

## TANDRIDGE DISTRICT COUNCIL

### HOUSING COMMITTEE

Minutes and report to Council of the meeting of the Committee held in the Council Chamber, Council Offices, Station Road East, Oxted on the 24 January 2023 at 7:30pm.

**PRESENT:** Councillors Pursehouse (Chair), Evans, Gaffney, Groves, Hammond, Montgomery, Robinson, Shiner, Stamp and Swann

**ALSO PRESENT:** Councillors O'Driscoll, Allen, C.Farr and S.Farr

**ALSO PRESENT (Virtually):** Councillors Steeds

#### **214. MINUTES OF THE MEETING HELD ON 17 NOVEMBER 2022**

The minutes were approved and signed as a correct record.

#### **215. ELECTION OF VICE-CHAIR FOR THE REMAINDER OF 2022/23**

**RESOLVED** – that Councillor Shiner be elected Vice-Chairman for the Committee for the remainder for the 2022/23 municipal year.

#### **216. TO DEAL WITH ANY QUESTIONS SUBMITTED UNDER STANDING ORDER 30**

A question was submitted under Standing Order 30. The question and response were provided at Appendix A to these minutes.

#### **217. HOUSING REVENUE ACCOUNT – 2023/24 DRAFT BUDGET**

The Committee considered a report outlining the proposed Housing Revenue Account (HRA) revenue budget and capital programme for 2023/24. The report recommended:

- that in accordance with Government social rent policy, social and affordable rents be increased by 7%, and that garage rents, service charges and Sheltered and Older Persons service charges also be increased by 7%; and
- the approval of the draft Capital Programme for 2023/24 of £15.4m and the 2023/24 draft Revenue Budget with a net operating surplus of £2.7m.

The Committee received a presentation from Jeremy Cookson, the Council's HRA Consultant, which illustrated:

- the budget changes for 2023/24 in terms of the variation in costs and savings relative to the current year, as set out in section 3.12 of the report.
- the HRA Capital Programme and the provision for £15.4m for 2023/24
- base projections for debt and balances to 2051/52 and the impact of alternative new development schemes on the debt and balances in 2051/52, so that Members could understand the potential scope for investment over a 30 year period.

In response to Member questions, Officers explained that:

- the Committee would be consulted on options for development over the course of the business plan
- the Council was lacking in areas where new homes can be built.
- the HRA profile was healthy and resulted in excess income each year. However, this could change if inflation or interest rates increased.

**RESOLVED** – that:

- A. social Rents (excluding service charges) and Affordable Rents (including service charges) for 2023/24 be increased by 7% in accordance with government social rent policy guidance;
- B. the Draft Capital Programme for 2023/24 in the sum of £15,397,600 and the subsequent years, as shown at Appendix B, be agreed;
- C. the Draft revenue budget for 2023/24 with a net operating surplus of £2,711,600 before allowing for revenue contributions to capital expenditure and interest charges, as shown at Appendix C, be agreed;
- D. the rent for garages to be increased by 7% for 2023/24 to produce a standard weekly rent of £14.48 to tenants, or £17.39 (including VAT) for let to private tenants;
- E. service charges be increased by 7% for 2023/24 to produce an average weekly charge of £7.62;
- F. Sheltered and Older Persons Service Charges be increased by 7% for 2023/24 to £15.33 and £3.35 respectively;
- G. the PWLB HRA Loan of £3.150m due for repayment in 2023/24 be re-financed and programmed funding of £9.836m (£6.386m in 2023/24 and £3.450m in 2024/25) to finance the capital programme be financed by either internal and / or PWLB borrowing.

## **218. HOUSING COMMITTEE – 2023/24 DRAFT GENERAL FUND BUDGET AND MEDIUM-TERM FINANCIAL STRATEGY**

A proposed 2023/24 revenue budget and capital programme for the Housing Committee was presented as part of the overall Council's budget. The proposed budget was part of a balanced overall budget for 2023/24 which included savings of £1.7m. The budget would be presented to the Strategy & Resources Committee on 31 January and Full Council on 9 February.

The report set out a proposed revenue budget of £0.684m for 2023/24, and proposed Fees and Charges for 2023/24. A 2023/24 capital programme of £503k was also proposed.

Officers responded to questions from Members during the debate and explained that:

- The budget proposals corrected a practice in previous budgets which had not made provision for homelessness funding from Government and had presumed full

Government funding for the costs of housing benefit. There would be no change to the service provided in these areas as a result of the budget proposals.

- The budget contained provision for administering the Government schemes for Afghan, Syrian and Ukrainian resettlement. The Council worked alongside Reigate and Banstead Borough Council to support resettlement from other countries.
- The £7k Environmental Health Shared Service cost pressure was an assumption of the increased costs that Mole Valley District Council would pass onto the Council for providing the Environmental Health Shared Service.

Regarding the recommendation to increase rentals for plots at the Meadowside mobile home park by 7% (in line with HRA rents for Council tenants) Councillor Groves, seconded by Councillor Hammond, moved an amendment that the increase be capped at 3.5%, offset by the assumption that income from sales of Meadowside plots be adjusted accordingly. Arguments for and against this amendment were discussed. Upon being put to the vote, the amendment was lost on the Chair's casting vote.

**RESOLVED** – that:

- A. the Housing Committee's draft revenue budget for 2023/24 of £0.684m, as shown in Appendix D and Appendix E, taking account of pressures and savings to the committee be agreed, and it be noted that further allocations will be made to distribute an amount equal to the agreed Council pay award, subject to approval at Strategy & Resources Committee and Full Council;
- B. the Housing Committee's General Fund Fees and Charges for 2023/24 as shown in Appendix F be agreed;
- C. the Housing Committee's General Fund Capital Programme for 2023/24 being the sum of £503k for 2023/24, as shown in Appendix G be agreed;
- D. the Subjective Revenue Budgets in Appendix E, showing movements from 2022/23 to 2023/24 and an estimated movement to 2024/25 be noted.

## **219. PRIVATE SECTOR HOUSING ENFORCEMENT – DAMP AND MOULD**

The Committee received a report following the Coroner's finding in November 2022 that the tragic death of a two-year-old boy in Rochdale, was as a direct consequence of high levels of damp and mould growth in the housing association property.

The report provided information about the work undertaken by the Environmental Health Shared Service in response to concerns about damp and mould in properties within the private rented sector, which accounted for 14% of the housing in the District.

Damp and mould growth were the largest source of private housing complaints, accounting for over 60% of all complaints. The Council offered a reactive response through one full time equivalent (FTE) Officer. Enforcement action was taken through serving Improvement Notices, of which twelve had been issued in the year to November 2022. In some cases, Prohibition Orders had been required for works requested to be carried out.

In response to questions from members, Officers confirmed:

- The team responsible for enforcing housing standards employed one permanent FTE officer, which was being covered by a contractor. A permanent officer had been recruited to the permanent position. It was likely the Contractor's role would be extended to May to handle the high level of cases. A joint approach between Housing and Legal would help ensure cases were dealt with appropriately.
- The Council employed a number of methods of educating landlords and tenants, including verbal and written communications and information on the Council's website. This advice consisted of how to use heating effectively and information on retro fitting insulation and trickle vents.
- The Council was fulfilling its statutory obligations but would need to monitor cases to ensure sufficient resources.
- The specific time on an Improvement Notice for works to be completed was down to circumstances with due consideration given works required, having taken into account a number of variables.
- Where residents were forced to leave their private rented accommodation, the Council ran the Private Sector Access scheme which provided rent deposits and rent advance demands for residents. Housing and Environmental Health officers would take action to ensure landlords release funds to tenants where necessary.

***R E S O L V E D*** – that the contents of the report are noted.

## **220. RESIDENT (TENANT AND LEASEHOLDER) ENGAGEMENT STRATEGY**

The Regulator of Social Housing required landlords to ensure Tenants were given a wide range of opportunities to influence and be involved in the development of policy and decision making.

The Social Housing White Paper, which informed the upcoming Social Housing Regulation Bill, was published November 2020. It outlined proposals to strengthen the consumer standard and required landlords to listen to tenants through effective communication. It was anticipated that registered social landlords must demonstrate that they have sought out and considered ways to improve tenant engagement and tailored their approach to engagement to meet circumstances.

The proposed Tenant and Leaseholder Engagement Strategy, as set out in appendix A to the report, would improve the Council's approach to listening to and working with leaseholders and tenants. The Strategy would be subject to a six-week consultation period.

***R E S O L V E D*** – that:

- A. Officers consult on the Engagement Strategy and Action Plan for tenants and leaseholders as set out in appendix A of the report for a six-week period.
- B. Each political group, nominate a member to attend and participate in the Engagement Working Group to review performance.

## 221. UPLANDS SCHEME COMPLETION – BUDGET APPROVAL

The Committee considered a report which sought approval to procure a contractor to complete the development of Uplands, Warlingham, following the administration of the previous contractor, W Stirland Ltd in September 2022. The report also sought approval for an increase to the budget of £660k, which included contingencies.

Officers explained that 4 units had been completed and 17 units were incomplete. It was estimated it would cost £1.25m to complete the scheme. The Council had reappointed its Employer's Agent to assist with the administration process, the claiming of £418k against the performance bond upon completion of the scheme, and administration of the contract to completion. It was hoped the new contractor would be on site in April with works completed in June or July.

In response to Member questions, Officers explained that:

- the performance bond was to be paid through the sale of W Stirland Ltd's assets.
- inspections by the Clerk of Works and the Local Authority Building Control had been halted when W Stirland Ltd went into administration. These would start again before the works began.

**RESOLVED** – that:

- A. the procurement of a contractor to complete the redevelopment of Uplands, Warlingham, be approved
- B. authority be delegated to the Executive Head of Communities (or their successor) in consultation with the Chairman and Vice Chairman of the Housing Committee, to award the Contract to the most economically advantageous tenderer.
- C. the increase in project budget from £4.64m to £5.3m, be approved.

## 222. OUTTURN REPORT ON BUY-BACK PROGRAMME AND ADDITIONAL WORKS TO BUY BACK PROPERTY AT 240 GODSTONE ROAD, WHYTELEAFE

A report was considered by the Committee which provided an update on the Council's buyback programme. The Council had bought back 10 ex-Council properties sold under the Right to Buy. This included 5x 2 bed flats, 4x 3 bed flats and 1x 4 bed house. The properties had been let within 6 weeks on average. The estimated budget surplus was approximately £220k.

The report also sought approval to use some of the budget to undertake pre-approved façade works to 240 Godstone Road, Whyteleafe, the final buyback property purchased. This would improve the street scene and create a better quality accommodation for the new tenants. A surveyor would cost the works with final budget approval agreed in consultation with Group Leaders and the Chair of the Committee.

**RESOLVED** – that:

- A. the use of the budget surplus within the buyback programme to fund the façade works to 240 Godstone Road, be approved;

- B. final budget approval be delegated to the Executive Head of Communities (or their successor), in consultation with Group Leaders and the Chair of this committee once a specification and Rough Order of Costs Estimate has been produced.
- C. in the case of A., approval to proceed includes the appointment of an Employer's Agent to act as contract administrator and any other consultants or surveyors to act for or advise the Council, all subject to the Council's Standing Orders and Financial Regulations

## **223. ANY OTHER BUSINESS WHICH, IN THE OPINION OF THE CHAIR, SHOULD BE CONSIDERED AS A MATTER OF URGENCY**

The Chairman agreed for an item of business to be considered as a matter of urgency due to the short timeframe by which the Council had to submit a validation form to the Department of Levelling Up, Housing and Communities' (DLUHC) if it wished to proceed with the scheme under discussion. The Chairman explained it was better for the matter to be considered by the Committee rather than a decision be taken by Officers under delegated authority.

The Committee considered the proposal which involved the receipt of an indicative funding allocation from 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 would receive £996k of funding as 40% of the purchase cost for a minimum of 6 homes for the Ukrainian scheme, and £364k as 50% of the cost for the purchase on 1x 4 bed property for the Afghan scheme. The Council would provide the remainder of the costs, which were expected to be £1.9m.

Following the purchase of the properties, once they were not required by Afghan or Ukrainian refugees, they would become part of the Council's housing stock, which would ease pressure on the housing register.

Members debated the proposal and, in response to questions, Officers confirmed that:

- The proposal would result in additional capacity within the stock
- There was a lack of developable land in the District, and so it is preferable to buy additional units on the open market rather than use the funding for units already accounted for in the development programme.
- Information about whether other authorities are proposing to be part of this scheme would become clear following the indicative interest process.

Members spoke in favour of the scheme as it would ease the pressure on the housing register, ensure some refugees were not being added to the housing register, there was a moral duty to help and there were financial benefits for the Council.

**RESOLVED** – that:

- A. the submission of a validation form to DLUHC by midday on Wednesday 25th January to confirm that the Council is willing and able to participate in the Local Authority Housing Fund scheme, be approved;
- B. the Section 151 Officer agree to and sign the Memorandum of Understanding, attached as Appendix A to the report, no later than 1st March 2023.

- C. 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.

Rising 10.02 pm

This page is intentionally left blank



**Housing Committee – 24 January 2023****Question submitted under Standing Order 30****Question from Councillor O'Driscoll**

Self-employed residents in private rented accommodation who couldn't afford to pay their rent, classed as essential workers, customers told to stay at home, so no business anyway.

Many residents with new business they started just before COVID were not eligible for support from authorities because they couldn't show a years' worth of financial statements.

As a new business who are having to pay for the fallout themselves, many have had little income for two years, yet when they try to work to get new income to pay for debts incurred, this Council stops housing benefit. I am incredibly concerned that residents in this situation are being penalised for working.

Residents in this situation are soon to be evicted as they are still owing rent from during the pandemic. What can this Council do to support residents in similar situations facing eviction and safeguard them from losing their homes?

**Response from the Head of Housing**

There are two parts to this question. The first part being the support for newly formed business prior to or during the pandemic and the second part being the support for those renting privately to cover housing costs who may be a risk of eviction.

Firstly, the Government established the Self-Employment Income Support Scheme during the pandemic for small businesses who suffered loss of income. There was set criteria for this Government administered scheme which included the need for business owners to provide financial accounts for the years 2019-20 and 2020-21. This was in the main to prevent fraudulent applications and while the Council administered several business support grants, the Self-Employment Income Support Scheme was not one of them.

Secondly, Housing Benefit is administered by the Council, both Housing Benefit and the Housing element of Universal Credit, which is administered by the Department for Work and Pensions is to support low-income households with housing related costs. Both are regulated with national policy which sets out when and to what extent a household may be entitled to receive either of the benefits. Neither of these require a years' worth of evidence and may be available to those residents in private rented accommodation who are struggling to meet their housing costs. Further information on both Housing Benefit and Universal Credit can be found on the Council's website. For those already in receipt of Housing Benefit or Universal Credit, a Discretionary Housing Payment can be provided following a successful application to support short term housing costs until a more sustainable housing position can be established. Again, further information can be found on the Council's website.

Finally, any resident who is threatened with homelessness is strongly encouraged to contact the Council's Housing Options Team, who will work with them to try and prevent their homelessness.

This page is intentionally left blank

## Appendix B – Proposed Capital Programme

### CAPITAL PROGRAMME 2022/23 TO 2025/26 - Housing Revenue Account

COMMITTEE SCHEMES	Current Programme 2022/23 £	Estimated Programme 2023/24 £	Estimated Programme 2024/25 £	Estimated Programme 2025/26 £	Total Programme 2022-26 £
<b>Housing Revenue Account</b>					
<b>Current Continuing Programme</b>					
Structural Works	870,000	830,000	838,300		2,538,300
Modernisation & Improvements	732,000	511,000	516,100		1,759,100
Energy Efficiency Works	559,500	546,000	551,500		1,657,000
Service Renewals	712,500	695,000	702,000		2,109,500
Void Works	505,000	425,000	429,300		1,359,300
Health & Safety	225,000	180,000	181,800		586,800
Adaptations for the Disabled	365,000	250,000	252,500		867,500
Essential Structural Works	185,000	185,000	186,900		556,900
Communal Services	30,000	30,000	30,300		90,300
Council House Building	11,516,300	8,824,100	1,109,400		21,449,800
HRA IT - Hardware/infrastructure/Projects	255,800	41,300	68,300		365,400
<b>Total Current Continuing Programme</b>	<b>15,956,100</b>	<b>12,517,400</b>	<b>4,866,400</b>	<b>0</b>	<b>33,339,900</b>
<b>Revisions and New Bids</b>					
Structural Works				855,100	855,100
Modernisation & Improvements				526,500	526,500
Energy Efficiency Works				562,500	562,500
Service Renewals				716,000	716,000
Void Works				437,900	437,900
Health & Safety				185,500	185,500
Adaptations for the Disabled				257,600	257,600
Essential Structural Works				185,000	185,000
Communal Services				30,900	30,900
Council House Building		2,856,000	7,839,900	163,000	10,858,900
HRA IT - Hardware/infrastructure/Projects		24,200	24,700	25,200	74,100
<b>Total Revisions and New Bids</b>	<b>0</b>	<b>2,880,200</b>	<b>7,864,600</b>	<b>3,945,200</b>	<b>14,690,000</b>
<b>Proposed Programme</b>					
Structural Works	870,000	830,000	838,300	855,100	3,393,400
Modernisation & Improvements	732,000	511,000	516,100	526,500	2,285,600
Energy Efficiency Works	559,500	546,000	551,500	562,500	2,219,500
Service Renewals	712,500	695,000	702,000	716,000	2,825,500
Void Works	505,000	425,000	429,300	437,900	1,797,200
Health & Safety	225,000	180,000	181,800	185,500	772,300
Adaptations for the Disabled	365,000	250,000	252,500	257,600	1,125,100
Essential Structural Works	185,000	185,000	186,900	185,000	741,900
Communal Services	30,000	30,000	30,300	30,900	121,200
Council House Building	11,516,300	11,680,100	8,949,300	163,000	32,308,700
HRA IT - Hardware/infrastructure/Projects	255,800	65,500	93,000	25,200	439,500
<b>Total Proposed Programme</b>	<b>15,956,100</b>	<b>15,397,600</b>	<b>12,731,000</b>	<b>3,945,200</b>	<b>48,029,900</b>

## CAPITAL PROJECT APPRAISAL - HOUSING REVENUE ACCOUNT

Title of Scheme	Structural Works
<b>Description of Scheme</b>	Essential repairs / improvements to the structure, roofs, drainage systems, estate roads and footpaths of council-owned dwellings.
<b>Key Aspects of Scheme (including benefits, contract details, key dates and reasons for revisions where applicable)</b>	Allows the Council to comply with its statutory obligations to keep the structure and exterior of dwellings in good repair.

Title of Scheme	Modernisation and Improvements
<b>Description of Scheme</b>	Programme to refurbish dwellings to modern-day standards by, for example, converting properties into larger self-contained dwellings or providing modern kitchens and bathrooms in accordance with the stock condition programme in older dwellings.
<b>Key Aspects of Scheme (including benefits, contract details, key dates and reasons for revisions where applicable)</b>	Helps to provide much needed family sized accommodation. Improvements meet tenant aspirations and help to reduce relet periods plus, ensures compliance with the HHSRS statutory minimum home standard.

Title of Scheme	Energy Efficiency
<b>Description of Scheme</b>	Continuation of stock condition programmes to install first time new central heating systems, windows and front / rear entrance doors together with cavity wall and loft insulation to Council-owned dwellings.
<b>Key Aspects of Scheme (including benefits, contract details, key dates and reasons for revisions where applicable)</b>	Meets tenants' aspirations. Improves the comfort / energy efficiency of council owned homes and helps to reduce harmful carbon emissions.

Title of Scheme	Service Renewals
<b>Description of Scheme</b>	Continuation of stock condition renewal programmes of domestic electrical house re-wiring, replacement heating /central heating boilers, domestic plumbing systems, fire alarm systems and passenger lifts which have reached the end of their useful life expectancy.
<b>Key Aspects of Scheme (including benefits, contract details, key dates and reasons for revisions where applicable)</b>	Ensures the Council complies with its statutory obligations to keep the services and systems installed in its dwellings operational and safe.

Title of Scheme	Void works
<b>Description of Scheme</b>	Essential work undertaken to vacant dwellings to ensure the property is modern and is to a safe letting standard e.g. electrical / gas safety checks, cleaning, new kitchen / bathroom, structural work etc.
<b>Key Aspects of Scheme (including benefits, contract details, key dates and reasons for revisions where applicable)</b>	Enables minor / major refurbishment work to be undertaken whilst the dwelling is vacant, which is more cost effective for the Council and less disruptive for the new ingoing tenant.

Title of Scheme	Health & Safety Work
<b>Description of Scheme</b>	Work to comply with various H & S regulations e.g. Control of Asbestos, Regulatory Reform (Fire Safety) Order and the Disability Discrimination Act.
<b>Key Aspects of Scheme (including benefits, contract details, key dates and reasons for revisions where applicable)</b>	Ensures the Council complies with its statutory H & S obligations and reduces the risks to building occupants, Council staff and visitors.

Title of Scheme	Adaptations for older or disabled persons in Council owned property.
<b>Description of Scheme</b>	Continuation of policy to provide adaptations, facilities and/or additional living space for tenants with health or mobility problems on the recommendation of an occupational therapist.
<b>Key Aspects of Scheme (including benefits, contract details, key dates and reasons for revisions where applicable)</b>	Allows tenants who, because of advanced age, serious health problems or disability and for whom suitable alternative accommodation is not available, to live within their existing home. The anticipated volume of OT referrals is envisaged to grow in the future due to the increase in the older population and government policy.

<b>Title of Scheme</b>	<b>Essential Structural Works - (Estate based environmental works)</b>
<b>Description of Scheme</b>	Essential repairs and improvements to estate boundary walls, fences, retaining walls, garages and buildings (bin sheds, recycling areas, etc.).
<b>Key Aspects of Scheme (including benefits, contract details, key dates and reasons for revisions where applicable)</b>	To ensure the Council complies with its statutory and health & safety obligations in respect to the repair and maintenance of its estates. To ensure a clean and safe environment for residents and the estate community as a whole.

<b>Title of Scheme</b>	<b>Communal services</b>
<b>Description of Scheme</b>	The renewal / upgrading of communal based services e.g. TV aerials, door entry systems, landlord lighting, etc.
<b>Key Aspects of Scheme (including benefits, contract details, key dates and reasons for revisions where applicable)</b>	Enables the Council to comply with its statutory obligations to keep the estate based services and systems fully operational and safe.

<b>Title of Scheme</b>	<b>Council House Building</b>
<b>Description of Scheme</b>	A programme of Council Housing building
<b>Key Aspects of Scheme (including benefits, contract details, key dates and reasons for revisions where applicable)</b>	The Council's House Building programme is designed primarily to meet the need for affordable housing for rent in the district. However it also provides a role in replacing homes lost through the right to buy, redeveloping housing stock that doesn't meet current priority needs and in making better use of existing assets.

<b>Title of Scheme</b>	<b>HRA IT - Hardware/infrastructure/Projects</b>
<b>Description of Scheme</b>	The Customer First project envisaged significantly enhancements & development of the existing IT systems. However, Customer First was implemented before the technology solutions, in particular on line capability, were put in place. This has been one of the issues which has led to the performance and staffing issues following the implementation. Consequently, the savings expected under Customer First were removed from the budget prior to the technology being available. Additional projects outside the original scope of Customer First have been identified as essential due to failing software/hardware, system modules bought 3 years ago but not implemented and further possible savings resulting from automation.
<b>Key Aspects of Scheme (including benefits, contract details, key dates and reasons for revisions where applicable)</b>	<p>It is necessary to invest in a number of areas :-</p> <ol style="list-style-type: none"> <li>1. Disaster recovery solution</li> <li>2. Replacement cycles for laptops, desktops, servers, switches, firewalls on a cyclical basis</li> <li>3. Automation of book and pay</li> <li>4. Planning – end to end migration from one salesforce org to another (completed)</li> <li>5. Civica disposal module and licence to comply with GDPR</li> <li>6. Orchard – implementation of Promaster, Asset Go, DLO AND Service Charge models</li> <li>7. Replacement of outdated telephony which is not fit for purpose</li> <li>8. Northgate – cloud-based on line solution for Revenues, benefits and NNDR</li> <li>9. Replacement of Adelante and implementation of automated bank reconciliation</li> </ol> <p>An IT Strategy Board has been formed to develop the Council's IT Strategy and to agree the development and implementation of specific IT schemes to improve service delivery and reduce staffing costs if possible. The IT Strategy Board will be officer based and will report to the Council's Improvement Working Group. The commissioning of each project will be based on a detailed business case being approved by the IT Strategy Board.</p> <p>The HRA will be allocated IT costs in relation to the HRA and a proportion of Corporate Projects</p>

This page is intentionally left blank

## HRA DRAFT REVENUE BUDGET FOR 2023/24

Budget 2022/23	Programme Areas	Employee Costs	Other Running Expenses	Total Gross Expenditure	Income	Net Direct Budget	Support Service Recharge	Charges for Capital	Budget 2023/24	Changes from 2022/23 to 2023/24
28,700	Right to Buy	25,000	1,700	26,700	(29,600)	(2,900)	13,800	0	10,900	(17,800)
211,000	Allocations Administration	30,100	25,400	55,500	(31,600)	23,900	127,200	0	151,100	(59,900)
59,100	Void Properties Management	6,400	75,000	81,400	0	81,400	32,200	0	113,600	54,500
<b>298,800</b>	<b>PROVIDING PEOPLE WITH HOMES</b>	<b>61,500</b>	<b>102,100</b>	<b>163,600</b>	<b>(61,200)</b>	<b>102,400</b>	<b>173,200</b>	<b>0</b>	<b>275,600</b>	<b>(23,200)</b>
3,569,600	Housing Repairs - Dwellings	655,900	3,636,200	4,292,100	(322,300)	3,969,800	0	0	3,969,800	400,200
662,100	Housing Repairs - Administration	293,200	35,200	328,400	0	328,400	487,500	0	815,900	153,800
<b>4,231,700</b>	<b>IMPROVING THE QUALITY OF HOUSING</b>	<b>949,100</b>	<b>3,671,400</b>	<b>4,620,500</b>	<b>(322,300)</b>	<b>4,298,200</b>	<b>487,500</b>	<b>0</b>	<b>4,785,700</b>	<b>554,000</b>
7,003,100	Housing Administration	469,600	1,470,700	1,940,300	(64,300)	1,876,000	183,700	5,159,400	7,219,100	216,000
61,400	Hostel Management	38,000	6,000	44,000	0	44,000	59,600	0	103,600	42,200
332,800	Rent Collection & Accounting	152,200	44,400	196,600	(5,900)	190,700	160,900	0	351,600	18,800
285,700	Estate Management	160,700	30,500	191,200	0	191,200	116,700	0	307,900	22,200
3,400	Tenant Participation	0	3,400	3,400	0	3,400	0	0	3,400	0
76,900	Other Expenses	0	35,100	35,100	0	35,100	21,800	0	56,900	(20,000)
42,700	Estate Regeneration Schemes	0	25,500	25,500	0	25,500	0	0	25,500	(17,200)
67,700	Debt Management Costs	0	0	0	0	0	0	67,700	67,700	0
<b>7,873,700</b>	<b>MANAGING THE SERVICES EFFECTIVELY</b>	<b>820,500</b>	<b>1,615,600</b>	<b>2,436,100</b>	<b>(70,200)</b>	<b>2,365,900</b>	<b>542,700</b>	<b>5,227,100</b>	<b>8,135,700</b>	<b>262,000</b>
442,800	Elderly Persons Dwellings	252,100	3,200	255,300	(155,400)	99,900	310,600	0	410,500	(32,300)
91,400	Alarm Systems	28,300	18,100	46,400	0	46,400	9,400	0	55,800	(35,600)
(21,300)	Leasehold Properties	37,000	91,200	128,200	(193,400)	(65,200)	48,100	0	(17,100)	4,200
<b>512,900</b>	<b>COMMUNITY SERVICES</b>	<b>317,400</b>	<b>112,500</b>	<b>429,900</b>	<b>(348,800)</b>	<b>81,100</b>	<b>368,100</b>	<b>0</b>	<b>449,200</b>	<b>(63,700)</b>
(14,509,800)	Dwelling Rent Income	0	0	0	(15,525,100)	(15,525,100)	0	0	(15,525,100)	(1,015,300)
(501,900)	Garage Rents	0	0	0	(537,000)	(537,000)	0	0	(537,000)	(35,100)
(683,100)	Service Charges	0	0	0	(725,600)	(725,600)	0	0	(725,600)	(42,500)
375,900	Rent Loss from Voids and Bad Debts	0	0	0	429,900	429,900	0	0	429,900	54,000
<b>(15,318,900)</b>	<b>RENT INCOME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(16,357,800)</b>	<b>(16,357,800)</b>	<b>0</b>	<b>0</b>	<b>(16,357,800)</b>	<b>(1,038,900)</b>
<b>(2,401,800)</b>	<b>NET COST OF SERVICES</b>	<b>2,148,500</b>	<b>5,501,600</b>	<b>7,650,100</b>	<b>(17,160,300)</b>	<b>(9,510,200)</b>	<b>1,571,500</b>	<b>5,227,100</b>	<b>(2,711,600)</b>	<b>(309,800)</b>
1,639,600	Interest Payable on outstanding loans	0	2,044,900	2,044,900	0	2,044,900	0	0	2,044,900	405,300
(7,100)	Interest and Investment Income	0	0	0	(16,000)	(16,000)	0	0	(16,000)	(8,900)
769,300	Revenue Contributions to support HRA Capital Ex	0	0	0	682,700	682,700	0	0	682,700	(86,600)
<b>2,401,800</b>	<b>Capital Charges and HRA support for capital</b>	<b>0</b>	<b>2,044,900</b>	<b>2,044,900</b>	<b>666,700</b>	<b>2,711,600</b>	<b>0</b>	<b>0</b>	<b>2,711,600</b>	<b>309,800</b>
<b>0</b>	<b>SURPLUS / DEFICIT FOR THE YEAR</b>	<b>2,148,500</b>	<b>7,546,500</b>	<b>9,695,000</b>	<b>(16,493,600)</b>	<b>(6,798,600)</b>	<b>1,571,500</b>	<b>5,227,100</b>	<b>0</b>	<b>0</b>
<b>0</b>	Transfer to HRA Working Balance	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>0</b>	<b>HRA Budget</b>	<b>2,148,500</b>	<b>7,546,500</b>	<b>9,695,000</b>	<b>(16,493,600)</b>	<b>(6,798,600)</b>	<b>1,571,500</b>	<b>5,227,100</b>	<b>0</b>	<b>0</b>

This page is intentionally left blank



## Appendix D – Summary of Pressures and Savings

		2023/24 £000	2024/25 £000	Total £000
<b>Brought forward budget</b>		476	684	
<b>Virements (Budget adjustments between committees)</b>				
		Virement		
Theme	Description	2023/24 £000	2024/25 £000	Total £000
Budget sustainability	Review of Housing Revenue Account staffing allocations	345		345
<b>Total Virements</b>		<b>345</b>	<b>0</b>	<b>345</b>
<b>Pressures</b>				
		Pressure		
Theme	Description	2023/24 £000	2024/25 £000	Total £000
Staff Costs	Staffing incremental progression, offset by a reduction in the employers national insurance rate. This does not include an allowance for a pay award, which will be held corporately until approved by Strategy & Resources committee and full Council	5	9	14
Service demands	Environmental Health Shared Service cost increases	7	0	7
Income Pressures	Meadowside Mobile Homes Sales Commission (removal of one off saving from last year)	10		10
Service demands	Housing Benefit Budget Restructure	100	0	100
<b>Total Pressures</b>		<b>122</b>	<b>9</b>	<b>131</b>
<b>Savings</b>				
		Saving		
Theme	Description	2023/24 £000	2024/25 £000	Total £000
External Funding	Deploy Homelessness Funding to meet legitimate costs in Housing General Fund	(210)	0	(210)
MTFS Savings Approved Feb 2022	Communities and Partnerships - Westway Funding	(50)	0	(50)
<b>Total Savings</b>		<b>(260)</b>	<b>0</b>	<b>(260)</b>
<b>Net movement for committee budget</b>		<b>208</b>	<b>9</b>	<b>217</b>
<b>Indicative Budget Requirement</b>		<b>684</b>	<b>693</b>	

This page is intentionally left blank

## Appendix E – Subjective Detailed Budget Analysis

Service	2022/23 Current Budget £k	2023/24 Proposed Budgets				Total £k	Movement Year-on- year £k	Estimate for 2024/25 £k
		Pay £k	Non-Pay £k	Income £k				
Meadowside Mobile Homes	(131)	17	44	(168)	(107)	24	(107)	
Westway	50	0	0	0	0	(50)	0	
Private Sector Enabling	121	50	215	(131)	134	13	134	
Housing of the Homeless	114	422	201	(421)	202	88	206	
Other Housing Renewal Functions	65	(0)	12	(3)	9	(56)	9	
Syrian Refugees	15	0	15	0	15	0	15	
Afghan Refugees	10	0	10	0	10	0	10	
Redstone House	0	0	0	0	0	0	0	
Housing Benefits	231	347	18,141	(18,110)	378	147	383	
Care In The Community	1	0	1	0	1	0	1	
Other Variances less than £10k	0	36	0	(36)	0	0	0	
Alarm Systems	0	41	0	0	41	41	41	
<b>Housing General Fund</b>	<b>476</b>	<b>914</b>	<b>18,639</b>	<b>(18,869)</b>	<b>684</b>	<b>208</b>	<b>693</b>	

This page is intentionally left blank

## Appendix F - Fees and Charges - Housing General Fund 2023/24

Fees and Charges	Statutory / Discretionary	Current Charges 2022/23	Proposed Charges 2023/24	Proposed Variance (inc. rounding)	Proposed Actual % Increase 2023/24 (inc. rounding)	Budgeted Income 2022/23	Expected Out-turn 2022/23 (based on 6mth data)	Proposed Budget 2023/24
		£ Inc VAT	£ Inc VAT	£	%	£	£	£
<b>Meadowside</b>								
Meadowside Plot Fees (per week)	Discretionary	33.76	36.13	2.37	7.0%	125,000	125,500	134,310
Meadowside Garages (per week)	Discretionary	7.84	8.39	0.55	7.0%	11,500	11,500	12,307
<b>Total Budgeted Income - Meadowside</b>						<b>136,500</b>	<b>137,000</b>	<b>146,617</b>
<b>Housing Services</b>								
HMO Licence Fee (Private Sector Housing)	Discretionary	700.00	742.00	42.00	6.0%			
<b>Mobile Home Site (Private Sector)</b>								
Fit and Proper Person Licence	Discretionary	386.00	409.20	23.20	6.0%			
Fit and Proper Person Annual Fee	Discretionary	108.00	114.50	6.50	6.0%			
New Site Licence Application	Discretionary	486.75	516.00	29.25	6.0%			
New Site Licence Application - Additional Fee per unit	Discretionary	2.87	3.05	0.18	6.3%			
Annual Licence Fee	Discretionary	294.42	312.10	17.68	6.0%			
Annual Licence Fee - Additional Fee per unit	Discretionary	2.15	2.30	0.15	7.0%			
Variation of the Licence Conditions	Discretionary	264.92	280.90	15.98	6.0%			
Variation of the Licence Conditions - Additional Fee per Unit	Discretionary	1.08	1.15	0.07	6.5%			
Transfer of Licence to a New Owner	Discretionary	150.00	159.00	9.00	6.0%			
Deposit of Site Rules	Discretionary	34.00	36.10	2.10	6.2%			
<b>Total Budgeted Income - Housing Services</b>						<b>4,300</b>	<b>5,000</b>	<b>5,300</b>
<b>Total Budgeted Income - Housing General Fund</b>						<b>140,800</b>	<b>142,000</b>	<b>151,917</b>

This page is intentionally left blank

## Appendix G – Proposed Capital Programme

### CAPITAL PROGRAMME 2022/23 TO 2025/26 - Housing General Fund

COMMITTEE SCHEMES	Current Programme 2022/23 £	Estimated Programme 2023/24 £	Estimated Programme 2024/25 £	Estimated Programme 2025/26 £	Total Programme 2022-26 £
-------------------	--------------------------------	----------------------------------	----------------------------------	----------------------------------	------------------------------

#### Housing General Fund

Current Continuing Programme					
Disabled Facilities Grant	460,000	460,000	460,000		1,380,000
<b>Total Current Continuing Programme</b>	<b>460,000</b>	<b>460,000</b>	<b>460,000</b>	<b>0</b>	<b>1,380,000</b>

Revisions and New Bids					
Disabled Facilities Grant		42,800	43,700	504,600	591,100
<b>Total Revisions and New Bids</b>	<b>0</b>	<b>42,800</b>	<b>43,700</b>	<b>504,600</b>	<b>591,100</b>

Proposed Programme					
Disabled Facilities Grant	460,000	502,800	503,700	504,600	1,971,100
<b>Total Proposed Programme</b>	<b>460,000</b>	<b>502,800</b>	<b>503,700</b>	<b>504,600</b>	<b>1,971,100</b>

#### CAPITAL PROJECT SUMMARY - HOUSING GENERAL FUND

Title of Scheme	Disabled Facilities Grant
<b>Description of Scheme</b>	Mandatory DFG to a maximum of £30,000 at the recommendation of an Occupational Therapist for the provision of facilities and/or additional living space for residents with health or mobility problems. This is a means tested grant, with the exception of grants to children.
<b>Key Aspects of Scheme (including benefits, contract details, key dates and reasons for revisions where applicable)</b>	Provides grant funding for adaptations to allow residents living in the private sector (which includes the homes of registered social landlords), with a disability or severe mental health problem to live safely and independently in their existing home for as long as possible. The provision of adaptations also helps to avoid delayed transfers of care and delays or avoids the need to access acute services and residential care. Central government funding is provided through the Better Care Fund (BCF) which covers the current level of expenditure. DFGs are a mandatory grant and the demand for adaptation work is very difficult to predict but it is known that the District has a growing ageing population. There is no means test in respect of grants for adaptations for children. On occasion, the cost of works exceed the mandatory limit and discretionary funding is awarded and must be considered as one process with the mandatory grant otherwise the Council is open to challenge. The Council also funds qualifying Handyperson works in the private sector using BCF using discretion provided in the Regulatory Reform Order.

This page is intentionally left blank