

# Housing Policy Committee

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**Thursday 2 February 2023 at 2.00 pm**

**To be held in the Town Hall,  
Pinstone Street, Sheffield, S1 2HH**

**The Press and Public are Welcome to Attend**

## **Membership**

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Councillor Douglas Johnson  
Councillor Penny Baker  
Councillor Fran Belbin  
Councillor Sue Auckland  
Councillor Ben Curran  
Councillor Denise Fox  
Councillor Maleiki Haybe  
Councillor Sophie Thornton  
Councillor Paul Wood

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## PUBLIC ACCESS TO THE MEETING

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The Housing Policy Committee discusses and takes decisions on Housing matters:

- Public sector
- Private sector
- Homelessness
- Refugee resettlement programmes
- Gypsy and traveller sites

Meetings are chaired by Councillor Douglas Johnson.

A copy of the agenda and reports is available on the Council's website at [www.sheffield.gov.uk](http://www.sheffield.gov.uk). You may not be allowed to see some reports because they contain confidential information. These items are usually marked \* on the agenda. Members of the public have the right to ask questions or submit petitions to Policy Committee meetings and recording is allowed under the direction of the Chair. Please see the [Council's Webpage](#) or contact Democratic Services for further information regarding public questions and petitions and details of the Council's protocol on audio/visual recording and photography at council meetings.

Policy Committee meetings are normally open to the public but sometimes the Committee may have to discuss an item in private. If this happens, you will be asked to leave. Any private items are normally left until last on the agenda.

Meetings of the Policy Committee have to be held as physical meetings. If you would like to attend the meeting, please report to an Attendant in the Foyer at the Town Hall where you will be directed to the meeting room. However, it would be appreciated if you could register to attend, in advance of the meeting, by emailing [committee@sheffield.gov.uk](mailto:committee@sheffield.gov.uk), as this will assist with the management of attendance at the meeting. The meeting rooms in the Town Hall have a limited capacity. We are unable to guarantee entrance to the meeting room for observers, as priority will be given to registered speakers and those that have registered to attend.

Alternatively, you can observe the meeting remotely by clicking on the 'view the webcast' link provided on the meeting page of the [website](#).

If you wish to attend a meeting and ask a question or present a petition, you must submit the question/petition in writing by 9.00 a.m. at least 2 clear working days in advance of the date of the meeting, by email to the following address: [committee@sheffield.gov.uk](mailto:committee@sheffield.gov.uk).

In order to ensure safe access and to protect all attendees, you will be recommended to wear a face covering (unless you have an exemption) at all times within the venue. Please do not attend the meeting if you have COVID-19 symptoms. It is also recommended that you undertake a Covid-19 Rapid Lateral Flow Test within two days of the meeting.

If you require any further information please email [committee@sheffield.gov.uk](mailto:committee@sheffield.gov.uk).

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## FACILITIES

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There are public toilets available, with wheelchair access, on the ground floor of the Town Hall. Induction loop facilities are available in meeting rooms. Access for people with mobility difficulties can be obtained through the ramp on the side to the main Town Hall entrance.

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**HOUSING POLICY COMMITTEE AGENDA  
2 FEBRUARY 2023**

**Order of Business**

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- 1. Welcome and Housekeeping**  
The Chair to welcome attendees to the meeting and outline basic housekeeping and fire safety arrangements.
- 2. Apologies for Absence**
- 3. Exclusion of Press and Public**  
To identify items where resolutions may be moved to exclude the press and public
- 4. Declarations of Interest** (Pages 7 - 10)  
Members to declare any interests they have in the business to be considered at the meeting
- 5. Minutes of Previous Meeting** (Pages 11 - 16)  
The minutes of the previous meeting held on                      were approved as a correct record
- 6. Public Questions and Petitions**  
To receive any questions or petitions from members of the public

**Formal Decisions**

- 7. Housing Revenue Account Business Plan 23/24** (To Follow)  
Report of Executive Director, Operational Services
- 8. Gypsy and Traveller Pitch Fees** (Pages 17 - 22)  
Report of Executive Director, Operational Services
- 9. Procurement of Hotel/B&B accommodation** (Pages 23 - 30)  
Report of Executive Director, Operational Services
- 10. Response to Government on Damp and Mould in Social Housing** (To Follow)  
Report of Executive Director, Operational Services
- 11. Revenue Finance Monitoring Report - Month 8** (Pages 31 - 40)  
Report of Interim Director, Finance and Commercial Services
- 12. Capital Finance Monitoring Report** (Pages 41 - 52)  
Report of Executive Director, Operational Services

## Other Items

### 13. **Work Programme**

Report of Interim Director, Legal and Governance

(Pages 53 - 68)

**NOTE: The next meeting of Housing Policy Committee will be held on Friday 10 March 2023 at 10.00 am**

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## ADVICE TO MEMBERS ON DECLARING INTERESTS AT MEETINGS

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If you are present at a meeting of the Council, of its executive or any committee of the executive, or of any committee, sub-committee, joint committee, or joint sub-committee of the authority, and you have a **Disclosable Pecuniary Interest (DPI)** relating to any business that will be considered at the meeting, you must not:

- participate in any discussion of the business at the meeting, or if you become aware of your Disclosable Pecuniary Interest during the meeting, participate further in any discussion of the business, or
- participate in any vote or further vote taken on the matter at the meeting.

These prohibitions apply to any form of participation, including speaking as a member of the public.

You **must**:

- leave the room (in accordance with the Members' Code of Conduct)
- make a verbal declaration of the existence and nature of any DPI at any meeting at which you are present at which an item of business which affects or relates to the subject matter of that interest is under consideration, at or before the consideration of the item of business or as soon as the interest becomes apparent.
- declare it to the meeting and notify the Council's Monitoring Officer within 28 days, if the DPI is not already registered.

If you have any of the following pecuniary interests, they are your **disclosable pecuniary interests** under the new national rules. You have a pecuniary interest if you, or your spouse or civil partner, have a pecuniary interest.

- Any employment, office, trade, profession or vocation carried on for profit or gain, which you, or your spouse or civil partner undertakes.
- Any payment or provision of any other financial benefit (other than from your council or authority) made or provided within the relevant period\* in respect of any expenses incurred by you in carrying out duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

\*The relevant period is the 12 months ending on the day when you tell the Monitoring Officer about your disclosable pecuniary interests.

- Any contract which is made between you, or your spouse or your civil partner (or a body in which you, or your spouse or your civil partner, has a beneficial interest) and your council or authority –
  - under which goods or services are to be provided or works are to be executed; and
  - which has not been fully discharged.

- Any beneficial interest in land which you, or your spouse or your civil partner, have and which is within the area of your council or authority.
- Any licence (alone or jointly with others) which you, or your spouse or your civil partner, holds to occupy land in the area of your council or authority for a month or longer.
- Any tenancy where (to your knowledge) –
  - the landlord is your council or authority; and
  - the tenant is a body in which you, or your spouse or your civil partner, has a beneficial interest.
- Any beneficial interest which you, or your spouse or your civil partner has in securities of a body where -
  - (a) that body (to your knowledge) has a place of business or land in the area of your council or authority; and
  - (b) either -
    - the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
    - if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you, or your spouse or your civil partner, has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

If you attend a meeting at which any item of business is to be considered and you are aware that you have a **personal interest** in the matter which does not amount to a DPI, you must make verbal declaration of the existence and nature of that interest at or before the consideration of the item of business or as soon as the interest becomes apparent. You should leave the room if your continued presence is incompatible with the 7 Principles of Public Life (selflessness; integrity; objectivity; accountability; openness; honesty; and leadership).

You have a personal interest where –

- a decision in relation to that business might reasonably be regarded as affecting the well-being or financial standing (including interests in land and easements over land) of you or a member of your family or a person or an organisation with whom you have a close association to a greater extent than it would affect the majority of the Council Tax payers, ratepayers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the Authority's administrative area, or
- it relates to or is likely to affect any of the interests that are defined as DPIs but are in respect of a member of your family (other than a partner) or a person with whom you have a close association.



Guidance on declarations of interest, incorporating regulations published by the Government in relation to Disclosable Pecuniary Interests, has been circulated to you previously.

You should identify any potential interest you may have relating to business to be considered at the meeting. This will help you and anyone that you ask for advice to fully consider all the circumstances before deciding what action you should take.

In certain circumstances the Council may grant a **dispensation** to permit a Member to take part in the business of the Authority even if the member has a Disclosable Pecuniary Interest relating to that business.

To obtain a dispensation, you must write to the Monitoring Officer at least 48 hours before the meeting in question, explaining why a dispensation is sought and desirable, and specifying the period of time for which it is sought. The Monitoring Officer may consult with the Independent Person or the Council's Standards Committee in relation to a request for dispensation.

Further advice can be obtained from Gillian Duckworth, Director of Legal and Governance on 0114 2734018 or email [gillian.duckworth@sheffield.gov.uk](mailto:gillian.duckworth@sheffield.gov.uk).

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Housing Policy Committee

Meeting held 15 December 2022

**PRESENT:** Councillors Douglas Johnson (Chair), Sue Auckland, Fran Belbin, Denise Fox, Sophie Thornton, Paul Wood, Kurtis Crossland (Substitute Member) and Minesh Parekh (Substitute Member)

**1. APOLOGIES FOR ABSENCE**

1.1 Apologies for absence were received from Councillors Ben Curran, Maleiki Haybe and Penny Baker.

**2. EXCLUSION OF PRESS AND PUBLIC**

2.1 No items were identified where resolutions may be moved to exclude the press and public.

**3. DECLARATIONS OF INTEREST**

- 3.1 Councillor Minesh Parekh declared an interest in regard to his work with Olivia Blake and the Stannington gas and water pipe issue, having been based out of the emergency hub at Lomas Hall for the previous two weeks.
- 3.2 Councillor Sue Auckland declared a personal declaration of interest of being the trustee of a minor in regard to a privately rented property.

**4. MINUTES OF PREVIOUS MEETING**

4.1 The minutes of the meeting of the Committee held on 10<sup>th</sup> Nov 2022 were approved as a correct record.

**5. PUBLIC QUESTIONS AND PETITIONS**

- 5.1 The Director of Housing provided a brief update on the situation that was ongoing in Stannington with regards to the mains water and gas pipes. It was highlighted that a multi-agency approach and coordinated effort had been applied in working towards resolving the issue.
- 5.2 Seb Odell attended the Committee and asked the following question on behalf of ACORN, which the Chair answered:

Q: We are aware that local authorities have the power to introduce selective licensing schemes for landlords that cover up to 20% of their area or 20% of the privately rented houses in their area without the need for central government approval. In February 2021, Paul Wood, then member for Housing in the Labour-run council, committed to an expansion of selective landlord licensing in the city. He told ACORN Sheffield that the council were considering several neighbourhoods as possible candidates for a new licensing scheme. The next step, as we understand it, was to investigate conditions in these areas to identify

where such a scheme would be suitable. What progress has been made on this commitment?

A: We must gather geographical evidence to support the need for a scheme as we have many other enforcement tools to address property issues – this resource required for a SL scheme is intensive so we must ensure we have the evidence, at geographical level, otherwise we are at risk of judicial review. Depending on the size of the proposed scheme could take 12 – 18 months as it would create a dedicated enforcement for housing enforcement officers as they are likely to find Category 1 hazards during inspections which means it is a big job.

We are working on areas where a SL scheme should be considered, we are currently analysing our recent private sector stock condition survey data in regard to the condition of PR properties across the city. It's important we analyse this first in order to be clear on why we would select a certain area for further SL investigation.

There is a letter included in the papers and the job is in hand.

5.3 Joe Rees Jones attended the Committee and asked the following question, which the Chair answered:

Q: Sheffield Labour Students asks the Housing Committee if they would set up a method of direct communication with students, such as a hotline or complaints inbox, so that the council can be fully aware of the scale of disrepair in student housing and thus build a case for landlord licensing in these predominantly student areas because even when we aren't affected by unaccountable landlords ourselves, we always know someone who is.

A: Selective licensing has just been explained. There is a telephone number on the council's website to report repair issues, there is also an email. There will be a response which will largely depend on the resourcing available. I would not suggest a separate route for students. One of the challenges is dealing with the worst cases and where the team can be most effective. It is helpful to have a precise description with photos of the issues.

Contact details for the reporting of such issues were promised to be emailed to Joe Rees Jones.

The Director of Housing explained about the recording of disrepair issues for students. It was explained that the information is collated.

## **6. WORK PROGRAMME**

6.1 The Principal Democratic Services Officer presented the Work Programme and informed the Committee that although it contained suggestions for what it may contain, it was up to the Committee to decide. The Committee were asked to agree the set of recommendations in the report and give consideration to any necessary additions and amendments. Referrals in section 2.0 of the report were

also pointed out.

- 6.2 There were some discussions around future items, briefings and what should be included moving forwards. It was suggested that the Housing Strategy would be pushed back to June and the slot in March should be used for a further report on Damp and Mould.

6.3 **RESOLVED UNANIMOUSLY:**

1. That the Committee's work programme, as set out in Appendix 1 be agreed, including any additions and amendments identified in Part 1;
2. That consideration be given to the further additions or adjustments to the work programme presented at Part 2 of Appendix 1; and
3. That Members give consideration to any further issues to be explored by officers for inclusion in Part 2 of Appendix 1 of the next work programme report, for potential addition to the work programme.

**7. GAS SERVICING POLICY**

- 7.1 The Housing & Neighbourhood Services Head of Service, Head of Investment and Maintenance introduced the report which sought approval of a new policy on gas servicing. There has not been a policy relating to gas servicing before as there has been legal and statutory duties to carry out annual safety inspections. This policy provides a clear position statement of those duties and Sheffield City Council's commitment to achieve 100% compliance.

7.2 **RESOLVED UNANIMOUSLY:** That the **Housing** Policy Committee:-

1. Approve the Gas Safety Policy for Sheffield City Council

7.3 **Reasons for Decision**

- 7.3.1 It is recommended that the Housing Policy Committee approve this policy.

7.4 **Alternatives Considered and Rejected**

- 7.4.1 Sheffield City Council are not required to have a clear policy for gas servicing due to the legal and statutory obligations to carry out this activity, but we feel it is best practice to have one in place.

**8. DAMP AND MOULD UPDATE**

- 8.1 The Director of Housing, Housing & Neighbourhood Services introduced the report which outlined work undertaken to date in responding to DLHUC and the RSH and how SCC is responding to dealing effectively with damp and mould.

Following the tragic death of Awaab Ishak who died two years ago from a respiratory condition caused by damp and mould in his home, both the Secretary of State for The Department of Levelling Up, Housing and Communities (DLHUC) and the Regulator of Social Housing (RSH) have written to Sheffield City Council to seek re-assurances that it is fulfilling its legal and regulatory responsibilities in relation to

damp and mould, and if not, to outline how it intends to become full compliant.

**8.2 RESOLVED UNANIMOUSLY:** That the **Housing** Policy Committee:-

1. Note the contents of this report and the work being done to address the issues of damp and mould in private rented homes and council housing.

**8.3 Reasons for Decision**

- 8.3.1 To inform the Housing Policy Committee of the work being undertaken by Officers to respond to the challenges of damp and mould in both private sector housing and council housing in Sheffield.

**8.4 Alternatives Considered and Rejected**

- 8.4.1 None

**9. HOMELESSNESS PREVENTION AND ROUGH SLEEPING STRATEGY 2023-28**

- 9.1 The Head of City Wide Housing Services introduced the report which sought approval of the Homelessness Prevention and Rough Sleeping Strategy 2023-28. The Report outlined the statutory framework under which the Council has developed the strategy and the rationale for taking this course of action.

**9.2 RESOLVED UNANIMOUSLY:** That the **Housing** Policy Committee:-

1. Approve the Homelessness Prevention and Rough Sleeping Strategy 2023-28.

**9.3 Reasons for Decision**

- 9.3.1
- To address the increase in homelessness.
  - To have a strategic city-wide approach to homelessness prevention agreed by all of the key partners.

**9.4 Alternatives Considered and Rejected**

- 9.4.1 It is a statutory requirement of the Homelessness Act 2002 to produce a Homelessness Prevention Strategy every five years.<sup>5</sup> The previous strategy came into effect on 03/01/2018 and a new strategy is therefore required. The option of not producing or delaying the development of a new strategy would be unlawful, we have therefore discounted this option.

**10. CAPITAL FINANCE MONITORING REPORT**

- 10.1 The Director of Housing, Housing & Neighbourhood Services introduced the report. The report brought the Committee up to date with the Housing Capital Programme financial position as at Month 7 2022/23.

**10.2 RESOLVED UNANIMOUSLY:** That the **Housing** Policy Committee:-

1. Note the Housing Capital Programme financial position as at the end of

October 2022 (month 7), as set out on appendix A to this report.

10.3 **Reasons for Decision**

10.3.1 Not applicable: note only item.

10.4 **Alternatives Considered and Rejected**

10.4.1 Decline to approve the recommendation.

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## Report to Policy Committee

**Author/Lead Officer of Report:** *Jonathan South,  
Service Manager Accommodation and Support  
Service*

**Tel:** 0114 2930883

**Report of:** Executive Director, Operational Services

**Report to:** *Housing Committee*

**Date of Decision:** *2<sup>nd</sup> February 2023*

**Subject:** *Gypsy and Traveller Site Pitch Fees 2023/24*

Has an Equality Impact Assessment (EIA) been undertaken?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
If YES, what EIA reference number has it been given? 239				
Has appropriate consultation taken place?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Has a Climate Impact Assessment (CIA) been undertaken?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Does the report contain confidential or exempt information?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
If YES, give details as to whether the exemption applies to the full report / part of the report and/or appendices and complete below:-				

### Purpose of Report:

This report sets out the proposal for the 2023/24 increase in pitch fees relating to Sheffield City Council's Gypsy and Traveller sites at Longacre and Redmires.

There is no nationally recommended pitch fee level for Gypsy and Traveller pitches as there is for social housing rents. It is left to the discretion of the landlord, subject to the terms of a Written Statement of Agreement between the Council and occupiers of the sites.

**Recommendations:**

That the Housing Policy Committee:

- a) Increase the fees for each pitch on the Council's Gypsy and Traveller sites at Longacre and Redmires by 7% from 17<sup>th</sup> April 2023

**Background Papers:**

**App1** Site fee agreement and extracts from the Mobile Homes Act 1983

Lead Officer to complete:-		
1	I have consulted the relevant departments in respect of any relevant implications indicated on the Statutory and Council Policy Checklist, and comments have been incorporated / additional forms completed / EIA completed, where required.	Finance: Helen Damon
		Legal: Andrea Simpson
		Equalities & Consultation: Louise Nunn
		Climate: <i>n/a</i>
<i>Legal, financial/commercial and equalities implications must be included within the report and the name of the officer consulted must be included above.</i>		
2	<b>SLB member who approved submission:</b>	Ajman Ali
3	<b>Committee Chair consulted:</b>	Cllr Douglas Johnson
4	I confirm that all necessary approval has been obtained in respect of the implications indicated on the Statutory and Council Policy Checklist and that the report has been approved for submission to the Committee by the SLB member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.	
	<b>Lead Officer Name:</b> <i>Jonathan South</i>	<b>Job Title:</b> <i>Service Manager – Accommodation and Support Services</i>
	<b>Date:</b> <i>21/12/2022</i>	

## 1. PROPOSAL

- 1.1 Sheffield City Council owns two operational Gypsy and Traveller sites: Longacre (14 plots) in the south east of the city and Redmires (17 plots) in the west. The pitch fees are a contribution to the services and amenities provided on the sites by the Council. These include:
- The day-to-day management of the site including paying for drainage, clearance and green work as the roads within the sites are unadopted.
  - A dedicated service
  - Electric hook-up points, connection to the electricity and water supply and drainage systems
  - Amenities including bathroom and/or shower facilities, a WC, a kitchen sink, space for kitchen equipment and heating.
  - A day room where residents can sit and eat if they wish.
- 1.2 The mechanism for an annual increase or decrease of pitch fees and the presumption that the increase will be by a percentage which is no more than any percentage increase or decrease in the retail prices index (RPI) since the last review date are set out in a Written Statement of Agreement for residents, which was approved by the Cabinet Member for Homes and Regeneration on 23 May 2011. The Written Statement of Agreement is attached to this report as Appendix 1.
- 1.3 In previous years the pitch fees for Redmires and Longacre have been different because of historic site conditions which have since changed. In February 2012, the Cabinet Member for Homes and Regeneration agreed a local convergence policy in order to make pitch fees on both sites the same by 2014/15. The 2014/15 annual increase was the last under the convergence policy as pitch fees across both sites are now equal.
- 1.4 In accordance with the convergence policy pitch fees have uplifted by RPI each year from 2015/16 and at the review date each year a September RPI figure has been used to uplift pitch fees because the Government's National Social Rent Policy for calculating social rent increases is based on the inflation figure for the previous September. Last year 2022/23 there was an increase in pitch fees of 4.9% in line with RPI in September 2021. The RPI in September 2022 was 12.6%. Central government has capped social rent increases at 7%, therefore it is recommended each weekly pitch fee on the Council's Gypsy and Traveller sites at Longacre and Redmires is increased by £7.11 (7%) to £108.66 per week.
- 1.5 There is a risk that any resident might not agree to the increase, which would lead to delays in implementing the increase. This risk was mitigated through discussions with the residents in 2011 and 2012 regarding the principle of convergence and what impact this would have on pitch fees for both sites. The Site Staff will hand-deliver letters giving

notice of the increased fee and will discuss any concerns with residents and assist any tenants who may have literacy issues. Residents must sign to say they have understood the letter.

## **2. HOW DOES THIS DECISION CONTRIBUTE?**

- 2.1 The pitch fees are a contribution to the services and amenities provided on the sites by the Council.
- 2.2 The annual increase in pitch fees helps increase income into the account and to keep pace with cost inflation.

## **3. HAS THERE BEEN ANY CONSULTATION?**

- 3.1 There is no requirement to carry out consultation before setting the pitch fee each year but as stated above at paragraph 1.5 the principle of convergence, and its implications, was discussed with the residents in 2011 and 2012.

## **4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION**

### **4.1 Equality of Opportunity Implications**

- 4.1.1 Employment rates for gypsies and travellers nationally are low, and poverty is high.
- 4.1.2 The proposed pitch fee increase will be met by Housing Benefit or Universal Credit for residents who are eligible.
- 4.1.3 The proposed average increase (7%) is below the Retail Price Index figures and in line with the proposed increase for social housing tenants.
- 4.1.4 Since 2010, the Council have explained to residents the rent convergence principle, and the differential rent increase to make fees at both sites the same. The Council explained in detail how fees at one site were being increased more than the other until both sites pay the same fees. As a result, residents have been made aware of the fee increase and have had the opportunity to express their opinions on the proposals.

### **4.2 Financial and Commercial Implications**

- 4.2.1 The proposed increase in charges will increase income into the account in 2023/24 by around £11,461. This increase (7%) is below RPI this year in line with the governments social rent cap. Income will not keep pace with the cost of inflation this year however we appreciate the difficulty customers will be facing with the rising cost of living.
- 4.2.2 The increase is comparable to the rise in charges for other services.
- 4.2.3 The Gypsy & Traveller Site budget will be £ 252,860 for 2023/24

4.2.4 As part of the Government's welfare reform proposals, the roll out of Universal Credit commenced in Sheffield in November 2018 for new benefit claimants. Migration of existing claimants is expected to take place by 2024. A number of Gypsy and Traveller site residents have remained on Housing Benefit due to there having been no changes in their circumstances, but a few residents have claimed Universal Credit whilst living on site. Universal Credit is paid to the claimants rather than the housing element being paid directly to the landlord account. Benefits are also capped. This has increased levels of arrears in some cases. To mitigate this we are working with our Income Management and Financial Inclusion Team to make alternative payment arrangements using direct payments from the occupant's income to ensure any arrears are kept to a minimum. We will continue to work to minimise the impact of Welfare Reform to residents on site.

### 4.3 Legal Implications

4.3.1 Residents of the Council's Gypsy and Traveller sites occupy them by agreement under the Mobile Homes Act 1983 (MHA). A Schedule to the MHA sets out a number of terms which are implied into the agreement and specifies those terms which apply to permanent pitches on local authority Gypsy and Traveller sites. These have been incorporated into the Council's Written Statement of Agreement.

4.3.2 The implied terms include provisions about amending the pitch fee and include a presumption that the annual increase or decrease of pitch fees is by a percentage which is no more than any percentage increase or decrease in the retail prices index (RPI) since the last review date.

4.3.3 Occupiers of the sites must be given a written statement of the terms of the agreement setting out certain information including the terms implied by the MHA and the express terms, which are based on the licence formerly granted before the MHA was amended to cover local authority Gypsy and Traveller sites. The pitch fee can only be changed in accordance with the procedure set out in paragraphs 14-18 of the prescribed written statement.

4.3.4 The Council must give each occupier written notice of the new pitch fee at least 28 days before the review date. If the occupier agrees then the new fee takes effect on the review date. If the occupier does not agree then the Council must make an application to the court to determine the amount of the new fee.

## 5. **ALTERNATIVE OPTIONS CONSIDERED**

5.1 No increase in pitch fees in 2023/24 – this option would mean that income into the account will not keep pace with cost inflation.

## 6. **REASONS FOR RECOMMENDATIONS**

- 6.1 The proposed increase is in accordance with the completion of the local convergence policy agreed by the Cabinet Member for Homes and Regeneration in February 2012 and the terms of the Written Statement in relation to the Mobile Homes Act 1983 agreed by him in May 2011 and issued to each occupier of both sites.



## Report to Housing Policy Committee

**Author/Lead Officer of Report:**

**Lead Officer:** Suzanne Allen

**Author:** David Stevenson

**Tel:** (0114 273 4326)

**Report of:** Janet Sharpe/Ajman Ali

**Report to:** Housing Committee

**Date of Decision:** 2.02.2023

**Subject:** Hotel and B & B Procurement

Has an Equality Impact Assessment (EIA) been undertaken?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
If YES, what EIA reference number has it been given? 1451				
Has appropriate consultation taken place?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Has a Climate Impact Assessment (CIA) been undertaken?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Does the report contain confidential or exempt information?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

### Purpose of Report:

This Report seeks approval for officers to undertake a procurement exercise for up to 150 hotel and B & B bed spaces for a period of two years. These bed spaces will be used for interim and temporary accommodation for customers experiencing homelessness who are eligible as defined in the Housing Act and statutory instruments.

This proposal does not seek to increase our overall usage of hotel and B & B bed spaces but concerns how SCC sources and pays for hotel and B & B bed spaces.

A procurement exercise will allow SCC to better manage costs associated with hotel and B & B accommodation by having agreed nightly rates. Officer time will also be saved which will mean resources can be better utilised in the Housing Options and Advice service.

**Recommendations:**

That the Housing Policy Committee:

1. Authorise officers to conduct a procurement exercise to block book up to 150 hotel/B & B beds for a two year period, with an option to reduce the number of beds by up to 100 in Year 2; and
2. Appoint the preferred bidder, following that exercise.

**Background Papers:*****Hotel and B & B Procurement Soft Market Test- July 2022***

<b>Lead Officer to complete:-</b>	
1	I have consulted the relevant departments in respect of any relevant implications indicated on the Statutory and Council Policy Checklist, and comments have been incorporated / additional forms completed / EIA completed, where required.
	Finance: Helen Damon 18.01.23
	Legal: Stephen Tonge 23.01.23
	Equalities & Consultation: Louise Nunn 24.01.23
	Climate: Jessica Rick 10.01.23
	<i>Legal, financial/commercial and equalities implications must be included within the report and the name of the officer consulted must be included above.</i>
2	<b>EMT member who approved submission:</b> <i>Janet Sharpe/Ajman Ali</i>
3	<b>Committee Chair consulted:</b> <i>Douglas Johnson</i>
4	I confirm that all necessary approval has been obtained in respect of the implications indicated on the Statutory and Council Policy Checklist and that the report has been approved for submission to the Committee by the EMT member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.
	<b>Lead Officer Name:</b> <i>Suzanne Allen</i>
	<b>Job Title:</b> <i>Head of Citywide Housing Service</i>
	<b>Date:</b> <i>24/01/2023</i>



## 1. PROPOSAL

- 1.1 The proposal is for officers to undertake a procurement exercise for up to 150 hotel and B & B beds for use as interim and temporary accommodation for customers experiencing homelessness.
- 1.2 SCC has a duty to provide interim accommodation to customers who it has reason to believe are homeless, are eligible for support and are in priority need as defined within the Housing Act and statutory instruments whilst we assess their case.
- 1.3 SCC also has a duty to provide temporary accommodation to customers where it has been accepted that a full homeless duty is owed and the customer is in priority need.
- 1.4 Whilst interim accommodation and temporary accommodation are separate and distinct types of duties they are both often collectively referred to as temporary accommodation. From hereon in this report the term “temporary accommodation” refers to accommodation used by SCC to meet both interim accommodation and temporary accommodation duties.
- 1.5 If a customer, or someone in their household meets any of the following criteria they are in priority need
  - At risk of domestic abuse
  - Pregnant or living with dependent children
  - Homeless as a result of fire or natural disaster
  - Care leavers aged 18-20
  - 16-17 year olds
- 1.6 Other customers who are deemed to be vulnerable are also in priority need. Vulnerable in this context refers someone being at much greater risk of harm than most people if they were to become homeless. Examples may include disabilities or mental health issues amongst other reasons set out in statutory instruments.
- 1.7 SCC uses several types of property for temporary accommodation:
  - SCC owned temporary accommodation schemes
  - SCC properties taken from general needs housing stock (Dispersed Accommodation)
  - Hotel & B and B accommodation
- 1.8 Like other Local Authorities SCC’s own temporary accommodation schemes have come under increased pressure due to a rise in

homelessness presentations.

- 1.9 Use of dispersed accommodation is not sustainable as it reduces the numbers of properties available for rehousing and has an impact on communities. It is also not suitable for use in an emergency due to the lead in time necessary for example to arrange utilities. We need to keep general needs housing available to provide long term housing for customers on the Housing Register.
- 1.10 This has meant that SCC has needed to utilise hotel and B & B accommodation for temporary accommodation. Figure 1 below shows how SCC's usage of hotel and B & B accommodation has grown since the coronavirus pandemic in 2020. As of 31/12/22 173 households were in hotel accommodation.

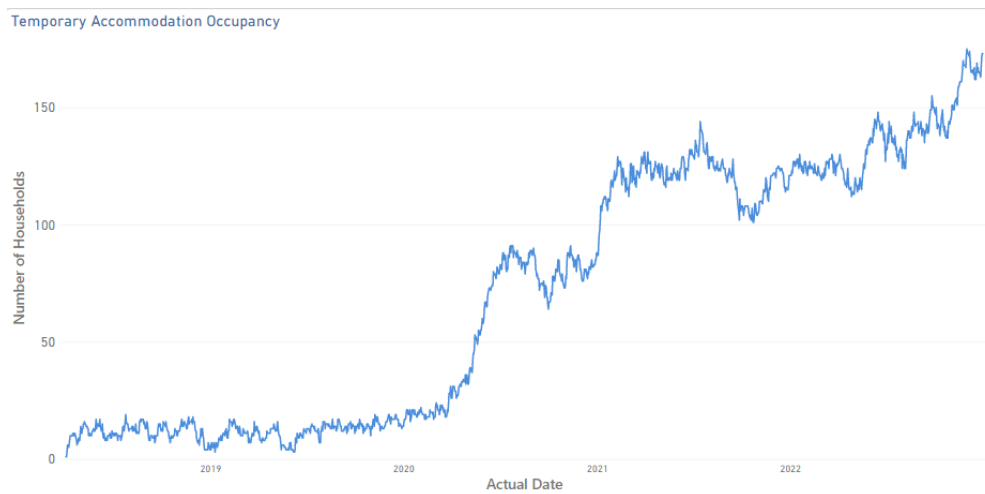


Figure 1: Hotel and B and B occupancy over time by number of households

- 1.11 Whilst SCC wishes to eliminate the use of hotel and B & B for temporary accommodation in the next five years, we need to reduce and control costs associated with this accommodation in the short to medium term. We also need to ensure the customer experience is improved and we make the most efficient use of resources.
- 1.12 As the number of bed spaces required nightly has grown, the number of hotels has expanded across a wide range of locations which means it is resource intensive to visit and provide support to our customers.
- 1.13 All of the premises used are checked for compliance with regulations by Private Housing Standards and are required to deliver a service set out in a schedule of requirements.
- 1.14 Room prices vary and hotel/B & B providers have power to vary rates as they see fit. This makes budgeting for hotel spend difficult and puts SCC in a difficult position when booking rooms. Providers are aware that SCC is reliant on hotel and B & B accommodation.

Significant officer time is spent sourcing, booking and paying for hotel

1.15 accommodation on a nightly basis. This is an inefficient use of officer time and means that customers in temporary accommodation can be moved around between hotels causing distress. We also do not have control over other placements that are made by other organisations or individuals who may use the hotel. This can be a concern when there are major events in the City and this reduces the available properties.

## **2. HOW DOES THIS DECISION CONTRIBUTE ?**

2.1 A procurement exercise will ensure that SCC would have exclusive use of up to 150 hotel/ B & B bed spaces for the two year contract at an agreed nightly rate, this would create greater certainty of cost going forward and reduce officer time needed in sourcing and booking hotel beds.

2.2 The customer experience would be improved as we would have greater control about what properties are used, the number of units at each location and could better meet needs for example by designating separate accommodation for males or females, specifying provision of exclusive use of the hotels, provision of separate sanitary facilities and access to basic cooking facilities.

2.3 We would also be able to set out our requirements for how the hotel would manage the needs of vulnerable customers, mitigate against any community impacts and work with SCC and other agencies for example to manage risks or safeguarding concerns.

2.4 This would not represent net additional usage of hotel and B & B beds but would change how bed spaces are sourced from the current spot booking approach.

2.5 This will contribute to SCC's overall budget management and the Corporate Plan priority for Strong and connected neighbourhoods which people are happy to call home.

2.6 As SCC is seeking to reduce its use of hotel and B & B accommodation an option will be included in the contract to reduce the number of bedspaces by up to 100 in Year 2.

2.7 A soft market test with local hotels/B & Bs was carried out in 2022 and indicated that there is sufficient interest in the local market for a procurement to be a competitive exercise.

2.8 It may still be necessary/desirable for SCC to undertake some spot bookings outside this procurement. E.g. temporary accommodation for customers with very specific needs or large households

- 2.9 In the longer term we aim to eliminate our usage of hotel and B & B accommodation unless it is an absolute emergency by:
- Building new SCC temporary accommodation sites
  - Managing temporary accommodation better and achieving faster move on for customers by expanding access to other housing including good quality private sector and social housing.
  - We are prioritising eliminating the use of hotels for families and as this is only used in emergencies for short periods we do not intend to procure B & Bs for this group but will continue to spot purchase only when this is absolutely the only option. We currently have 11 families in B & B and the majority of these are placed in self-contained apartments.
  - Engaging in better homelessness prevention work in line with the new Homelessness Prevention Strategy. Increasing the number of successful homelessness preventions will reduce the number of customers who become homeless and require temporary accommodation.

### **3. HAS THERE BEEN ANY CONSULTATION?**

- 3.1 As the proposal concerns a procurement exercise linked to the operational delivery of a service it is not possible to undertake meaningful public consultation on this proposal.
- 3.2 Elected members on the Housing Policy Committee have been informed of the proposals at a Knowledge Briefing on 12/1/23.

### **4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION**

#### **4.1 Equality Implications**

- 4.1.1 The Equality Impact Assessment did not reveal any significant implications for equality.

#### **4.2 Financial and Commercial Implications**

- 4.2.1 The estimated lifetime cost of this contract would be £4.65 million. This would be paid for from the existing temporary accommodation budget.
- 4.2.2 The estimated cost is based on soft market testing undertaken in

Summer 2022, inflationary pressures are likely to have increased costs. However SCC will face these costs regardless of how hotel and B & B bed spaces are sourced.

- 4.2.3 Officers are able to recover the majority of this cost by claiming for universal credit/housing benefit for the customers receiving temporary accommodation where they are eligible. Officers would aim for cost recovery of at least 75-80% cost recovery. This is currently being achieved in our hotel and B & B bookings.
- 4.2.4 The contract will be procured following a competitive procurement process, which will be published on the Mercell Procurement Portal. One single Lot will be advertised. The tender will follow a one stage, open process.
- 4.2.5 The procurement exercise will stipulate a split between quality and price that achieves best value for money. The procurement will include measures to ensure the safety of hotels and B & Bs used. For example that appropriate fire safety measures and insurance is in place.

#### 4.3 Legal Implications

- 4.3.1 An open procurement process for hotel and B & B provision will ensure that our spend on this provision is compliant with SCC's commercial procedures.
- 4.3.2 The Council is a Local Housing Authority with homelessness duties under the Housing Act 1996 (as amended) including the obligation to provide temporary accommodation to eligible applicants who are homeless and in priority need. Those found unintentionally homeless must be provided with temporary accommodation until a permanent home can be arranged for them whereas those found intentionally homeless must be for a period the Council considers would give the applicant a reasonable opportunity to secure their own accommodation.
- 4.3.3 Local Housing Authorities also have a duty under the Housing Act 1996 (as amended) to provide interim accommodation to an applicant who it has reason to believe may be homeless, may be eligible for assistance, and may be in priority need pending assessment and determination of their application whilst their case is assessed.
- 4.3.4 It is lawful for SCC to utilise hotel and B & B provision for temporary accommodation. As stated in 2.9 SCC is currently working to eliminate our use of hotel and B & B accommodation for families in need of temporary accommodation. It is recognised hotel accommodation is particularly challenging for this customer group. Statutory guidance states families should not be housed in hotel/ B & B for any longer than 6 weeks.

#### 4.4 Climate Implications

4.4.1 This change is not foreseen to have significant Climate Implications.

#### 4.4 Other Implications

4.4.1 There are no significant implications to note at this point other than referenced within this report.

### **5. ALTERNATIVE OPTIONS CONSIDERED**

5.1 There are no other viable alternative options, to continue spot booking hotel and B & B accommodation would not represent value for money for SCC.

### **6. REASONS FOR RECOMMENDATIONS**

6.1 For the reasons outlined in Section 2 officers recommend the committee to endorse the recommendation to undertake a procurement exercise to block book up to 150 hotel/B & B bed spaces for the next two years.

6.2 Undertaking the procurement exercise will realise the following outcomes

- Provide a ready source of hotel and B & B accommodation which will realise savings in officer time compared to the current spot booking approach. Officer resources can then be redirected to other work within the service.
- Realise more stable and predictable costs for hotel and B & B accommodation compared to the current approach. This will mean budget forecasting and management of spend on temporary accommodation can be improved.



## Report to Policy Committee

**Author/Lead Officer of Report:** Tony Kirkham,  
Interim Director of Finance and Commercial  
Services

**Tel:** +44 114 474 1438

**Report of:** *Tony Kirkham*  
**Report to:** *Housing Committee*  
**Date of Decision:** *2<sup>nd</sup> February 2023*  
**Subject:** *Month 8 Budget Monitoring*

Has an Equality Impact Assessment (EIA) been undertaken?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
If YES, what EIA reference number has it been given? ( <i>Insert reference number</i> )				
Has appropriate consultation taken place?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Has a Climate Impact Assessment (CIA) been undertaken?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Does the report contain confidential or exempt information?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
If YES, give details as to whether the exemption applies to the full report / part of the report and/or appendices and complete below:-				
<i>“The (<b>report/appendix</b>) is not for publication because it contains exempt information under Paragraph (<b>insert relevant paragraph number</b>) of Schedule 12A of the Local Government Act 1972 (as amended).”</i>				

### Purpose of Report:

*This report brings the Committee up to date with the Council’s financial position as at Month 8 2022/23 including General Fund revenue position and Housing Revenue Account.*

### Recommendations:

#### The Committee is recommended to:

- Note the Council’s financial position as at the end of November 2022 (month 8).

### Background Papers:

[2022/23 Revenue Budget](#)

Lead Officer to complete: -		
1	I have consulted the relevant departments in respect of any relevant implications indicated on the Statutory and Council Policy Checklist, and comments have been incorporated / additional forms completed / EIA completed, where required.	Finance: <i>Tony Kirkham, Interim Director of Finance and Commercial Services</i>
		Legal: <i>Sarah Bennett, Assistant Director, Legal and Governance</i>
		Equalities & Consultation: <i>James Henderson, Director of Policy, Performance and Communications</i>
		Climate: n/a
<i>Legal, financial/commercial and equalities implications must be included within the report and the name of the officer consulted must be included above.</i>		
2	<b>SLB member who approved submission:</b>	<i>Tony Kirkham</i>
3	<b>Committee Chair consulted:</b>	<i>Cllr Bryan Lodge</i>
4	I confirm that all necessary approval has been obtained in respect of the implications indicated on the Statutory and Council Policy Checklist and that the report has been approved for submission to the Committee by the EMT member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.	
	<b>Lead Officer Name:</b> <i>Tony Kirkham</i> <i>Jane Wilby</i>	<b>Job Title:</b> <i>Interim Director of Finance and Commercial Services</i> <i>Head of Accounting</i>
<b>Date:</b> 24 <sup>th</sup> January 2023		



## 1. PROPOSAL

1.1 This report sets out the 2022/23 Month 8 financial monitoring position for the Council and each of the Policy Committees.

### 1.2 Council Portfolio Month 8 2022/23

1.2.1 The Council is forecasting a £17.1m overspend against the 2022/23 budget as at month 8.

Full Year £m	M8		M7		Movement
	Outturn	Budget	Variance	Variance	
Corporate	(470.9)	(468.4)	(2.5)	(1.5)	(1.0)
City Futures	47.0	47.3	(0.3)	0.2	(0.5)
Operational Services	114.0	114.4	(0.4)	(0.2)	(0.2)
People	316.3	298.8	17.5	17.4	0.1
Policy, Performance Comms	3.5	2.9	0.6	0.5	0.1
Resources	7.2	5.0	2.2	2.3	(0.1)
<b>Total</b>	<b>17.1</b>	<b>0.0</b>	<b>17.1</b>	<b>18.7</b>	<b>(1.6)</b>

1.2.2 This overspend is due to a combination of agreed Budget Implementation Plans (“BIPs”) not being fully implemented and ongoing cost / demand pressures that are partially offset by one-off savings.

Full Year Variance £m	One-off	BIPs	Trend	Total Variance
Corporate	0.0	0.0	(2.5)	(2.5)
City Futures	(0.1)	0.0	(0.2)	(0.3)
Operational Services	(6.3)	3.1	2.9	(0.3)
People	0.2	15.5	1.8	17.5
Policy, Performance Comms	(0.1)	0.3	0.3	0.5
Resources	(0.7)	1.8	1.1	2.2
<b>Total</b>	<b>(7.0)</b>	<b>20.7</b>	<b>3.4</b>	<b>17.1</b>

1.2.3 In 2021/22, the Council set aside £70m of reserves to manage the financial risks associated with delivering a balanced budget position. In 21/22, the council overspent by £19.8m which was drawn from this pool, a further £15m was used to balance the 22/23 budget and current forecast overspend at M8 is set to be £17.1m leaving a remaining risk allocation of £18.2m

M8	£m
<b>Allocated reserves</b>	<b>70.0</b>
21/22 Budget overspend	19.8
22/23 Base budget committed	15.0
22/23 BIP shortfall	20.6
22/23 pressures	3.4
22/23 in year mitigations	(7.0)
Reserves used @ M8	51.8
<b>Remaining reserves</b>	<b>18.2</b>

} (£17.1m overspend @ M8)

### 1.3 Committee Financial Position

#### 1.3.1 Overall Position - £17.1m overspend at Month 8

<b>There is a £11.6m overspend in the Adult Health and Social Care Committee and a £6.6m overspend in the Education, Children and Families Committee</b>	<b>Full Year Forecast £m @ Month 8</b>	<b>Outturn</b>	<b>Budget</b>	<b>Variance</b>
	Adult Health & Social Care	165.2	153.6	11.6
	Education, Children & Families	136.6	130.0	6.6
	Housing	8.2	8.7	(0.5)
	Transport, Regeneration & Climate	41.5	42.0	(0.5)
	Economic Development & Skills	11.6	11.7	(0.1)
	Waste & Street Scene	54.6	54.9	(0.3)
	Communities Parks and Leisure	45.7	46.2	(0.5)
	Strategy & Resources	(446.3)	(447.1)	0.8
	<b>Total</b>	<b>17.1</b>	<b>0.0</b>	<b>17.1</b>

<b>Most of the full year forecast overspend is attributable to shortfalls in Budget Implementation Plans (BIPs) delivery</b>	<b>Variance Analysis £m @ Month 8</b>	<b>One-off</b>	<b>BIPs</b>	<b>Trend</b>	<b>Total Variance</b>
	Adult Health & Social Care	(0.4)	9.4	2.6	11.6
	Education, Children & Families	1.1	6.0	(0.6)	6.5
	Housing	0.0	0.0	(0.5)	(0.5)
	Transport, Regen & Climate	(2.1)	2.1	(0.6)	(0.5)
	Economic Dev't & Skills	(0.1)	0.0	0.0	(0.1)
	Waste & Street Scene	(3.3)	0.4	2.6	(0.4)
	Communities Parks & Leisure	(1.2)	0.4	0.3	(0.5)
	Strategy & Resources	(1.0)	2.3	(0.4)	0.9
	<b>Total</b>	<b>(7.0)</b>	<b>20.6</b>	<b>3.4</b>	<b>17.1</b>

**£7.0m of one-off savings are mitigating part of the ongoing overspend**

Contributions from provisions for energy and waste inflation mitigate the in-year impact of rising baseline costs. These are one-off contributions that will not help our position in 23/24 as the trend continues.

The government's Autumn Statement only gives us protection on the energy price cap on current rates until the end of the financial year. There has been a drop in wholesale prices recently, forecasters expect this to result in a fall in prices by Q3 2023 but are still likely to remain higher than pre-pandemic levels.

<b>Balancing the 22/23 budget was only possible with £53m of BIPs, £32m are reported as deliverable in year</b>	<b>Budget Savings Delivery Forecast @M8 £m</b>	<b>Total Savings 22/23</b>	<b>Deliverable in year</b>	<b>FY Variance</b>
	<b>Portfolio</b>			
	People	37.7	22.3	15.4
	Operational Services	7.1	4.0	3.1
	PPC	1.2	0.9	0.3
	Resources	6.7	4.9	1.8
	<b>Total</b>	<b>52.7</b>	<b>32.1</b>	<b>20.6</b>

**Focus must be on delivering BIPs in 22/23 and preventing the**

Of the £32m BIPs forecast as being deliverable, £10m are rated red, which indicates considerable risk that these will not be delivered in full which would increase the existing forecast overspend.

<b>budget gap from widening</b>	Of the £20.6m savings that are forecast to be undelivered this year, some can be delivered next financial year. It is estimated that £12m of this year's undelivered savings will still be unachievable in 23/24.
<b>Adult Health and Social Care are forecast to overspend by £11.6m</b>	<p>The high cost of packages of care put in place during covid has increased our baseline costs into 22/23. Work is underway as part of an investment plan with additional resource to tackle the underlying issues although recruitment issues are impacting our ability to deliver.</p> <p>The committee position was fairly stable from M7 to M8; purchasing budgets in Older People's and Physical Disabilities improved whereas Learning Disabilities expenditure continues to rise, this month increasing by a further £350k.</p>
<b>Education, Children and Families are forecast to overspend by £6.6m</b>	<p>Forecast under-delivery of budget implementation plans in the service are the main cause of overspends; plans to reduce staffing and increase income from Health are looking unlikely and the residential children's home strategy looks unlikely to deliver financial benefits.</p> <p>The committee's financial position declined in M8 by £0.2m from M7 mainly due to a reduction to the Aldine House income by a further £0.5m due to delays in a management appointment in the service that has limited capacity in the setting. There has also been an adverse movement in Special Educational Needs transport of £0.5m. Improvements in staffing forecasts across the service have partly offset these larger overspends.</p>

## 1.4 Housing Committee - General Fund Underspent by £0.5m & Housing Revenue Account overspend of £13.9m at Month 8

The Housing General fund is forecast to be broadly in line with budget.	Full Year Forecast £m @	Outturn	Budget	Variance
	Month 8			
	Housing General Fund	8.1	8.6	(0.5)
	Housing Growth	0.1	0.1	0.0
	<b>Total</b>	<b>8.2</b>	<b>8.7</b>	<b>(0.5)</b>

An improvement in processes in the temporary accommodation service has enabled additional recovery of subsidy against costs in this area. Whilst demand for the service is increasing, improvements in subsidy recovery rates are better than the budgeted position resulting in an overall underspend of £0.5m. This has mainly been due to automation of processes to reduce manual processing and enable timely recovery from DWP. Recovery rates are achieving 88% on average YTD compared with around 60% the previous year and 75% assumed in the budget.

The Housing Revenue Account is forecast to overspend by £13.9m.	Full Year Forecast £m @	Outturn	Budget	Variance
	Month 8			
	Net Income – Dwellings	(149.4)	(152.6)	3.2
	Other income	(6.6)	(6.5)	(0.1)
	Repairs & Maintenance	50.3	41.4	8.9
	Depreciation	25.0	25.0	0.0
	Tenant Services	52.1	54.0	(1.9)
	-Council Tax	2.1	0.9	1.2
	-Disrepairs	5.2	2.6	2.6
	Interest on borrowing	13.6	13.6	0.0
	Contribution to Capital Programme	7.7	21.6	(13.9)
	<b>Total</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>

**Vacant properties are forecast to result in a £3.2m loss of rent and £1.2m extra Council Tax cost.** Loss of rent is forecast to be £3.2m for the year largely related to the speed of turnaround of repairs on vacant properties. The HRA plan had assumed voids at around 1.5% but whilst plans are in place to improve the position going forward the current rate is around 3.4%.

In addition, the extra Council Tax costs of vacant properties is forecast to be around £1.2m for the year.

**The Housing Repairs Service is forecast to overspend by £8.9m** There are significant overspends on employees, sub-contractors, and material costs in dealing with additional responsive repairs within Voids, Repairs and Gas servicing.

**Disrepair claims are estimated at £2.6m above budget.** The current forecast includes £2.6m extra costs for legal fees from an increasing volume of disrepair claims.

**Vacant posts in Tenant Services contribute to a** A forecast underspend across Tenant services is mainly as a result of vacancies in Neighbourhood Services and the Investment and repairs service of (£1.8m): including (£435k) Fire Safety, (£318k) Housing Employability Team, (£270k)

**forecast £1.8m underspend.** Asset Management Programme, and (£249k) Southey and Shiregreen plus the Tenancy Enforcement Team (£189k). This more than offsets the additional pay award costs of £1.1m.

**High inflation poses a risk to the business plan.** As part of the 2022/23 HRA Business Plan, rental income was increased by September's CPI +1%, as required per rent policy. The rate of CPI has been increasing throughout the year, and is currently running at 9.2%, which is significantly higher than the 4.1% agreed. As reported on the 5<sup>th</sup> December, the maximum rent increase permitted by Government is 7%. It will ultimately be for the Strategy & Resources Committee to recommend a rent increase to Full Council

Energy inflation has resulted in additional cost pressures in 22/23. This is forecast to be funded by specific earmarked reserves alongside an increase to the Kilowatt per hour charge within Community Heating services. Whilst wholesale prices have fallen in recent months and are likely to impact unit prices in the coming months, it is still uncertain when or if the position will stabilise.

The use of reserves to mitigate the energy impact is one off, and not sustainable going forwards.

<b>Community heating account is forecast to overspend by £0.5m due to rising energy prices</b>	<b>Full Year Forecast £m @ Month 8</b>	<b>Outturn</b>	<b>Budget</b>	<b>Variance</b>
	Income	(3.7)	(3.3)	(0.4)
	Expenditure	4.1	3.2	0.9
	<b>Total</b>	<b>0.4</b>	<b>(0.1)</b>	<b>0.5</b>

**Overspends in the HRA impact the capital programme** Without significant savings in revenue budgets, the long-term capital programme is not affordable. The month 8 outturn position results in a reduced contribution to the future programme.

## **2. HOW DOES THIS DECISION CONTRIBUTE?**

- 2.1 The recommendations in this report are that each Policy Committee undertakes any work required to both balance their 2022/23 budget and prepare for the 2023/24 budget.

## **3. HAS THERE BEEN ANY CONSULTATION?**

- 3.1 There has been no consultation on this report, however, it is anticipated that the budget process itself will involve significant consultation as the Policy Committees develop their budget proposals

## **4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION**

### 4.1 Equality Implications

- 4.1.1 There are no direct equality implications arising from this report. It is expected that individual Committees will use equality impact analyses as a basis for the development of their budget proposals in due course.

### 4.2 Financial and Commercial Implications

- 4.2.1 There are no direct financial implications from this report.

### 4.3 Legal Implications

- 4.3.1 Under section 25 of the Local Government Act 2003, the Chief Finance Officer of an authority is required to report on the following matters:

- the robustness of the estimates made for the purposes of determining its budget requirement for the forthcoming year; and
- the adequacy of the proposed financial reserves.

- 4.3.2 There is also a requirement for the authority to have regard to the report of the Chief Finance Officer when making decisions on its budget requirement and level of financial reserves.

- 4.3.3 By the law, the Council must set and deliver a balanced budget, which is a financial plan based on sound assumptions which shows how income will equal spend over the short- and medium-term. This can take into account deliverable cost savings and/or local income growth strategies as well as useable reserves. However, a budget will not be balanced where it reduces reserves to unacceptably low levels and regard must be had to any report of the Chief Finance Officer on the required level of reserves under section 25 of the Local Government Act 2003, which sets obligations of adequacy on controlled reserves.

### 4.4 Climate Implications

- 4.4.1 There are no direct climate implications arising from this report. It is expected that individual Committees will consider climate implications as they develop their budget proposals in due course.

### 4.4 Other Implications

- 4.4.1 No direct implication

**5. ALTERNATIVE OPTIONS CONSIDERED**

- 5.1 The Council is required to both set a balance budget and to ensure that in-year income and expenditure are balanced. No other alternatives were considered.

**6. REASONS FOR RECOMMENDATIONS**

- 6.1 This paper is to bring the committee up to date with the Council's current financial position as at Month 8 2022/23.

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## Report to Policy Committee

**Author/Lead Officer of Report: Nesreen Lowson**

**Tel: 0114 2735493**

**Report of:** Executive Director – Operational Services

**Report to:** Housing Policy Committee

**Date of Decision:** 2<sup>nd</sup> February 2023

**Subject:** Housing Capital Programme – Q3 Update on the 5 Year Programme

Has an Equality Impact Assessment (EIA) been undertaken?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
If YES, what EIA reference number has it been given? <i>(Insert reference number)</i>				
Has appropriate consultation taken place?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Has a Climate Impact Assessment (CIA) been undertaken?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Does the report contain confidential or exempt information?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
If YES, give details as to whether the exemption applies to the full report / part of the report and/or appendices and complete below:-				

**Purpose of Report:**

The Housing Capital Programme brings together the 30-year Asset Management and Housing Growth Strategy for Council Housing. The Programme sets out the priorities for investment to ensure that homes meet the Government’s Decent Homes Standard and delivery of tenants’ priorities, to improve the quality of homes and neighbourhoods. Investment priorities are formulated from detailed stock condition and other surveys to ensure effective planning of works, repairs intelligence, life-cycle modelling and, feedback from tenants.

The Housing Investment Programme is co-designed and agreed with tenants for Council Housing stock.

The Housing Capital Programme is split into three distinct areas of activity: Council Housing Investment (existing stock and assets) and the Council’s Stock Increase Programme, funded from the Council’s Housing Revenue Account, as described in the annual HRA Business Plan. There is also the Non-HRA Capital Programme which includes the Programme Management, Homes & Loans to private homes and investment in private homes. The table at 1.9 show the overall Housing Capital Programme split between Council Housing Investment, Stock Increase and Non-

HRA areas of the programme.

The purpose of this report is to provide an update of the progress against the approved 2022/23 Housing Capital Programme. This is reported regularly as part of the Council's Corporate Capital Programme to Strategy and Resources Committee, normally on a quarterly basis. This report will focus on providing an update with regards to spend and progress against the 2022/23 Housing Capital Programme as at end of December 2022. The report also provides an update of the 5-year Housing Capital Programme.

**Recommendations:**

The Housing Policy Committee members are recommended to:

- Note the 2022-23 Housing Capital Programme forecasting and budget position at the end of period 9.

**Background Papers:**

Appendix 1 – Housing Capital Programme Monitoring Report (December 2022)

Lead Officer to complete:-							
1	<table border="1"> <tr> <td rowspan="4">I have consulted the relevant departments in respect of any relevant implications indicated on the Statutory and Council Policy Checklist, and comments have been incorporated / additional forms completed / EIA completed, where required.</td> <td>Finance: <i>Damian Watkinson</i></td> </tr> <tr> <td>Legal: <i>Stephen Tonge</i></td> </tr> <tr> <td>Equalities &amp; Consultation: <i>N/A</i></td> </tr> <tr> <td>Climate: <i>N/A</i></td> </tr> </table>	I have consulted the relevant departments in respect of any relevant implications indicated on the Statutory and Council Policy Checklist, and comments have been incorporated / additional forms completed / EIA completed, where required.	Finance: <i>Damian Watkinson</i>	Legal: <i>Stephen Tonge</i>	Equalities & Consultation: <i>N/A</i>	Climate: <i>N/A</i>	
I have consulted the relevant departments in respect of any relevant implications indicated on the Statutory and Council Policy Checklist, and comments have been incorporated / additional forms completed / EIA completed, where required.	Finance: <i>Damian Watkinson</i>						
	Legal: <i>Stephen Tonge</i>						
	Equalities & Consultation: <i>N/A</i>						
	Climate: <i>N/A</i>						
	<i>Legal, financial/commercial and equalities implications must be included within the report and the name of the officer consulted must be included above.</i>						
2	<b>EMT member who approved submission:</b> Ajman Ali						
3	<b>Committee Chair consulted:</b> Douglas Johnson						
4	<table border="1"> <tr> <td colspan="2">I confirm that all necessary approval has been obtained in respect of the implications indicated on the Statutory and Council Policy Checklist and that the report has been approved for submission to the Committee by the EMT member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.</td> </tr> <tr> <td><b>Lead Officer Name:</b> Janet Sharpe</td> <td><b>Job Title:</b> Director of Housing Housing and Neighbourhood Service</td> </tr> <tr> <td colspan="2"><b>Date:</b> 2<sup>nd</sup> February 2023</td> </tr> </table>	I confirm that all necessary approval has been obtained in respect of the implications indicated on the Statutory and Council Policy Checklist and that the report has been approved for submission to the Committee by the EMT member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.		<b>Lead Officer Name:</b> Janet Sharpe	<b>Job Title:</b> Director of Housing Housing and Neighbourhood Service	<b>Date:</b> 2 <sup>nd</sup> February 2023	
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<b>Lead Officer Name:</b> Janet Sharpe	<b>Job Title:</b> Director of Housing Housing and Neighbourhood Service						
<b>Date:</b> 2 <sup>nd</sup> February 2023							

## **1. PROPOSAL**

- 1.1 The Housing Capital Programme was approved in January 2022 as part of the Housing Revenue Account (HRA) Business Plan and was also included in the Council's Corporate Capital Programme in February 2022, that brings together all Capital Programmes together for formal approval.
- 1.2 The Housing Capital Programme has a rolling 5-year Programme. As part of the HRA Business Plan there is also a 30-year Asset Management Strategy with investment plans for 30 years, reporting against a 1 year and 5-year programme. The HRA Housing Investment Programme is co-produced with tenants and regularly consulted on to ensure stock is compliant with current regulations (including the new Fire and Building Safety Regulations, Gas, Electrical, Asbestos etc) and Decent Homes Standards.
- 1.3 The Housing capital investment strategy will focus on a 'fabric first' approach to protect council housing assets, to reduce our ongoing and longer-term repairs and maintenance obligations and increase tenants' satisfactions with their homes. We will also be moving to an area-based investment approach to reflect local priorities that are important to residents and tenants. Close working arrangements are in place with the Council's Repairs Services to ensure alignment across Capital and Revenue investment.
- 1.4 Below is a summary of the approved 5 Year Housing Capital Programme:
- 1.5 Each year a review of the 30 year and 5-year Housing Investment Programme is undertaken and any profile changes are approved as part of the Council's HRA Business Plan in January. Each year additional years are added so that we always have a 5- and 30-year programme. The capital budgets for 2027/28 (year 6) are currently being worked through and will be presented as part of the 5-year programme for approval.
- 1.6 The updated 5-year programme changes were approved by the Cooperative Executive on the 19th of January 2022 who approved the total 5-year programme of £660m.
- 1.7 A number of variations to the programme were approved before the end of March 2022 as a result of delays on some programmes that had continued to be affected by the pandemic which had slowed down some capital works and procurement plans. A total of £16.068m in year-end slippage was approved in April 2022. This included £2.268m for Council Housing Investment and £12.973m for the Stock Increase Programme.

1.8 Further variations to the programme have been approved since the previous Housing Policy Committee report, following detailed reviews on the HRA capital finance budget available for the 5-year approved capital programme during September – December 2022 to reflect current market conditions. The total variations awaiting approval following these reviews will re-set the Housing Capital Programme to £63.7m for 2022/23.

1.9

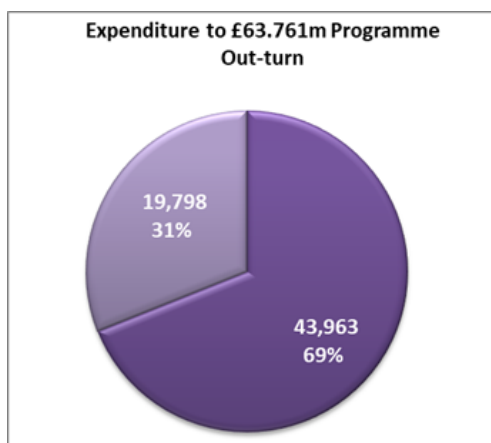
HRA Capital Programme Position - Period 9						
Housing Investment Programme Position	2022/23 Full Year	2023-27 Programme				TOTAL
	FY Out-turn Position	2023/24 FY Budget	2024/25 FY Budget	2025/26 FY Budget	2026/27 FY Budget	5 Year Total FY Budget
HEATING, ENERGY & CARBON REDUCTION TOTAL	£4,338,860	£21,679,222	£10,859,000	£10,845,480	£13,450,000	£61,750,722
H & S ESSENTIAL WORK TOTAL	£12,480,660	£10,292,300	£18,931,145	£21,880,321	£18,240,654	£82,465,798
ADAPTATIONS & ACCESS TOTAL	£3,705,429	£3,343,500	£3,304,730	£3,008,421	£3,130,011	£16,321,319
HRA PROGRAMME MANAGEMENT TOTAL	£2,958,500	£3,100,000	£3,150,000	£3,200,000	£3,250,000	£15,750,000
WASTE MANAGEMENT & ESTATE ENVY TOTAL	£145	£801,986	£2,770,000	£3,365,000	£3,515,000	£10,451,986
ENVELOPING & EXTERNAL WORK TOTAL	£4,339,399	£13,039,633	£9,275,940	£13,692,270	£3,682,118	£43,575,055
COMMUNAL AREA INVESTMENT TOTAL	£0	£500,000	£2,500,000	£2,500,000	£2,927,200	£8,427,200
INTERNAL WORKS TOTAL	£1,698,347	£3,186,741	£3,733,747	£4,144,146	£5,906,272	£19,480,632
OTHER PLANNED ELEMENTALS TOTAL	£1,341,824	£1,269,100	£1,332,000	£1,332,000	£1,482,000	£6,508,070
GARAGES & OUTHOUSES TOTAL	£2,600	£130,027	£250,000	£250,000	£250,000	£882,627
IT UPGRADE TOTAL	£0	£0	£0	£0	£0	£0
GV WASTE RPLAN DELIVERY TOTAL	£147,839	£201,750	£9,200,690	£10,963,000	£20,162,399	£40,687,339
<b>COUNCIL HOUSING INVESTMENT TOTAL</b>	<b>£31,013,603</b>	<b>£57,544,259</b>	<b>£65,307,252</b>	<b>£75,180,638</b>	<b>£75,995,654</b>	<b>£306,300,747</b>
Stock Increase Programme Position	2022/23 Full Year	2023-27 Programme				TOTAL
	FY Out-turn Position	2023/24 FY Budget	2024/25 FY Budget	2025/26 FY Budget	2026/27 FY Budget	5 Year Total FY Budget
ASSET MANAGEMENT DELIVERY TOTAL	£8,702,952	£3,994,166	£2,270,340	£2,332,780	£2,396,940	£18,613,548
HOUSING GROWTH DELIVERY TOTAL	£20,235,299	£44,648,444	£53,887,975	£56,510,142	£42,903,206	£217,986,882
<b>STOCK INCREASE PROGRAMME TOTAL</b>	<b>£28,938,251</b>	<b>£48,642,610</b>	<b>£56,158,315</b>	<b>£58,842,922</b>	<b>£45,300,146</b>	<b>£236,600,430</b>
Non HRA Programme Position	2022/23 Full Year	2023-28 Programme				TOTAL
	FY Out-turn Position	2023/24 FY Budget	2024/25 FY Budget	2025/26 FY Budget	2026/27 FY Budget	5 Year Total FY Budget
Non-HRA REGENERATION TOTAL	£15,813	£18,000	£18,000	£18,000	£18,000	£90,000
Non-HRA PROGRAMME MANAGEMENT TOTAL	£520,000	£377,000	£377,000	£377,000	£377,000	£2,028,000
HOMES & LOANS TOTAL	£862,607	£353,202	£0	£0	£0	£1,215,809
PRIVATE HOUSING STANDARDS TOTAL	£86,660	£0	£0	£0	£0	£145,000
OTHER CAPITAL WORKS TOTAL	£2,323,775	£0	£0	£0	£0	£2,595,035
<b>NON-HRA SUMMARY TOTAL</b>	<b>£3,808,855</b>	<b>£748,202</b>	<b>£395,000</b>	<b>£395,000</b>	<b>£395,000</b>	<b>£6,073,844</b>
<b>GRAND TOTAL</b>	<b>£63,760,708</b>	<b>£106,935,071</b>	<b>£121,860,567</b>	<b>£134,418,560</b>	<b>£121,690,800</b>	<b>£548,975,021</b>

The current 2022-23 Housing Capital Programme position is shown in the table below:-

2022-23 Housing Capital Programme Position	Approved	Variance	Forecasted
HRA Investment in Council Housing	32,334	1,320	31,014
HRA Stock Increase Programme	35,329	6,391	28,938
<b>HRA Programme Subtotal</b>	<b>67,663</b>	<b>7,712</b>	<b>59,952</b>
Non-HRA Programme	5,030	1,221	3,809
<b>TOTAL Housing Capital Investment Programme</b>	<b>72,693</b>	<b>8,933</b>	<b>63,761</b>

### 1.10 Expenditure to Date on Budget for 2022/23

1.10.1 The total 2022-23 Housing Capital Programme expenditure to the end of December was £43,963m. This represents 69% of the total forecast programme out-turn of £63.7m, compared to the same period in 2021/22 when the expenditure to, the then, date performance was at £33.651m, 51% of the forecast programme outturn. This indicates an improved performance of in year expenditure against previous years. The chart below illustrates this representation.



## 1.11 Forecast Out-turn Position

- 1.11.1 The total Housing Capital Programme year-end forecasted out-turn at the end of December was £63.761m.
- 1.11.2 The variances for each section of the programme are a combination of procurement (tender savings), programme changes, slippage and updated financial spend profiles.
- 1.11.4 Within Council Housing Investment, the forecast total underspend of (£1.32m) is mostly related to Obsolete Heating, LAD2 Council Housing Works, Demolition Programme, Single Staircase Tower Blocks, Tower Block Flat Roofing, Elemental Refurbs and Lift Replacements, which have experienced a number of project changes. Further work has been required for lift replacements and an Outline Business Case and Procurement Strategy will now be finalised in early 2023.

Information on other variances is detailed within Appendix 1 of this report.

## 1.12 Employment and Social Value

- 1.12.1 In the November 2022, the Housing Policy Committee were updated on the Housing Capital Programme achieving significant wider social value from contractors. Details of local employment and upskilling opportunities were provided for the period up to the end of Q2 of 2022/23. An update on this information for Q3 will be provided at the next report to the committee as the data was not available for inclusion into this report.

## 1.13 Customer Engagement

- 1.13.1 The Housing Investment Programme (Capital) is made up of work areas to ensure we are compliant with regulations, works that will protect the life of our assets and make areas great places to live.

Consulting on and planning the capital programme with tenants is a priority for the Council, so it includes tenants' priorities. Scrutiny on the delivery of the Housing Investment Programme is managed through tenant governance boards and performance reports.

- 1.13.2 Engagement with key stakeholders including significant consultation with residents and local members is anticipated to take place as part of developing each project proposal contained within the programme through written communication, workshops and consultations events throughout the lifetime of the programme.

When the 2023/24 Housing Investment Programme is approved this year by the Housing Policy Committee, further subsequent information will be provided by local areas so that this can be presented to Local Area Committees as well as local tenant forums currently in place.

## 1.14 Improvements to properties – Summary outputs

- 1.14.1 By the end of December 2022, the Capital Programme delivered (2022/23) 861 new boilers/ central heating systems. We have also completed delivering 447 adaptations including 81 installations of stairlifts to properties with vulnerable customers. 120 properties have received completed retrofitted insulation and ventilation works through the LAD2 project which benefited from government external funding. A further 467 properties have now received new roofs in addition to loft insulation where this is required, despite the challenges of the main contractor entering administration. 2094 homes have received electrical upgrades and are now compliant with the Electrical Safety regulations. The elements programme has had a slow start due to issues reported above but will deliver new kitchens, bathrooms, electrical upgrades to hundreds of properties. Fire Safety works are also on track delivering a programme of fire protection measures to single-storey high rise and high-risk buildings this year.
- 1.14.2 The Gleadless Valley masterplan recently launched with circa £100m of investment to be delivered including 221 new homes, 72 homes remodelled and the remaining stock on the estate being refurbished over the next 15 years as part of a comprehensive programme of regeneration improvements.

## 2. HOW DOES THIS DECISION CONTRIBUTE?

- 2.1 That the Housing Policy Committee note the progress made against the latest approved position on the Housing Investment Programme for 2022/23.

## 3. HAS THERE BEEN ANY CONSULTATION?

- 3.1 There has been no consultation on this report other than tenant scrutiny performance reporting. The budget approval process itself for

each project/programme contained within the Housing Investment Programme do involve significant consultation and engagement with tenants, residents, local members and with key stakeholders.

#### **4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION**

##### **4.1 Equality Implications**

4.1.1 There are no direct equality implications arising from this report. It is expected that each individual project will use equality impact analyses as a basis for the development of their project and budget proposals.

##### **4.2 Financial and Commercial Implications**

4.2.1 The report sets out the current year position of the Housing Capital Programme, as such there are no direct financial implications.

##### **4.3 Legal Implications**

4.3.1 The report is a financial updating report that sets out the current year position of the Housing Capital Programme. There are no new or additional legal implications arising from the report for consideration. Individual reports on of the three component parts of the Housing Capital Programme being (1) Council Housing Investment, (2) Stock Increase Programme and (3) the Non-HRA Capital Programme should set out any relevant legal implications.

##### **4.4 Climate Implications**

4.4.1 There are no direct climate implications arising from this report. It is expected that individual projects will consider climate implications as they develop their project and budget proposals in due course.

##### **4.4 Other Implications**

4.4.1 *There are no other implications to consider.*

#### **5. ALTERNATIVE OPTIONS CONSIDERED**

5.1 *No alternative options are considered as part of this update report.*

#### **6. REASONS FOR RECOMMENDATIONS**

6.1 This report is to provide the Housing Policy Committee members with an update on progress against the approved 5-year approved Capital programme.

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## Appendix 1

### CAPITAL PROGRAMME MONITORING AS AT DECEMBER 2022

Policy Committee: Housing

#### 1 - Programme Summary

The table below summarises the overall position over the life of the capital programme difference between the budget. The overall forecast underspend reflects that forecasts are being made against the revised capital programme to be ratified as part of the new HRA Business Plan in February.

	2022/23 (FY)	2023/24 (Y1+)	Future Years (2024/25+)	All Years
Current Approved Budget	72,693	110,964	477,390	661,047
Current Forecast	63,761	123,304	399,803	586,868
Variance	-8,933	12,340	-77,587	-74,179

#### 2 - Programme Life Overspends

The table below summarises the 10 projects currently forecasting to over spend against their approved budgets for the life of the scheme potentially requiring mitigations or additional funding

Business Unit	Total Budget	Variance on Total Budget	Explanation
Q0080 Enveloping & External Work	7,689,684	28,123,154	As the main roofing contractor has gone into administration, the remaining value of the contract is now forecasted against the block allocation. This is awaiting budget approval for a new proposed pitched roofing contract which will re-balance this budget.
97571 SIP Gaunt Road New Build GN	6,515,129	4,051,608	No revised OBC submitted, but Budget Variation paper submitted to Housing Growth Board indicating project could be £9-£11M depending on outcome of VE and Risk reduction. Approval given to proceed with further design development and project pricing. Approval to proceed with Project will be subject to further FBC approval. Outturn Forecast indicates overall project cost at £11M. Although soil engineering exercise was successful and opportunities accepted, current levels of inflation and introduction of requirements to meet new Building Regulation could increase cost closer to £11m.
97551 Council Hsg Acquisitions Prog	52,325,844	4,040,840	The current forecast is for an overspend of £1.372 million. This is as a result of the purchase of 13 strategically important 4 bedroom homes at nearly double the budgeted average cost amount as well as increasing property purchase costs in the Sheffield market.
97578 SIP Bolehill New Build GN	5,407,000	1,291,000	Additional cost variance reflects the forecast additional costs to the approved budget following receipt of the latest revised cost plan for the project. CAF Variation not expected to be submitted until approval obtained to proceed to tender at this cost level.
97564 SIP Daresbury & Berners New Build GN	12,606,643	1,069,952	Following CPG approval CAF has been updated to £12,606,642
97444 General and RTB Acquisitions - Refurbishment and Repairs	8,592,153	818,940	Anticipated Final Account figure produced by CDS evaluation and indicated in variance although discussions with Contractor still ongoing and it is likely that further delays will occur into 2023/24, even though some units have and will be handed over in 2022/23. Homes England are aware of the potential delays and are working with SCC to slip the affected unit funding.
97480 Single Staircase Tower Blocks	10,222,003	677,325	The forecast is for £298,881 to be slipped to 23/24. This is as a result of a decision to procure a separate contract for this work. Extract from latest Cost Report (January 23)... The overall expenditure is £677,325 more than the current approved amount. The Contract Administrator has notified the client of the expected overspend. The main reasons for the change since the last report are as follows: 1)The Contractor has provided quotations for a number of variations, the value of these have been included in full. 2)Further to the previous cost report a number of variations have now been verified and the values agreed with the contractor, these values have been updated in this Report. 3)since the last report a claim for an extension of time has been received with prelims, pending further discussions £150k has been allocated provisionally against the claim. The Contract Administrator has notified the client of the expected overspend and it has been agreed that a full assessment is completed in January and a submission will be made to the Homes Programme Group for additional funding to complete the required works.
97338 Programme Management Costs Rtb	7,404,649	520,000	Budget awaiting approval as part of annual Business Plan Review.
97497 SIP Knowle Hill New Build TA	81,542	273,000	Revised budget of £81,542 covers up to mid-phase report to provide three delivery options and recommendations for the site. Demolition of existing building on site to be progressed asap and forecast of additional £273k reflects addition of demolition and related fees into current task scope. Appropriation of site and FBC/CAF Variation for £273k to be approved in January 2023.
97150 Rhb Loans Hal	3,194,477	250,000	Budget awaiting approval as part of annual Business Plan Review.
<b>Total (Of Top 10 Listed)</b>	<b>114,039,123</b>	<b>41,115,819</b>	

#### 3 - Current Year to date and Forecast Outturn Position

The current year forecast indicates an underspend against budget of £8.9m. The key projects making up this figure are analysed in sections 4 and 5 below.

Year-To-Date			Full Year		
Actual	Budget	Variance	Forecast	Budget	Variance
43,963.0	55,291.6	-11,328.7	63,760.7	72,693.2	-8,932.5

#### 4 - Top 10 Forecast Slippage against Full Year Budget

The schemes below represent the 10 largest underspends against budget in the current financial year. This does not necessarily mean a project is underspending; in most cases expenditure will have slipped into future years. Explanations of variances are drawn from the Capital Highlight Reports completed by project managers.

Business Unit	FY Budget	FY variance on budget	Explanation
97587 SIP Handsworth Road New Build Acquisitions GN	4,733,000	-4,263,000	Negotiation of the contract with the developer has taken longer than expected due delays related to both parties. From a Council perspective, this additional time was required to ensure we have a contract that manages risk to the Council, as well as to ensure that we could agree the specification extras which will bring the development more in line with the Council specification across a number of important areas. Current supply chain issues within the construction sector have led the developer to review the delivery programme to ensure that it remained realistic/ deliverable. As such, the revised contractual Long Stop Date is now 30th June 2023. CAF variation to reflect budget slippage in system, awaiting approval. Overall project budget on track, subject to success of AHP bid resulting in no SDLT liability. Once AHP bid is submitted/ confirmed, some variation between 'budget headings' required in order to account for higher cost of 'specification extras'.
97585 SIP Corker Bottoms New Build Acquisitions GN	3,800,000	-3,780,000	£3,800,000 is the majority of the 50% deposit to be paid to SHC on contract signing. The delay with the project has meant that the deposit has been reprofiled into 2023/24

97475 Elemental Refurbs 2021-26	2,509,726	-800,180	A number of void properties require extensive structural work and building surveys. This has meant the average property cost has increased. The cost of materials and labour has risen significantly, some to circa 28% in some instances impacting on overall project costs. There are some concerns in relation to this contract's performance in terms of the length of time properties are taking to complete. An improvement action plan is in place and will be closely monitored and managed in the forthcoming period. Although the overall number of completed properties remains low, so does current spend with a predicted slippage of around £800k in 2022/23. It is anticipated that this issue will ease from April 2023 to project completion. The contractor is also currently completing roofing works to properties previously opened by the previous roofing contractor who entered into administration. The cost of this work is currently being charged to the Elementals project. However these costs will be recharged to the Pitched Roofing program once roofing work is completed (anticipated in January 2023). The expenditure against the Elementals project will show a higher than expected expenditure initially due to this, however this expenditure will be journalled to the pitched roofing project on completion of the roofing works.
97993 LAD 2 Private Sector Works	2,597,307	-689,089	The main reason for the underspend was due to lack of time. In particular, despite the scheme ending 30th Sept '22, BEIS closed all new applications in Mar '22 with the remaining 6 months dedicated for works only and no new lead generation. A request for an extension for new applications was made, but this was denied. The challenge was the number of homes that 'fell' out of the process, mostly due to i) property unsuitable ii) Ineligible iii) decided not to proceed. We needed an ongoing stream of new leads to replace these. Had we have been allowed to target new applicants after Mar'22 it is likely we would have been very close to the target spend.
97968 Lift Replacements	500,000	-332,000	Surveys are currently in progress, however due to the lead in time for the surveys/designs and estimated material delivery timescales of 26 weeks, it is envisaged an Outline Business Case and Procurement Strategy will now be finalised in early 2023 to procure a new contract for manufacturing, supplying and installing new lifts. The contract is to run for 3 years when awarded. The project will include the installation of fire safe lifts that stop at every floor level in high rise blocks. There has been a delay in the procurement process and therefore the project budget is proposed to be slipped into 2023/24. The project includes •43 x low rise blocks studies £88K •2 X studies at Wentworth block and Elm Tree £3440.00 •An additional fee of £88K on further addresses to follow.
97444 General and RTB Acquisitions - Refurbishment and Repairs	435,027	-298,881	The forecast is for £298,881 to be slipped to 23/24. This is as a result of a decision to procure a separate contract for this work.
97994 Private Sector Homes Upgrade Grant (hug)	681,816	-271,260	The spend and outputs have been revised down based on the project progress to date. This is based on 50 completions and £410k spend, down by 38 properties and £266k spend The variation reflects the current project position which is behind against the target profile. The primary challenge has been generating a sufficient number of leads. We will continue to work hard through the remainder of the project to recover this
97991 LAD 2 Council Housing Works	1,418,366	-213,473	The contract value is forecasting an underspend of approximately £200k.. The underspend is explained by the fact that a number of properties have been omitted from the programme due to fewer works being required than originally anticipated and due to a lower number of outputs delivered subsequently.
97127 Obsolete Heating	1,938,730	-199,905	Due to RMS diverting engineers to the gas failed access programme (As requested by Housing Services), this has necessitated a variation with this project as predicted in last month's PHR. The revised install numbers will be 902 units at an overall cost of £1,738,827.00 This is a financial reduction of £199,903.00 and an install number reduction of 154. This may require further reduction depending on the gas failed entry requirements and the variance in the average cost of works. Any actual / predicted underspend will need to be slipped into the 23/24 funding programme for next year, as this is not a reported saving.
97468 Demolition Programme	217,795	-199,405	In-year project costs currently forecast to spend to budget pending decision on demolishing remaining outhouses. This is a 3 year contract, with all identified demolition included in the programme up to 2022/23. £160k is to be slipped into the next financial year following impending approval to proceed with demolition of outhouses.
<b>Total (Of Top 10 Listed)</b>	<b>18,831,767</b>	<b>-11,047,192</b>	

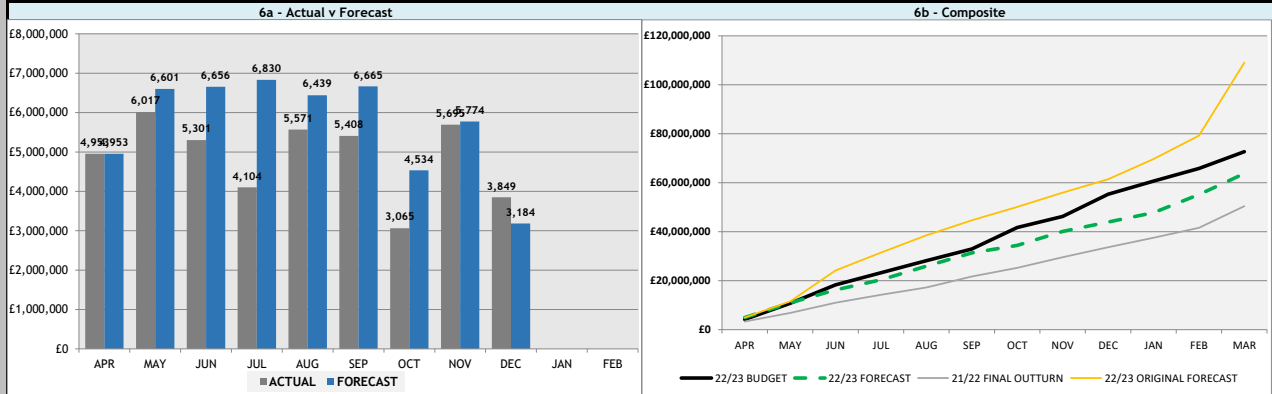
#### 5 - Top 10 Forecast Overspends over Full Year Budget

The schemes below represent the 10 largest overspends against budget in the current financial year. Explanations of variances are drawn from the Capital Highlight Reports completed by project managers.

Business Unit	FY Budget	FY variance on budget	Explanation
97551 Council Hsg Acquisitions Prog	7,152,240	1,372,820	The current forecast is for an overspend of £1.372 million. This is as a result of the purchase of 13 strategically important 4 bedroom homes at nearly double the budgeted amount as well as increasing property purchase costs in the Sheffield market.
97464 Roofing Replacements Prog	3,736,226	577,491	The previous forecast underspend in the year 2 phase of the works was a result of the contract being terminated due to the main contractor entering administration. Slippage has been completed for the project and is currently showing an overspend due to a monthly financial transaction of a payment owed to the contractor that was not accrued for when slippage was completed. Work is underway with the appointed administrator to finalise liabilities to the Avonside contractor (outstanding payments for works completed minus incurred costs). Properties that were partway through the reroofing works when the previous roofing contractor entered into administration will all be completed by the end of January / early February 2023 by the Elementals contractor. Defects surveys are ongoing for any outstanding defects identified post works and will be completed as these emerge over the next 9 months. A new procurement will be required to deliver the remaining properties originally included in the project. This is anticipated to be presented following a review of procurement options in early 2023.
97560 SIP Newstead New Build OPIL	1,100,711	521,482	Forecast overspend on in-year budget is an error. No Financial Year overspend is anticipated. This error will be corrected asap.
Q0087 Stock Increase Programme	0	370,000	Additional requirement for the Daresbury & Berners contract anticipated to be drawn down from Q0087 Stock Increase budget allocation to part fund the CAF Variation expected in quarter 4 - £370k was the previous allowance for anticipated variation included in the SIP budget allocation.
97466 Capitalised Repairs	501,864	248,854	A higher volume of qualifying capital repairs has been identified through the year resulting in a forecasted overspend to yearend
97470 Adaptations 2020-25 Contract	2,964,657	209,550	The December valuation £422k has been agreed. However, this does not include the agreed uplift to the contract from October 1st 2023. The forecast to year end includes the uplift rate for building costs inflation as per the contract and agreed with the contractor up to year end on orders raised from October 2022. Current internal forecasting is being undertaken to manage the remaining budget going forward. Due to this, bi-weekly contract meetings have been set up with the contractor to closely monitor the emerging situation. The average forecast spend profile for the remaining months will continue to increase without any further action. A paper setting out the options on the way forward is currently being developed to address this.
97338 Programme Management Costs Rtb	377,000	143,000	

97477 Electrical Upgrades Ph 2	4,143,031	101,379	The year-end forecast is £4.242m including fees, the current average price per property continues to be higher than the estimate average cost per dwelling based on the contract tender sum, which if this continues to be case for the duration of the project it will lead to either a decrease in the outputs that can be achieved or will require an increase in the budget for the project.
97564 SIP Daresbury & Berners New Build GN	4,650,760	79,164	Following CPG approval CAF has been updated to £12,606,642 Anticipated Final Account figure produced by CDS evaluation and indicated in variance although discussions with Contractor still ongoing and it is likely that further delays will occur into 2023/24, even though some units have and will be handed over in 2022/23. Homes England are aware of the potential delays and are working with SCC to slip the affected unit funding.
97561 SIP Small Sites	11,843	14,157	Revised budget of £29,157 approved at Homes Programme Group but CPG advised project should now be revenue funded
<b>Total (Of Top 10 Listed)</b>	<b>24,638,332</b>	<b>3,637,897</b>	

#### 6 - Forecast 2022/23



Slippage in the capital programme has been a recurring issue therefore monitoring has been put in place to analyse the accuracy of forecasting. Graphs at 6a compare the actual expenditure incurred in each month with the forecast expenditure for that month. As can be seen expenditure lags behind forecasts most months indicating over optimistic budgets and forecasting. Project managers are requested to review accuracy of forecasts.

The graph at 6b compares the original forecast for the current financial year with the current approved budget and forecast, with the prior year final outturn position provided for reference. As can be seen the current forecast outturn has fallen significantly from that originally anticipated and a recent exercise was undertaken to align budgets more closely to this.

#### 7 - Key Issues and Risks

##### 7a) Key Issues

A number of existing contracts have recently had contract rates reviewed in line with the contract requirements. The reviews have resulted in increases of contract costs due to the construction industry inflation in the of cost of fuel, labour and materials. Further analysis will be required to understand the overall impact of these increases on the overall programme costs and will be reported at future meetings.

We continue to see an increase in construction costs which will have an impact on pipeline projects or where tenders which are yet to be received. In most instances project budgets will have taken into accounts adjustments required going forward with approvals in place for increases in budgets as necessary. However the situation remain volatile and is being kept under close review.

##### 7b) Key Risks

High levels of inflation and supply issues re: construction materials - could have a significant impact on cost and delivery timescales of capital schemes. Could also lead to increased contractor disputes. This is having significant impact across all New Build schemes.

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## Report to Housing Committee

2<sup>nd</sup> February 2023

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**Report of:** David Hollis, Interim Director of Legal and Governance

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**Subject:** Committee Work Programme

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**Author of Report:** Rachel Marshall, Principal Democratic Services Officer

### Summary:

The Committee's Work Programme is attached at Appendix 1 for the Committee's consideration and discussion. This aims to show all known, substantive agenda items for forthcoming meetings of the Committee, to enable this committee, other committees, officers, partners and the public to plan their work with and for the Committee.

Any changes since the Committee's last meeting, including any new items, have been made in consultation with the Chair, and the document is always considered at the regular pre-meetings to which all Group Spokespersons are invited.

The following potential sources of new items are included in this report, where applicable:

- Questions and petitions from the public, including those referred from Council
- References from Council or other committees (statements formally sent for this committee's attention)
- A list of issues, each with a short summary, which have been identified by the Committee or officers as potential items but which have not yet been scheduled (See Appendix 1)

The Work Programme will remain a live document and will be brought to each Committee meeting.

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## Recommendations:

1. That the Committee's work programme, as set out in Appendix 1 be agreed, including any additions and amendments identified in Part 1;
2. That consideration be given to the further additions or adjustments to the work programme presented at Part 2 of Appendix 1;
3. That Members give consideration to any further issues to be explored by officers for inclusion in Part 2 of Appendix 1 of the next work programme report, for potential addition to the work programme;

**Background Papers:** None

**Category of Report:** Open

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## COMMITTEE WORK PROGRAMME

### 1.0 Prioritisation

1.1 For practical reasons this committee has a limited amount of time each year in which to conduct its formal business. The Committee will need to prioritise firmly in order that formal meetings are used primarily for business requiring formal decisions, or which for other reasons it is felt must be conducted in a formal setting.

1.2 In order to ensure that prioritisation is effectively done, on the basis of evidence and informed advice, Members should usually avoid adding items to the work programme which do not already appear:

- In the draft work programme in Appendix 1 due to the discretion of the chair; or
- within the body of this report accompanied by a suitable amount of information

### 2.0 References from Council or other Committees

2.1 Any references sent to this Committee by Council, including any public questions, petitions and motions, or other committees since the last meeting are listed here, with commentary and a proposed course of action, as appropriate:

Issue 1	<b>No more excuses on Housing repairs</b>
Referred from	Council 14/12/22
Details	Minute Extract:  2.(i) request that the Housing Policy Committee considers whether to add to its work programme consideration of new approaches to handling disrepair issues, such as:-  (1) appropriate officers providing the Housing Policy Committee with a broad appraisal of council housing disrepair and a strategy for

	<p>improvement, including how they will implement the recommendations of the Housing Ombudsman’s 2021 report “Spotlight on Damp and Mould”;</p> <p>(2) creating an Alternative Disrepair Resolution Scheme, to give tenants an alternative to no-win, no-fee solicitors when seeking compensation for housing disrepair, as has been implemented by several other local authorities, including Lambeth and Southwark;</p> <p>(3) giving our tenants the right to directly employ an approved contactor if repairs are not carried out within an agreed time frame;</p> <p>(4) an external review of Housing Repairs as part of the wider Housing Service review taking place next year, with the goal of fundamentally re-organising how the service is delivered, believing that the Council must do better in learning from other cities who are dealing with comparable problems, and ensure that best practice is being adopted throughout all housing services, including repairs; and</p> <p>(5) adopting Selective Licensing schemes throughout the city, noting that issues in private sector housing have a considerable impact on social housing with badly maintained neighbourhoods leading to even greater pressure on council housing repairs, and believing that the city’s neighbourhoods are being let down by rogue private landlords; and</p> <p>affirms that the Council must ultimately provide a service which is geared around the needs of tenants and delivers for all of the city’s neighbourhoods.</p>
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<i>Commentary/ Action Proposed</i>	<p>(1) A report was provided to the December meeting of the Housing Policy Committee outlining the initial response to the recent issues surrounding Damp and Mould. An officer Task Group has been established to deal with this issue and an update will be provided to this Committee on progress in tackling these issues at a future meeting. A copy of the response to government due 27<sup>th</sup> January will also be provided to this Committee in February.</p> <p>(1 - 3) A report on dealing with disrepair and the Council's performance on managing casework has been added to the Forward Agenda (Meeting 8) for discussion by the Committee.</p> <p>(4) An update on the Repairs and Maintenance service performance has been added to the March agenda for this Committee</p> <p>(5) A report on Private Sector Housing enforcement and regulation performance has been added to the March agenda for this Committee to receive an update and discuss the issues highlighted.</p>
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### **3.0 Member engagement, learning and policy development outside of Committee**

3.1 Subject to the capacity and availability of councillors and officers, there are a range of ways in which Members can explore subjects, monitor information and develop their ideas about forthcoming decisions outside of formal meetings. Appendix 2 is an example 'menu' of some of the ways this could be done. It is entirely appropriate that member development, exploration and policy development should in many cases take place in a private setting, to allow members to learn and formulate a position in a neutral space before bringing the issue into the public domain at a formal meeting.

#### **2.2 Training & Skills Development - Induction programme for this committee.**

Title	Description & Format	Date



**Appendix 1 – Work Programme**

**Part 1: Proposed additions and amendments to the work programme since the last meeting:**

<b>Item</b>	<b>Proposed Date</b>	<b>Note</b>
<b>NEW:</b> Procurement of Hotel/B&B accommodation	2 February 2023	Added to February meeting
<b>NEW:</b> Response to government on damp and mould in social housing	2 February 2023	Added to February meeting
<b>NEW:</b> Modifying Private Rented Solutions Policy	10 March 2023	Added to March meeting
Homelessness Prevention and Rough Sleeping Strategy- Action Plan	10 March 2023	Removed from February meeting and added to March meeting
Housing Strategy	10 March 2023	Removed from March meeting and added to meeting 2 2023
<b>NEW:</b> Improving the Council Housing Repairs Service	10 March 2023	Added to March meeting following Council referral 14th December 2022
<b>NEW:</b> Private Sector Housing enforcement and regulation performance update	10 March 2023	Added to March meeting following Council referral 14th December 2022
<b>NEW:</b> Approach to council housing disrepair	Meeting 2 2023	Added to Meeting 8 following Council referral 14 <sup>th</sup> December 2022
<b>NEW:</b> HNS and Repairs Performance Report	Meeting 1 & 2 2023	Performance reporting increased from bi-annual to quarterly. May need to be adjusted once dates for meetings finalised
<b>REMOVED:</b> Gleadless Valley Delivery Plan	N/A	Removed from non-allocation table
<b>NEW:</b> First Homes Policy	Meeting 1 2023	Added to Meeting 1 2023

**Part 2: List of other potential items not yet included in the work programme**

Issues that have recently been identified by the Committee, its Chair or officers as potential items but have not yet been added to the proposed work programme. If a Councillor raises an idea in a meeting and the committee agrees under recommendation 3 that this should be explored, it will appear either in the work programme or in this section of the report at the committee’s next meeting, at the discretion of the Chair.

<b>Topic</b>

<b>Description</b>	
<b>Lead Officer/s</b>	
<b>Item suggested by</b>	<i>Officer, Member, Committee, partners, public question, petition etc</i>
<b>Type of item</b>	<i>Referral to decision-maker/Pre-decision (policy development/Post-decision (service performance/ monitoring)</i>
<b>Prior member engagement/ development required</b> <i>(with reference to options in Appendix 2)</i>	
<b>Public Participation/ Engagement approach</b> <i>(with reference to toolkit in Appendix 3)</i>	
<b>Lead Officer Commentary/Proposed Action(s)</b>	

### Part 3: Agenda Items for Forthcoming Meetings

Meeting 5	2 February 2023	Time				
Topic	Description	Lead Officer/s	Type of item	<i>(re: decisions)</i> <b>Prior member engagement/ development required</b> <i>(with reference to options in Appendix 2)</i>	<i>(re: decisions)</i> <b>Public Participation/ Engagement approach</b> <i>(with reference to toolkit in Appendix 3)</i>	<b>Final decision-maker (&amp; date)</b>
Housing Revenue Account Business Plan 23/24	Approval of the detailed actions within the Housing Revenue Account Business Plan budget approved by Full Council	Janet Sharpe	Decision	Yes		<ul style="list-style-type: none"> <li>• This Cttee</li> <li>• Another Cttee (eg S&amp;R)</li> <li>• Full Council</li> <li>• Officer</li> </ul>

Gypsy and Traveller Pitch Fees	Approval of annual charges for Gypsy and Traveller Pitch Fees	Jonathan South	Decision	Yes		This Committee
<b>NEW:</b> Procurement of Hotel/B&B accommodation	Approval of procurement exercise to secure hotel beds for the next two years	Suzanne Allen	Decision	Yes		This Committee
Response to Government on damp and mould in social housing	<i>Update on the response to government about situation with damp and mould in social housing</i>	Dean Butterworth	Post-decision (service performance/ monitoring)	No		N/A
Standing items	<ul style="list-style-type: none"> <li>• <i>Public Questions/ Petitions</i></li> <li>• <i>Work Programme</i></li> <li>• <i>[any other committee-specific standing items eg finance or service monitoring]</i></li> </ul>					
Revenue Finance Monitoring Report	Approval of Revenue Finance Monitoring Report	Tony Kirkham	Post-decision	N/A		N/A
Capital Finance Monitoring Report	Approval of Capital Finance Monitoring Report	Janet Sharpe	Post-decision (service performance/ monitoring)	N/A		N/A

Meeting 6	10 March 2023	Time				
Topic	Description	Lead Officer/s	Type of item <ul style="list-style-type: none"> <li>Decision</li> <li>Referral to decision-maker</li> <li>Pre-decision (policy development)</li> <li>Post-decision (service performance/monitoring)</li> </ul>	(re: decisions) Prior member engagement/development required (with reference to options in Appendix 2)	(re: decisions) Public Participation/Engagement approach (with reference to toolkit in Appendix 3)	Final decision-maker (& date) <ul style="list-style-type: none"> <li>This Cttee</li> <li>Another Cttee (eg S&amp;R)</li> <li>Full Council</li> <li>Officer</li> </ul>
<b>NEW:</b> Improving the Council Housing Repairs Service	Update on plans to improve the delivery of Council Housing repair services to tenants	Tom Smith	Post-decision (service performance/monitoring)	Yes		This Committee (referred from Full Council)
<b>NEW:</b> HNS and Repairs Performance Report	Bi-annual overview of HNS and Repairs Service performance (including Capital Programme and Stock Increase Programme updates)	Janet Sharpe	Post-decision (service performance/monitoring)	N/A		This Committee
<b>NEW:</b> Modifying Private Rented Solutions Policy	Approval of proposed Private Rented Solutions Policy amendments	Suzanne Allen	Decision	Yes		This Committee
Homelessness Prevention and Rough Sleeping Strategy- Action Plan	An action plan is required to detail how the priorities within the Homelessness Prevention and Rough Sleeping Strategy will be delivered.	Suzanne Allen	Decision	Knowledge Briefings 17th November 2022, 01st December 2022 Full Strategy to Committee 15th December 2022	Public participation and engagement detailed in full strategy	This Committee

<b>NEW:</b> Private Sector Housing enforcement and regulation performance update	A report providing the Committee with a performance update on activity private sector housing enforcement and selective licensing	Darryl Smedley	Post-decision (service performance/ monitoring)	Yes	TBC	This Committee (referred from Full Council)
Standing items	<ul style="list-style-type: none"> <li>• <i>Public Questions/ Petitions</i></li> <li>• <i>Work Programme</i></li> <li>• <i>[any other committee-specific standing items eg finance or service monitoring]</i></li> </ul>					
Revenue Finance Monitoring Report	Approval of Revenue Finance Monitoring Report	Tony Kirkham	N/A		N/A	N/A
Capital Finance Monitoring Report	Approval of Capital Finance Monitoring Report	Janet Sharpe	Post-decision (service performance/ monitoring)	N/A		N/A

Meeting 1 2023	TBC	Time				
<b>Topic</b>	<b>Description</b>	<b>Lead Officer/s</b>	<b>Type of item</b> <ul style="list-style-type: none"> <li>• <i>Decision</i></li> <li>• <i>Referral to decision-maker</i></li> <li>• <i>Pre-decision (policy development)</i></li> </ul>	<i>(re: decisions)</i> <b>Prior member engagement/ development required</b>	<i>(re: decisions)</i> <b>Public Participation/ Engagement approach</b>	<b>Final decision-maker (&amp; date)</b> <ul style="list-style-type: none"> <li>• This Cttee</li> <li>• Another Cttee (eg S&amp;R)</li> <li>• Full Council</li> <li>• Officer</li> </ul>

			<ul style="list-style-type: none"> <li>• <i>Post-decision (service performance/ monitoring)</i></li> </ul>	<i>(with reference to options in Appendix 2)</i>	<i>(with reference to toolkit in Appendix 3)</i>	
<b>NEW:</b> HNS and Repairs Performance Report	Quarterly overview of HNS and Repairs Service performance (including Capital Programme and Stock Increase Programme updates)	Janet Sharpe	Post-decision (service performance/ monitoring)	N/A		This Committee
<b>First Homes Policy</b>	Approval of First Homes Policy	Suzanne Allen	Decision			This Committee
Standing items	<ul style="list-style-type: none"> <li>• <i>Public Questions/ Petitions</i></li> <li>• <i>Work Programme</i></li> <li>• <i>[any other committee-specific standing items eg finance or service monitoring]</i></li> </ul>					
Revenue Finance Monitoring Report	Approval of Revenue Finance Monitoring Report	Tony Kirkham	N/A		N/A	N/A
Capital Finance Monitoring Report	Approval of Capital Finance Monitoring Report	Janet Sharpe	Post-decision (service performance/ monitoring)	N/A		N/A

Meeting 2 2023	TBC	Time				
<b>Topic</b>	<b>Description</b>	<b>Lead Officer/s</b>	<b>Type of item</b> <ul style="list-style-type: none"> <li>• <i>Decision</i></li> <li>• <i>Referral to decision-maker</i></li> </ul>	<i>(re: decisions)</i> <b>Prior member engagement/</b>	<i>(re: decisions)</i> <b>Public Participation/</b>	<b>Final decision-maker (&amp; date)</b> <ul style="list-style-type: none"> <li>• This Cttee</li> </ul>

			<ul style="list-style-type: none"> <li>• <i>Pre-decision (policy development)</i></li> <li>• <i>Post-decision (service performance/ monitoring)</i></li> </ul>	<b>development required</b> <i>(with reference to options in Appendix 2)</i>	<b>Engagement approach</b> <i>(with reference to toolkit in Appendix 3)</i>	<ul style="list-style-type: none"> <li>• Another Cttee (eg S&amp;R)</li> <li>• Full Council</li> <li>• Officer</li> </ul>
Housing Strategy	Approve final Housing Strategy	Suzanne Allen	Referral to decision maker	Yes		This Committee and Full Council
<b>NEW:</b> HNS and Repairs Performance Report	Quarterly overview of HNS and Repairs Service performance (including Capital Programme and Stock Increase Programme updates)	Janet Sharpe	Post-decision (service performance/ monitoring)	N/A		This Committee
<b>NEW:</b> Approach to council housing disrepair	appraisal of council housing disrepair and a strategy for improvement, including how they will implement the recommendations of the Housing Ombudsman's 2021 report "Spotlight on Damp and Mould";	Dean Butterworth	Post-decision (service performance/ monitoring)	Yes		This Committee (referred from Full Council)
Standing items	<ul style="list-style-type: none"> <li>• <i>Public Questions/ Petitions</i></li> <li>• <i>Work Programme</i></li> <li>• <i>[any other committee-specific standing items eg finance or service monitoring]</i></li> </ul>					
Revenue Finance Monitoring Report	Approval of Revenue Finance Monitoring Report	Tony Kirkham	N/A		N/A	N/A

Capital Finance Monitoring Report	Approval of Capital Finance Monitoring Report	Janet Sharpe	Post-decision (service performance/ monitoring)	N/A		N/A
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Items which the committee have agreed to add to an agenda, but for which no date is yet set.						
Topic	Description	Lead Officer/s	Type of item <ul style="list-style-type: none"> <li>Decision</li> <li>Referral to decision-maker</li> <li>Pre-decision (policy development)</li> <li>Post-decision (service performance/ monitoring)</li> </ul>	(re: decisions) Prior member engagement/ development required <i>(with reference to options in Appendix 2)</i>	(re: decisions) Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 3)</i>	Final decision-maker (& date) <ul style="list-style-type: none"> <li>This Cttee</li> <li>Another Cttee (eg S&amp;R)</li> <li>Full Council</li> <li>Officer</li> </ul>
Charged Gardening Scheme	Consideration of a charged gardening scheme for council tenants	Helen Scott	Policy and Implementation	Yes		This Committee
Service Charges and Consultation arrangements	Consideration of the possible introduction of service charges for council tenants	Darryl Smedley	Pre-decision (policy development) – to commence formal consultation.	Yes		This Committee
Net-Zero Roadmap - for existing public and private homes	Approval of plans for achieving Net Zero across SCC homes - Stage 1	Nathan Robinson	Decision	Yes		This Committee



Consultation on amendments to the Allocations Policy	Approval of proposed Allocation Policy amendments	David Wilkinson	Re-decisions (Policy development)	Yes		This Committee
Older Persons Independent Housing Living Strategy	5-year strategy setting out Sheffield's strategic approaches for helping our growing older population to live independently in their own homes across all housing tenures.	Suzanne Allen	Decision	Yes; written briefings, all member briefings	Creative use of online engagement channels; working with VCF networks; stakeholder reference groups; formal and informal discussion groups	This Committee
Gypsy and Traveller New Pitch and Sites Plan						
Housing-related Support Review						



## **Appendix 2 – Menu of options for member engagement, learning and development prior to formal Committee consideration**

Members should give early consideration to the degree of pre-work needed before an item appears on a formal agenda.

All agenda items will anyway be supported by the following:

- Discussion well in advance as part of the work programme item at Pre-agenda meetings. These take place in advance of each formal meeting, before the agenda is published and they consider the full work programme, not just the immediate forthcoming meeting. They include the Chair, Vice Chair and all Group Spokespersons from the committee, with officers
- Discussion and, where required, briefing by officers at pre-committee meetings in advance of each formal meeting, after the agenda is published. These include the Chair, Vice Chair and all Group Spokespersons from the committee, with officers.
- Work Programming items on each formal agenda, as part of an annual and ongoing work programming exercise
- Full officer report on a public agenda, with time for a public discussion in committee
- Officer meetings with Chair & VC as representatives of the committee, to consider addition to the draft work programme, and later to inform the overall development of the issue and report, for the committee's consideration.

The following are examples of some of the optional ways in which the committee may wish to ensure that they are sufficiently engaged and informed prior to taking a public decision on a matter. In all cases the presumption is that these will take place in private, however some meetings could happen in public or eg be reported to the public committee at a later date.

These options are presented in approximately ascending order of the amount of resources needed to deliver them. Members must prioritise carefully, in consultation with officers, which items require what degree of involvement and information in advance of committee meetings, in order that this can be delivered within the officer capacity available.

The majority of items cannot be subject to the more involved options on this list, for reasons of officer capacity.

- Written briefing for the committee or all members (email)
- All-member newsletter (email)
- Requests for information from specific outside bodies etc.
- All-committee briefings (private or, in exceptional cases, in-committee)
- All-member briefing (virtual meeting)
- Facilitated policy development workshop (potential to invite external experts / public, see appendix 2)
- Site visits (including to services of the council)
- Task and Finish group (one at a time, one per cttee)

Furthermore, a range of public participation and engagement options are available to inform Councillors, see appendix 3.

## **Appendix 3 – Public engagement and participation toolkit**

## **Public Engagement Toolkit**

On 23 March 2022 Full Council agreed the following:

A toolkit to be developed for each committee to use when considering its 'menu of options' for ensuring the voice of the public has been central to their policy development work. Building on the developing advice from communities and Involve, committees should make sure they have a clear purpose for engagement; actively support diverse communities to engage; match methods to the audience and use a range of methods; build on what's worked and existing intelligence (SCC and elsewhere); and be very clear to participants on the impact that engagement will have.

The list below builds on the experiences of Scrutiny Committees and latterly the Transitional Committees and will continue to develop. The toolkit includes (but is not be limited to):

- a. Public calls for evidence
- b. Issue-focused workshops with attendees from multiple backgrounds (sometimes known as 'hackathons') led by committees
- c. Creative use of online engagement channels
- d. Working with VCF networks (eg including the Sheffield Equality Partnership) to seek views of communities
- e. Co-design events on specific challenges or to support policy development
- f. Citizens assembly style activities
- g. Stakeholder reference groups (standing or one-off)
- h. Committee / small group visits to services
- i. Formal and informal discussion groups
- j. Facilitated communities of interest around each committee (eg a mailing list of self-identified stakeholders and interested parties with regular information about forthcoming decisions and requests for contributions or volunteers for temporary co-option)
- k. Facility for medium-term or issue-by-issue co-option from outside the Council onto Committees or Task and Finish Groups. Co-optees of this sort at Policy Committees would be non-voting.

This public engagement toolkit is intended to be a quick 'how-to' guide for Members and officers to use when undertaking participatory activity through committees.

It will provide an overview of the options available, including the above list, and cover:

- How to focus on purpose and who we are trying to reach
- When to use and when not to use different methods
- How to plan well and be clear to citizens what impact their voice will have
- How to manage costs, timescales, scale.

**There is an expectation that Members and Officers will be giving strong consideration to the public participation and engagement options for each item on a committee's work programme, with reference to the above list a-k.**