

## **CABINET MEMBER FOR SAFE AND ATTRACTIVE NEIGHBOURHOODS**

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

**Date: Monday, 2nd February, 2015**

**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. Declarations of Interest.
5. Minutes of the previous meeting held on 12th January, 2015. (Pages 1 - 6)
6. Minutes of the previous meeting of Area Assembly Chairs held on 19th January, 2015. (Pages 7 - 14)
  - To receive for information.
7. Housing Investment Programme 2014/15 update. (Pages 15 - 23)
8. Housing Revenue Account Budget Monitoring Report 2014/2015. (Pages 24 - 30)
9. Neighbourhoods General Fund Revenue Budget Monitoring 2014/2015. (Pages 31 - 35)
10. Members Community Leadership Fund - Flexibility to Carry Forward Under-Spend. (Pages 36 - 41)
11. Housing and Neighbourhoods Performance Indicator Report - Quarter 2014/2015. (Pages 42 - 48)

12. Exclusion of the press and the public.

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.

13. Review of grant arrangements for supported temporary accommodation for Homeless Families and Young People. (Pages 49 - 54)

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

14. Objective Online software support and maintenance (Local Plan Consultation Portal). (Pages 55 - 68)

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

15. Stage 3 Complaint Panel. (Pages 69 - 75)

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

16. Date and time of next meeting: -

- Monday 2<sup>nd</sup> March, 2015, to start at 10.00 am in the Rotherham Town Hall.

**CABINET MEMBER FOR SAFE AND ATTRACTIVE NEIGHBOURHOODS  
12th January, 2015**

Present:- Councillor Godfrey (in the Chair); Councillors N. Hamilton.

Apologies for absence were received from Councillors Wallis.

**90. DECLARATIONS OF INTEREST.**

No Declarations of Interest were made.

**91. MINUTES OF THE PREVIOUS MEETINGS HELD ON 1ST AND 8TH DECEMBER, 2014**

The minutes of two previous meetings of the Cabinet Member for Safe and Attractive Neighbourhoods held on 1<sup>st</sup> and 8<sup>th</sup> December, 2014, were considered.

Resolved: - That the minutes of the previous meetings be agreed as a correct record.

**92. MINUTES OF A MEETING OF THE RMBC TRANSPORT LIAISON GROUP HELD ON 3RD DECEMBER, 2014**

The minutes of the meeting of the RMBC Transport Liaison Group meeting held on 3<sup>rd</sup> December, 2014, were considered.

Resolved: - That the minutes of the previous meeting be noted.

**93. DRAFT COUNCIL HOUSING TENANCY AGREEMENT**

The Director for Housing, Asset Management and Neighbourhood Services (Environment and Development Services Directorate) presented a report seeking to enter into consultation with all council housing tenants on a proposed new Tenancy Agreement, the contract between the Council and the Tenant that set out respective rights and responsibilities.

The report noted that the previous revision to Tenancy Agreements had taken place in 2008. The proposed consultation would include reference to the Localism Act (2011) and would cover lifetime tenancies as well as introductory tenants and fixed-term tenants.

The process that the consultation would follow, including stages, actions and target date was considered. This would allow tenants to comment on proposed variations within a time period specified by the landlord. The Council was bound to take into account any considerations presented. Failure to do so would void the variation.

There must be at least four weeks between the date variations would take effect and notification of the variation to tenants.

Stage two – preliminary notice of variation highlighting changes to the Tenancy Agreement that tenants should have regard to – was planned for the end of January, 2015. This stage would cost approximately £60,000 for printing and postage costs. This was not anticipated when the Housing Revenue Account budgets for 2013/2014 were set, however, costs would be met from forecasted savings within the supervision and management budget.

Appendix two showed the proposed changes to Tenancy Agreements. This included whether the changes had been re-written, were wholly new or where additions were proposed.

Discussion was held and the Director for Housing, Asset Management and Neighbourhood Services outlined the proposed changes. The Cabinet Member asked that the Director give consideration to consulting at the same time on bringing rent into a 52 week payment system. It currently operated over 48 weeks.

Resolved:- (1) That the draft Tenancy Agreement be noted and approval be given so that it can be the subject of consultation with all of the Borough's Council Housing Tenants, including the addition mentioned above.

(2) That the costs of issuing the Preliminary Notice of Variation and Notice of Variation at approximately £60,000 be noted, and that they will be met from forecasted savings.

#### **94. LOCAL SUSTAINABLE TRANSPORT FUND 2**

Consideration was given to the report presented by the Transportation and Highways Projects Manager (Environment and Development Services) that outlined the latest award of the Local Sustainable Transport Funding (LSTF2) for 2015/2016 and the associated transport projects to be funded in Rotherham.

Rotherham Metropolitan Borough Council, along with Barnsley, Doncaster, Sheffield and the South Yorkshire Passenger Transport Executive, had received three successive grants after bidding into the Government's Local Sustainable Transport Fund via the Integrated Transport Authority.

Following the latest bidding round in the Spring, 2014, the Department for Transport awarded South Yorkshire a further £4.72 million to continue and refine existing revenue funded LSTF projects in 2015/2016. South Yorkshire was considered to be best practice and exemplar.

The projects funded in the current bid were: -

- Cycleboost (Cycle Hubs);
- Job Connector Bus Service;
- South Yorkshire Wheels to Work;
- Travel Choices;
- Safe and Sustainable Travel;
- Eco Stars;
- Transport Academy;
- Electric Vehicles Plugged in Project;
- South Yorkshire Intelligent Transport System;
- Inmotion.

The funding for the projects in 2015/2016, showing the LSTF2, match funding was considered, along with the total Rotherham benefit and the Rotherham funded match (£129,250). The majority of match funding required in Rotherham was met from Partners, including Sustrans, British Cycling, local bike retailers and suppliers and added-value from service providers. The remaining £25,000 would be met from the 2015/2016 Local Transport Plan allocation.

Discussions were underway on funding options for some of the Rotherham LSTF2 projects and legacy issues.

Discussion ensued and the following points were raised: -

- Available capital funding for 2015/2016 – a further report would be brought to the Cabinet Member in due course that outlined future years' capital allocations, which were expected to drop significantly in the short-term;
- Monitoring of the projects for impact and success;
- Was there a strong appetite for cycling in Rotherham and how was this funding enabling cycling.

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

(2) That the LSTF2 be supported and the Department for Transport endorsed programme of works commence by April, 2015.

**95. REPORT RESULTS OF INVESTIGATION INTO PETITION REGARDING SPEED AND VOLUME OF TRAFFIC ALONG A631 MALTBY.**

Consideration was given the report presented by the Transportation and Highways Projects Manager (Environment and Development Services Directorate) that outlined the actions taken following receipt of a petition from the Maltby Town Council stating 'petition against the increasing traffic and the speed at which they drive on the roads through Maltby, i.e. Tickhill Road, High Street, Rotherham Road etc. Tickhill wants to go back

to 30'. Sixty-six signatures had signed the petition which was accepted on 1<sup>st</sup> December, 2014 (Minute Number J.71 refers).

The report noted that speed limits were set in accordance with the Department for Transport Circular Roads 1/2013, entitled 'Setting Local Speed Limits'. The factors suitable for 40mph roads were noted, and, as the A631 from the M18 Motorway through Hellaby until close to the junction with Harvest Close was bordered primarily by industrial and retail land, had minimal junctions or residential frontage, the 40 mph speed limit was in accordance with the Guidance.

From Harvest Close the speed limit defaulted to 30mph until it changed back to 40mph near to Strauss Crescent to the east of Maltby. The 30mph limit passed through areas with direct residential frontages and retail activity in the centre of Maltby, including on-street parking and substantial pedestrian movements across the road. The section of 40mph were where residential properties were set-back from the road and there were pedestrian refuges present to assist pedestrians across the A631.

The submitted report outlined that a speed survey had been undertaken on the 40 mph speed limit near to Lumley Crescent. This resulted in 35mph average speed towards Maltby, and 37mph towards Tickhill. This demonstrated that motorists were travelling at speeds commensurate to the speed limit. To support lowering the speed limit, the average speed would have to be below 35mph.

Collision records showed that of the injury accident database for the last three years within the 40mph on the A631 Tickhill Road, only one slight injury accident had been recorded, which had been during a period of snow falling when one vehicle slid into another.

Speed surveys had been undertaken on Tickhill Road near Hamilton Road, and on Rotherham Road near to Dunstan Road in the 30 mph zone. The 85 percentile was recorded at 31mph for both directions on Tickhill Road and 32 mph and 33mph on Rotherham Road. This suggests that there was good compliance with the speed limit in those areas.

South Yorkshire Police operated mobile safety camera enforcement between Blythe Road and Addison Road. South Yorkshire Safety Cameras had been informed of the petition and had indicated that the enforcement of the speed limit in the area did not result in many offences being captured. This suggested that there was good compliance with the speed limit.

Traffic volume on the A631 had been assessed and had seen both increases and reductions. Whilst recent slight increases had been seen, they were significantly below the levels recorded in 2006.

Resolved: - (1) That the result of the investigation into the speed of vehicles through Maltby be noted.

(2) That no alterations to the existing speed limits be made.

(3) That the lead petitioner and Maltby Town Council be informed of the outcome of the investigation.

**96. 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 Paragraphs 3 and 5 of Part 1 of Schedule 12A to the Local Government Act 1972 (information relates to financial or business affairs, including those of the Council and information relating to legal professional privilege).

**97. COUNCIL HOUSING - CONTRACT FOR FLOOR COVERINGS**

Consideration was given to the report presented by the Procurement Category Manager that outlined the tender process for the provision of Floor Covering Services to Rotherham's Housing, Asset Management Neighbourhood Services, through the Housing Renewal Account.

The submitted report outlined the procurement and tendering process that had been followed and the assessment of the bids that had been received, including additional benefits like apprenticeships and utilising the local supplier base for the contract. The contract agreement would run over four years, which would be renewed annually subject to satisfactory performance.

Four bids had been invited to tender and the report outlined the performance of the bids and how they had been graded.

A ten day standstill period was applied to all tenderers upon notification of the preferred bidder. Should any provider believe they had been treated unfairly in the procurement process they had the opportunity to submit a challenge within this period.

Resolved:- That the tender submitted by Pyramid Linoleum and Carpet Company Ltd for the provision of Floor Covering Services be awarded. Pyramid Linoleum and Carpet Company was a local company and were the incumbent supplier.

**98. HOUSING RENT INCREASE 2015-2016.**

The Cabinet Member and Adviser for Safe and Attractive Neighbourhoods considered the draft report relating to a proposed Housing Rent Increase for 2015/2016. The report would be considered by the Cabinet on 14<sup>th</sup> January, 2015.

The opportunity to view the report before it was considered by the Cabinet provided the Cabinet Member and Advisers the opportunity to be consulted on the proposal.

Resolved:- That the report be noted.

**99. DISTRICT HEATING SCHEME CHARGES 2015-16**

The Cabinet Member and Adviser for Safe and Attractive Neighbourhoods considered the draft report relating to proposed District Heating Scheme Charges for 2015/2016. The report would be considered by the Cabinet on 14<sup>th</sup> January, 2015.

The opportunity to view the report before it was considered by the Cabinet provided the Cabinet Member and Advisers the opportunity to be consulted on the proposal.

Resolved: - That the report be noted.

**100. DATE AND TIME OF NEXT MEETING: -**

Resolved: - That the next meeting of the Cabinet Member for Safe and Attractive Neighbourhoods take place on Monday 2<sup>nd</sup> February, 2015, to start at 10.00 a.m. in the Rotherham Town Hall.



**AREA ASSEMBLY CHAIRS  
MONDAY, 19TH JANUARY, 2015**

Present:- Councillor Godfrey (in the Chair); Councillors Buckley, Dalton, Ellis, Johnston, Sansome, Sims and Wallis.

Apologies for absence were received from Councillors McNeely, N. Hamilton, Havenhand and Swift.

**15. MINUTES OF THE PREVIOUS MEETING**

Consideration was to the minutes of the previous meeting held on 15<sup>th</sup> September, 2014.

Resolved:- That the minutes be received and the contents noted.

Arising from Minute No. 13 (SNT meetings), it was noted that this would be discussed further under agenda item No. 17).

**16. FEEDBACK FROM AREA PARTNERSHIP MANAGERS**

**Wentworth Valley**

It was hoped to launch a credit union in Maltby very soon. The need had been identified through the Disadvantaged Communities work and work had taken place with the faith community, particularly a group of people through St. Bartholomew's who had provided the major part of the volunteers. They were currently training and had visited St. John's Green.

**Rother Valley West**

Work was taking place on a domestic abuse project at the moment particularly in the Aston Disadvantaged Community, with all stakeholders including Social Workers, Police and Housing Champions, taking a community approach to domestic abuse and awareness raising. There was project work with Open Minds Theatre where they would go out with Social Workers and stakeholders and perform and ensuring there was the support there to answer questions etc. It was a pilot and would be evaluated and then rolled out in Rother Valley South and West. The project had received funding through the JAG. The primary schools, Academy and community groups in the area were very keen to take up the offer.

**Rother Valley South**

There had been a very successful health inequality event held recently with approximately 40 stakeholders and partners, GP practices, Health Visiting Service in attendance. Statistics had been provided about the deprived areas of Dinnington. Extremely useful intelligence had been gathered from those who worked and lived in the area about what the causes of ill health were and the effects thereof. Mental Health had come out as 1 of the biggest health issues in the area with 1 of the main

causes being poor living conditions. The intelligence would be analysed and the partners brought back to a further event to consider what could be done to improve some of the health inequalities.

### **Community First**

It was the 4<sup>th</sup> and final year of the funding. Discussions had been taking place about what support could be provided to groups who had benefitted from the funding when it came to an end. An event was to be held at the New York Stadium on 28<sup>th</sup> January to which all partners and a number of stakeholders had been invited, to showcase the success of Community First in Rotherham. It would also be used to signpost the groups to other financial and non-financial support.

### **Wentworth South**

There had been a lot of work focussed around the Dalton/Thrybergh/East Herringthorpe areas, which was 1 of the Disadvantaged Communities, particularly around community capacity building and engagement.

There had been 2 very successful events over Christmas – Thryberghians had 120 people attend their event and almost 300 at East Herringthorpe.

### **Wentworth North**

Work had taken place with a community group in Nether Haugh regarding the traffic issues and concerns. A vehicle activated sign had been secured together with some resurfacing. Although there had still been some accidents the number had reduced significantly but was being monitored closely.

Work was taking place with the SNT with regard to Manor Farm and revitalising the TARA. Funding had been secured to carry out consultation with the area.

Work was taking place in Wath Town Centre and the skatepark.

## **17. NEW LOCAL POLICING MODEL UPDATE**

Steve Parry, Neighbourhood Crime & Anti-Social Behaviour Manager, reported that the District Commander had requested that this item be deferred for the present time due to discussions that were still ongoing within South Yorkshire Police.

The District Commander wished to personally brief Elected Members on the issue and possible implications for Rotherham. It was not known as yet what form the briefing would take.

With regard to attendance at SNT meetings by Elected Members (Minute No. 15 refers), clarity had been sought in relation to Members attendance and to what level of responsibility/accountability they had in that situation. Steve had looked at the practice across South Yorkshire but it had been very similar to the scenario in Rotherham in that there had been no

consistent approach. There was no set rules/regulations/guidance on what a Member should do.

Steve's personal view was that if something was raised at a Safer Neighbourhood Team (SNT) meeting where a Member felt there were issues, they should escalate it with the senior person of the organisation that raised the issue i.e. the Police or Council. If there was no satisfactory response then their concerns should be put in writing.

Discussion ensued with the following points raised:-

- There had to be an absolute understanding of an Elected Member's role in the meetings – why they were there, what their participation was, who was responsible for the issues raised etc.
- The SNT's Terms of Reference set out the core attendance and who Chaired the meeting however these were likely to change in the future due to the introduction of the Local Policing Teams. There was no specific area of responsibility for a Member attending a SNT meeting but it was a good opportunity for scrutiny of the process
- There was a view from some that they should not attend any further SNT meetings until it was clear what a Member's role was. They were a useful arena for sharing information but Elected Members were not professionals or Child Protection Officers so could not scrutinise officers
- Elected Members had been a valuable asset to SNT meetings because of their local knowledge and the meetings would be weaker if they did not attend
- Confusion as to whether Elected Members were part of the meeting. When reviewed it had been decided to leave it for the individual Member to decide if they wished to attend or not. There was inconsistency across the Area Assembly areas with some areas only inviting the Chair and Vice-Chair and others inviting all 9 Elected Members
- It was a very useful meeting for Elected Members to find out which issues were hotspots in the different Wards and able to feed in any information

It was evident from the discussion that it was not clear what the role and responsibility of Elected Members attending SNT's was which exposed Elected Members and the wider Council to unnecessary risk. Therefore, given that there was an ongoing review of the Local Policing structure including SNT's, clarity should be sought from the Safer Rotherham Partnership Executive and South Yorkshire Police on this matter, and the issue be returned to the next meeting for further discussion preferably with a Police Officer present.

This also linked into the Area Assembly review and Local Police review.

It was agreed that this issue need to be escalated to the JAG and SRP.

Resolved:- (1) That the issues raised above be considered at the next meeting of the SRP Executive in particular:-

Clarity of the Terms of Reference including the process for attendance by Elected Members; the role of an Elected Member and what their responsibilities were and who led the meeting should the Police not be in attendance.

(2) That the current Terms of Reference be circulated to members of the SNT and the SRP Executive.

(3) That a report be submitted to the next Area Assembly Chairs meeting.

## 18. CSE PROGRESS

Phil Morris, Business Manager, Safeguarding Children and Families, gave the following powerpoint presentation:-

### Reviews

- Alexis Jay Review – August, 2014
- CSE Thematic Inspection by Ofsted
- Royal College – CSE Review
- Ofsted Inspection of Children's Services

### Governance

- Local Safeguarding Children Board
- CSE Sub-Group (Gold Group) – Strategy
- CSE Silver Group – Tactical/Action
- Annual CSE report and reporting to Cabinet, Council, Police and Crime Commissioner, Improving Lives Select Commission and the Health and Wellbeing Board

### CSE Team (in place since 2012)

- 1 Social Work Manager
- 3 Social Workers
- 1 Barnados Social Worker
- 1 Parenting Worker
- 1 Voluntary Sector Family Support Worker
- 1 Youth Worker
- 1 Sexual Health Nurse
- 1 Detective Sergeant
- 5 Police Constables
- 1 Police Analyst

## CSE Strategy

- Prevent – Education and Resilience
- Protect – Keeping Children Safe
- Pursue – Disruption and Prosecution

## Alexis Jay Recommendations

- Risk Assessment and Quality Assurance
- Looked After Children
- Access to Services and Outreach
- Work with victims and post abuse support
- Engagement with Minority Ethnic Communities
- Serious Case Reviews

## Risk Assessment and Quality Assurance

- Risk assessment tool
- Quality checking of Partnership approach

## Looked After Children

- Placements outside the Borough
- Commissioning activity

## Engagement with BME Communities

- Engagement with Mosques and community leaders
- Includes the Roma community through REMA and other groups
- Liaison with Apna Haq and other voluntary sector organisations

## Wok with Victims and Post-Abuse Support

- Dedicated confidential helpline (NSPCC supported)
- GROW Project (16 years plus)
- Sexual Abuse Referral Group (forensic and advocacy)
- Rotherham Women's Counselling Services (including PitStop for Men)
- Victim Support (witness support)
- Child and Adolescent Mental Health Services (CaMHS)
- Rotherham MIND (schools)
- Apna Haq and Choices and Options
- Integrated Youth Support Service (Youth Start – 11-25 years)
- Needs Assessment and future commissioning with Health and Wellbeing Board

## Current Operational Activity

- Operation Stovewood – National Crime Agency
- Operation Clover – South Yorkshire Police and Local Authority
- 60+ individual children and young people receiving services from CSE Team
- Example of impact – Hotels (Say Something if You See Something)

## Operational Activity

- Truancy patrols – quarterly

- Intelligence from community linked into SNT activity
- Disruption and criminal justice action (Pursue)
- April – December, 2014
  - 29 arrests
  - 50 interviews under caution
  - 20 victim/witness interviews
  - 7 charged with offence
  - 5 prosecutions
  - 27 Abduction Notices service

Discussion ensued on the presentation with the following issues raised/clarified:-

- Recognition that there had been no direct link with the community so a mechanism had been created whereby the Independent Chair of the Safeguarding Children's Board and Director of Children's Services would meet a cross section of the community. It would be wider than the BME community and linked to attempts to gather intelligence around the issue from all Rotherham's diverse communities.
- Abduction Notice – was used where there were concerns regarding a child/young person under the age of 16 years and an adult. With the parent's consent, a Notice would be issued to the adult concerned telling them they should not be in the company of the said young person. There was no penalty if it was breached but would put a clear marker down to alleged perpetrators
- There had been 27 Abduction Notices the majority of which would have been served by the Police
- The National Working Group was sponsoring an event in Sheffield in February on "Say Something if You See Something". There was campaigning to get Charter status for the initiative.
- The process for criminal convictions can be protracted in some cases. It could be many months before a case reached the Court room if at all. It was acknowledged that currently there had only been 5 prosecutions but it may be that there were more in the system
- Some young people did not want to sit in a room on video and tell a Police Officer what had happened to them even though it was carried out sensitively by a non-uniformed officer. However, it may be with support they came back in the future and make a disclosure and it had to be accepted that the number of prosecutions would not be as high as would have wished
- Disappointment at the number of prosecutions and arrests

- At the end of December, 2014, the reported number of sexual offences had increased by over 10% compared to the previous 12 months. The majority of the increase was down to historical reporting of victims that had come forward post-Jay report to make complaints of sexual abuse, rape and sexual assault
- Figures for previous years were required to enable comparison to be made with present day figures
- The Jay report had stated the need for continuous robust quality assurance to ensure that the work was being done and that the CSE Team was fit for purpose and working together effectively as a partnership getting the best outcomes it could for the young people of Rotherham
- Although there was a risk that Area Assembly Chairs repeated work that was already taking place by other bodies, Area Assemblies were tasked by the Council to communicate with the communities and that was their part of the jigsaw. They should form part of the revised Strategy with a clear line of responsibility, method of delivery and work with the Cabinet Member
- Area Assemblies should/could be used to get messages out to the communities that prosecutions had been taken with more in the system, explanation of the length of time it took for a case to get to Court, the level of evidence required and give the reassurance that action was being taken

Resolved:- (1) That the presentation be noted.

(2) That the role of Area Assemblies/Chairs in CSE be included in the Area Assembly review.

(3) That a further report be submitted to the next meeting.

## **19. AREA ASSEMBLY REVIEW**

It was felt that a review of how Area Assemblies operated was required particularly in terms of the way they worked, linkages to the community, meetings and how they could be more effective. Attendance was mixed with 1 having a very regular healthy attendance but others being very poor.

Resolved:- (1) That an "away day" be held on 9<sup>th</sup> March, 2015, to which Chairs and Vice-Chairs would be invited.

(2) That the Local Policing model and the CGI report be also included for discussion.

## **20. ANY OTHER BUSINESS**

Councillor Sansome reported that he had asked his Area Partnership Manager to arrange for a presentation at the Assembly meeting on the new Licensing Policy for taxi drivers.

It was acknowledged that taking information to all of the Area Assemblies could be time consuming and that, in view of the ongoing consultation process around the proposed changes to Taxi Licensing, this needed to be considered as part of the overall communication plan.

Resolved:- That this issue be discussed in the Away Day.

*(The following information as received after the meeting - Given the huge demands on the Licensing service in developing the Policy, dealing with the outcome of the formal consultation which concluded on 28<sup>th</sup> December, preparing reports for various boards and meetings, and progressing a wide range of other licensing related policies and service improvements, the Team would struggle to also present details at Area Assemblies at this point, but would be happy to present an overview both of the various Policy changes and other areas of improvement to the next Area Assembly Chairs meeting.)*

**21. DATE AND TIME OF NEXT MEETING -**

Resolved:- (1) That an “away day” be held on 9<sup>th</sup> March, 2015, 10.00 a.m. – 3.00 p.m., in the Garden Room, Rotherham Town Hall.

(2) That a further meeting of the Area Assembly Chairs be held on 13<sup>th</sup> April, 2015.



<b>ROTHERHAM BOROUGH COUNCIL – REPORT TO CABINET MEMBER</b>
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<b>1.</b>	<b>Meeting:</b>	<b>Cabinet Member for Safe and Attractive Neighbourhoods</b>
<b>2.</b>	<b>Date:</b>	<b>2 February 2015</b>
<b>3.</b>	<b>Title:</b>	<b>Housing Investment Programme 2014/15 Update</b>
<b>4.</b>	<b>Directorate:</b>	<b>Neighbourhoods and Adult Services</b>

### **5.0 Summary**

The purpose of this report is to update Cabinet Member on the 2014-15 Housing Improvement Programme and seek approval for budget virements.

### **6.0 Recommendations**

That Cabinet Member

1. Notes contents of the report.

### **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 table below provides an overview of the current approved HIP programme for the period 2014-15.

<b>Description</b>	<b>Original Budget 2014-15 £</b>	<b>Revised Budget (1 December 2014)</b>
Refurbishments	11,995,000	13,197,786
Other Capital Projects	13,563,000	13,245,140
Fair Access to All (Adaptations)	3,389,000	4,093,660
Regeneration/ Neighbourhood Renewal – Public Sector	2,250,000	1,950,000
Regeneration/ Neighbourhood Renewal – Private Sector	971,000	875,239
HCA New build	2,836,000	1,537,000
<b>Total</b>	<b>35,004,000</b>	<b>34,898,825</b>

## 7.2 Details

### 7.2.1 Housing Improvement Programme 2014-15 Capital Work

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 Refurbishment

<b>Budget</b>	<b>£13,197,786</b>
<b>Forecast</b>	<b>£13,309,676</b>
<b>Variance</b>	<b>£ 111,890</b>

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.

Total spend to the end of December 2014 was £6,534,991, this figure excludes overheads which are not charged until end of the financial year and are valued at approximately 25% of net spend. To date 1,904 properties have received works through this programme. The reason for increased forecast spend is a result of bringing forward preparation of design works for 2015-16 Capital Programme.

At the current time there are risks associated with the forecast spend as detailed below:

- **External Pointing and Rendering**

There have been delays in tendering 3 schemes at Thrybergh, Aston/ Aughton/ Swallownest and Treeton/ Brinsworth with a total estimated value

of £1.5m. There is now potential risk that bad weather may impact on forecast spend given we are now in the winter period.

- **East Dene re-roofing**

Both schemes have now commenced on site. At the current time there are no known issues with roosting bats as anticipated. There is a risk that bad weather may impact on forecast spend given we are now in the winter period.

<b>7.2.3 Other Capital Works –</b>	<b>Budget</b>	<b>£13,245,140</b>
	<b>Forecast</b>	<b>£13,330,814</b>
	<b>Variance</b>	<b>£ 85,674</b>

The sections below breakdown individual spend within the Other Capital Works budget and works complete to the end of December 2014.

<b>7.2.4 Environmental Works –</b>	<b>Budget</b>	<b>£1,718,901</b>
	<b>Forecast</b>	<b>£1,699,394</b>
	<b>Variance</b>	<b>-£ 19,507</b>

This budget funds a variety of projects throughout the borough some of which are currently subject to consultation with tenants and elected members. Current works on site include i) completing a trial property at Birks Holt, Maltby with cladding to the external porch area, ii) fencing and footpath improvements at Brameld Road, Rawmarsh. Spend to the end of December 2014 was £833,166.

<b>7.2.5 Empty Homes –</b>	<b>Budget</b>	<b>£2,700,000</b>
	<b>Forecast</b>	<b>£2,864,616</b>
	<b>Variance</b>	<b>£ 164,616</b>

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. Spend to the end of December 2014 was £1,498,685 with a total of 170 major voids completed to date. Spend forecast has increased following higher volume of major voids than forecast based on previous run rates. This increase is due to a number of factors including damp works and an increase in evictions.

<b>7.2.6 Replacement Communal Entrance Doors –</b>	<b>Budget</b>	<b>£890,754</b>
	<b>Forecast</b>	<b>£890,754</b>

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. Spend to the end of December 2014 was £279,377 with a total of 37 blocks complete. There is a small risk that up to £50,000 of funding will not be spent within the current financial year and may require carry forward of funds as tender for works on site was slightly delayed. We continue to work with the contractor to minimise this risk.

<b>7.2.7 Electrical Board &amp; Bond –</b>	<b>Budget</b>	<b>£120,000</b>
	<b>Forecast</b>	<b>£ 98,616</b>
	<b>Variance</b>	<b>-£21,384</b>

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. Spend to the end of December 2014 was £48,654 with a total of 59 completions.

<b>7.2.8 Asbestos Removal &amp; Testing –</b>	<b>Budget</b>	<b>£290,000</b>
	<b>Forecast</b>	<b>£289,120</b>
	<b>Variance</b>	<b>-£ 880</b>

This budget is to fund asbestos surveys and removals to properties that are receiving planned capital improvement works. The forecast is lower than budget due to fewer surveys required for the 2014-15 capital programme. Total spend to the end of December 2014 was £197,483.

<b>7.2.9 Boundary Wall Treatments –</b>	<b>Budget</b>	<b>£140,000</b>
	<b>Forecast</b>	<b>£145,640</b>
	<b>Variance</b>	<b>£ 5,640</b>

This budget is to fund improvements to boundary/ retaining walls and footpaths throughout the borough. An overspend is forecast based on the known work book, however at the current time this can be accommodated within existing budgets.

<b>7.2.10 District Heating Conversion/ Upgrades –</b>	<b>Budget</b>	<b>£1,800,000</b>
	<b>Forecast</b>	<b>£1,800,000</b>

This budget is to fund replacement district heating at Swinton Fitzwilliam estate and replacement distribution systems at sites throughout the borough and forms part of a 5 year programme to upgrade the District Heating systems. Total spend to the end of December 2014 was £602,307. Works commenced on site in September 2014 on the Swinton Fitzwilliam estate. Works have now also commenced on site for replacement distribution systems. There is risk that up to £200,000 may not be spent and will require slippage into 2015-16.

<b>7.2.11 External Insulation (EPC Improvements) –</b>	<b>Budget</b>	<b>£25,000</b>
	<b>Forecast</b>	<b>£15,000</b>
	<b>Variance</b>	<b>-£10,000</b>

This will fund ad hoc top ups of insulation to external wall cavities and lofts. Total spend to the end of December 2014 was £4,545. The lower forecast spend is due to lower volumes so far this financial year.

<b>7.2.12 New IT System –</b>	<b>Budget</b>	<b>£273,725</b>
	<b>Forecast</b>	<b>£306,863</b>
	<b>Variance</b>	<b>£ 33,138</b>

This budget is to fund the purchase and implementation of the new integrated Housing Management System. Cabinet member approved additional costs of £241,075 to be funded from the HRA on 16 June 2014. At this time we have still 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. Total spend to the end of December 2014 was £244,868.

**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. Total spend to the end of December 2014 was £481,002.

**7.2.14 Replacement of Central Heating/ Boilers - Budget £3,761,000**  
**Forecast £3,662,320**  
**Variance -£ 98,680**

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. Total spend to the end of December 2014 was £1,965,862 with a total of 846 completions.

**7.2.15 Community Centre Improvements – Budget £300,000**  
**Forecast £250,000**  
**Variance -£ 50,000**

This will fund essential upgrades to lighting and fire equipment within the centres and the conversion of centres earmarked for closure to 1 bed flats. It is anticipated that works converting 4 centres will commence within the current financial year, resulting in 7 one bed flats coming into Housing stock during 2015-16. It may be that slippage of funds is required given the short timescale remaining for works to complete in the current financial year. Spend to the end of December 2014 was £7,785.

**7.2.16 Flat Door Replacements – Budget £75,760**  
**Forecast £84,842**  
**Variance £ 9,082**

This project is complete and all payments made.

**7.2.17 Lady Oak Flats Environmental Improvements – Budget £500,000**  
**Forecast £573,649**  
**Variance £ 73,649**

This is to undertake general environmental improvements, including upgrading of footpaths around Lady Oak Flats, East Dene/ Herringthorpe. Works commenced on site in September 2014 and are due for completion by end March 2014. There has been an increase in forecast spend due to higher than anticipated costs received following tender and a one off £25,000 contribution to fund Streetpride works to the public realm. Spend to the end of December 2014 was £301,216.

**7.3 Fair Access to All**

**7.3.1 Disabled Adaptations (Public Sector) – Budget £2,078,000**  
**Forecast £1,951,823**  
**Variance -£ 126,177**

**7.3.2 Disabled Adaptations (Private Sector) – Budget £2,015,660**  
**Forecast £2,027,871**  
**Variance £ 12,211**

This will fund the ongoing provision of disabled adaptations to council and private dwellings. At the end of December 2014 spend on public sector adaptations was £1,165,582 with a total of 382 completions. For the same period spend on private sector adaptations was £1,253,433 with 265 completions.

Based on current forecasts it is anticipated the private sector adaptations budget will overspend even after the increase in budget at P4. At this time we will continue to monitor spend on private adaptations closely and will take action if required to accommodate the forecast overspend at the end of quarter 4.

#### **7.4 Regeneration / Neighbourhood Renewal Public Sector**

<b>7.4.1 Non-Traditional Investment –</b>	<b>Budget</b>	<b>£1,400,000</b>
	<b>Forecast</b>	<b>£1,486,895</b>
	<b>Variance</b>	<b>£ 86,895</b>

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.

Total spend to the end of December 2014 was £1,369,093 with 136 completions in year. The forecast spend has increased due to essential variations to works whilst on site.

<b>7.4.2 Garage Site Investment –</b>	<b>Budget</b>	<b>£250,000</b>
	<b>Forecast</b>	<b>£235,909</b>
	<b>Variance</b>	<b>-£ 14,091</b>

This will fund improvement works to garage sites across the borough. Works will include re-surfacing to the highway, re-roofing, new doors and general environmental improvements. Forecast spend is less than budget as tender pricing was lower than forecast. Total spend to end of December 2014 was £17,779.

<b>7.4.3 New Build DPU Bungalows –</b>	<b>Budget</b>	<b>£300,000</b>
	<b>Forecast</b>	<b>£300,000</b>

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. We do not anticipate all works being complete in the current financial year so some carry over of funds may be required at year end. Total spend to end of December 2014 was £8,069.

<b>7.4.4 Opportunity/ Strategic Acquisition –</b>	<b>Budget</b>	<b>£1,537,000</b>
	<b>Forecast</b>	<b>£1,537,000</b>

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. Spend to the end of December 2014 was £1,111,589.

**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 if necessary due to it's condition.

**7.5.2 Canklow Phase 1 & 2 – Budget             £350,531**  
**Forecast             £350,531**

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. At the current time there 4 properties where negotiations are ongoing. Spend to the end of December 2014 was £212,315. There may be carry over of funds required if negotiations on the acquisition of the 4 properties do not conclude in the current financial year.

**7.5.3 Bellows Road Service Centre Clearance – Budget             £400,000**  
**Forecast             £400,000**

This is an ongoing Housing Market Renewal scheme and includes the construction of new shop units and provision of new housing within the area. At the present time a planning application and lease agreement are still pending for re-location of the T-mobile telephone mast. Asbestos surveys are complete but removal is outstanding on the multi storey car park and requires completion prior to demolition. It is highly likely that a significant proportion of the £400,000 will require carry over into 2015-16. Total spend to the end of December 2014 was £33,222.

**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. Works are due to commence on site in January 2015.

**7.5.5 Doe Quarry Lane, Dinnington – Budget         £43,508**  
**Forecast         £43,508**

This project is to undertake boundary improvements to 43 properties. Works commenced on site in September 2014. The project is funded from Regional Housing Board grant funding ring fenced within the Capital Programme. Total spend to the end of December 2014 was £10,000.

## 8.0 Finance

8.1 The table below details how the Housing Improvement Programme is funded.

<b>Funding</b>	<b>Amount £</b>
Grants	1,627,000
Revenue Capital Contribution Outlay	8,513,030
Prudential Borrowing HRA	1,458,000
Capital Receipts RTB	1,733,000
MRA	21,568,000
<b>Total</b>	<b>34,899,000</b>

## 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.

## 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

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## Appendix A

	B	C	D	E	F	G	H	I	J	K
1	<b>HIP PROGRAMME 2014-15 - POSITION AS AT PERIOD 9</b>									
2										
3										
4		Budget		Spend to Date (excluding overheads)		Manager's Outturn Forecast		Full Year Variance (Over + / Under -)		%age (Over + / Under -)
5		£		£		£		£		%
6										
7	<b>REFURBISHMENT / IMPROVEMENTS</b>									
8	Refurbishment	12,986,378		6,509,536		13,099,206		112,828		1%
9	Windows	211,408		25,455		210,470		-938		0%
10	<b>REFURBISHMENT / IMPROVEMENTS TOTAL</b>	<b>13,197,786</b>		<b>6,534,991</b>		<b>13,309,676</b>		<b>111,890</b>		<b>1%</b>
11										
12	<b>OTHER CAPITAL WORKS</b>									
13	Empty Homes	2,700,000		1,498,685		2,864,616		164,616		6%
14	Replacement of Central Heating / Boilers	3,761,000		1,965,862		3,662,320		-98,680		-3%
15	Replacement of Communal Doors (High Security)	890,754		279,377		890,754		0		0%
16	Environmental Works	1,718,901		833,166		1,699,394		-19,507		-1%
17	Electrical Board & Bond	120,000		48,654		98,616		-21,384		-18%
18	Community Centre Improvements (5 Year Programme)	300,000		7,785		250,000		-50,000		-17%
19	Boundary Wall Treatments	140,000		0		145,640		5,640		4%
20	Asbestos Removal & Testing	290,000		197,483		289,120		-880		0%
21	Flat Door Replacement	75,760		84,842		84,842		9,082		12%
22	District Heating Conversions	1,800,000		602,307		1,800,000		0		0%
23	EPC Improvements	25,000		4,545		15,000		-10,000		-40%
24	New IT System	273,725		244,868		306,863		33,138		12%
25	Lady Oak Flats	500,000		301,216		573,649		73,649		15%
26	General structures	650,000		481,002		650,000		0		0%
27	Lift Replacement	0		0		0		0		0%
28	<b>OTHER CAPITAL PROJECTS TOTAL</b>	<b>13,245,140</b>		<b>6,549,790</b>		<b>13,330,814</b>		<b>85,674</b>		<b>1%</b>
29										
30	<b>ALL WORKS TO PROPERTIES TOTAL</b>	<b>26,442,926</b>		<b>13,084,781</b>		<b>26,640,490</b>		<b>197,564</b>		<b>1%</b>
31										
32	<b>FAIR ACCESS TO ALL</b>									
33	Public Adaptations	2,078,000		1,165,582		1,951,823		-126,177		-6%
34	Private Adaptations	2,015,660		1,253,433		2,027,871		12,211		1%
35	<b>FAIR ACCESS TO ALL TOTAL</b>	<b>4,093,660</b>		<b>2,419,016</b>		<b>3,979,694</b>		<b>-113,966</b>		<b>-3%</b>
36										
37	<b>REGEN. / NEIGHBOURHOOD RENEWAL</b>									
38	<b>PUBLIC SECTOR</b>									
39	Non-Traditional Investment	1,400,000		1,369,093		1,486,895		86,895		6%
40	New Build DPU Bungalows	300,000		8,069		300,000		0		0%
41	Enabling works - HRA Land development	0		0		0		0		NA
42	Garage Site Investment	250,000		17,779		235,909		-14,091		-6%
43	Public Sector Sub Total	1,950,000		1,394,941		2,022,804		72,804		4%
44										
45	<b>PRIVATE SECTOR</b>									
46	Dinnington Transformational Change (RHB)	1,200		0		1,200		0		0%
47	Monksbridge Demolition, Dinnington	80,000		2,104		80,000		0		0%
48	Doe Quarry Lane, Dinnington	43,508		10,000		43,508		0		0%
49	Canklow Phase 1 & 2	350,531		212,315		350,531		0		0%
50	Bellows Road Service Centre Clearance	400,000		33,222		400,000		0		0%
51	Private Sector Sub Total	875,239		257,640		875,239		0		0%
52										
53	<b>REGEN. / NEIGHBOURHOOD RENEWAL TOTAL</b>	<b>2,825,239</b>		<b>1,652,581</b>		<b>2,898,043</b>		<b>72,804</b>		<b>3%</b>
54										
55	<b>OTHER PUBLIC SECTOR</b>									
56	<b>HCA NEW BUILD</b>									
57	Opportunity Acquisition	1,537,000		1,111,589		1,537,000		0		0%
58	Carry Over from 11-12 New Builds	0		0		0		0		NA
59	<b>OTHER PUBLIC SECTOR TOTAL</b>	<b>1,537,000</b>		<b>1,111,589</b>		<b>1,537,000</b>		<b>0</b>		<b>0%</b>
60										
61	<b>SUB TOTAL 2</b>	<b>8,455,899</b>		<b>5,183,186</b>		<b>8,414,737</b>		<b>-41,162</b>		<b>0%</b>
62										
63	<b>TOTAL CAPITAL PROGRAMME</b>	<b>34,898,825</b>		<b>18,267,967</b>		<b>35,055,227</b>		<b>156,402</b>		<b>0%</b>
64										
65										
66	<b>Funding Split:</b>									
67	Public	32,007,926		16,756,894		32,152,117		144,191		0%
68	Private	2,890,899		1,511,073		2,903,110		12,211		0%
69	<b>Total</b>	<b>34,898,825</b>		<b>18,267,967</b>		<b>35,055,227</b>		<b>156,402</b>		<b>0%</b>

<b>ROTHERHAM BOROUGH COUNCIL - REPORT TO MEMBERS</b>
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<b>1.</b>	<b>Meeting:</b>	<b>Cabinet Member for Safe and Attractive Neighbourhoods</b>
<b>2.</b>	<b>Date:</b>	<b>Monday 2<sup>nd</sup> February 2015</b>
<b>3.</b>	<b>Title:</b>	<b>Housing Revenue Account Budget Monitoring Report 2014/15</b>
<b>4.</b>	<b>Directorate:</b>	<b>Neighbourhoods and Adult Services</b>

### **5. Summary**

This budget monitoring report presents the forecast outturn position on the 2014/15 Housing Revenue Account (HRA) based upon actual income and expenditure to the end of December 2014.

The overall forecast is that the HRA will outturn on budget with a transfer to working balance (reserves) of £0.693m which is a reduction of £2.133m against the approved budget.

### **6. Recommendations**

- **That cabinet member receives and notes the latest financial projection against budget for 2014/15.**

## 7. Proposals and Details

- 7.1** This budget report is based upon actual income, expenditure and known commitments as at the end of quarter 3, forecast to the end of the financial year to give a projected outturn position, compared to budget.
- 7.2** Appendix A of this report provides the Budget Operating Statement for 2014/15 which shows the various income and expenditure budget lines which make up the net cost of delivering the service. The latest forecast net cost of service is -£9.136m which, together with Revenue Contribution to Capital (RCCO) costs of £8.513m and interest received (-£70k) will result in an overall surplus of £0.693m to be transferred to Working Balance.
- 7.3** Within the Operating Statement are several budget heads which are either year end adjustments (for example debt management costs £210k) or are subject to external influence and therefore outside direct control (for example cost of capital charges £14.492m). These forecasts have been updated for quarter 3.
- 7.4** Budget Monitoring is therefore mainly focussed upon expenditure and income which is within control, i.e. income of £82.509m, the repair and maintenance budget of £19.072m and supervision and management of £20.652m.

### 7.5 Budget Monitoring

- 7.5.1** Appendix A, column B demonstrates the projected outturn based upon activity for quarter 3 for the period ending December 2014.
- 7.5.2** Overall it can be seen that the net cost of service (before RCCO and interest received) is forecast to be -£9.136m, a surplus of £2.133m as shown in the table below.

	<b>Budget £000</b>	<b>Forecast £000</b>	<b>Variance £000</b>
Expenditure	75,506	73,578	-1,928
Income	-82,509	-82,714	-205
<b>Net Cost of Service</b>	<b>-7,003</b>	<b>-9,136</b>	<b>-2,133</b>

### 7.6 Expenditure

Column B of Appendix A demonstrates that based upon expenditure and commitments to date, total expenditure is forecast to outturn at

£73.578m compared to a budget provision of £75.506m, a decrease in spend of £1.928m. The main variations are as follows:

#### **7.6.1 Contributions to Housing Repairs**

Appendix A demonstrates that the forecast year-end spend on Repairs and Maintenance is now forecasting an underspend of £651k against the budget of £19.072m.

The empty homes budget is difficult to forecast as this is a very responsive service. The original budget has been increased to an estimated 1,700 minor voids in year, an increase of approximately 200 compared with last year. At the end of November there were 143 less completions than budgeted. Those tenants who requested a transfer due to the spare room supplement have now done so. This together with faster void turnaround times is resulting in a forecast underspend on the empty homes budget.

Also a review of risks and contingencies within planned and responsive repairs budgets is also resulting in an overall forecast underspend.

#### **7.6.2 Supervision and Management**

Column B of Appendix A demonstrates that based upon expenditure and commitment to date, total expenditure is forecast to outturn at £19.450m, a forecast overall under spend of £1.202m, mainly due to higher than expected staff turnover within Contract & Service Development, Housing Options and Strategic housing teams, savings on utility costs within District Heating schemes and a reduction in supplies and services due to the moratorium on non-essential spend.

#### **7.6.2 Cost of Capital Charge**

The latest forecast cost of capital charge is £80k less than budgeted due to the timing of borrowing and lower than anticipated interest rates.

#### **7.6.3 Debt Management Costs**

The costs incurred in managing the HRA debt is forecast to be slightly higher than budgeted (+£5k).

### **7.7 Income**

**7.7.1** Column B of Appendix A shows that based upon income received to date the total forecast income collectable is £82.714m against a budget of £82.509m, an over recovery of income of £205k.

**7.7.2** Dwelling Rent income is forecast to over recovery by £250k due to fewer Right to Buy sales than anticipated at this stage of the year and a

faster turnaround of void properties is resulting in more income than budgeted.

- 7.7.3** Non Dwelling rent income is forecasting an under recovery of income of £67k in respect of budgeted income for three properties which have subsequently been identified as non HRA properties plus an increase in garage voids resulting in a reduction in income.
- 7.7.4** The over recovery of income on Other Fees and Charges relates to income from the disposal of housing land and an increase in the reimbursement of court costs.

## **7.8 Summary**

In summary it can be seen in foregoing paragraphs 7.6 and 7.7 that the variance to budget of -£2.133m when comparing the forecast net cost of service against the budget of £7.003m is mainly due to variances within the Supervision and Management, housing repairs and an overall increase in income.

## **8. Finance**

Impact on Working Balance - The report identifies that any deficit or surplus arising from the net cost of service will be transferred to the Working Balance which is reflected through the Appropriations section of the Operating Statement at Appendix A. Any forecast increase/decrease will be added to the budgeted sum shown under transfer to reserves.

Based upon the current forecast out-turn position on the net cost of service and after taking account of interest received and contributions to capital programme, there will be a forecast transfer to reserves of £0.693m, a reduction of £2.133m from the approved budget. This is as a result of an under spend within repairs and supervision and management plus additional income.

## **9. Risks and Uncertainties**

- **Inflation – Non Contractual** –The 2014/15 budget was formulated around an inflation assumption of nil (except on utilities); if inflation rises costs may exceed budget provision. It should be noted that the inflationary increase on the repair and maintenance contract is locked in for the financial year at 2.7 % and this has been provided for within the budget set.

**Mitigation:** Ongoing monitoring

- **Vacancy Factor**  
Salaries budgets assume various levels of vacancies. If vacancies do not arise this could lead to salary costs in excess of budget.  
**Mitigation:** In depth monitoring and forecasting of salary budgets.
- **Repair and Maintenance Voids.** Whilst the current empty home forecast is considered to be a prudent projection based upon 1,700 minor voids, it should be noted that the final number of voids received and completed in year could change. Any change in numbers or values will impact on expenditure.  
**Mitigation:** Ongoing monitoring and triangulation with contractors. Any forecast increase in expenditure will be offset by a reduction in planned revenue works.
- **Rental Income**  
Net rental income has been calculated on the basis of 2% void loss. Any increase / decrease on the actual levels of voids will impact on the level of income achieved.  
**Mitigation:** Ongoing monitoring.
- **Impairment of Fixed Assets**  
HRA Self Financing legislation has resulted in the costs of impairment/revaluation of non-dwellings becoming a real charge to be met by the HRA.  
This figure cannot be calculated until year end after the asset register has been fully updated. In 2013-14 the impairment charge was £16k and the revaluation of Fixed Assets was a credit of £482k.  
**Mitigation:** Action is being taken to review the management of expenditure on non-dwellings assets to minimise the risk of impairment charges to the HRA. Advice is also being obtained via CIPFA as this is a real issue affecting many other local authorities.

## 10. Policy and Performance Agenda Implications

10.1 The HRA supports the new Corporate Plan Priorities and is central to the long term strategy:

- Making sure no community is left behind.
- Helping to create safe and healthy communities.
- Improving the environment.

## 11. Background Papers and Consultation

- Budget and Council Tax Setting Report (2014/15) to Cabinet February 2014
- Director of Finance and Director of Housing and Neighbourhood Services have been consulted on the preparation of this report.

**Contact Names:**

Mark Scarrott, Finance Manager, Neighbourhoods and Adult Services, Financial Services, Business Partnering, ext: 22007, email [mark.scarrott@rotherham.gov.uk](mailto:mark.scarrott@rotherham.gov.uk)

Dave Richmond, Director of Housing and Neighbourhoods, extn. 23402, email: [dave.richmond@rotherham.gov.uk](mailto:dave.richmond@rotherham.gov.uk)

## Housing Revenue Account - Budget Operating Statement

Narrative	2014/15 Full Year	2014/15 Forecast	Variance
	Budget	Out-turn	
	£	£	£
<b><u>Expenditure</u></b>			
Contributions to Housing Repairs Account	19,072,350	18,421,587	-650,763
Supervision and Management	20,652,000	19,449,659	-1,202,341
Rents, Rates, Taxes etc.	186,500	186,500	0
Provision for Bad Debts	987,800	987,800	0
Cost of capital Charge	14,491,700	14,411,700	-80,000
Depreciation of Fixed Assets	19,905,970	19,905,970	0
Deferred Charges	0	0	0
Impairment of Fixed Assets	0	0	0
Debt Management Costs	210,000	215,000	5,000
<b>Expenditure</b>	<b>75,506,320</b>	<b>73,578,216</b>	<b>-1,928,104</b>
<b><u>Income</u></b>			
Dwelling Rents	-77,427,560	-77,677,560	-250,000
Non-dwelling Rents	-805,430	-737,992	67,438
Charges for Services and facilities	-3,987,300	-3,987,301	0
Leaseholder Income	-50,900	-49,360	1,540
Other fees and charges	-238,300	-262,560	-24,260
Contribution to Expenditure	0	0	0
<b>Income</b>	<b>-82,509,490</b>	<b>-82,714,773</b>	<b>-205,282</b>
<b>Net Cost of Services</b>	<b>-7,003,170</b>	<b>-9,136,557</b>	<b>-2,133,386</b>
Interest received	-70,000	-70,000	0
<b>Net Operating Expenditure</b>	<b>-7,073,170</b>	<b>-9,206,557</b>	<b>-2,133,386</b>
<b>Appropriations:</b>			
Transfer from Capital Finance Account- Deferred	0	0	0
Revenue Contributions to Capital Outlay	8,513,030	8,513,030	0
Transfer from Capital Finance Account- Impairment	0	0	0
Transfer from Major Repairs Reserve	0	0	0
Transfer from Reserves	-1,439,860	693,525	2,133,385
Transfer to Reserves	0	0	0
<b>Surplus/Deficit for the year</b>	<b>0</b>	<b>0</b>	<b>0</b>



<b>ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS</b>
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<b>1.</b>	<b>Meeting:</b>	<b>Cabinet Member for Safe and Attractive Neighbourhoods</b>
<b>2.</b>	<b>Date:</b>	<b>Monday 2nd February 2015</b>
<b>3.</b>	<b>Title:</b>	<b>Neighbourhoods General Fund Revenue Budget Monitoring 2014/15</b>
<b>4.</b>	<b>Directorate:</b>	<b>Neighbourhoods Services</b>

### **5. Summary**

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

The forecast for the financial year 2014/15 is an overall forecast under spend of (-£761k) against an approved net revenue budget of £1.513m.

### **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 Budget. The net revenue budget includes £97k in respect of the approval to carry forward underspends from 2013/14 financial year in relation to the Community Leadership Fund, Dispersed Units and Bereavement services.

The net budget for Neighbourhoods General Fund has increased by £846k from the last report as a result of the restructure to incorporate Community Cohesion Service Area, which was previously reported separately. Housing and Community Services is now renamed as Housing & Estate Services and Area Assemblies are now part of the new Neighbourhoods Partnership and Engagement Service together with the Community Cohesion service.

<b>SERVICE AREA</b>	<b>Net Budget</b>	<b>Forecast Outturn</b>	<b>Variance from Net Budget Deficit/ (Surplus)</b>	<b>% Variation to Net Budget</b>
	<b>£000's</b>	<b>£000's</b>	<b>£000's</b>	<b>%</b>
Strategic Housing & Investment	97	161	64	66.0
Housing Options	-1,232	-1,887	-655	-53.2
Housing & Estate Services	115	105	-10	-8.7
Central	313	289	-24	-7.7
Business Regulation	149	91	-58	-38.9
Safer Neighbourhoods	1,090	1,055	-35	-3.2
N'hoods Part'p & Engagement Service	981	938	-43	-4.4
<b>TOTALS</b>	<b>1,513</b>	<b>752</b>	<b>-761</b>	<b>-50.3</b>

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

### 7.1 Strategic Housing & Investment Service (SHIS) (+£64k)

The SHIS team budget has an overall budget pressure of +£64k. This is mainly as a result of anticipated write offs £33k, plus pressures on staffing budgets as a result of lower than anticipated staff turnover £10k.. This has been partly reduced by anticipated savings on Supplies & Services (-£5.5k) due to the moratorium on no- essential spend.

The pressure identified of £33k relates to outstanding debts relating to the Eastwood Group Repair Scheme from previous years. The scheme was financed from the Capital Programme, but any bad debts resulting from it will require to be funded from the revenue budget. Final actions are in place to write off any unrecoverable debts after every effort has been explored to recoup as much as possible.

Also within this budget is a projected shortfall in income of £28k on the Registered Social Landlord Partnership scheme. The Budget Holder has advised that the Council will not be invoicing RSLs for partnership membership this year. A further report will be prepared setting out future options for this scheme.

### 7.2 Housing Options (-£655k)

This area is forecasting an overall under spend of (-£655k).

There is a projected surplus of (-£56k) within the Private Sector Adaptations Service as a result of an increase in fees and charges.

Dispersed Units area is forecasting a (-£26k) surplus as a result of lower than anticipated occupancy levels. Any year end surplus balance will be requested as a carry forward as this is a Trading Account.

There is an anticipated (-£562k) saving on the Furnished Homes service. This is a result of continued increase in demand for the service (an additional 198 since April, a total of 3230 tenants using the service as at the end of December), cost effective procurement of furniture including refurbishment and disposal plus higher than anticipated staff turnover

Key Choices Property Management Service has identified a surplus of (-£11k) however this is subject to any finalisation costs that may be charged once the service is closed down.

### 7.3 Housing & Estate Services (-£10k)

This service area is projecting an overall under spend of (-£10k) consisting of an (-£11k) projected under spend on Community Safety Unit, mainly as a result of additional funding from the HRA over budget. There is a small over spend of £1k on Anti-Social Behaviour as a result of lower than anticipated staff turnover.

### 7.4 Central (-£24k)

The Management & Admin area is anticipating an (-£24k) under spend mainly as a result of slightly reduced pension costs, the impact of the moratorium and a funding earmarked for a new post which will not now be recruited to until the new financial year.

### 7.5 Business Regulation (-£58k)

Overall Business Regulation is projecting a (-£58k) under spend. Pressures on employee costs within Animal Health of £6k are being fully offset by (-£8k) savings within Health and Safety & Food and Drugs areas due to a vacant post and additional income generated. Savings within Trading Standards are due to higher than anticipated staff turnover (-£60k).

There is an anticipated over spend on Licensing £15k due to software licence costs for additional user licences and a slight reduction in Gambling Act income.

Bereavement Services Partnership is projecting a surplus of (-£11k) as a result of delayed repairs and maintenance works that are now unlikely to be carried out before the end of this financial year.

### 7.6 Safer Neighbourhoods (-£35k)

There is an anticipated overall underspend (-£47k) on Community Protection mainly as a result of higher than anticipated staff turnover, savings on Supplies & Services as a result of the moratorium.

The savings are reduced by a forecast £12k over spend on Landfill sites in respect of statutory Health and Safety work.

### 7.7 Neighbourhoods Partnership & Engagement Service (-£43k)

There is a projected underspend of (-£7k) on transport costs and supplies and savings on the Area Assemblies Management and Administration cost centre and savings on supplies and services savings (-£13k) within Area Assemblies due to the moratorium on non-essential spend.

The Members Community Leadership Fund is anticipating an under spend of (-£21k) of which (-£19k) is likely to be requested as an ear marked carry forward as in previous years

There are also forecast savings of (-£2k) within Community Cohesion and the Infrastructure and Corporate Initiatives Budget (ICIB) as a result of the moratorium on non-essential spend.

### 7.8 Agency & Consultancy

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

### 7.9 Non Contractual Overtime

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

## 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 December 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 Names:**

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Email: [mark.scarrott@rotherham.gov.uk](mailto:mark.scarrott@rotherham.gov.uk)

Dave Richmond, Director of Housing and Neighbourhoods, Extn 23402, Email :  
[dave.richmond@rotherham.gov.uk](mailto:dave.richmond@rotherham.gov.uk)

<b>ROTHERHAM BOROUGH COUNCIL – REPORT TO CABINET MEMBER</b>
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<b>1.</b>	<b>Meeting:</b>	<b>Cabinet Member for Safe and Attractive Neighbourhoods</b>
<b>2.</b>	<b>Date:</b>	<b>2nd of February 2015</b>
<b>3.</b>	<b>Title:</b>	<b>Members Community Leadership Fund - Flexibility to Carry Forward Under-Spend.</b>
<b>4.</b>	<b>Directorate:</b>	<b>Neighbourhoods and Adult Services</b>

### **5. Summary**

To report the current position regarding expenditure of the Community Leadership Fund 2014/15.

To request a carry forward of funding into the financial year 2015/16.

### **6. Recommendations**

- **That Cabinet Member approves a carry forward of a maximum of £1000 per elected member into the financial year 2015/16.**

## **7. Proposals and Details**

### **7.1 Background**

The Community Leadership Fund was established in 2003 to enable Members to address local priorities, support grassroots groups and quickly instigate changes in response to local opinion.

The budget for the current financial year 2014/15 is £63k plus a carry over from the previous financial year of £19k resulting in a total budget of £82k.

Each Member currently has £1000 per year to spend, at their discretion, on issues both within their local Ward or on borough wide initiatives that benefit local people. This can be on stand alone projects or match funding with other partners.

The Fund has proved to be a valuable tool for elected members. It encourages local community activity whilst promoting the leadership role of the local councillor.

The scheme is extremely popular and hundreds of projects are supported each year that contribute directly to the achievement of the Councils key priorities.

Feedback received from groups supported within the last twelve months clearly emphasises that even small amounts of funding are valuable and can make a big difference at a time when funding options elsewhere have been vastly reduced. The fund has also been used as a match to lever in external funding or in kind funding activity.

At the beginning of January 2015 134 projects have been supported across the borough.

During the first half of the financial year a particular focus has been evident on tackling issues relating to:-

- Sustaining work carried out by local charities and voluntary groups covering such wide diversity as disabilities, illness, recycling, foodbanks and anti-violence. (27 projects)
- Tackling Social Isolation particularly amongst the elderly in the form of events, classes, trips and raising awareness of services available to older people (19 projects)
- Activities for young people involving support for junior sports clubs, equipment for youth groups and childrens centre activities (13 projects)

A full report on the impact of Community Leadership Fund activities will be provided to the Cabinet Member during the course of the new financial year.

### **7.2 The Carry over Facility**

The principle of the carry over facility was approved by Cabinet during 2007 and has operated each year since.

Members have indicated that it is used in the main for specific projects that are due to begin in the next financial year or as a contingency fund for issues may occur within their ward as the year progresses that may require a quick response

It has proved to be a popular option. At the end of the financial year 2013/14 80% of Members chose to carry forward monies, the majority between £200-£300.

At the end of the last financial year the following criteria for carry forward was applied:-

- That any underspends above £1,000 at 2013-2014 year-end be removed unless a proposal for their use is submitted and approved before year end.
- Any individual Elected Member's Community Leadership Fund underspends below £1,000 at year-end be approved to be carried forward.
- That any underspend amounts lost from individual Elected Member allocations be recovered into a One Town One Community small grants panel that organisations could submit bids towards.

## **8. Finance**

Members currently have an allowance of £1000 per year equal to a total budget pot of £63000 plus any carry forward from the previous financial year. The budget is managed and administered by the Neighbourhoods Partnerships team within the Housing and Neighbourhoods service.

Please see **Appendix 1** for the current position of expenditure by each councillor (**latest expenditure list to be provided at the meeting**)

## **9. Risks and Uncertainties**

Feedback from Members suggests they are receiving an increasing number of requests for assistance from the Fund at a time when national, regional and local funding to many projects and groups is being reduced or withdrawn.

Any reduction in funding will potentially have a negative impact on the community leadership role of individual ward councillors and their advocacy of the value of local democracy and active citizenship.

Feedback from projects clearly demonstrates that even small amounts of funding are valuable and can have a large impact.

However the scheme has not been reviewed for a number of years. Going forward it may be useful to carry out a review looking at the current operation of the Fund and the viability of continuation in its current format

## **10. Policy and Performance Agenda Implications**

The Community Leadership Fund is a key component in promoting the role of the local councillor and contributes to encouraging sustained community based activity across all areas of Rotherham.



## **11. Background Papers and Consultation**

1. Report to Cabinet Member for Communities and Cohesion February 2014
2. Community Leadership Fund Expenditure 2013/14

**Contact Names:** Paul Griffiths, Community Liaison Officer – Neighbourhoods and Adult Services, Ext 23159 [paul.griffiths@rotherham.gov.uk](mailto:paul.griffiths@rotherham.gov.uk)

## CLF Balances to spend 27th January 2015

**Anston and Woodsetts**

Burton	£1,064
Jepson	£748
Dalton	£252

**Boston Castle**

Hussain	£543
Mcneeley	£250
Wootton	£450

**Brinsworth**

Buckley	£0
Ahmed	£708
Roddison	£783

**Dinnington**

Tweed	£0
Havenhand	£0
Finnie	£150

**Hellaby**

Andrews	£225
Turner	£1,900
Astbury	£605

**Holderness**

Robinson	£1,355
Pitchley	£691
Smith	£806

**Hooper**

Steele	£1,382
Hamilton	£723
Roche	£0

**Keppel**

Clark	£750
Cutts	£600
Kaye	£328

**Maltby**

Beaumont	£448
Godfrey	£664
Rushforth	£458

**Rawmarsh**

Whelbourn	£650
Vines	£366
Hamilton	£635

**Rawmarsh**

Whelbourn	£650
Vines	£366
Hamilton	£635

**Rother Vale**

Reynolds	£802
Leliott	£572
Swift	£703

**Rotherham East**

Wallis	£0
Dodson	£444
Ali	£644

**Rotherham West**

Foden	£300
Vines	£240
Sims	£300

**Silverwood**

Russell	£629
Vacant	£101
Parker	£398

**Sitwell**

Middleton	£766
Gilding	£763
Cowles	£400

**Swinton**

Wyatt	£1,343
Doyle	£1,007
Sansome	£1,675

**Valley**

Currie	£349
Lakin	£441
Reeder	£277

**Wales**

Whysall	£200
Beck	£302
Watson	£500

**Wath**

Gosling	£657
Sangster	£699
Atkin	£369

**Rother Vale**

Reynolds	£802
Leliott	£572
Swift	£703

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Wyatt	£1,343
Doyle	£1,007
Sansome	£1,675

**Valley**

Currie	£349
Lakin	£441
Reeder	£277

**Wales**

Whysall	£200
Beck	£302
Watson	£500

**Wath**

Gosling	£657
Sangster	£699
Atkin	£369

**Wickersley**

Ellis	£889
Reed	£1,046
Hoddinott	£850

**Wingfield**

Johnston	£0
Sharman	£310
Hunter	£330

**ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS**

<b>1.</b>	<b>Meeting:</b>	<b>Cabinet Member for Safe and Attractive Neighbourhoods</b>
<b>2.</b>	<b>Date:</b>	<b>2<sup>nd</sup> February 2015</b>
<b>3.</b>	<b>Title:</b>	<b>Housing and Neighbourhoods Performance Indicator Report – Qtr 2014-15</b>
<b>4.</b>	<b>Directorate:</b>	<b>ENVIRONMENT AND DEVELOPMENT SERVICES</b>

**5. Summary**

This report and accompanying appendices outline performance at the end of Quarter 3 2014/15 against targets, with direction of travel against previous year's performance and comparisons with statistical neighbours and national data where available.

**6. Recommendations**

- **That the Performance Report be received, performance scrutinised and any appropriate remedial action identified.**
-

## **7. Proposals and Details**

Members' attention is drawn to 'Appendix A - Performance – Qtr 2014-15' which provides details of performance by each Corporate Plan Priority relating to HNS measures rated as red or amber.

Full details of performance and commentary at indicator level are provided in the table within Appendix B which is referenced throughout the Performance Assessment (Appendix A). The table includes;

- Performance against targets (Comparing performance against set targets)
- Direction of travel analysis (Comparing 2014/15 Qtr 3 performance to 2013/14 outturn performance)
- Performance against National comparative

## **8. Finance**

There are no financial implications to this report. The relevant Service Director and Budget Holder will address financial implications of the Action Plans. Members will be consulted where appropriate

## **9. Risks and Uncertainties**

A category of risk is applied to each Performance Indicator using the PI managers' projection of year-end performance and takes into account any known internal or external influences with comparison against targets.

## **10. Policy and Performance Agenda Implications**

This is used by Directors and Managers as a tool to drive up performance.

## **11. Background Papers and Consultation**

Housing and Neighbourhoods Services Performance Indicator Reports.

Appendix A - Performance Exceptions – Qtr 3 2014-15

Appendix B - Performance Measures – Qtr 3 2014-15

**Contact Name :** *Marie Ingham, Performance & Quality, Ext. 22292*

## Housing, Asset Management and Neighbourhood Services

# Assessment of Performance by Corporate Plan Priorities

### 2014/15 Quarterly Report

This report outlines quarter 3 performance for 2014/15 against targets, with comparisons against previous performance and statistical neighbour and national data where possible. It should be read in conjunction with the 'Appendix B - Performance Measures – Qtr3 2014-15' as it includes references throughout the text to the numbering structure within the table.

Below are the criteria for RAG rating the indicators.

Definition of new RAG Status	Target Met	Stat Neighbour Avg Met	National Avg Met	New RAG Status
Performance is achieving the local target and above Statistical Neighbours or National Average	✓	✓	✓	GREEN
Performance is not achieving the local target and on or above Statistical Neighbours or National Average	x	✓	✓	AMBER
Performance is below local target and Statistical Neighbours or National Average	x	x	x	RED

Comparative data relates to the latest available data and therefore date periods for some indicators may vary.

## Corporate Plan Exception Report (RAG rated Red or Amber)

Any other relevant detail regarding any Green measures can be found in the comments on 'Appendix B - Performance Measures – Qtr 3 2014-15'.

**13 of the 15 measures are on track** - the failing measures are the number of households living in temporary accommodation and the rent indicators; Rent collection and tenant arrears.

We would like to note that a number of new measures around sustaining tenancies and Licensing enforcement are still being developed and proposals will be reported during Quarter 4.

### Corporate Priority 4: Helping people to improve their health and wellbeing and reducing inequalities within the borough

**Outcome: We will respond quickly to people's needs, mitigating the effects of poverty and helping them thrive**

#### Measure Ref No. 11 (NAS 77): Current tenant arrears as a percentage of the annual rent debit

The December 2014 outturn is higher than the control target equivalent to around £570k in additional arrears than anticipated at this stage of the year (a lower outturn is better).

It should be noted that arrears recovery performance during the month of December has been significantly affected by the Ohms housing database being offline for around 5 consecutive weeks, with 3 of these falling in December. As a result, only basic arrears recovery actions could be undertaken during this time.

Improvement actions:

- Introduced team performance targets – intended to improve focus on key areas of arrears management; the percentage change in arrears, number of arrears cases owing greater than 10 weeks net debit, number of cases without a formal Notice and number of cases with overdue action.
- Introduced individual performance targets – intended to increase volume of customer contact and place greater emphasis on making advice/support referrals and the collection of immediate card payments.
- Two trials have also been approved through DLT to help improve income collection – Saturday working to target tenants in arrears who work and 2 x temporary support staff to deal with low level arrears cases (temporary workers started 19<sup>th</sup> January 2015)
- A HB take-up campaign targeting cases owing more than £1k arrears is also being planned

The proposals to roll out Universal Credit nationally are still planned although specific dates and numbers of people initially affected are not yet known.

### Measure Ref No. 12 (NAS 82): Number of households living in temporary accommodation

There has been an increase in the number of households in temporary accommodation since quarter 1. However numbers are still low in comparison nationally.

The highest numbers continues to be households 'leaving Home Office accommodation.'

**Over 500 households** have been prevented from becoming homeless since April

### Quality Assurance

Between October and the end of December 2014 the following Quality Assurance activity has been undertaken;

- Quality assessments have been carried out on; **ASB** case management, Customer contact, **Void** Management and Property Standards, Tenancy Verifications and Terminations.
- Themes and issues identified within the audits have assisted in gaining a clearer understanding on the impact of the services we deliver. As a result;
- **ASB**- Protocols are now in place to randomly audit ASB cases over 8 weeks on a regular basis in advance of the ASB performance meetings for discussion to help strengthen case management and supervision.
- **Void Property Standard**- Increased percentage checks on completed void properties has shown huge improvements and checks have subsequently reduced to 50% on Willmott Dixon properties and 25% on Morrison's properties. This will be monitored and if there is a decline in quality these percentages will be increased.
- **Tenancy Sustainability** - The outcome trends from the analysis carried out on tenancy termination reasons has been discussed with Housing Options Manager, Housing and Communities Manager and Business and Commercial Manager to help improve liaison and communication between teams and enhance the support for tenants
- Further training and consolidation has taken place within the customer contact centre

#### Future Improvement Action:

- To carry out a self-assessment against the CIH Respect – ASB Charter for Housing
- Upgrade telephony system over next six months - enhancing customer experience
- Implementation of IHMS- critical to delivering a more robust and efficient customer service.



					2014 / 2015 Performance							
Ref No.	Indicator Title	Good Perf	Freq.	13/14 Year End Perf	Qtr 1 (Apr - Jun)	Qtr 2 (Jul - Sept)	Qtr 3 (Oct-Dec)	2014/15 Target	Direction of travel	National Comparator	RAG Status	Comments / Remedial Actions
<b>Corporate Priority 3: Ensuring all areas of Rotherham are safe, clean and well maintained</b>												
<b>Outcome - Service Plan Priority 3: We will reduce anti-social behaviour and crime and ensure people feel safe where they live</b>												
1	CP 3.3.3 NAS 79	% of ASB cases resolved	HIGH	Monthly	98.50%	98.00%	98.55%	98.6%	98%	↑	Upper Quartile 172 in sample RMBC ranked 44	
<b>Corporate Priority 4: Helping people to improve their health and wellbeing and reducing inequalities within the borough</b>												
<b>Outcome - Service Plan Priority 6: We will ensure that people are able to live in decent affordable homes</b>												
2	CP 4.3.3 NAS 17	Average re-let times from termination to start	LOW	Monthly	29.85	21.81	20.08	20.56%	25.00	↑	Upper Quartile 232 in sample RMBC ranked 73	
3	CP 4.3.2 NAS 54	% of responsive repairs completed right first time	HIGH	Monthly	97.73%	98.46%	98.07%	98.32%	94.0%	↑	Upper Quartile 142 in sample ranked 42	
4	NAS 55	% of gas safety certificates outstanding	HIGH	Monthly	0.04%	0.02%	0.03%	0.04%	0.40%	↔	Medium -Upper Quartile 214 in sample ranked 114	
5	CP 4.3.1 NAS 57	% of total repairs completed within target	HIGH	Monthly	99.29%	99.35%	99.41%	99.47%	99.0%	↑		
6	NAS 58	% of repairs appointments made and kept	HIGH	Monthly	99.21%	99.95%	99.56%	99.13%	99%	↓		
7	NAS 59	% of tenants satisfied with the repairs service	HIGH	Monthly	99.19%	99.92%	99.73%	99.77%	96.00%	↑		
8	NAS 78	% of rent lost through dwellings being vacant	LOW	Monthly	1.14%	0.87%	0.77%	0.85%	0.89%	↑		
<b>Outcome - Service Plan Priority 5: We will respond quickly to people's needs, mitigating the effects of poverty and helping them thrive</b>												
9	NAS 34	Average length of time waiting for major adaptations from assessment to work beginning (weeks)	LOW	Monthly	16.53	4.66	3.72	4.12%	8	↑		
10	NAS 76	Rent collected as a percentage of rent owed (excluding arrears b/f)	HIGH	Monthly	99.77%	98.64%	98.32%	99.40%	Yr End 99.8% monthly control target 99.37%	↓	Medium Quartile 171 in sample ranked 110	
11	NAS 77	Current tenant arrears as a percentage of the annual rent debit	LOW	Monthly	2.18%	2.58	3.04	2.86%	Yr End 2.1% monthly control 2.15%	↓		
12	NAS 82 (NI156)	Number of households living in temporary accommodation	LOW	Monthly	21	28	29	30	26	↓		There has been an increase of 2 in the number of households in temporary accommodation since quarter 1. However numbers are still low in comparison nationally. The highest numbers continues to be households 'leaving Home Office accommodation.'
<b>Outcome - Service Plan Priority 4: We will help people to improve their health and wellbeing and reduce inequalities within the Borough</b>												
13	NAS 65 (NI184)	Food establishments broadly compliant with the food hygiene law	HIGH	Monthly	85.00%	85%	85%	85%	85.00%	↔		

14	NAS 66	Satisfaction of business with regulated services	HIGH	Monthly	100.0%	100.0%	100.0%	100.0%	99%	↕		
15	NAS 80 (NI156)	Number of high risk premises due for a trading standards inspection that are inspected within the required timescale	HIGH	Monthly	100.0%	100.0%	100.0%	100.0%	100%	↕		

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