



CABINET

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To: Councillors Barkley (Deputy Leader), Bokor, Harper-Davies, Hunt, Mercer, Morgan (Leader), Poland, Rollings, Smidowicz and Taylor (for attention)

All other members of the Council
(for information)

You are requested to attend the meeting of the Cabinet to be held in Preston Room - Woodgate Chambers on Monday, 16th December 2019 at 6.00 pm for the following business.

Chief Executive

Southfields
Loughborough

29th November 2019

AGENDA

1. APOLOGIES
2. DISCLOSURES OF PECUNIARY AND PERSONAL INTERESTS
3. LEADER'S ANNOUNCEMENTS
4. MINUTES OF PREVIOUS MEETING

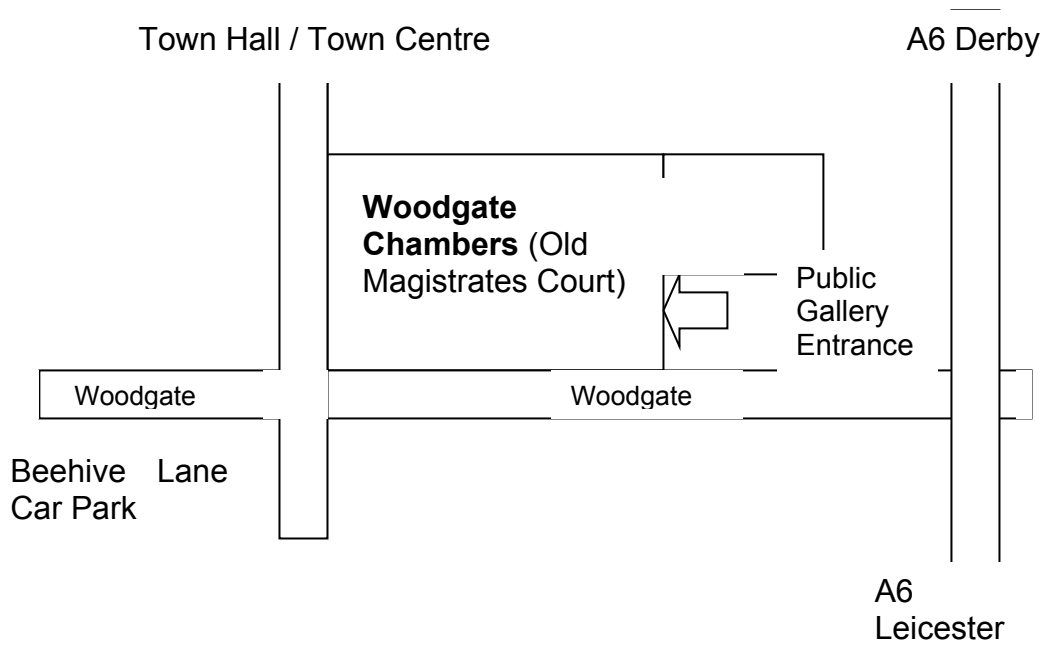
4 - 8

To approve the minutes of the previous meeting.

5. QUESTIONS UNDER CABINET PROCEDURE 10.7
- The deadline for questions is noon on Friday, 6th December 2019.
6. CHARNWOOD GRANTS ROUND THREE 2019/20 COMMUNITY FACILITIES AND COMMUNITY DEVELOPMENT AND ENGAGEMENT GRANT APPLICATIONS 9 - 33
- A report of the Head of Neighbourhood Services to consider applications received for funding in round three of the Community Facilities and Community Development and Engagement Grants schemes for 2019/20.
- Key Decision*
7. HOMELESSNESS AND ROUGH SLEEPERS REDUCTION STRATEGY 2019-2022 34 - 113
- A report of the Head of Strategic and Private Sector Housing to consider a Homelessness and Rough Sleepers Reduction Strategy 2019-2022 and Action Plan.
- Key Decision*
8. AMENDMENTS TO ANNUAL PROCUREMENT PLAN 2019/20 114 - 119
- A report of the Head of Finance and Property Services to consider amendments to the Annual Procurement Plan 2019/20.
- Key Decision*
9. CAPITAL PLAN AMENDMENT REPORT 120 - 128
- A report of the Head of Finance and Property Services to consider amendments to the 2019/20 Capital Plan and its financing.
- Key Decision*
10. DRAFT GENERAL FUND AND HRA BUDGETS 2020/21 129 - 143
- A report of the Head of Finance and Property Services to consider the projected base budget position for 2020/21, to review the savings and growth proposals put forward for the year 2020/21 and to begin a period of consultation.
- Key Decision*
11. DRAFT CAPITAL PLAN 2020/21 TO 2022/23 144 - 152
- A report of the Head of Finance and Property Services to consider a draft Capital Plan 2020/21 to 2022/23 and possible sources of funding, and to begin a period of consultation.
- Key Decision*

WHERE TO FIND WOODGATE CHAMBERS AND PUBLIC ACCESS

Woodgate Chambers
70 Woodgate
Loughborough
Leics
LE11 2TZ



CABINET 14TH NOVEMBER 2019

PRESENT: The Leader (Councillor Morgan)
The Deputy Leader (Councillor Barkley)
Councillors Bokor, Hunt, Mercer, Poland, Rollings,
Smidowicz and Taylor

Councillor Rattray

Chief Executive
Strategic Director of Corporate Services
Head of Strategic Support
Head of Landlord Services
Head of Finance and Property Services
Head of Planning and Regeneration
Democratic Services Officer (LS)

APOLOGIES: Councillor Harper-Davies

The Leader stated that this meeting would be recorded and the sound recording subsequently made available via the Council's website. He also advised that, under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, other people may film, record, tweet or blog from this meeting, and the use of any such images or sound recordings was not under the Council's control.

42. DISCLOSURES OF PECUNIARY AND PERSONAL INTERESTS

No disclosures were made.

43. LEADER'S ANNOUNCEMENTS

No announcements were made.

44. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 17th October 2019 were confirmed as a correct record and signed.

45. QUESTIONS UNDER CABINET PROCEDURE 10.7

No questions had been submitted.

46. TENANCY SUPPORT POLICY 2019-2024

Considered a report of the Head of Landlord Services seeking approval of the Tenancy Support Policy 2019-2024 (item 6 on the agenda filed with these minutes).

Councillor Rattray, Chair of the Scrutiny Commission, presented a report detailing the Commission's pre-decision scrutiny of the matter and recommendation (copy filed with these minutes).

The Head of Landlord Services assisted with consideration of the report.

RESOLVED

1. that the Tenancy Support Policy 2019-2024, attached at Appendix 1 to the report of the Head of Landlord Services, be approved;
2. that delegated authority be given to the Head of Landlord Services, in consultation with the Cabinet Lead Member for Housing, to make minor amendments to the Tenancy Support Policy 2019-2024;
3. that the report of the Scrutiny Commission be noted.

Reasons

1. To set out a policy on the Council's approach to supporting vulnerable tenants occupying council accommodation.
2. To enable minor changes to be made to support the efficient delivery of landlord services.
3. To acknowledge the work undertaken by and the views of the Scrutiny Commission.

47. MEDIUM TERM FINANCIAL STRATEGY 2020-2023

Considered a report of the Head of Finance and Property Services seeking approval of the Medium Term Financial Strategy 2020-2023, for recommendation to Council (item 7 on the agenda filed with these minutes).

The Head of Finance and Property Services assisted with consideration of the report.

RESOLVED that it **be recommended to Council** that the Medium Term Financial Strategy 2020-2023, attached as an Appendix to the report of the Head of Finance and Property Services, be approved, subject to the following correction:

Table 27 MTFS Financial Projections. Figure shown for Funding Shortfall 2020/21 be amended from 430 (incorrect) to 1,430 (correct) (£000).

Reason

To identify the financial issues affecting the Council and the Borough in the medium term in order to provide a base for priorities to be set and to inform the Council's budget setting process.

48. TREASURY MANAGEMENT UPDATE - MID-YEAR REVIEW FOR THE 6 MONTHS ENDED 30TH SEPTEMBER 2019

A report of the Head of Finance and Property Services requesting review of the Treasury Management Strategy and the Annual Investment Strategy, plus the various Prudential Borrowing and Treasury Indicators for the first six months of 2019/20, for recommendation to Council (item 8 on the agenda filed with these minutes).

The Head of Finance and Property Services assisted with consideration of the report.

RESOLVED

1. that it **be recommended to Council** that the Prudential Borrowing limits (the Operational Boundary and Authorised limits) are both increased by £15m to cover the financial implications of the Investment Strategy Cabinet Report (minute ref 32, 19th September 2019) and the Purchase of Fleet Cabinet Report (minute ref 29, 13th September 2018);
2. that it **be recommended to Council** to note this mid-year review of the Treasury Management Strategy Statement, Prudential Borrowing and Treasury Indicators plus the Annual Investment Strategy, as set out in Part B of the report of the Head of Finance and Property Services.

Reasons

1. To ensure that the Treasury Management Strategy and Prudential borrowing limits are updated to cover the proposed £10m Investment in Commercial Property recommended in the Investment Strategy Cabinet Report 19th September 2019 and £5m to cover the purchase of fleet for Environmental Services Contract; this will expand the borrowing headroom limits to meet the relevant financial implications.
2. To ensure that the Council's governance and management procedures for Treasury Management reflect best practice and comply with the Revised CIPFA Treasury Management in the Public Services Code of Practice, Guidance Notes and Treasury Management Policy Statement, that funding of capital expenditure is taken within the totality of the Councils financial position, and that borrowing and investment is only carried out with proper regard to the Prudential Code for Capital Finance in Local Authorities.

49. VIREMENT - PLANNING AND REGENERATION SERVICE

Considered a report of the Head of Planning and Regeneration seeking approval for the virement of budget in cost centres in the Planning and Regeneration Service in order to meet expenditure on agency workers in the current financial year (item 9 on the agenda filed with these minutes).

Councillor Rattray, Chair of the Scrutiny Commission, presented a report detailing the Commission's pre-decision scrutiny of the matter and recommendation (copy filed with these minutes).

The Head of Planning and Regeneration assisted with consideration of the report.

RESOLVED

1. that a transfer of budget (virement) of up to £147,400 from cost centre P499 and P330 A0101 Salaries is made to P499 A0153 Agency to 31 March 2020;
2. that the report of the Scrutiny Commission be noted.

Reasons

1. To meet the current and forecast expenditure in cost centres P499 A0153 to year end and to comply with the financial procedure rules 1.3, 1.7 and 1.8.
2. To acknowledge the work undertaken by and the views of the Scrutiny Commission.

50. EXEMPT INFORMATION

RESOLVED that members of the public be excluded from the meeting during the consideration of the following item on the grounds that it would involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 and it is considered that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

The Democratic Services Officer stopped the sound recording of the meeting.

51. DISPOSAL OF LANDHOLDING KNOWN AS PLOT 5, WELDON ROAD, LOUGHBOROUGH

Considered an exempt report of the Strategic Director of Corporate Services seeking approval for the disposal of the landholding known as Plot 5, Weldon Road, Loughborough (item 11 on the agenda filed with these minutes).

Councillor Rattray, Chair of the Scrutiny Commission, presented an exempt report detailing the Commission's pre-decision scrutiny of the matter and recommendation (copy filed with these minutes).

The Scrutiny Commission was thanked for its useful pre-decision scrutiny work, both in respect of this item and items considered earlier in the meeting.

The Strategic Director of Corporate Services assisted with consideration of the report.

RESOLVED

1. that decisions be made as detailed in the exempt minute (Cabinet Minute 51E 2019/20);
2. that the exempt report of the Scrutiny Commission be noted.

Reasons

1. As set out in the exempt minute (Cabinet Minute 51E 2019/20).
2. To acknowledge the work undertaken by and the views of the Scrutiny Commission.

NOTES:

1. The decisions in these minutes not in the form of recommendations to Council will come into effect at noon on 22nd November 2019 unless called in under Scrutiny Committee Procedure Rule 11.7.
2. No reference may be made to these minutes at the Council meeting on 20th January 2020 unless notice to that effect is given to the Democratic Services Manager by five members of the Council by noon on 22nd November 2019.
3. These minutes are subject to confirmation as a correct record at the next meeting of the Cabinet.

CABINET – 16TH DECEMBER 2019

Report of the Head of Neighbourhood Services Lead Member: Councillor Deborah Taylor

Part A

ITEM 6 CHARNWOOD GRANTS – ROUND THREE – 2019/20 COMMUNITY FACILITIES AND COMMUNITY DEVELOPMENT AND ENGAGEMENT GRANT APPLICATIONS

Purpose of Report

To enable Cabinet to consider applications received for funding in round three of the Community Facilities and Community Development and Engagement Grants schemes for 2019/20.

Recommendations

1. That the following Community Development and Engagement Grants be awarded:
 - £3,500 to Age UK Leicester Shire and Rutland – Men/Women in Sheds – Greenhouse/Recycling project (to be funded through the Community Development and Engagement Environmental grant scheme);
 - Up to £7,000 to Shelthorpe Community Association towards the “Creative Gardener” project;
 - £5,400 to Loughborough Leggo Group towards running costs;
 - Up to £5,000 to Transition Loughborough towards the “Carbon Literate Loughborough” project;
 - £10,000 to Go-Getta CIC towards their overall youth diversion provision across Charnwood (£5,000 to be funded through the Community Development and Engagement grant scheme, and £5,000 to be funded through the Loughborough Community grants scheme).
2. That the following Community Development and Engagement Grant applications be deferred:
 - Without Walls Christian Fellowship - £7,822 requested – applied for funding towards the cost of a singing café.
3. That the Head of Neighbourhood Services be given delegated authority to finalise the terms and conditions of the awarded Community Development and Engagement Grants.
4. That approval is given to run a Round 4 in 2019/20 with a focus primarily on Environmental projects.

Reasons

1. To provide financial support to organisations which meet the criteria of the Community Development and Engagement Grants and Environmental schemes in terms of community and organisational need and to use funding provided through the Loughborough Grants scheme to support projects in Loughborough.
2. To enable further work to be undertaken with the applicant to see whether the application can be improved and strengthened.
3. To enable the grants awarded to be finalised and appropriate information to be supplied to the Council about the outcomes of the project.
4. To enable the monies received for grants for projects that deliver environmental outcomes to be spent.

Policy Justification and Previous Decisions

The Council's Corporate Plan 2016-20 makes a commitment to make sure that Charnwood is a great place to live for families by creating a safe, secure and caring environment and to provide opportunities for participation in social, leisure and cultural activities and in community life. It aims to make Charnwood an attractive place for all by funding community groups and providing a range of diverse opportunities and events.

The Council's Corporate Plan 2016-2020 was approved by Council on the 29th February 2016. A review of the existing grants criteria was undertaken at this time and it was concluded that the existing criteria were still appropriate and aligned with the priorities of the Corporate Plan 2016-2020.

Implementation Timetable including Future Decisions and Scrutiny

The Community Development and Engagement Grants considered in this report will be released, providing they are approved, once the applicants have met any required payment conditions. Grant payment terms will be on a grant by grant basis, depending on the nature of the organisation/project and level of grant awarded. Payment may be made in stages, and copy invoices, or proof of project expenditure, requested.

It is recommended that an additional round of the Community Facilities and Community Development and Engagement Grant scheme be run in 2019/20 – this round will predominantly be focused on projects that deliver environmental outcomes. It is proposed that this is scheduled to come to Cabinet on 12th March 2020. The proposed closing date for Round 4 would be 24th January 2020.

Report Implications

The following implications have been identified for this report.

Financial Implications

Community Facilities Grant Funding

The balance remaining for the Community Facilities Grants budget after Round 2 2019/20 was £61,173. Since Round 2, one grant has been paid that was for less than originally awarded. Thurmaston Old School Community Centre was awarded a grant of £3,360 in June 2018, however the actual cost of the project was less than originally anticipated, and the group has only claimed £3,000 of their grant. Therefore £360 has been added back into the pot. There have been no applications for funding in Round 3 2019/20 and with the additional £360 back in the pot, the balance now stands at £61,533 for future rounds of Community Facilities Grants.

Community Development & Engagement Grant Funding

The 2019/20 budget for Community Development and Engagement Grants is £66,500. The balance after Round 2 was £30,900.

This Round 3 report recommends that five applications are supported totalling £30,900, with £22,400 of this amount being funded through the Community Development and Engagement grants scheme, £5,000 being funded through the Loughborough Community grants scheme and £3,500 being funded through the Environmental Grants Scheme. This will leave a balance of £8,500 for Community Development and Engagement Grants which will, along with the outstanding Environmental Grants balance of £11,268, create an available grant total of £19,768 for Round 4.

Loughborough Community Grant Funding

Cabinet at its meeting on the 21st January 2016 (min 93) approved the recommendation that the Head of Neighbourhood Services be given delegated authority to allocate any grant budget for schemes in Loughborough that are funded through the Loughborough Special Expenses between the Loughborough Community Grants fund (maximum £2,000) and a budget within the Community Development and Engagement Grants fund (maximum £10,000) ring-fenced for schemes based in Loughborough. This was to enable the budget for funding schemes in Loughborough to be more flexibly allocated between large and small applications.

The intention as outlined above is to allocate a total of £5,000 from the Loughborough Community Grants budget towards a Loughborough based project submitted by Go-Getta CIC. This will leave a balance of £7,050 for Loughborough Community grants for the next round in February.

Community Development and Engagement - Environmental Grant Funding (External funding provided by Serco)

Serco have agreed to provide £20,000 per year to Charnwood Borough Council (CBC) for grants to projects that deliver environmental outcomes. They have made a commitment to provide this funding for three financial years (2017/18, 2018/19 and 2019/20).

The ring-fenced budget for environmental projects in 2019/20 is £23,060, as the underspend of £3,060 from 2018/19 is available, as the external funding is ring fenced for this purpose. The balance after Round 2 for 2019/20 was £14,768. It is recommended to award a total of £3,500 for applications for projects which have been received in Round 3 for 2019/20 which have an environmental aspect, therefore the balance is now £11,268. The Grants Panel recommend that an additional round of Grant applications be invited primarily for environmental projects.

For all grants schemes once a grant has been awarded the recipient has 12 months in which to complete their project and draw down the grant funding. Therefore it is expected that the above grants will be drawn down over the next 12 month period, i.e. during both 2019/20 and 2020/21, dependent upon when the projects start, reach agreed milestones and are completed.

Risk Management

The risks associated with the decision Cabinet is asked to make and proposed actions to mitigate those risks are set out in the table below.

Risk Identified	Likelihood	Impact	Overall Risk	Risk Management Actions Planned
Grants do not deliver the objectives of the Grants scheme	Remote (1)	Minor (1)	Very Low (1)	The grants have been assessed against the criteria and will be supported with appropriate monitoring information.

Equality and Diversity

There is a requirement in the grants criteria for each organisation that applies to either have their own Equal Opportunities Policy or provide a statement that the organisation will abide by the Council’s Equal Opportunities Policy.

In addition an Equality Impact Assessment has been completed and attached at Appendix 2.

Crime and Disorder

The grants criteria specifically cover crime and disorder with projects needing to outline how the proposed project reduces the impact of crime and anti-social behaviour and promotes stronger, cohesive and balanced communities.

Sustainability

Many of the grants criteria are concerned with sustainability.

- Key Decision: Yes
- Background Papers: None
- Officers to contact: Julie Robinson

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Part B

Charnwood Community Grants Criteria

1. At its meeting on 12th April 2012, Cabinet agreed the revised Community Grants Criteria to reflect the changes in the Council's Corporate Plan.

The Council's new Corporate Plan 2016-2020 was approved by Council on the 29th February 2016. A review of the existing grants criteria has been undertaken and it was concluded that the existing criteria was still appropriate and aligned with the priorities of the new Corporate Plan 2016-2020.

Community Facilities Grants

2. The criteria include the following:
 - That the maximum amount awarded would be £20,000 (was previously £30,000) for projects that link well into the Council's Corporate Plan and can achieve wider community benefits.
 - That the scheme would support up to 50% of the cost of feasibility studies, with an upper limit of £5,000.
3. Schemes are scored using an assessment matrix which looks for:
 - Well prepared schemes, with a realistic costing of the work, and projects that are well targeted, have good local support and a strong input from volunteers.
 - Projects that link well into the Council's Corporate Plan and can achieve wider community benefits.
 - Applications from organisations with a strong local base and full accessibility to the community.
 - The need of the community for the facility and the need of the organisation for the funding.
4. The assessment matrix produces a maximum score of 100. A scheme scoring below 30 on the matrix is recommended for refusal and the Grants Panel will provide feedback to the community organisation on the reasons why it was not successful. Where a scheme scores between 30 and 40 on the first assessment the Grants Panel will work with the community organisation to see whether the bid can be improved and strengthened. Schemes scoring 40 and above are normally recommended for approval. However applicants seeking a large grant which scores only just over 40 are advised that they may only receive part of the money they have applied for.

Community Development and Engagement Grants

5. The criteria include the following:
 - Maximum amount to be awarded is £10,000.
 - Provides funding for projects delivered by the voluntary and community sector
 - Must be available for the wider community

6. All applications are assessed against two measures of need: how the project meets the Council's aims and objectives in meeting identified community needs and the organisational need of grant funding from the Council to enable the project to succeed. Both measures seek to demonstrate the value for money to be obtained in providing grant funding. Twelve criteria are used to assess community need based on the aims and objectives set out in the Corporate Plan.
- How does your project promote stronger, cohesive and balanced communities (in particular encouraging people from different backgrounds to get along together)?
 - How does your project involve volunteers and how will volunteers be supported and developed?
 - How does your project promote and support physical health and well-being (in particular healthy eating, physical activity, sexual health and reduced substance misuse)?
 - How does your project promote and support improved mental health and emotional well-being?
 - How does your project reduce the impact of crime and/or anti-social behaviour?
 - How does your project improve the quality of life of people living in priority neighbourhoods?
 - How does your project improve the well-being of residents through acknowledging their diverse needs?
 - How does your project enable children, young people and older people to make a positive contribution to the communities in which they live?
 - How does your project enable older people to live independent lives?
 - How does your project promote access of local people to green spaces and the countryside?
 - How does your project add value to Charnwood's commitment to reduce the impact of climate change?
 - How does your project help promote local businesses to prosper and develop vibrant towns and villages, and support rural enterprise?
7. Five criteria are used to assess the need for the Council to provide grant funding. Organisations must demonstrate that their projects are prepared and managed well and will be encouraged to explore other funding sources where appropriate.
- Has a realistic total cost and timetable for the project been identified after being researched, for example through obtaining quotes or using reliable information from previous years?
 - Have efforts been made to obtain other funding to enable the project to begin and is the amount sought from the Council necessary to secure match funding or because other sources of funding are not available?
 - What balances and reserves are available and has using these to fund the activity been considered?
 - Is the proportion of the cost of the project the Council is being asked to fund justified?

- No specific geographically based conditions or targets are applied to grant awards but the geographical distribution of grants across the Borough is taken into account.

8. Applications are assessed qualitatively against these criteria and rated high, medium or low. These ratings are converted to a score on the following basis which rewards those applications which rate highly in meeting community need and provide a maximum possible score of 97.

Table 1 – Conversion of rankings into scores

Ranking	Community Need Score	Organisation Need Score
HIGH	6	5
MEDIUM	2	3
LOW	1	1
Maximum Score	72	25

Levels for funding

Score	Level of funding
Less than 30	Nil
30 – 40	Some of grant funding applied for
More than 40	Most or all of funding applied for

Community Development & Engagement Grant Applications

9. Six applications were received for funding in Round 3 for 2019/20. Six applications have been assessed against the criteria, five have been recommended for approval, and one has been recommended for deferral.

Without Walls Christian Fellowship – Not scored - Recommendation to defer

10. Without Walls Christian Fellowship is a church charity working in Leicestershire, and was established in October 2006. They began their ‘Singing Café’ project six years ago and have been successful in reaching and helping people with mental health challenges such as Dementia, memory loss and other issues. Their focus is to care for and look after people, relieve suffering and provide a safe place. Faith is not promoted in this venture. The organisation runs a total of six cafes across Leicestershire as their work is in demand across the county. This application is regarding the cafes operating in Loughborough and Shepshed.

11. The organisation is applying for funding towards general running costs, including café resources, IT equipment, a sessional worker, room hire and advertising, to ensure that they can continue to provide this much needed resource. The Singing Cafés enhance the lives of those who attend and help improve their mental and physical health. They provide a setting where people can attend with their carers, connect with others facing similar life challenges and enjoy an activity which has proven scientifically to help the brain and the whole body.

12. The benefits of the project include:
 - Positive impact on memory, relationships with carers/family, and general mental health well-being;
 - Reduces isolation for people with dementia and other mental health issues, and their carers.
13. The application of £7,822 is for 58.3% of the total cost of £13,413.
14. The Panel were unable to score the application due to needing further clarification regarding the organisation's governance arrangements and recommends that the application be deferred to a further round of Community Development and Engagement grant applications for 2019/20.
15. The Panel feel that further clarification is needed in relation to issues with the organisation's governance issues, and have referred them to Voluntary Action LeicesterShire to do further work around these issues.

Age UK Leicestershire – Score 41.5 - Recommendation to award up to £3,500 (to be funded through the Community Development and Engagement Environmental grant scheme)

16. Age UK Leicester Shire & Rutland is a local, independent charity which was established in 1952 for the benefit of all older people. Since that time, they have strived to meet the continually evolving needs and aspirations of older people, promoting their health, wellbeing and independence through the provision of a range of high-quality services. Amongst the challenges currently faced by the older people they support are social isolation, low incomes, mental and physical frailty, and decisions about care, caring and housing. Their activities currently include:
 - Information and Advice Services
 - Community Resource Centres
 - Lunch Clubs
 - Befriending Services
 - Men/Women in Sheds
 - Day Care Services
17. The organisation is applying for funding towards the development of a community greenhouse recycling / environmental project following on from previous successful projects. The Men/Women in Sheds project, in its fifth year of operation, was established to combat social isolation in older people often living with frailty and has considerable experience in gardening projects for the community and in the construction of recycled plastic bottle greenhouses.

The primary aim of the project is for a team of older people from the Shed to work with three local primary schools / community organisations in the first year. They will design and construct plastic greenhouses and install them in the school grounds / community venues. The used plastic bottles will be collected by the children / community in addition to being sourced from a local recycling plant. 500 to 1,000 plastic bottles will be used in the construction of each

greenhouse. The project will enhance teaching and learning on recycling as an extra-curricular / community activity.

Additionally the team will explore with schools / community organisations the potential to develop school / community gardens. They will provide raised beds, bug houses, bird tables and compost bins from recycled wood as a foundation for a social enterprise project.

The primary objectives of the project are:

- To promote recycling through the construction of plastic bottle greenhouses;
- Cross-community working and intergenerational working with school age children;
- To promote other ways to develop school / community gardens with the provision of raised beds, bug houses, bird tables and/or compost bins from recycled wood;
- To serve as a foundation to develop a social enterprise project to extend across public and private sectors.

18. The benefits of the project include:

- Increased knowledge about recycling and the environment in the community;
- Enhancement of teaching and learning for school children around recycling and plant growing;
- Recycling of materials, particularly plastic and wood;
- Combatting social isolation and increasing activity levels with the increased health and wellbeing benefits for all participants.

19. The application identifies strong links with the following aims and objectives set out in the Council's Corporate Plan:

- Promotes stronger, cohesive and balanced communities;
- Involves, supports and develops volunteers effectively;
- Promotes and supports improved mental health and emotional well-being;
- Enables children, young people and older people to make a positive contribution to the communities in which they live
- Adds value to Charnwood's commitment to reduce the impact of climate change.

20. The application of £4,700 is for 100% of the total scheme costs.

21. The Panel scored this scheme at 41.5 and recommends that a grant of up to £3,500 be awarded through the Community Development and Engagement Environmental grant scheme. The grant award is subject to the organisation identifying which schools / community organisations they will be working with, and continuing to work with our Voluntary and Community Sector Development Officer to develop the project.

22. The Panel have recommended that as this is essentially a pilot project, that the organisation itself provides a contribution towards the project, which is in line with previous pilot projects the Grants Panel have supported. The Panel feel

that this is a strong project, which suits the aims of the Environmental grants scheme, bringing both environmental and financial / revenue benefits. They note that the organisation is well supported, and already has strong connections with a some schools / community organisations. The Panel would encourage the organisation to think about educating the children / community around the contents of the plastic bottles, and not purchasing the bottles directly for this project. Thought should also be given to how long the bottles will last and whether they will then be suitable for recycling in the usual way.

Shelthorpe Community Association - Score 37 - Recommendation to award up to £7,000

23. Shelthorpe Community Association was established in 2014 and has the following aims:
- Provide a dual-function platform for residents of Shelthorpe to air concerns as well as opportunities for service providers to disseminate information;
 - Campaign to improve local housing conditions, services to the community and the environment;
 - Encourage a sense of community;
 - Promote social, welfare, recreational and training activities for all residents within the area;
 - Build a partnership and improve communications between the service providers and the group/residents/Association;
 - Be a non-political, equal opportunities Association.
24. The organisation currently runs two community gardening projects, one based indoors and one based outdoors. This application is for funding towards their 'Creative Gardener' gardening project that will encourage and inspire families and individuals to grow food and learn about the different uses of crops they are growing. They will be focusing on:
- Composting and the benefits of recycling household waste for the benefit of the garden and the environment;
 - Companion planting;
 - Plants which benefit us in different ways – i.e. natural air purifiers, natural remedies;
 - Gardening in small spaces/container gardening;
 - Seasonal seed-sowing, crop growing and seed saving;
 - Recipes and uses for different foods;
 - Natural eco-dyes and fragrances.
25. The benefits of the project include:
- Reducing isolation and loneliness;
 - Encouraging participants to work outside, as evidence suggests this helps maintain good mental health;
 - Encouraging participants to maintain a healthy diet with fresh fruit and vegetables;
 - Providing a place in which people can have pride;

- Encouraging community cohesion – an opportunity for young families to meet.
26. The application identifies strong links with the following aims and objectives set out in the Council's Corporate Plan:
- Promotes stronger, cohesive and balanced communities;
 - Involves, supports and develops volunteers effectively;
 - Promotes and supports physical health and well-being.
27. The application of £9,630 is for 100% of the total scheme costs.
28. The Panel scored this scheme at 37 and recommends that a grant of up to £7,000 be awarded to cover 40 weeks of the project, and the Panel recommend that the project should concentrate mainly on the development of volunteers.
29. The Panel feel that the organisation has done some great work with the community and has been working closely with the Council's Voluntary and Community Sector Development Officer and Neighbourhood Development Officer. The Panel would also recommend that the organisation engages with Age UK Leics Men/Women in Sheds, as they may be able to provide support/advice for this project. The Panel feel that as a next step, the organisation should be introduced to the "Reaching Communities" fund, and Officers help them to apply for 3 years' funding.

Loughborough Leggo Group – Score 56.3 - Recommendation to award up to £5,400

30. The Loughborough Leggo Youth Group was established in September 2015, and supports young people with special needs aged 10-19 years who have physical, mild learning and social interaction difficulties. They deliver a Friday night youth club at Fearon Hall, providing a programme of structured physical and social activities in which gross and fine motor skills, co-ordination and strength can be developed. The group aims to build confidence, a feeling of self-worth and to help develop social skills, and in turn this helps improve the mental health and emotional well-being of the young people. The group was set up to benefit those young people who have struggled to attend conventional youth groups or who have been turned away from them due to their complex needs.

Their aims and objectives are:

- To help young people with mild learning difficulties and special needs to reach their full potential;
- To establish and run a youth group for young people with physical, mild learning and social interaction difficulties. The aim of the group is to enable these young people to achieve their full potential through:
 - (i) the provision of recreational and leisure activities to aid their co-ordination, strength and general wellbeing;

- (ii) the provision of support and activities which develop their skills, capacities and capabilities to enable them to participate in society as mature and responsible individuals;
- (iii) the provision of support to meet their emotional and mental well-being needs.

31. The organisation is applying for funding towards general running costs and volunteer and website development. In particular, the group will be working on volunteer development including the maintaining, supervising, training and recruitment of volunteers. Volunteers follow a structured induction programme, and this ensures that the best experience possible for new volunteers is provided. They pay particular attention to mentoring and safeguarding. The group provides volunteers with first aid training, safeguarding training and a Level 2 qualification in 'Understanding Autism'. Currently they have twelve team members who have completed and passed their NCFE Level 2 training certificate in 'Understanding Autism'. All members of the team have also completed a 'Safeguarding Children with Disabilities' and First Aid training course and have received certificates.

The group currently has 30 members who are supported by 16 volunteers, and they are aiming to increase their volunteer base to 20 people. They have a significant network of volunteers that come from different backgrounds providing different skills to the club, and now that this network is operating, embedded and operationally effective, they feel it is paramount to maintain its effectiveness which is managed through a structured approach.

32. The benefits of the project include:

- Volunteers receive tailored support and personal development opportunities, providing the group with a sustainable volunteer base in the long-run;
- Increase young people's confidence and self-esteem;
- Increase awareness of mental health issues;
- Increased independence;
- Increase communication skills, both verbal and non-verbal;
- Support parents, using the Parent's Forum.

33. The application identifies strong links with the following aims and objectives set out in the Council's Corporate Plan:

- Promotes stronger, cohesive and balanced communities;
- Involves, supports and develops volunteers effectively;
- Promotes and supports physical health and well-being;
- Promotes and supports improved mental health and emotional well-being;
- Improves the well-being of residents through acknowledging their diverse needs.

34. The application of £5,400 is for 27.8% of the total costs of £19,406.

35. The Panel scored this scheme at 56.3 and recommends that a grant of up to £5,400 be awarded towards general running costs.

36. The application scored highly against the criteria of the scheme. The Panel feel that this is an excellent project, and would like to recognise this pro-active and productive group, which engages well with this hard to reach groups and has expanded over the last few years due to success.

Transition Loughborough – Score 34 - Recommendation to award up to £5,000

37. Transition Loughborough was formed in November 2010, and aims to make the community more resilient in the face of environmental problems, including climate change, declining oil supplies, rising energy prices and issues caused by waste and unsustainable transport. Whilst many of the problems are global, the organisation works to tackle them through practical local projects involving local people and local ideas.

38. The application is for funding towards a new project, “Carbon Literate Charnwood”. The organisation is planning to deliver four Carbon Literacy courses in the Charnwood area, with 15 places available on each course. They will be particularly targeting people in the Lemyngton and Hastings Wards, and some of the courses will be held at Fearon Hall. The courses offer accredited learning that helps people and communities bring about the rapid reduction in carbon emissions required in the next few years by climate change. The course helps individuals and communities to develop an awareness of carbon dioxide costs and impacts of everyday activities, and the ability and motivation to reduce emissions, on an individual, community and organisational basis. The course covers:

- Climate change science;
- Carbon footprints;
- Social equity in relation to climate change;
- Strategies and skills for communicating action on climate change;
- A chance to reflect on the impact of climate change.

The organisation will be working in partnership with Marches Energy Agency, a charity that has recently created a version of the course for community groups in Derbyshire and Nottinghamshire. The Carbon Literacy project is a national project, with individual courses tailored to local areas and specific audiences. Transition Loughborough and Marches Energy Agency will create a course that meets the needs of Charnwood residents at community level.

39. The benefits of the project include awareness of:
- How to improve energy efficiency in the home;
 - Low carbon diets being also healthy diets;
 - Sustainable transport such as walking/cycling increasing exercise;
 - Preserving and creating green spaces having a positive impact on people’s mental health.
40. The application identifies strong links with the following aims and objectives set out in the Council’s Corporate Plan:
- Promotes and supports physical health and well-being;

- Adds value to Charnwood's commitment to reduce the impact of climate change.
41. The application of £5,310 is for 58.9% of the total scheme costs of £9,010.
 42. The Panel scored this scheme at 34 and recommends that a grant of up to £5,000 be awarded subject to the organisation working with Charnwood Officers to develop the project.
 43. The Panel feel that this is a positive idea that would benefit Charnwood's commitment to becoming carbon neutral, and would be good for raising public-awareness on a current global issue, however further work is needed around who will be attending the courses. The Grants Panel would like to see voluntary groups and/or 'champions' within the private sector to participate in the courses. The Grants Panel recommends that the organisation works with the Voluntary and Community Sector Development Officer to look at how voluntary groups / community champions could be involved to ensure that the courses run would have the maximum benefit.

Go-Getta CIC – Score 47.8 - Recommendation to award up to £10,000 (£5,000 to be funded through the Community Development and Engagement grants scheme and £5,000 through the Loughborough Community grants scheme)

44. Go-Getta CIC was launched in 2012 as a response to cuts to youth services across Leicestershire, affecting the availability of high-quality provision for young people. The organisation feels passionately that their approach, ethos and diverse experience in supporting the most vulnerable and disadvantaged young people in society, attributes to success in engaging 'hard-to-reach' groups. The Senior Management team at Go-Getta CIC have extensive experience in supporting particularly vulnerable groups including:
 - Young offenders - including those with high risk sexual and violent offences;
 - Children in care / care leavers;
 - Young people and adults with mental health diagnoses or difficulties;
 - Young people with learning needs;
 - Young people and adults with substance misuse issues;
 - Young people and adults with complex or multiple additional needs;
 - Homeless young people and adults;
 - Refugee and asylum-seeking children;
 - Victims of child sexual exploitation.

They aim to:

- Improve the life chances of disadvantaged young people at high risk of social exclusion (care leavers, NEETS, substance misuse, mental health etc);
- Reduce youth related anti-social behaviour (ASB) in deprived neighbourhoods across the county;
- Increase awareness and support around mental health and substance misuse within targeted communities.

45. Go-Getta CIC, in consultation with Charnwood Borough Council, sought funding from the Police & Crime Commissioner four years ago to secure funding to tackle issues around youth-led anti-social behaviour in hot spots across Loughborough. As part of this project, youth clubs were set up in Warwick Way (at Gorse Covert and Altogether Now Place) and Ashby Road (at the Hut) and detached youth work was delivered across these areas and Thorpe Acre. Go-Getta were also awarded funding to set up and deliver a youth club on the Shelthorpe Estate on the grounds of Beacon Academy School. These provisions have all been successfully running since. Funding for these projects will come to an end in December 2019. Go-Getta is seeking funding to continue delivery of these services, as withdrawing the services would leave a gap in provision in these areas and heighten risks around ASB.

Project activities will include:

- The delivery of a weekly youth club (2 hours per week on a Tuesday) held for children aged 8-12yrs from the Shelthorpe estate;
- The delivery of weekly outreach at Charnwood College and detached, street-based youth work (3 hours per week) across Thorpe Acre, Warwick Way and Ashby Road areas for young people aged 10-19yrs.

Within these sessions, youth workers will identify perpetrators of ASB and these individual young people will be referred into their diversionary activities and 'youth engagement' model for one-to-one work.

46. The benefits of the project include:
- Increasing awareness and understanding of the law, consequences of behavior, diversity, drugs and alcohol, sexual health;
 - Team building and social communication;
 - Building self-esteem and confidence;
 - Improved mental health and emotional wellbeing.
47. The application identifies strong links with the following aims and objectives set out in the Council's Corporate Plan:
- Promotes stronger, cohesive and balanced communities;
 - Promotes and supports physical health and well-being;
 - Promotes and supports improved mental health and emotional wellbeing;
 - Reduces the impact of crime and/or anti-social behaviour;
 - Improves the quality of life of people living in priority neighbourhoods;
48. The application of £10,000, towards the Youth Motivators element of the project, is for 13.2% of the total borough wide youth diversion programme costs of £75,345.
49. The Panel scored this scheme at 47.8 and recommends that a grant of up to £10,000 be awarded.
50. The application scored highly against the criteria of the scheme, and the Panel recognise that the organisation fulfils a vital function, filling a gap in provision for

youth diversion from crime and anti-social behaviour with young people. The Panel believe the organisation provides excellent value for money, not only working with young people, but also providing support to other organisations working with young people. They also recognise that the organisation levers in other external funding towards their overall package of provision which contributes towards reducing asb, crime and disorder by young people.

Appendices

Appendix 1 - Community Development and Engagement Grants Summary

Appendix 2 – Equality Impact Assessment

APPENDIX 1

Opening Budget 2019/20 - £66,500

Round 3 2019/20 - Community Development and Engagement Grants Summary

Balance remaining after Round 2: £30,900

Balance remaining after this round: £8,500

Applicant	Project description	Amount applied for (£)	Total project cost (£)	Community need score	Organisation need score	Total score	Recommendation
Grant ref 1248 Without Walls Christian Fellowship	Singing café	9,630	9,630	Not scored	Not scored	Not scored	Defer – further clarification on governance issues are required
Grant ref 1249 Age UK Leicester Shire and Rutland	Men/Women in Sheds – Greenhouse / recycling project for primary schools	4,700	4,700	33.5	8	41.5	Approve up to £3,500 subject to the organisation identifying which schools they will be working with
Grant ref 1250 Shelthorpe Community Association	Creative Gardener project	9,630	9,630	27.3	9.7	37	Approve up to £7,000, to cover 40 weeks of the project. Project to concentrate on the development of volunteers.

Grant ref 1251 Loughborough Leggo Group	Running costs	5,400	19,406	37.8	18.5	56.3	Approve up to £5,400 towards general running costs
Grant ref 1252 Transition Loughborough	“Carbon Literate Loughborough” project	5,310	9,010	21.8	12.2	34	Approve up to £5,000 subject to the organisation working with CBC Officers to develop the project
Grant ref 1253 Go-Getta CIC	Loughborough Youth Motivators	10,000	75,345	33.5	14.3	47.8	Approve up to £10,000 (£5,000 through Community Development and Engagement grants scheme, and £5,000 through the Loughborough Community grants scheme).

Charnwood Borough Council

Equality Impact Assessment 'Knowing the needs of your customers and employees'

■ Background

An Equality Impact Assessment is an improvement tool. It will assist you in ensuring that you have thought about the needs and impacts of your service/policy/function in relation to the protected characteristics. It enables a systematic approach to identifying and recording gaps and actions.

■ Legislation- Equality Duty

As a local authority that provides services to the public, Charnwood Borough Council has a legal responsibility to ensure that we can demonstrate having paid due regard to the need to:

- ✓ Eliminate discrimination, harassment and victimisation
- ✓ Advance Equality of Opportunity
- ✓ Foster good relations

For the following protected characteristics:

1. Age
2. Disability
3. Gender reassignment
4. Marriage and civil partnership
5. Pregnancy and maternity
6. Race
7. Religion and belief
8. Sex (Gender)
9. Sexual orientation

What is prohibited?

1. Direct Discrimination
2. Indirect Discrimination
3. Harassment
4. Victimisation
5. Discrimination by association
6. Discrimination by perception
7. Pregnancy and maternity discrimination
8. Discrimination arising from disability
9. Failing to make reasonable adjustments

■ Step 1 – Introductory information

Title of the policy	Community Development & Engagement Grant and Community Facilities Grant.
Name of lead officer and others undertaking this assessment	Julie Robinson
Date EIA started	May 2019
Date EIA completed	May 2018

■ **Step 2 – Overview of policy/function being assessed:**

Outline: What is the purpose of this policy? (Specify aims and objectives)
<p>Charnwood Borough Council recognises the value and contribution of individuals, voluntary sector organisations and other community-led projects and the benefits they provide to the residents of Charnwood.</p> <p>Through our Charnwood grant schemes we provide a range of grants to help these organisations, groups and individuals access the funding support they need.</p> <p>Three / Four times a year Cabinet considers applications for revenue funding for the Community Facilities Capital Grants and Community Development and Engagement Grants Schemes.</p> <p>It is the Councils aim to ensure the grants process is inclusive of all community groups and funding supports projects targeting individuals across a range of protected characteristics, as outlined in the Equality Act 2010.</p>
What specific group/s is the policy designed to affect/impact and what is the intended change or outcome for them?
<p>It is the Councils aim to ensure that the grants process is inclusive of all community groups and funding supports projects targeting individuals/ residents across a range of protected characteristics, as outlined in the Equality Act 2010.</p> <p>Analysis is therefore undertaken to ensure that the grants are distributed in a reasonable and proportionate manner.</p>
Which groups have been consulted as part of the creation or review of the policy?
<p>Evaluation takes place on successful applications to analyse whether there any gaps with regards to the protected characteristics in order to ensure the grants process is fair and equal to all. In particular analysis is undertaken to determine any barriers which may prevent specific community groups/ communities of interest from successfully applying or even applying at all to Charnwood Grants.</p>

■ **Step 3 – What we already know and where there are gaps**

List any existing information/data do you have/monitor about different diverse groups in relation to this policy? Such as in relation to age, disability, gender reassignment, marriage and civil partnership, pregnancy & maternity, race, religion or belief, sex, sexual orientation etc.

Data/information such as:

- Consultation
- Previous Equality Impact Assessments
- Demographic information
- Anecdotal and other evidence

- Analysis of successful Community Development & Engagement Grants, Loughborough Grants and Community Facilities Grants 2018/19

What does this information / data tell you about diverse groups? If you do not hold or have access to any data/information on diverse groups, what do you need to begin collating / monitoring? (Please list)

Number & total of grants awarded based on protected characteristic:

	Number of grants awarded	Total funding approved
Age	8	£28,425
Disability	9	£21,496
Gender Reassignment	0	£0
Pregnancy & Maternity	1	£1300
Race	3	£9,010
Religion or Belief	N/A	N/A
Sex/ Gender	0	£0
Sexual Orientation	0	£0
No Characteristic/ Wider Community	18	£50,044
TOTAL	39	£110,275

N.B. The characteristic of Marriage and Civil Partnership was not included due to its status within the Equality Act 2010 legislation, as it is to protect individuals from discrimination in the employment law. The harassment provisions that relate to other protected characteristics do not apply to marriage or civil partnership.

It is acknowledged that some of the approved grants are towards projects which support individuals with multiple characteristics and those projects supporting the wider community have a wide range of beneficiaries.

■ **Step 4 – Do we need to seek the views of others? If so, who?**

In light of the answers you have given in Step 2, do you need to consult with specific groups to identify needs / issues? If not please explain why.

Further equalities monitoring may be required for those projects which have applied and are deemed unsuccessful in order to identify any further issues or potential barriers.

However, at this stage of analysis it is felt the information currently held is sufficient to analysis trends and determine any barriers or negative impacts.

■ **Step 5 – Assessing the impact**

In light of any data/consultation/information and your own knowledge and awareness, please identify whether the policy has a positive or negative impact on the individuals or community groups (including what barriers these individuals or groups may face) who identify with any ‘protected characteristics’ and provide an explanation for your decision (please refer to the general duties on the front page).

	Comments
Age	There is a reasonable proportion of grant funding awarded to projects relating to Age. Of the grants awarded, there is a reasonable proportionate spread between projects for older and younger people. The process has therefore created a positive impact in relation to the protected characteristic of Age.
Disability (Physical, visual, hearing, learning disabilities, mental health)	There is a reasonable proportion of grant funding awarded to projects relating to disability. In addition it is acknowledged that some of the projects funded are cross- cutting and support individuals with multiple characteristics. Therefore, creating further positive impacts for people with disabilities. The process has therefore created a positive impact overall in relation to the protected characteristic of Disability.
Gender Reassignment (Transgender)	No projects have been specifically funded to support the protected characteristic of Gender Reassignment. The impact of this is neutral as there have been no applications to date. However it is acknowledged that specific marketing / promotion of Charnwood Grants could take place where specific support groups etc. meet for further awareness raising.
Race	There is some grant funding awarded to projects relating to Race. In additional it is acknowledged that some of the projects funded are cross- cutting and support individuals with multiple characteristics.
Religion or Belief (Includes no belief)	Whilst Charnwood Grants do not specifically support religious groups / activities, it does provide funding to these groups who are delivering activities for the wider community. The impact is therefore neutral with regards to the protected characteristic of religion or belief with the acknowledged that wider benefits are created for the wider community.
Sex (Gender)	There is no specific grant funding awarded to projects relating to Gender. In addition, however, it is acknowledged that some of the projects funded are cross- cutting and support individuals with multiple characteristics. The process has therefore created a positive impact in relation to the protected characteristic of Gender.
Sexual Orientation	No projects have been specifically funded to support the protected characteristic of Sexual Orientation. The impact of this is neutral as there have been no applications to date. However it is acknowledged that specific marketing /

	promotion of Charnwood Grants could take place where specific support groups etc. meet for further awareness raising.
Other protected groups (Pregnancy & maternity, marriage & civil partnership)	There is some grant funding awarded to projects relating to these other protected groups, therefore the impact is positive. In addition it is acknowledged that some of the projects funded are cross - cutting and support individuals with multiple characteristics. Additional targeted promotional work will be undertaken.
Other socially excluded groups (carers, low literacy, priority neighbourhoods, health inequalities, rural isolation, asylum seeker and refugee communities etc.)	The grants which focus on the wider community have a wide range of benefits, particularly for residents from priority neighbourhoods or areas of deprivation and hard to reach sectors of the community.

Where there are potential barriers, negative impacts identified and/ or barriers or impacts are unknown, please outline how you propose to minimise all negative impact or discrimination. Please note: a) If you have identified adverse impact or discrimination that is illegal, you are required to take action to remedy this immediately. b) Additionally, if you have identified adverse impact that is justifiable or legitimate, you will need to consider what actions can be taken to mitigate its effect on those groups of people.
No negative impacts or potential barriers have been identified. However it is acknowledged that specific marketing / promotion of Charnwood Grants could take place for the protected characteristics of Gender Reassignment, Pregnancy and Maternity and Sexual Orientation.
Summarise your findings and give an overview as to whether the policy will meet Charnwood Borough Council's responsibilities in relation to equality and diversity (please refer to the general duties on the front page).
It is the opinion that the Community Development & Engagement Grant and the Community Facilities Grant comply with Charnwood Borough Council's equality and diversity responsibilities. It will further promote equal opportunities and achieve positive outcomes.

Step 6- Monitoring, evaluation and review

Are there processes in place to review the findings of this Assessment and make appropriate changes? In particular, how will you monitor potential barriers and any positive/ negative impact?
Monitoring will continue on a quarterly and annual basis to assess the grant applications that are successful. Continuous monitoring and analysis will aim to identify gaps which may potentially highlight barriers or negative impacts towards specific community groups/ communities of interest. Further equalities monitoring will be explored for those projects which have applied and are deemed unsuccessful, for the further identification of issues or potential barriers.
How will the recommendations of this assessment be built into wider planning and review processes? e.g. policy reviews, annual plans and use of performance management systems.
Where barriers/ negative impacts are identified, the mitigating action and progress against this will be included within the relevant service plan.

■ **Step 7- Action Plan**

Please include any identified concerns/actions/issues in this action plan: The issues identified should inform your Service Plan and, if appropriate, your Consultation Plan			
Reference Number	Action	Responsible Officer	Target Date
001	Continue to monitor the Grants on a quarterly and annual basis to assess the grant applications that are both successful and unsuccessful.	J. Robinson	March 2020

■ **Step 8- Who needs to know about the outcomes of this assessment and how will they be informed?**

	Who needs to know (Please tick)	How they will be informed (we have a legal duty to publish EIA's)
Employees	✓	This EIA will be published on the Council's website.
Service users	✓	
Partners and stakeholders	✓	
Others	✓	
To ensure ease of access, what other communication needs/concerns are there?	✓	

Please delete as appropriate
I agree with this assessment / action plan
If <i>disagree</i>, state action/s required, reasons and details of who is to carry them out with timescales: N?A
Signed (Service Head): Julie Robinson
Date: 06.05.2019

[Please send completed & signed assessment to Suzanne Kinder for publishing.](#)

CABINET – 16TH DECEMBER 2019

Report of the Head of Strategic and Private Sector Housing Lead Member: Councillor Paul Mercer

Part A

ITEM 7 HOMELESSNESS AND ROUGH SLEEPERS REDUCTION STRATEGY 2019-2022

Purpose of Report

This report presents the proposed Homelessness and Rough Sleepers Reduction Strategy 2019-2022 and Action Plan setting out the approach for tackling homelessness and rough sleeping in the Borough.

The Strategy aims to prevent homelessness, rough sleeping and ensure that accommodation and support is available for people who become homeless within the Borough.

Recommendations

1. That the Homelessness and Rough Sleepers Reduction Strategy 2019-2022 and Action Plan, attached as Appendix 1, be approved.
2. That delegated authority be given to the Head of Strategic and Private Sector Housing in consultation with the Lead Member for Housing to update the Homelessness and Rough Sleepers Reduction Strategy Action Plan on an annual basis subject to there being no financial or human resource implications arising from the proposals.
3. That in the event of there being financial implications outside the existing approved budgets or resource implications exceeding the existing approved establishment arising from proposed revisions to the Action Plan, a further report on the proposed Action Plan be brought to Cabinet at the appropriate time.

Reasons

1. To ensure that the Council can meet its obligations in respect of the strategic housing needs of the Borough.
2. To ensure that the Action Plan remains relevant and responsive during the lifetime of the Strategy.
3. To ensure appropriate approvals are sought before finalising changes to the Action Plan that have financial or human resource implications.

Policy Justification and Previous Decisions

There is a statutory requirement under the Homelessness Act 2002 for a Local Authority to produce a Homelessness and Rough Sleepers Strategy. The Homelessness and Rough Sleepers Reduction Strategy for 2019-2022 sets out how the Council aims to prevent homelessness, rough sleeping and ensure that accommodation and support is available for people who become homeless within the Borough.

Implementation Timetable including Future Decisions and Scrutiny

The proposed Homelessness and Rough Sleepers Reduction Strategy covers the period December 2019 to March 2022 with the Action Plan detailing the actions that will be taken during this period of time.

Report Implications

The following implications have been identified for this report.

Financial Implications

There are no additional financial implications outside existing budget provision associated with this report. Recommendation 3 ensures that any additional financial implications are subject to a further report to Cabinet.

Risk Management

The risks associated with the decision Cabinet is asked to make and proposed actions to mitigate those risks are set out in the table below.

Risk Identified	Likelihood	Impact	Overall Risk	Risk Management Actions Planned
Failure to implement actions identified in the Action Plan	Likely (3)	Serious (3)	Moderate (9)	Regular meetings of the multi agency Homelessness Strategy Steering Group will ensure that the delivery of all the identified actions is monitored Lead organisations/people have been identified in the Action Plan and this will ensure accountability for each key action

Equality and Diversity

An equalities impact assessment of the Strategy has been carried out. No adverse impacts have been identified

Key Decision: Yes

Background Papers: None

Officer to contact: Alison Simmons
Head of Strategic and Private Sector Housing
(01509) 634780
alison.simmons@charnwood.gov.uk

Part B

1 Background

- 1.1 The Homelessness Act 2002 placed a legal obligation on all Local Housing Authorities to carry out a review of homelessness in their areas and in consultation with local partners and stakeholders, to develop a Strategy for tackling and preventing homelessness. In response to this, Charnwood's first Homelessness Strategy was developed in 2003, with subsequent Strategies in 2008, 2013 and 2018.
- 1.2 The Homelessness Reduction Act 2017 set out the framework for the most significant changes to homelessness legislation in 20 years, proposing several new duties, many of which required a change in working practices, and additional resources. The Homelessness Reduction Bill received Royal Assent on the 27th April 2017 and the date of enactment was the 3rd April 2018. The Council approved the Homelessness Strategy to meet the demands of the new Act in March 2018.
- 1.3 The aim of the Act was to propose improvements to the legal framework in order to prevent and tackle single homelessness more effectively in England, without undermining the rights people currently have under the existing system.
- 1.4 In August 2018 the Government introduced the new Rough Sleeping Strategy, including a 3 part approach of prevention, intervention and recovery. The Strategy includes a commitment to halve rough sleeping over the next 2 years and eradicate it by 2027.
- 1.5 In December 2018 the Government published its Rough Sleeping Strategy Delivery Plan which provided the following updates:
 - All Local Authorities must update their Homelessness Reviews and Strategies and rebrand them as Homelessness and Rough Sleeping Strategies
 - Strategies are made available online and submitted to Ministry for Housing and Communities and Local Government
 - Local Authorities report progress in delivering these strategies and publish annual Actions Plans.
- 1.6 The Council have undertaken a Homelessness Review and the Homelessness and Rough Sleepers Reduction Strategy 2019-2022 (Appendix 1) sets out the way the Council will deliver services to:
 - Ensure compliance with the Homelessness Reduction Act 2017 and the Rough Sleeper Strategy 2018
Ensure we remain focused on continuous improvement in the way we respond to homelessness
 - Support reform across the wider system and improve the support available to local residents who find themselves in difficulty

1.7 The Strategy will be delivered effectively, efficiently, and in keeping with the Council's Corporate values and commitment to excellence in customer care.

2 Consultation

2.1 The Council have consulted on the Homelessness and Rough Sleepers Reduction Strategy through the Homelessness Strategy Steering Group, Registered Providers and Benefit Liaison Group.

2.2 Consultees were encouraged to consider what actions were required to deliver the objectives identified within the Strategy along with suggestions about who would be best placed to deliver those actions.

3 Delivering the Homelessness Strategy

3.1 In order to successfully deliver the Homelessness and Rough Sleepers Reduction Strategy, the Council will utilise all available resources across its own services and its external partners. The key resources required to deliver the Strategy include:

- Housing Needs Team
- A close working relationship with our external partners
- Government Homelessness Grants
- Discretionary Housing Payments.

4 Performance Monitoring

4.1 The Homelessness and Rough Sleepers Reduction Strategy Objectives and Action Plan will be monitored by the multi agency Homelessness Strategy Steering Group and the Council's Housing Planning Regeneration and Regulatory Scrutiny Committee.

4.2 The Action Plan will be reviewed and updated every 12 months to ensure it reflects changes or developments in National or Local Policy or service provision.

4.3 The Council will regularly review this performance information to develop a clearer understanding of the local causes of homelessness, the support and housing needs of local homeless households and to assess the effectiveness of local services and identify any gaps in provision.

Appendices

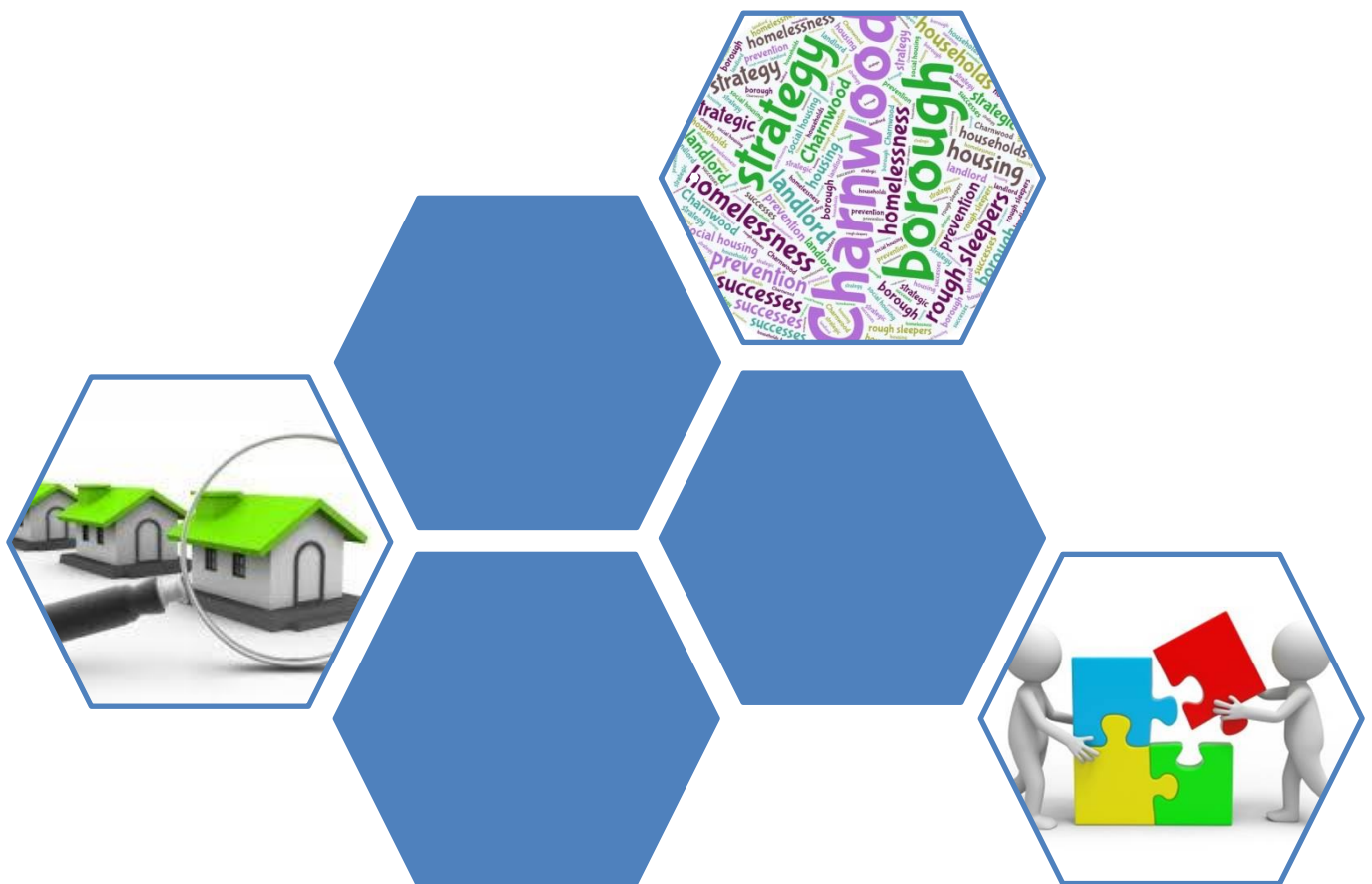
Appendix 1 Homelessness and Rough Sleepers Reduction Strategy 2019-2022 and Action Plan

Appendix 2 Equality Impact Assessment



Homelessness and Rough Sleepers Reduction Strategy

2019-2022





Welcome to the Council's new Homelessness and Rough Sleepers Reduction Strategy for 2019-2022.

This Strategy sets out our approach for tackling homelessness and rough sleeping in the Borough.

This Strategy aims to prevent homelessness, rough sleeping and ensure that accommodation and support is available for people who become homeless within the Borough.

This Strategy sets out our key objectives and provides the framework to enable us to deal with homelessness and rough sleepers, clearly setting out the Council's approach and commitment to tackling this issue over the next 3 years.

The Strategy will concentrate on 6 key objectives:

1. Strong and effective partnership working
2. Early targeted advice and intervention to prevent the loss of accommodation
3. Effective action to relieve homelessness
4. Support for Rough Sleepers
5. Support to sustain tenancies and prevent repeat homelessness
6. Protect and increase local housing options.

Councillor Paul Mercer
Lead Member for Housing



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The Homelessness and Rough Sleepers Reduction Strategy for 2019-2022 sets out how the Council aims to prevent homelessness and ensure that accommodation and support is available for people who become homeless within the Borough



*Every
Resident
Matters*

The Strategy is consistent with the Council's current Housing Strategy 2015-2020 and Housing Allocations Policy 2019 and contributes to the Council's Corporate Plan 2016-2020 and achievement of the Council's 3 key aims to make Charnwood:

- A safer, more secure and caring environment
- A Borough with a strong, diverse economy
- A place served by a Council which puts customers at the heart of everything it does



*Creating
a Strong
and Lasting
Economy*

The Strategy has been developed in consultation with key partners following a review of homelessness in Charnwood and takes into account recent developments in housing legislation and policy.



*Delivering
Excellent
Services*



Through the previous Homelessness and Rough Sleepers Reduction Strategy and Action Plan 2018-2019 the Council and its partners have achieved successful outcomes and improvements to services for homeless persons in Charnwood.

Homelessness Reduction Act April 2018

The Council successfully implemented changes to the Housing Options Service relating to the Homelessness Reduction Act and has:

- Successfully prevented the homelessness of 99 households who applied during 2018-2019
- Successfully relieved the homelessness of 128 households who applied during 2018-2019
- Introduced Personal Housing Plans for all applications
- Provided advice on the prevention of homelessness and securing accommodation when homeless

Duty to Refer

A new online referral form has been created to all enable partners (including those who are under a Duty to Refer from October 2018) to refer individuals who are homeless or at risk of becoming homeless to Charnwood Borough Council's Housing Options Team.

Housing Protocols and Pathways

The Leicestershire District and Borough Councils are developing countywide homelessness protocols and pathways for each of the groups identified as being at particular risk of homelessness:

- 16 and 17 year olds (Charnwood is the lead Authority)
- Care Leavers (Charnwood is the lead Authority)
- Prison Releases (Harborough is the lead Authority)
- Hospital Discharges (Blaby is the lead Authority)
- Drug or Alcohol Misuse (North West Leicestershire are the lead Authority)
- Armed Forces (Oadby and Wigston are the lead Authority)
- Domestic Violence (Hinckley and Bosworth are the lead Authority)

Housing Register

The Council introduced a new Housing Allocation Policy on 1st April 2019. The Policy provides a framework for assessing housing need, prioritising actions and determining who will be allocated social housing. Some of the criteria in the new policy has been designed to support the prevention and relief of homelessness.

The Council have developed and introduced a new online Housing Register application system, to enable customers to submit, update and access information about their applications both inside and outside of office opening hours.



CBC Lettings

The Council launched 'CBC Lettings' at the Private Landlords Forum on the 17th April 2019. This is a Social Lettings Service designed to make renting out a property easier in the private rented sector. It has been set up to provide landlords with a range of different options to let out their property whilst working to improving the standards of accommodation within the sector and improve access to the sector for homeless and vulnerably housed households.

In May 2019, a successful bid was made to the Rapid Rehousing Pathway fund. The bid was to expand the CBC Lettings Service across the County. The successful bid has meant the creation of 2 new posts, a CBC Lettings Officer and a CBC Lettings Liaison Officer. These posts will provide a professional and comprehensive service to customers and provide intensive support at the beginning of the tenancy and at points of crisis.

Empty Homes Strategy

In 2017, the Council's Cabinet approved a new Empty Homes Strategy for 2017-2022. In 2016-2017, 46 Empty Homes were brought back into use, 2017-2018 43 and in 2018-2019 55 making a total of 144 empty homes brought back into use across the Borough.

Property Acquisitions

Since 2016-2017, the Council has utilised receipts from Right to Buy sales to acquire 21 properties to increase the Council's social housing stock.

Supported Accommodation

The Council commissioned a 10 bed space supported accommodation scheme, with 24 hours staff presence, on the 1st April 2019 with its partner agency Falcon Support Services.

This scheme supports the prevention, relief and reduction of homelessness within Charnwood as individuals accommodated within this scheme are supported to build up the skills to sustain an independent tenancy, accommodated up until they are ready to move on to an independent tenancy and assisted to secure and set up an independent tenancy.

Rough Sleepers

The Council commissioned an emergency bed for rough sleepers within Charnwood on 1st April 2018 with its partner agency Falcon Support Services.

A rough sleeper database has been developed in order to improve intelligence about rough sleeping and the provision of support to rough sleepers across Leicester, Leicestershire and Rutland. The database is being trialled by The Bridge East Midlands and is due to be introduced in 2020.



Since the implementation of the previous Homelessness Strategy, there have been significant changes in housing policy at a national level

Private Sector Housing Reforms

The Government has introduced a number of reforms providing Local Authorities with some additional tools to tackle rogue landlords and letting agent's behaviour.

The reforms include powers for Civil Penalty Notices, Banning Orders and extension of rent repayment orders, which the Council has adopted in the Private Sector Housing Enforcement Policy adopted in 2018.

Ministry of Housing, Communities and Local Government - Rough Sleeping Strategy

In August 2018, the Government introduced the new Rough Sleeping Strategy, including a 3 part approach of prevention, intervention and recovery.

The Strategy stated that the first of these preventions is at the heart of the Government's approach, focussing on timely support before someone becomes homeless. The second intervention sets out how the Strategy will help people who are already in crisis get swift, targeted support to get them off the street. The final recovery stage talks about supporting people to find a new home quickly and rebuild their lives.

The Strategy includes a commitment to halve rough sleeping over the next 2 years and eradicate it by 2027.

In December 2018, the Government published a Rough Sleeping Strategy Delivery Plan, which provided the following updates:

- All Local Authorities must update their Homelessness Reviews and Strategies and rebrand them as Homelessness and Rough Sleeping Strategies
- Strategies are made available online and submitted to Ministry for Housing and Communities and Local Government
- Local Authorities report progress in delivering these strategies and publish annual Actions Plans



A review of homelessness in 2018-2019 within Charnwood was carried out to inform this Strategy (see Appendix 3 for more details).

The main findings:

Homeless Applications

609 homeless applications were made to Charnwood Borough Council’s Housing Options Team during 2018-2019 following the implementation of the Homelessness Reduction Act. 45% of these applications were from individuals who were at risk of becoming homeless and 55% were from individuals who were already homeless.

Age

The majority of homeless applicants during 2018-2019 were aged between 25 and 44 years (56%) and a high proportion were aged between 18 and 24 (20%) years.

Gender

A higher proportion of homeless applicants during 2018-2019 were female (59%) than male (41%).

Sexuality

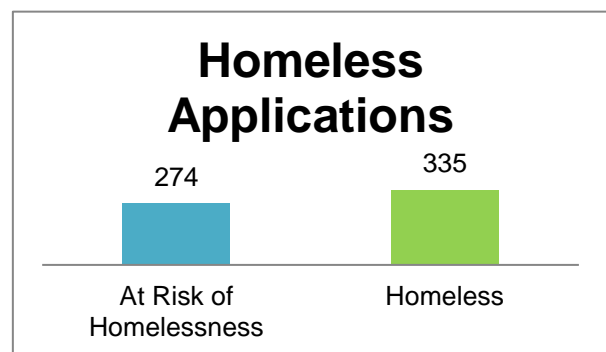
The majority of homeless applicants during 2018-2019 identified themselves as heterosexual/straight (88%). A low proportion of homeless applicants during 2018-2019 identified themselves as bisexual (2%), homosexual/gay/lesbian (1%) or transgender (0%).

Ethnicity

The majority of homeless applicants during 2018-2019 were from white ethnic groups (86%), which reflects the higher proportion of people from white ethnic groups recorded within the overall population of Charnwood in the 2011 Census. The proportion of homeless applicants from Asian ethnic groups (6%) was lower than that within the overall population of Charnwood and the proportions from black (3%) and mixed (3%) ethnic groups were higher than those within the overall population of Charnwood in the 2011 Census.

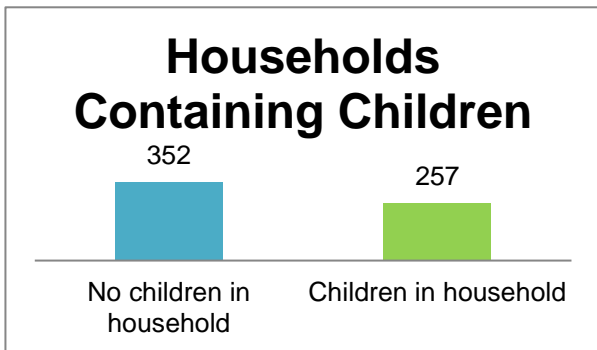
Religion

A high proportion of homeless applicants during 2018-2019 had no religion (41%), which is significantly higher than the proportion with no religion recorded within the overall population of Charnwood in the 2011 Census. The proportions of homeless applicants who were Christian (26%), Hindu (1%), Sikh (0.16%) and Jewish (0%) were lower than those within the overall population of Charnwood in the 2011 Census.



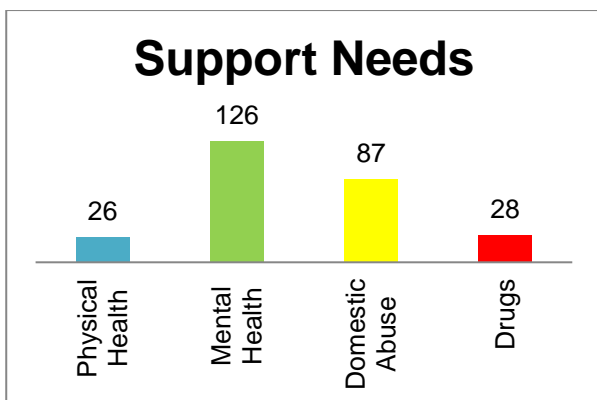
Household Types

The majority of homeless applications made during 2018-2019 were from households containing no children under the age of 18 years (58%). 50% of all homeless applications were from single persons. Of the households that did contain children under the age of 18 years, the majority contained just 1 child (64%).



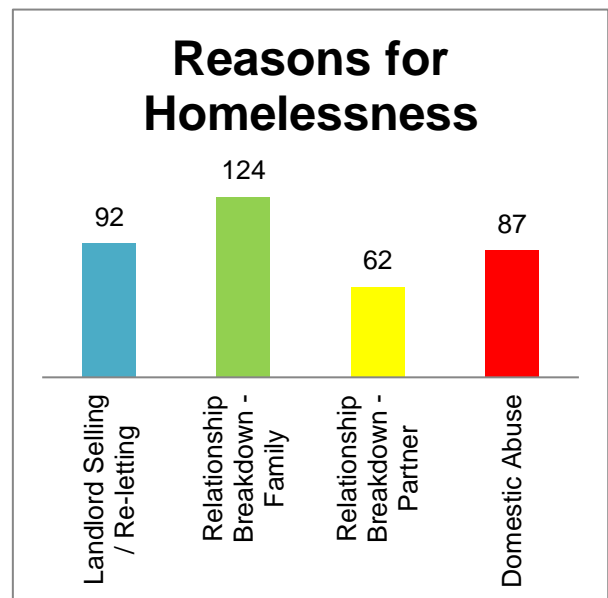
Household Support Needs

The most common support needs of homeless households during 2018-2019 were mental health problems (126(21%) households), domestic abuse (87(14%) households), drug dependency (28(5%) households) and physical health problems (26(4%) households).



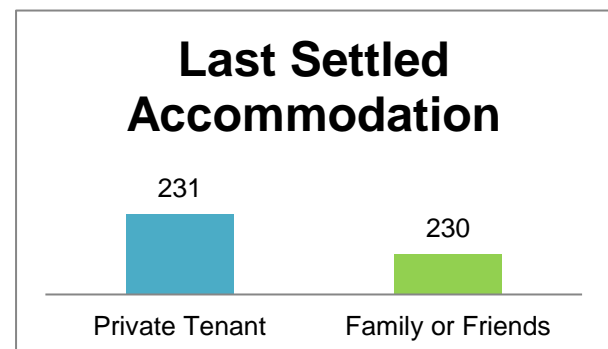
Reasons for Homelessness

The main reasons for homelessness during 2018-2019 were nonviolent breakdown of relationship with family (124(20%)), loss of Assured Shorthold Tenancy due to the landlord wishing to sell or relet the property (92(15%)), domestic abuse (87(14%)) and nonviolent breakdown of relationship with partner (62(10%)).



Last Settled Accommodation

The majority of homeless applicants during 2018-2019 were living in the private rented sector (38%) or with family or friends (38%) before they became homeless.

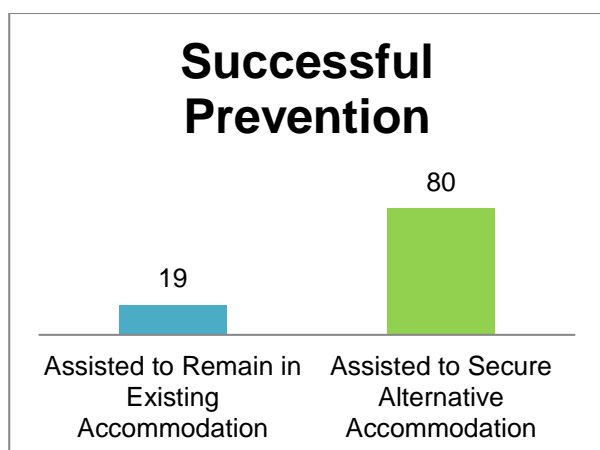


Homelessness Prevention

During 2018-2019, the Housing Options Team and partner agencies successfully prevented 99 applicants from becoming homeless. A significantly higher proportion of these applicants were assisted to secure alternative accommodation (80(81%)) than to remain in their existing accommodation (19 (19%)).

The main activities that resulted in the successful prevention of homelessness during 2018-2019 were the provision of advice (64(65%) applicants), alternative accommodation secured by the Local Authority (17(17%) applicants) and negotiation/mediation to prevent eviction (7(7%) applicants).

The main accommodation outcomes for new cases during 2018-2019 were Private Rental accommodation (35(35%)), Council accommodation (26(26%)), Registered Provider accommodation (15) and living with family (10(10%)).

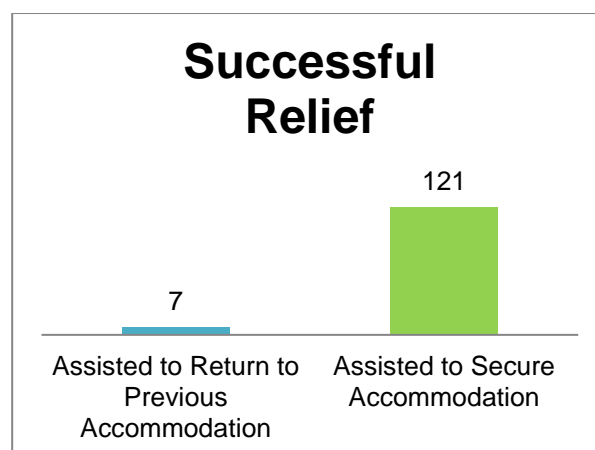


Homelessness Relief

During 2018-2019, the Housing Options Team and partner agencies successfully relieved the homelessness of 128 applicants from becoming homeless. A significantly higher proportion of these applicants were assisted to secure accommodation (121(95%)) than to return to their previous accommodation (7(5%)).

The main activities that resulted in the successful relief of homelessness during 2018-2019 were the provision of advice (56(44%) applicants), accommodation secured by the Local Authority (28(22%) applicants) and supported accommodation (28(22%) applicants).

The main accommodation outcomes for relief cases during 2018-2019 were Supported accommodation (52(41%)), Council accommodation (26(20%)), Registered Provider accommodation (17(13%)) and Private Rental accommodation (15(12%)).



Main Housing Duty Acceptances

121 of the Homeless Applications made during 2018-2019 progressed through to the Main Housing Duty stage. This means that it was not possible to prevent their homelessness or relieve their homelessness during 56 days. 80% of these cases were found to be eligible, unintentionally homeless and have a priority need, 12% did not have a priority need and 7% became homeless intentionally (ie due to their own actions).

Temporary Accommodation

The number of households who were being temporarily accommodated by Charnwood Borough Council on the last day of each quarter during 2018-2019 increased up until the 31st March 2019, when the number decreased slightly. However the number of households being temporarily accommodated on the 31st March 2019 (63 households) was 43% higher than on the 31st March 2018 (44 households).

The majority of these households were being temporarily accommodated within self contained properties within the Council's own housing stock.

In addition, the number of households who were being temporarily accommodated in Bed and Breakfast increased up until quarter 4, when the number decreased slightly. However the number of households being temporarily accommodated in Bed and Breakfast on the 31st March 2019 (5 households) was

67% higher than on the 31st March 2018 (3 households).

The Council's expenditure on Bed and Breakfast accommodation placements and overall expenditure on temporary accommodation increased significantly in 2018-2019.

On the 1st April 2019, the Council decommissioned a 5 bed space temporary accommodation scheme and commissioned a 10 bed space supported accommodation scheme. This scheme focuses on the prevention, relief and reduction of homelessness within Charnwood as individuals accommodated within this scheme are supported to build up the skills to sustain an independent tenancy, accommodated up until they are ready to move on to an independent tenancy and assisted to secure and setup an independent tenancy. It is anticipated that this will reduce demand for temporary accommodation in the long term.

Social Housing

On the 31st March 2019, the Council had a total of 5,571 social rented properties and a number of Registered Providers collectively had 3,037 affordable rental properties within Charnwood.

Due to Right to Buy sales, the Council's housing stock has reduced in every year since 2015-2016 (5,700 properties) to 2018-2019 (5,571 properties).

The Council used receipts from Right to Buy sales to purchase 11 properties during 2018-2019. In addition, the Council has negotiated 27 gifted units from property developers during 2018-2019.

The number of active applications on the Council's Housing Register on the 31st March increased each year from 2015-2016 (2,029 households) to 2018-2019 (2,816 households). The Council introduced a new Housing Allocations Policy on the 1st April 2019. Applicants who do not have a verified Housing Need no longer qualify for the Housing Register.

Private Rented Sector

The number of homeless households who were successfully assisted to secure accommodation in the private sector during 2018-2019 (50) was low in comparison to the number of homeless applicants who became homeless/at risk of homelessness from accommodation in the Private Sector (231 households) during 2018/19.

The Council introduced a Social Lettings Service (CBC Lettings) in Charnwood in 2018-2019 and expanded the service across Leicestershire County and Rutland County in 2019-2020. The primary aim of this service is to increase access to suitable affordable private rental accommodation for homeless and vulnerably housed households.

Rough Sleepers

Since 2016, the Council has carried out annual Rough Sleeper Counts. 1 rough sleeper was identified in 2016, 0 rough sleepers were identified in 2017 and 3 rough sleepers were identified in 2018.

During periods of severe weather, the Council activates a Severe Weather Emergency Protocol (SWEP) under which emergency accommodation is provided to rough sleepers, regardless of whether there is a duty to provide them with temporary accommodation under Part 7 of the Housing Act 1996. 25 individuals were accommodated under SWEP during 2018-2019.

Falcon Support Services have provided a Festive Shelter for rough sleepers since 2015-2016. They have accommodated at least 15 individuals under this scheme in each year.

The Rough Sleeper Programme ended in March 2019. However, the Borough and District Councils within Leicestershire continue to work in partnership with agencies including The Bridge East Midlands and Falcon Support Services to support rough sleepers.

A rough sleeper database is being developed, in order to improve intelligence about rough sleeping and support to rough sleepers across Leicester, Leicestershire and Rutland.



Summary

The Council successfully prevented the homelessness of 16% of applicants and relieved the homelessness of 21% of applicants. The Council accepted the Main Housing Duty to 16% of applicants. The majority of these applicants were unintentionally homeless. This indicates that it is difficult to prevent or relieve homelessness in the majority of cases, even where the applicant has become homeless through no fault of their own.

Most homeless applications, during 2018-2019, were made by individuals who are already homeless, rather than when they were at risk of becoming homeless.

Increases in Bed and Breakfast placements and expenditure indicate an increase in emergency homeless presentations. This suggests that some applicants may not be aware that the Council can provide assistance with the prevention of homelessness.

More than a third all homeless applications made during 2018-2019 were due to the loss of/risk of losing settled accommodation with family or friends. The non violent breakdown of a relationship with family or friends was the main cause of homelessness for 24% of all homeless applicants.

Mediation/negotiation resulted in a

relatively small number of applicants successfully remaining/returning to live with family or friends (6).

More than a third of all homeless applications made during 2018-2019 were due to the loss of/risk of losing settled accommodation in the private sector. A private sector landlord wishing to sell or relet their property was the main cause of homelessness for 15% of all homeless applicants. A relatively small number of homeless applicants were successfully assisted to secure accommodation in the private sector (13).

A high proportion of the cases where homelessness was successfully prevented or relieved was via the applicant being assisted to secure Council or Registered Provider accommodation (84 applications). Levels of demand for the limited amounts of Social Housing within Charnwood are increasing. Council housing stock levels continue to decrease due to Right to Buy sales.

Supported accommodation has been key to the relief of homelessness in Charnwood during 2018-2019.



The key objectives for the Homelessness Strategy are:

1. Strong and effective partnership working

Partnership working has been key to the successful prevention of homelessness in Charnwood.

Strong relationships, referral routes and jointly delivered services will continue to lead to better outcomes for the homeless.

2. Early targeted intervention and advice to prevent the loss of accommodation

Early identification of problems and the provision of high quality advice and assistance will ensure people have the best chance of staying in their home.

Some groups are more likely than others to experience homelessness within Charnwood so require advice and assistance that is tailored to meet their needs

3. Effective action to relieve homelessness

Strong and effective pathways ensure that suitable accommodation can be secured as soon as possible.

Suitable local temporary accommodation can minimise the negative effects of homelessness.

4. Support for Rough Sleepers

Rough sleeping is dangerous and can have serious detrimental effects upon physical and mental health.

The Council aims to work with partners to identify rough sleepers within Charnwood and support them to successfully transition out of homelessness.

5. Support to sustain tenancies and prevent repeat homelessness

Many homeless applicants need support to sustain independent accommodation in the long-term.

Access to Supported Housing, transitional, longer term and crisis support services can reduce the risk of repeat homelessness.

6. Protect and increase local housing options

Demand for the limited amounts of Social and Supported Housing within Charnwood is high and some households have difficulty accessing the private rented sector.

The Council aims to work with partners to make the best use of existing resources, improve access to available housing options, increase supply and identify and address gaps in provision.



Strong and effective partnership working

Partnership working has been key to the successful prevention of homelessness in Charnwood.

Strong relationships, referral routes and jointly delivered services will continue to lead to better outcomes for the homeless.

Challenges

Many services are seeing increases in demand and pressures, coupled with reductions in funding. This often leads to changes in eligibility criteria and increased thresholds for access to services, resulting in some groups of people “falling through the gaps” and being unable to access services.

There are multiple advice and support services and supported/semi independent accommodation schemes within Charnwood. It can sometimes be difficult for vulnerable people (and the agencies who support them) to navigate between these, leading to an individual being passed between multiple services before they receive meaningful assistance.

The Public Body Referral duty introduced under the Homelessness Reduction Act means that a larger number of agencies, some of whom may have limited knowledge of the issues affecting homeless persons or the nature of available services, are required to assist homeless households to access advice and assistance.

ACTIONS
Objective 1: Strong and effective partnership working
<ul style="list-style-type: none"> • Work with partners to develop and deliver effective advice, prevention and homelessness services within Charnwood • Work with partners to ensure efficient referral mechanisms are in place • Explore options for the joint development and delivery advice, prevention and homelessness services within Charnwood • Explore options for the joint development and delivery of advice, prevention and homelessness services across Leicester, Leicestershire and Rutland



Early targeted advice and intervention to prevent the loss of accommodation

Early identification of problems and the provision of high quality advice and assistance will ensure people have the best chance of staying in their home. Some groups are more likely than others to experience homelessness within Charnwood so require advice and assistance that is tailored to meet their needs.

Challenges

Lack of awareness of housing advice and prevention services within Charnwood can mean that households do not access assistance until after they have lost their home.

Vulnerable groups may have additional needs and may require more specialist advice and prevention services, or more support and encouragement to access or engage with services.

Households may have difficulty adjusting to changes to the benefit system, such as direct payments under Universal Credit, and may suffer financial hardship and homelessness as a result.

Loss of rental income has a major impact on both Social and Private Sector Landlords, who will often need to commence possession action in the event of serious or persistent rent arrears.

ACTIONS
<p>Objective 2: Early targeted advice and intervention to prevent the loss of accommodation</p>
<ul style="list-style-type: none"> • Ensure effective advice on the prevention of homelessness and local housing options is available and accessible for all households within Charnwood • Ensure tailored advice on the prevention of homelessness and local housing options is available and accessible for groups who are particularly at risk of homelessness in Charnwood • Ensure housing pathways and protocols are in place for groups who are particularly at risk of homelessness in Charnwood • Ensure effective welfare, debt, budgeting and employment advice is available for households within Charnwood • Ensure households who are at risk of becoming homeless within 56 days are referred to the Housing Options Team for advice and assistance • Ensure the housing and support needs of all homeless applicants who are at risk of becoming homeless within 56 days are assessed and effective Personalised Housing Plans are developed • Ensure effective Eviction Prevention Protocols are in place



Effective action to relieve homelessness

Strong and efficient pathways ensure that accommodation can be secured as soon as possible. Suitable local temporary accommodation can minimise the negative effects of homelessness.

Challenges

Low income households often lack the funds or references required to secure accommodation in the Private Rented Sector within Charnwood.

Bed and Breakfast accommodation is not suitable for applicants who are aged 16 and 17 years of age, pregnant women or households containing dependent children. However, there are limited temporary accommodation options within Charnwood for households who require accommodation in an emergency. As a result, households often need to be accommodated within Bed and Breakfasts that are located outside of the Charnwood area, away from their existing networks.

There is a need for more suitable temporary accommodation options within Charnwood, particularly those that can be accessed outside of normal office opening hours.

ACTIONS
<p>Objective 3: Effective action to relieve homelessness</p> <ul style="list-style-type: none"> • Ensure homeless households are referred to the Housing Options Team for advice and assistance • Ensure the housing and support needs of homeless applicants are assessed and effective Personalised Housing Plans are developed • Ensure homeless households are assisted to access suitable, affordable long-term housing in the Social Sector or Private Sector • Ensure vulnerable single homeless applicants are referred to supported accommodation schemes at the earliest possible opportunity • Ensure a sufficient supply of suitable temporary accommodation within Charnwood



Support for rough sleepers

Rough sleeping is dangerous and can have serious detrimental effects upon physical and mental health. The Council aims to work with partners to identify rough sleepers within Charnwood and support them to successfully transition out of homelessness.

Challenges

There is limited reliable information available about rough sleeping within Charnwood.

The results of the Council’s annual rough sleeper counts and local intelligence suggest that rough sleeping within Charnwood is increasing.

Rough sleeping is often transient and many of the rough sleepers who have been identified within Charnwood do not have a local connection to the area.

Long-term housing options for rough sleepers who do not have a local connection are limited.

Some individuals are reluctant to work with the Council or other statutory agencies to resolve their situation.

ACTIONS
Objective 4: Support for rough sleepers
<ul style="list-style-type: none"> • Identify rough sleepers within Charnwood • Support rough sleepers within Charnwood to transition out of homelessness • Ensure effective support services are available for rough sleepers within Charnwood • Ensure a sufficient supply of emergency accommodation for rough sleepers within Charnwood • Ensure an effective Severe Weather Emergency Protocol is in place • Ensure annual rough sleeper counts are successfully carried out



Support to sustain tenancies and prevent repeat homelessness

Many homeless applicants need support to sustain independent accommodation in the long term. Access to Supported Housing, transitional, longer term and crisis housing support services can reduce the risk of repeat homelessness.

Challenges

Vulnerable people can experience difficulties in the initial stages and at multiple times throughout an independent tenancy, which can lead to financial difficulties and tenancy failure.

Some tenancies fail because vulnerable people have moved into independent accommodation before they have acquired the necessary skills for independent living.

There are a small number of households within Charnwood who repeatedly experience tenancy failure and homelessness.

ACTIONS
Objective 5: Support to sustain tenancies and prevent repeat homelessness
<ul style="list-style-type: none"> • Ensure there is sufficient availability of Tenancy Support Services for vulnerable households within Charnwood • Ensure vulnerable households who may have difficulty sustaining independent accommodation can be identified and referred to appropriate support services at the earliest possible opportunity • Ensure vulnerable households who reside in supported accommodation schemes within Charnwood ‘move-on’ into suitable independent accommodation when ready to do so, and have access to effective transitional support services • Explore options for developing ‘Housing First’ schemes within Charnwood • Prevent repeat homelessness within Charnwood



Protect and increase local housing options

Demand for the limited amounts of Social and Supported Housing within Charnwood is high and some households have difficulty accessing the Private Rented Sector.

The Council aims to work with partners to make the best use of existing resources, improve access to available options, increase supply and identify and address gaps in provision.

Challenges

Some Private Sector Landlords and Lettings Agents are reluctant to accept Tenants who are on low incomes or who claim welfare benefits.

Council housing stock levels within Charnwood are decreasing due to Right to Buy sales. With reduced funding for new affordable housing, it will be more difficult to meet the housing needs of households who are unable to access home ownership or the Private Rented Sector.

There is a need for more Supported Accommodation within Charnwood, particularly for those who have complex support needs.

ACTIONS
Objective 6: Protect and increase local housing options
<ul style="list-style-type: none"> • Work with partners to ensure there are sufficient supported accommodation units to meet demand and to meet the needs of groups who are particularly at risk of homelessness in Charnwood • Increase the supply of affordable Social Housing within Charnwood, particularly accommodation that is let at social rent level • Make the best use of existing Council housing stock within Charnwood • Improve access to suitable, affordable housing within the Private Rented Sector within Charnwood for homeless households



The Homelessness Strategy Objectives and Action Plan will be monitored by the multi-agency Homelessness Strategy Steering Group and the Council’s Performance Scrutiny Group.

The Action Plan will be reviewed and updated every 12 months to ensure it reflects changes or developments in National or Local Policy or service provision.

Since April 2018, all Housing Authorities have been required to collect and submit detailed case level performance information relating to all homeless applications, known as H-Clic data.

The Council will regularly review this performance information to develop a clearer understanding of the local causes of homelessness and the support and housing needs of local homeless households, in order to assess the effectiveness of local services and identify any gaps in provision.

9 performance indicators will be used to assess the effectiveness of this Homelessness Strategy:

Performance Indicators	
1	Number of homeless applications
2	Number of homeless applications where homelessness is successfully prevented
3	Number of homeless applications where homelessness is successfully relieved
4	Number of homeless applications where the Council accepts the full homeless duty
5	Number of homeless applicants who are placed into temporary accommodation
6	Number of homeless applicants who are placed into Bed and Breakfast accommodation
7	Number of homeless applicants who successfully move on from supported to independent accommodation
8	Number of homeless applicants who successfully sustain independent accommodation in the Social or Private Sector for at least 6 months
9	Number of repeat homeless applications (made within 2 years of original application closure date)
10	Number of rough sleepers identified in annual rough sleeper estimates



homelessness strategy action plan 2018-2020 update			
	ACTION	PROGRESS UPDATED AND OUTCOMES	COMPLETED
1	Objective 1:		
1.1	Work with Partners to develop and deliver effective advice, prevention and homelessness services within Charnwood	The Homelessness Strategy Steering Group continues to work together to identify local challenges or gaps in service provision and potential solutions. The Group has an independent chair, elected annually by the members of the Group. Membership of the Group is reviewed annually, to ensure that partners who deliver relevant services within Charnwood are invited to attend.	In progress
1.2	Work with Partners to ensure efficient referral mechanisms are in place	The Homelessness Strategy Steering Group were provided with information in relation to the Homelessness Reduction Act and related changes to the Housing Options Service duties and procedures. An online referral mechanism is in place for all partners (including those who are under a Duty to Refer as from October 2018) to refer individuals who are homeless or at risk of becoming homeless to the Housing Options Team.	In progress



		<p>Referral processes and forms for services provided by The Bridge East Midlands and Falcon Support Services. Single referral forms have been developed for all support /advice services provided by The Bridge East Midlands and for all accommodation schemes provided by Falcon Support Services, in order to speed up referrals made in relation to homeless applicants.</p> <p>The Leicestershire Homeless Delivery Group is developing Countywide protocols and pathways for groups who are risk of becoming homeless (see item 2.2), which include referral processes. Charnwood led on the development of the protocols and pathways for 16 and 17 year olds and Care Leavers, which have been agreed and are due to be introduced in 2020.</p>	
1.3	Explore options for the joint development and delivery of prevention services within Charnwood	Service Level Agreements /Contracts for commissioned prevention services provided by The Bridge, Falcon Support Services and Charnwood Citizens Advice Bureau have been reviewed/renewed to ensure continued effective joint working to prevent homelessness.	In progress



1.4	Explore options for joint working between Housing Authorities and partners across Leicester, Leicestershire and Rutland	<p>The Leicestershire Homeless Delivery Group is developing Countywide protocols and pathways for groups who are particularly at risk of becoming homeless (see item 2.2). Charnwood led on the development of the protocols and pathways for 16 and 17 year olds and Care Leavers, which have been agreed and are due to be introduced in 2020.</p> <p>The Leicestershire Homeless Delivery Group has submitted a number of joint bids for funding to enable the provision of services across Leicestershire and Rutland. These include the MHCLG Rapid Rehousing Fund and MHCLG Private Sector Access Fund. Additional bids to the MHCLG Rough Sleeping Initiative Fund, MHCLG Cold Weather Fund, MHCLG Move On Fund and MHCLG Rapid Rehousing Fund are being developed.</p> <p>The Leicestershire Homeless Delivery Group utilised funding from a successful bid to the MHCLG Homelessness Prevention Trailblazer Fund to develop the MyHOME Homelessness Prevention mobile</p>	In progress
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		<p>application and website for customers across Leicester, Leicestershire and Rutland, which was launched in October 2019.</p> <p>The Leicestershire Homeless Delivery Group utilised funding from the MHCLG Rapid Rehousing Fund to provide Supported Lettings and Social Lettings services across Leicestershire and Rutland, Charnwood are leading on the development and delivery of the Social Lettings service.</p> <p>The Leicestershire Homeless Delivery Group utilised funding from a successful bid to the MHCLG Rough Sleeper Fund to develop a Rough Sleeper Database to enable support to be provided to Rough Sleepers across Leicester, Leicestershire and Rutland. The database is being trialled by The Bridge and is due to launch in 2020.</p>	
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2	Objective 2:		
2.1	Ensure effective homelessness prevention advice is available for all households within Charnwood	<p>The Housing Options Team are available to provide advice on homelessness prevention to all households who are homeless or at risk of becoming homeless. Personalised Housing Plans are developed for homeless applicants who are at risk of homelessness, which include written information and advice on the prevention of homelessness.</p> <p>Information and advice on the prevention of homelessness is available on the Council's website. This includes general advice on housing options, targeted advice for groups who are particularly at risk of homelessness in Charnwood (see 2.2) and information about local advice and prevention services. This information and advice will be reviewed regularly to ensure it continues to be effective and reflect local need/service provision.</p> <p>The MyHOME Homelessness Prevention mobile application and website, which includes information and advice on the prevention of</p>	In progress



		homelessness, was launched in October 2019. The Council continues to provide funding to the Bridge East Midlands and Charnwood Citizen's Advice Bureau to support the provision of independent advice on the prevention of homelessness.	
2.2	<p>Ensure targeted homelessness advice and prevention pathways are in place and accessible for groups who are particularly at risk of homelessness in Charnwood, including:</p> <ul style="list-style-type: none"> • 16 and 17 year olds • Care leavers • Former Armed Forces members • Persons being released from prison and youth detention centres • Victims of domestic abuse • Persons being discharged from hospital • Persons with mental health problems • Persons with drug misuse problems 	<p>Information and advice on the prevention of homelessness is available on the Council's website. This includes general advice on housing options and targeted advice for all of these groups who have been identified as being particularly at risk of homelessness in Charnwood. This information and advice will be reviewed regularly to ensure it continues to be effective and reflect local need/service provision.</p> <p>The Leicestershire Homeless Delivery Group is developing Countywide protocols and pathways for all of these groups, which include referral processes. Charnwood led on the development of the protocols and pathways for 16 and 17 year olds and Care Leavers, which have been agreed and are due to be introduced in 2020.</p>	In progress



		<p>Information has been collated about levels of demand on homelessness services within Charnwood from persons with mental health problems, in order to demonstrate the need for/support a recommendation for the introduction of a homeless mental health outreach service within Charnwood.</p> <p>Detailed case level information about homeless applications, actions and outcomes has been recorded since April 2018, and the information for homeless applications during 2018-2019 has been assessed in order to identify trends. No additional groups were identified as being particularly at risk of homelessness within Charnwood during 2018-2019.</p>	
2.3	Ensure all eligible households who are at risk of homelessness within 56 days are referred to the Council's Housing Options Team to make a homeless application	Members of the Homeless Strategy Steering Group have been encouraged to refer households who are at risk of homelessness within 56 days and require assistance to Charnwood to make a homeless application as soon as possible.	In progress



		<p>Homeless applications are being taken at earliest possible opportunity following presentation and referral.</p> <p>New online agency referral form has been created.</p>	
2.4	<p>Ensure the housing and support needs of all applicants who are at risk of becoming homeless within 56 days are assessed and effective Personalised Housing Plans are developed</p>	<p>Personalised Housing Plans are developed for homeless applicants.</p> <p>Detailed case level information about homeless applications, actions and outcomes has been recorded since April 2018. The data about homeless applications during 2018-2019 and successful outcomes has been assessed in order to identify the most successful actions.</p>	In progress
2.5	<p>Mitigate the negative impacts of Welfare Reform and ensure sufficient welfare, debt and budgeting advice is available</p>	<p>Continuing to work with partners including Charnwood Citizens Advice Bureau to ensure that effective budgeting, benefit and debt advice is available to residents of Charnwood.</p>	In progress
2.6	<p>Ensure effective Eviction Prevention Protocols are in place</p>	<p>The Leicestershire Homeless Delivery Group is developing an Eviction Prevention Protocol for Registered Providers.</p>	In progress



2.7	Ensure that groups who are particularly at risk of homelessness and have housing needs can be identified and supported to secure accommodation in a planned way, before a crisis situation arises	The Leicestershire Homeless Delivery Group is developing Countywide protocols and pathways for all of these groups, which include referral processes. Charnwood led on the development of the protocols and pathways for 16 and 17 year olds and Care Leavers, which have been agreed and are due to be introduced in 2020.	In progress
3	Objective 3:		
3.1	Ensure homeless households are supported to access long-term affordable housing in the Social or Private Sectors	<p>A new Housing Allocations Policy was introduced in April 2019, alongside the introduction of a new online Housing Register and Choice Based Lettings System.</p> <p>The Council's Discretionary Housing Payments Policy has been revised to enable use for rent in advance, deposits and removal costs for Private Sector Tenancies</p> <p>A new Social Lettings Coordinator post was created and Social Lettings Service (CBC Lettings) established. New Tenant Finder and Tenancy Management Services for Private Sector Landlords have been developed. Funding received from the MHCLG Rapid Rehousing Fund is</p>	In progress



		being utilised to expand the CBC Lettings Service across Leicestershire and Rutland.	
3.2	Ensure vulnerable single homeless applicants are referred to Supported Accommodation Schemes as appropriate, at the earliest possible opportunity	<p>Need and eligibility for supported and semi-independent schemes being identified through homelessness application needs assessments and referrals are included within Personal Housing Plans, as appropriate.</p> <p>A 10 bed space supported accommodation scheme for single homeless persons in Charnwood was commissioned in April 2019.</p>	In progress
3.3	Ensure there is a sufficient supply of suitable temporary accommodation within Charnwood that meets the needs of homeless applicants	<p>Review of existing Bed and Breakfast accommodation providers was completed.</p> <p>A new Bed and Breakfast accommodation provider located within Charnwood was identified.</p> <p>Lingdale House and vacant council properties within Charnwood continue to be used for temporary accommodation placements where possible / suitable.</p>	In progress
3.4	Work in partnership with Housing Authorities and Partners in Leicester, Leicestershire and Rutland to deliver the Rough Sleeper Project	The Rough Sleeper Programme, including a Homelessness Transitions Service and No Second Night Out provision, delivered positive outcomes for rough sleepers across	In progress



		<p>Leicestershire and Rutland. The Rough Sleeper Programme was funded through an MHCLG grant. This funding and the programme came to an end in March 2019</p> <p>A rough sleeper database has been developed in order to assist with identification and support for rough sleeper across Leicester, Leicestershire and Rutland. The database is being trialled by The Bridge and is due to be launched in January 2020.</p> <p>An emergency bed space for rough sleepers in Charnwood was commissioned in April 2019.</p> <p>The Leicestershire Homeless Delivery Group utilised funding from the MHCLG Rapid Rehousing Fund to provide Supported Lettings and Social Lettings services across Leicestershire and Rutland for rough sleepers, which launched in October 2019. Charnwood are leading on the development and delivery of the Social Lettings service. The Bridge are leading on the development and delivery of the Support Lodgings service.</p>	
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4	Objective 4:		
4.1	Ensure sufficient availability of Tenancy Support Services within Charnwood for vulnerable households	<p>Tenancy Support Services are currently available for households who reside in independent accommodation within Charnwood and these are providing vulnerable tenants with effective support to ensure sustainment of accommodation (Charnwood Borough Council's Tenancy Support Service and the Housing Matters Housing Support Service).</p> <p>There has been a significant increase in demand for Charnwood Borough Council's Tenancy Support Service, believed to be related to the introduction of the Homelessness Reduction Act and the Universal Credit rollout. Consideration is being given to an increase in the Tenancy Support provision for Council tenants.</p> <p>The County Council commissioned Housing Matters Housing Support Service is in the process of being reviewed. Charnwood are feeding into this review process to try to ensure a suitable provision continues.</p>	In progress



4.2	Ensure vulnerable households who may have difficulty sustaining independent accommodation are identified and referred to support services at the earliest possible opportunity	Potential need for tenancy support being identified and referrals to support services being made for homeless applicants, including whilst resident in temporary accommodation and at point of permanent accommodation offer.	In progress
4.3	Ensure vulnerable households who reside in Supported Accommodation Schemes within Charnwood are supported to develop independent living skills and have access to effective transitional support services when they are moving into independent accommodation	A new Housing Allocations Policy was introduced in April 2019. Applicants who reside in supported accommodation schemes within Charnwood for which there is a move-on agreement in place are given additional priority on the register. There is an exemption to the local connection criteria for applicants who reside in supported accommodation schemes who did have a connection prior to entering schemes. Move on agreements for Supported Accommodation schemes within Charnwood to be reviewed.	In progress
5	Objective 5		
5.1	Work with partners to ensure that there are sufficient Supported Accommodation units within Charnwood to meet demand and that meet the needs of groups who are identified as being particularly at risk of homelessness	The County commissioned supported accommodation provision does not currently accept referrals for homeless applicants who have a Priority Need under the homeless legislation. There is a shortage of supported accommodation provision	In progress



5.1		<p>for this group, resulting in high Bed and Breakfast use and spend for the Council.</p> <p>A 10 bed space supported accommodation scheme for single homeless persons in Charnwood was commissioned in April 2019.</p> <p>The County Council commissioned supported accommodation provision for homeless 16 and 17 year olds has been reviewed, and replaced with an accommodation framework. Charnwood fed into this review process to try to ensure a suitable provision continues.</p>	
5.2	Increase the supply of affordable Social Housing within Charnwood	<p>During 2018-2019:</p> <ul style="list-style-type: none"> • 192 new affordable properties have been delivered. • Right to Buy receipts have been utilised to acquire 11 additional properties via open market purchases. • 27 gifted units have been negotiated through Section 106 Agreements 	In progress



5.3	Make the best use of existing Council housing stock within Charnwood	<p>Options for improving Sheltered Housing Schemes are currently being considered.</p> <p>Review of 45+ properties is being completed.</p> <p>Review of 2 bedroom duplex flats has been completed. These properties are being utilised for temporary accommodation placements were possible and suitable. A minimum household member age criteria (16+) has been introduced for new long-term lets to these properties, to ensure more suitable and sustainable allocations.</p>	In progress
5.4	Improve access to affordable Private Rented Sector housing within Charnwood for homeless households	<p>A new Social Lettings Coordinator post was created and Social Lettings Service (CBC Lettings) established. New Tenant Finder and Tenancy Management Services for Private Sector Landlords have been developed. Funding received from the MHCLG Rapid Rehousing Fund is being utilised to expand the CBC Lettings Service across Leicestershire and Rutland.</p>	In progress



		<p>Social Lettings Coordinator building up relationships and links with local landlords and letting agents, to improve access to available private rented properties for homeless households.</p> <p>Since 1st April 2018, 43 Empty homes have been brought back into use.</p>	
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homelessness strategy action plan 2019-2022				
	ACTION	LEAD	OUTCOMES	DELIVERY BY
1	Objective 1: Strong and effective partnership working			
1.1	Work with Partners to develop and deliver effective advice, prevention and homelessness services within Charnwood		<p>Membership of the Homelessness Strategy Steering Group is regularly reviewed and all Partners who deliver relevant services within Charnwood are invited to join the group.</p> <p>The Homelessness Strategy Steering Group work together to identify challenges or gaps in services and potential solutions.</p>	<p>Throughout the lifetime of the Strategy</p> <p>First review March 2020</p>
1.2	Work with Partners to ensure efficient referral mechanisms are in place		<p>Members of the Homelessness Strategy Steering Group are provided with information about the nature of and criteria for the available advice, prevention and homelessness services within Charnwood.</p> <p>Referral mechanisms for the Housing Options Service are efficient and effective.</p> <p>Referral mechanisms for advice and prevention services within Charnwood are efficient and effective.</p> <p>Referral mechanisms for supported accommodation schemes within Charnwood are efficient and effective.</p>	<p>Throughout the lifetime of the Strategy</p> <p>First review March 2020</p>



1.3	Explore options for the joint development and delivery advice, prevention and homelessness services within Charnwood		<p>Joint service provision opportunities are identified and explored</p> <p>Joint funding opportunities are identified and explored</p> <p>Joint training opportunities identified and explored</p>	<p>Throughout the lifetime of the Strategy</p> <p>First review March 2020</p>
1.4	Explore options for the joint development and delivery of advice, prevention and homelessness services across Leicester, Leicestershire and Rutland		<p>Joint service provision opportunities are identified and explored</p> <p>Joint funding opportunities are identified and explored</p> <p>Joint training opportunities identified and explored</p>	<p>Throughout the lifetime of the Strategy</p> <p>First review March 2020</p>
2	Objective 2: Early targeted advice and intervention to prevent the loss of accommodation			
2.1	Ensure effective advice on the prevention of homelessness and local housing options is available and accessible for all households within Charnwood		<p>The Housing Options Service is accessible for all households</p> <p>Advice on the prevention of homelessness and local housing options is available for all households, and is available online</p> <p>Advice on the prevention of homelessness and local housing options is reviewed regularly to ensure it continues to be effective and reflect local services</p> <p>Advice on the prevention of homelessness and housing options across Leicester, Leicestershire and Rutland is accessible via the MyHome application and website</p>	<p>Throughout the lifetime of the Strategy</p> <p>First review March 2020</p>



2.2	<p>Ensure tailored advice on the prevention of homelessness and local housing options is available and accessible for groups who are particularly at risk of homelessness in Charnwood, including:</p> <ul style="list-style-type: none"> • 16 and 17 year olds • Care leavers • Former Armed Forces members • Persons being released from prison/youth detention centres • Victims of domestic abuse • Persons being discharged from hospital • Persons with mental health problems • Persons with drug misuse problems 		<p>Tailored advice on the prevention of homelessness and local housing options is available for each of these groups</p> <p>Tailored advice on the prevention of homelessness and local housing options for each of these groups is reviewed regularly to ensure it continues to be effective and reflect local services</p> <p>Any additional groups who are particularly at risk of homelessness within Charnwood are identified and tailored advice on the prevention of homelessness and local housing options is developed for them</p> <p>Partners who provide services that are likely to be accessed by these groups are aware that tailored advice on the prevention of homelessness and local housing options is available and encourage them to access this advice when required</p>	
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2.3	<p>Ensure housing pathways / protocols are in place for groups who are particularly at risk of homelessness in Charnwood, including:</p> <ul style="list-style-type: none"> • 16-17 year olds • Care leavers • Former Armed Forces members • Persons being released from prison/youth detention centres • Victims of domestic abuse • Persons being discharged from hospital • Persons with mental health problems • Persons with drug misuse problems 		<p>Housing pathways and protocols are in place for each of these groups</p> <p>Housing pathways and protocols for each of these groups is reviewed regularly to ensure they continue to be effective</p> <p>Any additional groups who are particularly at risk of homelessness within Charnwood are identified and housing pathways and protocols are developed for them</p> <p>Partners who provide services that are likely to be accessed by these groups are aware of the housing pathways and protocols and encourage them to access these when required</p>	
2.4	<p>Ensure effective welfare, debt, budgeting and employment advice is available for households within Charnwood</p>		<p>Effective welfare, debt and budgeting advice services are available within Charnwood</p> <p>Effective advice on education, training and employment is available within Charnwood</p>	
2.5	<p>Ensure households who are at risk of becoming homeless within 56 days are referred to the Housing Options Team for advice/assistance</p>		<p>Partners refer households who are at risk of homelessness within 56 days to the Housing Options Team for advice and assistance</p>	<p>Throughout the lifetime of the Strategy</p> <p>First review March 2020</p>



			<p>All households who are referred to the Housing Options Team are provided with advice and assistance on the prevention of homelessness and housing options</p> <p>Increase in the proportion of homeless applications made by households who are at risk of homelessness (as opposed to applications made by households after they have become homeless)</p> <p>Decrease in “crisis” homelessness presentations and emergency temporary accommodation placements</p>	
2.6	Ensure the housing and support needs of all homeless applicants who are at risk of becoming homeless within 56 days are assessed and effective Personalised Housing Plans are developed		<p>Personalised Housing Plans are developed for all applicants who are at risk of becoming homeless within 56 days</p> <p>Personalised Housing Plans are reviewed regularly to ensure they continue to be effective</p>	<p>Throughout the lifetime of the Strategy</p> <p>First review March 2020</p>
2.7	Ensure effective Eviction Prevention Protocols are in place		<p>Eviction Prevention Protocols are in place with all Registered providers within Charnwood</p> <p>Eviction Prevention Protocols are in place with all supported accommodation providers within Charnwood</p>	<p>Throughout the lifetime of the Strategy</p> <p>First review March 2020</p>



3	Objective 3: Effective action to relieve homelessness			
3.1	Ensure homeless households are referred to the Housing Options Team for advice / assistance		Partners refer households who are homeless to the Housing Options Team for advice and assistance All homeless households who are referred to the Housing Options Team are provided with advice and assistance	Throughout the lifetime of the Strategy First review March 2020
3.2	Ensure the housing and support needs of homeless applicants are assessed and effective Personalised Housing Plans are developed		Personalised Housing Plans are developed for all applicants who are homeless Personalised Housing Plans are reviewed regularly to ensure they continue to be effective	Throughout the lifetime of the Strategy First review March 2020
3.3	Ensure homeless households are supported to access suitable, affordable long-term housing in the Social Sector or Private Sector	CBC	The Housing Allocations Policy supports the prevention and relief of homelessness Discretionary Funds are accessed to assist low income households with rent in advance/deposits for Private Sector Tenancies	Throughout the lifetime of the Strategy First review March 2020
3.4	Ensure vulnerable single homeless applicants are referred to Supported Accommodation Schemes at the earliest possible opportunity		Need and eligibility for available schemes identified and referrals made at early opportunity Referral routes are efficient and effective	Throughout the lifetime of the Strategy First review March 2020



3.5	Ensure there is a sufficient supply of suitable temporary accommodation within Charnwood that meets the needs of homeless applicants		Sufficient availability of Bed and Breakfast accommodation within Charnwood to meet demand from households who become homeless in an emergency Suitable alternative to Bed and Breakfast accommodation is available for 16 and 17 year olds who become homeless in an emergency Sufficient availability of self-contained temporary accommodation within Charnwood for homeless households containing dependent children or pregnant women	Throughout the lifetime of the Strategy First review March 2020
4	Objective 4: Support Rough Sleeper			
4.1	Identify rough sleepers within Charnwood		Charnwood Rough Sleeper Group work together to identify rough sleeper sites and rough sleepers within Charnwood EMTHINK Rough Sleeper database is in use and assists with the identification of rough sleeper sites and rough sleepers	Throughout the lifetime of the Strategy First review March 2020
4.2	Support rough sleepers within Charnwood to transition out of homelessness		Charnwood Rough Sleeper Group work together to support rough sleepers within Charnwood to transition out of homelessness	



4.3	Ensure effective support services are available for rough sleepers within Charnwood		Review the availability of support and facilities for rough sleepers in Charnwood to identify gaps in provision and potential solutions Explore options for the provision of outreach support services for rough sleepers within Charnwood Explore options for the provision of outreach support services for rough sleepers across Leicester, Leicestershire and Rutland	Throughout the lifetime of the Strategy First review March 2020
4.4	Ensure a sufficient supply of emergency accommodation for rough sleepers within Charnwood		Ensure emergency accommodation is available within Charnwood for rough sleepers Demand for emergency accommodation within Charnwood for rough sleepers is regularly reviewed to ensure there is sufficient provision	Throughout the lifetime of the Strategy First review March 2020
4.5	Ensure an effective Severe Weather Emergency Protocol is in place		Severe Weather Emergency Protocol is regularly reviewed to ensure it continues to be effective	
4.6	Ensure annual rough sleeper estimates are successfully carried out		Work with partners to conduct annual rough sleeper estimates Ensure locations visited during count-based estimates include known rough sleeping sites and take into account reports from partners and members of the public	



5	Objective 5: Support to sustain tenancies and prevent repeat homelessness			
5.1	Ensure sufficient availability of Tenancy Support Services within Charnwood for vulnerable households		Review of services regularly completed to ensure that gaps in provision are identified and options for increasing provision are explored	Throughout the lifetime of the Strategy First review March 2020
5.2	Ensure vulnerable household who may have difficulty sustaining independent accommodation are identified and referred to support services at the earliest possible opportunity		Vulnerable households who reside in independent accommodation within Charnwood are identified and have access to effective support services to ensure they are able to sustain their accommodation	Throughout the lifetime of the Strategy First review March 2020
5.3	Ensure vulnerable households who reside in Supported Accommodation Schemes within Charnwood are supported to develop independent living skills and have access to effective transitional support services when they are moving into independent accommodation		Move-on agreements for supported accommodation schemes reviewed and remain effective Sufficient transitional support services in place to assist with tenancy sustainment Vulnerable households who have left supported accommodation successfully sustain their tenancies for at least 6 months	Throughout the lifetime of the Strategy First review March 2020
5.4	Explore options for delivering 'Housing First' schemes within Charnwood		Potential accommodation, support and funding options explored	Throughout the lifetime of the Strategy First review March 2020



5.5	Prevent repeat homelessness within Charnwood		Monitor incidents of repeat homelessness within Charnwood and identify underlying causes and potential solutions	Throughout the lifetime of the Strategy First review March 2020
6	Objective 6: Protect and increase local housing options			
6.1	Work with partners to ensure that there are sufficient Supported Accommodation units within Charnwood to meet demand and that meet the needs of groups who are identified as being particularly at risk of homelessness		Review of existing provision completed, gaps in provision and potential options to address needs are identified Accurate information and evidence collected about value and need for schemes, used to support future funding bids/decisions	Throughout the lifetime of the Strategy First review March 2020
6.2	Increase the supply of affordable Social Housing within Charnwood, particularly accommodation that is let at social rent level		New affordable housing schemes developed within Charnwood Right to Buy receipts utilised to acquire additional Council properties Other options for acquiring/building new Council properties within Charnwood explored	Throughout the lifetime of the Strategy First review March 2020
6.3	Make the best use of existing Council housing stock within Charnwood		Sheltered housing review completed and options considered Review of 45+ properties completed and options considered Review of 2 bedroom duplex flats completed and options considered	Throughout the lifetime of the Strategy First review March 2020

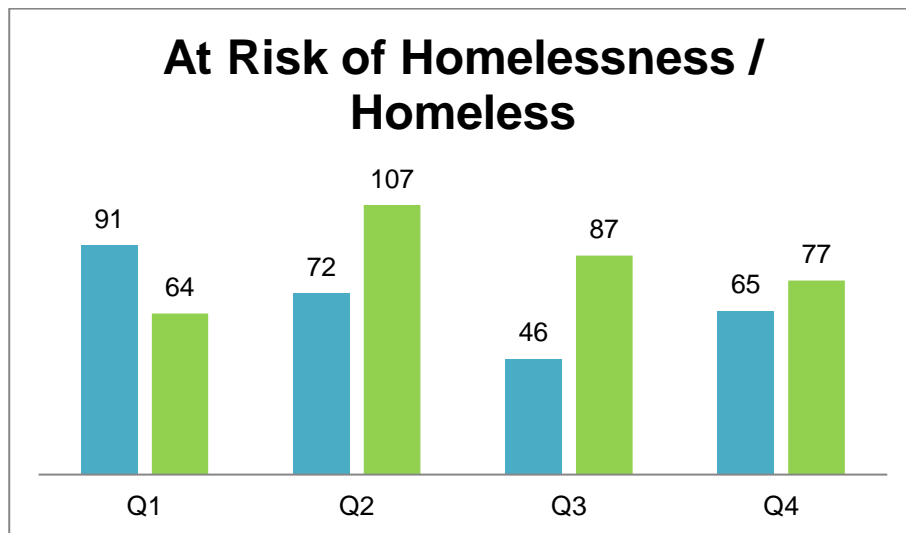
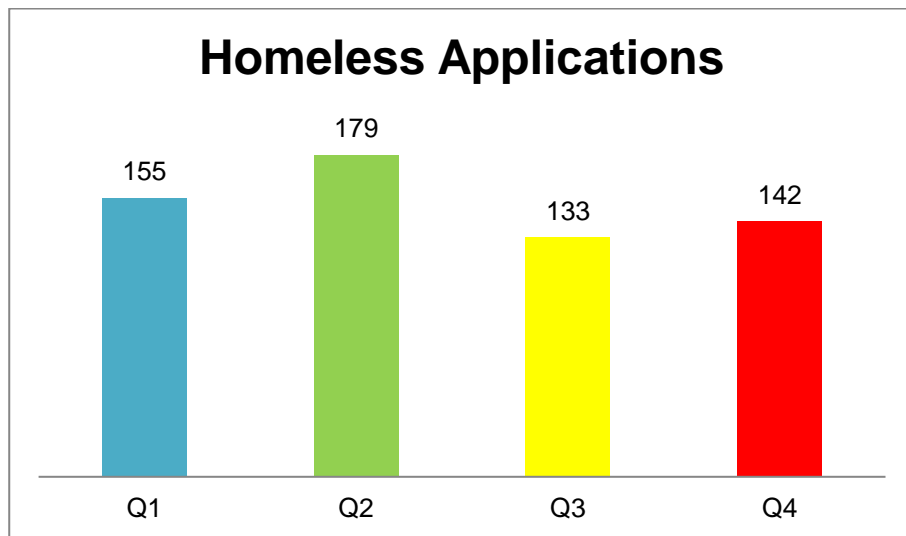


6.3	Improve access to suitable, affordable housing within the Private Rented Sector Charnwood for homeless households	CBC	CBC Lettings service identifying rental properties in the Private Sector within Charnwood for homeless households Increase in successful homelessness prevention and relief outcomes via securing private rental accommodation Empty homes brought back into use	Throughout the lifetime of the Strategy First review March 2020
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Homeless Applications 2018/2019

Homeless Applications	Q1	Q2	Q3	Q4	Total
At risk of homelessness	91	72	46	65	274
Homeless	64	107	87	77	335
Total	155	179	133	142	609



Homeless Applicants 2018/2019

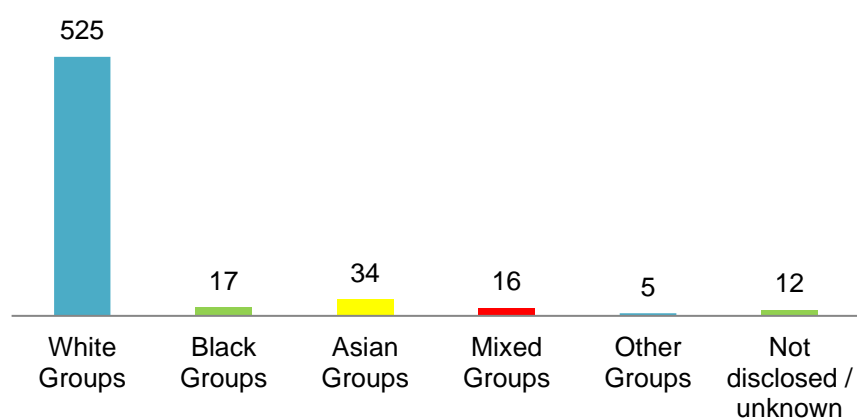
Age of Applicant	Q1	Q2	Q3	Q4	Total
16-17 years	0	0	0	0	0
18-24 years	28	46	22	24	120
25-44 years	92	98	66	86	342
45-59 years	27	24	31	23	105
60 years +	8	9	12	7	36
Not disclosed / unknown	0	2	2	2	6
Total	155	179	133	142	609

Gender of Applicant	Q1	Q2	Q3	Q4	Total
Male	55	67	63	63	248
Female	100	110	68	79	357
Other	0	0	0	0	0
Not disclosed / unknown			2	2	4
Total	155	177	133	144	609

Sexuality of Applicant	Q1	Q2	Q3	Q4	Total
Heterosexual / straight	145	154	115	122	536
Homosexual / gay / lesbian	1	1	3	4	9
Bisexual	2	4	2	3	11
Other	0	0	0	0	0
Not disclosed / unknown	7	20	13	13	53
Total	155	179	133	142	609

Ethnicity of Applicant	Q1	Q2	Q3	Q4	Total
White Groups	131	149	118	127	525
Black Groups	5	8	1	3	17
Asian Groups	14	8	5	7	34
Mixed Groups	4	7	3	2	16
Other Groups	1	2	1	1	5
Not disclosed / unknown	0	5	5	2	12
Total	155	179	133	142	609

Ethnicity of Applicants

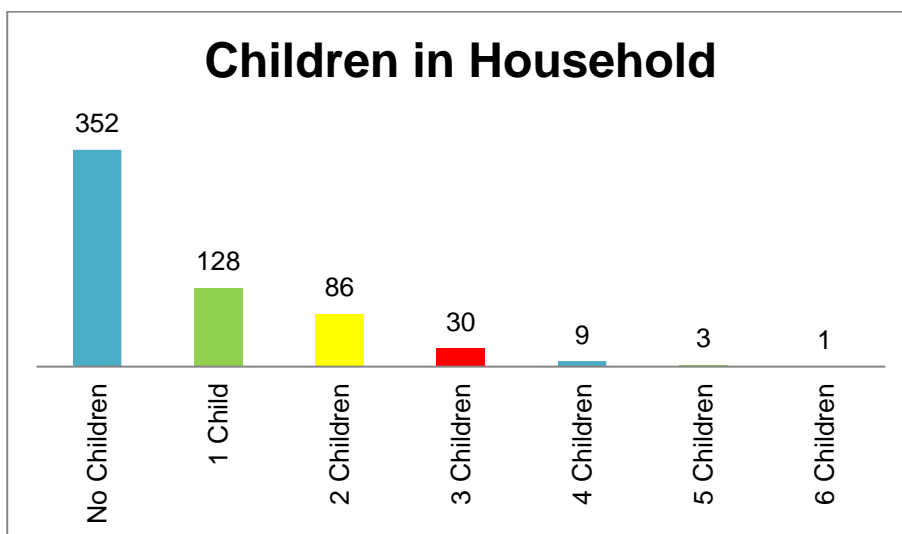


Religion of Applicant	Q1	Q2	Q3	Q4	Total
No Religion	65	71	56	57	249
Christian	40	48	31	37	156
Muslim	6	5	1	2	14
Buddhist	0	1	0	1	2
Hindu	3	2	0	1	6
Sikh	1	0	0	0	1
Jewish	0	0	0	0	0
Pagan	0	0	1	1	2
Jedi	0	0	1	0	1
Other	1	1	3	3	8
Not disclosed / unknown	39	51	40	40	170
Total	155	179	133	142	609

Homeless Households 2018/2019

Household Type	Q1	Q2	Q3	Q4	Total
1 Adult (no children)	60	93	84	69	306
2 Adults (no children)	15	7	9	7	38
3 Adults (no children)	3	1	0	3	7
4 Adults (no children)	0	0	1	0	1
1 Adult + Dependent Child(ren)	49	53	27	36	165
2 Adults + Dependent Child(ren)	20	21	12	23	76
3 Adults + Dependent Child(ren)	7	3	0	2	12
4 Adults + Dependent Child(ren)	0	1	0	1	2
5 Adults + Dependent Child(ren)	1	0	0	1	2
Total	155	179	133	142	609

Children in Household	Q1	Q2	Q3	Q4	Total
No Children	78	101	94	79	352
1 Child	42	38	18	30	128
2 Children	24	28	11	23	86
3 Children	8	6	8	8	30
4 Children	2	5	1	1	9
5 Children	1	1	1	0	3
6 Children	0	0	0	1	1
Total	155	179	133	142	609



Support Needs of Homeless Households 2018/2019

Support Needs	Q1	Q2	Q3	Q4	Total
Young Person - 16 to 17 years	0	0	0	0	0
Young Person - 18 to 25 years	8	11	1	2	22
Young Person - Parent requiring support	2	3	1	2	8
Care Leaver - 18 to 20 years	0	4	2	1	7
Care Leaver - 21+ years	0	1	1	1	3
Old Age	3	3	3	2	11
Physical Health Problems / Disability	6	10	8	2	26
Mental Health Problems / Disability	30	37	29	30	126
Learning Difficulty / Disability	3	4	1	2	10
Sexual Abuse / Exploitation	0	2	0	0	2
Domestic Abuse / violence	23	32	21	11	87
Other Abuse / Violence	3	3	0	0	6
Drug Dependency	7	7	8	6	28
Alcohol Dependency	9	7	1	1	18
Former Armed Forces / Reserve Forces	0	0	0	1	1
Former Asylum Seeker	0	0	0	0	0
History of Offending	6	5	5	6	22
History of Repeat Homelessness	1	1	1	1	4
History of Rough Sleeping	7	6	1	3	17
Education / employment / training	1	0	0	1	2
Total	109	136	83	72	400

* some households had more than one support need so are counted more than once

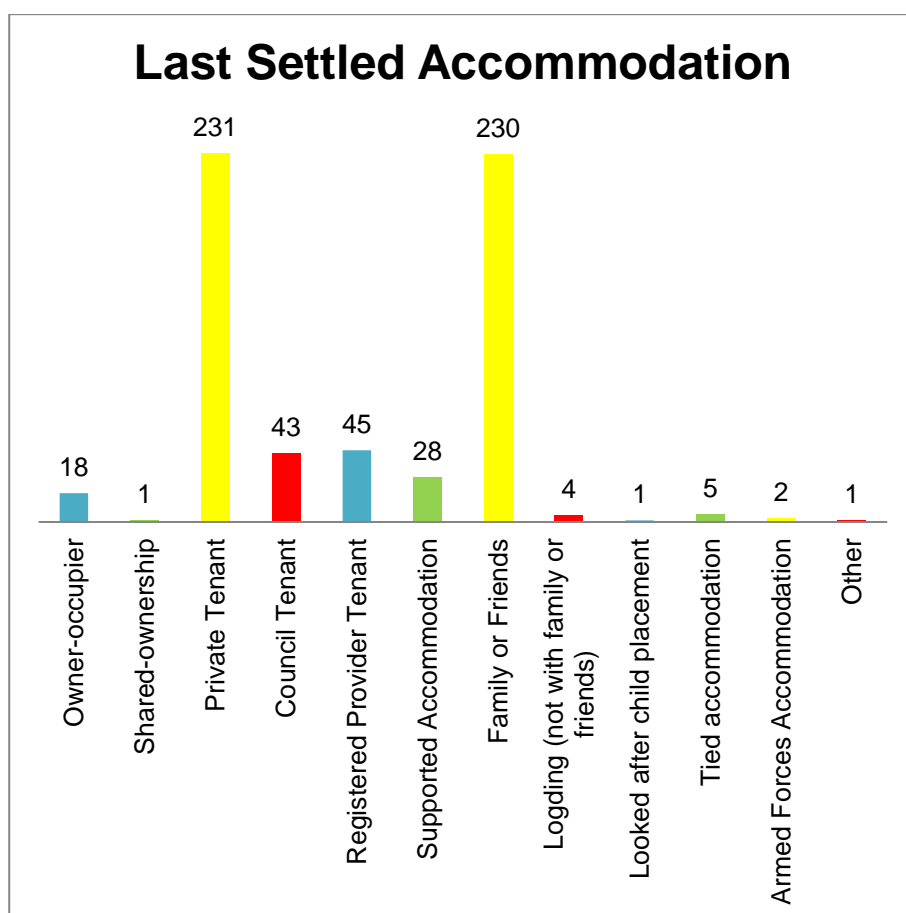


Reasons for Homelessness / Risk of Homelessness 2018/19

Reasons for Homelessness / Risk of Homelessness	Q1	Q2	Q3	Q4	Total
Mortgage Repossession	1	1	1	2	5
Private Rented AST - Landlord Selling / Re-letting	26	26	14	26	92
Private Rented AST - Rent Arrears	16	13	10	8	47
Private Rented AST - ASB / Other Tenancy Breach	3	3	1	2	9
Private Rented AST - Other Reason	10	5	7	6	28
Private Rented Non-AST	5	7	2	3	17
Social Rented - Rent Arrears	5	5	3	9	22
Social Rented - ASB / Other Tenancy Breach	2	4	7	3	16
Social Rented - Other Reason	2	6	7	2	17
Supported Housing - Rent Arrears	0	1	2	2	5
Supported Housing - ASB / Other Tenancy Breach	2	7	2	1	12
Supported Housing - Other Reason	1	5	2	1	9
Non-Violent Relationship Breakdown - Family	31	39	23	31	124
Non-Violent Relationship Breakdown - Friends	4	7	8	6	25
Non-Violent Relationship Breakdown - Partner	17	11	14	20	62
Domestic Abuse / Violence	23	32	21	11	87
Racial Violence / Harassment	0	0	2	0	2
Other Violence / Harassment	5	2	0	4	11
Fire / Flood / Other Emergency	0	1	0	0	1
Disrepair	0	0	5	1	6
Other	2	4	2	4	12
Total	155	179	133	142	609

Last Settled Accommodation 2018/19

Last Settled Accommodation prior to Homelessness	Q1	Q2	Q3	Q4	Total
Owner-occupier	3	5	5	5	18
Shared-ownership	0	1	0	0	1
Private Tenant	74	63	44	50	231
Council Tenant	8	12	14	9	43
Registered Provider Tenant	8	10	13	14	45
Supported Accommodation	3	15	6	4	28
Family or Friends	56	69	50	55	230
Lodging (not with family or friends)	1	0	0	3	4
Looked after child placement	0	1	0	0	1
Tied accommodation	1	2	0	2	5
Armed Forces Accommodation	1	0	1	0	2
Other	0	1	0	0	1
Total	155	179	133	142	609



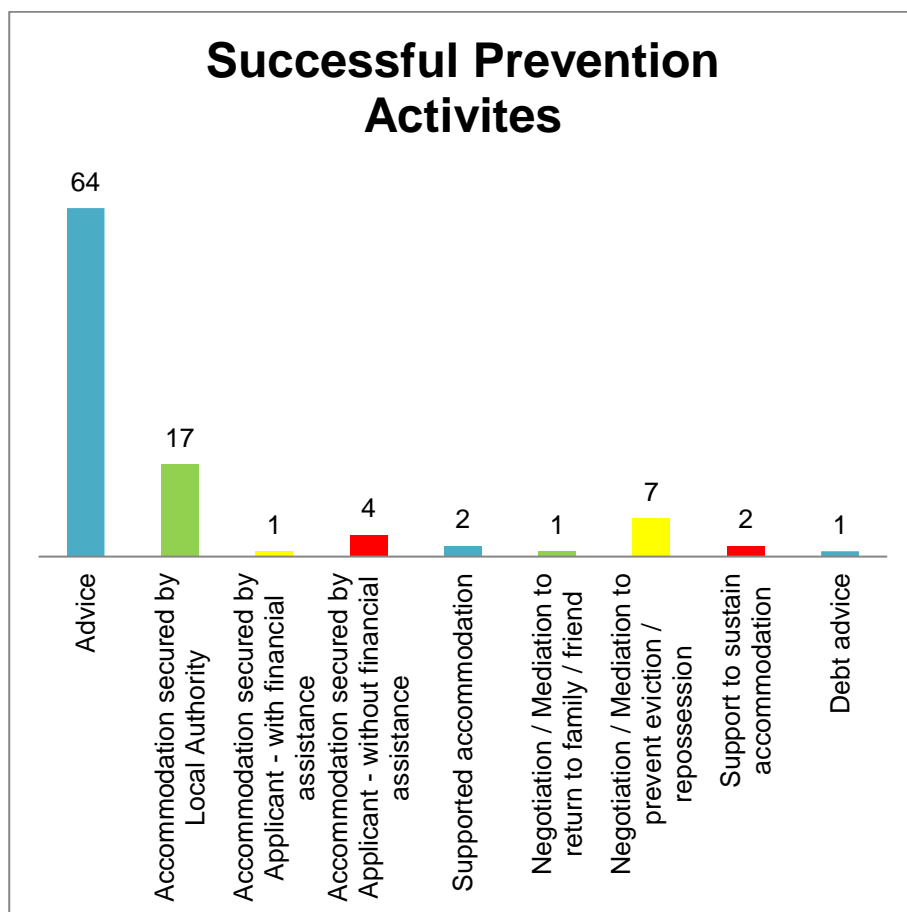
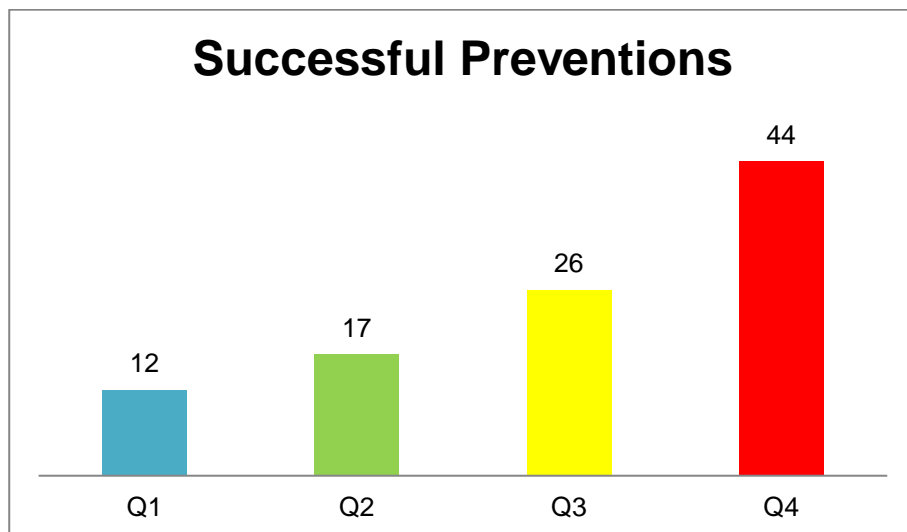
Successful Prevention Outcomes 2018/2019

Successful Preventions	Q1	Q2	Q3	Q4	Total
Assisted to Remain in Accommodation	1	0	3	15	19
Assisted to Secure Accommodation	11	17	23	29	80
Total	12	17	26	44	99

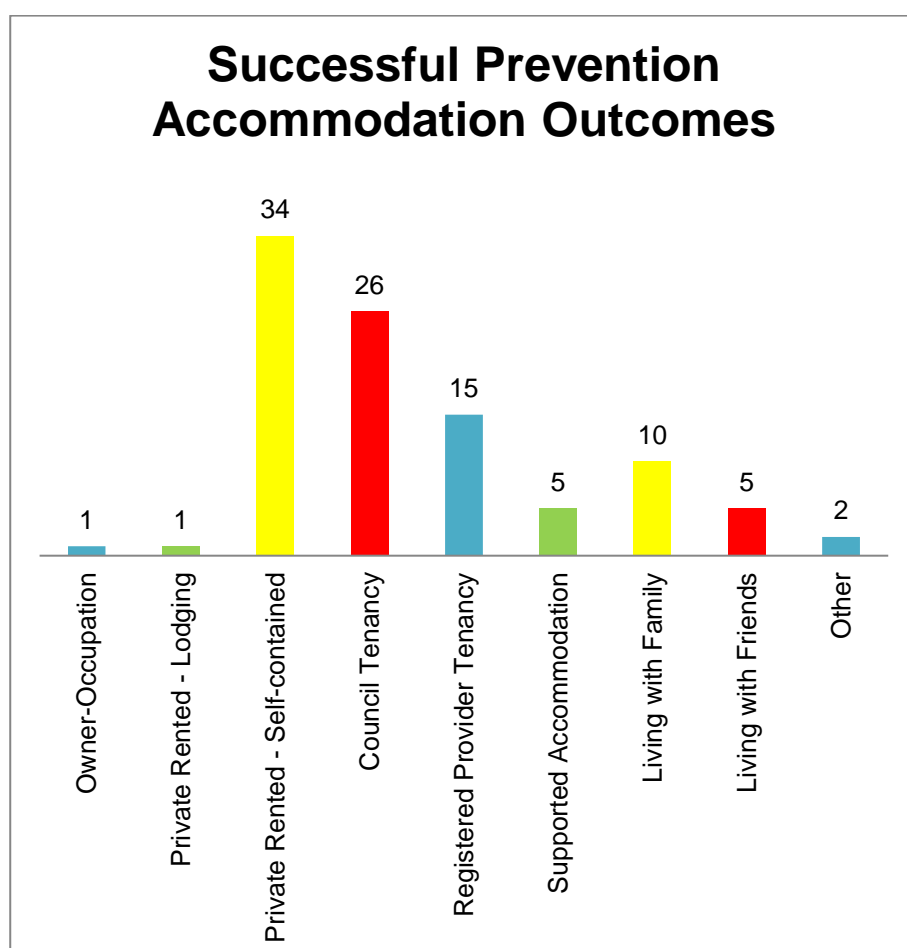
Successful Prevention Activities	Q1	Q2	Q3	Q4	Total
Advice provided	1	10	18	35	64
Accommodation secured by Local Authority	6	6	3	2	17
Accommodation secured by Applicant - with financial assistance	1	0	0	0	1
Accommodation secured by Applicant - without financial assistance	1	0	2	1	4
Supported accommodation	1	0	0	1	2
Negotiation / Mediation to return to family / friend	0	0	1	0	1
Negotiation / Mediation to prevent eviction / repossession	1	0	2	4	7
Support to sustain accommodation	0	1	0	1	2
Debt advice	1	0	0	0	1
Total	12	17	26	44	99



Successful Prevention Outcomes 2018/2019



Successful Prevention Accommodation Outcomes	Q1	Q2	Q3	Q4	Total
Owner-Occupation	0	1	0	0	1
Private Rented Sector - Lodging	0	1	0	0	1
Private Rented Sector - Self-contained	14	6	10	4	34
Council Tenancy	13	8	3	2	26
Registered Provider Tenancy	6	4	2	3	15
Supported Accommodation	1	0	1	3	5
Living with Family	1	6	2	1	10
Living with Friends	0	2	3	0	5
Other	1	1	0	0	2
Total	36	29	21	13	99



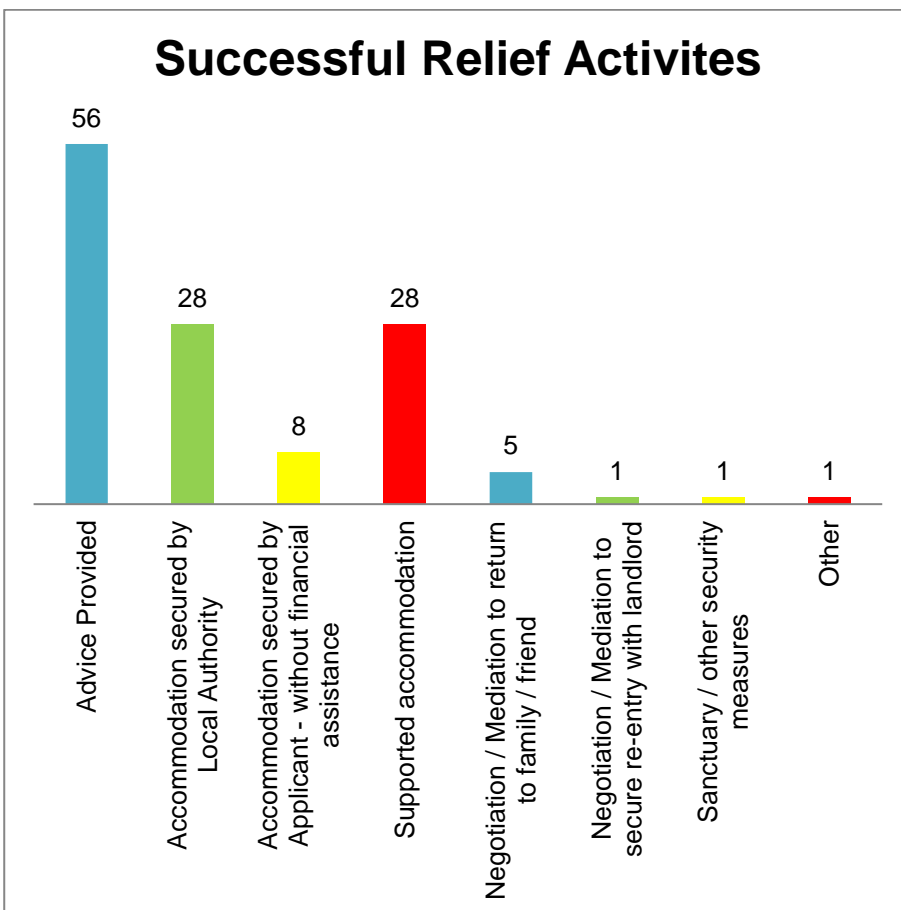
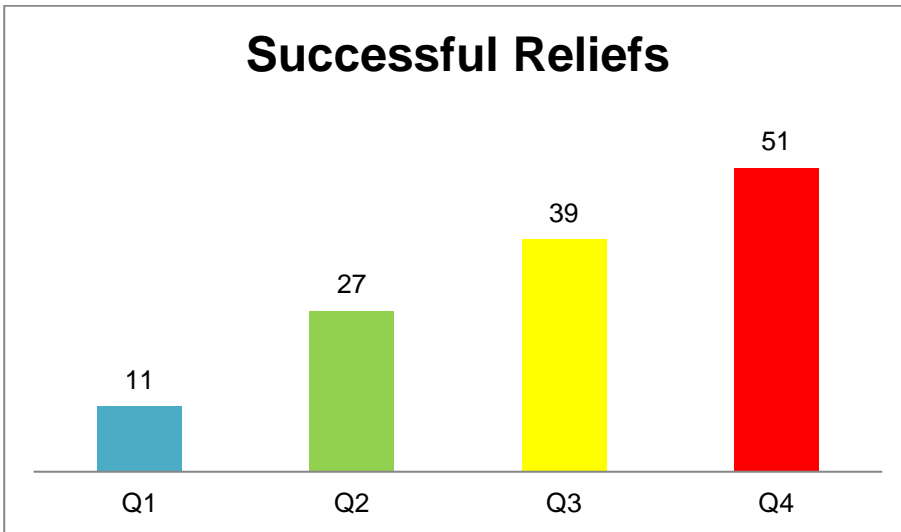
Successful Relief Outcomes 2018/2019

Successful Relief Outcomes	Q1	Q2	Q3	Q4	Total
Assisted to Return to Accommodation	0	0	2	5	7
Assisted to Secure Accommodation	11	27	37	46	121
Total	11	27	39	51	128

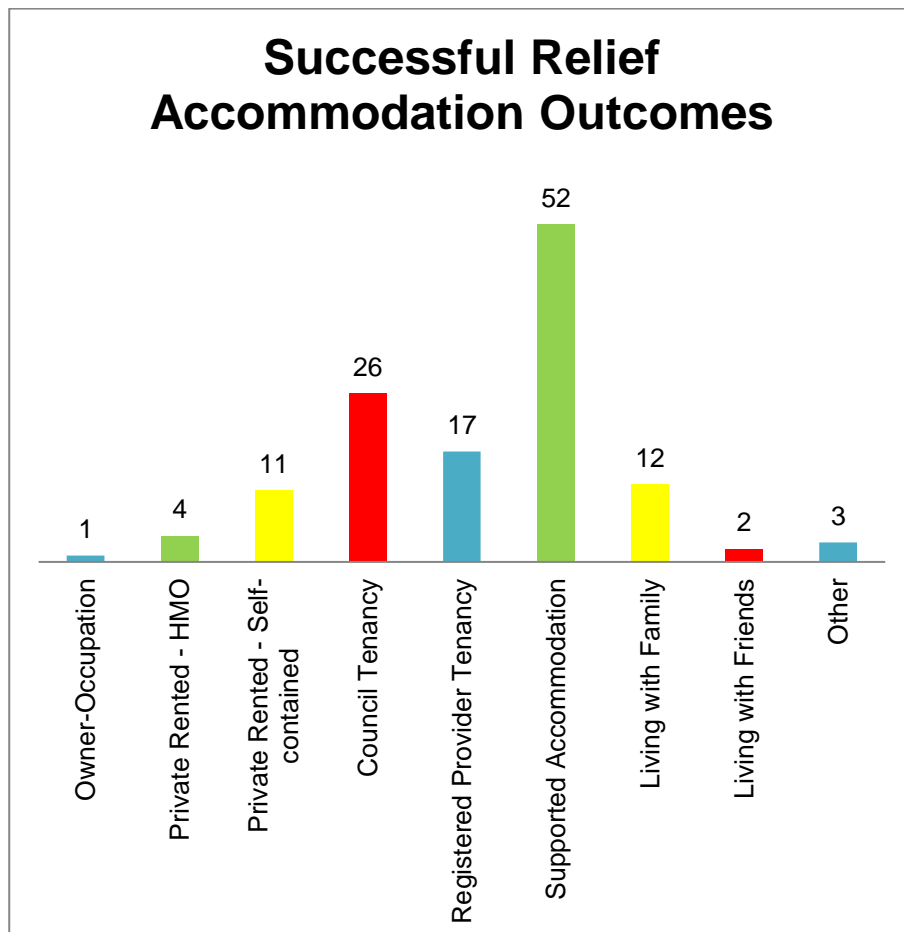
Successful Relief Activities	Q1	Q2	Q3	Q4	Total
Advice Provided	2	10	22	22	56
Accommodation secured by Local Authority	3	4	6	15	28
Accommodation secured by Applicant - without financial assistance	2	4	1	1	8
Supported accommodation	4	8	8	8	28
Negotiation / Mediation to return to family / friend	0	0	1	4	5
Negotiation / Mediation to secure re-entry with landlord	0	0	1	0	1
Sanctuary / other security measures	0	0	0	1	1
Other	0	1	0	0	1
Total	11	27	39	51	128



Successful Relief Outcomes 2018/2019

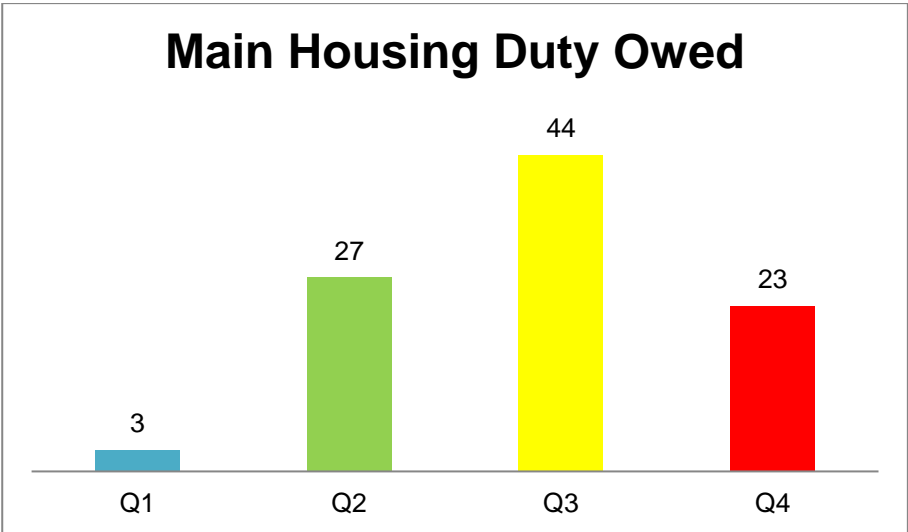
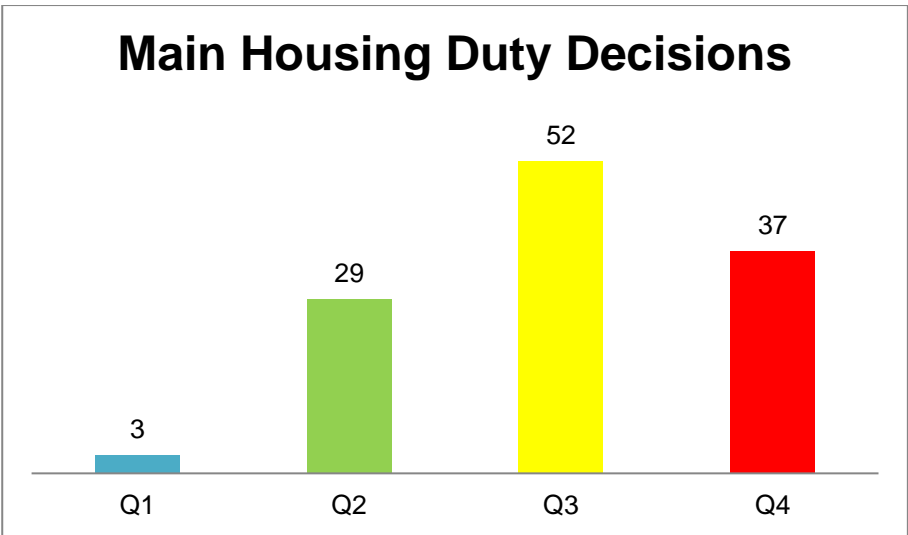


Successful Relief Accommodation Outcomes	Q1	Q2	Q3	Q4	Total
Owner-Occupation	0	0	1	0	1
Private Rented - HMO	2	1	0	1	4
Private Rented - Self-contained	2	4	5	0	11
Council Tenancy	5	6	12	3	26
Registered Provider Tenancy	9	6	1	1	17
Supported Accommodation	13	13	15	11	52
Living with Family	4	3	5	0	12
Living with Friends	0	2	0	0	2
Other	2	1	0	0	3
Total	37	36	39	16	128



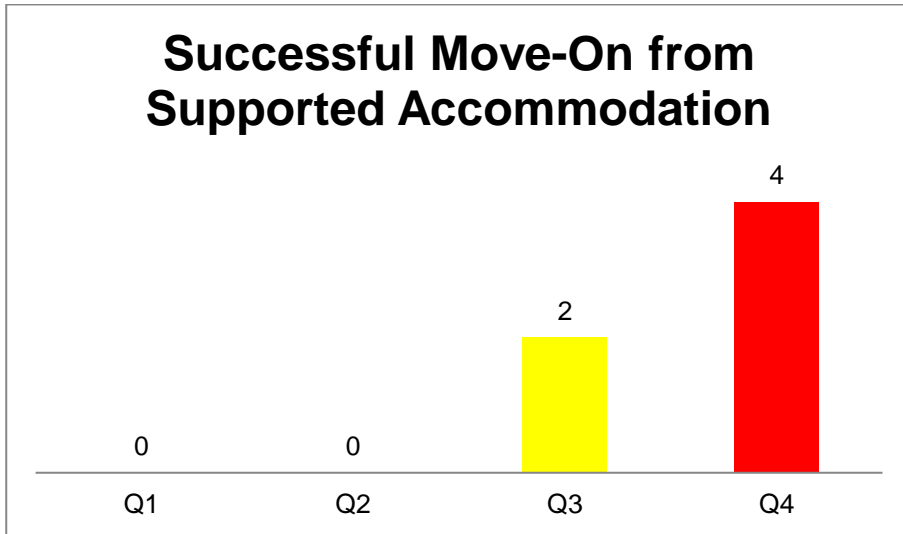
Main Housing Duty Decisions 2018/19

Main Housing Duty Decisions	Q1	Q2	Q3	Q4	Total
No Longer Eligible	0	0	0	1	1
No Priority Need	0	2	7	5	14
Intentionally Homeless	0	0	1	8	9
Main Housing Duty Owed	3	27	44	23	97
Total	3	29	52	37	121

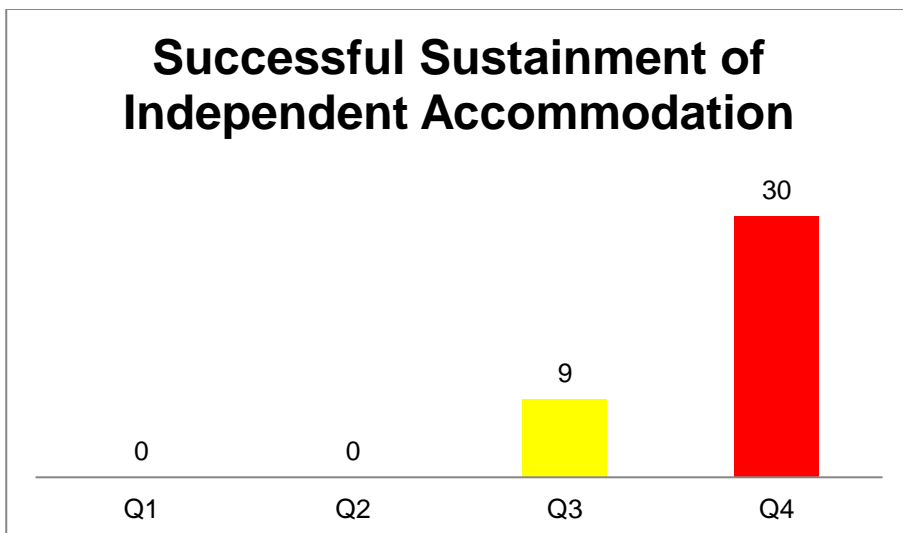


Homeless Applicants Sustainment of Accommodation 2018/19

Homeless Applicants Successfully Moved-On from Supported to Independent Accommodation	Q1	Q2	Q3	Q4	Total
Total	0	0	2	4	6

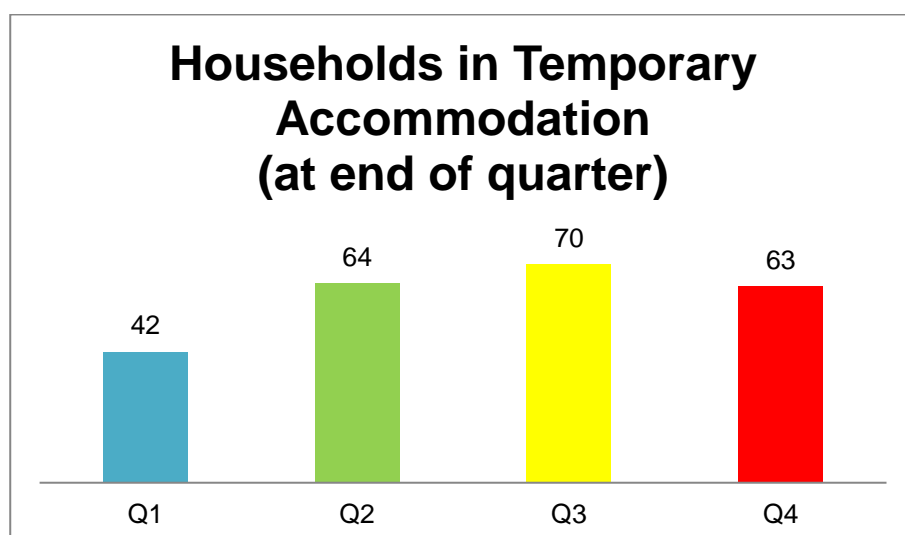
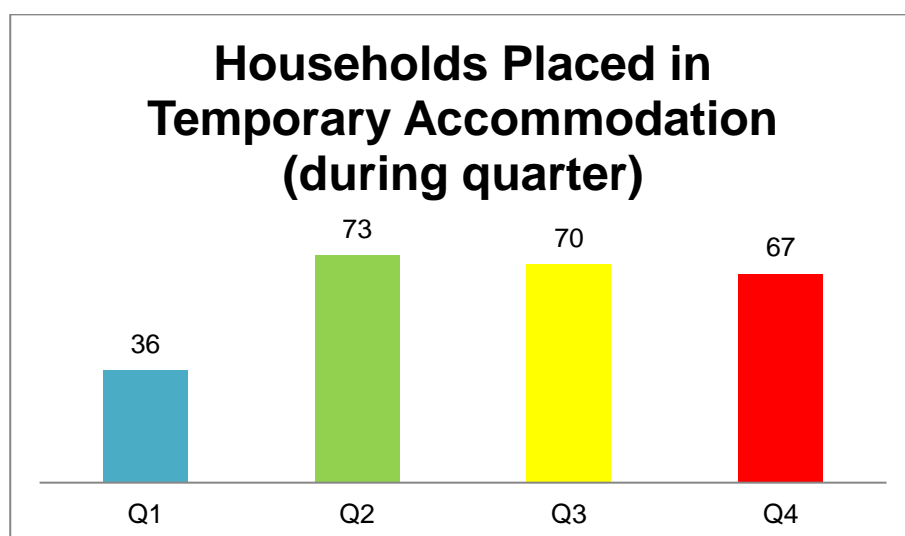


Homeless Applicants Successfully Sustained Independent Accommodation for at least 6 months	Q1	Q2	Q3	Q4	Total
Total	0	0	9	30	39



Households in Temporary Accommodation 2018/19

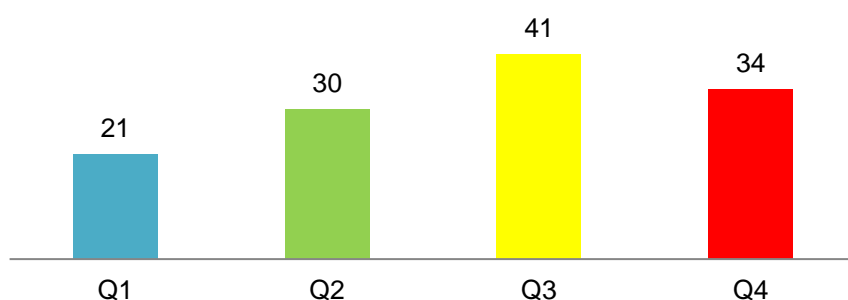
Households in Temporary Accommodation	Q1	Q2	Q3	Q4
Households Placed in Temporary Accommodation (during quarter)	36	73	70	67
Households in Temporary Accommodation (at end of quarter)	42	64	70	63



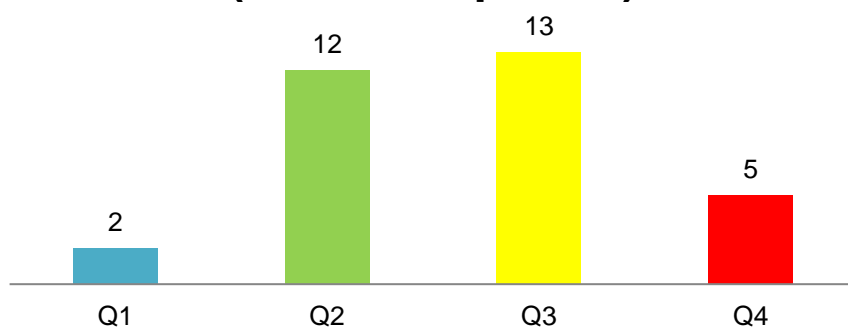
Households in Bed and Breakfast Accommodation 2018/19

Households in Bed and Breakfast Accommodation	Q1	Q2	Q3	Q4
Households Placed in Bed and Breakfast Accommodation (during quarter)	21	30	41	34
Households in Bed and Breakfast Accommodation (at end of quarter)	2	12	13	5

Households Placed in Bed and Breakfast Accommodation (during quarter)

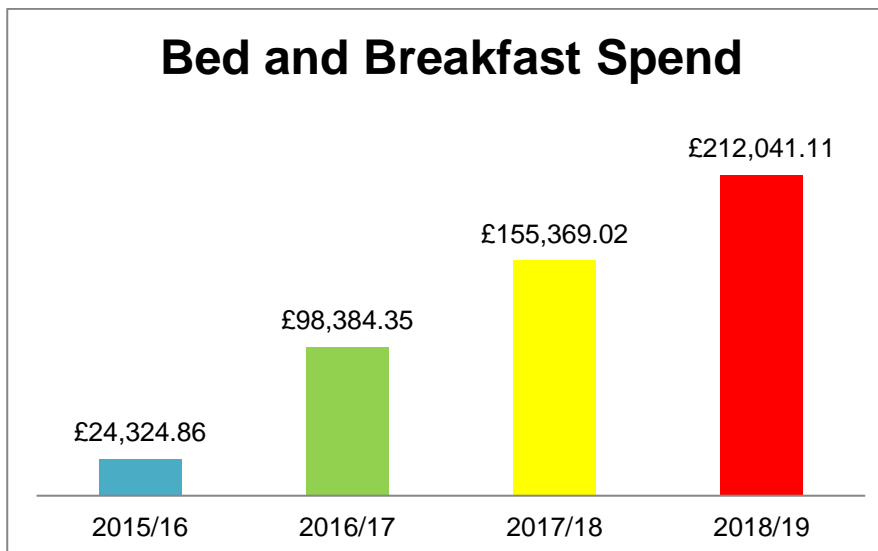
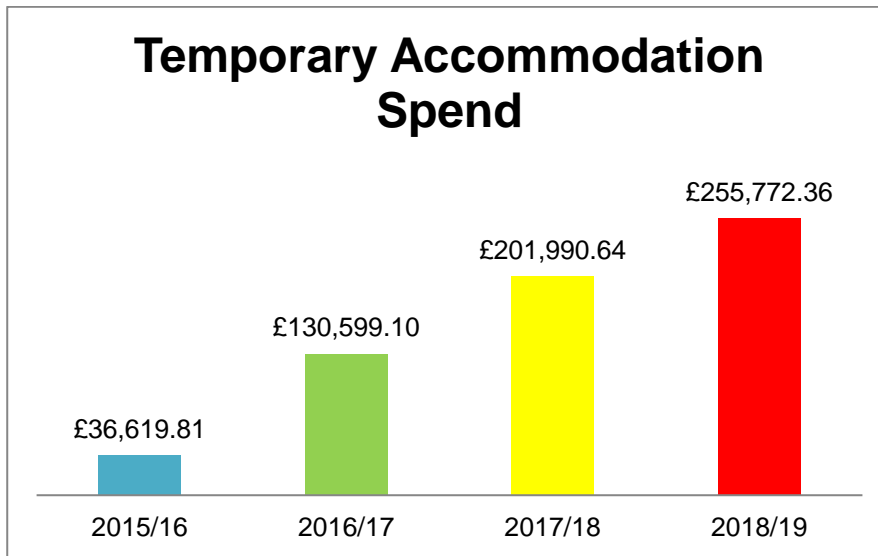


Households in Bed and Breakfast Accommodation (at end of quarter)



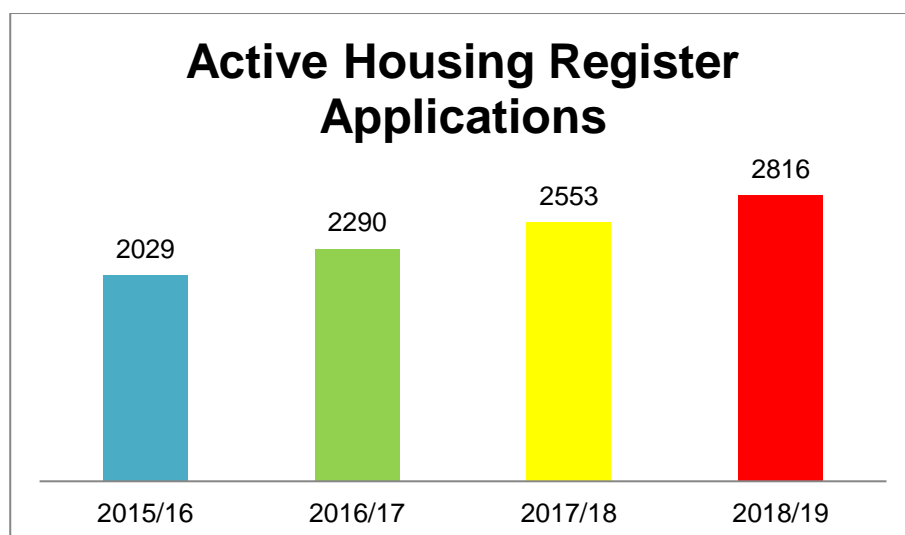
Temporary Accommodation Spend 2018/2019

Temporary Accommodation Spend	2015/16	2016/17	2017/18	2018/19
B&B	£24,324.86	£98,384.35	£155,369.02	£212,041.11
Hostel / Supported Accommodation	£0.00	£19,954.68	£39,909.36	£43,425.55
Private Sector Lease Properties	£12,294.95	£12,260.07	£6,712.26	£305.70
Total	£36,619.81	£130,599.10	£201,990.64	£255,772.36



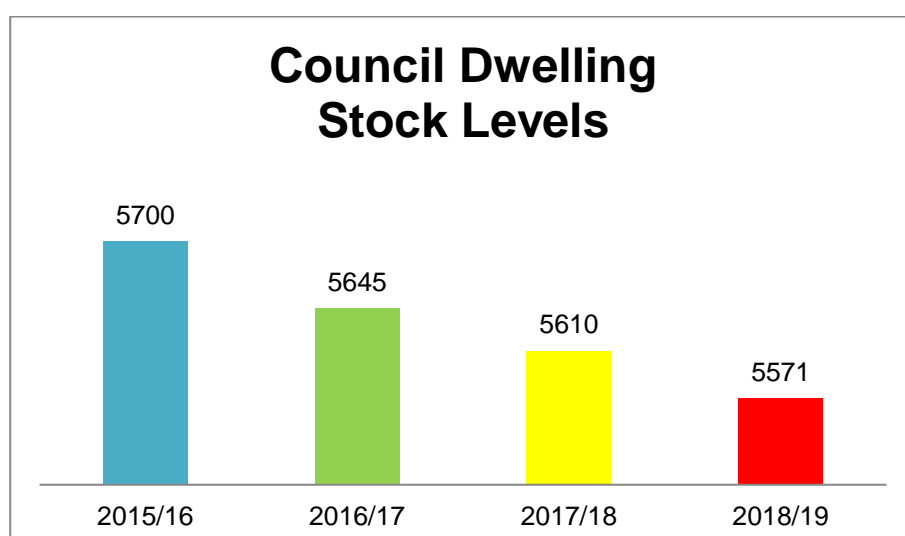
Social Housing Demand 2015/16 to 2018/19

Active Housing Register Applications	2015/16	2016/17	2017/18	2018/19
Total (as at 31 st March)	2029	2290	2553	2816



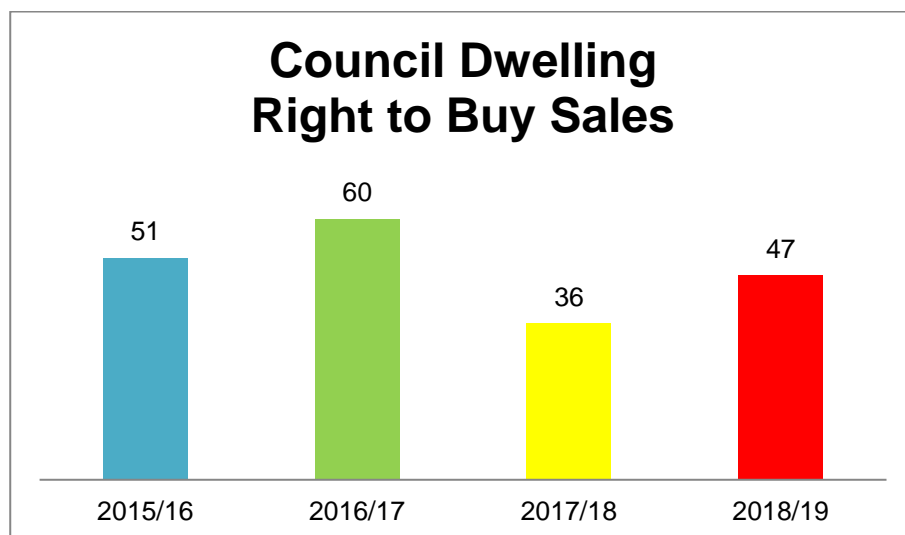
Council Housing Supply 2015/16 to 2018/19

Council Dwelling Stock Levels	2015/16	2016/17	2017/18	2018/19
Total (as at 31 st March)	5700	5645	5610	5571



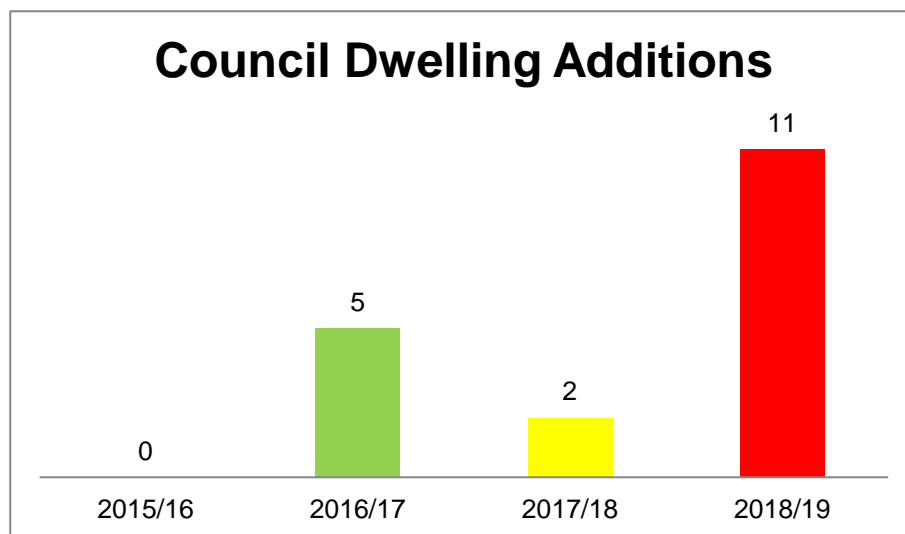
Council Dwelling Right to Buy Sales 2015/16 to 2018/19

Council Dwelling Right to Buy Sales	2015/16	2016/17	2017/18	2018/19
Total (during year)	51	60	36	47



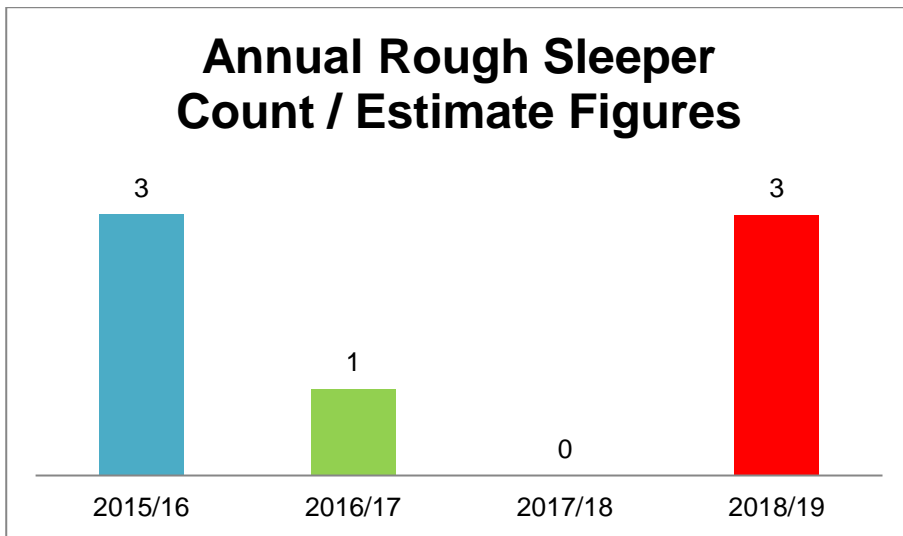
Council Dwelling Additions 2015/16 to 2018/19

Council Dwelling Additions	2015/16	2016/17	2017/18	2018/19
Acquired units	0	0	2	11
Gift	0	5	0	0
Total (during year)	0	5	2	11

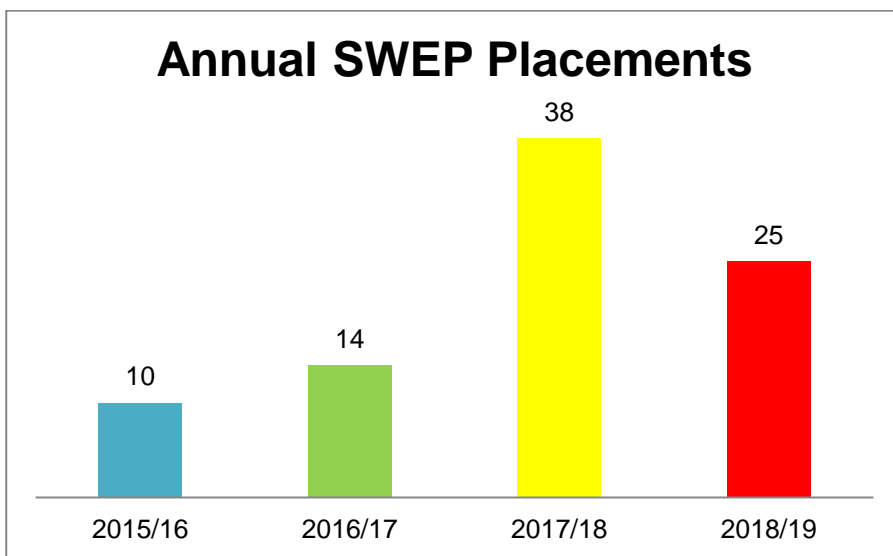


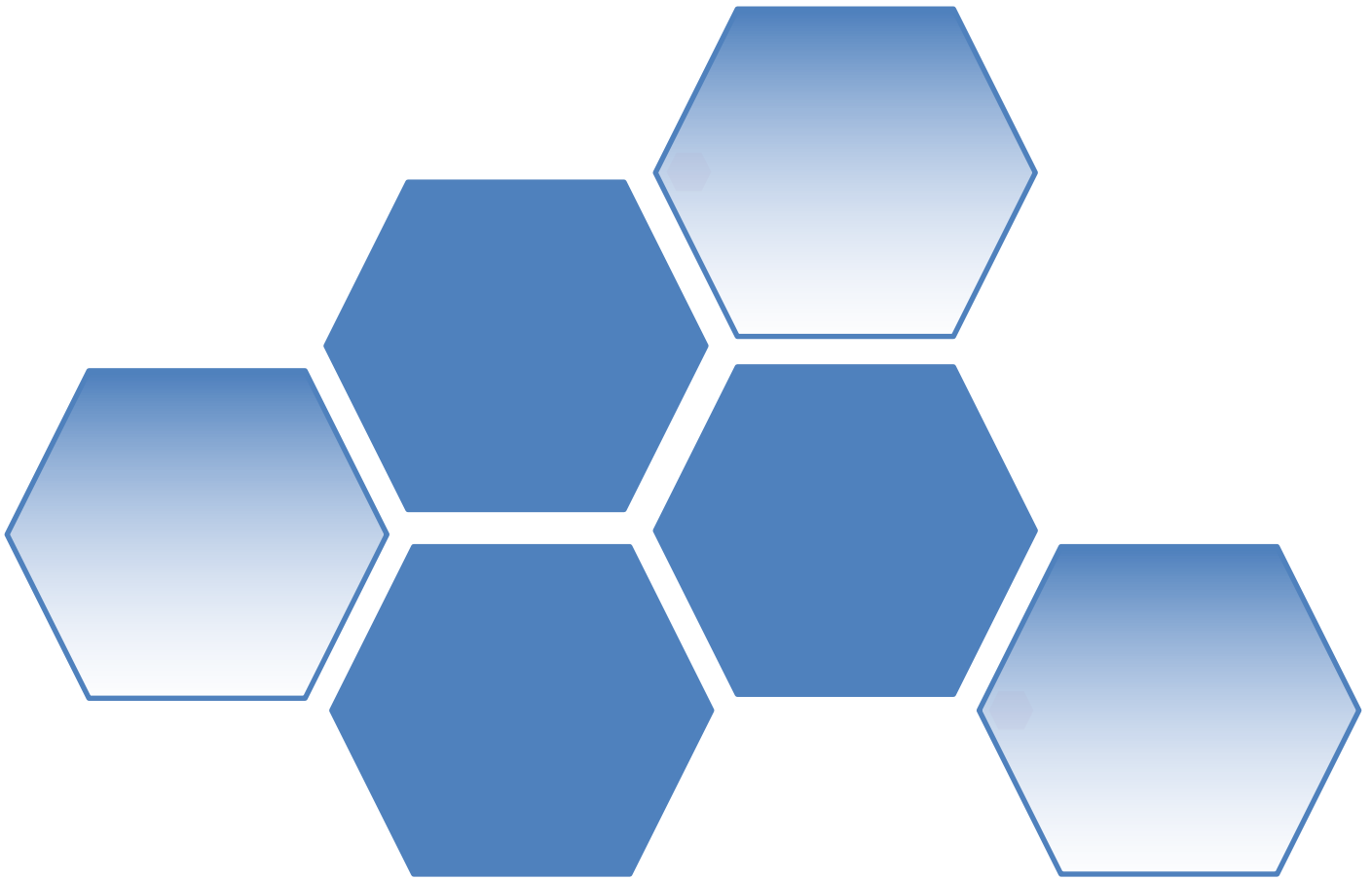
Rough Sleeping in Charnwood 2015/16 to 2018/19

Annual Rough Sleeper Count / Estimate	2015/16	2016/17	2017/18	2018/19
Total	3	1	0	3



Annual Severe Weather Emergency Protocol (SWEP) placements	2015/16	2016/17	2017/18	2018/19
Total	10	14	38	25





Equality Impact Assessment 'Knowing the needs of your customers and employees'

■ Background

An Equality Impact Assessment is an improvement tool. It will assist you in ensuring that you have thought about the needs and impacts of your service/policy/function in relation to the protected characteristics. It enables a systematic approach to identifying and recording gaps and actions.

■ Legislation- Equality Duty

As a local authority that provides services to the public, Charnwood Borough Council has a legal responsibility to ensure that we can demonstrate having paid due regard to the need to:

- ✓ Eliminate discrimination, harassment and victimisation
- ✓ Advance Equality of Opportunity
- ✓ Foster good relations

For the following protected characteristics:

1. Age
2. Disability
3. Gender reassignment
4. Marriage and civil partnership
5. Pregnancy and maternity
6. Race
7. Religion and belief
8. Sex (Gender)
9. Sexual orientation

What is prohibited?

1. Direct Discrimination
2. Indirect Discrimination
3. Harassment
4. Victimisation
5. Discrimination by association
6. Discrimination by perception
7. Pregnancy and maternity discrimination
8. Discrimination arising from disability
9. Failing to make reasonable adjustments

Note: Complete the action plan as you go through the questions

Step 1 – Introductory information

Title of the policy	Homelessness and Rough Sleepers Reduction Strategy 2019-2022
Name of lead officer and others undertaking this assessment	Alison Simmons
Date EIA started	21 st October 2019
Date EIA completed	18 th November 2019

Step 2 – Overview of policy/function being assessed:

Outline: What is the purpose of this policy? (Specify aims and objectives)

The purpose of the Homelessness and Rough Sleepers Reduction Strategy is to ensure the focus is on:

- Strong and effective partnership working
- Early targeted advice and intervention to prevent the loss of accommodation
- Effective action to relieve homelessness
- Rough Sleeping
- Support to sustain tenancies and prevent repeat homelessness
- Protect and increase local housing options

What specific group/s is the policy designed to affect/impact and what is the intended change or outcome for them?

The Strategy is designed to support all residents who find themselves homeless and those threatened with homelessness. The intended outcome is to prevent or relieve homelessness.

Which groups have been consulted as part of the creation or review of the policy?

The Council has consulted with partner agencies working with the homeless who attend the Homelessness Strategy Steering group.

Step 3 – What we already know and where there are gaps

List any existing information/data do you have/monitor about different diverse groups in relation to this policy? Such as in relation to age, disability, gender reassignment, marriage and civil partnership, pregnancy & maternity, race, religion or belief, sex, sexual orientation etc.

Data/information such as:

- Consultation
- Previous Equality Impact Assessments
- Demographic information
- Anecdotal and other evidence

The race, age and gender of homeless applicants are routinely recorded as part of the quarterly H-Clic statutory return to the Ministry of Housing, Communities and Local Government.

609 homeless applications were made to Charnwood Borough Council's Housing Options Team during 2018-2019 following the implementation of the Homelessness Reduction Act. 45% of these applications were from individuals who were at risk of becoming homeless and 55% were from individuals who were already homeless.

The majority of homeless applicants during 2018-2019 were from white ethnic groups (86%), which

reflects the higher proportion of people from white ethnic groups recorded within the overall population of Charnwood in the 2011 Census. The proportion of homeless applicants from Asian ethnic groups (6%) was lower than that within the overall population of Charnwood and the proportions from black (3%) and mixed (3%) ethnic groups were higher than those within the overall population of Charnwood in the 2011 Census.

The majority of homeless applicants during 2018-2019 were aged between 25 and 44 years (56%) and a high proportion were aged between 18 and 24 (20%) years.

A higher proportion of homeless applicants during 2018/19 were female (59%) than male (41%).

What does this information / data tell you about diverse groups? If you do not hold or have access to any data/information on diverse groups, what do you need to begin collating / monitoring? (Please list)

There seems to be a higher proportion of mid-aged homeless applicants (25-44) however this is possibly due to the fact that this is the broadest age range of the groups spanning 19 years. In addition, people within this age range could have been affected by the welfare reforms only being eligible for the LHA room rate up until the age of 35 will limit people's housing options.

■ **Step 4 – Do we need to seek the views of others? If so, who?**

In light of the answers you have given in Step 2, do you need to consult with specific groups to identify needs / issues? If not please explain why.

As individual services are developed through the Homeless and Rough Sleepers Reduction Strategy Action Plan, it is intended that this will be with the full involvement of external partners, stakeholders and service users. Appropriate groups specific to the service will be consulted at this time, for example, the Police, Probation and Prison Services will be consulted when developing Housing Pathways for offenders.

■ **Step 5 – Assessing the impact**

In light of any data/consultation/information and your own knowledge and awareness, please identify whether the policy has a positive or negative impact on the individuals or community groups (including what barriers these individuals or groups may face) who identify with any 'protected characteristics' and provide an explanation for your decision (please refer to the general duties on the front page).

	Comments
Age	Potential positive impact, as reported above, people may face barriers to private rented housing based on their age (such as under 35s only eligible for room rate LHA). Homelessness legislation protects 16-17 year olds and people who are vulnerable because of old age
Disability (Physical, visual, hearing, learning disabilities, mental health)	People who are vulnerable as a result of mental illness, learning disability or physical disability are protected through the Homeless Legislation
Gender Reassignment (Transgender)	No impact/neutral impact
Race	No impact/neutral impact
Religion or Belief (Includes no belief)	No impact/neutral impact
Sex (Gender)	No impact/neutral impact
Sexual Orientation	No impact/neutral impact

Other protected groups (Pregnancy & maternity, marriage & civil partnership)	Homeless Legislation protects pregnant women and households with dependent children
Other socially excluded groups (carers, low literacy, priority neighbourhoods, health inequalities, rural isolation, asylum seeker and refugee communities etc.)	Homeless Legislation protects care leavers, people from other institutionalised backgrounds, those vulnerable due to drug/alcohol misuse and others deemed vulnerable due to other circumstances.

Where there are potential barriers, negative impacts identified and/ or barriers or impacts are unknown, please outline how you propose to minimise all negative impact or discrimination.

Please note:

- If you have identified adverse impact or discrimination that is illegal, you are required to take action to remedy this immediately.
- Additionally, if you have identified adverse impact that is justifiable or legitimate, you will need to consider what actions can be taken to mitigate its effect on those groups of people.

The Homelessness and Rough Sleepers Reduction Strategy has been written recognising the current economic climate which demands services are commissioned and managed to suit the needs of the service users. It specifically targets vulnerable, deprived and excluded groups to ensure effective services are provided to suit their needs. There is a requirement under the Homelessness Reduction Act for tailored advice and pathways for groups who are particularly at risk of homelessness.

Summarise your findings and give an overview as to whether the policy will meet Charnwood Borough Council's responsibilities in relation to equality and diversity (please refer to the general duties on the front page).

The Homelessness and Rough Sleepers Reduction Strategy does not discriminate against any of the protected characteristics. It has been identified that certain groups may need extra assistance or additional protocols to ensure that their specific needs and requirements are taken into account to ensure they are dealt with in an effective way. For example a Prison Release Protocol will ensure early intervention by the service with the aim of preventing homelessness.

Step 6- Monitoring, evaluation and review

Are there processes in place to review the findings of this Assessment and make appropriate changes? In particular, how will you monitor potential barriers and any positive/ negative impact?

The outcome of this EIA will be monitored and reviewed alongside the Strategy. Monitoring data will continue to be collected to ensure any service deliver and implementation of the Strategy, remains fit for purpose.

How will the recommendations of this assessment be built into wider planning and review processes? e.g. policy reviews, annual plans and use of performance management systems.

Recommendations to be considered as part of the ongoing Strategy review process.

Step 7- Action Plan

Please include any identified concerns/actions/issues in this action plan:

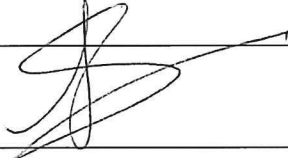
The issues identified should inform your Service Plan and, if appropriate, your Consultation Plan

Reference Number	Action	Responsible Officer	Target Date
001	Ensure completion of EIAs on any individual services and/or project arising from this Strategy and associated Action Plan.	A. Simmons	Ongoing

■ **Step 8- Who needs to know about the outcomes of this assessment and how will they be informed?**

	Who needs to know (Please tick)	How they will be informed (we have a legal duty to publish EIA's)
Employees		This EIA will be published on the CBC website.
Service users		
Partners and stakeholders		
Others		
To ensure ease of access, what other communication needs/concerns are there?		

■ **Step 9- Conclusion (to be completed and signed by the [Service Head](#))**

Please delete as appropriate	
I agree /	with this assessment / action plan
If <i>disagree</i> , state action/s required, reasons and details of who is to carry them out with timescales:	
Signed (Service Head):	
Date:	18th November 2019

[Please send completed & signed assessment to Suzanne Kinder for publishing.](#)

CABINET – 16TH DECEMBER 2019

Report of the Head of Finance and Property Services Lead Member: Councillor Tom Barkley

Part A

ITEM 8 AMENDMENTS TO ANNUAL PROCUREMENT PLAN 2019/20

Purpose of Report

This report sets out additions to the Annual Procurement Plan for Charnwood Borough Council for 2019/20. Cabinet approved the Annual Procurement Plan on 14th March 2019 and amendments to the Plan on 4th July 2019 and 19th September 2019. Since those reports, there have been other requirements by the Council's services for the supply of goods and services, and this report seeks approval for these.

Recommendations

1. That the contracts, over £25,000 and up to £75,000, listed in Appendix A be let in accordance with Contract Procedure Rules.
2. That the contracts, over £75,001 and up to £500,000, listed in Appendix B be let in accordance with Contract Procedure Rules.

Reason

- 1 & 2. To allow contracts of the Council to be let in accordance with contract procedure rules.

Policy Justification and Previous Decisions

This links with the Council's strategic aim for a well-managed council.

Implementation Timetable including Future Decisions and Scrutiny

Contracts will be let in accordance with the timetables set out in Appendices A and B.

Report Implications

The following implications have been identified for this report.

Financial Implications

There are no direct financial implications arising from this report as expenditure will be funded from existing budgets.

Risk Management

The risks associated with the decision Cabinet is asked to make and proposed actions to mitigate those risks are set out in the table below.

Risk Identified	Likelihood	Impact	Overall Risk	Risk Management Actions Planned
Failure to follow the agreed Council Procedures and, as a consequence, not obtaining best value procurement	Unlikely (2)	Serious (3)	Moderate (6)	Wide circulation of 'reasons to meet the Rules' and provide advice to officers needing to use the Rules
Failure to follow EU procurement rules by not advertising in OJEU above a threshold.	Unlikely (2)	Serious (3)	Moderate (6)	Wide circulation of information relating to contract compliance, advice and service in placing requisite advert in OJEU for officers in service areas.

Key Decision:

Yes

Background Papers:

None

Officers to contact:

David Howkins
Procurement Manager
01509 634672
david.howkins@charnwood.gov.uk

Lesley Tansey
Acting Head of Finance & Property
01509 634828
Lesley.Tansey@charnwood.gov.uk

Part B

Background

1. The Contract Compliance Rules require the Contract Compliance Officer to submit a report at the beginning of the financial year showing details of contracts to be let above £25,000 and below £500,000. In approving the report, Cabinet will agree for each contract the form of tender evaluation arrangements, whether the tender specification needs to be approved by Cabinet and whether authority is delegated to the Contract Compliance Officer to agree exceptions and open negotiation procedures.
2. Having an Annual Plan does not allow sufficient flexibility for goods and services that are found to be required during the year. Therefore, to avoid individual reports being submitted for each contract, and to encourage services to adhere to the Contract Compliance Rules, update reports will be produced with contracts to be let in the second, third and fourth quarters of the year.

Procedure

3. Heads of Service have been contacted with a view to producing a plan for 2019/20 and details of all contracts that Heads of Service have asked to be included are given in the Appendices attached to this report. The contracts have been divided into those contracts estimated to cost between £25,000 and £75,000 and those contracts between £75,001 and £500,000.
4. For contracts up to £75,000, it is recommended that, in line with Quotation and Tender procedures the relevant Head of Service should deal with these by requesting 3 written quotations. In cases where a quotation other than the lowest is accepted, authority has been given to the Contract Compliance Officer to authorise a waiver or exception to the Contract Procedure Rules. Contracts falling under this authority have been itemised in Appendix A to this report.
5. For contracts in excess of £75,000, a written specification must be prepared and tendering completed in line with Contract Procedure Rules. Contracts falling under this authority have been itemised in Appendix B to the report.
6. Contracts above the £500,000 threshold need to be reported separately to Cabinet during the year before procurement begins.

Appendices

Appendix A – Contracts between £25,000 and £75,000
Appendix B – Contracts between £75,001 and £500,000

APPENDIX A**Annual Procurement Plan 2019/2020 – Contracts Greater than £25,000, but less than £75,000**

No.	Service Area	Contract Title / Description	Tendering Method: 3 Quotes/Waiver	Delegation to Contract Compliance Officer	Procurement Start:
1	Cleansing and Open Spaces	Emptying of Cess pits at 12 properties throughout the Borough	3 quotes	Yes	01/02/2020
2	Planning and Regeneration Service	Sustainable Travel study to inform the local plan	3 quotes	Yes	01/01/2020
3	Town Hall	Wine Supplies	3 quotes	Yes	17/05/2020

APPENDIX B

Annual Procurement Plan 2019/2020 – Contracts Greater than £75,001, but less than £500,000

No.	Service Area	Contract Title / Description	Tendering Method: (Full Tender/OJEU Procedure)	Delegation to Contract Compliance Officer	Procurement Start:
1	Landlord Services	Electrical testing and works	Framework	Yes	01/02/2020
2	Landlord Services	Our of hours repairs / Joinery contractor	Framework	Yes	01/04/2020
3	Landlord Services	Supportive repairs contractor	Framework	Yes	01/04/2020
4	Landlord Services	Supportive compliance contractor	Framework	Yes	01/04/2020
5	Landlord Services	Adaptation materials supplier / labour contractor	Framework	Yes	01/02/2020
6	Landlord Services	Decorating materials supplier	Framework	Yes	01/01/2020
7	Landlord Services	Lone Worker Monitoring	Framework	Yes	01/01/2020
8	Planning and regeneration	Shepshed Public Realm works - design and feasibility study	Framework/waiver	Yes	01/01/2020

No.	Service Area	Contract Title / Description	Tendering Method: (Full Tender/OJEU Procedure)	Delegation to Contract Compliance Officer	Procurement Start:
9	Town Hall	Beer and Spirits supplies	Tender/ESPO Framework	Yes	01/04/2020

CABINET – 16TH DECEMBER 2019

Report of the Head of Finance and Property Services Lead Member: Cllr Tom Barkley

Part A

ITEM 9 CAPITAL PLAN AMENDMENT REPORT

Purpose of the Report

This report requests Cabinet to consider and approve changes to the 2019/20-Capital Plan and its financing.

Recommendations

1. That the current Capital Plan for 2019/20-2021-22, as amended by the changes shown in Appendix 1, in the sum of £37,836,800 be approved.
2. That it be recommended to Council to add a new scheme Investment in Commercial Property for £10m to be funded as appropriate following a financing option appraisal split £5m in 2019/20 and £5m 2020/21 approved by Cabinet on 19th September 2019, minute 32.
3. To note amendments to the Capital Programme since Cabinet 19th September 2019 Minute 30 in Appendix 1.

Reasons

1. To enable the Capital Plan to be the basis for capital spending by the Council and so that schemes may proceed.
2. To enable the scheme budget to be available in 2019/20 and 2020/21 to allow the Investment in Commercial Property to be funded in a financially advantageous manner.
3. To note the new Capital Scheme as part of S106 Agreements implemented by Officers.

Policy Justification and Previous Decisions

The Capital Plan is an integral element of all policies and the current three-year plan was adopted by Council on 26th February 2018. Amendments to the Capital Plan were last reported to the Cabinet 19th September 2019 Capital Plan Amendment Report.

Implementation Timetable including Future Decisions and Scrutiny

This report will be available for scrutiny by the Scrutiny Commission on 9th December 2019.

Report Implications

The following implications have been identified for this report.

Financial Implications

The financial implications are covered in the body of this report.

Risk Management

The risks associated with the decision Cabinet is asked to make and proposed actions to mitigate those risks are set out in the table below.

Risk Identified	Likelihood	Impact	Overall Risk	Risk Management Actions Planned
Insufficient funding	Remote (1)	Major (4)	Low (4)	The funding of the Capital Plan is regularly monitored and any apparent shortfalls are brought to the attention of Cabinet with suggested solutions
General Risks associated with capital expenditure	Unlikely (2)	Serious (3)	Moderate (6)	The Capital Plan is controlled through Capital Monitoring & Senior Management Team and Cabinet.

Key Decision:

Yes

Background Papers:

None

Officer to Contact:

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Part B

Background - Capital Plan

1. The Capital plan amendment report provides a breakdown of the new/amended schemes for 2019/20 budgets, and detailed budgets are set out in Appendix 1 for 2019/20 to 2021/22 .
2. The net effects of these changes on the 2019/20 Capital Plan are as follows:

2019/20 Capital Plan	£'000
Approved 2019/20 Capital Plan	13,714,700
Add: Carry Forward Budgets 2018-19	1,079,800
Net new/amended schemes	5,038,700
Amended 2019/20 Capital Plan	19,833,200

Funded by:	£'000
General Fund:	
Grants, S106 Contributions and Revenue	2,909,200
Contributions from Capital Plan Reserve	900,400
Contributions from Capital Receipts	1,929,100
External Borrowing	5,000,000
Total General Fund	10,738,700
HRA:	
MRA or equivalent	8,253,400
Contributions from Capital Receipts	841,100
Total HRA	9,094,500
Total Funding for 2019/20	19,833,200

3. A full list of the decisions and amendments are listed in Appendix 1. A detailed explanation for the major changes are given in the table below. The current Capital Plan, excluding the changes listed in Appendix 1, are included in Appendix 2.

New/Amended Schemes	£
Investment in Commercial Property	£10,000,000
Expansion of the Council's Commercial property portfolio split £5m in 2019/20 and £5m in 2020/21.	
Queniborough Parish Council – new community/scout hall	£40,000
Contribution towards the cost of a new community/scout hall, fully funded by S106 monies received by the authority.	
HRA – Sheltered Housing Improvements including heating and equipment & Door Entry Systems	£60,000
Virement to resource door entry system upgrade to stock due to early failure at Great Centre Road and Pevensey Road.	
Replacement Hardware Programme	£30,000
Budget has been brought forward from 2020/21 into 2019/20 to facilitate the rollout of Office 365 and associated IT equipment.	
Bedford Square Gateway	(£260,000)
Reduction in LLEP external funding grant awarded	

4. The Capital Plan is fully funded as per the table in paragraph 2 of this report.

Appendices

Appendix 1 – Details of Capital Plan Amendments

Appendix 2 – Capital Plan 2019/20-2021/22

CAPITAL PLAN AMENDMENT REPORT 2019/20
Appendix 1

	2019/20	2020/21	2021/22
	£	£	£
Capital Plan Amendment Report - 19th September 2019 - Minute 30	15,023,200	13,033,600	0
<u>Cabinet 19th September 2019 - Minute 32</u>			
Investment in Commercial Property - funded from External Funding	5,000,000	5,000,000	0
<u>E-mail P Oliver - 23rd September 2019</u>			
Sheltered Housing Improvements inc heating & equipment - virement	(60,000)		
Door Entry Systems - virement	60,000		
<u>E-mail A Khan - 3rd October 2019</u>			
Replacement Hardware Programme - Block Sum - allocation brought forward	30,000	(30,000)	
<u>Delegated Decision (DD095 2019) - 16th July 2019</u>			
Queniborough Parish Council - new community/scout hall	40,000	0	
<u>Email R Bennett - 20th November 2019</u>			
Bedford Square Gateway reduction in external LLEP funding	(260,000)		
Update Report - Total	19,833,200	18,003,600	0
Total of 3 Year Capital Plan			37,836,800

CAPITAL PLAN 2019/20

Scheme Details	Total Cost Scheme £	Spend Before 2019/20 £	2019/20			2020/21	2021/22
			Current Budget £	Actual Spend 31/10/19 £	Balance £	Current Budget £	Current Budget £
<u>SUMMARY OF CAPITAL PLAN</u>							
<i>Directly Delivered Schemes</i>							
Community Wellbeing	8,014,586	1,668,986	860,600	44,937	815,663	5,485,000	0
Corporate Services	12,250,178	1,994,678	5,210,500	124,943	5,085,557	5,045,000	0
Housing, Planning & Regeneration & Regulatory Services - General Fund	785,424	239,424	446,000	101,516	344,484	100,000	0
Housing, Planning & Regeneration & Regulatory Services - HRA	35,996,953	20,721,853	9,094,500	1,992,405	7,102,095	6,180,600	0
<i>Sub-total Direct Delivery</i>	57,047,141	24,624,941	15,611,600	2,263,801	13,347,799	16,810,600	0
<i>Indirectly Delivered Schemes</i>							
Community Wellbeing	1,359,302	343,402	955,900	503,736	452,164	60,000	0
Corporate Services	0	0	0	0	0	0	0
Housing, Planning & Regeneration & Regulatory Services - General Fund	20,004,232	15,605,532	3,265,700	499,125	2,766,575	1,133,000	0
Housing, Planning & Regeneration & Regulatory Services - HRA	0	0	0	0	0	0	0
<i>Sub-total Indirect Delivery</i>	21,363,534	15,948,934	4,221,600	1,002,861	3,218,739	1,193,000	0
GF Total	42,413,722	19,852,022	10,738,700	1,274,257	9,464,443	11,823,000	0
HRA Total	35,996,953	20,721,853	9,094,500	1,992,405	7,102,095	6,180,600	0
Grand Total	78,410,675	40,573,875	19,833,200	3,266,662	16,566,538	18,003,600	0
<u>Community Wellbeing</u>							
<i>Direct Delivery</i>							
JT Z478 Shortcliffe Community Park	162,099	146,799	15,300	0	15,300	0	0
JT Z697 Bell Foundry Pocket Park - Phase 1 & 2	89,009	80,609	8,400	(15,284)	23,684	0	0
JT Z494 Public Art Provision - Loughborough & Shephed	92,824	17,724	75,100	45,468	29,632	0	0
JR Z388 CCTV	224,974	97,874	92,100	0	92,100	35,000	0
SW Z785 Old Rectory Museum Toilet	12,000	0	12,000	11,930	70	0	0
SW Z392 Public Realm and Art Improvements	104,694	104,694	0	(3,245)	3,245	0	0
SW Z421 Carillon Tower Restoration Project	298,026	298,026	0	(23,019)	23,019	0	0
SW Z426 Loughborough Market - Replacement Tug and Trailer	21,500	0	21,500	7,753	13,747	0	0
KS Z746 Charnwood Museum Public Toilets Refurbishment	19,887	19,887	0	171	(171)	0	0
NB Z748 Loughborough Festive Lights and Street Dressing	129,997	99,097	30,900	(6,000)	36,900	0	0
NB Z749 Loughborough Market Improvements	59,954	35,954	24,000	1,042	22,958	0	0
RK Z757 Town Hall Roof Upgrade	50,024	17,524	32,500	(8,721)	41,221	0	0
MB Z394 Provision of Neighbourhood Notice Boards	14,956	13,056	1,900	525	1,375	0	0
MB Z739 Green Spaces Programme	590,034	492,334	97,700	(45,770)	143,470	0	0
JT Z747 Dishley Pool Access Works	32,632	12,432	20,200	4,446	15,754	0	0
MB Z784 Loughborough Cemetery - New Burial Provision	650,000	0	0	41,150	(41,150)	650,000	0
SR Z750 Loughborough Old Cemetery Green Flag Site Development	40,000	0	40,000	0	40,000	0	0
SR Z752 Mountsorrel Castle Park Green Flag Site Development	40,000	0	40,000	0	40,000	0	0
MB Z753 The Outwoods Country Park - Septic tank system replacement	45,009	28,009	17,000	2,944	14,056	0	0
MB Z754 The Outwoods Country Park - Visitor Centre and Café	188,000	1,200	186,800	(738)	187,538	0	0
MB Z782 Outwoods Country Park	140,038	125,738	14,300	14,056	244	0	0

CAPITAL PLAN 2019/20

Scheme Details	Total Cost Scheme £	Spend Before 2019/20 £	2019/20			2020/21	2021/22
			Current Budget £	Actual Spend 31/10/19 £	Balance £	Current Budget £	Current Budget £
MB Z755 Shortcliffe Park Access Bridges	49,950	34,750	15,200	0	15,200	0	0
MB Z790 Environmental Services - Fleet Purchase	4,800,000	0	0	0	0	4,800,000	0
AG Z503 Chamwood Sites Access and Security	49,979	43,279	6,700	8,088	(1,388)	0	0
MB Z791 Shelthorpe Golf Course - Fencing	89,000	0	89,000	10,141	78,859	0	0
AG Z792 Community Tree Planting Programme	20,000	0	20,000	0	20,000	0	0
Sub-total Direct Delivery	8,014,586	1,668,986	860,600	44,937	815,663	5,485,000	0
Indirect Delivery							
JR Z348 Community Facilities Grants	395,532	158,732	176,800	25,010	151,790	60,000	0
JR Z427 Members Grants	26,000	0	26,000	5,460	20,540	0	0
Thorpe Acre Residents Association - contribution towards							
JR Z488 Community Hub building	25,900	0	25,900	0	25,900	0	0
JR Z499 Syston Town Council - contribution towards Cemetery in Syston	237,382	160,182	77,200	77,262	(62)	0	0
JR Z292 Hallam Fields Community Hall	499,988	24,488	475,500	293,831	181,669	0	0
JR Z500 Birstall Cedars Academy all weather pitch	50,000	0	50,000	0	50,000	0	0
JR Z783 Thurmaston Parish Council - Silverdale and Elizabeth Park	32,300	0	32,300	32,265	35	0	0
Rothley Parish Council - additional recreation & play area facilities at							
JR Z789 Mountsorrel Lane	29,900	0	29,900	29,908	(8)	0	0
JR Z794 Queniborough Parish Council - new community/scout hall	40,000	0	40,000	40,000	0	0	0
MB Z778 Syston Community Garden	22,300	0	22,300	0	22,300	0	0
Sub-total Indirect Delivery	1,359,302	343,402	955,900	503,736	452,164	60,000	0
Community Wellbeing - Total	9,373,888	2,012,388	1,816,500	548,673	1,267,827	5,545,000	0
Corporate Services							
Direct Delivery							
AK Z085 Replacement Hardware Programme - Block Sum	1,317,424	1,222,424	80,000	38,327	41,673	15,000	0
AK Z354 Infrastructure Development - Block Sum	201,502	143,502	28,000	20,749	7,251	30,000	0
AK Z780 Wireless connectivity including presentation facilities	34,615	34,615	0	(3,050)	3,050	0	0
KB Z423 Call Secure System - PCI Compliance	40,152	4,252	35,900	20,625	15,275	0	0
KB Z425 Corporate Booking System	22,875	22,875	0	0	0	0	0
DC Z415 Southfields Offices - Roofing	101,470	101,470	0	(355)	355	0	0
DC Z493 Fearon Hall	249,997	237,497	12,500	44,059	(31,559)	0	0
DW &							
DC Z759 Woodgate Chambers - high level roof and windows improvements	50,000	20,000	30,000	4,132	25,868	0	0
DC Z777 Messenger Close, Lough - Options for future use	208,043	208,043	0	456	(456)	0	0
AK Z793 ITrent Upgrade & New Flexi Time System	24,100	0	24,100	0	24,100	0	0
SJ Investment in Commercial Property	10,000,000	0	5,000,000	0	5,000,000	5,000,000	0
Sub-total Direct Delivery	12,250,178	1,994,678	5,210,500	124,943	5,085,557	5,045,000	0

CAPITAL PLAN 2019/20

Scheme Details	Total Cost Scheme £	Spend Before 2019/20 £	2019/20			2020/21	2021/22
			Current Budget £	Actual Spend 31/10/19 £	Balance £	Current Budget £	Current Budget £
Corporate Services - Total	12,250,178	1,994,678	5,210,500	124,943	5,085,557	5,045,000	0
Housing, Planning & Regeneration & Regulatory Services - General Fund							
<u>Direct Delivery</u>							
AT Z744 Beehive Lane Car Park Improvements and refurbishment scheme	180,029	4,829	75,200	0	75,200	100,000	0
AT Z781 Beehive Lane Car Park fire & safety evacuation systems	125,000	0	125,000	102,296	22,704	0	0
AT Z786 Car Parks Resurfacing and Improvements	170,000	0	170,000	0	170,000	0	0
DC Z738 Carbon Management Schemes	190,972	135,172	55,800	(780)	56,580	0	0
RB Z468 Planning and Regeneration Essential Technology Refresh	84,461	83,361	1,100	0	1,100	0	0
AS Z424 Choice Based Lettings Software	34,962	16,062	18,900	0	18,900	0	0
Sub-total Direct Delivery	785,424	239,424	446,000	101,516	344,484	100,000	0
<u>Indirect Delivery</u>							
DH Z366 Loughborough University Science & Enterprise Park	500,000	150,000	350,000	0	350,000	0	0
DH Z367 Bleach Yard	29,951	24,051	5,900	0	5,900	0	0
DH Z787 Bedford Square Gateway	520,000	0	520,000	0	520,000	0	0
DH Z835 Shepshed Bull Ring	600,000	0	600,000	0	600,000	0	0
DH Z745 Leicestershire Superfast Broadband Phase 3	100,000	0	100,000	0	100,000	0	0
DH Z126 Loughborough Eastern Gateway	4,056,249	4,056,249	0	7,000	(7,000)	0	0
RB Z396 Public Realm - Shepshed Town Centre	50,487	18,687	31,800	13,137	18,663	0	0
RS Z210 Disabled Facilities Grants - Block Sum	11,773,931	9,283,731	1,432,200	469,511	962,689	1,058,000	0
RS Z346 Private Sector Housing Grants - Block Sum	398,998	150,098	173,900	9,237	164,663	75,000	0
RS Z141 Regional Housing Pot Grant	1,889,057	1,846,157	42,900	0	42,900	0	0
RS Z363 Fuel Poverty Scheme	85,559	76,559	9,000	240	8,760	0	0
Sub-total Indirect Delivery	20,004,232	15,605,532	3,265,700	499,125	2,766,575	1,133,000	0
Housing, Planning & Regeneration & Regulatory Services - General Fund - Total	20,789,656	15,844,956	3,711,700	600,641	3,111,059	1,233,000	0
Housing, Planning & Regeneration & Regulatory Services - HRA							
<u>Direct Delivery</u>							
PO Z300 Major Adaptations	5,741,912	5,741,912	0	0	0	0	0
PO Z761 Major Adaptations - Fortem	1,425,716	370,716	605,000	43,754	561,246	450,000	0
PO Z301 Minor Adaptations	709,129	609,129	50,000	4,087	45,913	50,000	0
PO Z302 Stairlifts	730,056	610,056	60,000	43,153	16,847	60,000	0
PO Z762 Major Void Works - Fortem	617,247	84,347	252,900	5,589	247,311	280,000	0
<u>Compliance</u>							
PO Z434 Asbestos Removal	1,712,663	1,412,663	150,000	177,136	(27,136)	150,000	0

CAPITAL PLAN 2019/20

Scheme Details	Total Cost Scheme £	Spend Before 2019/20 £	2019/20			2020/21	2021/22
			Current Budget £	Actual Spend 31/10/19 £	Balance £	Current Budget £	Current Budget £
PO Z771 Communal Area Improvements - Fortem	450,030	150,030	150,000	29,212	120,788	150,000	0
PO Z742 Communal Area Electric	986,903	586,903	200,000	1,194	198,806	200,000	0
PO Z374 Carbon monoxide/smoke alarms	240,379	240,379	0	0	0	0	0
PO Z772 Carbon Monoxide Alarms	122,239	2,239	90,000	4,474	85,526	30,000	0
PO Z401 Fire Safety	1,532,314	1,532,314	0	(31,394)	31,394	0	0
PO Z773 Fire Safety Works	211,292	11,292	100,000	(10,000)	110,000	100,000	0
PO Z774 Cavity/Loft insulation - Fortem	129,000	29,000	50,000	(24,497)	74,497	50,000	0
Stock Maximisation							
PO Z375 Garages	100,000	0	50,000	0	50,000	50,000	0
Decent Homes							
PO Z763 Kitchens - Fortem	992,915	255,715	379,200	(19,201)	398,401	358,000	0
PO Z764 Bathrooms - Fortem	2,073,058	308,558	1,034,000	619,448	414,552	730,500	0
PO Z765 Electrical Upgrades - Fortem	151,720	18,720	54,000	103	53,897	79,000	0
PO Z766 Windows - Fortem	40,000	0	20,000	0	20,000	20,000	0
PO Z767 Central Heating and Boiler Installation - Fortem	1,661,294	767,294	460,000	(7,331)	467,331	434,000	0
PO Z743 Sheltered Housing Improvements inc heating & equipment	951,753	611,753	140,000	0	140,000	200,000	0
PO Z768 Door Replacement - Fortem	925,215	75,815	534,400	6,505	527,895	315,000	0
PO Z769 Re-roofing - Fortem	1,777,793	577,793	600,000	(79,850)	679,850	600,000	0
PO Z770 Major Structural Works - Fortem	540,000	40,000	250,000	84,278	165,722	250,000	0
General Capital Works							
PO Z776 Estate and External Works - Fortem	615,071	71	410,000	24,415	385,585	205,000	0
PO Z857 Housing Capital Technical Costs	4,345,533	3,721,533	312,000	0	312,000	312,000	0
PO Z378 Door Entry Systems	1,386,931	926,931	260,000	(23,073)	283,073	200,000	0
AS Z760 Acquisition of Affordable Housing to meet housing need	5,642,128	1,945,228	2,804,800	1,108,650	1,696,150	892,100	0
AS Z788 Barkby Road, Queniborough - acquisition of 27 dwellings	27,100	0	27,100	8,803	18,297	0	0
PO Z775 Mobility Scooter Storage - Fortem	45,000	0	30,000	0	30,000	15,000	0
PO Z470 Job Management System	112,562	91,462	21,100	26,950	(5,850)	0	0
Sub-total Direct Delivery	35,996,953	20,721,853	9,094,500	1,992,405	7,102,095	6,180,600	0
Housing, Planning & Regeneration & Regulatory Services - HRA - Total	35,996,953	20,721,853	9,094,500	1,992,405	7,102,095	6,180,600	0

CABINET – 16TH DECEMBER 2019

Report of the Head of Finance and Property Services Lead Member: Councillor Tom Barkley

Part A

ITEM 10 DRAFT 2020/21 GENERAL FUND AND HRA BUDGETS

Purposes of the Report

1. To advise members of the projected base budget position for 2020/21.
2. To review savings and growth proposals put forward for the year 2020/21, and to begin a period of consultation.

Recommendations

1. That the Cabinet endorses for consultation the draft General Fund and HRA Revenue Budgets for 2020/21 as set out in Tables 1 and 4 in the report.
2. That the Cabinet endorses for consultation the Loughborough Special Expense Budget and Levy for 2020/21 as set out in Appendix 2.

Reason

- 1.&2. To provide the opportunity for consultation on the 2020/21 budgets as well as potential pressures and savings.

Policy Justification

The Council's Budgets are fundamental to the delivery of all services.

Implementation Timetable including Future Decisions and Scrutiny

Cabinet is asked to endorse the Budget proposals contained in and appended to this report as a basis for consultation. These proposals will be subject to consultation over the period from 17th December 2019 to 15th January 2020. Both the Scrutiny Commission and the Budget Scrutiny Panel will have the opportunity to scrutinise this report before it is presented to Cabinet.

The Scrutiny Commission will also have the opportunity to scrutinise the final report to Cabinet on 13th February 2020. In addition, consultation will be with:

Trade Unions;
Local Businesses and Commercial Ratepayers;
Formal consultation with key partners, including members of Charnwood Together, Towns and Parishes.

Proposals on the General Fund and HRA Budgets and Council Tax will return to Cabinet on 13th February 2020 for recommendation to Council on 24th February 2020.

Report Implications

The following implications have been identified for this report.

Financial Implications

There are no direct financial implications from approving this report for consultation. However, if the final report is approved then there will be financial implications for the Council and these are set out in Part B of this report.

Risk Management

There are no specific risks associated with the decision Cabinet is being asked to make. However, Part B of the report identifies risks associated with the eventual adoption of the new Budgets.

Equality and Diversity

There are no specific Equalities and Diversity issues affecting the recommendation in this report, though any such issues affecting particular service pressures and savings will have been considered when those proposals were submitted.

Key Decision: No

Background Papers: None

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Part B

Background

As has been the case over recent years, this draft budget is being prepared without knowing the contents of the fairer funding financial settlement from government for 2020/21. We now know that the process will be delayed into 2020 which limits the amount of information on which to base our assumptions for the draft budget.

On 3rd October 2019, the Ministry of Housing, Communities and Local Government released a 'Technical Consultation' on proposals for the 2020/21 Financial Settlement which states a strong indication on a reduction to the future New Homes Bonus funding starting from 2021/22 of around £1.1m and £1.7m in 2022/23.

It was envisaged that the new national business rate retention scheme would be in place from 2020/21 (with a headline 75% retention rate compared to the current 50% retention scheme currently in place), as the centrepiece of the new funding regime derived from the Fair Funding review. However, this will now be delayed until the 2021/22 financial year, therefore the NNDR funding stream remains volatile.

1. The Council's Medium-Term Financial Strategy (MTFS) presented to Cabinet 14th November 2019 indicated that there would be a shortfall of £1.430m in the General Fund for 2020/21 with the assumptions that the Council's transformation and efficiency savings of £0.5m are delivered. The MTFS assumes that £1m of the shortfall would be covered by the use of working balance reserves and there would be an additional financial challenge of £430k in the year. There are many uncertainties going forward due to expected changes in government policy (for example the allocation of business rates and the New Homes Bonus payments); the outcome of the Fairer Funding Review and Brexit have been delayed until 2020 and the global economic environment which affects interest rates, inflation and demand for services remains uncertain.
2. The proposed Draft Budget for 2020/21 shows a deficit of £975k and includes ongoing unavoidable service pressures of £945k offset by ongoing savings of £370K, giving a net ongoing pressure of £575K, plus one-off service pressures of £81K, these pressures are detailed in Appendix 1. The MTFS shortfall indicated £1.430m, the draft budget deficit is lower by £455k.
3. Despite an increase in Net Service Expenditure and uncertainty over future funding, Charnwood Borough Council still has one of the lowest council tax rates of all districts in the country, the budget assumes a council tax increase of £5 per Band D equivalent property. This is in line with the increase allowable by Central Government and will not be subject to a referendum.

4. The New Homes Bonus (NHB) scheme assumptions for the calculation projections are that the Council will receive a 'full' four years' worth of NHB funding in 2020/21, this will reduce to just two years' worth of NHB funding in 2021/22 and there will be a further reduction to just one years' worth of NHB funding in 2022/23.
5. Revenue Support Grant (or 'formula' grant) is (historically) allocated to each local authority by the government using an assessment of need based on the characteristics of population, geography and other sources of finance available to an individual local authority. The grant has been phased out since 2014/15 (£4.2m) and no longer exists from 2020/21.
6. It is anticipated that the government will introduce a new regime of business rate retention, with a '75% retention' scheme replacing the existing '50% retention' scheme alongside the implementation of the recommendations arising from the Fair Funding review. This will now be delayed until 2021/22.
7. The HRA draft budget has been prepared on the assumption that rental income will be increased by CPI+1% in line with government policy. Other assumptions and changes are discussed in the HRA section of this report.

Overview

8. During 2019/20 the Council has continued to look for ways of improving services and securing value for money with the services it delivers. The Council continues to actively seek out partnership opportunities that will lead to improvements in service delivery and value for money. This persistence means that even as resources have continued to reduce the Council has been able to maintain the services it delivers without any needs for any major reduction or cessation of services.
9. The draft budget for 2020/21 contains net ongoing unavoidable service pressures of £575k funded from working balance and one-off service pressures £81K funded by earmarked reserves. (Appendix 1) If this draft budget is approved, and achieved, for 2020/21 it will result in revenue balances remaining above the minimum target levels at the end of March 2021.

Approach to the 2020/21 Budgets

10. A base budget has been established which reflects the current year budget for 2019/20 adjusted for salary and contract inflation. All one-off items that were included in the 2019/20 budget have been removed. Heads of Service have then submitted unavoidable pressures and savings for 2020/21. These pressures and savings have been identified as one-off, i.e. will only impact in 2020/21, or ongoing which will continue for the foreseeable future. Additionally, Heads of Service have submitted option for change requests for service pressures greater than £10,000 in support of their pressures for Senior Leadership Team (SLT) approval.
11. SLT has drawn up a list of budget pressures and savings (Appendix 1) to be added to the base budget on an ongoing basis and two one off items for consideration and approval.

12. The remainder of this report covers:

- Details of proposals of savings and pressures in Appendix 1.
- Loughborough Special Expense Budget and Levy in Appendix 2.
- A review of the Council's reserves. It is the duty of the Council under the Local Government Act 2003 to ensure that a balanced budget is set after due consideration of the duties and plans which are proposed for the coming year and that adequate financial reserves are held.
- A section on the HRA.
- A brief section on risks.

Table 1

Actual 2018/19 £000	General Fund Budget Summary	Original Budget 2019/20 £000	Draft Budget 2020/21 £000	Variance £000
17,844	General Fund Service Expenditure	18,496	18,389	(107)
0	One Off Directorates Savings Target	(300)	0	300
0	Net Ongoing Service (Savings) & Pressures	(341)	575	916
0	Net One Off Service Pressures	283	81	(202)
17,844	Net Service Expenditure	18,138	19,045	907
752	Revenue Contributions to Capital	0	0	0
29	Council Tax Support Grants to Parishes	0	0	0
356	Interest Paid	240	240	0
(447)	Less: Interest on Balances	(390)	(500)	(110)
18,534	Total Borough Expenditure	17,988	18,785	797
214	Contribution (from)/to Reinvestment Reserve	0	(36)	(36)
48	Contribution (from)/to Working Balance	(798)	(1,075)	(277)
(234)	Contribution (from)/to Collection Fund	(173)	100	273
(451)	Contribution (from)/ to Capital Plan Reserve	0	0	0
(51)	Contribution (from)/to Other Reserves	(63)	(45)	18
(13)	Contribution (from)/to Growth Support Fund	0	0	0
18,047	Precept Requirement	16,954	17,729	775
745	Revenue Support Grant	0	0	0
4,957	NNDR	5,290	4,947	(343)
6,502	Council Tax Receipts	6,893	7,294	401
1,194	Loughborough Special Levy	1,213	1,259	46
3,620	New Homes Bonus	3,731	4,129	398
1,263	General Government Grants	0	0	0
(234)	Collection Fund Surplus/(Deficit)	(173)	100	273
18,047	Precept Income	16,954	17,729	775
£p	Council Tax for Band D	£p	£p	
117.09	Base Borough Council Tax	122.09	127.09	
74.97	Loughborough Special Levy	74.97	76.46	
£000	REVENUE BALANCES	£000	£000	
Actual		Original	Draft	
2018/19		2019/20	2020/21	
7,057	Working Balance at 1 April	4,990	5,900	
28	Transfer from/(to) General Fund	(971)	(975)	
(214)	Transfer from/(to) Reinvestment Reserve	0	(122)	
6,871	Balance at 31 March	4,019	4,803	
595	Reinvestment Reserve Balance at 1 April	608	414	
214	Transfers from/(to) Fund one off Item	0	(36)	
0	Transfers from/(to) General Fund	0	122	
809	Balance at 31 March	608	500	
2,644	Capital Plan Reserve Balance at 1 April	1,711	1,288	
(451)	Funding of Capital Expenditure	(618)	0	
2,193	Balance at 31 March	1,093	1,288	
114	Growth Support Fund Balance at 1 April	0	5	
(13)	Funding of Capital Expenditure	0	0	
101	Balance at 31 March	0	5	
813	Other Revenue Reserve Balances at 1 April	805	700	
(50)	Transfers from/(to) Fund one off Item	(63)	(45)	
763	Balance at 31 March	742	655	
10,737	TOTAL BALANCES	6,462	7,251	

13. The level of uncertainty in the above figures should not be underestimated as the NNDR and New Homes Bonus, in total amounting to £9,076k, these are estimates based on the MTFs report. A review of these figures will be required for the final budget report in light of further information released by the Government.
14. It is proposed to increase Council Tax by the permitted £5 per band D property for the fourth year in a row. The Loughborough Special Levy will increase by 1.99%, the overall increase will remain at £5. This increase is required to meet the shortfall resulting from the reductions in New Homes Bonus funding, NDR and unavoidable service pressures. Charnwood Borough Council still has a low-level Band D Council Tax rate compared to other Leicestershire Authorities.
15. The General Fund Service Expenditure 2020/21 is £107k lower than 2019/20 this is due to a 5% reduction in the base budgets of £300K, against non-Salary, non-contract budgets, reductions in recharges between General Fund and HRA £272k following a review of recharges in line with CIPFA code of Practice, offset by increased salary and contract inflation costs.
16. The forecast for investment income in 2020/21 is £110k higher than 2019/20. This additional investment income can be attributed to a higher level of short-term cash held and treasury investments which are providing a higher return than the benchmark London Interbank Bid Rate (LIBID). The Treasury Management Investment Strategy will be further reviewed with Link Asset Services in 2020 to ensure that the investment income levels can be maintained for 2020 and beyond.
17. The budget has been balanced by using a contribution from working balance to fund the shortfall of £975k. This would leave the working Balance at £4.803m at the end of March 2021 which is above the minimum target of £2m for this reserve.
18. The base position includes provision for inflation at rates deemed appropriate to the major contracts, there is no general inflation provision and services are expected to manage within existing budgets. An average 2% provision for salary has been included in the budget in line with the recent pay settlements and 1% provision for pension increases.
19. Loughborough Special Levy Appendix 2 shows the budget position for Loughborough Special Expense and Levy for 2020/21. The proposed increase to the Loughborough Special Levy is 1.99% a rate of 76.46 (74.97) in 2019/20. There is an ongoing service pressure request of £5K for the Remembrance Day Parade.
20. Detailed explanations of the variances between the 2019/20 and 2020/21 budgets are provided in the notes in Appendix 2.

Reserves and Balances

21. There is a requirement to ensure that the level of balances is appropriate for the Council's commitments and current level of expenditure. The following basis is used to determine the reserves and working balance.

22. Working Balance

The recommended minimum Working Balance is £2m, and this represents between 6- and 7-weeks net expenditure by the Council and is in line with good practice. As a result of the uncertainty of future funding it is felt that holding a Working Balance of £3m or above would be prudent until further details are known. The draft budget balance on this fund at the end of March 2021 is anticipated to be £4.6m, which is above this limit.

23. Reinvestment Reserve

This is used for three purposes, these being:

- For items that produce a payback to the Council;
- To fund costs that lead to appreciable service improvements;
- To fund one-off costs.

This reserve has a minimum target level of £500k and a transfer of £122K has been made from the working balance to bring this back up to £500K balance.

24. Capital Plan Reserve

This revenue reserve is used to finance General Fund capital expenditure and there are no restrictions on the types of capital schemes that this can be used for. In addition, there is no minimum balance for this reserve. This reserve is predicted to be at £1.2m at 31 March 2021.

25. Earmarked Revenue Reserves

There are eight Earmarked Reserves, and these will be utilised in line with the purpose of the reserve fund or for general purpose.

Table 2 - Revenue Reserves (assuming the draft budget in Table 1 is adopted).

Reserve Balances	Estimated Balance at 1st April 2020	Used or Transferred to Other Reserves in 2020/21	Balance at 31 March 2021
	£'000	£'000	£'000
Working Balance	5,900	(1,097)	4,803
Reinvestment Reserve	414	86	500
Capital Plan Reserve	1,288	0	1,288
Growth Support Fund	5	0	5
Earmarked Reserves	700	(45)	655
Total Revenue Reserves	8,307	(1,213)	7,251

Housing Revenue Account

26. The budget position for 2020/21 is a breakeven. The overall position of the balances is a reduction of £1,457k which is a revenue contribution to capital. The service pressure increases total £107k and a realignment of recharges between the General Fund and HRA of £272k.
27. There are ongoing options for change budget pressures of £107k for 2020/21. There is a one-off option for £45.2k relating to the cost of purchasing Cloud Based rental predictive analytical software, aimed at securing current rent and service charge income streams. The ongoing pressures include £37.4k for the extension of a Universal Credit officer for a fixed period to 31 March 2023 and £24k as a realignment of anticipated rechargeable income relating to repairs. There have been fewer repairs identified that can be recharged to tenants, leading to the need to reduce anticipated income.

Table 3 – Summary of 2020/21 HRA budget pressures

	One-Off	Ongoing	Total
	2020/21	2020/21	2020/21
	£	£	£
Head of Landlord Services			
Cloud Based Rental Predicative analytical software	45,200		45,200
Universal credit officer extension – fixed period to 31 March 2023		37,400	37,400
Fewer charges for rechargeable repairs		24,000	24,000
Subtotal for Head of Landlord Services	45,200	61,400	106,600
Total for the Housing Revenue Account	45,200	61,400	106,600

28. The 2019/20 budget is the fourth year of 1% rent reductions from a frozen 2015/16 baseline as set out though the Welfare Reform and Work Act 2016. Through these 1% reductions there is a projected net total cash reduction in the rent charged of around 4%. This has a substantial adverse impact on rental income. Inflation has been positive over same four-year period so there has been an even greater “real terms” decrease in rental income levels. Government has now clarified rent policy for 2020 onwards, and a CPI* (1.7%) + 1% increase has been calculated, this is the principal reason for the increase in budget.

Recharges

29. The basis for several recharges between the General Fund and Housing Revenue Account have been reviewed. The review focused upon reflecting the level of work relating to the HRA by staff whose direct costs are in the General Fund. This has led to an increase of £272k to the HRA and is in-line with the CIPFA code of practice. The review considered the time apportionments for the Senior Leadership Team alongside the costs of the Democratic Service and Monitoring Officer.

HRA Balances

30. The Chief Financial Officer's recommended minimum level of working balances for the HRA is £110 per property. There are 5,523 properties anticipated at 31st March 2021 (anticipating 40 RTB sales and 16 acquisitions) and working balances have been adjusted to reflect the recommended minimum of £607k.
31. The draft new capital programme for 2020/21 is £7,646k this is fully funded from the HRA Revenue contribution to Capital £3,308k from the HRA revenue budget and £1,457k from HRA financing fund and 1 for 1 capital receipts from HRA Right to buy sales.
32. The HRA Financing Fund was set up in order to set aside monies to cover future HRA expenditure. This includes the repayment of external debt principal of the £79m incurred when the self-financing regime came about in 2012. This costs the HRA approximately £2.7m in interest payments each year. The first of these loans is due for settlement during 2024/25. The anticipated balance of the HRA Financing Fund at 31 March 2021 is £6.9m. This incorporates an underspend in the 2019/20 which at the end of October 2019 is predicted to be £164k.

Appendices

Appendix 1 – General Fund and HRA Service Pressures and Savings 2020/21

Appendix 2 – Loughborough Special Expense Budget and Levy 2020/21

Table 4 – Draft HRA 2020/21 Budget

2018/19 Actual £000	Housing Revenue Account	2019/20 Final Budget £000	2020/21 Draft Budget £000
	Expenditure		
4,901	Supervision and Management	5,118	5,550
6,289	Repairs and Maintenance	6,461	6,769
130	Rents, Rates and Other Charges	139	139
335	Provision for Bad Debts and Other Charges	383	383
3,025	Depreciation	3,057	3,189
(13,072)	Net Revaluation increase of non-current assets	0	0
19	Debt Management Expenses	10	10
1,627	Expenditure Sub-total	15,168	16,040
	Income		
(20,698)	Dwelling Rent Income	(20,548)	(20,883)
(365)	Shops, Land and Garages Rent	(373)	(373)
(55)	Warden Service Charges	(55)	(55)
(293)	Central Heating and Communal Charges	(322)	(400)
(226)	Leasehold Flat and Shop Service Charges	(156)	(158)
(26)	Hostel Service Charges	(24)	(24)
(11)	Council Tax Recharged	(11)	(11)
(21,674)	Income Sub-Total	(21,489)	(21,904)
(20,047)	Net (income)/Cost of service	(6,321)	(5,864)
(82)	Transfer from General Fund – Grounds Maintenance	(84)	(84)
2,743	Interest Payable	2,706	2,706
(93)	Investment Income and Mortgage Interest	(88)	(66)
(17,479)	Net Operating Expenditure/(Income)	(3,787)	(3,308)
3,716	Revenue Contribution to Capital	3,659	3,308
(389)	Pension Adjustment	0	0
5	Accumulated Absence Adjustment	0	0
13,072	Reversal of Gain on Revaluation	0	0
16,404	Appropriations	3,659	3,308
(1,075)	(Surplus)/Deficit for the year	(128)	0
HRA Balances:			
(617)	HRA Balance at beginning of year	(613)	(610)
(1,075)	(Surplus)/Deficit for the year	(128)	0
1,079	Transfer to/from Reserves	131	3
(613)	HRA Balance at end of year	(610)	(607)
(6,982)	HRA Financing Fund at beginning of year	(8,061)	(8,356)
(1,079)	Transfer to/from Reserves	(131)	(3)
0	Revenue Contribution to Capital	0	1,457
0	Adjustments to 2019/20 budget	(164)	0
(8,061)	HRA Financing Fund at end of year	(8,356)	(6,902)
(3,926)	Major Repairs Reserve at end of year	(2,324)	(2,324)
(12,600)	Overall HRA balances at end of the year	(11,290)	(9,833)

Appendix 1

General Fund Service Pressures & Savings Summary (Option for Change)			£ 000's	£ 000's
	Head of Service	Ongoing One-Off	Savings	Pressures
Decrease in grant from MHCLG to administer the Council Tax Support service	Karey Barnshaw	Ongoing		18
Decrease in grant from DWP to administer the housing benefit service	Karey Barnshaw	Ongoing		93
The implementation of the selected Cloud computing model	Karey Barnshaw	Ongoing		111
Reduced Housing Benefit Subsidy grants claims for supported living	Karey Barnshaw	Ongoing		465
Increase in rent/services charges of Industrial Units	Dave Wall	Ongoing	(14)	
Transformation – ICT enabled. Saving realised online booking system	Simon Jackson	Ongoing	(12)	
Net Income relating to New Commercial property investment	Simon Jackson	Ongoing	(150)	
Commercialisation Income – Review of fees and charges	Simon Jackson	Ongoing	(30)	
Member Grant scheme to support local community and voluntary sector and £26k added to Capital Plan each year.	Julie Robinson	Ongoing		26
Garden Waste Sticker increase in costs and increase provision	Matt Bradford	Ongoing		20
Increased Bulky Waste Income	Matt Bradford	Ongoing	(60)	
Shortfall in income generated from Garden Waste subscriptions	Matt Bradford	Ongoing		60
Reduced Income from Loughborough crematorium turnover commission	Matt Bradford	Ongoing		20
Increased Net Income - Trade Waste	Matt Bradford	Ongoing	(5)	
Loughborough Remembrance Parade funded from Loughborough Special Expenses	Sylvia Wright	Ongoing		5
Loughborough Market income target adjustment	Sylvia Wright	Ongoing		20
Tourism SLA - Leicestershire Promotions	Sylvia Wright	Ongoing		27
Price increase and increase in number of Private Sector Alarm Charges	Peter Oliver	Ongoing	(34)	
LCC street management reimbursement	Alan Twells	Ongoing	(15)	
Empty Homes legal Fees new reserve set up in 2019/20	Alison Simmons	Ongoing	(50)	
Building control shortfall of income currently under review	Richard Bennett	Ongoing		80
Ongoing Total Service (Savings) and Pressures			(370)	945
Net Ongoing Pressures				575
Charnwood Forest Regional Park - partnership funding for landscape partnership Funded from Reinvestment Reserve	Matt Bradford	One-off		36
Contribution towards Strategic Growth Plan Funded from Planning Reserve	Richard Bennett	One-off		45
One-Off Total Services Pressures				81
Grand Total Service Pressures				656

LOUGHBOROUGH SPECIAL EXPENSES						
2019/20		2020/21			Variance Under/(Overspend)	Note
Loughborough Special Expenses	Service	Total	District / Capital Charges	Loughborough Special Expenses		
£		£	£	£	£	
67,800	Loughborough CCTV	333,800	265,400	68,400	(600)	1
81,800	Community Grants - General / Fearon Hall / Gorse Covert	80,300	0	80,300	1,500	2
44,900	Marios Tinenti Centre / Altogether Place / Community Hubs	45,700	0	45,700	(800)	3
9,600	Charnwood Water Toilets	8,800	0	8,800	800	4
34,500	Voluntary & Community Sector Dev Officer post (75% LSX)	35,300	0	35,300	(800)	5
4,400	Biggin Street Toilet - Friday Opening	4,500	0	4,500	(100)	6
120,000	Contribution towards Loughborough Open Spaces Grounds Maintenance	121,000	0	121,000	(1,000)	7
(5,100)	November Fair	(8,300)	0	(8,300)	3,200	8
	Parks:					
404,700	Loughborough - including Loughborough in Bloom	427,900	77,500	350,400	54,300	9
68,200	Gorse Covert and Booth Wood	69,800	0	69,800	(1,600)	10
	Sports Grounds:					
112,700	Derby Road	127,200	11,900	115,300	(2,600)	11
43,700	Lodge Farm	43,200	0	43,200	500	12
72,900	Nanpantan	112,800	38,500	74,300	(1,400)	13
20,200	Park Road	21,600	2,600	19,000	1,200	14
21,400	Shelthorpe Golf Course	22,600	1,900	20,700	700	15
45,100	Loughborough Cemetery	37,300	0	37,300	7,800	16
52,000	Allotments - Loughborough	43,300	0	43,300	8,700	17
15,600	Carillon Tower	34,900	20,900	14,000	1,600	18
51,200	Festive Decorations and Illuminations	65,000	16,600	48,400	2,800	19
102,500	Town Centre Management	109,700	10,100	99,600	2,900	20
1,368,100		1,736,400	445,400	1,291,000	77,100	
(148,931)	Adjustments from Year 2017/18					
0	Adjustments from Year 2018/19	(14,059)	17,896	(31,955)		
1,219,169	AMENDED SUB TOTAL	1,722,341	463,296	1,259,045		
(5,892)	Council Tax Support Grant			0		
1,213,277	AMENDED TOTAL			1,259,045		
Divided by				Divided by		
16,183.50	Council Tax Base			16,466.71		
74.97	Special Council Tax			76.46		

Loughborough Special Expense Notes

- 1 22% of the total costs of CCTV have been charged to the Loughborough Special Rate for 2020/21, compared to 23% in 2019/20. The total number of cameras has increased overall, but the number charged to the Loughborough Special Rate is unchanged. However, a realignment of Support Service recharges has been carried out for 2020/21 resulting in a number of increased charges to this cost centre, mainly from the Improvement and Organisational Development team, Audit and Risk and the Head of Strategic Support.
- 2 The £1,500 saving on the Loughborough Community grant is due to a 5% corporate reduction made to all non-contract expenditure budgets in 2020/21. The Gorse Covert and Fearon Hall budgets remain unchanged, the 5% reduction made to these has been found from reductions to the number of strategic partners.
- 3 The Utility budgets have increased slightly, making them more in line with anticipated increased costs and future usage. There is also a slight increase in the rental costs for the two properties
- 4 Slightly reduced Utility and Management of Open Spaces Contract costs are anticipated for 2020/21
- 5 Increased costs are due to an anticipated 2% pay award and additional pension/NI contributions for the Voluntary and Community Sector Development post M298, 75% of which is funded by Loughborough Special Expenses.
- 6 No comment required
- 7 This increase is due to contract inflation. Future years funding via the Loughborough Special Rate is to be reviewed each subsequent year, as approved by Cabinet 16/02/17 (min 88).
- 8 The budgets for Security and Site Preparation and Clearance costs have increased £2.5k offset by reduced Traffic Management costs £3.2k, this is due to traffic management duties being transferred to operational staff. Site Rental Income has increased by £1K, in-line with previous year actuals. Support Service recharges have reduced £1.3K, this is mainly due to less time being spent in this area by the Audit and Risk Service Unit.
- 9 The Management of Open Spaces contract budget has increased by £1K for inflation. The budget for Tree Maintenance work has also increased by £1K, this is part of the £40K ongoing service pressure approved as part of the 2016/17 budget process (Cabinet 18/02/16 min 106), tree maintenance work elsewhere has been reduced accordingly due to work being carried out as needed previous years. The Metered Water budget has also increased by £1K making it more in line with anticipated future usage and increased charges. A realignment of Support Service recharges has been carried out for 2020/21, this has resulted in a £56.4K reduced charge from the Management of Open Spaces team, the Policy and Green Spaces Development team and the Cleansing team.
- 10 The Management of Open Spaces contract budget has increased by £0.4K for inflation. The budget for Tree Maintenance has also increased by £1.2K, maintenance work elsewhere has reduced accordingly as explained above for Parks Loughborough
- 11 The Management of Open Spaces budget has increased by £0.5K for inflation. The Utility and Legionella Risk Assessment and Control budgets have both increased by £1K & £0.7K respectively. These increases are offset by a £3K reduction to the Building Repair and Maintenance budget, a number of repairs have taken place at this site in 2019/20 which will not be expected going forward. A realignment of Support Service recharges has been carried out for 2020/21 resulting in a £3K increased charge to this cost centre, mainly from the Improvement and Organisational Development team, Audit and Risk and Head of Strategic Support
- 12 The Building Repairs and Maintenance budget has reduced by £2K, however, sufficient budget has been retained to cover the cost of increasing anti-social behaviour repairs on this site. This is part offset by increased Legionella Risk Assessment and Control Costs £0.7K. Support Service recharges have increased £0.5K this is mainly due to slightly more time being spent in this area by both the Cleansing and Policy and Green Spaces Development teams.
- 13 The Metered & Unmeasured Water charges at this site have increased £4K, this is mainly due to invoicing issues caused by the deregulation of the water industry, previous years under estimated invoices are currently being recovered, making future year predictions difficult to calculate, however consumption at this site will be closely monitored going forward. The Electricity budget has also increased £1.6K making it more in-line with anticipated future usage and increased charges. The Legionella Risk Assessment and Control budget has also increased £1.3K, this is to cover essential compliance work needed at this site. Support Service recharges from both the Cleansing and Management of Open Spaces teams have reduced by £5K overall, this is due to a realignment of these charges being carried out for 2020/21 as detailed in Parks Loughborough.
- 14 The Metered Water budget has increased by £1.2K, making it more in-line with anticipated future usage and increased charges. This is offset by a £2.3K reduced Support Service recharge from the Policy and Green Spaces Development team.
- 15 The income from Golf Course fees has increased by £0.7K, this is part of the Management of Open Spaces contract whereby CBC receive a guaranteed income amount, pre-set by Idverde and increased by inflation each year. This is partly offset by slightly increased Utility and Management of Open Spaces contract costs which have increased by inflation £0.6K. Support Service recharges have reduced £0.5K this is mainly due to slightly less time being spent in this area by both the Management of Open Spaces and Policy and Green Spaces Development teams.

- 16 The budget for Tree Maintenance has increased by £0.6K, maintenance work elsewhere has reduced accordingly as explained above for Parks Loughborough. A £1.4K budget for Management of Open Spaces variations to contract budget is required this year to cover the cost of the additional ground work required at the cemetery extension on an ongoing basis. These additional costs are offset by slightly increased income expectations £2K for inflation and reduced NNDR £1K, the 2019/20 budget was set too high. Support Service recharges from the Head of Waste, Engineering and Green Spaces, the Cleansing and Policy and Green Spaces Development teams have reduced by £7K overall, this is due to a realignment of these charges being carried out for 2020/21 as detailed in Parks Loughborough.
- 17 A £1.5K Repair and Maintenance budget has been included for 2020/21 for ongoing general maintenance of the sites. The budget for Tree Maintenance work has increased by £1K, maintenance work elsewhere has reduced accordingly as explained above for Parks Loughborough. The Metered Water budget has also increased by £2.7K, water consumption at these sites is variable dependant on climate, we have had a very dry Spring this year, resulting in higher consumption, the budget for 2020/21 has been increased to allow for this reoccurrence. These increased costs are part offset by slightly increased income expectation £1.6K due to a reduced number of unoccupied plots. Support Service recharges from the Policy and Green Spaces Development, the Cleansing and the Management of Open Spaces teams have reduced by £12.4K overall, this is due to a realignment of these charges being carried out for 2020/21 as detailed in Parks Loughborough.
- 18 The Electricity budget has reduced by £0.8k making it more in-line with previous year actuals and anticipated future usage. Support Service Recharges have also reduced £1.8K due to less time being spent in this area by both the Audit and Risk Service Unit and the Head of Leisure and Culture. 50% of the total cost of the Carillon is charged to the Loughborough Special Rate
- 19 The Installation and Dismantling of the Festive Decorations and the Town Centre Dressing budgets have been reduced by £1.7K to take into account previous year spend. Support Service recharges have also reduced £1K this is mainly due to less time being spent in this area by the Markets and Fairs Service unit
- 20 Employee costs have increased £1K, this is due to a 2% anticipated pay award and additional pension/NI contributions. The Publicity budget has been reduced by £2.2K due to savings in partnership working. The Equipment Purchase, Repair and Storage costs have also reduced by £1.2K in line with previous year actuals and ongoing expected expenditure. The budget for the Street Trading Consents income has been increased by £2K, this is based on previous year actuals and the assumption that this trend will continue going forward. An option for change/service pressure for £5K has been included to cover the annual cost of the Remembrance Day Parade in order to comply with health and safety requirements in the management of this event. A realignment of Support Service recharges has been carried out for 2020/21 resulting in a reduction of £3K in this area, namely the Market and Fairs Service Unit, the L&E Admin and Business Support Services Unit and ICS.

CABINET – 16TH DECEMBER 2019

Report of the Head of Finance and Property Services

Lead Member: Councillor Tom Barkley

Part A

ITEM 11 DRAFT CAPITAL PLAN 2020/21 TO 2022/23

Purpose of Report

To consider the Draft Capital Plan 2020/21 to 2022/23 as well as possible sources of funding and to begin a period of consultation.

Recommendation

That Cabinet endorses for consultation the Draft Capital Plan for 2020/21 to 2022/23 for the recommended General Fund and HRA schemes in Appendix 1.

Reason

To enable consultation on the Draft Capital Plan, so that it can become the basis for capital spending by the Council.

Policy Justification

The Council's Capital Plan is an integral element of all policies.

Implementation Timetable including Future Decisions and Scrutiny

The final Capital Plan will be submitted to Cabinet on 13 February 2020 and it will then be considered by Council on 24 February 2020. Scrutiny Commission will have the opportunity to consider this draft report for pre-decision scrutiny on 9 December 2019 and the final report on 10 February 2020. The Budget Scrutiny Panel will consider this report at its meeting on 4 December 2019.

Provided it is approved, the new Capital Plan will come into effect on 1 April 2020. Any changes to the Plan will then be considered by Cabinet, and Council if necessary, as part of the Capital Plan Amendment process. These reports are also available for scrutiny by the Scrutiny Commission and the Corporate Services Scrutiny Committee.

Cabinet is asked to endorse the draft Capital Plan contained in and appended to this report as a basis for consultation. These proposals will be subject to consultation over the period from 17 December 2019 to 15 January 2020.

Consultation will be with:

- Trades Unions
- Formal consultation with key partners, including members of Charnwood Together, Towns and Parishes
- Budget Scrutiny Panel

Report Implications

The following implications have been identified for this report.

Financial Implications

There are no direct financial implications from approving this report for consultation. However, if the final report is approved then there will be financial implications for the Council and these are set out in Part B of this report. Overall, the Capital Plan will be fully funded through the use of revenue and capital resources.

Risk Management

There are no specific risks associated with the decision Cabinet is being asked to make. However, Part B of the report identifies risks associated with the eventual adoption of the new Capital Plan.

Equality and Diversity

There are no specific Equalities & Diversity issues affecting the recommendation in this report, though any such issues affecting particular schemes will be considered as part of those schemes' formal appraisal.

Sustainability

As with other items above, there are no direct sustainability issues affecting the recommendation, but any affecting specific schemes will be considered as part of the appraisal of those schemes.

Key Decision: Yes

Background Documents: None

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Part B

Background

1. The Council operates the Capital Plan on a three year basis to reflect the longer term nature of capital expenditure and in accordance with best practice. Heads of Service held discussions with their Lead Members and Directors before submitting Capital Appraisals to the Senior Leadership Team (SLT) for initial appraisal. These appraisal forms cover areas such as 'spend to save' schemes, replacement of an existing asset, scheme affordability, scheme achievability etc. Schemes are categorised as either live, Committed or Third party schemes. Live schemes are project managed by Charnwood Borough Council, Committed schemes are scheme committed in principal but required further consideration in order to commence and third party schemes are fully funded by external resources.
2. These schemes were considered by SLT and from this appraisal process a New Draft Capital Plan for 2020/21 to 2022/23 was produced for the General Fund and HRA included in Appendix 1 .
3. Cabinet should note that only limited information is available at present and the costings and income generation/savings for the new schemes are on 'best estimate' basis. Firm quotations or tender prices have not been obtained at this stage.

New Draft Capital Plan 2020/21 to 2022/23

4. The tables below show a summary of the schemes, split between General Fund and Housing Revenue Account schemes, and the anticipated funding positions. The General Fund, Table 1 excludes schemes in the current approved Capital Plan and includes those schemes recommended for inclusion in the draft new 3 year capital plan. Table 2, shows all the Housing Revenue Account schemes and it should be noted that these schemes are fully funded.

Table 1

	2020/21	2021/22	2022/23	TOTAL
	£'000	£'000	£'000	£'000
<u>General Fund</u>				
Gross Cost of Schemes	2,707	3,677	2,727	9,111
Total Cost	2,707	3,677	2,727	9,111
Anticipated External Funding	390	1,191	1,171	2,752
CBC Capital Receipts	2,317	2,486	1,556	6,359
Total Funding	2,707	3,677	2,727	9,111

5. The New Plan Schemes are set out in more detail in Appendix 1.
6. Table 1 shows total proposed schemes of £9.1m requiring council capital receipts funding of £6.3m. As at 31 March 2023 there will be approximately £11.9m capital receipts estimated in balances therefore the draft plan is fully affordable from within current resources. This assumes that there are no major capital receipts during the three years of the plan as there are currently no potential disposals firm enough to be included. It should be noted that the costs shown above are estimates made by the relevant services and do not reflect firm quotes or tender prices.
7. Anticipated External Funding is in respect of grants and capital contributions which are expected over the next three years. It should be noted that the grants are scheme specific and cannot be used to fund other schemes.
8. There is approximately £1.2m in the Capital Plan Reserve that can be used for either Capital or Revenue one off expenditure.

Table 2

	2020/21	2021/22	2022/23	TOTAL
	£'000	£'000	£'000	£'000
<u>Housing Revenue Account</u>				
Gross Cost HRA Schemes	7,646	7,381	7,724	22,751
Total Cost	7,646	7,381	7,724	22,751
Revenue Contribution to Capital	4,141	3,742	4,085	11,968
Capital Receipts	316	450	450	1,216
Major Repairs Reserve/HRA Finance Fund	3,189	3,189	3,189	9,567
Total Funding	7,646	7,381	7,724	22,751

9. Appendix 1 shows all of the HRA schemes for the capital plan period including new schemes, existing schemes and changes to existing schemes.
10. The Major Repairs Reserve, or equivalent, effectively represents the amount set aside for depreciation each year and this becomes a cash amount that will be spent on capital works. As at 1 April 2019 there is £3.9m uncommitted in the Major Repairs Reserve. The draft Housing Revenue Account report shows that in 2020/21 the depreciation budget is £3,189k and the RCCO budget is £4,141k. It can be reasonably assumed that these levels will continue for 2021/22 and 2022/23 so the plan is fully funded.
11. The level of capital expenditure will be set so as to ensure that the housing stock is kept in good repair and at a level that allows the Council to service the £79.19m borrowing that it undertook to pay the government in March 2012. As such the HRA Capital Plan will be adequately funded over the three years.

Prudential Code

12. In order to comply with the Prudential Code capital expenditure must be affordable in the long term, and therefore sustainable, which requires that the decision making process must be prudent. The revenue impact of the capital expenditure must be contained within the forward plans of the authority which provides a level of Council Tax that the Council considers acceptable. Implementation of the proposed General Fund Capital Plan would result in net revenue savings and therefore is in line with the proposed Revenue Budget and the Medium Term Financial Strategy.

13. Consideration has been given to undertaking prudential borrowing in order to fund General Fund capital expenditure. However, this would incur additional revenue costs for both interest and repayments which the council would have to be able to fund as well as the savings programme which is required to continue to fund services in the light of reduced central government funding. In view of this and as set out in the current Medium Term Financial Strategy, the Council does not intend to undertake any such material borrowing in the medium term.

14. Risk Management

The risks associated with the decision Cabinet is asked to make and proposed actions to mitigate those risks are set out in the table below.

Risk Identified	Likelihood	Impact	Overall Risk	Risk Management Actions Planned
Insufficient funding	Remote (1)	Major (4)	Low (4)	The funding of the Capital Plan is regularly monitored and any apparent shortfalls are brought to the attention of Cabinet with suggested solutions
General Risks associated with capital expenditure	Unlikely (2)	Serious (3)	Moderate (6)	The Capital Plan is controlled through Capital Monitoring & Senior Management Team and Cabinet.

Appendices

A list of schemes together with brief explanations is attached at Appendix 1.

New Capital Plan 2020/21 - 2022/23																
Head of Service	Scheme Name	Expenditure				External Funding				Net CBC Funding				3 Year Revenue Savings	3 Year Revenue Costs	Scheme overview
		2020/21	2021/22	2022/23	Total	2020/21	2021/22	2022/23	Total	2020/21	2021/22	2022/23	Total	Total	Total	
		£	£	£	£	£	£	£	£	£	£	£	£	£	£	
	General Fund															
	Directorate of Housing, Planning & Regeneration and Regulatory Services															
	Live Schemes															
A Simmons	Disabled Facilities Grants	-	1,058,000	1,058,000	2,116,000	-	1,058,000	1,058,000	2,116,000	-	-	-	-	-	-	Adaptations and alterations to allow residents to continue living at home.
A Simmons	Private Sector Housing Grants	-	75,000	75,000	150,000	-	-	-	-	-	75,000	75,000	150,000	-	-	Assist the most vulnerable people living in the Private Sector in conjunction with the Private Sector Housing Grants Policy.
	Committed Schemes															
R Bennett	Bedford Square Gateway	890,000	500,000	-	1,390,000	390,000	-	-	390,000	500,000	500,000	-	1,000,000	-	-	To improve the quality of the public realm in Bedford Square, Wards End and Devonshire Square with better pedestrian connectivity to the Cattle Market.
R Bennett	Carbon Neutral Action Fund - Block Sum	500,000	500,000	500,000	1,500,000	-	-	-	-	500,000	500,000	500,000	1,500,000	-	-	Part of a 10 year action plan to deliver the Council's aspiration to be carbon neutral by 2030.
	Directorate of Housing, Planning & Regeneration and Regulatory Services - Total	1,390,000	2,133,000	1,633,000	5,156,000	390,000	1,058,000	1,058,000	2,506,000	1,000,000	1,075,000	575,000	2,650,000	-	-	
	Directorate of Community Wellbeing															
	Live Schemes															
J Robinson	CCTV	-	45,000	45,000	90,000	-	-	-	-	-	45,000	45,000	90,000	-	-	Replacement CCTV cameras.
S Wright	Loughborough Town Hall - Lower Level Elevation Repairs & Feasibility Study	40,000	-	-	40,000	-	-	-	-	40,000	-	-	40,000	-	-	Condition survey identified several improvements required to the frontage of the building.
S Wright	Town Hall - Victorian Room - Air Handling	50,000	-	-	50,000	-	-	-	-	50,000	-	-	50,000	-	-	Installation of air handling units in the roof void.
S Wright	Town Hall - additional seating	75,000	150,000	-	225,000	-	-	-	-	75,000	150,000	-	225,000	70,000	-	Increase the number of seats at the Town Hall by 60 seats.
S Wright	Lighting strategy to support the Masterplan lane strategy - feasibility study	10,000	-	-	10,000	-	-	-	-	10,000	-	-	10,000	-	-	Lighting strategy to support the Masterplan lane strategy - feasibility study
M Bradford	Loughborough Playground Improvement Plan	-	50,000	50,000	100,000	-	-	-	-	-	50,000	50,000	100,000	-	-	Resurface play areas from rubber crumb to artificial grass. Recent studies, in America, show there may be a link with recycled crumb material and childhood cancers.
M Bradford	Queens Park - Improvements to Childrens Play Provision & Adult Recreation Provision	-	100,000	105,000	205,000	-	-	-	-	-	100,000	105,000	205,000	-	-	Improvements include basket swing refurbishment, new outdoor gym, infrastructure improvements to Maze, Aviary, resurfacing footpaths and flood mitigation.
M Bradford	Allotment Improvements	35,000	-	-	35,000	-	-	-	-	35,000	-	-	35,000	-	-	Works to include site security, signage and DDA compliance access to plots.
M Bradford	Loughborough in Bloom - Biodiversity Improvements	20,000	-	-	20,000	-	-	-	-	20,000	-	-	20,000	-	-	Environmental and landscape improvements to main road corridors into Loughborough to create attractive "Bee Highways".
M Bradford	Charnwood Water - Access Improvements	40,000	-	-	40,000	-	-	-	-	40,000	-	-	40,000	-	-	Surfacing and enhancement of circular walkway around the lake to provide multi-user access for residents.
M Bradford	Community Tree Planting & Establishment	25,000	25,000	-	50,000	-	-	-	-	25,000	25,000	-	50,000	-	-	Plant 100,000 trees over the next four years to make Charwood one of the greenest Borough's.
M Bradford	Jubilee Walk, Shepshed - surfacing & enhancement	-	50,000	-	50,000	-	25,000	-	25,000	-	25,000	-	25,000	-	-	Surfacing and enhancement of circular walkway around the lake to provide multi-user access for residents between Charwood Road and Tickow Lane.
M Bradford	Moat Road - Multi Use Games Area & Play Improvements	-	40,000	-	40,000	-	-	-	-	-	40,000	-	40,000	-	-	Refurbishment of existing play area and resurfacing adjacent car park.
M Bradford	Morley Quarry - access works	-	50,000	-	50,000	-	25,000	-	25,000	-	25,000	-	25,000	-	-	Creation of circular surfaced waymarked trail.
M Bradford	Queens Park Aviary Improvements	20,000	-	-	20,000	-	-	-	-	20,000	-	-	20,000	-	-	Essential infrastructure improvements and enhancements to the building identified by the annual condition survey.
M Bradford	Playing Pitch Strategy Action Plan	60,000	100,000	140,000	300,000	-	-	-	-	60,000	100,000	140,000	300,000	-	-	Maintain sports grounds in Loughborough.
M Bradford	Closed Churchyard Wall	25,000	25,000	-	50,000	-	-	-	-	25,000	25,000	-	50,000	-	-	Maintenance of walls, fences and other structures within the churchyards.
M Bradford	Lodge Farm - Multi Use Games Area	-	80,000	-	80,000	-	-	-	-	-	80,000	-	80,000	-	-	Ball Court/Multi Use Games Area to maintain provision in the South West of Loughborough.
M Bradford	Parish Green Masterplan	5,000	70,000	-	75,000	-	-	-	-	5,000	70,000	-	75,000	-	-	Restoration and enhancement of Loughborough's Parish Green, comprising of All Saints church and churchyard, Rectory Wildlife Garden, Fearon Hall and Rectory Museum.
M Bradford	Park Road Access Resurfacing	60,000	-	-	60,000	-	-	-	-	60,000	-	-	60,000	-	-	Resurfacing car park and markings and resurface access to car park.
M Bradford	Delivery of Open Space Strategy	20,000	20,000	20,000	60,000	-	-	-	-	20,000	20,000	20,000	60,000	-	-	Feasibility Study

New Capital Plan 2020/21 - 2022/23

Head of Service	Scheme Name	Expenditure				External Funding				Net CBC Funding				3 Year Revenue Savings	3 Year Revenue Costs	Scheme overview
		2020/21	2021/22	2022/23	Total	2020/21	2021/22	2022/23	Total	2020/21	2021/22	2022/23	Total	Total	Total	
		£	£	£	£	£	£	£	£	£	£	£	£	£	£	
J Robinson	Charnwood Community Facilities Grants	-	20,000	20,000	40,000	-	-	-	-	-	20,000	20,000	40,000	-	-	Grants to community organisations and Parish/Town Councils to support the renovation and improvement of community buildings which enhance access by the local communities they serve.
J Robinson	Member Grants - Members Choice	26,000	26,000	26,000	78,000	-	-	-	-	26,000	26,000	26,000	78,000	-	78,000	Councillors allocated £1k each to fund local community projects within their ward. There is also an equivalent revenue budget request of £26k per annum.
	Third Party Schemes															
M Bradford	Allendale Road - Public Open Space Improvements	-	82,800	-	82,800	-	82,800	-	82,800	-	-	-	-	-	-	Additional youth equipment/facilities and open space area improvements. Project fully funded by S106 contributions.
M Bradford	Farnham Road Public Open Space Improvements	-	-	113,000	113,000	-	-	113,000	113,000	-	-	-	-	-	-	Installation of Multi Use Games Area and improvements to existing public open space - fully funded from S106 contributions.
	Community Wellbeing - Total	511,000	933,800	519,000	1,963,800	0	132,800	113,000	245,800	511,000	801,000	406,000	1,718,000	70,000	78,000	
	Directorate of Corporate Services															
	Live Schemes															
L Tansey	Unit4 Agresso Upgrade	12,000	35,000	-	47,000	-	-	-	-	12,000	35,000	-	47,000	-	-	Reports upgrade and moving to next milestone during 2021-22.
L Tansey	Planned Building Improvements	500,000	500,000	500,000	1,500,000	-	-	-	-	500,000	500,000	500,000	1,500,000	-	-	Planned Improvements to Council owned Buildings
A Ward	Legal Case Management System	20,000	-	-	20,000	-	-	-	-	20,000	-	-	20,000	-	-	New system required to support modern working practices and integration with other council systems and software.
K Barnshaw	Server Redesign	70,000	-	-	70,000	-	-	-	-	70,000	-	-	70,000	16,000	-	Server Redesign
K Barnshaw	Hardware Replacement Programme	-	45,000	45,000	90,000	-	-	-	-	-	45,000	45,000	90,000	-	-	Replacement of ageing current devices and continue rollout of end-user devices to support Office365, Windows 10 and future upgrades, procurement of hardware infrastructure and delivery of mobile functionality/devices.
K Barnshaw	Infrastructure Development	-	30,000	30,000	60,000	-	-	-	-	-	30,000	30,000	60,000	-	-	CBC network, switches, servers and security enhancements. Support to an effective ICT infrastructure which is crucial to front line and back office services.
K Barnshaw	Cloud Implementation	194,000	-	-	194,000	-	-	-	-	194,000	-	-	194,000	-	213,000	Implementation of selected Cloud computing model to support entire IT environment, including CCTV infrastructure.
K Barnshaw	Meeting Rooms - presentation screens	10,000	-	-	10,000	-	-	-	-	10,000	-	-	10,000	-	-	Insatallation of screens in the remaining identified meeting rooms.
	Corporate Services - Total	806,000	610,000	575,000	1,991,000	-	-	-	-	806,000	610,000	575,000	1,991,000	16,000	213,000	
	Total General Fund Schemes	2,707,000	3,676,800	2,727,000	9,110,800	390,000	1,190,800	1,171,000	2,751,800	2,317,000	2,486,000	1,556,000	6,359,000	86,000	291,000	
	HRA															
	Directorate of Housing, Planning & Regeneration and Regulatory Services															
	Live Schemes															
A Simmons	Acquisition of Affordable Housing to meet housing need	1,053,900	1,500,000	1,500,000	4,053,900	-	-	-	-	1,053,900	1,500,000	1,500,000	4,053,900	-	-	Acquisition of properties to increase the supply of Affordable Homes for Rent.
	Following HRA schemes replace what is already in the Capital Plan for 2020/21:-															
P Oliver	Major Adaptations	450,000	450,000	450,000	1,350,000	-	-	-	-	450,000	450,000	450,000	1,350,000	-	-	Installing major adaptations for disabled tenants such as ramps, rails, lighting and other general works. This includes remodelling bathrooms and installing level access showers, altering property layouts, extension, thorough the floor lifts and other major adaptations.
P Oliver	Stairlifts	60,000	80,000	80,000	220,000	-	-	-	-	60,000	80,000	80,000	220,000	-	-	Installation or upgrade of stairlifts to meet needs of occupants. Lift users will be safer, more independent and more likely to stay in their homes
P Oliver	Minor Adaptations	50,000	50,000	50,000	150,000	-	-	-	-	50,000	50,000	50,000	150,000	-	-	Minor adaptations for disabled tenants such as hand rails and other general works to support vulnerable people live independently in their homes
P Oliver	Major Voids	280,000	280,000	280,000	840,000	-	-	-	-	280,000	280,000	280,000	840,000	-	-	Carrying out major works to void properties including kitchens, bathrooms, damp and other works to meet the fit to let standard. Works support the delivery of the Decent Homes Standard and the Charnwood Standard

New Capital Plan 2020/21 - 2022/23

Head of Service	Scheme Name	Expenditure				External Funding				Net CBC Funding				3 Year Revenue Savings	3 Year Revenue Costs	Scheme overview
		2020/21	2021/22	2022/23	Total	2020/21	2021/22	2022/23	Total	2020/21	2021/22	2022/23	Total	Total	Total	
		£	£	£	£	£	£	£	£	£	£	£	£	£	£	
	<u>Decent Homes</u>															
P Oliver	Kitchens	400,500	580,500	598,500	1,579,500	-	-	-	-	400,500	580,500	598,500	1,579,500	-	-	Replacement of kitchens to meet the Charnwood and Decent Homes Standards
P Oliver	Bathrooms	915,000	787,800	1,186,600	2,889,400	-	-	-	-	915,000	787,800	1,186,600	2,889,400	-	-	Replacement of bathrooms to meet the Charnwood and Decent Homes Standards
P Oliver	Electrical Upgrades	200,000	290,000	290,000	780,000	-	-	-	-	200,000	290,000	290,000	780,000	-	-	Electrical Upgrades to meet the Charnwood and Decent Homes Standards
P Oliver	Window Replacement	35,000	195,000	40,000	270,000	-	-	-	-	35,000	195,000	40,000	270,000	-	-	Replacement of windows to meet the Charnwood and Decent Homes Standards
P Oliver	Heating	439,300	331,200	411,700	1,182,200	-	-	-	-	439,300	331,200	411,700	1,182,200	-	-	Replacement of heating systems and boilers to meet the Charnwood and Decent Homes Standards
P Oliver	Sheltered housing improvements	200,000	200,000	200,000	600,000	-	-	-	-	200,000	200,000	200,000	600,000	-	-	Replacement of heating systems and boilers at sheltered accommodation to meet the Charnwood and Decent Homes Standards
P Oliver	Door Replacement	1,000,000	300,000	300,000	1,600,000	-	-	-	-	1,000,000	300,000	300,000	1,600,000	-	-	Replacement of doors to meet the Charnwood and Decent Homes Standards
P Oliver	Roofing Works & Insulation	650,000	650,000	650,000	1,950,000	-	-	-	-	650,000	650,000	650,000	1,950,000	-	-	Re-roof properties due to poor condition or emergency dilapidations.
P Oliver	Major Structural Works	250,000	250,000	250,000	750,000	-	-	-	-	250,000	250,000	250,000	750,000	-	-	Major structural improvement works at properties suffering from subsidence or other building defects.
	<u>Compliance</u>															
P Oliver	Asbestos Removal	150,000	150,000	150,000	450,000	-	-	-	-	150,000	150,000	150,000	450,000	-	-	Removal of asbestos from properties, or other action as appropriate to manage the risks associated with asbestos
P Oliver	Communal Area Improvements	200,000	200,000	200,000	600,000	-	-	-	-	200,000	200,000	200,000	600,000	-	-	Undertake improvements to communal areas including flooring, painting, renewal of bannisters and other fixtures. Communal areas in some locations are in poor condition.
P Oliver	Communal Area Electrical Upgrades	200,000	200,000	200,000	600,000	-	-	-	-	200,000	200,000	200,000	600,000	-	-	Electrical upgrades at communal areas to meet the Charnwood Standard. These works include (but are not limited to) installation of emergency lighting and LEDs
P Oliver	Smoke/CO & Heat Detection	30,000	30,000	30,000	90,000	-	-	-	-	30,000	30,000	30,000	90,000	-	-	Installation of carbon monoxide alarms and upgrades from battery to hard wired alarm systems
P Oliver	Fire Safety Works	300,000	100,000	100,000	500,000	-	-	-	-	300,000	100,000	100,000	500,000	-	-	Works to reduce the risk posed by fire, including new installations or replacement of fire doors and fire resistant windows
	<u>General Capital Works</u>															
P Oliver	Mobility Scooter Storage	15,000	15,000	15,000	45,000	-	-	-	-	15,000	15,000	15,000	45,000	-	-	Mobility scooters when driven through and stored in communal areas are a fire hazard. Alternative options including on site mobility storage maybe needed in order to advance the Council's policy around mobility scooters
P Oliver	Garages	50,000	25,000	25,000	100,000	-	-	-	-	50,000	25,000	25,000	100,000	-	-	Capital works on garages in order to maintain the rental income stream
P Oliver	Door Entry Systems	200,000	200,000	200,000	600,000	-	-	-	-	200,000	200,000	200,000	600,000	-	-	To provide doors and door entry mechanisms to communal areas where there are currently none and there is an identified need for their installation or where the existing door and door entry systems requires upgrading
P Oliver	Estate and External Works	205,000	205,000	205,000	615,000	-	-	-	-	205,000	205,000	205,000	615,000	-	-	Estate improvement works including those related to the provision and upgrade of footpaths, car parks and fencing
P Oliver	Housing Capital Technical Costs	312,000	312,000	312,000	936,000	-	-	-	-	312,000	312,000	312,000	936,000	-	-	Capitalisation of the relevant revenue elements of salaries for those working on implementing the capital plan.
	Total HRA	7,645,700	7,381,500	7,723,800	22,751,000	0	0	0	0	7,645,700	7,381,500	7,723,800	22,751,000	0	0	
	Total General Fund & HRA	10,352,700	11,058,300	10,450,800	31,861,800	390,000	1,190,800	1,171,000	2,751,800	9,962,700	9,867,500	9,279,800	29,110,000	86,000	291,000	