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7 February 2012

To: Councillor Mark Howell, Portfolio Holder

Jose Hales

Scrutiny and Overview Committee
Monitor

Liz Heazell

Scrutiny and Overview Committee
Monitor

Mark Hersom
Edd Stonham
Bunty Waters

Opposition Spokesman
Opposition Spokesman
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, 15 FEBRUARY 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**

The Portfolio Holder is asked to sign the minutes of the meeting held on 18 January 2012 as a correct record.

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DECISION ITEMS

3. **WILLINGHAM: Access over Brickhills - sale price of easement**

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4. **Sheltered Housing Review (Key)**

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INFORMATION ITEMS

5. **Service Improvements and Financial Performance 2011/12 - Q3**

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6. **Health and Safety within the Housing Service**

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STANDING ITEMS

7. Learning from Customer Feedback (Celebrating Success and Sharing Best Practice)

8. Tenant Participation Group

The following statement has been received:

"TPG warmly welcomes the Portfolio Holders offer of an agenda item at each meeting; and is grateful for the opportunity to bring items of tenants concern to the attention of the Portfolio Holder. We are discussing how best we might use this opportunity and will come back to a future meeting with the areas of focus we as a group have agreed upon."

9. Forward Plan

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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

The next meeting is scheduled for 21 March 2012.

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, 18 January 2012 at 5.30 p.m.

Portfolio Holder: Mark Howell

Councillors in attendance:

Scrutiny and Overview Committee monitors: Alison Elcox, Jose Hales, Liz Heazell and
Bunty Waters

Opposition spokesmen: Mark Hersom

Also in attendance:

Officers:

Tracey Cassidy	Supported Housing Manager
Rebecca Gane	Leasehold Services Co-ordinator
Anita Goddard	Housing Operational Services Manager
Stephen Hills	Corporate Manager, Affordable Homes
David Purnell	Asset Manager, Property Services
Ian Senior	Democratic Services Officer
Gwynn Thomas	Principal Accountant (Housing)
Paul Williams	Equality and Diversity Officer

50. 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.

51. MINUTES OF PREVIOUS MEETING

The Housing Portfolio Holder signed, as a correct record, the Minutes of the meeting held on 16 November 2011, subject to the following:

Min. 40 (Spong Drove, Willingham)

At the end of the first sentence, the phrase "shared accommodation" should be "shared equity".

Min. 41 (Shared Ownership Policy)

At Point 4, the Portfolio Holder stated that the Minute should stress the self-selecting nature of the process. It should therefore be reworded to read, "Bidders would only be allowed to rent a property in their chosen village or a village nearby if they had risen to the top of the housing waiting list and had successfully bid for that property."

52. CAPITAL AND REVENUE ESTIMATES FOR THE HOUSING PORTFOLIO

The Housing Portfolio Holder considered the Revenue Estimates for 2012/-13 and the Capital Programme up to 2016-17 for the Housing General Fund.

The Principal Accountant highlighted the proposed housing charges that would affect tenants, licensees, leaseholders and residents during 2012-13. These changes were the result of new Housing Revenue Account (HRA) arrangements involving the implementation of a thirty-year Business Plan. This Business Plan would be reported direct to Cabinet, and was not therefore an issue at this Portfolio Holder meeting.

The Principal Accountant highlighted a number of aspects referred to in the report and its appendices.

The Corporate Manager (Affordable Homes) confirmed that the transfer of the Home Improvement Agency did not represent a cost saving, and that Performance Indicators were in place to assess the new joint arrangement. Officers were continuing to investigate the potential for the Agency to employ its own Occupational Therapist.

The Principal Accountant summarised the position relating to recharges and virements, and reminded the Portfolio Holder about the precautionary sum set aside in 2011-12 in respect of possible increased demand on the Homelessness service. The Portfolio Holder said that Homelessness officers had helped prevent homelessness, and supported the proposal to increase the precautionary sum to £140,000.

Councillor Ben Shelton said that he expected the issue of the Great Shelford shopping car park to have been resolved by the end of the current financial year, and commended South Cambridgeshire District Council's Lands Officer for her efforts in persuading the matter.

The Portfolio Holder reported on efforts being made to tackle the problem of empty homes.

The Housing Portfolio Holder

- (a) **endorsed** the Revenue and Capital Estimates for the Housing General Fund as shown at Appendix A to the report (Revenue) and Appendix B (Capital) and **recommended** them for inclusion in the overall estimates to be considered by Cabinet on 9 February 2012;
- (b) **confirmed** the proposals for housing general fund capital expenditure shown at *Appendix D(1-7)*, for inclusion in the capital programme,
- (c) **endorsed** the proposed housing charges for 2012/13 as shown in Appendix C and recommended them for approval by Cabinet, and
- (d) **requested** that Cabinet include £140,000, for possible additional expenditure on accommodation for homeless people, on the list of precautionary items for 2012/13.

53. AFFORDABLE HOMES RESTRUCTURING PLAN 2012-13

The Housing Portfolio Holder considered a report seeking his approval 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.

The Corporate Manager (Affordable Homes) referred to Table 1 in the report, and to the figure for potential redundancies in the Sheltered Housing service, which at this stage

were indicative only. In Table 1, the Housing Options Administrative Assistant post should have appeared in the box below where it was shown.

Subject to consideration of a more detailed sheltered housing report in February 2012, the Housing Portfolio **recommended** that Cabinet approve the proposed restructure of Affordable Homes as set out in Table 1 in the report dated 18 January 2012, subject to sufficient funds being made available for potential redundancies.

54. RIGHT TO BUY CONSULTATION RESPONSE

The Housing Portfolio Holder considered a report seeking his approval for the draft response to the Government's Right to Buy (RTB) consultation.

Those present discussed the implications of the various options. It was agreed generally that this Council should remain "master of its own destiny", and that the National Model was totally unacceptable.

Stating his preference for the Local Model, the Housing Portfolio Holder **agreed to respond** as follows to the Government's consultation on the Right To Buy

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 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</p>

		<p>housing to meet the needs of the most vulnerable in the district.</p> <p>The Council has concerns about the financial viability of 1:1 replacement</p>
<p>Q13. Which model for delivery of replacement housing do you consider the most appropriate, and why?</p>		
<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 wholeheartedly supports this model as it would be free to use money as needed by its own residents within South Cambridgeshire 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 funding the provision of new Affordable Rent homes. Could choose to work in partnership with</p>	<p>Council would welcome the opportunity to locally determine the use of the receipt.</p> <p>Suggested process would</p>	<p>The direction provided in the regulations should be sufficiently flexible to allow innovative schemes to be included e.g. the use of the receipts to bring back</p>

<p>other councils and/or housing associations.</p> <p>Direction would be specified in amendments to existing regulations and monitored</p>	<p>be easy to administer.</p>	<p>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>Local model with Agreement</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</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</p>

	sales.	receipts pool with the potential that there would be an affordable homes deficit in a high demand area.
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55. AFFORDABLE HOMES HEALTH AND SAFETY

The Housing Portfolio Holder received and noted a report updating him about Health and Safety issues relevant to the Affordable Homes service.

56. EQUALITIES UPDATE - Q3

The Housing Portfolio Holder **received and noted** a quarterly update on equalities from October to December 2011.

The Equality and Diversity Officer confirmed that South Cambridgeshire District Council would meet the deadline of 6 April 2012 for publishing its equality objectives. The Portfolio Holder requested that all stakeholders be provided with paper copies of the document when available. The objectives would be reported to the Housing Portfolio Holder meeting in June 2012.

Equality Impact Assessments would form the basis of a report to a future Housing Portfolio Holder meeting. The Portfolio Holder made it clear that, if EqlAs were not completed by the deadline date, he would summon relevant Corporate Managers (or other appropriate lead officers) to his Portfolio Holder meeting to explain the reasons for the delay.

Those present noted the continued improvement in South Cambridgeshire District Council's standing in the Stonewall Workplace Equality Index. The 2012 results had just been announced, and the Council had moved up another 115 places to be 205th out of 363 participating local authorities.

The Portfolio Holder congratulated the Equality and diversity Officer for being highly-commended as runner-up in the individual Equality and Diversity Champion of the Year category at the Equality and Diversity Awards event held on 14 October 2011. The Portfolio Holder also congratulated the Equality and Diversity Officer on his role as consultant to both Cambridge City Council and Uttlesford District Council.

57. BALLOT AND ELECTION OF TENANT PARTICIPATION GROUP MEMBERS

The Housing Portfolio Holder received and noted a report informing him about the following

- (i) The reasoning behind the ballot
- (ii) How the ballot was run
- (iii) The ballot results
- (iv) Resident Involvement and governance further developments

Jim Watson (a member of the Tenant Participation Group) attended the meeting and addressed those present.

The Portfolio Holder asked that the Tenant Participation Group be a standing item on future Housing Portfolio Holder agendas, and that one member of that Group be invited to address Members and officers present at Portfolio Holder meetings.

58. FORWARD PLAN

The Housing Portfolio Holder noted the Forward Plan as at 10 January 2012. Officers referred to a number of changes that had become necessary as a result of issues now being part of other projects. Further Issues were identified, and officers would provide Democratic Services with appropriate details so that an updated Forward Plan could be prepared.

59. DATE OF NEXT MEETING

The next meeting would take place on Wednesday 15 February 2012, starting at 5.30pm in the Monkfield Room.

The Meeting ended at 7.15 p.m.

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SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO: Housing Portfolio Holder

15 February 2012

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

ACCESS FROM BRICKHILLS, WILLINGHAM: PRICE OF EASEMENT**Purpose**

1. To seek a decision by the Housing Portfolio Holder on a price for the grant of vehicular access over land in SCDC ownership or transfer of Title of the land at the end of Brickhills, Willingham, to serve a proposed development on adjacent land that has now received planning permission (see revised plan).

2. **Recommendation**

That the Housing Portfolio Holder determines a fair price for the grant of access or transfer of Title of the land shown orange on the plan, taking into account the Council's best interests, the revised valuation by Pocock & Shaw (£152,000) and the applicant's submission. The price not to include the Council's legal costs of drawing up the Deed, payable by the applicant.

Reasons

3. To allow a reasonable return for the Council for the access in consideration of the recent planning consent.

Background

4. It was agreed by the Housing Services Manager on 23rd November 2009 to grant, subject to valuation, right of vehicular access over the unadopted cul-de-sac end of Brickhills to serve a proposed development of 19 dwellings on land to the south.
5. The agreement to grant access was subject to the grant of planning permission for the proposed scheme.
6. The original proposal was for a scheme of 100% affordable housing but a reduction in grant funding, difficulties in viability and land purchase costs caused a reversion to general needs housing where affordable housing would be offered via a S106 Agreement.
7. Planning application S/0014/10/F proposed a development of 19 dwellings on land south of Brickhills that included 6 affordable dwellings (less than 40%).
8. The access was valued at £200,000 by Pocock & Shaw on 2nd December 2009 (based on an estimated site value of £550,000 - £600,000) but an offer at this price was declined by the applicant as it would render the development scheme unviable.
9. The applicant supplied two further valuations for the access from recognised chartered surveyors, one of whom recommended a price not exceeding £25,000 and the other not exceeding £30,000. In both cases, the valuers' opinion was that the

ransom strip principle did not apply as an alternative access was possible, so the access area was worth considerably less than the figure supplied by Pocock & Shaw.

10. A recommendation to accept the applicant's offer of £35,000 for the right of access was declined by the Housing Portfolio Holder on 21st April 2010 as being too low a price. It was requested that the Lands Officer renegotiate a more realistic offer for the easement.
11. A decision to accept the applicant's revised offer of £73,500 for the access, subject to deferral of payment until 12 months from grant of planning consent for the scheme, was deferred on 19th May 2010 by the Housing Portfolio Holder pending further information on the discrepancies between the valuations, clarification of the housing mix of market and affordable housing and any comments made by the Planning Committee.
12. The planning application was refused on 2nd June 2010 (the subsequent appeal was dismissed on 15th February 2011).
13. Pocock & Shaw were requested in July 2010 to reconsider their assessment of the access taking into account additional site costs that had arisen and if the access were to serve a scheme with an affordable housing element increased to 40% (ie 8 dwellings out of 19). They were also asked to explain why the access was valued as a ransom strip when an alternative access was possible from Rockmill End.

Their response was as follows:

- a) The two additional affordable units and the extra costs would reduce the market value of the land by £100,000, thus reducing the value of the access to £166,000.
 - b) A ransom payment for the access is justified due to the fact that in order to provide an alternative access from Rockmill End, it appears that it would be necessary to demolish £200,000 worth of existing property and reduce the size of an individual building plot with a loss of another £40 - £50,000.
14. The Housing Portfolio Holder decided on 21st July 2010 to defer any decision on the price of the easement until planning permission had been obtained for the scheme and his decision would depend on the number of affordable units to be provided.
 15. A further planning application for the scheme (S/0733/11) was allowed on appeal on 16th January 2012 and planning permission has now been granted on the site for a scheme of 19 dwellings, of which 6 will be affordable (4 socially rented and 2 intermediate).
 16. Pocock & Shaw have been requested to reassess their valuation of the access in the light of the recent planning consent and possible changes in land values since their previous assessment. Their response is that as building costs have substantially increased in this period but house prices have not, it would be reasonable to propose a reduction in the price of the easement to £152,000, being one third of the value of a site with consent for 19 dwellings, 6 of which are affordable.

Considerations

17. Pocock & Shaw have confirmed that their assessment of the access value is based on what they believe someone would pay for the site, today, with satisfactory access

and taking into account all other factors such as site costs, S106 payments and affordable housing provision.

18. A submission has been received from the applicant (Background Paper 1) requesting that his original offer of £35,000 for the easement, based on valuations he had previously obtained, be considered again in the light of increased costs of development finance, decreasing land values and the need to ensure viability for the scheme and thus the provision of affordable housing.
19. It has also been suggested by the applicant that a transfer of Title of the unadopted area could take place instead of grant of easement, with the land being subsequently adopted in conjunction with the new roadway. This would not affect the price.
20. Granting right of access would retain the area in Council ownership and residents of the new dwellings could be made liable for payment of a fair proportion of the cost of repair and maintenance of the unadopted area. Transfer of Title would enable adoption of the whole roadway and so the Council would no longer be responsible for maintenance of this area. Until adoption, any existing rights of access would need to be retained.
21. It is recommended that the parking area used by existing residents at the end of the cul-de-sac should be retained by the Council and not used by residents of the new dwellings. The original architect's plans for the Brickhills estate clearly indicate the use of this area for parking.

Options

22. Make a revised offer for the easement or the transfer of Title of the land shown orange on the plan at the price of £152,000 based on the most recent valuation by Pocock & Shaw.
23. Determine a fair price for the easement or transfer of Title of the land shown orange on the plan, taking into account the Council's best interests, the revised valuation by Pocock & Shaw and the applicant's submission.

Implications

24.	Financial	With Option 1, the scheme may not be viable and so no return for the Council would be forthcoming With Option 2, the return for the Council may be less but there would be provision of affordable housing
	Legal	Planning approval has been granted.
	Staffing	None
	Risk Management	None
	Equal Opportunities	None
	Climate Change	None

Consultations

25. Cllrs Manning, Corney and Burling have been consulted since the grant of planning permission. Cllr Manning's view is that the price of the easement should reflect the original valuation but if it is reduced in line with the new valuation then this should be the minimum. He does not agree with the idea of transfer of Title.

Consultations with Children & Young People

26. None.

Effect on Strategic Aims

27. AIM – Commitment to making South Cambridgeshire a place in which residents can feel proud to live
- the decision on this issue should help to ensure that affordable housing is in balance with the community.

Conclusions / Summary

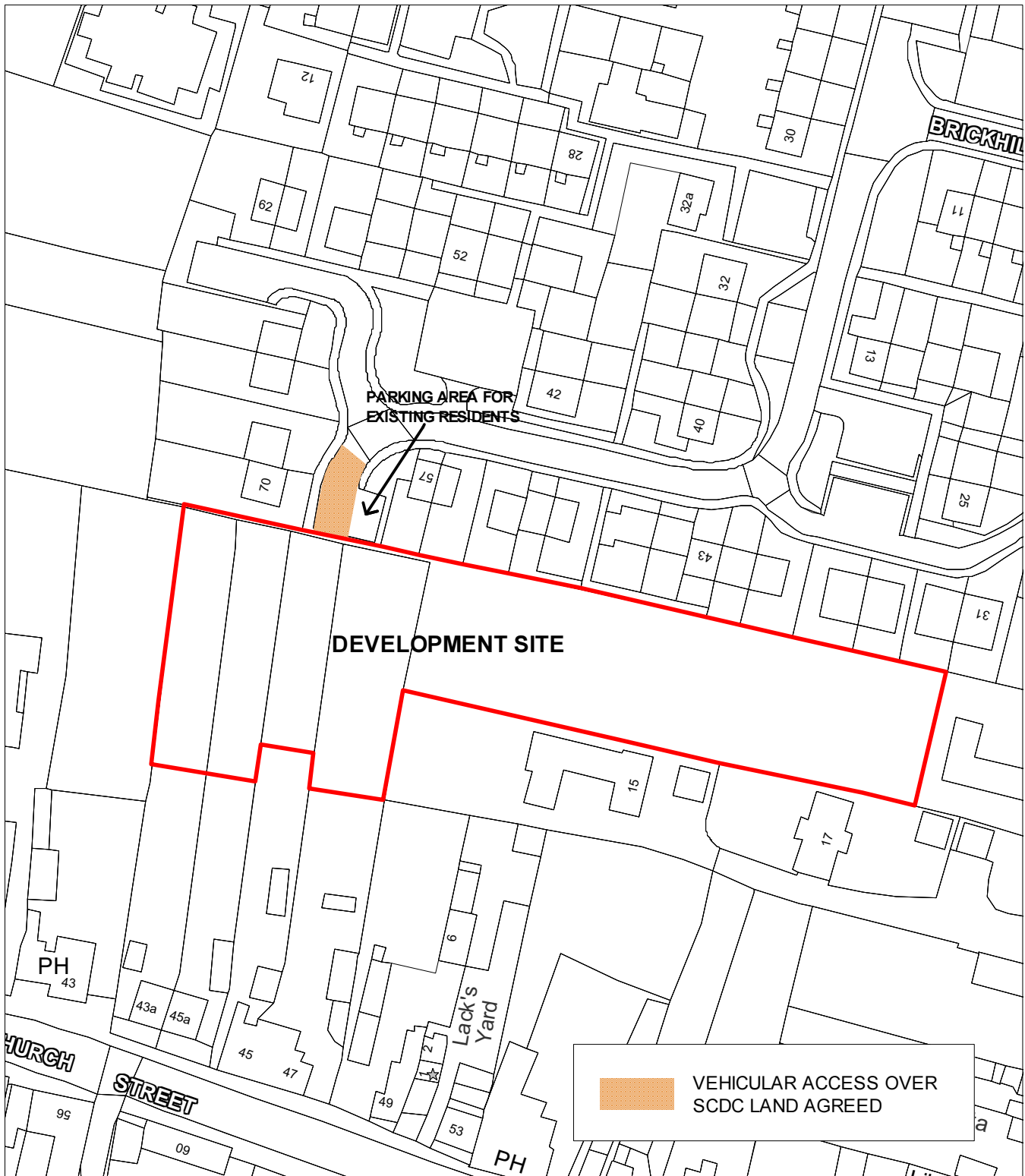
28. It has been agreed to grant a right of vehicular access over the end of Brickhills, Willingham to serve a proposed development of 19 dwellings on land to the south, subject to planning permission for the scheme. Planning permission has now been granted on appeal for a scheme of 19 dwellings on the site, 6 of which will be affordable. A revised valuation of the access at £152,000 has been received from Pocock & Shaw based on the recent planning consent and increases in building costs but this price could make the scheme unviable.
29. The Housing Portfolio Holder is requested to determine a fair price for the right of access or transfer of Title in consideration of the above.

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

Revised plan: Access from Brickhills, Willingham
Background Paper 1: extract from email to Lands Officer from applicant,
02/02/12

Contact Officer: Jenny Clark – Lands Officer
Telephone: (01954) 713336

ACCESS FROM BRICKHILLS, WILLINGHAM



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SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL LICENCE NO 100022500 2011

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BACKGROUND PAPER 1: Extract from email to Lands Officer from applicant, 02/02/12

We have previously discussed securing an easement for access although a recent discussion with my Highways Lawyer suggests a much more straight forward approach would be a simple transfer of title of the roadway which should then subsequently be adopted in conjunction with our new roadway into the development.

As you are aware we have now secured planning consent and prior to our second appeal hearing a Section 106 agreement was finalised and engrossed by all concerned. This followed the recommendations of the Planning Inspector who concluded that in order to secure viability of the scheme, six affordable homes should be provided and we are to make a financial contribution for Education, open space and monitoring totalling £55,576. As you are aware we used the HCA appraisal tool in order to assist in calculating revenues and costs in relation to the development and these have been accepted by all parties.

It has always been our view that a payment of £35,000 was justified for the access and this was confirmed by two other chartered Surveyors who are familiar with the Cambridge housing market. In an attempt to reach an agreement in May 2010 our offer was increased to £73,500 although no acceptance was forthcoming and our negotiations fell away pending a planning consent. Land values have continued to shrink since this time although are probably now relatively stable subject to external influences such as the Euro Zone crisis which continues to undermine confidence. This lack of confidence is not only with intending house purchasers but also funding institutions and a good example of this is the cost of development finance which is now only available at 7.50% and above which is 1.50% higher than the figure of 6% which was included in the HCA appraisal we used to calculate the viability of the site.

It has been made clear by the Planning Inspector that viability must be retained within any scheme in order that delivery of housing including affordable homes may be achieved and as a business operating within very difficult conditions where many builders and developers have ceased trading we must look very closely at viability. We trust the Portfolio Holder will not seek to obstruct the delivery of our proposed scheme and in order to have meaningful discussions with financiers we need to have an agreement in place at the earliest opportunity. Timing is of the essence and the expiration of existing legal agreements would undoubtedly see the failure of the scheme which we have worked so hard with and invested so much in to date.

There will be a total of four of us attending the meeting which will include myself and my wife who is my business partner, my Highways Lawyer and my personal assistant.

We look forward to hearing from you.

Regards

Andy Greed MRICS

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SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO: Housing Portfolio Holder

15 February 2012

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

SHELTERED HOUSING REVIEW UPDATE**Purpose**

1. To seek the approval of the Housing Portfolio Holder for a restructuring of the sheltered housing service.
2. This is a key decision because it affects more than one ward within the District.

Recommendations

3. That the Housing Portfolio Holder:
 - a) approves the structure set out in in table 1, and
 - b) approves the move to regularise charges for use of the sheltered housing communal rooms by outside groups.

Background

4. The housing support element of the Council's sheltered housing service is funded by Supporting People. Supporting People is a national scheme and is administered as part of Cambridgeshire County Council's budget by the County's Supporting People Team. The Council's contract for the sheltered housing support service runs out in March 2012.
5. The County Council needs to reduce spending on its Supporting People budget and has therefore embarked upon a series of projects to identify where reductions can be made. As part of this process the contract sum payable to the Council for sheltered housing is to be reduced from July 2012 from around £14 per person (per week) to £9 per person. In addition the contract will be subject to a competitive tender process during 2012 with the new contract starting in April 2013.
6. The Housing Portfolio Holder agreed in January 2010 that future options for the sheltered housing service would be considered by a member led task and finish group. It was also agreed that a survey of sheltered housing residents' housing support needs should be undertaken.
7. A task and finish group that also included tenant representatives from the Sheltered Housing Forums was subsequently set up by the Scrutiny Committee in July 2011. This group reported to the Scrutiny Committee on 6 February 2012.

Considerations

8. A full housing support needs survey was carried out with all sheltered housing residents during 2011 and the results reported to the Scrutiny Task and Finish group in July 2011. 91% of the residents were successfully interviewed.

9. It is expected that the Supporting People procurement process will commence in August 2012 with the new contract to start from April 2013. The restructuring of the service proposed in this report would therefore only be operational for the period July 2012 to March 2013, nine months.
10. The reduction in Supporting People funding for sheltered housing for 2012/13 means that it is no longer possible to offer the same type of service based on 26 sheltered housing officers. The reduction in funding requires a reduction in staff numbers and the remaining staff would not be able to offer an effective service to residents. In particular the housing support aspects of the service will need to be targeted to ensure that those that need the support will still receive it.
11. A consequence of this proposed change is that it will no longer be appropriate to charge all residents for the housing support element of the service as not everyone will now receive this. To only charge those people that do receive the service will be administratively cumbersome and expensive and could be viewed as inequitable. It is therefore proposed that the service charge for housing support be removed for all tenants apart from the £3 per week charge for the alarm service. This will result in an overall reduction in charges to sheltered housing residents of around £6 per week. This proposal was approved by the Portfolio Holder on 18/1/12 and will form part of the recommendations to full Council on 23 February 2012.
12. The reduction in staff numbers requires at least 6 redundancies from within the sheltered housing service. An appropriate allocation of money has been included within the financial estimates being presented to full Council on 23 February.
13. The Portfolio Holder gave an in principle agreement to these changes on 16/11/11 to allow staff consultation to proceed as the changes could not be achieved in time otherwise. The timetable in Appendix A, sets out the decisions needed both for the long term proposals for the sheltered housing service and the short term arrangements needed to prepare for the reduction of funding in 2012/13.

Options

14. The Task and Finish group identified a number of core values, which the service should seek to address. The Group also made some recommendations with regard to service delivery options, which were felt to address these core values.
15. The principle behind the restructure is to separate the current staff team into two teams one funded by the Housing Revenue Account the other funded by Supporting People contract This proposal is set out in table 1.

16. **Table 1 Proposed new sheltered housing structure**

Proposed Element	Possible team size	Matters arising
<p>The establishment of a visiting support team providing a targeted visiting support service to elderly and vulnerable people, within the sheltered schemes</p>	<p>9 officers and one team leader</p>	<p>Helping to prevent falls and ill health and promoting older people's welfare,</p> <p>Supporting independence and promoting dignity</p> <p>The support will be focused and targeted to residents assessed as needing it rather than to everyone who happens to live on that sheltered scheme.</p> <p>Better able to respond flexibly to individual's crisis, e.g. hospital discharge etc if officers not undertaking other routine duties, visits or social activities.</p>
<p>Establish a team of officers to undertake estate management of a number of sheltered schemes within these same three areas, including the management of the communal facilities, testing of alarms and letting of sheltered properties.</p>	<p>12 staff and one team leader</p>	<p>Supporting independence and promoting dignity</p> <p>Promoting mutual support</p> <p>Providing links to the wider community</p> <p>Working with residents to ensure best use of the communal rooms, encouraging social interaction within the scheme and the wider community, including facilitating activities and events.</p> <p>This retains the current local knowledge and familiarity</p>

Proposed Element	Possible team size	Matters arising
Establishing 3 hub offices within in the district based on the current 3 team areas – north, east and west	Each hub will have officers from each service team	<p>Maintains strong communication links between the two service areas, including sharing of information about the schemes</p> <p>Ensures residents are receiving a flexible customer focussed service</p>

17. The advantage of splitting the service into two teams is that it enables the Council to preserve an HRA funded service to the sheltered schemes that is under its own control. Residents will continue to see a 'familiar face' on their schemes during the week whatever the outcome of the supported housing contract tender which has the potential to be won by an outside agency.
18. In addition the Council will continue to develop the use of assistive technology. This provides valuable and increasingly sophisticated support that compliments the staff based services.
19. Developments within the Ageing Well project have indicated the potential value in expanding the coverage of community or village wardens for the elderly. At present around 12 villages have this service. Village wardens are able to provide a wider range of personal services that help to maintain independent living. The Task and Finish group recommend that the Council continue to explore this option alongside the sheltered housing restructuring.
20. A summary of the recommendations of the Task and Finish Group and how they have been addressed in this report is attached at Appendix B.
21. The Sheltered Housing Forums will monitor the impact of these service changes and will be able to feed back to officers at their regular meetings or via the Tenant Participation Group. In addition the Portfolio Holder may wish to reconvene the Task and Finish group in February 2013 to reflect upon the transitional restructuring and to consider the outcome of the contract tender process, which should have been completed by then.
22. A separate review of sheltered housing communal rooms has also commenced. This review will now be completed after the restructuring changes have been implemented as the proposed Sheltered Estate Officers will have a new role to play with regard to the use of communal rooms.
23. The initial review has shown that there is a wide disparity between the charges made to outside groups for the use of the communal rooms. It is proposed that a new scheme of charges is put in place that will regularise this and provide an income stream that will help to sustain these assets.

Implications

24.	Financial	<p>The proposed reduction in funding has the effect of reducing the income to the sheltered housing service by around 50%. This is a combined effect of a drop in grant and the subsequent loss of fee income from self-funding residents.</p> <p>The overall service charge to sheltered housing residents will decrease as a result of these changes.</p> <p>Any redundancies will also have a financial cost to the Council and provision has been made in the Financial Estimates.</p> <p>The revised scheme of charges for the use of communal rooms will serve to further reduce the service charges paid by sheltered housing residents.</p>
	Legal	The redundancy process will need to comply with employment law.
	Staffing	<p>The potential reduction in funding cannot be met without a reduction in the staff team who deliver the sheltered housing service. As this means potential redundancies a formal consultation process was begun in November.</p> <p>A minimum of 6 redundancies are required.</p>
	Risk Management	<p>The staff restructuring will need to be carried out in accordance with employment law.</p> <p>There is a risk that the Council will lose the sheltered housing support contract to an external provider when the competitive tender is run.</p>
	Equality and Diversity	An Equality Impact Assessment has been undertaken and does not indicate any anticipated adverse effects on sheltered housing residents.
	Equality Impact Assessment completed	Yes
	Climate Change	None

Consultations

25. Sheltered housing residents and staff were consulted on the proposed changes during November 2011. Formal consultation on potential redundancy also commenced with staff in November in order that statutory timeframes are adhered to. Further formal consultation has taken place with tenants and staff in February 2012.

Consultations with Children & Young People

26. None.

Effect on Strategic Aims

27. ***Commitment to ensuring that South Cambridgeshire continues to be a safe and healthy place for all.*** The sheltered housing service plays an important role in maintaining the health and safety and wellbeing of around 1,500 elderly residents in the district.

Conclusions / Summary

28. This report sets out proposed restructure of the sheltered housing service. The restructure is designed to ensure continuity of service to the sheltered housing schemes and to allow the best use of resources in targeting those residents that need housing support.
29. **Background Papers:** the following background papers were used in the preparation of this report:

Task & Finish Group report to Scrutiny Committee 6/2/12.

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

Sheltered Housing Review Timetable

Date	Lead	Activity
February – March 2012	Corporate Manager Affordable Homes	Completion of work required to restructure service including where necessary redundancies
July 1 2012	Corporate Manager Affordable Homes	Start of new sheltered housing service structure
May – June 2012	Supporting People Team	Consultation on outcome of Task & Finish group work and preparation for tender process
August 2012	Supporting People Team	Anticipated start of tender process
December 2012	Supporting People Team	Conclusion of tender process and contract award
January – March 2013	Corporate Manager Affordable Homes	Mobilisation phase for new contract including TUPE if required.
February 2013	Scrutiny Task & Finish Group	Review of impact of changes and outcome of tender process
April 2013		Start of new support contract

Summary of Task & Finish Group recommendations

Task & Finish Group Recommendations	Response
A The quality of the support service provided to sheltered housing residents must be preserved in any new structure that is adopted.	The core values have been identified and cross-matched with the proposed new structure.
B. Work should continue towards increasing efficiency and value for money in the sheltered housing support service.	This will form part of the ongoing performance management of the service.
C. Before the change to the Supporting People funding is formally implemented by the County Council, or changes to the service are made by SCDC, the portfolio holder and relevant director should attend a formal meeting with the Scrutiny and Overview Committee and Housing Portfolio Holder to pursue the case for a reversal of the decision, stressing the concerns of the task and finish group.	Representations were made by the Council and a formal response has been received from the County Council and included within the Scrutiny Committee papers on 6/2/12.
D. Any redesign of the sheltered housing service should encompass the core values of community links, dignity, human contact, local hub, mutual support, and prevention.	The core values have been identified and cross-matched with the proposed new structure.
E. If a service redesign is necessary it should build on the model presented at section 4 of this report, and incorporate the best features of the existing model. It should seek to correct any shortcomings in the existing system and improve the overall quality and effectiveness of service.	The proposed model in Table 1 of this report mirrors that with the Task and Finish Group report.
F. The Portfolio Holder should consider developing a menu of options for paid-for support services to residents, whether living in sheltered accommodation or not. These would be in addition to services already provided and could be delivered by for example increasing the Council's support of those village warden schemes who can meet the required standard.	This work is being taken up by the Ageing Well project as noted in point 19 in the report.
G. Cambridgeshire County Council should publish a full assessment of the impact on the residents of the District of the reduction in Supporting People funding.	An Equality Impact Assessment has now been published.

<p>H. Cambridgeshire County Council should fully consult with residents, SCDC and other organisations on future funding proposals before decisions are taken.</p>	<p>The County has noted the recommendation.</p>
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SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO: Housing Portfolio Holder

15 February 2012

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

AFFORDABLE HOMES QUARTERLY PERFORMANCE REPORT**Purpose**

1. To provide an update on key performance indicators for Quarter 3 of 2011-12.

Recommendations and Reasons

2. That the Portfolio Holder notes this report

Background

3. A key set of PIs are monitored by the Housing Services Management Team and reported quarterly to the Portfolio Holder for Housing and the Tenant Participation Group.
4. A quarterly update is also provided on the progress with the current service plan objectives and the current housing strategy objectives.

Considerations

5. The Performance at a Glance table for landlord services is attached as **Appendix A** and overall shows excellent or good performance across all of the PIs. The improvements in 'urgent repairs completed within 5 days' continued into quarter 3 dipping slightly to 97% but still excellent given the challenging target of 95%. Likewise the routines repairs have maintained the excellent 99% position and the average time to complete a repair remained at 10 days. Satisfaction in the repairs service and with contractors continues to be excellent.
6. The 'average time to relet a general needs property' saw a marginal increase from 15 to 16 days against a revised target of 20 days but it is still upper quartile for the housing sector nationally.
7. The third quarter current arrears figure of £300,890 was a decrease from quarter 2, and still excellent performance and upper quartile nationally for the sector.
8. Compliance with gas safety testing continues to be excellent and no homes were without a safety test in the quarter.
9. **Appendix B** attached includes a set of PIs that measure the performance of the non-landlord services for the Council. There is a continuing trend for a slight increase in the average length of time for families with children in hostel accommodation and the numbers in temporary accommodation, but both PIs remain within target. The PI for Homeless Prevention is currently on Amber, this is due to a slowdown in homeless prevention due to the difficulty accessing privately rented accommodation due to changes to the Local Housing Allowance.

10. For the Housing Development PIs, there are fewer completions expected in 2011/12 of 127 homes compared to 205 in 2010/11. This is due to the economic climate and changes to HCA funding.
11. **Appendix C** provides the third update on progress with the Affordable Homes Service Plan. This shows that suitable progress is being made in all the key elements to date.

Options

12. Not relevant to this report

Implications

13. Financial	None
Legal	None
Staffing	None
Risk Management	The review of key PIs forms part of the risk management Process in housing.
Equal Opportunities	None
Climate Change	None

Consultations, including with Children and Young People

14. None

Effect on Strategic Aims

15.	Service Quality , Accessible Services A high level of service has been delivered to date and the Housing Service will strive to achieve the best outcomes for tenants within the resources available.
	Village Life The quality of SCDC homes and the services offered by play a role in the quality of life for all residents in the South Cambridgeshire villages.
	Sustainability None
	Partnership Partnership working is central to housing work.

Conclusions / Summary










16. Performance for the first three quarters of 2011/12 is very good for the landlord service and is continuing to maintain improvement on the 2010/11 performance profile. Although on or near target, the Housing Advice and Homelessness PIs are as a result of a slow down in homeless prevention due to the difficulty accessing privately rented accommodation due to changes to the Local Housing Allowance. There are fewer affordable housing completions expected in 2011/12 due to the economic climate and changes to HCA funding.




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

None

Contact Officer: Stephen Hills-Corporate Manager Affordable Home
Telephone: (01954) 713412

Appendix A Affordable Homes Performance at a Glance – Tenants’ Top 10

No.	Performance Indicator	Target 2010/11	Current performance for year	Performance Trend	Current performance data	↑ ↓ ↔ Trend
As at 30 December 2011 Q3						
1	Emergency repairs attended to within 24 hours	100%	100%		2011 jobs	↔
2	Urgent repairs completed within 5 days	95% or above	97%		1595 in 51 out	↔
3	Routine repairs completed within 23 days	92% or above	99%		3854 in 68 out	↑
4	Average time to complete a repair	14 days or less	10 days		End to end time	↑
5	Satisfaction with repair contractors	98% or above	99%		945 yes 13 no	↔
6	Satisfaction with housing repairs service	8 or above	9 out of 10		994 responses	↔
7	Average time to relet a general needs property (minor repairs)	20days or less	16 days		84 relets for the year	↓
8	Number of overdue gas services	5 or less	0		End of December	↔
9	Level of current rent arrears	1.4% or less	1.28%		£300,890 End of December	↑
10	Rent loss through empty dwellings	4% or less	2.73%		End of December on target	↔




 on target
  near target
  below target




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APPENDIX B Affordable Homes






Performance Monitoring for Housing Strategic Services for year ending 2011/12






Housing Advice and Homelessness

No.	Performance Indicator	Target 2011/12	Actual Qtr 3	Performance Trend		Comments
BV183b	Average length of time for families with children in hostel accommodation	21 weeks	19.41 weeks		↓	Length of time in hostel accommodation has increased slightly from last quarter (18.13 weeks) but still within target
BV213	Homeless Prevention	155 (38.75 per quarter)	119 cumulative		↓	Slow down in homeless prevention due to the difficulty accessing privately rented accommodation due to changes to the Local Housing Allowance
N156	Numbers in temporary accommodation	38	34		↓	Slight increase in trend for numbers in temporary accommodation from Q1 of 26 households and Q2 of 30 households, but still within target.

 on target  near target  below target

Housing Development

No.	Performance Indicator	Target 2011/12	Actual Qtr 3 (cumulative)	Performance Trend		Comments
NI 155	Number of affordable homes delivered (gross)	127	56		↔	Fewer completions expected in 2011/12 (205 homes in 2010/11) due to economic climate and changes to HCA funding. Overall schemes are progressing well.
SH 354	Number of social rent homes delivered (gross)	42	38			All following PIs new for 2011/12
SH 355	Number of affordable rent homes delivered (gross)	50	0		↔	New Affordable Rent model of up to 80% of market rents.
SH 356	Number of shared ownership homes delivered (gross)	35	18		↔	
SH 357	Number of disabled adapted homes delivered (gross)	2	0		↔	

No.	Performance Indicator	Target 2011/12	Actual Qtr 2 (cumulative)	Performance Trend		Comments
SH 358	Number of affordable homes built to Level 3 of the Code for Sustainable Homes	111	37		↔	The code works by awarding new homes a star rating from 1 to 6, based on their performance against 9 sustainability criteria which are combined to assess the overall environmental impact. One star is entry level above building regulations, and six stars is the highest, reflecting exemplary developments in terms of sustainability
SH 359	Number of affordable homes built to Level 4 of the Code for Sustainable Homes	16	16		↔	
SH 360	Number of exception schemes completed	5	2		↔	Planning permission may be granted for small schemes outside of the village framework for 100% affordable housing that must meet identified local housing needs and be affordable in perpetuity
SH 361	Number of affordable homes on exception sites completed	96	24		↔	
SH 362	No. of villages surveyed for housing needs undertaken by Cambridgeshire Acre	13	7		↔	Unlikely that target number of completions will be met this year due to change in staffing at Cambridgeshire Acre

SERVICE IMPROVEMENT ACTION PLAN: Affordable Homes – Quarter 3 Update 2012

To be used to set out plans of the service to maintain and improve service levels in pursuance of the Council's strategic aims, informed by customer feedback and with regard to the local, regional and national context.

Key for Improvement Plan

Relevant Council Aim/s:

Use the following link for details of the Council's strategic aims and approaches: http://insite/admin/documents/retrieve.asp?pk_document=908878

Relevant Council Approach/es:

Use the following link for details: http://insite/admin/documents/retrieve.asp?pk_document=908878

Ref.	Challenge identified	Status	Actions	Completion Date	Link to relevant PI Outcome	Accountable Officer	Responsible Officer(s)	Additional Resources?	Progress Update – Q1/Q2/Q3/Q4
Service Objective:									
AH4	FITS Project		Implement Affordable Warmth Action Plan	March 2012	Council Action	Steve Annetts and David Purnell	Anita Goddard	No	Savills were able to attract a new partner who was able to make it viable to carry out a programme on a smaller scale to fit approx. 500 properties with PV solar panels by 31/3/2012.
AH5	It implementation – upgrade of Orchard Phase 1		Upgrade of Orchard for Affordable Homes	February 2012 Phase 1 completed Phase 2 to be taken forward for 2012/13		David Purnell/Duncan Vessey	Stephen Hills	No	Orchard Upgrade went live 6 th Feb 2012. Phase 11 will commence from April 2012 to include void management and customer knowledge. All funding accounted for.
AH11	Improvement of Travellers sites		Refurbish Blackwell Travellers site and invest savings in the Whaddon site. Submit further bid to HCA for Whaddon site refurbishment.	Feb 2012 Completed March 2012		Debbie Barrett	Anita Goddard		Blackwell Site refurbishment completed. Some funding received from County for fencing at Whaddon. HCA bid to be submitted within the next month for refurbishment works at Whaddon.

Ref.	Challenge identified	Status	Actions	Completion Date	Link to relevant PI Outcome	Accountable Officer	Responsible Officer(s)	Additional Resources?	Progress Update – Q1/Q2/Q3/Q4
Service Objective:									
AH21	Windmill Regeneration		Negotiate and complete detailed planning application to take forward phase 2B/3 of the project and oversee completion of phases 1B & 2A	December 2011 Progressing on Target		Schuyler Newstead	Stephen Hills		Full planning permission for phase 2b was granted in November 2011. The tender process is currently underway, with the expected contractor to be known by Spring 2012 - completion for phase 2a is expected early 2013 and the completion of phase 2b Winter 2014
AH25	Service Standards		Review service standards as set out in the Local Offers	October 2011 Ongoing		Anita Goddard/ Julie Fletcher	Stephen Hills		New service standard in relation to Anti-social behaviour completed. In the process of reviewing the Voids Standard in consultation with TPG. Further service standards to be identified for review during 2012/13.

Suitable progress is being made on the following Actions within the Service Plan with anticipated completion by the end of the financial year:

- HRA Reforms Business Plan
- Health & Safety Requirements – Fire Risk Assessment & Asbestos Management
- Empty Homes Strategy
- Housing Strategy
- Tenancy Strategy & Local Policy
- HIA Review
- Sheltered Housing Review
- Communal Room Review
- Crime & Disorder Reduction Partnership - ASB Project
- Review of Shared Ownership and associated policies
- Monitor impacts of LHA Changes

A full overview of the year's monitoring of the Service Plan will be given at the year-end Performance Information Monitoring report.

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO: Housing Portfolio Holder 15 February 2012
AUTHOR/S: Executive Director, Corporate Services

**FINANCIAL MONITORING REPORT
HOUSING PORTFOLIO Q3 – 2011/12**

Purpose

1. This report compares the third quarter's capital expenditure for the Housing Portfolio with the draft revised budget for the year ending 31 March 2012 and the revenue expenditure for the Housing Portfolio to profiled budgets for the Housing General Fund and the Housing Revenue Account (HRA).

Recommendations

2. The Housing Portfolio Holder is asked to note and comment on the financial position at the end of the third quarter of this financial year.

Reasons for Recommendations

3. Whilst the Portfolio Holder's comments can influence future expenditure and income, the report relates to the out-turn at the end of the third quarter of the year which cannot now be altered.

Background

4. A financial monitoring report on the 2010-11 out-turn was presented at the June Housing Portfolio Meeting, a report covering the first quarter of this year at the July meeting and a report on the second quarter to the November meeting. This is the third report covering expenditure in the financial year 2011-12 and covers the period to the end of September 2011. This is, therefore, the fourth report on expenditure and covers the period to the end of December 2011.
5. All of the information in the appendices is based on net payments made to the end December 2011 in relation to the 2011/12 financial year, compared to the draft revised estimate exclusive of any recharges. In this context, the Portfolio Holder should note that there might still be outstanding expenditure and/or income that has not been taken into account.
6. The draft estimates were only prepared in late December, therefore, very little variation would be expected between expenditure at the end of December and the profiled revised estimates.
7. There are separate appendices for the Housing Capital Programme (**Appendix A**), the Housing General Fund (**Appendix B**) and the Housing Revenue Account (**Appendix C**).

Considerations

CAPITAL PROGRAMME

8. **Appendix A** provides a capital position statement for the first nine months of this financial year and shows the payments made, net of recharges, together with any firm commitments. In this context, a firm commitment would arise where, for example, a

contract has been signed for work that is expected to be completed during this financial year.

9. The largest item within the budget covers the improvement work to the housing stock and the whole amount allocated for 2011/12 is expected to be spent by the end of the year.
10. The budget for repurchase of shared ownership properties has been decreased by £300,000 to £1,500,000. Whilst there is relatively little left uncommitted from this revised amount, the timescale for completing legal paperwork limits the potential for additional repurchases to be finalised before the end of March.

HOUSING GENERAL FUND

11. **Appendix B** gives the General Fund position and compares expenditure to the profiled draft revised budget excluding recharges.
12. There is an under-spend on homelessness of around £2,700, however, there has recently been an increased need to resort to the use of Bed and Breakfast accommodation which is relatively expensive. The housing advice and options manager is of the opinion that the upsurge in homeless applications being experienced may lead to a higher level of demand for accommodation in the last few weeks of the financial year.
13. The small net under-spend on the Home Improvement Agency is owing to slightly more fee income than expected having been received by the end of the December. T
14. Housing General Fund financial position at the end of December is showing a small under-spend when the compared to the revised estimates.

HOUSING REVENUE ACCOUNT

15. **Appendix C** shows the estimate of the HRA position at the end of December 2011 net of recharges. The statement shows an overall under-spend.
16. The only significant area of underspend is on revenue repairs to Council properties. Until very recently, the weather has been mild and consequently there has been little expenditure on items such as burst pipes. Expenditure on response repairs is difficult to predict and bad weather related repairs could increase in the last months of the year.
17. The HRA financial position at the end of December appears to be healthy with a relatively small net under-spend.

Implications

18.	Financial	None
	Legal	None
	Staffing	None
	Risk Management	None
	Equal Opportunities	None
	Climate Change	None

Consultations

19. The cost centre managers have been informed of the expenditure and have contributed to the narrative of this report.

Effect on Strategic Aims

20. The report has no effect on the strategic aims.

Conclusions/Summary

21. The financial position at the end of the third quarter appears to be healthy with modest under-spends on both the Housing General Fund and the Housing Revenue Account.
22. The budgets were only reviewed during December and, as a consequence, little significant variation between expenditure at the end of December and the profiled revised estimates would be expected,

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

Draft Estimate Book – As presented to Cabinet 9 February 2012.

Contact Officer: Gwynn Thomas, Principal Accountant (Housing), Tel: (01954 713074)

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Housing Capital Programme

Position Statement

3rd Quarter 2011-12

Actual 2010/11 £		Revised Estimate 2011/12 £	Virements £	Adjusted Estimate 2011/12 £	CDSS Recharges £	Revised Net Estimate Excl.Recharge £	Net Payments To date £	Amounts Committed But Not Paid £	Total Committed & Paid £	Amounts Still Available £
	HOUSING PORTFOLIO									
0	PURCHASE OF LAND	0	3,000	3,000		3,000	3,000	0	3,000	0
	IMPROVEMENT OF HOUSING STOCK									
	Sheltered Schemes									
24,681	Communal Facility Upgrades	100,000		100,000		100,000	1,294		1,294	98,706
181	Recharges	180		180	(180)	0				
24,862	SUB TOTAL	100,180		100,180	(180)	100,000	1,294	0	1,294	98,706
	Flat - Communal Areas									
24,866	Major Repairs & Improvements	5,000		5,000		5,000	1,828		1,828	3,172
24,866	SUB TOTAL	5,000		5,000	0	5,000	1,828	0	1,828	3,172
4,002,635	Other Major Repairs & Improvements	3,946,000		3,946,000		3,946,000	2,569,783	459,306	3,029,089	916,911
59,183	Associated Recharges	48,580		48,580	(48,580)	0				
4,061,818	Sub-total	3,994,580		3,994,580	(48,580)	3,946,000	2,569,783	459,306	3,029,089	916,911
4,111,546	TOTAL IMPROVEMENTS	4,099,760		4,099,760	(48,760)	4,051,000	2,572,905	459,306	3,032,211	1,018,789
	REPURCHASES									
1,027,282	HRA	400,000		400,000		400,000	205,875	85,200	291,075	108,925
858,750	General Fund	1,100,000		1,100,000		1,100,000	883,617	205,500	1,089,117	10,883
1,886,032		1,500,000		1,500,000		1,500,000	1,089,492	290,700	1,380,192	119,808
6,149	GF ESTATE WORKS	0		0		0	0		0	0
	IMPROVEMENT GRANTS									
20,103	Renovation	20,000		20,000		20,000	2,543		0	20,000
113,514	Home Repairs Assistance	100,000		100,000		100,000	72,137	24,288	96,425	3,575
	Disabled Facilities									
630,194	Mandatory	600,000		600,000		600,000	483,681	65,100	548,781	51,219
2,636	Discretionary	10,000		10,000		10,000	7,934	0	7,934	2,066
766,447		730,000		730,000		730,000	566,295	89,388	653,140	76,860
180,000	AFFORDABLE HOUSING GRANTS*	211,330		211,330		211,330	201,333	10,000	211,333	(3)
6,950,174	TOTAL CAPITAL PROGRAMME	6,541,090	0	6,544,090	(48,760)	6,495,330	4,433,025	849,394	5,279,876	1,215,454

* not available for virement

Housing General Fund

Position Statement
3rd Quarter 2011-12

Actual 2010/11 £		Revised Estimate 2011/12 £	Precautionary Drawdown/ Virements £	Adjusted Estimate 2011/12 £	CDSS Recharges £	Adjusted Rev Est Excl.Recharge £	Profiled Estimate £	Total Expenditure to date £	Variance To Porfiled Estimate £
HOUSING PORTFOLIO									
Housing General Fund									
NET EXPENDITURE SUMMARY									
6,348	Loans for House Purchase & Improvement	6,290		6,290	(1,010)	5,280	5,260	5,266	6
69,474	Housing Association Support	55,990		55,990	(55,950)	40	40	648	608
249,510	Homelessness	271,410		271,410	(170,160)	101,250	30,000	27,294	(2,706)
274,438	Choice Based Lettings & Advisory Service	264,520		264,520	(376,140)	(111,620)	45,000	44,540	(460)
22,430	Floating Support Service	12,670		12,670	(97,670)	(85,000)	(54,660)	(54,665)	(5)
28,606	Shopping Car Parks	21,520		21,520	(5,460)	16,060	10,920	11,223	303
23,680	Mobile Warden Schemes	23,330		23,330	(5,830)	17,500	17,500	17,500	0
87,912	Strategic Housing	112,750		112,750	(106,570)	6,180	6,180	6,175	(5)
0	Sub-regional Homelink Service	0		0	(114,760)	(114,760)	4,000	4,144	144
82,147	Equality & Diversity	62,010		62,010	(87,780)	(25,770)	2,500	2,574	74
31,201	Travellers Sites	43,680		43,680	(81,700)	(38,020)	(46,700)	(46,506)	194
48,156	Improvement Grants	51,370		51,370	(50,870)	500	350	350	0
79,066	Home improvement Agency	68,680		68,680	(224,730)	(156,050)	(130,000)	(131,154)	(1,154)
5,823	GF Sheltered Properties	98,380		98,380		98,380	250	246	(4)
Recharge from/(to) HRA									
130,170	- Outdoor Maintenance	130,400		130,400		130,400	0		
26,400	- Sheltered Housing	26,000		26,000		26,000	0		
(86,480)	- Piper Lifeline Alarms	(18,570)		(18,570)		(18,570)	0		
7,229	- Service Strategy & Regulation	7,380		7,380		7,380	0		
1,086,110		1,237,810	0	1,237,810	(1,378,630)	(140,820)	(109,360)	(112,365)	(3,005)

Housing Revenue Account

Position Statement
3rd Quarter 2011-12

Actual 2010/11 £		Revised Estimate 2011/12 £	Virements £	Adjusted Estimate 2011/12 £	CDSS Recharges £	Adjusted Estimate Excl.Recharge £	Profiled month Expenditure £	Estimated Expenditure to Date £	Variance to Profiled Estimate £
HOUSING PORTFOLIO									
Housing Revenue Account NET EXPENDITURE SUMMARY									
3,863	Rents Rates etc	4,000		4,000		4,000	3,300	3,485	185
2,326,658	Administration (Net Expenditure)	2,349,910		2,349,910	(1,851,130)	498,780	347,300	347,356	56
	Support Services			0				0	
270,724	Sheltered Housing	427,750		427,750	(253,500)	174,250	1,030,000	1,027,697	(2,303)
(18,987)	Alarms	(4,080)		(4,080)	(114,350)	(118,430)	(56,900)	(56,861)	39
63,190	Flats - Communal Areas	81,960		81,960	(46,710)	35,250	42,000	40,717	(1,283)
115,351	Outdoor Maintenance	106,650		106,650	(90,690)	15,960	110,000	110,612	612
(8,968)	Sewage	2,400		2,400	(9,650)	(7,250)	6,700	6,658	(42)
123,918	Tenant Participation	163,110		163,110	(118,960)	44,150	15,000	13,996	(1,004)
51,068	Hostels for the Homeless	46,700		46,700	(14,370)	32,330	22,000	22,042	42
	Other Expenditure							0	
1,129	Registration of HRA Land	1,500		1,500		1,500	1,000	954	(46)
3,049,597	Contribution to Housing Repairs Account	3,111,800		3,111,800		3,111,800	2,245,599	2,171,299	(74,300)
11,672,371	Contribution to National Pool	12,520,510		12,520,510		12,520,510	0	0	0
7,229	Provision for Bad or Doubtful Debts	30,000		30,000		30,000	0	0	0
39,870	Contribution to GF re Floating Support	29,650		29,650		29,650	0	0	0
(27,875)	Surplus re Building Maintenance Contractor	0		0	(397,690)	(397,690)	0	0	0
	Unallocated Recharges								
0	Unallocated Vacancy Saving	(16,000)		(16,000)		(16,000)			
347,210	Corporate Management	347,210		347,210		347,210	0		
78,170	Democratic Representation Charge	81,980		81,980		81,980	0		
17,794	Treasury Management Charge	99,070		99,070		99,070	0		
20,537	Equality & Diversity	15,500		15,500		15,500	0		
0	Interest on Self Finance Debt	80,000		80,000		80,000	0		
1,297,599	Revenue Contribution to Capital Expenditure	1,075,620		1,075,620		1,075,620	0		
3,275,871	Depreciation	3,334,140		3,334,140		3,334,140	0		
22,706,319	TOTAL EXPENDITURE	23,889,380	0	23,889,380	(2,897,050)	20,992,330	3,765,999	3,687,955	(78,044)
INCOME									
(21,893,431)	Gross Rent Income from Dwellings	(23,500,000)		(23,500,000)		(23,500,000)	0	0	0
(385,500)	Garages etc	(377,000)		(377,000)		(377,000)	(47,600)	(47,647)	(47)
(22,278,931)	TOTAL INCOME	(23,877,000)	0	(23,877,000)	0	(23,877,000)	(47,600)	(47,647)	(47)
427,388	Net Cost of Services	12,380	0	12,380	(2,897,050)	(2,884,670)	3,718,399	3,640,308	(78,091)
(15,927)	Interest Receivable	(13,000)		(13,000)		(13,000)	0		
411,461	TOTAL NET EXPENDITURE	(620)	0	(620)	(2,897,050)	(2,897,670)	3,718,399	3,640,308	(78,091)

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SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO: Housing Portfolio Holder

15 February 2012

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

AFFORDABLE HOMES HEALTH AND SAFETY

Purpose

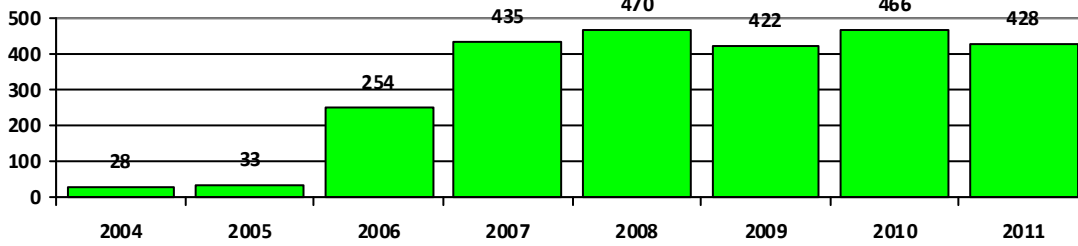
1. To update the Housing Portfolio Holder.

Background

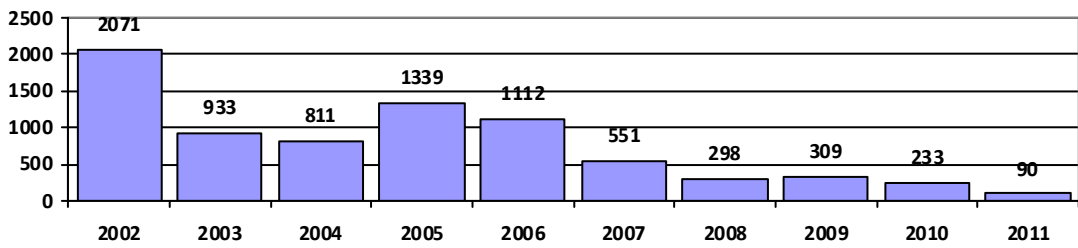
2. The Council's Affordable Homes section is responsible for a wide range of health and safety matters. These include the safe maintenance of the fabric of Council houses, duties towards homeless applicants, safeguarding duties towards vulnerable children and adults and health and safety considerations 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. 3206 gas installations have been serviced since 1/4/11, and 2579 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. 256 properties have 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 further 1525 properties have been passed to Scottish & Southern Electric as the first part of the programme for electrical testing. These are properties where no previous inspections have been carried out.
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

Forward Plan – Housing Portfolio as at 7 February 2012

Portfolio Holder Meeting	Agenda Title	Key	Purpose	Corporate Manager(s)	Responsible Officer(s)
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
	Housing Strategy	Y	Decision	Stephen Hills	Schuyler Newstead
	Commuted Sums Policy	Y	Decision	Stephen Hills	Schuyler Newstead
	Service Plans 2012/13: Final		Information	Stephen Hills	Stephen Hills
	Single Equality Scheme: Final		Decision	Paul Howes	Paul Williams
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
	Sheltered Housing Communal Room Review		Decision	Stephen Hills	Tracey Cassidy

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