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10 January 2012

To: Councillor Mark Howell, Portfolio Holder

Jose Hales

Scrutiny and Overview Committee
Monitor

Liz Heazell

Scrutiny and Overview Committee
Monitor

Mark Hersom

Opposition Spokesman

Edd Stonham

Opposition Spokesman

Bunty Waters

Scrutiny and Overview Committee
Monitor

Dear Sir / Madam

You are invited to attend the next meeting of **HOUSING PORTFOLIO HOLDER'S MEETING**, which will be held in **MONKFIELD ROOM, FIRST FLOOR** at South Cambridgeshire Hall on **WEDNESDAY, 18 JANUARY 2012 at 5.30 p.m.**

Yours faithfully
JEAN HUNTER
Chief Executive

Requests for a large print agenda must be received at least 48 hours before the meeting.

AGENDA

PAGES

PROCEDURAL ITEMS

1. **Declarations of Interest**

2. **Minutes of Previous Meeting**

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RECOMMENDATIONS TO COUNCIL

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The Portfolio Holder will maintain, for agreement at each meeting, a Forward Plan identifying all matters relevant to the Portfolio which it is believed are likely to be the subject of consideration and / or decision by the Portfolio Holder, or recommendation to, or referral by, the Portfolio Holder to Cabinet, Council, or any other constituent part of the Council. The plan will be updated as necessary. The Portfolio Holder will be responsible for the content and accuracy of the forward plan.

10. **Date of next meeting**

15 February 2012 in the Monkfield Room, starting at 5.30pm

OUR VISION

- We will make South Cambridgeshire a safe and healthy place where residents are proud to live and where there will be opportunities for employment, enterprise and world-leading innovation.
- We will be a listening Council, providing a voice for rural life and first-class services accessible to all.

OUR VALUES

We will demonstrate our corporate values in all our actions. These are:

- Trust
- Mutual respect
- A commitment to improving services
- Customer service

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SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of the Housing Portfolio Holder's Meeting held on
Wednesday, 16 November 2011 at 5.30 p.m.

Portfolio Holder: Mark Howell

Councillors in attendance:

Scrutiny and Overview Committee monitors: Jose Hales and Liz Heazell

Opposition spokesmen: Mark Hersom and Edd Stonham

Also in attendance: Alison Elcox and Ben Shelton

Officers:

Tracey Cassidy	Supported Housing Manager
Anita Goddard	Housing Operational Services Manager
Stephen Hills	Corporate Manager, Affordable Homes
Schuyler Newstead	Housing Development & Enabling Manager
Philly Sewell	Democratic Services Officer
Gwynn Thomas	Principal Accountant (Housing)
Paul Williams	Equality and Diversity Officer

38. DECLARATIONS OF INTEREST

Councillor Mark Howell declared a personal interest as an employee of the Papworth Trust, a charity that includes a Registered Social Landlord.

Councillor Alison Elcox declared a personal interest by virtue of being a South Cambridgeshire landlord.

Councillor Ben Shelton declared a personal interest as an employee of a letting agent in Cambridge.

39. MINUTES OF PREVIOUS MEETING

The Housing Portfolio Holder **agreed** the minutes of meeting held on 19 October 2011 as a correct record, subject to the following change:

Minute 35: Gypsy & Traveller Accommodation Needs Assessment

Questions concerning reliability: To amend the second paragraph to read "...for instance the assumption that *Gypsy and Traveller families* did not share pitches..."

The Portfolio Holder thanked Councillor Shelton for being an excellent Vice Chair, and thanked the Democratic Services Officer for the concise and accurate minutes of what was a complicated discussion.

40. SPONG DROVE, WILLINGHAM

The Housing Development & Enabling Manager reported that this project sought to build 19 new affordable homes, 11 of which would be rented and 8 would be shared accommodation. These were due for completion in June 2012. The £152,000 requested from the commuted sums budget would be used to purchase the necessary 19 plots of land. Members noted that the 3 local Members had been consulted and were happy with this development.

The Housing Portfolio Holder **AGREED** to approve funding not exceeding £152,000 to be allocated for this project in the delivery of 19 new affordable homes at Spong Drive.

41. **SHARED OWNERSHIP POLICY**

The Corporate Manager (Affordable Housing) reported that this was a follow-on from an agreed interim change to the shared ownership sales policy (16 March 2011), and was recommending this change be made permanent.

The Shared Equity for the Elderly scheme enabled a person over the age of 60 years who met qualifying criteria to buy a property on one of the Council's sheltered housing developments.

The current policy operated as follows:

- a) applicants for a Council house aged over 60 who had sufficient capital through ownership of a property and/or in savings at the time they apply, or who had owned a property at any time within five years of their application, would normally be expected to take part in the leasehold equity share scheme, and
- b) if an applicant wished to live in a village with no sheltered housing scheme, in order to receive support from family or other formal or informal care networks, then they may be offered a non-sheltered bungalow but would be expected to take part in the shared ownership scheme.

In both types of case the applicant would be expected to purchase an equity share on a property, even if that property had previously been part of the rented stock.

The Corporate Manager (Affordable Housing) reported that the Council had 162 properties that, since September 2010, had been transferred to the Council's General Fund ownership. This ensured that once the property had been bought back and resold the full amount is returned to the Council, thus enabling the scheme to be self-funding. This also meant that resale of the property was critical to ensure the General Fund stayed in balance. Now that the re purchased properties have to be re sold, there will over time be a loss of social rented homes unless a policy change is implemented.

It was noted that now that the Council had a financial requirement to sell its equity share properties to balance the General Fund it was proposed that those with the capacity to purchase a shared equity home should be encouraged to do so from the stock of available equity share properties rather than from the social rented stock. Not selling any additional sheltered properties under the equity share scheme was expected to help with the sale of the properties held by the General Fund for resale. However, if those who would currently be expected to purchase were allowed to rent instead this had the potential to make it more difficult for both the Council and existing leaseholders to resell equity share properties.

The Portfolio Holder **AGREED** to the following policy changes:

1. To stop selling homes from the rented stock as equity share other than those designated for this purpose by the Council e.g. where properties are being sold as shared ownership as part of a refurbishment project.
2. To encourage and facilitate applicants with the necessary financial resources to buy from the available pool of existing equity share properties for sale. This would include properties that have been bought back by the Council and those properties that are for sale directly by existing equity shareholders.
3. If applicants had a need to be in a particular village they may bid for a property

using the Homelink Choice Based Lettings route and would be assessed in accordance with Homelink policies. The existing lettings policy already had conditions that limit the chances of those who have the resources to access open market housing from being granted a social rented tenancy.

4. Successful bidders would only be allowed to rent a property they had successfully bid on if there were no equity share properties that they were able to buy currently for sale in that village or the nearby villages.

This policy would come into effect as soon as practically possible and no later than 1 April 2012.

42. SERVICE PLAN PRIORITIES 2012/13

The Corporate Manager (Affordable Housing) reported that previous service plan incorporated the HRA Business Plan, but owing to the introduction of the self-financing regime for Council housing from April 2012, this was now a separate item. The Service Plan took account of the changes to national policy including the introduction of the Affordable Rent tenure, changes to the Housing and welfare benefits and proposed changes to allocations guidance.

Members ran through the plan and discussed some of the projects. It was noted that the Government guidelines concerning Allocations was expected shortly and, following a brief consultation period, was likely to be enforceable from June 2012. Members praised the Housing Advice team and Housing Service officers for their excellent support and advice as to residents' range of options.

The Housing Portfolio Holder requested the final Service Plan be presented at a future meeting; he then **ENDORSED** the Service Plan Actions identified.

43. SERVICE IMPROVEMENTS AND FINANCIAL PERFORMANCE 2011/12 - Q2

Service Performance Indicators

Members reviewed the Affordable Homes Performance Indicators for Quarter 2, and remarked on the excellence progress made. Members noted:

- the average time taken to re-let a general needs property (minor repairs) took 16 days, beating the target by 4 days.
- the target rent loss through empty dwellings was 4% or less, as opposed to the observed performance of 0.76%.
- the level of current rent arrears was 1.37%, on target for the 1.4% or less objective.

Members discussed the cautionary budget and good performance for homeless prevention, and noted the cancellation of the FITS Project.

The Housing Operational Services Manager reported that a draft bid for the Whaddon Traveller site was going to be submitted to Homes and Communities Agency (HCA), and gave a verbal update on the Blackwell Traveller site, which was due to be completed on 25 November 2011. Members noted that the build was on target and underbudget, with the option to use the additional funding for enhancements (i.e. grounds maintenance). Energy Performance Certificates were being carried out, and a high level of satisfaction was reported from residents and staff employed on the site.

Financial Performance

The Principal Accountant (Housing) reported that The Housing Revenue Account was healthy with a net underspend.

The Capital Programme was on target, but could potentially be affected by the Equity Share Sales decision (minute 41 refers). Members noted that 'uncommitted' sums referred to those that were planned for use, but were yet to receive a signed contract.

The General Fund had both over- and underspends outlined in appendix B. Overspend was attributable to an incomplete contract leasing a car park to Shelford Parish Council. The Portfolio Holder stated that if this were not complete by the next meeting in January 2012 then the terms of the deal would be reconsidered.

The Housing Portfolio Holder congratulated staff for the positive results, and **NOTED** the report.

44. EQUALITIES UPDATE - Q2

The Equality and Diversity Officer reported that owing to a delay of Governmental approval of specific duties regulations, the deadline for the Council to publish equality information had been postponed to 31 January 2012. It was noted that work was on target to meet this date, and the regulations would fit into the forthcoming Single Equality Scheme, and a new Corporate Equalities Action Plan for 2011/12 had been developed to meet the requirements of the Public Sector Equality Duty.

Members noted that, following a corporate decision, the Equality and Diversity Steering Group had been disbanded on 15 September 2011. The Portfolio Holder noted the accomplishments achieved, and thanked every member of this group for their commitment and hard work. Members hoped the Executive Management Team taking over this responsibility would continue the high standard of work.

It was noted that:

- All the Equality Impact Assessments (EQIAs) were complete, and a progress review would be presented at a future Portfolio Holder meeting.
- A post-consultation draft of the Single Equality Scheme would also be presented at a future meeting.
- The Council had entered the Stonewall Equality index for the third year running, and the marking process might include a visit to the Council. Results would be announced early 2012.
- The equalities workshop given on 22 June 2011 to explore the link equalities and Local Government and the challenges ahead in light of the Equality Act 2010, was being repeated on 30 November 2011.

A small group of officers and the Housing Portfolio Holder had attended the Bedfordshire Race and Equalities Council Regional Equality and Diversity Awards Ceremony. SCDC were awarded with the 'Leading Change' Award for Cambridgeshire, and Paul Williams was highly commended in the equality and diversity champion of the year award. The Portfolio Holder thanked Bedfordshire Council for a superb event, and Members congratulated Paul and all the officers involved in achieving these well-deserved honours.

The Housing Portfolio Holder **NOTED** the report.

45. HEALTH AND SAFETY WITHIN THE HOUSING SERVICE

The Housing Operational Services Manager corrected a typo in the report: the Council maintained zero non-compliance on gas servicing.

It was noted that figures pertaining to Equity Share properties submitting gas inspection certificates would be presented at the Portfolio Holder meeting in January 2012.

In relation to fire safety in sheltered housing, Members noted that work was underway to ensure fire safety compliance was up-to-date. It was established that communal room alarms were connected to the call centre, and further research would be undertaken concerning communal loft space.

The Housing Portfolio Holder **NOTED** the report.

46. SHELTERED HOUSING REVIEW: UPDATE

The Corporate Manager (Affordable Homes) presented the update report, confirming that the Supporting People Team (SPT) would be undertaking a competitive tender of the sheltered housing support contract during 2012 to be in place for April 2013. In addition providers of sheltered housing support in the County will be receiving approximately 35% less in grant from April 2012. It was noted that the timetable attached as Appendix A was subject to slight adjustments owing to delayed information received from County.

Members noted that this was different from the future report from the Task and Finish panel, which would set out the options and recommendations to be considered.

Members discussed the partnership working arrangements, particularly with regards to consultation, and reported that a meeting had been held with the Portfolio Holder at County. The Housing Portfolio Holder agreed to provide additional support if required.

The Housing Portfolio Holder **NOTED** the report.

47. HOMELESSNESS REPORT

The Corporate Manager (Affordable Homes) presented the report, which outlined the homeless procedures in place for households leaving privately rented accommodation. This report had been requested at the Portfolio Holder meeting in July 2011.

Members discussed various options to encourage private landlords to participate in the scheme, including use of Waterbeach properties, and more detailed adverts for South Cambs magazine.

The Housing Portfolio Holder **NOTED** the report.

48. FORWARD PLAN

The Housing Portfolio Holder requested that the final version of the Service Plan be presented at a future meeting. He then **noted** the Forward Plan.

49. DATE OF NEXT MEETING

It was noted that the next meeting would be held on 18 January 2012 at 5.30pm.

The Meeting ended at 7.15 p.m.

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SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO: Housing Portfolio Holder Meeting

18 January 2012

AUTHOR/S: Executive Director, Corporate Services

REVENUE AND CAPITAL ESTIMATES FOR THE HOUSING PORTFOLIO**Purpose**

1. The purpose of this report is to enable the Housing Portfolio Holder to consider the Revenue Estimates for 2012/13 and the Capital Programme up to 2016/17 for the Housing General Fund.
2. To consider the proposed housing charges to be made to tenants, licensees leaseholders and residents during 2012/13
3. This is not a key decision; however, the report presents the relevant estimates for endorsement by the portfolio holder, prior to being included as part of the overall estimates to be presented to Cabinet on the 9 February 2012 and confirmed by Council on 23 February 2012.

Recommendations

4. The Housing Portfolio Holder is requested to:
 - (a) endorse the Revenue and Capital Estimates for the Housing General Fund as shown at **Appendix A** (Revenue) and **Appendix B** (Capital) and recommend them for inclusion in the overall estimates to be considered by Council in February,
 - (b) confirm the proposals for housing general fund capital expenditure shown at **Appendix D(1-7)**, for inclusion in the capital programme,
 - (c) endorse the proposed housing charges for 2012/13 as shown in **Appendix C** and recommend them for approval by Council, and
 - (d) request that Cabinet include £140,000, for possible additional expenditure on accommodation for homeless people, on the list of precautionary items for 2012/13.

Reasons for Recommendations

5. The draft estimates for all the services of the Council need to be considered and endorsed by the relevant portfolio holders, in order to be collated and presented to the Scrutiny and Overview Committee on 6 February 2011 and to Cabinet on 9 February 2012. The final approval of the estimates and the levels of council tax and rents will be decided by the Council on 23 February 2012.

Background

6. The estimates for the Housing Portfolio form part of the overall considerations for the Council's annual budget setting exercise and cover Housing General Fund (GF) and Housing Revenue Account (HRA) expenditure.

7. The Housing Revenue Account (HRA) is moving to the new “self financing” arrangement from 2012/13 and is required to produce a 30 year business plan. This plan will be considered separately by the Cabinet on 9 February 2012 and, therefore, the HRA estimates are not being considered in this report. The Portfolio Holder has, however, asked to consider all increases in housing charges at this meeting and some of these are for the HRA. The rent income shown in the HRA Business plan will reflect an increase in line with the Government rent restructuring regime with any other charge increases being included at the level recommended by the Housing Portfolio Holder at this meeting.
8. The Finance and Staffing Portfolio Holder approved the Staffing and Central Overhead Estimates on 20 December 2011. The recharges approved at that meeting are recharged to all services, as appropriate, termed “Central, Departmental and Support Services” in the estimates attached - the analysis reflects the current service structure. It should be noted that, as all the recharges have already been approved, individual portfolio holders cannot amend them.
9. The General Fund estimates for each portfolio are being reported to the relevant portfolio holder. These estimates will then be summarised in a report for examination by the Scrutiny and Overview Committee on 6 February 2011, consideration by Cabinet on 9 February and finally presentation to the Council on 23 February for consideration of the revised 2011/12 and 2012/13 estimates and the levels of council tax.
10. The summary Housing General Fund revenue estimates are set out in **Appendix A** and the Capital programme is shown at **Appendix B**.
11. **Appendix D (1-7)** consists of capital proposal forms for consideration alongside the capital programme.
12. Provisions for inflation have been applied to individual estimates only in cases where price increases can be justified. No automatic inflation allowance has been applied, but the 2.5% overall assumption of non-pay inflation in the Medium Term Financial Strategy remains as the overriding level of provision.
13. Where applicable, the revised 2011/12 estimates of each portfolio take account of any rollover of budget from the previous year and virement made during the year; they also incorporate expenditure approvals by Cabinet and Council up to November 2011.
14. All the estimates exclude the small number of “Precautionary Items” that are listed at the back of the current estimate book. These are specific, exceptional items of expenditure, which may or may not occur during the budget period, but if they did the Council would be required to meet them. An updated list will be presented to Cabinet on 9 February 2011. The only request for inclusion on the list within this Portfolio is for £140,000 in relation to possible expenditure on homeless accommodation costs.

Considerations

HOUSING GENERAL FUND REVENUE ESTIMATES: REVISED 20011/12 AND ESTIMATES 2012/13

15. A summary of the revenue estimates for the Housing General Fund is shown at **Appendix A**. The total estimates have been analysed between direct costs, capital charges and recharges, so that the direct costs can be identified for comparison. This

is considered appropriate because the direct costs are specifically within the control of the relevant cost centre manager. By contrast, capital charges are notional charges that do not affect the overall expenditure of the Council and the Staffing and Central Overhead Accounts Estimates determine the recharges.

16. **Appendix A** also shows a net direct costs comparison for both years, between the expected target expenditure and the new estimates that have been compiled for this meeting; the target was arrived at by taking the total direct costs in the original 2011/12 estimates and adjusting for virement, additional approved savings, additional approved expenditure and the impact of the Home Improvement Agency partnership and the loss of the floating support contract. The result is that the 2011/12 estimate is £10,890 above the target, mainly owing to slippage in the timetable for disposing of the shopping car park at Great Shelford. The 2012/13 estimate is £12,330 below target; this is mainly because of an anticipated increase in income in relation to the travellers sites. It should be noted, however, that there is a request to include £140,000 on the list of precautionary items for potential additional homelessness expenditure.
17. The vast majority of the Housing General Fund expenditure is made up of recharges from the staffing and overhead accounts and capital charges and neither of these are being considered here. However, it should be noted that the substantial decrease in recharges between the 2011/12 and 2012/13 estimates is partly owing to the fact that the neither the floating support service or the Home Improvement Agency will be managed by the Council in 2012/13. Some comments on the individual estimate headings, where there are significant direct costs, are given in the following paragraphs. All comparisons therein are made with the 2011/12 original estimates.
18. Homelessness
 - (a) Officers have been successful in introducing various strategies to keep expenditure on accommodation for the homeless under control. As part of this strategy, in the current year £22,440 has been vired from the homeless budget to pay for additional staff resources to help with prevention.
 - (b) A bid for extra funding of £49,000, for resources to deal with additional demands on the homeless service in 2012/13 and future years, was approved by the Cabinet in January 2011. A provision for additional member of staff has, therefore, been included in the 2012/13 homeless estimate.
 - (c) In view of the difficulty in accurately estimating the demand for accommodation, it is requested that £140,000 be included on the list of precautionary items for possible additional expenditure on temporary accommodation.
 - (d) The amount requested as a precautionary item for this purpose in 2011/12 was £120,000 and to date, none of this has been utilised. The proposal for £140,000, therefore, represents an increase of £20,000, which is considered necessary in view of the current economic climate and the changes in benefit rules.
19. Lettings and Advisory Service
 - (a) The choice based letting scheme (Homelink) went live in February 2008 and is believed to have contributed to the reduction in void time for Council properties.
 - (b) Applicants on the Council's housing waiting list can be offered HRA properties or those belonging to other social landlords. A contribution from the HRA is calculated based on the portion of HRA lettings relative to the total lettings. Housing Associations using the scheme also make contributions.

- (c) A provision for an additional member of staff to advise homeless and potentially homeless applicants is included and part of the £49,000 approved by Cabinet for increased homeless preventative work has been used to fund the net cost of this additional post.
20. Floating Support Service
- (a) This service provides support to tenants of housing associations, private landlords and the Council on our own stock and is funded from a supporting people grants and a contribution from the HRA. During the year the County Council put the service out to tender and unfortunately, the bid made by this Council, as part of a consortium with other providers, was unsuccessful. As a consequence, from December 2011, the service was no longer provided by South Cambridgeshire.
21. Shopping Car Parks
- (a) The original estimate for this year was based on the assumption that none of the car parks would any longer be the Council's responsibility. Negotiations have been underway to transfer the lease of the car park at Great Shelford to the Parish Council for some time. Unfortunately, responsibility for the car park has not been transferred and, consequently, in order to minimise the continued cost of renting and running the car park the Council is considering giving notice to the landlord
22. Home Improvement Agency
- (a) During the year it was agreed to set up a joint Home Improvement Agency service in partnership with Cambridge City and Huntingdonshire Councils with the aim of providing a more flexible and efficient service.
- (b) The partnership arrangements are to start from 1st April 2012 and, whilst a share of any surplus or deficit made by the joint agency will be shared by the partners, there is no expenditure or income included in the 2012/13 estimates for the South Cambridgeshire's agency.
23. General Fund Sheltered Properties
- (a) Last year the Secretary of State for Communities and Local Government granted the Council permission to move some of the equity share sheltered properties from the HRA to the General Fund. As a result, the proceeds from the sale of any of the properties which have to be repurchased will no longer be subject to pooling. Whilst this will save several million pounds that would otherwise have been sent to the Government, it does mean that there will be some revenue costs falling on the General Fund. These costs mainly relate to the time between the purchase and the resale of these properties.
24. Recharges from/(to) the HRA
- (a) The General Fund is required to make a contribution to the Housing Revenue Account where HRA facilities are used by the wider community, or where expenditure is incurred on an area which is not considered to be a landlord function.
- (b) The alarm service is accounted for in the HRA and run by staff in the supported housing team. Because the service is used by both tenants and others any

deficit or surplus is shared between the HRA and General Fund in proportion to the number of users in each group

- (c) The main elements of the net recharge are:
- (i) use of sheltered housing communal facilities by the wider community and staff involvement in non HRA activities (the sheltered housing contribution);
 - (ii) outdoor maintenance expenditure being apportioned to reflect the fact that, as a result of Right to Buy and other sales, many of the homes benefiting from the service are in private ownership; and
 - (iii) any alarm service net deficit or surplus apportioned to reflect the number of non tenants using the service
- (d) Provision has been made in the original estimates for £121,100 to be charged to the General Fund in 2011/12. It is now expected that £148,210 in 2011/12 and £143,810 in 2012/13 will be required, mainly owing to a decrease in the surplus on the alarms service following the decommissioning of the group alarms.

HOUSING CHARGES

25. The estimates have been prepared on the assumption that most housing charges, with the exception of the sheltered housing charges and the travellers site pitch charges, are increased by 2.5%, which is figure used throughout the estimates for general inflation. There is also a proposal for a new temporary let charge. **Appendix C** gives a schedule of the proposed charges for 2012/13.
26. It should be noted that the change in sheltered housing charges are to be implemented from July 2012 rather than April as is the case with all the other charges shown in **Appendix C**.
27. Comments on the proposed temporary let, sheltered housing and travellers charges are given in the following paragraphs.
28. Temporary Let Charge
- (a) Whenever there is a change of tenancy on a property there are costs involved, as, for example, safety checks and repairs are required to bring it to a satisfactory standard. Properties designated for temporary letting, therefore, can attract these costs several times a year and it is proposed to introduce a charge (fully eligible for benefit) that will go some way to recouping this expenditure.
29. Travellers Site – Pitch Charges
- (a) It is proposed that these charges are increased by the September Consumer Price Index (CPI) in line with most other providers nationally. The CPI increase is 5.4% but the charges have been rounded to the nearest 50 pence to simplify administration as these charges are often collected in cash from the travellers.
30. Sheltered Housing Service Charges
- (a) For some years it has been intended to move to a situation where all the service charges for sheltered housing are set to recover the actual costs of the service and it is proposed to make the change in 2012/13.
- (b) The report on the Affordable Homes Restructuring proposals later on this agenda outlines changes which will result in a reduction in costs for the support element of the sheltered housing service to accommodate the changes in

funding. The support element of the service charge is, therefore, set to reduce from £13.63 a week for the current service, to £3.00 a week for the alarms only. The remainder of the support service would be provided at no cost to the user and funded from grant.

- (c) The changes in funding outlined above mean that as shown in **Appendix C** the Council is in a position to fully charge for the non-support element of the service charge with all residents actually paying significantly less in total each week than at present.
- (d) Many of the sheltered housing units have been leased under the equity share scheme. For tenants all maintenance is covered by their rent but this is not the case with equity shareholders. Under the terms of the equity share lease, leaseholders should pay their share of the full cost of the service and maintenance and improvements to properties on their sheltered housing scheme. For this reason the charges for tenants and leaseholders on the same scheme will always differ with leaseholders paying a higher charge than tenants.
- (e) The proposed charges shown in **Appendix C** are an average across all schemes, and because the estimated costs vary by scheme so too will the charges, largely depending on the number of properties and the facilities provided; however, even residents on the most expensive scheme will see a reduction in their charge.

**CAPITAL ESTIMATES:
REVISED 2011/12 AND ESTIMATES 2012/13 TO 2016/17**

31. The General Fund capital programme for this portfolio is attached at **Appendix B** and is comprised mainly of:
- (a) Capital Apportionments of HRA Expenditure
 - (b) Repurchase of General Fund Sheltered Properties
 - (c) Grants to Housing Associations
 - (d) Empty Homes Grants
 - (e) Improvement Grants/Loans

Comments on the individual estimate matters are given in the following paragraphs.

- (a) Capital Apportionments of HRA Expenditure:
Where capital expenditure on the HRA is of benefit to nearby ex-Council or other private properties a portion of the cost is funded from the General Fund. A contribution is made to the HRA to reflect this.
- (b) Repurchase of General Fund Sheltered Properties:
 - (i) This budget is for the repurchase of shared ownership properties previously sold under the Council's equity share for the elderly scheme. Whilst the leases being granted under this scheme no longer require the Council to repurchase the properties the majority of existing leases do have such a requirement.
 - (ii) In 2010/11, the Secretary of State of Communities and Local Government allowed the Council to remove most the sheltered equity share properties from the HRA to the General Fund and as a consequence any proceeds from sales of these particular properties will no longer be subject to pooling. In future years the scheme should be mostly self-funding, albeit with timing difference, as the receipts from the resale of the repurchased dwellings can be used to fund further repurchases.

(iii) When General Fund properties are sold on the open market there are some transaction costs and, in the current economic situation, where a returned property has not been sold for some time, there may be a reduction in the valuation resulting in properties being sold for less than the purchase price.

(c) Grants to Housing Associations:

A considerable sum is expected to be received as a consequence of Section 106 agreements in relation to developments in the area. This money is ring fenced for social housing and, unless it is spent within a defined period (normally 3 to 5 years), can be reclaimed by the developer. It is proposed that £1.8 million will be used over the next five financial years to provide partial funding for Housing Association projects. It is anticipated that between 30 and 150 additional properties (for which the Council would have nomination rights) could be built or renovated with this budget.

(d) Empty Homes Grants:

This is funding for a scheme whereby private owners will be able to access grants to enable them to bring their empty homes back into use. In turn the properties are to be leased through the private sector leasing scheme with King Street for our homeless families. This scheme will also be funded from 106 monies.

(e) Improvement Grants:

Whilst the other improvement grants are discretionary and can potentially be rationed, the disabled facilities grants are mandatory. Although there is some support from central government for this expenditure it does not increase in line with expenditure. It is difficult to arrive at a reliable estimate for improvement grants because of the demand led nature of the expenditure, the reliance on outside contractors and the availability of the County Council's occupational health officers.

32. In order that all significant capital items may be evaluated consistently throughout the Council, those items in the capital programme in 2010/11 or later that are over £25,000 in value are subject to the completion of a proposal form, for consideration alongside the capital programme being approved. Accordingly, the relevant proposal forms for the housing general fund are attached at **Appendix D (1-7)**

33. The overall capital programme for the Council will be subject to further consideration by Cabinet and Council. Both the expenditure and funding could, therefore, be subject to change.

Implications

34.

Financial	<p>(a) The estimates for the General Fund Services of the Housing Portfolio will be included in the General Fund Summary of estimates along with the expenditure of other Portfolios.</p> <p>(b) The Capital Estimates for this Housing General Fund will be included in the Council's Capital Programme.</p>
Legal	<p>There are no direct legal implications resulting from this report. The estimates show the financial effect of decisions that have already been made.</p>

Staffing	The estimates reflect staffing decisions previously made with the addition of the net cost of two extra posts to be funded from the £49,000 that Cabinet agreed in January 2011 as additional resources for preventative measures in relation to homelessness.
Risk Management	These estimates need to be endorsed so that they can be included in the General Fund Summary to be presented to Cabinet and confirmed by Council in February 2011.
Equality and Diversity	There are no direct equality and diversity implications resulting from this report. Equality and diversity issues will have been considered in the decisions which these estimates reflect.
Equality Impact Assessment completed	No As above.
Climate Change	There are no direct climate change implications resulting from this report. Climate change issues will have been considered in the decisions which these estimates reflect.

Consultations

35. The relevant cost centre managers, who are responsible for setting the level of their respective budgets and controlling the expenditure within them, have been consulted in the compilation of the estimate figures.

Consultation with Children and Young People

36. None

Effect on Strategic Aims

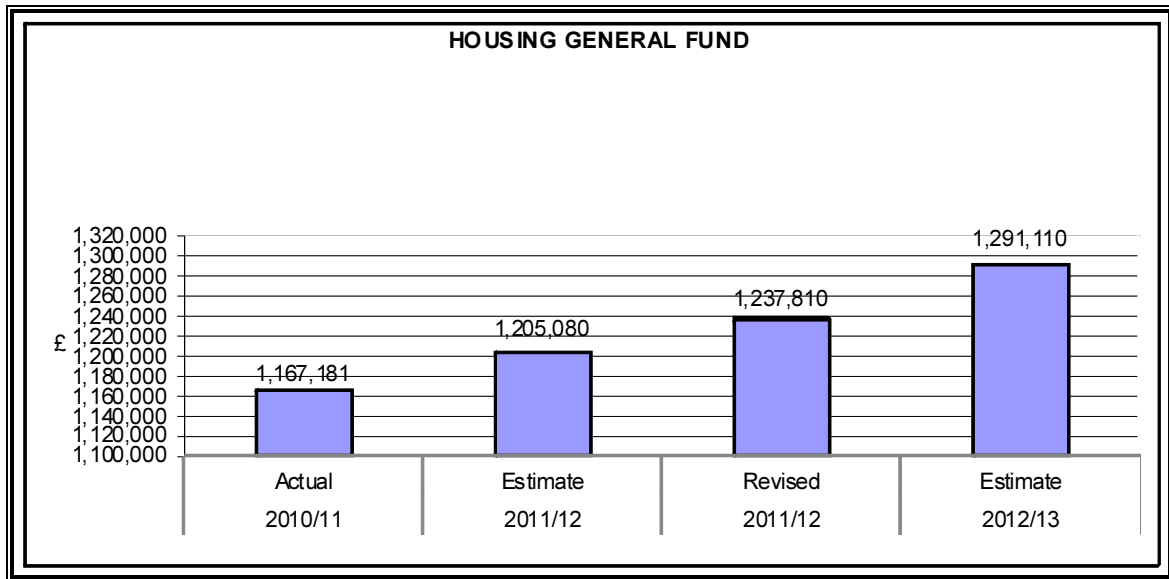
37. To determine the General Fund Housing Portfolio budgets to provide the resources for the Council to continue its services to achieve its strategic aims as far as possible within the current financial constraints.

Conclusions / Summary

38. The total net Housing General Fund expenditure as shown at **Appendix A** is reproduced below to show the percentage increase/decrease between budgets.

Year	Amount £	Change £	Change %
2010/11 Actual	1,167,181		
		+ 37,899	+ 3.2
2011/12 Estimate	1,205,080		
		+ 37,730 }	+ 2.7
2011/12 Revised	1,237,810	} + 70,629	} + 6.1
		+ 53,300 }	+ 4.3 }
2012/13 Estimate	1,291,110		

These comparisons are shown diagrammatically below:



39. The increase in expenditure between the 2011/12 and 2012/13 estimates can be largely accounted for by the inclusion of £49,000 in 2012/13 for additional preventative work on homelessness, approved by Cabinet in January 2011.

Background Papers: the following background papers were used in the preparation of this report:

Estimates files within Accountancy Services

Contact Officer: Gwynn Thomas – Principal Accountant (Housing)
Telephone: (01954) 713074

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APPENDIX A

Actual 2010/2011 £	HOUSING GENERAL FUND NET EXPENDITURE SUMMARY	Estimate 2011/2012 £	Revised 2011/2012 £	Estimate 2012/2013 £
6,348	Loans for House Repair, Purchase and Improvement	6,670	6,290	6,700
69,474	Housing Association Support	65,910	55,990	55,700
249,510	Homelessness	315,140	271,410	364,520
274,437	Lettings & Advisory Service	274,880	264,520	293,920
22,430	Floating Support Service	19,520	12,670	0
28,606	Shopping Car Parks	3,380	21,520	1,300
23,680	Mobile Warden Schemes	24,640	23,330	26,420
87,912	Strategic Housing	112,920	112,750	116,990
0	Sub-Regional Homelink Service	0	0	0
82,147	Equality & Diversity	82,620	62,010	78,860
31,201	Travellers Sites - Whaddon & Milton	42,280	43,680	44,050
48,156	Improvement Grants	54,750	51,370	60,630
79,066	Home Improvement Agency	63,870	68,680	0
86,895	General Fund Sheltered Properties	17,400	98,380	98,210
	Recharge from/(to) HRA			
130,170	- Outdoor Maintenance	129,000	130,400	134,800
26,400	- Sheltered Housing	29,000	26,000	26,000
(86,480)	- Piper Lifeline Alarms	(43,850)	(18,570)	(22,850)
7,229	- Service Strategy and Regulation	6,950	7,380	5,860
<u>1,167,181</u>	TOTAL NET EXPENDITURE	<u>1,205,080</u>	<u>1,237,810</u>	<u>1,291,110</u>
	Analysis of Total Net Expenditure			
(329,315)	Net Direct Costs (including Recharges from HRA)	(228,760)	(221,950)	112,820
89,116	Capital Charge - Depreciation	0	81,130	80,810
1,407,380	Recharges from Staffing and Overhead Accounts	1,433,840	1,378,630	1,097,480
<u>1,167,181</u>		<u>1,205,080</u>	<u>1,237,810</u>	<u>1,291,110</u>

COMPARISON OF ESTIMATE OF DIRECT COSTS WITH APPROVED TARGET

Net direct costs original estimate	(228,760)	(228,760)
Adjustment for loss of floating support contract	36,390	126,640
Adjustment for HIA partnership		155,990
Adjusted net direct costs original estimate	<u>(192,370)</u>	<u>53,870</u>
Approved virement		
Homelessness	(22,470)	
Sub regional Homelink Service	(17,000)	
Approved Non recurring items adjustment		
Homelessness		29,000
Approved Additional Expenditure		
Homelessness & Housing Advice		49,000
Approved Savings Targets		
Strategic Housing	(1,000)	(1,000)
Inflation allowance of 2.5% on 2011/12 original estimate		(5,720)
Adjusted Original Estimate - TARGET ESTIMATE	<u>(232,840)</u>	<u>125,150</u>
Direct costs in Revised Estimate 2011/12 and Estimate 2012/13	<u>(221,950)</u>	<u>112,820</u>
Net SURPLUS/(DEFICIT) compared with approved target	10,890	(12,330)

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APPENDIX B

HOUSING GENERAL FUND CAPITAL PROGRAMME

Actual 2010/2011 £		Estimate 2011/2012 £	Revised 2011/2012 £	Estimate 2012/2013 £	Estimate 2013/2014 £	Estimate 2014/2015 £	Estimate 2015/2016 £	Estimate 2016/2017 £
6,149	Capital Apportionments of HRA Expenditure	10,000	0	10,000	10,000	10,000	10,000	10,000
858,750	Repurchase of General Fund Sheltered Properties	1,400,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000
180,000	Grants to Housing Associations	250,000	201,330	300,000	300,000	400,000	400,000	400,000
0	Empty Homes Grants	0	10,000	50,000	50,000	50,000	50,000	50,000
	Improvement Grants/Loans							
20,102	Renovation	20,000	20,000	0	0	0	0	0
113,514	Home Repairs Assistance	100,000	100,000	100,000	100,000	100,000	100,000	100,000
	Disabled Facilities							
630,194	Mandatory	660,000	600,000	660,000	660,000	660,000	660,000	660,000
2,636	Discretionary	10,000	10,000	10,000	10,000	10,000	10,000	10,000
<u>1,811,345</u>		<u>2,450,000</u>	<u>2,041,330</u>	<u>2,230,000</u>	<u>2,230,000</u>	<u>2,330,000</u>	<u>2,330,000</u>	<u>2,330,000</u>
	Financed by:							
(524,495)	Capital Receipts	(1,960,000)	(1,346,000)	(1,640,000)	(1,640,000)	(1,640,000)	(1,640,000)	(1,640,000)
(248,100)	Government Grant (DCLG)	(240,000)	(244,000)	(240,000)	(240,000)	(240,000)	(240,000)	(240,000)
(180,000)	106 Agreement Contribution (ring fenced for Housing)	(250,000)	(211,330)	(350,000)	(350,000)	(450,000)	(450,000)	(450,000)
(858,750)	Cash Overdawn - re Equity Share properties	0	(240,000)	0	0	0	0	0
<u>(1,811,345)</u>	Total Capital Financing	<u>(2,450,000)</u>	<u>(2,041,330)</u>	<u>(2,230,000)</u>	<u>(2,230,000)</u>	<u>(2,330,000)</u>	<u>(2,330,000)</u>	<u>(2,330,000)</u>

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Appendix C

APPENDIX C

Proposed Housing Charges for 2012/13

Service or Facility	Current Charge p.w.	Proposed Charge p.w.	Increase/Decrease	
	£	£	%	£
Charges for Flats with Communal Areas				
Blocks with a Door Entry System	3.00	3.08	2.7	0.08
Other Blocks	2.00	2.05	2.5	0.05
Temporary Let Charge				
	-	25.00	New	New
Sheltered Housing Charges (including a support element of £3.00 a week) *				
Tenants (estimated average charge)				
- schemes with communal facilities	21.13	14.49	-31.4	-6.64
- schemes without communal facilities	13.63	6.50	-52.3	-7.13
Equity Shareholders				
Est. average charge (exclusive of capital works)				
- schemes with communal facilities	26.14	19.96	-23.6	-6.18
- schemes without communal facilities	21.29	15.09	-29.1	-6.20
*N.B. The Sheltered Housing Charges will only be decreased from 1st July 2012.				
Alarm System Service Charges*				
Individual Alarms				
- where the Council supplies the alarm	4.08	4.18	2.5	0.10
- where the user supplies the alarm	3.30	3.38	2.4	0.08
* plus VAT where appropriate				
Travellers Site - Pitch Charges				
New Farm, Whaddon	52.50	55.00	4.8	2.50
Blackwell, Milton	59.50	62.50	5.0	3.00
Garage Rents				
Garages rented to a Council tenant or leaseholder	7.59	7.78	2.5	0.19
N.B. In excess of two garages will be subject to VAT				
Other Garages (subject to VAT)	10.48	10.74	2.5	0.26

Proposals for Capital Projects Greater than £25,000
(For inclusion in the draft Capital Programme for the financial years 2012/13 – 2016/17)

1	Service	Affordable Homes					
2	Service Manager	Anita Goddard					
3	Brief Details of Proposal	General fund contribution to HRA Capital works (Roads/footpaths)					
	4. Costs (All £000s)	2012/13	2013/14	2014/15	2015/16	2016/17	Total gross cost
	Financial Year in which expenditure is expected to be incurred	£10K	£10K	£10K	£10K	£10K	£50K
5	What is the estimated life expectancy of the asset related to the proposal?	10 – 15 yrs.					
6	What benefit will service users or residents experience as a result of the expenditure?	Improved environmental factors.					
7	How many individuals/properties will benefit from the expenditure?	Unable to state the number of this stage, but a significant number of members of the public will benefit from the improvements.					
8	What evidence is there of public, tenant and/or user support for the proposal?	None, but complaints from members of the public may arise if no repairs are undertaken.					
9	Which of the 2012/13 aims, approaches and actions will the proposal address and how?	Delivering high quality services that represent best value for the council.					
10	How will performance indicators be affected?	Road/path improvements are not subject to this, but user satisfaction will be high.					
11	Is this expenditure required to enable the Council to meet a statutory requirement? If so, please give a description of the relevant requirement.	The council has an obligation to maintain it's roads/paths to a suitably high standard to ensure that user health & safety is not compromised.					
12	What will be the implications for the Council of not proceeding with the proposed investment?	An increase in repairs and possible claims due to the surface deterioration.					
13	How could the same outcome be achieved without the proposed expenditure?	Not able to achieve this.					

14	Is there likely to be any external funding contribution? If so, from where? (Please attach a copy of any written confirmation)	Some re-charges may be possible from private owners.					
15. Contribution (£000s)		2012/13	2013/14	2014/15	2015/16	2016/17	Total contribution
Financial Year in which contribution is expected to be received							
16. Revenue impact (£000s)		Reason		2012/13	2013/14	2014/15	2015/16 2016/17
Estimated consequential financial impact on net revenue expenditure of the proposal		Additional: income expenditure					
		Reduction in: income expenditure					
		Total for year					
17	Are any revenue changes likely to continue after 2016/17? If so, please complete the attached schedule.						
18	Brief description of the reasons for any revenue changes shown in 16						

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Proposals for Capital Projects Greater than £25,000

(For inclusion in the draft Capital Programme for the financial years 2012/13 – 2016/17)

1	Service	Affordable Homes					
2	Service Manager	Anita L Goddard					
3	Brief Details of Proposal	To repurchase equity share properties in accordance with their lease					
4. Costs (All £000s)		2012/13	2013/14	2014/15	2015/16	2016/17	Total gross cost
Financial Year in which expenditure is expected to be incurred		£1.1	£1.1	£1.1	£1.1	£1.1	£5.5
5	What is the estimated life expectancy of the asset related to the proposal?	50 years					
6	What benefit will service users or residents experience as a result of the expenditure?	.This is a legal requirement in terms of the lease of these properties					
7	How many individuals/properties will benefit from the expenditure?	10 annually					
8	What evidence is there of public, tenant and/or user support for the proposal?	We currently buy back these leasehold properties annually					
9	Which of the 2012/13 aims, approaches and actions will the proposal address and how?	We will make sure that South Cambridgeshire continues to offer outstanding and sustainable quality of life for our residents					
10	How will performance indicators be affected?	N/A					
11	Is this expenditure required to enable the Council to meet a statutory requirement? If so, please give a description of the relevant requirement.	No but it is a legal requirement in terms of the lease					
12	What will be the implications for the Council of not proceeding with the proposed investment?	Legal Challenges					
13	How could the same outcome be achieved without the proposed expenditure?	N/A					

14	Is there likely to be any external funding contribution? If so, from where? (Please attach a copy of any written confirmation)	The properties will be sold and although there will be a timing difference and some transaction costs most of the expenditure should be recovered					
15. Contribution (£000s)		2012/13	2013/14	2014/15	2015/16	2016/17	Total contribution
Financial Year in which contribution is expected to be received		1,050	1,050	1,050	1,050	1,050	5,250
16. Revenue impact (£000s)		Reason		2012/13	2013/14	2014/15	2015/16 2016/17
Estimated consequential financial impact on net revenue expenditure of the proposal		Additional: income expenditure		0	0	0	0
		Reduction in: income expenditure					
		Total for year					
17	Are any revenue changes likely to continue after 2016/17? If so, please complete the attached schedule.	N/A					
18	Brief description of the reasons for any revenue changes shown in 16	N/A					

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Proposals for Capital Projects Greater than £25,000

(For inclusion in the draft Capital Programme for the financial years 2012/13 – 2015/16)

1	Service	Housing Strategy and Development					
2	Service Manager	Schuyler Newstead					
3	Brief Details of Proposal	Grant programme for affordable housing funded through S106 agreements					
4. Costs (All £000s)		2011/12	2012/13	2013/14	2015/16	2016/17	Total gross cost
Financial Year in which expenditure is expected to be incurred		300	300	400	400	400	£1.8 million
5	What is the estimated life expectancy of the asset related to the proposal?	60+ years					
6	What benefit will service users or residents experience as a result of the expenditure?	The money will be used to assist and facilitate new affordable housing developments which will help address our housing need from the housing register. SCDC will receive nominations rights from the Housing Associations via S106 agreements to ensure that we have the ability to nominate households in need from our waiting list.					
7	How many individuals/properties will benefit from the expenditure?	From 30-150 properties (depending on grant rates, tenure types eg shared ownership, rented and other forms of intermediate tenure)					
8	What evidence is there of public, tenant and/or user support for the proposal?	District Wide Housing Needs Survey dated 2002 Strategic Housing Market Assessment (county wide) Rolling programme on rural village housing needs surveys Housing register					
9	Which of the 2011/12 priorities will the proposal address and how?	Delivery of more affordable housing					
10	How will performance indicators be affected?	The programme of delivery is monitored quarterly to ensure that we are achieving our targets					
11	Is this expenditure required to enable the Council to meet a statutory requirement? If so, please give a description of the relevant requirement.	This funding is secured from private developments where on site provision has not been achieved. This funding is used to enable the authority through its statutory duty to provide more affordable housing via its strategy, development and enabling service.					
12	What will be the implications for the Council of not proceeding with the proposed investment?	Commutated sums are secured via S106 agreements in lieu of on site affordable provision. The S106 therefore places a legal duty upon the authority to put this money towards new affordable housing projects and if this isn't achieved with a certain time frame usually 5-10 years the money has to be returned to the developer.					
13	How could the same outcome be achieved without the proposed expenditure?	This money can only be spent on new affordable housing provision. It can not be spent in any other way. Whilst grant money could be secured via the Homes and communities agency to assist in building new homes, this pot of money would be lost and returned to the private developer.					
14	Is there likely to be any external funding contribution? If so, from where? (Please attach a copy of any written confirmation)	External funding could be secured from the Housing Associations own resources or private finance. The use of this money would only enable a proportion of the scheme costs to be met.					

15. Contribution (£000s)		2012/13	2013/14	2014/15	2015/16	2016/17	Total contribution	
Financial Year in which contribution is expected to be received		300	300	400	400	400	£1.8 million	
16. Revenue impact (£000s)		Reason		2011/12	2012/13	2013/14	2014/15	2015/16
Estimated consequential financial impact on net revenue expenditure of the proposal		Additional: income expenditure		n/a				
		Reduction in: income expenditure						
		Total for year						
17	Are any revenue changes likely to continue after 2010/11? If so, please complete the attached schedule?	n/a						
18	Brief description of the reasons for any revenue changes shown in 16	n/a						

Proposals for Capital Projects Greater than £25,000

(For inclusion in the draft Capital Programme for the financial years 2012/13 – 2015/16)

1	Service	Housing Strategy and Development					
2	Service Manager	Schuyler Newstead					
3	Brief Details of Proposal	Grant programme for affordable housing funded through S106 agreements					
4. Costs (All £000s)		2012/13	2013/14	2014/15	2015/16	2016/17	Total gross cost
Financial Year in which expenditure is expected to be incurred		50	50	50	50	50	£500K
5	What is the estimated life expectancy of the asset related to the proposal?	60+ years					
6	What benefit will service users or residents experience as a result of the expenditure?	Private owners will be able to access this grant funding to enable them to bring their empty homes back into use. In turn the property is to be leased through the private sector leasing scheme with King Street for our homeless families.					
7	How many individuals/properties will benefit from the expenditure?	5 properties per year (max grant of £10K per unit)					
8	What evidence is there of public, tenant and/or user support for the proposal?	Increase in homeless families External pressures to bring empty properties back into use					
9	Which of the 2011/12 priorities will the proposal address and how?	Delivery of more affordable housing					
10	How will performance indicators be affected?	The programme of delivery is monitored quarterly to ensure that we are achieving our targets					
11	Is this expenditure required to enable the Council to meet a statutory requirement? If so, please give a description of the relevant requirement.	This funding is secured from private developments where on site provision has not been achieved. This funding is used to enable the authority through its statutory duty to provide more affordable housing via its strategy, development and enabling service.					
12	What will be the implications for the Council of not proceeding with the proposed investment?	Commutated sums are secured via S106 agreements in lieu of on site affordable provision. The S106 therefore places a legal duty upon the authority to put this money towards new affordable housing projects and if this isn't achieved with a certain time frame usually 5-10 years the money has to be returned to the developer.					
13	How could the same outcome be achieved without the proposed expenditure?	This money can only be spent on new affordable housing provision. It can not be spent in any other way. Whilst grant money could be secured via the Homes and communities agency to assist in building new homes, this pot of money would be lost and returned to the private developer.					
14	Is there likely to be any external funding contribution? If so, from where? (Please attach a copy of any written confirmation)	External funding could be secured from the private owner who may have to meet some of the cost of bringing their property up to a suitable standard. The use of this money would only enable a proportion of the scheme costs to be met.					

15. Contribution (£000s)		2012/13	2013/14	2014/15	2015/16	2016/17	Total contribution	
Financial Year in which contribution is expected to be received		50	50	50	50	50	£250K	
16. Revenue impact (£000s)		Reason		2012/13	2013/14	2014/15	2015/16	2016/17
Estimated consequential financial impact on net revenue expenditure of the proposal		Additional: income expenditure		n/a				
		Reduction in: income expenditure						
		Total for year						
17	Are any revenue changes likely to continue after 2010/11? If so, please complete the attached schedule?	n/a						
18	Brief description of the reasons for any revenue changes shown in 16	n/a						

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Proposals for Capital Projects Greater than £25,000

(For inclusion in the draft Capital Programme for the financial years 2012/13 – 2015/16)

1	Service	Affordable Homes – Home Improvement Agency					
2	Service Manager	Schuyler Newstead					
3	Brief Details of Proposal	Home Repairs Assistance Grants					
4. Costs (All £000s)		2011/12	2012/13	2013/14	2015/16	2016/17	Total gross cost
Financial Year in which expenditure is expected to be incurred		100	100	100	100	100	£500K
5	What is the estimated life expectancy of the asset related to the proposal?	60+ years					
6	What benefit will service users or residents experience as a result of the expenditure?	Improved quality of life Improved health and safety in their homes					
7	How many individuals/properties will benefit from the expenditure?	25-30 properties a year approx					
8	What evidence is there of public, tenant and/or user support for the proposal?	Client satisfaction surveys taken immediately after completion of works and 1 year on					
9	Which of the 2011/12 priorities will the proposal address and how?	ensuring that South Cambridgeshire continues to be a safe and healthy place for you and your family					
10	How will performance indicators be affected?	The programme of delivery is monitored quarterly to ensure that we are achieving our targets					
11	Is this expenditure required to enable the Council to meet a statutory requirement? If so, please give a description of the relevant requirement.	No					
12	What will be the implications for the Council of not proceeding with the proposed investment?	Clients health & safety may be compromised Negative press Properties may fall into disrepair					
13	How could the same outcome be achieved without the proposed expenditure?	Clients can be advised to seek financial advice to release equity from their property. Details of SCDC approved contractors can be passed to clients.					

14	Is there likely to be any external funding contribution? If so, from where? (Please attach a copy of any written confirmation)	No					
15. Contribution (£000s)		2012/13	2013/14	2014/15	2015/16	2016/17	Total contribution
Financial Year in which contribution is expected to be received		0	0	0	0	0	0
16. Revenue impact (£000s)		Reason		2010/11	2011/12	2012/13	2013/14 2014/15
Estimated consequential financial impact on net revenue expenditure of the proposal		Additional: income expenditure		n/a			
		Reduction in: income expenditure					
		Total for year					
17	Are any revenue changes likely to continue after 2010/11? If so, please complete the attached schedule?	n/a					
18	Brief description of the reasons for any revenue changes shown in 16	n/a					

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Proposals for Capital Projects Greater than £25,000

(For inclusion in the draft Capital Programme for the financial years 2012/13 – 2015/16)

1	Service	Affordable Homes					
2	Service Manager	Schuyler Newstead					
3	Brief Details of Proposal	Disabled Facilities Grants – Mandatory DFG					
4. Costs (All £000s)		2012/13	2013/14	2014/15	2015/16	2016/17	Total gross cost
Financial Year in which expenditure is expected to be incurred		660	660	660	660	660	£3.3million
5	What is the estimated life expectancy of the asset related to the proposal?	60+ years					
6	What benefit will service users or residents experience as a result of the expenditure?	Improved quality of life Improved health and safety in their homes Able to remain in own property, with increased independence and safety, due to property adaptation					
7	How many individuals/properties will benefit from the expenditure?	40-100 properties a year approx					
8	What evidence is there of public, tenant and/or user support for the proposal?	Client satisfaction surveys taken immediately after completion of works and 1 year on Occupational Therapist waiting lists Private sector house condition survey identifies 4,300 adaptations needed in the district					
9	Which of the 2011/12 priorities will the proposal address and how?	Ensuring that South Cambridgeshire continues to be a safe and healthy place for you and your family					
10	How will performance indicators be affected?	The programme of delivery is monitored quarterly to ensure that we are achieving our targets					
11	Is this expenditure required to enable the Council to meet a statutory requirement? If so, please give a description of the relevant requirement.	Yes, the council has a duty to provide DFG's up to a maximum of £30,000, under The Housing Grants, Construction and Regeneration Act 1996, as amended by The Regulatory Reform Order,(Housing Assistance) 2002					
12	What will be the implications for the Council of not proceeding with the proposed investment?	Clients health & safety may be compromised Negative press Properties may fall into disrepair Will not meet statutory duties Adaptations identified by Occupational Therapist & PSHCS will not be carried out					
13	How could the same outcome be achieved without the proposed expenditure?						

14	Is there likely to be any external funding contribution? If so, from where? (Please attach a copy of any written confirmation)	Part funded from the CLG do not yet know how much funding will be received this year (anticipated £240K based upon previous amounts received)					
15. Contribution (£000s)		2012/13	2013/14	2014/15	2015/16	2016/17	Total contribution
Financial Year in which contribution is expected to be received		240	240	240	240	240	1,200
16. Revenue impact (£000s)		Reason		2012/13	2013/14	2014/15	2015/16 2016/17
Estimated consequential financial impact on net revenue expenditure of the proposal		Additional: income expenditure		n/a			
		Reduction in: income expenditure					
		Total for year					
17	Are any revenue changes likely to continue after 2010/11? If so, please complete the attached schedule?	n/a					
18	Brief description of the reasons for any revenue changes shown in 16	n/a					

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Proposals for Capital Projects Greater than £25,000

(For inclusion in the draft Capital Programme for the financial years 2012/13 – 2015/16)

1	Service	Affordable Homes – Home Improvement Agency					
2	Service Manager	Schuyler Newstead					
3	Brief Details of Proposal	Disabled Facilities Loans					
4. Costs (All £000s)		2012/13	2013/14	2014/15	2015/16	2016/17	Total gross cost
Financial Year in which expenditure is expected to be incurred		10	10	10	10	10	£50K
5	What is the estimated life expectancy of the asset related to the proposal?	60+ years					
6	What benefit will service users or residents experience as a result of the expenditure?	Linked to Mandatory DFG, allows additional costs to complete adaptation works. As a stand-alone grant it can be used for dropped kerb works, where recommended by Occupational Therapist or GP					
7	How many individuals/properties will benefit from the expenditure?	2-3 maximum per year					
8	What evidence is there of public, tenant and/or user support for the proposal?	Client satisfaction surveys taken immediately after completion of works and 1 year on Private sector house condition survey identifies 4,300 adaptations needed in the district					
9	Which of the 2011/12 priorities will the proposal address and how?	Ensuring that South Cambridgeshire continues to be a safe and healthy place for you and your family					
10	How will performance indicators be affected?	The programme of delivery is monitored quarterly to ensure that we are achieving our targets					
11	Is this expenditure required to enable the Council to meet a statutory requirement? If so, please give a description of the relevant requirement.	Yes, the council has a duty to provide DFG's up to a maximum of £30,000, under The Housing Grants, Construction and Regeneration Act 1996, as amended by The Regulatory Reform Order,(Housing Assistance) 2002					
12	What will be the implications for the Council of not proceeding with the proposed investment?	Clients health & safety may be compromised Negative press Properties may fall into disrepair Adaptations identified by Occupational Therapist & PSHCS will not be carried out					
13	How could the same outcome be achieved without the proposed expenditure?	County Council Adult & Child Services have a budget to support DFG mandatory. This lessens the pressure to SCDC DFG discretionary budget					
14	Is there likely to be any external funding contribution? If so, from where? (Please attach a copy of any written confirmation)	The grant is repayable in full when a property is sold, however, this may not occur for many years.					

15. Contribution (£000s)		2012/13	2013/14	2014/15	2015/16	2016/17	Total contribution	
Financial Year in which contribution is expected to be received		0	0	0	0	0	0	
16. Revenue impact (£000s)		Reason		2012/13	2013/14	2014/15	2015/16	2016/17
Estimated consequential financial impact on net revenue expenditure of the proposal		Additional: income expenditure		n/a				
		Reduction in: income expenditure						
		Total for year						
17	Are any revenue changes likely to continue after 2010/11? If so, please complete the attached schedule?	n/a						
18	Brief description of the reasons for any revenue changes shown in 16	n/a						

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SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO: Housing Portfolio Holder 18 January 2011
AUTHOR/S: Executive Director of Operational Services / Corporate Manager
Affordable Homes

AFFORDABLE HOMES RESTRUCTURING PLAN 2012/13**Purpose**

1. To seek the approval of the Housing Portfolio Holder for staff changes necessary to meet the new demands arising from the introduction of the Housing Revenue Account (HRA) self financing regime and the changes to the housing regulatory framework.
2. This is a key decision as it is likely to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates.

Recommendations

3. That the Housing Portfolio agrees to the proposed restructure of Affordable Homes as set out in Table 1 and recommends to Council making funds available for potential redundancies.
4. The changes are required to the staffing structure within Affordable Homes to ensure that the service is best placed to deliver improved services over the coming years.

Background

5. A number of changes were made to the Affordable Homes staff structure with effect from 2010/11. These were required to bring spending in line with reduced income at that time. This was successfully completed.
6. New changes are now required for the following reasons:
 - Reform of the HRA and the introduction of self-financing from 2012/13. This issue has been reported to the Portfolio Holder on 17/11/10 and 15/6/11. The Council will be required to take on a debt of £206M. This requires changes to staffing to ensure that we are able to manage this debt including strengthening our asset management team and increasing the project management capacity to be able to deliver a larger capital programme.
 - The Government is also introducing a number of policy changes related to housing including changes to tenancy allocation, welfare benefits and homelessness duties. In addition there has been the abolition of the Audit Commission and the Tenant Services Authority together with a consultation on the housing regulatory framework to be overseen by a new team within the Homes and Communities Agency. This will place new duties upon landlords to carry out a higher degree of self regulation with increased levels of tenant engagement.

- The County Council is seeking to balance the budget for Supporting People services. This requires a cut in the contract sum received by the Council for 2012/13 to manage our sheltered housing service and a competitive tender of this contract to start in April 2013.

Considerations

7. The HRA 30 year Business Plan will be reported to Cabinet and full Council in February 2012 for approval. All of the proposed staffing changes are accounted for within the financial estimates for 2012/13 and are affordable.
8. The proposed staffing changes include the creation of some permanent new posts to enable the Council to address the new demands identified above. Some of the proposed new posts are fixed term appointments to provide extra capacity whilst service adjustments are being made.
9. The changes to sheltered housing service require a more fundamental restructure. A separate more detailed report will be brought to the Portfolio Holder in February 2012 after the Scrutiny Task and Finish group set up to investigate this issue has reported to Cabinet with its recommendations.
10. The recommendations in this report with regard to sheltered housing are required in order that the timeframes for consultation with staff can be adhered and do not commit the Portfolio Holder to a final decision ahead of the February report.
11. Unlike the other staffing changes in this report the proposed changes to sheltered housing requires a reduction in posts and up to six potential redundancies. The cost of these redundancies has not been accounted for in the 2011/12 estimates and therefore requires Council approval.
12. The effect of all of these proposed staffing changes for Affordable Homes is a net increase of five posts excluding the fixed term appointments.

Options

13. The Portfolio Holder is requested to consider the following proposed staffing changes:

Table 1

Proposed changes	Description	Funding implications
3 new posts <ul style="list-style-type: none"> • Project Manager (disabled adaptations) • Voids and Health & Safety Surveyor • Project Manager (new council house building) 	Required to oversee increased capital programme	Fully funded from the capital element of HRA business plan and HRA self funding settlement
3 new posts <ul style="list-style-type: none"> • Asset Management Officers 	Required to manage new debt and increase asset management capacity	Fully funded in Business Plan as a result of HRA self financing changes

<p>4 new posts</p> <ul style="list-style-type: none"> • Tenant Participation Officer • Anti Social Behaviour Officers (2) • Housing Policy Officer (regulatory support) 	<p>Increased housing management capacity to meet new requirements of housing regulatory framework and to address tenant led priorities.</p>	<p>Fully funded in Business Plan as a result of HRA self financing changes</p>
<p>5 temporary posts</p> <ul style="list-style-type: none"> • Private Rented Sector Project Officer • Under Occupation Project Officer • Customer Care Project Officer • Housing Options Administrative Assistant • Retrofit Project Officer (EU project) 	<p>Fixed term roles (12 months apart from externally funded EU project post which is 3 years) required to make service adjustments or oversee short term projects</p>	<p>Fully funded in Business Plan together with external grant funding for specific projects (Private Rented Sector post and EU project)</p>
<p>1 new post</p> <ul style="list-style-type: none"> • Homelessness Officer 	<p>Required to strengthen the homelessness team.</p>	<p>Included within housing GF financial estimates 2012/13. Additional homelessness prevention expenditure originally approved by Cabinet on 13/1/11.</p>
<p>Deletion of 26 Sheltered Housing Officer posts which are currently budgeted for and occupied and three sheltered housing Team Leader posts</p>	<p>Role to be replaced by two new teams listed below</p>	<p>Overall reduction in sheltered housing budget to meet savings required by Supporting People for 2012/13. There will be some redundancy costs to be met by the Council which are not included within the HRA original estimates for 2011/12 which would need to be included in the revised estimates.</p>
<p>12 new posts Sheltered Estates Officers and 1 new Team Leader post</p>	<p>To undertake housing management related work only in the sheltered schemes</p>	<p>Funded by HRA and Service Charges</p>
<p>9 new Visiting Support posts</p>	<p>To undertake all of the</p>	<p>Funded by</p>

and 1 new Team Leader post	housing support duties required for the sheltered housing schemes.	Supporting People contract and charges for the alarm service
Assistive Technology team (at least 1 new permanent post and a further fixed term post (with potentially up to 3 additional fixed term posts).	Permanent team to continue with the Community Lifeline work and other assistive technology. Small team currently includes one permanent officer and a fixed term post	To be funded from charges levied (currently a self funded team) with potential extra funding from Supporting People.

Implications

14.	Financial	All of the proposed changes are fully accounted for in the HRA and housing General Fund estimates for 2012/13 apart from the redundancy costs for the sheltered housing officers which will be accounted for in the 2011/12 financial year.
	Legal	Proposed changes to the sheltered housing service require statutory consultation periods to be adhered to before any redundancies can be actioned.
	Staffing	This report is seeking overall authority to undertake a number of staffing changes. The detailed work required to implement these changes will be overseen by the Corporate Manager Affordable Homes in consultation with the Chief Executive and the Council's head of HR. Recruitment processes will be scheduled during 2012/13. The redundancy process is planned to be completed by the end of June 2012.
	Risk Management	A number of risk logs will be developed for each project and the overall Affordable Homes risk register amended as necessary.
	Equality and Diversity	All staff changes will be carried out in accordance with equalities legislation.
	Equality Impact Assessment completed	N/A apart from the changes to sheltered housing for which an EQIA will be completed for the February Portfolio Holder Report.
		NA
	Climate Change	N/A

Consultations

15. There has been initial consultation with both staff and tenants affected by the proposed sheltered housing changes. There has also been consultation with the Tenant Participation Group and a tenants survey to help identify tenant spending priorities. This has shown that disabled adaptations is a critical area and that Anti Social Behaviour remains a concern to many tenants.

Consultations with Children & Young People

16. None

Effect on Strategic Aims

17. **Commitment to being a listening council, providing first class services accessible to all.** The affordable housing programme is one of the key roles of the Council. The overall intention of these proposed changes is to strengthen the operational effectiveness of Affordable Homes.

Conclusions / Summary

18. This report sets out in summary form the key changes required to the staffing structure within Affordable Homes to ensure that the service is best placed to deliver improved services over the coming years.

Background Papers: the following background papers were used in the preparation of this report:

None

Contact Officer: Stephen Hills- Corporate Manager Affordable Homes
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SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO: Housing Portfolio Holder 18 January 2011
AUTHOR/S: Executive Director of Operational Services / Corporate Manager
Affordable Homes

RIGHT TO BUY CONSULTATION RESPONSE**Purpose**

1. To seek the approval of the Housing Portfolio Holder for the draft response to the Right to Buy (RTB) consultation.
2. This is not a key decision but has been requested by the Portfolio Holder as the issue is of potential significance to the Council.

Recommendations

3. That the Housing Portfolio agrees to submit Table One as part of the Council's formal response to the consultation.

Background

4. The CLG issued the consultation paper, *Reinvigorating the Right to Buy and one for one replacement*, on 23/12/11. Consultation responses are required by 2nd February 2012. This consultation was signalled in the paper *Laying the Foundations: A Housing Strategy for England*, published in November 2011.
5. The consultation consists of 16 questions, which are attached at Appendix A. Some of these questions are for housing associations only whilst others are technical questions seeking, for example, evidence of operational details. Responses to these technical questions are being drafted by officers and a copy of the final response will be made available to Members once completed.
6. The views of the Portfolio Holder are sought on two of the questions in the consultation, which are set out in the Options below.

Considerations

7. The RTB was introduced in 1980 and at its peak there were over 160,000 sales per year nationally. RTB sales are currently running at around 2,600 per year. In South Cambridgeshire during this period over 5,000 homes have been sold (around half of the original council house stock). Sales in recent years however are typically down to two- three properties per year.
8. In, *Laying the Foundations*, the Government state that they want "to help more people realise their aspiration of home ownership" and that they are "now determined to reverse this decline and reinvigorate the policy to give a new generation the opportunity of home ownership."
9. A significant commitment of this policy change is to "replace every additional home sold under Right to Buy with a new home for Affordable Rent."

10. The main proposal is to raise the discount to a maximum of 60% for houses and 70% for flats and to raise the maximum discount cap to £50,000 nationally. Currently average discounts are 25% and with caps at around £38,000. It is difficult at this stage to estimate what level of extra sales that this will generate within the District.
11. The consultation paper sets out a series of technical proposals which recognises that the market value of a sold home will be reduced by a number of factors including:
 - The discount to the tenant
 - The repayment of any debt on that property
 - Allowable administration costs
 - The proportion to the Treasury

The residual receipt that is left after these various deductions will be required to be used to help fund a replacement Affordable Rent dwelling.

12. In order to achieve the one for one replacement of homes sold using this residual receipt the consultation paper sets out four different models for comment. These are listed in table 1 below.

Options

13. The two consultation questions being considered in this report are as follows:

Table 1

Question	Pros for Council	Cons for Council
Q1. We would welcome the views on the proposals outlined above.	Council is pleased to support people in meeting their aspirations for home ownership.	<p>Large numbers of sales could have a detrimental effect on the HRA business plan.</p> <p>There are very few Council homes in some villages and a significant number of sales may remove all of the social rented homes from that village. Limited land supply may then prevent the supply of affordable rented homes to that village.</p> <p>It is also likely that the availability of social rented homes will decrease considerably over the coming years through housing association conversions and newbuild homes let at Affordable Rents and we are</p>

		concerned that further reductions in social rent through replacement RTB homes with Affordable Rents will have an adverse impact on the affordability and supply of housing to meet the needs of the most vulnerable in the district.
Q13. Which model for delivery of replacement housing do you consider the most appropriate, and why?		
<p>Local Model</p> <p>Receipts retained by the Council to use as it wishes. Could choose to work in partnership with other councils and/or housing associations. Would not be restricted to funding new Affordable Rent housing.</p>	<p>Council would welcome this model as it would be free to use money as needed in district e.g. could be used for a regeneration scheme or even for a corporate project such as an IT project.</p>	<p>The Council will have no borrowing headroom in the early years of the business plan. As the receipt would only fund an Affordable Rented home this assumes that the full cost of developing that home would come from borrowing. It may prove difficult therefore for the Council to build all the replacement homes needed in the early years. However, the Council does have a good working relationship with its housing association partners and would welcome further opportunity to target funding for new affordable homes in the District through a partnership arrangement, until such time that the Council is in a position to build new Council homes in its own right.</p>
<p>Local Model with Direction</p> <p>Receipts retained by Council but restricted to</p>	<p>Council would welcome the opportunity to locally determine the use of the</p>	<p>The direction provided in the regulations should be sufficiently flexible to allow</p>

<p>funding the provision of new Affordable Rent homes. Could choose to work in partnership with other councils and/or housing associations.</p> <p>Direction would be specified in amendments to existing regulations and monitored</p>	<p>receipt.</p> <p>Suggested process would be easy to administer.</p>	<p>innovative schemes to be included e.g. the use of the receipts to bring back into use empty homes as Affordable rent homes not just new build schemes.</p> <p>The Council would lose the ability to use funds for other vital capital spending which may also be critical to the operation of the housing service or of wider community significance.</p>
<p><i>Local model with Agreement</i></p> <p>Receipts retained by Council but restricted to funding new Affordable Rent homes only and only with formal agreement of Secretary of State. This would require detailed proposals business plans to be developed and agreed. Secretary of State could choose to divert some of the funding from receipts elsewhere in the country.</p> <p>Could choose to work in partnership with other councils and/or housing associations.</p>	<p>Council would be grateful for the opportunity to make a business case for the use of receipts locally.</p>	<p>The process proposed would be resource intensive with no guarantee that the effort would be matched by the funds made available.</p>

<p>National Model</p> <p>All available receipts would be pooled and administered by the HCA and the Greater London Authority. Council would have to make specific bids to the HCA for funding on a continuous basis (continuous market engagement).</p>	<p>The Council has a good track record of working with partner housing associations and securing funds through the HCA processes and a track record for spending all of the money that is made available. The Council is a high demand growth area and would see this as an opportunity to secure more funding for Affordable Housing than that lost through RTB sales.</p>	<p>There is loss of local self-direction, which does not sit well with other aspects of the Localism agenda.</p> <p>The work required to prepare bids for funding is a resource cost that would not be required if the receipts were already with the Council.</p> <p>There would be no guarantee of the Council receive its fair share of the receipts pool with the potential that there would be an affordable homes deficit in a high demand area.</p>
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Implications

14.	Financial	<p>The proposals have implications for the 30 year HRA Business Plan particularly if RTB sales rise sharply.</p> <p>If the Government chooses not to go with the Local Model option then it could mean a loss of flexible capital income to the Council.</p>
	Legal	None
	Staffing	<p>If RTB sales increase significantly there will be a need to increase the staffing resource in this area (currently only one part time officer). Similarly if the Local Model with Agreement or the national Model is chosen there may need to be an increase in resources by recruiting staff or working in partnership to buy in extra capacity.</p>
	Risk Management	<p>The biggest risk is in the implications for the sustainability of the long-term business plan. Sensitivity testing is currently being carried out to test the full implications of this.</p>
	Equality and Diversity	<p>The further reduction in the availability of social rented homes may have an impact on the affordability for those on low incomes to access suitable accommodation.</p>
	Equality Impact Assessment completed	N/A
	Climate Change	N/A

Consultations

15. None

Consultations with Children & Young People

16. None

Effect on Strategic Aims

17. Commitment to being a listening council, providing first class services accessible to all. The affordable housing programme is one of the key roles of the Council. The long-term sustainability of the HRA is therefore critical. If the proposed changes to the RTB lead to very large numbers of sales there could be a detrimental effect to the HRA and there may be the loss of much needed affordable homes in parts of the District.

Conclusions / Summary

18. The Council is pleased to support people in meeting their aspirations for home ownership.
19. The commitment to use resources to build a new affordable home for each one sold is welcomed. The Council however, would want to see priority given to local decision making over the use of the residual receipts rather than those receipts being pooled nationally with the chance that none of the new homes would be within the district.
20. It is difficult currently to estimate increased number of sales that this proposal will generate within the District. If there is a very large increase in sales there could be a detrimental impact on the HRA business Plan.

Background Papers: the following background papers were used in the preparation of this report:

CLG, *Laying the Foundations: A Housing Strategy for England*, November 2011.

CLG, *Reinvigorating the Right to Buy and one for one replacement*, Consultation, December 2011

Contact Officer: Stephen Hills- Corporate Manager Affordable Homes
Telephone: (01954) 3412

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO: Housing Portfolio Holder

18 January 2012

AUTHOR/S: Executive Director (Operational Services) / Corporate Manager (Affordable Homes)

AFFORDABLE HOMES HEALTH AND SAFETY**Purpose**

1. To update the Housing Portfolio Holder.

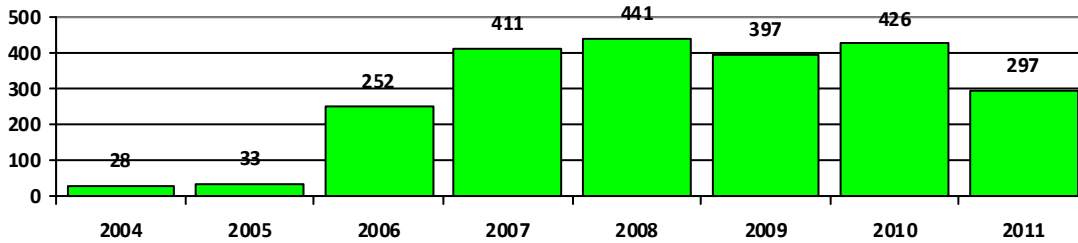
Background

2. The Council's Affordable Homes section is responsible for a wide range of health and safety matters. These include the safe maintenance of the fabric of Council houses, duties towards homeless applicants, safeguarding duties towards vulnerable children and adults and health and safety considerations for staff working with equipment and lone working.
3. This regular update focuses on five of the key issues, which are overseen by Affordable Homes:
 - Gas safety
 - Electrical safety
 - Fire risk assessments
 - Asbestos
 - Legionella
4. The following issues have arisen since the last report to the Portfolio Holder:

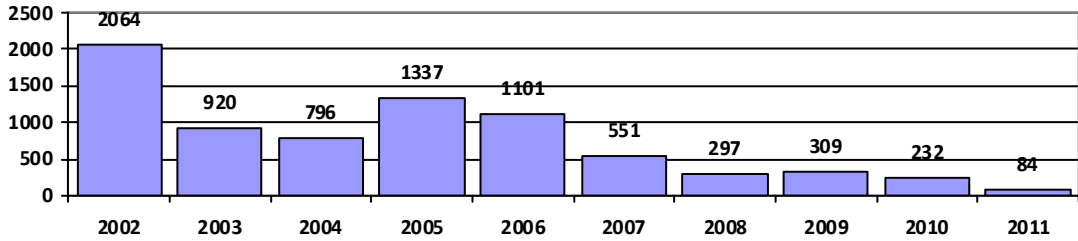
Gas safety	We are still maintaining zero compliance on gas servicing, and having a good return on our ES properties sending in their gas inspection certificates. 3097 gas installations have been serviced since 1/4/11, and 2247 repairs have been completed in the same period.
Electrical safety	The contract has been awarded to Scottish & Southern Electric. This covers all electrical rewiring and upgrading works. The first batch of 41 properties has been passed to them for electrical upgrade works. 6 have been completed and 58 properties have had electrical upgrading works carried out by the DLO since 1/4/11. A programme of electrical surveys is planned for 2012/13, which will ensure that all Council owned properties will have had an electrical inspection within the last 5 years.
Fire risk assessments	Following the recent independent risk assessment the programme of replacement front doors is underway. To date, 32 have been completed, with a further 2 in progress. Work is now being started to ensure that fire safety compliance

	is up to date in all of the sheltered housing communal rooms.
Asbestos	Training is being arranged for front line staff on asbestos awareness.

Electrical Tests



Asbestos Surveys



Background Papers: the following background papers were used in the preparation of this report: None

Contact Officer: Dave Purnell - Tel: 01954 713045

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO: Housing Portfolio Holder and Portfolio Holder with responsibility for Equality and Diversity 18 January 2012
AUTHOR/S: Chief Executive / Corporate Manager, Community & Customer Services

QUARTERLY EQUALITIES UPDATE (Q3 2011/12)**Purpose**

1. To provide the Portfolio Holder with a quarterly update on equalities from October to December 2011.
2. This is not a key decision because the quarterly update is for information only and was first published in the January 2011 Forward Plan.

Recommendations

3. The Portfolio Holder is requested to note the contents of this report and in particular the update on the Council's requirement to publish Equality Information by 31st January 2012 in line with the Public Sector Equality Duty (attached).

Reasons for Recommendations

4. The contents of this report is for information only.

Background

5. As an authority we are committed to eliminating discrimination and prejudice, and developing a culture which values difference, both in employment and service delivery, which is reflected in the updated version of the Council's Comprehensive Equalities Policy 2009 –2012.
6. The Council was subject to a Diversity Peer Challenge on 13 and 14 October 2010 and successfully attained **Achieving** status on the Equalities Framework for Local Government. The Council will now focus on equality mapping, which will help us to develop an understanding of our community, including the extent of inequality and disadvantage across the district. We will continue to use Equality Impact Assessments (EQIAs) to review all major corporate and service changes in policy and service delivery.
7. The Equality Act 2010 came into effect on 01 October 2010 and brings together, harmonises and extends current equality law. The existing anti-discrimination laws have been consolidated into a single Act, which has been introduced to strengthen the laws preventing discrimination and the inequalities that still exist in society today. The Council will now prepare, consult on and adopt a Single Equalities Scheme in response to the new Equality Act.

Considerations

Comprehensive Equalities Policy (CEP)

8. An essential part of the Equalities Framework for Local Government is for the authority to express its commitment to equality and diversity through the development

of a CEP. The Portfolio Holder endorsed an updated version of the CEP at his meeting on 21 July 2010 to take account of changes in terminology, up-to-date statistical information, reference to the new Equality Act 2010 and new commitments for the CEP, including the development of a Single Equality Scheme in 2011/12. Further updates to the CEP will be required due to the requirements of the new Public Sector Equality Duty.

Public Sector Equality Duty

9. The purpose of the public sector equality duty is to mainstream the consideration of equality and good relations into the business planning and decision making of the Council. The general equality duty requires the Council to consider (have due regard to) how we positively advance equality and good relations; and ensures that this consideration is reflected in the design and delivery of services and policies. The purpose of the specific equality duties is to help us comply with the general equality duty.
10. Following consultation, the general equality duty came into force on 5 April 2011, followed by specific duties regulations, which were approved in September 2011. The timetable for implementing the particular requirement of the specific duties to publish equality information is as follows:
 - 5 April 2011 General Equality Duty comes into force
 - 10 September Specific Duty comes into force
 - 31 January 2012 Council to publish equality information
 - 6 April 2012 Council to publish equality objectives
11. An update on the Council's requirement to publish equality information by 31st January 2012 is attached to this report. The majority of the information presented will be familiar as this has been taken from the Council's draft Single Equality Scheme, which was considered and endorsed by the Portfolio Holder at an earlier meeting.

Corporate Equalities Action Plan

12. A new Corporate Equalities Action Plan for 2011/12 has been developed, primarily to focus on the requirements of the Public Sector Equality Duty.

Equality Framework for Local Government

13. The Council's **Achieving** status on the Equalities Framework for Local Government (see paragraph 6 above) is a very important accreditation for the Council and lasts for three years. It will then be necessary to seek re-accreditation at this level prior to October 2013 unless the Council feels ready for a peer challenge at the next level of the Framework - **Excellence**. Interestingly, the Council is able to provide sufficient evidence to more than a third of the baselines relevant to **Excellence** status on the Equality Framework for Local Government. This follows the Council's recent success of attaining corporate Customer Service Excellence in June 2011. The Portfolio Holder will be asked to consider the case for taking the organisation forward to an 'Excellence' assessment at a meeting later in 2012.

Equality and Diversity Steering Group

14. The Equality and Diversity Steering Group was disbanded on 15th September 2011. This was following a decision by the Executive Management Team (EMT) to rationalise internal groups.

15. EMT will now take on a co-ordinating role for performance related issues, therefore replacing the need for separate internal groups. Equality and Diversity issues will now be considered by EMT as part of an 'exception' reports process. This will mean that EMT is advised on any equalities matters that are of concern to the Council or where performance attainment is being affected. EMT will also take the corporate lead on consultation matters.

Member Development Workshops

16. The equalities workshop scheduled for 30th November 2011 was postponed due to an expected low attendance. This will be rescheduled early in 2012. The format of the workshop is to explore the linkage between equalities and local government and the challenges ahead in light of the new Equality Act 2010.

Equality Impact Assessments (EQIAs)

17. Following the completion of the initial programme of EQIAs, a new programme is under development for 2012-2013, focussing on new and revised policies, functions, practices and projects. Service areas are still required to review existing EQIAs within prescribed timescales.
18. At a future meeting, the Portfolio Holder will be presented with a progress report on the new EQIA arrangements.

Single Equality Scheme

19. Previously, the Council has adopted separate Disability, Gender and Race Equality Schemes. A new draft Single Equality Scheme has been developed in response to the Equality Act 2010 and would supersede all previously endorsed Equality Schemes; and brings together our objectives across the new nine protected characteristics and the characteristic unique to South Cambridgeshire – 'Rurality.'
20. The Council's first single Equality Scheme was out for consultation until 24 June 2011. A further post-consultation draft of the Single Equality Scheme will be presented to the Portfolio Holder at a future meeting.

Stonewall Workplace Equality Index 2011

21. The Council has entered the Stonewall Workplace Equality index for the third year running and results will be announced in early 2012.
22. The 2011 index indicated that the Council has moved up to 320th (from 325th), although the Council's overall score had increased by 24 points to 71 out of an available 200 points, which represents a 51% improvement rate on the 2010 index.

Equality and Diversity Awards

23. The Council was presented with the Leading Change in Equality and Diversity award at the annual ceremony hosted by Bedfordshire Race & Equalities Council held on 14th October 2011. This award demonstrates the Council's commitment to Equality and Diversity
24. At the same event, the Council's Equality and Diversity Officer, was highly-commended as runner-up in the individual Equality and Diversity Champion of the Year category.

Equality and Diversity Consultancy

25. The Council's Equality and Diversity Officer is currently supporting Cambridge City Council and Uttlesford District Council on a consultancy basis. This is on a six-month Service level Agreements basis in both cases. This consultancy work has enhanced the Council's reputation and that of the Equality and Diversity Officer; however, his absence, together with the conclusion of funding for the Equality Project Officer post) has meant that internal initiatives such as EQIA monitoring and promotional events have not been prioritised. As described above, the development of a new EQIA programme for 2012-2013 will be taken forward as a priority.

Options

26. None

Implications

27. Financial	All current equalities work is being taken forward from existing budgets.
Legal	The Council has a public responsibility to ensure that it adheres to legislative requirements in relation to equalities, which ensure that our services are open to, and, accessible by all our residents and reflect the diversity of our rural district.
Staffing	The Equality and Diversity Officer is responsible for mainstreaming equalities into the Council with the support of the Executive Management Team and Equalities Consultative Forum.
Risk Management	The Council could be successfully challenged over not complying with general equalities legislation or legislation specific to public and local authority bodies, <i>leading to</i> financial compensation payments and penalties, possible Equality and Human Rights Commission inspection, <i>resulting in</i> reduction in reserves available to support balanced MTFs, adverse publicity and effect on reputation.
Equality and Diversity	The Council is committed to eliminating discrimination and prejudice, and developing a culture which values difference, both in employment and service delivery. Our commitment to equalities is based on the idea of equal life chances. This helps local authorities to develop an equal society for the community, which it serves. A Single Equality Scheme sets out our plans for making equality happen for people living in South Cambridgeshire.
Equality Impact Assessment completed	No An EQIA is not required as this report is for information only.
Climate Change	None specific.

Consultations

28. None.

Consultation with Children and Young People

29. None.

Effect on Strategic Aims

30. Equality is an important element of our Strategic Aim to deliver first class services accessible to all and our Value of Mutual Respect.

Conclusions / Summary

31. The Portfolio Holder is requested to note the contents of this report.

Background Papers: the following background papers were used in the preparation of this report:

Comprehensive Equalities Policy 2009 –2012 (Version 2)

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Equality Information and the Public Sector Equality Duty January 2012



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1. Foreword

South Cambridgeshire District Council is committed to equality of opportunity in our approach to service delivery, employment and being a community leader. We are committed to identifying, understanding and eliminating all barriers that prevent access to services, information and employment. Equality is an important element of our first Strategic Aim - *We are committed to being a listening Council, providing first class services accessible to all* – and our Value of Mutual Respect.

The Council believes that no person should be treated unfairly and is committed to eliminate all forms of discrimination in compliance with our Comprehensive Equalities Policy, which sets out the Council's aims and objectives for equality.

In October 2010, South Cambridgeshire District Council attained *Achieving* status on the Equality Framework for Local Government (EFLG). The Council uses the EFLG as the improvement framework against which to measure its performance and development. Since adopting the earlier Equality Standards for Local Government (ESLF) in 2006, the Council has been successful in making significant progress on its equality and diversity journey. Progress will be further enhanced by the development of a Single Equality Scheme during 2012 in response to the Equality Act 2010.

Councillor Ray Manning
Leader of the Council

Jean Hunter
Chief Executive

2. Feedback

The Council welcomes your feedback. If you would like more information or require this document in an alternative format, please contact us using the details below:

Phone: 03450 450 500

Email: equality.schemes@scambs.gov.uk

Website: www.scambs.gov.uk

Or write to us at:

Equality and Diversity Officer
South Cambridgeshire District Council
South Cambridgeshire Hall
Cambourne Business Park
Cambourne
Cambridge
CB23 6EA

3. Introduction and Context

3.1 The Legal Context

The Equality Act 2010 came into effect on 1 October 2010 and brings together, harmonises and extends current equality law. The existing anti-discrimination laws have been consolidated into a single Act, which has been introduced to strengthen the laws preventing discrimination and the inequalities that still exist in society today.

The Equality Act has also created changes to earlier legislation and includes discrimination previously unrecognised in legislation. In essence, it creates a new 'Single Equality Duty' on public bodies to tackle discrimination, promote equality of opportunity and encourage good community relations.

The term *protected characteristics* has replaced *equality strands* for describing the protected traits held by groups or individuals under anti-discrimination and equality legislation. The earlier separate duties for disability, gender and race have been replaced with a single, more effective framework and the new 'Single Equality Duty' covers:

- Age
- Disability
- Gender Reassignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race
- Religion or Belief
- Sex
- Sexual Orientation

3.2 The Purpose of Equality Information and the Public Sector Equality Duty

The Council has a legal requirement to have due regard to the aims of the general equality duty and must understand the impact of its policies and practices on people with protected characteristics. Collecting and analysing equality information is an important way for the Council to develop this understanding.

The Council must publish information to demonstrate its compliance with the general equality duty. This must be done by 31st January 2012, and at least annually thereafter.

The information published must include information relating to people who share a relevant protected characteristic who are employees of the Council and are people who are affected by Council policies and practices (e.g. service users and customers).

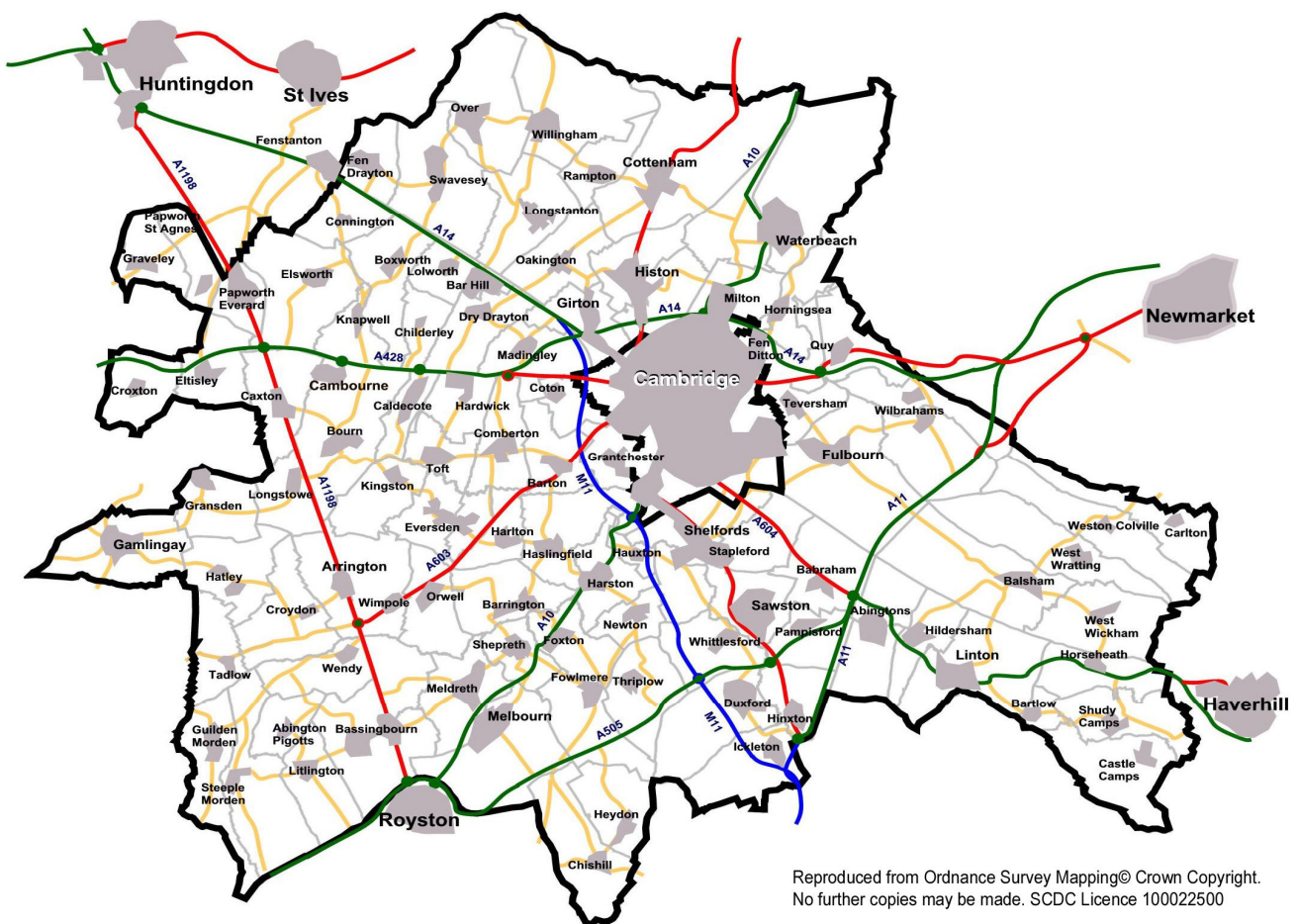
4. The South Cambridgeshire Context

4.1 A Profile of South Cambridgeshire

South Cambridgeshire is the second largest district in Cambridgeshire covering approximately 350 square miles of countryside. It is also the second most populated district after Huntingdonshire and the district completely surrounds Cambridge City. It shares its boundaries with Huntingdonshire, Fenland and East Cambridgeshire to the north. In the south the district has boundaries with North Hertfordshire, Central Bedfordshire, Uttlesford and St. Edmundsbury. It is relatively rural with most of the population living in villages or rural areas – there are no towns in South Cambridgeshire. Sawston is currently the largest village with approximately 7,200 people.¹ However, future development will be focussed around the fringes of Cambridge and in a new town (Northstowe).

South Cambridgeshire is a vibrant district at the heart of the rapidly growing East of England region. We are a diverse community, with some of the oldest villages in England now neighbouring some of the newest and most exciting modern communities in the country.

South Cambridgeshire is a rural district with a population of around 144,500 (The Office for National Statistics 2009 mid-year population estimate) residents and this population is expected to increase faster than the national average over the next ten years.² Please note that population breakdowns in the later paragraphs refer to earlier estimates due to the availability of statistical information.



¹ Cambridgeshire County Council

² ONS mid-year population estimates 2008

South Cambridgeshire is a prosperous area with high levels of economic activity and low levels of unemployment; but with increasing house prices and a shortage of affordable homes. It is a healthy area, with high life expectancy compared with national rates and an area with the lowest crime rate in Cambridgeshire.

4.2 The People of South Cambridgeshire

South Cambridgeshire has an ageing population. In 2001 around 51% of the population was younger than 40, in 2021 that proportion is expected to drop to 44.3%. The highest growth is expected to occur in the 65+ age group, from 14.8% in 2001 to nearly 23.9% in 2021. The biggest decline is expected to occur in the 25-39 age group, from 21.5% in 2001 to approximately 16.9% in 2021. The proportion of under-20s is also expected to decline, from 25% of the population in 2001 to 23.2% in 2021.³ The ageing of the population has implications for the number of our residents affected by disabilities.

Age (years)	South Cambs	South Cambs (%)	England & Wales (%)
Under 5	8,800	6.3	5.9
Age 5 – 14	17,200	12.3	13
Age 15 – 24	15,300	11	12.1
Age 25 – 44	38,000	27.3	28.1
Age 45 – 59	28,800	20.7	19.1
Age 60 – 74	20,500	14.7	14
Age 75+	10,700	7.7	7.8
Total	139,300	-	-

Table 1 Age Profile. Source: ONS, 2007 Mid-Year Estimates. Totals may not add due to rounding.

A growing elderly population, greater mobility, immigration and other social trends are making changes to the population we serve. These changes will accelerate as a result of the population growth facing the district in the next ten years or so, leading to a far more diverse society than previously. At the same time issues of equality, diversity and community cohesion are now high on the national agenda.

Children and Young People

There are nearly 141,000 children and young people aged 0-19 who live in Cambridgeshire. The population in South Cambridgeshire is estimated to be 34,620, which equates to 24% of the overall population of the district. The district's population aged 0-19 is forecast to rise by 15% between 2008 and 2021, which equates to an additional 5,140 children and young people.⁴

People with a Disability

No single figure exists to record the actual number of disabled people living in the district. In the 2008 Place Survey, 28% of respondents in South Cambridgeshire reported having some long-standing illness, disability or infirmity. This was lower than the Cambridgeshire average of 33%. It was also lower in Huntingdonshire (31%) and Cambridge City (30%), whilst Fenland (40%) and East Cambridgeshire (34%) have a rate higher than the county average.

It appears that that the pattern of poor health, as measured by the Census is broadly similar to the pattern of deprivation, which is highest in Fenland, north-east Cambridge and areas within Huntingdon. South Cambridgeshire is a very affluent

³ Annual demographic and socio-economic information report (February 2010) produced by Research Group, Cambridgeshire County Council

⁴ Cambridgeshire County Council Research Group, 2008

area and is in the least deprived 5% of local authorities based on the Indices of Deprivation (IND) score 2007.

It is estimated that 3,500 children and young people in Cambridgeshire could have some form of disability. A new disability register being installed at the County Council should provide more accurate statistics in the near future.

The Black, Asian and Minority Ethnic (BAME) Community

The 2001 Census data shows that in South Cambridgeshire 93.2% of the population were White British, and a further 3.7% were White Irish and White Other, with 3,800 people identified as from minority ethnic groups. The largest identified minority ethnic groups were Indian, Chinese, and Other Ethnic group which overall do not represent more than 1% of the population.

Gypsies and Travellers

Gypsies and Travellers were not identified separately in the 2001 Census although they are an ethnic group. The Cambridge Sub-Region Travellers' Needs Assessment 2005 estimated that South Cambridgeshire's Gypsy and Traveller population was 1,330 in 2005, which equates to 1% of the 2005 district population and makes them the largest ethnic minority group.

The Cambridge Sub-Region Travellers' Needs Assessment (CSTNA) highlights that Gypsies and Travellers are often more disadvantaged than any other ethnic group in terms of access to healthcare and education.

The Council's Gypsy and Traveller Community Strategy 2010 – 2013 has been developed to:

- Provide a consistent, co-ordinated approach across the Council, and through its partnerships, to its work with Gypsies and Travellers.
- Improve access to services and the responsiveness of mainstream services and ensure that Gypsy and Traveller rights and needs are integrated into existing policies and mainstream services.
- Foster good community relationships, eliminate unlawful racial discrimination, promote equality of opportunity and positively promote mutual understanding, respect and tolerance between Gypsies and Travellers and other members of our rural communities.
- Work with partners, including health, police, voluntary agencies, and other local authorities to address issues of social exclusion amongst Gypsy and Traveller communities.
- Ensure that the accommodation and other needs of Gypsies and Travellers are met whilst taking account of cultural issues or specific requirements.
- Seek to manage unauthorised encampments in an efficient and effective way, having regard to the welfare requirements, rights and responsibilities of Gypsies and Travellers, the environment and the potential level of nuisance for local residents.
- Provide a clear policy and practice framework for the guidance of agencies, staff, elected Councillors, Gypsies and Travellers, landowners and the wider public.

Gender & Households

The gender split in the district is broadly similar to the national average with 50.8% of the total population being female and 49.2% being male.

All people	139,300
Males	68,600
Females	70,600
Total Household	52,180

Table 2 Population & Households. Sources: Population – ONS Mid-year Population Estimates 2008. Totals do not add due to rounding. Households – ONS, 2001 Census

Working Age Population (16-59 Female/16-64 Male)

The share of South Cambridgeshire's people who are of working age is nearly 61%, just above the national figure of 59.3%. The share of men who are of working age in the district is above the national figure, but for women it is lower.

	South Cambs	South Cambs (%)	East (%)	England & Wales (%)
Total working age	84,800	60.8	60.9	59.3
Male - working age	44,500	64.9	65.1	60.4
Female - working age	40,200	57	56.8	58.3

Table 3 Working Age Population. Source: ONS, Mid-year Population Estimates, 2007

Note: % is a proportion of total population. Totals may not add due to rounding

Employment – Economically Active

Nearly 87% of working age population in the district is economically active and both men and women exceed the national figure.

The 2001 Census shows that around 49% of the employed residents of the district work in the district itself, 30% work in Cambridge and 21% work in other districts or counties.

	South Cambs	South Cambs (%)	East (%)	England & Wales (%)
All people - working age	76,600	86.8	81.7	78.6
Male - working age	41,000	89.9	86.3	83.2
Female - working age	35,700	83.4	76.7	73.6

Table 4 Employment – Economically Active. Source: ONS, Annual Population Survey, 2008. Period covered is July 2007-June 2008

Earnings by Residence

According to the 2009 Annual Survey of Hours and Earnings, women working full-time in South Cambridgeshire earn, on average, 29% and 24.5% less than their male counterparts in terms of weekly pay and hourly pay respectively.

There is currently no evidence to determine the reasons why women earn disproportionately less than men. Therefore, the Council has committed to conduct its own research through the development of a business rates equality monitoring form, which will go to all VAT and/or PAYE business units in the district.

There are 7,690 businesses in South Cambridgeshire. Analysis by sector distribution shows that the professional, scientific and technical sector accounts for the largest number of businesses with 18% of all local business units. Analysis by size shows that 86% of businesses employed fewer than ten people, and 97% employed fewer than 50 people.⁵

⁵ Cambridgeshire & Peterborough Directory of Commerce and Industry 2010-2011

	South Cambs £	East £	England & Wales £
Gross Weekly Pay			
Full-time	594	509.4	481.1
Male full-time	684.3	565.8	527
Female full-time	485.5	432.6	414.5
Hourly Pay			
Full-time	15.88	12.89	12.06
Male full-time	17.32	13.78	12.76
Female full-time	13.07	11.42	10.99

Table 5 Earnings by Residence. Source: ONS, Annual Survey of Hours & Earnings – Resident Analysis 2009.
Note: Median earnings in £ for employees living in the area.

Jobseeker's Allowance Claimants

As of June 2009, the unemployment rate in South Cambridgeshire was 3.9% compared to the national figure of 6.9%. Claimant unemployment for the district is below the regional and national figure. As there are high levels of employment in the district, this could have an impact on gender due to the high necessity for childcare facilities, which can often be costly.

	South Cambs	South Cambs (%)	East (%)	England & Wales (%)
All	1,592	1.9	3.6	4.3
Male	1,144	2.6	4.9	6
Female	448	1.1	2.1	2.4

Table 6 Jobseeker's Allowance Claimants. Source: NOMIS, Claimant Count with Rates & Proportions, January 2010. Note: % is a proportion of resident working age population. Jobseeker's Allowance (JSA) is payable to people under state pensionable age who are available for, and actively seeking, full-time work.

Life Expectancy

South Cambridgeshire has a higher than average life expectancy for both men and women compared to the rest of Cambridgeshire and the UK. The average life expectancy for a man in Cambridgeshire is 79 years and for a woman it is 82.9 years. The national average for a man is 77.7 years and for a woman is 81.8 years.

	South Cambs	England & Wales
Life expectancy at birth (years)		
Males	81.1	77.5
Females	84.5	81.7
Life expectancy at 65		
Males	19.6	17.4
Females	21.9	20.1

Table 7 Life Expectancy. Source: ONS, Life Expectancy at Birth and at Age 65, 2005-07

Religion or Belief

Christianity is the largest stated religion in South Cambridgeshire, practiced by 72% of residents. This is just above the national average of 71.7%, as well as the county average of 71.3%. The biggest non-Christian religion minority in the district are Muslims, who comprise 0.5% of the population.

RELIGION	Number	% of total SCDC	% of total county
----------	--------	-----------------	-------------------

Christian	94,881	72.9%	71.3%
Buddhist	369	0.3%	0.4%
Hindu	417	0.3%	0.4%
Jewish	298	0.2%	0.3%
Muslim	612	0.5%	0.8%
Sikh	125	0.1%	0.1%

Table 8 Religion or Belief. Source: ONS, 2001 Census

Also of interest, is the fact that 18% of all residents claim to have 'no religion' (a further 8% did not state any religion or faith), making the number of people claiming to be Christian or any other faith only seventy four percent of the South Cambridgeshire community as a whole. It is anticipated that the figures above have changed significantly since the last census in 2001, but no other reliable sources of information exist.

Sexual Orientation

There is no data on sexual orientation within the local community. This position is unlikely to change since the ONS concluded recently that it would not include sexual orientation in the 2011 UK Census. However, the Cambridgeshire Equality and Diversity Network are exploring the feasibility of conducting a countywide survey during 2011/2012. Stonewall estimate that between 5 to 7% of the population is gay, lesbian or bisexual.

Another indicator that could be used is the 2009 survey of residents in Council housing with respondents stating that 0.5% were gay, 0.2% were lesbian and 0.5% were bisexual. However, this is only a sample of Council tenants and is not representative of the South Cambridgeshire population.

The Council is a member of the Stonewall Diversity Champions programme, Britain's good practice forum in which employers can work with Stonewall, and each other, to promote lesbian, gay and bisexual equality in the workplace. We advertise the fact that we are a member of the programme via the logo on the Council's website, which in turn links to the Stonewall website, and on other Council documentation and literature.

Migrant Workers

Recent immigration from outside the UK has included workers attracted by opportunities for employment in the food industry and in the local service economy. Migrant workers have traditionally formed an important sector of the seasonal labour force; recently, migrant communities are becoming more established and less 'seasonal'.

There has been a distinct increase in migrant worker numbers since the last Census. After the accession to the EU in May 2004 of several European countries (Poland, Lithuania, Latvia, Estonia, Hungary, Czech Republic, Slovakia, and Slovenia), nationals of these countries can work in the UK under the Workers Registration Scheme (WRS), and after working legally for 12 months without a break, have full rights to free movement and will no longer need to register under the WRS. The WRS data for South Cambridgeshire shows that since the start of the programme in 2004, nearly 2,000 migrant workers have registered with the scheme. There was an increase of 410 registrations in the district between 2008 and 2009.⁶ The majority of

⁶ Annual demographic and socio-economic information report (February 2010) produced by Research Group, Cambridgeshire County Council

these migrant workers are Polish (61%), followed by a considerable proportion of Lithuanians (16%).

Most migrant workers are 18-24 years of age and 59% are male. 33% of migrant workers are employed in the agricultural sector whilst 13% are employed as process operatives.⁷

Transgender and Transsexual Community

According to the Terence Higgins Trust, when people are described as transgender this suggests someone who feels that some aspect of the sex and gender they were born with does not fit who they feel they really are. When people are described as transsexual this is usually used to describe a person who feels that they were born the 'wrong' sex, and who identifies with and would like to be accepted as a member of the opposite sex. Many transsexuals want to change physically and do undergo sexual reassignment to change their bodies so that they are the sex they feel is right for them.

No local data is available on the transgender and transsexual community in South Cambridgeshire. The Gender Trust highlights that the prevalence of transsexualism vary widely between 1 in 4,000 and 1 in 10,000 people. This is mainly due to the social stigma attached to being transsexual, arising from a widespread lack of awareness of the true nature of the condition. It is something that is often kept hidden.

5.3 The Council as an Employer

The latest workforce figures highlights that South Cambridgeshire District Council employs 479 people across a wide range of service areas. This figure excludes any casual employees. Below is a comparison of the workforce between May and November 2011:

May-11				
Age Groups	Female	Male	Total	Percentage
16 - 24	1	7	8	1.66%
25 - 29	9	24	33	6.83%
30 - 34	25	29	54	11.18%
35 - 39	42	25	67	13.87%
40 - 44	36	32	68	14.08%
45 - 49	36	27	63	13.04%
50 - 54	30	32	62	12.84%
55 - 59	29	44	73	15.11%
60 - 64	19	27	46	9.52%
65 +	5	4	9	1.86%
Totals	232	251	483	100.00%
Gender Split:	48.03%	51.97%		
Average Age:	45.82			

⁷ (ONS 2008 Migration Statistics Annual Report).

Nov-11				
Age Groups	Female	Male	Total	Percentage
16 - 24	2	4	6	1.25%
25 - 29	9	25	34	7.10%
30 - 34	24	31	55	11.48%
35 - 39	43	24	67	13.99%
40 - 44	34	32	66	13.78%
45 - 49	35	27	62	12.94%
50 - 54	30	29	59	12.32%
55 - 59	30	42	72	15.03%
60 - 64	16	33	49	10.23%
65 +	6	3	9	1.88%
Totals	229	250	479	100.00%
Gender Split:	47.81%	52.19%		
Average Age:	45.46			

Flexible Working Policy and Work life Balance

There are predominantly more female part time employees than male, although there has been an increase in the numbers of male part time workers.

Over 16% of the Council's workforce has requested working part time hours. There are currently 12 men and 68 women working part time hours. Reasons for this include, requests to work part time following maternity leave and for elder care responsibilities.

The most recent staff survey conducted in 2009 highlighted that:

- more female than male employees felt that they had achieved the right balance between work and home life; and
- more female than male employees felt that the Council provided fair access to flexible working procedures.

Discrimination, Bullying and Harassment in the Workplace

The 2009 staff survey highlighted that 11% of staff said that they had experienced discrimination whilst working for the Council, 79% said that they had not experienced discrimination and 8% preferred not to say. More female than male employees preferred not to say in respect of this question.

When asked if the discrimination had been resolved, 23% of respondents felt that it had been and 35% did not report it to anybody. More female than male employees did not report cases of discrimination to anybody.

Only 35% of all employees agree that the Council has developed a good working atmosphere; however, 57% of all staff agreed that they are treated with fairness and respect.

Employee networks are a good mechanism for people to obtain advice, information and support on a range of work-related matters. The Council launched a Lesbian Gay Bisexual Transgender (LGBT) employee network with county partners in February 2011.

5.4 The Elected Councillors

Currently, there are 57 Councillors of the District Council representing 105 settlements and parishes.

The National Census of Local Authority Councillors 2010 highlighted the following key points:

- 68 per cent of Councillors were male and 31 per cent were female, which is reflective of the national make-up across England and Wales. The proportion of female Councillors had increased from 28 per cent in 1997, although this proportion is still considerably lower than the adult population (51.2 per cent).
- 98.3 per cent of Councillors were white and 1.7 per cent came from a minority ethnic background in 2010. A higher proportion of the adult population was from an ethnic minority background (11.1 per cent).
- The average Councillor age was 55.7, which was lower than the average age of 60.3 observed over the East of England.
- 25.3 per cent of Councillors were retired, compared to 48.4 per cent of Councillors from the East of England.

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO: Housing Portfolio Holder 18 January 2011
AUTHOR/S: Executive Director of Operational Services / Corporate Manager
Affordable Homes

BALLOT AND ELECTION OF TENANT PARTICIPATION GROUP MEMBERS**Purpose**

1. The purpose of this short report is to inform the Portfolio Holder of the following
 - a) The reasoning behind the ballot
 - b) How the ballot was run
 - c) The ballot results
 - d) Resident Involvement and governance further developments
2. This is not a key decision. The paper is for information only at the request of the Portfolio Holder.

Recommendation

3. That the Portfolio Holder notes this report.

Background

4. The resident involvement structure developed historically in response to the residents interested in getting involved and being facilitated to do so. In the last four years there has been a more structured approach to resident engagement and the number of forums has increased and now comprises:
 - a) Tenant Participation Group or TPG
 - b) Disability Forum
 - c) Leaseholder Forum
 - d) Sheltered Housing Forum West
 - e) Sheltered Housing Forum East
 - f) Sheltered Housing Forum South
 - g) Tenant E-Say Group
5. The overarching tenant and leaseholder group is the TPG. TPG is the forum to which significant policy changes, procedural reviews, best practice, performance information and aspirations for the housing service are taken for discussion.
6. The Localism Act 2011, as well as the future revised regulatory framework for social housing currently subject to consultation, requires housing providers to engage with their tenants as customers in a much more meaningful way.
7. The Tenant Services Authority (TSA) have developed the regulatory framework but the role is to be taken over from April 2012 by the Homes and Communities Agency (HCA).
8. The main overview of the Localism Act in respect of resident involvement is

- Co-regulation continues – tenants, councilors and board members are to hold landlords to account and drive service improvement
 - The six national standards as developed by the Tenant Services Authority (TSA) will effectively remain in place but will be amended slightly to reflect the Localism Act's provisions (see below)
 - Landlords must continue to make annual report to their tenants (but not to the regulator) on their performance against the standards
 - There is an increased emphasis on local accountability (especially local offers) with tenants setting priorities and monitoring delivery
 - Rigorous landlord self-assessment is expected, including benchmarking, independent validation and peer review.
9. The TSA set out the principles of Co-Regulation in 2009. These principles were intended to shift engagement onto a more robust footing.
- The principles of co-regulation as enhanced in the TSA Statutory Consultation (A revised regulatory framework for social housing in England from April 2012)
 - Boards and councillors who govern providers and accountable for delivering their organisations social housing objectives
 - Providers must meet the regulatory standards
 - Transparency and accountability is central to co-regulation
 - Tenants should have opportunities to shape service delivery and to hold the responsible boards and councillors to account
 - Providers should understand the particular needs of their tenants
 - Value for money goes to the heart of how the providers ensure current and future delivery of their services

Considerations

10. The Portfolio Holder agreed a Resident Involvement Strategy in July 2010. This strategy included an action to move towards an elected representative body. The changes to the regulatory framework noted above required the bringing forward of this planned action and this was requested by the Portfolio Holder at his meeting on 15 June 2011.
11. Actions pre ballot:
- Publicised election and ballot in South Cambs Magazine, on Council Website, in newsletters, and at Tenant Forum's – seeking nominees
 - Commissioned the Electoral Reform Services to run a transparent and independent election process
 - Creation of ballot papers and candidates election statements

- Election papers sent out to all tenants and leaseholders with a closing date of November 21st 2011

12. Results of ballot:

- Of the total number of eligible voters at 7,556 persons, we received 1,718 returned ballots that were valid.
- All the 15 candidates were elected with votes per candidate averaging at 886 votes.
- The turnout was 23% and is a positive mandate for the TPG.

13. In addition to the 15 members we will also have an elected representative from each of the following forum (to ensure these forum's were represented and linked to TPG), which will bring elected members to 20 in total by March 2012:

- Disability Forum - already elected
- Leaseholder Forum - election pending December 15th
- Sheltered Housing Forum - North - election pending – Jan 2012
- Sheltered Housing Forum - East - election pending – Jan 2012
- Sheltered Housing Forum - West - election pending – Jan 2012

14. A diagram of the new tenant structure is attached as Appendix 1.

Options

15. There are now options for the future development of resident involvement and governance. To meet the new regulatory requirements this will include:

- (a) Tenant Panels (or similar) for scrutiny of the service
- (b) Tenant representatives involvement in the resolution of complaints via a locally accountable democratic filter
- (c) Tenant involvement in setting service priorities and monitoring delivery
- (d) Working with tenants to look at future governance arrangements for the housing service

16. Further service options will be brought to the Portfolio Holder when the Resident Involvement Strategy is refreshed during 2012.

Implications

17. Financial	Additional budget may need to be found to facilitate the new aims of the Localism Act and the TSA regulatory framework in relation to resident involvement. This has been allowed for in the new 30 year HRA Businesses Plan.
Legal	The Council will need to ensure that it is able to comply with the regulatory framework for housing.

Staffing	Further staff resource is required and forms part of the proposals for Affordable Homes staff restructuring contained in a separate report to the Portfolio Holder.
Risk Management	A significant failure to address resident involvement could lead to sanctions being applied to the Council via the regulatory framework.
Equality and Diversity	There are benefits of greater involvement from residents, which include specific forums that represent interest of older tenants and people with disabilities and people unable to attend evening meetings.
Equality Impact Assessment completed	N/A
Climate Change	Limited negative impact on carbon emissions as there is a need to travel to meetings to and from many villages.

Consultation

18. None

Consultation with Children and Young People

19. None

Effect on Strategic Aims

20. Part of the Council's Long Term Vision Aim "We will listen to and engage with residents". The development of an elected tenant body is a significant step forward in improving the engagement of tenants and the Council.

Conclusions / Summary

21. The Council now has an elected and representative group of fifteen tenants with five representatives elected from other forums, with a formal constitution and governance arrangements. We are now well positioned to look to the future challenges as detailed in this report.

Background Papers: the following background papers were used in the preparation of this report:

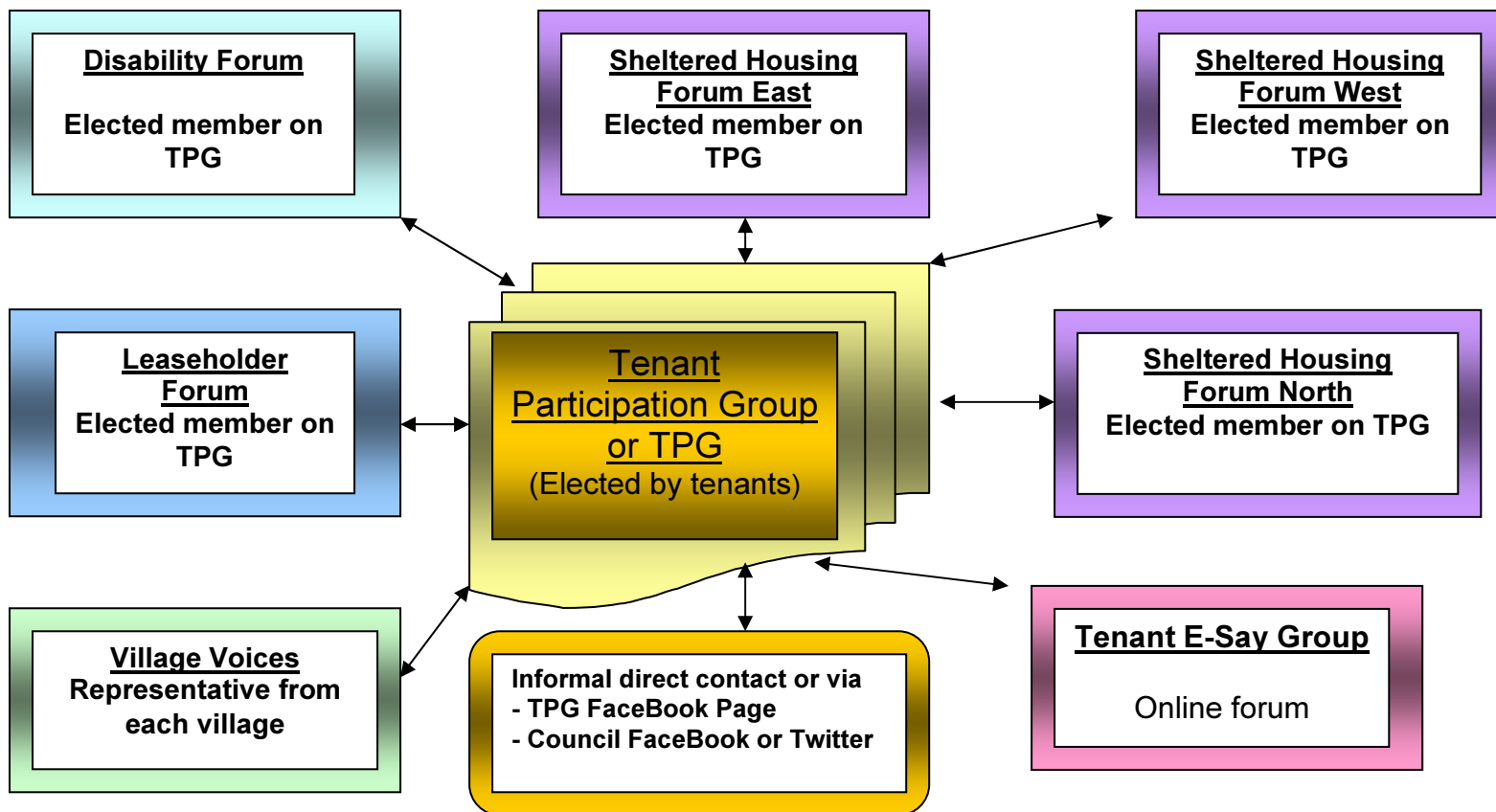
HQN – An overview of the Localism Act 2011 and its significance (Nov 2011) Sue Farrant

TSA – A revised Regulatory framework for social housing in England from April 2012 – a statutory consultation

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APPENDIX 1

Resident Involvement Structure at South Cambridgeshire District Council



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Forward Plan: Housing Portfolio as at 10 January 2012

15 Feb 12	Service Improvements & Financial Performance 2011/12 – Q3		Monitoring	Stephen Hills	Duncan Vessey / Gwynn Thomas
	Asset Utilisation Policy	Y	Recommendation to Cabinet	Stephen Hills	Stephen Hills
	Health and Safety within the Housing Service		Monitoring	Stephen Hills	Dave Purnell
	Equalities Update – Q3		Monitoring	Paul Howes	Paul Williams
	Sheltered Housing Communal Room Review		Decision	Stephen Hills	Tracey Cassidy
	Anti-social Behaviour (ASB) Review		Information	Stephen Hills	Anita Goddard
	Sheltered Housing Review	Y	Decision	Stephen Hills	Anita Goddard
	Service Plans 2012/13: Final		Information	Stephen Hills	Stephen Hills
21 Mar 12	Housing Revenue Account (HRA) Reforms		Monitoring	Stephen Hills	Stephen Hills
	Health and Safety within the Housing Service		Monitoring	Stephen Hills	Dave Purnell
	Empty Homes Strategy	Y	Decision	Stephen Hills	Julie Fletcher
	Tenancy Policy	Y	Decision	Stephen Hills	Stephen Hills
	Tenancy Strategy	Y	Decision	Stephen Hills	Stephen Hills
	Housing Strategy	Y	Decision	Stephen Hills	Schuyler Newstead
	Commuted Sums Policy	Y	Decision	Stephen Hills	Schuyler Newstead
June 12	Equalities Update – Q4		Monitoring	Paul Howes	Paul Williams
	Health and Safety within the Housing Service		Monitoring	Stephen Hills	Dave Purnell
	Service Improvements & Financial Performance 2011/12 – Q4		Monitoring	Stephen Hills	Duncan Vessey / Gwynn Thomas

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