



**Please ask for:** Matt Berry  
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18 January 2023

Dear Councillor,

**Cabinet**

**6:00pm on Thursday 26 January 2023**

**Meeting to be held in the Esperance Room, Civic Centre, Cannock**

You are invited to attend this meeting for consideration of the matters itemised in the following Agenda.

Yours sincerely,

**T. Clegg**  
**Chief Executive**

To: Councillors:

Lyons, O	Leader of the Council
Jones, B.	Deputy Leader of the Council and Community Safety & Partnerships Portfolio Leader
Sutherland, M.	District and High Street Development Portfolio Leader
Johnson, J.P.	Environment and Climate Change Portfolio Leader
Jones, V.	Health, Wellbeing, and Community Engagement Portfolio Leader
Fitzgerald, A.A.	Housing, Heritage, and Leisure Portfolio Leader
Hughes, R.J.	Innovation and Resources Portfolio Leader

# Agenda

## Part 1

### 1. Apologies

### 2. Declarations of Interests of Members in Contracts and Other Matters and Restriction on Voting by Members

To declare any personal, pecuniary, or disclosable pecuniary interests in accordance with the Code of Conduct and any possible contraventions under Section 106 of the Local Government Finance Act 1992.

### 3. Updates from Portfolio Leaders

To receive and consider oral updates (if any), from the Leader of the Council, the Deputy Leader, and Portfolio Leaders.

### 4. Minutes

To approve the Minutes of the Meeting held on 20 December 2022 (enclosed).

### 5. Forward Plan

Forward Plan of Decisions for January to March 2023 (Item 5.1 - 5.4).

### 6. General Fund Revenue Budget and Capital Programme 2023-26

Report of the S151 Officer and Deputy Chief Executive (Item 6.1 - 6.62).

### 7. Local Council Tax Reduction Scheme 2023/24

Report of the S151 Officer & Deputy Chief Executive (Item 7.1 - 7.12).

### 8. Housing Services 2021-22 Annual Report

Report of the Head of Housing and Partnerships (Item 8.1 - 8.19).

### 9. Housing, Homelessness, and Rough Sleeping Strategy 2023-33

Report of the Head of Housing and Partnerships (Item 9.1 - 9.31).

### 10. Rent Setting Policy - April 2023

Joint Report of the Head of Housing & Partnerships and S151 Officer & Deputy Chief Executive (Item 10.1 - 10.10).

### 11. Housing Revenue Account Budgets 2022-23 to 2025-26

Joint Report of the Head of Housing & Partnerships and S151 Officer & Deputy Chief Executive (Item 11.1 - 11.6).

### 12. Housing Revenue Account Capital Programmes 2022-23 to 2025-26

Joint Report of the Head of Housing & Partnerships and S151 Officer & Deputy Chief Executive (Item 12.1 - 12.6).

**13. Aelfgar Housing Scheme**

Report of the Head of Housing and Partnerships (Item 13.1 - 13.10).

**14. UK Shared Prosperity Fund**

Report of the Head of Economic Prosperity (Item 14.1 - 14.15).

**15. Proposed Improvements to Barnard Way Play Area**

Report of the Head of Environment and Healthy Lifestyles (Item 15.1 - 15.7).

**16. Exclusion of the Public**

The Leader to move:

That the public be excluded from the remainder of the meeting because of the likely disclosure of exempt information as defined in Paragraphs 1, 2, and 3, Part 1, Schedule 12A of the Local Government Act 1972 (as amended).

# Agenda

## Part 2

### 17. Leisure, Culture, and Heritage Services

Not for Publication Report of the Head of Environment and Healthy Lifestyles (Item 17.1 - 17.9).

The Report is confidential due to the inclusion of:

- Information relating to the financial or business affairs of any particular person (including the Council).

No representations have been received in respect of this matter.

### 18. Rugeley Indoor Market Hall

Not for Publication Report of the Head of Economic Prosperity (Item 18.1 - 18.9).

The Report is confidential due to the inclusion of:

- Information relating to any individual.
- Information which is likely to reveal the identity of an individual.
- Information relating to the financial or business affairs of any particular person (including the Council).

No representations have been received in respect of this matter.

**Cannock Chase Council**  
**Minutes of the Meeting of the**  
**Cabinet**

**Held on Tuesday 20 December 2022 at 6:00 p.m.**

**In the Esperance Room, Civic Centre, Cannock**

**Part 1**

**Present:**

Councillors:

Lyons, O.	Leader of the Council
Jones, B.	Deputy Leader of the Council and Community Safety & Partnerships Portfolio Leader
Sutherland, M.	District and High Street Development Portfolio Leader
Johnson, J.P.	Environment and Climate Change Portfolio Leader
Jones, V.	Health, Wellbeing, and Community Engagement Portfolio Leader
Fitzgerald, A.A.	Housing, Heritage, and Leisure Portfolio Leader
Hughes, R.J.	Innovation and Resources Portfolio Leader

**62. Apologies**

None.

**63. Declarations of Interests of Members in Contracts and Other Matters and Restriction on Voting by Members**

No other Declarations of Interest were made in addition to those already confirmed by Members in the Register of Members' Interests.

**64. Updates from Portfolio Leaders**

**(i) Leader of the Council**

The Leader updated in respect of the following:

- **Welcome to Chris Forrester, S.151 Officer and Deputy Chief Executive**

The Leader welcomed Chris and said it was an exciting time for him to be joining the Council.

- **Shared Services**

Looking forward to the opportunities afforded to both Cannock Chase and Stafford Councils in the future.

**(ii) Community Safety and Partnerships**

The Portfolio Leader updated in respect of the following:

- **Community Safety Strategic Board**

A meeting of the Board took place on Tuesday 29 November, chaired by the Portfolio Leader. This was the meeting where all partners came together to address strategic community safety issues across Cannock Chase.

During the meeting a mini workshop was held focused on one of the key priorities, namely addressing and reducing instances of anti-social behaviour (ASB) across the District. The past few months had seen real progress with the Police, local schools, and the Council's own Community Safety team working together to identify offenders and utilise the full spectrum of the ASB toolkit.

- **Joint Traffic Operation**

On Friday 16 December, a joint traffic operation took place in Cannock, with the Council's Licensing team and Cannock Police. There was an emphasis on public safety with a total of 56 vehicles stopped, including 30 taxis, of which 21 were licensed by the Council. Several minor offences were identified with the appropriate action being taken. This also included two other licensing authorities being informed of infringements by taxis that were licensed with them. This was a great example of partnership working for a successful public protection operation.

- **Car Thefts**

Cannock Chase Council and Staffordshire Police were calling on residents to be extra vigilant following a recent spate of car thefts.

A number of cars had been stolen within the district, along with similar thefts in Lichfield District, South Staffordshire District and Tamworth Borough; particularly during cold weather when cars were left running to defrost.

The Police had advised many of the thefts were `keyless` ones where criminals accessed the signal from car keys which were often left close to front doors and a relay device was used to transmit the signal to owners' cars. The car thinks the actual key is close by and unlocks itself and allows the engine to be started.

Signal blockers could help to reduce the incidence of thefts. These were being made available free of charge by Cannock Chase Council. They could also be bought from motoring accessory retailers and online. Keys were stored inside special pouches ('Faraday Cages') so thieves could not pick up the signal. Wrapping keys in tin foil was another means of prevention.

**(iii) District and High Street Development**

The Portfolio Leader updated in respect of the following:

- **UK Shared Prosperity Fund**

The Council had been allocated just over £3 million by the Government to invest in a range of projects that would benefit the local economy and local businesses.

The funding was being allocated from the United Kingdom Shared Prosperity Fund (UKSPF) and would cover the current and next two financial years. The

funding breakdown was: £386,724 for 2022/23, £733,448 for 2023/24, and £1,921,635 for 2024/25.

For Cannock Chase, the investment plan revolved around three themes, all designed to boost business activities, skills levels, and develop a thriving economy across the District. The themes covered 'communities and place', 'supporting local businesses', and 'people and skills'.

The investment would see the Council working with local communities including the District's parish and town councils, local small and medium sized enterprises, further education providers, South Staffordshire College, and Walsall College, as well as Staffordshire University, who planned to deliver a net zero pathfinder project to help businesses, transition to become carbon neutral.

To facilitate the investment, the Council planned to create a local UKSPF partnership group, consisting of key partners, while a report to Cabinet in January 2023 would inform Councillors as to how the initial funding would be allocated and the overall investment programme managed, implemented, and evaluated.

- **New Ownership for Cannock Shopping Centre**

A meeting had been held with the new owner of the shopping centre who had purchased the site last month. The new owner advised they intended to be hands-on to maximise their personal investment to compliment the Levelling Up Fund development taking place in the town centre. The new owner had already joined the Cannock Town Centre Partnership as an active director.

It was both a welcome and positive move for Cannock town centre to have an active owner as opposed to a pension fund investor.

- **Manufacturing Company Invests in a New £4 million Facility in Cannock**

The Council had welcomed the UK's leading manufacturer of prefabricated reinforced steel, bringing investment and jobs in Cannock Chase.

'Total Construction' had invested £4 million into a new 220,000 square foot facility at Walkmill Lane, in Cannock. This investment had so far created 57 jobs, with more to come in 2023. These positions would be available to local people, including long-term unemployed and modern apprenticeships. They also plan to offer training and employment opportunities to ex-offenders, as well as actively looking to create employment opportunities to ex-members of the Armed Forces.

The new facility had its official opening earlier this month, attended by the Deputy Leader and the Head of Economic Prosperity. The production area had been fitted with state of the art cutting and bending machinery, welding equipment, and overhead cranes.

**(iv) Health, Wellbeing, and Community Engagement**

The Portfolio Leader updated in respect of the following:

- **Health In All Policies (HiAP)**

Work was continuing on the outline Health & Well Being Strategy and appropriate (feasible and achievable) indicators were being explored through the Office of National Statistics. Contact was being made with other councils who were also implementing HiAP and a meeting was to be arranged with Maidstone BC who had been successful in supporting their services to identify opportunities to

promote health in residents. It was important to learn from others and not reinvent the wheel.

The Portfolio Leader, along with officers, had recently attended the 4<sup>th</sup> workshop for “Better Health Staffordshire” (of which Cannock was one of 3 pilots) and met with Chris Barret, the newly appointed Public Health lead. Further meetings will follow to discuss how to align approaches to the project. Also exploring with the Local Government Association, the possibility of holding a training session for Members and senior Officers.

The Council had also been assisting “Support Staffordshire” as they launched their ‘Core 20 plus’ work (new health population framework) addressing hypertension and early cancer diagnosis, by introducing them to members of the Integrated Care Board who could help them identify data for measuring their progress.

- **Cannock Chase Can Update**

The Cannock Chase Can Team had been working on a number of community projects which included a number of new virtual challenges:

1. *Digital Discoveries* - Thanks to funding from Cannock Chase Cultural Education Partnership and the Local Special Area of Conservation Partnership this would be a virtual challenge to promote the Chase Code. The team were working with schools to design characters to be located along a designated trail at Marquis Drive, uploaded by Spring 2023.
2. *Heritage Trail* – Building on previous work, the Cultural Education partnership had also funded a virtual format of the Heritage Trail. Birmingham Rep, working with local schoolchildren, were providing creative stories to bring to life the current interpretation boards with the intention of encouraging local families to use the trail and explore their local history. There would be a further project developed linking in with the Bridgtown Historical Society and their current history trail.
3. *Canal Collections* – “Find it, Spot it, Snap it” The Team has recently submitted a funding application to the “Transforming The Trent Valley Community” Grants scheme to deliver an exciting project which would create two interactive walks along the canal to Rugeley Town Centre and Brereton and Ravenhill Park. The walks would be based on three themes:
  - a. The Heritage of the Canal – history of the bridges and local landmarks;
  - b. Wildlife – 10 species of wildlife to provide a collection for users to find using the App;
  - c. Flora and Fauna – 10 species each of Flora and Fauna again for a collection for users of the App to find.

It was a great opportunity to develop an interactive trail in a natural environment; each “trail” would encourage the user to “spot it and snap it” whether it be heritage, flora and fauna or wildlife and complete the challenge. If funding was successful work would start in March, 2023 and go live in September, 2023.



## Monitoring & Evaluation

A vital piece of work was to be able to demonstrate the impact of Cannock Chase Can. A portal was being developed in order to be able to use the “Wellness Wheel” as a standalone evaluation and monitoring tool when delivering bespoke projects. This would help measure the outcomes and impact the programme was making to individuals, businesses, and the community.

Promoting the App and working with Partners which included:

- Work with “Hednesford Partnership” where the Cannock Can team would be attending Hednesford Festival in August 2023.
- Discussions were also taking place with both the Rugeley and Hednesford Town Councils.
- Better Staffordshire and the role of Cannock Can
- Cannock North Primary Care Network
- Compassionate Communities Programme - presentation

Updates on the outcomes of those partnerships would be given at a later date.

The Portfolio Leader felt sure that Cabinet colleagues would agree that the initiatives, enthusiasm, and output from the team were exemplary.

## 65. Minutes

### **Resolved:**

That the Minutes of the meetings held on 10 and 24 November 2022 be approved.

## 66. Forward Plan

The Forward Plan of Decisions for the period December 2022 to January 2023 (Item 5.1 – 5.3) was considered.

### **Resolved**

That the Forward Plan of Decisions for the period December 2022 to January 2023 be noted.

## 67. Climate Emergency - Costed Action Plan and Update Briefing

Consideration was given to the Report of the Head of Environment and Healthy Lifestyles (Item 6.1 - 6.65).

### **Resolved:**

That:

- (A) The contents of the report and the costed action plan be noted.
- (B) Council, at its meeting to be held on 18 January 2023, be recommended to agree:
  - (i) To revise the Council’s district wide carbon neutral target and looks to align with other Staffordshire councils or regional bodies, in a single (existing or new) countywide target, for the reasons detailed within the report.
  - (ii) To revise the 2030 net carbon neutral target to become an organisational target only.

- (iii) The principle that, to move forward with the reduction in CO2e emissions, a dedicated budget is established during the 2023/24 budget setting process.
- (iv) That a strategy for the organisation to reach net carbon zero by 2030, is prepared, costed, and bought back to Cabinet for consideration.

### **Reasons for Decisions**

The Council was committed to climate change which featured in its Priority Delivery Plan 2022-2026. The costed action plan gave a comprehensive list of approximately 119 projects that were recommended to be given consideration to achieve the Council's ambition for the entire district to become carbon neutral by 2030. It was estimated that a £21m investment would be required over the 9 years of the report, £10m from the public sector and £11m from the private sector. This would be required for mobilising, enabling, feasibility and commissioning works to be undertaken. The report estimated that the total capital cost of decarbonising the entire district was in the region of circa £4.7b during that time.

The report identified several barriers to achieving the target set in the original Council motion. Given the huge financial resource burden placed upon both the public and private sectors within the district by the ambition over the next decade, there was a requirement to consider what was realistic. The report also highlighted that the impact on manufacturing and supply chains of the covid pandemic, resource scarcity and the race to net zero, along with delays and development of emergent technology would severely hamper the Council in achieving its net zero ambition. The scale and pace required, and remaining timeframe, were also not considered achievable for the Council, its partners, or its stakeholders. In summary, it was considered that it would be better strategically to change the 2030 target to a more achievable 2030 organisational one and look to align the district to a singular county or regional target.

Agreeing 2030 as an organisational target date retained the emphasis on climate change and gave the Council an aspirational target to work towards, while also continuing to work towards its wider district net carbon zero ambition. Even as an organisational target only, it was recognised that 2030 may be difficult to achieve and would require additional resourcing, along with a revised funding strategy.

In order to make progress towards either an organisational or district wide target, it was recognised that it would require the allocation of additional resources, without which progress would be severely hampered or may not occur, furthermore, external funding options may be missed.

### **68. 2021/22 Infrastructure Funding Statement**

Consideration was given to the Report of the Head of Economic Prosperity (Item 7.1 - 7.29).

#### **Resolved:**

That the annual infrastructure funding statement for the 2021/22 financial year, as attached to the report at Appendix 1, be approved for publication on the Council's website.

#### **Reasons for Decision**

Government made amendments to the Community Infrastructure Levy (CIL) Regulations 2010 (the CIL Regulations) to improve transparency regarding developer

contributions paid under Section 106 of the Town and Country Planning Act 1990 (as amended) (Section 106 Agreements). To support this, councils were required to produce and publish an annual infrastructure funding statement.

The statement must include details of developer contributions collected and spent both historically and for the reported year and a statement of infrastructure projects which the Council, as charging authority, would be, or may be, wholly or partly funding from CIL.

Since the Council adopted its CIL Charging Schedule in June 2015, details of receipts and spending of CIL had been published each year. However, the requirement to have Section 106 information publicly available was a fairly new requirement (except when this had been requested via the Freedom of Information Act 2000).

**69. Permission to Spend Housing Revenue Account Capital Funds for Passive Fire Protection to Communal Areas within Cannock Chase Council-owned Residential Blocks and Sheltered Schemes**

Consideration was given to the Report of the Head of Housing and Partnerships (Item 8.1 - 8.3).

**Resolved:**

That

- (A) The urgency that remedial works be carried out be noted.
- (B) Authority be given to increase the Housing Revenue Account Communal Block Fire Risk Actions capital budget to implement the remedial work in the form of passive fire protection in communal blocks within the Housing Revenue Account stock.

**Reasons for Decisions**

Conducting the work to effective timescales ensured that the risk to residents' safety was reduced.

£277,000 capital budget was allocated at the time of the annual Housing Revenue Account Capital Programme 2021-2025 report, the extent of works was unknown until the intrusive fire risk assessment was complete. A further £223,000 capital budget was required.

**70. Exclusion of the Public**

**Resolved:**

That the public be excluded from the remainder of the meeting because of the likely disclosure of exempt information as defined in Paragraphs 1 and 2, Part 1, Schedule 12A of the Local Government Act 1972 (as amended).

**Cannock Chase Council**  
**Minutes of the Meeting of the**  
**Cabinet**

**Held on Tuesday 20 December 2022 at 6:00 p.m.**

**In the Esperance Room, Civic Centre, Cannock**

**Part 2**

**71. Former Tenant Arrears Debt Recommended for Write-Off**

Consideration was given to the Not for Publication Report of the Head of Housing and Partnerships (Item 10.1 - 10.5).

**Resolved:**

That

- (A) The former tenants' arrears as detailed in report Appendix 1 be approved for write-off.
- (B) Regular reports be submitted for approval.

**Reason for Decisions**

There was no reasonable prospect of the Council recovering the debts at present and meet one of the specified criteria for write-off.

The meeting closed at 7:00 p.m.

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**Leader**

### Forward Plan of Decisions to be taken by the Cabinet: January to March 2023

For Cannock Chase Council, a key decision is as an Executive decision that is likely to:

- Result in the Council incurring expenditure or making savings at or above a threshold of 0.5% of the gross turnover of the Council.
- Affect communities living or working in two or more Council Wards.

Representations in respect of any of matters detailed below should be sent in writing to the contact officer indicated alongside each item via email to [membersservices@cannockchasedc.gov.uk](mailto:membersservices@cannockchasedc.gov.uk)

**Copies of non-confidential items will be published on the Council's website 5 clear working days prior to the relevant meeting date.**

Item	Contact Officer(s) / Cabinet Member	Date of Cabinet	Key Decision	Confidential Item	Reasons for Confidentiality	Representation Received
<b>January 2023</b>						
General Fund Revenue Budget and Capital Programme 2023-2026	S151 Officer & Deputy Chief Executive / Innovation and Resources Portfolio Leader	26/01/23	Yes	No		N/A
Local Council Tax Reduction Scheme 2023/24	S151 Officer & Deputy Chief Executive / Innovation and Resources Portfolio Leader	26/01/23	No	No		N/A
Housing Services 2021-22 Annual Report	Head of Housing & Partnerships / Housing, Heritage, and Leisure Portfolio Leader	26/01/23	No	No		N/A
Housing, Homelessness, and Rough Sleeping Strategy 2023-33	Head of Housing & Partnerships / Housing, Heritage, and Leisure Portfolio Leader	26/01/23	No	No		N/A
Rent Setting Policy - April 2023	Head of Housing & Partnerships and S151 Officer & Deputy Chief Executive / Housing, Heritage, and Leisure Portfolio Leader	26/01/23	No	No		N/A

**Item No. 5.2**

<b>Item</b>	<b>Contact Officer(s) / Cabinet Member</b>	<b>Date of Cabinet</b>	<b>Key Decision</b>	<b>Confidential Item</b>	<b>Reasons for Confidentiality</b>	<b>Representation Received</b>
Housing Revenue Account Budgets 2022-23 to 2025-26	Head of Housing & Partnerships and S151 Officer & Deputy Chief Executive / Housing, Heritage, and Leisure Portfolio Leader	26/01/23	No	No		N/A
Housing Revenue Account Capital Programmes 2022-23 to 2025-26	Head of Housing & Partnerships and S151 Officer & Deputy Chief Executive / Housing, Heritage, and Leisure Portfolio Leader	26/01/23	No	No		N/A
Aelfgar Housing Scheme	Head of Housing and Partnerships / Housing, Heritage, and Leisure Portfolio Leader	26/01/23	No	No		N/A
UK Shared Prosperity Fund	Head of Economic Prosperity / District and High Street Development Portfolio Leader	26/01/23	No	No		N/A
Proposed Improvements to Barnard Way Play Area	Head of Environment and Healthy Lifestyles / Housing, Heritage, and Leisure Portfolio Leader	26/01/23	No	No		N/A
Leisure, Culture, and Heritage Services	Head of Environment and Healthy Lifestyles / Housing, Heritage, and Leisure Portfolio Leader	26/01/23	Yes	Yes	Information relating to the financial or business affairs of any particular person (including the Council).	
Rugeley Indoor Market Hall	Head of Economic Prosperity / Innovation and Resources Portfolio Leader	26/01/23	No	Yes	Information relating to any individual. Information which is likely to reveal the identity of an individual. Information relating to the financial or business affairs	N/A

**Item No. 5.3**

Item	Contact Officer(s) / Cabinet Member	Date of Cabinet	Key Decision	Confidential Item	Reasons for Confidentiality	Representation Received
					of any particular person (including the Council).	
<b>February 2023</b>						
Treasury Management Strategy, Minimum Revenue Provision Policy, and Annual Investment Strategy 2023/24	S151 Officer & Deputy Chief Executive / Innovation and Resources Portfolio Leader	16/02/23	No	No		N/A
Boardwalk and Bridges	Head of Economic Prosperity / Innovation and Resources Portfolio Leader	16/02/23	Yes	Yes	Information relating to the financial or business affairs of any particular person (including the Council).	
<b>March 2023</b>						
Recommendation from the Health, Wellbeing, and The Community Scrutiny held on 19/12/22 (Call-in LTA Report)	Head of Environment and Healthy Lifestyles / Housing, Heritage, and Leisure Portfolio Leader	02/03/23	No	No		N/A
Quarter 3 Performance Report 2022/23	Head of Governance & Corporate Services / Leader of the Council	02/03/23	No	No		N/A
Stadium Phase 2 Development	Head of Environment and Healthy Lifestyles / Housing, Heritage, and Leisure Portfolio Leader	02/03/23	No	No		N/A
Birmingham 2022 Commonwealth Games - Final Summary, Retrospective, and Legacy	Head of Environment and Healthy Lifestyles / Housing, Heritage, and Leisure Portfolio Leader	02/03/23	No	No		N/A
Birmingham 2022 Commonwealth Games - Final Summary, Retrospective, and Legacy	Head of Environment and Healthy Lifestyles / Housing, Heritage, and Leisure Portfolio Leader	02/03/23	No	Yes	Information relating to the financial or business affairs of any particular person (including the Council).	

**Item No. 5.4**

<b>Item</b>	<b>Contact Officer(s) / Cabinet Member</b>	<b>Date of Cabinet</b>	<b>Key Decision</b>	<b>Confidential Item</b>	<b>Reasons for Confidentiality</b>	<b>Representation Received</b>
Levelling Up Fund - Permission to Spend	Head of Economic Prosperity / District and High Street Development Portfolio Leader	02/03/23	Yes	Yes	Information relating to the financial or business affairs of any particular person (including the Council).	
Corporate Property Maintenance Plan 2023-2025	Head of Economic Prosperity / Innovation and Resources Portfolio Leader	02/03/23	No	Yes	Information relating to the financial or business affairs of any particular person (including the Council).	
Revenues and Benefits Collection Report - Quarter 3	S151 Officer & Deputy Chief Executive / Innovation and Resources Portfolio Leader	02/03/23	No	Yes	Information which is likely to reveal the identity of an individual. Information relating to the financial or business affairs of any particular person (including the Council).	



<b>Report of:</b>	<b>S151 Officer &amp; Deputy Chief Executive</b>
<b>Contact Officer:</b>	<b>Chris Forrester</b>
<b>Telephone No:</b>	<b>01543 464 334</b>
<b>Portfolio Leader:</b>	<b>Innovation and Resources</b>
<b>Key Decision:</b>	<b>Yes</b>
<b>Report Track:</b>	<b>Cabinet: 26/01/23</b>

**Cabinet**  
**26 January 2023**  
**General Fund Revenue Budget and Capital Programme 2023-26**

**1 Purpose of Report**

- 1.1 To propose to Council the General Fund Revenue Budget for 2023-24, the updated Capital Programme 2023-26, and indicative budgets for 2024-25 to 2025-26.

**2 Recommendation(s)**

- 2.1 That the following be recommended to the Council:
- (a) The Budget Requirement for the General Fund Revenue Budget for 2023-24 be set at £14.941 million.
  - (b) The indicative General Fund Revenue Budgets be set at £14.592 million for 2024-25 and £15.396 million for 2025-26.
  - (c) The budget pressures, savings and income generation set out in paragraphs 5.4 - 5.6 be approved.
  - (d) The General Fund working balance be set at a minimum of £1 million.
  - (e) The detailed capital programme as set out in **Appendix 2 and Appendix 3** be approved along with the Community Infrastructure Levy allocations in **Appendix 4**.
  - (f) That the Council Tax for 2023-24 be increased by 2.99% to £236.92.
  - (g) The Council's Tax Base be set at 33,543.50 (as determined by the S151 Officer reducing the tax base of 34,438.92 to reflect the collection rate).

- (h) Note that the inflation parameter for fees and charges for 2023-24 was generally set at 5%.
- (i) That the detailed portfolio budgets as set out in **Appendix 1** be approved

### **3 Key Issues and Reasons for Recommendations**

- 3.1 This report sets out the current position on the General Fund Revenue Budget for 2023-24 and indicative budgets for 2024-25 to 2025-26. It takes into account the Local Government Finance Settlement 2023-24, New Homes Bonus Grant allocation, the position on the Council's Collection Fund, the Council's Tax Base for 2023-24 and the consequential Council Tax for 2023-24.
- 3.2 The budget for 2023-24 is based on the estimated outturn position for 2022-23, which has been updated to reflect known changes and estimates for 2023-24.
- 3.3 Indicative budgets have been set out for 2024-25 and 2025-26 which include the key issues which it is anticipated will have a potential impact on the Council's finances. However, it should be noted that there are substantial uncertainties regarding the central Government policy for local government finance. There is a significant risk to the council's financial position in 2025-26 should the business rates reset take place. It cannot be assumed that support will be provided to manage this reduction in resources by central government at this time. The council is still operating with a one-year financial settlement.

### **4 Relationship to Corporate Priorities**

- 4.1 The revenue budget and the capital programme have been based on the Council's priorities.

### **5 Report Detail**

#### **Budget Issues and Adjustments 2023-24**

##### **Inflation**

- 5.1 Individual calculations have been carried out in respect of the budgets most affected by inflation. Inflation as measured by the Consumer Prices Index (November 2022) is 10.7% and for the Retail Prices Index it is 14%. Some contracts, most significantly for Inspiring Healthy Lifestyles (IHL) and the Biffa waste contract, have been individually calculated to reflect high inflation figures. IHL has been particularly affected by inflation in energy costs. For 2024-25 and 2025-26 a general rate of inflation has not been applied rather specific inflation rates have been modelled. For example, contracts inflation of 4% was used in 2024-25 and 5% inflation has been used for electricity prices in 2025-26 using the 2022-23 as the base position.
- 5.2 The budgets for 2023-24 reflect the £1925 pay award for 2022-23. A provision of 4% has been included for 2023-24; then 2% for 2024-25 and 2025-26.

### Spending pressures/Loss of income

- 5.3 The detailed budgets have been refreshed to reflect the forecast outturn for 2022-23. Additional provision has been made within Portfolio budgets for inflation and other general items, including for a pay award and increments.
- 5.4 The pressures on the 2023-24 Portfolio budgets (recurring in future years) are itemised below:
- Commission beat the cold £16,000, an advisory service to help residents access support to improve their homes
  - Building control regulation changes £5,000 additional training requirements
  - Climate change agenda £60,000 to support the delivery of some smaller projects
  - Removal of income due to sale of Avon Road car Park £55,000
- 5.5 There are also some one-off pressures in 2023-24 that will be funded from reserves:
- A £25,000 cost of mothballing the mortuary in Cannock
  - A £25,000 cost of an IT solution for Land Charges to replace the current system which will cease to be supported and is needed to enable the migration of part of the service to the Land Registry

### Budget savings proposals

- 5.6 The savings proposals are set out in Table 1 below. They amount to £0.902 million in 2023-24 and a cumulative £2.099 million in 2024-25:

**Table 1: Proposed budget savings**

Description	2023-24	2024-25
	£	£
Increased use of smartphones	8,000	8,000
Reduction in printers/colour printing	11,500	19,000
Garden waste charges	100,000	600,000
Digital waste calendar	16,000	16,000
Hednesford station car park charging	0	21,000
Rugeley station car park charging	0	17,000
Efficiencies pest control service	8,000	8,000
Efficiencies parks and open spaces service	43,500	63,500
Tennis court hire income	38,000	38,000
Efficiencies Street Cleansing	60,100	126,100
Inspiring Healthy Lifestyles concessions review	70,000	70,000
Inspiring Healthy Lifestyles museum location	0	100,000
Environmental Protection efficiencies	109,000	109,000
Private sector housing capitalisation of post	46,000	46,000
Efficiencies Caretaking and Cleaning	8,230	8,230

<b>Description</b>	<b>2023-24</b>	<b>2024-25</b>
Policy and Performance efficiencies	40,170	40,170
Revenues and benefits efficiencies	12,500	47,500
Shared Services savings	144,000	544,000
Food and safety efficiencies	21,000	21,000
New Planning fees	15,000	15,000
Estate rationalisation	65,000	65,000
CCTV conversion to IP connectivity	11,000	11,000
Citizen Advice grant aid support	30,000	60,000
Reductions in consistently-underspending overhead budgets	45,000	45,000
<b>Total</b>	<b>902,000</b>	<b>2,098,500</b>

The above proposed savings present real challenges, in terms of the work needed to deliver them, the consultation required, and the potential impact on services. Every effort has been made to minimise the impact on front-line services. The challenges facing local government are exceptional when setting next year's budget - most councils will be facing decisions that involve the severe curtailment or closure of some services. Others are indicating that they cannot survive financially without additional support. The District's position is difficult, with £902,000 of reserves having to be used to underpin next year's budget even with the inclusion of the above savings. This is a very challenging situation and budgets will need to be kept under review throughout the year. Additional savings will be worked on as the year progresses to reduce the amount of reserves which will be needed to balance the budget position.

### **Business Rates Income**

- 5.7 Business Rates (sometimes called National Non-Domestic Rates or NNDR) income for 2023-24 has been updated to reflect the Business Rates revaluations. Business Rates increase each year in accordance with inflation and in line with the business rates revaluation cycle the next one being the 1/4/2023, the Government has frozen the Business Rates multiplier and local government is being compensated for the difference via a Section 31 grant.
- 5.8 The Council's exposure to volatility in Business Rates is a key risk with a reduction in income from business rates due to the failure or temporary closure of a key industry and successful appeals against Rateable Values and backdated refunds. In order to mitigate this risk as much as possible, provision is made in both the budget and final accounts for a reduction in income due to appeals.

### **2021-22 Outturn**

- 5.9 Due to technical and resource challenges, the final outturn for 2021-22 is only just being finalised at the time of publication of this report. However, the provisional position is for a £293,000 underspend. A separate 2021-22 final accounts report will be produced and will contain detailed variances. The headline reasons for the underspend are related to staffing - difficulties with recruitment and holding posts vacant pending shared services.

### **2022-23 Forecast Outturn**

- 5.10 The Budget for 2022-23 is monitored against the profiled budget. The latest position reflects the downturn in income, inflationary increases in costs and known changes in the forecast outturn. The revised forecast for the year is for a £1.3m overspend which is reduced by the use of £723,000 of Covid reserves leading to a £577,000 forecast overspend after drawdowns.

### **Local Government Finance Settlement 2023-24 and Autumn Statement**

- 5.11 The Local Government Finance Settlement for 2023-24 was received by the Council in December.
- 5.12 In particular the Settlement determines both the core funding to the Council and basis of incentive funding for Business Rates. A Baseline Funding Level was determined at the commencement of the current scheme in 2013-14 with a Tariff paid to central government representing the difference between income collected and the Baseline. The Baseline Funding now represents the sole form of core funding following the demise of Revenue Support Grant.
- 5.13 The Autumn Statement on 17 November included a proposed change to the Council Tax referendum rules for lower tier councils. It is now possible to increase Council Tax by 2.99% (rather than the higher of 1.99% or £5) without holding a referendum. The Statement also made various updates to policy regarding Business Rates reliefs and the Household Support Fund and New Homes Bonus for one year (2023-24) but did not include an update on New Homes Bonus for the medium term, the Fair Funding Review or a Business Rates reset.
- 5.14 The 2022-23 Settlement included a Lower Tier Services Grant and a Services Grant. Both of these grants were stated as one-off, and it has been confirmed that they have not been repeated in 2023-24.

### **Business Rates Pooling and Retention**

- 5.15 There is an assumption that any reset of Business Rates growth achieved to date will be deferred until at least 2025-26. The Tariff paid to Central Government has increased due to the revaluations, but the council has been compensated by grant for one year to offset this increase.
- 5.16 The Budget assumes that the Staffordshire and Stoke-on-Trent Business Rates Pool will remain in place. It is also likely that even if there is a 50% reset in business rates growth with effect from 1 April 2025, then transitional relief and/or the use of the Council's reserves set aside for smoothing Business Rates fluctuations may well nullify any losses that would otherwise have been incurred in 2025-26 and 2026-27.
- 5.17 Business Rates increase each year in line with the prevailing CPI of the preceding September. The presumed freezing of the NNDR multiplier will result in a loss of income to the Council, offset by compensation for this loss via the NNDR Multiplier Section 31 grant. Section 31 grant will cover the whole loss.
- 5.18 An analysis of the revised Retained Business Rates income for the Council is set out in **Appendix 5**.

### New Homes Bonus

- 5.19 Allocations for the New Homes Bonus (NHB) scheme for 2023-24 were £619k. In previous years, there were legacy payments, e.g., the NHB for 2019-20 was paid for four years. NHB became payable for one year only from 2020-21. It is therefore assumed that the amount allocated in 2023-24 over and above the amount in line with the original scheme will not be reflected in 2024-25 and 2025-26.
- 5.20 The Budget assumes a total allocation for Cannock of £619k for 2023-24 and £200k for each of 2024-25 and 2025-26.

### Lower Tier Services Grant

- 5.21 The Government introduced a Lower Tier Services Grant payment in 2022-23 of £137,000, which it was stated was one-off. It has not been repeated in 2023-24.

### Funding guarantee grant and core spending power grant

- 5.22 Two grants have been allocated to the council for 2023-24. These are the funding guarantee grant of £835k and the core spending power grant of £118k. It is assumed that these are one off payments and are therefore not reflected in budgets post 2023-24.

### Services Grant

- 5.23 The Government introduced a Services Grant payment in 2022-23 of £210k which it was stated was one-off. It has not been repeated in 2023-24.

### Revenue Budget Summary 2023-24

- 5.24 The Portfolio Budget position set out below reflects the forecast outturn position for 2022-23, the proposed budget for 2023-24, and indicative budgets for 2024-25 and 2025-26.

**Table 2: Revenue Budget Recommended to Council**

	Forecast outturn 2022-23 £000	Budget 2023-24 £000	Indicative Budget 2024-25 £000	Indicative Budget 2025-26 £000
<b>Net Expenditure</b>				
Portfolio budgets	16,179	16,451	15,435	15,844
Investment income and technical financing adjustments	- 613	- 732	- 484	- 88
<b>Net spending</b>	15,566	15,719	14,951	15,756
<b>Less: Government Grants</b>				
NNDR multiplier	- 159	- 159	- 159	- 159
New Homes Bonus	- 1,273	- 619	- 200	- 200
Lower Tier Grant	- 136	-	-	-
Services Grant	- 210	-	-	-
<b>Budget Requirement</b>	<b>13,788</b>	<b>14,941</b>	<b>14,592</b>	<b>15,397</b>

	<b>Forecast outturn 2022-23 £000</b>	<b>Budget 2023-24 £000</b>	<b>Indicative Budget 2024-25 £000</b>	<b>Indicative Budget 2025-26 £000</b>
<b>Financing</b>				
Business Rates	- 5,711	- 6,014	- 6,130	- 5,551
Council Tax Income	- 6,777	- 7,072	- 7,282	- 7,499
Funding guarantee grant	-	- 835	-	-
Core spending power grant	-	- 118	-	-
<b>Total Financing</b>	<b>- 12,488</b>	<b>- 14,039</b>	<b>- 13,412</b>	<b>- 13,050</b>
<b>Transfer from/(to) Balances</b>	<b>1,300</b>	<b>902</b>	<b>1,180</b>	<b>2,347</b>

- 5.25 The above budgets are in general based upon the maintenance of existing service provision and delivery of the priorities set out in the Corporate Business Plan. The portfolio budgets incorporate the proposed pressures and savings in paragraphs 5.4-5.6.
- 5.26 As indicated above details are only currently available for the 2023-24 financial year. Limited amendments have been made to assumptions in relation to the new funding regime for 2024-25 and onwards. The Business Rates Scheme in particular carries the greatest uncertainty, along with any outcome from the Fair Funding Review. In light of the uncertainty as reflected in various sections of this report, it is difficult to project the true overall position over the medium term.
- 5.27 This time last year, the Indicative Budget for 2023-24 suggested a £2.805 million gap. When comparing the currently proposed 2023-24 Budget to the anticipated 2023-24 Indicative Budget in February, the major differences are as set out in Table 3. This list represents the reasons why there is a proposed use of reserves of £0.902 million now for 2023-24, a reduction of £1.903 million:

**Table 3: Changes in 2023-24 budget assumptions**

<b>Description</b>	<b>Change £000</b>
Portfolio budgets higher than anticipated	845
Investment income and technical changes higher than anticipated	-658
New Homes Bonus higher than anticipated	-419
No Business Rates Review/reset	-693
Council Tax higher than anticipated	-25
Funding guarantee grant (one year only)	-835
Core Spending Power Grant (one year only)	-118
<b>Total</b>	<b>-1,903</b>

- 5.28 As can be seen in the table, the absence of a Business Rates reset will mean that the Council is better off by £693,000. There is also an improvement in the anticipated New Homes Bonus (although this is subject to Government policy) of £419,000. The District is holding high levels of cash, coupled with rising interest rates, which enable an anticipated investment income of £750,000 for 2023-24 only.
- 5.29 Table 2 identifies £1.180 million in 2024-25 that represents an unfunded budget gap that will need to be identified. This compares to the budget gap of £0.902 million in 2023-24. The major reasons for the £0.278 million difference are in Table 4.

**Table 4: Reasons for movement between 2023-24 and 2024-25**

Description	Change £000
Portfolio budgets decrease in 24-25 (allowing for net savings)	-1,016
Investment income and technical changes decrease in 24-25	248
New Homes Bonus falling in 24-25	419
Increased Business Rates in 24-25	-116
Increased Council Tax in 24-25	-210
Funding guarantee grant (one year only)	835
Core Spending Power Grant (one year only)	118
<b>Total</b>	<b>278</b>

- 5.30 The reduced projected portfolio budgets reflect the full-year impact of 2024-25 savings as well as additional savings - see Table 2. New Homes Bonus is subject to Government policy but is projected to reduce in comparison to 2024-25.
- 5.31 The main change is to anticipate a review of Government policy regarding Business Rates that includes a potential reset in 2025-26. A Business Rates reset will have a negative impact on the District, as the amount currently received is based on a low baseline - above which the District retains Business Rates income. A Business Rates review is likely to reset this baseline to a higher level for Cannock Chase District Council, which will leave less scope to generate the same level of income as in the past. There is no certainty that this change will happen in 2025-26, but an assumption needed to be made, because the Government has signalled in the past that such a review will be forthcoming. The Council has long anticipated the change and holds a reserve to provide a buffer for significant fluctuations, and this will enable losses of the magnitude set out above, at least in the short term, to have no impact on the revenue budget. It is also likely that such a major change would be accompanied by transitional relief, which will soften the losses resulting from the policy change, albeit for a limited period.

### **Reserves and Balances**

- 5.32 Reserves and balances comprise general reserves, the Working Balance, and Earmarked Reserves. They help the Council to cope with unpredictable financial pressures and plan for future spending commitments. They are an essential part of good financial management and assist the Section 151 Officer in providing reassurance to Council on the robustness of the estimates and the adequacy of reserves (**see Appendix 7**).
- 5.33 The Council holds a number of earmarked reserves for specific purposes. Earmarked reserves are itemised in **Appendix 6**. Projected reserves at 1/4/23 have increased to £16,067k when compared to the projected level at 1/4/23 of £15,131k when the 2022-23 Budget was set. The major changes (rounded) are:
- £549k in the shared services reserve versus a forecast of £341k
- 5.34 The Working Balance - the current policy has for a number of years been to maintain the level of the General Fund balance at a minimum of £1 million. This is maintained over the planning period and supplemented by the Revenue Surplus reserve.



### Capital Programme 2022-23 to 2025-26

- 5.35 The Capital Programme is attached as **Appendix 2 and Appendix 3**.
- 5.36 By far the most significant project is regarding the Levelling up Fund. Some £1.9 million is programmed to be spent in 2022-23 year on this project, with a further £42.145 million which is to be programmed.

### Council Tax Base and Collection Fund

- 5.37 The final part of the consideration of the Budget is the Council Tax Base. This is the number of properties in the borough expressed in terms of Band D equivalents.
- 5.38 The Council's Tax Base is now estimated to be 33,543.50 representing an increase of 353.60 on 2022-23. The increase reflects the net increase in new properties built, offset by the cost of the Local Council Tax Reduction scheme.
- 5.39 The Tax Base has been calculated as below (with further detail broken down in **Appendix 8**):

Council Tax base for budget setting purposes	33,543.50
Less: impact of Local Council Tax Reduction Scheme	<u>-3,692.45</u>
	<b><u>29,851.05</u></b>

- 5.40 The Local Council Tax Reduction scheme is anticipated to incorporate changes to reflect a Cost-of-Living adjustment. This will be proposed to take the form of a more generous scheme for those most in need. A separate report will be seeking approval for the revised scheme in due course.
- 5.41 For 2023-24, there is no provision for parishes to offset the impact of the LCTR scheme on them.
- 5.42 The Council's Collection Fund has been reviewed as part of the budget process.

### Council Tax 2023-24

- 5.43 In determining the level of Council Tax for 2023-24 Cabinet will need to take into account the medium-term financial position and the Council Tax Referendum Thresholds.
- 5.44 The current indicative budget for 2023-24 assumed that Council tax would increase by 1.9% for 2023-24.
- 5.45 This proposed increase was within the guidelines for district councils as contained in Government policy, which until the Government's Autumn Statement required a referendum if a council proposed an increase of 2% or more (or up to £5) whichever is the higher. The Autumn Statement has proposed allowing the referendum threshold to be increased to 2.99%. The budget being proposed for 2023-24 reflects the 2.99% increase in council tax permitted. This is due to the challenging financial position that the council finds itself due to the wider economic climate and a consequential need to reduce the pressure on reserves.
- 5.46 The proposed level of Cannock District Council's Council Tax for 2023-24 is £236.92 for a Band D property with the overall level of Council Tax subject to final

determination by Council on 1 March 2023. The figures set out in this report may require minor amendment if any further information emerges before then.

- 5.47 The total Council Tax for the District will reflect the spending decision made by the County Council, the Office of the Police and Crime Commissioner and the Fire Authority.

### **Financial Planning**

- 5.48 The Government has intended to introduce a new financial regime for local government for a number of years. There was an original delay, then Covid, then the Ukraine war, cost of living crisis and change in Prime Minister and Cabinet. These major changes have understandably made it difficult for Government to focus on longer term planning for local government finance, just as the same issues make it difficult for local authorities themselves to plan. The changes to the local government financial regime potentially include Business Rates Retention and the reset of Business Rates, a replacement for New Homes Bonus and a Fair Funding Review.
- 5.49 Each of these issues have been discussed in previous years' budget reports, with the conclusion that it was impossible to determine how both Core and Incentive based funding will change under the new regime. Material variances exist between the best /worst case future scenarios, and it is essential that a prudent approach is adopted until further details become available.
- 5.50 The Council has minimal uncommitted capital resources. In future the programme will be financed by the generation of capital receipts and prudential borrowing subject to its financing being prudent, sustainable, and affordable. Although with the advent of higher interest rates, it is becoming harder to justify borrowing to fund capital spending, especially as there is also an opportunity cost to borrowing, of foregoing an investment return.
- 5.51 Given the forecast for the financial position for 2023-24 and the future budget pressures highlighted above, the Council may need to find savings for delivery in 2024-25. There are already a number of initiatives in train to deliver such savings and they are built into the indicative Budget for 2024-25. The major potential adverse impact over the medium term is regarding Government policy, a Business Rates reset being the most significant. However, any reset is likely to be accompanied by a reasonable lead-in, with transitional relief. The Council also holds a reserve to soften the impact of Business Rates fluctuations, which could support the 2024-25 Budget if needs be.

### **Scrutiny**

- 5.52 The budget will be considered by the Responsible Council Scrutiny Committee on 30 January 2023 as part of the budget consultation process.

<b>6 Implications</b>
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**6.1 Financial**

Contained in the report.

6.2 **Legal**

None.

6.3 **Human Resources**

None.

6.4 **Risk Management**

Set out in Appendix 9.

6.5 **Equality & Diversity**

None.

6.6 **Climate Change**

None.

<b>7 Appendices to the Report</b>
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Appendix 1: Detailed Portfolio Budgets and Variation Statements

Appendix 2: Capital Programme 2022-23 to 2025-26

Appendix 3: General Fund and S106 Capital Budgets 2022-23 to 2025-26

Appendix 4: Community Infrastructure Levy (CIL) Allocations Process and Recommendations

Appendix 5: Business Rates Retention - Retained Income

Appendix 6: Other General Fund Earmarked Reserves

Appendix 7: Report of the Chief Financial Officer on the Robustness of the Budget Estimates and the Adequacy of the Council's Reserves

Appendix 8: Council Tax Base 2023-24

Appendix 9: Working Balance - Financial Risks facing the Authority

**Previous Consideration**

None.

**Background Papers**

Files are available in Financial Services

**Community Engagement, Health & Well Being**

	Outturn 2022-2023 £	Budget 2023-2024 £	Budget 2024-2025 £	Budget 2025-2026 £
<b>1 Food Safety</b>				
Employee Expenses	373,910	319,290	326,740	334,340
Transport Related Expenditure	10,240	8,340	8,440	8,520
Supplies & Services	48,410	46,740	47,080	47,400
<b>Total Expenditure</b>	<b>432,560</b>	<b>374,370</b>	<b>382,260</b>	<b>390,260</b>
Income	(5,500)	(5,500)	(5,610)	(5,720)
<b>Total Income</b>	<b>(5,500)</b>	<b>(5,500)</b>	<b>(5,610)</b>	<b>(5,720)</b>
<b>Food Safety Net Expenditure</b>	<b>427,060</b>	<b>368,870</b>	<b>376,650</b>	<b>384,540</b>
<b>2 Management &amp; Administration</b>				
Employee Expenses	79,800	76,720	78,670	80,600
Transport Related Expenditure	130	130	130	130
Supplies & Services	660	670	680	690
<b>Total Expenditure</b>	<b>80,590</b>	<b>77,520</b>	<b>79,480</b>	<b>81,420</b>
<b>Management &amp; Administration Net Expenditure</b>	<b>80,590</b>	<b>77,520</b>	<b>79,480</b>	<b>81,420</b>
<b>3 Mortuary</b>				
Employee Expenses	51,340	5,100	5,320	5,460
Premises Related Expenditure	18,250	15,250	15,500	15,800
Supplies & Services	8,500	26,500	1,680	1,690
<b>Total Expenditure</b>	<b>78,090</b>	<b>46,850</b>	<b>22,500</b>	<b>22,950</b>
Income	(77,710)	(25,000)	.	-
<b>Total Income</b>	<b>(77,710)</b>	<b>(25,000)</b>	.	-
<b>Mortuary Net Expenditure</b>	<b>380</b>	<b>21,850</b>	<b>22,500</b>	<b>22,950</b>
<b>4 Licensing</b>				
Employee Expenses	178,320	188,760	193,060	197,450
Transport Related Expenditure	4,730	2,280	2,330	2,350
Supplies & Services	36,560	29,440	29,820	30,130
<b>Total Expenditure</b>	<b>219,610</b>	<b>220,480</b>	<b>225,210</b>	<b>229,930</b>
Income	(274,140)	(288,190)	(293,860)	(299,650)
<b>Total Income</b>	<b>(274,140)</b>	<b>(288,190)</b>	<b>(293,860)</b>	<b>(299,650)</b>
<b>Licensing Net Expenditure</b>	<b>(54,530)</b>	<b>(67,710)</b>	<b>(68,650)</b>	<b>(69,720)</b>
<b>5 Grants &amp; Contributions</b>				
Supplies & Services	151,630	139,130	112,190	113,310
<b>Total Expenditure</b>	<b>151,630</b>	<b>139,130</b>	<b>112,190</b>	<b>113,310</b>
<b>Grants &amp; Contributions Net Expenditure</b>	<b>151,630</b>	<b>139,130</b>	<b>112,190</b>	<b>113,310</b>
<b>Community Engagement, Health &amp; Well Being Net Expenditure</b>	<b>605,130</b>	<b>539,660</b>	<b>522,170</b>	<b>532,500</b>

**Community Engagement, Health & Wellbeing Portfolio**

**Variation Statement 2023/2024 to 2025/2026**

	2023/2024 Indicative	Real Terms / Efficiency Variations	2023/2024 Budget	2024/2025 Indicative	Real Terms / Efficiency Variations	2024/2025 Budget	Inflation	Real Terms / Efficiency Variations	2025/2026 Budget
	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's
Employee Costs	629	- 39	590	650	- 46	604	12	2	618
Premises Related Costs	22	- 7	15	22	- 6	16	-	-	16
Transport Related Costs	15	- 4	11	15	- 4	11	-	-	11
Supplies and Services	261	- 19	242	265	- 49	216	2	-	218
<b>Total Expenditure</b>	<b>927</b>	<b>- 69</b>	<b>858</b>	<b>952</b>	<b>- 105</b>	<b>847</b>	<b>14</b>	<b>2</b>	<b>863</b>
Income	- 404	86	- 318	- 410	85	- 325	- 6	1	- 330
<b>Net Expenditure</b>	<b>523</b>	<b>17</b>	<b>540</b>	<b>542</b>	<b>- 20</b>	<b>522</b>	<b>8</b>	<b>3</b>	<b>533</b>
Portfolio transferred	231			231					
Original Net Expenditure	292			311					

**Community Engagement, Health & Wellbeing Portfolio**

**Proposed Real Terms / Efficiency Variations**

**2023/24 Change**

	£'000	£'000
<b><u>Real Term Variations</u></b>		
Pay award and Pension changes		30
Utilities		-6
Mortuary closure		42
Budget savings		
Food and safety efficiencies	-21	
Citizen Advice grant aid support	-30	
Reductions in consistently-underspending overhead budgets	-14	-65
Budget pressures		
Closure / mothballing of Mortuary		
Expenditure	25	
Reserve funding	-25	-
Commission Beat the Cold	16	16
		<u>17</u>

**2024/25 Change**

	£'000	£'000
<b><u>Real Term Variations</u></b>		
Pay award and Pension changes		24
Utilities		-6
Mortuary closure		41
Budget savings		
Food and safety efficiencies	-21	
Citizen Advice grant aid support	-60	
Reductions in consistently-underspending overhead budgets	-14	-95
Budget pressures		
Commission Beat the Cold	16	16
		<u>- 20</u>

**2024/25 to 2025/26 Change**

	£'000	£'000
<b><u>Real Term Variations</u></b>		
Increase in Superannuation		2
minor variations		1
		<u>3</u>

**Community Safety & Partnerships**

	<b>Outturn 2022-2023</b>	<b>Budget 2023-2024</b>	<b>Budget 2024-2025</b>	<b>Budget 2025-2026</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>1 Partnerships</b>				
Employee Expenses	206,730	219,530	224,320	229,230
Premises Related Expenditure	18,890	19,620	17,840	18,310
Transport Related Expenditure	2,450	2,480	2,510	2,540
Supplies & Services	8,430	8,520	8,610	8,700
<b>Total Expenditure</b>	<b>236,500</b>	<b>250,150</b>	<b>253,280</b>	<b>258,780</b>
<b>Partnerships Net Expenditure</b>	<b>236,500</b>	<b>250,150</b>	<b>253,280</b>	<b>258,780</b>
<b>2 CCTV</b>				
Employee Expenses	162,600	165,110	168,880	172,690
Premises Related Expenditure	13,730	17,850	19,640	20,620
Supplies & Services	91,870	74,220	75,070	75,820
<b>Total Expenditure</b>	<b>268,200</b>	<b>257,180</b>	<b>263,590</b>	<b>269,130</b>
Income	(54,030)	(61,190)	(62,830)	(64,150)
<b>Total Income</b>	<b>(54,030)</b>	<b>(61,190)</b>	<b>(62,830)</b>	<b>(64,150)</b>
<b>CCTV Net Expenditure</b>	<b>214,170</b>	<b>195,990</b>	<b>200,760</b>	<b>204,980</b>
<b>Community Safety &amp; Partnerships Net Expenditure</b>	<b>450,670</b>	<b>446,140</b>	<b>454,040</b>	<b>463,760</b>

**Community Safety & Partnerships Portfolio****Variation Statement 2023/2024 to 2025/2026**

	2022/23 Indicative	Real Terms / Efficiency Variations	2022/2023 Budget	2023/24 Indicative	Real Terms / Efficiency Variations	2023/2024 Budget	Inflation	Real Terms / Efficiency Variations	2024/2025 Budget
	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's
<b>Employee Costs</b>	360	25	385	372	21	393	8	1	402
<b>Premises Related Costs</b>	29	8	37	29	8	37	1	1	39
<b>Transport Related Costs</b>	2	-	2	3	-	3	-	- 1	2
<b>Supplies and Services</b>	94	- 11	83	95	- 11	84	1	-	85
<b>Total Expenditure</b>	485	22	507	499	18	517	10	1	528
<b>Income</b>	- 54	- 7	- 61	- 56	- 7	- 63	- 1	-	- 64
<b>Net Expenditure</b>	431	<b>15</b>	446	443	<b>11</b>	454	9	<b>1</b>	464



**Community Safety & Partnerships Portfolio**

**Proposed Real Terms / Efficiency Variations**

**2023/24 Change**

	£'000	£'000
<b><u>Real Term Variations</u></b>		
Pay award and Pension changes		24
Increased utility costs		7
Increase hra recharges		-2
Budget savings		
CCTV conversion to IP connectivity		-11
minor variations		-3
		<b><u>15</u></b>

**2024/25 Change**

	£'000	£'000
<b><u>Real Term Variations</u></b>		
Pay award and Pension changes		21
Increased utility costs		8
Increase hra recharges		-2
Budget savings		
CCTV conversion to IP connectivity		-11
minor variations		-5
		<b><u>11</u></b>

**2024/25 to 2025/26 Change**

	£'000	£'000
<b><u>Real Term Variations</u></b>		
Increase in Superannuation		1
		<b><u>1</u></b>

District & High Street Development

	Outturn 2022-2023 £	Budget 2023-2024 £	Budget 2024-2025 £	Budget 2025-2026 £
<b>1 Economic Development</b>				
Employee Expenses	196,030	205,460	209,990	214,600
Transport Related Expenditure	2,770	2,800	2,830	2,860
Supplies & Services	273,170	155,510	20,300	20,430
<b>Total Expenditure</b>	<b>471,970</b>	<b>363,770</b>	<b>233,120</b>	<b>237,890</b>
Income	(74,000)	.	.	-
<b>Total Income</b>	<b>(74,000)</b>	.	.	-
<b>Economic Development Net Expenditure</b>	<b>397,970</b>	<b>363,770</b>	<b>233,120</b>	<b>237,890</b>
<b>2 Management &amp; Support</b>				
Employee Expenses	495,390	516,510	527,590	538,890
Transport Related Expenditure	10,790	2,600	2,710	2,740
Supplies & Services	84,070	77,510	78,260	79,020
<b>Total Expenditure</b>	<b>590,250</b>	<b>596,620</b>	<b>608,560</b>	<b>620,650</b>
Income	(51,820)	(44,510)	(45,430)	(46,370)
<b>Total Income</b>	<b>(51,820)</b>	<b>(44,510)</b>	<b>(45,430)</b>	<b>(46,370)</b>
<b>Management &amp; Support Net Expenditure</b>	<b>538,430</b>	<b>552,110</b>	<b>563,130</b>	<b>574,280</b>
<b>3 Development Control</b>				
Employee Expenses	343,510	324,820	332,800	341,490
Transport Related Expenditure	6,010	6,070	6,130	6,190
Supplies & Services	94,430	90,710	91,120	91,490
<b>Total Expenditure</b>	<b>443,950</b>	<b>421,600</b>	<b>430,050</b>	<b>439,170</b>
Income	(313,470)	(393,590)	(394,240)	(394,950)
<b>Total Income</b>	<b>(313,470)</b>	<b>(393,590)</b>	<b>(394,240)</b>	<b>(394,950)</b>
<b>Development Control Net Expenditure</b>	<b>130,480</b>	<b>28,010</b>	<b>35,810</b>	<b>44,220</b>
<b>4 Building Control</b>				
Employee Expenses	629,180	663,980	678,340	693,190
Transport Related Expenditure	22,080	22,300	22,520	22,750
Supplies & Services	68,150	68,820	69,500	70,170
<b>Total Expenditure</b>	<b>719,410</b>	<b>755,100</b>	<b>770,360</b>	<b>786,110</b>
Income	(568,420)	(588,020)	(599,810)	(611,900)
<b>Total Income</b>	<b>(568,420)</b>	<b>(588,020)</b>	<b>(599,810)</b>	<b>(611,900)</b>
<b>Building Control Net Expenditure</b>	<b>150,990</b>	<b>167,080</b>	<b>170,550</b>	<b>174,210</b>

**District & High Street Development**

	<b>Outturn 2022-2023</b>	<b>Budget 2023-2024</b>	<b>Budget 2024-2025</b>	<b>Budget 2025-2026</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>5 Industrial Sites</b>				
Premises Related Expenditure	11,420	12,880	13,080	13,360
Supplies & Services	1,500			
Capital Financing Costs	1,610	1,610	1,610	1,610
<b>Total Expenditure</b>	<b>14,530</b>	<b>14,490</b>	<b>14,690</b>	<b>14,970</b>
Income	(115,000)	(115,000)	(115,000)	(115,000)
<b>Total Income</b>	<b>(115,000)</b>	<b>(115,000)</b>	<b>(115,000)</b>	<b>(115,000)</b>
<b>Industrial Sites Net Expenditure</b>	<b>(100,470)</b>	<b>(100,510)</b>	<b>(100,310)</b>	<b>(100,030)</b>
<b>6 Town Centre Management</b>				
Premises Related Expenditure	258,710	260,370	261,250	262,020
Supplies & Services	210	210	210	210
<b>Total Expenditure</b>	<b>258,920</b>	<b>260,580</b>	<b>261,460</b>	<b>262,230</b>
Income	(153,100)	(142,420)	(142,440)	(142,460)
<b>Total Income</b>	<b>(153,100)</b>	<b>(142,420)</b>	<b>(142,440)</b>	<b>(142,460)</b>
<b>Town Centre Management Net Expenditure</b>	<b>105,820</b>	<b>118,160</b>	<b>119,020</b>	<b>119,770</b>
<b>District &amp; High Street Development Net Expenditure</b>	<b>1,223,220</b>	<b>1,128,620</b>	<b>1,021,320</b>	<b>1,050,340</b>

**District Development Portfolio**

**Variation Statement 2022/2023 to 2024/2025**

	2023/2024 Indicative	Real Terms / Efficiency Variations	2023/2024 Budget	2024/2025 Indicative	Real Terms / Efficiency Variations	2024/2025 Budget	Inflation	Real Terms / Efficiency Variations	2025/2026 Budget
	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's
<b>Employee Costs</b>	1,686	25	1,711	1,653	96	1,749	34	5	1,788
<b>Premises Related Costs</b>	278	- 5	273	279	- 5	274	1	-	275
<b>Transport Related Costs</b>	42	- 8	34	42	- 8	34	-	1	35
<b>Supplies and Services</b>	318	75	393	270	- 11	259	2	-	261
<b>Capital Financing Costs</b>	2	-	2	2	-	2	-	-	2
<b>Total Expenditure</b>	2,326	87	2,413	2,246	72	2,318	37	6	2,361
<b>Income</b>	- 1,256	- 28	- 1,284	- 1,265	- 32	- 1,297	- 17	3	- 1,311
<b>Net Expenditure</b>	1,070	<b>59</b>	1,129	981	<b>40</b>	1,021	20	<b>9</b>	1,050
<b>portfolios transferred</b>	113			121					
<b>Original Net Expenditure</b>	957			860					

**District Development Portfolio**

**Proposed Real Terms / Efficiency Variations**

**2023/24 Change**

	£'000	£'000
<b><u>Real Term Variations</u></b>		
Pay award and Pension changes		75
Staffing variations		28
Reduced Town centre management income		11
Shared service income		-16
Budget savings		
New Planning fees	-15	
Reductions in consistently-underspending overhead budgets	<u>-25</u>	-40
Budget pressures		
Building Control regulations		5
minor variations		-4
		<u><u>63</u></u>

**2024/25 Change**

	£'000	£'000
<b><u>Real Term Variations</u></b>		
Pay award and Pension changes		60
Staffing variations		29
Reduced Town centre management income		4
Shared service income		-13
Budget savings		
New Planning fees	-15	
Reductions in consistently-underspending overhead budgets	<u>-25</u>	-40
Budget pressures		
Building Control regulations		5
minor variations		-5
		<u><u>40</u></u>

**2024/25 to 2025/26 Change**

	£'000	£'000
<b><u>Real Term Variations</u></b>		
Increase in Superannuation		5
Income reductions		5
minor variations		-1
		<u><u>9</u></u>

Environment & Climate Change

	Outturn 2022-2023 £	Budget 2023-2024 £	Budget 2024-2025 £	Budget 2025-2026 £
<b>1 Waste &amp; Recycling</b>				
Employee Expenses	304,490	351,350	360,200	367,790
Premises Related Expenditure	2,930	2,960	2,990	3,020
Transport Related Expenditure	5,990	6,080	6,170	6,260
Supplies & Services	61,880	52,280	53,000	53,680
Third Party Payments	3,302,410	3,836,970	4,066,940	4,144,530
<b>Total Expenditure</b>	<b>3,677,700</b>	<b>4,249,640</b>	<b>4,489,300</b>	<b>4,575,280</b>
Income	(1,273,870)	(1,297,210)	(1,576,830)	(1,593,930)
<b>Total Income</b>	<b>(1,273,870)</b>	<b>(1,297,210)</b>	<b>(1,576,830)</b>	<b>(1,593,930)</b>
<b>Waste &amp; Recycling Net Expenditure</b>	<b>2,403,830</b>	<b>2,952,430</b>	<b>2,912,470</b>	<b>2,981,350</b>
<b>2 Regulatory Services</b>				
Employee Expenses	457,970	398,240	410,820	423,110
Transport Related Expenditure	14,310	12,280	12,460	12,590
Supplies & Services	38,800	40,520	40,950	41,370
Third Party Payments	42,610	45,750	47,580	48,530
<b>Total Expenditure</b>	<b>553,690</b>	<b>496,790</b>	<b>511,810</b>	<b>525,600</b>
Income	(22,180)	(30,630)	(31,090)	(31,720)
<b>Total Income</b>	<b>(22,180)</b>	<b>(30,630)</b>	<b>(31,090)</b>	<b>(31,720)</b>
<b>Regulatory Services Net Expenditure</b>	<b>531,510</b>	<b>466,160</b>	<b>480,720</b>	<b>493,880</b>
<b>3 Cleansing Services</b>				
Premises Related Expenditure	5,930	5,990	6,050	6,110
Supplies & Services	5,580	5,630	5,680	5,740
Third Party Payments	444,550	486,560	497,210	507,620
<b>Total Expenditure</b>	<b>456,060</b>	<b>498,180</b>	<b>508,940</b>	<b>519,470</b>
<b>Cleansing Services Net Expenditure</b>	<b>456,060</b>	<b>498,180</b>	<b>508,940</b>	<b>519,470</b>
<b>4 Drainage Services</b>				
Premises Related Expenditure	8,700	8,790	8,880	9,060
<b>Total Expenditure</b>	<b>8,700</b>	<b>8,790</b>	<b>8,880</b>	<b>9,060</b>
<b>Drainage Services Net Expenditure</b>	<b>8,700</b>	<b>8,790</b>	<b>8,880</b>	<b>9,060</b>
<b>5 Street Cleansing</b>				
Employee Expenses	570,910	528,600	507,460	521,320
Premises Related Expenditure	3,080	3,140	3,200	3,260
Transport Related Expenditure	159,900	162,190	133,910	135,930
Supplies & Services	32,100	32,370	32,640	32,910
<b>Total Expenditure</b>	<b>765,990</b>	<b>726,300</b>	<b>677,210</b>	<b>693,420</b>
Income	(719,700)	(786,400)	(803,310)	(819,850)
<b>Total Income</b>	<b>(719,700)</b>	<b>(786,400)</b>	<b>(803,310)</b>	<b>(819,850)</b>
<b>Street Cleansing Net Expenditure</b>	<b>46,290</b>	<b>(60,100)</b>	<b>(126,100)</b>	<b>(126,430)</b>

Environment & Climate Change

	Outturn 2022-2023 £	Budget 2023-2024 £	Budget 2024-2025 £	Budget 2025-2026 £
<b>6 Countryside Management</b>				
Employee Expenses	171,630	245,510	251,070	256,710
Premises Related Expenditure	10,860	11,400	11,950	12,330
Transport Related Expenditure	14,780	13,290	13,560	13,830
Supplies & Services	32,890	29,690	30,000	30,300
<b>Total Expenditure</b>	<b>230,160</b>	<b>299,890</b>	<b>306,580</b>	<b>313,170</b>
Income	(13,660)	(72,410)	(72,450)	(72,710)
<b>Total Income</b>	<b>(13,660)</b>	<b>(72,410)</b>	<b>(72,450)</b>	<b>(72,710)</b>
<b>Countryside Management Net Expenditure</b>	<b>216,500</b>	<b>227,480</b>	<b>234,130</b>	<b>240,460</b>
<b>7 Public Clocks</b>				
Premises Related Expenditure	5,510	6,150	6,310	6,480
<b>Total Expenditure</b>	<b>5,510</b>	<b>6,150</b>	<b>6,310</b>	<b>6,480</b>
<b>Public Clocks Net Expenditure</b>	<b>5,510</b>	<b>6,150</b>	<b>6,310</b>	<b>6,480</b>
<b>8 Off Street Parking</b>				
Premises Related Expenditure	350,550	327,250	335,760	343,510
Transport Related Expenditure	10	10	10	10
Supplies & Services	132,800	145,740	165,180	155,300
Third Party Payments	30,770	33,690	34,420	35,140
<b>Total Expenditure</b>	<b>514,130</b>	<b>506,690</b>	<b>535,370</b>	<b>533,960</b>
Income	(743,280)	(688,420)	(736,430)	(736,570)
<b>Total Income</b>	<b>(743,280)</b>	<b>(688,420)</b>	<b>(736,430)</b>	<b>(736,570)</b>
<b>Off Street Parking Net Expenditure</b>	<b>(229,150)</b>	<b>(181,730)</b>	<b>(201,060)</b>	<b>(202,610)</b>
<b>9 Bus Shelters</b>				
Premises Related Expenditure	35,000	36,040	37,310	38,320
<b>Total Expenditure</b>	<b>35,000</b>	<b>36,040</b>	<b>37,310</b>	<b>38,320</b>
Income	(36,840)	(37,580)	(38,330)	(39,100)
<b>Total Income</b>	<b>(36,840)</b>	<b>(37,580)</b>	<b>(38,330)</b>	<b>(39,100)</b>
<b>Bus Shelters Net Expenditure</b>	<b>(1,840)</b>	<b>(1,540)</b>	<b>(1,020)</b>	<b>(780)</b>
<b>10 Conservation Areas</b>				
Employee Expenses	177,920	188,020	192,090	196,260
Transport Related Expenditure	5,140	5,190	5,240	5,290
Supplies & Services	1,990	2,010	2,030	2,050
<b>Total Expenditure</b>	<b>185,050</b>	<b>195,220</b>	<b>199,360</b>	<b>203,600</b>
<b>Conservation Areas Net Expenditure</b>	<b>185,050</b>	<b>195,220</b>	<b>199,360</b>	<b>203,600</b>
<b>Environment &amp; Climate Change Net Expenditure</b>	<b>3,622,460</b>	<b>4,111,040</b>	<b>4,022,630</b>	<b>4,124,480</b>

**Environment & Climate Change Portfolio**

**Variation Statement 2023/2024 to 2025/2026**

	2023/2024 Indicative	Real Terms / Efficiency Variations	2023/2024 Budget	2024/2025 Indicative	Real Terms / Efficiency Variations	2024/2025 Budget	Inflation	Real Terms / Efficiency Variations	2025/2026 Budget
	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's
<b>Employee Costs</b>	1,696	16	1,712	1,759	- 37	1,722	34	9	1,765
<b>Premises Related Costs</b>	427	- 25	402	434	- 21	413	8	1	422
<b>Transport Related Costs</b>	204	- 5	199	207	- 36	171	3	-	174
<b>Supplies and Services</b>	303	5	308	306	23	329	2	- 10	321
<b>Third Party Payments</b>	4,024	379	4,403	4,129	517	4,646	86	4	4,736
<b>Total Expenditure</b>	6,654	370	7,024	6,835	446	7,281	133	4	7,418
<b>Income</b>	- 2,778	- 135	- 2,913	- 2,582	- 676	- 3,258	- 33	- 3	- 3,294
<b>Net Expenditure</b>	3,876	<b>235</b>	4,111	4,253	<b>- 230</b>	4,023	100	<b>1</b>	4,124



**Environment & Climate Change Portfolio**  
**Proposed Real Terms / Efficiency Variations**

**2023/24 Change**

	£'000	£'000
<b><u>Real Term Variations</u></b>		
Pay award and Pension changes		79
Increased utility costs		14
Reduced rates		-40
Waste dual stream and dry recycling contract		
Increase gate fees dry recycling	4	
Increased gate fees green waste	10	
Additional contract cost contract inflation and dual stream	331	
Reduced recycling credits	70	
Additional income from recycling	-110	305
Parking contract inflation increase		9
Reduced parking income		65
Streetcleansing recharge		-13
Grounds recharge		1
Budget savings		
Garden waste charges	-100	
Digital waste calendar	-16	
Efficiencies pest control service	-8	
Efficiencies street cleansing	-60	
Environmental Protection efficiencies	-109	
Reduction in underspending overhead budgets	-6	-299
Budget pressures		
Climate change	60	
Avon Road Car Park loss of income due to sale	55	115
minor variations		-1
		<b><u>235</u></b>

**2024/25 Change**

	£'000	£'000
<b><u>Real Term Variations</u></b>		
Pay award and Pension changes		60
Increased utility costs		18
Reduced rates		-40
Waste dual stream and dry recycling contract		
Increase gate fees dry recycling	13	
Increased gate fees green waste	14	
Additional contract cost contract inflation and dual stream	460	
Reduced recycling credits	71	
Additional income from recycling	-110	448
Parking contract inflation increase		17
Reduced parking income		65
Streetcleansing recharge		-12
Grounds recharge		1
Budget savings		
Garden waste charges	-600	
Digital waste calendar	-16	
Hednesford station car park charging	-21	
Rugeley station car park charging	-17	
Efficiencies pest control service	-8	
Efficiencies street cleansing	-126	
Environmental Protection efficiencies	-109	
Reduction in underspending overhead budgets	-6	-903
Budget pressures		
Climate change	60	
Avon Road Car Park loss of income due to sale	55	115
minor variations		1
		<b><u>-230</u></b>

**2024/25 to 2025/26 Change**

	£'000	£'000
<b><u>Real Term Variations</u></b>		
Increase in Superannuation		8
Waste dual stream and dry recycling contract		
Increase gate fees dry recycling	4	
Recycling credits	-2	2
Budget savings		
Rugeley station car park machine purchase falling out		-10
minor variations		1
		<b><u>1</u></b>

Housing, Heritage & Leisure

	Outturn 2022-2023 £	Budget 2023-2024 £	Budget 2024-2025 £	Budget 2025-2026 £
<b>1 Grounds Maintenance</b>				
Employee Expenses	780,980	821,100	840,700	860,170
Premises Related Expenditure	34,180	38,050	38,760	39,690
Transport Related Expenditure	64,860	66,130	67,410	68,720
Supplies & Services	160,610	162,220	163,730	165,370
<b>Total Expenditure</b>	<b>1,040,630</b>	<b>1,087,500</b>	<b>1,110,600</b>	<b>1,133,950</b>
Income	(1,003,340)	(1,087,500)	(1,110,600)	(1,133,950)
<b>Total Income</b>	<b>(1,003,340)</b>	<b>(1,087,500)</b>	<b>(1,110,600)</b>	<b>(1,133,950)</b>
<b>Grounds Maintenance Net Expenditure</b>	<b>37,290</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>2 Parks &amp; Open Spaces</b>				
Employee Expenses	575,850	552,630	544,800	556,750
Premises Related Expenditure	495,840	553,250	569,660	586,410
Transport Related Expenditure	18,840	19,140	19,450	19,790
Supplies & Services	144,760	136,060	137,170	138,480
Third Party Payments	191,990	210,140	214,730	219,250
<b>Total Expenditure</b>	<b>1,427,280</b>	<b>1,471,220</b>	<b>1,485,810</b>	<b>1,520,680</b>
Income	(148,950)	(122,060)	(122,670)	(124,240)
<b>Total Income</b>	<b>(148,950)</b>	<b>(122,060)</b>	<b>(122,670)</b>	<b>(124,240)</b>
<b>Parks &amp; Open Spaces Net Expenditure</b>	<b>1,278,330</b>	<b>1,349,160</b>	<b>1,363,140</b>	<b>1,396,440</b>
<b>3 Private Sector Housing</b>				
Employee Expenses	262,340	327,640	334,840	342,200
Transport Related Expenditure	11,600	11,720	11,840	11,960
Supplies & Services	10,230	10,330	10,440	10,550
<b>Total Expenditure</b>	<b>284,170</b>	<b>349,690</b>	<b>357,120</b>	<b>364,710</b>
Income	(48,350)	(97,830)	(98,830)	(100,770)
<b>Total Income</b>	<b>(48,350)</b>	<b>(97,830)</b>	<b>(98,830)</b>	<b>(100,770)</b>
<b>Private Sector Housing Net Expenditure</b>	<b>235,820</b>	<b>251,860</b>	<b>258,290</b>	<b>263,940</b>
<b>4 Stadium</b>				
Employee Expenses		7,150	8,190	9,250
Premises Related Expenditure	58,150	56,870	57,650	58,320
Supplies & Services	15,530	20,730	20,730	20,730
<b>Total Expenditure</b>	<b>73,680</b>	<b>84,750</b>	<b>86,570</b>	<b>88,300</b>
<b>Stadium Net Expenditure</b>	<b>73,680</b>	<b>84,750</b>	<b>86,570</b>	<b>88,300</b>
<b>5 Circular 8/95</b>				
Supplies & Services	35,520	35,520	35,520	35,520
<b>Total Expenditure</b>	<b>35,520</b>	<b>35,520</b>	<b>35,520</b>	<b>35,520</b>
<b>Circular 8/95 Net Expenditure</b>	<b>35,520</b>	<b>35,520</b>	<b>35,520</b>	<b>35,520</b>

Housing, Heritage & Leisure

	Outturn 2022-2023 £	Budget 2023-2024 £	Budget 2024-2025 £	Budget 2025-2026 £
<b>6 Cemeteries</b>				
Employee Expenses	157,250	162,620	166,250	169,910
Premises Related Expenditure	70,750	105,950	108,850	110,700
Transport Related Expenditure	13,500	10,420	10,620	10,820
Supplies & Services	29,680	28,920	29,360	29,610
<b>Total Expenditure</b>	<b>271,180</b>	<b>307,910</b>	<b>315,080</b>	<b>321,040</b>
Income	(227,900)	(257,810)	(265,560)	(270,880)
<b>Total Income</b>	<b>(227,900)</b>	<b>(257,810)</b>	<b>(265,560)</b>	<b>(270,880)</b>
<b>Cemeteries Net Expenditure</b>	<b>43,280</b>	<b>50,100</b>	<b>49,520</b>	<b>50,160</b>
<b>7 Contract Monitoring</b>				
Employee Expenses	213,450	231,000	236,010	241,160
Premises Related Expenditure	11,130	11,240	11,350	11,460
Transport Related Expenditure	10,260	10,430	10,600	10,770
Supplies & Services	2,850	2,870	2,890	2,910
<b>Total Expenditure</b>	<b>237,690</b>	<b>255,540</b>	<b>260,850</b>	<b>266,300</b>
Income	(52,750)	(56,180)	(57,880)	(59,040)
<b>Total Income</b>	<b>(52,750)</b>	<b>(56,180)</b>	<b>(57,880)</b>	<b>(59,040)</b>
<b>Contract Monitoring Net Expenditure</b>	<b>184,940</b>	<b>199,360</b>	<b>202,970</b>	<b>207,260</b>
<b>8 Housing Services</b>				
Employee Expenses	525,300	544,640	558,480	573,020
Premises Related Expenditure	5,790	5,980	6,030	6,160
Transport Related Expenditure	2,600	2,620	2,640	2,660
Supplies & Services	168,270	144,450	145,240	146,550
Third Party Payments	300	310	320	330
<b>Total Expenditure</b>	<b>702,260</b>	<b>698,000</b>	<b>712,710</b>	<b>728,720</b>
Income	(251,670)	(263,520)	(270,370)	(276,550)
<b>Total Income</b>	<b>(251,670)</b>	<b>(263,520)</b>	<b>(270,370)</b>	<b>(276,550)</b>
<b>Housing Services Net Expenditure</b>	<b>450,590</b>	<b>434,480</b>	<b>442,340</b>	<b>452,170</b>
<b>9 Leisure Management Contract</b>				
Premises Related Expenditure	191,880	196,320	200,470	204,560
Supplies & Services	2,362,400	2,688,850	1,680,600	1,734,580
<b>Total Expenditure</b>	<b>2,554,280</b>	<b>2,885,170</b>	<b>1,881,070</b>	<b>1,939,140</b>
Income	(186,050)	(417,660)	(193,520)	(197,370)
<b>Total Income</b>	<b>(186,050)</b>	<b>(417,660)</b>	<b>(193,520)</b>	<b>(197,370)</b>
<b>Leisure Management Contract Net Expenditure</b>	<b>2,368,230</b>	<b>2,467,510</b>	<b>1,687,550</b>	<b>1,741,770</b>

Housing, Heritage & Leisure

	Outturn 2022-2023 £	Budget 2023-2024 £	Budget 2024-2025 £	Budget 2025-2026 £
<b>10 Leisure, Planning &amp; Marketing</b>				
Employee Expenses	223,130	179,160	182,860	186,660
Transport Related Expenditure	2,120	2,140	2,160	2,180
Supplies & Services	112,700	16,420	16,480	16,540
<b>Total Expenditure</b>	<b>337,950</b>	<b>197,720</b>	<b>201,500</b>	<b>205,380</b>
Income	(135,510)	(29,260)	(29,470)	(29,690)
<b>Total Income</b>	<b>(135,510)</b>	<b>(29,260)</b>	<b>(29,470)</b>	<b>(29,690)</b>
<b>Leisure, Planning &amp; Marketing Net Expenditure</b>	<b>202,440</b>	<b>168,460</b>	<b>172,030</b>	<b>175,690</b>
<b>11 Allotments</b>				
Premises Related Expenditure	3,140	3,220	3,270	3,330
<b>Total Expenditure</b>	<b>3,140</b>	<b>3,220</b>	<b>3,270</b>	<b>3,330</b>
Income	(4,640)	(4,640)	(4,640)	(4,640)
<b>Total Income</b>	<b>(4,640)</b>	<b>(4,640)</b>	<b>(4,640)</b>	<b>(4,640)</b>
<b>Allotments Net Expenditure</b>	<b>(1,500)</b>	<b>(1,420)</b>	<b>(1,370)</b>	<b>(1,310)</b>
<b>Housing, Heritage &amp; Leisure Net Expenditure</b>	<b>4,908,620</b>	<b>5,039,780</b>	<b>4,296,560</b>	<b>4,409,940</b>

**Housing, Heritage & Leisure Portfolio**

**Variation Statement 2023/2024 to 2025/2026**

	2023/2024 Indicative	Real Terms / Efficiency Variations	2023/2024 Budget	2024/2025 Indicative	Real Terms / Efficiency Variations	2024/2025 Budget	Inflation	Real Terms / Efficiency Variations	2025/2026 Budget
	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's
<b>Employee Costs</b>	2,668	158	2,826	2751	121	2,872	57	10	2,939
<b>Premises Related Costs</b>	831	140	971	851	145	996	20	5	1,021
<b>Transport Related Costs</b>	122	1	123	125	-	125	2	-	127
<b>Supplies and Services</b>	2,409	837	3,246	2,450	- 208	2,242	26	33	2,301
<b>Third Party Payments</b>	198	12	210	204	11	215	4	-	219
<b>Total Expenditure</b>	6,228	1,148	7,376	6,381	69	6,450	109	48	6,607
<b>Income</b>	- 1,960	- 376	- 2,336	- 2,009	- 144	- 2,153	- 36	- 8	- 2,197
<b>Net Expenditure</b>	4,268	<b>772</b>	5,040	4,372	<b>- 75</b>	4,297	73	<b>40</b>	4,410

**Housing, Heritage & Leisure Portfolio****Proposed Real Terms / Efficiency Variations****2023/24 Change**

	£'000	£'000
<b><u>Real Term Variations</u></b>		
Pay award and Pension changes		189
Increased Utilities		64
Increased Rates		29
Reduced cemeteries income		10
Leisure management contract increase funded by transfer from Innovation & Resources		279
Leisure management contract utility costs		
Expenditure	640	
Contracts reserve funding	-228	412
Streetcleansing recharge		13
Grounds recharge		-2
Increased HRA recharge		-25
Budget savings		
Efficiencies parks and open spaces service	-44	
Tennis court hire income	-38	
Inspiring Healthy Lifestyles concessions review	-70	
Private sector housing capitalisation of post	-46	-198
minor variations		1
		<u>772</u>

**2024/25 Change**

	£'000	£'000
<b><u>Real Term Variations</u></b>		
Pay award and Pension changes		170
Increased Utilities		72
Increased Rates		30
Reduced cemeteries income		8
Leisure management contract		-26
Streetcleansing recharge		12
Grounds recharge		-1
Increased HRA recharge		-22
Budget savings		
Efficiencies parks and open spaces service	-64	
Tennis court hire income	-38	
Inspiring Healthy Lifestyles museum location	-100	
Inspiring Healthy Lifestyles concessions review	-70	
Private sector housing capitalisation of post	-46	-318
		<u>-75</u>

2024/25 to 2025/26 Change

	£'000	£'000
<b><u>Real Term Variations</u></b>		
Increase in Superannuation		7
Increased Utilities		3
Leisure management contract		33
minor variations		-3
		<b><u>40</u></b>



Innovation & Resources

	Outturn 2022-2023 £	Budget 2023-2024 £	Budget 2024-2025 £	Budget 2025-2026 £
<b>1 Legal Services</b>				
Third Party Payments	283,970	297,080	303,140	309,940
<b>Total Expenditure</b>	<b>283,970</b>	<b>297,080</b>	<b>303,140</b>	<b>309,940</b>
Income	(191,370)	(203,770)	(209,940)	(214,150)
<b>Total Income</b>	<b>(191,370)</b>	<b>(203,770)</b>	<b>(209,940)</b>	<b>(214,150)</b>
<b>Legal Services Net Expenditure</b>	<b>92,600</b>	<b>93,310</b>	<b>93,200</b>	<b>95,790</b>
<b>2 Technology</b>				
Supplies & Services	148,770	150,240	151,730	153,490
Third Party Payments	809,660	817,030	824,310	838,640
<b>Total Expenditure</b>	<b>958,430</b>	<b>967,270</b>	<b>976,040</b>	<b>992,130</b>
Income	(220,320)	(234,600)	(241,680)	(246,520)
<b>Total Income</b>	<b>(220,320)</b>	<b>(234,600)</b>	<b>(241,680)</b>	<b>(246,520)</b>
<b>Technology Net Expenditure</b>	<b>738,110</b>	<b>732,670</b>	<b>734,360</b>	<b>745,610</b>
<b>3 Governance</b>				
Employee Expenses	116,590	119,360	121,810	124,330
Transport Related Expenditure	1,080	1,090	1,100	1,110
Supplies & Services	30,720	31,020	31,320	31,630
<b>Total Expenditure</b>	<b>148,390</b>	<b>151,470</b>	<b>154,230</b>	<b>157,070</b>
Income	(30,860)	(22,310)	(19,340)	(19,670)
<b>Total Income</b>	<b>(30,860)</b>	<b>(22,310)</b>	<b>(19,340)</b>	<b>(19,670)</b>
<b>Governance Net Expenditure</b>	<b>117,530</b>	<b>129,160</b>	<b>134,890</b>	<b>137,400</b>
<b>4 Human Resources</b>				
Third Party Payments	277,940	286,750	292,780	299,020
<b>Total Expenditure</b>	<b>277,940</b>	<b>286,750</b>	<b>292,780</b>	<b>299,020</b>
Income	(162,460)	(173,000)	(178,230)	(181,790)
<b>Total Income</b>	<b>(162,460)</b>	<b>(173,000)</b>	<b>(178,230)</b>	<b>(181,790)</b>
<b>Human Resources Net Expenditure</b>	<b>115,480</b>	<b>113,750</b>	<b>114,550</b>	<b>117,230</b>
<b>5 Customer Services</b>				
Employee Expenses	281,730	297,190	303,930	310,800
Supplies & Services	105,890	106,960	107,830	108,910
Third Party Payments	7,140	7,280	7,570	7,720
<b>Total Expenditure</b>	<b>394,760</b>	<b>411,430</b>	<b>419,330</b>	<b>427,430</b>
Income	(117,200)	(121,060)	(124,410)	(126,900)
<b>Total Income</b>	<b>(117,200)</b>	<b>(121,060)</b>	<b>(124,410)</b>	<b>(126,900)</b>
<b>Customer Services Net Expenditure</b>	<b>277,560</b>	<b>290,370</b>	<b>294,920</b>	<b>300,530</b>

Innovation & Resources

	Outturn 2022-2023 £	Budget 2023-2024 £	Budget 2024-2025 £	Budget 2025-2026 £
<b>6 Corporate Services</b>				
Employee Expenses	144,670	152,210	155,760	159,260
Supplies & Services	99,310	100,310	101,310	102,320
<b>Total Expenditure</b>	<b>243,980</b>	<b>252,520</b>	<b>257,070</b>	<b>261,580</b>
Income	(37,280)	(39,480)	(40,680)	(41,510)
<b>Total Income</b>	<b>(37,280)</b>	<b>(39,480)</b>	<b>(40,680)</b>	<b>(41,510)</b>
<b>Corporate Services Net Expenditure</b>	<b>206,700</b>	<b>213,040</b>	<b>216,390</b>	<b>220,070</b>
<b>7 Communications</b>				
Employee Expenses	288,430	299,890	306,600	313,510
Transport Related Expenditure	3,170	3,200	3,230	3,260
Supplies & Services	32,510	32,870	33,240	33,620
<b>Total Expenditure</b>	<b>324,110</b>	<b>335,960</b>	<b>343,070</b>	<b>350,390</b>
Income	(24,810)	(25,510)	(26,070)	(26,600)
<b>Total Income</b>	<b>(24,810)</b>	<b>(25,510)</b>	<b>(26,070)</b>	<b>(26,600)</b>
<b>Communications Net Expenditure</b>	<b>299,300</b>	<b>310,450</b>	<b>317,000</b>	<b>323,790</b>
<b>8 Policy &amp; Performance</b>				
Employee Expenses	123,780	84,760	87,670	90,630
Transport Related Expenditure	320	320	320	320
Supplies & Services	11,130	11,240	11,350	11,460
<b>Total Expenditure</b>	<b>135,230</b>	<b>96,320</b>	<b>99,340</b>	<b>102,410</b>
<b>Policy &amp; Performance Net Expenditure</b>	<b>135,230</b>	<b>96,320</b>	<b>99,340</b>	<b>102,410</b>
<b>9 Land Charges</b>				
Employee Expenses	35,260	37,060	37,840	38,670
Supplies & Services	41,700	67,120	42,240	42,680
<b>Total Expenditure</b>	<b>76,960</b>	<b>104,180</b>	<b>80,080</b>	<b>81,350</b>
Income	(74,940)	(101,380)	(77,450)	(79,000)
<b>Total Income</b>	<b>(74,940)</b>	<b>(101,380)</b>	<b>(77,450)</b>	<b>(79,000)</b>
<b>Land Charges Net Expenditure</b>	<b>2,020</b>	<b>2,800</b>	<b>2,630</b>	<b>2,350</b>
<b>10 Audit</b>				
Employee Expenses	240,770	247,640	253,120	258,750
Transport Related Expenditure	1,380	1,390	1,400	1,410
Supplies & Services	37,940	38,340	38,810	39,190
<b>Total Expenditure</b>	<b>280,090</b>	<b>287,370</b>	<b>293,330</b>	<b>299,350</b>
Income	(124,440)	(128,110)	(130,480)	(132,740)
<b>Total Income</b>	<b>(124,440)</b>	<b>(128,110)</b>	<b>(130,480)</b>	<b>(132,740)</b>
<b>Audit Net Expenditure</b>	<b>155,650</b>	<b>159,260</b>	<b>162,850</b>	<b>166,610</b>

Innovation & Resources

	Outturn 2022-2023 £	Budget 2023-2024 £	Budget 2024-2025 £	Budget 2025-2026 £
<b>11 Risk</b>				
Employee Expenses	173,820	181,720	185,590	189,570
Transport Related Expenditure	4,250	4,290	4,330	4,370
Supplies & Services	698,760	704,760	711,280	717,860
<b>Total Expenditure</b>	<b>876,830</b>	<b>890,770</b>	<b>901,200</b>	<b>911,800</b>
Income	(745,190)	(781,590)	(802,060)	(817,240)
<b>Total Income</b>	<b>(745,190)</b>	<b>(781,590)</b>	<b>(802,060)</b>	<b>(817,240)</b>
<b>Risk Net Expenditure</b>	<b>131,640</b>	<b>109,180</b>	<b>99,140</b>	<b>94,560</b>
<b>12 Resilience</b>				
Employee Expenses	18,880	18,210	18,470	18,880
Premises Related Expenditure	140	140	140	140
Supplies & Services	56,990	64,630	65,290	65,950
<b>Total Expenditure</b>	<b>76,010</b>	<b>82,980</b>	<b>83,900</b>	<b>84,970</b>
Income	(55,410)	(56,590)	(57,440)	(58,310)
<b>Total Income</b>	<b>(55,410)</b>	<b>(56,590)</b>	<b>(57,440)</b>	<b>(58,310)</b>
<b>Resilience Net Expenditure</b>	<b>20,600</b>	<b>26,390</b>	<b>26,460</b>	<b>26,660</b>
<b>13 Customer Serv Mgmt (incl Social Alarms)</b>				
Employee Expenses	105,930	104,030	106,380	108,800
Transport Related Expenditure	1,080	1,090	1,100	1,110
Supplies & Services	8,230	8,320	8,410	8,500
Third Party Payments	14,000	15,400	16,020	16,340
<b>Total Expenditure</b>	<b>129,240</b>	<b>128,840</b>	<b>131,910</b>	<b>134,750</b>
Income	(28,900)	(29,120)	(29,820)	(30,410)
<b>Total Income</b>	<b>(28,900)</b>	<b>(29,120)</b>	<b>(29,820)</b>	<b>(30,410)</b>
<b>Customer Serv Mgmt (incl Social Alarms) Net Expenditure</b>	<b>100,340</b>	<b>99,720</b>	<b>102,090</b>	<b>104,340</b>
<b>14 Caretakers and Cleaners</b>				
Employee Expenses	289,630	302,110	309,090	316,170
Premises Related Expenditure	13,020	13,150	13,280	13,410
Transport Related Expenditure	2,260	2,310	2,360	2,410
Supplies & Services	3,600	3,640	3,680	3,720
<b>Total Expenditure</b>	<b>308,510</b>	<b>321,210</b>	<b>328,410</b>	<b>335,710</b>
<b>Caretakers and Cleaners Net Expenditure</b>	<b>308,510</b>	<b>321,210</b>	<b>328,410</b>	<b>335,710</b>

Innovation & Resources

	Outturn 2022-2023 £	Budget 2023-2024 £	Budget 2024-2025 £	Budget 2025-2026 £
<b>15 Public Buildings</b>				
Employee Expenses	266,580	283,540	289,680	295,970
Premises Related Expenditure	650,940	697,910	678,760	699,560
Transport Related Expenditure	3,460	3,490	3,520	3,560
Supplies & Services	52,260	52,740	53,240	53,730
<b>Total Expenditure</b>	<b>973,240</b>	<b>1,037,680</b>	<b>1,025,200</b>	<b>1,052,820</b>
Income	(440,750)	(458,630)	(393,430)	(396,090)
<b>Total Income</b>	<b>(440,750)</b>	<b>(458,630)</b>	<b>(393,430)</b>	<b>(396,090)</b>
<b>Public Buildings Net Expenditure</b>	<b>532,490</b>	<b>579,050</b>	<b>631,770</b>	<b>656,730</b>
<b>16 Civic Ballroom</b>				
Premises Related Expenditure	640	650	660	670
<b>Total Expenditure</b>	<b>640</b>	<b>650</b>	<b>660</b>	<b>670</b>
Income	(29,980)	(24,540)	(24,540)	(24,600)
<b>Total Income</b>	<b>(29,980)</b>	<b>(24,540)</b>	<b>(24,540)</b>	<b>(24,600)</b>
<b>Civic Ballroom Net Expenditure</b>	<b>(29,340)</b>	<b>(23,890)</b>	<b>(23,880)</b>	<b>(23,930)</b>
<b>17 Hawks Green Depot</b>				
Employee Expenses	6,550	6,680	6,750	6,890
Premises Related Expenditure	103,180	127,070	134,070	138,590
Supplies & Services	18,840	19,050	19,270	19,500
<b>Total Expenditure</b>	<b>128,570</b>	<b>152,800</b>	<b>160,090</b>	<b>164,980</b>
Income	(161,780)	(172,240)	(177,410)	(180,960)
<b>Total Income</b>	<b>(161,780)</b>	<b>(172,240)</b>	<b>(177,410)</b>	<b>(180,960)</b>
<b>Hawks Green Depot Net Expenditure</b>	<b>(33,210)</b>	<b>(19,440)</b>	<b>(17,320)</b>	<b>(15,980)</b>
<b>18 Vehicles</b>				
Employee Expenses	174,040	181,370	185,000	188,820
Premises Related Expenditure	1,090	1,100	1,110	1,130
Transport Related Expenditure	55,170	56,260	57,130	58,260
Supplies & Services	10,990	11,100	11,210	11,320
<b>Total Expenditure</b>	<b>241,290</b>	<b>249,830</b>	<b>254,450</b>	<b>259,530</b>
Income	(262,550)	(268,230)	(273,030)	(277,630)
<b>Total Income</b>	<b>(262,550)</b>	<b>(268,230)</b>	<b>(273,030)</b>	<b>(277,630)</b>
<b>Vehicles Net Expenditure</b>	<b>(21,260)</b>	<b>(18,400)</b>	<b>(18,580)</b>	<b>(18,100)</b>

Innovation & Resources

	Outturn 2022-2023 £	Budget 2023-2024 £	Budget 2024-2025 £	Budget 2025-2026 £
<b>19 Markets</b>				
Employee Expenses	80,950	78,940	81,030	83,160
Premises Related Expenditure	222,850	215,200	194,400	200,880
Transport Related Expenditure	1,880	1,900	1,920	1,940
Supplies & Services	58,600	(11,050)	(32,760)	(32,460)
<b>Total Expenditure</b>	<b>364,280</b>	<b>284,990</b>	<b>244,590</b>	<b>253,520</b>
Income	(58,530)	(39,230)	(39,240)	(39,250)
<b>Total Income</b>	<b>(58,530)</b>	<b>(39,230)</b>	<b>(39,240)</b>	<b>(39,250)</b>
<b>Markets Net Expenditure</b>	<b>305,750</b>	<b>245,760</b>	<b>205,350</b>	<b>214,270</b>
<b>20 Miscellaneous Properties</b>				
Premises Related Expenditure	7,170	5,360	5,600	5,780
<b>Total Expenditure</b>	<b>7,170</b>	<b>5,360</b>	<b>5,600</b>	<b>5,780</b>
Income	(14,190)	(9,610)	(17,030)	(17,060)
<b>Total Income</b>	<b>(14,190)</b>	<b>(9,610)</b>	<b>(17,030)</b>	<b>(17,060)</b>
<b>Miscellaneous Properties Net Expenditure</b>	<b>(7,020)</b>	<b>(4,250)</b>	<b>(11,430)</b>	<b>(11,280)</b>
<b>21 Taxation</b>				
Employee Expenses	2,842,470	2,899,290	2,854,380	2,919,810
Transport Related Expenditure	23,410	23,640	23,880	24,120
Supplies & Services	474,630	481,260	475,220	482,450
Third Party Payments	14,280	14,570	15,150	15,450
<b>Total Expenditure</b>	<b>3,354,790</b>	<b>3,418,760</b>	<b>3,368,630</b>	<b>3,441,830</b>
Income	(2,440,540)	(2,500,220)	(2,439,190)	(2,473,640)
<b>Total Income</b>	<b>(2,440,540)</b>	<b>(2,500,220)</b>	<b>(2,439,190)</b>	<b>(2,473,640)</b>
<b>Taxation Net Expenditure</b>	<b>914,250</b>	<b>918,540</b>	<b>929,440</b>	<b>968,190</b>
<b>22 Finance</b>				
Employee Expenses	1,185,520	1,232,750	1,260,150	1,289,310
Transport Related Expenditure	3,640	3,680	3,720	3,760
Supplies & Services	168,580	141,980	143,360	144,760
<b>Total Expenditure</b>	<b>1,357,740</b>	<b>1,378,410</b>	<b>1,407,230</b>	<b>1,437,830</b>
Income	(1,020,520)	(1,020,780)	(1,045,040)	(1,067,370)
<b>Total Income</b>	<b>(1,020,520)</b>	<b>(1,020,780)</b>	<b>(1,045,040)</b>	<b>(1,067,370)</b>
<b>Finance Net Expenditure</b>	<b>337,220</b>	<b>357,630</b>	<b>362,190</b>	<b>370,460</b>
<b>23 Corporate Management</b>				
Supplies & Services	195,190	310,670	312,040	315,160
<b>Total Expenditure</b>	<b>195,190</b>	<b>310,670</b>	<b>312,040</b>	<b>315,160</b>
Income	(44,520)	(47,400)	(48,840)	(49,820)
<b>Total Income</b>	<b>(44,520)</b>	<b>(47,400)</b>	<b>(48,840)</b>	<b>(49,820)</b>
<b>Corporate Management Net Expenditure</b>	<b>150,670</b>	<b>263,270</b>	<b>263,200</b>	<b>265,340</b>

Innovation & Resources

	Outturn 2022-2023 £	Budget 2023-2024 £	Budget 2024-2025 £	Budget 2025-2026 £
<b>24 Non Distributed Costs</b>				
Employee Expenses	296,000	307,840	320,150	326,550
<b>Total Expenditure</b>	<b>296,000</b>	<b>307,840</b>	<b>320,150</b>	<b>326,550</b>
Income	(41,620)	(42,450)	(43,300)	(44,170)
<b>Total Income</b>	<b>(41,620)</b>	<b>(42,450)</b>	<b>(43,300)</b>	<b>(44,170)</b>
<b>Non Distributed Costs Net Expenditure</b>	<b>254,380</b>	<b>265,390</b>	<b>276,850</b>	<b>282,380</b>
<b>25 Excluded Items</b>				
Employee Expenses	44,370	(24,740)	(23,830)	(22,910)
Supplies & Services	10,860	(194,000)	(315,000)	(315,000)
<b>Total Expenditure</b>	<b>55,230</b>	<b>(218,740)</b>	<b>(338,830)</b>	<b>(337,910)</b>
Income	(839,600)	(894,050)	(921,050)	(939,480)
<b>Total Income</b>	<b>(839,600)</b>	<b>(894,050)</b>	<b>(921,050)</b>	<b>(939,480)</b>
<b>Excluded Items Net Expenditure</b>	<b>(784,370)</b>	<b>(1,112,790)</b>	<b>(1,259,880)</b>	<b>(1,277,390)</b>
<b>26 Benefits Payments</b>				
Transfer Payments	14,881,220	13,914,610	12,755,410	11,691,260
<b>Total Expenditure</b>	<b>14,881,220</b>	<b>13,914,610</b>	<b>12,755,410</b>	<b>11,691,260</b>
Income	(15,112,540)	(14,145,930)	(12,986,730)	(11,922,580)
<b>Total Income</b>	<b>(15,112,540)</b>	<b>(14,145,930)</b>	<b>(12,986,730)</b>	<b>(11,922,580)</b>
<b>Benefits Payments Net Expenditure</b>	<b>(231,320)</b>	<b>(231,320)</b>	<b>(231,320)</b>	<b>(231,320)</b>
<b>Innovation &amp; Resources Net Expenditure</b>	<b>4,089,510</b>	<b>3,917,180</b>	<b>3,832,620</b>	<b>3,952,430</b>

**Innovation & Resources Portfolio**

**Variation Statement 2023/2024 to 2025/2026**

	2023/2024 Indicative	Real Terms / Efficiency Variations	2023/2024 Budget	2024/2025 Indicative	Real Terms / Efficiency Variations	2024/2025 Budget	Inflation	Real Terms / Efficiency Variations	2025/2026 Budget
	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's
<b>Employee Costs</b>	6,533	277	6,810	6,746	114	6,860	132	25	7,017
<b>Premises Related Costs</b>	873	187	1,060	711	317	1,028	20	12	1,060
<b>Transport Related Costs</b>	102	1	103	104	-	104	2	-	106
<b>Supplies and Services</b>	2,506	- 375	2,131	2,513	- 540	1,973	26	-	1,999
<b>Third Party Payments</b>	1,440	- 2	1,438	1,481	- 22	1,459	29	- 1	1,487
<b>Transfer Payments</b>	13,209	706	13,915	13,209	- 454	12,755	-	- 1,064	11,691
<b>Total Expenditure</b>	24,663	794	25,457	24,764	- 585	24,179	209	- 1,028	23,360
<b>Income</b>	- 20,498	- 1,042	- 21,540	- 20,651	305	- 20,346	- 128	1,066	- 19,408
<b>Net Expenditure</b>	4,165	<b>- 248</b>	3,917	4,113	<b>- 280</b>	3,833	81	<b>38</b>	3,952
<b>portfolios transferred</b>	795			812					
<b>Original Net Expenditure</b>	3,370			3,301					

**Innovation & Resources Portfolio**

**Proposed Real Terms / Efficiency Variations**

**2023/24 Change**

	£'000	£'000
<b><u>Real Term Variations</u></b>		
Pay award and Pension changes		269
Increased utility costs		126
Increased rates		11
Anticipated increased audit fees reflecting new contract		138
Housing benefits review of spend		
Expenditure	37	
Income	<u>-37</u>	-
Rent rebates - review of spend		
Expenditure	669	
Income	<u>-669</u>	-
Shared services		
Cost	55	
Income	-116	-61
Income changes		-43
Budget balances transfer to Leisure management contract		-279
Reduced insurance premiums contingency		-60
Bank charges		37
Telephone and office licences		25
Reduced pension act increases		-27
Increased HRA recharge		-95
Budget savings		
Increased use of smartphones	-8	
Reduction in printers/colour printing	-12	
Efficiencies Caretaking and Cleaning	-8	
Policy and Performance efficiencies	-40	
Revenues and benefits efficiencies	-13	
Shared Services savings	-144	
Corporate asset review	<u>-65</u>	-290
Budget pressures		
Land Charges IT to enable part migration of service to Land Registry		
Expenditure	25	
Reserve funding	<u>-25</u>	-
minor variations		<u>1</u>
		<b><u>-248</u></b>



**2024/25 Change**

	£'000	£'000
<b><u>Real Term Variations</u></b>		
Pay award and Pension changes		204
Increased utility costs		176
Increased rates		90
Anticipated increased audit fees reflecting new contract		138
Housing benefits review of spend		
Expenditure	-556	
Income	556	-
Rent rebates - review of spend		
Expenditure	102	
Income	-102	-
Shared services		
Cost	45	
Income	-96	-51
Income changes		-30
Reduced insurance premiums contingency		-60
Bank charges		37
Telephone and office licences		25
Reduced pension act increases		-15
Increased HRA recharge		-71
Budget savings		
Increased use of smartphones	-8	
Reduction in printers/colour printing	-19	
Efficiencies Caretaking and Cleaning	-8	
Policy and Performance efficiencies	-40	
Revenues and benefits efficiencies	-48	
Shared Services savings	-544	
Corporate asset review	-65	-732
minor variations		9
		<b><u>-280</u></b>

**2024/25 to 2025/26 Change**

	£'000	£'000
<b><u>Real Term Variations</u></b>		
Increase in Superannuation		23
Increased utility costs		12
Housing benefits review of spend		
Expenditure	-544	
Income	544	-
Rent rebates - review of spend		
Expenditure	-520	
Income	520	-
Shared services		
Cost	-1	
Income	-3	-4
Income changes		6
minor variations		1
		<b><u>38</u></b>

Leader

	Outturn 2022-2023 £	Budget 2023-2024 £	Budget 2024-2025 £	Budget 2025-2026 £
<b>1 Democratic Services</b>				
Employee Expenses	211,210	219,770	224,620	229,540
Transport Related Expenditure	3,930	3,970	4,010	4,050
Supplies & Services	397,870	374,660	374,810	382,120
<b>Total Expenditure</b>	<b>613,010</b>	<b>598,400</b>	<b>603,440</b>	<b>615,710</b>
<b>Democratic Services Net Expenditure</b>	<b>613,010</b>	<b>598,400</b>	<b>603,440</b>	<b>615,710</b>
<b>2 Elections</b>				
Employee Expenses	185,830	193,800	197,940	202,110
Premises Related Expenditure	4,320	4,410	4,410	4,500
Transport Related Expenditure	250	250	250	250
Supplies & Services	121,410	103,300	104,200	105,120
<b>Total Expenditure</b>	<b>311,810</b>	<b>301,760</b>	<b>306,800</b>	<b>311,980</b>
Income	(1,210)	(1,230)	(1,260)	(1,290)
<b>Total Income</b>	<b>(1,210)</b>	<b>(1,230)</b>	<b>(1,260)</b>	<b>(1,290)</b>
<b>Elections Net Expenditure</b>	<b>310,600</b>	<b>300,530</b>	<b>305,540</b>	<b>310,690</b>
<b>3 Executive Management &amp; Support</b>				
Employee Expenses	267,820	280,570	286,770	293,080
Transport Related Expenditure	2,650	2,680	2,710	2,740
Supplies & Services	85,200	86,080	86,960	87,850
<b>Total Expenditure</b>	<b>355,670</b>	<b>369,330</b>	<b>376,440</b>	<b>383,670</b>
<b>Executive Management &amp; Support Net Expenditure</b>	<b>355,670</b>	<b>369,330</b>	<b>376,440</b>	<b>383,670</b>
<b>Leader Net Expenditure</b>	<b>1,279,280</b>	<b>1,268,260</b>	<b>1,285,420</b>	<b>1,310,070</b>

**Leader of the Council Portfolio**

**Variation Statement 2023/2024 to 2025/2026**

	2023/2024 Indicative	Real Terms / Efficiency Variations	2023/2024 Budget	2024/2025 Indicative	Real Terms / Efficiency Variations	2024/2025 Budget	Inflation	Real Terms / Efficiency Variations	2025/2026 Budget
	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's
Employee Costs	672	22	694	695	14	709	13	3	725
Premises Related Costs	5	- 1	4	5	- 1	4	-	-	4
Transport Related Costs	7	-	7	7	-	7	-	-	7
Supplies and Services	589	- 25	564	599	- 33	566	9	-	575
<b>Total Expenditure</b>	<b>1,273</b>	<b>- 4</b>	<b>1,269</b>	<b>1,306</b>	<b>- 20</b>	<b>1,286</b>	<b>22</b>	<b>3</b>	<b>1,311</b>
Income	- 1	-	- 1	- 1	-	- 1	-	-	- 1
<b>Net Expenditure</b>	<b>1,272</b>	<b>- 4</b>	<b>1,268</b>	<b>1,305</b>	<b>- 20</b>	<b>1,285</b>	<b>22</b>	<b>3</b>	<b>1,310</b>
portfolios transferred	- 1,139			- 1,164					
<b>Original Net Expenditure</b>	<b>2,411</b>			<b>2,469</b>					

**Leader of the Council Portfolio**

**Proposed Real Terms / Efficiency Variations**

**2023/24 Change**

	£'000	£'000
<b><u>Real Term Variations</u></b>		
Pay award and Pension changes		21
Members allowances removed inflation from budget as frozen		-25
		<u>-4</u>

**2024/25 Change**

	£'000	£'000
<b><u>Real Term Variations</u></b>		
Pay award and Pension changes		14
Members allowances removed inflation from budget as frozen		-33
minor variations		-1
		<u>-20</u>

**2024/25 to 2025/26 Change**

	£'000	£'000
<b><u>Real Term Variations</u></b>		
Increase in pension charges		2
minor variations		1
		<u>3</u>

## Capital Programme 2022-23 to 2025-26

	Total Programme Revised £000	General Fund £000	Section 106 £000
<b>ENVIRONMENT &amp; CLIMATE CHANGE</b>			
Wheelie Bin Replacement	345	345	-
<b>Total Environment &amp; Climate Change</b>	<b>345</b>	<b>345</b>	<b>-</b>
<b>COMMUNITY SAFETY AND PARTNERSHIPS</b>			
CCTV	67	67	-
<b>Total Community Safety and Partnerships</b>	<b>67</b>	<b>67</b>	<b>-</b>
<b>HOUSING, HERITAGE &amp; LEISURE</b>			
Disabled Facilities Grants	6,054	6,054	-
Additional Cemetery Provision	30	30	-
Home Security Grants	30	30	-
Stile Cop Cemetery Modular build	60	60	-
Hednesford Park Improvements (part s106 funding)	174	155	19
Stadium Development (Phase 2)	389	-	389
Relocation Arthur Street Play Area (s106)	3	-	3
Laburnum Avenue MUGA Phase 1	582	-	582
Heath Hayes Park/Pitch Refurbishment	115	-	115
Play Area and Open Space Penny Cress Green	36	2	34
Rugeley ATP	133	62	71
Cannock East (CIL)	122	-	122
Commonwealth Games Legacy	50	50	-
Rugeley Swimming Pool	9	9	-
Rugeley LC Boiler	6	6	-
Play Areas Developments & Refurbishments	109	109	-
Barnard Way Play Area	97	9	88
Infrastructure Fencing Parks and Open Spaces	51	51	-
Replacement Vehicles Parks and Open Spaces	151	151	-
Wellington Drive Park and Open Space	118	-	118
<b>Total Housing, Heritage &amp; Leisure</b>	<b>8,319</b>	<b>6,778</b>	<b>1,541</b>
<b>DISTRICT &amp; HIGH STREET DEVELOPMENT</b>			
Levelling Up Fund	44,045	44,045	-
Lets Grow Grants	38	38	-
Bridges and Boardwalk	110	26	84
Cycle Storage & CCTV	6	-	6
Chadsmoor Infant & Nursery Modular build (CIL)	162	-	162
Five Ways Primary Modular build (CIL)	160	-	160
Etching Hill CE Primary Modular build (CIL)	393	-	393
John Bamford Primary Modular build (CIL)	173	-	173
Rugeley Train Station Access (CIL)	162	-	162
<b>Total District &amp; High Street Development</b>	<b>45,249</b>	<b>44,109</b>	<b>1,140</b>
<b>INNOVATION &amp; RESOURCES</b>			
Hawks Green Rationalisation	9	9	-
<b>Total Innovation &amp; Resources</b>	<b>9</b>	<b>9</b>	<b>-</b>
<b>TOTAL CAPITAL PROGRAMME</b>	<b>53,989</b>	<b>51,308</b>	<b>2,681</b>

## General Fund and Section 106 Capital Budgets 2022-23 to 2025-26

	2022/23	2023/24	2024/25	2025/26	Approved
	Revised				
	£000	£000	£000	£000	£000
<b>ENVIRONMENT &amp; CLIMATE CHANGE</b>					
Wheelie Bin Replacement	105	80	80	80	-
	<b>105</b>	<b>80</b>	<b>80</b>	<b>80</b>	<b>-</b>
<b>COMMUNITY SAFETY AND PARTNERSHIPS</b>					
CCTV	-	-	-	-	67
<b>Total Community Safety &amp; Partnerships</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>67</b>
<b>HOUSING, HERITAGE &amp; LEISURE</b>					
Disabled Facilities Grants	1,881	1,451	1,051	1,051	620
Additional Cemetery Provision	30				
Home Security Grants	20	10	-	-	-
Stile Cop Cemetery Modular build	-	60	-	-	-
Hednesford Park Improvements (part s106 funding)	-	-	-	-	174
Stadium Development (Phase 2)	125	264	-	-	-
Relocation Arthur Street Play Area (s106)	-	-	-	-	3
Laburnum Avenue MUGA Phase 1	385	197	-	-	-
Heath Hayes Park/Pitch Refurbishment	-	-	-	-	115
Play Area and Open Space Penny Cress Green	36	-	-	-	-
Rugeley ATP	133	-	-	-	-
Cannock East (CIL)	-	-	-	-	122
Commonwealth Games Legacy	50	-	-	-	-
Rugeley Swimming Pool	9	-	-	-	-
Rugeley LC Boiler	6	-	-	-	-
Play Areas Developments & Refurbishments	59	50	-	-	-
Barnard Way Play Area	-	97	-	-	-
Infrastructure Fencing Parks and Open Spaces	51	-	-	-	-
Replacement Vehicles Parks and Open Spaces	151	-	-	-	-
Wellington Drive Park and Open Space	118	-	-	-	-
<b>Total Housing, Heritage &amp; Leisure</b>	<b>3,054</b>	<b>2,129</b>	<b>1,051</b>	<b>1,051</b>	<b>1,034</b>
<b>DISTRICT &amp; HIGH STREET DEVELOPMENT</b>					
Levelling Up Fund	1,900	-	-	-	42,145
Lets Grow Grants	23	15	-	-	-
Bridges and Boardwalk	110	-	-	-	-
Cycle Storage & CCTV	6	-	-	-	-
Chadsmoor Infant & Nursery Modular build (CIL)	-	-	-	-	162
Five Ways Primary Modular build (CIL)	-	-	-	-	160
Etching Hill CE Primary Modular build (CIL)	-	-	-	-	393
John Bamford Primary Modular build (CIL)	-	-	-	-	173
Rugeley Train Station Access (CIL)	-	-	-	-	162
<b>Total District &amp; High Street Development</b>	<b>2,039</b>	<b>15</b>	<b>-</b>	<b>-</b>	<b>43,195</b>
<b>INNOVATION &amp; RESOURCES</b>					
Hawks Green Rationalisation	9	-	-	-	-
<b>Total Innovation &amp; Resources</b>	<b>9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL CAPITAL PROGRAMME</b>	<b>5,207</b>	<b>2,224</b>	<b>1,131</b>	<b>1,131</b>	<b>44,296</b>

# Community Infrastructure Levy (CIL) Allocations Process and Recommendations



**2022/23**

## **Contents**

1. Introduction
2. Invitations to Bid
3. Bids Received
4. Assessment of Bids
5. Recommendations
6. Non-parished Neighbourhood Funds



## 1. Introduction

- 1.1 The Council approved the Community Infrastructure Levy (CIL) Charging Schedule and Regulation 123 List (now CIL Infrastructure List – see Cabinet Report 17/10/19) of infrastructure projects eligible to receive funding at its meeting on 15/04/15.
- 1.2 CIL is intended to provide a funding stream for infrastructure needed to support the policies and proposals in the adopted Local Plan. It will partly replace funding previously obtained via Planning Obligations (Section 106 agreements and Unilateral Undertakings). CIL and Section 106 agreements can be used to fund the same piece of infrastructure, following amendments made to the CIL Regulations in September 2019.
- 1.3 The total amount of CIL receipts retained and available for expenditure at the end of 2021/22 financial year were £2,436,427.
- 1.4 The protocol for the allocation of CIL funds, approved by Cabinet (23/07/15), sets out the system which the allocations process must follow. Table 1 shows the approved processes and approximate timescales.

**Table 1**

<b>Date</b>	<b>Action</b>
By 30 <sup>th</sup> June	Invite bids from stakeholders for inclusion in the three-year CIL Infrastructure Capital Programme
By 1 <sup>st</sup> September	Deadline for bids for projects submitted
September	Initial assessment of submissions by officers and Cabinet Member
By 30 <sup>th</sup> September	Consultation event to share and review aspirations/priorities with stakeholders who have submitted bids.
By 31 <sup>st</sup> October	Prepare draft programme of projects
By 30 <sup>th</sup> November	Feedback to stakeholders
By 31 <sup>st</sup> December	Prepare recommendations
February	Report to Cabinet/Council

## 2. Invitations to Bid

- 2.1 'Invitation to Bid' letters were emailed to stakeholders who had projects identified in the CIL Infrastructure List (formerly Regulation 123 List) outlining an 8-week consultation period with the deadline for submissions being 12<sup>th</sup> August 2022. Stakeholders were also invited to make comments on the Council's existing CIL Infrastructure List for any minor amendments i.e., project costs, any alternative funding identified. No new projects were to be included as part of this year's update. Accompanying the letter was an 'Expression of Interest' form on which the bids were to be submitted. This letter was emailed to the following stakeholders:
- Staffordshire County Council (Planning, Education & Transport)
  - Cannock Chase District Council Environmental and Healthy Lifestyles
  - West Midlands Trains

- Environment Agency
  - Cannock Chase District Council Waste and Engineering Services
- 2.2 A 'Community Infrastructure Levy (CIL) Allocations Process Guidance Document' was emailed to stakeholders which is based on the protocol set out in Cabinet Report 23/07/2015 and updated 26<sup>th</sup> March 2020. This update provided clarification on retrospective bids and reflected legislative changes.

### 3. Bids Received

#### 3.1

<b>Applicant:</b>	Parks & Open Spaces - Cannock Chase District Council
<b>Summary:</b>	<p><b>Cannock Stadium Open Space Phase 2</b></p> <p>Phase 1 of the Cannock Stadium development has delivered a number of play, sport and recreation facilities as well as achieving a wide range of real visible improvements to the open space.</p> <p>Phase 2 is to include:</p> <ul style="list-style-type: none"> <li>- Eco Arts Trail</li> <li>- Landscaping</li> <li>- Eco Mulch to BMX Track</li> <li>- Tarmac footpaths and cycleways</li> <li>- Skate Park</li> </ul>
<b>CIL funds requested</b>	£264,100
<b>Delivery</b>	Q4 2023/24
<b>Third parties</b>	Staffordshire CEP, Forest of Mercia
<b>Declaration of interest</b>	None.

#### 3.2

<b>Applicant:</b>	Parks & Open Spaces - Cannock Chase District Council
<b>Summary:</b>	<p><b>Laburnum Avenue Open Space</b></p> <p>The scheme is the refurbishment of the site to include: Replacing the existing play area with fully inclusive play space; removal and replacement of the existing derelict boardwalks; cutting back the existing woodland, creating well defined open areas; resurfacing the existing car park to alleviate potholes; replacing the football pitch drainage to create a Sunday league pitch; adding additional footpaths and cycleways; installing bins, benches and site furniture; and complimentary landscaping to include tree lined avenues, hedgerow planting and grass verges.</p>
<b>CIL funds requested</b>	£187,258
<b>Delivery</b>	Q4 2023/24
<b>Third parties</b>	Football Foundation, Forest of Mercia
<b>Declaration of interest</b>	None.

## 4. Assessment of Bids

- 4.1 The approved protocol sets out that a group of both officers and members will assess bids received and conclude whether they recommend that CIL funds are allocated to the project or not based on the following criteria:
- The connection to relevant Local Plan (Part 1) policies will be considered together with an overall assessment of the economic, social, and environmental benefits of the project.
  - The amount of CIL requested and its relationship to other sources of funding will be considered, including potential leverage of match funding and use of Section 106 funds.
  - Evidence of deliverability and arrangements for ongoing maintenance/management
  - Priority will be given to Capital schemes, although revenue funding via maintenance of associated assets will also be eligible.
- 4.2 The membership of the CIL Joint Member/Officer Working Group consisted of the following:
- Head of Economic Prosperity – Chair
  - Head of Finance
  - Cabinet Member – Portfolio Holder for District Development
  - Planning Services Manager and/or Planning Policy Manager
- 4.3 Initial assessments of the bids received were carried out on 8<sup>th</sup> September 2022. This was an opportunity for the group to highlight any questions they may have for stakeholders or matters they think require further clarification.
- 4.4 The issues raised for further clarification for each bid were emailed to the relevant stakeholder to give them the opportunity to provide additional information to inform the final assessment of bids.
- 4.5 Responses from stakeholders were presented to the CIL Joint Member/Officer Working Group at the final assessment of bids arranged on 10<sup>th</sup> November, along with any further evidence/information stakeholders had provided.

## 5. Recommendations

- 5.1 The outcome and recommendations to Council are set in Table 4. The total amount of CIL monies recommended to be allocated to each project is outlined in Table 3 below:

**Table 3**

Cannock Stadium - Phase 2 - Eco arts trail, landscaping, eco mulch to BMX track, tarmac footpaths and cycleways and skate park.	Up to £264,100
Laburnum Avenue Community Woodland - Replacing existing play area, replacement of derelict boardwalks, cutting back existing woodland, resurfacing existing carpark, replacing football pitch drainage, adding additional footpaths and cycleways, installing bins, benches and site furniture and complimentary landscaping	Up to £196,620.90
<b>TOTAL</b>	<b>Up to £460,720.90</b>

Table 4

Bid	Recommendation	Conditions	Reasons for Recommendations
<p>Cannock Stadium - Phase 2 - Eco arts trail, landscaping, eco mulch to BMX track, tarmac footpaths and cycleways and skate park.</p>	<p>Up to £264,100 of CIL funds are allocated to this project.</p>	<ul style="list-style-type: none"> <li>- There will be no additional revenue costs implications on Cannock Chase District Council as a result of this project.</li> <li>- The project shall be completed within three years from the date a recommendation was made to approve funding for the project.</li> </ul>	<ul style="list-style-type: none"> <li>- Moderate links to several Local Plan Policies demonstrated – Links Infrastructure Delivery Plan (IDP), Cannock Chase Corporate Plan and Local Plan Part 1</li> <li>- Moderate economic, social and environmental benefits demonstrated – scheme involves public consultation and community engagement; local contractors and suppliers will be encouraged to provide costs for carrying out the works, although this is not guaranteed; Focused on using resources and staffing from within Cannock Chase area; The scheme will help reduce carbon emissions by planting juvenile trees and shrubs; Provides safe, good quality open spaces which provides opportunities for residents to lead healthy and active lifestyles.</li> <li>- Provides leverage of match funding – 38% from Staffordshire County Council, Forest of Mercia, and Cannock Chase District Council Section 106 funds.</li> <li>- Other sources of funding unlikely to be found within next 5 years if CIL funding not provided.</li> <li>- All identified constraints can be readily overcome.</li> <li>- Cabinet approval, permission to spend and permission to enter into contracts have all been approved.</li> <li>- Some financial and programme risks identified but have outlined measures to manage these.</li> <li>- No project partners</li> </ul>

Bid	Recommendation	Conditions	Reasons for Recommendations
<p>Laburnum Avenue Community Woodland - Replacing existing play area, replacement of derelict boardwalks, cutting back existing woodland, resurfacing existing carpark, replacing football pitch drainage, adding additional footpaths and cycleways, installing bins, benches and site furniture and complimentary landscaping</p>	<p>Up to £196,620.90 of CIL funds are allocated to this project.</p>	<ul style="list-style-type: none"> <li>- There will be no additional revenue costs implications on Cannock Chase District Council as a result of this project.</li> </ul> <p>The project shall be completed within three years from the date a recommendation was made to approve funding for the project.</p>	<ul style="list-style-type: none"> <li>- Moderate links to several Local Plan Policies demonstrated – Links Infrastructure Delivery Plan (IDP), Cannock Chase Corporate Plan and Local Plan Part 1</li> <li>- Moderate economic, social and environmental benefits demonstrated – scheme involves public consultation and community engagement; local contractors and suppliers will be encouraged to provide costs for carrying out the works, although this is not guaranteed; Focused on using resources and staffing from within Cannock Chase area; The scheme will help reduce carbon emissions by planting juvenile trees and shrubs; Provides safe, good quality open spaces which provides opportunities for residents to lead healthy and active lifestyles.</li> <li>- Provides significant leverage of match funding – 70% from Forest of Mercia, Cannock Chase District Council Section 106 funds and Football Foundation (requires match funding from CIL)</li> <li>- Other sources of funding unlikely to be found within next 5 years if CIL funding not provided.</li> <li>- Constraints identified that appear readily overcome, but with some concerns.</li> <li>- Cabinet approval, permission to spend and permission to enter into contracts all approved.</li> <li>- Some financial and programme risks identified but have outlined measures to manage these.</li> <li>- Project partners with clear role/commitment demonstrated.</li> </ul>

- 5.2. Letters were emailed on 21<sup>st</sup> November 2021, informing bidders of the outcome of their application. Successful applicants were informed that this was only support in principle and would be subject to Council approval and the conditions outlined in Table 3.
- 5.3. Payment of funding will be in arrears therefore evidence of the projects delivery will need to be provided before funds are released.

## **6. Non-parished Neighbourhood Funds**

- 6.1 In parished areas, 15% of CIL funds (25% when a neighbourhood plan has been made) are transferred to Parish Councils in respect of that area. In areas that are unparished, it was agreed by Council (see Cabinet report 23/7/15) that these funds would be retained by Cannock Chase District Council and spent in consultation with ward members.
- 6.2 CIL neighbourhood funds can be spent on projects on the CIL Infrastructure List, projects in which bids have been received or local projects that fall within the following definition:  
'The Local Council have a duty to spend CIL income on providing, improving, replacing, operating or maintaining infrastructure that supports the development of the Local Council area or anything else concerned with addressing the demands that development places on the area.'
- 6.3 All Members for the relevant Ward must agree on the spend of the CIL funding from their area. A project proposal must then be submitted by the relevant infrastructure provider and approved for spend by Cabinet.

## Business Rates Retention – Retained Income

		2023/24	2024/25	2025/26
		50% Scheme	50% Scheme	50% Scheme
		£	£	£
<b><u>A. Business Rates Collection Fund</u></b>				
<b>Gross Rates</b>		<b>47,958,600</b>	<b>48,917,770</b>	<b>49,896,130</b>
Less	<u>Reliefs etc.</u>			
	Mandatory relief	(5,893,370)	(6,011,240)	(6,131,460)
	Discretionary relief	(22,090)	(22,530)	(22,980)
	Exemptions	(1,724,180)	(1,758,660)	(1,793,830)
	Cost Of Collection	(139,620)	(142,390)	(145,210)
	Losses on collection	(1,903,310)	(1,941,380)	(1,980,210)
<b>Non Domestic Rating Income</b>		<b>38,276,030</b>	<b>39,041,570</b>	<b>39,822,440</b>
Less	<u>amount due to</u>			
	Government	(19,138,020)	(19,520,790)	(19,520,790)
	County	(3,444,840)	(3,513,740)	(3,513,740)
	Fire	(382,760)	(390,420)	(390,420)
<b>Net Business attributable to CCDC</b>		<b>15,310,410</b>	<b>15,616,620</b>	<b>16,397,490</b>
<b><u>B. General Fund determination of retained Business Rates</u></b>				
Net Business Rates attributable to CCDC		15,310,410	15,616,620	15,928,950
Less	Tariff	(9,847,761)	(10,044,720)	(10,245,610)
	Reset	-	-	(996,525)
Core Funding		(3,159,539)	(3,222,730)	(3,287,180)
<b>Growth</b>		<b>2,303,110</b>	<b>2,349,170</b>	<b>1,399,635</b>
Plus	Small Business Rates Relief	1,467,590	1,496,940	1,526,880
<b>Amount subject to Pool Levy</b>		<b>3,770,700</b>	<b>3,846,110</b>	<b>2,926,515</b>
	Pool Levy	(1,885,350)	(1,923,060)	(1,463,260)
<b>Business Rates Growth</b>		<b>1,885,350</b>	<b>1,923,050</b>	<b>1,463,255</b>
<b>Business Rates Pool Distribution</b>		<b>754,140</b>	<b>769,220</b>	<b>585,300</b>
<b>Retained Business Rates</b>				
	Core Funding	3,159,539	3,222,730	3,287,180
	Growth	1,885,350	1,923,050	1,463,255
	Business Rates Pool Distribution	754,140	769,220	585,300
	Business Rates Pool Agreement	215,000	215,000	215,000
		<b>6,014,029</b>	<b>6,130,000</b>	<b>5,550,735</b>

## Other General Fund Earmarked Reserves

	31/03/2023	31/03/2024	31/03/2025	31/03/2026
<b>Revenue</b>	£'000	£'000	£'000	£'000
Building Maintenance Reserve	656	608	608	608
Bond	298	308	319	330
Budget Support	182	179	179	179
Contingency	1,554	1,529	1,529	1,529
Corporate	356	670	505	340
Partner	80	80	80	80
Ring fenced	116	116	116	116
Service Grant	92	92	92	92
Rollovers	155	155	155	155
Shared Services	549	549	549	549
Other	3,184	2,039	2,023	2,005
Donations	6	6	6	6
Grants	1,939	1,833	1,723	1,610
Trading	144	144	144	144
Section 106	2,033	2,017	2,000	1,983
<b>Sub Total</b>	<b>11,344</b>	<b>10,325</b>	<b>10,028</b>	<b>9,726</b>
<b>Capital</b>				
Capital	1,012	896	805	805
CIL	2,589	2,040	2,040	2,040
RCCO	14	14	14	14
Earmarked	1,108	1,108	1,108	1,108
<b>Sub Total</b>	<b>4,723</b>	<b>4,058</b>	<b>3,967</b>	<b>3,967</b>
<b>Grand Total</b>	<b>16,067</b>	<b>14,383</b>	<b>13,995</b>	<b>13,693</b>



Report of the Chief Finance Officer on the Robustness of the Budget Estimates and the Adequacy of the Council's Reserves

**Introduction**

Section 25 of the Local Government Act 2003 places a duty on the Chief Financial Officer (or Section 151 Officer, the Head of Finance) to make a report to the Council on the robustness of budget estimates and the adequacy of the Council's reserves. The Council must have regard to this report when making its decisions about budgets and council tax for the forthcoming year. This is because the Council is setting the council tax before the commencement of the year and cannot increase it during the year. An understanding of the risks of increased expenditure during the year in terms of likelihood and impact is therefore important.

**Robustness of Budget Estimates**

The Council's budget estimates for 2023-24, including the forecast outturn for 2022-23, have been prepared by appropriately qualified and experienced staff in consultation with service managers. Budgets have been discussed and fully managed by the Leadership Team.

The budget for 2023-24 has been constructed based upon the maintenance of existing level of service, adjusted for known changes in 2023-24. It is considered to accurately reflect likely expenditure in 2023-24, being based on historic information, experience of expenditure in previous years and latest projections where appropriate.

The indicative budgets for 2024-25 and 2025-26 are similarly based upon the best information available at this moment in time.

The full risk assessment of the Council's Budget 2023-24 has been carried out and is included in APPENDIX 9.

The impact of the National Living Wage has been incorporated into the budget. Allowance has also been made for staff incremental progression. Sufficient provision has been built in for current employer pension contributions, in line with the 2023 actuarial valuation. Different vacancy rates have been assumed for Council services based on past experience.

Inflation on contractor costs has been allowed based on the projected retail/ consumer prices index increases and on energy budgets based on anticipated tariff increases as well as specific reviews of particularly high value contracts such as the Independent Healthy Living contract. Any differential inflationary uplift as required by contracts has been reflected. No other inflation has been provided for other expenditure budgets.

Some fees and charges will increase from April 2023. Given the demand-led nature of some of the more significant income budgets, such as for parking, development control and land charges, prudent but realistic assumptions have been made about estimated

income. Major sources of income will continue to be closely monitored throughout the year with a view to protecting overall income to the Council as far as possible.

Investment income of £750,000 has been included within 2023-24 budgets. This has been based on current projections of bank rate which are anticipated to continue to increase through 2022-23 and are forecast to remain at those levels throughout 2023-24 as the Bank of England tries to reduce inflation. Prudent assumptions about cash flow have been made and the advice of the Council's treasury management consultants has been taken into account in determining the average rate of return.

No specific contingency budget is provided in 2023-24 as it is considered that the Council's overall revenue balances are sufficient to act as an overall contingency (see below). However, robust budget monitoring arrangements, including Business Rates monitoring, are in place and will continue throughout the year. In addition to budget monitoring by officers, all Cabinet members will receive a monthly update and there will be quarterly reports to the Cabinet and Scrutiny Committees via "Performance Reports".

Significant expenditure and income budgets will be monitored closely during the year. Any projected variances will be addressed in a timely manner.

The Council has a Risk Management Strategy and has identified its key corporate risks. Significant financial risks will be managed appropriately. In addition, some financial risks will be mitigated by the Council's insurance arrangements.

**I can therefore confirm that the budget estimates as presented are robust.**

Adequacy of the Council's Reserves

The Chartered Institute of Public Finance and Accountancy (CIPFA) has issued guidance on local authority reserves and balances. It sets out three main purposes for which reserves are held: -

- A working balance to help cushion the impact of uneven cash flows and avoid unnecessary temporary borrowing.
- A contingency to cushion the impact of unexpected events or emergencies.
- A means of building up funds to meet known or predicted liabilities, known as earmarked reserves.

The Council is projected to hold total General Fund reserves of £16.067 million at 31 March 2023 and £14.383 million at 31 March 2024.

The Council also has a planned four-year capital programme which is financially sustainable based on current capital resources and a prudent assessment of future capital resources. The financial strategy includes the use of unallocated reserves and a Revenue Contribution to Capital Outlay to supplement capital resources and mitigate any borrowing requirement; nevertheless, Prudential Borrowing to finance the Council's capital programme will be used where there is a robust business case.

The successful Levelling Up Fund bid has enabled the inclusion of the project in the capital programme. At an overall cost of £44 million, this project presents a substantial challenge to deliver; but it also presents financial risks. It is essential that costs are controlled and milestones are met, to avoid the prospect of defaulting on Government requirements, additional borrowing and/or additional revenue contributions.

The quantum of the Levelling Up bid, its financial risks and the future debt repayments on borrowing, coupled with the ongoing additional costs of (in particular) inflation and waste management, represent burdens on the Financial Plan. When combined with the uncertainty of a fundamental Government review of local government finance, the medium term outlook is very challenging. There is no scope over the Financial Plan period for further discretionary projects or expenditure that could have a negative effect on reserves.

The Council has set a policy of a minimum level of general reserves of £1 million. The Budget for 2023-24 has been constructed on the basis that there will be a level of general reserves in excess of £1 million.

I can therefore confirm that the Council's reserves are adequate.

Chris Forrester Deputy Chief Executive and S151 Officer

**Council Tax Base 2023-24**

<b>Parish</b>	<b>Band D Equivalents</b>
Brereton and Ravenhill	1,985.83
Bridgtown	639.65
Brindley Heath	252.72
Cannock Wood	407.44
Heath Hayes and Wimblebury	4,067.82
Hednesford	5,906.84
Norton Canes	2,676.24
Rugeley	5,316.64
Unparished	8,597.87
<b>Total</b>	<b>29,851.05</b>

**Working Balance - Financial Risks facing the Authority**

<b>Risk</b>	<b>Level of risk</b>	<b>Explanation of risk / justification for cover</b>
Inflation	High	Inflation has been included in the Financial Plan in accordance with Government policy.
Investment interest	Medium	The amount earned depends on the prevailing interest rates and the level of cash balances held. Prudent assumptions have been made.
<b>Major income sources:</b>		
• Planning fees	Medium	Dependent on economic conditions.
• Land charges fees	Low	Dependent on the housing market / basis of determining recoverable expenses/ proposed transfer to Land Registry.
• Car parking	Medium	Certain amount of volatility based on demand.
• Markets	High	Dependent on occupancy levels.
• Environmental services	Low	Licensing income dependent on renewals.
• Bereavement services	Medium	Some risk as it is a major source of income.
<b>Spending pressures:</b>		
• Waste and recycling targets	Medium	The Council will need to reach recycling targets in order to maximise income from recycling credits and avoid penalties. Recycling Credit regime operated by County Council.  Estimated costs for dual streaming and the contract extension increase uncertainty.
• Leisure management	High	Difficulties for the service provider, grounded in Covid 19 but continuing into the near future due to increased energy costs, will require financial support from the Council.
• Levelling Up	High	The Levelling Up programme is a major investment programme over a number of years with substantial Council contributions. It includes obligations to Government, requires engagement of partners and carries high expectations locally. It therefore represents a major financial risk.

**Item No. 6.62**

<b>Risk</b>	<b>Level of risk</b>	<b>Explanation of risk / justification for cover</b>
<b>Funding Sources:</b>		
<ul style="list-style-type: none"><li>• New Homes Bonus</li></ul>	High	Although allocations for 2022-23 can be predicted accurately, the future level of funding is now not only dependent upon completions of new properties but what incentive scheme will exist instead of New Homes Bonus.
<ul style="list-style-type: none"><li>• Business Rates Scheme and Resets</li></ul>	High	A new scheme is proposed to be introduced in April 2023. In addition, a reset of growth achieved under the current system is likely to take place around the same time. How the reset is implemented could have material implications.
<ul style="list-style-type: none"><li>• Volatility in Business Rates</li></ul>	High	The Council will be exposed to volatility or reduction in its business rates due to the failure or temporary closure of a key businesses and successful backdated appeals against Rateable Values. Greater control of Business Rates gives councils greater freedoms and removes dependency on central funding, but it passes on a greater risk to core funding if Business Rates income falls.

<b>Report of:</b>	<b>S151 Officer &amp; Deputy Chief Executive</b>
<b>Contact Officer:</b>	<b>Rob Wolfe</b>
<b>Telephone No:</b>	<b>01543 464 397</b>
<b>Portfolio Leader:</b>	<b>Innovation and Resources</b>
<b>Key Decision:</b>	<b>No</b>
<b>Report Track:</b>	<b>Cabinet: 26/01/23</b>

**Cabinet**  
**26 January 2023**  
**Local Council Tax Reduction Scheme 2023-24**

**1 Purpose of Report**

- 1.1 To outline proposed changes to the Council's Local Council Tax Reduction (LCTR) scheme for the financial year beginning on 1 April 2023.
- 1.2 To report the outcome of the consultation process undertaken in respect of those changes.
- 1.3 To make provision for the updating of the Council's LCTR scheme on a timely basis in future, should this be necessary, as a result of changes to the wider benefit system or support made available to assist residents with cost of living or energy bill increases.

**2 Recommendation(s)**

- 2.1 That Cabinet recommends to Council the approval of the removal of the 80% cap for working aged claimants, in respect of the LCTR scheme for 2023-24 only.
- 2.2 That authority be delegated to the s151 Officer to make incidental changes to the scheme where such changes do not impact on the Council's budget or policies and are necessary to ensure that claimants' entitlement to LCTR is not reduced by receipt of payments made which are intended to assist with cost of living and energy bill increases.

**3 Key Issues and Reasons for Recommendations**

**Key Issues**

- 3.1 Full Local Council Tax Reduction is only currently available to low-income households who are also either pensioners, disabled or the parent of a child aged

under 5 years. Many other working aged households continue to find it difficult to pay the council tax in times of increased energy and costs of living. The change will provide respite to the lowest income households at these difficult times.

- 3.2 More work will be done in the coming year to consider how best to support low-income households through our ongoing Local Council Tax Reduction Scheme.

#### **Reasons for Recommendations**

- 3.3 Working aged claimants of Local Council Tax Reduction, who are not the parents of children under 5 and are not disabled are subject to an 80% cap in the amount of reduction available to them. This report recommends the removal of that cap so that these claimants may receive up to 100% reduction for the 2023-24 year.
- 3.4 The Council needs the ability to ensure that any changes to the benefit schemes made in the future, which are intended to deal with specific issues such as increases in the cost of living, do not negatively impact on claimants' entitlement to reduction. Delegated authority is therefore sought for the Chief Financial Officer to respond to changes as necessary.
- 3.5 A full review of the Local Council Tax Reduction scheme will be undertaken in 2023, with any improvements identified being reported to members.

#### **4 Relationship to Corporate Priorities**

- 4.1 **Priority 2 - Health & Wellbeing** is positively impacted by providing additional financial support to some of the poorest residents in the district.

#### **5 Report Detail**

- 5.1 Prior to April 2013 the Council Tax Benefit scheme was a national, statutory scheme, which afforded a reduction of 100% to the Council Tax bills of those residents on the lowest incomes. This scheme was abolished from 1 April 2013 when local authorities were required to implement local schemes.
- 5.2 Government funding for the new Local Council Tax Reduction system was reduced by 10% meaning that local authorities were required to either fund the difference or produce a scheme that achieved 10% savings. As the scheme for claimants who had reached the qualifying age for Pension Credits was prescribed by statute and maintained the previous level of awards, the savings required by the change fell to be made from within the Working aged caseload.
- 5.3 This Council, in common with most others, introduced a scheme which stated that most working aged claimants could be granted LCTR of a maximum of 80% of their bill, meaning that they had to pay at least 20%. Exceptions to this rule were included for parents of children aged under 5 years, and disabled people in receipt of certain disability-based benefits, who could still qualify for up to 100%
- 5.4 From 1 April 2020, this Council made changes to its scheme for working aged claimants by introducing a banded income discount scheme. This simplified the calculation of entitlement for working aged claimants and increased the number



of claimants that could receive up to 100% reduction. The 80% cap remains a feature of the scheme and still affects most working aged claimants.

- 5.5 The Council is very aware that current issues relating to increases in the cost of living and to energy bills are causing difficulties for many households, with those on the lowest incomes being affected the most. In view of this Cabinet is asked to recommend to Council that the 80% cap on working age LCTR be removed for the financial year 2023-24. This change would directly mean that an additional 1,900 of the poorest, working aged households will have no Council Tax to pay in that year.
- 5.6 The full impact of the changes to our scheme in 2020 have been difficult to properly assess at this point. The changes coincided exactly with the start of the covid-19 pandemic, lockdowns, and government support for residents. Council Tax arrears have increased during the past two years as more people have found it difficult to pay their bills. Providing the one-year easement to some of the poorest residents will give those residents and the Council an opportunity to address those arrears.
- 5.7 The Council is required to consult its major preceptors and people affected by the changes. The consultation is ongoing and closes on 13 January 2023. The results of the consultation process are appended to this report.
- 5.8 The change is requested for one year only with the cap being re-introduced from 1 April 2024. Any variation to that position will require a further report and consultation process.
- 5.9 Other options exist, such as limiting the additional support only to households with dependant children or increasing support to all LCTR claimants. The former, whilst reducing the financial cost by around of the proposal 50% is not believed to properly address current issues. The latter is cost prohibitive as it would increase the cost by around 50% of the current proposal. The current proposal specifically targets the lowest income groups who cannot currently claim a 100% council tax reduction.
- 5.10 Over the past three financial years, a number of changes have been made to the national benefit system to accommodate the response to the covid-19 pandemic and a number of welfare related payments have been made by the government. This situation continues in response to energy and cost of living issues. As our LCTR scheme is not directly aligned to national benefit schemes there is a potential that such payments could adversely affect the amount of LCTR that a claimant receives. As this is clearly not the intention of either the Government or the Council, minor changes to the wording of our scheme will ensure that the Council can act quickly to neutralise the impact of any future payments, on Council Tax reductions.

## **6 Implications**

### **6.1 Financial**

The change will increase the expenditure on Local Council Tax Reduction by around £391,000 based on 2022-23 figures. Cannock Chase District Council will be responsible for 12% of that cost, £46.9K. The cost will, in part, be offset by a

reduction in irrecoverable debts, which are suffered by the preceptors in the same proportion.

This cost results from a reduction in the Council's Council Taxbase caused by the reduced charges proposed. This and other reductions are however offset by other positive changes to the taxbase. The overall effect is that the Council's taxbase has increased from 2022-23, by an amount of 392.9 band D equivalent properties. The financial effect of this increase in the taxbase, (based on the 2022-23 precept levels) is an increase in income of £770,000 shared amongst the Council and its Major Preceptors.

## 6.2 Legal

Section 13A of Local Government Finance Act 1992 requires the Council, as a billing authority, to adopt a Local Council Tax Reduction Scheme and to review it each year. Any changes to a scheme must be approved by Council no later than the date that the Council sets its council tax and are implemented from the start of a financial year.

## 6.3 Human Resources

None.

## 6.4 Risk Management

The risk issues contained in this report are not strategic and therefore should not be included in the Strategic Risk Register.

## 6.5 Equality & Diversity

The change is subject to an Equality and Diversity Impact Assessment. Nobody is negatively affected by the proposed change.

## 6.6 Climate Change

None.

# 7 Appendices to the Report

Appendix 1: Consultation responses from major preceptors.

Appendix 2: Report of consultation exercise.

## Previous Consideration

The current Local Council Tax Reduction has been unchanged since April 2020, when the banded income scheme was implemented.

## Background Papers

None.

## **CONSULTATION WITH MAJOR PRECEPTORS**

The major preceptors responded to the consultation as follows.

### **Staffordshire County Council**

Our Leader and the Cabinet Member for Finance and Resources are happy to support the revised LCTR scheme. They have asked that the County Council's support is mentioned in any communications to residents please

### **Staffordshire Commissioner for Police, Fire and Rescue, Crime**

This is a formal response from the Staffordshire Commissioner's Office regarding the changes to the Local Council Tax Reduction Scheme proposed for both Stafford Borough Council and Cannock Chase District Council to take effect from 1 April 2023. This response also represents the views from Staffordshire Police and Staffordshire Fire and Rescue Service.

I understand that the proposed change is to remove the 80% cap currently applied to non-protected working aged claimants, for one year only. This means that for the 2023-24 financial years the lowest income working aged claimants in the two council areas will have no council tax to pay. In my role as Staffordshire Police, Fire & Crime Commissioner I will always be happy to consider ways to support the poorest households particularly during what is a very challenging time with escalating costs for all.

I respect the right of each billing authority to set its share of council tax however this proposed change will directly impact, not just the two councils, but also the major precepting authorities providing services into these two areas and indirectly impact the other councils in our shared geography.

When considering the proposed changes only around 10% of the total cost will be met by the billing authorities leaving 90% for the major precepting authorities to absorb. I am also concerned that of the nine local billing authority areas only two will benefit from this proposed scheme which does not appear to be equitable given we have c.1.2 million residents within Staffordshire and Stoke on Trent.

In the future I would expect that any council tax proposals being considered by a billing authority which had financial implications for the major precepting authorities or other billing authorities to be discussed with the respective elected leaders and with the Staffordshire Chief Finance Officers Group (SCFOG), in order to gather opinion from a broader range of S151 Officers, prior to any consultation document being released.

In summary I would prefer that alternative ways to support the households addressed by these proposals had been considered.

## Cannock Chase District Council - Council Tax Reduction Scheme 2023/24 Consultation

### 1. Background to the Consultation

1. I have read the background information about the Council Tax Reduction Scheme: This question must be answered before you can continue.

Answer Choices		Response Percent	Response Total
1	Yes	100.00%	108
2	No	0.00%	0
		answered	108
		skipped	0

2. Option 1 – To increase the maximum level of support available (up to 100% subject to household income) to working age applicants who are currently in a non-protected category for a one year period only

2. Do you agree with this change to the scheme?

Answer Choices		Response Percent	Response Total
1	Yes	54.69%	35
2	No	28.13%	18
3	Don't Know	17.19%	11
		answered	64
		skipped	44

3. If you disagree what alternative would you propose?




Answer Choices		Response Percent	Response Total
1	Open-Ended Question	100.00%	16
1	Help for people who work full time and are not eligible for any benefits. We are struggling to.		
2	It implements a policy whereby 1p into the next band would mean paying money that they can not afford. It should be 100% discount for ALL claimants of ANY means tested benefits, regardless of household income. If a person is entitled to a means tested benefit it means they are already not able to survive on their own income so taking further from them is unfair.		
3	That they are pushed into work to help pay more tax to fix the issue. Also reduce it to single house holds only.		
4	All people should get help I fall in the 0% category according to my wage I'm a single parent of two and work full time and have to pay childcare costs which I have to add to as universal credit don't cover all my		

### 3. If you disagree what alternative would you propose?

	costs my gas and electric is currently close to £300 per month this is without the prices going up april along with everything else how can you state because I rent over £330 per week allows you to think I can afford the council tax which could be close to £200 per month there is no point me working to give a life for my children I'm working to pay bills with no money left for days outs, holidays it's disgusting.		
5	Reduction in council tax for all households including those who pay 100% council tax bill.		
6	Spreading the reduction across the board and not for the minority, everyone should pay.		
7	This is going to be in manageable.  Even at the reduced rate.		
8	I wouldn't propose any alternative except potentially raising the council tax for the bands in the higher properties. Those who you are proposing gets the help, already get help. The issue is the compression between the no paid/lower paid with children and those working but not being entitled to any help at all why should they continue to be punished more when if you add the amount of assistance/benefits/schemes available to those proposed they probably have a higher income anyway.		
9	For a single person earning £173 there is no reduction or incentive whatsoever		
10	How about reduce council tax for all residents, because most households are struggling right now even if they are working and have no children. It's unfair that if you are working and still struggling, you are not entitled to anything, whereas if you don't work and have children you get an awful lot of benefits and hand outs. There's no incentive for these people to work if they can. Maybe reward the ones really trying, working all hours trying to keep their heads above water, roof over their head and the heating on as an added reward.		
11	No changes, why should hard working people have to pay more tax because of lazy people who can't be bothered to work		
12	Make people work and earn their way in life, stop giving handouts to those who have failed and continue to fail to support themselves.		
13	One charge		
14	I have read the background information. This consultation is not worded in a way that is accessible to the general population		
15	Does this result in a degradation of services to all? Ultimately every individual in work pays tax and deserves a basic level of public services which shouldn't be sacrificed to provide a additional support to others when all are feeling the pinch		
16	Impact on fire on police		
		answered	16
		skipped	92

### 3. Option 2 – The scheme will disregard certain crisis payments paid to taxpayers (Local Welfare Provision)

#### 4. Do you agree with this change to the scheme?

Answer Choices		Response Percent	Response Total
1	Yes		67.24% 39
2	No		18.97% 11
3	Don't Know		13.79% 8

#### 4. Do you agree with this change to the scheme?

	answered	58
	skipped	50

#### 5. If you disagree what alternative would you propose?

Answer Choices		Response Percent	Response Total
1	Open-Ended Question	100.00%	8
1	Working single people who don't have benefits struggle the most in these times yet no help is offered to them		
2	It is not the government's problem.		
3	Look at people's incomes and outgoings. And take into consideration people are entitled to a life not work to pay bills they should have things for themselves to		
4	The council/government won't keep their word and will just throw money at the next problem. Whilst leaving this in place		
5	Help where help is needed		
6	A freeze on council tax increases.		
7	As per previous question comment.		
8	Why everyone is effected even people working		
		answered	8
		skipped	100

#### 4. Alternatives to changing the Council Tax Reduction Scheme

#### 6. Please use this space to make any other comments on the proposed scheme.

Answer Choices		Response Percent	Response Total
1	Open-Ended Question	100.00%	6
1	Any help would be greatly appreciated		
2	N/A		
3	All individuals living in the area and utilising the services provided should pay towards those services. Providing those services to some for free and charging others is unfair and penalises those who work and have built a life based on not relying on the state to bail them out.		
4	What about pensioners not on benefits		
5	Proposal only helps those in the lowest band, others will be equally affected.		
6	Would have been beneficial to include the estimated increase in bills for those residents who do not receive any discount.		
		answered	6

6. Please use this space to make any other comments on the proposed scheme.

	skipped	102
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7. Please use the space below if you would like the Council to consider any other options (please state).




Answer Choices		Response Percent	Response Total
1	Open-Ended Question	100.00%	6
1	Single working people need help too		
2	Lower income family's are constantly fighting for the right for reductions. It's shaming for the ones that are new to the system		
3	How about helping working parents that exceed the financial minimum and aren't eligible for support because they are just over the income threshold but have to pay for child care		
4	Help those working full time and still struggling. There's no help for us and no incentive for those not working, to get out and work		
5	None.		
6	Could any additional help be made available on a discretionary basis to those in other bands?		
		answered	6
		skipped	102

8. If you have any further comments or questions to make regarding the Council Tax Reduction scheme that you haven't had opportunity to raise elsewhere, please use the space below.




Answer Choices		Response Percent	Response Total
1	Open-Ended Question	100.00%	4
1	Help.		
2	None.		
3	I'm disgusted we pay a lot of money in council tax, working people are being made to suffer more than anyone else		
4	I understand that this is a complex topic to consult on, but I feel that the information has not been presented in a fair and accessible way. I believe the majority of residents will be unable to make informed choices based on the complexity of this consultation		
		answered	4
		skipped	104

5. About You









### 9. Are you, or someone in your household, getting a Council Tax Reduction at this time?

Answer Choices			Response Percent	Response Total
1	Yes		27.66%	13
2	No		65.96%	31
3	Don't Know		6.38%	3
			answered	47
			skipped	61

### 10. What is your sex?




Answer Choices			Response Percent	Response Total
1	Male		29.79%	14
2	Female		63.83%	30
3	Prefer not to say		6.38%	3
			answered	47
			skipped	61

### 11. Age




Answer Choices			Response Percent	Response Total
1	18-24		8.51%	4
2	25-34		34.04%	16
3	35-44		31.91%	15
4	45-54		8.51%	4
5	55-64		4.26%	2
6	65-74		6.38%	3
7	75-84		2.13%	1
8	85+		0.00%	0
9	Prefer not to say		4.26%	2
			answered	47
			skipped	61



**12. Disability: Are your day to day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?**

Answer Choices			Response Percent	Response Total
1	Yes		31.91%	15
2	No		61.70%	29
3	Don't know		0.00%	0
4	Prefer not to say		6.38%	3
			answered	47
			skipped	61

**13. Ethnic Origin: What is your ethnic group? Select each that apply.**

Answer Choices			Response Percent	Response Total
1	Prefer not to say		6.67%	3
2	White British		91.11%	41
3	White Irish		0.00%	0
4	White Gypsy or Irish Traveller		0.00%	0
5	Any other White background		2.22%	1
6	Mixed/Multiple ethnic groups - White & Black African		0.00%	0
7	Mixed/Multiple ethnic groups - White & Black Caribbean		0.00%	0
8	Mixed/Multiple ethnic groups - White & Asian		0.00%	0
9	Any other multi mixed background		0.00%	0
10	Asian or Asian British Pakistani		0.00%	0
11	Asian or Asian British Indian		0.00%	0
12	Asian or Asian British Bangladeshi		0.00%	0
13	Asian or Asian British Chinese		0.00%	0
14	Any other Asian background		0.00%	0
15	Black African		0.00%	0
16	British Caribbean		0.00%	0

### 13. Ethnic Origin: What is your ethnic group? Select each that apply.

17	Black British		0.00%	0
18	Any other Black background		0.00%	0
			answered	45
			skipped	63

### 14. Other Ethnic Group

Answer Choices		Response Percent	Response Total
1	Open-Ended Question	0.00%	0
No answers found.			
		answered	0
		skipped	108

<b>Report of:</b>	<b>Head of Housing and Partnerships</b>
<b>Contact Officer:</b>	<b>James Morgan</b>
<b>Contact Number:</b>	<b>01543 464 381</b>
<b>Portfolio Leader:</b>	<b>Housing, Heritage, &amp; Leisure</b>
<b>Key Decision:</b>	<b>No</b>
<b>Report Track:</b>	<b>Cabinet: 26/01/23</b>

**Cabinet**  
**26 January 2023**  
**Housing Services 2021-22 Annual Report**

**1 Purpose of Report**

- 1.1 To approve the contents of the 2021-22 Housing Services Annual Report to tenants as required by the regulatory framework for social housing in England, and its publication on the Council's website.

**2 Recommendation(s)**

- 2.1 That the 2021 - 22 Housing Services Annual Report (attached as Appendix 1) is agreed for publication on the Council's website.
- 2.2 That if required, the Head of Housing and Partnerships following consultation with the Housing, Heritage, & Leisure Portfolio Leader, is authorised to make amendments to the 2021-22 Housing Services Annual Report prior to publication.

**3 Key Issues and Reasons for Recommendations**

**Key Issues**

- 3.1 The Council is required to publish the 2021-22 Annual Housing Report as set out in the Regulatory Standards by the Regulator of Social Housing.
- 3.2 The Annual Report is attached as Appendix 1. It will be published on the Council's website.

**Reasons for Recommendations**

- 3.3 The Annual Report must be made available to all tenants and a copy of the final document will be placed on the Council's website, with hard copies available on request.

## 4 Relationship to Corporate Priorities

- 4.1 This report supports the Council's Corporate Priorities as follows:
- (i) **Priority 2: Health & Wellbeing** - The production of the Annual Report to meet regulatory requirements supports the continued provision of good quality housing and support for residents that need our help.

## 5 Report Detail

- 5.1 Registered providers of social housing in England must meet regulatory standards set by the Regulator of Social Housing. The standards are classified as either economic or consumer. The economic standards do not apply to local authorities. The four consumer standards that the Council are required to meet are:
- Tenant Involvement and Empowerment Standard
  - Home Standard
  - Tenancy Standard
  - Neighbourhood and Community Standard
- 5.2 The Tenant Involvement and Empowerment Standard requires the provision of timely and relevant performance information to support effective scrutiny by tenants of their landlord's performance. Such provision must include the publication of an annual report which should include information on repair and maintenance budgets.
- 5.3 The Annual Report is attached as Appendix 1.
- 5.4 The Annual Report must be circulated to all tenants. As a result, a copy will be placed on the Council's website and hard copies are available on request. The cost of these actions can be accommodated within agreed budgets.

## 6 Implications

### 6.1 Financial

There are no financial implications arising directly from this report. All costs associated with compiling the Annual Report have already been met from existing budgets. Any costs arising from recommendations contained within the draft Annual Report can be met from within existing budgets.

### 6.2 Legal

There are no direct legal implications arising from this report save the Council's statutory duty to issue an annual report in accordance with the regulatory framework.

### 6.3 Human Resources

None

**6.4 Risk Management**

The Regulatory framework requires the Council to publish an Annual Report. Failure to do so will be a breach of the framework.

**6.5 Equality & Diversity**

Copies of the Annual Report will be provided in a variety of formats including audio and large print on request.

**6.6 Climate Change**

None

**7 Appendices to the Report**

Appendix 1: 2021-22 Housing Services Annual Report to Tenants

**Previous Consideration**

Tenant Services Authority Briefing Paper	Housing Policy Development Committee	24 February 2009
Consultation on the Housing and Regeneration Act 2008 (Registration of Local Authorities) Order 2009	Cabinet	17 September 2009
Consultation on the TSA Consultation - A New Regulatory Framework for Social Housing in England	Cabinet	21 January 2010
Housing Services Annual Report	Cabinet	16 September 2010 15 September 2011 20 September 2012 19 September 2013 18 September 2014 17 September 2015 20 October 2016 19 October 2017 8 November 2018 17 October 2019 10 December 2020 3 February 2022

**Background Papers**

None

# Annual Report

## for Tenants

2021/22



Welcome to the 2021/22 Housing Services Annual Report to tenants. Here we share information about our performance in the last financial year.

This annual report covers the period between April 2021 and March 2022. Another tough year for everyone with the implications of Covid-19 and a difficult economic climate continuing to impact on daily lives and upon our housing work. The Housing Services team have continued to work hard to ensure that tenants' homes were safe and comfortable places to live and providing additional support for vulnerable households.

The report includes information about how we invest in homes, repair and improve them and respond to the issues and complaints that you raise. It will tell you how the rent that we collect is used to maintain and raise the quality of council homes in the District.

We also hope you find this report informative and that it gives you a greater insight into the work that we do for the benefit of all our tenants and leaseholders.



**Councillor Adrienne Fitzgerald**

Housing, Heritage, & Leisure Portfolio Leader



**Nirmal Samrai**

Head of Housing and Partnerships



## Priorities 2022-23



**Quality Homes:** We will continue to improve the quality of the Council's housing stock for the benefit of our tenants by ensuring that we continue to meet and exceed the Decent Homes standard. We are also exploring how we can move towards carbon neutrality through retrofitting the existing stock.



**Support:** We will make the best use of our stock, provide tenancy sustainment support, promote the provision of suitable accommodation, and provide information and advice to prevent and reduce homelessness.



**New Homes:** We will continue working towards delivering further new council homes over the coming years using the Housing Investment Fund. Two potential sites are being progressed for starts in the next couple of years. The two sites aim to provide housing to a standard to achieve carbon neutrality or maximise carbon reduction as far as is practically possible which will provide affordable warmth for tenants. It will also assist in achieving the Council's strategic aim of working toward achieving zero carbon Council homes.

### Key facts

(as at 1 April 2022)



We provide 5,075 homes across the District



We lease 292 flats across the District on leasehold terms;



We have delivered 22 new homes in the previous year;



We sold 32 properties through Right To Buy in 2021/22, therefore a net loss of 10 properties overall;



93% of respondents to our monthly repairs satisfaction survey said that were satisfied with the repair services we provided.



## Understanding and responding to your needs

Tenant Profile  
(from STAR survey 2021)

Tenants have on average held their tenancies for **13 years** (same as last year). According to our records the longest tenancy held is an incredible **68 years!**



The Council has **5075** properties for rent  
As at 31/03/2022

**2031** one bed properties;

**1444** two bed properties

**1483** three bed properties

**60** four bed properties

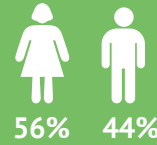
**1** five bed property

**56** sheltered bedsits

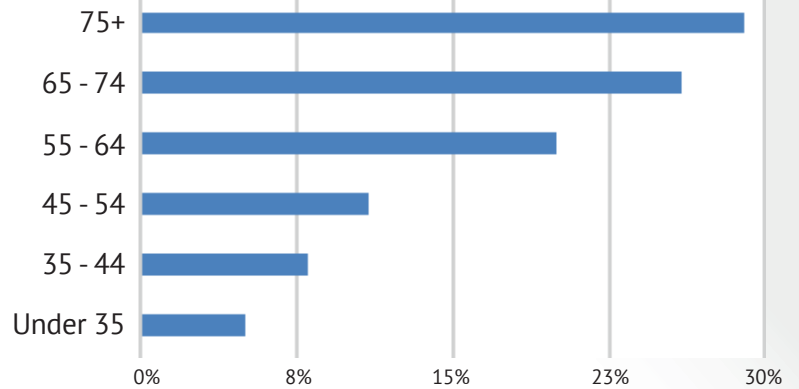
Average time on housing register  
**16 Months**  
(increased since last year)

## Our Tenants

### Gender



### Age



**382** households requiring 1 bedroom accommodation

There were **1096** households on the Housing Register as at 31/03/2022

**41** households require 4+ bedroom accommodation

**444** require 2 bedroom accommodation

**191** require 3 bedroom accommodation

We also manage **813** garages, of which **380** were occupied.  
And we have **292** leasehold properties.

(as at 31/03/2022)

During 2021/22 we received **30,978** calls through the Contact Centre on Housing related matters and **488** visits to the Council offices, an increase on last year for both calls and visits - understandable as the Covid pandemic decreased interactions and we now move towards more normal operations.



# Complaints and Compliments



1 Stage 2 complaints;  
.....  
13 Stage 1 complaints;  
.....  
117 MP enquiries;  
.....  
40 were recorded as informal (i.e. councillor complaint on behalf of tenant, anonymous or from another family member)

13 complaints reached Stage 1

4 - Allocations;  
.....  
3 - Neighbourhoods;  
.....  
2 - Housing Repairs;  
.....  
2 - Housing Property Services;  
.....  
1 - Neighbourhoods and Allocations;  
.....  
1 - Housing Options

1 complaint was escalated to Stage 2

1 from Allocations / Neighbourhoods

Only 3 of the formal complaints were upheld (fully or partially)

This is a decrease on last year in stage 2 complaints (three down to one) but an increase in stage 1 (10 up to 13). There was a significant increase in MP (up 54%), and informal complaints (up 60%) on the previous year too.

## What we learned from the complaints received and what we did:

A complaint was received on a recent letting where we did not leave the void (empty property) information pack at the property and delivered it late to the tenant. There was also an issue where there was a verbal miscommunication, where permission was thought to have been given to undertake work but had not. There was presence of asbestos and if the tenant had the void pack with the information would not have undertaken some work due to the verbal miscommunication which could potentially have disturbed asbestos and led to further issues.

**What we did:** We reviewed our sign up process and made sure that delivery of void pack prior to occupation always occurs now, as it is included in the sign up checklist. Officers were spoken to regarding communication with tenants and the clarity of instructions and permissions in relation to tenant alterations. All operatives and some Tenancy Services staff underwent refresher training in relation to asbestos management and procedures for housing.

A complaint regarding the wording of the repairs calling card was received.

**What we did:** We reviewed the language and wording within the calling card and changed it, we consulted with the complainant and took on board their comments. The new calling cards have since been rolled out.

A complaint was received when a tenant was given conflicting information from different departments regarding moving into an adapted property. The internal process did not fully comply with tenancy agreement on the gifting of items left by the previous occupant.

**What we did:** We reviewed the tenancy agreement and the process for adapted moves and made a change to the internal procedure to fully comply. We will now ensure all communication with tenants moving to adapted properties in future is conducted by one point of contact and they will cross check with other departments to give accurate information at all times.

# Scheme changes improve access to Housing Ombudsman

Changes to the Housing Ombudsman Scheme took effect from 1 October, making it easier for residents to access the service if they remain unhappy with their landlord's final response on their complaint.

The revised scheme removes the 'democratic filter' following a change in the law. It means residents will no longer have to contact a designated person or wait eight weeks before referring their complaint to the Housing Ombudsman, if they remain dissatisfied at the end of their landlord's complaint process.

Residents can still contact their MP, local councillor or tenant panel about a complaint, but the designated person role will not be part of the Ombudsman's formal process. Removing this barrier will ensure that social housing residents are not disadvantaged and have direct access to the Ombudsman, as well as helping to speed up the overall complaints process.

As a reminder, residents can also contact the Ombudsman if they are having problems accessing their landlord's complaints process or if they have complained to their landlord and it has not responded in line with its complaints policy. The Housing Ombudsman Service does not investigate complaints before residents have completed the complaints process, but the Ombudsman can take steps to encourage landlords and residents to work together to resolve a complaint.



For more information on the Housing Ombudsman Scheme:  
[www.housing-ombudsman.org.uk/wp-content/uploads/2022/10/Scheme-September-2022.pdf](http://www.housing-ombudsman.org.uk/wp-content/uploads/2022/10/Scheme-September-2022.pdf)

Information on our complaints policy and procedure can be found on our web pages at:  
[www.cannockchasedc.gov.uk/residents/housing/housing-complaints-and-compliments](http://www.cannockchasedc.gov.uk/residents/housing/housing-complaints-and-compliments)

**As well as complaints, we also record compliments from tenants**

**Mrs H said:**

“ I wanted to say how lovely and professional the men who came to repair the fence panels were the other day. ”

**Via a councillor:**

“ Thank you for assisting Mr P. Andy treated him and his friend who supports him with so much respect and supported him without stressing him out, understanding how nervous he was. Completed all the forms and made him feel like a real gentleman. ”

**Via a support organisation:**

“ I would like to thank Craig for his care to our client and for his due diligence in skillfully arranging for her issues to be dealt with swiftly and accordingly. Craig both saved costs for you and also helped our client at a point of distress and further has resolved the issues effecting her health effectively and in good time. ”

**Mr C said:**

“ From the moment that Darren arrived at our home he set to work with a will and never stopped until the work was completed. His work was excellent. He was polite and helpful, worked without fuss and made a stressful time easier for my wife and I. ”

**Ms K said:**

“ Jo worked extremely hard, on a daily basis and went above and beyond. She did not just find my family a new home in 6 days (miracle) she has given my family a new start at life when we have been dealt nothing but trauma. ”

The Housing Services Team work hard to provide support for our customers, particularly the most vulnerable. We are proud to say that we were able to support all of our most vulnerable customers throughout the pandemic and ensured that no one lost their home due to financial issues caused by Coronavirus.

During 2021/22 as we slowly recovered from the Covid pandemic we were hit with a fuel crisis and towards the end of the year the first signs of a cost of living crisis were starting to show, with the price of energy becoming a particular worry for many.

We will provide as much support as we can to help our customers through this uncertain time. If there concerns about your tenancy or keeping up with payments our customer can contact us by:



Telephone **01543 462621**



Online [www.cannockchasedc.gov.uk/residents/housing](http://www.cannockchasedc.gov.uk/residents/housing)



Email [moneymanagementteam@cannockchasedc.gov.uk](mailto:moneymanagementteam@cannockchasedc.gov.uk)  
or [EMTeam@cannockchasedc.gov.uk](mailto:EMTeam@cannockchasedc.gov.uk)



## Help with the cost of living crisis

The rising cost of living is affecting us all. We are supporting residents, as well as signposting to other agencies, which can offer help and advice.

For more information see our dedicated webpages at: [www.cannockchasedc.gov.uk/costofliving](http://www.cannockchasedc.gov.uk/costofliving)

There will also be information distributed on our social media platforms: Twitter, Facebook, Instagram and YouTube; and via the [Chase Matters magazine](#).

A special edition of Hometalk will be published in early 2023 to provide further information on the cost of living, the help available to tenants and leaseholders and tips on how they can make a few savings to ease rising costs.



# Repairs and improving your home

## Repairs during 2021/22



12,575 repair jobs were completed - an increase on last year as we return to more normal operations after the covid pandemic.

9,766 repairs appointments were made

9,737 repairs appointment were kept

We completed all repair jobs in 14.81 calendar days on average - unfortunately due to catching up on backlogs after the Covid pandemic this is an increase of 2 days on last year.

Whilst all non-emergency repairs were completed in an average of 14.13 working days – unfortunately this is an increase of 1 day on last year.

99.97% of emergency repairs were completed within 24 hours - unfortunately one job was missed.



During 2021/22 we continued our monthly repairs satisfaction surveys sent to a random selection of tenants who had required a repair job to be completed during the previous month. We have found that:

92% were satisfied with the quality of the work – increase on last year.

89% were satisfied the repair was done right first time – increase on last year.

91% were satisfied overall with the service they received – increase on last year.

We know our performance in turning around void properties has worsened yet again. We've made changes and are implementing our Improvement Plan that includes a number of actions that we know will speed up the process for repairing and re-letting our properties, but these are taking time to bed in. Performance in 2022/23 is showing signs of improvement.



## Improving our homes



450 properties received electric upgrading works (wired in smoke detectors and provision of additional sockets)



155 properties benefitted from disabled facilities work (safe WC and showering, alterations to rooms; heating and power improvements; safety related works)



415 properties benefitted from a central heating upgrade



57 properties had bathroom upgrades

## Disrepair Claims



There were **22** disrepair claims brought to the Council during 2021/22 and these do take up a lot of time and money. **12** of the **22** were resolved and **10** have rolled over into 2022/23. The **12** resolved cases cost the service almost **£35,000** and prevented **135** other repairs being undertaken and **9** new kitchens or bathrooms that could otherwise have been delivered to other tenants.

In these cases, for most tenants involved, the claim only slows the repairs process down. We believe that some of these solicitors and law firms may advise tenants to refuse access for repairs, which delays the repair being completed and could cost tenants money. In many cases, tenants may be liable to pay court costs even on a no-win no fee basis.



If you have any outstanding repairs then in the first instance it is essential you call **01543 462621** to report these to the **Housing Maintenance service** who will raise the repair and get you booked in.

Repairs can be resolved much quicker this way and the cost of involving law firms means that the money you pay in rent is directly being paid to these firms for repairs that would have been completed if they were reported anyway. It also means other repairs and improvement work cannot be completed as the time and money is spent on dealing with disrepair claims.



If you are dissatisfied with any housing or repairs service you have received, or feel that you are entitled to compensation, there are a number of options available to you, both informal and formal. Our complaint procedure allows tenants to raise concerns and request that the service 'makes it right'. Tenants can log complaints by phone, in writing, by email or through the website at [www.cannockchasedc.gov.uk/council/about-council/customer-feedback-help-us-get-it-right](http://www.cannockchasedc.gov.uk/council/about-council/customer-feedback-help-us-get-it-right)



More information is available at: [www.cannockchasedc.gov.uk/residents/housing/housing-complaints-and-compliments](http://www.cannockchasedc.gov.uk/residents/housing/housing-complaints-and-compliments)

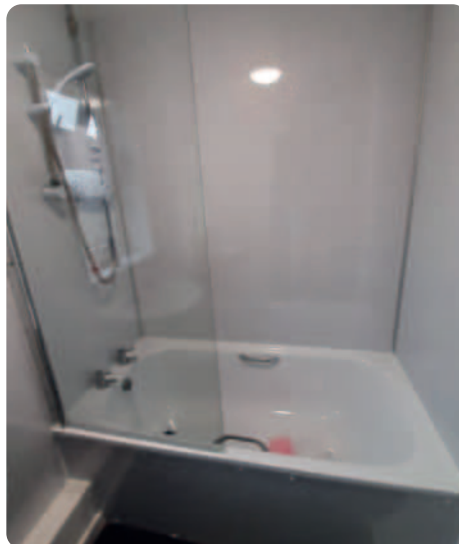
## Kitchen and Bathroom programme

Housing Maintenance have been looking to expand their service delivery to its customer base and have now secured an internal delivery programme with Housing Property Services.

This includes the delivery of a kitchen and bathroom programme which will assist Housing Maintenance in developing its skillset and showcasing to our council customers that we are there for more than just repairs.

Our intention is to build on the skills we have by creating apprenticeships and we have recently taken on our first plumbing apprentices for a number of years which will ensure our customers receive quality improvements in their homes.

Housing Maintenance are seeking to further develop their work by providing skilled trade operatives to undertake other home improvement works efficiently, and demonstrate real value for money to our customers and Council members.



# Managing your tenancy

## Your Rent

Following Government policy, we increased your rent by 4.1%. The policy for rent increases is based on Consumer Price Index (CPI) plus 1%. The CPI at the time of rent setting was 3.1%, hence the total 4.1% increase.



Your average rent in 2021-22 was £74.56 per week.



We received approximately £19.34m in rent income during the year.

Unfortunately we have not been able to bring you all the financial information we would normally provide you. This is due to a significant delay in our Final Accounts being audited and signed off. We apologise for this and hope it does not detract from the good work the Housing Services team has done in 2021/22 detailed in this Annual Report.

Current tenants were in arrears to the amount of **£280,107** at the end of the financial year. Those tenants in arrears were behind with their payments by an average **£284**, just under 4 weeks rent, which is about the same as last year. And unfortunately some tenants are behind by a lot more.

We are pleased to say that no evictions were carried out as a result of rent arrears, due to the pro-active work of the Money Management Team and Tenancy Sustainment Team.





97% of tenants felt fairly or very satisfied with moving between Council properties. 3% responded 'neither satisfied nor dissatisfied' likely because they had not moved, 0% of tenants indicated they were dissatisfied.



We let 328 properties in total during 2021/22:



192 lettings were made to new tenants to social housing



127 lettings were to existing social housing tenants



9 mutual exchanges were completed

### Lettings 2021/22



96% of new tenancies lasted more than 1 year. (Fewer tenancies are still being ended than would normally be the case before the Covid pandemic).



195 tenants received a new tenancy visit and 74 tenants were assisted by the tenancy sustainment service.



97 introductory tenancies were sustained for 12 months.

We recovered 14 abandoned properties



49 ASB cases were investigated, of which 36 were successfully resolved, 13 were closed due to disengagement or withdrawal, a decrease from last year.



The Service takes a multi-agency approach by creating a sustainability plan to focus on tenants who are in financial hardship or at risk of losing their tenancy, with the aim to successfully keep them in their home.



During 2021-22 97 new tenants engaged with the tenancy sustainment service and maintained their tenancies past 12 months, a slight decrease on 20-21.



We worked with a further 74 tenants/ households with successful outcomes to sustain their tenancy and help them remain in their homes, which was a big increase on last year.



## Resident Involvement

We believe resident involvement is about working with our tenants and residents to support and address those issues they feel are a priority in their local community. So, Housing Officers have been working with wider community partners to develop and deliver community engagement events across the District.



Tenants & Residents Associations are also active on the Springfields estate in Rugeley and Moss Road estate in Chadsmoor, Cannock; and there is also a Community Centre in Rugeley where multi-agencies attend and engage with residents.



During 2021/22 we have held 4 Community events across the District, in Cannock, Hednesford and Rugeley, over 100 people attended. The outcomes shared with tenants and residents from these events were very successful.



Head of Housing and Partnerships, Nirmal Samrai, Rugeley Foodbank manager Dave Webb, Chris Fielding Rugeley Community Church, Andy Smith Cannock Chase Council and volunteers from the Rugeley Foodbank.

During 2021/22 the development at Hawks Green was completed:



The scheme delivered **22** new Council homes: 8 x 1 bed flats; 6 x 1 bed houses; 6 x 2 bed houses; and 2 x 3 bed houses.

Plans are still being worked on for two further sites in the District that will deliver approximately 70 new dwellings for Council rent. In addition, these two schemes reflect the Council's commitment to the Climate Change agenda with the construction of sustainable, low energy properties.



We sold 32 properties via Right to Buy.

This meant the stock decreased by 10 properties overall in 2021/22.

We will roll out a new kitchen and bathroom replacements programme alongside external envelope and environmental improvements, to continue improving and maintaining the quality of our housing stock beyond the Decent Homes Standard.

Plans for the two further sites have been progressing and remain the priority to ensure new Council homes for rent are delivered as quickly and efficiently as possible, making the best use of the Housing Investment Fund. We have been working towards developing sustainable new homes on these two sites whilst striving to make the best use of resources; a stock condition survey will commence to inform a new zero carbon retrofit programme for our existing stock.

We will also continue to support independent living, and alongside our cyclical maintenance and improvement works we will continue to undertake minor and major adaptations to improve properties for people with mobility and other health issues, which make it difficult for them to access the facilities within their home.

**Nirmal Samrai**

Head of Housing and Partnerships

## HRA Capital Programme 2022/23 Priorities

Replacement of Kitchens	£2,076,000
Replacement of Bathrooms	£1,595,000
External / Environmental Works	£1,454,000
Replacement of Central Heating	£922,000
Upgrading of Electrics	£894,000
Replacement of vehicles	£408,000
Disabled Facilities Work	£369,000
Communal Blocks - Fire Risk Actions, Door Entry System	£342,000
Sheltered Schemes - improvement works and lift replacements	£294,000
Resurfacing of Driveways	£200,000
Environmental Work	£60,000
Hillsprings Court Fire Alarm	£30,000
Other Costs and Contingencies	£146,000
<b>Total</b>	<b>£8,790,000</b>



## Housing Revenue Account Budget 2022/23

£20.6m	£20.5m
HRA Income 2022/23	HRA Expenditure 2022/23

In 2022/23 your rent has been increased by 4.1% in accordance with Government's rent policy, so average rents in 2022/23 will be:

- 1 bed = £ 70.82**
- 2 bed = £ 80.91**
- 3 bed = £ 85.06**
- 4 bed = £ 94.53**



## Keep in touch...

→  Search for 'Cannock Chase Life'

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<b>Report of:</b>	<b>Head of Housing and Partnerships</b>
<b>Contact Officer:</b>	<b>James Morgan</b>
<b>Contact Number:</b>	<b>01543 464 381</b>
<b>Portfolio Leader:</b>	<b>Housing, Heritage, and Leisure</b>
<b>Key Decision:</b>	<b>No</b>
<b>Report Track:</b>	<b>Cabinet: 26/01/23</b>

<p><b>Cabinet</b></p> <p><b>26 January 2023</b></p> <p><b>Housing, Homelessness, and Rough Sleeping Strategy 2023-33</b></p>
--

## **1 Purpose of Report**

- 1.1 To consider a Housing, Homelessness, and Rough Sleeping Strategy for the period 2023-33.

## **2 Recommendation(s)**

- 2.1 That Cabinet approve the proposed Housing, Homelessness, and Rough Sleeping Strategy 2023-2033 attached at Appendix 1 and agree to the actions contained within it.

## **3 Key Issues and Reasons for Recommendations**

### **Key Issues**

- 3.1 The Council's previous Housing, Homelessness and Rough Sleeping Strategy is now out of date.

### **Reasons for Recommendations**

- 3.2 Whilst there is no longer a statutory requirement to produce a housing strategy, there remains a statutory duty to produce a homelessness strategy. A new combined housing, homelessness and rough sleeping strategy will ensure that residents, Registered Providers and other stakeholders can continue to refer to a document which outlines the housing, homelessness and rough sleeping issues facing the District and presents the actions which are being put in place to address them.

## 4 Relationship to Corporate Priorities

- 4.1 This report supports the Council's Corporate Priorities as follows:
- (i) **Priority 2 – Health & Wellbeing** - 'To encourage and support residents to lead healthy and independent lives'. The Housing, Homelessness and Rough Sleeping Strategy will contribute towards this priority and primarily the aim of supporting residents that need our help.
  - (ii) **Priority 3 - The Community** - 'To ensure Cannock Chase is a place that residents are proud to call home'. The Housing, Homelessness and Rough Sleeping Strategy will contribute towards this priority and primarily the aim of improving the housing offer across the District.

## 5 Report Detail

- 5.1 The Housing, Homelessness and Rough Sleeping Strategy sets out plans for the improvement of housing and support needs across Cannock Chase for the next 10 years. This strategy is the first longer-term plan that includes all aspects of housing, homelessness and rough sleeping.
- 5.2 There is a statutory requirement to publish an updated Homelessness Strategy every 5 years. A Homelessness Review will be undertaken in 2027 to inform an update of this strategy for early 2028. The content of the strategy and its actions will also be reviewed and updated. The strategy update will again be consulted on and then brought back to Cabinet for approval.
- 5.3 A Homelessness Review was undertaken in early 2022 to inform the production of this strategy. The Review is completed in accordance with Section 1(1) of the Homelessness Act 2002 ("the 2002 Act"), which gives housing authorities the power to carry out a homelessness review for their district and formulate and publish a homelessness strategy based on the results of the review. The Review established the extent of homelessness and rough sleeping in the district, assessed its likely extent in the future, and identified what is currently being done, and by whom, and what level of resources are available, to prevent and tackle homelessness and rough sleeping.
- 5.4 The proposed Strategy addresses the present and future housing needs of the Cannock Chase community and fully reflects the wider vision of the authority and its partners. A clear and evidenced approach has been taken to provide a strong focus on how the Council and its partners will deliver their commitments to enable housing growth and ensure support needs are met.
- 5.5 The proposed Strategy has been subject to a 6-week consultation process with approximately 50 organisations and partners invited to comment on the document. Consultees included Registered Providers, voluntary organisations, Midlands Partnership NHS Foundation Trust and Staffordshire and West Midlands Probation Trust (SWMPT). The Strategy was also available for public consultation and placed on the Council's website.

- 5.6 The proposed Strategy seeks to deliver three priority service aims as set out below:
- To increase the supply of Affordable Housing.
  - To improve the maintenance and management of existing housing and strive to achieve a carbon neutral housing stock in the future.
  - To promote the provision of suitable accommodation, information and advice to prevent and reduce homelessness and rough sleeping.
- 5.7 To support the delivery of these priority service aims the Strategy identifies a number of specific objectives and actions including:
- Continuing to work with our Registered Provider partners and Homes England to maximise affordable housing delivery in the District.
  - Ensuring schemes provide an affordable housing contribution in line with Local Plan policy to maximise affordable housing provision in the District.
  - Continuing to source potential solutions / funding to provide housing to a standard to achieve carbon neutrality or maximise carbon reduction as far as is practically possible on the former Aelfgar school and Muldoon Close sites.
  - Developing a 'Housing Asset Management Plan', which is linked to the corporate Asset Management Strategy, and improve property specifications in line with the Housing Asset Management Plan, with the aim to deliver a retro fit work programme for a carbon neutral housing stock.
  - Making the best use of existing homes through adaptations to Council properties. Where possible we follow up referrals from Social Care and Health to provide effective long-term solutions to tenants housing requirements taking into account their individual circumstances.
  - Undertaking a rolling programme of Stock Condition Surveys to establish the 30 year business plan for asset management of stock.
  - Providing effective housing advice to those threatened with homelessness to sustain their existing accommodation if at all possible.
  - In partnership with Lichfield District Council, managing the Homelessness and Rough Sleeping Pathway and Housing First accommodation project in the two districts.
  - Continuing to develop Tenancy Sustainment Services for prospective new Council tenants and homelessness applicants to ensure tenancies are maintained in the long-term.

## **6 Implications**

### **6.1 Financial**

There are no direct financial implications arising from this report.

### **6.2 Legal**

The Legal Implications for the Housing, Homelessness and Rough Sleeping Strategy are referred to in this report and in the Strategy document itself.



**6.3 Human Resources**

None

**6.4 Risk Management**

If the revised Housing, Homelessness and Rough Sleeping Strategy is not approved, the Council will be at risk of not meeting its statutory requirements.

**6.5 Equality & Diversity**

The aims and actions contained within the Housing, Homelessness and Rough Sleeping Strategy 2023-33 contribute to meeting the needs of specific groups who are vulnerable and therefore contributes positively to equality and diversity. An Equality and Impact Assessment has been carried out and no negative impacts were identified for the protected characteristics.

**6.6 Climate Change**

None

<b>7 Appendices to the Report</b>
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Appendix 1: Housing, Homelessness and Rough Sleeping Strategy 2023-33.

**Previous Consideration**

None

**Background Papers**

Homelessness Review 2022 -

[https://www.cannockchasedc.gov.uk/sites/default/files/homelessness\\_review\\_2022\\_accessibility\\_version.pdf](https://www.cannockchasedc.gov.uk/sites/default/files/homelessness_review_2022_accessibility_version.pdf)



# HOUSING, HOMELESSNESS AND ROUGH SLEEPING STRATEGY 2023-2033

**Version: Cabinet 26.01.2023**

## Version control

Version	Changes	Approval	Date
Consultation Draft	None	Nirmal Samrai	19.12.2022
Cabinet			

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## 1. Foreword

I am pleased to introduce the Cannock Chase Housing, Homelessness and Rough Sleeping Strategy 2023-2033, which covers our housing objectives and plans for the next ten years.

Housing is critical to all parts of our local economy and is also a significant contributor to health outcomes and the way we all live our lives. I understand that if we get the housing offer right, and there is choice for everyone, then enhanced prosperity and growth will inevitably follow.

The Council wants to ensure that all housing delivered is of a high standard and in the right place to meet the needs of those living and working in the district. We have a strong commitment to see new homes that are sustainable and energy efficient and to see improvement within existing housing stock that will help reduce fuel poverty.

The Housing, Homelessness and Rough Sleeping Strategy focuses on what we want to achieve, working with and alongside our partners, for our residents and our housing priorities for the District. We are confident that positive changes can be made, even in these challenging times and look forward to working in partnership to achieve our shared aims.

I would like to thank all partners who have contributed to the production of this strategy.



**Councillor Adrienne Fitzgerald**

Housing, Heritage, & Leisure Portfolio Leader

## 2. Introduction

The Housing, Homelessness and Rough Sleeping Strategy sets out our plans for the improvement of housing and support needs across Cannock Chase for the next 10 years. This strategy is our first longer-term plan that includes all aspects of housing, homelessness and rough sleeping. The strategy will be reviewed after five years following completion of the statutory homelessness review.

The document has been developed in consultation with partners and follows on from the progress of the previous Housing Strategy.

The Housing, Homelessness and Rough Sleeping Strategy will:

- fully reflect the wider vision of the authority and its partners;
- reflect a clear and evidenced approach;
- provide a strong focus on how partners will deliver their commitments, including the infrastructure needed to support housing growth.

The Housing, Homelessness and Rough Sleeping Strategy contains information about the housing market, demographic issues, the needs of particular groups, priorities, achievements and actions. This document will help to deliver the strategic housing priorities for the District and sits alongside a number of Council policies including the [Corporate Plan 2022-26](#).

The key aims of the Strategy are:

- To increase the supply of Affordable Housing;
- To improve the maintenance and management of existing housing and strive to achieve a carbon neutral housing stock in the future;
- To promote the provision of suitable accommodation, information and advice to prevent and reduce homelessness and rough sleeping.

### 3. Profile of Cannock Chase

Cannock Chase District is situated on the northern edge of the West Midlands conurbation and is the second smallest District in Staffordshire after Tamworth, covering a total area of 7,888 ha. Over 38% of the District is situated within the Cannock Chase Area of Outstanding Natural Beauty between Hednesford and Rugeley/Brereton.

The population of the District, according to the ONS increased by 3.1%, from around 97,500 in 2011 to 100,500 in 2021. Cannock Chase is the 12th most densely populated of the West Midlands' 30 local authority areas, with around nine people living on each football pitch-sized area of land. Population estimates predict that the District population will reach 105,000 by 2037. A substantial aspect in this growth is the ageing population, with an increase of residents aged over 65. There are approximately 41,500 dwellings in the District, of which 69% are owner occupied, 17% are social rented and 12% are privately rented.

Many of the towns and communities in Cannock Chase developed around the industry of coal mining. Following the closure of the last remaining pit in 1993 there has been investment in the local infrastructure and the development of a broad base of new employers across sectors such as high-technology, heavy industry, distribution, services and retail. However, a legacy of the industrial heritage in the District can be seen in many social indicators such as health and unemployment, representing some of the worst levels in Staffordshire.

Life expectancy at birth in the District is significantly lower than the England average for both men and women. Healthy life expectancy is also a problem in Cannock Chase, with males and females both expected to spend significantly more time in ill or poor health compared to regional and national averages.

Health profiling also indicates that the issue of obesity remains significant amongst children and adults in the District. The Cannock Chase Locality Profile for 2018/19 figures found that around 21.4% of children aged 10-11 in Cannock Chase have excess weight (overweight or obese) with rates being higher than the national average. The proportion of people who are obese in Cannock Chase is also higher than the England average, 74% compared to 62%.

Disability Living Allowance levels in Cannock Chase exceed the rates at regional and national level. Half the wards in the District have claimant levels for DLA of around 6-8% of the working age population, above the 5% national average.

Qualification levels for the working age population in the District are substantially behind comparators, with the gap widening further up the qualifications scale. Only 33.4% of the District's population is qualified to NVQ level 4 or above (HNC

equivalent, below degree level), well below the ratio for regional analysis and over 10% below the national average (43.5%).

## 4. The Strategic context

### 4.1 The National Housing Policy Agenda

The pandemic has shone a bright light on the importance of a safe, secure and affordable home. The social rented sector has become a safety net for those who need it most, but we know it's becoming increasingly harder to access – particularly in England.

The current Government has diagnosed the planning system as central to the failure to build enough homes, particularly where housing need is at its most severe. There's a continued focus on supporting private sector delivery too. According to one estimate commissioned by the National Housing Federation (NHF) and Crisis from Heriot-Watt University, around 340,000 new homes need to be supplied in England each year, of which 145,000 should be affordable to all.

Although the private rented sector partially fills the gap, it now houses people of all ages and walks of life, and with increased demand, access to affordable good quality private rented accommodation becomes difficult for many households.

The Conservative manifesto and levelling up plans have in the past few years focused its housing policies on:

#### ➤ **Affordable housing supply**

The government announced a new, larger, £11.5bn Affordable Homes Programme 2021-26 (AHP), including funding for social rent, supported housing, and a renewed commitment to delivering homes using modern methods of construction (MMC). The AHP plans to deliver up to 180,000 new homes including:

- 50% of homes at discounted rent, including affordable rent and social rent in areas of high affordability challenge.
- 50% of affordable home ownership including a majority of shared ownership.
- 10% of homes to provide supported housing.
- 10% of homes in rural areas.
- 25% of homes delivered through Strategic Partnerships using MMC.

#### ➤ **Building safety and quality**

Implementing the findings of the Independent Review of Building Regulations and Fire Safety by Dame Judith Hackett, however commentators say slow progress is

being made. Robert Jenrick MP, then Housing Secretary, announced in early 2020 new measures to faster and further improve building safety for high rise residential buildings. This included the introduction of a new [Building Safety Regulator](#) to be established, this was made law in April 2022 by the passing of the Building Safety Act which named the Health and Safety Executive (HSE) as the Regulator.

➤ **Regeneration**

A £3.6 billion fund investing in towns as part of the government's plan to level up our regions released in 2020/21, with £2.35 billion allocated so far. The Levelling Up White Paper sets out how the government will spread opportunity more equally across the UK. It comprises a programme of change, including 12 UK-wide missions to anchor the agenda to 2030, alongside specific policy interventions that build on the 2021 Spending Review to deliver change.

➤ **Protections for tenants**

The charter for social housing residents: social housing white paper, released in November 2020 focused on ensuring that residents in social housing are safe, are listened to, live in good quality homes, and have access to redress when things go wrong. The charter sets out what every social housing resident should be able to expect:

- To be safe in your home. We will work with industry and landlords to ensure every home is safe and secure.
- To know how your landlord is performing, including on repairs, complaints and safety, and how it spends its money, so you can hold it to account.
- To have your complaints dealt with promptly and fairly, with access to a strong ombudsman who will give you swift and fair redress when needed.
- To be treated with respect, backed by a strong consumer regulator and improved consumer standards for tenants.
- To have your voice heard by your landlord, for example through regular meetings, scrutiny panels or being on its board. The government will provide access to help, if you want it, for you to learn new skills to ensure your landlord listens.
- To have a good quality home and neighbourhood to live in, with your landlord keeping your home in good repair.
- To be supported to take your first step to ownership, so it is a ladder to other opportunities, should your circumstances allow.

The 'A fairer private rented sector' white paper, published June 2022, sets out the government's long-term vision for a private rented sector (PRS) that is fit for the 21st century and aims to deliver a better deal for tenants. This includes plans to:

- abolish Section 21 'no-fault' evictions and introduce a simpler tenancy structure
- apply the Decent Homes Standard to the PRS for the first time



- introduce a new Property Portal to help landlords understand their obligations
- introduce a housing ombudsman covering all PRS landlords and providing redress for tenants

➤ **Welfare reform**

Continuing the roll out of Universal Credit, while promising to ensure it works better for the most vulnerable.

The cost of living has been increasing across the UK since early 2021. The annual rate of inflation reached 9.9% in August 2022, close to a 40 year high, affecting the affordability of goods and services for households. Low-income households are most affected by rising prices.

Benefits increased in April 2022 by less than the current level – or the expected level – of inflation, which will put further pressure on incomes. Whatever level the Government increases benefits to next, it still means a prolonged period where benefits income fails to keep up with the rising cost of essentials.

➤ **Homelessness**

Enforcing the Homelessness Reduction Act and aiming to end rough sleeping by the end of the next Parliament in 2024. Government has expanded programmes such as the Rough Sleeping Initiative and progressed with pilots on Housing First schemes.

The ‘Everyone In’ scheme, which protected rough sleepers in hotels and other emergency accommodation after the Covid-19 pandemic reached the UK in March 2020 was considered very effective, and the housing sector is keen to take to the opportunity to build on its success to achieve the Government’s target of ending rough sleeping by 2024.

Homelessness Prevention Grant for local authorities was uplifted in 2021/22 and in October 2021 a further £65 million was announced as an “exceptional one-off payment” to “support local authorities to help vulnerable households with rent arrears to reduce the risk of them being evicted and becoming homeless, including helping households to find a new home where necessary”, which is part of the overall investment of more than £750 million last year to tackle homelessness and rough sleeping.

The [Homelessness Prevention Grant](#), available in 2022/23, is on top of the £66 million to provide rough sleepers with safe and warm accommodation and drug and alcohol treatment services this winter, and £65 million support package for vulnerable renters struggling due to the impact of the pandemic. Overall, the government is investing £2 billion over the next three years to tackle homelessness and rough sleeping.

However the Government are currently consulting on changing the methodology for calculating the award of Homelessness Prevention Grant, this could dramatically change the amounts some LAs get for the better or worse depending on which options the Government progresses with for 2023/24 onwards.

## 4.2 Corporate Strategic Context

### **Corporate Plan 2022-26**

Vision: Ambition is at the heart of our plan. Post pandemic we have an opportunity to repave the path ahead. We want a Cannock Chase that local residents are proud to call home:

- Rejuvenated town centres, local businesses that are supported and an environment where entrepreneurship is encouraged.
- Empowered residents encouraged to lead healthy and independent lives.
- A local environment that is protected, preserved, and enhanced for future generations.

We will be a forward-thinking Council, making best use of our assets, living within our means, and ensuring we are accountable for our decisions. The [Corporate Plan](#) has 4 priorities as set out below:

**PRIORITY 1 - ECONOMIC PROSPERITY - “To reinvigorate the economy and create a District that thrives”**

We aim to:

- Attract investment to develop the District’s economy.
- Encourage entrepreneurship, promote apprenticeships, and support business.
- Attract modern, green, and skilled industries and create jobs.
- Rejuvenate our town centres.
- Support the development of our visitor economy.

**PRIORITY 2- HEALTH & WELLBEING - “To encourage and support residents to lead healthy and independent lives”**

We aim to:

- Provide opportunities for residents to lead healthy and active lifestyles and recognise the importance of mental health and wellbeing.
- Embed health and wellbeing into all of our policies and everything that we do.
- Work with partners to address health inequalities across the District.
- Support residents that need our help.

PRIORITY 3 - THE COMMUNITY - “To ensure Cannock Chase is a place that residents are proud to call home”

We aim to:

- Ensure our neighbourhoods are safe, clean, and tidy
- Maintain our local parks and green spaces.
- Encourage residents to live a sustainable lifestyle.
- Improve the housing offer across the District.
- Ensure our communities are well designed, accessible, and inclusive environments.
- Support and build strong connections within our local communities.

PRIORITY 4 - RESPONSIBLE COUNCIL - “To be a modern, forward thinking and responsible Council”

We aim to:

- Improve our customers’ access to services.
- Enhance the use of technology and new ways of working.
- Develop our workforce to ensure they are suitably skilled.
- Be a responsible Council that lives within its means and is accountable for its actions.
- Make the best use of our assets.

## **Local Plan**

The Local Plan will help shape the physical, economic, social and environmental characteristics of the District. It sets local planning policy and is used to determine planning applications within the District, alongside the National Planning Policy Framework (NPPF). It is also supported by Supplementary Planning Documents (SPD) where necessary to help implement policies and provide further detail and elaboration.

The NPPF states that Local Plans are key to delivering sustainable development and that local authorities should produce a Local Plan for their area. The Local Plan can then be reviewed in whole or in part to respond flexibly to changing circumstances. The [Local Development Scheme](#) is the Council’s commitment to the preparation of a new Local Plan (a Local Plan Review) which will replace Local Plan Part 1 when adopted and will also cover the more detailed elements which would have been contained in Local Plan Part 2.

The new Local Plan has an adoption target of Summer 2023. The most up to date position for the Local Plan can be viewed at [www.cannockchasedc.gov.uk/planningpolicy](http://www.cannockchasedc.gov.uk/planningpolicy).

### **Economic Prosperity Strategy 2022-32**

Our new 10 year [Economic Prosperity Strategy](#) outlines the Council's vision and priorities for the District's economy. The Council wants to work with its partners to support businesses to thrive and grow and to ensure local residents can take advantage of the many opportunities that are being created. The strategy sets out the priorities that the Council will focus on over the next few years and the ambitions that we will strive to deliver against in the medium-long term.

Housing growth is a big part of the strategy, and the Council will aim to:

1. Attract investment to develop the District's economy.
2. Encourage entrepreneurship, promote apprenticeships, and support business.
3. Attract modern, green, and skilled industries and create jobs.
4. Rejuvenate our town centres.
5. Support the development of our visitor economy

### **Asset Management Strategy for Land and Property 2022-26**

The [Asset Management Strategy for Land and Property 2022-26](#) sets out the Council's framework, at a strategic level, to align the usage of its land and property assets with the delivery of its business and more broadly to support the Council's Corporate Objectives for the benefit of its communities and to help stimulate economic growth within the district.

The Council owns various land and property assets spread across the district including its main operational premise in Cannock, a working depot at Hawks Green, its Social Housing stock, leisure centres and various parks, non-operational and community assets.

The housing stock has seen an ongoing programme of continuous improvement, with planned maintenance programmes being funded via a 30-year business plan. The stock is being maintained at 'the decent homes standard' and improvement programmes over the last 20 years have led to the majority of the residential stock achieving EPC level 'C'.

Key Actions include:

- setting up a Strategic Asset Management Group (AMG);
- setting up a Property Working Group;
- review the current approach and organisational structure, including individual Service responsibilities, for the management of property assets against a 'Corporate Landlord' approach to property;
- develop a programme of strategic asset reviews to ensure the property assets are fit for purpose and are delivering their intended

- potential against the corporate priorities;
- review the purpose and benefit of underperforming assets and determine how they could better help the Council achieve its corporate aims and objectives;
- identify surplus property which could provide a capital receipt to further assist the Council in achieving its corporate goals.

### **Private Sector Housing Strategy**

A new five-year [Private Sector Housing Strategy](#) was approved in June 2022.

More people are now living in private rented housing than ever before, and this trend is likely to continue. The strategy has been updated because of this growth and because tenant demand for accommodation is high. The strategy contains three key commitments:

1. Support through education and advice
2. Ensure safe and healthy homes (with enforcement as appropriate)
3. Improve energy efficiency

### **Allocations Policy**

The Council's [Allocations Policy](#) seeks to ensure that the Council's properties makes best use of its stock to meet the needs of transferring tenants and applicants, and help to build sustainable communities.

The Allocations policy objectives are:

- (a) Provide choice to applicants;
- (b) Be a simple and accessible system that transferring tenants, applicants and other agencies can understand and staff can explain and give informative advice about;
- (c) Address vulnerability;
- (d) Comply with legislative and regulatory requirements including the Housing Act 1985 (as amended), Housing Act 1996 (as amended, Homelessness Act 2002, Localism Act 2011, Data Protection Act 1998, Race Relations Amendment 2000, Sex Discrimination Act 1975 and Disability Discrimination Act 1995, Allocation of Housing(Qualification Criteria for Armed Forces Personnel)(England) Regulations 2012, Housing Act 1996 (Additional Preference for Former Armed Forces Personnel)(England) Regulations 2012 wherever it has a bearing on the allocation of housing;
- (e) Maximise the use of stock;
- (f) Help prevent overcrowding;
- (g) Help create sustainable tenancies within sustainable and mixed communities;

(h) Regularly review the allocations policy to ensure it is relevant to local circumstances, complies with legislation and is effective.

The Allocation Policy is currently under review and an updated policy is expected to be published in 2023/24.

## **5. Cannock Chase housing, homelessness and rough sleeping context**

### **Housing**

The current Local Plan review finds that a minimum 5,430 dwellings will need to be delivered to meet the District's housing need up to 2039 at a rate of 258 dwellings per annum. A further 500 dwellings will be delivered to help meet a shortfall arising from the wider housing market area, increasing total delivery to 5,930 dwellings at a rate of 283 dwellings per annum.

The [2019 Local Housing Market Assessment \(LHMA\)](#) conducted for Cannock Chase identified an affordable housing requirement of 110 homes per annum. This clearly demonstrates the current shortfall of affordable housing in the District. The LHMA also identifies the shortfall in property sizes and the most acute need is for two bedroom dwellings. The Council's housing register shows a high demand for both 1 and 2 bedroom accommodation too.

The revised [NPPF](#) (National Planning Policy Framework) stated that affordable housing contributions were to be sought from sites of 10-14 units rather than previous 11-15 units, with no contributions sought on sites under 10 units. A financial contribution is sought for sites less than 15 units (due to management issues of Registered Providers where less than 3 units on a site).

The requirement to provide at least 25% of all affordable housing units delivered by developers through planning obligations as [First Homes](#) has meant that the tenure mix for affordable housing provision in the District reflects this, and will now require 25% of units being First Homes, 60% rented and 15% Intermediate Housing. The emerging Local Plan policy for affordable housing will introduce a revised policy informed by a Whole Plan Viability Assessment.

During 2021/22 the Council took part in a pilot scheme for delivery of [First Homes](#). First Homes will make a proportion of new homes available on sites with a minimum 30% discount on the open market value which will be passed on with the sale of the property to future first-time buyers. This means homes will always be sold below market value and local communities will benefit for generations to come. Vistry Partnerships built 116 new homes at Walkmill Lane in Cannock on land formally owned by Homes England. 48 of the homes were affordable

housing taken on by Bromford Housing Association and offered as affordable, social rented and shared ownership dwellings to local families and those in housing need. A further 10 units were then offered as First Homes to test the scheme with the Council. The pilot went very smoothly, and the 10 units were quickly purchased by households previously living or currently working in the District.

Home ownership in the District had decreased from 74% in 2001 down to 69% in 2011, according to Census data. According to 2020 estimates this has been maintained at 69%. There is an appetite for homeownership however affordability is an obstacle for many people in Cannock Chase due to the relatively low levels of income.

According to the 2021 Annual Survey of Hours and Earning (provisional results) the average annual income for the District is £27,241, which is below regional and national averages. The average house price of £214,247 for 2022 (up to August) measured against the annual income is 7.86 times the amount typically earned. In the current conservative lending climate, most lenders will offer a maximum of four times a single applicant's base income, or about three times a joint income. Therefore, dependant on the level of interest rates available, a house purchase using a 5% deposit on a property price of £214,247 would require an individual annual income of £50,884 and around £67,845 for a couple/household, well above current average income figures for the District, which illustrates the affordability issues experienced by a large proportion of residents in Cannock Chase.

Levels of Private Renting in the District have risen significantly in the last 10-15 years, from 5% in 2001 and more than doubling to 11% in 2011, with this trend continuing to date – estimates suggest it was around 14% in 2021. As a result of increasing unaffordability of homeownership, lack of supply of new homes to the market and a dwindling social rented sector, more and more households are turning to the private rented sector.

One of the Council's priorities is the maintenance of our housing stock. The Government set the target of achieving decent homes standard for social housing stock by 2010, the Council achieved this and has maintained the total stock to the standard ever since. The Council's HRA (Housing Revenue Account) Capital Budget contributes to the delivery of new social housing, the maintenance of housing standards and enable our residents to live healthy and happy lives, as reflected in the Council's Corporate Plan.

A number of major improvement programmes are planned to be delivered over the next 3 years, these include:

Key Task Area
Replacement kitchens
Replacement bathrooms
Electrical upgrading
Central Heating upgrades
External Envelope works
Disabled Facilities Works
Sheltered Scheme Works
New Build

Since 2015/16 we have delivered 149 new Council homes for rent across four schemes:

Scheme	No. of Dwellings	Mix
Moss Road Redevelopment Scheme	65	30 x 2 bed houses; 27 x 3 bed houses; and 8 x 4 beds houses.
Green Lane/Hillsprings	23	14 x 1 bed flats; 2 x 2 bed bungalows; and 7 x 2 bed houses.
Former Garage Sites and Other Council Owned Land	39	11 x 2 bed bungalows; and 28 x 2 bed houses.
Land at Hawks Green Depot	22	8 x 1 bed flats; 6 x 1 bed houses; 6 x 2 bed houses; and 2 x 3 bed houses.

Under the Right to Buy scheme the number of Council properties has reduced since it's introduction as the building of new properties has not kept pace. Since 2018/19 when the last strategy was published up to the end of 2021/22 the Council had sold 126, but only built and let 50. In 2022/23 further sales are being made (15 at end of September) with no new properties are being built until 2023/24 at the earliest.

In addition to the Council's four sheltered housing schemes, there are approximately 12 sheltered/retirement schemes managed by Registered Providers and two extra care schemes in the District – Vine Court in Bridgtown, Cannock, managed by South Staffordshire Housing Association; and Chasewood, off Longford Road, Cannock, managed by Wrekin Housing Trust. The Council work with the County Council to try to enable further extra care schemes in the District on appropriate sites where there is demand. Bromford also manage a 14 unit supported housing scheme (MyPlace) in Rugeley for people with learning disabilities.

Fuel poverty in the District has increased in recent years, from 9.1% in 2014 up to 16.5%. Cannock Chase has the second highest proportion of households in fuel poverty in Staffordshire, but slightly lower levels than in the West Midlands. No one wants to see households struggling to keep warm and being unable to



pay their utility bills and despite the Energy Price Guarantee introduced to cap average household bills at £2,500 per year, this may still drive many more households into fuel poverty.

The Council and other Housing Providers are shifting their focus to support vulnerable tenants due to the cost of living crisis and high energy costs, this includes support such as: -

- Carrying out income and expenditure reviews with customers who are struggling to make rent payments – providing budgeting advice and further referrals to Citizens Advice / Tenancy Sustainment service if further help with debts is required;
- Ensuring customers are receiving any benefits/government assistance they may be entitled to, including DHP if relevant;
- Being more flexible with payment agreements, making sure they are set at time scales that best suit tenants and sometimes lower value agreements that previously wouldn't have been acceptable;
- Referrals to food bank as a short-term measure if they find themselves at crisis point financially;
- Promote Discretionary Housing Payments;
- Promotion of the Warm home Discount scheme when it re-opens in November 2022;
- Promotion of Staffordshire Warmer Homes Scheme;
- Promotion of benefits checker;
- Promote Severn Trent “Big Difference Scheme”;
- Promotion of energy saving advice from either: Gov.uk, Centre for Sustainable Energy or the Energy Saving Trust.

### **Homelessness**

Homelessness is a complex issue with no easy solution. Homeless people have extremely diverse needs and the available services need to be able to meet these needs. Prevention work plays a crucial part in tackling homelessness and should be the primary focus of present and future initiatives.

The [Homelessness Review 2022](#) established the extent of homelessness in the district, assessed its likely extent in the future, and identified what is currently being done, and by whom, to prevent and tackle homelessness.

#### *Major Issues*

In compiling the review we have identified the following issues:

- **Shortage of affordable housing** – well documented issue, annual need calculated as 110 additional units. Whilst this has been achieved in two out the past five years, Right to Buy sales have reduced the number of available homes and with the need growing each year, affordable housing remains in short supply.

- **Level of domestic violence and violence generally causing homelessness** – level of homelessness applications and acceptances during the past few years has remained high due to domestic violence. Again, the economic climate and legacy of the pandemic could create a more pressured home environment for some households with the level of domestic violence and violence increasing as a result.
- **Accommodation and support provision** – the pandemic has meant the reduced delivery and in some cases closure, of services and put pressure on the few services that are able to continue providing housing and homelessness related accommodation and support.
- **Access to the Private Rented Sector** – Landlords are leaving sector due to tax implications, limits to welfare benefits, landlords themselves experiencing financial changes and needing to sell, resulting in fewer options in particular single people. The demand for accommodation is high and there is no incentive for landlords to rehouse on LHA rates, work to sustain tenancies or offer longer terms.
- **Sofa surfing** – sofa surfing is least visible form of homelessness, the majority of those sofa surfing already have insecure housing situations and are known to also rough sleep from time to time. Affordability is also an issue with LHA rates in the PRS and they often have a lack of support for their individual needs. There is a distinct lack of supported housing locally and the individual will often refuse to move out of the district and away from any support networks they have with friends and family.
- **Ex-Offender housing and related support** - There is a distinct lack of accommodation for those individuals who are prolific offenders. It is difficult to find placements into emergency accommodation due to their criminal background and suitability.

#### *Gaps in provision*

We have identified the following gaps in provision:

- **Lack of direct access accommodation** - we are reliant on using emergency accommodation locally which consist of B&Bs, another hotel out of district is used but has lack of cooking facilities. Need to create a pathway from the emergency/temporary accommodation to enable provision of enhanced support;
- **Lack of accommodation for the winter months** – to facilitate further opportunity to engage and support the individual;
- **Lack of floating support** - particularly for those with low/medium level needs i.e. those requiring support in maintaining PRS tenancy, support for those in lodgings, sofa surfing or living with family where they are threatened with exclusion;
- **Lack of access to PRS** – landlords currently experiencing much demand for their properties, so not liaising as much with the Council in taking our clients.
- **Lack of move-on accommodation** – limited stock, which is much in demand, to move those receiving support into settled accommodation.

- **Lack of temporary accommodation in the District** – very little accommodation in the District that we can utilise – currently using B&Bs and one hotel outside the District.

### **Rough Sleeping**

Rough sleeping is the most visible form of homelessness and in Cannock Chase it is a relatively small occurrence. The estimate of rough sleeping in the District, required annually by Government, found 4 people rough sleeping on a given night in November 2021. Whilst it fluctuates a little, it has traditionally remained at this level for a decade. The proactive work of the Housing Options team endeavours to keep the level of homelessness and rough sleeping at a comparably low level.

In March 2018 the then MHCLG published their Rough Sleeping Strategy which set out plans to halve rough sleeping by 2022 and end it by 2027. The Strategy includes a range of commitments, intended both to help those who are sleeping on our streets or currently at risk of doing so, and to lay the foundations for a system focused on prevention, early intervention, and a rapid rehousing approach to recovery.

It was recognised there was a gap in provision within the District for rough sleeping outreach, and from late January 2019 to the end of September 2019 P3 were employed to provide a rough sleeper outreach service in the District. During this time P3 engaged with approximately 20 clients who were found on the streets or other hotspot areas and were suspected of sleeping rough.

P3 responded to reports of rough sleeping by offering assessment and solutions to support people found to be rough sleeping off the streets as quickly and sustainably as possible. P3 visited known hotspot areas and followed up existing referral cases working with each person to build a relationship, provide choices and options and encourage engagement. The help included assistance with accommodation, and also support to access drug and alcohol treatment, healthcare, assistance with benefits, reconnection to their local area/country.

In Autumn 2019 Cannock Chase District Council and Lichfield District Council appointed Spring Housing to deliver a Homelessness and Rough Sleeping Pathway to provide a homelessness pathway for entrenched rough sleepers. The contract commenced on 1 September 2019.

Spring Housing have developed the service in both Districts to provide services to entrenched rough sleepers with multiple and complex needs. Spring Housing deliver a dedicated housing pathway for those individuals who are in need of accommodation. The pathway includes a seamless service provision from

assertive street outreach, including engagement and assessment of need, through to rapid rehousing options with ongoing support.

There are currently 8 units available for use as accommodation, 5 units supplied from the Council's stock, an additional 2 units purchased by the Council for use as part of the scheme and 1 unit leased by Spring Housing during the project.

The Homelessness and Rough Sleeping Pathway contract was originally for a term of two years, with the possibility of two one-year extensions subject to the performance of Spring Housing and the availability of funding, solely at the discretion of CCDC and LDC. The final extension ends in June 2023. Lichfield DC are currently leading on the procurement of a new contract to extend the project for another two years the at the time of writing.

In September 2022 the Government announced a new [Rough Sleeping Strategy](#), in this year's Spending Review it was announced that £2 billion would be spent over the course of this parliament to end rough sleeping and tackle homelessness – the strategy sets the key funding allocations, totalling £764 million.

Approximately £500 million to be spent over 3 years for the Rough Sleeping Initiative, which this year will help provide 14,000 beds for rough sleepers and 3,000 staff to provide tailored support across England. This includes helping individuals find work, manage their finances and access mental and physical health services. An extra 2,400 long-term supported homes for those with the most complex needs, including young people, will also be provided, through a new £200 million Single Homelessness Accommodation Programme.

There is more support to break the cycle of addiction and rough sleeping, with an expanded Rough Sleeping Drug and Alcohol Treatment Grant programme to an additional 20 areas in England. Thousands of prison leavers at risk of homelessness will also be helped into rental accommodation as part of an expanded government scheme designed to reduce reoffending and tackle rough sleeping.

Housing First pilots across the country (one in West Midlands) are also set to be extended which give homeless people with multiple and complex needs access to independent long-term housing as a secure and stable platform from which other issues can be addressed.

Further to the Homelessness Review outlining the resources and support for homelessness and rough sleeping, the Council has successfully been awarded monies from the 2022-25 RSI programme for a number of projects, which includes:

- The joint bid with Lichfield District Council for a total of £688,903 for the three years. Continuation and development of the Rough Sleeping and Homelessness Pathway Project to provide support including outreach, tenancy, mental health and substance abuse workers - contract currently with Spring Housing up to the end of June 2023.
- Four project areas were awarded a total of £177,000 in the programme.
  - **£62,000 for a Private Rented Support Service** – this will enable the establishment of a PRS team within the Housing Options team to specialise and concentrate on the PRS, explore and develop additional accommodation both on a temporary basis and more permanent basis. We anticipate increasing our access to PRS accommodation by 3 properties in the first year and up to 10 properties in years 2 and 3. To further sustain tenancies, encourage engagement and increase aspirations to move away from rough sleeping, a personalised budget for furniture and household items and other support will address their immediate need and give them an increased sense of future.
  - **£60,000 for an Ex-Offender Project** – this is required as there is no direct access or ex-offender accommodation in the district. An initial approach has been made to a provider to deliver a project. The grant will provide additional outreach and complex needs support to make the project financially sustainable as well as assisting with accommodation. Should the Project not prove deliverable we will be inviting other providers to establish a service.
  - **£45,000 for Flexible surge accommodation** - This will provide an opportunity to meet the arising need, particularly from sofa surfers, by providing sustained emergency accommodation until a successful move on into more longer term accommodation. Tenancy sustainment will begin before the move. Our proposal is to enter into negotiations to extend and enhance our current agreement with a local hotel who offer self-contained rooms/bedsits with all facilities.
  - **£10,000 for Community and Voluntary Support** - To enlist an active VCSE (Voluntary Community and Social Enterprise) community by appointing a consultant e.g. Homeless Link to undertake a scoping report and recommend proposals to engage the VCSE sector to work together to support rough sleepers to move off the street, reduce professional begging and not make the street a viable housing option. There is an element of professional begging in the district, supported by a generous community willing to help rough sleepers. To maintain generosity of donations these need to be channelled to make positive changes, the VCSE sector could help deliver a Professional begging/donation scheme to support the genuine and vulnerable rough sleeper, offer bespoke interventions

to give the rough sleeper proactive support in moving away from rough sleeping.

## **6. Objective 1: Increase the supply of affordable housing**

New homes are an essential element of economic growth, bringing in additional funding through community infrastructure levy, increased council tax receipts and job opportunities. The Government have stated that there is a need for 225,000 to 275,000 or more homes per year to keep up with population growth and to begin to tackle years of under supply.

Access to affordable housing is key to creating sustainable, prosperous communities. A lack of affordable housing affects household budgets, health and education and the ability to gain and sustain employment. Cannock Chase Council want to provide housing options to meet our residents needs. Genuinely affordable housing is needed for those on different incomes. Rented accommodation is in high demand in the District and intermediate housing has a role to play for those who do not have access to social housing but cannot afford the private market.

The Council works proactively with Registered Providers to secure the delivery of affordable homes through planning gain developer obligations and has plans to deliver approximately 70 new Council homes in the next three years.

Our Registered Provider partners have delivered over 400 affordable homes for either rent or shared ownership in the last three years.

### **Objective 1: Action Plan**

- Ensure schemes provide an affordable housing contribution in line with Local Plan policy to maximise affordable housing provision in the District.  
Resources: Officer time  
Officer: Housing Strategy and Service Improvement Team Leader
- Continue to source potential solutions / funding to provide housing to a standard to achieve carbon neutrality or maximise carbon reduction as far as is practically possible on the former Aelfgar school and Muldoon Close sites.  
Resources: Potential HCA funding / officer time  
Officer: Strategic Housing Manager / Housing Strategy and Service Improvement Team Leader

- Complete the redevelopment of the Aelfgar site.  
Resource: HRA / Officer time  
Officer: Strategic Housing Manager / Housing Strategy and Service Improvement Team Leader
- Complete the redevelopment of the Muldoon Close site.  
Resource: HRA / Officer time  
Officer: Strategic Housing Manager / Housing Strategy and Service Improvement Team Leader
- Continue to work with our Registered Provider partners and Homes England to maximise affordable housing delivery in the District.  
Resources: Homes England / Officer time  
Officer: Housing Strategy and Service Improvement Team Leader
- Continue to work with Staffordshire County Council to enable further provision of extra care accommodation across the District.  
Resources: Officer time  
Officer: Housing Strategy and Service Improvement Team Leader
- Review the Housing Investment Fund programme for the future delivery of new build Council housing.  
Resources: Officer time  
Officer: Head of Housing and Partnerships, Head of Finance.
- Explore new incentives to encourage the best use of homes which are under-occupied/have spare bedrooms (regardless of if they are subject to the spare room subsidy/ 'bedroom tax')  
Resources: HRA/Officer Time  
Officer: Tenancy Services Manager and Team Leaders

**7. Objective 2: To improve the maintenance and management of existing housing, and strive to achieve a carbon neutral housing stock in the future.**

While the Council has direct control over the quality and management of its own homes, it is also committed to doing all it can to promote and enforce higher standards for homes of all tenures.

Cannock Chase Council declared a Climate Emergency in 2019 and set a vision for the District to become carbon neutral by 2030. It is recognised that around 16% of the UK's carbon emissions come from existing residential housing sector.

The Council aims to ensure it's existing housing stock starts reducing carbon emissions as much as possible. Development of a strategy to deliver a carbon neutral housing stock and a retro fit work programme is currently underway. Along with a rolling programme of stock condition surveys, a costed net zero action plan is being developed to aid an overall asset management plan.

In particular there are issues with the quality of some private rented homes in the District, where some landlords are failing to adhere to statutory standards and tenants are living in unfit and potentially dangerous conditions. We need more private rented homes, but we also need existing and new private rented homes to be the right quality.

For both social and private sector homes, we also need to ensure appropriately adapted homes are available that meet residents medical needs.

### **Objective 2: Action Plan**

- Develop a 'Housing Asset Management Plan', which is linked to the corporate Asset Management Strategy, and improve property specifications in line with the Housing Asset Management Plan, with the aim to deliver a retro fit work programme for a carbon neutral housing stock.  
Resource: HRA / officer time  
Officer: Housing Property Services Manager
- Regular reviews of the Council's 30-year Housing Revenue Account  
Resource: Officer time  
Officer: Head of Housing and Partnerships
- Improve the quality and reliability of homes in the private rented sector through the work of the Council's Private Sector Housing Team as per the Private Sector Housing Strategy 2022-27.  
Resource: General Fund / DLUHC via Staffordshire County Council Better Care Fund / Officer time  
Officer: Senior Environmental Health Officer
- Make the best use of existing homes through adaptations to Council properties. Where possible we follow up referrals from Social Care and Health to provide effective long-term solutions to tenants housing requirements taking into account their individual circumstances.  
Resource: HRA / Officer time  
Officer: Housing Property Services Manager
- Ensure new build schemes provide suitable properties to accommodate long term solutions to medical needs of residents to reduce the impact of adapting/retrofitting unfeasible properties and providing a more attractive



alternative to residents needing adaptations and fixed equipment in their current accommodation.

Resource: HRA / Officer time

Officer: Housing Property Services Manager

- Undertake rolling programme of Stock Condition Surveys to establish the 30 year business plan for asset management of stock.  
Resource: HRA / Officer time  
Officer: Housing Property Services Manager
- Participate in the [Rugeley Zero Carbon project](#) with partners to produce an innovative design for a town-wide Smart Local Energy System (SLES)  
Resource: Officer time  
Officer: Housing Property Services Manager

## **8. Objective 3: To promote the provision of suitable accommodation, services, information and advice to prevent and reduce homelessness and rough sleeping.**

The Council engages in many activities with partners to reduce and prevent homelessness including debt and financial advice. The general year on year trend for the number of people approaching as homeless does fluctuate but has been affected more by the Covid-19 pandemic. In 2019/20 cases peaked and there were 250 households assessed as owed a prevention or relief duty. This increased from the previous year (2018/19) of 182, but then came down to 178 in 2020/21. 'Family and friends unable to accommodate', 'Loss of rented accommodation' followed by 'Domestic Violence and Non-Violent Breakdown in Relationship involving partner' are the most common reasons for homelessness in the past three years.

Figures for 2021/22 indicate 216 cases owed prevention or relief duty, as we recovered from the Covid pandemic but started to feel early pressures from the cost of living crises, therefore 2022/23 could see a further increase in homelessness and rough sleeping if the cost of living crisis really does hit people hard.

### **Objective 3: Action Plan**

- Provide effective housing advice to those threatened with homelessness to sustain their existing accommodation if at all possible.  
Resource: CLG / Officer time  
Officer: Housing Options team

- Continue to build relationships with local landlords via the Landlords Forum and offer a range of packages and incentives to enable households to move into or remain in the private rented sector.  
Resource: CLG & Homelessness Prevention Funds / Officer time  
Officer: Housing Options Team Leader
- Proactively work with other local authorities to pursue government bids for funding.  
Resource: Officer time  
Officer: Housing Options Team Leader
- Establish joint working protocols with hospitals/prisons etc. to ensure an effective and efficient referral process.  
Resource: Officer time  
Officer: Housing Options Team Leader
- Ensure that Discretionary Housing Payment use is maximised to prevent homelessness.  
Resource: DHP / Officer time  
Officer: Housing Options / Housing Benefits
- Ensure the Council's Allocations Policy is regularly reviewed to make the best use of the Council's housing stock and housing those in greatest housing need.  
Resource: Officer time  
Officer: Strategic Housing Manager
- Continue to develop Tenancy Sustainment Services for prospective new Council tenants and homelessness applicants to ensure tenancies are maintained in the long-term.  
Resource: CLG / Officer time  
Officer: Strategic Housing Manager
- Continue to deliver the Severe Weather Accommodation Protocol (SWEP) to provide temporary accommodation to rough sleepers during periods of severe weather.  
Resource: Homelessness Prevention Funds  
Officer: Housing Options Team Leader
- In partnership with Lichfield District Council, manage the Homelessness and Rough Sleeping Pathway and Housing First accommodation project in the two districts.  
Resource: New Burdens & Flexible Homelessness Grant Funding and MHCLG Rough Sleeper Initiative Fund / Officer time / Support Provider  
Officer: Strategic Housing Manager / Housing Options Team Leader

- Work with partners to allow the County Resettlement team to maintain sponsors (re-matching wherever possible) and make new matches for guests as part of the Homes for Ukraine scheme.  
Resource: Officer time  
Officer: Strategic Housing Manager
- Deliver a Private Rented Support Service  
Resource: Officer time / RSI funding  
Officer: Strategic Housing Manager / Housing Options Team Leader
- Deliver an Ex-Offender Project  
Resource: Officer time / RSI funding  
Officer: Strategic Housing Manager / Housing Options Team Leader
- Secure Flexible surge accommodation  
Resource: Officer time / RSI funding  
Officer: Strategic Housing Manager / Housing Options Team Leader
- Appoint a consultant to undertake a scoping report and recommend proposals to better engage the VCSE sector  
Resource: Officer time / RSI funding  
Officer: Strategic Housing Manager / Housing Options Team Leader
- Review Allocations Policy to ensure it adheres with the latest homelessness and other legislation to meet the needs of applicants and transferring tenants.  
Resource: Officer time  
Officer: Tenancy Services Manager
- Review usage of aids, adaptations and emerging technology to support people to live independently.  
Resources: HRA/Officer Time  
Officer: Housing Property Services Manager and Tenancy Services Manager
- Attempt to avoid evictions wherever possible through Tenancy Sustainment work and interventions as appropriate.  
Resources: Officer time  
Officer: Tenancy Service Manager and Team Leaders

## 9. Updating the Strategy

As there is a statutory requirement to publish an updated Homelessness Strategy every 5 years this strategy will be refreshed after 5 years. A Homelessness Review will be undertaken in 2027 to inform the strategy update for early 2028. The strategy update will be consulted on and then approved by Cabinet.

The Action Plans for each objective will be reviewed regularly and progress monitored against each action.

## 10. Contact

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This document can be provided in braille, on audio cassette tape/disk, **Large print** and in other languages on request to Cannock Chase Council on 01543 462621.

<b>Joint Report of:</b>	<b>Head of Housing &amp; Partnerships and S151 Officer &amp; Deputy Chief Executive</b>
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<b>Portfolio Leader:</b>	<b>Housing, Heritage, and Leisure</b>
<b>Key Decision:</b>	<b>No</b>
<b>Report Track:</b>	<b>Cabinet: 26/01/23</b>

**Cabinet**  
**26 January 2023**  
**Rent Setting Policy - April 2023**

**1 Purpose of Report**

- 1.1 To review the Council's Housing Rent Setting Policy following the decision of the Government to cap rent increases to 7% for the next financial year 2023/24. Also, to seek approval for the rent increase for 2023.

**2 Recommendation(s)**

- 2.1 That the revised Housing Rent Setting Policy as set out in Appendix 1 is agreed and implemented with effect from 1 April 2023.
- 2.2 To follow the Government guidelines on setting social housing rent for 2023/24

**3 Key Issues and Reasons for Recommendations**

**Key Issues**

- 3.1 A revised rent setting policy for social landlords was announced as part of the Government's Autumn statement 2022. This is a departure from Rent Standard set by Department for Levelling Up, Housing and Communities.
- 3.2 The Rent Standard forms part of the regulatory framework for social housing.

## Reasons for Recommendations

- 3.3 This report confirms the details provided in the Housing Revenue Account report dated 02 February 2022 and the three-year Business Plan approval for HRA budgets 2022-23 to 2024-25.
- 3.4 It is proposed that this report seeks to confirm that the Council will follow social rent policy cap set by the Government as part of the Autumn statement on 17 November 2022.

## 4 Relationship to Corporate Priorities

- 4.1 This report supports the Council's Corporate Priorities as follows:
- (i) **Priority 3: The Community** - setting affordable rent that promotes independent living, recognising the importance of budgeting and offering help to tenants who may struggle with paying their rent
  - (ii) **Priority 4: Responsible Council** - by ensuring we are financially resilient – by offering rents that are good value for money and improving the Council's social housing stock

## 5 Report Detail

- 5.1 Past reports have provided Cabinet with a summary of the Government rent setting policies in social housing sector from rent restructuring and rent convergence 2002-15, the 10-year rent settlement from 2015, rent freeze from 2016 and formula rent regime of Cost Price Index (CPI) plus1%. Appendix 2 provides an historical background to rent increases and decreases from 2001.
- 5.2 Autumn statement on 17 November 2022 the Government confirmed there would be a rent cap of 7% in 2023/24. The rent cap next year will generate an overall saving to government of around £630 million over 5 years.
- 5.3 Council's rent for 2023/24 will be set based on resultant capped 'formula rents. A revised formula rent has therefore been calculated for each of the Council's 50 properties and has then been compared with the Council's current rents to assess the required increases in accordance with the Rent Standard. At the start of all new tenancies after April 2023 the formula capped rent will be used for all new tenancies. The Regulator for Social Housing (RSH) regulates rents charged by social housing. All stock-owning local authorities are required to submit stock and rent information through the Local Authority Data Return (LADR) for the purposes of rent regulation.
- 5.4 The Council's revised rent setting policy, which has been formulated in accordance with the rent cap, is attached as Appendix 1. This proposes that:
- I. The Council's existing stock is let at social housing rents.
  - II. New build and newly acquired properties are let at affordable housing rents which are equivalent to social housing rents. (As agreed by Cabinet on 17 April 2014).
  - III. Market rents are not charged for tenants with high income.

- IV. Rents are reviewed annually with any resultant increase not exceeding the government defined capped of 7% for 2023/24.
  - V. The rents of vacant properties are increased (where necessary) to formula capped rents on re-letting.
- 5.5 The Council is seeking to charge 7% rent increase in 2023-24 and this will address some of financial implication outlined in 2015 report to Cabinet and to support funding of the revised position with regard Housing Revenue Account Budgets for the period 2023-24 to 2024-26. The increase will also help to ensure the maintenance of a minimum level of working balances and to deliver the refreshed Capital Programme, proposed elsewhere on this agenda
- 5.6 The additional income from the rent increase will be used to:
- Improve services and ensure Council's housing stock meets the Regulator Social Housing consumer standards.
  - Meeting climate change targets by reducing the carbon emissions of the Council's Housing Stock. Making it cheaper and easier for Council Tenants to manage their homes and improve the health of occupants.
  - To take into account the cost implications related to the Council-owned housing action plan (Draft - October 2022) relating to identifying and implementing retrofit measures.
  - Assist tenants with the impact of cost-of-living crisis, potential increase in rent arrears and additional help and support that will be needed for vulnerable tenants.
  - Meeting the new requirement of the Government White paper on Social Housing 2020: The Charter for Social Housing Residents.
  - Cover the additional cost of services and material.
  - Increase the system support for housing systems, in line with the increased digitalisation of asset procedure.
  - Add resource, both personnel and infrastructure, to meet the regulations set out in the building safety act.
  - Provide additional legal support in reducing and maintaining the list of procurement exercises in order to deliver capital works programmes and servicing and maintenance of building compliance safety.
- 5.7 It should be noted that the Council's average rent is out of kilter with most social landlords operating in the Cannock area and throughout Staffordshire (Appendix 3). If we do not increase the rent in 2023/24 in line with rent cap the disparity gap between the rent levels of Council and social landlords will increase.
- 5.8 It is proposed that the draft policy (Appendix 1) is approved and implemented from April 2023.
- 5.9 Tenants have been briefed on the pending rent cap and information has been provided on help and support for tenants who may struggle with the cost of living.

## **6 Implications**

### **6.1 Financial**

The additional income which will be generated from the rent increase had been included within the draft budgets proposed Housing Revenue Account for the period 2024-25 to 2025-26. The indicative budgets agreed were based on an indicative rent increase of 7%. This will generate approximately £1,054k additional dwelling rent income in 2023-24.

### **6.2 Legal**

Section 24 Housing Act 1985 gives the power for Local Housing Authorities to review its rents and to make such reasonable charges as it determines for the tenancy or occupation of its properties, provided due regard is given to any relevant standards set for them under s.193 Housing & Regeneration Act 2008. The Rent Standard applies to low-cost rental accommodation as defined by s.69 of the 2008 Act. The lawfulness or otherwise of a Local Housing Authority's policy on rents may be challenged by way of Judicial Review.

Registered Providers must set rents from 01/04/20 in accordance with the Government's Policy Statement on Rents for Social Housing 2019 and 2020.

### **6.3 Human Resources**

Should income from the rent increase be used to support additional staffing resources to support improved service delivery, then relevant Human Resources processes will be followed in this regard.

### **6.4 Risk Management**

Self-financing increases the risks associated with the management of the HRA and a detailed risk analysis forms part of the 30 Year Business Plan.

The risks relate to income as well as expenditure and any change in Government policy will impact upon the balances available to support the Capital Programme and its minimum level of revenue working balances. The risk has however been reduced because change to social housing rent will provide a degree of certainty regarding potential level of rent income for 2023-24. Tolerance stress testing is undertaken to ensure that budget setting is robust.

### **6.5 Equality & Diversity**

The draft budget reflects a continuation of current policies and the maintenance of existing service provision throughout the budget period.

### **6.6 Climate Change**

The plan capital expenditure programme will help to improve energy efficiency of our housing stock.



<b>7 Appendices to the Report</b>
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Appendix 1: Rent Setting Policy 2023

Appendix 2: Social housing rent charges

Appendix 3: Local Social Housing rent comparison in 2021/22

### Previous Consideration

Affordable Homes Programme	Cabinet	17 April 2014
Proposed Reduction in Rent	Cabinet	24 September 2015
Rent Setting Policy	Cabinet	30 January 2022
HRA Budgets	Cabinet	10 February 2021
HRA Capital Programmes 2019-20 to 2022-23	Cabinet	10 February 2021

### Background Papers

- Policy statement on rents for social housing – 2019 & 2020
- The Direction on the Rent Standard- 2023
- Rent Standard - April 2020
- Limit on annual rent increases 2022-23
- Autumn Statement 2022

## Rent Setting Policy 2023

This policy applies to Cannock Chase Council

Link to other Cannock Policies:

Allocation Policy

Rent Policy

Void Operational Policy

Information for tenants:

Offer letters

Tenancy agreements

Welcome pack

Annual rent increase letter

Council's website

External Information:

- The Direction on the Rent Standard- 2020
- Rent Standard - April 2020
- Limit on annual rent increases 2021-22
- Guidance Local authority guidance for formal applications to disapply government rent policy
- Autumn statement 2022

Introduction

This policy outlines out how Cannock Chase Council sets its rents as defined by the Rent Standard Guidance. It will include details of the initial rent calculation and how this will be reviewed annually.

The rents charge covers the costs of managing and maintaining homes together with certain categories of repairs that are carried out in a cyclical programme (e.g. gas servicing) and major improvements carried out through long-term programmes to improve its homes.

This policy meets the requirements of the Regulator, set out in the Rent Standard and Rent Standard Guidance that applies from April 2020, for 2023/24 all rent charges will be capped to 7%.

Policy statement

Cannock Chase Council charges rents in accordance with the Government's direction to the Regulator, the Rent Standard Guidance.

## Social Housing Rents

The Council's existing stock will be let at Social Housing Rents calculated in accordance with the nationally prescribed formula as set out in "Policy statement on rents for social housing".

The basis for formula rents for Cannock Chase Council is:

- Average rent at April 2000 £54.62
- Average earnings in Staffordshire £296.10
- National average earnings £316.40
- Bedroom weight- based on size of property
- National average property value in January 1999 £49,750

Rents are then calculated by:

- 30% of a property's rent is based on relative property values-
- 70% of a property's rent is based on relative local earnings
- a bedroom factor is applied so that, other things being equal, smaller properties have lower rents

## Affordable Rents

New build and newly acquired properties will be let at affordable housing rents which are equivalent to Social Housing Rents.

## Rents for Social Tenants with High Incomes

Market rents will not be charged for any tenants who have an income of at least £60,000 per year.

## Rent Reviews

Rents will be reviewed annually as part of the Housing Revenue Account Budget process. Any resultant rent increase will not exceed the Government Consumer Price Index plus percentage increase and all rent charge will be subject to Rent Standard Guidance.

## Rent Year

Rents will be charged over a 52-week rent year.

### Vacant Properties

Where the actual rent of a vacant property is below the formula rent, the rent will be increased to the formula rent level when the property is relet.

### Property Revaluations

The property value of the rent formula may be reviewed in respect of properties where major improvement works have significantly increased the value.

### Equality Impact Assessment

We will ensure that the service is delivered in a fair and accessible way to all our customers regardless of; gender, race, ethnic, religion or sexual orientation, and due regard will be given to the Council's Public Sector Equality Duty. For monitoring purposes, the Council includes Income Management within its performance report and monitor the household and rent charge in conduct through the housing management system.

## Formula rent inflation

<b>Year</b>	<b>Inflation</b>	<b>Additional</b>	<b>Total</b>
<b>2001-02</b>	<b>3.3%</b>	<b>1.0%</b>	<b>4.3%</b>
<b>2002-03</b>	<b>1.7%</b>	<b>0.5%</b>	<b>2.2%</b>
<b>2003-04</b>	<b>1.7%</b>	<b>0.5%</b>	<b>2.2%</b>
<b>2004-05</b>	<b>2.8%</b>	<b>0.5%</b>	<b>3.3%</b>
<b>2005-06</b>	<b>3.1%</b>	<b>0.5%</b>	<b>3.6%</b>
<b>2006-07</b>	<b>2.7%</b>	<b>0.5%</b>	<b>3.2%</b>
<b>2007-08</b>	<b>3.6%</b>	<b>0.5%</b>	<b>4.1%</b>
<b>2008-09</b>	<b>3.9%</b>	<b>0.5%</b>	<b>4.4%</b>
<b>2009-10</b>	<b>5.0%</b>	<b>0.5%</b>	<b>5.5%</b>
<b>2010-11</b>	<b>-1.4%</b>	<b>0.5%</b>	<b>-0.9%</b>
<b>2011-12</b>	<b>4.6%</b>	<b>0.5%</b>	<b>5.1%</b>
<b>2012-13</b>	<b>5.6%</b>	<b>0.5%</b>	<b>6.1%</b>
<b>2013-14</b>	<b>2.6%</b>	<b>0.5%</b>	<b>3.1%</b>
<b>2014-15</b>	<b>3.2%</b>	<b>0.5%</b>	<b>3.7%</b>
<b>2015-16</b>	<b>1.2%</b>	<b>1.0%</b>	<b>2.2%</b>
<b>2016-17</b>	<b>N/A</b>	<b>N/A</b>	<b>-1.0%</b>
<b>2017-18</b>	<b>N/A</b>	<b>N/A</b>	<b>-1.0%</b>
<b>2018-19</b>	<b>N/A</b>	<b>N/A</b>	<b>-1.0%</b>
<b>2019-20</b>	<b>N/A</b>	<b>N/A</b>	<b>-1.0%</b>
<b>2020-21</b>	<b>1.7%</b>	<b>1.0%</b>	<b>2.7%</b>
<b>2021-22</b>	<b>0.5%</b>	<b>1.0%</b>	<b>1.5%</b>
<b>2022-23</b>	<b>3.1%</b>	<b>1.0%</b>	<b>4.1%</b>



<b>Joint Report of:</b>	<b>S151 Officer &amp; Deputy Chief Executive Head of Housing and Partnerships</b>
<b>Contact Officer:</b>	<b>Chris Forrester Nirmal Samrai</b>
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<b>Portfolio Leader:</b>	<b>Housing, Heritage &amp; Leisure</b>
<b>Key Decision:</b>	<b>No</b>
<b>Report Track:</b>	<b>Cabinet: 26/01/23 Council: 15/02/23</b>

**Cabinet**  
**26 January 2023**  
**Housing Revenue Account Capital Programmes 2022/23 to 2025/26**

**1 Purpose of Report**

- 1.1 To review the 2022-23 HRA Capital Programme.
- 1.2 To refresh the Housing Revenue Account Capital Programme budgets for the period 2023-24 to 2025-26.
- 1.3 To present an updated four-year Housing Revenue Account Capital Programme for consideration by Council on 15 February 2023.

**2 Recommendation(s)**

- 2.1 That the estimated availability of Housing Revenue Account capital resources for the period 2022-23 to 2025-26 (as set out in Appendix 1) be noted.
- 2.2 That Council on 15 February 2023 is recommended to approve the Housing Revenue Account Capital Programme for the period 2022-23 to 2025-26 (as set out in Appendix 2).

### 3 Key Issues and Reasons for Recommendations

#### Key Issues

- 3.1 This report considers the refreshed HRA Capital Programme for the period 2023-23 to 2025-26, together with the forecast outturn for 2022-23, compiled within the financial framework provided by the Approved HRA Business Plan.
- 3.2 Details of the estimated availability of HRA capital resources during the four-year period are set out in Appendix 1, whilst the HRA Capital Programme is set out in Appendix 2.
- 3.3 A new strategy will be developed to reflect the Council's New Build requirements to increase social housing based upon the housing needs of the district and land availability.

#### Reason for Recommendations

- 3.4 Cabinet is required to propose a budget in relation to the HRA for submission to Council on the 15 February 2023.

### 4 Relationship to Corporate Priorities

- 4.1 The proposed HRA budgets will contribute to the delivery of new social housing, the maintenance of housing standards and enable our residents to live healthy and happy lives, as reflected in the Council's Corporate Plan.

### 5 Report Detail

- 5.1 The current capital programme was based upon the previously approved 30-year Business Plan, with a new 30-year Business Plan being developed based upon the full implications of the Government's future Rent policy, a Stock Condition Survey and a New Build Strategy. In particular, the refreshed 30-year Business Plan needed to address the Council's ambition towards achieving Carbon Neutrality.
- 5.2 The delay in the commissioning of a Stock Condition Survey and a costed Climate Change Action Plan has had an impact on the proposed programme with the programme reflecting the current requirements from the existing plan. These documents are key elements to the production of a new 30-year HRA Business Plan.
- 5.3 The current Capital Programme therefore reflects the existing 30-year Business Plan requirements pending an evaluation of the outcome of the Stock Condition Survey and recommendations for the potential to improve aspects of the 4 Sheltered Housing Schemes.

#### HRA Capital Programme 2022-23 to 2025-26

- 5.4 A proposed HRA Capital Programme for 2023-24 to 2025-26, together with the forecast outturn for 2022-23 is set out in Appendix 2.



- 5.5 The Programme shows reductions in central heating, upgrading of electrical systems, kitchens and bathrooms. There is a larger reduction in external and environmental works pending information from the stock condition survey. There has also been an increase in Disabled Facilities grants
- 5.6 The programme reflects the spend on the Aelfgar site which is now programmed to be completed by 2024/25
- 5.7 The existing Housing Investment Fund Programme is now fully committed with the Aelfgar site acquired and planning application in train for the Council owned site in Chadsmoor completing this initial £12.9 million programme
- 5.8 The Capital programme includes the following new Schemes:
- Communal Block Fire Risk Actions.
  - Electrical Inspection Condition Report
  - Fire Safety works
  - Sheltered Scheme Door Entry (continuation of blocks)

### **Estimated Availability of HRA Capital Resources**

- 5.9 Details of the estimated availability of HRA capital resources for the period 2022-23 to 2025-26 are set out in Appendix 1. These are in accordance with the assumptions in the Business Plan with subsequent adjustments to reflect:-
- (i) The anticipated outturn in respect of the 2022-23 HRA Capital Programme;
- (ii) Amendments to the net revenue contribution to capital outlay following the detailed budget formulation work in respect of the Housing Revenue Account.
- 5.10 New capital resources for the period 2022-23 to 2024-25 show a reduction in resources of £1.715 million as compared to the original estimates for that period, the most significant being the borrowing deferred to 2025-26 due to interest rates available. This was offset by increased Major Repairs allowance £0.650 million, anticipated Homes England Grant £0.567 million and additional capital receipts.
- 5.11 In relation to the new Capital Programme year of 2025-26 new resources amount to £8.225 million (excluding deferred borrowing) as compared to capital programme expenditure of £8.098 million, a net increase in resources of £0.127 million.

## **6 Implications**

### **6.1 Financial**

The financial implications have been referred to throughout the report.

### **6.2 Legal**

None.

**6.3 Human Resources**

None.

**6.4 Risk Management**

There are a number of potential risks associated with the management of the HRA Capital Programme. These risks are minimised by the Council's agreed Capital Expenditure Control Procedures which includes a requirement for regular monitoring including quarterly reports to Cabinet.

**6.5 Equality & Diversity**

The revised HRA Business Plan has been subject to an Equality Impact Assessment (EIA). As the proposed HRA Capital Programme for the period 2023-24 to 2025-26 has been formulated in accordance with the revised Business Plan, the Business Plan EIA also applies to the proposed four-year Capital Programme.

The outcome of the Business Plan EIA is that it would have a positive impact for certain of the protected characteristics with no identified negative implications.

**6.6 Climate Change**

A strategy is currently being developed to reflect the Council's New Build requirement to increase social housing based upon the housing needs of the district and land availability. The new Council homes will be built to the Future Homes Standard incorporating new technologies, mechanical ventilation heat recovery, solar panels, electric car chargers together with a fabric first approach with high levels of insulation to achieve the high energy efficiency ratings in the standard.

<b>7 Appendices to the Report</b>
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Appendix 1 Estimated Housing Revenue Capital Resources 2022-23 to 2025-26

Appendix 2 Housing Revenue Account Capital Programme 2022-23 to 2025-26

**Previous Consideration**

None.

**Background Papers**

None.

**Estimated Availability of Housing Revenue Account  
Capital Resources 2022-23 to 2025-26**

	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	<b>Unallocated</b>
<b>Resource</b>	£000	£000	£000	£000	£000
<b>Brought forward</b>	<b>21,166</b>	<b>20,605</b>	<b>14,470</b>	<b>12,985</b>	<b>16,134</b>
Borrowing	0	0	0	3,022	
Right to Buy receipts	420	420	420	420	
Homes England Housing Grant	0	0	567	283	
Other capital receipts	59	127	55	55	
Revenue Contributions to Capital	405	1,091	1,933	1,782	
Major Repairs Allowance	4,627	4,910	5,309	5,596	
Affordable housing receipts	89	89	89	89	
<b>Total new resources</b>	<b>5,600</b>	<b>6,637</b>	<b>8,373</b>	<b>11,247</b>	<b>0</b>
Total Capital resources (b/f + new)	26,766	27,242	22,843	24,232	16,134
Proposed capital expenditure	-6,161	-12,772	-9,858	-8,098	-6,278
<b>Carried forward</b>	<b>20,605</b>	<b>14,470</b>	<b>12,985</b>	<b>16,134</b>	<b>9,856</b>

**Housing Revenue Account  
Capital Programme 2022-23 to 2025-26**

	2022-23	2023-24	2024-25	2025-26	Unallocated
Description	£000	£000	£000	£000	£000
Demolition of Garages	16				
Disabled Facilities Works	985	1,114	1,116	1,115	
Right to Compensation	5	25	25	25	
Replacement of Kitchens	1,187	2,460	2,171	2,253	
Replacement of Bathrooms	1,066	1,768	2,061	2,183	
Replacement of Central Heating	605	966	894	894	
External and Environmental Works	245	146	147	147	
Replacement of Social Alarms	2				
Upgrading of Electrical Systems	847	692	556	606	
Electrical Inspection Condition Report		227	229	228	
Hardstandings	32	200	500	500	
Replacement of Vehicles		421			
Contingency for unforeseen works		123	125	127	
Sheltered Scheme Works	144	170			
Replacement of Fire Alarms Sheltered	17				
St Barbara Lift Replacement	21				
4 Sheltered Lift Replacements		180			
Hawks Green	699				
Aelfgar site *	200	3,200	2,014		
Stock condition contingency					2,500
New Build *					3,778
Communal Block Door Entry System	40	170			
Communal Block Fire Risk Actions	50	450			
Fire Safety Works		400	20	20	
MCP Project		20			
Sheltered Scheme Door Entry		40			
<b>Totals</b>	<b>6,161</b>	<b>12,772</b>	<b>9,858</b>	<b>8,098</b>	<b>6,278</b>

Note \* assumes approval of permission to spend report re Aelfgar

<b>Joint Report of:</b>	<b>S151 Officer &amp; Deputy Chief Executive Head of Housing and Partnerships</b>
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<b>Key Decision:</b>	<b>No</b>
<b>Report Track:</b>	<b>Cabinet: 26/01/23 Council: 15/02/23</b>

**Cabinet**  
**26 January 2023**  
**Housing Revenue Account Budgets 2022/23 to 2025/26**

**1 Purpose of Report**

- 1.1 To review the 2022-23 Housing Revenue Account (HRA) Budget.
- 1.2 To propose an HRA Budget for 2023-24 and Indicative Budgets for 2024-25 and 2025-26.
- 1.3 To determine the proposed three-year Housing Revenue Account Budget for consideration by Council on 15 February 2023.

**2 Recommendation(s)**

- 2.1 That the revised position with regard to estimated income and expenditure for the 2022-23 HRA and budgets for the period 2023-24 to 2025-26 as summarised in Appendix 1 be noted.
- 2.2 That Council on 15 February 2023 be recommended to:-
  - (i) Determine a minimum level of working balances of £2.078 million for 31 March 2024 and indicative working balances of £2.135 million and £2.192 million for 31 March 2025 and 2026 respectively.
  - (ii) Approve the HRA Revenue Budgets for 2023-24, 2024-25 and 2025-26 (and note the forecast outturn for 2022-23) as summarised in Appendix 1 of the report.

### 3 Key Issues and Reasons for Recommendations

#### Key Issues

- 3.1 This report considers the proposed three-year HRA budgets for 2023-24 to 2025-26, which have been formulated within the framework provided by the Approved HRA Business Plan.
- 3.2 Projected levels of income and expenditure for 2023-26 are summarised below:

**Table 1: HRA Summary Budget 2023-24 to 2025-26**

	2023-24 £000's	2024-25 £000's	2025-26 £000's
Income	(21,949)	(23,336)	(23,762)
Expenditure	20,784	21,347	21,922
Revenue Contribution to Capital Outlay	1,091	1,933	1,782
Working Balances Change	74	56	58

- 3.3 A separate report is included on the agenda in relation to the rent increase for 2023-24, with the budget assuming a rent increase of 7% in line with the proposed rent cap for 2023/24 due to high inflation. This was announced as part of the Autumn Statement on the 17 November 2022.
- 3.4 When reviewing the HRA Revenue position, consideration needs to be given to the HRA Capital Programme and the level of Working Balances, including the Revenue Contribution to Capital Outlay (RCCO) and Depreciation Charge. Any change in the latter being compensated by an increase or decrease in RCCO. In accordance with the Approved Business Plan, the RCCO also represents the net surplus on the Revenue Account after determining the level of Working Balances.
- 3.5 In view of the risks associated with the management of the HRA under self-financing, minimum working balances of 10% of net operating expenditure have been assumed throughout the three-year budget period.

#### Reason for Recommendations

- 3.6 Cabinet is required to propose a budget in relation to the HRA for submission to Council on the 15 February 2023.

### 4 Relationship to Corporate Priorities

- 4.1 The proposed HRA budgets will contribute to the delivery of new social housing, the maintenance of housing standards and enable our residents to live healthy and happy lives, as reflected in the Council's Corporate Plan.

### 5 Report Detail

- 5.1 A new 30-year HRA Business Plan is proposed to be deferred until the Stock Condition Survey is completed; the Housing Climate Change Action Plan has recently been received and is currently being evaluated. A high level review of the 4 Sheltered Housing Schemes along with a high level review of communal waste storage and collection in key Council Housing area's has been completed and the recommendations are currently being evaluated.
- 5.2 The proposed revenue budgets are therefore in accordance with the prevailing HRA Business Plan, but reflect the ongoing effects of the anticipated outturn in respect of the 2022-23 (which is reviewed as part of this report) and other changes in income and expenditure which are projected as a result of the detailed budget formulation work.

### **The Housing Revenue Account Budget 2022-23**

- 5.3 A review of the 2022-23 Budget is included in Appendix 1.
- 5.4 The forecast reflects the latest stock numbers and average rents for both social and affordable properties with changes made to Dwellings Rent, Garage Rents and Repairs Budgets.
- 5.5 The forecast figures include the settlement of the 2022-23 pay award which has been settled at £1,925 increase for each spinal column point. Increase in supplies and services have also been included specifically in relation to asbestos survey and testing. In addition a hardship fund has been created. Increases in utility costs have also been reflected. This has impacted on the RCCO contribution for 2022-23 only.
- 5.6 Estimated expenditure for 2022-23 is now forecast to be £20.455 million (including RCCO contribution) and Income £20.628 million with a forecast transfer to working balances of £0.173 million.
- 5.7 The forecast outturn reflects an increase in dwelling rental income of £0.040m arising from changes in void properties, partly offset by staffing costs from pay award changes, utility costs, rates and asbestos surveys. The forecast outturn further reflects a decrease in the net Revenue Contribution to Capital Outlay/ Deprecation charge of £0.803m against the Original Budget.

### **Housing Revenue Account Budgets 2022-23 to 2024-25**

- 5.8 The budgets reflect a continuation of current policies and the maintenance of existing service provision throughout the budget period. The Approved 30 year HRA Business Plan has therefore been used as the basis for preparing the HRA budgets for the period 2023-24 to 2025-26 which are attached as Appendix 1.
- 5.9 Government Rent Policy is currently in place whereby "increases to social housing rents will be limited to the Consumer Price Index (CPI) plus 1% for 5 years from 2020". However a revised rent setting policy for social landlords was announced as part of the Government's Autumn statement 2022. This is a departure from Rent Standard set by Department for Levelling Up, Housing and Communities. As inflation is currently running so high there would be a rent cap of 7% in 2023/24. The original estimates for 2023-24 and 2024-25 assumed increases of 1.5% for both years, in line with prevailing CPI increases at the time of 0.5%. The 2023-24

budget now includes a rent cap increase of 7% to reflect government policy. The 2024-25 and 2025-26 budgets assume rent increase of 5% and 4% respectively.

5.10 Expenditure budgets reflect anticipated pay awards for 2023-24 to 2025-26. There have been a number of changes to non pay budgets, these include

- Reinstatement valuation costs for insurances
- Utility costs
- Hardship fund
- Rates
- Asbestos surveys and works

5.11 The budget has been refreshed to reflect the latest stock numbers with changes made to Dwellings Rent, Garage Rents and Repairs Budgets.

5.12 Capital Financing Charges have been amended to reflect the revised Depreciation requirement. However, this has no change in relation to the overall level of resources with a compensating adjustment made to the Revenue Contribution to Capital Outlay.

5.13 Proposed Housing Revenue Account Budgets for the period 2023-24 to 2025-26 are attached in Appendix 1.

### **Effect on Working Balances**

5.14 The effect of the proposed budgets on the estimated level of working balances is shown as part of Appendix 1. As previously stated, a minimum working balance of 10% of net operating expenditure has been assumed throughout the three-year budget period.

## **6 Implications**

### **6.1 Financial**

The financial implications have been referred to throughout the report.

### **6.2 Legal**

None

### **6.3 Human Resources**

The estimated budgets include provision for employees.

### **6.4 Risk Management**

Self-financing increases the risks associated with the management of the HRA and a detailed risk analysis forms part of the 30 Year Business Plan.



The risks relate to income as well as expenditure and any change in Government policy will impact upon the balances available to support the Capital Programme.

A number of actions are undertaken to further mitigate risks associated with the management of the HRA which include:-

- (i) The adoption of a prudent approach to budgeting, particularly rent income
- (ii) The maintenance of an adequate level of working balances, comprising a minimum of 10% of net operating expenditure.
- (iii) The adoption of a more realistic approach in assessing staff turnover in determining employee budgets.
- (iv) Housing Revenue Account Business Plan projections together with associated sensitivity analysis.
- (v) Firm budgetary control though regular monitoring of actual and forecast income and expenditure.
- (vi) The implementation of an annual Internal Audit Plan and scrutiny from the External Auditor.

#### **6.5 Equality & Diversity**

The draft budget reflects a continuation of current policies and the maintenance of existing service provision throughout the budget period.

#### **6.6 Climate Change**

A new 30-year strategy and action plan is being developed to reflect the Council's New Build requirement to increase social housing based upon the housing needs of the district and land availability. Council homes will be built to the Future Homes Standard incorporating new technologies such as, mechanical ventilation heat recovery, solar panels, electric car chargers together with a fabric first approach with high levels of insulation to achieve the high energy efficiency ratings in the standard.

## **7 Appendices to the Report**

Appendix 1: HRA Budgets 2022-23 to 2025-26.

#### **Previous Consideration**

None.

#### **Background Papers**

None.

## HRA Budgets 2022-23 to 2025-26

	Original Budget 2022-23	Revised Budget 2022-23	Variance 2022-23	Budget 2023-24	Budget 2024-25	Budget 2025-26
<b>Income</b>	£	£	£	£	£	£
Dwelling Rent	(20,190,000)	(20,230,000)	(40,000)	(21,542,000)	(22,924,000)	(23,344,000)
Non Dwelling Rent	(348,000)	(350,000)	(2,000)	(359,000)	(363,000)	(368,000)
Interest	(1,500)	-	1,500	-	-	-
Other	(12,250)	(12,250)	-	(12,370)	(12,490)	(12,610)
General Fund Contribution	(35,520)	(35,520)	-	(35,520)	(36,590)	(37,690)
<b>Total Income</b>	<b>(20,587,270)</b>	<b>(20,627,770)</b>	<b>(40,500)</b>	<b>(21,948,890)</b>	<b>(23,336,080)</b>	<b>(23,762,300)</b>
<b>Expenditure</b>						
Repairs and Maintenance	6,282,230	6,651,590	369,360	6,725,570	6,740,570	6,905,930
Provision for bad debts	100,000	100,000	-	100,000	100,000	100,000
Supervision and Management						
General	4,208,660	4,448,530	239,870	4,695,530	4,813,380	4,909,070
Special	974,170	974,380	210	1,042,610	1,074,130	1,100,910
Total Management	5,182,830	5,422,910	240,080	5,738,140	5,887,510	6,009,980
Capital Financing	7,727,080	7,875,670	148,590	8,220,510	8,619,020	8,906,410
RCCO	1,207,570	404,920	(802,650)	1,091,270	1,932,690	1,782,460
<b>Total Expenditure</b>	<b>20,499,710</b>	<b>20,455,090</b>	<b>(44,620)</b>	<b>21,875,490</b>	<b>23,279,790</b>	<b>23,704,780</b>
<b>Working Balance transfer</b>	<b>87,560</b>	<b>172,680</b>	<b>85,120</b>	<b>73,400</b>	<b>56,290</b>	<b>57,520</b>
Working Balance						
B/fwd	(1,841,650)	(1,832,340)	9,310	(2,005,020)	(2,078,420)	(2,134,710)
In year	(87,560)	(172,680)	(85,120)	(73,400)	(56,290)	(57,520)
C/fwd	(1,929,210)	(2,005,020)	(75,810)	(2,078,420)	(2,134,710)	(2,192,230)
Minimum	1,929,210	2,005,020		2,078,420	2,134,710	2,192,230

<b>Report of:</b>	<b>Head of Housing and Partnerships</b>
<b>Contact Officer:</b>	<b>Louise Tandy</b>
<b>Telephone No:</b>	<b>01543 464 348</b>
<b>Portfolio Leader:</b>	<b>Housing, Heritage, and Leisure</b>
<b>Key Decision:</b>	<b>Yes</b>
<b>Report Track:</b>	<b>Cabinet: 26/01/23</b>

**Cabinet**  
**26 January 2023**  
**Aelfgar Housing Scheme**

**1 Purpose of Report**

- 1.1 To seek scheme approval and permission to spend for the redevelopment of the Aelfgar site, including Taylor's Lane car park.
- 1.2 To note the Constructing West Midlands Construction Framework (CWM) will be utilised to appoint the development partners to develop the site.
- 1.3 To note that an application is being made to Homes England for Affordable Housing Grant in respect of the Aelfgar Housing Scheme.

**2 Recommendation(s)**

- 2.1 That Cabinet note the Aelfgar Site, marked in red in Appendix 1, is a priority site for redevelopment for the provision of new Council housing.
- 2.2 That the closure of Taylors Lane car park is approved to take place in Spring 2023 prior to start on site.
- 2.3 That Cabinet note an application is being made to Homes England for Affordable Housing Grant in respect of the Aelfgar Housing Scheme.
- 2.4 That Cabinet note the appointment of a development partner via CWM Construction Framework Agreement
- 2.5 That Cabinet note the proposed housing scheme and that the Council homes will be constructed to the Future Homes Standard to achieve a higher standard of sustainability than is required by current building regulations, details attached as Appendix 2.

- 2.6 That the Aelfgar Housing Scheme as set out in this report and permission to spend for the Aelfgar Housing Scheme be approved.
- 2.7 That the Head of Housing and Partnerships following consultation with the Housing Portfolio Leader be authorised to take forward all actions and make amendments to the scheme as necessary to implement any agreed recommendations.
- 2.8 That authority to enter into any legal agreements between Cannock Chase Council (CCDC) and the appointed development partner that are required to facilitate the delivery of the proposed scheme be delegated to the Head of Housing and Partnerships in consultation with the Portfolio Leader.

### **3 Key Issues and Reasons for Recommendations**

#### **Key Issues**

- 3.1 A review of Council's land holdings found that there were not any deliverable sites available that could deliver 20+ units. In 2020 Cabinet therefore approved the purchase of the site of the former Aelfgar School - Taylors Lane Rugeley for a priority site for the provision of new Council housing.
- 3.2 Affordable homes for rent are in high demand in the District and there are currently approximately 1,300 households on the Council's housing list.
- 3.3 Delivering the Council homes to the Future Homes Standard will ensure high energy efficiency with a low carbon footprint compared to homes delivered under building regulations. It will also be an exemplar project achieved in advance of Government implementation of Future Homes in 2025.

#### **Reasons for Recommendations**

- 3.4 In 2018 Cabinet approved a budget of £12.9m for the establishment of a Housing Investment Fund to support the delivery of new Council housing in the District. The Aelfgar Site was purchased from Staffordshire County Council in order to provide a site which together with the Council's land at Taylors Lane car park will provide for an additional 58 homes of which 29 will be for Council rent. Outline planning permission for up to 58 homes was granted in July 2021.
- 3.5 An application to Homes England for grant funding will ensure best value for the Council and demonstrate partnership working.
- 3.6 A direct award will be made to the selected development partner through the CWM framework to undertake a housing scheme which will include building the Council homes to the Future Homes Standard. Building to a higher standard than building regulations will achieve sustainable housing with high energy efficiency and a reduced carbon footprint.
- 3.7 In order to progress the scheme delegated authority is required to complete all necessary legal agreements.

**4 Relationship to Corporate Priorities**

- 4.1 This report supports the Council's Corporate 2022-26 Priorities of Community:
- (i) Encourage residents to live a sustainable lifestyle.
  - (ii) Improve the housing offer across the District.

**5 Report Detail**

- 5.1 The Housing Investment Fund was established to support the delivery of new Council housing in the District so following a review of Council land holdings which didn't reveal any sites that could deliver 20+ units, it was necessary to look at land for purchase.
- 5.2 Cabinet on 30 January 2020 approved the purchase of the site of the former Aelfgar School - Taylors Lane Rugeley as a priority site for the provision of new Council housing and in principle that the specification of new Council housing would be based on a standard to achieve carbon neutrality or maximise carbon reduction as far as is practically possible.
- 5.3 The Aelfgar Housing Scheme, if approved, will follow the successful Hawks Green site redevelopment programme which completed in February 2022 and delivered 22 Council homes and 22 homes for market sale.
- 5.4 Affordable homes for rent are in high demand in the District and there are currently approximately 1,300 households on the Council's housing list. Evidence from the Housing Needs Assessment 2019 identified a need for 110 additional affordable homes per annum.

**Aelfgar Site**

- 5.5 The Council purchased the former Aelfgar School site from Staffordshire County Council in September 2021. By utilising land from the Council owned Former Squash Courts and Taylors Lane car park there is a combined housing development site of some 4.29 hectares. Outline planning permission for a scheme of up to 58 units was granted in July 2021.
- 5.6 The site is adjacent to the town centre and adjoins and forms a link between three conservation Areas each containing historic buildings. The western boundary has a frontage with the Church Street Conservation Area where substantial detached buildings and more modest terraced houses of 19<sup>th</sup> century date stand close by. The Aelfgar Centre, a 1930's building with long frontages facing the site, stands adjacent with Aelfgar House a supported housing scheme for 16-25 year olds and the Rugeley Red Rose Theatre and car park. Also adjacent to the site are the Bow Street Almshouses.
- 5.7 The Local Plan (Part 1) 2014 contains a site specific policy (RTC4) regarding this site. The policy proposes redevelopment for residential use with a revised access to the Rugeley Rose Theatre and car park.

### **Taylor's Lane Car Park**

- 5.8 Part of the Aelfgar site is currently occupied by the Taylor's Lane Car Park and will require closure in order for the works to commence. It is proposed that approval is granted to close the car park at a point in time between January and March 2023. This will allow final site surveys and preparations to be undertaken before the construction programme start on site. Permits have been granted to the residents and manager of the Almshouses to park on the car park. It is proposed to write to the Rugeley Town Council to request that the residents and manager be permitted to park on Red Rose Theatre car park until the site is completed.
- 5.9 As part of the proposed scheme new almshouses resident's parking spaces will be provided. In order to prevent non-resident parking it is proposed to amend the Council's Parking Order to include these parking spaces. Following Cabinet approval to provide resident parking, relevant notices and consultation period will be provided.

### **The Scheme**

- 5.10 As part of the development appraisal process of the Aelfgar Scheme, and taking into account the housing needs of the District, a site layout has been produced (Appendix 2).
- 5.11 The proposed scheme will deliver a mixed tenure scheme consisting of 58 homes comprising of 50% (29) Council homes for rent and 50% (29) for outright sale. Subject to planning approvals the Council homes for rent would comprise of:
- 17 x 2 bedroom houses
  - 10 x 3 bedroom house
  - 2x 4 bedroom houses
- 5.12 The Council homes will be built to the Future Homes Standard incorporating new technologies such as, air source heat pumps, mechanical ventilation heat recovery, solar panels, electric car chargers together with a fabric first approach with high levels of insulation to achieve the high energy efficiency ratings in the standard. The Council homes will also contribute to the district's carbon reduction objectives as the homes will not require a gas supply. It may be necessary to amend the scheme to address issues which arise from the completion of the tender documentation and the planning process and it is therefore proposed that the Head of Housing and Partnerships following consultation with the Housing Portfolio Leader is authorised to make such amendments to the scheme.
- 5.13 It is proposed that the Council's HRA Capital Programme will finance the provision of the 29 (50%) affordable Council homes i.e homes for rent. A development partner be appointed to undertake construction of the Council's 29 homes for rent and provide 29 (50%) homes for outright sale.

### **Redevelopment Funding**

- 5.14 The agreed HRA Capital Programme for the period 2018-19 to 2022-23 included budgetary provision of £12.9m for HRA New Build programme.

- 5.15 A sum of £1,570,000 was paid in September 2021 to purchase the Aelfgar School site from the County Council for the purpose of providing new Council homes together with other residential development.
- 5.16 The following budgetary provision will be required for the Aelfgar Housing Scheme and will form part of the HRA Capital Programme for the period 2022-23 to 2024-25. This is to be financed by a Homes England contribution of approx. £850k relating to 17 units only, existing 1-4-1 RTB receipts £896k to be applied to the 12 units which are not applicable for grant funding and the remainder £3,668k budget to be financed by other HRA Capital resources.

	Year 1 2022-23 (£000's)	Year 2 2023-24 (£000's)	Year 3 2024-25 (£000's)	Total
Land Remediation & Construction Council dwellings (29 homes)	200,000	3,200,000	2,013,806	5,413,806

### Procurement

- 5.17 Staffordshire County Council who advise on procurement issues assessed the frameworks available that were best suited to deliver the scheme. Their advice was to utilise the services of the Constructing West Midlands Framework. The framework was established to deliver significant cost and time savings across the West Midlands. It's a ready-made delivery vehicle for capital building, repair, maintenance and refurbishment works. It offers clients a flexible framework structure which can be tailored to suit individual project requirements and sets high standards for sustainability and the provision of economic and social value.
- 5.18 Development partners on the Framework were approached initially to deliver a scheme to Passivhaus standards. One developer expressed an interest and were asked to review the site and submit fully costed development appraisals to deliver at least the Council owned units to a Passivhaus standard. As discussions with the developer evolved it became clear that the costs involved were much higher than anticipated and wouldn't have provided value for money to the Council.
- 5.19 During the initial approach to development partners on the framework another developer was interested in the scheme but had no experience of delivering to Passivhaus standards. However, they were keen to deliver to the Future Homes Standard and provided a fully costed appraisal for the site to deliver 29 Council homes for rent and 29 for market sale.
- 5.20 It is therefore proposed that authority to enter into any legal agreements between Cannock Chase Council (CCDC) and the Development Partner that are required to facilitate the delivery of the proposed scheme be delegated to the Head of Housing and Partnerships in consultation with the Portfolio Leader.
- 5.21 The Scheme costs including the contract sum will be accommodated within the budget provision for Aelfgar Scheme. Should the scheme exceed the budgetary provision a further report will be presented to Cabinet.

## Development Programme

5.22 Subject to planning permission, the Council is therefore in a position to start on site by July 2023 and all 58 homes should be delivered by May 2025. The development programme and relevant milestones are set out below:

<b>AELFGAR DEVELOPMENT PROGRAMME</b>	
Council approval	January 2023
Secure HE Grant	February 2023
Contract Award	February 2023
Full Planning Approval by	April 2023
Land Remediation/Groundworks Start on Site by	July 2023
Construction Start on Site by	September/October 2023
Scheme completion by	March 2025

5.23 The Council's appointed Development Partner will act as developer and contractor to design and construct a redevelopment scheme for the site. The specific responsibilities of the Development Partner will be formalised through a JCT Design and Build Contract but will include the following:-

- (a) The provision of architectural services to finalise plans for the site together with any additional benefits which the Development Partner can bring to the scheme.
- (b) All scheme and property design work to obtain all relevant planning (including change of use from employment to residential use) and other permissions in relation to the site plans and subsequent detailed design work.
- (c) Land remediation and demolition of redundant buildings.
- (d) The procurement and/or implementation of any necessary infrastructure works.
- (e) Construction of the scheme.

5.24 The Council will finance the construction of the new Council properties via staged payments throughout the construction period. These payments will be made in accordance with a payments schedule agreed with the Development Partner.

5.25 The Council will retain ownership of the land during the build process. The development agreement provides for a building licence to be issued to the developer.



## 6 Implications

### 6.1 Financial

The agreed HRA Capital Programme for the period 2018-19 to 2022-23 included budgetary provision of £12.9m for HRA New Build programme.

A sum of £1,570,000 was paid in September 2021 to purchase the Aelfgar School site from the County Council for the purpose of providing new Council homes together with other residential development.

The following budgetary provision will be required for the Aelfgar Housing Scheme and will form part of the HRA Capital Programme for the period 2022-23 to 2024-25. This is to be financed by a Homes England contribution of approx. £850k relating to 17 units only, existing 1-4-1 RTB receipts £896k to be applied to the 12 units which are not applicable for grant funding and the remainder £3,668k budget to be financed by other HRA Capital resources.

	Year 1 2022-23 (£000's)	Year 2 2023-24 (£000's)	Year 3 2024-25 (£000's)	Total
Land Remediation & Construction Council dwellings (29 homes)	200,000	3,200,000	2,013,806	5,413,806

### 6.2 Legal

Any procurement exercise will need to comply with the Council's Procurement Regulations, as mentioned in the report. In addition the Council will need to consider and comply with the terms of the Constructing West Midlands Construction Framework agreement in order to avoid a risk of legal challenge to the procurement process, that could cause delay, uncertainty and a costs risk to the Council. Other legal implications are addressed throughout the report.

### 6.3 Human Resources

None

### 6.4 Risk Management

There are a number of risks associated with development, particularly in relation to uncertain ground conditions. The Council's development partner has extensive experience in housing development and has been secured through an established development framework.

The Council will also engage independent "Quantity Surveying" services to ensure value for money and adherence to the agreed scheme

### 6.5 Equality & Diversity

Development of the Aelfgar Housing Scheme has been subject to an Equality and Diversity Impact Assessment and no negative implications have been identified.

## 6.6 Climate Change

The Council homes will be built to the Future Homes Standard which will provide high levels of energy efficiency and reduced carbon footprint.

<b>7 Appendices to the Report</b>
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Appendix 1: Red Line Plan

Appendix 2: Site Layout

### **Previous Consideration**

Cabinet - 30 January 2020 – Housing Investment Fund – Aelfgar Site

Cabinet - 18 March 2020 – Housing Investment Fund Programme

### **Background Papers**

None



Scale 1:1250

404100m 404200m 404300m 404400m

318400m

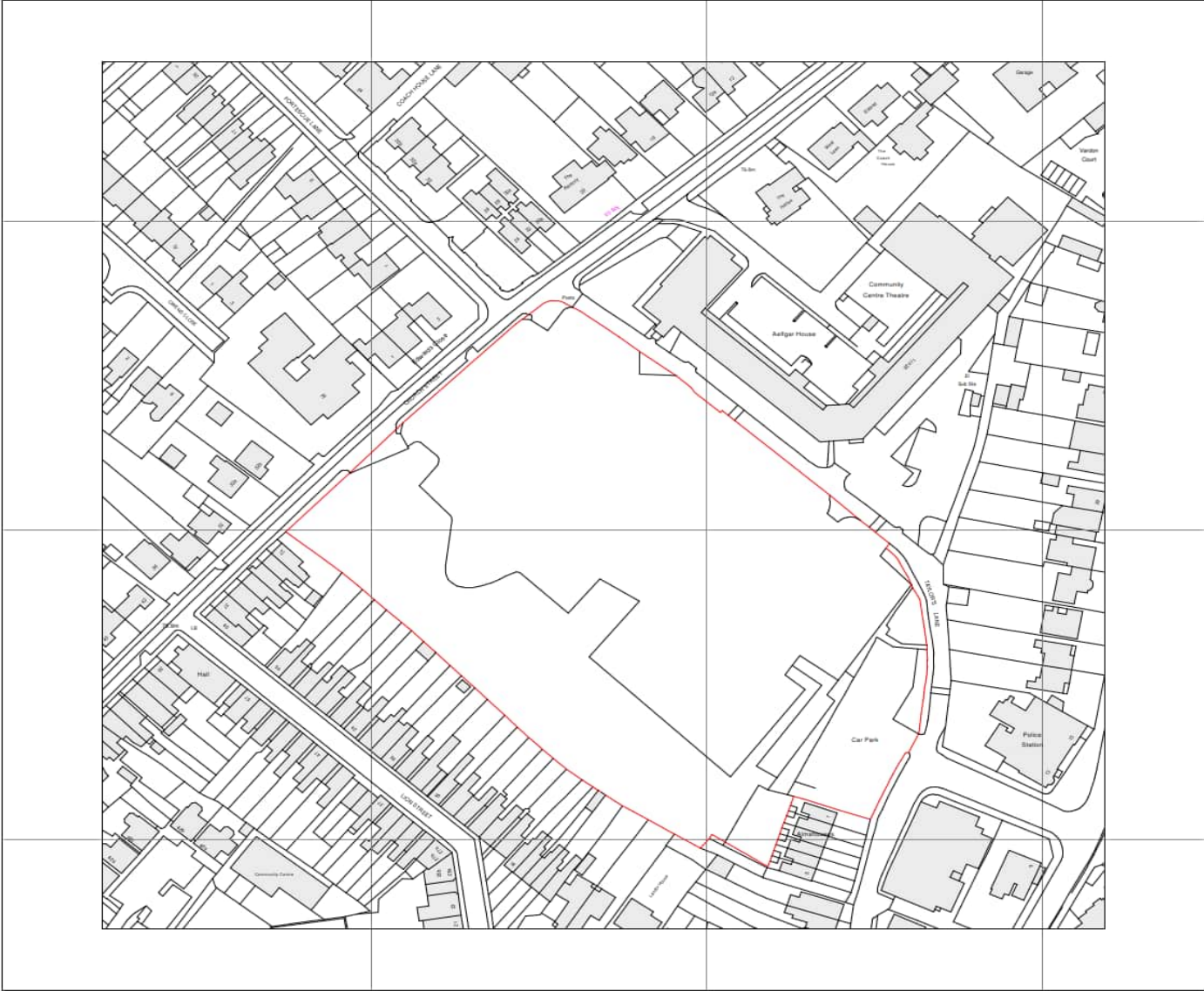
318300m

318200m

318400m

318300m

318200m



A RED LINE BOUNDARY ADJUSTED 18/2/21  
REVISIONS DATE



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CANNOCK CHASE COUNCIL  
RESIDENTIAL DEVELOPMENT  
AELFGAR SITE, CHURCH STREET, RUGELEY  
LOCATION PLAN

scale@A3	date	drawn	drawing
1:1250	AUG 19	SPF	19040/1A

Copyright of this drawing remains with S. P. Faizey Chartered Architects.  
The drawing may be scaled if viewed or printed off at the scale and paper size  
noted with no adjustments.

Appendix 2



SCHEDULE OF ACCOMMODATION			
TYPE MARKET	Number	Area	Total area
Office - 2 bed, 2 stories	783	3	6,861
Office - 3 bed, 2 stories	858	3	11,234
Office - 2 bed, 2 stories	588	3	2,824
Office - 3 bed, 2 stories	1018	3	2,521
Office - 4 bed, 2.5 stories	1173	3	2,496
Office - 4 bed, 2 stories	1262	3	1,786
Office - 4 bed, 2 stories	1428	3	5,752
<b>Office total area</b>	<b>78</b>	<b>24</b>	<b>38,871</b>
AFFORDABLE			
Office - 2 bed, 2 stories	102	12	11,202
Office - 3 bed, 2 stories	288	3	3,420
Office - 2 bed, 2 stories	888	3	7,164
Office - 4 bed, 2 stories	1736	3	2,220
<b>affordable total</b>	<b>28</b>	<b>24</b>	<b>24,406</b>
<b>overall total</b>	<b>106</b>	<b>48</b>	<b>63,277</b>

SITE AREA		
	hectares	acres
Site area (approx)	1.24	3.12
Site area (prop)	1.50	3.72
Landscaped area	0.16	0.41
Landscaped buffer	0.04	0.10

- Site Boundary Line
  - - - Half Boundary Line
  - ★ Affordable units
  - Existing trees to be retained with root protection areas (grey shaded line) - based on indicative information only
  - Existing trees to be removed
  - Proposed new tree planting
- |                       |                            |
|-----------------------|----------------------------|
| LANDSCAPED AREA NO. 1 | 682 m <sup>2</sup>         |
| LANDSCAPED AREA NO. 2 | 103 m <sup>2</sup>         |
| LANDSCAPED BUFFER     | 2,961 m <sup>2</sup>       |
| <b>TOTAL</b>          | <b>3,743 m<sup>2</sup></b> |

		00. Where amendment is necessary with Client's comments Approved in accordance with Client's comments. 28.11.2022 LL LL 28.11.2022 LL LL	Client: <b>LOVELL PARTNERSHIP LTD</b> Project: <b>AELFGAR SITE, CHURCH STREET RUGELEY</b> Drawing Title: <b>FEASIBILITY SITE LAYOUT</b> Drawing Status: <b>FEASIBILITY</b>	<b>Constorphine &amp; Wright</b> Studio: The Old Livery, Highgate Road, Stonebridge, West Midlands, B15 1QR 0121 344 881 constorphine@wright.com Drawing No: <b>22600-0001</b> Drawing Date: <b>24.08.22</b>
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<b>Report of:</b>	<b>Head of Economic Prosperity</b>
<b>Contact Officer:</b>	<b>Dean Piper</b>
<b>Telephone No:</b>	<b>01543 464223</b>
<b>Portfolio Leader:</b>	<b>District &amp; High Street Development</b>
<b>Key Decision:</b>	<b>Yes</b>
<b>Report Track:</b>	<b>Cabinet: 26/01/23</b>

**Cabinet**  
**26 January 2023**  
**UK Shared Prosperity Fund**

**1 Purpose of Report**

- 1.1 To seek authority from Cabinet to take the necessary steps in order to receive and utilise the UK Shared Prosperity Funding (UKSPF) allocated to the Council.

**2 Recommendation(s)**

- 2.1 That Cabinet notes the award to the Council of £3,041,807 of UK Shared Prosperity Fund (UKSPF) funding for the period 2022-23 to 2024-25.
- 2.2 That Cabinet notes the payment of £386,724 of UKSPF funding for the 2022-23 financial year and indicative allocations of £733,448 for 2023-24 and £1,921,635 for 2024-25
- 2.3 That Cabinet is asked to recommend to Council that the current Capital Programme is amended to accommodate the sum of £932,000 to ensure delivery of capital projects identified in the UKSPF Investment Plan.
- 2.4 That Cabinet agrees to the establishment of a UKSPF Investment Plan Board (“the Board”) and a wider Partnership Group potentially involving the local MP.
- 2.5 That Cabinet delegates authority to the Head of Economic Prosperity in consultation with the Portfolio Leader for District & High Street Development to take any associated decisions as required to ensure that the UKSPF programme is delivered on time and on budget, including, but not limited to:
- (i) Recruit and appoint additional officer capacity to support the efficient and effective delivery of the UKSPF Investment Plan for Cannock Chase (“the Investment Plan”), the cost of which will be contained within the UKSPF allocation for management and administration costs.

- (ii) Finalise the terms of reference and membership of the UKSPF Investment Board and wider partnership group and vary from time to time as necessary to meet the needs and objectives of the UKSPF programme.
- (iii) To produce and submit any financial and output returns and monitoring and evaluation information as required to the Department for Levelling Up, Housing and Communities (DLUHC).
- (iv) On behalf of the Council, develop and commence the commissioning of external projects to be funded by UKSPF and commence commissioning of Council led projects to be funded by UKSPF.
- (v) To work with the Head of Law & Administration to develop and produce any legal agreements required for external projects funded by UKSPF.

### **3 Key Issues and Reasons for Recommendations**

#### **Key Issues**

- 3.1 The UKSPF allocation for Cannock Chase is £3,041,807, which is available between April 2022 and March 2025.
- 3.2 The Council submitted its Investment Plan to the DLUHC Levelling Up Team in August 2022. DLUHC wrote to the Council on 5<sup>th</sup> December 2022, to confirm that the Investment Plan had been successfully validated and the Council has received a grant determination letter and Memorandum of Understanding which has been signed by the Council's Section 151 Officer.
- 3.3 With the funding allocation now confirmed and Investment Plan validated, the Council must now turn to putting in place the necessary approvals, governance arrangements and resources required to utilise the UKSPF funding and ensure that the Council can deliver the projects contained within its Investment Plan.
- 3.4 Whilst the Council has been allocated funding through the UKSPF, it could decline to receive it. However, the Council needs the funding to support the delivery of priority projects in its Corporate Plan and Economic Prosperity Strategy and not receiving the funding would be a missed opportunity for the District.

#### **Reasons for Recommendations**

- 3.5 To ensure that Cabinet is aware of the UKSPF funding award, and that Cabinet gives the appropriate authority to establish the UKSPF Partnership Board and ensure that the UKSPF allocation can be utilised effectively.

### **4 Relationship to Corporate Priorities**

- 4.1 This report supports the Council's Corporate Priorities for Economic Prosperity, Health & Wellbeing, the Community and a Responsible Council. A number of projects in the Council's Priority Delivery Plans are dependent on receiving UKSPF funding.

**5 Report Detail**

- 5.1 The UK Shared Prosperity Fund (UKSPF) will support the UK Government's commitment to level up all parts of the UK. The UKSPF is a £2.6 billion Fund designed to succeed and improve upon EU structural funds. The UKSPF is not a direct replacement for EU structural funds. It improves on these funds by:
- Focusing on UK priorities rather than policies dictated by the EU
  - Giving local areas a greater say in investments, by giving more direct accountability to elected local leaders
- 5.2 The UKSPF's overarching objective is to build pride in place and increase life chances across the country. It identifies three investment themes:
- Communities and place;
  - Supporting local business; and
  - People and skills
- 5.3 The UKSPF allocation for Cannock Chase is £3,041,807. The Department for Levelling Up, Housing and Communities (DLUHC) methodology is designed to ensure a real-terms match of what authorities previously received from EU structural funds. The funding is available from April 2022 to March 2025 however; the first payment was not received until December 2022 as it was subject to the approval of an Investment Plan.
- 5.4 Lead local authorities for each area have flexibility over how they deliver the Fund. The local Investment Plan sets out details of proposed interventions over the lifetime of the programme, with an accompanying spend and output profile. Lead authorities have the flexibility to deliver interventions via competition, procurement, commissioning or delivering some activity through in-house teams.
- 5.5 Since October 2021, officers have been developing a longlist of pipeline projects to support the District's economic growth. The UK Government guidance for the UKSPF has allowed the Council to refine its prioritisation principles. These are as follows:
- Strategic fit- national, regional, local.
  - Economic outcomes and growth potential.
  - Deliverability- will the project be deliverable in the timeframe, the level of input required from the Council, extent of funding and resource required.
  - Additionality- the extent that the benefits could be realised without the funding, does funding shift activity from one place to another, the impact on the speed of delivery.
  - Funding availability and gaps- the extent to which match funding is available.
  - Alignment to the UKSPF's themes, objectives, outputs and outcomes.
  - Value for money- does it provide economies of scale, does it complement existing projects, does it offer something better value to similar proposals, does the provider have a successful track record in delivery

5.6 Over 60 project proposals were received by project sponsors and the funding was oversubscribed by 10 times the amount available. Projects were shortlisted using the above prioritisation principles, with the highest rated proposals then assessed against the Government's UKSPF intervention framework which sets out a menu of proposed objectives, outcomes and outputs. Projects that were assessed as high priority were able to:

- (i) Demonstrate match funding.
- (ii) Provided budget details as well as quantified outputs.
- (iii) Have strong strategic fit with national, regional and local strategies /priorities.
- (iv) Demonstrate deliverability within the UKSPF timescales.
- (v) Address local economic needs.
- (vi) Project sponsors could demonstrate track record in delivering similar schemes.
- (vii) Demonstrate additionality i.e., does not duplicate existing provision.
- (viii) Deliver value for money, particularly when compared against competing proposals.

5.7 The Council submitted its UKSPF Investment Plan to DLUHC in early August 2022 (see Appendix 1). As part of the development and submission of the UKSPF Investment Plan, specialist advice was sort to ensure compliance to UK Government's Subsidy Control requirements for all planned projects and the aligned interventions. The following project interventions were included as a priority in the Investment Plan; split by theme:

**Community and Place - Allocation £1,365m (45% of total)**

- (1) Connecting Communities project
- (2) Cannock Climate and Fuel Poverty
- (3) Poverty Benefits Advisor
- (4) Public spaces and places
- (5) Thriving Communities and Centres
- (6) Creative workspaces fund

**Supporting Local Business - Allocation £1,173m (39% of total)**

- (7) Business Support (existing businesses)
- (8) Enterprise advice and support (start up businesses)
- (9) Net Zero Pathfinder
- (10) Go Digital Accelerator
- (11) Cannock Construction Excellence Initiative Phase 1

**People and Skills - Allocation £0,482m (16% of total)**

- (12) Cannock Construction Excellence Initiative Phase 2
- (13) Choices (Careers advice and support)



- 5.8 The Council received notification from DLUHC on 5<sup>th</sup> December 2022 that its Investment Plan had been validated, which means that UKSPF funding can be released for 2022-23 and paid annually for the years 2023-24 and 2024-25. The Council has received a Grant Determination Letter and Memorandum of Understanding (MoU) which has been signed by the Council's Section 151 Officer (see Appendix 2). The MoU is not a legally binding document but sets out the terms that will apply to the relationship between DLUHC and the Council (as the Lead Local Authority) regarding the administration and delivery of UKSPF funding in Cannock Chase.
- 5.9 The Council now needs to progress the following actions as a priority:
- (i) Appointment of staff resources required to manage and administer the UKSPF programme up to 31<sup>st</sup> March 2025. It is envisaged that two new FTE roles will be created, and these will be paid for from the Council's UKSPF funding allocation.
  - (ii) Establish appropriate governance structures to oversee the management of the UKSPF funding.
  - (iii) Establish appropriate programme / project management systems and processes to manage and monitor the use of the UKSPF funding.
  - (iv) Prepare legal agreements that external bodies receiving UKSPF funding from the Council will be required to enter into.
  - (v) Communicate with project sponsors to obtain further information on their projects and to confirm delivery timescales, outputs and expenditure profiles.
  - (vi) Identify and fund projects from the Investment Plan that can achieve delivery and spend during 2022-23, to ensure that the Council can effectively utilise its allocation for this financial year.
- 5.10 It is proposed to establish a UKSPF Investment Plan Board to ensure that the funding is spent in accordance with the investment plan and that the Council can achieve delivery and spend as soon as possible. It is proposed that the membership of the Board includes:
- Leader of the Council
  - Portfolio Leaders:
    - District & High Street Development
    - Innovation & Resources
  - Chief Executive
  - Deputy Chief Executive / S151 Officer
  - Head of Economic Prosperity
  - Head of Governance & Corporate Services
  - Head of Housing & Partnerships
  - Head of Environment & Healthy Lifestyles
- 5.11 To ensure that key local stakeholders can play an effective part in the delivery of the UKSPF programme, it is proposed that a wider Partnership Group is set up including the following representatives:
- Staffordshire Council (1 elected member and 1 officer)
  - Local Enterprise Partnership

- Business representatives x 2
- Chamber of Commerce
- Federation of Small Businesses
- Staffordshire University
- South Staffordshire College
- Walsall College
- Department for Work and Pensions
- Community / Voluntary sector x 2
- Local MP

5.12 As the Partnership Group develops, further invitees may be considered, and substitutes will be invited when required. If the membership changes, then this will be agreed by the Head of Economic Prosperity in consultation with the Portfolio Leader for District and High Street Development.

## 6 Implications

### 6.1 Financial

As set out in the report the Council was awarded an indicative allocation of £3,021,807 for UK Shared Prosperity fund. This required an investment plan to be produced and approved by DHLUC. Notification was received on the 5 December 2022 that this had been agreed and accepted by DHLUC. Following this the memorandum of understanding has been agreed and signed off by the Section 151 officer. To compensate for the work required to produce the investment plan an additional £20,000 has been agreed taken the total grant payable to £3,041,807.

The UKSPF guidance allows for 4% of the total allocation to be used for delivery of the projects, the Council requested in the plan that this be increased to 5% which would give an allowance of £151,090 over the life of the plan to fund the two full time posts referred to in paragraph 5.9.

The submitted investment plan proposes the following spending profile:

	<b>Capital</b> £000	<b>Revenue</b> £000	<b>Total</b> £000
2022/23	40	327	367
2023/24	286	447	733
2024/25	606	1,316	1,922
<b>Total</b>	<b>932</b>	<b>2,091</b>	<b>3,022</b>

The funding will be spent in accordance with the Council's financial regulations and financial monitoring reports will be taken from the Council's finance system to enable completion of the financial aspects of the grant claims.

### 6.2 Legal

The UKSPF monies that are anticipated amount to £3,041,807 for the period 2022-23 to 2024-25, and £386,724 of UKSPF funding for the 2022-23 financial

year. Depending on how the UKSPF monies are utilised, the Subsidy Control Act 2022 may have effect.

The Subsidy Control Act 2022 came into force on 4 January 2023. The provisions of this Act have to be considered if the Council is giving a “subsidy”,

The Act defines a “subsidy” as financial assistance which is:

- given directly or indirectly from public resources by a public authority
- confers an economic advantage on an enterprise
- is specific, i.e., benefits one enterprise over another
- has, or is capable of having, an effect on the UK or a territory outside the UK

If the Council is giving a subsidy then it must demonstrate it has considered and complied with the “subsidy control principles” of the Act. The Council must not give a subsidy unless satisfied that the subsidy is consistent with those principles.

Subsidies that do not exceed £315,000 over a three-year period are not subject to the subsidy control requirements of the Act.

It is important to note that in all cases where a subsidy is more than £100,000 the Act requires details of the subsidy to be published on a public database, run by the Government Department for Business, Energy and Industrial Strategy (BEIS).

It is critical that the Council complies with the provisions of the Act in cases where it is giving subsidies. Failure to comply could lead to a challenge by an interested party via the Competition Appeal Tribunal, and the Tribunal has powers to set aside the Council’s decision to award the subsidy and to make a recovery order, requiring the Council to recover some or all of the subsidy from the beneficiary.

The deadline for bringing a challenge is one month from when details of the subsidy is uploaded to the public transparency database.

Paragraph 2.4 of the report makes reference to the Head of Economic Prosperity being given delegated authority to recruit and appoint additional officer capacity. Consideration will need to be given to the capacity within Legal Services for drafting and advice regarding legal agreements, and commercial property matters, and whether the additional work will be outsourced or carried out by Legal Services.

### **6.3 Human Resources**

It is proposed to supplement existing resources with additional capacity, specifically creating new posts to programme manage and deliver the UKSPF programme. The posts will be externally funded utilising the UKSPF allocation for management and administration and will not impact on the Council’s budget.

### **6.4 Risk Management**

A full risk register will be developed as part of the programme management of the UKSPF funding. This risk register will be regularly updated and monitored as delivery of the scheme progresses. It is proposed that the risk register will be overseen by the Partnership Board when it is established.

## 6.5 Equality & Diversity

The equalities impact of the Investment Plan has been considered in accordance with the Council's Equality and Diversity Policy. An Equality and Diversity Impact Assessment Screening has taken place which considers the impact of the proposed Investment Plan on employees, service users or other people that share a protected characteristic. Equality Impact Assessments will be applied to individual projects/interventions and will be made a requirement of any legal agreements that are issued to external project sponsors.

## 6.6 Climate Change

The UKSPF Investment Plan and associated interventions will make a positive impact on the Council's climate change ambitions. In particular, the proposed Net Zero pathfinder project will support local businesses to work towards transition to net zero to address climate change.

## 7 Appendices to the Report

Appendix 1: UKSPF Investment Plan

Appendix 2: UKSPF MoU

## Previous Consideration

None

## Background Papers

Information on the fund is available at

[www.gov.uk/government/publications/uk-shared-prosperity-fund-prospectus](http://www.gov.uk/government/publications/uk-shared-prosperity-fund-prospectus)

## UK Shared Prosperity Fund Investment Plan

Project	Lead Proposer	22/23	23/24	24/25	Total	Total project	%
Connecting Communities Phase 1	Walsall College	25,000	87,500		112,500		
Connecting Communities Phase 2	Walsall College	-	-	87,500	87,500	200,000	7%
Cannock Climate and Fuel Poverty (CCFP)	CCDC- Housing	-	16,000	16,000	32,000	32,000	1%
Poverty Benefits Advisor	CCDC- Housing	-	40,000	40,000	80,000	80,000	3%
Net Zero spaces and places	CCDC	-	75,000	325,000	400,000	400,000	13%
Thriving Communities and Centres	CCDC	80,000	145,000	155,000	380,000	380,000	13%
Creative workspaces fund	CCDC	-	100,000	100,000	200,000	200,000	7%
Business Support	BCC	-	200,000	200,000	400,000	400,000	13%
Enterprise advice and support	TBC	-	25,000	25,000	50,000	50,000	2%
Net Zero Pathfinder	Staffordshire University	-	105,096	105,096	210,192	210,192	7%
Go Digital Accelerator	Staffordshire University	-	192,151	155,023	347,174	347,174	11%
Cannock Construction Excellence Initiative (CCEI)- Phase 1	SSC	-	165,814	-	165,814		
Cannock Construction Excellence Initiative (CCEI) Phase 2	SSC	-	-	165,814	165,814	331,628	11%
Choices	CCDC- EPS	-	-	50,000	50,000	50,000	2%
Reserve	CCDC	7,714	140,848	41,161	189,723	189,723	
Management Fee		18,336	36,672	96,082	151,090	151,090	
<b>Allocation- profile as per UKSPF Expenditure proforma</b>		<b>131,050</b>	<b>1,329,081</b>	<b>1,561,676</b>	<b>3,021,807</b>	<b>3,021,807</b>	
<b>Funding profile allocation</b>		<b>366,724</b>	<b>733,448</b>	<b>1,921,635</b>	<b>3,021,807</b>	<b>3,021,807</b>	

## Memorandum of Understanding

Between

The Secretary of State for Levelling Up, Housing and Communities

-and-

Cannock Chase Council

### 1. Purpose

- 1.1. This Memorandum of Understanding (MOU) sets out the terms that will apply to the relationship between the Secretary of State for Levelling Up, Housing and Communities (the Secretary of State) and Cannock Chase Council (the Lead Local Authority) regarding the administration and delivery of the UK Shared Prosperity Fund (UKSPF).
- 1.2. This MOU will be for the period April 2022 to March 2025. Changes will be made only where signatories deem it necessary. If necessary the MOU will be amended for the period April 2023 to March 2025 to accommodate the inclusion of the Rural England Prosperity Fund, this will not apply in Scotland and Wales.
- 1.3. The MOU sets out the universal fund wide conditions and expectations for appropriate spend of the UKSPF core allocations in England Scotland and Wales and Multiply allocations in Scotland and Wales.
- 1.4. This MOU is not intended to create legal or binding obligations. It describes the understanding between both parties for the use of funding specified in section 3 of this agreement.

### 2. Background

- 2.1. The UKSPF was launched on the 13 April 2022. The Secretary of State has signed-off the Lead Local Authority's investment plan.
- 2.2. This MOU covers the funding commitments from the Secretary of State and the delivery, financial expenditure, agreed milestones, reporting and evaluation, communications and branding expectations between the Parties and the steps the Secretary of State could take in the event of underperformance if required.
- 2.3. The Secretary of State has published guidance on the delivery of the UKSPF. Referred to in this document as the [UKSPF Additional Information](#). References to the UKSPF Additional Information includes any updates that may be published from time to time. The Secretary of State will notify the Lead Local Authority of any changes to the Additional Information and, if necessary, provide guidance on how changes are to be managed.

### 3. Purpose of the Funding

- 3.1. The UKSPF allocation remains as set out in the published [UKSPF allocations](#) and is being provided to deliver the Fund's priorities, outputs and outcomes as

set out in the investment plan and accompanying expenditure and deliverables spreadsheets agreed by the Secretary of State or subsequently agreed by the Secretary of State as per section 9.

- 3.2. Funding should be used to meet the costs of implementing your investment plan. The Lead Local Authority can make changes to the investment plan agreed by the Secretary of State. The scale, type and process for making changes is set out in published guidance.
- 3.3. Details of the annual funding allocation, broken down into capital and revenue funding, will be confirmed in the annual grant determinations.

#### **4. Reporting**

- 4.1. As part of the delegated delivery model, the Lead Local Authority will provide 'light touch' reporting, as set out in the [UKSPF Additional Information](#).

#### **5. Financial Arrangements**

- 5.1. The agreed funds will be issued to the Lead Local Authority as grant payments under Section 50 of the United Kingdom Internal Markets Act 2020 ('UKIM').
- 5.2. Payment of the funding for 2022-2023 will be made after investment plans have been agreed and this MoU is signed.
- 5.3. Grant Determination Letters (GDL) will be provided following confirmation of the annual payment for each year until 2025.
- 5.4. The Lead Local Authority will provide regular reporting using the process established by the Secretary of State and set out in the UKSPF Additional Information demonstrating expenditure and that outputs and outcomes are being met in line with the original investment plan, or investment plan amended under section 9. Or failing that, there is a realistic plan to address underperformance.
- 5.5. Funding for the years 2023-2024 and 2024-2025 will be paid annually, provided that the information provided under paragraph 5.4 demonstrates delivery of forecast outputs, outcomes and spend for the previous financial year have been met, or failing that, there is a realistic plan to address underperformance.
- 5.6. UKSPF capital grant funding, as set out in grant determinations, may be used only for capital expenditure.
- 5.7. UKSPF revenue grant funding may be used for revenue or capital expenditure, in line with the Lead Local Authority's accounting practices.
- 5.8. Release of payments for the financial year 2023-24 and 2024-2025 is dependent on the submission of a Statement of Grant Usage for 2022-23 and 2023-2024 spend and corresponding reporting and monitoring returns, signed by a S151 Officer (appointed under the Local Government Act 1972) or S95 Officer (appointed under the Local Government (Scotland) Act 1973).
- 5.9. This information will be taken into consideration by the Secretary of State before subsequent payments to the Lead Local Authority are finalised and paid. The

Secretary of State reserves the right to reduce payments or withhold payments where there are concerns over delivery.

- 5.10. The Secretary of State retains the right to withhold annual instalments until receipt of credible plans demonstrating revised delivery to achieve expected targets. This might include requirements that set out how the Lead Local Authority will utilise underspends in the next year and/or appropriate milestones and spend have been achieved for the previous year.
- 5.11. Further to this, if the Secretary of State has concerns around future spending plans based on the experience of local delivery to date, or wider financial issues or governance affecting delivery then the Secretary of State may pay in instalments, or withhold future funding.
- 5.12. In the circumstance that the Lead Local Authority is a Combined Authority or is managing the distribution of UKSPF funding to a group of other local authorities, where a member of the Combined Authority or the local authority group becomes subject to a S114 Notice of the Local Government Finance Act 1988 or Statutory Commissioner Intervention of the Local Government Act 1999, the Lead Local Authority will be responsible for decisions on how funds aligned to such a member Authority are controlled and utilised.
- 5.13. No funding will be provided for activity after 31 March 2025. The Lead Local Authority must have spent all grant funding i.e. be able to include funding within the 2024-2025 accounts by the end of the funding period, 31 March 2025. Underspends in the final year of the programme will need to be repaid to the Secretary of State.
- 5.14. In accordance with the declaration signed by the Lead Local Authority's Section 151 (appointed under the Local Government Act 1972) or S95 Officer (appointed under the Local Government (Scotland) Act 1973) as part of the investment plan, the Lead Local Authority accepts responsibility for meeting any costs over and above the Secretary of State's contribution, agreed in the annual grant determination. This includes potential cost overruns and the underwriting of any funding contributions expected from third parties.

## **6. Branding and Communication**

- 6.1. The Secretary of State has provided the Lead Local Authority with guidance on the Branding and Communication associated with UKSPF projects in the [UKSPF Additional Information](#).
- 6.2. The Parties agree to adhere to the guidance and any updates subsequently released by the Secretary of State or HMG on communications linked to UKSPF or wider Levelling Up Funding.
- 6.3. The Lead Local Authority should publish information regarding the delivery of the UKSPF in its area e.g. by publishing a summary of the investment plan and activities being funded in the area.

## **7. Evaluation**

- 7.1. Monitoring and Evaluation will be carried out as set out in [UKSPF Additional Information](#).



- 7.2. The Lead Local Authority will support evaluation through capturing and providing relevant data and engaging with place and intervention level evaluations as stated within the [UKSPF Additional Information](#).

This will include but is not exclusive to the following main evaluation requirements:

7.2.1 Continuous monitoring and evaluation of progress aligned to the deliverables stated within the UKSPF Investment Plan submitted by the Lead Local Authority and approved by the Secretary of State;

7.2.2 Engaging with our evaluation partners to collect and provide additional quantitative data as required to support, where relevant, intervention and place-specific evaluations

- 7.3 As set out in the [UKSPF Additional Information](#) the Lead Local Authority is encouraged to undertake its own place-based evaluations of how the UKSPF has worked in their area, particularly process evaluation on individual projects, alongside any place-based case studies commissioned by DLUHC. For those lead local authorities with large allocations, DLUHC require a robust evaluation to support the centrally coordinated evaluation.

- 7.4 The Lead Local Authority agrees to undertake these activities using the administration costs for the Fund.

## **8. Assurance**

- 8.1. The Secretary of State has set out the approach to assurance for the UKSPF in the [UKSPF Additional Information](#).

- 8.2. The Lead Local Authority is expected to have the necessary governance and assurance arrangements in place and that all legal and other statutory obligations and consents will be adhered to. The Lead Local Authority will provide the Secretary of State with the following via UKSPF reporting:

8.2.1. Details of the checks that the Chief Finance Officer has taken to assure themselves that the Lead Local Authority has in place the processes that ensure proper administration of financial affairs relating to their UKSPF allocation.

8.2.2. Confirmation that the lead local authority has applied management controls that:

- mitigate the risk of fraud;
- ensure funding has been used in accordance with UK subsidy control legislation;
- ensure that any procurement undertaken by a Contracting Authority using UKSPF funds has complied with public procurement rules;
- ensure compliance with its statutory obligations under the Public Sector Equality Duty; and

- ensure that any personal data obtained in connection with UKSPF activities is handled in compliance with the Data Protection Act 2018.

8.3 As part of the first monitoring return the Lead Local Authority will provide a summary statement of how it is:

- mitigating the risk of fraud;
- ensuring funding has been used in accordance with UK subsidy control legislation; and
- ensuring that any procurement undertaken by a Contracting Authority using UKSPF funds has complied with public procurement rules.

8.4. The Lead Local Authority will respond directly to questions addressing the local delivery of UKSPF and cooperate with the Secretary of State in any inquiries regarding the delivery of the UKSPF.

8.5. On an annual basis the Lead Local Authority will complete and return the templated Statement of Grant Usage letter.

## **9. Changes to agreed Investment Plan**

9.1. The Lead Local Authority will notify the Secretary of State of any proposed non-material changes to the investment plan through the regular monitoring returns.

9.2. The Lead Local Authority will submit a change request if a change constitutes “A Material Change” as set out in the [UKSPF Additional Information](#).

9.3. Requests for material changes can be made to the Secretary of State as and when required. A template will be provided for the Lead Local Authority to use.

9.4. The Secretary of State recognises that not all change will meet the materiality threshold for a change request. However, the Lead Local Authority should report any change affecting the delivery of the funding as part of the usual reporting cycle. If the Lead Local Authority is not sure on whether a change meets the materiality threshold they should consult with the Secretary of State for guidance.

9.5. All change requests must be signed off by the Lead Local Authority’s Section 151 (appointed under the Local Government Act 1972) or S95 Officer (appointed under the Local Government (Scotland) Act 1973) to testify that they are necessary and deliverable.

## **10. Compliance with the MOU**

10.1 The Parties to this MOU are responsible for ensuring that they have the necessary systems and appropriate resources in place within their respective organisations to comply fully with the requirements of this MOU.

## **11. Changes to the MOU**

11.1 The arrangements under this MOU will be kept under review. Amendments to this MOU may only be made upon written agreement between the Parties.

**12. Resolution of Disputes**

12.1 Any dispute that may arise as to the interpretation or application of this MOU will be settled by consultation between the parties.

**Signed on Behalf of the Lead Local Authority (by Chief Executive / Section 151/95 Officer):**

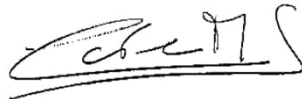


**Name: Chris Forrester**

**Job Title: Deputy Chief Executive (S151)**

**Date: 12/12/2022**

**Signed on Behalf of Secretary of State**



**Name: Jessica Blakely/Carmen Suarez Garcia**

**Job Title: Directors: Levelling Up: Major Programmes**

<b>Report of:</b>	<b>Head of Environment &amp; Healthy Lifestyles</b>
<b>Contact Officer:</b>	<b>Colin Donnelly</b>
<b>Telephone No:</b>	<b>01543 464 520</b>
<b>Portfolio Leaders:</b>	<b>Housing, Heritage, &amp; Leisure Environment &amp; Climate Change</b>
<b>Key Decision:</b>	<b>Yes</b>
<b>Report Track:</b>	<b>Cabinet: 26/01/23</b>

**Cabinet**  
**26 January 2023**  
**Proposed Improvements to Barnard Way Play Area**

**1 Purpose of Report**

- 1.1 To seek Members' approval to proceed with the improvements to the play area and open space at Barnard Way, Cannock, as set out in the indicative development plans attached at Appendix 1.
- 1.2 To seek approval for permission to spend Cannock East Community Infrastructure Levy (CIL) funds of £88,000 and deliver the proposed improvements.
- 1.3 To seek approval for permission to spend monies donated by the Forest of Mercia Community Interest Company (CIC) for planting native trees and shrubs at Barnard way of £8,750.

**2 Recommendation(s)**

That Cabinet:

- 2.1 Grants approval to proceed with the proposed improvements to the public open space, as set out in this report and the proposals attached at Appendix 1.
- 2.2 Recommends including into the Council's capital programme for 2023-24, the sum of £88,000 from Cannock East ward allocated CIL funds, and £8,750 income from the Forest of Mercia.
- 2.3 Grants permission to spend £88,000 from the Cannock East CIL funds and £8,750 Forest of Mercia funding, to deliver the Barnard Way Open Space Improvement project, as set out in this report.

- 2.4 Delegates authority to the Head of Environment and Healthy Lifestyles in consultation with the Portfolio Leaders for, Housing, Heritage and Leisure, and Environment and Climate Change to agree the project detail and take such actions as may be necessary to progress the above recommendations within existing approved budgets.

### 3 Key Issues and Reasons for Recommendations

#### Key Issues

- 3.1 The site at Barnard Way occupies an area of 1.4 Hectares and needs upgrading, thereby providing an opportunity to not only install new modern play equipment but to also enhance and improve the open space, making it a more useable and pleasant site.
- 3.2 Councils have a major role in the provision of good quality outdoor spaces for recreation, socialising, and community. There are high expectations around creating, and maintaining to a good standard, fully inclusive play areas, as well as public open spaces, that encourage active play and participation, but are also sustainable, safe, and meet the needs of local communities.
- 3.3 Barnard Way Play Area sits within a deprived area of Cannock Chase and Staffordshire, with above average childhood healthy weight issues, and above the Staffordshire average numbers of children in deprived income families.

#### Reasons for Recommendations

- 3.4 Significant housing development has taken place over the last 5 years or so in Cannock. Local ward members have requested Cannock Chase Council utilise CIL ward funding identified from the new developments to deliver an improved play area within the Cannock East ward.
- 3.5 CIL funding is currently available for this scheme from the ward contributions and all three council ward members have agreed that the Barnard Way play area is seen as a priority for redevelopment. A total of £88,000 of CIL Funds are required to deliver this project.

### 4 Relationship to Corporate Priorities

- 4.1 This report supports the Council's Corporate 2022-26 Priorities of:

#### Priority 2 - Health and Wellbeing / People:

- Providing opportunities for residents to lead healthy and active lifestyles and recognising the importance of mental wellbeing.
- Supporting residents that need our help.

#### Priority 3 - Community / Place:

- Ensuring our neighbourhoods are safe, clean, and tidy.
- Maintain our local parks and green spaces.
- Encouraging residents to live a sustainable lifestyle.
- Ensuring our communities are well designed, accessible, and inclusive environments

<b>5 Report Detail</b>
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**5.1 Background**

- 5.1.1 Barnard Way public open space is a rectangular site measuring 1.4 hectares, nestled between Cannock Road, Barnard Way and Grange Drive within the Cannock East ward. Cannock East ward currently has 3 formally equipped play areas, and compared to the Cannock district average, the ward has a higher-than-average number of children under the age of 5, a greater number of deprived families with children and higher than average levels of child healthy weight issues.
- 5.1.2 The existing play area is some 362m<sup>2</sup> in size, is not inclusive and has nine pieces of individual formal play equipment, that were installed in 1991. Some of the older damaged units have been replaced but overall, the current play equipment has a life expectancy not exceeding 10 years.
- 5.1.3 The site area includes a large, relatively flat area of informal grass land, which in the past has been used as a grass “kick-about” area. With the formal play provision and “kick-about” area fronting directly onto Cannock Road.
- 5.1.4 Access to the play area is good, with several 2m wide tarmacadam footpaths providing safe easy access for those of all abilities. The play area has two pedestrian access points at opposite ends of it. There is no public vehicle access onto this site, only pedestrian access. However, there is on-road available parking on the adjacent road, Barnard Way.
- 5.1.5 Councils have a major role in the provision of good quality parks, play areas and public open spaces, that are both sustainable and meet the needs of the community.
- 5.1.6 A contribution of £88,000 from the Cannock East ward CIL fund, has been identified. Unanimous agreement has been reached with the three ward members (Cllr T. Johnson, Cllr McMahon, and Cllr Prestwood) to use this allocation to fund the works, in addition to a further £8,750 of funding secured through the Forest of Mercia.

**5.2 Barnard Way Project Outline**

- 5.2.1 The project includes the provision / replacement of the existing equipped play area with a new accessible one, replacement of the basketball hoop; new site access barriers with hedgerows and tree planting around the periphery, all aimed at encouraging the site to be used more constructively for sport and active recreation and to be more enjoyable for its users.
- 5.2.2 Budget cost estimates and a draft scheme have been prepared which include the following items of work:

1. Removal of existing play area	£10,300
2. New fencing and gates	£10,200
3. New formal play equipment	£60,500
4. Landscaping trees and hedgerows	£8,750
5. Contingency	£7,000

5.2.4 Whilst draft budget estimates and plans have been proposed, a detailed scheme will be drawn up and consulted with local residents and users. This will lead to a final design, producing a scheme that has community and ward member support. **See Appendix 1**

### 5.3 Barnard Way Play Area Costs and Funding

5.3.1 The itemised costs together with the funding requested for this scheme are as follows:

<b>Pre-Tender Cost Estimate - Barnard Way</b>	<b>£</b>
Remove existing play area	10,300.00
New maintenance access and site barriers	10,200.00
New Play Area	60,500.00
Landscaping / Tree planting	8,750.00
Contingency	7,000.00
<b>TOTAL SPEND</b>	<b>96,750.00</b>
<b>Funding requested as part of this report</b>	
Cannock East CIL Ward	88,000.00
Forest of Mercia Funding	8,750.00
<b>TOTAL FUNDING</b>	<b>96,750.00</b>

5.3.2 It is envisaged that any ongoing revenue costs associated with the future upgrading of the play area and improvements to the open space will be met from existing budgets as the size and proportions of the play area will not be altered. Should this position change a further report to Cabinet may be necessary.

### 5.4 Project Management and Timeline

5.4.1 This project will be overseen and managed by the Council's Capital Projects Officer working in collaboration with the Parks and Open Spaces Team.

5.4.2 The project's estimated timeline is as follows:

1	Finalise project brief, specification and procurement and contract documentation	Quarter 4 - 2022/23
2	Issue Tender	Quarter 1 - 2023/24
3	Submit Tender	Quarter 1 - 2023/24
4	Evaluate Tenders and contract award	Quarter 2 - 2023/24
5	Consultation and review of design	Quarter 2 - 2023/24
6	Start on Site	Quarter 3 - 2023/24
7	Completion	Quarter 4 - 2023/24

## **6 Implications**

### **6.1 Financial**

Cannock East Ward CIL currently has £210,00 capital budget in the approved capital programme. This report is seeking permission to spend £88,000 of the approved capital budget together with an additional £ 8,750 from the Forest of Mercia creating a combined capital project of £96,750 in 2023-24 and leaving a balance of £122,000 Cannock East Ward CIL approved capital budget.

### **6.2 Legal**

The Council will need to ensure that the necessary legal agreements are in place before any works are undertaken dealing with gaining access to Council land and the details of the works to be carried out.

Any contracts relating to the project will be let in accordance with the Council's Procurement Regulations and the Public Contract Regulations 2015. All contracts will need to be drafted to cover the obligations imposed on all parties involved in the project, including provisions for agreed specifications for works and or services. Time scales will need to consider the time needed for tender exercises and contract preparation work.

### **6.3 Human Resources**

Any implications will be met from the existing staff resources within the Environment and Healthy Lifestyles service area.

### **6.4 Risk Management**

The main risks involved in such a project relate to the provider being unable to deliver the proposed improvements or not being able to deliver them to the right level of quality or within the allocated budget for the improvements. However, the Council's involvement in the design, content and the layout design proposals will hopefully assist in mitigating or minimising such risks and where relevant elements of the project will be reviewed to keep within the existing budget.

### **6.5 Equality & Diversity**

The scheme will acknowledge diversity and design out any barriers to access and use. Consultation will take place with local residents and a number of user access groups in the park and their comments taken into account in the design process where appropriate.

### **6.6 Climate Change**

The landscaping works and tree planting as recommended in this report will enhance the natural environment and will contribute towards the Council's climate change agenda.

Cycling and promoting active travel will be designed into the scheme with the use of cycle bays and cycle locking points.



**7 Appendices to the Report**

Appendix 1: Barnard Way Play Area Proposals.

**Previous Consideration**

None.

**Background Papers**

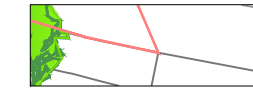
None.

# BARNARD WAY PUBLIC OPEN SPACE

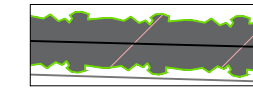
## LEGEND:



Existing trees



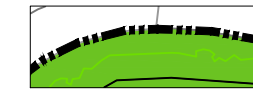
Site boundary



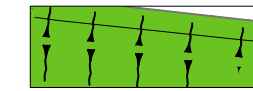
Existing native species hedgerows to site boundary



2m wide tarmacadam footways



1.2m high steel hoop top railings colour black



Grass embankment to Barnard Way to prevent unauthorised access



Existing formal play area to be replaced with new play equipment and surfacing



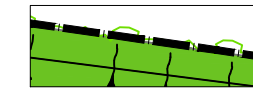
Existing formal basketball hoops to be replaced with new hoop and goal mouth



New formal tree planting.



Native species Hedgerow planting to continue around the perimeter of the site



Proposed 1.2m high steel fencing to enclose site along Barnard way



# PLAY AREA REFRUBISHMENT



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Scheme : <b>BARNARD WAY - PLAY AREA REFURBISHMENT SCHEME</b>	
Drawing Title : <b>DRAFT PROPOSALS</b>	
Drawing No : <b>ST / 9 / BA / 4 / PI22 / 01</b>	Scale : <b>1:750 @ A3</b>
Drawn By : <b>CWD</b>	Date : <b>28th October 2022</b>
Checked By :	Date :