

**HOUSING COMMITTEE**  
**TUESDAY, 24TH JANUARY, 2023 AT 7.30 PM**

## **Supplementary Agenda**

To all members of Housing Committee,

The Chairman has agreed that an urgent item of business be considered by the Committee at its meeting this evening. Please find attached the report for this item of business. Copies will be available in the Chamber at the meeting.

<b>Agenda No</b>	<b>Item</b>
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| 12. | <b><u>Any other business which, in the opinion of the Chair, should be considered as a matter of urgency (Pages 3 - 20)</u></b> |
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**Local Authority Housing Fund**

Yours faithfully,

David Ford  
**Chief Executive**

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## Local Authority Housing Fund

### Housing Committee Tuesday, 24 January 2023

Report of: Executive Head of Communities

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Purpose: For decision

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Publication status: Unrestricted

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Wards affected: All

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#### **Executive summary:**

The Council has been given an indicative funding allocation by the Department for Levelling Up Housing and Communities (DLUHC) to provide accommodation to families with housing needs who have arrived in the UK via Ukrainian and Afghan resettlement and relocation schemes. The Council must submit a validation form to DLUHC by midday 25<sup>th</sup> January to indicate its preparedness to deliver a minimum of 6 properties to assist households who have arrived in the UK under one of the Ukraine schemes and a minimum of one property to assist a household in bridging accommodation who has arrived in the UK under one of the Afghan schemes. A Memorandum of Understanding must also be submitted to DLUHC by 1<sup>st</sup> March 2023.

This report sets out the background to the funding allocation, the timescales involved and how Officers intend on delivering the homes. This report also sets out the level of grant funding available, the conditions of the funding and how the Council can finance its own contribution.

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**This report supports the Council's priority of:** Creating the homes, infrastructure and environment we need

**Contact officer** Nicola Cresswell Housing Development Specialist  
NCresswell@tandridge.gov.uk –

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## **Recommendation to Committee:**

It is recommended that:

- A. Members approve the submission of a validation form to DLUHC by midday on Wednesday 25<sup>th</sup> January to confirm that the Council is willing and able to participate in the Local Authority Housing Fund scheme.
- B. Members approve that the Section 151 Officer agree to and sign the Memorandum of Understanding no later than 1<sup>st</sup> March 2023 (see Appendix A).
- C. Members approve for Officers to indicate the authority may be able to provide accommodation in excess of the indicative allocation and that should more funding become available the Section 151 Officer, in consultation with the Chair and Group Leaders, is authorised to amend the MOU accordingly.

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## **Reason for recommendation:**

To increase the Council's general needs housing stock through the acquisition of homes to be let as affordable or social rent. First lets of the new homes to be to households in need of settled accommodation who have arrived in the UK under one of the recent humanitarian schemes for Ukrainian or Afghan refugees.

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## **Introduction and background**

1. The Department for Levelling Up, Housing and Communities (DLUHC) is introducing a £500 million capital fund – the Local Authority Housing Fund (LAHF) – for local authorities in England to provide accommodation to families with housing needs who have arrived in the UK via the Ukrainian and Afghan resettlement and relocation schemes.
2. The fund is to support selected local authorities in England to obtain and refurbish property to provide sustainable housing for those unable to secure their own accommodation who are here under the aforementioned schemes.
3. As well as helping to fulfil the UK's humanitarian duties to assist those fleeing war, this fund will reduce the impact of new arrivals on existing housing pressures and ultimately create a lasting legacy for domestic households by providing a new and permanent supply of accommodation for local authorities to help address local housing and homelessness pressures.
4. Local authorities may choose the most appropriate delivery mechanism to achieve the fund's objectives and to bring on stream the accommodation as quickly as possible. This could include but is not limited to; refurbishing and or converting existing local authority owned residential or non-residential buildings; acquiring new build properties 'off-the-shelf', including acquiring and converting shared ownership properties; developing new properties, including modular housing on

- council owned land, and working with and supporting other organisations who want to offer accommodation for this cohort.
5. Local authorities must consider the needs of the cohort in their area when determining the size of properties to acquire. In Tandridge our focus will be on two- and three-bedroom properties.
  6. The grant will not meet all the acquisition costs and so there is an expectation that the Council will provide the remainder of the funding required. The Council has been allocated £996,000 in main element funding, representing 40% of the capital costs of the purchase of a minimum of 6 homes for households that have resettled locally under one of the Ukrainian schemes. The Council has also been allocated £367,154 in bridging element funding, representing 50% of the capital costs of the purchase of one property with a minimum of 4 bedrooms to assist in supplying accommodation for households being resettled under one of the Afghan schemes.
  7. If Local Authorities do not commit to provide the accommodation under the bridging element, then they will not be able to access the funding under the main element.

### **Timescales**

8. Although the Council has received notification of the initial indicative allocation an application must be submitted by way of a validation form by midday on Wednesday 25<sup>th</sup> January 2023. This form does not commit the Council to receive and spend the funding. This form will allow DLUHC to gauge the number of authorities who are willing to participate in the funding and the numbers of units they are willing to deliver. The validation form asks local authorities to provide key details on their delivery proposal for assessment and indicate whether they can provide units in excess of their initial allocation should more funding become available.
9. Local authorities will be expected to manage the grant funding within their normal budgetary guidelines and Section 151 officers will be expected to agree this with DLUHC via a Memorandum of Understanding ('the MOU'). The MOU should be submitted to DLUHC as soon as possible after the validation form and by no later than 1<sup>st</sup> March 2023.
10. Local authorities will be expected to complete a monitoring return every two months on the basis as set out in the MOU. Local authorities should aim to have purchased (or be in contract to purchase) the relevant properties by the target date of 30th November 2023. However, payments will still be honoured provided delivery takes place in 2023/24.

### **Strategy and Deliverability**

11. Due to its experience of the recent buy-back programme, the Council is in a fortunate position to have existing internal and external processes in place to allow for the acquisition of the minimum number of units allocated by way of open market purchase.
12. In the case of flats, these will be properties where the Council is the existing freeholder.
13. Officers will concentrate on buying properties in the northern part of the District, to enable the future occupiers the benefit of the services and

transport links available in larger and more urban settlements. This is also where the highest demand is for affordable housing from the register.

14. The recent downturn in the housing market may present the Council the opportunity to purchase new build properties that remain unsold on existing development sites.
15. The Council is in a position to purchase additional units if the funding becomes available. This will further assist in meeting the needs of the target cohort but will also contribute to the supply of general needs affordable housing going forward.

## Budget

16. Based on the initial allocation the Council's anticipated contribution to the scheme will be £1,861,154, as indicated in Table One below.

Grant Funding		Tandridge Funding		Total Funding	No. of properties	Notional value per property
	£		£	£		£
40%	996,000	60%	1,494,000	2,490,000	6	415,000
50%	367,154	50%	367,154	734,308	1	734,308
Total	1,363,154	Total	1,861,154	3,224,308	7	

**Table One**

17. The Council is not permitted to use RTB 141 receipts with the scheme. It is therefore proposed that the Council's contribution is funded through borrowing. The borrowing costs of the scheme (c£87k for a full-year) do not materially change the proposed HRA revenue budget since there would only be a part-year effect in 2023/24 and, in any event, the rental income will outweigh the borrowing costs once the houses are occupied. In previous years, slippage on delivering the programme has provided headroom against borrowing costs, so it is therefore proposed that the project be managed within the 2023/24 budget as proposed.

## Other options considered

18. The Council has an opportunity to increase its general needs housing stock in the longer term by accessing the favourable grant levels available under the Local Authority Housing Scheme. In contrast, should the Council apply for and receive Homes England grant funding for the same type of open market purchase it could only expect to receive 20-25% grant funding for properties let at affordable rents or 30-35% grant funding for properties let at social rents. Officers have considered whether the funding should be passed to another housing provider in the area however the Council is fortunate that it not only has a live development programme under the HRA but that it also has experience of buying housing properties on the open market. The advantage of the Council using the funds itself is that it can retain 100% of the nomination rights for the properties.

## **Consultation**

19. None. This item has been brought under Any Other Business to be considered as a matter of urgency.

## **Key implications**

### **Comments of the Chief Finance Officer**

The financial implications of the proposal are set out in sections 16 and 17 of the report. These sections detail the £1.9m Tandridge District Council element of financing which brings in £1.4m of match funding. Although ideally this scheme would have been part of the HRA budget considerations the timings did not allow and, for the reasons set out above, it does not materially change the estimated revenue budget. It is therefore proposed that the scheme can go ahead, with Member approval, and be managed against the proposed budget.

### **Comments of the Head of Legal Services**

The grant funding will be provided to local authorities as a section 31 grant of the Local Government Act 2003. Under Section 31 *'A Minister of the Crown may pay a grant to a local authority in England towards expenditure incurred or to be incurred by it.'*

In addition to this, the Council has a general power under Section 1 of the Localism Act 2011 to do anything that an individual may generally do provided it is not prohibited by other legislation and the power is exercised in accordance with the limitations specified in the Localism Act. Therefore, the Council is able to receive and accept the grant funding and utilise it as per the contents of the report and in line with the principles set out in the MOU. Officers will need to ensure that there is appropriate governance and oversight arrangements in place so that delivery of the housing is on track and provide value for money.

It also needs to be acknowledged that there are high numbers of homeless cases approaching the Council for assistance and limited available accommodation options with which to assist homeless households. Added to this scenario is the possibility of expected Ukrainian and Afghanistan guests becoming homeless currently and over the next year, a scenario that threatens to increase the Council's Housing Service by adding unexpected new homeless households on top the already high levels of homelessness being experienced. This in turn will add pressure on temporary accommodation provision and available housing accommodation resources within the community. If the Council has an opportunity to increase its general needs housing stock in the longer term by accessing funding under the Local Authority Housing Scheme, then this opportunity should be explored further.

## **Equality**

A public authority must, in the exercise of its functions, have due regard to the need to –

- a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- 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.

The proposal set out in this report caters to a predefined group of refugees who are arriving in the District and hence will not result in unlawful discrimination, harassment, victimisation and other conduct prohibited by the Equality Act 2010.

## **Climate change**

Unlike the Council's new build programme, housing stock purchased under the LAHF will not be Net Zero Carbon (operational). Where purchased properties are flats within blocks where the Council is the freeholder, properties will be included in initiatives being brought forward to improve the energy performance of the building at the appropriate time. Where the properties are freehold, any suitable measures will be undertaken to increase insulation and reduce heat loss from the building and due consideration will be given to the Council's ability to meet future decarbonisation targets.

## **Appendices**

Appendix 'A' - Template for the Memorandum of Understanding

## **Background papers**

None

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## Appendix A

### MEMORANDUM OF UNDERSTANDING

*Between*

**Department for Levelling Up, Housing and Communities**

*-and-*

**Insert Local Authority Name**

#### 1. Purpose

- 1.1. This Memorandum of Understanding ('MOU') sets out the terms that will apply to the working relationship between the Department for Levelling Up, Housing and Communities ('DLUHC') and Insert **Local Authority Name** ('the Council') regarding the administration and delivery of the Local Authority Housing Fund ('LAHF').
- 1.2. This MOU will be for the period Q4 2022/23 and 2023/24. It will be reviewed and updated only where either of the signatories deem it necessary, in which case it will require joint agreement. Further detail on changing the MOU is set out in Paragraph 4.4.
- 1.3. This MOU sets out both the universal fund wide conditions and expectations for appropriate spend of LAHF.
- 1.4. This MOU is not intended to create legal or binding obligations. It describes the understanding between both parties for the use of funding specified in Section 3 of this agreement.

#### 2. Background

- 2.1. The LAHF was launched on 14 December 2022. The details of the fund were shared on that date with the Council in the document 'Local Authority Housing Fund – Prospectus and Guidance' ('the Prospectus').
- 2.2. LAHF is a £500m capital grant fund to support local authorities in England to provide sustainable housing for those unable to secure their own accommodation that meet the eligibility criteria outlined in Section 3.2 of the Prospectus.
- 2.3. The objectives of LAHF are to:
  - Ensure recent humanitarian schemes (Afghan and Ukraine schemes) which offer sanctuary, via an organised safe and legal entry route, to

those fleeing conflict, provide sufficient longer term accommodation to those they support.

- Support areas with housing pressures which have generously welcomed substantial numbers of Ukrainian refugees so that these areas are not disadvantaged by increased pressures from these arrivals on the existing housing and homelessness systems.
- Mitigate the expected increased pressures on local authority homelessness and social housing resources which arise from the eligible cohort (as defined at section 3.2 of the Prospectus) as sponsorship/family placements/bridging accommodation arrangements come to an end by increasing the provision of affordable housing available to local authorities to support those in the cohort who are homeless, at risk of homelessness, or in bridging accommodation;
- Reduce emergency, temporary and bridging accommodation costs;
- Deliver accommodation that as far as possible allows for the future conversion of housing units to support wider local authority housing and homelessness responsibilities to UK nationals (i.e. after usage by this cohort ends);
- Utilise accommodation solutions to enable effective resettlement and economic integration of the eligible cohort;
- Reduce pressures on the existing housing and homelessness systems and those waiting for social housing.

2.4. DLUHC has accepted the Council's plan to provide **TOTAL UNITS** (A) homes ('the delivery target') under LAHF, and DLUHC will provide a grant of **TOTAL ALLOCATION** (B) ('the total allocation'). The Council agrees the following targets to deliver at least:

- **MAIN ELEMENT TOTAL UNITS** (C) properties for households that meet the eligibility criteria outlined in section 3.2 of the Prospectus ('the main element');
- **BRIDGING ELEMENT TOTAL UNITS** (D) 4+ bed properties to be allocated to households currently in bridging accommodation ('the bridging element');

2.5. This MOU covers the funding commitments from DLUHC and the delivery, financial expenditure, agreed milestones, reporting and evaluation, and communications between the Parties. It also sets out the steps DLUHC could take in the event of underperformance if required.

### **3. Purpose of the Funding**

- 3.1. LAHF funding has been provided specifically for spending on LAHF priorities and the Council agrees to spend LAHF funding on activity set out in this MOU as agreed by DLUHC or subsequently agreed by DLUHC as per Paragraph 4.4.
- 3.2. DLUHC will part fund the cost of the Council obtaining properties for use by households that meet the eligibility criteria. The Council will use its best endeavours to meet the delivery target and to achieve value for money. DLUHC's contributory share of funding ('the average grant rate per unit') should not exceed the maximum described below but the grant per unit for individual properties can be higher.
- 3.3. The maximum average grant rate per unit (for the portfolio of properties, not individual purchases) for the main element is 40% of the costs the council charges to its capital budget plus £20,000 per property. Eligible costs funded by the 40% and the £20,000 per property could include the purchase price, stamp duty, surveying, legal and other fees, refurbishments, energy efficiency measures, decoration, furnishings, or otherwise preparing the property for rent and potentially irrecoverable VAT incurred on these items. The Council should ensure it complies with the Code of Practice for Local Authority Accounting.
- 3.4. The maximum average grant rate per unit (for the portfolio of properties, not individual purchases) for the bridging element is 50% of the costs the council charges to its capital budget plus £20,000 per property. Eligible costs funded by the 50% and the £20,000 per property could include the purchase price, stamp duty, surveying, legal and other fees, refurbishments, energy efficiency measures, decoration, furnishings, or otherwise preparing the property for rent and potentially irrecoverable VAT incurred on these items. The Council should ensure it complies with the Code of Practice for Local Authority Accounting.
- 3.5. The Council can determine how it uses the £20,000 per property and can choose how much of the grant is to be spent on each individual property.
- 3.6. The Council or its delivery partner(s) will fund the outstanding share for each property.
- 3.7. The funding provided by DLUHC in Q4 2022/23 ('the Year 1 allocation') is 30% of the total allocation. The funding provided by DLUHC in 2023/24 ('the Year 2 allocation') is 70% of the total allocation. Both are set out in Table 1.

	<b>Year 1 allocation £ (million)</b>	<b>Year 2 allocation £ (million)</b>	<b>Total allocation £ (million)</b>

Properties for households that meet the eligibility criteria for this Programme	INSERT MAIN ELEMENT GRANT COST YEAR 1 (E)	INSERT MAIN ELEMENT GRANT COST YEAR 2 (F)	INSERT MAIN ELEMENT COST TOTAL (G)
4+ bed properties for households currently in bridging accommodation	INSERT BRIDGING GRANT COST YEAR 1 (H)	INSERT BRIDGING GRANT COST YEAR 2 (I)	INSERT BRIDGING COST TOTAL (J)
<b>Total funding</b>	<b>INSERT YEAR 1 ALLOCATION (K)</b>	<b>INSERT YEAR 2 ALLOCATION (L)</b>	<b>INSERT TOTAL ALLOCATION (B)</b>

*Table 1 – Funding allocation*

#### **4. Delivery Profile**

- 4.1. Delivery of the fund will be measured on the basis of exchange of contracts, or equivalent milestone where exchange of contract will not occur, and number of families housed. Any variations to this, and necessary changes to the MOU will need to be agreed by the parties and an amendment to this MOU made.
- 4.2. Funding outlined in Table 1 is provided to deliver the delivery target. The Council agrees to make best endeavours to deliver the delivery target by 30 November 2023. DLUHC is committed to funding any contract the Council enters into, even if completion occurs after this date.
- 4.3. This MOU is for the full term of the total allocation unless signatories agree to change as per Paragraph 4.4. A further Grant Determination Letter (GDL) will be provided following confirmation of the annual payment for each year.
- 4.4. DLUHC and the Council both have the right to request a change to the MOU. With regards to changing the target amount of units, the Council may ask for either a higher or lower target. Any proposed change will impact the amount of funding received (as set out in the Prospectus) unless the Council is seeking to deliver more units for the same amount of money. Requests will be considered based on the progress of the reallocations process as outlined in Sections 4.4 and 4.5 of the Prospectus and confirmed in writing.

#### **5. Financial Arrangements**

- 5.1. The agreed funds will be issued to the Council as grant payments under section 31 of the Local Government Act 2003. The Council may pass on the funding to a third party (e.g. Registered Providers) as appropriate to deliver the delivery target, complying with the Subsidy Control Act 2022.
- 5.2. Table 2 sets out the timetable for payments to be made to the Council. Payment of the Year 1 allocation will be made in February 2023.

The Year 2 allocation will be paid once the Council has demonstrated that at least 60% of the Year 1 allocation has been committed ('the spend requirement'). This will be paid in line with timings outlined in Table 2.

- 5.3. Should the Council not meet the spend requirement in time for payment in May 2023, the payment for the Year 2 allocation may then be made in July 2023 should the Council meet the spend requirement in time for that payment date as set out in Table 2. DLUHC will put in place further payment dates should the Council not meet the spend requirement for payment in July 2023 and will confirm any further dates in writing. The Council may wish to return unspent monies to the Department.

<b>Payment month</b>	<b>February 2023</b>	<b>May 2023</b>	<b>July 2023 (if applicable)</b>
<b>MI from the Council to support payment</b>	<ul style="list-style-type: none"> <li>Signature of this MOU before the date below.</li> </ul>	<ul style="list-style-type: none"> <li>April MI Touchpoint</li> <li>S151 officer statement of grant usage in April</li> </ul>	<ul style="list-style-type: none"> <li>June MI Touchpoint</li> <li>S151 officer statement of grant usage in June</li> </ul>
<b>DLUHC confirm payment latest by</b>	15 February	10 April	8 June
<b>DLUHC make payment</b>	By the last working day in February	By the last working day in May	By the last working day in July

*Table 2 – Payments timetable*

## 6. Roles and Responsibilities

### DLUHC Responsibilities

- 6.1. DLUHC is responsible for setting national housing policy, providing grant(s) to the Council and monitoring the delivery of homes.

### Council Responsibilities

- 6.2. The Council will make housing investment decisions, review existing housing policies and products, maximise leverage of this public sector investment and ensure that funds provide value for money and are deliverable within the timescale of the fund. The Council may work in partnership with private Registered Providers and local authority housing companies to deliver homes. The Council will also report on the fund by providing Management Information (MI) as set out in **Annex A** of this MOU

and will work with DLUHC to ensure they have the capability to deliver the fund and provide MI within the set timescales.

6.3. The Council is expected to have the necessary governance and assurance arrangements in place and that all legal and other statutory obligations and consents will be adhered to, which may include, but not solely:

- **subsidy control**, at all levels e.g. the funding the Council allocates to project deliverers and subsidies that project deliverers provide to third parties.
- **equalities duties**, the Council must ensure that all LAHF funded activity is delivered in accordance with its obligations under the public sector equality duty (PSED)
- **procurement**, the Council must ensure that the allocation of funding to project deliverers that constitutes a procurement is managed in compliance with the public contract regulations
- **fraud**, the Council must ensure that robust arrangements are in place to manage fraud risk, including ensuring that project deliverers have robust fraud risk management process and paying particular attention to projects that involve the payment of grants to beneficiaries e.g. businesses.

6.4. The Council's Section 151 Officer is expected to ensure that these legal duties and all other relevant duties are considered and that delivery of LAHF investment is carried out with propriety, regularity and value for money.

## 7. Monitoring Arrangements and Accountability

7.1. The Council will put in place appropriate governance and oversight arrangements to ensure that delivery of housing is on track and that plans remain ambitious and provide value for money.

### Reporting Arrangements

7.2. The Council has agreed to provide reporting information to DLUHC on fund allocations and delivery. The Council will be asked to provide a mix of quantitative and qualitative summary updates to DLUHC; a full list of MI can be found in **Annex A**.

7.3. The first report will be due in April 2023 and then every two months thereafter, until the Council's programme has completed. The schedule for monitoring reports is outlined in **Annex B**.

- 7.4. Spend outturn and forecast should be signed off by the S151 officer or deputy S151 officer.
- 7.5. The Council also agrees to work with the department to provide any reasonable additional MI as and when requested by the DLUHC Senior Reporting Officer (SRO). DLUHC will provide an appropriate amount of time to return any additional MI requests.
- 7.6. The Council agrees to work collaboratively with any requests from DLUHC to support any retrospective assessment or evaluation as to the impact or value for money of LAHF. As a minimum, the Council is expected to monitor spend, outputs and outcomes against agreed indicators and keep this information for at least 5 years.

## 8. Governance & Assurance

- 8.1. The Council is expected to ensure that all legal and other statutory obligations and consents will be adhered to, which may include, but not solely, state aid / subsidy control, equalities duties, procurement, health and safety, and fraud prevention. The Council has prerogative to establish internal governance and assurance arrangements as they see fit to achieve this.
- 8.2. The Council will ensure data can be shared for the prevention and detection of fraud by including the following clause in all agreements with companies or external entities in relation to LAHF – including, but not limited to, property contracts, professional services contracts, construction contracts and lease agreements:  
  
“Data may be shared with other enforcement agencies for the prevention and detection of crime.”

### Signed for and on behalf of DLUHC

Signature:

Name:

Position:

Date:

### Signed for and on behalf of Insert **Local Authority Name**

Signature:

Name:  
Position:

Date:



## Annex A – Reporting and Monitoring Arrangements

### Scope and Purpose

1. This annex sets out the agreed reporting and monitoring arrangements for LAHF, including the expected frequency and content of the regular reports that the Council will provide to DLUHC.

### DLUHC Role

2. DLUHC will support the running of the fund and maintain a national picture of delivery by putting in place a proportionate monitoring and governance framework. This will include a fund governance board(s) attended by the DLUHC Senior Reporting Officer (SRO) and other relevant stakeholders. Wherever possible DLUHC will avoid duplication of requests towards the Council.

### Council Role

3. Day-to-day project monitoring and delivery responsibilities will be delegated to the Council. The Council will submit reports to DLUHC in accordance with the agreed timescales and frequency set out in the MoU. The Council will also work with DLUHC to provide any reasonable additional MI required as and when requested by the DLUHC Senior Reporting Officer. DLUHC will provide an appropriate amount of time to return any additional MI requests.

### Management Information (MI)

4. The list of MI is split between operational data – required for monitoring the ongoing fund delivery (Table 3) and evaluation data (Table 4) required to assess the strategy-level success of the fund and inform future policy development. Tables 4 and 5 present the required routine MI and is subject to change, with agreement by DLUHC and the Council. For MI purposes, “committed spend” is considered funding which has been allocated to a property where there has been an exchange of contracts or equivalent milestone where exchange of contract will not occur.

Item	Frequency
No. of offers accepted, including bedroom size and whether these are part of the ‘main’ or ‘bridging’ element of funding	Every 2 months
No. of properties where contracts exchanged, including bedroom size	Every 2 months
No. of properties occupied, including bedroom size	Every 2 months
Number of families housed, including which resettlement programme they belong to	Every 2 months
Number of individuals housed, including which resettlement programme they belong to	Every 2 months
Total expenditure (incl grant and other funding)	Every 2 months
Total committed spend (incl grant and other funding)	Every 2 months
DLUHC grant used	Every 2 months

Overall assessment (RAG rated) of whether delivery is on track as determined by the responsible Council officer	Every 2 months
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Table 3 – Monitoring Data

Item	Frequency
How properties have been sourced (e.g. through stock acquisition or another delivery route)	In December 2023 and thereafter upon request to aid with evaluation of the fund
How the Council has funded its contributory share	
Breakdown of households housed by previous housing situation, e.g. emergency accommodation/temporary accommodation	
Tenancy duration	
Rent levels	
Number of additional pledges made to provide housing for those in bridging accommodation	
Number of properties obtained outside the local authority's area, if applicable, and where these are located.	
Evaluation of additional pledges, number of individuals houses, number of properties occupied.	

Table 4 – Evaluation Data

5. In addition, to enable the assessment of relative value for money and to assist with future spending reviews, we may occasionally ask for additional information including details of how the fund is delivered and housing market conditions. This will provide important data to support future policy developments and will also support engagement with HM Treasury. This information will be provided to agreed timeframes when requested by DLUHC.
6. Should the Council wish to amend and/or not collect any of these proposed data points, they should submit a proposal to DLUHC for agreement.

### Frequency of Reporting

7. The Council will be asked to provide reports every two months. The schedule for monitoring reports is outlined in Annex B.

### Data Consistency

8. DLUHC and the Council have a shared commitment to ensure that, for clarity and transparency purposes, consistent methods of recording outputs are maintained. It is expected that the provided reporting will be robust, accurate and quality assured to a high standard. As such minimal revisions would be expected – although, where these are required, DLUHC should be advised as soon as practical.

**Use of Material Provided**

9. DLUHC will use the provided material to monitor delivery nationally.

## Annex B – Monitoring Milestones

<b>Date</b>	<b>Milestone</b>
February 2023	Payment of the Year 1 allocation
April 2023	MI touchpoint
May 2023	Payment of the Year 2 allocation
June 2023	MI touchpoint
July 2023	Payment of the Year 2 allocation if the spend requirement for payment in May was not met.
August 2023	MI touchpoint
October 2023	MI touchpoint
30 November 2023	The Council agrees to make best endeavours to deliver the delivery target by 30 November 2023.
December 2023	Final MI touchpoint following 30 November 2023. DLUHC-led evaluation of LAHF begins.