

Public Document Pack

Mid Devon District Council

Decent and Affordable Homes Policy Development Group

Tuesday, 22 March 2016 at 2.15 pm
Exe Room, Phoenix House

Next ordinary meeting
Tuesday, 24 May 2016 at 2.15 pm

Those attending are advised that this meeting will be recorded

Membership

Cllr P J Heal
Cllr Mrs E M Andrews
Cllr Mrs H Bainbridge
Cllr W J Daw
Cllr Mrs G Doe
Cllr R J Dolley
Cllr R Evans
Cllr J D Squire
Cllr L D Taylor

A G E N D A

Members are reminded of the need to make declarations of interest prior to any discussion which may take place

- 1 **Apologies and Substitute Members**
To receive any apologies for absence and notice of appointment of substitutes.
- 2 **Public Question Time**
To receive any questions relating to items on the Agenda from members of the public and replies thereto.
- 3 **Minutes** (*Pages 5 - 6*)
To approve as a correct record the minutes of the special meeting held on 25 February 2016 (copy attached).
- 4 **Chairman's Announcements**
To receive any announcements that the Chairman may wish to make.

- 5 **Financial update for the nine months ended 31 December 2015**
(Pages 7 - 24)
To receive a report from the Head of Finance presenting a financial update in respect of the income and expenditure so far in the year.
- 6 **Performance and Risk for the Third Quarter of 2015-2016** (Pages 25 - 30)
To receive a report from the Head of Communities and Governance providing Members with an update on performance against the Corporate Plan and local service targets for 2015/16 as well as providing an update on the key business risks.
- 7 **Housing Services Allocations Policy** (Pages 31 - 46)
To receive a report from the Head of Housing and Property Services. Social housing is a valuable resource and the Council needs to ensure that those homes in the District which become available for letting are allocated appropriately in order to make best use of the stock. The revised Allocations Policy sets out the approach to the use of preference labels on adverts for available properties. The Group are asked to agree the revised policy, which has been reviewed.
- 8 **Welfare Reform** (Pages 47 - 50)
To receive a briefing paper from the Housing Services Manager regarding Welfare Reform.
- 9 **Chairman's Annual Report 2015/16** (Pages 51 - 52)
To receive the Chairman's annual report on the work of the Policy Development Group since May 2015 which will be submitted to Council on 27 April 2016.
- 10 **Identification of items for the next meeting**
Members are asked to note that the following items are already identified in the work programme for the next meeting:
- Financial Monitoring
 - Performance and Risk Outturn Report for 2015/16
 - Fire Safety Policy
 - Succession and Assignment Policy
 - Private Sector Housing Renewal Policy
 - Service Standards Review

Note: This item is limited to 10 minutes. There should be no discussion on the items raised.

Stephen Walford
Chief Executive
Monday, 14 March 2016

Anyone wishing to film part or all of the proceedings may do so unless the press and public are excluded for that part of the meeting or there is good reason not to do so, as directed by the Chairman. Any filming must be done as unobtrusively as possible from a single fixed position without the use of any additional lighting; focusing only on those actively participating in the meeting and having regard also to the wishes of any member of the public present who may not wish to be filmed. As a matter of courtesy, anyone wishing to film proceedings is asked to advise the Chairman or the Member Services Officer in attendance so that all those present may be made aware that is happening.

Members of the public may also use other forms of social media to report on proceedings at this meeting.

Members of the public are welcome to attend the meeting and listen to discussion. Lift access the first floor of the building is available from the main ground floor entrance. Toilet facilities, with wheelchair access, are also available. There is time set aside at the beginning of the meeting to allow the public to ask questions.

An induction loop operates to enhance sound for anyone wearing a hearing aid or using a transmitter. If you require any further information, or if you would like a copy of the Agenda in another format (for example in large print) please contact Sarah Lees on:

Tel: 01884 234310

E-Mail: slees@middevon.gov.uk

Public Wi-Fi is available in all meeting rooms.

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MID DEVON DISTRICT COUNCIL

MINUTES of a SPECIAL MEETING of the DECENT AND AFFORDABLE HOMES POLICY DEVELOPMENT GROUP held on 25 February 2016 at 2.15 pm

Present

Councillors

P J Heal (Chairman)
Mrs E M Andrews, Mrs H Bainbridge,
W J Daw, Mrs G Doe, R J Dolley, R Evans
and J D Squire

Apologies

Councillor

L D Taylor

Also Present

Officers

Nick Sanderson (Head of Housing and Property Services),
Simon Newcombe (Public Health and Professional
Services Manager), Hedley Steele (Private Sector Housing
Lead Officer) and Sarah Lees (Member Services Officer)

72 APOLOGIES AND SUBSTITUTE MEMBERS

Apologies were received from Councillor Luke Taylor.

73 PUBLIC QUESTION TIME

There were no members of the public present.

74 MINUTES

The Minutes of the meeting held on 26 January 2016 were confirmed as a true and accurate record and **SIGNED** by the Chairman.

75 CHAIRMAN'S ANNOUNCEMENTS

The Chairman had no announcements to make.

76 ACCESS TO INFORMATION ACT - EXCLUSION OF THE PRESS AND PUBLIC

The Group were informed that any discussion relating to the financial details contained within the report was likely to involve the disclosure of exempt information. Having considered the commercially sensitive nature of the report it was:

RESOLVED that under Section 100A(4) of the Local Government Act 1972 the public be excluded from the next item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 respectively of Part 1 of Schedule 12A of the Act, namely information relating to the financial or business affairs of any particular person (including the authority holding that information).

77 WESSEX HOME IMPROVEMENT LOANS

The Group had before it a report * from the Public Health and Professional Services Manager seeking a recommendation on whether the Council should continue to participate in the Devon Wessex Home Improvement Loans consortium.

He outlined the contents of the report and provided clarification regarding the strengths and weaknesses in relation to withdrawing or continuing within the scheme.

Thorough consideration was given to all the relevant issues, in particular the financial implications involved in relation to both options.

RECOMMENDED to the Cabinet that the Council serves notice to withdraw from the Devon Wessex Home Improvement Loans scheme and does so no later than 31 March 2016.

(Proposed by Cllr Mrs E M Andrews and seconded by Cllr J D Squire)

Notes: (i) * Report previously circulated; copy attached to the signed minutes;

(ii) Cllr R J Dolley declared personal interests in that he had received home improvement loans in the past and his brother was Chairman of another financial company.

(The meeting ended at 3.37 pm)

CHAIRMAN

**DECENT AND AFFORDABLE HOMES PDG
22 MARCH 2016**

AGENDA ITEM

FINANCIAL UPDATE FOR THE NINE MONTHS ENDED 31 DECEMBER 2015

**Cabinet Member
Responsible Officer**

Cllr Peter Hare-Scott
Head of Finance Andrew Jarrett

Reason for Report: To present a financial update in respect of the income and expenditure so far in the year.

RECOMMENDATION(S): The Cabinet note the financial monitoring information for the income and expenditure so far for the 2015/16 financial year.

Relationship to the Corporate Plan: The financial resources of the Council impact directly on its ability to deliver the corporate plan; prioritising the use of available resources brought forward and any future spending will be closely linked to key Council pledges from the updated Corporate Plan.

Financial Implications: Good financial management and administration underpins the entire document.

Legal Implications: None.

Risk Assessment: Regular financial monitoring information mitigates the risk of over or underspends at year end and allows the Council to direct its resources to key corporate priorities.

1.0 Introduction

- 1.1 The purpose of this report is to highlight to Cabinet our current financial status and the likely reserve balances at 31 March 2016. It embraces both revenue, in respect of the General Fund and Housing Revenue Account, and capital and aims to focus attention on those areas which are unlikely to achieve budget. It is particularly important for next year's budget setting and, looking further ahead, with the medium term financial plan.
- 1.2 Favourable variances generating either increased income or cost savings are expressed as credits (negative numbers), whilst unfavourable overspends or incomes below budget are debits (positive numbers). This report only highlights budget variances in excess of £10k as the purpose of the report is to concentrate on material issues that may require further investigation/action. Budget variances are expressed net of budgeted transfers to or from earmarked reserves, which were previously approved by Cabinet. A more detailed analysis will be provided with the final outturn report for the year.

2.0 Executive Summary of 2015/16

- 2.1 The table below shows the opening position of key operational balances of the Council, the forecast in year movements and final predicted position at 31 March 2016:

Usable Reserves	31/03/2015	Forecast in year movement	31/03/2016
	£k	£k	£k
Revenue			
General Fund – see note	(2,380)	372	(2,008)
Housing Revenue Account	(2,000)	(670)	(2,670)
Capital			
Major Repairs Reserve	0	(483)	(483)
Capital Receipts Reserve	(985)	(2)	(987)
Capital Contingency Reserve	(1,123)	604	(519)

3.0 The General Fund Reserve

- 3.1 This is the major revenue reserve of the Council. It is increased or decreased by the surplus or deficit generated on the General Fund in the year. This reserve held a balance of £2,380k as at 31/03/15.
- 3.2 The forecast General fund *deficit* for the current year is £372k as shown at Appendix A. Some of the more **significant** service movements, highlighted in Appendix B, this month comprise:

	£k
Car park maintenance slippage (Trf to EMR for next year)	(70)
Improved Housing Benefit subsidy position	(40)
Planning development control salaries	(20)
Chargeable garden waste scheme take up	(20)
Public health grant funding received	(18)
Disabled facility grants repaid in year	(17)
Additional MMI asbestos insurance levy (See para 10)	56
Tiverton EUE works covered by earmarked reserve (EMR)	55
Redundancy costs	52
Leisure overheads and utility costs across all sites	26
Business advice service and town project covered by EMR	22
Grants and Funding officer funded from New Homes Bonus	19
Public health officer and projects partially offset by EMR	17

- 3.3 The major variances are highlighted at Appendix B. The current income from our major funding streams are shown at Appendix C, whilst current employee costs are shown at Appendix D.

4.0 Housing Revenue Account (HRA)

- 4.1 This is a ring-fenced account in respect of the Council's social housing function. Major variances and proposed corrective action are highlighted at Appendix F.
- 4.2 Appendix E shows that the reserve opening balance is £2,000k. A forecast underspend of £670k would increase the available balance to £2,670k.
- 4.3 The most significant items of this underspend comprise savings in repairs and maintenance, a surplus in income generated from community alarms, staffing savings, garage and shop rents up and reduced expenditure on community initiatives.
- 4.4 There has been a most significant swing in Repairs & Maintenance since last month. This comes as a result of two savings, the first of which is where the new painting contract will complete a portion of the work in 2016/17 and so £140k will not be spent this year. The second variance is where the operatives are spending significantly more of their time on major upgrades instead of day to day repairs and so the costs can be charged elsewhere. This second variance has moved the responsive team's forecast by £185k this month.
- 4.4 There are budgeted revenue contributions to capital projects as follows for 2015/16.

Description	Budget £'000	Forecast Outturn £'000	Variance £'000
Sewage pumping stations	50	25	(25)
HRA digital transformation	30	0	(30)
Replacement vehicles	59	59	0

In addition to the above, the works required at Birchen Lane, which were slipped from the 2014/15 capital programme, will still require funding. Part of these costs may need to be covered by a revenue contribution from the HRA.

5.0 Major Repairs Reserve

- 5.1 The Major Repairs Reserve had a nil balance at 31 March 2015. After this year's capital expenditure and funding of the Major Repairs Reserve the closing balance is forecast to be £483k. Of this £110k will be slipped into 16/17 in respect of a roofing contract that will cross the year end.

6.0 Capital Programme

- 6.1 The status of this year's capital programme is shown at Appendix G.

- 6.2 Committed and Actual expenditure is currently £8,649k against a budgeted Capital Programme of £13,948k. (This has been increased by £124k in respect of the repurchase of a previous Right to Buy (RTB) sale; 135 Kings Crescent Tiverton and £74k in respect of the Phoenix Chamber audio visual equipment).
- 6.3 Forecast *net* underspends currently amount to (£524k), which are mainly comprised of the following (please see notes on appendix G):
- ICT software for 'Incab' re Waste & recycling vehicles £(60)k
 - Various projects charged to revenue as under £20k (Capital de minimis) £(140)k
 - Forecast additional spend on Council House building project at St Andrews Street £144k
 - Affordable Housing contributions, no additional payments expected on external schemes (£95k)
 - Works in relation to major repairs of our council houses; this will remain in the Major Repairs Reserve to be reprioritised for works (£373k)
- 6.4 Forecast slippage into 2016/17 currently amounts to £7,307k, which are mainly comprised of the following projects (please see notes on appendix G):
- Land Drainage scheme – Ashleigh Park Bampton £67k
 - Sewerage treatment works – Washfield £25k
 - Works in relation to major repairs of our council houses £110k
 - Renewable Energy fund - renewable wall insulation £70k
 - Tiverton Pannier Market Roof £110k
 - Various ICT projects £266k
 - 5 Refuse vehicles £740k
 - Other various MDDC vehicles £358k
 - Council House Build Projects at Burlescombe & Beech Road Tiverton £982k
 - Council House Build Projects at Palmerston Park & Birchen lane Tiverton £3,320k
 - Exe Valley Leisure Centre fitness gym extension £468k
 - Multi-Storey car park works £89k
 - Economic development projects £183k
 - Play area refurbishment – Wilcombe Tiverton £50k
 - Private Sector Housing Grants £395k
 - LMLC Car Park resurfacing £50k

7.0 Capital Contingency Reserve

- 7.1 The Capital Earmarked Reserve has been set aside from Revenue to fund Capital Projects; the movement on this reserve is projected below:

	£k
Capital Earmarked Reserve at 1 April 2015	(1,123)
Funding required to support 2015/16 Capital Programme	322
Earmarked Reserve for Private Sector Housing	282

Forecast Balance at 31 March 2016 **(519)**

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8.0 Capital Receipts Reserve (Used to fund future capital programmes)

- 8.1 Unapplied useable capital receipts are used to part fund the capital programme, the movement on this account for the year to date is given below:

	£k
Unapplied Useable Capital Receipts at 1 April 2015	(985)
Earmarked Reserve for Private Sector Housing	<u>194</u>
	(791)
Net Receipts to date (includes 15 RTB's)	(822)
	<hr/>
Current Balance	(1,613)
Forecast further capital receipts in year	(275)
Forecast capital receipts to be applied in year	901
	<hr/>
Forecast Unapplied Capital Receipts c/fwd. 31 March 2016	(987)
	=====

9.0 Treasury Management

- 9.1 The interest position so far this financial year can be summarised as follows:

Interest Received:

	Budget	Forecast	Variance
	£k	£k	£k
Interest from HRA funding	(69)	(69)	0
Investment Income Received	(65)	(101)	(36)
	-----	-----	-----
Total Interest Receivable	(134)	(170)	(36)
	=====	=====	=====

The projected investment income from the CCLA property investment for 2015/16 has been included in the figures above.

10.0 MMI Insurance Provision

- 10.1 We have been advised that a further levy will be payable by the Council at a rate of between 15-34% in respect of old asbestos insurance claims. This will result in a liability of between £56k and £117k. An insurance earmark reserve was created in the past but if the levy were to be made at the higher end the reserve would be almost exhausted. We could still face further levies in the future.

11.0 Conclusion

- 11.1 Members are asked to note the revenue and capital forecasts for the current financial year. This report covers the first nine months of the year and shows that we are heading for an overspend for the year, despite the use of earmarked reserves.
- 11.2 Although some costs incurred such as redundancies are "one off" items and not ongoing, some areas are struggling to meet their current budgets.

Overall the forecast for the year at this point is a deficit of £372k on a net budget of £8.7 million, a 4.2% variance.

- 11.3 If we look objectively at where we currently stand: we have an overspend of £372k forecast for 2015/16; a budget for 2016/17 that is balanced using £743k of New Homes Bonus, and whose future is uncertain; and finally a preliminary grant settlement that shows the elimination of our Revenue Support Grant (£1.7m in 2015/16) by 2019/20. *Clearly going forward a strategic medium term plan to deliver future balanced budgets is essential.*

Members will be required to consider various potential future scenarios and inevitably some challenging decisions will need to be made to facilitate a balanced budget, of prioritised services, linked to the new corporate plan.

**Contact for more
information:**

Andrew Jarrett, 01884 23(4242),
ajarrett@middevon.gov.uk

Circulation of the Report:

Cllr Peter Hare-Scott, Management Team

**GENERAL FUND FINANCIAL MONITORING INFORMATION FOR
THE PERIOD 01 APRIL TO 31 DECEMBER 2015**

			2015/16 Annual Budget	2015/16 Full Year Forecast Variance (0 = On budget)	Variance
Com	General Fund Summary	Note	£	£	%
	Cllr C J Eginton				
CM	Corporate Management	A	1,197,130	57,700	4.8%
LD	Legal & Democratic Services: Member/Election Services	B	1,027,290	48,300	4.7%
	Cllr N V Davey				
CP	Car Parks	C	(23,680)	(127,250)	-537.4%
ES	Cemeteries & Public Health	D	156,640	54,000	34.5%
ES	Open Spaces	F	593,300	(25,000)	-4.2%
GM	Grounds Maintenance	E	(16,870)	52,340	-310.3%
WS	Waste Services	H	2,287,120	65,000	2.8%
	Cllr C R Slade				
CD	Community Development	I	328,270	23,430	7.1%
ES	Environmental Services incl. Licensing	D	157,180	10,000	6.4%
IT	IT Services	Q	(12,040)	(34,900)	289.9%
PR	Planning - Land charges	N	(600)	(15,000)	2500.0%
RS	Recreation And Sport	J	662,400	331,000	50.0%
	Cllr P H D Hare-Scott				
FP	Finance And Performance	K	(180)	0	0.0%
RB	Revenues And Benefits	L	782,650	(192,000)	-24.5%
	Cllr R L Stanley				
ES	ES: Private Sector Housing Grants	D	112,120	27,000	24.1%
HG	General Fund Housing	M	317,150	(78,000)	-24.6%
PS	Property Services	G	253,800	(292,840)	-115.4%
	Cllr R J Chesterton				
CD	Community Development: Markets	I	60,550	20,000	-33.0%
PR	Planning And Regeneration	N	960,400	328,396	34.2%
	Cllr M Squires				
CS	Customer Services	O	15,730	102,000	648.4%
ES	Environment Services - Public Health	D	356,920	(7,860)	-2.2%
HR	Human Resources	P	98,470	6,100	6.2%
LD	Legal & Democratic Services: Legal Services	B	(10)	0	
	All General Fund Services		9,313,740	352,416	3.8%
IE260	Interest Payable		68,390	79,064	
IE290	Interest Receivable on Investments		(65,000)	(36,000)	
	Additional dividend re Heritable Investment			(43,958)	
	Interest from Funding provided for HRA		(69,090)	0	
	New Homes Bonus Grant		0	(1,612,725)	
	Sundry Grants		0	0	
ABFGF	Statutory Adjustments (Capital charges)		(905,860)	83,453	
TREMR	Net Transfer to/(from) Earmarked Reserves	APP B	424,170	1,449,557	
	TOTAL BUDGETED EXPENDITURE		8,766,350	271,807	3.1%
	Formula Grant (includes Non Domestic rates)		(3,767,480)	100,000	
	Council Tax		(4,955,540)	0	
	Collection Fund Surplus		(43,330)	0	
	TOTAL BUDGETED FUNDING		(8,766,350)	100,000	-1%
	Forecast in year (Surplus) / Deficit		0	371,807	-4.2%
	General Fund Reserve 01/04/15			(2,380,180)	
	Forecast General Fund Balance 31/03/16			(2,008,373)	

GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD 01 APRIL TO 31 DECEMBER 2015			
Not	Description of Major Movements	Full Year Forecast Variation (Net of Trf to EMR)	PDG
A	Corporate Management		
	Provision for a further levy payment following the trigger of MMI scheme of arrangement (historic asbestos insurance claims covered by ear marked reserve)	56,700	Cabinet
	Recruitment costs offset by savings on pension backfunding	1,000	Cabinet
		57,700	
B	Legal & Democratic Services		
	Legal Services restructure, salaries & recruitment costs	(9,000)	Cabinet
	Income - Legal Section 106 work less than in previous years and fees & charges down	10,500	Cabinet
	Members' tablets, cost was budgeted as Capital Expenditure but as less than £20k falls as Revenue Expenditure (see appendix G)	12,000	Cabinet
	Cost of District Council Elections (covered by earmarked reserve)	43,000	Cabinet
	Redundancy costs	24,000	Cabinet
	Recovered costs on General Election	(10,000)	Cabinet
	Individual election registration (IER) costs less than budgeted	(14,000)	Cabinet
	More IER Grant income received than budgeted	(2,700)	Cabinet
	Various other minor variances	(5,500)	Cabinet
		48,300	
C	Car Parks		
	Pay and Display income £19k up against budget at half year. Yearend forecast can be changeable month by month	(30,000)	MTE
	Increased income from off-street fines	(10,000)	MTE
	Other minor variances	(7,500)	MTE
	Maintenance underspend on specific project to be EMR (see EMR below)	(70,000)	MTE
	HMRC VAT claim repaid on parking tariff overpayments	(9,750)	MTE
		(127,250)	
D	Environmental Services		
	Salary underspends in Environmental Enforcement due to vacant post and overtime budget	(10,000)	CWB
	Licensing Unit salaries - Increase in hours and JE impact.	15,000	CWB
	Licensing income over and above budget.	(10,000)	CWB
	Cemetery income above profile on internments & exclusive burial rights but has reduced over the last couple of months.	(10,000)	MTE
	Overspend on Maintenance of Cemetery Walls and Pathways (see below EMR)	35,000	CWB
	Environmental Services salary overspend due to a service restructure, JE and redundancy £20k. Some of this cost has been reduced by vacant posts	15,000	CWB
	Water Sampling income increased due to restructure/more resource to be able carry out this activity	(7,000)	CWB
	Redundancy Costs	29,000	MTE
	Disabled facility grants repayments during the year	(17,000)	DAAH
	Public Health Grant funding received (see below EMR)	(18,000)	CWB
	Overspend on Public Health Officer salary and other Public Health Projects are partially off-set by EMR (see below utilisation of EMR)	17,140	CWB
	Private Sector Housing overspend on Training on the Idox system is to be fully funded from PSH EMR (see EMR below)	7,000	DAAH
	Private Sector Housing salary overspend due to restructure, increased hours and JE (see below EMR)	37,000	DAAH
		83,140	

GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD 01 APRIL TO 31 DECEMBER 2015			
		Full Year Forecast Variation (Net of Trf to EMR)	PDG
Not	Description of Major Movements		
E	Grounds Maintenance		
	£25k cut in grass cutting budget from Devon County Council plus a reduction in ad hoc shrubs and hedgerow works has resulted in a further £5k reduction against income budget	30,000	MTE
	Due to staff shortages Grounds Maintenance not been able to actively seek internal work to recharge other services	5,000	MTE
	Purchase of digger fully funded from earmarked reserve	17,340	MTE
		52,340	
F	Open Spaces		
	Urgent repairs works to play area wall at Newcombes Meadow can no longer be carried out in 15-16 due to other road closures that are happening in Crediton. Works planned next financial year	0	MTE
	Underspend on specific revenue projects to be EMR (see below EMR)	(25,000)	MTE
		(25,000)	
G	Property Services		
	Market Walk income not budgeted - Predicting £341k of net income at year end to be off-set by costs of PWLB loan and capital financing. The projected surplus £150k will be transferred into reserves for future economic development.	(341,000)	MTE
	Project start up costs have led to an overspend within surplus sites for disposal which will be off-set by future capital receipts or income streams	11,000	MTE
	Phoenix House maintenance budget overspend	15,000	MTE
	Urgent repairs works to ceiling in Town Hall	7,860	MTE
	Underspend on refurbishment of public convenience to transfer to be EMR	(20,000)	MTE
	Bus Station maintenance underspend to be transferred to EMR	(3,000)	MTE
	2 vacant units at Kingsmill and 1 at Simmons Place will result in a year end deficit on the income budget	20,000	MTE
	Double Glazing replacement at Kings Mill and Simmons Place (see earmarked reserve which off-set £10k)	30,000	MTE
	Underspend on Flood budget to be EMR for future projects	(11,000)	MTE
	Refurbishment of the Town Hall men's toilets is being funded from an EMR (see below EMR)	11,300	MTE
	Station Yard Depot overspend on maintenance	6,000	MTE
	Underspend on salaries due to vacant posts will partially be off-set by EMR for an additional vehicle required for the new Multi-skilled operative post	(26,000)	MTE
	Decrease in income received from Prospects leaving the rental space at Phoenix House	7,000	MTE
		(292,840)	
H	Waste Services		
	Refuse - vehicle repairs, running aged fleet until replacement need is known	60,000	MTE
	Refuse - agency due to delivering extra containers	10,000	MTE
	Recycling - additional overtime due to sickness	10,000	MTE
	Recycling material income is down, this is due to receiving a lower price per tonne then budgeted	70,000	MTE
	Recycling - fuel and vehicle repairs due to new fleet	(55,000)	MTE
	Trade waste income up against budget which is part offset by additional disposal charges	(10,000)	MTE
	Trade waste - vehicle hire costs	10,000	MTE
	Estimated additional take-up on chargeable garden waste	(20,000)	MTE
	Sale of old recycling vehicles	(10,000)	MTE
		65,000	

GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD 01 APRIL TO 31 DECEMBER 2015			
		Full Year Forecast Variation (Net of Trf to EMR)	PDG
I	Community Development		
	Salaries - variance in hours	(6,200)	CWB
	Market Income - proactive work is being carried out to try and meet this gap	10,000	CWB
	Grant spend covered by seed fund ear marked reserve	10,520	CWB
	Salary costs due to a restructure	10,000	CWB
	Salary costs for additional post of Grants and Funding Officer(see ear marked reserve)	19,110	CWB
		43,430	
J	Recreation And Sport		
	Exe Valley Leisure Centre (EVLC) salaries (includes manager post reinstated)	25,000	CWB
	EVLC Income - Adult/Junior membership volumes down	90,000	CWB
	Culm Valley Sports centre (CVSC) salaries	15,000	CWB
	Lords Meadow Leisure Centre (LMLC) salaries	5,000	CWB
	Lords Meadow Leisure Centre Income (cancelled operating special offer for annual memberships)	22,000	CWB
	Maintenance overspend -squash court roofs/ATP repairs at EVLC	25,000	CWB
	Redundancy costs due to management restructure	123,000	CWB
	Utility costs across all sites	26,000	CWB
		331,000	
K	Finance And Performance		
		0	
L	Revenues And Benefits		
	HB Fraud section transferred to DWP from 01/05/15	(62,000)	CWB
	Additional agency staff required in Housing Benefit net of salary savings (maternity leave, post changes & vacant hours)	40,000	CWB
	Housing Benefit Subsidy	(170,000)	CWB
		(192,000)	
M	General Fund Housing		
	Better recovery on DARS - reduction in level of provision	(38,000)	DAAH
	Lower costs than budgeted due to using own stock instead of B&Bs and case numbers below average	(20,000)	DAAH
	Use of Discretionary Housing Payments to fund DARS scheme	(20,000)	DAAH
		(78,000)	
N	Planning And Regeneration		
	Enforcement-Direct Action costs (predominantly Harlequin Valet)	80,000	CWB
	Enforcement salary savings	(10,000)	CWB
	Development Control salaries (incl recruitment costs)	(10,000)	CWB
	Development Control income	(10,000)	CWB
	Development Control consultancy costs	15,000	CWB
	Local Plan consultancy costs	25,000	CWB
	Land charges fee income	(15,000)	CWB
	Building Control staffing /Consultancy costs	71,000	CWB
	Forward Planning salaries (incl recruitment costs)	5,000	CWB
	Non Commencement of Community Infrastructure Levy scheme.	15,000	CWB
	Tiverton Eastern Urban Extension (EUE) works (fully funded from reserves)	54,756	CWB
	Business advice service and town project spend (covered by earmarked reserve)	47,000	CWB
	Redundancy costs	23,000	CWB
	Salary costs for the Town Centre Manager post (covered by ear marked reserve)	22,640	CWB
		313,396	

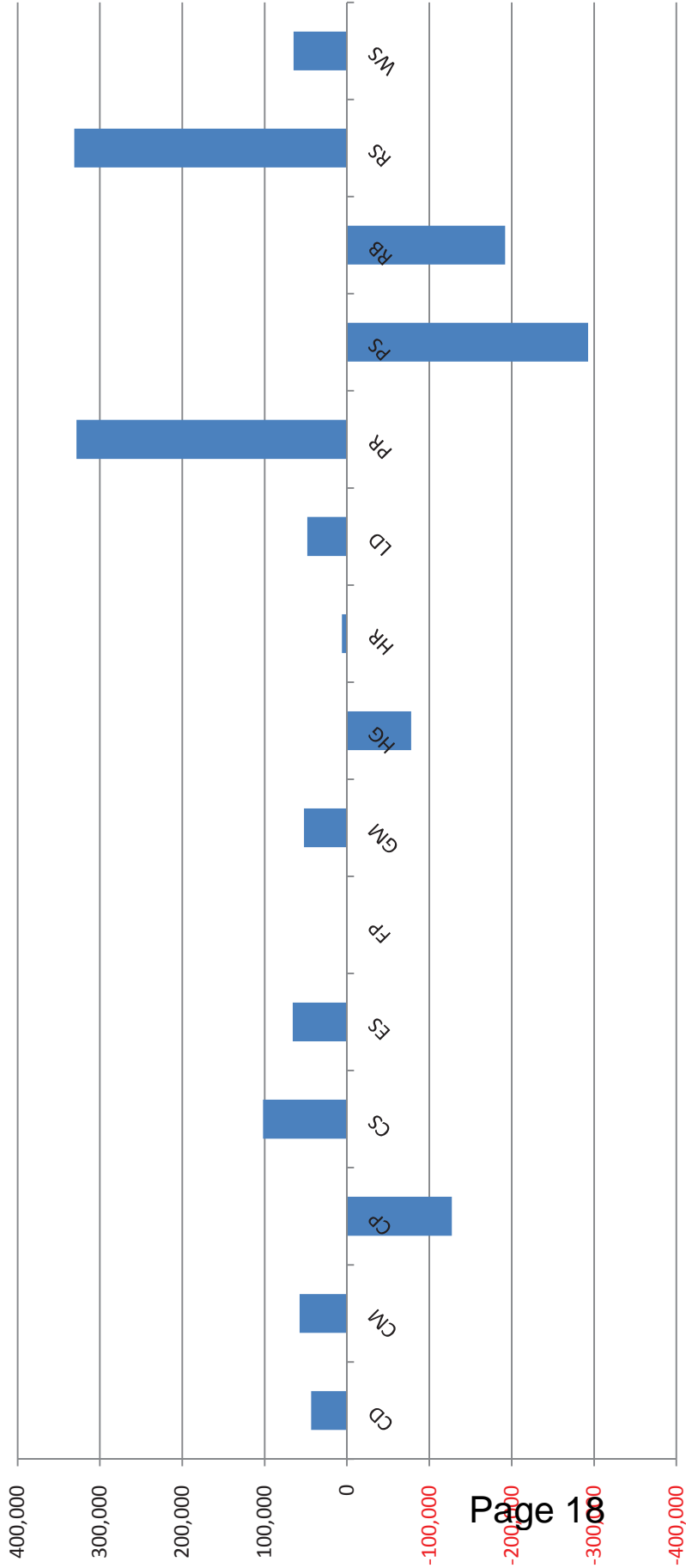
GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD 01 APRIL TO 31 DECEMBER 2015			
		Full Year Forecast Variation (Net of Trf to EMR)	PDG
Not	Description of Major Movements		
O	Customer Services		
	Redundancy costs	36,500	CWB
	Staffing for Digital Strategy Projects funded by ear marked reserve (see below)	73,000	CWB
	Franked Mail	(12,000)	CWB
	Other minor variances	4,500	CWB
		102,000	
P	Human Resources		
	L&D Assistant funded from EMR	11,300	Cabinet
	L&D Managers vacant post has resulted in a yearend salary saving	(5,200)	Cabinet
		6,100	
Q	I.T. Services		
	Other sundries	(5,900)	Cabinet
	Salary saving - apprentice employed	(14,000)	Cabinet
	Head of BIS recharge to NDDC, any savings however will be earmarked for digital	(30,000)	Cabinet
	Training costs (covered by earmarked reserve)	14,000	Cabinet
	Government connect projects - one off costs (cover by earmarked reserve)	1,000	Cabinet
		(34,900)	
	FORECAST (SURPLUS)/DEFICIT AS AT 31/03/16	352,416	

Cabinet	77,200
CWB	634,966
DAAH	(51,000)
MTE	(308,750)
	352,416

Net Transfers to / from Earmarked Reserves

New Homes Bonus monies earmarked for capital and economic regeneration projects	1,612,725
Transfer to digital transformation project	30,000
District Election Costs from earmarked reserve released	(43,000)
Local Plan consultancy costs	(35,000)
Repair to Cemetery Walls and Pathways	(35,000)
Projected surplus on Market Walk transfer to reserves earmarked for economic development	150,000
Private Sector Housing Restructure	(15,000)
Grounds Maintenance Digger purchase	(17,340)
Business advice and Town project spend covered by earmarked reserve released	(47,000)
Digital strategy staffing from New Homes Bonus	(73,000)
Grant spend from seed fund earmarked reserve released	(10,520)
ICT training costs	(14,000)
Industrial Units double glazing replacement	(10,000)
L&D Assistant funded from EMR	(11,300)
Parks & Open spaces Paths and walls maintenance	25,000
Insurance - Provision for a further levy payment - MMI scheme of arrangement	(56,700)
S106 contribution for the provision of recycling containers for new houses	(4,662)
New Homes Bonus monies earmarked for the additional Grants and Funding Officer post	(19,110)
New Homes Bonus monies earmarked for the Town Centre Manager post	(22,640)
Government Connect one off costs	(1,000)
Public Health Grant Funding	18,000
Public Health Officer & Targeted Families Utilisation	(10,140)
Private Sector Housing software training	(7,000)
Flood Defence budget underspend EMR for future projects	11,000
Parking Services underspend on specific revenue projects	70,000
Property Services salary underspend EMR to fund new vehicle	20,000
Tiverton EUE	(54,756)
Net Transfer to / (from) Earmarked Reserves	1,449,557

2015/16 General Fund Projected Outturn Variance £



Key + = Overspend / Income under target - = Savings / Income above budget

Interest Receivable	
CD	Community Development
CM	Corporate Management
CP	Car Parks
CS	Customer Services
ES	Environmental Services
FP	Finance and Performance
GM	Grounds Maintenance
HG	General Fund Housing
HR	Human Resources
IT	I.T. Services
LD	Legal and Democratic
PR	Planning and Regeneration
PS	Property Services
RB	Revenues and Benefits
RS	Recreation and Sports
WS	Waste Services

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GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD 01 APRIL TO 31 DECEMBER 2015

	2015/16 Annual Budget	2015/16 Profiled Budget	2015/16 Actual	2015/16 Variance
	£	£	£	£
Total Employee Costs				
General Fund				
Community Development	284,610	213,458	204,325	(9,133)
Corporate Management	859,280	644,460	651,843	7,383
Customer Services	686,030	514,523	569,369	54,846
Environmental Services	853,970	640,478	694,676	54,198
Finance And Performance	589,040	441,780	450,984	9,204
General Fund Housing	191,940	143,955	141,377	(2,578)
Grounds Maintenance	415,900	311,925	293,982	(17,943)
Human Resources	292,190	219,143	218,246	(897)
I.T. Services	544,220	408,165	377,143	(31,022)
Legal & Democratic Services	411,330	308,498	320,869	12,371
Planning And Regeneration	1,413,870	1,060,403	999,242	(61,161)
Property Services	359,220	269,415	208,212	(61,203)
Recreation And Sport	1,504,870	1,128,653	1,299,324	170,671
Revenues And Benefits	706,340	529,755	485,841	(43,914)
Waste Services	1,792,050	1,344,038	1,303,423	(40,615)
	10,904,860	8,178,649	8,218,855	40,206
Housing Revenue Account				
BHO09 Repairs And Maintenance	773,080	579,810	563,728	(16,082)
BHO10 Supervision & Management	1,448,740	1,086,555	989,481	(97,074)
BHO11 Special Services	61,760	46,320	66,619	20,299
	2,283,580	1,712,685	1,619,827	(92,858)
Total	£ 13,188,440	£ 9,891,334	£ 9,838,682	£(52,652)

	2015/16 Annual Budget	2015/16 Profiled Budget	2015/16 Actual	2015/16 Variance
	£	£	£	£
Agency Staff				
General Fund				
Car Parks	0	0	0	0
Community Development	0	0	0	0
Corporate Management	0	0	0	0
Customer Services	34,000	0	5,976	5,976
Environmental Services	0	0	5,945	5,945
Finance And Performance	0	0	0	0
General Fund Housing	0	0	0	0
Grounds Maintenance	5,000	3,750	19,328	15,578
Human Resources	0	0	7,042	7,042
I.T. Services	0	0	0	0
Legal & Democratic Services	0	0	0	0
Planning And Regeneration	0	0	0	0
Property Services	0	0	32,158	32,158
Recreation And Sport	0	0	0	0
Revenues And Benefits	0	0	42,449	42,449
Waste Services	88,510	66,383	112,563	46,180
	127,510	70,133	225,461	155,328
Housing Revenue Account				
BHO09 Repairs And Maintenance	0	0	0	0
BHO10 Supervision & Management	0	0	11,494	11,494
BHO11 Special Services	0	0	0	0
	0	0	11,494	11,494
Total	£127,510	£70,133	£236,955	£166,822

HOUSING REVENUE ACCOUNT FINANCIAL MONITORING INFORMATION FOR THE PERIOD 01 APRIL TO 31 DECEMBER 2015

		2015/16 Annual Budget	Forecast	Variance
Housing Revenue Account (HRA)	Notes	£	£	%
SHO01 Dwelling Rents Income	A	(12,810,600)	2,000	0.0%
SHO04 Non Dwelling Rents Income	B	(519,780)	(33,000)	6.3%
SHO06 Tenant Charges For Services	C	(30,980)	(14,000)	45.2%
SHO07 Leaseholders' Service Charges	D	(19,840)	(3,000)	15.1%
SHO08 Contributions Towards Expenditure	E	(34,970)	(3,000)	8.6%
SHO09 Alarm Income - Non Tenants	F	(138,170)	(55,000)	39.8%
SHO10 H.R.A. Investment Income	G	(40,000)	0	0.0%
SHO11 Miscellaneous Income	H	(19,000)	(18,000)	94.7%
SHO13A Repairs & Maintenance	I	3,274,710	(328,000)	0.0%
SHO17A Housing & Tenancy Services	J	1,358,850	(160,000)	-11.8%
SHO22 Alarms & L.D. Wardens expenditure	K	178,700	(3,000)	-1.7%
SHO29 Bad Debt Provision Movement	L	25,000	0	0.0%
SHO30 Share Of Corporate And Democratic	M	202,890	0	0.0%
SHO32 H.R.A. Interest Payable	N	1,323,820	0	0.0%
SHO34 H.R.A. Transfers between earmarked reserves	O	2,589,500	0	0.0%
SHO36 H.R.A. R.C.C.O.	P	139,000	(55,000)	-39.6%
SHO37 Capital Receipts Reserve Adjustment	Q	(15,600)	0	0.0%
SHO38 Major Repairs Allowance	R	1,986,590	0	0.0%
SHO45 Renewable Energy Transactions	S	(150,000)	0	0.0%
		(2,699,880)	(670,000)	-24.8%
Net recharge to HRA		1,223,440		
Capital Charges		1,476,440		
Net Housing Revenue Account Budget		0		

Housing Revenue Account	£k
Total HRA reserve as at 01/04/14	(2,000)
Forecast variance for the year (see above)	(670)
Forecast HRA reserve as at 31/03/15	(2,670)

Housing Maintenance Fund	£k
Opening balance	(6,360)
Amount required to fund MRA works	914
Reserve utilised for capital works (see appendix G)	1,001
Budgeted transfer to reserves	(2,465)
Forecast closing balance	(6,910)

Renewable Energy Fund	£k
Opening balance	(370)
Expenditure forecast for this year (see appendix G)	200
Income forecast for this year	(172)
Forecast closing balance	(342)

HOUSING REVENUE ACCOUNT FINANCIAL MONITORING INFORMATION FOR THE PERIOD 01 APRIL TO 31 DECEMBER 2015

			Forecast Variance £
Note	Description of Major Movements	Corrective Action	
A	No major variance	None	2,000
B	Garage rents and shop rents are ahead of target so far	N/A	(33,000)
C	LD warden contract generating more revenue than budgeted	N/A	(14,000)
D	No major variance	N/A	(3,000)
E	No major variance	N/A	(3,000)
F	Excellent performance of community alarms, both in the tenant population and private sector	N/A	(55,000)
H	Sale of a piece of land has generated income in excess of budget	N/A	(18,000)
I	Significant improvement in position this month caused by the £140k of painting work that will be slipped into 2016/17 as well as the increase in DLO costs that can be charged elsewhere.	N/A	(328,000)
J	Several staffing savings combined with reduced expenditure on community initiatives and several minor variances.	None	(160,000)
K	Final costs of wrapping up warden service	None	(3,000)
P	£25k variance on sewage works and £30k on digital transformation	None	(55,000)
		TOTAL	(670,000)

MID DEVON DISTRICT COUNCIL
MONITORING OF 2015/16 CAPITAL PROGRAMME

Appendix G

Code	Scheme	Adjusted approved Capital Programme 2015/16	Actual Expenditure	Committed Expenditure	Total	Variance to Adj Capital Programme	Forecast (Underspend)/ Overspend	Forecast Slippage to 16/17	Notes
		£	£	£	£	£	£	£	
	<u>Estates Management</u>								
	<u>Leisure - Site Specific</u>								
	<u>Lords Meadow leisure centre</u>								
CA624	Main car park resurfacing	50,000	0	0	0	(50,000)		50,000	Discussions required with DCC re potential traffic calming measures
CA625	Squash Court roof improvements	20,000	0	0	0	(20,000)	(20,000)		This project has been delivered for circa £4k & will therefore be charged to Revenue as under the capital diminimis
	<u>Exe Valley leisure centre</u>								
CA626	Fitness gym extension	500,000	25,765	1,860	27,625	(472,375)		468,000	Figures included per Leisure consultants report - further work required & subject to Business Case demonstrating acceptable payback period. Due to go to Feb planning Cttee
	<u>Other MDDC Buildings</u>								
CA403	Town Hall Redevelopment Project	46,000	14,682	10,973	25,654	(20,346)		12,000	Linked to New Build St Andrews Street CA113. Will be used for improvements to Ham Lane
	<u>MSCP Improvements</u>								
CA709	Planned expansion joint replacement	89,000	(7,098)	7,098	0	(89,000)		89,000	This work is on hold depending on the outcome of the proposed Premier Inn development. £7k retention payment on hold until remedial works completed
	<u>Play Areas</u>								
CA608	Play area refurbishment - Wilcombe Tiverton	50,000	0	0	0	(50,000)		50,000	Project due to be delivered in Q1 16/17. Possible S106 funding contribution
	<u>Other Projects</u>								
CA420	Land drainage flood defence schemes - Ashleigh Park Bampton	67,000	0	0	0	(67,000)		67,000	Project due to be delivered in Q1 16/17. Circa £75k with £20k DCC funding contribution
CA431	Public Conveniences - Lowman Green, Tiverton remodel for kiosk subject to payback period	100,000	59,079	36,803	95,882	(4,118)	6,000		Budget increased by £46k per Cabinet Report 30/07/15. Completion anticipated mid Feb '16
CA448	Angel Hill improvements	20,000	2,670	6,255	8,925	(11,075)		12,000	This project will be completed by Nov'16. Potential external grant Funding being explored
CA458	Solar Panels Moorhayes Community Centre	30,000	0	29,466	29,466	(534)			Project to be completed by end of Dec due to reduction in feed in tariff in Jan '16
CA459	Phoenix Chamber audio visual equipment	74,000	73,821	0	73,821	(179)			Project complete
	<u>ICT Projects</u>								
CA421	Replacement of PC estate 330s	40,000	0	0	0	(40,000)			Project due to commence Q4 15/16
CA423	Continued replacement of WAN/LAN	60,000	0	0	0	(60,000)			Project due to commence Q4 15/16
CA425	Server farm expansion/upgrades	88,000	0	0	0	(88,000)			Project due to commence Q4 15/16
CA433	Unified Comms/telephony	107,000	0	0	0	(107,000)			Project due to commence Q4 15/16
CA436	Web Transformation	26,000	(150)	150	0	(26,000)			Project due to commence Q4 15/16
CA437	Digital Transformation	89,000	34,510	24,325	58,835	(30,165)		26,000	Project due to commence Q1 16/17
CA438	Digital Transformation - Customer Portal	45,000	0	0	0	(45,000)		45,000	Project due to commence Q1 16/17
CA439	Mobile Working NDL MX	70,000	0	0	0	(70,000)		70,000	Project due to commence Q1 16/17
CA440	Finance Cash Receipting upgrade	29,000	0	0	0	(29,000)		29,000	Project due to commence Q1 16/17
CA442	Arc Server Spatial	40,000	950	5,156	6,106	(33,894)		40,000	Project due to commence Q1 16/17
CA443	Members Mobile	25,000	0	0	0	(25,000)	(25,000)		This project has been delivered for circa £12k which is under our capital diminimis & therefore charged to revenue under Democratic Representation & Management
CA444	SQL/Oracles refreshes	20,000	4,000	0	4,000	(16,000)		16,000	Project due to commence Q1 16/17
CA445	InCab	60,000	0	0	0	(60,000)	(60,000)		Waste in Cab technology not required by for new scheme
CA446	E-Financials Technical refresh	20,000	0	0	0	(20,000)		20,000	Project due to commence Q1 16/17
CA447	Uniform Technical refresh	20,000	0	0	0	(20,000)		20,000	Project due to commence Q1 16/17
	<u>Economic Development Projects</u>								
CA504	Schemes as yet to be identified	150,000	0	0	0	(150,000)	(40,000)	110,000	Circa £80k will be spent on Tiverton Pannier Market Piggpens (see comment on CA507 below). Circa £40k will be spent on works to Pannier Market Clock Tower & also £40k spent in revenue on related projects will be funded from NHB & therefore reduce this budget to £110k which will be slipped into 16/17.
CA505	Tiverton Pannier Market Walkway Roof	110,000	0	0	0	(110,000)		110,000	Options currently being costed
CA507	Tiverton Pannier Market Piggpens	80,000	7,408	0	7,408	(72,592)		73,000	This project will cost circa £80k to deliver, to be funded from budget identified on CA504 above. Delivery of project likely in Q2 16/17
CA508	Pannier Market Clock Tower	40,000	0	36,622	36,622	(3,378)			
	<u>Replacement Vehicles</u>								
	<u>Grounds Maintenance</u>								
CA712	Iveco Tipper (or equivalent)	24,000	0	0	0	(24,000)		24,000	Due to be tendered during 2016/17
CA713	Tractor	34,000	28,500	0	28,500	(5,500)	(5,500)		Discount achieved in procuring this vehicle
	<u>Street Cleansing</u>								
CA819	Green Machine Ride-On Sweeper (or equivalent)	25,000	0	0	0	(25,000)		25,000	No longer required, its more affective to continue leasing these vehicles. To be reprioritised to use for 3.5T tipper that will be purchased in 16/17

Code	Scheme	Adjusted approved Capital Programme 2015/16	Actual Expenditure	Committed Expenditure	Total	Variance to Adj Capital Programme	Forecast (Underspend)/ Overspend	Forecast Slippage to 16/17	Notes
		£	£	£	£	£	£	£	
CA820	Green Machine Ride-On Sweeper (or equivalent)	25,000	0	0	0	(25,000)		25,000	No longer required, its more affective to continue leasing these vehicles. To be reprioritised to use for 3.5T tipper that will be purchased in 16/17
	Refuse Collection								
CA814	Dennis Eagle Terberg RCV 22-26t (or equivalent)	160,000	0	0	0	(160,000)		160,000	Due to be tendered during 2016/17
CA821	5 * Refuse Vehicles with Food waste capability	740,000	0	0	0	(740,000)		740,000	Due to be tendered during 2016/17
CA822	Iveco Tipper 7t (or equivalent)	35,000	0	0	0	(35,000)		35,000	Due to be tendered during 2016/17. Will be rolled up with £65k on CA816 for a replacement 7.5T tipper in Refuse
	Recycling								
CA816	1 No. very narrow access Cabstar recycling kerb loader 4.5t	65,000	0	0	0	(65,000)		65,000	Due to be tendered during 2016/17. Will be rolled up with £35k on CA822 for a replacement 7.5T tipper in Refuse
CA823	Urban Recycling vehicle	81,000	85,250	0	85,250	4,250	4,250		
	CCTV Initiatives								
CA449	Town centre/Market area fibre optic hub and camera system	40,000	0	0	0	(40,000)	(10,000)		Project cost circa £30k anticipated spend Q4
	Waste & Recycling								
CA824	New Refuse & Recycling scheme Oct '15	276,000	263,737	52,263	316,000	40,000	40,000		Additional container costs, garden waste permits & software costs
		3,670,000	593,123	210,970	804,094	(2,865,906)	(110,250)	2,381,000	
	Private Sector Housing Grants								
CG216	Private Sector Housing initiatives to be prioritised	102,000	0	0	0	(102,000)		102,000	Circa £110k of this forecast slippage will be committed at year end
CG201	* Disabled Facilities Grants–Private Sector	590,000	221,875	71,035	292,910	(297,090)		293,000	
CG202	Houses in Multiple Occupation Grants			4,072	4,072	4,072			
CG203	Home Repair Assisted Grants			606	606	606			
CG205	House Renovation Grants			752	752	752			
	Please note where possible commitments are raised on the Finance Ledger. Currently the total commitment for Private Sector Housing Grants held outside the ledger is £76k. This underspend includes underspent budget on Private Tenant DFG's amounting to *£297k; these are effectively ring fenced, therefore leaving £97k uncommitted. (£394k - £297k) Commitments include all approved grants. The timing of when these are drawn down is dependent on the client (up to 1 year), therefore at year end although sums may be committed, some may be carried forward to 2016/17 as slippage.								
		692,000	221,875	76,466	298,341	(393,659)	0	395,000	
	Affordable Housing Projects								
CA200	Affordable Housing 0.67 FTE	21,000	15,331	0	15,331	(5,669)			£150k will be used to fund spend on Palmerston Park development. £50k will be used to fund spend on Birchen Lane development. Any unspent monies will remain in an EMR to fund future projects
CA200	Grants to Housing Associations to provide units (funded by commuted sum)	300,000	5,000	0	5,000	(295,000)	(95,000)		
		321,000	20,331	-	20,331	(300,669)	(95,000)	0	
	HRA Projects								
CA100	Housing Maintenance Fund	2,900,000	1,653,395	531,565	2,184,960	(715,040)	(373,000)	110,000	£373k will remain in the HMF reserve for future reprioritisation & £110k will be slipped to 16/17 in respect of the roofing contract Wall Insulation works will be reprioritised for spending in 16/17 £80k HCA grant approved. Anticipated commencement of this project Q4 15/16 with completion likely by March '17.
CA111	Renewable Energy Fund Spend	270,000	154,104	0	154,104	(115,896)		70,000	
CA112	Birchen Lane - re development of unit for housing conversion	170,000	6,058	375,131	381,189	211,189		120,000	
CA113	Council House Building - St Andrews Street	419,000	517,241	42,259	559,501	140,501	144,000		Project due to be complete end of Nov '15. Remaining £70k HCA grant received Oct'15 (from total HCA grant of £280k). Forecast overspend includes £104k works incurred in 14/15 creating access to development site.
CG200	Disabled Facilities Grants - Council Houses	291,000	291,000	0	291,000	0			
CA119	Palmerston Park Tiverton - affordable dwellings	3,959,000	77,735	3,748,351	3,826,085	(132,915)		3,200,000	Budget adjusted as £41k spent in Q4 14/15. HCA bid successful £1,170k (£45k*26 properties). Anticipated commencement of this project Q3 15/16 with completion likely by March '17
CA120	Old allotment site Buriescombe (6 units)	694,000	3,710	2,290	6,000	(688,000)		683,000	Budget adjusted as £6k spent in Q4 14/15. Anticipated start Q2 16/17. HCA bid successful £210k (£35k * 6 properties)
CA124	Queensway (Beech Road) Tiverton (3 units)	299,000	0	0	0	(299,000)		299,000	Budget adjusted as £1k spent in Q4 14/15. Scheme subject to feasibility study
CA102	Sewage Pumping Stations	25,000	(525)	0	(525)	(25,525)	(25,000)		Smaller projects will be under diminimis & therefore coded to revenue
CA126	Sewerage Treatment Works - Washfield	25,000	0	0	0	(25,000)		25,000	This Project is likely to commence during Q1 16/17
CA121	HRA Digital Transformation	30,000	0	0	0	(30,000)	(30,000)		This work is being carried out on Revenue within the HRA & will be under diminimis.
CA128	purchased ex RTB - 135 Kings Crescent Tiverton	124,000	123,750	0	123,750	(250)			
	Replacement Vehicles - Housing Repairs								
CA122	Iveco Tipper 3.5t (or equivalent)	24,000	0	0	0	(24,000)		24,000	Due to be tendered during 2016/17
CA123	Iveco Tipper 7t (or equivalent)	35,000	0	0	0	(35,000)	(35,000)		Due to be purchased in 19/20 & will be flagged in future MTFP
		9,265,000	2,826,469	4,699,596	7,526,064	(1,738,936)	(319,000)	4,531,000	
	CAPITAL PROGRAMME GRAND TOTAL	13,948,000	3,661,797	4,987,032	8,648,830	(5,299,170)	(524,250)	7,307,000	

DECENT AND AFFORDABLE HOMES PDG 22 MARCH 2016

PERFORMANCE AND RISK REPORT FOR THE THIRD QUARTER OF 2015-16

Cabinet Member Cllr Ray L Stanley
Responsible Officer Head of Communities & Governance, Amy Tregellas

Reason for Report: To provide Members with an update on performance against the corporate plan and local service targets for 2015/16 as well as providing an update on the key business risks.

RECOMMENDATION(S): That the PDG reviews the Performance Indicators and Risks that are outlined in this report and feeds back any areas of concern to the Cabinet.

Relationship to Corporate Plan: Corporate Plan priorities and targets are effectively maintained through the use of appropriate performance indicators and regular monitoring.

Financial Implications: None identified

Legal Implications: None

Risk Assessment: If performance is not monitored we may fail to meet our corporate and local service plan targets or to take appropriate corrective action where necessary. If key business risks are not identified and monitored they cannot be mitigated effectively.

1.0 Introduction

- 1.1 Appendix 1 provides Members with details of performance against the Corporate Plan and local service targets for the 2015-16 financial year.
- 1.2 Appendix 2 shows the section of the Corporate Risk Register which relates to the Housing Portfolio.
- 1.3 Both appendices are produced from SPAR, the corporate Service Performance and Risk Management system.

2.0 Performance

- 2.1 The **Ratio between planned and responsive repairs** – starts to make more sense by quarter 3 and is only just below target.
- 2.2 **Decent Council Homes** - We currently only have 14 properties that are non-decent with access, works are scheduled to ensure these are addressed before year end.
- 2.3 For **Gas safety** – there were 2 properties with expired certificates, as at the end of January there is only 1 remaining.

3.0 Risk

3.1 The Corporate risk register has been reviewed by Management Team (MT) and updated. Risk reports to committees include risks with a total score of 15 or more and all those with an impact score of 5. (See Appendix 2)

3.2 The profile of these risks for Housing Services for this quarter is:

Impact	5	1		1		
	4					
	3					
	2					
	1					
		1	2	3	4	5
Likelihood						

3.3 This report does not at present show target levels for risks set by MT, which is the tolerance level for each risk, however these are shown in the individual risk entries on SPAR where applicable.

4.0 Conclusion and Recommendation

4.1 That the PDG reviews the performance indicators and risks that are outlined in this report and feeds back any areas of concern to the Cabinet.

Contact for more Information: Amy Tregellas, Head of Communities & Governance ext 4246

Circulation of the Report: Management Team and Cabinet Member

DAH PDG Performance Report - Appendix 1

Quarterly report for 2015-2016

No headings

For Decent and Affordable Homes - Cllr Ray Stanley Portfolio

For MDDC - Services

Filtered by Performance Status: Exclude PI Status: Data not due, Not calculable

Key to Performance Status:

Performance Indicators:	No Data	Well below target	Below target	On target	Above target	Well above target
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DAH PDG Performance Report - Appendix 1

Performance Indicators								
Status	Title	Prev Year End	Annual Target	Current Target	Q1 Act	Q2 Act	Q3 Act	Q4 Act
Well below target	<u>Deliver 15 homes per year by bringing Empty Houses into use</u>	12	15	11 (3/4)	1	4	5	
Management Notes: (Quarter 3) This property was originally vacated due to Housing Conditions and required substantial works triggered by the Conservation Team and PSH in 2013/14. projected out turn for this year end is estimated as achieving no more than 8 returned empties The structural changes in 2014 removed the PSH resource to proactively deal with Empty Homes. The new Public Health Service together with the Cabinet Member for Housing has sought to correct that. An Empty Homes Officer will be available 2 days per week from March 2016 as we have secured a partnership arrangement with Exeter CC. This will also link in with initiatives focussed on Town Centre Regeneration as the role progresses (HS)								
Well below target	<u>Number of affordable homes delivered (gross)</u>	58	80	60 (3/4)	0	14	19	
Management Notes: (Quarter 1 - 3) In Q3 we completed on 5 affordable homes, three were Shared Ownership and two were affordable rent within the Urban area. Therefore the total to date for the year is 19 homes. 3 are Shared Ownership, 16 are affordable rented. All in the Urban area. (NC)								
On target	<u>% Emergency Repairs Completed on Time</u>	100.00%	100.00%	100.00% (9/12)	100.00%	100.00%	100.00%	
Management Notes:								
On target	<u>% Urgent Repairs Completed on Time</u>	99.94%	100.00%	100.00% (9/12)	100.00%	100.00%	100.00%	
Management Notes:								
Below target	<u>% Routine Repairs Completed on Time</u>	99.98%	100.00%	100.00% (9/12)	100.00%	99.95%	99.97%	
Management Notes:								
Below target	<u>% Repairs Completed at First Visit</u>	99.87%	100.00%	100.00% (9/12)	98.28%	98.30%	98.11%	
Management Notes:								
Below target	<u>Ratio of expenditure between planned and responsive repairs</u>	81.19	70.30	70.30 (3/4)	29.71	55.45	69.31	
Management Notes:								

DAH PDG Performance Report - Appendix 1

Performance Indicators								
Status	Title	Prev Year End	Annual Target	Current Target	Q1 Act	Q2 Act	Q3 Act	Q4 Act
Below target	<u>Rent Collected as a Proportion of Rent Owed</u>	100.09%	100.75%	100.54% (9/12)	96.96%	99.13%	99.72%	
Management Notes:								
Well above target	<u>Rent Arrears as a Proportion of Annual Rent Debit</u>	0.60%	1.00%	1.00% (9/12)	0.94%	1.05%	0.81%	
Management Notes:								
Below target	<u>% Decent Council Homes</u>	100.00%	100.00%	100.00% (9/12)	99.38%	99.28%	99.45%	
Management Notes:								
Below target	<u>% Properties With a Valid Gas Safety Certificate</u>	99.86%	100.00%	100.00% (9/12)	99.72%	99.95%	99.91%	
Management Notes:								
Below target	<u>Average Days to Re-Let Local Authority Housing</u>	14.9days	17.0days	17.0days (9/12)	16.3days	15.8days	17.9days	
Management Notes:								
No Target	<u>Dwelling rent lost due to voids</u>	n/a	no target - for information only	no target - for information only	0.73%	0.64%	0.68%	
Management Notes:								

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Print Date: 01 March 2016 13:54

DAH PDG Risk Management Report - Appendix 2

Report for 2015-2016
For Housing - Cllr Ray Stanley Portfolio
Filtered by Flag: Include: * CRR 5+ / 15+
For MDDC - Services

Not Including Risk Child Projects records or Mitigating Action records

Key to Performance Status:

Risks: No Data (0+) High (15+) Medium (5+) Low (1+)

DAH PDG Risk Management Report - Appendix 2

Risk: Asbestos Health risks associated with Asbestos products such as lagging, ceiling/wall tiles, fire control.

Effects (Impact/Severity):

Causes (Likelihood):

Service: Housing Services

Current Status:
Medium (5)

Current Risk Severity: 5 -
Very High

Current Risk Likelihood: 1 -
Very Low

Head of Service: Nick Sanderson

Review Note: Recommendations from the HSE after the events last year have now been implemented.

Risk: St Andrew Street A staircase in the new development does not meet current building regulations due to conservation requirements.

Effects (Impact/Severity):

Causes (Likelihood):

Service: Property Services

Current Status:
High (15)

Current Risk Severity: 5 - Very
High

Current Risk Likelihood: 3 -
Medium

Head of Service: None

Review Note: Can we make sure that tenants allocated do not increase the potential risk?

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DECENT & AFFORDABLE HOMES PDG 22 MARCH 2016

HOUSING SERVICES ALLOCATIONS POLICY

Portfolio Holder **Cllr Ray Stanley**
Responsible Officer **Nick Sanderson, Head of Housing & Property Services**

Reason for Report: Social housing is a valuable resource and the Council needs to ensure that those homes in the District which become available for letting are allocated appropriately in order to make best use of the stock. The revised Allocations Policy sets out our approach to the use of preference labels on adverts for available properties and Members are asked to agree the revised policy, which has been reviewed.

RECOMMENDATION(S): The Cabinet adopts the revised Allocations Policy

Relationship to Corporate Plan: The new corporate plan states that homes are a priority for the Council. We need to ensure that all registered providers of social housing are making best use of the housing stock. The Council has just over 3,000 units in management and it is important that they are let to those who need them the most.

Financial Implications: Social housing is a scarce resource and demand is much greater than supply. As a strategic housing authority, the Council has to make sure that registered providers make the best use of their stock in order to minimise the cost of meeting the statutory obligations to homeless people within the District.

Legal Implications: Part VI of the Housing Act 1996 (amended by the Homelessness Act 2002 and the Localism Act 2011) deals with the allocation of social housing.

Risk Assessment: As a landlord with retained stock, the Council has to let homes in its management in a fair, transparent and efficient way in accordance with the regulatory framework operated by the Homes and Communities Agency (HCA). The Tenancy Standard sets out a number of expectations and failure to meet these could result in poor publicity and a lack of confidence in the Council as a landlord.

1.0 Introduction

1.1 Social housing is a scarce resource. Local authorities are expected to:

- Provide support to those in greatest housing need
- Provide settled homes for people who have experienced homelessness
- Promote greater equality and clearly meet equality duties

1.2 They should also:

- make better use of the housing stock

- promote greater choice and wider options for prospective and existing tenants
- create more mixed and sustainable communities
- promote greater mobility for existing tenants
- support people in work or seeking work
- ensure that lettings are fair or considered to be fair

1.3 The Council has a duty to ensure that the social housing stock in the District is allocated to those in the most need. Available homes are allocated using the Devon Home Choice (DHC) scheme. The Council works in partnership with all the other local authorities and the other registered providers of social housing (RPs) which work in Devon to operate the DHC scheme.

2.0 **The Council's Role**

2.1 The Council is the strategic housing authority in the District and needs to ensure that all registered providers of social housing contribute to its strategic housing function and the development of sustainable communities.

2.2 As a landlord with retained stock, the Council also has to work within the regulatory framework laid down by the HCA. This requires landlords to let their homes in a fair, transparent and efficient way and to make best use of available stock.

2.3 Local authorities introduce choice based lettings in December 2010. The aim to create more sustainable communities by giving applicants for social housing more choice so that they could make a positive decision to live in a particular area.

3.0 **Local Lettings Plans**

3.1 Local authorities are able to use local lettings plans to meet local needs. In rural areas, such as Mid Devon, they can be used to ensure that local needs are met by ensuring that lettings in villages and on section 106 exception sites are dealt with in a sensitive way.

3.2 Section 106 agreements are planning obligations agreed between the developer and the Council and are designed to ease the impact of a new development on a local community. Such agreements are designed to help shape the new development and to ensure that there are a certain amount of homes available for local people. In most cases, the agreements are very specific and detail how the local connection to the area will be determined.

3.3 Local lettings policies can also be used to deliver a number of other outcomes. For example, to ensure that those properties suitable for those who have need of accessible accommodation are available for those people who need them the most.

4.0 **The Allocations Policy**

4.1 The new policy incorporates routine working practices which have been in operation for some time. For example, in recent years, some of the older

person's accommodation in the District has been hard to let. This is due to the fact that the aspirations of older people have changed since the accommodation was first built. As a result of this, and in order to keep void turnaround times down, these properties are sometimes offered to those over the age of 45.

- 4.2 It is important for the Council to have an allocations policy which clearly states which criteria will be used to help meet local needs. We need to ensure that our allocation procedures are transparent and that we can justify any labels used in advertisements.
- 4.3 The policy also sets out how the Council will allocate adapted properties in order to make best use of stock in the District. So, in accordance with the provisions of the Devon Home Choice scheme, the Council can advertise properties showing that preference will be given to tenants wishing to downsize.
- 4.4 The original policy was adopted in 2011. Since then, Councillors have reviewed the way in which we assess housing need and also other issues relating to DHC. As a result of their deliberations, it has been agreed the Council should continue to register those housing applicants with no housing need. Such applicants are placed in Band E and as a result of the work completed by Members of the working party, it was agreed that those cases in Band E should be reviewed. A concerted effort has been made to contact all applicants in that band to check that their applications are up to date. As a result of feedback, a number of applications have been removed from the housing register, reducing the number of cases in Band E.
- 4.5 Members of the Working Party were also concerned that housing applicants should not be able to bid for homes and then keep on refusing them if they were successful. The policy has been updated to show that their application can be suspended if they refuse three properties.
- 4.6 Under the Localism Act the Council can further restrict applicants from being included onto the register. This now includes income levels, savings and former accrued property related debts.

Contact for more Information: Mike Parker, 01884 234906

Circulation of the Report: Councillor Ray Stanley

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Mid Devon District Council

Housing Allocation Policy

Policy Number: 3

HSG – Housing & Property Services

March 2016

Version Control Sheet

Title: Housing Allocations Policy

Purpose: **To explain how the Council's Housing Service will label homes available for letting to make best use of the housing stock**

Owner: **Head of Housing &Property Services**

nsanderson}@middevon.gov.uk

Telephone number 01884 234906

Date: **01 March 2016**

Version Number: **3.1**

Status: **Draft**

Review Frequency: **Every 3 years or sooner if required and in accordance with x**

Next review date: **March 2019**

Consultation **This document was sent out for consultation to the following:**

Management Team

Cabinet Member

Document History

This document obtained the following approvals.

Title	Date	Version Approved
Head of Service*		
Management Team*		
JNCC*		
PDG*		
Cabinet*		
Council*		

*- Delete if not applicable

1. Introduction

- 1.1 Housing Authorities are required by the Housing Act 1996 s166A (as amended by the Homelessness Act (1996) and the Localism Act (2011)) to have an allocation scheme for determining the priorities and defining the procedures to be followed in allocating affordable housing accommodation
- 1.2 Mid Devon District Council (MDDC) has a housing stock of 3061 dwellings as at March 2016. In addition to this, there are a number of Registered Social Landlords (RSLs) operating within Mid Devon who have in excess of 2066 dwellings.
- 1.3 Devon Home Choice (DHC) is the model of Choice Based Lettings adopted by MDDC and the majority of RSLs operating within Mid Devon allocate housing through this jointly operated Choice Based Lettings Scheme.
- 1.4 The Housing Options team co-ordinates and maintains the Mid Devon DHC housing waiting list. The team is also responsible for the allocation of the Council's own housing stock in partnership with DHC and also works in partnership with other Registered Providers (RPs) of affordable housing within Mid Devon. Where appropriate, the Council will provide nominations to other RPs, where required following a bidding process.
- 1.5 The DHC scheme is very prescriptive and sets out how RPs will label (give preference to certain applicants where necessary) and let their own properties. It also sets out how the circumstances of housing applicants will be verified to ensure that they are eligible for an offer. Individual RPs have their own allocation policies and will verify applicant's details to ensure they meet the criteria contained within them.
- 1.6 This policy offers an explanation of when the preference labels will be used and methods for validation of the label. Each of these labels has a definition. Some properties may be excluded from the DHC Scheme for management reasons as listed in this policy. This policy will ensure that the procedures of MDDC are adhered to in line with the provisions of the DHC scheme and should be read in conjunction with it. Further information about DHC can be found
- 1.7 In delivering our Allocations Policy, the Council will seek to meet the following objectives:-
 - 1.7.1 To operate a scheme which is open, fair, and consistent within the District
 - 1.7.2 To improve accessibility and services for vulnerable applicants
 - 1.7.3 To allow applicants to understand and control their housing situation so they may make informed decisions on their housing options
 - 1.7.4 To enable access to a wide range of housing options, services and advice to find the best solution to meet particular needs
 - 1.7.5 To prevent homelessness and to reduce the use of temporary accommodation through an effective prioritisation scheme
 - 1.7.6 To make best use of the housing stock within the District
 - 1.7.7 To be compliant with current legislation

2. Scope

- 2.1 The Council also uses DHC to assess housing need. The system allows applicants to make a choice about the housing which will best meet their needs, from the options that are available, whilst still meeting the Council's statutory duties to those in greatest housing need.
- 2.2 When an applicant has been accepted onto the housing register, they will be able to view properties which landlords are advertising on the DHC system. The advertisements will provide details of the property, the rent to be charged and the tenure the property is offered under. Applicants will then be able to apply/bid for the property of their choice as long as they meet the relevant qualifying criteria.
- 2.3 Currently, properties are advertised on a weekly basis. At the close of the bidding round, the Landlord will consider the shortlist of applicants and select the applicant in the highest need, reflected by band, who has been waiting the longest period of time in that band. A check will be done to ensure that the allocation would make best use of the property.
- 2.4 Feedback on the bidding cycles is published on the DHC website at the end of each quarter of the financial year. This provides information on successful lets.
- 2.5 Under the Localism Act 2011, MDDC has taken the opportunity to restrict access to the housing register and to prioritise those in the most housing need. This is on the basis that the supply of affordable housing does not currently meet the demand. Housing is a limited resource which needs to be targeted at those in the greatest housing need.
- 2.6 Access to the housing register will be via an application through the DHC website. For potential applicants unable to utilise this facility a telephone application may be accepted. Special arrangements will be made for potential applicants unable to access Devon Home Choice through these routes. Housing Options Officers will be able to provide immediate advice and assistance in cases of urgent housing need.
- 2.7 The Housing Options team can provide guidance on a full range of housing options and will offer realistic advice in terms of the chances of success. Evidence of an applicant's housing history; income and family make up will be required.
- 2.8 On completion of the application form and the receipt of any additional information or supporting evidence relating to the applicant's eligibility and housing need, a relevant priority for the applicant will be awarded. The application will be reviewed by a Housing Options officer to ensure that the banding is correct. Further verification of the information provided by the applicant may be required.

3. Eligibility

- 3.1 Anyone over 16 years of age and over can apply to the housing register if they are eligible. However this does not guarantee housing under the scheme, as, by law, there are defined groups of applicants who cannot be re-housed. An applicant's eligibility for the scheme will be assessed before access is given to complete an application. It may be necessary to provide evidence of eligibility during the process which will include at least 5 years of past housing history. Mid Devon cannot provide accommodation to ineligible applicants.

3.2 Under the Housing Act (1996) as amended by the Homelessness Act 2002 and the Localism Act (2011), Local Authorities must consider whether applicants are eligible for housing assistance. This relates to some people who may have been living abroad or who do not have permanent permission to remain in the UK. Some people will be ineligible, whether or not they are subject to immigration control. Regulations relating to this may be updated regularly.

4. Who is not eligible?

4.1 The Council cannot by law allocate housing accommodation to anyone who is subject to immigration control within the meaning of the Asylum and Immigration Act (1996) unless they fall within a class exempted from this restriction by Government regulations.

4.2 In addition, the Council cannot, by law, allocate housing accommodation to other classes of persons from abroad if Government regulations dictate we cannot. Please visit the DHC website for more information relating to non-eligible applicants.

5. Other Further Restrictions

5.1 Under the Localism Act, the Council can further restrict applicants from being included onto the housing register. These will include circumstances where:

5.1.1 Applicants or members of their household have been found guilty of unacceptable behaviour making them unsuitable to be a tenant at the time an application is made unless a proven sustainment of good behaviour for a period (normally 12 continual months) is provided. Behaviour is deemed unacceptable only if it is of a kind that would entitle a landlord to a Possession Order

5.1.2 An existing social housing tenant/licensee requests a transfer but has not maintained their current property to an acceptable standard; or has accrued rent arrears or other charges; or has proven instances of anti-social behaviour (ASB). Evidence of sustained debt clearance, good behaviour and engagement with a Landlord, normally for a period of 12 months will be needed. A letter of support for a transfer will need to be provided from the Landlord. Housing Options Officers will be considered Judges of Fact in the event of any dispute

5.1.3 An existing private tenant/licensee has not maintained their current property to an acceptable standard; or has accrued rent arrears or other charges; or has proven instances of ASB. Evidence of a sustained attempt at debt clearance and/or good behaviour and engagement with a Landlord, normally for a period of 12 months, may be taken into account. A letter of support for a transfer will need to be provided from the Landlord.

5.1.4 Applicants have current or former rent arrears or have accrued other property related charges unless there has been a sustainment of debt clearance for a period, normally 12 months

5.1.5 Applicant's assets and/or household income levels where it is assessed that the private housing market can provide for their housing needs. Households with a gross household income more than six times higher than the relevant Local Housing Allowance level prevailing in Devon at the time will normally be considered to be able to meet their housing need, through either renting privately

or owner occupation. Such households will be classed as No housing need band and removed from the Devon Home Choice register. (See income/saving levels)

Income Levels (LHA as of April 2015)		
Property Size	Max Income Levels	Assets/Savings
1 Bedroom	£33,372	£16,000
2 Bedroom	£41,796	£16,000
3 Bedroom	£49,464	£16,000
4 Bedroom	£64,620	£16,000
Sheltered Accommodation		
1 Bedroom	£33,372	£120,000
2 Bedroom	£41,796	£130,000

5.1.6 Applicants have been evicted from mortgaged properties where the property was deemed to be affordable for them

5.1.7 Applicants have been removed from DHC waiting list for 3 refusals and will remain excluded for a further 12 months

6. Notifying an ineligible or non-qualifying customer

6.1 Applications from ineligible or non-qualifying applicants will not be accepted on to the Housing register. The applicant will be notified of the decision of ineligibility or non-qualification and the grounds for the decision.

6.2 If an applicant is accepted onto the register, but subsequently becomes ineligible, their housing application will be removed and the applicant notified. Under such circumstances, any offer of accommodation that may have been made will be considered null and void and rescinded. Applicants found to be ineligible or non-qualifying have the right to ask for a review of the decision.

6.3 Mitigation of behaviour that has led to exclusion or non-acceptance may be taken into account as will circumstances where applicants are excluded but are deemed to be at risk if they do not move. In both cases a sustained programme of monitored engagement with Housing Options Officers will be expected.

7. Assessment of housing need

7.1 All applicants who are accepted onto the Housing Register will have their application assessed and be awarded an appropriate band based on an assessment of their housing need in accordance with the allocations scheme. The band categories are defined in the DHC scheme. See www.devonhomechoice.com for current policy. This is to ensure that the Council meets its legal obligations as set out in the Housing Act (1996) amended by the Homelessness Act (2002).

8. Reasonable Preference

8.1 By law Local Authorities must award 'reasonable preference' to certain categories of applicant:

- 8.1.1 Applicants who are homeless within the meaning of Housing Act 1996, part 7
- 8.1.2 Applicants who are owed a duty by any Housing Authority under the Housing Act 1996 section 190 (2), 193 (2) or 195 (2) or the Housing Act 1985 section 65 (2) or 68 (2), or who are occupying accommodation secured by any such Authority under section 192 (3)
- 8.1.3 Applicants who are occupying insanitary or overcrowded housing or otherwise living in unsatisfactory housing conditions
- 8.1.4 Applicants who need to move on medical, support or welfare grounds, including grounds relating to disability
- 8.1.5 Applicants who need to move to a particular locality in the district of the Authority where failure to meet that need would cause hardship to themselves or others
- 8.1.6 The DHC allocations scheme is based on a banded system which gives reasonable preference to the above categories of applicants along with additional preference given to current or former members of the armed forces, their spouses or civil partners, as set out below. Further additional preferences may be applied to meet local and/or other legislative priorities.

9.0 Additional Preference

9.1 Under the provisions of The Housing Act 1996 (Additional Preference for Armed Forces) (England) Regulations 2012 additional preference is given to applicants who fall within one, or more, of the statutory reasonable preference categories and are in urgent housing need: (These are detailed in the current Devon Home Choice Policy)

- 9.1.1 Serving members of the regular forces who are suffering from a serious injury, illness or disability which is wholly or partly attributable to their service
- 9.1.2 Former members of the regular forces
- 9.1.3 Bereaved spouses or civil partners of those serving in the regular forces where (i) the bereaved spouse or civil partner has recently ceased, or will cease to be entitled, to reside in Ministry of Defence accommodation following the death of their service spouse or civil partner, and (ii) the death was wholly, or partly, attributable to their service
- 9.1.4 Existing or former members of the reserve forces who are suffering from a serious injury, illness or disability which is wholly, or partly, attributable to their service
- 9.1.5 For the purpose of eligibility and assessment of financial status any compensation payment for an injury or disability sustained on active service will be disregarded.

10 Local connection

10.1 Local connection for the housing register is deemed as an applicant who:

- 10.1.1.1 Has lived in the district for the least 6 of the 12 months or

10.1.1.2 Has lived in the district for at least 3 out of the last 5 years; or

10.1.1.3 Has a contract of permanent employment within the district; or

10.1.1.4 Has a close family connection* with someone who currently lives in the district and has done so for 5 or more years. *Parents, Siblings and Non Dependant Children.

11 Exceptions to Local Connections

11.1 The only exceptions to these criteria are:

11.1.1 Homeless applicants (where-by the local connection criteria as laid down by the Housing Act 1996 as amended by the Homelessness Act 2002 would apply)

11.1.2 The applicant was placed or relocated outside the district due to illness, need for temporary accommodation, military service, provision of care or other exceptional circumstances and needs to return to live in the district

11.1.3 The applicant needs to relocate from another district to escape violence or harm

11.1.4 The applicant needs to relocate to the district to receive support to rehabilitate and integrate back into the community

11.1.5 The applicant as defined by the Allocation of Housing (qualification Criteria for Armed Forces) (England) Regulations 2012 (SI2012/1869) is

11.1.6 A person currently serving in the regular forces or who has served in the regular forces at any time in the five years preceding their application

11.1.7 A bereaved spouse or civil partner of a person serving in the regular forces where their entitlement to accommodation with the Ministry of Defence has ceased and the death of that person was wholly or partly attributable to that person's service

11.1.8 An existing or former member of the reserve forces who has suffered from a serious injury, illness or disability which is wholly or partly attributable to their service.

11.1.9 The applicant is an existing social housing tenant (in England) who is employed within Mid Devon, or who has an offer of employment within Mid Devon and a genuine intention to take up the offer, and has a reasonable preference to move to the area to avoid hardship

*Close family connection is defined as a person who is a parent, spouse, civil partner, child or sibling of the applicant or someone who, in the opinion of a Housing Options officer, has a relationship with the applicant that can be construed as a close family connection even though not related by blood.

12. Application Review

- 12.1 Regular annual reviews will be undertaken to check that applicants have been bidding for properties and that information provided is up to date. Applicants who wish to remain on the waiting list must complete the online form or complete a review with a Housing Options officer. If there is no response within 28 days of contacting an applicant who has not been bidding, the application will be deemed to have been cancelled and the customer notified of this in writing. Reviews will be implemented by using the Devon Home Choice review systems. Applicants who are subject to being cancelled/removed from the system will be checked for any vulnerability.

13 Non-bidding Review

- 13.1 Those applicants who have not bid on a property within the last 6 months will be contacted and advised that they are to be removed from the register if they do not bid on properties each month.
- 13.2 Applicants wishing to remain on the register must contact the Options team to explain why they have not been bidding. Only where there is a justifiable reason for non-bidding, for example, if someone needs an adapted property or has a requirement to be in a specific location and no properties having been available within the 6 month period, the applicant will be allowed to remain on the register.

14 Refusal of offers

- 14.1 An applicant's position within the register may be affected if they continually refuse an offer of accommodation which they have bid for and have successfully been offered. An applicant will have their banding reduced to the minimum band following the refusal of at least 3 properties in such circumstances unless there were acceptable reasons for those refusals or the application may be cancelled, the final decision will be referred to the Housing Options Manager.

15 Refusal of offers by homeless applicants

- 15.1 Applicants who have been accepted as being owed a duty by the Council under the homelessness legislation will be awarded Band B. Applicants will be entitled to bid for properties in the same way as other applicants. If an applicant is not active in bidding for properties, the Housing Options team may make bids on their behalf on properties they deem suitable for the applicant.
- 15.2 Where a homeless applicant is allocated a property through the housing register process, MDDC has a responsibility to determine the suitability of the allocation. This will be determined in the light of the household's particular circumstances and with regard to the housing conditions prevailing in District at the time.
- 15.3 Where a homeless applicant is offered a property, but does not feel it is a suitable offer, they have the right to request a review of the offer. Applicants will be advised to accept the offer whilst the review is carried out. If, on review, the property is felt to be a reasonable offer, no further offers of accommodation will be made and the Council will discharge its duty. If the applicant is in temporary accommodation provided by the Council, the applicant will be given notice to leave that accommodation. If, on review, the property is felt to be unsuitable then a further offer of suitable accommodation will be made. The timescale for this will be dependent on the availability of accommodation.

16 Cancelling an application

- 16.1 An application will be cancelled from the housing register in the following circumstances;
- 16.1.1 At the applicant's request
 - 16.1.2 If the applicant becomes ineligible for housing
 - 16.1.3 When the applicant has been adequately and appropriately re-housed including into the private rented sector
 - 16.1.4 Where an applicant fails to ensure that the information in their application is up to date
 - 16.1.5 When the applicant purchases a property/shared ownership property
 - 16.1.6 When an applicant fails to bid in a 6 month period and provides no justifiable reason for not bidding
 - 16.1.7 Where an applicant moves and does not provide contact details
 - 16.1.8 An executor or personal representative notifies the Council that an applicant is deceased (unless the rest of the household still needs rehousing)
- 16.2 When an application is cancelled, we will contact the applicant or their representative, either by email or letter, to notify them. Where an applicant has been highlighted as vulnerable, the customer's circumstances will be verified before an application is cancelled. The applicant has a right to ask for a review of the decision.
- 16.3 Where an applicant wishes to re-join the housing register at a later date, their application date will be the date they reapply.

17 Direct Lets

- 17.1 In certain circumstances, the Council in agreement with a landlord may allocate properties directly to applicants without them being advertised.
- 17.1.1 Illustrative examples of direct lets are as follows:
 - 17.1.2 Where a property is needed urgently to deal with an emergency or to provide temporary accommodation for a homeless family.
 - 17.1.3 where an allocation is required to ensure protection of the public, for example, following a decision made by a Multi-Agency Public Protection Panel meeting or to fulfil agreements made with offender management services, or where a customer has been referred as part Allocations or where an applicant has been referred as part of the witness protection scheme
 - 17.1.4 where an applicant's home is being repaired and they need to be moved from the property on a temporary or permanent basis.
- 17.2 Direct lets will be agreed by a senior Officer at the Council and a senior Officer at the relevant Housing Association

18 Sensitive Lets

- 18.1 On occasion, landlords may request some properties to be advertised as sensitive lets. This may be because of ASB problems and the need to ensure the right mix of tenants in an area. Sensitive lets will be agreed between the landlord and the Housing Options Manager or the Service Manager. This may result in applicants on the top of the short list being bypassed for a more appropriate applicant.

19 Adapted Properties

- 19.1 Where properties have been adapted to meet the needs of disabled applicants, preference for allocations will be made to applicants who have a need for an adapted property. This may result in the property being offered to an applicant in a lower band.

18 Local Lettings

- 20.1 Some properties are built to meet identified local needs of a particular parish or community and have local lettings criteria attached to them. Preference will be given to applicants who have a local connection meeting those criteria, as stated in the planning agreement. These agreements will be highlighted in the property advert. Full details of the agreement are listed in the Local Lettings Policy for the specific development site.

19 Over 55s and Sheltered Accommodation

- 21.1 Sheltered properties have an age criteria set by the landlord who owns the scheme. Some properties are specifically developed for persons aged over 45 or 55 and will be prioritised to applicants over this age. In exceptional circumstances a younger person with particular support needs which are not able to be met elsewhere may be allocated such accommodation. This will be achieved via a direct let.

22 Departure from Local Connection Requirements

- 22.1 Examples of such situations are detailed below although this is not an exhaustive list,
- 22.1.1 Allocation of specialist housing where there are a limited number of eligible applicants through the normal allocations process and where that accommodation would otherwise remain unused
- 22.2 Decisions in exceptional circumstances will be taken by the Housing Options Manager,
- 22.3 The following decisions are made outside of Part 6 of the Housing Act 1996, and are outside the scope of the Allocations Policy:
- 22.3.1 Succession on a tenant's death; or
- 22.3.2 Assignment by way of a mutual exchange; or
- 22.3.3 Assignment to a person who would be qualified to succeed to the
- 22.3.4 tenancy on the tenants death; or
- 22.3.5 Transfer of the tenancy by a court under family law provisions; or
- 22.3.6 An order made under the Civil Partnership Act 2004, or
- 22.3.7 Transfers initiated by the Local Housing Authority

22.3.8 Acceptance of a surrender and re-granting of tenancy to another partner

22.4 Individual RPs will have their own policies which will apply in the circumstances.

22.5 The provisions of part 6 of the Housing Act 1996 do not apply to an allocation of housing accommodation to a person who is already a secure or introductory tenant unless the allocation involves a transfer of housing accommodation for that person and is made on his application.

23 Changes to the Allocations Policy

23.1 The Council reserves the right to expand, change or alter any element of Mid Devon Allocations Policy as and when required to meet changes in housing need, capacity, operational exigencies, resources and legislation

24. Related Documents

- a. Devon Home Choice Procedures Manual – www.devonhomechoice.com
- b. Devon Home Choice Scheme
- c. Local Lettings Policy

Briefing Report to the Decent and Affordable Homes Policy Development Group 22 March 2016

Welfare Reform

Welfare reform continues and there will be further changes effective from the beginning of April 2016. The Housing Service must plan to mitigate the impact of these changes on the revenue stream into the Housing Revenue Account (HRA). The HRA is a stand-alone budget which must balance. Money collected from tenants as rent makes up the majority of income into the HRA. The HRA funds the management and maintenance of the Housing stock. There are over 3000 units of accommodation.

The Welfare and Work Bill is currently being debated in Parliament. This will make provision for the 1% reduction in the level of social housing rents over the next 4 years; and for a reduction in the level of the benefit cap to £20,000 for couples with or without children in Mid Devon. The proposed capping level for single adults without children is £13,400 in the District. The Department of Work and Pensions (DWP) will confirm what will be happening, after the Bill has received Royal Assent, but it is likely that the new cap will be implemented across the country by 2017. This means that those on benefits in Mid Devon will not be able to receive any more than £20,000 or £13,400 each year including help with rent.

The changes due in April are as follows:

- There will be a freeze on working age benefits including Universal Credit (UC), tax credits and Personal Independence Payments (PIP). These benefits will be frozen for 4 years.
- Disability benefits will be uprated using the Consumer Price Index so there will be no increase for these claimants this year
- The new National Living Wage is introduced meaning that workers of 25 and over will earn £7.20 per hour, rising to £9.00 per hour by 2020
- The maximum backdating period for Housing Benefit will be reduced from 6 months to 1 month
- If someone is travelling abroad, their Housing Benefit and Pension Credit payments will only be payable for 4 weeks, not 13 weeks, as at present

From May 2016, the family premium will cease for new Housing Benefit claims made when the first child is born after 1 May 2016. This will also apply to Pension Age Housing Benefit claims. However, existing claims are protected.

The transition to UC continues.

This has been introduced to replace:

- Job Seeker's Allowance
- Housing Benefit
- Working Tax Credit
- Children's Tax Credit
- Employment and Support Allowance
- Income Support

A small number of our tenants are now in receipt of UC. The roll out of this new benefit has been staggered and, currently, only those single people making new claims are affected. However, the pace of change will speed up and eventually anyone of working age claiming any of the six benefits which UC is replacing will have to make an electronic claim for it.

All Jobcentres are introducing the "Work coach delivery model" to support the people claiming UC. Work coaches will support the same claimant and stay with them if they move from other benefits onto UC. They will also contact claimants who are working but not fully employed in order to help them to increase their hours of work and/ or income to become financially independent, where possible.

Payments of UC are made direct to claimants. This means that anyone claiming it is responsible for paying their rent themselves. It is paid in arrears, which means that there is a gap of 4 to 6 weeks before a payment or any help with rent is received. For this reason, we advise all tenants of working age to pay a small additional sum each week in respect of rent. This will result in a small pre-payment which can be used to cover any short-fall before UC goes into payment.

It should be noted that landlords can ask for alternative payment arrangements if a tenant in receipt of UC is having difficulty paying the rent themselves. In addition, if there are rent arrears, the landlord can make an application for Alternative Payment Arrangements (APAs). Up to 20% of a claimant's UC can be deducted from their standard allowance each month. The minimum deduction rate for rent arrears of an amount equal to 10% of the UC standard allowance also applies.

The Housing Service has identified a number of risks associated with the continuing roll-out of welfare reform.

It may become increasingly difficult to collect rent from those in receipt of benefits. In particular, tenants claiming UC may find it hard to manage their finances. Up until the introduction of this benefit, Council tenants have been able to claim Housing Benefit which is paid onto their rent account as a rebate. They will now receive their benefits on a monthly basis and be expected to budget with this; they will also have to pay their own rent. The Housing Service needs to review the way in which income is collected as more tenants go onto UC because it is likely that people will need more support with managing their finances.

It should be noted that the Housing Benefit Service has put in place support for landlords of customers who are claiming Universal Credit and have organised events for Private Landlords, stakeholders and Members to raise awareness.

There is a Delivery partnership agreement with the DWP and, in accordance with arrangements set up as part of this, the Housing Benefit Service has been assisting UC claimants with the following:

- Making online claims for UC
- The provision of personal budgeting support to help them manage their finances
- Providing information in response to queries from the UC Delivery Centre with enquiries regarding properties and rent liabilities

Officers in the Housing Service have been signposting tenants experiencing finance difficulties to the Local Welfare Assistance (LWA) scheme.

This scheme has been very effective at helping customers affected by welfare reform. Between April 2015 and February 2016, 768 requests for assistance were received from people living in Mid Devon. 547 of these people applied because they were experiencing financial crisis due to debt, benefit delays or sanctions (where benefits have been suspended because they failed to do something expected of them).

During the first 6 months of 2015 (January to June), residents using the scheme experienced a total financial gain of £75,095.93 which includes those who sought Debt Relief Orders, had debt written off, and were able to maximise their income by claiming more benefit.

47% of those enquiries/referrals received by the LWA scheme in 2014/15 related to Council tenants and the Housing Service is the biggest single referrer into the LWA/Money Advice scheme. 80% of referrals received from the Housing Service were for money advice.

Officers in the Housing Service are aware that a reduction in income would impact upon the ability of the Service to maintain service at existing levels. Officers are aware of the need to deliver performance at high levels, and to deliver continuous service improvement. There is a performance management framework in place which means that any issues are identified at an early stage. Policies, procedures and other processes need to be reviewed periodically to ensure that the service is as efficient and effective as it can be.

Changes to Government policy relating to housing and welfare will create additional risks. A drop in income may impact upon the ability of the Council to develop new

homes. The rent decrease which will apply for 4 years from the beginning of April will lead to a reduction of approximately £5 million in income into the HRA. Furthermore, the Government is keen to increase home ownership and for this reason there is going to be less funding available for new social housing.

We use the Orchard integrated housing management system to manage tenancies and we are hoping to implement a new tool within this for storage of data relating to UC. This will be important because we will need to understand when we can expect payments. The move away from rent rebates will affect cash-flow and we need the ability to report on this so that we can identify any problems. Officers in the Neighbourhood teams are aware of the need to document all contact with tenants. This is important because the Housing Service will not always be aware that someone has claimed UC until they advise an Officer.

The Housing and Planning Bill which is also being debated by Parliament introduces some other reforms which will affect Council tenants, and impact on the funding available to the Council. For example, in accordance with the provisions of the "Pay to Stay" scheme, Council tenants in Mid Devon with a household income of more than £30,000 will be charged market rents. Further regulations will set out how this scheme will work in practice. Lifetime tenancies in Council housing are to end and Councils will be compelled to sell high value properties or to make a cash alternative available to Central Government.

The long-term business plan has had to be adjusted and the Building Service has been working on an update to the Asset Management Strategy to take account of the new operating environment.

Claire Fry, Housing Services Manager

Tel 01884 234920 email cfry@middevon.gov.uk

Chairman's Report 2016

As i sit down to right this report i look back over a very busy and interesting year for the PDG which has seen a number of new Councillors joining us following the May elections, i hope they have enjoyed their time spent in PDG meetings and that it has helped to inform them both of the work of our housing service and of the need to have strong policies in place to regulate how the service is run to provide a fair and worthwhile system to deal with all aspects of our housing provision.

As a committee we have met every 2 months and have had a great deal of work in updating and recommending for approval a great number of policies and strategies including anti-social behaviour, domestic abuse, hoarding, pets and animals, car park and garages as well as our main tenancy policy all of which have to reviewed on a regular basis to take into account changing regulations and needs.

One of the main subjects we have spent a lot of time on this year has been spent looking at the criteria of applicants who are registered on the Devon Home Choice system and if we should retain those who are given a band E Rating. This has resulted in our officers carrying out a still ongoing review of the band E applicants and has removed a lot of dead wood from the system which has reduced our housing waiting list, this work will continue for some time and our PDG will receive regular updates.

We have seen the completion of our housing scheme in St Andrews street along with the starting of a new housing site at Palmerston Park which will provide 14 new affordable houses to let. Our recent build of 6 new houses in Willand came runner up in Devon's Best Rural Development Competition.

Financial monitoring as ever has featured regularly in our agendas and in these still uncertain times good management of our finances are paramount in sustaining the service we provide in a very challenging budget situation which will continue for some time to come, i am grateful to Andrew Jarrett and his team for keeping us very aware of the constraints we have to work within and a special thanks must go to Roderick Hewson for the clear and understandable way he presents his reports to us.

We have this year had reports from or Tenants Together team who have looked at various aspects of our housing service from a tenants point of view, I have attended some of their meetings whenever i can and I thank them for their warm welcome and for the excellent reports they have given us.

Our housing team led by Nick Sanderson have worked hard not only to provide us with reports and policy amendments but on a day to day basis continue to see that our tenants receive a first class service in all aspects of our housing service especially in repairs and prompt response to achieve customer satisfaction when very occasionally our service falls below the high standards we seek to achieve. I think our quick action on those occasions stand us in good stead as a first class housing provider.

I would like to thank our cabinet member Ray Stanley for his continued regular attendance at our meetings and for his wide knowledge base which from time to time proves invaluable, with his hand firmly on the tiller we will steer a straight course though the choppy waters of the economic situation we all find ourselves in and we will emerge the other end stronger and in a good position press forward will plans to see our housing department thrive and be one that other authorities benchmark from.

Finally my thanks must go to Sarah Lees for all her hard work and dedication both within committee and at all times when as Chairman i need a bit of advice or something finding, thank you Sarah I would be lost without you.

Peter Heal