



28 November 2020

CABINET – 7 DECEMBER 2020

A meeting of Cabinet will be held at 5.30pm on Monday 7 December 2020 via Microsoft Teams.

Members of the public may view the meeting via the livestream available on the Council's website.

Mannie Ketley
Executive Director

A G E N D A PART 1 – PUBLIC BUSINESS

1. Minutes.

To confirm the minutes of the meeting held on 9 November 2020.

2. Apologies.

To receive apologies for absence from the meeting.

3. Declarations of Interest.

To receive declarations of –

(a) non-pecuniary interests as defined by the Council's Code of Conduct for Councillors;

(b) pecuniary interests as defined by the Council's Code of Conduct for Councillors; and

(c) notice under Section 106 Local Government Finance Act 1992 – non-payment of Community Charge or Council Tax.

Note: Members are reminded that they should declare the existence and nature of their interests at the commencement of the meeting (or as soon as the interest becomes apparent). If that interest is a prejudicial interest, the Member must withdraw from the room unless one of the exceptions applies.

Membership of Warwickshire County Council or any Parish Council is classed as a non-pecuniary interest under the Code of Conduct. A Member does not need to declare this interest unless the Member chooses to speak on a matter relating to their membership. If the Member does not wish to speak on the matter, the Member may still vote on the matter without making a declaration.

4. Question Time.

Notice of questions from the public should be delivered in writing, by fax or e-mail to the Executive Director at least three clear working days prior to the meeting (no later than Tuesday 3 December 2020).

Growth and Investment Portfolio

- 5. Results of Business Survey.
- 6. Town Centre Regeneration Project.

Corporate Resources Portfolio

- 7. Calendar of Meetings 2021/22.
- 8. Land at the Junction of Lawford Road/Addison Road, Proposed Transfer of Land to WCC for Highway Casualty Reduction Scheme

Communities and Homes Portfolio

- 9. Draft HRA Capital and Revenue Budget 2021/22.
- 10. Council Tax Reduction Scheme 2021/22.

Environment and Public Realm Portfolio

Nothing to report to this meeting.

The following item contains reports which are to be considered en bloc subject to any Portfolio Holder requesting discussion of an individual report

Nothing to report to this meeting.

Motion to Exclude the Public under Section 100(A)(4) of the Local Government Act 1972.

To consider the following resolution:

“under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of information defined in paragraphs 1 and 3 of Schedule 12A of the Act.”

PART 2 – EXEMPT INFORMATION

Growth and Investment Portfolio

Nothing to report to this meeting.

Corporate Resources Portfolio

Nothing to report to this meeting.

Communities and Homes Portfolio

Nothing to report to this meeting.

Environment and Public Realm Portfolio

1. Trees and Woodlands Officer.
2. Newbold Quarry Exemption Report.

The following item contains reports which are to be considered en bloc subject to any Portfolio Holder requesting discussion of an individual report

3. Write Offs.

Any additional papers for this meeting can be accessed via the website.

The Reports of Officers are attached.

Membership of Cabinet:

Councillors Lowe (Chairman), Mrs Crane, Poole, Roberts, Ms Robbins and Mrs Simpson-Vince.

CALL- IN PROCEDURES

Publication of the decisions made at this meeting will normally be within three working days of the decision. Each decision will come into force at the expiry of five working days after its publication. This does not apply to decisions made to take immediate effect. Call-in procedures are set out in detail in Standing Order 15 of Part 3c of the Constitution.

If you have any general queries with regard to this agenda please contact Claire Waleczek, Democratic Services Team Leader (01788 533524 or e-mail claire.waleczek@rugby.gov.uk). Any specific queries concerning reports should be directed to the listed contact officer.

AGENDA MANAGEMENT SHEET

Report Title: Results of Business Survey

Name of Committee: Cabinet

Date of Meeting: 7 December 2020

Report Director: Head of Growth and Investment

Portfolio: Growth and Investment

Ward Relevance: All Wards

Prior Consultation: Yes

Contact Officer: David Moore Economic Development Manager
david.moore@rugby.gov.uk

Public or Private: Public

Report Subject to Call-In: No

Report En-Bloc: No

Forward Plan: Yes

Corporate Priorities: This report relates to the following priority(ies):

(CR) Corporate Resources To provide excellent, value for money services and sustainable growth

(CH) Communities and Homes Achieve financial self-sufficiency by 2020

(EPR) Environment and Public Realm Enable our residents to live healthy, independent lives

(GI) Growth and Investment Optimise income and identify new revenue opportunities (CR)

Prioritise use of resources to meet changing customer needs and demands (CR)

Ensure that the council works efficiently and effectively (CR)

Ensure residents have a home that works for them and is affordable (CH)

Deliver digitally-enabled services that residents can access (CH)

Understand our communities and enable people to take an active part in them (CH)

Enhance our local, open spaces to make them places where people want to be (EPR)

Continue to improve the efficiency of our waste and recycling services (EPR)

Protect the public (EPR)

- Promote sustainable growth and economic prosperity (GI)
- Promote and grow Rugby's visitor economy with our partners (GI)
- Encourage healthy and active lifestyles to improve wellbeing within the borough (GI)
- This report does not specifically relate to any Council priorities but

Statutory/Policy Background: None

Summary: The Business Survey was aimed at covering the town centre area and beyond. Businesses were invited to take part and respond so that the Borough Council can understand their needs better and tailor support accordingly.

Financial Implications: None identified

Risk Management Implications: None identified

Environmental Implications: None identified

Legal Implications: None identified

Equality and Diversity: None identified

Options: This report is for information and to provide an update for Members on the survey findings.

Members have the option to approve an annual business survey

Recommendation:

- (1) The survey findings be noted; and
- (2) the recommendation to undertake an annual business survey be approved.

Reasons for Recommendation: To ensure future business support is current, relevant and tailored to business needs.

Cabinet - 7 December 2020

Results of Business Survey

Public Report of the Head of Growth and Investment

Recommendation

- (1) The survey findings be noted; and
- (2) the recommendation to undertake an annual business survey be approved.

1. INTRODUCTION

1.1. The Business Survey was launched in August 2020 and aimed primarily at town centre businesses. It sought feedback on the impacts of Covid-19, the ways in which the Council could best support businesses, and what would need to change in regenerating the town centre.

2. OVERVIEW OF SURVEY RESULTS

2.1 Ninety-eight businesses responded to the survey. The responses in 2.2 to 2.4 indicate where businesses have responded with feedback which was largely in narrative form. Respondents have been kind enough to share their contact details so that the Borough Council can follow up with assistance where they have specified they would like further help.

2.2 The responses in the survey on the impact of Covid-19, particularly on business turnover, can be summarised in the following four main categories with the associated percentages:

Major impact	25%
Large impact	36%
Some impact	24%
Little impact	15%

Those reporting 'some' or 'little' impact largely reflect those types of business that were allowed to continue fully or partly to trade during the first lockdown. This is compared to those reporting 'major' or 'large' impacts which were forced to close.

2.3 Respondents reported that the Borough Council could help in the following ways:

Provision of planning advice	6%
Grant provision	16%
Help with expansion	12%
Business support	16%
Reduced or no rates	12%
Reduced or free car parking	18%

Regeneration of town centre 20%

Several businesses gave very positive feedback on the availability and speed of payment of the COVID support grants awarded to them by the Borough Council.

The Economic Development team is directing business support to help businesses where they have indicated a particular requirement for assistance. This takes the form of either the provision of direct support or referrals to the CW Growth Hub and other support initiatives.

2.4 Respondents reported that they believed the following would help in regenerating the town centre:

Filling empty shops	32%
More footfall needed	34%
Sustainability/ more green spaces	13%
Public Realm	18%
No response	3%

It is proposed to share these findings with the appointed consultants undertaking the Town Centre Spatial Strategy and master planning process to better enable the development of the refreshed vision for Rugby. Businesses will be contacted to establish whether they wish to engage with further consultations relating to the town centre.

3 NEXT STEPS

3.1 As mentioned above the Economic Development team is engaging with individual businesses on their specific support requests.

3.2 A Re-opening High Streets Safely Fund grant awarded by Government enables Rugby Borough Council to deliver an agreed Action Plan which will help the town centre open in a COVID secure way. This Action Plan includes:

- the provision of safety signage and hand sanitising stations;
- the recent launch of the ShopAppy website for a 12-month period at no cost to businesses in the town centre and beyond. This website enables independent businesses to have an online trading presence for click and delivery options to customers. During the second lockdown, this will particularly assist non-essential businesses who have had to close to continue to trade and
- a planned mailout to all residents to make them aware of arrangements for Christmas, the availability of buying goods and services from businesses via ShopAppy.com as well as shopping safely in the town centre.

3.3 Businesses will be invited to further engage in the town centre consultation process.

3.4 It is recommended to survey businesses annually in the future to inform the Borough Council's business support and economic development strategy. This will help ensure the service remains relevant and responsive to the current needs of businesses.

Business Survey Questions

- As a result of COVID- 19 how has your business been affected?
- What support would you benefit from in the short, medium and long term?
For example,
 - Business advice
 - Assistance to expand/ new premises
 - Planning advice
 - Public realm improvements/ use of outdoor space
 - Sustainability/ Green Business
 - Events to generate footfall
 - Other (please specify)
- More specifically, how do you feel Rugby Borough Council can support you?
- What improvements would you like to see in Rugby town centre over the next:
 - 1-5 years
 - 6-10 years

Name of Meeting: Cabinet
Date of Meeting: 7 December 2020
Subject Matter: Business Survey
Originating Department: Growth and Investment

DO ANY BACKGROUND PAPERS APPLY YES NO

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink

The background papers relating to reports on planning applications and which are open to public inspection under Section 100D of the Local Government Act 1972, consist of the planning applications, referred to in the reports, and all written responses to consultations made by the Local Planning Authority, in connection with those applications.

Exempt information is contained in the following documents:

Doc No	Relevant Paragraph of Schedule 12A

AGENDA MANAGEMENT SHEET

Report Title: Town Centre Regeneration Project

Name of Committee: Cabinet

Date of Meeting: 7 December 2020

Report Director: Head of Growth and Investment

Portfolio: Growth and Investment

Ward Relevance: All wards within town centre area

Prior Consultation: Yes

Contact Officer: David Moore, Economic Development Manager
david.moore@rugby.gov.uk

Public or Private: Public

Report Subject to Call-In: No

Report En-Bloc: No

Forward Plan: Yes

Corporate Priorities: This report relates to the following priority(ies):

(CR) Corporate Resources To provide excellent, value for money services and sustainable growth

(CH) Communities and Homes Achieve financial self-sufficiency by 2020

(EPR) Environment and Public Realm Enable our residents to live healthy, independent lives

(GI) Growth and Investment Optimise income and identify new revenue opportunities (CR)

Prioritise use of resources to meet changing customer needs and demands (CR)

Ensure that the council works efficiently and effectively (CR)

Ensure residents have a home that works for them and is affordable (CH)

Deliver digitally-enabled services that residents can access (CH)

Understand our communities and enable people to take an active part in them (CH)

Enhance our local, open spaces to make them places where people want to be (EPR)

Continue to improve the efficiency of our waste and recycling services (EPR)

Protect the public (EPR)

- Promote sustainable growth and economic prosperity (GI)
- Promote and grow Rugby's visitor economy with our partners (GI)
- Encourage healthy and active lifestyles to improve wellbeing within the borough (GI)
- This report does not specifically relate to any Council priorities but

Statutory/Policy Background:	None
Summary:	This report is for Cabinet to note the progress with the Town Centre Regeneration Project
Financial Implications:	There are no direct financial implications arising from this report.
Risk Management Implications:	There are no risk management implications arising from this report.
Environmental Implications:	There are no environmental management implications arising from this report.
Legal Implications:	There are no legal implications arising from this report.
Equality and Diversity:	Equality considerations will be considered by the Project Team as part of the engagement and consultation stage and an Equality Impact Assessment will be undertaken as part of that workplan.
Options:	This report is for information only and to provide a progress update for Members
Recommendation:	The contents of the report be noted.
Reasons for Recommendation:	N/A

Cabinet - 7 December 2020

Town Centre Regeneration Project

Public Report of the Head of Growth and Investment

Recommendation

The contents of the report be noted.

1. INTRODUCTION

1.1. The town centre regeneration project is now underway with professional consultants appointed.

1.2 The key outputs will consist of a town centre spatial strategy and strategic master plan. These will be used to direct new development, public realm and transport improvements and to deliver a transformative level of regeneration in Rugby town centre over the short, medium and long term.

1.3 The project will provide a vital understanding of our existing town centre and its future potential alongside market demand. It will help shape development proposals for key opportunity sites and produce a strategy for how these sites can be viably delivered. The project is a collaborative approach seeking engagement with the local community, businesses, technical consultees and relevant stakeholders.

2. PROJECT AIMS AND OBJECTIVES

2.1 To prepare a spatial strategy and strategic master plan for Rugby town centre. These will outline proposals for land use, buildings, spaces, and a movement strategy, and will match these proposals to a feasible Delivery Strategy and an Operational Plan.

2.2 The Delivery Strategy will recommend actions and projects to guide future private and public sector investment.

2.3 The master planning exercise and the resulting proposals will be evidence based and commercially grounded, aspirational yet deliverable, and driven by a thorough understanding of the retail, residential, commuting, tourism and leisure market in Rugby town centre.

3. STAGES IN THE REGENERATION PROJECT

3.1 The first stage of the project involves developing and implementing a consultation strategy for engaging and consulting with key stakeholders including hard-to-reach groups.

3.2 This will be conducted alongside a baseline analysis of existing technical information including:

- A review of the Rugby Borough Local Plan including strategic site allocations.
- A review of the existing data and information, and the provision of advice on critical gaps.
- A review of character, public realm, with identification of character areas and opportunity areas.
- A review of transport and movement issues, including supply and demand in respect of all modes of transport.
- A review of spatial demand and catchment analysis.
- A review the connectivity of the railway station with the town centre.
- Conducting current market and economic need analysis.
- Establishing economic & social priorities and provide analysis of impact
- An evaluation of sustainability of the environment and
- Developing an understanding of the current commercial property market in Rugby.

This first stage will conclude and report on the town centre's strengths, weaknesses, opportunities and threats and will provide a progress report.

3.3 The second stage of the project will use the results of Stage 1 to firm up the project objectives and develop a refreshed vision for the town centre. Stage 2 will establish the core master plan principles, design guideline and development options. The consultants will undertake and report on a technical assessment of various site options and will identify key opportunity sites that could be prioritised alongside phasing proposals. They will undertake financial modelling, risk assessment and sensitivity analysis and report on the refreshed vision and site options together with a second stage progress report.

3.4 Stage 3 will involve the detailed development of a preferred masterplan for Rugby town centre, alongside sketch illustrations and visualisations. The master plan options will test transport, heritage, environmental, economic and social impacts alongside viability analysis and will conclude with the production of a finalised master plan to illustrate the future vision and aspirations for Rugby.

3.5 The fourth and final stage of the project will involve developing a feasibly model to deliver the masterplan and will identify potential sources of funding to realise the delivery strategy. It is at this stage that the consultants will recommend a place marketing strategy and develop an operational plan to encourage inward investment.

The final report and proposed masterplan will be brought before Cabinet for consideration before formal adoption by the Borough Council.

4 CONSULTANTS APPOINTED, PROJECT TEAM & PROGRESS

4.1 Following an extensive consultant search and tendering process, the Borough Council has appointed lead regeneration consultants Avison Young together with urban design practitioners Allies & Morrison and transport consultants Urban Flow.

4.2 An internal project team involving Economic Development, Development Strategy and Corporate Property officers has been in place from the inception and will work alongside the consultants to progress the initiative.

4.3 Baseline analysis and the consultation strategy are well underway and it is anticipated the project will conclude in Spring 2021.

Name of Meeting: Cabinet
Date of Meeting: 7 December 2020
Subject Matter: Town Centre Regeneration Project
Originating Department: Growth and Investment

DO ANY BACKGROUND PAPERS APPLY YES NO

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink

The background papers relating to reports on planning applications and which are open to public inspection under Section 100D of the Local Government Act 1972, consist of the planning applications, referred to in the reports, and all written responses to consultations made by the Local Planning Authority, in connection with those applications.

Exempt information is contained in the following documents:

Doc No	Relevant Paragraph of Schedule 12A

AGENDA MANAGEMENT SHEET

Report Title: Calendar of Meetings 2021/22

Name of Committee: Cabinet

Date of Meeting: 7 December 2020

Report Director: Executive Director

Portfolio: Corporate Resources

Ward Relevance: All wards

Prior Consultation: Senior Management Team and other council officers involved in meetings

Contact Officer: Veronika Beckova, Democratic Services Officer
01788 533591
veronika.beckova@rugby.gov.uk

Public or Private: Public

Report Subject to Call-In: Yes

Report En-Bloc: No

Forward Plan: Yes

Corporate Priorities: This report relates to the following priority(ies):

(CR) Corporate Resources To provide excellent, value for money services and sustainable growth

(CH) Communities and Homes Achieve financial self-sufficiency by 2020

(EPR) Environment and Public Realm Enable our residents to live healthy, independent lives

(GI) Growth and Investment Optimise income and identify new revenue opportunities (CR)

Prioritise use of resources to meet changing customer needs and demands (CR)

Ensure that the council works efficiently and effectively (CR)

Ensure residents have a home that works for them and is affordable (CH)

Deliver digitally-enabled services that residents can access (CH)

Understand our communities and enable people to take an active part in them (CH)

Enhance our local, open spaces to make them places where people want to be (EPR)

- Continue to improve the efficiency of our waste and recycling services (EPR)
- Protect the public (EPR)
- Promote sustainable growth and economic prosperity (GI)
- Promote and grow Rugby's visitor economy with our partners (GI)
- Encourage healthy and active lifestyles to improve wellbeing within the borough (GI)
- This report does not specifically relate to any Council priorities but should be considered by Cabinet for the following reason: Cabinet is required, under the Council's Constitution, to fix the dates and times of Council, Cabinet and committee meetings.

Statutory/Policy Background:	None
Summary:	Cabinet is required, under the Council's Constitution, to fix the dates and times of Council, Cabinet and committee meetings.
Financial Implications:	There are no financial implications arising from this report.
Risk Management Implications:	There are no risk management implications arising from this report.
Environmental Implications:	There are no environmental implications arising from this report.
Legal Implications:	There are no legal implications arising from this report.
Equality and Diversity:	No new or existing policy or procedure has been recommended.
Options:	The Calendar of Meetings for 2021/22 be approved. Risks: Breach of council's Constitution. No democratic process without a calendar of meetings. Benefits: Compliance with the council's Constitution
Recommendation:	The Calendar of Meetings for 2021/22, as at Appendix 1 to the report, be approved.
Reasons for Recommendation:	In order to comply with the council's Constitution.

Cabinet - 7 December 2020

Calendar of Meetings 2021/22

Public Report of the Executive Director

Recommendation

The Calendar of Meetings for 2021/22, as at Appendix 1 to the report, be approved.

1. INTRODUCTION

Cabinet is required, under the Council's Constitution, to fix the dates and times of Council, Cabinet and committee meetings.

The timetable at Appendix 1 takes into account the following requirements:

- a) 5 cycles of meetings per year
- b) 5 ordinary meetings of Council
- c) a meeting of Audit and Ethics Committee to be held in July 2021 to consider the approval of the Statement of Accounts including the Annual Governance Statement
- d) a special meeting of Council to be held in February 2022 to consider the Budget Setting;
- e) Planning Committee to meet on a 4-week cycle throughout the year; and
- f) the annual meeting of Council to avoid the annual meeting of Warwickshire County Council.

Appeals Committee meets on an ad hoc basis.

1.1 Scrutiny Committee

Following the review of scrutiny in September 2020, the calendar of meetings was drafted in line with the new structure approved by Full Council. The new Scrutiny Committee was allocated five meeting dates for 2021/22.

1.2 Political Parties' Conferences and School Holidays in Warwickshire

As a result as a result of the COVID-19 pandemic, all party conferences were moved online in Autumn 2020. It is not yet known whether this arrangement will continue in 2021. The calendar was drafted on the basis that physical party conferences will resume in Autumn 2021.

Every effort has been made to avoid scheduling meetings during political parties' conferences and school holidays for Warwickshire. However, due to the volume of meetings to be incorporated in the calendar, it has not been possible to avoid these dates entirely.

Name of Meeting: Cabinet
Date of Meeting: 7 December 2020
Subject Matter: Calendar of Meetings 2021/22
Originating Department: Executive Director

DO ANY BACKGROUND PAPERS APPLY YES NO

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink

The background papers relating to reports on planning applications and which are open to public inspection under Section 100D of the Local Government Act 1972, consist of the planning applications, referred to in the reports, and all written responses to consultations made by the Local Planning Authority, in connection with those applications.

Exempt information is contained in the following documents:

Doc No	Relevant Paragraph of Schedule 12A

Calendar of Meetings 2021/22

Mon	May	24	Aug	9	Oct	25	Jan	10	Cabinet	Mar	28	Scrutiny
Tue		25		10		26		11			29	Audit and Ethics
Wed		26		11		27		12	Planning		30	
Thu		27		12		28		13			31	
Mon		31	Bank Holiday		16		Nov	1			17	
Tue	June	1			17			2			18	
Wed		2		18	Planning			3			19	6
Thu		3		19				4			20	7
Mon		7	Cabinet		23			8	Cabinet		24	Scrutiny
Tue		8			24			9			25	
Wed		9			25			10	Planning		26	
Thu		10			26			11			27	
Mon		14		30	Bank Holiday			15			31	
Tue		15	Audit and Ethics		31			16		Feb	1	Audit and Ethics
Wed		16		Sep	1			17			2	
Thu		17			2			18	<i>Council</i>		3	
Mon		21	Scrutiny		6	Cabinet		22	Scrutiny		7	Cabinet
Tue		22	Licensing		7			23			8	<i>Special Council</i>
Wed		23	Planning		8			24			9	Planning
Thu		24			9			25			10	
Mon		28	Cabinet		13	Scrutiny		29			14	
Tue		29			14			30			15	Licensing
Wed		30			15	Planning	Dec	1			16	
Thu	July	1			16			2			17	
Mon		5		LD	20			6	Cabinet		21	
Tue		6		LD	21			7			22	<i>Council</i>
Wed		7		LD	22			8	Planning		23	
Thu		8			23	<i>Council</i>		9			24	
Mon		12		L	27			13			28	
Tue		13		L	28			14		Mar	1	
Wed		14		L	29			15			2	
Thu		15			30			16	<i>Council</i>		3	
Mon		19		Oct C	4			20			7	Cabinet
Tue		20	<i>Council</i>	C	5			21			8	
Wed		21	Planning	C	6			22			9	Planning
Thu		22			7			23			10	
Mon		26			11	Cabinet		27	Substitute Day		14	
Tue		27			12	Licensing		28	Substitute Day		15	
Wed		28			13	Planning		29			16	
Thu		29	Audit and Ethics		14			30			17	
Mon	Aug	2	Cabinet		18		Jan	3	Substitute Day		21	
Tue		3			19	Audit and Ethics		4			22	
Wed		4			20			5			23	
Thu		5			21			6			24	

NOTE:

Meetings of the Council commence at 7pm.

Meetings of Cabinet and Committees commence at 5.30pm.

Audit and Ethics Committee on 29 July 2021 – Approval of Accounts

C = Conservative Party Conference:
TBC

L = Labour Party Conference:
26/09/21 – 29/09/21

LD = Liberal Democrat Party Conference:
TBC

school holidays
Warwickshire

AGENDA MANAGEMENT SHEET

Report Title: Land at the Junction of Lawford Road/Addison Road, Proposed Transfer of Land to Warwickshire County Council (WCC) for Highway Casualty Reduction Scheme

Name of Committee: Cabinet

Date of Meeting: 7 December 2020

Report Director: Executive Director

Portfolio: Corporate Resources

Ward Relevance: New Bilton

Prior Consultation: WCC and RBC Officers

Contact Officer: Julia Garrigan, Corporate Property Officer, julia.garrigan@rugby.gov.uk

Public or Private: Public

Report Subject to Call-In: No

Report En-Bloc: No

Forward Plan: No

Corporate Priorities: This report relates to the following priority(ies):

- To provide excellent, value for money services and sustainable growth
- Achieve financial self-sufficiency by 2020
- Enable our residents to live healthy, independent lives
- Optimise income and identify new revenue opportunities (CR)
- Prioritise use of resources to meet changing customer needs and demands (CR)
- Ensure that the council works efficiently and effectively (CR)
- Ensure residents have a home that works for them and is affordable (CH)
- Deliver digitally-enabled services that residents can access (CH)
- Understand our communities and enable people to take an active part in them (CH)
- Enhance our local, open spaces to make them places where people want to be (EPR)

(CR) Corporate Resources
(CH) Communities and Homes
(EPR) Environment and Public Realm
(GI) Growth and Investment

- Continue to improve the efficiency of our waste and recycling services (EPR)
- Protect the public (EPR)
- Promote sustainable growth and economic prosperity (GI)
- Promote and grow Rugby's visitor economy with our partners (GI)
- Encourage healthy and active lifestyles to improve wellbeing within the borough (GI)
- This report does not specifically relate to any Council priorities but

Statutory/Policy Background: Highways Acts

Summary: WCC has approached this Council with a view to the transfer of a strip of land at Lawford Road for highway improvement. The proposal is that the land should be transferred to at no cost, for the implementation of the Casualty Reduction Scheme.

Financial Implications: The transfer of the land is expected to be at nil consideration, ie. one peppercorn and cost neutral to the Council

Risk Management Implications: The proposal would reduce the risk of road traffic casualties by enabling WCC to implement a Highway Casualty Reduction Scheme at a busy junction on an A road.

Environmental Implications: The proposal would reduce the risk of road traffic casualties by enabling WCC to implement a Highway Casualty Reduction Scheme at a busy junction on an A road for the public benefit although there will be short term disruption while the works are carried out.

Legal Implications: In terms of the disposal at one peppercorn, there is a clear public benefit and this would fall within the General Disposals Consent

Equality and Diversity: Officers have duly considered equality in accordance with our statutory duty as set out within the Equality Act 2010

Options: Transfer the land to WCC
Retain the land

Transfer the land at market value
Transfer the land at nil consideration

Recommendation:

1. The land as shown edged red on the plan, as at Appendix 1 to the report, be transferred to Warwickshire County Council for one peppercorn subject to:
 - (i) Warwickshire County Council paying the Council's legal fees to a maximum of £500; and
 - (ii) the re-instatement of any affected landscaping to Council's satisfaction; and
2. the Monitoring Officer be authorised to carry out the necessary legal formalities for the transfer of the land.

Reasons for Recommendation:

The proposed highway improvement works are seen as a clear public benefit to reducing traffic casualties at Lawford Road and Addison Road for both vehicles and pedestrians and this Council would be helping to enable this.

Cabinet - 7 December 2020

**Land at the Junction of Lawford Road/Addison Road, Proposed
Transfer of Land to Warwickshire County Council (WCC) for
Highway Casualty Reduction Scheme**

Public Report of the Executive Director

Recommendation

- (1) The land as shown edged red on the plan, as at Appendix 1 to the report, be transferred to Warwickshire County Council for one peppercorn subject to:
 - (iii) Warwickshire County Council paying the Council's legal fees to a maximum of £500; and
 - (iv) the re-instatement of any affected landscaping to Council's satisfaction; and
- (2) the Monitoring Officer be authorised to carry out the necessary legal formalities for the transfer of the land.

Warwickshire County Council (WCC) has approval from its Cabinet, 14 June 2018, and funding to progress improvements to the Lawford Rd/Addison Rd mini roundabout on the basis of a priority Casualty Reduction/Junction Improvements scheme and is now in a position to move the scheme forward. It has indicated that this site is a long standing casualty hotspot for traffic collisions resulting in personal injury.

A copy of a plan showing this Council's land that would be affected by the scheme, (Appendix 1) and the design plan (Appendix 2) are attached.

WCC has approached this Council with a view to the transfer of the required land, edged red on the plan, the proposal is that the land should be transferred at no cost, for the implementation of the scheme and this would be seen as this Council's contribution to enable the casualty reduction at this junction.

This Council's land was originally a row of terraced house. They were bought individually in the 1970s as unfit houses and then demolished. Land has previously been transferred to WCC for highway improvement at various stages over the years.

The land is currently a green space and has in the past couple of years been planted by the New Bilton Community Association as a community area with raised beds, paths and benches with funding from the Tesco carrier bag scheme. WCC has been informed of this and is prepared to liaise with the Council to reinstate the landscaping. It is understood the Association is also keen to see the highway improvement as a benefit to the community.

There is a possibility, subject to planning permission, that a small strip of land to the frontage of Lawford Road, could potentially be a site for a small residential development at some time in the future and the highway scheme would reduce the developable area vey slightly.

If the land is transferred at nil value, WCC is prepared to pay the Council's legal fees to a maximum of £500 and carry out landscaping to the Council's specification taking into account the works done by the Community Association so it is cost neutral to the Council.

The Tesco funded area is not affected by the road scheme.

Name of Meeting: Cabinet

Date of Meeting: 7 December 2020

Subject Matter: Land at the Junction of Lawford Road/Addison Road,
Proposed Transfer of Land to WCC for Highway Casualty Reduction Scheme

Originating Department: Corporate Resources

DO ANY BACKGROUND PAPERS APPLY **YES** **NO**

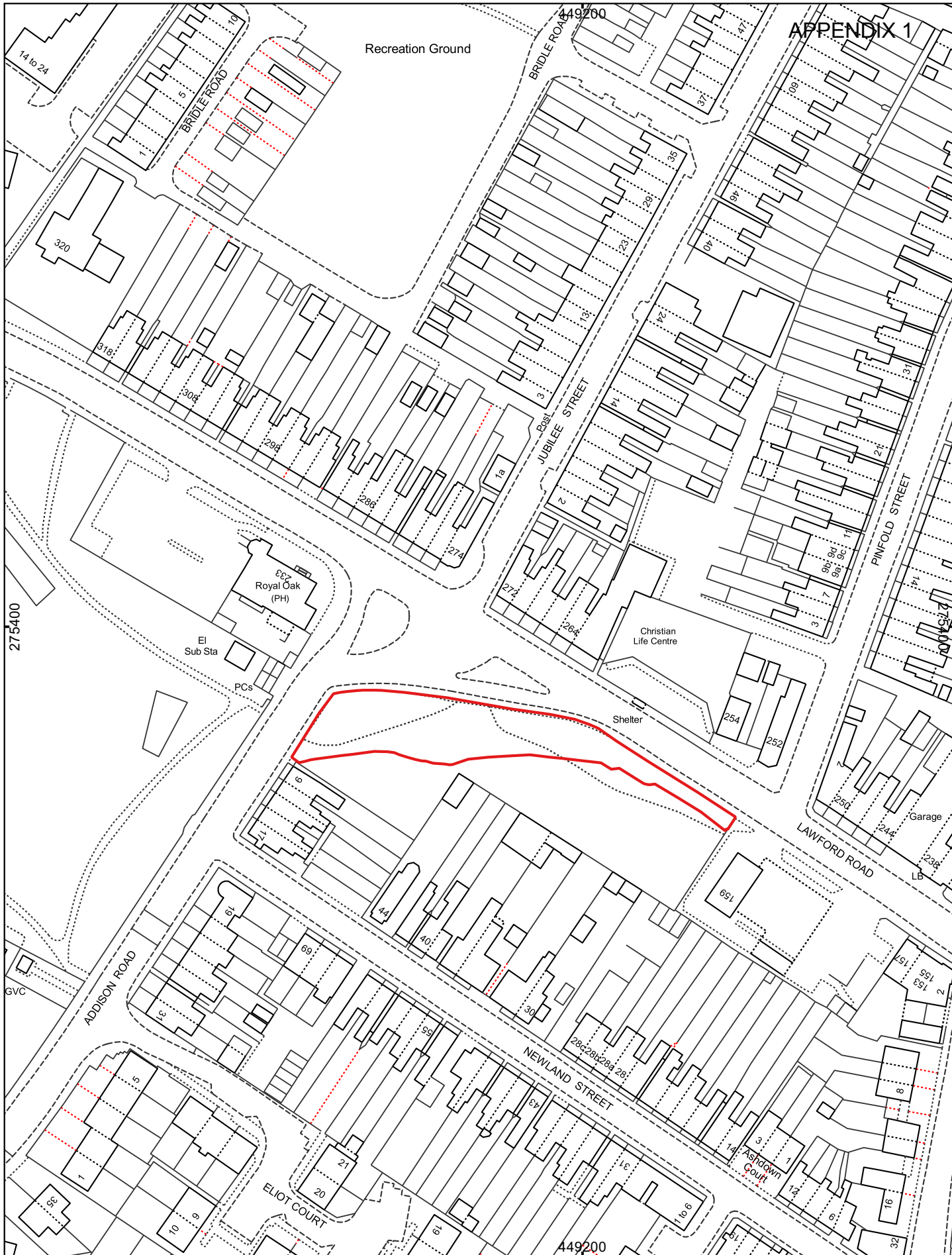
LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink
1	WCC Cabinet 14 June 2020
2	Email correspondence with RBC Officers
3	Ownership plan
4	Design plan

The background papers relating to reports on planning applications and which are open to public inspection under Section 100D of the Local Government Act 1972, consist of the planning applications, referred to in the reports, and all written responses to consultations made by the Local Planning Authority, in connection with those applications.

Exempt information is contained in the following documents:

Doc No	Relevant Paragraph of Schedule 12A



Warwickshire
County Council

0 20 40 m
1:1250 at A4

Property Management, Resources Directorate
Warwickshire County Council, Shire Hall Warwick CV34 4RL

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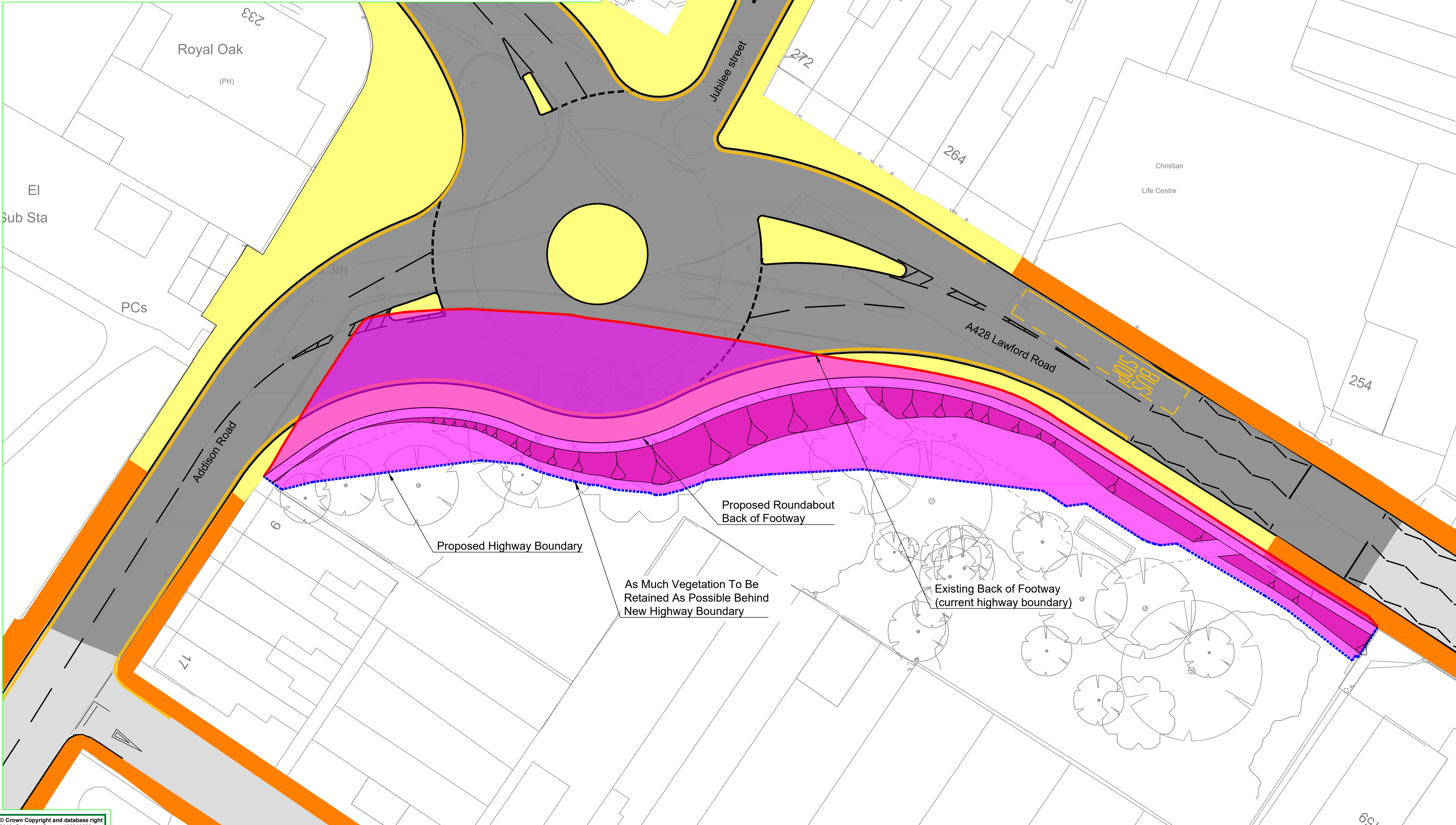
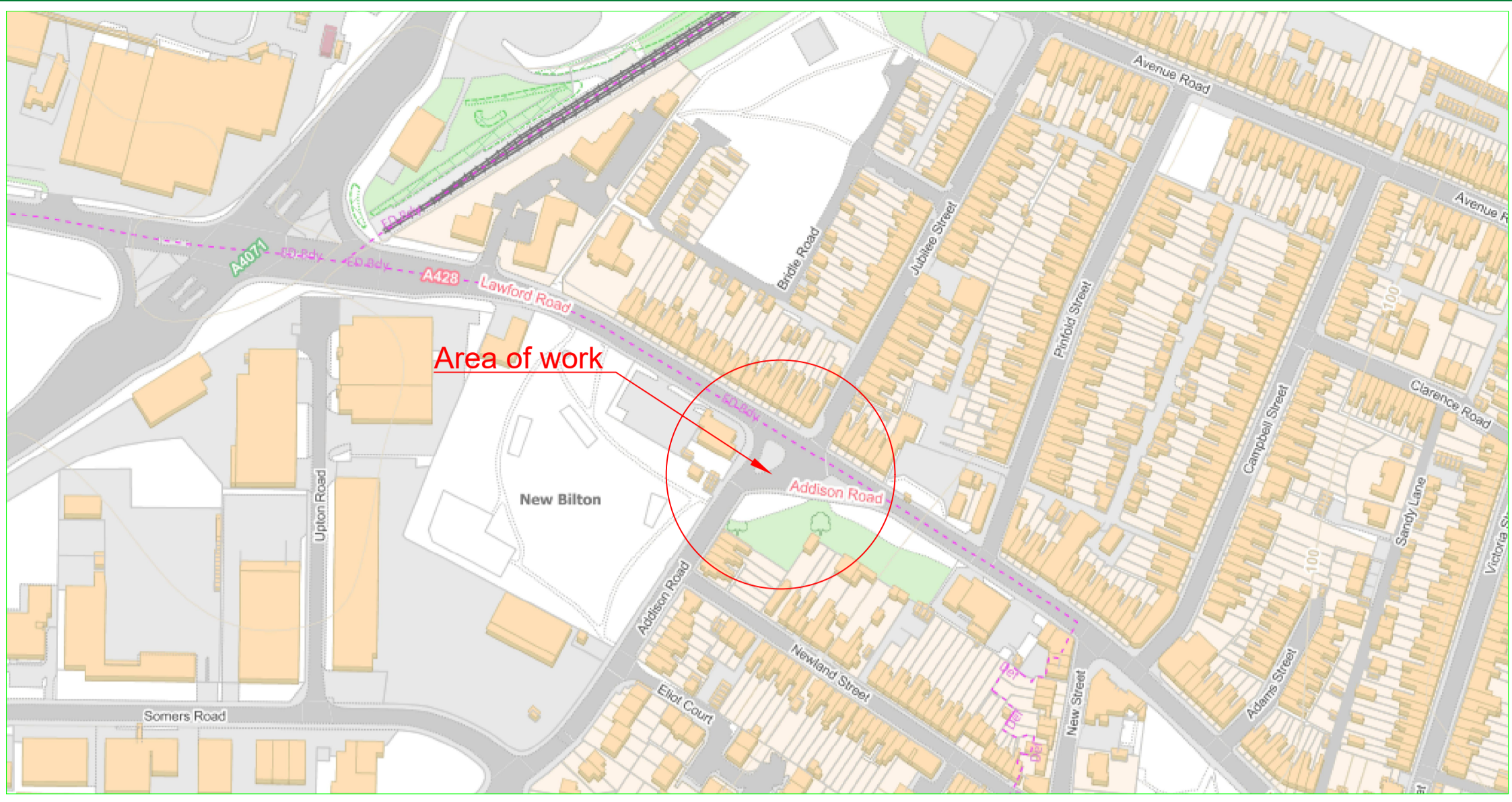
**Transfer Land Rugby Borough Council
to Warwickshire County Council.**



28.09.2020

User: DMIL5

QGIS 3.10.3-A Coruña



- NOTES**
- APPENDIX 2**
- KEY:**
- Existing Highway Boundary Line
 - - - - Proposed Highway Boundary Line
 - RBC Land Required for construction of new roundabout = 1181m²
 - Area of new carriageway surface
 - Area of new footway surface
 - Existing carriageway
 - Existing footway
 - Embankment - Grassed.

Note :

The proposed roundabout layout shown is still subject to completion of the Detailed Design and Road Safety Audit processes. Hence, the layout should be considered **DRAFT**.

A	AA	Added Text	09/10/19
REV	DRN	AMENDMENT	DATE



Engineering Design Services
 Environment Services, Communities
 Shire Hall Post Room
 Warwick
 CV34 4SP
 Tel : 01926 410410
 Web : www.warwickshire.gov.uk

FS 26655

PROJECT
 A428 - Lawford Road/Addison Road, Rugby
 Casualty Reduction Roundabout Project

TITLE
 Land Dedication Plan

Purpose of Drawing: Legal Plan

Dim	AA	Cr'd	RJP	App'd	AC
Date	27-08-19	Date	09-10-19	Date	10-10-19

Status
 Approved (Level 3)

Scale
 1 : 200

Sheet size
 A1

DRG. NO.
 9.2-A428-042-022

Rev.
 A

AGENDA MANAGEMENT SHEET

Report Title: Draft Housing Revenue Account Capital & Revenue Budgets 2021/22 and Medium Term Financial Plan 2021-25

Name of Committee: Cabinet

Date of Meeting: 7 December 2020

Report Director: Interim Chief Financial Officer and Head of Communities and Homes

Portfolio: Communities and Homes

Ward Relevance: ALL

Prior Consultation: Housing Revenue Account Capital & Revenue Budgets 2021/22 and Medium Term Financial Plan 2021-25

Contact Officer: Jon Illingworth Interim Chief Financial Officer
01788 533410 jon.illingworth@rugby.gov.uk
Raj Chand, Head of Communities and Homes
01788 533737 raj.chand@rugby.gov.uk

Public or Private: Public

Report Subject to Call-In: Yes

Report En-Bloc: No

Forward Plan: Yes

Corporate Priorities: This report relates to the following priority(ies):

(CR) Corporate Resources To provide excellent, value for money services and sustainable growth

(CH) Communities and Homes Achieve financial self-sufficiency by 2020

(EPR) Environment and Public Realm Enable our residents to live healthy, independent lives

(GI) Growth and Investment Optimise income and identify new revenue opportunities (CR)

Prioritise use of resources to meet changing customer needs and demands (CR)

Ensure that the council works efficiently and effectively (CR)

Ensure residents have a home that works for them and is affordable (CH)

Deliver digitally-enabled services that residents can access (CH)

- Understand our communities and enable people to take an active part in them (CH)
- Enhance our local, open spaces to make them places where people want to be (EPR)
- Continue to improve the efficiency of our waste and recycling services (EPR)
- Protect the public (EPR)
- Promote sustainable growth and economic prosperity (GI)
- Promote and grow Rugby's visitor economy with our partners (GI)
- Encourage healthy and active lifestyles to improve wellbeing within the borough (GI)
- This report does not specifically relate to any Council priorities but

Statutory/Policy Background: The Council has a statutory duty to set an annual Housing Revenue Account (HRA) revenue budget that will enable it to determine the level of council house rents.

Summary: The primary purpose of this report is to present a first draft HRA revenue position (see Appendix A) and a capital position (see Appendix B) for 2021/22 based on budget submissions, plus a HRA Medium Term Financial Plan (MTFP) (see Appendix C).

Financial Implications: As detailed within the report and appendices.

Risk Management Implications: There are no risk management implications arising from this report.

Environmental Implications: There are no environmental implications arising from this report.

Legal Implications: Set out within the body of this report

Equality and Diversity: A full Equality Impact Assessment will be presented with the final budget report at Council on 2 February 2021.

Options: Not applicable

Recommendation:

1. The draft revenue and capital budgets at Appendices A and B for 2021/22 be noted; and

Reasons for Recommendation: To give Cabinet an initial view of the Housing Revenue Account revenue and capital budgets for 2021/22 onwards and to ensure that the Council has earmarked balances to continue demolition, design and rebuild costs at Biart Place and Rounds Gardens (notwithstanding central Government financial support.)

Cabinet - 7 December 2020

**Draft Housing Revenue Account Capital & Revenue Budgets
2021/22 and Medium Term Financial Plan 2021-25**

**Public Report of the Interim Chief Financial Officer and
Head of Communities and Homes**

RECOMMENDATION

The draft revenue and capital budgets at Appendices A and B for 2021/22 be noted.

1. INTRODUCTION

1.1 The Council is required by the Local Government and Housing Act 1989 (section 74) to keep a Housing Revenue Account (HRA) which records all revenue expenditure and income relating to the provision of council dwellings and related services. The use of this account is heavily prescribed by statute and the Council is not allowed to fund any expenditure for non-housing related services from this account. In addition, the Act ensures that the HRA does not fall into a deficit position.

1.2 In accordance with the constitution, the Council is required to carry out an annual review of rents and notify tenants not less than 28 days prior to the proposed date of change.

1.3 The Council has a retained housing stock of c3,700 homes currently available to let and manages an additional 60 leasehold properties with an annual rent roll of c.£16m.

1.4 The primary purpose of this report is to present an initial draft HRA revenue position (see Appendix A) and a capital position (see Appendix B) for 2021/22 based on budget submissions, plus a HRA Medium Term Financial Plan (MTFP) (see Appendix C) ahead of the final budget presentation and rent setting at Full Council on 2 February 2021.

2. BUDGET AND POLICY FRAMEWORK

2.1 Significant activities within or impacting upon the Housing Revenue Account in 2020/21 include:

- The completion of 19 property acquisitions so far this year including 10 Section 106 acquisitions at Coton Park; and
- A further 9 agreements on S106 properties in the current year.

2.2 The Council responded to several consultation papers from the Ministry of Housing, Communities and Local Government (MHCLG) in 2018/19 including the Green Paper, ***A New Deal for Social Housing and future proposals on the Use of Right to Buy Receipts.***

2.3 Among the consultation questions within the Green Paper the following have particular financial implications for the HRA moving forward:

- Are there any changes to what constitutes a Decent Home that we should consider?
- Do we need additional measures to make sure social homes are safe and decent?
- Views on whether the Government's current arrangements strike the right balance between providing grant funding for housing associations and HRA borrowing for local authorities; and
- What level of additional affordable housing, over existing investment plans, could be delivered by social housing providers if they were given longer term certainty over funding?

2.4 Following on from this on 17 November 2020 the white paper, **the Charter for Social Housing Residents** was released and commitments in the charter include;

- Consultation in respect of electrical safety, installation of carbon monoxide monitors
- A review of the Decent Homes Standard to support the decarbonisation and energy efficiency of social homes, and improve communal and green space. Part 1 of the review is anticipated to be completed in Autumn 2021 but this phase will be focused on 'is the current DHS fit for purpose'?

2.5 Rent guidance allows increases of CPI + 1%. CPI as at September 2020 was 0.5% meaning that the indicative rise in rents for current tenants will be 1.5% (0.5% plus 1%) For the purposes of financial planning within the Medium-Term Financial Plan (2020-2024) rent uplifts are estimated at 3% (Bank of England CPI target of 2% + 1%).

2.6 On 9 October 2019, Chief Finance Officers across the country were informed that, with immediate effect, **“HM Treasury is ...restoring interest rates to levels available in 2018, by increasing the margin that applies to new loans from the Public Works Loans Board (PWLB) by 100bps (one percentage point) on top of usual lending terms.”**

2.7 Following the lifting of the borrowing cap for the HRA in 2018/19, the Council has introduced a local limit on indebtedness to ensure compliance with the Prudential Code for Capital Finance in Local Authorities. It is recommended that the level remains at **£152m** approved in 2019/20 which will provide:

- Capacity to increase the Council's HRA Capital Financing Requirement to meet refurbishment costs at the multi-storey flat sites subject to Government support or Homes England grant; and

- Subject to support for the schemes above, capacity to increase the stock base via bids on developer affordable housing projects and/or RBC projects.

2.8 Council received several reports in 2018/19 concerning the condition and potential options for both **Rounds Gardens and Biart Place**. In summary, approval was given to:

- Proceed with the Biart Place redevelopment design and procurement;
- Install additional fire alarms at Rounds Gardens based on recommendations by the fire risk assessor and Warwickshire Fire and Rescue Service and commence decanting the blocks with a deadline of 31 March 2022, which is still on target to be delivered with 75% of the decant complete: and
- Proceed with the Rounds Gardens redevelopment, design and procurement.

2.9 The structural findings in respect of the blocks at both sites, which account for almost 10% in total of the Council's HRA stock, were unanticipated. The measures required to respond to these findings will have an extraordinary impact on the HRA's financial resources, which will impact on its ability to meet to both current and emerging housing needs. This will, in turn, have a potential impact on the General Fund, as unmet housing need must be increasingly met via temporary accommodation.

2.10 To ensure that the Council has continuing earmarked balances to commence demolition and rebuild costs (notwithstanding central Government financial support) in 2021/22, it is proposed that £2.884m that would otherwise have been set aside for the repayment of debt as part of the HRA Medium Term Financial Plan will be utilised as Revenue Contributions to Capital Expenditure.

2.11 The updated HRA Medium Term Financial Plan (Appendix C) also contains continuing Revenue Contributions to Capital Expenditure in place of voluntary debt repayments. Adjustments have also been made for temporary rent loss and additional interest on debt where timelines can be estimated.

3. REVIEW OF HRA BALANCES

3.1 The HRA draft budget for 2021/22 (Appendix A) takes into account the re-introduction of social housing rent guidance in 2020/21 allowing for CPI + 1% rent increases. The 30-year HRA financial plan has also been updated to reflect changes, including high-rise site redevelopment, where the impact can be forecast.

HRA Revenue Balance

3.2 The level of the HRA Revenue balance was re-assessed prior to rent setting in 2018/19 considering potential risks arising from the Council's capacity to manage in-year budget pressures and the wider reform and regulatory environment. Further recommendations were made during 2018 and 2019 as part of reports to Council concerning high-rise sites.

3.3 After assessing for the above, the estimated HRA Revenue balance at 31 March 2021 will be £4.342m. This level is considered prudent to meet further revenue costs arising from decisions on the future of the high-rise sites and other

potential risks moving forward over the term of the HRA Medium Term Financial Plan.

Major Repairs Reserve

3.4 The Major Repairs Reserve (MRR) reflects the need to replace major components as they wear out. This funding, together with previous allocations of supported borrowing and revenue contributions, has enabled the Council to maintain our housing stock in a good condition. As the housing Green Paper drew specific reference to “what constitutes a decent home” balances will require reviewing in light of any regulatory changes in future years. A major upgrade to the Council’s asset management system is currently in development which will utilise digital technology to better inform officers about stock condition, including energy efficiency. In turn this will allow for more accurate forecasting of component (bathrooms, kitchens, central heating, etc) replacement programmes.

3.5 The forecast MRR balances reflecting the capital programme proposals at Appendix B are as follows:

	2021/22 £000s	2022/23 £000s	2023/24 £000s	2024/25 £000s
Balance b/fwd	1,699	1,371	3,100	5,253
Depreciation/Appropriations from HRA Revenue	2,878	2,950	3,024	3,099
Interest Received	15	15	15	15
Capital Financing	(3,321)	(1,236)	(886)	(886)
Balance c/fwd	1,371	3,100	5,253	7,481

Housing Repairs Account

3.6 The Housing Repairs Account is an earmarked reserve used to mitigate the risks associated with cyclical and responsive repairs over time. The forecast balance over the period of the medium-term financial plan is **£0.668m**.

Housing Capital Investment Balances

3.7 In addition to the above, the Council has also made revenue contributions set aside for capital investment in prior years to fund new build, estate regeneration and other works, for example, upgrades to the Housing Management System software. Capital investment balances will be utilised to fund redevelopment costs at Biart Place and Rounds Gardens over the period of the HRA Medium Term Financial Plan subject to availability of financial support from Central Government or grant aid from Homes England. Costs in excess of available balances will be met via additional borrowing. Where Right-to-Buy (RTB) receipts are utilised to fund replacement homes, only 30% of the total cost may currently be funded from this source. The forecast balances over the period of the medium-term financial plan are as follows:

	2021/22 £000s	2022/23 £000s	2023/24 £000s	2024/25 £000s
Balance b/fwd	6,966	6,837	5,997	6,686
Contributions from HRA	2,884	2,840	2,369	1,000
Capital Financing for New Build / Acquisitions / Other Projects	(3,013)	(3,680)	(1,680)	(1,680)
Balance c/fwd	6,837	5,997	6,686	6,006

Right-to-Buy (RTB) Capital Receipts

3.8 The Council entered a 1-4-1 retention agreement with MHCLG in 2012 allowing it to retain a greater proportion of receipts upon the condition that they are utilised in provision of replacement housing within 3 years. Receipts under the 1-4-1 retention agreement that are not utilised must be returned to Her Majesty's Treasury (HMT) and incur an interest charge of Bank of England Base Rate plus 4%. Only 30% of the expenditure incurred on replacement housing may be financed from RTB receipts. As noted in section 2, MHCLG consulted on changes to the use of Right-to-Buy receipts in October 2018 and the sector is still awaiting a formal response from government to its suggestions.

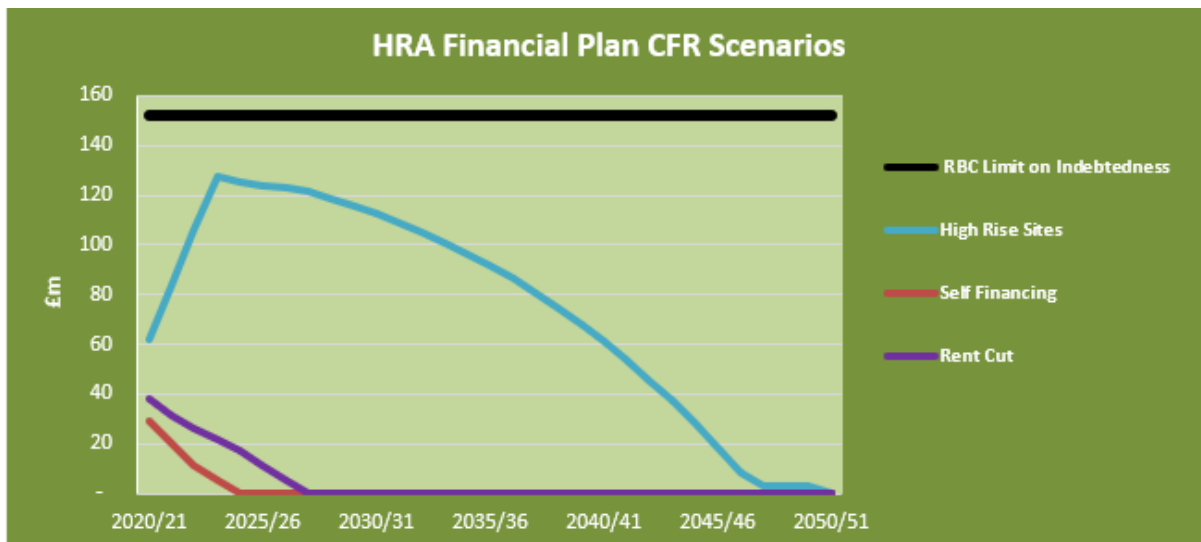
3.9 It is assumed that 22 homes will be sold under the Right-to-Buy scheme per year over the period of the medium-term financial plan producing an average receipt of £0.085m per property (prior to pooling). Forecast balances over the period are as follows:

	2021/22 £000s	2022/23 £000s	2023/24 £000s	2024/25 £000s
Balance b/fwd	7,281	7,181	7,581	7,681
Net Pooling Contribution	900	900	900	900
Capital Financing for New Build / Acquisitions	(1,000)	(500)	(500)	(500)
Balance c/fwd	7,181	7,581	7,981	8,381

4. MEDIUM TERM FUNDING OPTIONS

4.1 As noted in sections 2 and 3, sums set aside for the voluntary repayment of debt will be diverted to balances during the period of the HRA Medium Term Financial Plan to fund redevelopment costs at the high-rise sites. In the absence of significant Central Government financial support or grant from Homes England, the revised debt repayment schedule will now extend to **2049/50**, subject to sensitivity around project timelines and cost estimates.

4.2 The chart below compares the original debt repayment schedule (*self-financing*), the revised schedule following the 1% rent cut (*rent cut*), and the updated schedule in light of the current redevelopment estimates (*high-rise sites*). The level of the proposed "debt cap" is also included for reference.



4.3 Reducing the level and extending the timeline of debt repayments to 2049/50 will increase the net interest payable by the HRA during this period. All debt rescheduling and increases to the HRA debt pool will be undertaken in conjunction with the principles set out in the Council’s Treasury Management Strategy.

4.4 An updated HRA medium term financial plan reflecting the above position is included at Appendix C. The remainder of the report concentrates on proposals for 2021/22 including:

- Rent
- Service Charges
- Performance management – voids and debt collection
- Expenditure assumptions
- Housing repairs and capital programme
- Capital financing

5. RENT

Background

5.1 The Welfare Reform and Work Bill 2015 introduced a requirement for local authorities and other registered providers to reduce rents by 1% a year for four years beginning 2016/17. In 2019/20 this would have produced a rent increase of 3.40% (September 2018 CPI + 1%). The Council implemented the rent change in 2016/17, with an estimated cumulative rent differential over the 4-year period of **£5.107m**.

5.2 On 4th October 2017, the Department for Communities and Local Government (DCLG) announced that social landlords will be allowed to increase social housing rents “limited to the Consumer Price Index (CPI) plus 1% for 5 years from 2020.” This represents a return to the previous rent settlement, which was meant to run from 2015 to 2025 but was replaced with a 4-year reduction by 1% annually from 2016.

5.3 Properties below target rent (the equivalent rent in the Housing Association sector) are still allowed to have rents uplifted to that rate at the point of vacancy and subsequent re-let, with rents subsequently increased using the standard CPI + 1%. It

is estimated that 150 homes below target rent will be re-let during 2020/21 based on historic trends and stock availability following the decant of Biart Place.

5.4 Rent estimates for 2021/22 assume a stock level of 3,517 available to let HRA properties at the start of April 2021. It is estimated that stock will fall by an estimated 22 Right-to-Buy sales in year. It is also assumed that the Rounds Gardens site will be fully decanted by 31 March 2022. The fall in numbers will be mitigated by the acquisition of c.38 open market homes (including purchases from developers as part of S106 provisions). A void rate of 1.00% (excluding any decant properties) is estimated for 2021/22.

Rent Calculation

5.5 The calculations for rents are based on average rents over the entire year, i.e. without any free weeks. The percentages applied to this may not be the same as the ones applicable when considering a 48 or 49-week rent year. 2021/22 is a 48-week rent year and therefore rents will be charged accordingly.

5.6 The following calculations are based on stock numbers as at October 2020.

	2020/21 £'s	2021/22 £'s	Average % Increase	Average £ Increase
Average Weekly Rent (52-week basis)	85.14	86.59	1.70	1.45

5.7 Since 2021/22 is a 48-week rent year the rents will be charged accordingly and therefore the figures shown here are for illustrative purposes. Estimated rental income from dwellings of £15.716m for 2021/22 has been included within the draft HRA revenue budgets as shown in Appendix A. The estimate is based on the central business case of:

- An average 1% void rate across the stock;
- Full decant of Rounds Gardens by March 2022
- 22 Right-to-Buy sales in 2021/22;
- Acquisition of 38 new build (open market and S106 developer) properties; and
- 150 re-lets where rent is uplifted to target rent

5.8 For each 1% change in the void rate the HRA rent loss is equivalent to £0.158m. Each additional RTB sale produces an average rent loss of £4,530 in a full year. The average target rent in 2021/22 (52-week basis) will be £96.71 as compared to the average current rent of £86.59 (see above.)

5.9 The assumptions are that in 2021/22 we will acquire more stock that we dispose of and this is partly as a result of the Housing Acquisition Fund. This c£13m fund, established in 2018/19 was created to alleviate the cost of temporary accommodation as well as have a positive impact on waiting lists. To date, 10

properties have been secured under the scheme with a number of other opportunities being considered

6. SERVICE CHARGES

6.1 In line with government guidance, the Council carried out an exercise of de-pooling rent and service charges in 2006/07. This enabled tenants to see the estimated amount spent on services that had previously been included within the rent. Income from service charges is estimated at £0.946m in 2021/22 (including a void allowance of 1.00%).

6.2 The average weekly impact upon utilities and cleaning service charges arising from the estimates of costs associated with that service in 2021/22 (on a 52-week basis) is as follows:

Charge Type	Average Charge p/w (52 wk basis) £	Average Change p/w £
Communal Lighting - Electricity (Rebateable – eligible for Housing Benefit)	1.02	0.00
Communal Heating - Gas (Rebateable – eligible for Housing Benefit)	0.40	0.02
Communal Cleaning (Rebateable – eligible for Housing Benefit)	2.93	0.03
Communal Heating – Gas (Non-Rebateable – Very Sheltered Housing only – not eligible for Housing Benefit)	6.90	0.05
Subtotal	11.25	0.10
Independent Living Co-ordinator	8.59	0.13
Concierge	2.28	0.03
Control centre operators	16.33	0.23

6.3 Ongoing concierge and control centre operators charges are currently under review in light of the redevelopment project at Rounds Garden and will therefore be held at 2020/21 prices. It is proposed that Independent Living Co-ordinator charges will rise in line with rent levels at 1.50% in 2021/22. Both services utilise the Control Centre located at the Rounds Gardens site.

7. PERFORMANCE MANAGEMENT

7.1 The financial management of the HRA is directly linked to key performance in several operational areas – void management, rent collection and arrears recovery.

Void Management

7.2 There is a direct relationship between the time a property remains void and the rent foregone. Consequently, ensuring that homes are re-let in the most efficient manner is a key priority for housing and property repairs service staff.

7.3 For 2021/22 the target for void property rent and service charge loss will be set at 1.00%, equating to £0.158m. Most recent performance data shows void loss, excluding properties at the multi-storey flats, running at 2.7%. Where rechargeable works are identified at the point of tenancy termination, tenants are offered the opportunity to make good, or will be billed for the costs. Void rechargeable repairs (the works identified through this process) year to date are £0.023m. There has been an impact on void rent loss and property turnaround times due to the COVID-19 pandemic. The national lockdown enforced in March 2020 prevented people from moving house until the end of June 2020. The only allocations that were able to take place during this period of time were for those applicants who were homeless.

Rent Collection/Bad Debt Provision

7.4 The collection rate for rent and service charges and the performance in managing rent debt is critical to the financial position of the HRA and has a direct impact on the amount of bad debt provision that must be set aside.

7.5 Government had originally intended to introduce Universal Credit on a phased basis from October 2013. However, full Borough-wide implementation for new claimants was not introduced until October 2015 and the transition for existing claimants is scheduled for completion in 2023/24.

7.6 Arrears greater than 4 weeks amounted to £1.115m as at September 2020 and 57% of this total (£0.633m) relates to current tenants. The level of rent arrears has been reviewed in year and will be monitored until final budget setting in February. The HRA's contribution to the bad debt provision is currently estimated at £0.057m in 2021/22 reflecting the above circumstances.

8. EXPENDITURE – ASSUMPTIONS

Employee costs

8.1 The HRA budgets are based on the current staffing establishment and an increase in pay of 2.0% for 2021/22 based on the National Joint Council agreement. Progression through pay scales and increased employer contributions to the Local Government Pension Scheme have also been included in the base budget. ***This was produced before the announcement of the spending review and will be revisited in line with the rent setting report to be presented to Council in February.***

8.2 Several members of staff spend their time on both HRA and General Fund activities and as a result staff costs are split based on percentages of time relevant to services.

Utility Costs

8.3 Gas and electricity costs have been estimated to attract the following inflation in 2021/22 as per ESPO Energy Briefing:

	Inflation Rate
Gas	5.0%
Electricity	-2.9%

However an estimated decrease in gas costs of 15% and an increase of electricity costs of 1.5% for the current year have also been included in the estimates.

8.4 The level of utility costs is subject to variation as further information about future energy inflation and current consumption is refined prior to rent setting.

Central Recharges

8.5 These costs are currently estimated at £2.625m in 2021/22 and include the HRA's proportion of Corporate Property, ICT, Legal, Human Resources, Payroll and other costs.

Charges for Capital

8.6 MHCLG and the Chartered Institute of Public Finance and Accountancy (CIPFA) produced guidelines regarding council dwelling depreciation and impairment to coincide with the introduction of 'self-financing' in 2012. Depreciation is used to provide a measure of the cost of the economic benefits embodied in an asset that have been consumed during the year. Estimates for 2021/22 charges are based around this guidance and there is no increase on financial year 2020/21. If the final depreciation charge for 2021/22 is less or more than the estimate (£2.878m), the excess or deficit is transferred to the Major Repairs Reserve to ensure the smoothing of costs for major works over the medium term.

Amounts set aside for the repayment of debt/ Revenue Contributions to Capital Expenditure

8.7 The HRA business plan initiated at the point of self-financing assumed that all in-year surpluses would be utilised in the repayment of debt, subject to the maintenance of a prudent HRA working balance. Prior to the introduction of the 1% rent cut and the redevelopment projects at high rise sites, estimates were that the HRA self-financing debt allocation of £72.949m would be repaid in 2024 (12 years following the settlement). As noted in sections 2 and 3, sums set aside for the voluntary repayment of debt will be diverted to balances during the period of the HRA Medium Term Financial Plan to fund redevelopment costs at the high-rise sites. In the absence of significant government financial support or grant funding from Homes England, the revised debt repayment schedule will now extend to 2049/50, subject to sensitivity around project timelines and cost estimates.

8.8 Unlike the General Fund, there is no statutory requirement to set aside money from revenue for debt repayment within the HRA allowing flexibility to adjust debt repayment considering HRA business planning needs in future years.

9. HOUSING REPAIRS & MAJOR WORKS

Housing Repairs

9.1 Housing repairs expenditure covers both planned and responsive maintenance, some of which is capital funded. The funding is split between:

- the Housing Repairs Account for revenue expenditure such as boiler servicing, electrical inspections, etc.; and
- the Major Repairs Reserve (MRR) for capital works including the replacement of significant components (kitchens, bathrooms, central heating, etc.)

9.2 The transfer to the Housing Repairs Account in 2021/22 is estimated at £4.004m (£3.979m 2020/21). Works within this total include:

- Gas servicing and maintenance works – (£0.390m);
- Responsive repairs and voids (£2.494m);
- Repainting schemes - (£0.210m); and
- Electrical inspections and maintenance (£0.065m).

Major Works

9.3 The Council is required to produce a capital programme which takes account of at least the next three financial years. To compliment this the Council is in the process of formulating a Carbon Management plan with the intention of applying for grant funding through the Social Housing Decarbonisation scheme. The full programme is included at Appendix B. Material items within the programme include:

Heating Upgrades (£1.735m)

9.4 The original proposals for 2021/22 include a heating upgrade/replacement programme of approximately 610 properties as part of the lifecycle replacements funded via the Major Repairs Reserve. . The new boilers will be high efficiency and will run on natural gas and LPG fuel, with 97% of consumption being turned into heat. For 2022/23 the number required for replacement will be nominal as all gas assets will be no older than 8 years and should have a life expectancy of 15 years

Bathrooms (£0.438m)

9.5 The proposals for 2021/22 include a bathroom replacement programme of approximately 125 properties to ensure continuing compliance with Decent Homes standards. A further 670 replacements will be undertaken in the period 2022/23 to 2027/28 at an approximate 135 properties per year. Funding is via the Major Repairs Reserve.

Acquisitions (£1.685m)

9.6 To maintain compliance with its retained Right-to-Buy 1-4-1 Agreement with MHCLG, and to access homes made available via S106 agreement with developers the Council will acquire approximately 12 properties in 2021/22. The average cost of acquisition is estimated at £140,000 of which a maximum 30% (£42,000) is currently funded via Right-to-Buy sales receipts. The balance (70%) is funded via Housing Capital Investment balances. Where larger new build or acquisition schemes are envisaged, such as those outlined in section 2, reports will be brought to Council outlining operational and financing recommendations.

10. CONCLUSION

10.1 The estimates contained within this report represent the most up-to-date information and sensitivity analysis available in preparing the HRA revenue budget for 2021/22 and the HRA medium term financial plan 2021-25. Further changes may arise from the following operational and policy areas:

- Revisions to cost estimates, project timelines, and external funding in relation to Biart Place and Rounds Gardens redevelopment/refurbishment schemes;
- Staffing and other changes arising from a review of costs associated with CCTV and Concierge service charges
- Revisions to inflation estimates impacting construction industry materials and labour costs; and
- Direct and indirect impact of efficiency measures arising from:
 - Digitalisation measures
 - Structure and delivery mechanisms of support service recharges

10.2 Any changes made to any of the recommendations will potentially affect the content of the subsequent appendices. If any changes to the rent setting levels are proposed, it is important to be clear about the effects of the change and to build these in during the consideration of each recommendation.

Name of Meeting: Cabinet

Date of Meeting: 7 December 2020

Subject Matter: Draft Housing Revenue Account Capital & Revenue Budgets 2019/20 and Medium Term Financial Plan 2019-23

Originating Department: Corporate Resources

DO ANY BACKGROUND PAPERS APPLY YES NO

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink

The background papers relating to reports on planning applications and which are open to public inspection under Section 100D of the Local Government Act 1972, consist of the planning applications, referred to in the reports, and all written responses to consultations made by the Local Planning Authority, in connection with those applications.

Exempt information is contained in the following documents:

Doc No	Relevant Paragraph of Schedule 12A

DRAFT REVENUE BUDGETS 2021/22 SUMMARY**HOUSING REVENUE ACCOUNT**

	2020/21 Original Budget £000s	2020/21 Revised Budget £000s	2021/22 Draft Budget £000s	Notes
INCOME :-				
Rent Income From Dwellings	(15,743)	(15,743)	(15,716)	1
Rent Income From Non - Dwellings	(133)	(133)	(127)	2
Charges For Services	(997)	(997)	(946)	3
Contributions Towards Expenditure	(214)	(214)	(215)	
Total Income	(17,088)	(17,088)	(17,004)	
EXPENDITURE :-				
Transfer To Housing Repairs Account	3,837	3,837	4,004	
Supervision & Management	5,643	5,643	5,823	4
Rents, Rates, Taxes & Other Charges	5	5	5	
Depreciation and Impairment	2,137	2,137	2,878	5
Debt Management Cost	24	24	24	
Provision For Bad or Doubtful Debt	114	114	57	
Amounts set aside for the repayment of debt	0	0	0	6
Total Expenditure	11,761	11,761	12,791	
HRA Share of Corporate & Democratic Core Costs	224	224	224	
NET COST OF HRA SERVICES	(5,103)	(5,103)	(3,989)	
HRA SHARE OF OPERATING INCOME & EXPENDITURE INCLUDED IN THE WHOLE AUTHORITY INCOME & EXPENDITURE ACCOUNT				
Interest Payable & Similar Charges	1,532	1,532	1,839	
Interest & Investment Income	(220)	(220)	(783)	
NET OPERATING EXPENDITURE	(3,791)	(3,791)	(2,933)	
Revenue Contributions to Capital Expenditure	3,743	3,743	2,884	6
Contributions to (+) / from (-) Reserves	48	48	49	
Surplus(-)/Deficit for year	0	0	0	

Notes

- 1 Rent estimates based on rent increase of 1.5% and estimated 22 RTB sales in year.
- 2 Garage rents have been increased in line with national guidance but this has been offset by an increase in the number of void/empty properties.
- 3 The net change in service charge income reflects any inflationary rises noted within the report and includes a void allowance of 1.00%.
- 4 The main adjustments from the supervision & management revised budget for 2021/22 are:

	£
Salaries (incremental and pay award costs) (including staff transferred from general fund)	108
Non capital costs relating to the purchase/valuation of properties	46
Contractual inflationary increases	30
Removal of bin rotation budgets for multi storey flats	(28)
Maintenance and repair costs	15
Other net changes less than £10,000	9
Total change in Supervision & Management budget	<hr/> 180

- 5 MHCLG and CIPFA have produced guidelines regarding council dwelling depreciation to co-incide with the introduction of HRA self-financing. Estimates for 2021/22 have been prepared on this basis.
- 6 Sums set aside for the voluntary repayment of debt will be diverted to balances during the period of the HRA Medium Term Financial Plan to fund redevelopment costs at the multi-storey sites.

Proposed Housing Revenue Account (HRA) Capital Programme 2021/22 and on			
	Revised 2020/21 Capital Programme £000s	Proposed 2021/22 Capital Programme £000s	Proposed 2022/23 Capital Programme £000s
Improvements & Capitalised Repairs			
Bathrooms	343	358	358
Bathrooms - Voids	80	80	80
Fire Risk Prevention Works	70	70	70
Heating Upgrades	1,423	1,735	350
Kitchen Improvements	99	52	52
Kitchen Improvements - Voids	120	120	120
Patterdale Sheltered Scheme	37	0	0
CCTV Upgrades	45	0	0
Soffit / Gutter Improvements	111	0	0
Replacement Footpaths	120	0	0
External Walls	89	0	0
Housing Window Replacement	34	0	0
Roof Refurbishment - Lesley Souter House	70	0	0
Entrance Doors / Door Entry Systems	311	350	0
Electrical Upgrades - Community Rooms	186	150	0
Boiler Works - Tanser Court	105	0	0
LED Lighting	16	0	0
Laundry Equipment	0	100	0
Housing Management System	307	60	60
Mobysoft	84	0	0
Disabled Adaptations	206	206	206
Lifeline Renewal Programme	64	30	30
Property Repairs Vehicle Replacement	300	0	0
Purchase of Council Homes	15,186	1,685	1,685
Rugby Gateway Houses - CALA Homes	434	0	0
Rounds Gardens Capital	2,494	0	0
Biart Place	1,134	0	0
Biart Place Demolition	2,083	0	0
HRA Garage Sites	1,229	0	0
Bell House Redevelopment	1,965	0	0
TOTAL	28,744	4,996	3,011
Draft Financing: -			
Revenue Contributions / RTB Receipts	25,361	1,775	1,775
Major Repairs Reserve	3,384	3,221	1,236
TOTAL	28,744	4,996	3,011

MEDIUM TERM FINANCIAL PLAN - HOUSING REVENUE ACCOUNT (HRA): 2021/22 - 2024/25

	2021/22 £000s	2022/23 £000s	2023/24 £000s	2024/25 £000s
EXPENDITURE				
Supervision & Management	5,823	5,969	6,118	6,271
Repairs & Maintenance	4,004	4,104	4,204	4,304
Rents, Rates, Taxes	5	5	5	5
Charges for Capital	2,878	2,964	3,053	3,145
Debt Management	24	25	25	26
Provision for Bad Debts	57	58	60	61
HRA Share of Corporate & Democratic Core Costs	224	230	235	241
Revenue Contributions to Capital Expenditure	2,884	1,786	1,480	1,499
Net Interest Payments	1,056	2,366	2,918	3,157
Contribution to/from(-) reserves	49	50	52	54
Total	17,004	17,557	18,151	18,763
INCOME				
Dwelling Rent	(15,716)	(16,256)	(16,815)	(17,393)
Non Dwelling Rent	(127)	(126)	(125)	(123)
Service Charges	(946)	(954)	(982)	(1,012)
Contributions towards expenditure	(215)	(221)	(228)	(235)
TOTAL	(17,004)	(17,557)	(18,151)	(18,763)

Impact on Average Rent (52 week basis):	£	£	£	£
Prior Year	85.14	86.59	89.19	91.87
Current Year	86.59	89.19	91.87	94.63
Increase £'s	1.45	2.60	2.68	2.76
Increase %	1.70	3.00	3.00	3.00

AGENDA MANAGEMENT SHEET

Report Title: Council Tax Reduction Scheme 2021/2022

Name of Committee: Cabinet

Date of Meeting: 7 December 2020

Report Director: Head of Communities and Homes

Portfolio: Communities and Homes

Ward Relevance: All

Prior Consultation: Head of Communities and Homes
Legal Democratic and Electoral Services
Manager / Monitoring Officer
Financial Services Manager

Contact Officer: David Wortley, Community Advice and Support
Manager, 01788 533440

Public or Private: Public

Report Subject to Call-In: No

Report En-Bloc: No

Forward Plan: No

Corporate Priorities: This report relates to the following priority(ies):

(CR) Corporate Resources To provide excellent, value for money services and sustainable growth

(CH) Communities and Homes Achieve financial self-sufficiency by 2020

(EPR) Environment and Public Realm Enable our residents to live healthy, independent lives

(GI) Growth and Investment Optimise income and identify new revenue opportunities (CR)

Prioritise use of resources to meet changing customer needs and demands (CR)

Ensure that the council works efficiently and effectively (CR)

Ensure residents have a home that works for them and is affordable (CH)

Deliver digitally-enabled services that residents can access (CH)

Understand our communities and enable people to take an active part in them (CH)

Enhance our local, open spaces to make them places where people want to be (EPR)

- Continue to improve the efficiency of our waste and recycling services (EPR)
- Protect the public (EPR)
- Promote sustainable growth and economic prosperity (GI)
- Promote and grow Rugby's visitor economy with our partners (GI)
- Encourage healthy and active lifestyles to improve wellbeing within the borough (GI)
- This report does not specifically relate to any Council priorities but

Statutory/Policy Background:	The Local Government Finance Bill 2012
Summary:	To recommend to Council the adoption of a Council Tax Reduction Scheme for 2021/2022
Financial Implications:	Funding for the provision of a Local Council Tax Reduction Scheme is no longer separately identified within the Revenue Support Grant. The cost of awards are met by the major preceptors, however the cost of administering a scheme is borne by Rugby Borough Council
Risk Management Implications:	There is a statutory requirement to adopt a Local Council Tax Reduction Scheme
Environmental Implications:	There are no environmental implications for this report
Legal Implications:	The recommendations within this report are governed by Section 13A and Schedule 1A of the Local Government Finance Act 1992 (as amended by the Local Government Finance Act 2012). Section 5(2) of Schedule 4 of the Local Government Finance Act 2012, which inserts Schedule 1A to the Local Government Finance Act 1992 requires the Council to set its Council Tax Reduction Scheme by 31 January preceding the start of the financial year in which it is to apply. This has been further amended by Regulation 2 of The Council Tax Reduction Schemes (Amendment) (England) Regulations 2017 to 11 March.
Equality and Diversity:	The current Equality Impact Assessment has been reviewed and the Council has duly considered its obligations in accordance with the Equality Act 2010. A copy is attached at Appendix 1.

Options:

1. Recommend Full Council to approve the proposed scheme.
2. Reject the proposed scheme and subject any amendments to public consultation.

Recommendation:

IT BE RECOMMENDED TO COUNCIL THAT the Council Tax Reduction Scheme for 2020/2021 be adopted as the Council's Local Council Tax Reduction Scheme for 2021/2022.

Reasons for Recommendation:

To enable the Council to deliver a Council Tax Reduction Scheme for 2021/2022

Cabinet - 7 December 2020

Council Tax Reduction Scheme 2021/2022

Public Report of the Head of Communities and Homes

Recommendation

IT BE RECOMMENDED TO COUNCIL THAT the Council Tax Reduction Scheme for 2020/2021 be adopted as the Council's Local Council Tax Reduction Scheme for 2021/2022.

1. Background

- 1.1 The Local Government Finance Bill 2012 requires Local Authorities to design and implement a Local Council Tax Reduction scheme for 2021/2022 by 11th March 2021.
- 1.2 The scheme only impacts customers who are of working age. Council Tax Reduction for customers of pensionable age is calculated in accordance with a national scheme and therefore not affected by proposals contained in this report.
- 1.3 Rugby Borough Council, as the Billing Authority, takes the lead in designing and implementing the local scheme but is required to consult with major precepting authorities (i.e. Warwickshire County Council and Warwickshire Police and Crime Commission), if any changes are proposed to a scheme.

2. Review of the Scheme for 2021/2022

- 2.1 Details of the current scheme can be found at <https://www.rugby.gov.uk/ctrs>
- 2.2 In summary the scheme is designed to reflect the individual needs of the applicant's household, taking into account;
 - The size and makeup of the household.
 - If any members of the household have a disability.
 - If any grown up children or any other adults live with the applicant and could be expected to make a financial contribution towards the council tax bill.
 - Any savings or investments held by the applicant and / or partner.
 - The amount of income (wages, state benefits, etc.) received by the applicant and / or partner. Certain types of income are disregarded, in whole or in part, to provide additional support to those who have a disability or are in work.

- Council Tax Reduction is limited to 85% of the applicant's weekly council tax liability.
- Council Tax Reduction is not available to those who have savings or investments above £10,000.

2.3 A Discretionary Council Tax Reduction Scheme is also available to all residents who are liable to pay council tax. This is to provide additional financial support to those with exceptional circumstances, or those who require additional support for a short period of time.

2.4 The current scheme is flexible and takes into account the individual circumstances of households and any changes in the circumstances that may occur.

3. Proposed Scheme for 2021/2022

3.1 It is proposed to carry forward the current scheme for 2020/2021 without amendment.

4. Equality Impact Assessment

4.1 The Equality Impact Assessment prepared in November 2019 has been reviewed but no changes are required. The Council has duly considered its obligations in accordance with the Equality Act 2010. A copy is attached at Appendix 1.

Name of Meeting: Cabinet
Date of Meeting: 7 December 2020
Subject Matter: Council Tax Reduction Scheme 2021/2022
Originating Department: Communities and Homes

DO ANY BACKGROUND PAPERS APPLY YES NO

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink

The background papers relating to reports on planning applications and which are open to public inspection under Section 100D of the Local Government Act 1972, consist of the planning applications, referred to in the reports, and all written responses to consultations made by the Local Planning Authority, in connection with those applications.

Exempt information is contained in the following documents:

Doc No	Relevant Paragraph of Schedule 12A

Equality Impact Assessment

Service Area	Communities and Homes
Policy/Service being assessed	Council Tax Reduction Scheme 2021/22
Is this is a new or existing policy/service?	Annual adoption of Council Tax Reduction Scheme by Council
If existing policy/service please state date of last assessment	November 2019
EqlA Review team – List of members	David Wortley
Date of this assessment	19 November 2020
Signature of responsible officer (to be signed after the EqlA has been completed)	

A copy of this Equality Impact Assessment report, including relevant data and information to be forwarded to the Corporate Equality & Diversity Advisor.

If you require help, advice and support to complete the forms, please contact Minakshee Patel, Corporate Equality & Diversity Advisor via email: minakshee.patel@rugby.gov.uk or 01788 533509

Details of Strategy/ Service/ Policy to be analysed

<u>Stage 1 – Scoping and Defining</u>	
(1) Describe the main aims, objectives and purpose of the Strategy/Service/Policy (or decision)?	The adoption of the Council Tax Reduction Scheme will enable Rugby Borough Council to provide financial support to assist residents with payment of their council tax bill
(2) How does it fit with Rugby Borough Council's Corporate priorities and your service area priorities?	<ul style="list-style-type: none"> • Optimise income and identify new revenue opportunities • Ensure that the council works efficiently and effectively
(3) What are the expected outcomes you are hoping to achieve?	The adoption of the Council Tax Reduction Scheme will assist residents with the payment of their council tax bill.
(4) Does or will the policy or decision affect: <ul style="list-style-type: none"> • Customers • Employees • Wider community or groups 	The scheme will affect customers
<u>Stage 2 - Information Gathering</u>	
	As a minimum you must consider what is known about the population likely to be affected which will support your understanding of the impact of the policy, e.g. service uptake/usage, customer satisfaction surveys, staffing data, performance data, research information (national, regional and local data sources).
(1) What does the information tell you about those groups identified?	We have household composition and financial information relating to our existing customers and therefore are able to assess the impact of any changes within the scheme.

Appendix 1

<p>(2) Have you consulted or involved those groups that are likely to be affected by the strategy/ service/policy you want to implement? If yes, what were their views and how have their views influenced your decision?</p>	<p>No consultation has been undertaken due to no changes to the existing scheme being proposed.</p>		
<p>(3) If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary.</p>	<p>No consultation has been undertaken due to no changes to the existing scheme being proposed.</p>		
<p><u>Stage 3 – Analysis of impact</u></p>			
<p><u>(1)Protected Characteristics</u> From your data and consultations is there any positive, adverse or negative impact identified for any particular group, which could amount to discrimination? If yes, identify the groups and how they are affected.</p>	<p>RACE No</p>	<p>DISABILITY Yes - income from disability living allowance and personal independence payments will be disregarded when calculating entitlement</p>	<p>GENDER No</p>
	<p>MARRIAGE/CIVIL PARTNERSHIP No</p>	<p>AGE Yes – only working age claimants will be affected</p>	<p>GENDER REASSIGNMENT No</p>

Appendix 1

	RELIGION/BELIEF No	PREGNANCY MATERNITY Yes - Customers who had/have a third child since April 2017 receive less financial support compared to a similar customer already in receipt of benefit as at 31 March 2017.	SEXUAL ORIENTATION No
<p><u>(2) Cross cutting themes</u> (a) Are your proposals likely to impact on social inequalities e.g. child poverty, geographically disadvantaged communities? If yes, please explain how? (b) Are your proposals likely to impact on a carer who looks after older people or people with disabilities? If yes, please explain how?</p>	<p>The scheme will provide financial support to assist with the payment of their council tax bill and therefore releasing income for other expenses.</p>		
<p>(3) If there is an adverse impact, can this be justified?</p>	<p>The Council Tax Reduction Scheme takes into account the circumstances of the applicant and household to ensure that applicants receive financial support based on their individual needs.</p>		
<p>(4) What actions are going to be taken to reduce or eliminate negative or adverse impact? (this should form part of your action plan under Stage 4.)</p>	<p>A discretionary hardship fund will be available to provide additional support in appropriate cases.</p>		
<p>(5) How does the strategy/service/policy contribute to the promotion of equality? If not what can be done?</p>	<p>N/A</p>		

(6) How does the strategy/service/policy promote good relations between groups? If not what can be done?	N/A
(7) Are there any obvious barriers to accessing the service? If yes how can they be overcome?	None

<u>Stage 4 – Action Planning, Review & Monitoring</u>																										
<p>If No Further Action is required then go to – Review & Monitoring</p> <p>(1) Action Planning – Specify any changes or improvements that can be made to the service or policy to mitigate or eradicate negative or adverse impact on specific groups, including resource implications.</p>	<p>EqIA Action Plan</p> <table border="1" data-bbox="875 834 2119 1066"> <thead> <tr> <th>Action</th> <th>Lead Officer</th> <th>Date for completion</th> <th>Resource requirements</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Action	Lead Officer	Date for completion	Resource requirements	Comments																				
Action	Lead Officer	Date for completion	Resource requirements	Comments																						
(2) Review and Monitoring State how and when you will monitor policy and Action Plan	The Council Tax Reduction Scheme is subject to adoption by Council on an annual basis.																									

Please annotate your policy with the following statement:

‘An Equality Impact Assessment on this policy was undertaken on (date of assessment) and will be reviewed on (insert review date).’