

# CABINET AGENDA



**TUESDAY 26 MAY 2015 AT 7.30 PM**  
**DBC BULBOURNE ROOM - CIVIC CENTRE**

The Councillors listed below are requested to attend the above meeting, on the day and at the time and place stated, to consider the business set out in this agenda.

#### Membership

Councillor Williams (Leader)  
Councillor Elliot  
Councillor Griffiths

Councillor Harden  
Councillor Marshall  
Councillor Sutton

For further information, please contact Catriona Lawson or

## **AGENDA**

**1. MINUTES** (Pages 1 - 10)

To confirm the minutes of the meeting held on 21 April 2015 (circulated separately to Cabinet members).

**2. APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

**3. PUBLIC PARTICIPATION**

An opportunity for members of the public to make statements and ask questions in accordance with the rules as to Public Participation.

**4. DECLARATIONS OF INTEREST**

To receive any declarations of interest

A member with a disclosable pecuniary interest or a personal interest in a matter who attends a meeting of the authority at which the matter is considered -

- (i) must disclose the interest at the start of the meeting or when the interest becomes apparent

and, if the interest is a disclosable pecuniary interest, or a personal interest which is also prejudicial

- (ii) may not participate in any discussion or vote on the matter (and must withdraw to the public seating area) unless they have been granted a dispensation.

A member who discloses at a meeting a disclosable pecuniary interest which is not registered in the Members' Register of Interests, or is not the subject of a pending notification, must notify the Monitoring Officer of the interest within 28 days of the disclosure.

Disclosable pecuniary interests, personal and prejudicial interests are defined in Part 2 of the Code of Conduct for Members

[If a member is in any doubt as to whether they have an interest which should be declared they should seek the advice of the Monitoring Officer before the start of the meeting]

## **5. REFERRALS TO CABINET**

There were no referrals to Cabinet.

## **6. CABINET FORWARD PLAN (Pages 11 - 14)**

## **7. ENDORSEMENT OF THE CHILTERNES AONB MANAGEMENT PLAN 2014 - 2019 (Pages 15 - 18)**

## **8. PROVISIONAL OUTTURN REPORT (Pages 19 - 42)**

## **9. HOUSING ALLOCATIONS POLICY REVIEW (Pages 43 - 60)**

## **10. EXCLUSION OF THE PUBLIC**

To consider passing a resolution in the following terms:

**That, under s.100A (4) of the Local Government Act 1972 Schedule 12A Part 1 as amended by the Local Government (Access to Information) (Variation) Order 2006 the public be excluded during the items in Part 2 of the Agenda for this meeting, because it is likely, in view of the nature of the business to be transacted, that, if members of the public were present during those items, there would be disclosure to them of exempt information relating to the financial and business affairs of the Council and third party companies/organisations.**

**Local Government Act 1972, Schedule 12A, Part 1, paragraph 3.**

**11. DEVELOPMENT UPDATE MAY 15 (2) (Pages 61 - 70)**

This page is intentionally left blank

## MINUTES

## CABINET

21 APRIL 2015

**Present:**

**Members:**

**Councillors:**

Julie Laws	Portfolio Holder for Environmental Services and Sustainability
Nick Tiley	Portfolio Holder for Finance and Resources
Andrew Williams (Chairman)	Leader of the Council/Portfolio Holder for Planning and Regeneration

**Officers:**

Sally Marshall	Chief Executive
James Deane	Corporate Director Finance and Operations
Mark Gaynor	Corporate Director Housing and Regeneration
Steven Baker	Assistant Director Chief Executive's Unit
Mark Brookes	Group Manager Legal Governance
Pat Duff	Member Support Officer

Councillor G Sutton also attended.

The meeting began at 7.40 pm.

**CA/023/15 MINUTES**

The minutes of the meeting held on 24 March 2015 were agreed by the members present and signed by the Chairman.

**CA/024/15 APOLOGIES FOR ABSENCE**

Apologies for absence were received on behalf of Councillors Mrs Griffiths and Harden.

**CA/025/15 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**CA/026/15 PUBLIC PARTICIPATION**

There was no public participation.

**CA/027/15 REFERRALS TO CABINET**

There were no referrals to Cabinet.

## **CA/028/15 CABINET FORWARD PLAN**

### **Decision**

That the Cabinet Forward Plan be noted.

## **CA/029/15 UPDATE ON THE FORUM DEVELOPMENT AGREEMENT AND THE ASSOCIATED GENERAL FUND BORROWING REQUIREMENT**

### **Decision**

1. That the revised cost of The Forum be noted (full details are in the Part 2 minute).
2. That the maximum contractual commitment be noted (full details are in the Part 2 minute).
3. That authority be delegated to the Corporate Director (Finance and Operations), in consultation with the Assistant Director (Chief Executive's Unit) and the Leader of the Council to confirm that the Development Agreement for The Forum has become substantially unconditional before completing the required borrowing for the Council's Capital Programme.
4. That the Corporate Director (Finance and Operations) be requested to update the Capital Programme for approval with these revised costs as part of the year end outturn.
5. That option 4 (40 years) is selected as the proposed borrowing strategy for the General Fund as set out in paragraphs 5 – 20 of the background report.

### **Reason for Decision**

To agree a borrowing strategy for the General Fund.

### **Implications**

#### Financial

The Council's approved Capital Programme necessitates General Fund borrowing within 2015/16. The largest single contributor to this borrowing requirement is the construction cost associated with The Forum.

It would not be prudent for the Council to enter into borrowing until the costs associated with the Forum have been finalised, and the Council is contractually committed to proceed.

#### Value for Money

The Council must secure the optimal loan portfolio that minimises the annual revenue costs of borrowing, whilst at the same time ensuring that the maturity of the loans does not exceed the expected life of the asset which it is financing.

## **Risk Implications**

The borrowing rates currently available to the Council through the Public Works Loan Board are historically low. Although daily fluctuation in these rates is the norm, they have now held at a steady low for several months.

There is a risk that uncertainty in the capital markets, following the outcome of the General Election on May 7, may result in unfavourable movements in the rates available to the Council. On this basis, the Council should seek to take advantage of the certainty available in the pre-election rates.

## **Corporate Objectives**

To comply with legislation and therefore avoid the risk of non-compliance.

**Dacorum Delivers: Maximising the value of Council Assets and providing Value for Money.** The use of the Civic Centre will avoid decant costs and consolidation of use of the space will reduce running costs. The Forum will be a more cost efficient building to operate than the Civic Centre.

**Regeneration.** The Gade Zone Regeneration project is aimed primarily to deliver significant regeneration in the town centre. It facilitates the creation of a new community focused building housing public sector and voluntary sector partners, a new commercial leisure facility developing more family friendly and evening attractions into the town centre and much needed new homes. Subsequent development of the Civic Centre and college sites will bring further new investment into the town centre, most likely for new housing.

**Affordable Housing.** New housing created when the existing Civic Centre is sold will include affordable housing at 35%.

**Safe and Clean Environment.** The Forum will be built to 'BREEAM excellent' standard and the design of all new town centre development will be guided by the Town Centre Masterplan which sets out high sustainability requirements.

## **Advice**

The Portfolio Holder for Finance and Resources proposed that recommendations 3, 4 and 5 should be considered in part 1 of the agenda as this was regarding how the Council was going to finance the Capital Programme in the Medium Term Financial Strategy. Recommendations 1 and 2 would need to be taken in Part 2 of the meeting because they contained contractual details with other parties.

This was agreed.

The Portfolio Holder for Environment and Sustainability expressed concern that people would be able to deduce the figures to be discussed in Part 2 by looking at Appendix A.

The Corporate Director Finance and Operations said there had been some minor changes. There was some funding not reflected in there.

The Portfolio Holder for Finance and Resources said there were a lot of other things in capital development. This was to finance the capital growth.

The Leader of the Council said when the Development Agreement was signed, this could be disclosed. These figures would eventually appear in the annual accounts.

The Leader of the Council moved that the wording of recommendation 3 be changed to:

*That authority be delegated to the Corporate Director Finance and Operations, in consultation with the Assistant Director Chief Executive's Unit and the Leader of the Council to confirm that the Development Agreement for The Forum has become substantially unconditional before completing the required borrowing for the Council's Capital Programme.*

This was agreed.

### **Options and Why Options Rejected**

Option 1 - a 25 year term.  
Option 2 - a 25 year term.  
Option 3 - a 35 year term.  
Option 5 - a 45 year term.  
Option 6 – a 50 year term.

Options 1, 2, 3, 5 and 6 were rejected for reasons as detailed in the report.

Option 4 - 40 year term. This option was approved as it combines minimising the annual revenue cost of borrowing, whilst at the same time being a realistic time scale for the debt having been fully repaid whilst the asset is still in use.

### **Consultation**

There was no consultation.

### **Voting**

None.

### **CA/030/15 EXCLUSION OF THE PUBLIC**

#### **Decision**

That, under s.100A (4) of the Local Government Act 1972 Schedule 12A Part 1 as amended by the Local Government (Access to Information) (Variation) Order 2006 the public be excluded during the items in Part 2 of the Agenda for this meeting, because it is likely, in view of the nature of the business to be transacted, that, if members of the public were present during those items, there would be disclosure to them of exempt information relating to the financial and business affairs of the Council and third party companies/organisations.

**CA/031/15 UPDATE ON THE FORUM DEVELOPMENT AGREEMENT AND THE ASSOCIATED GENERAL FUND BORROWING REQUIREMENT**

**Decision**

1. That the recommendation as detailed in the report be approved.
2. That the recommendation as detailed in the report be approved.

Full details are in the part 2 minute.

Recommendations 3, 4 and 5 were agreed in Part 1 of the agenda (minute CA/029/15).

**Reason for Decision**

To consider the contractual cost of delivering The Forum.

Full details are in the part 2 minute.

**Implications**

See minute CA/029/15.

**Risk Implications**

See minute CA/029/15.

**Corporate Objectives**

See minute CA/029/15.

**Advice**

Full details are in the Part 2 minute.

**Options and Why Options Rejected**

No alternative options were considered.

**Consultation**

There was no consultation.

**Voting**

None.

The meeting ended at 8.00 pm.

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

# Agenda Item 6

## CABINET FORWARD PLAN – 26 MAY 2015

	DATE	MATTERS FOR CONSIDERATION	Decision Making Process	Reports to Monitoring Officer/S.151 Officer	CONTACT DETAILS	BACKGROUND INFORMATION
1.	26/05/15	Endorsement of the Chilterns AONB Management Plan 2014-2019		06/05/15	James Doe, Assistant Director Planning, Development and Regeneration 01442 228583 <a href="mailto:james.doe@dacorum.gov.uk">james.doe@dacorum.gov.uk</a> Laura Wood, Team Leader Strategic Planning and Regeneration 01442 228661 <a href="mailto:laura.wood@dacorum.gov.uk">laura.wood@dacorum.gov.uk</a>	To request Cabinet to formally endorse the new Management Plan for the Chilterns Area of Outstanding Natural Beauty, prepared by the Chilterns Conservation Board. This document will be used to inform relevant planning document prepared by the Council and is a material planning consideration for planning applications within the Chilterns area.
2.	26/05/15	New Building Development  – PART 2 REPORT  The public will be excluded from the meeting when this item is being considered for the following reason:  There would be disclosure to them of exempt information relating to the financial or business affairs of any particular person (including the authority holding that information). Local Government Act 1972, Schedule 12A.		06/05/15	Elliott Brooks, Assistant Director Housing 01442 228615 <a href="mailto:elliott.brooks@dacorum.gov.uk">elliott.brooks@dacorum.gov.uk</a> Julia Hedger, Group Manager Strategic Housing 01442 228363 <a href="mailto:julia.hedger@dacorum.gov.uk">julia.hedger@dacorum.gov.uk</a>	An update report.
3.	26/05/15	Provisional Outturn Report		06/05/15	Richard Baker, Group Manager Financial Services 01442 228162 <a href="mailto:richard.baker@dacorum.gov.uk">richard.baker@dacorum.gov.uk</a>	The purpose is to provide the provisional financial out-turn position for 2014/15.
4.	26/05/15	Housing Allocations Policy Review		06/05/15	Elliott Brooks, Assistant Director Housing 01442 228615 <a href="mailto:elliott.brooks@dacorum.gov.uk">elliott.brooks@dacorum.gov.uk</a> Julia Hedger, Group Manager Strategic Housing 01442 228363 <a href="mailto:julia.hedger@dacorum.gov.uk">julia.hedger@dacorum.gov.uk</a>	A report detailing the results of the recent review of the Housing Allocations Policy following its implementation in Nov 2013.
5.	29/06/15	Amendment of Standing Orders Regarding Disciplinary Action		10/06/15	Steve Baker, Assistant Director Chief Executive's Unit 01442 228229 <a href="mailto:steven.baker@dacorum.gov.uk">steven.baker@dacorum.gov.uk</a>	To inform Members of new regulations which require the Council to amend its

	DATE	MATTERS FOR CONSIDERATION	Decision Making Process	Reports to Monitoring Officer/S.151 Officer	CONTACT DETAILS	BACKGROUND INFORMATION
						Standing Orders in respect of disciplinary action against the Head of Paid Service, the Chief Finance Officer and the Monitoring Officer.
6.	29/06/15	Medium Term Financial Strategy		10/06/15	James Deane, Assistant Director Finance and Resources 01442 228278 <a href="mailto:james.deane@dacorum.gov.uk">james.deane@dacorum.gov.uk</a>	
7.	29/06/15	Hemel Evolution Programme – Access and Movement Proposals		10/06/15	James Doe, Assistant Director Planning, Development and Regeneration 01442 228583 <a href="mailto:james.doe@dacorum.gov.uk">james.doe@dacorum.gov.uk</a> Chris Taylor, Group Manager Strategic Planning and Regeneration 01442 228405 <a href="mailto:chris.taylor@dacorum.gov.uk">chris.taylor@dacorum.gov.uk</a>	To consider proposals for alterations to access arrangements in Hemel Hempstead Town Centre.
8.	29/06/15	Maylands Urban Realm Project		10/06/15	James Doe, Assistant Director Planning, Development and Regeneration 01442 228583 <a href="mailto:james.doe@dacorum.gov.uk">james.doe@dacorum.gov.uk</a>	
9.	29/06/15	Risk Management Process – Q4		10/06/15	Linda Dargue, Insurance and Risk Manager 01442 228320 <a href="mailto:linda.dargue@dacorum.gov.uk">linda.dargue@dacorum.gov.uk</a>	
10.	29/06/15	Process for Disciplinary Action of Senior Officers		10/06/15	Steve Baker, Assistant Director Chief Executive's Unit 01442 228229 <a href="mailto:steven.baker@dacorum.gov.uk">steven.baker@dacorum.gov.uk</a>	
11.	21/07/15	Local Planning Framework Site Allocations		02/07/15	James Doe, Assistant Director Planning, Development and Regeneration 01442 228583 <a href="mailto:james.doe@dacorum.gov.uk">james.doe@dacorum.gov.uk</a>	To consider the approval of the Local Planning Framework Site Allocations Development Plan Document for formal submission to the Planning Inspectorate.
12.	21/07/15	New Build Development		02/07/15	Elliott Brooks, Assistant Director Housing 01442 228615 <a href="mailto:elliott.brooks@dacorum.gov.uk">elliott.brooks@dacorum.gov.uk</a> Julia Hedger, Group Manager Strategic Housing 01442 228363 <a href="mailto:julia.hedger@dacorum.gov.uk">julia.hedger@dacorum.gov.uk</a>	
13.	21/07/15	New Build Development  – PART 2 REPORT  The public will be excluded from the meeting when this item is being considered for the following reason:  There would be disclosure to them of exempt information relating to the financial or business affairs of any		02/07/15	Elliott Brooks, Assistant Director Housing 01442 228615 <a href="mailto:elliott.brooks@dacorum.gov.uk">elliott.brooks@dacorum.gov.uk</a> Julia Hedger, Group Manager Strategic Housing 01442 228363 <a href="mailto:julia.hedger@dacorum.gov.uk">julia.hedger@dacorum.gov.uk</a>	

	DATE	MATTERS FOR CONSIDERATION	Decision Making Process	Reports to Monitoring Officer/S.151 Officer	CONTACT DETAILS	BACKGROUND INFORMATION
		particular person (including the authority holding that information). Local Government Act 1972, Schedule 12A.				
14.	21/07/15	Annual Review of HRA Business Plan		02/07/15	Elliott Brooks, Assistant Director Housing 01442 228615 <a href="mailto:elliott.brooks@dacorum.gov.uk">elliott.brooks@dacorum.gov.uk</a>	Annual Review of the Council's 30 year Housing Revenue Account Business Plan.
15.	21/07/15	Hemel Hempstead Town Centre Policy for Use of Outdoor Trading Areas.		02/07/15	James Doe, Assistant Director Planning, Development and Regeneration 01442 228583 <a href="mailto:james.doe@dacorum.gov.uk">james.doe@dacorum.gov.uk</a> Chris Taylor, Group Manager Strategic Planning and Regeneration 01442 228405 <a href="mailto:chris.taylor@dacorum.gov.uk">chris.taylor@dacorum.gov.uk</a>	To provide an update on Town Centre management; to set out arrangements for a Business Improvement District; to agree a new policy for the grant of consents for outdoor trading in Hemel Hempstead Town Centre including charging and enforcement arrangements.
16.	21/07/15	Mobile Homes Policy	Housing and Community OSC: 08/07/15	02/07/15	Nicholas Egerton, Team Leader, Environmental Protection and Housing 01442 228288 <a href="mailto:nicholas.egerton@dacorum.gov.uk">nicholas.egerton@dacorum.gov.uk</a>	To provide an opportunity for Members to comment on the Regulatory Services – Mobile Homes Fees Policy.
17.	21/07/15	Pavement Strategy		02/07/15	James Doe, Assistant Director Planning, Development and Regeneration 01442 228583 <a href="mailto:james.doe@dacorum.gov.uk">james.doe@dacorum.gov.uk</a>	
18.	15/09/15	Risk Management Process		26/08/15	James Deane, Assistant Director Finance and Resources 01442 228278 <a href="mailto:james.deane@dacorum.gov.uk">james.deane@dacorum.gov.uk</a>	To update on the ongoing implementation of the Corporate Risk Management Strategy, progress to date on risk improvement action plans and to advise of the amendments to the risk register.
19.	15/09/15	Performance Report Q1		26/08/15	James Deane, Assistant Director Finance and Resources 01442 228278 <a href="mailto:james.deane@dacorum.gov.uk">james.deane@dacorum.gov.uk</a>	
20.	15/09/15	Treasury Management Outturn and Performance Indicators		26/08/15	James Deane, Assistant Director Finance and Resources 01442 228278 <a href="mailto:james.deane@dacorum.gov.uk">james.deane@dacorum.gov.uk</a>	

Future items:	Author	Date of Cabinet	
Risk Management Process	J Deane	Jan 2016 – Q2 Nov 2016 – Q3	May/June 2017 – Q4 /Annual Report Sept 2015 – Q1
Performance Report	J Deane	Nov 2015 – Q2	May 2016 – Q4

Future Cabinet Dates: 2015: 29/07/15; 21/07/15; 15/09/15; 20/10/15; 24/11/15;  
15/12/15; 26/12/15.  
2016: 26/01/16; 09/02/16; 22/03/16; 26/04/16.



## AGENDA ITEM: 7

### SUMMARY

Report for:	Cabinet
Date of meeting:	26 May 2015
Part:	1
If Part II, reason:	

Title of report:	<b>Endorsement of Chilterns Area of Outstanding Natural Beauty (AONB) Management Plan 2014-2019</b>
Contact:	<p>Cllr Andrew Williams, Portfolio Holder for Planning and Regeneration.</p> <p>James Doe, Assistant Director, Planning, Development and Regeneration (extension 2583),</p> <p>Laura Wood, Team Leader, Strategic Planning and Regeneration (extension 2661); and</p> <p>Laura Badham, Technical Assistant, Strategic Planning and Regeneration (extension 2660)</p>
Purpose of report:	To seek endorsement of the new Chilterns AONB Management Plan 2014-2019.
Recommendations	Cabinet is recommended to endorse the AONB Management Plan 2014-2019 as a material consideration in the exercise of the Council's planning powers.
Corporate Objectives:	This report reflects the Council's objectives of a 'Clean and Safe Environment' whilst facilitating rural 'regeneration' and the delivery of 'Affordable Housing' of an appropriate scale and in appropriate locations within the Chilterns Area of Outstanding Natural Beauty in order to support rural communities and the rural economy.
Implications:	<p><u>Financial</u></p> <p>None specifically in relation to the Management Plan although the Council does support the work of the Chilterns Conservation Board, via an annual grant.</p>
'Value For Money Implications'	By working together with other local planning authorities with land within the AONB, and with the Conservation Board itself in preparing planning guidance and advice for the AONB, the

	Council is achieving value for money.
Risk Implications	<p>Failure to endorse the AONB Management Plan would mean it has less weight in the consideration of planning applications and the use of the Chiltern Buildings Design Guide in assessing applications could be limited as a result.</p> <p>Failure to take account of the management Plan in relevant planning decisions would also mean the Council had failed to take account of a statutory planning document.</p>
Community Impact Assessment	The AONB Management Plan relates to the management of the AONB as a whole and access to it. There are no equalities implications of this report.
Health And Safety Implications	There are no direct health and safety implications related to this report or the Management Plan itself.
Monitoring Officer/S.151 Officer Comments	<p><b>Monitoring Officer:</b> No comments to add.</p> <p><b>S.151 Officer:</b> No comments to add.</p>
Consultees:	Consultation on the Management Plan was undertaken direct by the Chilterns Conservation Board. Details are provided in the Adoption Statement. Copies are available in the Group Rooms, on the Conservation Board's website and on request from the Council.
Background papers:	<ul style="list-style-type: none"> <li>• Chilterns AONB Management Plan 2014-2019 Consultation Draft – September 2013</li> <li>• Chilterns Area of Outstanding Natural Beauty – Management Plan 2014-2019 – A Framework for Action.</li> <li>• Dacorum Borough Council's Core Strategy (adopted September 2013).</li> </ul>
Glossary of acronyms and any other abbreviations used in this report:	<ul style="list-style-type: none"> <li>• NPPF – National Planning Policy Framework</li> <li>• PPG - Planning Practice Guidance</li> <li>• AONB – Area of Outstanding Natural Beauty</li> <li>• SEA – Strategic Environmental Assessment</li> </ul>

## BACKGROUND

### 1. INTRODUCTION

- 1.1. Following adoption of the Chilterns Area of Outstanding Natural Beauty Management Plan on 25 March 2014 the Chilterns Conservation Board has requested that the Council endorse the document as a material consideration in the exercise of its planning powers. A copy of the Management Plan has been placed in the Members Rooms and is available on the AONB Board's

website:

[http://www.chilternsaonb.org/uploads/files/ConservationBoard/ManagementPlan/Management%20Plan%202014-19/chilterns\\_management\\_plan\\_2014-19\\_final.pdf](http://www.chilternsaonb.org/uploads/files/ConservationBoard/ManagementPlan/Management%20Plan%202014-19/chilterns_management_plan_2014-19_final.pdf)

- 1.2. This Management Plan replaces the previous version of the document that covered the period 2008-13.

## **2. BACKGROUND**

- 2.1. The Council has supported the AONB since its original designation. This document supports the Council's own objectives (set out in Policy CS24: The Chilterns Area of Outstanding Natural Beauty of the Core Strategy) to conserve and enhance those parts of the Chilterns AONB that fall within Dacorum's boundary.
- 2.2. During the plan preparation process the Board has undertaken a formal Strategic Environmental Assessment (SEA) of the plan as required by the Strategic Environmental Assessment Regulations<sup>1</sup>. A copy of the Environmental Report is available on the Board's website<sup>2</sup>.
- 2.3. During the plan preparation process the Board also undertook an Appropriate Assessment of the potential impact of the Plan on the conservation objectives of Sites of European Importance for Nature Conservation affected by the Plan, as required by the Conservation (Natural Habitats etc.) (Amendment)(England and Wales) Regulations 2006. Natural England has confirmed that the assessment complies with the legislative requirements. A copy of the Appropriate Assessment is also available on the Board's website.

## **3. KEY CHANGES**

- 3.1 The latest version of the Management Plan is very similar to its predecessor in terms of both structure and content. This largely reflects the fact that the challenges and pressures facing the Chilterns AONB remain largely unchanged.
- 3.2 The document continues to be structured under a number of core themes, with associated cross-cutting themes. Each of these has contextual information and a series of broad aims, followed by some short policy statements and monitoring indicators. These monitoring indicators are reported through the State of the Environment Report, prepared annually by the Conservation Board.
- 3.3 Key differences between the previous and current versions of the Management Plan relate to:
  - References to Government guidance updated to refer to the National Planning Policy Framework (NPPF);
  - Inclusion of text and a policy principle opposing the development of the High Speed 2 (HS2) rail link, which would have a series impact on a large area of the Chilterns AONB;
  - Addition of two new cross-cutting themes – relating to ecosystem services and environmental sustainability;

---

<sup>1</sup> (The SEA Regulations, Statutory Instrument 2004, No.1633).

<sup>2</sup> <http://www.chilternsaonb.org/conservation-board/management-plan.html>

- Increased emphasis on protecting and enhancing the setting of the AONB, to reflect publication of a new policy statement by the Conservation Board on this matter; and
- Inclusion of reference to ‘heritage assets’ to reflect use of this new term in the NPPF and other recent guidance.

#### **4. GOVERNANCE GUIDANCE**

- 4.1. Government guidance<sup>3</sup> states that planning policies and decisions should be based on up-to-date information about the natural environment. Local planning authorities should therefore have regard to AONB Management Plans because these documents demonstrate partnership working and delivery of designation objectives. AONB Management Plans do not form part of the statutory development plan but can help to set the strategic context for development by providing evidence and principles for development within the AONB. These principles should be taken account of in local planning authorities’ Local Plans and any Neighbourhood Plans in AONB areas. AONB Management Plans may also be material considerations in making decisions on individual planning applications.
- 4.2. The adopted Core Strategy for Dacorum includes reference to the AONB in its Enhancing the Natural Environment section. Policy CS24 specifically states that development in Dacorum will have regard to the policies and actions set out in the Chilterns Conservation Board’s Management Plan and support the principles set out within the Chilterns Buildings Design Guide and associated technical notes.

#### **5. CONCLUSION**

- 4.1. The Chilterns Conservation Board have adopted the Management Plan and wish each individual district / borough Council to endorse it. This Council has already informally expressed its support for the plan, through Officers’ input into its revision. The Council also has a duty to have regard to the AONB in exercising its functions. It is therefore recommended that the Council endorse the Chilterns AONB Management Plan for 2014-2019.

---

<sup>3</sup> National Planning Practice Guidance – Does planning need to take account of management plans for Areas of outstanding Natural Beauty?



## AGENDA ITEM: 8

### SUMMARY

<b>Report for:</b>	<b>Cabinet</b>
<b>Date of meeting:</b>	<b>26 May 2015</b>
<b>PART:</b>	<b>1</b>
If Part II, reason:	

<b>Title of report:</b>	<b>Provisional Outturn 2014/15</b>
Contact:	Caroline Souto, Team Leader (Financial Planning & Analysis) James Deane, Corporate Director (Finance & Operations)
Purpose of report:	To provide details of the provisional outturn position for the: <ul style="list-style-type: none"> <li>· General Fund</li> <li>· Housing Revenue Account</li> <li>· Capital Programme</li> </ul> <p>To provide details of the proposed transfers to and from earmarked reserves.</p>
Recommendations	It is recommended that Cabinet: <ol style="list-style-type: none"> <li>1. Consider the provisional outturn position for each of the above accounts; and</li> <li>2. Recommend to Council approval of the reserve movements outlined in Section 9</li> </ol>
Corporate objectives:	Corporate Governance
Implications:	Financial and Value for Money implications are included within the body of the report.
Risk Implications	Risk implications are included within the body of the report.

Equalities Implications	There are no equality implications.
Health And Safety Implications	There are no health and safety implications.
Monitoring Officer/S.151 Officer Comments	<p><b>Monitoring Officer:</b> No comments to add to the report.</p> <p><b>S.151 Officer</b> This is a Section 151 Officer report.</p>
Consultees:	Budget Managers.
Glossary of acronyms and any other abbreviations used in this report:	<p>GF – General Fund HRA – Housing Revenue Account MTFS – Medium Term Financial Strategy</p>

## 1. Introduction

1.1 The purpose of this report is to outline the Provisional Outturn for 2014/15, prior to the closure of the accounts. Outturn is reported for the following:

- General Fund
- Housing Revenue Account (HRA)
- Capital Programme

1.2 The Accounts and Audit Regulations 2011 require local authorities to have prepared their annual Statement of Accounts, complete with certification from the Section 151 Officer, by 30 June. The Statement of Accounts must be published by 30 September, following an audit to be undertaken by Ernst & Young.

1.3 The Council's outturn position is a primary source of information for the production of the Statement of Accounts. The provisional outturn position detailed in this report is subject to amendment as work continues on the preparation of the Accounts. The final outturn position, along with movements in reserves, will be reported to Cabinet at its meeting of 26 June 2015 if there are any material variances.

## 2. General Fund Revenue Account

2.1 The General Fund (GF) revenue account records the income and expenditure associated with all Council functions except management of the Council's housing stock. This is accounted for within the Housing Revenue Account (HRA) (see Section 7).

- 2.2 Appendix A provides an overview of the General Fund provisional outturn position, separating expenditure into controllable and non-controllable categories in order to focus scrutiny on those areas that officers are able to influence, i.e. the controllable.
- 2.3 The majority of non-controllable costs result from year-end accounting adjustments, e.g. depreciation charges, which are required to show the true value of resources used to provide the Council's services, but do not result in a cash charge to taxpayers. The provisional adjustments that have been completed to date are explained in section 6 of this report.
- 2.4 The table below provides a summary of the provisional outturn for the General Fund by Scrutiny area.

	Original Budget £000	Provisional Outturn £000	Forecast Variance	
			£000	%
Finance & Resources	11,746	11,772	26	0.2%
Strategic Planning & Environment	6,169	5,706	(463)	-7.5%
Housing & Community	1,555	1,538	(17)	-1.1%
<b>Total</b>	<b>19,470</b>	<b>19,016</b>	<b>(454)</b>	<b>-2.3%</b>

- 2.5 It should be noted that the above variances are measured against the Original Budget as opposed to a Revised Budget. In previous years, the Revised Budget has been approved in February, and the Provisional Outturn has been measured against this Revised Budget. An overall variance of 2.3% in controllable expenditure against the Original Budget represents a significant improvement in financial management across the Council when compared with previous years.
- 2.6 The following sections provide a subjective analysis of provisional outturn and major budget variances shown by Scrutiny area.

### 3. Finance and Resources

Finance & Resources	Controllable Budget £000	Forecast Outturn £000	Forecast Variance	
			£000	%
Employees	10,175	10,237	62	0.6%
Premises	1,524	1,724	199	13.1%
Transport	36	50	14	40.0%
Supplies & Services	4,960	4,720	(240)	-4.8%
Third-Parties	1,883	1,779	(104)	-5.5%
Income	(6,833)	(6,739)	94	-1.4%
	<b>11,746</b>	<b>11,772</b>	<b>26</b>	<b>0.2%</b>

#### 3.1 Employees - £62k over budget (0.6%)

This overspend has arisen across services due to the vacancy factor, which is set at 5% of salary costs. In front-line areas such as Revenues and Benefits, where customer service is a primary focus, vacancies are filled quickly when they arise which has meant that the vacancy factor has not been met. A 0.6% overspend does, however, indicate that the current vacancy factor of 5% is materially correct and should be maintained.

### **3.2 Premises – £199k over budget (13.1%)**

Overspend of £120k – This overspend relates to the Hemel Hempstead Civic Centre. Following the decision to remain in the Civic Centre until transfer to The Forum in January 2017, there have been a number of additional short-term repairs required to ensure that the building remains usable. This includes some of the costs incurred by the Council that arising from the relocation of the library.

Overspend of £70k – This overspend relates to demand led repairs and maintenance at Community Centres and open spaces. The works to open spaces were in response to unforeseen incidents, primarily pavement subsidence at the Water Gardens and the repair of flint walls at Gadebridge Park following a number of vehicle incidents.

### **3.3 Supplies and Services - £240k under budget (4.8%)**

Underspend of £95k - The Garage Disposal project has been re-phased into 2015/16, and the expenditure has therefore been deferred. The project is funded from earmarked reserves, and as such there is no impact on the overall outturn position.

Underspend of £100k – This relates to underspends in the Legal Service and the Performance and Projects area, most notably relating to the GIS project and the EDRMS project. As these projects are funded from reserves, there is no impact on the overall outturn position. The projects will now be delivered in 2015/16.

Overspend of £50k - The budget for the core funding grant to Sportspace was based on a proposal to amend the funding agreement. This amendment to the funding agreement has been postponed for one financial year.

### **3.4 Third Parties - £104k under budget (5.5%)**

Underspend of £50k – This underspend related to the Internal Audit contract and is ongoing. The budget has been reduced for 2015/16 Budget.

Underspend of £30k – Costs of the Serco contract for Facilities Management have been lower than originally anticipated due to inflation rates being lower than budgeted. This saving has been reflected in the 2015/16 Budget.

### **3.5 Income – £94k under achieved (1.4%)**

Under-achievement of £130k – This relates to the Revenues service, where the income from Court Costs recovered has been below budget. This is a continuing trend from prior years and has been amended for the 2015/16 Budget.

Surplus of £120k – An increase in income has been achieved from Investment Properties arising from the successful implementation of retrospective rent reviews. This increase has been incorporated within the 2015/16 Budget.

Deficit of £50k - This is an accounting adjustment relating to grant received in support of election costs. The monies have been received, and there is no overall impact on the outturn position, but accounting regulations require the grant income to be recognised as 'government grant' rather than within the Service income line.

#### 4. Strategic Planning and Environment

Strategic Planning and Environment	Controllable Budget £000	Forecast Outturn £000	Forecast Variance	
			£000	%
Employees	8,336	8,291	(45)	-0.5%
Premises	1,204	1,209	5	0.4%
Transport	1,426	1,476	50	3.5%
Supplies & Services	4,684	4,687	3	0.1%
Third-Parties	119	116	(3)	-2.5%
Income	(9,599)	(10,073)	(474)	-4.9%
	<b>6,169</b>	<b>5,706</b>	<b>(463)</b>	<b>-7.5%</b>

##### 4.1 Employees - £45k under budget (0.5%)

Overspend of £120k – This has arisen due to the vacancy factor of 5% not having been met in full across a range of services. The most significant area is Clean, Safe and Green, where the variance is £110k over budget due to low levels of staff turnover.

Underspend of £80k – This relates primarily to Building and Development Control. There have been numerous vacancies in year which, together with county-wide recruitment challenges within the profession, has led to an underspend.

Saving of £85k – This has been achieved from the introduction of the new Waste Service in November 2014. This part-year saving has been captured in the Budget for 2015/16.

##### 4.2 Transport - £50k over budget (3.5%)

Savings of £25k – Savings have been achieved in the Clean, Safe and Green budget for fuel due to a reduction in the price of fuel.

Overspend of £50k – This relates to increased transportation costs following the introduction of the new Waste Service, specifically the cost of transporting recyclable material from the Council's depot to the recycling plant. This cost has been incorporated into the budget for 2015/16.

Overspend of £25k – A more comprehensive programme of servicing has been introduced in the past financial year for grounds maintenance vehicles. Small plant is also being serviced on a regular basis, to ensure that it complies with new Health and Safety legislation.

#### 4.3 Income - £474k over achieved (4.9%)

Surplus of £225k - Car Parking Income has exceeded budget in 2 key areas: off-street car parking has generated an additional £115k, due to increased usage of council car parks, and the income from on-street penalty charge notices has exceeded budget by £85k. An increase of £140k has been factored into the budget for 2015/16 (£90k in off-street car parking and £50k in on-street penalty charge income).

Surplus of £200k – This has been generated in the areas of Building and Development Control due to some large one-off applications, along with a general increase in the number of applications received as the economy shows signs of recovering. An increase of £115k has been incorporated into the budget for 2015/16.

Surplus of £50k - The legal challenge to the adoption of the Local Development Framework Core Strategy has been defeated, which has resulted in unbudgeted income from the recovery of legal expenses.

#### 5. Housing and Community

Housing & Community	Controllable Budget £000	Forecast Outturn £000	Forecast Variance	
			£000	%
Employees	3,213	3,294	81	2.5%
Premises	402	381	(21)	-5.3%
Transport	43	37	(6)	-13.9%
Supplies & Services	1,965	1,972	7	0.4%
Third Parties	25	26	1	4.3%
Income	(4,094)	(4,173)	(79)	1.9%
	<b>1,555</b>	<b>1,538</b>	<b>(17)</b>	<b>-1.1%</b>

##### 5.1 Employees - £81k over budget (2.5%)

This overspend is across services, and is as a result of the vacancy factor not being achieved.

##### 5.2 Premises - £21k under budget (5.3%)

Saving of £70k – In the Homelessness service, there have been savings in temporary accommodation costs arising from 2 key factors: firstly improved advice and prevention has led to a reduced need for temporary accommodation, and secondly, the Council-owned Leys Road hostel has now been open for the first full year.

Overspend of £66k - Dacorum has taken over the management of 2 Homes of Multiple Occupancy, through the process of Management Orders. This was due to the inadequate state of the properties which were posing a health and safety risk to tenants. Expenditure of £66k has been incurred to bring the properties up to the required standard. This will be recovered in full, as rental income from tenants is being retained by Dacorum until the expense is recovered.

### 5.3 Supplies and Services - £7k over budget

Underspend of £50k - A saving has been achieved against a budget of £83k on the cost of the Housing Stock Condition Survey. This was due to a joint procurement process being carried out with East Herts and Welwyn Hatfield District Councils. This expenditure is funded from reserves, so there will be no impact on the outturn overall.

Overspend of £36k - Unbudgeted expenditure has been incurred relating to the Community Safety Partnership. This expenditure is fully matched by increased grant income meaning that there is no overall impact on the taxpayer (see paragraph 5.4).

### 5.4 Income - £79k over achieved (1.9%)

Surplus of £60k - An increase in income across Regulatory Services has been generated, in the areas of Environmental Protection & Housing, Pest Control, Disabled Facility Grant Agency income and Primary Authority work.

Surplus of £36k - The grant income for the Community Safety Partnership of £36k referred to in paragraph 5.3 is unbudgeted income which offsets the budget pressure in expenditure.

## 6. Non-Controllable Expenditure

6.1 Appendix A includes the provisional outturn for non-controllable expenditure. These are largely year-end accounting adjustments. There will be further adjustments as work on the Statement of Accounts continues, but major variances arising to date are shown below:

	£
Housing Benefits and Subsidy	113,000
Bad debt provision	<u>(63,000)</u>
<b>Total</b>	<b>50,000</b>

The variance of £113k in Housing Benefits and Subsidy equates to 0.2% of the overall budget of £48m.

The bad debt provision was budgeted to increase by £118k based on trend analysis of previous years, but, based on the same audited calculation method the actual requirement was significantly less, at £55k.

6.2 At the time of writing, the depreciation and recharge calculations for the year have yet to be finalised and included within the non-controllable expenditure section of Appendix A. At this stage, both have been included as on budget.

6.3 The depreciation charge is an accounting adjustment which has no impact on the taxpayer. However, the recharge calculation is likely to result in the charge to the HRA deviating from budget. Any changes resulting from the recharge calculation will be reported to the Audit Committee as part of the Final Outturn report.

## **7. Housing Revenue Account (HRA)**

7.1 The HRA is a ring-fenced account relating to the Council's Landlord functions. A guiding principle of the HRA is that revenue raised from rents and service charges must be sufficient to fund expenditure incurred. The forecast outturn position for the HRA is shown at Appendix B.

7.2 The provisional HRA balance at the end of 2014/15 is £2.9m, which complies with the Council's approved strategy of maintaining a minimum balance on the HRA of 5% of turnover (£2.85m).

7.3 Over the course of the year the HRA generated a surplus of £177k, which is £62k lower than the budgeted surplus. Significant variances are explained in the paragraphs below.

### **7.4 Dwelling Rents - £136k surplus (0.3%)**

Surplus income has been generated due to a number of tenants moving to target rent as they have begun a new tenancy. The level of void properties has also been kept low, with the average for the year running at approximately 0.6% (an estimate of 1% was used to set the budget).

### **7.5 Non Dwelling Rents - £30k surplus (37.5%)**

A surplus has been generated on income from third parties for commercial use, for example telecommunications companies locating masts on HRA land. This is due to backdated income coming to the Council following the recent resolution of lease issues.

### **7.6 Leaseholder Charges - £34k surplus (7.9%)**

This surplus is as a result of under-budgeted insurance costs chargeable to leaseholders. This has been corrected for Budget 2015/16.

### **7.7 Interest and Investment Income - £78k surplus (78%)**

An increase in the number of Right to Buy sales over the year has resulted in increased capital balances, which have generated additional investment income.

### **7.8 Contribution towards expenditure - £210k surplus (45.7%)**

This surplus results from the high number of repairs carried out in 2013/14 which were subsequently recharged to leaseholders on an arrears basis in 2014/15.

### **7.9 Repairs and Maintenance - £1,043k under budget (8.1%)**

There is an efficiency saving of £400k across the areas of Responsive Repairs and Void Repairs arising from the new Total Asset Management contract with Osborne which commenced in July 2014.

There is an underspend of £680k in the area of Planned Maintenance due to delays in the programme of works, following the implementation of the Osborne contract in July 2014. The delay in the programme will be caught up in 2015/16.

#### 7.10 Supervision and Management - £77k under budget (0.7%)

##### The underspend relates to:

Pension backfunding paid in 2013/14 – £210k. In February 2014, following the triennial actuarial review of the Council's pension scheme, Full Council approved a one-off payment of £210k (HRA element) to reduce the deficit on the pension scheme. At the time of approval it was anticipated that this payment would be made in the financial year 2014/15. However, since approval the Council received notification that payment was required in March and therefore would come from the 2013/14 budget.

Savings of £80k generated from the implementation of energy efficiency projects, including installation of solar panels on some sheltered housing roofs.

Underspend of £40k Under-Occupation Incentive Scheme – the number of tenants paid an incentive to move to a smaller home has been lower than anticipated, due to a lower than expected take up of the policy.

Underspend of £320k in Salaries - of this underspend, £120k relates to the TUPE of staff to Osborne. Other savings have arisen from a number of vacancies being held due to a restructure.

##### Off-set by overspends relating to:

£500k - Uninsured losses relating to insurance claims from tenants for damages to buildings and water leaks. After incorporating this year's figures, trend analysis has been carried out and the budget has been increased for 2015/16.

£100k - ICT costs related to the Total Asset Management contract and merging Orchard with Osborne's equivalent (£50k), and additional development work to improve in-house systems such as Orchard and Sprint.

#### 7.11 Revenue Contribution to Capital £1,672k over budget

Revenue Contribution to Capital (RCC) is that amount of surplus revenue, generated over the course of the year, which is transferred out of the Housing Revenue Account into the Housing Capital Programme in order to fund capital projects.

Because it is revenue over and above the amount that is required to operate the HRA for the year, the actual level of RCC will go up or down dependent on over- or under-spends elsewhere within the HRA budget. Therefore, the increase in RCC at provisional outturn 2014/15 reflects the cumulative underspend elsewhere in the budget.

In summary, this means that £1,672k more than budgeted will be available to spend on HRA capital projects in future years. This will ensure that the capital programme, which includes elements such as the new build programme, can be successfully delivered.

#### 8. Provisional Capital Outturn

8.1 The provisional capital outturn position is summarised by Scrutiny area in the table below. Appendix C shows the provisional outturn by scheme.

The 'Rephasing' column refers to those projects where expenditure is still expected to be incurred, but will now be in 2015/16 rather than 2014/15, or conversely, where expenditure planned initially for 2015/16 has been incurred in 2014/15.

The 'Variance' column refers to those projects which are now complete, but have come in under or over budget and those projects which are no longer required.

	<b>Current Budget</b> £000	<b>Provisional Outturn</b> £000	<b>Rephasing</b> £000	<b>Variance</b> £000 %	
Finance & Resources	3,245	2,468	(758)	(19)	-0.6%
Strategic Planning & Environment	8,985	7,327	(1,104)	(555)	-6.2%
Housing & Community	5,856	6,540	(3)	686	11.7%
<b>G F Total</b>	<b>18,087</b>	<b>16,335</b>	<b>(1,864)</b>	<b>113</b>	<b>0.6%</b>
<b>HRA Total</b>	<b>35,050</b>	<b>25,469</b>	<b>(8,282)</b>	<b>(1,300)</b>	<b>-3.7%</b>
<b>Grand Total</b>	<b>53,137</b>	<b>41,804</b>	<b>(10,146)</b>	<b>(1,187)</b>	<b>-2.2%</b>

## 8.2 General Fund Major Variances

The final position for the General Fund comprises the following elements:

- £113k - overspends on completed projects
- £1.864m - slippage on incomplete projects into 2015/16

The major variances on the General Fund capital programme are as detailed below.

### 8.3 Net overspend of £113k comprises the following key elements:

- Line 106: unbudgeted spend of £653k relating to the Highbarns Land Stabilisation Project. This expenditure is for work to the highways which has been fully funded by Herts County Council.
- Line 129: an underspend of £150k on Home Improvement Loans due to take up being less than expected. The annual budgets for future years have been reduced from £250k to £150k to reflect a lower than anticipated demand going forward.
- Line 142: a pressure of £174k on the Elms Hostel development at Redbourne Road due to the tender price being higher than budgeted. Section 106 funding has been earmarked to offset this pressure.
- Line 151: an underspend of £176k on the Car Park Refurbishment project relating to two schemes which could not be completed this year due to staff

capacity. The schemes will still be undertaken but can be accommodated within the future budget allocations, so there is no requirement to slip the budget.

- Line 160: an underspend of £137k on Waste and Recycling Service Improvements, as wheeled bins were procured more cheaply than expected through a successful tender process.
- Line 170: an underspend of £112k on Neighbourhood Centre improvements now not being undertaken.

#### 8.4 Slippage of £1.864m comprises the following major elements:

- Line 75: £406k slippage on the budget for The Forum. The development agreement has been signed and £1.1m of the £1.5m allocated budget has been spent this financial year with the balance required in 2015/16.
- Line 106: £77k slippage on Highbarns Land Stabilisation Project. The majority of the work at this site is complete and the Council has fulfilled its obligation under the Derelict Land Clearance order. However the work is not completely finished and final sign off from the contractor is awaited.
- Line 116: £194k slippage on the purchase of the land at Bunkers Farm for a new burial site. The land will be purchased from the Homes & Communities Agency, once satisfactory site investigations have been concluded, which is estimated to be early 2015/16.
- Line 172: £720k slippage on Regeneration of the Town Centre. This is due to inaccurate forecasting of council cash flows.

These are offset by pressures requiring funding to be drawn from the 2015/16 budget allocation:

- Line 81: £100k pressure on Enterprise Licence Agreements due to a change in licensing arrangements. There is no additional cost to scheme overall, just a change in cost profiling.
- Line 128: £105k pressure on Disabled Facilities Capital Grants. This is due to a high level of demand for disabled adaptations to properties, which is expected to continue into 2015/16.
- Line 142: £250k pressure on the Elms Hostel due to the tender price being higher than budgeted. This is in addition to the £173k referred to above. The total overspend is £424k. The £250k will be funded from budget brought forward from the Affordable Housing Development Fund.
- Line 162: £288k pressure relating to fleet purchases. The long term fleet requirements have been reviewed and have been incorporated into the Capital Programme for 2015/16 to 2019/20.

#### 8.3 Housing Revenue Account Major Variances

There is a projected underspend on the HRA capital programme of £1.3m.

- Line 196: £331k underspend on the New Build at Farm Place Berkhamsted where the tender price was lower than budgeted.
- Line 201: £970k underspend relating to the transfer of The Point from the General Fund to the HRA, which will be made through an accounting adjustment rather than the use of budget. The financial implications for both funds will be exactly the same.

There is projected slippage of £8.28m into 2015/16 from the following:

- Line 194: £1.3m slippage in Planned Fixed Expenditure. This figure is mainly due to re-profiling of large projects which continue into 2015/16, offset by efficiencies identified in the Osborne open book contract.
- Line 196: £217k slippage on the New Build scheme at Farm Place, which was due for completion at the end of March but will now complete early 2015/16.
- Line 198: £2.89m of slippage due to delays on the New Build scheme at London Road. Construction works have been delayed due to difficulties relocating the substation during the initial phase of the scheme. Works have now commenced and the contractor is on site.
- Line 200: £3.98m of slippage on the purchase of land for the new build site at Martindale. A deposit of 5% has been paid in this financial year to secure the purchase, but the balance has been paid in 2015/16 following completion of an archaeological survey and the granting of planning permission.

## 9 Balances and Reserves

9.1 The Reserves Summary at Appendix D reflects the movements approved by Council in February 2015, including a contribution of £564k which was recommended subject to outturn.

9.2 It is recommended that Cabinet approve the following additional reserve movements subject to final outturn, which are also reflected within Appendix D:

- Management of Change Reserve – contribution £150k  
To meet the costs of one-off projects required to make improvements or significant changes to services for which no budgetary provision exists, including transformation, redundancy, and pension strain payments.

This reserve was approved by Full Council as a priority area within the Reserves Strategy of the Budget 2015 report in February 2015.

- Earmarked Grants Reserve – draw down £78k  
This reserve contains unutilised grants from prior years. This recommended draw down would fund relevant expenditure incurred in 2014/15.

9.3 Appendix A shows that after the above reserve movements are made there will be a reduction to the General Fund Working Balance of £48k. This reflects the forecast reduction approved by Council in February 2015, and is consistent with the strategy of reducing the Working Balance to £2.5m by the end of 2015/16.

- 9.4 It is recommended that any further increases to the Working Balance identified as part of the year-end process should be transferred to the Management of Change Reserve. This will help fund future organisational transformation initiatives as the Council seeks to respond to the forecast reductions in government funding.
- 9.5 In cases where reserves were to be drawn down in 2014/15 to fund budgeted expenditure which was not spent in full, only the amount required to fund actual expenditure was drawn down. The remainder is held in reserve to fund the approved expenditure as it is incurred in future years.

This page is intentionally left blank



# Dacorum Borough Council

APPENDIX A

## General Fund Revenue Budget - Provisional Outturn 2014/15 (by Overview and Scrutiny Committee)

	Month			Year-to-Date			Full Year		
	Adjusted Budget £000	Actuals £000	Variance £000	Adjusted Budget £000	Actuals £000	Variance £000	Adjusted Budget £000	Forecast Outturn £000	Variance £000
<b>Controllable</b>									
Finance and Resources	1,244	1,388	144	11,750	11,772	22	11,746	11,772	26
Strategic Planning and Environment	239	279	40	6,169	5,682	(487)	6,169	5,706	(463)
Housing and Community	254	244	(10)	1,555	1,538	(17)	1,555	1,538	(17)
<b>Controllable</b>	<b>1,737</b>	<b>1,911</b>	<b>174</b>	<b>19,474</b>	<b>18,992</b>	<b>(482)</b>	<b>19,470</b>	<b>19,016</b>	<b>(454)</b>
<b>Non-Controllable</b>									
Finance and Resources	(408)	944	1,352	(4,892)	(236)	4,656	(4,892)	(4,813)	79
Strategic Planning and Environment	280	(1)	(281)	3,362	(1)	(3,363)	3,362	3,353	(9)
Housing and Community	202	2	(200)	2,420	13	(2,407)	2,420	2,400	(20)
<b>Non-Controllable</b>	<b>74</b>	<b>945</b>	<b>871</b>	<b>890</b>	<b>(224)</b>	<b>(1,114)</b>	<b>890</b>	<b>940</b>	<b>50</b>
<b>General Fund Service Expenditure</b>	<b>1,811</b>	<b>2,856</b>	<b>1,045</b>	<b>20,364</b>	<b>18,768</b>	<b>(1,596)</b>	<b>20,360</b>	<b>19,956</b>	<b>(404)</b>
Reversal of Capital Charges							(3,586)	(3,586)	0
Interest Receipts							(187)	(286)	(99)
Revenue Contributions to Capital							285	2,205	1,920
FRS 17 Adjustments							36	0	(36)
Extraordinary Items							0	(102)	(102)
Contributions to / (from) Reserves							(61)	(2,867)	(2,806)
Contributions to / (from) Working Balance							0	(48)	(48)
<b>Budget Requirement:</b>							<b>16,847</b>	<b>15,272</b>	<b>(1,575)</b>
<b>Met From:</b>									
Revenue Support Grant							(3,017)	(3,017)	0
Redistributed Non-Domestic Rates							(1,898)	(266)	1,632
New Homes Bonus							(2,134)	(2,143)	(9)
Other General Government Grants							(182)	(230)	(48)
Council Tax Surplus							(110)	(110)	0
Requirement from Council Tax							(9,506)	(9,506)	0
<b>Total Funding:</b>							<b>(16,847)</b>	<b>(15,272)</b>	<b>1,575</b>

### Interpreting this report

#### General Fund Service Expenditure

This subtotal includes those costs which are directly attributable to specific Council services.

#### Budget Requirement

This subtotal shows the total cash requirement to operate the Council for one year. It includes the General Fund Service Expenditure plus corporate costs and income.

#### Total Funding

This subtotal shows how the Council receives sufficient funding from different sources to meet the Budget Requirement. In order to 'balance the budget', Total Funding must equal the Budget Requirement.

This page is intentionally left blank

**Housing Revenue Account**  
**Revenue Budget Monitoring Report for 31 March 2015**

	Original	Provisional	Provisional Outturn	
	2014/15 (a)	2014/15	£000	%
	£000	£000	£000	£000
<b>Income</b>				
Dwelling Rents	(54,335)	(54,471)	(136)	0.3%
Non-Dwelling Rents	(80)	(110)	(30)	37.5%
Tenant Service Charges	(726)	(738)	(12)	1.7%
Leaseholder Charges	(431)	(465)	(34)	7.9%
Interest and Investment Income	(100)	(178)	(78)	78.0%
Contributions to Expenditure	(460)	(670)	(210)	45.7%
<b>Total Income</b>	<b>(56,132)</b>	<b>(56,632)</b>	<b>(500)</b>	<b>0.89%</b>
<b>Expenditure</b>				
Repairs and Maintenance	12,951	11,908	(1,043)	-8.1%
Revenue Contribution to Capital	15,485	17,157	1,672	10.8%
Supervision & Management	10,583	10,506	(77)	-0.7%
Corporate and Democratic Core	261	261	0	0.0%
Rent, Rates, Taxes & Other Charges	14	24	10	71.4%
Provision for Bad Debts	216	216	0	0.0%
Interest Payable	11,665	11,665	0	0.0%
Depreciation	8,908	8,908	0	0.0%
<b>Total Expenditure</b>	<b>60,083</b>	<b>60,645</b>	<b>562</b>	<b>0.94%</b>
<b>Contribution to/(from) Strategic Acquisitions Reserve</b>	<b>(4,190)</b>	<b>(4,190)</b>	<b>0</b>	<b>0</b>
<b>HRA Deficit / (Surplus)</b>	<b>(239)</b>	<b>(177)</b>	<b>62</b>	<b>0</b>
<b>Housing Revenue Account Balance:</b>				
Opening Balance at 1 April	(2,723)	(2,723)	0	
Deficit / (Surplus) for the year	(239)	(177)	62	
Contributions to Earmarked Reserves	0	0	0	
<b>Closing Balance at 31 March</b>	<b>(2,962)</b>	<b>(2,900)</b>	<b>62</b>	

<b>Strategic Acquisitions Reserve:</b>				
Opening Balance at 1 April	(7,350)	(7,350)	0	
Deficit / (Surplus) for the year	4,190	4,190	0	
Contributions to Earmarked Reserves	0	0	0	
<b>Closing Balance at 31 March</b>	<b>(3,160)</b>	<b>(3,160)</b>	<b>0</b>	

This page is intentionally left blank

PROVISIONAL OUTTURN 2014/15 - CAPITAL BUDGETS BY SCRUTINY COMMITTEE

APPENDIX C

Scheme	Budget Holder	Original Budget	Prior Year Slippage	Adj's, Supps, Virements	In-Year Adjustments	Current Budget	YTD Spend	Projected Outturn	Forecast Slippage	Projected Over / (Under)
<b>General Fund</b>										
<b>Finance and Resources</b>										
<b>Commercial Assets and Property Development</b>										
42	Tring Depot - Safety Works	Nicholas Brown	1,500,000	0	(1,500,000)	(1,500,000)	0	0	0	0
43	Voltage Optimisation Units	Nicholas Brown	11,000	0	(11,000)	(11,000)	0	0	0	0
44	Tringford Road Depot	Nicholas Brown	0	0	95,000	95,000	95,000	93,802	93,802	(1,198)
45	Grovehill Community Centre - Plant	Nicholas Brown	22,250	0	0	0	22,250	6,198	6,198	(16,052)
46	Leverstock Green Community Centre - Plant	Nicholas Brown	47,268	0	0	0	47,268	49,425	49,425	2,157
47	Adeyfield Community Centre - Window Renewals	Nicholas Brown	10,000	0	0	0	10,000	5,652	5,652	(4,348)
48	Highfield Community Centre - Resurface Car Park	Nicholas Brown	20,000	0	0	0	20,000	1,682	1,682	(18,318)
49	Apsley Industrial Estate - Box Gutter	Nicholas Brown	10,000	0	0	0	10,000	0	0	(10,000)
50	Queens Square Shopping Centre - Roof	Nicholas Brown	40,000	0	70,000	70,000	110,000	97,575	97,575	(12,425)
51	Leys Road - Roof	Nicholas Brown	25,000	0	(25,000)	(25,000)	0	0	0	0
52	Queens Square Shopping Centre - Canopy	Nicholas Brown	30,000	0	(30,000)	(30,000)	0	0	0	0
53	Queens Square Shopping Centre - Renew Walkway	Nicholas Brown	40,000	0	(40,000)	(40,000)	0	0	0	0
54	Bennettsgate Shopping Centre - Replace Lateral Mains	Nicholas Brown	50,000	0	(50,000)	(50,000)	0	0	0	0
55	The Heights Shopping Centre - New Railing	Nicholas Brown	50,000	(1,800)	0	0	48,200	44,828	44,828	(3,372)
56	St Nicholas Nursery - Roof Replacement	Nicholas Brown	0	22,768	0	0	22,768	25,287	25,287	2,519
57	Woodwells Caravan Site - Security Improvements	Nicholas Brown	60,000	0	0	0	60,000	67,757	67,757	7,757
58	Planet Ice	Nicholas Brown	0	0	400,000	400,000	400,000	400,000	400,000	0
59	Tring Sports Centre - Plant	Nicholas Brown	57,000	0	0	0	57,000	57,315	57,315	315
60	Hemel Hempstead Sports Centre - Railings	Nicholas Brown	35,000	(700)	(6,000)	(6,000)	28,300	23,865	23,865	(4,435)
61	Sports Pitches and Allotments Software	Nicholas Brown	15,000	0	(15,000)	(15,000)	0	0	0	0
62	Public Conveniences - Improvement Programme	Nicholas Brown	0	0	6,000	6,000	6,000	6,046	6,046	46
			<b>2,022,518</b>	<b>20,268</b>	<b>(1,106,000)</b>	<b>(1,106,000)</b>	<b>936,786</b>	<b>879,432</b>	<b>879,432</b>	<b>(61,143)</b>
<b>Commissioning, Procurement and Compliance</b>										
66	Customer Services Unit Improvement Projects	Ben Hosier	0	46,453	0	0	46,453	46,607	46,607	154
67	Telephony upgrade & virtualisation	Ben Hosier	0	0	53,440	53,440	53,440	0	0	(53,440)
			<b>0</b>	<b>46,453</b>	<b>53,440</b>	<b>53,440</b>	<b>99,893</b>	<b>46,607</b>	<b>46,607</b>	<b>(53,440)</b>
<b>Development Management and Planning</b>										
71	Planning Software Replacement	Alex Chrusciak	140,000	0	0	0	140,000	38,868	38,868	(101,132)
			<b>140,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>140,000</b>	<b>38,868</b>	<b>38,868</b>	<b>(101,132)</b>
<b>Housing &amp; Regeneration Management</b>										
75	The Forum (Public Service Quarter)	Mark Gaynor	0	0	1,500,000	1,500,000	1,500,000	1,094,215	1,094,215	(405,785)
			<b>0</b>	<b>0</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>1,094,215</b>	<b>1,094,215</b>	<b>(405,785)</b>
<b>Information, Communication and Technology</b>										
79	Rolling Programme - Hardware	Ben Trueman	75,000	7,236	0	0	82,236	78,876	78,876	(3,360)
80	Software Licences - Right of Use	Ben Trueman	50,000	0	0	0	50,000	0	0	(32,000)
81	Enterprise Licence Agreements	Ben Trueman	25,000	0	0	0	25,000	121,631	121,631	96,631
82	Website Development	Ben Trueman	85,000	0	0	0	85,000	0	0	(85,000)
83	EDRM	Ben Trueman	17,500	11,070	0	0	28,570	28,140	28,140	(430)
84	Dacorum Anywhere	Ben Trueman	75,000	(11,475)	0	0	63,525	63,166	63,166	(359)
85	Mobile Working	Ben Trueman	0	0	63,500	63,500	63,500	19,024	19,024	(44,476)
86	Wifi	Ben Trueman	0	0	48,500	48,500	48,500	43,774	43,774	(4,726)
87	Network Switch Replacement	Ben Trueman	0	0	22,900	22,900	22,900	22,270	22,270	(630)
			<b>327,500</b>	<b>6,831</b>	<b>134,900</b>	<b>134,900</b>	<b>469,231</b>	<b>376,881</b>	<b>376,881</b>	<b>(69,571)</b>
<b>Legal Governance</b>										
91	Visual Files Case Management System	Mark Brookes	0	5,630	0	0	5,630	0	0	(5,630)
92	Corporate GIS	Mark Brookes	40,030	0	0	0	40,030	32,310	32,310	(7,720)
			<b>40,030</b>	<b>5,630</b>	<b>0</b>	<b>0</b>	<b>45,660</b>	<b>32,310</b>	<b>32,310</b>	<b>(13,350)</b>

PROVISIONAL OUTTURN 2014/15 - CAPITAL BUDGETS BY SCRUTINY COMMITTEE

APPENDIX C

Scheme	Budget Holder	Original Budget	Prior Year Slippage	Adj's, Supps, Virements	In-Year Adjustments	Current Budget	YTD Spend	Projected Outturn	Forecast Slippage	Projected Over / (Under)	
<b>Finance and Resources (continued)</b>											
<b>Performance and Projects</b>											
96	39, 41 Marlowes, Court House - Decant Works	Robert Smyth	1,250,000	0	(1,250,000)	(1,250,000)	0	0	0	0	
97	Incoming Mailroom	Robert Smyth	40,000	8,009	0	0	48,009	0	0	(48,009)	
98	Reprographics	Robert Smyth	0	5,247	0	0	5,247	0	0	(5,247)	
			<b>1,290,000</b>	<b>13,256</b>	<b>(1,250,000)</b>	<b>(1,250,000)</b>	<b>53,256</b>	<b>0</b>	<b>0</b>	<b>(53,256)</b>	
<b>Totals: Finance and Resources</b>			<b>3,820,048</b>	<b>92,438</b>	<b>(667,660)</b>	<b>(667,660)</b>	<b>3,244,826</b>	<b>2,468,314</b>	<b>2,468,314</b>	<b>(757,677)</b>	<b>(18,835)</b>
<b>Housing and Community</b>											
<b>Chief Executive's Unit Management</b>											
106	Highbarns Land Stabilisation Project	Steve Baker	0	228,422	350,000	350,000	578,422	501,170	501,170	(77,252)	0
107	Highbarns - HCC share of costs	Steve Baker	0	0	0	0	0	652,723	652,723	0	652,723
			<b>0</b>	<b>228,422</b>	<b>350,000</b>	<b>350,000</b>	<b>578,422</b>	<b>1,153,893</b>	<b>1,153,893</b>	<b>(77,252)</b>	<b>652,723</b>
<b>Commercial Assets and Property Development</b>											
111	Woodwells Cemetery - Extension	Nicholas Brown	205,000	0	(205,000)	(205,000)	0	0	0	0	0
112	Heath Lane Cemetry - Boundary Wall Replacement	Nicholas Brown	25,000	0	0	0	25,000	0	0	0	(25,000)
113	Kingshill Cemetery - New Roads	Nicholas Brown	50,000	0	0	0	50,000	0	0	0	(50,000)
114	Woodwells Cemetery - Work Yard Development	Nicholas Brown	0	0	21,000	21,000	21,000	48,526	48,526	20,000	7,526
115	St Peter's Churchyard - Wall replacement	Nicholas Brown	50,000	0	0	0	50,000	29,377	29,377	0	(20,624)
116	Bunkers Farm	Nicholas Brown	0	0	205,000	205,000	205,000	10,782	10,782	(194,218)	(0)
			<b>330,000</b>	<b>0</b>	<b>21,000</b>	<b>21,000</b>	<b>351,000</b>	<b>88,684</b>	<b>88,684</b>	<b>(174,218)</b>	<b>(88,098)</b>
<b>People</b>											
120	Capital Grants - Community Groups	Matt Rawdon	20,000	0	0	0	20,000	11,492	11,492	(8,508)	0
			<b>20,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20,000</b>	<b>11,492</b>	<b>11,492</b>	<b>(8,508)</b>	<b>0</b>
<b>Performance and Projects</b>											
124	Hemel Hempstead Sports Centre - Gym Refurbishment	Robert Smyth	50,000	29,119	0	0	79,119	0	0	0	(79,119)
			<b>50,000</b>	<b>29,119</b>	<b>0</b>	<b>0</b>	<b>79,119</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(79,119)</b>
<b>Regulatory Services</b>											
128	Disabled Facilities Grants	Chris Troy	573,000	0	0	0	573,000	678,167	678,167	105,167	0
129	Home Improvement Grants	Chris Troy	150,000	0	0	0	150,000	0	0	0	(150,000)
			<b>723,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>723,000</b>	<b>678,167</b>	<b>678,167</b>	<b>105,167</b>	<b>(150,000)</b>
<b>Residents Services</b>											
133	Rolling Programme - CCTV Cameras	Julie Still	25,000	0	0	0	25,000	19,457	19,457	0	(5,543)
134	Old Town Hall Refurbishment	Julie Still	360,000	195,147	0	0	555,147	614,834	614,834	0	59,687
135	Verge Hardening Programme	Julie Still	200,000	0	0	0	200,000	288,179	288,179	33,179	55,000
136	Youth Centre Provision	Julie Still	100,000	0	0	0	100,000	0	0	(100,000)	0
137	Adventure Playgrounds - Rewire Chaulden, Adeyfield, Bennettsend	Julie Still	38,000	0	0	0	38,000	6,640	6,640	(31,361)	0
138	Play Areas & Open Spaces - replace equipment	Julie Still	23,000	0	(23,000)	(23,000)	0	0	0	0	0
			<b>746,000</b>	<b>195,147</b>	<b>(23,000)</b>	<b>(23,000)</b>	<b>918,147</b>	<b>929,109</b>	<b>929,109</b>	<b>(98,182)</b>	<b>109,143</b>
<b>Strategic Housing</b>											
142	New Build - Elms Hostel Redbourne Road	Julia Hedger	2,114,910	(360,712)	1,039,509	1,039,509	2,793,707	3,217,437	3,217,437	250,000	173,730
143	Affordable Housing Development Fund	Julia Hedger	1,310,000	(52,406)	(864,509)	(864,509)	393,085	461,012	461,012	0	67,927
			<b>3,424,910</b>	<b>(413,118)</b>	<b>175,000</b>	<b>175,000</b>	<b>3,186,792</b>	<b>3,678,448</b>	<b>3,678,449</b>	<b>250,000</b>	<b>241,657</b>
<b>Totals: Housing and Community</b>			<b>5,293,910</b>	<b>39,570</b>	<b>523,000</b>	<b>523,000</b>	<b>5,856,480</b>	<b>6,539,794</b>	<b>6,539,794</b>	<b>(2,993)</b>	<b>686,307</b>

Page 28

PROVISIONAL OUTTURN 2014/15 - CAPITAL BUDGETS BY SCRUTINY COMMITTEE

APPENDIX C

Scheme	Budget Holder	Original Budget	Prior Year Slippage	Adj's, Supps, Virements	In-Year Adjustments	Current Budget	YTD Spend	Projected Outturn	Forecast Slippage	Projected Over / (Under)
<b>Strategic Planning and Environment</b>										
<b>Commercial Assets and Property Development</b>										
151 Car Park Refurbishment	Nicholas Brown	280,000	(3,735)	(15,000)	(15,000)	261,265	78,802	78,802	(6,199)	(176,265)
152 Multi Storey Car Park Berkhamsted	Nicholas Brown	30,000	42,000	0	0	72,000	0	0	(72,000)	0
		<b>310,000</b>	<b>38,265</b>	<b>(15,000)</b>	<b>(15,000)</b>	<b>333,265</b>	<b>78,802</b>	<b>78,802</b>	<b>(78,199)</b>	<b>(176,265)</b>
<b>Environmental Services</b>										
156 Wheeled Bins & Boxes for New Properties	Craig Thorpe	20,000	0	(10,000)	(10,000)	10,000	9,755	9,755	0	(246)
157 Play Area Refurbishment Programme	Craig Thorpe	481,345	0	89,528	89,528	570,873	524,315	524,315	(46,558)	0
158 Electronic Data Collection System	Craig Thorpe	0	0	10,000	10,000	10,000	10,600	10,600	0	600
159 Litter Bin Upgrade	Craig Thorpe	0	4,205	0	0	4,205	3,950	3,950	0	(255)
160 Waste & Recycling Service Improvements	Craig Thorpe	1,727,000	(13,481)	(219,000)	(219,000)	1,494,519	1,282,093	1,282,093	(75,000)	(137,426)
161 Play Areas & Open Spaces - replace equipment	Craig Thorpe	0	0	23,000	23,000	23,000	8,490	8,490	(14,510)	0
162 Fleet Replacement Programme	Craig Thorpe	2,840,000	0	0	0	2,840,000	3,128,432	3,128,432	288,432	0
		<b>5,068,345</b>	<b>(9,276)</b>	<b>(106,472)</b>	<b>(106,472)</b>	<b>4,952,597</b>	<b>4,967,634</b>	<b>4,967,634</b>	<b>152,363</b>	<b>(137,327)</b>
<b>Strategic Planning and Regeneration</b>										
166 Old Town High Street enhancements, Hemel Hempstead	Chris Taylor	200,000	(194,640)	0	0	5,360	0	0	0	(5,360)
CIL Software	Chris Taylor	0	0	14,250	14,250	14,250	14,250	14,250	0	0
168 Maylands Phase 1 Improvements	Chris Taylor	500,000	0	0	0	500,000	79,022	79,022	(294,000)	(126,978)
169 GAF - Renewable Energy Provision	Chris Taylor	73,000	0	(73,000)	(73,000)	0	0	0	0	0
170 GAF - Neighbourhood Centre Improvements	Chris Taylor	164,000	0	(37,000)	(37,000)	127,000	14,623	14,623	0	(112,377)
171 GAF - Urban Park/Education Centre	Chris Taylor	120,000	9,720	0	0	129,720	0	0	(129,720)	0
172 Regeneration of Hemel Town Centre	Chris Taylor	1,795,000	49,783	500,000	500,000	2,344,783	1,625,915	1,625,915	(718,868)	0
173 Maylands Business Centre	Chris Taylor	0	0	32,000	32,000	32,000	36,580	36,580	0	4,580
174 Landscape Improvements to Maylands Gateway	Chris Taylor	0	0	0	0	0	17,185	17,185	0	17,185
175 Lighting - Magic Roundabout	Chris Taylor	0	8,466	0	0	8,466	0	0	0	(8,466)
176 Water Gardens	Chris Taylor	278,752	(8,290)	0	0	270,462	222,357	222,357	(48,105)	0
177 Market Square and Bus Interchange	Chris Taylor	0	107,594	110,000	110,000	217,594	232,707	232,707	15,113	0
178 Heath Park Gardens Improvements ( Fully funded from S106)	Chris Taylor	0	0	0	0	0	400	400	0	400
179 Urban Park	Chris Taylor	0	10,000	0	0	10,000	0	0	0	(10,000)
180 Town Centre Access Improvements	Chris Taylor	40,000	0	0	0	40,000	37,720	37,720	(2,280)	0
		<b>3,170,752</b>	<b>(17,367)</b>	<b>546,250</b>	<b>546,250</b>	<b>3,699,635</b>	<b>2,280,758</b>	<b>2,280,758</b>	<b>(1,177,860)</b>	<b>(241,016)</b>
<b>Totals: Strategic Planning and Environment</b>		<b>8,549,097</b>	<b>11,622</b>	<b>424,778</b>	<b>424,778</b>	<b>8,985,497</b>	<b>7,327,194</b>	<b>7,327,194</b>	<b>(1,103,695)</b>	<b>(554,607)</b>
<b>Totals - Fund: General Fund</b>		<b>17,663,055</b>	<b>143,630</b>	<b>280,118</b>	<b>280,118</b>	<b>18,086,803</b>	<b>16,335,301</b>	<b>16,335,301</b>	<b>(1,864,365)</b>	<b>112,864</b>

Page 28

PROVISIONAL OUTTURN 2014/15 - CAPITAL BUDGETS BY SCRUTINY COMMITTEE

APPENDIX C

Scheme	Budget Holder	Original Budget	Prior Year Slippage	Adj's, Supps, Virements	In-Year Adjustments	Current Budget	YTD Spend	Projected Outturn	Forecast Slippage	Projected Over / (Under)
<b>Housing Revenue Account</b>										
<b>Housing and Community</b>										
<b>Property &amp; Place</b>										
192 Planned Fixed Expenditure	Fiona Williamson	22,580,000	0	(1,000,000)	(1,000,000)	21,580,000	20,287,557	20,287,557	(1,292,443)	0
		<b>22,580,000</b>	<b>0</b>	<b>(1,000,000)</b>	<b>(1,000,000)</b>	<b>21,580,000</b>	<b>20,287,557</b>	<b>20,287,557</b>	<b>(1,292,443)</b>	<b>0</b>
<b>Strategic Housing</b>										
196 New Build - Farm Place Berkhamsted	Julia Hedger	2,552,811	408,685	0	0	2,961,496	2,411,319	2,411,319	(218,681)	(331,496)
197 New Build - Galley Hill Gadebridge	Julia Hedger	1,799,512	(263,712)	0	0	1,535,800	1,467,482	1,467,482	(68,318)	0
198 New Build - London Road Apsley	Julia Hedger	3,326,500	481,390	0	0	3,807,890	917,539	917,539	(2,890,351)	0
199 New Build - General Expenditure	Julia Hedger	5,000	0	0	0	5,000	0	0	0	(5,000)
200 Martindale	Julia Hedger	4,190,000	0	0	0	4,190,000	212,962	212,962	(3,977,038)	0
201 Strategic Acquisitions - Housing	Julia Hedger	0	970,090	0	0	970,090	0	0	0	(970,090)
202 Wood House	Julia Hedger	0	0	0	0	0	78,239	78,239	78,239	0
203 The Point (Magic Roundabout Service Station)	Julia Hedger	0	0	0	0	0	6,853	6,853	0	6,853
204 The Apsley Paper Mill (Land Adj to Retail Park, London Road)	Julia Hedger	0	0	0	0	0	43,278	43,278	43,278	0
205 New Build - Queen Street (Old Tring Depot)	Julia Hedger	0	0	0	0	0	13,321	13,321	13,321	0
206 Able House	Julia Hedger	0	0	0	0	0	30,385	30,385	30,385	0
		<b>11,873,823</b>	<b>1,596,453</b>	<b>0</b>	<b>0</b>	<b>13,470,276</b>	<b>5,181,378</b>	<b>5,181,378</b>	<b>(6,989,165)</b>	<b>(1,299,733)</b>
<b>Totals: Housing and Community</b>		<b>34,453,823</b>	<b>1,596,453</b>	<b>(1,000,000)</b>	<b>(1,000,000)</b>	<b>35,050,276</b>	<b>25,468,935</b>	<b>25,468,935</b>	<b>(8,281,608)</b>	<b>(1,299,733)</b>
<b>Totals - Fund: Housing Revenue Account</b>		<b>34,453,823</b>	<b>1,596,453</b>	<b>(1,000,000)</b>	<b>(1,000,000)</b>	<b>35,050,276</b>	<b>25,468,935</b>	<b>25,468,935</b>	<b>(8,281,608)</b>	<b>(1,299,733)</b>
<b>Totals</b>		<b>52,116,878</b>	<b>1,740,083</b>	<b>(719,882)</b>	<b>(719,882)</b>	<b>53,137,079</b>	<b>41,804,236</b>	<b>41,804,236</b>	<b>(10,145,973)</b>	<b>(1,186,869)</b>

## GENERAL FUND RESERVES SUMMARY 2014/15

<b>General Fund</b>	<b>Balance as at 31/03/14</b>	<b>Transfers In 2014/15</b>	<b>Transfers Out 2014/15</b>	<b>Balance as at 31/03/15</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Earmarked Grants Reserve	377		(78)	299
Management of Change Reserve	1,495	337	(625)	1,207
Technology Reserve	648		(300)	348
On Street Car Parking Reserve	181			181
Local Development Framework Reserve	666			666
Dacorum Development Reserve	924	1,260	(81)	2,103
Planning Enforcement & Appeals Reserve	125			125
Planning & Regeneration Project Reserve	178			178
Litigation Reserve	214			214
Vehicle Replacement Reserve	1,583		(1,583)	0
Longdean School Repairs Reserve	7			7
Tring Swimming Pool Repairs Reserve	75		8	83
Youth Club Reserve	101			101
Election Reserve	129	30		159
Uninsured Loss Reserve	586			586
Training & Development Reserve	143		(29)	114
Housing Conditions Survey Reserve	83		(32)	51
S106 Commuted Sums Reserve	609			609
Dacorum Partnership Reserve	81		(10)	71
Dacorum Rent Aid - Guarantee Scheme	15			15
Rent Guarantee Scheme Reserve	15			15
The Forum Reserve	1,683	367		2,050
Funding Equalisation Reserve	2,871		(2,422)	449
Pensions Reserve	1,464	309		1,773
Maylands Plus Reserve	79		(18)	61
<b>Total Earmarked Reserves</b>	<b>14,332</b>	<b>2,303</b>	<b>(5,170)</b>	<b>11,465</b>
<b>General Fund Working Balance</b>	<b>2,697</b>	<b>(48)</b>		<b>2,649</b>
<b>Total General Fund Reserves</b>	<b>15,407</b>	<b>2,255</b>	<b>(5,170)</b>	<b>14,114</b>

This page is intentionally left blank



## AGENDA ITEM: 9

### SUMMARY

<b>Report for:</b>	<b>Cabinet</b>
<b>Date of meeting:</b>	<b>May 26th 2015</b>

<b>Title of report:</b>	<b>Housing Allocations Policy Review</b>
<b>Contact:</b>	Cllr Margaret Griffiths, Portfolio Holder for Housing Isabel Connolly, Strategic Housing Team Leader (Property) Julia Hedger, Group Manager Strategic Housing
<b>Purpose of report:</b>	To update Cabinet on the Housing Allocations Policy review and all proposed policy amendments. To update Cabinet on the content of a proposed communications strategy relating to the policy.
<b>Recommendations</b>	<ol style="list-style-type: none"> <li>1. That Cabinet recommend Council to approve the amendments to the Housing Allocations Policy as set out in paragraph 3 of the report.</li> <li>2. That Cabinet approve the content of the proposed communications strategy regarding the Housing Allocations Policy. .</li> </ol>
<b>Corporate objectives:</b>	Affordable Housing
<b>Implications:</b>	<u>Financial</u> No financial implications as the proposed policy changes do not require further software development.
<b>'Value For Money Implications'</b>	<u>Value for Money</u> Carrying out a full review of this policy has clear value for money implications: <ul style="list-style-type: none"> <li>• If the policy does not comply with legislation then the Council could be vulnerable to legal challenge, which could be very costly.</li> <li>• Lack of clarity in the policy will lead to an unnecessary increase in communication coming into the housing</li> </ul>

	<p>department from residents.</p> <ul style="list-style-type: none"> <li>• If the policy can assist the Council to reduce letting times this will result in savings to the Council.</li> <li>• By better matching suitable residents to properties with, or suitable for, adaptations, the Council will save money on very expensive installations.</li> </ul>
Risk Implications	<p>The main risks associated with policy amendments relate to communication of changes to residents and the Council's partners. Clarity in the policy will assist the Council if the policy is fully and properly understood by those who have to use it on a day-to-day basis either as applicants, or as the Council's partners who are supporting housing applicants.</p> <p>In addition, procedural changes must be implemented effectively by Council officers to result in improved operations.</p>
Equalities Implications	<p>The Equality Impact Assessment from 2013 has been reviewed and none of the proposed policy changes impact the assessment carried out at that time.</p>
Stat Comments	<p><b>Monitoring Officer</b> No comments to add to the report</p> <p><b>S151 Officer</b> No comments to add to the report</p>
Health And Safety Implications	<p>There are no Health and Safety implications from this report.</p>
Consultees:	<p>Cllr Margaret Griffiths Elliott Brooks - Assistant Director for Housing Julia Hedger - Group Manager for Strategic Housing Natasha Brathwaite - Strategic Housing Team Leader (Property) Gemma Goacher - Property and Allocations Lead Officer All Housing Service Staff Tenants and Leaseholders Committee Applicants via Moving with Dacorum website Dacortium Partners via the Homelessness Forum</p>
Background papers:	<p>Cabinet Housing Allocations report and appendices (April 2013)</p>
Glossary of acronyms and any other abbreviations used in this report:	<p>CBL – choice based lettings TLC – tenants and leaseholders committee LLP – local lettings policy</p>

## **1. INTRODUCTION**

1.1 Dacorum Borough Council's current Housing Allocation Policy was approved by the Council in April 2013. System developments to the online portal 'Moving with Dacorum' were required prior to the adoption of the policy, which went live on 7 November 2013.

1.2 The Moving with Dacorum portal:

- Holds all housing applications,
  - Advertises details of available properties, and
  - Creates shortlists of applicants who have bid for available properties.
- Data on all applicants, properties, and bidding patterns can be extracted from the system in order for the Council to analyse and understand the impact of its policy.

1.3 The Council has committed to carrying out regular reviews of its policy. This first desk top review has been made up of five assessments:

- 1) Assessment of data from Moving with Dacorum to review the impact of the policy on applicants to reassure the Council that the policy is working as expected and having the intended outcomes in terms of point totals and allocations.
- 2) Assessment of appropriateness and adequacy of day-to-day procedures used to implement the policy.
- 3) Assessment of whether the policy in its current form meets sufficiently all legislation and guidance.
- 4) Assessment of feedback gathered over the year from councillors, officers and residents, as well as responses to consultation, including:
  - A formal request for feedback from officers via an email and meeting,
  - An officer snagging list providing a record of procedural issues and policy queries as they have occurred,
  - Consultation questions sent by email to partners and residents and placed on social media, and
  - The Council's Homeless Forum.
- 5) Assessment of feedback from a formal review of the policy carried out by the Council's Tenants and Leaseholders Committee (TLC).

## **2) DATA ANALYSIS**

2.1 The headlines below are those findings that have assisted the Council in understanding how its policy is affecting residents, and which can now be used to inform communication to local residents:

- On the 24 November 2014 the active register held 4772 applications and the deferred register held 4624 applications.
- 2225 applicants on the active register have never bid, which was higher than expected.
  - Almost 1000 were aged under 30 and 324 were aged over 60.

- Over 1700 were homeseekers and almost 500 were transfer applicants.
  - In the period from November 2013 to November 2014 577 allocations were made (Council and Housing Association properties).
  - 44% of applicants housed in this period were housed within six months of registering their application, plus a further 17% within a year.
  - On 24 November 2014 77% of applicants were homeseekers, 22% transferring tenants, and 2% homeless households. Of the allocations between November 2013 and November 2014 41% went to homeseekers, 32% to transferring tenants, and 26% to homeless households.
  - The point totals required to bid successfully for properties were lower than commonly perceived, depending on property type and location. A number of property types were most commonly allocated to applicants with between 15 and 19 points: three bed flats; three bed maisonettes; and four bed houses.
  - The number of bids placed for each property varied greatly (from none to over 200), depending on the property type and location. Applicants with only ten points may bid successfully for properties if they place bids on lower demand property types and locations. There are fewer bids placed on average for sheltered properties compared to general needs.
  - When breaking down allocations between November 2013 and November 2014 by points, the highest proportion went to households with 20-30 points (24% of properties advertised through CBL and 19% of all allocations including direct offers), followed by those who had 40-60 points (16% of properties advertised through CBL and 13% of all allocations including direct offers).
  - On 24 November 2014 2% of individuals on the register had over 100 points, reflected in the allocations made in the period from November 2013 to November 2014, when almost 2% of successful bids were by applicants with over 100 points.
- 2.2 The data analysis has confirmed that the policy has, in general, been operating as the Council intended. If an applicant comes onto the housing register with a housing need and commences bidding there is a good chance they will be housed within six months. Exactly how soon an applicant will be housed depends on the level of housing need, the frequency of bids placed and the type and location of properties bid for.
- 2.3 There is a new recognition of the need to communicate to applicants that they can influence their chance of being housed by changing their bidding patterns.

### 3) PROPOSED POLICY AMENDMENTS

Reason for change	Proposed new wording (deletions crossed out and additions highlighted)
Central Government	1.1 The purpose and scope of the policy

<p><b>legislation and guidance</b> Addition on advice from the 2014 Lime Legal conference on allocations</p>	<p>The primary function of this policy is to set out:</p> <ul style="list-style-type: none"> <li>• Dacorum Borough Council's (the Council) local priorities in allocating housing accommodation; and</li> <li>• The Council's local approach to eligibility and qualification to its housing register.</li> </ul> <p>This document will:</p> <ul style="list-style-type: none"> <li>• Establish the essential framework enabling the Council to determine the relative priorities between applicants for housing; and</li> <li>• Provide a comprehensive statement of the procedure that should be followed when considering applications and making allocations.</li> </ul> <p>For these purposes 'procedure' includes all aspects of the allocation process, including the persons or descriptions of persons by whom decisions are to be taken, and will set out:</p> <ul style="list-style-type: none"> <li>• The procedures and priorities involved in the initial consideration of an applicant's application to the housing register; and</li> <li>• How a bid made by an applicant through the CBL scheme is to be treated.</li> </ul> <p>This policy has been developed in consultation with strategic partners, registered providers and the general public. The Council will carry out regular reviews taking account of any new changes to legislation or guidance. Where changes are proposed consultation will be carried out with relevant parties.</p> <p>This policy has been adopted following a full equality impact assessment as specified by the Equality Act 2010 (and reviewed in November 2014).</p> <p>The Council holds two housing registers, the Active Register for qualifying applicants, and a Deferred Register for non-qualifying applicants (please see 'Qualification' section 3). Applicants on the Active Register are able to bid for available properties by using a choice based lettings (CBL) scheme (please see 'Administration of the housing register' section 2). The Council is committed to giving fair opportunity to all applicants and reserves the right to make limited numbers of properties available to only homeless applicants; or home-seekers; or transferring tenants, if at any time one or more of these groups starts to dominate allocations.</p> <p>Where this policy refers to the existence of a discretion, this will be assessed by the Assistant Director for Housing. The Council's housing panel has delegated responsibility to award additional priority and make certain exceptions as specified within this policy. The use of discretion will take into account all relevant circumstances relating to a household(s), as well as the demand for and supply of accommodation within Dacorum.</p> <p>A summary of this policy is available for all members of the public, without charge, at all the Council offices and websites <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a> and <a href="http://www.movingwithdacorum.org.uk">www.movingwithdacorum.org.uk</a>.</p>
<p><b>1) Procedural change</b> The Council now operates continuous bidding cycles for general needs properties in order to reduce delays in letting</p>	<p><b>2.2 Bidding</b></p> <p>The Moving with Dacorum CBL scheme operates through the partnership's central website <a href="http://www.movingwithdacorum.org.uk">www.movingwithdacorum.org.uk</a>.</p> <p>All properties advertised on this website are available for bidding to all home-seekers and transferring tenants.</p> <p>The complete bidding process operates through <a href="http://www.movingwithdacorum.org.uk">www.movingwithdacorum.org.uk</a> and applicants will need their login details, which they will have set up at registration.</p> <p>Properties are advertised each week at <a href="http://www.movingwithdacorum.org.uk">www.movingwithdacorum.org.uk</a> and in a newsletter</p>

<p>properties.</p> <p><b>2) Procedural change</b></p> <p>There are no longer restrictions on the number of properties an applicant can bid on each week due to the introduction of continuous bidding cycles</p>	<p>available from the Council offices at Hemel Hempstead and Berkhamsted Civic Centres and Victoria Hall in Tring.</p> <p>The adverts state:</p> <ul style="list-style-type: none"> <li>• The landlord, location, number of bedrooms, rent and other features of the property to help applicants decide which properties are suitable;</li> <li>• If there are any specific criteria (for example, age criteria for sheltered housing) that applicants must meet to bid on the property;</li> <li>• If the property is restricted for bidding to homeless applicants, home-seekers or transferring tenants; and</li> <li>• <b>The end date of the advert.</b></li> </ul> <p><b>2.2.1 General needs property adverts</b></p> <p><b>General needs property adverts can be placed onto the website on any day Monday to Friday.</b></p> <p><b>A new advert will go live as soon as it has been submitted.</b></p> <p><b>Adverts will remain live for a minimum of three days, closing at one minute to midnight on the final day. If an advert is placed prior to midday, then that day will be counted as the first day.</b></p> <p><b>(For example, a property advert appearing at 10am on a Monday will be open until one minute to midnight on a Wednesday as a minimum).</b></p> <p><b>2.2.2 Sheltered property adverts</b></p> <p><b>All sheltered properties will be placed onto the website once a week for five days, from one minute past midnight on a Thursday until one minute to midnight on the following Monday.</b></p> <p><b>Sheltered property adverts will also be available in a newsletter, which can be requested from Hemel Hempstead and Berkhamsted civic centres and Victoria Hall in Tring.</b></p> <p>When an advert closes the Strategic Housing Property team checks the applicants on the shortlist and decide who to offer the property to using <del>the allocation scheme</del> this policy. This <del>allocation scheme</del> <b>policy</b> is in the 'downloads' 'Useful Information' section of <a href="http://www.movingwithdacorum.org.uk">www.movingwithdacorum.org.uk</a> and can be found at <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a> .</p> <p>Applicants can bid on <del>up to three</del> <b>any number of</b> properties each week, in the following ways:</p> <ul style="list-style-type: none"> <li>• Online at <a href="http://www.movingwithdacorum.org.uk">www.movingwithdacorum.org.uk</a>;</li> <li>• Over the telephone on 0300 111 3570;</li> <li>• By text message to 07786 201131; and</li> <li>• In person at the Customer Service Centre at Hemel Hempstead Civic Centre.</li> </ul> <p><b>Applicants will need to regularly check <a href="http://www.movingwithdacorum.org.uk">www.movingwithdacorum.org.uk</a> so as not to miss opportunities to bid on properties.</b></p> <p><b>The chance of any active applicant being made an offer will depend on how regularly bids are placed and the types and location of properties bid on.</b></p>
<p><b>Authority change</b></p> <p>Direct offers can be used for: homeless offers; adapted</p>	<p><b>2.3 The use of direct offers</b></p> <p>A direct offer is defined by the Council as those offers made outside of the CBL scheme, but which are still covered by this policy. <del>In each case where the right to make a direct offer is used it is specified in the table in appendix 1.</del></p>

<p>properties; and hard-to-let properties. All other direct offers must be approved by the housing panel.</p>	<p><del>Where applicants are not bidding or refuse offers beyond a specified number of cycles, the Council considers that it is reasonable to make direct offers where an offer is considered suitable to meet an applicant's needs.</del></p> <p>Direct offers will be used as part of the Council's preventative approach to homelessness. For applicants given a Homelessness Status at the point of receiving the full statutory homelessness duty there will be a presumption to give one direct offer of suitable accommodation (please see 'People who are homeless' section 6.2).</p> <p>Direct offers may be used to match applicants requiring complex adaptations to suitable properties (please see 'Ground floor and adapted properties' section 7).</p> <p>In the case of a hard-to-let property (where a property has been advertised at least twice or for more than two weeks without any suitable bids) the Council may make a direct offer.</p> <p>For applicants in high-risk priority groups it may not be appropriate for applicants to bid, and a sensitive letting may be sought through the making of a direct offer.</p> <p>In other cases direct offers may be approved by the housing panel to resolve situations requiring specific lettings.</p>
<p><b>Procedural change</b> The Council has introduced new deadlines and become more pro-active in the verification of applicants' details in order to reduce delays in letting properties.</p>	<p><b>2.4 Checks and Assessment</b></p> <p>Upon receipt of application forms and accompanying documentation the Strategic Housing People team will carry out any appropriate checks. Applications will be considered on the basis of eligibility, qualification, and any additional information provided on the form and supporting documentation.</p> <p>Full verification will be carried out at the point in preparation of for an offer. The Council may also contact any applicant to carry out a verification check if the applicant is active, bidding and has a reasonable chance of receiving an offer within the next six months. In the case that an applicant is a transferring tenant the Council will require access to the current home as part of the verification check.</p> <p>Verification of applicants' details prior to preparation of an offer reduces unnecessary delays between properties becoming ready-to-let and allocations being approved.</p> <p>It is the responsibility of all applicants to make sure that they can verify their details within 48 hours of a verification request. After 48 hours the Council can choose to skip an applicant and look to the next eligible household on any shortlist that the applicant appears on.</p> <p>It is the responsibility of applicants to make sure that the Council has up-to-date telephone and address details.</p>
<p><b>Team structure change</b> The Housing Service now includes a tenancy sustainment team.</p>	<p><b>2.8 Disclosure of information</b></p> <p>The Council will not tell any other members of the public if a person is on its housing register, or give any other information about them.</p> <p>The Council is unable to discuss the details of any application with another member of the public, even members of the applicant's family, without the applicant's written permission. The Council will take reasonable steps to ensure that any member of the public is indeed the applicant before dealing with the enquiry.</p> <p>In certain circumstances, disclosure will become necessary (for example, to prevent and detect fraud, or where an applicant has particular support needs that need to be met in order to enable them to maintain a tenancy). In such cases information could be disclosed to housing officers,</p>

	<p><b>the tenancy sustainment team</b>, the corporate anti-fraud team, occupational health officers, doctors, social services, probation services, police, other local authorities, and housing associations, on a need to know basis. This list is not exhaustive.</p> <p>By signing the application form, an applicant is stating his/her agreement with the above.</p>
<p><b>Central Government legislation and guidance</b> Statement required to comply with legislation</p>	<p>2.10 Access to advice and information</p> <p>The Council’s Strategic Housing People team provides a free advice and assistance service to all housing applicants and tenants seeking a transfer covering all aspects of the scheme.</p> <p>This includes dealing with enquiries on the following issues:</p> <ul style="list-style-type: none"> <li>• Who can apply for housing and how to go about it;</li> <li>• The processes and procedures that an applicant will need to comply with, to successfully register;</li> <li>• How an applicant is likely to be treated under the scheme including the level of priority awarded;</li> <li>• What accommodation an applicant is eligible for, and the chances of receiving an offer, insofar as this can be meaningfully given;</li> <li>• <b>General information to enable an applicant to assess how long it is likely to be before accommodation appropriate to their needs may become available for allocation;</b> and</li> <li>• The lettings process including the functioning of the CBL scheme, offers outside of CBL, and any special circumstances that might be applicable.</li> </ul>
<p><b>Clarification</b> The previous policy did not state the Council’s approach to unborn babies</p>	<p><b>3.4 The household</b></p> <p>Non-dependent children (aged 18 or over) or other adults joining the household will be considered as part of the household if they have lived in the property for a minimum of 12 months and will continue to do so for the foreseeable future.</p> <p>Dependent adult relatives who have joined the household because they are unable to live independently may be considered as part of the household. Such cases will need to be referred to the Council’s independent medical adviser.</p> <p>The Council will check to make sure that any arrangement for access to children does take place and will need to see proof such as court papers or a letter from both parties’ solicitors confirming the arrangements between the two parties. A child will not be considered part of the household if:</p> <ul style="list-style-type: none"> <li>• The applicant has staying contact with the child for less than 50% of the time; or</li> <li>• In the case of equal contact time, the property will not be the child’s main or principle home.</li> </ul> <p><b>A baby will be considered a family member from the date of birth, and not during the pregnancy. However, some housing associations will consider an unborn baby as a family member at the point that the mother receives her MATB1 certificate. For this reason the Council will still take a record of the MATB1, and in these cases an applicant may be able to bid for larger housing association properties prior to the birth.</b></p> <p>Where the applicant is eligible (as per the criteria in sections 3.2 and 3.3) but there are other, non-eligible individuals living in the property, only dependent children and other dependant family members who are not eligible may be taken into account as part of the household. Any other non-eligible individuals living within the property will not be considered as part of the household.</p>
<p><b>Central Government</b></p>	<p><b>4.1 Qualification</b></p>

<p><b>legislation and guidance</b> Amended to reference multiple codes of guidance</p>	<p>New legislation amending the Housing Act 1996 in the Localism Act 2011, and codes of guidance 2012 (<del>Allocation of Accommodation: Guidance for Local Authorities 2012</del>), has allowed local housing authorities to define criteria for qualification to their housing registers.</p> <p>Dacorum Borough Council has chosen to operate an ‘Active Register’ as the main housing register for all qualifying applicants and a ‘Deferred Register’ for all non-qualifying applicants. All applicants on both registers will be written to at the point of registration to confirm their housing register status, and will be required to renew their application every 12 months at least.</p> <p>The criteria relating to qualification are in addition to the eligibility criteria, and do not apply to applicants being made an offer through the Housing Act 1996, Part 7, or where re-housing in specialist accommodation has been agreed on the provision of a future move-on allocation through Part 6. The qualification criteria only apply to applicants, not to their dependents or others in the household, who may appear on the application to be housed with them.</p> <p>In contrast to the eligibility restrictions, while an allocation may not be made to a non-qualifying person as a sole applicant, a joint tenancy may be granted as long as both of the joint tenants are eligible, and one of the applicants is an eligible and qualifying person.</p> <p>The qualification criteria are explained in more detail below.</p>
<p><b>1) Clarification</b> Employment criteria clarified.</p> <p><b>2) Policy change</b> A new exemption introduced to permit current tenants to transfer if they have a housing need irrespective of time in the borough.</p> <p><b>3) Policy change</b> Sheltered housing local connection exemption extended to those between 50 and 59 if a medical or social isolation need has been recognised by the housing panel.</p>	<p><b>4.3 Local connection</b></p> <p>Demand for affordable housing in Dacorum local housing authority area far out-strips supply – both locally and from outside the Borough. The Council has made a commitment through one of its Housing Principles, that: “The Council will maximise the use of our housing stock to meet local priorities”</p> <p>The Council has reflected the above principle by introducing qualification criteria for local connection.</p> <p>To meet the local connection criteria an applicant must have proof of at least one of the following criteria:</p> <ul style="list-style-type: none"> <li>• 10 years residency within the Borough at some point in their lifetime;</li> <li>• Family connection where immediate family members (parents, siblings or children) have been continuously resident within the Borough for the last 10 years; or</li> <li>• <b>Currently in permanent employment within the Borough boundary, consisting of more than 16 hours a week, and which has been continuous for the last 24 months.</b> <del>24 months of permanent continuous employment within the Borough of more than 16 hours per week.</del></li> </ul> <p>Applicants who cannot demonstrate a local connection will be placed on the Deferred Register. These applications will have an opportunity for review at a 12 month renewal date.</p> <p><b>The local connection criteria is not required to be met by current council and housing association residents living within the borough.</b></p> <p>The local connection criteria is not required to be met by applicants to sheltered housing aged 60 years and over, <b>or between 50 and 59 if there is a medical or social isolation need that has been recognised by the housing panel.</b> This decision reflects a local need to meet an increasing housing demand from older people requiring specialist housing. <b>These applicants will not be allocated general needs properties.</b></p> <p>The local connection criteria is not required to be met by members of the armed forces and former service personnel, where the housing application is made within 5 years of discharge, by</p>

<p><b>4) Policy change</b> Armed forces exemption extended to those discharged more than five years ago where a case has been approved by the housing panel.</p> <p><b>Right to move added due to Statutory Guidance from the Government which came into force on 20<sup>th</sup> April 2015</b></p>	<p>bereaved spouses and civil partners leaving service family accommodation following the death of their spouse or partner, or existing or former members of the reserve who are suffering from a serious injury, illness or disability which is wholly or attributable to their service. Cases where the discharge was long than five years ago will be assessed on a case by case basis by the housing panel. (Please see 'Armed Forces' section 4.12).</p> <p>The local connection criteria is not required to be met by existing social housing tenants seeking to transfer from another local authority district who</p> <ul style="list-style-type: none"> <li>• Meet a required priority category because of a need to move the area to avoid hardship</li> <li>and</li> <li>• Need to move because the tenant works in the district or</li> <li>• Need to move to take up an offer of work</li> </ul> <p>Further detail provided in "Right to Move" section 14</p> <p>Note: Further local connection criteria are applied to certain villages, however these criteria are applied at the short-listing stage and give priority to applicants with a village connection, rather than 'qualification' (please see 'Village lettings' section 8).</p>
<p><b>Policy change</b> Exceptions to be considered by housing panel where flexibility will benefit the Council and the meeting of its policy objectives</p>	<p><b>4.7 Rent arrears</b></p> <p>Applicants will not qualify where there is evidence that a member of the household has a property-related arrear owed to the Council, a housing association, or a private rented sector landlord, <i>unless</i> six months of regular repayments have been made.</p> <p>Applicants will also be placed on the Deferred Register if they, or any members of their household:</p> <ul style="list-style-type: none"> <li>• Have been evicted on the grounds of rent arrears from council or housing association property in the last 5 years; or</li> <li>• There is an existing notice or a possession order on the property.</li> </ul> <p>Applicants with a property-related arrear will be placed on the Deferred Register. Due to the nature of the criteria there will be six monthly review opportunities for applicants, to allow for repayments to be reviewed.</p> <p>Property-related arrears will be considered whether from current or former tenancies. Exceptions may be made in circumstances where current council and housing association residents within the borough are downsizing, or where a resident needs to move because the council intends to demolish or carry out major works to their home (this list is not exhaustive). These situations will be considered by the housing panel.</p>
<p><b>Policy change</b> Armed forces exemption</p>	<p><b>4.12 Armed forces</b></p> <p>The Council is committed to providing access to housing accommodation to members of the</p>

<p>extended to those discharged more than five years ago where a case has been approved by the housing panel.</p>	<p>armed forces.</p> <p>Members of the armed forces and former service personnel, making an application for housing within five years of discharge, will qualify to the Council's Active Register whether or not there is a local connection. <b>Cases where the discharge was long than five years ago will be assessed on a case by case basis by the housing panel.</b></p> <p>This includes bereaved spouses and civil partners leaving service family accommodation following the death of their spouse or partner and <b>existing or former members of the reserve who are suffering from a serious injury, illness or disability which is wholly or attributable to their service</b></p> <p>Any lump sum payment made to a current or former member of the armed forces as compensation received for injury or disability sustained in active service will not be included in an assessment of financial means.</p> <p>The Council also recognises its duty to provide additional priority to those members of the armed forces and former service personnel on its Active Register (please see 'Armed Forces priority' section 6.6)</p>
<p><b>1) Policy change</b> Only siblings or step-siblings to be expected to share bedrooms, not other relations or non-relations.</p> <p><b>2) Authority change</b> Exceptions to the bedroom criteria on medical ground to be considered by the housing panel, rather than going to the Assistant Director for Housing</p>	<p><b>5.1 The bedroom standard</b></p> <p>One of the Council's Housing Principles is that: "The Council will maximise the use of our housing stock to meet local priorities".</p> <p>The 'bedroom standard', as defined within the Government's Code of Guidance 2012, will be used to meet this principle.</p> <p>The bedroom standard allocates a separate bedroom to each:</p> <ul style="list-style-type: none"> <li>- Married or cohabiting couple;</li> <li>- Adult aged 21 years or more;</li> <li>- Pair of children aged 0-20 years of the same sex; and</li> <li>- Pair of children aged under 10 years regardless of sex.</li> </ul> <p><b>For the purpose of this policy the reference to children sharing a room shall be considered to mean siblings or step-siblings, not other relations or non-relations.</b></p> <p><del>One of the Council's Housing Principles is that: "The Council will maximise the use of our housing stock to meet local priorities".</del></p> <p>The Council is committed to ensuring that at the point of allocation households are allocated to properties for which they have the need of all the bedrooms available, while not allocating households to properties where they would be overcrowded.</p> <p>The Council's procedure is to allocate one bedroom (two bed-spaces) to the main applicant on the housing register, and then any partner sharing this bedroom will not receive any further bed-space award. Additional adults and children making up the household will then be allocated bed-space in accordance with the bedroom standard.</p> <p><b>Exceptions to the bedroom criteria will be considered by the Housing Panel if medical evidence is provided confirming that a member of the household is unable to share a room.</b></p>
<p><b>Clarification</b> Status of applicants with no points</p>	<p><b>6.1 How points are used</b></p> <p>Points are given to applicants on the Active Register who meet certain levels of need within the priority categories, plus certain other additional factors (please see 'Points' sections 6.3 – 6.7).</p>

clarified	<p>At the point of bidding, applicants with the highest points will be considered above otherwise equal applicants.</p> <p>If an applicant does not meet any of the qualification criteria to gain points they will be considered not to qualify for the active register and be placed on the deferred register.</p>
<p><b>Clarification</b> Bedroom standard to be used to assess best use of rooms, irrespective of actual room use by a household</p>	<p><u>6.3.2 Overcrowding</u></p> <p>The Council uses the 'bedroom standard' that came from the Code of Guidance 2012 (Allocation of accommodation: guidance for local housing authorities in England) in defining its bedroom criteria. The bedroom criteria determine which properties applicants may bid for dependent on the size of their household (please see 'Bedroom criteria' section 5.1).</p> <p>The Government recommends that this standard is used to provide an appropriate definition of overcrowding to meet modern expectations.</p> <p>The Council will give additional priority to those applicants who are overcrowded, according to the bedroom standard.</p> <p>Overcrowded applicants will receive a set points total for each bed-space by which the household is overcrowded (please see table in appendix 1).</p> <p>The points the Council gives for overcrowding are to reflect the stress and anxiety arising from this situation. Therefore the Council would not expect applicants to also meet additional priority welfare criteria for reasons of overcrowding (please see 'Medical and welfare' section 6.4).</p> <p>These points may not reflect how an applicant's household actually make use of the bedrooms within their house, but how the rooms could best be made use of in accordance with the bedroom standard (please see 'Bedroom criteria' section 5.1).</p>
<p><b>Central Government legislation and guidance</b> Updated to reflect that housing benefit regulations are now in force</p>	<p><u>6.3.3 Under-occupation</u></p> <p>One of the Council's Housing Principles is that: "The Council will maximise the use of our housing stock to meet local priorities".</p> <p>To reflect this principle the Council incentivises its tenants currently under-occupying their homes to downsize (please see the Council's Under-occupation Policy).</p> <p><del>In addition, at this time Central Government is proposing to introduce new bedroom eligibility criteria for housing benefit claimants below the pension credit qualifying age, to take effect from April 2013. These regulations will</del> In addition, new under-occupancy regulations contained in the Welfare Reform Act 2012, and brought into force in April 2013, impact how much rent a household can claim through housing benefit, depending on how many of the bedrooms within the dwelling they are eligible to have.</p> <p>For the purposes of housing benefit (where the claimant is below pension credit qualifying age) <del>these proposed regulations will mean that from April 2013 one bedroom will be</del> is allowed for each person or couple living as part of the household with the following exceptions:</p> <ul style="list-style-type: none"> <li>• A child of 15 or under will be expected to share with another child of the same sex; and</li> <li>• A child of 9 or under will be expected to share with one other child aged 9 or under, regardless of sex.</li> </ul> <p>No exemption or account will be is taken of children whose main residence is elsewhere. <del>When the regulations come into effect in April 2013 h</del> Households under-occupying their properties, and in receipt of housing benefit (where the claimant is below pension credit</p>

	<p>qualifying age), are likely to experience financial hardship. The Council considers that this situation will make their housing condition unsatisfactory.</p> <p>The regulations will affect:</p> <ul style="list-style-type: none"> <li>• Cases where single tenants and couples in receipt of housing benefit (where the claimant is below pension credit qualifying age) are continuing to live in a family home after some or all of their children move away; and</li> <li>• Cases where a family in receipt of housing benefit (where the claimant is below pension credit qualifying age) may be occupying all bedrooms, but the new regulations require two of the household to now share.</li> </ul> <p>The Council will provide points (please see table in appendix 1) for under-occupation for each bedroom a household is under-occupying, according to the bedroom eligibility criteria for housing benefit. This will apply equally to all households whether or not they are in receipt of housing benefit.</p> <p>To incentivise single tenants and couples downsizing from three, four and five bedroom properties, a household that is under-occupying by two bedrooms will be able to bid for properties with one bedroom above their need (please also see 'The bidding process' section 5.2).</p> <p>Note: If applicants in receipt of housing benefit (where the claimant is below pension credit qualifying age) are under-occupying by two bedrooms, and choose to move to a property with one bedroom more than their needs, there will continue to be some shortfall in their rent under the new regulations. The Council gives all tenants the right to make this decision based on their own personal situation as tenants will be required to pay any remaining shortfall in their rent.</p> <p>All other applicants in receipt of under-occupation points, where they are under-occupying by one bedroom, will only be able to bid for those properties with the number of bedrooms for which they are eligible. For example, in the case of an applicant with two daughters, both under 15 years of age, occupying separate bedrooms in a three bedroom house, the applicant will only be able to bid for two bedroom properties.</p>
<p><b>Team structure change</b> The Housing Service now includes a tenancy sustainment team and the team leader forms part of the housing panel</p>	<p><u>6.4.2 Welfare grounds</u></p> <p>The Council will award additional priority on welfare grounds when there is evidence that it is the current housing condition of the applicant, or a member of their household, which itself creates a particular need for the applicant to move.</p> <p>The Council considers 'welfare grounds' to refer to care and support needs or other social needs that do not require medical care or support.</p> <p>The additional priority will be awarded as points (please see table in appendix 1) based on meeting criteria for one of four categories to reflect the level of risk to the applicant, or a member of their household, from remaining in the current accommodation:</p> <ul style="list-style-type: none"> <li>• extreme; high; medium; and low.</li> </ul> <p>Where appropriate, information is to be sought in the first instance from relevant professionals involved in an applicant's case.</p> <p>Welfare cases are to be presented to and assessed by an internal Housing Panel made up of the following staff representatives:</p> <ul style="list-style-type: none"> <li>• Group Manager – Tenants and Leaseholders or Group Manager – Strategic Housing;</li> </ul>

	<ul style="list-style-type: none"> <li>• Team Leader – Tenants and Leaseholders;</li> <li>• Team Leader – Income Management;</li> <li>• Strategic Housing Team Leader (People) or Strategic Housing Team Leader (Property); and</li> <li>• Team Leader – Property and Place (Tenancy Sustainment Team Leader).</li> </ul> <p>The Council considers ‘welfare grounds’ to include (this list is not exhaustive):</p> <ul style="list-style-type: none"> <li>• Domestic violence; Harassment; Threat of violence; Relationship breakdown; Social isolation; No or limited access to facilities; Access to child care; Caring responsibilities (with proof of receipt of Carers’ Allowance); Adoption and fostering; and Issues associated with culture and/or identity.</li> </ul>
<p><b>1) Policy change</b> Points are now available to applicants over 60 wanting to move from bedsits into sheltered.</p> <p><b>2) Clarification</b> Points given to applicants moving from bedsits into sheltered, or from Category 1 to Category 2, are in addition to any medical points to reflect social needs.</p>	<p><b>6.7 Other additional priority criteria</b></p> <p>The Council is committed to recognising a number of other criteria and in all cases the additional priority will be awarded as points (see table in appendix 1).</p> <p>The additional priority criteria are as follows:</p> <ul style="list-style-type: none"> <li>• Existing tenants of sheltered accommodation who wish to move from a Category 1 to Category 2 or existing tenants aged 60 or over in general needs bedsit accommodation who wish to move into sheltered accommodation (where there is a medical condition present these 25 points are in addition to any given on medical grounds, as they are to reflect the applicant’s feelings and social needs);</li> <li>• Children in flats without a lift (first floor and above only);</li> <li>• Applicants meeting the qualifying criteria for the Active Register who have also completed a pre-tenancy training course;</li> <li>• Existing tenants at the end of their Flexible Tenancy who have been assessed as needing to transfer to meet a change in housing need; and</li> <li>• Length of time on the Active Register.</li> </ul>
<p><b>Policy change and procedural clarity</b> The Council is now allocating adapted properties through the CBL system except in extreme cases where direct offers will be used. The amendment provides procedural clarity relating to</p>	<p><b>7. Ground-floor and Adapted properties</b></p> <p><del>In drawing the short list for a ground floor or adapted property, applicants with a specific need for the type of property will be considered above applicants without any specific need before points are taken into account.</del></p> <p><del>If there are no bids made by applicants with a specific need for the type of property being advertised, the allocation will be offered to the applicant who has bid with the highest level of points.</del></p> <p>Due to the low number of properties available in the borough that are suitable to meet the needs of people who have mobility and physical health conditions, the Council is committed to making sure that people who need adapted properties are prioritised for them. In order to achieve this the Council has introduced three ‘levels’ (low, medium and high, please see Appendix 2), that correspond to both applicants and properties. The property adverts on the bidding system ‘Moving with Dacorum’ will identify which homes meet one of the three levels.</p>

<p>how this will be achieved.</p>	<p>Applicants will be advised to only bid on those properties that state on their adverts that they will be suitable for their needs. This will limit the number of properties these applicants bid on, but applicants will be prioritised for any suitable properties that they do bid for.</p> <p>Applicants with mobility and physical health needs receive medical points, awarded using criteria based on guidelines provided by Occupational Therapists (professional experts in the housing needs of people with mobility and physical health conditions), and these points relate to the extent to which an applicant's current housing situation cannot meet their mobility or physical health needs.</p> <p>Those applicants who bid on a 'low', 'medium' or 'high' property will be shortlisted according to the following priority order:</p> <ul style="list-style-type: none"> <li>• 'Low' properties <ul style="list-style-type: none"> <li>1st 'Low' applicants</li> <li>2nd People with no specific need.</li> </ul> </li> <li>• 'Medium' properties <ul style="list-style-type: none"> <li>1st 'Medium' applicants</li> <li>2nd 'Low' applicants</li> <li>3rd People with no specific need.</li> </ul> </li> <li>• 'High' properties <ul style="list-style-type: none"> <li>1st 'High' applicants</li> <li>2nd 'Medium' applicants</li> <li>3rd 'Low' applicants</li> <li>4th People with no specific need.</li> </ul> </li> </ul> <p>From the prioritised shortlist the Council will allocate to the person with the highest points.</p> <p>There is also a fourth category, 'extreme', for those applicants with very complex needs, where only very few properties would be appropriate for the extent of adaptations required. In these cases the Council will make use of direct offers to allocate appropriately.</p>
<p><b>Clarification</b> Employment criteria clarified.</p>	<p><b>8. Village lettings</b></p> <p>In drawing the short-list for a village property, applicants with a local connection to the specific village (within Dacorum area) will be considered above applicants without a local connection, where they meet the following criteria (applied using a cascade approach and listed in priority order):</p> <ul style="list-style-type: none"> <li>• 10 years residency within the village at some point in their lifetime;</li> <li>• Family connection where immediate family members (parents, siblings or children) have been continuously resident within the village for the last 10 years; or</li> <li>• Currently in permanent employment within the village, consisting of more than 16 hours a week, and which has been continuous for the last 24 months. <del>24 months of permanent continuous employment within the village of more than 16 hours per week.</del></li> </ul> <p>If there are no bids made by applicants with a connection to the village within which the property is located, the same cascade approach will be applied to those living and/or working in neighbouring parishes.</p>
<p><b>1) Policy change</b> Applicants</p>	<p><b>10. Sheltered Housing and Flexi Care</b></p> <p>Sheltered housing properties are designed for people aged 60 or over, or for younger</p>

<p>younger than 50 will no longer be considered for sheltered housing irrespective of need.</p> <p><b>2) Policy change</b> All sheltered housing properties will be advertised to over 60s before being considered for applicants between 50 and 59.</p>	<p><del>applicants of any age</del> Applicants aged between 50 and 59, if there is a medical or social isolation need that has been recognised by the housing panel, will be considered only where a property has first been advertised to applicants over 60. Sheltered housing will be available to applicants who wish to transfer and downsize from a general needs property or can demonstrate in an assessment that they require the level of housing related support offered in this type of accommodation.</p> <p>Applicants to sheltered housing are exempt from the local connection criteria, however at the point of shortlisting applicants who have a local connection will be prioritised before points are taken into consideration. This is to reflect the Council's commitment to prioritising local housing need.</p> <p>Flexi Care sheltered housing services provide an alternative form of care for older people whose needs are beyond the provision available within traditional sheltered housing. A Flexi Care Housing Panel will determine and prioritise the housing related support and care needs of applicants. (Further information can be found in the Flexi Care policy).</p>
<p><b>Policy addition due to new statutory guidance issued by Government and implemented on 20<sup>th</sup> April 2015.</b></p>	<p><b>14. New Right to Move</b></p> <p>A local connection requirement will not be applied to <b>existing social housing tenants</b> seeking to transfer from another local authority district in England who –</p> <ul style="list-style-type: none"> <li>• Meet a required priority category because of a need to move to the local authority's borough to avoid hardship <b>and</b></li> <li>• Need to move because the tenant works in the district, or</li> <li>• Need to move to take up an offer of work.</li> </ul> <p>The Council must be satisfied that the tenant needs, rather than wishes, to move for work related reasons. (Voluntary work is excluded, however Apprenticeships are included) Items to be considered will include –</p> <ul style="list-style-type: none"> <li>• The distance and/or time taken to travel between work and home</li> <li>• The availability and affordability of transport, taking into account level of income</li> <li>• The nature of the work and whether similar opportunities are available closer to home</li> <li>• Other personal factors, such as medical conditions and child care, which would be affected if the tenant could not move</li> <li>• The length of the work contract (more than 12 months and 16hrs or more a week)</li> <li>• Whether failure to move would result in the loss of an opportunity to improve their employment circumstances or prospects e.g. by taking up a better job, a promotion or an apprenticeship.</li> </ul> <p>When a tenant has been offered a job and needs to move to take it up, they must be able to demonstrate a genuine intention to take up an offer of work. The Council will need the following verification and evidence to confirm the intention –</p> <ul style="list-style-type: none"> <li>• A contract of employment</li> <li>• Wage/salary slips and/or Bank statements (particularly relevant for zero hour contracts)</li> <li>• Tax and benefit information</li> <li>• Formal offer letter</li> </ul>

The Council may contact the employer also to verify an application at the point of joining the Housing Register and also when considering an offer of a property.

If an applicant satisfies the above criteria, hardship points will be awarded, as well as any other relevant priority criteria in accordance with this policy. The award of these points will not automatically mean an applicant will be successful for a property and will be considered equally with all other applicants on a shortlist.

The Council will publish the number of allocations to applicants who are successful with the "right to move". The Council will also aim for a minimum of 1% and maximum of 1.5% of annual allocations in the Borough to be made to applicants who have the "right to move" in line with statutory guidance. This will be reviewed and revised as appropriate, in light of any changing circumstances.

#### 4. COMMUNICATION STRATEGY

- 4.1 The Council will communicate the proposed policy changes and findings from the data analysis to residents and partners of the Council.
- 4.2 There will be training for staff following implementation and for Members in the Autumn.
- 4.3 As a result of consultation the Council also recognises that it needs to invest in plain English guides and a communication strategy that:
  - Tackles the perception that the first bidder will be considered first for a property being advertised.
    - *Once the shortlist is closed it is the bidder at the top of the shortlist who is considered first, regardless of when bids were placed during the bidding period.*
  - Tackles other myths about the housing register and the process of allocating properties.
  - Further explains why the deferred register was introduced in November 2013.
    - *The Council has a shortage of properties to meet the high local demand. Applicants on the deferred register are those who do not have any housing need or a local connection. Deferred applicants cannot bid. Only applicants with a housing need and a local connection are placed on the active register.*
  - Further explains why points were changed in November 2013 and why there are no points for local connection.
    - *All applicants must have a local connection to be on the active register.*
  - Clearly explains the local connection criteria and what evidence applicants can use to demonstrate they meet the criteria.
  - Clearly explains why different ages are used to define overcrowding and under-occupancy.

- Provides clear details on the housing panel process and how cases are considered for additional points.
  - Clearly explains when and how the Council uses local lettings policies (LLP).
- 4.4 The Council will also start providing additional information on the hardcopy paper adverts that go out to applicants for sheltered housing. This will include the assistance available to help with bidding and who to contact in the housing team. The Council wants applicants to bid themselves wherever possible, and will encourage applicants to seek support from friends, family or support agencies to be able to bid. However, the Council can also use direct offers to assist those with medical or social reasons that make bidding inappropriate. This will also be advertised to applicants receiving the hardcopy paper adverts.

## **5. RECOMMENDATION**

- 5.1 That Cabinet approve the proposed changes to the Housing Allocations Policy and content of the proposed communications strategy.
- 5.2 That the Allocations Policy will be regularly reviewed in accordance with any Government guidance which is issued and as a minimum every 2 years.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank