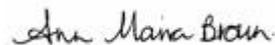


Crawley Borough Council

Cabinet

Agenda for the **Cabinet** which will be held in **Committee Room A & B - Town Hall**, on **Wednesday, 25 September 2019 at 7.00 pm**

Nightline Telephone No. 07881 500 227



Head of Legal, Democracy and HR

Membership:
Councillors

P K Lamb (Chair)
I T Irvine
C J Mullins
B A Smith

P C Smith

G Thomas

Leader of the Council
Cabinet Member for Housing
Cabinet Member for Wellbeing
Cabinet Member for Public Protection and
Community Engagement
Cabinet Member for Planning and Economic
Development and Deputy Leader
Cabinet Member for Environmental Services
and Sustainability

Please contact Democratic Services if you have any queries regarding this agenda.
democratic.services@crawley.gov.uk

Published 13 September 2019

Emergency procedure for meetings will be circulated to Councillors and visitors attending this meeting. Please familiarise yourself with these procedures and the location of fire exits.



Switchboard: 01293 438000
Main fax: 01293 511803
Minicom: 01293 405202 DX:
57139 Crawley 1
www.crawley.gov.uk

Town Hall
The Boulevard
Crawley
West Sussex
RH10 1UZ

The order of business may change at the Chair's discretion

Part A Business (Open to the Public)

	Pages
1. Apologies for Absence	
2. Disclosures of Interest	
In accordance with the Council's Code of Conduct, Councillors of the Council are reminded that it is a requirement to declare interests where appropriate.	
3. Minutes	5 - 8
To approve as a correct record the minutes of the Cabinet held on 4 September 2019.	
4. Public Question Time	
To answer any questions asked by the public which are relevant to the functions of the Cabinet.	
Public Question Time will be concluded by the Chair when all questions have been answered or on the expiry of a period of 15 minutes, whichever is the earlier.	
5. Matters referred to the Cabinet and Report from the Chair of the Overview and Scrutiny Commission	
To consider any matters referred to the Cabinet (whether by a scrutiny committee or by the Council) and those for reconsideration in accordance with the provisions contained in the Scrutiny Procedure Rules, the Budget Procedure Rules and the Policy Framework Procedure Rules set out in Part 4 of the Council's Constitution.	
6. Council Tax Empty Property Premiums	9 - 12
<i>The Leader's Portfolio</i>	
To consider report FIN/478 of the Head of Corporate Finance, which was referred to the meeting of the Overview and Scrutiny Commission held on 23 September 2019.	
7. Crawley Homes Additional Staffing Requirements	13 - 20
<i>Housing Portfolio</i>	
To consider report CH/186 of the Head of Crawley Homes, which was referred to the meeting of the Overview and Scrutiny Commission held on 23 September 2019.	

	Pages
<p>8. Temporary Accommodation Placement Policy</p> <p><i>Housing Portfolio</i></p> <p>To consider report SHAP/79 of the Head of Strategic Housing.</p>	21 - 34
<p>9. Crawley Town Centre Business Improvement District (BID)</p> <p><i>Planning and Economic Development Portfolio</i></p> <p>To consider report PES/333 of the Head of Economy and Planning.</p>	35 - 44
<p>10. 2019/2020 Budget Monitoring - Quarter 1</p> <p><i>The Leader's Portfolio</i></p> <p>To consider report FIN/479 of the Head of Corporate Finance.</p>	45 - 62
<p>11. Supplemental Agenda</p> <p>Any urgent item(s) complying with Section 100(B) of the Local Government Act 1972.</p>	

This information is available in different formats and languages. If you or someone you know would like help with understanding this document please contact the Democratic Services Team on 01293 438549 or email: democratic.services@crawley.gov.uk

This page is intentionally left blank

Crawley Borough Council

Minutes of Cabinet

Wednesday, 4 September 2019 at 7.00 pm

Councillors Present:

P K Lamb (Chair)	Leader of the Council
I T Irvine	Cabinet Member for Housing
C J Mullins	Cabinet Member for Wellbeing
B A Smith	Cabinet Member for Public Protection and Community Engagement
P C Smith	Cabinet Member for Planning and Economic Development and Deputy Leader
G Thomas	Cabinet Member for Environmental Services and Sustainability

Also in Attendance:

Councillor D Crow

Officers Present:

Karen Hayes	Head of Corporate Finance
Ann-Maria Brown	Head of Legal, Democracy and HR
Ian Duke	Deputy Chief Executive
Nikki Hargrave	Housing Options Manager (Strategic Housing)
Tim Honess	Asset Manager (Crawley Homes)
Clare Prosser	Tenancy Services Manager
Jess Tamplin	Democratic Services Support Officer
Chris Pedlow	Democratic Services Manager

Apologies for Absence:

Natalie Brahma-Pearl

1. Disclosures of Interest

No disclosures of interests were made.

2. Minutes

The minutes of the meeting of the Cabinet held on 26 June 2019 were approved as a correct record and signed by the Leader.

3. Public Question Time

There were no questions from the public.

4. Further Notice of Intention to Conduct Business in Private and Notifications of any Representations

The Head of Legal, Democracy and HR reported that no representations had been received in respect of agenda item 9: *Appointment of Repairs and Planned Maintenance Contractor(s) Crawley Homes*

5. Matters referred to the Cabinet and Report from the Chair of the Overview and Scrutiny Commission

It was confirmed that no matters had been referred to the Cabinet for further consideration.

6. Exempt Information – Exclusion of the Public (Subject to Agenda Item 5)

RESOLVED

That in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the grounds that it involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act by virtue of the paragraph specified against the item.

7. Appointment of Repairs and Planned Maintenance Contractor(s) Crawley Homes

Exempt Paragraph 3

Information relating to the financial or business affairs of any particular person (including the authority holding that information)

The Cabinet Member for Housing presented report CH/185 of the Head of Crawley Homes, which set out details of the procurement process and the tender evaluation for the appointment of the contractor(s) to deliver the Repairs and Planned Maintenance contracts for a term of 10 years commencing 1st April 2020. In considering the proposal, the Councillors commented that they were pleased, that resulting from the tendering, there would be the creation annually a number of apprentices. It was also noted that the contract(s) would be following the recently agreed approach to Occupational Sick Pay for Crawley Homes' Contractor staff.

Councillors Mullins, and Thomas spoke as part of the discussion on the report.

RESOLVED

That the Cabinet

1. approves the appointment of Contractor A and Contractor B on a 10 year Termed Partnering Contract commencing on 1st April 2020, subject to leasehold

Agenda Item 3

Cabinet (12)
4 September 2019

consultation (Notice of Landlord's proposals) and the mandatory standstill period.

2. delegates to the Head of Crawley Homes and the Head of Legal, Democratic and HR Services to complete and enter into contracts (Generic Delegation 2 will be used to enact this recommendation).

Reasons for the Recommendations

The existing Repairs, Voids and Planned works contracts were let for a 10 year period which ends 31 March 2020 and this recommendation seeks to put in place a new contract from 1st April 2020 to ensure service delivery. The contract has been retendered in compliance with EU Procurement Regulations 2015 and the Council's procurement code.

Closure of Meeting

With the business of the Cabinet concluded, the Chair declared the meeting closed at 7.08 pm

Chair

This page is intentionally left blank

Agenda Item 6

Crawley Borough Council

Report to Overview and Scrutiny Commission 23 September 2019

Report to Cabinet 25 September 2019

Council Tax Empty Property Premiums

Report of the Head of Corporate Finance – *FIN/478*

1. Purpose

- 1.1 Legislation allows billing authorities to be given the ability to amend long term empty home Council Tax premiums. The aim would be to increase premiums in order to incentivise owners to bring properties back into use.

2. Recommendations

- 2.1 To the Overview and Scrutiny Commission:

That the Commission consider the report and decide what comments, if any, it wishes to submit to the Cabinet.

- 2.2 The Cabinet recommends that Full Council:

- a) Approves the Council Tax Empty Homes Premium from 1st April 2020 of 100% in respect of properties empty for between 2- 5 years and 200% in respect of properties empty for between 5 years or more.
- b) Approves the Council Tax Empty Homes Premium from 1st April 2021 of 100% in respect of properties empty for between 2-5 years and 200% in respect of properties empty for between 5 years and 10 years and 300% in respect of properties empty for 10 years or more.
- c) Resolve to remove the premium on a property when it is 'actively marketed' if it meets the premium criteria rules (paragraph 5.8).

3. Reasons for the Recommendation

- 3.1 The Council is asked to agree the recommendations set to incentivise the occupation of empty properties of empty properties and maximise income in order ensure the empty homes are encouraged to be occupied and income to the Council is maximised whilst giving consideration to Council Tax payers.

Agenda Item 6

4. Background

- 4.1 A change in legislation from April 2013, allowed the Council to charge an additional 50% premium on properties that have been unoccupied and empty over two years.
- 4.2 On 1 November 2018 amendments to the Local Government Finance Act were introduced by the Rating (Property and Common Occupation) and Council Tax (Empty Dwellings) Act 2018 which enabled Councils to apply a higher amount of premium for long term empty properties within their area from 1st April 2019.
- 4.3 This change enables Billing authorities to further increase by a defined percentage the amount of empty property premiums payable for long term empty properties within their area to 100% until 1st April 2020 thereafter 200% until 1st April 2021, and thereafter to 300%, depending upon the amount of time the property has been empty (Table 1). Decisions on whether to apply a premium, and the exact rates to be charged, are a matter for the individual local authorities, which will take into account local circumstances.

5. Description of Issue to be resolved

- 5.1 The amendments would have effect for financial years beginning on or after 1 April 2020 and it does not matter if the start date of the property being empty is before this comes into force as set out in [section 2 paragraph 4](#).
- 5.2 It is envisaged that increasing the level of the premium will allow local authorities to increase the incentive for owners of empty homes to bring them back into use.
- 5.3 The premium becomes due once a property has been unoccupied and unfurnished for more than 2 years.
- 5.4 There is no statutory requirement to consult on these proposals, however the website will be updated and a press release will be made prior to annual billing. A Full Council resolution is required to introduce these premiums.
- 5.5 Parties liable for the payment of the premium will be able to appeal using standard Council Tax appeal routes which are available on the Council website, if they disagree with the charging of a premium on an account based upon the facts of each case. However the principle of a premium will not be open to appeal.
- 5.6 Amendments introduced by legislation will allow Councils to introduce an increase in the existing premium as shown in the Table below.

Table 1

Implementation date	Premiums that can be applied
1 April 2020	100% premium for properties empty 2 – 5 years 200% premium for properties empty 5 years +

Agenda Item 6

1 April 2021	100% premium for properties empty 2 – 5 years 200% premium for properties empty 5 – 10 years 300% premium for properties empty 10 years +
--------------	---

Exemptions

5.7 The legislation provides two classes of dwellings which are exempt from the premium, these are:

- A dwelling which would otherwise be the sole or main residence of a member of the armed services, who is absent from the property as a result of such service.
- A dwelling, which forms part of a single property (an annex) that is being treated by a resident of that property as part of the main dwelling.

5.8 There may be issues for consideration in individual cases concerning whether a property is considered as being actively marketed or where a long term empty property is purchased in a poor state of repair and the new owner is immediately liable for a premium. It would be prudent to recognise therefore that there may be circumstances where the council may wish in some instances to waive or reduce the premium charged, where for instance a property that is already subject to a premium is purchased and requires work which will take a reasonable period of time to render it suitable for occupation by the purchaser. Any application to reduce or waive the premium will be considered as part of The Council Tax Reduction Policy developed under Section 13A (1) © of The Local Government Finance Act.

5.9 As the expected effect is to encourage the occupation of properties and as simply placing furniture in the property ends the premium charge, the charging of these premiums is not expected to be a significant income generator. However with the housing crisis in the town there is a moral duty to incentivise their disposal to the maximum extent permissible under law.

6. Information & Analysis Supporting Recommendation

6.1 The number of long term empty properties in Crawley are low. There are currently 23 properties subject to the premium charge of 50%. It should be noted that premiums do not apply to properties that are subject to an exemption from council tax, such as a property which is unoccupied awaiting the grant of probate for example.

6.2 Extrapolating these properties on the basis that they were to remain empty and unoccupied at the start of the next financial year on 1 April 2020, the breakdown of these properties in terms of the periods specified by the legislation would be:

- Properties empty less than 5 years = 13
- Properties empty between more than 5 and less than 10 years = 5
- Properties empty for over 10 years = 5

Agenda Item 6

The banding breakdown for these properties is:

Empty less than 5 years

Property band	A	B	C	D	E	F	G	H
Number of properties	1	5	5	1	0	1	0	0

Empty for more than 5 years but less than 10 years

Property band	A	B	C	D	E	F	G	H
Number of properties	1	0	3	1	0	0	0	0

Empty for more than 10 years

Property band	A	B	C	D	E	F	G	H
Number of properties	0	0	3	1	0	1	0	0

7. Implications

- 7.1 If the changes outlined in Table 1 above are implemented there would be increased Council tax charges in 2020/21 of £53,913.40, of this Crawley Borough Council keep 11.5p in every £1 billed (£6,200) with the remainder going to West Sussex County Council (77.8p) and the Sussex Police and Crime Commissioner (10.7p).

8. Legal Implications

- 8.1 The legal Implications are addressed in the report. Should the proposals be agreed The Council as Billing Authority must publish a Notice confirming the new changes in at least one newspaper circulating within its area and do so within 21 days of the date of the decision.

9. Equality Implications

- 9.1 There are no direct equality implications arising from this report. All applications for reducing or waiving the premium will be considered, monitored and recorded as part of the Council's Tax Reduction Policy to ensure that there is no discrimination or less favourable treatment on the grounds of any protected characteristic covered under the Equality Act

10. Background Papers

[Rating \(Property in Common Occupation\) and Council Tax \(Empty Dwellings\) Act 2018](#)

Contact Officer: Karen Hayes, Head of Corporate Finance
01293 438263 – karen.hayes@crawley.gov.uk

Agenda Item 7

Crawley Borough Council

**Report to Overview and Scrutiny Commission
23 September 2019**

**Report to Cabinet
25 September 2019**

Crawley Homes Additional Staffing Requirements

Report of the Head of Crawley Homes, *CH/186*

1. Purpose

- 1.1 The purpose of the report is for additional revenue budget within the HRA to start in 2019/20 for additional staffing.

2. Recommendations

- 2.1 To the Overview and Scrutiny Commission:

That the Commission consider the report and decide what comments, if any, it wishes to submit to the Cabinet.

- 2.2 To the Cabinet

The Cabinet is recommended to:

- a) Approve two FTE additional posts of Housing Officer immediately with the provision of four further FTE posts to enable efficient rent collection following changes relating to Universal Credit. To delegate the appointment of the further four posts to the Head of Crawley Homes in consultation with the Head of Finance, the Cabinet Member for Housing and Leader of the Council.
- b) Approve an additional 1 FTE post in the Cleaning and Clearance team to provide cleaning services to new build flats.
- c) Approve an increase in funding of £13,500 for the Older Persons Services Team following the removal of the grant funding from WSCC as outlined in paragraph 6.1.5.
- d) *Note that a bid will also be made through the Budget Advisory Group for an additional resource to manage increased requirements on fire risk management, and for additional cleaning requirements at Bridgefield House, Three Bridges when this scheme is handed over in 2020. This will be additional to the posts identified in this report.*
- e) Request Full Council to agree the additional budget of £265,500 per annum for the additional posts required in the 2019/20 budget (pro rata). And additional one off setting up costs as outlined below.

Agenda Item 7

3. Reasons for the Recommendations

- 3.1 Welfare reform and the introduction of Universal Credit (UC) have meant a significant increase in volume of work within the housing management team and additional Housing Officer posts are required to ensure that rent is collected and the work is manageable within the team.
- 3.2 New build properties including blocks of flats with requirements for cleaning have been added to the Council's housing stock. With further flats being handed over additional cleaning staff are required to maintain the buildings.
- 3.3 The Older Persons Services team budget is impacted by a reduction of £70,000 per annum from September 2019 of supported people funding from WSCC and additional funding for one post is required to mitigate the removal of grant funding.
- 3.4 Crawley Homes staff are currently working on the best way of delivering increased inspections and duties surrounding fire risk assessments following the fire at Grenfell Tower. This will form part of the Budget Advisory Group process but is highlighted to inform members of further revenue implications.

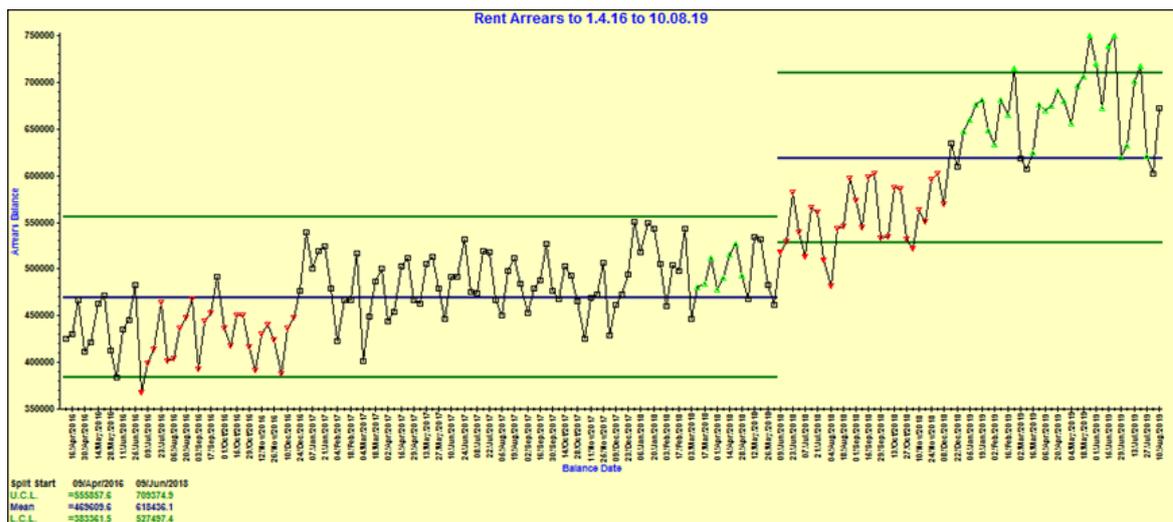
4. Background

4.1 Impact of Universal Credit

- 4.1.1 UC is one of a number of changes introduced through the welfare reform programme. The roll-out of UC Full Service commenced in June 2018 whereby all new claims and those with change of circumstances are moved on to UC.
- 4.1.2 Nationally, stock holding local authorities and housing associations are reporting increased arrears following the roll-out of UC, one analysis showing a 13% average increase.
- 4.1.3 A number of issues have been identified as contributing to the increase in rent arrears, these include:
 - A misunderstanding of UC system by customers leading to delays in making claims and extending the time without income.
 - Debts accrued prior to making a UC claim or while a UC claim is in process.
 - The five week delay in receiving first UC payment.
 - Tenants applying for a UC advance but not using it to pay their rent (and then having less income to pay their rent each month due to paying back the advance).
 - Errors and delays in payments
 - Digital literacy issues
 - Alternative Payment Arrangements (APAs) being clunky and difficult to administer (and paid up to 7 weeks in arrears and only generally available once arrears exceed 8 weeks rent).
- 4.1.4 The capacity of the Tenancy Services Team has been significantly impacted by the roll-out due to the high volume of work required to support tenants who are transitioning on to UC and to manage the rent accounts of tenants who are in receipt of UC (many who would previously have their rent paid directly by HB and have required minimum intervention).

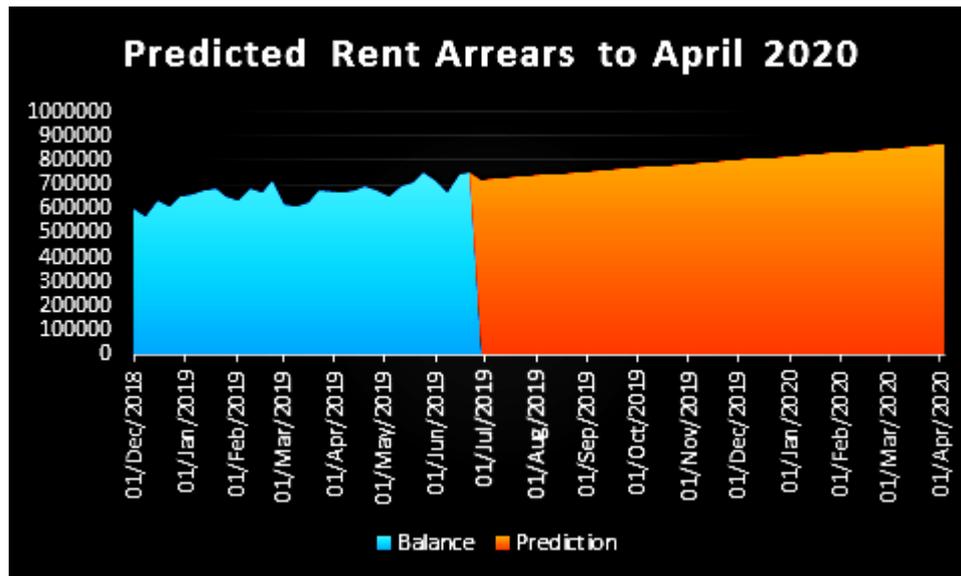
Agenda Item 7

- 4.1.5 There are an average of 52 UC Verifications each month. These are new UC cases requiring verification on the Jobcentre portal. The verifications are also a trigger for early intervention work with the tenant in light of their UC claim. This work can involve 2-3 telephone contacts, sometimes face to face contact, to discuss the UC claim and rent payments and offer support where required.
- 4.1.6 Once UC is in payment there is a much higher rate of non-payment of the rent due compared to all rent accounts including HB accounts. The average rent arrears on a UC claim is £546 whereas the average rent arrears across all accounts is £304 and on HB accounts £170. In July 2019, 11% of all rent accounts had a broken payment agreement, whereas 31% of those in receipt of UC had a broken payment agreement. This equates to a substantial increase in the amount of work associated with UC claims that is required to engage with tenants in order to secure the payment of rent and sustain the tenancy. This can be extremely time consuming requiring multiple repeated contacts and contact attempts which can be lengthy.
- 4.1.7 The arrears balance has increased significantly since June 2018 when UC Full Service was rolled out, with the highest peak reaching just under £750,000 in May 2019. Prior to this, the arrears performance was relatively stable for a long period of time with arrears running at an average of £470,000 since April 2016. The average arrears since UC Full Service was rolled out is £618,500 though since December 2018 this has escalated to higher levels.
- 4.1.8 The arrears chart below shows the arrears trajectory with a split showing the point where UC full service was rolled out.



- 4.1.9 As a result of the additional workload brought about by UC Full Service roll-out, workloads have increased. This has impacted upon other work areas.
- 4.1.10 The following graph shows the predicted rate of arrears without further intervention to increase staffing in this area. At the current rate of increase the arrears would be expected to be in the region of £814,000, although this does not include any increase associated with the Christmas period.

Agenda Item 7



- 4.1.11 Staff are currently having to work additional hours with some housing management work not being covered. The volume of work and hours required to complete it is not sustainable and changes are required to the current complement of staff in order to deliver the additional work created through UC and maintain the Council's financial position.
- 4.1.12 All aspects of the Housing Service have been reviewed to remove 'waste' and to 'redesign the service from a customer perspective'. This has resulted in a dedicated Housing Officer for each neighbourhood/patch (and tenants). This increases ability to build relationships with those we need to in order to facilitate engagement and resolution of problems and also helps to identify other customer problems and estate issues.
- 4.1.13 The approach to income is around proactive early intervention response to non-payment of rent. There is some difficulty in implementing this approach due to the high numbers of tenants who are not paying to their agreements.
- 4.1.14 A strong and cooperative relationship has been developed with the Jobcentre. This helps to facilitate communication, understanding and resolution of customer problems relating to their UC claims. Whilst liaison with the Jobcentre and DWP can be time consuming, we have found this essential in helping to resolve issues. It has been necessary for Housing Officers to develop increased knowledge and set of skills around welfare benefits, income management and income maximisation and debt advice in order to collect the rent effectively and ensure tenants are receiving their full benefit entitlement. The complex nature of this work on a case by case basis can be very time consuming and requires sufficient time to carry out. It is not uncommon for officers to spend several hours with tenants sometimes on a number of occasions in order to assist them.
- 4.1.15 As a result of working with many tenants with whom we have had little contact with in the past (partly due to HB being paid directly and partly due to now having neighbourhood / patch officers) we are also identifying more tenants who are vulnerable and in need of other support to maintain their tenancies (with issues such as property condition and hoarding). Between July 2018 and January 2019 the team logged an average of 6 tenancy support cases each month. Since February (when the team moved to patches) we have logged an average of 11 tenancy support cases each month. It is difficult to quantify the associated work as many of these

Agenda Item 7

cases require ongoing work indefinitely in order to sustain the tenancy. This work is in addition to the casework provided by the team's specialist Tenancy Support Officer.

4.1.16 The team has two specialist roles to aid in the support of tenants with complex support needs.

- Financial Inclusion Officer who assists tenants with complex debt issues, benefit appeals and complex applications for benefits associated with health and disabilities.
- Tenancy Support Officer who assists tenants with complex issues which may affect their tenancy.

4.2 Impact of Additional Properties on Cleaning Team

4.2.1 Although a number of recent developments (Brunel Court, Gales Place and Forgewood,) have had flats with a cleaning requirement, this has been managed through some reduction in the requirements for cleaning in hostels (reduced numbers of hostel rooms) and some general efficiencies.

4.2.2 The next phase of handovers (John Brackpool Court, New Timber Close) have further flats with cleaning requirements. An additional hostel, Southwell Lodge, Balcombe Road, has also been added to the cleaning requirements.

4.2.3 John Brackpool Court has long internal corridors and the decision was taken to carpet these communal areas rather than have a vinyl surface to prevent an institutional feel to the corridors. This is a usual specification requirement in housing association new build properties so was the specification included for Aspen Court in Langley Green. It is also the specification now included for Bridgefield House in Three Bridges.

4.2.4 There are also some tasks not being covered following transfer of workloads between Community Services and Crawley Homes' teams, most specifically weed spraying of drying areas. The additional post will create capacity within the team so that these tasks can be carried out.

4.2.5 The cleaning requirement at John Brackpool is for 3x weekly visit with the remaining time being absorbed at New Timber Close and Southwell Lodge.

4.3 Impact of Removal of Grant funding for Older Persons Services

4.3.1 Over a number of years supporting people funding had provided grant support for services to tenants in sheltered housing. Previous cuts have seen this funding reduced to £70,000 per annum. The funding requirement also widened the service to include older tenants in general needs accommodation. The service was remodelled accordingly.

4.3.2 Under the current arrangement we are supporting those most in need of support: this is 125 tenants in sheltered schemes and 18 floating support (older people in general needs housing). This equates to 580 contacts per month to ensure the welfare of older people in Crawley Homes' properties. Whilst some people are in need of permanent support others require temporary support as circumstances change such as hospital discharge, diagnosis of health condition, or bereavement.

4.3.3 Last year WSCC announced that the £70,000 funding would be withdrawn from September 2019, thus leaving a shortfall in the budget for this service.

Agenda Item 7

- 4.3.4 There are currently two vacant posts within the team with one post being covered by two job share members of staff working full time. The other post has been successfully covered by the team so can be deleted partially mitigating the impact of the withdrawal of funding. This will partly offset the reduction in funding, however, in order to maintain a reasonable level of service to tenants in sheltered housing and continue the work with vulnerable older tenants in general needs accommodation the other post is needed and therefore needs to be a growth item within the budget for 20/21.
- 4.3.5 Reducing staffing beyond the identified 1 FTE would mean further cuts to the services for older people, which would either be withdrawing the floating support service or further reducing the hours available to tenants in sheltered schemes.

5. Information & Analysis Supporting Recommendation

5.1 Universal Credit Impact

- 5.1.1 Prior to the recent impact of UC the out of sync (this is the notification when someone has not paid according to agreement) was about 50 cases per week per officer. With a full staffing compliment this was manageable, although problems inevitably occurred when covering leave or sickness. Since managing the UC roll out the out of sync list has increased to 70 cases per week per officer, with significant problems when the team has covered for leave or sickness. As referenced in 4.1.10 above this workload has not been manageable.
- 5.1.2 Two temporary Housing Officers were recruited in order to experiment with a smaller ratio of properties per Housing Officer on a number of 'patches' (from around 530 properties to 360). This reduced the out of sync list back down to around 50, becoming manageable, with arrears on those patches now reducing.
- 5.1.3 In order to move to these smaller patches an additional up to six full time posts are needed: one part time post has existed within the team for some time from utilising some spare hours from a manager post and a hostel officer post. Going forward these hours will be used within those job roles. Two temporary posts have been recruited to enable the patch experimentation and three additional posts are required to assist in reducing the numbers on the other patches.
- 5.1.4 It will also ensure workloads return to manageable levels and allow the service to move into a position to meet challenge that will occur when the remaining legacy benefit claims are migrated on to UC although no date is known for this.

5.2 Additional Cleaning Requirement

- 5.2.1 The additional cleaning requirements are due to the increase in numbers of blocks of flats with a cleaning requirement especially when John Brackpool Court is handed over at the end of September as it is considered that there will be a requirement for 3x weekly visit to vacuum the carpets and ensure the refuse area is kept clean and tidy. The carpets will also require a six monthly carpet clean. At the beginning of September there are additional cleaning requirements for smaller blocks of flats at New Timber Close (Goffs Park).

Agenda Item 7

6. Implications

6.1 Financial Implications

- 6.1.1 £44m of rent is collected annually and ensures funding to maintain existing stock, service the HRA debt and develop new property. UC has the potential to disrupt what has previously been a stable rent collection position within the HRA. Ensuring sufficient staff are in place to ensure that rent continues to be successfully collected has been key to those organisations that have managed to more successfully mitigate the impact of UC. The provision for Bad Debts will need to be increased as a result of increased arrears in part, due to the introduction of UC; this will impact on the sums available for future investment. By investing in additional staff the level of this increase in the provision for bad debts may be reduced.
- 6.1.2 Six housing officer posts will have a revenue requirement of £225,000 based on £37,500 (Maximum) per post including oncosts. There would also be one off costs such as IT requirements. The monthly cost of 6 housing officers is £18,750 but should be considered against the cost of increasing arrears which between June 2018 (the start of the UC roll out) to June 2019 increased by £12,938. The increase is exponential with rate of increase significant and predicted to rise to £16,536 per month (which includes the three posts – two temporary housing officers and the post currently created from unfilled hours).
- 6.1.3 New developments are let at affordable rent. Revenue of over £1.5m is built into the 19/20 budget for affordable rents. Rents on affordable properties are capped at LHA rates or 80% of market rent (Including service charges) this means it is not always possible to recover additional cleaning or maintenance costs from tenants. The additional cleaning requirement of 1 post will cost £27,000, there will also be a capital cost for an additional van, of £15,000.
- 6.1.4 The Older Persons Services budget for 19/20 included for a decrease of £35,000 grant funding from WSCC. From September 2019 there will be no further grant funding from WSCC.
- 6.1.5 The OPS team therefore requires an additional budget of one OPSO post at £33,500, with one post to be deleted. General efficiencies within the team budget have shown a saving of £20,000 which reduces the increase to £13,500.
- 6.1.6 The additional revenue requirements within the HRA will limit the money available to be transferred for future development projects. Available sums for future house building will be reduced as a result these of increased posts. However, as Prudential borrowing is now available for the HRA this impact can be mitigated by additional borrowing for specific projects. The financial implications in relation to borrowing will need to be considered and included in the treasury management strategy.

6.2 Staffing Implications

- 6.2.1 Additional posts are required to support housing management staff with additional workload caused through the migration to UC.
- 6.2.2 An additional post is required within the cleaning team due to increased numbers of flats being developed with a requirement for cleaning.
- 6.2.3 An increased budget requirement for one post is required in the OPS team to maintain existing service levels to older people following cuts to grant funding.

Agenda Item 7

6.3 Legal Implications

- 6.3.1 There are no direct legal implications arising from this report. The appointment of staff to the Council will be made in accordance with the Council's recruitment procedures.

7. Background Papers

Report from ARCH and National Federation of ALMOs: Patching the Safety Net – Measuring the Impact of Universal Credit on tenants and landlords – survey results 2019

<http://www.almos.org.uk/document?id=8394>

Report author and contact officer: Karen Dodds, Head of Crawley Homes
karen.dodds@crawley.gov.uk x 8256

Agenda Item 8

Crawley Borough Council

Report to Cabinet
25 September 2019

Temporary Accommodation Placement Policy

Report of the Head of Strategic Housing – SHAP/79

1. Purpose

- 1.1 To request approval for the adoption of the proposed Temporary Accommodation Placement Policy.

2. Recommendations

- 2.1 To the Cabinet

The Cabinet is recommended to:

- a) Approve the Temporary Accommodation Placement Policy (Appendix A) for adoption and subsequent publication.
- b) Delegate authority to the Head of Strategic Housing, in consultation with the Cabinet Member for Housing, to review and make minor amendments to the Temporary Accommodation Placement Policy as further changes to legislation and statutory guidance are introduced. (*Generic Delegation 7 will be used to enact this recommendation*).

3. Reasons for the Recommendations

- 3.1 To fulfil the Council's legal duty to publish a policy regarding the allocation of temporary accommodation.

4. Background

- 4.1 Chapter 17 Suitability of Accommodation paragraph 17.49 of version 0.5 of the 'Homelessness Code of Guidance' (published by the Ministry for Housing, Communities and Local Government (MHCLG) on 12th April 2019) states:

"Where it is not reasonably practicable to secure accommodation within district and an authority has secured accommodation outside their district, the housing authority is required to take into account the distance of that accommodation from the district of the authority. Where accommodation which is otherwise suitable and affordable is available nearer to the authority's district than the accommodation which it has secured, the accommodation which it has secured is not likely to be suitable unless the applicant has specified a preference, or the accommodation has been offered in accordance with a published policy which provides for fair and reasonable allocation of accommodation that is or may become available to applicants."

- 4.2 Prior to version 0.5 of the Code of Guidance (published on 12th April 2019), local authorities were only *advised* to have a policy in place regarding the placement of households into temporary accommodation. Version 0.5 of the guidance states that out of borough placements are not likely to be suitable unless the applicant has specified a preference or the placement was made in accordance with a published policy.

Agenda Item 8

5. Description of Issue to be resolved

- 5.1 The Council currently does not have a policy regarding the placement of households into temporary accommodation.
- 5.2 The draft Temporary Accommodation Placement Policy, if adopted, will apply to all wards and all service users in Crawley.
- 5.3 The Allocations Policy will be amended to incorporate out of borough placements where necessary and appropriate.

6. Information & Analysis Supporting Recommendation

- 6.1 In practice the placement of households outside of the borough is very low (on average one per month over the last year), and is mostly to access supported temporary accommodation in Mid-Sussex, or it not being advisable to place the household within the Borough for reasons of the applicants safety.

7. Implications

- 7.1 Staffing – There are no direct staffing implications associated with implementing the Temporary Accommodation Placement Policy.
- 7.2 Financial – There are no direct financial implications associated with implementing the Temporary Accommodation Placement Policy.
- 7.3 Legal - Adoption of the Temporary Accommodation Placement Policy fulfils the Council’s duty to have such a policy in place.
- 7.4 The Homelessness Code of Guidance for Local Authorities issued by the Ministry for Housing, Communities and Local Government (MHCLG) provides statutory guidance on how to interpret and apply Homelessness legislation and contains details of good practice that local authorities should adopt. Whilst it is not legally binding Local authorities are required to have regard to it. Failure to have regard to the current Code can be used as a basis for a judicial review challenge.
- 7.5 Part VII of the Housing Act 1996 (“the Act”) imposes duties on the Council as a local housing authority to secure suitable temporary accommodation for the homeless while investigations are made into their entitlements and, subsequently if certain conditions are met.
- 7.6 The Homelessness (Suitability of Accommodation) (England) Order 2012 (“the 2012 Order”) and the accompanying Supplementary Guidance issued by the Secretary of State, confirms that the location of the accommodation – including, *“where the accommodation is out of the borough, its distance from the borough - is relevant to suitability of the accommodation secured”*. The 2012 Order also identifies a series of other matters related to location to which the authority must have regard in considering suitability of accommodation.
- 7.7 By s208 of the Act the Council must, so far as practicable, secure temporary accommodation within its district.
- 7.8 The Supreme Court decision in the case of Nzolameso v Westminster City Council (“Nzolameso”) reiterates the need for local authorities to have proper regard to its statutory duties under ss206 and 208 of the Act. It emphasises that where “in-borough” accommodation cannot be secured, a local housing authority must secure accommodation as close to the borough as reasonably practicable (which may include considerations of cost to the authority), and be prepared to explain in any

Agenda Item 8

individual case why the specific accommodation that was offered was considered suitable having regard to the statutory duties

- 7.9 Equalities - In formulating the Temporary Accommodation Placement Policy the Council has had regard to its public sector equality duty under the Equality Act 2010, which requires it to have due regard to:
- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act;
 - advance equality of opportunity between people who share a “protected characteristic” and people who do not;
 - foster good relations between people who share a relevant “protected characteristic” and people who do not.
- 7.10 The “protected characteristics” are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex (formerly gender) and sexual orientation.
- 7.11 An Equalities Impact Assessment (EIA) has therefore been completed for the Temporary Accommodation Placements Policy and is attached as Appendix B to this report. Cabinet is asked to pay specific regard to its public sector equality duty (including the EIA) in considering whether or not to approve the Policy. The assessment does not identify any action that needs to be taken as a result of introducing this Policy.

8. Background Papers

[Homelessness Code of Guidance](#)

Report author and contact: Nikki Hargrave, Housing Options Manager
Direct Line: 01293 438583
Email: nikki.hargrave@crawley.gov.uk

This page is intentionally left blank



Temporary Accommodation Out Of Area Placement Policy

1.0 Introduction

- 1.1 This document sets out the Council's policy for how homeless households will be prioritised for temporary accommodation when there is no temporary accommodation available within Crawley.
- 1.2 The policy applies to all households placed in temporary accommodation by the Council under Section 188 *The Relief of Homelessness Duty* and Section 193 *The Main Homelessness Duty* arising out of the Housing Act 1996. It also applies to any accommodation:
- Secured under a power to provide temporary accommodation pending a review or appeal
 - Secured to meet any duty owed to an intentionally homeless household
 - Secured to meet any interim accommodation duty pending the outcome of a local connection referral to another local authority
- 1.3 This document should be read in conjunction with the Council's most recent Homelessness Strategy and action plan as this document sets out how the Council is seeking to develop more local temporary and permanent accommodation options to meet demand for households owed any duty under the Part 7 of the Housing Act 1996 as amended by the Homelessness Reduction Act 2017.
- 1.4 In drafting this out of area placement policy, the Council has taken into account the following:
- Relevant case law including the judgment in the Supreme Court case of *Nzolameso and Westminster Council*
 - Relevant provisions of the Housing Act 1996 (as amended) including Sections 206, 208, and 210
 - The Homelessness (Suitability of Accommodation) (England) Order 2012
 - The relevant sections of Governments Guidance on Allocations and Homelessness
 - The MHCLG Supplementary Guidance on the homelessness changes in the Localism Act 2011 and on the Homelessness (Suitability of Accommodation) (England) Order 2012 (November 2012)
 - Relevant provisions of the Equalities Act 2010.
- 1.5 Our policy is to provide, wherever reasonably practicable, suitable accommodation within Crawley, except in cases where there is a specific reason why the household should not be accommodated within our borough (for example, applicants at risk of domestic violence or other violence). However, our ability to meet this policy objective is subject to the supply of suitable temporary accommodation being available.

2.0 The Temporary Accommodation Out of Area Placement Policy

- 2.1 This policy is intended to set out the criteria by which we will seek to prioritise those who have the greatest need to be accommodated within Crawley.
- 2.2 When considering whether an out of Crawley placement is suitable, the Council will take into account any transport costs associated with the location of the accommodation as part of its affordability assessment.
- 2.3 The Council will also take account the distance of any offer of temporary accommodation from the last address they have presented as homeless. We will consider any possible disruption to employment, education or caring responsibilities, accessibility of essential medical facilities and support that are essential to the wellbeing of any household member, and accessibility of local amenities, services and transport.
- 2.4 An assessment of these matters will be completed when an applicant is being matched to any available temporary accommodation unit. A copy of the assessment procedure we use can be requested.
- 2.5 Any decision regarding an allocation of temporary accommodation will have regard to the Council's obligations under Section 11 of the Children Act 2004 including the need to both safeguard and promote the welfare of children.

3.0 Guidelines on the Location of Temporary Accommodation

- 3.1 For the purposes of making an allocation, all units of temporary accommodation that may be offered to an applicant owed a temporary accommodation duty will be categorised simply as:
 - *'In area'* – meaning within the Crawley Borough Council area, *or*
 - *'Outside of the local authority area'* – meaning outside the Crawley Borough Council area.
- 3.2 Where there are insufficient units of temporary accommodation within Crawley, a suitable offer will be made outside of Crawley.
- 3.3 The Council may also keep aside vacant units within Crawley in anticipation of applicants presenting who meet the criteria in this policy for such a placement. This practice is consistent with case law including the decisions by the Court of Appeal in *Alibkhiat v London Borough of Brent* and *Adam v City of Westminster*.

4.0 How we will prioritise households for an offer of temporary accommodation in Crawley where there are more applicants requiring a placement than properties available.

- 4.1 All households will be placed in accommodation in Crawley if a sufficient number of suitable units are available at the time of placement. Where there is a shortage of local units on any given day, the Council may decide to keep aside a number of local vacant units in anticipation of applicants presenting who meet the criteria for a placement within Crawley.
- 4.2 If there are insufficient temporary accommodation units available within Crawley, a household will be placed in a suitable unit outside of Crawley, but as close as possible based on the practicality of sourcing units on any given day.
- 4.3 Relevant facts regarding the household's circumstances will be gathered by officers in the course of their enquiries through completing their assessment of an applicant's circumstances under section 189A of the Housing Act 1996.
- 4.4 Households will be given priority for a placement within Crawley if they meet the following criteria. Please note this does not mean that they are guaranteed to receive an offer of temporary accommodation within Crawley when the temporary accommodation duty arises. It may be that at the time the temporary accommodation duty is owed there are no vacancies available in Crawley and, if this is the case, an offer of suitable temporary accommodation will be made as close as possible with priority given to any household that meets one or more of the criteria set out below, to be given a suitable offer of temporary accommodation within Crawley as soon as is reasonably practicable to do so.
- 4.5 Criteria for priority placement in Crawley:
- a) Households with one child (or more) in secondary school in their final year of Key Stage 4 (generally Year 11) with exams to be taken within the next six months.
 - b) Households with one child (or more) who has a Statement of Special Educational Needs who is receiving education or educational support in our area and where a change of schools would be extremely detrimental to their well-being because either the impact of moving on that child or that a similar package of support is unlikely to be available.
 - c) Households with significant medical or severe learning disability where a child attends a specialist school.
 - d) Households where one person (or more) has a severe and enduring mental health problem and receiving psychiatric treatment and aftercare provided by community mental health services **and** have an established support network in Crawley so that a placement outside of Crawley may severely impact on their wellbeing.
 - e) Households where one person (or more) is in permanent and settled employment. Where this is not possible we will endeavour to place a household no more than 60 minutes by public transport away from their place of employment and will continue to seek suitable accommodation closer to their place of work.
 - f) Households who have a longstanding arrangement to provide care and support to another family member in the local area, and that person would be likely to require statutory health and social care support if that care and support ceased and there are no other relatives willing and able to provide that care and no other suitable alternative arrangements available.

4.6 Please note the following:

- a) The above categories are not exhaustive and other special circumstances will be taken into account. Whenever an applicant is owed an interim or full temporary accommodation duty an assessment of the household's housing needs and circumstances will be carried out. Following the assessment it may be decided that an applicant should qualify for a placement in Crawley for a special reason despite not meeting the criteria as set out above.
- b) Where there are no temporary accommodation units immediately available in Crawley to meet the household's identified needs, they may be placed on an emergency basis into accommodation in any location where there is availability on that day as long as it has been assessed as being suitable.
- c) A decision on how to prioritise the allocation of a particular property on a particular day where more than one household requires temporary accommodation and more than one household meets the criteria for a placement in Crawley set out above may be necessary. The following circumstances will be taken into account when prioritising between households. Please note the circumstances listed are not in order of importance and do not form an exclusive set of criteria as other factors may also be relevant:
 - Level of need relating to the welfare and safeguarding of any children in the household
 - Level of educational need
 - Identified risks posed by living in particular areas
 - Permanency/flexibility of employment
 - Access to transport
 - Level of need to be close to services and amenities
 - Level of need to be close to health services
 - Level of need to be close to support networks
 - Level of need to be close to cultural or religious amenities
 - Impact on caring responsibilities
 - Affordability of the accommodation
 - Impact of the relocation, and of occupying the accommodation on a continuing basis, on the well-being of household members
 - Impact of the relocation, and of occupying the accommodation on a continuing basis, on the well-being of any children in the household, having regard to the Council's duty under the Children Act 2004 to safeguard and promote their well-being

The impact of the above and any other relevant circumstances will be considered both individually and cumulatively.

This Temporary Accommodation Out of Area Placement Policy was adopted by Cabinet on 25th September 2019

EQUALITY IMPACT ASSESSMENT

Name of activity:	Temporary Accommodation Placement Policy	Date Completed:	5th August 2019		
Directorate / Division responsible for activity:	Strategic Housing	Lead Officer:	Hannah Edwards and Nikki Hargrave		
Existing Activity	<input type="checkbox"/>	Existing activity, new / proposed policy	x	Changing / Updated Activity	<input type="checkbox"/>

What are the aims / main purposes of the activity?

Section 17.49 of the 'Homelessness Code of Guidance' (published by the Ministry for Housing, Communities and Local Government (MHCLG)) states:

"Where accommodation which is otherwise suitable and affordable is available nearer to the authority's district than the accommodation which it has secured, the accommodation which it has secured is not likely to be suitable unless the applicant has specified a preference, or the accommodation has been offered in accordance with a published policy which provides for fair and reasonable allocation of accommodation that is or may become available to applicants."

The proposed 'TA Placement Policy' sets out the Council's approach for how homeless households will be prioritised for temporary accommodation (TA) when there is no TA available in:

- a) The local authority area, or
- b) An area within the local authority district that an applicant would prefer to be placed into to access for example, schools, place of work, family

The policy applies to all households placed in temporary accommodation by the Council under Section 188 *The Relief of Homelessness Duty* and Section 193 *The Main Homelessness Duty* arising out of the Housing Act 1996. It also applies to any accommodation:

1. Secured under a power to provide temporary accommodation pending a review or appeal
2. Secured to meet any duty owed to an intentionally homeless household
3. Secured to meet any interim accommodation duty pending the outcome of a local connection referral to another local authority

Please note, whilst the Policy document itself is "new", the procedure it conveys is not. The Policy documents the existing process used to determine how households are prioritised for a placement into TA.

What are the main actions and processes involved?		
<p>All households will be placed in accommodation within the Borough if a sufficient number of suitable units are available at the time of placement. Where there is a shortage of local units on any given day the Council may decide to keep aside a number of local vacant units in anticipation of applicants presenting who meet the criteria for a local placement. If there isn't a sufficient number of local temporary accommodation units available, a household will be placed in a suitable unit outside of our area, but as close to this local authority's district as possible based on the practicality of sourcing units on any given day.</p> <p>Relevant facts regarding the household's circumstances and needs will be gathered by officers in the course of their enquiries through completing their assessment of an applicant's circumstances under section 189A of the Housing Act 1996. The impact of these and any other relevant circumstances will be considered both individually and cumulatively.</p> <p>Households will be given priority for an 'in area' placement if they meet criteria as laid out in section 4 of the Policy. This does not mean that they are guaranteed to receive an offer of 'in area' accommodation when any TA duty arises. It may be that at the time any temporary accommodation duty is owed there are no vacancies in area and, if this is the case, an offer of suitable TA will be made as close as possible with priority given to any household that meets one or more of the criteria set out below, to be given a suitable offer of temporary accommodation within area as soon as is reasonably practicable to do so.</p>		
Who is intended to benefit & who are the main stakeholders?		
<p>The TA Placement Policy is not intended to place any household at an advantage or disadvantage, but to describe the procedure for prioritizing households for placement into temporary accommodation.</p>		
Have you already consulted on / researched the activity?		
<p>No consultation is required or necessary.</p>		
Impact on people with a protected characteristic		
Protected characteristics / groups	Is there an impact (Yes / No)	If Yes, what is it and identify whether it is positive or negative
Age	No	Neutral – The Policy documents the existing procedure for placing clients into TA, and is not restricted to, or directed at, any particular group of people. The decision whether to place outside of the borough is based on the availability of suitable TA within the Borough, along with the needs/circumstances of the household. The Policy makes no specific reference to age, and is unlikely to discriminatorily impact younger/older people.

Disability	No	Neutral – The Policy documents the existing procedure for placing clients into TA, and is not restricted to, or directed at, any particular group of people. The decision whether to place outside of the borough is based on the availability of suitable TA within the Borough, along with the needs/circumstances of the household. The presence of a person with a physical or mental disability within the household <i>may</i> (according to the criteria set out in section 4 of the Policy) <i>prioritise</i> that household for an ‘in area’ placement, however such placements are not guaranteed and are still subject to the availability of suitable accommodation at that time, therefore the overall impact is still neutral.
Gender reassignment	No	Neutral – The Policy documents the existing procedure for placing clients into TA, and is not restricted to, or directed at, any particular group of people. The decision whether to place outside of the borough is based on the availability of suitable TA within the Borough, along with the needs/circumstances of the household. The Policy makes no specific reference to gender reassignment, and is unlikely to discriminatorily impact people undergoing gender reassignment.
Marriage & civil partnership	No	Neutral – The Policy documents the existing procedure for placing clients into TA, and is not restricted to, or directed at, any particular group of people. The decision whether to place outside of the borough is based on the availability of suitable TA within the Borough, along with the needs/circumstances of the household. The Policy makes no specific reference to marital status, and is unlikely to discriminatorily impact people based on their marital status.
Pregnancy & maternity	No	Neutral – The Policy documents the existing procedure for placing clients into TA, and is not restricted to, or directed at, any particular group of people. The decision whether to place outside of the borough is based on the availability of suitable TA within the Borough, along with the needs/circumstances of the household. The presence of a child within the household <i>may</i> (according to the criteria set out in section 4 of the Policy) <i>prioritise</i> that household for an ‘in area’ placement, however such placements are not guaranteed and are still subject to the availability of suitable accommodation at that time, therefore the overall impact is still neutral.
Race	No	Neutral – The Policy documents the existing procedure for placing clients into TA, and is not restricted to, or directed at, any particular group of people. The decision whether to place outside of the borough is based on the availability of suitable TA within the Borough, along with the needs/circumstances of the household. The Policy makes no specific reference to race, and is unlikely to discriminatorily impact people based on their race.

Religion & belief	No	Neutral – The Policy documents the existing procedure for placing clients into TA, and is not restricted to, or directed at, any particular group of people. The decision whether to place outside of the borough is based on the availability of suitable TA within the Borough, along with the needs/circumstances of the household. The Policy makes no specific reference to religion and beliefs, and is unlikely to discriminatorily impact people based on their religion and beliefs.
Sex	No	Neutral – The Policy documents the existing procedure for placing clients into TA, and is not restricted to, or directed at, any particular group of people. The decision whether to place outside of the borough is based on the availability of suitable TA within the Borough, along with the needs/circumstances of the household. The Policy makes no specific reference to gender, and is unlikely to discriminatorily impact people based on the gender to which they identify.
Sexual orientation	No	Neutral – The Policy documents the existing procedure for placing clients into TA, and is not restricted to, or directed at, any particular group of people. The decision whether to place outside of the borough is based on the availability of suitable TA within the Borough, along with the needs/circumstances of the household. The Policy makes no specific reference to sexual orientation, and is unlikely to discriminatorily impact people based on the sexual orientation to which they identify.
Whilst Socio economic disadvantage that people may face is not a protected characteristic; the potential impact on this group should be also considered	No	Neutral – The Policy documents the existing procedure for placing clients into TA, and is not restricted to, or directed at, any particular group of people. The decision whether to place outside of the borough is based on the availability of suitable TA within the Borough, along with the needs/circumstances of the household. The ability of the household to afford travel costs resulting from the location of the accommodation is a consideration when assessing the suitability of an offer of TA, plus all placements are still subject to the availability of suitable accommodation at that time, therefore the overall impact is still neutral.

What evidence has been used to assess the likely impacts?
The TA Placement Policy documents existing practices, and in the past three years no one has requested a review of their temporary accommodation based on the suitability of its location.
What resource implications are there to deliver actions from this EIA?
None above and beyond what exists already to provide the service.

Outcome following initial assessment		
Does the activity have a positive impact on any of the protected groups or contribute to promoting equality, equal opportunities and improving relations within target groups?	No	
Does the activity have a negative impact on any of the protected groups, i.e. disadvantage them in any way.	No	

Decision following initial assessment			
Continue with existing or introduce new / planned activity	Yes	Amend activity based on identified actions	No

Action Plan			
Impact identified	Action required	Lead Officer	Deadline
n/a		Hannah Edwards and Nikki Hargrave	

Monitoring & Review	
Date of last review or Impact Assessment:	n/a
Date of next 12 month review:	Review as and when any changes made to policy
Date of next 3 year Impact Assessment (from the date of this EIA):	Review as and when any changes made to policy

Signed by Person Completing:	Hannah Edwards
Date Sent to HR and Equalities Team:	10 th September 2019
Approved by Head of Service:	Diana Maughan

Crawley Borough Council Equality Impact Assessment



Completed Equality Impact Assessment	Key findings	Future actions
<p>Directorate / Division:</p> <p>Function or policy name:</p> <p>Officer completing assessment (Job title):</p> <p>Date of assessment:</p>	<p>Strategic Housing Services</p> <p>Temporary Accommodation Out of Borough Placement Policy</p> <p>Hannah Edwards - Strategic Housing Performance, Policy and Project Officer</p> <p>5th August 2019</p>	

Agenda Item 9

Crawley Borough Council

**Report to Cabinet
25 September 2019**

Crawley Town Centre Business Improvement District (BID)

Report of the Head of Economy and Planning, **PES/333**

1. Purpose

- 1.1 To provide an update on the proposal being made by the Town Centre Partnership (TCP) to establish a Business Improvement District (BID) for Crawley Town Centre. This is an initiative led by businesses and endorsed by the Council.
- 1.2 The Council is a business ratepayer in the defined BID area and as such will be entitled to vote on the proposals to create a BID. The Council will be subject to the business rates levy should the outcome of the forthcoming Ballot be a majority of prospective BID levy payers voting in favour of creating the BID.
- 1.3 In addition, the Council will be required to administer the postal Ballot and collect the levies and transfer those funds to the BID Company in accordance with the regulations governing BIDs in England. Only those funds actually collected are transferred to the BID Company by the Council.
- 1.4 The report advises the Cabinet of the resource and financial implications for the Council associated with a successful BID Ballot.

2. Recommendations

- 2.1 Cabinet is asked to:
 - a) Note the intention of the Town Centre Partnership to create a Town Centre BID and the associated timescales leading to a Ballot in November 2019.
 - b) Agree that the Council will vote 'YES' in favour of the BID and by so doing agree to pay the levy on those rateable hereditaments owned by the Council which are located in the BID area, as listed in Appendix A. The cost to the Council to be included within future years budgets if the Ballot is successful.
 - c) Subject to recommendation b) above, agree to instruct the Head of Economy and Planning as the nominated officer representative to cast the 'YES' vote in respect of the Council's eligible hereditaments in the BID boundary area.
 - d) Agree that the Chief Executive as Returning Officer and Ballot holder should hold a Ballot for the Town Centre BID proposal

In the event of a successful vote:

- e) That the Council agrees to assist the BID Company with cash flow until the levies are collected and to delegate to the Head of Economy and Planning and the Head of Corporate Finance, in consultation with the Cabinet Member for Planning and Economic Development, the power to make the necessary arrangements.

Agenda Item 9

- f) Approve the Council having legal responsibility for the collection and enforcement of the BID Levy. These responsibilities will be subject to an Operating Agreement being signed off between the BID Company and the Council, to be agreed by the time of the Ballot in November 2019.
- g) Delegate to the Head of Economy and Planning and the Head of Legal, Democracy and HR, in consultation with the Cabinet Member for Planning and Economic Development, the power to approve and sign the Operating Agreement with the BID Company, together with any other agreements/documents required for the BID.
- h) Delegate to the Head of Economy and Planning in consultation with the Cabinet Member for Planning and Economic Development, the power to take where appropriate, any direct or incidental actions necessary to support the Crawley Town Centre BID during its five year duration.

3. Reasons for the Recommendations

- 3.1 To agree to support the creation of the Town Centre BID taking into account the implications to the Council as a ratepayer, service provider and billing authority. The development of a Town Centre Business Improvement District is an aspiration clearly set out in the Council's Town Centre Regeneration Programme, adopted in December 2015 and refreshed then agreed by Cabinet in November 2017.

4. Background

- 4.1 Crawley town centre is one of three main employment areas within the borough and home to more than 420 businesses. Its mix of shops, restaurants, cafes, bars, offices, professional services, leisure and community uses provide a range of full and part-time employment.
- 4.2 There is much to be positive about. Crawley Town Centre attracts more than 200,000 visitors every week with a combined weekly footfall of 617,000 and has a workforce of around 13,500. The town has developed a diverse range of retail brands over the years and the leisure offer is growing. The town centre has a relatively low vacancy rate (10.2% compared to a national average of around 12%¹) and around 100 independent retailers.
- 4.3. The town centre is becoming a neighbourhood in its own right, with over 1,400 new units have been granted planning permission. As a result, there are now 831 dwellings already built out in the Town Centre with a further 2,200 anticipated to come forward between now and 2035. This brings additional challenges for the town centre as it continues to develop its own distinct offer and proposition for all stakeholders. It is vital that Crawley Town Centre can sustain its role as a regional shopping centre and grow its business and employment base in order to consolidate and expand footfall levels and strengthen the prosperity of the town centre. The town centre must also demonstrate its capacity to evolve and respond to changing customer demand.
- 4.4 Crawley's Town Centre Regeneration Programme sets out a number of schemes and activities with the collective aim of transforming the town centre into a dynamic business growth hub. One of those activities is the exploration of the potential and feasibility for a dedicated Town Centre Business Improvement District (BID).

¹ Springboard vacancy report August 2019

Agenda Item 9

- 4.5 A BID is defined as “an arrangement whereby businesses get together, decide what additional improvements they want to make, how they are going to manage and deliver those improvements and what it will cost them. This all goes into a business plan which is voted on by all those who would have to pay. The BID can last for a maximum of 5 years and must be able to demonstrate how it has benefited businesses who have funded it.” [Source: Ministry of Housing, Communities & Local Government – guidance on BIDs)

A successful Ballot is one that has a simple majority vote; both in the number of votes cast and in rateable value of votes cast.

- 4.6 According to British Bids, there are five stages of BID development, starting with a feasibility or ‘investigate’ stage; to establish the need and appetite for a BID, within a provisional BID area, and review the potential opportunities and levy yield that could be achieved. The five stages are: Feasibility, Planning, Local Authority, Campaign and Establishment.

5. Crawley Town Centre BID

- 5.1 In May 2018, Crawley’s Town Centre Partnership resolved to appoint Central Management Solutions (CMS/Savills) to carry out a feasibility study for a BID in Crawley town centre. The study was carried out during the summer and comprised the following:
- High level business survey (10% sample of all town centre businesses)
 - Site visits
 - Potential levy income analysis (using current ratings listing)
 - Review of relevant literature (e.g. demographic data, town centre regeneration programme, town centre operator surveys, footfall data)
 - A potential timeline to ballot
 - Analysis of survey findings and recommendations for next steps
- 5.2 The findings of the study were presented to the Town Centre Partnership in September 2018 where it was agreed to proceed to the next stages of BID development (Planning and Local Authority).
- 5.3 Since then, CMS/Savills have carried out further, detailed consultation and research with town centre businesses (50% of businesses surveyed at local, regional and headquarter levels) to develop the purpose, vision and proposition of a Town Centre BID. A business plan and operating agreement have been developed, setting out what a BID could deliver and how it would operate. These have been informed by discussions with the Local Authority regarding levy collection and the Ballot process.
- 5.4 In accordance with the BID (England) Regulations 2004, the Town Centre Partnership submitted the draft BID proposal and letter of request to the Local Authority on 16 July 2019. The final version was received in September 2019. The BID Business Plan is now at an advanced stage of development and is expected to be launched in October 2019 by the Town Centre Partnership. In accordance with the BID (England) Regulations 2004, the Secretary of State has been formally notified of the intention to pursue a BID.
- 5.5 Discussions with the Council’s Electoral Services and Business Rates teams about the implications of the BID have taken place. Being at an advanced stage, the BID proposals are now ready to be launched: the priority projects have been identified, the levy rate with upper and lower limits provisionally set and the revenue raising potential assessed, the details of which are set out in Appendix B.

Agenda Item 9

- 5.6 Ballot papers are expected to be issued to prospective BID levy payers on 15 October 2019 with the Ballot day itself likely to be 14 November 2019. The announcement of the BID result is expected as soon as possible after the Ballot day.
- 5.7 The proposed BID area has been agreed and is shown at Appendix C. Liable BID levy payers within the boundary will be issued with a Ballot paper and be billed for the levy should a majority 'Yes' vote be achieved. Only those liable for a levy will be entitled to vote.
- 5.8 If the outcome of the Ballot is positive, there will be period of four months during which time the new BID Company will be established, drawing membership from representatives within the BID area. Levy collection is expected to commence from April 2020.
- 5.9 Details of the timescales associated with the BID development are shown in Appendix D.
- 5.10 The work carried out by CMS/Savills to date, including the feasibility study, business engagement, planning, BID development and the campaign, has been funded by the Town Centre Partnership, Crawley & Gatwick Business Watch and the BID Loan Fund.

6. Implications for Crawley Borough Council

- 6.1 Crawley Borough Council is skilled in supporting the establishment and operational requirements of BIDs and has successfully done so for the Manor Royal BID since 2013. It is therefore proposed to follow the same principles and methodology for the Town Centre BID, as follows:
 - 6.1.1 The Town Centre BID is being proposed by the Town Centre Partnership and is a business-led initiative.
 - 6.1.2 The formal roles of the Council, in support of the Ballot, are to provide billing information relating to non-domestic ratepayers in the proposed BID area and that the Council's Returning Officer is the Ballot Holder and is responsible for making arrangements for conducting the BID Ballot.
 - 6.1.3 The postal Ballot, including the issue and collection of ballot papers, will be managed the Electoral Services Team. The 2004 BID (England) Regulations require the Council to pay for the Ballot. The estimated cost is £1,000 and this will be absorbed within existing resources.
 - 6.1.4 Subject to a successful 'Yes' vote, the billing and collection of the BID levy will be undertaken by the Accounts Receivable team on behalf of the Town Centre BID, for which a detailed Operating Agreement has been prepared, setting out the levy criteria and any exemptions and details of collection. This would involve billing 411 liable properties. The costs associated with the annual billing process for the BID levy have been calculated and built into the operating budget for the BID.
 - 6.1.5 A successful 'Yes' vote would also mean the Council would itself be liable to pay the BID levy. Based on the latest available information, this would make the Council liable to pay £10,342.50 per annum for its contribution to the BID (see Appendix A). On this basis, the Council is entitled to vote in the Ballot.
- 6.2 Ward Members' Views – the town centre falls within Northgate and West Green, Southgate and Three Bridges wards however, given the strategic importance of the

Agenda Item 9

town centre, all Members have been informed of the proposals via the Councillors' Information Bulletin, Economic Regeneration Working Group meetings and an All Member Seminar on 3 July 2019.

7. Risk Implications

- 7.1 The primary risk to this initiative for the Town Centre BID involves failing to secure the necessary mandate from business rate payers within the BID area to implement the BID and collect the associated levy. In this event, the Town Centre BID Plan would be undeliverable and the future of the Town Centre Partnership uncertain.
- 7.2 Collection of business rates would take priority over a BID levy when it comes to allocating payments from businesses and therefore, there is a risk that the actual levy received would be less than billed. The costs associated with collecting the levy, including potentially chasing debts, are reflected in the charges that will be paid by the BID to the business rates team as part of the BID Operating Agreement.

8. Legal Implications

- 8.1 The legislative framework under which Business Improvement Districts are established, renewed and governed is contained in Part 4 of the Local Government Act 2003. The establishment and operation of a Business Improvement District is also subject to the BID (England) Regulations 2004. This requires that prior to becoming operational, prospective BIDs must be subject to a Ballot of all eligible BID levy payers. A BID is legally permitted to exist if the majority of BID levy payers vote in favour.
- 8.2 The Council only has the power to veto a BID proposal if it is contrary to formally adopted and published Council policies. The Crawley Town Centre BID proposal is in line with Council policies and priorities and therefore this report recommends formal Cabinet endorsement.
- 8.3 The Council's contract with CMS/Savills requires them to ensure that all documentation provided to the Council as part of the Town Centre BID development meets the requirements of the legislation and is compliant with BID (England) Regulations 2004, Regulation 4.

9. Background Papers

[Crawley Town Centre Regeneration Programme Outline First Draft - report to Cabinet 2 December 2015 \(PES/195\)](#)

[Town Centre Regeneration Programme Second Edition - report to Cabinet 29 November 2017 \(PES/261\)](#)

Lynn Hainge
Economic Regeneration Manager
01293 438336

Agenda Item 9

Appendix A – list of Council Borough Council properties in the proposed BID area

Properties where the Council is liable for the BID levy

Full property address	Current Rateable Value	Levy
Town Hall Multi Storey Car Park	£57,000	£855.00
Town Hall	£550,000	£8,250.00
Orchard Street / Pegler Way Car Park	£82,500	£1,237.50

Properties with a rateable value of more than £10,000 owned by the Council and leased to a tenant that is liable for the BID levy.

NB if these premises fall vacant, where the business rates liability falls to the Council, so would be BID levy liability.

Full Property Address	Current Rateable Value	Levy
1-7 Station Road (<i>Richard Place Dobson</i>)	£75,000	£1,125.00
Crawley Museum, 103 High Street	£55,000	£825.00
Ashdown House, 125 High Street (<i>Chubb</i>)	£390,000	£,5,850.00
49-51 High Street (<i>ASK Italian</i>)	£67,000	£1,005.00

Agenda Item 9

Appendix B – BID Levy proposals and revenue generating potential

a. Levy proposal

A 1.5% levy based on the rateable value of a property, applied with upper and lower caps.

Lower cap = no business with a rateable value of less than £10,000 per annum pays a BID levy

A 25% discount will be applied to those businesses based in the County Mall shopping centre and the Leisure Park on London Road.

Upper cap = no business will be required to pay more than £10,000 per annum, per hereditament, as a BID levy.

b. What will this cost individual businesses?

Rateable Value of the property	Annual Levy	Monthly cost	Weekly cost	Daily cost
Less than £10,000	£0	£0	£0	£0
£10,000.00	£150.00	£12.50	£2.88	£0.41
£20,000.00	£300.00	£25.00	£5.77	£0.82
£30,000.00	£450.00	£37.50	£8.65	£1.23
£50,000.00	£750.00	£62.50	£14.42	£2.05
£75,000.00	£1,125.00	£93.75	£21.63	£3.08
£100,000.00	£1,500.00	£125.00	£28.85	£4.11
£125,000.00	£1,875.00	£156.25	£36.06	£5.14
£150,000.00	£2,250.00	£187.50	£43.27	£6.16
£250,000.00	£3,750.00	£312.50	£72.12	£10.27
£300,000.00	£4,500.00	£375.00	£86.54	£12.33
£500,000.00	£7,500.00	£625.00	£144.23	£20.55
£1,000,000 and over	£10,000.00	£833.33	£192.31	£27.40

c. What will this expect to generate for the Town Centre BID?

This will generate an annual levy income of around £450,000 per annum which equates to around £2.25m over five years.

d. How will the funds be spent?

Based on research and consultation with businesses, the following themes have been identified as priorities for businesses in the town centre:

- A safer environment (street ambassadors, increased CCTV)
- Showcasing our offer (web presence, dedicated social media, offers to the professional services sector)
- Enlivenment of the town centre (family focused events, markets)
- Connecting the town centre (accessibility, business networking)

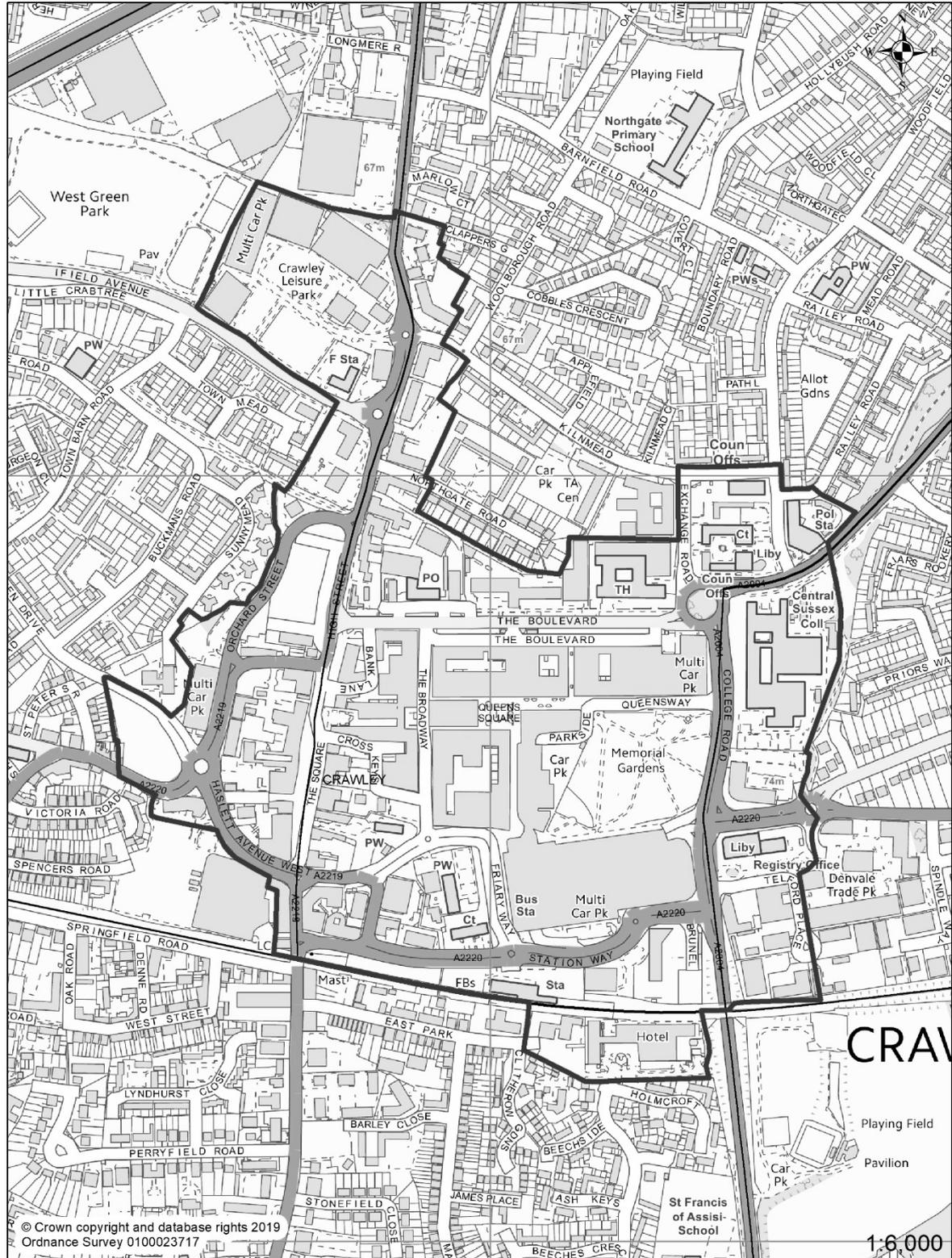
Vision “Let’s create a thriving town centre through collaboration and partnership”

Agenda Item 9

Appendix C – Proposed BID Area

TOWN CENTRE BID PROPOSED BOUNDARY

 Proposed Town Centre BID Boundary



Agenda Item 9

Appendix D - BID timetable of key events

Final Date of Ballot	14 November 2019
Last Date for Formal Notification to Secretary of State with copy to Local Authority (84 days before BID Proposal & Letter of Request to Local Authority)	11 July 2019
Draft BID Proposal and Letter of Request to Local Authority	05 September 2019
Publication of Notice of Ballot and Final Date For Publishing Business Plan online (42 days before Ballot date)	03 October 2019
Post Ballot packs (minimum 30 days prior to ballot date)	15 October 2019
First Day of Ballot Period (minimum 28 days)	18 October 2019
Deadline for Proxy Nominations (5pm - 10 days prior to ballot day)	04 November 2019
Deadline for Proxy cancellations (5 days prior to ballot day)	09 November 2019
Deadline for Replacement of Lost Ballot Papers (4 working days prior to ballot date)	10 November 2019
Count and Declaration (this date or as soon as practically possible)	15 November 2019
End of Challenge Period (28 days from Ballot Declaration)	13 December 2019

This page is intentionally left blank

Agenda Item 10

Crawley Borough Council

**Report to Cabinet
25 September 2019**

2019/2020 Budget Monitoring - Quarter 1

Report of the Head of Corporate Finance, **FIN/479**

1. Purpose

- 1.1 The report sets out a summary of the Council's actual revenue and capital spending for the first Quarter to June 2019. It identifies the main variations from the approved spending levels and any potential impact on future budgets.

2. Recommendations

- 2.1 To the Cabinet:

The Cabinet is recommended to:

- a) Note the projected outturn for the year 2019/2020 as summarised in this report.**

3. Reasons for the Recommendations

- 3.1 To report to Members on the projected outturn for the year compared to the approved budget.

4. Background

- 4.1 As part of the Budget Strategy, the Council has in place robust budget monitoring systems to ensure that unapproved overspends are avoided. The Council also manages and analyses underspending to identify potential savings that could help meet current and future years' priorities.
- 4.2 Budget monitoring is undertaken on a monthly basis with budget holders. There are quarterly budget monitoring reports to Cabinet with the Corporate Management Team receiving monthly update reports on key areas and any other areas of concern. The Overview and Scrutiny Commission also have the opportunity to scrutinise expenditure. Quarterly monitoring information is also included in the Councillors' Information Bulletin.
- 4.3 This report outlines the projected outturn for 2019/2020 as at the end of June 2019.

Agenda Item 10

5. Budget Monitoring Variations

5.1 General Fund

The table below summarises the projected variances in the relevant Portfolio at Quarter 1.

[F indicates that the variation is favourable, U that it is unfavourable]

	Variance projected at Quarter 1 £'000	
Cabinet	1	U
Public Protection & Community Engagement	(4)	F
Environmental Services & Sustainability	18	U
Housing	(62)	F
Wellbeing	128	U
Planning & Economic Development	65	U
Investment Interest	(69)	F
TOTAL VARIANCES	77	U

Further details of these projected variances are provided in Appendix 1(i & ii) attached to this report.

5.2 Significant variances variations over £20,000

5.2.1 Cabinet

There are no significant variations to report this quarter.

5.2.2 Public Protection & Community Engagement

There are no significant variations to report this quarter.

5.2.3 Environmental Services & Sustainability Services

The budgeted vacancy provision for Environmental Health is not expected to be met. This means we are forecasting an overspend of £31,000. This has been partly offset by increased income from fees and licences.

5.2.4 Housing Services

Additional grant received of £27,000 to cover work on overpaid benefits, and £42,000 of increased recoveries on overpaid benefits accounted for the favourable variance in this portfolio.

5.2.5 Wellbeing

Tilgate Park & Nature Centre are projecting additional income in excess of costs of £60,000 which is in line with the 'five year plan for Tilgate Park and the Nature Centre'

Agenda Item 10

where surplus funds are transferred to a reserve for reinvestment in the park, as such, is not shown in the table above.

There is overspend of £60,000 in Patchworking due to the vacancy provision not being met. Future budgets will be reviewed for this service.

An overspend of £29,000 is expected for repairs to bridges and paths, around the town, for health and safety reasons.

5.2.6 **Planning & Economic Development**

Planning income is behind forecast for the first quarter of 2019, this is primarily due to the current economic environment. The projection for 2019/20 is now expected to be in the region of £417,000 against the initial budget of £517,000. To potentially mitigate part of this shortfall there are three major projects expected in 2019/20 and additional fee income from the secondment of personnel to the Gatwick Airport growth proposal. A full review of income and costs will be undertaken at the end of the second quarter.

Asset Management: Increased revenue from rent reviews and lease renewals from Investment properties will realise an additional £40,000.

Back rent from reviews currently in progress are expected to realise a further £175,000 during 2019/20. This income is not receivable until the review is agreed. This is an estimate based on information at this time and will be reported once settled.

5.2.7 **Investment Income**

Increased investment income due to the delayed drawdown of capital expenditure shown below.

6. **Virements**

Virements up to £50,000 can be approved by Heads of Service under delegated powers and reported to Cabinet for information.

There have been two virements in the quarter:

The Head of Projects and Commercial Services approved a virement of £20,000 from car parking income to fund an options appraisal for the Hawth Theatre contract.

The Head of Corporate Finance agreed a virement from Benefits Overpayments to Corporate Property in order to fund a project looking at the best use of our properties within County Oak.

Agenda Item 10

7. Council Housing Service – Revenue

7.1 The table below provides details of the 2019/2020 HRA (Crawley Homes) variances.

Housing Revenue Account Variations

	Variation £000's	
Income		
Rental Income	328	U
Other Income	0	-
Interest Received on balances	(30)	F
	298	U
Expenditure		
Employees	25	U
Repairs & Maintenance	0	-
Other running costs	13	U
Support services	0	-
	38	U
Net (Surplus) / Deficit	336	U
Transfer (from) Housing Investment Reserve	(336)	

Further details of these projected variances are provided in Appendix 1(iii & iv).

7.2 Delays in the handover of new developments at Forge Wood and Goffs Park have meant a loss of expected revenue. The estimated rental loss at this stage is £328,000. This estimate is based on the revised staged release of the properties.

7.3 Employee vacancy provision not met across services.

Agenda Item 10

8. Capital

- 8.1 The table below shows the 2019/20 projected capital outturn and proposed carry forward into future years. Further details on the Capital Programme are provided in Appendix 2 to this report.

	Latest Budget 2019/20	Spend to Qtr 1	Estimated Outturn 2019/20	Re-profiled (to)/from future years	Under spend/ overspend
	£000's	£000's	£000's	£000's	£000's
Refurbishment & Redevelopment Programme – Joint responsibility	3,020	377	3,020	0	0
Environmental Services & Sustainability	2,392	287	1,847	523	22
Housing Services	7,066	319	7,054	12	0
Planning & Economic Development	13,940	1,146	10,593	3,339	8
Wellbeing	2,283	129	1,722	561	0
Total General Fund	28,701	2,258	24,096	4,435	30
Council Housing	44,351	6,408	36,727	7,675	(51)
Total Capital	73,052	8,666	60,963	12,110	(21)

- 8.2 Due to a late technical change to the K2 Crawley Heat Pump following detailed design a heat exchange unit had to be introduced ensuring the unit was fully compatible to the building environment. This late change resulted in additional costs to the project of £13,254.
- 8.3 There was a budget of £62,000 for vehicles to deliver additional shrub bed removal work. An underspend of £22,010 will now be able to be given up due to the work being delivered using existing vehicles.
- 8.4 There is a budget of £7m for purchase of an investment property. A suitable property has not been identified and there is a risk that this may not be spent in the current financial year.
- 8.5 As per Cabinet report PES/316 the Crawley Growth Programme has been increased by £6,457,059 with the majority of this for a Town Centre Acquisition. The rephasing of the Crawley Growth programme has also been undertaken based on latest projections.
- 8.6 The original £250,000 budget for ICT schemes has been reviewed and £135,000 will now be delivered in 2020/21.
- 8.7 The Windows 10 programme has been increased by £140,000 which will be funded from the renewals reserve and agreement of the portfolio holder.

Agenda Item 10

- 8.8 The vehicle replacement fund has been increased by £200,000 as agreed in the financial strategy with the additional vehicles added to the programme as per delegated approval. The additional vehicles are forecast to be delivered in 2020/21.
- 8.9 The Memorial Gardens improvement budget £33,400 has been slipped to 2020/21 so that the work can be carried out after the Memorial play area has been completed.
- 8.10 The delivery of play areas is progressing well with Perkstead Court Play area being delivered earlier than expected bring forward a budget of £20,000.

Housing

- 8.11 Bridgefield House
The predicted cash flow for Bridgefield House has changed due to work resequencing requiring a slippage of £2,285,425. However the programme is still on target to complete as expected.
- 8.12 Goffs Park
The scheme is at an advanced stage in terms of construction, but the contractor has experienced recent difficulties with an adoptable road and vehicle crossover which will serve all housing units within the development. This has caused the contractor to fully re-excavate and reconstruct the road which will result in additional costs. The additional costs are being funded through a drawdown of the contingency. Further discussions are to take place with the developer.
- 8.13 Forge Wood
The forecast for the Forge Wood development has now been revised to take into consideration what will be delivered as per planning permission and valuations for the phases that are being progressed.
- 8.14 Forge Wood Phase 1
Due to outstanding planning conditions the budget of £2,622,370 for Phase 1B has been slipped to 2021/22.
- 8.15 Forge Wood Phase 2
Phase 2C is due to be started and a balloon payment will be paid within 2019/20. There is no plan at this stage to progress phase 2B at this stage due to the outstanding planning conditions resulting in £4,673,781 being slipped.
- 8.16 Forge Wood Phase 3
Forge Wood Phase 3 is now progressing well and is an important link to progress phase 4. Additional budget of £3,172,364 has been brought into this budget timeframe for Phase 3, including £2,486,825 in 2019/20. The budget for this phase 3 has been based on the mix of properties that have had planning permission granted.
- 8.17 Forge Wood Phase 4
Forge Wood Phase 4A has planning permissions and will hopefully be delivered to plan but updated developer forecast is awaited for this sub-phase.
- 8.18 We have a budget for Prelims which we are proposing to bring forward £304,180 to progress Breezehurst phase 2. This is for all fees up to planning to be committed in 2019/20.
- 8.19 In the first quarter of 2019/2020 **nine** Council Houses with a sale value of £1,761,900 were sold compared to seventeen the first quarter last year. Of these receipts £258,050 was paid over to the Government with the balance being retained by the Council with £454,330 available for general capital expense and £1,049,707 set aside for 1-4-1 receipts. [The 1-4-1 arrangement is one where the Council retains a larger proportion

Agenda Item 10

of right to buy receipts than they otherwise would, in return for a commitment to spend the additional receipts on building or acquiring properties.]

- 8.20 The total cumulative 1-4-1 receipts retained is £30,725,930 which can be used to fund 30% of any expenditure on new affordable housing. It cannot be used on schemes supported by HCA Funding.
- 8.21 To date, £18,656,575 of 1-4-1 receipts has been used to partially fund the purchase of properties. Any unused 1-4-1 receipts that are unspent within 3 years are to be returned to the Government with interest. The risk of returning any unspent 1-4-1 receipts is managed by closely monitoring all affordable housing schemes.

9. Background Papers

[Budget Strategy 2019/20 – 2023/24 FIN/417](#)

[2019/20 Budget and Council Tax FIN/462](#)

[Treasury Management Strategy 2019/20 FIN/464](#)

[Treasury Management Outturn FIN/473](#)

[Financial Outturn 2018/19 FIN/472](#)

Contact Officer: - Paul Windust, Chief Accountant.
Direct Line: - 01293 438693

Agenda Item 10

Appendix 1 (i)

GENERAL FUND				
	Latest Estimate £'000s	Projected Outturn £'000s	Variation £'000s	
Cabinet	2,546	2,547	1	U
Public Protection & Community Engagement	1,676	1,672	(4)	F
Environmental Services & Sustainability	6,724	6,742	18	U
Housing	2,773	2,711	(62)	F
Wellbeing	6,728	6,856	128	U
Planning & Economic Development	(2,483)	(2,418)	65	U
	17,964	18,110	146	U
Depreciation & Capital Financing	(3,517)	(3,517)	0	
Renewals Fund	700	700	0	
NET COST OF SERVICES	15,147	15,293	146	U
Investment Interest	(917)	(986)	(69)	F
Council Tax	(7,224)	(7,224)	0	
NNDR	(5,533)	(5,533)	0	
New Homes Bonus	(1,473)	(1,473)	0	
	(15,147)	(15,216)	(69)	F
Net contribution from / (to) Reserves	0	77	77	

In addition £60,000 is projected to be transferred to the Tilgate Park investment reserve.

Agenda Item 10

Main Variations Identified for 2019/20 – General Fund

Appendix 1 (ii)

	Q1 Variation £'000s	
<u>Cabinet</u>		
Minor variations (various)	1	
	1	
<u>Public Protection & Community Engagement</u>		
Minor variations (various)	(4)	
	(4)	
<u>Environmental Services & Sustainability</u>		
Environmental Health vacancy provision not achieved	31	
Minor variations (various)	(13)	
	18	
<u>Housing</u>		
Additional Grant to collect overpaid benefits	(27)	
Increase in recoveries of overpaid benefits	(42)	
Minor variations (various)	7	
	(62)	
<u>Wellbeing</u>		
Patch-working – Estimated overspend due to vacancy provision not being achieved	60	
Additional repairs expected for bridges and paths – Health & Safety	29	
Minor variations	39	
	128	
<u>Planning & Economic Development</u>		
Planning Application Fees lower due to the current economic environment	103	
Investment Income from Properties - increased receipts	(40)	
Minor variations	2	
	65	
TOTAL GENERAL FUND VARIANCES	146	
Investment interest above budget	(69)	One-off
TOTAL VARIANCES	77	

Agenda Item 10

Appendix 1 (iii)

HOUSING REVENUE ACCOUNT			
Expenditure Description	Latest Estimate	Projected Outturn £'000s	Variation £'000s
Income			
Rental Income	(46,384)	(46,056)	328
Other Income	(2,021)	(2,021)	0
Interest received on balances	(125)	(155)	(30)
Total income	(48,530)	(48,232)	298
Expenditure			
Employees	3,656	3,681	25
Repairs & Maintenance	10,447	10,447	0
Other running costs	2,326	2,339	13
Support services	2,673	2,673	0
	19,102	19,140	38
Net (Surplus) / Deficit	(29,428)	(29,092)	336
Use of Reserves:			
Debt Interest Payments	8,309	8,309	0
Depreciation, Revaluation & Impairment	6,295	6,295	0
Financing of Capital Programme & Transfer to Housing Reserve for Future Investment	14,824	14,488	(336)
Total	29,428	29,092	(336)

U

-

F

U

U

-

U

-

U

U

Agenda Item 10

Appendix 1 (iv)

Main Variations Identified - Housing Revenue Account

	Q1 Variation £'000s
Income	
Delay in handover of new properties at Forge Wood and Goffs Park resulting in lower expected rental income.	328
Interest received on higher than expected balances	(30)
	298
Employees	
Vacancy provision not met across services	25
	323
Other Running Costs	
Minor Variations	13
	336
TOTAL VARIANCES	336

Scheme Description	Latest Budget 2019/20	Spend to Date	Variance	Projected Outturn	Under / (Over Spend)	Slippage	Budget 2020/21	Budget 2021/22
	£	£	£	£	£	£	£	£
Refurbishment & Redevelopment Programme	3,020,237	377,089	2,643,148	3,020,237			TBA	TBA
Refurbishment & Redevelopment Programme - Joint responsibility	3,020,237	377,089	2,643,148	3,020,237				

New Cemetery	66,089	3,547	62,542	66,089				
K2 Crawley Heat Network (Heat & Power)	101,837	115,091	(13,254)	115,091	(13,254)			
Shrub Bed Removal	62,000	14,685	47,315	39,990	22,010			
Cycle Paths	25,300		25,300			25,300	25,300	
Boulevard Cycle Path							94,000	
Crawlers / Manor Royal Cycle Path	69,976		69,976			69,976	69,976	
Orchard Street Car Park	291,913	68,990	222,923	285,000	6,913			
Heat Network	1,165,701	79,997	1,085,704	1,165,701			2,788,100	
Ifield Drive	5,920		5,920		5,920			
Camber Close	14,843		14,843	14,843				
Lavant Close	15,906		15,906	15,906				
Fisher Close	8,319		8,319	8,319				
Scallows Close	15,902		15,902	15,902				
Flooding Emergency Works	192,373	1,283	191,090	10,000		182,373	182,373	
Cheals Broadfield Pond	156		156		156			
Titmus Lake Tilgate & Furnace Green	42,000		42,000			42,000	42,000	
Stafford Bridge Ifield Green							78,900	
Waterlea Furnace Green Flood Works	37,562	3,849	33,713	37,562				
Billington Drive Maidenbower	28,000		28,000			28,000	28,000	
Broadfield Brook Flood Works	31,935		31,935	31,935				
River Mole Flood Works	30,000		30,000	30,000				
Telemetry Measuring Equipment	3,929		3,929	3,929				
Northgate Flood Attenuation Works	42,000		42,000			42,000	42,000	

Scheme Description	Latest Budget 2019/20	Spend to Date	Variance	Projected Outturn	Under / (Over Spend)	Slippage	Budget 2020/21	Budget 2021/22
	£	£	£	£	£	£	£	£
Crabbett Park Pound Hill Flood Works	33,000		33,000			33,000	33,000	
Crawters Brook Flood Works	100,000		100,000			100,000	100,000	
Leat Stream Ifield Flood Alleviation	7,289		7,289	7,289				
Solar Panel CBC Operational Buildings							60,000	
TOTAL ENVIRONMENTAL SERVICES & SUSTAINABILITY PORTFOLIO	2,391,950	287,443	2,104,507	1,847,556	21,745	522,649	3,543,649	

Temp Accommodation Acquisitions	273,700		273,700	273,700				
Open House Moving Acquisition	14,235		14,235	14,235				
Affordable Housing Town Hall	5,600,000	110,000	5,490,000	5,600,000			2,180,798	4,128,750
Housing Enabling							1,220,000	
Disabled Facilities Grants	1,153,113	208,892	944,221	1,153,113				
Improvement/Repair Loans	25,000		25,000	12,500		12,500	37,500	44,248
TOTAL HOUSING (GENERAL FUND) PORTFOLIO	7,066,048	318,892	6,747,156	7,053,548		12,500	3,438,298	4,172,998

Investment Property Acquisition	7,000,000		7,000,000	7,000,000			5,000,000	
Manor Royal Business Group								200,000
Queens Square Improvement	395,488	392,000	3,488	392,000	3,488			
Town Centre General							71,100	
High Street Safety Improvements	9,308		9,308	9,308				
<u>Crawley Growth Programme</u>								
Queensway	1,203,654	480,303	723,351	1,277,743		(74,089)	129,469	3,956
Town Centre Signage Wayfinding	43,402	1,310	42,092	43,402				
Manor Royal Cycle Improvements	1,832,471	21,467	1,811,003	161,777		1,670,694	1,670,694	
Town Centre Cycle Improvements	1,071,543	22,687	1,048,855	136,838		934,705	934,705	
Manor Royal Super Hub	271,852	6,315	265,537	48,636		223,216	223,216	
Station Gateway	87,756	103,826	(16,070)	412,200		(324,444)	2,117,065	2,482,066

Scheme Description	Latest Budget 2019/20	Spend to Date	Variance	Projected Outturn	Under / (Over Spend)	Slippage	Budget 2020/21	Budget 2021/22
	£	£	£	£	£	£	£	£
Town Centre Super Hub	77,434	518	76,916	16,212		61,222	61,222	
Three Bridges Station	890,867	50,426	840,441	220,000		670,867	1,458,060	
Town Centre Acquisition							6,000,000	
Crawley Growth Programme	5,478,977	686,852	4,792,126	2,316,808		3,162,169	12,594,429	2,486,022
ICT Capital - Future Projects	250,400		250,400	115,400		135,000	135,000	
On Line Self Service	23,357	5,715	17,642	23,357				
New Website And Intranet	115,529	12,900	102,629	115,529				
Mobile Working (ICT)	42,010	411	41,599	411		41,599	41,599	
VPN Solution Replacement	19,246		19,246	19,246				
ICT Transformation	100,000		100,000	100,000				
Digital Work 2019	61,000		61,000	61,000				
Windows 10	440,000	48,404	391,596	440,000				
ICT Replacements	4,200		4,200		4,200			
TOTAL PLANNING & ECONOMIC DEVELOPMENT PORTFOLIO	13,939,515	1,146,282	12,793,233	10,593,059	7,688	3,338,768	17,842,128	2,686,022

Vehicle Replacement Programme	408,416	17,905	390,511	395,219		13,197	213,197	
Refurb Playgrounds Future Schemes	39,600	5,000	34,600	39,600				
Skate Park Equipment	46,000		46,000			46,000	46,000	
Memorial Gardens Improvements	33,400		33,400			33,400	33,400	
Wakehams Play Refurbishment – Pound Hill							65,000	
K2 Crawley Replacement Artificial Turf Pitch	4,323		4,323	4,323				
Tilgate Park	154,710		154,710	154,710				
Nature Centre Wildlife Centre	143,817		143,817	143,817				
Tilgate Park & Nature Sustainable Heat	289,000		289,000			289,000	289,000	
Ewhurst Playing Fields - Ifield	73,584	2,075	71,509	73,584				

Scheme Description	Latest Budget 2019/20	Spend to Date	Variance	Projected Outturn	Under / (Over Spend)	Slippage	Budget 2020/21	Budget 2021/22
	£	£	£	£	£	£	£	£
Tilgate Park Access Road	11,245		11,245	11,245				
Vehicle Workshop Heat Plant Repair	19,000		19,000	19,000				
Adventure Golf	420,000		420,000	420,000				
Adventure Playgrounds	200,000		200,000			200,000	200,000	200,000
Memorial Gardens Play Improvements - Northgate	210,000	242	209,758	210,000				
Kidborough Road - Gossops Green	68,584	67,353	1,231	68,584				
Stoney Croft Play Area – Ifield	23,584	6,682	16,903	23,584				
4 Type A Play Areas - Ifield	26,000		26,000	26,000			26,000	
2 Type A Play Areas - Pound Hill	13,000		13,000	13,000			13,000	
Perkstead Court Play Area - Bewbush				20,000		(20,000)		
1 Type A Play Areas - Bewbush							13,000	
Medlar Close Langley Green	65,000		65,000	65,000				
Meadowlands - West Green							40,000	
K2 Crawley Additional Parking	2,909		2,909	2,909				
K2 Crawley Climbing Wall							140,000	
Hawth Replacement Light/Sound Desk	31,213	29,598	1,615	31,213				
TOTAL WELLBEING PORTFOLIO	2,283,385	128,855	2,154,530	1,721,788		561,597	1,078,597	200,000

TOTAL GENERAL FUND	28,701,136	2,258,561	26,442,574	24,236,188	29,433	4,435,514	25,902,673	7,059,020
---------------------------	-------------------	------------------	-------------------	-------------------	---------------	------------------	-------------------	------------------

Rewiring	1,200,000		1,200,000	1,200,000			1,200,000	1,200,000
Roof Structure (I.E Soffits)	600,000		600,000	600,000			600,000	600,000
Windows	300,000		300,000	300,000			300,000	300,000
Structural Works	480,000		480,000	480,000			80,000	80,000
Renovation And Refurbishment	200,000		200,000	200,000			200,000	200,000
Insulation	250,000		250,000	250,000			250,000	250,000
Kitchens	850,000		850,000	850,000			850,000	850,000

Scheme Description	Latest Budget 2019/20	Spend to Date	Variance	Projected Outturn	Under / (Over Spend)	Slippage	Budget 2020/21	Budget 2021/22
	£	£	£	£	£	£	£	£
Bathrooms	550,000		550,000	550,000			550,000	550,000
Common Areas	20,000		20,000	20,000			20,000	20,000
Adaptations For The Disabled	300,000		300,000	300,000			300,000	300,000
Sheltered Major Works	100,000		100,000	100,000			100,000	100,000
Boilers	1,000,000		1,000,000	1,000,000			1,000,000	1,000,000
Disabled Adaptations-Major Room	950,000		950,000	950,000			950,000	950,000
Legionella	50,000		50,000	50,000			50,000	50,000
Energy Efficiency- Lighting	80,000		80,000	80,000			80,000	80,000
External Environmental Work	100,000		100,000	100,000			100,000	100,000
Intercom Upgrade	50,000		50,000	50,000			50,000	50,000
Major Insulation Energy Efficiency	1,267,366		1,267,366	1,267,366			1,800,000	1,800,000
Hostels	450,000		450,000	450,000			250,000	250,000
Major Renovation, Flats, Blocks etc.	100,000		100,000	100,000			100,000	100,000
Garages	200,000		200,000	200,000			200,000	200,000
TOTAL HRA IMPROVEMENTS	9,097,366		9,097,366	9,097,366			9,030,000	9,030,000

HRA Database	75,000		75,000	75,000			400,000	67,000
151 London Road (New Build)	426,846	51,774	375,072	331,478		95,368	89,783	5,585
Bridgefield House	12,843,589	3,376,175	9,467,414	10,558,164		2,285,425	4,164,425	246,000
Acquisitions Buy Back Of Dwellings	1,000,000		1,000,000	1,000,000			1,000,000	1,000,000
Kilnmead	1,984,747	1,152,994	831,753	2,035,494	(50,747)			70,000
Gales Place	19,541	2,985	16,556	19,541		(0)		
Forge Wood	2,622,370		2,622,370			2,622,370		2,622,370
Apex Apartments	381,965	194,485	187,480	216,500		165,465	165,465	
Telford Place Development	53,460	29,072	24,388	53,460			5,540,418	15,266,174
Woolborough Road Northgate	1,152,203	84,574	1,067,629	1,073,502		78,701	78,701	
Goffs Park - Depot Site	977,651	237,728	739,923	799,876		177,775		177,775
83-87 Three Bridges Road	436,411	233,578	202,832	166,488		269,923	248,498	21,425

Scheme Description	Latest Budget 2019/20	Spend to Date	Variance	Projected Outturn	Under / (Over Spend)	Slippage	Budget 2020/21	Budget 2021/22
	£	£	£	£	£	£	£	£
Dobbins Place							23,633	
Barnfield Road	35,073		35,073			35,073	35,073	
Forge Wood Phase 2	7,073,240	480	7,072,760	2,399,459		4,673,781	3,175,042	1,498,740
257/259 Ifield Road	877,003	48,769	828,234	834,722		42,281	42,281	
Forge Wood Phase 3	820,808	957,300	(136,492)	3,307,633		(2,486,825)	562,177	123,362
Forge Wood Phase 4	974,009	4,517	969,492	954,534		19,474	1,045,047	24,019
Purchase Of Edinburgh House	3,500,000		3,500,000	3,500,000				
Contingencies							300,000	
Prelims		33,405	(33,405)	304,180		(304,180)	169,310	
TOTAL OTHER HRA	35,253,915	6,407,837	28,846,078	27,630,031	(50,747)	7,674,632	17,039,853	21,122,450

Page 10

TOTAL HRA	44,351,282	6,407,837	37,943,445	36,727,397	(50,747)	7,674,632	26,069,853	30,152,450
TOTAL CAPITAL PROGRAMME	73,052,417	8,666,398	64,386,018	60,963,585	(21,314)	12,110,146	51,972,525	37,211,470

FUNDED BY

Capital Receipts	18,917,508	1,158,561	17,758,947	15,777,181	29,433	2,163,817	8,660,043	3,003,623
Capital Reserve	25,000		25,000	115,529		25,000	5,000,000	
Disabled Facilities Grant	1,153,112	208,892	944,220	1,153,113				
Lottery & External Funding	3,122,986	480,303	2,642,683	1,463,794		1,662,622	8,432,258	2,486,022
MRR	35,300,430	4,565,581	30,734,849	31,393,697	(35,523)	6,047,592	21,557,326	17,840,009
Replacement Fund/Revenue Financing	711,416	17,905	553,511	1,102,755		36,197	236,197	
Section 106	1,456,353	282,901	1,173,452	1,309,055		547,879	694,173	
Borrowing								9,000,000
1-4-1 Receipts	12,365,612	1,952,256	10,413,356	8,648,461	(15,224)	1,627,039	7,392,528	4,881,817
TOTAL FUNDING	73,052,417	8,666,398	64,246,018	60,963,585	(21,314)	12,110,146	51,972,525	37,211,470

This page is intentionally left blank