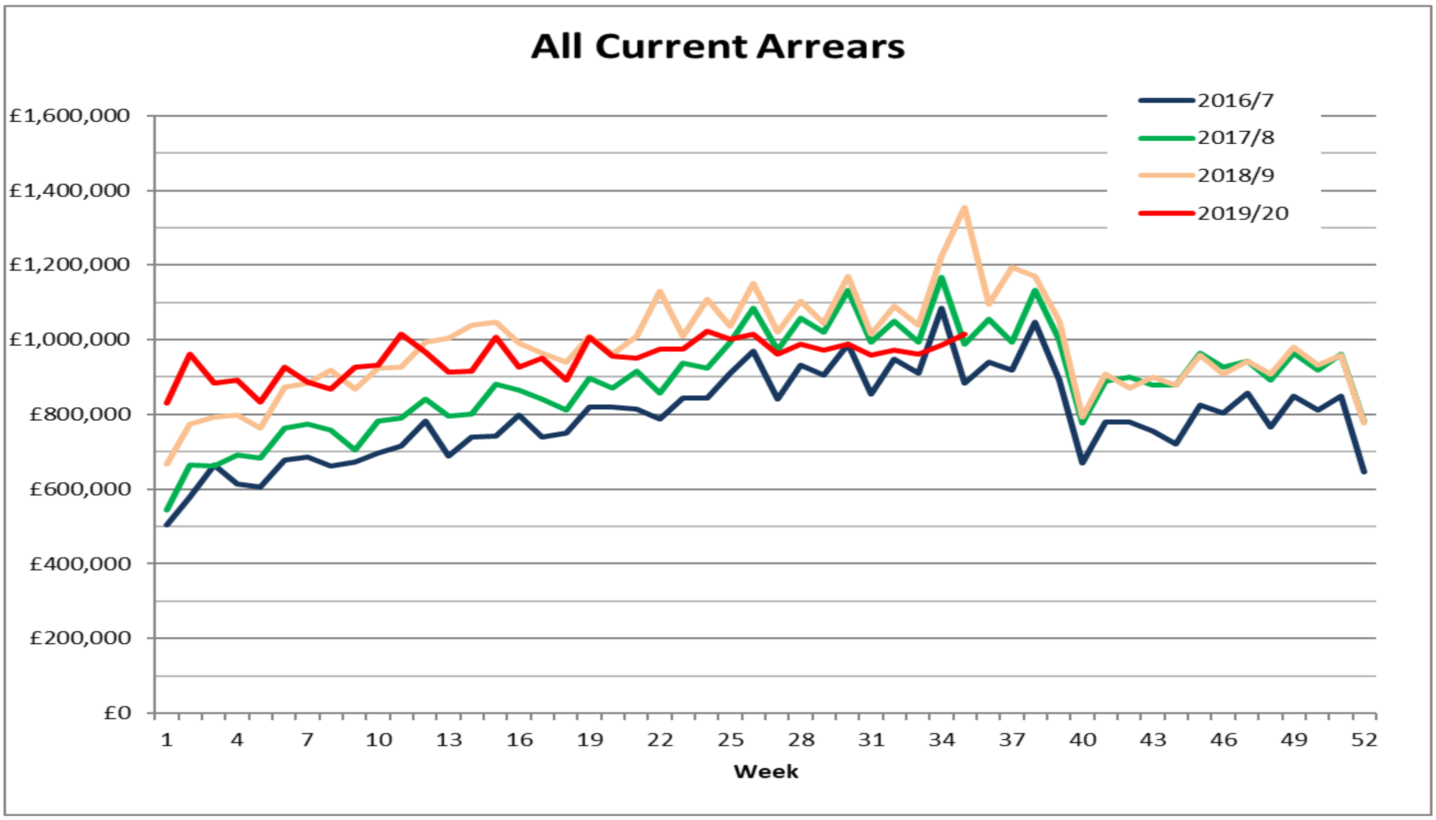
The year-end position in respect of rent debt is summarised in the table below:

Financial Year End	Value of Year End Arrears in Accounts (Current Tenants)	Current Tenant Arrears as a Percentage of Gross Debit Raised in the Year	Value of Year End Arrears in Accounts (Former Tenants)
31/3/2015	£637,735	1.67%	£763,491
31/3/2016	£598,820	1.51%	£735,539
31/3/2017	£645,398	1.63%	£728,050
31/3/2018	£779,904	1.96%	£871,620
31/3/2019	£776,961	1.93%	£932,156

Performance in the collection of current tenant debt was maintained during 2018/19, despite the gradual increase in the number of tenants moving from receiving support for their housing costs through Housing Benefit to Universal Credit.

By the end of November 2019, current tenant arrears stood at £1,015,241, with former tenant arrears at £913,843. This displays a significant in-year increase in current tenants arrears, which in previous years would have been partly mitigated by non-payment weeks in the latter part of the year, but now that the authority has moved to charging the rent equally across every week in the year, is more likely to represent a real increase in the arrears trajectory.

A particular focus on arrears recovery during the latter part of the year, is therefore required.



The Income Management Team continue to work proactively with all tenants, but particularly those already, or soon to be, affected by the benefit changes, to attempt to mitigate any negative financial impact on the Housing Revenue Account.

Specialist officers continue to work with tenants to support them through the transition from Housing benefit to Universal Credit, to help improve budgeting skills and to identify ways in which debt can be managed more effectively. Support is also available to help tenants access on-line services and engage in making on-line applications.

From April 2019, the authority moved to collecting the annual rent due from tenants over 52 or 53 weeks in each year as opposed to the 48 weeks previously adopted. This change brought the City Council in line with many other local authorities and housing associations and is more consistent with the way in which Universal Credit is being calculated and paid. There is still an ongoing debate at national level about the 53rd rent week in 2019/20, with the DWP refusing to recognise the impact of the way that Universal Credit is calculated in this regard, and effectively not paying for this one week every 6 or 7 years.

Tackling former tenant arrears continues to prove challenging, with additional staffing resource being deployed in this area to compensate for the substantive staff being particularly focussed on current tenant arrears and welfare reform changes. Debt that is not realistically collectable is still recommended for write off, but the process through which this happens is currently being reviewed to avoid unnecessary delay.

Provision is made in the Housing Revenue Account to write off 90.5% of former tenant debt, but a decision to do this is not taken until all avenues for collection have been exhausted.

The annual contribution to the bad debt provision is 1.5% from 2019/20. This assumption has been retained as part of this review. The level of provision for the longer term will be reviewed once the authority has more experience of payment performance locally after the full rollout of Universal Credit.

At 31 March 2019, the total provision for bad debt stood at £1,351,662 representing 79% of the total debt outstanding.

The value of rent not collected as a direct result of void dwellings in 2018/19 was £723,924 representing a void loss of 1.91%, compared with £902,193 in 2017/18, representing a void loss of 2.39%.

Void levels have improved in 2019/20 to date, with the void loss between April and October 2019 (7 months) being £382,194, representing a 1.77% void loss. A snapshot of the proportion of stock vacant at the end of October 2019 confirms that 1.66% of homes are unoccupied, but with a number of these having been vacant for longer than desired, before being ready to be re-let.

Decisions to redevelop existing homes, requiring them to be vacated prior to demolition, causes a temporary increase in the void performance statistics, until the entire site is vacated, and the homes are formally removed from stock.

With the impact of irregular void transactions removed from the statistics, the void performance for 2018/19 would have been 0.9%, supporting the view that the longer-term business planning assumption of 1.0% is still realistic. Recognising that there will still be a continued higher incidence of void activity whilst current new build development sites are vacated, it is proposed to retain the marginally higher assumption of 1.75% for 2019/20.

Rent Restructuring and Rent Levels

The authority still lets property on two differing rent levels, social rent and affordable rent, with the latter capped locally at the level of the Local Housing Allowance.

The average target 'rent restructured' rent at the start of 2019/20 across the general housing stock was £101.69, with the average actual rent charged being £97.97, both recorded on a 52-week basis. By April 2019, 25% of the social rented housing stock was being charged at target rent levels, compared with 21% in April of the previous year. The loss of rental income that arises for the gap between actual and target rent levels in the general housing stock equates to an annual loss of income of approximately £1,325,200.

The authority has the ability to close the gap between target social rent and the actual rent being charged for a dwelling, only when a property becomes void, and actively continues to do this.

There were 343 new build rented and shared ownership properties charged at the higher 'affordable rent' levels, equivalent to the Local Housing Allowance at the end of October 2019.

Rent Policy

The local rent setting policy was last updated and approved in September 2017. It will be reviewed in September 2020, unless there is the need to recognise any impact on rents that may arise from changes in national housing legislation, following consultation.

Rent Setting

Rent levels are set in January of each year, with the Executive Councillor for Housing having authority to make this decision, following pre-scrutiny by Housing Scrutiny Committee.

From April 2020, the authority is required to increase rents by up to CPI (at the rate in September 2019 of 1.7%) plus 1%, arriving at an overall increase of up to 2.7%.

The assumption of an increase of CPI plus 1% is retained for the following four year also, with an assumption of CPI (as measured at the preceding September), plus 0.5% after this

Affordable rented homes will be subject to the same inflationary increase, but with the requirement for local authorities to have regard for the Local Housing Allowance and to ensure at re-let that the combined rent and service charges levied do not exceed 80% of the market rent for each dwelling. To demonstrate regard for the Local Housing Allowance, which in Cambridge is significantly lower than 80% of market rent, our local policy limits affordable rents to the Local Housing Allowance level (approximately 58% of market rent) at the point of introduction. As a result, affordable rents for 2020/21 will be reviewed in line with the underlying inflation rate but will be capped at the Local Housing Allowance levels if these are lower.

Service Charges

Service charges are levied for discretionary services that are provided to some tenants and not others, depending upon the type, nature and location of a property. Some of these services are eligible for Housing Benefit or Universal Credit, depending upon the nature of the service.

In respect of social housing tenancies, service charges are separately identified on rent accounts, so that tenants can see what they are paying for alongside their core rent. For affordable rented homes, the tenant pays a total sum for rent and charges, which is capped at the Local Housing Allowance level, making the breakdown less meaningful.

On some new build affordable rented sites, where the total payable by the tenant, including all service charges is capped at the Local Housing Allowance level. The balance of income to the HRA after payment for services is not always sufficient to meet the basic landlord costs. This is particularly relevant in mixed tenure flatted accommodation where a third party management company is in operation.

Under the guidance anticipated to be used by the Regulator for Social Housing, registered providers are expected to endeavour to ensure that service charge increases do not exceed CPI plus 1%, and to consult tenants in respect of the introduction of new services or before any material change to existing services.

The approach to setting service charges for 2020/21 is detailed at **Appendix B.**

Other Sources of Income

Garages

The Housing Revenue Account currently owns 1,543 residential garages and 35 parking spaces and manages a further 16 garages and 6 parking spaces on behalf of the General Fund. Of the HRA garages and parking spaces, up to 20% are on sites that are currently being explored for potential demolition and re-development. Many of these sites are in the early stages of investigation.

Of the garages available for letting, approximately 12.2% are currently void (compared to 19.6% at this time last year), with a level of void loss in the year to date at the end of October 2019 of approximately 12% (compared to 19% at the same point last year).

The proposed charges for garage and parking spaces for 2020/21, increased by a rate of inflation of 1.8% as assumed in the HRA Medium Term Financial Strategy, are as follows, with any existing tenants who are being phased up to full rent levels following the charging review conducted in 2017/18 having their rents increased by inflation plus £2.00 per week until the levels below are achieved:

Category	Base Rent £ per rent week	VAT £ per rent week	Total Charge £ per rent week
Parking Spaces in standard area (tenants only)	8.03	0.00	8.03
Parking Spaces in standard area (non-tenants)	8.03	1.61	9.64
Garage in standard area (tenants only)	10.33	0.00	10.33
Garage in standard area (tenants storage use)	10.33	2.07	12.40

Garage in standard area (non-tenants)	10.33	2.07	12.40
Garage or Parking Space in high value / high demand area (tenants only)	19.72	0.00	19.72
Garage in high value / high demand area (tenants storage use)	19.72	3.94	23.66
Garage or Parking Space in high value / high demand area (non-tenants)	19.72	3.94	23.66
A £5.00 premium is added to all base rates above when rented for non-city resident, commuter, business or commercial use			
Parking Space - Non-City Resident / Commuter or Business / Commercial use	13.03	2.61	15.64
Garage in standard area - Non-City Resident / Commuter or Business / Commercial use in standard area	15.33	3.07	18.40
Garage in high value / high demand area - Non-City Resident / Commuter or Business / Commercial use in high value / high demand area	24.72	4.94	29.66

Parking spaces or garages in the curtilage of properties are charged at the prevailing base rate for the area. Internal council use to be charged at base garage rate excluding VAT.

Commercial Property

The level of rental income from commercial property is dependent upon the timing of lease renewals for the small portfolio of shops and other business premises that are owned by the HRA. In 2020/21 the income generated by the commercial property portfolio is anticipated to be in the region of £418,000.

The general occupation of the HRA commercial property portfolio is good, with any vacant shop units usually re-let within reasonable timescales.

Interest / Investment Income

The Housing Revenue Account receives interest on general or ear-marked revenue balances, any funds set-aside in the major repairs reserve or the revenue debt repayment reserve and any unapplied capital balances.

Interest rates available to the Council remain low, although a small increase has been realised since the PWLB lending rates were increased by 1% in October 2019. The HRA benefits only from the lower risk, and therefore lower return areas of Council investment.

The rate that the HRA can earn on investments, recognising the low risk nature of their investments, has been retained at 0.8% as part of this iteration of the HRA Business Plan.

Other External Funding

In addition to income received directly from service users, the Housing Revenue Account anticipates receiving external funding in the following forms:

- Devolution Grant – The authority is receiving grant as part of the Devolution Agreement with Government and the Combined Authority, totalling £70,000,000 over a 5 year period
- Support Funding – Funding of £180,000 per annum for tenure neutral support to be provided to older people across the city is contracted for up to a further 2 years from April 2020, subject to contract extension for the last year.
- Section 106 Funding – The HRA can benefit from the ability to invest sums received for affordable housing through Section 106 Agreements on development sites across the city, although these sums often come with both time and investment criteria constraints

Earmarked & Specific Funds

Earmarked Funds – Revenue Reserves

In addition to General Reserves, the Housing Revenue Account maintains earmarked or specific funds. **Appendix C** details the current level of funding in the reserves, including;

Repairs & Renewals – funds for major repairs of HRA-owned administrative premises and periodic replacement of assets such as vehicles, plant, equipment and furniture, particularly in sheltered and supported accommodation.

Major Repairs Reserve - a statutory reserve credited with depreciation in respect of the housing stock each year, with funding then in the Housing Capital Investment Plan, to meet the capital cost of works to HRA assets, or alternatively to repay housing debt.

Tenants Survey - allows the spread of costs for any Tenant and Leaseholder Survey evenly across financial years, despite the survey only being undertaken periodically.

HRA Set-Aside for Potential Debt Repayment or Future Re-Investment - The business plan currently assumes the authority notionally sets aside 25% of the value of housing debt over the life of the plan, to retain flexibility in whether to redeem or re-finance some of the loan portfolio as loans mature. Using an ear-marked reserve, as opposed to making a formal voluntary revenue provision (VRP), allows the HRA to retain flexibility over the use of any resource that is available for set aside in the future. This policy is to be reviewed when the authority is required to borrow further.

Earmarked Funds – Capital Receipts

Right to Buy Attributable Debt Ear-Marked Capital Receipt - The HRA retains an element from all right to buy receipts over and above those assumed in the self-financing settlement, in recognition of the debt held in respect of the asset. These sums are held in a separate ear-marked capital balance, allowing them to be utilised to repay debt should the authority so choose, or alternatively reinvest as deemed appropriate.

Right to Buy Retained One-for-One (1-4-1) Ear-Marked Capital Receipt – With the Right to Buy Receipt Retention Agreement still in force, this reserve ensures that resource is separately identified for re-investment, and if necessary, repayment purposes.

Section 4
Housing Revenue Account Budget

Revised Budget 2019/20

The Housing Revenue Account (HRA) revenue budget for the current year (2019/20) was amended as part of the HRA Medium Term Financial Strategy in September 2019.

As part of this HRA Budget Setting Report, any major unavoidable pressure or material change in income for the year is recognised, alongside the impact in revenue terms of the need to revisit funding requirements for the Housing Capital Investment Plan in 2019/20 following re-phasing of new build schemes. Some funding for the Estate Investment Scheme has been moved from a capital budget to a revenue budget recognising the nature of the work identified, with this directly offset by an adjustment to the revenue financing of capital expenditure. Funding for the installation of heat detectors has been re-profiled across an additional year to facilitate delivery of the programme. These changes, coupled with some re-phasing of the capital programme, result in a small increase in the level of interest that the HRA expects to earn for 2019/20. A net change of £146,310 in the 2019/20 HRA budget is identified, as summarised in the table below.

2019/20 Revised Budget	Original Budget January 2019 £	HRA MTFS September 2019 £	HRA BSR Proposed Changes £	HRA BSR January 2020 £
Net HRA Use of / (Contribution to) Reserves	(1,403,700)	(132,520)		
Savings / Increased Income			(17,610)	
Unavoidable Revenue Bids / Reduced Income			0	
Re-phasing to future years			(128,700)	
Non-Cash Limit Adjustments (net)			0	
Revised Net HRA Use of / (Contribution to) Reserves				**(278,830)**
Variation on previously reported projection				(146,310)

The above figures include carry forward approvals from 2018/19 in the second column, in addition to changes approved as part of the Medium Term Financial Strategy in September 2019, with the net revenue cost identified in the current year, as part of the January 2020 committee cycle, incorporated in the right-hand column. The net increase in costs for 2019/20 will result in a reduced contribution to Housing Revenue Account reserves for the current year, when compared to that anticipated in the HRA Medium Term Financial Strategy. Details are provided in **Appendix D (1).**

Overall Budget Position - 2020/21 onwards

Overall Budget Position

The overall revenue budget position for the Housing Revenue Account is summarised in the table below and at **Appendix J**, with detail for the period to 2024/25 provided in **Appendix D (2):**

Targets Set	2019/20 £	2020/21 £	2021/22 £	2022/23 £	2023/24 £	2024/25 £
Efficiency Savings	0	(130,000)	(130,000)	(130,000)	(130,000)	(130,000)
Strategic Investment Fund	0	130,000	130,000	130,000	130,000	130,000
Net Change Required	**0**	**0**	**0**	**0**	**0**	**0**

Summary of Draft Proposals	2019/20 £	2020/21 £	2021/22 £	2022/23 £	2023/24 £	2024/25 £
Unavoidable Revenue Bids	0	236,300	236,300	236,300	236,300	236,300
Reduced Income Proposals	0	16,000	16,000	16,000	16,000	16,000
Unavoidable	**0**	**252,300**	**252,300**	**252,300**	**252,300**	**252,300**
Savings Proposals	0	(145,020)	(145,020)	(145,020)	(145,020)	(145,020)
Increased Income Proposals	0	(114,040)	(114,040)	(114,040)	(114,040)	(114,040)
Bids	(128,700)	210,500	484,700	78,200	78,200	78,200
Discretionary	**(128,700)**	**(48,560)**	**225,640**	**(180,860)**	**(180,860)**	**(180,860)**
Non-Cash Limit Adjustments	(17,610)	(165,930)	(93,450)	(93,450)	(93,450)	(93,450)
Total Revenue Proposals	**(146,310)**	**37,810**	**384,490**	**(22,010)**	**(22,010)**	**(22,010)**
Under / (Over) Achievement against Target	**(146,310)**	**37,810**	**384,490**	**(22,010)**	**(22,010)**	**(22,010)**
Cumulative Under / (Over) Achievement against Target	**(146,310)**	**(108,500)**	**275,990**	**253,980**	**231,970**	**209,960**

Non-Cash Limit Budgets

Non-Cash Limit items are those that do not relate directly to the cost of service provision, including for example direct revenue funding of capital expenditure (DRF), interest and depreciation. These items are treated outside of the 2020/21 cash limit, with the implications built into the financial forecasts for the HRA as part of the budget process, informing future budget strategy, savings targets and investment priorities. For 2020/21 there are non-cash limit adjustments in respect of both interest paid and received based upon the latest balances and rate assumptions, in respect of depreciation, based upon the latest stock estimates and in Direct Revenue Financing of capital expenditure.

Performance against Net Savings Target

An efficiency savings target of £130,000 was retained in HRA forecasts for 2020/21 as part of the HRA Medium Term Financial Strategy approved in September 2019. The efficiency target was set in the context of a financial position which is improved by the removal of the assumption that a sale of higher value voids levy will ever be implemented.

The savings identified in the table above, included for decision as part of the HRA Budget Setting Report, are detailed in **Appendix D (2).**

The savings and increased income that have been identified for 2020/21 are partially offset by the HRA reacting to unavoidable revenue pressures and reductions in income and considering strategic investment fund bids. The net position is an under-achievement against the targets set of £37,810 in 2020/21, rising to £384,490 in 2021/22, before arriving at a net over-achievement of £22,010 on an ongoing basis from 2022/23. Details of the net savings can be found in **Appendix D (2).**

If approved on this basis, the budget proposals for 2020/21 onwards will cause an ongoing impact on HRA resources, with £275,990 of reserves utilised by 2021/22, but with an ongoing contribution back into reserves of £22,010 per annum from 2022/23.

Corporate costs and overheads still need to be reviewed following changes in both shared service recharges and as a result of standardising the basis for apportioning overheads alongside our two partner authorities. A review of the resulting costs, and the impact of these upon the recharges between the General Fund and HRA will be undertaken in the latter part of 2019/20, with any financial impact being addressed as part of the Medium Term Financial Strategy processes in 2020/21.

Further efficiency targets have been incorporated from 2021/22 for four years, also at the level of £130,000 per annum. This will allow continued strategic re-investment at the same level each year, to be in a position to respond to challenges presented by changes in local and national housing and welfare policy and also in construction regulations.

The result of any corporate transformation activity may have a financial impact for the HRA. The detail, and impact in monetary terms, is not always available at the outset of each project. Any anticipated costs or savings for the HRA are only included once the activity is confirmed corporately as being far enough progressed that some certainty can be given to the incidence of impact between the General Fund and the HRA.

Strategic Investment Fund

As part of the HRA Medium Term Financial Strategy, approved in September 2019, approval was given to retention of the Strategic Investment Fund of £130,000 per annum, to be directly offset by efficiency savings identified in the HRA each year, for the next 5 years.

Bids against this fund have been identified as part of the 2020/21 budget process, with the proposals detailed in **Appendix D(2)** and incorporated into the table above.

Transformation Fund

An ongoing budget of £120,000 per annum is retained in the HRA to allow investment in service transformation projects, spend to save initiatives and to allow a quick response to in-year changes in legislation or major change in national housing policy. The fund can be allocated to one-off projects or to meet ongoing commitments, recognising that if committed on an ongoing basis, there will be less capacity in future years to respond to arising issues.

The responsibility for identification and approval of funding for suitable projects, whether one-off, or ongoing in nature, is delegated to the Strategic Director, who is responsible for ensuring that the authority continues to meet statutory obligations and has a housing offer which is fit for purpose.

Section 5
Housing Capital Budget

Stock Condition and Decent Homes

The housing service reported achievement of decency in the housing stock as at 31 March 2019 at 89%, with 799 properties that were considered to be non-decent (in addition to 977 refusals). A further 307 properties were estimated to become non-decent during 2019/20.

Following a fundamental review of investment in the existing housing stock during 2019, and approval of an updated Asset Management Strategy in September / October 2019, changes were made to the level of investment in the housing stock as part of the HRA Medium Term Financial Strategy. These changes were made based upon extrapolated data taken from decent homes stock condition surveys in a proportion of the housing stock.

There is a considerable amount more work to be done in respect of assessing the benefits of additional investment at a property, or block specific level, with the need to complete more detailed specialist surveys in some cases before investment decision can be made.

One of the key areas of additional, or alternative, investment in the housing stock is in respect of energy efficiency measures. The Council committed to reducing its carbon footprint and improving sustainability across its asset portfolio. The Council declared a climate change emergency in February 2019, and has called on government, industry and regulators to make changes to enable Cambridge to reach net zero carbon by

2030. There is a clear commitment to improving energy efficiency, reducing the carbon impact of properties and ultimately reducing the cost of energy bills for tenants.

In early 2019 the government announced plans for a Future Homes Standard which would end the use of fossil-fuel heating systems in all new houses from 2025. Although gas heating would still be used in existing homes this does signal that over the life of the current 30 year plan the type of heating in our stock will need to change. These policy changes and initiatives are likely to have an impact on both initial investment in the housing stock and on future maintenance.

Additional investment is proposed over the next 3 years to allow pilot programmes of energy efficiency measures across the existing housing stock to be delivered, with a particular focus on improving the energy efficiency in our poorest performing homes. The authority needs to assess what investment will be required to improve the performance of all the existing housing stock, with investigation into the costs and ways of achieving improved energy efficiency in the lower-performing properties already underway, so that the least efficient properties are improved first. Currently we rely on the results of Energy Performance Certificate surveys to assess the energy performance of the housing stock. A review of D, E, F and G rated properties is in progress to identify what measures could be taken to improve energy ratings. The continued ability to assess certificates, establish what measures / work will be required and develop investment programmes is subject to funding being approved as part of this HRA Budget Setting Report.

A capital bid of £2,500,000 (£500,000 in 20120/21, £1,000,000 in 2021/22 and £1,000,000 in 2022/23) is incorporated into the 2020/21 budget to allow for pilot programme of energy efficiency measures to be developed.

The Council is committed to the ‘fabric first’ approach to improving energy efficiency which means maximising the performance of the components and materials that make up the building fabric itself, before considering the use of mechanical or electrical building services systems. Integrating the energy efficiency measures within the building envelope means the occupants are required to do less to operate their building and do not have to adjust their habits or learn about new technologies.

Insulation is a fundamental part of the fabric first approach; this includes roof, wall and floor insulation that can significantly improve energy performance. In other homes there may be the need to undertake a complete retrofit to improve energy performance, particularly where there is an issue with air tightness of the property. Typical air leakage pathways include floors, walls and ceilings, ducting, doors, plumbing entries and fireplaces.

Work is also proposed to explore alternative heat sources across the existing housing stock, with a commitment to reviewing how existing gas boilers could be replaced with more sustainable heat sources in the future. There are a number of alternatives, but these options may not be suitable in every dwelling, and a programme that considers the viable options for each dwelling type across the housing stock will need to be carefully developed and costed before any decisions can be made.

Financial assumptions are currently constructed based on a partial investment standard, but with some lifecycles having recently been reduced to improve stock condition and funding having been re-included to tackle the decent homes backlog.

New Build Affordable Housing

General Approach

The Council's approach to building new homes is continually evolving, with consideration being given to the building and energy efficiency standards against which the authority will build going forward.

The Council's policy on electric vehicle charging continues to evolve and this may require additional sub stations, which will add cost. In addition, the government is currently consulting on the next update for building regulations which may have an immediate impact on carbon reduction strategies. This update is currently factored into existing scheme budgets on an estimated basis, but it won't be known what the final impact will be until the government confirms. In addition, there is pending legislation on fire safety, where again, an allowance is included in the budgets, but until the government confirm the new standards this remains a risk.

New Build Schemes Completed

Following the completion of 315 new homes (293 affordable rented and 22 shared ownership) between November 2013 and April 2018, funded using right to buy receipts and Homes England (Homes and Communities Agency as was) grant alongside HRA resources, the authority moved on to deliver a programme of 500 new homes using Devolution Grant as a new funding source.

The table below details the new build schemes completed as part of the 500 programme to date:

Scheme	Date Completed	Affordable Housing / SO Units	External Funding Source	Percentage Affordable Housing on Site
Uphall Road	February 2018	2	RTB Receipts & Devolution Grant	100%
Nuns Way / Cameron Road	September 2019	7	RTB Receipts & Devolution Grant	100%
Wiles Close	September 2019	3	RTB Receipts & Devolution Grant	100%
Ditchburn Place	September 2019	2	RTB Receipts & Devolution Grant	100%
Total		**14**		

New Build Schemes On Site

Sites where work is in progress are summarised in the table below, with details of the anticipated costs and number of units that will be delivered on each site once complete:

Scheme	Approved (Indicative) Affordable Housing Units	Gain in Affordable Housing Units	Latest Budget Approved	RTB Receipt / Sales Receipt Funding	Devolution Grant	Net Capital Cost to the HRA
Mill Road	118	118	24,965,630	(7,489,690)	(17,475,940)	0
Anstey Way	56	29	11,489,640	(1,886,750)	(3,551,230)	6,051,660
Queensmeadow	2	2	621,040	(186,310)	(434,730)	0
Wulfstan Way	3	3	816,810	(245,040)	(571,770)	0
Colville Road Garages	3	3	847,300	(254,190)	(593,110)	0
Markham Close	5	5	1,186,650	(355,990)	(830,660)	0
Gunhild Way	2	2	664,140	(199,240)	(464,900)	0
Kingsway	4	4	410,000	(123,000)	(287,000)	0
Akeman Street	14	12	4,526,720	(910,680)	(2,124,920)	1,491,120
Ventress Close	15	13	3,689,920	(783,910)	(1,828,600)	1,077,410
Cromwell Road	118	118	24,865,800	(7,459,740)	(17,406,060)	0
Total	**340**	**309**				

New Build Schemes in the Pipeline

There are a number of sites which have scheme specific approval, but at the time of writing this report, were not on site. These schemes can include HRA sites, land acquisition sites and Section 106 development sites, where the intention is for the HRA to deliver, or acquire, the affordable housing.

The table below details the latest budget requirements for approval as part of the HRA Budget Setting Report and the assumed number of new homes which can be delivered, recognising that this is currently subject to both planning approval and procurement of a contractor or transfer to CIP for some of the sites. The latest budget approvals for sites identified for delivery by CIP are based upon the most recent cost estimates provided by CIP but will not be finalised until the Affordable Housing Agreement or build contract is entered into.

Scheme	Approved Indicative Affordable Housing Units	Gain in Affordable Housing Units	Latest Budget for Approval	RTB Receipt and Sales Receipt Funding	Devolution Grant / S106 Funding	Net Capital Cost to the HRA
Tedder Way	2	2	389,000	(116,700)	(272,300)	0
Kendal Way	2	2	374,000	(112,200)	(261,800)	0
Colville Road	69	49	15,690,580	(3,040,130)	(7,093,630)	5,556,820
Meadows and Buchan	106	106	27,318,760	(6,710,240)	(13,004,380)	7,604,140
Clerk Maxwell Road	14	14	2,746,760	(824,030)	(1,922,730)	0
Campkin Road	75	50	17,421,260	(3,114,990)	(1,750,000)	12,556,270
Total Due	**268**	**223**				

Where the budgets for specific schemes are being proposed for amendment as part of this Budget Setting Report the original approval level and number of units anticipated is compared to the revised budget and number of units included as part of this report is summarised in the table below. This incorporates the latest cost estimates provided by CIP for the current number of units being proposed on each site and the latest contract values.

The budget for the Akeman Street scheme has been revised based upon the latest costs provided by CIP as part of entering into the Affordable Housing Agreement, to include the final costs of the commercial and community provision. The budget for Campkin Road has been increased to take account of complications on the site, particularly in connection with drainage and the budget for Meadows and Buchan Street has been revised based upon the latest scheme design.

Scheme	Latest Budget Approval	Original Estimated Units	Revised Budget Approval	Revised Estimated Units
Akeman Street (includes community and commercial)	4,422,010	14	4,526,720	14
Meadows and Buchan	25,398,270	106	27,318,760	106
Campkin Road	15,965,000	75	17,421,260	75

The table below confirms the current status for each pipeline scheme:

Scheme	Site Type	Status	Potential New Build Units
Tedder Way	In-fill	Awaiting planning	2
Kendal Way	In-fill	Planning approved	2
Colville Road	Existing Housing	Planning approved	69
Meadows and Buchan	Community Facility	Pre-planning	106
Clerk Maxwell Road	Section 106 Site	Awaiting planning	14
Campkin Road	Existing Housing	Awaiting planning	75

The Housing Capital Investment Plan, an updated version of which is attached at **Appendix K**, incorporates the funding for new build schemes as identified in the tables above. It recognises the need for gross spend on the housing scheme, land values, devolution grant, other grant and right to buy receipts to be shown separately, arriving at the net cash cost to the Council as per the tables above. For these purposes the use of retained right to buy receipt is treated as an external funding source, recognising that failure to utilise it as statutorily required, would result in the need to pay the receipt over to Central Government.

Tedder Way

This scheme is now subject to external tender to allow delivery, once planning is approved. An element of due diligence activity in respect of the site is currently underway, and this could impact the planning application.

Kendal Way

This scheme is now subject to external tender to allow delivery and will be delivered alongside the scheme at Tedder Way to make any contract more commercially viable. There is an injunction required to determine a boundary dispute before the scheme can proceed on site.

Colville Road

To secure vacant possession for the re-development of the site at Colville Road, it is necessary to re-locate a total of 20 tenants, with 17 of the secure households having moved at the time of writing this report, and to buy back 4 leasehold flats, with 2 of these purchases having completed to date.

The scheme was granted planning by the Planning Committee on 6 November 2019.

Meadows and Buchan Street

This scheme sees the re-development of two General Fund sites at Buchan Street and the Meadows, where both are currently entirely community provision. The scheme proposes new homes on both sites, with the community provision combined and re-provided on the Meadows site, and some new retail space at Buchan Street. The cost of the retail units and community centre re-provision will be met by the General Fund (unless Secretary of State approval were obtained to allow the HRA to fund or contribute towards the costs of these community assets).

Following a second public consultation the revised scheme is expected to be submitted for planning approval in December 2019. The re-design will impact both costs and timescales, and changes have been incorporated into this iteration of the business plan based upon the latest information available.

Clerk Maxwell

This scheme has been held up in the planning process, and the developer is reviewing the design with planners.

Campkin Road

To secure vacant possession for the re-development of the site at Campkin Road it is necessary to re-locate a total of 25 tenants, with 2 of the secure households having moved at the time of writing this report, and to buy back 7 leasehold flats, with 1 of these purchases having completed to date.

There are some concerns about the drainage scheme that will be required for this site, and the outcome of discussions may impact costs for this project.

The scheme was submitted for planning in November 2019.

General Fund Sites

Where any General Fund sites are taken forward for development with the potential for the HRA to acquire the affordable homes, there is the need to consider the impact of the transfer of land between the General Fund and the HRA and any resulting impact of the HRA Capital Financing Requirement. Under current legislation, any increase in this results in increased interest costs to the HRA. The potential for land to be transferred from the General Fund to the HRA at nil value is still awaiting the outcome of a government consultation. If General Fund sites are built out by the Cambridge Investment Partnership, with the intention of the Council being to exercise the break clause in a lease in order to acquire the affordable homes, it is considered necessary for this land to be appropriated between the General Fund and the HRA at existing use value prior to lease to the Cambridge Investment Partnership.

Future New Build

The devolution programme, which utilising the £70,000,000 grant awarded to the authority, alongside existing and anticipated right to buy receipts and other HRA resource, is expected to deliver a programme of 622 homes (546 new homes and 76 re-provided homes).

After completion of this programme, the authority anticipates continuing the delivery of new homes, with work underway to identify potential development sites, to review the design and build standards against which delivery will take place and to explore a number of delivery options.

There are potential opportunities to acquire land in the city, both development sites that could be bought by CIP, with the HRA acquiring the affordable housing and smaller adjacent to existing HRA housing, which could be acquired by the HRA directly, where 100% affordable housing could be delivered.

The new build budget yet to be allocated to specific schemes, has been reviewed as part of this report, and has been re-profiled to allow any up-front investment that may be required in respect of land acquisition. The inclusion of budget over the extended period from 2020/21 allows Housing Scrutiny Committee the ability to consider, and the Executive Councillor the ability to approve, specific schemes as they are brought forward.

Updated expenditure and funding sources, on a cashflow basis, for all new build schemes are detailed at **Appendix H.**

Asset Acquisitions & Disposals

Consideration is given to the strategic acquisition or disposal of assets, in line with the HRA Acquisition and Disposal Policy. This policy is expected to be fully reviewed during 2020 and will be considered at a future Housing Scrutiny Committee.

The capital receipt generated by a strategic disposal can still be retained in full by the authority, subject to utilising it to invest in affordable housing or regeneration.

In respect of acquisitions, a delegation to the Strategic Director exists to allow draw down of resource, otherwise set aside for the repayment of debt, to acquire land or homes on the open market if new build housing is not coming forward quickly enough to avoid the loss of right to buy receipts. It is proposed to extend this delegation to allow the Strategic Director to draw down resource for the acquisition of homes that are on sites which have been identified for potential future redevelopment, but where the schemes haven't yet been formally approved.

At the time of writing this report, the authority had not completed any strategic acquisitions or disposals during 2019/20.

Capital Bids, Savings and Re-Phasing

There are both capital bids and savings incorporated as part of the 2020/21 HRA Budget Setting Report, alongside a number of areas of updated costs, budget re-allocation and re-phasing.

Detailed changes are presented in **Appendix E,** with the overall financial and presentational impact of the following items being incorporated into the Housing Capital Investment Plan presented at **Appendix K**:

- Inclusion of a bid for £2,500,000 (£500,000 in 2020/21, £1,000,000 in 2021/22 and £1,000,000 in 2022/23) to allow a programme of energy improvement works to be identified and delivered across the existing housing stock. The investment will focus on the poorest performing properties and will seek to improve the energy ratings for these homes. A pilot programme of retrofit of a small number of homes will also be carried out.

- Re-profiling of the budget for future new build investment, to allow resource of £1,000,000 to be brought forward into 2019/20 and £1,500,000 into 2020/21 to allow for the acquisition of land, site assembly or property acquisition costs.

- Reduction of £78,000 per annum in the budget for disabled adaptations across the housing stock, recognising reduced demand over the last 2 to 3 years, which has resulted in underspending. The change will not impact eligibility, will be closely monitored, and the budget reviewed if demand increases again.

- Increase in the assumption of estimated resource and corresponding expenditure for Disabled Facilities Grants through the Better Care Fund for 2020/21 onwards at the 2019/20 level of £682,000. This assumption has been made in the absence of any formal announcements of funding continuing at the higher levels of the last 3 years, but in recognition of the commitment by central government to maintain investment in this area. Delegated authority is again sought to adjust this budget once final grant levels, and any clawback to fund revenue costs, have been confirmed by the County Council.

- Adjustments to budgets for new build schemes that have previous approvals, recognising the latest delivery proposals for the site and associated cost estimates available, to include employer's agent and clerk of works fees and scheme contingencies, as identified in **Appendix E**.

- Re-phasing of new build schemes as identified in **Appendix E**.

- Adjustment to the level of resources held for works to new build dwellings and to meet the cost of inflation, as a result of the changes above.

Section 6
HRA Treasury Management

Background

Statutorily, the Housing Revenue Account is required to set a balanced budget, including recognition of the revenue implications that arise from capital financing decisions.

The Housing Capital Investment Plan provides an indication of any borrowing requirement, ensuring that this can be incorporated in the Council's overall borrowing assumptions and Treasury Management Strategy.

Following the abolition of the HRA Borrowing Cap, there is now no constraint on the level of borrowing that the HRA can take out, but the authority must ensure that it can demonstrate the resource is being utilised in the provision of social or affordable rented housing, it is able to identify the revenue resource to support the borrowing and must give due regard to the need to repay or re-finance the debt at the end of any initial borrowing term.

HRA Borrowing

As at 1 April 2019, the Housing Revenue Account supported external borrowing of £213,572,000 in 20 maturity loans with the Public Works Loans Board (PWLB), with rates ranging between 3.46% and 3.53% depending upon the term of the loan. The loans have varying maturity dates, with the first £10,678,600 due to be repaid on 28th March 2038, and the last on 28th March 2057.

In addition to the external loans attributable to the HRA, there was the sum of £1,564,135 of internal borrowing from the General Fund, where the HRA is required to pay the General Fund annual interest on the debt, at a reasonable rate, as part of the Item 8 Debit to the HRA. Under the current regulations, if the HRA were to acquire housing built on General Fund land, the land would have to be appropriated (transferred) to the HRA, increasing the HRA Capital Financing Requirement and the resulting interest due to the General Fund. This statutory requirement to charge the HRA for the cost of land transferred from the General Fund may be abolished as part of a government consultation, for which we still await the outcome.

This iteration of the business plan assumes that the authority will re-invest any revenue resource that has been set-aside for potential debt redemption or re-investment to date, prior to undertaking an element of additional borrowing to sustain the £10,000,000 per annum investment in new homes which is incorporated into the plan. Borrowing of approximately £34 million is required over the life of the plan, with the first borrowing requirement being in 2022/23. The recent announcement that the borrowing rates available from the Public Works Loan Board (PWLB) have been increased by 1% will however negatively impact the financial viability of schemes to deliver new homes.

Alternative borrowing routes will need to be explored before the authority borrows as a funding source for investment in affordable housing, with consideration given to internal borrowing, inter-authority borrowing, market borrowing and bond issuance. All of these borrowing routes have been explored previously, but the preferential rates available from the PWLB meant that they had previously been ruled out.

The 2020/21 HRA Budget Setting Report does not review the potential sources of lending, types of borrowing, lengths of loans or alternative rates available for taking out any additional borrowing at this stage, with the current rate of PWLB lending of 3.24% being adopted as a default. Further review will need to be undertaken at the point at which any borrowing is considered as part of the coming year's budget.

Debt Repayment / Re-Investment

Set-Aside for Repayment of HRA Debt

The debt repayment strategy has been to set-aside resource to redeem 25% of the HRA self-financing debt from the point at which the loan portfolio begins to mature, in 2037/38.

To retain flexibility, any surplus generated for future debt repayment, is not formally set-aside, but is instead held in an ear-marked reserve to allow for either repayment of debt or draw down for re-investment.

Based upon the assumptions in this iteration of the HRA Business Plan, any resource set-aside to date for debt redemption will instead be utilised over the next few years to fund the delivery of new homes, before the HRA begins to borrow further.

The assumption that the HRA will set-aside resource to redeem 25% of the HRA self-financing debt and any further borrowing taken out has been maintained, but set-aside does not now take place until the later years of the plan. Any decision to borrow further will require a fundamental review of the HRA's approach to debt set-aside and debt redemption.

Section 7
Summary and Overview

Equality Impact Assessment, Uncertainties and Risk

Equality Impact Assessment

Local authorities have legal duties to pay ‘due regard’ to the need to eliminate discrimination and promote equality with regard to race, disability, gender, including gender reassignment, age, sexual orientation, pregnancy / maternity, and religion or belief as well as to promote good race relations, and to demonstrate this in the decision making process. Assessing the potential equality impact of proposed changes in policies, procedures and practices is one of the ways public authorities can show ‘due regard’.

As part of this Budget Setting Report, an Equality Impact Assessment has been undertaken in respect of all new 2020/21 HRA budget proposals, where any impact is anticipated. The assessment identifies the impact of a proposal, any mitigation available and includes an action plan detailing how negative impact can be addressed. The Equalities Impact Assessment for the overall HRA budget is included at **Appendix L.**

Risk Assessment

Consideration is given to any changes in the perceived level of internal or external risk that the housing service is subject to, ensuring that the authority can sustain a financially viable Housing Revenue Account.

Update of the key risks and associated mitigating actions is presented at **Appendix F.**

HRA Reserves

Housing Revenue Account General Reserves

General reserves are held to help manage risks inherent in financial forecasting. These risks include changes in legislative and statutory requirements, inflation and interest rates, unanticipated service needs and, rent and other income shortfalls and emergencies, such as uninsured damage to the housing stock. In addition, reserves may be used to support the Housing Capital Investment Plan and, in the short-term, to support revenue spending, for example to spread the impact of savings requirements over more than one financial year or to invest up front in a project that is anticipated to pay back over a period of time or deliver future savings.

For the Housing Revenue Account, the target level of reserves of £3m, with a minimum level of reserves of £2m, is proposed to be retained, recognising the need to safeguard the Council against the risk and uncertainty in the current financial and operational environment for housing.

Financial Assumptions and Sensitivity

The current financial assumptions, reviewed and used as part of this BSR are detailed in **Appendix A**.

All financial assumptions are subject to change, with a number of alternative values that could have been assumed. To mitigate the risks associated with this, modelling of key sensitivities is undertaken to provide context to the financial impact that a change in an assumption will make.

Appendix I provides details of the key sensitivities modelled in the preparation of the HRA Budget Setting Report 2020/21.

Options and Conclusions

Overview

The budget for 2020/21 seeks to achieve a balance in investment against current priorities:

- Investment to maintain decency in the existing housing stock
- Spend on landlord services (i.e. housing management, responsive and void repairs)
- The need to support, and potentially set-aside for repayment of, housing debt
- Investment in new affordable housing
- Investment in new initiatives, such as improving the energy efficiency of the existing housing stock
- Investment in income generating activities and discretionary services (i.e.; support)
- Support for, and potential repayment of a proportion, of housing debt

There is a strong focus on identifying resource to allow improvement to the energy efficiency of the existing housing stock, whilst ensuing that new build homes meet high energy efficiency standards also. Resource has been identified as part of this report to begin to address these issues, but a longer-term programme will need to be developed once the pilot programme has been identified and fully costed.

Continued uncertainty in respect of regulation for some proposed changes in national housing policy, still pose significant challenges in predicting the future for the housing service, with the outcome of multiple government consultations still awaited at the time of writing this report. These include the Housing Green Paper, a consultation on the use and application of right to buy receipts and final details around the regulation of social rents for local authorities.

The rollout of Universal Credit continues to contribute to uncertainty for the Housing Service, with the full impact of direct payment still anticipated to have a significant negative impact on rent collection levels and arrears, at least in the short-term.

Summary and Conclusions

Work undertaken as part of the 2020/21 budget process has resulted in the development of proposals for setting the budget for the Housing Revenue Account.

In January 2020 Housing Scrutiny Committee will consider the budget proposals, prior to the Executive Councillor for Housing making decisions in respect of the revenue aspects of the budget, making recommendation for the housing capital budget for 2019/20 to 2024/25 to Council for consideration and approval.

The HRA Budget Setting Report recommends, in summary:

- Approval of property rents, garage and parking space rents and service charges
- Approval of any revised budget proposals
- Approval of any unavoidable revenue pressure proposals
- Approval of any reduced income proposals
- Approval of any savings proposals
- Approval of any increased income proposals
- Approval of any non-cash limit items
- Approval of any capital bids, capital savings, revised scheme costs and timings
- Approval of capital resource re-allocation

The meeting of Council in February 2020 will consider the final proposed Housing Capital Budget as identified in this report for approval.

Savings identified in the HRA from 2020/21 include a reduction in the breakdowns and failures being experienced through the gas servicing, reductions in repairs and renewals fund contributions being made recognising that there is now only one area office and that IT systems are currently being consolidated as part of the Housing Management IT System Project. Resource ear-marked to meet the costs of corporate change, holiday pay for overtime worked, national insurance changes and payment of the living wage can be reduced now that the actual incidence of the cost to the HRA is known and the impact has been built into base budgets.

Increased garage rent income is anticipated in 2020/21 due to a combination of improved void performance and the current variable charging structure in place and service charge income is higher than anticipated due to the number of properties in stock and the higher level of services being provided to some of them.

Savings and increased income are partially offset by unavoidable revenue pressures, predominantly due to an increase in the cast of void repairs, the need to carry out regular fire door inspections and an additional maintenance need in respect of lamp columns, where the authority has identified a greater number that fall within its ownership. A marginal reduction in rent income is also anticipated as the rate of CPI, upon which rent increases are based fell to 1.7% in September, compared with the 1.8% assumed when the HRA MTFS was constructed.

Any net saving delivered allows for the creation of a Strategic Investment Fund as approved in the HRA Medium Term Financial Strategy, with bids proposed for additional staffing in Housing Services, Estates and Facilities and Housing Development. Funding is also requested to support the feasibility work which will be required to develop the new build programme post Devolution and to support those with a disability to move home if this is the best option to meet their needs.

There are non-cash limit adjustments in respect of both interest paid and received, in respect of depreciation and direct revenue financing of capital expenditure incorporated as part of this HRA Budget Setting Report for 2020/21 and beyond.

The overall position for the HRA by 2020/21 (including non-cash limit adjustments) is a cumulative over-achievement of £108,500. This changes from 2021/22 however, with an under-achievement of £275,990 against the cash limit, which then reduces by £22,010 per annum on an ongoing basis.

There is currently an assumption that efficiency savings of £130,000 per annum will be sought for a further 4 years, allowing the creation of a corresponding Strategic Investment Fund for the same period. Effectively, any increase in costs or investment in new areas of priority will need to be funded through the identification of efficiency savings or increased income elsewhere across the service.

The HRA's approach to long-term financial planning still incorporates the assumption that surplus resource will be set-aside until 25% of the self-financing loan portfolio can be redeemed at maturity, but with the ability to set-aside the required resource now deferred until later years of the plan. Further borrowing of £34,000,000 will be required before the HRA can then begin to set-aside resource to redeem both this and 25% of the original portfolio.

If the authority is to consider further expansion of its new build programme, which will require significant additional borrowing, there will need to be a fundamental review of the overall approach to debt redemption.

The HRA is making significant progress in delivering over 500 homes using Devolution Grant, and a net increase in the housing stock over this period is therefore anticipated, with new homes outweighing those anticipated to be lost through the right to buy.

One of the key challenges for the HRA remains the ability to invest in new homes, using Devolution Grant and retained right to buy receipts, quickly enough to avoid the need to hand any right to buy receipts to central government, with interest penalties attached.

The delegation to the Strategic Director, to allow revenue resource previously transferred into the potential debt redemption / new build reserve to be drawn down to allow the strategic acquisition of land or market housing for use for affordable rented homes is retained and extended. This will continue to mitigate the risk that delay, or lead in, to the delivery of new homes may result in a requirement to pay retained right to buy receipts over to central government, with an interest penalty attached.

Any review of the need to identify savings in future years will need to consider not only sustaining a 30 year business plan and supporting borrowing, but also the impact of any emerging housing legislation, the authorities aspirations for delivery of new build housing, and the approach to continuing to set-aside resource for the redemption housing debt.

Business Planning Assumptions (Highlighting Changes)

Key Area	Assumption	Comment	Status
General Inflation (CPI)	**1.8% for 2020/21, then 1.75%, 2.1% and 2.2% ongoing**	**General inflation on expenditure included at 1.8% for 2020/21, 1.75% for 2021/22, 2.1% for 2022/23, then 2.2% ongoing, per Bank of England) forecasts of November 2019.**	**Amended**
Capital and Planned Repairs Inflation	**CPI plus 1.75%**	**Based upon the mix of BCIS and CPI forecasts for next 4 years, using averages over this period. Reverts to CPI after 4 years.**	**Amended**
Debt Repayment	Set-aside 25% to Repay Self-Financing Debt	Assumes surplus is re-invested in income generating assets, with 25% of resource set-aside to repay debt as loans reach maturity dates, pending review of the set-aside policy in conjunction with any borrowing being considered.	Retained
Capital Investment	Partial Investment Standard	Base model assumes a partial investment standard in the housing stock, compared with a basic decent homes standard.	Retained
Pay Inflation	1.5% Pay Progression & Pay Inflation at 2.5% for 2020/21, then 2%	Assume allowance for increments at 1.5% and cost of living pay inflation at 2.5% for 2021, then 2% on an ongoing basis.	Retained
Employee Turnover	3%	Employee budgets assume a 3% turnover, unless service area is a single employee, or is a shared service, externally recharged service or trading account.	Retained
Social Rent Review Inflation	CPI plus 1% for 5 years from 2020/21, then CPI plus 0.5% from 2025/26	Rent increases of up to CPI plus 1% for 5 years, reverting to inflation plus 0.5% after this. Assume CPI in preceding September is as above.	Retained
Affordable Rent Review Inflation	CPI plus 1% for 5 years from 2020/21, then CPI plus 0.5% from 2025/26	Affordable rents to be reviewed annually in line with Local Housing Allowance, ensuring that they match the LHA unless it rises above CPI plus 1%, in which case the lower will apply.	Retained
Rent Convergence	Voids Only	Ability to move to target rent achieved only through movement of void properties directly to target rent.	Retained

Key Area	Assumption	Comment	Status
External Lending Interest Rate	0.8%	Interest rates based on latest market projections, recognising that the HRA will benefit from low risk investments only	Retained
Internal Lending Interest Rate	0.8%	Assume the same rate as anticipated can be earned on cash balances held, so as not to detriment either the HRA or the General Fund longer-term.	Retained
External Borrowing Interest Rate	**3.24%**	**Assumes additional borrowing using increased PWLB rates.**	**Amended**
Internal Borrowing Interest Rate	**3.24%**	**Assume the same rate as external borrowing to ensure flexibility in choice of borrowing route.**	**Amended**
HRA Minimum Balances	£2,000,000	Maintain HRA minimum balance at £2,000,000, pending a review once the business plan and asset investment strategy has been fully reviewed.	Retained
HRA Target Balances	£3,000,000	Maintain HRA target balance at £3,000,000, pending a review once the business plan and asset investment strategy has been fully reviewed.	Retained
Right to Buy Sales	35, 30, then 25 sales ongoing	An uncertain economy expected to result in a marginal decline in activity. Assume 35 in 2019/20 then reducing by 5 sales per annum, until 25 are assumed ongoing.	Retained
Right to Buy Receipts	Settlement right to buy and assumed one-for-one receipts included	Debt settlement receipts included, assuming the receipts utilised partly for general fund housing purposes. Anticipated one-for one receipts included, and ear-marked for direct new build spend. Debt repayment proportion assumed to be set-aside.	Retained
Void Rates	1.75% for 2019/20, then 1% ongoing	Assumes 1.75% to include known void loss for re-development sites in 2019/20, reducing to 1%, from 2020/21, recognising refurbishment works and improved void processes longer-term	Retained
Bad Debts	1.5% from 2019/20 ongoing	Bad debt provision increased to 1.5% reflecting current experience and the requirement to collect 100% of rent directly more widely from October 2018.	Retained
Savings Target	£130,000 (4% of general and repairs administrative expenditure)	Retain an efficiency target of £130,000 from 2020/21 for 5 years. Allows strategic reinvestment or alternatively a response to pressure from national housing policy change.	Retained

Key Area	Assumption	Comment	Status
Responsive Repairs Expenditure	Adjusted pro rata to stock changes	An assumption is made that direct responsive repair expenditure is adjusted annually in line with any change in stock numbers.	Retained
Strategic Investment Fund	£130,000	Housing Strategic Investment Fund included from 2020/21 for 5 years.	Retained

Service Charges

Appendix B

Charge Description	Charges 2019/20	Charge Basis	Charges 2020/21
General Stock			
Caretaking Charge	£3.61 to £4.46	Per Week	A
Building Cleaning	£0.01 to £6.45	Per Week	A
Estate Services Champion	£0.16 to £0.47	Per Week	A
Door Entry	£0.16 to £1.97	Per Week	A / B
Passenger Lifts	£0.20 to £0.92	Per Week	A / B
Gas Maintenance / Servicing	£0.71 to £2.13	Per Week	A / B
Digital TV Aerial Charge	£0.34	Per Week	A
Grounds Maintenance	£0.02 to £4.68	Per Week	A / B
Communal Electricity	£0.07 to £1.71	Per Week	A / B
Community Alarm Charge	£5.02	Per Week	C
Third Party Service Charge	£11.41 to £28.36	Per Week	A
Disabled Adaptation Charge	£2.61 to £3.63	Per Week	A
Dropped Kerb Charge	£0.27 to £1.08	Per Week	Frozen
General Sheltered Schemes			
Premises Charge	£0.70 to £26.24	Per Week	A
Communal Heating / Lighting	£1.31 to £6.25	Per Week	A
Individual Heating / Lighting	£3.95 to £13.30	Per Week	A
Water	£2.00 to £3.20	Per Week	A
Grounds Maintenance	£0.28 to £2.45	Per Week	A
Electrical / Mechanical Maintenance	£0.35 to £4.69	Per Week	B
Sheltered Support Charge	£5.64 to £6.96	Per Week	C
Alarm Charge	£1.89	Per Week	A
Landlord Emergency Contact	£1.16	Per Week	A

Ditchburn Place			
Premises Charge	£1.98 to £47.64	Per Week	A
Flat Cleaning / Laundry Charge	£26.71	Per Week	A
Communal Heating / Lighting	£0.56 to £4.55	Per Week	A
Individual Heating / Lighting	£6.82 to £9.29	Per Week	A
Water	£3.02 to £3.90	Per Week	A
Catering	£129.43	Per Week	A
Grounds Maintenance	£1.88	Per Week	A
Electrical / Mechanical Maintenance	£2.69	Per Week	B
Sheltered Support Charge	£6.96	Per Week	C
Extra Care Support Charge	£24.37	Per Week	C
Alarm Charge	£1.89	Per Week	A
Landlord Emergency Contact	£1.16	Per Week	A
Launderette – Wash / Dry	£6.50	Per Load	A
Temporary Accommodation			
Premises Charge	£29.02 to £53.45	Per Week	A
Individual Heating / Lighting	£11.42 to £24.27	Per Week	A
Water	£6.68 to £10.02	Per Week	A
Grounds Maintenance	£0.23 to £1.86	Per Week	A
Electrical / Mechanical Maintenance	£0.26 to £2.95	Per Week	B
Independent Living Services			
Private Lifelines - In City	£5.04	Per Week	£5.32
Keysafe / Keyholding Charge	£3.34	Per Quarter	£3.34
Monitoring Charge	£0.39	Per Week	£0.40
Leasehold Charges for Services			
Solicitors' pre-sale enquiries	£110.00	Per Request	£110.00
Copy of lease / Document provision	£30.00	Per Request	£30.00
Re-mortgage Enquiry/Copy of Insurance schedule	£30.00	Per Request	£30.00

Notice of Assignment / Notice of Charge	£90.00	Per Request	£90.00
Deed of Variations Administration plus CCC Solicitor Fee and Own Solicitor Fee	£50.00 £550.00+	Per Request	£50.00 £550.00+
Home Improvement Administration Home Improvement Survey	£30.00 £125.00	Per Request	£30.00 £125.00
Retrospective consent for improvements	Above +£25.00	Per Request	Above +£25.00
Registering sub-let details	£50.00	Per Request	£50.00
Advice Interview for Prospective Purchasers	£50.00	Per Request	£50.00
Right of First Refusal – s156a Certificate	N/A	Per Request	£150.00
Deed of postponement	N/A	Per Request	£140.00

Key	
A	Charges based on recovering the actual cost of service provision. Proposal is to continue to recover the full estimated cost of providing these services in 2020/21, recognising that the authority should endeavour to limit increases to inflation at 2.7% (CPI at September 2019 plus 1%). The exception to this will be in respect of affordable homes, where total rents and service charges will be limited to Local Housing Allowance levels, and therefore full cost recovery will not always be possible. Where possible service charges will be amended, with the rent element acting as the balancing figure.
B	Charges were separated out from rent in 2004/05. Charges can be increased to recover full cost, recognising that the authority should endeavour to limit increases to inflation at 2.7% (CPI at September 2019 plus 1%)
C	Charges levied for support activities will be reviewed in line with services being provided following renegotiation of the support service for older people, where the County Council commission services across the whole city.
	Charges for the optional household contents insurance scheme will continue to be determined by the insurer but notified to tenants by the Council.

HRA Earmarked & Specific Funds Appendix C

HRA Earmarked & Specific Revenue Funds (£'000)

Repairs & Renewals

	Opening Balance	Contributions	Expenditure to November	Current Balance
General Management	(949.3)	(80.3)	22.7	(1,006.9)
Special Services	(1,117.2)	(146.1)	82.4	(1,180.9)
Repairs and Maintenance	(429.7)	(60.2)	0.0	(489.9)
Total	**(2,496.2)**	**(286.6)**	**105.1**	**(2,572.6)**

Tenants Survey

	Opening Balance	Contributions	Expenditure to November	Current Balance
Tenants Survey	(41.2)	(6.3)	0.0	(47.5)

Debt Set-Aside (Revenue)

	Opening Balance	Contributions	Expenditure to November	Current Balance
Debt Set-Aside	(13,143.6)	(4,472.2)	0.0	(17,615.98)

HRA Earmarked & Specific Capital Funds (£'000)

Debt Set-Aside (Capital)

	Opening Balance	Contributions	Expenditure to November	Current Balance
Debt Set-Aside	(9,031.2)	(364.8)	0.0	(9,396.0)

Major Repairs Reserve

	Opening Balance	Contributions	Expenditure to November	Current Balance
MRR	(11,230.6)	0.0	0.0	(11,230.6)

Appendix D(1)

2019/20 HRA Mid-Year Revenue Budget Adjustments

Area of Income / Expenditure	Description	Budget Amendment in 2019/20 Budget (£)	Budget Amendment in 2020/21 Budget (£)	Comment
Budgeted use of / (contribution to) HRA Reserves pre BSR		**(132,520)**		
HRA General and Special Management				
Estate Investment Scheme Funding	Transfer of Estate Investment Scheme funding from capital to revenue to fund revenue related projects.	343,000	123,000	Variable sums for 5-year period from £1m per annum fund
Total HRA General and Special Management		**343,000**		
HRA Repairs				
Heat detector installation	Re-profile and increase funding for heat detector installations.	(128,700)	(56,400)	£285,000 added in 2021/22 to complete the programme
Total HRA Repairs		**(128,700)**		
HRA Summary Account				
Interest earned on HRA Balances	The level of balances held by the HRA result in an estimated increase in the level of interest that will be earned.	(17,610)	(59,460)	Built into base for future years
Direct financing of capital expenditure (DRF)	The level of DRF required for 2019/20 has been reduced to recognise the transfer of some Estate Investment Scheme projects to revenue.	(343,000)	0	Built into base for future years
Total HRA Summary		**(360,610)**		
Revised use of / (contribution to) HRA Reserves post HRA BSR		**(278,830)**		

2020/21 Budget – HRA Proposals – by Type	Appendix D (2)

Reference	Item Description	2020/21 Budget £	2021/22 Budget £	2022/23 Budget £	2023/24 Budget £	2024/25 Budget £	Contact	Climate Effect & Poverty Ratings

Unavoidable Revenue Pressure

URP4584	**Increased costs of cyclical maintenance**	44,200	44,200	44,200	44,200	44,200	Hilary Newby	Not Applicable

Additional lamp columns have been identified and added to the annual programme of maintenance leading to an increased budget requirement of £52,000. In addition, reducing the cycle of Fire Safety surveys from 3 years to 2 years, as set out in the Fire Safety Strategy in order to meet best practise, has led to an increased budget requirement of £17,000. The growth in these budgets has been offset by savings elsewhere on the cost centre, resulting in a net additional requirement of £44,200

No Impact

URP4585	**Increased cost of void repairs**	64,300	64,300	64,300	64,300	64,300	Stephanie Duff	Not Applicable

Increased budget allocation to fund repairs to void properties in order to bring them up to lettable standards is required. Turnover in void properties is likely to increase as a result of the transfer of tenants into new build stock. In addition the number of properties returned that require a high level of repair is increasing. If properties are not repaired to the required standard, this will lead to longer void periods and an increase in rent loss, whilst the HRA is also liable for the council tax on these properties while they are empty.

No Impact

URP4647	**Cost of annual fire door inspections**	60,000	60,000	60,000	60,000	60,000	Hilary Newby	Not Applicable

The initial findings report from the Grenfell Tower investigation has recommended routine inspections of fire doors in all flats. This is not yet legislative and the frequency, suggested in the report as quarterly, will not be confirmed until legislation is passed. In the interim, this proposal seeks funding for at least an annual inspection of all identified fire doors, recognising that the inspections may need to be made more frequent in the future and that the inspections may result in the need to replace further doors, over and above the current fire door replacement programme. Arising issues will be addressed once further detail is available.

No Impact

URP4676	**Increased pension fund deficit costs**	67,800	67,800	67,800	67,800	67,800	Julia Hovells	Not Applicable

Based upon the historic data held, and in advance of receiving any updated report from LGSS, an unavoidable bid has been included to allow the HRA to contribution at the current base level without any discount applied for early payment into the fund as was obtained previously.

No Impact

Total Unavoidable Revenue Pressure	236,300	236,300	236,300	236,300	236,300

2020/21 Budget – HRA Proposals – by Type   Appendix D (2)

Reference	Item Description	2020/21 Budget £	2021/22 Budget £	2022/23 Budget £	2023/24 Budget £	2024/25 Budget £	Contact	Climate Effect & Poverty Ratings

Reduced Income

RI4646	**Reduction in rent income**	16,000	16,000	16,000	16,000	16,000	Julia Hovells	Not Applicable

Based upon a CPI level of 1.7% in September 2019, marginally lower rent income is anticipated than previously assumed, where a CPI rate of 1.8% was assumed as part of the HRA MTFS.

No Impact

Total Reduced Income	16,000	16,000	16,000	16,000	16,000

2020/21 Budget – HRA Proposals – by Type — Appendix D (2)

Reference	Item Description	2020/21 Budget £	2021/22 Budget £	2022/23 Budget £	2023/24 Budget £	2024/25 Budget £	Contact	Climate Effect & Poverty Ratings

Bids

Reference	Item Description	2020/21 Budget £	2021/22 Budget £	2022/23 Budget £	2023/24 Budget £	2024/25 Budget £	Contact	Climate Effect & Poverty Ratings
B4586	**Additional Development Officer in the Housing Development Agency to explore HRA new build opportunities**	44,300	44,300	0	0	0	Julia Hovells	Not Applicable
A new post, to be HRA revenue funded, will allow exploration of sites, development opportunities and re-development opportunities for the period post the delivery of 500 homes. This post will help identify how the authority might deliver the 1,000 new homes aspired to in the 10 years after 2021. Once a programme is agreed, the costs of managing the delivery of the new homes can be capitalised. This bid is linked to B4587, which will provide the resource to allow this post to carry out the required feasibility work.								No Impact
B4587	**Increase in HRA new build feasibility / abortive costs budget**	30,000	30,000	0	0	0	Julia Hovells	Not Applicable
An increase in the budget for up-front feasibility work, and potentially abortive costs of HRA new build schemes is required to support the preparatory work associated with the aspiration to deliver up to 1,000 homes over the 10 years after the Devolution Programme is completed. This bid is linked to B4586, which will provide the officer resource to allow the required feasibility work to be carried out.								No Impact
B4588	**Extension of Financial Inclusion Officer post (HRA share)**	22,900	0	0	0	0	Sandra Farmer	Not Applicable
Extension of Financial Inclusion Officer post to assist with supporting welfare reforms. This existing post provides support and hands-on assistance in helping people affected by welfare reforms to maximise their income, reduce their costs and explore options for improving their lives going forward. The client group tends to be those on lowest incomes, the most vulnerable claimants and families with complex needs. This bid relates to the HRA share (65%).								No Impact
B4589	**Security fund for domestic abuse survivors**	30,000	30,000	30,000	30,000	30,000	Sandra Farmer	Not Applicable
As part of the work the Council is doing to become accredited by the Domestic Abuse Housing Alliance (DAHA) we have identified a need for a fund to improve security to homes of Council tenants who are victims of domestic abuse to enable them and their family to remain in their existing home.								No Impact
B4590	**Employment of a fixed term Energy Officer / Assessor**	47,200	47,200	0	0	0	Lynn Thomas	Not Applicable
An Energy Officer / Assessor employed on a two year fixed term contract would seek to identify, prgramme and deliver a number of energy efficiency measures that would improve the energy efficiency of our housing stock. This pilot project would enable a longer term programme to be developed and considered for funding in future years.								No Impact
B4591	**Disabled Adaptations Moving Grants**	15,000	15,000	15,000	15,000	15,000	Lynn Thomas	Not Applicable

Reference	Item Description	2020/21 Budget £	2021/22 Budget £	2022/23 Budget £	2023/24 Budget £	2024/25 Budget £	Contact	Climate Effect & Poverty Ratings
	A budget of £15,000 is proposed to fund grants to meet moving costs for tenants with disabilities to move to properties more suitable for their needs. This approach is part of the approved Disabled Adaptations Policy, and is expected to reduce the cost of capital works to adapt unsuitable properties. Tenants will not be required to move, but this will provide an option for those who are happy to move, but for whom the moving costs would be prohibitive.							No Impact
B4592	**Increased cost of Heat Detector Programme**	(56,400)	285,000	0	0	0	Martin Donnelly	Not Applicable
	A previous bid to install heat detectors in 6,511 council owned properties was based upon an estimate of £120 per property over a 3 year period commencing 2018/19. Subsequent evidence has shown that the average price of this installation is likely to be approximately £137 and the logistics of achieving the full programme over 3 years was over-ambitious. The proposal now is to re-profile the budget over an additional year to allow procurement of a secondary contractor if the existing planned maintenance contractor cannot complete the programme in the required timescales, and to rephase £128,700 and £56,400 from 2019/20 and 2020/21 into 2021/22 and bid for the additional £99,900 funding that will be required over the extended period.							No Impact
B4613	**Employment of caretakers for Housing First Schemes**	6,900	6,900	6,900	6,900	6,900	Sandra Farmer	Not Applicable
	The proposal is to employ a number of caretakers to perform a number of practical duties, each offering services to two Housing First tenants. The se duties would not exceed 5 hours a week and would involve: - Brief weekly engagement with residents - Health and safety checks - Cleaning and maintenance of internal and external communal spaces - Acting as an early warning system, flagging problems/issues with the support service / other professionals as appropriate - Liaising with neighbours and acting as a point of contact - Involvement in the selection of new residents for the scheme - Logging any of the above							No Impact
B4614	**Employment of a Corporate Energy Manager**	15,300	15,300	15,300	15,300	15,300	Lynn Thomas	Not Applicable
	To provide additional capacity to lead work on managing and reducing the Council's energy usage and supply, including in HRA assets. This will help reduce the council's own emissions, and will help free up capacity elsewhere in the council to work on wider climate change initiatives. The post will be funded 30% from the HRA and 70% from the General Fund							No Impact
B4615	**Employment of a Tenancy Auditor**	44,300	0	0	0	0	Sandra Farmer	Not Applicable
	This proposal would result in the recruitment of a fixed term officer to undertake a pilot programme of tenancy audits across the housing stock. The findings of the pilot project will then inform the level of resource that may be needed on an ongoing baiss, to both complete the programme and tackle any issues identified as part of the audits.							No Impact
B4648	**Continuation of Green Fingers Gardening Service for HRA Tenants**	11,000	11,000	11,000	11,000	11,000	Sandra Farmer	Not Applicable
	Green Fingers is a domestic gardening service, which has been available at no cost to city residents who are infirm and/or disabled. A saving is proposed in the General Fund budget, but this bid will ensure that the service can be maintained for Council tenants.							No Impact

2020/21 Budget – HRA Proposals – by Type Appendix D (2)

Reference	Item Description	2020/21 Budget £	2021/22 Budget £	2022/23 Budget £	2023/24 Budget £	2024/25 Budget £	Contact	Climate Effect & Poverty Ratings
Total Bids		210,500	484,700	78,200	78,200	78,200		
Pressures & Bids Total:		**462,800**	**737,000**	**330,500**	**330,500**	**330,500**		

2020/21 Budget – HRA Proposals – by Type   Appendix D (2)

Reference	Item Description	2020/21 Budget £	2021/22 Budget £	2022/23 Budget £	2023/24 Budget £	2024/25 Budget £	Contact	Climate Effect & Poverty Ratings

Savings

S4593	**Reduction in consultancy fees within the Home Ownership Service**	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)	Sandra Farmer	Not Applicable
Less reliance on external contractors for the leasehold estimates and actuals processes results in the ability to reduce the budget for consultancy fees in this area.								No Impact
S4594	**Reduction in business rates for City Homes office**	(1,300)	(1,300)	(1,300)	(1,300)	(1,300)	Sandra Farmer	Not Applicable
A review of the rateable value of the offices at 171 Arbury Road has resulted in a reduction in the level of business rates chargeable.								No Impact
S4595	**Gas Maintenance Contract**	(27,700)	(27,700)	(27,700)	(27,700)	(27,700)	Stephanie Duff	Not Applicable
Spending in 2018/19 and current levels of spending to the end of July 2019 indicate a reduction in the need for repairs extra to the gas servicing contract, resulting in a saving against this budget.								No Impact
S4596	**Net savings across Estates and Facilities**	(8,200)	(8,200)	(8,200)	(8,200)	(8,200)	Lynn Thomas	Not Applicable
A review of operational budgets has been carried out across all Estates and Facilities HRA revenue cost centres. Net savings (after virement) can be offered in operational budgets for Technical Services and in Client Contingency repairs, where the latter will no longer be used.								No Impact
S4597	**R & R Fund Contributions**	(23,500)	(23,500)	(23,500)	(23,500)	(23,500)	Julia Hovells	Not Applicable
A review of existing repairs and renewals funds in the context of having only one area office and having consolidated some IT provision, has resulted in the ability to reduce the annual contributions to the funds.								No Impact
S4598	**Reduction in HRA provisions for corporate activity**	(52,320)	(52,320)	(52,320)	(52,320)	(52,320)	Julia Hovells	Not Applicable
Reduction in provision for the HRA share of corporately agreed initiatives now that the ongoing impact of activity has been built into base budgets. This includes provisions made in prior years for living wage, holiday pay on overtime and NI increases, where these have subsequently been built into base salary budgets and costs of corporate restructure.								No Impact
S4601	**Savings from Corporate Business Support budget.**	(7,000)	(7,000)	(7,000)	(7,000)	(7,000)	Julia Hovells	Not Applicable
Savings of £30,000 from Corporate Business Support budgets to include one vacant post, which is not being recruited to. £7,000 is the HRA share of this saving.								No Impact

2020/21 Budget – HRA Proposals – by Type | Appendix D (2)

Reference	Item Description	2020/21 Budget £	2021/22 Budget £	2022/23 Budget £	2023/24 Budget £	2024/25 Budget £	Contact	Climate Effect & Poverty Ratings
S4602	**Legal Practice (HRA Share)**	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)	Julia Hovells	Not Applicable
Positive growth in income and limited expenditure on training , travel etc. The 10% saving target in 19/20 can be proposed as an ongoing saving. The saving for the city would be £64,000 which would also result in savings for South Cambs and Hunts equating to a combined figure of £119,000. It is estimated that £15,000 of the saving should be attributed to the HRA.								No Impact

Total Savings	(145,020)	(145,020)	(145,020)	(145,020)	(145,020)

2020/21 Budget – HRA Proposals – by Type Appendix D (2)

Reference	Item Description	2020/21 Budget £	2021/22 Budget £	2022/23 Budget £	2023/24 Budget £	2024/25 Budget £	Contact	Climate Effect & Poverty Ratings

Increased Income

II4603	**Increased garage Income**	(71,340)	(71,340)	(71,340)	(71,340)	(71,340)	Julia Hovells	Not Applicable

An increased in garage income is anticipated based upon the latest occupancy data, the asumption that protection from charge increase continues to be phased out as approved and that parking spaces on new build sites are charged for where appropriate. No Impact

II4604	**Increased service charge income**	(36,200)	(36,200)	(36,200)	(36,200)	(36,200)	Julia Hovells	Not Applicable

Based upon the latest stock numbers and estimates of the level of service charge that will be levied from 2020/21, additional income is anticipated. No Impact

II4605	**Increase in de-minimus capital receipts**	(6,500)	(6,500)	(6,500)	(6,500)	(6,500)	Julia Hovells	Not Applicable

As the leases for flats sold under the right to buy reduce to having only 90 years left on them, purchasers see to extend the lease for mortgage purposes, which results in a small capital receipt to the authority. No Impact

Total Increased Income	(114,040)	(114,040)	(114,040)	(114,040)	(114,040)

Savings Total:	**(259,060)**	**(259,060)**	**(259,060)**	**(259,060)**	**(259,060)**

2020/21 Budget – HRA Proposals – by Type   Appendix D (2)

Reference	Item Description	2020/21 Budget £	2021/22 Budget £	2022/23 Budget £	2023/24 Budget £	2024/25 Budget £	Contact	Climate Effect & Poverty Ratings

Non-Cash Limit Items

NCL4672	**Increase in investment income to the HRA**	(61,210)	0	0	0	0	Julia Hovells	Not Applicable
Based upon the latest income and expenditure assumptions, including re-phasing of the capital programme, additonal interest is anticipated in the HRA in 2020/21.								No Impact
NCL4673	**Reduction in interest payable by the HRA on notional borrowing**	(25,650)	(25,650)	(25,650)	(25,650)	(25,650)	Julia Hovells	Not Applicable
Based upon the lower rate of interest being received by the HRA in respect of investments, the rate of interest paid by the HRA on notional internal borrowing is expected to also reduce.								No Impact
NCL4674	**Reduction in depreciation payable by the HRA**	(11,270)	0	0	0	0	Julia Hovells	Not Applicable
Based upon the latest estimated stock numbers, the level of depreciation payable for 2020/21 will be marginally lower than previously anticipated.								No Impact
NCL4677	**Reduction in Direct Revenue Financing of Capital Expenditure**	(67,800)	(67,800)	(67,800)	(67,800)	(67,800)	Julia Hovells	Not Applicable
Revenue financing of capital expenditure has been reduced to offset the potential increase in the pension fund deficit contribution by the HRA. If the additional cost is incurred, the resulting impact will be a need to borrow marginally more to deliver the future new build programme.								No Impact

Total Non-Cash Limit Items	(165,930)	(93,450)	(93,450)	(93,450)	(93,450)
Non - Cash Limit Items Total:	**(165,930)**	**(93,450)**	**(93,450)**	**(93,450)**	**(93,450)**

2020/21 Budget – HRA Proposals – by Type — Appendix D (3)

Reference	Item Description	2020/21 Budget £	2021/22 Budget £	2022/23 Budget £	2023/24 Budget £	2024/25 Budget £	Contact	Climate Effect & Poverty Ratings

Capital Bids

Reference	Item Description	2020/21 Budget £	2021/22 Budget £	2022/23 Budget £	2023/24 Budget £	2024/25 Budget £	Contact	Climate Effect & Poverty Ratings
CAP4606	**Housing Disabled Adaptations**	(78,000)	(78,000)	(78,000)	(78,000)	(78,000)	Lynn Thomas	Not Applicable
Over the last two years there has been a trend towards a reduction in the number of referrals received from OT's for equipment (stairlfts, hoists, wash/dry toilets) which has led to this budget underspending over that period. There are no indications to suggest that this trend will change and therefore savings against future budget allocations can be offered up. There will be no change in policy and all applications will continue to be processed. The budget will be kept under review to allow us to respond if demand increases.								No Impact
CAP4607	**Energy Efficiency Initiatives**	500,000	1,000,000	1,000,000	0	0	Will Barfield	Not Applicable
Funding to deliver a pilot programme of enhanced energy efficiency measures is sought to support the initial findings of the Energy Officer. This will allow a future programme to be develioped for consideration, with potential investment exploerd and benefits measured.								No Impact
CAP4649	**Project costs for the delivery of POD homes**	140,000	0	0	0	0	Julia Hovells	Not Applicable
Hill Partnerships would like to gift some POD homes for occupation by single homeless people in the city. This bid allows the facilitation of sites, that may be small HRA sites, presenting the opportunity to quickly provide housing for those in the greatest need, at a very low cost.								No Impact

	2020/21	2021/22	2022/23	2023/24	2024/25
Total Capital Bids	562,000	922,000	922,000	(78,000)	(78,000)
Capital Total:	**562,000**	**922,000**	**922,000**	**(78,000)**	**(78,000)**

Appendix E

2020/21 Capital Budget Amendments Summary

Area of Expenditure and Change	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000
Total Housing Capital Plan Expenditure per HRA MTFS	**55,007**	**75,627**	**44,744**	**27,365**	**29,211**
General Fund Housing					
Increase in Disabled Facilities Grants in line with anticipated BCF funding	0	132	132	132	132
Decent Homes and Other HRA Stock Investment					
Inclusion of funding for pilot Energy Efficiency Projects to include Retrofit	0	500	1,000	1,000	0
Reduce Disabled Adaptation budget by £78,000 inclusive of overheads	0	(78)	(78)	(78)	(78)
Adjust capitalised decent homes officer fees based upon latest time allocations	0	25	25	25	25
Changes in new build decent homes allocation	(10)	(19)	(2)	(5)	(8)
Transfer revenue elements of Estate Investment Scheme to revenue and re-phase between years in line with anticipated delivery	(695)	270	(30)	0	(194)
New Build					
Inclusion of latest cost estimates, employer's agent, clerk of works costs, contingency and re-phasing for:					
Cameron & Wiles Close / Tedder Way	(369)	369	0	0	0
Queensmeadow	39	(39)	0	0	0
Kendal Way	(300)	300	0	0	0
Wulfstan Way	(248)	248	0	0	0
Mill Road	(1,359)	280	1,078	0	0
Ventress Close	174	(174)	0	0	0
Akeman Street	(294)	216	183	0	0
Colville Road Garages	106	(106)	0	0	0
Markham Close	161	(161)	0	0	0
Gunhild Way	55	(55)	0	0	0
Cromwell Road	(515)	(1,043)	(861)	2,419	0

Area of Expenditure and Change	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000
Colville Road	(2,698)	(1,242)	3,940	0	0
Clerk Maxwell Road	(714)	110	604	0	0
Campkin Road	(2,043)	(5,146)	8,645	0	0
Meadows and Buchan Street	(1,523)	(10,515)	1,786	10,830	1,343
Inclusion of unallocated resource to meet land acquisition, site or property acquisition costs	1,000	1,500	0	0	0
Inclusion of funding for fees and on costs for Hill POD Homes	0	140	0	0	0
Sheltered Housing					
No changes	0	0	0	0	0
Other HRA Capital Spend					
No changes	0	0	0	0	0
Inflation Allowance					
Adjustment in inflation allowed as spend changes	0	(144)	(56)	17	18
Total Housing Capital Plan Expenditure per HRA BSR	**45,774**	**60,995**	**61,110**	**41,705**	**30,449**

Key Risk Analysis Appendix F

Risk Area & Issue arising	Controls / Mitigation Action
Effects of Legislation / Regulation	
Implications of new legislation / regulation or changes to existing are not identified	• Effective, formal, regular review processes are in place for the HRA to ensure that implications are identified, quantified and highlighted
Delays in announcement of detail surrounding housing policy change negatively impacts decisions taken at a local level	• Decisions taken in the context of a business plan which recognises the uncertainty. Savings taken have impacts exemplified to ensure impact is mitigated
Funding is not identified to meet the costs associated with changes in statutory requirements	• Additional / specific funding requirements for new services can be identified through the budget process, to allow effective prioritisation of resources. Minimum reserves are held to allow immediate investment if required
HRA Debt Settlement could be re-opened by Government (or not re-opened when changes dictate that it should)	• The Council has processes in place ensuring early engagement in any consultation and collective representation through national housing bodies
Changes in national rent policy impact the ability to support the housing debt or deliver against planned investment programmes	• Impact of any proposed changes to national rent policy is incorporated into financial planning as early as possible • Consideration could be given to deviating from national rent policy at a local level if statute were to allow
Implementation of Fixed Term Tenancies carries administrative cost and would dictate the need for system change at a time when the Housing Management Information System is being replaced	• Project Board for system replacement are aware of the potential need for changes to IT systems and have discussed this with suppliers as part of the tender process • Fixed term tenancies may now not be imposed, depending upon outcome of Housing Green Paper

Risk Area & Issue arising	Controls / Mitigation Action
Housing Portfolio & Spending Plans	
The Council approves plans which are not sustainable into the future, leading to increasing problems in balancing budgets	• Council has adopted medium and long-term modelling (up to 30 years) for HRA, ensuring decisions are made in context of long-term impact • The Business Plan includes long-term trend analysis on key cost drivers • Target levels of reserves are set for the HRA to enable uneven pressures to be effectively dealt with, and to provide cover against unforeseen events / pressures
Financial planning lacks appropriate levels of prudency	
Business Planning assumptions are wildly inaccurate Financial policies, in general, are not sufficiently robust Funding to support the approved Capital Plan is not available	Council has adopted key prudency principles, reflected in: • Use of external expert opinion and detailed trend data to inform assumptions • Ongoing revenue funding for capital is reviewed for affordability as part of the 30-year modelling process • Adoption of strict medium / long-term planning • Policy on applying general capital receipts for strategic disposals only at point of receipt
Use of resources is not effectively managed	
There is ineffective use of the resources available to the HRA Failure to deliver Major Housing / Development Projects, i.e. return on capital investment, project on time etc.	• Council employs robust business planning processes for the HRA • Council has adopted a standard project management framework • A business case is required for all strategic acquisitions, disposals and one-off areas of significant investment • Performance and contractor management procedures are robust and contracts are enforceable • The Council's accounts are audited on an annual basis, with assurance given that the authority is delivering economy, efficiency and effectiveness in its use of resources
Value for money in terms of investment in new build homes is challenged	• Council adopts a mix of delivery vehicles • Council employs cost consultants to demonstrate price comparability with the local market

Risk Area & Issue arising	Controls / Mitigation Action
External income / funding streams	
Undue reliance may be placed on external income streams, leading to approval of unsustainable expenditure	• Modelling over the medium and long-term is conducted for key income sources, including sensitivity analysis of potential changes • Council seeks to influence national settlements and legislative changes through response to formal consultation
Rent and service charge arrears increase, and bad debt rises, as a direct result of the Welfare Benefit Reforms	• Increased resources identified for income management. Performance closely monitored to allow further positive action if required.
Rent income is under-achieved due to a major incident in the housing stock	• Asset Management Plan in place to identify and address key issues in the housing stock to minimise likelihood of widespread incidents
Changes to the right to buy rules and pooling regulations result in an increase in the level of sales, with the associated commitment to deliver replacement units or pay over receipts with interest	• Sensitivities modelled so potential impacts are understood • Retained resources are monitored to ensure delivery of required units or return of resource at earliest opportunity
Volatility and competition in the property market impacts the ability to fund capital pressures from the sale of assets	• Policy on applying general capital receipts for strategic disposals only at point of receipt

Appendix G

Retained 1-4-1 Right to Buy Receipts

Quarter date for Receipt	Retained 1-4-1 Receipt Value (Per Quarter)	Retained 1-4-1 Receipt Value (Cumulative)	Amount of New Build Expenditure Required (Cumulative)	Deadline for Receipt to be spent on New Dwelling	Qualifying Spend by Deadline (Cumulative)	Retained 1-4-1 Receipt Spent (Cumulative)	Balance of Retained 1-4-1 Receipts to be Spent or Paid to CLG (Cumulative)	Further New Build Spend Required by Deadline (Cumulative)
31/03/2015	831,750.78	9,189,595.70	30,631,985.67	31/03/2018	34,063,317.03	10,218,995.11	0.00	0.00
30/06/2015	595,447.59	9,785,043.29	32,616,810.97	30/06/2018	44,963,531.08	13,489,059.32	0.00	0.00
30/09/2015	902,092.08	10,687,135.37	35,623,784.57	30/09/2018	45,811,867.07	13,743,560.12	0.00	0.00
31/12/2015	857,169.10	11,544,304.47	38,481,014.90	30/12/2018	47,212,958.99	14,163,887.70	0.00	0.00
31/03/2016	1,591,834.76	13,136,139.23	43,787,130.78	31/03/2019	54,012,650.36	16,203,795.11	0.00	0.00
30/06/2016	2,263,872.93	15,400,012.16	51,333,373.87	30/06/2019	57,282,779.08	17,184,833.72	0.00	0.00
30/09/2016	1,874,821.59	17,274,833.75	57,582,779.17	30/09/2019	61,406,910.18	18,422,073.05	0.00	0.00
31/12/2016	1,320,457.44	18,595,291.19	61,984,303.97	31/12/2019			173,218.14	577,393.79
31/03/2017	1,313,143.16	19,908,437.35	66,361,447.83	31/03/2020			1,486,361.30	4,954,537.65
30/06/2017	2,045,445.56	21,953,879.91	73,179,599.70	30/06/2020			3,531,806.86	11,772,689.52
30/09/2017	1,779,600.43	23,733,480.34	79,111,601.13	30/09/2020			5,311,407.29	17,704,690.95
31/12/2017	2,229,968.03	25,963,448.37	86,544,827.90	31/12/2020			7,541,375.32	25,137,917.72
31/03/2018	646,869.52	26,610,317.89	88,701,059.63	31/03/2021			8,188,244.84	27,294,149.45
30/06/2018	1,556,719.56	28,167,037.45	93,890,124.83	30/06/2021			9,744,964.40	32,483,214.65
30/09/2018	548,341.57	28,715,379.02	95,717,930.07	30/09/2021			10,293,305.97	34,311,019.89
31/12/2018	1,210,892.84	29,926,271.86	99,754,239.53	30/12/2021			11,504,198.81	38,347,329.35
31/03/2019	209,910.09	30,136,181.95	100,453,939.83	31/03/2022			11,714,108.90	39,047,029.65
30/06/2019	1,408,403.81	31,544,585.76	105,148,619.20	30/06/2022			13,122,512.71	43,741,709.02
30/09/2019	711,247.45	32,255,833.21	107,519,444.03	30/09/2022			13,833,760.16	46,112,533.85

New Build Investment Cashflow

Appendix H

New Build / Re-Development Scheme	2019/20 Budget £'0000	2020/21 Budget £'000	2021/22 Budget £'000	2022/23 Budget £'000	2023/24 Budget £'000	2024/25 Budget £'000
New Build / Acquisition / Re-Development Cash Expenditure						
Anstey Way	5,876	0	0	0	0	0
2015/16 Garage & In-Fill Sites (Nuns & Cameron / Wiles / Tedder)	1,424	369	0	0	0	0
Kendal Way	46	300	0	0	0	0
Queensmeadow	500	24	0	0	0	0
Wulfstan Way	304	442	0	0	0	0
Akeman Street	1,655	2,635	183	0	0	0
Ventress Close	1,536	1,383	0	0	0	0
Colville Road (Garage Site)	679	96	0	0	0	0
Mill Road (Phase I and II)	7,974	9,613	2,747	0	0	0
Gunhild Way	469	122	0	0	0	0
Markham Close	967	122	0	0	0	0
Cromwell Road	2,555	3,496	4,879	2,419	0	0
Kingsway Clinic Conversion	382	0	0	0	0	0
Ditchburn Place New Build	143	0	0	0	0	0
Colville Road	1,559	10,131	3,940	0	0	0
Meadows and Buchan Street	242	3,098	11,618	10,830	1,343	0
Clerk Maxwell Road	0	2,143	604	0	0	0
Campkin Road	2,768	6,008	8,645	0	0	0
Hill POD Homes	0	140	0	0	0	0
Keepmoat Defect Management	60	0	0	0	0	0
Acquisition or New Build (Unallocated)	1,000	1,500	10,000	10,000	10,000	10,000
Total New Build/ Re-Development Expenditure	**30,139**	**41,622**	**42,616**	**23,249**	**11,343**	**10,000**

New Build / Re-Development Scheme	2019/20 Budget £'0000	2020/21 Budget £'000	2021/22 Budget £'000	2022/23 Budget £'000	2023/24 Budget £'000	2024/25 Budget £'000
New Build Devolution Grant Funding						
Anstey Way	(2,107)	0	0	0	0	0
2015/16 Garage & In-Fill Sites (Nuns & Cameron / Wiles / Tedder)	(997)	(258)	0	0	0	0
Kendal Way	(32)	(210)	0	0	0	0
Queensmeadow	(350)	(17)	0	0	0	0
Wulfstan Way	(213)	(309)	0	0	0	0
Akeman Street	(771)	(1,283)	(38)	0	0	0
Ventress Close	(911)	(839)	0	0	0	0
Colville Road (Garage Site)	(475)	(67)	0	0	0	0
Mill Road (Phase I and II)	(5,582)	(6,730)	(1,923)	0	0	0
Gunhild Way	(328)	(86)	0	0	0	0
Markham Close	(677)	(85)	0	0	0	0
Cromwell Road	(1,789)	(2,447)	(3,415)	(1,693)	0	0
Kingsway Clinic Conversion	(267)	0	0	0	0	0
Ditchburn Place New Build	(100)	0	0	0	0	0
Colville Road	(73)	(5,036)	(1,958)	0	0	0
Meadows and Buchan Street	(169)	(2,169)	(8,133)	(2,403)	0	0
Clerk Maxwell Road	0	(1,500)	(423)	0	0	0
Campkin Road	0	0	0	0	0	0
Total New Build / Re-Development Funding	**(14,841)**	**(21,036)**	**(15,890)**	**(4,096)**	**0**	**0**
Use of Retained Right to Buy Funding						
Anstey Way	(903)	0	0	0	0	0
2015/16 Garage & In-Fill Sites (Nuns & Cameron / Wiles / Tedder)	(427)	(111)	0	0	0	0
Kendal Way	(14)	(90)	0	0	0	0
Queensmeadow	(150)	(7)	0	0	0	0

Wulfstan Way	(91)	(132)	0	0	0	0
Akeman Street	(331)	(550)	(16)	0	0	0
Ventress Close	(390)	(360)	0	0	0	0
Colville Road (Garage Site)	(204)	(29)	0	0	0	0
Mill Road (Phase I and II)	(2,392)	(2,884)	(824)	0	0	0
Gunhild Way	(141)	(37)	0	0	0	0
Markham Close	(290)	(37)	0	0	0	0
Cromwell Road	(767)	(1,049)	(1,464)	(726)	0	0
Kingsway Clinic Conversion	(115)	0	0	0	0	0
Ditchburn Place New Build	(43)	0	0	0	0	0
Colville Road	(31)	(2,158)	(801)	0	0	0
Meadows and Buchan Street	(72)	(929)	(3,137)	(2,112)	(403)	0
Clerk Maxwell Road	0	(643)	(181)	0	0	0
Campkin Road	(184)	(1,201)	(1,729)	0	0	0
Acquisition or New Build (Unallocated)	0	0	0	0	(2,400)	(2,700)
Total Use of Retained Right to Buy Funding	**(6,545)**	**(10,217)**	**(8,152)**	**(2,838)**	**(2,803)**	**(2,700)**
Total to be funded from HRA Resources (DRF & MRR) and Sales Receipts	**8,753**	**10,368**	**18,574**	**15,214**	**6,036**	**4,090**
Total HRA Borrowing	**0**	**0**	**0**	**1,101**	**2,504**	**3,210**

Key Sensitivity Analysis

Appendix I

Topic	Business Plan Assumption	Key Sensitivity Modelled	Financial Impact
Rents Inflation	CPI plus 1% for 5 years, followed by CPI plus 0.5%	Although confirmed by government, for the next 5 years, there is no guarantee that there will be the ability to return to previously assumed rent increases if rents are set legislatively after 2024/25, so assume CPI only from 2025/26.	Borrowing increases by £46 million during the life of the plan and the resource available for debt redemption at the end of the 30 years is £63 million lower.
Direct Payments (Universal Credit)	Bad Debts at 1.5%	Evidence from the pilot authorities for direct payment indicated that collection rates may fall from 99% to 95%. Assume bad debts at 5% from 2020/21.	Borrowing increases by £49 million during the life of the plan and the resource available for debt redemption at the end of the 30 years is £37 million lower.
Cost of HRA New Build post the 500 homes	Cost of £250,000 per units assumed, based upon use of HRA land or S106 sites built to current standards.	Assume that the authority opts to build sustainable homes, with build costs at 50% more per square metre, resulting in costs of £375,000 per unit.	Borrowing increases by £117 million during the life of the plan and the resource available for debt redemption at the end of the 30 years is £53 million lower.

HRA Summary 2019/20 to 2024/25

Appendix J

Description	2019/20 £0	2020/21 £0	2021/22 £0	2022/23 £0	2023/24 £0	2024/25 £0
Income						
Rental Income (Dwellings)	(36,484,730)	(37,942,600)	(39,938,580)	(43,206,890)	(45,538,000)	(47,145,200)
Rental Income (Other)	(1,199,740)	(1,292,350)	(1,314,970)	(1,342,580)	(1,372,120)	(1,402,300)
Service Charges	(2,969,250)	(3,055,160)	(3,104,630)	(3,165,040)	(3,229,660)	(3,295,690)
Contribution towards Expenditure	(679,430)	(654,850)	(666,310)	(680,300)	(695,270)	(710,560)
Other Income	(458,880)	(460,530)	(460,410)	(470,080)	(480,420)	(490,990)
Total Income	**(41,792,030)**	**(43,405,490)**	**(45,484,900)**	**(48,864,890)**	**(51,315,470)**	**(53,044,740)**
Expenditure						
Supervision & Management - General	4,084,860	3,796,660	3,858,490	4,077,450	4,217,170	4,335,580
Supervision & Management - Special	3,517,520	3,292,220	3,288,640	3,406,770	3,454,720	3,489,160
Repairs & Maintenance	7,712,470	7,681,780	8,062,080	8,079,040	8,381,390	8,713,360
Depreciation - t/f to Major Repairs Res.	11,070,740	11,154,140	11,818,550	12,284,890	12,573,900	12,869,670
Debt Management Expenditure	0	0	0	0	0	0
Other Expenditure	4,034,970	4,146,510	4,225,460	4,342,440	4,454,480	4,560,330
Total Expenditure	**30,420,560**	**30,071,310**	**31,253,220**	**32,190,590**	**33,081,660**	**33,968,100**
Net Cost of HRA Services	**(11,371,470)**	**(13,334,180)**	**(14,231,680)**	**(16,674,300)**	**(18,233,810)**	**(19,076,640)**
HRA Share of operating income and expenditure included in Whole Authority I&E Account						
Interest Receivable	(543,300)	(451,910)	(307,310)	(181,310)	(142,220)	(146,260)
HRA (Surplus) / Deficit for the Year	**(11,914,770)**	**(13,786,090)**	**(14,538,990)**	**(16,855,610)**	**(18,376,030)**	**(19,222,900)**
Items not in the HRA Income and Expenditure Account but in the movement on HRA balance						
Loan Interest	7,506,740	7,506,750	7,544,920	7,553,840	7,600,880	7,687,720
Housing Set Aside	1,560,900	(3,905,000)	(9,145,000)	(1,280,000)	(374,510)	0

Appropriation from Ear-Marked Reserve	0	0	0	0	0	0
Direct Revenue Financing of Capital	2,568,300	14,182,120	11,646,940	19,921,060	11,102,750	11,464,790
(Surplus) / Deficit for Year	**(278,830)**	**3,997,780**	**(4,492,130)**	**9,339,290**	**(46,910)**	**(70,390)**
Balance b/f	(11,539,346)	(11,818,176)	(7,820,396)	(12,312,526)	(2,973,236)	(3,020,146)
Total Balance c/f	**(11,818,176)**	**(7,820,396)**	**(12,312,526)**	**(2,973,236)**	**(3,020,146)**	**(3,090,536)**

Housing Capital Investment Plan

Appendix K

Description	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
General Fund Housing Capital Spend										
Disabled Facilities Grants	754	682	682	682	682	682	682	682	682	682
Private Sector Housing Grants and Loans	195	195	195	195	195	195	195	195	195	195
Total General Fund Housing Capital Spend	**949**	**877**	**877**	**877**	**877**	**877**	**877**	**877**	**877**	**877**
HRA Capital Spend										
Decent Homes										
Kitchens	655	682	303	466	621	753	1,136	747	1,474	1,367
Bathrooms	331	1,049	188	47	158	650	653	146	67	363
Central Heating / Boilers	2,586	3,838	1,866	2,050	1,850	2,675	1,902	2,129	2,315	1,685
Insulation / Energy Efficiency / Wall Finishes	833	1,344	891	807	676	519	420	970	181	1,184
Energy Efficiency Pilot / Retrofit	0	500	1,000	1,000	0	0	0	0	0	0
External Doors	148	116	52	72	20	58	52	75	57	58
PVCU Windows	0	689	467	241	855	538	1,062	380	328	1,111
Wall Structure	634	2,246	6	6	19	2	250	94	505	681
External Painting	0	357	357	357	357	357	357	357	357	357
Roof Structure	398	300	300	300	300	300	300	300	300	300
Roof Covering	542	688	1,106	200	690	1,918	1,647	994	1,058	935
Chimneys	1	2	0	0	2	2	0	0	0	7
Electrical / Wiring	555	296	274	445	388	483	209	266	4	19
Sulphate Attacks	102	102	102	102	102	102	102	102	102	102
HHSRS Contingency	229	100	100	100	100	100	100	100	100	100
Other Health and Safety Works	269	50	50	50	50	50	50	50	50	50

Description	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Other External Works	0	0	0	0	0	0	0	0	0	0
Capitalised Officer Fees - Decent Homes	305	330	330	330	330	330	330	330	330	330
Decent Homes Backlog	0	0	4,716	4,716	4,716	4,716	4,716	3,811	3,811	3,811
Decent Homes Planned Maintenance Contractor Overheads	842	1,305	667	576	680	936	906	738	759	915
Decent Homes New Build Allocation	467	144	730	1,004	1,084	1,169	1,257	1,346	1,441	1,537
Total Decent Homes	**8,897**	**14,138**	**13,505**	**12,869**	**12,998**	**15,658**	**15,449**	**12,935**	**13,239**	**14,912**
Other Spend on HRA Stock										
Garage Improvements	195	100	100	100	100	100	100	100	100	100
Asbestos Removal	50	50	50	50	50	50	50	50	50	50
Disabled Adaptations	878	808	808	808	808	808	808	808	808	808
Communal Areas Uplift	100	100	100	100	100	100	100	100	100	100
Communal Electrical Installations / Fire Systems / Communal Lighting	150	150	150	150	150	150	150	150	150	150
Communal Entrance / Enclosure Doors + Glazing	71	329	71	76	136	71	140	71	73	185
Fire Prevention / Fire Safety Works	921	50	50	50	50	50	50	50	50	50
Hard surfacing on HRA Land - Health and Safety Works	508	225	225	225	225	225	225	225	225	225
Communal Areas Floor Coverings	295	100	100	100	100	100	100	100	100	100
Lifts and Door Entry Systems	138	231	9	0	38	28	75	0	0	40
Estate Investment Scheme	305	1,270	970	1,000	806	0	0	0	0	0
Capitalised Officer Fees - Other HRA Stock Spend	114	114	114	114	114	114	114	114	114	114
Other Spend on HRA Stock Planned Maintenance Contractor Overheads	364	235	183	182	193	185	197	182	182	199
Total Other Spend on HRA stock	**4,089**	**3,762**	**2,930**	**2,955**	**2,870**	**1,981**	**2,109**	**1,950**	**1,952**	**2,121**

Description	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000	2027/28 £'000	2028/29 £'000
HRA New Build / Re-Development										
Anstey Way	5,876	0	0	0	0	0	0	0	0	0
2015/16 Garage & In-Fill Sites (Nuns & Cameron / Wiles / Teddar)	1,424	369	0	0	0	0	0	0	0	0
Kendal Way	46	300	0	0	0	0	0	0	0	0
Queensmeadow	500	24	0	0	0	0	0	0	0	0
Wulfstan Way	304	442	0	0	0	0	0	0	0	0
Akeman Street	1,655	2,635	183	0	0	0	0	0	0	0
Ventress Close	1,536	1,383	0	0	0	0	0	0	0	0
Colville Road (Garage Site)	679	96	0	0	0	0	0	0	0	0
Mill Road (Phase I and II)	7,974	9,613	2,747	0	0	0	0	0	0	0
Gunhild Way	469	122	0	0	0	0	0	0	0	0
Markham Close	967	122	0	0	0	0	0	0	0	0
Cromwell Road (Including Land Acquisition)	2,555	3,496	4,879	2,419	0	0	0	0	0	0
Kingsway Clinic Conversion	382	0	0	0	0	0	0	0	0	0
Ditchburn Place New Build	143	0	0	0	0	0	0	0	0	0
Colville Road	1,559	10,131	3,940	0	0	0	0	0	0	0
Meadows and Buchan Street	242	3,098	11,618	10,830	1,343	0	0	0	0	0
Clerk Maxwell Road	0	2,143	604	0	0	0	0	0	0	0
Campkin Road	2,768	6,008	8,645	0	0	0	0	0	0	0
Hill POD Homes	0	140	0	0	0	0	0	0	0	0
Keepmoat Defect Management (10 Schemes)	60	0	0	0	0	0	0	0	0	0
Acquisition or New Build (Unallocated)	1,000	1,500	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Total HRA New Build	**30,139**	**41,622**	**42,616**	**23,249**	**11,343**	**10,000**	**10,000**	**10,000**	**10,000**	**10,000**

Description	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Sheltered Housing Capital Investment										
Ditchburn Place	772	0	0	0	0	0	0	0	0	0
Total Sheltered Housing Capital Investment	**772**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Other HRA Capital Spend										
Orchard Replacement / Mobile Working	543	0	0	0	0	0	0	0	0	0
Stores Reconfiguration	55	0	0	0	0	0	0	0	0	0
Estate Service Champion Estate Vehicle	0	0	0	0	0	0	0	0	0	0
Shared Ownership Repurchase	300	300	300	300	300	300	300	300	300	300
Commercial and Administrative Property	30	30	30	30	30	30	30	30	30	30
Total Other HRA Capital Spend	**928**	**330**	**330**	**330**	**330**	**330**	**330**	**330**	**330**	**330**
Total HRA Capital Spend	**44,825**	**59,852**	**59,381**	**39,403**	**27,541**	**27,969**	**27,888**	**25,215**	**25,521**	**27,363**
Total Housing Capital Spend at Base Year Prices	**45,774**	**60,729**	**60,258**	**40,280**	**28,418**	**28,846**	**28,765**	**26,092**	**26,398**	**28,240**
Inflation Allowance and Stock Reduction Adjustment for Future Years	0	266	852	1,425	2,031	2,863	3,253	3,155	3,554	4,302
Total Inflated Housing Capital Spend	**45,774**	**60,995**	**61,110**	**41,705**	**30,449**	**31,709**	**32,018**	**29,247**	**29,952**	**32,542**
Housing Capital Resources										
Right to Buy Receipts	(474)	(478)	(483)	(483)	(483)	(483)	(483)	(483)	(513)	(518)
Other Capital Receipts (Land and Dwellings)	0	0	0	0	0	0	0	0	0	0
Major Repairs Reserve	(16,943)	(5,878)	(22,451)	(12,284)	(12,574)	(12,869)	(13,165)	(13,475)	(13,791)	(14,114)
Direct Revenue Financing of Capital	(2,568)	(14,182)	(11,647)	(19,921)	(11,103)	(11,465)	(12,177)	(11,607)	(11,966)	(14,228)

Description	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
	£'000	**£'000**	**£'000**	**£'000**	**£'000**	**£'000**	**£'000**	**£'000**	**£'000**	**£'000**
Other Capital Resources (Grants / Shared Ownership / R&R Funding)	(1,028)	(2,050)	(300)	(300)	(300)	(300)	(300)	(300)	(300)	(300)
Devolution Grant	(14,841)	(21,036)	(15,890)	(4,096)	0	0	0	0	0	0
Retained Right to Buy Receipts	(6,545)	(10,217)	(8,152)	(2,838)	(2,803)	(2,700)	(2,700)	(2,700)	(2,700)	(2,700)
Disabled Facilities Grant	(682)	(682)	(682)	(682)	(682)	(682)	(682)	(682)	(682)	(682)
Prudential Borrowing	0	0	0	(1,101)	(2,504)	(3,210)	(2,511)	0	0	0
Total Housing Capital Resources	**(43,081)**	**(54,523)**	**(59,605)**	**(41,705)**	**(30,449)**	**(31,709)**	**(32,018)**	**(29,247)**	**(29,952)**	**(32,542)**
Net (Surplus) / Deficit of Resources	2,693	6,472	1,505	0	0	0	0	0	0	0
Capital Balances b/f	**(10,671)**	**(7,978)**	**(1,506)**	**(0)**	**(0)**	**(0)**	**(0)**	**(0)**	**(0)**	**(0)**
Use of / (Contribution to) Balances in Year	2,693	6,472	1,506	0	0	0	0	0	0	0
Capital Balances c/f	**(7,978)**	**(1,506)**	**(0)**	**(0)**	**(0)**	**(0)**	**(0)**	**(0)**	**(0)**	**(0)**
Other Capital Balances (Opening Balance 1/4/2019)										
Major Repairs Reserve	(11,231)	Utilised in future years to fund investment in the housing stock								
Retained 1-4-1 Right to Buy Receipts	(13,932)	Utilised between 2019/20 and 2020/21 above								
Right to Buy Receipts for Debt Redemption	(9,031)	Retained for future debt repayment								
Total Other Capital Balances	**(34,194)**									

Cambridge City Council Equality Impact Assessment (EqIA)

This tool helps the Council ensure that we fulfil legal obligations of the Public Sector Equality Duty to have due regard to the need to –

(a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;

(b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;

(c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Guidance on how to complete this tool can be found on the Cambridge City Council intranet. For specific questions on the tool email Helen Crowther, Equality and Anti-Poverty Officer at equalities@cambridge.gov.uk or phone 01223 457046. Once you have drafted the EqIA please send this to equalities@cambridge.gov.uk for checking. For advice on consulting on equality impacts, please contact Graham Saint, Strategy Officer, (graham.saint@cambridge.gov.uk or 01223 457044).

1. Title of strategy, policy, plan, project, contract or major change to your service:
Housing Revenue Account Budget 2020/21

2. Webpage link to full details of the strategy, policy, plan, project, contract or major change to your service (if available)
Documents will be published here: https://democracy.cambridge.gov.uk/ieListDocuments.aspx?CId=116&MId=3602&Ver=4

1. What is the objective or purpose of your strategy, policy, plan, project, contract or major change to your service?
This EqIA considers equality impacts of budget proposals at the point that they are presented to Housing Scrutiny Committee for consideration, before decisions are made by the Executive Councillor for Housing. An EqIA is undertaken on the proposals in order to enable the City Council to set a balanced Housing Revenue Account budget for 2020/21 that reflects the Council's vision and takes into account councillors' priorities in its proposals for achieving the efficiency savings required to allow the strategic reinvestment of resource into new areas. This EqIA assesses the equality impacts of the Housing Revenue Account element of the City Council's budget.

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

An EqIA has been completed for budget proposals that are likely to result in significant service changes. This EqIA sets out the material information from EqIAs attached to individual budget bids. Some EqIAs identify very small or neutral impacts and therefore have not been included.

This approach is intended to ensure that in making decisions on the Budget, the Council is discharging its Public Sector Equality Duty under the Equality Act 2010.

The 2020/21 budget proposals that are considered as part of this impact assessment are:

- Additional Development Officer in the Housing Development Agency to explore HRA new build opportunities
- Extension of Financial Inclusion Officer post (HRA share)
- Security fund for domestic abuse survivors
- Employment of a fixed term Energy Officer / Assessor and Corporate Energy Manager
- Introduction of Disabled Adaptations Moving Grants
- Reduction in Housing Disabled Adaptations Capital Funding
- Increased garage rent income to the HRA
- Employment of a Tenancy Auditor
- Continuation of the Green Fingers Gardening Scheme
- Employment of Caretakers for Housing First Schemes

4. Responsible Service

The Finance service manages the budget process, but a range of Council Services are responsible for the individual bid proposals included in this EqIA.

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

☒ Residents of Cambridge City

☒ Visitors to Cambridge City

☒ Staff

Please state any specific client group or groups (e.g. City Council tenants, tourists, people who work in the city but do not live here): City Council tenants and leaseholders

6. What type of strategy, policy, plan, project, contract or major change to your service is this? (Please tick)
Each of the proposals identified will change the level of service to be delivered.
7. Are other departments or partners involved in delivering this strategy, policy, plan, project, contract or major change to your service? (Please tick)
Yes: This is an assessment of the Council's Housing Revenue Account budget proposals and therefore covers all our landlord related services. The budget also affects some of the Council's partnership working, notably with the Voluntary and Community Sector (such as Cambridge & District Citizens Advice), Cambridge Jobcentre Plus and the Police.

8. Has the report on your strategy, policy, plan, project, contract or major change to your service gone to Committee? If so, which one?
Revenue budget bid proposals are presented to Housing Scrutiny Committee on 15th January 2020 and capital bids to Council on 13th February: https://democracy.cambridge.gov.uk/ieListDocuments.aspx?CId=116&MId=3602&Ver=4

9. What research methods/ evidence have you used in order to identify equality impacts of your strategy, policy, plan, project, contract or major change to your service?
This information is based on feedback from Council Officers that lead on the individual Budget Bid proposals and the EqIA's they have produced.

10. Potential impacts For each category below, please explain if the strategy, policy, plan, project, contract or major change to your service could have a positive/ negative impact or no impact. Where an impact has been identified, please explain what it is. Consider impacts on service users, visitors and staff members separately.

(a) Age
Extension of Financial Inclusion Officer post (Housing Revenue Account share) The post holder works with all age groups but has particularly complex cases of single parents, mostly female, with young children who struggle to access work due to childcare issues. Strong links have been made with Cambridge Housing Society Employment Advisor and successes have been made getting single parents closer to the workforce and even into employment. Pensioner poverty in the UK has been reducing over the years according to the Joseph Rowntree Foundation report 'UK Poverty 2018' but recently is showing signs of an increase. Over the past few months, the post holder has supported several pensioners who have found themselves with avoidable debts.

(a) Age
Security fund for domestic abuse survivors Our security fund is aimed at responding to domestic abuse experienced by all age groups across council tenure and we recognise that different age groups can have different experiences of domestic abuse. Older victims experience abuse for twice as long before seeking help as those aged below 61 and nearly half have a disability, yet older clients are hugely underrepresented among domestic abuse services. Younger people are more likely to be subject to interpersonal violence. The majority of high risk victims are in their 20's or 30's. Domestic abuse can affect children as well as adults: There are 130,000 children in the UK living in homes with domestic abuse where there's a high risk of murder or serious harm. **Employment of a fixed term Energy Officer / Assessor and Capital Fund for Energy Initiatives Pilot** Older people and the very young may be more vulnerable to ill health caused by poor heating and ventilation. Funding to identify and improve the less energy efficient council homes should positively impact this protected group. **Disabled Adaptations Moving Grants** Grant funding to assist those for whom their council home is no longer suitable to move to a property that better meets their needs may positively benefit older people, with 44% of pension age adults recorded as having a disability according to The Papworth Trust Disability Facts and Figures 2018. **Reduction in Housing Disabled Adaptations Capital Funding** A proposed reduction in the level of capital funding for disabled adaptations is not expected to negatively impact any protected characteristic group as the reduction is being made based upon historic demand for the investment. There is no evidence that ongoing demand for the adaptations met from this funding will increase. The bid to allow revenue funding for assisting those with a disability to move to a property that better meets their needs, will further reduce demand on the capital budget, where extending existing properties particularly, can prove hugely expensive. **Employment of a Tenancy Auditor** A proposal to employ a Tenancy Auditor on a pilot basis to undertake tenancy audits by visiting properties has the potential to benefit older or more vulnerable residents who may require signposting to services that could provide support to them. **Continuation of the Green Fingers Gardening Scheme** A bid in the HRA to allow continuation of this existing scheme will ensure that older tenants unable to manage their gardens themselves will continue to benefit from the support that they currently receive.

(b) Disability

Extension of Financial Inclusion Officer post (Housing Revenue Account share)

The Financial Inclusion Officer assists with claiming disability benefits, explains potential impacts when receiving additional benefits and can offer support if applications fail and an appeal needs to be made. Therefore, the extension of the post would benefit disabled people. This is especially the case because UK statistics indicate that disabled adults in working-age families are much more likely to be in poverty than those who are not disabled – 39% compared with 18% (Joseph Rowntree Foundation, 2018). This is because disabled people are less likely to be in work or more likely to be in low-paid employment. Whilst support for disabled persons under UC is generally less generous than under the 6 legacy benefits, additional financial support is available for disabled people where the nature of their disability means that they have higher living costs.

Security fund for domestic abuse survivors

Disabled people experience disproportionately higher rates of domestic abuse. They also experience domestic abuse for longer periods of time, and more severe and frequent abuse than non-disabled people. A security fund for people who may be affected by domestic abuse can help to prevent domestic abuse experienced by disabled people. Help could include lock changes, security lighting, security doors, CCTV, door chains, bolts, fencing, early warning alarms and external letter boxes.

In addition, helping people experiencing domestic abuse effectively can help prevent disability caused by domestic violence where physical injury occurs. Also, anxiety and depression may be indicators of domestic abuse.

Employment of a fixed term Energy Officer / Assessor and Capital Fund for Energy Initiatives Pilot

Those with a disability may be more vulnerable to ill health caused by poor heating and ventilation. Funding to identify and improve the less energy efficient council homes should positively impact this protected group.

Disabled Adaptations Moving Grants

Grant funding to assist those for whom their council home is no longer suitable to move to a property that better meets their needs will positively benefit those identified as having a disability. There are 1.8 million people with unmet housing needs according to The Papworth Trust Disability Facts and Figures 2018.

Employment of a Tenancy Auditor

A proposal to employ a Tenancy Auditor on a pilot basis to undertake tenancy audits by visiting properties has the potential to benefit those with a disability who may require signposting to services that could provide support to them, or could benefit from property adaptations which the Council may not otherwise be aware of the need for.

(b) Disability

Reduction in Housing Disabled Adaptations Capital Funding

A proposed reduction in the level of capital funding for disabled adaptations is not expected to negatively impact any protected characteristic group as the reduction is being made based upon historic demand for the investment. There is no evidence that ongoing demand for the adaptations met from this funding will increase. The bid to allow revenue funding for assisting those with a disability to move to a property that better meets their needs, will further reduce demand on the capital budget, where extending existing properties particularly, can prove hugely expensive.

Continuation of the Green Fingers Gardening Scheme

A bid in the HRA to allow continuation of this existing scheme will ensure that disabled tenants unable to manage their gardens themselves will continue to benefit from the support that they currently receive.

(c) Gender reassignment

Security fund for domestic abuse survivors

There is limited research on how many trans people experience domestic abuse in the UK. However, figures that exist suggest it is a significant issue. A report by The Scottish Transgender Alliance indicates that 80% of trans people had experienced emotional, sexual, or physical abuse from a partner or ex-partner. Therefore, the security fund may especially benefit transgender people, including those with the protected characteristic of gender reassignment. Help could include lock changes, security lighting, security doors, CCTV, door chains, bolts, fencing, early warning alarms and external letter boxes.

(d) Marriage and civil partnership

Security fund for domestic abuse survivors

The cross-government definition of domestic violence and abuse covers intimate partners and other family members. Statistics show that domestic violence is higher amongst those who have separated, followed by those who are divorced or single. With a higher proportion of those who have been married experiencing domestic violence, the security fund could help by providing lock changes, security lighting, security doors, CCTV, door chains, bolts, fencing, early warning alarms and external letter boxes for this group.

(e) Pregnancy and maternity

Extension of Financial Inclusion Officer post (Housing Revenue Account share)

Pregnancy and maternity are a financially difficult time until the baby is born it is not added to the household for additional financial support. Moreover, in the UK, nearly half of children in lone parent families live in poverty, compared with one in four of those in couple families. Over the last five years, poverty rates for children in lone-parent families have risen by around twice as much as those for children in couple families. Therefore, extending the posts may particularly benefit lone parent families by ensuing they receive benefits they are entitled to and in providing budgeting and debt advice.

Security fund for domestic abuse survivors

Nearly one in three women who suffer from domestic abuse during their lifetime report that the first incidence of violence happened while they were pregnant. Our fund to support security measures for those affected by domestic abuse is likely to have a particularly positive impact for people with the protected characteristic of pregnancy and maternity. The security fund could help by providing lock changes, security lighting, security doors, CCTV, door chains, bolts, fencing, early warning alarms and external letter boxes for this group.

(f) Race

Extension of Financial Inclusion Officer post (Housing Revenue Account share)

It is likely that the extension of these posts will especially be of benefit to ethnic minority groups who may be more likely to experience poverty, so benefit from support to identify benefit entitlement or to manage their money. UK statistics find that Bangladeshi and Pakistani families have experienced much greater rates of poverty than all other ethnic groups and this has been the case for 20 years. Poverty rates are higher among all ethnic minority groups compared with those among the majority White British.

Security fund for domestic abuse survivors

In 2018, under one-fifth of cases discussed at MARACs involved a black or minority ethnic victim (17%), but the ONS share that these statistics may not be representative of the prevalence of domestic abuse within ethnic groups. The small proportions of domestic abuse victims with these characteristics becoming visible in the MARAC data demonstrates the disparities in service provision for these groups and low levels of identification and recording of these characteristics.

Some key points to be considered are that for some ethnic groups:

- It might be a huge step to seek help where it could mean severing ties with their wider community, and in some cases people might be shunned by their communities
- Some communities might fear that children will be taken into care

Our fund to support security measures for those affected by domestic abuse is likely to have a particularly positive impact for people with the protected characteristic of race.

(g) Religion or belief
No specific impact for this protected characteristic group.

(h) Sex
Extension of Financial Inclusion Officer post (Housing Revenue Account share) There are more women in receipt of housing benefits (August 2019) as single parents than male single parents. By providing access to financial support to this group at an early point, outcomes are often more positive and longer lasting. In the first 9 months of operation of those supported by the Universal Credit Outreach Advice for instance, 44% were female (young/single mums were the group engaging most quickly). **Security fund for domestic abuse survivors** Women are around twice-as-likely to have experienced domestic abuse than men (7.9% compared with 4.2%). This equates to an estimated 1.3 million female victims and 695,000 male victims. The estimates do not take into account the context and impact of the abusive behaviours experienced. Research suggests that when coercive and controlling behaviour is taken into account, the differences between the experiences of male and female victims become more apparent. Research also suggests that women experience domestic abuse with much more intensity. 89% of people who experience four or more incidents of domestic violence are women.44 The majority of victims of domestic homicides recorded between April 2013 and March 2016 were women (70%). In the UK, two women are killed every week in England by a partner or ex-partner.
Security fund for domestic abuse survivors (Continued) Our fund to support security measures for those affected by domestic abuse is likely to have a particularly positive impact for women. **Disabled Adaptations Moving Grants** According to The Papworth Trust Disability Facts and Figures 2018, there are more disabled women than men in the UK, with 23% of women as opposed to 19% of men. Grant funding to assist those for whom their council home is no longer suitable to move to a property that better meets their needs could positively benefit a greater proportion of women than men. **Reduction in Housing Disabled Adaptations Capital Funding** A proposed reduction in the level of capital funding for disabled adaptations is not expected to negatively impact any protected characteristic group as the reduction is being made based upon historic demand for the investment. There is no evidence that ongoing demand for the adaptations met from this funding will increase. The bid to allow revenue funding for assisting those with a disability to move to a property that better meets their needs, will further reduce demand on the capital budget, where extending existing properties particularly, can prove hugely expensive.

(i) Sexual Orientation

Security fund for domestic abuse survivors

Stonewall's research shows that one in four lesbian and bi women have experienced domestic abuse in a relationship. Two thirds of those say the perpetrator was a woman, a third a man. Almost half (49%) of all gay and bi men have experienced at least one incident of domestic abuse from a family member or partner since the age of 16.

Our fund to support security measures for those affected by domestic abuse is likely to have a particularly positive impact for people with the protected characteristic of sexual orientation.

(j) Other factors that may lead to inequality – <u>in particular</u> – please consider the impact of any changes on low income groups or those experiencing the impacts of poverty

Additional Development Officer in the Housing Development Agency to explore HRA new build opportunities

This post will have a positive impact for a number of equality groups, although it is not clear at this stage which groups will benefit. Part of the assessment of new build opportunities and the development of the future new build programme will include consideration of who needs housing and where. Individual EQIA's are undertaken on all proposed new developments as they are bought forward for consideration and decision, by which point the impacts will be clear.

Extension of Financial Inclusion Officer post (Housing Revenue Account share)

Households on a low income often struggle living within an affluent area like Cambridge, as there is a marked difference in living standards. The role of the Financial Inclusion Officer has been to pick up complex cases and initially provide these households with immediate support to reduce the risk of homelessness. The post holder would also continue to work with the households and, where appropriate, internal and external colleagues to develop a longer term strategy to reduce the reliance on this post going forward.

Employment of a fixed term Energy Officer / Assessor and Capital Fund for Energy Initiatives Pilot

Funding to identify and improve energy efficiency in council homes could lead to a reduction in energy bills, which will be particularly beneficial for those on low incomes. In the region of 50% of council tenants receive support towards the cost of their accommodation, with this funding likely to positively impact this group.

(j) Other factors that may lead to inequality – in particular – please consider the impact of any changes on low income groups or those experiencing the impacts of poverty

Disabled Adaptations Moving Grants

According to The Papworth Trust Disability Facts and Figures 2018, those with a disability are twice as likely to be unemployed as those without. Grant funding to assist those for whom their council home is no longer suitable to move to a property that better meets their needs could positively benefit those on low incomes or reliant on financial assistance to meet their living costs.

Reduction in Housing Disabled Adaptations Capital Funding

A proposed reduction in the level of capital funding for disabled adaptations is not expected to negatively impact any protected characteristic group as the reduction is being made based upon historic demand for the investment. There is no evidence that ongoing demand for the adaptations met from this funding will increase. The bid to allow revenue funding for assisting those with a disability to move to a property that better meets their needs, will further reduce demand on the capital budget, where extending existing properties particularly, can prove hugely expensive.

Increased garage rent income to the HRA

Will impact those on low incomes who rent a garage in a high value location, with rents increasing from April 2020, as protection is phased out for existing tenants. The rent increase was agreed to be made in a phased manner to mitigate the financial impact for tenants and tenants have been encouraged to make contact with the Council if the increase poses a significant problem. Rent arrears and any termination of garage tenancies is being monitored.

Employment of a Tenancy Auditor

A proposal to employ a Tenancy Auditor on a pilot basis to undertake tenancy audits by visiting properties has the potential to benefit those on low incomes who may require signposting to services that could provide support to them.

Employment of Caretakers for Housing First Schemes

The introduction of some Housing First Schemes in HRA stock will allow vulnerable tenants and those with low level support needs to be able to manage and sustain a tenancy, with direct support and an early warning system being delivered by 'neighbour caretakers' who also reside in the block or scheme.

11. Action plan

This EqIA provides an overall assessment of the equality impacts of budget proposals included in the Housing Revenue Account budget proposed for 2020/21, to inform Councillor's decisions. Services are responsible for updating individual EqIAs for all proposals that are taken forward and approved at Housing Scrutiny Committee or Council.

12. Do you have any additional comments?
This EqIA contains information on equality impacts discussed with services on their budget bid proposals. The EqIA does not contain detailed information, which will be provided by services as part of their individual EqIA's for proposal which receive formal approval.

13. Sign off

Name and job title of lead officer for this equality impact assessment:
Julia Hovells, Assistant Head of Finance

Names and job titles of other assessment team members and people consulted:

- Helen Crowther, Equality and Anti-Poverty Officer
- Clarissa Norman, Customer Service Operations Manager
- Lynn Thomas, Head of Housing Maintenance and Assets
- David Greening, Head of Housing
- Claire Flowers, Head of Housing Development Agency
- Naomi Armstrong, Benefit Manager
- Hilary Newby, Housing Maintenance and Assets Accountant

Date of EqIA sign off: 19/11/2019

Date of next review of the equalities impact assessment: This will be different for each project

Date to be published on Cambridge City Council website: N/a (But an EqIA will be published for proposals taken forward to Housing Scrutiny Committee on 15th January 2020 and Council on 13th February 2020).