

Runnymede Borough Council

HOUSING AND COMMUNITY SERVICES COMMITTEE

Wednesday, 8 September 2004 at 7.30 p.m.

in the Council Chamber

at the Civic Offices, Addlestone



Members of the Committee

Councillors P.J. Waddell (Chairman), H.W.V. Meares (Vice-Chairman), J.R. Ashmore, Ms. D.V. Clarke, J.M. Edwards, Mrs. C.E. Gant, Ms. R.E. Haylor, Miss M.N. Heath, Mrs. Y.P. Lay, and R. Pate.

and all other Members for information

AGENDA

Notes:

- i) Any report on the Agenda involving confidential information (as defined by section 100A(3) of the Local Government Act 1972) must be discussed in private. Any report involving exempt information (as defined by Section 100I of the Local Government Act 1972), whether it appears in Part 1 or Part 2 below, may be discussed in private but only if the Committee so resolves.
- ii) The relevant 'background papers' are listed after each report in Part 1. Enquiries about any of the Agenda reports and background papers should be directed in the first instance to **Mr. I. Langmead, Head of Corporate Administration, Department of Administration and Leisure, Civic Offices, Station Road, Addlestone (Tel. Direct Line: 01932 425610). (Email:ian.langmead@runnymede.gov.uk).**
- iii) Agendas and Minutes are available on a subscription basis. For details, please ring Mr. B.A. Fleckney on 01932 425620. Agendas and Minutes for all the Council's Committees may also be viewed on www.runnymede.gov.uk
- iv) In the unlikely event of an alarm sounding, members of the public should leave the building immediately, either using the staircase leading from the public gallery or following other instructions as appropriate.

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PART I

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- a) Exempt Information
(No reports to be considered under this heading)
- b) Confidential Information
(No reports to be considered under this heading)

GLOSSARY OF TERMS

TERM	EXPLANATION
ADP	Approved Development Programme. This is the Housing Corporation's annual allocation for capital expenditure on Housing Association/Registered Social Landlord projects. The ADP is distributed to Housing Associations through the allocation of Social Housing Grant. (See HCSHG below).
ALMO	Arms Length Management Organisation. Where an organisation is established to manage Council stock. The properties remain Council owned and tenants retain their secure tenancies. This can provide opportunities for extra funds if all additional requirements are satisfied.
BME	Black and Minority Ethnic Groups. This is a collective name used by various bodies.
COMPACT	This is a recent requirement of Central Government. It entails developing an agreement between the Council and tenants or voluntary organisations about the way in which they will be consulted on the services they receive or deliver.
CPA	Comprehensive Performance Assessment. An external process to assess the quality of individual Council's Performance (set out in the Local Government White Paper 2001). It brings together evidence from a range of internal and external sources, in addition to an on site inspection, in order to arrive at an overall category.
DFG	Disabled Facilities Grant. This is a grant made available to disabled persons to provide adaptations to their property. Dependent on the type of work, it is a mandatory grant. The amount of grant awarded is subject to a test of resources of the disabled person.
DHCS	Director of Housing and Community Services.
DIYSO	Do It Yourself Shared Ownership Scheme. This scheme allows applicants with sufficient income to part purchase accommodation in the Borough. As the title suggests, the applicant is able to find their own accommodation for purchase. The scheme is run by Thames Valley Housing Association who purchase up to 50% of the property value. The tenant pays rent to the Housing Association for the share the Association retains.
EGAN	Sir John Egan chaired a Local Government Task Force, which produced a report entitled "Rethinking Construction" in 1998. The Task Force recommended that the construction industry should look to a partnering approach in future rather than the adversarial nature of contracts in the past.
ESP	Existing Satisfactory Property. This scheme involved working with a Housing Association to purchase low cost housing in the private sector. Originally the scheme involved the repurchase of ex-Right to Buy Council properties. However, the scheme was broadened to include any low cost housing in the Borough.
GOSE	The Government Office for the South East. This is the local office of the Office of the Deputy Prime Minister (formerly the Department of Transport, Local Government and the Regions) for the South East region of England. Its role includes development of the Regional Housing Strategy.
HCSHG	Housing Corporation Social Housing Grant. This is the main public subsidy paid to Housing Associations by Central Government, through the Housing Corporation to finance new homes. It can be used to pay for rented schemes as well as low cost home ownership schemes. (See ADP above).
HMO	House in Multiple Occupation. This is a property that under the Housing Act 1985 is defined as being "occupied by persons who do not form a single household". The definition used by Planning Authorities is slightly different in that they do not recognise a house to be an HMO unless there are 6 occupants.

HOUSING CORPORATION	This is the National Housing Agency for England. The Housing Corporation is a Government Agency and was created by the Housing Act 1964 to register, fund, promote and supervise the Housing Association (now Registered Social Landlord) movement.
HRA	Housing Revenue Account. This is a statutory account that sets out the expenditure and income arising from the provision of social housing by the Local Authority as a landlord. Expenditure in the HRA includes repairs and improvements, and the management of the Council's stock.
LASHG	Local Authority Social Housing Grant. These were Social Housing Grant payments which were initiated by a Local Authority but for which the cash was provided by the Housing Corporation. The scheme came to an end on 1 st April 2003. Transitional arrangements are in place but under these arrangements the funds, if approved, are paid direct to the Registered Social Landlord.
LDF	Local Development Framework. Government proposed replacement for the Local Plan.
LSP	Local Strategic Partnership – Leads on the Community Strategy.
ODPM	Office of the Deputy Prime Minister (Government Department).
PFI	Private Finance Initiative. This can provide an opportunity to raise extra funds for investment in housing stock. A number of issues would need to be addressed/considered. Several Councils are currently acting as pathfinders.
PPG3	Planning Policy Guidance. This is Guidance issued by the Secretary of State detailing National Planning Policy within existing legislation. There are many examples of Guidance and PPG3 is the one that is the most relevant to housing. This sets out the requirements relating to the provision of affordable housing.
RARP	Runnymede Accommodation Referral Panel. This group has been established to assess the accommodation requirements of people with mental health, learning disability and physical disabilities. The group considers each individual case and makes a recommendation as to the level of support required. Representatives on the group include the following: Officer from the Borough Council's Housing Department. Officer from the Community Support Team (Social Services). Officer from the Community Mental Health Team (Social Services/Health). Occupational Therapist.
RHB	Regional Housing Board. The RHB has been established by the Government to prepare and oversee the Regional Housing Strategy. The Strategy for the region will set out the approach to housing investment and give a clear framework for spending decisions. One RHB exists for the whole of the South East of England.
RSL	Registered Social Landlord. This is a Housing Association which is registered with the Housing Corporation. Registration entitles an association to bid for Social Housing Grant but requires that the association does not trade for profit. The association is established for the purpose of the provision, construction, improvement or management of social housing.
SAP	Standard Assessment Procedure. This is the Government's procedure for assessing the energy efficiency of a property.
SMART	How targets should be set if they are to be effective – Specific, Measurable, Achievable, Realistic, Timely.

SNHSG	The Special Needs Housing Strategy Group was established to look at the level of housing needed by people with special needs. This includes those with mental health problems, learning disabilities, physical disabilities, young people leaving care, victims of domestic violence, those with drug and alcohol problems, and older people. The group has representatives from a number of different agencies. The Chairman from each of the Local Special Needs Forums is also represented on the Special Needs Housing Strategy Group.
TCI	Total Cost Indicator. This is a system used by the Housing Corporation for assessing the maximum cost for new Registered Social Landlord dwellings. The TCI varies both in relation to the size of the dwelling and the region of the country in which it is to be constructed.
TPAS	Tenant Participation Advisory Service. The independent tenant advisers. Their role is to help tenants understand the complexities of the stock options and to audit the Council's statements and figures.
TSG	Tenants' Services Group. This group was formed in February 1999. The members of the group are Council Tenants and Leaseholders. They meet prior to each Housing and Community Services meeting to consider policy and management issues that impact on Tenants and Leaseholders.

1. NOTIFICATION OF CHANGES TO COMMITTEE MEMBERSHIP

2. MINUTES

To confirm and sign, as a correct record, the Minutes of the meetings of the Committee held on 21 July 2004. (Attached at Appendix 'A').

3. APOLOGIES FOR ABSENCE

4. DECLARATIONS OF INTEREST

If Members have an interest in an item please record the interest on the form circulated with this Agenda and hand it to the Legal Representative or Committee Administrator at the start of the meeting. A supply of the form will also be available from the Committee Administrator at meetings.

Members who have previously declared interests which are recorded in the Minutes to be considered at this meeting need not repeat the declaration when attending the meeting. Members need take no further action unless the item in which they have an interest becomes the subject of debate, in which event the Member must leave the room if the interest is personal and prejudicial.

5. AFFORDABLE HOUSING PROGRAMME (DHCS)

(Ref: Minutes of Housing and Community Services Committee, March 2003, page 1394, para. 764)

1. Purpose of Report

1.1 **The purpose of this report is to:**

- i) **update Members on the progress towards the Affordable Housing target;**
- ii) **seek approval to commit available funds within the Housing Capital Programme to new schemes.**

2. Background Information

2.1 The Council established a target to provide 750 new Affordable Housing units in 2001. The target was to be achieved over a five year period from 2001 – 2006 and was based on the results of the Housing Needs Survey undertaken in 2000/01.

2.2 This Committee considered a comprehensive report on the resources available to finance new Affordable Housing at its meeting on 10 March 2004.

3. Performance Against the Affordable Housing Target

- 3.1 A report is attached at Appendix 'B' setting out the current position in relation to the Council's Affordable Housing schemes. The Council has provided 457 units to date against the 750 total. There are currently 20 units under construction and a number of schemes are about to start on site.
- 3.2 The Council also facilitates the provision of Affordable Housing through schemes such as the Key Worker Living Programme and Do It Yourself Shared Ownership. If all of the current funding is taken up for these two schemes it should mean that around 75 units will be delivered over the next two years.
- 3.3 Since the last Committee a number of potential schemes have fallen away. However, new schemes have also been identified. At the current time Officers are working on 10 different schemes which have the potential to produce 166 units. However it should be noted that there are a number of factors that influence whether or not a scheme goes ahead and many do not come to fruition. It is therefore necessary to continue to look for additional schemes.

4. Funding For New Schemes

- 4.1 Until further funding opportunities from the Housing Corporation arise the Council will have to rely on its own funding sources to finance new schemes. An amount of £2,855,525 is currently included within the Housing Capital Programme to spend on new Affordable Housing provision during 2004/05. From this provision an amount of £500,000 has already been earmarked for the continuation of the Do It Yourself Shared Ownership programme. At the last Committee it was also proposed that a proportion of the remaining funds be put towards the last phase of the development at Chertsey Bridge Wharf. However, this development has not yet moved forward and therefore no commitment has yet been made to this scheme.
- 4.2 There are, however, some further schemes coming forward that require funding.

5. Vicarage Road, Egham

- 5.1 This scheme was first reported to Committee in January 2004. The overall development is for 40 units and there is a requirement for the developer to provide 25% of these units as affordable housing. Planning consent has been granted and it is proposed that the affordable units will be situated in a single block within the development.
- 5.2 When the scheme was first considered it was decided that it should be a mixed tenure scheme of 5 rented and 5 shared ownership units. It was estimated that funding of £330,000 would be needed to finance these units. The Committee therefore agreed at the March meeting to allocate this amount from the Capital Programme. However after the meeting Officers were able to take advantage of an opportunity to bid for funding from the Housing Corporation and an amount of £248,857 was subsequently secured for the scheme. This reduced the Council's commitment to £80,052.
- 5.3 More recently discussions have been taking place with Thames Valley Housing Association about the tenure mix for this development. The highest level of need amongst people on the Housing Register is for rented accommodation and as there are now a number of other shared ownership schemes within the programme the preference would be to have this scheme entirely for rent. Thames Valley Housing Association support this approach but have said that an additional amount of £338,909 would be needed to make the 5 shared ownership units into rented units. The Housing Corporation would also be required to approve the change.
- 5.4 Thames Valley HA have said that they could provide £100,000 towards the additional amount needed from their own funding. An approach has also been made by Officers to the Housing Corporation to see if they will fund the remaining amount. However, in the event that this sum is not available it is proposed that the Council should commit an additional £238,909 from the capital programme to this scheme.

6. Queens Road/Waspe Farm, Egham

- 6.1 Officers recently identified an opportunity to work with a private landowner to provide affordable housing on a site in Queens Road, Egham. The site in question is adjacent to Waspe Farm in Egham and a scheme has been formulated to provide up to 24 units of affordable housing.
- 6.2 The scheme will require the disposal of Council owned land adjacent to Waspe Farm. The Economic Development Committee considered this issue at its meeting in May 2004 and approval was given to the disposal.
- 6.3 Apex Housing Group have expressed an interest in working in partnership with the Council on this site and are proposing to purchase both sites.
- 6.4 To enable the provision of Affordable Housing on the site an amount of £1.4 million will be required in grant. Apex Housing Group intend to bid to the Housing Corporation for this funding (from slippage funds) but are unlikely to receive any confirmation of whether funding will be available for some time. It is therefore proposed that the Council commit to underwrite the grant in the event that the Housing Corporation fail to approve funding.
- 6.5 If this scheme proceeds then a planning application will be submitted in early October with a potential start on site in the Spring. The scheme is in a central location within Egham and the units are likely to be popular with applicants on the Housing Register.

7. Do It Yourself Shared Ownership Scheme

- 7.1 The Council has provided a Do It Yourself Shared Ownership scheme in partnership with Thames Valley Housing Association for some years. The scheme involves applicants finding a property to purchase. Thames Valley Housing Association assist with the purchase by funding up to 50% of the cost. The scheme has been very popular and has enabled many applicants who are unable to afford full ownership to become owner-occupiers.
- 7.2 The funding for this Scheme was substantially curtailed with the loss of Local Authority Social Housing Grant and it was decided at a meeting of this Committee in March 2004 that, in view of the reduced funding, the criteria for applicants for the scheme would need to be narrowed. It was therefore agreed that the Scheme would only be offered to families.
- 7.3 Officers have been working to identify suitable applicants for the scheme but unfortunately it is currently anticipated that only 4 or 5 purchases will take place prior to March of next year. This would mean that only £220,000 to £275,000 of the £500,000 budget would be committed.

The Council has two options for the unspent funds:

- i) to extend the criteria for the scheme to include single people and couples, or
 - ii) to reduce the budget for the scheme and use the unspent funds on the provision of new Affordable Housing.
- 7.4 Members should be aware that requests for grant are likely to be made during the next year for the following schemes;
- i) Blays Lane, Englefield Green,
 - ii) Roakes Avenue, Addlestone
 - iii) St Anne's school site, Virginia Water

Capital funding may also be required if the current plans for Wapshott Road Egham do not come to fruition, and for windfall sites.

- 7.5 The above schemes are likely to need significantly more than the unspent funding within the Thames Valley Housing Association (TVHA) scheme. If DIYSO purchasers become full owners or move on, any funds spent also have the potential to be returned to TVHA for use on other schemes in Runnymede. It is therefore recommended that the scheme is extended

for the current year to include single people and that the current budget allocation remains. However, because of the limitations on funding it is recommended that the situation be reviewed in March 2005.

8. Sale of existing DIYSO portfolio

8.1 At a previous meeting of this Committee it was agreed that Officers should investigate whether or not the disposal of the Council's own portfolio of shared ownership properties would release significant funds to assist with the affordable housing programme.

8.2 Officers have investigated this possibility and it is recommended that this not be pursued at the current time. This is because -

- i) The Council currently receives staircasing receipts and a rental stream for these units. Both of these sources of income would be lost.
- ii) The disposal of the units would require resources for consultation and project management, which are not currently available.
- iii) Provided the Councils current asset disposal plans come to fruition, and further grant is received for schemes from the Housing Corporation, the additional funding is not currently required.

8.3 It is however recommended that this option be examined further if the next round of funding from the Housing Corporation fails to deliver the resources needed to sustain the affordable housing programme.

9. Council Policy

9.1 The Leader's Position Statement states that "we will find cost effective ways with strategic partners to meet our Affordable Housing target of 750 homes over 5 years".

9.2 The provision of additional Affordable Housing is one of the three main priorities identified within the Housing Strategy Statement. It is also a key element within the Homelessness Strategy and the Community Strategy.

10. Resource Implications

10.1 The table below sets out the resources for new Affordable Housing currently identified in the Housing Capital Programme:

Table 1 – Source of local funds available for new Affordable Housing			
Source of Finance	2004/05 £'000	2005/06 £'000	2006/07 £'000
Capital Receipts that would otherwise be pooled			
Right to Buy Receipts	863	574	286
Other Housing Receipts	337	3088	337
Capital Receipts (not poolable)	1000	500	500
Developers' contributions in hand	655	0	0
Total Funds Available	2855	4162	1123

10.2 It should be recognised that capital receipts are not assured. In particular, the sum available from "Other Housing Receipts" in 2005/06 is subject to the successful sale of the Roakes Avenue site. Funds not used can be carried forward into the next year and are therefore not "lost" if not used in a particular year.

10.3 Table 2 shows the schemes already approved by the Committee and schemes proposed in this report together with the local resources as yet uncommitted.

Table 2 – Approved and proposed schemes to be finance from local sources			
Scheme	2004/05 £'000	2005/06 £'000	2006/07 £'000
DIYSO Scheme	500	500	500
Chertsey Bridge Wharf (Phase 2)	0	450	0
Vicarage Road, Egham	319	0	0
Queens Road/Waspe Farm, Egham	700	700	0
Total Committed	1,519	1,650	500
Balance not yet committed	1,336	2512	623
Total Funds Available	2,855	4,162	1,123

11. Environmental Implications

- 11.1 Consideration is given when schemes are developed to the potential to include measures that are aimed at reducing energy consumption. An example of a current scheme that has such measures is the Barrsbrook Farm scheme, which will have solar panels for providing hot water. Officers will seek to achieve such provision on all sites but achievement may be limited by the cost of such measures and the impact on the amount of grant required.

12. Conclusion

- 12.1 A great deal is being done to progress schemes to deliver the Affordable Housing target. The availability of grant for the future is still unclear but progress can be made on schemes using funds within the Council's Housing Capital Programme.

OFFICERS' RECOMMENDATION that –

- i) in the event that Housing Corporation funding is not available, grant of £319,000 be made available to Thames Valley Housing Association for the provision of affordable housing units at Vicarage Road, Egham;**
- ii) in the event that grant is not available from the Housing Corporation for the scheme at Queens Road/Waspe Farm an amount of £1.4m be made available to Apex Housing Group to enable the provision of 24 rented units;**
- iii) the eligibility for the DIYSO scheme be extended, for the current year only, to include young people and couples and the situation be reviewed in March 2005;**
- iv) no further action be taken in relation to the disposal of the Council's shared ownership portfolio for the time being and the situation be reviewed when the Housing Corporation has approved the next round of funding; and**
- v) the Housing capital programme be amended accordingly.**

(TO RESOLVE)

Background Papers

DHCS various files on individual schemes.

6. HOUSING NEEDS SURVEY (DHCS)
(Ref: Minutes of Corporate Management Committee, 3 June 2004, page 1703, para. 965)

1. Purpose of Report

- 1.1 **The purpose of this report is to obtain approval to the commissioning of a Housing Needs Survey.**

2. Background Information

- 2.1 For some years the Government has encouraged Councils to undertake Housing Needs Surveys in order to quantify the level of demand for Affordable Housing in their areas. This Council last commissioned a Housing Needs Survey in the year 2000. The report from this was published in 2001.
- 2.2 At the current time the Planning Committee is preparing for the introduction of the Local Development Framework (LDF). The final LDF will have to indicate the Affordable Housing need over the period to 2016.
- 2.3 A significant number of factors are taken into account in arriving at the housing needs of the Borough. These include property prices, rental values, availability of certain property types, homelessness levels, vacancies within existing social housing stock, migration (in and out), population trends and income levels. It is not possible to simply adjust the 2000/01 survey because much of the data that was collected on these issues is now out of date.
- 2.4 Since the 2001 survey was undertaken the South East England Regional Assembly (SEERA) and the Local Government Association have published new guidance on conducting Housing Needs Surveys. The Government has also indicated that when undertaking surveys the Council should have regard to the wider market analysis.

3. Report

- 3.1 In view of the above it is now necessary to commission a further Housing Needs Survey. To comply with the timetable for the Local Development Framework this survey must be concluded by January 2005 to enable the consultation on the plan to commence.
- 3.2 The survey will be framed so that it covers the following:
- i) The level of need for different types of housing i.e. market housing, intermediate housing and affordable housing;
 - ii) An assessment of households living in unsuitable accommodation through:
 - 1. Homelessness or insecurity of tenure;
 - 2. Mismatch between dwelling and household;
 - 3. Dwelling amenities and condition;
 - 4. Social requirements.
 - iii) Supported housing requirements (these will need to be assessed by working with the Supporting People Team);
 - iv) Establishment of a baseline statistic on dwelling stock which can be regularly reviewed and monitored;
 - v) Collection and analysis of other information available e.g. 2001 census, ONS Neighbourhood statistics, Land Registry etc;
 - vi) An analysis of the local market conditions;
 - vii) Provision of information on the different levels of need for different dwelling sizes and in different areas of the Borough.
 - viii) Information on the amount of additional housing units required as well as details of the number of people who would be satisfied by different forms of tenure e.g. outright ownership, shared ownership, intermediate rent etc.
- 3.3 Previous surveys have entailed interviewing over a thousand residents in the Borough. The information used from those residents was then extrapolated to project the demand for housing over a five-year period.

- 3.4 It is important that the methodology used leads to a robust assessment of housing need. However, it is not essential that interviews are undertaken. It is proposed that the Council invite expressions of interest from potential consultants for the work and that they be asked to submit different costed methods with the corresponding confidence levels for each.
- 3.5 The cost of the report commissioned in 2000/01 was £35,000. It is anticipated that this cost will rise because of inflation and the need to cover a wider range of issues.
4. Resource Implications
- 4.1 An amount of £35,000 has already been included in the approved 2004/05 revenue budget for this work.
- 4.2 The Corporate Management Committee considered a report on the use of Planning Delivery Grant at its meeting on 3 June. The Committee approved the disposition of the Grant including a provision for emerging service delivery issues to be utilised at the discretion of the Director of Technical Services in consultation with the Chief Executive Officer. To meet the anticipated full cost of the Housing Needs Survey, the use of £10,000 of the Planning Delivery Grant monies has been earmarked for this survey. The total available budget for the Survey. The total available budget for the Survey is therefore £45,000.
5. Sustainability Issues
- 5.1 As part of the Government policy for promoting sustainable communities consideration needs to be given to achieving the targets set out in the Integrated Regional Framework 2004. This document, produced by SEERA, set the context for undertaking a sustainability appraisal of the Local Development Framework. Amongst the targets for achieving a sustainable community is the requirement to seek to meet the requirements of those in housing need. The Housing Needs Survey therefore provides one of the baseline indicators for this target.
6. Conclusions
- 6.1 The results of the Housing Needs Survey are essential to the formulation of the Local Development Framework and to revisions of the Council's Housing Strategy. It is therefore proposed that a Housing Needs Survey be commissioned, at a maximum cost of £45,000, to provide a revised Affordable Housing target and a comprehensive assessment of future housing needs within Runnymede.

OFFICERS' RECOMMENDATION that –

a Housing Needs Survey be commissioned at a cost of no more than £45,000.

(TO RESOLVE)

Background Papers

None stated

7. STOCK OPTIONS APPRAISAL (DHCS)
(Ref: Minutes of Housing and Community Services Committee, July 2004)

1. Purpose of Report

1.1 The purpose of this report is to:

- i) advise Members of the progress made with the Stock Options Appraisal (SOA);**
- ii) seek authorisation for the Director of Housing and Community Services to approve the final Tenant Empowerment Strategy.**

2. Background Information

- 2.1 This Committee has received a number of reports regarding the Stock Options Appraisal (SOA) process, the most recent being in July 2004.
- 2.2 It is a Government requirement that all stock holding local authorities undertake an Options Appraisal. Four options are open to the Council.
- i) Stock Retention
 - ii) Stock Transfer
 - iii) Establishment of an Arms Length Management Organisation (ALMO)
 - iv) Private Finance Initiative (PFI)
- 2.3 Consultants (Penningtons) have been appointed to undertake the financial and strategic appraisal. An Independent Tenant Advisor (the Tenant Participation Advisory Service – TPAS) has been appointed to assist the tenants through the process.
- 2.4 A Member Working Group has also been established to deal with issues relating to the Stock Options Appraisal process between meetings of this Committee.

3. Progress to Date

- 3.1 TPAS have started their programme of meetings with tenants. The purpose of these initial meetings is to raise awareness of the Options Appraisal process and to advise residents of the four options available and the advantages and disadvantages of each of them. Meetings have been held at various locations throughout the Borough as well as individual sheltered schemes, and have been well attended.
- 3.2 Penningtons are preparing an updated HRA Business Plan. This involves using the Government's latest Business Plan model and takes account of other new data, in particular, new stock condition details and the latest available HRA subsidy data. By the end of September Penningtons will have completed their initial review of the HRA Business Plan and the outcome of this will be reported to the Member Working Group.
- 3.3 As part of the SOA process the Council is also required to ascertain whether or not tenants wish the Council to undertake additional work over and above the Decent Homes Standard. This is referred to as "Decent Homes Plus". TPAS will, during the second phase of their consultation in October, be asking tenants to complete a questionnaire indicating whether or not they want the Council to undertake additional work. The cost of this work will need to be factored into the final assessment of the HRA Business Plan and has the potential to significantly influence the decision on the choice of available stock options.
- 3.4 The Council is required to compile a consultation and empowerment strategy as part of the SOA process. Attached at Appendix 'C' is a copy of the current draft of the Tenant Empowerment Strategy. This has been developed by TPAS working with tenants and Council Officers. This Strategy is required to be approved by the Government Office for the South East (GOSE) and at the time of writing their comments in respect of the current draft are awaited. The Committee is invited to comment on the Empowerment Strategy and is asked to give authority to the Director of Housing and Community Services, in consultation with the Chairman, to approve the final Strategy.
- 3.5 It was originally proposed that a final decision on the stock option to be adopted would be considered by Committee in November 2004. However, it is already apparent that the various stakeholders involved will require additional time to consider this complex issue. TPAS have indicated that tenants would prefer to take longer to assess the issues and the Government Office for the South East have recommended that sufficient time is taken to fully evaluate the options. It is therefore proposed that the final decision will be considered in the Spring of 2005. This is still well within the Government deadline of July 2005.

OFFICERS' RECOMMENDATION that –

- i) the Director of Housing and Community Services, in consultation with the Chairman, be authorised to approve the final Empowerment Strategy; and**
- ii) the proposed changes to the Stock Options timetable be endorsed.**

(TO RESOLVE)

Background Papers

None stated

8. SUPPORTING PEOPLE (DHCS)
(Ref: Minutes of Review Board, 3 July 2004)

1. Purpose of Report

1.1 The purpose of this report is to:

- i) advise Members of the current position in relation to the Supporting People regime;**
- ii) obtain support for the lobbying of the Local Government Association regarding the current funding arrangements for supported housing.**

2. Background Information

- 2.1 At a meeting of the Housing and Community Services Committee in 2003 a Member expressed the view that vulnerable tenants with additional support needs did not always receive the care packages that had been prepared for them. The Committee asked that the Review Board investigate this issue and examine the current arrangements.
- 2.2 At its meeting on 8 July 2004 the Review Board received detailed information from senior Officers within the Community Mental Health Team and the Mental Health Accommodation Team. The relevant minute of the Review Board is available at Appendix 'D'.
- 2.3 The Review Board also considered the current funding arrangements for providing additional supported housing under the new Supporting People regime. These new arrangements came into effect in April 2003. Prior to this supported housing costs were met through Housing Benefit or through specific grants paid by the Housing Corporation and others. From April 2003 all supported housing funding streams were brought together into one funding pot which is administered by the County Council's Supporting People Team.

3. Surrey Supporting People Budget

- 3.1 The total Supporting People budget for Surrey is approximately £20 million per year. This is based on existing "legacy" funding.
- 3.2 Central Government has been looking closely at the high level of Supporting People budgets across the country, as the "legacy" funding streams that dictated the Supporting People budgets from April 2003 rose sharply in the year leading up to the change.
- 3.3 There appeared to be considerable shifting of costs from existing budgets (such as Social Services budgets) into budgets that were being taken over by Supporting People. It is also acknowledged that many supported housing schemes were set up on an "opportunistic" basis to take advantage of the changeover to Supporting People funding. As a result, the Supporting People budget nationally was much higher than the Government had ever anticipated.
- 3.4 The Government is now keen to restrict any future growth in this budget and to find ways of reducing budgets. This has had the effect of curtailing existing spend on schemes as well as

preventing the funding of future schemes, due to financial uncertainty. Surrey County Council still does not know what the Supporting People budget will be from April 2005.

3.5 Work within Government is also continuing on developing a more structured way of allocating the central Supporting People budget to Counties. In future there will be a move away from the current budgets being based on the "legacy" funding to a formulaic approach. This would have to be implemented on a long-term phased basis.

4. Need for New Supported Housing

4.1 The Council's Housing Strategy has identified that the Authority needs to provide additional supported housing for a range of different people. The Council is able to register specific housing projects with the Supporting People Team but is in competition with other Surrey Districts for any available funding. Currently all available funds are committed and there appears to be little prospect of future funding for new schemes.

4.2 The Review Board heard at its meeting that the provision of further supported housing was also a priority for Surrey County Council. It was therefore agreed that this Committee should be asked to endorse the need to make representations to the Local Government Association on the difficulty of providing additional supported housing under the new regime.

4.3 The Review Board was given a detailed explanation of current support mechanisms for people with mental health problems. It was felt that some of the information provided would be useful to other Members and that an item should be prepared for the Members' Bulletin. An item will be included in the next edition of the Members' Bulletin.

5. The Surrey Supporting People Strategy

5.1 The Surrey Supporting People team and the various partner agencies are charged with drawing up a strategy to inform the way the Surrey budget is to be spent in future. With a fixed county pot and the possibility of budget cuts this will inevitably require difficult decisions. It is likely that some existing services will need to lose funds in order that priorities for new schemes can be met.

5.2 The Boroughs and Districts of Surrey will find this a difficult process as they are both providers of many of these existing services (mainly sheltered housing) but also strategic partners at an Officer level, through the Joint Management Board, and at Member level, through the Commissioning Body.

5.3 Surrey County Council have recently written to this Council's Chief Executive Officer expressing concerns about the Supporting People programme. A copy of the letter is attached at Appendix 'E'. Members may wish to consider whether they take up the offer of meeting with representatives from Supporting People.

OFFICERS' RECOMMENDATION that –

the Review Board recommendation to make representations to the Local Government Association regarding the current difficulties in providing supported housing under the new Supporting People regime be endorsed.

(TO RESOLVE)

Background Papers

None stated

9. HOUSES IN MULTIPLE OCCUPATION - MONITORING REPORT (DHCS)
(Ref: Minutes of Housing and Community Services Committee, March 2004, page 1390, para. 761)

1. Purpose of Report

1.1 **The purpose of this report is to:**

- i) **update Members on housing enforcement issues in relation to Houses in Multiple Occupation (HMO's);**
- ii) **update Members on the development of the "landlord accreditation scheme" and actions being considered to improve fire, gas and electrical safety in HMO's.**

2. Background Information

- 2.1 At its meeting on 12 November 2003, the Housing and Community Services Committee resolved to receive regular HMO reports. The first of these reports was considered at the March 2004 meeting of the Committee. The purpose of these reports is to update Members on the Council's performance in identification of HMO's in the Borough, prioritising and undertaking HMO inspections and taking any necessary enforcement action to address unfitness, lack of adequate amenities or fire safety measures.
- 2.2 The Council has a number of legal powers and duties in respect of HMO's. These include a duty to deal with unfitness and unsatisfactory housing conditions, overcrowding and inadequate management and amenity standards (including fire precautions). These duties and powers are mostly contained in the 1985 Housing Act.
- 2.3 Local Authorities are expected to have adequate systems in place to identify and maintain up to date records and carry out a reasonable level of inspection of HMO dwellings. This would be subject to scrutiny, for example, if an incident such as a serious fire were to occur in an HMO.
- 2.4 The Council has a number of policies and procedures in relation to HMO inspection and monitoring. The Council's over-arching policy set out in the Private Sector Renewal Strategy is:
 - i) "To identify unfit private homes, empty properties and HMO's through pro-active and responsive private sector housing services
 - ii) To operate private sector enforcement policies to address unfitness and poor conditions, particularly in HMO's and other privately rented homes
 - iii) To implement the Government's proposals on HMO licensing and to work with Royal Holloway to achieve minimum standards for student accommodation."
- 2.5 There have recently been further staffing changes in the Private Sector Housing Team which have impacted on the Council's performance in respect of HMO's. The staffing restructure approved in 2003 has only partially been achieved. The new Post of Private Sector Housing Manager was filled but unfortunately the post holder resigned after a few months, to relocate to Yorkshire. There is a shortage of qualified Environmental Health staff in this area and unfortunately the post is still vacant. However, recruitment will resume again shortly.

3. Update on identification of and inspection of HMO's

- 3.1 The Private Sector Housing Officer is currently carrying out a postal survey of a number of dwellings recorded in the current HMO database. The purpose of this questionnaire is to ascertain if the dwellings are still HMO's. This will update the current information and improve the accuracy of the data. New HMO's are also being identified through the planning process and through complaints received in the section from members of the public.
- 3.2 In March 2004 there were 398 dwellings in the HMO database. Currently this figure has increased to 419. The private sector stock condition survey carried out by Fordhams in 2003, estimated that there were approximately 500 HMO dwellings in the Borough. This would suggest that the Council's database is therefore a reasonably accurate record of HMO properties in the Borough although there could be up to a further 60 – 80 dwellings that are not currently identified or recorded as HMO's.
- 3.3 There is a pro-active inspection programme underway which ensures that over time all identified HMO dwellings are inspected. Any newly identified HMO is updated in the HMO database and included in the pro-active inspection regime. Inspections are prioritised

according to 'risk' with HMO's with two or more stories given a higher priority due to the elevated risk.

3.4 So far in 2004, 41 inspections have been carried out to 31 different HMOs. The target is to achieve between 50 and 100 in a year. Unfortunately, changes in staff, and the fact that one post is currently vacant, may mean that Officers can only achieve 60 by the end of December.

4. Update on enforcement actions

4.1 Inspections of HMO's often, but not always, result in issues being identified which require action. Officers work within an enforcement policy, whereby contact is often made with landlords on an informal basis first, where issues and concerns are discussed with landlords and negotiation and liaison takes place over any action required. Occasionally formal action is necessary and notices are served. Two recent case studies illustrating the type of action taken by Officers as a follow up to an inspection are attached at Appendix 'F'.

4.2 So far this year 4 Statutory Notices have been served to seek enforcement of adequate standards in HMO dwellings. Many more letters have been sent to landlords to warn/threaten such actions as the first stage of the Council's enforcement policy.

5. Update on the Housing Bill Proposals

5.1 Officers are currently awaiting the final details and guidance on the introduction of Licensing of high risk HMO's and the new Housing Health and Safety Rating System (HHSRS) to be included in The Housing Bill. This should be the subject of a detailed report to Members probably at the next meeting in November.

6. Improving Student Accommodation

6.1 The Council has been working with Royal Holloway University and Student representatives to establish a landlord accreditation scheme. Officers are also continuing to look at a range of activities to improve the condition of private accommodation let to students and to work corporately with Officers and Members to tackle the wider issues and problems associated with the high concentration of student accommodation in Egham and Englefield Green.

6.2 Officers have been working on the development of draft "Conditions" that would have to be met in order to fulfil the requirements of the landlord accreditation. Development of a draft "tenant code of conduct" has been entrusted to Royal Holloway University Staff.

6.3 Unfortunately University and NUS staff have not been able to commit sufficient staff time to the development of the scheme and the timescales for the introduction of a scheme have slipped. An updated timetable will be tabled at the meeting.

6.4 The Private Sector Housing Officer is developing a "Fire, Gas and Electrical Safety Logbook" for completion by landlords as part of the Landlord Accreditation Conditions.

7. Council Policy

7.1 The Community Strategy, Leader's Position Statement, Housing Strategy and Private Sector Renewal Strategy all set out the Council's commitment to deal with the health and safety of HMO's in the Borough and to work with Royal Holloway to monitor and improve standards in student accommodation.

(FOR INFORMATION)

Background Papers

None Stated.

10. SERVICE PLAN AND PERFORMANCE INDICATORS FOR HOUSING AND COMMUNITY SERVICES (DHCS)

1. **Purpose of Report**

1.1 **The purpose of this report is to update Members on the progress made against the targets within the Service Plan and to report on performance against established Performance Indicators.**

2. **Background Information**

2.1 Service Plans have been introduced for all Committees to bring together the aims and targets that spring from the following:

- i) The Leader's Position Statement
- ii) Best Value Reviews
- iii) Best Value and CPA Inspections
- iv) The Community Strategy

2.2 In the case of Housing additional targets are included in relation to the following:

- i) The Housing Strategy document
- ii) The HRA Business Plan
- iii) The Homelessness Strategy
- iv) Runnymede Renewal – the Private Sector Renewal Strategy

3. **The Report**

3.1 Attached at Appendix 'G' is the updated Service Plan for Housing and Community Services. Also attached at Appendix 'H' is the current performance against key Performance Indicators.

3.2 To ensure that this Service Plan remains relevant and up to date any targets that have previously been reported to Committee as "achieved" have now been removed from the Plan. Target dates have also been amended where appropriate.

3.3 A number of the annual targets are now part of established work practices e.g. consultation with the Tenant Services Group. It is therefore proposed that these targets be removed from future Service Plans. The targets to be removed are identified with an *.

(FOR INFORMATION)

Background Papers

Individual Service Managers' files on each service area.

11. RUNNYMEDE CITIZENS ADVICE BUREAU (CAB) - GRANT AID - REFERENCE FROM CORPORATE MANAGEMENT COMMITTEE (DHCS)

1. At its meeting on 27 July 2004, the Corporate Management Committee received a reference from this Committee on Runnymede Citizens Advice Bureau (CAB) Grant Aid.

2. The Corporate Management Committee noted that at its meeting on 21 July 2004 this Committee had approved a stepped increase in the annual core revenue grant to the CAB over the next five years as follows:-

Year	Existing core funding	Increase	Total Grant
2004/05 (current)	£63,550	--	£63,550
2005/06	£65,139	£5,392	£70,531
2006/07	£66,767	£8,464	£75,231
2007/08	£68,436	£8,675	£77,111
2008/09	£70,147	£8,892	£79,039
2009/10	£71,901	£9,115	£81,016

3. The additional funding was designed to enable the CAB to maintain a new electronic case recording system and retain the trainer of its volunteer staff in the face of growing pressure on services. This Committee had asked the Corporate Management Committee to note the financial implications of the award, particularly the need for a corresponding increase in the Council's savings target.
4. The Corporate Management Committee recognised the excellent service which the Citizens Advice Bureau provided. However, in view of the constraints on future year's budgets, particularly in the light of the Chancellor of the Exchequer's recent spending review, the Corporate Management Committee referred the matter back to this Committee for further consideration. The Corporate Management Committee suggested that this Committee might reconsider the level of support, which it provided to all organisations receiving discretionary grants, in order to obtain maximum utilisation of the Council's scarcer resources.
5. Insufficient time has elapsed since the Corporate Management Committee to establish a way forward for discretionary grants. Any proposals also need to be discussed with the Runnymede Association of Voluntary Services, and others, before being recommended. It is therefore proposed that these discussions take place and that a report be brought to the next meeting of this Committee. In the meantime it is recommended that the grant to the CAB should continue at its current level.

CORPORATE MANAGEMENT COMMITTEE RECOMMENDATION that –

the Housing and Community Services Committee give further consideration to the grant support for the CAB.

(TO RESOLVE)

Background Papers

Partnership Officers voluntary sector files

12. ROAKES AVENUE DECANTING POLICY AND LETTINGS PLAN FOR PAINESFIELD (DHCS)

1. Purpose of Report

1.1 **The purpose of this report is to seek approval for the decanting policy for Roakes Avenue and the new Lettings Plan for the Apex Housing Association development at Painesfield.**

2. Background Information

2.1 This Committee has received a number of reports regarding the redevelopment of the Roakes Avenue Estate, and Members will be aware that properties on the new Apex Housing Association development currently under construction on the Painesfield allotments site will be made available to tenants from Roakes Avenue.

2.2 Officers are keen not only to ensure that Roakes Avenue tenants are given an opportunity to be rehoused at Painesfield but also that an attempt is made to create a mixed and balanced community at the new development. Such balanced communities can sometimes be difficult to achieve using an allocations policy based entirely on housing need and it is therefore proposed to adopt a local allocations policy for the new development.

3. The Report

3.1 Attached at Appendix 'I' is a copy of the decanting policy for Roakes Avenue and Lettings Plan for the new development at Painesfield. In summary, the Plan will operate in the following way:-

- i) Existing tenants at Roakes Avenue will be given priority for the new homes at Painesfield, but can opt for rehousing within the existing stock.
- ii) Tenants will be offered similar properties to the ones they currently occupy.

- iii) Tenants will be asked to choose which property they would like. If a tenant's choice is not chosen by anyone else, that property will be allocated to the tenant.
- iv) If more than one tenant chooses the same property the tenant with the largest family or who has lived at Roakes Avenue the longest will be given priority.
- v) Tenants in arrears or who have broken the Tenancy Agreement in other ways will be given less priority. In fact the Council reserves the right not to "reward" tenants with a new home at Painesfield in cases of high arrears or persistent anti-social behaviour.
- vi) Home Loss payments will be paid to all tenants who move from Roakes Avenue from now on.
- vii) Once Roakes Avenue tenants have been housed any remaining homes will be allocated through the Housing Register in the usual way.

3.2 Resident Consultation

Consultation with the existing residents' group has been undertaken and tenants generally have been asked to provide observations on the proposals. Any late comments from residents will be reported verbally at the meeting.

3.3 Future Plans for the Roakes Avenue Estate

Now that work has commenced at Painesfield the Council can start to make plans for the future development of Roakes Avenue Estate. A number of issues need to be considered and an Officer Group has been formed to evaluate these. It is intended to bring an item to the November Committee setting out draft proposals for the site.

OFFICERS' RECOMMENDATION that –

the decanting policy and Lettings Plan attached at Appendix 'I' be adopted.

(TO RESOLVE)

Background Papers

None stated

13. HOUSING COMPUTER SYSTEM - i-WORLD IMPLEMENTATION (DHCS)
(Ref: Minutes of Corporate Management Committee, April 2004, page 1482, para. 825)

1. Purpose of Report

1.1 The purpose of this report is to:

- i) inform Members on the progress of the implementation;**
- ii) seek approval for an additional capital estimate and appropriate revenue budget provision.**

2. Background Information

2.1 The Housing Department rely on a dedicated housing software system for the following functions;

- i) The maintenance of the Housing Register
- ii) Recording of homeless applications
- iii) Allocation of empty properties
- iv) Repair and maintenance of the housing stock
- v) Collection of rents
- vi) Maintenance of tenancy records

The software application currently used to support these functions is Sx3 Housing.

- 2.2 Last year, in accordance with their contract, Sx3 announced that they would be terminating support for their current housing software and introducing a replacement system called i-World. Whilst i-World builds on the basic data structures currently used it is a major upgrade as it involves a rewrite of certain aspects of the current product.
- 2.3 At its meeting on 1 April 2004 the Corporate Management Committee approved the upgrade of the housing system to the i-World product. This decision was made as it was felt that this represented better value than a change of IT supplier and was the least disruptive option.
- 2.4 A capital estimate of £100,000 was approved. This was broken down into the following elements of expenditure;

Table – Analysis of approved capital budget for the Housing i-World system	
	Cost (£'000)
i-World software licences	15
Implementation	5
Migration	30
Training (on new product only)	0
Hardware – Server	25
SAN	15
Temporary Staffing	7
Contingency	3
Total	100

- 2.5 The upgrade to the system has now commenced and is due to be completed by November 2004. It is important that the project is implemented by this date, as very soon after this it will be necessary to deal with rent increases and other vital end of year work.

3. The Report

- 3.1 The Housing Department does not have a dedicated I.T. resource. Instead service managers have developed knowledge of their independent modules. This arrangement has existed for some years and has meant that it has not been necessary to buy in expensive support from Sx3. However, it does make the department vulnerable when these managers are absent as they alone know the mechanics of their module.
- 3.2 Unfortunately two of the staff with the vital knowledge of their service modules will not now be available for the main elements of the upgrade of the system. The Housing Needs Manager has moved to a new position in a neighbouring authority and the Senior Housing Finance Officer will shortly be going on maternity leave.
- 3.3 The original report identified a sum of £7,000 to be spent on temporary staffing and, because the sections within the Housing Department already have a significant number of projects underway, it was intended that the £7,000 would be used to fund a dedicated project manager. This element of the budget has therefore already been committed to this function. All of the contingency sum will also be required to fund changes to the Desk Top Integration elements of the system that are not covered within the cost of the upgrade.

- 3.4 To cover for the two managers that are now absent it will therefore be necessary to bring in other staff. However these staff will require extensive training if they are to know the system in sufficient detail to be able to understand and test how it operates under both the old and the new arrangements. They are also likely to need additional specialist help on certain aspects of the work and their existing jobs will need to be covered by other staff whilst they are dealing with the upgrade. Unfortunately, the training and support that they will need is rather specialised and consequently expensive.
- 3.5 In view of the above it is recommended that the current contingency within the project be increased by £20,000. This amount is considered to be the maximum that will be required and will only be used if entirely necessary.
4. Resource Implications
- 4.1 An increase in the capital estimate for the implementation of the Housing i-World system of £20,000 is required.
- 4.2 The associated additional capital charges of £5,000 in a full year will be borne by the service accounts that use the i-World product. These are mainly Housing Revenue Account services and therefore this additional cost will require a supplementary estimate accordingly. The residual charge for the remainder of the 2004/05 financial year will be about £2,000.
5. Conclusion
- 5.1 The upgrade of the housing system is necessary to maintain the Housing service. Unfortunately vital staff have been lost to the project since the upgrade was announced. The increased provision is necessary to ensure that the project is completed within the timescales required.

OFFICERS' RECOMMENDATION that –

- i) the Corporate Management Committee be requested to approve an additional capital estimate in the sum of £20,000 to enable the Housing i-World computer system to be implemented successfully;**
- ii) the Corporate Management Committee be requested to approve a supplementary estimate in the Housing Revenue Account in the sum of £2,000 to cover the cost of capital charges in 2004/05; and**
- iii) the associated full-year cost of the capital charge in the Housing Revenue Account in the sum of £5,000 be noted.**

(TO RESOLVE)

Background Papers

None stated

14. RUNNYMEDE CARE AND REPAIR – CHANGE TO ESTABLISHMENT POST (DHCS)

1. Purpose of Report

1.1 **The purpose of this report is to seek approval of the current working hours of the Technical Officer post within The Care and Repair Team.**

2. Background Information

2.1 Runnymede Care and Repair is a service which was set up in April 2000. The service is provided through two dedicated posts, a Project Officer and a Technical Officer. The service is managed by the Private Sector Housing Manager (Assistance).

2.2 The service was originally set up with one full-time Project Officer and a part-time Technical Officer of 18 hours per week.

2.3 The Council has obtained funding towards the service from the ODPM since April 2001 of £29,000 per annum.

3. Report

3.1 In 2001 the then Executive Committee approved the change in hours of the Care and Repair Technician from 18 hours to 30 hours. The additional hours were needed to deal with the increased workload of the section. The Executive agreed that the arrangement would continue as long as the Government funding was in place.

3.2 The post has therefore been running at 30 hours for some 3 years. The post is soon to become vacant and recruitment is underway.

3.3 It is recommended that the establishment post is now amended to be permanently 30 hours for the following reasons:

- i) The workload of the section remains high and there is still a need for the scheme.
- ii) It would be difficult and confusing to advertise a post under which part of the hours were permanent and part were not.
- iii) The Government funding has continued into the fourth year and Officers expect that this will continue for the foreseeable future.
- iv) In any event, the Government funding is intended as a contribution towards the delivery of the service as a whole, not specifically for the Technical Officer post. The Government funding of £29,000 per annum clearly funds far in excess of the 12 hours of a Technical Officer post.
- v) Any change in the Government funding would necessitate a review of the service as a whole, including the fee structure (which is the other main source of income) and both of the posts employed in this service. Under the Supporting People rules, any change in funding would be subject to a minimum of 12 months notice.

4. Resource Implications

4.1 The current cost of 30 hours is included in the budget and revenue forecast and this change will not have any financial implications to the Council as long as the Government funding continues. As stated above any change in this funding would require a review of the service as a whole.

OFFICERS' RECOMMENDATION that –

the Corporate Management Committee be asked to approve an amendment of the working hours of the establishment post of Care and Repair Technical Officer to 30 hours per week.

(TO RESOLVE)

Background Papers

None stated

15. EXCLUSION OF PRESS AND PUBLIC

OFFICERS' RECOMMENDATION that -

where appropriate the press and public be excluded from the meeting during discussion of reports under Section 100A(4) of the Local Government Act 1972 on the grounds that the reports in question would be likely to involve disclosure of exempt information of the description specified in the appropriate paragraphs of Part I of Schedule 12A of the Act.

(TO RESOLVE)

PART II

Matters involving Exempt or Confidential Information in respect of which reports have not been made available for public inspection.

a) Exempt Information

(No reports to be considered under this heading).

b) Confidential Information

(No reports to be considered under this heading).