

CABINET MEMBER FOR SAFE AND ATTRACTIVE NEIGHBOURHOODS

Venue: Town Hall, Moorgate
Street, Rotherham. S60
2TH

Date: Monday, 14th July, 2014

Time: 10.00 a.m.

A G E N D A

1. To determine if the following matters are to be considered under the categories suggested, in accordance with the Local Government Act 1972 (as amended March 2006).
2. To determine any item which the Chairman is of the opinion should be considered later in the agenda as a matter of urgency.
3. Apologies for absence
4. Minutes of the previous meeting held on 16th June 2014 (Pages 1 - 10)
5. Neighbourhoods General Fund Revenue Budget Monitoring 2014/15 (Pages 11 - 14)
6. Aids and Adaptations Extension and Policy Review (Pages 15 - 37)
7. Revised Housing Investment Programme 2014/15 (Pages 38 - 45)
8. Grounds Maintenance (Housing Land) (Pages 46 - 50)
9. Representation on Outside Bodies 2014-15 (Pages 51 - 53)

The Cabinet Member authorised consideration of the following report received after the deadline to progress the matter referred to.

10. Installation of Wood Burning Stoves or other solid fuel appliances in Council Properties. (Pages 54 - 57)
11. Exclusion of the Press and Public
The following items are likely to be considered in the absence of the press and public as being exempt under those paragraphs, indicated below, of Part 1 of

Schedule 12A to the Local Government Act 1972

12. Introductory Tenancy Review Panel (Pages 58 - 60)
(Exempt under Paragraph 2 of the Act – information likely to reveal the identity of an individual)
13. Stage 3 Complaint (Pages 61 - 65)
(Exempt under Paragraph 2 of the Act - information likely to reveal the identity of an individual)
14. Little London, Maltby - Response to resident petition. (Pages 66 - 73)
(Exempt under Paragraph 2 of the Act - information likely to reveal the identity of an individual, and Paragraph 3 of the Act – financial or business affairs)
15. Date and time of next meeting - Monday 1st September 2014 at 10.00 a.m.

CABINET MEMBER FOR SAFE AND ATTRACTIVE NEIGHBOURHOODS
16th June, 2014

Present:- Councillor McNeely (in the Chair) and Councillor Roddison.

An apology for absence was received from Councillor Godfrey.

J1. MINUTES OF MEETING HELD ON 3RD AND 12TH MARCH AND 7TH APRIL, 2014

Resolved:- That the minutes of the meetings of the Cabinet Member and Advisers for Safe and Attractive Neighbourhoods, held on (i) 3rd March, 2014, (ii) 12th March, 2014 and on (iii) 7th April, 2014, be approved as correct records for signature by the Chairman.

J2. PETITION - LITTLE LONDON

Consideration was given to a petition, containing 71 signatures, from residents of Arnside Road and the surrounding area of Maltby, requesting the Council to take appropriate action to improve the condition of this area of Maltby, known locally as 'Little London'. Members discussed the condition of properties in the area, which are part of the private rented sector.

Resolved:- (1) That the petition be received and its contents noted.

(2) That the response to the petition be reported to the next meeting of the Cabinet Member and Advisers for Safe and Attractive Neighbourhoods.

J3. FEES AND CHARGES 2014-15 - COMMUNITY PROTECTION SERVICES

The Director of Housing and Neighbourhood Services submitted a report containing the proposed fees for Community Protection Services (Safer Neighbourhood Unit) for the 2014/2015 financial year.

The proposed charges were as follows:-

Houses in Multiple Occupation

A fee was payable to the Local Authority in respect of licenses for houses in multiple occupation once every five years. Government guidance suggested a minimum fee of £350. The proposed increase in this Council's fee is in line with the rate of inflation (2%) and with the fees charged by neighbouring local authorities.

Housing Act 2004 Legal Notices

The Council had adopted powers in the Housing Act 2004 to charge for the service of Legal Notices. The charge was variable according to the details of the case and the circumstances of those involved, therefore a

specific charge could not be levied other than identifying that the indicative level was likely to be in the region of £400.

Pollution Control

The Environmental Protection Act 1990 and Pollution Prevention and Control Act 1999 provided for the setting of fees and charges at levels which would recover the costs incurred by local authorities.

Works in Default

Works in Default are undertaken where there is particularly high risk sustained by non-compliance or where the works are needed to stop the impact on neighbours. The actual cost of the works to be re-charged will be variable on the type, extent and time taken in the arrangement and the doing of the works.

Consultation Fees

Fees are charged in relation to enquiries made from the public and businesses in relation to Environmental searches on land and property.

A full schedule of the proposed 2014/15 fees and charges was set out in the appendix to the submitted report.

Resolved:- That the proposed 2014/15 fees and charges for Community Protection Services, as detailed in the report now submitted, be approved.

J4. HOUSING COMPLAINT AND DESIGNATED PERSON PROCEDURES

Further to Minute No. C145 of the meeting of Cabinet held on 18th December, 2013, the Director of Housing and Neighbourhood Services submitted a report concerning the changes to the Council's existing three stage housing complaints process in response to new statutory requirements (Localism Act 2011). The report stated that, in order to minimise any additional burden as a result of the new statutory requirements, a two stage Housing complaint procedure has been created. In addition, the new statutory requirements include a right to have complaints heard by a designated person, either a Member of Parliament, a Councillor or by a Tenant Complaint Panel.

The submitted report provided details of the agreements between the Council and the Designated Persons including further information regarding the creation of the Tenant Complaint Panel. The three individual documents were all appended to the report, for consideration by Members.

Resolved:- (1) That the report be received and its contents noted.

(2) That the following documents and procedures be approved and implemented in respect of the housing complaints process:-

- (a) the Protocol of Understanding between the Council and Members of Parliament or Councillors in their role as designated person;
- (b) the Acceptance Criteria to recognise a Tenant Complaint Panel and the Panel's Terms of Reference; and
- (c) the acceptance of Rotherfed as the Council's Tenant Complaint Panel.

J5. HOMELESSNESS PREVENTION STRATEGY 2014-2018

Further to Minute No. C255 of the meeting of the Cabinet held on 21st May, 2014, the Director of Housing and Neighbourhood Services submitted a report stating that, as part of the implementation of the Homelessness (Priority Need for Accommodation) (England) Order 2002 each local authority has to produce a homelessness strategy and is required to consider housing need within its area, including the needs of homeless households, to whom local authorities have a statutory duty to provide assistance.

The first Homelessness Strategy was produced in 2003, and was refreshed in 2008. A new Homelessness Strategy is required for the period 2014 to 18. In preparation for the new Homelessness Strategy, extensive consultation has taken place, and Improving Places Select Commission has undertaken a scrutiny review.

The proposed Homelessness Strategy and Action Plan have been developed and priorities applied, in accordance with these findings and recommendations. Both the revised Homelessness Strategy 2014 to 2018 and the Action Plan were attached as appendices to the report.

Reference was made to the scrutiny review of the Homelessness Service (Minute No. 4 of the meeting of the Improving Places Select Commission held on 19th June 2013 refers).

Resolved:- (1) That the report be received and its contents noted.

(2) That the Homelessness Strategy 2014 to 2018 and the Action Plan, as detailed in the report now submitted, be approved.

J6. LALPAC ANNUAL SUPPORT AND MAINTENANCE 2014-15

The Director of Housing and Neighbourhood Services submitted a report seeking authorisation for an exemption from contract standing orders to allow Idox Software Ltd to provide the annual support and maintenance for the Lalpac Licensing Software System. The report stated that this system holds all the information and records in relation to all the licensing functions carried out by the Licensing Team.

Resolved:- (1) That the report be received and its contents noted.

(2) That the contract for the annual support and maintenance of the Lalpac Licensing Software System be exempt from the provisions of standing order 47.6.2 (the requirement to invite at least two oral or written quotations for contracts with a value in excess of £5000 but less than £20,000), enabling the contract to be awarded to Idox Software Ltd., in accordance with the details contained in the report now submitted.

J7. INTEGRATED HOUSING MANAGEMENT SYSTEM

Further to Minute No. 14 of the meeting of the Cabinet Member and Advisers for Safe and Attractive Neighbourhoods held on 4th July, 2011, the Director of Housing and Neighbourhood Services submitted a report concerning the procurement, in 2011, of the Integrated Housing Management Information System. This IT system was required to replace seven existing systems, some of which were nearing obsolescence and approaching the end of the period in which the original developer would provide maintenance support. Members noted that the system had been purchased from Civica Universal Housing at the capital cost of £860,000. The submitted report sought authorisation for additional expenditure of £241,000, representing the total anticipated price to ensure full implementation.

Members were informed that the additional cost is a result of two factors: (i) a significant overrun in the implementation timescale and (ii) the need to purchase additional functionality to match or improve on existing elements of the current systems. The proposed additional sum has been the subject of negotiation between the Council and Civica Universal Housing and represents a compromise position reflective of the overrun being a combination of issues arising both from the Council and the company.

It was noted that provision is available for this additional expenditure from within the Housing Revenue Account budget for 2014/15 and there will be no adverse impact on the Council's General Fund Budget.

Resolved:- (1) That the report be received and its contents noted.

(2) That the allocation of an additional sum of £241,000 for the purchase and implementation of the Civica Universal Housing System, as detailed in the report now submitted, be approved.

J8. AREA PARTNERSHIPS TEAM AND CORPORATE COMMUNITY ENGAGEMENT SERVICE

The Director of Housing and Neighbourhood Services submitted a report containing the proposals for the recommended merger of the Area Partnership Team functions (currently within the Housing and Communities Service), with the Corporate Community Engagement Service, to create a corporate 'hub' for community engagement and involvement activity. This merger will enhance co-ordination of activity and

remove potential duplication of effort. As part of this merger, a unified job description is proposed for the Resident Engagement Officer and Community Involvement Officer posts, to reflect more accurately their core function and to ensure area-based activity is managed and delivered in one place. This will help to promote activity focussed on the deprived communities agenda, broader neighbourhood management activity and community engagement and development.

The report also recommended re-locating two posts currently within the Corporate Community Engagement Service, one to Children and Young Peoples Services and the other to the Neighbourhood Crime and Anti-Social Behaviour Team within the Housing and Communities Service. This reflects current and long standing operational arrangements in Children and Young People's Services and in respect of the latter, again creates a consolidated 'hub' for the management and coordination of Safer Rotherham Partnership, community safety, vulnerable persons and anti-social behaviour related issues.

In addition to an improved neighbourhood focus, the proposed merger will enable further development and innovation with regard to modern methods of community engagement and on-line communications; strengthen intelligence sharing with regard to the key issues impacting upon Rotherham's communities; enhance support to Elected Members.

It was noted that a report on this issue would also be submitted to a meeting of the Cabinet Member and Advisers for Communities and Cohesion.

Resolved:- (1) That the report be received and its contents noted.

(2) That the proposed staffing structure changes, as detailed in the report now submitted, be supported and a further report on progress be submitted to a meeting of the Cabinet Member and Advisers for Safe and Attractive Neighbourhoods during September 2014.

J9. REPRESENTATION OF THE COUNCIL ON OUTSIDE BODIES 2014-15

Resolved:- That consideration of this matter be deferred until the next meeting.

J10. NEIGHBOURHOODS GENERAL FUND REVENUE OUTTURN 2013-14

Consideration was given to a report, presented by the Finance Manager, which provided details of the Revenue Outturn position for Neighbourhoods Services, accounted for in the General Fund for the 2013/2014 financial year.

The report stated that the revised cash limited budget, after budget virements, was £2.461 millions and the net Revenue Outturn for Neighbourhoods General Fund services for 2013/14 was £2.050 millions.

This resulted in an overall underspend of £411,000, a variation of 16.7% and an increase of £90,000 compared with the forecast underspend of £321,000 previously reported in February 2014. The main reasons for the increase were due to additional Housing Revenue Account contributions, delays to planned Dispersed Units works (included in the request for carry forward), an increase in Adaptations works generating additional income and late additional income received for the Licensing Service.

This underspend had been achieved as a result of a range of issues including a stringent moratorium on non-essential spending, careful vacancy management and a number of one-off additional income receipts. However, this approach has been necessary as part of a range of measures designed to ensure that the Council is able to achieve a balanced budget.

Members noted that there were three requests to carry forward unspent balances, to be included in the Council's consolidated outturn forthcoming report to Cabinet, as follows:-

- Members' Community Leadership Fund : £19,232
- Dispersed Units Trading Account : £77,218
- Bereavement Services Partnership : £10,000

The report set out in detail the summary outturn position for the Service and further information and clarification was provided.

Resolved:- (1) That the report be received and the unaudited 2013/14 revenue outturn for Neighbourhoods Services be noted.

(2) That the three requests for the carry forward of unspent balances, as detailed in the report now submitted, be supported.

J11. HOUSING INVESTMENT PROGRAMME 2013-14 OUTTURN REPORT

Consideration was given to a report, presented by the Business and Commercial Programme Manager, providing details of the year end outturn position for the Housing Investment Programme 2013/2014, as at 31st March 2014.

The report stated that, at the end of Period 12 (March 2014), the total spend on the Housing Investment Programme was £29,058,584, compared to a budget provision of £31,687,516, which represented an under-spend of £2,628,933 against planned expenditure. Also included within the report, were details of savings and slippage on the individual schemes of work within the overall programme.

Members were informed that there were several schemes for which there had been slippage of the allocated funding, therefore requiring that funding (amounting to a total of £730,800) to be transferred from the 2013/14 financial year to the 2014/15 financial year.

Members discussed a number of salient issues, especially the expenditure on empty homes and the work to return void properties to a standard appropriate for letting to tenants.

Resolved:- (1) That the report be received and its contents noted.

(2) That the year end out-turn position for the Housing Investment Programme 2013/2014, as at 31st March 2014, as detailed in the report now submitted, be approved.

(3) That the slippage of £730,800 allocated resources from 2013/14 to 2014/15, as detailed in the report now submitted, be approved.

J12. HOUSING REVENUE ACCOUNT OUTTURN 2013-14

Consideration was given to a report, presented by the Finance Manager, which contained the unaudited outturn position of the Housing Revenue Account for the financial year 2013/14. The report:-

(i) showed that the outturn position was an overall surplus (transfer to Working Balance) of £1.570 millions, a variation of £4.168 millions from the budget; in large part, this was the result of tight financial management achieving a series of savings whilst maximising collectable income;

(ii) summarised the key income and expenditure variances from the approved budget; and

(iii) included, as an appendix, the year end Housing Revenue Account Operating Statement for the 2013/14 financial year.

Members noted that, during 2013/14, it had been possible to deliver the service at a cost lower than that budgeted for and this position, together with the fact that actual income generated was higher than budget, had resulted in a substantial saving on the net cost of service. The Operating Statement showed that when £71,000 of interest on balances received in 2013/14 is added to the Cost of Service, there is a Net Operating Expenditure of £9.541 millions. The cumulative total in Working Balance is £16.698 millions, an increase of £4.168 millions when compared to budget.

Resolved:- That the report be received and the unaudited Housing Revenue Account outturn for 2013/14 be noted.

(The Chairman authorised consideration of the following item at this meeting, as a matter of urgency, to enable the proposal to be implemented without delay)

J13. PROVISION OF A SHOWER OVER THE BATH IN EMPTY RMBC BUNGALOWS.

Consideration was given to a report, presented by the Director of Housing and Neighbourhood Services concerning a proposal to fit showers over the bath in Council-owned properties with ground floor accommodation. The report stated that:-

- : the demand for Council properties with ground floor accommodation, with showering facilities, exceeds the supply for people with physical needs;
- : tenants expect to be able to exercise more choice, flexibility and control over where they live;
- : the Council has a duty to supply adapted accommodation to meet the needs of people who have a disability.

Members agreed that these alterations ought to be undertaken whenever properties became empty. Discussion took place on the estimated cost of the proposed alterations. The detailed specification for the installation of a shower over a bath was appended to the submitted report.

Members expressed a preference for Option 1, detailed within the report, that when a bungalow with conventional bathing becomes empty, a shower shall be installed over the bath prior to the future letting of the property.

Resolved:- (1) That the report be received and its contents noted.

(2) That the installation of showers over the bath, in Council-owned properties with ground floor accommodation, as detailed in Option 1 within the report now submitted, be approved.

J14. EXCLUSION OF THE PRESS AND PUBLIC

Resolved:- That, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in those paragraphs, indicated below, of Part I of Schedule 12A to the Local Government Act 1972.

J15. INTRODUCTORY TENANCY REVIEW PANEL

It was noted that an Introductory Tenancy Review Panel had been held on 25th April, 2014, comprising Councillors Sims (in the Chair), Sharman and Tweed to review a decision to terminate an Introductory Tenancy.

The decision made by the Anti-Social Behaviour Officer to serve a Notice of Proceedings of Possession on 25th March, 2014, had been confirmed by the Panel.

Resolved:- That the Panel's decision be noted.

(Exempt under Paragraph 2 of the Act - information likely to reveal the identity of an individual)

J16. DISTRICT HEATING INVESTMENT PLAN

Consideration was given to a report, presented by the Director of Housing and Neighbourhood Services, stating that this Council operates 37 District Heating Schemes throughout the Borough, serving 1,311 dwellings. In response to a Scrutiny Review improvement plan, for the management and delivery of district heating, a full condition survey has recently been undertaken to the infrastructure, plant and dwelling-side heating supply for each scheme. The Scrutiny Review report had previously been considered by the Cabinet (Minute No. C105 of the Cabinet meeting held on 5th December, 2012, refers).

The submitted report contained the investment requirements and funding needed to implement an improvement plan over the next eight years. This robust approach to assessing the condition of each of the 37 district heating schemes had resulted in the following recommendations:-

- : 10 schemes should be retained and benefit from further investment;
- : 6 schemes should be retained, but reduced in size to achieve efficiencies;
- : 20 schemes (all within the Fitzwilliam estate at Swinton) should be replaced with an alternative solution;
- : the scheme at Beeversleigh should be replaced with an alternative district heating;
- : the investment in new fuel stores for three Bio Mass systems, subject to Renewable Heat Incentive grant funding being obtained.

Members were informed that a budget of £2 millions has been allocated during the 2014/2015 financial year, for investment in District Heating. One of the first improvements will be made at the Fitzwilliam Estate, Swinton. A further proposal is to improve the efficiency of schemes by reducing their overall size and to begin a programme of replacing dwelling-side distribution pipes and radiators as they are all beyond their useful life.

Resolved: (1) That the report be received and its contents noted.

(2) That the principles of the District Heating investment plan, to take place over the next eight years, as detailed in the report now submitted, be supported.

(3) That the proposed investment in the Fitzwilliam Estate Swinton and efficiency improvements to identified schemes in 2014/15, as detailed in the report now submitted, be supported.

(4) That a further report identifying the green energy solution for new District Heating at Beeverleigh be submitted to a future meeting of the Cabinet Member and Advisers for Safe and Attractive Neighbourhoods.

(Exempt under Paragraph 3 of the Act - information relating to the financial/business affairs of any person (including the Council))

J17. DATE OF NEXT MEETING

Resolved:- That the next meeting of the Cabinet Member and Advisers for Safe and Attractive Neighbourhoods be held at the Town Hall, Rotherham on Monday, 14th July, 2014, commencing at 10.00 a.m.

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
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1.	Meeting:	Cabinet Member for Safe and Attractive Neighbourhoods
2.	Date:	Monday 14 July 2014
3.	Title:	Neighbourhoods General Fund Revenue Budget Monitoring 2014/15
4.	Directorate:	Neighbourhoods and Adult Social Services

5. Summary

This Budget Monitoring Report provides a financial forecast for Neighbourhoods General Fund within the Neighbourhoods and Adult Services Directorate to the end of March 2015 based on actual income and expenditure for the period ending May 2014.

The forecast for the financial year 2014/15 is an overall forecast under spend of (-£113k) against an approved net revenue budget of £583k.

6. Recommendation

That the Cabinet Member receives and notes the latest financial projection against budget for 2014/15

7. Proposals and Details

The table below shows the summary forecast outturn position against the approved Net Revenue Budgets:-

SERVICE AREA	Net Budget	Forecast Outturn	Variance from Net Budget Deficit/ (Surplus)	% Variation to Net Budget
	£000's	£000's	£000's	%
Strategic Housing & Investment	106	116	10	9.43
Housing Options	-1300	-1372	-72	-5.54
Housing & Communities	231	218	-13	-5.63
Central	314	314	0	0
Business Regulation	140	139	-1	-0.71
Safer Neighbourhoods	1,092	1,055	-37	-3.39
TOTALS	583	470	-113	-19.38

The main variations against budget can be summarised as follows:-

7.1 Strategic Housing & Investment Service (SHIS) (+£10k)

The SHIS team budget has a pressure of +£10k mainly as a result of anticipated pressures on staffing budgets as a result of lower than anticipated staff turnover.

7.2 Housing Options (-£72k)

This area is projecting an overall under spend of (-£72k). This includes a (-£25k) projected under spend on the Homelessness budget as a result of reduced costs to Robond as the scheme ends this year.

There is also a projected surplus of (-£5k) within the Private Sector Adaptations Service as a result of an increase in fees and charges plus an anticipated (-£45k) saving on Furnished Homes as a result of higher than anticipated staff turnover.

There is a small anticipated overspend of £3k on Dispersed Units relating to increased utilities costs.

7.3 Housing & Communities (-£13k)

This service area is projecting an overall under spend of (-£13k) consisting of an (-£11k) projected under spend on Community Safety Unit, mainly as a result of some additional funding from the HRA over budget. There is also a small (-£2k) anticipated saving on transport costs on the Area Assemblies Management and Administration cost centre.

7.4 Central (Balanced)

It is anticipated that this area will result in a balanced budget at year end.

7.5 Business Regulation (-£1k)

Overall Business Regulation is projecting a (-£1k) under spend. Pressures on employee costs within Health and Safety, Food and Drugs and Animal Health budgets totalling +£22K are being offset by savings within Trading Standards mainly due to higher than expected staff turnover (-£23k).

7.6 Safer Neighbourhoods (-£37k)

Savings within Community Protection mainly as a result of higher than anticipated staff turnover (-£39k) is slightly reduced by a small projected overspend on Landfill sites of £2k in respect of statutory Health and Safety work.

7.7 Agency & Consultancy

To date there has been no expenditure on Agency or Consultancy.

7.8 Non Contractual Overtime

There has been no expenditure to-date on non-contractual overtime.

8. Finance

The financial implications for each service area have been outlined in Section 7 above.

9. Risks and Uncertainties

These forecasts are based on financial performance to the end of May 2014. The forecast outturn is dependent on delivery of planned management actions being achieved and thus effective and tight financial management practices remain essential including holding monthly budget clinics with the Service Director and senior managers.

10. Policy and Performance Agenda Implications

The delivery of the Council's Revenue Budget within the limits determined in March 2014 is vital to achieving the Council's Policy agenda. Financial performance is a key element within the assessment of the Council's overall performance.

11. Background Papers and Consultation

- Report to Cabinet 26 February 2014 – Proposed Revenue Budget & Council Tax 2014/15.

The content of this report has been discussed with the Director of Housing and Neighbourhoods and the Director of Finance.

Contact Name:

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Email: mark.scarrott@rotherham.gov.uk

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
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1. Meeting:	Cabinet Member for Safe and Attractive Neighbourhoods
2. Date:	Monday 14th July 2014
3. Title:	Aids and Adaptations Extension and Policy Review Report
4. Programme Area:	Neighbourhoods and Adult Services

5. Summary

The Aids and Adaptations service has, in recent months, received criticism from customers regarding the maximum mandatory Disabled Facilities Grant (DFG) available. As this grant limit is set by the Government and is not due to increase, a meeting was held between Housing Options and Occupational Therapy to assess the feasibility of increasing this limit locally, and assess how extensions are currently recommended to see if any alterations could be made to this process. This report details the outcome and recommendations of this meeting.

In addition, in light of these changes the Aids & Adaptations Policy has also been reviewed and changes proposed.

6. Recommendations:

That Cabinet Member:

- **Agree that the grant limit of £30,000 (See 7.1) remains the same for the next 6 months.**
- **Agree that when extensions are approved, but cost over the grant limit of £30,000 they will only receive additional discretionary funding if no alternative solution can be offered. It is proposed that if Additional Discretionary Funding is offered that this value is capped at £35,000. (See 7.1.2)**
- **Agree to make the recommended additions to the Aids and Adaptation Policy detailed in 7.2 and Appendix 1 and Appendix 2 to aim to reduce the number of extensions being recommended and approved and review the effectiveness in 12 months.**
- **Agree to the recommended cost saving strategies detailed in 7.3.**
- **Agree to the proposed amendments (Appendix 4) of the existing Adaptations Policy and adopt these changes into the new Adaptations Policy**

7. Background and Proposals:

After successful completion of the Service Improvement Plan the Adaptations Service have now eradicated the backlog and reduced the time taken from receiving a request to approving it to less than 4 weeks. Following this success, the Adaptations Service are now seeking to improve even further by reducing contractor turnaround times and re-assessing the way extensions are recommended and approved.

To complement this, the existing Aids & Adaptions Policy (2011) has also been revised which will comply with the Occupational Therapy guidelines. The result is a more generic policy that satisfies both Disabled Facilities Grant legislation (Housing Grants, Construction and Regeneration Act 1996) and Occupational Therapy Guidelines when assessing applicants. The policy has also been updated to account for legislative changes and procedural improvements that have been implemented since a change of management has occurred.

There have been a number of Customer, Councillor and MP enquiries in recent months regarding the amount of funding available via DFG. In recent times we have experienced increased costs of labour and materials yet with no increase in the grant limit. Unfortunately there are more and more cases whereby the £30,000 grant limit will not fund the necessary works, leaving a shortfall for customers to pay. Whilst every effort is made to minimise these costs, it is still common for the grant limit to be exceeded.

7.1 The Grant Limit

7.1.1 Cost Based Analysis.

The following data shows the number of extensions that have been priced over the past 5 years along with average costs. It also identifies the different types of extensions required and their associated costs:

- In 2013-2014 the Aids and Adaptations Service received **873 applications**, of which **25 were for extensions** (3%).
- Of the 25 extensions applied for, 16 requests were processed (the remainder were either refused at the Aids and Adaptations panel meetings or cancelled at the customer's request)
- The table below shows that 8 were bedroom and bathroom extensions, of these 7 were over the £30,000 grant limit (88%).
- Bedroom and bathroom extensions were on average £5,883 over this limit.
- Bedroom extensions on private properties are also liable for VAT* this is an extra 20% on approx. half the total cost, meaning a total of £39,471.30.
** as per The VAT ACT 1994: Section 30 and Schedule 8, Group 12, all goods and services provided for disabled people are eligible for zero rated VAT, with the exemption of certain items including bedroom facilities.*

Note – all DFG work on RMBC properties is liable for VAT however we can claim this back so the customer does not experience any extra cost.

Extension Type	Quantity	Average Extension Price (NET, plus fees)
Bedroom and Bathroom	8	£35,883
Bedroom	1	£23,000
Bathroom	7	£20,500
Total	16	£28,347

From the table below we can see the average cost of extensions (with the exception of 12-13) has been increasing each year. Assumedly due to increased materials and labour costs.

Fiscal Year	Average Extension Price (NET, plus fees)
13-14	£28,347
12-13	£21,926
11-12	£26,870
10-11	£25,797

This data firstly proves the theory that the cost of extensions is increasing, and also shows that it is predominantly bedroom and bathroom extensions that are exceeding the £30,000 grant limit.

In light of this data is proposed that rather than increase the grant limit, we should firstly look at alternative strategies to reduce the number of bedroom and bathroom extensions that are requested and recommended. These strategies are discussed below. It is recommended that these changes should first be implemented and then reviewed again in 6 months to see the impact they have had on both the number of extension requests approved and the cost of such extensions.

7.1.2 Additional Discretionary Funding

The term 'Additional Discretionary Funding' refers to the Local Authorities ability to increase the mandatory Disabled Facilities Grant limit if they so wish. This is defined in the Housing Grants, Construction and Regeneration Act 1996. There is no upper limit to this increase, and there is no legal obligation to provide any funding on top of the mandatory £30,000.

If Additional Discretionary Funding were to be requested, it will be considered under delegated powers by the Director of Housing and Neighbourhoods Services and the additional costs will be met from the same budget the £30,000 Disabled Facilities Grant comes from. There is no additional budget for this extra funding. It is proposed that if Additional Discretionary Funding is offered that this value is capped at £35,000.

However for extensions costing over the grant limit, it is recommended that in these times of unprecedented public expenditure restraint, Additional Discretionary Funding should only be offered as a last resort, as long as all satisfying criteria have been met legally. Plus with a reduction in Disabled Facilities Grant funding we need to maximise the number of people who can benefit from a grant each year. Furthermore the offer of additional funding would most definitely open up the flood gates for all similar cases.

It is suggested that Additional Discretionary Funding only be offered when all other options have been exhausted and we cannot offer any other suitable solution to meet the customer's needs.

For Additional Discretionary Funding to be offered we must first be confident that:

- The extension is absolutely necessary and no alternative adaptations could adequately meet the customer's needs
- There are no alternative ways the extension can be built to cut the cost of works
- We have obtained a minimum of 3 quotations for the required works to ensure the best possible price
- Rehousing cannot be offered within a 6 month period from date of application.

The suggested cap of £35,000 is based on the fact that during 2013-14 of the 15 extensions that were completed only 1 exceeded £35,000 (with 10% fee applied) See Appendix 3.

7.2 Proposed revisions and additions to the Aid and Adaptation Policy

7.2.1 Revisions to the Aids & Adaptations (2011) Policy

Appendix 4 details all the proposed changes to the existing policy.

7.2.2 Policy and Procedures relating to Extensions.

As the existing policy does not contain any guidelines or framework relating specifically to extensions, the inclusion of such a section would be beneficial.

The purpose of the policy addition is to ensure that:

- Occupational Therapists only recommend extensions when there are no possible alternative adaptations.
- Recommendations are fully investigated by the Adaptations Review Panel to ensure no alternative option can be offered
- Housing Options has fully explored the possibility of rehousing and other alternatives
- Customers are fully aware of the financial implications an extension may have.
- A decision is made within the legal time frame of 6 months.

Appendix 1 shows this new sub-section in full.

Appendix 2 shows the process diagram that is to be followed when recommending and approving extensions.

7.3 Cost Saving Strategies

There are several possibilities to reduce the cost of extensions, all of which are identified below along with the suggested action:

1 - Reduce fees on all extensions - NOT RECOMMENDED

- Fee income is used to pay for the work of the team, this is a permissible approach under the regulations. In the event of additional income, this is returned to corporate resources at the end of the year.
- Reducing fees would not only have the impact of reducing the average cost of an extension, but also have a detrimental impact on A&A revenue created.
- Also in 13-14 of the 15 extensions that were completed only 4 exceeded the current grant limit (with 10% fee applied), if we reduce the fee we would be unnecessarily

reducing our profit on the majority of jobs when they actually have no financial implication to customers.

- Below is quantitative data on the number of extensions completed (and project managed) by Adaptations Service in 13-14, the income generated based on the current 10% fee, and the respective reduction in income if this fee was altered, and also the number of customers that paid/would have paid a shortfall amount:

13-14 Actual figures *	10% Fee	7.5% Fee	5% Fee
Total cost of extensions = £331,973.57	£33,197.36	£24,898.02	£16,598.68
Predicted Change in Revenue	£0	-£8299.34	-£16,598.68
No of extensions over £30,000	4	3	3
No of extensions under £30,000	11	12	12

Appendix 3 shows that during 2013-14 out of the 15 extensions carried out there were only 4 that were over the £30,000 grant limit. The table above demonstrates that of the 4 extensions had we reduced the fee to 5% we would have increased the number of extensions under this limit by 1, but at a revenue loss of £16,598.68.

This would suggest reducing the fee is not advantageous, although it would financially help a small proportion of customers (4 out of 15), it would be at a loss to RMBC of up to 5% cost of all extensions completed, the majority of which have no financial implications for the customer (as they are already under £30,000).

It is important to remember that a large proportion of extensions completed do not exceed the £30,000 limit.

**Individual costs for all completed extensions, and the respective fee amounts can be seen in Appendix 3.*

2 - **Only approve extensions on properties that do not have a 2nd ground floor room (i.e. dining room) that can be utilised. – RECOMMENDED**

- Using the dining room as a bedroom/bathroom will eliminate the need to build 2 new rooms, cutting the costs dramatically and hopefully bringing the total cost within grant limit.
- Looking at last year's figures, the average cost of bedroom and shower room extensions quoted for was £36,000. The average cost of shower rooms alone was £20,500. Using this data we can predict the cost to build a shower room and convert a dining room into a bedroom would be £22,500 (based on around £2,000 for the conversion). Meaning a cost saving of approx. £13,500 per extension. If this were possible on all 8 bedroom/bathroom extensions quoted for last year it would have meant a total saving of £108,000 and on average all extensions would be under the grant limit. In real terms, if this strategy was applied to the 3 bedroom and bathroom extension that were actually completed last year (see Appendix 3) it

would have resulted in a cost saving of £24,000. However please be aware that this strategy will not be feasible in every property type.

- Assessment would need to take place to ensure the existing room is large enough to accommodate the proposed adaptations.
- Natural light/drainage issues would also need to be assessed.

3 - Promoting re-housing as an alternative to an extension. - RECOMMENDED

- Currently rehousing seems to be offered as a “2nd best strategy”, or a last resort. If OT’s can actively promote this as a favourable solution due to less disruption, stress, time etc then more customers may WANT to move, as opposed to HAVE to move.
- Informing customers of the potential extra financial commitment associated with an extension (e.g. bedroom tax, increased insurance and heating costs, decorating costs etc) may persuade them to be re-housed instead.
- Utilising the maintenance officers to assist in the move is an added incentive to be re-housed (as with downsizing). This would save the customer around £200, based on an average removal fee of £50 per hour and an average time of 4 hours.

4 - Possibility of adapting a void to adequately meet customer’s needs instead of extending their current property – *Needs more research before a decision can be reached.*

- For those properties discussed in 7.3.2 that do not have a second ground floor room we can convert to a bedroom, we could look into the possibility of utilising a void property that would allow us to build 1 room instead of 2 required at the current property
- This would cut costs dramatically and hopefully bring the total cost within the grant limit (see figures in 7.3.2)
- However there is still the issue of rehousing and customer’s potential unwillingness to move.
- We are also then creating another void (if a council tenant) and thus further costs will be associated with this.

5 - Utilising the Specialist Equipment Budget to fund specialist baths required as well as extensions. - RECOMMENDED

- This would increase the available budget and reduce customer contributions.
- We can legitimately utilise this budget for this purpose if the customer has an eligible need (as defined by the Occupational Therapist)
- There are limited number of cases each year where this would apply, however as the average cost of a specialist bath is around £9,000 it would be a significant reduction in customer shortfall when an extension is also required. One example of such a case was in Rawmarsh earlier this year; The cost of the extension, specialist bath and all associated fees £41,767. This meant a customer contribution of £11,767. When the Specialist Equipment budget was utilised to offer to pay for the bath the shortfall came down to £2,315

however in this case, the customer was still not in a position to pay the shortfall and also refused rehousing.

6- Applying a legal charge on privately owned properties – RECOMMENDED.

The Adaptation Policy states that:

- The Council are able to add a legal charge to a privately owned property for the cost of the adaptation should the property be disposed of within 5 years. Where the applicant/customer or in the case of a child, their parent/guardian, are no longer the qualifying owner either by sale, donation or repossession, the property will be deemed as disposed of.
- A legal charge will only be considered where the adaptation/s has increased the floor size of the property or added value to the property. Examples would include, loft conversions, extensions, out building conversions, multiple adaptations.
- The Council will only consider adding a charge where the cost of the adaptation/s is more than £8,000.
- Consideration does not mean that this is a blanket policy and every case will be judged on its own merits in terms of adding a charge.

Although the Council has the power to recoup back costs through legal charges, none have ever been pursued. This is because there have been no mechanisms in place to continue to monitor the property 5 years after the adaptation has been fitted. In order to improve efficiencies new processes have been developed; including a Customer Declaration Letter (See Appendix 5) which will be signed by the customer (private properties only) before an adaptation over the value of £8000 is authorised. The customer will also sign an authorisation form to allow annual inspections of the adaptations for a period of 5 years post completion of adaptations that cost over £8000.

8. Finance

8.1 The proposed recommendations pose no additional financial requirements and undoubtedly present an overall cost saving. Based on implementing a variety of the cost saving strategies recommended in section 7.3, we can reliably assume the overall cost of the majority of extensions will come down, though it is difficult to quantify an annual saving as different strategies will be applied on a case by case basis:

- 7.3.2 and 7.3.4 could save on average £13,500 per extension completed.
- 7.3.3 could save upwards of £30,000 per extension avoided
- 7.3.5 would present no overall saving to RMBC but would reduce the customer shortfall substantially where applicable.

8.2 For 2015/16 the Disabled Facilities Grant (DFG) will be included in the new Better Care Fund. However the statutory duty on local housing authorities to provide DFG's to those who qualify for it will remain. Therefore each Local Authority area will have to allocate this funding to their respective housing departments from the pooled budget to enable them to continue to meet their statutory duty to provide adaptations to the homes of disabled people.

9. Risks & uncertainties

There is inevitably the risk of continued customer unhappiness and complaint if the grant limit is not increased. However if all the suggested amendments to policy are made and the cost saving strategies implemented we should see a reduction in the number of extensions that are both applied for, recommended and approved and thus the number of unhappy customers should also fall.

Furthermore we must consider the number of unhappy customers we will create if the Grant limit is increased. Ultimately, if we approve more funding for extensions this will have dramatic implications on the already stretched budget and impact on the number of customers we can help each year. For every £30,000 extension completed, we could have completed 15 Level Access Showers.

10. Policy and Performance Agenda Implications

Changes and implementation of these procedures have a direct implication on the Adaptations Policy and changes are reflected in the new process documentation.

11.1 Background papers

- National Assistance Act 1948
- Chronically Sick and Disabled Persons Act, 1970
- Disabled Persons Act 1985
- NHS and Community Care Act 1990
- Disability Discrimination Act 1995
- The Housing Grants, Construction and Regeneration Act 1996
- Housing Act 1996
- RMBC Aids & Adaptations Policy
- RMBC Allocations Policy

11.2 Consultation

Sandra Tolley - Housing Options Manager
James Greenhedge - Home and Property Services Manager
Kathleen Oakes - Principal Finance Officer
Linton Steele - Solicitor Adult Social Care and Education
Paul Elliott - Business and Commercial Programme Manager
Jill Wilkinson – Professional Lead Occupational Therapist Manager
Sarah Jackson – Advanced Community Occupational Therapist
Christine Robinson – Senior Community Occupational Therapist
Helen Brown – Housing Occupational Therapist

Housing Options, Occupational Therapy, Legal and Finance have been involved in the suggested recommendations and content of this report and the proposed amendments to Aids and Adaptation Policy.

All suggested actions are in accordance with the Disabled Facilities Grant Guidance and the *Housing Grants, Construction and Regeneration Act 1996*.

12. Contact details

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Appendix 1 – Proposed addition to the Aids and Adaptations Policy when recommending/approving Extension requests.

From time to time, Occupational Therapists may, where no other alternatives exist, recommend the construction of ground floor facilities in order to meet the needs of a customer. When doing so the following procedures must be adhered to;

For an extension request to be approved **ALL** the following criteria **MUST** be satisfied:

1. Necessary and Appropriate:

The OT must clearly demonstrate the customers need for the extension, and in doing so must rule out any alternative adaptation that may also suitably meet their needs.

The Adaptations Review Panel will assess the case and if any alternative solution is proposed this will be investigated prior to making a decision on the case. This could include, but is not limited to; other adaptations, smaller proposed extension or rehousing.

2. Reasonable and Practicable:

The state of the property is important and it must be deemed by the assessing Technical Officer as reasonable and practicable for any adaptation to occur.

In terms of the state of the property, the Technical Officer will look at issues including but not limited to:

- Wear and tear
- Disrepair
- Electrics
- Plumbing
- Heating
- Environmental Health
- Structure including roofing
- Drainage

Where an adaptation is not reasonable and practicable to occur, the adaptation will be refused.

3. Rehousing:

Rehousing must be investigated at the point of identifying the need for an extension. This will be explored in full by a qualified housing OT who will conduct a needs assessment in the customers own home and open a housing application if they are eligible (as defined in the Allocations Policy). If a suitable property that adequately meets the applicant's (and their family's) needs is identified, and rehousing will not create any further care needs, this will be offered as the solution and the extension refused on the basis that the works are not necessary or appropriate to meet the needs of the disabled occupant (see above). In accordance with *Section 24(3)(a) of the Housing Grants, Construction and Regeneration Act 1996* the Local Authority has the right to discharge duty if a suitable alternative property can be offered.

The term '*adequately meets the need*' refers to both the customer's (and their family's) physical and mental needs, plus social support needs relating to locality (family support, schools etc).

When considering rehousing, the Housing OT will use the following guidelines on locality and what is deemed an acceptable radius, and timescale until such a property will become available. For the purpose of this document, an acceptable radius will be defined by the OT on an individual case by case basis taking into account individual care and support needs. An acceptable timescale is defined as one that can be met before the customer's needs become urgent (as defined by the OT), or within the 6 month legal time frame that the Housing Grants, Construction and Regeneration Act 1996 stipulates a decision on all DFG applications must be made.

4. Under-Occupancy*:

The parameters of Under Occupancy are defined within the Housing Benefit Regulations, the only exception being for the purpose of DFG applications, there are no age constraints on under occupancy.

If a customer is in a situation where they are under occupied and are requiring Major Adaptations, then their case must be presented by the OT to the ARP to discuss the individual case and determine the most reasonable and practicable and necessary and appropriate solution.

In situations of under occupancy in council properties, extensions and conversions will not be considered unless:

- there are no suitable adapted properties within Council stock, or
- there are suitably adapted properties within Council stock, but these are minimal and the likelihood of availability becoming apparent within the defined timescale is very low.

Certain temporary adaptations can be offered to provide a short term solution. However, this would be investigated on a case by case basis and offered only in extreme circumstances.

In relation to customers who are in Council properties, those who are under occupying will be afforded reasonable preference to local accommodation as per the Allocations Policy.

** Please note that under-occupancy criteria do not apply to applicants in owner-occupied properties.*

5. Customer Consent:

As the provision of additional ground floor facilities may result in increased financial expenditure for the customer, before any decisions are to be made on extension applications, the applicant must be duly informed of the implications an extension may have on rent, insurance, benefits, energy bills etc. This is to be relayed via the OT upon their identification of need for an extension, and to be followed up with a letter from the Adaptations Team confirming this potential increased financial hardship, upon approval of the grant/works.

6 Financial Assessment:

Before any decision is made as to whether to approve an extension, a financial assessment must be undertaken to identify any required contributions the customer must

make. If these are not acceptable to the customer for any reason, the application cannot be progressed.

If all the above criteria are satisfied the extension will be approved (subject to DFG regulation). Once works commence the customers housing application will be cancelled by the Housing OT.

Once the above qualifying criteria for an extension are satisfied, an architect will be instructed to draw up the plans. These plans are then vetted by both an Occupational Therapist and a Technical Officer to ascertain whether a smaller scale project could be completed, providing it would still equally meet the customer's needs.

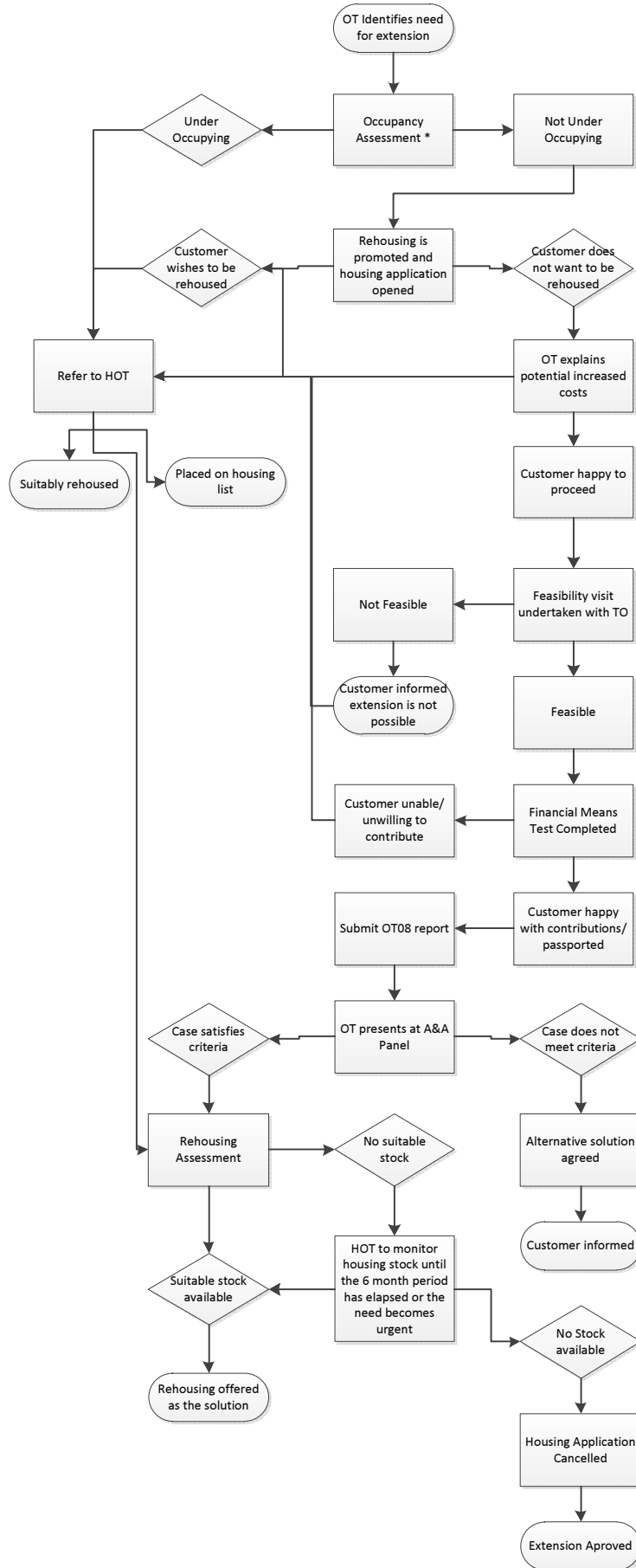
Similarly, to ensure costs are minimised, and to satisfy standing order requirements, the adaptations service will obtain a minimum of 3 quotations for the work, these will be from RMBC approved contractors.

There are 2 distinct variations to this quotation process for different property tenures:

- Non-Council Properties - The customer is entitled to obtain their own quotation from other non-RMBC approved contractors if they wish.
- Council Properties – As per the current partnering contract, all extensions proposed for council properties must be completed by a partner contractor. However this rule is void if the total cost of the extension exceeds £30,000 and would un-necessarily create financial hardship to the customer. In this situation the above 3 quotation process would be employed.

For extensions costing over £30,000 the customer will be required to fund the shortfall between the maximum mandatory grant that has been awarded and the total cost of the works.

Appendix 2 - Process Diagram for the extension recommendation/approval process:



Appendix 3 – Actual costs of all extensions completed in 13-14

Project	Cost of works	10% fee	7.5% fee	5% fee
GF3 Extension for bedroom	£11,772.75	£12,950.03	£12,655.71	£12,361.39
GF2 Extension for shower room	£26,396.00	£29,035.60	£28,375.70	£27,715.80
GF2 Extension for shower room	£28,950.00	£31,845.00	£31,121.25	£30,397.50
GF2 Extension for shower room	£23,511.90	£25,863.09	£25,275.29	£24,687.50
GF4 Extension for shower room	£14,560.00	£16,016.00	£15,652.00	£15,288.00
GF2 Extension for shower room	£8,000.00	£8,800.00	£8,600.00	£8,400.00
GF3 Extension for bedroom	£22,979.00	£25,276.90	£24,702.43	£24,127.95
GF3 Extension for bedroom	£26,950.57	£29,645.63	£28,971.86	£28,298.10
GF2 Extension for shower room	£14,531.28	£15,984.41	£15,621.13	£15,257.84
GF2 Extension for shower room	£22,460.00	£24,706.00	£24,144.50	£23,583.00
GF2 Extension for shower room	£22,951.57	£25,246.73	£24,672.94	£24,099.15
GF4 Extension for bedroom & shower	£27,763.53	£30,539.88	£29,845.79	£29,151.71
GF5 Extension (non specific)	£17,472.00	£19,219.20	£18,782.40	£18,345.60
GF3 Extension for bedroom & shower	£30,585.67	£33,644.24	£32,879.60	£32,114.95
GF2 Extension for bedroom & shower	£33,089.30	£36,398.23	£35,571.00	£34,743.77

Figures in **bold** show the extensions that exceeded the grant limit, and those that would have exceeded the limit if the service fee was reduced.

Appendix 4 - Proposed Amendments to Aids and Adaptations Policy and Procedures (2011)

The proposed amendments to the Aids & Adaptations Policy (2011) are detailed below. The changes will result in a more generic policy that satisfies both Disabled Facilities Grant legislation (Housing Grants, Construction and Regeneration Act 1996) and Occupational Therapy Guidelines when assessing applicants. The policy has also been updated to account for legislative changes and procedural improvements that have been implemented since a change of management has occurred.

The proposed changes are:

2.1 - Addition to Major Adaptations: 'Adaptations are only concerned with providing works that have medical purpose. DFG's do not provide and the Adaptations Team do not facilitate any works to improve the aesthetics or functionality of the property that have no direct medical benefit to the customer.

3.3 – Remove sentence 'If the property is mortgaged, then permission must be supplied by the mortgage company as well'

3.4 – same alteration as 3.3

3.10 – add new section (after 3.9 and before 3.10) - For council properties, the Adaptations Control Officer will make several checks on the tenancy to ensure it is sustainable. Checks will be made on all occupants for warning codes, and tenancy checks will be performed for pending rent and/or anti-social behaviour evictions. If any pending evictions are apparent, the adaptations will be refused.

4.1 - Remove second paragraph and replace with. 'An exception to this comes where an applicant has been referred by Housing Options Medical Assessment Team to the Housing OT, in this case contact with Assessment Direct is not necessary.'

4.2.2 - Addition 'Occupational Therapist or other assessing officer'

4.2.7 - replace paragraph with 'If the potential cost of adaptations totals more than £8,000, then re-housing MUST be investigated prior to considering major adaptations. Where appropriate, all applicants who require adaptations totalling more than £8,000 must be referred to a Housing Occupational Therapist to investigate rehousing as an appropriate solution.'

4.2.11 - Remove this section and replace with: 'Minor adaptations should be sent by the OT direct to Contract and Service Development Team by completing an OT31 form. Minor adaptations should be started within 28 days.'

4.2.13 – Process map:

- Remove 'At this time the customer needs to be advised to register a housing application...'
- Alter ' if adaptations are likely to be over 8k, refer to Housing OT to look at the possibility of re-housing (council properties only)'

4.2.5 – addition: Following an assessment of need the OT or other Assessing Officer may recommend provision of equipment, request a minor fixing and request a minor or major adaptation, if all these things are needed as a result of their assessment.

4.3.9 – An asbestos report is required for all property types. In the case of council stock and owner occupied properties, the adaptations control officer will check for an asbestos report and if none is available, order one. This report will then be send to contractors along with the order for the works. If it is a housing association property, it is the responsibility of the housing association to provide and pay for an accurate asbestos report. This is detailed in ‘Diagram 1’.

4.3.10 – Reword to say ‘if council stock or owner occupied, the relevant contractor is informed and the asbestos is removed. ‘if a housing association property, then the housing association is to organise and pay for the removal of the asbestos before any works are ordered. If it is not removed, the adaptation will be cancelled’.

Diagram 1 – amended to incorporate the above.

4.3.14 - new section – ‘If a customer is found to have a contribution towards the DFG, they have a period of 3 months to pay such monies, after this the application will be terminated.’

4.6.1 – rewording: ‘Once the adaptation has been completed, the Adaptations Co-Ordinator will check the invoice amount and approve the figures on the Flare system.’

5.6 – rewording: ‘A Technical Officer may ask for a review of the works, if they believe alterations to the recommendation may be required. In such circumstances they should contact the Occupational Therapist who sent the referral. Alternatively the housing OT can be contacted to re-assess the situation.’

6.7 – addition to text: “as per the *Housing Grants, Construction & Regeneration Act (1996)*. If the cost of the works exceeds this grant limit, it is the responsibility of the customer to fund the shortfall. In these times of unprecedented public expenditure restraint the Council is unable to offer any further contribution from Disabled Facilities Grant funding by way of discretionary payment. The Adaptations Team have a responsibility to ensure that the funds are distributed fairly and that the limited amount of funds allocated are spent in such a way that maximises the number of people within the borough that can be helped each year.

6.8 – add new paragraph: “The applicant is entitled to apply for alternative funding as per the Chronically Sick and Disabled Persons Act 1970 and in order to do so must have a community care assessment by Adult Social Care. Further details of which can be found in the relevant social care policy documentation.”

7.3 –rewording: ‘These benefits include:

- Income Support
- Housing Benefit
- Employment Support Allowance (Income Related)
- Pension Credit Guarantee Credit
- Job Seekers Allowance (Income Based)

8.1 – Remove ‘Clinical Lead Community Occupational Therapist Manager’ (post no longer exists)

9.1 – rewording: ‘£8000 - £15000 Adaptations Co-Ordinator. £15000 - £30000 Adaptations Manager’.

10.1 – delete: ‘Fees are applicable only to major adaptations’.

10.2 – add: ‘The same 10% fee applies to all minor adaptations and minor fixings.’

10.2 – addition: ‘The fee is incorporated into the total cost of the works and is to be paid as part of the DFG as per the *Housing Renewal Grants (Services and Charges) Order 1996*.’

10.14 – new section added:

‘10.14 Customers living in Council Properties do not have the right to choose or appoint their own contractor. These works will be completed by RMBC’s tendered partner contractors (Willmott Dixon or Morrison). The only exception to this would be where the use of a partner contractor would result in financial hardship to the customer, in this situation 3 quotations will be obtained for the works from other RMBC approved contractors and the most competitive contractor used.’

10.18 – new section added: ‘VAT 10.18 - As per *Notice 701/7 VAT Reliefs for disabled people August 2002* The majority of works that are eligible for DFG funding are also eligible for zero rated VAT to maximise the available funding. For the purpose of this document is it acceptable to assume all works provided are eligible for zero rated VAT except bedroom extensions as per the above notice.

Eligibility for zero-rated VAT is limited to non-council owned properties, as the beneficiary for works in council properties is RMBC, and the funding does not come from the Capital budget, the VAT charged can be recovered.’

12.2 – end of sentence is missing from current policy... ‘be considered, though preference will be given to the customers current locality if suitably adapted properties are available.’

13.3 – add: If a customer is in a situation where they are under occupied in a property and are requiring Major Adaptations, then their case must be presented by the OT to the ARP to discuss the individual case and determine the most reasonable and practicable solution.

13.5 – add: Similarly, the ARP may deem the recommended adaptations as not necessary or appropriate if rehousing can be offered that suitably meets the needs of the customer.

New section 14 to be added: - See *Appendix 1* and *Appendix 2*

14.1 – reword: Adaptations to void properties will only be removed following approval from the Adaptations Co-Ordinator who will liaise with the Housing Occupational Therapist before making a decision.

A1.0 - Suggested Addition to text after ‘A1.0 Types and Specifications of Adaptation’

‘This policy aims to identify the most common adaptations required as part of a grant application, it does not cover all possible adaptations that may be relevant to the purpose of section 23 of the Housing, Grants, Construction & Regeneration Act 1996 and thus is not limited to its content. Furthermore its intention is to provide guidance, individual needs and circumstances are to be taken into consideration when assessing qualifying criteria of adaptations.’

A2.1 - Remove (d) and replace with: ‘Additional bedroom/ living space can be considered for a client with behavioural problems where safety is a predominant concern; for example, children sharing a bedroom when left unsupervised at night one child poses a significant safety risk to the other/others.’

A.2.2 - Remove (d) and replace with: ‘Additional bedroom/ living space can be considered for a client with behavioural problems where safety is a predominant concern; for example, children sharing a bedroom when left unsupervised at night one child poses a significant safety risk to the other/others.’

A2.3 - Replace (a) with ' Where the customer is unable to walk short distances and/or negotiate access to the property safely a ramp will be considered. If the customer is able to manage with the assistance of a carer a ramp will not usually be provided. However, if the customer would only need a carer to assist with the external access and the provision of a ramp would enable to customer to be independent, a ramp will be considered.'

A 2.3. – alter sentence to read: 'Ramped access would generally be a maximum of 1:12 and ideally 1:15.' Remove: 'Temporary ramps can be used as an alternative and cheaper option'

Addition - 'Concrete ramping is supplied to council stock as standard and modular temporary ramping to private properties. Modular temporary ramping is exempt from the means testing criteria and remains property of RMBC for the entirety of its lifespan. There are however several exemptions from this rule:

- private property residents do have the right to apply for concrete ramping if they desire, however this would then be subject to means test procedures as afore mentioned.
- If deemed appropriate by the Occupational Therapist or Adaptations Technical Officer, modular temporary ramping can be installed in council properties for one or both of the following reasons:
 - Where the property is on 2 floors and is presently suitably un-adapted for disabled use, the use of temporary ramping would allow the property to be easily returned to its original (un-adapted) state if the property were to become unoccupied in the future. If the property is ground floor, or has a level access shower installed this rule becomes void.
 - Where the Occupational Therapists deem it necessary as the occupant is terminally ill.

A2.3 – alteration to sentence: remove: 'potentially temporary ramps could be Minor Adaptations'. Also remove '(not temporary)'

A2.3 - Replace 'BS.5619: 1978' with 'BS8300 (2010)'

A2.4 – Replace with: Criteria/guidelines for a through floor lift:

(a) A through floor lift will be considered when a customer meets the guidelines for a stairlift but is unable to use a stairlift safely or for whom a stairlift is contra-indicated.

The following considerations need to be taken into account:

(a) Health and Safety/Building/Fire Regulations affecting the proposed installation.

(b) Customers with pre-paid meters may need further advice from the contracted company as to whether a through floor lift is appropriate.

(c) Where a client lives alone, or is alone for long periods, the installation of an alarm/telephone to summon help in an emergency should be considered.

A2.5 – alteration: 'costs can range from £1400 - £8000.

The following considerations need to be taken into account:

(a) Health and Safety/Building/Fire Regulations affecting the proposed installation, e.g. minimum stair widths.

(b) Customers with pre-paid meters may need further advice from the contracted company regarding the on-going power needed for charging the stairlift battery back up.

Criteria/guidelines for a stairlift:

(a) It is severely painful or functionally very difficult for the client to climb the stairs.

(b) It is medically contra-indicated for the client to climb the stairs, even with additional stair rails.

(c) The prognosis is static/deteriorating (i.e. that rehabilitation or recovery following illness has been considered)

(d) Stairlifts will not usually be recommended where the disabled person has access to a downstairs bathroom and toilet and where there is adequate space for a bed downstairs.

(e) Where there have previously been two separate rooms which have been converted into a through room, the expectation would be that room would be restored to its previous condition (as part of the adaptation), thus providing two rooms again, one of which could be used as a bedroom for the person with disabilities' (if there is a bathroom and toilet downstairs already).

(f) Where a person has a downstairs toilet (inside with heating) and is able to negotiate the stairs safely once in the morning and once at night, a stairlift will not normally be recommended'.

(g) Stairlifts to first floor flats will not usually be recommended where the person is able to negotiate the steps once per day. A door entry system would be considered.

A2.6 Replace recommendation section with:

'A hoist will be recommended when:

(a) A moving and handling assessment has determined that hoist transfers are necessary and other equipment has been considered and is unsuitable.

and

(b) There is insufficient room for a mobile hoist

or

(c) Provision of a ceiling track hoist will reduce the number of carers or support the carer(s) by reducing the physical exertion of moving and handling.'

Customers with pre-paid meters may need further advice from the contracted company regarding the on-going power needed for charging the hoist when not in use.

A2.9 – Addition to (a): However exceptions may be made by the OT on an individual needs basis when considering individual care package needs. Change 'expectations' to 'exceptions' on 3rd paragraph in (d). Remove E and F.

A2.10 – replace criteria section with: 'A level access shower can be recommended when one or more of the following criteria is fulfilled:

(a) the disabled person fulfils the guidelines for an overbath shower but is unable to lift their legs over the bath side even with assistance. The level of discomfort and pain must also be considered when assessing whether it is appropriate for the customer to be assisted. If a client would be dependent on a carer for assistance and a care package is being considered for this alone, a level access shower could be considered to promote independence.

or

(b) Single incontinence and inability to use equipment independently.'

Addition 'An information sheet is to be sent to all customers detailing the above, with regard to what they are and are not entitled to as part of the DFG. Under no circumstance (unless authorised by the OT) will the adaptations team pay for, or indeed facilitate any works not mentioned above unless it has direct impact upon the installation of the Level Access Shower.'

Alteration: Costs can range from £1800 - £3500

A2.11 - Replace criteria section with:

'Overbath shower will only recommended where the client has one or more of the following problems:

(a) Double incontinence

(b) Unpredictable epilepsy or black outs

(c) Confirmed medical condition where bathing is contraindicated.

(d) Inability to use bathing equipment safely. A bath board and seat has been considered but is inappropriate due to the customer's degree of functional loss. If a client can achieve independence with the provision of an overbath shower, provision will be considered to avoid the necessity of a care package. The client may have to consider purchasing a bath board or swivel bather to enable them to access the overbath shower.'

A2.12 - Replace A2.12 section up to and including (c) with:

'A2.12. Toilets:

Additional (Standard) W.C.

E.g. provision of a W.C. on ground floor. This will only be considered where chemical W.C. and commodes are inappropriate because there is only one ground floor room plus kitchen and the client lives with other family members.

Criteria

(a) There is a permanent medical condition affecting frequency/urgency of micturition and/or bowels.

(b) The client's functional ability to reach the existing W.C. is severely restricted due to the nature of their disability.

(c) Where access to existing amenities cannot be provided.

(d) A chemical W.C. and special commodes have been considered and are inappropriate.

Special W.C.

An automatic W.C. that provides flushing, warm washing and drying functions from one operation, i.e. it combines the functions of a W.C. and a bidet with an additional drying facility.

Criteria

(a) The client is unable to maintain proper hygiene after toileting due to degree of their functional loss.

(b) The provision would give the client an appreciable degree of independence in toileting.

Combined W.C./Shower Unit

Criteria

(a) The client meets the criteria for an additional W.C. and for a shower.

(b) No alternative is available.'

A2.13 - Replace 'H61 to Housing and Environmental Services' with ' OT35b referral to the Adaptations Team'

Delete section on temperatures

Addition to text directly above 'Radiator Outputs and pipe work.....'

'Consideration on placement of the temperature controls must also be taken into account to ensure clients always have comfortable access to them, especially if the occupant lives alone and/or does not have carers visiting regularly.'

A2.14 - Addition to start of section:

'A2.14 Kitchens

Additional Space in Kitchens

Criteria

(a) The client is a wheelchair user.

(b) The person with disabilities is the predominant user of the kitchen, and is responsible for preparation and cooking of food for self or family.

Redesign/Reorganisation of Facilities of Existing Kitchen Criteria

The extent of the adaptation will be dependent on whether the person with disabilities is the predominant kitchen user or not. Where light use only is envisaged, the provision might be no more than access and a lower/higher work surface. The adaptation will take into account the use of the kitchen by other members of the household.'

Addition to (existing) page 50:

'A2.15 Paths Around the Property

Where a client has difficulty in walking, has visual impairment or is at risk of stumbling. Where the client uses walking equipment or a wheelchair, the path should be sufficiently wide and of sound condition to allow easy and safe access, for example, to the gate of the property and such outbuildings as are used regularly by the client.

A2.16 Access to Garden

Access to the garden will be considered where it is not possible for the disabled occupant to go round the outside of the house to reach the garden. Wheelchair access to some or part of the garden or adaptations to create easy going steps and tubular rails will be considered on an individual basis.'

A3.3 – addition '...926mm internal door where necessary...'

A3.5 – alteration: 'standard step size will be 600mm x 900mm however this can change on an individual need basis, all steps should be of equal tread and depth.'

Addition to page 53:

'A3.13 Lighting

To enhance residual vision of client with visual impairment as confirmed by eligibility to be on Register of Partially Sighted People.

A3.14 Strengthened Glass

Where a client is a danger to self and others due to regular breaking of ordinary window/door glass.

A3.15 Ventilation

The provision of a manual/mechanical ventilation/extractor or alternative type of window:-
E.g. where client is unable to open the existing window in kitchen, own bedroom, living room, bathroom and windows cannot be reasonably adapted by the provision of winders, etc.'

A5.1 – addition ' Internal grab rails are moulded and fluted white PVC and external grab rails are steel finished with white powder coating'

A7.1 - Technical Officers (social care) is changed to 'Technical Officers and Support Workers working in health and social care'.

A7.3 – Replace 'Occupational Therapists' with 'Community Occupational Therapists' as only COT's can recommend Major Adaptations.

Appendix 5 – Customer Declarations – *currently being approved by the Legal Team*

Adaptations Team
Neighbourhood and Adult Services
Housing and Neighbourhoods
Key Choices Property Shop,
20-21 Old Town Hall, Rotherham S60 1QX
Direct Line: 01709 336009
Fax: 01709 336560
Email: adaptationsteam@rotherham.gov.uk
*Email the Council for **free** @ your local library!*

Your Ref:
Flare Ref

Please ask for:
Officer Name

Date:
Date

Customer Declaration – Grant Condition Period

Housing Grants Construction & Regeneration Act 1996.
Disabled Facilities Grant Ref – Flare Number

Customer Name
Customer Address
Customer Address
Customer Address
Customer Address

Detail Of Works

I can confirm that for the duration of the grant condition period (5 years), or such shorter period as my health and other relevant circumstances permit, the above property will be my only or main residence. I understand that should my residency of said property terminate before this period has expired, for reasons unrelated to my health or other relevant circumstances, RMBC may pursue legal action to recover the costs associated with the above works. I also confirm that the above works will be used as proposed on my application form for the entirety of the grant condition period. I hereby consent to random periodic inspections of the above works from RMBC technical officers during the grant condition period provided they have the appropriate identification upon arrival.

SIGNED:

PRINT:

DATE:

Rotherham Agency Service ADAPTATIONS TEAM



Authority Form and Certificate of Future Occupation for Grant Aided Building Works

Authority to the Director of Housing Services to act as agent for the purpose of obtaining a Disabled Facilities Adaptation

Award/Grant Ref. No:

Name:

National Insurance Number:

DOB:

Address:

Type of Adaptation:

Part 1

*I/We *am/are the *owner/occupier/landlord/tenant of the above property.

*I/We give *my/our authority to the Rotherham Agency Service to act on *my/our behalf for the purpose of obtaining estimates for the works and also to make such other enquiries of the Department of Financial Services as may be necessary to determine the amount of *my/our contribution to the works.

*I/We agree that should *I/We withdraw *my/our application for at any time before completion of the grant aided works that *I/We will reimburse the Rotherham Agency Service for all costs occurred incurred in relation to *my/our application.

Should *I/We agree to proceed with the grant, *I/We agree to pay any contribution towards the cost of works to the Rotherham Agency Service before commencement of the said works and also give *my/our authority to the Rotherham Agency Service to continue to act on *my/our behalf in accordance with the Agreement for Grant Aided Building Works and to pay the amount of *my/our grant money together with any contribution *I/We may have made, when due, to the contractors appointed on my behalf by the Rotherham Agency Service.

Part 2 (TO BE COMPLETED BY APPLICANTS FOR DISABLED FACILITIES GRANTS ONLY)

*I/We understand that the approval of a Disabled Facilities/Adaptation Grant for item(s) of specialised equipment for use by a disabled person (stair lift, through floor lift, ceiling track and hoist system) is subject to the condition that the said equipment is offered for return to Rotherham M.B.C. when no longer required for use by a disabled person.

*I/We *am/are Council tenants and agree to transfer, free of charge, the said equipment to the Council on the understanding that the Council agrees to undertake to secure at no cost to myself/ourselves, repair and annual servicing of the said equipment.

*I/We agree that *I/We are responsible for arranging the lifting of carpets and arranging the lifting and moving of furniture when required.

Housing Grants, Construction and Regeneration Act 1996 – Section[s] 21, 22, 23

Tenant's Certificate

Owner's Certificate

To accompany [owner's] [tenant's] application for Disabled Facilities Award/Grant

To: Rotherham Metropolitan Borough Council

1. For use with; [my] [owners'] [my tenant's] application for disabled facilities award/grant in respect of «detail»

See Note A 2. I HEREBY CERTIFY that I [have acquired] [propose to acquire] a qualifying owner's interest in the [dwelling] [flat].

See Note A 2.1 I HEREBY CERTIFY that this is a tenant's application

See Note B 3. I INTEND that, throughout the grant condition period (5 years), or such shorter period as [my] [his] [her] health and other relevant circumstances permit, the [dwelling] [flat] will be the only or main residence of and will be occupied by

See Note C [me] [the disabled occupant.]

Should my occupancy cease during the grant condition period (5 years) I agree to repay the full grant amount awarded should RMBC request it.

See Note D Tenant (Signed)

Owner (Signed)

Address

PASSPORTING BENEFITS

Does the relevant person receive Housing Benefit / Income Support; Income Related Employment & Support Allowance, Pension Credit Guarantee Credit, Income based Job Seekers Allowance? Is the work for a child under the age of 16, or a child under the age of 19 in full time education? Yes / No.....

DECLARATION

**WARNING: IF YOU KNOWINGLY MAKE A FALSE STATEMENT
YOU MAY BE LIABLE FOR PROSECUTION**

I declare that to the best of my knowledge, the information I have given above is correct. I am *[the applicant] [one of the applicants] [the relevant person (but not the applicant or one of the applicants)] [a relevant person (but not the applicant or one of the applicants)].

For the purpose of this application, I give my consent to RMBC to refer to information provided by me for the purposes of my application(s) and agree to the adaptations service checking official records (Land Registry and benefit systems) to verify my given information. I also consent to my details (non-financial) being passed to organisations (for the purpose of this application only) electronically.

Signature:

Date:

ROTHERHAM BOROUGH COUNCIL – REPORT TO CABINET MEMBER

1.	Meeting:	Cabinet Member and Advisers for Safe and Attractive Neighbourhoods
2.	Date:	Monday 14 July 2014
3.	Title:	Revised Housing Investment Programme 2014/15
4.	Directorate:	Neighbourhoods and Adult Services

5.0 Summary

The purpose of this report is to update cabinet member of proposed revisions to the 2014-15 Capital Programme following the first HIP Monitoring meeting of 2014-15.

6.0 Recommendations

That Cabinet Member receives and approves the revisions to the Housing Investment Programme for 2014-15.

7.0 Proposals and Details

- 7.1 The budget process that led to the original Capital Programme for 2013/14 to 2016/17 ensured that the Council's capital investment plans were aligned with its strategic priorities and vision for Rotherham.

In order to maintain that strategic link, and make best use of the capital resources available to the Council, it is important that the programme is kept under regular review and where necessary revisions are made.

The following table provides an overview of the approved HIP programme for the period 2014-15 and proposed revisions to be approved by Cabinet Member.

Description	Original Budget 2014-15 £	Original Budget + Approved Slippage	Revised Budget 2014-15 £	Variance £
Refurbishments	11,995,000	12,626,687	13,197,786	571,099
Other Capital Projects	13,563,000	13,318,239	13,143,239	-175,000
Fair Access to All (Adaptations)	3,389,000	3,389,000	3,389,000	0
Regeneration/ Neighbourhood Renewal – Public Sector	2,250,000	2,250,000	2,050,000	-200,000
Regeneration/ Neighbourhood Renewal – Private Sector	971,000	1,314,074	1,484,074	170,000
HCA New build	2,836,000	2,836,000	2,836,000	0
Total	35,004,000	35,734,000	36,100,099	366,099

7.2 Details

7.2.1 Housing Improvement Programme 2014-15 Capital Works

Appendix A provides a detailed budget breakdown by scheme for 2014-15 based on the current approved HIP Programme for 2014-15 and it should be read in conjunction with the following explanations for works in 2014-15

7.2.2 Refurbishments – Budget £12,626,687 Revised Budget £13,197,786

This budget is to fund works for internal and external refurbishments to properties. Internal works will include elements such as new kitchen and bathrooms. External elements include re-roofing, external render, fascia's, soffits & bargeboard replacements and outhouse improvements.

The key reason for increase in the overall budget is due to:

1. Increase in number of schemes being delivered within the External Wall Insulation & Pointing programme which will be delivered in Maltby, North Anston, Wath, Bramley & West Melton, Treeton, Brinsworth and Catcliffe. This budget has increased by approx. £700,000 and is being partly offset by additional Green Deal funding of £196,000.
2. Increased costs to deliver the Facsia, Soffit and Bargeboard replacement programme due to more asbestos being identified than anticipated following survey. This budget as increased by £390,000.

These increases in budget have been off-set by reductions to budgets for Outhouses, bin stores & canopies (-£268,000) as surveys for these works are not yet complete. Further budget reductions of -£200,000 in year have been applied to East Dene roofing programme due to anticipated delays following the discovery of bats on site.

**7.2.3 Other Capital Works – Budget £13,318,239
Revised Budget £13,143,239**

The sections below breakdown individual spend within the Other Capital Works budget and highlight any changes in budget as appropriate.

7.2.4 Environmental Works – Budget £1,612,000 Forecast £1,612,000

This budget will fund a variety of projects throughout the borough currently subject to consultation with tenants and members. Works funded through this scheme will include bin store improvements, shrub bed enhancements, off street parking and footpath re-surfacing etc.

7.2.5 Empty Homes – Budget £2,900,000 Forecast £2,900,000

This budget is to fund major voids where the cost exceeds £4,000. This often occurs when a previous tenant has refused decency works so properties require new kitchens and bathrooms etc. prior to re-letting.

7.2.6 Replacement Communal Entrance Doors – Budget £890,754

This is a continuation of the scheme in 2013-14 and will result in all communal entrances to flats having high security entrance doors fitted.

**7.2.7 Electrical Board & Bond – Budget £200,000
Revised Budget £150,000
Variance -£50,000**

This is a demand led service and is to fund electrical improvement works to properties (e.g. consumer units, rewires etc.) following fixed wire electrical testing. The budget has been reduced to reflect previous year spend and to balance the Other Capital Works budget to funds available.

**7.2.8 Asbestos Removal & Testing – Budget £380,000
Forecast £380,000**

This budget is to fund asbestos surveys and removals to properties that are receiving planned capital improvement works.

7.2.9 Boundary Wall Treatments – Budget £425,000
Revised Budget £100,000
Variance -£325,000
Forecast £100,000

This budget is to fund improvements to boundary/ retaining walls and footpaths throughout the borough.

7.2.10 District Heating Conversion/ Upgrades – Budget £2,000,000
Revised Budget £1,800,000
Variance -£200,000
Forecast £150,000

It is proposed to fund district heating upgrades and replacements as detailed within the report to Cabinet Member in June 2014.

7.2.11 External Insulation – Budget £50,000
Forecast £50,000

This will fund ad hoc top ups of insulation to external wall cavities and lofts.

7.2.12 New IT System – Budget £273,725
Forecast £514,800

This budget is to fund the purchase and implementation of the new integrated Housing Management System. Cabinet member will recall approving additional costs of £241,075 to be funded from the HRA on 16 June 2014. At this time we have not amended the available budget as we may be able to fund from slippage elsewhere within the programme as we refine spend forecasts throughout the year.

7.2.13 General Structures - Budget £650,000
Forecast £650,000

This budget is to fund remedial works to building structures and includes pointing, rendering, underpinning and damp proof works.

7.2.14 Replacement of Central Heating/ Boilers - Budget £3,761,000
Forecast £3,761,000

There is an ongoing programme of Central Heating replacements in order to reduce the revenue burden as a result of increasing repairs to Buderus and Alpha boilers.

7.2.15 Community Centre Improvements – Budget £100,000
Forecast £100,000

This will fund essential upgrades to lighting and fire equipment within the centres. This does not reflect any forthcoming approval that Cabinet Member may make concerning wider Community Centre Improvements at an estimated cost of £500,000. If approved we will review spend forecasts and if possible fund from within existing resources through slippage on other schemes.

**7.2.16 Flat Door Replacements – Budget £75,760
Forecast £75,760**

This will fund completion of installing new fire doors to flats across the borough and is a result of slippage from 2013-14.

**7.2.17 Lady Oak Flats Environmental Improvements – Budget £400,000
Forecast £400,000**

This is a new project to undertake general environmental improvements, including upgrading of footpaths around Lady oak Flats, East Dene/ Herringthorpe.

7.3 Fair Access to All

**7.3.1 Disabled Adaptations (Public Sector) – Budget £2,078,000
Forecast £2,078,000**

**7.3.2 Disabled Adaptations (Private Sector) – Budget £1,311,000
Forecast £1,311,000**

This will fund the ongoing provision of disabled adaptations to council and private dwellings.

7.4 Regeneration / Neighbourhood Renewal Public Sector

**7.4.1 Non-Traditional Investment – Budget £1,400,000
Forecast £1,400,000**

This budget is to complete external refurbishment and insulated render works to non traditional properties. This is part of an ongoing programme to extend the life of non traditional stock by circa 25 years.

**7.4.2 Garage Site Investment – Budget £250,000
Forecast £250,000**

This will fund improvements works to garage sites across the borough. Works will include re-surfacing to the highway, re-roofing, new doors and general environmental improvements.

**7.4.3 New Build DPU Bungalows – Budget £500,000
Revised Budget £300,000
Forecast - £300,000**

It is proposed to construct 4 DPU bungalows, 2 located in Kimberworth and 2 located in Thurcroft using cost savings generated to date through the Repairs and Maintenance contract with Morrison FS and Wilmot Dixon Partnerships. The reduction in budget is a result of only having Planning Permission in place for the site at Redscope, Kimberworth Park. A further site is now identified at Wadsworth Road, Bramley, but given lead time for design, planning permission and construction it is unlikely the original budget allocation would be fully spent. The remaining £200,000 will be available in 2015-16.

**7.4.4 Enabling Works (HRA Land) – Budget £100,000
Forecast £100,000**

This will facilitate development/ access to HRA sites identified for disposal or new build development opportunities for private developers.

**7.4.5 Opportunity/ Strategic Acquisition – Budget £2,835,915
Forecast £2,835,915**

This funding is part of a multi year commitment to acquire properties to add to the council's social housing stock through the 30 Year HRA Business Plan.

7.5 Regeneration/ Neighbourhood Renewal Private Sector

**7.5.1 Dinnington Transformational Change – Budget £1,200
Forecast £1,200**

This project was funded through the Regional Housing Board and was the installation of temporary art work to Dinnington Town centre. This budget will fund the removal during 2014-15.

**7.5.2 Canklow Phase 1 & 2 – Budget £720,531
Forecast £720,531**

This is a multi-year programme of activity to regenerate an area within Canklow through Housing Market Renewal. The project is focused on demolition, buy back and refurbishment of public and private sector properties in the area.

**7.5.3 Bellows Road Service Centre Clearance – Budget £592,343
Forecast £592,343**

This is an ongoing Housing Market Renewal scheme and includes the construction of new shop units and provision of new housing within the area.

**7.5.4 Monksbridge Demolition, Dinnington – Budget £80,000
Forecast £80,000**

This is a new project and is to demolish 3 properties and reinstate land at 44-48, Monksbridge. The project is funded from Regional Housing Board grant funding ring fenced within the Capital Programme.

**7.5.5 Doe Quarry Lane, Dinnington – Budget £90,000
Forecast £90,000**

This is a new project and is to undertake boundary improvements to 43 properties. The project is funded from Regional Housing Board grant funding ring fenced within the Capital Programme.

8.0 Finance

8.1 Financial implications are contained within the body of this report. Any revenue implications from the revised programme have been fully reflected in the HRA's latest 2013/14 outturn revenue forecast.

If approved the programme will be funded as detailed in the table below:

Funding	HIP £	Non HIP £
RCCO	8,513,000	
HRA Prudential Borrowing	2,836,000	
MRA	21,759,897	
Grants		1,594,745
GF Prudential Borrowing		106,000
Capital Receipts RTB		298,000
Capital Receipts		1,213,474
Total	33,108,926	3,212,222

9.0 Risks and Uncertainties

The Capital Programme is funded through a number of sources: borrowing, capital grants & contributions, revenue contributions and capital receipts. Any uncertainty over the funding of the Programme rests on confirmation that grants/contributions and capital receipts continue to be available in coming years. Where funding sources are volatile in nature the risks will be managed by continually keeping the programme under review.

Project/ scheme specific risks have been outlined within the body of the report.

10.0 Policy and Performance Agenda Implications

The HIP supports the Corporate plan priorities and is central to the longer term Housing Strategy:

- Making sure no community is left behind
- Helping to create Safe and Health Communities
- Improving the environment

The preparation of the Medium Term Financial Strategy incorporating a profiled capital programme and the associated revenue consequences, together with regular monitoring, highlights the Council's commitment to sound financial management.

11.0 Background Papers and Consultation

Dave Richmond, Director of Housing and Neighbourhoods, Stuart Booth, Director of Financial Services and Budget Holders have been consulted during the preparation of this report.

Reports to Cabinet Member for Safe and Attractive Neighbourhoods

Report Author

Paul Elliott, Business and Commercial Programme Manager; Neighbourhoods and Adult Services, paul.elliott@rotherham.gov.uk; Ext. 22494

Appendix A

	A	B	C	D	E	F	G	H	I
1		HIP PROGRAMME 2014-15 - POSITION AS AT PERIOD 2							
2									
3									
4			Budget		Manager's Forecast		Variance (Over + / Under -)		%age (Over + / Under -)
5			£		£		£		%
6									
7		REFURBISHMENT / IMPROVEMENTS							
8		Refurbishment	12,415,279		12,415,279		0		0%
9		Windows	211,408		211,408		0		0%
10		REFURBISHMENT / IMPROVEMENTS TOTAL	12,626,687		12,626,687		0		0%
11									
12		OTHER CAPITAL WORKS							
13		Empty Homes	2,900,000		2,900,000		0		0%
14		Replacement of Central Heating / Boilers	3,761,000		3,761,000		0		0%
15		Replacement of Communal Doors (High Security)	890,754		890,754		0		0%
16		Environmental Works	1,612,000		1,612,000		0		0%
17		Electrical Board & Bond	200,000		200,000		0		0%
18		Community Centre Improvements (5 Year Programme)	100,000		100,000		0		0%
19		Boundary Wall Treatments	425,000		425,000		0		0%
20		Asbestos Removal & Testing	380,000		380,000		0		0%
21		Flat Door Replacement	75,760		75,760		0		0%
22		District Heating Conversions	2,000,000		2,000,000		0		0%
23		EPC Improvements	50,000		50,000		0		0%
24		New IT System	273,725		273,725		0		0%
25		General structures	650,000		650,000		0		0%
26		Lift Replacement	0		0		0		NA
27		OTHER CAPITAL PROJECTS TOTAL	13,318,239		13,318,239		0		0%
28									
29		ALL WORKS TO PROPERTIES TOTAL	25,944,926		25,944,926		0		0%
30									
31		FAIR ACCESS TO ALL							
32		Public Adaptations	2,078,000		2,078,000		0		0%
33		Private Adaptations	1,311,000		1,311,000		0		0%
34		FAIR ACCESS TO ALL TOTAL	3,389,000		3,389,000		0		0%
35									
36		REGEN. / NEIGHBOURHOOD RENEWAL							
37		PUBLIC SECTOR							
38		Non-Traditional Investment	1,400,000		1,400,000		0		0%
39		New Build DPU Bungalows	500,000		500,000		0		0%
40		Enabling works - HRA Land development	100,000		100,000		0		0%
41		Garage Site Investment	250,000		250,000		0		0%
42		Public Sector Sub Total	2,250,000		2,250,000		0		0%
43									
44		PRIVATE SECTOR							
45		Dinnington Transformational Change (RHB)	1,200		1,200		0		0%
46		Canklow Phase 1 & 2	720,531		720,531		0		0%
47		Bellows Road Service Centre Clearance	592,343		592,343		0		0%
48		Private Sector Sub Total	1,314,074		1,314,074		0		0%
49									
50		REGEN. / NEIGHBOURHOOD RENEWAL TOTAL	3,564,074		3,564,074		0		0%
51									
52		OTHER PUBLIC SECTOR							
53		HCA NEW BUILD							
54		Opportunity Acquisition	2,836,000		2,836,000		0		0%
55		Carry Over from 11-12 New Builds	0		0		0		NA
56		OTHER PUBLIC SECTOR TOTAL	2,836,000		2,836,000		0		0%
57									
58		SUB TOTAL 2	9,789,074		9,789,074		0		0%
59									
60		TOTAL CAPITAL PROGRAMME	35,734,000		35,734,000		0		0%

ROTHERHAM BOROUGH COUNCIL – REPORT TO DLT
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1.	Meeting:	Cabinet Member Safe and Attractive Neighbourhoods
2.	Date:	14th July, Installation of Wood Burning Stoves or other solid fuel appliances in Council Properties 2014
3.	Title:	Grounds Maintenance
4.	Directorate:	Neighbourhoods and Adult Services

5. Summary

Streetpride deliver grounds maintenance services to Council administered land as a general service offer. The service is financed solely from the General Fund. The service includes grounds maintenance to Housing Revenue Account administered land and includes grass cutting to communal areas of flats and aged persons bungalow complexes, incidental green space within Council housing estates and miscellaneous land assets, such as sites awaiting redevelopment.

The current pressure upon the General Fund has resulted in a reduced service offer, with the periods between grass cutting being extended. This is resulting in a number of issues which are adversely impacting upon the quality of the environment and the quality of life of residents.

The quality of green open spaces can impact significantly on how places are perceived and are valued locally. In addition, access to quality green space supports the health and wellbeing of the community, particularly the most vulnerable and those living in areas of acute deprivation. Effective neighbourhood stewardship is therefore an integral part of maintaining a sustainable and cohesive neighbourhood.

In the light of this summer's experience and concerns expressed from tenants it is proposed in to enhance the borough wide approach to grounds maintenance for council housing areas with funds being provided for a limited period from the Housing Revenue Account.

6. Recommendations

That Cabinet Member Safe and Attractive Communities agrees:

6.1 To enhance the borough wide approach to grounds maintenance for housing land up to an annual cost of £286,000 (or part thereof) for the financial years 2014/15 and 2015/16.

6.2 That a review is undertaken to consider the appropriateness of continuing this service beyond 2015/16

6.3 To receive a further report on the opportunities to undertake environmental improvements in respect of shrub and flower beds for the 2015/16 year

7. Background – current service offer

Streetpride delivers a general grounds maintenance service to Council land assets including those administered by the Housing Service.

The Streetpride service is fully funded from the General Fund. As such, Council tenants in common with all residents in the borough, contribute towards the cost of this service via their Council Tax charge. Due to the financial ring fencing arrangements governing the use of the Housing Revenue Account; as this is a general service offer to the community, there is no budgetary contribution from the Housing Revenue Account, as the service is not exclusively provided to Council tenants.

General amenity grassland and communal gardens tend to be the prevalent types of green spaces maintained by Streetpride, on behalf of Housing Services, within our housing estates.

The grounds maintenance service delivered to HRA sites can be summarised as follows:

- RMBC bungalow complexes (200 sites) – 5 grass cuts between April and October, including litter picking prior to cut and removal of cut grass from pathways.
- General housing land - 5 grass cuts between April and October including litter picking prior to cut and removal of cut grass from pathways.

In addition, to grass cutting, Streetpride also undertake hedge cutting once per year to hedges bordering communal areas. Shrub beds on Housing administered land are also pruned periodically in 92 locations around the Borough.

7.1 Current service issues

Due to General Fund budget pressures the grounds maintenance service is having to operate with reduced resources and this has inevitably lead to a revised approach to maintenance. This includes for example:

- Extending the duration between grass cutting.
- Some areas of green space being left uncut and allowed to develop into meadow land, with walking routes cut through these areas.
- Wild flower planting replacing previously grassed or shrubbed areas
- The method and sequencing of cuts being revisited to deliver the most efficient use of the machinery and manpower available.

Budgetary pressures have resulted in a revised (and perhaps not fully understood by the community at large) approach to grass cutting. This is resulting in a visible reduction in the quality of open spaces within our neighbourhoods and declining customer satisfaction with the service.

7.2 Housing related issues

From a Housing Services perspective, customer feedback is generally negative about the impact on the open spaces within their neighbourhoods and immediately surrounding their homes. In various forums, such as the recent Leaseholder Workshops, Area Housing Panel Chairs Meeting, Area Housing Panel meetings and Quality and Standards Challenge Group Estate Inspections, the quality of grounds maintenance is being raised as a common concern. Generally, it is perceived that the quality of service has declined. Whilst recognising improvements are being made in other services such as estate caretaking for example; the quality of grounds maintenance is not, consequently there have been numerous requests from tenants for improvements in grounds maintenance.

This request is particularly acute in areas with communal grounds such as blocks of flats and aged persons complexes. A high proportion of complaints regarding the quality of grounds maintenance are from residents living in these locations. This is not unsurprising as,

- In aged persons complexes with communal grounds, the amenity value of quality open space is highly important to residents feelings of wellbeing. It is particularly important in the absence of private garden space and for those who are housebound, have poor mobility or cannot access more formal green space within the area. Many residents use these areas for drying clothes and are walking in inches high grass between cuts to hang washing, with all the associated issues that creates, particularly in wet conditions. Their ability to access open spaces for amenity purposes becomes impaired by the height of grass and ground conditions. The presence of loose cut grass presents its own issues with regard to potential for trips and falls. In these locations, residents may also struggle to cut the grass themselves, due to their physical health.
- Apartment blocks, containing tenants and leaseholders, are designed with communal grounds, which is their only amenity space for sitting out, hanging washing and engaging with their neighbours. The quality of that space matters to them, as it is the setting within which their homes sit and is a reflection of their home to themselves and visitors. It is also a reflection of the quality of service they receive from their landlord/Council and drives their perceptions of service delivery and value for money.
- Anecdotally, Area Housing Officers are reporting that in enforcing tenancy conditions with regards to enclosed gardens of tenanted properties, the Council's approach to maintaining its own grounds is being raised by some tenants. The implication being that we should 'get our own house in order'.

7.3 The importance of sustaining quality open spaces

The green spaces around aged persons complexes, blocks of flats and the estates in general were designed to provide important quality amenity areas for residents, particularly on 'open plan' Radburn estates and bungalow complexes. With regard to the latter, elderly residents are often less able to maintain private garden spaces

themselves or easily access more formalised parks and recreation areas. For these reasons, communal grounds were created and managed by the Council for the benefit of tenants.

In sustaining our housing and neighbourhoods for the future, the provision of quality green space should be considered just as important as the quality of the housing offer which sits within it. Open spaces can contribute towards addressing physical, mental and social wellbeing issues. In this respect, effective stewardship of the environment should be considered a key component of any strategy to address areas of multiple deprivation and support to the most vulnerable within our communities. It also plays its part in maintaining sustainable neighbourhoods, contributing to improved resident satisfaction levels, perceptions of a neighbourhood as a safe place to live, improved social interaction and promoting opportunities for physical activity. There is a clear synergy here with our corporate priorities.

7.4 Proposals

In responding to comments from our customers and reflecting upon the issues detailed above, discussions have taken place between Housing Services and Streetpride. These discussions have focussed upon how the housing service could legitimately invest HRA resources into the Streetpride service, to deliver an improved service offer on housing administered sites. The following proposals have been formulated from those discussions:

1. Increase the frequency of grass cutting to aged persons complexes from 5 cuts to 10 cuts. A financial contribution of £50k would be required from the HRA.
2. Increase the frequency of cuts to general housing land from 5 to 10 cuts. A financial contribution of £236,231 would be required from the HRA.

These costs relate to the 14/15 financial year (full year).

In the light of this years' experience and taking into account the impact on the HRA, it is proposed to fund additional grounds maintenance for all housing land at a cost of £286,000 p.a. (full year cost) for the financial years 2014/15 and 2015/16. Further consideration will be required in the light of experience and budget availability as to the years 16/17 onwards.

Streetpride have also requested assistance to open up access to certain green spaces to allow drive on mowers to enable maintenance to be undertaken more efficiently. The costs for this have not yet been determined, but where this is practicable and accords with tenants wishes, this will be addressed.

Further consideration will need to be given to the opportunities for, and affordability of, undertaking further environmental improvements in respect of shrub and flower beds. It is proposed to bring a further report in respect of this issue in advance of summer 2015.

8. Finance

The Streetpride service is financed solely from the General Fund. There is no HRA contribution to costs at present.

The proposed additional 5 cuts to HRA land will require an investment of £286k p.a. from the HRA.

Limited additional but as yet not identified HRA capital resources will be required for fence alterations to enable wider access for lawnmowers.

Financial provision from the HRA has been made for these two items for 14/15 and 15/16.

9. Risks and uncertainties.

In order to comply with CIPFA regulations with regard to use of HRA resources, HRA funding could only be used to support an enhanced service offer specifically to tenants.

The proposal will create a two tier service offer, with Council housing areas receiving a superior service to non-housing areas. The public presentation of this would need to be carefully considered.

Removing the service beyond the two year period is likely to result in environmental decline and concerns for tenants.

10. Background Papers and Consultation.

Financial Services have been consulted with regard to the proposals. Discussions have been held with Streetpride to formulate the proposals detailed above.

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Representation of the Council on Other Bodies 2014– 2015

Title	Description	Council Rep.	Frequency	Councillors Role	RMBC Officer Support	How issues are reported back into the Council
Rotherham Licence Watch Steering Group	Licensees throughout the borough working together to address safety issues relating to drinking i.e. laws, anti social behaviour, litter, safety	Chair of Licensing Board (Councillor Dalton)	Monthly	Representative	Deborah Bragg	Group is currently co-ordinated by the Rotherham Chamber of Commerce. Concern has been expressed that a LA Champion is required
South Yorkshire Trading Standards Committee	Originally set up to co-ordinate the work of Trading Standards across South Yorkshire. Terms of this group have now expired. Has become a liaison group for Trading Standard activity. Organisation now under re-evaluation.	Councillors McNeely and Wyatt	Should be two meetings per year, but pattern has been irregular in recent years	Representative	Serviced by Sheffield City Council	Elected Member to report to Cabinet Member annually; uncertain future of this committee, but until a formal decision is made, representation should continue
Environmental Protection UK Yorkshire and Humberside Division	The work of the Division is carried out voluntarily by members who want to make an impact upon creating sustainable environments for future generations.	4 reps. from the Improving Places Select Commission	1 event and 3 meetings per year	Representative and information sharing	Mark Ford	Information shared between Officers including consideration of national policy

Title	Description	Council Rep.	Frequency	Councillors Role	RMBC Officer Support	How issues are reported back into the Council
Warm Homes	Health and Wellbeing strategy – priority action	Cabinet Member	Quarterly meetings – Rotherham Creating Warmer Homes Strategy meeting	Representative	Catherine Homer (Public Health Specialist) Paul Benson (Private Sector Housing Officer)	Quarterly performance reports submitted to Health and Wellbeing Board Bi-annual reports/presentation to Health and Wellbeing Board Bi-annual Fuel Poverty updates to Improving Places Select Commission
Women’s Refuge	Refuge Management Committee, addresses all management, strategy, policy and operational matters of the Women’s Refuge	1 Rep. from Improving Places Select Commission	Monthly	Representative	Sandra Tolley	Monthly management minutes Elected member to report back annually
Sheffield City Region Housing and Regeneration Board	Elected Member for South Yorkshire – Housing issues on a regional level	Councillor McNeely	Quarterly	Sub regional political representative for South Yorkshire - consider all housing related interventions and investments	Dave Richmond	Report through Cabinet

Title	Description	Council Rep.	Frequency	Councillors Role	RMBC Officer Support	How issues are reported back into the Council
Yorkshire and Humberside Pollution and Advisory Council	To consider all matters relating to environmental pollution and control.	Councillor <u>Kaye</u> plus 2 reps. from Improving Places Select Commission	Annual Meeting	Representative	Mark Ford	Report to Improving Places Select Commission; this organisation is still in operation

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
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1.	Meeting	Cabinet Member for Safe and Attractive Neighbourhoods
2.	Date	14th July, 2014
3.	Title	Installation of Wood Burning Stoves or other solid fuel appliances in Council Properties
4.	Directorate	Neighbourhoods and Adult Services

5. Summary

This report seeks to formalise the policy of the Council in regard to the installation of Wood Burning Stoves or other solid fuel appliances in Council Properties. Current custom and practice is to decline permission for any such installations by Tenants in Council owned properties. This report sets out the reasons for this approach and seeks adoption of this a formal policy.

6. Recommendations

That the Cabinet Member for Safe and Attractive Neighbourhoods agrees that the policy of the Council is to decline applications for Tenant alterations in regard to the Installation of Wood Burning Stoves or other solid fuel appliances in Council Properties.

7. Proposals and details

Background

For some years now it has been the custom and practice of the Council to decline any requests for the installation of Wood Burning Stoves or other solid fuel appliances in Council properties that are brought forward by Tenants as a request for an approved alteration.

Following on from a small number of recent incidents in respect to requests to install Wood Burners and issues arising from the current approach it would be prudent for the Council to have a formally adopted policy in regard to this matter.

While acknowledging these Wood Burners and other solid fuel appliances have moved on in recent years and are in some cases a relatively efficient form of heating there are significant risk with the appliances in respect to Health & Safety if they are not correctly installed, maintained and used.

A myth appears to exist that these are “cheap” to run and are therefore a good alternative in times of fuel poverty. For these units to gain DEFRA approval (required to meet the requirements of the Clean Air Act 1993) the fuels used must meet certain standards. This means that suitable and compliant fuel is relatively high in cost and although these units can burn this efficiently the actual running costs overall are high. If you add to this the installation costs which run from £1,500 upwards (this assumes you do not line the flue or make structural alterations to accommodate the unit) then this becomes an expensive option.

The Energy Saving Trust state:

“The installation cost of wood-fuelled heating starts at around £2,000 for a log stove”

They go on to say:

“that switching to wood-fuelled heating saves around £100 annually for gas-heated homes”.

(However this assumes you can heat the whole house and hot water which is not the case for a simple stove installed in the living room).

The current approach developed through custom & practice has sought to decline these installations for the following reasons:

Health & Safety:

Solid Fuel Appliances have a higher risk of CO (Carbon Monoxide) output if not maintained and appropriately ventilated. This includes maintenance of the unit itself and the Chimney used to vent fumes

While consideration has been given to passing the maintenance responsibility to the Tenant at time of request for installation the view is that the council cannot divest itself of its Duty of Care as a Landlord. As such this liability cannot be passed on.

Therefore in granting any permission the council would be duty bound to maintain the appliance and the infrastructure required. This would involve:

- Regular sweeping of the chimney – twice a year
- Annual inspection of the appliance and carrying out any maintenance work
- Maintenance of the CO detector (required by law in these installations)

Other factors

It is likely that any Tenant requests would be for differing appliances which makes stock holding of parts difficult for maintenance purposes. If we did seek to standardise installed appliances this would not be possible as not all fire places and chimneys are the same and as such modifications would be needed to the property structure further increasing costs.

Currently where ever possible the Council has been moving properties on to Gas Central Heating supported by an Electric Fire. For example in a void with a solid fuel appliance we would seek to replace the fire with an electric unit and ensure Central Heating was installed where ever practical.

This approach has resulted in the Council ceasing to maintain the chimney as a flue – if however we then allow the installation of a Class One solid fuel device maintenance of the chimney is critical to safety of both the occupants of the property concerned and possible their neighbours as chimney stacks are often shared. The cost of a Chimney maintenance programme would be prohibitive and could involve a retrospective review of all Chimneys to make good years of dilapidation which again would be extremely expensive.

Our current stock of properties that still have solid fuel is 150 in number. As such we do ask our R & M partners to employ specifically trained and qualified HETAS engineers. This work when required is sub contracted – if we allow more installations we would need to review this position and provision, this has the potential to bring further costs.

The installation of such appliances would need to be policed from an environmental point of view and compliance with the Clean Air Act 1993. This would require resources and therefore cost. The report referred earlier to recent incidents and one of the issues here was in respect to an appliance installed without permission brought to the Councils attention by complaints from Neighbours about fumes and smoke nuisance.

Summary

Installations of such appliances carry the following risks:

- Health and Safety Risks – Poisonous fume related
- Structural Risk to the property if alterations are needed to accommodate the appliance and these are not done properly.
- Maintenance Risk – an unacceptable ongoing maintenance burden and cost to the HRA
- Enforcement Risk - cost of enforcement re correct use
- Nuisance Risk – to neighbours and noncompliance with legislation in respect of the Clean Air Act.

When the above factors are added to the fact that these appliances are relatively expensive to run in a compliant manner it is recommended that the Council formally adopts a policy declining installations of such units across the council housing stock.

Policy review for the future

We are aware that bio-mas boilers, providing central heating and hot water, may become more popular in future and the approach to these options will be kept under review. However, at present it is thought the cost of installation (in excess of £4000 for the boiler alone) significantly outweighs the long term savings meaning it is unlikely that unless there is a significant change in cost bio mass is not currently seen as a cost effective option for small scale installations.

8. Finance

There are no specific financial issues in relationship to this report unless the policy is not adopted in which case the costs would need to be assessed formally.

9. Risk

The following risks have been highlighted in the report:

- Health and Safety Risks – Poisonous fume related
- Structural Risk to the property if alterations are needed to accommodate the appliance and these are not done properly.
- Maintenance Risk – an unacceptable ongoing maintenance burden and cost to the HRA
- Enforcement Risk - cost of enforcement re correct use
- Nuisance Risk – to neighbours and noncompliance with legislation in respect of the Clean Air Act.

10. Background papers and consultation

The Performance and Quality team have reviewed the implications of the proposals in this report and concur with this course of action agreeing it does not breach the Tenants' rights in respect of choice.

11. Contact name

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